



Inspec User Guide

ver. 2018-May

Examples, Scenarios and Exercises

Forms

Simple Form

Example:



ACME Electronics Company

Quality Assurance Form – Solder Joints Defects

Employee Name _____

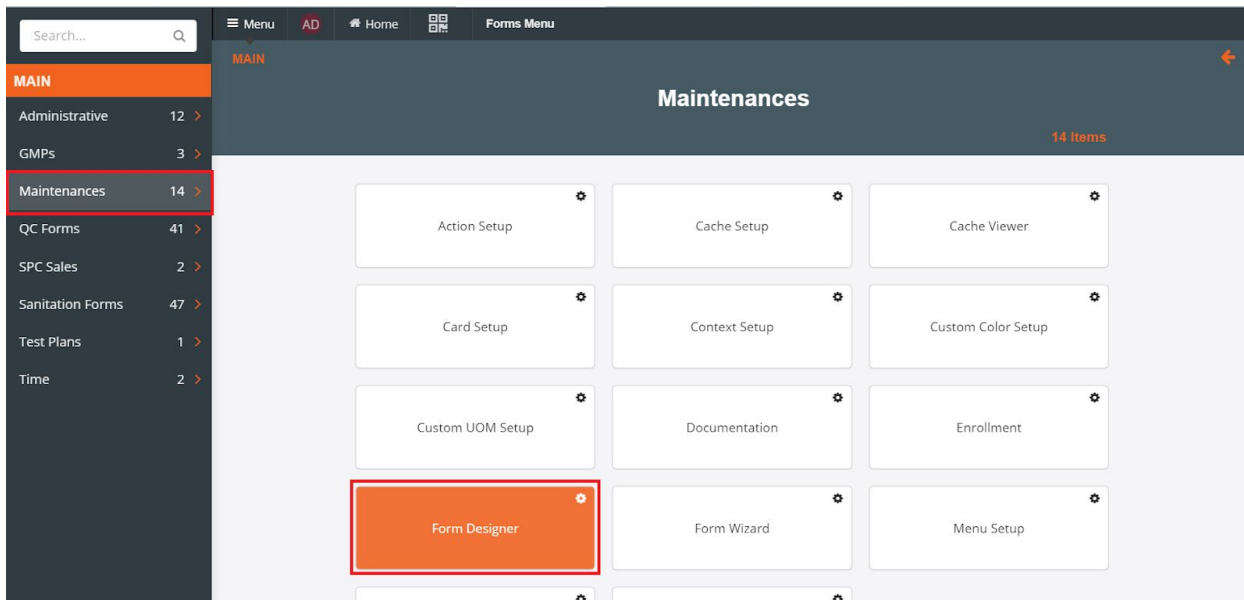
Employee # _____

Date of Inspection _____

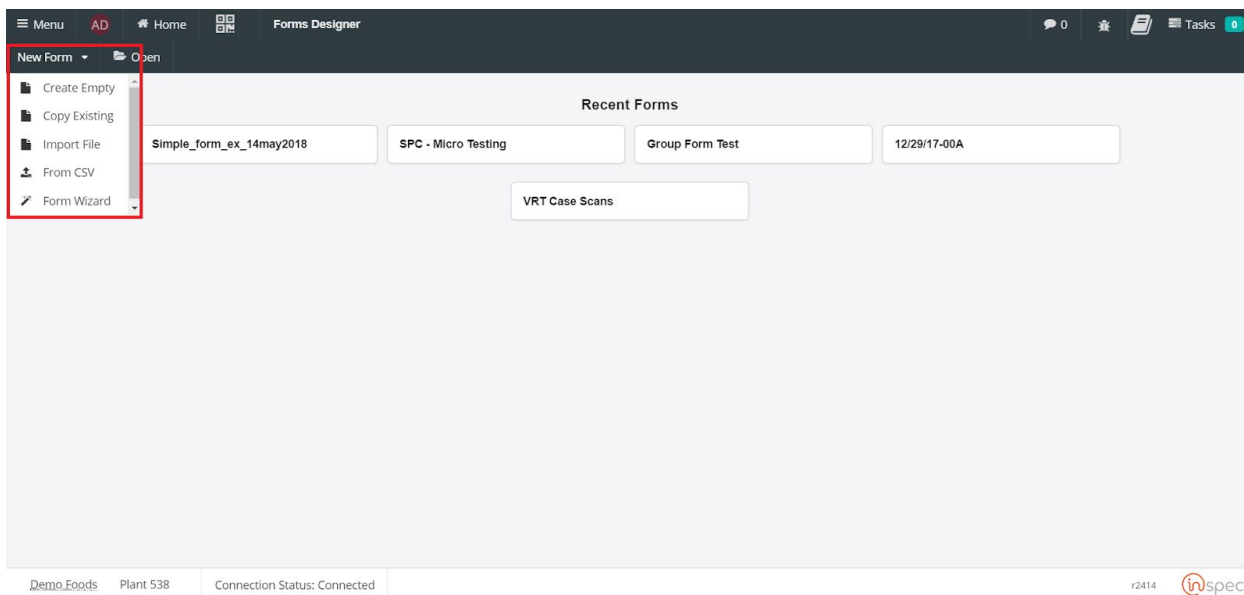
Work Station _____

	PART NUMBER
SAMPLES OF 1,000 SOLDER JOINTS	
COLD SOLDER	////
NO SOLDER IN HOLE	THI
GRAINY SOLDER	THI
HOLE NOT PLATED THROUGH	THI
MASK NOT PROPERLY INSTALLED	THI
PAD LIFTED	/

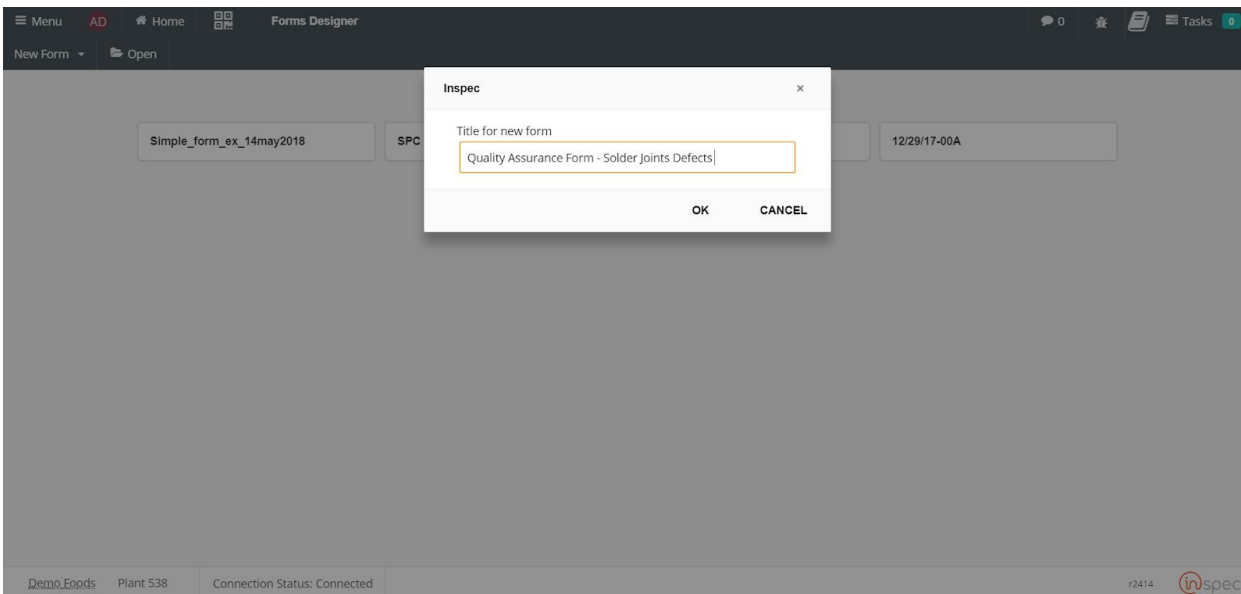
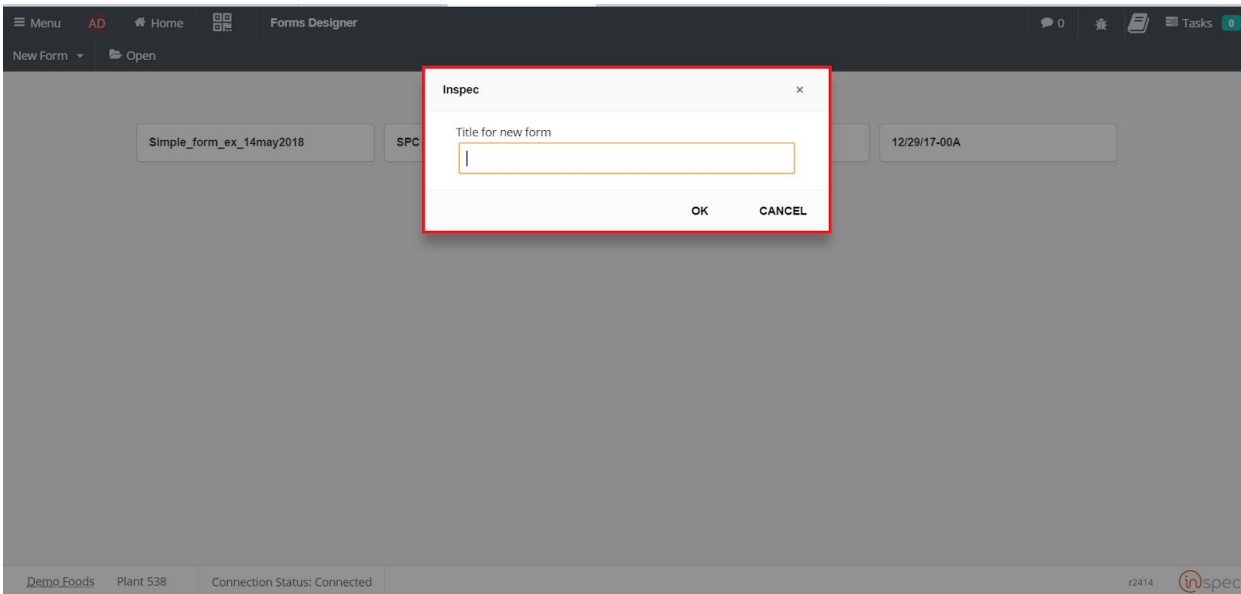
To create a copy of this physical form in Inspec open forms designer from the maintenances slide-out and selecting <Forms Designer>.



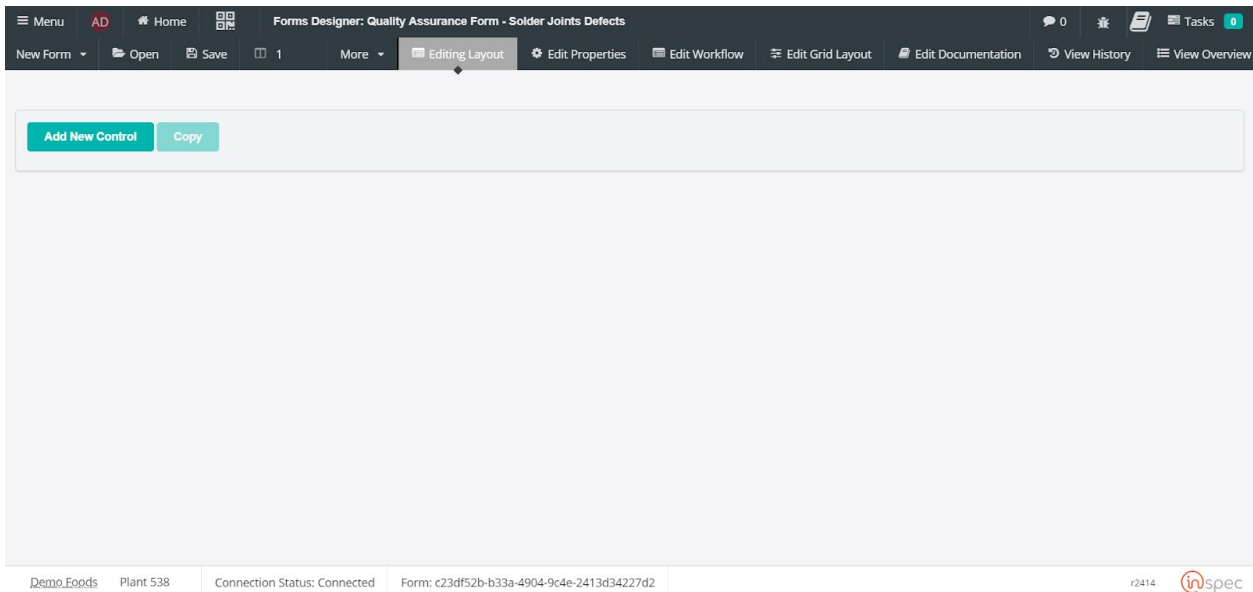
Once forms designer is open, toggle the <New Form> drop-down on the menu bar and select <Create Empty>.



Give your form the desired name that represents its function.



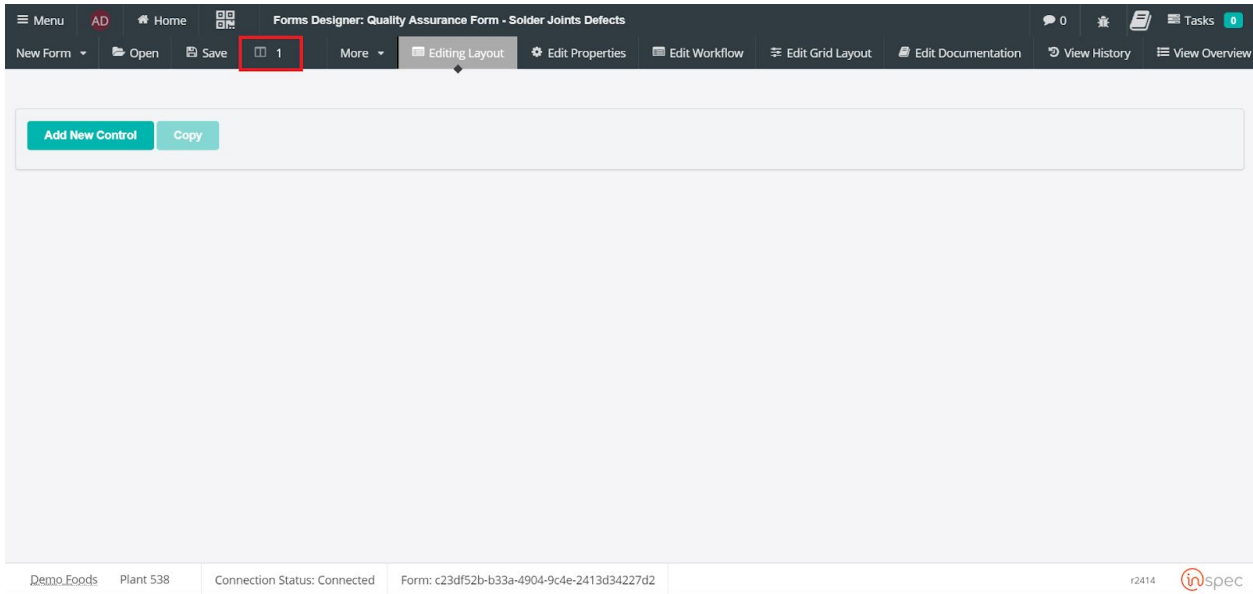
Upon naming the form the designer page will be brought up and controls for the creation of the form will be present across the menu bar and in the main field.



Select the desired controls for the form being built. These controls functions can be read about in the Forms Designer section of this document.

For this form two columns will be required. One for context data, this would include items like employee name, number, date of inspection, and work station. However, we will only create a control for the workstation because date/time and employee data will automatically be represented by Inspec. The second column will represent specific sample data, in this example solder defects.

To create these columns specify the number of columns desired next to the columns icon in the menu bar.



Forms Designer: Quality Assurance Form - Solder Joints Defects

Menu AD Home 2 More Editing Layout Edit Properties Edit Workflow Edit Grid Layout Edit Documentation View History View Overview

Column 1 Column 2

No Controls No Controls

Add New Copy Add New Copy

Demo Foods Plant 538 Connection Status: Connected Form: c23df52b-b33a-4904-9c4e-2413d34227d2 r2414 inspec

Now that the required columns are present, name them to specify their function or representation. Columns can be used to organize different types of information or to draw a users attention in a path to control workflow. Naming columns is simple, just highlight the “Column #” text and type over it with the desired text.

Forms Designer: Quality Assurance Form - Solder Joints Defects

Menu AD Home 2 More Editing Layout Edit Properties Edit Workflow Edit Grid Layout Edit Documentation View History View Overview

Column 1 Column 2

No Controls No Controls

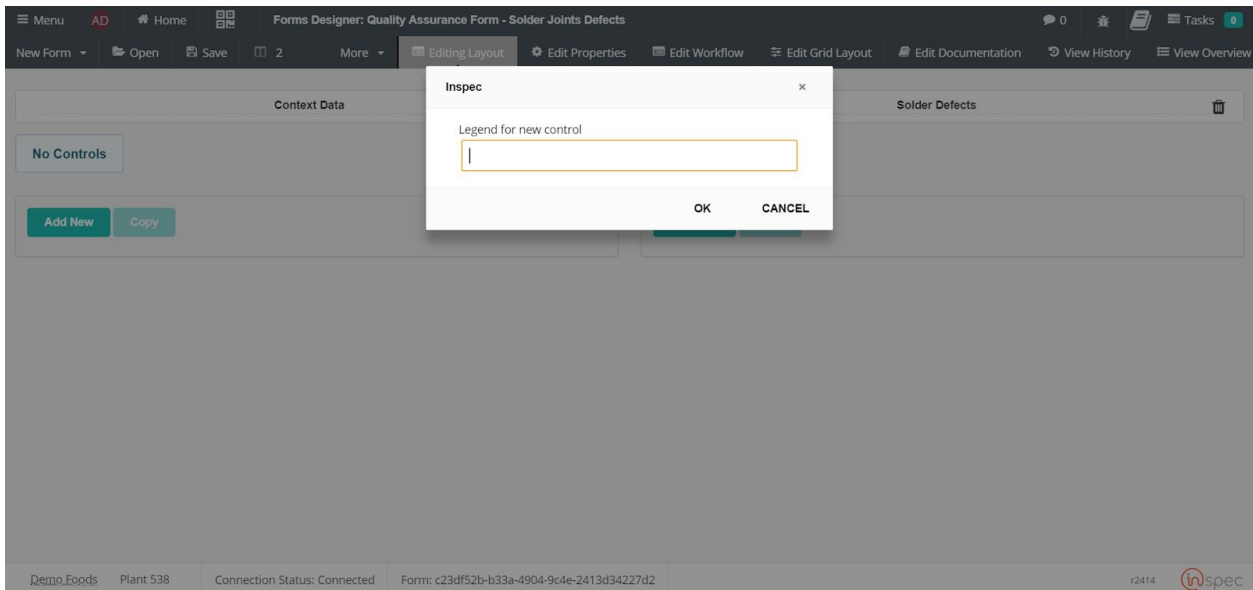
Add New Copy Add New Copy

Demo Foods Plant 538 Connection Status: Connected Form: c23df52b-b33a-4904-9c4e-2413d34227d2 r2414 inspec

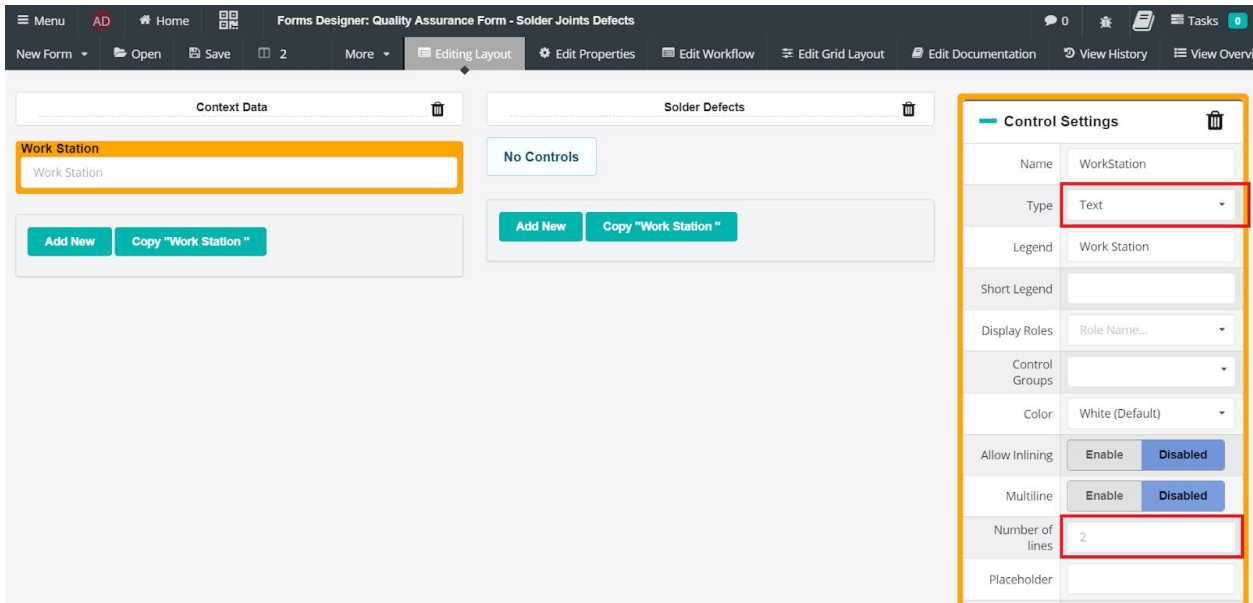
The screenshot shows the 'Forms Designer: Quality Assurance Form - Solder Joints Defects' interface. The top menu bar includes 'Menu', 'AD', 'Home', and 'Tasks'. Below the menu, there are tabs for 'New Form', 'Open', 'Save', '2', 'More', 'Editing Layout', 'Edit Properties', 'Edit Workflow', 'Edit Grid Layout', 'Edit Documentation', 'View History', and 'View Overview'. The main workspace is divided into two columns: 'Context Data' and 'Solder Defects'. Each column has a 'No Controls' button and an 'Add New' button. The 'Add New' buttons are highlighted with red boxes. At the bottom, there is a status bar with 'Demo Foods', 'Plant 538', 'Connection Status: Connected', 'Form: c23df52b-b33a-4904-9c4e-2413d34227d2', and 'r2414'.

Now that the columns have been named controls can be added. To begin adding controls select the <Add New> button in either column. For this form we will add a text control under the “Context Data” for the work station information. With any control once <Add New> is selected a legend pop-up will populate, fill in the desired control name that will inform a user of what information is required for that field.

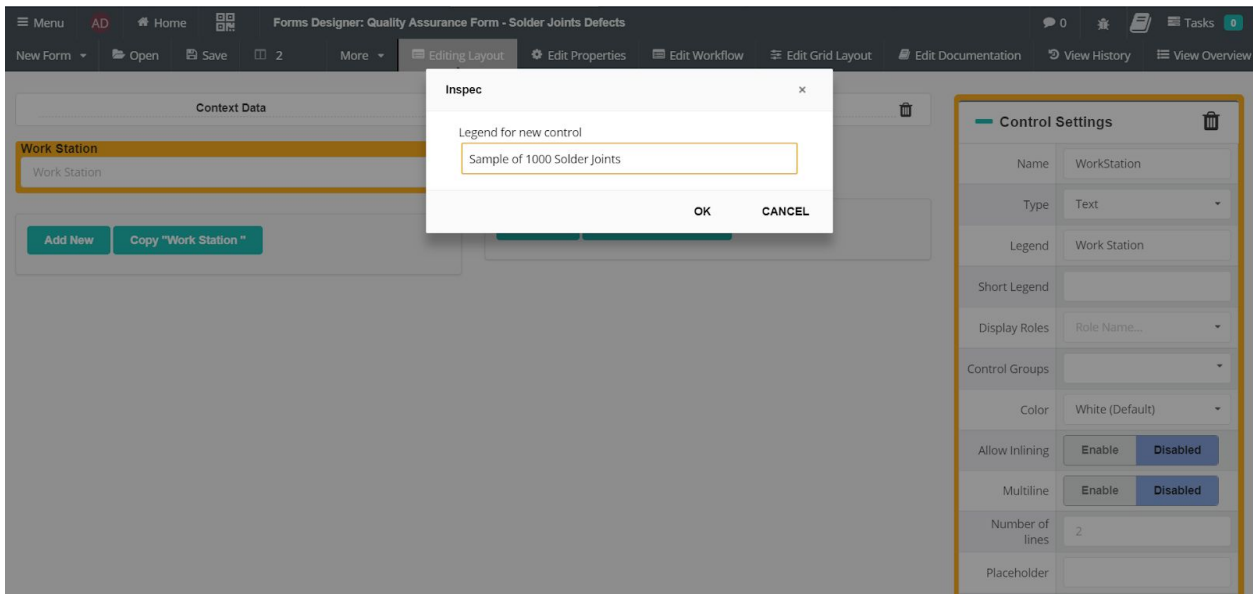
This screenshot is identical to the one above, showing the 'Forms Designer' interface with the 'Context Data' and 'Solder Defects' columns. The 'Add New' buttons are highlighted with red boxes. The status bar at the bottom now includes a date and time stamp: 'Tuesday, May 15, 2018'.



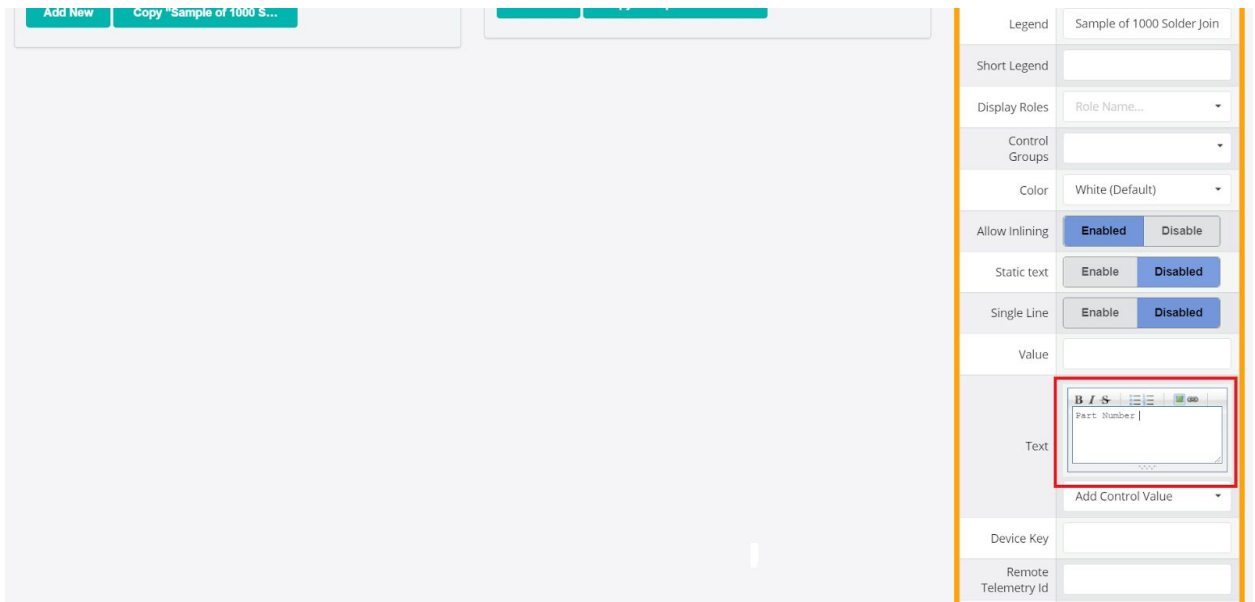
Once the control has been named and saved, a variety of settings for that control can be set. To cover the basics in this section, for the control the type of control can be set with the “ Type” drop-down and the number of lines for this specific control can be set.



Moving on to the Solder Defects/ Sample Data column, a label control will be used to mimic the original forms “Sample of 1000 Solder Joints” and “Part Number” labels. Select <label> in the control type drop-down.



To create text in the subheading section of the label control enter the desired subheading in the text field on the control settings.



The next control on this form will be a numeric to represent the part number of the defected cold solder joint, represented on the original form. Like the previous controls, select <Add New> and define the control as a <Numeric> in the type drop-down menu.

With numeric controls you can define the precision of the decimal place to allow a certain number of characters to be input. These controls are set to a precision of 2 by default. For this form the precision will be hanged to 6, as 6 characters in the maximum allowed by this control.

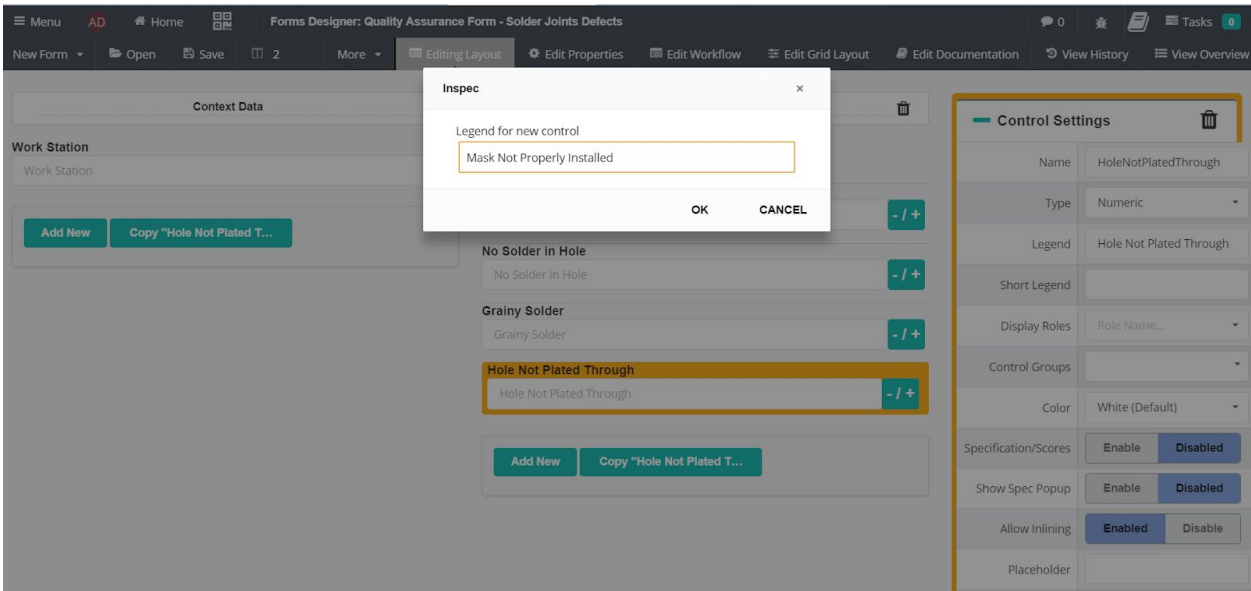
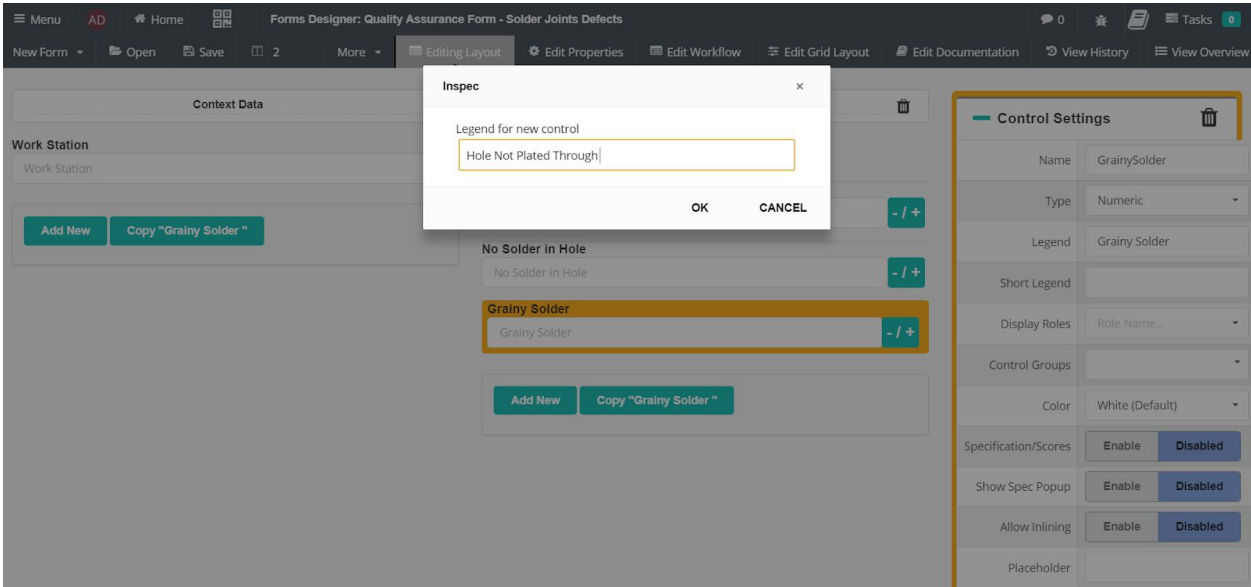
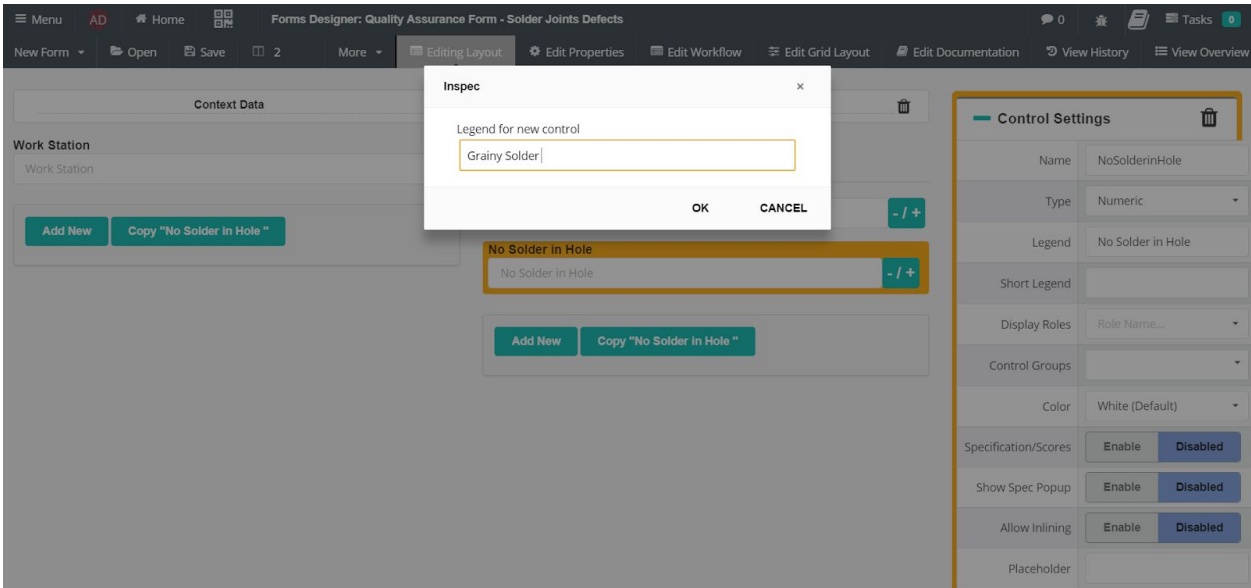
The screenshot shows the 'Forms Designer: Quality Assurance Form - Solder Joints Defects' interface. A red-bordered 'Inspect' dialog box is open, displaying the legend for a new control: 'No Solder in Hole'. The dialog has 'OK' and 'CANCEL' buttons. In the background, the 'Control Settings' panel is visible, showing properties for a control named 'ColdSolder'.

Control Settings	
Name	ColdSolder
Type	Numeric
Legend	Cold Solder
Short Legend	
Display Roles	Role Name...
Control Groups	
Color	White (Default)
Specification/Scores	Enable Disabled
Show Spec Popup	Enable Disabled
Allow Inlining	Enable Disabled
Placeholder	

At this point our next control is a clone of the first only with a different name. With this form the remaining controls will be clones of each other, so the steps will be repeated.

The screenshot shows the 'Forms Designer' interface with the 'Solder Defects' section. It displays a 'Sample of 1000 Solder Joints' with a 'Part Number' field. Below this, there are two 'Cold Solder' controls and one 'No Solder in Hole' control, each with an 'Add New' and 'Copy' button. The 'Control Settings' panel on the right shows properties for a control named 'NoSolderinHole'.

Control Settings	
Name	NoSolderinHole
Type	Numeric
Legend	No Solder in Hole
Short Legend	
Display Roles	Role Name...
Control Groups	
Color	White (Default)
Specification/Scores	Enable Disabled
Show Spec Popup	Enable Disabled
Allow Inlining	Enable Disabled
Placeholder	



The screenshot shows the 'Forms Designer: Quality Assurance Form - Solder Joints Defects' interface. A dialog box titled 'Inspec' is open, asking for a 'Legend for new control'. The text 'Pad Lifted' is entered in the input field. Below the dialog, the 'Solder Defects' list contains several items: 'No Solder in Hole', 'Grainy Solder', 'Hole Not Plated Through', and 'Mask Not Properly Installed'. The 'Mask Not Properly Installed' item is highlighted. To the right, the 'Control Settings' panel is visible, showing the configuration for the 'MaskNotProperlyInstalled' control. The settings include: Name: MaskNotProperlyInstalled, Type: Numeric, Legend: Mask Not Properly Installed, Short Legend: , Display Roles: Role Name..., Control Groups: , Color: White (Default), Specification/Scores: Enable (checked), Disabled (unchecked), Show Spec PopUp: Enable (checked), Disabled (unchecked), Allow Inlining: Enable (checked), Disabled (unchecked), and Placeholder: .

Now that all of the controls have been created our form for this quality assurance check is complete.

The screenshot shows the completed 'Solder Defects' form. The form is titled 'Solder Defects' and contains a list of defects. The defects are: 'Sample of 1000 Solder Joints', 'Part Number', 'Cold Solder', 'No Solder in Hole', 'Grainy Solder', 'Hole Not Plated Through', 'Mask Not Properly Installed', and 'Pad Lifted'. Each defect has a corresponding input field and a '- / +' button. The 'Add New' and 'Copy' buttons are visible at the bottom of the list.

Save all work and leave the forms designer.

Forms Designer: Quality Assurance Form - Solder Joints Defects

Menu AD Home Save 2 More Editing Layout Edit Properties Edit Workflow Edit Grid Layout Edit Documentation View History View Overview

Context Data

Work Station

Work Station

Add New Copy

Solder Defects

Sample of 1000 Solder Joints

Part Number

Cold Solder

Cold Solder - / +

No Solder in Hole

No Solder in Hole - / +

Grainy Solder

Grainy Solder - / +

Hole Not Plated Through

Hole Not Plated Through - / +

Mask Not Properly Installed

Mask Not Properly Installed - / +

Pad Lifted

Pad Lifted - / +

Add New Copy

Here is the finished user view of our form.

Menu AD Home Quality Assurance Form - Solder Joints Defects : C909 Initial Info Finished 0 Tasks 0

Context Data

Work Station

Work Station

Solder Defects

Sample of 1000 Solder Joints

Part Number

Cold Solder

Cold Solder - / +

No Solder in Hole

No Solder in Hole - / +

Grainy Solder

Grainy Solder - / +

Hole Not Plated Through

Hole Not Plated Through - / +

Mask Not Properly Installed

Mask Not Properly Installed - / +

Pad Lifted

Pad Lifted - / +

FINISH REPORT

FINISH REPORT AND START NEW

Demo Foods Plant 538 Connection Status: Connected Form: 61e2ef26-a567-491b-a0ea-62516fbbd7c1 r2414 inspec

Group of Forms

Form with Actions

Form with Data Sources

Form with Workflow

Reports

Simple Report

Drill-Down Report

Ad-Hoc Report

Formatted (Design) Report

Dashboard Report