

GAGetrak 7 Regional Training

Philadelphia, PA - October 3-4, 2019



This two-day, hands-on training class will take you step by step through planning, preparation, setup and successful operation of GAGetrak. You'll learn how to save time, avoid common mistakes and get the most out of your software. You'll also learn about advanced topics such as data filtering, system maintenance, system security and more.

Having some basic GAGetrak experience (or having had Web training) prior to attending regional training allows you to come better prepared with questions and get much more out of the class. You will receive a certificate of completion to provide proof to an auditor that you have received proper training from the software manufacturer.

Class size is limited in order to provide individual instruction and assistance, so make your reservation now.



Who Should Attend

Anyone involved in the implementation or use of GAGetrak will benefit from this training.



Schedule

Day 1: 8:30 am - 4:30 pm
Day 2: 8:30 am - 3:30 pm



Attire

Please dress casually.



Meals

Lunch and refreshments are included in course fees.



Get Directions to the Training Facility

[PA State System of Higher Education](#)

[Mellon Independence Center: 701 Market St, Concourse Level, Philadelphia, PA 19106](#)

Facility Contact: Keeya Faison 267-386-3026 kfaison@passhe.edu



Hotels

Search for nearby hotels [here](#).



GAGetrak Training Topics

1. System Overview

2. Implementation Planning

Defining User Expectations and Needs

- » Short-term
- » Long-term

Record Gathering and Preparation

3. Gage Records

Calibration Standards
Procedures
Issue Tracking
Calibration Scheduling

4. Calibration Records

Calibration Measurements

5. Supplier Records

6. Staff Records

Training Records

7. Generating Reports and Charts

8. Advanced Features

Auto Email Notifications
Filtering & Sorting of Records
Custom Reports
Exporting and Importing Records

9. System Maintenance

Data Backup
Compressing/Repairing Data Files
Archiving Calibration Records

Payment

Payment must be received before training begins. Phone reservations may be forfeited if payment is not received within 10 business days. Immediate payment is required for reservations made less than 10 business days before the class. Please indicate on checks and POs the names of attendees, course name (FaciliWorks) and course date.

Cancellation Policy

A cancellation fee of \$250 will be charged for cancellation notices received less than 10 business days before the class. Cancellation notification must be received no later than the business day before the start of a class; attendees who do not appear for class without giving proper notice of cancellation will forfeit the full price of the training course.

Notice

CyberMetrics does not permit audio or video recordings of any of its training courses. Courses may be cancelled at the discretion of CyberMetrics. CyberMetrics cannot assume responsibility arising from cancelled travel plans. CyberMetrics reserves the right to substitute course trainer and alter course content.