

**PATGuard Work About 2 –
QuickStart Guide to Manual Input**

Here are the basic steps for using this program once installed to your PDA. Please refer to the User Manual, available from your PC Start Menu, for full instructions.

Initially

PATGuard Work About 2 comes with a Demo file, which will be opened the first time the program is started. This file should not be used to store your records.



Creating a new file for your records

1. Select New from the File menu.
2. Give the xpg file an appropriate name and select Save.

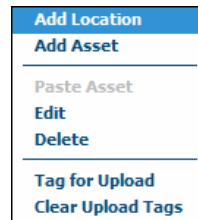
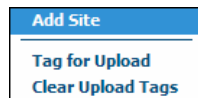
This file can be used for all your records, or you can create other files for specific records.



Entering Records

1. Select and hold the stylus on 'PATGuard Work About'.
2. Select Add Site.
3. Give the Site an appropriate name and select OK.
4. Select and hold the stylus on the Site.
5. Select Add Asset (or Add Location if required).

Give the Asset an appropriate name and Select OK.



6. Once an Asset is created a 'return' file is required for PATGuard. Give the sss file an appropriate name and select OK.
7. Other Sites, Locations and Assets can now be added as above.



Entering Tests

1. To add tests to an Asset, select it.
2. Select Add Test.
3. Select the Test from the dropdown, or enter your own Test and UOM (if required) and select OK.
4. Repeat for other tests.
5. Once all necessary tests have been added select OK.



All Assets and Tests are saved in the sss file automatically.

Entering Test Results

1. Select the relevant Asset.
2. Select the relevant Test.
3. Enter the Value, if known.
4. Select the appropriate Status then OK.
5. When all necessary results have been entered select OK.



Results are saved in the sss file automatically once OK is selected.



▼ Transferring test results to your PATGuard PC program

The simplest method of transfer is file synchronization.

1. Dock the PDA to the relevant PC.
2. Allow Microsoft ActiveSync or similar program to synchronise the files on your PDA and PC.
3. Open the relevant sss file in your PATGuard database program:
 - I. Select Open from the File menu.
 - II. Change the file type to sss.
 - III. Select the relevant file from the shared directory then select Open.



▼ Transferring records to PATGuard Work About 2

1. From your PATGuard PC program, right-mouse click on the Client (if available), Site or Location for which you require the Assets.
2. Select 'Upload Assets' or 'Send to PDA' depending on which PC program you have.
3. Save the xpg file into your shared PDA directory.
4. Dock the PDA and wait or activate synchronization.
5. Open the xpg file on the PDA:
 - I. Select Open from the File menu.
 - II. Select the relevant file from the list.
6. Select the appropriate Asset to re-test.

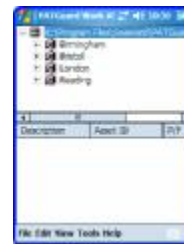


▼ Closing the program

Any changes made to the file are saved automatically.

1. Select the OK button at the top right of the PDA screen.

The next time the program is started, the last opened xpg file will be displayed.



**PATGuard Work About 2 –
QuickStart Guide to Download and Upload**

Here is a basic guide for Downloading and Uploading directly to your tester. Please refer to the User Manual, available from your PC Start Menu, for full instructions.

▼ Preparation

PATGuard Work About 2 can only Download and Upload directly to Seaward Supernova, Europa and PrimeTest testers.

Note: For Supernova and Europa, a Seaward Bluetooth Adaptor is available. See the User Manual; 'Accessories' section for part number.

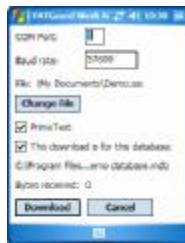
Bluetooth partnerships must be set up on your PDA – for instructions see 'Using Bluetooth' section in the User Manual.

▼ Downloading

1. Select Download from the Tools menu.
2. Give the file an appropriate name and select Save.



3. De-select the PrimeTest checkbox if you're downloading from a Supernova or Europa tester.
4. Uncheck the 'This download is for this database:' checkbox if the download is not for the database shown.



Note: This checkbox will not be displayed if no records (xpg) file is open.

5. Ensure tester is ready to download – see the tester's Operating Instructions for details.
6. Select Download on the PDA, then initiate Download on the tester.

▼ Transferring test results to your PATGuard PC program

The simplest method of transfer is file synchronization.

1. Dock the PDA to the relevant PC.
2. Allow Microsoft ActiveSync or similar program to synchronise the files on your PDA and PC.
3. Open the relevant sss file in your PATGuard database program:
 - I. Select Open from the File menu.
 - II. Change the file type to sss.
 - III. Select the relevant file from the shared directory then select Open.



▼ Transferring records to PATGuard Work About 2

1. From your PATGuard PC program, right-mouse click on the Client (if available), Site or Location for which you require the Assets.
2. Select 'Upload Assets' or 'Send to PDA' depending on which PC program you have.
3. Save the xpg file into your shared PDA directory.
4. Dock the PDA and wait or activate synchronization.
5. Open the xpg file on the PDA:
 - I. Select Open from the File menu.
 - II. Select the relevant file from the list.



✓ Uploading to the tester

Assets to be Uploaded are contained in the records (xpg) file therefore it is necessary to have transferred the appropriate xpg file to the PDA. See previous section.

Note: You can only Upload Assets which have originally been created by a compatible tester. See Preparation section.

To Upload all Assets within the xpg file

1. Select Upload from the Tools menu.



2. De-select the PrimeTest checkbox if you're uploading to a Supernova or Europa tester.
3. Ensure the tester is ready to receive Upload data – see the tester's Operating Instructions for details. Select Upload on the PDA.



Note: Only full tests are Uploaded.

To Upload selected Assets – Tagged Upload

1. To Upload all Assets within a Site or Location – select and hold the required Site or Location then select 'Tag for Upload'. To Upload individual Assets select the box against the relevant Asset(s).

Once all the necessary Assets have been Tagged, carry out the Upload as above.

