



G A G E T R A K

E V I E W N E W S L E T T E R

April 2021

How to Create a Reliable Calibration Labeling System

A gage calibration system can be successful only if you can readily and easily identify gages and when they need calibration and the key to proper gage identification is a reliable labeling system.

Calibration labels communicate critical calibration information to gage operators and gage labeling is critical to compliance with many standards organizations...

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TRAINING



To save time, avoid common mistakes and get the most out of your software, it is imperative to receive proper training and we offer a wide variety of training options to meet every need and budget. Class sizes are limited, so make your reservation now!

GAGetrak 7 Web Training

for anyone who uses GAGetrak 7

April Suite

Session 1: April 5 – **Sold Out**
Session 2: April 8 – **Sold Out**
Session 3: April 12 – **Sold Out**
Session 4: April 15 – **Sold Out**

May Suite

Session 1: May 3 – **Available**
Session 2: May 6 – **Available**
Session 3: May 10 – **Available**
Session 4: May 13 – **Available**

GAGetrak 7 Admin Web Training

for GAGetrak Administrators

April Suite

Session 1: April 6 – **Available**
Session 2: April 13 – **Available**

May Suite

Session 1: May 4 – **Available**
Session 2: May 11 – **Available**

GAGetrak Lite Web Training

for anyone who uses GAGetrak Lite

April Suite

Session 1: April 7 – **Available**
Session 2: April 14 – **Available**

May Suite

Session 1: May 5 – **Available**
Session 2: May 12 – **Available**

FULL TRAINING SCHEDULE AND INFO

To register for any of these trainings or for info about our custom training options, please contact our Training Specialist at 1-800-777-7020 ext. 134 or training@cybermetrics.com.

FREE WEBINARS



Please join us for a free educational calibration management webinar to learn how to improve efficiency, increase measurement reliability and assure compliance with industry quality standards and regulations.

Can't seem to find your gages?

April 8 - [Register Now](#)

Getting Our Heads in the Cloud

On Demand - [Listen Now](#)

Getting Started with GAGetrak

April 22 - [Register Now](#)

Learning Resources and Support

May 6 - [Register Now](#)

FULL WEBINAR SCHEDULE AND INFO

TECH TIP

Service Requests in GAGetrak 7

The Service Requests portion of GAGetrak is used to track and print both in-house service requests and those for outside service providers. Additionally, you can use this feature to document, track and report on corrective actions that you've issued for failed or malfunctioning gages, general repairs, calibrations or any other service that requires tracking. Requests can also prove valuable when evaluating a supplier and tracking gages issued off site. The **Requests** feature is accessible under **Main Records** in the Navigation Menu, and as its position indicates, it's a feature which is designed for frequent use.

Some of the advantages of this feature are that it creates a packing list of gages, date stamps and shipped/received dates and allows you to include special instructions to your vendor. The list can be forwarded to accounting to accompany the PO for the services being purchased.

The header section of the **Requests** form determines who originated the request, what kind of request it is and the supplier for the requested service.

The **CA/Request No.** auto generates when a new request record is created. This numbering scheme is formatted in the **Setup -> Settings -> Automatic Numbering** tab and may be configured to include the current date in the service request number.

The **Request Date**, by default, is today's date, but may be set to the true date of origination.

The default **Requester** is the person currently logged into GAGetrak; however, the drop-down list will permit selection of anyone included in the staff records.

Insurance Amt is the sum of the cost to replace the gages on the list.

Letter Type is a significant field, as it allows you to choose the type of request you are making. The defaults are Calibration Request, Repair Request and Corrective Action. You may need to send gages off site for other reasons, so you may compose your own letters in **Setup -> Setup CA /Service Request**.

The supplier is selected from the **Service Supplier** drop-down list; this field is populated from the supplier records stored in GAGetrak.

Status is the status of the request. It is either Open, meaning all gages have not yet been returned, or Closed, meaning all have been returned. GAGetrak can be configured to automatically update the status of a gage when it's added to a service request (thus removing it from the Calibration Due Listing) and when its status is closed. These settings are defined in the **Setup -> Settings -> General** tab in the **Service Request Options** pane.

The **Completion Date** is the date all gages have been returned and checked in. If all gages have been returned at the same time, you may click the button to the right of the field and enter the date. Otherwise, this field will populate when the last individual gage is returned.

The **Comments** field allows you to make additional notes regarding the request.

The section of the form below the **Comments** field allows selection of individual gages. You may select as many gages as you like. When the first one is selected, another blank row appears to add a second gage, and so forth.

If all gages are not returned at the same time, you would enter the return date for the specific gage in the **Completion Date** column. Clicking in the field will display a calendar icon; click the icon to open the calendar and select a date.

The **Insurance Amt** column receives its data from the **Gages -> Information tab -> Cost** field. The **Cost** field in **Gages** should reflect the purchase cost for the gage. This is considered to be the estimated replacement cost for the gage; this column is totaled in the header.

The **Status** column reflects the status of each individual gage in the request. As mentioned before, you can configure GAGetrak to automatically change the status of a gage when the gage is returned.

The unmarked field below each Gage ID allows you to enter notes which will display on the printed form to provide to your vendor regarding individual gages on the request.

GAGetrak is much more than a tool for tracking your calibrations; with great features like **Service Requests**, you can easily expand your control over your measurement systems and add new, effective processes to your gage surveillance efforts.

We encourage you to explore the additional capabilities in your GAGetrak software and as always, keep an eye out for future Tech Tips.



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