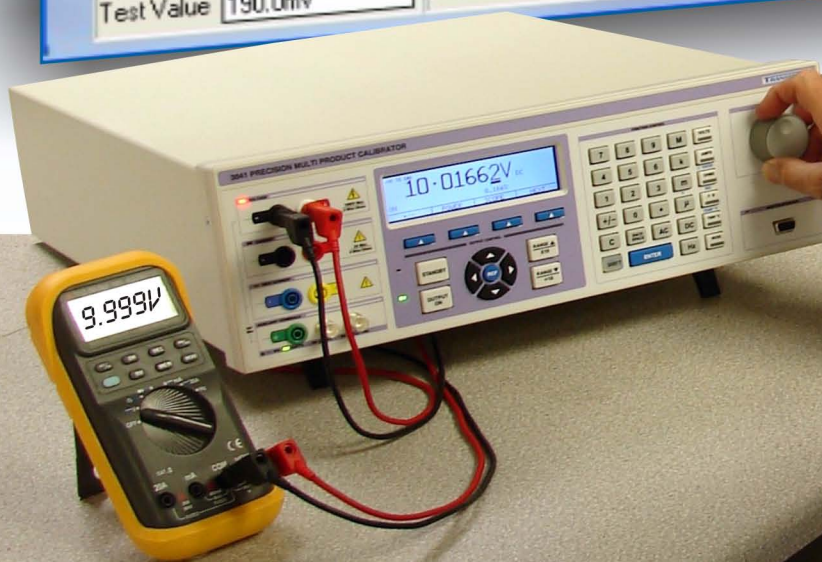
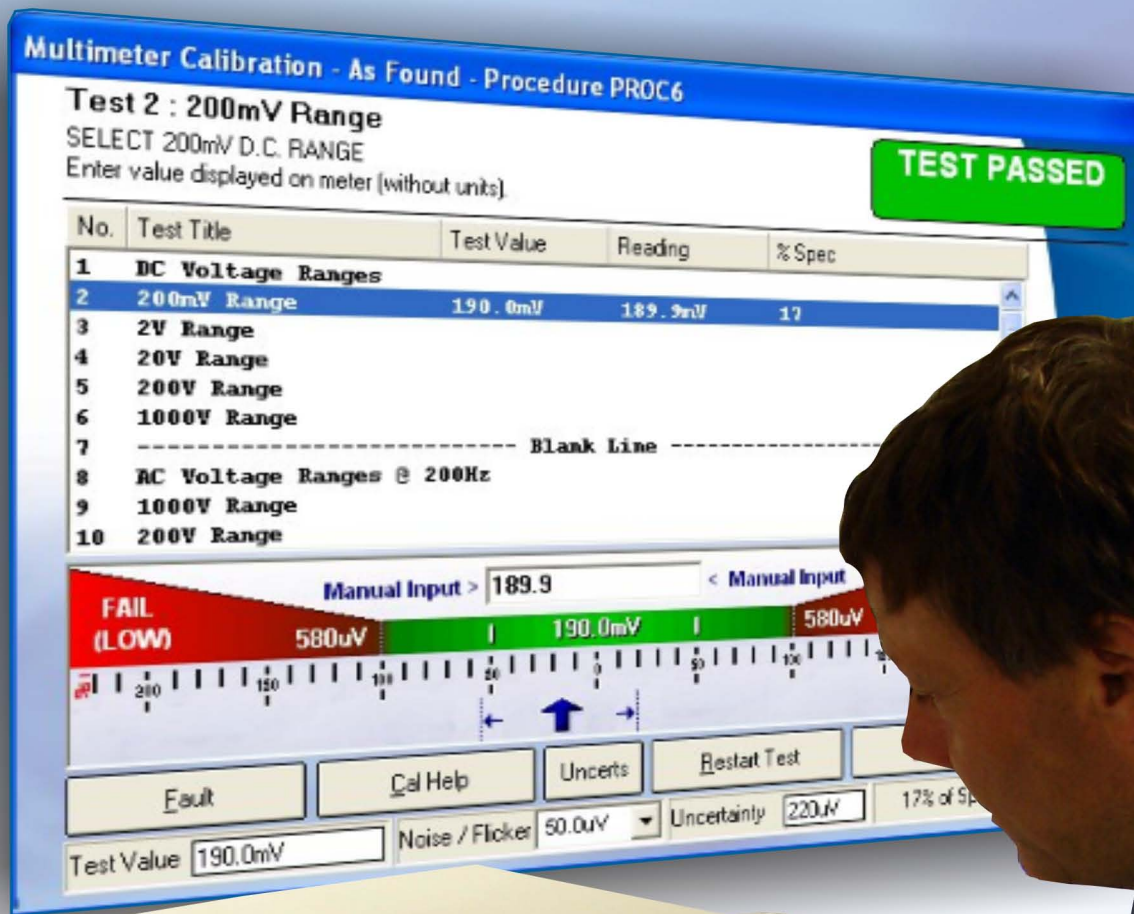


# TOTAL SOFTWARE SOLUTIONS FOR LABORATORIES & SERVICE CENTRES



PROCAL /  
PROCAL-TRACK  
EVALUATION  
GUIDE

**TRANSMILLE**  
SOLUTIONS IN CALIBRATION

## INSTALLING THE PROGRAMS

The CD provided has both ProCal and ProCal-Track, which have separate installation programs. Please follow the instructions below to install the programs and example files :

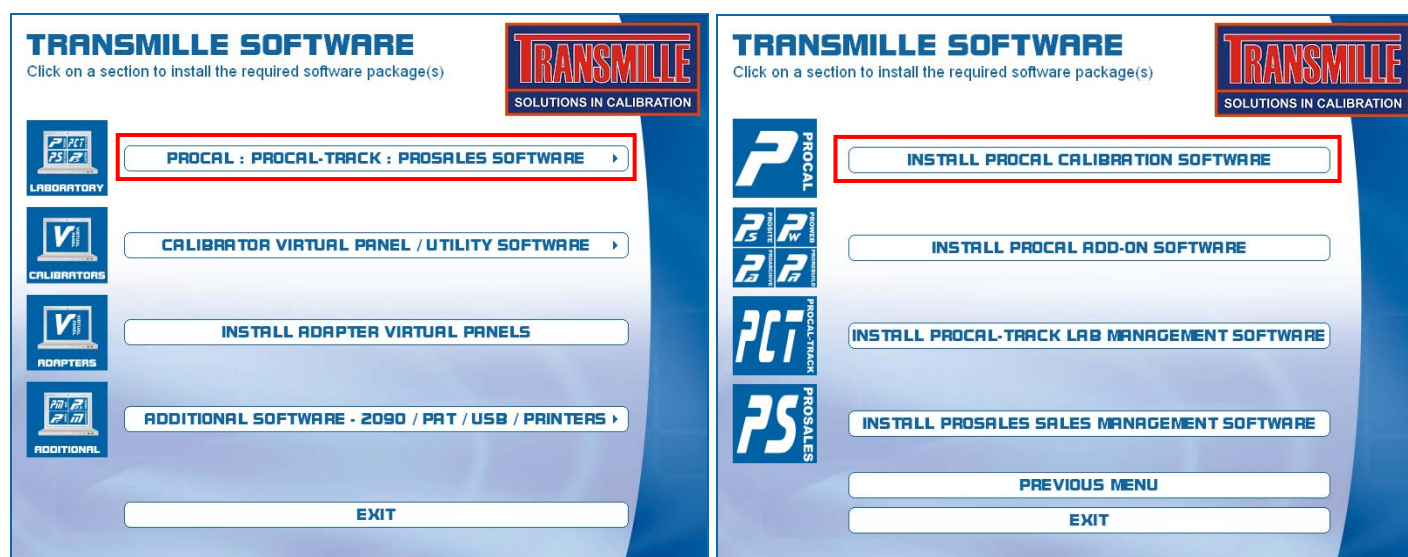
This disk contains the full program versions together with many support files, uncertainty templates and tables for ISO17025, procedures, reports/certificates files in Crystal Reports, etc. plus an example instrument database with 5 instruments, which can be used as examples to evaluate the software.

Note to use GPIB control of instruments a NI GPIB(IEEE488) interface will be needed.  
To control a Transmille calibrator, use the USB Interface (or USB to RS232 converter if a Serial device).  
To evaluate without a system calibrator or DMM select **DEMO** for instruments in ProSet.

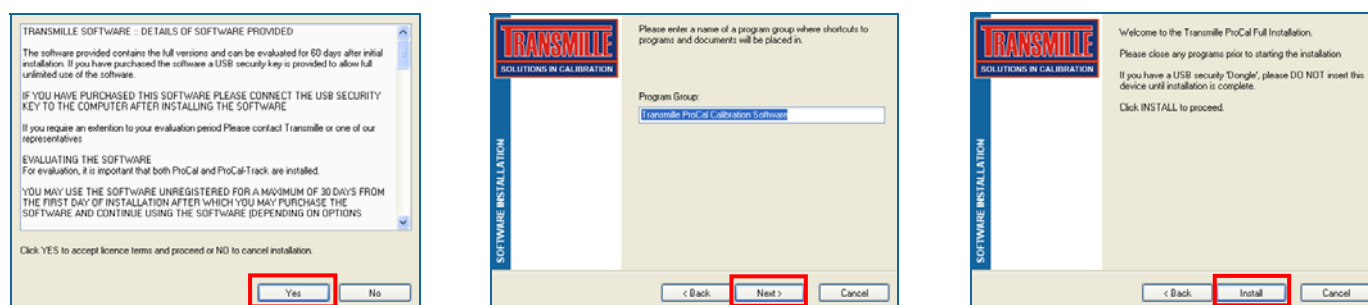
The software will work fully for 60 days after installation. After this time a USB 'dongle' will be required to run ProCal and ProCal-Track (separate licence required). The dongle is supplied by Transmille when the software is purchased.

## INSTALL PROCAL FROM THE CD

Put the Transmille CD in the drive, and allow to auto run



Step through the licence information and program group setting, then click **Install** to proceed :



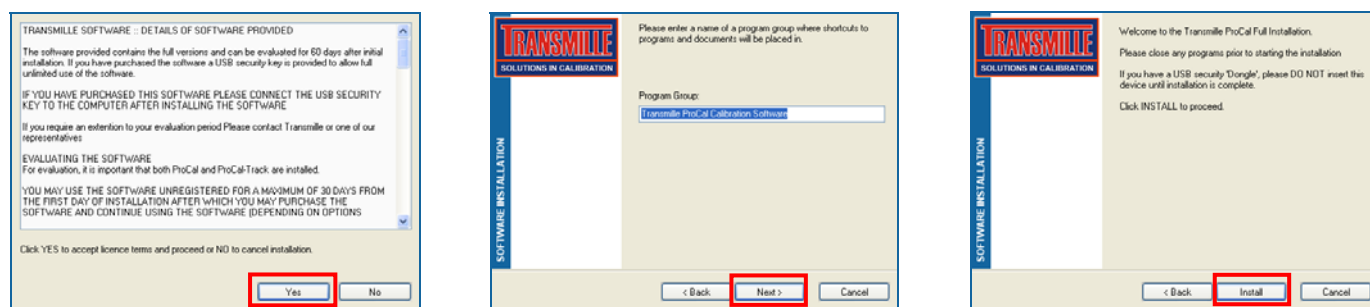


## INSTALL PROCAL-TRACK FROM THE CD

Put the Transmille CD in the drive, and allow to auto run



Step through the licence information and program group setting, then click **Install** to proceed :



## PROCAL SETUP WIZARD : INTRODUCTION

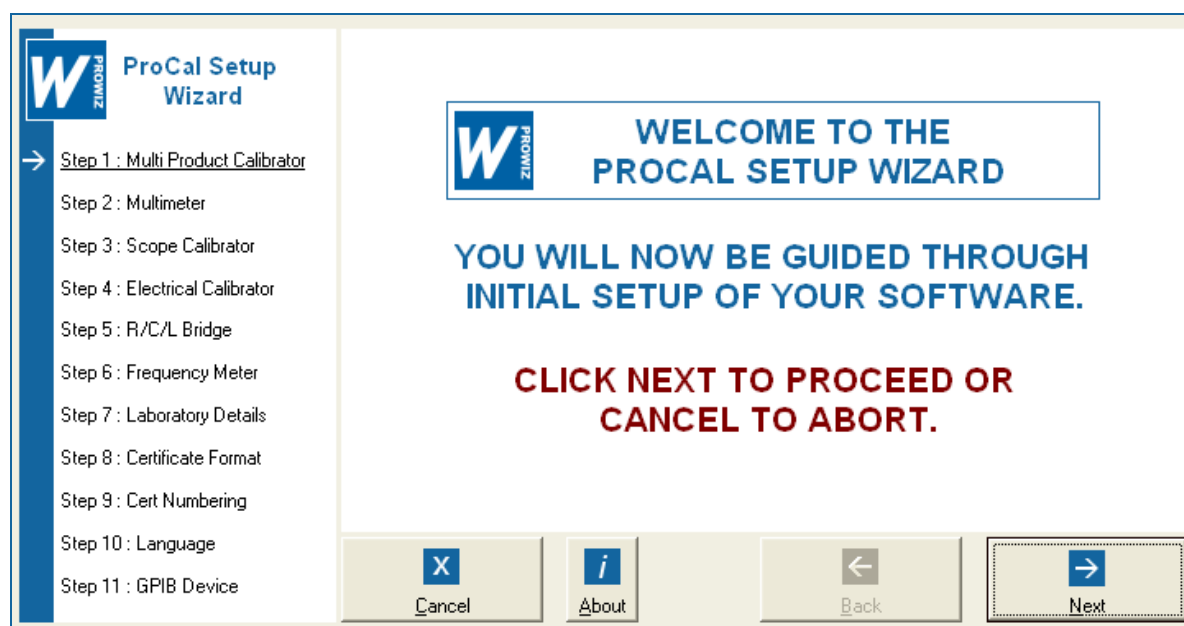
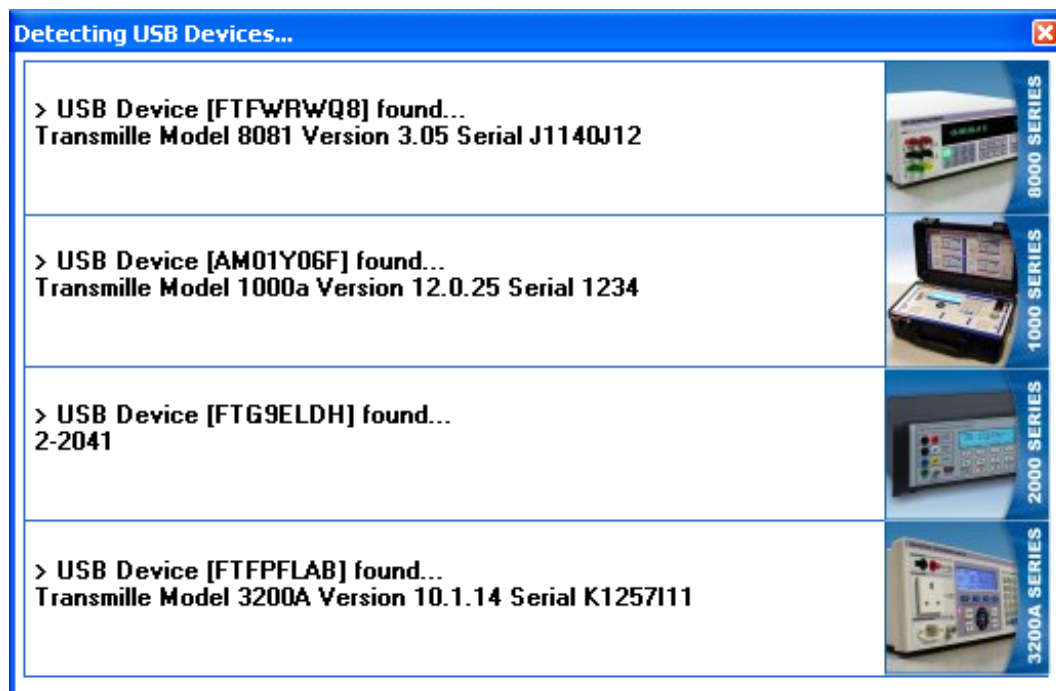
Following the ProCal installation, the computer may need to be restarted.

After the restart (if needed) the ProCal installer will automatically start the ProCal Setup Wizard.

The ProCal Setup Wizard will guide the user through setting up the software for the first time. It is also useful to run if any changes to setting are required at any time after the initial installation.

### INSTRUMENT DETECTION

If any Transmille USB instruments or USB to RS232 adapters (FTDI type) are connected to the PC, the Wizard will detect and store the device information, ready for selection whilst configuring the system reference instruments.



The Wizard provides step-by-step assistance in configuring reference instruments, laboratory settings and other important settings in one easy to use program. If at any time information is not correctly entered, the Wizard will assist with help messages to indicate which information is not correct, ensuring the program is correctly set up ready for use on completion of the Wizard 11-step process.

## PROCAL SETUP WIZARD : STEP 1

**STEP 1 of 11**  
Enter Settings for System MULTI PRODUCT CALIBRATOR

☐ **NONE**  
☐ **DEMONSTRATION MODE** (Instrument operation will be simulated for demo purposes)  
☒ **CONFIGURE INSTRUMENT**

Description: 1000A Portable Multi Function Calibrator  
 Serial Number: 1234  
 Interface: ☒ Auto USB ☐ GPIB  
 Certificate Number: 1234  
 Calibration Date: 01/01/14  
 Calibration Interval: 52 Weeks

Auto Set << Transmille Model 1000a  
 Transmille Model 1000a Version 12.0.25 Serial 1234

Cancel About Back Next

Step 1 - Set up the system multi product calibrator.

### NONE

If you do not require a multi product calibrator to be configured in your software click NONE

### DEMONSTRATION MODE

If the software is being used without any instruments connected, the DEMONSTRATION MODE setting can be selected to simulate the operation of the software without controlling a calibrator.

### SETTING UP A CALIBRATOR

#### Description and Serial Number

Select the instrument from the list displayed on the right hand side of the screen and click **AUTO SET**, or select the instrument description from the list and enter instrument serial number.

#### Interface

Set **Auto USB** if the instrument is USB controlled or **GPIB** (enter address) if the instrument is GPIB controlled.

#### Certificate Number

Enter the certificate number of the instrument

#### Calibration Date

Enter the calibration date of the instrument in the format dd/mm/yy

#### Calibration Interval

Enter the calibration interval of the instrument in weeks

Click next to proceed to the next step – the Wizard will check the information entered and advise if any information is missing or incorrect.

## PROCAL SETUP WIZARD : STEP 2

Step 2 - Set up the system multimeter.

### NONE

If you do not require a multimeter to be configured in your software click NONE

### DEMONSTRATION MODE

If the software is being used without any instruments connected, the DEMONSTRATION MODE setting can be selected to simulate the operation of the software without controlling a multimeter.

### SETTING UP AN INSTRUMENT

#### Description and Serial Number

Select the instrument from the list displayed on the right hand side of the screen and click **AUTO SET**, or select the instrument description from the list and enter instrument serial number.

#### Interface

Set **Auto USB** if the instrument is USB controlled or **GPIB** (enter address) if the instrument is GPIB controlled.

#### Certificate Number

Enter the certificate number of the instrument

#### Calibration Date

Enter the calibration date of the instrument in the format dd/mm/yy

#### Calibration Interval

Enter the calibration interval of the instrument in weeks

Click next to proceed to the next step – the Wizard will check the information entered and advise if any information is missing or incorrect.

## PROCAL SETUP WIZARD : STEP 3

**ProCal Setup Wizard**

Step 1 : Multi Product Calibrator  
 Step 2 : Multimeter  
**Step 3 : Scope Calibrator**  
 Step 4 : Electrical Calibrator  
 Step 5 : R/C/L Bridge  
 Step 6 : Frequency Meter  
 Step 7 : Laboratory Details  
 Step 8 : Certificate Format  
 Step 9 : Cert Numbering  
 Step 10 : Language  
 Step 11 : GPIB Device

**STEP 3 of 11**  
 Enter Settings for System OSCILLOSCOPE OPTION / CALIBRATOR

☐ **NONE**  
☐ **DEMONSTRATION MODE** (Instrument operation will be simulated for demo purposes)  
☒ **CONFIGURE INSTRUMENT**

Description: 3000 Oscilloscope Calibration Module

**LINKED TO MULTI PRODUCT CALIBRATOR**

Cancel About Back Next

Step 3 - Set up the system oscilloscope option / calibrator.

### NONE

If you do not require a oscilloscope option / calibrator to be configured in your software click NONE

### DEMONSTRATION MODE

If the software is being used without any instruments connected, the DEMONSTRATION MODE setting can be selected to simulate the operation of the software without controlling a calibrator.

### SETTING UP AN INSTRUMENT

#### Description and Serial Number

Select the instrument description from the list and enter instrument serial number.

NOTE : To configure the Oscilloscope option for Transmille calibrators, simply select 3000 Oscilloscope Calibration Module and the traceable information will be linked the calibrator as set in Step 1 automatically.

#### Interface

Set **Auto USB** if the instrument is USB controlled or

**GPIB** (enter address) if the instrument is GPIB controlled.

#### Certificate Number

Enter the certificate number of the instrument

#### Calibration Date

Enter the calibration date of the instrument in the format dd/mm/yy

#### Calibration Interval

Enter the calibration interval of the instrument in weeks

Click next to proceed to the next step – the Wizard will check the information entered and advise if any information is missing or incorrect.

**PROCAL SETUP WIZARD : STEP 4**

**STEP 4 of 11**  
Enter Settings for System ELECTRICAL TEST CALIBRATOR

☐ NONE

☒ **CONFIGURE INSTRUMENT**

Description: 3200A Electrical Test Calibrator (HI) Auto Set: Transmille Model 3200A

Serial Number: 1234

Interface: ☒ Auto USB

Certificate Number: 1234

Calibration Date: 01/04/14

Calibration Interval: 52 Weeks

Buttons: Cancel, About, Back, Next

Step 4 - Set up the system electrical test calibrator.

**NONE**

If you do not require a electrical test calibrator to be configured in your software click NONE

**DEMONSTRATION MODE**

If the software is being used without any instruments connected, the DEMONSTRATION MODE setting can be selected to simulate the operation of the software without controlling a calibrator.

**SETTING UP AN INSTRUMENT***Description and Serial Number*

Select the instrument from the list displayed on the right hand side of the screen and click **AUTO SET**, or select the instrument description from the list and enter instrument serial number.

*Interface*

Set **Auto USB** if the instrument is USB controlled

*Certificate Number*

Enter the certificate number of the instrument

*Calibration Date*

Enter the calibration date of the instrument in the format dd/mm/yy

*Calibration Interval*

Enter the calibration interval of the instrument in weeks

Click next to proceed to the next step – the Wizard will check the information entered and advise if any information is missing or incorrect.



## PROCAL SETUP WIZARD : STEP 5

**ProCal Setup Wizard**

Step 1 : Multi Product Calibrator  
 Step 2 : Multimeter  
 Step 3 : Scope Calibrator  
 Step 4 : Electrical Calibrator  
**Step 5 : R/C/L Bridge**  
 Step 6 : Frequency Meter  
 Step 7 : Laboratory Details  
 Step 8 : Certificate Format  
 Step 9 : Cert Numbering  
 Step 10 : Language  
 Step 11 : GPIB Device

**STEP 5 of 11**  
 Enter Settings for System R/C/L BRIDGE

☐ **NONE**

☒ **CONFIGURE INSTRUMENT**

Description: 4263 LCR Meter  
 Serial Number: 1234

Interface: ☐ Auto USB ☒ GPIB : Address 10  
 Certificate Number: 1234  
 Calibration Date: 01/01/14  
 Calibration Interval: 52 Weeks

Cancel About Back Next

Step 5 - Set up the system R/C/L Bridge.

### NONE

If you do not require an R/C/L Bridge to be configured in your software click NONE

### SETTING UP AN INSTRUMENT

#### Description and Serial Number

Select the instrument description from the list and enter instrument serial number.

#### Interface

Set **Auto USB** if the instrument is USB controlled

#### Certificate Number

Enter the certificate number of the instrument

#### Calibration Date

Enter the calibration date of the instrument in the format dd/mm/yy

#### Calibration Interval

Enter the calibration interval of the instrument in weeks

Click next to proceed to the next step – the Wizard will check the information entered and advise if any information is missing or incorrect.

## PROCAL SETUP WIZARD : STEP 6

**ProCal Setup Wizard**

Step 1 : Multi Product Calibrator  
 Step 2 : Multimeter  
 Step 3 : Scope Calibrator  
 Step 4 : Electrical Calibrator  
 Step 5 : R/C/L Bridge  
**Step 6 : Frequency Meter**  
 Step 7 : Laboratory Details  
 Step 8 : Certificate Format  
 Step 9 : Cert Numbering  
 Step 10 : Language  
 Step 11 : GPIB Device

**STEP 6 of 11**  
 Enter Settings for System FREQUENCY METER

☐ NONE

☒ **CONFIGURE INSTRUMENT**

Description: 8600 Frequency Reference  
 Serial Number: 12345

Interface: ☒ Auto USB ☐ GPIB

Certificate Number: 12345  
 Calibration Date: 01/08/14  
 Calibration Interval: 52 Weeks

Buttons: Cancel, About, Back, Next

Step 6 - Set up the system frequency meter.

### NONE

If you do not require a frequency meter to be configured in your software click NONE

### SETTING UP AN INSTRUMENT

#### Description and Serial Number

Select the instrument description from the list and enter instrument serial number.

#### Interface

Set **Auto USB** if the instrument is USB controlled

#### Certificate Number

Enter the certificate number of the instrument

#### Calibration Date


Enter the calibration date of the instrument in the format dd/mm/yy

#### Calibration Interval

Enter the calibration interval of the instrument in weeks

Click next to proceed to the next step – the Wizard will check the information entered and advise if any information is missing or incorrect.

## PROCAL SETUP WIZARD : STEP 7

**ProCal Setup Wizard**

✓ Step 1 : Multi Product Calibrator

✓ Step 2 : Multimeter

✓ Step 3 : Scope Calibrator

✓ Step 4 : Electrical Calibrator

✓ Step 5 : R/C/L Bridge

✓ Step 6 : Frequency Meter


→ Step 7 : Laboratory Details

Step 8 : Certificate Format

Step 9 : Cert Numbering

Step 10 : Language

Step 11 : GPIB Device

**STEP 7 of 11**

**ENTER LABORATORY DETAILS**

Laboratory Information

Laboratory Number

0324

Certificate Title

Transmille Ltd.

Laboratory Address

Transmille Ltd.

Unit 4 Select Business Centre

Lodge Road, Staplehurst

Kent. TN12 0QW.

Tel : 01580 890700 Fax : 01580 890711

Signatories


1) Signatory 1


2) Signatory 2


3) Signatory 3


4) Signatory 4

5) Signatory 5

  
Cancel

  
About

  
Back

  
Next

Step 7 – Set laboratory details and up to five signatories.

**PROCAL SETUP WIZARD : STEP 8**


**ProCal Setup Wizard**

Step 1 : Multi Product Calibrator  
 Step 2 : Multimeter  
 Step 3 : Scope Calibrator  
 Step 4 : Electrical Calibrator  
 Step 5 : R/C/L Bridge  
 Step 6 : Frequency Meter  
 Step 7 : Laboratory Details  
**Step 8 : Certificate Format**  
 Step 9 : Cert Numbering  
 Step 10 : Language  
 Step 11 : GPIB Device

**STEP 8 of 11**  
 SELECT CERTIFICATE FORMAT TO USE AS DEFAULT

☐ **BUILT-IN FORMAT (FIXED)**

☒ **CRYSTAL REPORT TEMPLATE**

Standard Certificate.rpt

Cancel About Back Next

Step 8 - Set the certificate format.

**BUILT-IN FORMAT (FIXED)**

This is a fixed format, designed to conform to M3003 / ISO17025 guidelines and uses the laboratory address / signatory information as set up in the Wizard (Step 7) and will print a custom company logo (set up via ProCert)

**CRYSTAL REPORT TEMPLATE**

ProCal installs a default certificate layout which can be edited using Crystal Reports editor software\*. The crystal report template uses the laboratory address / signatory information as set up in the Wizard (Step 7)

\*The full version of Crystal Reports is available separately (additional cost).



**PROCAL SETUP WIZARD : STEP 9**

**W** **ProCal Setup Wizard**

- ✓ Step 1 : Multi Product Calibrator
- ✓ Step 2 : Multimeter
- ✓ Step 3 : Scope Calibrator
- ✓ Step 4 : Electrical Calibrator
- ✓ Step 5 : R/C/L Bridge
- ✓ Step 6 : Frequency Meter
- ✓ Step 7 : Laboratory Details
- ✓ Step 8 : Certificate Format
- **Step 9 : Cert Numbering**
- Step 10 : Language
- Step 11 : GPIB Device

**W** **STEP 9 of 11**  
**SET CERTIFICATE NUMBER & FORMAT**

Set **STANDARD CERTIFICATE** Start Number

Set **ACCREDITED CERTIFICATE** Start Number

Cancel    About    Back    Next

Step 9 - Set start numbers for both STANDARD and ACCREDITED calibrations.

ProCal will increase by 1 the numbers set per calibration type, preserving any prefix or suffix alphabetical characters.

Examples:

<b>00011</b>
<b>00012</b>
<b>00013</b>
<b>C2019</b>
<b>C2020</b>
<b>C2021</b>

**PROCAL SETUP WIZARD : STEP 10**

**W** **ProCal Setup Wizard**

- ✓ Step 1 : Multi Product Calibrator
- ✓ Step 2 : Multimeter
- ✓ Step 3 : Scope Calibrator
- ✓ Step 4 : Electrical Calibrator
- ✓ Step 5 : R/C/L Bridge
- ✓ Step 6 : Frequency Meter
- ✓ Step 7 : Laboratory Details
- ✓ Step 8 : Certificate Format
- ✓ Step 9 : Cert Numbering
- **Step 10 : Language**
- Step 11 : GPIB Device

**W** **STEP 10 of 11**  
**SELECT LANGUAGE FOR SOFTWARE**

**SELECT LANGUAGE**


English

**X** **i** **←** **→**  
Cancel About Back Next

Step 10 - Set language from the list of available translations.


Simply select the language from the list displayed.

**PROCAL SETUP WIZARD : STEP 11**

**ProCal Setup Wizard**


- ✓ Step 1 : Multi Product Calibrator
- ✓ Step 2 : Multimeter
- ✓ Step 3 : Scope Calibrator
- ✓ Step 4 : Electrical Calibrator
- ✓ Step 5 : R/C/L Bridge
- ✓ Step 6 : Frequency Meter
- ✓ Step 7 : Laboratory Details
- ✓ Step 8 : Certificate Format
- ✓ Step 9 : Cert Numbering
- ✓ Step 10 : Language
- Step 11 : GPIB Device


**STEP 11 of 11**  
**CONFIRM NATIONAL INSTRUMENTS® GPIB INTERFACE INSTALLED**



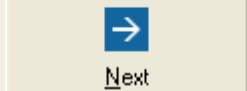
**IS A PCI OR USB NATIONAL INSTRUMENTS® GPIB INTERFACE INSTALLED ON THIS PC?**

☐ **NO**☒ **YES**

**Cancel**

**About**

**Back**

**Next**

Step 11 - Set ProCal GPIB support for National Instruments Internal (PC Card) and External (USB) devices.

Simply select YES to activate support.

Note : The latest National Instrument GPIB drivers need to be installed (available from [www.ni.com](http://www.ni.com))

**PROCAL SETUP WIZARD : COMPLETION**

Once all Wizard steps are complete, ProCal is ready for use.

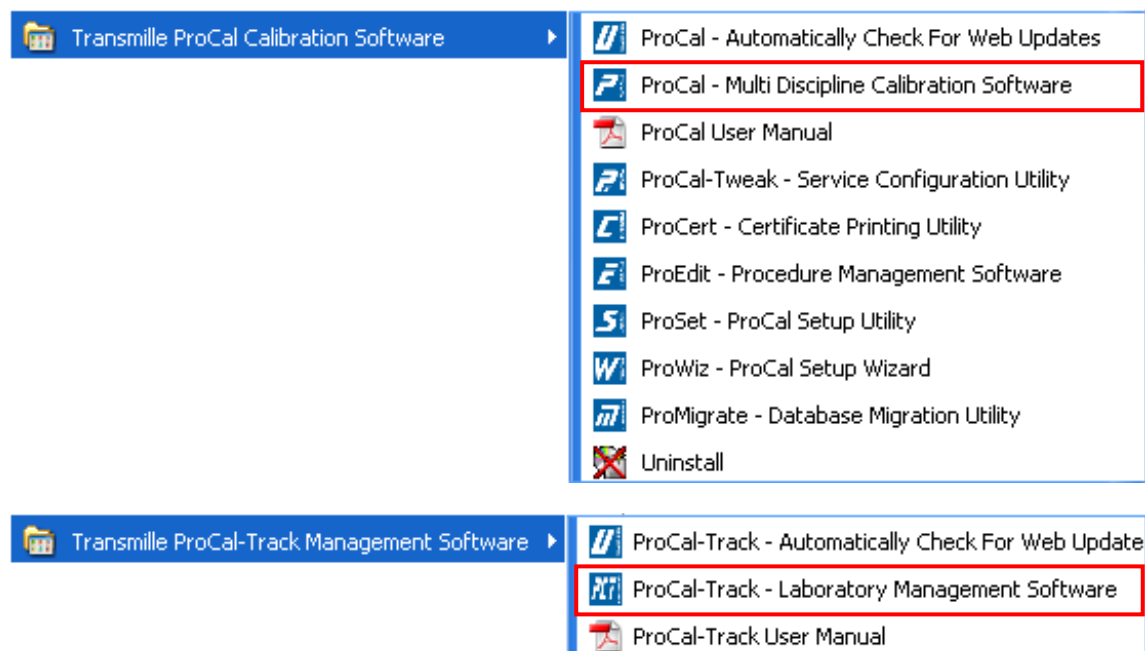
The Wizard will allow the user to run ProSet to configure advanced settings if required, but this is optional and is not required to start using the software.

**Note :** At any time a previous step can be returned to during the Wizard setup process by clicking the **BACK** button. The Wizard can also be re-run at any time to change settings as required.

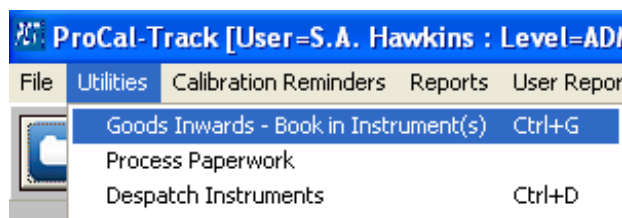


## RUNNING THE PROGRAMS

To start ProCal or ProCal-Track, click the Windows Start button, then click Programs. Next select the Transmille Software menu and choose a program to run.



From here select the program required. Note there can be more than one program open at a time – for example ProCal *and* ProEdit.

**BOOK IN AN INSTRUMENT WITH PROCAL TRACK.****Step 1** Start ProCal Track.**Step 2** Select Utilities → Goods Inwards - Book in Instrument(s)

Type '1234' in the serial number box at the top of the screen then press enter.  
 (This instrument is pre-installed in the database and known to ProCal).

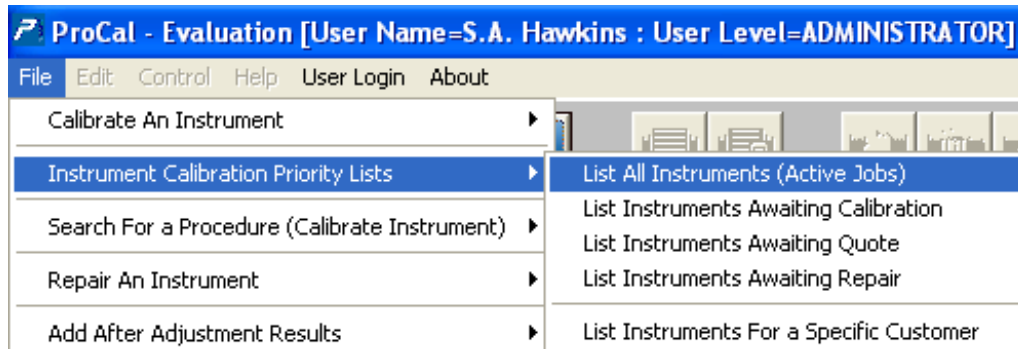
**Step 3** Click the **BOOK IN** button - ProCal Track can print either a Job Label or Job Sheet to identify the instrument.

Click YES to confirm the address settings are correct  
 (this added step allows the user to double check the address settings before committing to book in the instrument)

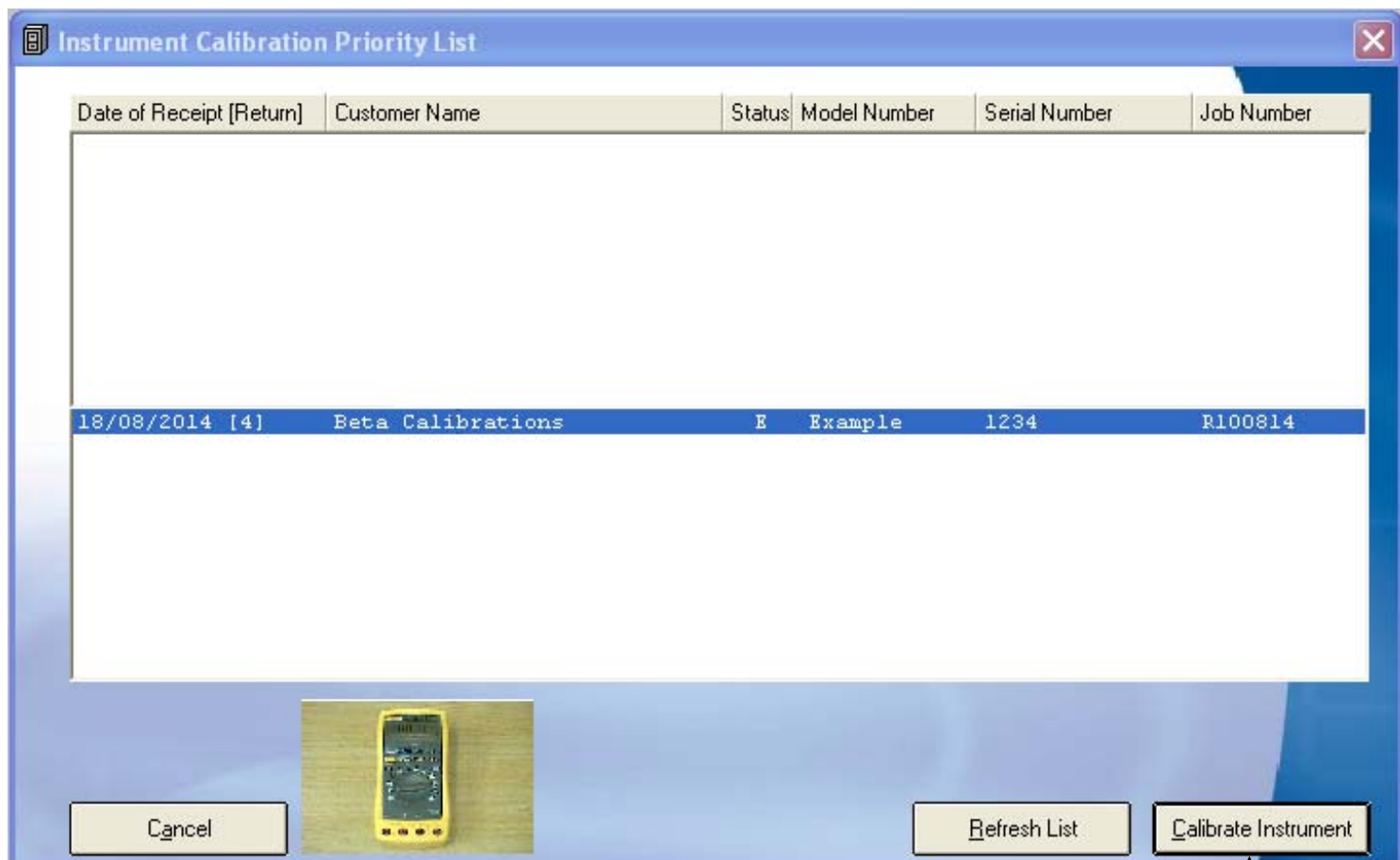
## CALIBRATE AN INSTRUMENT

**STEP 1** Start ProCal

**STEP 2** Select File → Instrument Calibration Priority Lists → List all Instruments (Active Jobs)



**STEP 3** Click on the Fluke 187 (serial number 1234) booked in previously and click **Next >>**



Click 'Calibrate Instrument'

**Step 4** The calibration information screen is now displayed, Drop down the 'Tested By' box and select name or type in manually then click Next >>

**Calibration Information - Standard Certificate**

<b>Instrument Information</b> System ID: ID00002 Customer Ref.: N/A Manufacturer: Fluke Serial Number: 1234 Model Number: 187 Cal. Interval: 52 Weeks		<b>Environmental Information</b> Room Temperature: 20 °C Mains Voltage: 240 Volts Humidity: 50 %RH Mains Frequency: 50 Hz	
<b>Certificate Type</b> Standard Certificate		<b>Calibration Information</b> Date of Receipt: 18/08/2014 Date of Calibration: 18/08/2014 Job Number: R100814 Tested By: S.A. Hawkins	
<b>Customer Information</b> Customer Name: Beta Calibrations Customer Address: 2 Calibration House, Anytown, The Drive, AnyCounty. AB12 3CD.			

**STEP 5** The list of procedures matching the model number will be displayed. Select procedure then click **Next >>**.

**Please confirm the procedure for instrument 'ID00002'**

No.	Manufacturer	Model	Description	Version
61	Fluke	187	Digital Multimeter	1.10

**Procedure Type :** Standard Certificate



**STEP 6** The next window lists reference instruments and uncertainty information.  
(Note : In DEMO mode, Traceability Information will indicate **None Selected**)

Click **Yes** to proceed.

**Confirm Procedure Settings - Fluke 187 procedure [PROC61]**

**TRACEABILITY INFORMATION**

-----

This procedure uses the following traceable instruments :

-----

None Selected

**UNCERTAINTY STATEMENTS**

D.C. Voltage	: 0 to 1000V: 0.002% ± 1digit
A.C. Voltage	: 0 to 1000V: 0.01% ± 1digit
D.C. Current	: 0 to 10A: 0.008% ± 1digit
A.C. Current	: 0 to 10A: 0.02% ± 2digit
Resistance	: 0 to 10MOhms 0.005% ± 1digit: 10Mohms to 1Gohm 0.4
Capacitance	: 10pF to 10000uF 0.1% ± 1.5pF ± 1 digit
Frequency	: 0.1ppM ± 1digit

Is the information listed above correct ?

**STEP 7** The next window asks if As Found or After Adjustment Readings  
- click **As Found Readings**, then click **Next >>**.

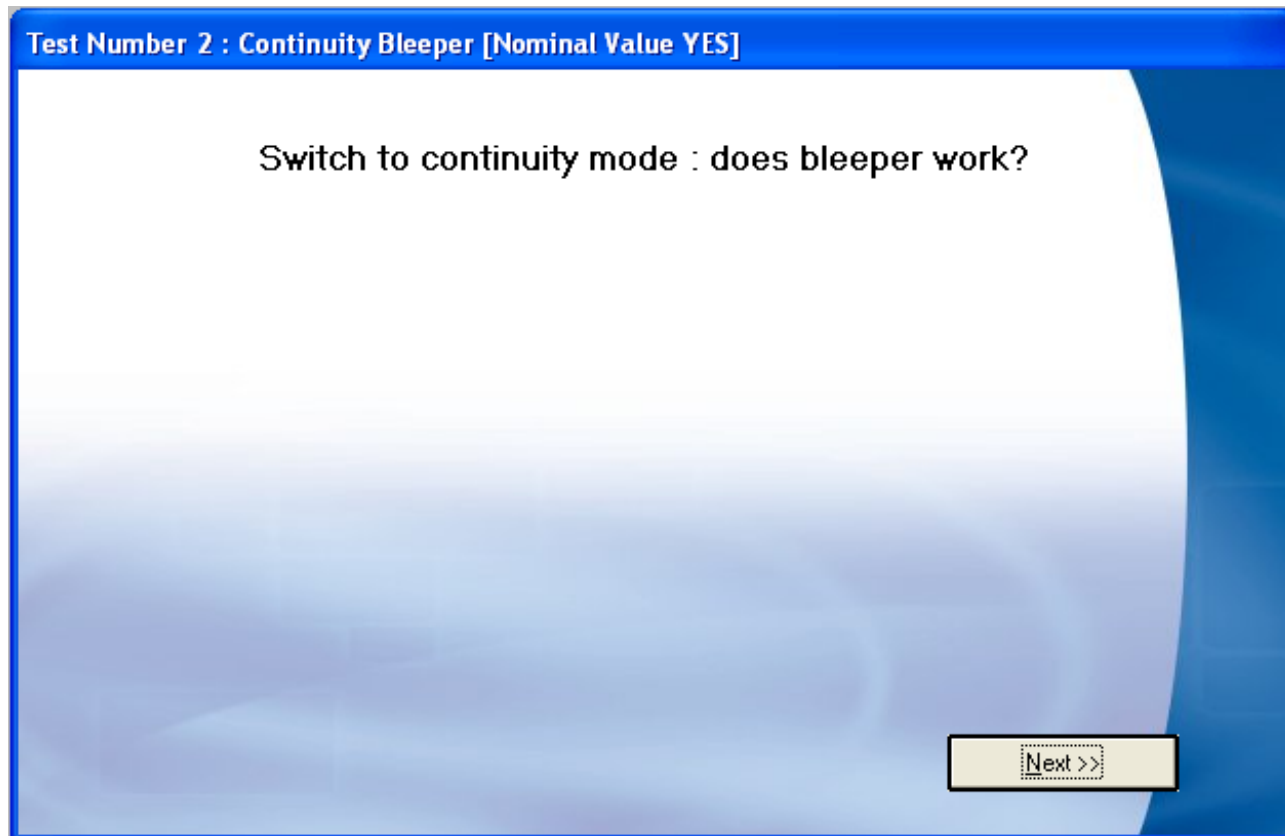
**Calibration Options**

Select one of the available options below, then click 'Next >>' to proceed or '<< Back'.

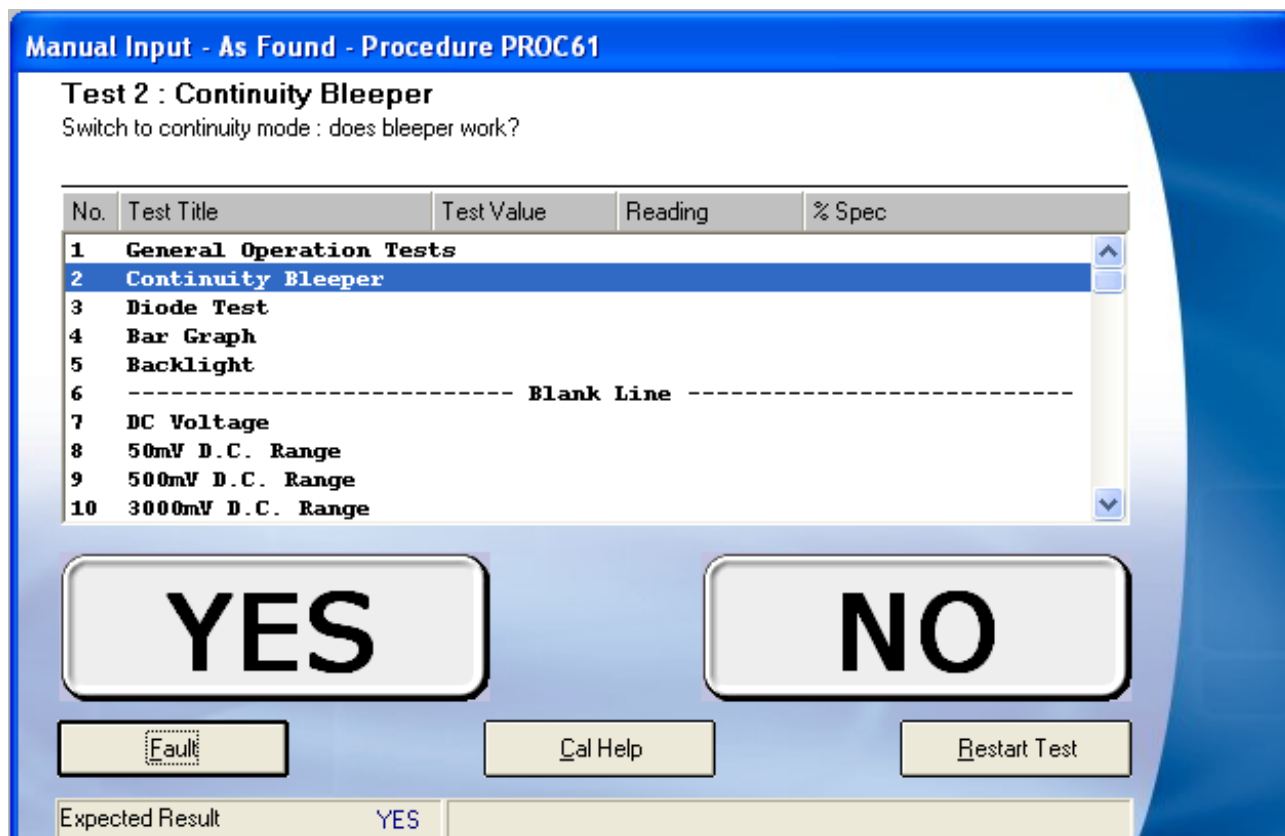
☒ **As Found Readings**

☐ **After Adjustment Readings**

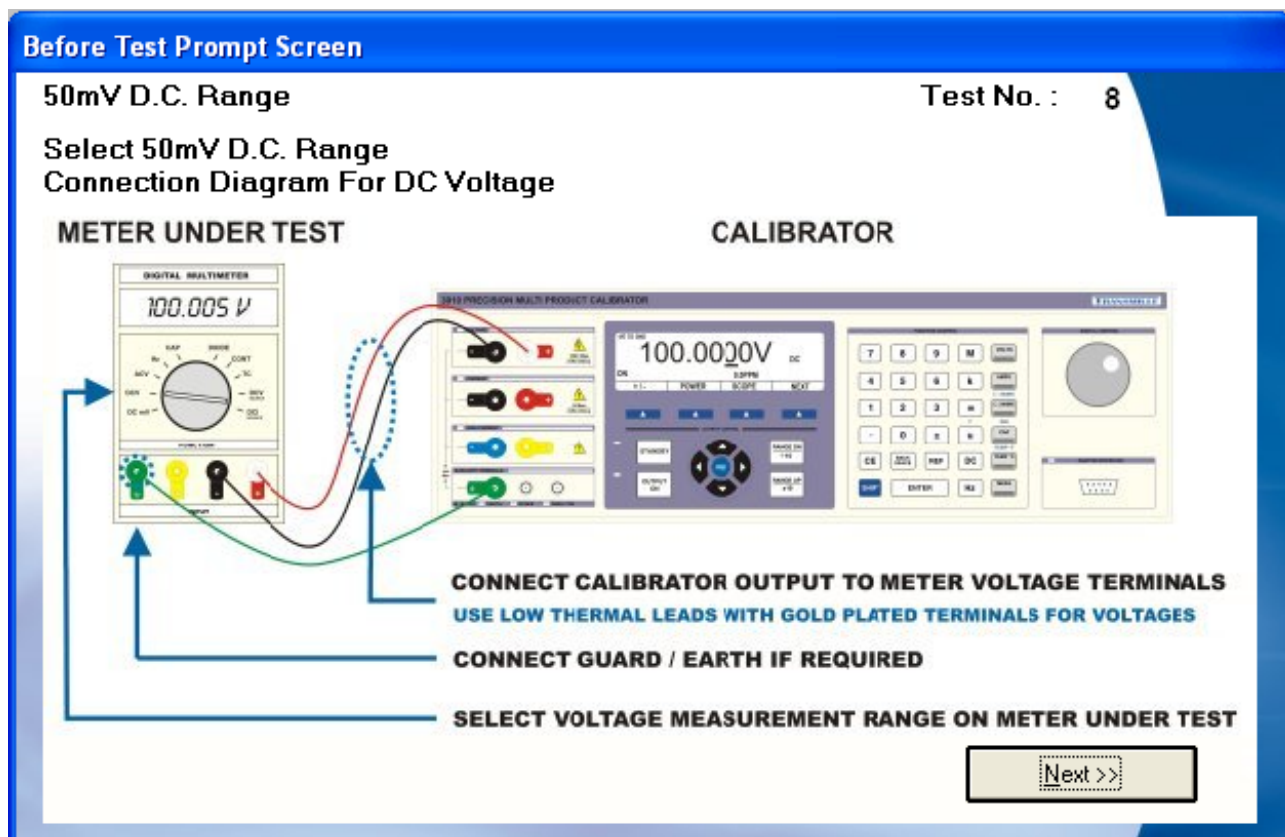
**STEP 8** : Prompt for first test is displayed - Click Next >.



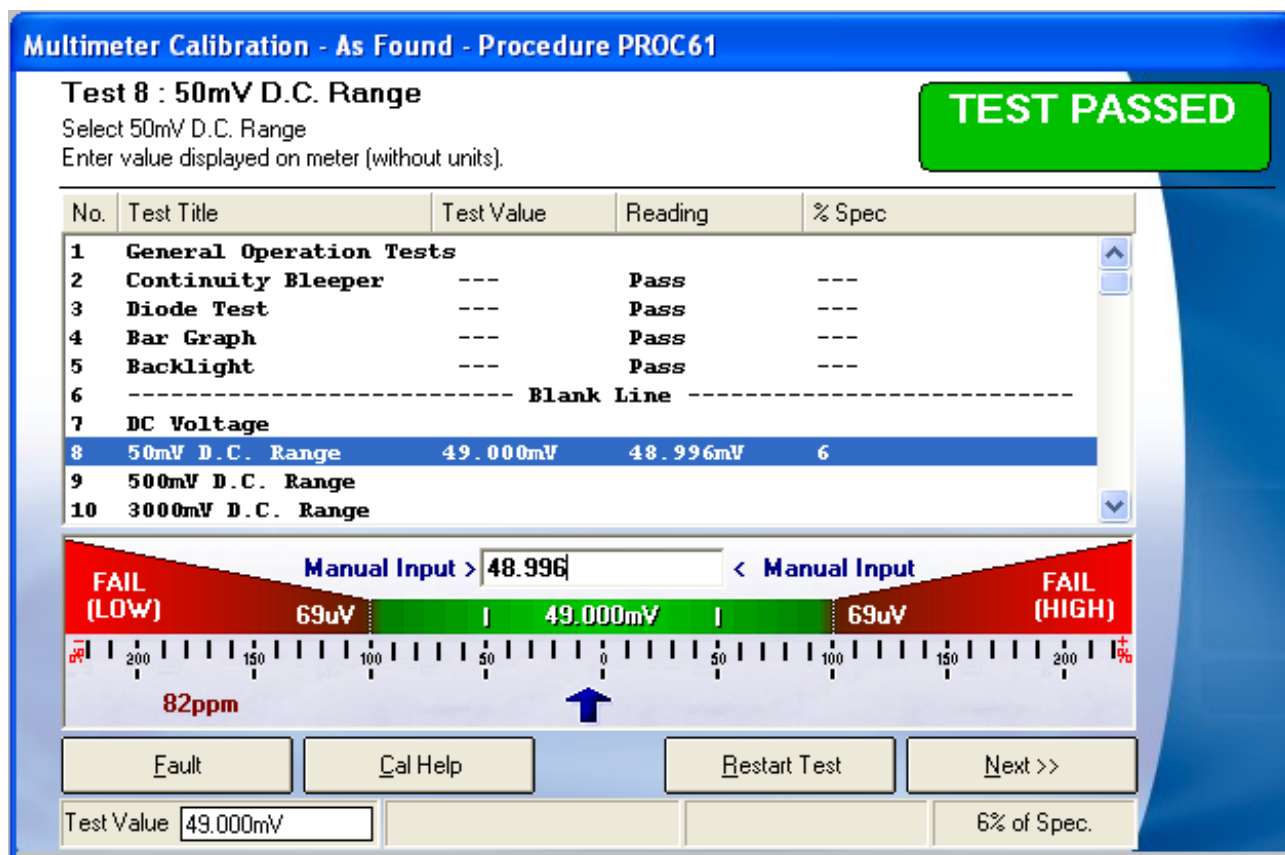
**STEP 9** Tests 2, 3, 4 and 5 are YES / NO type tests – select **YES** for each of these tests.



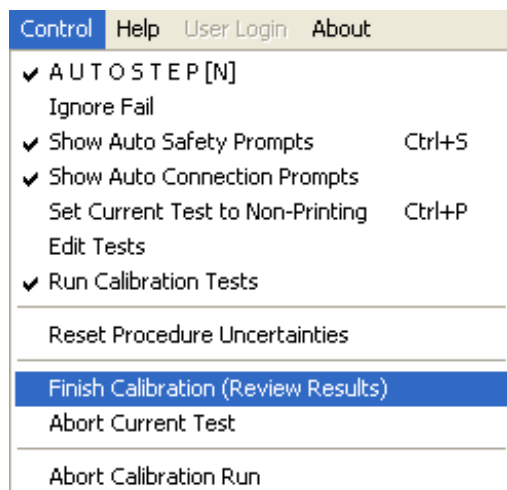
**STEP 10** Test 8 displays a picture prompt, demonstrating the graphical capabilities of ProCal in aiding the user.  
Click **Next >>** to continue.



Tests 8 and above are **METER** type tests with keyboard entry of the value –  
Type in the reading from the meter display and click **Next >>** to go to the next test.



**STEP 11** To finish at any time select Control → Finish Calibration.



**STEP 12** When the last test is reached, the test Review Screen is displayed - Click Next >> (if a message stating some tests are not completed appears, simply click YES to proceed)

**Review Calibration Results - Tests Incomplete - Procedure PROC61**

## Calibration Results (As Found)




Tests Incomplete : 57      Tests Marginal Pass : 0      Tests Failed : 0

No.	Test Title	Test Value	Reading	As Found	
				% Spec	Uncert.
1	<b>General Operation Tests</b>				
2	Continuity Bleeper	---	Pass	---	
3	Diode Test	---	Pass	---	
4	Bar Graph	---	Pass	---	
5	Backlight	---	Pass	---	
6	----- Blank Line -----				
7	<b>DC Voltage</b>				
8	50mV D.C. Range	49.000mV	48.998mV	3	
9	500mV D.C. Range	490.00mV	489.99mV	6	
10	3000mV D.C. Range	2900.0mV	2900.1mV	8	
11	5V D.C. Range	4.9000V	4.8999V	5	
12	50V D.C. Range	49.000V	49.000V	0	
13	500V D.C. Range	490.00V	490.00V	0	
14	1000V D.C. Range				

Click on any test to repeat.

Current View: **All Tests**

Buttons: Recover Results, << Back, Next >>

**Uncertainty Control Panel**  
  
 Export Uncertainties to PROC61  
  
 Import Uncertainties from PROC61  
  
 Set Procedure as Verified PROC61



**STEP 13** Enter / select certificate comments - Click **Next >>**

**Certificate Comments**

Enter any required certificate comments below - to import an external text file click on 'Import Comments' and select the required file. To edit the contents of the 'drop down' lists click on the button '...'

Calibrated to manufacturers specification at the measured points

Specification Reference: Part No 1584337 Rev 1 6/02

Import Comments << Back Next >>

**STEP 14** Services, Parts Used & Engineers Report, Job Comments & Quote - click **Next >>** to step through each tab and proceed to the status screen.

### Services Screen

Job Information

Enter any required job information below. To edit the contents of the 'drop down' lists click on the button marked '...'

Services | Parts Used | Engineers Report | Job Comments | Quote

Service Description	Qty	Cost (Each)
Calibration	1	£
Repair	1	£
Additional Services	1	£

Total Parts Cost: £

Repair Cost: £

Calibration Cost: £

Repair Time (Hours):

Cal / Test Time:

Engineer:

Edit Parts List

<< Back Next >>

### Parts Used Screen

Job Information

Enter any required job information below. To edit the contents of the 'drop down' lists click on the button marked '...'

Services | Parts Used | Engineers Report | Job Comments | Quote

Part Description	Qty	Cost (Each)
Part 1	1	£
Part 2	1	£
Part 3	1	£
Part 4	1	£
Part 5	1	£
Part 6	1	£
Part 7	1	£
Part 8	1	£
Part 9	1	£
Part 10	1	£

Total Parts Cost: £

Repair Cost: £

Calibration Cost: £

Repair Time (Hours):

Cal / Test Time:

Engineer:

Edit Parts List

<< Back Next >>

### Engineers Report Screen

Job Information

Enter any required job information below. To edit the contents of the 'drop down' lists click on the button marked '...'

Services | Parts Used | Engineers Report | Job Comments | Quote

Total Parts Cost: £

Repair Cost: £

Calibration Cost: £

Repair Time (Hours):

Cal / Test Time:

Engineer:

Edit Parts List

<< Back Next >>

Job Information

Enter any required job information below. To edit the contents of the 'drop down' lists click on the button marked '...'

Services | Parts Used | Engineers Report | Job Comments | Quote

Instrument in good condition

All Tests passed calibration

Total Parts Cost: £

Repair Cost: £

Calibration Cost: £

Repair Time (Hours):

Cal / Test Time:

Engineer:

Edit Parts List

<< Back Next >>

Job Information

Enter any required job information below. To edit the contents of the 'drop down' lists click on the button marked '...'

Services | Parts Used | Engineers Report | Job Comments | Quote

View / Edit Quote

Total Parts Cost: £

Repair Cost: £

Calibration Cost: £

Repair Time (Hours):

Cal / Test Time:

Engineer:

Edit Parts List

<< Back Next >>

### Job Comments Screen

### Quote Screen

Note : If no services are selected, ProCal may display a message as follows :

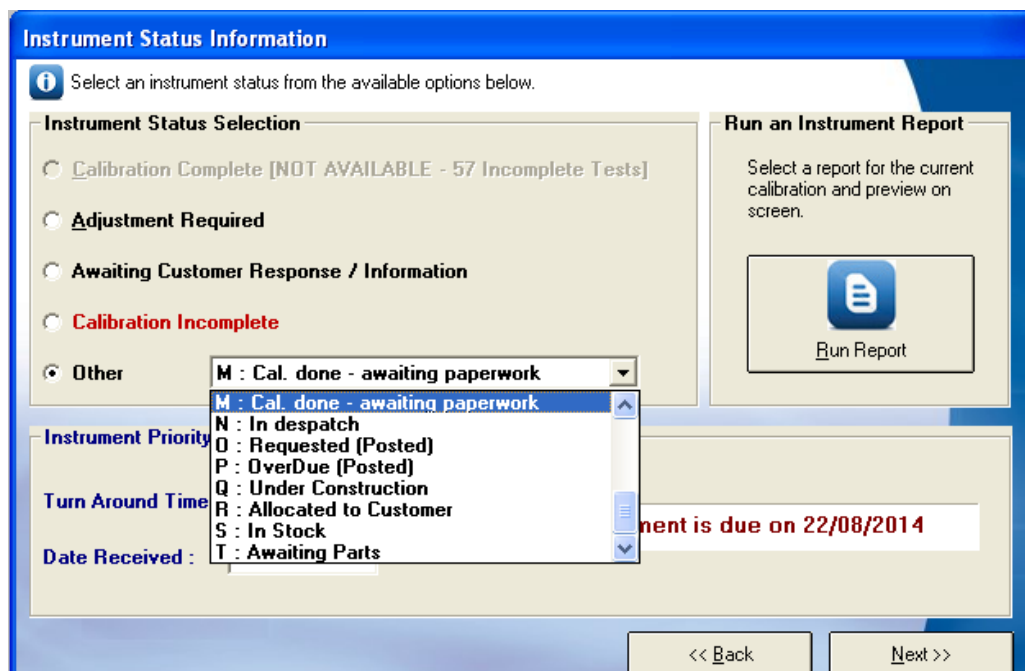
Simply click **Yes** to confirm no chargeable services are required for this particular instrument

**No Chargeable Services Set**

There are no chargeable services selected for this job - is this correct?

Yes No

- STEP 15** Set instrument status - if unfinished, calibration complete will be disabled.  
Use 'Other' and manually select **M Cal. done - awaiting paperwork** then click **Next >>**



**Instrument Status Information**

Select an instrument status from the available options below.

**Instrument Status Selection**

- ☐ Calibration Complete [NOT AVAILABLE - 57 Incomplete Tests]
- ☐ Adjustment Required
- ☐ Awaiting Customer Response / Information
- ☐ Calibration Incomplete
- ☒ Other
  - M : Cal. done - awaiting paperwork
  - N : In despatch
  - O : Requested (Posted)
  - P : OverDue (Posted)
  - Q : Under Construction
  - R : Allocated to Customer
  - S : In Stock
  - T : Awaiting Parts

**Run an Instrument Report**

Select a report for the current calibration and preview on screen.

**Run Report**

**Instrument Priority**

**Turn Around Time**

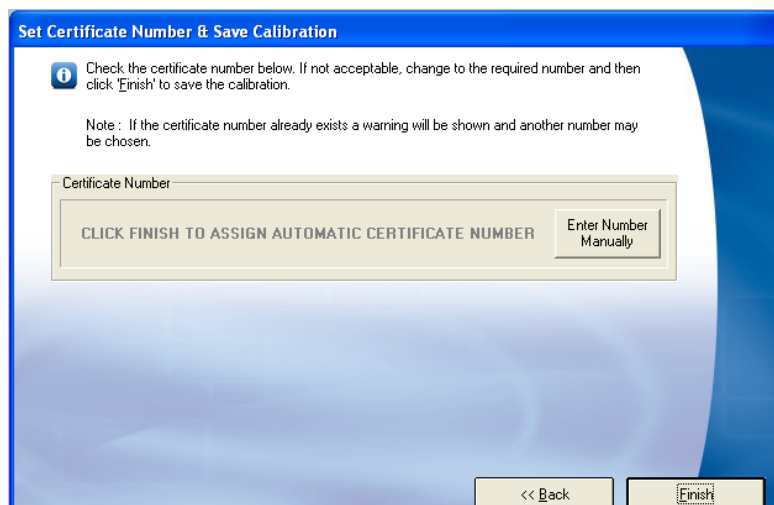
**Date Received :**

**Instrument is due on 22/08/2014**

<< Back      Next >>

- STEP 16** Click Finish to assign certificate number and save the calibration.

Note : To assign a manual certificate number, click **Enter Number Manually**



**Set Certificate Number & Save Calibration**

Check the certificate number below. If not acceptable, change to the required number and then click 'Finish' to save the calibration.

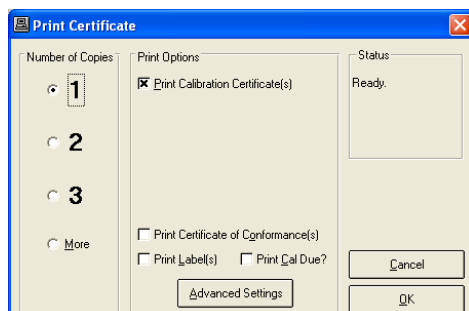
Note : If the certificate number already exists a warning will be shown and another number may be chosen.

Certificate Number

CLICK FINISH TO ASSIGN AUTOMATIC CERTIFICATE NUMBER      Enter Number Manually

<< Back      Finish

- STEP 17** To print the certificate, click **OK** or click **Cancel** to print later using ProCert.



**Print Certificate**

Number of Copies: 1

Print Options: ☒ Print Calibration Certificate(s)

Status: Ready.

☐ Print Certificate of Conformance(s)

☐ Print Label(s)    ☐ Print Cal Due?

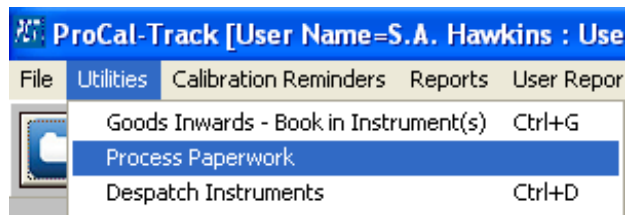
Cancel      OK

Advanced Settings

Note : This option to print can be enabled / disabled using ProSet -> Program Options

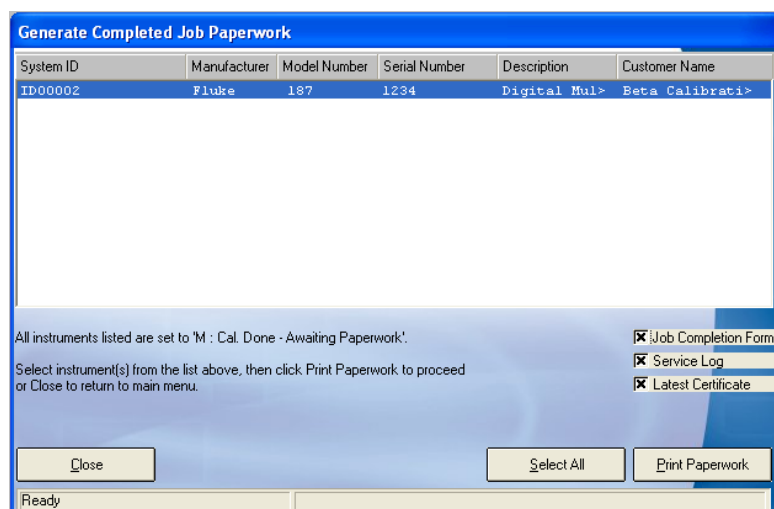
## DESPATCH AN INSTRUMENT WITH PROCAL TRACK

**STEP 1** Start ProCal-Track : Select Utilities → Process Paperwork.

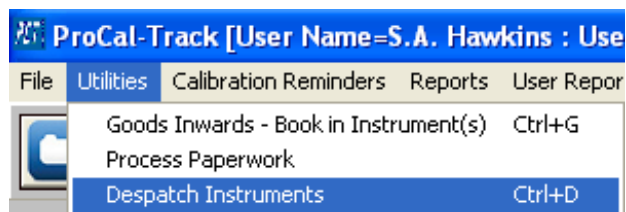


A list is displayed of instruments ready for paperwork processing.

Click on the *Fluke 187* calibrated previously and select the required paperwork items, then click **Print Paperwork**.

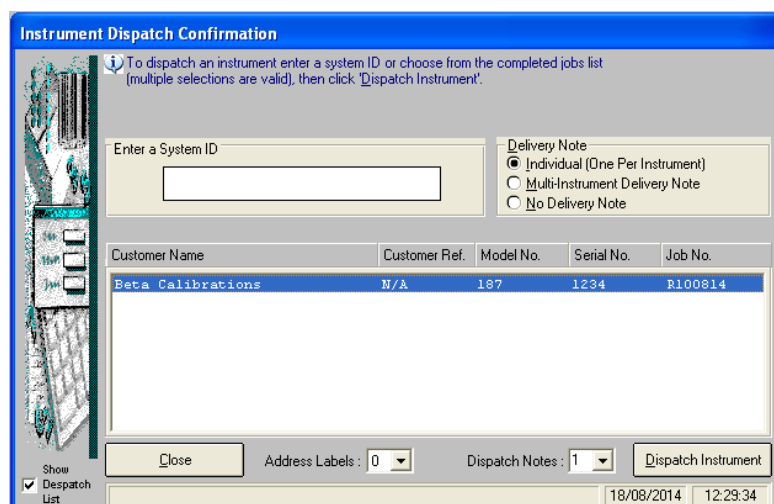


**STEP 2** Select Utilities → Despatch Instruments



A list is displayed of instruments ready to despatch.

Click on the instrument to produce a despatch note.



**STEP 3** Confirm despatch information then click **Despatch**

**Details For Instrument ID00002**

Account Number : A0002

Contact Name : Mr. B. Burrows

Department Head :

Company Name : Beta Calibrations

Address : 2 Calibration House  
The Drive  
Anytown  
AnyCounty, AB12 3CD.

Telephone : 0123 456789

Fax : 0123 456780

email : email@beta.com

Site : West Building

Dept. : Engineering

Location : Room 15

Comments

Cancel Dispatched Via : Dispatch

**STEP 4** Confirm Accessories

**Accessories Despatch Screen**

**ACCESSORIES DETECTED**

**Accessories For Instrument : ID00002**

Manufacturer : Fluke

Model No. : 187

Description : Digital Multimeter (5 digit)

Serial No. : 1234

Customer : Beta Calibrations

Job Number : RL00814

**Please check the following accessories are returned :**

R100814-1 Case / Cover

Cancel OK

The software will confirm accessories are returned (if accessories set at time of booking in)

**Tip : If the system is running with a barcode scanner connected, a label can be printed with a unique number for each accessory booked in - this label can then be scanned to confirm accessory return prior to the despatch paperwork being printed.**

**CALIBRATION EXAMPLE COMPLETED**

This completes the cycle of calibration and the instrument status is returned to 'A - With Customer' – the calibration date & certificate number are updated automatically.

For more information please see the documentation installed with each program.

Please visit [www.transmille.com](http://www.transmille.com) for application notes and additional user documentation