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Introduction

Welcome to PATGuard Elite, Seaward’s premier software for safety record keeping. PATGuard Elite is fully integrated with Seaward PAT testers to ensure increased productivity with less time spent at the keyboard. While versatility is provided through the capability of processing data download from most portable appliance testers currently available.

With its unique email safety alert system for automatic re-test scheduling and CD Viewer Generator, PATGuard Elite is the most advanced PAT record management program available today.

With easy to use and automated features associated with the acclaimed PATGuard style, PATGuard Elite is for users who require the ultimate PAT record system with unique features especially developed for service providers.

Developed from the acclaimed PATGuard Plus and PATGuard e-Scheduler programs, this new software takes a significant leap forward for this type of program, emphasising Seaward’s position as No 1 in PAT Testing.
Installing PATGuard Elite

Note
Before installing PATGuard Elite ensure no other application programs are running.

Installing PATGuard Elite is easy, simply insert the CD into your CD driver. The program should automatically commence the installation.

If the CD does not automatically start up, then use Windows Explorer or other file management applications to select your CD drive, double click with the mouse on the setup.exe file to start the installation.

Follow the on-screen instructions.

For a Network Installation

1. At the prompt for a path for the installation select a directory on a shared network drive that all users have full access.

Note
Workstations must have write access to the network directory.

2. At each workstation run netsetup.msi from the network drive directory.

3. The standard program will allow single access from any installed workstation.

Additional Network Licenses

Additional network licenses are available from Seaward. These will allow more than one user access to the program across a computer network.

The License will need to be changed at the server / network installation only. This will allow simultaneous access to the program by however many licenses the registration allows. The new Serial Number is entered at the login screen when the Change … button is selected.

Note
This is not simultaneous access to a database file.

Starting the Program

If PATGuard Elite has been purchased, complete the installation by entering the Serial Number from inside the CD ROM case. The Serial Number will then try to activate the program – by default this will be on-line via the Internet. If an Internet connection is not available select an alternative activation method and follow the on-screen instructions.

If the PATGuard Elite Evaluation program has been installed it will run unrestricted for 30 days.
Moving the Program to another PC

It is possible to move the PATGuard Elite licence from one computer to another. Simply select **Transfer…** at the **Login** window to deactivate the original program.

![Figure 1: Login – Transfer button](image)

The **Transfer…** button will change to **Restore…** to enable the licence to be re-activated.

![Figure 2: Login – Restore button](image)

Another computer with PATGuard Elite already installed will now be able to run the program. To return to the original computer, select **Transfer…** to deactivate the licence. At the original computer select **Restore…** to re-activate the licence and run the program.
The above Transfer process requires an internet connection. If an Internet connection is not available request a manual transfer by email to transfer@seaward.co.uk
Help
The program has an on-line Help facility. Select Help Topics from the Help drop down to get help while using the program.

Figure 3: Help Index window

There are two tabs; Contents and Index.
• **Index** enables you to look for a specific topic, either from the list or by typing into the **Find** field to search for a topic.

• **Contents** enables you to view the Help like a book. The program is covered by a number of books. To open up a book to deal with that section of the program, double click the book with the mouse. Select the chapter in the book you are interested in.
The Setup Wizard

The Setup Wizard is designed to help you set up the program. It will guide you through a process to enable you to start using the program immediately.

After the program has been installed, the first time the program is launched (and this will happen immediately on restarting the PC after installation) the Setup Wizard window will appear.

The Setup Wizard is a step by step guide to setting up the program. It will present you automatically with the necessary windows to set the program to run correctly for you. If you are unsure of the different options presented to you, then either use the program Help icon to get more information or consult this manual.

Setup Wizard can also be activated at other times from the Tools dropdown.

**PATGuard e-Manager**

A PATGuard e-Manager Welcome screen is also displayed for PATGuard e-Scheduler to send email safety alerts.
Pressing the **Next** button will display the following dialog box.

![Email Setup dialog box](image)

**Figure 7: Email Setup dialog box**

To allow for different email systems, **Email Setup** will enable the user to set the appropriate values to match the computer’s email. Select the appropriate option and for SMTP servers set the address and port. Select **OK** to save the settings.
Importing Legacy Data

The PATGuard Elite program allows data from existing PATS/PATS+, Safety 1st/Safety 1st+, PATSwin and Safety 1st Xpress databases to be imported into the PATGuard Elite program.

Note

Only PATS/PATS+, Safety 1st/Safety 1st+ version 5.4 or higher, PATSwin version 2 and Safety 1st Xpress v1.0.7.4 can be imported.

However data cannot be imported into an existing PATGuard Elite database, each import will create a new database containing the data from the legacy database.

To Import a database:

1. Select **File**.
2. From the File drop down box select **Import**.
3. Using the Browse window define the path to the directory where the database you wish to import resides. The **OK** button will only become available when a valid database is chosen. Select **OK**.
4. Another window appears for you to enter the new database name for PATGuard Elite.
5. A log will be displayed after the import.
6. PATGuard Elite will now have the new database selected.

Databases are self-contained. Some windows within PATGuard Elite are shared across all databases. These windows are:

- Company details
- User Accounts
- Options

All the above Windows are called from the **Tools** dropdown menu.

To Delete a database:

1. From the **File** drop down select **Open**.
2. Highlight the database you wish to delete (one mouse click).
3. Press the Delete key on the keyboard.

Only a database that is not currently being used can be deleted.
Company Details

From the **Tools** menu select Company Details…

![Company Details data entry form](image)

**Figure 8: Company Details data entry form**

Enter the name and address of your company or organisation – these details will be printed on some of the reports produced by the program. The **Logo** field enables a company logo to be selected instead of the Seaward logo. This logo will appear on all Printed Reports and in email Reports launched by PATGuard e-Scheduler.
User Accounts

User Accounts enables you to register other users of the program. Each user will have a User Name and Password. Each User is assigned certain Permissions.

Available Permissions are (in increasing levels of access):

View
View, Add
View, Add, Edit
View, Add, Edit, Setup
View, Add, Edit, Delete, Setup

Note
Only users with Permissions allowing Setup will be able to enter the User Accounts screen and amend Usernames, Passwords and Permissions.

To register another user, select Add then simply enter a Name, Password and select Permissions level from the drop down. Then select OK to complete the action. There is no limit to the number of users that can be registered.

To remove another user, select the user to be removed with the mouse, select Delete and select OK to confirm the deletion.

Note
On first using the program, Username Admin has no Password set. To prevent unauthorised access to the program change the Admin Password.

The Username Admin and full Permissions (for Admin) cannot be changed and are fixed within the program.
Options

PAT Options
When Test Results are downloaded to PATGuard Elite their routing to the correct Site and Location is dependent upon a number of options within the program.

![Download dialog box](image)

The Download dialog box has an option enabling the Test Results to be sent to an individual Site, (irrespective of any other Option settings) chosen from the Site drop down, or Auto. Setting the Site to <Auto> will allow Test Results for different Sites to be routed to those Sites automatically. If the Site does not exit, it will be created.

The Client drop down will enable Assets to be automatically moved between Sites for the selected Client, if the downloaded data indicates a Site re-location. The program will only allow this if Asset IDs are unique across all Sites for the selected Client. Leaving the Client set to <Auto> will not restrict the download to one Client but allow the downloaded data to be processed for the whole database (assuming Site is also set to <Auto>), these are the normal settings.

The Preview checkbox will evoke a feature allowing the data to be viewed and/or edited prior to processing into the open database. Sites and Locations can be edited which will affect where the data is routed (see Download Preview).

Certain testers with ASCII text output only do not contain sufficient data in the download to fully control the routing of test results. When these testers are selected in the download dialog box two additional fields become available.
Note

The Download Preview feature is not available with this tester output.

The Usercode can be used to route multi-Site test results if set to Site and each test result contains a Site name in the Usercode field. Or the Usercode can be used to capture additional information, for example the individual personnel who carried out the testing.

Additional routing information or extra data can also be set up in the PAT Options window (see below).

Testers with sss output only use the PAT Options for additional data as all test routing is contained in the download data.

If the program receives test results that cannot be routed to a known Site then it will create an Unassigned Site. Test Results will be routed to any correctly defined Site and will either be captured by existing Assets or will create new Assets. Test results which do not have a defined or incorrectly defined Site, will create Assets at a newly created Site or an Unassigned Site depending on whether a Site name was available. The Unassigned Site can be re-named (see Context Menus) or individual Assets can be moved to other Sites using a drag and drop action (see Drag and Drop Operations).

From the Tools drop down select Options…
Tester Output

The PAT Options tab enables you to use the Text fields on the PAT tester (if available) to capture extra information for the Asset record.

The upper half the screen named Tester Output allows you to assign an individual line of a Text field to represent a field in the Asset record. Information typed into these fields on the PAT tester appears in the designated field in the Asset after download.

Note

Text Line 1 has a default setting of Asset Description as Asset Description is set as a default in the Supernova Elite / Plus, Europa Plus and PrimeTest 300 / 350 testers. Only change these Text Line settings if a corresponding change is made to the Comment Designator of these testers (see tester Instruction Manual). If the settings for Tester Output are different to the Comment Designator settings in Supernova Elite / Plus and Europa Plus testers, Comment Designator settings will take precedence. For other testers Text Line 1 should be changed as required.

If a field is set to Notes then information entered into the PAT tester will appear in the Test Result notepad.

The Site option is used for routeing the Test Result to the correct Site. The program will create new Sites if the Site specified does not exist in the database. This setting will be ignored for SSS format data.

The Location can be used to route the Test Result to a Location within a Site. If the Location does not exist at the specified Site then the program will create it. This setting will be ignored for SSS format data.

The other options apart from Asset Group are used to capture extra information for the Asset Details. Whatever is in the Text line will appear in that particular Asset Details field that has been defined on this screen.

Once Asset Details fields have been populated then they cannot be amended by the download data. Subsequent downloads can populate empty fields.

If the Asset Group option is set for a Text Line then the Text Line within the downloaded Test Result must contain a registered Asset Group (or a Short Code which represents that Asset Group, see Short Codes).
To Summarise:

**Asset Group** are used to reference an **Asset Group** within the database.

**Site** and **Location** can be used to reference existing Sites and Locations or create new Sites and Locations. Non SSS format data only.

All other **Options** (Asset Description, Person, Make, Model, Serial Number, Repair) fill out the appropriate field in the **Asset Details** or **Test Details** window as appropriate. **Person** will be ignored for SSS format data and will override any **Person** setting in the **Download** dialog box.

No **Options** setting (other than **Asset Group** and **Location**) will cause any field in an existing **Asset** to be overwritten.

**SSS Format Data**
The Supernova, Europa and PrimeTest 300 / 350 tester families have two download formats; SSS and ASCII text.

As the SSS format contains all information, this program will only accept **Download to Database** in the SSS format from these testers. The ASCII text output is for use with non-Seaward programs.

The SSS output contains **Site**, **Location**, **User** (Person) and **Testcode** this affects the way **Options** are processed as follows:

Any **Site** and **Location Options** settings will be ignored, as this information is taken direct from the Test Result for SSS format data.

**Make**, **Model** and **Serial Number** can be processed using **Options**, as these are not contained in any Test Result.

**Asset Group** can be processed using **Options**. If the referenced **Asset Group** does not contain a **Testcode** or the **Asset Group** option was not used, the **Testcode** will be added to a new **Asset** or update an existing **Asset**.

**Repair** information will be placed in the **Test Type** column of **Test Details** with a **Status** set to **Repair**.

The **Test Details** screen is not subject to **Options** settings (other than **Repair**) therefore the Testcodes and User information is derived from the SSS output.

**Short Codes**
The lower half of the screen is used to save time entering information while PAT testing. It enables a code up to three characters to be set which can represent regularly typed text. There is no limit to the number of codes that can be set.

To enable this action:

1. Check the **Use code abbreviations on tester** check box.
2. Use the **Show codes for** drop down and select the appropriate **Asset Details** field.
3. Select **Add** to enable the code and value fields.
4. Enter a code up to three characters in the **Code** field.
5. Enter the text that the code represents in the **Value** field.
6. A third column to enter a **Cost** is provided for **Repair** selection.

Other codes for other **Asset Details** fields can be entered before saving the settings with the **OK** button. When using Short Codes at the tester: prefix the code by 9 so that PATGuard Elite will recognise the value as a **Short Code**.
Asset Groups

Assets can be grouped together where they share a common re-test period and perhaps Testcode.

In the UK, the Health and Safety Executive (HSE) and the Institute of Electrical Engineers (IEE) define re-test periods in their documentation.

These re-test periods are defined in terms of the type of premises where the Assets are located, the type of equipment, type of test (visual or full test) and the class of the equipment (class I or class II). These values are preset into the program. The Edit and Add actions allow you to make changes to these values.

Other Asset groups which are not premise dependent can be added to Undefined (e.g. Imported Asset Groups or equivalent from another database will be in Undefined).
Personnel

At the bottom of the main screen are three tabs: Personnel, Test Instruments and Reports. Select the Personnel tab. Items on this tab are context related. That is they are dependent on the tree selection in the main window. Your own Company Personnel are selected when the database is selected at the top of the tree.

Note

Downloads from some types of testers will automatically add Personnel who carried out tests if they are not already known by the program. These are only added to the Personnel tab for the database level at the top of the tree.

Double clicking on the Add Personnel icon will cause the Personnel dialog box to open.

Open a new dialog box and enter the details of each person of your own company or organisation you wish to register with the program.

Individual personnel can be assigned different responsibilities for either carrying out PAT testing by checking the Technical check box or the Duty Holder responsible for safety at the Site by checking the Administration check box.

Individual personnel can have responsibility for individual Clients and/or Sites by selecting from the Available list and using the move button to set the Client or Site into the Responsibility list. Personnel assigned to a particular Client will be displayed in the Client dialog box (see Adding Clients).

Note

Personnel Email addresses entered here are available in the Configure Email dialog box for those Sites for which the Personnel have responsibility. Configure Email is selected from the Auto Scheduler dialog box of the chosen Site. (see Auto Scheduler).
All Icons have a right mouse button action. For Personnel the following actions can be initiated from the right mouse button:

Add Personnel
Details
Delete

Your own company’s or your Clients Personnel based at individual Clients, Sites or Locations can be entered by selecting the appropriate Client, Site or Location. Double click the Add Personnel icon on the Personnel Tab to display the Personnel dialog box for personnel based at the chosen location.

![Personnel dialog box](image)

**Figure 15: Client, Site, Location Personnel data entry form**

Enter all details and select **OK** to save.

*Note*

_Email addresses entered here are available (depending on context) for use by the Auto Scheduler (see PATGuard e-Scheduler)._
Test Instruments

At the bottom of the main screen are three tabs: Personnel, Test Instruments and Reports. Select the Test Instrument tab. Double clicking on the Add Test Instrument icon will cause the Test Instrument dialog box to open.

Open a new dialog box and select a Test Instrument from the Instrument Type drop down. The tester’s Serial Number is required to register the tester with the program. Repeat the above for each Test Instrument to be registered with the program.

It is possible to enter a Test Instrument directly into the field rather than select from the drop down. This is so that the program’s re-calibration alerts can be used for any Test Instrument. Any user entered Test Instruments will not be available for Download or Upload. Only Test Instruments from the drop down can interact with the program.

Note

Downloads from some types of testers will register themselves automatically if they are not already registered.

All Icons have a right mouse button action. For Test Instruments the following actions can be initiated from the right mouse button:

Add Test Instrument
Details
Delete
The Calibration Tab

This tab enables you to enter Calibration details for the Test Instrument. Simply select Add and fill out all the necessary details. This Calibration information will appear in the Test Instrument Details Report. One month before re-calibration is required a prompt will be displayed each time you Login to the program.

The Communications Tab

This tab contains the Communications settings for the Test Instrument. The default values are correct for each Test Instrument.

To change Communications settings select the appropriate drop down to make changes to the values, then select OK to save the changes.
Navigating PATGuard Elite

The Main Window

The Tree View displays the Client, Site and Location

The Asset display area

Tab views – Personnel, Test Instruments and Reports.

Tree Data Structure

PATGuard Elite can only display one database at any one time although a number of databases can be created and selected from. When importing a legacy database (see Importing Legacy Data) a new database is automatically created for the imported legacy data.

The PATGuard Elite database is structured around the owner (Client) and physical location (Site & Location) of Assets (items requiring testing such as portable appliances).

Within PATGuard Elite a Client is a company or organisation that owns the Assets and a Site (or Location within the Site) the physical location where the Assets are situated.
Figure 20: Example PATGuard Elite database tree

A Site may also contain a number of Locations, such as individual rooms or departments.

**Asset View**

By selecting a Site or Location from within the tree the right-hand view will display all the Assets within the selected Site or Location.

The Asset text will be green if the Asset is untested, red if it is outside its re-test period and black if it is still within the test period.

Each Asset View column (Description, Asset ID, Last Tested, Next Tested, Last Visual, Next Visual) can be individually sorted in ascending or descending order by clicking the column title with the mouse pointer.

**Main Window Operations**

The following operations are allowed within PATGuard Elite:

- A Client can be created at the database level only.
- A Site may be created at either the database level or from within an existing Client.
- A Location can only be created from within a Site.
- An Asset may be added directly to a Site or to a Location within a Site.
- A Test Sequence can be created at a Client level only.

Clients, Sites and Locations may be added by either selecting the Add icon in the Asset display area or from the tree using the context menu (right hand mouse button). Then depending upon the item highlighted:

- **Add Client…** - Launches the Client Details dialog (see Adding Clients) to allow a new client to be created. This is available only from the database.
- **Add Site…** - Launches the Site Details dialog (see Adding Sites) to allow a new site to be created. This is available only from the database and Client.
- **Add Location…** - Launches the Location Details dialog (see Adding Locations) to allow a new location to be created. This is available only from a Site.
All deleted Assets are placed in the **Recycled** bin. If the bin is emptied they will be deleted permanently. The contents of the bin will be displayed if Recycled is selected. Assets can be retrieved from the bin by selecting the Asset, right mouse click to display the context menu, then select **Restore**.

**Context Menus**
All Icons have a right mouse button action. The following actions can be initiated from the right mouse button:

| Database | Add Client  
|----------|-------------
|          | Add Site    
|          | Create Viewer CD Image.. |
| Client   | Add Site   
|          | Add Test Sequence..  
|          | Auto Scheduler..  
|          | Create Viewer CD Image..  
|          | Create Test Sequences..  
|          | Upload Sites..  
|          | Upload Test Sequences..  
|          | Upload Assets..  
|          | Rename  
|          | Details..  
|          | Send To  
|          | Delete |
| Site     | Add Location  
|          | Add Asset    
|          | Add Visual Test Pass  
|          | Auto Scheduler..  
|          | Create Test Sequences..  
|          | Upload Site..  
|          | Upload Locations..  
|          | Upload Assets..  
|          | Rename  
|          | Details..  
|          | Print Test Certificates..  
|          | Send To  
|          | Delete |
| Location | Add Asset  
|          | Add Visual Test Pass  
|          | Auto Scheduler..  
|          | Create Test Sequences..  
|          | Upload Location..  
|          | Upload Assets..  
|          | Rename  
|          | Details  
|          | Print Test Certificates..  
|          | Send To  
|          | Delete |
| Assets   | Upload.. (Restore if Recycled bin selected)  
|          | Clone  
|          | Create Test Sequence..  
|          | Details..  
|          | Track Asset |
Print Test Certificate..
Add Visual Test Pass..
Test Results..
Delete

Test Sequence
Upload Test Sequence..
Details..
Delete

Recycled
Empty Recycled Bin

Adding a Database
From the File drop down select New. Enter the name of the new database into the File name field. Then Save to complete the action.

Adding Clients
To add a Client record, double click the Add Client icon or highlight the database on the tree view, right click the mouse to display the context menu then select Add Client.

A blank data entry form will be displayed to allow a new Client to be added to the currently open database, the Client Name is required for all new Clients and must be unique within the database all other fields such as Company Address etc are optional and may be updated at any time. Selecting the Personnel button will open an information only window to show Personnel who have been assigned to the Client. Personnel are assigned to Clients in the Personnel window (see Personnel).

Adding Sites
To add a Site record, either double click the Add Site icon or highlight the database or a Client on the tree view and select Add Site from the context menu (right mouse button). Note the Site will be created below the currently highlighted item on the tree view.
Figure 22: Site Details entry form

A blank data entry form will be displayed to allow a new site to be added to the currently open database, the Site Name is required for all new Sites and must be unique within the database all other fields such as Address etc are optional and may be updated at any time. If the Site has been added to a Client it can be assumed the Site address is as the Client address, if this is not the case by ticking Site not at client address a site address may be added.

Adding Locations
Locations can only be added from a Site only. To add a Location, either double click the Add Location icon or highlight the Site on the tree view and select Add Location from the context menu (right mouse button).

Note
The Location will be created below the currently highlighted Site on the tree view.

Figure 23: Location Details entry form
**Adding Assets**

Assets can be added to either a Location or a Site only. To add an Asset record, either double click the **Add Asset** icon or highlight the Location or Site on the tree view and select **Add Asset** from the context menu (right mouse button). To duplicate an Asset use the **Clone** command from the Asset context menu.

*Note*

The Asset will be created below the currently highlighted item on the tree view.

![Figure 24: Asset Details entry form](image)

**Adding Test Sequences**

Test Sequences can be added at a Client level only. To add a Test Sequence, either double click the **Add Test Sequence** icon or highlight the Client on the tree view and select **Add Test Sequence** from the context menu (right mouse button).

![Figure 25: Test Sequence entry form](image)
Enter a Test Sequence Name and use the drop downs to set the parameters for the Test Sequence. To include a Visual Inspection or Polarity Test select the appropriate check boxes. Select OK to save the Test Sequence.

Test Sequences can also be created automatically from Assets. This can be done at the chosen Asset by selecting Create Test Sequence.. from the Asset context menu (right mouse click). Provided the Asset Details contain a valid Test Code, the Test Sequence dialog box above will be displayed with all the correct settings from the Test Code, only the Name needs to be entered.

Test Sequences can also be created for all Assets below selected tree levels. This is done at the Client, Site or Location level by selecting Create Test Sequences.. from the context menu (right mouse click) for the appropriate Client, Site or Location. The Test Sequence Names will equate to the Asset IDs. No duplicate Test Sequence names will be allowed and the program will only create unique Test Sequences.

Note
Create Test Sequences.. is only enabled if a Client exists for the Sites, Locations and Assets that are selected.

Drag and Drop Operations
The following drag and drop operations may be performed to reorganise the records:

- Sites may be dragged between Clients in the tree.
- Locations may be dragged between Sites in the tree.
- Assets may be dragged from the asset view to a new Site or Location by dropping them on the appropriate part of the tree view. All selected Assets will be moved when the drop is made.
- Locations may be dragged from the asset view to a Site on the tree view.
- Sites may be dragged from the asset view to a Client on the tree view

In all cases, items below the selected item on the tree will be moved.

Finding Assets
To quickly find an Asset or group of Assets within the database the program contains a search facility.

From the Edit dropdown box select Find to display the following window.

![Figure 26: Find window](image)
Type the **Asset ID** or set other search criteria then select **Ok** to begin the search. The Asset will be shown highlighted when found.

If there is more than one Asset then the **Find Next** action will become available from the **Edit** drop down. Select **Find Next** to highlight other Assets found.

**Tracking Assets**

The program can display the previous locations of an Asset. Select the Asset and right mouse click to display the context menu. Select **Track Asset**. The program will highlight where the Asset was previously. To view earlier locations, take the mouse into the left hand half where the tree is displayed and left mouse click. Each mouse click will show the previous location until there are no further previous locations.
Test Results

Viewing Test Results
From the Asset Details dialog box (see Adding Assets), selecting the Test Results button will display the Test Results for that Asset.

![Test Results](image1)

Each complete set of Test Results is shown as a single line. Use the Details... button to display the detailed results for the selected line.

![Test Details](image2)
The **Test Instrument** and **Serial No.** fields are automatically filled in from the selected download Tester. Some testers contain this information within the download data, in which case this will take precedence over the selected download tester. If the Testcode is sent by the PAT tester then it will be displayed in the Testcode fields. This Testcode defines the test that was carried out to obtain the results shown.

*Note*

*Only the Seaward Supernova and Europa family of PAT Testers are capable of sending the Testcode within the SSS download format.*

The **Test Details** are displayed according to **Test Type**, **Result**, **Unit** and **Status**. Test Results cannot be amended on this screen. The **Delete Result** button will allow an individual result to be deleted. The **Add Result** will allow a test to be added.

*Note*

*Users can be prevented from deleting results if their Access Status is set accordingly (see User Accounts).*

The **Comments** field can contain comments or text that was added at the end of the test by the PAT test operator depending on **PAT Options** (see Options). The **Comments** field can be edited, simply by selecting the field with the mouse and changes made. Any changes made will only be saved if the **OK** button is selected to leave the screen.

**Manually Entering Test Results**

Where Test Results cannot be downloaded into the program, it is possible to enter the results manually. This would be the case if the PAT tester did not have a memory and therefore was incapable of being downloaded or to enter the results for Intermediate Visual tests only.

To enter a result directly, use the **Add Results…** button in the **Test Results** dialog box. This will cause the **Test Details** dialog box to be displayed.

Use the **Test Instrument** dropdown box to select an already registered tester or manually enter the tester details into the **Test Instrument** and **Serial No.** fields. The Testcode fields will normally not be valid for manual entry. Use the **Add Result** button to create a Test Result line. Use the drop down boxes to enter the **Test type**, **Result**, **Unit** and **Status**. Repeat the above for each Individual test. Use the **OK** button to save and leave this window. Test Types other than default can be entered and these will be added to the drop down list for future use.

**Fast Visual Pass Entry**

The program enables Visual Test Passes to be entered quickly directly in the main window. At a Site, Location or Asset level use the context menu (right mouse action) and select **Add Visual Test Pass** all Assets at and below that level will have new Visual Tests added once the acknowledgement is accepted. All the tests will be passes, with the current date and Login name as the User name.
Download

Note
Before the program can communicate with a Test Instrument, the Test Instrument must be registered with the program (see Test Instruments).

Downloading Test Results
Download is initiated from the Tools drop down or from the Download icon. Selecting either of these will cause the Download dialog box to be displayed.

![Download dialog box](image)

The Download dialog box will have two addition fields available for testers that have ASCII text output only. These fields are required to process the download data from these testers.

![Download dialog box with additional fields](image)
Downloaded data can either be sent to the database for processing or saved as a file. The file is a copy of the Test Results directly from the tester and depending on file type can be opened by other programs. Files previously created by PATGuard Elite can be opened in the program and the Test Results processed (see PATGuard Elite Files).

\textbf{Note}

A Downloaded Test Result (either direct or via a file) which contains a Visual Test ONLY, will be treated as Visual Test Result.

Data downloaded in SSS format can be previewed and/or edited before it is processed into the database either before direct download to the database or before a saved file is processed.

\textbf{Download to Database}

Ensure the Download to Database radio button is selected. Choose a previously registered tester from the Test Instrument drop down. Select the appropriate serial port from the COM Port drop down.

\textbf{Note}

Only serial ports that are free and available to the program will be included in the COM Port drop down.

The Client drop down will enable Assets to be automatically moved between Sites for the selected Client, if the downloaded data indicates a Site re-location. The program will only allow this if Asset IDs are unique across all Sites for the selected Client. Leaving the Client set to <Auto> will not restrict the download to one Client but allow the downloaded data to be processed for the whole database (assuming Site is also set to <Auto>), these are the normal setting.

Test Results can be sent to an individual Site, chosen from the Site drop down, or <Auto>. Setting the Site field to <Auto> will allow Test Results for different Sites to be routed to those Sites. The <Auto> option requires the Usercode to be set to Site to route the Test Results to the correct Sites for non-SSS downloads.

The Usercode can be used to route multi-Site test results if set to Site and each test result contains a Site name in the Usercode field. Or the Usercode can be used to capture additional information, for example the individual personnel who carried out the testing. The Usercode field will only be available for testers with ASCII text output only.

Use the Person drop down to select from registered Personnel the appropriate person who carried out the testing. This is only required if the test results do not contain his information either directly or via the Usercode. The Person field will only be available for testers with ASCII text output only.

The Settings... button gives you the option to change the communications settings prior to download. This should not be necessary as the default settings are correct for each Test Instrument.

Selecting the Preview checkbox, if available, will allow you to view and/or edit the test results prior to processing into the database.

\textbf{Note}

Download Preview is only possible with data in SSS format.

With the tester connected to the appropriate COM Port, select OK to commence the download. Initiate the download on the tester. See the tester Instruction Manual on how to commence a download action.
Download Preview

If the Preview option is evoked the Download Preview window will appear.

Download Preview is used to review and edit the downloaded data prior to saving in the database.

On the Download Preview window each complete set of Test Results is displayed in a single row of data. The Asset ID, Site and Location fields can be edited by selecting the relevant field then typing the appropriate text.

The Comments field may contain comments or text that was added at the end of the test by the PAT test operator. These can be edited from the comments dialog, which is opened by clicking on the relevant comment field in the table.

The Delete button allows you to delete a single Test Result. Simply highlight any field in the required row and select Delete. You will be asked to confirm the deletion.

The Replace… button allows group changes of all occurrences of particular Sites or Locations within the data in the Download Preview window.
Figure 32: Replace window

If a particular Site or Location field is selected when the Replace… button is pressed the Column and Replace fields will be pre-populated appropriately. Alternatively you can edit these manually. Select OK to confirm the changes.

Use the Details… button to display the detailed results for the selected results line.

Figure 33: Test Details dialog

The Test Details are displayed according to Test Type, Result, Unit and Status. Test Results cannot be amended. The Delete Result button will allow an individual result to be deleted. You will be asked to confirm the deletion.

The Add Result button will add a new Test Result line. Use the drop down boxes to enter the Test type and Status, then enter a Result. Alternatively, all fields can be entered or altered manually. Repeat the above for any further tests.

Use the OK button to save any changes, leave this window and return to the main Download Preview window.

Use the Process button to process the data into the database currently open.

The Cancel button aborts the Preview and does not process the data into the database. For an SSS file that has been previewed the file will remain unaltered.

**Automatic Location Change**

During a download if the test results indicate an Asset has changed Location a warning message is displayed to accept or reject this and subsequent Location changes.
**Duplicate Test Results**
During a download if more than one Test Result with the same Asset ID and Site is detected a warning message is displayed to determine if the second and subsequent Test Results are additional Test Results for the same Asset or a duplicate test. Selecting Yes to the question **Duplicate?** will cause the second Test Result to be re-routed to a specially created holding Site to be deleted or amended by the user. Selecting No will cause the second Test Result to be appended to the first Test Result’s Asset record.

**View Last Download**
It is possible to view only newly created or updated Assets from the last download (or ‘Opened’ i.e. processed download file). From the **View** drop down select **Last Download Only**. Only Assets that were created or updated from the last download will be displayed. This is so the downloaded data can be examined and corrected if necessary. Newly created Asset icons have a ‘star’ to differentiate them from updated Assets. To switch back to a normal Asset display, de-select the **Last Download Only** at the **View** drop down.

**Merging Test Results**
If downloaded Test Results have created additional Assets instead of updating existing Assets due to mistakes in Site, Location and Asset ID names etc. it is possible to correct the mistake by merging Test Results.

To do this, select the Site, Location or Asset ‘drag and drop’ them to another Site, Location or Asset where existing original Assets reside. Assets whose IDs are identical can be merged by confirming the PATGuard Elite message to merge.

*Note*
*Care should be taken in selection as Assets which cannot be merged (i.e. the Asset ID is unique within the Site) will simply be moved to the dropped tree level.*

**Download to File**
Selecting **Download to File** will cause the following dialog box to appear.

![Figure 34: Download dialog box – File](image)

Enter a path and filename or use the **Browse…** button to choose a path available to your computer.

Some tester outputs require **File Type** set to **txt** as they output text ASCII data only. All current Seaward testers have an SSS format and as this format contains all data it is preferred. For these testers ensure that the format is SSS and set **File Type** to **sss**.
Choose a previously registered tester from the **Test Instrument** drop down. Select the appropriate serial port from the **COM Port** drop down.

The **Settings…** button gives you the option to change the communications settings prior to download. This should not be necessary as the default settings are correct for each Test Instrument.

With the tester connected to the appropriate **COM port**, select **OK** to commence the download. Initiate the download on the tester. See the tester Instruction Manual on how to commence a download action.

Downloaded files can be processed into any database (see Opening Downloaded Files). Files stored in sss format can be viewed and/or edited prior to processing into the database (see Download Preview). Downloaded files are processed as if the data was coming directly from a real-time download.
PATGuard e-Scheduler

PATGuard Elite has the ability to ‘look ahead’ to show Assets that need re-testing over any given period, including an inclusive period in the future. Test scheduling can be either Automatic or Manual. Automatic schedules are driven by PATGuard e-Scheduler.

Auto Scheduling

PATGuard Elite has the ability to run Schedules automatically. When a Schedule is triggered the program can create Local Schedules and Remote Schedules depending on Auto Scheduler settings. Local Schedules display Assets that require re-test on the main window of the program. Remote Schedules cause an emailed report to be sent to pre-set email addresses. Schedules are triggered even if PATGuard Elite is not running.

Auto Scheduling alerts users automatically when Assets require re-testing and allows users to manage Assets centrally no matter where they are located.

Auto Scheduler

The Auto Scheduler allows the user to set up Schedule trigger conditions for all levels of the PATGuard Elite tree structure. These levels are Client, Site and Location. The trigger conditions are monitored by PATGuard e-Manager when the database is free i.e. not open in PATGuard Elite. Should a trigger be activated then PATGuard e-Manager will automatically issue a Local and/or Remote Schedule.

To set an Auto Schedule, select the appropriate Client, Site or Location then right mouse click to display the context menu. Select Auto Scheduler...

The following window is displayed when launched from the highest level Clients or Sites

![Auto Scheduler Window](image)

Figure 35: Top level Auto Scheduler window

For lower levels like Sites or Locations the following Window is displayed.
These windows show the default settings i.e. no Auto Schedules set. All levels up to the highest level are deferred up. The highest level be it Client or Site is not active i.e. Excluded.

The **Auto Scheduler** dialog box is divided into two sections; **Schedule Launch Settings** and **Trigger Conditions**

**Schedule Launch Settings**

Three radio button options are available. These allow the user to enable or disable the **Auto Scheduler** at the selected level or defer to the next level up.

**Exclude this level** will disable the Auto Scheduler at this level and exclude this level from higher level Auto Schedules.

**Defer to next level up** enables this level to be included in the trigger conditions of the next level up.

**Launch schedule when trigger conditions are met** will enable the trigger actions set in the **Trigger Conditions** below. This selection will enable the **Local launch** and **Remote launch** check boxes.
If an Auto Schedule is enabled within another Auto Schedule then its level (Site or Location) will be excluded from influencing the high level’s Auto Schedule trigger conditions.

**Local launch**

If this is set and an Auto Schedule is triggered then the Auto Schedule can be displayed on the main screen of PATGuard Elite. The user will be given the option to display an Auto Schedule when opening a PATGuard Elite database for the first time after a schedule has been triggered. To switch off the Local Launch display select Auto Schedule from the View drop down then un-tick Display.

Local launches are cumulative and dynamic in that the Local launch can include a number of Auto Schedules that have triggered and as individual Auto Schedules are suspended or reset the Local launch will change, but it will always show the current situation.

At any time, current triggered schedules can be displayed, printed or uploaded by selecting Auto Schedule from the View drop down and then choose the appropriate command; Display, Print or Upload. Upload has a further menu; Full or Visual these will only be enabled if a one or more Full or Visual Auto Schedule has triggered within the database. Select either option to Upload.

*Note*

For Upload of Assets across Sites all Asset Ids need to be unique. If this is not the case Upload will not be enabled.

**Remote launch**

If this is set and an Auto Schedule is triggered then the program will automatically send an email. When the Remote launch check box is set the Configure Email button at the bottom of the dialog box will become active. Email details must be configured if the Remote check box is set.

**Trigger Conditions**

These options will determine the conditions which will cause a schedule to trigger.

Use the Test type drop down to select Full tests only or Visual tests only.

The three radio buttons are mutually exclusive and determine the number of Assets that become overdue to initiate the trigger. All overdue and Any overdue within period refer to all Assets at or below this level (unless a lower level is excluded in which case its Assets will not be included).

Any overdue within Period enables a period to be projected ahead for the Any overdue setting. The default is 1Day. This means that all currently overdue Assets will be included in the Schedule. Other Period settings up to 60 days will include Assets that are not yet overdue but will be overdue in the Period to be included in the Schedule.

Selecting Percentage overdue will enable the percentage value to be entered giving the user better control over the trigger condition.
**Pre Trigger** enables a number of **weeks** to be set so that there is advanced warning by triggering the schedule before Assets are overdue.

Once a schedule as been triggered, subsequent new trigger conditions will cause further Local and Remote launches of new schedules (updated). These will be suspended if a schedule **Upload** is activated (see **Local launch** above). Auto Schedules are re-started once all the Assets for the schedule are no longer Overdue.
Configure Email
Selecting Configure Email from the Auto Scheduler window will display the following window.

![Configure Email window](image)

Figure 39: Configure Email window

This Configure Email window is used to set email addresses and content for the Remote schedule launch of the previous Auto Schedule.

The address fields allow free flow input or addresses can be dropped in using the drop down. Email addresses available in the drop downs are context related. That is they contain addresses for Personnel assigned to the selected Client, Site or Location (see the Personnel Section). The Reply To email address is the address that the recipient will send to when using the Auto Reply feature of the received email.

The Reply Link Text enables the user to customise the text that the recipient of the email will click on to reply.

The Subject field is the standard email subject field and can be customised by the user.

The Introductory Text field is a text pre-amble to the report and can be customised by the user.

The three check boxes; Include quote for re-test, Include all assets at this level and Exclude asset details give the user more choice over the email report format. When a quote is to be included Rate per asset and Tax values need to be entered.

Once the email has been configured, select OK to save the configuration for the selected Auto Schedule.
e-Manager

e-Manager is a small tray application program installed by PATGuard e-Scheduler. This program manages
PATGuard e-Scheduler by monitoring PATGuard Elite databases for schedule trigger actions and then launching
Local and Remote Schedules.

*Note*

Tray applications are monitor type programs that run from boot up of the computer and remain running all the
time the computer is being used. These programs appear as an icon in the Windows tray. This is normally in the
bottom right hand corner of the Windows applications bar.

To use the PATGuard e-Manager, position the mouse over the icon to display the following program menu.

```
View Status Log...
Restart PATGuard e-Scheduler
Email Setup...
About PATGuard e-Manager...
Exit
```

*Figure 40: PATGuard e-Manager menu*

Selecting **Exit** will close the PATGuard e-Manager program. This will not affect PATGuard Elite but will stop all
database monitoring for schedule trigger actions and subsequent Local and Remote launches. The computer will
require to be booted up to re-start PATGuard e-Manager again.

*Note*

New Auto Schedules set while PATGuard e-Manager is closed will not be registered with PATGuard e-Manager.
To register open the appropriate database while PATGuard e-Manager is running. Should any trigger actions
happen while PATGuard e-Manager is closed, they will be detected and acted upon when PATGuard e-Manager
re-starts. No Auto Schedules can be lost other than by direct user action.

Other menu options are described below.

**View Status Log**

Selecting **View Status Log...** will open the following window.
The contents of the Log will vary as it is a real-time display of events

The Status Log displays all events and user messages for PATGuard e-Manager. The Log screen can be cleared of all earlier information by selecting Erase from the Edit drop down. The Log will automatically re-set when the computer is booted up.

**Restart PATGuard e-Scheduler**

This action will cause PATGuard e-Scheduler to restart just as it would from boot up of the computer. PATGuard e-Scheduler will then check all databases that have Auto Schedules set for trigger actions. Should it find any it will launch Local and Remote Schedules.

This command is also available from File drop down of the Status Log.

**Email Setup**

To allow for different email systems, Email Setup will enable the user to set the appropriate values to match the computer’s email. This command is also available from File drop down of the Status Log.

Select Email Setup from the PATGuard e-Manager menu to display the following dialog box.
Select the appropriate option and for SMTP servers set the address and port. Select **OK** to save the settings.
Manual Schedules
To display a Test Schedule not generated by the Auto Scheduler, select Asset view filter… from the View drop down. Check the Filter asset view by next test date to enable the date fields and other options.

If you wish to view only overdue Assets that require re-test, select Show all assets that have overdue tests. Then OK to action this selection.

To view Assets over a date period, enter the dates for the period that you wish to view a Test Schedule. To change the date, select the appropriate date drop down. A calendar is displayed. To change the year, select the year with the mouse, then use the up and down arrows to advance or retard the year. To change the month, select the left or right arrows with the mouse until the appropriate month is selected. To change a date within the month, simply select the appropriate date with the mouse.

To include Visual tests within the schedule then check the Include Visual Test in Schedule box otherwise the filter will select only Full Tests that meet the selection criteria.

Note
Assets with no next test dates will be excluded.

The current Schedule period is displayed in the lower Main window. To return to the full display, open the Asset View Filter dialog box as above and uncheck the Filter asset view by next test date box.
Upload

Some Seaward PAT testers (see Software Specification for which models) have facilities for Uploading Assets into the PAT tester memory or file. This is an Asset Upload.

Asset Upload files (xpg) can also be created for use with PATGuard Work About software which is a PATGuard record system for use on Pocket PCs or Windows Mobile devices.

In addition to an Asset Upload, Supernova Elite / Plus and Europa Plus testers can also Upload Sites, Locations and Test Sequences. While PrimeTest 300 / 350, in addition to Asset Upload can also Upload Sites and Locations.

Upload Sites

This can only be launched from the Client or Site context menu (right mouse click). After selecting the Client, select Upload Sites… to Upload all Sites below the Client level.

Note
Upload Sites... will not be enabled if there are more than 19 Sites below the Client level as this is the maximum available in the tester. Use individual selection to select less than the maximum to enable the Upload Sites… command.

Individual selection of Sites to be Uploaded is possible by holding the Ctrl key down while selecting a group of Sites in the Asset view (not the tree). Providing the number selected is 19 or less then the Upload Sites… command will be available from the Site context menu. Any number of Sites can be Uploaded from 1 to 19.

Note
This feature is only available with Supernova Elite / Plus, Europa Plus and PrimeTest 300 / 350 testers.

Upload Locations

This can be launched from the Site or Location context menus (right mouse click). After selecting the Site, select Upload Locations… to Upload all Locations below the Site level.

Note
Upload Locations… will not be enabled if there are more than 49 Locations below the selected level as this is the maximum available in the tester. Use individual selection to select less than the maximum to enable the Upload Locations… command.

Individual selection of Locations to be Uploaded is possible by holding the Ctrl key down while selecting a group of Locations in the Asset view (not the tree). Providing the number selected is 49 or less then the Upload Locations… command will be available from the Location context menu. Any number of Locations can be Uploaded from 1 to 49.

Note
This feature is only available with Supernova Elite / Plus, Europa Plus and PrimeTest 300 / 350 testers.

Upload Assets

This can be launched from the Site, Location and Asset context menus (right mouse click). After selecting the appropriate Site or Location, select Upload Assets… to Upload all Assets below the selected level.

Individual selection of Assets to be Uploaded is possible by holding the Ctrl key down while selecting a group of Assets. Then from the Asset context menu, select Upload Assets…
For Asset Uploads to Supernova Elite / Plus and Europa Plus, in addition to the Asset ID and Testcode, the Site, Location and Re-Test Period are also included with each Asset. For PrimeTest 300 / 350 the Test Program is sent instead of the Testcode, if available, otherwise the Testcode will be converted into a Test Program for Upload.

A Visual only check box can be checked if the Upload is to contain only Visual tests. For Full test uploads leave the check box unchecked.

**Note**

Assets can only be uploaded if they have a Testcode or Test Program. The program will convert the format depending on the tester selected if its correct format is not available. If this is the case, due to differences in the tester specifications there may be some compromise when the format is converted. This is also true for PATGuard Work About Upload from Upload files (xpg).

**Upload Test Sequences**

This can only be launched from the Client context menu (right mouse click). After selecting the Client, select **Upload Test Sequences...** to Upload all Test Sequences below the Client level.

**Note**

Upload Test Sequences... will not be enabled if there are more than 20 Test Sequences below the Client level as this is the maximum available in the tester. Use individual selection to select less than the maximum to enable the Upload Test Sequences... command.

Individual selection of Test Sequences to be Uploaded is possible by holding the Ctrl key down while selecting a group of Test Sequences in the Asset view (not the tree). Providing the number selected is 20 or less then the Upload Test Sequences... command will be available from the Test Sequence context menu. Any number of Test Sequences can be Uploaded from 1 to 20.

**Note**

This feature is only available with Supernova Elite / Plus, Supernova Elite and Europa Plus testers.

**Uploading**

To Upload a PAT tester (not all PAT testers have an Upload facility, see Software Specification) connect the PAT tester to the PC according to the PAT requirement.

Select the appropriate Upload action (see above).

**Note**

Multiple selection is only available in the Asset display area (see Navigating PATGuard Elite).

![Figure 44: Upload dialog box](image)

The **Destination** of PDA is to enable Upload files (xpg) to be created for use with PATGuard Work About program.

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For Uploading direct to a tester; select the appropriate **Destination** and the **COM Port** from the drop downs, then select **OK** to commence the Upload action.

*Note*

*Only testers on the Test Instrument tab that can carry out the selected upload action will be available from the Destination drop down*

The program will request that the PAT tester is put into an Upload mode (see the tester User Manual on how to do this). The Upload will commence after the tester is put into this mode and acknowledged.

*Note*

*If a Password is set for the PAT tester (Supernova Elite / Plus and Europa Plus only) when a Test Sequence Upload is attempted, PATGuard Elite will request the Tester Password before the Upload can proceed.*
PATGuard Elite Files

Pat Files
PATGuard Elite has the ability to save a copy of a section of the database as a Briefcase file for other PATGuard database programs to open. PATGuard Elite can also send these files direct to an email program running on your PC.

Creating a pat file
Select a Client, Site or Location. The item selected and all lower level items will be copied. Right mouse click will display the context menu. Choose Send to either a File or Email. Selecting File will cause a Save As... dialog box to be displayed. Select the path and File name where the file is to be saved. Briefcase files have a File Type of *.pat. Select Save to create the file.

Selecting Email will create a Briefcase file in the current database directory whose filename will be the same as the database with an extension of pat (Briefcase type file). This is your copy of the file. The program will then create a new e-mail with the file attached ready to send.

Opening a pat file
From the File drop down box select Open... Select the path of the file you wish to open. Select the correct File of type. For Briefcase files this will be *.pat. Select the appropriate file. Then select Open. As the data is processed messages may appear if there is a conflict between existing data and the new data.

Opening Download Files
Previously created download files (see Download to File) can be opened and the Test Results processed. Download files are of two types: *.txt for those testers that only download in ASCII text format and *.sss for Seaward Super String (SSS) downloads from current Seaward testers or generated by PATGuard Work About.

From the File drop down select Open... Select the path of the file you wish to process. Select the correct File of type. Then select Open. One of the following dialog boxes will be displayed depending on the file type.

![Download File Processing Options](image)

Figure 45: Download File Open – sss type
These dialog boxes allow you to set parameters for processing the file.

If the **Preview** checkbox is selected (only available for SSS file type) the results can be viewed and/or edited before they are processed into the database (see Download Preview).

The **Client** drop down will enable Assets to be automatically moved between Sites for the selected Client, if the downloaded data indicates a Site re-location. The program will only allow this if Asset IDs are unique across all Sites for the selected Client. Leaving the Client set to <Auto> will not restrict the download to one Client but allow the downloaded data to be processed for the whole database (assuming Site is also set to <Auto>), these are the normal setting.

Test Results can be sent to an individual Site, chosen from the **Site** drop down, or <Auto>. Setting the Site field to <Auto> will allow Test Results for different Sites to be routed to those Sites. The <Auto> option requires the **Usercode** to be set to Site to route the Test Results to the correct Sites for non-SSS downloads.

The **Usercode** can be used to route multi-Site test results if set to Site and each test result contains a Site name in the **Usercode** field. Or the **Usercode** can be used to capture additional information, for example the individual personnel who carried out the testing. The **Usercode** field will only be available for testers with ASCII text output only.

Use the **Person** drop down to select from registered **Personnel** the appropriate person who carried out the testing. This is only required if the test results do not contain his information either directly or via the **Usercode**. The **Person** field will only be available for testers with ASCII text output only.

The download data will be processed as if it came directly from the PAT tester.

**Spreadsheet Files**

PATGuard Elite has the ability to create spreadsheet Asset record files of different levels of the database as a comma separated variable (csv) file which can be opened by spreadsheet applications such as Windows Excel.

To create a spreadsheet, select a Client, Site or Location. The item selected and all lower level items will be included in the file. Right mouse click will display the context menu. Choose **Send to**… then **File**. A **Save As** dialog box will be displayed. Select the path and File name where the file is to be saved. Spreadsheet files have a **File Type** of *.csv. Select **Save** to create the file.

**Creating a PATGuard Viewer CD**

PATGuard Viewer is a ‘view’ only version of the program that can be freely issued to Clients and others so that they can view the database in real-time and print their own Reports.
This feature enables a customised Viewer CD to be created very easily. A Viewer CD can be created at the database level in which case the entire database will be available to the PATGuard Viewer user or for an individual Client within a database in which case only the data for that Client will be available to the PATGuard Viewer user.

To launch the **Create Viewer CD Image** dialog box, select the root of the database tree at the upper left side of the Main Window or select an individual Client, then right mouse click to display the context menu. Select **Create Viewer CD Image** and the following window will be displayed:

![Create Viewer CD Image dialog box](image)

**Figure 47: Create Viewer CD Image dialog box**

The Viewer CD image consists of a number of files created and stored in the CD image directory. The PATGuard Viewer CD will be created when these files are ‘burned’ into a new CD.

To create the Viewer CD image fill out all the fields in the Create Viewer CD Image dialog box (or accept defaults).

**Splash Screen**
This field is a path to a bitmap file which appears when the PATGuard Viewer is started and replaces the Login screen.

**Company Logo**
This field is a path to a jpeg file which is your company logo and will appear on all PATGuard Viewer Reports.

**CD Image Directory**
This field is the path and directory name where the CD image files will be stored.

Once all the fields are set appropriately, select **Create CD Image** to generate the CD image files. Then copy all the files generated to a new CD.

*Note*
*Do not copy the directory but copy all the files in the directory to ensure that all the files are directly on the CD and not within a directory. It is a good idea to check the CD is correct by installing on your own PC. Installation of the PATGuard Viewer will not affect PATGuard Elite.*

**Upload Files**
Upload files can be created at any level by selecting the Site, Location or Asset, then right mouse click to display the context menu and selecting **Send to PDA...** A **Save As...** window is then displayed to enable a path and filename to be set. The Upload file type is **xpg**. This file when saved will contain a PDA version of the records at the selected level.

These files are used by PATGuard Work About which is the PDA version of this program. For a trial version select **Try other programs** and select PATGuard Work About.
Reports

At the bottom of the main screen are three tabs: **Personnel**, **Test Instruments** and **Reports**. Select the **Reports** tab to display a range of Reports that can be created from the database. Double click the Report icon to initiate a particular Report.

All reports require a demarcation of the data to be included in the Report. When a Report is selected, the program will next display a data selection dialog box specific to that report. Use the drop downs and other fields to narrow the range of data to be included in the Report. Blank fields or a <none> selection will widen the range of data to be included in the Report.

Some Reports require a period over which the Report is to run. To change the dates that the Report will cover, select the appropriate **Date** drop down, to display a calendar. To change the year, select the year with the mouse, then use the up and down arrows to advance or retard the year. To change the month select the left and right arrows with the mouse until the appropriate month is selected. To change a date within the month, simply select the appropriate date with the mouse.

Once the Search criteria is specified, select OK to launch the **Report Preview**.

*Note*

If the information does not appear in the Report that you expect, check or widen the search criteria. Remember Reports are generated from information in the database, if it is not in the database it cannot be printed.

**Report Preview**

This program will display the Report, as it would be printed.

Use [[ to view other pages.

Use [ ] to zoom in or out.

Use to print the current page. Use right mouse button for printer settings.

Use to print all pages. Use right mouse button for printer settings.

Use to attach the Report to e-mail.

Use to save the Report as a file. Use **File Type** to save files other than *.ll. (default). Use the Saved Report Viewer within the program group to view saved Reports for **File Type** *.ll*. Reports can be saved as pdf files for use with Adobe Acrobat.

Use to exit the Preview.

All Report icons have a right mouse button action. The following actions can be initiated from the right mouse button:

- Edit
- Copy
- Delete
- Restore
- Print
- Preview
PATGuard Elite allows flexibility in the Reports available to the user, in that Reports can be edited in terms of their style, copied, deleted and the default Reports can be restored (after previously being deleted). See Reports Designer Help in the program group to use these commands.

The default Reports within the program are:

**Asset Barcoded Labels**
This Report will print a series of barcode labels of the Asset Id for selected Assets.

**Barcode List**
This Report will print a series of barcodes depending on the Report Type selected. Options are Asset Id, Asset Description, Make or Model. This Report will only print unique values. The printed sheets created can be used for fast entry of information into the Comment field of Seaward testers by scanning barcodes.

**Concise Asset List**
This Report will print a list of Assets together with their Descriptions for each Location within the Sites selected. A total of the number of Assets contained in the report is included.

**Detailed Asset List**
The Report will print all the details about the Asset for selected Assets. This consists of Asset Id, Description, Make, Model, Serial No. and Location within a Site. A total of the number of Assets contained in the report is included.

**Barcoded Task Checklist**
This Report consists of Asset Id barcoded, Test dates and Testcode barcoded for selected Assets in Locations at selected Sites.

**Concise Task Checklist**
This Report consists of Test Date details for selected Assets in Locations at selected Sites.

**Concise Latest Test Results**
This Report consists of latest Test Results in terms of Test Status, Test Period and Test Dates for selected Assets in Locations at selected Sites. It also contains Test instruments where the Test Results originated. A total of the number of Assets contained in the report is included.

**Concise Test History**
This Report consists of test history in terms of Test Status for selected Assets in Locations at selected Sites. It also contains Test instruments where the Test Results originated. A total of the number of Assets contained in the report is included.

**Detailed Latest Test Results**
This Report consists of detailed Test Results for selected Assets in Locations at selected Sites. A total of the number of Assets contained in the report is included.

**Detailed Test History**
This Report consists of all detailed Test Results for selected Assets in Locations at selected Sites. A total of the number of Assets contained in the report is included.

**Test Certificates**
This Report is a Test Certificate of the latest Test Result per page for selected Assets in Locations at selected Sites. This Report can also be launched from the context menu of Assets, Locations and Sites.
Test Instrument Details
This Report will contain details of Test Instruments registered in the database including calibration dates.

List Charges
This Report will list totalised charges for tests carried out. Data selection includes Charge Type and Test Status. Cost of Test and Purchase Tax can be set prior to running the Report.

Client Details
This Report consists of details of Clients within the database.

Personnel Details
This Report consists of details of Personnel registered with the program.

Short Code Details
This Report consists of details of any Short Codes set in the PAT Options dialog box.

Site Details
This Report consists of details of Sites registered with the program.

Test Sequence Details
This Report consists of details of Test Sequences.
Utility Software

The Start Menu program group contains two SNEU Utilities programs for use with Supernova and Europa type testers; Tester Software Update and Tester Logo Transfer. These programs have specific actions which help support the Seaward Supernova / Europa range of testers.

There is also a PrimeTest Utilities program for use with the PrimeTest 300 / 350: PrimeTest Data Transfer

**Tester Software Update**

This program is used to update the software in the Supernova / Europa testers.

**CAUTION**

*Do not use this program to update the software in your tester as you may install the wrong software and thus disable the tester. This program is for use with certain accessories which require other tester software to be installed. Information on how to do this is provided with these accessories. It may also be used at the request of Seaward Technical Support or their representatives who may provide a software file.*

The following is guidance on using this program should you be requested to do so.

**CAUTION**

*Before updating the tester and any PC software; download the tester (if the results in memory are of value) as it is necessary to CLEAR RESULTS MEMORY and CLEAR UPLOAD MEMORY after the update. Failure to comply with the above will render any results irretrievable after update.*

Connect from the tester serial port to the PC serial port with the Download Lead supplied.

Run the Tester Software Update program. The following screen is displayed:

Figure 48: Tester update dialog box

Follow the instruction on the screen to put the tester into Software Update mode.
Note

QWERTY keypad refers to Seaward Supernova Elite / Plus, Supernova XE, Supernova, Europa Plus testers, Numeric keypad refers to Seaward Europa testers, HAL/G2 refers to specific Clare tester models.

When the tester and the program have established communications the following screen will be displayed:

![Figure 49: Select software update file dialog box](image)

It is necessary to select the correct software update file to be loaded into the tester. Select and open the appropriate file.

The update to the tester will start automatically, its progress shown in the program window.

When the update has completed successfully, the following screen is displayed:

![Figure 50: Update successfully completed](image)

Select **Exit** at the Toolbar to close the program.
**Note**  
Should the update fail part way through for whatever reason, perhaps the cable is accidentally disconnected then it is not necessary to re-establish communication. By selecting the button **Send Another Software Update File** the file can be re-selected and sent again.

To complete the update process on the tester, power off the tester then power back on after about 5 seconds checking that the new software version number is displayed.

It is necessary to restore FACTORY SETTING, CLEAR RESULTS MEMORY and CLEAR UPLOAD MEMORY on the tester to enable the new software to function correctly (see the tester Instruction Manual).

**Tester Logo Transfer**
This program is used to transfer a label title and a logo to the tester for use with the Seaward Test ‘N’ Tag System. Full details on using this are provided with the Test ‘N’ Tag System. This program has no use other than with the Test ‘N’ Tag System.

**PrimeTest Data Transfer**
This Utility program is a copy of the program supplied on a CD with the PrimeTest 300 and 350 testers. Refer to the tester Operating Instructions on how to use this program.
Program Specification

The program group consists of:

PrimeTest Utilities
Documentation & Links
Supernova & Europa Utilities
Report Designer Help
Saved Report Viewer
Seaward PATGuard 2
Seaward PATGuard 2 Help

The program can receive downloaded data from the following PAT testers:

<table>
<thead>
<tr>
<th>Seaward PATGuard Elite 2 User Manual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Specification</strong></td>
</tr>
<tr>
<td>The program group consists of:</td>
</tr>
<tr>
<td>PrimeTest Utilities</td>
</tr>
<tr>
<td>Documentation &amp; Links</td>
</tr>
<tr>
<td>Supernova &amp; Europa Utilities</td>
</tr>
<tr>
<td>Report Designer Help</td>
</tr>
<tr>
<td>Saved Report Viewer</td>
</tr>
<tr>
<td>Seaward PATGuard 2</td>
</tr>
<tr>
<td>Seaward PATGuard 2 Help</td>
</tr>
</tbody>
</table>

The program can receive downloaded data from the following PAT testers:

<table>
<thead>
<tr>
<th>PAT1000</th>
<th>Europa</th>
<th>Ethos 9600</th>
<th>Avo PAT4</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAT1000S</td>
<td>Europa Plus</td>
<td>Ethos 9500</td>
<td>Avo PAT4F</td>
</tr>
<tr>
<td>PAT1000X</td>
<td>Europa PAC Plus</td>
<td>Ethos 9300</td>
<td>Robin SmartPAT 5000</td>
</tr>
<tr>
<td>IT1000</td>
<td>Europa XE</td>
<td>Clare HAL</td>
<td>Robin SmartPAT 5500</td>
</tr>
<tr>
<td>PAT2000</td>
<td>Europa XE Plus</td>
<td>Clare HAL Combi</td>
<td>Metrohm MicroPAT+</td>
</tr>
<tr>
<td>PAT2000i</td>
<td>Supernova</td>
<td>Clare SafeCheck 8</td>
<td>Metrel OmegaPAT</td>
</tr>
<tr>
<td>PAT2000iicc</td>
<td>Supernova Elite</td>
<td>Clare SafeTest Luminaire</td>
<td>Metrel BetaPAT</td>
</tr>
<tr>
<td>SEN60204</td>
<td>Supernova Plus</td>
<td>Clare SafeTest Manufacturing</td>
<td>Emona Maestro</td>
</tr>
<tr>
<td>Super Nova</td>
<td>Supernova XE</td>
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<tr>
<td>Super Nova XE Plus</td>
<td>PrimeTest 300</td>
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<tr>
<td>Prime Test 350</td>
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The program can Upload to the following PAT testers:

<table>
<thead>
<tr>
<th>IT1000</th>
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<tbody>
<tr>
<td>PAT2000i</td>
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<tr>
<td>PAT2000iicc</td>
</tr>
<tr>
<td>Europa</td>
</tr>
<tr>
<td>Europa Plus</td>
</tr>
<tr>
<td>Europa XE</td>
</tr>
<tr>
<td>Europa XE Plus</td>
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<tr>
<td>PrimeTest 350</td>
</tr>
<tr>
<td>Supernova</td>
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<tr>
<td>Supernova Elite</td>
</tr>
<tr>
<td>Supernova Plus</td>
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<tr>
<td>Supernova XE</td>
</tr>
<tr>
<td>Supernova XE Plus</td>
</tr>
<tr>
<td>Ethos 9600</td>
</tr>
<tr>
<td>Emona Maestro</td>
</tr>
</tbody>
</table>

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System Requirements

IBM Compatible PC
Processor Speed 500Mhz or higher
Microsoft Windows XP/Vista
32 & 64 bit operating systems
512Mb RAM
150Mb available hard disk space
Colour monitor with 32 bit colour or greater video card
CD ROM drive
# Accessories

Download lead for: 
- **PAT1000** Robin SmartPAT 5000 
- **PAT1000S** Metrohm MicroPAT 
- **PAT1000X** 
- **PAT2000** 
  
Part Number 194A907

Download lead for: 
- **Europa PAC Plus** IT1000 
- **Europa** PAT2000i 
- **Europa Plus** PAT2000iee 
- **Europa XE** SEN60204 
- **Europa XE Plus** 
- **Supernova** 
- **Supernova Elite** 
- **Supernova Plus** 
- **Supernova XE** 
- **Supernova XE Plus** 
  
Part Number 194A919

<table>
<thead>
<tr>
<th>Product</th>
<th>Part Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATGuard Elite Additional PC Licenses</td>
<td>352A919</td>
</tr>
<tr>
<td>PATGuard Elite Additional Network Licenses</td>
<td>352A918</td>
</tr>
<tr>
<td>PATGuard Time Manager software</td>
<td>334A910</td>
</tr>
<tr>
<td>PATGuard Work About software</td>
<td>336A910</td>
</tr>
<tr>
<td>PATGuard Elite Update (to latest version)</td>
<td>352A912</td>
</tr>
</tbody>
</table>
Warranty and Support

Seaward Electronic Ltd provide a 1 year warranty for this software package (see License Agreement). A pre-requisite for Warranty and Support is that the Product Registration is completed on the Seaward Website.

Telephone Support is provided free for the first 30 days. To receive Telephone Support after the initial 30 days, a Software Support Agreement would need to be taken out directly with Seaward Electronic Ltd.

For this and further information contact:

Seaward Electronic Limited
Bracken Hill
South West Industrial Estate
Peterlee
Co. Durham
SR8 2SW
England

www.seaward.co.uk
e-mail: support@seaward.co.uk

Telephone Support Helpline: +44 (0)191 5878718
Fax: +44 (0)191 5860227
Replacement Licence Policy

The Seaward software licence agreement states:

“USE ON ONE COMPUTER ONLY. This license allows the Software to be installed into the permanent memory (hard disk) of only one computer at a time.”

The loss of the activated PC also results in loss of the licence if it is not possible to transfer the licence.

If the PC is insured then we suggest that a claim is also made for a replacement program or Additional PC Licence (dependant on program type) for your lost licence.

If there is no insurance then we would require documented proof to confirm the following:

I. The PC is damaged such that the program is not recoverable
II. The PC has been stolen
III. The PC has been destroyed / disposed of

Suggested proof of loss could be:

I. Engineer Service report
II. Police report – if stolen
III. Disposal receipt (WEEE directive)
IV. Or any other appropriate documentation

We reserve the right to determine if the proof provided is sufficient for a replacement licence to be issued free of charge.

If the proof is insufficient, not available or not provided to us, we can provide a replacement licence at a cost equivalent to an Additional Licence or replacement program, depending on program type.