MiniLec® 4 Desktop

# User Manual

SEWERIN

GB

103995

## Transmission MiniLec 4 – PC via infrared interface (IrDA)

Fig. 1: Transmission via IrDA

- Determine the infrared folder to be used for storing the transmitted test reports via **Extras – Options**, **Infrared folder** tab
- Place MiniLec 4 next to the PC so that the infrared interfaces are facing each other
- Transmit the desired test reports to the PC using the MiniLec 4
- Open the transmitted test reports via **Edit – Synchronisation – via IrDA** as received new tests

## Transmission MiniLec 4 – PC via serial interface (RS 232)

Fig. 2: Transmission via data cable

- Connect the interface of the charging station HG4 to the power supply unit
- Connect the interfaces of the charging station and the PC using a serial cable (9-pole)
- Switch on MiniLec 4 and put it into the charging station
- Transmit the test reports to the PC and open them (as ”new tests”) via **Edit – Synchronisation – via RS232**

**User Manual**

# MiniLec® 4 Desktop

GB 103995 – 02.03.2004 – V 1.X.X

**CAUTION!**
This symbol is used to indicate dangers which may either result in hazards for the operators or in severe damage – or even destruction – of the product.

**Note:**
This symbol is used to call attention to information and tips which may be helpful and which are exceeding the basic operating procedures.

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# 1 Introduction

This user manual describes how to work with the software **MiniLec 4 Desktop**. During the start-up, the current version number of the software installed on your PC is displayed on screen.

The user manual is supplemented by the operating instructions of the MiniLec 4 measuring device.

We recommend to read this user manual carefully before starting operation. Hermann Sewerin GmbH is not liable for damage caused by failure to comply with the instructions.

> **CAUTION!**
> Danger of data loss if the instructions in this user manual are not observed!

This manual assumes that the users:

– Are sufficiently familiar with the operating system Windows 2000 or XP.

## 1.1 Intended usage

The software **MiniLec 4 Desktop** is used for the central recording, processing and administration of test performed with measuring devices of the type MiniLec 4.

## 1.2 Functional description

**MiniLec 4 Desktop** organises the transmission of test reports recorded with a MiniLec 4 measuring device to the PC. Either the infrared interface or the serial interface of the PC can be used for transmission.

The tests are then completed on the PC with the help of lists – including information on the customer, consecutive numbers, the corresponding measuring device and examiner as well as supplementary comments.

The test data can then be archived, sorted, filtered, and printed out – either as a test report (with measurements and graphics) or as a list.

## 1.3 Prerequisites

The following is required for installation:

– PC with operating system Windows 2000 or XP and

– CD-ROM drive.

Requirements for the data transmission:

– infrared interface or

– serial interface and serial data cable with 9-pole male and female connector.

Further prerequisites for **MiniLec 4 Desktop** operation:

– Adobe Acrobat Reader® (version 4.0 or higher), for reading the on-line user manual

Optional:

– Internet Explorer or other browser

## 1.4 User interface of MiniLec 4 Desktop

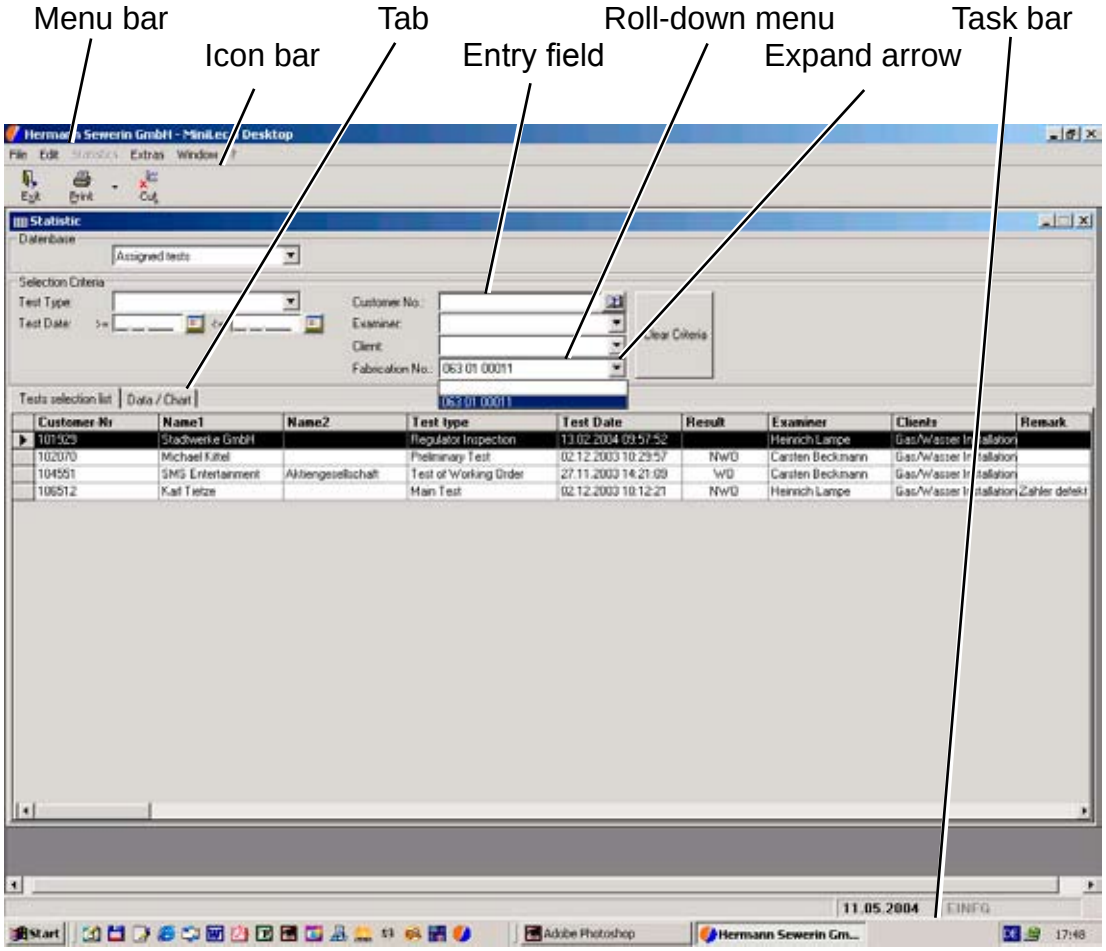



Fig. 3: Screen elements of the **MiniLec 4 Desktop** user interface

# 2 Installation

- Place the installation CD into the CD-ROM drive of your computer. A window appears containing an overview of the software which is supplied on the CD.

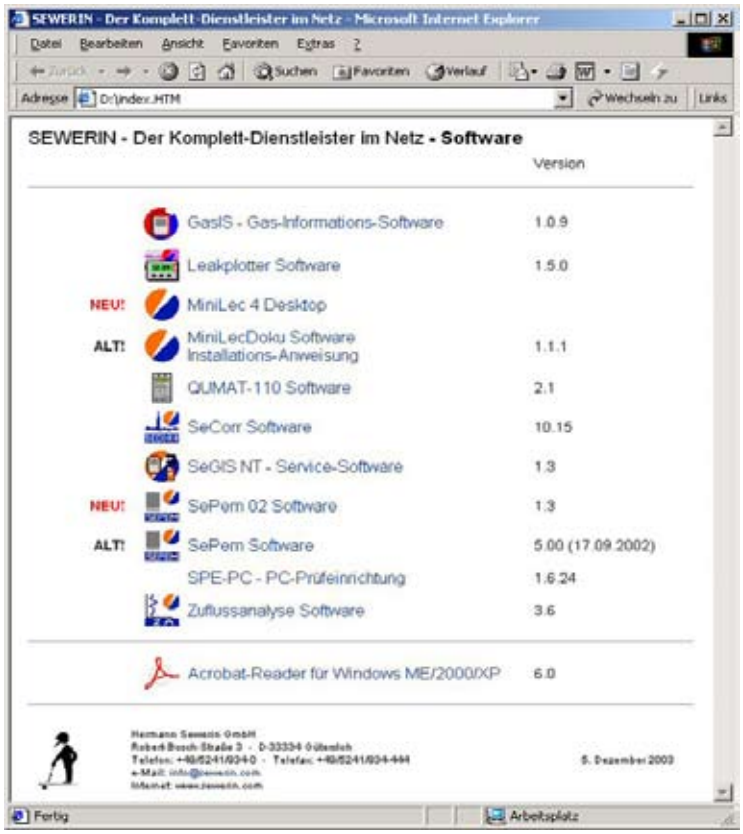



Fig. 4: Window with an overview of the software supplied on CD

- Click on **MiniLec 4 Desktop**.

If the window does not come up automatically:

- Open the **Windows Explorer**. On the CD, browse for the directory **MiniLec 4 Desktop**. On the CD, go to the directory and double-click on the **setup** file (or **setup.exe**).The window for selecting the installation language appears.
- Select the desired language in the roll-down menu. Click on **OK**. The installation procedure will then be prepared.
  A dialogue window appears announcing that the installation is about to start.
- Click on **Next**.
  The window for the license agreement appears.

- Read the text carefully and confirm that you accept the terms of the license agreement.
- Click on **Next**.
  The window for the customer information appears.

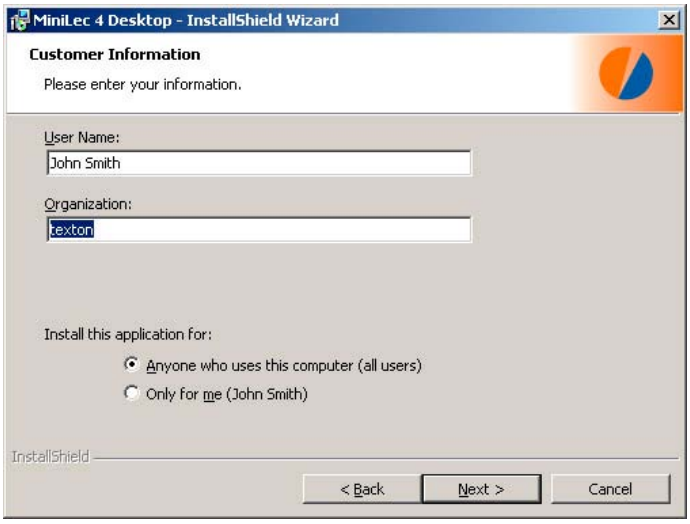



Fig. 5: Window **Customer Information**

- Enter your name and the name of your organisation, institution or company.
- Determine the persons who are permitted to use the application (**MiniLec 4 Desktop**).
- Click on **Next**.
  The window for the setup type appears.

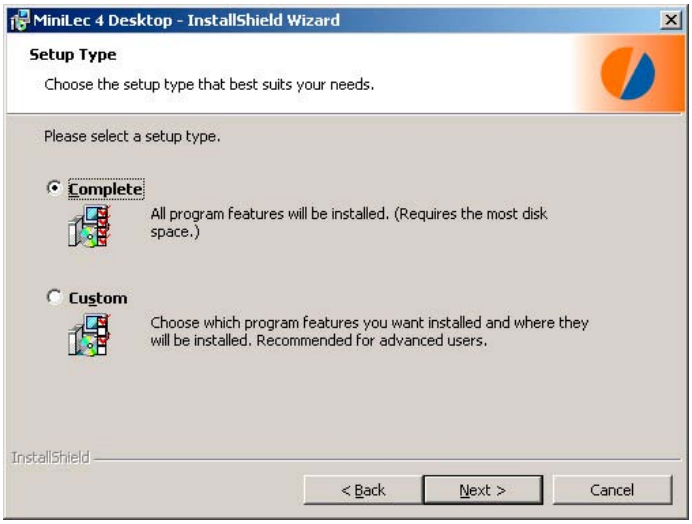



Fig. 6: Window **Setup Type**

- Select whether you want to install **MiniLec 4 Desktop** completely or user-defined (Custom).

> **Note:**
> In most cases, a complete installation will be required.

## Complete installation

- In the window **Setup Type**, select **Complete**.
- Click on **Next**.
  A window appears announcing that the system is ready to install the program.
- Click on **Install**.
  A dialogue window appears announcing that the InstallShield Wizard has successfully installed the application.
- Click on **Finish**.
  **MiniLec 4 Desktop** is now ready to use.

## Customized installation

- In the window **Setup Type**, select the option **Custom**.
- Click on **Next**.
  The window **Custom Setup** appears.

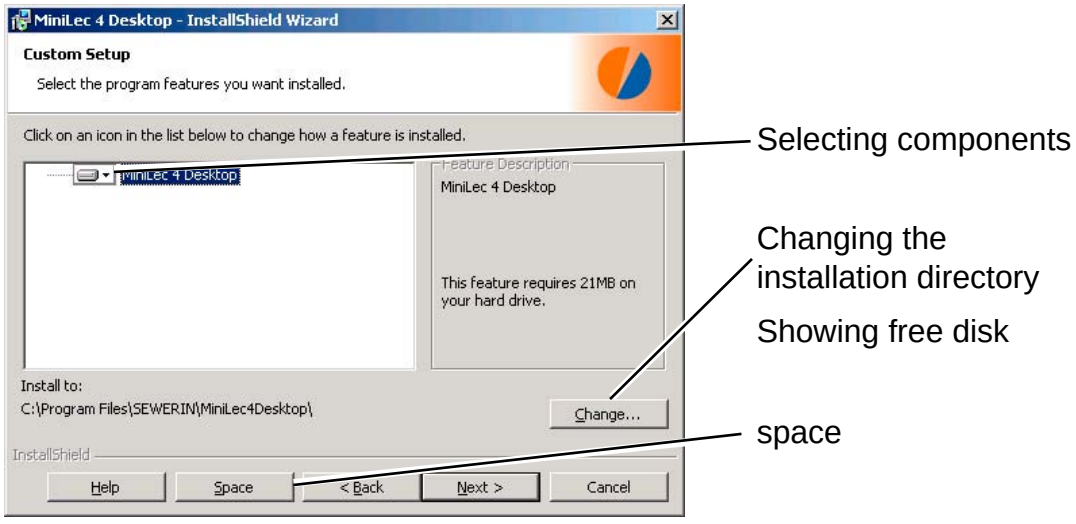



Fig. 7: Window **Custom Setup**

- Determine

– which software components (features) you want to install. Select the desired item by clicking on the computer icon.

– which directory is to be used for installation. To do so, click on **Change...**

- Click on **Space** to display the free disk space.
- Click on **Next**.
  A window appears announcing that the system is ready to install the program.
- Click on **Install**.
  A dialogue window appears announcing that the InstallShield Wizard has successfully installed the application.
- Click on **Finish**.

**MiniLec 4 Desktop** is now installed.

# 3 Start-up

- Start **MiniLec 4 Desktop**. – In the Windows start menu, click on **Start** – **Programs** – **SEWERIN** – **MiniLec 4 Desktop**.
  The window for entering the licence number appears.

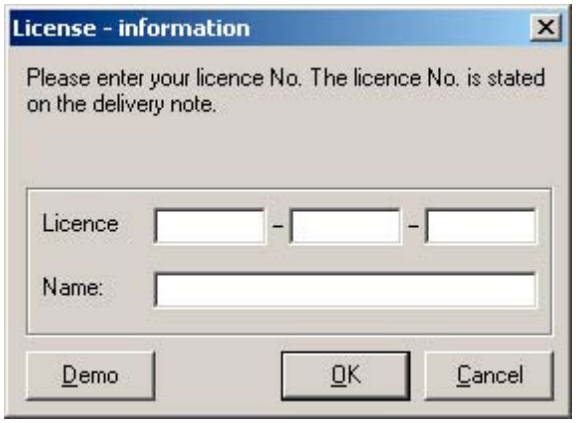



Fig. 8: Window **Licence - information**

- Enter your licence number (stated on the delivery note) and your name.
- Click on **OK**.

**MiniLec 4 Desktop** is now ready to use.

## 3.1 Just for your reference

This chapter comprises a summary of the scope of functions made available by **MiniLec 4 Desktop** (refer to chapters 4 to 6 for a precise description).

– The MiniLec 4 device summarises the measurement data of any test performed as a report.

### Transmission measuring device – PC

– The measuring device transmits the test reports to the PC
  – via the infrared interface or
  – via data cable, using the serial interface.

### Editing tests

– **MiniLec 4 Desktop** indicates the transmitted test reports as new tests. The new test data records can then be complemented, i. e. information on the examiners, clients and customers as well as relevant remarks and comments can be added to the program's database.

– This work is made easier thanks to lists of previous customers, examiners and clients from which the user can select the desired entries. In addition, it is possible to import customer lists from other applications.

### Managing tests

– Whenever appropriate, selection criteria can be used to filter out tests that are meeting the desired criteria.

– It is also possible to call up measured values and graphics.

– Tests can be printed out
  – as lists or
  – as test reports.

– Tests can be stored, for example, in archives
  – to permit a clear representation of the MiniLec 4 Desktop database,
  – to make the tests available to other persons and
  – to summarize the tests of individual projects.

– Tests which are stored in archives can be re-opened. However, it is not possible to modify tests after they have been archived (to ensure full traceability).

## 3.2 Important presettings

### 3.2.1 No automatic deletion

It is recommended to pre-set in **MiniLec 4 Desktop** that the test reports are not automatically deleted after having been transmitted by the measuring device to the PC.

- In the menu bar, click on **Extra – Options...**
  The **Options** windows appears.
- Click on the **Synchronisation** tab.

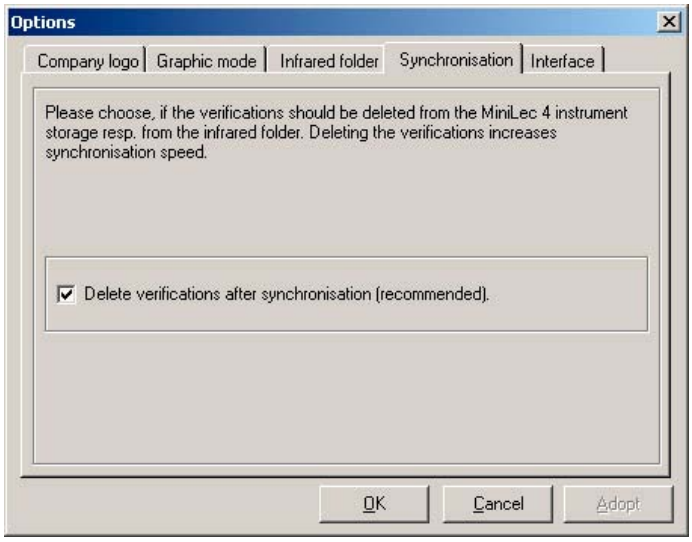



Fig. 9: Window **Options**, tab **Synchronisation**

- Uncheck the option **Delete verifications after synchronisation**.
- Click on **OK**.

The test reports are no longer automatically deleted after having been transmitted.

### 3.2.2 Input folder for infrared connection

If the measured values are to transmitted via the infrared interface, it is required to select the same input folder

– in **MiniLec 4 Desktop** and

– in the operating system.

This folder is used to stored temporarily the test reports which are transmitted by the measuring device.

### Creating input folders

If you want to use another input folder than the default folder, you need to create it beforehand.

- Open the **Windows Explorer**.
- Select the desired path under which you want to create the input folder.
- Click on **File – New – Folder**.
- If required, rename the new folder.

The input folder is now ready to use.

### Assigning input folders

- Change to **MiniLec 4 Desktop**.
- In the menu bar, click on **Extra – Options...**
  The **Options** windows appears.
- Select the **Infrared folder** tab.

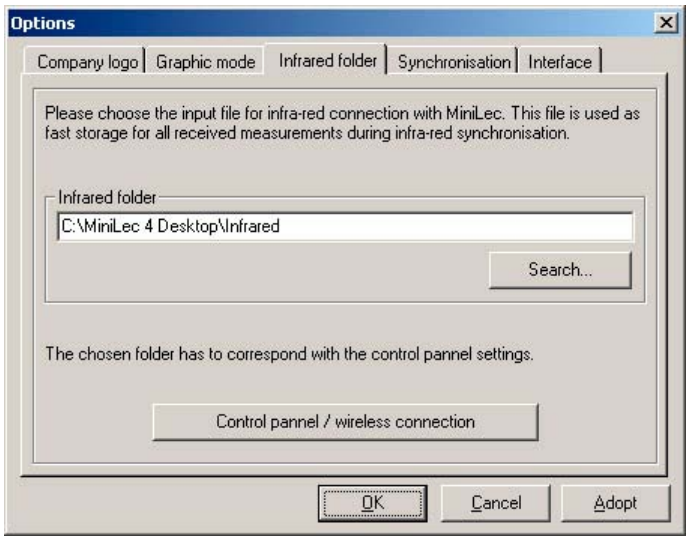



Fig. 10: Window **Options**, tab **Infrared folder**

- Enter the desired input folder in the entry field **Infrared folder**.
  To do so, click on **Search...**
  The window **Search for folders** appears.
- Select the desired input folder. Click on **OK**.

- Click on **Control pannel / wireless connection**.
  The window **Wireless link** appears.

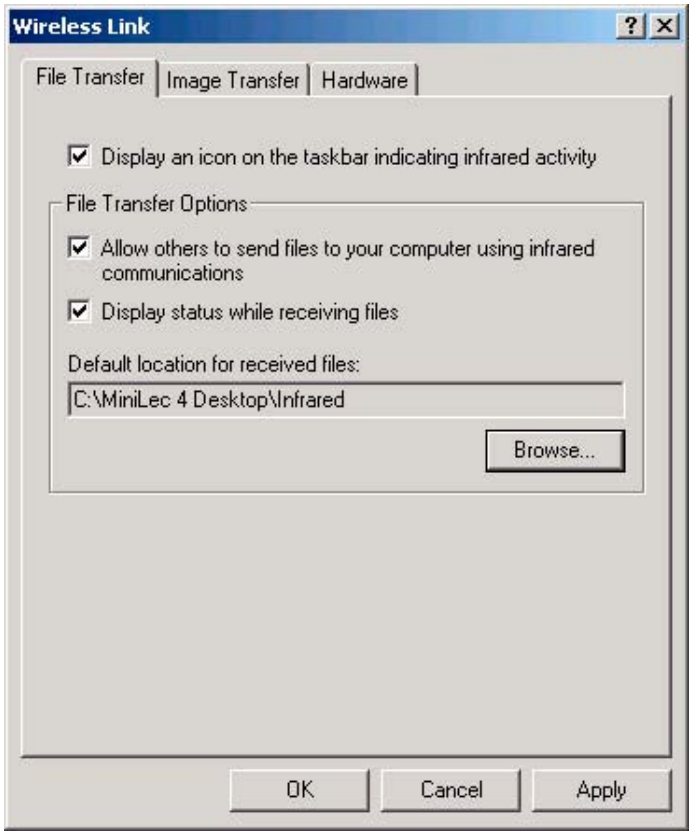



Fig. 11: Window **Wireless Link**

The input folder which you have selected for **MiniLec 4 Desktop** in the last steps must be the same folder which the control panel of the operating system uses for infrared transmissions.

- Click on **Browse**.
  The window **Search for folders** appears.
- Select the desired input folder.
- If required, uncheck the option **Display status while receiving files** to avoid that you are prompted confirming every individual test report when a batch of test reports is transmitted.
- Click on **OK**.

The input folder for the infrared transmission is now set up and ready to use.

# 4 Transmission measuring device – PC

**Test reports** stored in the MiniLec 4 device can be transmitted to a PC

– via the infrared interface or

– via data cable, using the serial interface.

In the **MiniLec 4 Desktop** software, these test reports are shown as **new tests**.

## 4.1 Infrared interface

Prerequisite for the transmission via infrared interface (IrDA):

– the infrared interface of the PC is enabled and appropriately configured

Advantages:

– no cable required

> **Note:**
> If you encounter any problems with the infrared interface, see chapter 7.3 for information on troubleshooting.

- Switch on the MiniLec 4 device.
- Send the test reports which are stored in the MiniLec 4 device (see MiniLec 4 operating instructions).

  On the display of the measuring device, the following is indicated:

  – the caption „IrDA“,

  – the number of the next test report to be transmitted and

  – the total number of test reports which are to be transmitted.

Fig. 12: Display for transmission via infrared interface

- Position the measuring device next to the PC's infrared interface. The interfaces of the measuring device and the PC must face each other.

Fig. 13: Transmission via infrared interface

On screen, the infrared connection is indicated in the task bar:

Fig. 14: Task bar with indication of the infrared connection

The window **Wireless Link** appears.

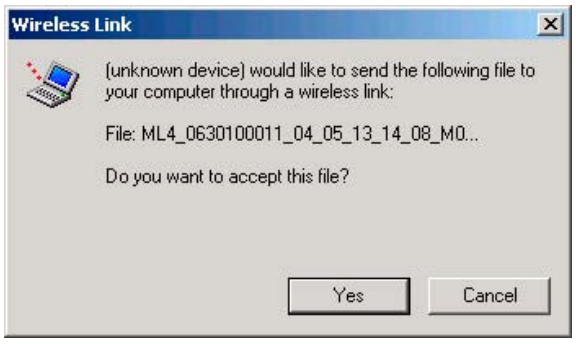



Fig. 15: Window **Wireless Link** before the transmission starts

- Confirm with **Yes**.

> **Note:**
> If you do not want to accept each single file one by one, you can fade out the query. For this, you need to change a default setting in **Control pannel / Wireless connection** (see chapter 3.2.2).

The transmission of test reports is indicated in the **Wireless Link** window.

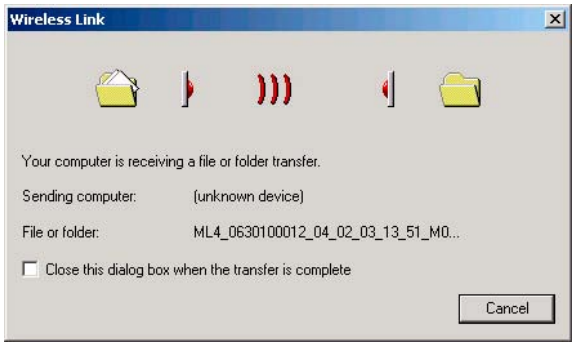



Fig. 16: Window **Wireless Link** during transmission

Provided that no error has occurred during the transmission of test reports, a corresponding message will be indicated in the window **Wireless Link**.

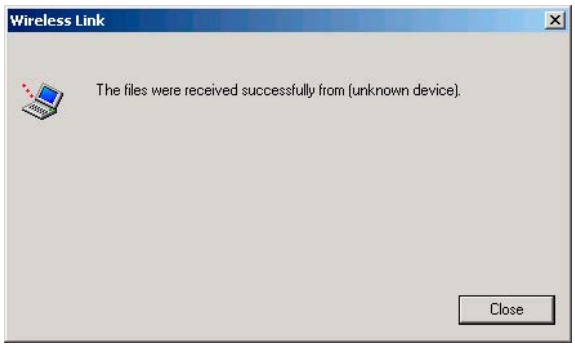



Fig. 17: Window **Wireless Link** after successful transmission

- Click on **Close**.
  The test reports are now saved in the infrared folder.
- Click on **Edit – Synchronisation – MiniLec 4 - PC via IRDA**.

The window **List of new tests** is opened. This window includes an overview of the transmitted test reports. These test reports are listed as **new tests** and can be freely assigned (i. e., additional information can be added to the data records; see chapter 5).

## 4.2 Serial interface

Prerequisite for the transmission via the serial interface:

– PC is provided with a serial interface (RS 232)

– serial data cable (with 9-pole female connector, for the connection to RS 232, and 9-pole male connector)

– charging station HG4 with interface

Advantages:

– permits faster data transmission in comparison to the infrared interface

– provides a secure establishing of a connection

– automatic deletion of test reports stored in the measuring device, when required

> ☞ **Note:**
> If you encounter any problems with the serial interface, see chapter 7.3 for information on troubleshooting.

- Connect the charging station to the power supply unit.
- Connect the charging station to the serial interface of the PC. Use the serial data cable for this.

Fig. 18: Transmission via data cable

- Place the measuring device in the charging station.

> **Note:**
> You may read out several MiniLec 4 devices at the same time. Connect other charging stations to the first charging station with the help of the interface. A single power supply unit can supply up to 3 charging stations.

- Click on **Edit – Synchronisation – MiniLec 4 - PC via RS232**.

The window **read-out measuring devices** is opened.
The test reports are transmitted to **MiniLec 4 Desktop**.

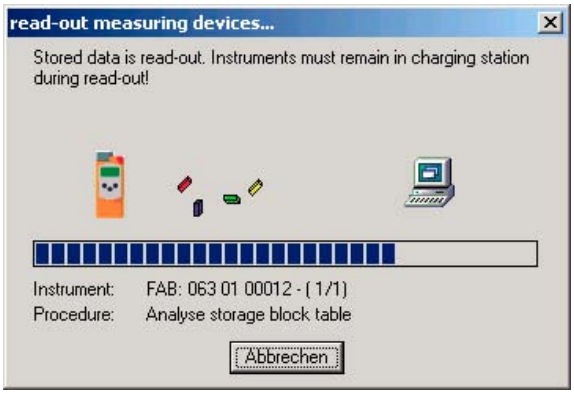



Fig. 19: Window **read-out measuring devices ...** during transmission

The window **List of new tests** is opened. This window includes an overview of the transmitted test reports. These test reports are listed as **new tests** and can be freely assigned (i. e., additional information can be added to the data records; see chapter 5).

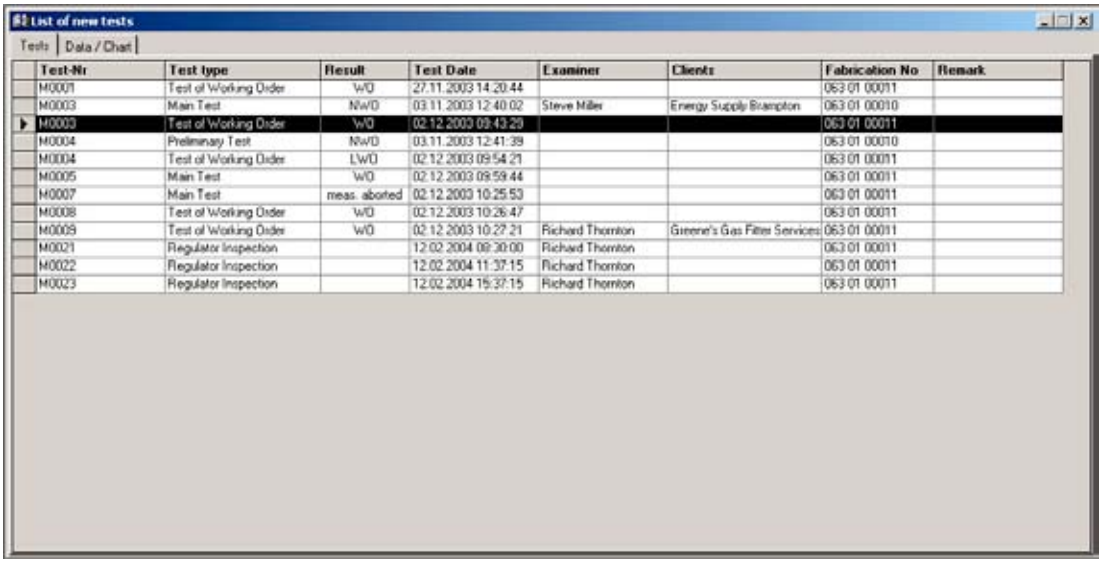



Fig. 20: Window **List of new tests**

# 5 Editing tests

## 5.1 Assigning new tests

> **Note:**
> All **MiniLec 4 Desktop** functions (such as filtering, archiving, printing out test reports, etc.) are also available for tests which are not yet assigned.

The assignment of new tests is used to

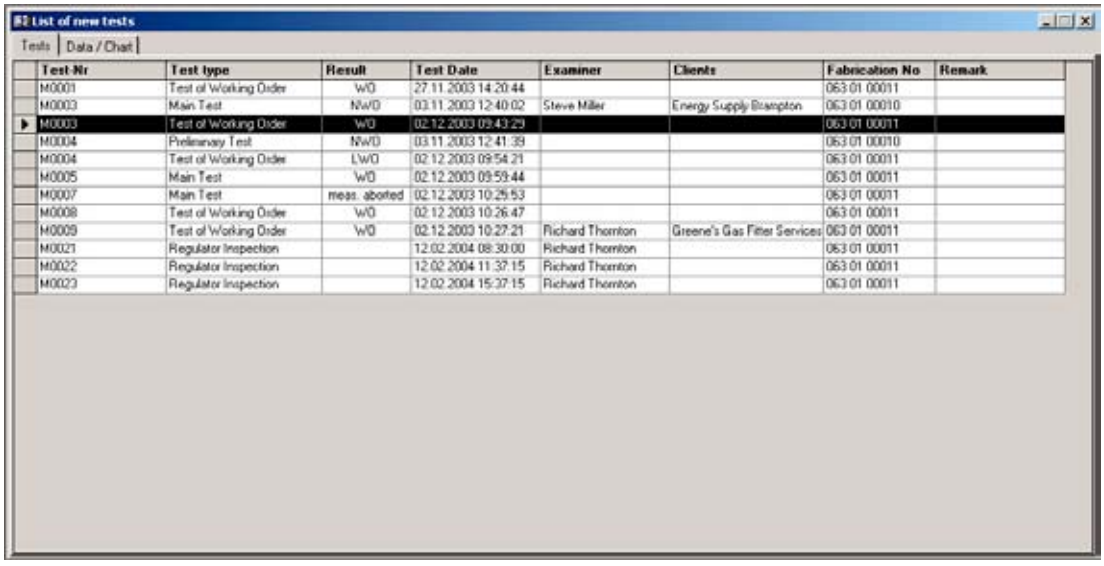
– complement information on the examiner, customer, client, to add additional remarks and

– to obtain separate overviews of tests which are already complemented and those which are not yet complemented.

### 5.1.1 Entering the names of examiners and clients

If the window **List of new tests** does not come up automatically:

- Click on **Edit – Assign new tests**. The window **List of new tests** appears.




| Test-Nr | Test type | Result | Test Date | Examiner | Clients | Fabrication No | Remark |
|---|---|---|---|---|---|---|---|
| M0001 | Test of Working Order | WO | 27.11.2003 14:20:44 | | | 063 01 00011 | |
| M0003 | Main Test | NWO | 03.11.2003 12:40:02 | Steve Miller | Energy Supply Brampton | 063 01 00010 | |
| M0003 | Test of Working Order | WO | 02.12.2003 09:43:29 | | | 063 01 00011 | |
| M0004 | Preliminary Test | NWO | 03.11.2003 12:41:39 | | | 063 01 00010 | |
| M0004 | Test of Working Order | LWO | 02.12.2003 09:54:21 | | | 063 01 00011 | |
| M0005 | Main Test | WO | 02.12.2003 09:59:44 | | | 063 01 00011 | |
| M0007 | Main Test | meas. aborted | 02.12.2003 10:25:53 | | | 063 01 00011 | |
| M0008 | Test of Working Order | WO | 02.12.2003 10:26:47 | | | 063 01 00011 | |
| M0009 | Test of Working Order | WO | 02.12.2003 10:27:21 | Richard Thornton | Greene's Gas Fitter Services | 063 01 00011 | |
| M0021 | Regulator Inspection | | 12.02.2004 08:30:00 | Richard Thornton | | 063 01 00011 | |
| M0022 | Regulator Inspection | | 12.02.2004 11:37:15 | Richard Thornton | | 063 01 00011 | |
| M0023 | Regulator Inspection | | 12.02.2004 15:37:15 | Richard Thornton | | 063 01 00011 | |

Fig. 21: Window **List of new tests**

> **Note:**
> The overview of tests can be sorted to permit a clear and straightforward representation (see chapter 6.2).

- Double-click on the test to which you want to add details on the examiner and/or the client.
  The window **Edit verification...** appears.

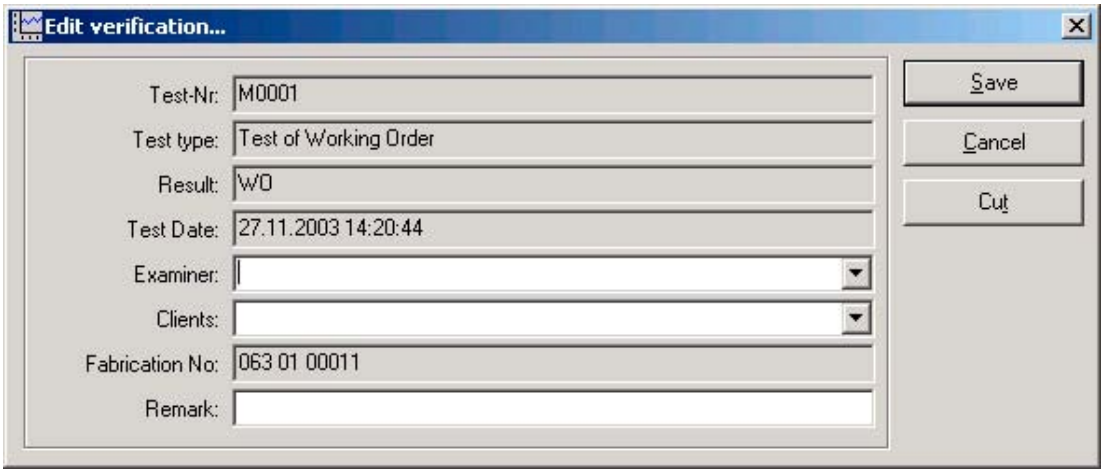



Fig. 22: Window **Edit verification...**

- Enter:

– the **examiner**,

– the **client** and

– a **remark**, if required.

> **Note:**
> Instead of entering manually the names of the examiner and the client, you can also take over entries from the available lists (i. e. examiners and clients). To do so, click on the expand arrow to the right-hand side of the entry field. See chapters 5.3 and 5.4 for details on expanding the lists.

- Then, click on **Save**.

The test remains stored as a **New test** in **MiniLec 4 Desktop**.

### 5.1.2 Entering customer names

If the window **List of new tests** does not come up automatically:

- Click on **Edit – Assign new tests**. The window **List of new tests** appears.
- Click on the desired test.
- In the icon bar, click on **Assign**.
  The window **Assign test** appears.

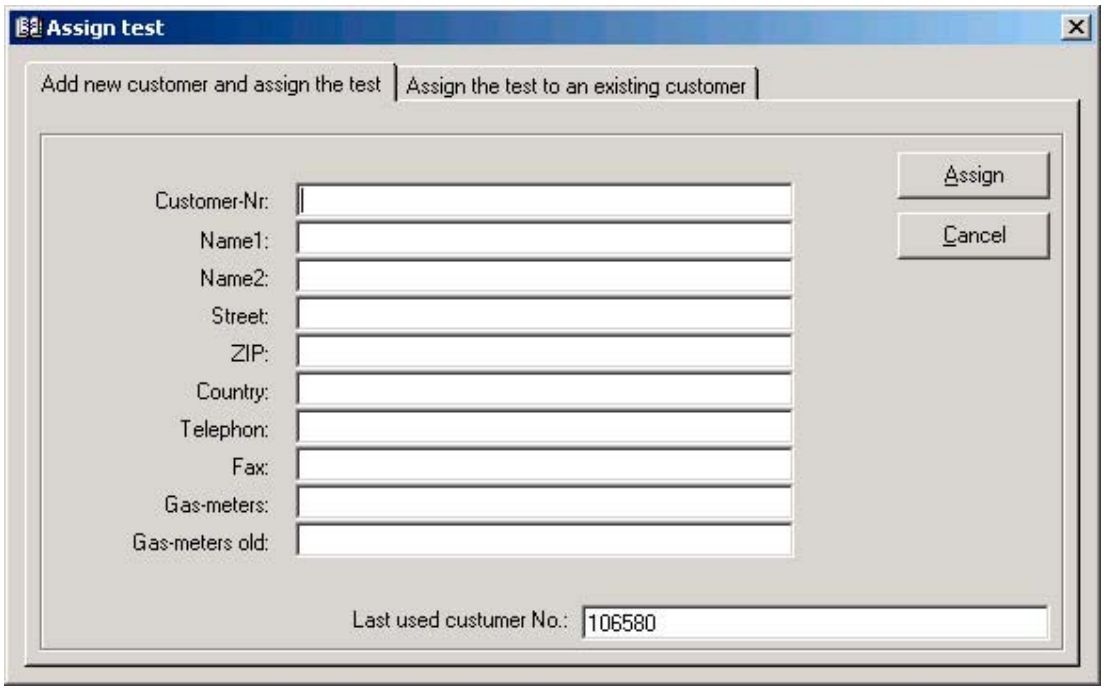



Fig. 23: Window **Assign test**, tab **Add new customer and assign the test**

#### Entering new customer data

In the window **Assign test** (tab **Add new customer and assign the test**):

- Enter:

– the customer data and

– the corresponding number.

The display **Last used customer No.:** may help you to assign consecutive customer numbers.

- Click on **Assign**.

> **Note:**
> After the assignment, the **customer no.** can no longer be changed.

The test will now be stored as an **assigned test** in **MiniLec 4 Desktop**.

### Selecting an existing customer

In the window **Assign test**:

- Click on the tab **Assign the test to an existing customer**.

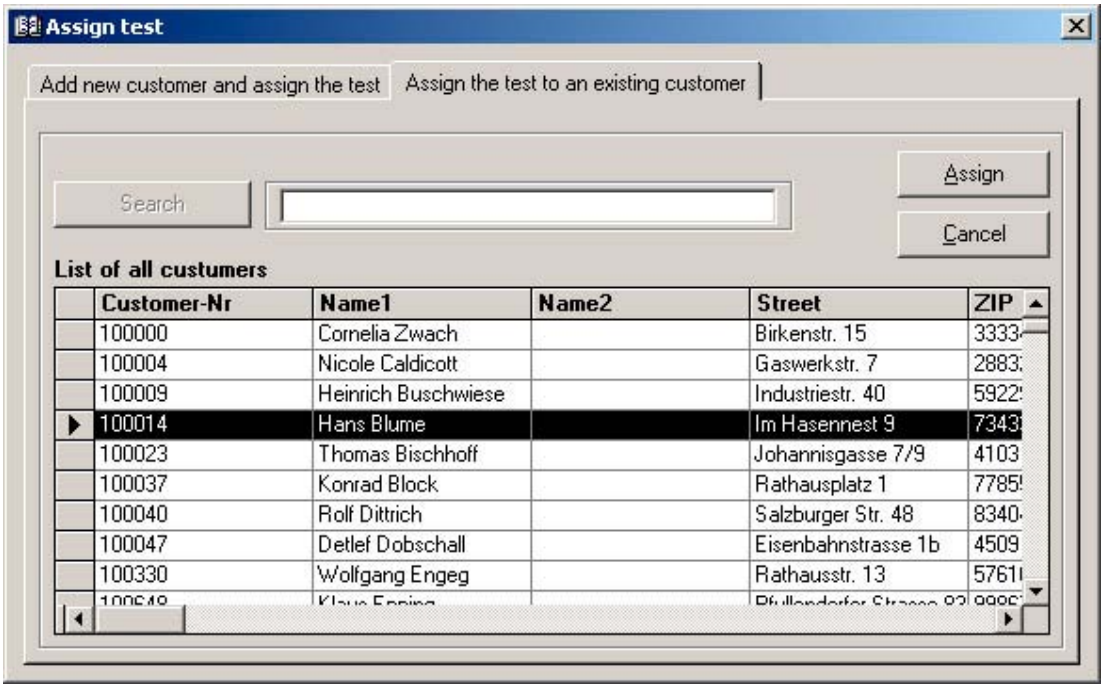



Fig. 24: Window **Assign test**, tab **Assign the test to an existing customer**

- Click on the desired customer

OR

- in the case of long lists: Enter a text string (or a number) which you want to use as a search criterion in the entry field **Search**.
  Click on **Search**.
  All tests containing the defined text string (or number) are displayed.
- Click on **Assign**.

The test will now be stored as an **assigned test** in **MiniLec 4 Desktop**.

## 5.2 Deleting tests

The tests shown in the windows **List of new tests** and **Statistics** can be deleted. You can either delete single tests or a batch of tests.

### Deleting single tests

- Click on the test which you want to delete.
- In the icon bar, click on **Cut**.
  A dialogue window appears prompting you to confirm that you want to delete the selected test.
- Click on **Yes**.

The test is deleted.

### Deleting a batch of tests

You can only delete a batch of tests if these tests are grouped together on screen.

- Sort the tests in such a way that all tests which you want to delete are grouped together (see chapter 6.2).

Then, highlight the tests which you want to delete.

- Move the mouse pointer to the grey field on the left-hand side of the first test of the batch. The mouse pointer changes to a black arrow pointing to the right.
- Click on the grey field and keep the left mouse button pressed down.
- Keep the mouse button pressed and drag the mouse pointer over the grey fields of all tests which you want to delete.

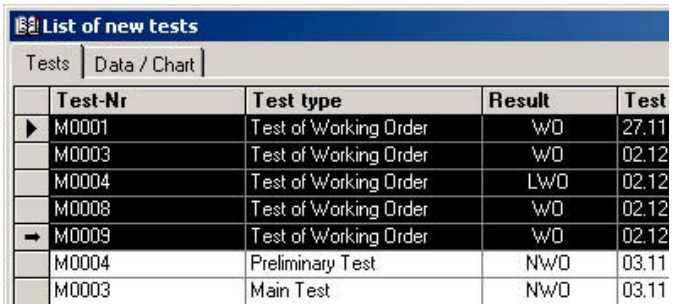



Fig. 25: Selection of several tests for deletion at the same time

- Release the left mouse button.
- In the icon bar, click on **Cut**.
  A dialogue window appears prompting you to confirm that you want to delete the highlighted tests.
- Click on **Yes**.

The tests are deleted.

## 5.3 Editing the list of examiners

The list of examiners can be expanded and modified.

- Click on **Edit – List of all examiners**.
  The window **List of all examiners** appears.

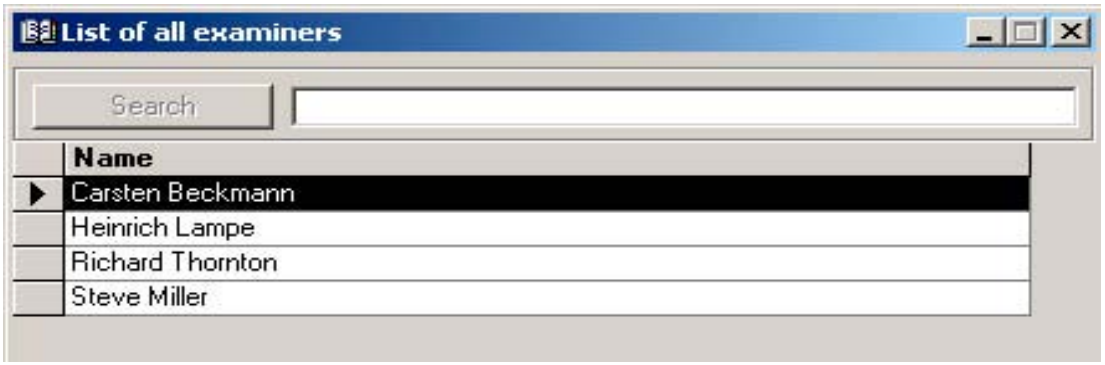



Fig. 26: Window **List of all examiners**

### Adding a new examiner

- In the icon bar, click on **New**.
  The window **Edit - examiner** appears.
- Enter the name.
- Click on **Save**.

### Changing the data of an existing examiner

- Click on the name of the examiner which you want to change.
- In the icon bar, click on **Edit**.
  The window **Edit - Examiner** appears.
- Change the name as required.
- Click on **Save**.

### Deleting the data of an existing examiner

- Click on the name of the examiner which you want to delete.
- In the icon bar, click on **Cut**.
  A dialogue window appears prompting you to confirm the deletion.
- Click on **Yes**.

## 5.4 Editing the list of clients

The list of clients can be expanded and edited just as described for the list of examiners (see chapter 5.3).

## 5.5 Editing the list of customers

The list of customers can be expanded and edited just as described for the list of examiners (see chapter 5.3).

## 5.6 Importing customer data

The list of customers can be expanded and modified by importing further data records.

> ☞ **Note:**
> The import of customer data is particularly suitable for creating long customer lists in **MiniLec 4 Desktop**.

The following file formats can be used for importing customer data:

– text files (*.txt, *.csv)

– Excel files (*.xls)

– Access files (*.mdb)

– dBASE files (*.dbf)

- Click on **File – Customer import...**

The **Import** window appears.

Fig. 27: Window **Import**

- Select the table from which you want to import customer data. Select the following for this (in the prescribed order):

– the data type (required if only files of a specific type are to be indicated),

– the directory in which the desired file is stored and

– the desired file.

- Click on **Open**.
  The window **Import-Assistant** appears.
- Select the desired table.
- Click on **Next**.

Two lists are indicated in the window **Import-Assistant**:

– In the list on the left-hand side (in this example: **from table gas customers**) you can find the fields which can be imported from the customer file.

– In the list on the right-hand side (**to table customer**) you can find the fields from the customer file which is stored in **MiniLec 4 Desktop**.

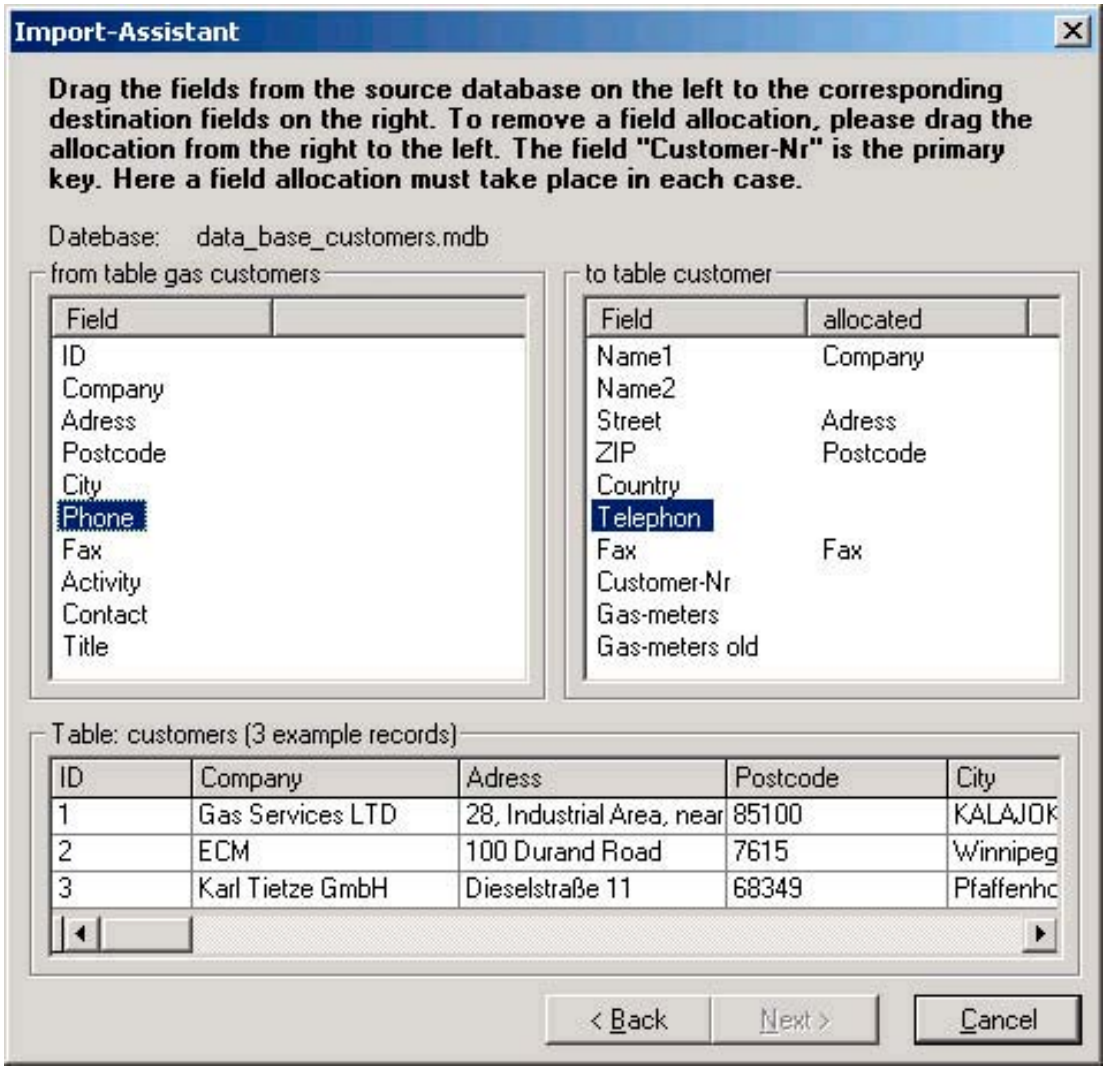



Fig. 28: Window **Import-Assistant** after assigning a couple of fields

The fields of the left list must be assigned to the appropriate fields of the list on the right-hand side.

- Assign the fields, as required. Click on a field of the left list and drag it to the corresponding field of the list on the right-hand side, with the mouse button pressed down.

  Release the mouse button when the relevant field in the list **to table customer** is highlighted in blue. The assigned field is shown in the right column.

> **Note:**
> It is not necessary to assign all fields.
> Exception: The field **Customer Nr**.

> ☞ **Note:**
> If fields are assigned erroneously: Drag the relevant field from the right column to the left. The assignment is cancelled.

- Click on **Next**.
- Determine whether you want to update (i. e. overwrite) the existing data records.

> ☞ **Note:**
> Existing data records are only updated during the import, if the option **Existing records are overwritten** was selected beforehand.
> Example: Only the phone numbers of the customers are to be updated.

- Click on **Finish**.
  A window appears indicating the number of imported data records.
- Click on **OK**.

The customer data is imported and is ready to use.

## 5.7 Compressing the database

Compressing the database helps to reduce considerably the disk space required for storing the database. For this reason, it is recommended to compress the database regularly.

- Click on **File – Database repair / compact**.

The database is compressed.

# 6 Managing tests

## 6.1 Display of editable tests

Perform the following steps to call up all current tests which can be freely edited in **MiniLec 4 Desktop**:

- Click on **Statistics**.
  The window **Statistic** appears. This window provides an overview of all editable tests. Immediately after opening the window, only the new tests are indicated.

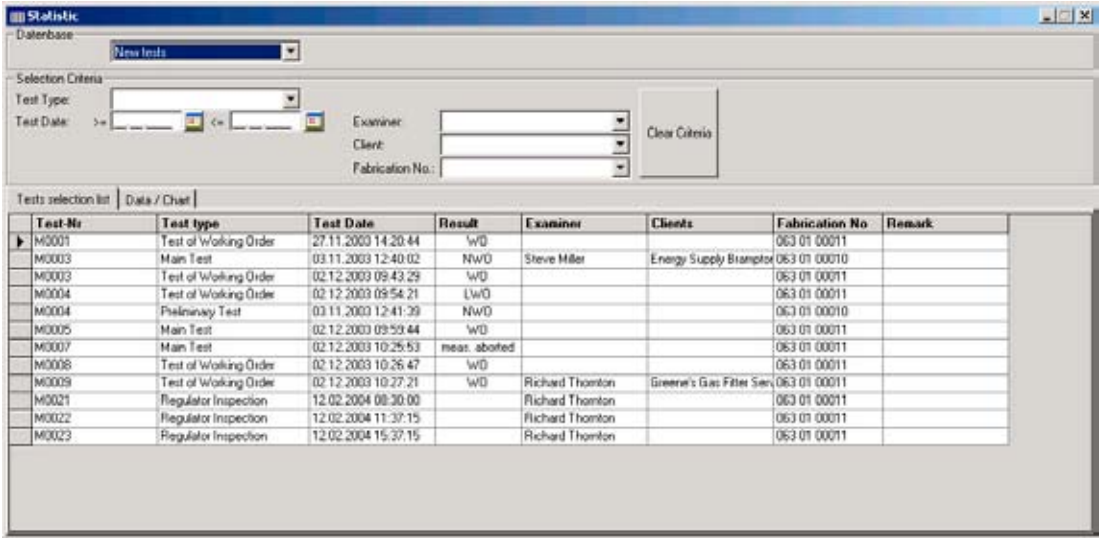



Fig. 29: Window **Statistic**. After opening the window, only the new tests are indicated.

### Changing between new and assigned tests

Use the roll-down menu in the **Database** area to change between new and assigned tests.

- Click on **New tests**.
  The roll-down menu is expanded.

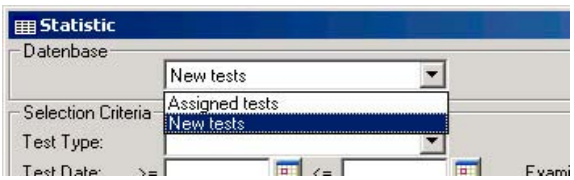



Fig. 30: Roll-down menu for changing between new and assigned tests (retrieval by mouse click)

- Click on **Assigned tests**.
  The assigned tests are indicated in the window.

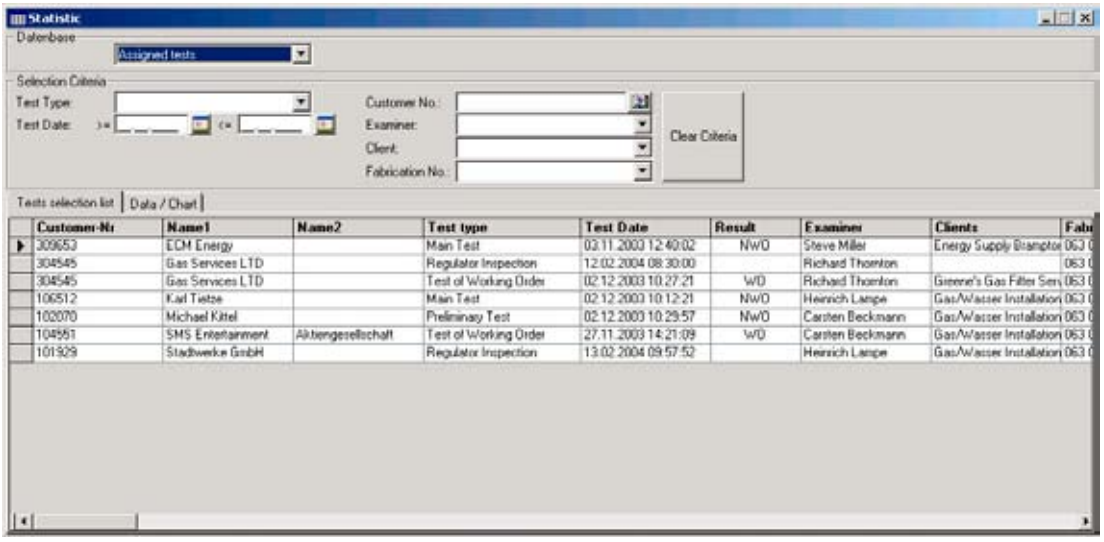



Fig. 31: Window **Statistic** after changing to the assigned tests

You can return to the display of new tests by reversing the above steps.

### Functions for new and assigned tests

The window **Statistic** provides the same functions for new and assigned tests:

– Filtering of tests according to defined selection criteria (see chapter 6.3)

– Printing of tests, either in list form or as individual test reports (see chapters 6.5 and 6.6)

– Optional entry of details on examiners, clients and remarks (see relevant sections in chapter 5.1.1)

– Optional deletion of tests (see chapter 5.2)

## 6.2 Sorting tests

You can sort all tests which are indicated in the windows **Statistic** and **Archive**.

- Move the mouse pointer to the field name (line above the actual list items) which you want to use as selection criterion. The mouse pointer changes its shape to a black arrow pointing downwards.

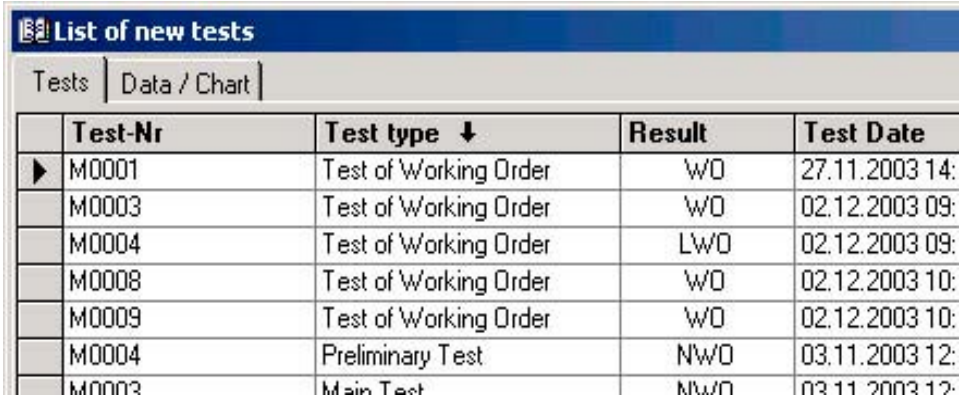



Fig. 32: Sorting tests by clicking on a field name (in the example: **Test type**)

- Click on the field name.
  All tests in the column of the relevant field name are sorted in alphabetical order of the corresponding entries.

If you want to reverse the sorting order:

- Click once more on the field name.
  The sorting order is reversed.

## 6.3 Filtering tests

You can filter all tests which are listed in the windows **Statistic** and **Archive** with the help of **Selection Criteria**.

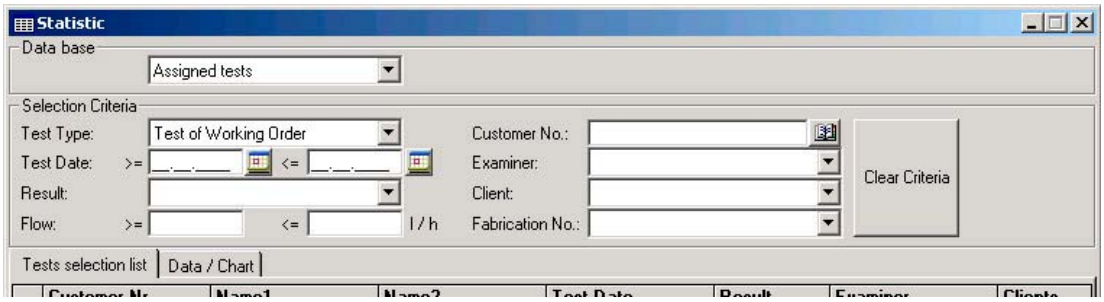



Fig. 33: Overview of possible selection criteria for assigned tests of the test type „Test of Working Order“

If a selection criterion is applied to the list, only those tests matching this selected criterion are indicated (for example, **Result: WO**).

> **Note:**
> You can combine several selection criteria to filter down the listed tests.

You can select the following items as selection criterion:

– **Test type**
– **Test date**
– **Result** (however, not for **Test Type: Regulator Inspection**)
– **Flow** (only for **Test Type: Test of Working Order**)
– **Customer number** (only for **Assigned tests**)
– **Examiner**
– **Client**
– **Fabrication number**

**Selection criteria: Test type, Result, Examiner, Client, Fabrication number**

- Click on the field that you want to use as selection criterion
- A roll-down menu appears. In this menu, click on the desired selection criterion.

All tests matching the selected criterion are indicated.

### Selection criteria: Test date, Flow

- Enter the lower limit in the left entry field.

  (For **Test date**: Or click on the calendar icon and select the lower date limit.)

- Enter the upper limit in the right entry field.

  (For **Test date**: Or click on the calendar icon and select the upper date limit.)

All tests matching the selected criteria are indicated.

You may also select only a single limit as selection criterion, whenever appropriate.

### Selection criterion: Customer number

- Enter the **Customer No.** Confirm your entry by pressing the ENTER key on the keyboard.
  All tests belonging to the selected customer are indicated.

If you want to take over the selection criterion from the list of customers:

- Click on the book icon on the right-hand side of the entry field **Customer No.**

Fig. 34: Window **Statistic – Search Customer No.**

- Double-click on the customer number which you want to use as selection criterion.
  All tests belonging to the selected customer are indicated.

To close the selection function:

- Click on **Clear Criteria**.

## 6.4 Display of measurement data and graphics

Measurement data records and the corresponding graphic charts can be displayed

– in the window **List of new tests**,

– in the window **Statistic – New tests** or **Assigned tests**,

– in the window **Archive – New tests** or **Assigned tests**.

- Select the desired test.
- Click on the **Data / Chart** tab.
  The measurement data records and charts of the selected test are displayed (provided that they are available).

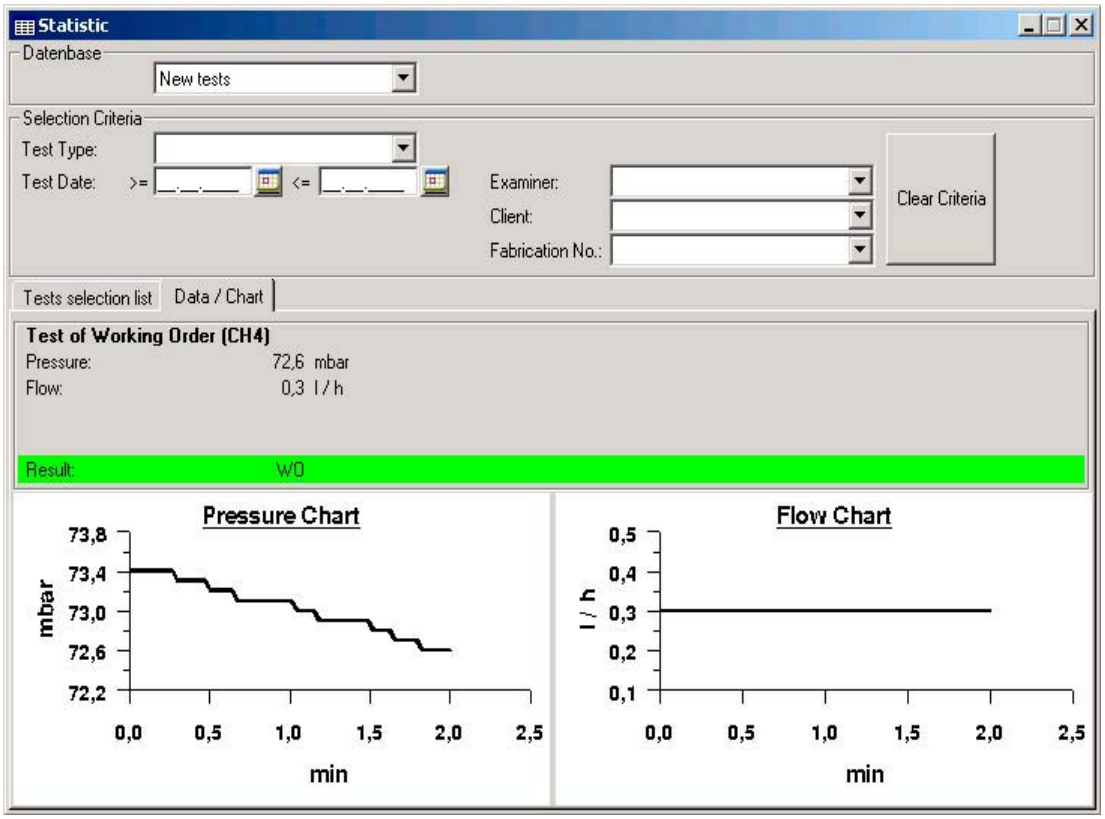



Fig. 35: Window **Statistic**, display of measurement data and graphic charts

## 6.5 Printing out lists

You can print out tests lists from the windows **Statistic** and **Archive**.

> ☞ **Note:**
> The print-out of a list contains all tests details which are indicated in the relevant window.
> If you have applied selection criteria beforehand, the print-out will only include the selected criteria.

- In the icon bar, click on **Print**.
  A selection dialogue appears.
- Select **Print list**.
  The **Print** windows appears.
- Select the required print settings. Click on **Print**.
  The list is printed out.

## 6.6 Printing out test reports

You can print out test reports from the windows **Statistic** and **Archive**.

> ☞ **Note:**
> A test report contains all details of a specific test, including measurement data and graphics.
> If you have applied selection criteria beforehand, the print-out will only include the selected criteria.

- In the icon bar, click on **Print**.
  A selection dialogue appears.
- Select **Print test report**.
  The **Print** windows appears.
- Select the required print settings. Click on **Print**.
  The test reports are printed out.

## 6.7 Inserting a company logo

As default, the test reports are printed out or displayed with the SEWERIN logo. However, you can also use any other logo.

> **Note:**
> The logo file must be available in the format **Windows Metafile** (*.wmf).

- Click on **Extras – Options**.
  The **Options** windows appears. Select the **Company logo** tab.

Fig. 36: Window **Options**, tab **Company logo**

- Click on **Edit**.
- Select the desired file.
- Click on **Open**.

The new logo is indicated.

## 6.8 Archiving

You can store tests in the archive, e. g. to distinguish current tests from older ones, to combine tests or to document their traceability.

The archive consists of a file which is stored in the **Archive** folder. **MiniLec 4 Desktop** suggests a name based on the current date.

- Click on **File – Do archive**.
  The window **Save archive** appears.
- If required, change

– the path under which the file is to be stored and

– the file name.

- Click on **Save**.

A message appears informing that

– the customer list will be deleted during archiving and

– that the archived tests will no longer be editable.

- Click on **OK** when you are really sure that you want to continue with archiving.

## 6.9 Opening archives

To open an archive:

- Click on **File – Open archive**.
  The window **Open archive** appears.
- Click on the desired file.
- Click on **Open**.
  The **Archive** window appears. This window includes all new tests which were are part of the archive.

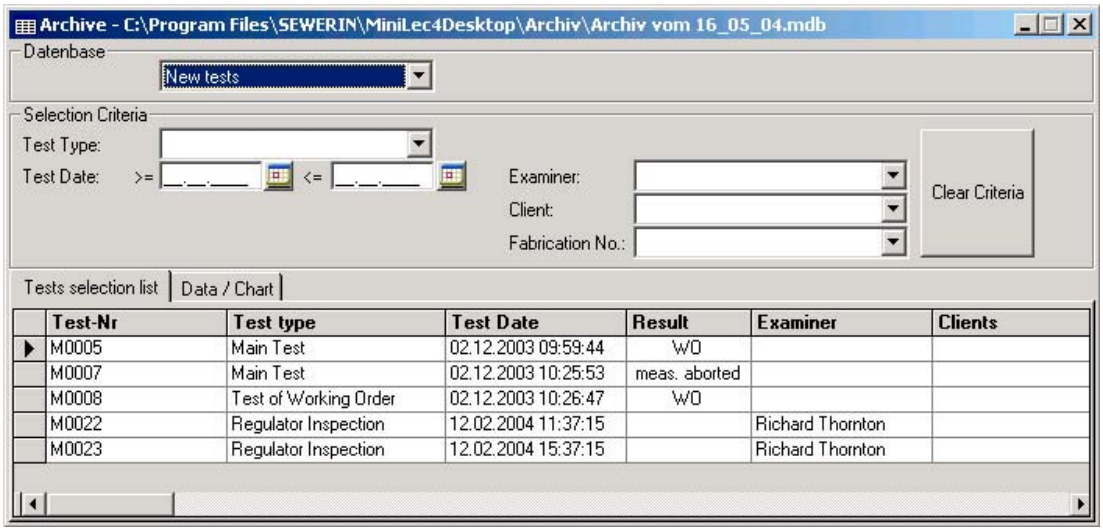



Fig. 37: Window **Archive**

If you want to change to the display of all assigned tests which were added to the archive:

- In the roll-down menu, click on **New tests**.
- In the window which is now indicated, click on **Assigned tests**.

The window **Archive – Assigned tests** appears. This window includes all assigned tests which are part of the archive. – You can change to the window **Archive – New tests** by performing the above steps in reverse order.

The window **Archive** contains the same functions for new and assigned tests:

– Filtering of tests according to defined selection criteria (see chapter 6.3)

– Printing of tests, either in list form or as individual test reports (see chapters 6.5 and 6.6)

**Note:**
The windows Statistic and Archive are identically structured. In the Archive window, however, you can no longer edit any tests.

# 7 If a problem arises

## 7.1 Calling up the Help menu

You can only use the Help menu if Adobe Acrobat Reader® is installed on your PC.

- Click on **? – Help**.

## 7.2 Frequently asked questions

Can I edit archived tests?

– No – tests which are already archived can no longer be edited in **MiniLec 4 Desktop**. This feature ensures full traceability of archived tests .

Can I edit archived tests in other applications?

– No – the archive is password-protected.

Can I also add tests to the archive which are not yet assigned?

– Yes. Keep in mind, however, that you cannot assign tests which were already added to the archive.

## 7.3 Troubleshooting

| Problem | Cause | Remedy |
|---|---|---|
| No transmission via infrared interface (IrDA) | Infrared interface is not properly configured. Is indicated by: Button with **Control pannel/Wireless connection** is missing under **Extras – Options – Infrared folder**. | Reconfigure the interface. Caution: A reconfiguration may also be necessary displayed on screen. |
| | Infrared interface is set up for communication with other devices. | End all applications which are making the interface available to other devices. |
| | Infrared interface of the measuring device is not properly aligned with that of the PC. | Reposition the measuring device so that it is located right next to the PC. |
| No transmission via serial interface (RS 232) | Serial interface is not properly configured. | Reconfigure the interface. |
| | Wrong interface (COM) is selected. | Disable the feature **Adjust interface automatically** under **Extras – Options – Interface** and select the correct interface. |
| | Serial interface is set up for communication with other devices. | End all applications which are making the interface available to other devices. |

## 7.4 Repairing / compressing the database

Problems with the database may come up, for example,

– if the data transmission was interrupted during a running import procedure

– due to a power failure of the PC during operation.

- Click on **File – Database repair / compact**.
  The database is repaired.

If a problem resulting from importing customer data still persists:

- Repeat the import of customer data.

## 7.5 Adjusting the graphic representation

Especially older PCs may encounter problems with the graphic representation of charts.

- Click on **Extras – Options**.
- Change to the **Graphic mode** tab.
- Select the option **slow (older systems)**.

## 7.6 Version number

To call up the version number of the currently installed software:

- Click on **? – About MiniLec 4 Desktop**.

Fig. 38: Display of the version number

## 7.7 Service

If you need support for troubleshooting a problem, please contact our service:

Phone +49 (0) 52 41 / 9 34-0
Fax +49 (0) 52 41 / 9 34-444
E-mail info@sewerin.com

### Required information

To help you as quickly as possible, please be prepared to answer the following questions:

- Which problem has occurred?
- Which error message is indicated?
- Does the problem occur regularly?
- When did you encounter the problem for the first time?
- In which situation or context does the problem occur?
- With which software version are you currently working?
- Is there any other software installed on your PC which might cause or contribute to the problem?
- If you encounter problems during transmission: Do the interfaces work properly with other devices?

# 8 General information

## 8.1 Data backup

You need to backup data

– to protect the data against data loss (due to PC defects or operating errors) and

– before performing software updates.

You can also transmit the backup data to another PC and use it there (provided that **MiniLec 4 Desktop** was installed on the other PC beforehand).

The data which you want to save is stored as a backup copy. You may re-import this backup copy in **MiniLec 4 Desktop**, if required.

### Creating a backup copy

At first, the data is archived. Then, the system creates a copy of the folder in which the archived data is located. This copy is used to create a backup copy.

- Archive all tests (see chapter 6.8).
- Make a copy of the **Archive** folder (located in the **MiniLec 4 Desktop** installation directory.

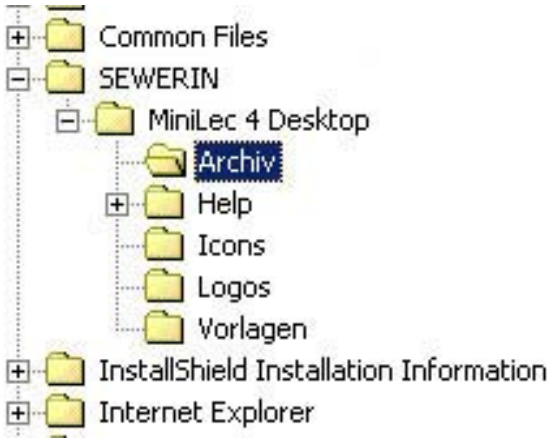



Fig. 39: Installation directory **MiniLec 4 Desktop** in the Windows Explorer

- Paste this copy of the **Archive** folder to the desired location (do not select the installation directory!). This folder will then be used as a backup copy.

## 8.2 Using backup data

If you want to re-use the data from the backup copy, you need to copy the entire backup folder to the **MiniLec 4 Desktop** installation directory.

> ☞ **Note:**
> Rename the backup copy to **Archive**.

- Copy the backup copy to the **MiniLec 4 Desktop** installation directory.
  A dialogue window appears prompting you to confirm that you want the replace the existing folder with the backup copy.
- Click on **Yes, all**.
  The backup copy is pasted to the installation directory.

## 8.3 Updating the software

Software updates ensure that

– you can make use of new functions,

– possible software bugs are eliminated.

> ☞ **Note:**
> We recommend to perform software updates only after closing the current project and after archiving the corresponding tests.

### Ways to update the software

Performing an update

The update complements and refreshes certain files of the previously installed version. The archive and the running tests are not modified by the update. However, for safety reasons it is recommended to backup the data before the update is performed.

Installing a new software version

You need to de-install the previously installed software version beforehand. All data is lost in this case. For this reason, it is absolutely necessary to backup data.

### Downloading software

You can update the software on a regular basis. You can find the current versions on our website www.sewerin.com (download section).

- Select the software which you want to update.
- Click on the software link to download the update.

## 8.3.1 Performing an update

**CAUTION!**
When performing software updates: Danger of data loss.
– We strongly recommend to backup data beforehand!

- Backup the data (see chapter 8.1).

You can now perform the update.

- Double-click on the file (file name: ”setup” or ”setup.exe”) which you want to use for the update.
  The update starts straightaway.

The following steps are basically identical to those of the initial installation (see chapter 2).

**Note:**
When performing an update you do not need to register again.

After performing the update:

- Restart the PC.

> **Note:**
> If the archive is empty you can use the backup data (see chapter 8.1), provided that you have created a backup copy before performing the update.

You can now use the updated version of **MiniLec 4 Desktop** for working. The archived tests of the previously installed software version are available.

### 8.3.2 Installing a new software version

> **CAUTION!**
> When performing software updates: Danger of data loss.
> – We strongly recommend to backup data beforehand!

- Backup the data (see chapter 8.1).

Before installing a new software version you need to de-install the previously used software version.

- De-install the previously installed software version (see chapter 8.3).

> **Note:**
> Do not delete any of those files which have remained in the installation directory of the old software version.

- Install the new software version (see chapter 2).

If you want to re-use the data from the backup copy, you need to copy the entire backup folder to the **MiniLec 4 Desktop** installation directory.

- Copy the backup copy to the installation directory (see chapter 8.2).

## 8.4 De-installing the software

**CAUTION!**
During de-installation all available data is deleted. For this reason, it is absolutely required to backup all data which you want to use later on (see chapter 8.1).

- In the Windows start menu (bottom left corner of the screen), click on **Start – Settings – Control panel – Software**.
  The **Software** window appears.
- Click on **MiniLec 4 Desktop**.
  The field **MiniLec 4 Desktop** is highlighted.
- Click on **Remove**.
- A dialogue window appears prompting you to confirm that you really want to remove **MiniLec 4 Desktop**.

# 9 Disposal

Pay attention to all valid national regulations with respect to disposal.

You can obtain information on local disposal companies from your local authorities.

- Deliver equipment packages and plastic items to a recycling station.

# 10 Abbreviations and glossary

| | |
|---|---|
| **Application** | Another term for software, program. |
| **Data type** | Another term for file format. Each program can only create, edit or open certain data types. |
| **Assign** | Adding supplementary information to existing data records (example: customer number). |
| **FAB no.** | Fabrication number (corresponds to the device number); is assigned by the manufacturer to identify the individual devices. |
| **Features** | Software components or functions. |

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