

# Calibration Toolbox ADO

## Quick Start Guide – How to Configure your Display

This set of quick start guides is designed to help you to discover the main features of Calibration Toolbox ADO as quickly as possible. Like all sophisticated tools, it will take time and practice for you to become totally proficient, but you can begin to use some of its powerful features almost straight away.

### 1. Basic Configuration

When you run the software you will be taken to the login screen. For the evaluation and 'Lite' versions, the User Name and Password cannot be changed. You will also see a checkbox named 'Login as Administrator' as show in fig 1 below. Please make sure that this is checked and then click the OK button.

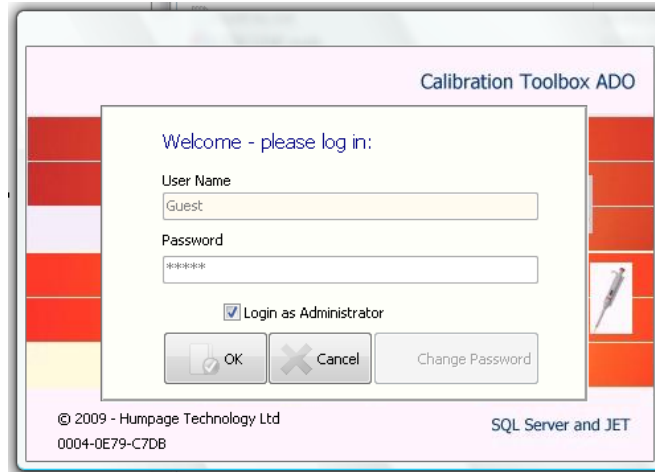


Fig1. The Login Screen

For normal operations, you would simply click OK to enter the main part of the software, but we would like you to see one of the many features that make Calibration Toolbox ADO so unique. So by checking the 'Login as Administrator' box you will go to the Administrator page seen in fig 2.

**Note:** The database and it's functions cannot be accessed from the Configuration window

#### 1.1 Configure your Interface Display

Calibration Toolbox ADO contains many data fields. The chances are that you will not want to use them all, in which case, there is no point in displaying them. Other fields you might wish to rename or appear in a different order to the default layout, for example, the ones that are most frequently changed you will want to have near the top.

Some data you will require the user to type in freely, but others, such as Department or Location are best selected from drop-down lists. The Configuration utility allows you to do all of this (please see section 2 below).

When the window opens you will see that the fields and their properties listed. They appear in the order that they are shown in the main parts of the software. Use the UP and DOWN buttons to re-order the fields.

Viewing from left to right, the properties are:

- Database Index:** The index of the field in the underlying data table
- Field Name:** The title of the field as it appears in the software
- Field Index:** The displayed field position
- List Select:** When checked, the field will be entered by a drop-down list
- Visible:** When un-checked, the field will be invisible to the user
- Copy:** Calibration Toolbox ADO enables a new device to be replicated using the properties of an existing one. If the Copy box is checked the contents of the field will be copied to the new device.
- List Made:** Indicated whether there is an actual drop-down list for fields whose List property is set to true. We will see how the lists are created and edited a little later on.

Note: If any of the properties have a grey colour, this indicated that the value is fixed and cannot be changed by the user.

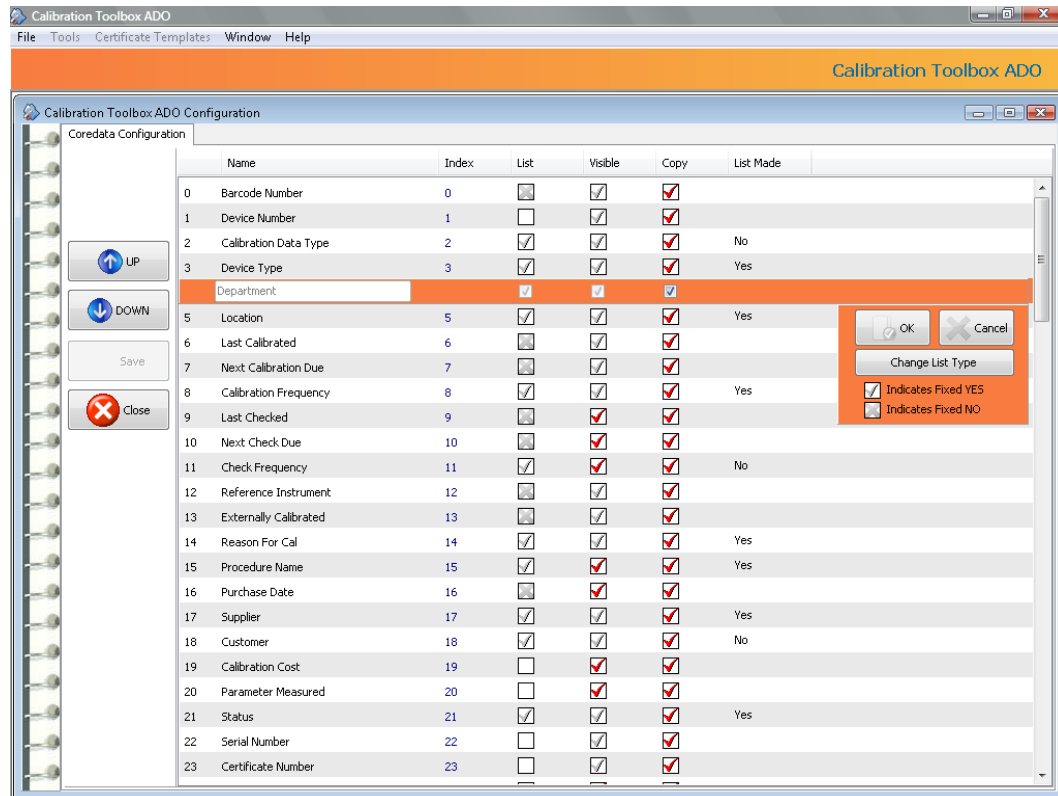


Fig 2: The Configuration Panel

To select a field, click its entry on the list. The orange edit panel will then appear. Set the parameters to suit your requirements.

Notes:

- Avoid duplication of field names as this can cause problems later on

- Avoid non-alphanumeric characters such as commas, quotes and slashes

For further information on how to create and edit lists, see the appropriate quick-start guide.

## 2. Different Types of Drop-Down List are Available

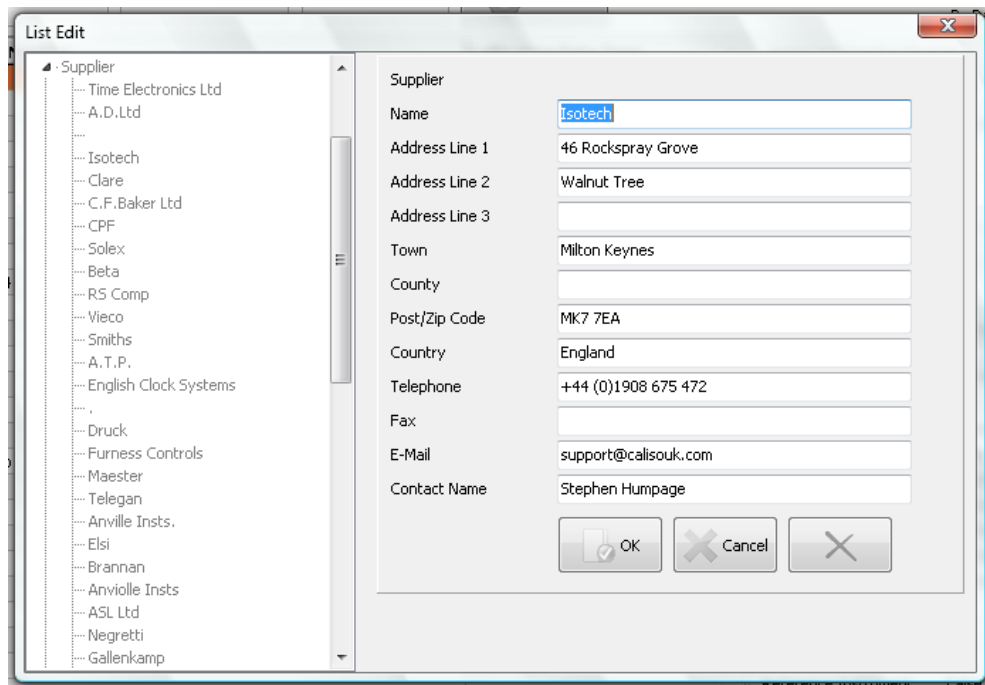
In some cases all you will need your drop-down lists to do is to enable users to pick items in a category. In others, it will be useful to associate additional information with the entries on the list. Here is an example to help illustrate what we mean:

- You could have created a field called 'Instrument Supplier'. It would be useful to associate with the entry:
  - Name
  - Address
  - Telephone Number
  - Contact Details

Calibration Toolbox ADO enables you to do this. The Administrator configures which of the fields are selected from drop-down lists and what type of list applies to each. The options are as follows:

### Contact List:

This enables you enter all contact details for the entry (see fig 3).



The screenshot shows a 'List Edit' dialog box. On the left, there is a list of suppliers under the heading 'Supplier'. The list includes: Time Electronics Ltd, A.D.Ltd, Isotech, Clare, C.F.Baker Ltd, CPF, Solex, Beta, RS Comp, Vieco, Smiths, A.T.P., English Clock Systems, Druck, Furness Controls, Maester, Telegan, Anville Insts., Elsi, Brannan, Anviolle Insts, ASL Ltd, Negretti, and Gallenkamp. On the right, the 'Isotech' supplier is selected, and its details are shown in a form. The fields are: Name (Isotech), Address Line 1 (46 Rockspray Grove), Address Line 2 (Walnut Tree), Address Line 3 (empty), Town (Milton Keynes), County (empty), Post/Zip Code (MK7 7EA), Country (England), Telephone (+44 (0)1908 675 472), Fax (empty), E-Mail (support@calisouk.com), and Contact Name (Stephen Humpage). At the bottom right of the form are three buttons: OK, Cancel, and a close button (X).

Fig 3: Contact List

### E-Mail Contacts:

This enables you store up to 4 e-mail addresses, with a comment for each, under a single entry.

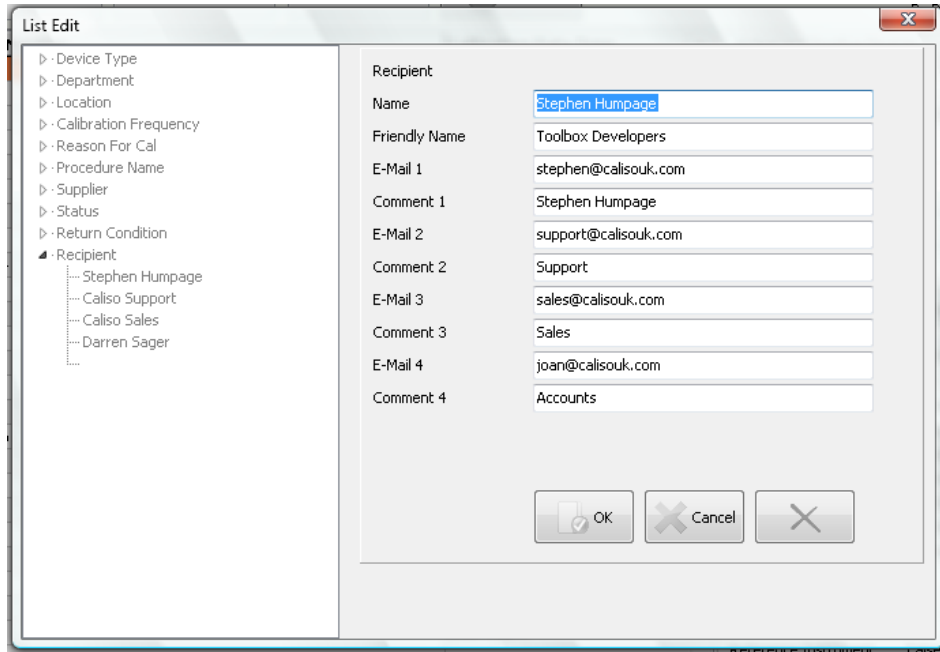


Fig 4: E-Mail Contacts

#### Document Links:

You may need you field to carry information or links to to some form of formal documentation, for example engineering drawings or photographs. You can do this as well.

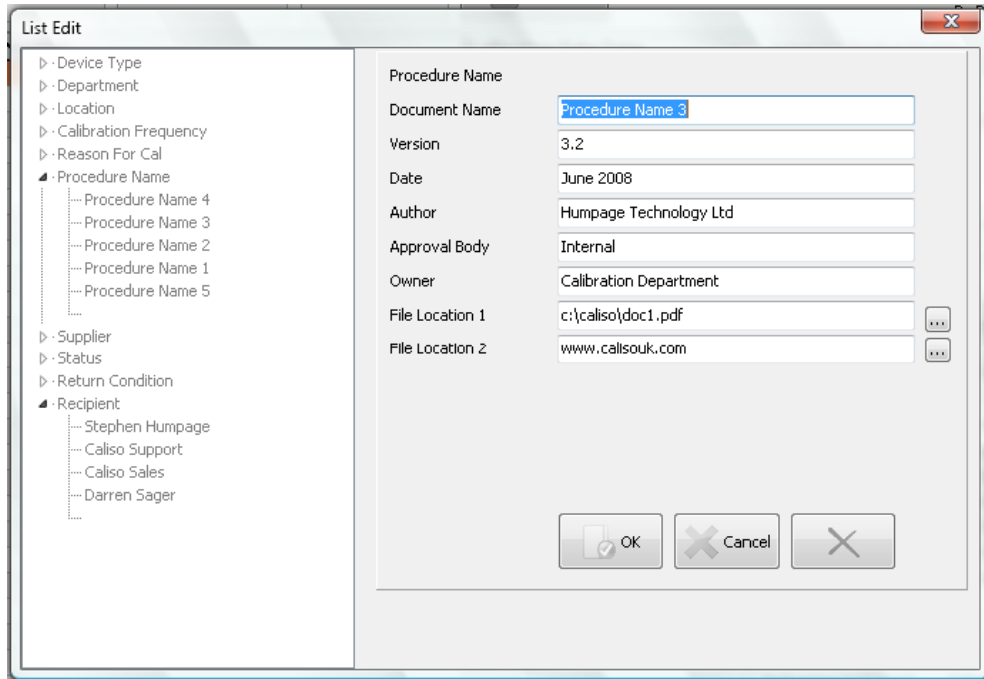
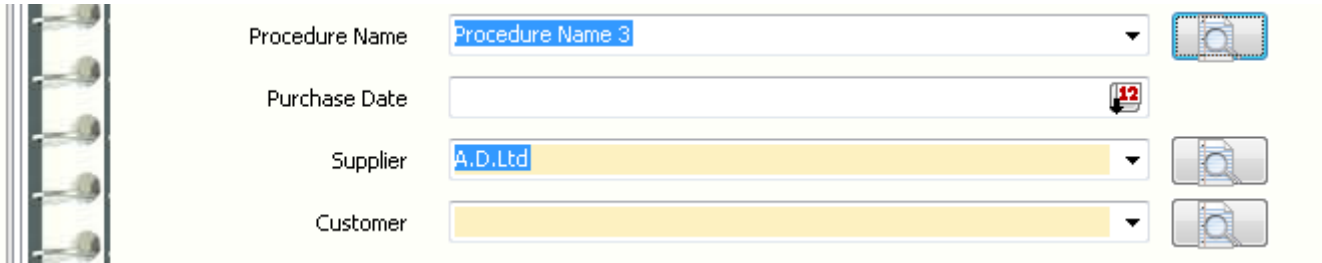


Fig 5: Document Links

## Viewing List Data

Users can access the contents of list data very easily. When in the Coredata/Device in Detail window of Calibration Toolbox ADO, you will notice that all fields selected from drop-down lists have a detail button to the right of them as seen in fig 6. Clicking this button opens a new window that displays the data (fig 7).



Procedure Name Procedure Name 3

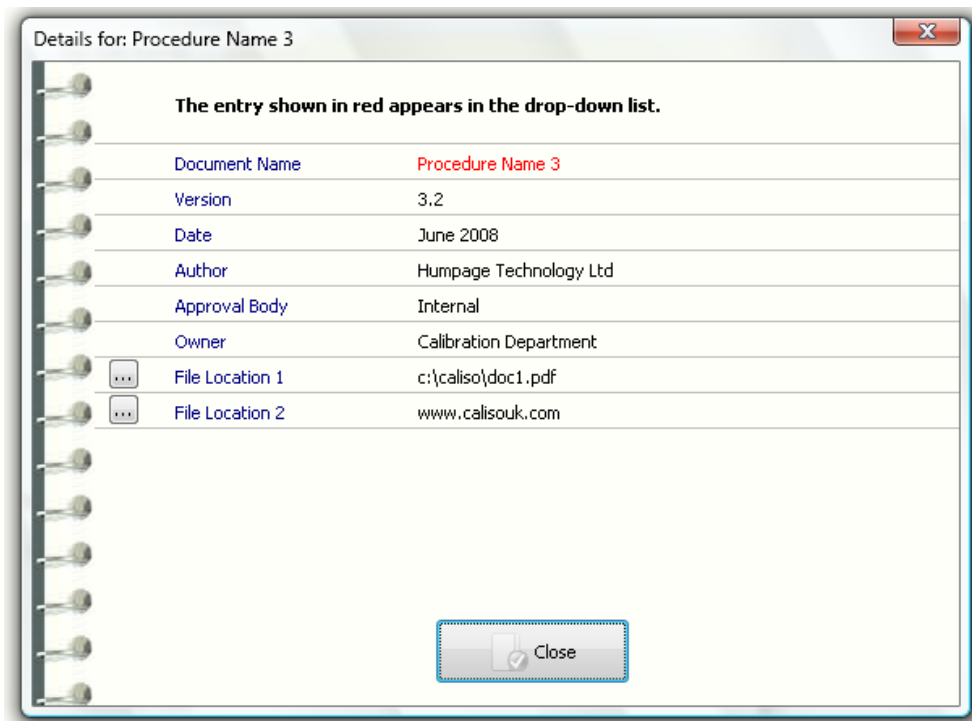
Purchase Date 12

Supplier A.D.Ltd

Customer

Fig 6: Detail Buttons Next to Drop-Down Lists

You will notice that to the left of each of the 2 File Location lines is a small button.



Details for: Procedure Name 3

**The entry shown in red appears in the drop-down list.**

Document Name	Procedure Name 3
Version	3.2
Date	June 2008
Author	Humpage Technology Ltd
Approval Body	Internal
Owner	Calibration Department
File Location 1	c:\caliso\doc1.pdf
File Location 2	www.calisouk.com

Close

Fig 7: List Data Revealed

These are the link buttons. Click either of these to open the file or web-link in it's default location.

## How to Specify the List Type

When you are configuring your Core Data layout as shown in fig 2 above you will see the orange panel seen below in fig 8. If you have just made a field selectable from a drop-down list, you will be prompted to create a new, empty, list when you click the OK button.

4	Department	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes
	Location		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Last Calibrated	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Next Calibration Due	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Calibration Frequency	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes
9	Last Checked	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Next Check Due	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

OK Cancel

Change List Type

Indicates Fixed YES

Indicates Fixed NO

Fig 8: Specifying Drop-Down List Fields

Alternatively, you can change your list type at any time by clicking the 'Change List Type' button. You will then be able to select your list type from the options shown in figs 9, 10, 11 and 12 below.

Lists Editor

Basic Entry Contact Info Document Info EMail Recipient

Sample: The entry shown in red will appear in the drop-down lists.

Name Selected Field Name Only

Create Close

Location C6LOC

Fig 9: Basic Entry

Lists Editor

Basic Entry Contact Info Document Info EMail Recipient

Sample: The entry shown in red will appear in the drop-down lists.

Name Humpage Technology Ltd

Address Line 1 46 Rockspray Grove

Address Line 2 Walnut Tree

Address Line 3

Town Milton Keynes

County

Post/Zip Code MK7 7EA

Country England

Telephone +44 (0)1908 675 472

Fax

E-Mail support@calisouk.com

Contact Name Stephen Humpage

Create Close

Location C6LOC

Fig 10: Contact Info

Lists Editor

Basic Entry | Contact Info | **Document Info** | EMail Recipient

**Sample: The entry shown in red will appear in the drop-down lists.**

Document Name	Operating Manual
Version	3.2
Date	June 2008
Author	Humpage Technology Ltd
Approval Body	Internal
Owner	Calibration Department
File Location 1	c:\caliso\doc1.pdf
File Location 2	www.calisouk.com

Location C6LOC

Create Close

Fig 11: Document Info

Lists Editor

Basic Entry | Contact Info | Document Info | **EMail Recipient**

**Sample: The entry shown in red will appear in the drop-down lists.**

Name	Humpage Technology Ltd
Friendly Name	Toolbox Developers
E-Mail 1	stephen@calisouk.com
Comment 1	Stephen Humpage
E-Mail 2	support@calisouk.com
Comment 2	Support
E-Mail 3	sales@calisouk.com
Comment 3	Sales
E-Mail 4	joan@calisouk.com
Comment 4	Accounts

Location C6LOC

Create Close

Fig 12: E-Mail Recipient

# Calibration Toolbox ADO

## Quick Start Guide – How to Add, Remove and Edit Users

### 3. Add and Edit User List

**Note:** This feature is disabled for the Evaluation and Lite versions.

To prevent unauthorised access to the database, all users must login to Calibration Toolbox ADO with their own unique User Name and Password. Furthermore, it may be necessary for some users to have access to certain features of the software and not others. This is configured using the User Detail page of the Configuration window as shown in fig 13 below.

You will notice that the right-hand portion of the window, is a collapsible tree-view of all of the users and their access permissions. Where a particular permission is disabled the icon to the left is greyed-out. A red check mark indicates that the user is granted that permission.

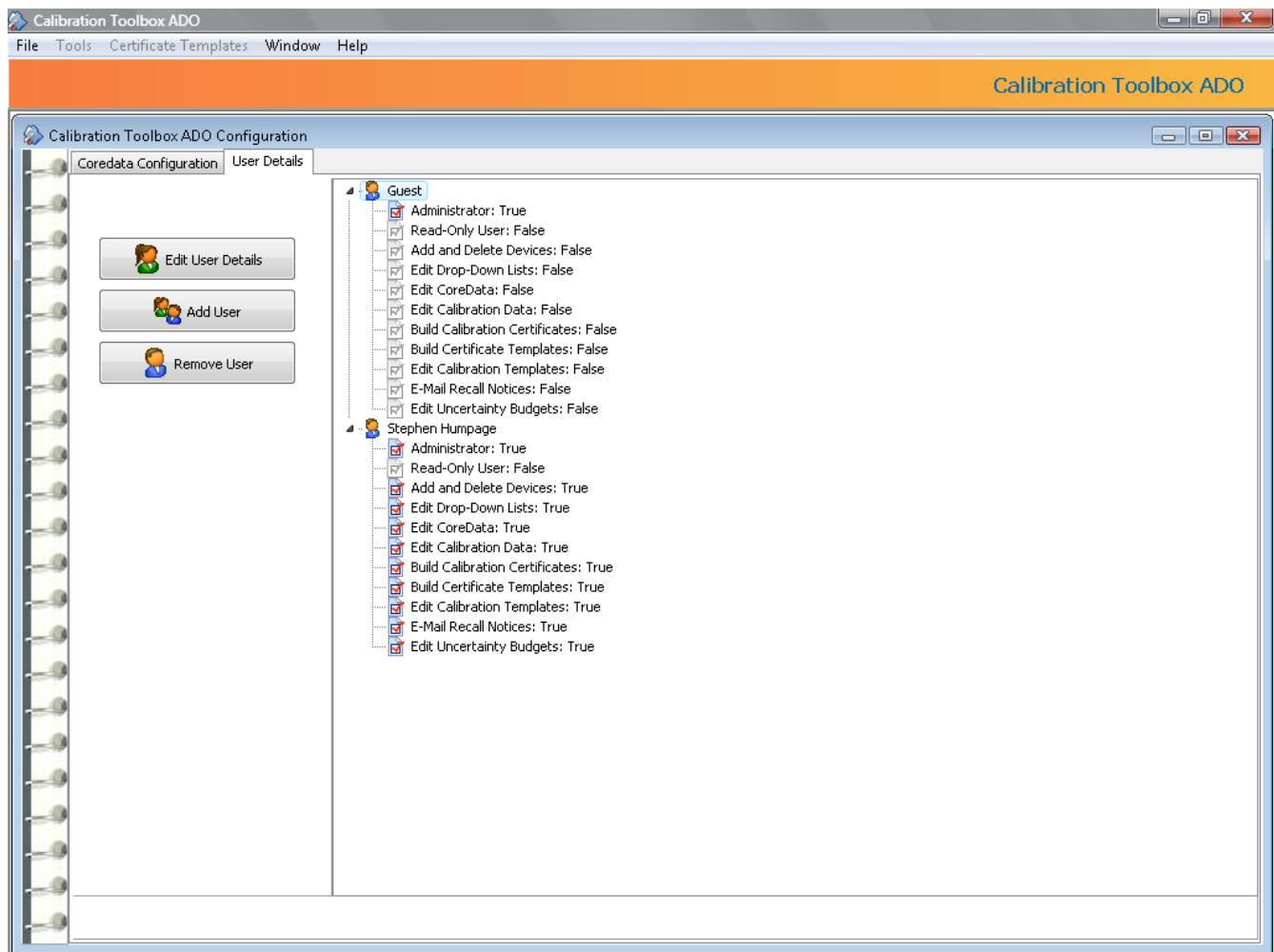


Fig 13: Configuration of User Details



The user permissions are as follows:

- Administrator:** Gives access to the Configuration window, enabling the user to restructure the database, add and delete users, and to modify their permissions.
- Read-Only User:** This overrides all other permissions. In other words, if this permission is set to true, the user can only view the database without making any changes or modifications.
- Add and Delete Devices:** The user's ability to delete devices from the database and to add new devices to it.
- Edit Drop-Down Lists:** The user's ability to edit or change the properties of the drop-down lists that are used to enter data into certain fields.
- Edit CoreData:** When set to false, the user cannot edit the CoreData entries. This is with the exception of the Calibration Date fields – to deny access to these, the Edit Calibration Data permission must also be set to false (see below).
- Edit Calibration Data:** When false, the user cannot modify existing calibration data or add new calibration data.

### 3.1 Adding and Deleting Users

Deleting users is straight forward. There is only one proviso, you cannot delete all users. Please make sure that at least one user has Administrator permissions.

To Add a new user, click the 'Add User' button and set the permissions appropriate to that user. Make sure that you include a unique user name (see fig 14 below).

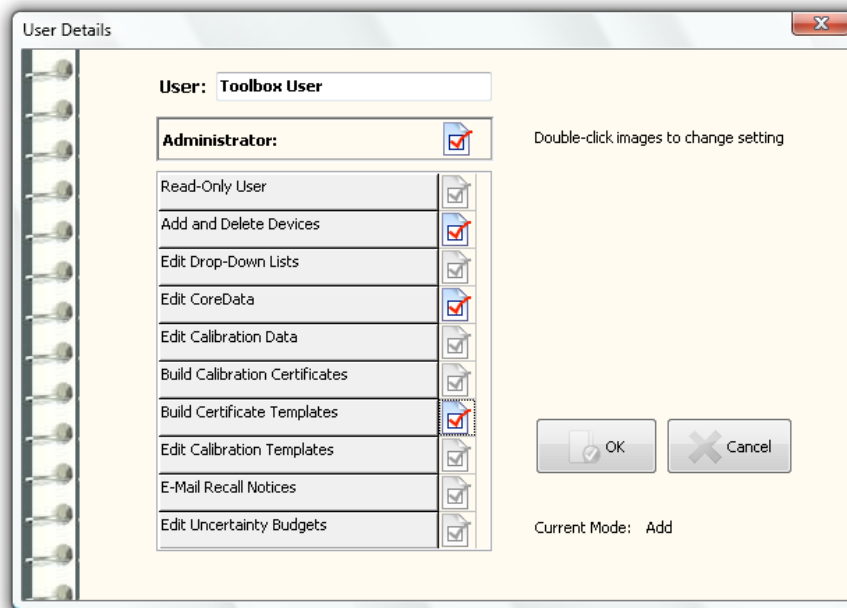


Fig 14 Adding a New User

When you have done this, click the OK button.

**What now follows is most important:**

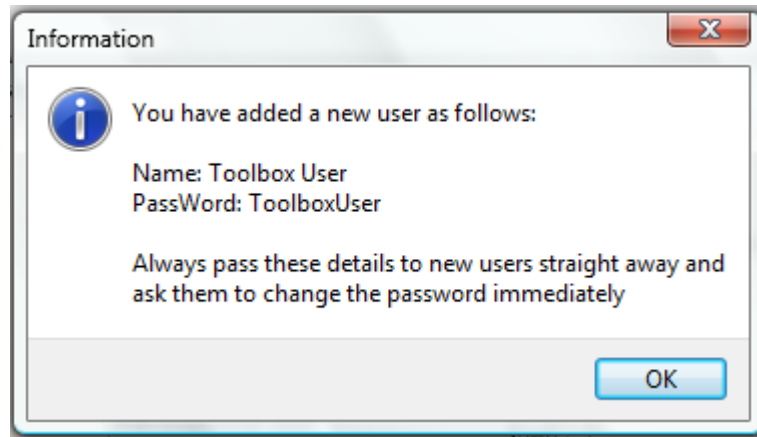


Fig 15 User Name and Password

Calibration Toolbox ADO will create a temporary password for the user. Basically, it is the user name without any spaces (see fig 15 above). Please pass on the user name and password to the new users and instruct them to login and change the password immediately. That way, the new password will be known to themselves.