

How do I create short codes on PATGuard 2?

Select Tools->Options to open the Options dialog box.

The lower half of the 'Options' box below, is used to enter your short code information.

Short codes save time when entering information while PAT testing. It enables a code of up to three characters to be set which can represent regularly typed text. There is no limit to the number of short codes that can be set.

Options 🔀						
PAT Options Asset Groups						
C Tester Output						
Text Line <u>1</u> : Notes V Text Line <u>3</u> : Notes V						
Text Line <u>2</u> : Notes Vert Line <u>4</u> : Notes Vert						
Use <u>c</u> ode abbreviations on tester <u>S</u> how codes for: Asset Description <u></u>						
Code Represents						
Hint: Save typing on the TESTER by entering abbreviations prefixed by 9.						
Setup your abbreviations here but DO NOT include the 9 in this table.						
Add Delete						
OK Cancel Apply						

PAT Options dialog box

- ^{1.} Click the 'Use code abbreviations on tester' check box. Tick will appear.
- Use the 'Show codes for' drop down menu and select the appropriate field, e.g. Asset Description.
- ^{3.} Click the 'Add' button add a new row to the table.
- ^{4.} Enter a code up to three characters in the Code field.
- Enter the text that the code represents in the Represents field.
 (NB: A third column to enter a cost for 'Repair' codes is also provided)

Other short codes for other Asset Details fields, such as Make or Model etc, can also be entered before saving the settings with the OK button.

Options 🛛 🛛 🔀						
PAT Options Asset Groups						
	Tester Outpu <u>U</u> sercode: Text Line <u>1</u> : Text Line <u>2</u> : ✔ Use <u>c</u> ode a	t Asset Description • Make •	Text Line <u>3</u> : Text Line <u>4</u> : <u>S</u> how codes for	Model Notes Asset Description		
[Code		Represents	<u> </u>		
		101	Binder			
		102	Computer			
		103	Computer Accces	ssory		
Į	104 EFTPOS Machine					
Hint: Save typing on the TESTER by entering abbreviations prefixed by 9. Setup your abbreviations here but DO NOT include the 9 in this table.						
OK Cancel Apply						

Important Note:

When entering codes at the tester, the 3 digit short code MUST be prefixed by a number 9. This is so that PATGuard will recognise the value as a Short Code.

Asset Groups

15-18 Bracken Hill, South West Industrial Estate, Peterlee, County Durham, SR8 2SW, United Kingdom t: +44 (0) 191 586 3511 | f: +44 (0) 191 586 0227 | e: sales@seaward.com seaward.com

Options	×
PAT Options Asset Groups Type of Premises: Construction sites 110V equipment Construction Hand-held Equipment (Class I) Construction Hand-held Equipment (Class II) Construction IT Equipment (Class II) Construction IT Equipment (Class II) Construction Movable Equipment (Class I) Construction Movable Equipment (Class II) Construction Portable Equipment (Class II) Construction Portable Equipment (Class II) Construction Stationary Equipment (Class II) Construction Stationary Equipment (Class II)	
Add Edit Delete	
OK Cancel Apply	

Asset Groups dialog box

Assets can be grouped together where they share a common re-test period and perhaps test code.

In the UK, the Health and Safety Executive (HSE) and the Institute of Electrical Engineers (IEE) define re-test periods in their documentation.

These re-test periods are defined in terms of the type of premises where the Assets are located, the type of equipment, type of test (visual or full test) and the class of the equipment (class I or class II). These values are already set into the program. The Edit and Add actions allow you to make changes to these values.

Other Asset groups which are not premise dependent can be added to Undefined (e.g. Imported Asset Groups or equivalent from another database will be in Undefined).

If you require more help, please contact us at https://www.seaward.com/gb/enquire/.