

VLA Test Memo No. 226

Instructions for Accessing Electronics Division Test Equipment Inventory

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July 17, 2001

An inventory of the test equipment in Electronics Division is now available. Items and locations in the inventory were current as of the first of this month. Anyone with Mainsaver access can view the inventory by setting up a shortcut to the report display program. The following are instructions for accessing and working with this program.

1. **To Create Shortcut for Accessing Inventory:** Right click on your desktop and select **New > Shortcut**. A dialog box will prompt you for a command line. Enter `\\Poseidon\Reports\testeql.exe`. Click **Next**. You will be asked to name the shortcut. After entering a name, such as *Test Equipment*, click **Finish**. A forklift icon should appear on your desktop. Click it.

2. **To View Inventory:** A *Connect* message will ask you for a name and a password. Enter your Mainsaver ID and password and click **OK**. The Test Equipment program should open.

3. In the program, a number of icons appear in a row along the top:

- a) **Reports** lists the available reports and gives a short description of each one. You can access a report by clicking on its name in the list.
- b) **All** is a complete list of all the test equipment grouped by equipment type.
- c) **Displays** lists all displays, which include various plotters, recorders and display attachments for other equipment.
- d) **General** includes equipment that doesn't fall in a larger category like calibrators, controllers and test sets.
- e) **Generators** gives equipment that produces some kind of signal such as sweepers, oscillators and frequency synthesizers.
- f) **Location** is a list of all test equipment grouped by last known location
- g) **Meters** lists all multimeters, power meters and frequency counters as well as various other meter-type equipment.
- h) **Power Sup.** includes nothing but power supplies.
- i) **Scopes** gives several types of scopes and analyzers, including oscilloscopes, spectrum analyzers and network analyzers.
- j) **Exit** closes the report program.

4. Once you select a report, the report loads and a second toolbar appears beneath the first. Use **Retrieve** to retrieve the newest version of the report, if it has been updated in the last 5 minutes. Use the **arrows** to view the pages of the report. **Print** prints out the report on your default printer and **Close** closes the report, returning to the initial screen.

5. The menus at the top of the screen also let you navigate the program.

- a) Under the **File** menu, **Open Report** allows you to open a report (same as the **Reports** icon). **Query Governor** lets you specify two report retrieval settings: the number of rows retrieved and the maximum time allowed for the retrieval.
- b) The **Objects** menu lets you view the individual reports.
- c) The **Window** menu allows you to adjust the toolbar.
- d) The **Help** menu doesn't really do much.

6. When you open a report, the top menus change:

- a) The **File** menu lets you close the report, save the report as a text file or preview the report before printing.
- b) The **Display** menu allows you to view the pages of the report and zoom in or out.

- c) Under the **Rows** menu, **Filter** allows you to specify certain aspects of the report (I'm not quite sure how it works) and **Retrieve** does the same thing as the retrieve button. **Sort** lets you change how the report is sorted, but the change isn't permanent. Closing and reopening the report returns it to the default sort.
- d) The **Window** menu lets you adjust how the open report windows are displayed.
- e) The **Help** menu is still not much help.

7. There are a few things to remember when examining the inventory:

- a) In the reports, the equipment is listed alphabetically by description. Some of the descriptions have a prefix like "microwave" or "HF" and won't necessarily be next to equipment of similar description.
- b) In all the reports, there are items that are missing tag numbers, specifications and/or serial numbers. These are just the cases where the numbers were nonexistent or inaccessible or the specifications weren't given on the equipment.
- c) The locations are very general because the database fields had a limited number of characters. Front End includes IPG.
- d) Eventually, the location of the manual for each piece of equipment will be included in a report.

8. The Lab Support Group will maintain the inventory. Test equipment changes should be reported to the Lab Support Group Supervisor, currently Wayne Koski. Changes include receipt of new equipment and disposal of old equipment. Locations should be updated during periodic audits by the Lab Support Group.

Send me an email if you have any immediate questions about the inventory.
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