



Record service activity

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INTRODUCTION

Changes to monitor settings are automatically recorded in the journal with a date and time stamp and the name of the user who performed the change.

However, service activities such as filter replacements or flow checks are not automatically recorded by the software, so you need to manually enter them.

Step 1 — Why it's important

Instrument ▾ Air Quality Monitor (AQM65 04082015-437) ▾

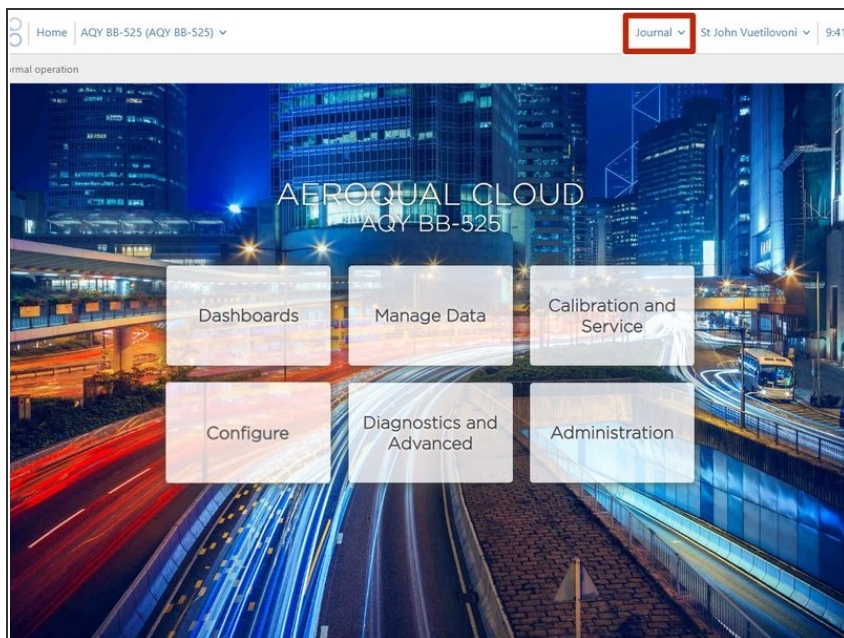
All journal types ▾

User entry | Cloud user - John Wagner

<p>1. Site Inspection:</p> <p>No new local emission sources Instrument in good condition No obstructions to monitoring equipment</p> <p>3. Equipment:</p> <p>Aeroqual Gas dilution calibrator: Aircal 1000 Aeroqual Ozone calibrator: AQM O3Cal Aeroqual Flow meter: AQM R7</p> <p>4. Flow rate check: Expected flow rate = 0.450 ml per min, Measured flow rate = 0.452 ml per min Main inlet flow rate OK, individual module flow rates were not measured.</p> <p>6. Zero calibration All modules passed zero calibration, all modules were stable and all offsets were within acceptable limits.</p> <p>7. Span Calibration</p> <table border="0"> <tr> <td>CO @ 10.00 ppm</td> <td>Module response was 8.95 ppm gain adjustment to 1.15</td> <td>pass</td> </tr> <tr> <td>SO2 @ 0.2 ppm</td> <td>Module response was 0.210 ppm gain adjustment to 0.92</td> <td>pass</td> </tr> <tr> <td>NO2 @ 0.2 ppm</td> <td>Module response was 0.090 ppm gain adjustment to 2.10</td> <td>pass (module may need replacing soon contact A</td> </tr> </table> <p>8 Pack up. Next scheduled calibration 3 months from now. June 2017.</p>	CO @ 10.00 ppm	Module response was 8.95 ppm gain adjustment to 1.15	pass	SO2 @ 0.2 ppm	Module response was 0.210 ppm gain adjustment to 0.92	pass	NO2 @ 0.2 ppm	Module response was 0.090 ppm gain adjustment to 2.10	pass (module may need replacing soon contact A	<p>2. Instrument inspection:</p> <p>Cooling fan operational PM and gas inlet secure Instrument has been running at stable</p> <p>4 Gas cylinders:</p> <table border="0"> <tr> <td>CO 1000 ppm in Air</td> <td>(expiry March)</td> </tr> <tr> <td>SO2 20 ppm in Air</td> <td>(expiry December)</td> </tr> <tr> <td>NO2 20 ppm in Air</td> <td>(expiry November)</td> </tr> </table> <p>5. Open door and change gas inlet filter</p>	CO 1000 ppm in Air	(expiry March)	SO2 20 ppm in Air	(expiry December)	NO2 20 ppm in Air	(expiry November)
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- Keeping service records is a requirement under Aeroqual's factory warranty.
- It's also a prerequisite for achieving and maintaining Advanced Engineer status, a certification provided by Aeroqual to distributor engineers.
- Your distributor and the Aeroqual technical support team will look at your journal to see service records when providing technical support.

Step 2 — Open journal



- You can access the journal from your home screen or any of the following apps:
 - Manage Data
 - Calibration and Service
 - Configure
 - Diagnostics and Advanced
- From any of these apps, click **Journal** next to your username.

Step 3 — Filter entries

The left screenshot shows the journal interface with the 'All journal types' filter selected. The entries are grouped by date, with 'Today' showing a 'User entry' by Tanya. The right screenshot shows the journal interface with the 'Configuration' filter selected, displaying a list of configuration changes such as 'WIFI password: *****' and 'WIFI IP address: 192.168.0.101'.

- The journal automatically displays entries made on today's date across all journal types (those made automatically by the software and those that were manually entered).
- To view entries in a particular time period, select the period from the side menu.
- To view entries for a particular type, select the category from the drop-down.
- ❗ User entries are grouped under the journal type **User entry**.

Step 4 — Add user entry

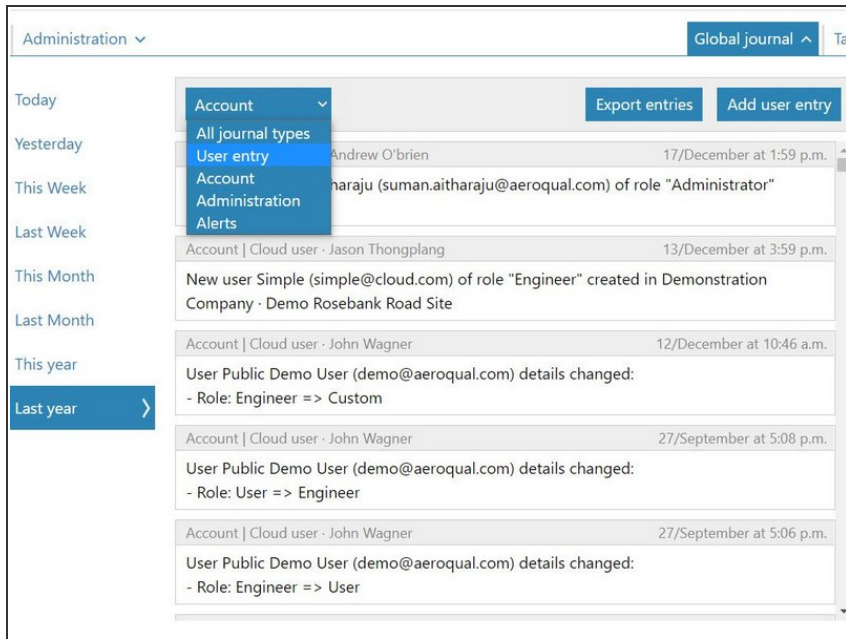
The left screenshot shows the main interface with the 'Add user entry' button circled in red. The right screenshot shows the 'User entry' pop-up form with the following fields:

- Change filter
- Inlet flow rate 0.550 LPM
- PM leak check = pass

Buttons for 'Cancel' and 'Save' are visible at the top right of the pop-up form.

- To add a manual entry for a service activity you have just completed, click **Add user entry**.
 - ❗ The **Add user entry** option is available from all category result screens.
- Type your service results into the pop-up entry field.
- Click **Save**.

Step 5 — Global journal



- If you're using Aeroqual Cloud, you can also access a global journal from your **Administration** app.
- The global journal allows you to view administration activity for your entire organization.
- Changes to alerts, projects and user accounts are automatically recorded in the global journal, but you can also add manual entries.
- The global journal works the same way as the regular journal, except the journal types in the drop-down are different.

For further support, contact [Technical Support](#).