



INTERNATIONAL COMMITTEE FOR
NON-DESTRUCTIVE TESTING

The World Organisation for NDT

ICNDT EQB USER MANUAL

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Issue 2

Contents

| | |
|---|----|
| PREPARATION FOR INSTALLATION (CLIENT VERSION)..... | 2 |
| INSTALLATION (CLIENT VERSION) | 3 |
| OPENING THE DATABASE (CLIENT VERSION) | 4 |
| OPERATING INSTRUCTIONS | 5 |
| FUNCTIONS..... | 5 |
| 1. EDIT/VIEW QUESTION PAPERS..... | 6 |
| 2. PRINT PAPERS..... | 9 |
| 3. VIEW ARCHIVE | 9 |
| 4. VIEW/EDIT SECTOR CODES..... | 9 |
| 5. VIEW/EDIT METHOD CODES | 9 |
| 6. EXPORT TO WORD..... | 9 |
| 7. IMPORT FROM WORD | 9 |
| STATISTICAL FUNCTIONS..... | 10 |
| 8. COUNT QUESTIONS FOR GIVEN SECTOR/METHOD/LEVEL CODES | 10 |
| 9. COUNT SYLLABUS REFERENCES FOR GIVEN SECTOR/ METHOD/ LEVEL CODES..... | 10 |
| 10. SUMMARISE ALL QUESTIONS BY SECTOR METHOD AND LEVEL..... | 11 |
| APPLICATION CODE UPDATES..... | 11 |
| QUESTION DATA UPDATES..... | 11 |
| END..... | 12 |

PREPARATION FOR INSTALLATION (CLIENT USER VERSION)

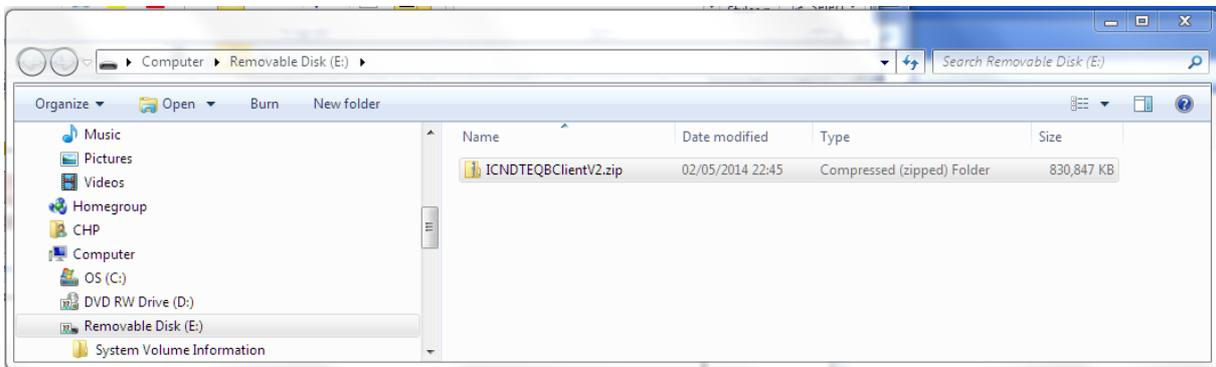
The ICNDT Examination Question Bank (IEQB) is designed to operate on a PC running under a Windows 7 Operating System and having MS Word 2010 installed.

The IEQB Application must be installed on a single PC for "stand alone" operation.

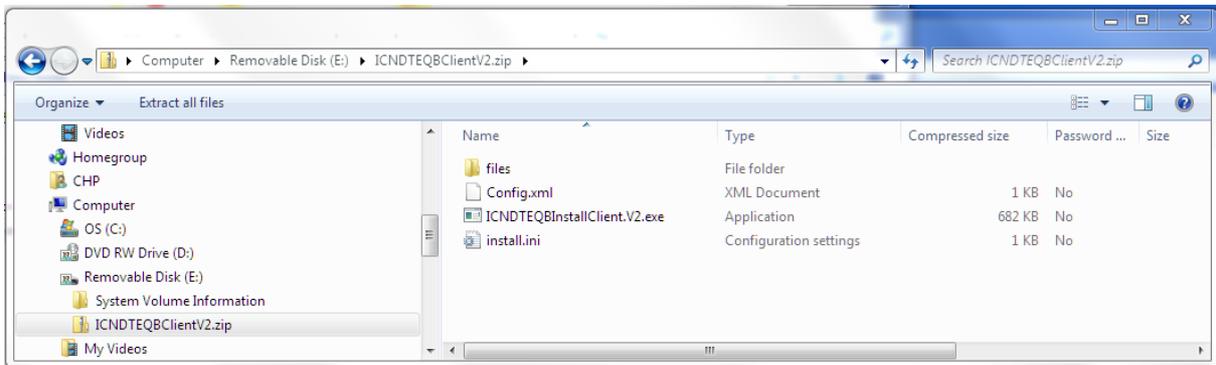
The installer creates a restore point every time it runs, but it is recommended to create one of your own before you run it for the first time.

Before running the installer, which is provided on a USB memory stick, create a folder somewhere to hold the data files such as c:\NDTQuestionData. It can be whatever or wherever you like, but not in the Program Files folder.

Insert the memory stick into a spare USB socket on your PC. Wait while driver software is installed, if necessary. Navigate to the USB drive folder:



Expand the zipped folder ICNDTEQBClientV2.zip:



Extract the files into a temporary folder, e.g. c:\temp, ready for installation.

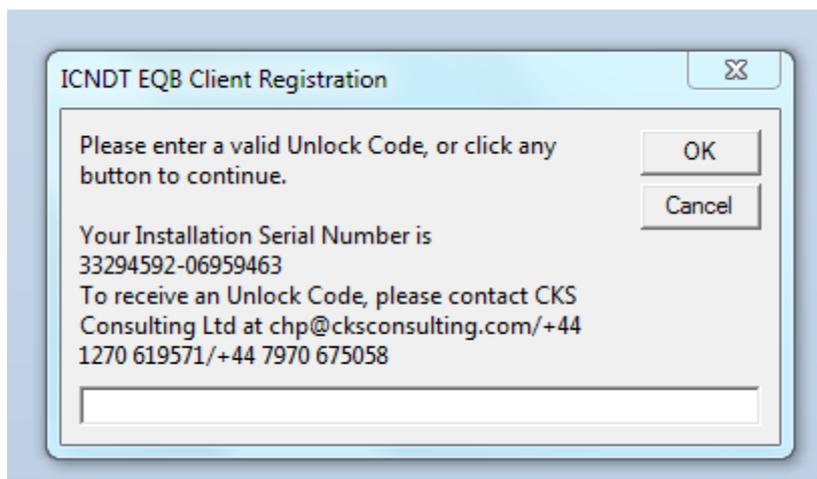
INSTALLATION (CLIENT USER VERSION)

Navigate to the temporary folder and run (double-click) ICNDTEQBInstallClient.V2.exe. Respond to the prompts as follows:

- If Windows User Account Control asks if you want to allow the program to make changes, click Yes
- On the first dialog click Next
- On the second dialog leave Full selected
- Click Next
- On the third dialog leave the default folder as it is and click Next
- On the fourth dialog browse to and select the data folder you created and click Next
- On the fifth dialog click Install
- On the final dialog click Finish

The start and uninstall menu items are in a group called ICNDT EQB

When you run the database for the first time following installation, you will see a message like this:



The serial number is unique to the machine and is generated the first time the code runs.

You will now need an unlock code, which cannot be generated in advance. You need to contact chp@cksconsulting.com with the 16 digit serial number and CKS will provide an unlock code which will resemble: 7abcd8MR0.

Alternatively you can ask the ICNDT Administrator for an unlock code which CKS Consulting will then provide direct or through the Administrator; this way the Administrator will be able to confirm that the request is valid (the message in the above dialog may not be identical to the above example).

The initial database application username and password are admin, admin. This can only be used once, and must be changed by the user immediately by accessing Menu, Change password.

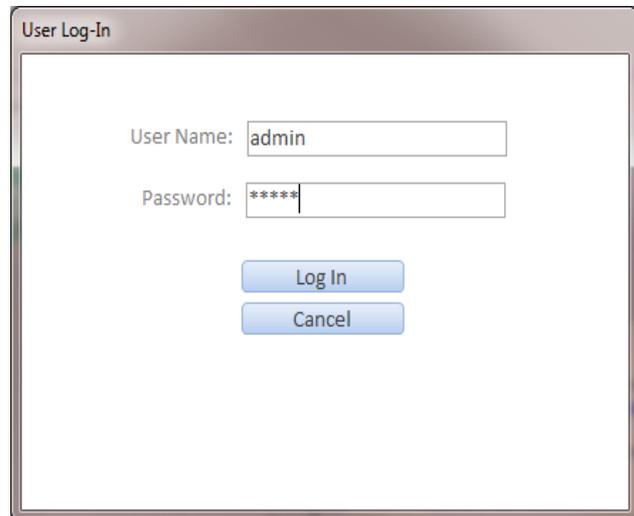
OPENING THE DATABASE (CLIENT USER VERSION)

Click on the start button and expand All Programs and you will see the 'ICNDT EQB' Application. This will expand to three options which are: 'ICNDT Examination Question Database', 'Compact Database' and 'Uninstall NDT Question Database'.

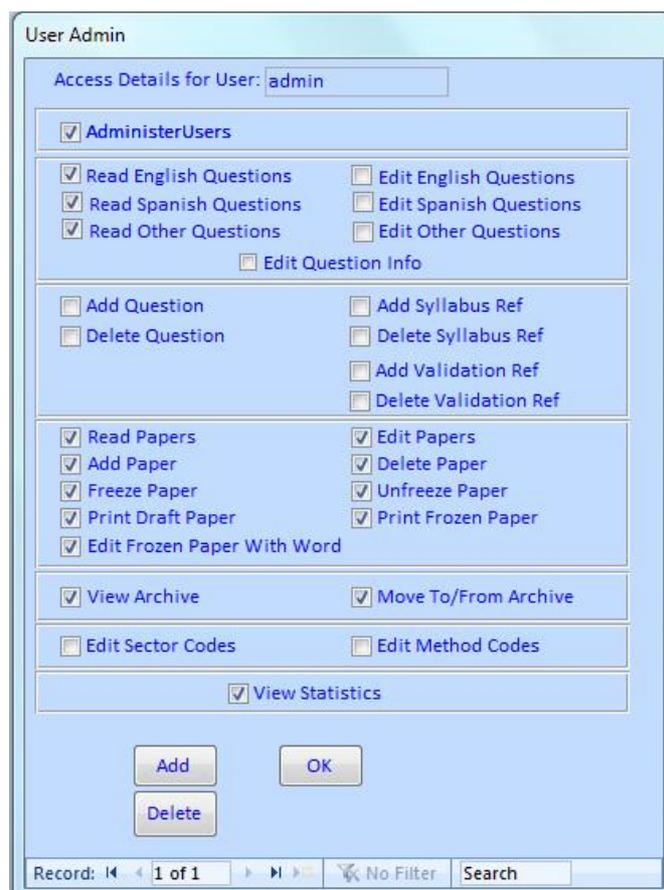
To open the database click on the 'ICNDT Examination Question Database' option, you will then be asked to Logon.

When logging on for the first time the user name will be "admin" and the password will be "admin" the password is case sensitive. A 'Main menu' window will open within the 'ICNDT Examination Database' window, which can be resized and positioned in the usual way.

Client versions are copy protected (there is no copy protection on the unrestricted Administrator version), and only limited



The 'User Log-In' dialog box contains two input fields: 'User Name' with the text 'admin' and 'Password' with '*****'. Below the fields are two buttons: 'Log In' and 'Cancel'.



The 'User Admin' dialog box shows 'Access Details for User: admin'. It features a list of permissions with checkboxes, including 'AdministerUsers', 'Read English Questions', 'Edit English Questions', 'Read Spanish Questions', 'Edit Spanish Questions', 'Read Other Questions', 'Edit Other Questions', 'Edit Question Info', 'Add Question', 'Delete Question', 'Add Syllabus Ref', 'Delete Syllabus Ref', 'Add Validation Ref', 'Delete Validation Ref', 'Read Papers', 'Edit Papers', 'Add Paper', 'Delete Paper', 'Freeze Paper', 'Unfreeze Paper', 'Print Draft Paper', 'Print Frozen Paper', 'Edit Frozen Paper With Word', 'View Archive', 'Move To/From Archive', 'Edit Sector Codes', 'Edit Method Codes', and 'View Statistics'. At the bottom, there are 'Add', 'Delete', and 'OK' buttons. A status bar at the very bottom shows 'Record: 1 of 1', 'No Filter', and a search field.

functions are permitted (ICNDT will continue to manage and improve the question bank and its application).

When you have logged you can change the user options by clicking on the 'Administer Users' option on the ribbon at the top of the ICNDT Examination Database window.

A 'User Admin' dialogue box (left) will now open. **Note that full functionality is available only to ICNDT administrator users.**

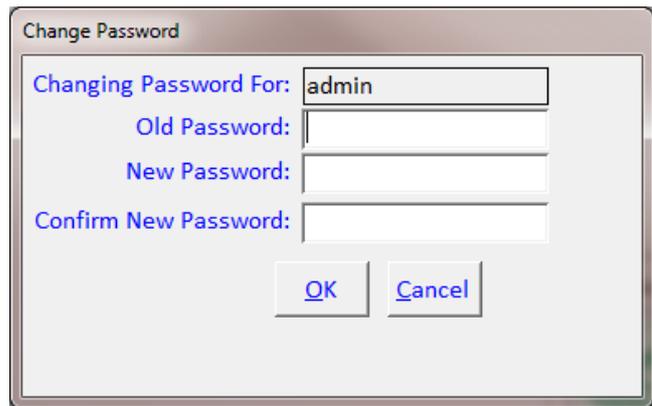
To create a new user click on the 'Add' button at the bottom.

You will then be asked to type in the new users name. You can then check the boxes for which you want the user to be able to perform. When finished, click on 'OK'. When you exit the application and logon under the new user name you have created, you need to enter the new user's password, which

will by default be "newuser" in lower case. This can then be changed by the new user when accessing the database by selecting 'Set password' option on the ribbon at the top of the ICNDT Examination Database window.

To change the password the new user will need to click on the security option at the top and click change password. You will then be asked to type the old password, the new password and the new password again to confirm it. Then the new user will be able to access the program under their own user details.

Passwords may need to be changed by the System Administrator - depending on the access levels set for the new user.

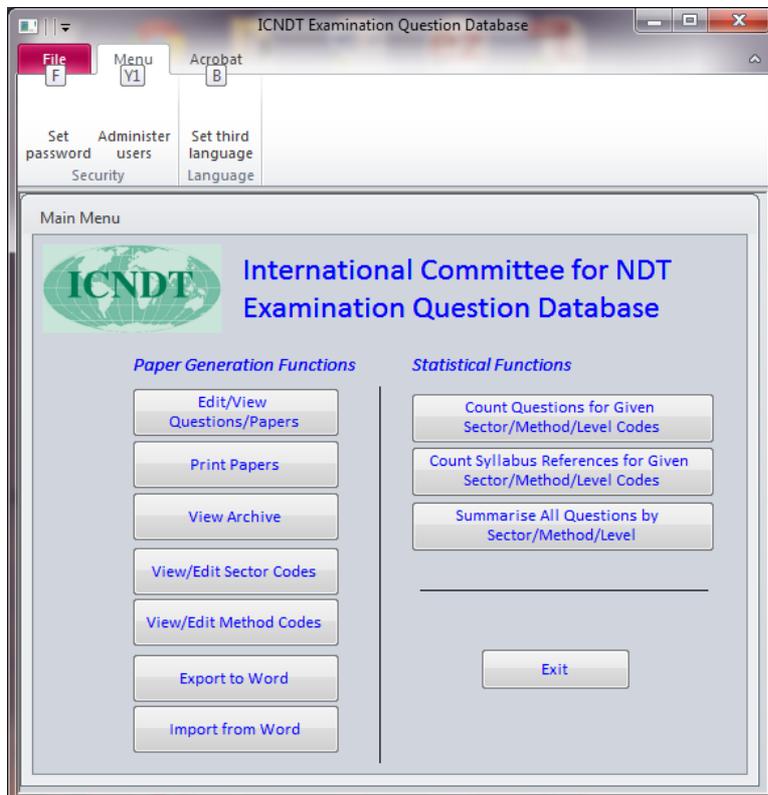


OPERATING INSTRUCTIONS (CLIENT USER VERSION)

Activate the IEQB Application by navigating to to the “ICNDT EQB” folder on the Start Menu and clicking the “ICNDT Examination Question Database” menu item.

Before users are permitted to enter the IEQB Application they will be asked to type in a password. The password is case sensitive. Persons authorised to use the Database are issued with a password by the system manager.

On input of a correct password, the Main Menu Screen of the IEQB Application will be offered.



FUNCTIONS (CLIENT USER VERSION)

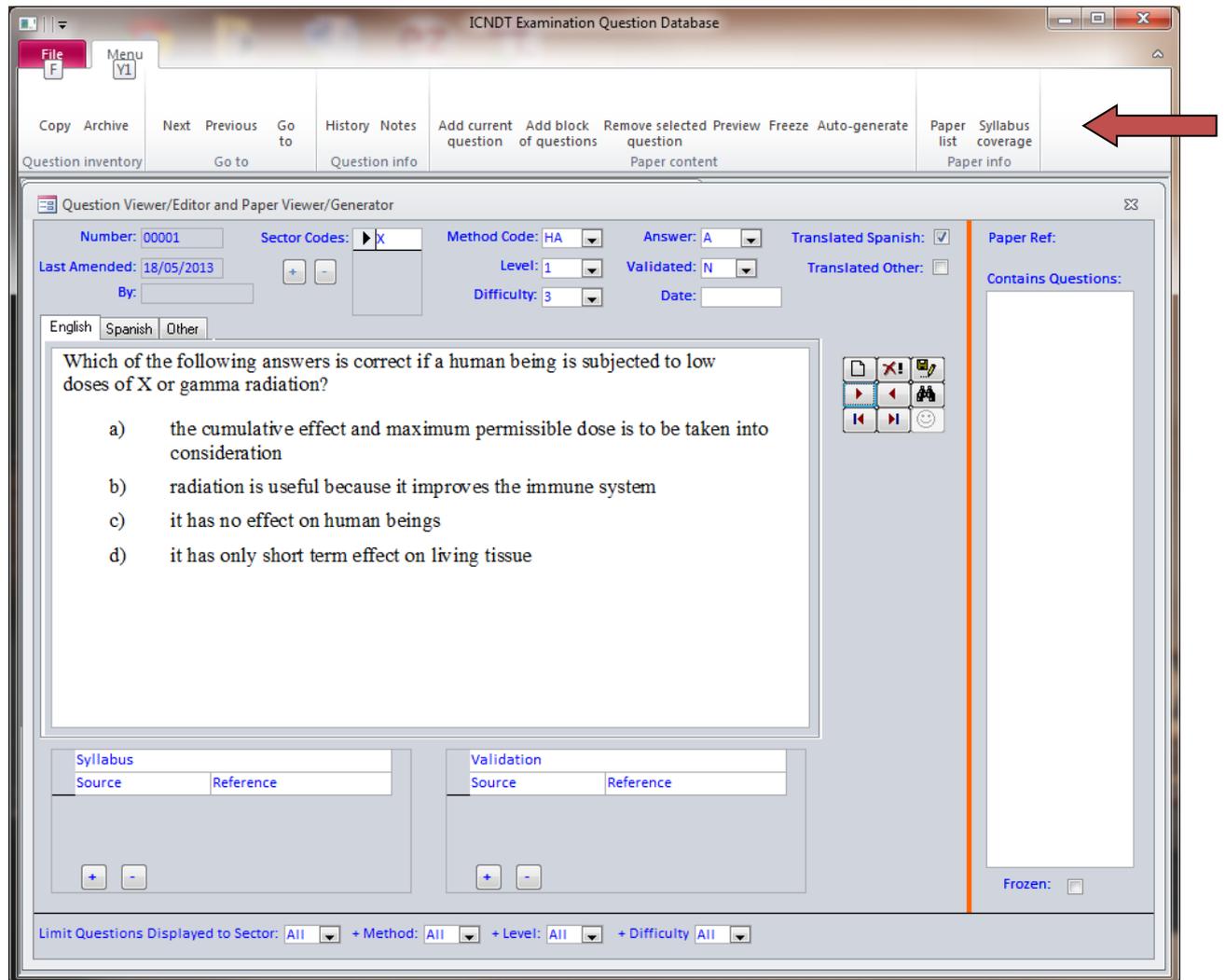
There are ten functions on the Menu. Selection is made by positioning the cursor (arrow) over the required function box and clicking the left hand mouse button once.

A description of each function follows (Client users have limited access to certain functions).

1. EDIT/VIEW QUESTION PAPERS

Examination question editing functionality is available only to ICNDT administrator users; Client users can only 'read' questions but cannot 'edit' questions. Client users can read and edit papers.

Examination papers can be auto generated or selectively generated from the 'Paper Content' menu, which becomes available upon opening the 'Edit/View Questions/papers' window.



Papers can be previewed and frozen (usually after a review by a responsible L3), or edited as a Word document.

The first of the tools the user will need to use is the paper list, accessed from the 'Paper info' drop-down menu. This will display a list which shows the status of the paper (e.g. frozen/draft), the date it was frozen and allows the user to either unfreeze a current paper or create a new one.

| Paper List | | | | |
|------------|---------------------|--|--------|------------------------------|
| | Paper Ref | Description | Frozen | Date Frozen/ Last Amended |
| ▶ | E-AAA3-No 1 Issue 1 | E-C Aerospace Specific Level 3 | No | |
| | E-ACA3-No 2 Issue 1 | Aerospace Ultrasonic Level 3 Sector Specific (USA) | Yes | 04/10/2001 |
| | E-ADA3-No 1 Issue 1 | Aerospace Radiography Level 3 Sector Specific (USA) | Yes | 03/10/2001 |
| | E-AEA3-No 1 Issue 1 | Level 3 Aerospace Eddy Current Sector Specific | No | |
| | E-CDA2-No 1 Issue 1 | superseded by Issue 2 - RT Welds Level 2 Sector Specific (322-2A-No.2 Iss.2) - | No | 09/09/1999 |
| | E-CDA2-No 1 Issue 2 | superseded by Issue 3 - RT Welds Level 2 Sector Specific (322-2A) - | No | 01/10/1999 |
| | E-CDA2-No 1 Issue 3 | superseded by issue 4 - RT Welds Level 2 Sector Specific | No | 16/12/1999 |
| | E-CDA2-No 1 Issue 4 | RT Welds Level 2 Sector Specific | Yes | 29/08/2001 |
| | E-CDA2-No 2 Issue 1 | superseded by Issue 2 - RT Welds Level 2 Sector Specific (322-2A-No.3 Iss.1) | No | 08/09/1999 |

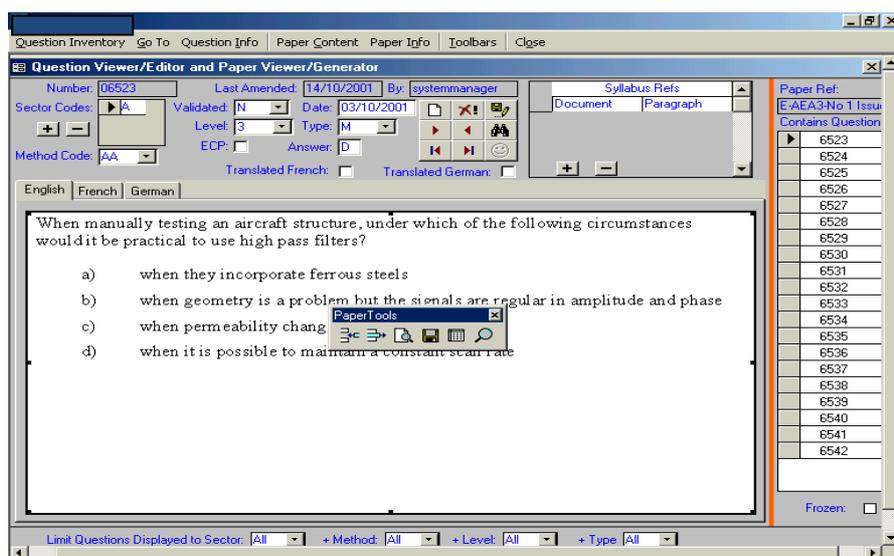
| | | |
|------------------|----------|------------|
| Select | Delete | Find |
| New | Unfreeze | Close |
| Scan for Changes | | Print List |
| Edit With Word | | |

| |
|--|
| Show |
| <input checked="" type="radio"/> All |
| <input type="radio"/> Frozen Papers Only |
| <input type="radio"/> Draft Papers Only |

To select a paper the user will need to click on the box to the left of the paper reference, and click on select. To amend a paper the user will need to highlight the paper they wish to change click on the unfreeze option and it will ask if you want to raise the issue number, if the issue number is raised a new paper is created with the same question content and the old paper remains frozen. The user also has the option of deleting a paper from the list.

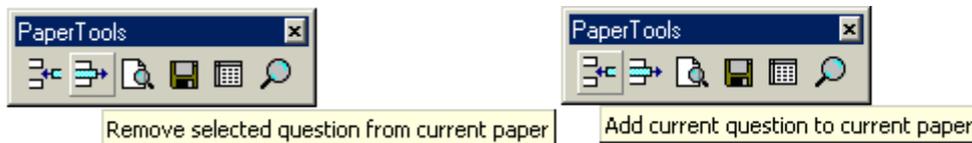
Once a paper has been selected the question numbers appear to the side of the question viewer.

To auto-generate a paper in a translated language it is necessary to select a paper, switch to the language tab from which the paper will be generated in, then select auto-generate from the 'Paper content' drop down menu.

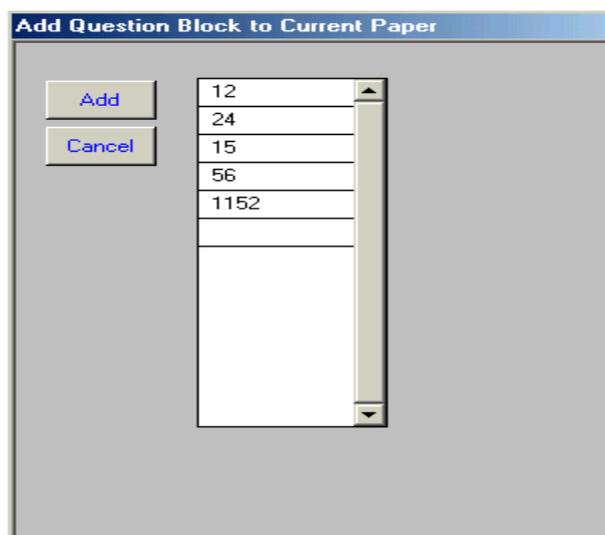


Using the paper tools the user can remove a question by highlighting the specific question in the list then clicking on the remove current question button. A new question can be added

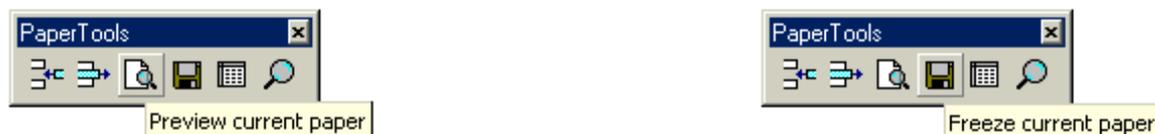
the user will need to select the toggles at the bottom of the page to the correct sector method and level and then scroll through the question until a suitable question is found. To add that question to the papers the user needs to click on the add question button on the paper tools.



Question can also be added in blocks. Using the paper content menu and the add block of questions. The question numbers can just be typed in the lines and when the user clicks on add the question will be added to the current paper.



Once the paper has the correct number of questions the paper can be previewed the option presents the user with a preview of the paper under construction. The button that previews the paper is the magnifying glass over a page icon on the paper tools.

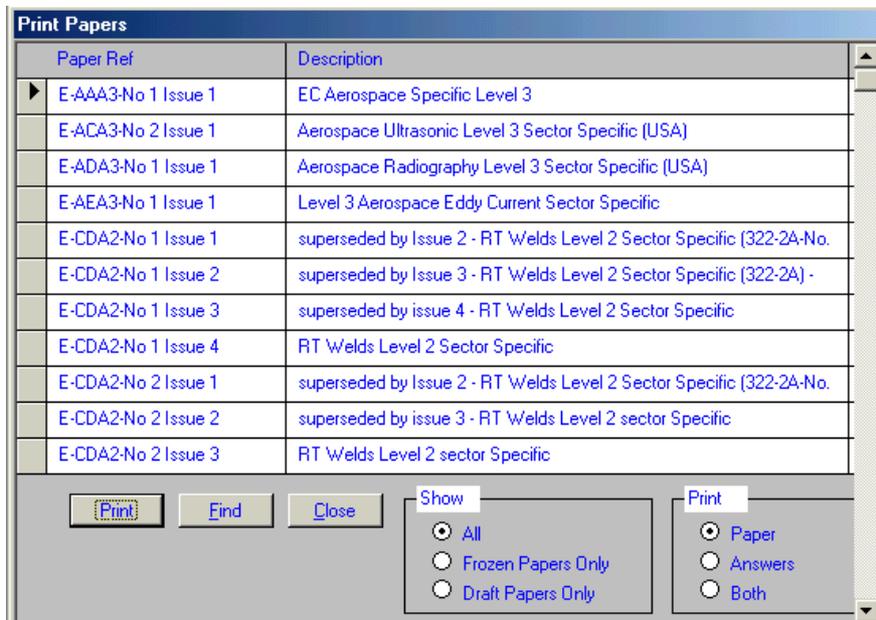


If the paper is satisfactory it can then be frozen, which means that no amendments can be made to that paper without raising the issue. Freezing a paper makes the paper read only and protects it from unauthorised alteration. The freeze function also locks the questions held in the paper. This means that irrespective of any later amendment to questions having the same number as those on the frozen paper, they will remain the same. This function allows the certification body to retain a record of the questions used in any past examination for the purpose of statistical appraisal of the suitability of a question or review following a complaint.

The icon that enables the user to freeze a paper is the small diskette icon on the paper tools. The large magnifying glass icon enables the user to view the syllabus references for that paper.

2. PRINT PAPERS

The print papers option on the main menu allows the user to select from the paper list whether they wish to view all papers, frozen papers only or draft papers only. The user can then select which paper they wish to print and also whether they wish to print the paper only, the paper and the answers or the answers only. When the user clicks on the close button they will be returned to the main menu.



3. VIEW ARCHIVE

The **Archive** function allows the temporary or permanent removal of unsuitable or superseded questions from the database and is available only to ICNDT administrator users.

4. VIEW/EDIT SECTOR CODES

This function is available only to ICNDT administrator users.

5. VIEW/EDIT METHOD CODES

This function is available only to ICNDT administrator users.

6. EXPORT TO WORD

This function is available only to ICNDT administrator users.

7. IMPORT FROM WORD

This function is available only to ICNDT administrator users.

STATISTICAL FUNCTIONS

8. COUNT QUESTIONS FOR GIVEN SECTOR/METHOD/LEVEL CODES

This option allows the user to count all the questions held in the database and also to count the amount of questions for a particular sector, method and level.

This can be done by selecting the appropriate codes from the drop down menus.

The dialog box titled "Count of Questions by Sector, Method and Level" features three dropdown menus for "Sector", "Method", and "Level", all currently set to "All". Below these is a summary box showing "Number of questions assigned to all Sectors and all Methods and all Levels" with a value of "7621". At the bottom are "Print" and "Close" buttons.

9. COUNT SYLLABUS REFERENCES FOR GIVEN SECTOR/ METHOD/ LEVEL CODES

This option enables the user to count the number of references for a particular syllabus reference for either all questions or a specific Sector, Method and Level.

This can be done by selecting the appropriate codes from the drop down menus.

The dialog box titled "Syllabus References" has three dropdown menus for "Sector", "Method", and "Level", all set to "All". It contains a table with the following data:

| Syllabus | | No. of References |
|---------------|-------|-------------------|
| Doc | Para | |
| | | 9 |
| | : | 1 |
| | 0.0 | 244 |
| A2 | 1.4 | 1 |
| A2 | 4.1 | 1 |
| A3 | 1.3 | 1 |
| A3 | 1.4 | 1 |
| A3 | 1.5 | 1 |
| A3 | 6.3 | 1 |
| A3 | 6.4 | 1 |
| A3,A4,B2,C2.2 | 1.4.2 | 1 |
| A3,A4,B2,C2.2 | 6.5.1 | 1 |

At the bottom are "Print" and "Close" buttons.

10. SUMMARISE ALL QUESTIONS BY SECTOR METHOD AND LEVEL

This enables the user to summarise question by sector method and level. The list is in alphabetical order. The number of references is the number of question for that particular sector method and level.

The list can be printed by clicking on the print button at the bottom of the screen.

| Summary of All Questions | | | | | |
|--------------------------|-----------|----|--------------------|-------|------|
| Sector | Method | | | Level | Refs |
| A | Aerospace | AA | Electromagnetic EC | 2 | 31 |
| A | Aerospace | AA | Electromagnetic EC | 3 | 43 |
| A | Aerospace | BA | Magnetic | 2 | 6 |
| A | Aerospace | CA | Penetrant | 2 | 96 |
| A | Aerospace | CA | Penetrant | 3 | 3 |
| A | Aerospace | DA | Radiography | 2 | 164 |
| A | Aerospace | EA | Ultrasonic | 2 | 41 |
| A | Aerospace | EA | Ultrasonic | 3 | 3 |
| A | Aerospace | XA | Product Technology | 2 | 26 |
| B | Castings | AA | Electromagnetic EC | 2 | 1 |
| B | Castings | BA | Magnetic | 2 | 2 |
| B | Castings | BA | Magnetic | 3 | 5 |
| B | Castings | CA | Penetrant | 1 | 1 |
| B | Castings | CA | Penetrant | 2 | 1 |
| B | Castings | CA | Penetrant | 3 | 9 |
| B | Castings | DA | Radiography | 1 | 15 |
| B | Castings | DA | Radiography | 2 | 19 |
| B | Castings | EA | Ultrasonic | 1 | 3 |
| B | Castings | EA | Ultrasonic | 2 | 4 |
| B | Castings | EA | Ultrasonic | 3 | 1 |
| B | Castings | XA | Product Technology | 1 | 5 |
| B | Castings | XA | Product Technology | 2 | 30 |

Print Close

APPLICATION CODE UPDATES.

CKS Consulting will manage changes to the code and produce a new installer, of which CKS Consulting will provide to the ICNDT's Administrator one unrestricted copy for admin use and one client copy for distribution by whatever means has been agreed.

The Administrator and clients will run the appropriate version of the installer. This can be done without the client having to ask for another unlock code (provided they install the update on the same machine as the original).

QUESTION DATA UPDATES.

As discussed previously, the Administrator will progressively edit and/or add to the question bank using the Administrator copy of the database. When ICNDT is ready to send out a periodic update to the clients:

- a) The Administrator should export all of the questions by NDT method to a number of Word documents, zip each document and send it to CKS Consulting. Both Spanish and English versions must be exported. The questions must be exported with

numbers to tie the English/Spanish together - also export the other language (see below);

- b) CKS Consulting will transfer the questions into their copy of the database and make a new installer;
- c) CKS Consulting will provide to the ICNDT's Administrator one unrestricted copy for admin use and one client copy for distribution.
- d) The Administrator and clients will run the appropriate version of the installer. As above, it is proposed that this can be done without the clients having to ask for another unlock code.
- e) ICNDT is allowing clients to add other language versions of the questions. The arrangements outlined above will deliver a completely new database with the 'other' language fields empty. If clients have added other language versions, before installing the new database they need to export all these questions to a set of Word documents then import them again after installation. The relevant forms and code have been composed so clients can only export/import the other language, and they are forced to export with question numbers and overwrite on import (this prevents clients using import as a means of adding questions to the database).

END