Calibration Toolbox ADO
Quick Start Guide – How to Configure your Drop-Down Lists

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.

Introduction

Calibration Toolbox ADO is very flexible and can be configured to match your exact requirements. There are a large number of short-string fields (where a maximum number of 60 characters is permitted). These are ideal for short descriptions of devices, or providing various options for categorising your devices for example:

- Department
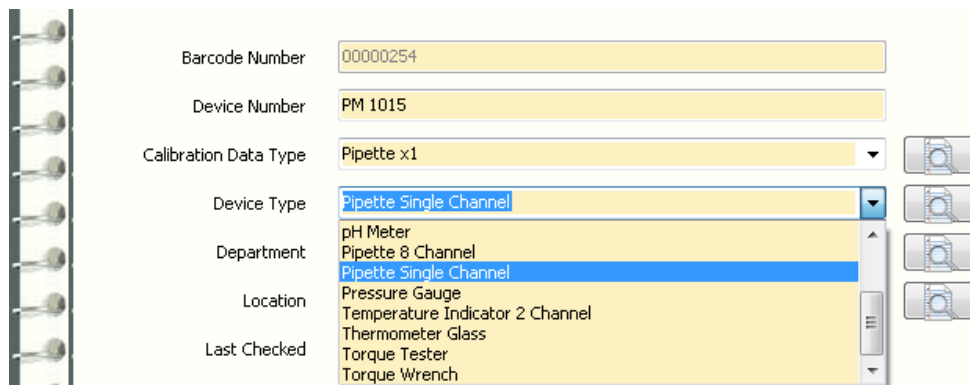- Location
- Device Type
- Calibration Units etc

For some of these, you will want the user to be able to type in data freely say, for example, as in a comment. Others, particularly where you will be searching ot sorting by the entries (for example Department or Device Type) you will need to avoid the possibilty of mis-spelling or multiple entries for the same category. Take, for example, a Device type entry

Micrometer

If free entry were allowed here the user might type in:

- Micrometer
- Micrometer
- Micrometer.
- Micrometer
- Etc, etc

This is best avoided by making the user select from a drop-down list. This is possible in Calibration Toolbox ADO. All of the short-string fields can be configured to be drop-down lists as opposed to free-entry. To see how this is done please refer to the 'Configuration and Setup reference guide.

Fig 1:   Drop-Down Lists

Adding Entries to Your Drop-Down Lists

Use the main menu to Select the 'List Editor' entry from the ' Tools' item as shown in fig 2. Note that this facility may not be available to all users.
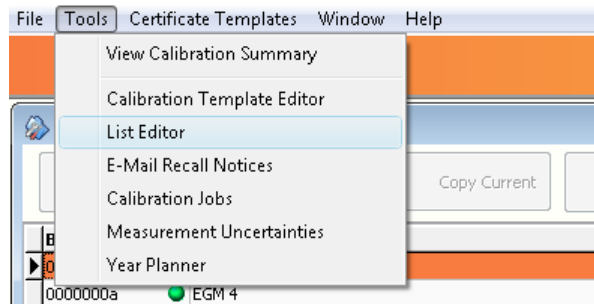

Fig 2:   Opening the Lists Editor

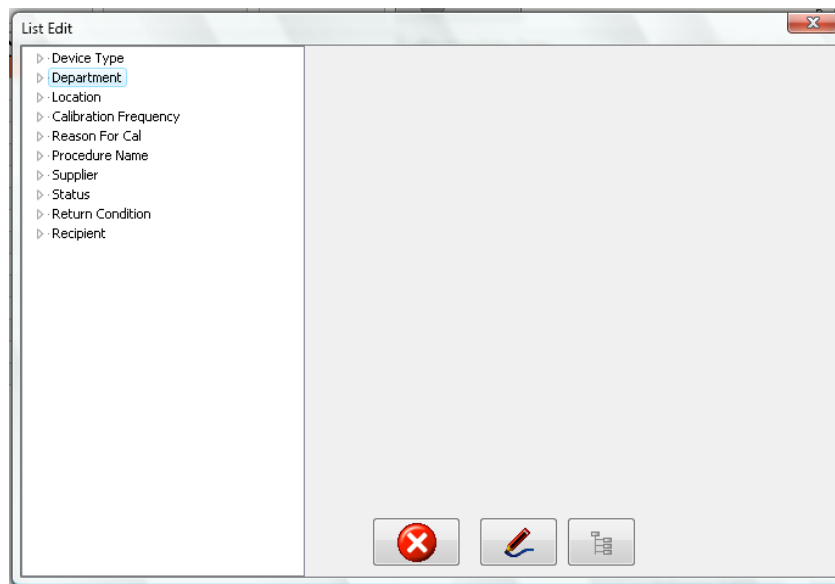This will open the Lists Editor window as seen in fig 3.

Fig 3:   The Lists Editor Window

To illustrate how to add new entries, we will add a new entry to the list of Departments. First click Department to open-up the Department category (see fig 4). To add a new entry click the right-hand 'Add Entry' button.
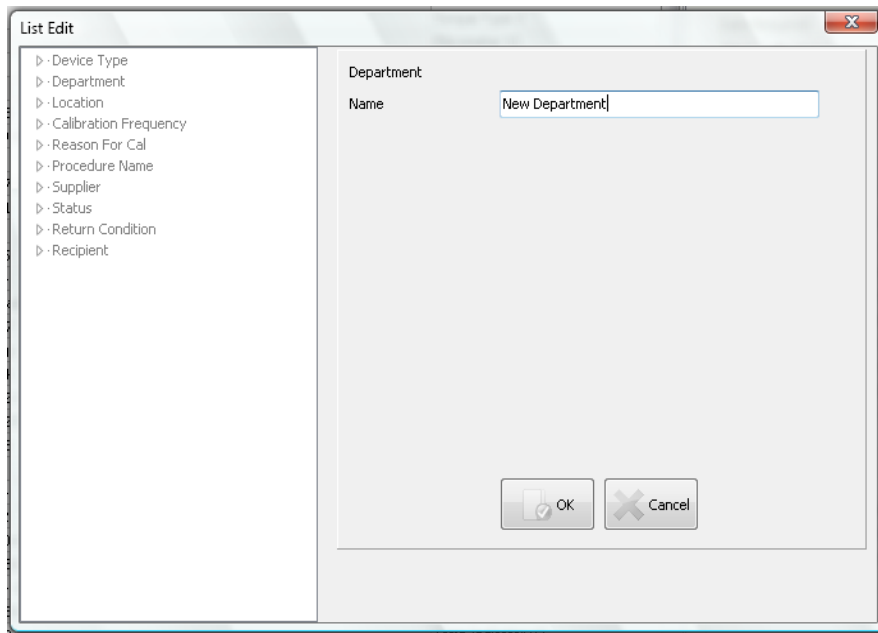
Fig 4:   Adding a New Entry

Type you new entry into the box and click OK. If the entry already exists you will be warned (fig 5), in which case, either type in another entry or click cancel.
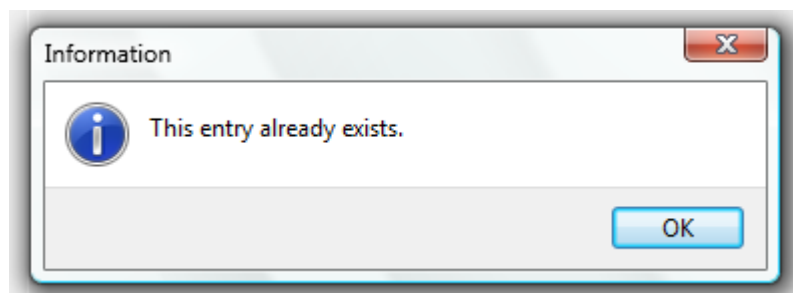

Fig 5:   Preventing Duplicate Entries
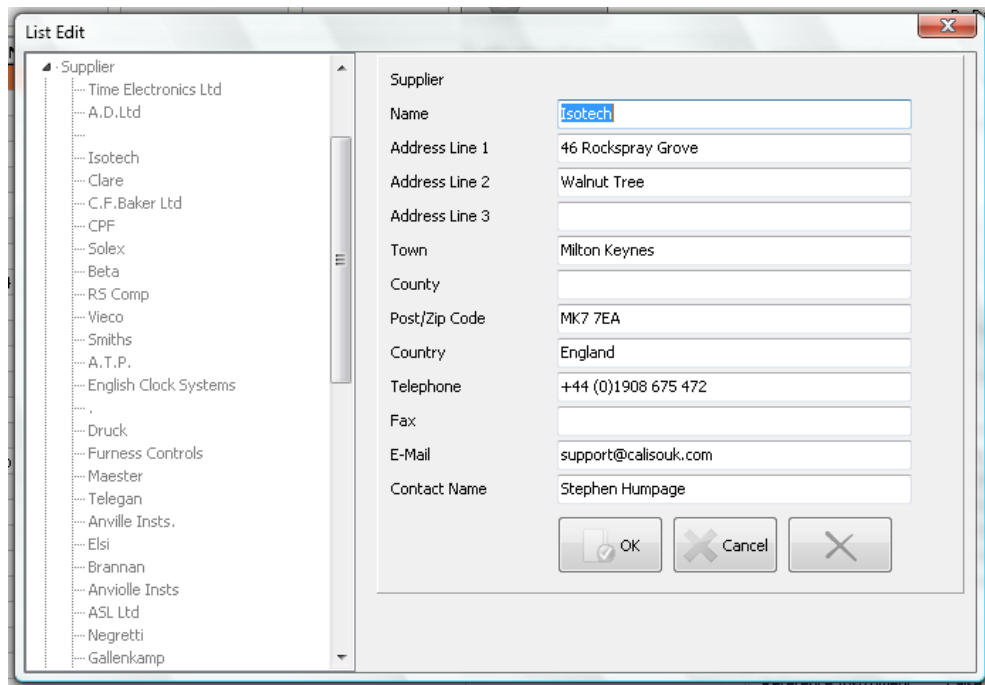
Different Types of List are Available

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 Administartor 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 6).
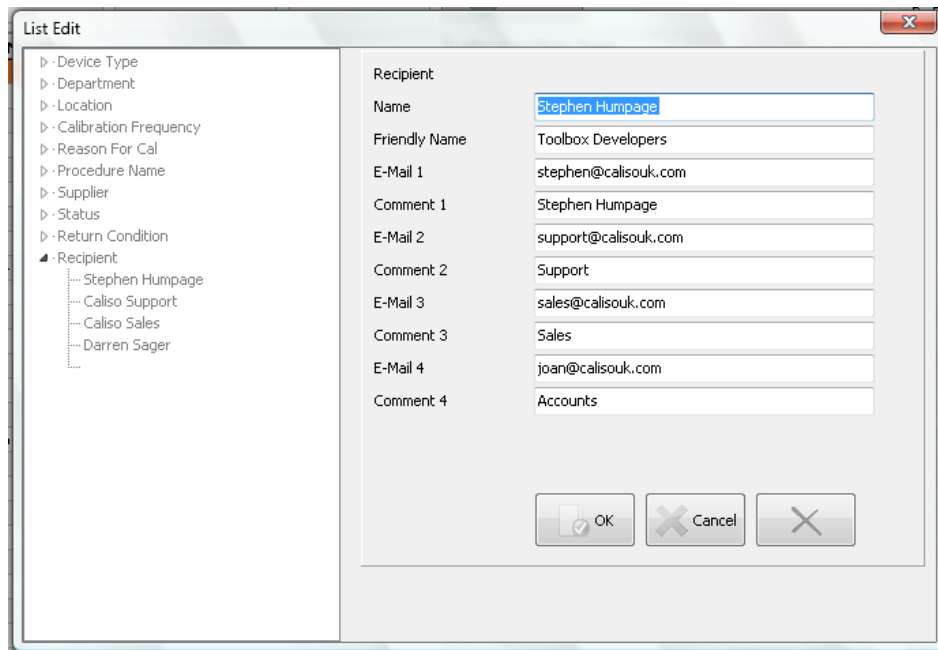
Fig 6:   Contact List

E-Mail Contacts:

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

Fig 7:   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.
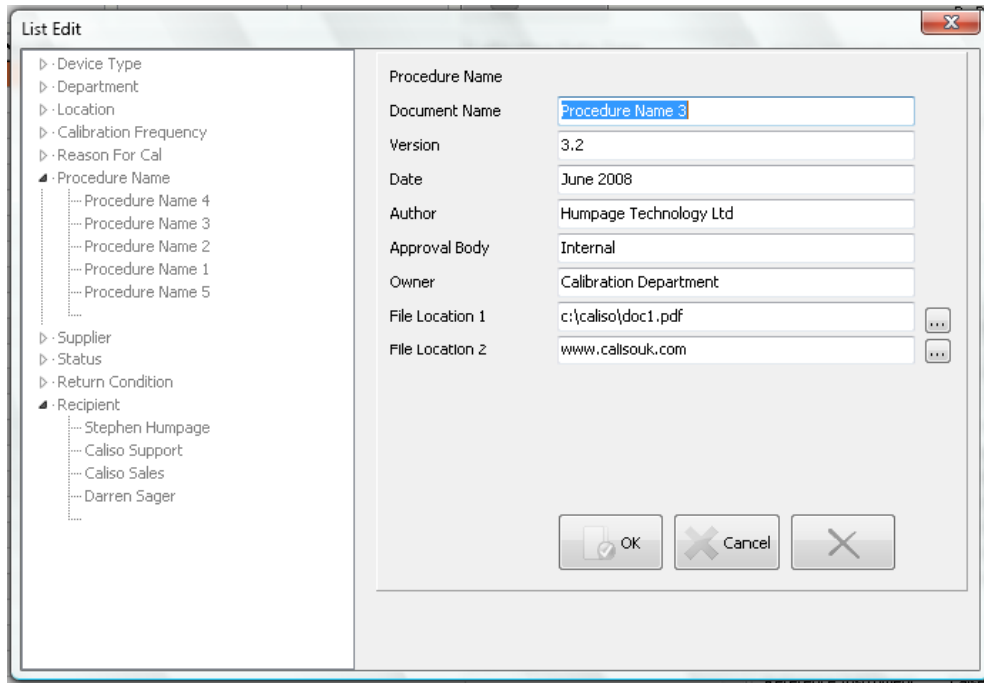

Fig 8:   Document Links

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 9. Clicking this button opens a new window that displays the data (fig 10).
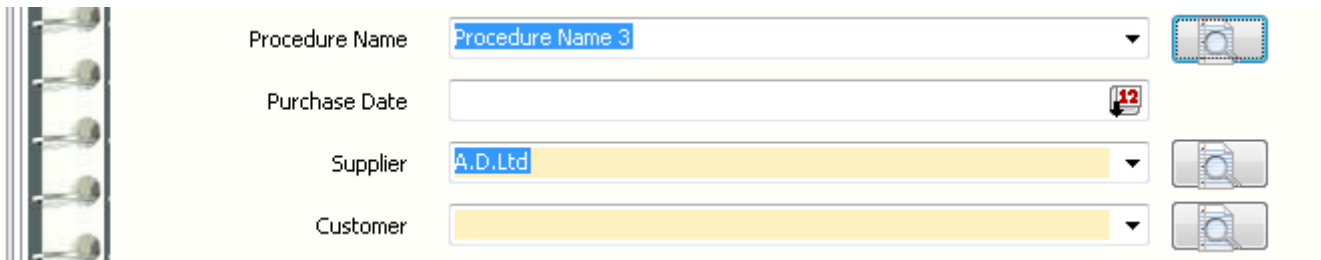

Fig 9:   Detail Buttons Next to Drop-Down Lists

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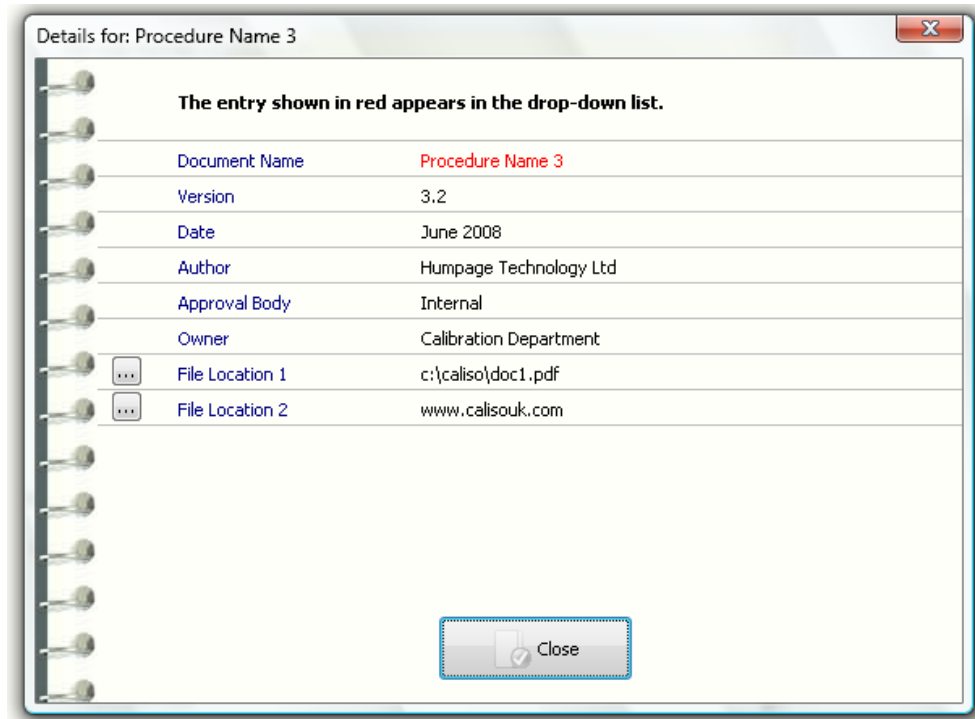

Fig 10:   List Data Revealed

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