

### Requirements for using Crystal Reports

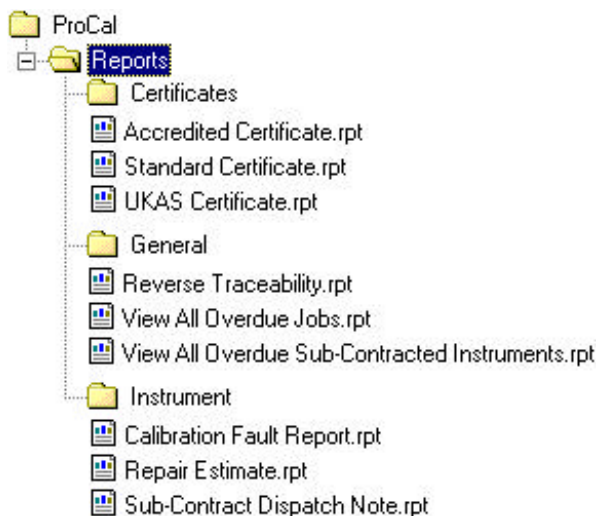
The installations for ProCal and ProCal-Track include all run-time files needed to view/print a Crystal Report. A computer which is for use in viewing/printing a report does not need to have a copy of Crystal Reports installed.

Installation of Crystal Reports is only required if the user wants to edit report formats or create new reports – the Standard Edition of Crystal Reports is sufficient for allowing users to create or edit reports.

ProCal and ProCal-Track are designed to view/print reports designed using Crystal Reports Version 9, and installs the version 9 run-time files needed for viewing/printing these reports.

### Report Locations

Both ProCal and ProCal-Track use report files which are located in specific folders on a computer. These specific folders are located under the ProCal/ProCal-Track folder as follows (with example reports installed from the Transmille CD) :



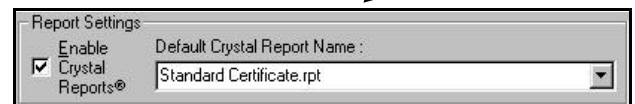
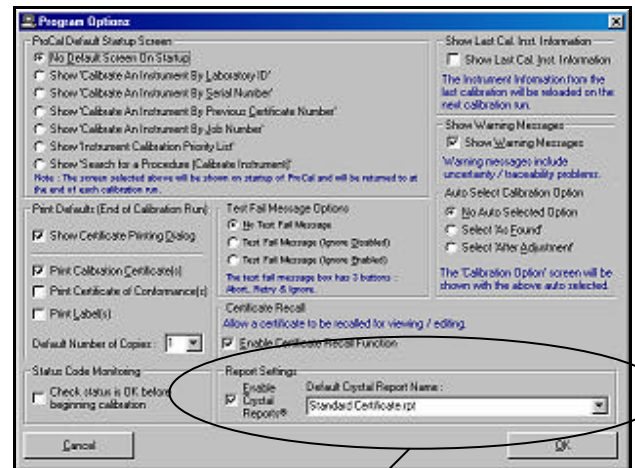
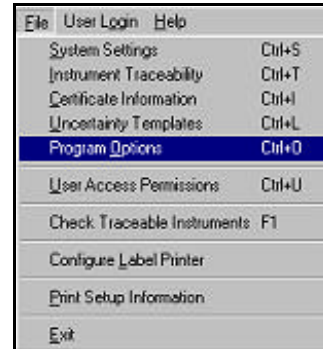
When ProCal or ProCal-Track are run, these report folders will be displayed in menus as shown further on in this document (note : some folders will only be displayed where appropriate within the program).

A user can add report files to these folders (e.g. add a new certificate style). These reports can also be edited (as long as Crystal Reports is installed on the computer)

In addition, up to *two customer folders* can be added.

### ProSet : Setting up the software to use Crystal Reports

The first task is to enable Crystal Reports using ProSet. Use the File -> Program Options change the general program options :



Use the checkbox to activate use of Crystal Reports.

The program options also allow the setting of a default Crystal Report. This will direct ProCal to always use the Crystal Report selected in the drop down list when a procedure is not set to use a specific report (see 'setting a procedure to use a specific report' further on).



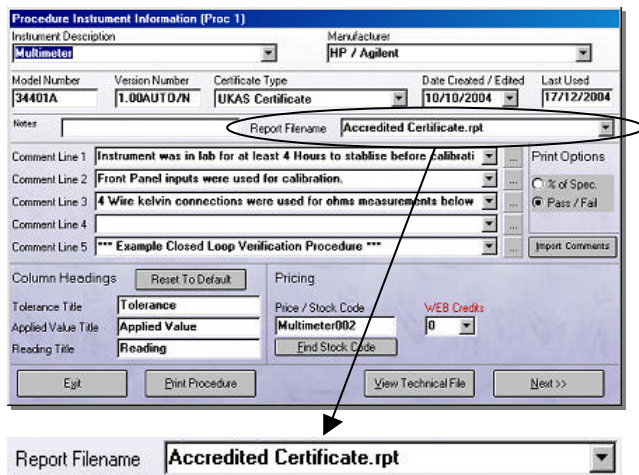
Setting the default report name effectively 'turns off' the built in certificate format in ProCal.

### ProEdit : Setting a Procedure to use a Specific Report

If a procedure is required to use a specific report (e.g. a pressure procedure which has a different report layout), a procedure can be linked to this report.

This will effectively 'override' the default report name (if set in ProSet -> Program Options).

To link a report to a procedure, view/edit a procedure using ProEdit and on the instrument information page set the report filename :



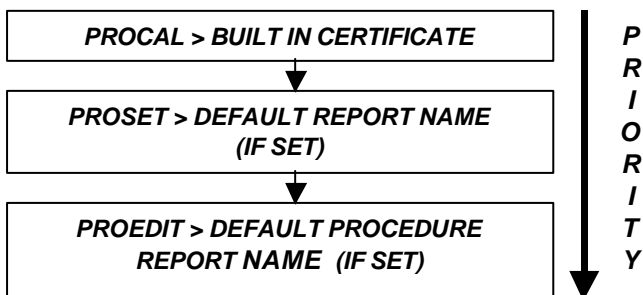
To reset the procedure to use the default report, simply set the report filename back to blank.

### Certificate Reports Summary

ProSet allows the Crystal reports mode to be activated. The default report setting allows a specified report to be used whenever a certificate is viewed/printed.

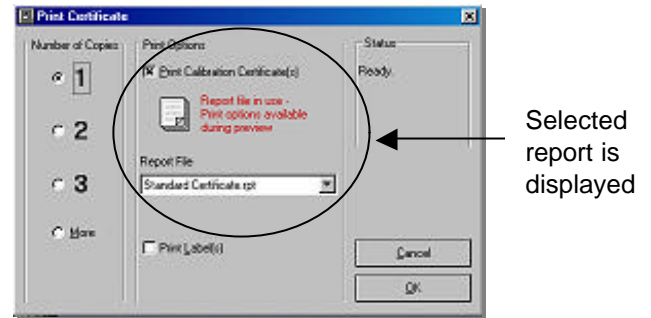
ProEdit allows a procedure to be linked to a specific report, which overrides the default report if set in ProSet program options.

Report priority hierarchy :



### Certificate report use within ProCal

Once a certificate report has been setup for use (either the default report or a procedure specific selected report), when a calibration is completed in ProCal (and ProCal is set to print a certificate at the end of a calibration) the print dialog will be displayed



Note the dialog is different than when the 'built-in' certificate is being used – a report file is displayed. At this point the user is also given the opportunity to change the report to be used via a drop down list.

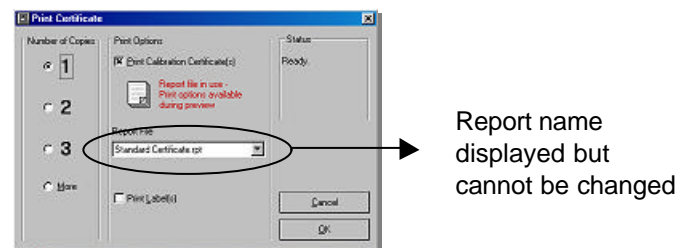
**i** To **revert back** to the built in certificate for this calibration, simply select the blank item in the list – a message will confirm if the built-in certificate should be used.

**i** NOTE : Calibrations which use a report are saved to the database with this report name stored for future printouts (ie. Using ProCert). Once the calibration is saved the user cannot change the report this calibration uses to print unless the calibration is RECALLED into ProCal and then resaved.

### Certificate report use within ProCert

ProCert provides the facility to search for and reprint calibrations saved in the instrument calibration database. It will allow the reprinting of any calibrations which use a certificate report, and automatically loads the report which was stored when the calibration was performed.

This report cannot be changed by the user, only viewed and/or printed.



### ProCal – Using reports during a calibration

ProCal provides the facility to run reports during a calibration for purposes such as instrument fault reporting or instrument repair quotes etc.



This facility requires the instrument to have been booked in using ProCal-Track prior to calibration.

### Example

An instrument calibration is started, but the 1000V DC range is found to be faulty :

No.	Test Title	Test Value	Reading	% Spec
4	Bar Display	---	Fail	---
5	Blank Line	---	Blank Line	---
6	DC Voltage	---	Fail	---
7	500V D.C. Range	45.50mV	45.50mV	0
8	500mV D.C. Range	459.0mV	459.0mV	0
9	500uV D.C. Range	2508.0mV	2508.0mV	0
10	5V D.C. Range	4.5500V	4.5500V	0
11	50V D.C. Range	45.500V	45.500V	0
12	500V D.C. Range	459.00V	459.00V	0
13	1000V D.C. Range	1008.0V	8.4V	>995

Calibration is stopped

- Control
- Help
- User Login
- About
- ✓ Show Auto Safety Prompts (Ctrl+S)
- Set to Non-Printing (Ctrl+P)
- ✓ Run Calibration Tests
- Finish Calibration (Review Results)**
- Abort Current Test
- Abort Calibration Run

Review results screen is displayed –

**Next >**

No.	Test Title	Test Value	Reading	% Spec
1	General Operation Tests	---	Fail	---
2	Continuity Buzzer	---	Fail	---
3	Bleed Test	---	Fail	---
4	Bar Display	---	Fail	---
5	Blank Line	---	Blank Line	---
6	DC Voltage	---	Fail	---
7	500V D.C. Range	45.50mV	45.50mV	0
8	500mV D.C. Range	459.0mV	459.0mV	0
9	500uV D.C. Range	2508.0mV	2508.0mV	0
10	5V D.C. Range	4.5500V	4.5500V	0
11	50V D.C. Range	45.500V	45.500V	0
12	500V D.C. Range	459.00V	459.00V	0
13	1000V D.C. Range	1008.0V	8.4V	>995
14	Linearity	---	Blank Line	---
15	Linearity	---	Blank Line	---
16	Linearity	---	Blank Line	---
17	Linearity	---	Blank Line	---

Certificate comments

**– Next >**

Job information screen (parts used)

**– Next >**

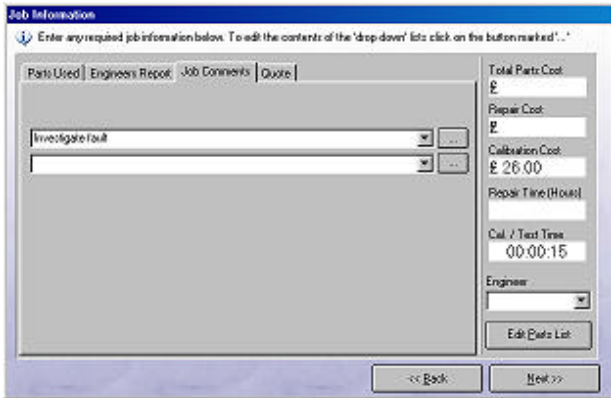
Job information screen (engineers comments)

**Enter fault description here**

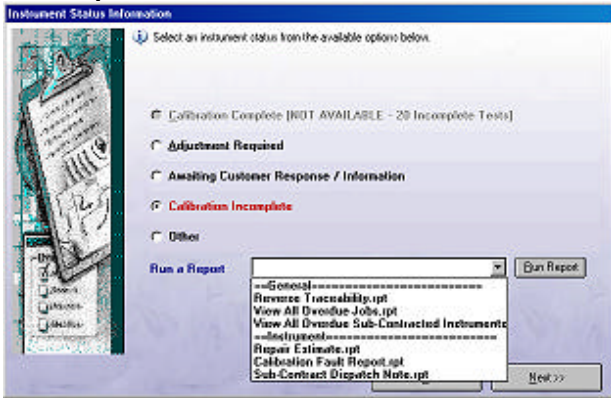
**– Next >**

Job information screen (job comments)  
**Enter recommended action here**

– Next >



Choose **Calibration Fault Report** then click  
**Run Report**



Report is displayed with customer details, and information relating to fault.



The status can be set to **Calibration Incomplete** until the customer replies to the fault report.

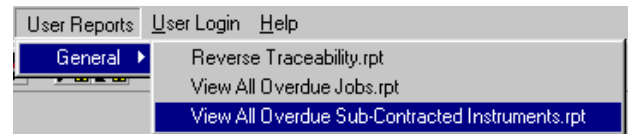
### ProCal-Track – Using reports

ProCal-Track provides two methods for running Crystal Reports. Reports may be of two general types :

- **General**  
 e.g. View all overdue sub-contracted instruments

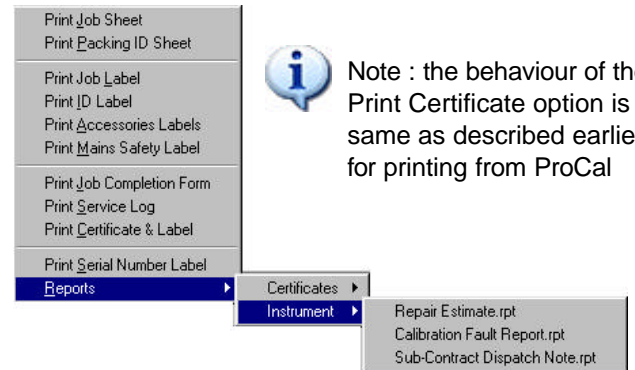
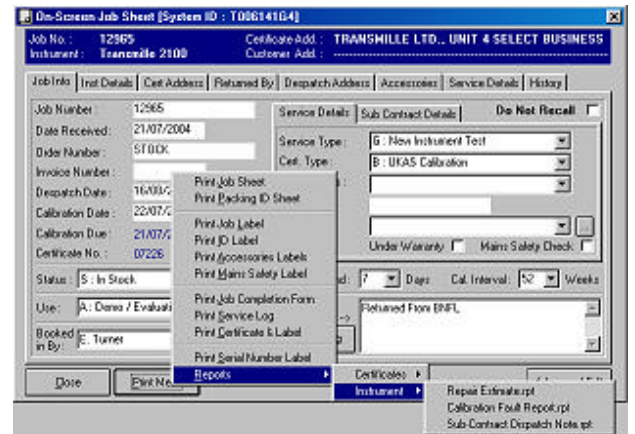
The main menu of ProCal-Track provides access to the general type reports. These are listed from the **General** reports sub-folder (as listed earlier in this document).

To run one of these reports, simply select it from the menu :



- **Instrument Specific**  
 e.g. a certificate or a calibration fault report

To run an instrument specific report, a print menu button is available from the on-screen job sheet. Choose the 'Reports' menu item to navigate through the available reports.

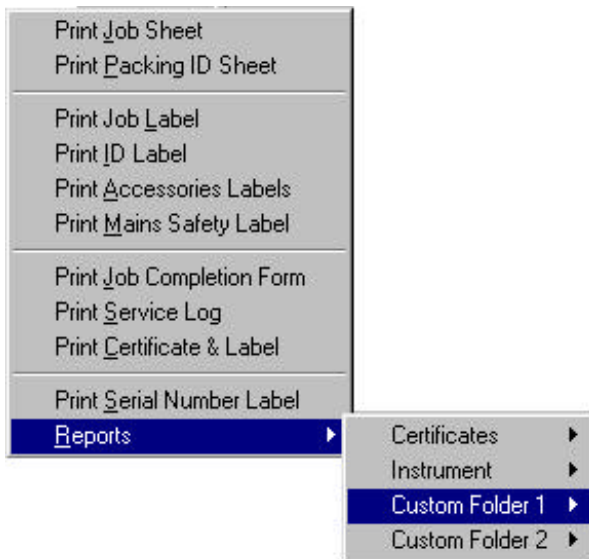


Note : the behaviour of the Print Certificate option is the same as described earlier for printing from ProCal

### Creating custom folders for reports

ProCal and ProCal-Track allow for up to two extra custom sub-folders to be placed in the Reports folder.

User created reports can be stored within these folders for easy access.



### About Crystal Reports

The Transmille software CD comes with a variety of example reports which can be used as is without needing modification. Users can, with some basic knowledge of Crystal Reports, modify the layout of these examples to fulfil their needs.

Use of Crystal Reports software is beyond the scope of this document, but for users wanting to learn more about the use of this software, there are training courses available from the Crystal Reports software manufacturer [www.businessobjects.com](http://www.businessobjects.com).

### Report Locations in a network setup

Both the ProCal and ProCal-Track folders on a computer contain a Reports sub-folder for storing reports.

If ProCal-Track is set to link with ProCal, the primary location for the reports is :

```
C:\ProCal\Reports
```

(when first installed, ProCal-Track will automatically be linked to ProCal to share reports, instrument data and contacts data)

If ProCal-Track is in use without ProCal, the default reports path is :

```
C:\ProCal-Track\Reports
```