EasyCal Calibration Software

The comprehensive solution to calibration work and management
Manage, Automate and Optimise the Calibration Process

About EasyCal

EasyCal is a complete software package with features covering all aspects of calibration work and management. It is designed to reduce workload, improve efficiency, and provide the essential platform for companies looking to create and sustain an effective calibration program. The comprehensive features simplify the administration process from reminder reports through to despatch. With a familiar and intuitive user interface all operators can quickly learn and navigate through the applications. This allows fast, straightforward implementation and integration of the software.

Communication and Control

EasyCal automates calibration runs by allowing the user to remotely control and communicate with compatible calibrators and DMMs. User friendly features and controls aid the process to further decrease calibration times. EasyCal can also read back values and data from compatible Time Electronics pressure and process instruments, and can be used with external instruments such as dry block calibrators.

For Multiple Industries and Disciplines

EasyCal is a versatile solution to multi-device calibration with the comprehensive functionality that is required across industries. It is globally used as the principal software in both calibration businesses and companies with on-site test facilities.

EasyCal is also designed for universal testing applications and can cover a wide range of disciplines. Users can calibrate and verify various instruments and devices: electrical and electronic; level, pressure, and flow; temperature and loop; mechanical and dimensional.

Features

- Communicate with calibrators, DMMs, bench modules
- Automated planning and scheduling
- For use with multiple devices and instruments
- Print/email/store certificates and reports
- Network compatible
- Produce calibration labels
- Quickly generate procedures using templates
- 1200+ pre-written test procedures included
- Calibration due reminder system
- E-mail reminder letters and lists
- Customise reports and certificates
- Create PDF reports and certificates (PDF engine)
- Print and read bar codes
- Universal instrument control
- HART and Foundation Fieldbus communication
- Secure user log in and electronic signatures
- Create uncertainty tables for laboratory & site
- WebCert feature for online certificates
EasyCal: For the Calibration Process

Automating the calibration process brings important benefits and provides increased speed of calibration and consistency of results.

Pre-Calibration: The calibration management features of EasyCal make the planning and organisation of instrumentation calibration simple. A recall/reminder system informs the user of upcoming jobs, and search functions allow the user to quickly identify a unit for test.

Calibration: EasyCal controlled calibration significantly decreases testing times, meaning less instrument downtime and faster turnaround. This improves throughput meaning greater return on investment. EasyCal optimises the process by allowing the user to create procedures quickly and easily with the help of the included design wizards and pre-written templates.

Post Calibration: Easily produce calibration certificates and reports to ISO 9001, ISO 17025, and other quality standards. These can be printed, stored, or emailed as PDFs. EasyCal has a selection of preformatted certificate templates suitable for displaying typical calibration results.

Achieve compliance with quality standards
- Automated document control ensures conformity and quality
- Establish procedures to maintain repeatability and monitor quality
- Schedule and maintain calibration intervals.
- Evidence of traceability to national standards
- Record calibration environmental conditions
- Produce calibration labels, maintain calibration history
- Reduce possibilities for errors or omissions
- Electronic record retention ensures integrity for successful audits

Create an efficient control and management system
- Reduce testing times
- Eliminate continual outsourcing calibration costs
- Full control over the calibration process
- Improve turnaround
- Quick and easy solution to instrument analysis when needed
- Internal scheduling for calibrations. No external factors
- Centralised document management
- On demand networked review of certificates and reports
Inventory, Reminders, and Jobs

A comprehensive inventory database can be created and customised to company requirements. For internal calibration and quality management, departments and users can be specified. Alternatively EasyCal can be used as the controlling system for a calibration business based around customers and owners.

Search

A powerful search feature enables the user to enter specific criteria to quickly find the required data. When adding details the user is aided by drop-down lists, which automatically update when new information is added.

Input Fields

Used to add details such as ID and serial number, manufacturer and model, instrument status and service notes. In addition custom fields can be created to integrate with a company system. Images can be uploaded to provide further reference.

Instrument Recall and Reminder System

Instruments which are due for calibration are listed on screen. Reminder letters and lists can be printed or emailed directly to the customer or department. An advanced notice period can be set to bring forward the recall date allowing for response time.

Job Management

When a unit for test is booked in the job process starts. Specific information about the job is entered; such as ‘service required’, ‘sub contracted’ and ‘accessories supplied’. A job sheet and label can be produced at this stage to accompany the instrument. As the job is put through the system these parameters can be updated, for example ‘quote price’, ‘job status’ and ‘invoiced’.

Attachments

Create links to technical files, specifications, web pages, word documents, videos, and more. These can be set to automatically display prior to the calibration run.

Devices and Standards used for Calibration

Traceability information for instruments and standards that perform the calibration work is stored and maintained by EasyCal.

Uncertainties

Uncertainty tables for laboratory and site can be created for each calibrating instrument. These are then automatically processed and applied to certificates as required.
Procedure Writing and Editing

Creating and editing test procedures is made simple with an intuitive, user-friendly interface. Editing test information can be done by adding, inserting, or copy and pasting. EasyCal keeps track of each time a procedure is edited.

Procedure Library

A calibration library comprising of over 1200 procedures covering a wide variety of instruments and devices is included as standard.

Procedure Templates

Procedure templates for multimeters, clamp meters, decade boxes, insulation testers, and more can be used for creating any new procedures as required.

Fast Procedure Creation and Editing

Copy and paste multiple tests. Globally edit a group of tests. Colour coded listing helps sort and identify different test types.

Procedure Simulation

The Calibration Run Simulator enables a procedure to be tested without the need for a controlling instrument. To further assist with development of procedures a test can also be edited during the actual calibration run.

Format Certificates

Colour code and add borders to test group titles. Add column headers where a change of layout is required. A preview feature allows the user to check the certificate layout to determine if formatting is correct.

Conversion Tables

Conversion tables for thermocouples, RTDs, current transformers, and clamp meter adaptors are included. Alternatively user-defined tables can be created.

Remote Commands

For more complex instrument control, commands can be sent on a test-by-test basis or run as a script. Closed loop calibration is also achievable using the universal readback feature. This allows EasyCal to control third party calibration equipment and communicate with devices under test.
Instrument and Device Calibration

Automated calibration run provides fast and accurate collection of data, whether using direct instrument control or manual entry. EasyCal guides the operator through the procedure using graphical test screens and user prompts.

Search
Selection of the device under test is quick and easy. With the use of a barcode scanner this selection becomes automatic.

Calibration Prompts
Text and graphical prompts aid the user with instrument range selection and connection. So even the most complex calibrations can be performed with relative ease.

Graphical Test Screen
The calibration run is made simple and efficient by a graphical user-interface, which increases speed of data entry. The colour coded indication bar displays the test limits. This allows the operator to easily identify out of tolerance results.

Test Control
At any stage during the calibration run a summary can be displayed, this includes both completed and remaining tests. Colour coding indicates tests passed or failed. The operator is able to move forward or backward through the procedure as required.

End of Calibration Run
Data for every test is stored, including a snap shot of the procedure used. If required calibration comments and service history can be updated. The operator is able to print the certificate, produce a calibration label and/or store the results to be issued as required.

Recovery Mode
If for any reason a calibration run is interrupted, recovery mode allows the user resume from the point of termination.

Calibration Test Forms
Alternatively ‘calibration test forms’ for handwritten results are available. This data is then entered manually into EasyCal at a later date.
Certificates/Reports/Data Management

Produce, print, and store calibration certificates, reports, and labels. Simple search facilities enable the user to locate any data on demand. Keeping track of instrument history and servicing is made easy.

Certificate Templates
A range of pre-formatted templates are available for immediate use. A company logo can be added without the need for 3rd party software.

Electronic Signatures
Password protected electronic signatures allow management to approve certificates. In addition a scanned image of the signature can automatically be inserted, eliminating the need to print certificates.

Built-in PDF Engine
Generate PDF reports and certificates ready for emailing and universal review.

Calibration Reports
Documented traceability provides a recorded audit trail. Reports showing calibration duration times can assist with costing and assessments.

Archive
The results database can be streamlined by using the archive feature. This improves data organisation and management. Archives are quickly retrieved, giving instant access to historical certificate data.

Import and Export
Exchange data from one system to another using the import/export feature. This method is ideal for site and field calibration work, where data is recorded externally then uploaded to the main database upon return.

Customise
Crystal Reports (optional) allows full modification of certificate, label, and report layouts. Design custom reports using queries, formulas, and running totals.
EasyAdmin

EasyAdmin is an add-on that provides increased security for EasyCal and its users.

User Rights: A master user sets the user rights for the relative staff and defines log in criteria.

Access Levels: Setting access levels within EasyCal to limit secondary users can be done, safe guarding sensitive information.

Administration: EasyAdmin provides an administration point for calibration instruments, certificate information and user fields.

Predefined Pick-Up Lists: For instrument manufacturers, sub contractors, customer details and other information. These can be created to make EasyCal data entry quick, easy and uniformed.

WebCerts

WebCerts is a web based application that enables EasyCal users to upload and retrieve certificates and reports online.

Simple Upload/Download: Uploading is incorporated into EasyCal by allowing the user to quickly and directly upload to their WebCert folders via FTP.

Secure User Log In: A security feature that allows users to access private folders with their relevant documentation. Ideal for companies with different sites or locations.

Search and Filter: Users can easily locate required data by using the filter tabs or the straightforward search fields.

Hosted Package: Time Electronics also offer a hosted WebCerts package where data is uploaded and stored on one of our designated WebCert servers. Retrieval and viewing of certificates is via the web based interface.

EasyCal Accessories

To complement and further optimise the calibration process Time Electronics offer a range of external options.

Printer and Connectivity Kit: Inkjet printer for calibration certificates and reports. Also includes a DVD-RW, 4 port USB hub, numeric key pad and USB memory stick.

Calibration and ID Label Printer: For printing labels to be placed on calibrated units. EasyCal has different layouts for required information to be shown.

Job and Address Label Printer: For printing information that accompanies a unit under test through the calibration process. Also for user tagging instruments.

Bar Code Reader: Enables fast identification of devices in the pre-calibration stage.

EasyCal to PC Communication Options: Interface cables and adaptors providing PC connectivity to Time Electronics calibrators or external instruments.
Networking with EasyCal

For multi-user systems EasyCal can be implemented as the universal software for administration, management, and control. With designated features for use in different workstations, EasyCal can provide a solution to calibration businesses with customers as well calibration departments within industrial plants.

Data can be shared and accessed on a central server, creating an organised and efficient networking set-up. EasyCal’s pre-calibration features enable automated scheduling and also speed up the booking in process with quick instrument identification.

Calibration runs can be automated by using a compatible Time Electronics calibrator with EasyCal. Once calibration has been performed the data can be made available on the server to the necessary parties. Hard copy certificates and reports can be issued by authorised staff.

Enhanced security features can be added for increased protection, allowing a master user to control access rights to data and applications. Also available is an online application enabling users to upload and retrieve certificates.

Scheduling is simplified by EasyCal’s recall/reminder system. Instruments are returned following reminder letters/emails. Instruments arrive and are booked in. Job sheets and labels can be produced. EasyCal starts to optimize the job process for fast turnaround time. A simple search feature can locate the instrument’s data or a barcode reader can instantly identify the item. Once uploaded on the system, necessary parties can access/modify data without the need for paperwork to be passed from station to station.

Can oversee the complete operation. The calibration standards and instruments used by the laboratory are also monitored on the system. Create, edit, and sign off test procedures. View and issue reports and certificates. Simulate calibration runs. Create and update uncertainty information. Monitor progress and calibration statistics. As the key user the manager can control user access to data and programs.

Customers or employees can use EasyCal’s ‘WebCerts’, a web based application allowing certificate retrieval online. A secure log in feature allows access the user’s private folder with their relevant documentation. Specific PDF calibration certificates can be located quickly and easily using WebCert’s simple search function. The user can print calibration certificates for instruments as required. This is especially useful when certificates are lost or misplaced.
CERTIFICATE OF CALIBRATION

Issued By: Time Electronics
Date of Issue: 20 May 2009

Time Electronics
Unit 11
Sovereign Way
Tonbridge, Kent, TN9 1RH
Tel: 01732 355993 Fax: 01732 770312
email: mail@timeelectronics.co.uk

Customer /Owner
Cal Systems
Cal House
Unit 34 Lock Drive
Sevenoaks
Kent
Tel: 01732 355599
Fax: 01732 770312
email: mail@t-e.co.uk

Approved Signatory

Date of Issue: 20 May 2009

Instrument /Device
Type: Process Calibrator
Manufacturer: Fluke
Model Number: 725
Serial Number: 419456
ID Number: EC4
Procedure: FLUKE-725-AUTO
Last Cert: 10034

Comments
Failed on 3.2kOhm Measure

Environmental Conditions
Temperature: 22.0°C ±4.0°C
Supply Voltage: 230V ±2V @ 50Hz ±5Hz
Relative Humidity: 50% ±10%

Traceability Information

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<tr>
<th>Instrument Description</th>
<th>Serial No</th>
<th>Cert No</th>
<th>Cal Date</th>
<th>Cal Due</th>
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<tbody>
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<td>1089008</td>
<td>UKAS-90897</td>
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<td>07 May 2010</td>
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<td>39803</td>
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Calibrated by: Robert Martins
Date of Calibration: 20 May 2009
Calibration Due: 19 May 2010

This certificate has been produced by EasyCal Calibration Software from Time Electronics Ltd.
### CERTIFICATE OF CALIBRATION

**Issued By:** Time Electronics  
**Date of Issue:** 20 May 2009

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Rqd Value</th>
<th>Actual Value</th>
<th>Allowed Error</th>
<th>% of Spec</th>
<th>Pass/Fail</th>
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<tbody>
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<td><strong>UPPER DISPLAY</strong></td>
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</tr>
<tr>
<td>Voltage Measure</td>
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<td></td>
</tr>
<tr>
<td>0V DC</td>
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</tr>
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<td>±0.003mA</td>
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<td>±0.005mA</td>
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<td>10.00kHz</td>
<td>±0.02kHz</td>
<td>0%</td>
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<tr>
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<td>±0.1Ω</td>
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<td>±0.1Ω</td>
<td>20%</td>
<td>Pass</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Test Name</th>
<th>Rpt Value</th>
<th>Actual Value</th>
<th>Allowed Error</th>
<th>% of Spec</th>
<th>Pass/Fail</th>
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</tr>
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<td>±0.1Ω</td>
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<td>±0.7°C</td>
<td>17%</td>
<td>Pass</td>
</tr>
<tr>
<td>180°C</td>
<td>180.00°C</td>
<td>180.19°C</td>
<td>±0.7°C</td>
<td>28%</td>
<td>Pass</td>
</tr>
<tr>
<td>-180°C</td>
<td>-180.00°C</td>
<td>-179.46°C</td>
<td>±0.7°C</td>
<td>-77%</td>
<td>Pass</td>
</tr>
</tbody>
</table>

**Comments**

Cert.rpt v8.1  This certificate has been produced by EasyCal Calibration Software from Time Electronics Ltd
## CALIBRATION REPORT

**Certificate Number:** 10060

**Issued By:** Laboratory

### Device Information
- **Device TAG / ID:** TMP_TX
- **Type:** Temperature Transmitter
- **Model:** Example 0-150°C 4-20mA
- **Serial Number:** 09091789
- **Location:** AREA 996

### Calibration Information
- **Calibration Date:** 08 May 2011
- **Due Date:** 06 May 2012 (52wks)
- **Temperature:** 22.0°C
- **Relative Humidity:** 50%

### Calibration Information

#### Device Information
- **Procedure:** TMP-TX
- **Input Range:** 0.00 to 150.00°C
- **Output Range:** 4.00 to 20.00mA
- **Reject Error >:** 0.50% of Range

#### Results:

<table>
<thead>
<tr>
<th>Test Point</th>
<th>Input Temperature</th>
<th>Nominal Output</th>
<th>Actual Output</th>
<th>Allowed Error</th>
<th>% of Range</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>0.00°C</td>
<td>4.00mA</td>
<td>4.03mA</td>
<td>±0.1mA</td>
<td>0.1725%</td>
<td>Pass</td>
</tr>
<tr>
<td>20%</td>
<td>30.00°C</td>
<td>7.20mA</td>
<td>7.22mA</td>
<td>±0.1mA</td>
<td>0.1025%</td>
<td>Pass</td>
</tr>
<tr>
<td>40%</td>
<td>60.00°C</td>
<td>10.40mA</td>
<td>10.44mA</td>
<td>±0.1mA</td>
<td>0.1800%</td>
<td>Pass</td>
</tr>
<tr>
<td>60%</td>
<td>90.00°C</td>
<td>13.60mA</td>
<td>13.62mA</td>
<td>±0.1mA</td>
<td>0.1242%</td>
<td>Pass</td>
</tr>
<tr>
<td>80%</td>
<td>120.00°C</td>
<td>16.80mA</td>
<td>16.82mA</td>
<td>±0.1mA</td>
<td>0.1031%</td>
<td>Pass</td>
</tr>
<tr>
<td>100%</td>
<td>150.00°C</td>
<td>20.00mA</td>
<td>20.02mA</td>
<td>±0.1mA</td>
<td>0.1205%</td>
<td>Pass</td>
</tr>
</tbody>
</table>

### Comments:

Calibrated by: Op 1  
Approved By: Sig 3  
Signed:  
Approved Date: 16-May-2011

DeviceCert.rpt v1.5 This certificate has been produced by EasyCal Calibration Software from Time Electronics Ltd
Example Labels
Calibration and job labels, bar codes for fast identification of instruments

---

**Job No. EC2/131107**

- **Ident:** EC2
- **Status:** WAITING INFO
- **Date Received:** 13-Nov-07
- **Type:** Multimeter
- **Model:** 87
- **Ser No.:** 12345
- **Service Req’d:** RE-CALIBRATION

**MARTIN ANDREWS**
Cal Systems Ltd

**Returned with**

**Packing**

**Battery**

---

**ID:** 2599 **Serial:** 77460532

**Laboratory**

- **Cert No.:** 10001
- **Serial No.:** 52775/8V
- **Cal Due:** 10/June/2010

**CALIBRATED 11/June/2009**

---

**ID:** TE401
**S/N:** 52775/8V
# EasyCal Ordering Information

## Licensing details, add-ons, and EasyCal accessory codes

### Primary Licenses

<table>
<thead>
<tr>
<th>License Type</th>
<th>Description</th>
<th>Order Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>EasyCal Full License (stand alone, when purchased individually)</td>
<td>Full CalStation and Work Station license with 1 year support.</td>
<td>ECFL</td>
</tr>
<tr>
<td>EasyCal Full License (when purchased with compatible calibrator/DMM)</td>
<td>Discounted Full CalStation and Work Station license with 1 year support.</td>
<td>ECFLA</td>
</tr>
</tbody>
</table>

### Extra User License Options

<table>
<thead>
<tr>
<th>License Type</th>
<th>Description</th>
<th>Order Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>EasyCal Additional Full License (secondary user)</td>
<td>Discounted Full Licence for additional users.</td>
<td>EC2FL</td>
</tr>
<tr>
<td>Additional EasyCal Work Station License</td>
<td>Allows Job Management, Cal Due Instrument Attachments / Cert History, Batch Instrument Edit and Procedure Wizards. Suitable for users not requiring CalRun (ie front office).</td>
<td>EC2WL</td>
</tr>
</tbody>
</table>

### Add-Ons

<table>
<thead>
<tr>
<th>Add-On Type</th>
<th>Description</th>
<th>Quantity</th>
<th>Order Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>EasyAdmin - 2 Users</td>
<td>Security add-on that enables setting of user rights, access levels, and more. For installations of 2 users or less.</td>
<td>x2</td>
<td>EAD2</td>
</tr>
<tr>
<td>EasyAdmin - 5 Users</td>
<td>Security add-on that enables setting of user rights, access levels, and more. For installations of 5 users or less.</td>
<td>x5</td>
<td>EAD5</td>
</tr>
<tr>
<td>EasyAdmin - 10 Users</td>
<td>Security add-on that enables setting of user rights, access levels, and more. For installations of 10 users or less.</td>
<td>x10</td>
<td>EAD10</td>
</tr>
<tr>
<td>EasyAdmin - 10+ Users</td>
<td>Security add-on that enables setting of user rights, access levels, and more. For installations of over 10 users.</td>
<td>x10+</td>
<td>EAD10+</td>
</tr>
<tr>
<td>WebCerts</td>
<td>Online application enabling upload and retrieval of certificates and reports</td>
<td></td>
<td>EWC</td>
</tr>
<tr>
<td>WebCerts - Hosted by Time Electronics</td>
<td>Online application enabling upload and retrieval of certificates and reports.</td>
<td></td>
<td>EWCTE</td>
</tr>
</tbody>
</table>

### Hardware Options, Additional Software and Support Packages

<table>
<thead>
<tr>
<th>Hardware Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9777</td>
<td>Bar Code Reader</td>
</tr>
<tr>
<td>9778</td>
<td>Cal and ID Label Printer</td>
</tr>
<tr>
<td>9779</td>
<td>Job and Address Label Printer</td>
</tr>
<tr>
<td>9743</td>
<td>PCI to GPIB Interface card</td>
</tr>
<tr>
<td>9794</td>
<td>USB to GPIB Interface Adaptor</td>
</tr>
<tr>
<td>9597</td>
<td>GPIB Cable</td>
</tr>
<tr>
<td>9588</td>
<td>RS-232 Cable</td>
</tr>
<tr>
<td>9765</td>
<td>RS-232 to USB Interface Adaptor</td>
</tr>
<tr>
<td>CREP</td>
<td>Crystal Reports Sofware: Edit and format certificate styles</td>
</tr>
<tr>
<td>ESP1</td>
<td>EasyCal Support Package 1: 1 year email &amp; telephone support. Minor Upgrades.</td>
</tr>
<tr>
<td>EOT1</td>
<td>EasyCal Online Training (Via Remote Desktop).</td>
</tr>
</tbody>
</table>