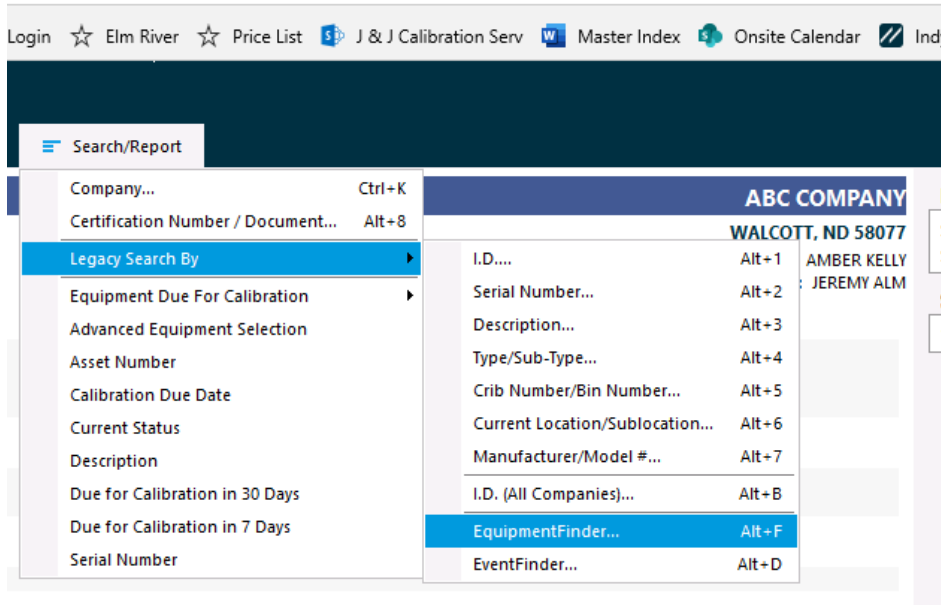
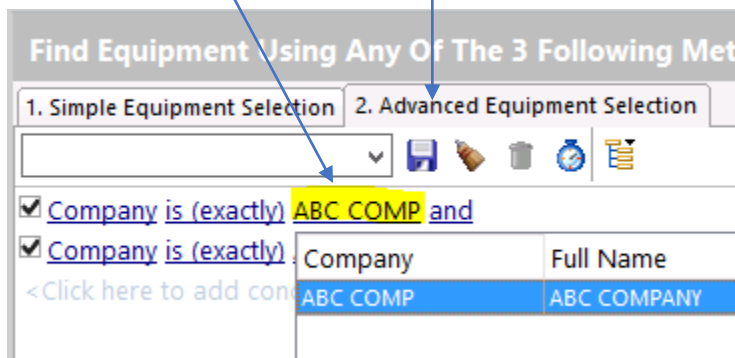


Work instruction for downloading multiple certs using Customer Read Only program.

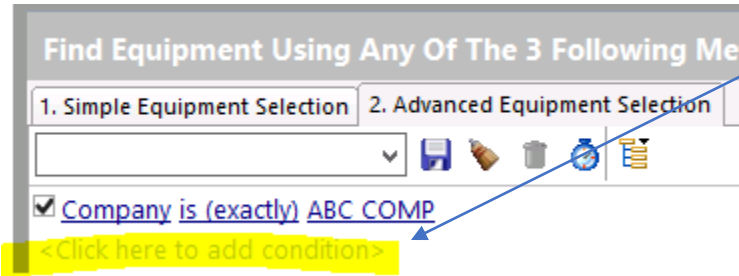
Step 1. Open Indysoft Read Only and go to the **Search/Reports** tab. Then click on **Legacy Search By** and Click on **EquipmentFinder...** or you can use the Alt + F keyboard sequence to bring up equipment finder.



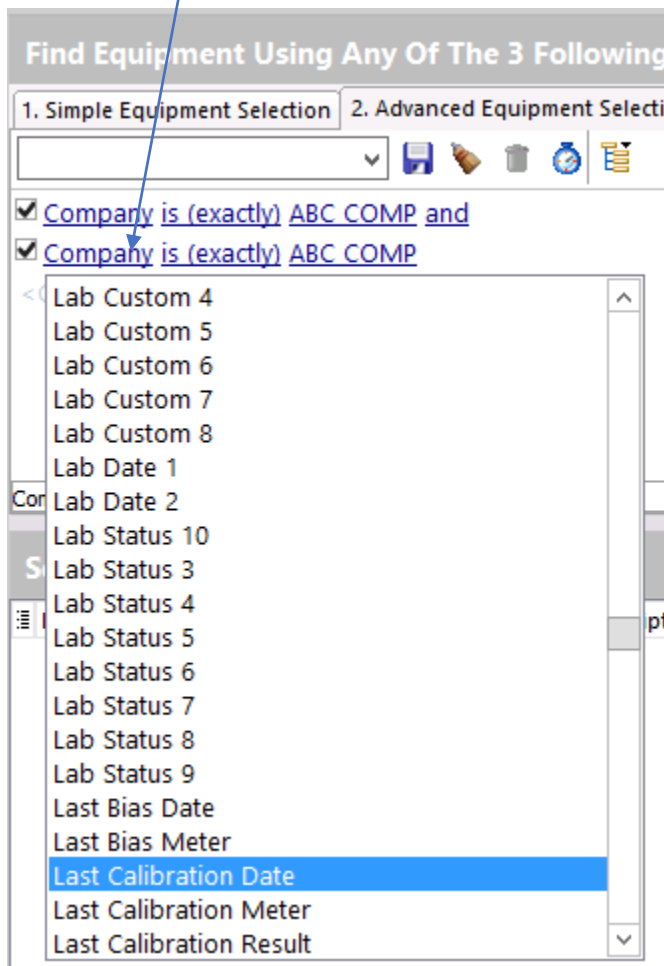
Step 2: Click on the **Advanced Equipment Selection** tab (tab 2.) In line one, make sure the company you are looking for is listed. If you have access to multiple companies or divisions of a specific company, click on the company name and find the correct company you are looking for.



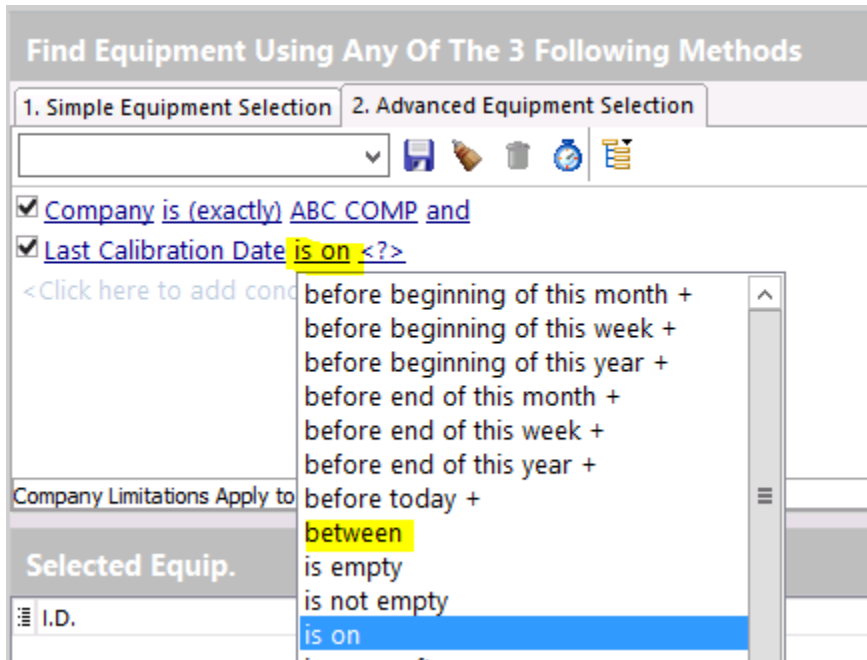
Next you will add a line to find the certificates based on a date range. Click on the line that says **<click here to add condition>**



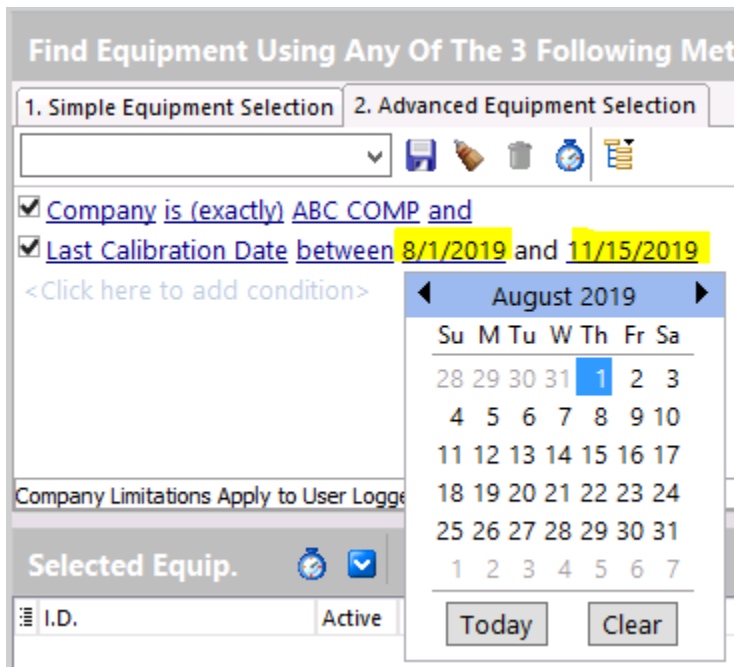
Click on company name and then start typing the condition you want to add such as **Last Calibration date** or **Current event date**. Then click on that condition ie. Last calibration date.



Next click on the words **Is On** and change this to **between**.



Now select the date range you want to search by clicking on the question marks in the line you added.



If you click on the **stop watch icon** it will show how many tools will be listed. Click on the **down arrow** to load the tool information into equipment finder for this date range you selected.

Find Equipment Using Any Of The 3 Following Met

1. Simple Equipment Selection 2. Advanced Equipment Selection

[Save] [Erase] [Refresh] [Print]

[Company is \(exactly\) ABC COMP and](#)

[Last Calibration Date between 8/1/2019 and 11/15/2019](#)

<Click here to add condition>

Company Limitations Apply to User Logged In

Selected Equip. [Stop Watch] [Checkmark] [Up Arrow] [Down Arrow]

I.D.	Active	Tracking Status	Description
------	--------	-----------------	-------------

Information [X]

The specified filter will return 11 pieces of equipment.

[OK]

1. Simple Equipment Selection 2. Advanced Equipment Selection

[Save] [Erase] [Refresh] [Print]

[Company is \(exactly\) ABC COMP and](#)

[Last Calibration Date between 8/1/2019 and 11/15/2019](#)

<Click here to add condition>

Company Limitations Apply to User Logged In

Selected Equip. [Refresh] [Checkmark] [Up Arrow] [Down Arrow]

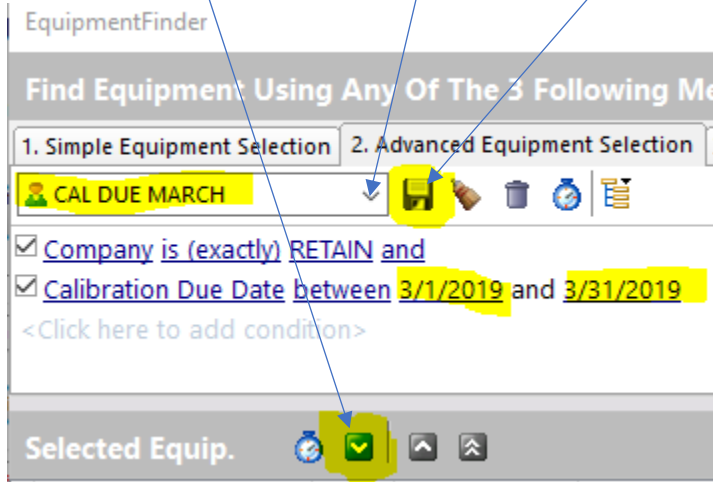
Information [X]

The Advanced Equipment Selection was successful. The specified filters selected 11 pieces of equipment

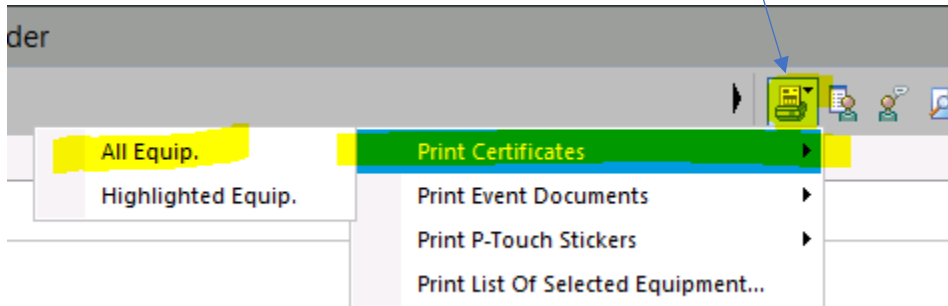
[OK]

I.D.	Active	Tracking Status	Description	Calibration Due	Current Location	Compan
▶ 1234AB	<input checked="" type="checkbox"/>	Returned to Cust	MULTIMETER	11/5/2020		ABC COM
2896012	<input checked="" type="checkbox"/>	Awaiting Onsite	INSULATION TESTER,	11/8/2020		ABC COM
7890	<input checked="" type="checkbox"/>	Returned to Cust	1-2-3 BLOCKS, MATCHED SET	3/19/2020		ABC COM
87V	<input checked="" type="checkbox"/>	Out for Cal.	MULTIMETER, FLUKE 87 V	11/5/2020		ABC COM
9547	<input checked="" type="checkbox"/>	Returned to Cust	MICROMETER, OUTSIDE 0-1 INCH	11/12/2020		ABC COM
9876	<input checked="" type="checkbox"/>	Returned to Cust	TORQUE WRENCHFT/LBS0	11/12/2020		ABC COM
ADMIN_1234	<input checked="" type="checkbox"/>	Awaiting Invoice	MICROMETER, OUTSIDE 0-1 INCH	5/12/2020		ABC COM
ADMIN_TEST1	<input checked="" type="checkbox"/>	Awaiting Onsite	MICROMETER, OUTSIDE 0-1 INCH	11/11/2020		ABC COM
ADMIN_TEST2	<input checked="" type="checkbox"/>	Awaiting Invoice	MICROMETER, OUTSIDE 1-2 INCH	11/11/2020		ABC COM
CON1	<input checked="" type="checkbox"/>	Returned to Cust	CALIPER, 4 INCH	10/28/2020		ABC COM
TEST-9999	<input checked="" type="checkbox"/>	Returned to Cust	CALIPER, 12 INCH	12/6/2019		ABC COM

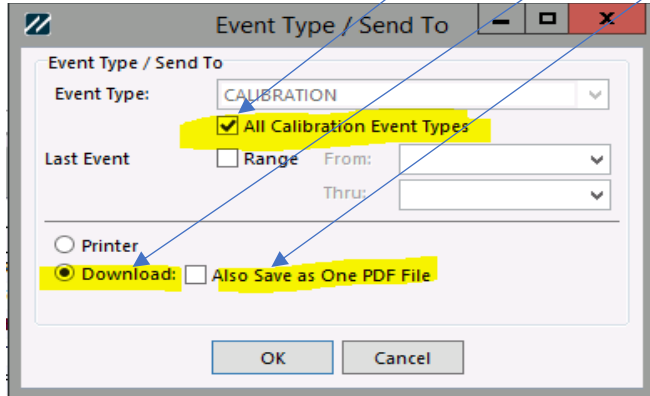
You can save this search for later use by clicking on the **disc icon** and then name the search what you want to name it. Click on the drop **down-arrow** next time you want to run this search report and it will be listed and ready to run for you. Just change the date range for the dates your looking for and then click the blue down arrow next to the stop watch to run the search.



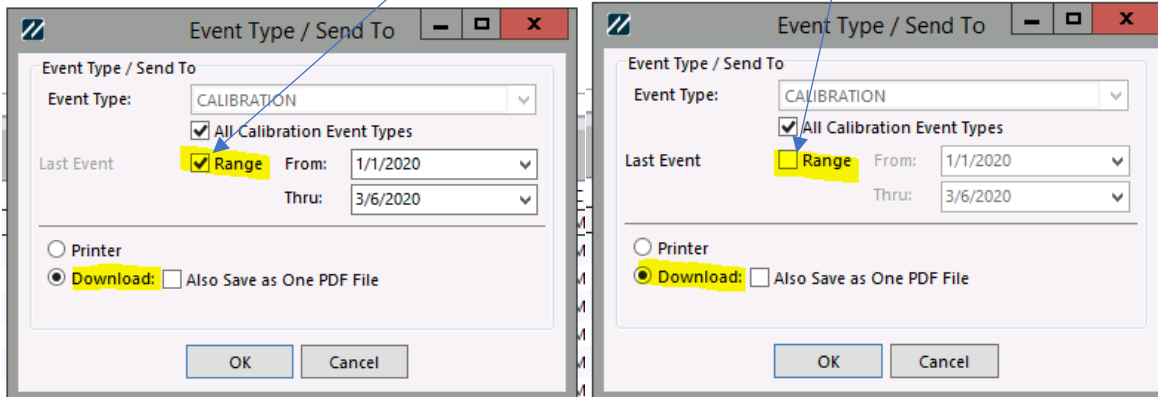
When you have the tools loaded into equipment finder you can send the certs to the printer or to a folder on your computer. You do this by clicking on the **Printer Icon** (upper right corner) and then select **print certificates** and select **all equipment**.



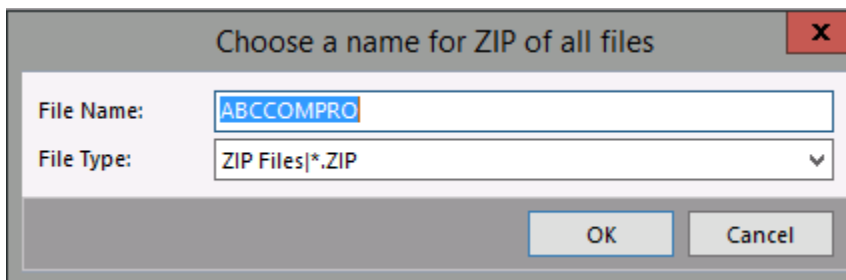
Make sure that **All Calibration Event Types** is checked, and download is also checked. This option will download individual certs for all tools selected. If you would like all your certs in one PDF document, then put a check mark in the box in front of **Also Save as One PDF File**. If you prefer individual files (one file per cert) then uncheck the box in front of **Also Save as One PDF File**.



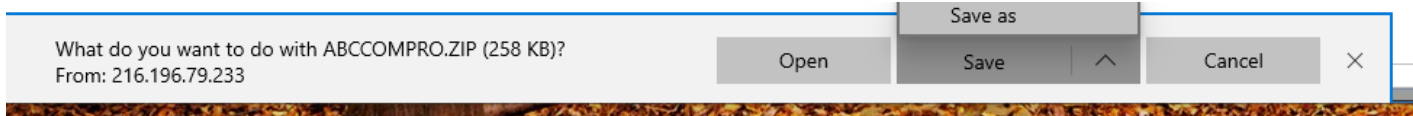
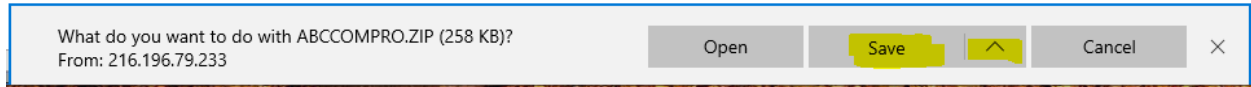
Make sure the box in front of range is NOT checked. If it is checked, uncheck the box. If the Range box is checked it will not download your certs to your computer. Click OK.



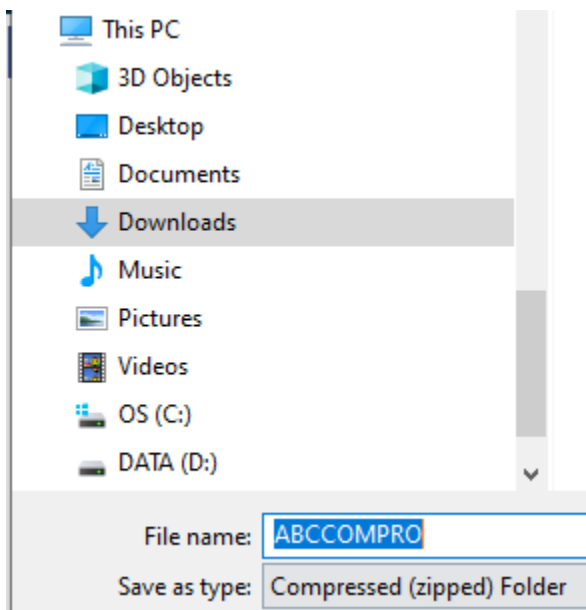
Name the file in the next box and hit OK.



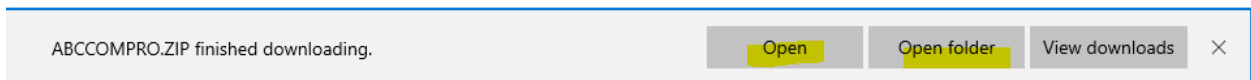
Look for this box to show up on the bottom of your screen (might take a short time to show up) and click either save or click the drop-down arrow and do a **save as** and select the location where you want to save your certs or file. If it does not pop up to save the file double check the range box. Range should be unchecked.



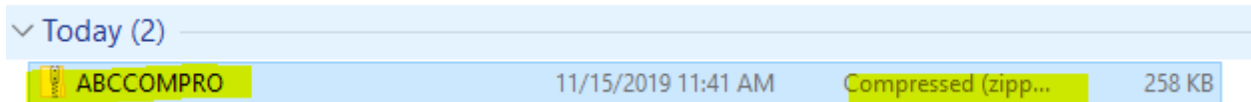
Select a location on your computer, name the file, and hit Save.



Click on open or click on open folder to see the files.



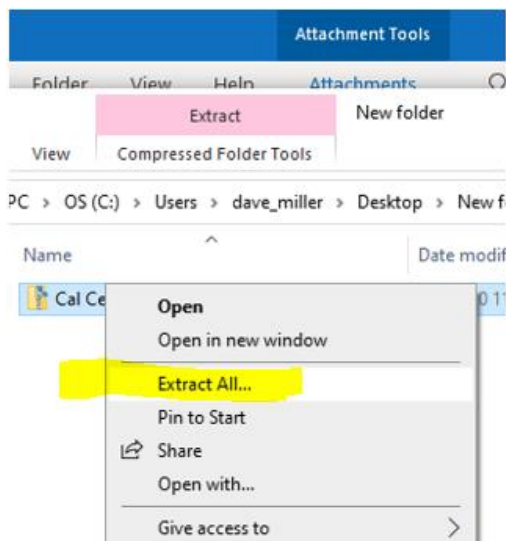
The file will be downloaded as a zipped compressed file so you will need to unzip the file to see the certs.



Double click on the file name and it should unzip the file and list all the certs in the folder.

Name	Type	Com
ABC COMP87V-J&J CALIBRATION...	Adobe Acrobat Document	
ABC COMP1234AB-J&J CALIBRATI...	Adobe Acrobat Document	
ABC COMP7890-J&J CALIBRATION...	Adobe Acrobat Document	
ABC COMP9547-J&J CALIBRATION...	Adobe Acrobat Document	
ABC COMP9876-J&J CALIBRATION...	Adobe Acrobat Document	
ABC COMPADMIN_1234-J&J CALI...	Adobe Acrobat Document	
ABC COMPADMIN_TEST1-J&J CALI...	Adobe Acrobat Document	
ABC COMPADMIN_TEST2-J&J CALI...	Adobe Acrobat Document	
ABC COMPCON1-J&J CALIBRATIO...	Adobe Acrobat Document	
ABC COMPTTEST-9999-J&J CALIBR...	Adobe Acrobat Document	

If double clicking on the file does not open to the certs you may need to extract the files to your computer. Right click on the folder and a menu will pop up. Click on the extra all...



Select a destination and extract the files. It should automatically create the location in the folder you're working in but if it does not click on Browse and find a location to save your file. Click extract and the certs should show up in the file you used to extract the files.

