Megger

PowerSuite® Professional

Quick Start Guide

Technical Support

PowerSuite Professional technical support is only available to registered PowerSuite Professional users, therefore complete your registration online at *http://uk.megger.com/support/after-sales-support/software-registration/* or complete your registration card and return it to the support department as soon as possible:

Megger Limited
Archcliffe Road
Dover
Kent CT17 9EN

PowerSuite Professional technical support is available in the following ways:

T +44 (0)1304 502 106 (Mon- Thur, 08:00 to 17:00, Fri - 08.00 to 16:00)
F +44 (0)1304 502 303
E powersuite@megger.com

Before contacting technical support, please refer to written documentation and online help. Please be near your computer if possible and be prepared to provide the following information:

1. The first six characters of your registration number, eg. PSDEMO. (Available from the 'About' option on the main 'Help' menu.)
2. Software version number, also available from the 'About' screen.
3. Any relevant error messages and codes.
4. The steps taken and operations performed leading up to the problem.

Recommended System Requirements

- Microsoft Windows™ XP operating system, (Windows 7 compatible)

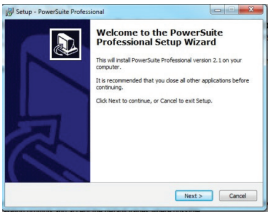
Recommended System Requirements (Mobile Device)

- Windows Mobile 5 or 6
- Symbian S60 V3

Installation – Stage 1

N.B. Please close all Windows programs before installing, as any running programs may stop critical files from being installed correctly and result in an incomplete installation.

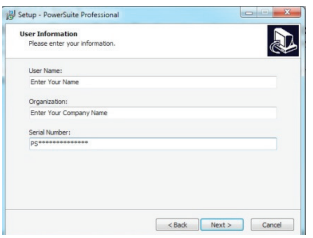
If the CD does not auto run when inserted, you will have to manually run the **Setup.exe** program from your CD-ROM drive. (e.g. "D:\Setup.exe").



Follow the installation prompts and accept the default values where possible.

Registration

During the installation you will be prompted to enter your name, company name and the 16-digit registration number from the registration card included with the software.



The registration number should be entered in one string with no spaces or dashes. To help identify numbers they will be underlined on the registration card. Your registration number will be validated on the second stage of the installation procedure.

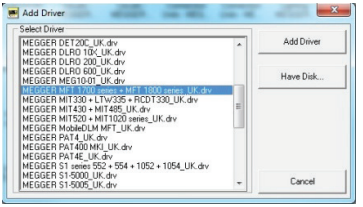
The next screen will prompt you to complete your Ultra Mobile registration number if applicable.

N.B. Please complete and return your registration card to Megger Technical Services as soon as possible to receive telephone support and software updates. Alternatively, you can register your software online at:
http://uk.megger.com/support/after-sales-support/software-registration/

Installation – Stage 2

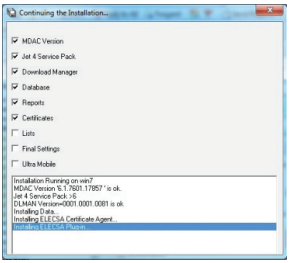
The second stage of the installation will install 'Megger Download Manager' onto your machine. It is recommended you select all the default options for the Download Manager installation.

The Download Manager program will run automatically once it has been installed and you will be presented with a list of supported test instruments to install.



Select the test instruments you currently use and click the 'Add Driver' button to install the driver(s) into Download Manager. (Hold down the 'Ctrl' key and click to select more than one instrument).

When you close the Download Manager program, the remaining installation steps will be carried out.



Once the 'Installation Completed' message has been displayed at the bottom of the install screen it will disappear and you can run the software.

Running PowerSuite Professional

To start Megger PowerSuite Professional:

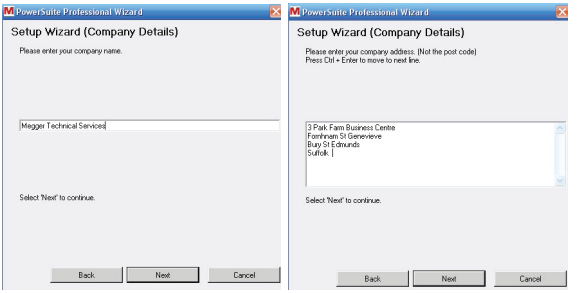
1. From the windows Start menu

Select PowerSuite Professional from the Programs|PowerSuite Professional group.

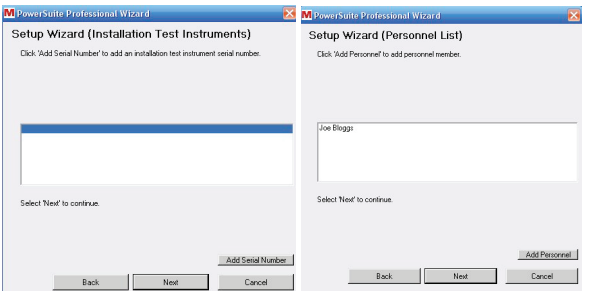
Type 'Supervisor' in the 'User ID' field on the Login screen and click the 'Start' button to run the software.

Setup Wizard

The first time that you run the software, the Setup Wizard will guide you through creating your own company contact.



The Setup Wizard will also prompt you to enter details of personnel and set up lists of test instrument serial numbers.



(Personnel and instrument serial numbers will be available as drop down lists when editing certificates).

You can add and amend the personnel and test instrument lists using the 'List Editor' program that is available from the 'Programs' menu in the PowerSuite shell.

Once the Setup Wizard has been completed, you can continue with Basic Operation sections for either Appliance testing or BS7671.

Basic Operation: Appliance testing and BS7671

PowerSuite Professional works in conjunction with the Megger PAT4/400 Series test instruments to produce portable appliance testing certificates in a variety of styles.

Program Flow

The recommended operating procedure is as follows:

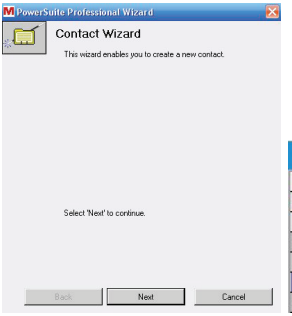
1. Run the Contact Wizard to set up your clients and locations.
2. Select Locations you wish to send (Upload) to the PAT4/400 Series.
3. Upload to the PAT4/400 Series*.
4. Test appliances storing the results then return to the computer.
5. Run the Download Wizard to transfer the data from the PAT4/400 Series into PowerSuite.
6. Assign the Data to its relevant Location. (If you have a database version of the software).
7. Run the Certificate Wizard to create a certificate and select the results Datablock you wish to use.

**** N.B. The Upload process will erase all data already existing on the PAT4 and PAT400 Series. If you are already using a PAT4/400 Series you will need to download it first using the Download Wizard before you commence with the recommended operation procedure.***

Contact Wizard

The PAT4/PAT400 contains a one-to-many relationships between Client and Location contacts.

Click the 'Contact Wizard' button to set up new Client and Location contacts in PowerSuite.



Follow the screen prompts ensuring that you first select to add a 'CLIENT' contact. Once the 'CLIENT' contact has been added you will be prompted to add 'LOCATION' contacts against it.

Ensure that each client is added to the Contact tree under your 'COMPANY' contact.

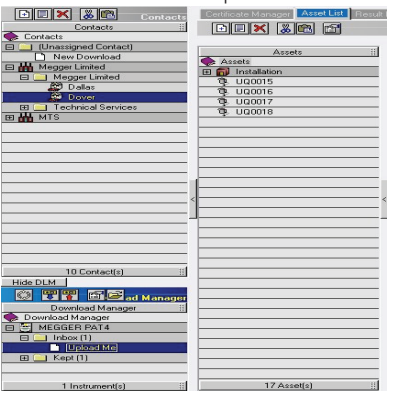
Upload to the PAT4

Before you upload ensure you have the correct cable attached between the PC and the PAT4 .

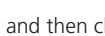
Select Locations

This step involves dragging the Locations you require uploaded to the PAT4 driver in the Download Manager window.

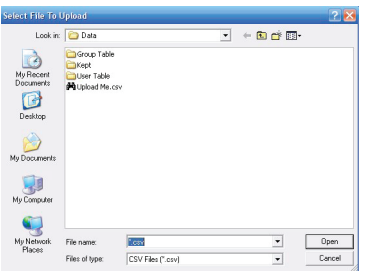
To select a Location to upload:

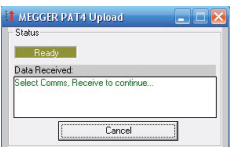


1. Click on the 'Location icon' next to the Location name.
2. Drag the icon over the 'MEGGER PAT4' name in the Download Manager window.
3. Release the mouse button.
4. Click 'Continue' on the data selection screen.
5. An 'Upload Me' file will be created in the PAT4 'Inbox'.

Click once on the  item in the Download

Manager window, and then click the small 'Upload' button on the toolbar.





Select the 'Upload Me' file to upload and click the 'Open' button. When the 'MEGGER PAT4 Upload' screen is displayed follow the prompts by selecting 'Comms' on the PAT4 followed by 'Receive' to start the upload.

**** N.B. The Upload process will erase all data already existing on the PAT4. You will receive a confirmation message on the PAT4 before the data is erased.***

Upload to PAT400 MK1

Before you upload ensure you have the correct cable attached between the PC and the PAT400.

Select Locations

This step involves dragging the Locations you require uploaded to the PAT400 driver in the Download Manager window.

To select a Location to upload:

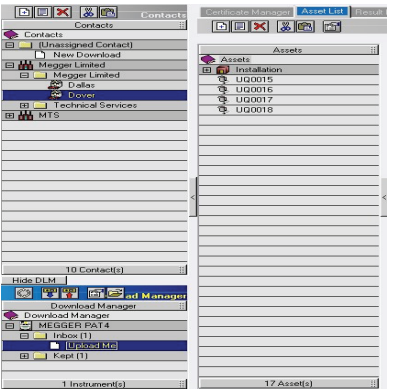
1. Click on the 'Location icon' next to the Location name.

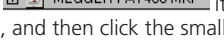
2. Drag the icon over the 'MEGGER PAT400 MK1' name in the Download Manager window.

3. Release the mouse button.

4. Click 'Continue' on the data selection screen.

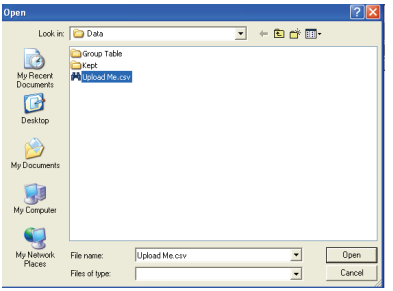
5. An 'Upload Me' file will be created in the PAT400 'Inbox'.



Click once on the 

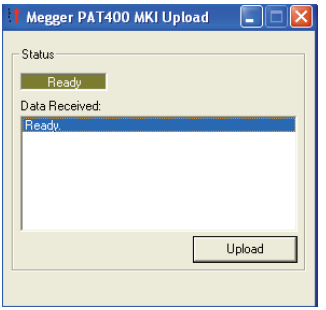
item in the Download Manager window, and then click the small 'upload' button on the toolbar.

You will then see a window that asks you "what .csv file" you wish to upload to the tester.



Select the "UploadMe" file and click open to upload the desired csv file to the Megger PAT400 tester.

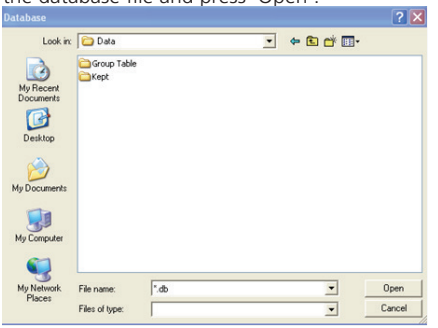
You will then see an Upload screen. To create the DB file press the "Upload" button in the bottom right hand corner.



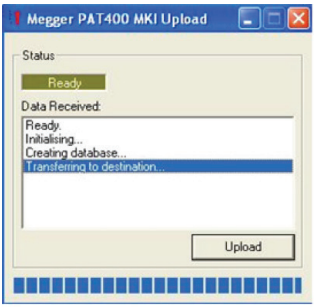
Select the "UploadMe" file and click open to upload the desired csv file to the Megger PAT400 tester.

Browse to the drive letter that corresponds to your memory stick.

Then in the 'File name' field, delete the star *. Type in a name for the database file and press 'Open'.



You will then see another screen flash up to confirm that the database has been created on your drive.



You will see this window pop up as the .DB file is created.

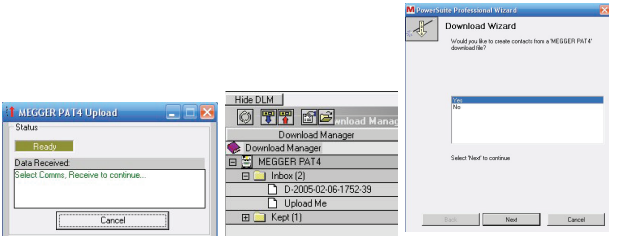
To upload the file to your Megger PAT400 Series tester safely, eject the USB stick from your PC and plug the USB stick into The MEGGER PAT400 Series tester.

Select the 'Data' menu using the arrow keys. Then select the 'Restore from USB' option using the arrow keys on the Megger PAT400. Press 'OK'. Then select the 'File name' from the down list using the arrow keys and press 'OK'.

Downloading from PAT4 'Download Wizard'

The Download Wizard will transfer the test results from the PAT4 and create a new file in the PAT4 'Inbox' in the Download Manager window. Before you download, ensure you have the correct cable attached between the PC and the PAT4.

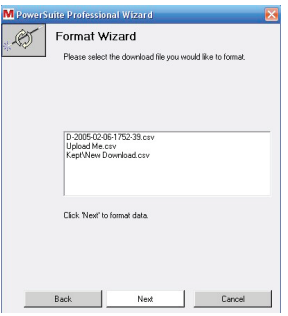
Click the Download 'Download Wizard' button and follow the prompts to display the 'MEGGER PAT4 Download' screen. Once this screen is displayed select 'Comms' on the PAT4 followed by 'Send' to start the download.

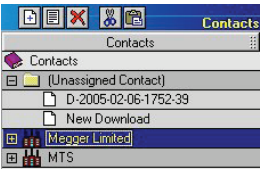


A new download file will be created in the 'MEGGER PAT4' 'Inbox'. The date and time stamp will be used as the file name.

After the download from a MEGGER PAT4 ONLY has finished the Wizard will ask if you would like to create contacts from a MEGGER PAT4 Download File. If you select 'Yes' you can select which Clients/Locations you would like to create. Select these and click 'Next'. The Contact tree will be updated and new Clients and Locations inserted in alphabetical order.

When you click 'Next' you will see a list of all the available download files. This list will include files in the 'Inbox' and the 'Kept' folder for the specified instrument.





When the download file has been selected, the required conduit file will be loaded and the data will be processed. Once the database has been updated a new unassigned contact will be created containing the assets and test results. Click the 'Finish' button to end the Format Wizard. Once the unassigned data has been created the next step is to link or 'Assign' it to a contact or contacts. Once the data has been assigned the unassigned reference will be removed and the data will be available as a data block for the creation of certificates.

When you click on 'Finish' the 'Assign tab', will be active and the formatted files will be ready to Assign.

Downloading from PAT400 MK1 'Download Wizard'

First plug a USB stick into the Megger PAT400 tester.

On the Megger PAT400 tester, select the 'Data' menu using the arrow keys then select 'backup to USB' and press 'OK'.

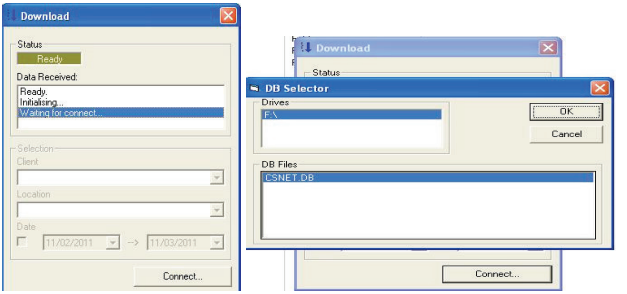
Enter a file name and click 'OK'.

Unplug the USB stick from your PAT400 Tester and plug the USB stick into your PC.

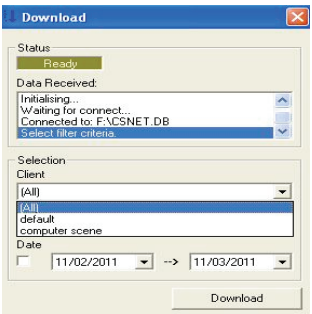
On the PC, open PowerSuite and click the 'Download Wizard' button .

You will then be prompted to select the tester. Select the 'Megger PAT400 MK1' and press the 'Next' button.

You will then see the download screen appear as follows:

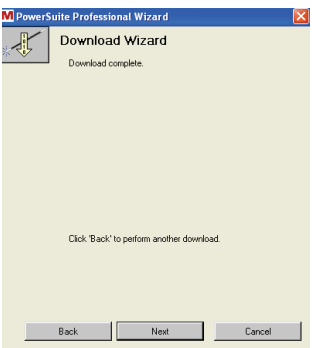


Click the 'Connect' button and you will see a new window appear. You will then see a download screen that shows what drive you are connected to. Select the 'DB file' you require and press 'OK'.



Click on the Client drop down list and select the name of the Client you wish to download data for.

To download you must make a selection from the drop down menu, and then press the 'Download' button.



Once you have selected the Client and Location data as described in the previous step, you will see the Download Wizard complete screen. Click 'Next' on this screen to continue.

Pairing the MFT1700 Series to your device

Turn the instrument on and select the 'SETUP'(spanner) position on the small rotary switch.

Press the 'Function' (< - >) button repeatedly until the display shows the 'bt' menu (followed by the 'bt' on auxiliary display),

Press the right hand 'TEST' Button unit and select a blank pairing (displaying '- - -'),

Press and hold the left hand 'LOCK' button until you see two flashing arrows alternating '<' and '>'.

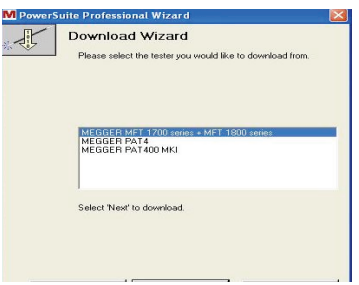
Search on your PC or mobile device and enter the pass code provided when prompted. The pass code is 1234.

Downloading from MFT1700 Series

'Download Wizard'

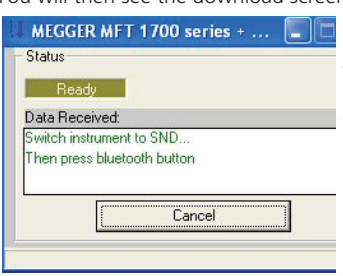
Please make sure that you have paired your MFT1700 Series to your computer (as mentioned in previous steps) before you continue with the following guide.

On the PC, open PowerSuite and click the 'Download Wizard' button.

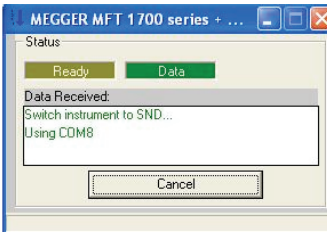


You will then be prompted to select the tester .Select the 'Megger MFT 1700 Series + MFT 1800 Series' and press the 'Next' button.

You will then see the download screen appear as follows:



Turn the 'Small Dial' on the MFT round to 'SND' and turn the 'Large Dial' to any available option, and then press the 'Bluetooth' button.



You will then see the down-load window change to indicate which comport it is downloading and the 'Green Data' box will flash showing that the PC is receiving data. Once data is received the 'Download Wizard' window will appear to show that downloading of the data has been completed.

The download window above indicates that downloading of the data has been completed. Click 'Next' to continue.

Certificate Wizard

The Certificate Wizard is used to create new certificates and to import selected test results that you have downloaded from your tester. Before you create a new certificate, ensure that you highlight the correct location contact in the

Contact tree by clicking on it.

Click the 'Certificate Wizard' button and select the style of certificate you require. You will then be prompted to select the 'Datablock File' to populate the certificate.

You will be prompted with the next available certificate number and identity for this type of certificate. You can accept or override these. You will also be prompted to automatically create an appointment for the appliances next test date.

The certificate will be loaded complete with all the test data selected. The certificate may have more than one page and you can easily switch between pages using the page controls. Complete the certificate by filling in the rest of the details. The certificate can be printed at any time by clicking the

'Print' button.

Editing Existing Certificates

To load an existing certificate, highlight the location contact and select the 'Edit/View an Existing Certificate' tab.

Double click on the required certificate to load it back in where it can be reviewed, edited and re-printed.

Installing Ultra Mobile

With PowerSuite running, click the large 'Mobile' button

on the PowerSuite toolbar to load the Ultra Mobile Module.

The 'Mobile Device Installation Wizard' should start automatically:

If the 'Mobile Device Installation Wizard' does not automatically start, select 'Install Software on Mobile Device' from the 'Options' menu.

The Mobile Device Installation Wizard will ask you to select the type of Mobile Device you intend to use.

Select the required device and click the 'Next' button.

The next screen will ask if this is a new installation on this mobile device or if you are updating the software on the device.

The default prompt will be for a new installation. Click the 'Next' button and then follow the instructions below for the type of device you are installing onto.

(Windows Mobile, Smartphone, Symbian S60 V3). If you select 'Windows Mobile', 'Smartphone' or 'Symbian S60 V3' the following prompt will be displayed:

Ensure the Mobile Device is connected and Microsoft ActiveSync is running before clicking the 'Next' button to start the software installation.

The Ultra Mobile software will be installed on the Mobile Device. Once the software installation has completed, you will be prompted to check the mobile device screen.

N.B. The installation may take a few minutes.

You may be required to initiate the Ultra Mobile software installation on the device. Once the Ultra Mobile installation has completed, click the 'OK' button.

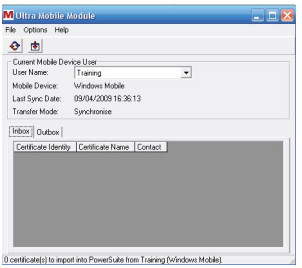
Once the software has been successfully installed you will be prompted to register a unique User ID with PowerSuite.

Click the 'Next' button to display a prompt screen with an entry field for a User ID.

The User ID you enter here is very important and the Ultra Mobile Module will use it to link specifically with the device you have installed the software onto. As it is possible to install the Ultra Mobile software onto multiple devices if you are licenced to do so, each user will have their own synchronising settings. The User ID could be entered to identify the specific mobile device or it could be the name of an engineer. Once you have entered your unique User ID click the 'Next' button.

You will be prompted to click the 'Next' button to register the

user on the device. Once the user has been registered the following screen will be displayed:

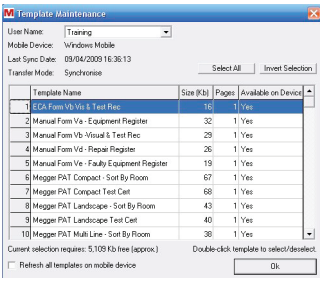


Click the 'Finish' button and continue with Step 4.

There will also be a status of 'Not Synced' against the Last Sync Date. This status will be updated once you have uploaded your selected certificate templates in the next step.

You now need to synchronise with the device using the Ultra Mobile Module and upload the required certificate templates. The following template maintenance screen may be loaded automatically, otherwise click the 'Synchronise' button

on the 'Ultra Mobile Module toolbar'. The following template maintenance screen should be displayed:



Scroll up and down the list to view all the available certificate templates. Double click on the required certificate template name to change the status from 'No' to 'Yes'. Any templates with a status of 'Yes' will be uploaded to the Mobile Device. Click the 'OK' button to close the template maintenance screen. The selected templates will be automatically uploaded to the device.

Ultra Mobile - Basic Operation

The Ultra Mobile software has been designed to be flexible in it's operation. Certificates can be generated in PowerSuite and transferred to Ultra Mobile via local synchronisation, removable media or email. New certificates can be created from scratch on your Mobile Device and transferred back to PowerSuite for final certification.

The following section assumes that you have already completed the necessary steps to set up your clients and locations in PowerSuite and you are familiar with the basic operation of creating new certificates.

Standard Operation – Synchronisation

Method 1

This method of operation involves a direct connection between PC and Mobile Device via a USB cable or cradle.

1. (PC) Run the Certificate Wizard in PowerSuite to create a new Installation Testing certificate for your selected location.

First highlight the correct location in the contact tree and click the large 'Certificate Wizard' button

.

When you are prompted to select the type of certificate be sure to select 'Installation Testing'. Complete the remaining wizard prompts, finally selecting the certificate number, then click the 'Finish' button to create the certificate and display it on screen.

You can part complete any data fields on the certificate before closing it and returning to the 'Certificate Manager' screen.

2. (PC) Export the certificate to the Ultra Mobile Module.

To export the certificate you have created to the Ultra Mobile Module, first ensure you have the 'Edit/View an Existing Certificate' tab highlighted in the' Certificate Manager' in PowerSuite and you also have the correct location highlighted. 'Right click' on the certificate you wish to export to display a pop up menu.

Select the 'Export Certificate to Mobile Device' option from the pop up menu, and then select the 'Device User Name' from the next pop up menu.

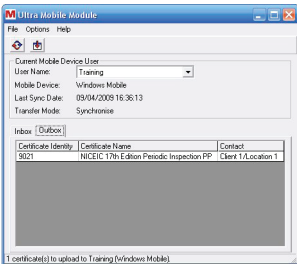
Select 'Yes' to the confirmation prompt to upload to the Ultra Mobile Module.

N.B. Once the certificate has been exported from PowerSuite into the Ultra Mobile Module it will be locked and cannot be edited in PowerSuite.

3. (PC) Load the Ultra Mobile Module and check the certificate is in the Mobile 'Outbox' ready to be synchronised with the Mobile Device.

You can now load the Ultra Mobile Module by clicking the large 'Mobile' button on the PowerSuite toolbar.

Once the module has loaded, ensure the required User Name is selected from the drop down list, and click the 'Outbox' tab.



You should see your certificate in the 'Outbox' ready to be synchronised with the Mobile Device.

4. (PC) Ensure the device is connected to the PC via a USB cable or docking station and the Ultra Mobile program is NOTrunning.

5. (PC) Synchronise from the Ultra Mobile Module to transfer the certificate to Ultra Mobile.

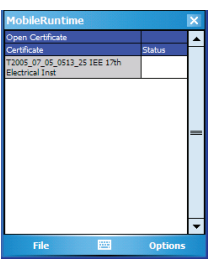
Click the 'Synchronise' button on the Ultra Mobile Module toolbar and the certificate will be transferred from the Ultra Mobile Module 'Outbox' to Ultra Mobile. Once the certificate has been transferred you can close the Ultra Mobile Module.

N.B. Pressing 'F5' will refresh the 'Outbox', this is necessary if the Ultra Mobile Module is open when a certificate is exported from PowerSuite.

6. (Mobile Device) Run the Ultra Mobile program on the device and load and edit the certificate as required.

To start the Ultra Mobile program on a Windows Mobile PDA, open the 'Programs' folder and click the 'Ultra Mobile' icon.

To start the Ultra Mobile program on a Windows Mobile 5 SmartPhone, click the 'Ultra Mobile' icon from the 'Start' menu.



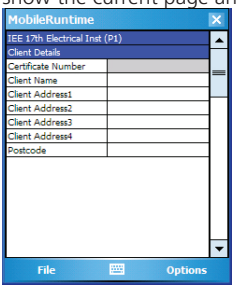
To start the Ultra Mobile program on a Symbian S60 device, open the 'Installations' folder from the main Symbian start screen and click the 'Ultra Mobile' icon.

The Ultra Mobile welcome screen will be displayed for 2 seconds and you can click or tap the screen to load the program. (You can switch off the welcome screen from the 'Preferences' menu)

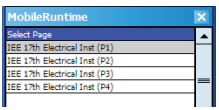
Like PowerSuite, the Ultra Mobile software has a simple to use built in Certificate Manager. The Certificate Manager defaults to the 'Open Certificate' screen but can easily be switched from the 'File menu' to create new certificates.

The certificate you exported from PowerSuite will be displayed and you can highlight it and click or tap on the certificate name to load it.

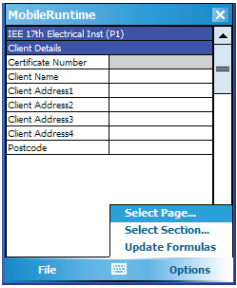
The certificate pages will be loaded and the first page of the certificate will be displayed ready for editing. The top two rows show the current page and section.



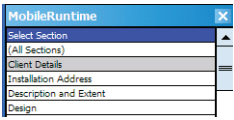
You can move between pages in three ways. Clicking on the current page name will show a drop down list selection of the available pages in the certificate.



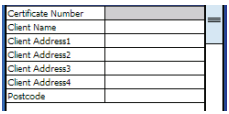
Tap or click on the page you wish to load. You can also tap or click on the 'Options menu' at the bottom right of the screen and select 'Select Page…'. Alternatively you can use the 'LEFT' and 'RIGHT' navigation controls on your mobile device to move between pages.



All pages are split up into sections where possible to help make data entry easier. The program defaults to showing the first section when loading the page, however, this can be changed to default to: (All Sections) in the preferences.



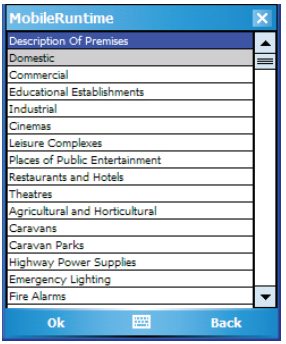
You can move between sections on a page in three ways. Clicking or tapping on the current section name will show a drop down selection of the available sections on the page. Tap or click on the section you wish to load. You will also have the option of displaying (All Sections) on the page. You can also tap or click on the 'Options menu' at the bottom right of the screen and select 'Select Section…'. Alternatively if you use the 'UP' and 'Down' navigation controls on your mobile device you will see the section change automatically as you navigate beyond the last/first field in the section.



The main area of the screen is divided into a two-column grid with labels in the left hand column and space for entering data in the right hand column.

You can enter data by clicking in one of the fields in the right hand column and using one of the available input methods on the mobile device to enter text. Some of the data entry fields will contain drop down lists.

If a field has a list available you will see a small drop down arrow at the right hand edge when the field is being edited. Tapping or clicking on this arrow will display the drop down list in the grid. You can scroll up and down the list and tap or click to make a selection. You can also see the drop down list full screen by clicking the button when the field is being edited.



The current selected list item will be highlighted and you can scroll up and down and tap or click to select an item from the list. If you select the 'Back' option from the menu, the list selection will be cancelled and you will be returned to the grid. You also have the option of entering data manually for these fields if you do not want to select an item from the list.

Some fields are defined as date input fields. If you click on one of these types of fields a date selector will be displayed.

Once you have selected the required date tap or click on the 'OK' menu option to return to the certificate entry screen.

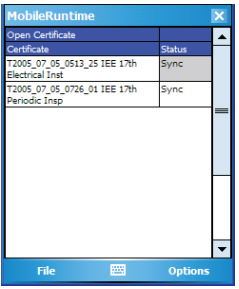
Some fields allow you to enter more than one line of text. When you click on one of these multi-line input fields a 'Multi-line text' input screen will be displayed.

Once you have entered all the text in a multi-line input field tap or click on the 'OK' menu option to return to the certificate entry screen.

Once you have finished editing the certificate, select the 'Close Certificate' option from the 'File menu' to return to the Certificate Manager screen.

7. (Mobile Device) Mark the certificate as completed in the Ultra Mobile software.

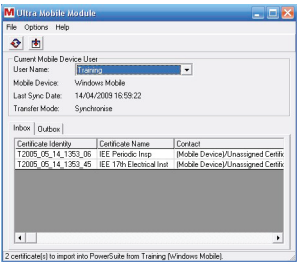
You can continue to edit and make changes to the certificate as required. Once you have finished editing and wish to transfer the certificate back to PowerSuite you will need to alter the status of the certificate in the Ultra Mobile Certificate Manager.



The 'Status' column in the certificate manager has three states for each certificate, <Blank> (work in progress),< 'Sync'> (ready for synchronisation), and< 'Export'> (transfer to removable media or email). Tap or click on this status column to set it to 'Sync', and ready for transferring back to PowerSuite.

Close the Ultra Mobile software by selecting 'Exit' from the 'File' menu in the Certificate Manager.

8. (PC) Ensure the Mobile Device is connected to the PC via a USB cable or docking station ready to be synchronised.



Load the Ultra Mobile Module by clicking the large 'Mobile' button on the PowerSuite toolbar .

Ensure that the required 'User Name' is selected from the drop down list, and select the 'Inbox'. Click the 'Synchronise' button on the Ultra Mobile Module toolbar.

The certificate will be transferred from the Mobile Device back into the 'Inbox' in the Ultra Mobile Module.

The certificate is now ready to be imported back into PowerSuite.

9. (PC) Import the certificate back into PowerSuite from the Ultra Mobile Module.

Click on the 'Transfer Certificate' button and the certificate will be moved from the Ultra Mobile Module back to the correct location in PowerSuite.

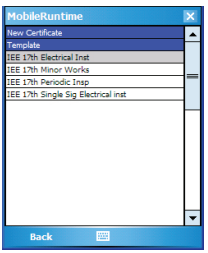
Close the Ultra Mobile Module and press the 'F5' button to refresh the PowerSuite Certificate Manager. The original certificate will be unlocked and can be edited and printed as required.

Method 2

This method describes a new certificate being generated on the Mobile Device.

1. (Mobile Device) Run the Ultra Mobile software on the Mobile Device and create a new certificate from one of the available templates.

With this method of operation the first step is to create a new Installation Testing certificate on the Mobile Device by selecting one of the available templates:



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To start the Ultra Mobile program on a Windows Mobile 5 SmartPhone, click the 'Ultra Mobile' icon from the Start menu.

To start the Ultra Mobile program on a Symbian S60 device, open the 'Installations' folder from the main Symbian start screen and click the 'Ultra Mobile' icon.

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Select the 'New Certificate…' option from the 'File menu'. A list of the available certificate templates will be displayed. Tap or click on the required template to create and load a new certificate.

The certificate pages will be loaded and the first page of the certificate will be displayed ready for editing.

2. (Mobile Device) Edit the new certificate in the Ultra Mobile software.

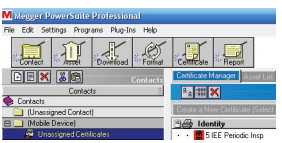
Refer to steps 6, 7 and 8 in Basic Operation Method 1 for information on editing, marking the certificate as completed and synchronising with PowerSuite.

3. (PC) Import the certificate back into PowerSuite from the Ultra Mobile Module.

Click on the 'Transfer Certificate' button and the certificate will be moved from the Ultra Mobile Module to the '(Mobile Device Unassigned)' contact in PowerSuite.

4. (PC) Move the certificate from the 'Mobile Device Unassigned' contact to the correct PowerSuite location.

Close the Ultra Mobile Module and press the 'F5' button to refresh the PowerSuite Certificate Manager.



The '(Mobile Device)' contact is automatically created under the '(Unassigned Certificates)' at the top of the Contact tree and this is a temporary storage location for certificates and data that is not tagged to a specific location.

You can move the certificate from the '(Mobile Device)' contact by dragging it over the required location in the Contact tree and releasing the mouse. You can then finish editing and printing the certificate.

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