

## Calibration Administrator

Not everyone needs all of the features included in our flagship calibration management software **Calibration Toolbox ADO**. So we created a powerful, but less expensive package, to meet these requirements: **Caliso Calibration Administrator**.

In this software you will find all that you need to keep track of every device and instrument in your care, and manage all of the data that is produced in a modern calibration facility.

Calibration Administrator is a very user-friendly way of keeping track of your devices and instruments, managing their calibrations, and storing and organising calibration data.

### 1. Calibration Administrator enables you to schedule calibrations

The software has a built-in calendar function that enables you to see, at a glance, the devices that are due for calibration in any month. Monthly schedules can be exported to Microsoft Excel.

### 2. Calibration Administrator enables you to store device calibration data internally within the database

Each device record is made up of 130 data fields of which there are 4 types:

- **Short string fields** - you have 100 of these

These allow entry of text data up to a maximum of 60 characters. Depending on how each field has been configured, data will be either typed-in manually or selected from a drop-down list.

- **Long string fields** - you have 10 of these

These allow manual entry of text data up to a maximum of 256 characters.

- **Date fields** - you have 10 of these

These allow entry of dates using the Caliso date selector.

- **Logical True/False fields** - you have 10 of these

These fields are represented by a check box to set the entry to true or false.

### 3. Calibration Administrator enables you to organise data stored in external files

In addition to the large amount of information that can be stored for each device within the database, it is also possible to link any number of external files to a particular device, and launch them from within **Calibration Administrator** at the click of a mouse.

If you like to keep device data in external files, then **Calibration Administrator is for you**. You can organise your calibration schedules, device data and files all in one easy-to-use program.

Here are a few examples of the kind of data files you might need to organise:

- Calibration measurement data **Excel spreadsheet**
- Calibration procedure document **MS Word document** or **Acrobat Reader file**
- Scanned calibration certificate **tif file**
- Operating manual **MS Word document** or **Acrobat Reader file**

The list could go on and on, anything you want.

### 4. Calibration Administrator can be easily configured to match your exact requirements

Using the **Settings** utility the Calibration Administrator database can be set up to display device data exactly how you want it to be. The following are possible:

- **Rename fields**

Of the 130 available fields, all but 5 can be renamed to match the data you wish to store for example:

- Purchase Date
- Operating Range
- Condition Returned for Calibration
- Within Tolerance

- **Re-order fields**

The fields can be moved so that they are displayed in any order you like.

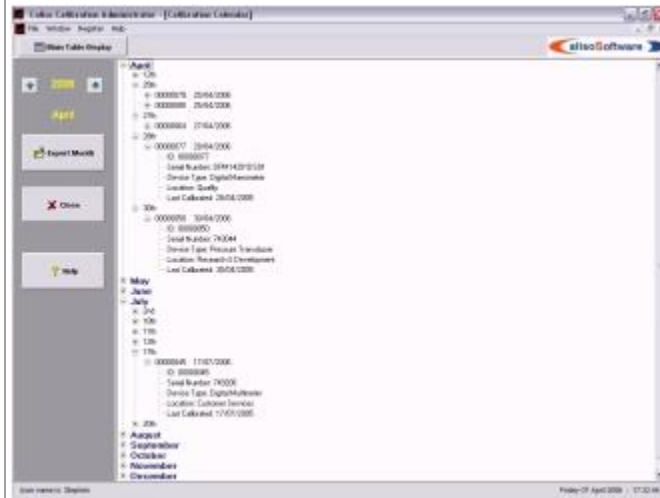


## The Calibration Calendar

The Calendar is an easy-to-use way of keeping track of your device calibrations. It will enable you to view, one year at a time, all of the devices due for calibration in any month. All due calibrations are listed in date order.

The Calendar shows the following information on each device:

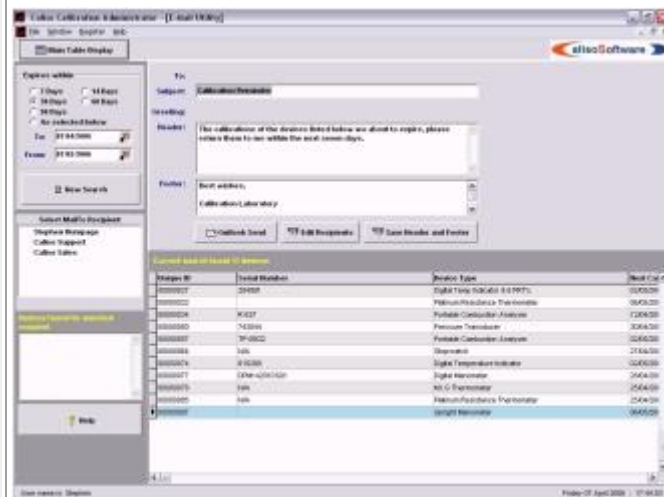
- Calibration Due Date
- Unique ID
- Device Type
- Location
- Last Calibration Date



## Calibration Reminders and Recall Notices by E-Mail

First, a search tool enables you to locate any devices on the database whose calibrations will expire within a certain period ( eg: 30, 60, 90 days ) or between 2 dates ( eg 1st June to the 10th June ). The software then groups the selected devices by **Message Recipient** for you, and automatically creates recall e-mails which you then send to the Message Recipients at the click of a button. (You allocate a Message Recipient for each device on the database by choosing from a list that you create. )

**How are the e-mails sent ?** Calibration Administrator uses an advanced Windows feature called 'Object Linking and Embedding' ( OLE ) to place reminders into the 'Sent Items' folder of your Microsoft Outlook application. You can use any other application for your regular e-mails, but Outlook must be configured on your system, although it actually doesn't need to be running when the reminders are sent.



## The Settings page

The Settings page gives you complete control over the Calibration Administrator database

- Rename the data fields
- Change the order in which the data fields are presented
- Make any data field visible or invisible
- Make any short string field either typed entry or a drop-down list
- Edit the picklists used in the drop-down lists

