

Operating Instructions

ODOR handy plus Software

[Version 03/2012]



Axel Semrau®

Table of Contents

1	GENERAL PREFACE	1
2	REGISTRATION	1
3	START SCREEN	2
4	MAIN DATA / ADDRESSES	3
5	DEVICE - MEASURED DATA ADMINISTRATION	4
5.1	Sorting and selecting measured data.....	5
5.2	Readout device	6
5.2.1	Save measurements automatically at the existing measuring site.....	7
5.2.2	Create automatically non existing measuring sites.....	7
5.3	Settings	8
5.3.1	Registering the USB IR adapter	8
5.3.2	Setting the date / time.....	8
5.4	Printing.....	9
5.5	Changing / saving grid setups.....	11
6	MAIN MENU	11
6.1	File	12
6.1.1	Data backup	12
6.1.2	Restore	12
6.1.3	Exit.....	12
6.2	Settings	12
6.2.1	Program.....	12
6.3	Extras.....	14
6.3.1	Data-export.....	14
6.3.2	Data import.....	16
6.4	Design.....	17
6.5	Help.....	17
6.5.1	Help	18
6.5.2	Demand registration	18
6.5.3	News (Internet).....	18
6.5.4	Info.....	18

7 SYSTEM REQUIREMENTS.....19

8 CONTACT INFORMATION19

9 NOTES.....20

1 **GENERAL PREFACE**

The ODOR handy plus software is a program to read, administer, prepare and to document data that has been collected with the ODOR handy plus.

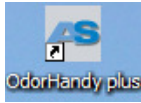
The software can be expanded by the user at many locations, in order to be able to use the software as universally as possible. These expansions/add-ons are saved in the data bank of the software or on a server and are also available after software updates.

2 **REGISTRATION**

After the initial start of the program the registration screen appears. Please enter your **company, your name** and the **serial number of the software license**. The easiest way is to register online via Internet. It is also possible to register via email or fax.

The software license is only for one PC. The software can be used for several ODOR handy plus instruments.

3 START SCREEN

The ODOR handy plus software is started via the Start icon  on the desktop or via the Windows start menu (**START** → **PROGRAMS** → **AXEL SEMRAU ODOR HANDY PLUS** → **ODOR HANDY PLUS**). The following start screen appears:

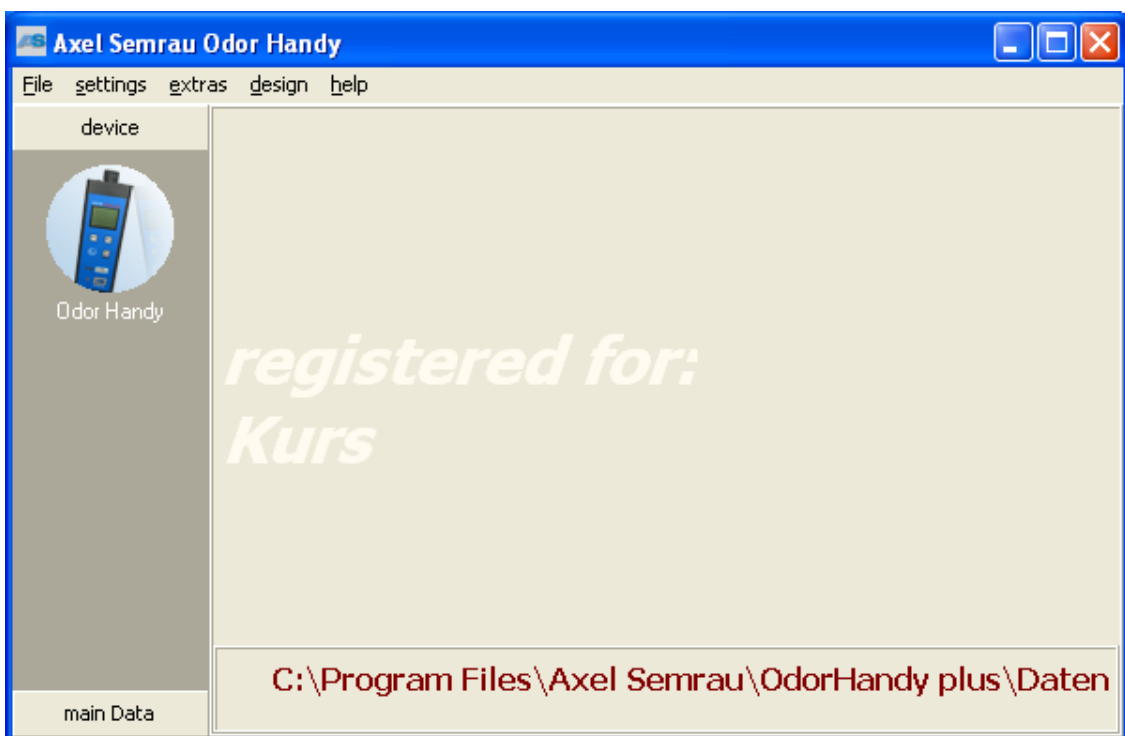


Illustration 1

The main window initially indicates for whom the software has been registered. On the left side you find the module for the ODOR handy plus under "device" and the "main data" button. All modules are listed as small icons and can easily be accessed by mouse click. Under the "main data" button you can find only addresses by default.

4 MAIN DATA / ADDRESSES

Prior to the first read out of measured data from the ODOR handy plus, all measuring points must be established.

The measuring points with the respective address can be entered under the main data. Here, all addresses are specified in a list. In order to obtain details of the respective addresses or to enter or edit addresses, click the “details” tab. In this view all standard fields of the addresses are displayed as editable fields.

Addresses can also be simply imported from other files (see Chapter 6.3.2.2)

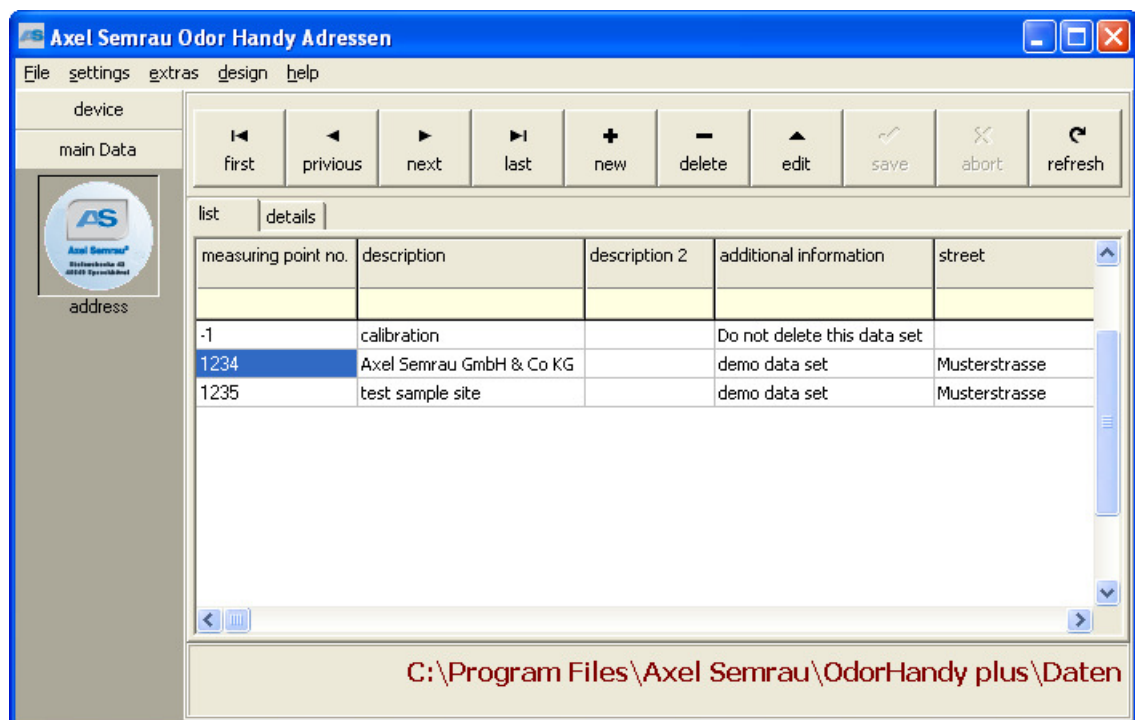


Illustration 2

5 DEVICE - MEASURED DATA ADMINISTRATION

When selecting the ODOR handy plus in the start screen (by clicking the corresponding device icon), you will get in the administration part of each device (see Illustration 3).

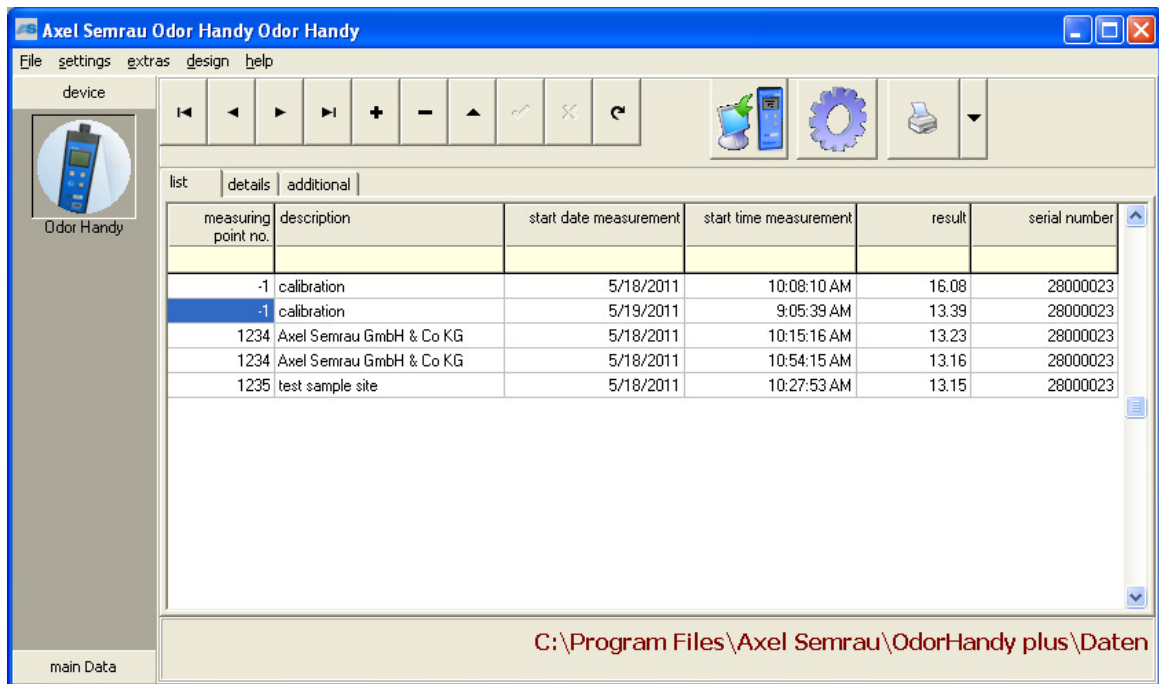


Illustration 3

All measurements that have been saved in the software are listed in the list. The measurements can be imported prior or can be directly read out from the measuring devices.

To navigate and edit datasets the following buttons can be used:

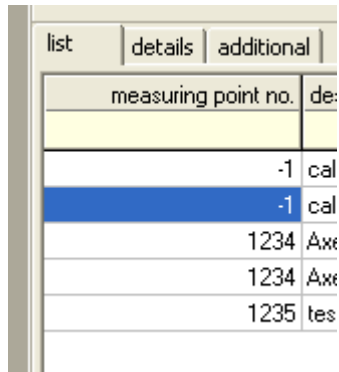


Illustration 4

First - Previous - Next - Last - New - Delete - Edit - Save - Abort - Refresh - Place Filter

5.1 SORTING AND SELECTING MEASURED DATA

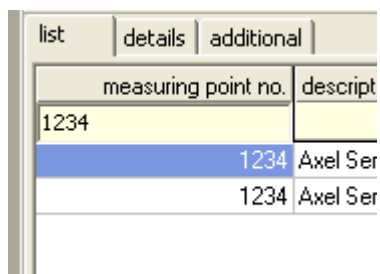
By clicking the column heading, the measurements can be **sorted** by column header (measuring point no., description,...).



measuring point no.	de:
	-1 cal
	-1 cal
1234	Axx
1234	Axx
1235	tes

Illustration 5

By entering the selection criteria in the yellow fields you can **select** measured data.



measuring point no.	descript
1234	
1234	Axel Ser
1234	Axel Ser

Illustration 6

Furthermore, on the screen for the device administration the following buttons are provided for frequently used editing actions.

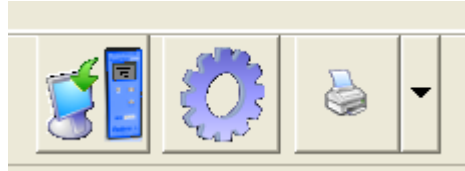


Illustration 7

These have the following functions:

5.2 READOUT DEVICE



Via this button a window is opened from which the measured data can be readout. Readout is started automatically when clicking this button. An error message is displayed, if a data transfer cannot be started (e.g. no USB IR adapter is connected or the device is not switched on / not in transfer mode). A progress bar (bar below) is displayed, if a data transfer is occurring.

readout device						
<input checked="" type="checkbox"/> save		<input type="button" value="close"/>				
<input checked="" type="checkbox"/> Save measurements automatically at the existing measuring site <input checked="" type="checkbox"/> Create automatically non existing measuring sites						
running number	me serial number	SWVersion	start time measurement	start date measurement	stop time measurement	stop data mea
4	28000023	28011306	10:54:15 AM	5/18/2011	10:54:15 AM	5/18/2011
5	28000023	28011306	7:39:30 AM	5/19/2011	7:39:30 AM	5/19/2011
6	28000023	28011306	8:42:15 AM	5/19/2011	8:42:15 AM	5/19/2011
7	28000023	28011306	9:05:39 AM	5/19/2011	9:05:39 AM	5/19/2011
8	28000023	28011306	9:38:34 AM	5/19/2011	9:38:34 AM	5/19/2011
9	28000023	28011306	10:42:37 AM	5/23/2011	10:42:37 AM	5/23/2011
10	28000023	28011306	11:15:30 AM	5/24/2011	11:15:30 AM	5/24/2011
11	28000023	28011306	11:36:30 AM	5/24/2011	11:36:30 AM	5/24/2011
12	28000023	28011306	11:46:10 AM	5/24/2011	11:46:10 AM	5/24/2011
13	28000023	28011306	11:56:15 AM	5/24/2011	11:56:15 AM	5/24/2011
14	28000023	28011306	1:16:30 PM	5/25/2011	1:16:30 PM	5/25/2011
15	28000023	28011306	1:42:59 PM	5/25/2011	1:42:59 PM	5/25/2011
16	28000023	28011306	1:57:50 PM	5/25/2011	1:57:50 PM	5/25/2011
17	28000023	28011306	2:16:08 PM	5/25/2011	2:16:08 PM	5/25/2011

Illustration 8

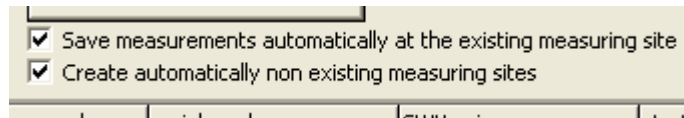


Illustration 9

If the functions “Save measurements automatically at the existing measuring site” as well as “Create automatically non existing measuring sites” are activated, then all measured values are transferred from the ODOR handy plus into the data bank by pressing the “Save” button. Here, the two functions have the following effect.

5.2.1 Save measurements automatically at the existing measuring site

If this function is activated, then the measurements are automatically allocated to each measuring site in the data bank.

Example: The measurement at the measuring point 1234 is automatically allocated to the measuring point 1234 in the data bank.

This function should only be switched off in exceptional cases, if for example, a faulty measurement point number has been entered and the measurement must therefore be allocated manually to another measuring point.

5.2.2 Create automatically non existing measuring sites

If this function has been activated, then a measurement point is automatically created in the main data, if it is not yet available in the main data.

Notice: Though it is possible, afterwards, to add a description (e.g. Luisenstraße) in the main data of an automatically generated measuring point, it will, however, not be applied to the already imported measured data. **The measuring points should therefore be first created in the main data prior to loading the measured data from the ODOR handy plus (refer to Chapter 4).**

5.3 SETTINGS



The “settings” button opens a menu in which it is possible to select two functions.

5.3.1 Registering the USB IR adapter

Always select the USB IR adapter under “settings”.

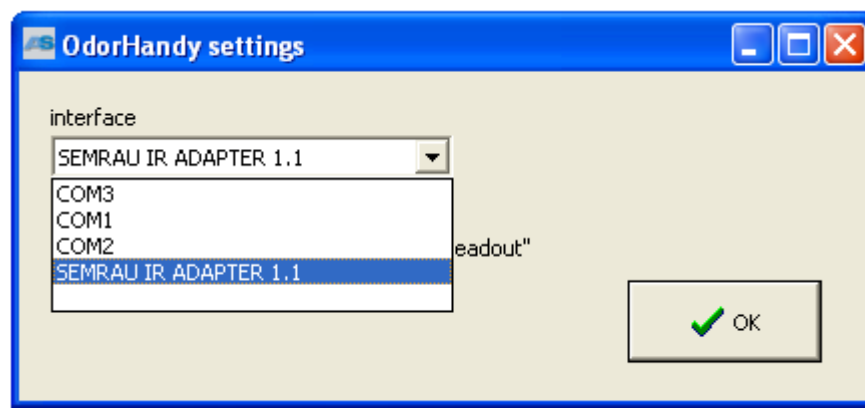


Illustration 10

5.3.2 Setting the date / time

This menu item can be used to set the date and time on the measuring device anew. In doing so, the system date and time of the PC used are transferred.

5.4 PRINTING



Via the “print” button the report preview with the selected measurement is initially opened. From here it is now possible to print the report or save it. Since it could be wise, depending upon the measurement, to print a proper report there is a possibility to create new reports, edit reports and save as default report. For this, select on the “Print” button the drop down option and a menu like the following is opened (Print menu of the ODOR handy plus).

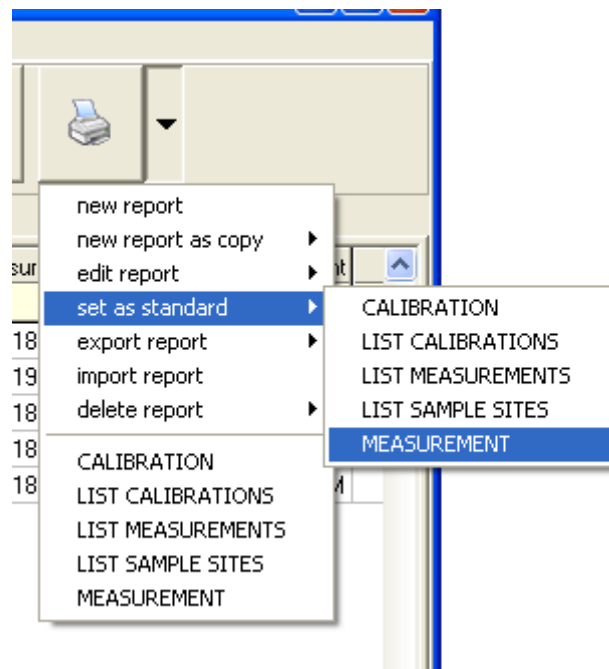


Illustration 11

It is now possible to create new reports from here but also existing reports can be edited. It is furthermore possible to export or import reports and to delete them. If a report has been saved as a default template, then it can be opened easily by clicking the print symbol. For each measuring function (“Menu description” column) a particular report can be saved as default template.

In the lower area all reports are listed that have been saved for this device. If a report is selected from this list, then it is opened with the current measurement and can then be printed.


Notice:

The selected report should also always match the measurement that should be printed or saved (see Illustration 12 Example report of Odor measurement)

Measurement odorising concentration

ODOR handy plus

Sample site
Measuring point number 1235
test sample site
Musterstrasse 14
12345 Musterstadt



Stadtwerke Musterstadt
Musterstrasse 10
1234 Musterstadt
<http://www.axel-senrau.de>

Measurement
Carried out:
Date: 5/18/2011
Time: 10:27:53 AM
Duration of the measurement: 00:01:21
Serial number instrument: 28000023

Results odor measurement

Meas.value:	13.15 mg/m³
Readily detectable level (RDL) reached:	Yes

Remarks:

Signature: _____

Operator:

Illustration 12

5.5 CHANGING / SAVING GRID SETUPS

The displayed columns in the list view can be customized via the grid setup menu. The “grid setup” menu is opened by right-clicking in the window (refer to Illustration 13). It is now possible to hide or unhide columns, change the sequence and adjust the width. Furthermore, it is possible to change the color, font and layout of the text. The column width can also be adjusted by moving the column headers in the list. If you choose to save the settings, then you must open the menu item and confirm the changes using the “OK” button.

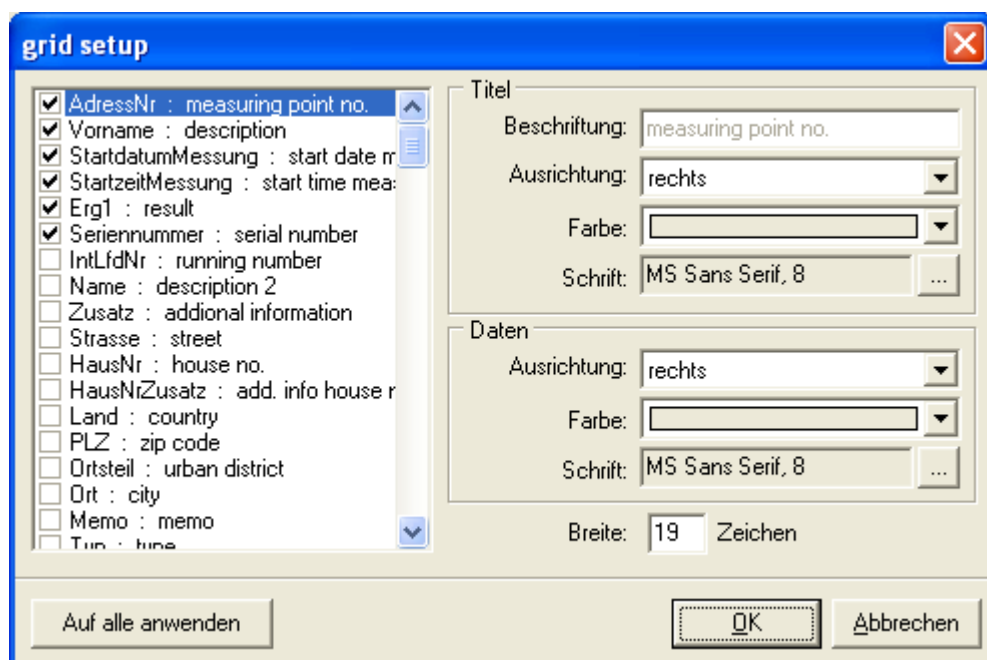


Illustration 13

6 MAIN MENU

The basic functions of the ODOR handy plus software can be set via the main menu in the header:

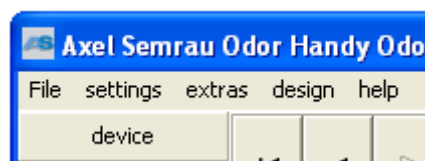


Illustration 14

The menu items have the following functions:

6.1 FILE

Under the “File” menu item the following sub-items are located:

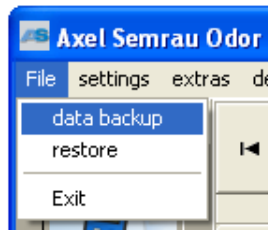


Illustration 15

6.1.1 Data backup

A complete backup of the system (Reports, charts, data, settings) can be created in this menu item. The backup file can be saved to any location. The file has a file extension called <.PC1>.

6.1.2 Restore

When using restore, the system is reset to the state it was set to, prior to performing a data security. For this, any backup file (xx.PC1) can be selected.

CAUTION! All existing data is thereby overwritten!

6.1.3 Exit

The ODOR handy plus software is being closed.

6.2 SETTINGS

The “settings” menu contains the menu item “Programm”.

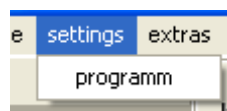


Illustration 16

6.2.1 Program

If the software data base should not be located in the standard directory, but at a different location (e.g. on a server), then it is possible to indicate this directory here.

Here, it is furthermore possible to select whether the Axel Semrau® News

Page (every 30 days) should be displayed during program start up or not (refer to Chapter 6.5.3 “News/Internet”).

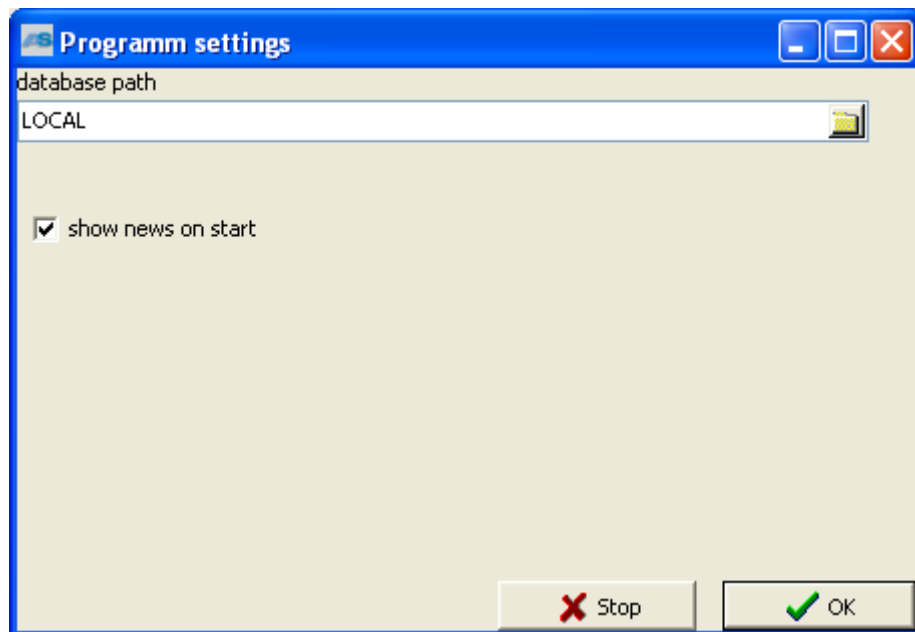


Illustration 17

6.3 EXTRAS

There are three menu items in the “Extras” menu, which will be explained in the following.



Illustration 18

6.3.1 Data-export

Using the “data-export” menu the user can easily export the data that has been previously selected. The user can use a filter for the measurement list, in order for only certain entries to be visible. Then, only the visible datasets are exported. Measured data that have been saved to the datasets will not be exported.

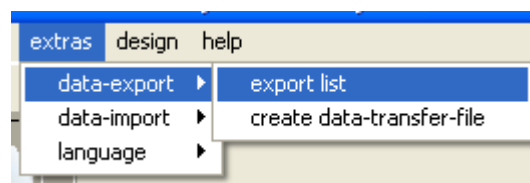


Illustration 19

The user is guided step by step through the export by the “Export wizard”. The data can be transferred simply and fast into one of the formats indicated in Illustration 10.



Illustration 20

6.3.1.1 Exporting the list

Here, all columns of the visible list (Filter applied?) of the selected device can

be exported. As a default, all present columns, also the not visible ones are selected by the “Export wizard”. It is possible, during the course of the export, to deselect the undesired column (per right-click all markings can be changed at once).

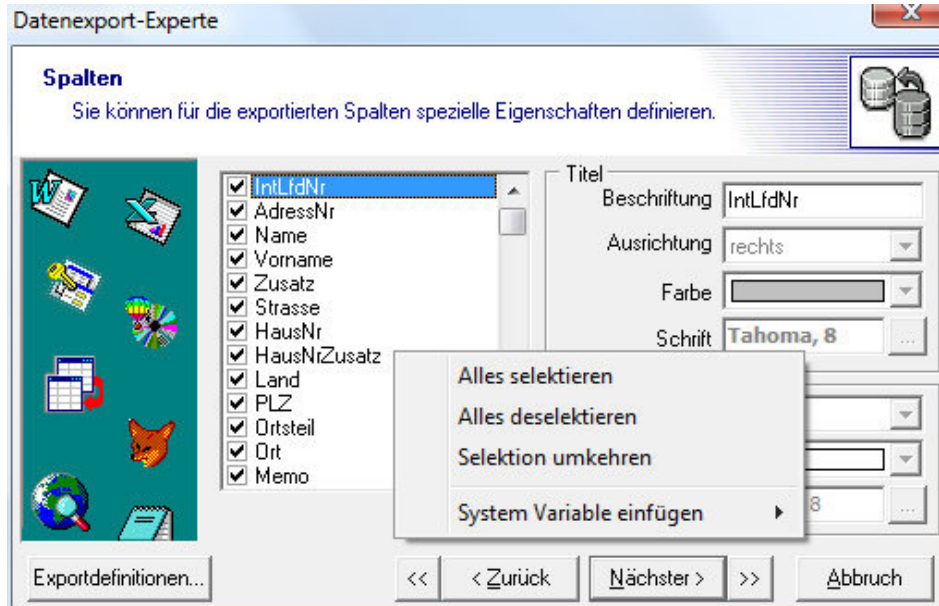


Illustration 21

6.3.1.2 Preparing a data exchange file

Here, a file is created that contains all visible datasets with all fields as well as the associated measured data. It is also possible here to preset a filter that shows, for example, only the current measurements.

To create the file, the file name (xx.EUE) and the memory location must be indicated. Further settings are not required.

6.3.2 Data import

In the “data import” menu there are different possibilities to load the data in the ODOR handy plus software.

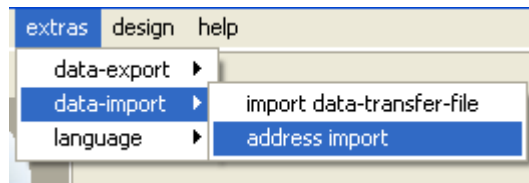


Illustration 22

6.3.2.1 Importing data-transfer-file

A file that has been exported from the ODOR handy plus software can also be imported again via this menu item. The datasets are attached to the list.

6.3.2.2 Address-import

It can be relevant for the master data to export address data from other programs and to import them into the ODOR handy plus software. This avoids the time-consuming entry of datasets and possible incorrect inputs.

The user is guided step by step through the import by the “Import wizard” (refer to Illustration 23).

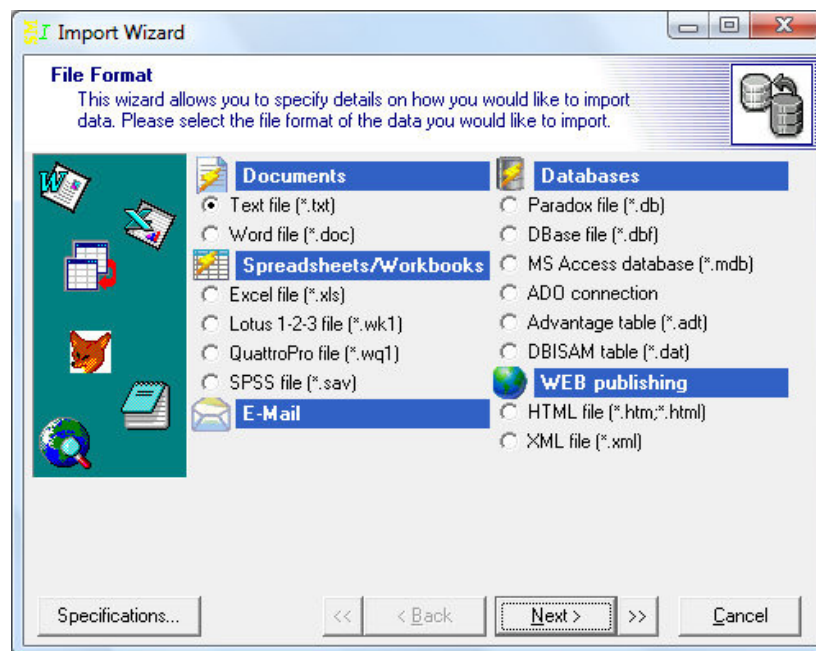
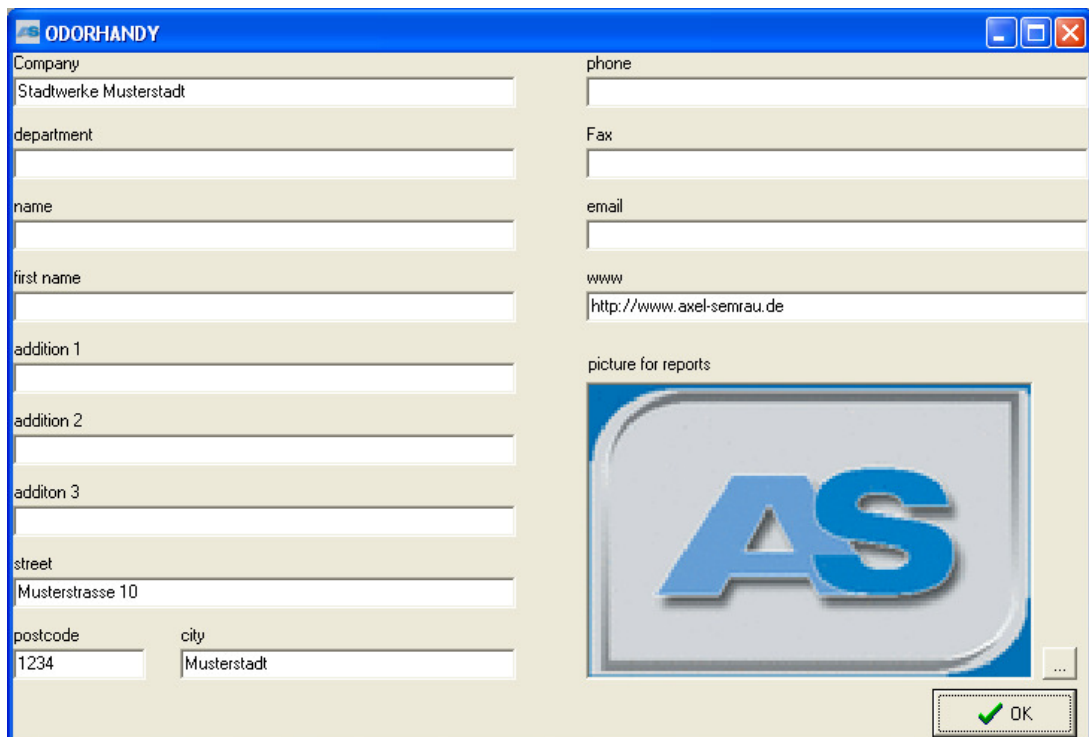


Illustration 23

6.4 DESIGN

The following company data can be entered in the “Design” menu.

It is always relevant to enter the address and further data of the company. These can be saved under “Company data” and be changed at any time if that is required for the report. Therefore, not every report has to be adjusted individually. It is also possible to insert the company logo, which has to have a page ratio of 2 to 3 (height x width). The image can be inserted via the “...” button, below right (see Illustration 24).



The screenshot shows a software window titled "ODORHANDY". The window contains a form with the following fields and values:

Field	Value
Company	Stadtwerke Musterstadt
department	
name	
first name	
addition 1	
addition 2	
addition 3	
street	Musterstrasse 10
postcode	1234
city	Musterstadt
phone	
Fax	
email	
www	http://www.axel-semrau.de
picture for reports	AS logo

An "OK" button with a green checkmark is located at the bottom right of the form.

Illustration 24

The entry is confirmed with the “OK” button.

6.5 HELP

Here you can obtain important information and help all about the **ODOR handy plus software**.

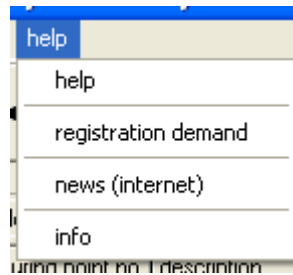


Illustration 25

6.5.1 Help

Under this menu the operating instructions can be found in PDF format. The AcrobatReader can be downloaded from here [<http://get.adobe.com/de/reader/>].

6.5.2 Demand registration

Under this menu item the *ODOR handy plus software* can be registered (also refer to Chapter 2 “Registration”).

6.5.3 News (Internet)

Via this menu item you can access the internet page of Axel Semrau®. From here you are also informed of any current products and further news from the company. This page is automatically displayed every 30 days during program start. This function can be switched off in the settings (refer to Chapter 6.2.1 “Program”).

6.5.4 Info

Under the menu item “Info” all terms of the licenses as well as the version of the *ODOR handy plus software* is displayed.

7 **SYSTEM REQUIREMENTS**

Processor: min. Pentium 1 GHz

RAM: min. 512 MB

Hard drive: about 50 MB free memory space (Main program)
min. 30 MB free memory space (data bank)

Interfaces: available USB interface to readout the measurement devices via
USB IR ADAPTER

Operating system: Windows XP/ Windows 7

Monitor: min. SVGA with a solution of 1024 x 768

Printer: optional, if test reports should be printed

8 **CONTACT INFORMATION**



Axel Semrau GmbH & Co KG

Stefansbecke 42

D- 45549 Sprockhövel

www.axel-semrau.de

Tel. +49 (0) 2339 1209-0

info@axel-semrau.de

Fax +49 (0) 2339 6030

9 NOTES