GageList User Manual

Cloud Calibration
Management System

GageList.com

Copyright 2012 Espresso Moon LLC
All Rights Reserved
http://espressomoon.com

Section I: Document Revision History

Revision	Date Revised	Comments
0	10 April 2012	Original issue.
1	23 April 2012	Updated to reflect updated Login process.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section II: Table of Contents

Section I: Document Revision History 2
Section II: Table of Contents 3
Section III: Table of Figures 4
Section IV: GageList Team 6
Section V: Typical Conventions 7
Section 1: Workflow 8
Section 2: Sign In to GageList 9
Section 3: Navigation 10
Section 4: Setup GageList 11
Section 5: Adding Test Equipment Records 18
Section 6: Editing Test Equipment Records 25
Section 7: Deleting Test Equipment Records 26
Section 8: Calibrating Test Equipment 28
Section 9: Editing Calibration Records 35
Section 10: Deleting Calibration Records 36
Section 11: Certificates of Calibration 38
Section 12: Report and Data Export 39
Section 13: Getting Help 41

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section III: Table of Figures

Figure 1: GageList Workflow 8
Figure 2: Access GageList Button 9
Figure 3: Account Login 9
Figure 4: GageList Control Panel 9
Figure 5: GageList Navigation 10
Figure 6: GageList Setup 11
Figure 7: Type Selection Setup 12
Figure 8: Interval Selection Setup 12
Figure 9: Interval Selection Warning 13
Figure 10: Calibration Environment Selection Setup 13
Figure 11: Types of Measurement Selection Setup 13
Figure 12: Default Unit of Measure Selection Setup 14
Figure 13: Condition Acquired/Received Selection Setup 14
Figure 14: Location Selection Setup 15
Figure 15: Calibration Instruction Selection Setup 15
Figure 16: Equipment Status Selection Setup 16
Figure 17: Equipment Assignees Selection Setup 16
Figure 18: Notification Settings 17
Figure 19: Add Equipment 18
Figure 20: Test Equipment Status 18
Figure 21: Test Equipment Information 19
Figure 22: Test Equipment Assignment 20
Figure 23: Calibration Information 21
Figure 24: Scheduled Interval 21
Figure 25: Calibration Test Template 22
Figure 26: Calibration Test Template Table 22
Figure 27: Calibration Test Template Table Populated 23
Figure 28: Calibration History 23
Figure 29: Record History 24
Figure 30: Edit Test Equipment Record 25
Figure 31: Delete Test Equipment from View 26
Figure 32: Delete Warning 26
Figure 33: Delete Test Equipment from Form 27
Figure 34: Delete Warning 27
Figure 35: Add Calibration from Test Equipment Record 28
Figure 36: Calibration Status 28
Figure 37: Test Equipment Information 29
Figure 38: Test Equipment Location and Assignment 30
Figure 39: Calibration Intervals 30

Copyright 2012 Espresso Moon LLC All Rights Reserved

Figure 40: External Calibration Test 30
Figure 41: Internal Calibration Test 31
Figure 42: Internal Calibration Test and Table 31
Figure 43: Internal Calibration Test with Template Applied 32
Figure 44: Adjustments and Repairs 33
Figure 45: Test Equipment Pass or Fail 33
Figure 46: Calibration Review and Approval 34
Figure 47: Edit Calibration Record 35
Figure 48: Delete Calibration Record from View 36
Figure 49: Delete Warning 36
Figure 50: Delete Calibration Record from Form 37
Figure 51: Delete Warning 37
Figure 52: Creating Certificates of Calibration 38
Figure 53: Reports and Data Export 39
Figure 54: Reports 39
Figure 55: Send Suggestions 39
Figure 56: Export Data 39
Figure 57: Customer Support Link 41
Figure 58: Customer Support Ticket 41

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section IV: GageList Team

Project Manager	**Douglas Wheeler**
Development Manager	**Chinh Tran**
Principle Developer	**Tri Pham**
Technical Writer	**Kara French**
Logo Design	**Andreea Slobodeanu**
Advisors	**Stanley Wheeler**
	Brian Mackley
	Stephen Amodio
	Dwayne Bosse

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section V: Typical Conventions

Formatting Convention	Type of Information	Example
Bold	Selected objects, menu options and buttons	Go to **Open Actions** view.
Italics	Used to: emphasize the importance of a point, introduce a term or designate a placeholder to be replaced with a real name or value.	The system supports the so called *wildcard character* search
Blue Underline	The names of hyperlinks and network directories.	The license file is located in the http://docs/common/licenses directory.
Bold Italics	Input fields are labeled in bold italics.	Enter the serial number in the ***Unique ID*** field.
Underline	Names of objects such as pages, views, forms, sections and reports.	Use Setup to configure the software selections.
Yellow Highlight	A notes, sidebars and important information.	**NOTE** Only Administrators may use this feature.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section 1: Workflow

This flowchart provides the general workflow and main features of GageList.

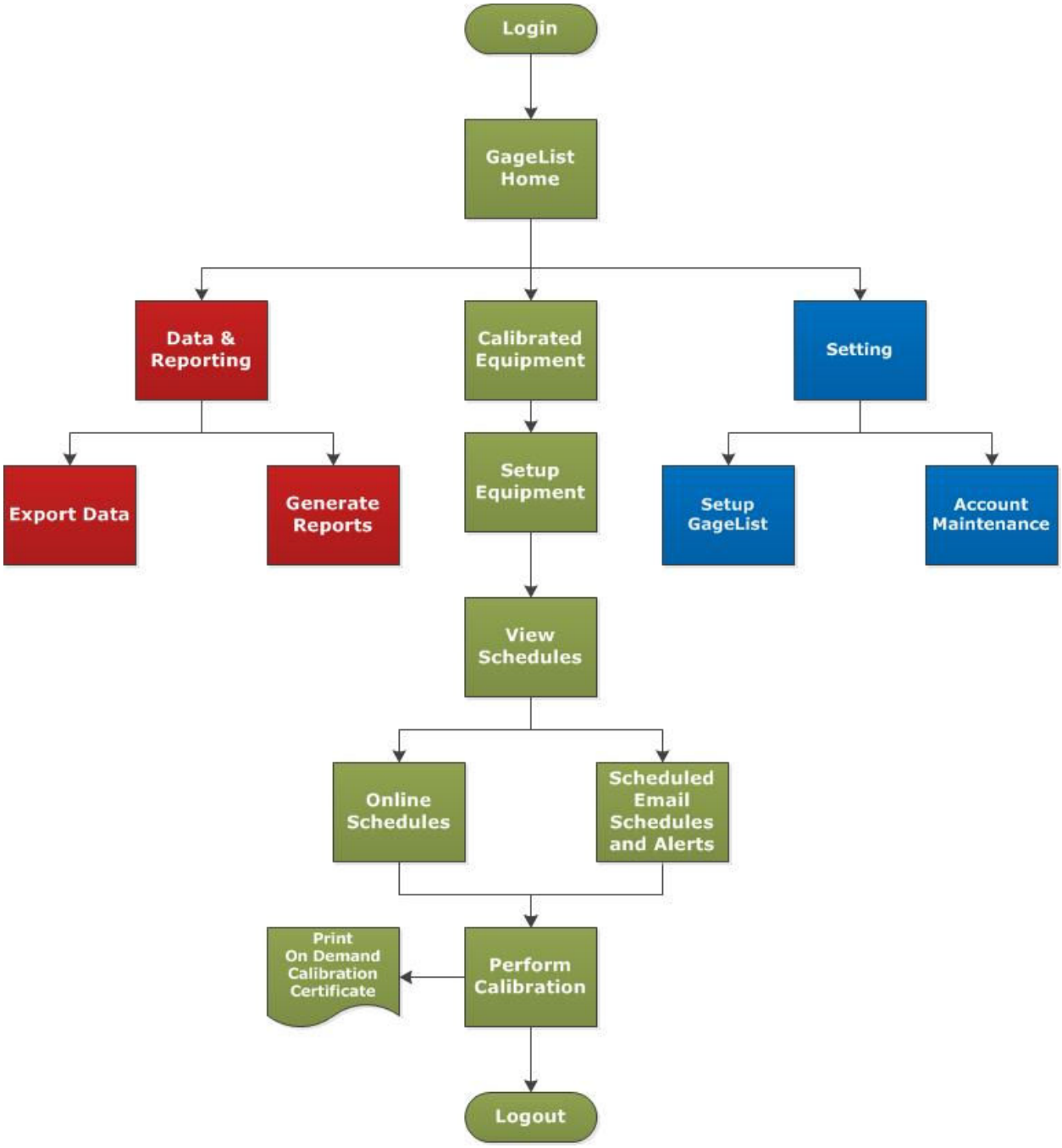


Figure 1: GageList Workflow

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section 2: Sign In to GageList

Start from http://gagelist.com and select **Access GageList**.

Figure 2: Access GageList Button

A new page will open.

Figure 3: Account Login

Enter the email address used to register this account in the ***Email Address*** field and enter the password associated with this account in the ***Password*** field. Then select the **Login** button.

The user will now be taken to the Control Panel.

To begin, look for the GageList icon. If you do not see the GageList icon it means that GageList has not been added to the account. It can be added by an Administrator using Subscription Management.

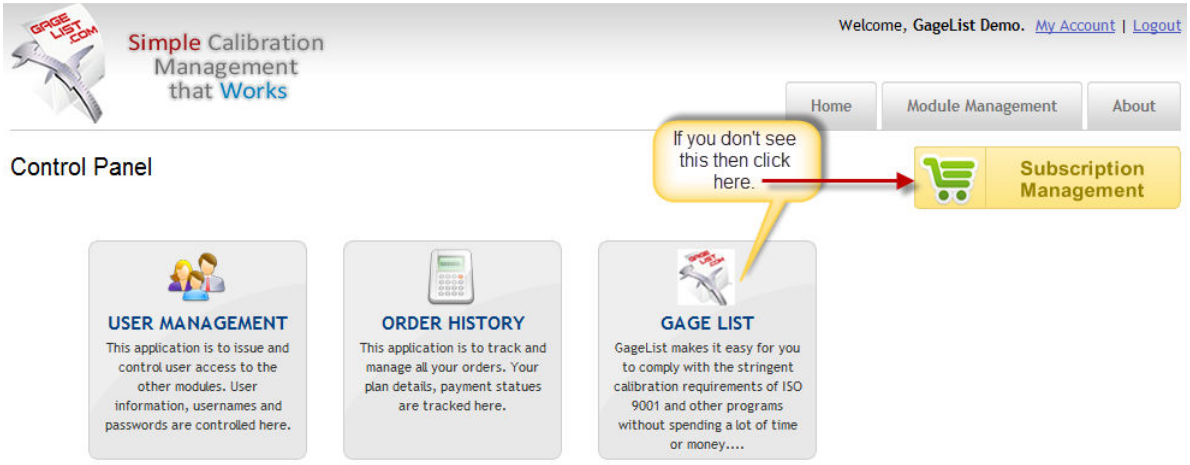


Figure 4: GageList Control Panel

Select the **GageList** icon to enter GageList.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section 3: Navigation

The menu is located on the left-hand side of most GageList pages. Use this menu to open views and pages in the content area.

Figure 5: GageList Navigation

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section 4: Setup GageList

GageList may be customized to fit each users' specific needs. The following settings may be configured. Changing a setting does not change your existing GageList Test Equipment and Calibration Records. However, it does change the options available to the users from within the forms.

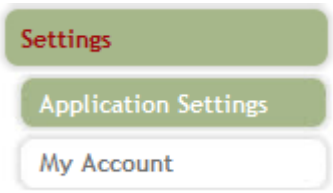


Figure 6: GageList Setup

Open the Application Settings page using the **Applications Settings** button under the Settings section.

NOTE
Only users with Administrator access will be able to modify Application Settings.

General Setting Fields

- ***Type (Equipment Type)***
- ***Interval***
- ***Calibration Environment***
- ***Type of Measurement***
- ***Default Unit of Measure***
- ***Condition Acquired/Received***
- ***Location***
- ***Calibration Instructions***
- ***Equipment Status***
- ***Equipment Assignees***

Copyright 2012 Espresso Moon LLC All Rights Reserved

Notification Settings

- ***Notification Day(s)***
- ***Report to Send***
- ***Include Overdue***
- ***Distributions***
- ***Email Subject***

Changing General Settings

Type (Equipment Type)

Figure 7: Type Selection Setup

Type is used to set the available Types of Equipment that may be selected in the Test Equipment form.

The default list includes many types of testing and measurement equipment, but most will not require a list this long. Companies with a fairly static list of types of testing and measurement equipment can select only those items they need.

Use Restore Default Values to restore this field back to the GageList defaults.

Interval

Figure 8: Interval Selection Setup

Interval is used to set the form selection options to identify when test equipment must be calibrated.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Most companies use these defaults.

Some values, such as "*Scheduled*" must always be available to ensure some features, such as email notifications, work correctly. If a user tries to delete one of these, GageList will notify them. Just add the quoted term back into the selection or select **Cancel** to leave the page without saving changes.

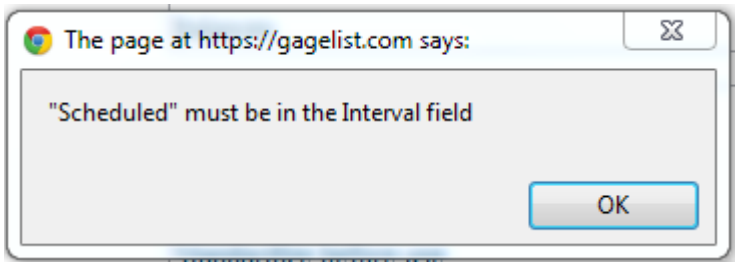


Figure 9: Interval Selection Warning

Calibration Environment

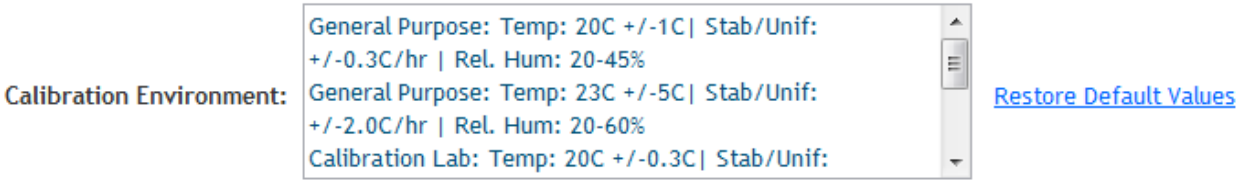


Figure 10: Calibration Environment Selection Setup

Calibration Environment sets the selections for types of calibration environments used.

These values vary from company to company. Entries may wrap to the next line. Use a carriage return (i.e., enter key) to separate one entry from the next.

Use Restore Default Values to restore this field back to the GageList defaults.

Type of Measurement

Figure 11: Types of Measurement Selection Setup

Copyright 2012 Espresso Moon LLC All Rights Reserved

Types of Measurements is used to set the selections for the measurement types used. The default list is extensive and includes what most companies need. Most companies remove values they do not require.

Use Restore Default Values to restore this field back to the GageList defaults.

Default Unit of Measure

Figure 12: Default Unit of Measure Selection Setup

Default Unit of Measure is used to set the selection for the available measurement units.

Remember to enter both Metric and Customary units if your test equipment uses both.

Use Restore Default Values to restore this field back to the GageList defaults.

Condition Acquired/Received

Figure 13: Condition Acquired/Received Selection Setup

Condition Acquired/Received is used to set the selections for these form values in both the Test Equipment and Calibration Record forms.

Most companies use the default values, but may add additional values such as "*Damaged*" for more resolution.

Use Restore Default Values to restore this field back to the GageList defaults.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Location

Figure 14: Location Selection Setup

Location is used to set the selections for where test equipment may be used or stored.

This may be a person, department, room, cabinet, shift or any reference to clearly identify where test equipment may be kept. Many companies use department and shift, such as "Quality Lab – 1st Shift".

Use Restore Default Values to restore this field back to the GageList defaults.

Calibration Instructions

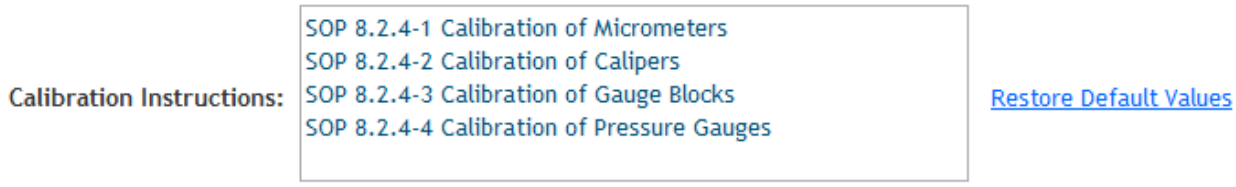


Figure 15: Calibration Instruction Selection Setup

Calibration Instructions provides a list of the available work instructions, procedures, and industry codes, that may be selected as the work instruction for the calibration of this test equipment. Some companies include the clause "In accordance with the manufacturer's instructions" as an option.

Use Restore Default Values to restore this field back to the GageList defaults.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Equipment Status

Figure 16: Equipment Status Selection Setup

Equipment Status is used to change the options for identifying Test Equipment as in use or out of use.

It is recommended for most companies to keep these values. Some of these values may not be changed.

Use Restore Default Values to restore this field back to the GageList defaults.

Equipment Assignees

Figure 17: Equipment Assignees Selection Setup

Equipment Assignees is used to create a list of individuals by name, job title or other designation that test equipment may be assigned to using selection menus in the Test Equipment form.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Changing Notification Settings

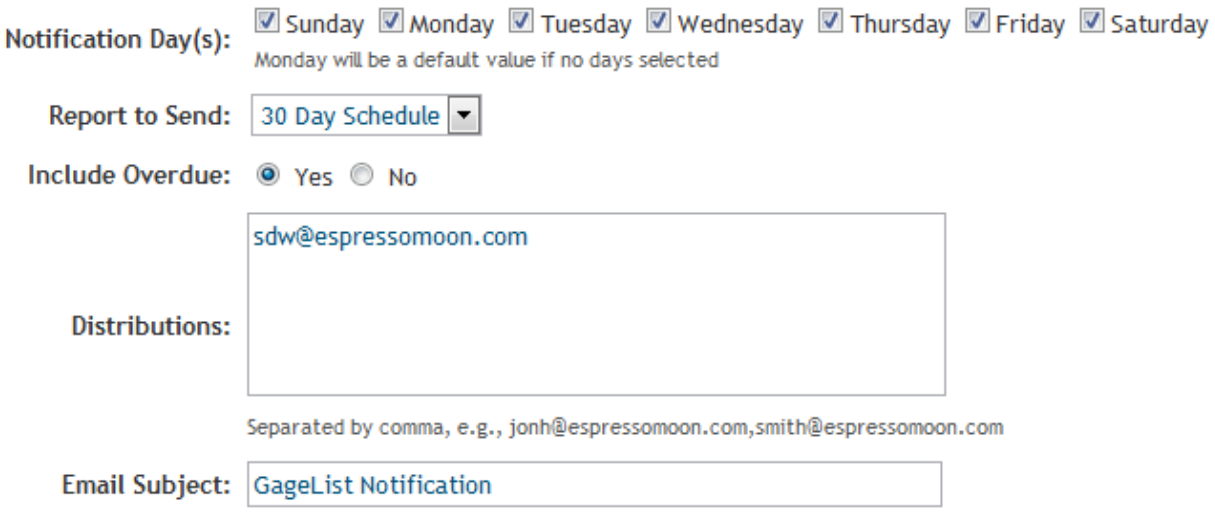


Figure 18: Notification Settings

Notification Settings are used to configure the automated email notification system.

Use ***Notification Day(s)*** to select the days of the week notifications are to be sent.

Use ***Report to Send*** to select which schedule report to send in the email.

Use ***Include Overdue*** to select whether or not test equipment overdue for calibration should be included in the report. (Almost always "yes).

Use ***Distributions*** to create a distribution list for individuals who will receive the reports.

Use ***Email Subject*** to change the subject line for the email messages.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section 5: Adding Test Equipment Records

Adding Test Equipment

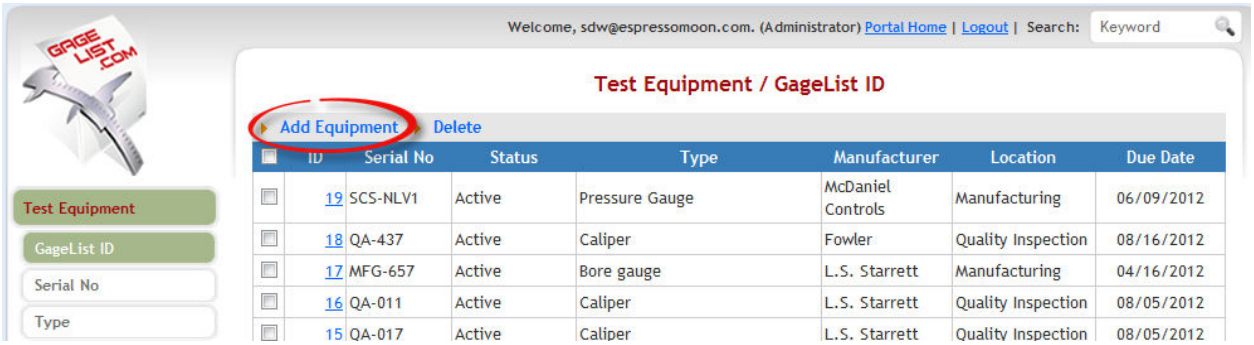


Figure 19: Add Equipment

To add a Test Equipment record, open the GageList ID view and select **Add Equipment**. This will open blank Test Equipment form.

NOTE
Users with Reader Access are not permitted to add Test Equipment records. User access may be changed by the primary user of this account in the Control Panel.

Test Equipment Status

Figure 20: Test Equipment Status

The ***Status*** field is used to indicate the current status of the Test Equipment. This field may be changed in this form or may be changed when a calibration record is created for this equipment. These values may be modified in Application Setup.

Last Calibration indicates when the last calibration was completed for this Test Equipment. This field is updated when a Calibration Record is created.

Next Calibration Due indicates when the next calibration is due for this Test Equipment.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Test Equipment Information

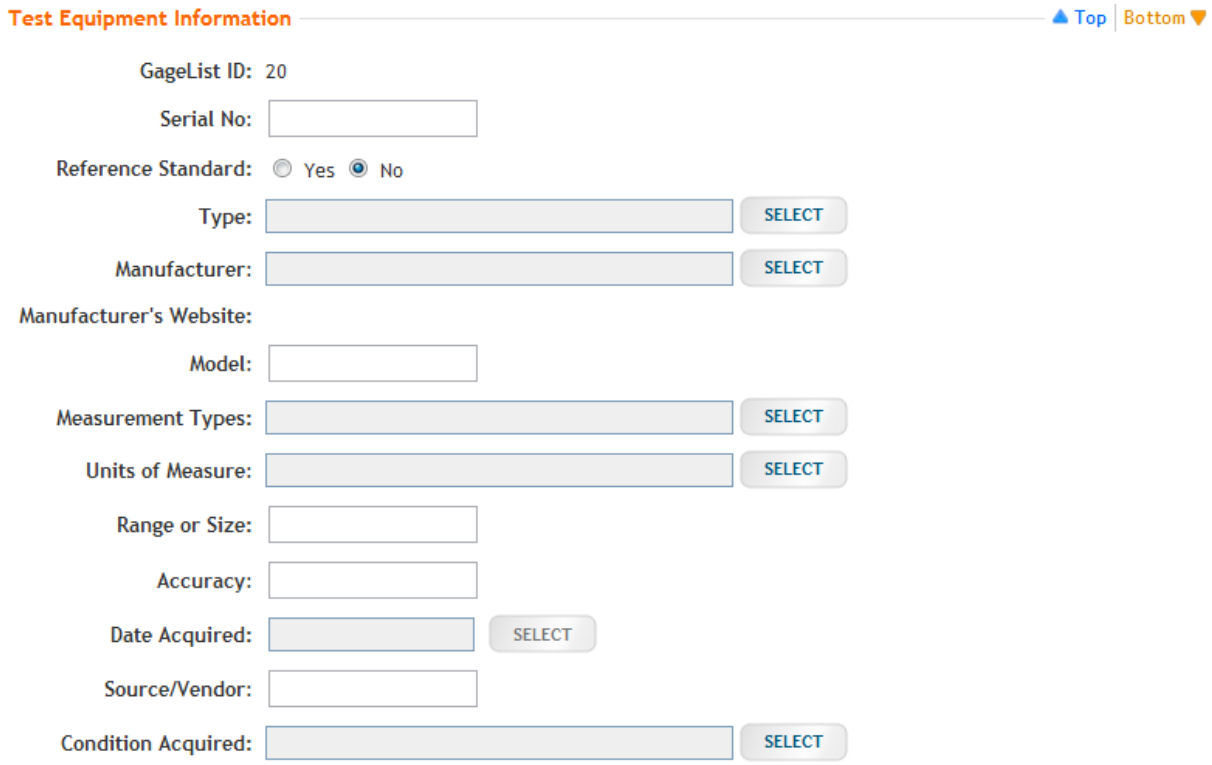


Figure 21: Test Equipment Information

The ***GageList ID*** is a unique system-generated identification number for this Test Equipment.

The ***Serial Number*** field is used to identify the serial number or other unique identification used by the company to identify this Test Equipment. This serial number must be unique.

Use ***Type*** to identify the type of test equipment. These selection values may be modified in Application Setup.

Use ***Manufacturer*** to identify the company that made this Test Equipment. GageList includes many manufactures. If the manufacturer is not listed, please notify customer support so that we may add it.

When a manufacturer is selected, the manufacture's website will be listed in the ***Manufacturer Website*** automatically (if this data is available)

Enter the Test Equipment model in the ***Model*** field.

Use ***Measurement Types*** to indicate what types of measurements the Test Equipment is capable of performing. For example, a caliper would have a measurement type of "length". These selection values may be changed in Application Setup.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Use ***Unit of Measure*** to indicate what units the Test Equipment is capable of measuring in. For example, a caliper may have units of “inch” and “mm”. These selection values may be changed in Application Setup.

Use ***Range or Size*** to indicate the measurement range of the Test Equipment. For example a typical 6 inch digital caliper may have a range of “0 – 6 inches”.

Use ***Accuracy*** to indicate the allowable accuracy for the Test Equipment. For example, a caliper may have an allowable accuracy of “+/- 0.001 inches”.

Use ***Date Acquired*** to indicate the date the Test Equipment was purchased or initially made available.

Use ***Source/Vendor*** to indicate where the Test Equipment was initially obtained from such as a vendor or transfer from another division.

Use ***Condition Acquired*** to indicate the initial condition of the equipment when received from the Source/Vendor. These selection values may be changed in Application Setup.

Test Equipment Assignment

Figure 22: Test Equipment Assignment

Use ***Location*** to identify the current assigned location of the equipment. This is usually the place or department the equipment is normally stored. These selection values may be changed in Application Setup.

Use ***Assigned To*** to identify the individual or job title of the person responsible for the care of the equipment. These selection values may be changed in Application Setup.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Calibration Information

Figure 23: Calibration Information

Use ***Interval*** to identify when the Test Equipment requires calibration. If, "*Scheduled*" is selected, then indicate the interval period by selecting the choices of Years, Months and Days. For example, if a caliper has a 6 month calibration interval, then first select "*Scheduled*" as the ***Interval*** and then select "6" as the ***Months***. These selection values may be changed in Application Setup.

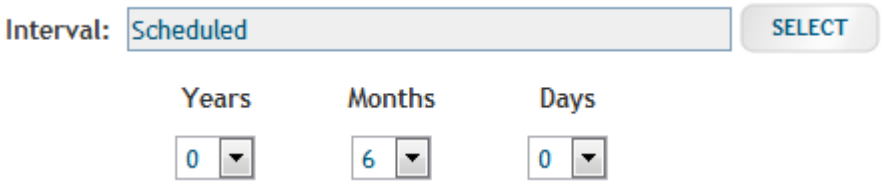


Figure 24: Scheduled Interval

NOTE
Only *Scheduled* equipment will be automatically included in the planning and scheduling features of GageList.

Use ***Environment*** to indicate the environmental conditions under which the Test Equipment must be calibrated under. These selection values may be changed in Application Setup.

Use ***Instructions*** to indicate the work instructions, specifications or other documents that the equipment is to be calibrated to. These selection values may be changed in Application Setup.

Use ***Other Information*** to include any additional information that may be useful.

Calibration Test Template

Copyright 2012 Espresso Moon LLC All Rights Reserved

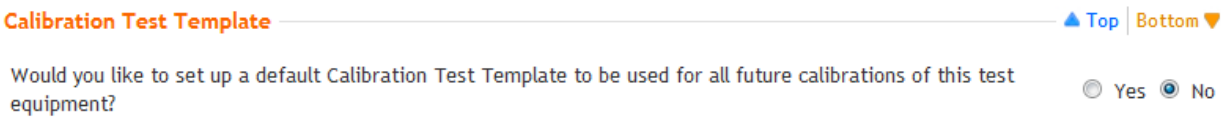


Figure 25: Calibration Test Template

This information is optional and typically only used by companies who perform internal calibration or have special requirements for calibration or calibration data. If this is the case, select "*No*".

If calibration data is required and the same calibration tests are performed on this Test Equipment during calibration, it may be useful to create a Calibration Test Template. This template will be available each time the equipment is calibrated.

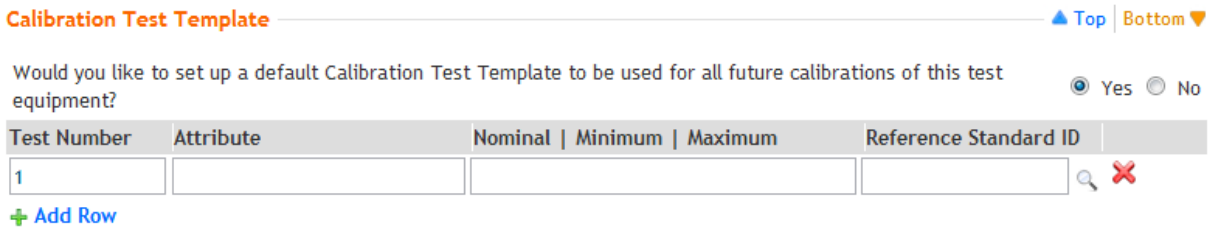


Figure 26: Calibration Test Template Table

To create a template, first select "*Yes*" to reveal the Calibration Test Template. Then select **Add Row** to add the first row. Populate the row and add additional rows as needed.

Test Number is the sequential order of the test.

Attribute is the test performed.

Nominal | Minimum | Maximum identifies the expected value and the acceptable range when measuring for the **Attribute**.

Reference Standard ID can be used to indicate a common reference standard, such as a set of Gauge Blocks that is typically used to measure this ***Attribute***.

NOTE
These values may be changed during calibration.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Here is an example of a Test Calibration Template for a 10,000 psi pressure gauge.

Calibration Test Template ▲ Top | Bottom ▼

Would you like to set up a default Calibration Test Template to be used for all future calibrations of this test equipment? ◉ Yes ○ No

Test Number	Attribute	Nominal | Minimum | Maximum	Reference Standard ID
1	0 psi	0 | 0 | 0	DWeightMst-001
2	2500 psi	2500 | 2450 | 2550	DWeightMst-001
3	5000 psi	5000 | 4950 | 5050	DWeightMst-001
4	7500 psi	7500 | 7450 | 7550	DWeightMst-001
5	10000 psi	10000 | 9950 | 10050	DWeightMst-001
6	7500 descending psi	7500 | 7450 | 7550	DWeightMst-001
7	5000 descending psi	5000 | 4950 | 5050	DWeightMst-001
8	2500 descending psi	2500 | 2450 | 2550	DWeightMst-001
9	0 descending psi	0 | 0 | 0	DWeightMst-001

+ Add Row

Figure 27: Calibration Test Template Table Populated

Calibration History

Calibration History ▲ Top | Bottom ▼

Calibration Date	Results	Start Status	Finish Status	Next calibration scheduled on completion
03/24/2012	Adjustments Required? Yes Repairs Required? No This Test Equipment Falls within Specifications? Yes	Active	Active	06/24/2012 Show
04/01/2012	Adjustments Required? No Repairs Required? No This Test Equipment Falls within Specifications? Yes	Active	Active	07/01/2012 Show

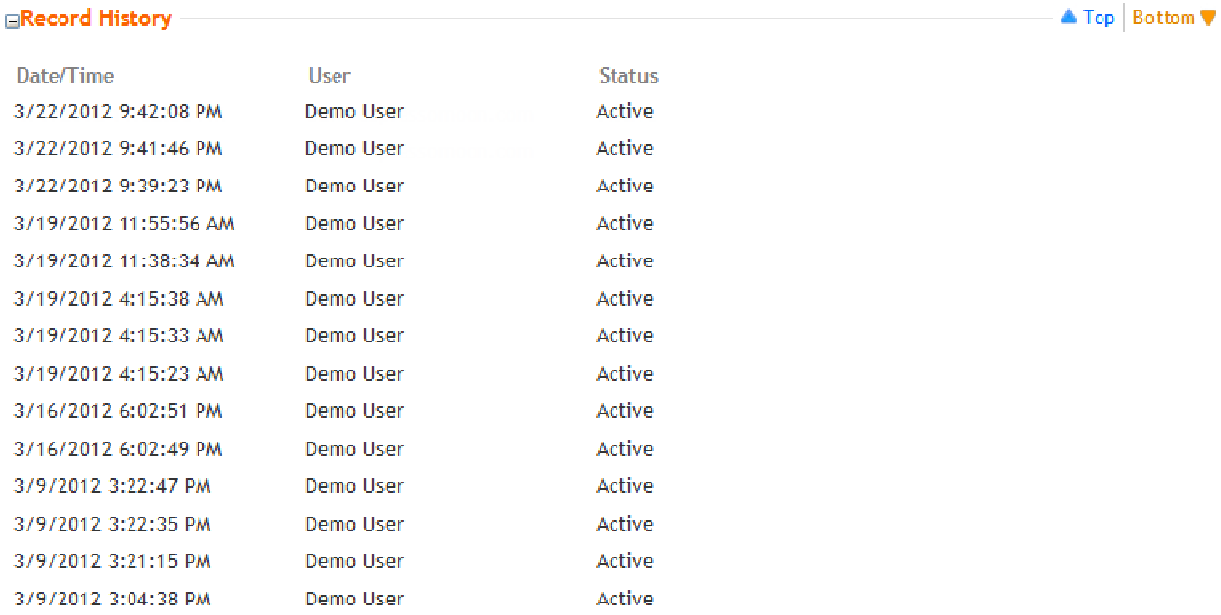
Figure 28: Calibration History

Calibration History provides an ongoing list of all calibration records in GageList for this Test Equipment.

Use the "**+**" to expand the section and "**-**" to collapse the section.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Record History



Date/Time	User	Status
3/22/2012 9:42:08 PM	Demo User	Active
3/22/2012 9:41:46 PM	Demo User	Active
3/22/2012 9:39:23 PM	Demo User	Active
3/19/2012 11:55:56 AM	Demo User	Active
3/19/2012 11:38:34 AM	Demo User	Active
3/19/2012 4:15:38 AM	Demo User	Active
3/19/2012 4:15:33 AM	Demo User	Active
3/19/2012 4:15:23 AM	Demo User	Active
3/16/2012 6:02:51 PM	Demo User	Active
3/16/2012 6:02:49 PM	Demo User	Active
3/9/2012 3:22:47 PM	Demo User	Active
3/9/2012 3:22:35 PM	Demo User	Active
3/9/2012 3:21:15 PM	Demo User	Active
3/9/2012 3:04:38 PM	Demo User	Active

Figure 29: Record History

Each time this form is saved this Record History is updated. This information is useful to audit when and who last changed a record.

Use the "**+**" to expand the section and "**-**" to collapse the section.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section 6: Editing Test Equipment Records

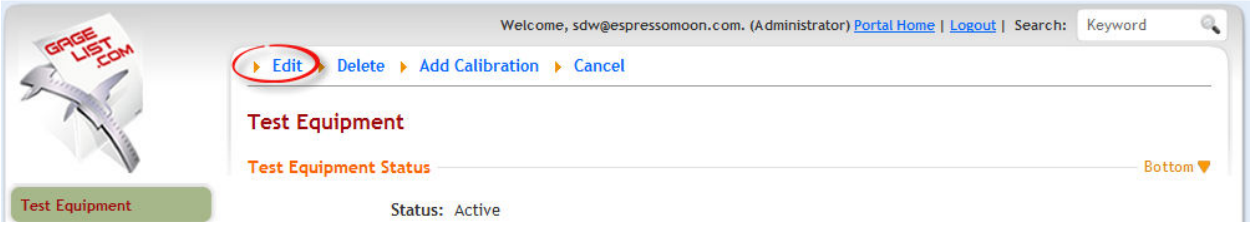


Figure 30: Edit Test Equipment Record

Select **Edit** from within the Test Equipment record to put the document in edit mode.

NOTE
Users with Reader Access are not permitted to edit records. User access may be changed by the primary user of this account in the Control Panel.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section 7: Deleting Test Equipment Records

About Deleting Test Records

There are two places where test equipment may be deleted from the system. These are: an equipment view or from within the Test Equipment form.

NOTE
Users with Reader Access are not permitted to delete records. User access may be changed by the primary user of this account in the Control Panel.

Deleting from a view

From the view, first select one or more records to be deleted. Then select **Delete**.

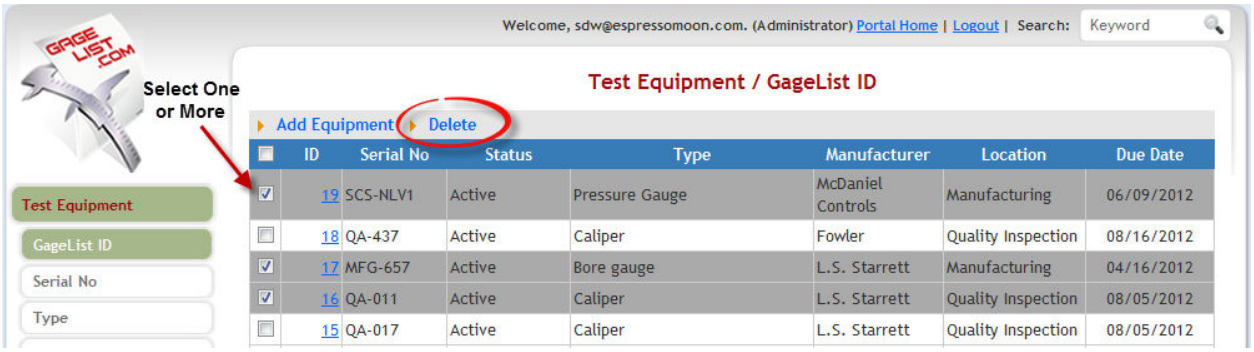


Figure 31: Delete Test Equipment from View

A warning will appear notifying the user that the action will delete both the selected Test Equipment records and all associated Calibration Records. Select **OK** to delete the Test Equipment record and all related Calibration Records. Select **Cancel** to stop the operation without deleting any records.

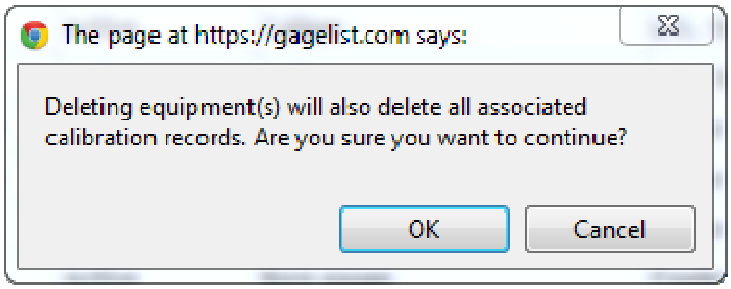


Figure 32: Delete Warning

Copyright 2012 Espresso Moon LLC All Rights Reserved

Deleting from a Test Equipment Records

It is also possible to delete Test Equipment records from within the form. Select **Delete** when viewing a Test Equipment record.

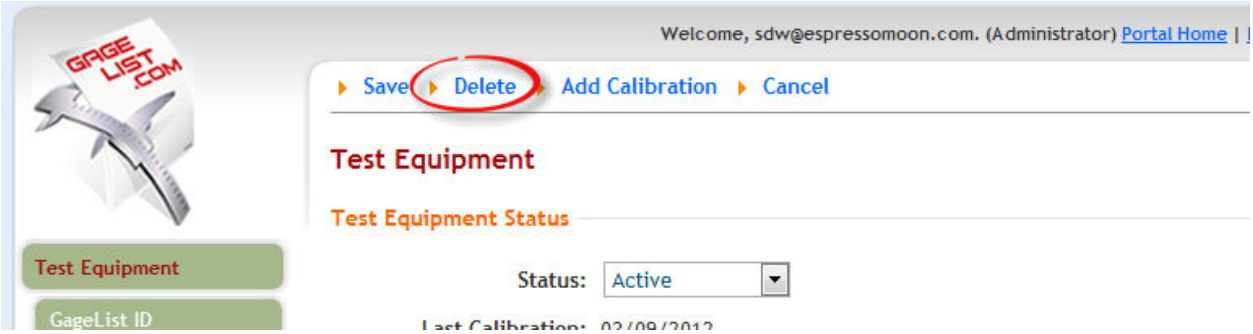


Figure 33: Delete Test Equipment from Form

A warning will appear notifying the user that the action will delete both the selected Test Equipment records and all associated Calibration Records. Select **OK** to delete the Test Equipment record and all related Calibration Records. Select **Cancel** to stop the operation without deleting any records.

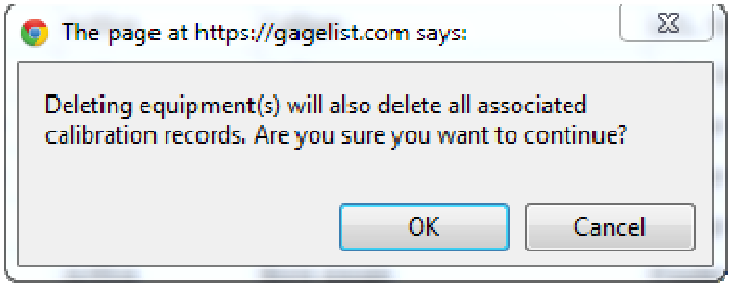


Figure 34: Delete Warning

Instead of deleting Test Equipment consider setting the status to "*Inactive*". This will flag the test equipment as out of use but retain the records.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section 8: Calibrating Test Equipment

The Test Equipment to be calibrated should already be entered into the system.

NOTE
This feature is only available to Users with sufficient access rights. User access may be changed by the primary user of this account in the *Control Panel*.

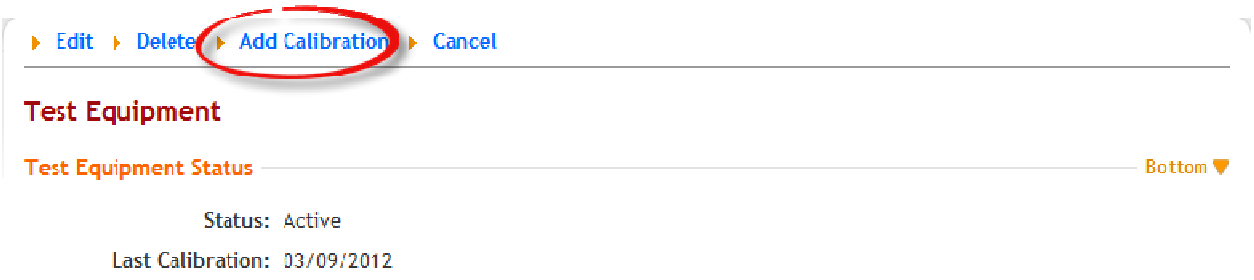


Figure 35: Add Calibration from Test Equipment Record

To add a Calibration Record, open the Test Equipment record and select **Add Calibration**. This will open a new Calibration Record.

Calibration Status

This section provides information about the record and calibration history. This information is populated at the time the record is created and may not be edited.

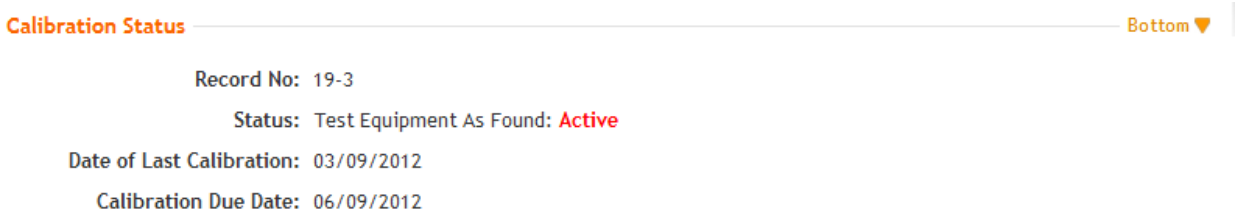


Figure 36: Calibration Status

The ***Record No*** is a system generated unique identification number for this record. This number is in the formal of A-B, where A is the GageList ID number for the Test Equipment calibrated and B is a sequential number of the calibration record for the same equipment.

Status identifies the status the Test Equipment was in when received for calibration.

Date of Last Calibration is the date the last calibration was performed on this Test Equipment.

Calibration Due Date is the date the calibration is due for calibration prior to this calibration activity.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Test Equipment Information

The Test Equipment Information section provides information about the Test Equipment calibrated with this record. This information is populated at the time the record is created and may not be edited.

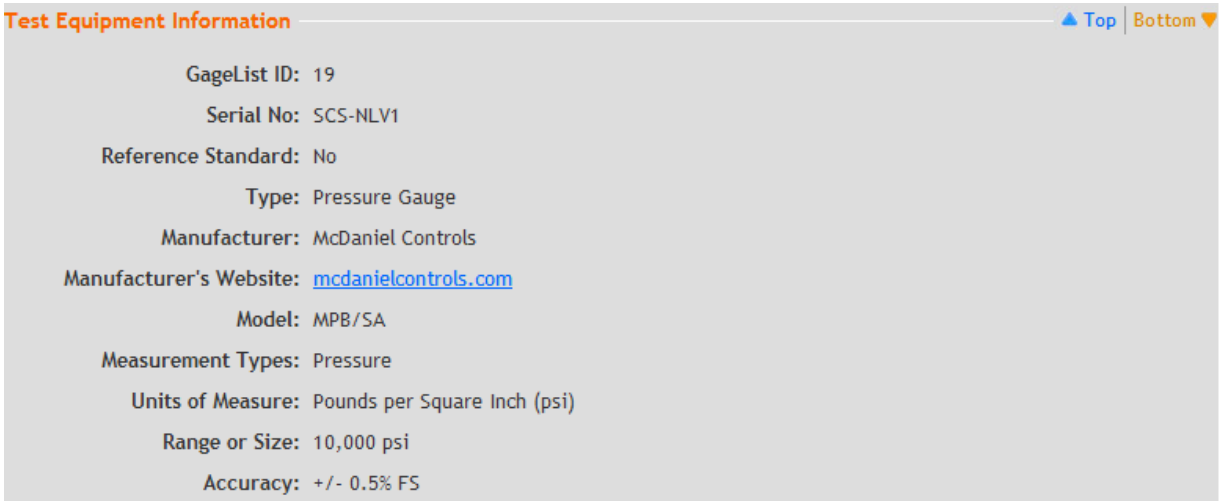


Figure 37: Test Equipment Information

The ***GageList ID*** is a unique system-generated identification number for this Test Equipment.

The ***Serial Number*** field is used to identify the serial number or other unique identification used by the company to identify this Test Equipment.

Type identifies the type of test equipment.

Manufacturer and ***Manufacture's Website*** identify the company that made this Test Equipment.

Model identifies the model of the Test Equipment.

Measurement Types indicates what types of measurements the Test Equipment is capable of performing.

Unit of Measure indicates what units the Test Equipment is capable of measuring in.

Range or Size indicates the measurement range of the Test Equipment.

Accuracy indicates the allowable accuracy for the Test Equipment.

Date Acquired indicates the date the Test Equipment was purchased or initially made available.

Source/Vendor indicates where the Test Equipment was initially obtained from such as a vendor or transfer from another division.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Condition Acquired indicates the initial condition of the equipment when received from the ***Source/Vendor***.

Test Equipment Assignment at Time Calibration Record was Created

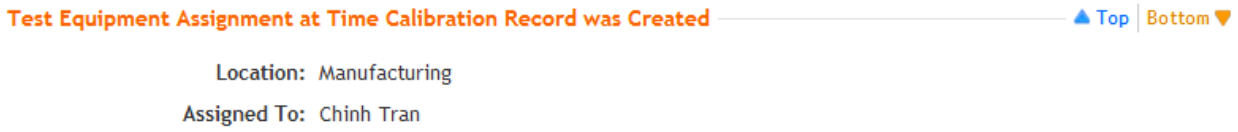


Figure 38: Test Equipment Location and Assignment

Location indicates the assigned location at the time the record was created.

Assigned To indicates the person who is assigned the Test Equipment at the time the record was created.

Calibration Information

Figure 39: Calibration Intervals

Select ***Condition Received*** to indicate how the Test Equipment was received for calibration.

NOTE
These selection options may be changed in Application Setup.

Use the ***Uncertainty*** field to enter uncertainty or margin of error values, if required.
Instructions identify the required instructions for calibration of the Test Equipment.

Calibration Test - External

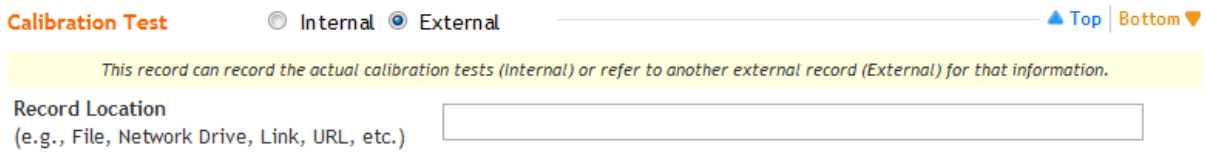


Figure 40: External Calibration Test

Copyright 2012 Espresso Moon LLC All Rights Reserved

If the Certificate of Calibration was generated externally from GageList (e.g., from a Calibration Laboratory) then set ***Calibration Test*** to "*External*".

Record Location may be used to identify where the certificate of calibration is maintained.

NOTE
Presently GageList does not allow attachments. If you are interested in an attachment feature, please tell GageList Support.

Calibration Test - Internal

Figure 41: Internal Calibration Test

If the calibration certificate is to be generated from within GageList, then set ***Calibration Test*** to "*Internal*".

NOTE
Also, "Internal" may be used when the data from an externally generated calibration certificate is to be entered into GageList.

Calibration Test

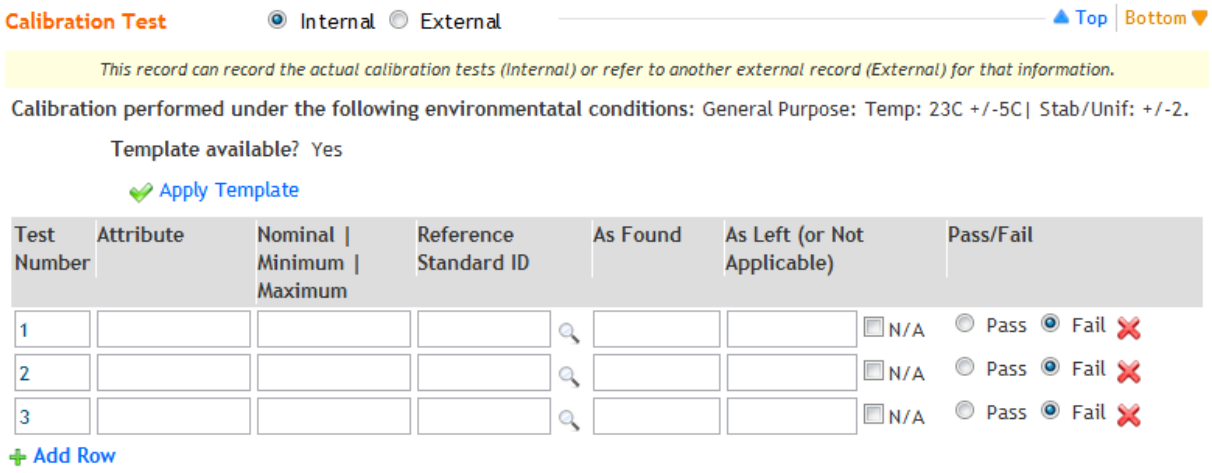


Figure 42: Internal Calibration Test and Table

When ***Calibration Test*** is set to "*Internal*", a table for recording calibration results is revealed.

The ***Test Number, Attribute, Nominal | Minimum | Maximum*** and ***Reference Standard ID*** may be populated either manually or by applying the template from the Test Equipment record, if one is available. See below for more information on using templates.

To manually enter calibration results, select **Add Row** to add a row for each attribute tested.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Test Number indicates is populated when a row is created. It may also be edited manually if needed.

Use ***Attribute*** to enter the characteristic being tested. For example, for a caliper, the attribute may be "1 inch" to indicate that the caliper should be checked against a 1 inch reference standard.

Use ***Nominal | Minimum | Maximum*** to indicate the Nominal (or expected) test value along with the Minimum and Maximum allowable test values.

NOTE
The following formulas are typically used to determine Minimum and Maximum values.
Minimum = Nominal – Lower Tolerance
Maximum = Nominal + Upper Tolerance

Calibration results should be entered into the ***As Found*** and ***As Left*** fields. Use ***As Found*** to indicate the result before any adjustments or repairs. Use ***As Left*** to indicate the results after any adjustments or repairs. If not adjustments or repairs were required, then select **N/A**.

Next select either "Pass" or "Fail" in the ***Pass/Fail*** field to indicate whether or not the equipment meets requirements for this ***Attribute*.**

Calibration Test – Apply Template

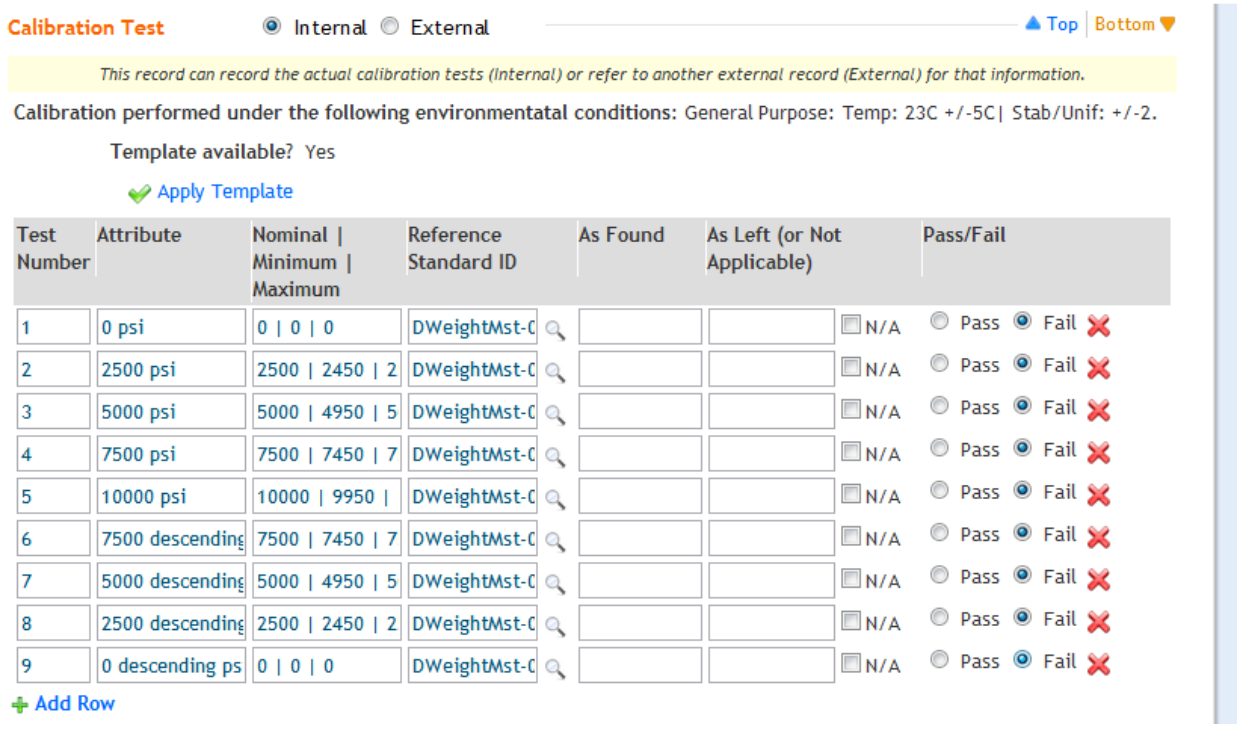


Figure 43: Internal Calibration Test with Template Applied

Copyright 2012 Espresso Moon LLC All Rights Reserved

Template Available indicates whether or not a template is available in the Test Equipment. To use this feature, ***Template Available*** must be "*Yes*".

To apply a template, select **Apply Template**. This will populate the table using the template information from the Test Equipment record.

This information may be modified as needed. Changing information in this table will not change the template information in the Test Equipment record.

Calibration results should be entered into the ***As Found*** and ***As Left*** fields. Use ***As Found*** to indicate the result before any adjustments or repairs. Use ***As Left*** to indicate the results after any adjustments or repairs. If not adjustments or repairs were required, then select **N/A**.

Next select either "*Pass*" or "*Fail*" in the ***Pass/Fail*** field to indicate whether or not the equipment meets requirements for this ***Attribute***.

Calibration Adjustments and Repairs

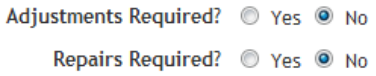


Figure 44: Adjustments and Repairs

Use ***Adjustments Required*** to indicate whether or not any adjustments were made to the Test Equipment as part of this calibration.

Use ***Repairs Required*** to indicate whether or not any repairs were made to the Test Equipment as part of the calibration.

Test Equipment Pass or Fail

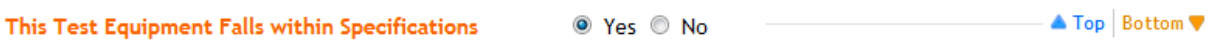


Figure 45: Test Equipment Pass or Fail

Use ***Test Equipment Falls within Specification*** to indicate whether or not the Test Equipment passed or failed calibration and is acceptable for use.

NOTE
This field is the Accept/Reject control point for this form. Select "Yes" only if the Test Equipment meets all specified criteria.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Review and Approval

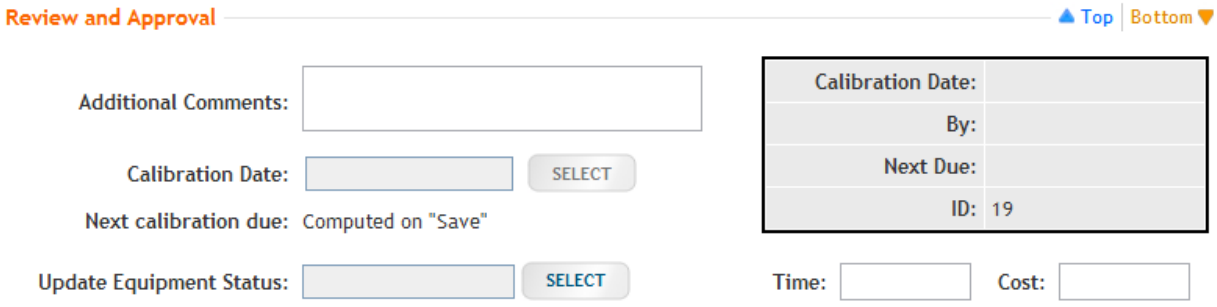


Figure 46: Calibration Review and Approval

Once the Test Equipment has been calibrated, Review and Approval is used to record the final (electronic) approval of the record.

NOTE
If an ink signature is required, use the **Certificate of Calibration** to print a hardcopy. This certificate includes a signature line for this purpose.

Use ***Additional Comments*** to add any repair and adjustment notes or information about the record or equipment.

Use ***Calibration Date*** to select the date the Test Equipment was calibrated on. This is the date used to calculate the next calibration date for scheduled Test Equipment.

If the Test Equipment has a calibration interval of "Scheduled", the ***Next Calibration Due*** will display the next due date for the Test Equipment based on the ***Calibration Date***.

Use ***Update Equipment Status*** to select the condition of the Test Equipment at the time this record is completed. This field will be used to update the Test Equipment record.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section 9: Editing Calibration Records

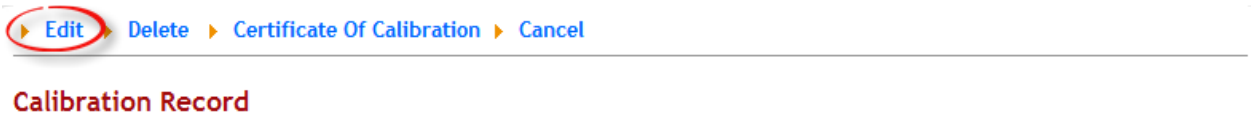


Figure 47: Edit Calibration Record

Select **Edit** from within the Calibration Record to put the document in edit mode.

NOTE
Users with Reader Access are not permitted to edit records. User access may be changed by the primary user of this account in the Control Panel.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section 10: Deleting Calibration Records

There are two places where Calibration Records may be deleted from the system. These are from a Calibration Record view or from within the Calibration Record form.

NOTE
Users with Reader Access are not permitted to delete records. User access may be changed by the primary user of this account in the Control Panel.

Deleting from a view

From the view, first select one or more records to be deleted. Then select **Delete**.

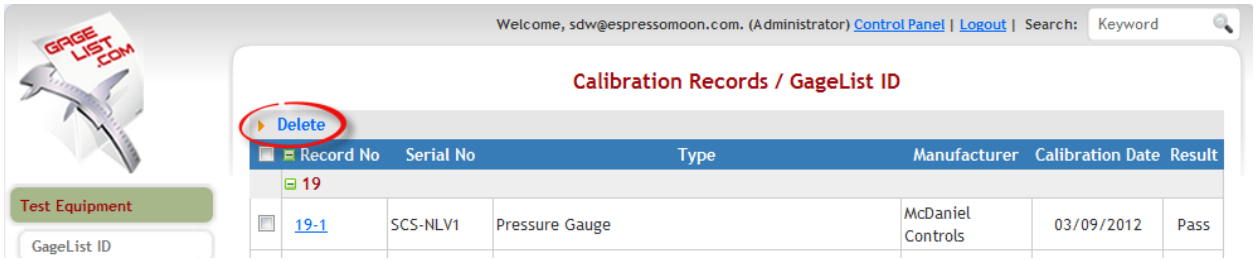


Figure 48: Delete Calibration Record from View

A warning will appear notifying the user that the action will delete the selected calibration records. Select **OK** to delete the Calibration Record. Select **Cancel** to stop the operation without deleting any records.

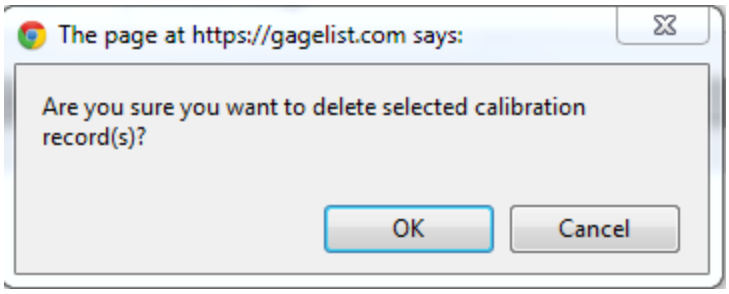


Figure 49: Delete Warning

Deleting from a Calibration Records

1.1.1. It is also possible to delete Calibration Records from within the form. Select **Delete** when viewing a Calibration Record.

Copyright 2012 Espresso Moon LLC All Rights Reserved

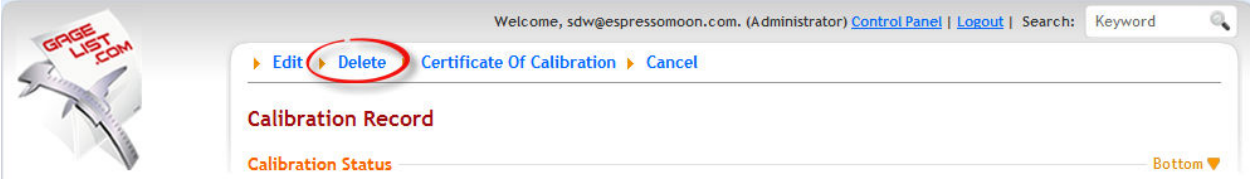


Figure 50: Delete Calibration Record from Form

A warning will appear notifying the user that the action will delete both the selected Calibration Record. Select **OK** to delete the Calibration Record. Select **Cancel** to stop the operation without deleting any records.

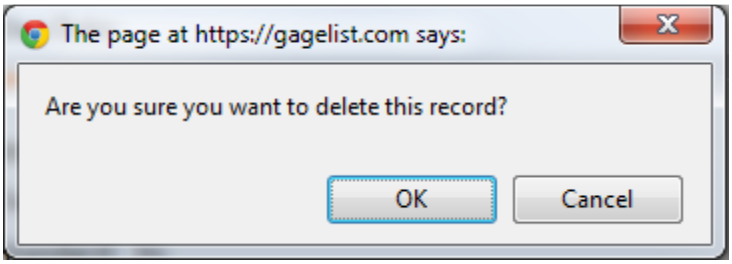


Figure 51: Delete Warning

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section 11: Certificates of Calibration

GageList includes a Certificate of Calibration feature to create printable and screen-viewable certificates to create hardcopy records and for audit objective evidence.

GageList calibration records are password controlled, and certificates include a signature line in case an ink signature is required.

The company's address is also included in the certificate as required by some industry standards. The company address may be modified in My Account.

Figure 52: Creating Certificates of Calibration

To create a Certificate of Calibration open the Calibration Record to be used to generate the certificate.

Select Certificate of Calibration. The certificate will open in a new window.

NOTE
If the certificate does not appear in a new window, verify that the browser's "popup" controls allow popups from this website.

Print the certificate.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section 12: Report and Data Export

Reports and Data Export includes a list of available reports and data export features.

Figure 53: Reports and Data Export

Select the View List under Reports & Data to view Reports and Data Export.

Figure 54: Reports

All available reports are listed under the Reports category. Select the name of the report to generate.

Figure 55: Send Suggestions

NOTE
Please let us know if you have an idea for a report. Send an email to support@gagelist.com to tell us about it.

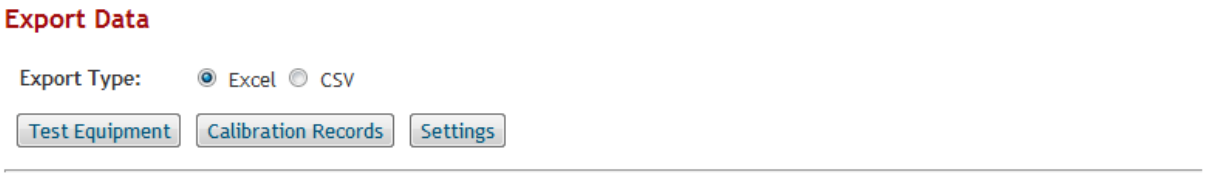


Figure 56: Export Data

Use **Export Data** to download the data from your account in MS Excel and CSV format.

Use **Test Equipment** to download Test Equipment record data.

Use **Calibration Records** to download Calibration Record data.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Use **Settings** to download Application Setting data. This can be used as a backup or to create a point of reference in Application Settings such as selection values.

Copyright 2012 Espresso Moon LLC All Rights Reserved

Section 13: Getting Help

Please contact GageList with issues, questions, comments and suggestions. We also want to hear about any calibration-related audit findings to help us improve our product. (All audit findings will be kept in strict confidence. See our **Privacy Policy**.)

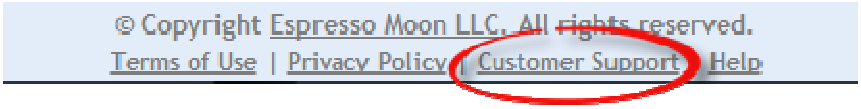


Figure 57: Customer Support Link

The best way to contact us is use the Customer Support link on the bottom of almost every GageList page.

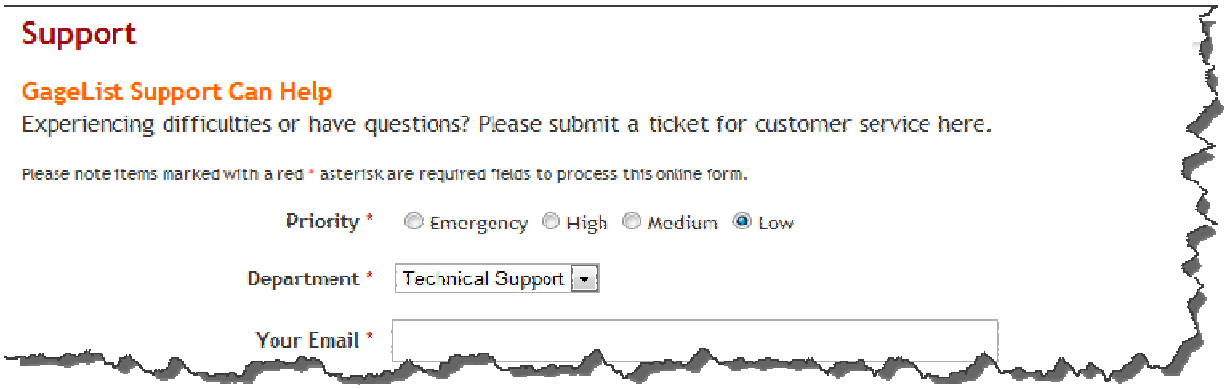


Figure 58: Customer Support Ticket

The Customer Support link opens a Support Ticket. Please complete and send the form with detailed information.

Copyright 2012 Espresso Moon LLC All Rights Reserved

[PAGE INTENTIONALLY LEFT BLANK]

Copyright 2012 Espresso Moon LLC All Rights Reserved

GageList User Manual

GageList User Manual
http://gagelist.com
Copyright 2012 Espresso Moon LLC All Rights Reserved