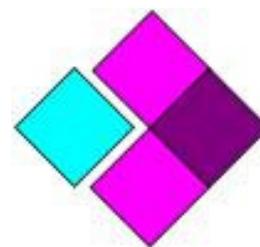


Wavecom Instruments

WinPATS™

Asset Management & Maintenance Software Operator Manual for PC

Instruction Manual



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Foreword

Congratulations!

You have just purchased a world leading product!

To ensure that you achieve the full potential of this software please follow the Operators Manual instructions carefully. As we are continuing to improve this product please email winpats@wavecom.com.au to receive any available updates and/or any other information relating to this product.

We welcome any comments so that we can continue to provide you with the best product of this kind on the market.

Introduction

Apart from the responsibility of maintaining electrical appliances and equipment, on a regular basis most businesses are faced with the massive clerical workload of maintaining a reliable and accurate asset & electrical testing recording system. Once regular checks of all portable appliances have been completed, a comprehensive record system must be kept! This is where WinPATS™ software makes the task easy!

WinPATS™ is a Windows-based portable appliance testing software package designed for desktop PCs and laptops. These software packages are to be used in conjunction with a PAT tester, which physically tests the appliance, while WinPATS™ records the data safely and effortlessly! It is our recommendation that the portable appliance tester model/s; TnT, TnT-el or TnT+ are used in conjunction with WinPATS™ Lite as this software has been designed specifically for use with these PAT testers. Please go to www.wavecom.com.au for details of your nearest retailer or contact WinPATS™ Technical Support.

Features

WinPATS™ Lite

- Asset Register
- Equipment performance monitoring
- Automated test data uploading
- Workload forecasting and test scheduling
- Enhanced report and barcode capability
- Equipment history profile
- Powerful search facility
- Pass/Fail settings
- Merging database test results from multiple downloads and devices
- Compliance Certificate printouts
- High security features allowing user controls and controlled access
- Overdue testing and maintenance
- Overseeing OH & S general testing requirements
- Mechanical equipment testing capability

Expectations

It is expected by the manufacturer that the operator of this software is not only recognised as the “Competent Person” as described below, but also has a minimum of medium to advanced computer skills.

The Technical Support Team takes no responsibility for operators who do not have the required skills to operate a computer. If the operator does not have the skills & ability to operate a basic computer, this may affect the validity of the 30 Day Free Technical Support as well as any additional support packages purchased. This assessment will be at the manufacturers' discretion. Please contact WinPATS™ Technical Support for more information regarding assessment and the appropriate levels of computer skills

Notes on Functionality

For WinPATS™ Lite_{Base} users, some functionality has been disabled. These functions are available in WinPATS™ Lite. For more information regarding this please contact WinPATS™ Technical Support.

WinPATS™ Technical Support:

WinPATS™ Lite

WinPATS™ MX

WinPATS™ Base

National (08) 8243 3500

International: (+61) 8 8243 3500

Email: winpats@wavecom.com.au

Web: www.wavecom.com.au

Safety Warning



PLEASE NOTE:

The following information; Safety Warning, Competent Person and Disclaimer, refers specifically to the use of the Portable Appliance Testers (TnT, TnT-el & TnT+), that may be used in conjunction with this software, and does not refer to the software itself.

This software in itself in no way poses a risk to the operator's safety.

When using any electrical appliance SAFETY must always be observed. Testing appliances is no exception and in fact MORE care must be taken to ensure personal safety is met.

Although the TnT range of appliance testing products has been designed to meet stringent requirements, no person can be completely protected against the consequences of the incorrect use of an electrical device.

We advise that appliance testing should be conducted by a competent and suitably trained person.

For maximum safety, always ensure that the following advice is followed:

- The equipment being tested is in good working order
- All user instructions are followed
- Double check power supply connections (LEDs) to the TnT appliance tester
- Always use specified fuses and protection devices
- Do not use leads that require repair or are damaged
- If you are unsure, call a Licensed Engineer/Electrician

Competent Person

Regulations require that a 'Competent Person' such as a Licensed Electrician be employed to perform all or any of the electrical tests that are mentioned in this operator's manual. This is to ensure that all devices under test are inspected, tested and tagged safely and correctly.

A person competent to undertake Inspection and Testing of electrical equipment must have

1. Knowledge and practical experience of electricity and its hazards
2. A clear understanding of precautions to avoid danger
3. The ability to recognise, at all times, whether it is safe for work to continue
4. The ability to carry out visual examinations of electrical equipment
5. The ability to distinguish between electrical equipment that is double insulated and equipment that is earthed as well as being able to identify the appropriate test for each type
6. The competency to safely carry out the Earthing Continuity, Insulation Resistance or Leakage and RCD tests on electrical equipment safely
7. The knowledge of how to use the relevant testing instruments, interpret and record results for compliance with the Standard/Workplace requirements
8. The knowledge to be able to correctly recommend the frequency of testing required

DUE TO THE POTENTIAL HAZARDS OF ELECTRICAL TESTING, ALL CARE MUST BE TAKEN

Disclaimer & Limited Warranty

LIMITED Warranty

The Manufacturer warrants its products against defects in materials and workmanship for a period of 12 months from the date of purchase. During the warranty period, the manufacturer will repair (or at its option replace at no charge) the product that proves to be defective. This warranty does not apply if the product has been damaged by accident, abuse, misuse or miss-application or as a result of service or modification by anyone other than Electromate TnT.

Electromate TnT product range of devices or its' manufacturer IS NOT RESPONSIBLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE BREACH OF ANY EXPRESS OR IMPLIED WARRANTY, INCLUDING DAMAGE TO PROPERTY AND TO THE EXTENT PERMITTED BY LAW, DAMAGES FOR PERSONAL INJURY. The Distributors of this product cannot assume liability or responsibility for any loss or damage resulting from the use of this device.

Electromate TnT manufacturer reserves the right to discontinue models, change specification, price or design, at any time without notice or obligation.

System Requirements

PC Based Operation

Asset Testing Software:

- WinPATSTM Lite
- WinPATSTM_{Base}
- WinPATSTM MX

Equipment:

- Portable Appliance Tester (PAT Tester) models TnT, TnT-el or TnT+

Other Items:

- Serial Cable
- Dongle (RJ to Serial)
- USB to Serial Cable (Adaptor)
- USB Cable

System Requirements (Minimum Recommended)

- Pentium 2, 600Mhz or higher
- 75MB of available hard disk space
- 64MB RAM
- Microsoft Windows 2000/XP/Vista/Windows 7
- Optical Drive
- Available Serial Port, or
- Available USB Port - with an installed USB to Serial Driver

Notes: If using a TnT (and/or TnT-el or TnT+) portable appliance tester and running Windows, you may be required to install a USB TO SERIAL DRIVER. Please refer to the CD Installation Guide accompanying the USB to Serial Cable for instructions on installing the Driver, or seek advice from your Administrator.

Registering WinPATS™

To ensure that you receive the full benefit of owning and operating WinPATS™ software, the product must be registered with the manufacturer, Wavecom Instruments Pty Ltd.

When you register WinPATS™ you will receive 30 days of Introductory Support to use within 6 months, which will begin from your first contact with a Technical Support Representative. Once we know who you are you will also receive information about upgrades and new products as well as exceptional service & support.

1. To register WinPATS™ software, you are required to provide the following information:

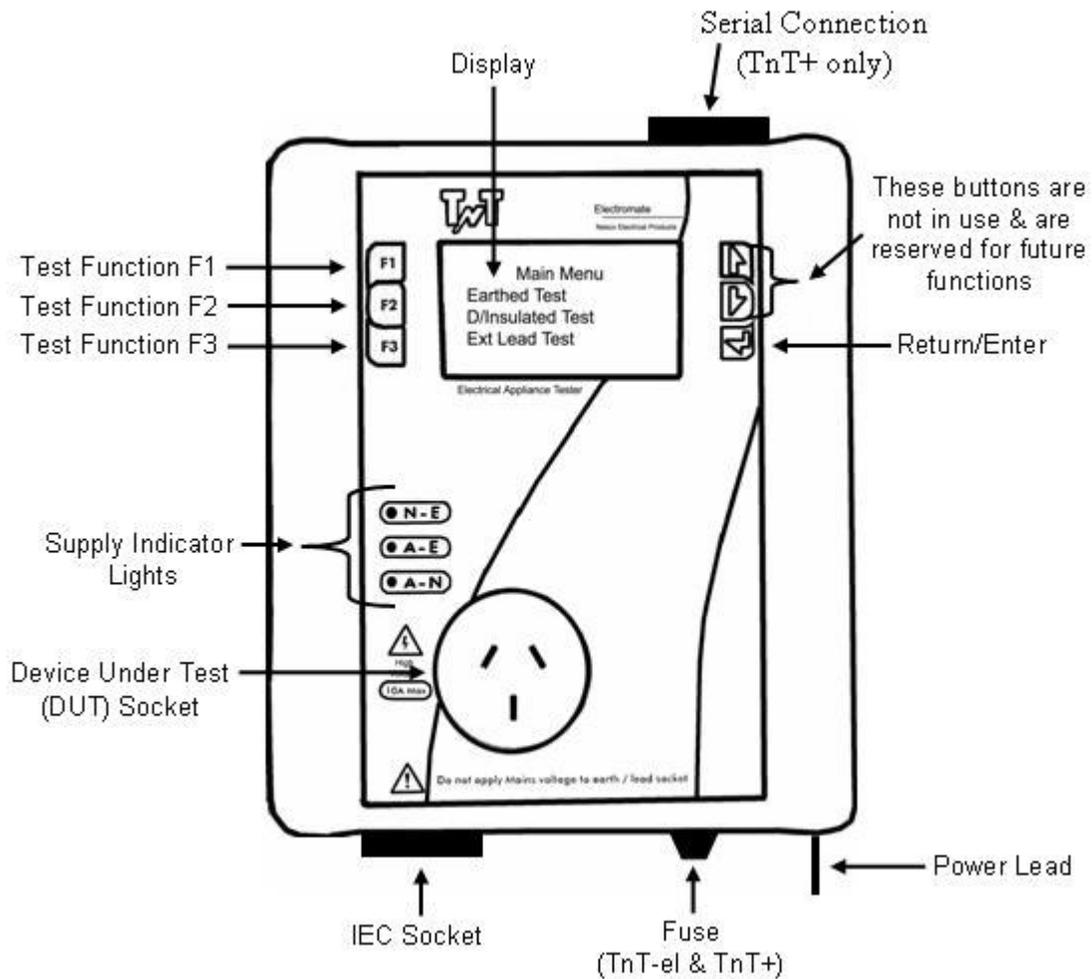
- a. Serial number of the software (4 digit number on the installation CD)
- b. Contact name
- c. Company/Organisation name
- d. Address, phone & fax numbers
- e. Email address
- f. Date of purchase
- g. Software platform (i.e. 2000/NT/XP/Vista/Windows 7 etc)
- h. Type of Business
- i. Number of employees
- j. How you learnt about WinPATS™ software
- k. Where software was purchased

2. How to register:

- a. **To register via Internet**
Go to www.wavecom.com.au
- b. **To register by Email**
Provide the information stated in section 1. and email to winpats@wavecom.com.au
- c. **To register by fax**
Complete registration form accompanying product and fax to
National: (08) 8243 3501
International (+61) 8 8243 3501
- d. **To register by phone**
Call Wavecom Instruments between 9am - 5pm CST Mon-Fri
National: (08) 8243 3500
International: (+61) 8 8243 3500
- e. **To register by mail**
Complete the registration form accompanying product, place in an envelope and mail to
Wavecom Instruments
257A Grange Road
Findon, South Australia, 5023

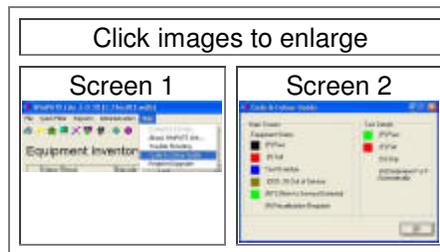
Notes: A hard copy of the registration form is included in the software packaging and a soft copy is included on the WinPATS™ installation CD

TnT Portable Appliance Tester Diagram



WinPATS™ Code & Colour Guide

To access Code & Colour Guide, go to Help > Code & Colour Guide



Main Screen

(P) Pass	Black
(F) Fail	Red
Test Overdue	Blue
(OOS, O) Out of Service	Kakhi
(NTS) New to Service/Untested	Green
(R) Recalibration Required	Grey

Test Details

- (P) Pass Green
(F) Fail Red
(S) Skip Grey
(A) Auto - Determines P or F Automatically

Quick Start Guide		Refer To:
Step 1 Install Software	WinPATS™ on PC/Laptop	Installation
Step 2 Register	WinPATS™ with Wavecom Instruments	Registering WinPATS™
Step 3 Connect	TnT appliance tester to PC/Laptop	Getting Connected
Step 4 Open	WinPATS™ Program & New Database	Creating a Database
Step 5 Customise	Software to your requirements a. Setup Site/s b. Setup Locations c. Add New Equipment d. Assign Test Categories to Equipment	WinPATS Lite Users: Adding Equipment WinPATS MX users: Testing
Step 6 Perform	Visual Test, Other Tests	WinPATS Lite Users: Testing WinPATS MX Users: Testing and Management

NOTES:

1. For more detailed instructions for each step please refer to specific related chapter & page.
2. *For WinPATS Base users* – ‘To Create a New File’ is not a valid option. Go to [File>Open Database] and not [File>New Database]. See [Troubleshooting](#)
3. It is expected that the operator will familiarise themselves with the software categories & functions.
4. Because of the nature of these tests it is a requirement of operation that the operator considers themselves as the ‘[Competent Person](#)’ as outlined in Important Information. As such it is expected that you will be familiar with which test/s are required as standard for which electrical appliance/s. If you are not aware of these standards, we advise that you consult an electrician before proceeding any further.

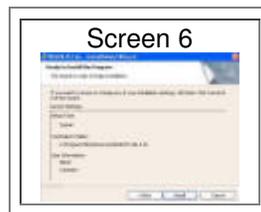
Installation

1. Insert WinPATSTM Installation CD in to CD drive of computer. The auto start function should load the menu automatically. From the main CD menu click on the "Install WinPATSTM" icon. If the auto menu does not appear, read step 2.
2. Go to [My Computer] and open the WinPATSTM Installation CD (by double clicking on the drive).
3. Open the AutoRun.exe file.
4. From the main CD menu click on the "Install WinPATSTM" icon.

Click image to enlarge

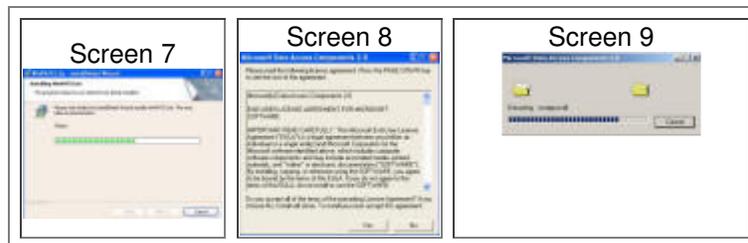


5. To install WinPATSTM in to the default folder *C:\WinPATSTM Mx 3.x.x* click [Next >] on Screen 5. To change the folder to which WinPATSTM is installed, click [Change...] on Screen 5 to browse and choose a different directory (Please note: it is advised that this option is used by advanced users only. We recommend the program be installed in the default folder.)



6. To install WinPATSTM click [Install] on Screen 6. To change current settings, click [< Back] and go back to Screen 5 (Please note: it is advised that this option is used by advanced users only as the following instructions are based on no settings being changed.)

The program will now install. This may take several minutes.

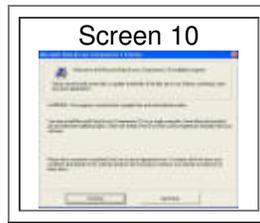


7. During the installation process please read the End -User Licence Agreement (for a required additional software program called 'Microsoft Data Access Components 2.0 Installation Program',Screen 8)

If you accept the terms of the End-User Licence Agreement, click [Yes]
If you do not accept the terms of the End-User Licence Agreement, click [No]

Please Note: If you choose 'No', the install program will close. To install this software you must accept this agreement. The instructions following are based on the End-User Licence Agreement being accepted.

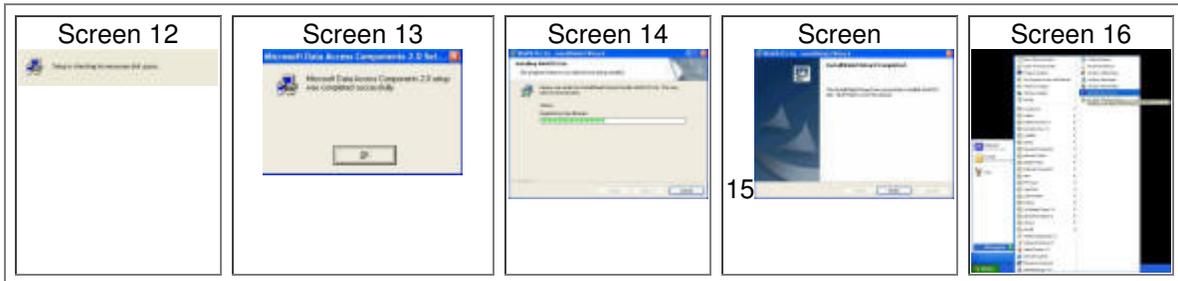
8. Additional software 'Microsoft Data Access Components 2.0 Installation Program' is required for this WinPATSTM installation. This software will install automatically as part of the WinPATSTM installation process. Please read the following information regarding setup, copyright and the End User License Agreement.



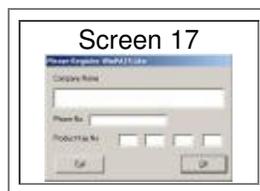
If you agree with these terms, click [Continue] on Screen 10, by choosing to continue you indicate acceptance of these terms. If you do not agree with these terms, click [Exit Setup]. This will end the installation of the software. The instructions following are based on these terms being accepted.



9. Select your preferred installation. To install all data components, click [Complete] on Screen 11. To install data components manually, click [Custom] (Please note: It is advised that this option is used by advanced users only as the following instructions are based on a Complete installation).



10. Microsoft Data Access Components 2.0 Setup was completed successfully. click [Ok] on Screen 13
11. To complete installation, click [Finish] on Screen 15
12. To run WinPATS™ go to Start > Programs > WinPATS™ (Screen 16)
13. First time installers will be required to enter the user details and a product key into the register WinPATS screen (screen 17). This is not required under re-install.
14. Enter your company name, phone number and product key. Only numerical characters can be used in the *phone no* and *product key* fields. The 16 digit product key number is found on the back of the CD case or CD envelope.
15. If you receive a invalid product key message, double check the number was entered in correctly. If the product key is still invalid, contact [Wavecom Instruments](http://www.wavecom.com) for help.
16. If you receive a *reg error* message, shut the program down and reopen from the newly created icon on the desktop. If WinPATS loads correctly and does not display the *register WinPATS* screen then the installation was a success. If you are still stuck on the *register WinPATS* screen then contact [Wavecom Instruments](http://www.wavecom.com).



Getting Connected

There are 3 ways to connect the TnT to a computer; VIA a serial cable, USB cable & USB to serial converter.

If you are using a desktop computer or an old laptop computer you can use the inbuilt com ports provided. These built in com port are usually assigned to com 1 or com 2. You will need to experiment with these com port numbers in the WinPATS options to find the correct com port. See screen 12.



Serial cable

If no built in serial ports are available then you will need to use the USB cable or USB to serial device provided. If the straight USB cable or USB to serial device is used, drivers will need to be installed to ensure correct functionality. If the drivers are not installed correctly you will not see the USB device listed as in the screen 10 & 11 example. **Please make sure that the USB to serial device is not plugged into the computer when installing the driver.** The device can be plugged in after the installation is complete. This will avoid a computer restart.

Insert the WinPATS CD and wait for the auto start menu to appear. Please click the links from the CD main menu to install the relevant drivers:

CD Menu Name:

Device:

<p>XP serial to USB driver</p> <p>Vista & Win 7 serial to USB driver</p>	 <p>USB to serial device</p>
<p>USB to USB Driver (XP & Vista & Win 7). This communications method is used in all modern TnT appliance tester.</p>	 <p>USB cable</p>

Follow the installations steps and complete the setup program. Connect the appliance tester to the PC and make sure the appliance tester is powered on.

Note: If you are using a USB to serial device you will still need to use the serial cable provided. Because of the connection ends the USB to serial device will not plug directly into TnT appliance tester.

If the driver was installed correctly you should be able to see your USB com port listed like in screen 10 or 11 depending on which type of connection you have. The com port number is determined by the next available com port on the computer. It is important to make sure the USB to serial device is plugged into the same USB port every time. The com port number can vary depending on which USB port it is plugged into.

Once the drivers are installed, ensure that the port number in WinPATS options is the same as the port number in device manager. Use the com port number located in device manager (screen 10 & 11) and enter the same value into WinPATS options (screen 12).

The TnT tester must be **switched on** and plugged into the computer for the com port to be visible in device manager.

To find device manager follow the arrows in screens 1 to 5 or screens 6 to 9 depending on the computer operating system.

Windows XP:



Note: If you have classic view selected your control panel will appear as in screen number:



Now select device manager from system properties

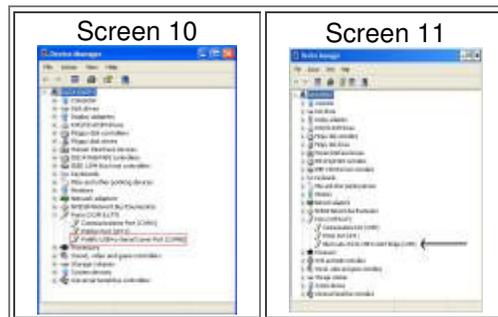


Windows Vista:



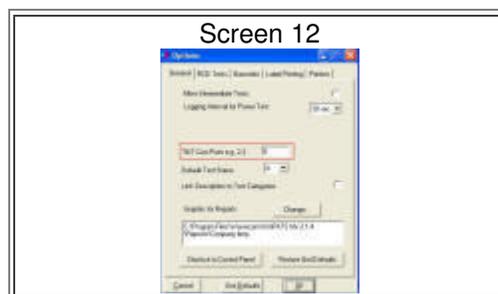
If UAC (user account control) switched on you will be prompted with this screen. Click the continue button. Administrative rights are needed to get past this point. Please consult your IT admin for further help.

Device Manager:



Click on the small plus symbol to expand the ports section. The com port number is displayed in the brackets of the device. Both USB to serial and USB to USB examples are provided in screens 10 and 11.

WinPATS:



From the WinPATS program choose the file menu and then select options. Enter the com port number into the TnT com ports box. Please remove any numbers so there is only the new number in the box. Select Ok, the com port is now assigned to the number entered.

To find out if the communications settings are correct read the [introduction](#) section in downloading records and then perform the [date / time](#) check on the TnT.

TnT Communications Troubleshoot

Only try the following tip if you are sure that the correct com port have been entered into the WinPATS options.

- The com port number must be under 10 for WinPATS to accept the com port number. To change the number load device manager, right click on the USB to serial device then click properties. Select port settings then advanced. Choose a different number from the drop down box.
- Make sure that the com port listing is in the ports section in device manager. If it's in other devices there was a error while installing the drivers.
- Switch the tester on and make sure it is plugged in before going to the "TnT communications" in the downloads menu.
- Always use the drivers provided on this CD. Other driver versions can be problematic and don't work with the equipment.
- Check to see if there are programs interfering with the com port (eg. mobile phone, data logging software). There are programs like "Free serial port monitor" to analyse the com port.
- Is there a Windows printer installed on that PC? The printer port may be set to the same com port as the USB to serial device. If this was the case then it would not allow communications with the TnT tester.
- The com port could be restricted by some software (admin control or Firewall)?
- Try communicating with hyper terminal, com settings (9600 baud, 8 data bits, parity none, stop bits 1, handshaking none). Type GSN in capitals (press enter) to see if the TnT responds.
- Try WinPATS on another PC. This will determine if the problem is PC related.
- If the problem cannot be determined contact [Wavecom Instruments](#) for help.

WinPATS Configuration

Setting Up The Options

Some options will need to be configured prior to using WinPATS™.

To access options menu, click File > Options (Screen 1)



General Options Tab (Screen 1)



1. **Allow Intermediate Tests**

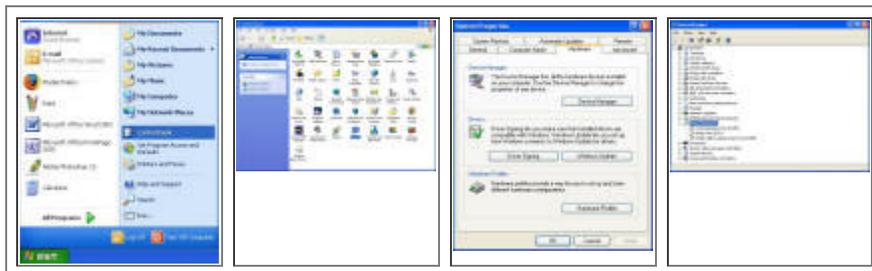
An intermediate test is the same as a normal test but it does not effect when the equipment is due for its next test. For example, if a fridge is due for testing in three weeks and an intermediate test is performed, a test will still be due in three weeks.

2. **Logging Interval For Power Test**

By using the TNT_LOG_POW_TST test category, a TnT+ can perform a power test for an indefinite period and the readings can be recorded in a log file at the interval specified. If the test is long, the interval should be greater and the log file could become large. The log file can be analyzed and graphed in programs such as excel. Function only available when testing with WinPATS not available in memory stand alone units.

3. **TnT Com Port/s**

The Com Port that the TnT uses should be input here. Check which Com Port the appliance tester will be using and input the correct Com Port number in the specified box. If you do not know which Com Port is being used, click Start > Control Panel > System > Hardware > Device Manager (See pictures below). For more details on setting up com ports [click here](#).



4. **Default Test Status**

Here you can choose which code to use as the default test status (before the item is tested). Leave blank if in doubt

5. **Link Description to Test Categories**

Tick this box if you prefer the description of an item to be linked to the test categories. If you do this only test categories will be shown in the description field when setting up new equipment.

6. **Graphics for Reports**

This option allows the user to select an image, e.g. company logo, to be used in the reports. Default is no image.

7. **Control Panel**

The button opens the Control Panel for easy access.

8. **Restore Grid Defaults**

This restores all grid columns to the default setting. This can be used if you lose one of the columns in the equipment inventory.

RCD Test Tab (Screen 1)



Note: These options apply to the TnT+ when performing RCD tests

1. **Perform Button Test**

Enable this test if a Button Test is applicable, otherwise disable it. Enabling the test button will prompt the user to do a RCD button test before the main RCD test. The result is recorded as a visual style test.

2. **Current**

The default setting for this option is 10mA. Only change this setting if you are a competent user. Alternatively, consult an electrician before proceeding with option.

3. **Multiplier**

The default setting for this option is 1. Only change this setting if you are a competent user. Alternatively, consult an electrician before proceeding with this option.

4. **Phase**

The default setting for this option is 0 Deg. Only change this setting if you are a competent user. Alternatively, consult an electrician before proceeding with this option.

5. **Type**

The default setting for this option is || (300ms). Only change this setting if you are a competent user. Alternatively, consult an electrician before proceeding with this option.

3. **Print New To Service Tags**

Tick this box to print new to service tags - applies to PDA devices only.

4. **Store on SD Card**

This option is only available with an SD Card and WinPATSTM CE installed on it - applies to PDA devices only.

Printers Tab (Screen 1)



Current default printer on PC

WinPATS sends the printing information to default printer. The default printer must be set to the Zebra TLP2844-Z or Zebra TLP2824-Z in order to enable printing of tags. To select printer, click View Printers and select the Zebra TLP2844-Z or Zebra TLP2824-Z. If you cannot locate the printer, refer to the troubleshooting section. If the wrong printer is selected, the text will be highlighted in red.

For help installing the Zebra printer drivers [click here](#).

Lock-in reports printer

If you have Zebra TLP printer you must lock-in a A4 printer to print your reports correctly. [Click here](#) to read about why it is important to have printers configured correctly for reports. To lock-in your reports printer:

1. Set you A4 printer as your default printer.
2. Click the lock-in reports printer button.
3. Set your Zebra TLP as the default printer.
4. Once finished your screen should look like (screen 1).

Creating a Database

New Database

This function is only available in WinPATS™ MX and WinPATS™ Lite, not WinPATS™ Base, for more information see [Troubleshooting](#) and/or see note below.



1. Click WinPATS™ Program Icon to open (Screen 1)
2. Click [File] > [New Database] (Screen 2)
3. Select a location for your new file in Look in: (Screen 3) or leave as default. It is good practice to store your databases in a designated folder. Operating system such as Windows Vista may require you to save your databases in the document folder. Any other folder may be blocked from saving.
4. Enter a name for the new database in File name: Click [Open]
5. Choose from the drop down box the user that is going to log in. There is only the admin user at the moment to just click Ok. To learn more about users [click here](#).
6. Select if you would like to use passwords for this database. If you choose yes you will be asked to enter a new password on next login. For more details on passwords [click here](#).

NOTES:

1. Each time you create a new database you will be required to login using the default User ID and password, then you will be asked to change the password [Step 6]
2. The passwords are not case sensitive
3. Once the password has been changed from the default setting, the manufacturer or any reseller of this product is unable to unlock the new password.
4. *For WinPATS Base users – ‘To Create a New File’ is not a valid option. Go to [File>Open Database] and not [File>New Database] See Troubleshooting

Open Database



1. Double Click [WinPATS™ Program Icon]
2. Click [File]
3. Click [Open Database]
4. Click once on required file (Screen 1)

5. Click Open
6. Login by selecting your User ID from the drop down box and then enter password. Click [Ok] (Screen 2).
7. The selected file will open ready for data input and collection

NOTES:

Important Information

- WinPATS™ will remember the four most recently used databases. You can open them quickly by selecting them at the bottom on the file menu
- Each time you create a new database, you will be required to login using default User ID and Password, you will then be prompted to change it

Importing

If you have the following:

- Old WinPATS database
- A spreadsheet containing previously tested equipment

Then you may need to import the data into the WinPATS database. Use the procedures list below to import the data. If you have nothing to import then [click here](#) to skip these steps.

Import Database

If you have an existing WinPATS™ database and you wish to import it:

- Click on [File>Merge/Import Database]
- Select the existing database.
- Click [Open]

You can use this method to combine several old databases into one. If you experience problems during or after importing an old database contact [Technical Support](#) for advice.

If you import a database you may need to convert old Test Categories, if you are using a TnT(+) and are importing from WinPATS™ V1.87.

If you do NOT import a database you must 'Add A Site'

Import CSV

Import facility is provided to allow for easy upload of equipment data into the database. Import is recommended for initial population of empty database however data can be imported into a database with data. It is user's responsibility not to import identical data into database more than once. There no validation on duplicity, as it is perfectly legal to have multiple identical items.

It is highly recommended that you modify the example CSV on the WinPATS installation CD to import data. The first line of the file contains all the field names that are formatted correctly. The file is located under the \Extras\CSV Import folder.

Import file must be in CSV (Comma Separated Values) format. MS Excel and other programs can generate CSV file by saving data as **.csv**

Example of data for import shown in a spreadsheet

Site	Location	Barcode	Description	Make	Next Test Date	Frequency	Test Category
Flinders Hospital	Theatre 1	00230	Portable Heater	GEC	01/12/2006	Yearly	Small Appliance
Flinders Hospital	Theatre 2	00288	Anesthetic Mach	ULCO	01/12/2005	Monthly	Anesthetic Mach

The same data when saved as CSV file. CSV files can be viewed when opened in notebook. It is recommended that a CSV editing software is used to modify the CSV file.

Site, Location, Barcode, Description, Make, Next Test Date, Frequency, Test Category

Flinders Hospital, Theatre 1, 00230, Portable Heater, GEC, 01/Dec/2005, Yearly, Small Appliance

Flinders Hospital, Theatre 2, 00288, Anaesthetic Mach, ULCO, 01/Dec/2005, Monthly, Anaesthetic Mach

Note 1: Items might be surrounded by quotes, e.g. "Flinders Hospital"

Note 2: Dates might be shown with "#", e.g. #1/3/2004#

Note 3: Sometimes the Barcode is shown as 230, as spreadsheet program assumes 230 is a number and leading zeros are not shown. The import facility treats Barcode as a special case and restores leading zeros to be as specified in WinPATSTM menu item File > Options > Barcode.

The first line determines and describes what type of data is being imported. Order of columns is not important. The case of text fields is not important for database storage, i.e. "Flinders" is the same as "FLINDERS". Case supplied is what is stored and shown on screen and reports.

Importing Sites and Locations Only

It is possible to populate database with site name and all site details. There are only 2 columns required, the rest of the data is optional. Compulsory items are Site and Location and the rest of the fields can be blank for individual records or not mentioned at all.

Tables show properties of imported fields. All fields are alphanumeric text. Column headings must be spelt exactly, the case is not important.

Compulsory Fields

Column Name	No of Characters	Note
Site	40	
Location	40	If locations are unknown, the location "None" can be used

Optional Text Fields

Column Name	No of Characters	Note
Street	50	
Suburb	30	
State	3	
Postcode	5	
Contact Name	50	
Contact Ph 1	15	
Contact Ph 2	15	
Contact Fax	15	
Site Notes	50	
Site Email	40	

Site details are imported into database only when the site is being imported as new to WinPATS database. In other words, it is not possible to change Site details for an existing Site by using import function.

Importing Equipment Details

Import function allows user to populate WinPATS database with bulk of Equipment data. This a viable and efficient option when an user can obtain assets (equipment) information from another program and package as CSV file.

There are only some columns required, the rest of the data is optional. Compulsory items are Site, Location and Barcode and 2 out of 3 date related items. Rest of the fields can be blank for individual records or not specified at all.

Tables show properties of imported fields. All fields are alphanumeric text. Column headings must be spelt exactly, the case is not important.

The case of text fields is not important for database storage, i.e. "Flinders" is the same as "FLINDERS". Case supplied is what is stored and shown on screen and reports.

Compulsory Fields

Column Name	No of Characters	Note
Site	40	
Location	40	
Barcode	20	At least 1 character, padded with leading zeros if needed, does not have to be unique however it is recommended within a site

Site and Location might already exist, or if new are created.

Compulsory Date Related Fields

To be able to report on equipment you need to populate test date/s and frequency of testing. Dates can be shown in any format that can be evaluated as a valid date. It is recommended to use a longer format with month spelt out to avoid confusion as dates might be treated differently on different computers. Use "01/MAR/2004" or check dates after the import if #1/3/2004# format is used.

Two out of the next three are needed for import

Column Name	Date	Note
Last Test Date	Any Date	
Next Test Date	Any Date	
Frequency	eg monthly/yearly	

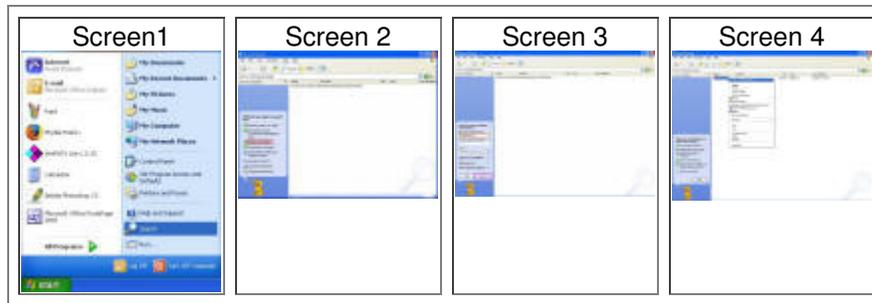
There are three scenarios with supplying dates.

Scenario 1: Last Test Date and Next Test Date are supplied. Frequency of testing is calculated as difference between dates

Scenario 2: Last Test Date and Frequency of testing supplied. Next Test Date is calculated as Last Test Date + Frequency

Scenario 3: Next Test Date and Frequency of testing supplied. Values are stored and Last Test Date is NOT calculated.

Scenarios are evaluated in order 1 to 3 and the first valid combination is accepted. If no valid combination is detected, the dates and frequency are not imported. This and other errors are shown in a log file located in LogFiles folder. LogFiles folder is in the same directory as WinPATSTM task



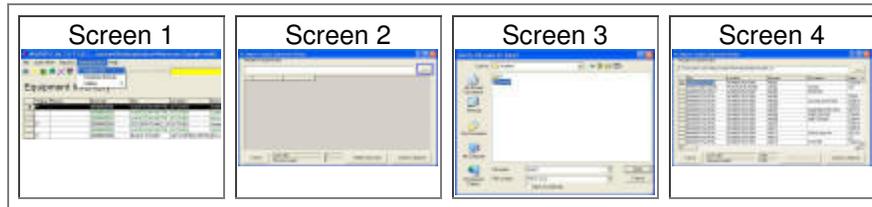
To find WinPATSTM folder

- Start > Search (Screen 1)
- Search for All files and folders (Screen 2)
- Enter WinpatsLite.exe into search field and click search (Screen 3)
- When file is found, right-click and select Open Containing Folder (Screen 4)

Column Name	No of Characters	Note
Description	30	
Make	30	
Model	30	
Serial No	30	
Comments	50	Import only allows 50 characters. Database field can store more by being updated manually
Asset No	10	
Status	1	Value allowed: P for Pass, F for Fail
Test Category	30	See Note:

Note: Import can link equipment to an existing test category. Category must exist or it is ignored. Before import, populate database with test categories. This can save significant manual import.

Importing The Data



To Import data:

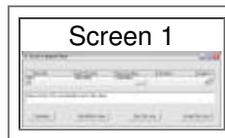
- Go to Administration > Import CSV (Screen 1)
- Specify the full path of data to be imported. You can type in the file with path or click on the button with three dots (Screen 2)
- Locate file and click open (Screen 3)
- Click Validate Import Data (Screen 4)

Validation Stage

During the validation process records are read and all fields are evaluated to comply with database specification. When an error is encountered, the user is given the option on how to resolve the situation.

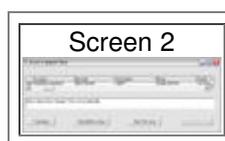
Validation on Number of Fields

Records containing fewer fields than in headings (Screen 1): When the program detects fewer fields in the records than in the headings (line 1), the user is presented with several options.



1. **Accept This Line:** If fields are missing at the end of the line, the record is still good valid and can be imported. It is up to the user to decide if the record is OK by visually examining content in fields. It is recommended to note the line number on import form and choose the Skip This Line option. When all error lines are noted and skipped, data can review at the source, e.g. open CSV file in Excel.
2. **Skip This Line:** This option allows the user to ignore records that contain errors. This is used to find all errors during the validation stage.
3. **Skip All Errors:** This option removes all records with any kind of detected error. The counter on the import form shows the number of lines in the CSV file and the number of records loaded into memory arrays. The difference between the counters shows the number of lines that have been skipped.
4. **Terminate:** Skips the latest error line and does not continue to read and validate data from the CSV file. The records loaded counter shows the number of validated records able to be posted to the database.

Records containing more fields than in headings (Screen 2): This is usually a result of source data containing a comma inside a field and not enclosed within double quotes. An extra field potentially shifts content to different fields which results in relocation of information. The program cannot deal with such problems and will not accept this line. The options work as described above.



Field Content Validation

Content of each field is validated. As most of the fields are alphanumeric, text the scope of validation is limited to detection SQL reserved characters. The following 13 characters are not allowed: " * ' % = ! [] < > ? # |

Fields holding a date are validated to contain a valid date. When an error is detected a description is shown for the user to note and decide how to proceed.

During validation process the mouse pointer changes into hourglass. On completion the hourglass changes back into normal mouse pointer and Commit to database button becomes enabled.

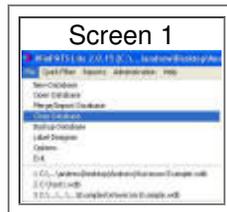
Commit To Database

Before importing data to the database, the user can visually review the records for import. Counters are showing the number of lines in import file and the number of validated records loaded into memory (Screen 1)



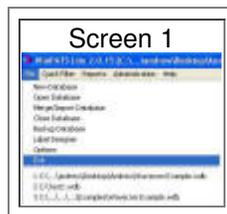
After clicking Commit to Database, records in memory are one by one inserted into the database. If a record fails to insert, it is skipped and noted in a current log file.

Close Database



To close an opened database, go to the File menu and click [Close Database] (Screen 1)

Exit Database



To exit a database click File > Exit (Screen 1). Alternatively, use the  button in the top right hand corner of the screen.

Backup Database

To learn how to use the backup function and backup features [click here](#).

Dispose of deleted

This feature will remove the records from the database that have been selected for deletion. If an item in the equipment inventory has been deleted (right click and delete) then the record is placed in a site called deleted. This feature behaves much like the recycle bin on a PC. Items in the deleted site can be undeleted at any time. The site deleted can be selected from the quick site filter drop down box.

The hide deleted equipment option under quick filter menu can be toggled to show or hide the deleted equipment in the equipment inventory.

Adding Equipment

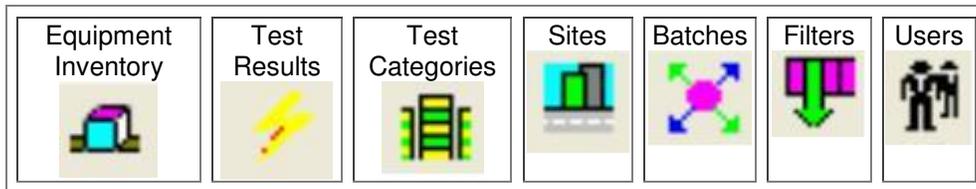
For Test and Print Pack Owners (TnT memory)

Your tester has been set up to work without the need of a PC with WinPATS on site. All sites and equipment are added using the keyboard and scanner. When the equipment is downloaded from the tester all sites and locations will be created automatically.

Adding equipment as described in this page is only useful if you have any pre-existing data from spreadsheets and other sources. Once it is imported into WinPATS the data can be modified then uploaded to the tester.

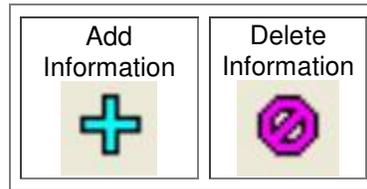
See the [TnT Memory section](#) in the TnT manual for more information on adding equipment.

Category Icons



The above 7 icons allow the user to setup categories and information bases specific to each menu title.

Function Icons

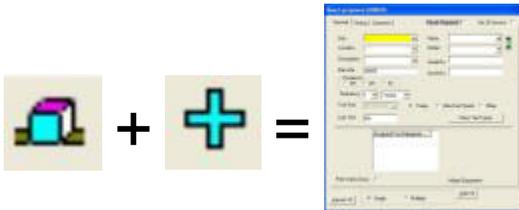


These icons allow the user to Add/Delete any item within all of the above categories.

Use of Functions - Example

(Left hand top of screen)

To add a new piece of equipment:



Click to enlarge

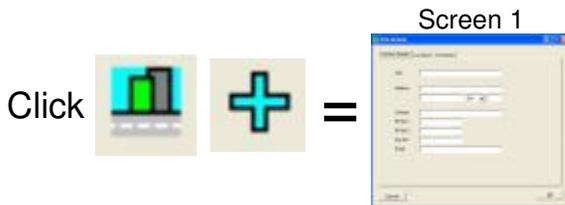
Sites

BEFORE STARTING: It is necessary for Sites (& Locations) to be set up before any other information in WinPATS™ can be input.

A Site is considered as being a 'place' or 'area'. A unique site name identifies a specific building, place or property. It doesn't matter whether it is a 20 storey building or a 1 room office. What is important to remember is that the 'Site' name is unique to one 'place' only. It can be identified by its' physical location ie. its' street address, or suburb etc. to avoid confusion if there is more than one location being tested.

A Location is an area within a Site. For example. 'Charlie's Office' is a Location within a Site called 'BMP Production'. "Reception" may be another Location within this same Site 'BMP Production'. It is expected that there will be multiple 'Locations' within one 'Site'.

1. To Add New Site



a. **Tab 1 - Contact Details (Screen 1)**

Enter a unique name in the Site box
Enter in Address, Contact, Ph No1, Ph No2, Fax No and Email



b. **Tab 2 - Locations (Screen 2)**

Click  to bring up the New Locations window (Screen 3)
Enter a unique location in the New Location box, click Add to List
Enter as many locations as required
If a mistake is made, highlight the error and click Remove
When all locations are correct and have been added to the click OK

c. **To Assign a Location**

Highlight the required location from the Available Locations list, click  to assign
Double clicking will also assign

d. **To Edit a Location**

Highlight the required location from the Available Locations list
Click Edit Location
Type in New Location name, click OK
This will change the location name throughout the entire database

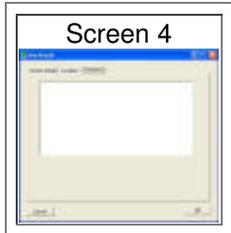
e. **Button Functions**

	To transfer selected location names from the Available Locations list to the Assigned Locations list
	To transfer selected location names from the Assigned Locations list to the Available Locations list

	To transfer all location names from the Assigned Location list the Available Location list
	To add New Location/s

f. **Tab 3 - Comments (Screen 4)**

Use this tab to record any additional information that you may have. Once all information has been added, click OK| The site will now be added to the Site list in your New Database

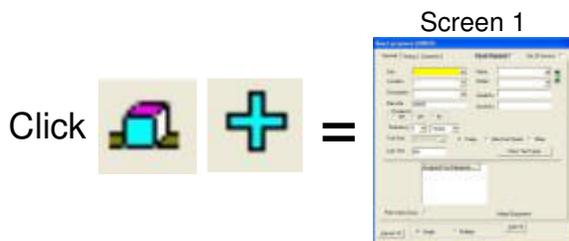


NOTES:

1. There must be at least one Site setup for WinPATS™ to function normally.
2. Location/s within the Site Details must be added to be able to continue with any tests.
3. Locations required must be in the 'Assigned Locations' list and not the 'Available Locations' to be available when adding equipment.
4. In the Locations list, you can select multiple locations by holding down 'Ctrl' and selecting the required location/s. Selected Locations will be highlighted in dark blue.
5. On the locations tab, all typing will be recorded in capitals. (this is not the case in some of the other tabs/boxes).
6. Double clicking a location in the 'Location Name' list will transfer it to the 'Assigned Locations' list.

Equipment

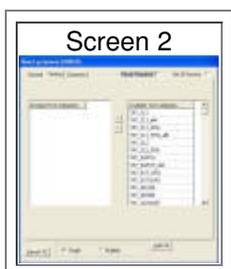
To add a single piece of equipment with an existing barcode



Alternatively, you can click the Barcode Search box in the main database window and scan or type a barcode in (if entering by hand, hit enter when done). If the barcode is new to the database, you will be asked to add new equipment, click yes. If this question does not appear, barcode has already been used. If you are sure the equipment is new, click  on the toolbar.

1. **General Tab (Screen 1)**

- i. Enter in equipment details (Site, Location, Description, Make, Model, Serial No, Frequency)
- ii. Set the testing frequency
- iii. Click Show Test Types and select relevant tests from the Available Test Categories Column. For information on each test category see the [test categories](#) section.



2. Testing Tab (Screen 1)

This tab allows tests to be selected for the equipment needing to be tested. Choose test/s to be done for each piece of equipment. View the Available Test Categories in the right column. By holding down the Ctrl key you can select multiple tests. Selected Test Categories will turn dark blue. Click the assign button  to move test to Assigned Test Categories column, double clicking the test will also assign it. If you make a mistake, select the test and click the remove button . You can assign the same test twice if needed, for example, a power board may require each power point to be tested with the same test category. When all desired tests are in the Assigned Test Categories column, click Add. You will return to Screen 1.

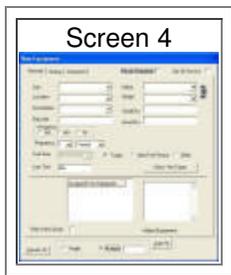
To Add Single or Multiple Equipment and Generate Barcodes Automatically:

- Turn on the Auto Generate option (if not already on) in the WinPATSTM option screen
- Click Equipment on the main screen toolbar
- Click  on the toolbar



If You Intend To Print Labels For All Added Equipment:

- Tick the Print new to service box (Screen 3)
- Enter details and assign test categories as you would normally



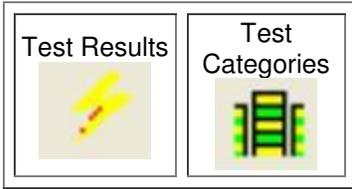
To Add Multiple Equipment

- Click the Multiple option (Screen 4)
- Enter the number of items you want to add

Note: All details entered will apply to all equipment. You can only use Multiple Add for equipment that is the same in every way, apart from barcode. Serial No. and Asset No. only apply when adding single equipment.

Note: For more information regarding Testing Categories, refer to *Test Categories*

Test Results



Before you can start testing, Test categories and assignment of equipment needs to be set up in your WinPATSTM program.

1. Test Categories
2. Types of Test (per similar item)

Test Categories

A Test Category is a list of practical tests (or Test Types) to be performed on equipment, and the associated Upper and Lower Limits. Former WinPATSTM users may have known them as Equipment Types.

The test categories page consists of group tests and individual tests. When creating new pieces of equipment you can select from either of these. There are many test categories however there are only a few that will be used frequently. The most frequently use categories are listed in the first section.

Commonly Used Test Categories:

In Built Test Categories	Manual Trigger on TnT+	Description
TNT_CL1	F1 Key	Class one, Earth bond & Insulation Test @500Vdc (default)
TNT_CL1_SRG	F1 key	Class one, Earth bond & Insulation Test @250Vdc
TNT_CL2	F2 Key	Class two, Insulation Test only @500Vdc (default)
TNT_CL2_SRG	F2 key	Class two, Insulation Test only @250Vdc
TNT_EXTLEAD	F3 Key	Extension lead test, Earth bond, Insulation @500V & Polarity tests
TNT_EXTLEAD_SRG	F3 key	Extension lead test, Earth bond, Insulation @250V & Polarity tests
TNT_LEAKAGE	Menu 2, F2 Key	See leakage section below. For EI, Plus and 3PL models only.
TNT_RCD	RCD Menu, F1 Key	See RCD section below. For Plus and 3PL models only.

Leakage Test Categories:

Caution!! All leakage tests apply power to DUT.

In Built Test Categories	Manual Trigger on TnT+	Description
TNT_LEAKAGE_CL2EXT	Menu 2, F2 Key	For class 2 devices. Pass level of < 1mA.
TNT_LEAKAGE_RCD	Menu 2, F2 Key	If appliance has RCD mains plug installed. Performs an earth test then a leakage test. Pass level of < 2.5mA.
TNT_LEAKAGE_CL1	Menu 2, F2 Key	For class 1 devices. Performs an earth test then a leakage test. Pass level of < 5.0mA.

RCD Test Categories:

In Built Test Categories	Manual Trigger on TnT+	Description
TNT_RCD_TRIP_TM	RCD Menu, F1 key	RCD trip time test based on the RCD settings in the WinPATS options (file menu ---> options).
TNT_RCD_TRIP_TM_10	RCD Menu, F1 key	Preset 10mA test, RCD trip time test for 10mA RCD devices.
TNT_RCD_TRIP_TM_30	RCD Menu, F1 key	Preset 30mA test, RCD trip time test for 30mA RCD devices.
TNT_RCD_CUR_RMP	RCD Menu, F2 key	RCD current ramp test. Increased RCD leakage current till trip current level is found.

Other Test Categories:

In Built Test Categories	Manual Trigger on TnT	Description
TNT_POWER_TEST	Menu 2, F1 Key (TnT+ Only)	Caution!! Applies power to DUT. Measures Volts, current, PF, Watts, VA, of DUT whilst in operation
TNT_LOG_POW_TEST	Computer Trigger only	Caution!! Applies power to DUT. Performs a continuous power test with the result logged by the computer. Power log test setting defined in WinPATS options menu.
TNT_CL1_eIM	F1 key	Class 1 test to medical standards. Not applicable if TnT is not designed for testing standards.
TNT_CL2_eIM	F2 Key	Class 2 test to medical standards. Not applicable if TnT is not designed for testing standards.
TNT_CL1_SRG_eIM	F1 key	Class 1 @ 250V insulation test & tested to medical standards. Not applicable if TnT is not designed for testing standards.
TNT_LEAKAGE_eIM	Menu 2, F2 key	Leakage test to medical standards. Not applicable if TnT is not designed for testing standards.

Test Categories (Single Test):

Most test categories used are a combination of tests. For example, a class 1 test consists of an earth bond and insulation test. If you want to use the individual tests for your test category then choose one from the list below.

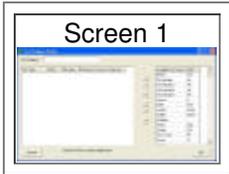
In Built Test Categories	Manual Trigger on TnT	Description
TNT_VISUAL	Computer Trigger only	Brings up the visual check box when testing appliance. Usefull for asset management.
TNT_EARTH	Computer Trigger only	Earth bond test.
TNT_INS250	F2 key	250V insulation test
TNT_INS500	F2 key	500V insulation test
TNT_POLARITY	Computer Trigger only	polarity check
TNT_EARTH_eIM	Computer Trigger only	Earth bond test to medical standards. Not applicable if TnT is not designed for testing standards.
TNT_LEAKAGE	Computer Trigger only	Performs a leakage test with a pass fail <5mA.

3PL Test Categories - Only for 3PL TnT Models:

3PL TnT models can also select the previously listed test categories to do single phase testing.

In Built Test Categories	Manual Trigger on TnT	Description
TNT3P_CL1	Menu 3, F1 key	3 phase class 1 test. Earth bond & Insulation Test @500Vdc (default)
TNT3P_CL1_SRG	Menu 3, F1 key	3 phase class 1 test. Earth bond & Insulation Test @250Vdc
TNT3P_EXTLEAD	Menu 3, F2 key	3 phase extension lead testing. Earth bond, Insulation @500V & Polarity tests
TNT3P_EXT_SRG	Menu 3, F2 key	3 phase extension lead testing. Earth bond, Insulation @250V & Polarity tests
TNT3P_4PIN_LKGE	Menu 3, F3 key	4 Pin appliance, Leakage test with the _CL1, _CL2 & _RCD test category type. See leakage test categories for details.
TNT3P_5PIN_LKGE	Menu 3, F3 key	5 Pin appliance, Leakage test with the _CL1, _CL2 & _RCD test category type. See leakage test categories for details.
TNT3P_RCD1_CUR_RMP	RCD Menu, F2 key	RCD current ramp testing with _RCD1, _RCD2 & _RCD3 phase selection.
TNT3P_RCD1_TRIP_TM	RCD Menu, F1 key	RCD trip time testing with _RCD1, _RCD2 & _RCD3 phase selection.

Adding a Test Category



Please note that new test categories can be created however they may not function with the appliance tester. This is because the TnT appliance tester needs pre-defined test procedures. If you make custom ones then the unit may not understand.

It is ok to modify the upper and lower limits of the test categories or any other variable. Doing this will still allow the test to be executed on the TnT tester.

- Click  on the main screen toolbar
- Click 
- The Test Category Details window will appear (Screen 1)
- Enter a unique name for the new Test Category
- View the Available Test Types on the right and click the relevant tests to assign. By holding down the Ctrl key, you can select multiple tests. Selected Test Types will turn dark blue.

If a Test Type you require is not available, or the name is correct but the unit of measure is wrong, you will need to add more Test Types

- Click 
- The Test Categories window will appear
- Enter a name for the new test type (e.g. Visual)
- Select the appropriate UOM (Unit of Measure) from the right column

If you do not see the UOM you want in the list

- Enter a new one
- Click Add to list
- Repeat this process for as many Test Types as you wish. Several Test Types can have the same name but their UOM must differ

If you make a mistake

- Select the Test Type from the list, click Remove
- Click OK when all new Test Types have been added
- When you return, the new Test Type will be automatically assigned to the new Test Category

To assign the Test Types selected on the right

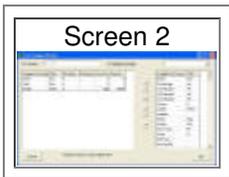
- Click  to assign. Double clicking will also assign
- The order of the Assigned Test Types is also the order that tests will be performed in

To change the order of test types

- Select single or multiple Test Type/s
- Click the Move Up  or Move Down  buttons as needed
- Click OK when done
- The new Test Category will appear with the other Test Categories and can be assigned to equipment

Converting Old Test Categories

If you are going to use a TnT(+) to test equipment when you previously haven't, you may need to migrate to TnT Test Categories. For example, you used to use an Equipment Type called CLASS1 but now you will be using a TnT(+) for testing.



To Convert a Test Category

- Click Test Categories on the main screen toolbar
 - Double click the old Test Category (e.g. CLASS1)
 - The Test Category Details screen will appear
 - Tick the Migrate to Another box and then select the TnT Test Category (e.g. TNT_CL1) (Screen 2)
 - Click OK
 - Click Yes to the confirmation message
- All equipment formerly tested otherwise will now be tested by TnT(+)

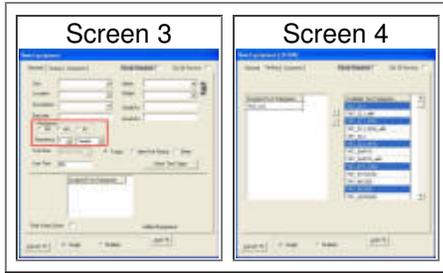
To delete the old Test Category, if desired

- Simply select the Test Category (e.g. CLASS1)
- Click Delete on the main screen toolbar or right click the old Test Category and choose Delete

The test categories provided by this program are designed specifically for the TnT & TnT+ units only. Additional test categories can be created but they can not be control types for test equipment. Test Created type codes can be developed for inspection programs and checking procedures when used with PDA's or PC/Laptops. Eg. Exit Lighting tests, Anesthetic Equipment maintenance and inspection.

To Setup Tests

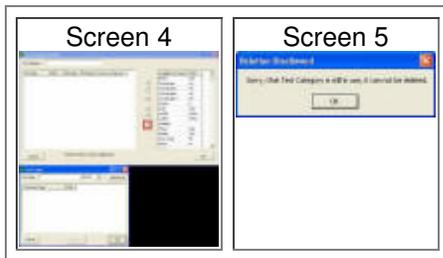
To set up procedures of testing and controlling a TnT or TnT+ appliance tester, select the General Tab on the Equipment Details screen and select the frequency of test from the drop down number and units box. (Screen 3)



(For more information regarding equipment setup, please refer to the equipment section).

Select from the available test Categories box the required test for the DUT (Device Under Test). This can be done by clicking on the desired test type then clicking the Arrow button. Sequential testing can be created by taking across multiple test types by clicking on desired test type press & hold CTRL key down then continue to select required tests types. (Screen 4)

The tool bar at the top indicates the Barcode number of the (Device Under Test). If the test type required is not on the list, further test types can be created from the test categories menu. , ,  (Screen 4)



A safety interlock for Item using a specific test type is in place. If test type is no longer in use this Safety catch would not be displayed and the test type would be deleted.

Batches

Please note: Wavecom no longer supports Pocket PC devices. The information is only provided for old appliance testers.

Batches are a powerful tool for delegating work to someone else. A batch database is a child database that belongs to the parent database that made it. Administrators selectively can decide how much a Batch inherits from its parent. Batches are sent away and eventually come back and are 'Restored.' When Batches are restored, the parent database will add to itself anything new in the Batch – Sites, Test Categories, Equipment and Tests but not Users.

Assigning A Batch

- Click  on the main screen toolbar
- Click 
- The Batch Assignment screen will appear
- Choose an existing User to be the Batch Administrator
 - Choose the appropriate Platform

For PC platform the Batch Administrator will have a similar job and rights as an Administrator on the parent database. They can add Users, for example, to the Batch database. The Batch Administrator will also be the first required User ID for logging on to the Batch. The password will be [Password] and the Administrator will be required to change it.

For Pocket PC platform the Batch Administrator will be the User of the Pocket PC.

- Double click any Available Sites to assign them to the Batch

Assigning a Site to a Batch means that the Batch will inherit any Locations, Equipment (and tests for PC platform) in that Site. It is better to assign required Sites only, particularly for the Pocket PC platform. It is not mandatory to assign any Sites. All Batches will automatically inherit all Test Categories. A filter must be created before a batch can be assigned (for help regarding this please contact Technical Support).

- Select the date the Batch is due back

If you are assigning a Batch to Pocket PC

- Ensure the Pocket PC is connected to the Computer and the Active Sync icon is green
- Click OK

If you are assigning a Batch to PC

- Select a file location and enter a name for the new Batch database
- Click open

It is strongly suggested you create a 'Batches Out' folder to put all created Batches, and that you give each Batch a unique and meaningful name. Then give a copy of the Batch database to whoever requires it. DO NOT give out multiple copies of the same Batch database, make another Batch instead.

Also create a 'Batches In' folder to put Batches in when returned. It is important to keep Batches 'Out' and 'In' separate because they will likely have the same file name.

After Batch is assigned, you will be asked to wait. Depending on the speed of your computer, the size of the database, and the speed of connection to the Pocket PC, you will be waiting from a few seconds to a minute.

Restoring a Batch

- Ensure the Pocket PC is connected to the computer and the Active Sync icon is green
- Click 
- Right click the row
- Choose restore
- Go to the Batch databases location
- Click open

Filters

For information on filters see the [filters page](#).

Users

WinPATSTM has two levels of users, Administrators and Testers. The following rules apply

Administrators can do anything, except

- Delete or change in built Test Categories
- Delete or lock out the last Administrator
- Delete Test Categories in use

Testers have limitations, they can

- Create Equipment
- Create Sites
- Create Test Categories
- Perform and View any Test
- Edit any Equipment

Tester Cannot

- Merge/Import
- View or manage Users
- View or manage Batches
- Delete items they did not create

Adding a User

- Click  on the main screen toolbar
- Click 

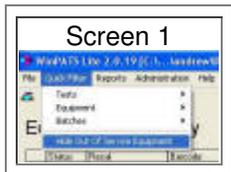


- Enter a unique name for the new User
- Select a Group
- Enter Details
- Setting the Group to (None) will lock the user out of the system until changed by an Administrator
- Click OK when done

The new user will appear with the other users and can now log onto the current database. When the new user logs on for the first time they will have [Password] as their password, and will be prompted to enter a new personal password. WinPATSTM has 2 levels of user, Main Administration level and a Testers level. The Administrator level has the right, at all times, to add and delete items or test types etc. The Phone and e-mail details are for easy contact reference.

Out of Service Option

WinPATSTM now has the option of hiding equipment that has been deemed Out of Service. This option can be accessed through the Quick Filter Menu (Screen 1)

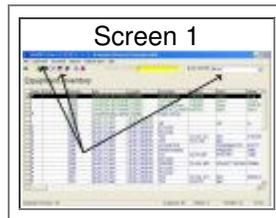


Filters

In WinPATS once the database becomes large in size it can be hard to manage, this is where filters comes in. Filters have multiple uses in WinPATS however the most common use it modify the way the equipment inventory is displayed.

Filters can do three main functions:

1. Change the way the equipment inventory is displayed
2. Change the layout of your COC (Certificate of Compliance)
3. Change the way WinPATS handle batches.



In screen 1 the arrows point to the 3 filter locations.

Quick filters only modify the equipment inventory. As soon as you leave the equipment inventory the filter is removed. To remove a quick filter simply click on the equipment inventory icon  in the top corner.

If a more permanent filter is required then select a filter from the filters page. Once this is set it will stay active until removed. Even if the database is closed.

Quick Site Filter

Selecting a site from the dropdown box will show only the selected site from the equipment inventory. See screen 1 for the quick site filter location.

Quick Filter Menu

In the quick filter menu there are 12 preset filters that change the display of the database. These are:

Test sub-menu:

Choose which tests results are displayed by there status. Clicking on this filter will take you to the test results page. Here you can see the individual pass / fail components of each record. For each piece of equipment there can have many pass fail attempts. In WinPATS it is only the most recent test that counts as the result. Select between all, passed, failed and null. Null simply means items that have not been tested yet.

Equipment sub-menu:

This filter will sort records in the equipment inventory depending on their status. Equipment is sorted by the status column in the equipment inventory. Select from all, pass, fail, new to service, testing due and testing due in a month. New to service means the item has been created but has not been tested. Testing due is a simple way of see what is needs testing. To use specific date ranges on testing due, [click here](#). New to service items will show in the testing due filter.

Batches sub-menu:

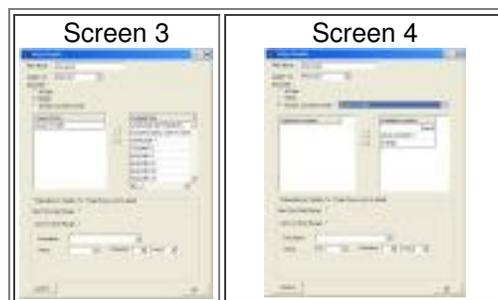
If there are batches in use selecting the all filter will just show all created batches. When batches are created they have a due in date assigned to them by the user. Selecting outstanding filter will show this. For more information on batches [click here](#).

Filters Page

If you need a more precise filter or need a filter that is permanent then select a filter from the filters page. Initially this page will be blank but once a filter has been created they will be kept in a list for later use. These filter presets can be activated or deactivated but only one of each filter type can be used at a time. To begin go to the filters icon  and select the add icon .



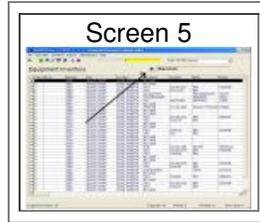
1. Give the filter a name. This is just a reference name and does not effect the way the filter behaves.
2. From the drop down box "applies to" select from the 3 options. Selecting batches will determine what data is added to a batch file. COC (Certificate of compliance) needs a filter to determine what sites are shown on the report. Main grid just simply means equipment inventory. Whatever filter settings we apply here will effect the equipment inventory.
3. Choose how the filter behaves by selecting 1 of the 3 options in INCLUDE. Choosing all sites will not filter out the sites. Selecting sites will show the site listing in screen 3. Move 1 or more sites to the selected sites box using the arrows in the middle. The third option is to select specific locations inside. This will narrow down your filter to show equipment in selected locations. Select site from the drop down box before you can choose the individual locations. See screen 4.



4. If a date range filter is needed select the tick boxes next test date range or last test date range. Once ticked select the date range from the drop down calendar.
5. Choosing the description drop down box will filter out all records with the same description. The drop down box listing is created by compiled list of the equipment inventory.
6. Status drop down box will filter out records based on the status of the record.

7. Frequency filter will show only the records with the same matching test frequency.

When finished click OK to complete. The newly created filter will be shown in the filters list. If you have multiple filters of the same type they can be activated by right clicking on the filter and selecting this option. Note only one filter can be active per filter type. To modify an existing filter double click on the filter name. Main grid filters that are active are identifiable by the purple circle in the equipment inventory. To deactivate this filter click on the purple circle. See screen 5.



Reports

WinPATSTM currently supports three kinds of reports;

- i. **Fixed reports** are standard reports with fields and formats fixed.
- ii. **Flexible reports** allow the user to select fields and adjust the width of each individual field.
- iii. **Custom reports** allow the customisation of format, the inclusion of logo(s) and various user specific information.

Note. When generating a report for the first time make sure that the report preview looks correct. Reports can be displayed incorrectly if the Windows printer is the wrong type or set incorrectly. For example if the default printer is set to a non A4 paper size the report preview will come out differently than the A4 preview. All reports are based on the A4 paper size.

If no windows printer installed and the report preview is correct then leave it as it is. If there is a problem please install a printer in *printers and faxes*. You don't have to have a physical printer just the printer driver installed on the computer that can print A4. Please make sure the printer is configured correctly in WinPATSTM options. [Click here](#) for details.

Fixed Reports

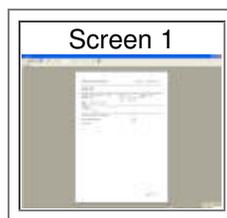
Fixed reports show the same data as shown on screen. The 'On Screen' data is determined by the Main Grid filter. To report on one Site, you can create and activate a filter for the Site. However, there are exceptions. Certificates of Compliance requires it's own filter. Please Note: Site, Location & User Reports do not use filters.

Site & Location Reports

This report lists all Sites and associated Locations. Identical location e.g. Workshop can be associated with different sites and all valid Sites & Locations are shown. Each site is listed on a separate page. The User can select a particular Site by printing or exporting the relevant pages of the report. The default format is A4 portrait

An example of a Site & Location Report is shown below (Screen 1)

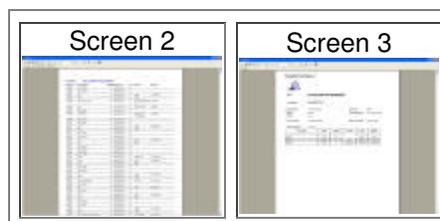
Click images to enlarge



Equipment Summary Reports

This report shows selected fields from the Main grid display. The default format is A4 portrait.

Screen 2 displays standard summary, screen 3 displays detailed summary



User Reports

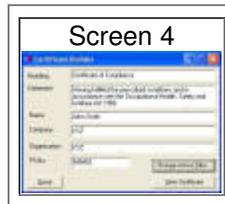
This report lists all Users that have been entered into the database, including contact details

Certificate of Compliance Report

The Certificate of Compliance can be produced for any Site. When invoked the form allows for customisation of certain parts of the certificate.

All fields can be modified by the User. The page margins are quite large to allow for printing on special paper with a frame or to be framed after printing.

Example of report shown in Screen 4



Flexible Reports

This facility allows Users to choose most of the fields from the main grid and adjust width of fields as needed.

User selected data can also be exported into CSV (comma separated values) file.



When invoked the form shows a list of already configured reports. To create a new one enter a name into Select Report Layout e.g. "New Report" and Click Load/Create Layout button (Screen 1)



The list of all available fields is displayed. Site and Location fields are not optional fields. To include fields in the report, move fields from the left list into the right list by double clicking or selecting and using button with  sign. The position of a field in a page can be moved by selecting a field and moving Up or Down by clicking the  and  buttons. (Screen 2)

Clicking Save Changes will create or overwrite file New Report.rst. File is stored in Reports folder under WinPATSTM directory. Files with RST extension can be deleted if needed. e.g. when too many are created and not used. Save As action can be repeated, the file is always overwritten without questions. Save As records always the latest status. As the following form can also modify layout of the report it is necessary to save the layout before cancelling this form. To see the report fields layout click Next (Screen 2).



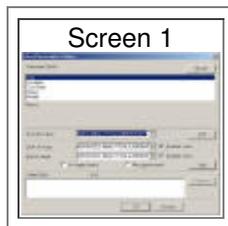
When a new report is displayed for the first time it will be displayed with default size fields with no other options specified. Column width can be adjusted by clicking and dragging. Double-click on column border will adjust width to display fully all data in a column. To move columns around go back to the previous form and change the order of selected fields. Column adjustments are remembered while going back and forth.

Custom Reports

The Custom Report option is provided to cater for specific report requirements, e.g. custom page headers and footers. Custom reports are stored in files with RPT extensions. All *.RPT files can be deleted if not used. When selected, the report connects to the currently active WinPATS™ database. By using parameters a user can interactively select what is needed.

When selecting a custom report the user is shown the selection of parameter values. The number of parameters vary for different reports. Only parameters specified in the report must be specified. Our example requires 5 parameters. (Screen 1)

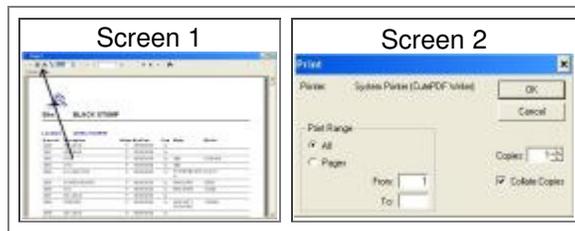
When selecting parameters select value(s) and Add. There are several ways to specify parameters.



Printing Reports

To print a report:

1. Generate a report from the reports menu.
2. Click on  icon (screen 1).
3. Check the printer is the correct default printer.
4. Choose the page range. All or specific pages. Select the number of copies to print. Click Ok.



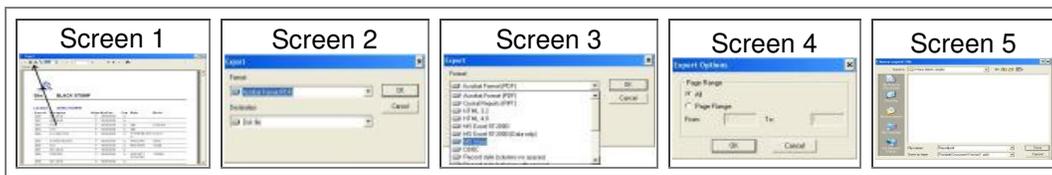
Exporting Reports

Exporting reports allows the generated report to be saved in 16 common file formats. From here the report can be saved as a file for safe keeping or sent to the client. Using the export function may be preferable to save many pages of paperwork.

Tip. Flexible reports allow reports to be generated in a variety of ways. The report may not be exactly what you are looking for. If so, then the report can be exported to a common word processing software and be modified. For example, once the report is exported a company logo can be added to the top of the report.

To export a report:

1. Generate a report from the reports menu.
2. Click on the  icon (screen 1).
3. Choose the file format required and leave destination as *disc file* (screen 2 & 3).
4. Select the page range, all or specific range (screen 4).
5. Choose the save location, click on the *save in* drop down box and choose the drive and folder. Enter a name for the file in the *file name* box (screen 5).



Administration Functions

This page cover all items on the administration menu located on the top bar. This menu is only visible if the user is logged in as an administrator. If the current user is logged in as a tester then this menu won't be shown. Your version of WinPATS may not have all items listed here depending on your WinPATS version.

Some of these commands in the administration menu can damage the database when used improperly. Please make sure you have a **backup** of your database before using any features. [Click here](#) to read about backups.

Import CSV

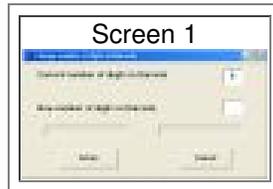
To learn about importing CSV files [click here](#).

Register Tester

This will be implemented in future versions of WinPATS. This feature is designed to handle other appliance testers.

Utilities - Change Barcode Digits

If your database is using a barcode system with leading zeros you can change the number of digits or the length of the barcode. This function modifies all barcodes in the equipment inventory.

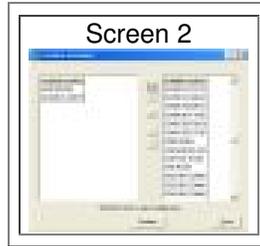


Current number of digits are shown in the top box and the new value is placed in the box below. This value can be higher or lower than the current digits value.

Warning The barcode is a reference number to the item. If you change the barcode in the software it won't recognise the barcode when you scan it.

Be careful when adjusting the number of barcodes. Do not adjust beyond the leading zeros or it will remove barcode values.

Combine Locations



This feature can combine multiple locations into 1 location. To do this move the locations listed in the right box to the left using the middle arrows. The location listed on the top will be the combined location name once done.

In Screen 2 the two locations boardroom and business centre will be combined and the result will be boardroom location. Click combine button to combine the locations.

Combine Sites

Same as the combine location function but able to manage sites. This function is useful if you have multiple TnT memory testers and you are working on same site names. Often the site name can be incorrectly worded and will appear as two different sites once downloaded. Use this function to correct this.

Combine Descriptions

Allows group renaming of the descriptions field. This is useful if a number of equipment have the same description but some are spelt incorrectly. Useful for correcting downloaded records from the tester when 2 or more testers incorrectly spelt the same description name.

Remove Duplicate Equipment

Scans the whole database and checks if there are multiple entries of the same item. This occurs when records have the same barcode, site and description. This function does not normally need to be used unless something has gone wrong with the database such as bad import merge.

Resolve Equipment

Only applies to TnT memory units.

Allows users to resolve data from an old version of WinPATS (< version 3.1.30). This function replaced the "resolve data" under the download menu. If you are using WinPATS version 3.1.30 or greater then it does not apply to you. This menu item will disappear if there's no records to resolve.

Restore Test Categories

Only applies to TnT memory units.

Choose this option if the auto tests are not functioning once the records are uploaded to the tester. This problem may occur if you have imported your database from a CSV file. There is no feedback once this menu function is run.

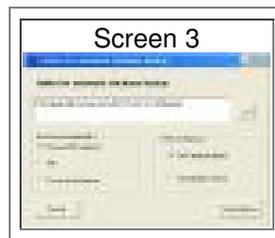
User Password For Logon

Administrators can choose if the database uses passwords when logging in. Here this function can be switched on and off. Please note if you switch this function off then all other users will not be required to use passwords when logging in. If you are worried about other users switching off password protect then the other user should not be a administrator. They should be a tester under the users page. To learn about users [click here](#).

Perform Archive

This will move all the old equipment that is no long being tested to an archived database file. A date range is chosen to select a cut off point for the archived records. WinPATS will move all records with next test due dates older than this date. For example if 2 years is chosen then all equipment with the next test due date older than 2 years from the current date will be archived.

Backup options



The backup options can be found under the file menu. These options modify how the backup function to behaves. This feature may not be available in older versions of WinPATS. If so make a backup using the backup database function in the file menu before attempting anything from the administration menu.

By default the backup feature under the file menu is switch on. This makes a copy of your database on every open. The locations of previous backups under [C:\WinPATS](#) MX (default install folder) Open your WinPATS Mx folder and open the backup folder.

This feature should not need to be altered because it is already set optimally on installation. If you are using WinPATS over a networked system you may like to choose a different backup path. It is a good idea to leave it on automatically backup and on database open before any changes have been made to the database.

Note. It may be necessary to periodically delete the backup databases if you have computer with limited disc space. Most modern computers come with plenty of free disc space so this should not be a problem.

Troubleshooting

Frequently Asked Questions

1. **When I attempt to create a new database, a logins screen appears asking me to enter a password**

If you are using an older version of WinPATS the initial password for a new database is *password*. After this has been entered successfully, you will then be prompted to enter a new password. Passwords must be at least 7 characters long

2. **How do I use WinPATS™ Lite to test with the TnT appliance tester?**

To use WinPATS™ Lite to test with the TnT Appliance Tester, you will first need to assign the COM port to which the TnT is connected to. This can be done in the WinPATS™ Lite by going to File > Options. Once the COM port has been assigned, you can perform a test by right clicking on an item in the Equipment Inventory database and select *Perform Test(s)*. The Visual Check screen will appear, once Yes is clicked the test will begin automatically. For more information see getting connected.

3. **When performing tests with WinPATS™ Lite, the TnT needs to be reset between each piece of equipment for the communication to work**

This is a known problem with Windows XP, as it does not fully support serial ports. To solve this problem you will need to use a Serial to USB adapter which can be purchased from Wavecom Instruments (Part Number TNT-USBS).

If you are not using Windows XP and experience this problem, try one of the following options:

- i. Use another available serial port on the computer
- ii. Use a Serial to USB adaptor

4. **When I attempt to create a new database I receive a message saying that I need to upgrade to WinPATS™ Lite**

WinPATS™ Lite_{Base} does not allow the user to create new databases. You are only allowed to use the default database that comes with the installation.

To open the default database, go to File > Open Database

The initial password for the database is *password*

5. **When I attempt to view a report I receive a message saying that I need to upgrade to WinPATS™ Lite**

Some early releases of WinPATS™ Base 3.0 did not allow any of the reporting features to be used. To fix this problem contact Wavecom Instruments for further information.

6. **When trying to merge user receives error: Merge Fail-Application Files in use?**

This error is displayed when program cannot make copy of database over the file Backup.wdb or Inter.wdb. This happens when files have attribute Read Only set.

Please do the following:

-Locate the WinPATS™ directory to find these files

-Right click on the file and select properties

-Un-tick the read only box

7. **When in options menu I get an error "Runtime error 13: type mismatch" when I click on OK?**

This error occurs when entering the incorrect data type into a field. For example if the program requires a numerical string and an alphabetical string is provided this error will occur. It can also happen if no data is provided. The most common occurrence is in the options box. There is blank dropdown fields in the options menu that have not been filled

out. Please go through each page/tab and make sure these dropdown boxes are filled out, even if they don't have any relevance to your computer configuration. By default installation these will be filled out. If they are not present check with your system administrator to see if restrictions have been placed on the computer.

8. When filling out my registration details and product key I get "Runtime error 13: type mismatch"?

Make sure that the fields are filled out correctly. Make sure the "Phone Number" and "product keys" are all numerical characters.

9. When completing my registration details it displays "Reg error: contact vendor"?

This maybe a once off message that you should ignore. If it occurs all the time then the computers settings may be incorrect. Most likely cause is the WinPATS™ program was unable to save your registration details or the name and phone number was incorrect in some way. Also please check that your computer does not have user restrictions set. Please check with your company IT manager to resolve this.

10. When using WinPATS™ I receive an error message "Runtime error 339: "msccomct2.ocx may not be installed or correctly registered"?"

If you receive a message like this, it means that the WinPATS™ installation was not successful and some components were not installed. The user or administrator may have put restrictions on the user that is logged in at the time. Also the file may not be present for the installation, if so contact Wavecom Instruments for help.

11. When printing a label a message appears " Runtime error 94: Invalid use of Null"?

Database maybe corrupt in some way. It is trying to print out a null field (blank field). Possible causes are importing a corrupt database or importing badly formatted CSV file. Please contact Wavecom to solve this.

12. When opening a database a message appears "Object variable with block variable not set"?

This happens when a database from version 1.9.X is loaded in WinPATS™ version 2.0.X. Please create a new database in version 2.0.X and use the import merge function.

13. When generating reports, I get an error "Runtime error 91: Object variable with block variable not set"?

1. You may be running WinPATS™ under a different user than it was installed under. For example, User installs WinPATS™ under Administrator, logs off and then logs in as Tester and tries to generate a report. To fix this, reinstall WinPATS™ under every user that wants to use the program into the same installation directory.
2. Security settings have been put in place which block certain functionality of the WinPATS™ program. Go to Control Panel > Administrative tools > Local security policy. Check that no rules block installation of files or loading and saving of components. Please do not change these settings unless you have permission from your IT manager first.
3. Install a version of WinPATS™ 2.0.12 or higher. The installation wizard contains an install option to solve this problem. When prompted if this software is to be installed for one user or all users, select "all users".

14. When generating reports the computer displays a message "head & footer is too large /small". Or when generating reports it displays strange text or nothing at all?

Please check to see what your Windows default printer is. To generate a report in WinPATS™ the program uses a third party program. When this report program generates the report it looks at the Windows printer preferences and takes them into consideration. If the printer settings are incorrect then the print preview will be incorrect. Please make sure that your Windows printer is set as the default printer and that it is capable of printing on to A4 paper.

15. WinPATS™ will not print out tags when selecting "print label" in WinPATS™. The print status bar will go from 0 to 100 percent then the computer does nothing?

Make sure that the following things have been done:

- Hardware switched on and plugged into computer.
- Green light is on the front of the Zebra printer.

-All 4 printer files (eg pass_p.wbl) have been added to options/printer dialog box.

If you are using a COM or LPT port:

Please check the BIOS settings to see if the printer parallel port settings are correct. This can be incorrectly set causing the printer not to print. Make sure that it has the following settings.

Parallel mode: ECP / EPP

Parallel type: LPT1 (sometimes set to auto which causes problems)

Very occasionally notebooks like Toshiba have docking stations. They are long connectors with many pins & they can be used to connect many different devices. The trick with new notebooks is the docking stations ports can be used as a standard parallel port. If the docking station is not set to parallel port in the BIOS you will not be able to print at all.

Selecting COM ports for label printing

Note: If you are using a USB to serial device and have it plugged directly into the printer serial port, it will not work. The Zebra TLP2844 printer is a programmable printer. To do this they require a two-way communication because the serial port shares the same pins and they need to be crossed (eg transmit to receive pins). The cable required to do this is normally referred to as a null modem cable or crossover cable. This cable is placed between the USB/Serial device and the printer. If you require one of these cables please contact Wavecom.

16. When adding new equipment, WinPATSTM asks, "No barcode label selected would you like to do so?" If no is selected program crashes with "runtime error 5: Invalid procedure or comment"?

Either Go into File > options > printing tab and fill out the printer status bars or make sure that "Print when done" is not selected in the new equipment dialog box. Also check that in options, print new to service tag is not selected.

17. When performing a test I receive a message "None of the selected COM ports are available" Even if I know my COM port number?

If you are using a USB to serial device, remove the device from the USB connector, wait a few seconds, then plug it back in. By doing this, it will re-initialise the device and also the communication port.

If you have a Zebra Label printer:

If you are receiving the same message for the notebook built in COM port's. Check you Windows printing setup (if installed). Go to "start > settings > control panel > printers and faxes". Right click on Zebra TLP printer and select properties. Select the com ports tab and make sure the com port that you are using to communicate to your tester is not selected.

18. WinPATSTM is unable to import CSV files successfully. All records were validated OK, no records were stored into database during "commit" stage or WinPATSTM is displaying many errors when in the validation stage?

Please read the documentation on how to import CSV files on the CD. This be found in the WinPATSTM manual.

19. When opening a database a message is displayed "Error layout does not exist" and the database will not open?

In file > options click on restore grid defaults. Then reopen the database.

20. Cannot transfer batches to my PDA. WinPATSTM displays "transfer error"?

Activesync 4.0 will not be able to transfer batches across because the mdb > cdb conversion function has been removed. This is a big problem for now because new PDA's only work with activesync 4.0 or above. Please do not install this version. Use versions 3.7 & 3.8.

If you have the correct versions please check the following:

-Check to see that the PDA cable is secure.

-Make sure that Activesync is synchronised with the PDA.

-On the PDA select Start > Settings > System tab > memory > applications running. Makes sure that WinPATSTM is not running by selecting "stop all tasks". WinPATSTM cannot transfer a batch with WinPATSTM CE loaded.

-If you have a firewall make sure that it has not blocked the application "WinPATSTM.LITE.EXE". If you receive a pop-up message about this you should allow this application.

-If the PDA is running erratic perform a soft-reset.

21. The following error occurs when booting the computer: WCESMgr.exe - Application Error, application failed to initialise properly (0xc0000142)?

If you have Symantec AntiVirus Corporate Edition please install the latest version. Any version 8 or under will cause this problem. The antivirus program and activesync seem to clash. This error message will occur on different versions of activesync.

22. When trying to load a database I receive a message saying, "File does not exist"?

WinPATSTM cannot edit the file because the file is read only. Most likely cause is the file is being loaded directly off a CD-ROM. Please copy the file to a local disk (C: drive) or some other drive that can edit files directly off the media. If you have copied the file to a local disc and you still receive the same message please do the following:

-Locate the database file.

-Right click on the file and select properties.

-Un-tick the read only box.

-Select apply.

23. When adding fields into WinPATSTM the program displays the message "Runtime error -2147217900 Syntax error" and the program closes down?

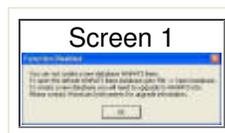
When entering fields avoid using special characters (eg " [] @ & *). These characters maybe reserved for the program. For example if the description of an item is:

6 " angle grinder

This will generate the runtime error because of the use of quotations in the description. To solve this problem use a description, for example:

6 inch angle grinder

Troubleshooting



1. If you get the error message shown above (Screen 1), you will need to upgrade to WinPATSTM Lite to be able to create a new database
2. If the TnT appliance tester is not communicating with the PC, check that the COM port configuration in WinPATSTM is correct. To do this, go to File > Options

Printer Setup

This is a quick guide to setting up the Zebra Label Printer that is used in conjunction with WinPATSTM Lite

- Insert WinPATSTM CD into CD-ROM Drive
- Go to My Computer
- Double click drive in which WinPATSTM™™ is located e.g. (E:)
- Double click folder called Zebra Label Printer
- Double click folder called Drivers
- Double click folder called Driver
- Double click icon called ZUDv5007
- A window should appear, click OK
- A window should appear detailing where you want to unzip the drivers too
- Designate a folder
- Click Unzip making sure the box *When done unzipping open: .\Setup.exe* is ticked
- Confirmation window should appear, click OK
- A Language selection windows should appear, click OK
- The *Printer Setup Wizard* should open, click next
- A *Printer Select* window should appear, under Manufacturers select ZEBRA ZPL, and under Printers select ZEBRA TLP2844-Z
- Click next, if a caution box comes up, click Continue Anyway
- A Printer Port window should appear, select relevant port based on which connection is used, e.g. USB = USB001, Parallel = LPT1, Serial = COM1
- Click next and specify a name for the printer
- Click next to start *Configuration Assistant Wizard*
- Click next and specify Label Setup*
- Click next and specify Top Adjustment*
- Click next and specify Dispense mode*
- Click next and specify Media Type*
- Click next and specify Media Tracking*
- Click next, then Finish
- Click Print Test Page if desired or Finish to exit
- Go to Start > Printers and Faxes
- Right click on Zebra TLP2844-Z and select set as default

* Settings are typically left as default, so no alteration is needed unless otherwise specified.

Note: Based on Windows XP operation. If the new hardware wizard appears, select No, not this time > Next > Install software automatically

For more troubleshooting solutions, please contact WinPATSTM™ [Technical Support](#) @ Wavecom Instruments

Additional Information

Test Labels

Please refer to your supplier for details regarding the purchase of appropriate tags and labels as well as other supplies and accessories

Optional Accessories

TnT Portable Appliance Tester	Part No: WCM-TNT
TnT-el Portable Appliance Tester	Part No: WCM-TNT-EL
TnT+ Portable Appliance Tester	Part No: WCM-TNT+
TnT+P Standard with Software	Part No: WCM-TNT+P
WinPATS™ LITE Software	Part No: WCM-WinPATS Lite
WinPATS™ CE PDA Software	Part No: WCM-WinPATS CE
WinPATS™ Software Upgrade	Part No: WCM-WinPATUP (dependant on specific upgrade)
Blue Tooth Interface	Part No: WCM-BTHT
WinPATS™ Scanner 232	Part No: WCM-1200 Scanner 25232
WinPATS™ 1200 Scanner USB	Part No: WCM-1200 Scanner USB
WinPATS™ PDA Laser Scanner	Part No: WCM-PDA Laser Scanner
HP IPAQ PDA	Part No: WCM-HP IPAQ
500mm Earth Strap	Part No: TnT-ES 500
ZEBRA Tag Printer	Part No: WCM-Z2844
3-Phase Adaptor 20A	Part No: WCM-3Phase-20A
3-Phase Adaptor 40A	Part No: WCM-3Phase-40A
3-Phase Adaptor Multi	Part No: WCM-3Phase-M
HBC Fuse	Part No: WCM-HBC10AM205
Isolation Transformer for RCD testing	Part No: WCM-ISOT
USB to Serial Adaptor	Part No: TnT-USBS

Other Relevant Authorities

New South Wales	
Work Cover NSW GPO Box 5364 Sydney NSW 2001-0423 Australia Ph: (02) 4321 5000	Department of Fair Trading Safety and Standards Branch PO Box 972 Parramatta NSW 2124 Australia Ph: (02) 9895 0111
Queensland	
Department of Mines and Energy Electrical Safety Office PO Box 69 Brisbane QLD 4001 Australia Ph: (07) 3237 1201	
Tasmania	
Electrical Standards & Safety PO Box 56 Rosney TAS 7018 Australia Ph: (03) 6233 7831	
Western Australia	
Office of Energy WA	

Technical and Safety Division
20 Southport Street
West Leederville WA 6007 Australia
Ph: (08) 9420 5600

Victoria

Office of the Chief Electrical Inspector
PO Box 262 Collins Street West
Melbourne VIC 8007 Australia
Ph: (03) 9203 9700

South Australia

Work Cover SA
GPO Box 2668
Adelaide SA 5001 Australia
Ph: 131 855

International

Office of the Chief Electrical Inspector
Ministry of Commerce, New Zealand
Energy and Resources Division
PO Box 1473
6015 Wellington New Zealand

WinPATS Testing

For Test and Print Pack Owners (TnT memory)

It is important not to confuse WinPATS testing with the TnT memory unit functionality. With a TnT memory unit the equipment records are transferred to the appliance tester and then the tests are performed independently from the computer. Then the equipment test records are transferred back to the WinPATS software.

If you own a TnT memory unit you will still be able to perform tests VIA the WinPATS software. It is recommended that you learn how to use the memory unit by reading the [MX operations](#) section.

If you wish to use operate the tester VIA WinPATS you will need to do the following:

If the TnT tester is running in memory mode (unit starts up to the new barcode / search barcode screen) then you will need to remove the keypad connection from the top of the tester and reset the power to the unit. Once the unit is displaying the main menu A screen then you can continue testing. It is only the WinPATS testing that requires the keypad to be removed. All uploading and downloading can be done from the new barcode screen. For more information on the TnT memory [click here](#).

The First Test - Visual Inspection

Once the software has been set up to your specific requirements, you can begin testing portable appliances. WinPATS testing works by executing a test command to the appliance tester. The test is determined by the chosen [test category](#). Once the TnT has completed the test the results are relayed back to WinPATS software and the test is complete.

Please read the [getting connected](#) page before attempting a test. Make sure the TnT is in the main menu A screen before starting a test. If the unit is in a sub-menu the TnT will not respond.

THIS TEST IS TO OCCUR BEFORE ANY OTHER TESTS ARE CARRIED OUT USING ANY OF THE RANGE OF TNT APPLIANCE TESTERS

In regard to the device under test (DUT) please ensure that:

1. There is no damage or component defects to the accessories, plugs, outlet sockets or connectors
2. There are no cracks/abrasions
3. There are no exposed inner cores or conductors (flexible) and that the supply cords are not twisted or distorted
4. Any fuse/overload protection components (if fitted) are checked
5. All labels, markings and warning indicators (of the maximum load to be connected to the device) are legible and intact
6. The insulation is not damaged in anyway i.e. melted, cuts, abrasions. There are no iron filings in the insulation. There is no insulation tape on the lead
7. Any flexible cords/leads are anchored (glands and grommets intact)
8. All covers/guards are in place and secure as intended by the supplier/manufacturer
9. All safety devices and systems are in good working order i.e. latches and buttons
10. No dust/dirt obstructs any exhausts or ventilation outlets
11. All controls are working properly and are secure and aligned

IMPORTANT: IF RESULT IS A FAIL

IF A DEVICE UNDER TEST (DUT) FAILS ANY OF THE ABOVE, IT SHOULD BE DEEMED TO HAVE FAILED THE VISUAL TEST, AND THEREFORE NO OTHER TESTS NEED BE PERFORMED. IF THIS IS THE CASE THE DUT SHOULD BE TAGGED WITH A DANGER TAG AND REMOVED FROM SERVICE. IT IS RECOMMENDED BY THE MANUFACTURER AND DISTRIBUTOR OF THIS PRODUCT THAT IF A DUT HAS FAILED A TEST IT SHOULD NOT BE RETURNED TO SERVICE. TO DO SO WOULD BE CONSIDERED UNSAFE!

WinPATS Testing

Click images to enlarge



- Scan/type barcode into the Barcode to SEARCH box and press Enter (Screen 1)
- Click the Perform Test button or press F8 on the Equipment Details screen (Screen 2)
- Perform a visual check before clicking Yes or pressing F12 on Screen 3
- Testing will begin automatically, the test procedure will run through all tests that have been previously assigned during the set up process (this information depends on which test/s have been assigned to this item during the initial equipment set up).

If the barcode you have entered does not exist in the database, you will be asked if you would like to 'Add Equipment'. To enter new equipment into the database, click Yes. This will bring up the specific 'Equipment details' screen with a new barcode number. (Please refer to Equipment).

The test results screen can also be accessed by:

- Right clicking on any equipment and selecting perform test.
- Double clicking on a equipment and choosing perform test in the equipment details box.

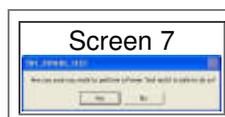


After the visual check is done (Screen 3) the program will look for a connected TnT tester. If a tester is not found, Screen 5 will appear. This could be due to incorrectly configured ports. See General Options Tab for more information. If the program detects a TnT Tester, testing will automatically commence.

Should the DUT (DEVICE UNDER TEST) have several test types the Next button is displayed on the screen (Screen 6). If only one test type is allocated to the DUT (DEVICE UNDER TEST) then the Next & Skip keys are not displayed. The Skip key moves the test to the next test type in the list of tests set up for that particular DUT (DEVICE UNDER TEST). Alternatively you can press F7 which will perform the same function as clicking next. Pressing F3 or ticking the F3 box will enable all test to be performed sequentially after a 5 second interval.



If an emergency stop is required, click  or hit the esc key on your keyboard. This will disable the test in progress.



For TnT-el & TnT+ testers only

Screen 7 is a safety warning indicator. Should the yes button be pressed, the program will control the TnT+ tester and apply power to the DUT (DEVICE UNDER TEST).

CAUTION This test turns the appliance on and can cause an accident or injury if safety precautions are not taken.



Screen 8 will appear if the DUT (DEVICE UNDER TEST) has failed one of the test parameters. The user has the option to continue and save or go on to next test function if there are multiple tests. The results will be stored as a failed test result, or retry the test as it may have been a testing error.

If a zebra label printer is connect to the PC make sure the "print after test" box is ticked. Once the test is complete check the results and press the OK button. The print progress bar will quickly show on the screen and the tag will be printed.

WinPATS MX Testing

Overview

The test and print pack which contains the TnT memory unit gives the ability to test and tag items without the need of a PC or laptop on site.

The TnT memory unit has the ability to store WinPATS records in the testers flash memory. The records can be searched, modified and tested using the keyboard and scanner. Once tested a tag is printed from the label printer with a scanable barcode as a reference.

To fully understand the operations of the TnT memory please read the following sections:

- The current page (WinPATS MX Testing).
- [Managing the TnT Memory.](#)
- [TnT memory operations in the TnT manual.](#)
- [The TnT memory flow chart.](#)

Testing New Equipment

When testing equipment on a site for the first time you will need to create new equipment on the tester. To create new equipment on the tester:

- [Create a site](#) name or use an existing site on the tester. You must select the correct site or the new records will be mixed in with another site.
- Select the correct [user](#) from the users list. If no users exist then a user name will need to be created.
- Check the [auto generate](#) number if you are planning to use the auto generate feature.
- Fill in the new details in the [details menu](#). When creating equipment the location and description details are kept for the next piece of equipment if doing multiples of the same equipment type.
- Do a visual check on the item and perform the test on the equipment. The test category automatically remembered based on the test selected in the test menu. This is downloaded as part of the download information.
- Once tested determine if the item needs retesting.
- Place the tag on the lead.

At any point the data can be downloaded to the PC with WinPATS. If data is downloaded multiple times the updated equipment is ignored.

Retesting Existing Equipment

Before retesting any equipment you must [upload](#) any existing site data from WinPATS. The items that are due for testing need to be uploaded but it is quicker to upload the whole site. If this is not done the TnT will report "no equipment found" when scanning a barcode. To retest equipment:

- Select the [correct site](#) from the sites page. If the tester is in another site it will not find the barcode.
- Select the correct [user](#) from the users list.
- Scan or enter the barcode number found on the old tag.
- Once scanned the [details menu](#) will be shown. At this point the details can be changed about the item. These details will be updated when they are transferred to WinPATS.
- Perform a visual check on the item.
- If the equipment has a previous test category it will display an auto menu to retest with the same test category. If it's incorrect it can be changed.
- Once tested determine if the item needs retesting.
- Place the tag on the lead.

At any point the data can be downloaded to the PC with WinPATS. If data is downloaded multiple times the updated equipment is ignored.

Completion of Testing

All sites that have been tested should be [downloaded](#) at this point. It is important to download the results and CHECK that the results have been updated. Once the database has been checked we recommend you [remove the site](#) from the tester to save memory space on the tester. Only do this if you have successfully downloaded the equipment and no more testing is required until the next testing period. The equipment is not automatically removed in case of a download error.

The TnT memory has a limited amount of space for each equipment test results. If the previous test results are not removed when the next testing is due there might be insufficient space to store the new test results. This is the reason why WinPATS downloads the equipment and test results but does not upload previous test results.

WinPATS only updates the equipment that has test records assigned to it. If the equipment is downloaded into a blank database only the equipment that has been tested will be shown. This does not mean that the records have been deleted. You should always download into the correct database.

Managing the TnT Memory

Introduction

WinPATS MX has the ability to upload and download records from the TnT Memory unit.

You must have a TnT that capable of uploading/downloading records to begin with. This is normally defined as a TnT M model. If not then this page doesn't apply to you.

Before attempting to use the download/upload feature, ensure the TnT M is connected to the PC and is switched on. Please make sure the TnT is on the enter barcode screen or the Main menu A screen. If it's not the TnT won't communicate with the PC.

Please ensure the communications are setup correctly before attempting to download/upload records. Refer to the [Getting Connected](#) section for more information.

To access the download/upload feature of MX, select *Download > TnT Communication* from the tool bar (Screen 1)

Setting the Date and Time

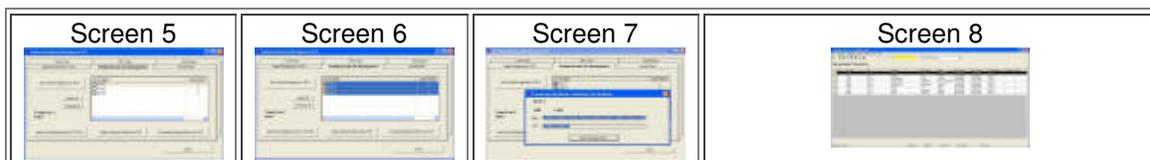
Please make sure that the date / time is set correctly before beginning testing. If it is not set correctly then tests result will be incorrect too.

Click Images to enlarge



1. When the TnT Uploading menu is accessed, screen 2 will appear. This is where the data from the TnT M is managed and downloaded, click the *Date Time* tab in the top left hand corner.
2. Screen 3 will appear, this is where the date and time on the TnT can be set to match the current PC date and time. This will also provide a connectivity test to ensure that the TnT is connected properly. Click *Get TNT Date and Time*. If the TnT is connected properly, the current date and time that the TnT holds will be displayed in the box next to the the *Get TNT Date and Time* button. If the date and time on the TnT is incorrect, click *Adjust*
3. Screen 4 will appear and will show the current date highlighted with a red circle. The current time can be viewed in the right hand corner of the Windows taskbar. If all is correct, click *Apply* and the date and time on the PC will be uploaded to the TnT. When this has finished, click *Get TNT Date and Time* again to ensure that it been uploaded successfully.

Downloading Records



1. Go *Download > TnT Communications* and screen 5 will appear. Click the *Show Sites/Equipment on TNT* button. This will retrieve the sites from the TnT and display them in the window.
2. Once the sites have been retrieved, they can be individually selected by clicking the site, or all sites can be selected at once by clicking the *Select All* button. If a site is no longer needed, it can be deleted by selecting the site and clicking the *Delete Selected Site(s) from TNT* button.

3. When the sites to be downloaded have been selected, click the *Download Selected Sites f TNT* button. This will begin the download process which can be seen in the status window (Screen 7)
4. When the download process has finished the merge function will begin. This will update the database with the downloaded data.

Uploading Records

Uploading records transfers the equipment to the TnT appliance tester. All records displayed on the equipment inventory will be transferred to the TnT tester. You can change what is sent by applying a filter to the equipment inventory. To learn more about filters [click here](#).

For each piece of equipment in the equipment inventory the following fields are sent:

Barcode, site, location, description, make, model, serial number, asset number, test frequency and test category. No previous test results are sent from WinPATS. If the fields are blank then no data is sent. The minimum fields required are barcode, site, location and description (This is a minimum requirement for the WinPATS database).

Upload Procedure:



1. Go *Download > TnT Communications* and click the *Upload Equipment to TNT* tab (Screen 13)
2. Click the *Check space available on TNT* button, this will show how many items and sites are currently on the TnT (Screen 14)
3. Choose what type of upload method is required (if applicable), see below.
4. Click the *Prepare data for Upload to TNT* button, this will display how many items there are in the database that is currently open (Screen 15)
5. Click the *Upload to TNT* button, this will upload the records in the database to the TnT (Screen 16)

Warning. Do not use the upload function more than once for the same site or if the site already exists on the TnT tester. This will create duplicate records on each barcode number. To correctly synchronize WinPATS database with your TnT tester do the following:

1. Click on the [download & site management](#) tab and click show sites / equipment on TnT.
2. Determine if the site that you want to upload already exist on the TnT tester.
3. Determine if there are test results on the TnT tester (equipment that has been tested in a previous time). If there are no test records then skip the next step.
4. If the test result data is newer on the tester (equipment that have been tested and the test records have not been transferred back to the computer) then you will need to download the site first. This is important because if it's not done then test results will be lost in step 6. Follow the download procedure in [downloading records](#).
5. Click the *Show Sites/Equipment on TNT* button from *download and site management* tab.
6. Tick the site you are working with and click the delete site button. Click yes to confirm.
7. Upload the site you need.

Upload method

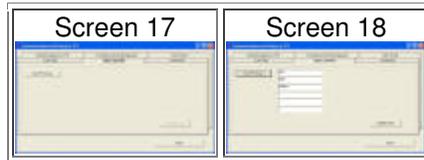
In recent version of WinPATS there are 3 options for uploading. These are:

- **Include equipment from all sites** - This will upload all the equipment from the database. Don't select this if you have more than 5000 equipment in your database or any pre-existing data on the tester.
- **Include equipment from sites not present on TnT** - This feature will only upload the sites that are not on the tester. This will Prevent double ups on the TnT.

- **Include equipment from main screen only (default)** - It is recommend that this option is used. This will only upload what is displayed in the equipment inventory. If you need to apply a filter when uploading then this option needs to be selected. To learn more about how filters effect the upload process see [filters](#) page.

Users on TnT

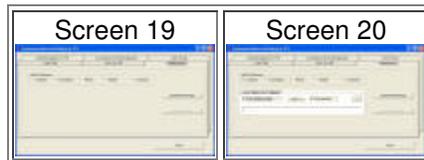
Users can be added or removed from the TnT itself or from WinPATS. Its important to set users names before testing. This keeps track of who did the testing for the records.



1. Go *Download > TnT Communications* and click the *TNT Users* tab (Screen 17)
2. Click the *Show Users on TnT* button, this will bring up a list of the users currently stored on the TnT. You can add more users or delete current users by entering/deleting the names in the boxes (Screen 18)
3. When the necessary changes have been done, click *Update TnT Users* to update the users on the TnT.

Dictionaries

Dictionaries allow the predictive text mode to be used on the TnT. Dictionaries are most useful when using the mini keypad. If the test and print kit contains a full size keyboard then you may want to skip the dictionaries section. Dictionary is basically a text file with words in them. When a dictionary is uploaded to the TnT, words can be entered using the predictive text mode, Eg: Wavecom is the word to be entered so 9,2,8,3,2,6,6 is pressed. This method provides faster input compared to alpha mode. Dictionaries can be created from scratch or from words in the database that is currently open. To create a dictionary from scratch, open a notepad file and enter in words that you want to be in the dictionary. Only one word can be on each line.



1. Go *Download > TnT Communications* and click the *Dictionaries* tab (Screen 19)
2. A different different dictionary for each section (Location, Description, Make, Model and Comments) can be uploaded. Click on the section that you wish to upload a dictionary to.
3. There is the option of uploading a dictionary from the database that is currently open, from a text file, or from both. Select where you want to upload the dictionary from by clicking the check box next to *from database data* and *From text file*. If a dictionary is to be uploaded from a text file, click the button with 3 dots to locate the file. Once a dictionary source has been specified, click the *Generate Dictionary* button. This will upload the dictionary to the to the TnT (Screen 20)

Flash Format

The Format Flash feature allows the records on the TnT M to be deleted. There are two methods in which this can be done: Erase Flash Full and Reset Site Index. Erase Flash Full will delete all records and dictionaries from the TnT M, whereas Reset Site Index will delete records only.



1. Go *Download > TnT Communications* and click the *Format Flash* tab (Screen 21)
2. Click the *Erase Flash Full* or *Reset Site Index* button, depending on which type of format you want to do. A warning box will appear stating what will happen, click *Yes* to format.