

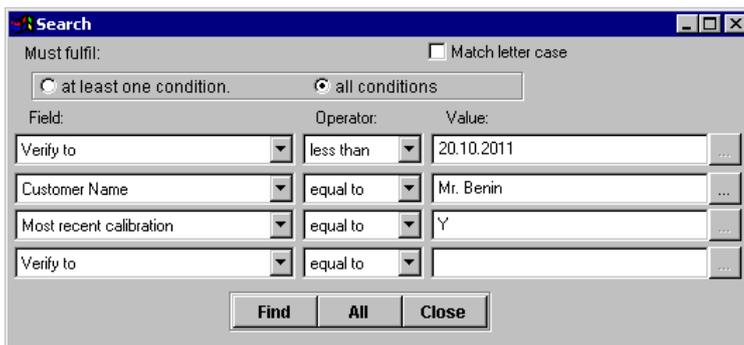
## WinQbase – Creating List of Instruments to be calibrated

This article describes how to create printed form of instruments to be calibrated. All instruments must have some Calibration result otherwise the instrument is not included in the list (in this case empty Calibration should be added with expired Calibration date).

### 1. Making selection of test reports

First step is to define which calibration reports are subjects of our interest. We will make filter condition of calibrations.

- run WinQbase program
- select required “Group of Instruments” from drop-down combobox
- press “Instrument Inventory” button
- select “Calibration” tab
- unselect “” toggle button located in top right part of panel (all instruments from selected group are taken in account)
- unselect “” toggle button if you want select all instruments regardless of selected group
- press “” button to show “Search” panel
- check “Must fullfill” – “all conditions”
- select “Verify to” item from the first “Field” combobox on the left
- select “less than” item from the first “Operator” combobox in the center
- enter required “date” in your usual format into first “Value” field on the right
- select “Customer Name” item from the second “Field” combobox
- select “equal to” item from the second “Operator” combobox
- press “” button on the right of second “Value” box to select required Customer
- select “Most recent calibration” item from the third “Field” combobox
- select “equal to” item from the third “Operator” combobox
- enter “Y” text into the third “Value” field (“Y” – means Yes)
- finally panel looks like this:



Field:	Operator:	Value:
Verify to	less than	20.10.2011
Customer Name	equal to	Mr. Benin
Most recent calibration	equal to	Y
Verify to	equal to	

First row selects only “Expired” Calibration certificates  
 Second row selects Calibrations of only “Mr. Benin” customer  
 Third row selects only one Certificate per Instrument

- press “Find” button

Now all required calibrations are selected and prepared for printing.

## 1. Printing report

This print report will be “Row” type Calibration report (one record per row). It is suitable for this type of task print directly to “PDF” file, which can be sent via email. Exist several “PDF” printers for this purpose on internet like “Bullzip PDF Printer” or “Software602 Print2PDF”.

- install pdf driver if not already installed
- select your “PDF” printer as default printer
- check “List” checkbox located in bottom center part of panel (we are still in “Calibrations”)
- from drop-down combobox beside “Print” button, select “Print” option
- press “Print” button

Final result should look like this:

31.10.2011		<b>List - Calibrations (all groups)</b>				Page 1	
Number	Version	Verify to	Result	Model	Serial number	Asset number	
1	5.2.2002 7:54:12	5.2.2003	Failed	Metex 3800	AB2365414	ZET236	
2	31.10.2011 9:55:53	31.10.2002	Passed	M3850	XC326521	ZET261	
3	31.10.2011 9:56:58	31.10.2002	Passed	Metex 3800	AB055214	ZET240	

Number of records 3

*Note: If form of test report is not sufficient, it is possible to modify it.*