

Managing Welders

Using the Welder Profiles Database

1 To open the Welder Profiles Database, click on **Tools** and then **Welder Profiles**.

2 To add a Welder to the Profile database, click on the **Create a new welder** icon and the **Welder details** box will appear. Fill in the details about the welder and then press the **Accept** button.

3 To edit a welder's profile, double-click on the welder's name and the **Welder details** box will appear. Make the desired changes and then press the **Accept** button.

4 Assigning welders to groups can add organization to the database and ease managing tasks. To add a group, click on the **View welders in each group** icon. Next click on the **Add a new group** icon. This will bring up the **Welder Group** details box where you can type in the group name. When a name has been assigned, press the **Accept** button.

Examples of these groups may include:

- Welders qualified to weld with a special process.
- Welders qualified to weld a critical component.
- Welders approved to work for a special client.

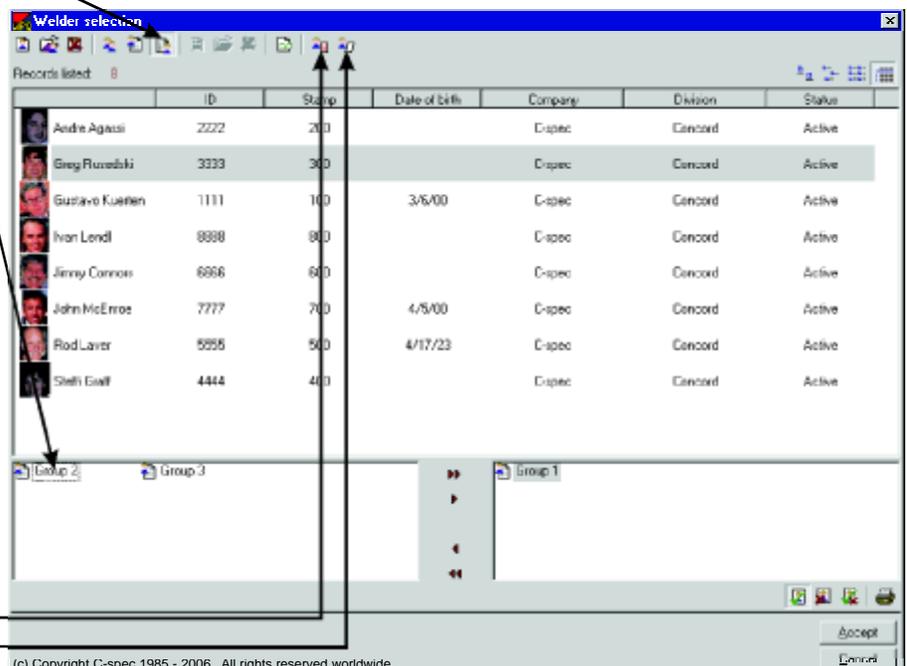
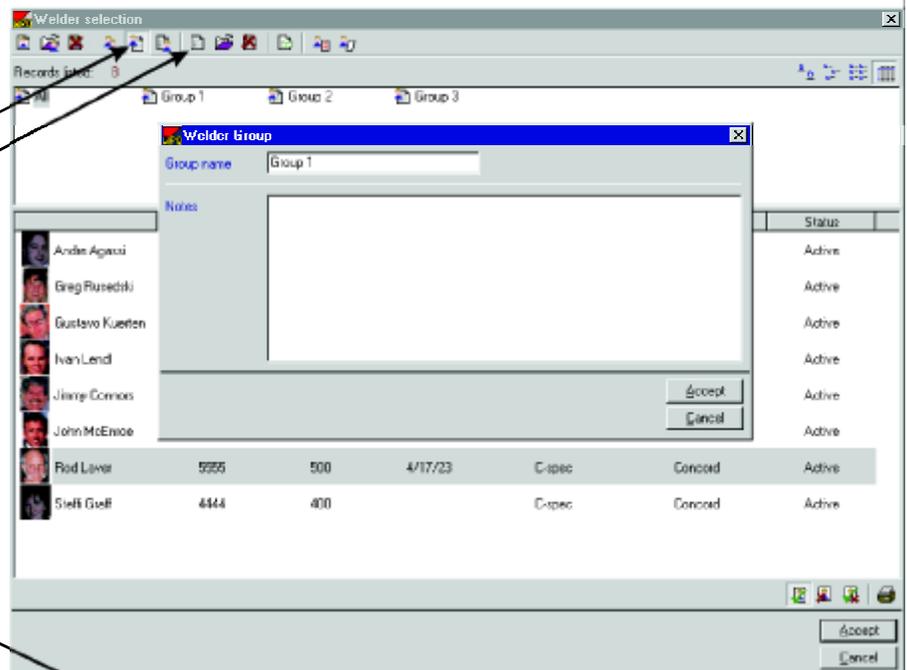
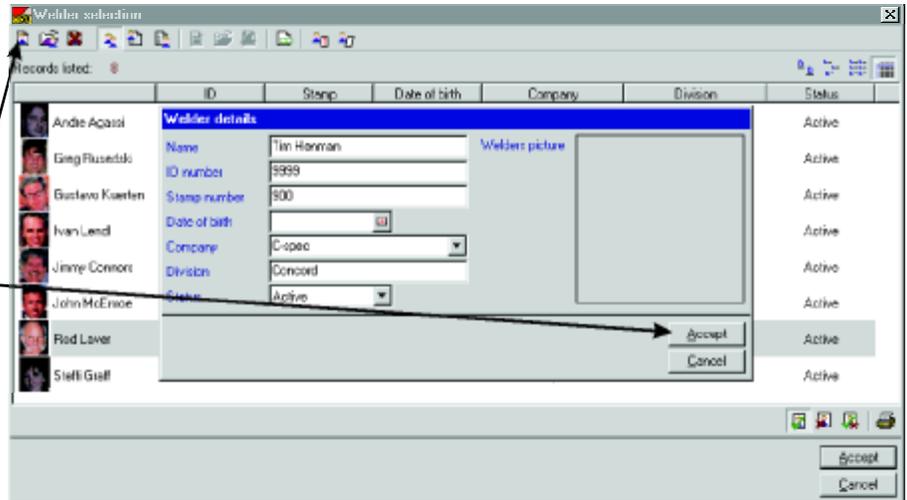
5 Once groups have been created, welders can then have one or more groups assigned to them. To do this, first click on the icon entitled **Assign groups to individual welders**.

Next, select a welder that is to have a group assigned by clicking on the welders name. Grouping information will appear in the two large boxes at the bottom of the screen. The left box contains the groups that are assignable to the selected welder and the right box contains the groups that are currently assigned to the selected welder. To assign a group click on the desired item in the left box. Then click on the red arrow that points to the right in order to move that group into the right box. To remove a group that is assigned to a welder, click on the desired group in the right box and then click the red arrow that points to the left. This will remove the selected welder from that group.

6 For more instructions related to managing welders, refer to the following instruction pages and click on the associated icon at the top of this screen:

Creating an Expiration Report

Creating a Qualification Range Report



Managing Welders (continued)

Reporting on Expiration Dates and Qualified Ranges

1 Open the Welder Profiles Database by clicking on **Tools** and then **Welder Profiles**.

2 Select the welder for which an Expiration Report or Qualified Range Report is to be generated.

Note: To select multiple welders, hold the Ctrl key down while clicking on each of the desired welder's names.

3 To generate the Expiration Report for the selected welder(s), click on the **Show welder expiration report** icon.

4 Several icons are provided to change the content being displayed in the Qualification Expiration Report. Hover the pointer over these icons and a Tool Tip will appear specifying the function of each icon.

5 Based on the dates that are specified in the upper right hand corner, the dates in the Expiration Report are displayed in various colors.

-Black dates are those that will expire after the specified dates.

-Red dates are those that will expire within the specified dates.

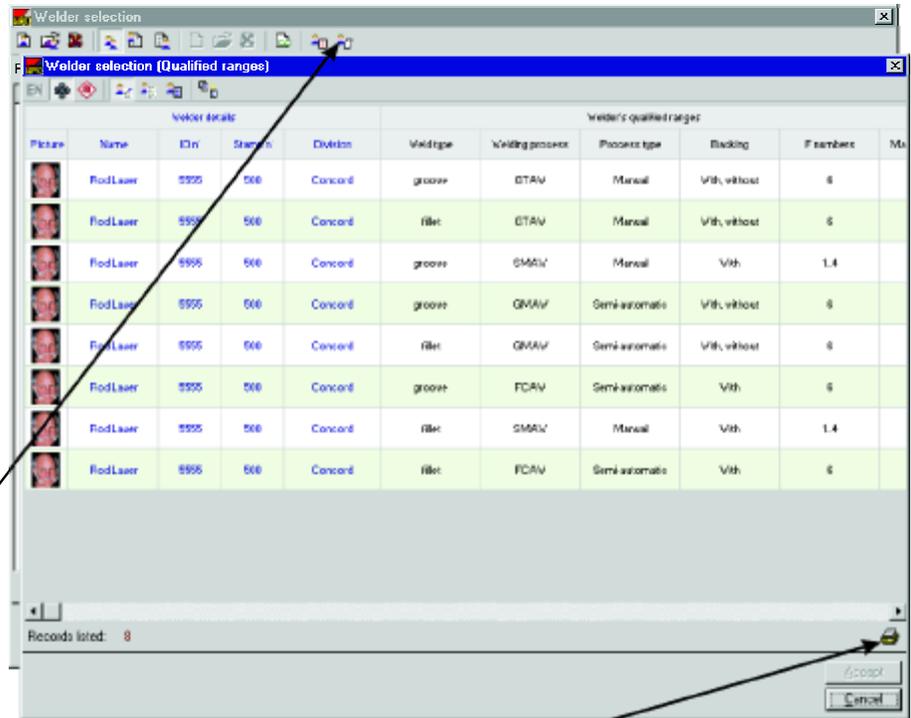
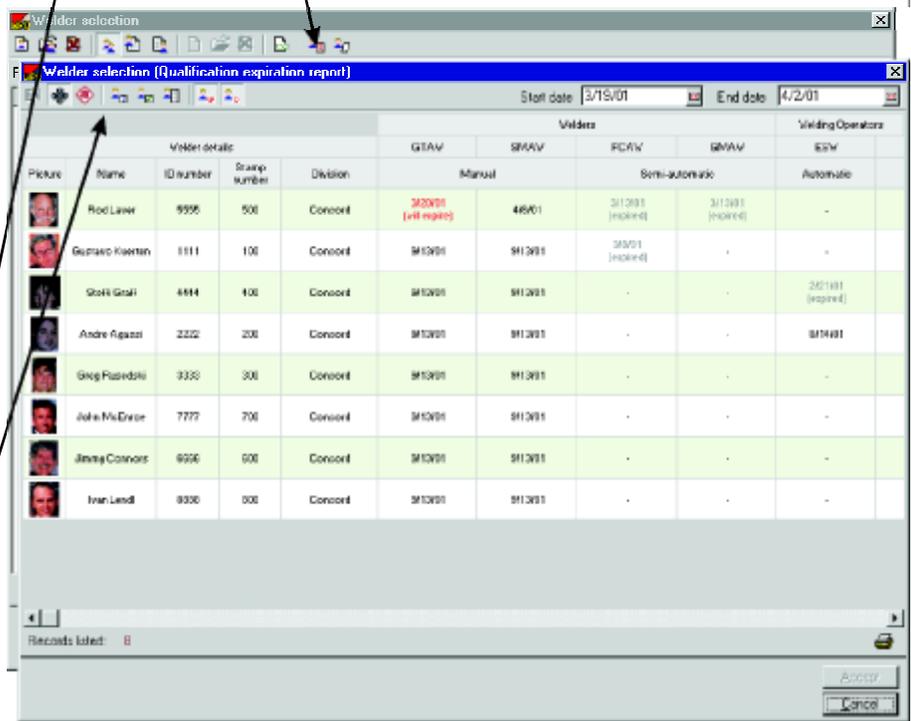
-Gray dates are those that are already expired

These dates are changeable in order to allow a custom report of expiration dates.

6 To generate a Qualified Ranges Report, go back into the main Welder Profiles database and click on the **Show welder qualification ranges report** icon.

7 As with the Expiration report, several icons are provided to change the content being displayed in the Qualified Ranges Report. Hover the pointer over these icons and a Tool Tip will appear specifying the function of each icon.

8 To print either one of these reports, click on the **Print** icon located in the lower left corner of the screen.





C-spec
 P.O. Box 27604, Concord, CA 94527, (888) 673-9777
Process Expiration Report - (Report date: Friday, January 25, 2002)
 C-spec Weldoffice® Software

Report period: Friday, January 25, 2002 to Friday, February 08, 2002

Welder details			Welders					
Picture	Name	ID number	Stamp number	Division	GTAW Manual	SMAW Manual	FCAW Semi-automatic	GMAW Semi-automatic
	Rod Laver	5555	500	Concord	10/10/00 (expired)	7/6/02	7/6/02	2/2/02 (will expire)
	Gustavo Kuersten	1111	100	Concord	7/25/02	9/30/01 (expired)	-	-
	Steffi Graff	4444	400	Concord	9/30/01 (expired)	7/25/02	10/29/01 (expired)	-
	Andre Agassi	2222	200	Concord	7/25/02	9/30/01 (expired)	2/2/02 (will expire)	-
	John McEnroe	7777	700	Concord	9/30/01 (expired)	7/25/02	-	-
	Greg Rusedski	3333	300	Concord	9/30/01 (expired)	7/25/02	-	-
	Jimmy Connors	6666	600	Concord	10/25/01 (expired)	7/25/02	-	-
	Ivan Lendl	8888	800	Concord	7/25/02	9/30/01 (expired)	-	-



C-spec
 P.O. Box 27604, Concord, CA 94527, (888) 673-9777
Process Qualification Summary Report - (Report date: Friday, January 25, 2002)
 C-spec Weldoffice® Software

Picture	Welder details		Weld type	Welding process	Process type	F numbers	P numbers	Welder's qualified ranges				Positions - Plate		
	Name	ID n°						Stamp n°	Division	Max weld Deposit	Max Base metal Thickness		Min pipe dia.	Positions - Small dia.
	Greg Rusedski	3333	300	Concord	fillet	GTAW	Manual	6	1 thru 11, 34, 4X	0.4	no limit	no limit	All	All
	Greg Rusedski	3333	300	Concord	groove	SMAW	Manual	1..4	1 thru 11, 34, 4X	no limit	no limit	2.875	-	All
	Greg Rusedski	3333	300	Concord	fillet	SMAW	Manual	1..4	1 thru 11, 34, 4X	no limit	no limit	no limit	All	All
	Greg Rusedski	3333	300	Concord	groove	GTAW	Manual	6	1 thru 11, 34, 4X	0.4	no limit	2.875	-	All
	Gustavo Kuerter	1111	100	Concord	fillet	SMAW	Manual	1..4	1 thru 11, 34, 4X	no limit	no limit	no limit	All	All
	Gustavo Kuerter	1111	100	Concord	groove	GTAW	Manual	6	1 thru 11, 34, 4X	0.4	no limit	2.875	-	All
	Gustavo Kuerter	1111	100	Concord	fillet	GTAW	Manual	6	1 thru 11, 34, 4X	0.4	no limit	no limit	All	All
	Gustavo Kuerter	1111	100	Concord	groove	SMAW	Manual	1..4	1 thru 11, 34, 4X	no limit	no limit	2.875	-	All
	Ivan Lendl	8888	800	Concord	fillet	GTAW	Manual	6	1 thru 11, 34, 4X	0.4	no limit	no limit	All	All
	Ivan Lendl	8888	800	Concord	groove	SMAW	Manual	1..4	1 thru 11, 34, 4X	no limit	no limit	2.875	-	All
	Ivan Lendl	8888	800	Concord	fillet	SMAW	Manual	1..4	1 thru 11, 34, 4X	no limit	no limit	no limit	All	All
	Ivan Lendl	8888	800	Concord	groove	GTAW	Manual	6	1 thru 11, 34, 4X	0.4	no limit	2.875	-	All
	Jimmy Connors	6666	600	Concord	groove	GTAW	Manual	6	1 thru 11, 34, 4X	0.4	no limit	2.875	-	All
	Jimmy Connors	6666	600	Concord	fillet	GTAW	Manual	6	1 thru 11, 34, 4X	0.4	no limit	no limit	All	All
	Jimmy Connors	6666	600	Concord	groove	SMAW	Manual	1..4	1 thru 11, 34, 4X	no limit	no limit	2.875	-	All
	Jimmy Connors	6666	600	Concord	fillet	SMAW	Manual	1..4	1 thru 11, 34, 4X	no limit	no limit	no limit	All	All