PROCAL TRACK & PROCAL

BOOKING, CALIBRATING & DESPATCHING INSTRUMENTS USING

ProCal :: PROGRAM SETUP OVERVIEW
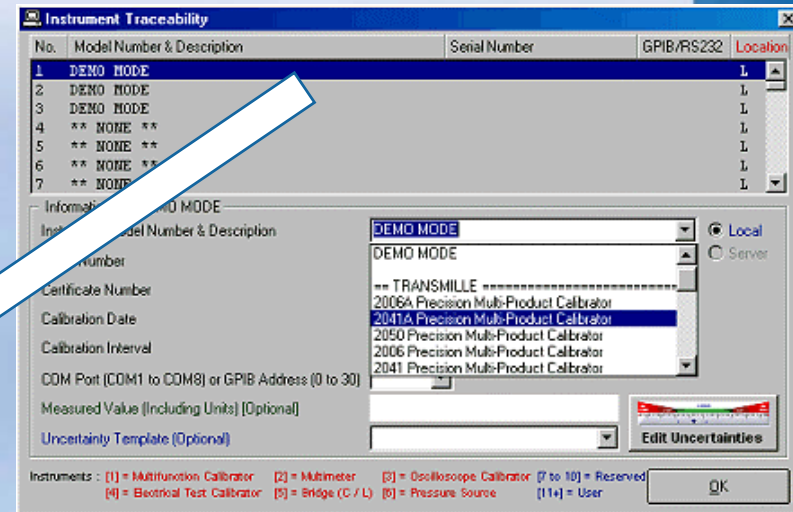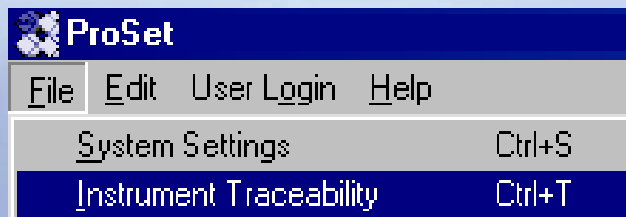# Step 1

➔ **Start ProSet**

➔ **Select File ➔ Instrument Traceability**

➔ **For instrument 1 use the dropdown box to select the system calibrator - select 2041A Precision Multi-Product Calibrator**

Click the 'Uncertainty' button to view the uncertainty table for the 2041A. This will be used to include contributions for the test uncertainty calculations by ProCal.
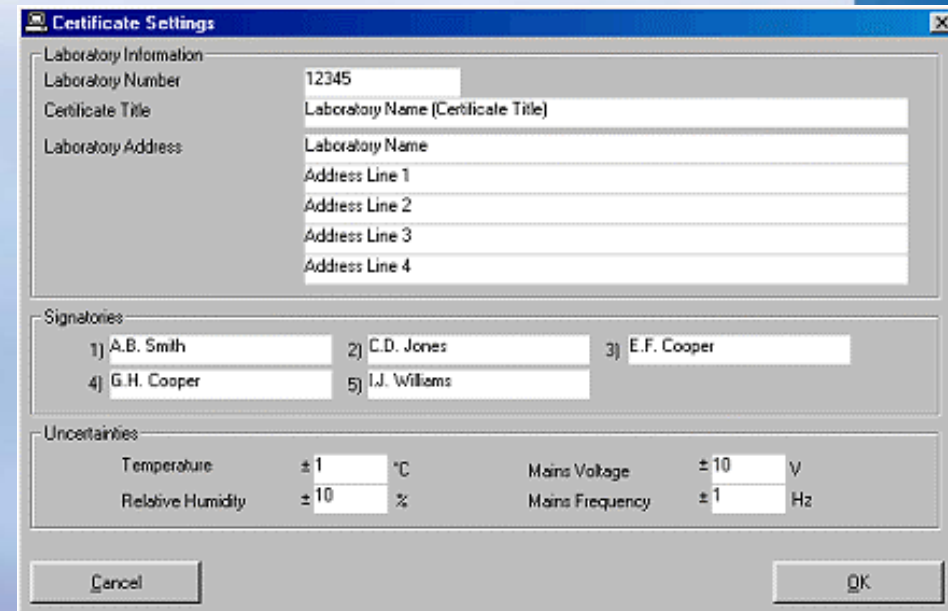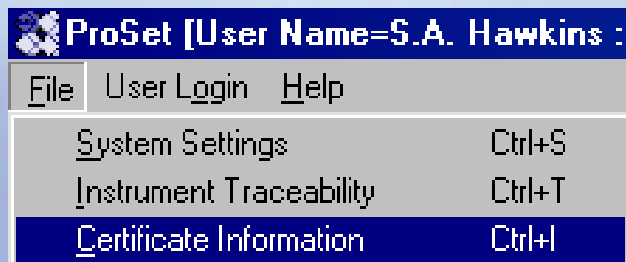
ProCal :: PROGRAM SETUP OVERVIEW
# Step 2

➔ **Select File** ➔ **Certificate information**

➔ **Set the Laboratory address etc. and enter your name as one of the signatories.**

ProCal :: BOOKING IN AN INSTRUMENT

➔ **Start ProCal-Track**

➔ **Select Utilities ➔ Goods Inwards (Book in instrument)**

➔ **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).**

➔ **Click ACCESSORIES button – select MANUAL – Click OK**

➔ **Simply click the green 'Book in' button - ProCal Track will print a booking in label or Job sheet.**
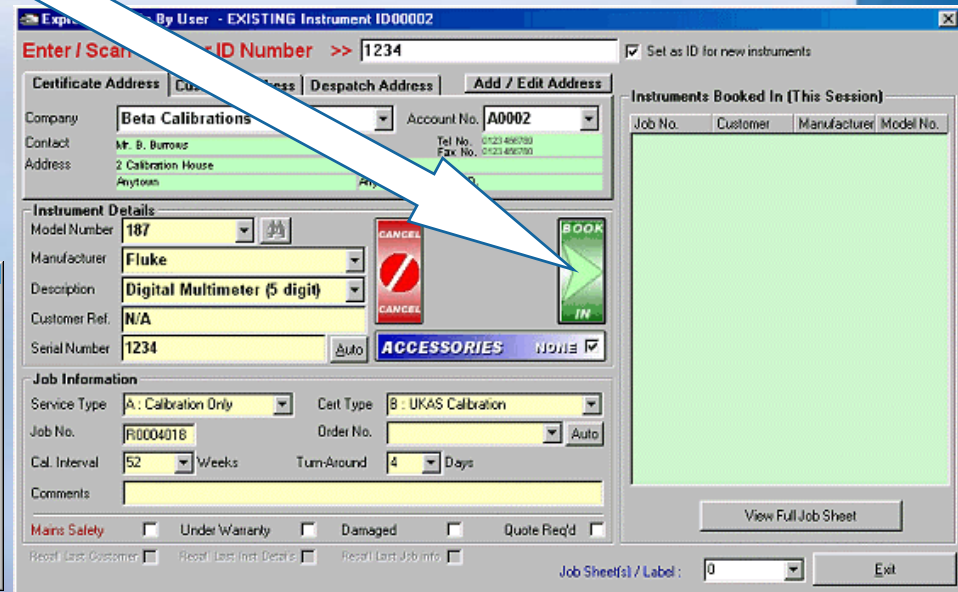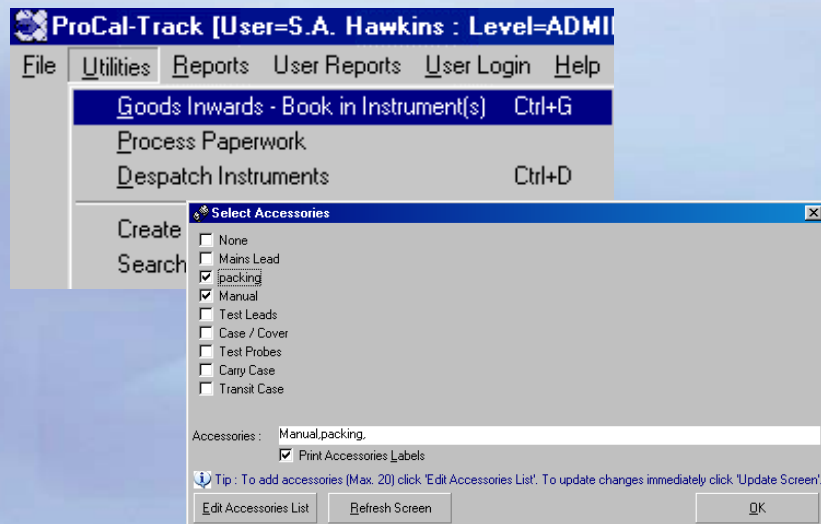
ProCal :: CALIBRATE AN INSTRUMENT
Step 1

➔ **Start ProCal**

➔ **Select File ➔ Instrument Calibration Priority Lists ➔ List all Instruments (Active Jobs)**

➔ **Click on the Fluke 187 (serial number 1234) you have just booked in.**

➔ **Click 'Calibrate Instrument'**

ProCal :: CALIBRATE AN INSTRUMENT Step 2

➔ **The calibration information screen is now displayed, drop down the 'Tested By' box and select your name (as entered in ProSet) then click Next >>**

ProCal :: CALIBRATE AN INSTRUMENT
Step 3

➔ **The list of procedures which match the model number are displayed.**
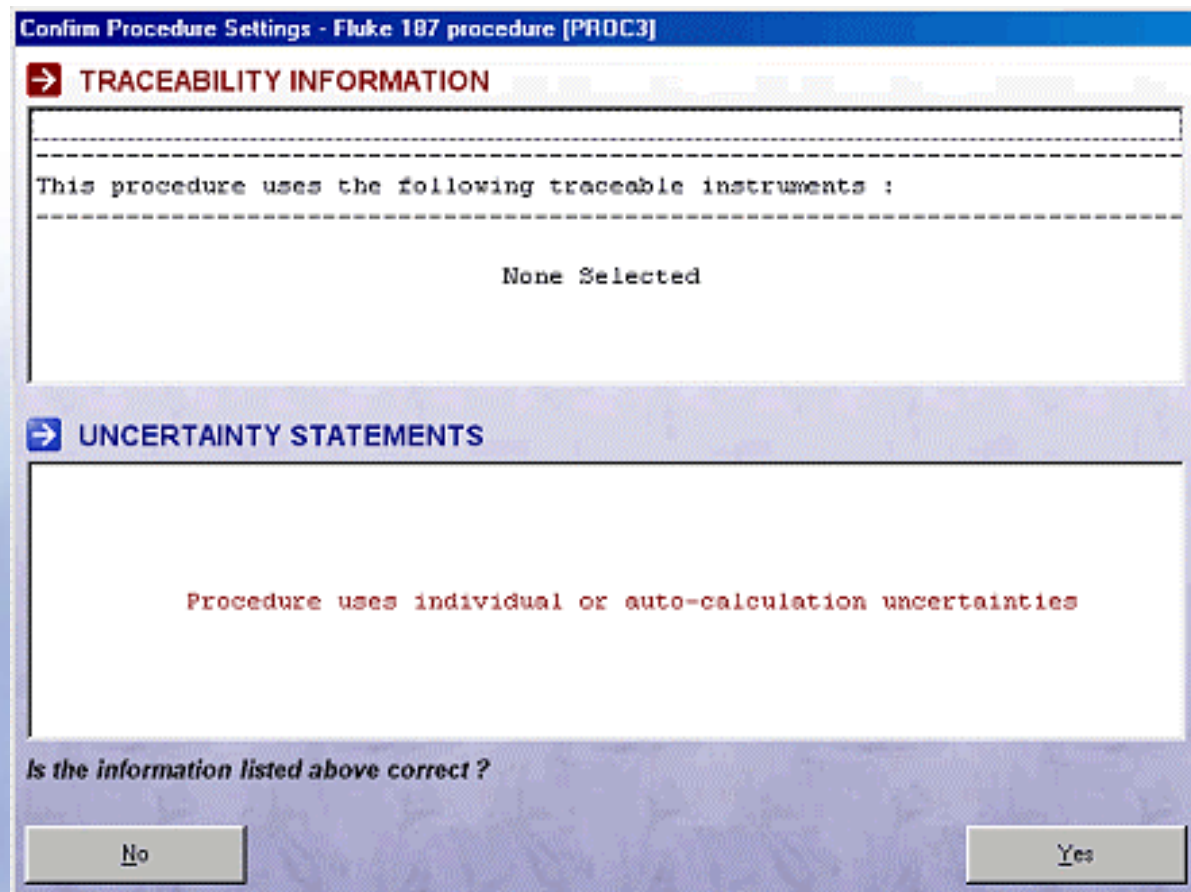
Select procedure 3 then click Next >>

ProCal :: CALIBRATE AN INSTRUMENT Step 4

➔ **The next window lists reference instruments and uncertainty information - Click yes to proceed.**
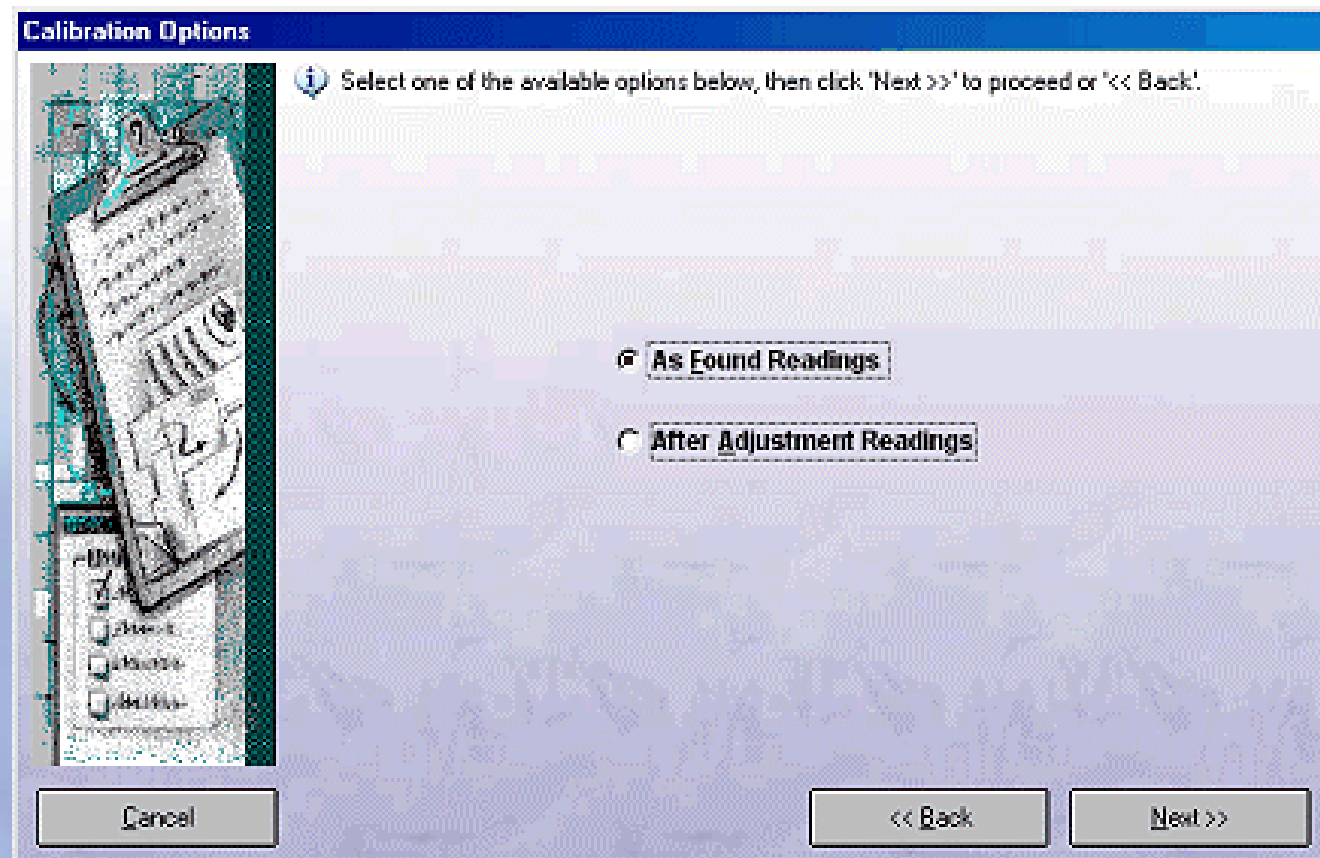
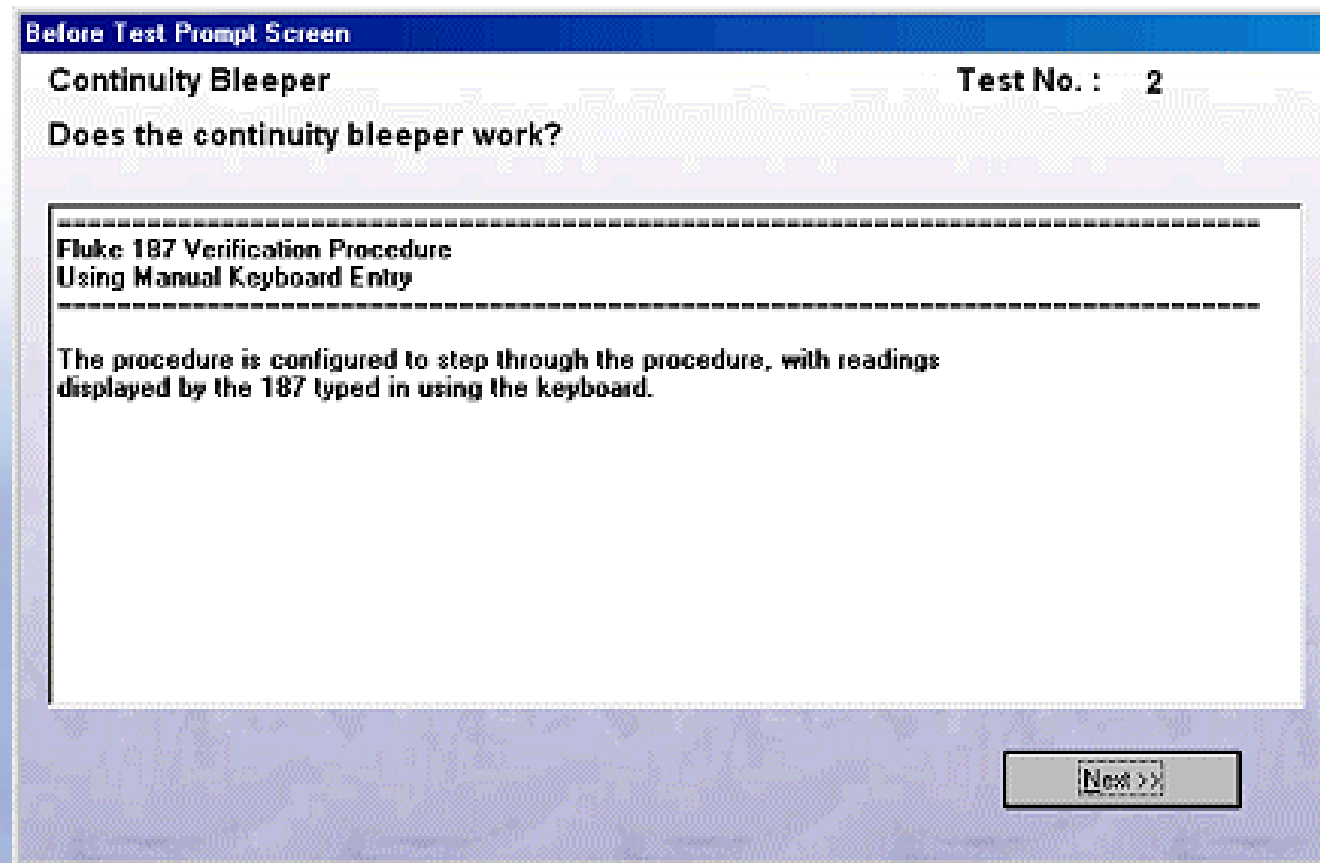# *ProCal* :: CALIBRATE AN INSTRUMENT Step 5

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

ProCal :: CALIBRATE AN INSTRUMENT
Step 6

➔ **Prompt for first test is displayed - Click Next >>**

➔ **Tests 2,3 and 4 are YES / NO type tests – select YES for each of these tests**
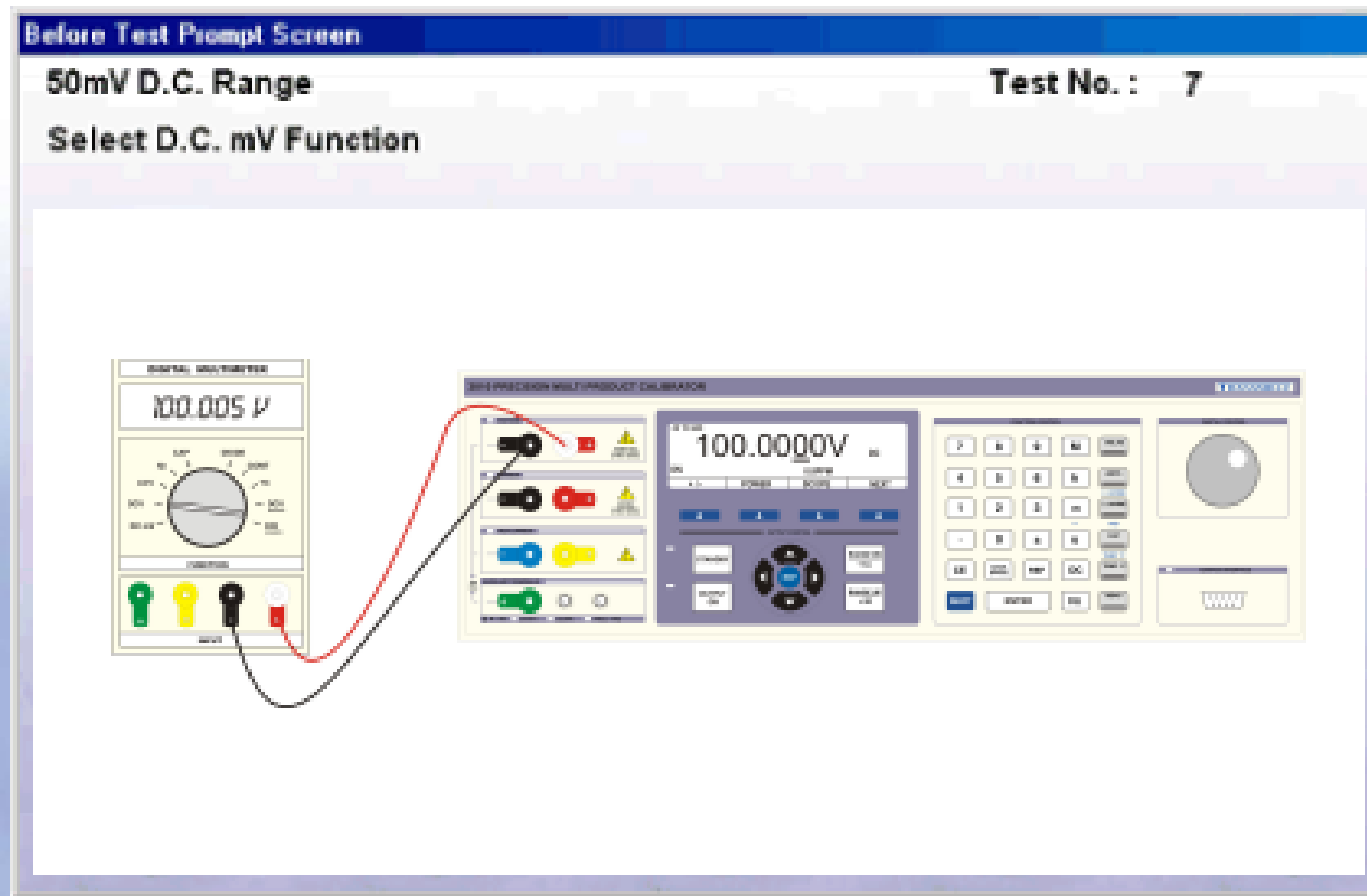
ProCal :: CALIBRATE AN INSTRUMENT
Step 8

➔ **Test 5 displays a picture prompt, demonstrating the graphical capabilities of ProCal in aiding the user.**
Click Next >> to continue.

➔ **Tests 5 and above are METER type tests with keyboard entry of the value – enter a reading and click Next >> to go to the next test.**

ProCal :: CALIBRATE AN INSTRUMENT
Step 10

➔ **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 PROC3

Calibration Results (After Adjustment)

Tests Incomplete : 51   Tests Marginal Pass : 0   Tests Failed : 0

No.	Test Title	Test Value	Reading	% Spec (B)	% Spec (F)
1	General Operation Tests				
2	Continuity Bleeper	---	Pass		---
3	Diode Test	---	Pass		---
4	Bar Display	---	Pass		---
5	------------------------- Blank Line -------------------------				
6	DC Voltage				
7	50mV D.C. Range	49.900mV	49.900mV		0
8	500mV D.C. Range	499.00mV	499.00mV		0
9	3000mV D.C. Range	2900.0mV	2900.0mV		0
10	5V D.C. Range	4.9900V	4.9900V		0
11	50V D.C. Range	49.900V	49.900V		0
12	500V D.C. Range	499.00V	499.00V		0
13	1000V D.C. Range	1000.0V	1000.0V		0
14	------------------------- Blank Line -------------------------				
15	Linearity				
16	50V Linearity				
17	50V Linearity				

ⓘ Click on any test to repeat.   ⓘ Current View All Tests

<< Back   Next >>

➔ **To finish at any time select Control ➔ Finish Calibration**

Control   Help   User Login   About

✔ A U T O S T E P [Y]
Ignore Fail
✔ 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

ProCal :: CALIBRATE AN INSTRUMENT
Step 11

➔ **Enter/select certificate comments**
Note : Drop down lists can be set using '…' buttons
Click Next >>

ProCal :: **CALIBRATE AN INSTRUMENT**
Step 12

➔ **Job information, parts used & engineers report – click Next > 3 times to step through each tab and proceed to the status screen**

ProCal :: CALIBRATE AN INSTRUMENT
Step 13

➔ **Set instrument status - if unfinished, calibration complete will be disabled. Use 'Other' and select 'M Cal complete waiting paper work' then click Next >>**
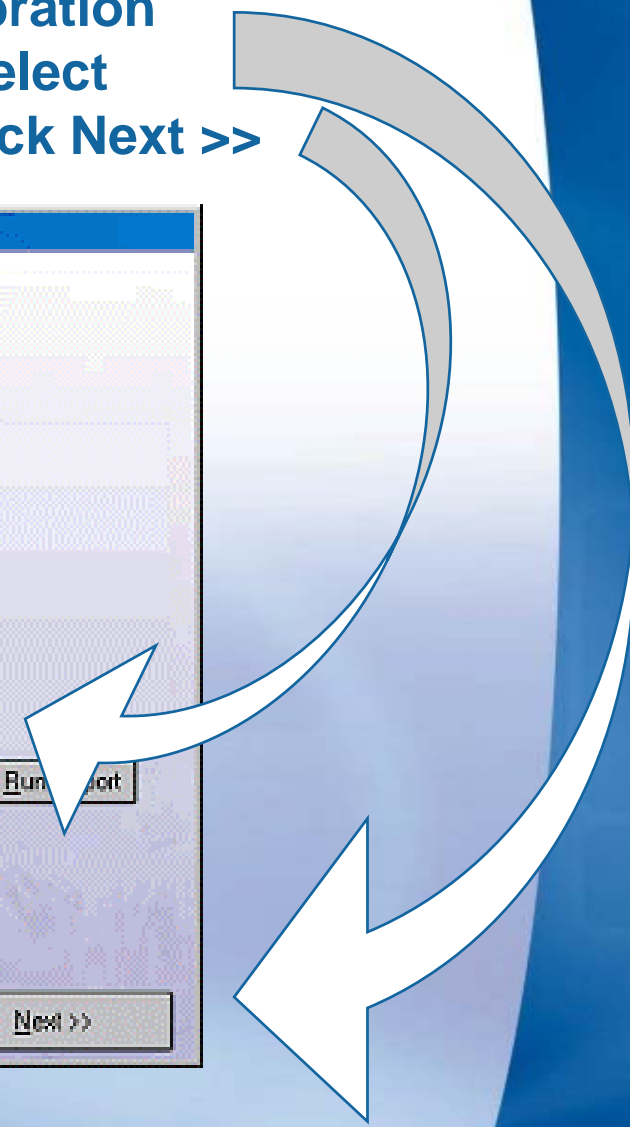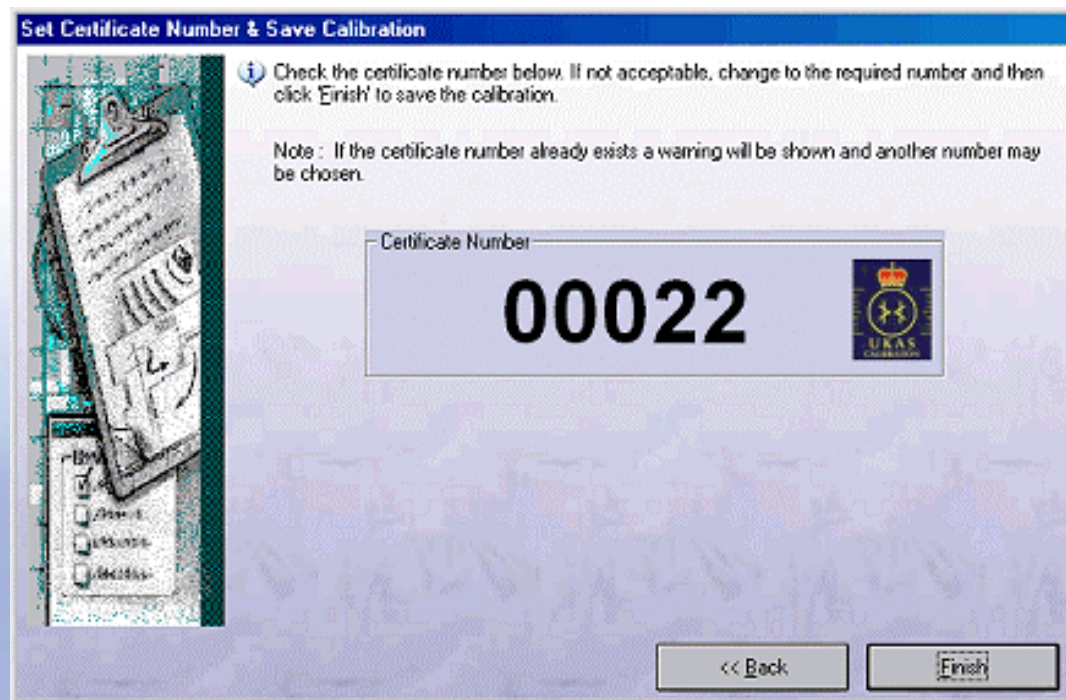
ProCal :: CALIBRATE AN INSTRUMENT
Step 14

➔ **The next certificate number is displayed (Note : This can be overtyped with another number if required). Click 'Finish' to save results.**


If set in ProSet Options, the Print Certificate dialog is displayed to allow certificate and label to be printed

ProCal :: DESPATCH AN INSTRUMENT
Step 1

➔ **Start ProCal-Track**

➔ **Select Utilities ➔ Process Paperwork**

➔ **A list is displayed of instruments ready for paperwork processing. Click on the Fluke 187 and select the required paperwork items, then click Print Paperwork.**
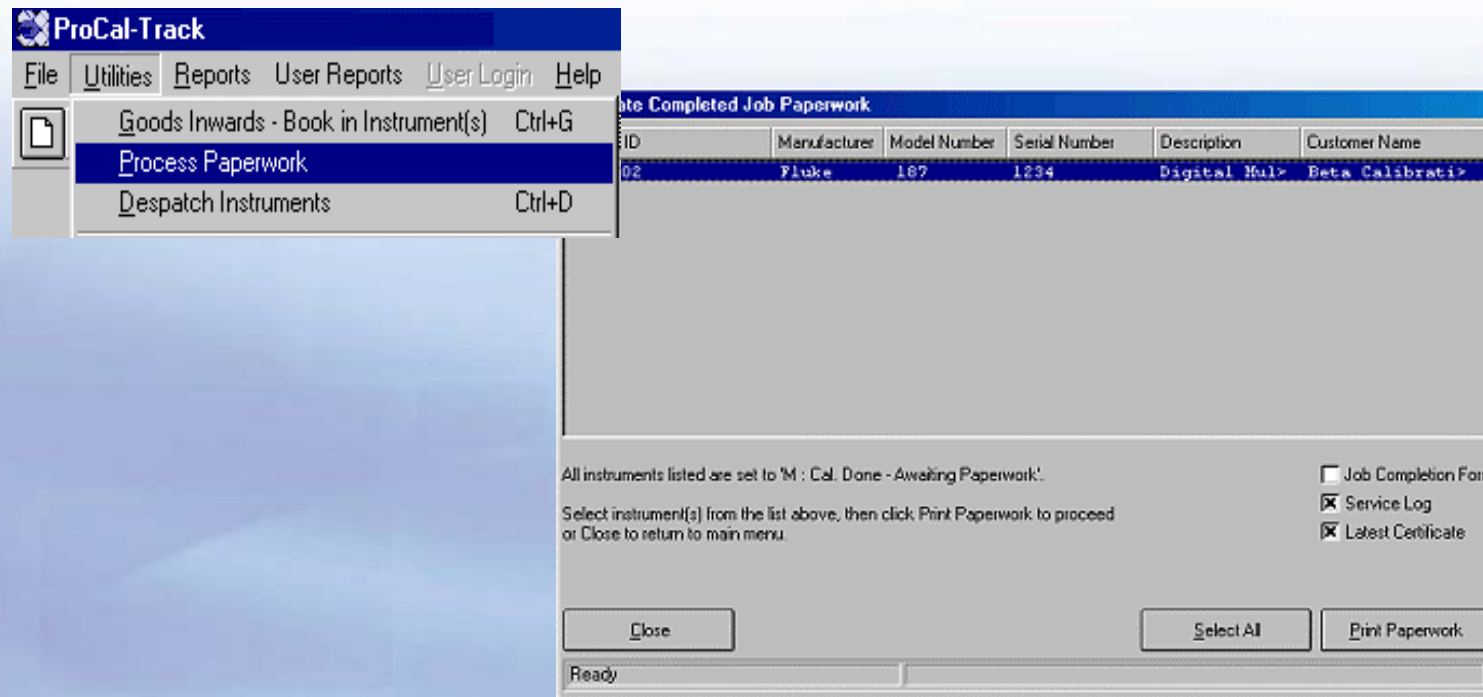
ProCal :: DESPATCH AN INSTRUMENT Step 2

➔ **Select Utilities ➔ Despatch Instruments**

➔ **A list is displayed of instruments ready to despatch. Click on the instrument to produce a despatch note.**
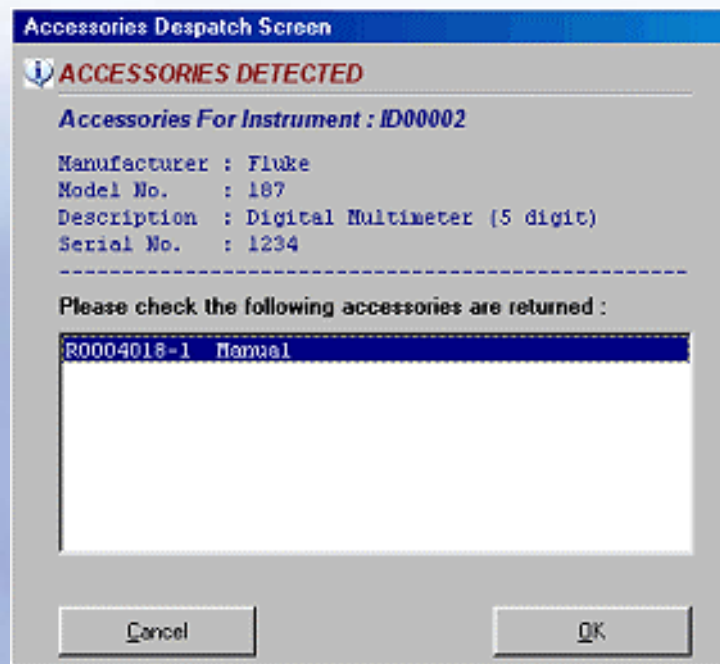
ProCal :: DESPATCH AN INSTRUMENT
Step 3

➔ **It is at this point the software will want to confirm return of the accessories that were booked in with the job.**

If the system is running with a barcode reader, a label could have been printed with a unique number to each accessory that had been booked in - this label would need to be scanned before the despatch paperwork could be printed.

Accessories Despatch Screen

ⓘ *ACCESSORIES DETECTED*

Accessories For Instrument : ID00002

Manufacturer : Fluke
Model No.   : 187
Description : Digital Multimeter (5 digit)
Serial No.   : 1234

Please check the following accessories are returned :

R0004018-1 Manual

Cancel   OK

ProCal :: DESPATCH AN INSTRUMENT
Step 4

➔**Check / change despatch details and enter shipping information, then click despatch to complete the process.**

ProCal : LIFECYCLE COMPLETE

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