CalReportTool Instructions

1. You can save the file as an Excel Template in the Templates folder and clear or override the sample data to make new Templates or Worksheets as needed.

2. The formula's and some fields are protected to control revisions based on User feedback.

3. To add your company logo, select cell A1 and paste the logo graphics into the cell and resize it as desired.

4. To add your company name and address, select cell F1 and enter the first line, F2 for the second line, and F3 for the third line.

5. Overwrite the header sample data in the shaded fields with your data as needed.

6. Required Fields: Serial No., Units, Input and Output Lower Range Values (LRV) and Upper Range Values (URV), Cal Date, Cal Tech, Reference Standard Serial Number(s) or Tag Number(s), and Process Tolerance in % plus other desired fields or fields required by your Company's Quality System.

7. Instruments like gauges would have the same Input and Output LRV and the same URV, e.g., 0-200 PSIG range: Input and Output Range LRV = 0 and URV = 200.

8. Overwrite the automatic Cal Date, if necessary.

9. Change Cal Interval, in Months, if needed, default is 12 Months. End of Month due dates are optionally available.

10. Overwrite the calculated Cal Due Date if necessary.

11. Overwrite the automatically-calculated Standard test data points in the shaded fields if needed.

12. Overwrite the Instrument sample test data in the shaded fields with your test data. For less than 11 test points, clear the unused rows under columns A, B, E, F, and G. The Error plot will include the number of data points entered in your data table and is

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automatically scaled for the instrument range and the maximum error.

13. For As-Found or As-Left reports only, clear As-Found or As-Left Instrument Data and calculations by selecting and deleting that As-Found or As-Left data in columns A, B, E, F and G. The Error plot will only include the current calibration data. This is useful if the As-Found and As-Left calibrations are done on different days or if only As-Found or As-left calibration data was taken.

14. Any User-entry data field or group of fields can be formatted as needed (e.g., decimal places, etc.).

15. Review the calculated % Error and the Calibration Error plot. An "F" in right margin next to the data table indicates a Failed Cal (Out of Tol.) test point.

16. Save the report with a unique name like the Serial Number plus the Cal date. It could be saved in a computer folder by Model number, if desired.

17. Print the report in B&W or color as desired.

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