

# DESCO EMIT

## SmartLog X<sup>3</sup>™ TEAM Basic Software



## Installation and Operation Instructions

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## **DESCRIPTION**

TEAM Basic Software will allow you and your computer to log and manage all of the important test data needed for personal ESD grounding device requirements. Once the test data has been downloaded and recorded, it can be viewed, sorted, managed, e-mailed, or manipulated several other ways. Test records can then easily be archived for storage or future reference. TEAM Basic will fulfill most quality control program's record keeping requirements.

## **SYSTEM REQUIREMENTS**

Microsoft Windows 2000 Professional, 2003 Server or XP Professional  
100MB available disk space  
64MB RAM  
One available USB port  
Minimum display resolution (800 x 600)

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## **PACKAGING**

- 1 Software Installation CD
- 1 USB Flash Drive License Key

## SOFTWARE INSTALLATION

1. Insert the USB Flash Drive License Key to an available USB port on the desired computer. An on-screen prompt will appear recognizing the hardware. Follow the prompts and install the hardware. Do not insert CD until this step has been completed.

**NOTE:** The License Key must remain installed to the computer in order to operate the software.

2. Insert the Software Installation CD into the CD-ROM drive of the computer and follow the on-screen prompts.

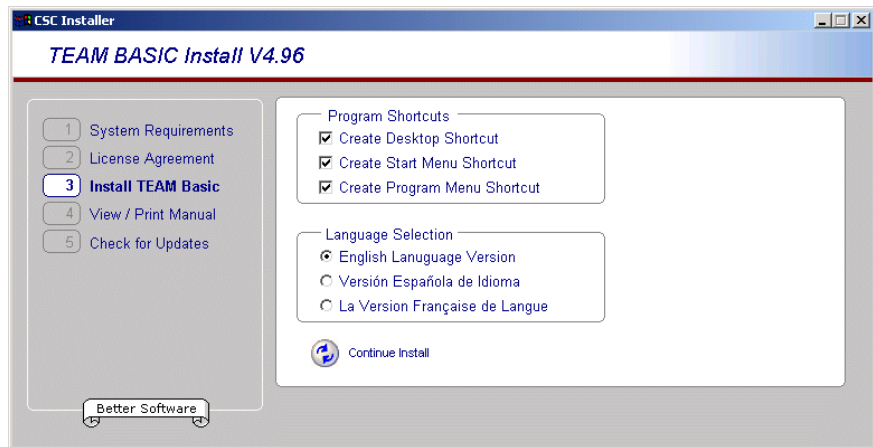
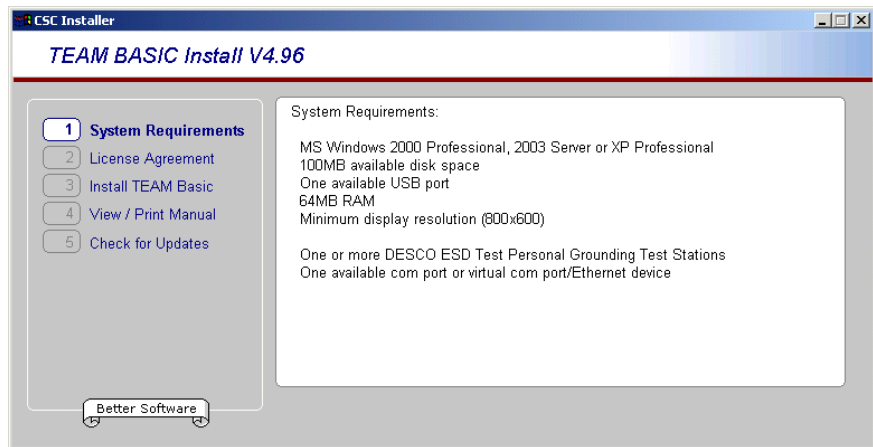
### Set-up Sequence

<b>Install</b>
User Edit
Test Machine
User Status
Test Log
E-Mail
Schedule

The Installation program is an automated process.

Only two questions are asked:

- 1) Shortcut Location
- 2) Language Selection

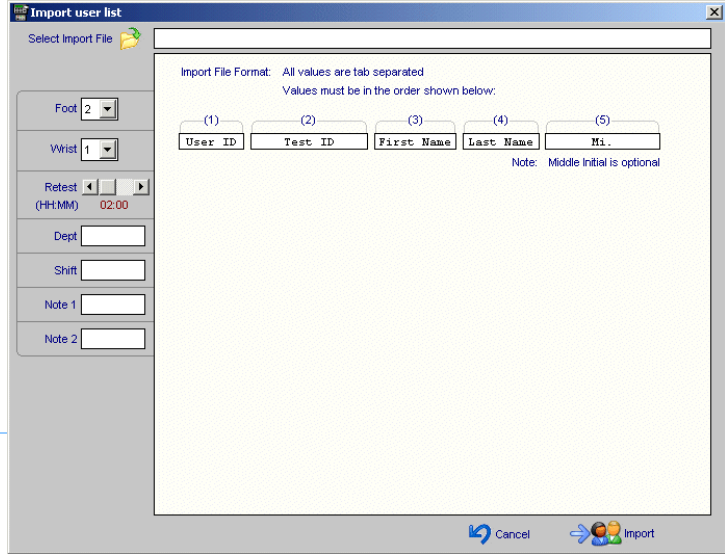


TEAM Basic has been designed exclusively for use with the Desco EMIT Smartlog X<sup>3</sup>. Please contact Desco EMIT or your local sales representative for a current list of compatible hardware. TEAM Basic is comprised of a windows data management and collection program, MS Access database, and an email client (for use with an SMTP email server).

# SET-UP PROCEDURE

## Set-up Sequence

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<b>User Edit</b>
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Admin



### 1. Import Users from File

To import a user list from a file,

- Select the User Edit tab.

- Click the Import Users icon. 

The Import Users window will be displayed.

- Select the default test requirements, department and shift for the users you are about to import.

**Note:** Each user's test requirement may be modified after the import.

**Note:** Department and shift are optional.

- Select a file to import.

The format for the import file is displayed in the center of the import window.

After selecting the import file, the list of users will be displayed.

**Note:** User information may be edited before importing.

**Note:** One or more users may be excluded from import by checking the Do Not Import box.

- Click Import.

## Set-up Sequence

Install
<b>User List</b>
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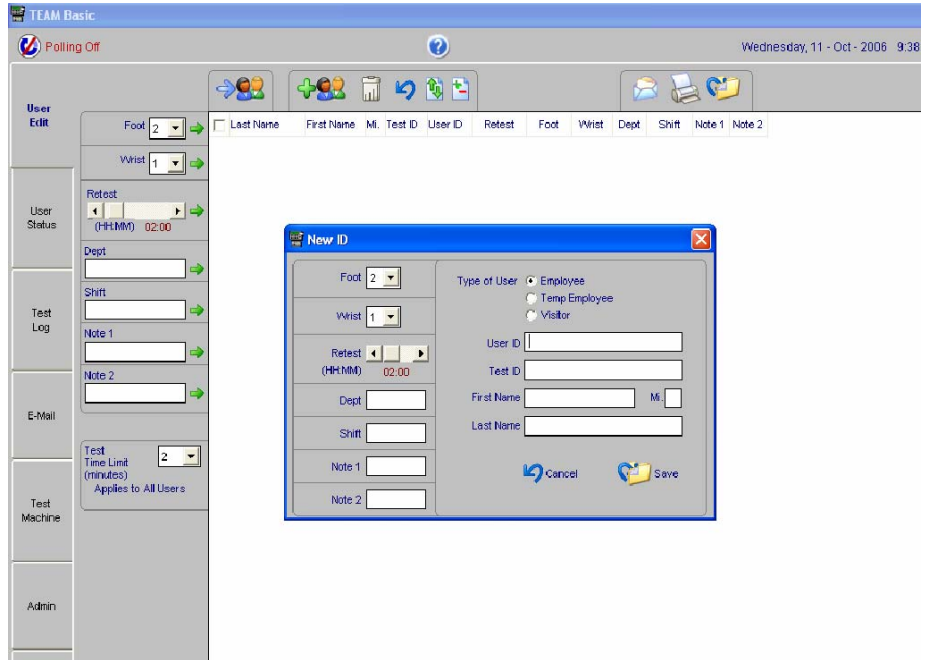
### Manually Add a New User

To add new user

- Select the User Edit tab.
- Click the Add Users icon.



- The New ID window will be displayed
- Choose the user's test requirements, user type
- Click Save
- Enter the user's First and Last name. (Middle Initial is optional)
- Click the Save Changes icon.



- \***Test Requirements:** Wrist Strap only = **Wrist 1 Foot 0**  
Footwear only = **Foot 2 Wrist 0**  
Wrist Strap and Footwear = **Wrist 1 Foot 2**
- \***NEW FEATURE:** Wrist Strap OR Footwear = **Wrist 1 Foot 1**

### Change User Test Requirements

To change user test requirements,

- Select the User Edit tab.
- Check one or more users to change.
- Adjust the Foot, Wrist and or Retest Frequency and click the corresponding Apply icon. →

**Note:** The Test Time Limit is a global setting and applies to all users.  
The test time limit adjusts the amount of time a user is allowed to perform a set of tests.

## Set-up Sequence

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<b>Test Machine</b>
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### To view and change the Smartlog X<sup>3</sup> display language settings:

- Select the Test Machines Tab

The default language is English.

Any of the display values may be changed by editing the individual display values.

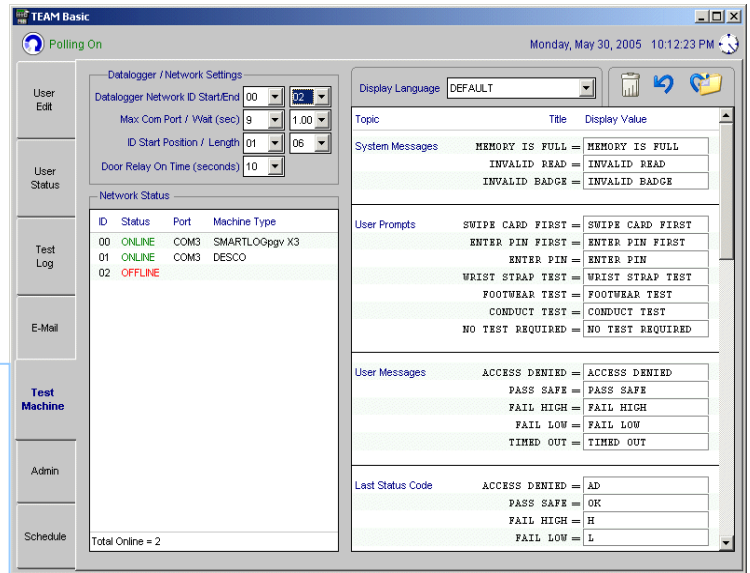
After changing display language settings, the entire set of values may be saved under a new title. The title may be a language like Spanish or French or another name that is representative of the change made. Display language settings will automatically be applied to all Smartlog X<sup>3</sup>s that are currently online.

### To view the current network status of all test machines:

-Select the Test Machines Tab

In the Network Status section a list of all test machines and their current (or last) online status and port are shown.

**Note: The network status list is only displayed while polling is on**



## To view and change Smartlog X<sup>3</sup> and Smartlog X<sup>3</sup> Network ID, Test ID, and COM Port settings:

In the Smartlog X<sup>3</sup> / Network section, all current settings are displayed.

Any of the settings may be changed using the drop down lists and other controls provided.

Changes to these settings are automatically saved and applied to all Smartlog X<sup>3</sup> testers that are currently online.

**Smartlog X<sup>3</sup> Network ID Start / End** sets the range of Smartlog X<sup>3</sup> Network IDs that the program will search for and collect data from.

**Max Com Port / Wait (sec)** sets the COM Port numbers that will be searched for Smartlog X<sup>3</sup>s and the number of seconds the program will wait for a response from the Smartlog X<sup>3</sup>.

If you are using a virtual COM Port device, you may need to lengthen the wait seconds due to slow network response time.

**ID Start Position / Length** programs the portion of the Test ID that will be read by the Smartlog X<sup>3</sup>.

**Example Card ID 123456** but employee ID number uses 456 only. ID Start would be 4 and Length 3.

**Door Relay On Time (seconds)** sets the amount of time the Smartlog X<sup>3</sup> will close the door relay after a successful test has been performed. If you do not use this function, set the time to 0.

## Set-up Sequence

Install
User List
Test Machine
<b>User Status</b>
Test Log
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The User Status tab shows the current or historical status of all users.


Status lists may be sorted or filtered by Department, Shift or User Name. It can then be e-mailed, printed or saved to a file.

Filters may also be applied to the User Status list.

Name	Status	Test Details	Test ID
ACEVEDO, JAMES	PASS	30-MAY-2005 10:15 PM WRIST PASS . 30-MAY-2005 10:15 PM FOOT PASS . 30-MAY-2005 10:15 PM FOOT PASS .	2
ACOSTA, JOHN	NOT TESTED	NO TESTS	3
ADAMS, MICHAEL B	NOT TESTED	NO TESTS	4
ADKINS, DAVID	FAIL	30-MAY-2005 10:16 PM WRIST FAIL .	5
AGUILAR, VLLIAM G	NOT TESTED	NO TESTS	6
AGUIRRE, RICHARD	NOT TESTED	NO TESTS	7
ALBERT, MARY	NOT TESTED	NO TESTS	8
ALEXANDER, DONALD	NOT TESTED	NO TESTS	9
ALFORD, THOMAS	NOT TESTED	NO TESTS	10
ALLEN, PATRICIA	NOT TESTED	NO TESTS	11

### To display the ESD testing status of all users:

- Select the User Status tab.
- Choose the date/time of status to be displayed, or check box to use current time.

- Click the Get user status Icon. 

ESD Testing status for all users who were valid on the data / time selected will be displayed.

The User Status display shows the user's overall status at the date / time selected, as well as the individual tests that were performed to achieve the overall status.

### To Show or Hide the individual test detail:

- Click one once on the user line or user the Show / Hide All icons  

### To sort User Status by department, shift or user name:

- Click on , located on the toolbar.

### To apply filter or set of filters to the User Status:

- Click on , located on the toolbar.

## Set-up Sequence

Install
User List
Test Machine
User Status
<b>Test Log</b>
E-Mail
Schedule
Admin

The Test Log shows each individual test performed during a specific time period.

The Test Log helps determine if there are testing problems with specific ESD testers or the user performing the test.

As with other reports, the test log may be printed, e-mailed or saved to a file.

Name	Test ID	Test Date	Type	Result	Machine
ACEVEDO, JAMES	2	30-MAY-2005 10:15 PM	WRIST	PASS	00
ACEVEDO, JAMES	2	30-MAY-2005 10:15 PM	FOOT	PASS	00
ACEVEDO, JAMES	2	30-MAY-2005 10:15 PM	FOOT	PASS	00
ADKINS, DAVID	5	30-MAY-2005 10:16 PM	WRIST	FAIL	00

Total Records: 4

### To display the test data for a selected date/time range:

- Select the Test Log tab.
- Select the date / time range of test data to be displayed, or check box to use current time.

- Click the Retrieve test log icon.

All test data for the selected date / time range will be displayed. The Test Log shows the date / time of each test, the name or ID of the person performing the test, the type of test (Footwear or Wrist Strap), the test result (PASS, FAIL HIGH, FAIL LOW) and the machine on which the test was performed.

### Log Date Range:

- Allows the user to display the test results within a specific date range
- Check "Always use current day" to display today's test results



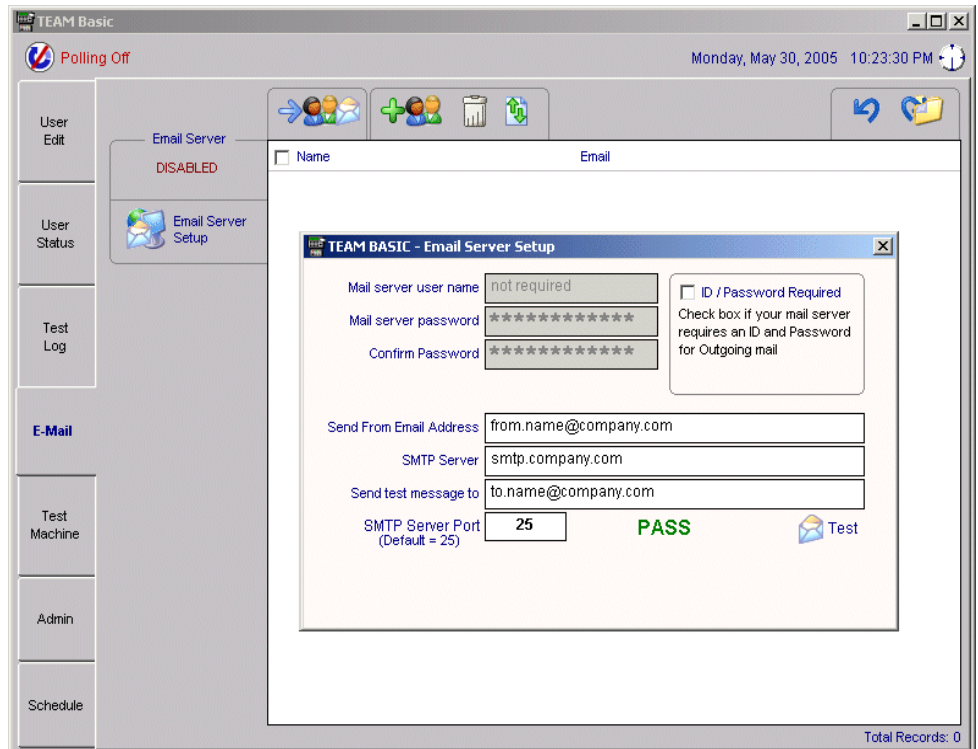
## Set-up Sequence

Install
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<b>E-Mail</b>
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Admin

TEAM Basic includes its own E-Mail Send Client.

The Client is designed to work with the most common SMTP email servers.

A simple setup window is provided to allow the outgoing e-mail address, port, and password (if required) to be specified.



### The E-Mail setup tab allows the following functions to be performed:

- Change SMTP E-Mail Server Settings
- Edit the email recipients list

1. To change SMTP E-Mail Server Settings:
  - Select the E-Mail Setup tab.

**Note:** If e-mail has successfully been setup, "EMAIL ENABLED" will be displayed under the e-mail server title.

- Click the Setup or Change E-Mail Server Settings icon. 

The E-Mail Settings and Test window will be displayed.  
The following settings may be changed on this window:

- Mail server user name
- Mail server password
- Send From E-Mail Address
- SMTP Server (address)
- SMTP server port


## Set-up Sequence

Install
User List
Test Machine
User Status
Test Log
<b>E-Mail</b>
Schedule
Admin

Your e-mail server may require a user ID and password. If it does, check the "ID & Password Required" box.

E-Mail server settings must be successfully tested before settings are saved.

To test E-Mail Server settings:

- Enter all required settings
- Click the Send Test icon. 

If all settings are correct you will receive a test e-mail to the address you entered in the "Send Test Message To" field.

If an error is returned from you e-mail server, a red FAIL icon will appear next to the send test icon.

If the test send is successful, all settings will automatically be saved.

After e-mail has been setup, you may add / delete e-mail address using the controls provided on the E-Mail tab.

## Set-up Sequence

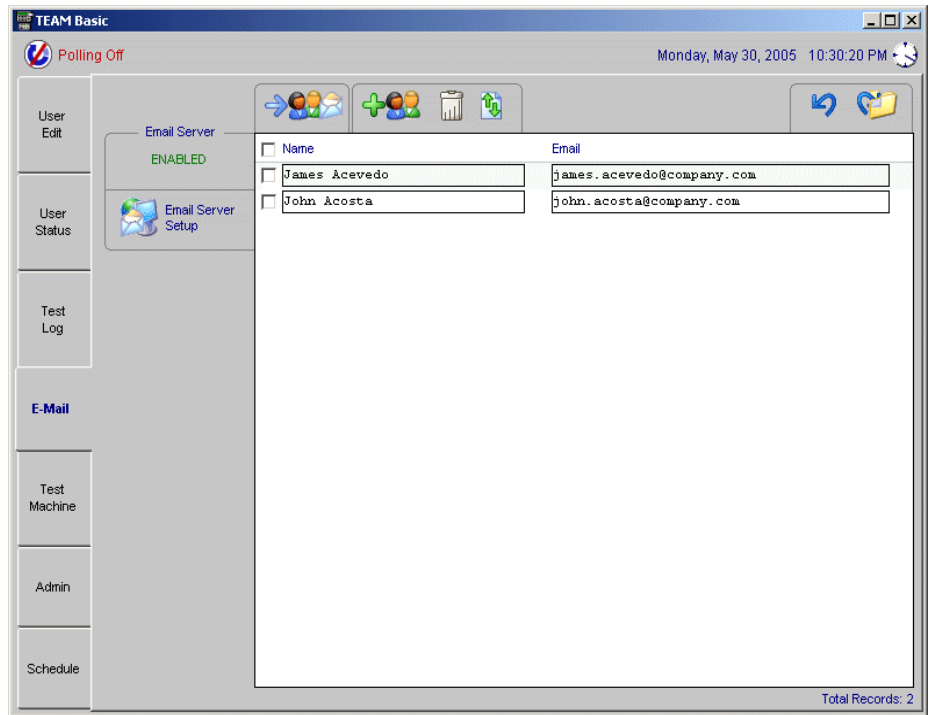
Install
User List
Test Machine
User Status
Test Log
<b>E-Mail</b>
Schedule
Admin

A list of e-mail addresses may be maintained using the E-Mail tab.

Lists may be imported from a text file or entered manually.

E-Mail addresses shown here are to be used when sending reports.

They are also the destination(s) for Scheduled Reports.



The following reports may be e-mailed by clicking the e-mail icon on each of the corresponding tabs:

- User List (User Edit Tab)
- User Status
- Test Log

## Set-up Sequence

Install
User List
Test Machine
User Status
Test Log
E-Mail
<b>Schedule</b>
Admin

The Schedule tab allows the user to schedule User Status Reports and Database Backups.

Reports and backups may be scheduled for specific times of the day and days of the week.

TEAM Basic  
Polling Off  
Monday, May 30, 2005 10:34:49 PM

User Edit

Report Schedule

Schedule # Select time of day Select day of week

Report 1 08:00 AM Mon Tue Wed Thu Fri Sat Sun

Select Email Recipients

Name	Email
<input type="checkbox"/> James Acevedo	james.acevedo@company.com
<input checked="" type="checkbox"/> John Acosta	john.acosta@company.com

Selected Addresses: 1

User Status

Test Log

E-Mail

Test Machine

Admin

Database Backup Schedule

Schedule # Select time of day Select day of week

Backup 1 07:00 PM Mon Tue Wed Thu Fri Sat Sun

Select backup location C:\Backup\

Schedule

## Scheduled Reports and Backups

The Schedule Tab allows the following functions to be performed:

- Schedule email delivery of the User Status Report
- Schedule Database Backups

**Note:** Prior to scheduling report delivery, add one or more e-mail recipients to the e-mail list using the E-Mail tab.

To schedule e-mail delivery of the User Status Report:

- Select the Schedule Tab

The scheduler allows up to nine separate report schedules. Each report schedule defines the time of day and day of week the User Status Report is sent to the selected list of e-mail addresses.

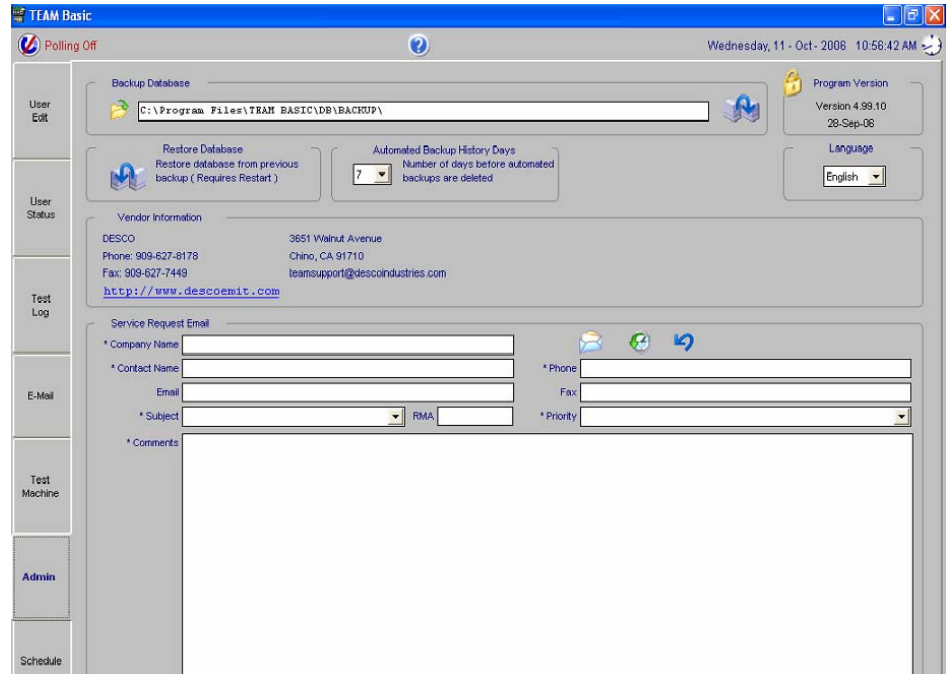
- Select Report Schedule one to nine
- Select the time of day and one or more weekdays
- Select one or more e-mail recipients
- Click the Save Changes icon

## Set-up Sequence



Install
User List
Test Machine
User Status
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E-Mail
Schedule
<b>Administration</b>

The Admin tab allows the following functions to be performed:

- Backup Database
- Check Program Version
- Contact Program Vendor



### To backup database:

- Select the Admin Tab
- Select a backup location by clicking on the select backup location icon. 
- Click the Backup Database icon. 

### To check the program version:


- Select the Admin Tab
- The program version is shown under “Program Version”
- The Program version is a combination of the version number and the date of program release.

**Note:** After applying program updates, please check the program version to ensure the update was successfully applied.


### To contact the program vendor:

- Select the Admin Tab
- The Program Vendor contact information is shown on the admin tab.
- The phone number, fax number and web site address are shown.


### To contact the program vendor via email:

- Select the Admin Tab
- Verify that the e-mail server has been setup. (Check the E-mail tab for Email Server Setup status.)
- Enter all required fields (denoted with a \*).
- Click the Send Service Request E-Mail icon. 

**To view previously sent service requests:**

- Select the Admin Tab
- Click the View Service Request History icon. The service request history window will be displayed, showing the Date/Time, Subject and Sent By details for all previously sent service requests.

To view the remaining details:

- Check the box next to the service request icon
- Click the view icon The details for the service request you selected will be displayed in the Admin tab. You may edit and/or re-send the service request.

**To schedule automated database backups:**

- Select the Schedule tab

The scheduler allows up to nine separate backup schedules. Each backup schedule defines the time of day, day of week and the location of the backup.

- Select Backup Schedule one to nine
- Select the time of day and one or more weekdays
- Select the location of backup

**Note:** The backup location should be a networked drive on a different computer than the computer on which TEAM Basic is running.

If your company does not have a network where network drives are defined, the next best location is a physically separate hard disk drive on the TEAM Basic computer.

- Click the Save Changes icon

## **CONTACT AND WARRANTY**

### **USA**

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### **LIMITED WARRANTY**

Desco EMIT expressly warrants that for a period of five (5) years from the date of purchase, Desco TEAM Basic Software will be free of defects in material (parts) and workmanship (labor). Within the warranty period, a credit for purchase of replacement Desco EMIT products, or, at Desco EMIT's option, the product will be repaired or replaced free of charge. If product credit is issued, the amount will be calculated by multiplying the unused portion of the expected five year life times the original unit purchase price. Call our Customer Service Department at 909-627-8178 (Chino, CA) or 781-821-8370 (Canton, MA) for a Return Material Authorization (RMA) and proper shipping instructions and address. Please include a copy of your original packing slip, invoice, or other proof of date of purchase. Any unit under warranty should be shipped prepaid to the Desco EMIT factory. Warranty replacements will take approximately two weeks.

If your unit is out of warranty, Desco EMIT will quote repair charges necessary to bring your unit up to Desco EMIT factory standards. Call Customer Service at 909-627-8178 for proper shipping instructions and address. Ship your unit freight prepaid.

### **WARRANTY EXCLUSIONS**

THE FOREGOING EXPRESS WARRANTY IS MADE IN LIEU OF ALL OTHER PRODUCT WARRANTIES, EXPRESSED AND IMPLIED, INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE WHICH ARE SPECIFICALLY DISCLAIMED. The express warranty will not apply to defects or damage due to accidents, neglect, misuse, alterations, operator error, or failure to properly maintain, clean or repair products.

### **LIMIT OF LIABILITY**

In no event will Desco EMIT or any seller be responsible or liable for any injury, loss or damage, direct or consequential, arising out of the use of or the inability to use the product. Before using, users shall determine the suitability of the product for their intended use, and users assume all risk and liability whatsoever in connection therewith.