



# Web Training

## Getting Started with GAGetrak 7

November 2, 2017 - 12:00 PM - 2:00 PM, EDT

\$499 per person

This two-hour Web-based training class will take you step by step through the basics of getting started with GAGetrak. You'll learn how to configure GAGetrak, navigate through it and create records the right way from the start, so you can get up and running quickly.

This class is presented through GoToWebinar by Citrix, which allows the instructor to share his computer screen with the students to demonstrate the various features of GAGetrak. As a student, you will be in the comfort of your own office, viewing the training from your PC, and you will be able to ask questions throughout the session via a live chat window.

After you register, you will receive an email containing all of the information you need to join the session, but if you have further questions about how these sessions work and how to join a session, please click [here](#).

Class size is limited, so make your reservation now!

Click here to register or call our training specialist at 1-800-777-7020 ext. 134

**Cancellations:** a fee of \$50 will be charged for cancellation notices received less than 10 business days before the class. Rescheduling is based on availability.

### Training Topics

#### Installation and Configuration

- » Installation
- » Data Utility - Create and Move Database
- » Settings
- » Security
- » Email

#### Navigation and Searches

- » Filters: Quick, Advanced and Field
- » Record Navigation
- » Form View vs Datasheet View
- » Clone Feature

#### Reports

- » Gage Reports
- » Open Calibration Reports
- » Historical Reports

#### Record Entry and Dashboard

- » Gage Entry
  - Schedule
  - Information
- » Calibration Entry
  - In-House vs Outsourced Calibration
  - Attach Files
- » Supplier Entry
  - Creating Supplier Records
- » Staff Entry
  - Creating Staff Records
  - Training Records
- » Issue/Return Gages
- » Procedure Entry and Document Control
- » Kit Entry
- » Dashboard Due List

Training topics may be adjusted for scheduling purposes, without prior notice.