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1.0 Software administration

Upgrading from an earlier version of Kalibro to 2.6 and above

Versions of kalibro 2.6 and above do not require the “Kalibro.sqlite.bak” file to be copied into the installed software location. Only copy the “Kalibro.sqlite” and set your operating system to perform regular back-ups.

The following section covers the initial set-up of the software and ongoing additions. When first running the software it is essential to create and Admin account and Password for administration purposes. The administrator will also need to populate fields that use “pick” boxes and this section will help guide you through the initial software settings.

Creating an admin account on first run

Select settings, user management then type “admin” in the user name and a then type a memorable password in the password box. Ensure you “check” the write box and when finished select the “add User” box. You will need to create a user name and password for each user of the software.

Note:- By selecting the “Write Permission” box then the user will have access to all functionality within the software. By leaving the “Write Permission” blank and choosing the “Can change Device Status” then the user will be able to change the gauge status (book out of stores and return to stores etc.), run a some reports but not modify the database.
Populating the basic data fields

Device status - Before the drop down selection box can be used it must be populated. Type the required information into the blue box and click on the save button for each entry.

Define calibration result - Before the drop down selection box can be used it must be populated. Type the required information into the blue box and click on the save button for each entry.

Define owner - Before the drop down selection box can be used it must be populated. Type the required information into the blue box and click on the save button for each entry.
2.0 Using the database

Opening the Database
To open, click on the icon and the main screen will open as below:-

Double-click the calibration database shortcut, the login box will appear
Type in your username and password

Changing the status (the current location) of a gauge:-
To change the Status of Gauge, i.e. when withdrawing from the gauge stores or booking back into the gauge stores, first find the gauge you are looking for eg.PP215 in the “List of Devices” double click the gauge number so that the details box is populated as below:-
Select the “Device Status” drop down menu and the person’s name that is booking out the gauge to use. Once selected click save and the Gauge will now be recorded as with that person or department/ stores.

Selecting a gauge

If you require finding a particular gauge and its location within the business this can be achieved via the reporting system and detailed in section 4
3.0 Adding gauges and measurement instruments to the Database

Open the database software as described in section 1

Adding a new device

From the top tool bar select “Operations” and then “Add Device” (as per picture below).

You will be asked if you wish to create a new record, click “yes”

Complete the boxes as shown in the picture below, using the same format as the example:
Select the appropriate location of the gauge from the drop down menu in the “Device Status” field

Select the appropriate owner of the Gauge

From the “Next Calibration Date” select the date that the gauge is due for re-calibration then click on the “Get and Close button”

Once all fields have been selected click on the “Save” button
Completing the additional fields

It is imperative that the “Additional Fields” section is completed as this controls the frequency of calibration, the tolerance and process specification to follow along with the department responsible. “Click” on the “Additional Fields” box

Complete the data entry for the boxes as below example and click “Save”

After saving the additional fields press the “cancel” button and this will remove the “input box”
4.0 Calibration records

After conducting calibration of gauges it is necessary to create a record within the database indicating the date due, the date completed, the method used, the result and attaching the report.

Adding a calibration record

From the options tab select “Add a Calibration Record”, this will generate a new area to input data as highlighted below in Orange.

To input the date data, right click on the boxes that require a date and select “date picker” the calendar box will appear, select the correct date and click on the “get and close” box

Double click the “method box” and free type the process specification followed.

Select the drop down tab in the results column and select “pass or fail” comment. When completed click the save button

Attaching report documents
To attach a document link, drag and drop the file into the “filepath” box

Free type the file number into the Report box and click on the “SAVE” button

Viewing a saved report
To view a saved report right click on the “file path” box select the option “file >” and select “open file” the saved file will open automatically in its default program.
5.0 Reporting

There are currently 2 types of reports that can be produced from within the software, “Calibration Control” (due date of gauge calibration) and “Reporting” (complete individual gauge records).

Producing a Calibration control report

From the operations tab, select the calibration control option, a report will “pop up” and can then be printed as paper or as a “PDF file” and circulated.

Producing individual gauge record reports

From the “operations tab”, select the “reporting” option. You will now be able to print an individual gauge report by selecting the appropriate gauge number.
Producing history reports

From the “operations tab”, select the “reporting” option. You will now be able to print an individual gauge report by selecting the appropriate gauge number.

From the “pop down menu” select report type

Type the gauge id into the the “Registry No box” and click on the search button

Report type