**“*Addition of Navy Reports to Calibration Report Utility*”**

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# **REVISION LOG**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision: 1.0** | | **Effective Date:** | | |
| **Section** | **Justification** | | | **Changes** |
|  |  | | |  |
| **Impact of above change(s) on other documents:** | | |  | |

# **PROCEDURE STATUS**

Current Status is ***Draft***.

# **REFERENCES**

<https://mysite.jci.com/personal/ckingco_jci_com/Documents/Forms/All.aspx?e=5%3A77f7282bb6904346b51e62ff5a24c19f&sharingv2=true&fromShare=true&at=9&CID=1c1881ae%2D624f%2D4c80%2D938f%2D8138e2b85e1d&RootFolder=%2Fpersonal%2Fckingco%5Fjci%5Fcom%2FDocuments%2FDesktop%2FNavy%20Reports&FolderCTID=0x0120008D3279C5D6CF504DBE9B907E73704B91>

A diagram of a company

Description automatically generated

[https://leplb0040.upoint.ap.alight.com/ah-angular-afirst-web/ - /web/jci/homepage](https://leplb0040.upoint.ap.alight.com/ah-angular-afirst-web/#/web/jci/homepage)

# **PURPOSE**

To document the current process for creating a Navy Report and show the proposed changes to integrate the process into the current Calibration Report Utility.

# **SCOPE**

Scow current and future proposed Navy Report Process.

# **PERSONNEL TRAINING AND QUALIFICATION**

1. Excel Experience
2. Knowledge of Calibration Report Utility
3. Access to OneDrive
4. NI LabVIEW

# **APPARATUS AND EQUIPMENT**

1. Microsoft Excel
2. LabVIEW 2015 Runtime
3. Calibration Report Utility.exe
4. Microsoft One Drive
5. NI LabVIEW 2015 SP1

# **CURRENT PROCEDURE**

1. An email from someone, requesting a calibration report for instruments will come in.
   1. Example:

*Subject: FW: Labview TR Info - 570 Production TR24-0043*

*Can I please get the instrumentation calibration report for the instruments on the attached map as well as the 1200 SR instruments. Please use TR 24-0043 and run 15.01 taken on 7/8/24.*

* 1. Important information is highlighted. This information will be used to get the proper information as well as build the header.
     1. Size of 570 Ton
     2. Test Request TR24-0043
     3. System 1200 SR
     4. Date of 07/08/2024

1. A computer screen with a video player

   Description automatically generatedRun Calibration Report Utility.exe 100-21-039 1.3.0.12
2. A screenshot of a computer

   Description automatically generatedLog in and load the system using the Unit specified in the email. In this case, the unit specified is *1200 SR* or WC1200. Also select the appropriate date. In this case the date of 07/08/2024 will be selected.
3. Next:
   1. Select “Combined Report”
   2. Check “Include Inactive HW Tags” & “Include Engineering Tags”
   3. A screenshot of a computer

      Description automatically generatedPress “Generate Cal Report”
4. This will generate a CSV report and open up the location in Windows explorer.
5. The report then can be opened in Microsoft Excel.
6. From this point there are templates that are used to create the report. Those templates can be found here: <https://mysite.jci.com/personal/ckingco_jci_com/Documents/Forms/All.aspx?e=5%3A77f7282bb6904346b51e62ff5a24c19f&sharingv2=true&fromShare=true&at=9&CID=1c1881ae%2D624f%2D4c80%2D938f%2D8138e2b85e1d&RootFolder=%2Fpersonal%2Fckingco%5Fjci%5Fcom%2FDocuments%2FDesktop%2FNavy%20Reports&FolderCTID=0x0120008D3279C5D6CF504DBE9B907E73704B91>
7. In this instance, the template will be 570 Ton. Open the “570 Ton” folder.
8. Create a new folder in this location and give it the date for the name. Place the generated CSV Report in this location.
9. In the “570 Ton” folder, is the template for the report, “570 Ton Production\_Template\_RevD” Place this file in the new folder created in the previous step.