

WinISI 2009

Getting Started

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Installing WinISI 2009

Installing the Program

Insert the WinISI 2009 CD into your computer's CD ROM drive . The CD will auto-start and display the CD window. If the CD does not auto-start, select *Start>Run...* to open the Run dialog. Click **Browse** and locate CDRM.EXE on the CD drive. With this file selected in the Run dialog box, click **OK**.

When the CD window appears, click on **Client Setup** to begin the install. Step through the install screens. If you are unsure about the install options presented on a screen, accept the preset options and click **Next >** to proceed to the next screen. When you get to the last screen, click **Finish** to complete the installation.

Starting WinISI 2009




- Double click the **WinISI 2009** icon on the desktop to start the program.
- If the software registration dialog appears, enter the System ID, Serial Number and Registration Code provided with your CD. If you do not have these codes, you can click OK to run WinISI 2009 in Demonstration Mode.
- When the WinISI Login dialog is displayed, login using your Username and Password. If you have not been assigned a user login, use the default user name is "POWERUSER" with a password of "POWER".

Setting up User Accounts

When first installed, WinISI creates a default "administrator" user with a user name of "POWERUSER" and a password of "POWER". This user has permission to perform ALL functions in WinISI. Most likely, you will want to create your own user accounts and set appropriate permissions for each. To do this...

- Select *Manage User Accounts...* from the *Configuration* menu.
- Enter the System Administrator Password into the dialog box, then click **OK**. The default password is "MASTERKEY".

To create a new user...

- Click  in the command bar at the top of the window.
- Enter a user name into the dialog box, then click OK.
- If "default" permissions have been set, a dialog box will appear asking you to confirm assigning these permissions to the new user. Click **OK** or **Cancel** as desired.
- Click  to edit the new record. Change the Password if desired, and assign the appropriate permissions by altering the check boxes.
- Save the record by clicking .

What Now?

The remainder of this guide contains basic procedures for navigating the program. Complete and detailed instructions are contained in the printable documentation contained on the installation CD.

Getting Assistance

Web: <http://polaris-microsystems.com>


Email: jimnorth@polaris-microsystems.com

Working with ISI Components


All ISI related functions within WinISI are accessed from the ISI Plan & Results window. To open this window, click the **ISI Plan & Results** button in the main window.

Locating a Component

Using the Navigator Buttons

You can move through the component records via the four navigator buttons  located in the command bar just below the pull-down menus at the top of the window.

Using the Locate Component Dialog

- Click  at the top of the window.
- Select the desired search key in the Search By field at the bottom of the dialog
- Begin typing the desired key value into the Search Characters field at the top until you see the desired record in the list.
- Double-Click on the record to select it and close the search dialog.


Using Plan Views

Locate the View combo box in the lower left-hand corner of the Plan window. To change the view, drop down the list and select the desired view. The available views are...

- Normal - All ‘in service’ components are visible
- Outage - Only components which are scheduled for examination during the current outage are visible.
- Removed - Only components which have been Removed from Service are visible.

Using Filters

The Filter facility allows you to specify record selection criteria based on the contents of various fields. When activated, only the components which match the criteria are visible. To set a filter...



- Click the  button in the Filter area at the bottom of the window.
- To filter on the Plan Status for the current outage, enter the status code(s) you are searching for in the Plan Status Filter area at near the top of the Filter Dialog.
- To filter on the contents of other fields, select the desired field name, the comparison operator and the contents you

are searching for in the Character Search area.

- Click **OK** to close the dialog and activate the filter, or click **Cancel** to cancel the filter changes.



Modifying Components

Adding a new Component




- Click  in the command bar at the top of the window.
A dialog box will appear, requesting a unique Summary Number. (Components are ordered via Summary Number.)
- Enter a Summary Number for the new component, then click **OK**.
- Enter field information as desired.
- Save the record by clicking .

“Cloning” a Component

In many cases, a new component will have many of the same field values as an existing component record. To save time, you can “clone” the existing component using the procedure below.

- Locate the component you wish to copy.
- Pull down the *Component* menu and select *Copy...*
- Click  in the command bar at the top of the window.
Enter a Summary Number for the new component, then click **OK**.
- Pull down the *Component* menu and select *Paste...*
- Modify fields as necessary, then click .


Editing a Component

- Locate the record to be modified (see above).
- Click  in the command bar just below the pull-down menus at the top of the window.
- Modify the record field(s) as necessary.
- Click  to save the changes, or...
- To cancel the changes made to the displayed record, click .

Changing the Current Outage

- Select the desired outage number in the Outage combo box near the top of the window, or...
- Double-click on the desired outage in the Plan Status area on the left side of the window.

Modifying the Plan Status Grid

- Select the outage you want to change (see above).
- Select the desired status code using the Status combo box just below the Plan Status grid.
- Click  to save the changes.

Removing & Deleting Components

Removing a Component from Service

“Removed” components remain in the database, but are excluded from the various ISI functions and reports. A “removed” component can be restored to service.


- Locate the component you wish to remove.
- Pull down the *Component* menu and select *Remove from service...*

Restoring a Component to Service

- Change the View to “Removed”
- Locate the component you wish to restore.
- Pull down the *Component* menu and select *Restore to service...*
- Change the View to “Normal”

Deleting a Component

CAUTION: Deleting a component permanently erases it from the database. All associated results records, if any, are also permanently erased.

- Locate the component you wish to restore.
- Click .

Configuring Plan Parameters

Setting Outage Information

- Select Outage Setup... from the Configuration menu.
- Edit the outage list as necessary, making entries in the Outage # column, and optionally the Year column.

Defining Plan Status Codes

Plan status codes (“X”, “C”, etc.) can be defined as desired by the ISI coordinator. The only requirement is that at least one code be designated as a “scheduled” code, and one as a “completed” code.

- Select Status Code Defintions... from the Configuration menu.
- Edit the list, making entries in the Status, Description, Type and Count columns. *A check mark in the Count column indicates that the code is counted toward Section XI percentage requirements.*

Entering Results

Results records are accessible from Outage Results tab in the plan window. Only the current outage is displayed.

Creating Results Records

This function creates new Results records for components schedule for examination in the current outage. If a record was previously created, it is retained. Therefore, you can run this function any number of times for an outage without creating duplicate records.

- Select the outage you want work with.
- Pull down the *Results* menu and select *Create Results Records...*

Entering Results Indications

A single Results record can record indications for any number of examination methods. When a new Results record is created, Method records are created for each NDE Method specified in the Component record (Component Info 1 tab). These records can be edited, and additional Method records can be added using the buttons to the right of the list.

Re-scheduling Incomplete Examinations

Any component examinations which were not completed during an outage, can be “carried over” to a subsequent outage. Both the Plan Status Code and the Results record (if any) are moved.

- Pull down the *Results* menu and select *Carry Over Incomplete Exams...*
- Select the “destination” Outage in the pop-up dialog, then click **Ok**.

Working with Examiner Qualification Records


All Examiner Qualification functions within WinISI are accessed from the NDE Examiner Record window. To open this window, click the **NDE Examiner** button in the main window.

Locating Qualification Records

Using the Navigator Buttons

You can move through existing records via the four navigator buttons located in the command bar just below the pull-down menus at the top of the window.

Using the Find Examiner Dialog

- Click  at the top of the window.
- Select the desired search key in the Search By field at the bottom of the dialog
- Begin typing the desired key value into the Search Characters field at the top until you see the desired record in the list.
- Double-Click on the record to select it and close the search dialog.

Modifying Qualification Records

Examiner qualification records include the following...

- Education & Experience Records
- Method Certification Records
- Experience Records
- History Records

The various records are accessed via the Tabs located on the left side of the window. Multiple Certifications can be tracked for each examiner. You can view a summary list of all Certifications or view details about individual Certifications by selecting the tabs on the right of the window.



Creating an Examiner Record

- Pull down the *Examiner* menu and select *New...* A dialog box will appear, requesting a unique Employee ID.
- Enter an ID for the new Examiner, then click **OK**.
- Complete the Name and Eye Examination fields, and optionally the Education and Experience fields


(Education & Experience tab).

- Save the record by clicking .

Adding a Method Certification Record



- Select the Certifications tab.
- Click  in the command bar at the top of Certifications tab.
- Select the Method and Certification Level for the new record, then click **OK**.
- Enter field information as desired. If the new record is for UT, enter PDI information using the buttons in the PDI Qualifications area.
- Save the record by clicking .

Logging Experience Hours

- Select the Experience Log tab.
- Click  in the command bar at the top of the tab.
- Record the experience information in the NDE Experience Log Dialog.
- Click **Save & Close** to save the record and close the dialog, or...
- Click **Save & New** to enter multiple records..

Modifying Examiner Status

Manually Status Changes

- Locate the Examiner record (see above) then select the appropriate Certification record.
- Click  in the command bar at the top of the Certification tab.
- Select the desired status in the Current Status combo box.
- Save the change by clicking .

Using the Check Examiner Status Function

This function is triggered by clicking the **Check Examiner Status** button. It scans the entire Examiner database and checks Eye Exam dates, Method Examinations, and Experience Hours. Where the scan indicates, the Current Status is changed to “Suspended” and appropriate History Log entries are made.

Configuring the NDE Examiner Window

Setting NDE Options

- Select *NDE Options...* from the *Configuration* pull-down menu.
- Modify the qualification parameters as necessary, then click **OK**.

Editing Supporting Lists

The *Configuration* menu contains several options for editing NDE Qualification-related lists. These lists contain default entries which will not, in most cases, require modification.