

KALIBER-8
CALIBRATION MANAGEMENT
SOFTWARE
SYSTEM GUIDE

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INSTALLATION

KALIBER-8 requires WINDOWS 2000, XP, VISTA or W7 to run and requires 100Mb disk space.

Insert the CD in the CD-ROM drive and if the installation program does not start automatically then run the program SETUP.EXE and follow the on-screen prompts. This will create a KALIBER-8 folder. All the application files and folders are copied into this folder.

Note that you must run the WINDOWS installation program with full administrative rights. Also the program must be installed onto a local drive and folder where the user will have full read/write/delete permissions.

After installation, KALIBER-8 will be included on your START program list.

If you wish to locate the system on your network drive then after installing on the local drive copy the KALIBER-8 folder and contents to your network and change the program list shortcut to point to the network file.

If you wish to create a desktop short-cut, point it at the program file KALIBER-8.EXE in the live KALIBER-8 folder – this will be the network folder program file if you have opted for this mode of operation.

KALIBER-8 is based on the FILEMAKER database system and you will see FILEMAKER copyright notices displayed at various points during program start-up, operation and shut-down. When the system starts, there is a pause during the initial displays whilst some verification procedures are completed – be patient.

There is a help screen included in the program which describes the system procedures.

The evaluation system contains a set of demonstration data. This can be amended and added to. In the event that the system is converted into a fully-licensed program, some or all of the existing data can be deleted if required.

The evaluation system will time-out after a few weeks.

TRADEMARKS

REETEC is a registered trademark of Retriever Technology Ltd.

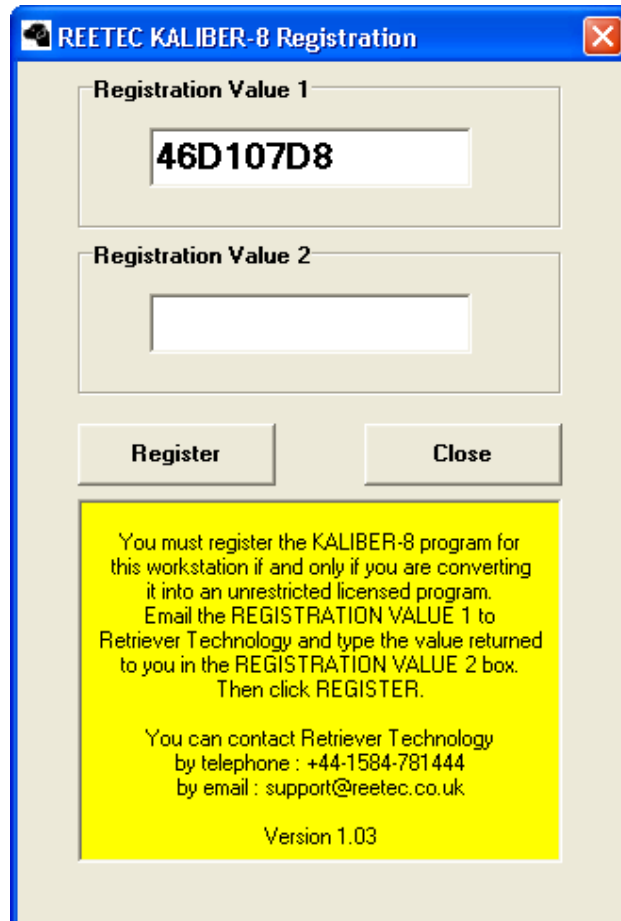
WINDOWS is a registered trademark of Microsoft Inc.

ACROBAT is a registered trademark of Adobe Systems Inc.

FILEMAKER is a registered trademark of Filemaker Inc.

CONVERSION TO UNRESTRICTED LICENSED PROGRAM

You need full administration rights to run the KALIBER-8 REGISTRATION program on the PROGRAMS menu – ONLY DO THIS IF YOU HAVE PURCHASED A LICENCE. Email the registration 1 code to Retriever Technology at 'support@reetec.co.uk' and type in the registration value 2 provided. You can run the registration program more than once.



Do NOT run the registration program unless you intend to convert the system to an unrestricted licence – otherwise the program ceases to operate. In this case, if you wish to use the program again you must have full administration rights and run the program file KALREMREG.EXE which you will find in the KALIBER-8 folder. If you wish to uninstall KALIBER-8 then use the standard WINDOWS procedure and then run KALREMREG.EXE.

RUNNING THE PROGRAM

KALIBER-8 is based on the FILEMAKER database system and you will see FILEMAKER copyright notices displayed at various points during program start-up, operation and shut-down. When the system starts, there is a pause during the initial displays whilst some verification procedures are completed – be patient. The program will eventually settle on the assets list screen:

Item	Description	Last Date	Life Left	Due Date	Type	Owner	Location	Status	Info	Interval	Serial
GAP01/03	Gap gauge 15.5/15.6 mm	02/09/2010	11	04/03/2011	Gap Gauges	Goods Inwards	Goods Inwards	In Service		183	
GAP03/3/1	18.5/18.6mm gap gauge	01/02/2011	345	01/02/2012	Gap Gauges	Standards Room	Standards Room	In Service		365	N/A
MIC001/0	External micrometer 0-25mm	31/12/2010	313	31/12/2011	External	Machine shop	Machine shop	In Service		365	
MIC001/1	External micrometer 0-25mm	31/12/2010	313	31/12/2011	External	Machine shop	Machine shop	In Service		365	
MIC001/2	External micrometer 0-25mm	13/09/2010	204	13/09/2011	External	Machine shop	Machine shop	In Service		365	
MIC001/3	External micrometer 0-25mm	13/11/2010	265	13/11/2011	External	Machine shop	Machine shop	In Service		365	
MIC001/4	External micrometer 0-25mm	13/06/2010	112	13/06/2011	External	Machine shop	Machine shop	In Service		365	
MIC001/5	External micrometer 0-25mm	13/07/2010	142	13/07/2011	External	Machine shop	Machine shop	In Service		365	
MIC001/6	External micrometer 0-25mm	13/03/2010	20	13/03/2011	External	Machine shop	Machine shop	In Service		365	
MIC001/7	External micrometer 0-25mm	13/03/2010	20	13/03/2011	External	Machine shop	Machine shop	In Service		365	
MIC002/1	External micrometer 25-50mm	13/11/2010	265	13/11/2011	External	Machine Shop	Machine Shop	Lost		365	
MIC002/2/6	External micrometer 25-50mm	13/12/2010	295	13/12/2011	External	Machine Shop	Machine Shop	Lost		365	
MIC002/3	External micrometer 25-50mm	13/08/2010	173	13/08/2011	External	Machine Shop	Machine Shop	Lost		365	
MIC002/4	External micrometer 25-50mm	13/09/2010	204	13/09/2011	External	Machine Shop	Machine Shop	Lost		365	
MIC002/5	External micrometer 25-50mm	13/09/2010	204	13/09/2011	External	Machine Shop	Machine Shop	Lost		365	
MIC002/6	External micrometer 25-50mm	13/02/2011	357	13/02/2012	External	Machine Shop	Machine Shop	Lost		365	
MIC002/7	External micrometer 25-50mm	13/02/2011	357	13/02/2012	External	Machine Shop	Machine Shop	Lost		365	
MIC002/8	External micrometer 25-50mm	13/02/2011	357	13/02/2012	External	Machine Shop	Machine Shop	Lost		365	
PG001/1	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/2	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/3	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/4	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/5	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/6	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/7	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/8	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PRESS/01	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
PRESS/02	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
PRESS/03	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
PRESS/04	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
PRESS/05	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
PRESS/06	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
PRESS/07	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
THERM01	0-100 deg C glass	14/10/2010	235	14/10/2011	Thermometers	Standards Room	Standards Room	In Service		365	
ULM001	ULM Metroscope bench	13/03/2010	20	13/03/2011	Bench Calibrator	Standards Room	Standards Room	In Service	NAMAS calibrated	365	ULM-001-02345

If you are running the evaluation system then a message box to this effect appears with an OK button. If this OK button is not clicked within several seconds of appearing the program will not operate. In this case, restart the program and click the OK button promptly.

There is a HELP screen included in the program which describes the system procedures and data – click the HELP button to display this.

The evaluation system contains a set of demonstration data. This can be amended and added to. In the event that the system is converted into a fully-licensed program, some or all of the existing data can be deleted if required.

DELETING EXISTING ASSET RECORDS

To delete the existing asset records and start with an 'empty' system proceed as follows after checking the HELP screen for the current system passwords.:

- 1) Log in as system administrator (Hold shift key down at start up)
- 2) Display the item list and left-click the 'SHOW ALL ITEMS' button.
- 3) Drop down the RECORDS menu and left click 'DELETE ALL RECORDS'
- 4) Drop down the SCRIPTS menu and left click 'RESET NEXT ITEM ID'

Do NOT delete the drop-down lists record – simply change the text.

The section on MENU ITEMS contains a detailed description of the user/password configuration.

Contact Retriever Technology at 'support@reetec.co.uk' for further assistance.

SYSTEM OVERVIEW

KALIBER-8 consists of a database of asset records plus a set of 4 drop-down lists which are used to store standard descriptions used in the database.

Each asset record includes both physical and management recall information, one item of which is an asset/tag number.

Inspection results are recorded in note form for each asset.

Asset recall is based on fixed calendar intervals measured in days. The next 'due date' is automatically computed based on the current 'last calibrated' date and the fixed interval. A 'Life Left' number of days value is also automatically computed.

A list of assets due for inspection/calibration is produced by specifying a filter which includes a date due period and can include other items such as location. This filter is applied to the database to produce a list which can be printed.

Filtering and sorting facilities enable lists of assets to be displayed and printed according to a wide range of criteria, including groups representing kits, test beds, process loops, etc.

Each asset record includes 2 links to other files – usually a picture and a current calibration certificate – which can be displayed on the screen with a button-click.

TEXT BOX EDITING

To change the contents of a standard text box, left-click on the box to display the text cursor and then type the required text, using the keyboard editing keys as required.

To change the contents of a text box with a drop-down list, left-click on the text box to display the drop-down box and left-click the required entry. The drop-down list may have a scroll bar if the list is long. Alternatively, press a key to highlight the first entry beginning with the key character, move the highlight bar with the up and down arrow keys and press <ENTER> to select the entry.

Use the TAB key to move sequentially through the text boxes and drop-down lists on a screen.

The current contents of a text box are automatically saved to the disk file when the cursor focus moves away from that box. So, as you move through a screen, changing the values in each text box, the values previously set are automatically stored in the database. After changing the last item, in order to force a database update, left-click outside the text box before proceeding.

Certain text boxes, such as the asset ID, Due Date and Life Left are automatically computed and cannot be changed by typing.

There are some useful short cuts in addition to the standard WINDOWS editing key commands:

CTRL `	inserts to-day's date.
CTRL `C`	copies the current selected text to the clipboard
CTRL `V`	inserts the current clipboard contents
2 x left-click	select the current word
3 x left-click	select the current line
4 x left-click	select the current paragraph
5 x left-click	select the current page

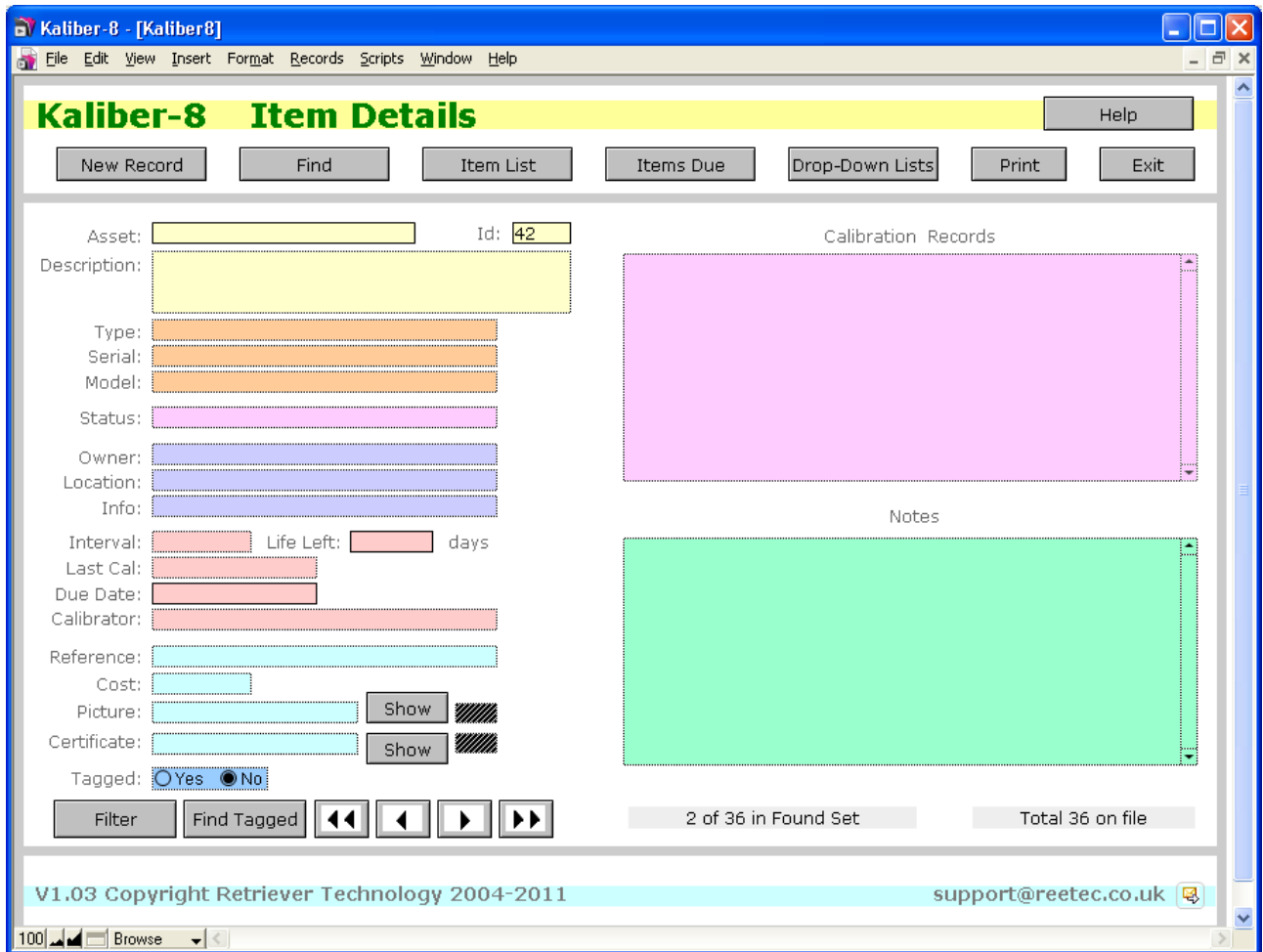
PRINTER SETUP

The FILE menu contains a PRINT SETUP item which displays a printer set-up dialog that can be used to set the default print configuration for the system. The PRINT buttons use whatever configuration is set up with this dialog.

SCREEN BUTTONS

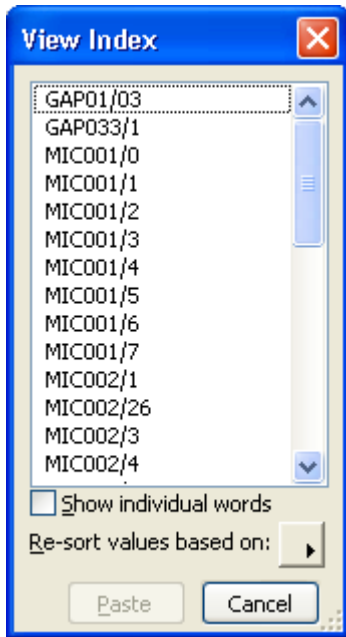
Buttons to switch to another screen are displayed at the top of each window, as follows:

NEW RECORD: Adds a blank asset record to the database and displays it.



The ID number will have been automatically set to the next value. All other text boxes should be completed as required.

FIND: displays a list of asset tag numbers for selection in a dialog with a scroll bar.



This list includes all entries in the ASSET box across the database.

If your tag numbers contain spaces and you check the 'SHOW INDIVIDUAL WORDS' box then the list includes all separate text blocks that exist in the ASSET box across the database.

To select the current database record(s) either left-click the item and then left-click the PASTE button or double left-click the item. This will apply a filter to the database and the current 'found set' will then be those assets (or a single record) with a tag number matching the selection.

ITEM LIST: displays the current 'found set' as a list:

Item	Description	Last Date	Life Left	Due Date	Type	Owner	Location	Status	Info	Interval	Serial
GAP01/03	Gap gauge 15.5/15.6 mm	02/09/2010	11	04/03/2011	Gap Gauges	Goods Inwards	Goods Inwards	In Service		183	
GAP03/1	18.5/18.6mm gap gauge	01/02/2011	345	01/02/2012	Gap Gauges	Standards Room	Standards Room	In Service		365	N/A
MIC001/0	External micrometer 0-25mm	31/12/2010	313	31/12/2011	External	Machine shop	Machine shop	In Service		365	
MIC001/1	External micrometer 0-25mm	31/12/2010	313	31/12/2011	External	Machine shop	Machine shop	In Service		365	
MIC001/2	External micrometer 0-25mm	13/09/2010	204	13/09/2011	External	Machine shop	Machine shop	In Service		365	
MIC001/3	External micrometer 0-25mm	13/11/2010	265	13/11/2011	External	Machine shop	Machine shop	In Service		365	
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MIC001/6	External micrometer 0-25mm	13/03/2010	20	13/03/2011	External	Machine shop	Machine shop	In Service		365	
MIC001/7	External micrometer 0-25mm	13/03/2010	20	13/03/2011	External	Machine shop	Machine shop	In Service		365	
MIC002/1	External micrometer 25-50mm	13/11/2010	265	13/11/2011	External	Machine Shop	Machine Shop	Lost		365	
MIC002/2	External micrometer 25-50mm	13/12/2010	295	13/12/2011	External	Machine Shop	Machine Shop	Lost		365	
MIC002/3	External micrometer 25-50mm	13/08/2010	173	13/08/2011	External	Machine Shop	Machine Shop	Lost		365	
MIC002/4	External micrometer 25-50mm	13/09/2010	204	13/09/2011	External	Machine Shop	Machine Shop	Lost		365	
MIC002/5	External micrometer 25-50mm	13/09/2010	204	13/09/2011	External	Machine Shop	Machine Shop	Lost		365	
MIC002/6	External micrometer 25-50mm	13/02/2011	357	13/02/2012	External	Machine Shop	Machine Shop	Lost		365	
MIC002/7	External micrometer 25-50mm	13/02/2011	357	13/02/2012	External	Machine Shop	Machine Shop	Lost		365	
MIC002/8	External micrometer 25-50mm	13/02/2011	357	13/02/2012	External	Machine Shop	Machine Shop	Lost		365	
PG001/1	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/2	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/3	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/4	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/5	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/6	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/7	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PG001/8	Plain plug gauge 9.8/9.9mm	28/02/2011	187	27/08/2011	Plain Plug Gauge	Standards Room	Standards Room	In Service		180	
PRESS/01	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
PRESS/02	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
PRESS/03	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
PRESS/04	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
PRESS/05	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
PRESS/06	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
PRESS/07	Pressure gauge 0-100 psi	03/03/2010	-255	11/06/2010	Pressure Gauge	Boiler Room	Boiler Room	In Service	Calibrate in situ	100	ULM-001-02345
THERM01	0-100 deg C glass	14/10/2010	235	14/10/2011	Thermometers	Standards Room	Standards Room	In Service		365	
ULM001	ULM Metroscope bench	13/03/2010	20	13/03/2011	Bench Calibrator	Standards Room	Standards Room	In Service	NAMAS calibrated	365	ULM-001-02345

Scrolling: use the scroll bars to navigate around the list.

Sorting : left-click on a grey column heading to sort the database in ascending order using the selected column. Left-click the same column heading a second-time to reverse the sort order.

Column Widths: use the mouse left button to drag a column's right-hand border and change the width of that column. The mouse cursor changes shape when you position it over a grey column heading border.

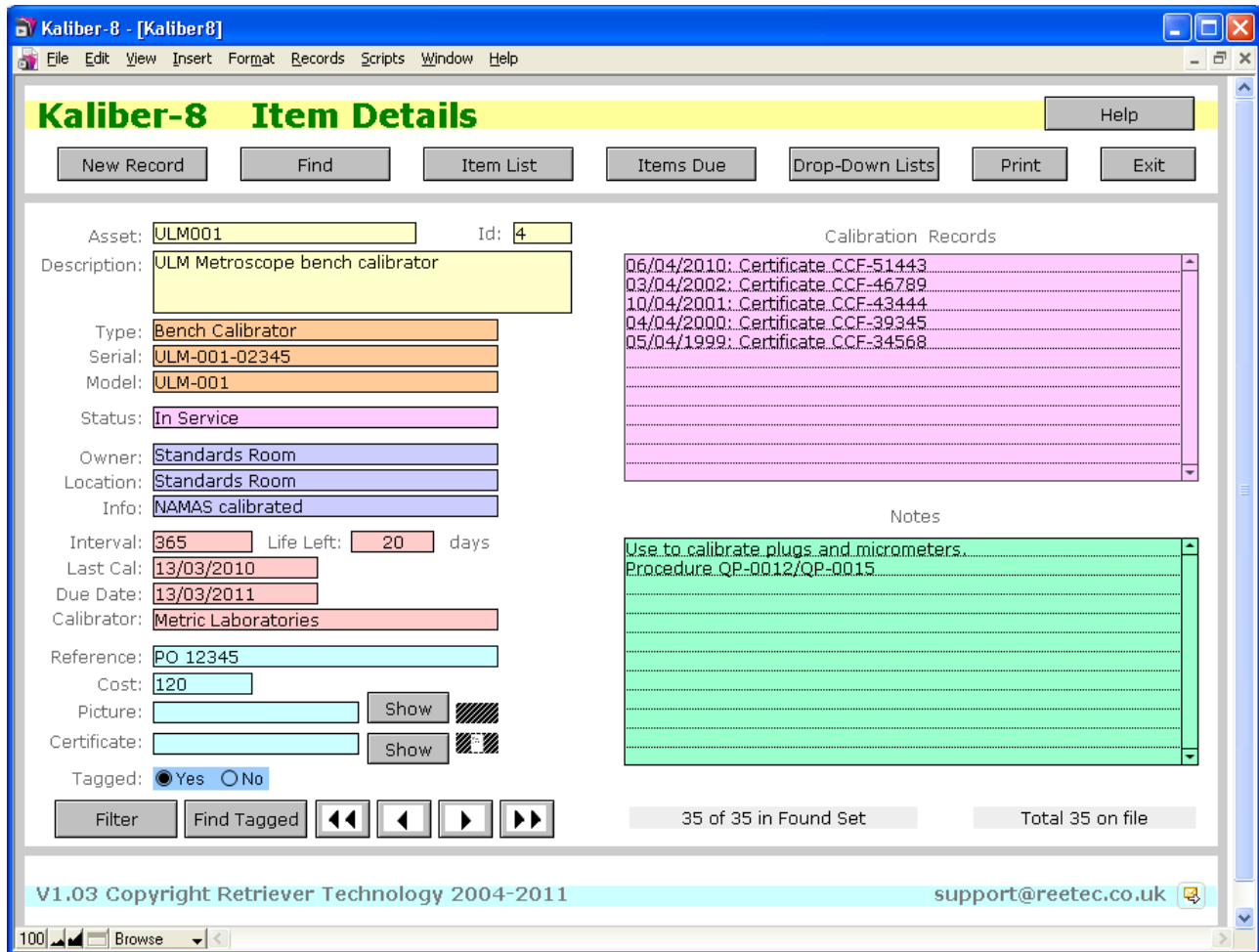
Column Order: hold the mouse left button down on a grey column heading and drag that column to a different position. This new column order information is stored in the database and will be used in future sessions until it is changed again.

PRINT: left-click the **PRINT** button to print a list with 1-line entries for each asset displayed or the **PRINT FULL** button to print a list with 2-line entries for each asset.

To remove a filter left-click the **SHOW ALL ITEMS** button.

The data can be edited in this window.

ITEM DETAILS: this button displays the asset details screen for the current record:



Asset: alphanumeric tag number

Id: system generated number incremented for each new record

Description: free form text.

Type: drop-down list – useful for filtering.

Serial: manufacturer’s serial number.

Model: model number.

Status: drop-down list – useful for filtering.

Owner: locations drop-down list for personal equipment and specific locations – useful for filtering.

Location: current location – drop-down list - useful for filtering.

Info: for anything not covered by other boxes – useful for filtering

Interval: calendar interval between inspection/calibration measured in days.

Life Left: number of days before next due date – automatically computed.

Last Cal: date of last calibration/inspection in format DD/MM/YYYY

Due Date: automatic computation date next calibration/inspection is due = last date + Interval

Calibrator: drop-down list of names.

Reference: anything – perhaps a purchase order or contract number

Cost: cost of equipment or calibration.

Tagged: a tagging radio button which can be set to 'YES' and used as filter.

Calibration Records: free-form notepad with scroll bar and practically unlimited length– we suggest insert the latest record at the top and keep the notes in reverse date order.

Notes: free-form notepad with scroll bar and practically unlimited length.

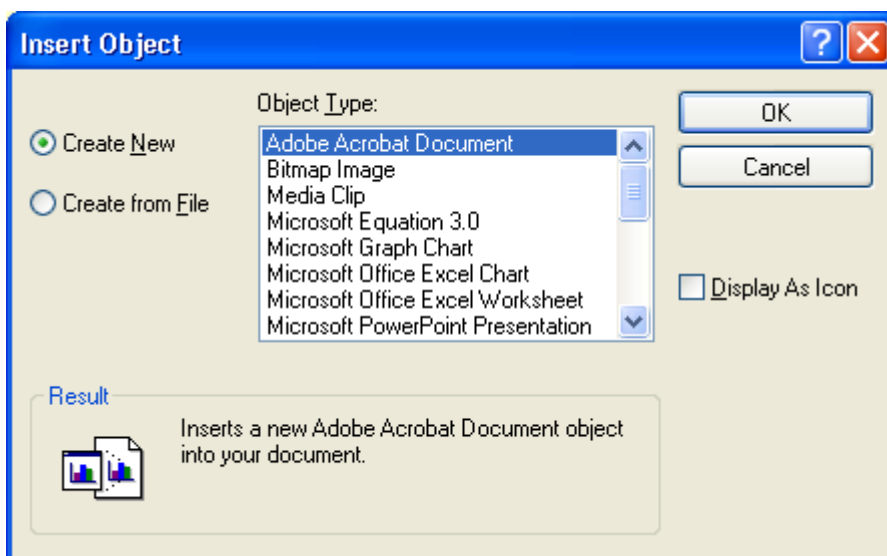
Picture: graphical file image of the gauge or equipment.

Certificate: scanned certificate file name.

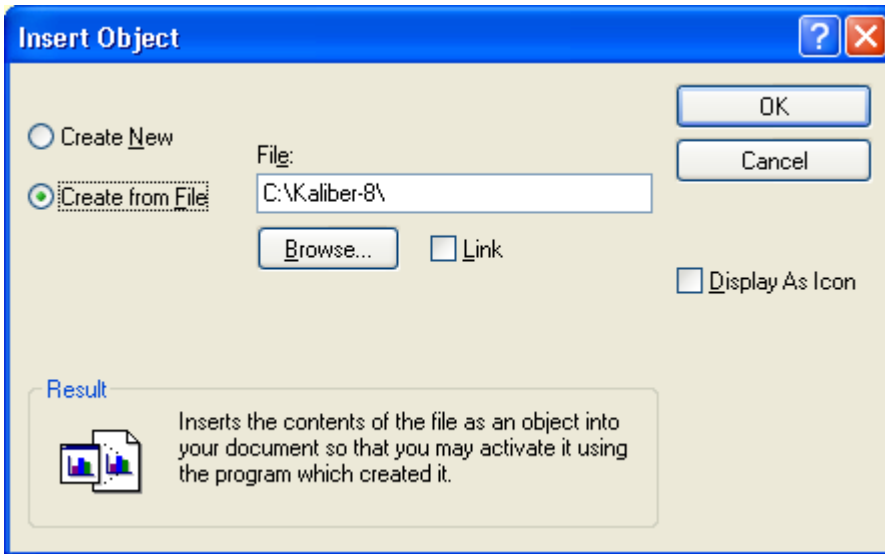
The **Picture** and **Certificate** lines contain 3 items : file name or reference; a SHOW button; a shaded link container box. If you create a link to an existing document or picture file then you can display the picture or document with a click on the SHOW button, provided that you have the relevant file processing software installed. For example, to display an ADOBE PDF file then you will probably need to have ADOBE ACROBAT READER installed.

A link can be created to the Picture and Certificate files as follows:

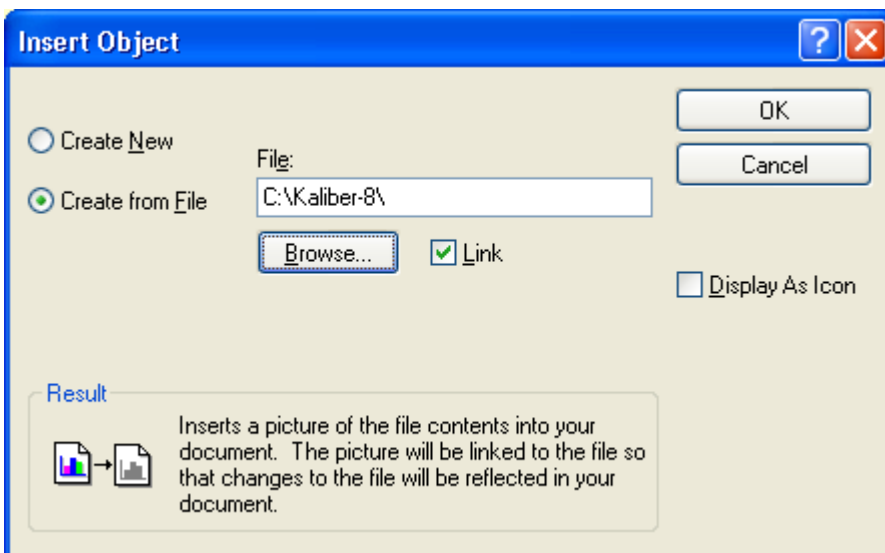
- a) right-click on the picture or certificate document container box to display a pop-up menu
- b) select the menu item INSERT -> OBJECT to display a dialog:



c) click the radio button CREATE FROM FILE



d) check the LINK box



e) click the BROWSE button to display an OPEN FILE selection dialog

f) find the relevant file and click OPEN to remove the dialog box and display the file path

g) click the OK button to create the link

h) type the file name or reference in the **Picture** or **Certificate** text box.

When a file has been linked the 3rd shaded container box will contain a miniature image. Left-click the SHOW button to display the document or picture.

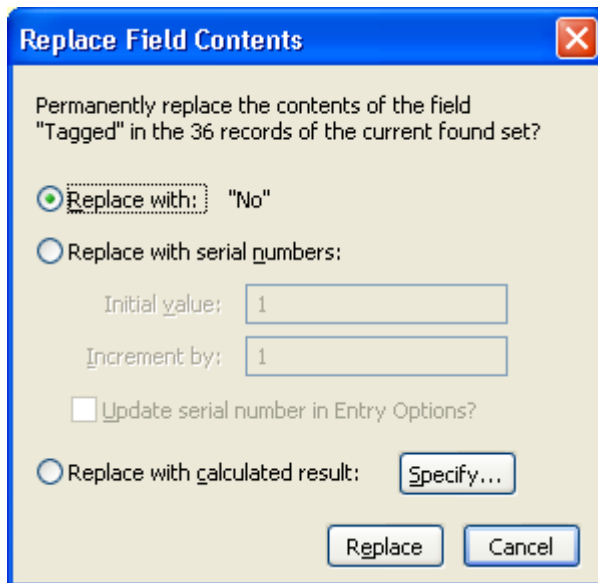
PRINT: left-click this button to print 1 page of details for each asset in the current 'found set'. Take care, because if the current found set is large eg 139 assets then this print button will produce 139 pages.

The **FILTER** button enables you to apply a filter. Left-click it to clear all the text boxes and then set the required matching text boxes and finally press <**ENTER**> to extract the target records into the 'found set'. Note that the filter match operation uses a 'starts with' comparison.

The **FIND TAGGED** button extracts all those asset records with the TAGGED radio button marked 'YES' into the 'found set'.

To reset all the TAGGED radio buttons to 'no' proceed as follows:

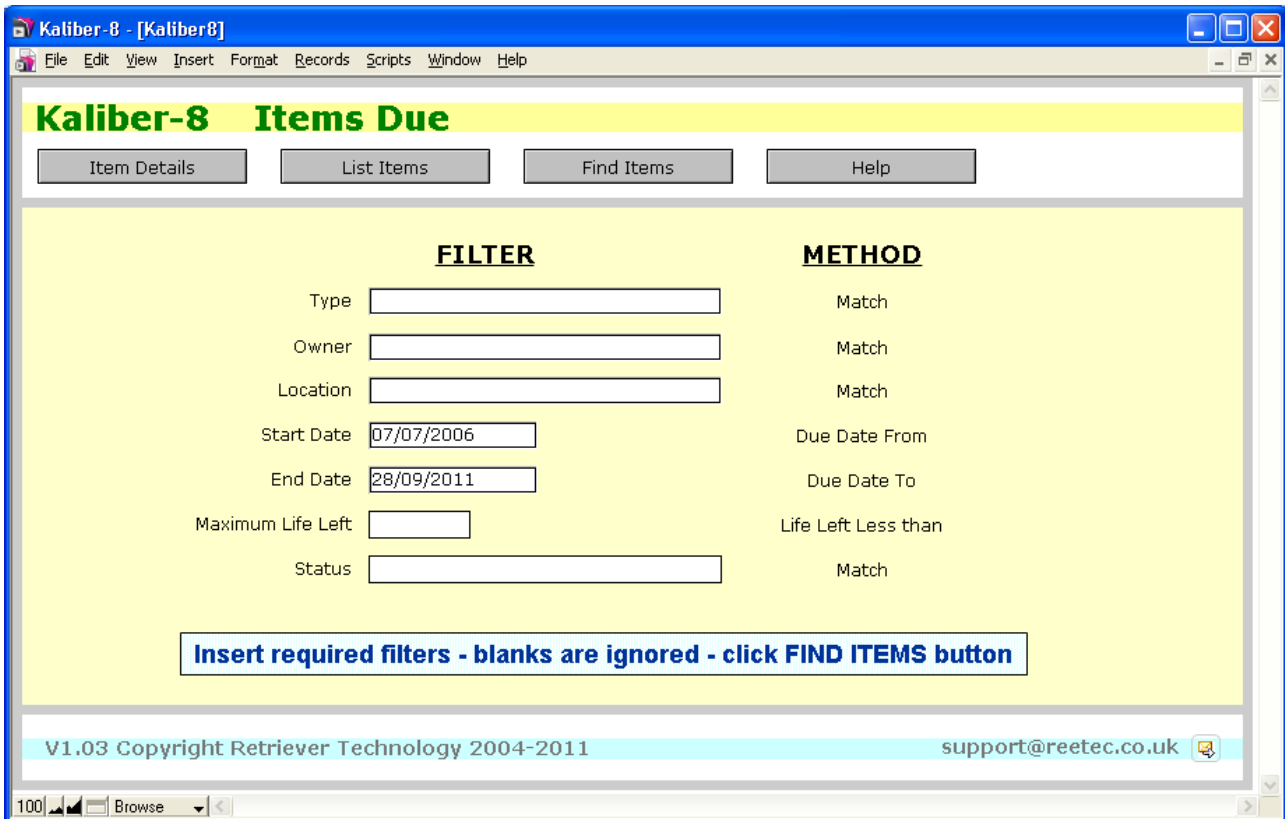
- 1) Display the ITEM LIST and left-click the SHOW ALL ITEMS button.
- 2) Display the ITEM DETAILS screen and left-click the TAGGED radio button NO option.
- 3) Left-click the menu item RECORDS and select the menu item REPLACE FIELD CONTENTS... to display this dialog:



- 4) Left-click the REPLACE button

The navigation buttons with the arrow heads move through the current 'found set'.

ITEMS DUE: left-click this button to display the screen to filter out items due.

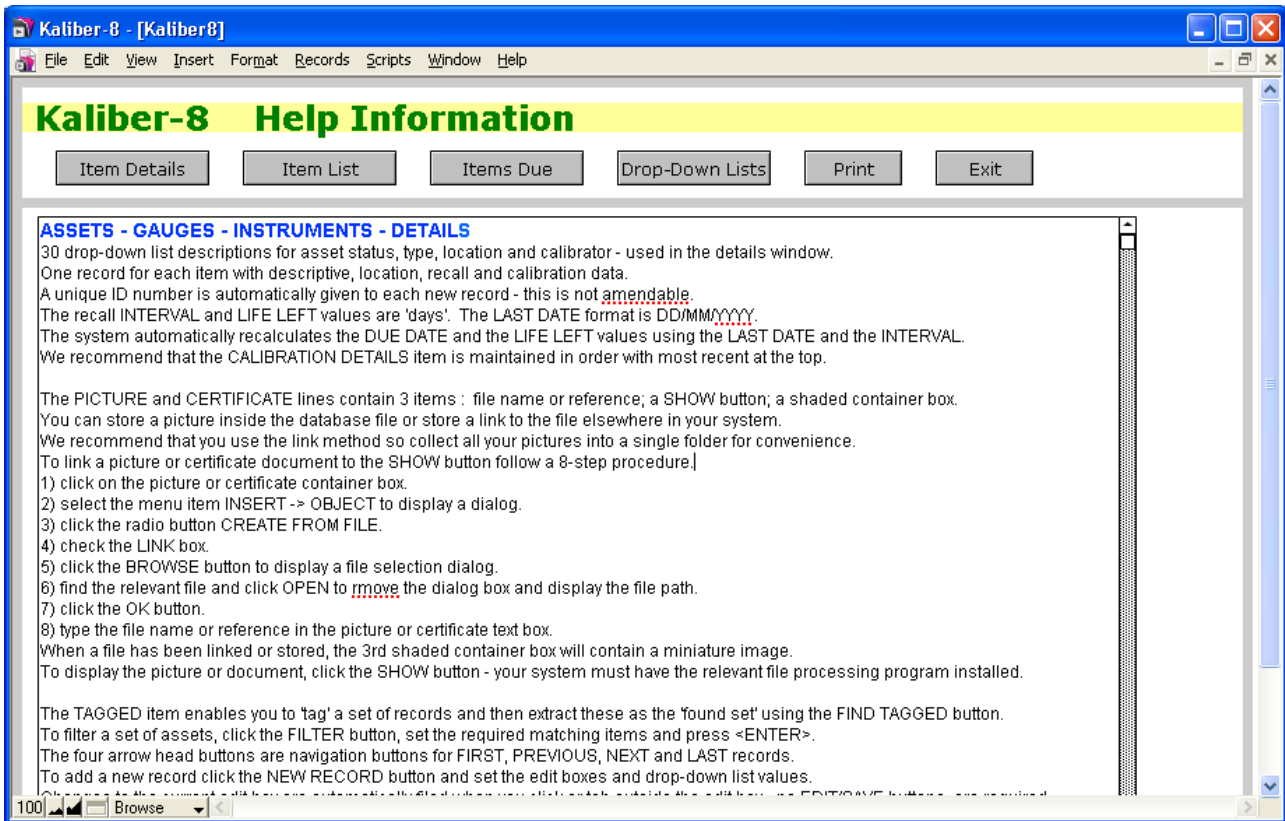


To produce a list of assets due for calibration/inspection type entries in the relevant text boxes and then left click the **FIND ITEMS** button to apply the filter and display the list of 'found' items in the LIST ITEMS screen.

If you do not wish to apply a filter using a specific text box then leave that box blank. The way in which the filter is applied is shown on the right-hand side of the screen.

For example to list all assets due in the month of June 2011 then set the START DATE to 01/06/2011 and the END DATE to 30/06/2011 and leave all other text boxes blank. Then left-click the FIND ITEMS button.

HELP : left-click this to display a help screen containing condensed instructions – this screen is a text box which can be edited in the usual way if required. The **PRINT** button will print the contents of the text box.



MENU ITEMS

The system has been designed so that you can operate it without having to use any of the drop-down menus described below. Some of the menu items have functions similar or identical to one of the screen buttons.

FILE MENU - Change Password

DO NOT USE this menu option unless directed to do so by Retriever Technology. To change a password use the SCRIPTS MENU item CHANGE PASSWORD (see below).

FILE MENU – Print Setup

Use this dialog to specify what printer configuration to use.

FILE MENU – Print

Use this dialog to print the current screen. Take care – if you use the 'records being browsed' option then you will print a screen for each record.

FILE MENU – Import records

You can import data from external files such as tab-separated text files. Use this menu item with great care to avoid corrupting your database. You will be prompted to map the incoming items to the database data fields.

Always make a back-up database copy before importing records. After importing records use the RESET NEXT ITEM ID script to set the correct value. If in doubt contact Retriever Technology.

FILE MENU – Export records

You can export data in a variety of formats.

FILE MENU – Save a copy as

This will make a copy of your current database file and might be useful for security back-up purposes.

EDIT MENU

This contains several self-explanatory items including spell checking and editing preferences.

VIEW MENU – Browse Mode

You will operate the system in BROWSE mode for 99% of the time – this allows you to move through database records and change data.

VIEW MENU – Find Mode

Not useful – use the FIND buttons.

VIEW MENU – Preview Mode

Not particularly useful – shows you what will be printed if you use the FILE – Print button.

VIEW – Zoom In and VIEW – Zoom Out

Magnifies/diminishes the screen type size.

The **FORMAT** menu items can be used to format text in many of the text boxes.

The **RECORDS** menu contains options relating to data records. It is not normally necessary to use any of these options since buttons provide a simpler alternative. Note that the DELETE ALL RECORDS procedure does exactly that and there is no way of recovering any record once it has been deleted other than from a security back-up copy.

RECORDS – Show Omitted

This replaces the current 'found set' of records with a new 'found set' consisting of all the remaining records not in the current 'found set' – this might be useful if you wish, for example, to list all assets with a STATUS other than 'IN SERVICE' or all assets not in a particular location.

SCRIPTS – Export All Records

Irrespective of what filter is being applied – this procedure will export all database records to a specified file.

SCRIPTS – Change Password

Use this menu item (not the FILE -> CHANGE PASSWORD item) to change one of the passwords.

Each of the 3 KALIBER-8 files has 2 Account Names :

- User
- Administrator

Each of the Account Names has different access/permissions levels.

The password used for the first file when the program starts is automatically tried for the 2 other files by the program. Therefore, normally, the passwords are identical for each file.

The system has a default password – KAL8 – which is tried automatically by the program at start-up. New systems are sent out with these passwords:

- KAL8 for User (= the default)
- KAL8SYS for Administrator

Consequently, because the default password matches the User password, the program does not prompt you but logs in automatically as the User. If you change the User password to something other than KAL8 then you will always be prompted for a password at start-up.

The passwords are case-sensitive and their maximum length is 31 characters.

Note that to change an Account Name password you must first log in as that Account Name. Then select the SCRIPTS menu item 'CHANGE PASSWORD' - this prompts a new password for each of the 3 system files.

To change the issued KAL8 password simply start the program - no password is prompted - then select the SCRIPTS menu item 'CHANGE PASSWORD'.

If the User password KAL8 is changed to something different then it will be prompted automatically each time the program starts. In this case you can log in as User or Administrator. Otherwise, to log in as the Administrator, hold down the SHIFT key when starting the program to display the password prompt.

If you cancel the 'Password Change' script midway through it then you will have different passwords for the 3 system files. In this case, the password typed for the first file is not accepted for subsequent files and the password prompt is repeated for each file. In this case Change the password again, remembering that the 'old' password will differ from file to file.

The FILE MENU item 'CHANGE PASSWORD' changes the password for the current file only. We recommend that you do not use this menu item unless directed to do so by Retriever Technology.

SCRIPTS – Go To About

Displays Retriever Technology's contact details.

SCRIPTS – Reset Next Item ID

This looks for the maximum value stored in the ID box on the asset records and sets the next value to be used above this. Use this procedure after deleting or importing records.

FILEMAKER FEATURES

FILEMAKER provides many useful standard features, including the following:

The screen display can be shrunk or magnified by clicking the display controls in the bottom left corner of the program window.

A status area can be displayed by clicking the status button in the bottom left corner of the program window. This status area shows a 'book' of records with a slider control and a drop-down list of some of the screen displays.

PRINTING

The program should automatically select the default printer with reports configured for A4 paper size in landscape mode.

The reports should print correctly without manual configuration.

The FILE - PRINT SETUP menu option can be used to select and configure a different printer.

SECURITY BACK-UP COPIES OF DATA

There are 3 FILEMAKER data files used by the system: STARTUP.USR, KALIBER8.USR and DROPDOWNS.USR. They are normally located in the KALIBER-8 folder.

The KALIBER-8 folder and files should either be located on a network with automatic daily back-up procedures or backed up regularly by users.

DAMAGED DATA FILES

In the event that the computer malfunctions whilst KALIBER-8 is running a message indicating that files are damaged may appear.

It is often possible to run an integrity check on the file(s) concerned and continue as normal.

To repair a damaged file, press CTRL and SHIFT whilst starting the program and hold the keys down until a dialog appears offering to repair damaged files..

TECHNICAL SUPPORT

Please address technical support queries to Retriever Technology by emails addressed to 'support@reetec.co.uk'. There is an email button at the bottom right-hand side of most of the screens. Technical support is provided free-of-charge for a 3-year period.

Multi-user concurrent access KALIBER-8 systems running on a network require individual FILEMAKER licences on each workstation - ask for details.