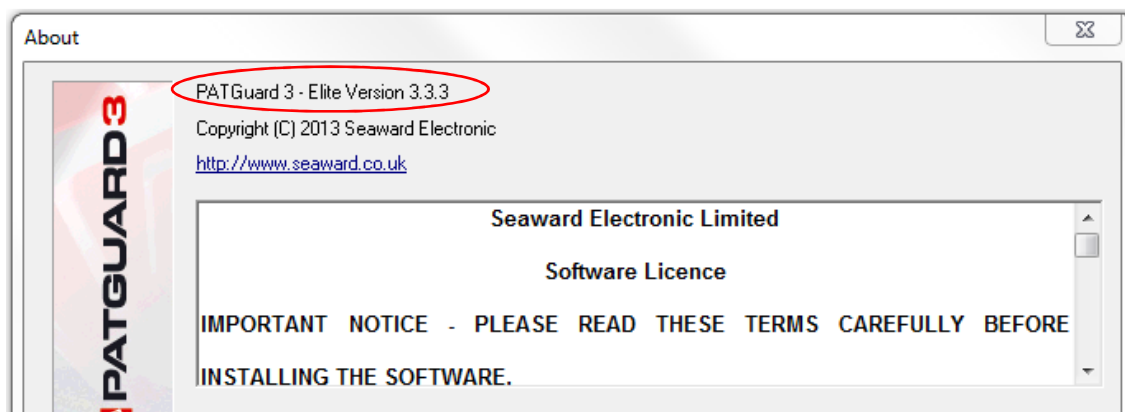


How to Create a Test Summary Report on PATGuard 3

The following document is intended to be a troubleshooting guide to ensure you are able to use the Test Summary report in PATGuard 3 in the correct manner. Please check all aspects of this before contacting the technical support helpline.

- Please ensure you have the latest version of PATGuard 3 - in the software select “**Help**” and “**Check for Updates**”, note you need to be an Administrator to update PATGuard 3.
- 1) Please make sure you are using the latest version of PATGuard 3 Elite (at least version 3.3.3). If you are not sure the version of PATGuard 3 you have installed select “**Help**” in the software and “**About PATGuard**” and this will display a window with the current programme and version, for example:



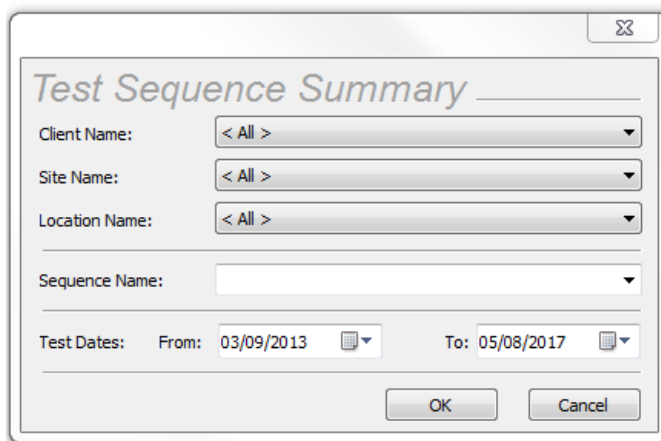
- 2) The “Test Sequence Summary” can be selected from the “Reports” section of the software;



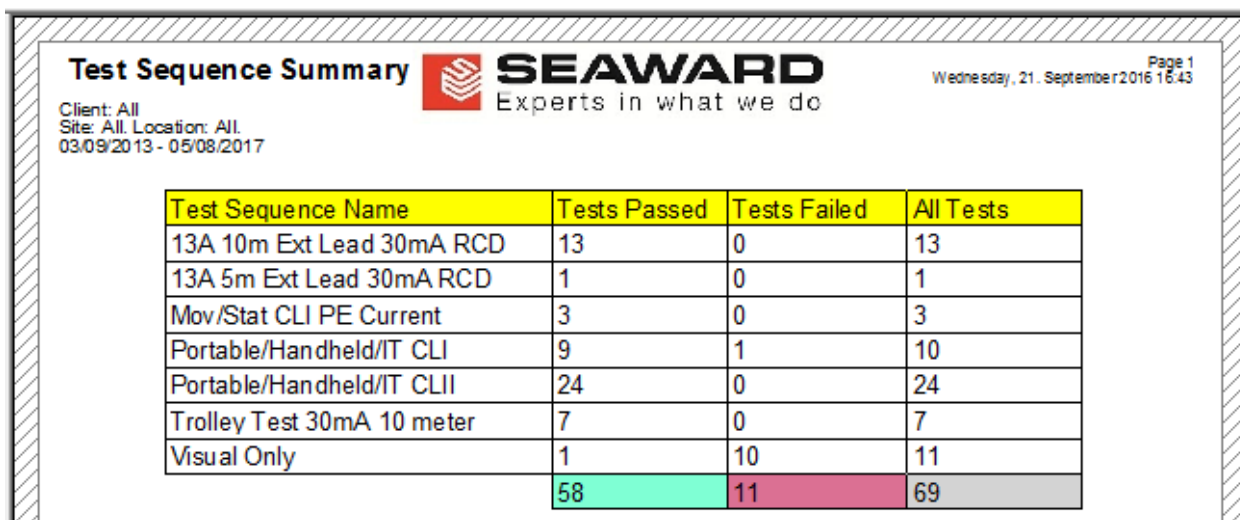
Note: The “Test Sequence Summary” report will only fully display the required information on assets that have been downloaded to PATGuard 3 **after an update of the software to version of 3.3.3**. Data already in PATGuard 3, before the update, will not produce a full report – just the totals. However, saved download files (eg .sss or .gar) could be reused (downloaded to this new version) and allow the full data to be displayed.

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- 3) Double click on the "Test Sequence Summary" icon to produce the filter box, this can be used to select a "Client Name", "Site Name", "Location Name", by "Sequence Name" or "Test Dates" and select using "OK"

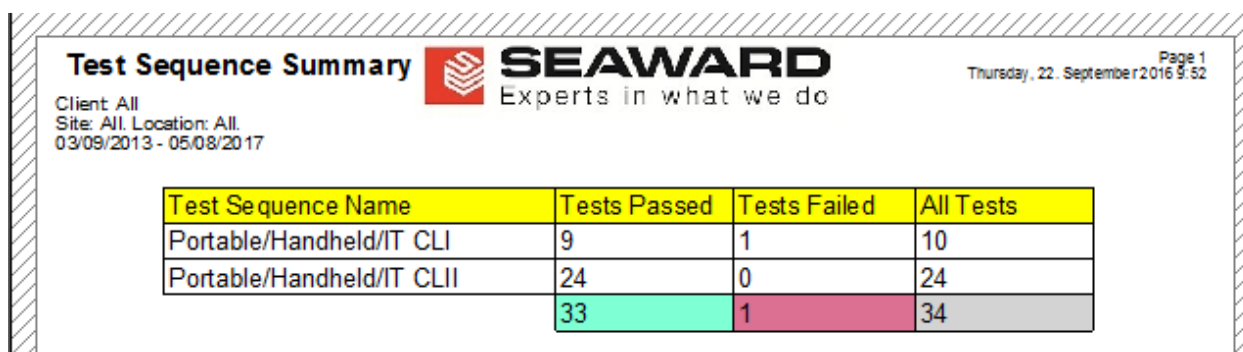


- 4) A "Test Sequence Summary" report will be displayed in the "Preview" window, for example;



Test Sequence Name	Tests Passed	Tests Failed	All Tests
13A 10m Ext Lead 30mA RCD	13	0	13
13A 5m Ext Lead 30mA RCD	1	0	1
Mov/Stat CLI PE Current	3	0	3
Portable/Handheld/IT CLI	9	1	10
Portable/Handheld/IT CLII	24	0	24
Trolley Test 30mA 10 meter	7	0	7
Visual Only	1	10	11
	58	11	69

Note 1: You can use % in the "Sequence Name:" filter (step 3) as a wild card search option, for example "Portable/Handheld/IT %" – in the above this would produce the following report;



Test Sequence Name	Tests Passed	Tests Failed	All Tests
Portable/Handheld/IT CLI	9	1	10
Portable/Handheld/IT CLII	24	0	24
	33	1	34

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Note 2: However, data already saved in PATGuard 3, before the software update, would display as follows;

Test Sequence Summary		SEAWARD	
Client: All Site: All, Location: All 03/09/2013 - 05/08/2017		Experts in what we do	
Test Sequence Name	Tests Passed	Tests Failed	All Tests
	58	11	69
	58	11	69

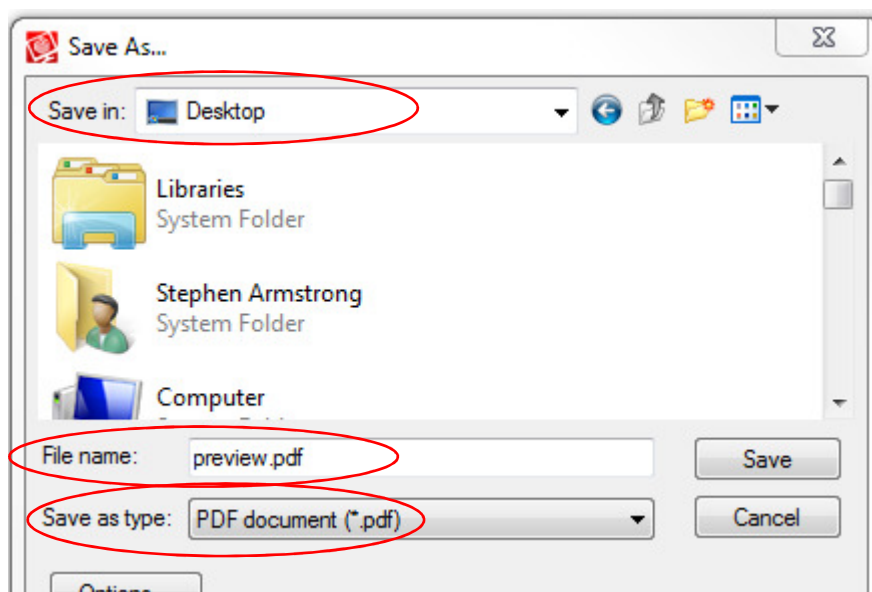
- 5) The displayed report can then be printed by selecting one of the print icons (either "Print Current Page" or "Print all Pages" respectively);



- 6) Or saved to pdf by selecting the "Save As" icon;



- In the "Save As..." window select a location in "Save in:" to save the report. The report filename can be changed from "preview" and also make sure the "Save as type:" is "PDF document (*.pdf)" in the dropdown, finally select "SAVE" to produce the file;



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- 7) Or via email (if this is setup) using the “Sent To..” icon;



- The type of file will need to be selected, for example **“PDF document (*.pdf):*.pdf”** in the dropdown, finally select **“OK”** to launch an email with a file attached (if setup correctly);

