How to install and configure a report in MET/TRACK® Software

Application Note

This document provides step–by–step instructions for installing a report for use in MET/TRACK® software, and/or in MET/CAL® Runtime. It applies to MET/TRACK and MET/CAL software versions 7.x.

1) First, you must save your report in your report directory. This directory is the main **Metcal** directory by default. If you are on a client/server installation, it will be on your shared network drive. If you are on a stand–alone installation, it will be in **C:\metcal** or **D:\metcal**. If you aren't using the default location save it in your directory location instead.

2) Next, you will need to log in to the MET/TRACK application using the **Administrator** user name and password. By default these are **MT** and **MT**. But if you have changed the default password, use that instead.

3) Once MET/TRACK is open, select the **Setup** menu.

4) From the Setup menu, select **Install Reports**.

5) Select the filename of the report you want to add by clicking your mouse into the check box and clicking the **+** sign.

6) Your screen will look something like Figure 1.

Report Name	Size	Date	Time
cal_summary_for_work_order.rpt	17,408	7 Oct 2004	16:29:30
Cduedday_fixed.rpt	15,872	20 Jul 2006	09:23:24
Cert_of_cal_w_sig.rpt	1,412,608	3 Aug 2006	08:49:14
Cert_of_cal_w_sig_TEST.rpt	1,412,608	7 Sep 2006	13:41:24
ctagrslt.rpt	41,317	4 Oct 2002	10:20:52
Excel Spreadsheet_new.rpt	21,504	24 Jan 2007	15:03:38
field_customization.rpt	57,856	7 Oct 2004	16:29:32
field_properties.rpt	102,912	7 Oct 2004	16:29:40
Karda.rpt	17,408	10 Jan 2007	16:19:09
license.rpt	11,776	30 Mar 2005	14:06:10
Maintenance_history_for_model.rpt	17,920	14 May 2007	15:26:25
master_inventory_for_asset_number.rpt	14,336	7 Oct 2004	16:29:42
Rays_report.rpt	16,896	19 Jul 2006	09:41:17
Report1.rpt	27,136	6 Jul 2006	16:18:21
rt_report_of_cal_ver_7.rpt	74,240	26 Mar 2007	10:50:33
rt_report_of_cal_ver_7_color_coded_J.rpt	88,064	28 Mar 2005	12:47:36
rt_report_of_cal_ver_7_failures_J.rpt	79,872	28 Mar 2005	12:50:22
rt_report_of_cal_ver_7_J.rpt	87,040	28 Mar 2005	12:45:12
rt_report_of_cal_ver_7_mod.rpt	75,264	16 Feb 2007	10:52:12
rt_report_of_cal_ver_7-J.rpt	60,928	28 Oct 2004	17:26:24
rtcert6DanY.rpt	73,216	30 Oct 2006	14:01:29
rtFoundLeft.rpt	17,408	2 May 2007	13:06:51
screen_customizing.rpt	61,952	7 Oct 2004	16:29:08

Figure 1

7) When you are done, close the Install Reports window by clicking on the **X** but don't close out of MET/TRACK yet.

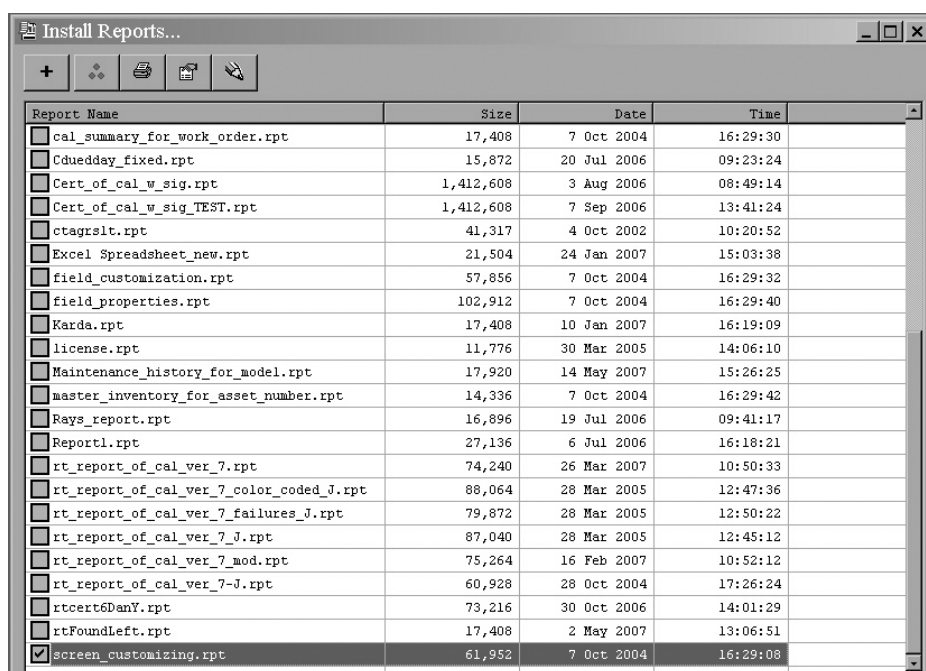8) Select the Setup menu again, and this time, select the **Configure Reports** menu item.

9) Find the filename (far right) of the report you just added and that you want to configure. You may need to drag some of the columns closed to view the filename. Your screen will look something like Figure 2.

10) If this is a report that you will not run at the end of a Runtime calibration, it is called a General Report. If it is a General Report, then you can select the check boxes of the forms from which you want to run the report. If you only want to run this report from the **reports** menu in MET/TRACK, you are finished. Just click the **Save Changes** button and close the **Configure Reports** window by clicking on the **X**.

11) If this is a report that you will run at the end of a Runtime calibration, then this is called a Runtime report. You will need to check the **Run** and the **Cal** boxes before you **Save Changes**.

12) Once you are finished, close out of the Configure Reports window by clicking on the **X**. If this is a Runtime report, continue to the next step.
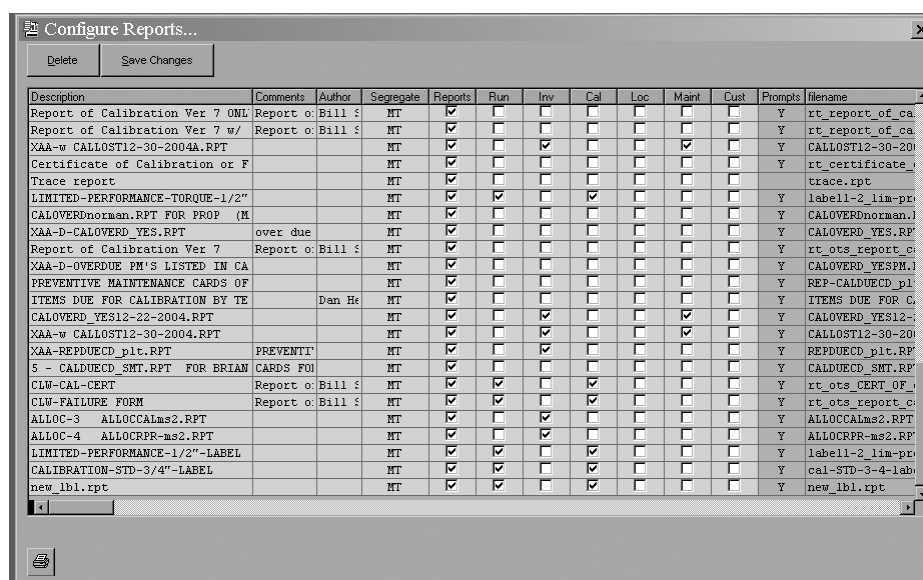
Figure 2

13) Log in to **Runtime** with your regular user **ID** and **Password**.

14) Select the **Configure** menu and **Post Run Reports**.

15) Find your report in the **Available Reports** window and move it to the **Post Run Reports** window. To do this, highlight your report on the left and click the **right arrow**. You will see something like Figures 3 and 4.

16) Select OK.

You have completed the installation and configuration process and can now run your installed and configured report from the desired application.
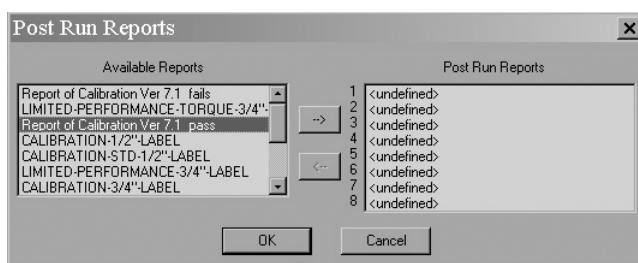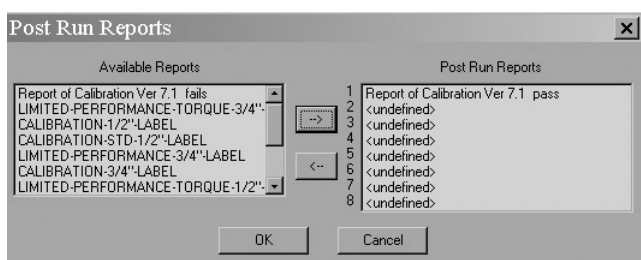

Figure 3

Figure 4

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