Innotech Valve Wizard – Operating Instructions

1. Add Valve Project

    1.1. Click the 'New' button of the Valve Wizard to create a new Valve Listing.

    1.2. Fill in the required details on the 'Project Details' tab (Project Name, Contractor, Supervisor, Sales Rep, etc). Pre-existing details can be found by clicking the button (Note – these details can also be managed using the Management Console).

    1.3. Click the 'Valve Details' tab to start adding your project valve data.

    1.4. Use the Flow, Coil Pressure Drop, Temperature Diff, and G.T.H. boxes to calculate an appropriate valve. Flow and Coil Pressure Drop values are required before you can add the value to your project list.

    1.5. A recommended valve will be selected in the 'Valve Specs' tab, details of the valve can be viewed by clicking the 'Valve Info' tab.

    1.6. Make sure you fill in the 'Unit Name' field so that you can identify your selection at a later stage and then click the 'Add Valve' button (Note – valves that are bold indicate that they are stock item valves. Use Management Console to set your stock item valves)

    1.7. Valves can be rearranged in your Project Valves Listing by using the and buttons.

    1.8. Click the 'Update' button when complete to save the data.

2. Searching

    2.1. Click the 'Search' button to retrieve data that has previously been entered.

    2.2. Fill in details on the 'Project Details' tab (Project Name, Contractor, Supervisor, Sales Rep, etc) that you wish to search on. Pre-existing details can be found by clicking the button.

    2.3. When records are returned, use the 'Page Up' and 'Page Down' keys on your keyboard to cycle through the results. 'Home' and 'End' keys can be used to move between the first and last records found.

3. Printing

3.1. The ‘Print’ menu item allows you to produce a hard-copy of your Project Valve Listing.

3.2. Click the ‘Preview’ button if you wish to see the report on you screen, otherwise click the ‘Print’ button to send the print job to the selected printer.

4. Management Console

The Management Console is used to view \ modify Valve Wizard settings and data pertaining to Projects, Valves, Actuators, Manufacturers, Sales Reps, and program Preferenes.

4.1. Projects

4.1.1. Allows you to add \ edit \ delete Projects used in your Valve Listings.

4.2. Valves

4.2.1. Allows you to add \ edit \ delete Valves. The Valves Listing box shows all Valves that are currently in the system.

When adding a new Valve you must included the required valve specifications of its Size, Ports, KV Rating, and Max ODP.

The Stock Item checkbox is used to indicate valves that you keep in stock. Valves that are checked as stock items will appear bold when selecting valves for use in your project.

4.3. Actuators

4.3.1. Allows you to add \ edit \ delete Actuators. The Actuator Listing box shows all Actuators that are currently in the system.

4.4. Manufacturers

4.4.1. Allows you to add \ edit \ delete Manufacturers. The Manufacturer Listing box shows all Manufacturers that are currently in the system.

4.5. Contractors

4.5.1. Allows you to add \ edit \ delete Contractors. The Contractor Listing box shows all Contractors that are currently in the system.

4.6. Sales Representatives

4.6.1. Allows you to add \ edit \ delete Sales Representatives. The Sales Representative Listing box shows all Sales Representatives that are currently in the system.

4.7. Preferences

4.7.1. The General tab allows you to set default data that will be populated when you create a new Valve Listing.

4.7.2. The Reporting tab allows you to modify data such as your company web site and report footer message that appears on your printed Valve Listing report.