

GAGetrak[®]

Portable Calibration Module





GAGEtrak[®]

Portable Calibration Module

User Guide



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Chapter One

Overview

With the GAGEtrak® Portable Calibration Module (PCM), you can send gage and calibration information to a Netbook or Laptop PC and record new data. The GAGEtrak PCM utilizes a portable version of your GAGEtrak database that permits you to access exported gage and calibration information while out in the field or from the plant floor without requiring a connection to your network. You can modify gage information, such as location, status, record calibration measurements, environmental conditions, initial conditions and more. When you return to your lab or office, simply import the completed calibration records into your GAGEtrak database saving time and duplication of effort.

Additionally, if you are working on the plant floor where you have local area network (LAN) access, the GAGEtrak PCM can be connected to the live database and it will function much like the full version of GAGEtrak.

The GAGEtrak PCM supports portable label printing solutions from Brother as well many portable laser, thermal or inkjet printers so you can print calibration certificates or labels without having to return to the lab or office.

The following chapters cover the export and import capabilities of the PCM as well as the use of the PCM over a LAN while connected to a standard (live) GAGetrak database. Please refer to the GAGetrak User Manual for further information on the use of Gage Entry, Calibration Entry and the Reporting tools provided in the PCM software.

Chapter Two

Installing & Running the GAGetrak PCM

The GAGetrak PCM and its user interface have been specifically designed to run on a Netbook PC for the ultimate in portability and function. Please note, however, that you may also install the GAGetrak PCM on almost any laptop or desktop equipment running a compatible PC operating system. Please also note that like the full version of our GAGetrak software, you will be required to register and trigger your GAGetrak PCM software.

In the following section, you will find the minimum program requirements for your Netbook as well as instructions for installation and use of the GAGetrak PCM software. If you require additional assistance, please contact CyberMetrics Corporation or your distributor for more information.

Program Requirements

Netbook Requirements:

- Microsoft Windows XP, Vista or Windows 7
- Hard disk with 150 MB of free space for program files, plus 75-100 MB for a typical PCM database
- 1GB RAM required; 2 GB recommended
- Intel Atom N470 (1.83GHz) minimum processor or AMD equivalent
- USB or SD compatible slot for installing the PCM software and for transferring GAGetrak data via SD or USB portable memory media (Note: An SDHC card and USB reader are provided with the PCM software)

Network Requirements (This section applies only if the GAGetrak database will be accessed by the PCM over your Local Area Network):

- LAN or Wireless network connection (100Mbits LAN or 802.11 n Wireless recommended)
- Access to the GAGetrak database (network folder with full rights for each GAGetrak user or ODBC connection for SQL databases)

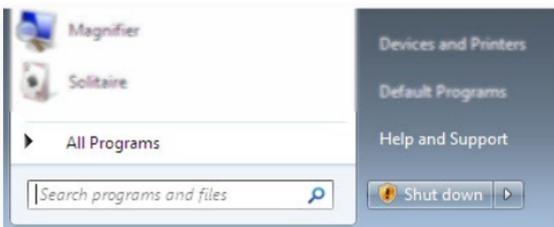
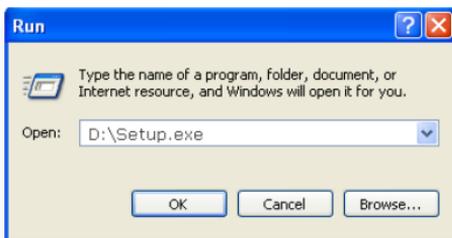
Installing the GAGetrak Portable Calibration Module

The GAGetrak PCM setup is located on the SDHC card provided. To access the setup files, insert the SD card into your Netbook's SD slot (if an SD card slot is not present, you can use the included SD card reader).

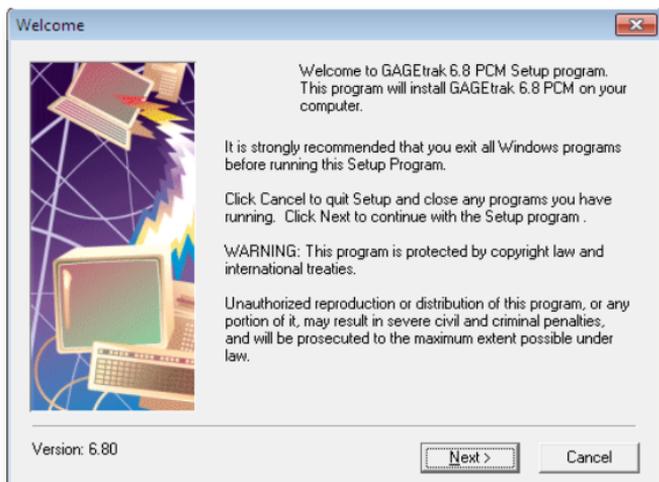
1. Click the Windows **Start** button and select the **Run** or **Search...** command.



2. Enter **D:\Setup.exe** in the **Open** field in the **Run** box or in the **Search programs and files** field in Windows 7 (the drive letter may vary depending on your system setup).



3. Once the **Welcome** screen appears, click **Next** to proceed with the installation on your Netbook PC and follow the on-screen prompts.

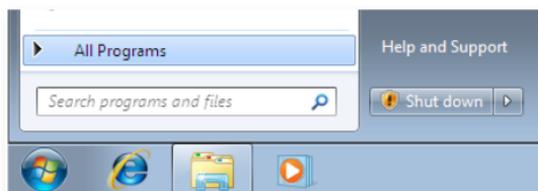


Running the GAGetrak PCM

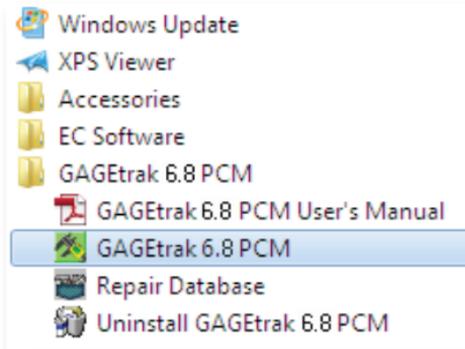
1. Click the **Start** button.



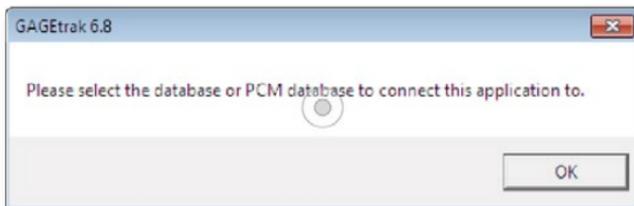
2. Select **All Programs**.



3. Locate the GAGetrak PCM Program group and then choose the GAGetrak PCM shortcut or double click the GAGetrak PCM icon that was placed on the desktop during installation.



You will always be prompted to select a database upon opening the GAGetrak PCM (unlike the full version of GAGetrak, the GAGetrak PCM was designed for portable use and does not retain database connection information from previous sessions.)

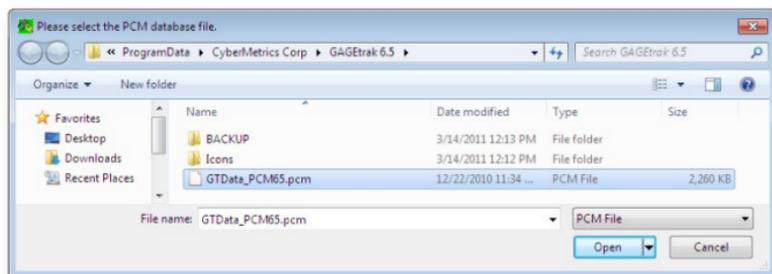


Therefore, before you can begin using the GAGetrak PCM, you will need to export your gage calibration records to a PCM database or connect the GAGetrak PCM to your live GAGetrak database over the network.

Note: Alternatively, if you just wish to view the menu and entry screens for training purposes or to trigger the application, a sample database (GTSamp_PCM65.pcm) is typically provided on the enclosed SD card as well as in the GAGetrak PCM program directory.

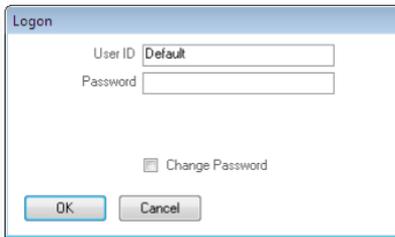
Locate the PCM database **GTData_PCM65.pcm**. Typically, you will keep this file on the SD card provided but it can also be housed in any location to which the Netbook or laptop will have access while you are working remotely i.e., the local hard drive or some other removable memory media or, as mentioned above, you may also select a live GAGetrak database location to connect to; this option will be covered later in this guide.

Once you have selected the database, click **Open**.



Logon

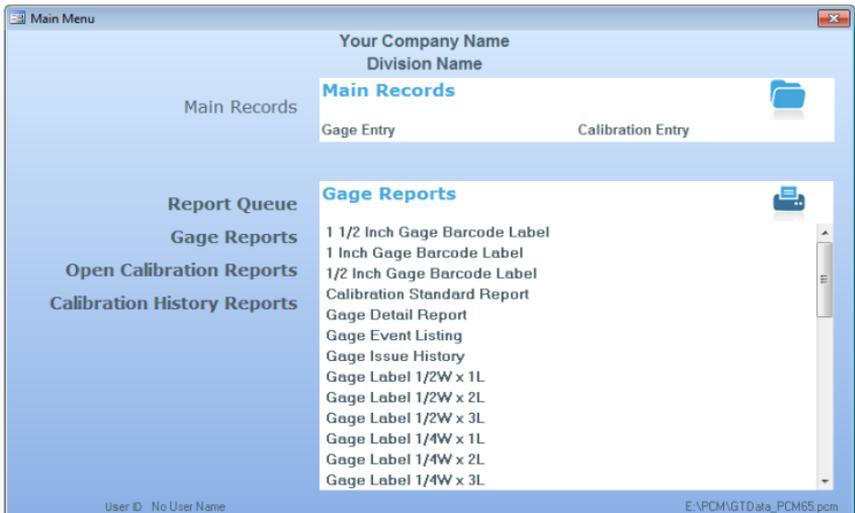
The GAGEtrak PCM requires users to log in if you have installed the Standard application and activated security through **Settings -> Security** or if you have chosen to install the 21 CFR Compliant Application (in which case security is automatically activated). The **Logon** window shown below will appear. Enter your User ID and password in the appropriate fields and then click **OK** to log in.



The screenshot shows a dialog box titled "Logon". It contains two text input fields: "User ID" with the text "Default" entered, and "Password" which is empty. Below the fields is a checkbox labeled "Change Password" which is unchecked. At the bottom of the dialog are two buttons: "OK" and "Cancel".

Main Menu

Now you can see the entire Main Menu. The PCM Main Menu provides access to the **Gage Entry** and **Calibration Entry** screens as well as access to many of the same reports that you would find in the full version of GAGEtrak. Note that the full path to the attached database file is displayed in the lower right corner. If security is enabled, the name of the active user is displayed in the lower left corner. Menu navigation will function exactly as it does in the full version.

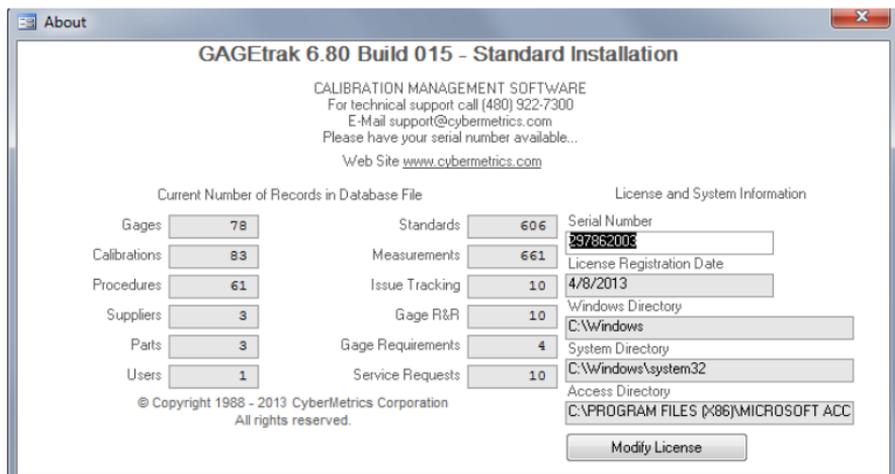


Triggering your PCM software

Now that you have connected to a populated PCM database, you will be able to access the trigger information. As is the case with the standard version of GAGetrak, your new PCM software will need to be triggered within 30 days of installation. In the upper left-hand corner of the GAGetrak window, click **Help -> About**. The **Trigger (Modify License)** information is located here.

Note: You will also need your Serial Number to successfully trigger the software.

A PCM installation that has not been triggered will have the **Modify License** button enabled and a visible expiration date:



Click the **Modify License** button. The following form will appear:



Depending on the database to which you are connected, this information may vary i.e., the **Serial Number** field may be empty or incorrect. If the information is correct, then you can use the **Get Online Trigger** button to obtain your trigger code as long as your network firewall does not block this operation and you have trigger codes remaining.

If the serial number is incorrect and you are not permitted to enter it here (the field is inactive or locked), then keep this window available so you can use the trigger page on our website to trigger your PCM software. Trigger code generation is available from our Technical Support page at www.cybermetrics.com. You will need your **Serial Number**, **Code Entry** and **Computer ID** from the **Modify License** form. If you are unable to obtain a trigger code, please contact our Technical Support group for assistance at 1-800-777-7020 or support@cybermetrics.com.

Chapter Three

Exporting & Importing Records

One of the advantages of the GAGetrak PCM is the ability to work away from a live GAGetrak database and sync data upon returning to the lab or office. If you are going to use the GAGetrak PCM in this fashion, you will need to export the gage calibration records that you will need to access while you are working remotely.

Export Records from GAGetrak to the PCM

To export your calibration information, select **Export to PDA** from the **Main Records** menu of GAGetrak.



The **Export Calibrations Filter** will appear. Select PCM from the **Device Type** drop-down list and the filter will automatically display choices appropriate for exporting to a PCM database as in Figure 2 below:

Figure 1

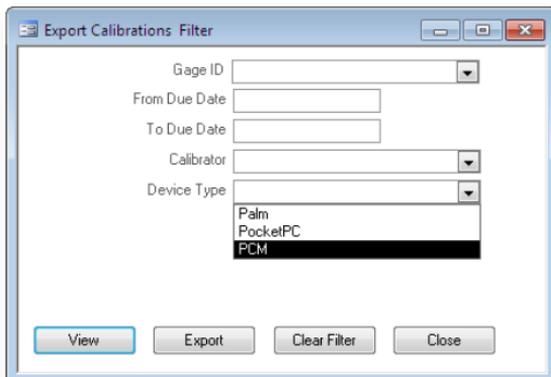
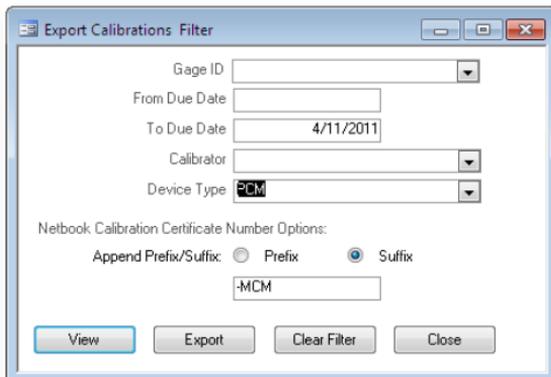


Figure 2



The filter fields and buttons are explained below:

Field/Button	Description
Gage ID	Select a Gage ID to export the calibration for that specific gage. Otherwise, leave this field blank to export all calibrations that are due.
From Due Date	If you enter a date into this field, the program will not export any gages due for calibration before that date. If you leave this field blank, you can include gages that may be past due for calibration.
To Due Date	This field defaults to today's date, but you can change it. GAGetrak won't export any gages due for calibration after this date. We recommend that you do not leave this field blank.
Calibrator	Select the person or group assigned to calibrate these gages. GAGetrak exports to the PCM only the gages assigned to this Calibrator.
Device Type	This field lets you select the type of device GAGetrak will use for the exporting or importing of calibration records.
Netbook Calibration Certificate Number Options	This option will determine if a unique prefix or suffix will be affixed on each certificate number auto-generated in the PCM database. Since you will be working away from the live GAGetrak database, this option insures that you will not have duplicate certificate numbers when the data is imported back into the system.
View	Based on the filter criteria, GAGetrak makes a list of calibrations to send to the PCM; click this button to see the list.
Export	Click this button to send the calibrations to the PCM.
Clear Filter	To remove all of the filter information, click this button.
Close	Click the Close button to return to the main menu.

To export calibration records to the PCM, you will enter data in the following two fields in **Gage Entry**:

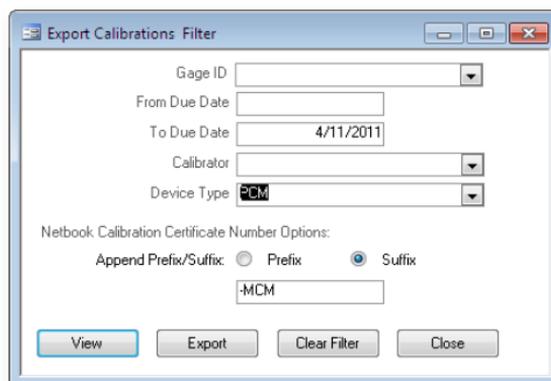
Field Name	Description
Calibrator	Assign a person or group to be responsible for calibrating this gage. The Calibrator field does not need to be selected in order to export data to the PCM, but we highly recommend that it be utilized as it can be invaluable if you have multiple people using the PCM and need to export specific records to each individual device.
Next Due Date	The program sends gages to the PCM by calibration due dates. It won't send the PCM any calibration records for a gage that does not have a Next Due Date or that does not fall within the range specified in the Export filter.

Once you have selected the desired filter criteria, we highly recommend that you preview the filter result before exporting the records. To preview the filter results simply click the **View** button located on the **Export Calibrations Filter**. You will see a table similar to the following:

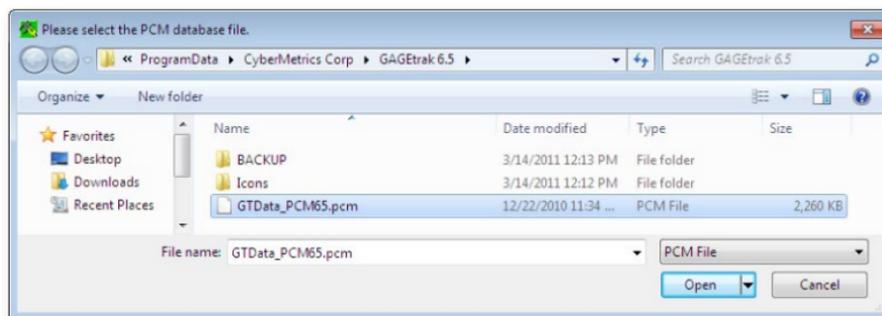
Gage ID	Gage SN	Model No	Description	Type	Storage Location	Current
002E-OMIC	9087-3456-9080	N/A	Micrometer 0-1	Outside Mic 0-1	Crib 2-Calibratio	Gagi
002F-OMIC-R	9087-3456-9080	5608-I	Micrometer 0-1	Outside Mic 0-1	Crib 2-Calibratio	Gagi
002G-OMIC	9087-3456-9080	5608-I	Micrometer 0-1	Outside Mic 1-2	Crib 2-Calibratio	Gagi
003E-DMIC	9087-3456-9080	5608-I	Depth Mic. 0-6	Depth mic 0-6	Crib 2-Calibratio	Gagi
004E-IMIC	9087-3456-9080	5608-I	Inside Mic. 2-8	Inside Mic 2-8	Crib 2-Calibratio	Gagi
005E-HMIC	9087-3456-9080	5608-I	Height Mic. 1-1	Height Mic 1-12	Crib 2-Calibratio	Gagi
006E-EROD	9087-3456-9080	5608-I	End Measuring	End Measuring	Crib 2-Calibratio	Gagi
006F-ERODM	9087-3456-9080	5608-I	End Measuring	End Measuring	Crib 2-Calibratio	Gagi
007E-VAMIC	9087-3456-9080	5608-I	V Anvil Microm	V Anvil Mic .05	Crib 2-Calibratio	Gagi
008E-STMIC	9087-3456-9080	5608-I	Screw Threads	Screw Threads	Crib 2-Calibratio	Gagi

Record: 1 of 85

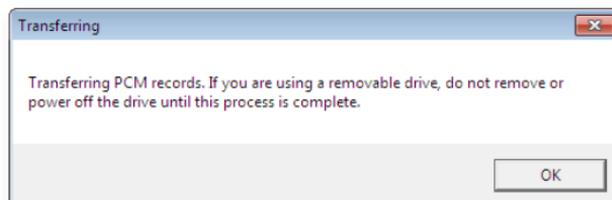
If the data is correct, you can close the preview window and click the **Export** button on the **Export Calibrations Filter**.



Locate the PCM database **GTData_PCM65.pcm**. As mentioned earlier, you will typically keep this file on the SD card provided but it can also be housed in any location to which the Netbook or laptop will have access while you are working remotely or over a network share. Once you have selected the database, click **Open**.

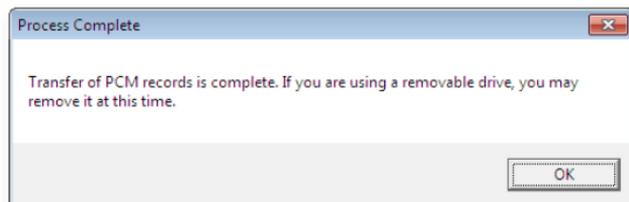


The following message will display, click **OK**:



You can monitor the progress of the transfer from the lower left-hand corner of your screen. A typical transfer will be finished in 1-2 minutes; however, some transfers may take longer depending on the size of the database, quantity of records transferred and the media speed. It is important to let the transfer finish before attempting to remove the media or disconnecting the Netbook or laptop device.

The following message will appear when the transfer is complete:



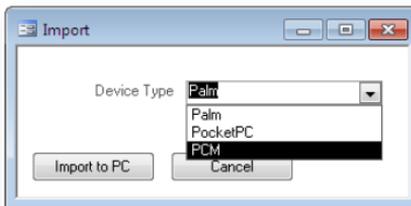
Click **OK**. Now you can remove the SD card and transfer your data onto the Netbook or laptop device running your GAGetrak PCM software.

Importing Records from the PCM to GAGetrak

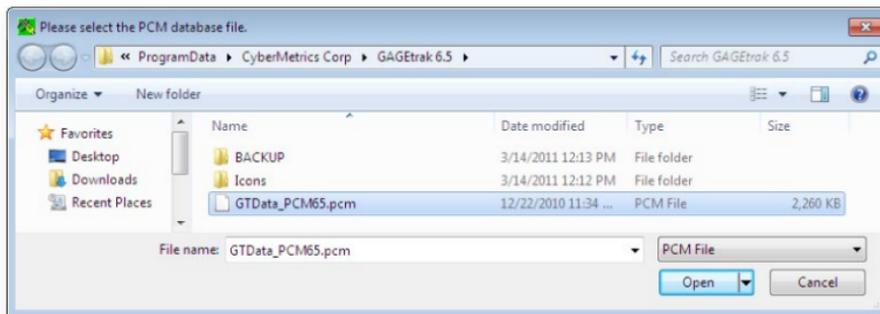
Upon returning from the field or shop floor, you will need to import the calibration data and any changes made to gage records into the live GAGetrak database. To import your calibration information, remove the SD card (or other removable memory media containing the PCM database) and insert it into the USB SD Card reader provided. If you are not using the removable media, then connect your device to the network so you will be able to browse to the PCM data file from the GAGetrak PC. Open your GAGetrak application and click the **Import from PDA** option from the **Main Records** menu.



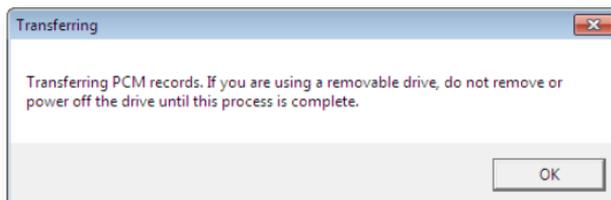
The **Import** form below will appear. Select PCM from the **Device Type** drop-down list.



As we did when exporting, locate the drive containing the PCM database file you used while working remotely. With the file selected, click **Open** (or double-click the file).

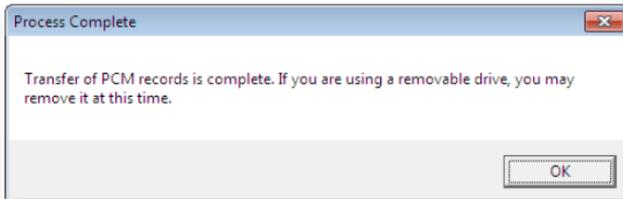


You will be prompted before the transfers begins:



Click **OK** to confirm the transfer process. You can monitor the transfer progress in the lower left-hand corner of your screen.

The transfer may take several minutes to complete; if you are using the SD or USB memory media provided, do not remove it from the PC until the transfer completion message has appeared:



Once you click **OK** in the above message, the transfer is complete and your records in the live GAGetrak database have been updated with the information that was recorded while in the field.

Chapter Four

Viewing & Editing Records

Introduction to Gage Entry in the PCM

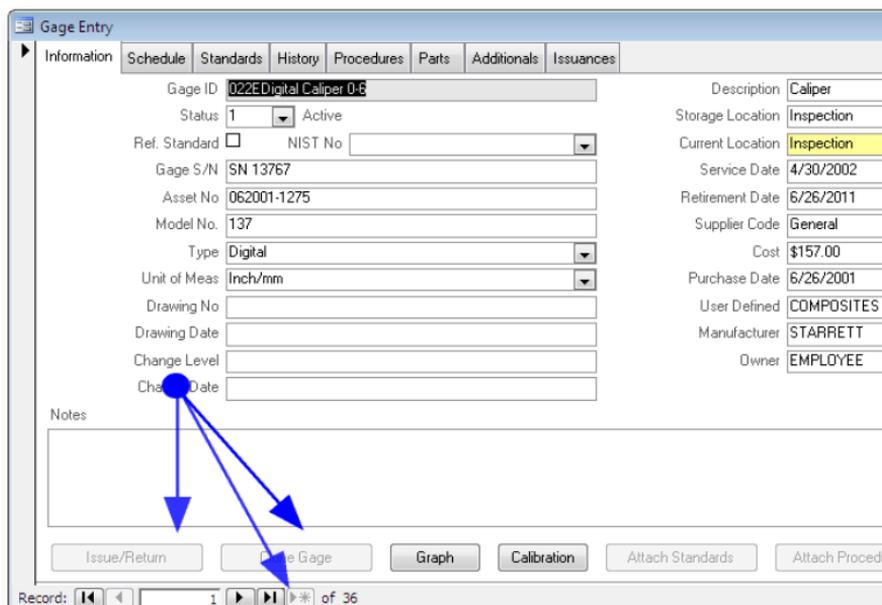
To view your gage records, select **Gage Entry** from the **Main Records** menu.

The screenshot displays the 'Gage Entry' window with the following data:

Information		Schedule	Standards	History	Procedures	Parts	Additional	Issuances		
Gage ID	022EDigital Caliper 0-6							Description	Caliper	
Status	1	Active							Storage Location	Inspection
Ref. Standard	<input type="checkbox"/>	NIST No							Current Location	Inspection
Gage S/N	SN 13767							Service Date	4/30/2002	
Asset No	062001-1275							Retirement Date	6/26/2011	
Model No.	137							Supplier Code	General	
Type	Digital							Cost	\$157.00	
Unit of Meas	Inch/mm							Purchase Date	6/26/2001	
Drawing No								User Defined	COMPOSITES	
Drawing Date								Manufacturer	STARRETT	
Change Level								Owner	EMPLOYEE	
Change Date										
Notes										
<div style="border: 1px solid gray; height: 40px;"></div>										
Issue/Return		Clone Gage		Graph		Calibration		Attach Standards		
Attach Proced.										
Record: 1 of 36										

Though the PCM is designed for portable use, you will find that record navigation and filtering function as they do in the full version of GAGEtrak. However, if you are connected to a PCM database working remotely, you will not be permitted to add new gage records to the database. Therefore, some of the options related to these functions will be disabled or unavailable when you are working on a PCM database.

Note that the **Issue/Return**, **Clone Gage** and **New Record**  buttons are disabled:



Introduction to Calibration Entry in the PCM

To enter calibration records, select **Calibration Entry** from the **Main Records** menu or click the **Calibration** button while on a selected gage within **Gage Entry**.

Calibration Entry

Calibration | Measurements | Procedures | Signature and Scans | Additional

Gage ID: 022EDigital Caliper 0-6
Status: 1 Active
Gage S/N: SN 13767
Calib Freq: 30 Days Next Due: []
Calibration Date: 11/1/2010 Time: 10:58:42 AM
Department: []
By: No User Name
Calibration Type: []
Results: []
Action Required: []
As Found Condition: In
Calibration Status: Passed
Interval Adjustment Method: None
Findings: Pass

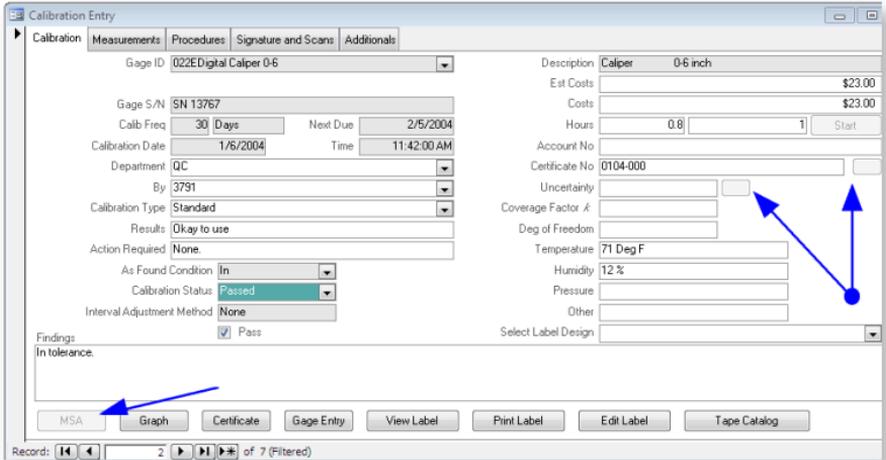
Description: Caliper
Est Costs: []
Costs: []
Hours: []
Account No: []
Certificate No: []
Uncertainty: []
Coverage Factor k : []
Deg of Freedom: []
Temperature: []
Humidity: []
Pressure: []
Other: []
Select Label Design: []

MSA | Graph | Certificate | Gage Entry | View Label | Print Label | Edit Label

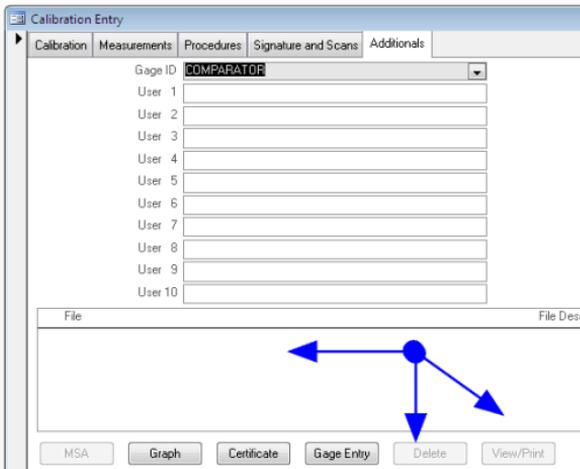
Calibration Entry in the PCM also functions much the same as in the standard version of GAGetrak; however, you are restricted from certain operations when connected to a PCM database while working remotely.

While working remotely in a PCM database, you will be able to view existing calibration history records for each gage that was exported to the PCM database but you will not be able to edit them.

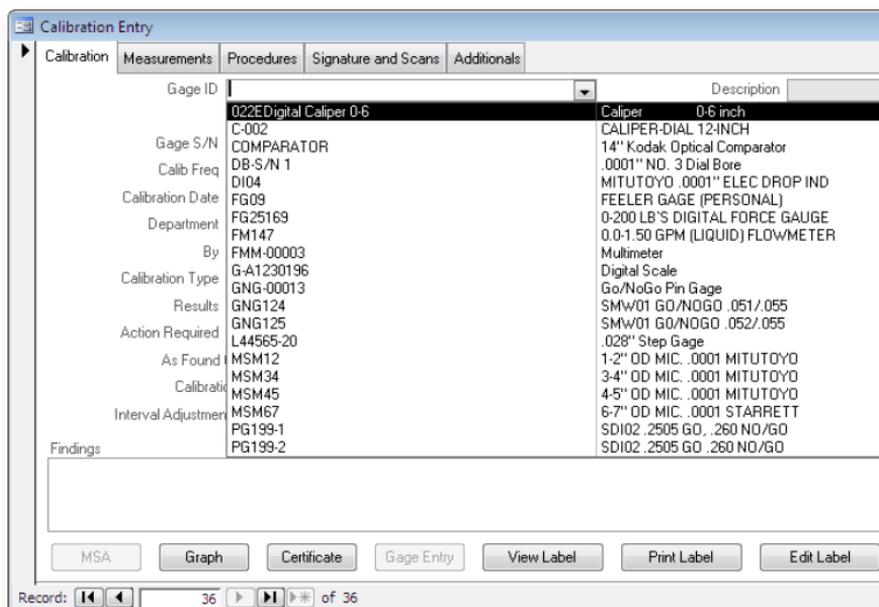
Note that many of the buttons related to editing a calibration record are disabled when connected to a remote PCM database:



Additionally, you will not be able to attach or view files for calibration records, as the system will not have access to these files or to the network while you are working remotely:



To create a new calibration record, click on the **New Record** button , then select the desired gage record from the **Gage ID** drop-down list near the top of the window. When you select the **Gage ID**, GAGEtrak automatically retrieves any standards and procedures you set up for the gage in the live database (these are carried over during the export operation).



The screenshot shows the 'Calibration Entry' window with a table of gage records. The 'Gage ID' column is selected, and the record '022EDigital Caliper 0-6' is highlighted. The table contains the following data:

Gage ID	Description
022EDigital Caliper 0-6	Caliper 0-6 inch
C-002	CALIPER-DIAL 12-INCH
Gage S/N	14" Kodak Optical Comparator
Calib Freq	.0001" NO. 3 Dial Bore
Calibration Date	MITUTOYO .0001" ELEC DROP IND
Department	FEELER GAGE (PERSONAL)
By	0-200 LB'S DIGITAL FORCE GAUGE
Calibration Type	0.0-1.50 GPM (LIQUID) FLOWMETER
Results	Multimeter
Action Required	Digital Scale
As Found	Go/NoGo Pin Gage
Calibrat	SMW01 GO/NOGO .051/.055
Interval Adjustm	SMW01 GO/NOGO .052/.055
Findings	.028" Step Gage
	1-2" OD MIC. .0001 MITUTOYO
	3-4" OD MIC. .0001 MITUTOYO
	4-5" OD MIC. .0001 MITUTOYO
	6-7" OD MIC. .0001 STARRETT
	SD102 .2505 GO .260 NO/GO
	SD102 .2505 GO .260 NO/GO

At the bottom of the window, there are buttons for 'MSA', 'Graph', 'Certificate', 'Gage Entry', 'View Label', 'Print Label', and 'Edit Label'. The status bar shows 'Record: 36 of 36'.

Once the gage information is retrieved, you may begin normal data entry operations.

Chapter Five

Connecting the PCM to a Standard GAGetrak Database

The PCM is capable of connecting to a standard GAGetrak database (we call this the live database when discussing the PCM connection). When working in this mode, there is no need to export or import the data as we covered in earlier chapters. Additionally, the PCM will also function much like the full version of GAGetrak in this mode; using a live connection, you will have access to all of your records and you will be able to add new gage records, modify existing calibration history records and attach files.

To open the live GAGetrak database, you must be connected to the network and have access to the folder or SQL server where your data is housed.

Note: To connect to a GAGetrak SQL database, you will need to set up a DSN (ODBC) connection on the Netbook or laptop device or know the SQL server name and login credentials.

Once the device is connected to the network, open the GAGetrak PCM software and wait for the database selection prompt below:



Click **OK** and the familiar **Open Database** form will appear. Use this form to browse to the GAGetrak database or to input the ODBC or DSN connection information (for GAGetrak SQL databases, see Figure 2).

Figure 1

Click the **Browse** button to locate the GAGetrak database file:

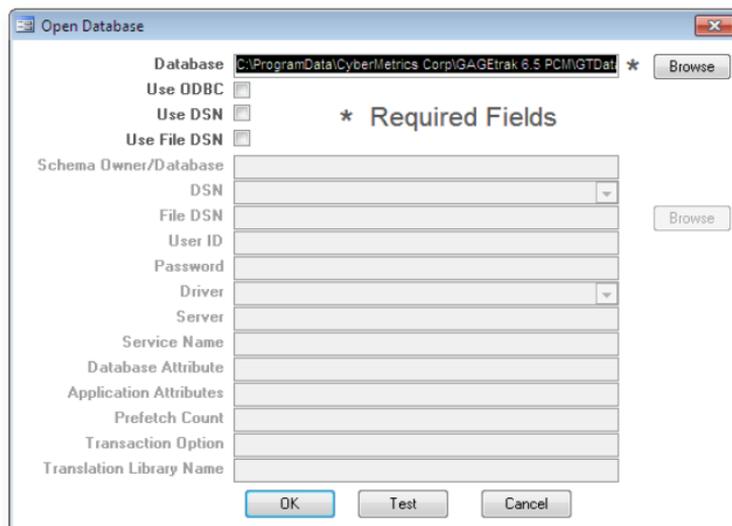


Figure 2

Enter the ODBC/DSN connection information for your GAGetrak SQL database:

Open Database

Database: C:\ProgramData\CyberMetrics Corp\GAGetrak 6.5\GTData65.n

Use ODBC

Use DSN

Use File DSN

*** Required Fields**

Schema Owner/Database: GAGETRAK65 *

DSN: GAGETRAK65 *

User ID: GTLOGIN *

Password: ***** *

Driver: [Dropdown]

Server: [Text]

Service Name: [Text]

Database Attribute: [Text]

Application Attributes: [Text]

Prefetch Count: [Text]

Transaction Option: [Text]

Translation Library Name: [Text]

OK Test Cancel

Once the database connection is complete, verify that the path is correct in the lower-right hand corner of the GAGetrak PCM Main Menu.

Gage Label 1/2W x 1L

Gage Label 1/2W x 2L

Gage Label 1/2W x 3L

Gage Label 1/4W x 1L

Gage Label 1/4W x 2L

User ID: No User Name

C:\ProgramData\CyberMetrics Corp\GAGetrak 6.5\GTData65.mdb

If the connection path is correct, you can begin accessing your records and resume normal data entry.

When you are connected to a standard GAGetrak database, the **Clone** and **New Record** buttons will be available, allowing you to enter or clone new gage records, modify existing calibration histories or add document attachments.

Gage Entry

Information Schedule Standards History Procedures Parts Additional Issuances

Gage ID: 0001-MIC-RED Description: Outside Microm
Status: 1 Active Storage Location: Gage Crib 2-3
Ref. Standard: NIST No: Current Location: Gage Crib 2-3 (f
Gage S/N: 000002359 Service Date:
Asset No: Retirement Date:
Model No: Supplier Code:
Type: Outside Micrometer 0-1.0001 Cost: \$0.00
Unit of Meas: 0.0001 Inch Purchase Date:
Drawing No: User Defined:
Drawing Date: Manufacturer:
Change Level: Owner:
Change Date:

Notes

Issue/Return Clone Gage Graph Calibration Attach Standards Attach Proced

Record: 1 of 102

Note: Because the GAGetrak PCM is a portable version of our GAGetrak software, data entry is limited to the Gage Entry and Calibration Entry screens. Therefore, even when connected to a standard GAGetrak database, you will not have access to MSA studies, Issue/Return records, Kitting or any other features that can be used within the full version of the software.

For further information about gage record entry and calibration record entry, please refer to your GAGetrak User Manual located on your GAGetrak product CD.

Chapter Six

Conclusion

We hope that you are now more familiar with the Portable Calibration Module and that this introductory guide will help you get started using your new GAGEtrak PCM. We are confident this product will save you time by eliminating the tedious duplication of effort typically associated with printed calibration work orders or re-entering data collected from the field.

If you have any questions about your software, please contact CyberMetrics Technical Support at 1-800-777-7020 or support@cybermetrics.com.



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Portable Calibration Solution

You've already taken the first step with the Portable Calibration Module; now it's time to take advantage of the entire Portable Calibration Solution with these exciting new add-on products!

Purchase a Netbook to view calibration procedures and gage and calibration data and generate calibration-related reports, calibration certificates and failure notifications.

Choose either of the portable printers to print durable calibration and bar-coded labels in the field directly from GAGetrak.

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