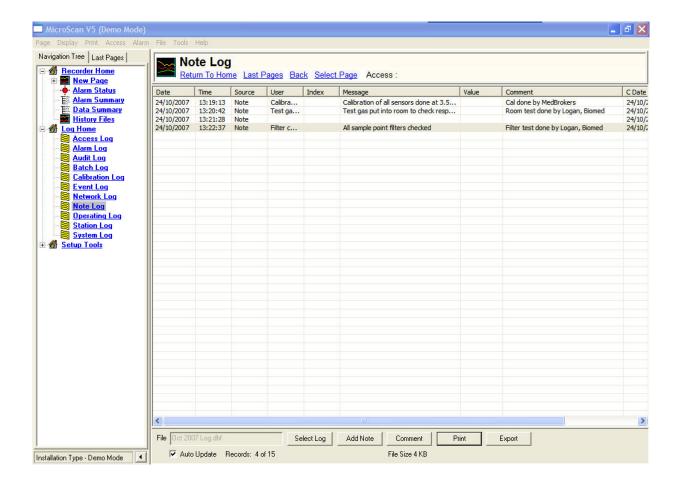# Briefing Document

RE: Adding comments to Microscan log   **24 October 2007**

1.   This write-up assumes that Arc-Max® hardware and software components have been properly installed, and are currently running. Please refer to "Briefing document re Arc-Max quick start instructions" if in doubt.

2.   It is of interest to add notes and comments to the permanent record produced by Microscan/Arc-Max®. For example, you might want to document when calibrations or other maintenance operations are being performed.

3.   Notes and comments can be added readily within the "Log" functionality of Microscan. As you will recall, Microscan is the data collection engine that drives Arc-Max®, which is essentially a specialized report writer.

4.   Click on the Microscan icon in your taskbar (system tray). Note the Navigation tree tab to the left. Click on this tab if its contents are not already being displayed.

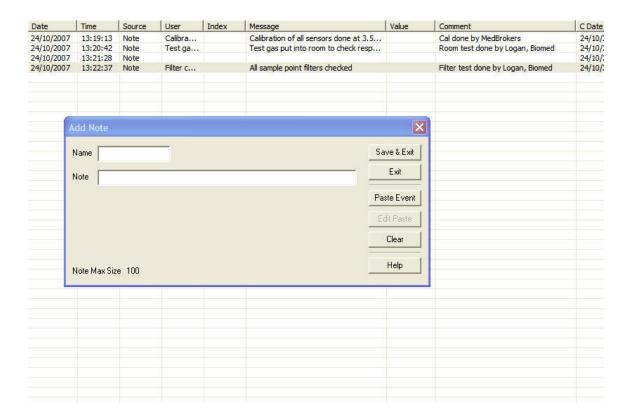# Briefing Document

5.   You should see this (along with the rest of the screen):

Briefing Document

6.   Comments and notes can be added in either the Note Log or the Operating Log.
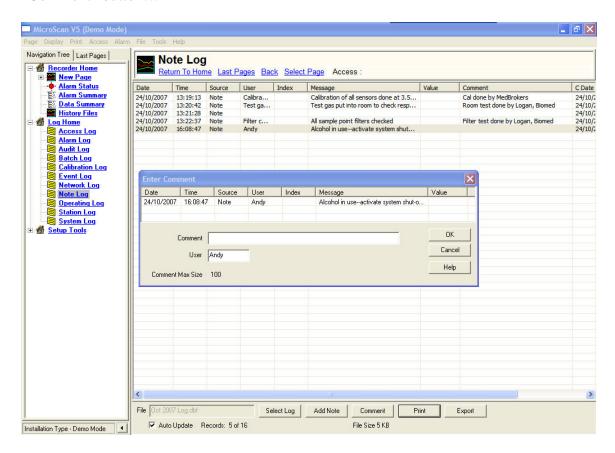If you click on Note Log, the following screen appears….

Briefing Document

7.   Click on Add Note to add a note. This brings up the next screen…

Date	Time	Source	User	Index	Message	Value	Comment	C Date
24/10/2007	13:19:13	Note	Calibra...		Calibration of all sensors done at 3.5...		Cal done by MedBrokers	24/10/:
24/10/2007	13:20:42	Note	Test ga...		Test gas put into room to check resp...		Room test done by Logan, Biomed	24/10/:
24/10/2007	13:21:28	Note						24/10/:
24/10/2007	13:22:37	Note	Filter c...		All sample point filters checked		Filter test done by Logan, Biomed	24/10/:

Add Note

Name [   ]

Note [   ]

Save & Exit

Exit

Paste Event

Edit Paste

Clear

Help

Note Max Size 100

8.   "Name" can be either the person's name, or a particular category of note. Key in the note data, and click "Save & Exit."

9.   Comments are added by first clicking on a note line, and then clicking the "Comment" button…

10.   The log files can be printed or exported in CSV (comma separated variable) format.

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11.   The Operating Log contains all the Note Log entries, along with other system information…