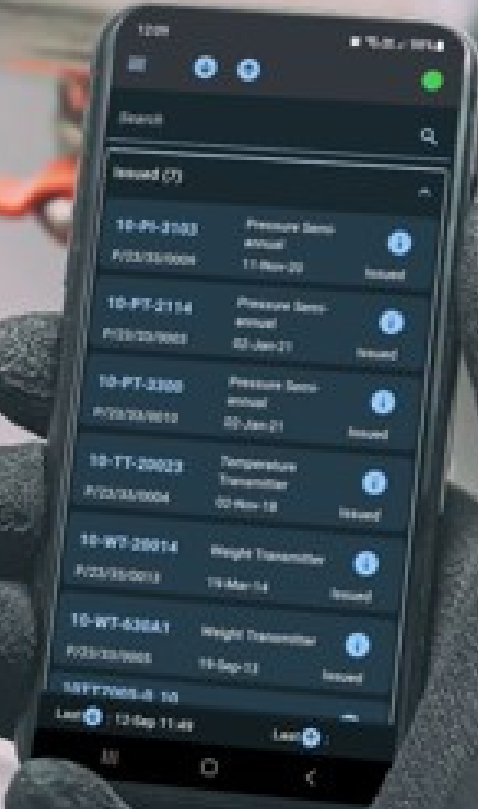


# USER GUIDE



## Table of Contents

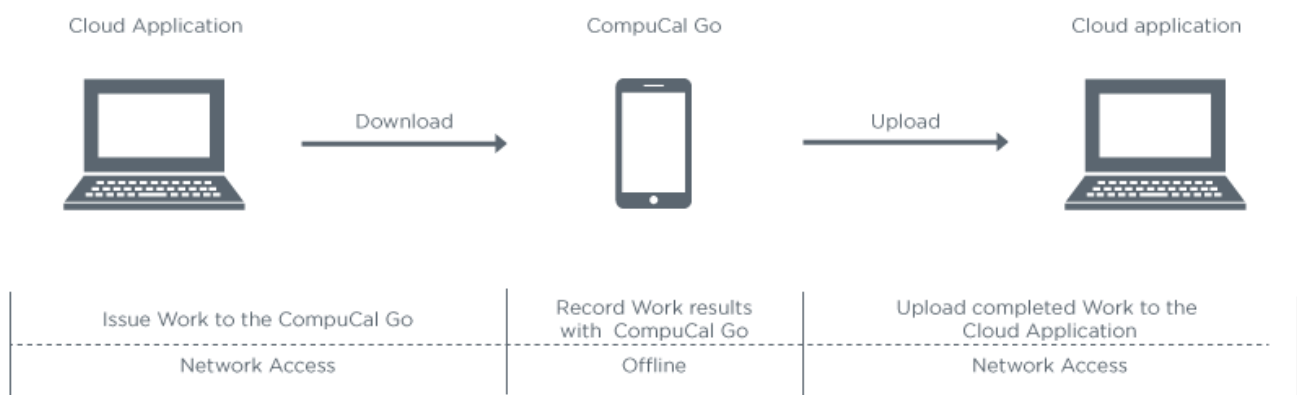
1	Introduction.....	3
2	Installation.....	4
3	First time access .....	4
4	Settings.....	4
5	Login Screen.....	6
6	Navigation.....	6
7	Home.....	7
7.1	Data Entry.....	8
7.1.1	Details tab.....	8
7.1.2	Work Instructions tab.....	9
7.1.3	Tasks tab.....	9
7.1.4	References tab.....	10
7.1.5	Values tab.....	10
7.1.6	User Data tab .....	12
7.1.7	Time Taken tab .....	12
7.1.8	Deviation Tab.....	13
8	Issue in Bulk.....	14
9	QR Code.....	16
10	Commissioning.....	17
11	Certificates.....	21
12	Support.....	21
13	Login .....	22
14	Logout.....	22
15	Select Mode.....	22
16	Feature Access.....	22

# 1 Introduction

CompuCal Go is a cross platform mobile app available for Android and iOS devices.

CompuCal Go allows you to record all your calibration & maintenance results using an intuitive user interface designed to reduce your data entry time.

With this app you can download Work Orders to your mobile device, enter all the required information for any calibration or maintenance activity. You can upload the result to the Cloud Application, generate the required certificates and send them directly to the relevant customer.



This document will guide you through the functionality of the CompuCal Go mobile app, following a step-by-step approach.

For additional information or clarification, you can always contact our support team at [support@compucalsolutions.com](mailto:support@compucalsolutions.com)

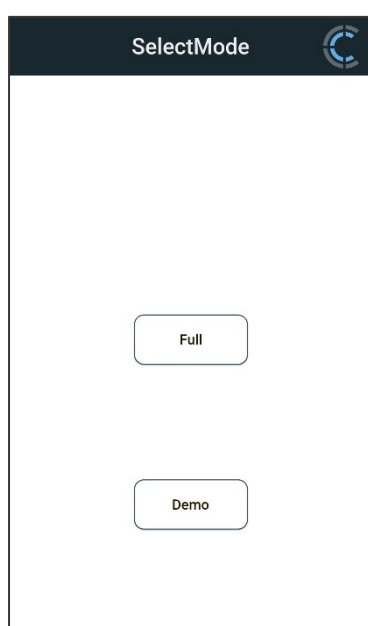
## 2 Installation

You can find and install the application through Google Play Store (for Android devices) or Apple App Store (for iOS devices). Just search for “CompuCal Go” and press install.

## 3 First time access

When opening the app for the first time, the **Select Mode** screen appears.

The screen gives you two options, Full and Demo.



**Demo:** This option allows you to play around with the app accessing demo data.

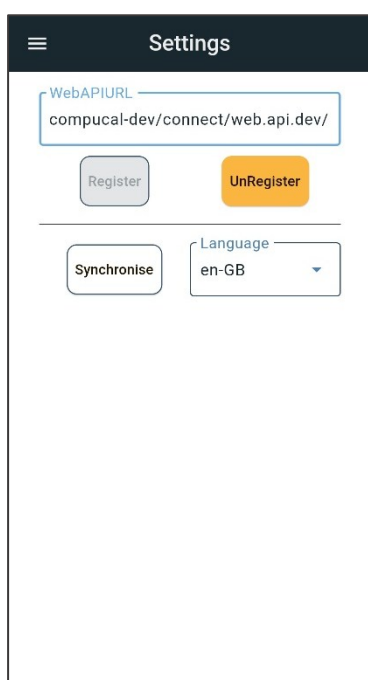
**Full:** This option requires licensing & connection of the app to the Cloud Application.

**Note:** *This User Guide will focus on the full mode functionality of the app.*

Demo mode includes the same functionality, however no real data is recorded and there is no connection with a CompuCal cloud application.

Pressing the Full option for the first time, you will be presented with a screen asking you if you have a CompuCal Go licence activated.

Press Full Mode again and you will be presented with the **Settings** page.



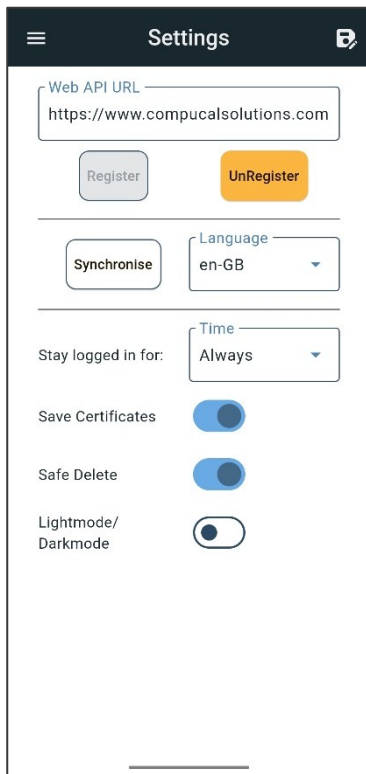
## 4 Settings

From this page you can update the settings of the app and synchronise it with the settings of the Cloud Application.

Enter the **Web API URL**<sup>1</sup> and hit Register to register your CompuCal Go app with your CompuCal Cloud Application.

The **Unregister** button allows you to unregister your CompuCal Go from the current Cloud Application.

<sup>1</sup> The Web API URL is available in the About page of your Cloud Application.



**Language:** Select the display language of your choice for the CompuCal Go application.

**Note:** The available options of the dropdown depend on the languages that are available in your Cloud Application.

**Synchronise:** Synchronise the language, labels, and configuration of your CompuCal Go application with the Cloud Application.

**Note:** The first time you use the app you must complete this process to access the additional settings.

**Stay logged in for:** Determine the time that your user will stay logged into the app without having to re-enter their credentials

**Save Certificates:** Select whether the certificates will be downloaded to the CompuCal Go app when a work order is uploaded to the Cloud Application.

**Safe Delete:** Select whether a notification to confirm any delete action in the app will be required or not.

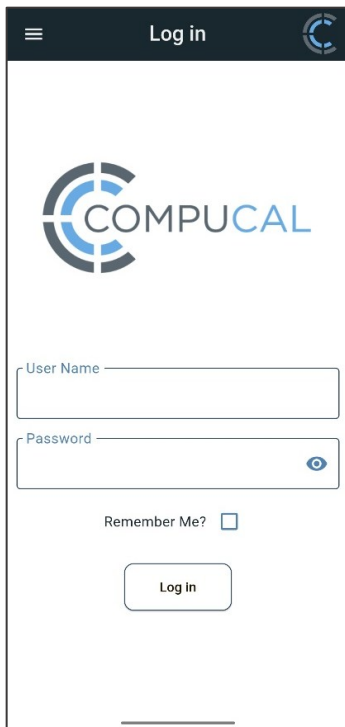
**Light mode/Dark mode:** Select whether you prefer to view the app with a light or dark background.



When you are done with all the choices, hit the **Save** button in the upper right corner of the navigation bar.

During the first time you access CompuCal Go, after saving the settings you will proceed to the **Login** screen

## 5 Login Screen




Provide your credentials<sup>2</sup> to login to the CompuCal Go app.

**Remember Me:** Select whether the app should remember your login credentials.

**Note:** The period the app remembers your credential depends on the option you selected in the Stay Logged in field of the Settings page. When CompuCal Go is offline, every user that had previously logged in the application at least once, will be remembered.

Press the Login button to access the **Home** screen.

## 6 Navigation

 The **burger bar icon** on the upper left corner lets you navigate through the different pages of the app.

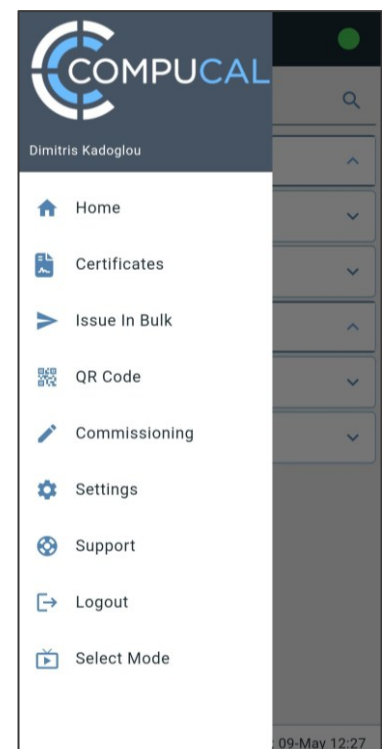
The available options are:

**Home:** The Work screen where you can download, enter and upload Work.

**Certificates:** Manage all the certificates on your CompuCal Go app.

**Issue In Bulk:** Download routines and issue Planned or Unplanned Work Orders to your user, in bulk.

**QR Code:** Scan Instrument QR Codes generated from the main app to access them in CompuCal GO and issue Planned or Unplanned Work Orders.



<sup>2</sup> Use the username and the password for your user in the Cloud Application.

**Commissioning:** Create new Instruments in CompuCal GO and issue Unplanned Work Orders for the instruments you created.

**Settings:** Configure your CompuCal Go app.

**Support:** Request support through different channels.

**Login:** Press to access the Login page.

**Logout:** Press to log out of the app.

**Select Mode:** Toggle between Full and Demo mode.

The circle in the upper right corner is **green** when you are connected to the internet, and **red** when no connection is available.

## 7 Home

On this screen you can download the work that has been assigned to you, record the results, and upload them to the Cloud Application.



Press the Down arrow to download all the work orders that have been assigned to you.

The screen shows work orders with different statuses.



**Issued:** Work Orders ready for data entry.

**Partially Entered:** Work Orders that are partially saved and not yet completed.

**Entered:** Work Orders where data entry is completed but they need verification in the Cloud Application.

**Complete:** Work Orders that are fully completed after data entry.

**Deviation:** Work Orders that are fully completed but a deviation has been raised against them.

**Cancelled:** Work Orders that were cancelled during data entry.

You can search through the Work Orders providing your search text in the Search bar.

**Note:** Every Work Order in one of these status sections has a Tag, Routine, Work Order number and Due Date and an info button with further information.



Press the Up arrow to upload all the work orders where data entry has been completed.

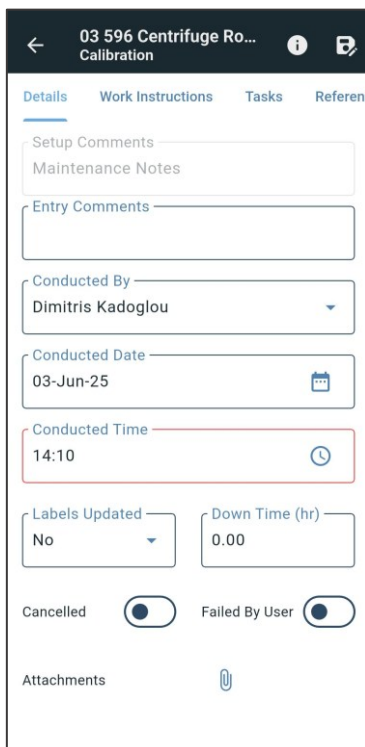


If a Work Order is fully processed and you want to make changes you can access the Work Order and then press the Revert button in the upper right corner.

## 7.1 Data Entry

Press an Issued or Partially Entered work order card to go to the data entry page and record the results.

### 7.1.1 Details tab



**Maintenance Required:** Read-Only and visible only for unplanned work.

**Maintenance Conducted :** Enter comments related to the maintenance carried out. Mandatory and visible only for unplanned work.

**Setup comments:** Read-Only and populated from the Instrument's comments.

**Entry Comments<sup>3</sup>:** Enter any comments related to the conducted work.

**Conducted By:** Select the user that conducted the work.

**Conducted Date:** Select the date the work was conducted.

**Conducted Time<sup>4</sup>:** Select the time the work was conducted.

**Labels Updated<sup>5</sup>:** Choose whether the labels have been updated or not.

**Down Time (hr):** Record the instrument's downtime.

**Cancelled:** Switch to cancel the current work order.

<sup>3</sup> Mandatory when you are cancelling a work order.

<sup>4</sup> Available and mandatory only for routines with the Record Time selected.

<sup>5</sup> Mandatory for calibration type work when the Configuration option "Labels Updated is mandatory" in the Cloud Application is set to Yes.

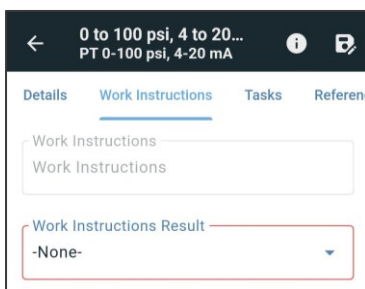


**Failed By User:** Switch to manually fail the work and raise a deviation<sup>6</sup>.

**Attachments:** Press the icon to add an attachment. You can attach files, pictures from your device's Gallery or to use your device's Camera and take a photo.

Multiple attachments can be added. To remove an attachment, press and hold on it and an option to delete it will appear.

## 7.1.2 Work Instructions tab



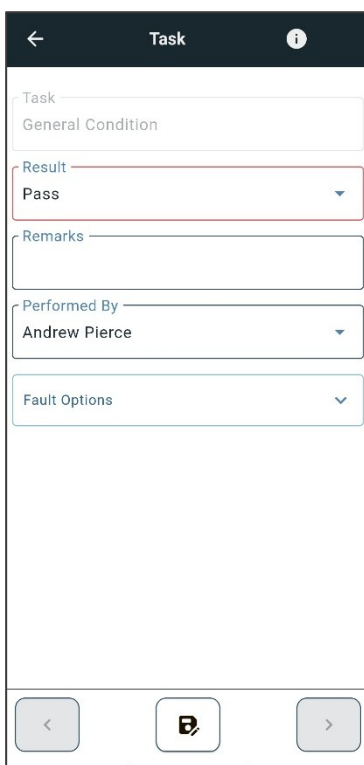
Check the work instructions that are assigned to the work and enter their results.

The **Work Instructions** textbox is showing the Work Instructions assigned to the work.

Press the **Work Instructions Result** dropdown to record the result.

**Note:** For Work Orders with Work Instructions, the recording of their result is mandatory.

## 7.1.3 Tasks tab



Check the list of tasks that are assigned to the work and enter their results. Press the **plus (+) button**<sup>7</sup> to add additional non-listed tasks.

Press a Task card to enter its result in the **Results** dropdown.

You can enter **Remarks** for each task if required and you can select the user who performed the task from the **Performed By** dropdown.

If required, press the **Fault Options** dropdown to select the Fault, the Cause and the Fault Activity for the Task.

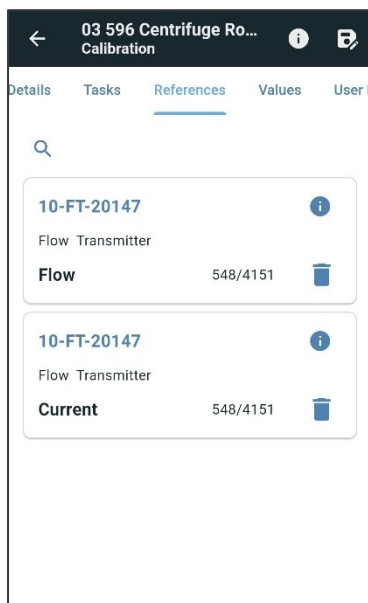
Use the left & right arrows to navigate through different tasks and press the Save icon to save the results and return to the work entry page.

**Note:** The task results are mandatory when the Configuration option "Task Results Mandatory" is set to Yes in the Cloud Application.

<sup>6</sup> The deviation is raised only for routines with the Deviation checkbox selected.

<sup>7</sup> Available only if the Configuration option "Add Non-Listed Tasks" in the Cloud Application is set to Yes.

## 7.1.4 References tab



Press the magnifying glass to select the reference standard(s) you used to conduct the work.

**Note:** For calibration activities it is mandatory to select at least one reference standard.

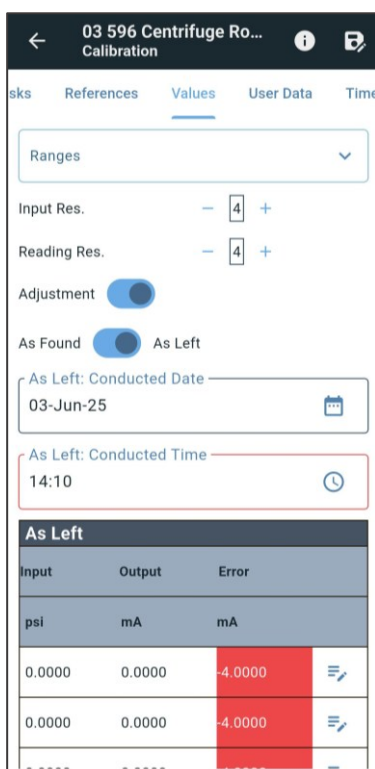
Press the **plus (+) button**<sup>8</sup> to add additional non-listed references.

Press the **Recycle Bin icon** to delete a reference.

Every reference is displayed with its Tag, Description, Function and Serial Number and an info button with further information.

Press the **Values** tab to enter the calibration results.

## 7.1.5 Values tab



Expand the **Ranges** section to view the calibration ranges and the tolerance.

Press the Input Res. and Reading res. **plus (+) & minus (-) buttons** to adjust decimal points displayed.

Press the **Adjustment** switch to record the As found (before adjustments) and the As left (after adjustments) values of the calibration.

Use the **As Found – As Left** switch to toggle between the As Found and the As Left points you need to populate.

**As Left Conducted Date**<sup>9</sup>: It defaults to the as found Conducted Date. Update the date if the As Left values recorded any day in the future, after the As Found values.


**As Left Conducted Time**<sup>10</sup>: It defaults to the as found Conducted Time. Update the time if the As Left values recorded any time after the As Found values.

<sup>8</sup> Available only if the Configuration option “Add Non-Listed References” in the Cloud Application is set to Yes.

<sup>9</sup> Available and mandatory only for routines with the Record Time selected.

<sup>10</sup> Available and mandatory only for routines with the Record Time selected.

Press the **Edit button** to record your calibration values.

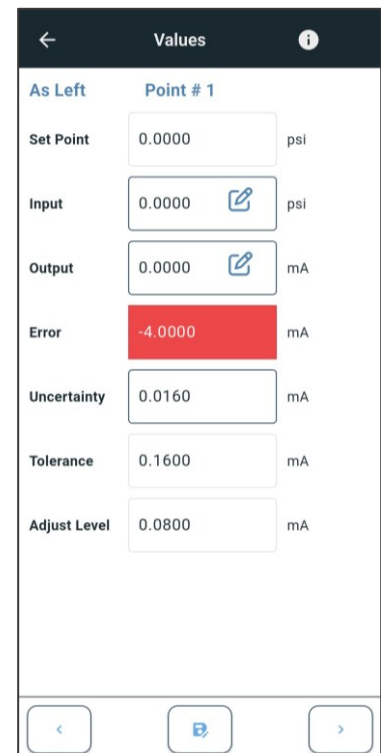
 You can record your values in the **Input and Output fields**.

Errors<sup>11</sup> are calculated and highlighted if they are outside of the Tolerance or the Adjust Level settings.

Use the left & right arrows to navigate through different points and press the **Save** icon to save the values.

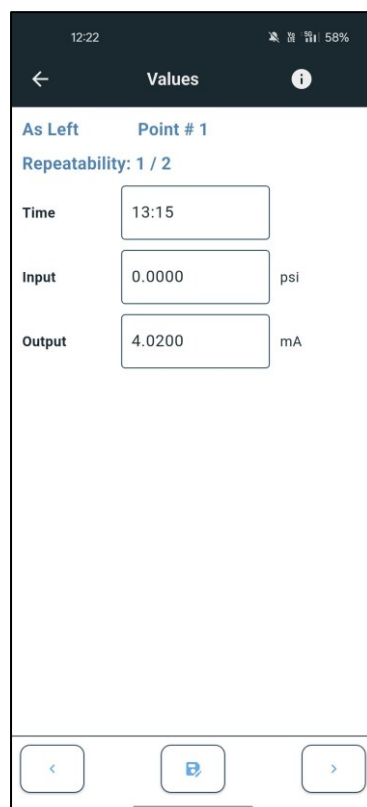
It will be mandatory to access this tab in order for the calibration work to be fully completed.

**Note:** The Values tab will be available only for calibration routines where recording of the calibration results is required.



As Left	Point # 1	
Set Point	0.0000	psi
Input	0.0000	psi
Output	0.0000	mA
Error	-4.0000	mA
Uncertainty	0.0160	mA
Tolerance	0.1600	mA
Adjust Level	0.0800	mA

#### 7.1.5.1 Repeatability



As Left	Point # 1
Repeatability: 1 / 2	
Time	13:15
Input	0.0000 psi
Output	4.0200 mA

When recording of repeatability values is required, input and output are set to zero and an edit button is available to record the repeatability values.

Press the **Edit button** to record the input and the output values as many times as the number of repeats required.

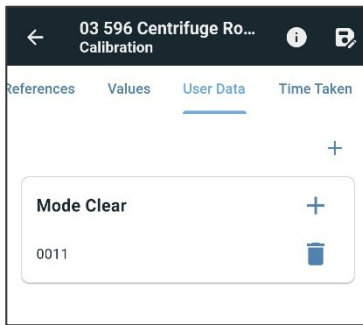
Use the left & right arrows to navigate through different repeatability points and press the Save icon to save the repeatability values for the selected calibration point.

Use the **Time** field (optional) to record the time each value recorder.

**Note:** It is mandatory to record all the repeatability values. The application will set the Input and the Output as the average of the repeatability values.

<sup>11</sup> The error resolution (number of decimal places) is always set by the Reading Resolution unless the Use Max Resolution setting of the routine is selected. In this case the error resolution is set by the maximum resolution between the Input and the Reading Resolution.

## 7.1.6 User Data tab

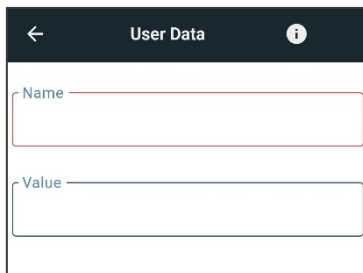


Check the list of User Data entries that are assigned to the work and enter their results.

Press the **User Data** entry card to edit it.

Press the **plus (+) buttons** to add more User Data entries.

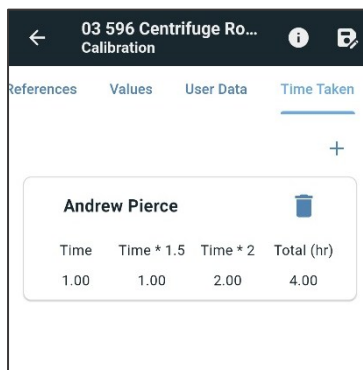
Press the **Recycle bin icon** to delete a specific User Data entry.



In Edit mode use the left & right arrows to navigate through different User Data entries and press the Save icon to save the changes.

**Note:** You are allowed to add or modify up to 20 User Data entries.

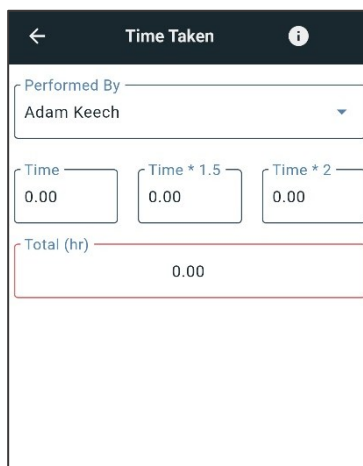
## 7.1.7 Time Taken tab



Record the **Time Taken** that your or another user passed to complete the Work Order.

Press the **plus (+) button** to add a Time Taken entry.

Press the **Recycle bin icon** to delete a specific Time Taken entry.

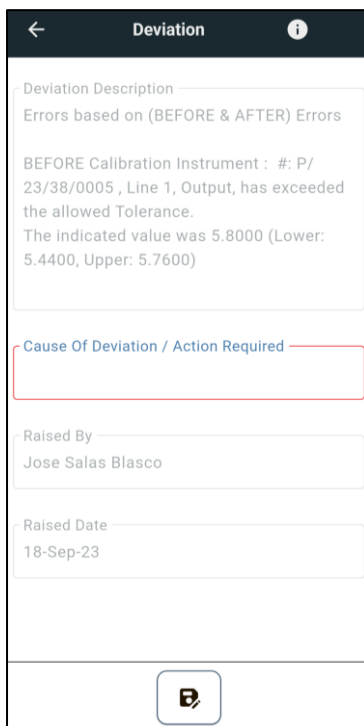


Press the **Performed By** dropdown to select the corresponding user.

Enter the **Time**, **Time \* 1.5** and **Time \* 2** fields to add the hours in the corresponding rates.

Use the left & right arrows to navigate through different Time Taken entries and press the Save icon to save the changes.

## 7.1.8 Deviation Tab



← Deviation ⓘ

Deviation Description

Errors based on (BEFORE & AFTER) Errors

BEFORE Calibration Instrument : #: P/ 23/38/0005 , Line 1, Output, has exceeded the allowed Tolerance.

The indicated value was 5.8000 (Lower: 5.4400, Upper: 5.7600)

Cause Of Deviation / Action Required

Raised By  
Jose Salas Blasco

Raised Date  
18-Sep-23



The **Deviation Tab** is visible when a deviation is raised.

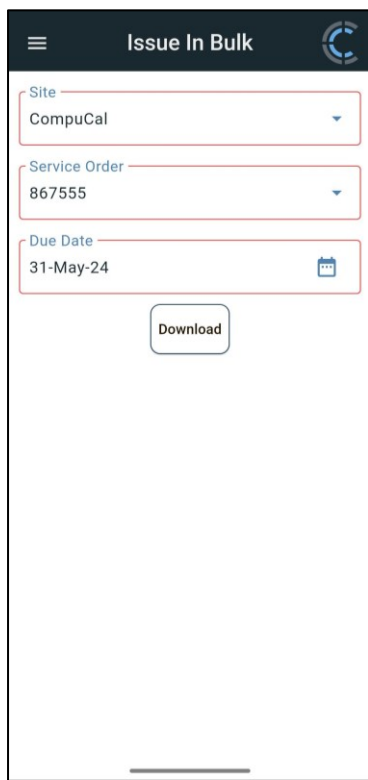
**Deviation Description**, **Raised By** and **Raised Date** are auto populated.

Record the **Cause of Deviation/Action Required**.

Press the Save icon to save the deviation and complete the data entry.

**Note:** Whether a deviation is raised or not, depends on the routine settings.

## 8 Issue in Bulk



Press the **Site** dropdown to select from which site the routines will be downloaded.

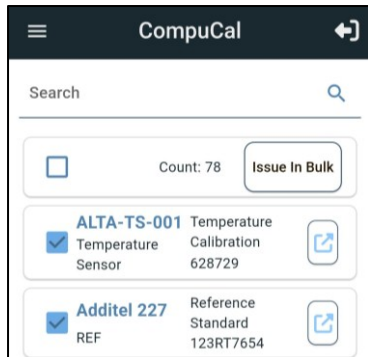
Press the **Service Order** dropdown to select a Service Order or **Add** a new one.

When adding a new Service Order, populate the Service Order's **Name** and press **Add** or press **Cancel** to select an already active Service Order.

***Note:** Adding a Service Order is mandatory if Service order is set to mandatory in the main app's configuration.*

Press the **Due Date** dropdown to select routines due before or at the date you selected.

Press the **Download** button to download a list of available routines and proceed to the next screen.



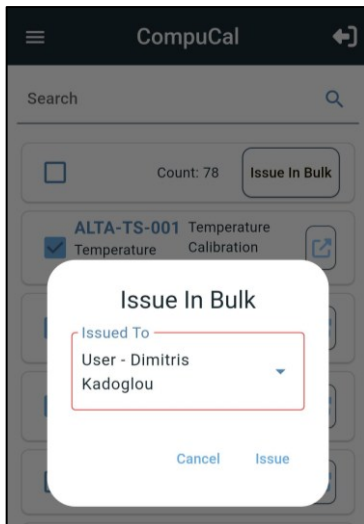
Use the **Search** bar to search through routines.

The **Count** is the number of the available routines.

Press on the **first checkbox** to select all the visible routines.

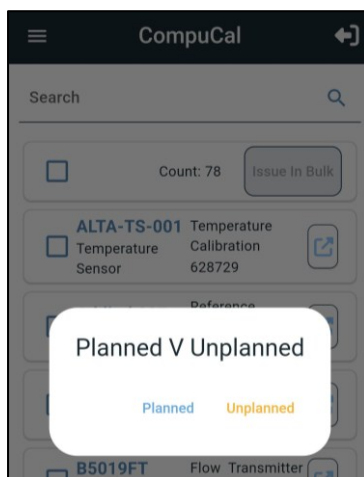
Press on the **consecutive checkboxes** to select individual routines.

Press the **Issue in Bulk** button to issue Work Orders to yourself or a group of users.



Press the **Issued To** dropdown to select your user or a group of users.

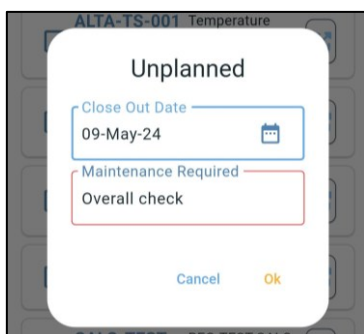
Press **Issue** to issue the work orders or **Cancel** to stop the process.



 From the Issue in Bulk list press the **Issue button** on individual routines to issue work orders.

Press **Planned** to download the corresponding planned work order to CompuCal GO.

Press **Unplanned** to issue an unplanned work order.



Press the **Close Out Date** dropdown to select a close out date for the work order.

Use the **Maintenance Required** textbox to add comments.

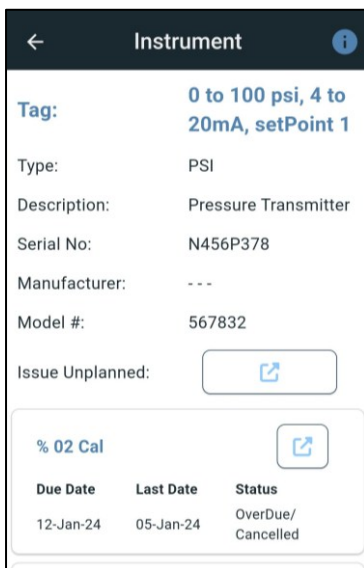
Press **Ok** to issue the work order or **Cancel** to stop the process.

## 9 QR Code



Access the **QR Code menu item** to download instruments and routines through the QR Scanner and perform Planned or Unplanned Work.

Use the **QR Scanner** to scan QR Codes for existing instruments of the main app.



**Instrument**

Tag: 0 to 100 psi, 4 to 20mA, setPoint 1


Type: PSI


Description: Pressure Transmitter

Serial No: N456P378

Manufacturer: ---

Model #: 567832

Issue Unplanned: 

% 02 Cal 

Due Date	Last Date	Status
12-Jan-24	05-Jan-24	OverDue/ Cancelled

Press the **Back Arrow** in the upper right corner to navigate back to the QR Scanner.

Press the **Issue** button next to Issue Unplanned to issue an Unplanned N/A work order of the instrument.

When issuing Unplanned N/A work orders click the **Service Order** dropdown and select an active Service Order or press **Add**, fill the new Service Order's **Name** and press **Add** to proceed or **Cancel** to stop the process.

Press the **Issue** button next to the instrument's corresponding routines to issue a Planned or Unplanned work order.

When issuing Planned or Unplanned work orders click the **Service Order** dropdown and select an active Service Order or press **Add**, fill the new Service Order's **Name** and press **Add** to proceed or **Cancel** to stop the process.

Press **Planned** to download the corresponding planned work order to your home screen.

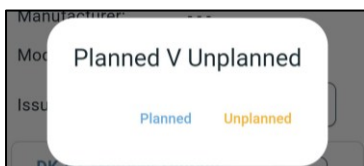
Press **Unplanned** to download the corresponding unplanned work order to your home screen.

Press the **Close Out Date** dropdown to select a close out date for the work order.

Use the **Maintenance Required** textbox to add comments.

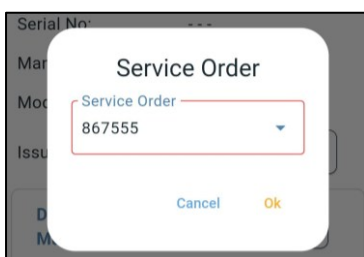
Press **Ok** to issue the work order or **Cancel** to stop the process.

**Note:** Issuing Planned or Unplanned work orders for in cycle routines is not possible, so in this case the Issue button is greyed out.



Planned V Unplanned

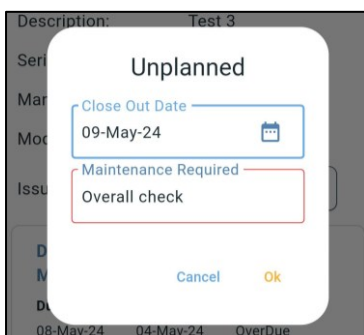
**Planned** **Unplanned**



Service Order

Service Order 867555

**Cancel** **Ok**



Unplanned

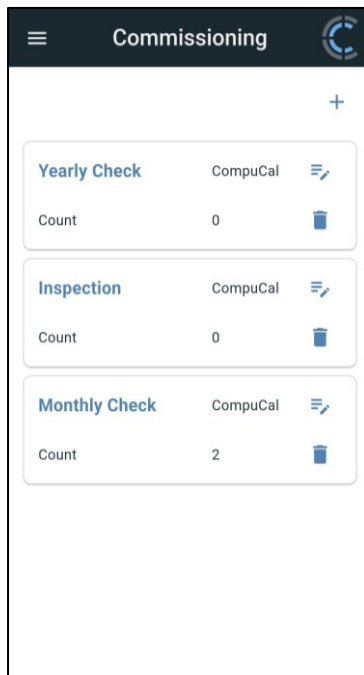
Close Out Date 09-May-24

Maintenance Required Overall check

**Cancel** **Ok**



## 10 Commissioning



Access the **Commissioning menu item** to create Commissioning lists, create and edit instruments and issue Unplanned Work.

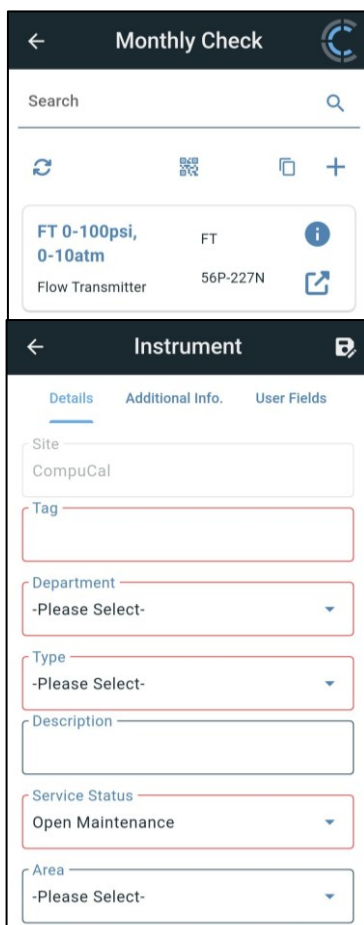
Press the **(+) plus button** to create a new Commissioning list.

Fill the **Name** of the Commissioning list.

Press the **Site** dropdown and choose the site in which all instruments of the list belong.

Press the **Save** button to save the list.

If there are already created Commissioning lists press their Card to access them, press the **Edit** icon to edit the Commissioning list's Name or press the **Delete** icon to delete the Commissioning list.



The **Count** number in each Card shows the number of instruments contained in the list.

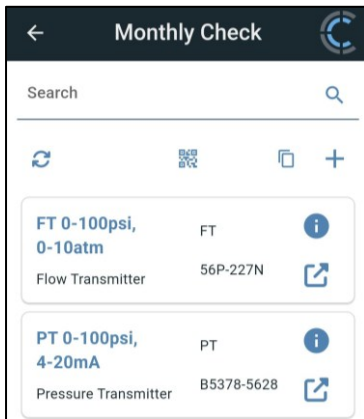
Access a list by pressing the corresponding **Card**.

Press the plus (+) button to create a new instrument.

During instrument creation you have the ability to fill all the **Details** of an instrument in the Details tab, **Additional Info** in the Additional info tab and any extra **User Fields** required in the User Fields tab.

Press **Attachments** icon to add attachments and the **QR Code** icon to create QR Code.

**Note:** Mandatory fields in instrument edit are controlled by the configuration settings in the main app.

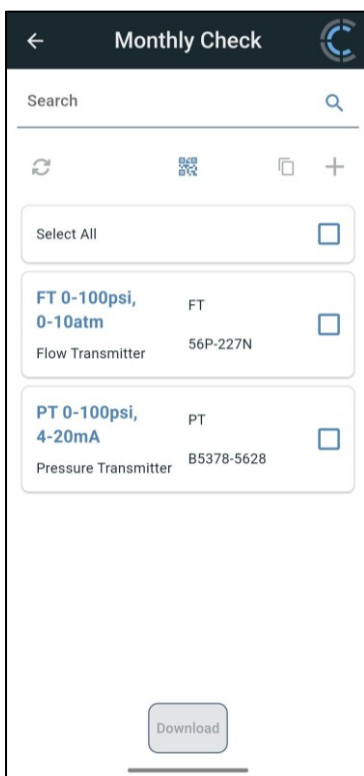


Search on all visible instrument card fields using The **Search Bar**.

Press the **Rotating Arrows** icon to redownload all the new instrument's dropdowns during its creation.

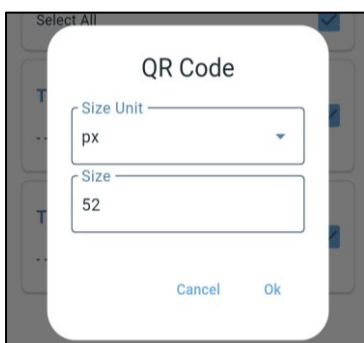
*Note: The **Rotating Arrows** icon do not update the instrument if a change was made in the main app.*

Press the **Back Arrow** to exit the list and head back to the main Commissioning page.



When accessing a Commissioning list, press the **QR Code** icon to toggle the visibility of the icons of the instrument card and the Select All card.

Press the **Select All or individual checkboxes** and press **Download** to download the corresponding QR Codes to your device.

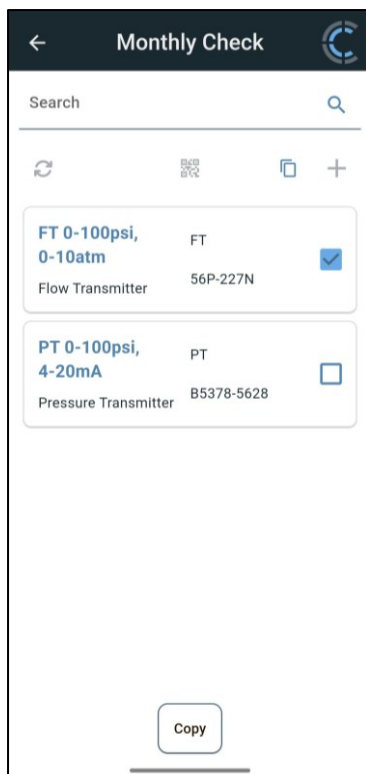


Press the **Size Unit** dropdown to select the Size Unit of the QR Code.

Use the **Size** textbox to enter the Size of the QR Code.

Press **Ok** to download the QR Codes or **Cancel** to stop the process.

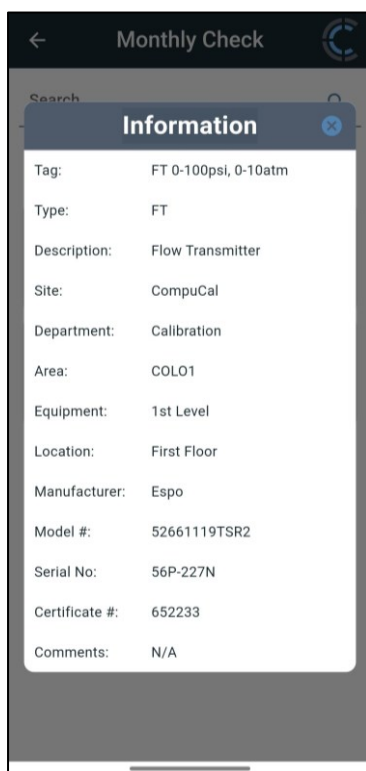
*Note: The **Size** textbox accepts values of 30-350 for pixels, 1-10 for centimetres and 1-4 for inches respectively.*



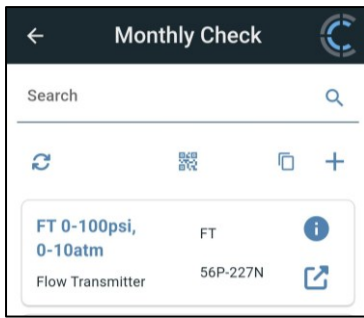
Back to the Commissioning list press the **Copy** icon to toggle instrument copy functionality.

Press the **checkbox** of the instrument you want to copy and press the **Copy** button.

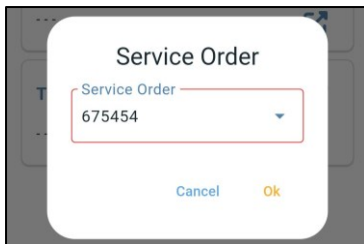
Fill the information required for instrument copy and press the **Save** button.



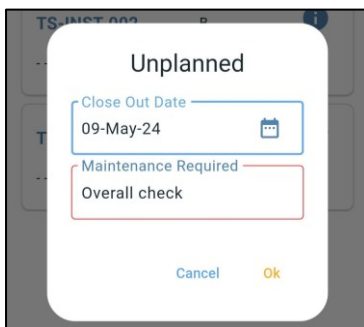
Back to the Commissioning list press the **Info** button if you want to access an instrument's details.



Press the **Issue** button to issue an Unplanned work order.



Select an active **Service Order** from the dropdown and click **Ok** or **Add** a new Service order, fill the new Service Order's **Name** and click **Add** to proceed or **Cancel** to stop the process.

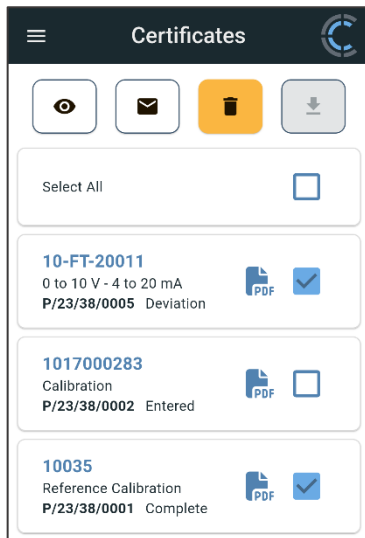


Press the **Close Out Date** dropdown to select a close out date for the work order.

Use the **Maintenance Required** to add comments.

Press **Ok** to issue the unplanned work order or **Cancel** to stop the process.

## 11 Certificates



View, send, delete, and manage all the certificates that have been downloaded to the CompuCal Go app.

**Note:** This option is available when the Save Certificates option is turned on in the Settings screen.

Select the **Select All checkbox** to select all the available certificates.

Select the **checkbox** next to each individual certificate to select any certificate you need.

Press the **View button** to view the selected certificate(s).

Press the **Email button** to send the selected certificate(s) through your mobile's email client or through a messaging application.

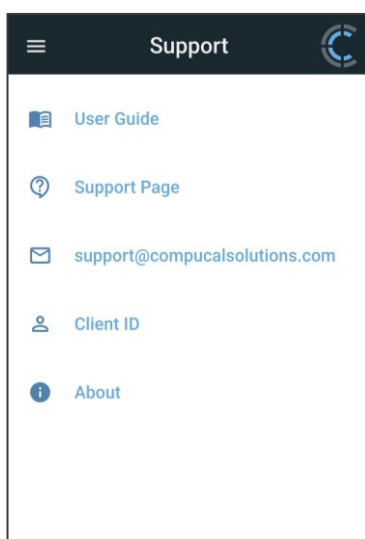
**Note:** Depending on your mobile's manufacturer and operating system the available options may vary.

Press the **Delete button** to delete the selected certificate(s).

Press the **Download button** to re-download a certificate that wasn't downloaded previously to the app.

**Note:** The Download button is disabled by default. It is enabled only when you use the checkbox next to a Work Order that has a **red strikethrough document icon** instead of the **PDF icon**.

## 12 Support



**User Guide:** Open the User Guide directly on your mobile device.

**Support Page:** Access CompuCal's support page to request support.

**support@compucalsolutions.com:** Send an email to CompuCal's support desk.

**Client ID:** View your application's id. Store this number in case you have issues with your app. We can use the ID to investigate issues and manually unregister it if required.

**About:** Learn more about the CompuCal Go

## 13 Login

Button that directs you in the Login screen of the app.

## 14 Logout

Button that logs your user out of the app.

## 15 Select Mode

Switch between the Full and the Demo mode of the app.

## 16 Feature Access

The following features are only available to users, when their main application version is 6.5.4 and above.

- Work Instructions Tab during Data Entry
- Issue in Bulk
- QR Code (Feature licence required)
- Commissioning (Feature licence required)