United States Department of Agriculture
Grain Inspection, Stockyards and Packers Administration

Equipment Capability Testing (ECT)

User's Manual

Version 1.0

February 7, 2008

Revision History

Previous Change History

Table A – Previous Change History

VERSION	DATE	AUTHOR	COMMENT

Document Sign-off

Table B – Document Sign-off

DATE	NAME	TITLE

TABLE OF CONTENTS

I. Introduction 5

USDA FGIS Forms Menu Page 6

External Navigation 7

Internal Navigation 7

Equipment Capability Testing (ECT) Flowcharts 8

ECT Application Navigation 9

II. ECT Functions 11

ECT Home Page (ECT Menu Page) 12

A. Checktests 15

A. 1 — Introduction to Checktests 15

A. 2 — Create a Checktest 20
A. FGIS-904 Laboratory Scale Test 21
B. FGIS-923 Moisture Meter Test 25
C. FGIS-924 Barley Pearler 35
D. FGIS-924 Sieve Test 41
E. FGIS-925 Rice Checktest Form 46
F. FGIS-927 Test Weight Check Test 53
G. FGIS-928 Dockage Check Test 59
H. FGIS-936 Sampler Condition Report 65
I. FGIS-965 Scale Test Report (Hopper) 71
J. FGIS-965-1 Scale Test Report (Railroad Track) 75
K. FGIS-965-2 Scale Test Report (Vehicle) 79
L. FGIS-Falling Number 83
M. FGIS-Mycotoxin 85
N. FGIS-NIRT Daily Barley 88
O. FGIS-NIRT Daily Corn 91
P. FGIS-NIRT Daily Soybean 97
Q. FGIS-NIRT Daily Wheat 100

A. 3 - Search For Existing Checktest 104

A. 4 - Search By Test Reference No. 107

B. Equipment 107

B 1 - Create New Equipment 108

B. 2 - View Equipment 112

B. 3 - Create New Approved Equipment 114

B. 4 - View Approved Equipment Type 116

B. 5 - Create New Equipment Type 118

B. 6 - View Equipment Types 120

C. Reports 123

C. 1 - Equipment Status Report 123

C. 2 - Checktest Status Reports 123

C. 3 - Individual Equipment Information Reports 124

C. 4 - Individual Checktest Export Reports 124
C. 5 - Label Printing Export Reports 125
C. 6 - Falling Numbers Export Reports 125
C. 7 - Mycotoxin Export Reports 126
C. 8 - NIRT Bias Log Reports 127
D. E-mail Distribution **Error! Bookmark not defined.**
D 1 - E-mail Distribution Lists 128
E. Administration 129
E 1 - Maintain Code Variables **Error! Bookmark not defined.**
E 3 - Edit Form Look-up Values 133
F. eAuthorization and ECT 136
F. 1 - Configuring User Access to ECT 136

I. Introduction

The Equipment Capability Testing (ECT) was developed as part of the USDA's Grain Inspection, Packers and Stockyards Administration (GISPA) Application Modernization (GAM) suite.

The Federal Grain Inspection Service (FGIS) oversees the inspection, weighing and testing of grain and other commodities sold and shipped by U.S. grain companies and exporters. Some of these services are performed by private businesses and State government agencies, known as Official Agencies (OAs). The inspection, testing and weighing services performed by these OAs and by FGIS itself are offered to the end customer, grain companies and other companies as well. One of the applications included in the GAM portfolio supports the testing of the equipment used to measure characteristics of agricultural commodities is the Equipment Capability Testing (ECT) System. ECT supports the testing of the equipment used to measure characteristics of agricultural commodities.

USDA FGIS Forms Menu Page

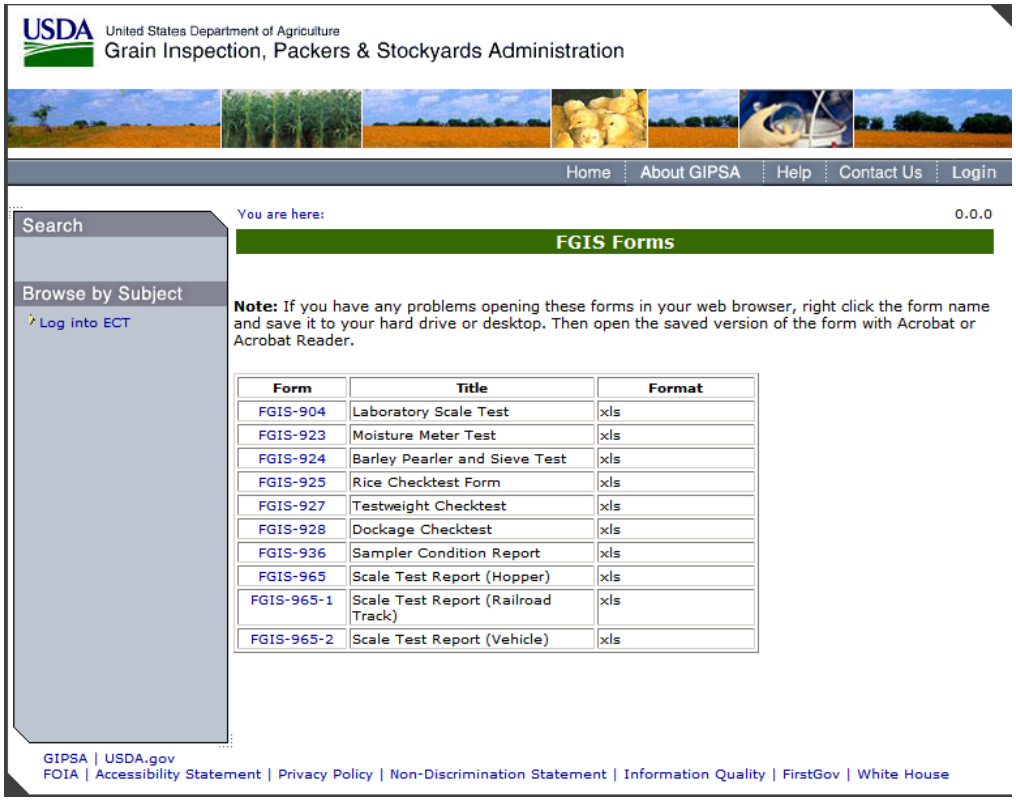


Figure 1 – the USDA's ECT Splash Page

This is the splash page for the GIPSA Equipment Capability Testing (ECT) System, Fig. 1 above. From this page, click **Log into ECT** to enter the ECT application.

Every page within the GAM suite has three navigation areas: a menu of internal links, a menu of external links, and general navigation buttons. The rest of the screen will change according to the active application.

General Navigation

The buttons in the menu bar at the top of the page direct you to system resources.

LINK	REDIRECTS USER TO
Home	USDA GIPSA Intranet or Internet home page, depending on network
Help	GAM-wide help system
About GIPSA	GIPSA public information page
Contact Us	GIPSA public contact information page
Login	GIPSA user login interface

External Navigation

The buttons in the menu bar at the bottom of the page direct you to external resources.

LINK	REDIRECTS USER TO
GIPSA	the Grain Inspection, Packers & Stockyards Administration organizational home page
USDA.gov	the United States Department of Agriculture home page
FOIA	the USDA Freedom of Information Act page
Accessibility Statement	the USDA Accessibility Statement page
Privacy Policy	the USDA Privacy Policy page
Non-Discrimination Statement	the USDA Non-Discrimination Statement page
Information Quality	the USDA Quality of Information Guidelines page
FirstGov	the U.S. Government's Web Portal home page
White House	the White House home page

Internal Navigation

The internal links are located in the grey Search / Browse by Subject navigation panel on the left side of the page.

LINK	REDIRECTS USER TO
Search for Checktest	the Search for Existing Checktest page
Equipment	the ECT Equipment menu page
Reports	the ECT Reports Menu
E-mail Distribution Lists	the ECT E-mail Distribution Lists
Administration	the ECT Administration Menu

Once you enter an application, the Search ***/*** Browse by Subject panel will change to reflect that application's menu options.

Equipment Capability Testing (ECT) Flowcharts

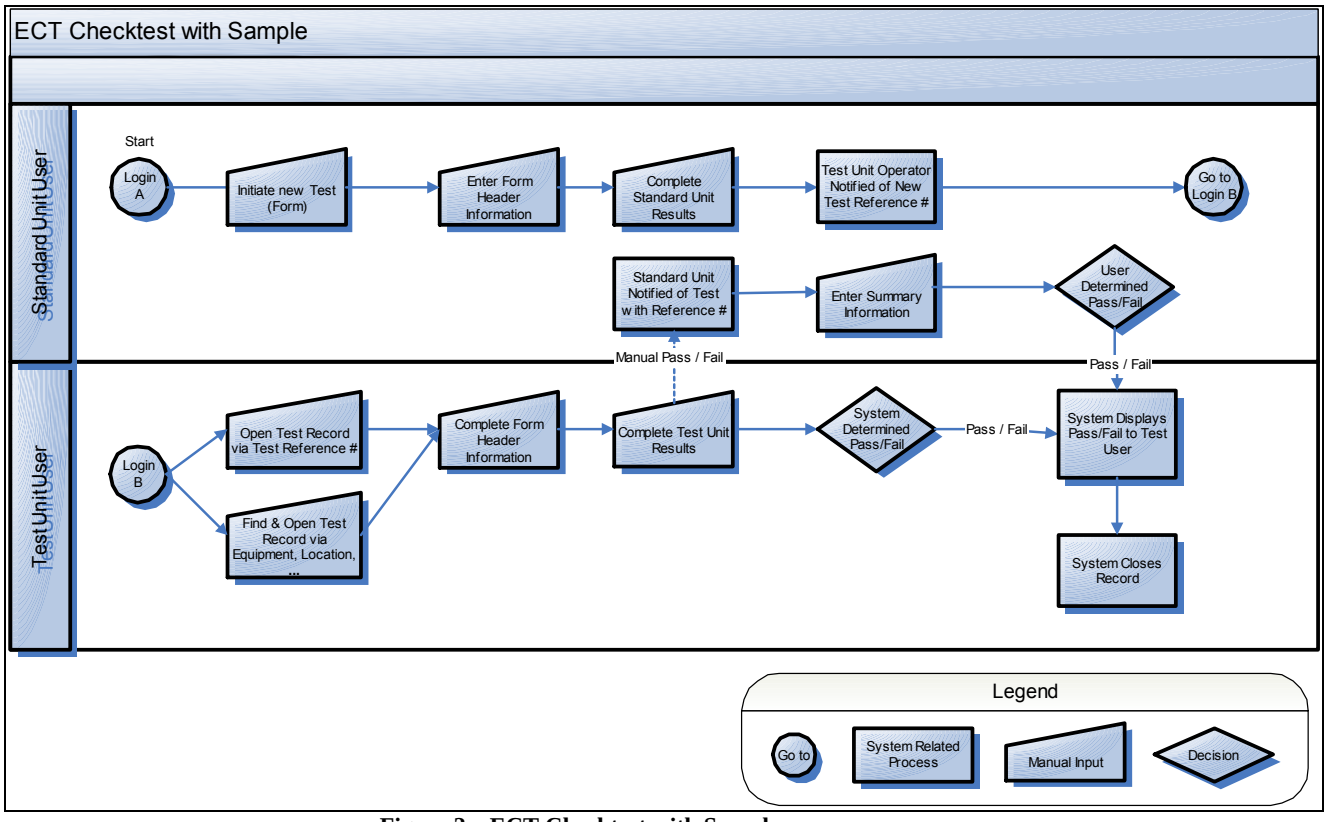


Figure 2 – ECT Checktest with Sample

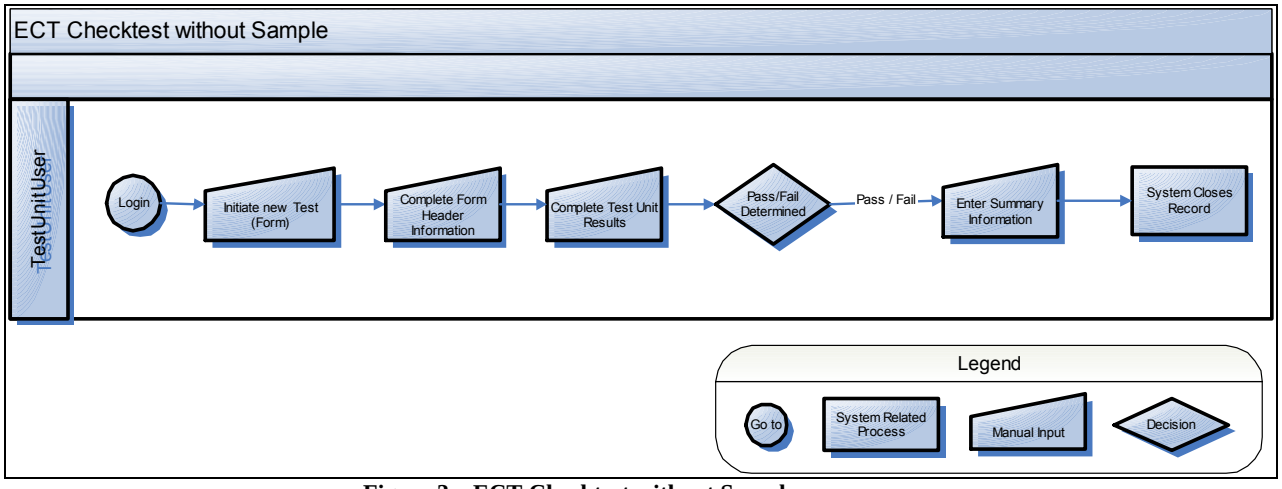


Figure 3 – ECT Checktest without Sample

ECT Application Navigation

Navigating Within the Application

The text that starts with **You are here:** immediately above the green title bar on the page is the *breadcrumbs area*. As you navigate through ECT, this area will change to reflect your chain of commands. For example, if you start at the ECT menu page, select **Equipment Menu**, then select **View Equipment** next to one of the located records, the breadcrumbs area will read:

> You are here: ECT Menu / Equipment Menu / View Equipment

The breadcrumbs area provides active navigation links. In the example above, you can click ECT Menu in the breadcrumbs area to return directly to the main ECT menu page, or Equipment Menu to return to the Equipment Menu page.

Important Note: Do not use your browser's "Back" button to navigate through the application, as this can generate page errors. Use the breadcrumbs, the navigation buttons provided at the bottom of the screen (such as **Return** or **Cancel**), or the menu links in the grey Browse by Subject panel to the left of the screen.

Navigating List Pages

Almost all of the list pages in ECT displays data in the form of tables. These list pages are usually tables displaying the results of a search. Each table has the same navigation controls. Each table also displays the total number of records at the bottom of the page, next to the row and page navigation tools.

To *change the number of rows displayed on the page,* type the desired value (from 1 to all records) in the field next to "**Rows:**" and press enter. Tables will display up to 25 rows per page unless otherwise specified.

To *view the next page or previous page of records*, click the forward ▶ or backward ◀ arrows.

To *jump to a different page of records*, type the desired page number in the field next to "**Page:**" and click "**Go**."

Internal Menu Navigation

The internal menu links are located in the grey Search / Browse by Subject navigation panel on the left side of the page. All of the application's commands available to you will be visible in the Search / Browse navigation panel, no matter where you are in the application.

Session Timeout

As a security precaution, all GAM applications will time out when they are left idle for an extended period of time. All timeouts will default to the GAM Session Timeout page (Fig. 4). Click the Log into ECT link to be redirected to the login page. Once you log back in, you will return to the menu page of the application which timed out.

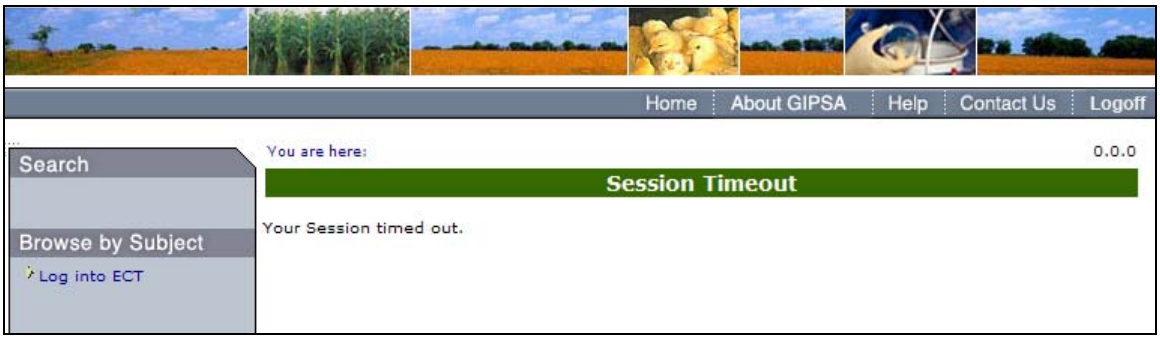


Figure 4 – Session Timeout Page

II. ECT Functions

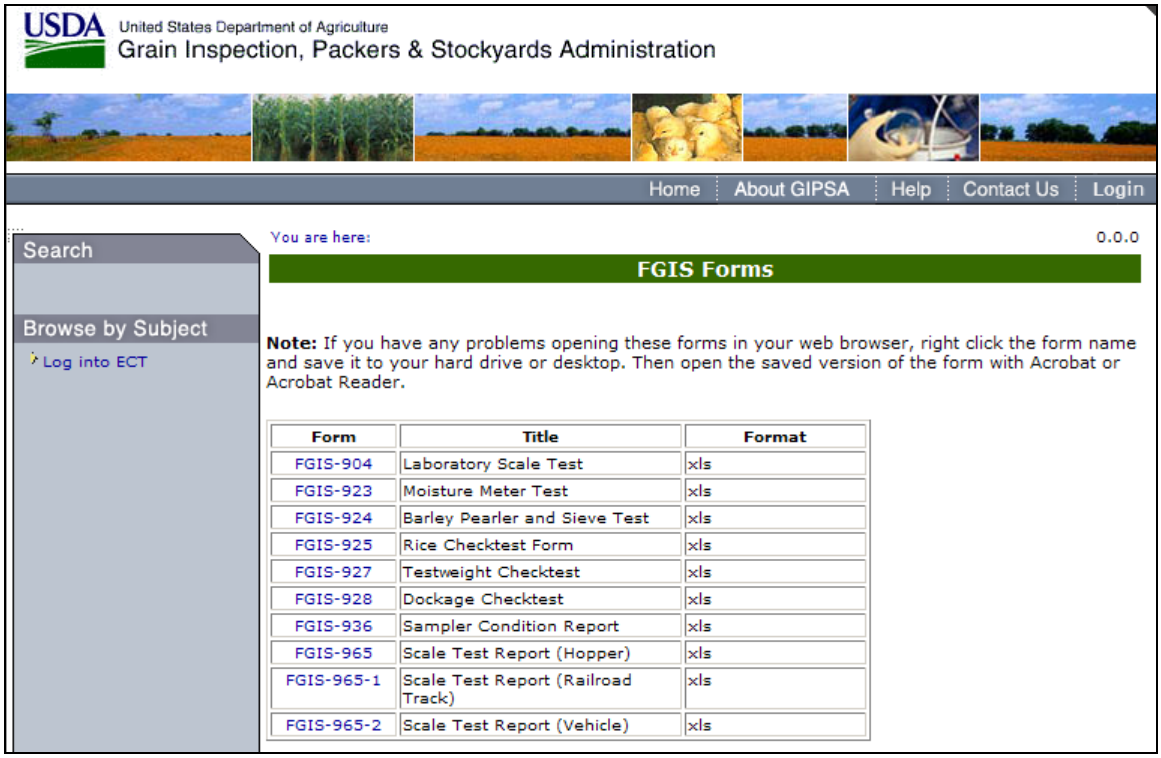
User Types

ECT will be used by GIPSA employees, administrators, and outside employees and contractors for public and private official agencies and service points. There are four roles within the application:

Administrator:	Has access to everything
Standard Edit:	Has access to Create/View Equipment in their Jurisdiction
	Has access to Create/View authorized Checktest types in their Jurisdiction
Test Edit:	Has access to Create/View Equipment in their Jurisdiction
	Has access to Create/View authorized Checktest types in their Jurisdiction
View:	Has access to View Equipment in their Jurisdiction
	Has access to View authorized Checktest types in their Jurisdiction

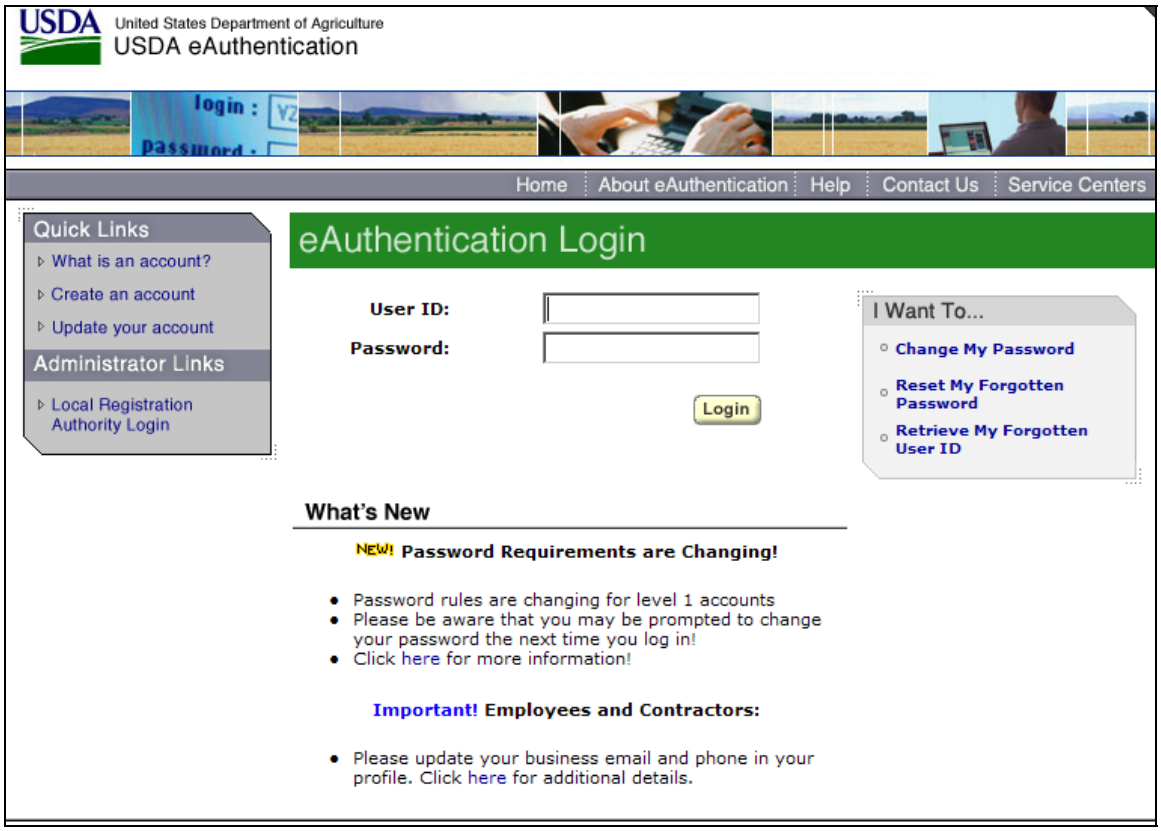
ECT Home Page (ECT Menu Page)

Getting Started:

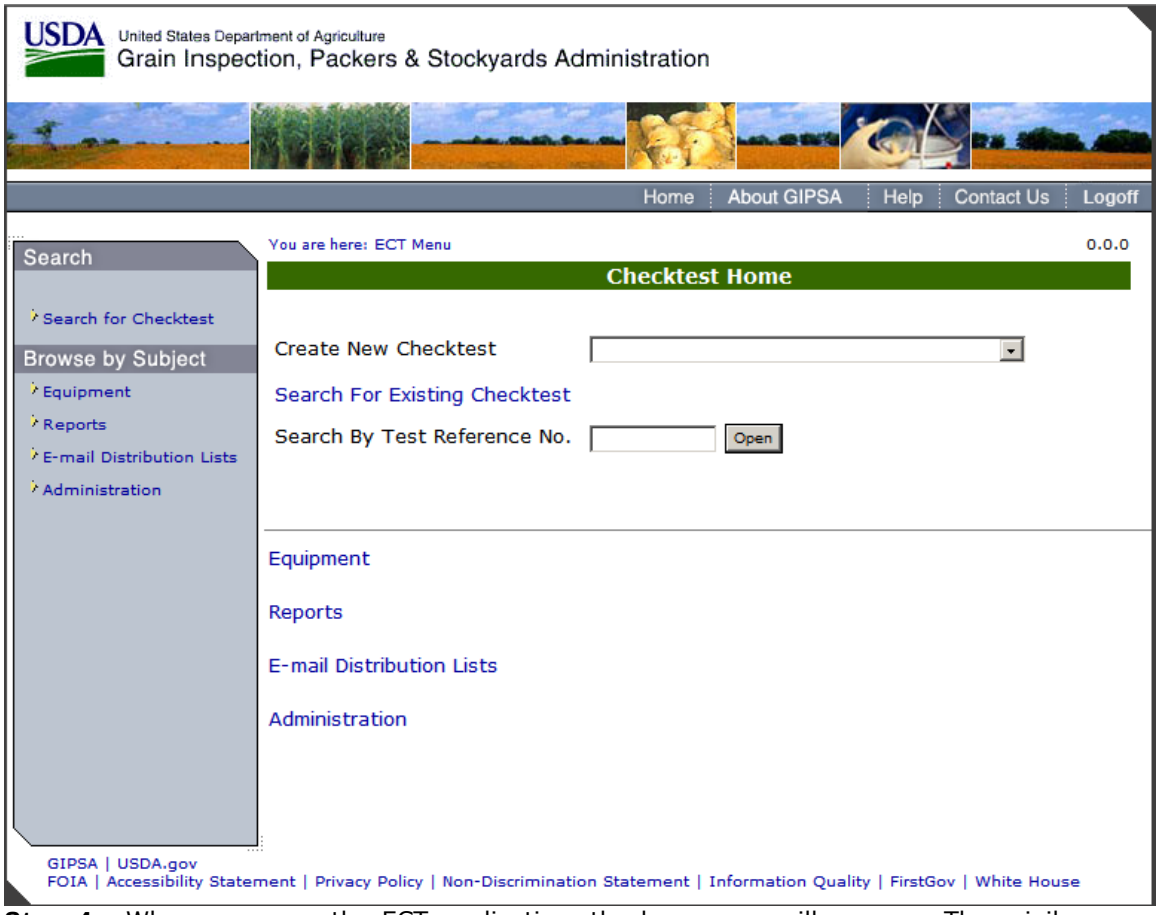


Step 1: Type the ECT URL into the browser. The FGIS Forms page will appear. Click Log into ECT to proceed to the next screen.

Step 2: Read the warning message and click **Continue** to proceed to the sign on screen.



Step 3: Type in your User Id and Password and Click **Login**. The system will log you in and display the Homepage, as seen in Step 4.



Step 4: When you open the ECT application, the homepage will appear. The privileges on each homepage will be different depending on the users' specific roles.

A. Checktests

A. 1 — Introduction to Checktests

The following is a list of all available Checktests:

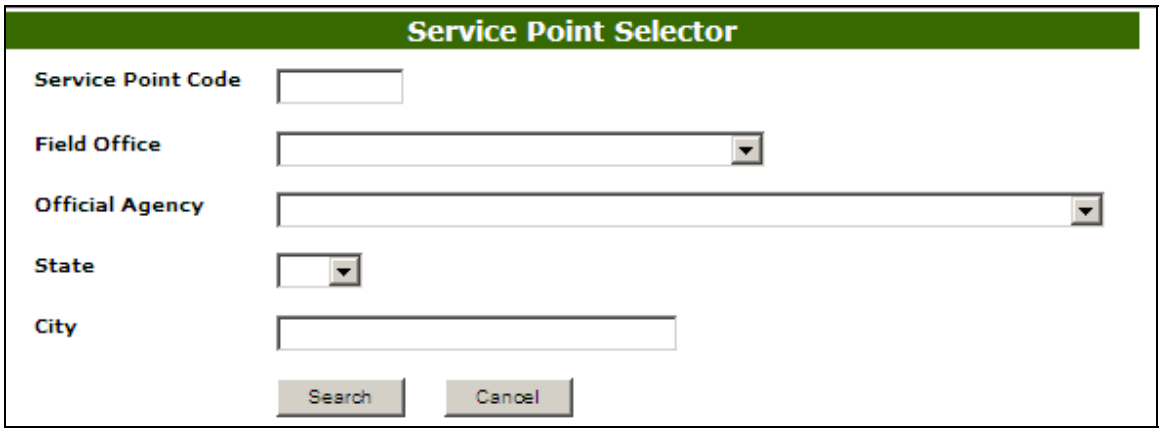
A. FGIS-904 Laboratory Scale Test
B. FGIS-923 Moisture Meter Test
C. FGIS-924 Barley Pearler
D. FGIS-924 Sieve Test
E. FGIS-925 Rice Checktest Form
F. FGIS-927 Test Weight Check Test
G. FGIS-928 Dockage Check Test
H. FGIS-936 Sampler Condition Report
I. FGIS-965 Scale Test Report (Hopper)
J. FGIS-965-1 Scale Test Report (Railroad Track)
K. FGIS-965-2 Scale Test Report (Vehicle)
L. FGIS-Falling Number
M. FGIS-Mycotoxin
N. FGIS-NIRT Daily Barley
O. FGIS-NIRT Daily Corn
P. FGIS-NIRT Daily Soybean
Q. FGIS-NIRT Daily Wheat

The following is a list of Checktest buttons to be familiar with:

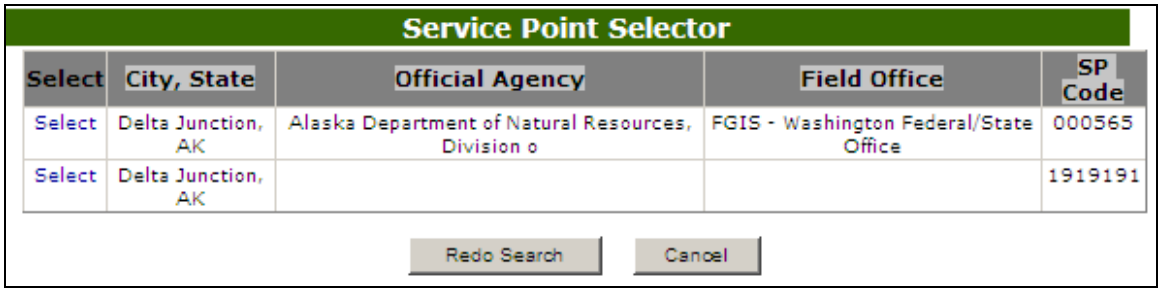
BUTTON	DESCRIPTION
Save	Saves the form data without submitting
Cancel	Returns user back to the ECT homepage
Add Equipment	Click to Add equipment to a checktest
Previous	Moves back to the previous screen
Void	Voids the current test
Next	Moves to the next screen
Submit	Submits the data and renders that section as display only
Test	Displays the test screen
General	Displays the general screen
Summary	Displays summary screen
Standard	Displays the standard screen
Populate Results	Reuses Standard Test Results of a Test Reference Number

Service Point Selection

Step 1: To enter a Service Point you can type the Service Point into the textbox manually or click on Lookup Service Point.

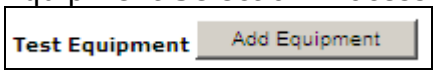


Step 2: Complete the appropriate fields and click the **Search** button.

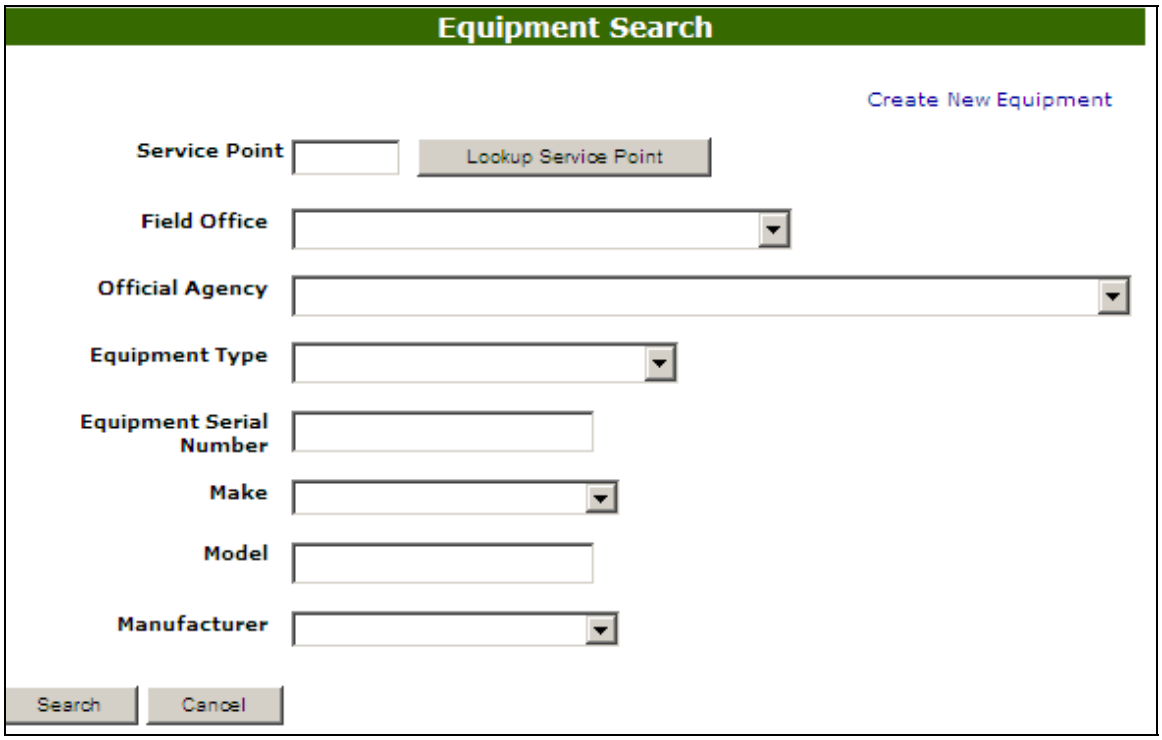


(Fig. 11) Step 3: The search results are shown in the screen above. Click Select to display the Service Points General Information.

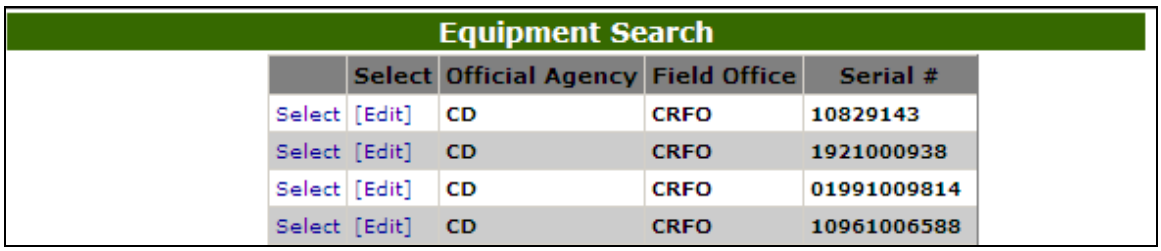
Equipment Selection Process



Step 1: Click **Add Equipment** button



Step 2: Fill in the appropriate search criteria and click the **Search** button.

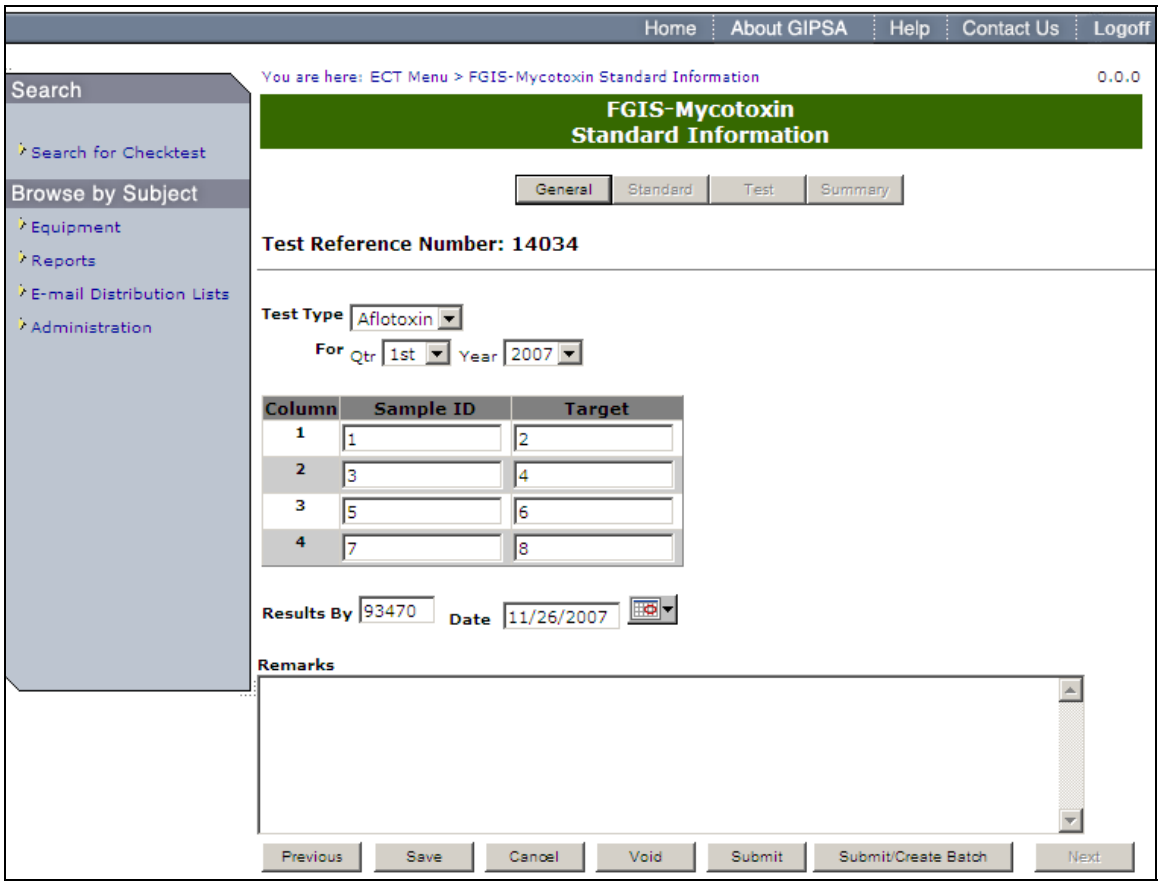


Step 3: The search results are shown in the screen above. Click Select to display the Equipment in the General Information section.

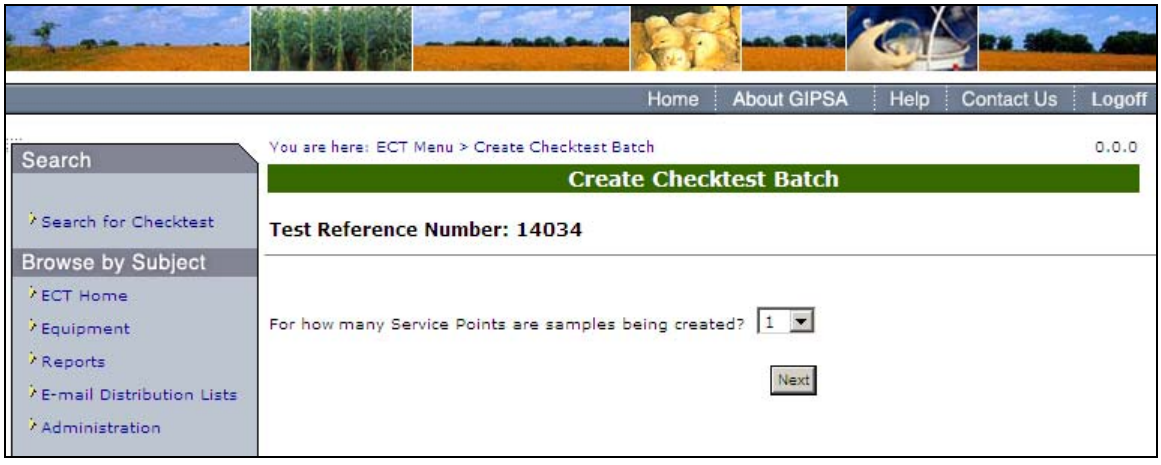
Submit/Create Batch

The following screen shots display the use of the Submit/Create Batch button. The following checktests have this function avalible:

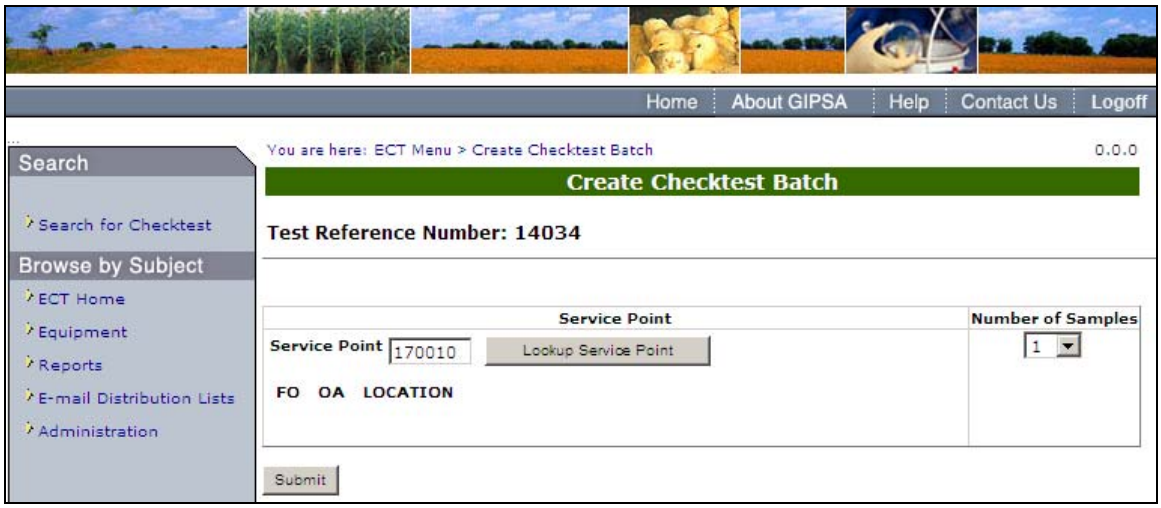
FGIS-923 Moisture Meter Test
FGIS-Falling Number
FGIS-Mycotoxin



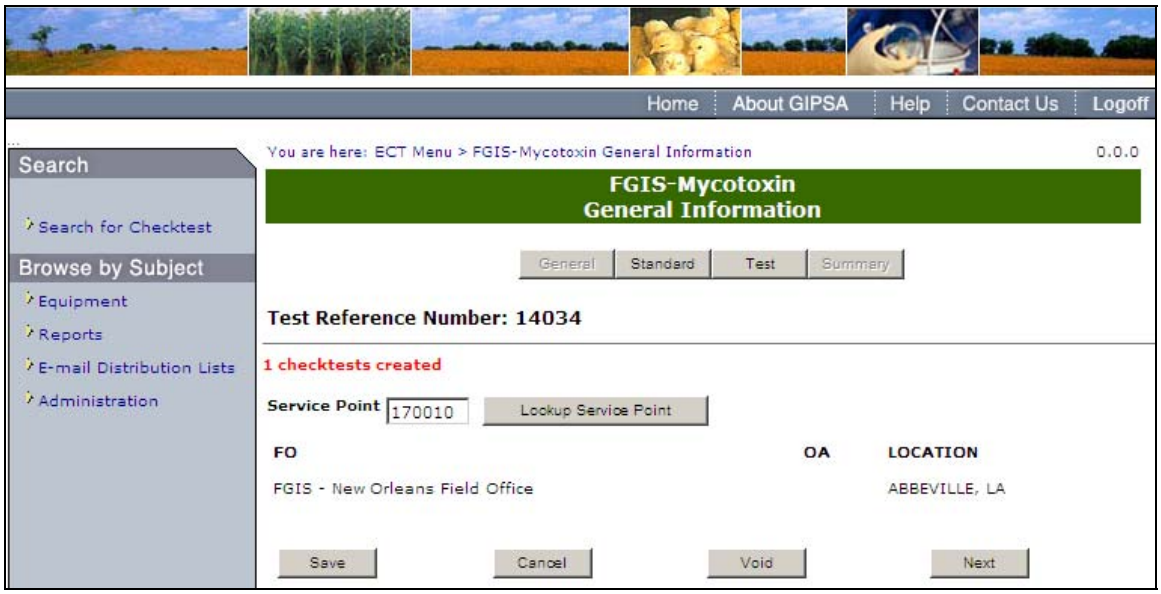
Step 1: Complete the required fields and click the **Submit/Create Batch** button.



Step 2: Select the number of service points which should be sent samples. Click the **Next** button to proceed to the following screen.

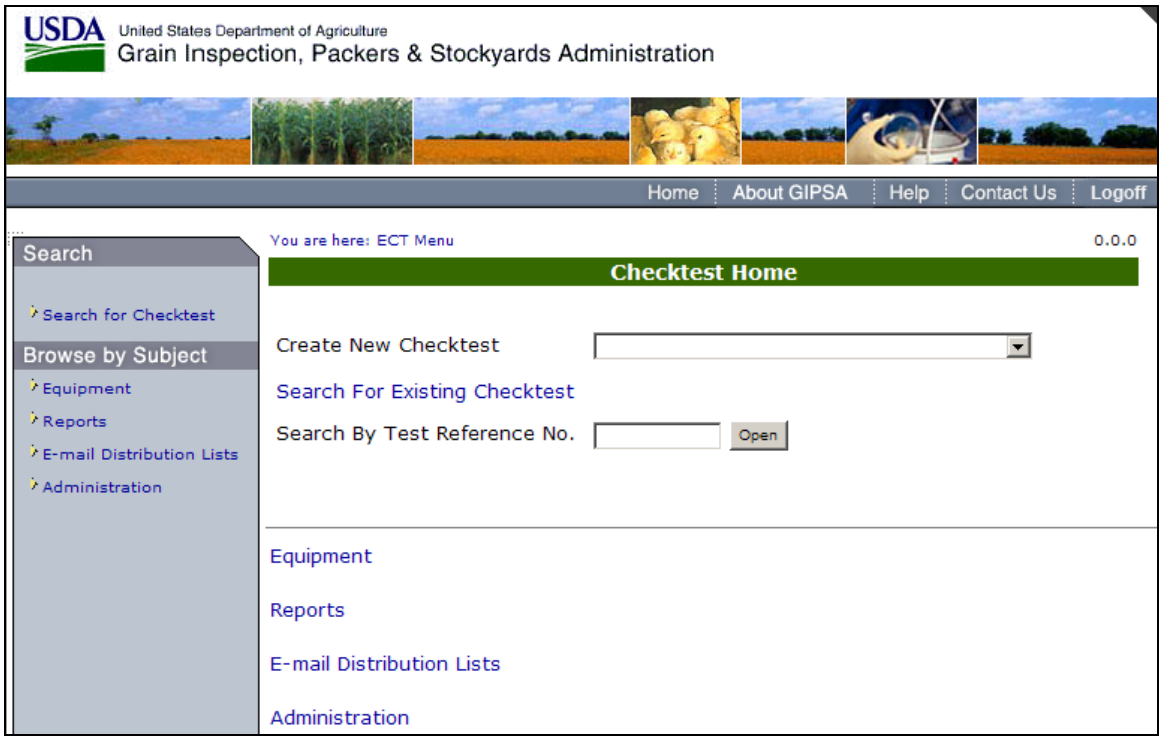


Step 3: Complete the service point and number of samples to be sent to each service point and click **Submit**.



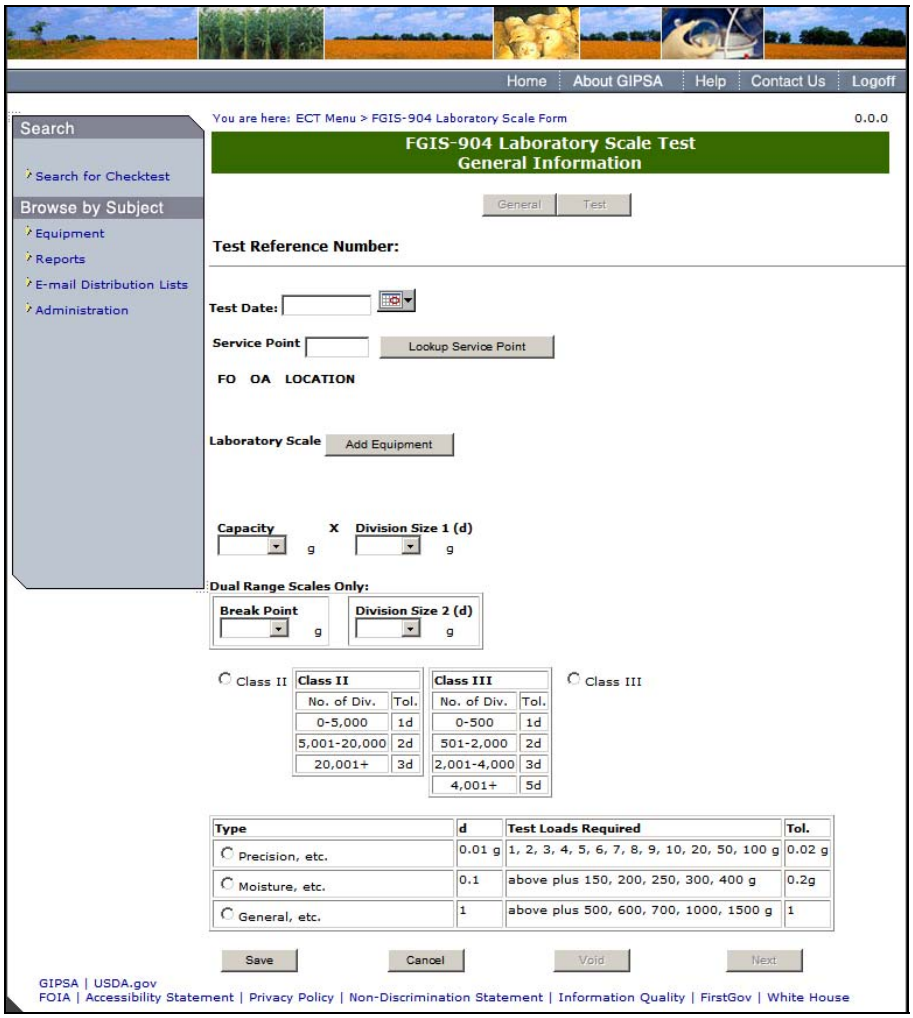
Step 4: The system will display the message: # checktests created

A. 2 — Create a Checktest

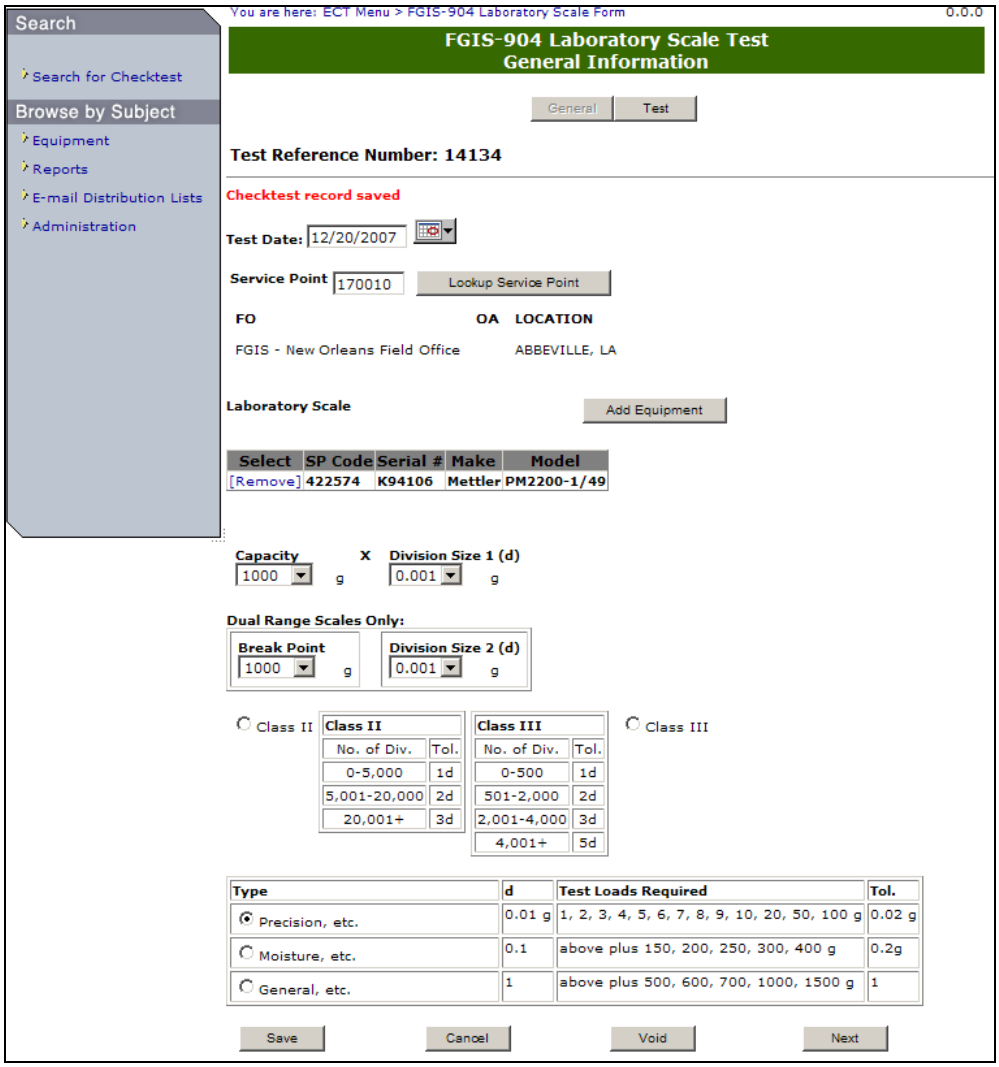


To Create a New Checktest; click on the **Create New Checktest** drop down menu. The drop down list will appear displaying the available Checktests. When a Checktest has been selected, the selected Checktest page will appear, as seen in the following screens. (Checktests labeled A-Q).

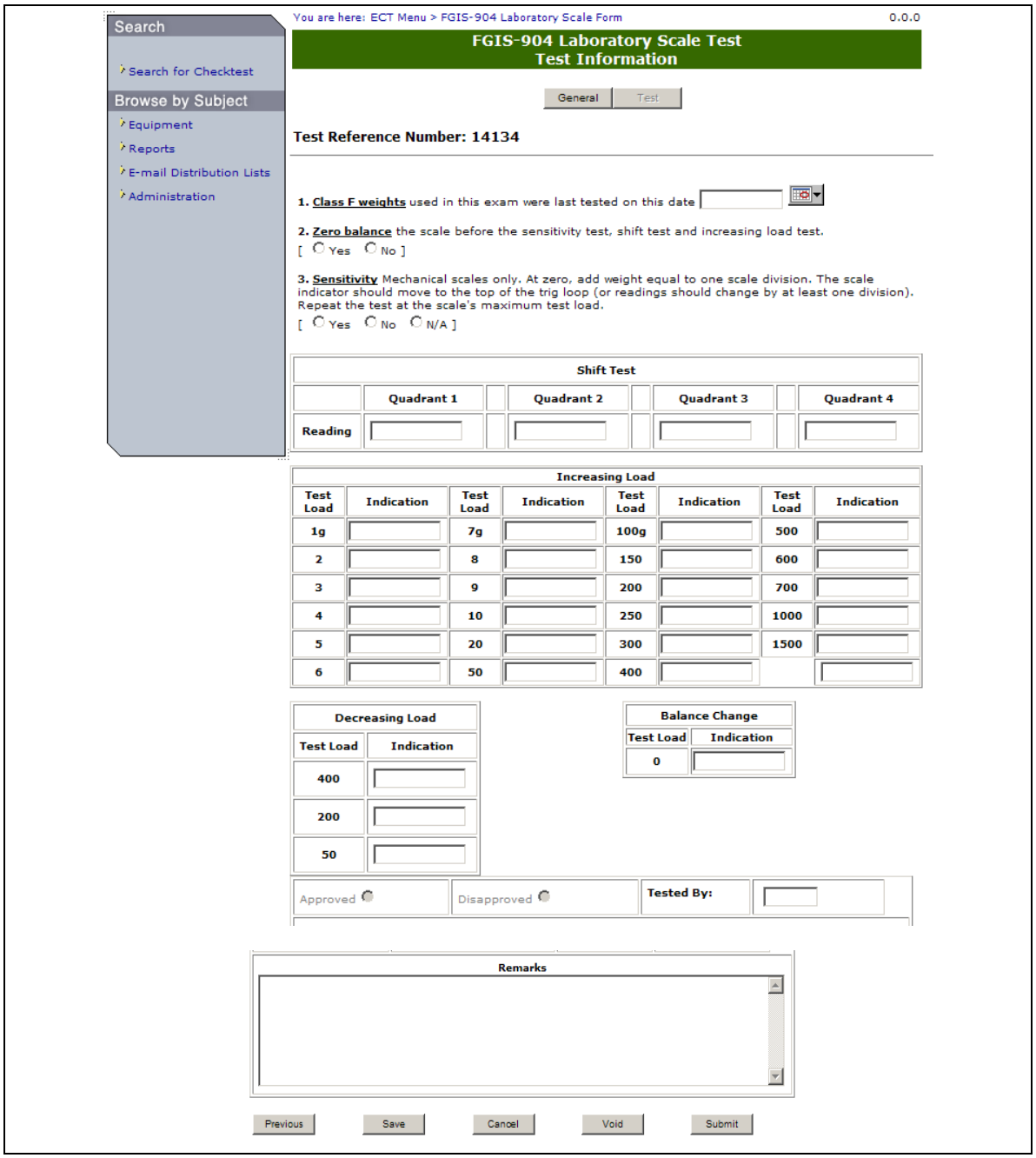
A. FGIS-904 Laboratory Scale Test



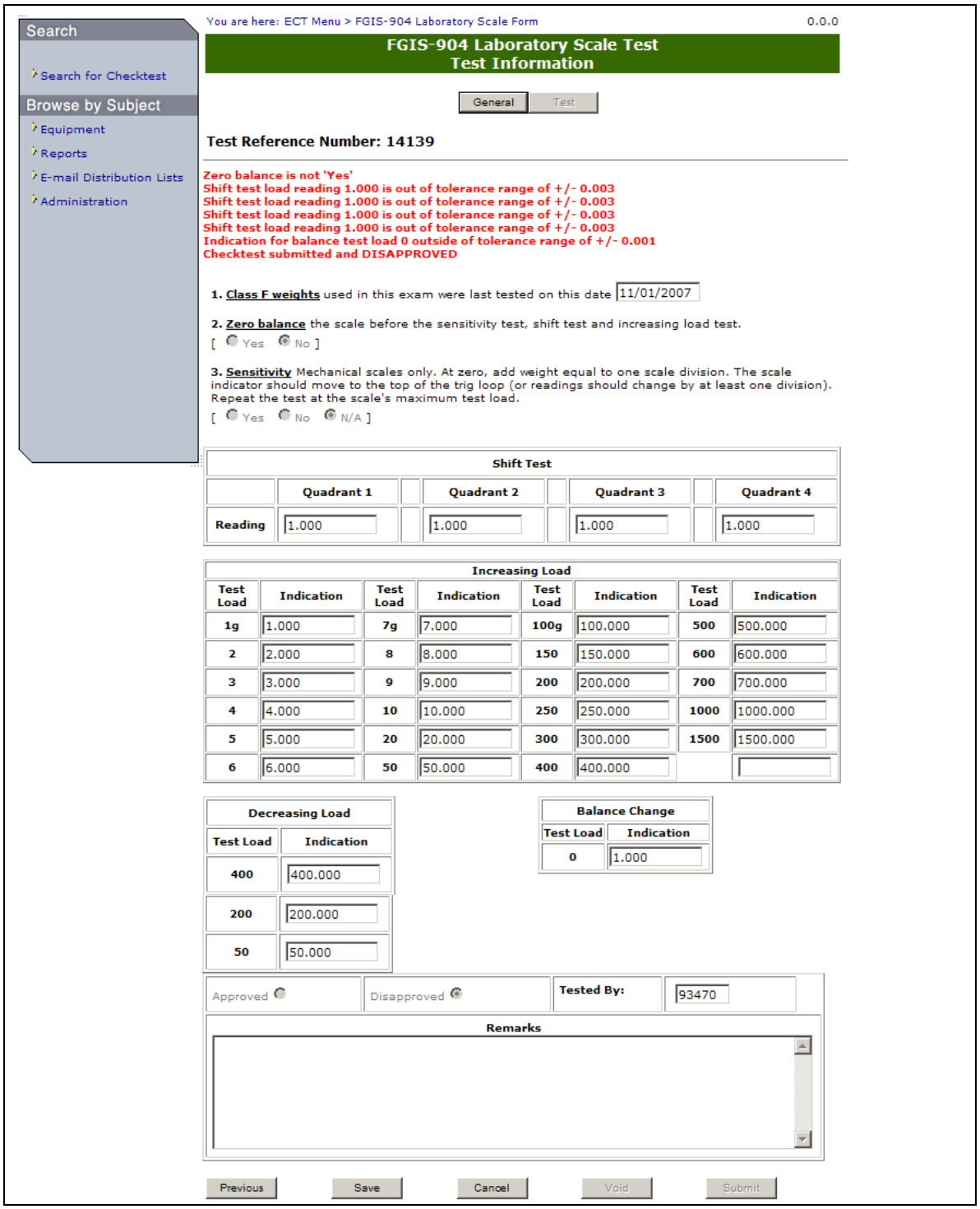
Step 1: This is the main page for the FGIS-904 Laboratory Scale Test. Fill out all required fields in the form and click **Save**.



Step 2: Once the form has been successfully saved, the system will display the message Checktest record saved. The following buttons will become available; Test, Save, Void, and Next. Click on **Next** to proceed to the next screen.

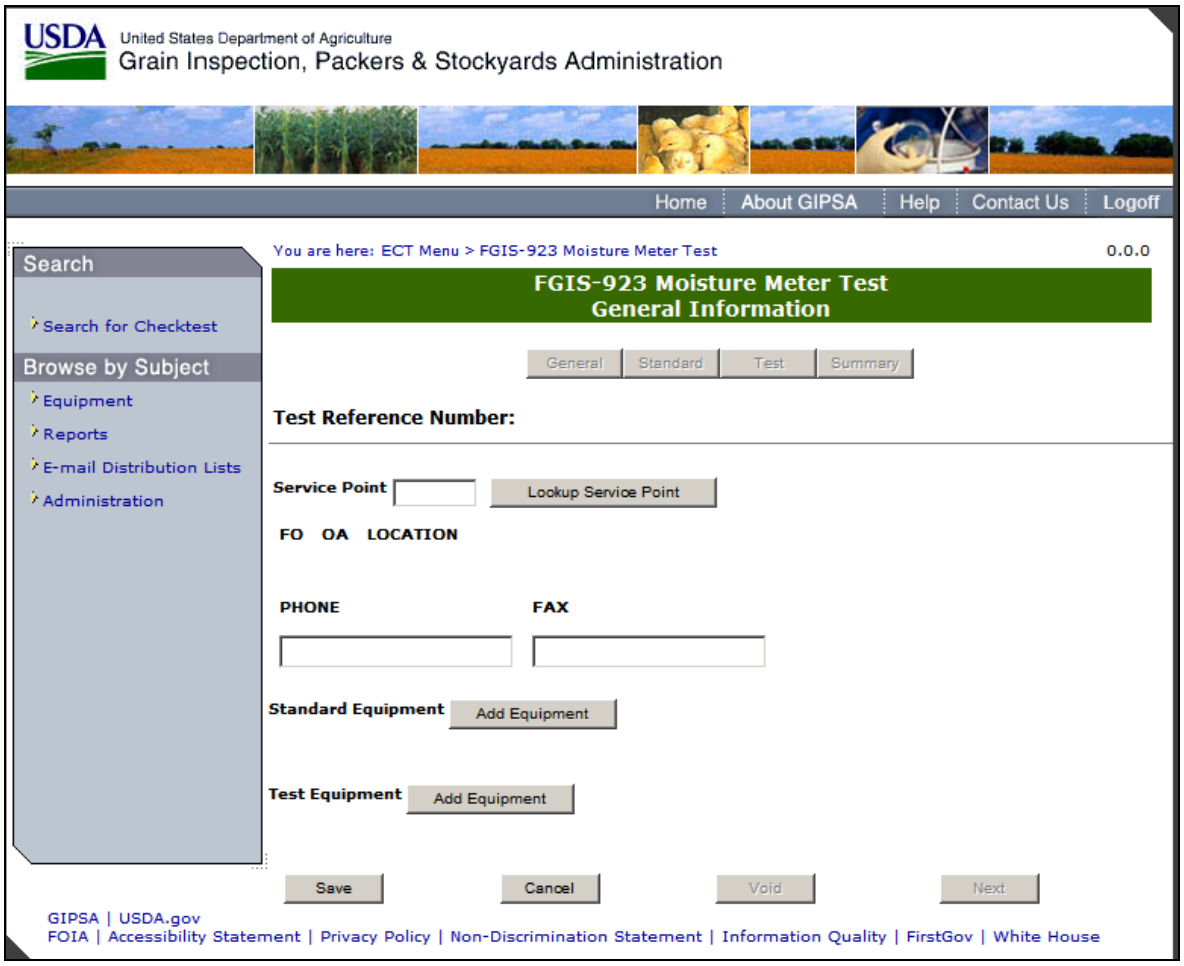


Step 3: Fill out all required fields, making sure to fill out the Tested By field with your license number, then click **Submit**.

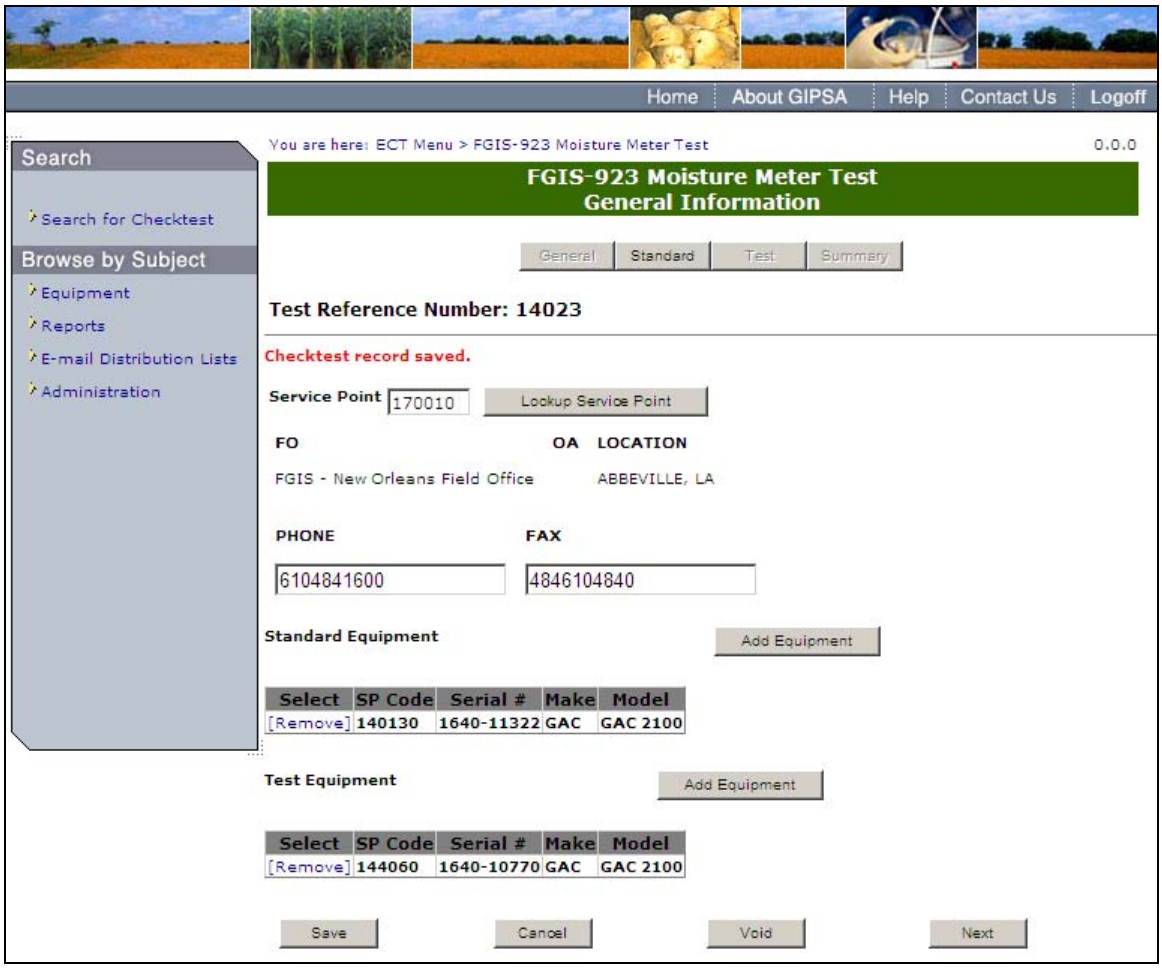


Step 4: Once the Test has been submitted, the system will display the results in display only format as shown in the screen above. For example, the above screen has been disapproved.

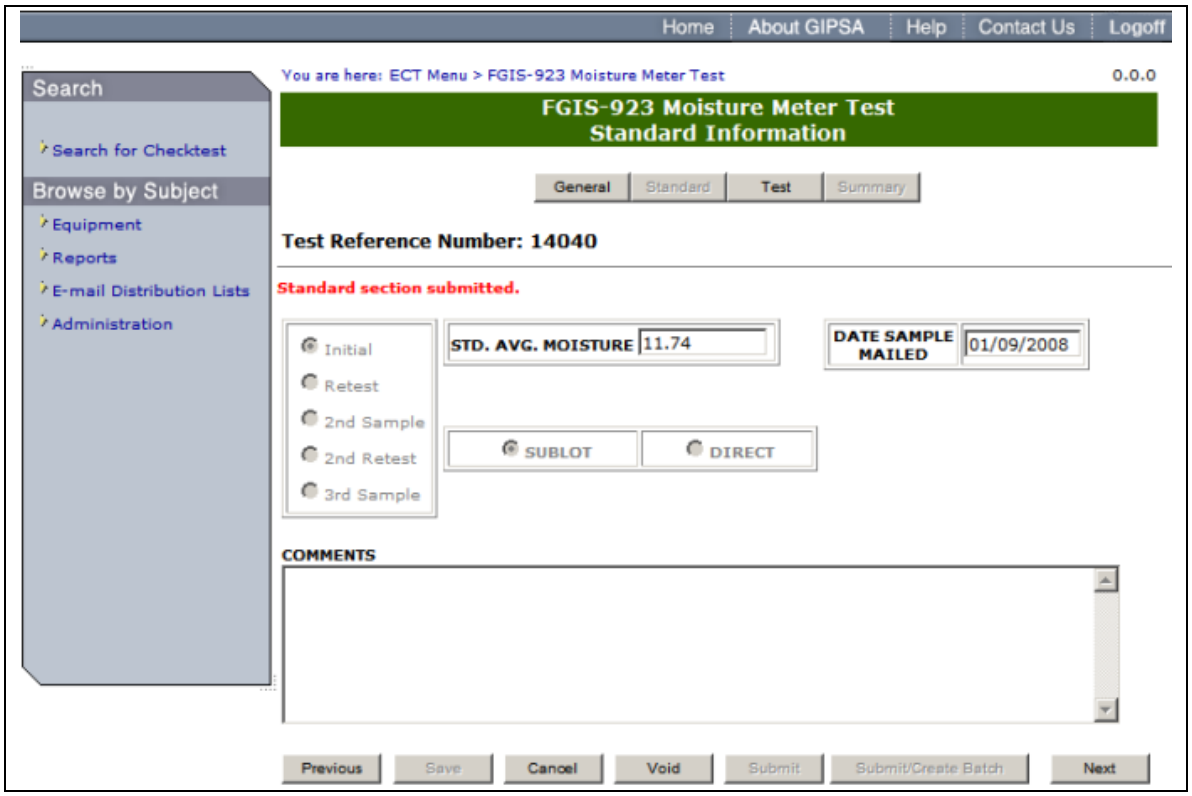
B. FGIS-923 Moisture Meter Test



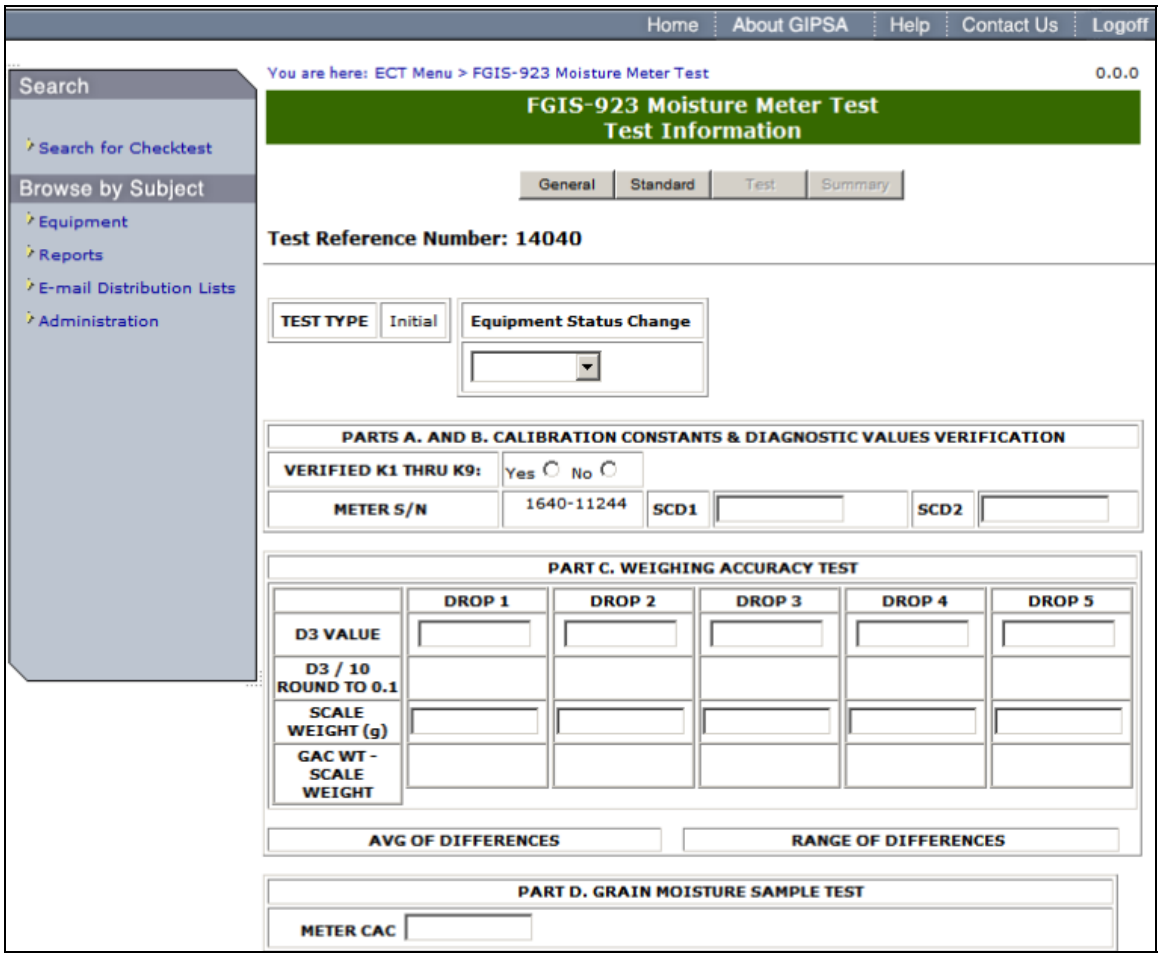
Step 1: Fill out the required fields and click **Save**.

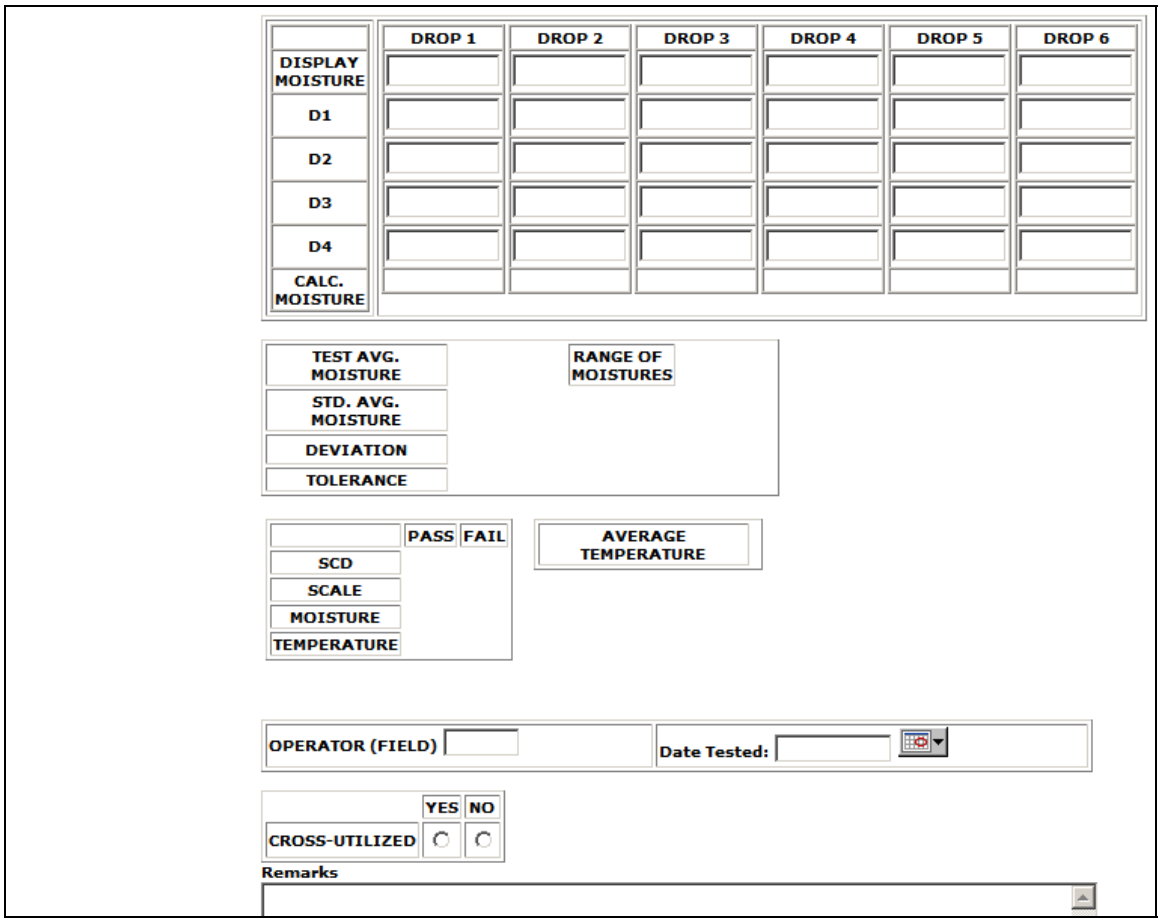


Step 2: The system will display a success message: Checktest record saved. Click the **Next** button to proceed to the following screen.

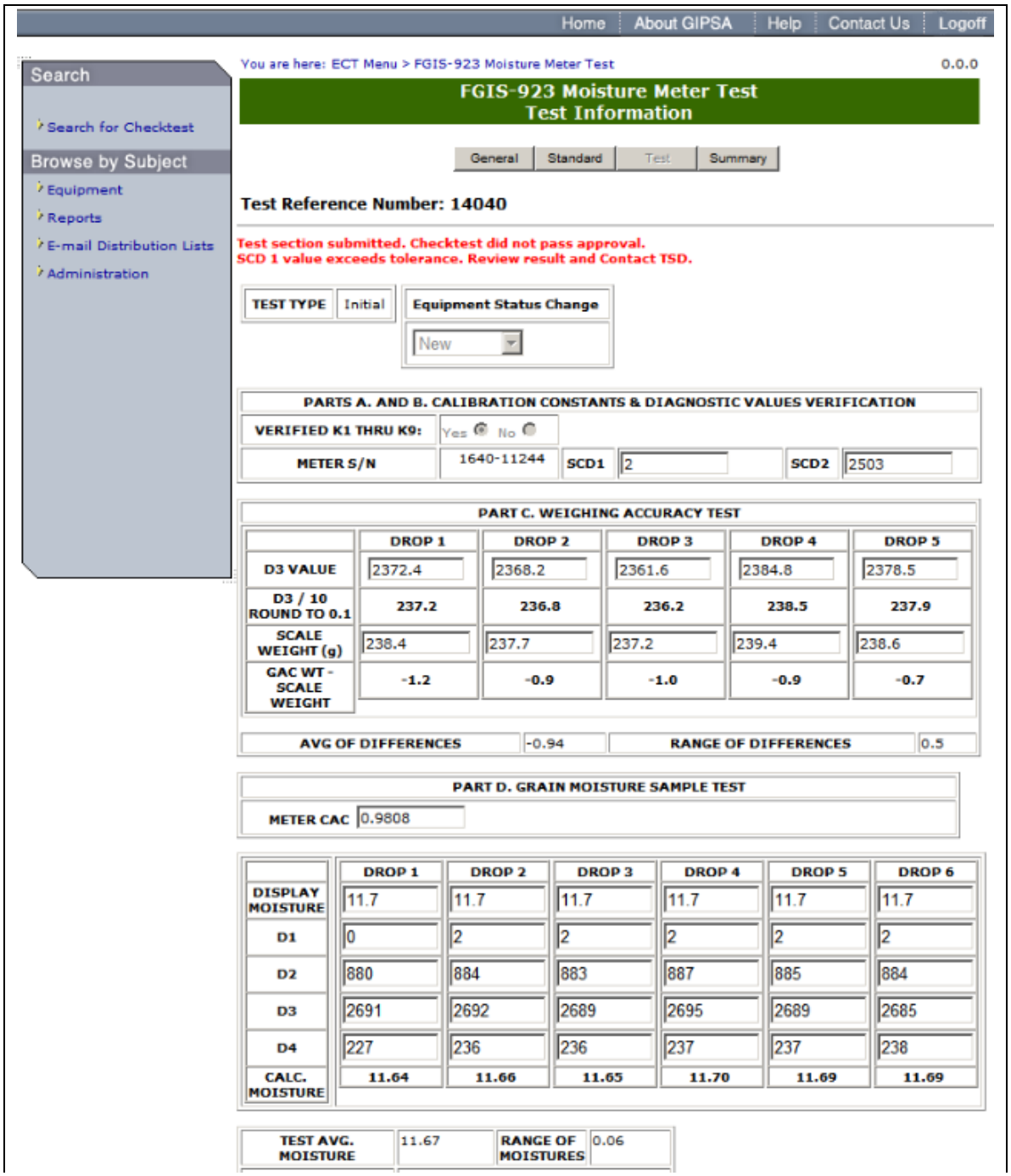


Step 3: Fill out the Form and click on **Submit**. Once submit is selected, the page becomes display only. The system will display the message; Standard section submitted. Click **Next** to proceed to the following screen.


Home
About GIPSA
Help
Contact Us
Logoff
Search
Search for Checktest
Browse by Subject
Equipment
Reports
E-mail Distribution Lists
Administration
You are here: ECT Menu > FGIS-923 Moisture Meter Test
0.0.0
FGIS-923 Moisture Meter Test
Test Information
General
Standard
Test
Summary
Test Reference Number: 14040
TEST TYPE
Initial
Equipment Status Change
PARTS A. AND B. CALIBRATION CONSTANTS & DIAGNOSTIC VALUES VERIFICATION
VERIFIED K1 THRU K9:
Yes
No
METER S/N
1640-11244
SCD1
SCD2
PART C. WEIGHING ACCURACY TEST
DROP 1
DROP 2
DROP 3
DROP 4
DROP 5
D3 VALUE
D3 / 10 ROUND TO 0.1
SCALE WEIGHT (g)
GAC WT - SCALE WEIGHT
AVG OF DIFFERENCES
RANGE OF DIFFERENCES
PART D. GRAIN MOISTURE SAMPLE TEST
METER CAC



Step 4: Complete all required fields and click **Submit**. The system will display the results in the following screen.



Home | About GIPSA | Help | Contact Us | Logoff

Search

Search for Checktest

Browse by Subject

Equipment

Reports

E-mail Distribution Lists

Administration

You are here: ECT Menu > FGIS-923 Moisture Meter Test 0.0.0

FGIS-923 Moisture Meter Test
Test Information

General | Standard | Test | Summary

Test Reference Number: 14040

Test section submitted. Checktest did not pass approval.
SCD 1 value exceeds tolerance. Review result and Contact TSD.

TEST TYPE	Initial	Equipment Status Change
		New

PARTS A. AND B. CALIBRATION CONSTANTS & DIAGNOSTIC VALUES VERIFICATION

VERIFIED K1 THRU K9:	Yes / No				
METER S/N	1640-11244	SCD1	2	SCD2	2503

PART C. WEIGHING ACCURACY TEST

	DROP 1	DROP 2	DROP 3	DROP 4	DROP 5
D3 VALUE	2372.4	2368.2	2361.6	2384.8	2378.5
D3 / 10 ROUND TO 0.1	237.2	236.8	236.2	238.5	237.9
SCALE WEIGHT (g)	238.4	237.7	237.2	239.4	238.6
GAC WT - SCALE WEIGHT	-1.2	-0.9	-1.0	-0.9	-0.7

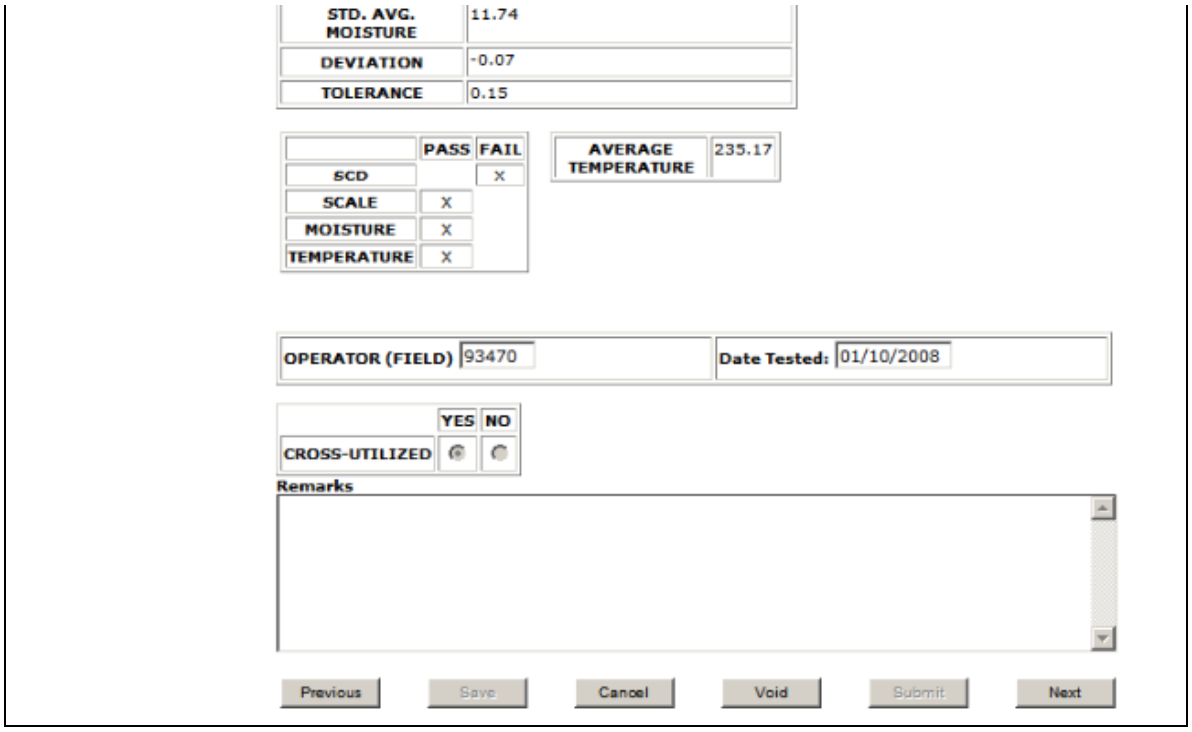
AVG OF DIFFERENCES	-0.94	RANGE OF DIFFERENCES	0.5

PART D. GRAIN MOISTURE SAMPLE TEST

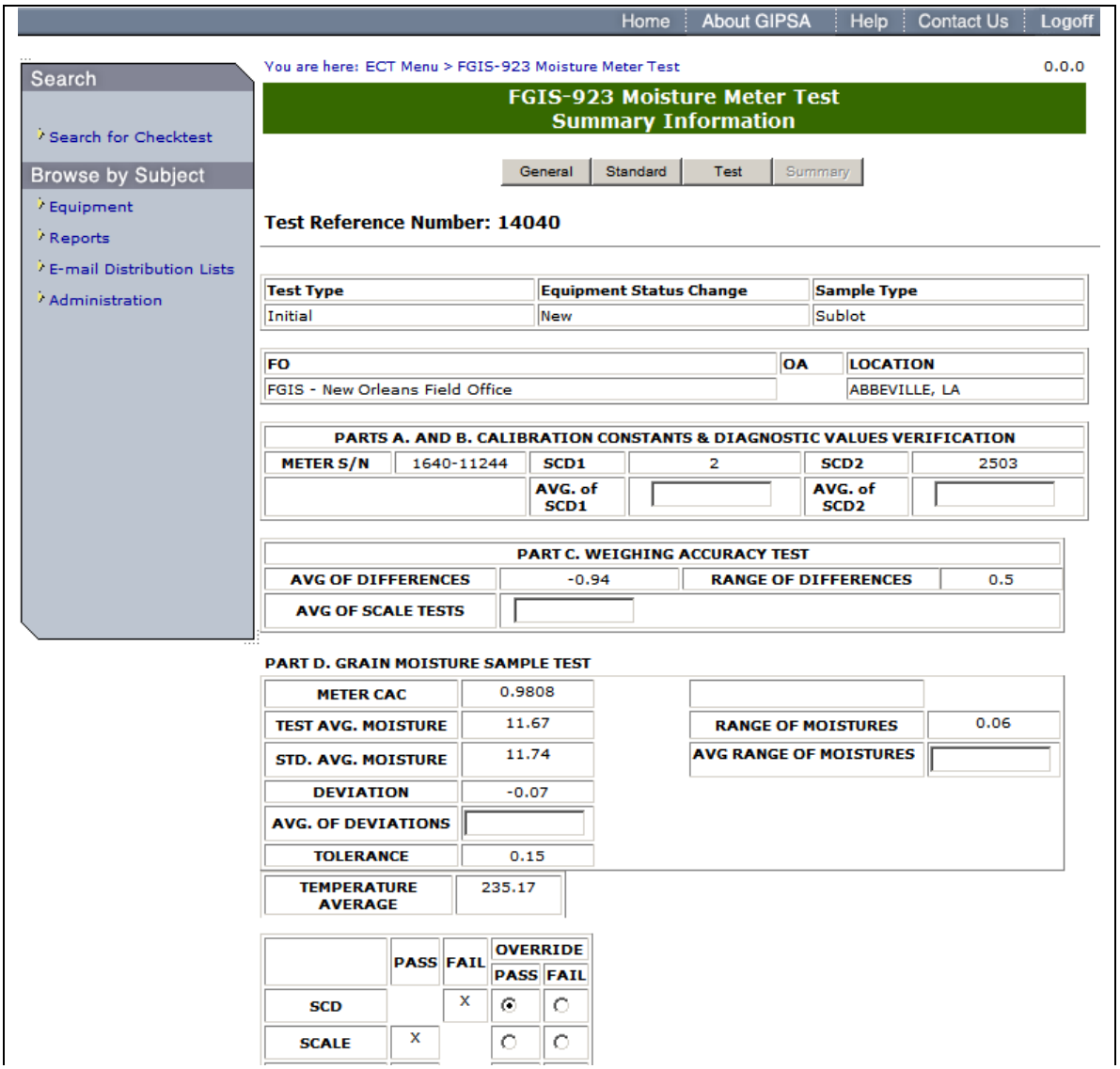
METER CAC 0.9808

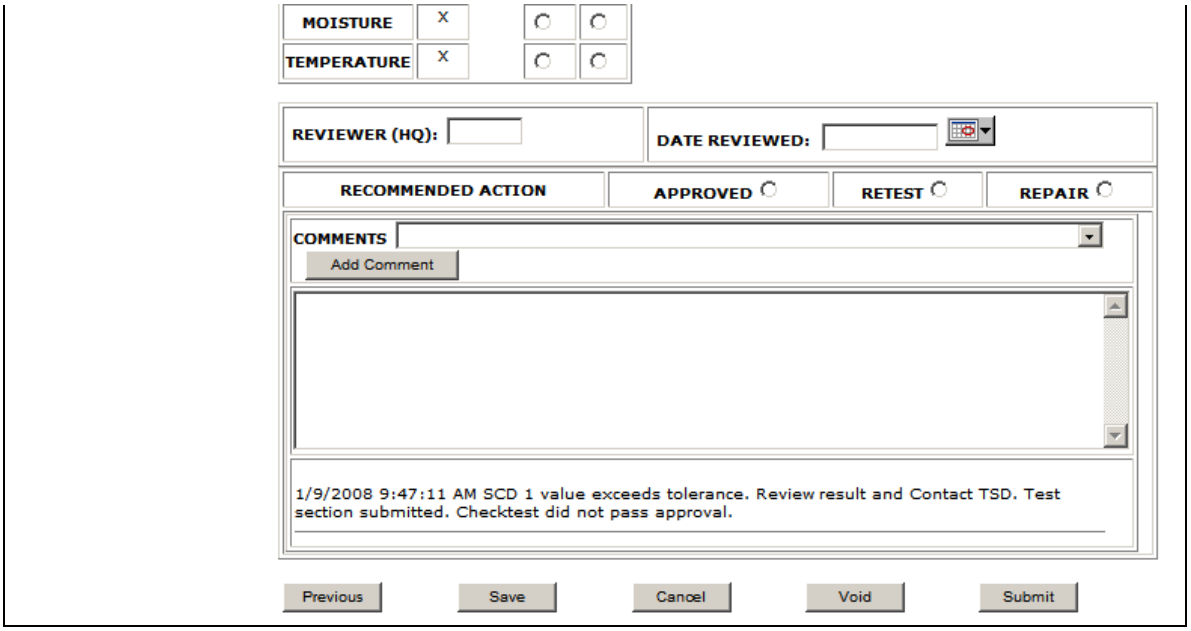
	DROP 1	DROP 2	DROP 3	DROP 4	DROP 5	DROP 6
DISPLAY MOISTURE	11.7	11.7	11.7	11.7	11.7	11.7
D1	0	2	2	2	2	2
D2	880	884	883	887	885	884
D3	2691	2692	2689	2695	2689	2685
D4	227	236	236	237	237	238
CALC. MOISTURE	11.64	11.66	11.65	11.70	11.69	11.69

TEST AVG. MOISTURE	11.67	RANGE OF MOISTURES	0.06

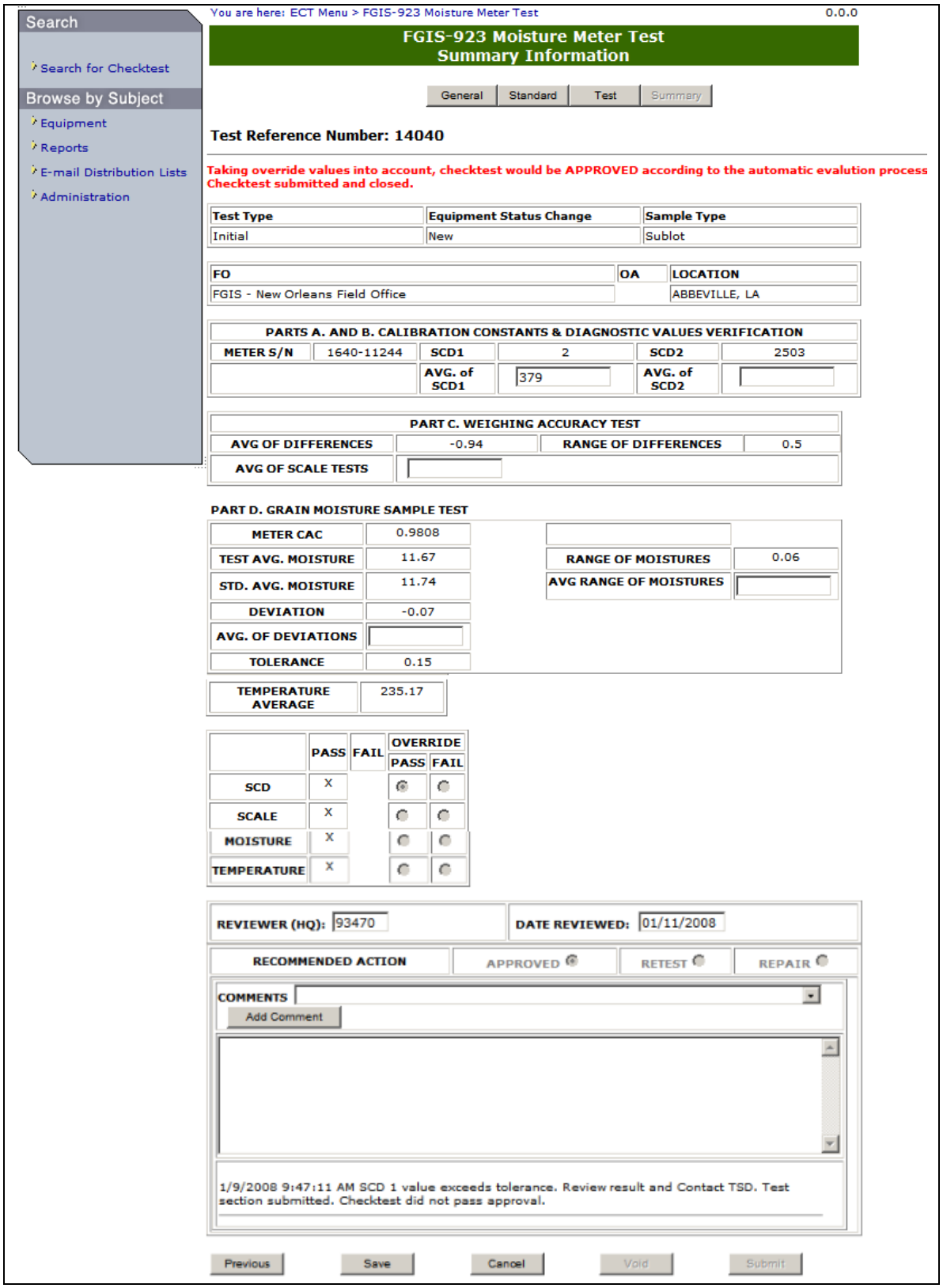


Step 5: The system displays whether or not the checktest passed approval or not. If the checktest did not pass approval, then the description to why it did not pass is displayed. The results are displayed in display only format.


Home
About GIPSA
Help
Contact Us
Logoff
Search
Search for Checktest
Browse by Subject
Equipment
Reports
E-mail Distribution Lists
Administration
You are here: ECT Menu > FGIS-923 Moisture Meter Test
0.0.0
FGIS-923 Moisture Meter Test
Summary Information
General
Standard
Test
Summary
Test Reference Number: 14040
Test Type
Initial
Equipment Status Change
New
Sample Type
Sublot
FO
FGIS - New Orleans Field Office
OA
LOCATION
ABBEVILLE, LA
PARTS A. AND B. CALIBRATION CONSTANTS & DIAGNOSTIC VALUES VERIFICATION
METER S/N
1640-11244
SCD1
2
SCD2
2503
AVG. of SCD1
AVG. of SCD2
PART C. WEIGHING ACCURACY TEST
AVG OF DIFFERENCES
-0.94
RANGE OF DIFFERENCES
0.5
AVG OF SCALE TESTS
PART D. GRAIN MOISTURE SAMPLE TEST
METER CAC
0.9808
TEST AVG. MOISTURE
11.67
STD. AVG. MOISTURE
11.74
DEVIATION
-0.07
AVG. OF DEVIATIONS
TOLERANCE
0.15
RANGE OF MOISTURES
0.06
AVG RANGE OF MOISTURES
TEMPERATURE AVERAGE
235.17
PASS
FAIL
OVERRIDE
PASS
FAIL
SCD
X
SCALE
X

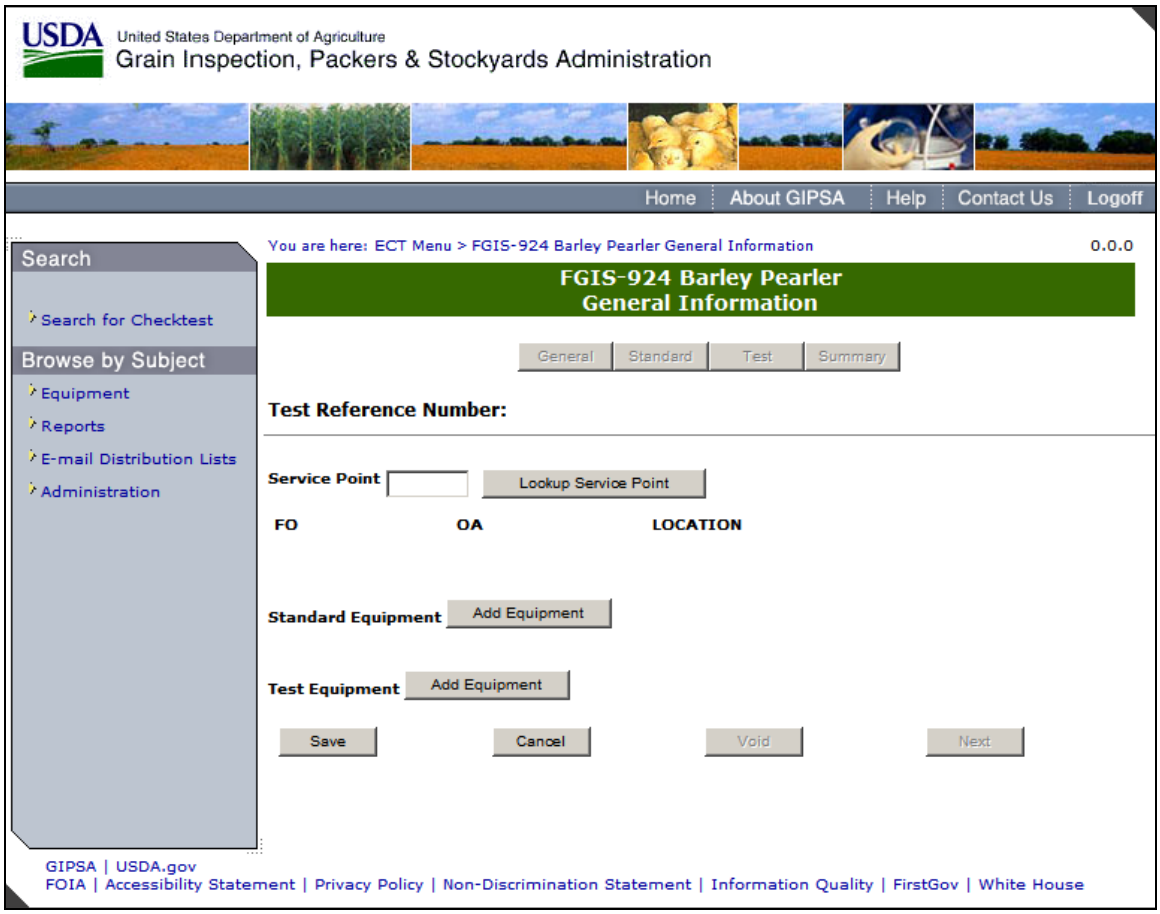


Step 6: If the test did not pass initially, the summary screen allows the standard user to override the test results. The reviewer ID and Date Reviewed fields must be completed in order to submit the form. Once the summary form is submitted, the system will automatically calculate a pass/fail based on any override values. In this example an override value of 397 was entered which enabled the checktest to pass inspection and be closed. If the user manually marks the recommended action field as 'Approved' or 'Repair' then the system will close the record once submitted even if it did not pass the automatic calculations. If 'Retest' is selected then the system will leave the record open.

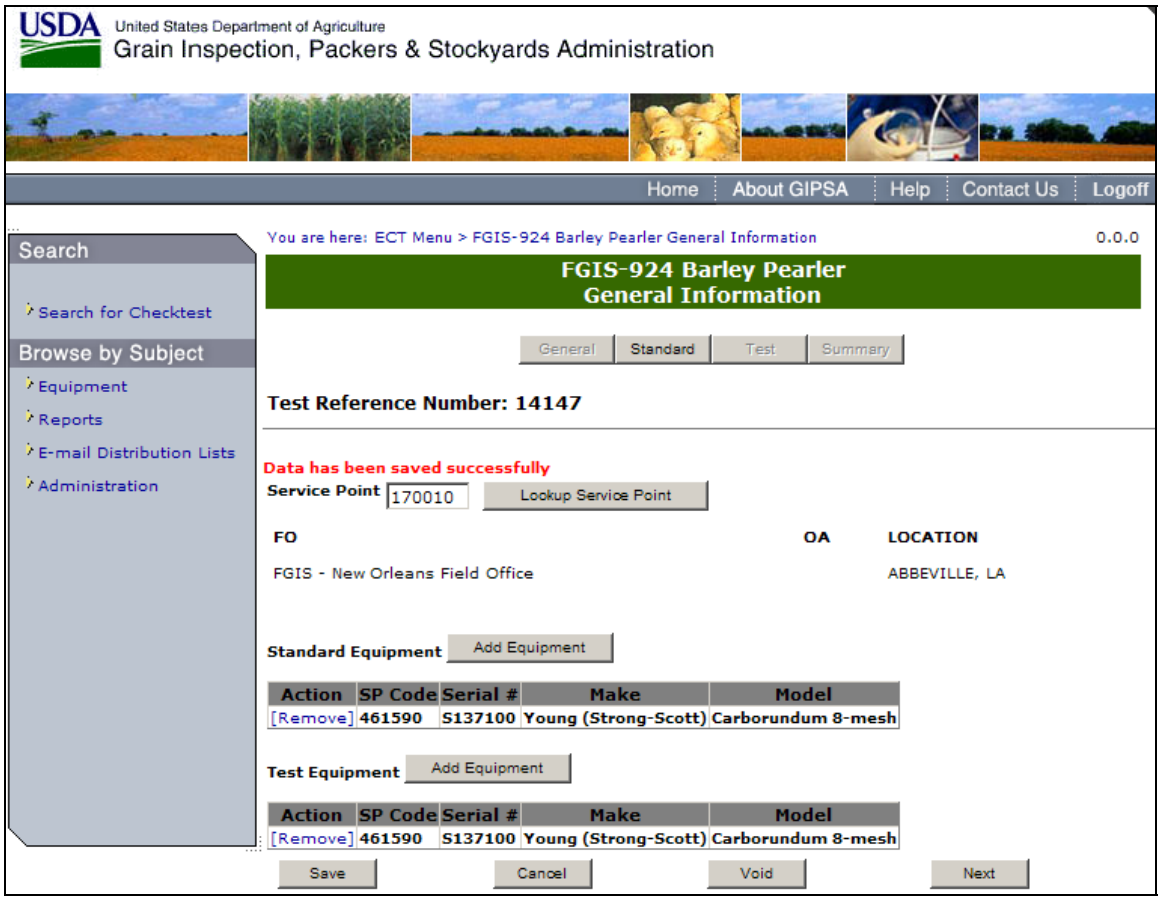


Step 7: Once form has been submitted, the results are displayed on the top of the page, as seen above.

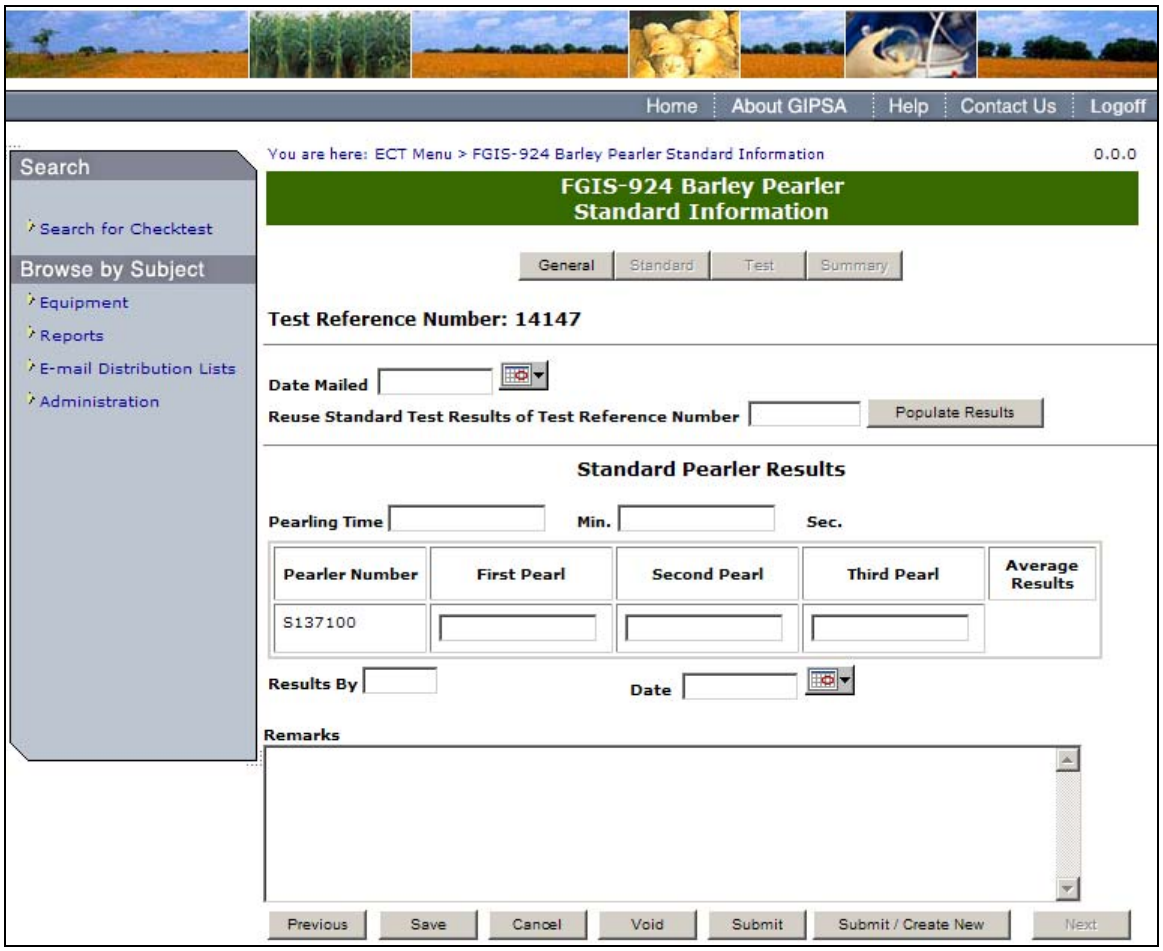
C. FGIS-924 Barley Pearler



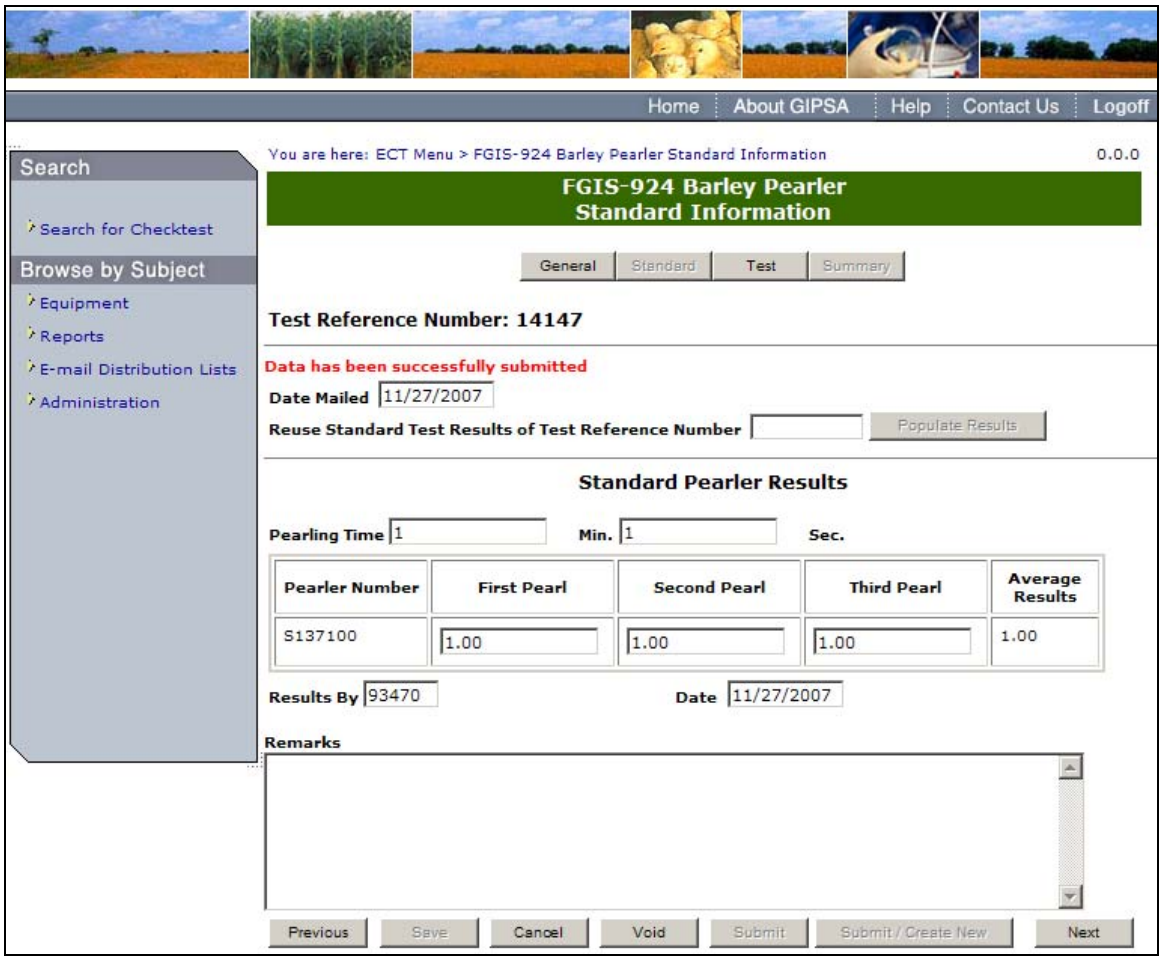
Step 1: Complete the required fields and click **Save**.



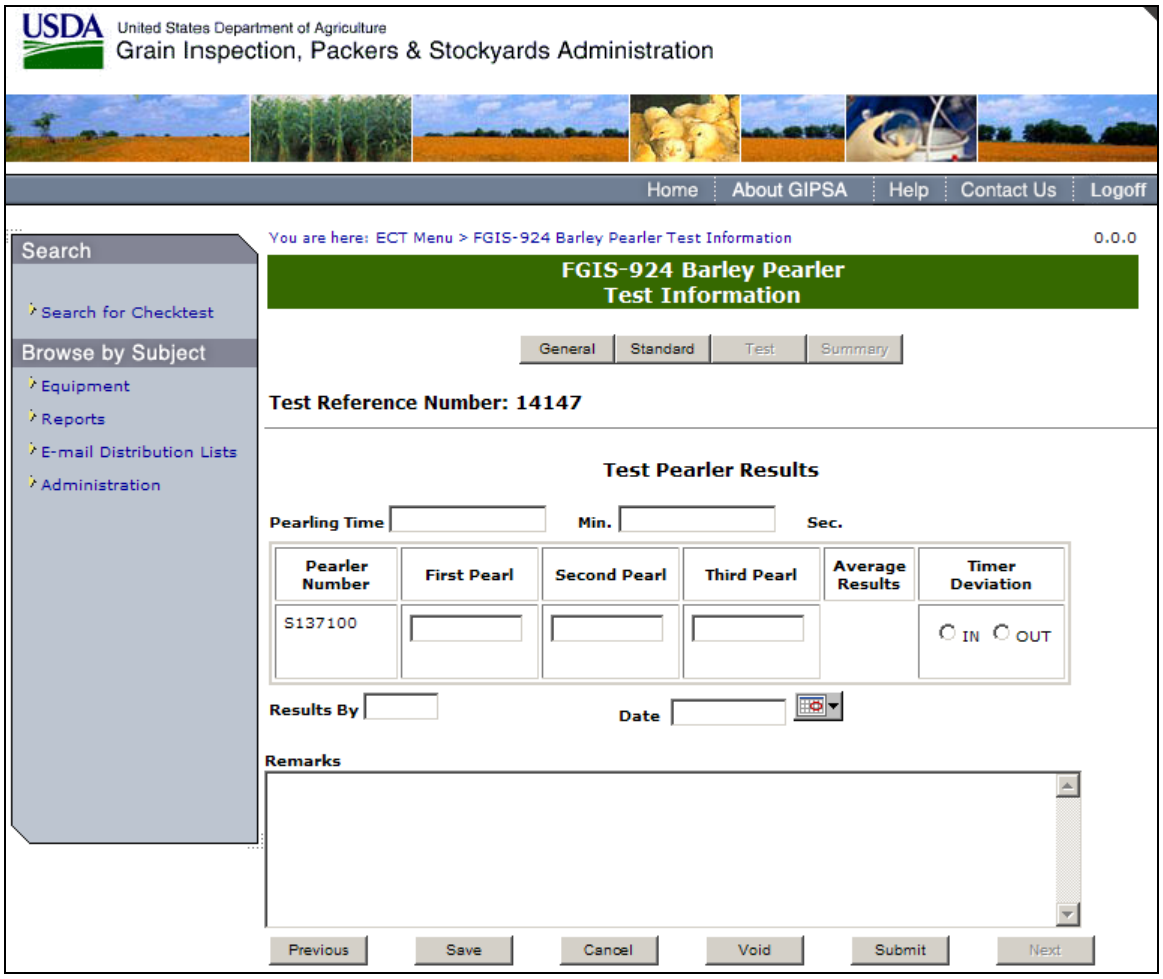
Step 2: The system will display the message: Data has been saved successfully. Click **Next** to proceed to the following screen.



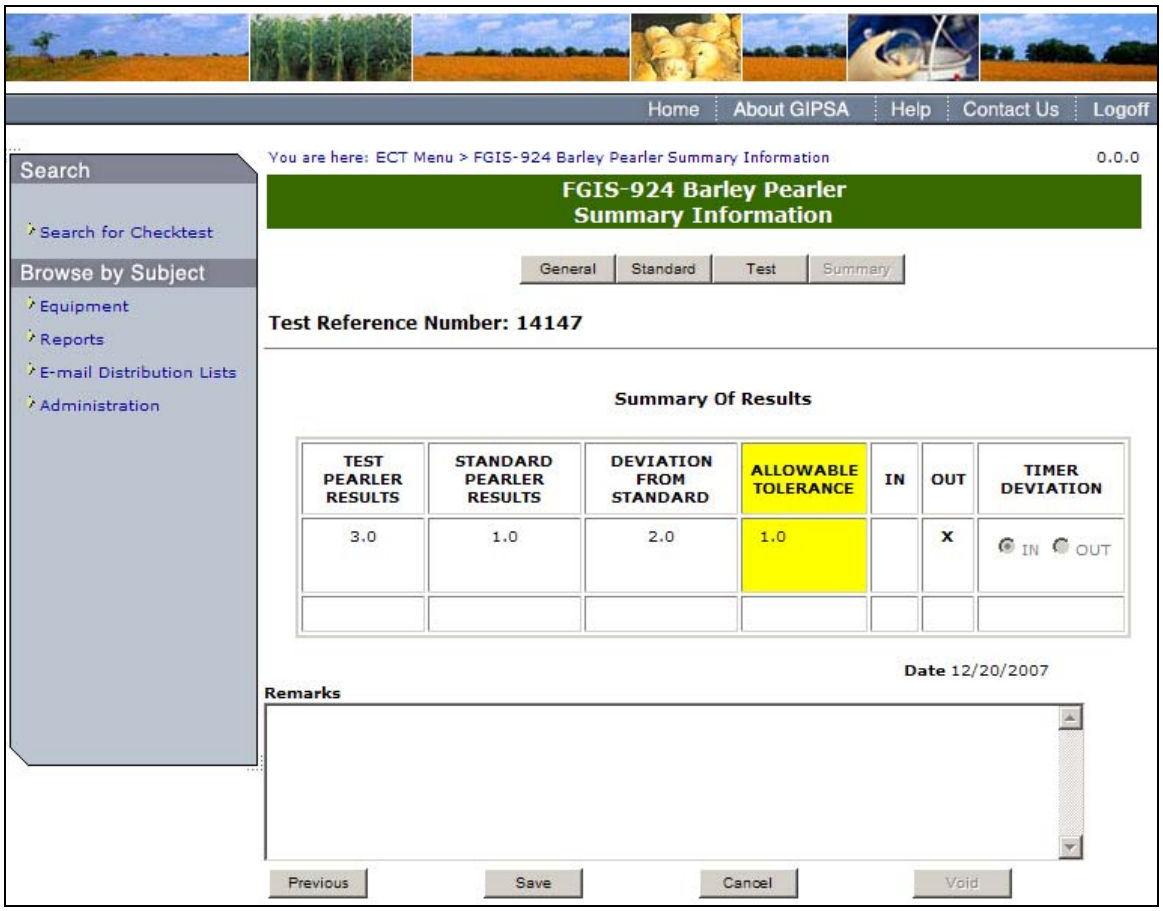
Step 3: Fill out the fields, making sure to fill out the Results By field with your license number, and select **Submit**.



Step 4: Once submit is selected, the page becomes display only. The system will display the message: Data has been successfully submitted.

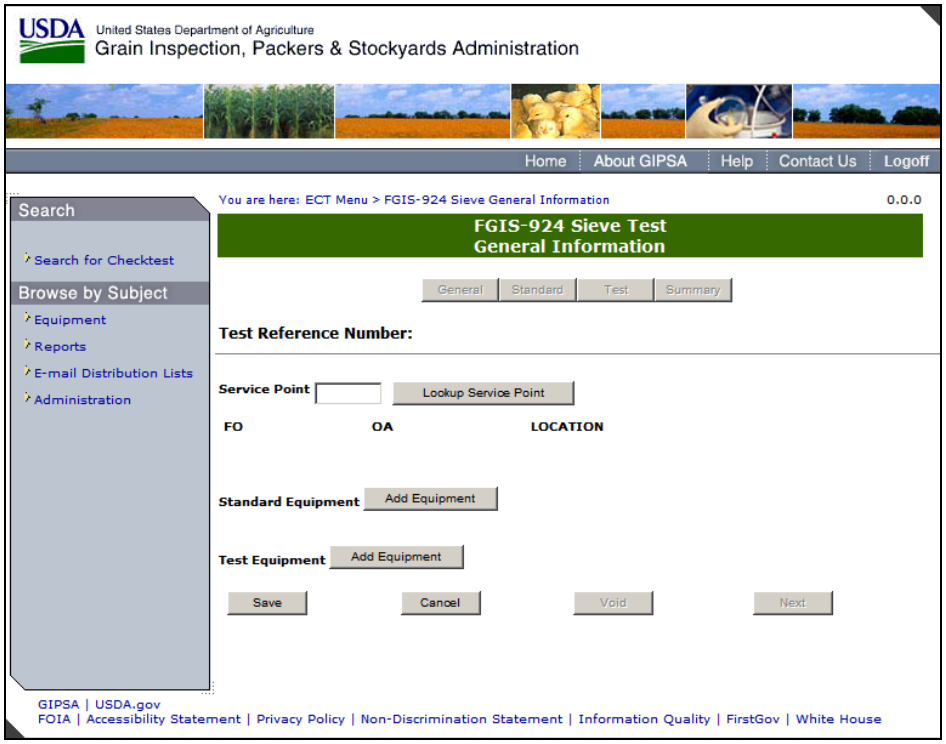


Step 5: Complete the fields, making sure to fill out the Results By field with your license number, and select **Submit**.

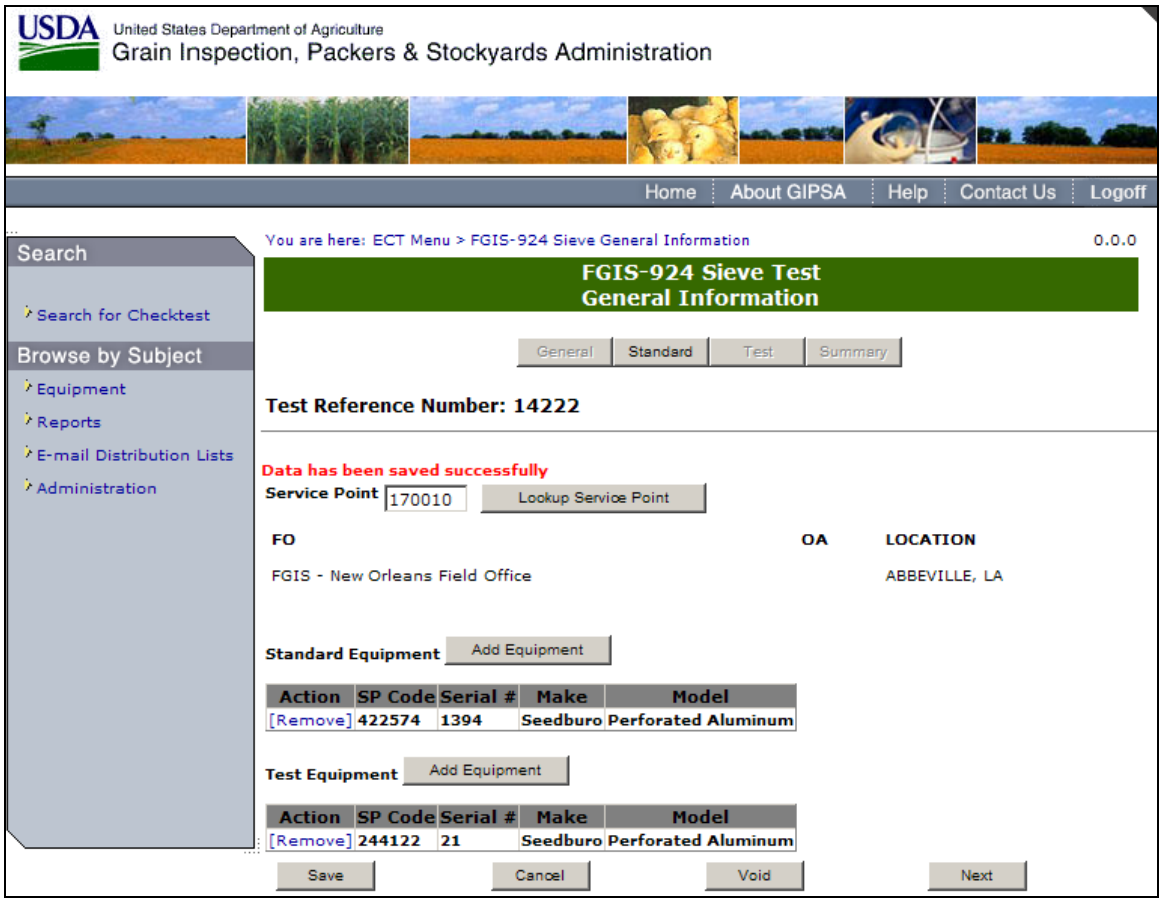


Step 6: The system will display the results in the summary page in display only format.

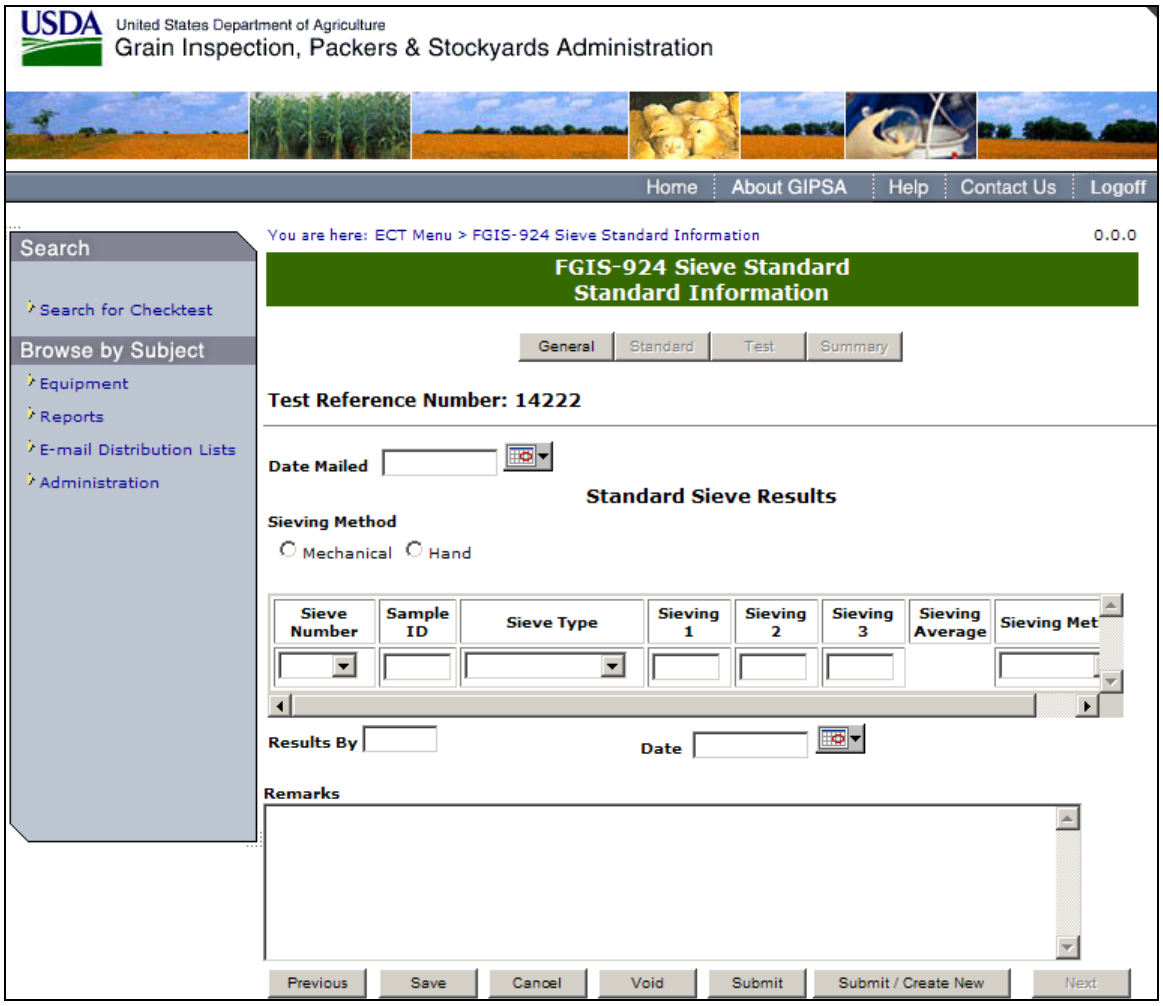
D. FGIS-924 Sieve Test



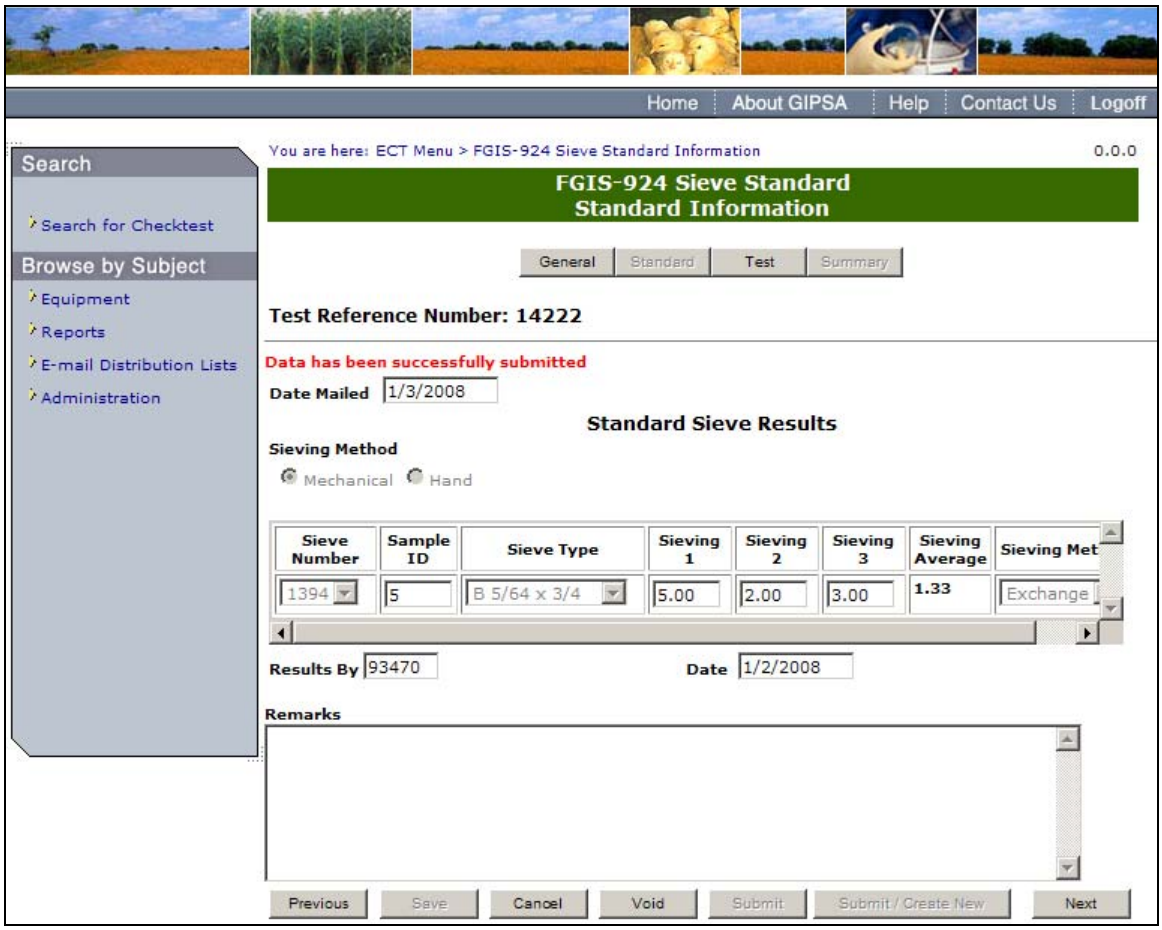
Step 1: Complete the fields and click **Save**.



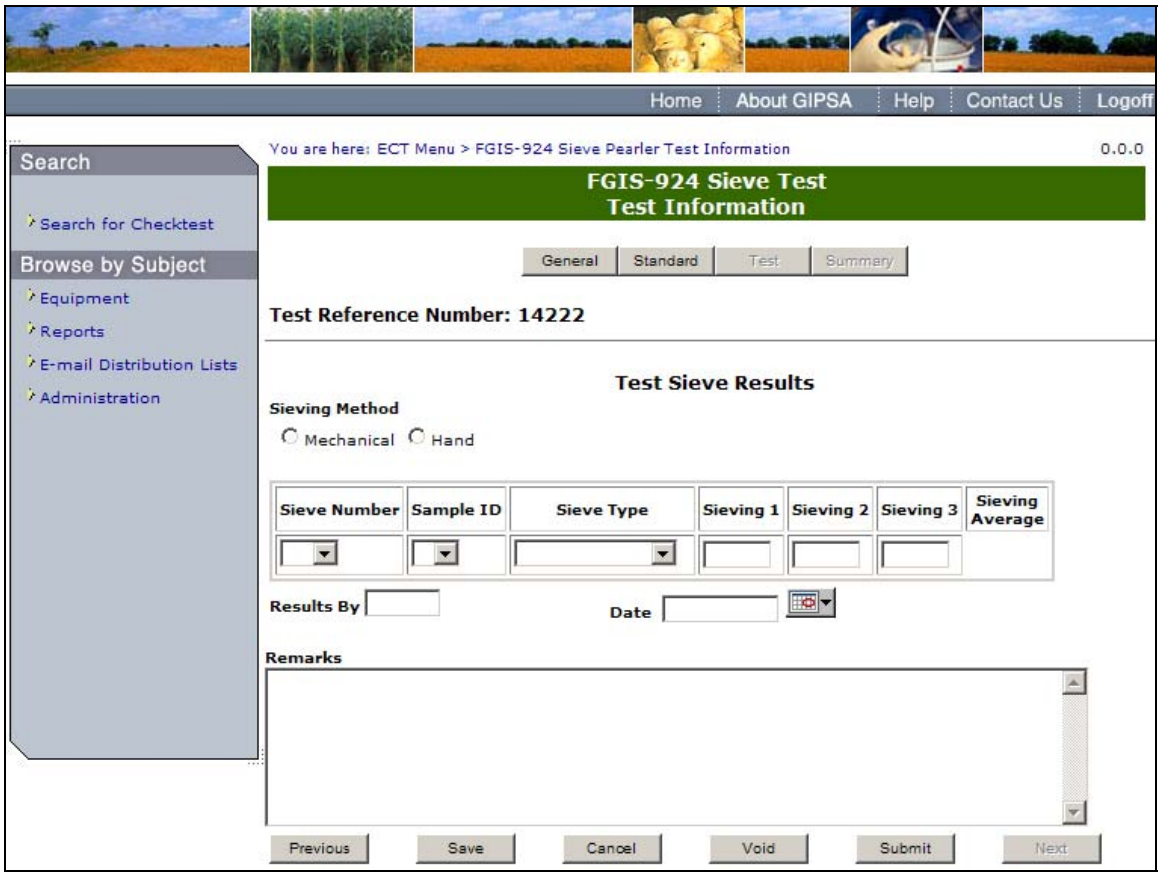
Step 2: System will display the message: Data has been saved successfully. Click **Next** to Proceed to following screen.



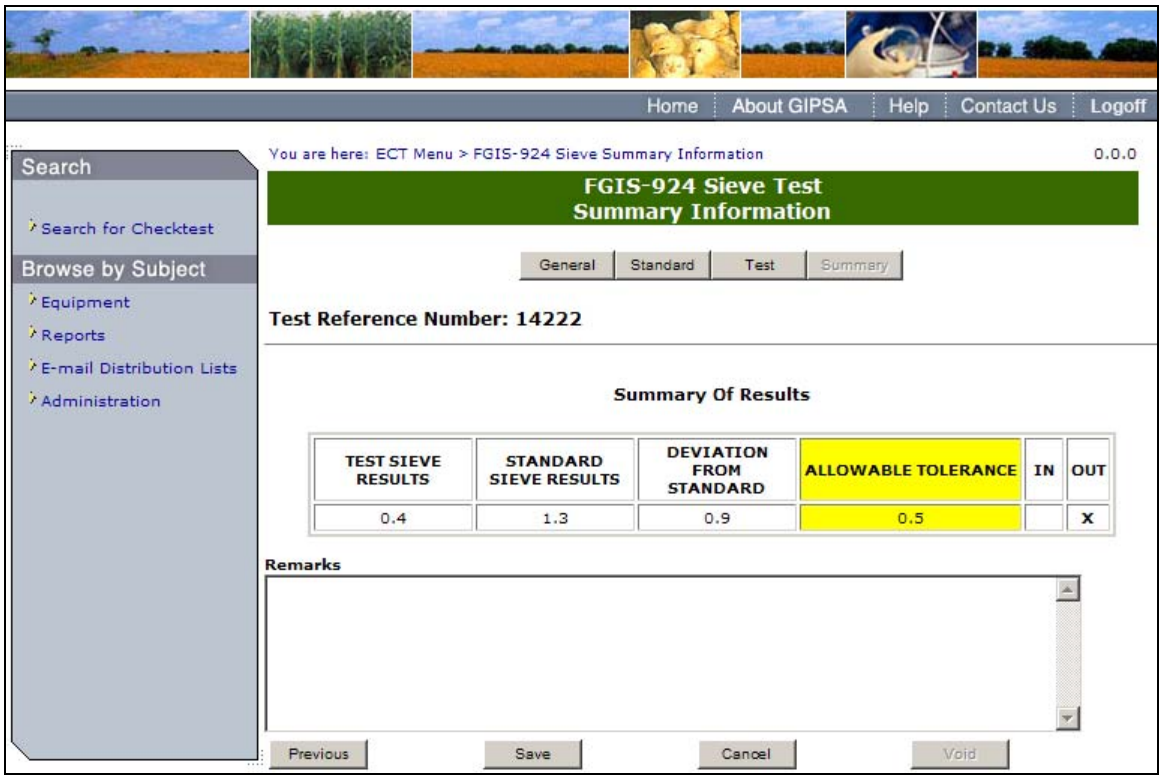
Step 3: Complete the fields, making sure to fill out the Results By field with your license number, and click **Submit**.



Step 4: Once **Submit** is selected, the page becomes display only. The system will display the message: Data has been successfully submitted. Click **Next** to proceed to the following page.

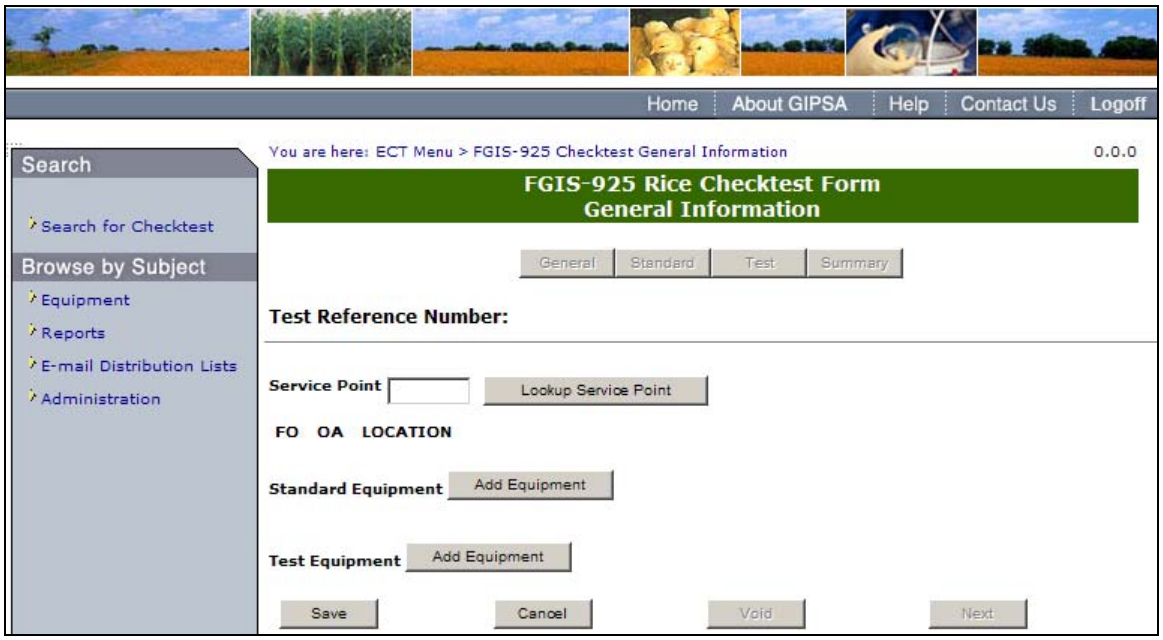


Step 5: Complete the fields, making sure to fill out the Results By field with your license number, and click **Submit**.

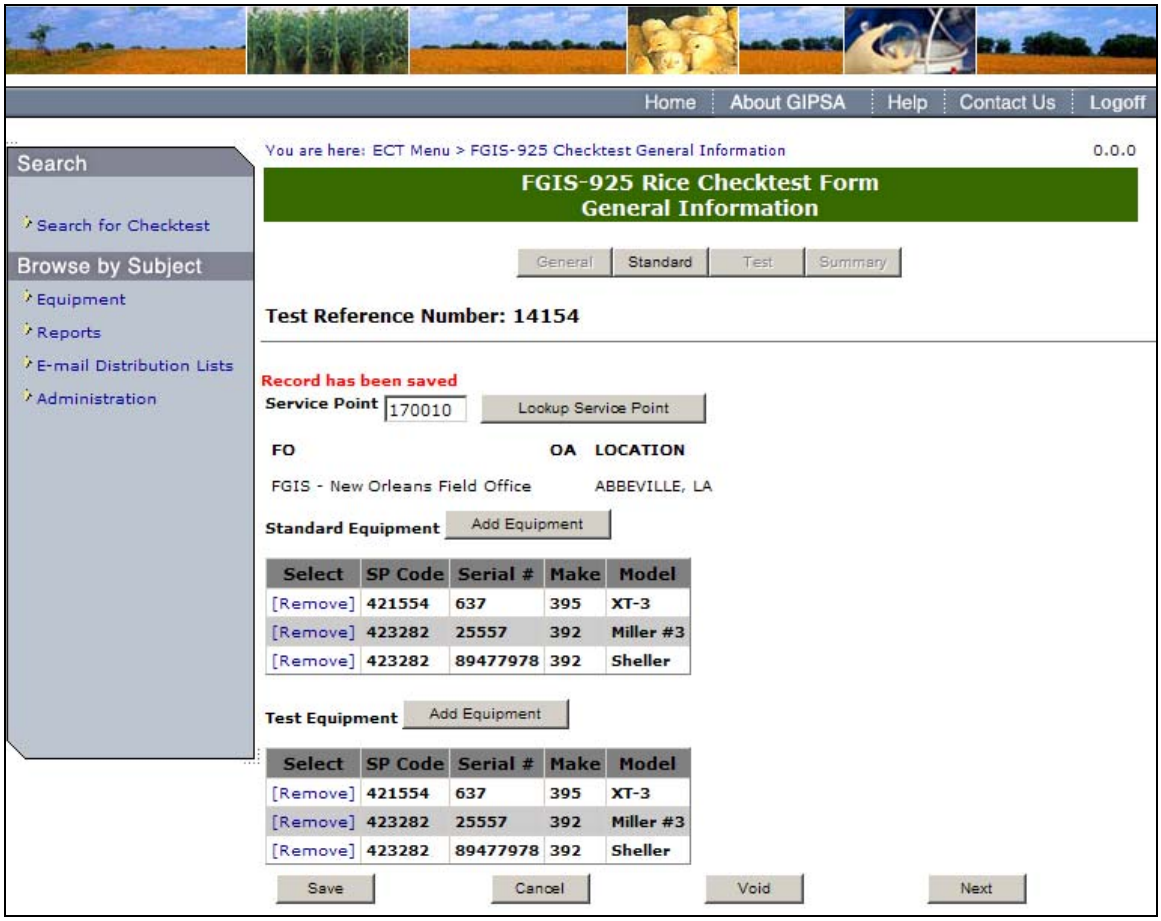


Step 6: The system will display the results in the summary page in display only format as seen above.

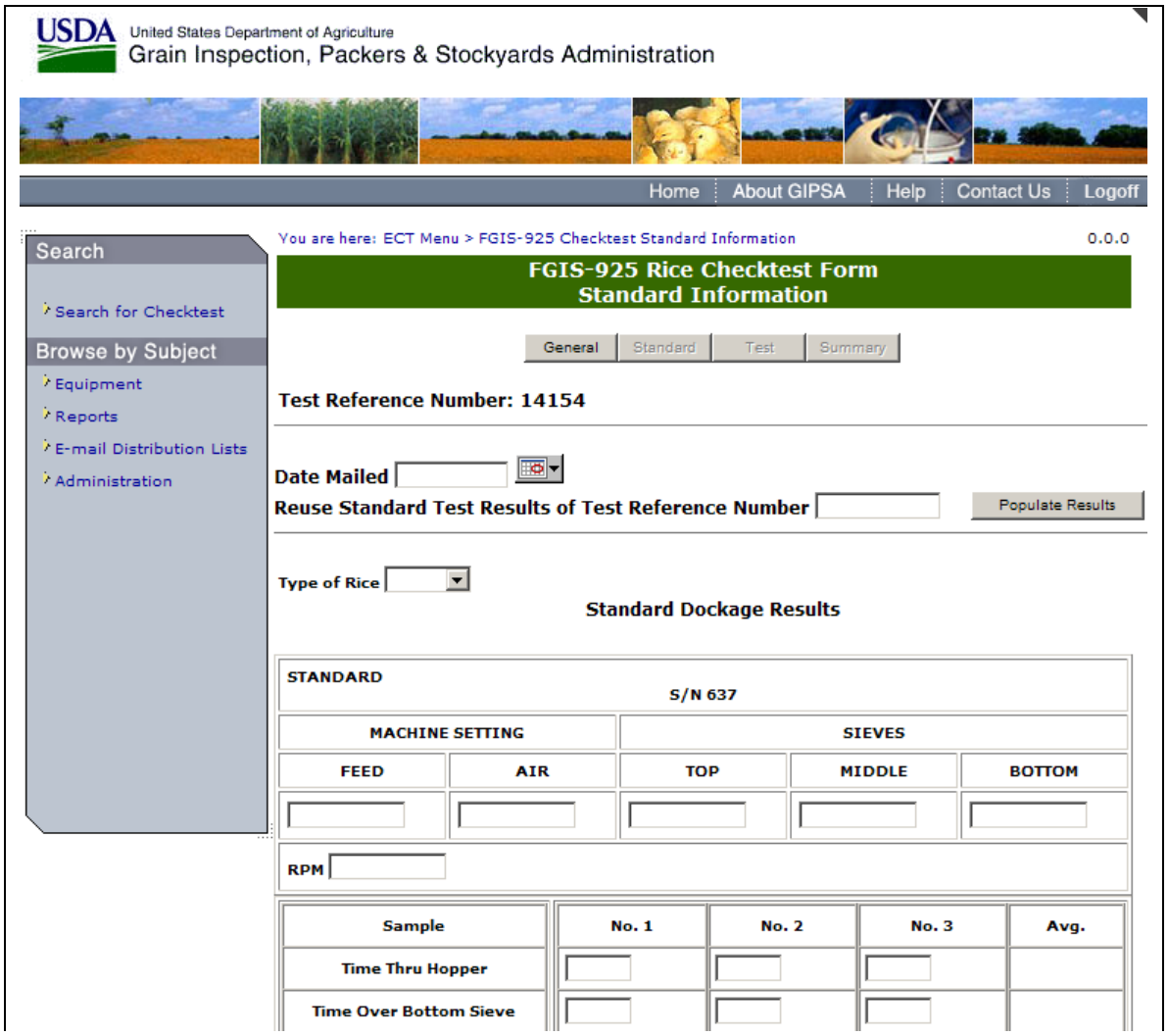
E. FGIS-925 Rice Checktest Form

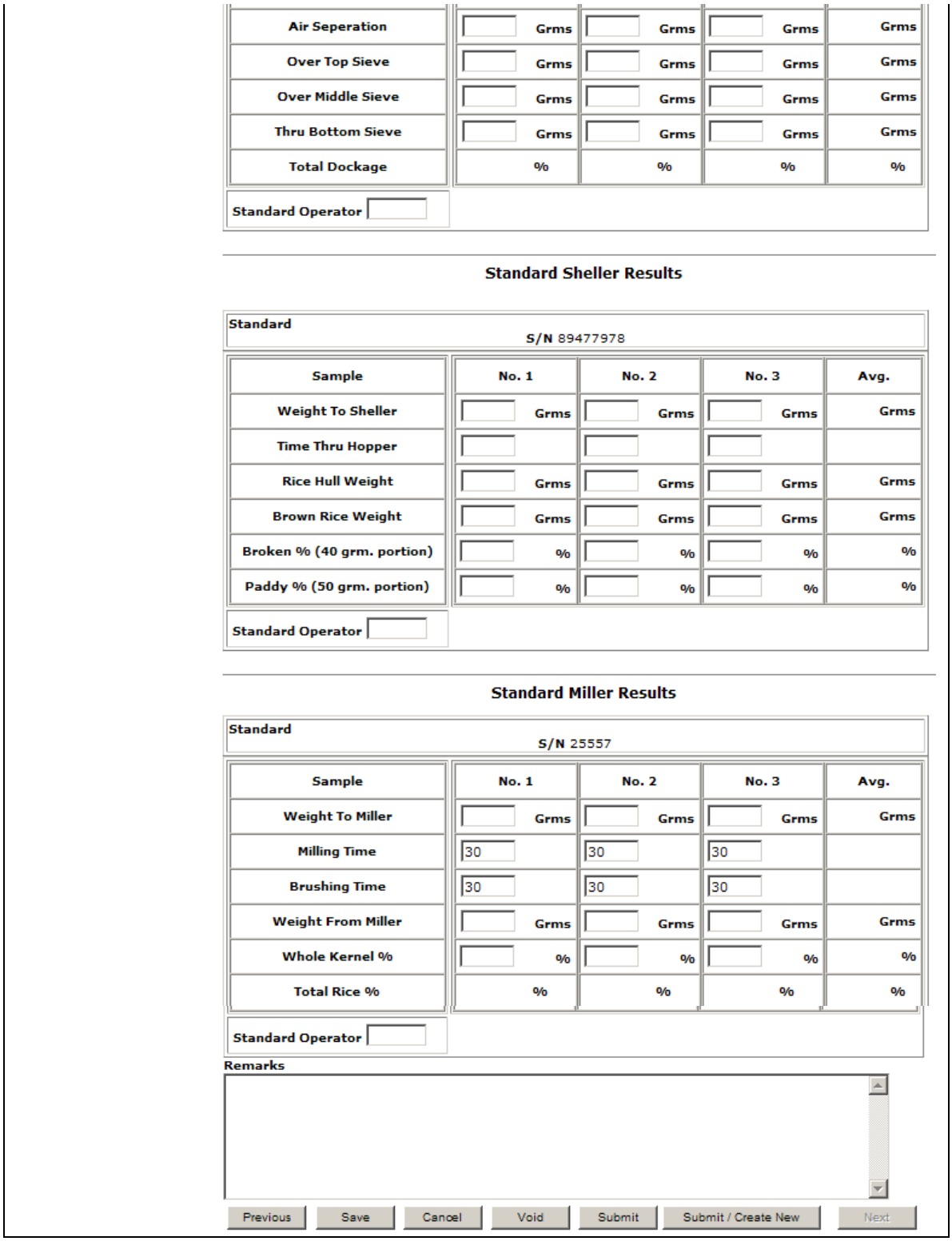


Step 1: Complete the required fields and click **Save**. Note: You must enter 3 pieces of equipment (one rice miller, one rice sheller, and one dockage) for both standard equipment and test equipment.



Step 2: The system will display the message: Record has been saved. Click **Next** to proceed to the following screen.


USDA
United States Department of Agriculture
Grain Inspection, Packers & Stockyards Administration
Home
About GIPSA
Help
Contact Us
Logoff
Search
Search for Checktest
Browse by Subject
Equipment
Reports
E-mail Distribution Lists
Administration
You are here: ECT Menu > FGIS-925 Checktest Standard Information
0.0.0
FGIS-925 Rice Checktest Form
Standard Information
General
Standard
Test
Summary
Test Reference Number: 14154
Date Mailed
Reuse Standard Test Results of Test Reference Number
Populate Results
Type of Rice
Standard Dockage Results
STANDARD
S/N 637
MACHINE SETTING
SIEVES
FEED
AIR
TOP
MIDDLE
BOTTOM
RPM
Sample
No. 1
No. 2
No. 3
Avg.
Time Thru Hopper
Time Over Bottom Sieve



Air Seperation	Grms	Grms	Grms	Grms
Over Top Sieve	Grms	Grms	Grms	Grms
Over Middle Sieve	Grms	Grms	Grms	Grms
Thru Bottom Sieve	Grms	Grms	Grms	Grms
Total Dockage	%	%	%	%

Standard Operator

Standard Sheller Results

Standard S/N 89477978

Sample	No. 1	No. 2	No. 3	Avg.
Weight To Sheller	Grms	Grms	Grms	Grms
Time Thru Hopper				
Rice Hull Weight	Grms	Grms	Grms	Grms
Brown Rice Weight	Grms	Grms	Grms	Grms
Broken % (40 grm. portion)	%	%	%	%
Paddy % (50 grm. portion)	%	%	%	%

Standard Operator

Standard Miller Results

Standard S/N 25557

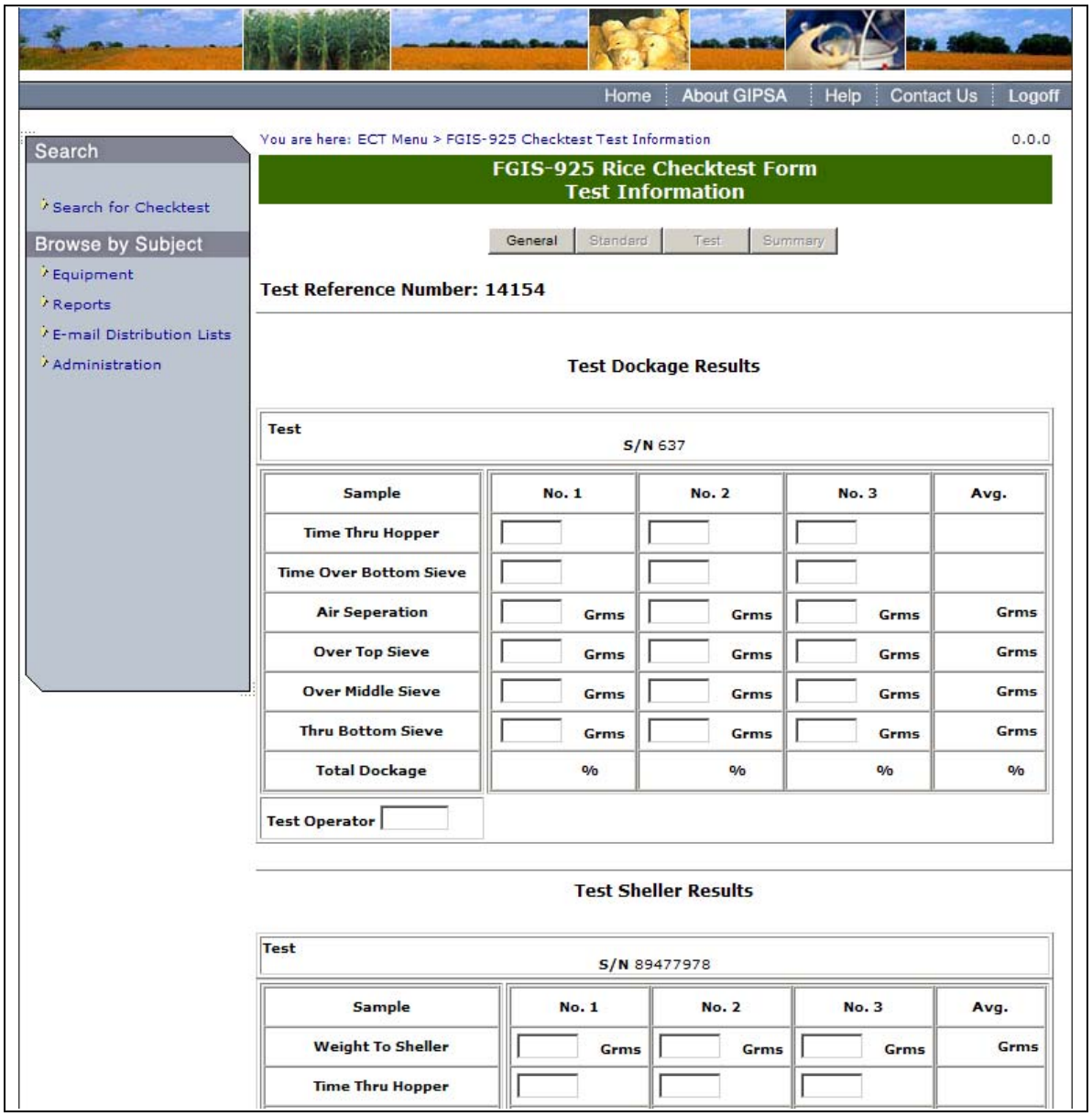
Sample	No. 1	No. 2	No. 3	Avg.
Weight To Miller	Grms	Grms	Grms	Grms
Milling Time	30	30	30	
Brushing Time	30	30	30	
Weight From Miller	Grms	Grms	Grms	Grms
Whole Kernel %	%	%	%	%
Total Rice %	%	%	%	%

Standard Operator

Remarks

Previous | Save | Cancel | Void | Submit | Submit / Create New | Next

Step 3: Complete the required fields, making sure to fill out the Standard Operator field with your license number, and click **Submit**. Once submit is selected, the page becomes display only. System will display the message: Data has been successfully submitted. Click **Next** to display the following screen.



Home | About GIPSA | Help | Contact Us | Logoff

Search

Search for Checktest

Browse by Subject

Equipment

Reports

E-mail Distribution Lists

Administration

You are here: ECT Menu > FGIS-925 Checktest Test Information 0.0.0

FGIS-925 Rice Checktest Form
Test Information

General | Standard | Test | Summary

Test Reference Number: 14154

Test Dockage Results

Test S/N 637

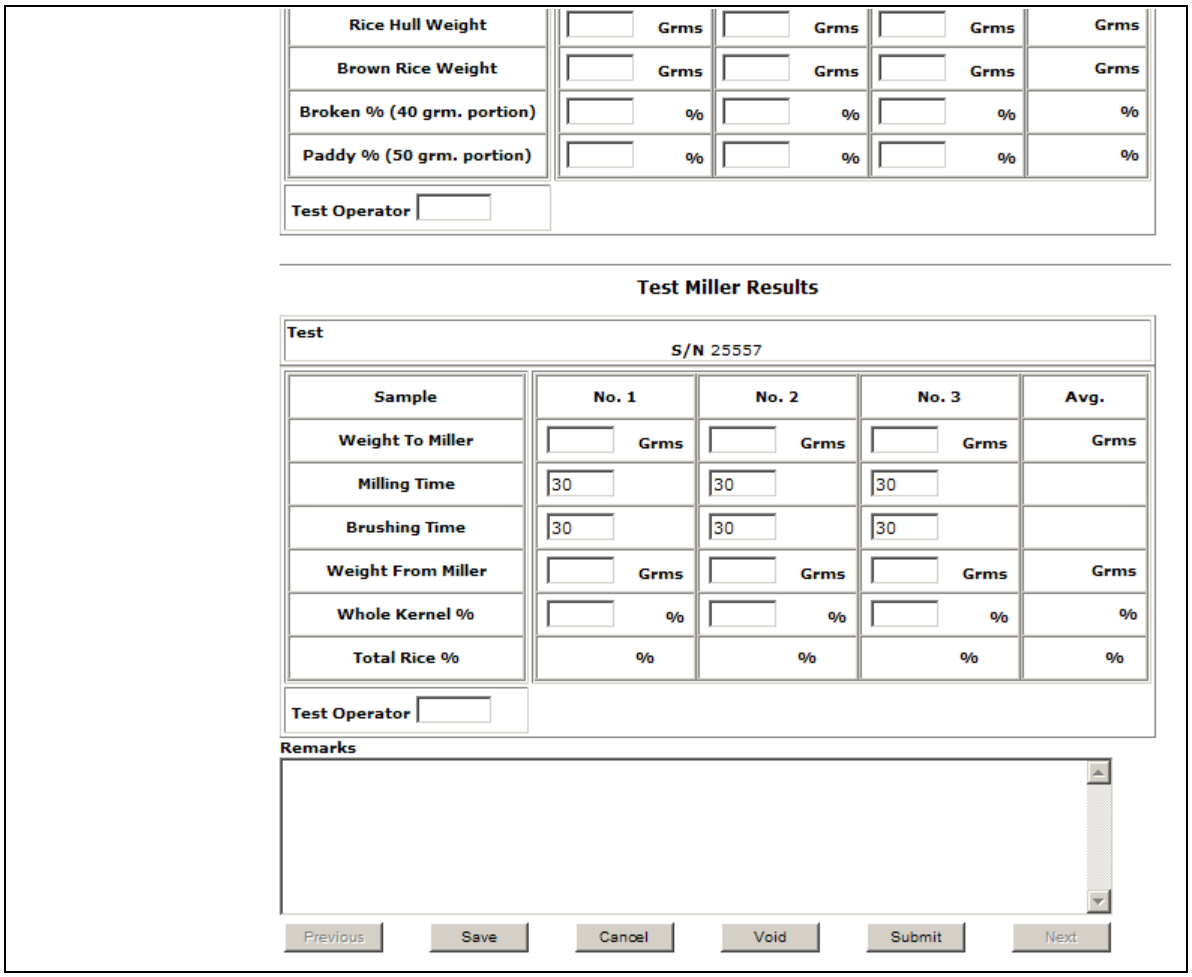
Sample	No. 1	No. 2	No. 3	Avg.
Time Thru Hopper				
Time Over Bottom Sieve				
Air Seperation	Grms	Grms	Grms	Grms
Over Top Sieve	Grms	Grms	Grms	Grms
Over Middle Sieve	Grms	Grms	Grms	Grms
Thru Bottom Sieve	Grms	Grms	Grms	Grms
Total Dockage	%	%	%	%

Test Operator

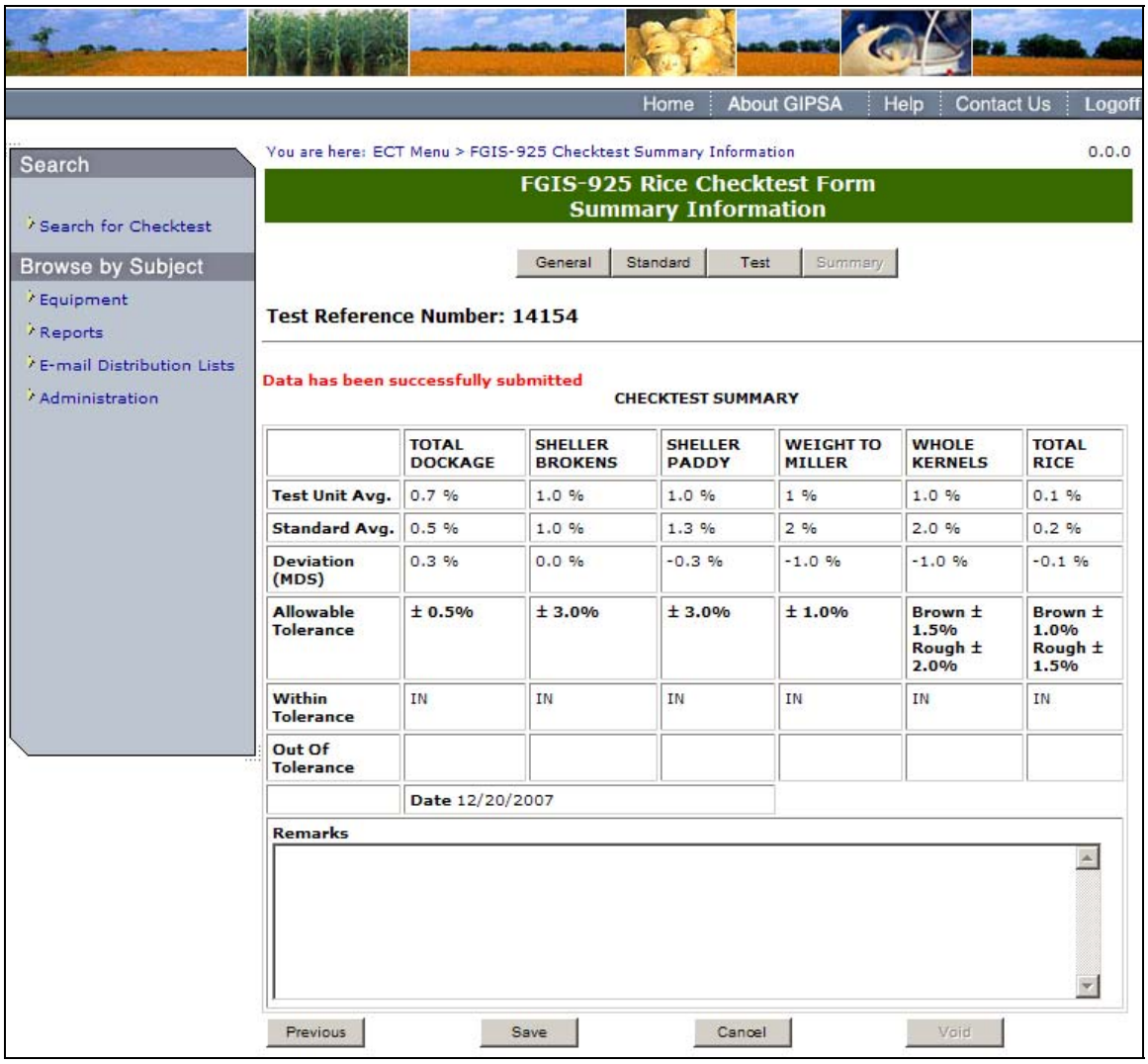
Test Sheller Results

Test S/N 89477978

Sample	No. 1	No. 2	No. 3	Avg.
Weight To Sheller	Grms	Grms	Grms	Grms
Time Thru Hopper				

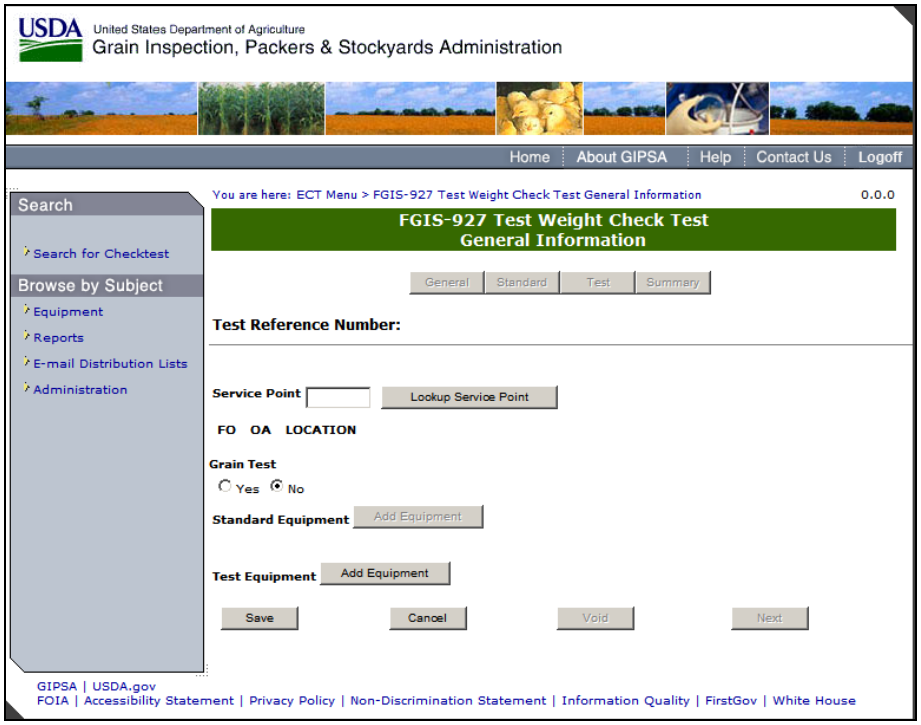


Step 4: Complete the required fields, making sure to fill out the Test Operator field with your license number, and click **Submit**.

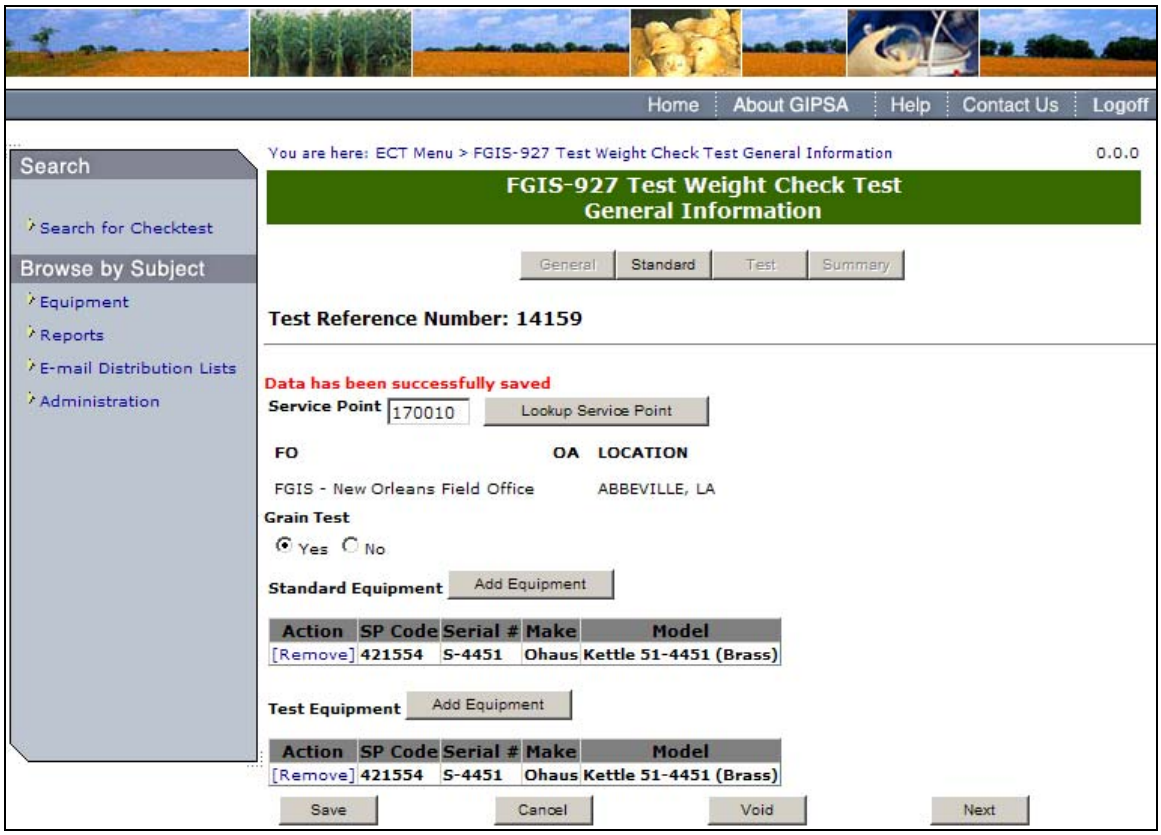


Step 5: Once submit is selected, the page becomes display only. The system will display the following message: Data has been successfully submitted.

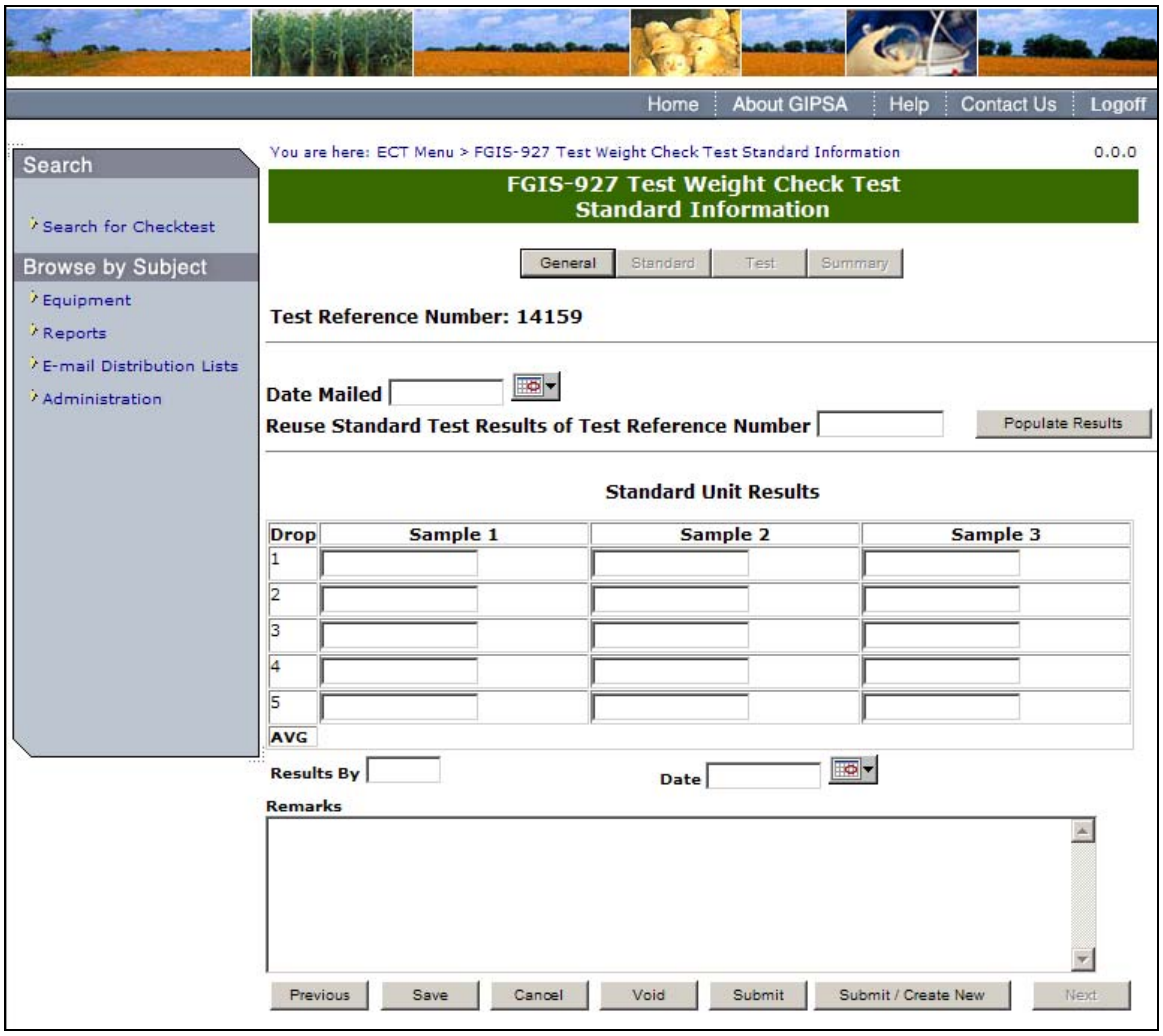
F. FGIS-927 Test Weight Check Test



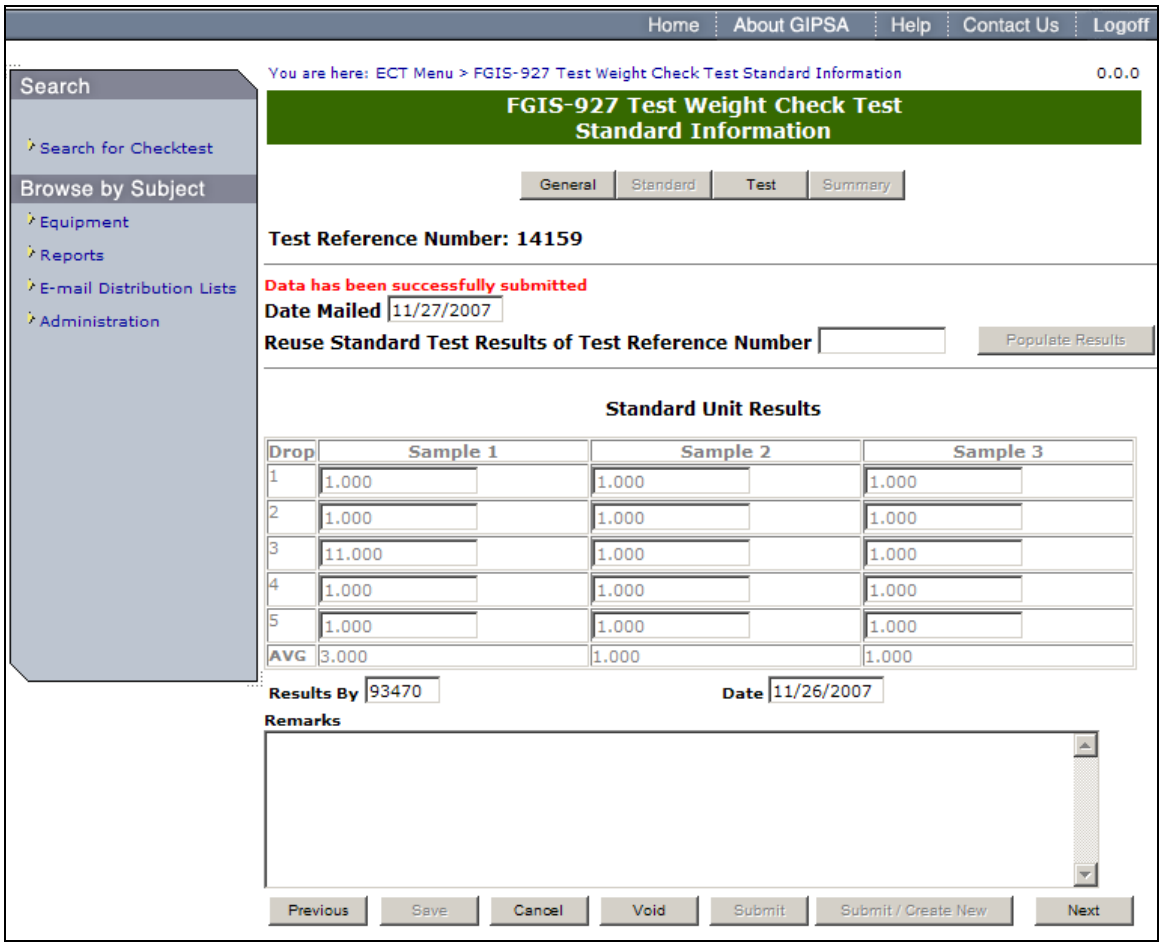
Step 1: Complete the required fields and click **Save**.
Note: The Grain Test field is only editable for standard users. This field indicated if a grain test was conducted.



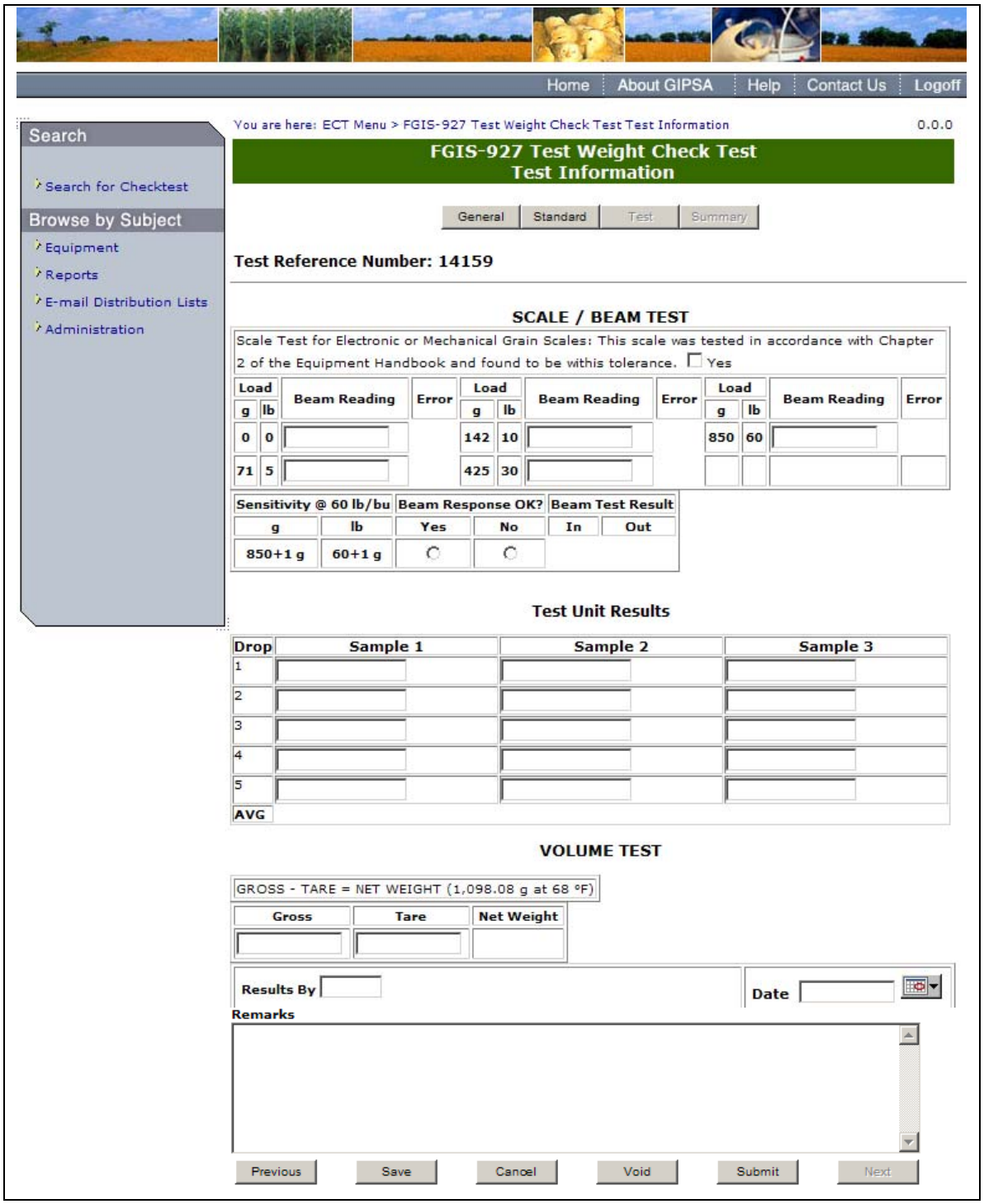
Step 2: The system displays the message: Data has been successfully saved. Click Next to proceed to the following page.



Step 3: Complete the required fields, making sure to fill out the Results By field with your license number, and click **Submit**.



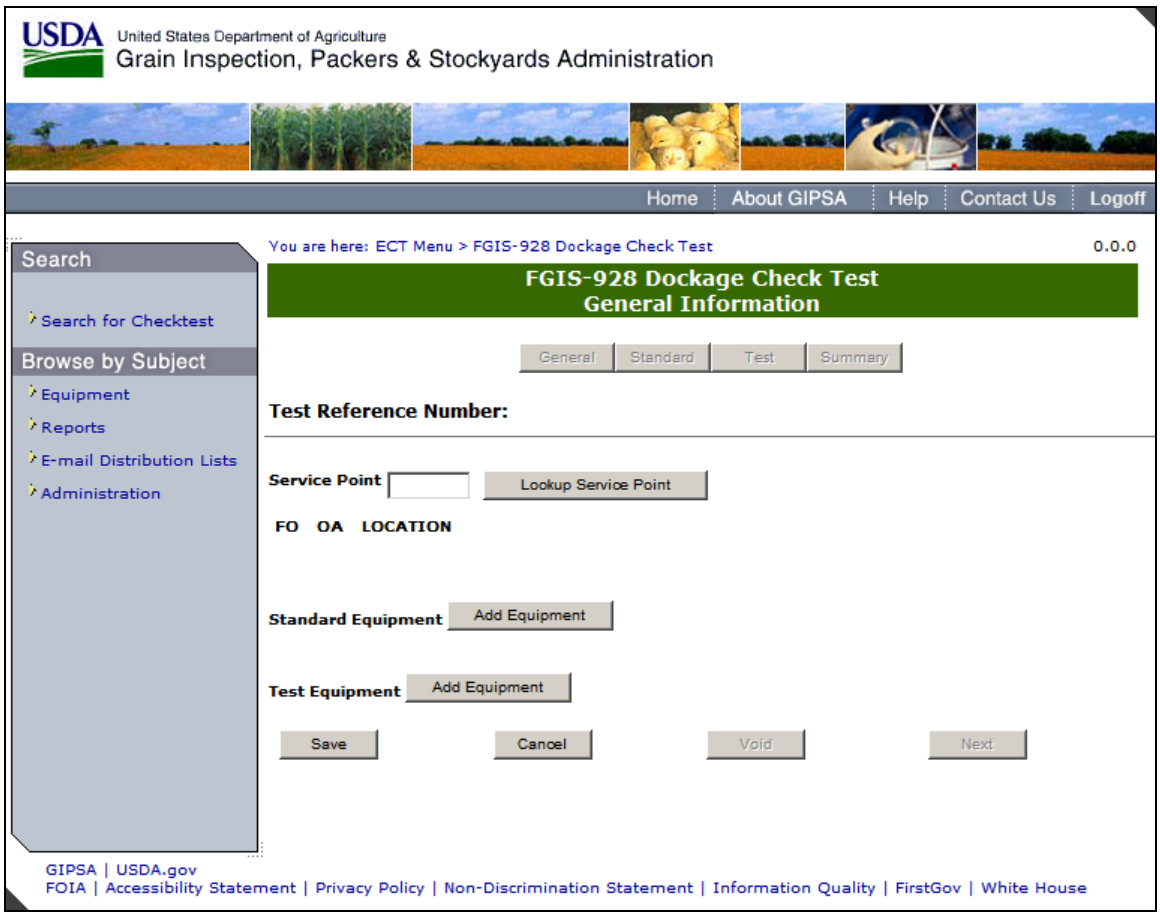
Step 4: Once submit is selected, the page becomes display only. The system will display the message: Data has been successfully authorized. Click **Next** to proceed to following screen.



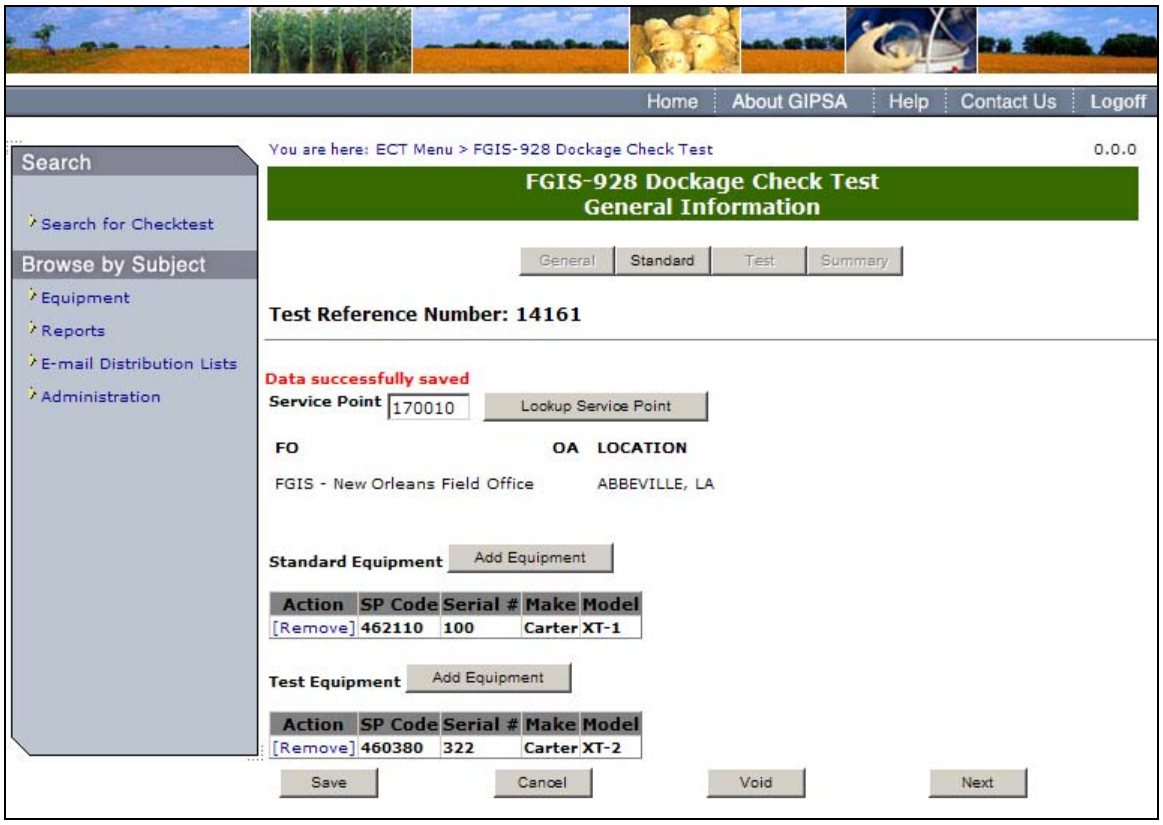
Step 5: Complete the required fields, making sure to fill out the Results By field with your license number, and click **Submit**.

Step 6: Once submit is selected, the page becomes display only. The system displays the message: Data has been successfully submitted.

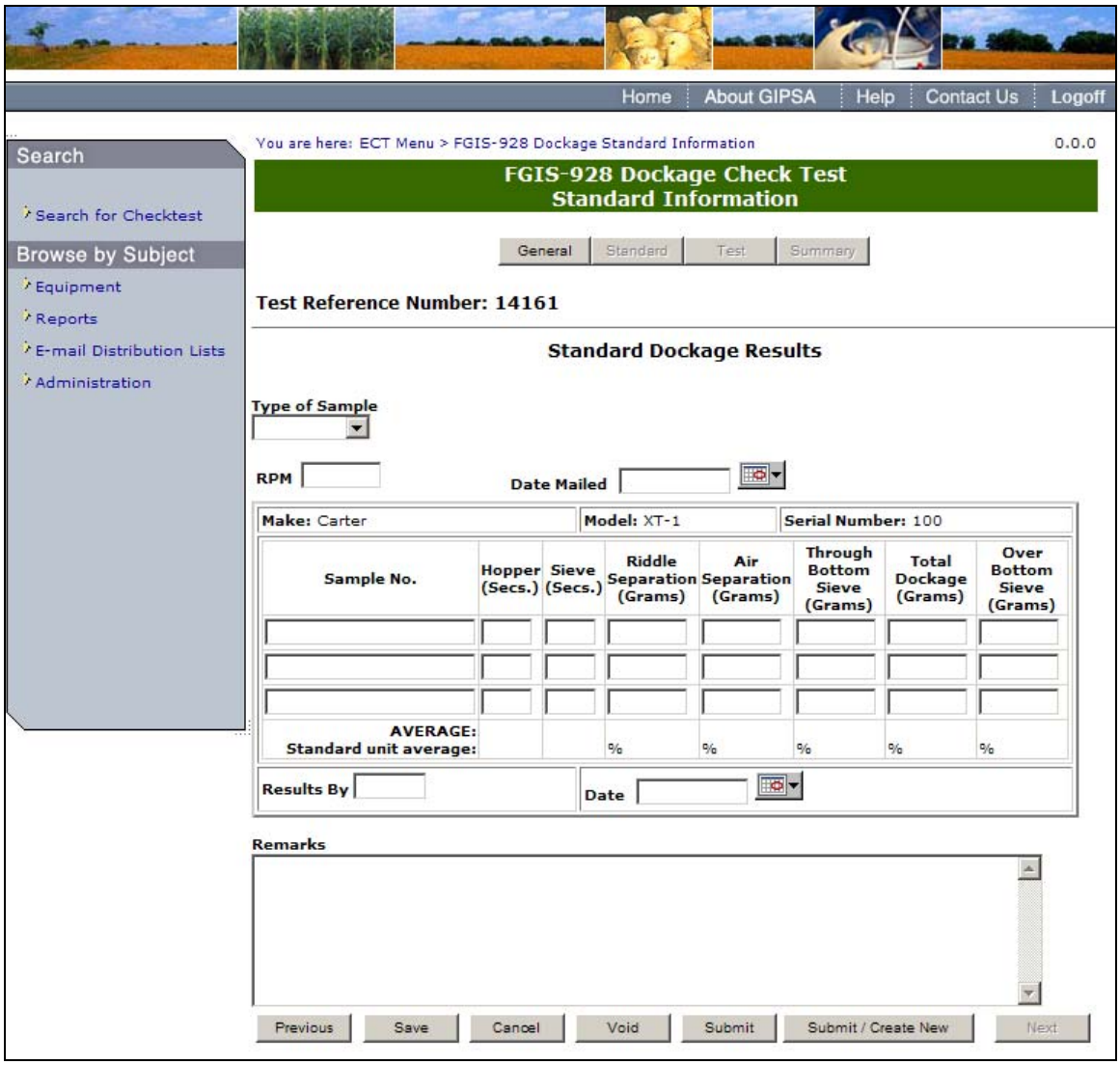
G. FGIS-928 Dockage Check Test



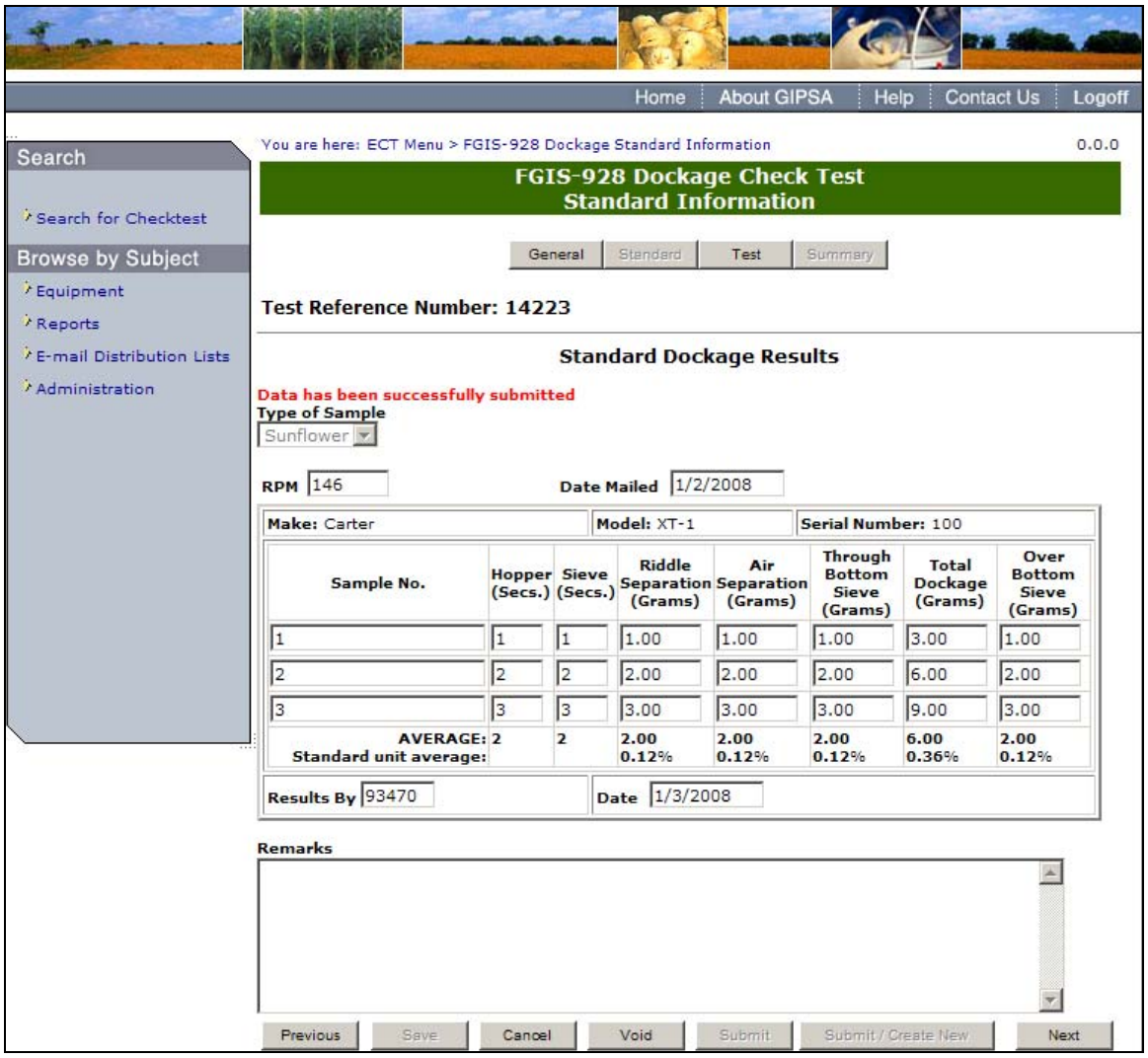
Step 1: Complete the required fields and click **Save**.



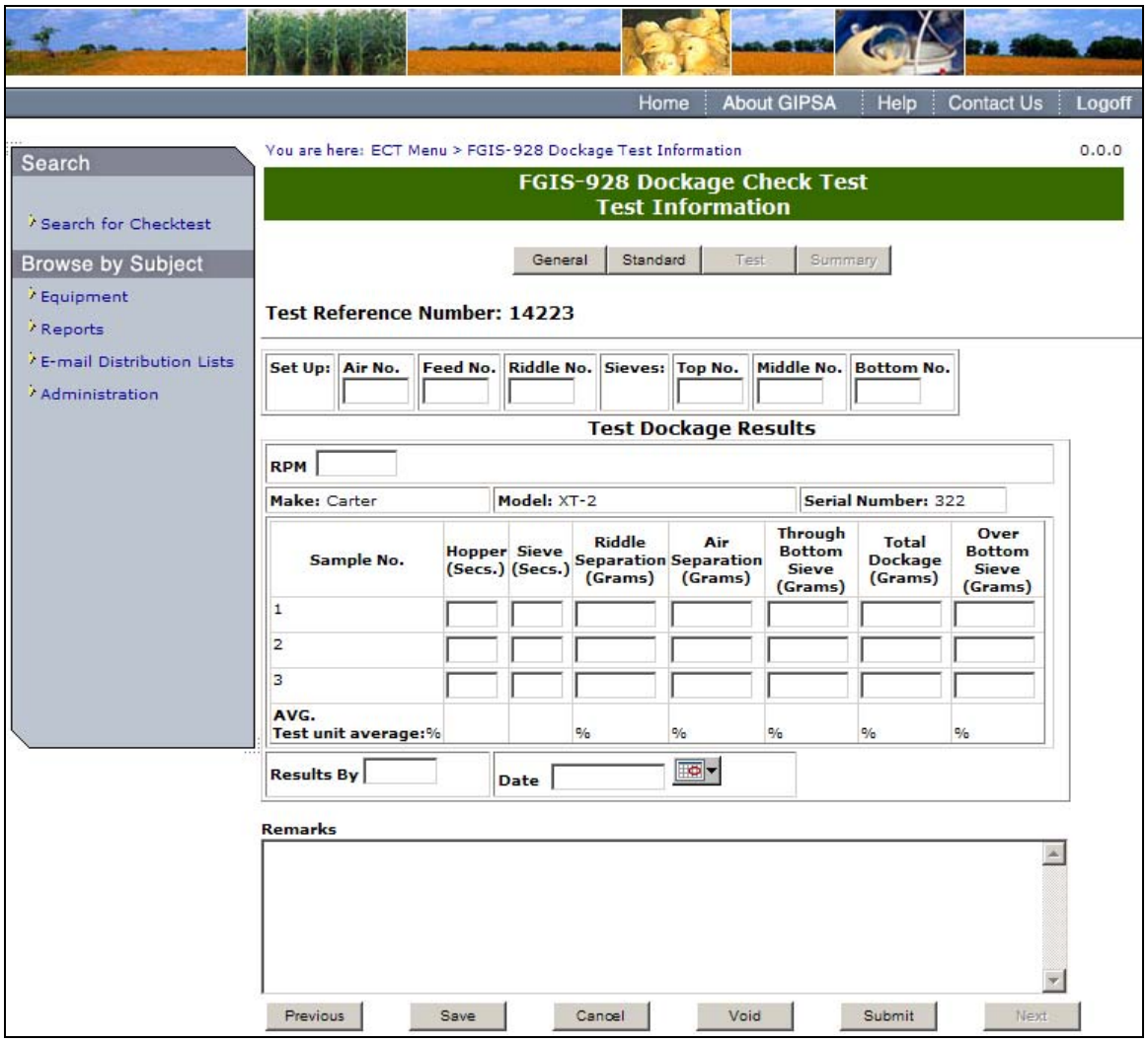
Step 2: The system displays the message: Data successfully saved. Click **Next** to proceed to the following screen.



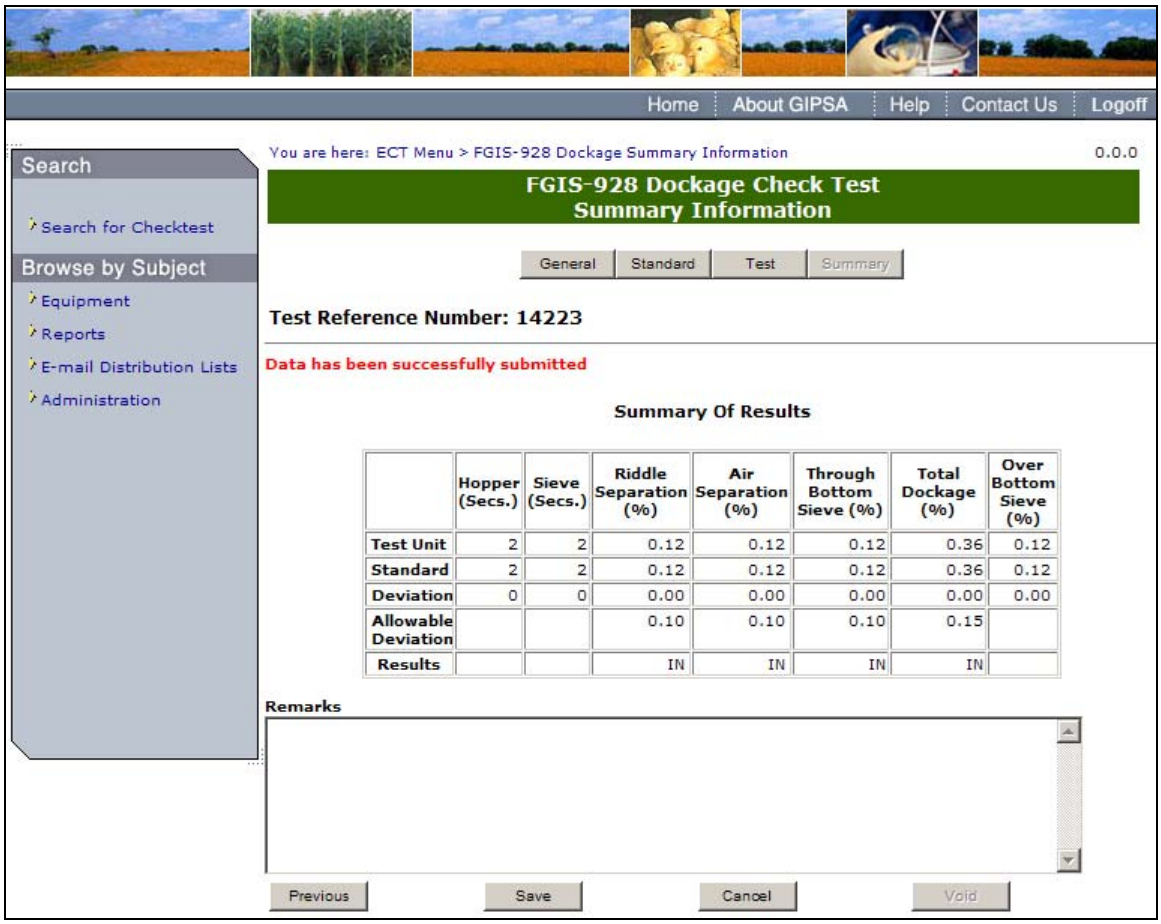
Step 3: Complete the required fields, making sure to fill out the Results By field with your license number, and click **Submit**.



Step 4: Once submit is selected, the page becomes display only. The system displays the message: Data has been successfully submitted. Click **Next** to proceed to the following screen.

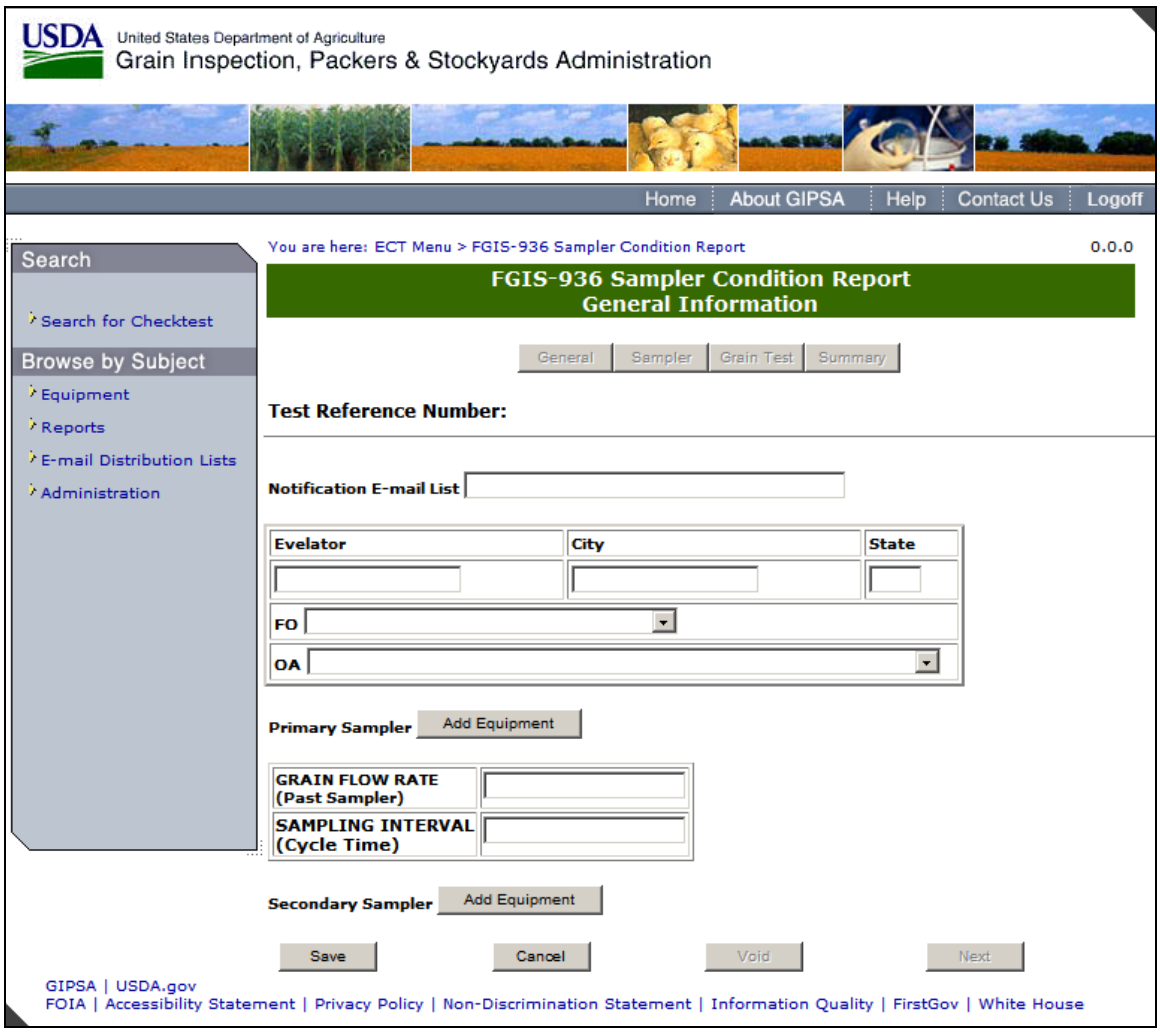


Step 5: Complete the required fields, making sure to fill out the Results By field with your license number, and click **Submit**.

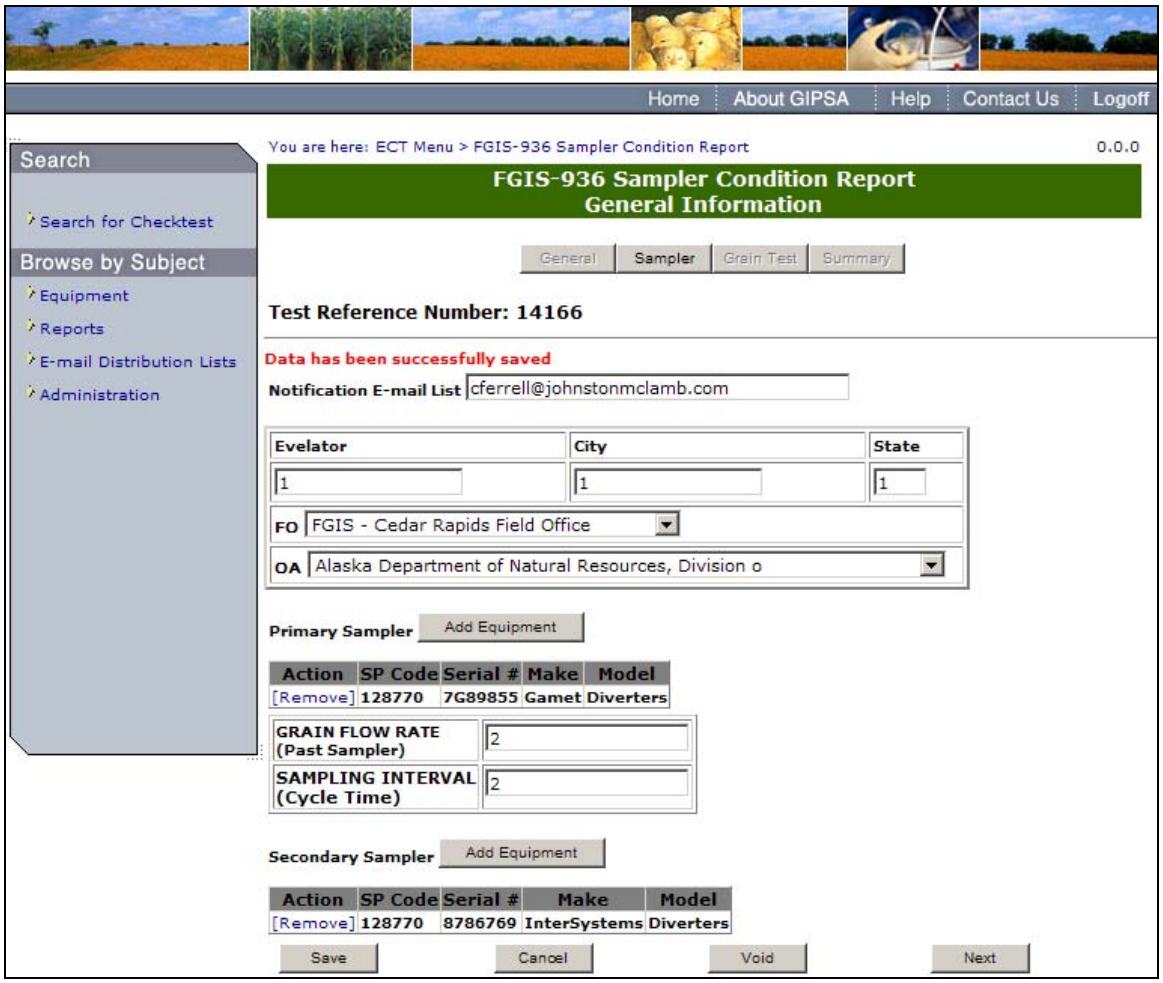


Step 6: Once submit is selected, the page becomes display only. The system will display the message: Data has been successfully submitted.

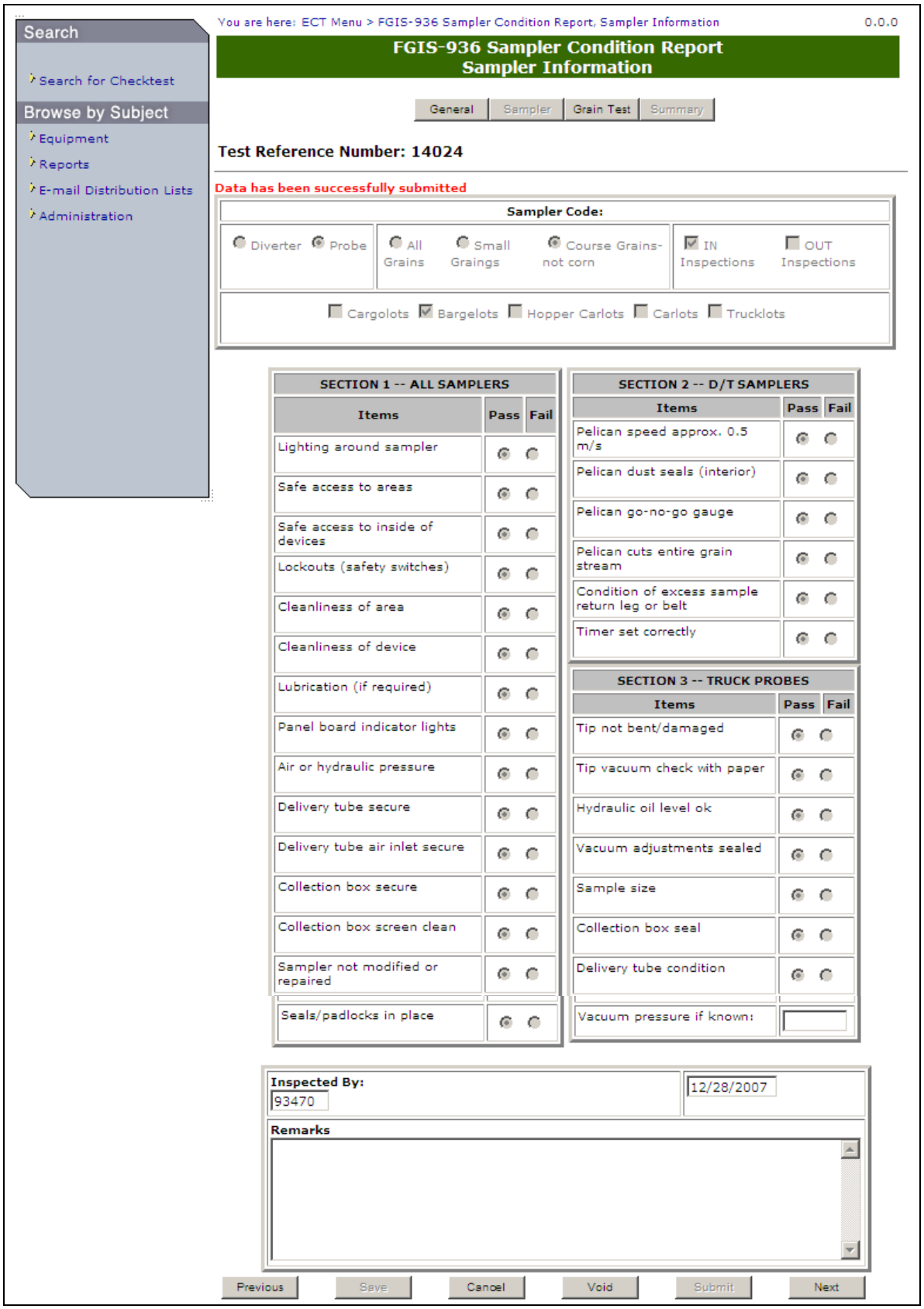
H. FGIS-936 Sampler Condition Report



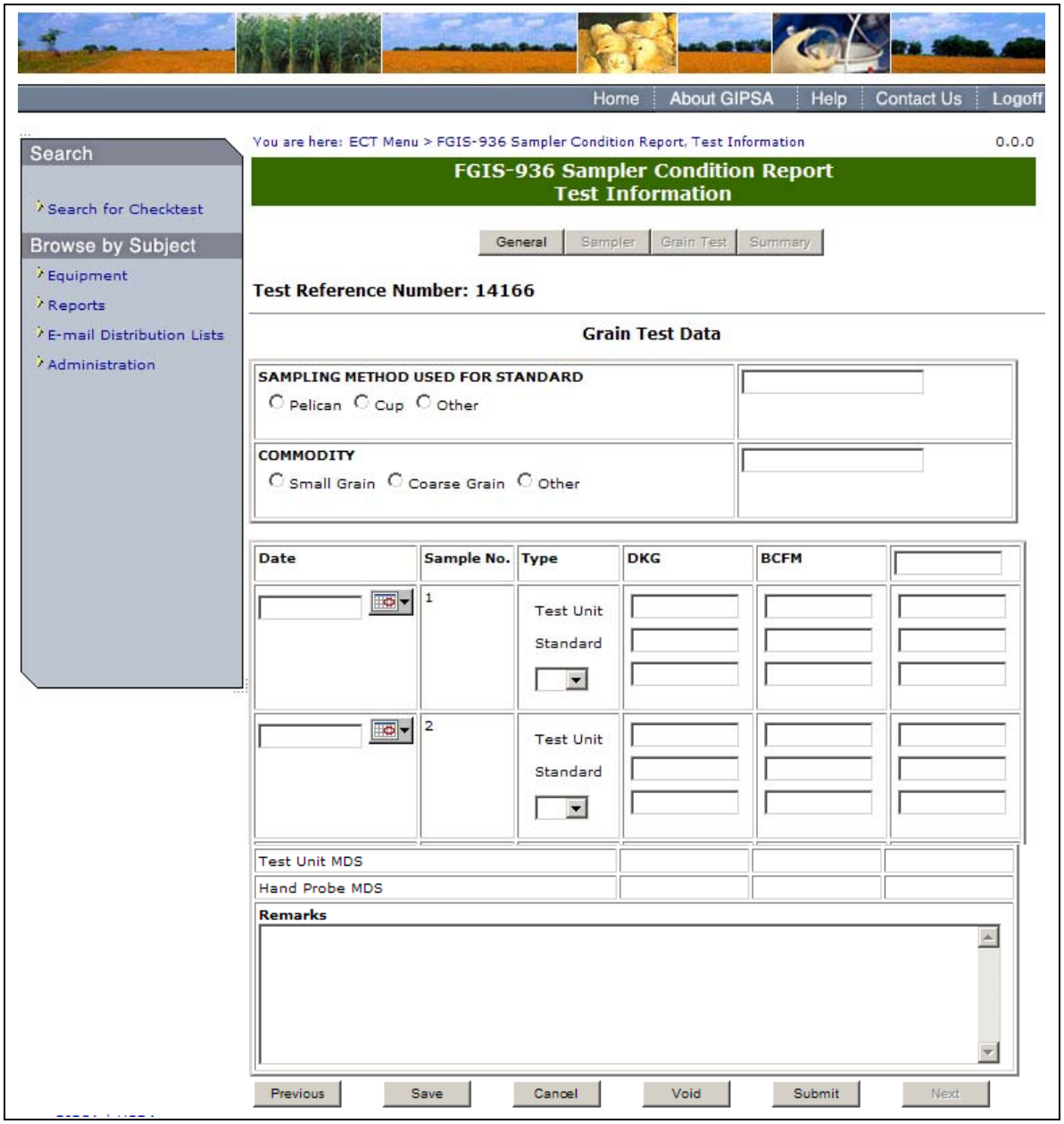
Step 1: Complete the required fields and click **Save**.



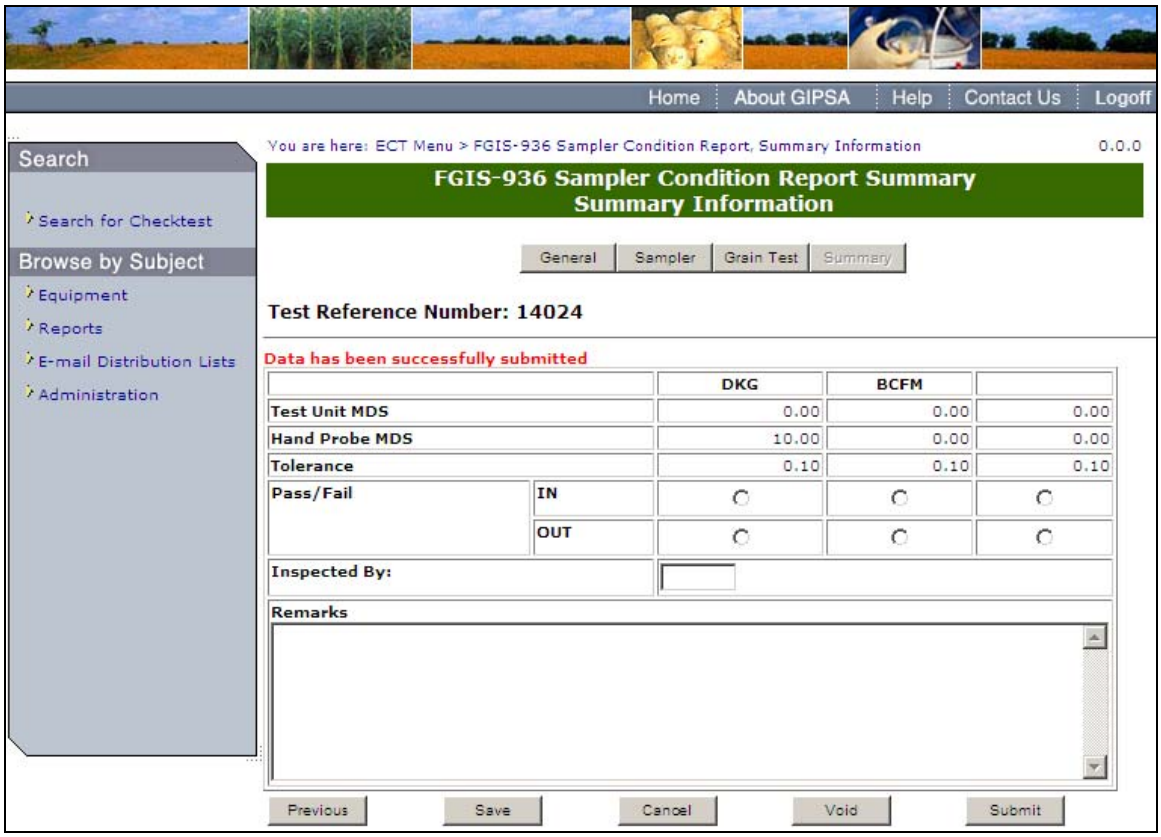
Step 2: System display the message: Data has been successfully saved. Click **Next** to proceed to the following screen.


Search
Search for Checktest
Browse by Subject
Equipment
Reports
E-mail Distribution Lists
Administration
You are here: ECT Menu > FGIS-936 Sampler Condition Report, Sampler Information
0.0.0
FGIS-936 Sampler Condition Report
Sampler Information
General
Sampler
Grain Test
Summary
Test Reference Number: 14024
Data has been successfully submitted
Sampler Code:
Diverter
Probe
All Grains
Small Graings
Course Grains-not corn
IN Inspections
OUT Inspections
Cargolots
Bargelots
Hopper Carlots
Carlots
Trucklots
SECTION 1 -- ALL SAMPLERS
Items
Pass
Fail
Lighting around sampler
Safe access to areas
Safe access to inside of devices
Lockouts (safety switches)
Cleanliness of area
Cleanliness of device
Lubrication (if required)
Panel board indicator lights
Air or hydraulic pressure
Delivery tube secure
Delivery tube air inlet secure
Collection box secure
Collection box screen clean
Sampler not modified or repaired
Seals/padlocks in place
SECTION 2 -- D/T SAMPLERS
Items
Pass
Fail
Pelican speed approx. 0.5 m/s
Pelican dust seals (interior)
Pelican go-no-go gauge
Pelican cuts entire grain stream
Condition of excess sample return leg or belt
Timer set correctly
SECTION 3 -- TRUCK PROBES
Items
Pass
Fail
Tip not bent/damaged
Tip vacuum check with paper
Hydraulic oil level ok
Vacuum adjustments sealed
Sample size
Collection box seal
Delivery tube condition
Vacuum pressure if known:
Inspected By:
93470
12/28/2007
Remarks
Previous
Save
Cancel
Void
Submit
Next

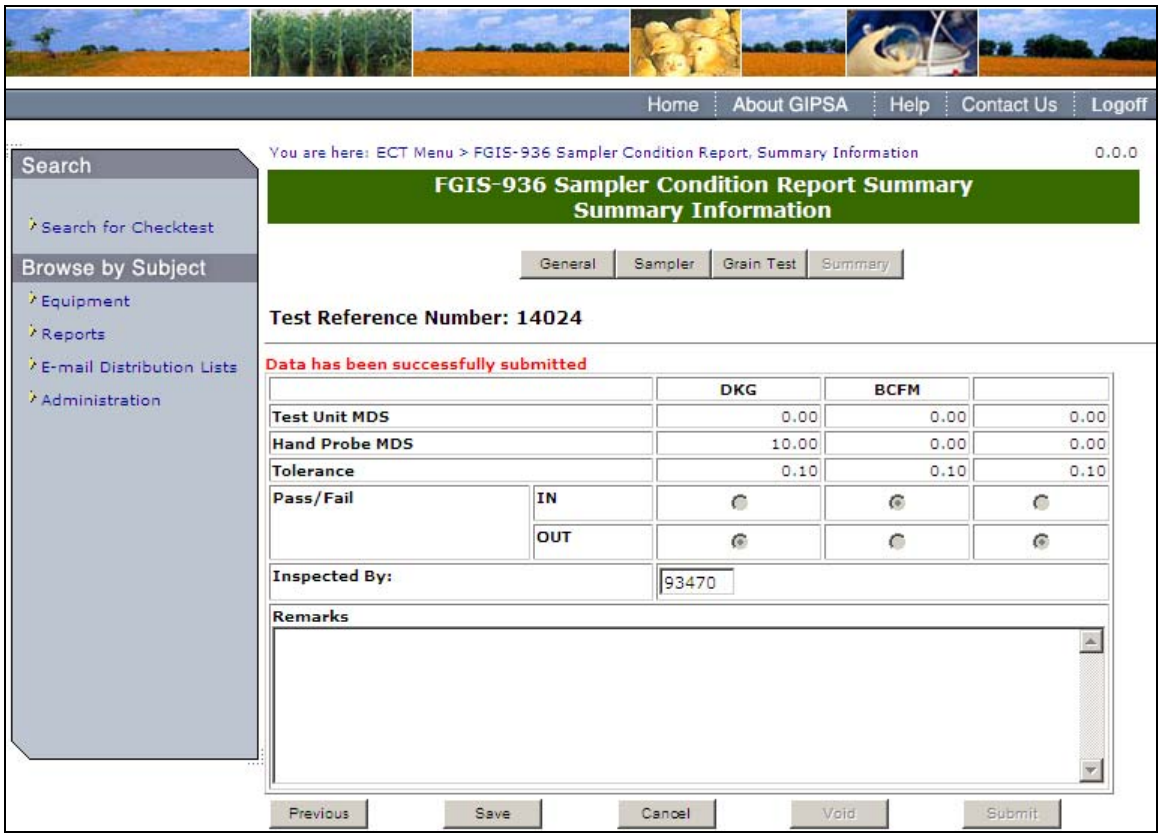
Step 3: Complete the required fields, making sure to fill out the Inspected By field with your license number, and click **Submit**. The system will display the message: Data has been successfully submitted. The form will appear in Read-only format. Click **Next** to Proceed to following screen.



Step 4: Complete required Fields and click **Submit**.

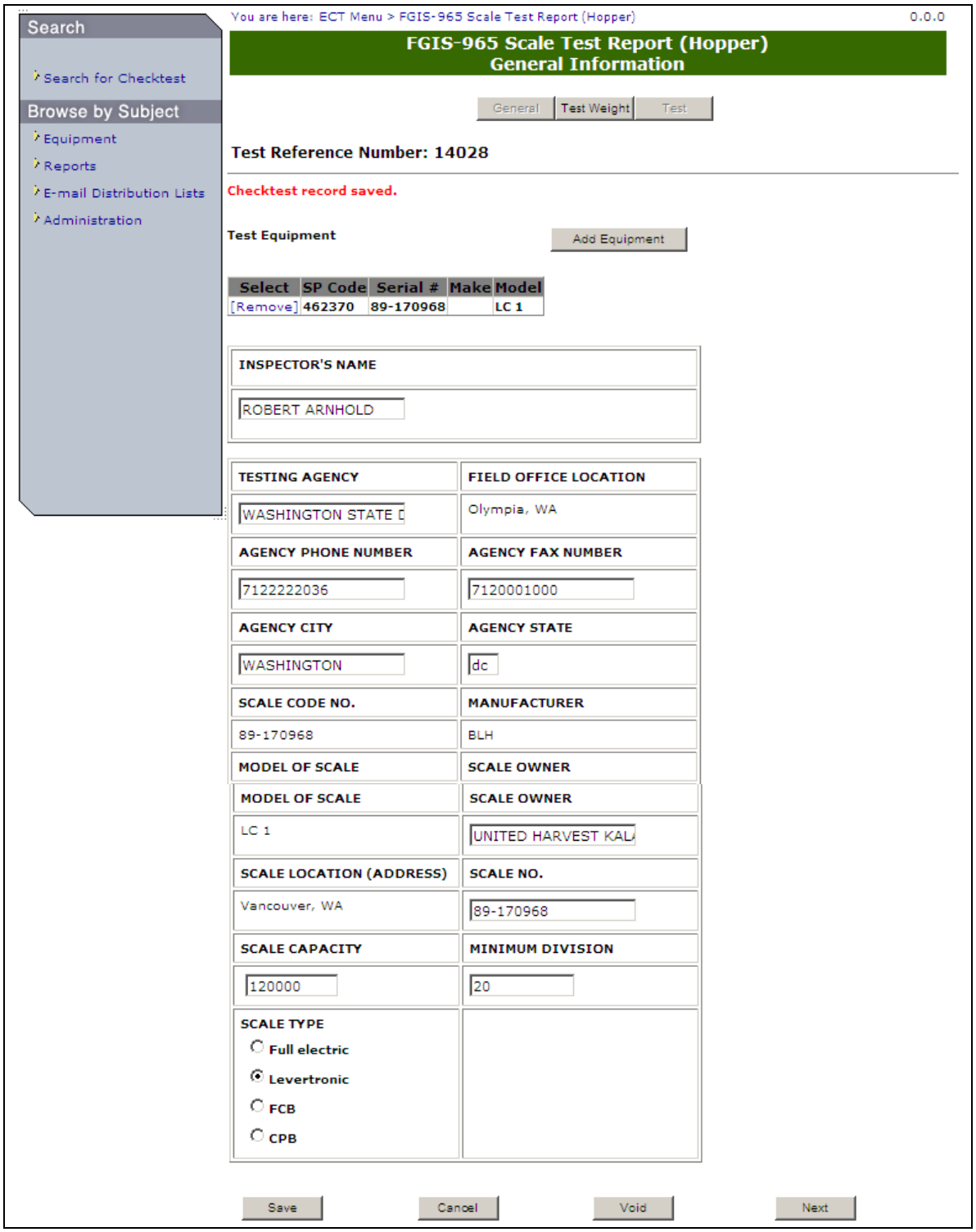


Step 5: Once submit is selected, the page becomes display only. The system will display the message: Data has been successfully submitted. General users have the ability to use the Pass/Fail radio buttons.

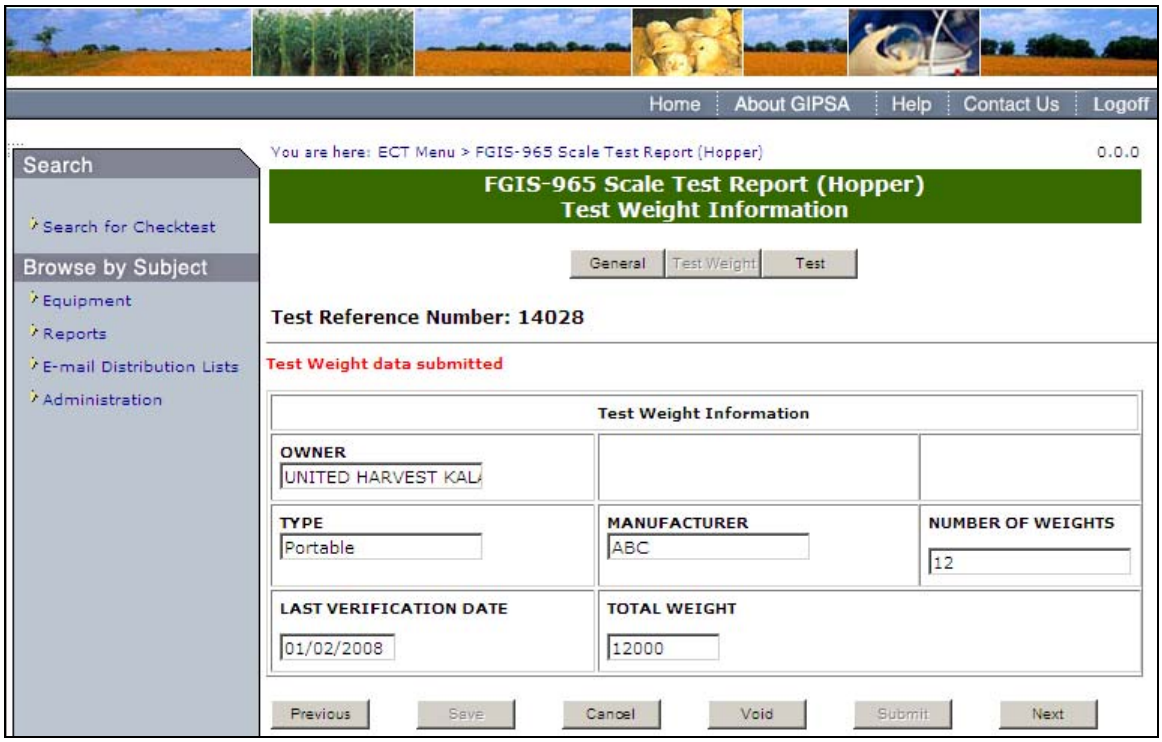


Step 6: The standard user has the option to manually pass or fail the test results. Once the results have been passed or failed, and **Submit** has been clicked on, the form will appear in Read-only format.

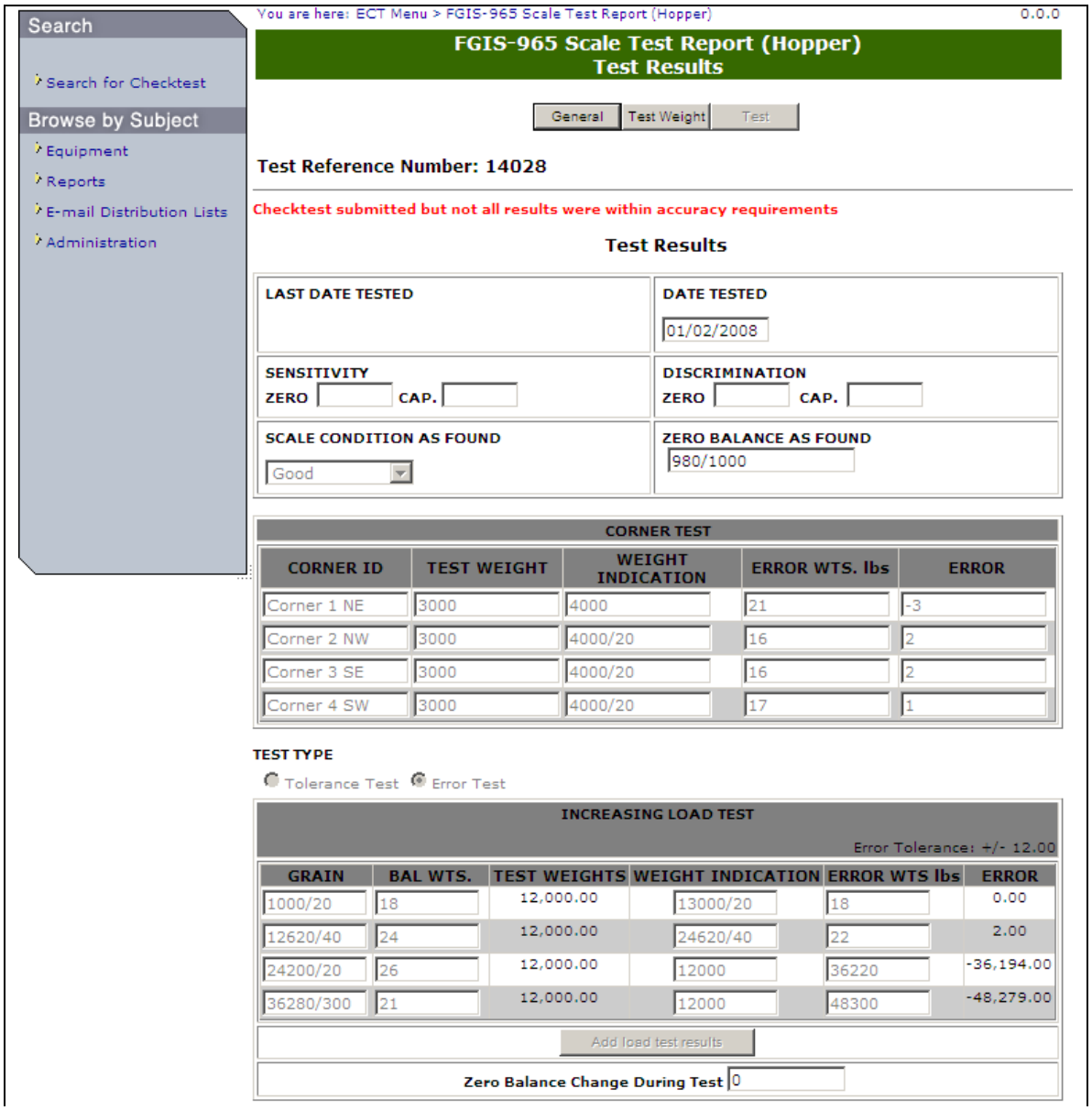
I. FGIS-965 Scale Test Report (Hopper)



Step 1: Complete the required fields and click **Save**. The system will display the message: Checktest record saved. Click **Next** to proceed to the following page.

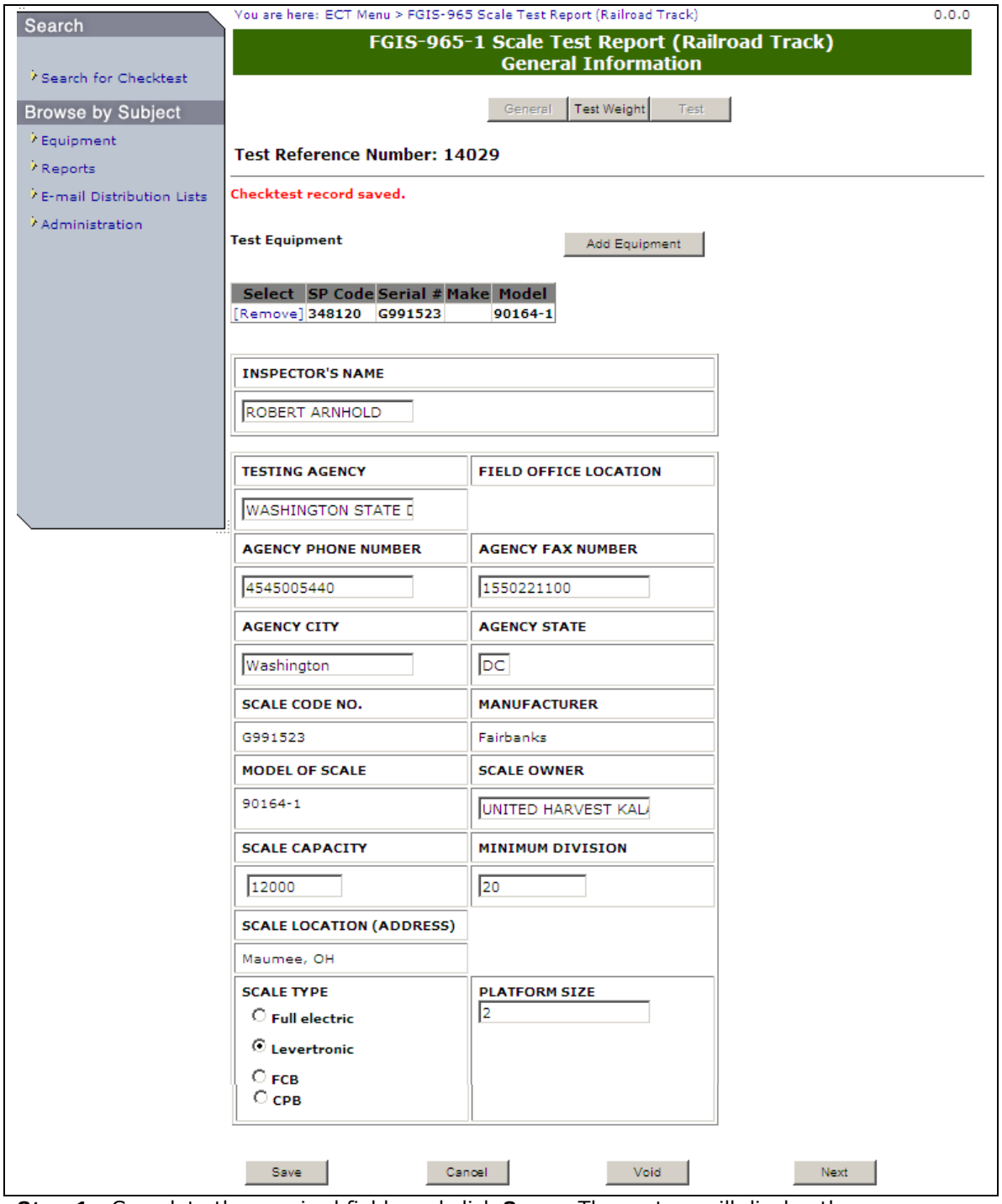


Step 2: Complete the required fields and click **Submit**. Once submit is selected, the page becomes display only. The system displays the message: Test Weight data submitted. Click **Next** to proceed to the following screen.

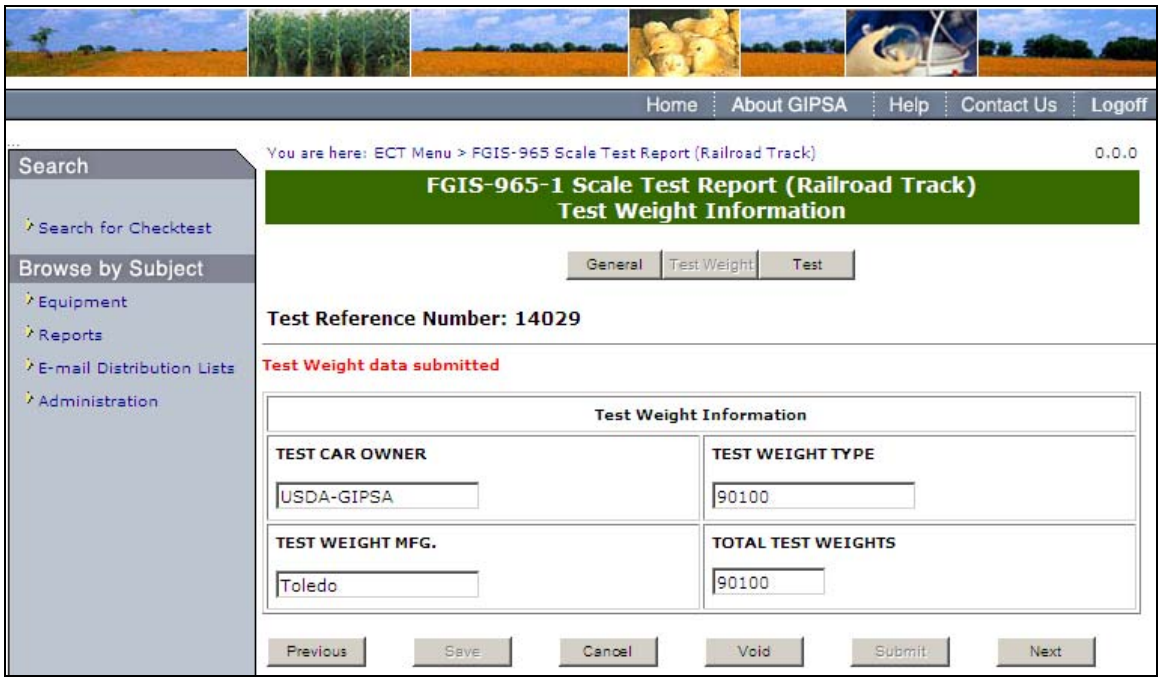

Search
Search for Checktest
Browse by Subject
Equipment
Reports
E-mail Distribution Lists
Administration
You are here: ECT Menu > FGIS-965 Scale Test Report (Hopper)
0.0.0
FGIS-965 Scale Test Report (Hopper)
Test Results
General
Test Weight
Test
Test Reference Number: 14028
Checktest submitted but not all results were within accuracy requirements
Test Results
LAST DATE TESTED
DATE TESTED
01/02/2008
SENSITIVITY
ZERO
CAP.
DISCRIMINATION
ZERO
CAP.
SCALE CONDITION AS FOUND
Good
ZERO BALANCE AS FOUND
980/1000
CORNER TEST
CORNER ID
TEST WEIGHT
WEIGHT INDICATION
ERROR WTS. lbs
ERROR
Corner 1 NE
3000
4000
21
-3
Corner 2 NW
3000
4000/20
16
2
Corner 3 SE
3000
4000/20
16
2
Corner 4 SW
3000
4000/20
17
1
TEST TYPE
Tolerance Test
Error Test
INCREASING LOAD TEST
Error Tolerance: +/- 12.00
GRAIN
BAL WTS.
TEST WEIGHTS
WEIGHT INDICATION
ERROR WTS lbs
ERROR
1000/20
18
12,000.00
13000/20
18
0.00
12620/40
24
12,000.00
24620/40
22
2.00
24200/20
26
12,000.00
12000
36220
-36,194.00
36280/300
21
12,000.00
12000
48300
-48,279.00
Add load test results
Zero Balance Change During Test
0

Step 3: Complete the fields and click Submit. Once submit is selected, the page becomes display only. The system will display the message: Checktest submitted; results were within accuracy requirements or Checktest submitted but not all results were within accuracy requirements.

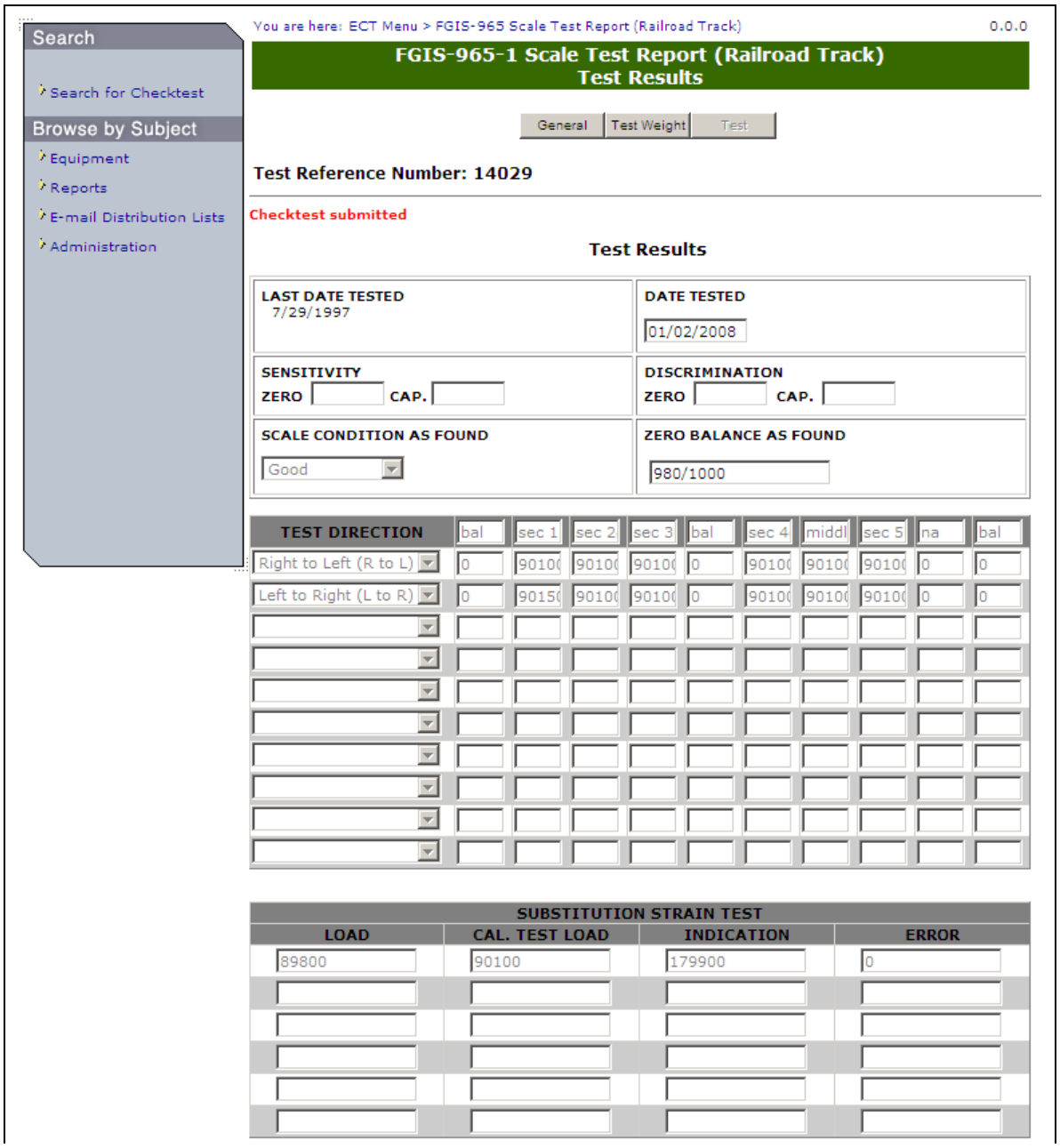
J. FGIS-965-1 Scale Test Report (Railroad Track)



Step 1: Complete the required fields and click **Save**. The system will display the message: Checktest record saved. Click **Next** to proceed to the following screen.



Step 2: Complete the required fields and click **Submit**. Once submit is selected, the page becomes display only. System displays the message: Test Weight data submitted. Click **Next** to proceed to the following screen.



Search

Search for Checktest

Browse by Subject

Equipment

Reports

E-mail Distribution Lists

Administration

You are here: ECT Menu > FGIS-965 Scale Test Report (Railroad Track) 0.0.0

FGIS-965-1 Scale Test Report (Railroad Track)
Test Results

General | Test Weight | Test

Test Reference Number: 14029

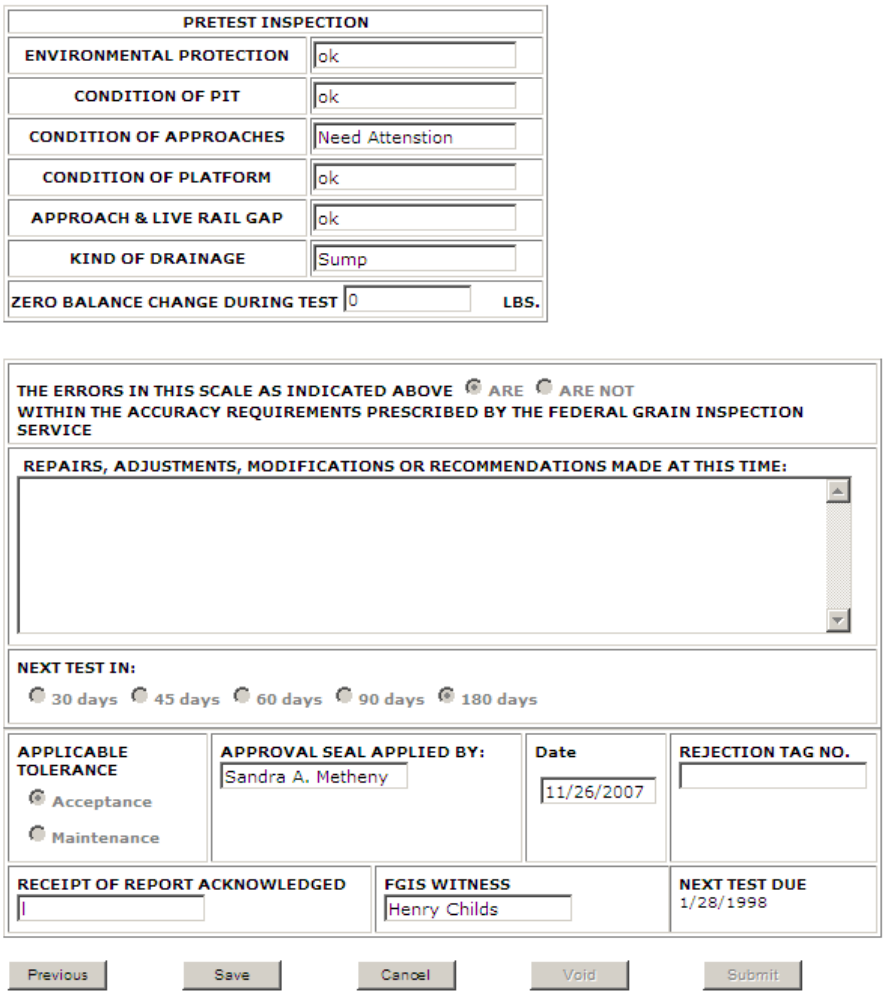
Checktest submitted

Test Results

LAST DATE TESTED	DATE TESTED
7/29/1997	01/02/2008
SENSITIVITY ZERO CAP.	**DISCRIMINATION** ZERO CAP.
SCALE CONDITION AS FOUND	**ZERO BALANCE AS FOUND**
Good	980/1000

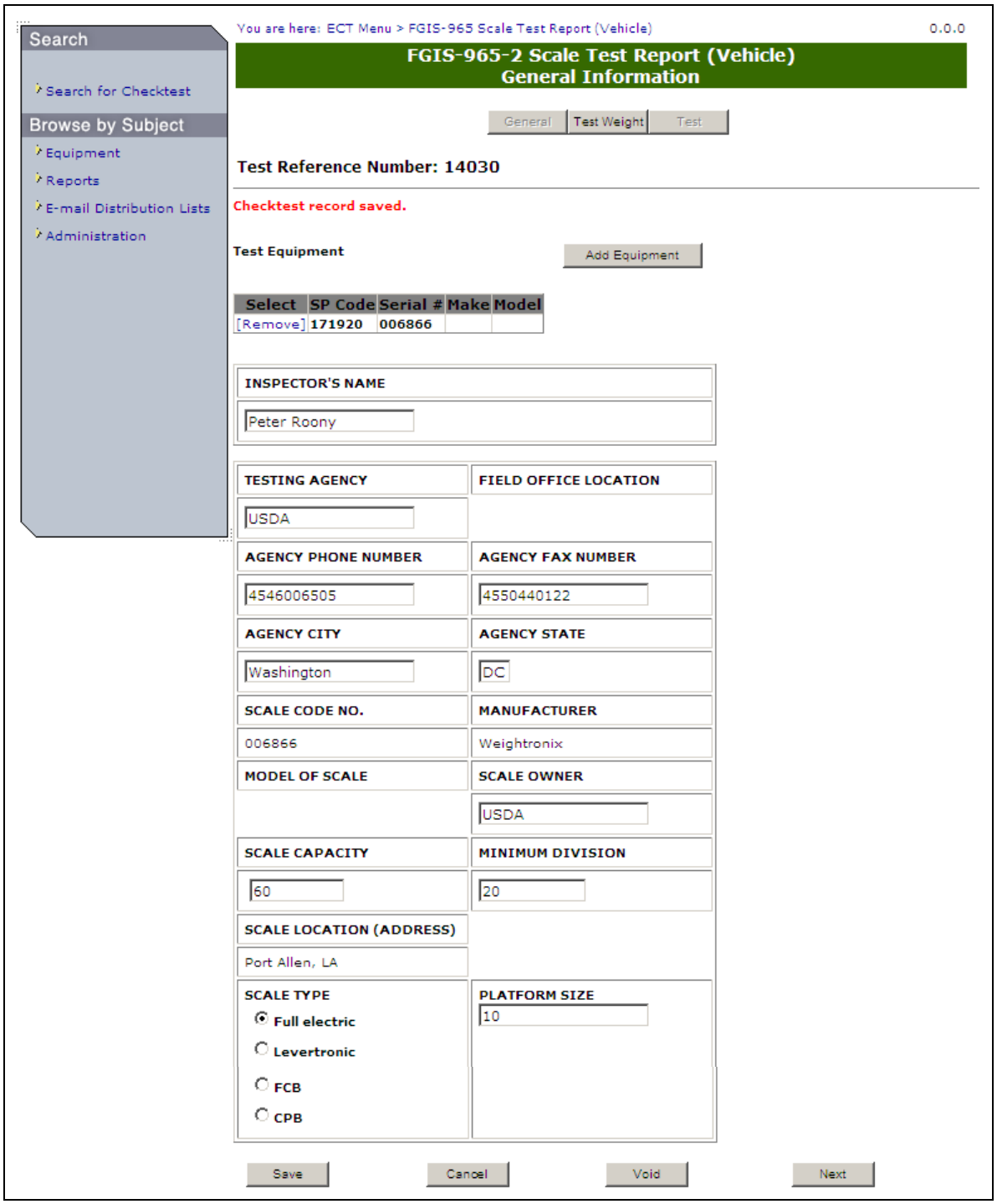
TEST DIRECTION	bal	sec 1	sec 2	sec 3	bal	sec 4	middl	sec 5	na	bal
Right to Left (R to L)	0	90100	90100	90100	0	90100	90100	90100	0	0
Left to Right (L to R)	0	90150	90100	90100	0	90100	90100	90100	0	0

SUBSTITUTION STRAIN TEST			
LOAD	CAL. TEST LOAD	INDICATION	ERROR
89800	90100	179900	0

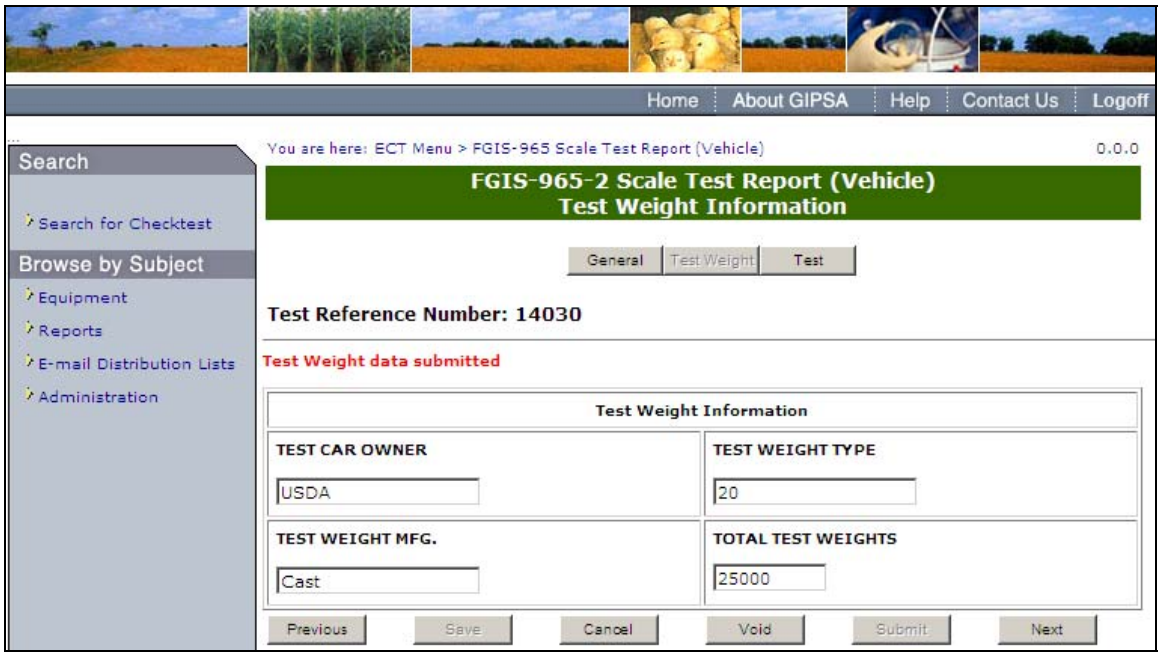


Step 3: Complete the fields and click **Submit**. The system will display the message: Checktest submitted.

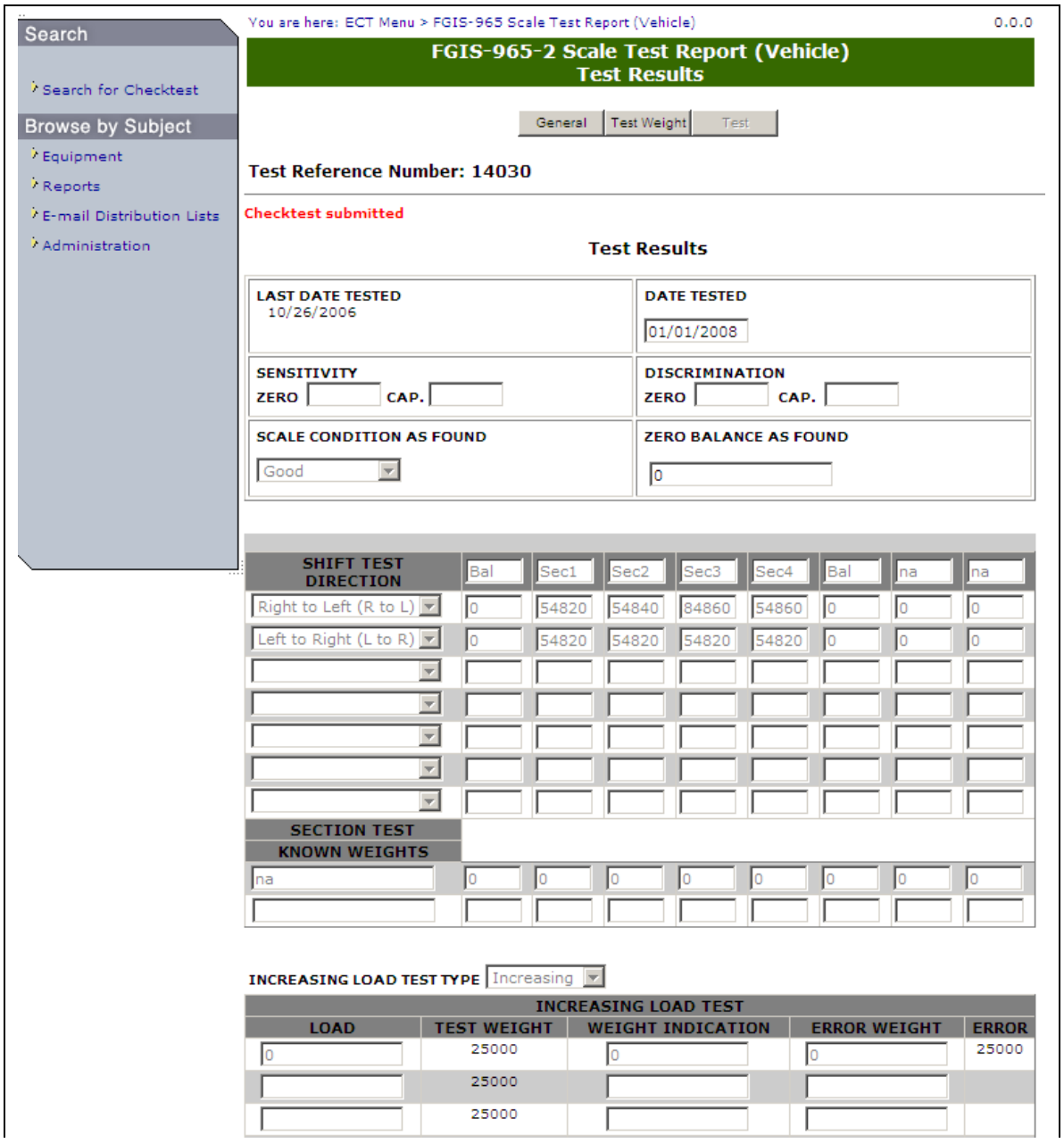
K. FGIS-965-2 Scale Test Report (Vehicle)

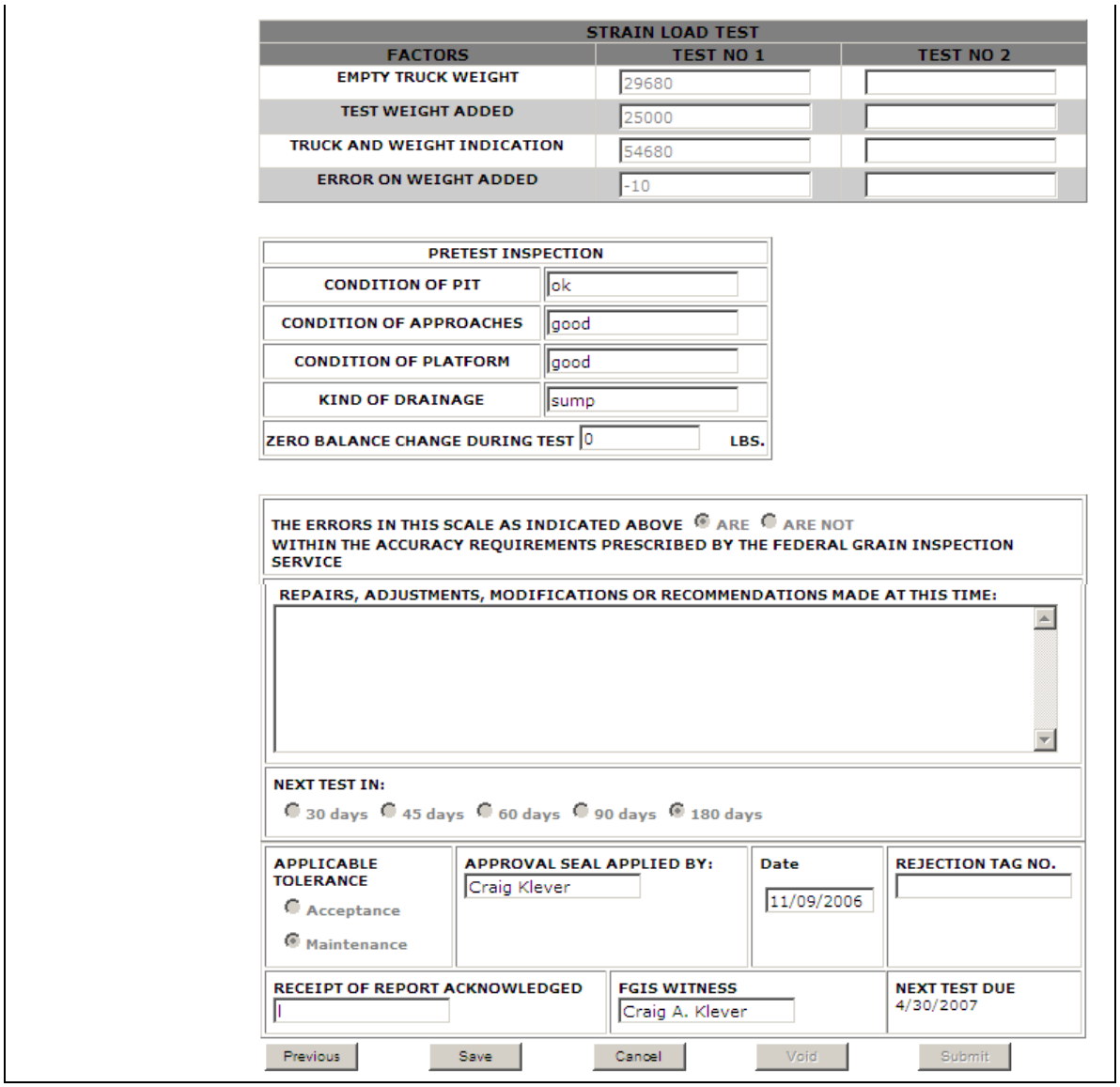


Step 1: Complete the fields and click **Save**. System displays message: Checktest saved. Click **Next** to display the following page.



Step 2: Complete fields and click **Submit**. Once submit is selected, the page becomes display only. System will display the message: Test Weight data submitted. Click **Next** to proceed to the following screen.

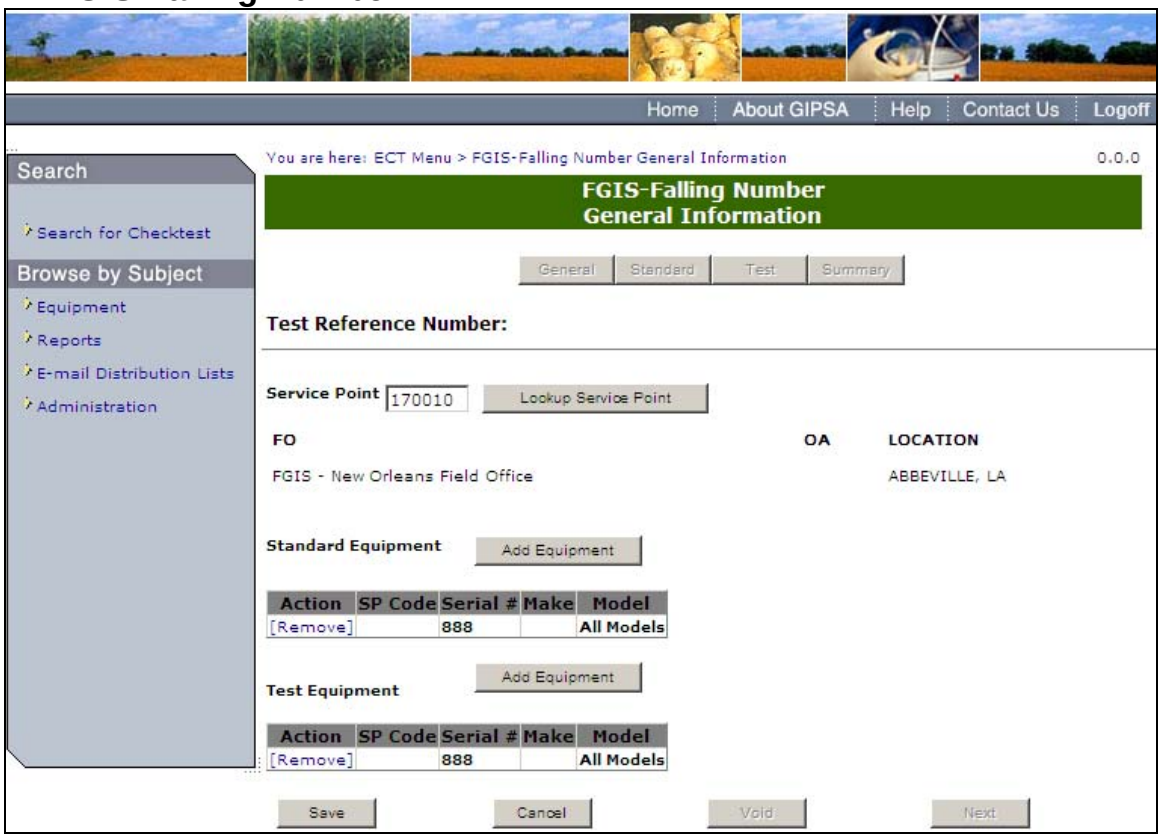

Search
Search for Checktest
Browse by Subject
Equipment
Reports
E-mail Distribution Lists
Administration
You are here: ECT Menu > FGIS-965 Scale Test Report (Vehicle)
0.0.0
FGIS-965-2 Scale Test Report (Vehicle)
Test Results
General
Test Weight
Test
Test Reference Number: 14030
Checktest submitted
Test Results
LAST DATE TESTED
10/26/2006
DATE TESTED
01/01/2008
SENSITIVITY
ZERO
CAP.
DISCRIMINATION
ZERO
CAP.
SCALE CONDITION AS FOUND
Good
ZERO BALANCE AS FOUND
0
SHIFT TEST DIRECTION
Bal
Sec1
Sec2
Sec3
Sec4
Bal
na
na
Right to Left (R to L)
0
54820
54840
84860
54860
0
0
0
Left to Right (L to R)
0
54820
54820
54820
54820
0
0
0
SECTION TEST KNOWN WEIGHTS
na
0
0
0
0
0
0
0
0
INCREASING LOAD TEST TYPE
Increasing
INCREASING LOAD TEST
LOAD
TEST WEIGHT
WEIGHT INDICATION
ERROR WEIGHT
ERROR
0
25000
0
0
25000
25000
25000



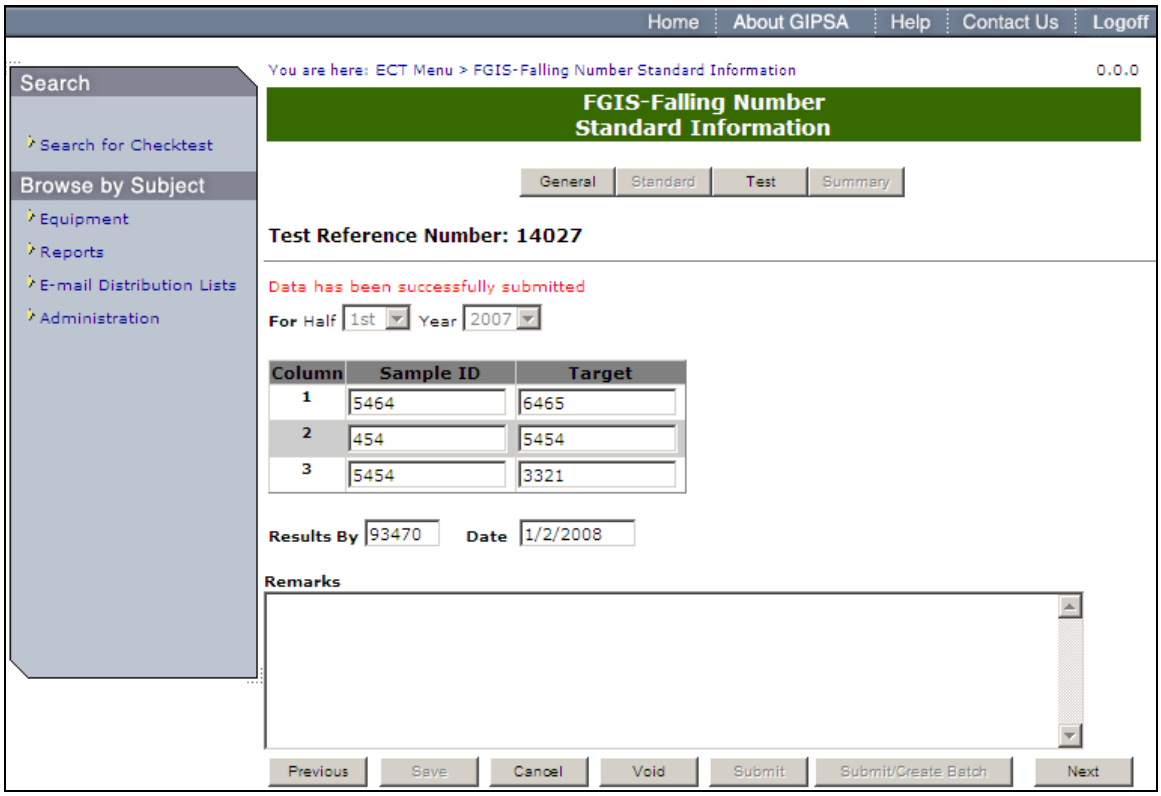
Step 3: Complete fields and click **Submit**. Once submit is selected, the page becomes display only. The system will display the message: Checktest submitted.

Note: The values populated in the test weight field on the test screen are pulled from the total test weight field on the test weight screen.

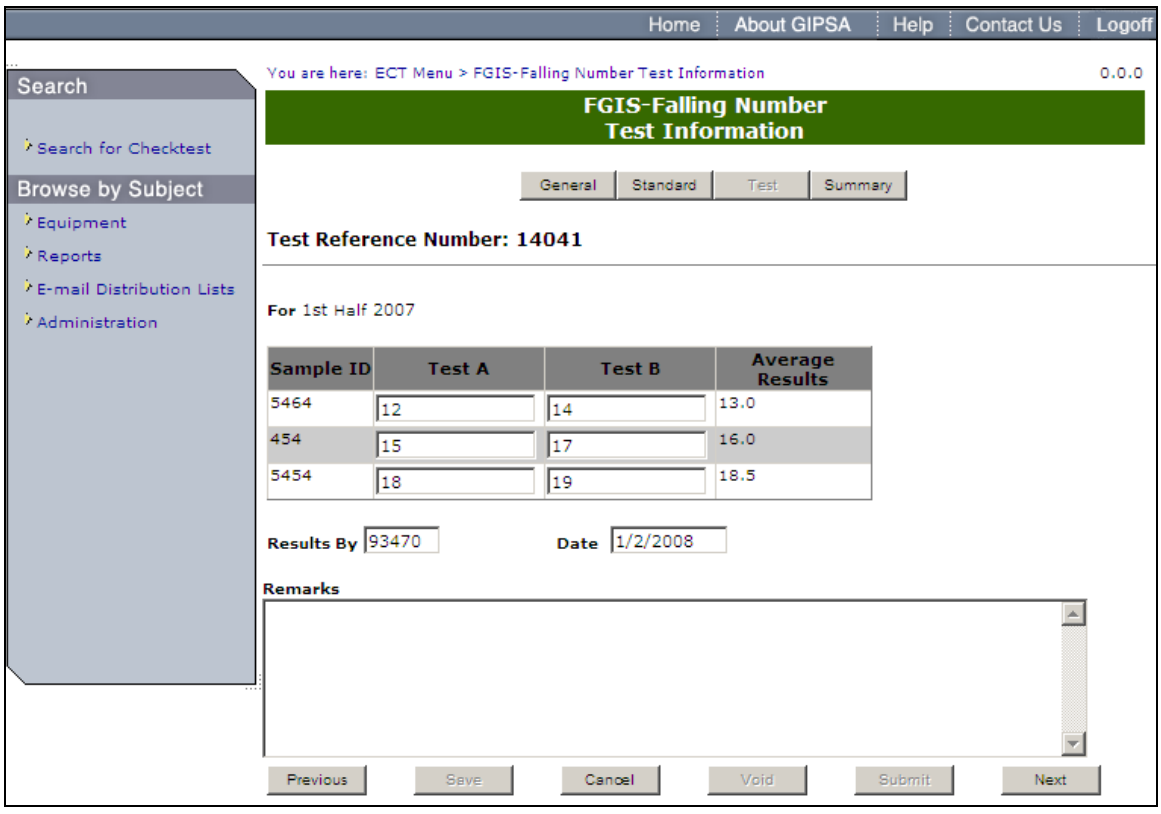
L. FGIS-Falling Number



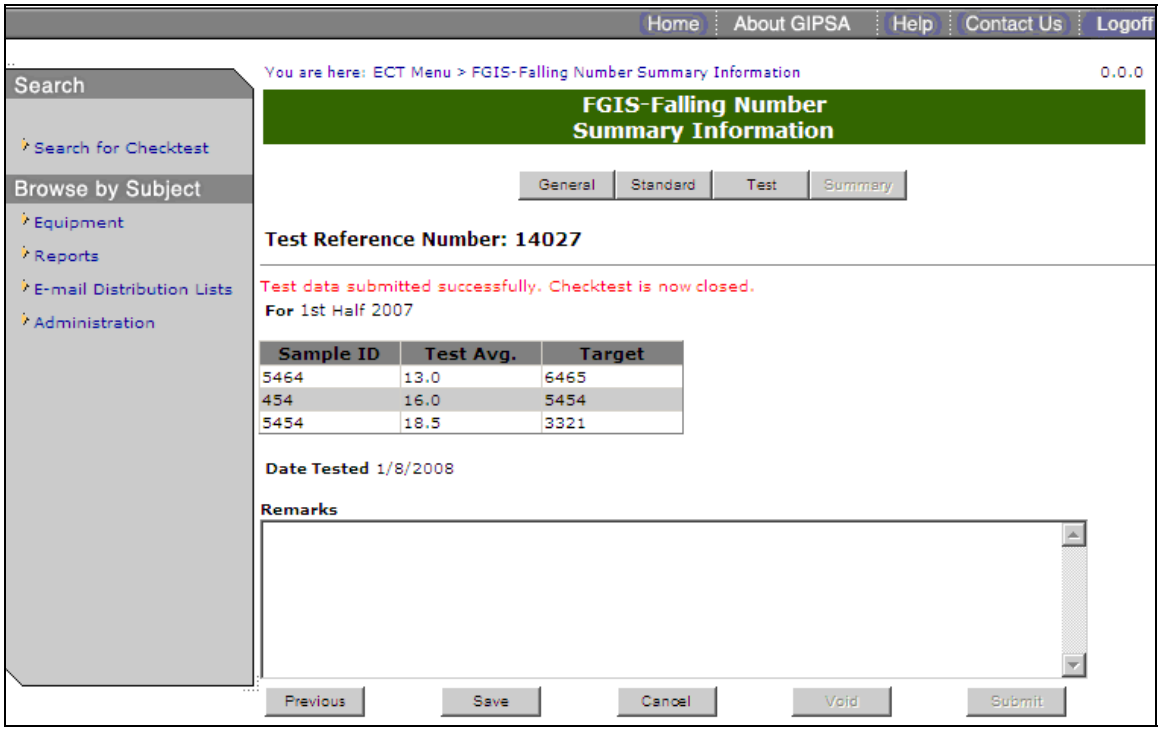
Step 1: Complete the required fields and click **Save**. The system will display the message: Data has been saved successfully. Click **Next** to display the following screen.



Step 2: Complete the required fields, making sure to fill out the Results By field with your license number, and click **Submit**. The system will display the message: Data has been successfully submitted. Click **Next** to proceed to the following page.

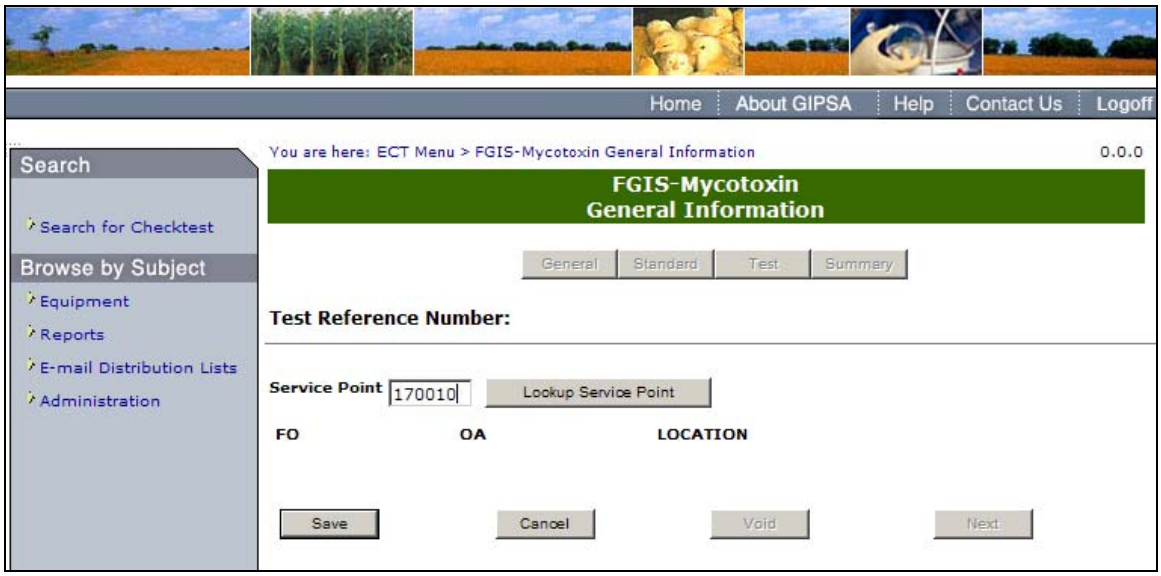


Step 3: Complete the required fields, making sure to fill out the Results By field with your license number, and click **Submit**.

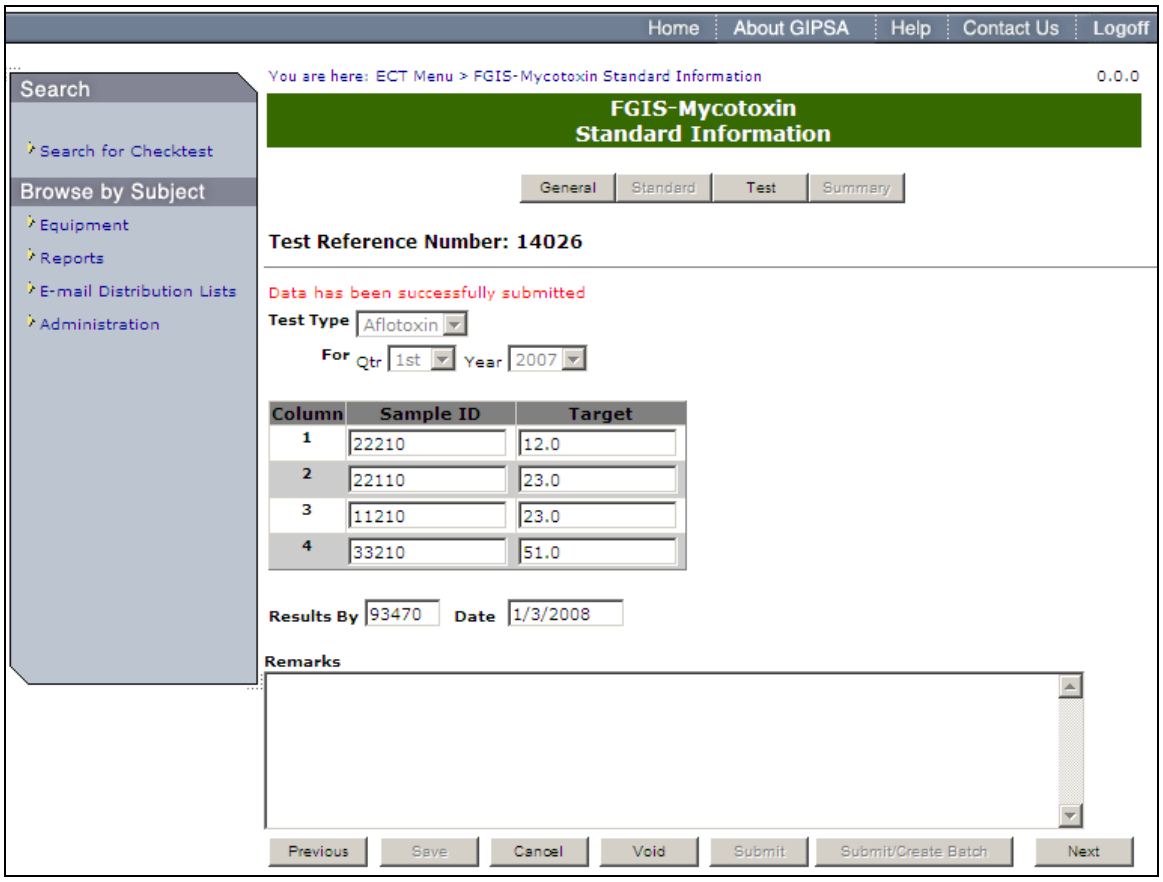


Step 4: System will display the following message: Test data submitted successfully. Checktest is now closed.

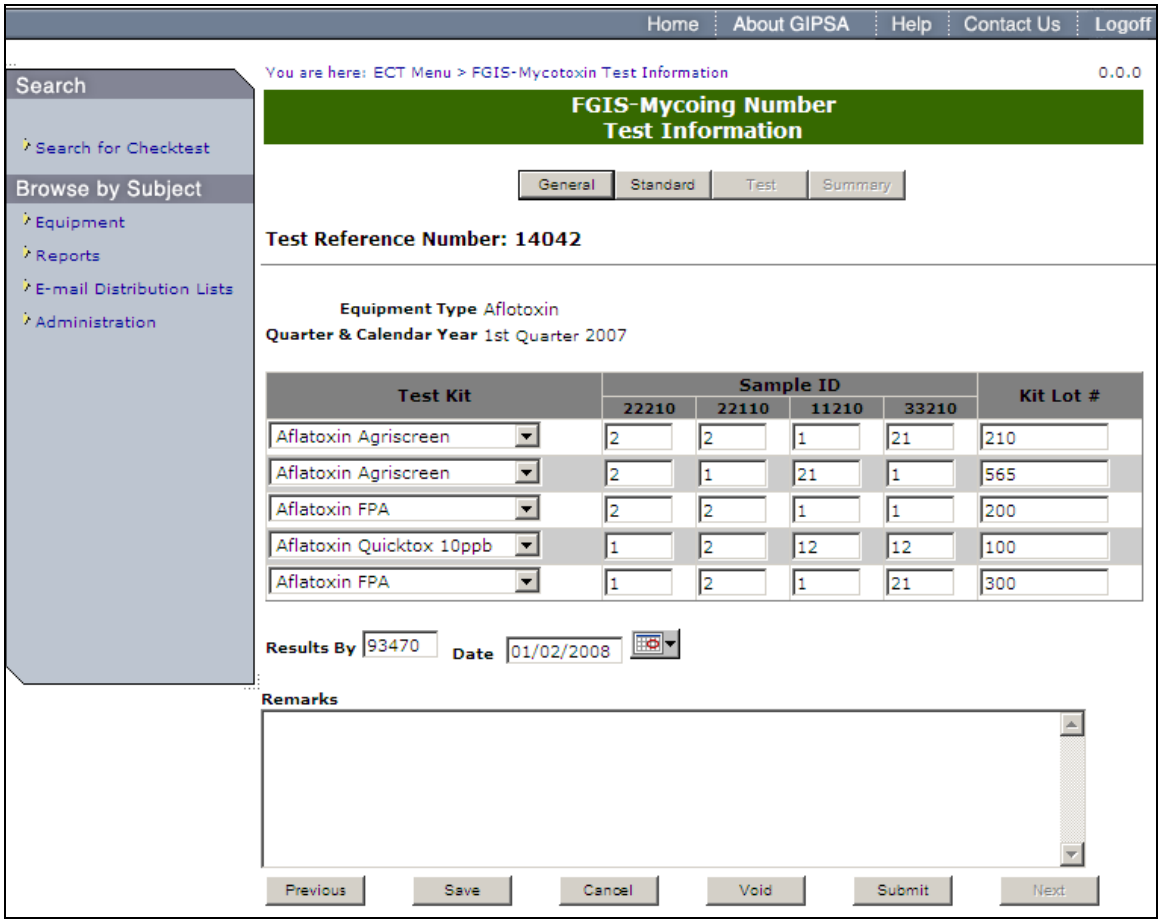
M. FGIS-Mycotoxin



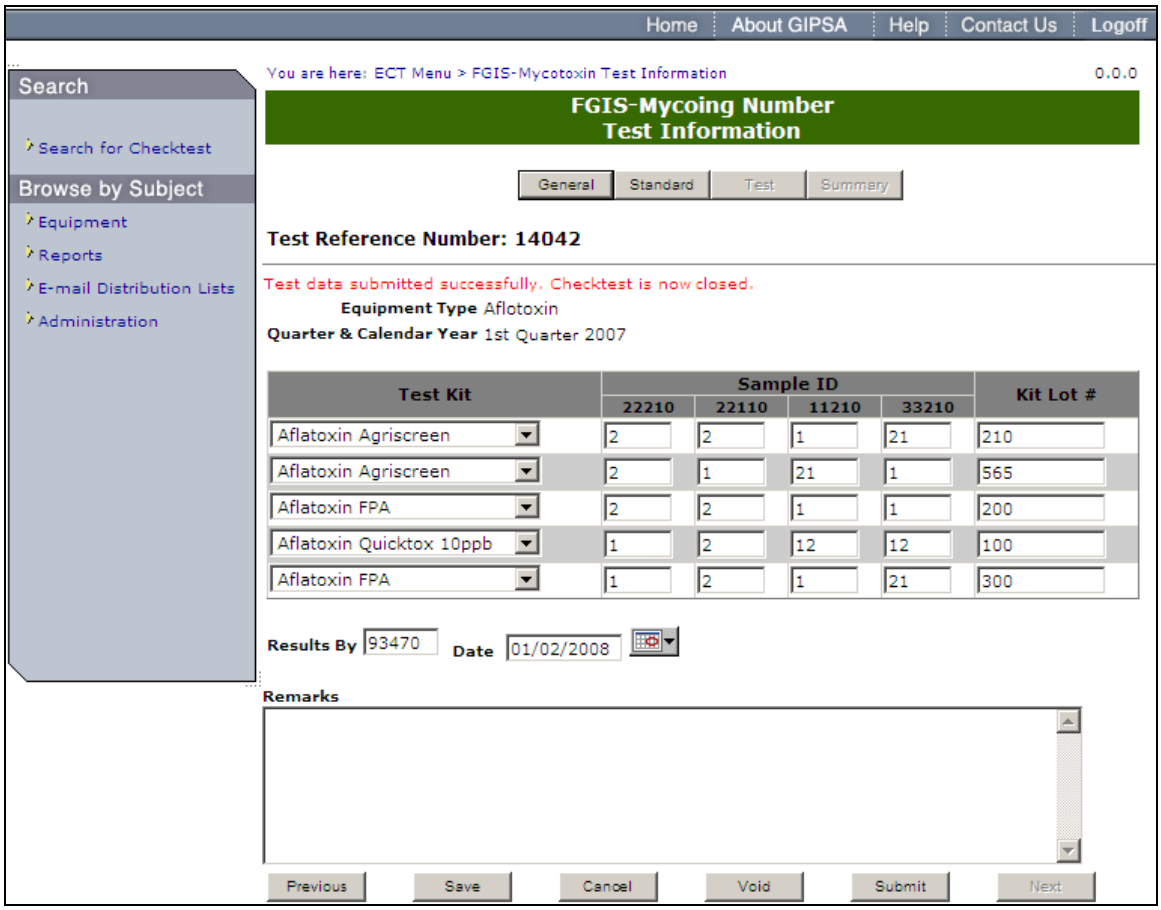
Step 1: Complete the required fields and click **Save**. The system will display the message: Data has been saved successfully. Click **Next** to display the following screen.



Step 2: Complete the required fields, making sure to fill out the Results By field with your license number, and click **Submit**. The system displays the following message: Data has been successfully saved. Once submit is selected, the page becomes display only. Click Next to proceed to the following page.



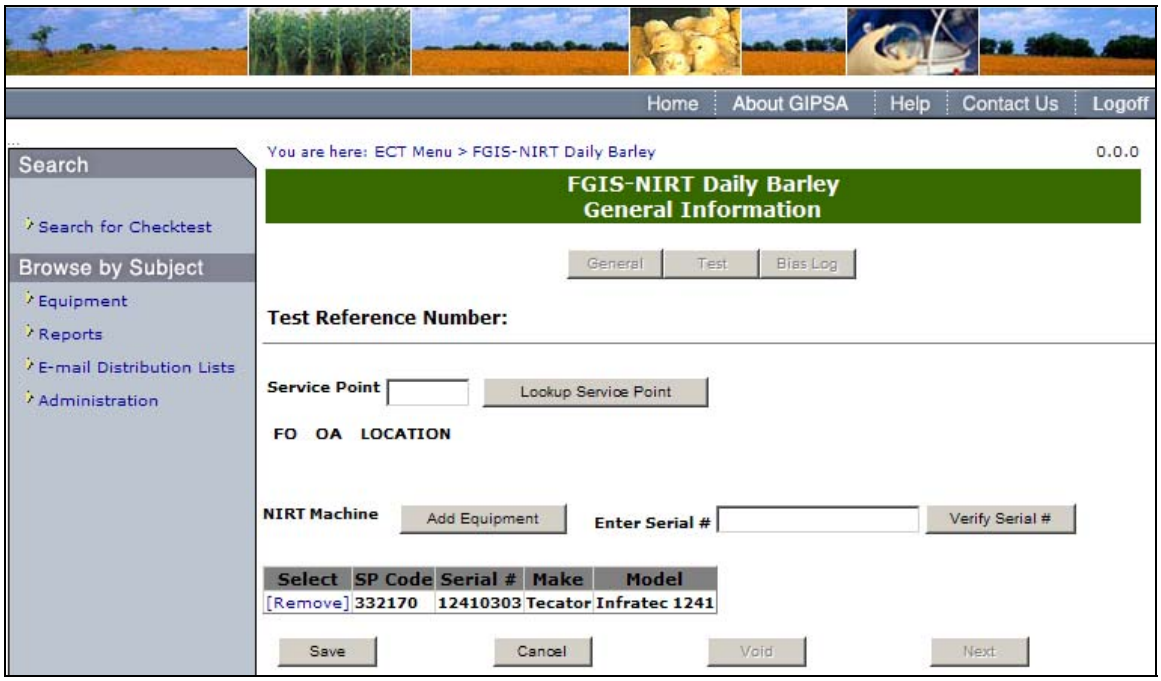
Step 3: Complete the required fields, making sure to fill out the Results By field with your license number, and click **Submit**.



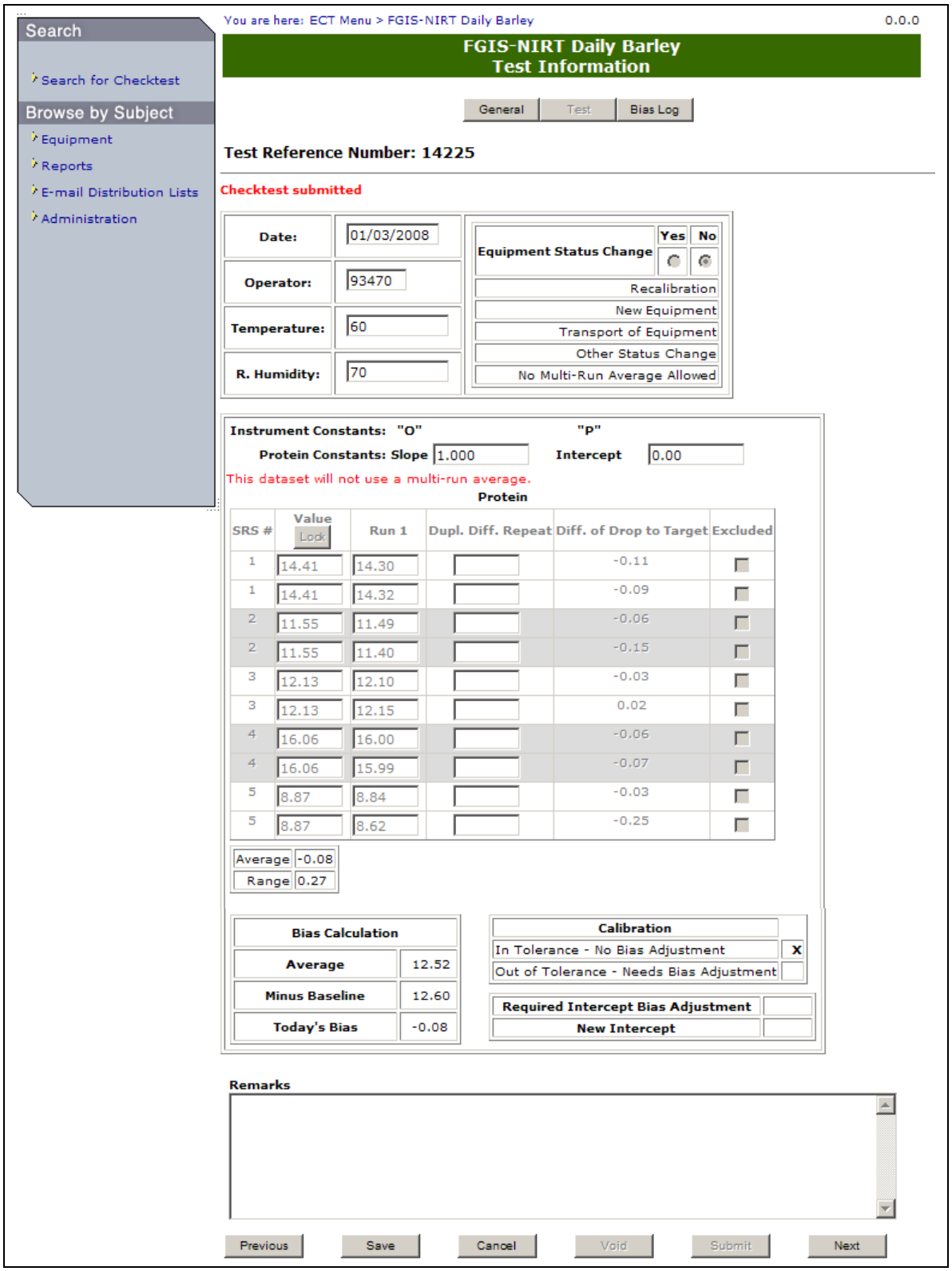
Step 4: System displays the message: Test data submitted successfully. Checktest is now closed.

N. FGIS-NIRT Daily Barley

Note: If the system displays a Red Text box after the user clicks save or submit. The user must fill in the check box completely, and resubmit the form.

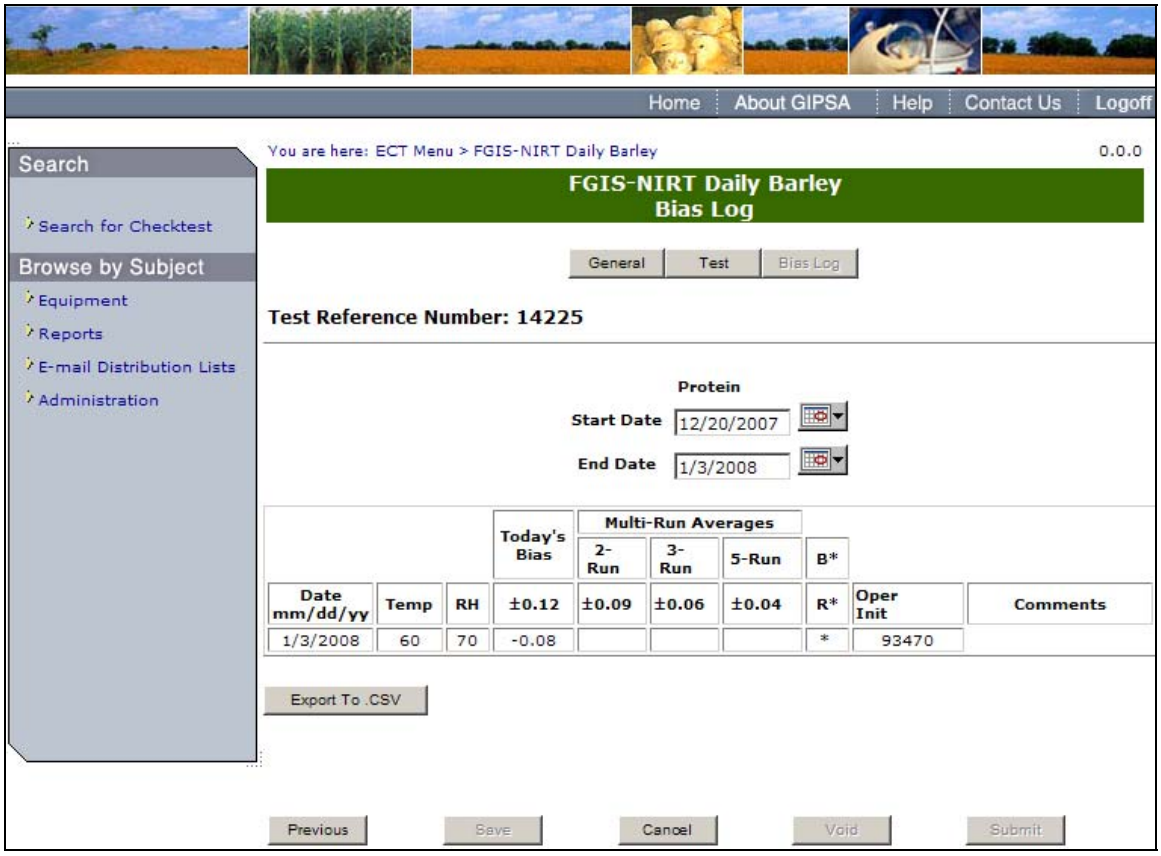


Step 1: You can add Equipment by clicking on the **Add Equipment** button or by entering the Serial Number and clicking **Verify Serial #**. Complete the required fields and click the **Save** button. The system displays the following message: Checktest record saved. Click on **Next** to proceed to the following page.



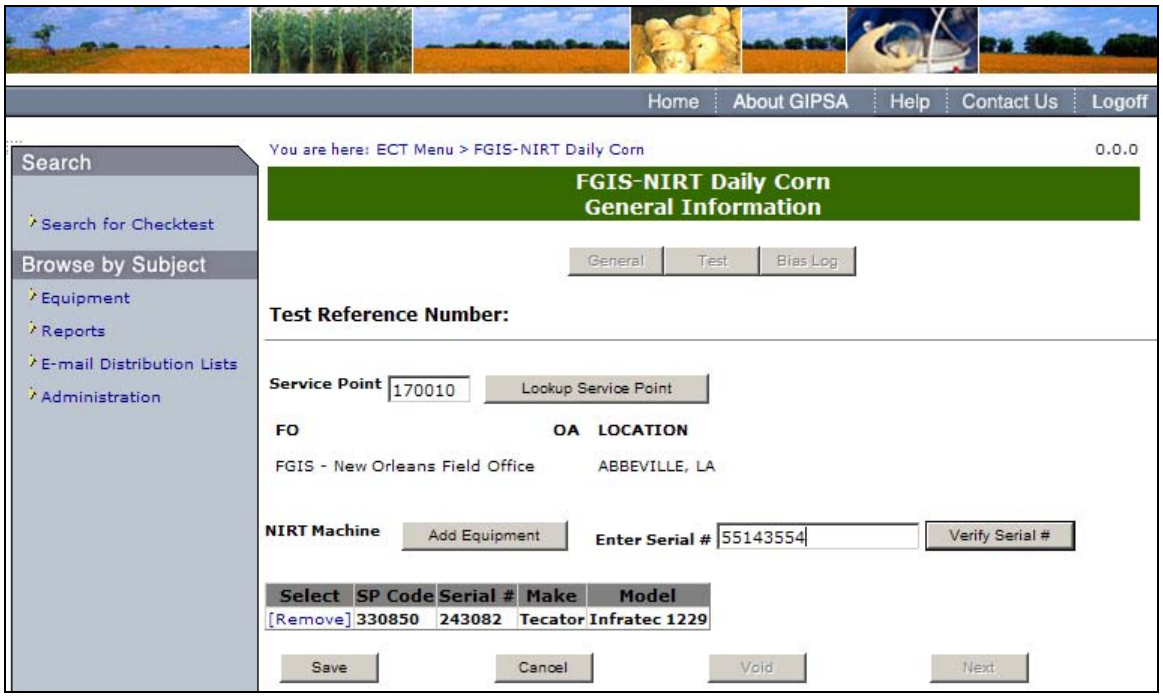
Step 2: Complete the fields, enter your license number in the Operator field and click **Save**. Once submit is selected, the page becomes display only. The system displays the message: Checktest record saved. User must Click **Save** at least once in order to **Submit**.
Note: Clicking the Excluded checkboxes will exclude the SRS value from the calculations.

In order to change the SRS Baseline values you must first click the unlock button and select OK in the message that is displayed.

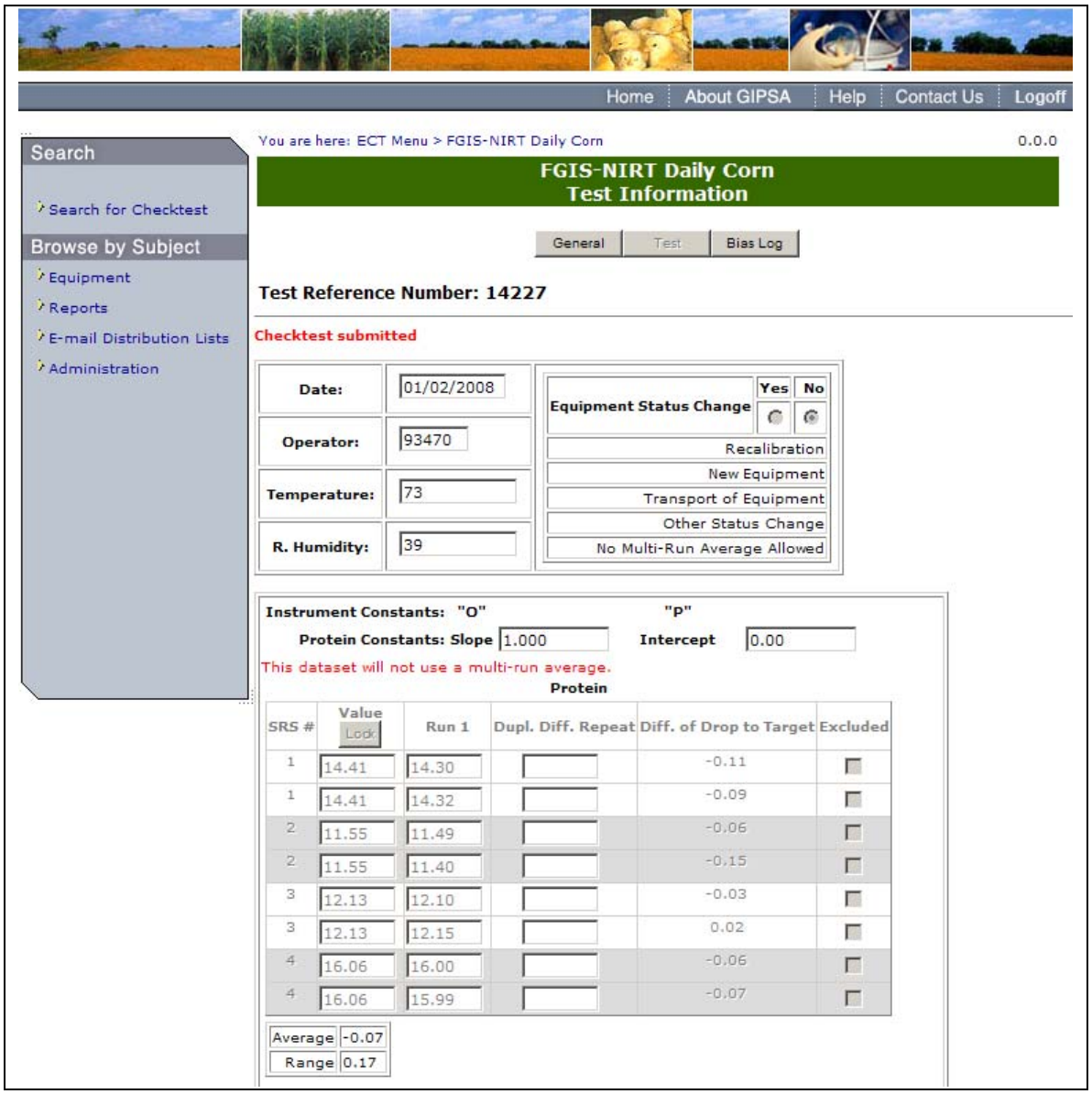


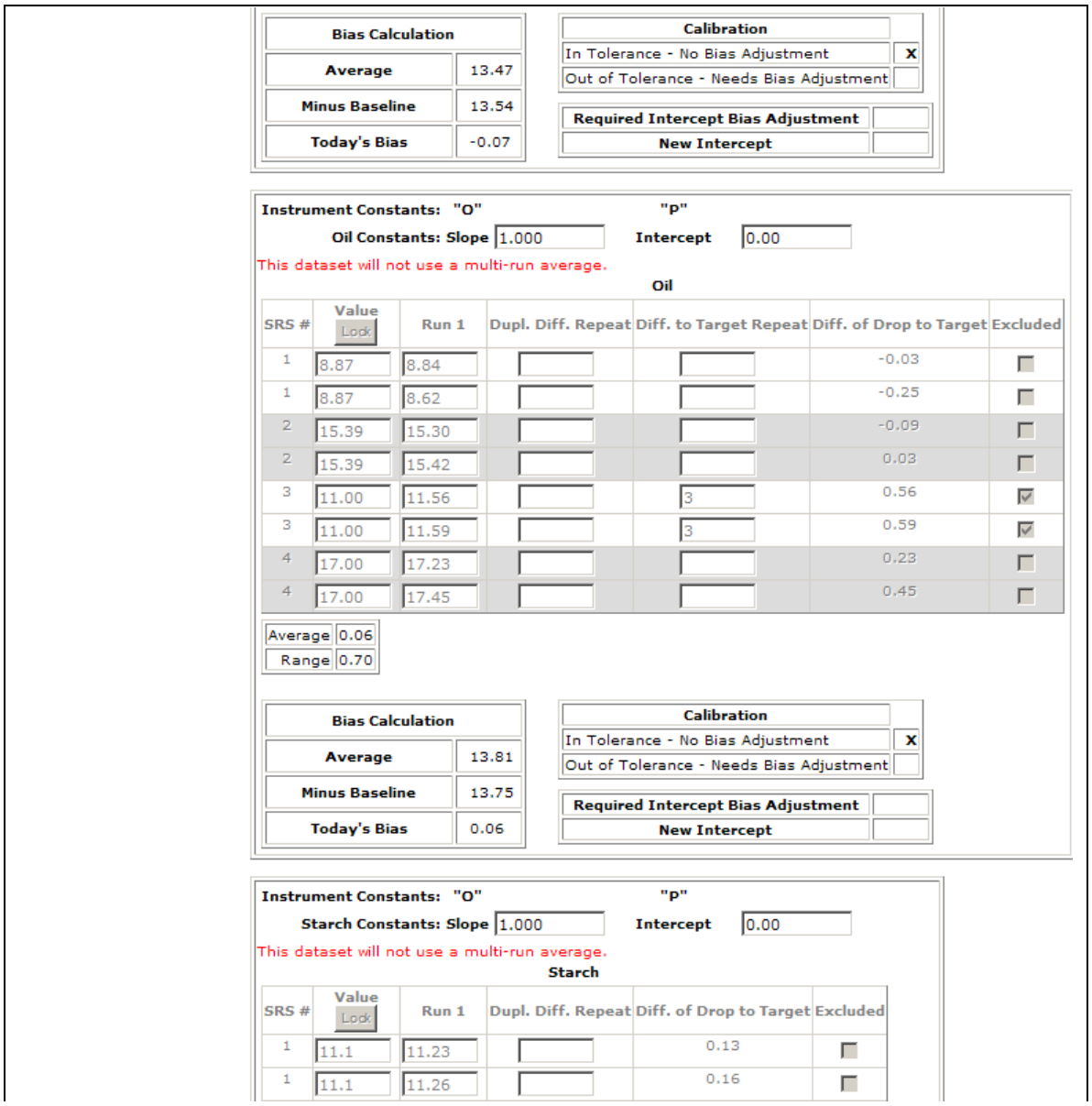
Step 3: The results are displayed. You can Export the results into a .CSV file by clicking on the **Export to .CSV** button.
Note: If the Start or End Date is changed, the screen will automatically refresh.

O. FGIS-NIRT Daily Corn



Step 1: Complete fields and click the **Save** button. You can add Equipment by clicking on the **Add Equipment** button or by entering the Serial Number and clicking **Verify Serial #.** The system display the following message: Checktest record saved. Click **Next** to proceed to following screen.


Home
About GIPSA
Help
Contact Us
Logoff
Search
Search for Checktest
Browse by Subject
Equipment
Reports
E-mail Distribution Lists
Administration
You are here: ECT Menu > FGIS-NIRT Daily Corn
0.0.0
FGIS-NIRT Daily Corn
Test Information
General
Test
Bias Log
Test Reference Number: 14227
Checktest submitted
Date: 01/02/2008
Operator: 93470
Temperature: 73
R. Humidity: 39
Equipment Status Change
Yes
No
Recalibration
New Equipment
Transport of Equipment
Other Status Change
No Multi-Run Average Allowed
Instrument Constants: "O" "P"
Protein Constants: Slope 1.000 Intercept 0.00
This dataset will not use a multi-run average.
Protein
SRS # Value Lock Run 1 Dupl. Diff. Repeat Diff. of Drop to Target Excluded
1 14.41 14.30 -0.11
1 14.41 14.32 -0.09
2 11.55 11.49 -0.06
2 11.55 11.40 -0.15
3 12.13 12.10 -0.03
3 12.13 12.15 0.02
4 16.06 16.00 -0.06
4 16.06 15.99 -0.07
Average -0.07
Range 0.17



Bias Calculation	
Average	13.47
Minus Baseline	13.54
Today's Bias	-0.07

Calibration	
In Tolerance - No Bias Adjustment	X
Out of Tolerance - Needs Bias Adjustment	

Required Intercept Bias Adjustment	
New Intercept	

Instrument Constants: "O" "P"

Oil Constants: Slope 1.000 Intercept 0.00

This dataset will not use a multi-run average.

Oil

SRS #	Value (Lock)	Run 1	Dupl. Diff. Repeat	Diff. to Target Repeat	Diff. of Drop to Target	Excluded
1	8.87	8.84			-0.03	☐
1	8.87	8.62			-0.25	☐
2	15.39	15.30			-0.09	☐
2	15.39	15.42			0.03	☐
3	11.00	11.56		3	0.56	☑
3	11.00	11.59		3	0.59	☑
4	17.00	17.23			0.23	☐
4	17.00	17.45			0.45	☐

Average	0.06
Range	0.70

Bias Calculation	
Average	13.81
Minus Baseline	13.75
Today's Bias	0.06

Calibration	
In Tolerance - No Bias Adjustment	X
Out of Tolerance - Needs Bias Adjustment	

Required Intercept Bias Adjustment	
New Intercept	

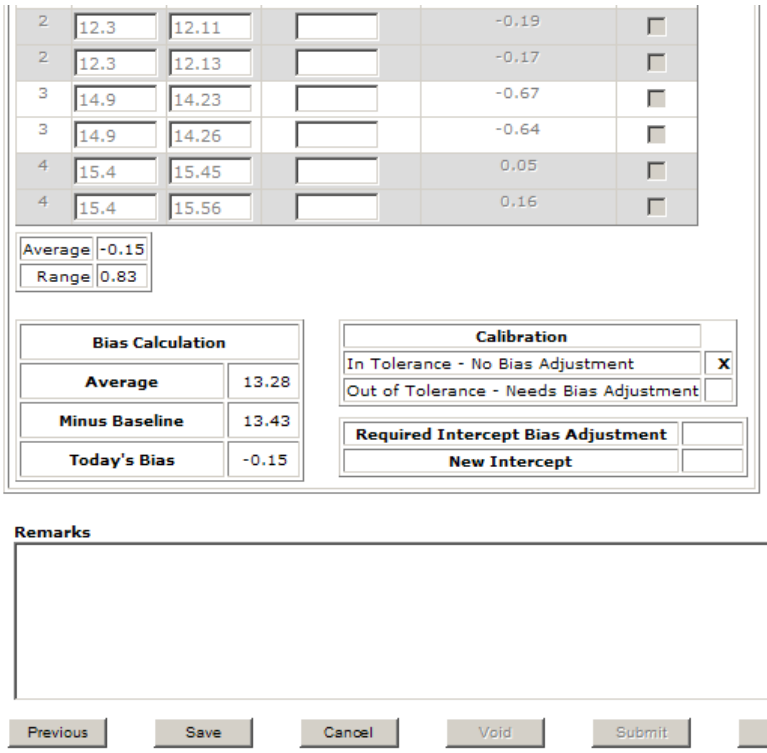
Instrument Constants: "O" "P"

Starch Constants: Slope 1.000 Intercept 0.00

This dataset will not use a multi-run average.

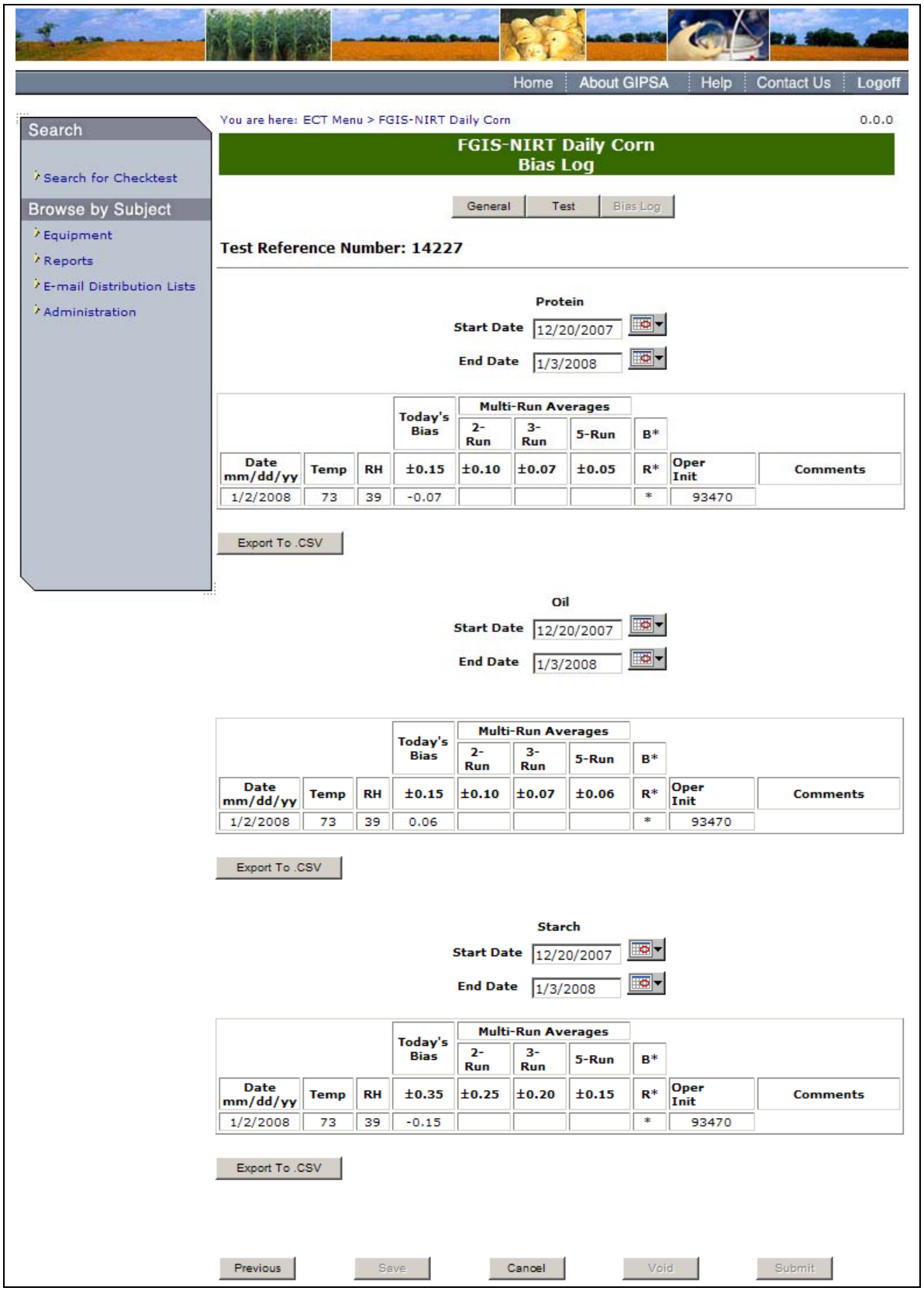
Starch

SRS #	Value (Lock)	Run 1	Dupl. Diff. Repeat	Diff. of Drop to Target	Excluded
1	11.1	11.23		0.13	☐
1	11.1	11.26		0.16	☐



Step 2: Complete the required fields, enter your license number in the Operator field and click **Save**. The system displays the message: Checktest record saved. User must Click **Save** at least once in order to submit. Click **Submit** to display the following message: Checktest Submitted. Once submit is selected, the page becomes display only. Click **Next** to proceed to following page.

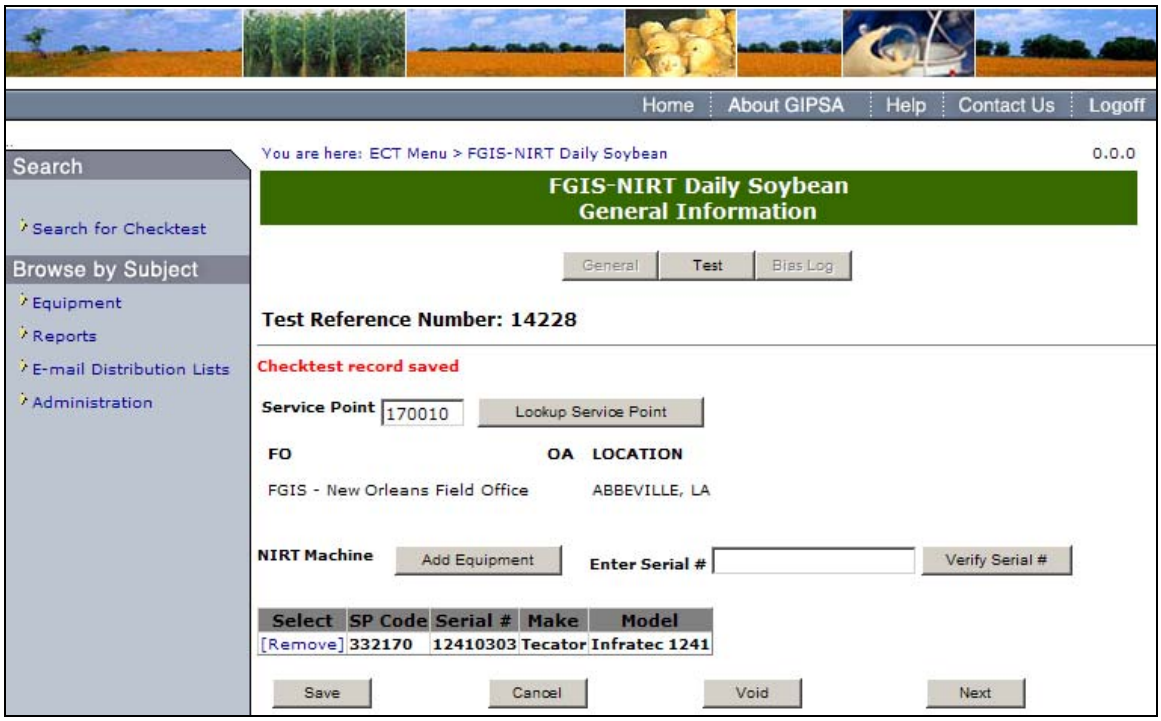
Note: Clicking the Excluded checkboxes will exclude the SRS value from the calculations. In order to change the SRS Baseline values you must first click the unlock button and select OK in the message that is displayed.



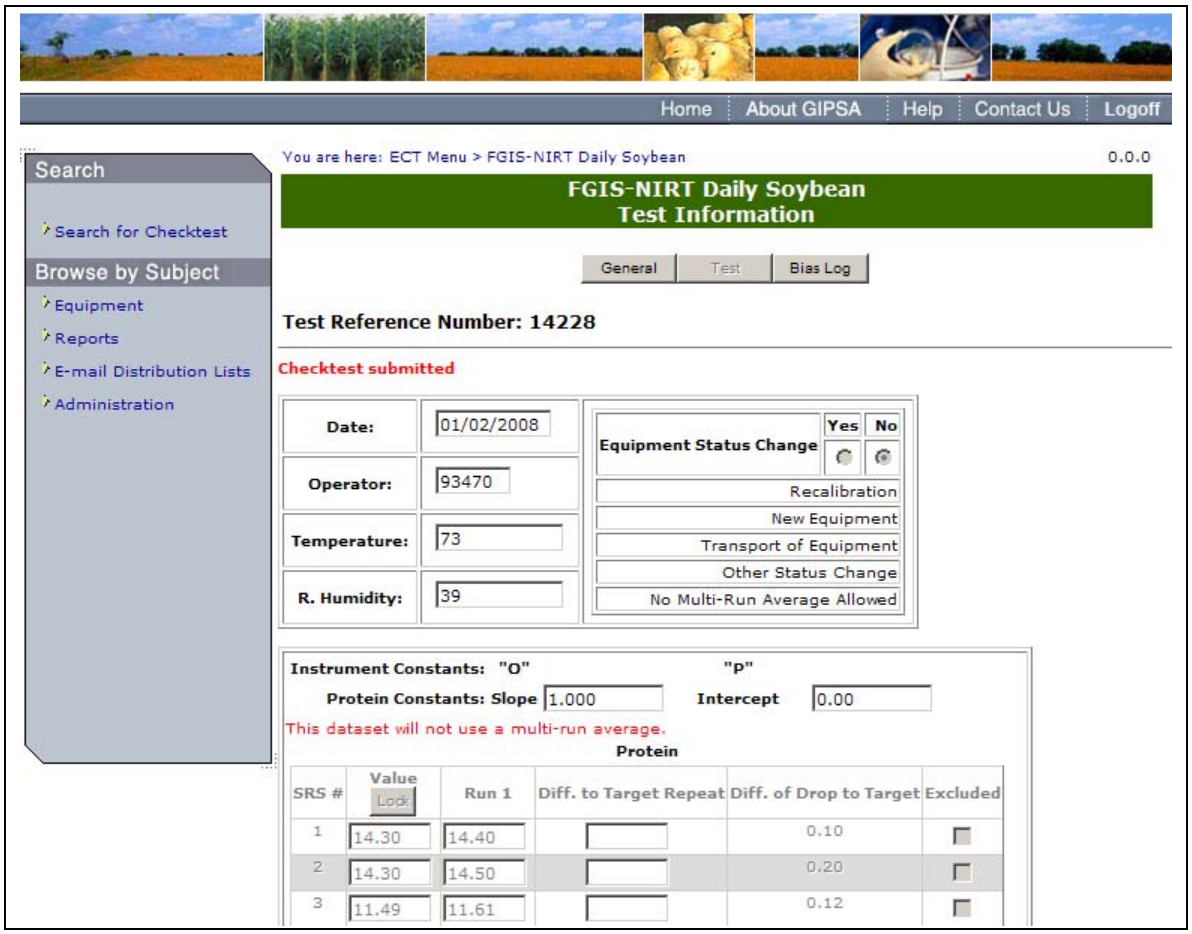
Step 3: The results are displayed. You can Export the results into a .CSV file by clicking on the **Export to .CSV** button.

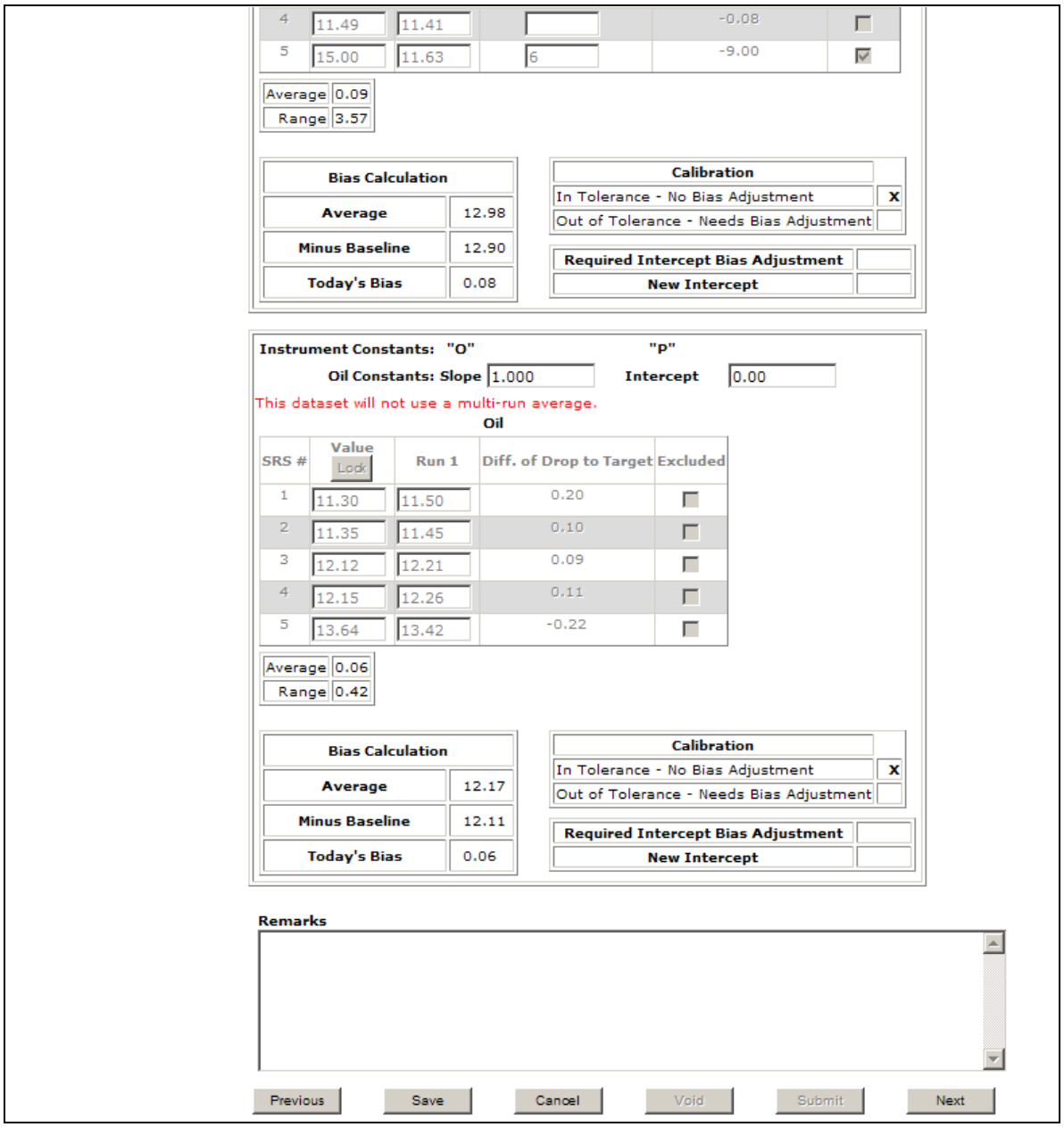
Note: If the Start or End Date is changed, the screen will automatically refresh.

P. FGIS-NIRT Daily Soybean



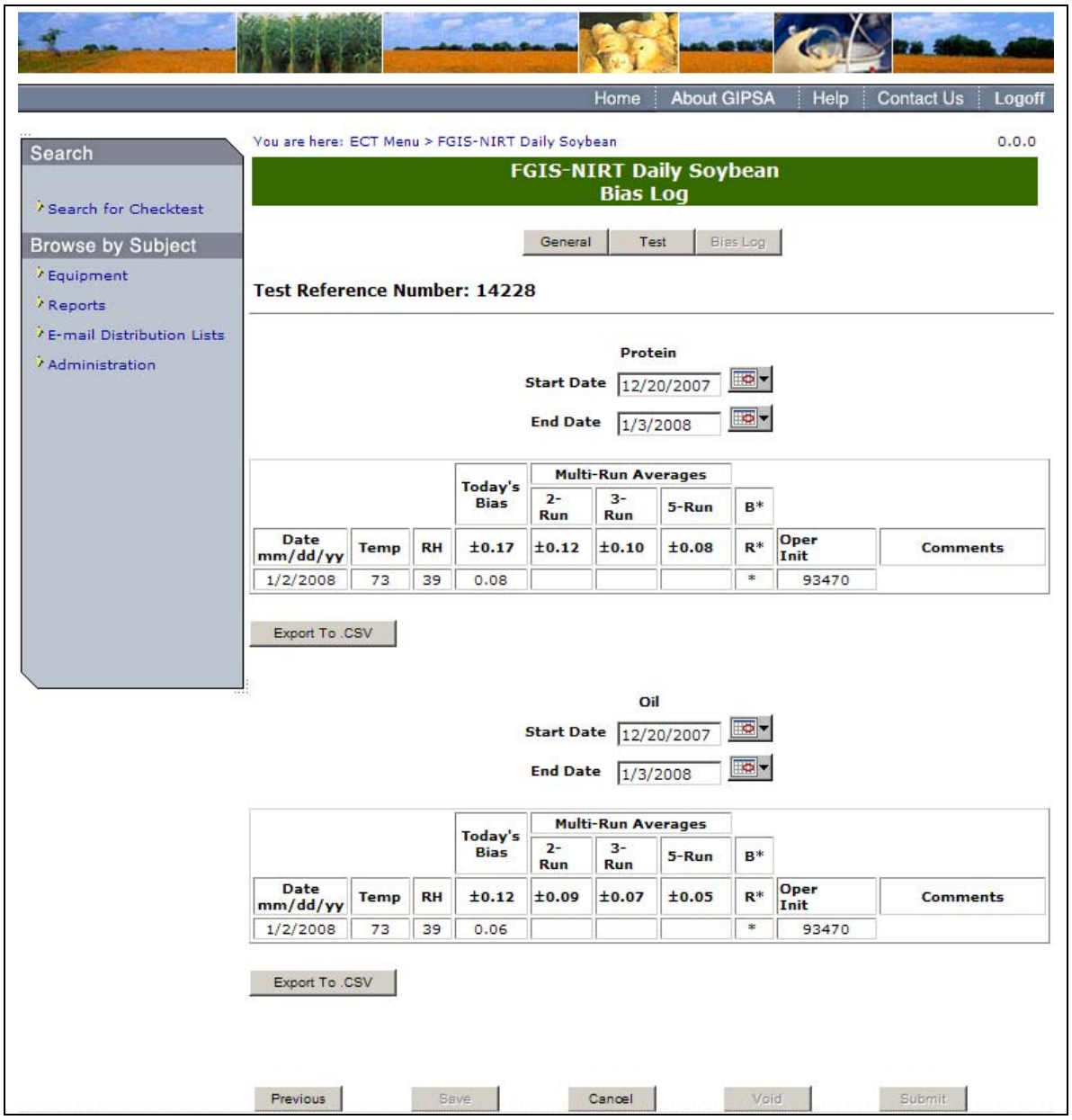
Step 1: Complete the fields and click the **Save** button. You can add Equipment by clicking on the **Add Equipment** button or by entering the Serial Number and clicking Verify Serial. The system will display the message: Checktest record saved. Click **Next** to proceed to the following screen.


Home
About GIPSA
Help
Contact Us
Logoff
Search
Search for Checktest
Browse by Subject
Equipment
Reports
E-mail Distribution Lists
Administration
You are here: ECT Menu > FGIS-NIRT Daily Soybean
0.0.0
FGIS-NIRT Daily Soybean
Test Information
General
Test
Bias Log
Test Reference Number: 14228
Checktest submitted
Date: 01/02/2008
Operator: 93470
Temperature: 73
R. Humidity: 39
Equipment Status Change
Yes
No
Recalibration
New Equipment
Transport of Equipment
Other Status Change
No Multi-Run Average Allowed
Instrument Constants: "O" "P"
Protein Constants: Slope 1.000 Intercept 0.00
This dataset will not use a multi-run average.
Protein
SRS #
Value
Lock
Run 1
Diff. to Target Repeat
Diff. of Drop to Target
Excluded
1 14.30 14.40 0.10
2 14.30 14.50 0.20
3 11.49 11.61 0.12



Step 2: Complete the fields, enter your license number in the Operator field and click **Save**. The system displays the message: Checktest record saved. User must Click save at least once in order to submit. Click **Submit** to display the following message: Checktest Submitted. Once submit is selected, the page becomes display only. Click **Next** to proceed to following page.

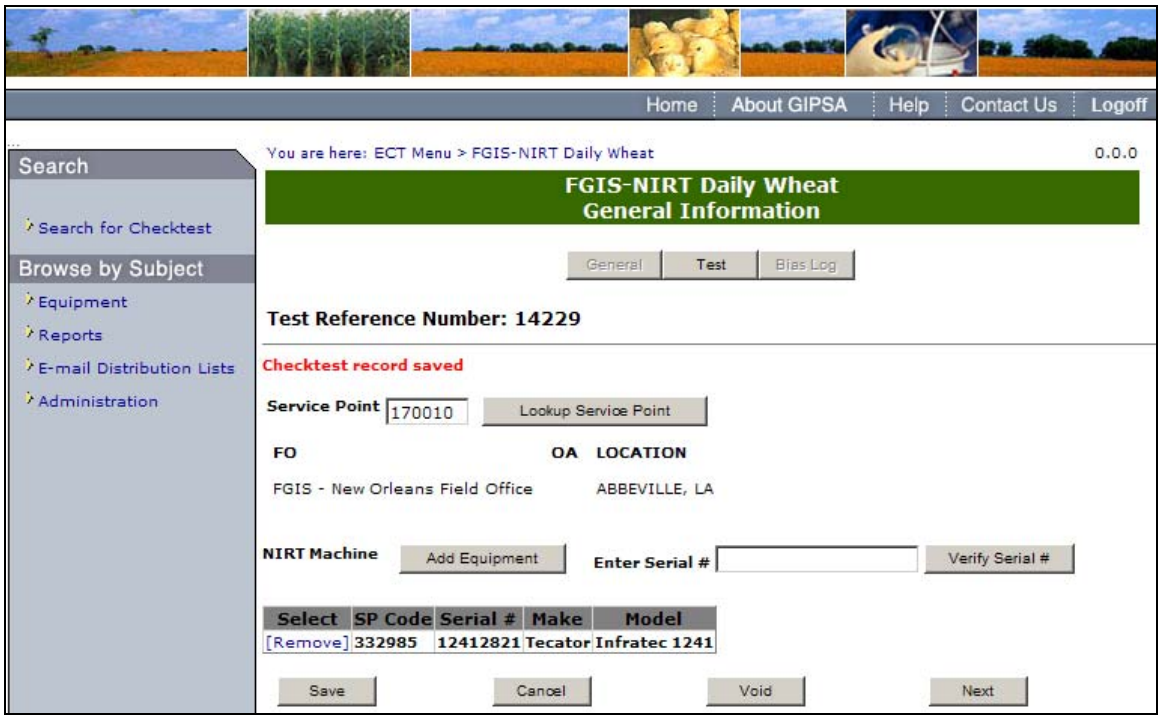
Note: Clicking the Excluded checkboxes will exclude the SRS value from the calculations.



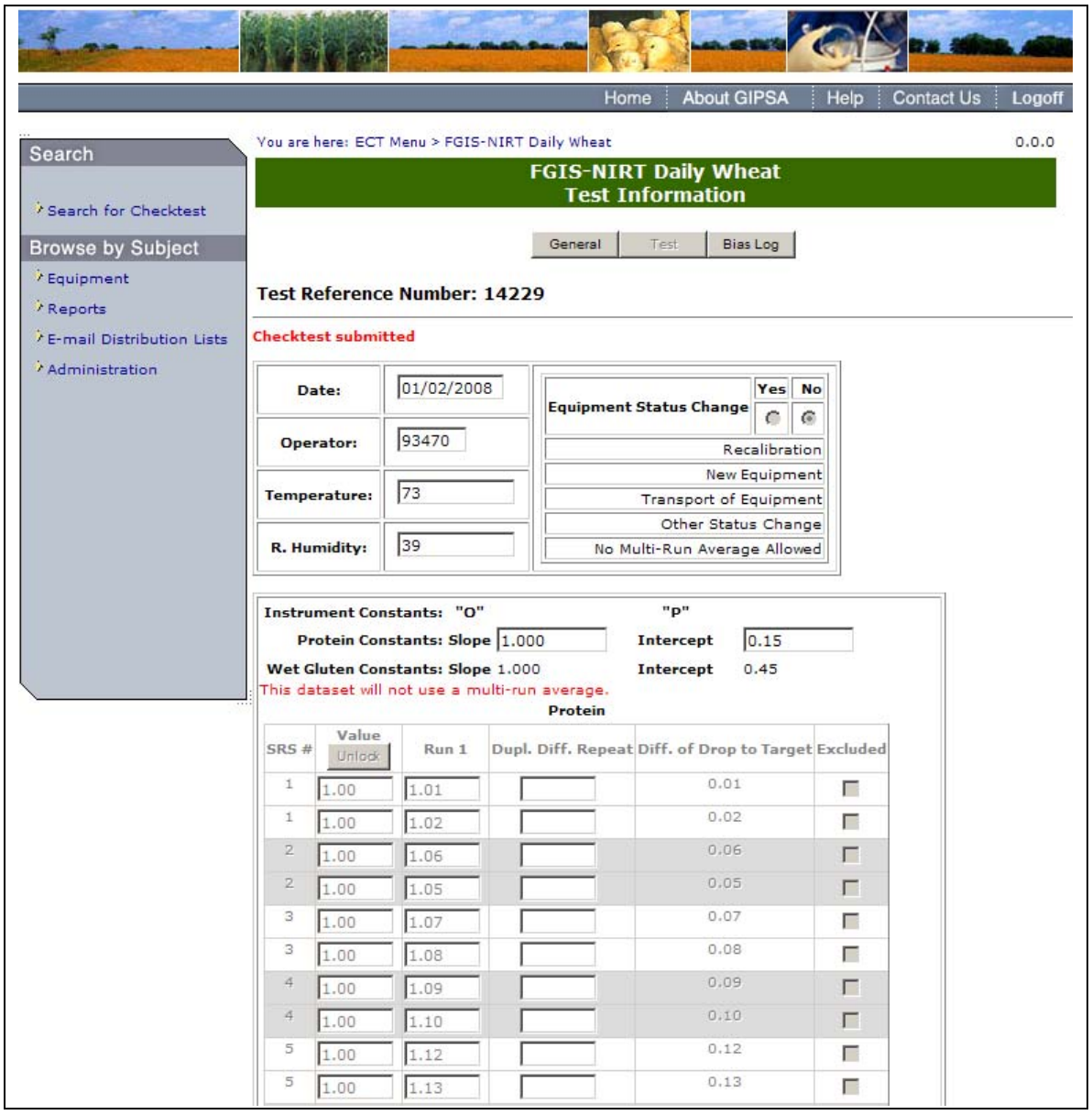
Step 3: The results are displayed. You can Export the results into a .CSV file by clicking on the **Export to .CSV** button.

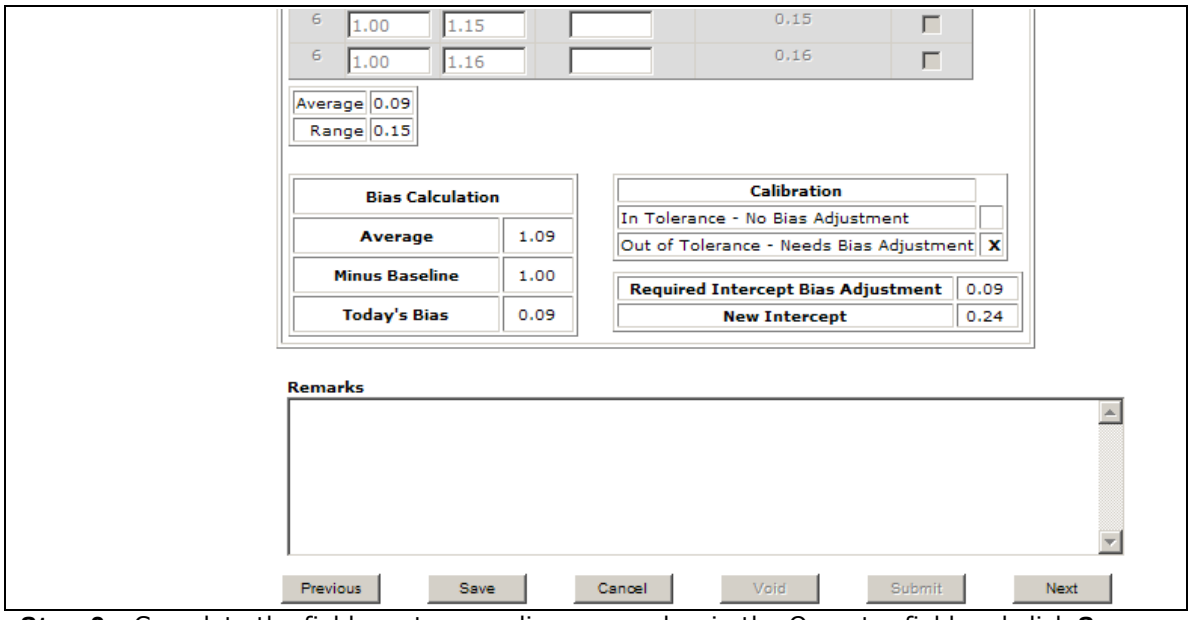
Note: If the Start or End Date is changed, the screen will automatically refresh.

Q. FGIS-NIRT Daily Wheat



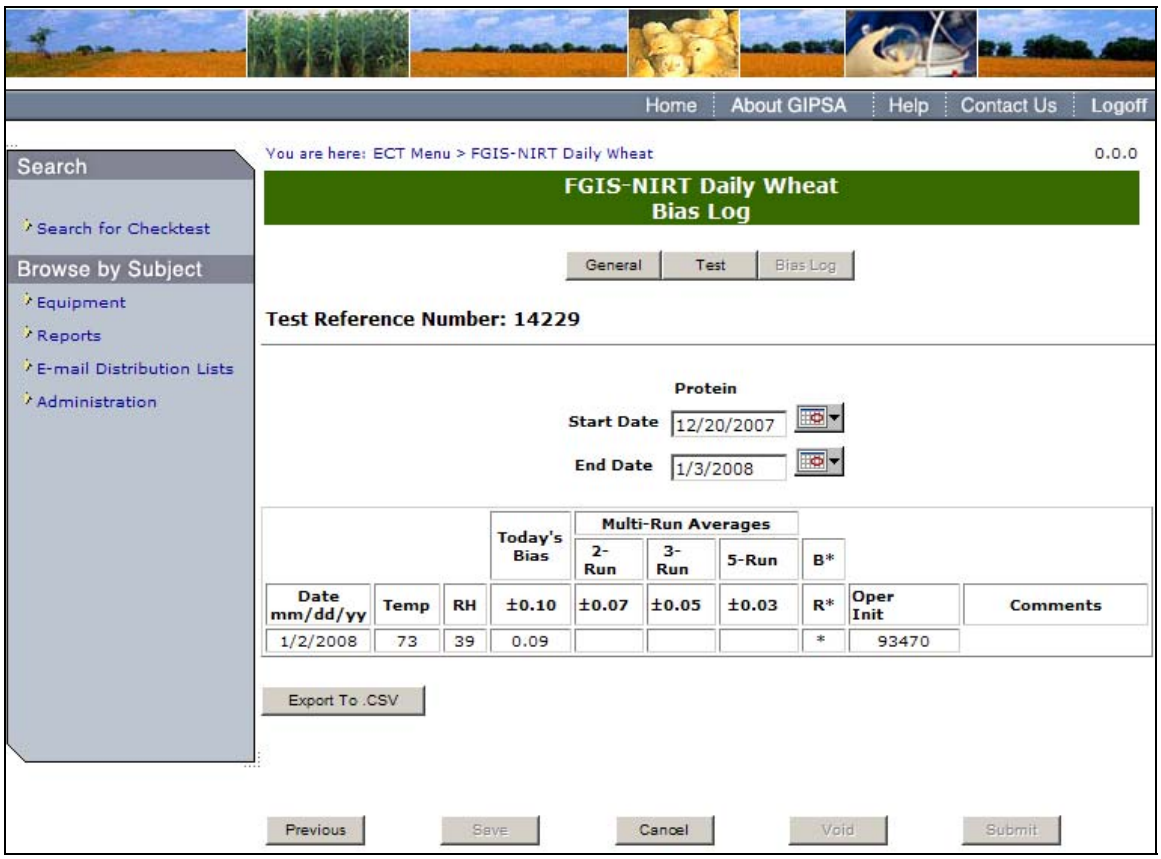
Step 1: Complete the fields and click the **Save** button. You can add Equipment by clicking on the **Add Equipment** button or by entering the Serial Number and clicking Verify Serial. The system will display the message: Checktest record saved. Click **Next** to proceed to the following screen.


Home
About GIPSA
Help
Contact Us
Logoff
Search
Search for Checktest
Browse by Subject
Equipment
Reports
E-mail Distribution Lists
Administration
You are here: ECT Menu > FGIS-NIRT Daily Wheat
0.0.0
FGIS-NIRT Daily Wheat
Test Information
General
Test
Bias Log
Test Reference Number: 14229
Checktest submitted
Date: 01/02/2008
Operator: 93470
Temperature: 73
R. Humidity: 39
Equipment Status Change
Yes
No
Recalibration
New Equipment
Transport of Equipment
Other Status Change
No Multi-Run Average Allowed
Instrument Constants: "O" "P"
Protein Constants: Slope 1.000 Intercept 0.15
Wet Gluten Constants: Slope 1.000 Intercept 0.45
This dataset will not use a multi-run average.
Protein
SRS # Value Unlock Run 1 Dupl. Diff. Repeat Diff. of Drop to Target Excluded
1 1.00 1.01 0.01
1 1.00 1.02 0.02
2 1.00 1.06 0.06
2 1.00 1.05 0.05
3 1.00 1.07 0.07
3 1.00 1.08 0.08
4 1.00 1.09 0.09
4 1.00 1.10 0.10
5 1.00 1.12 0.12
5 1.00 1.13 0.13



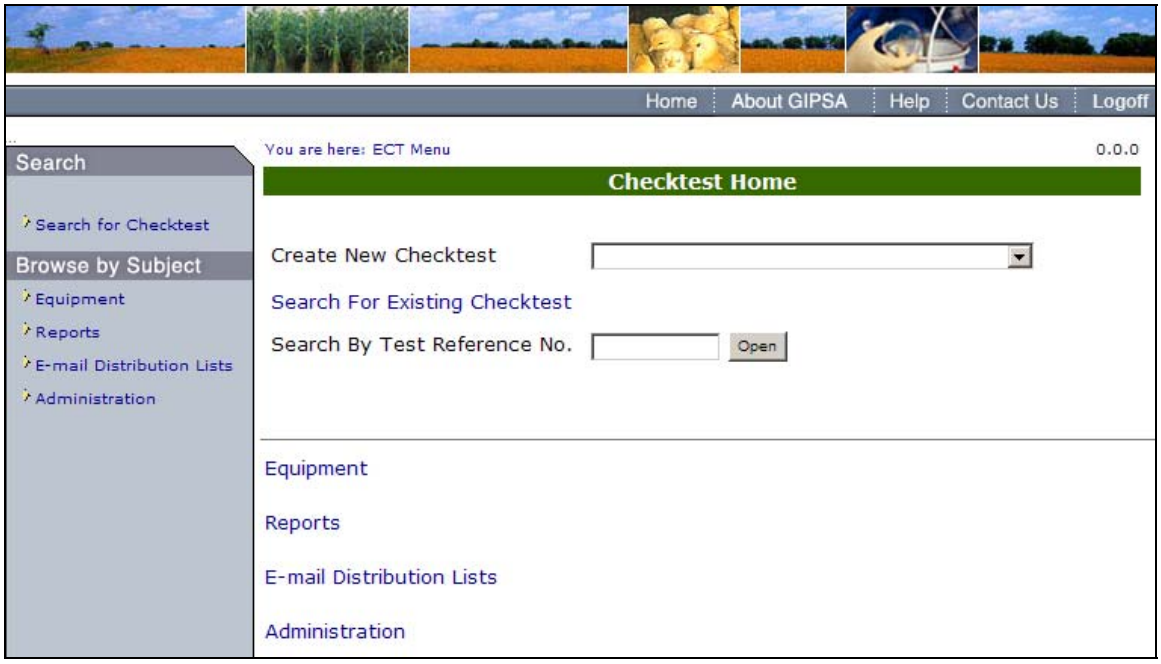
Step 2: Complete the fields, enter your license number in the Operator field and click **Save**. The system displays the message: Checktest record saved. User must Click save at least once in order to submit. Click **Submit** to display the following message: Checktest Submitted. Once submit is selected, the page becomes display only. Click **Next** to proceed to following page.

Note: Clicking the Excluded checkboxes will exclude the SRS value from the calculations. In order to change the SRS Baseline values you must first click the unlock button and select OK in the message that is displayed.

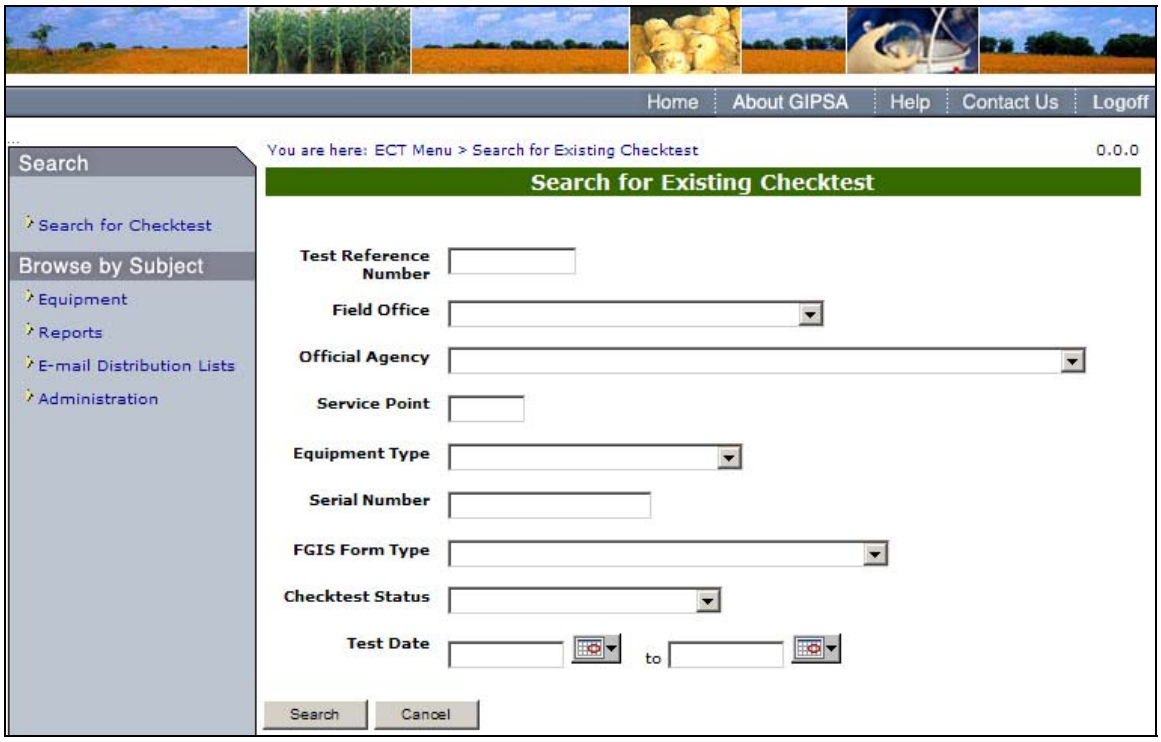


Step 3: The results are displayed. You can Export the results into a .CSV file by clicking on the **Export to .CSV** button.
Note: If the Start or End Date is changed, the screen will automatically refresh.

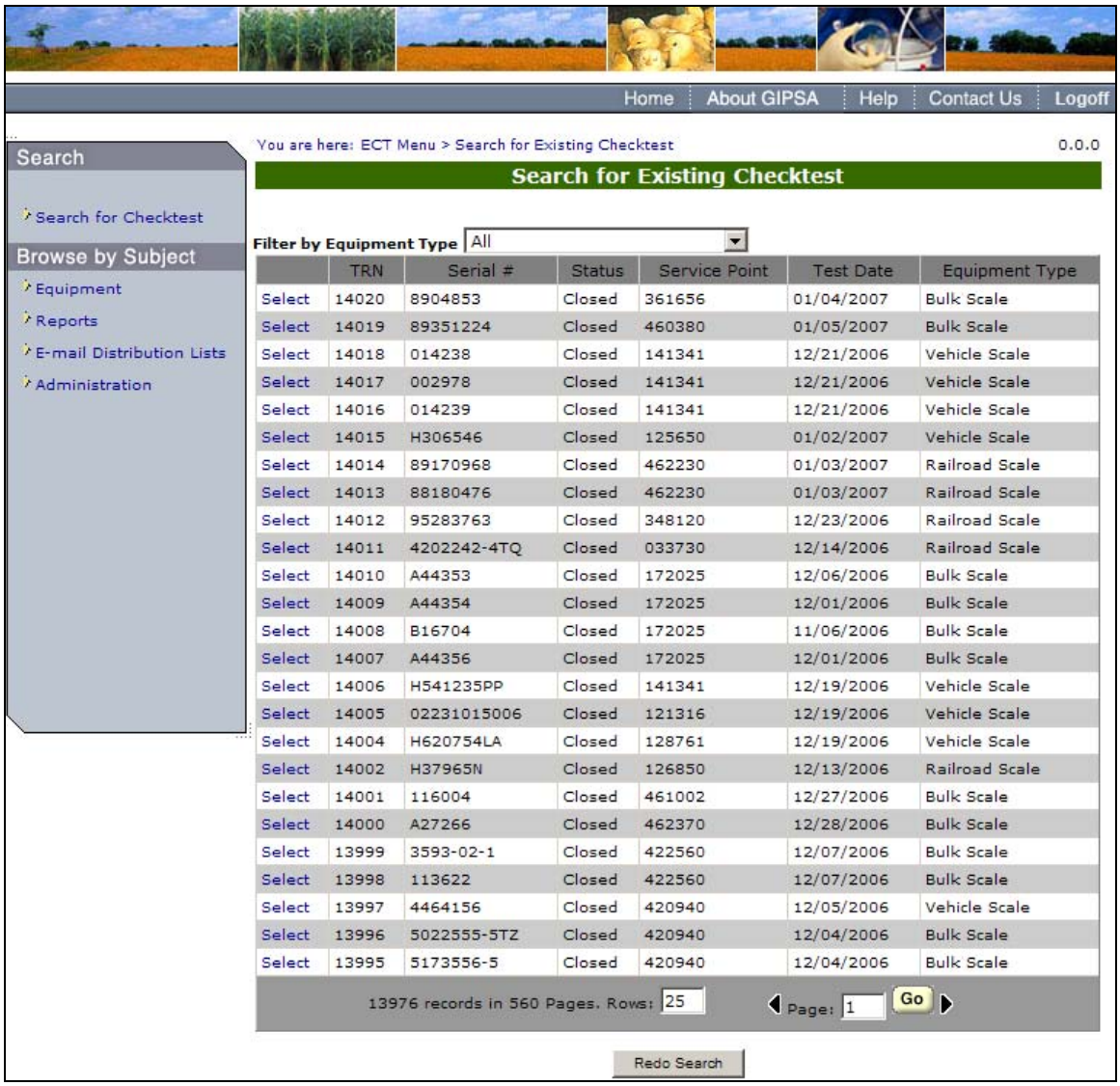
A. 3 — Search For Existing Checktest



Step 1: From the ECT Menu click the Search For Existing Checktest link. This will display the Search Fields.

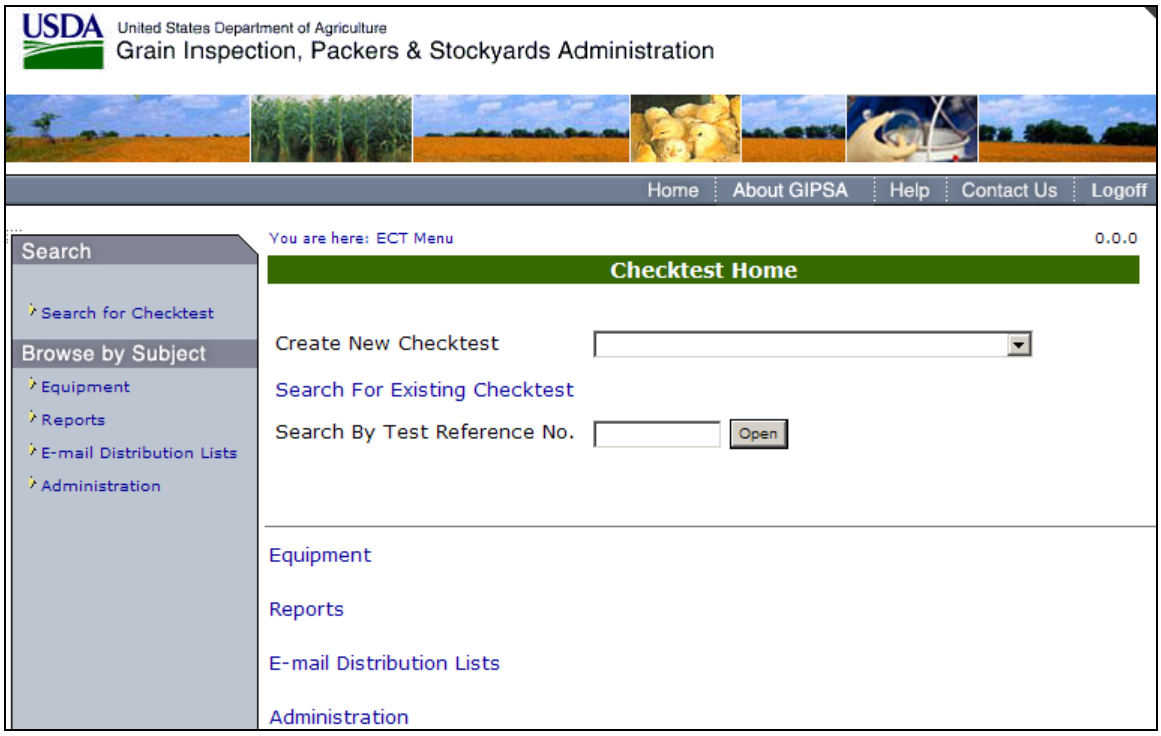


Step 2: Fill in the appropriate fields and click the **Search** button.



Step 3: Click on the Select link next to the Checktest to display the general information page for that checktest.

A. 4 – Search By Test Reference No.

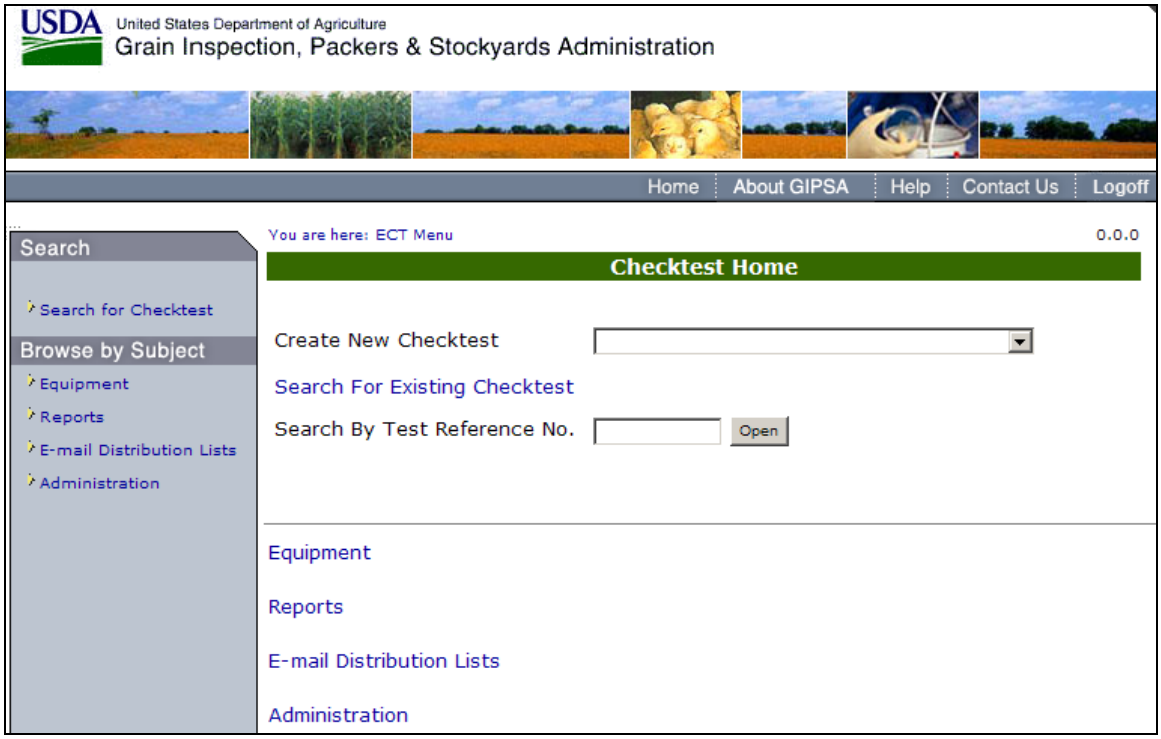


Step 1: Type the Test Reference Number in the text box and click **Open**.

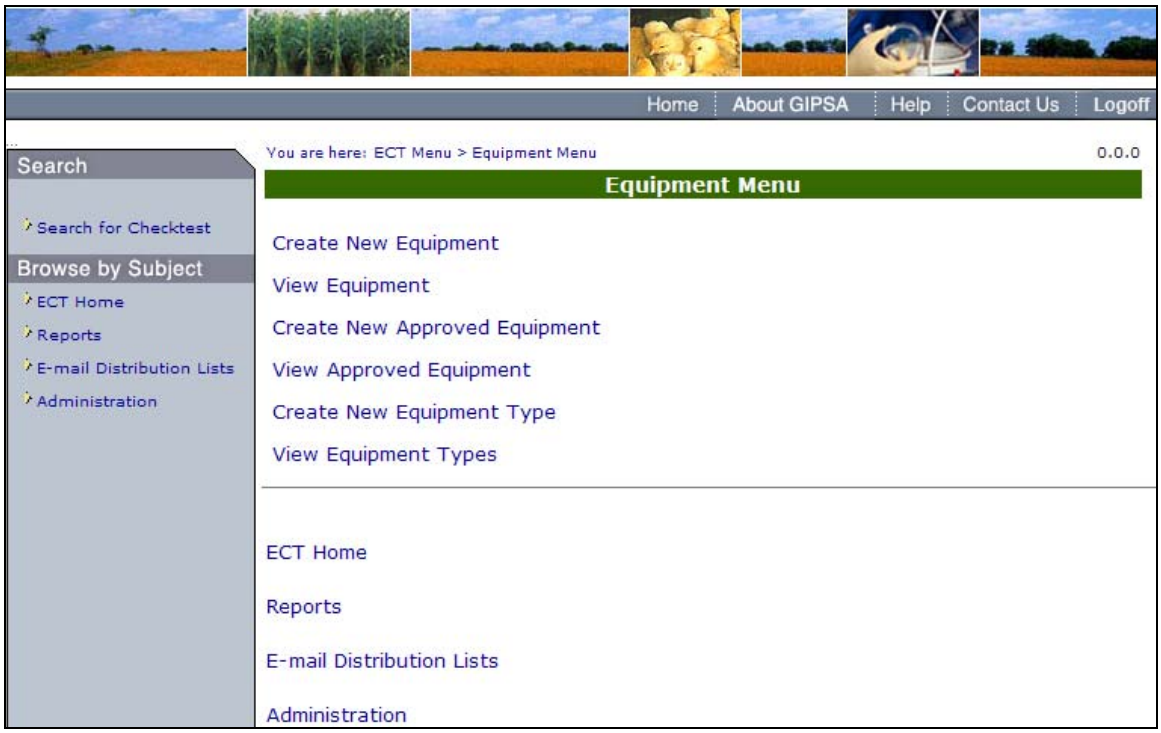
Step 2: Click on the Select link to display the general information page for that checktest.

B. Equipment

B 1 - Create New Equipment

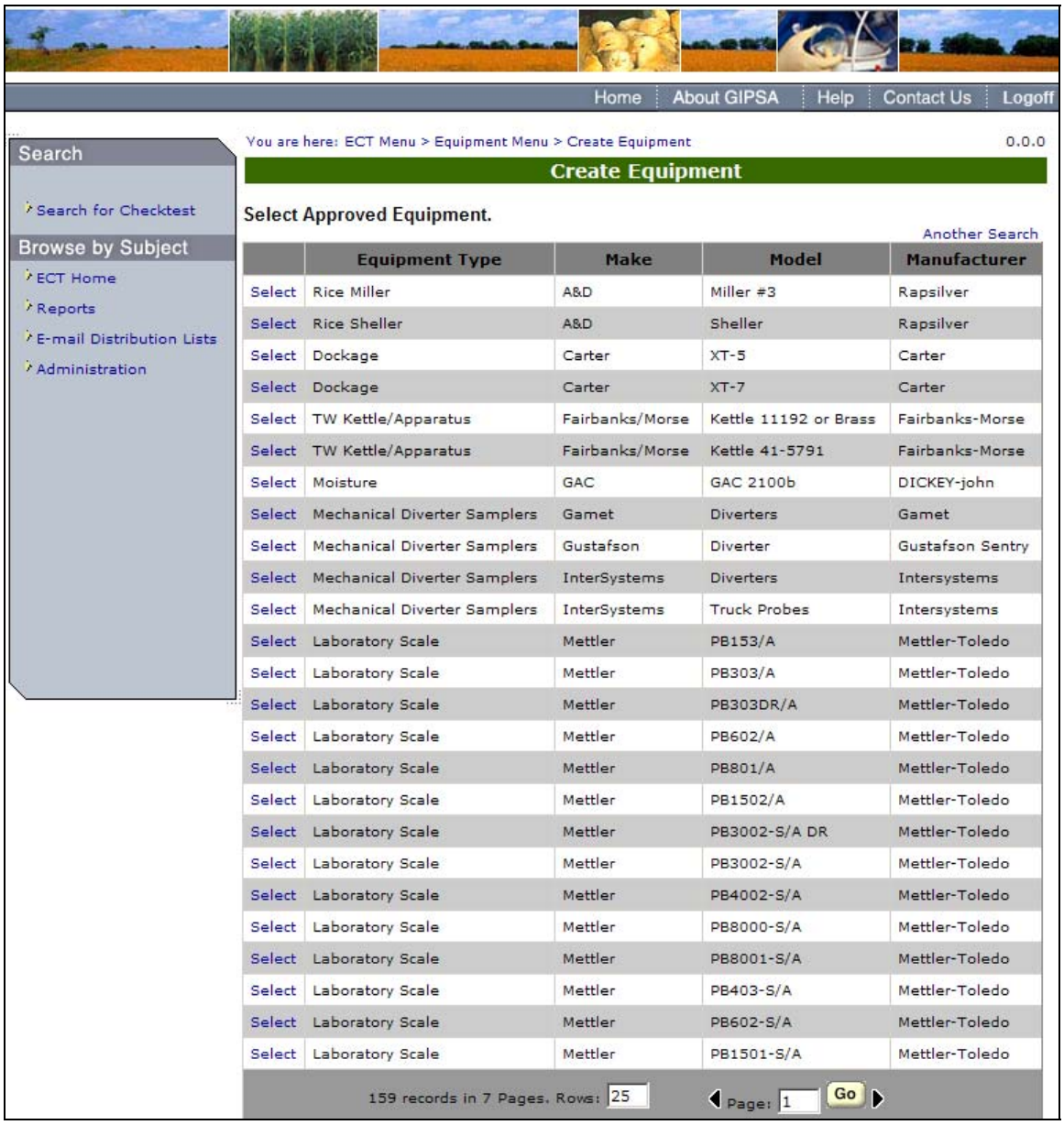


Step 1: To go to the Equipment Menu page click the Equipment link.

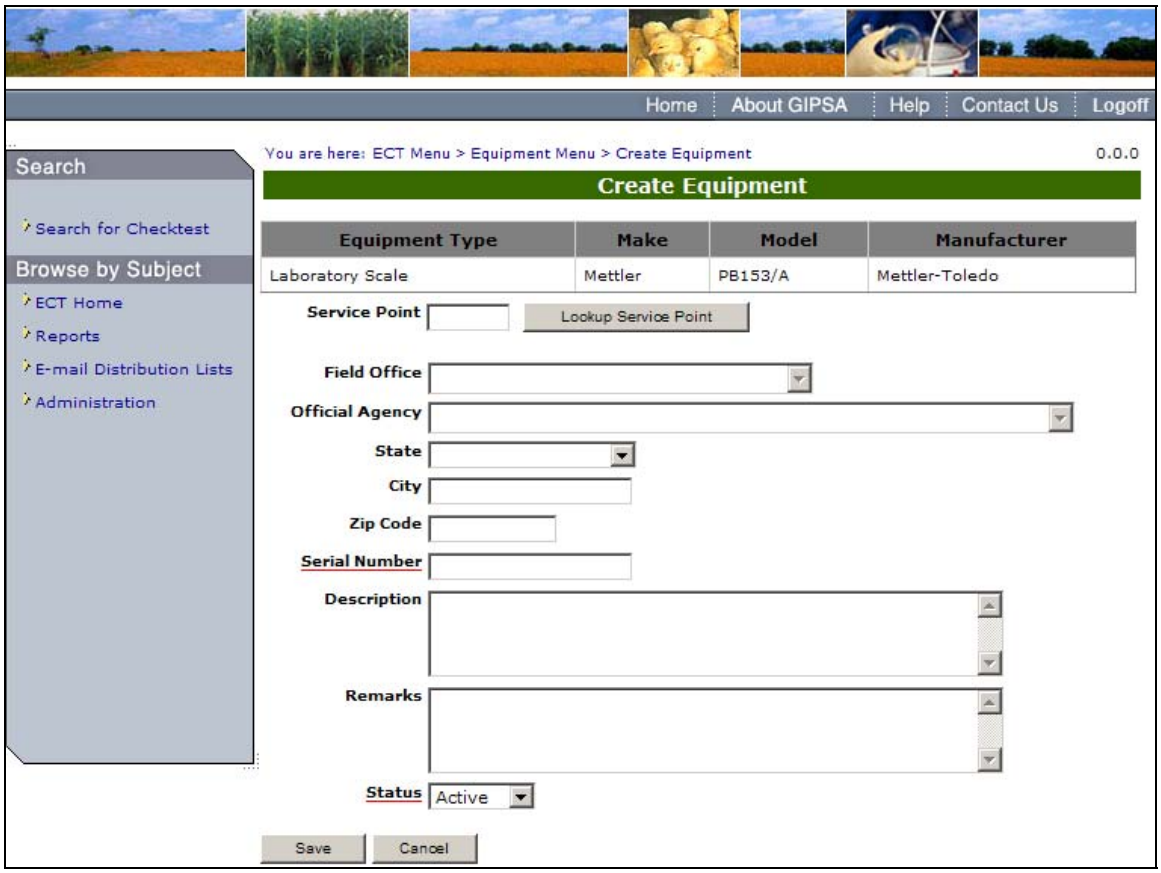


Step 2: The Equipment Menu will be displayed. Click Create New Equipment to proceed to the following screen.

Step 3: Select the values appropriate to conduct your search. Click **Search** to proceed to the following screen.

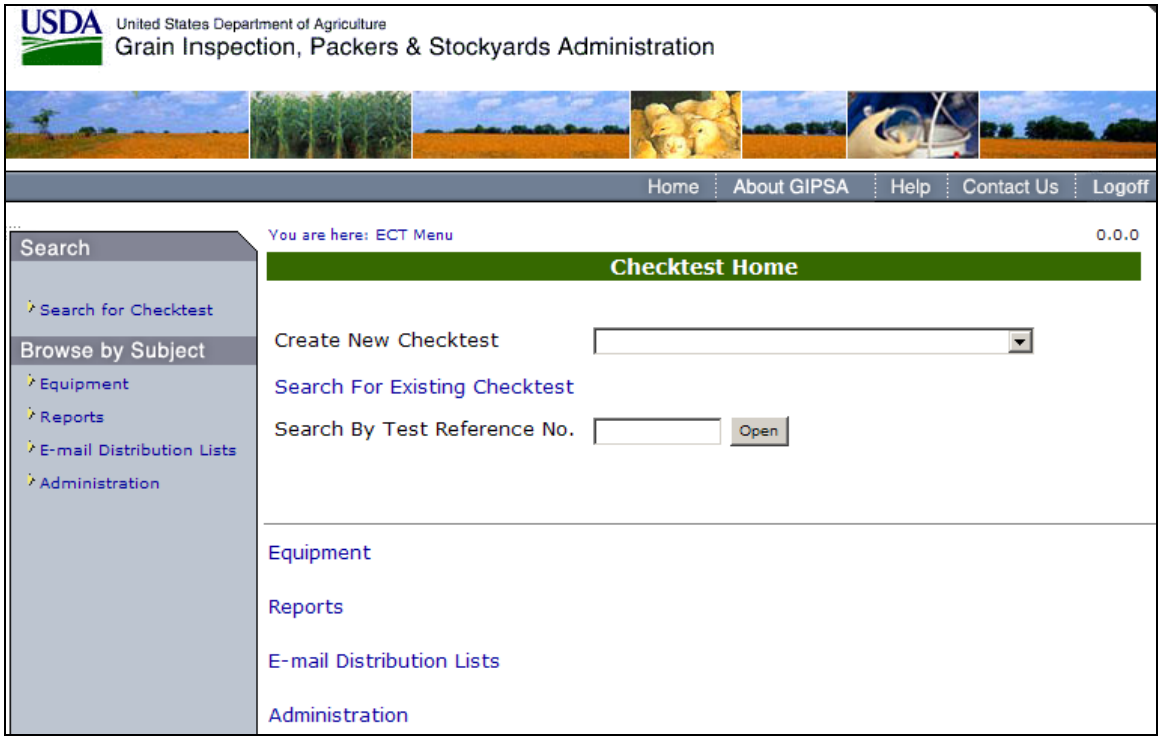


Step 4: Click the Select link next to the Approved Equipment needed. This will display the following screen.

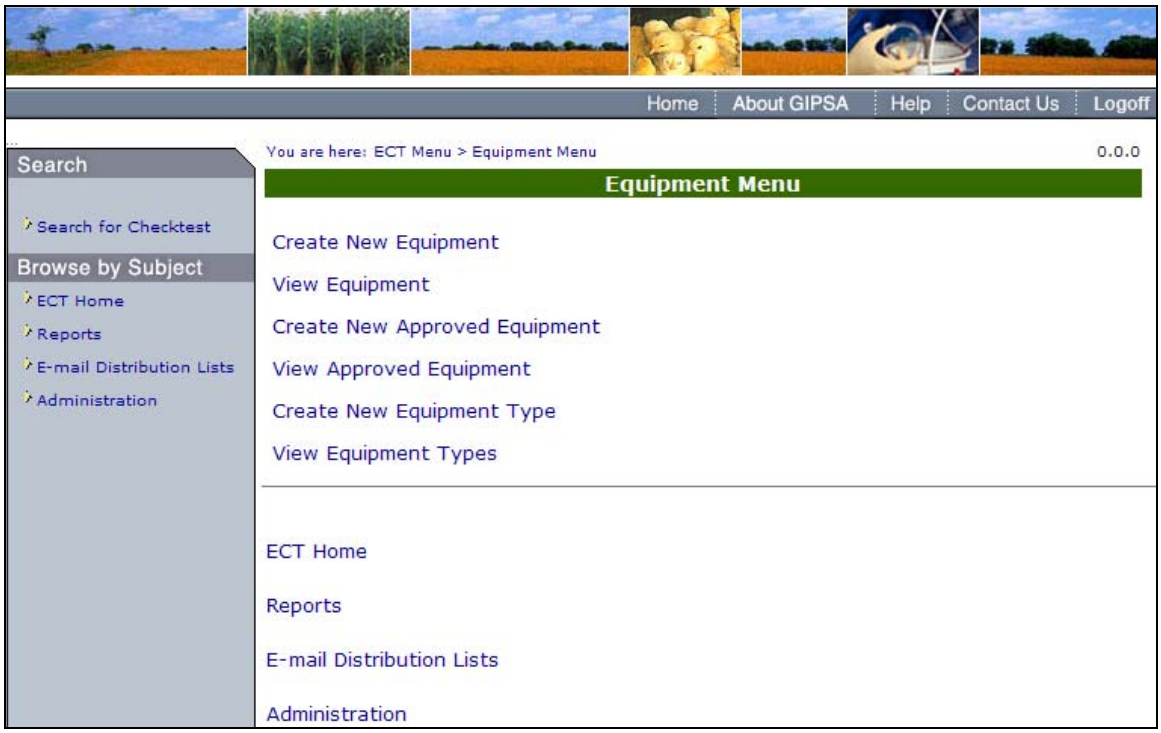


Step 5: Complete the required fields and click **Save**. The system will display the message: Equipment has been saved successfully.

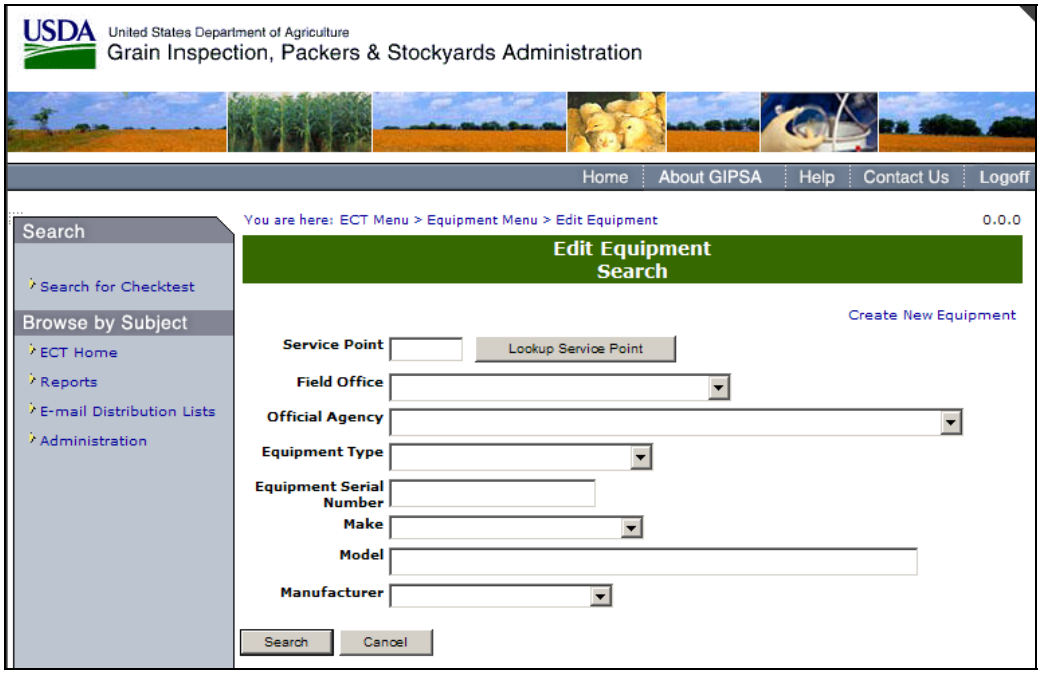
B. 2 – View Equipment



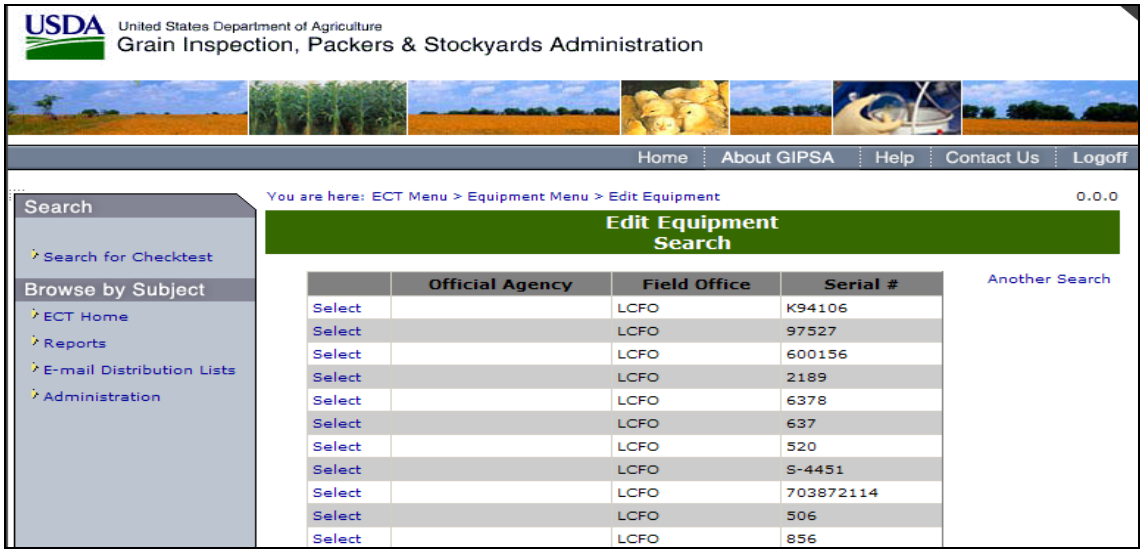
Step 1: To go to the Equipment Menu page click the Equipment link.



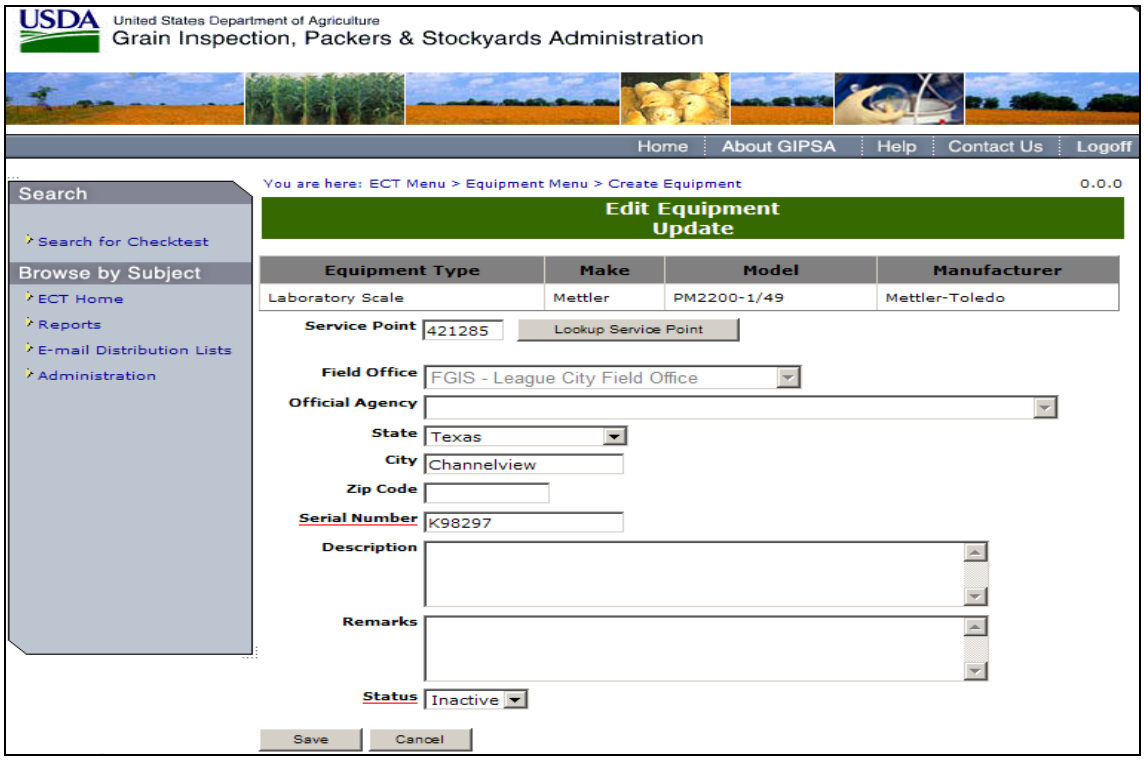
Step 2: The Equipment Menu will be displayed. Click View Equipment to proceed to the following screen.



Step 3: Complete the appropriate fields and select **Search.**

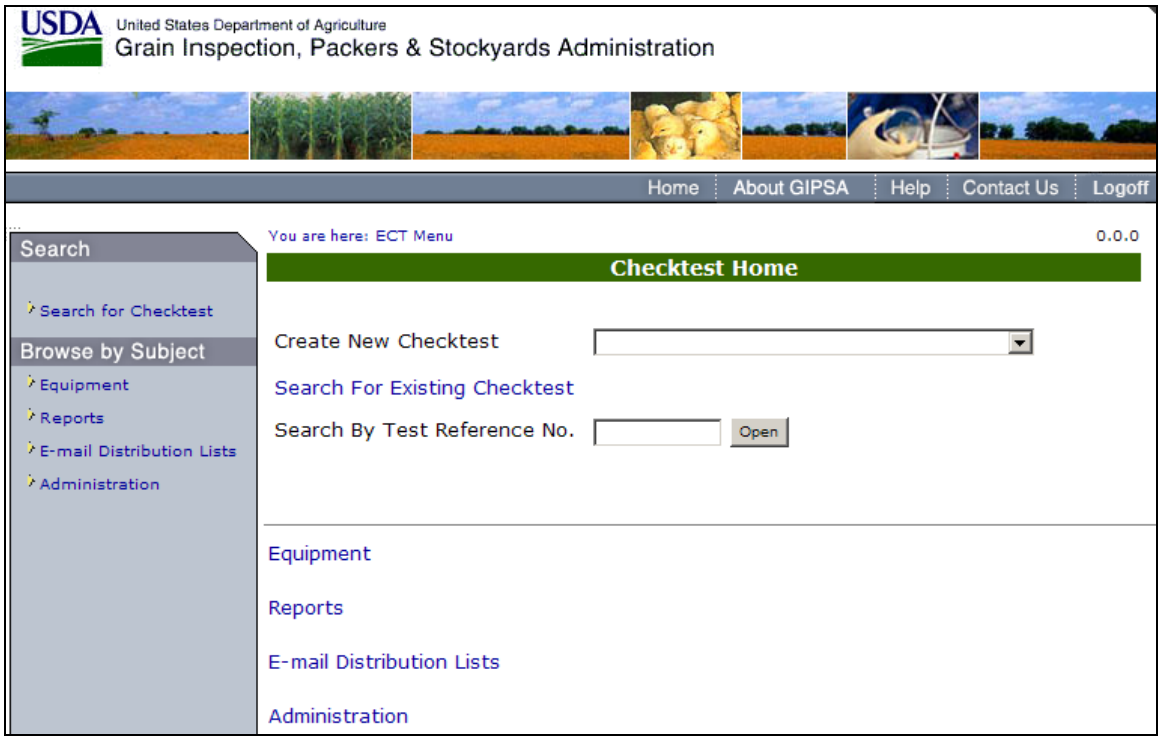


Step 4: The system will display the search results. Click on Select to proceed to the following screen.

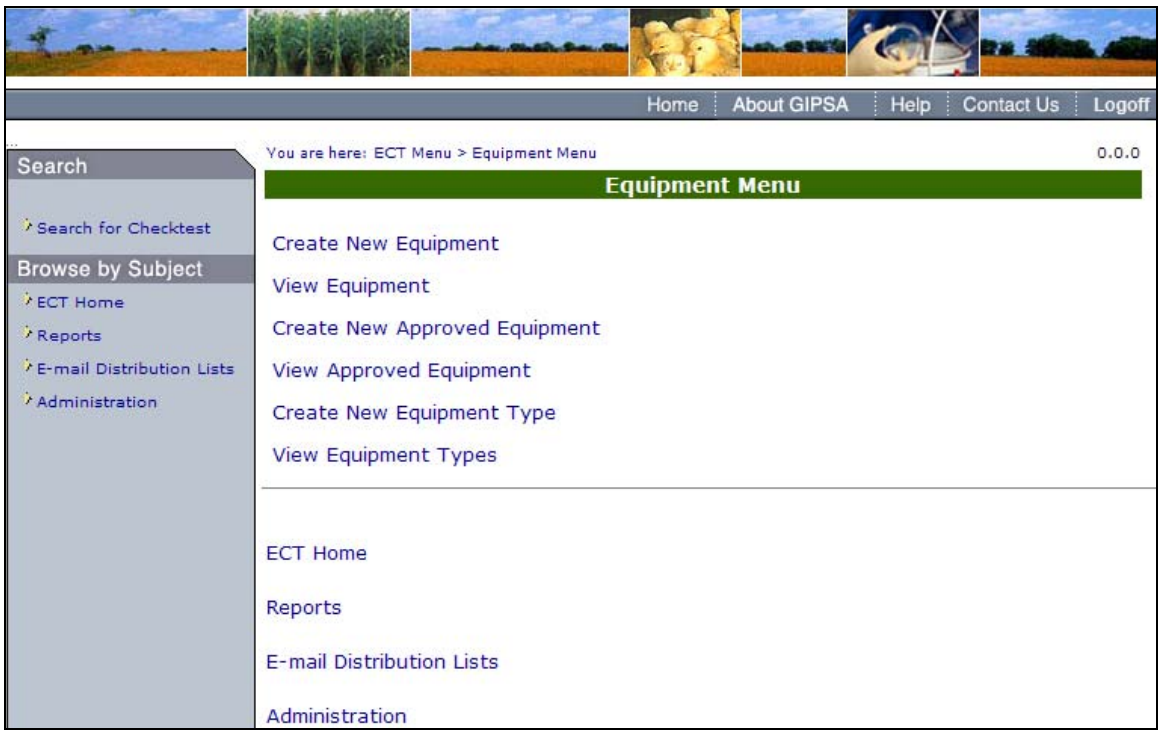


Step 5: The system will populate the Edit Equipment Update Form with the corresponding field information. Click on **Save** to process the results and click on Cancel to return to the Equipment Menu page.

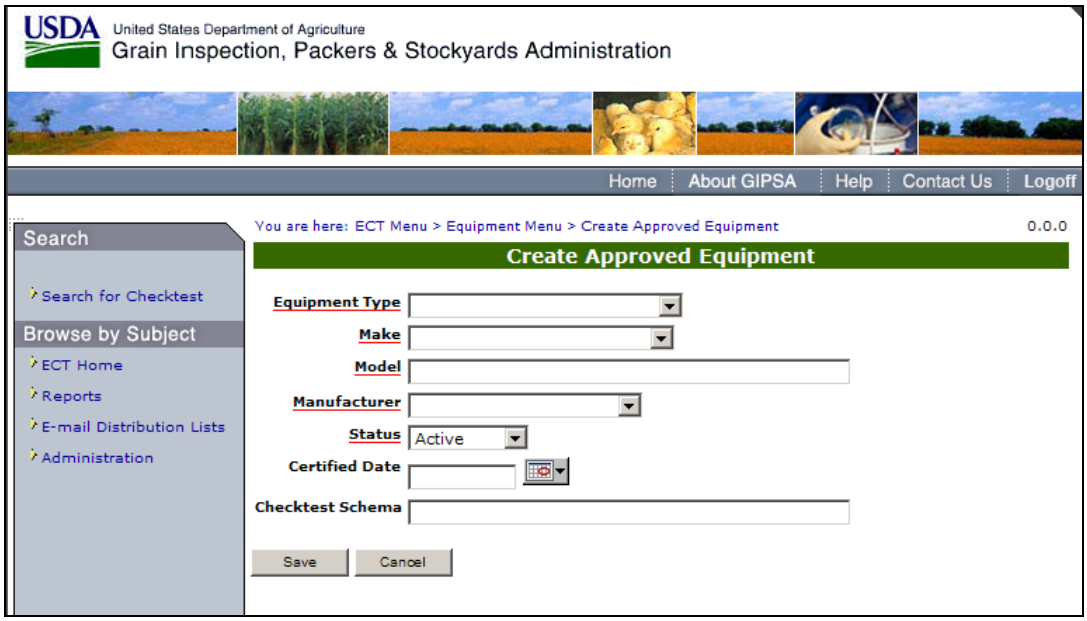
B. 3 - Create New Approved Equipment



Step 1: To go to the Equipment Menu page and click the Equipment link.

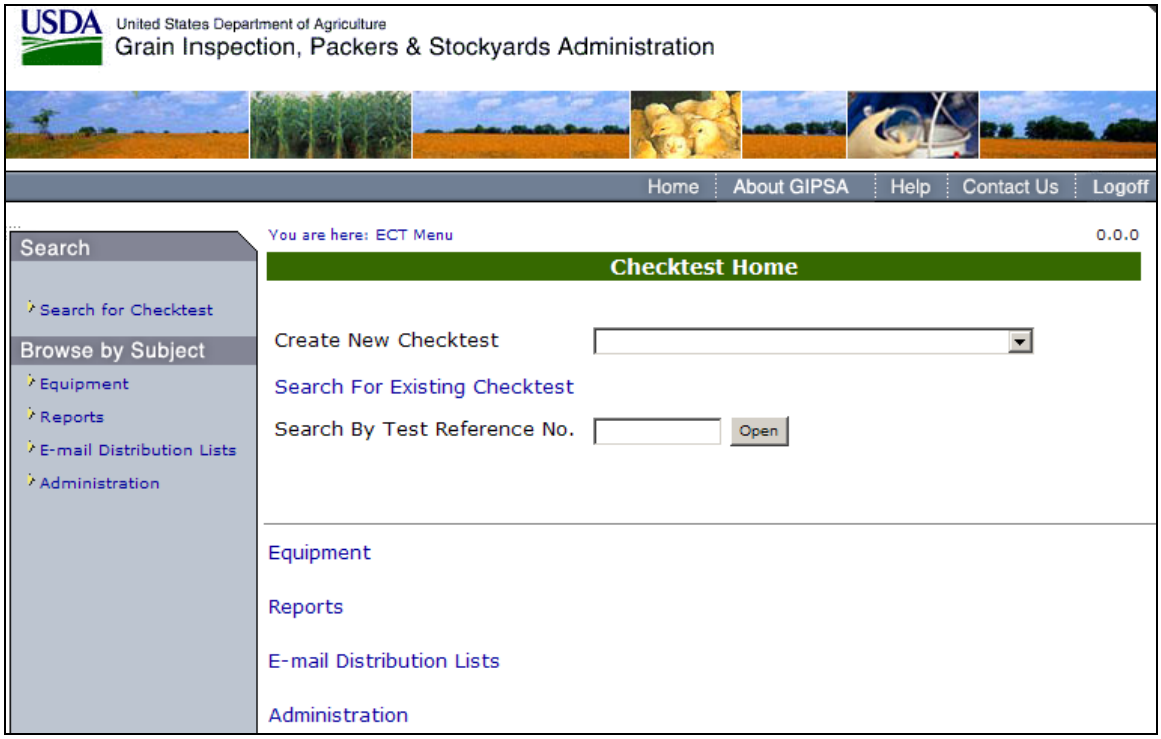


Step 2: The Equipment Menu will be displayed. Click Create New Approved Equipment to proceed to the following screen.

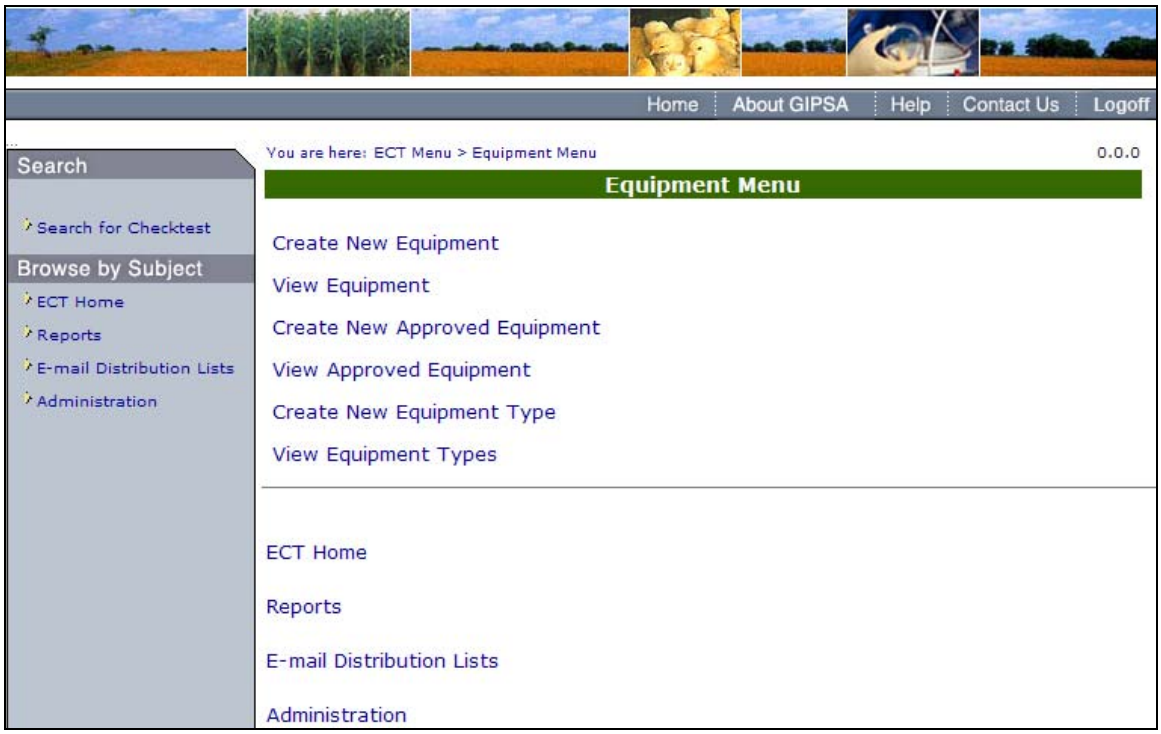


Step 3: Complete the Equipment Type, Make, Model, Manufacturer, Status, Certified Date, and Checktest Schema fields. Click **Save** to create new approved equipment. The system will display the message: Equipment has been saved successfully.

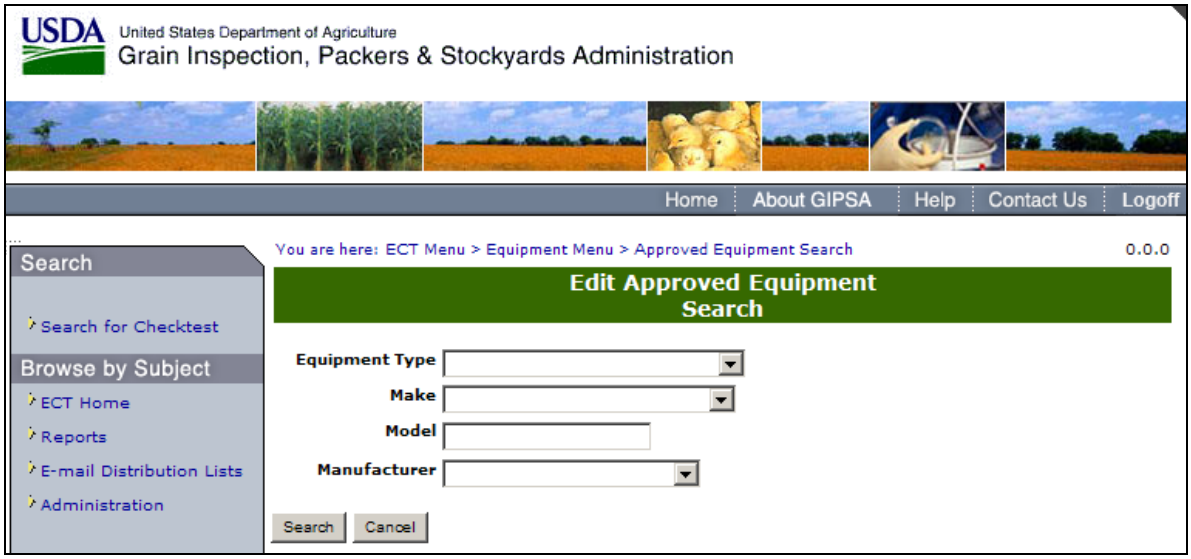
B. 4 - View Approved Equipment Type



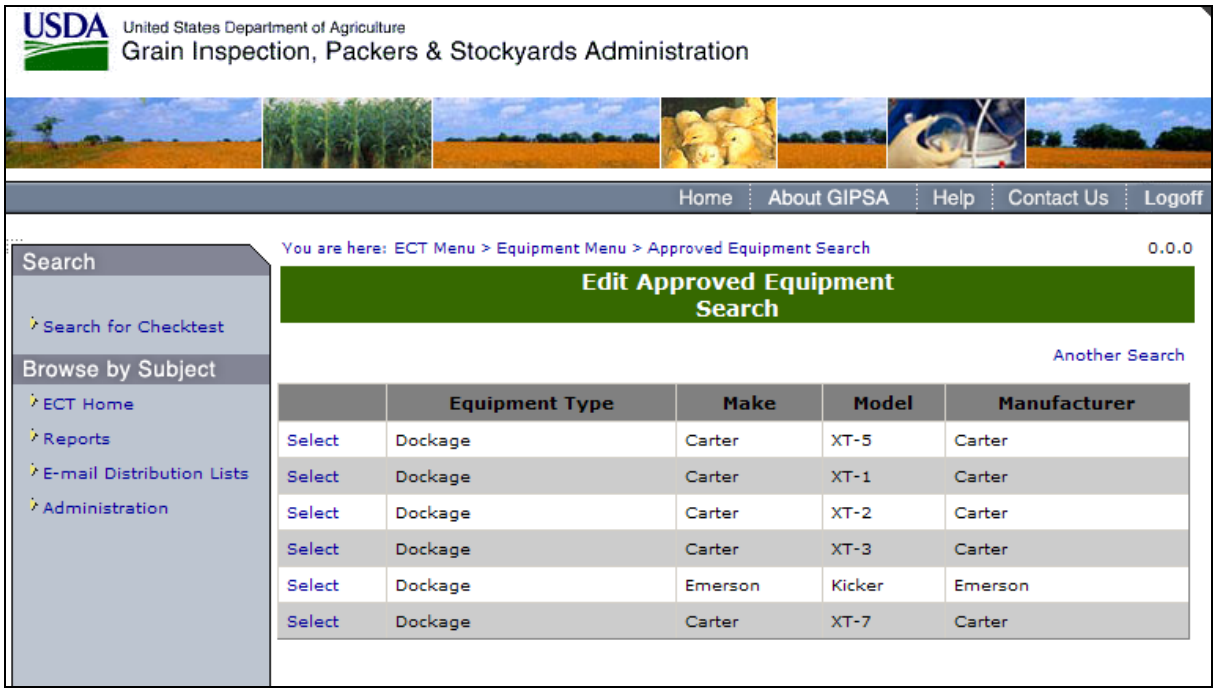
Step 1: To go to the Equipment Menu page click the Equipment link.



Step 2: The Equipment Menu will be displayed. Click View Approved Equipment to proceed to the following screen.

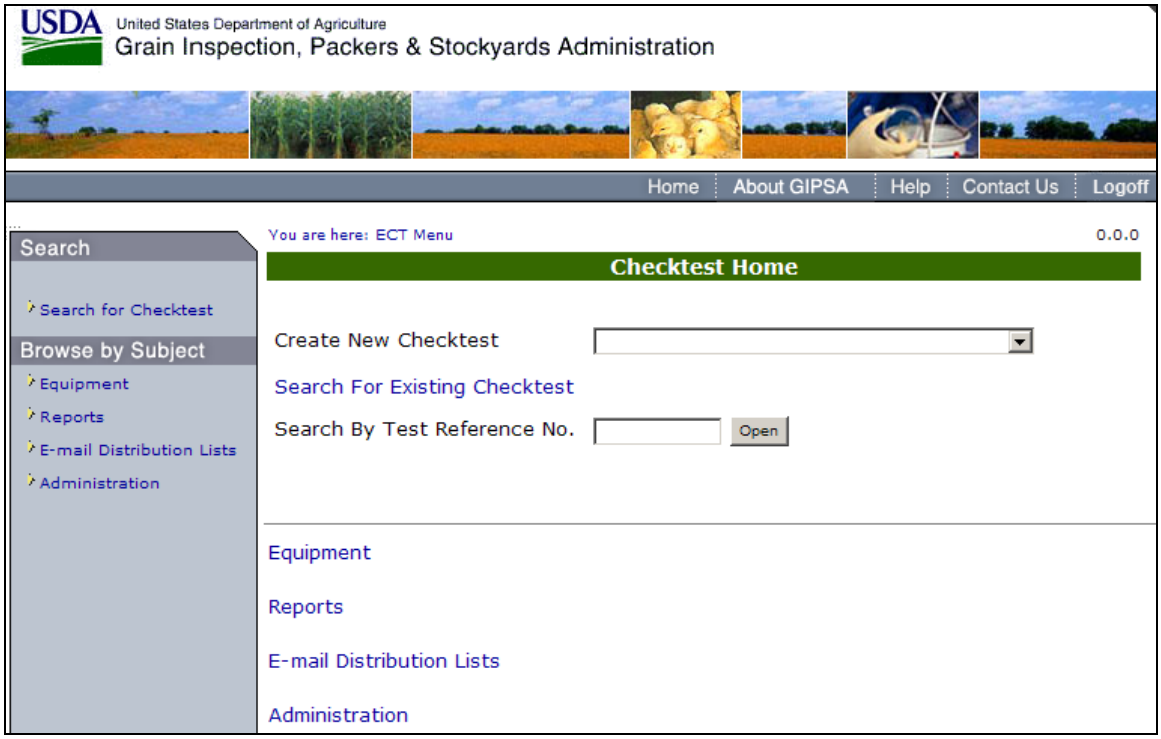


Step 3: The page displays the following fields; Equipment Type, Make, Model, and Manufacturer. Complete the appropriate fields and click **Search** to proceed to the following page.

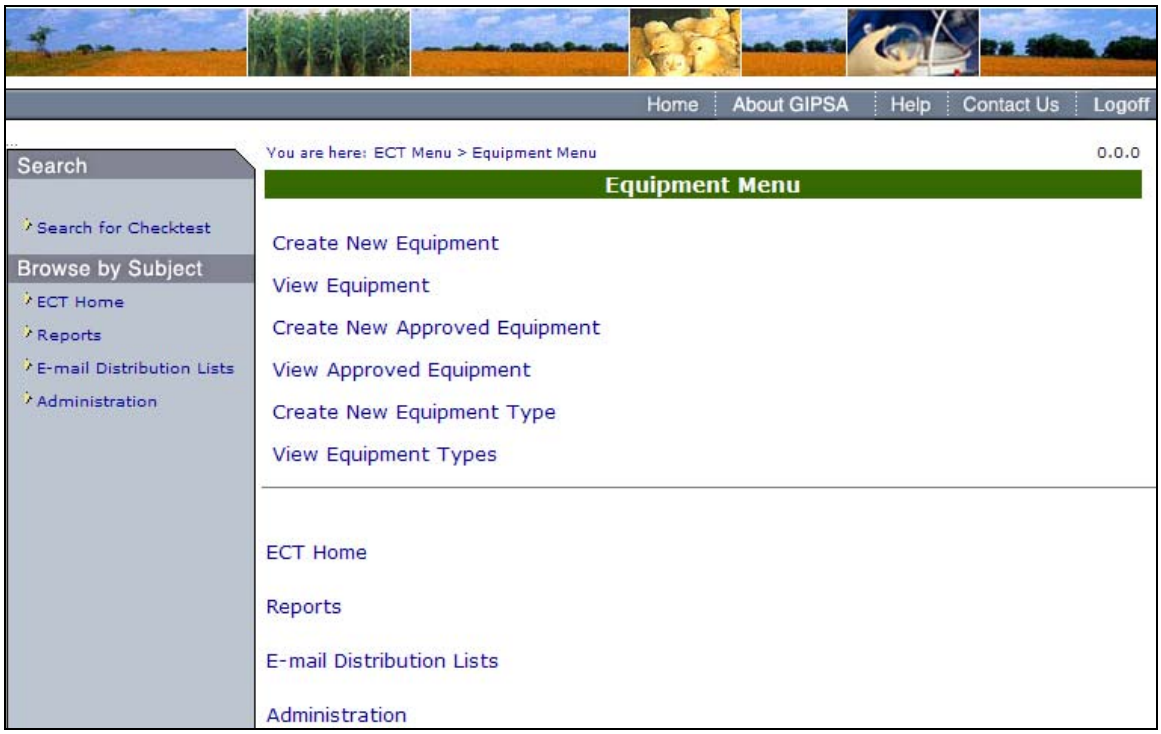


Step 4: The System displays the search results. Click on Select to view the individual piece of approved equipment.

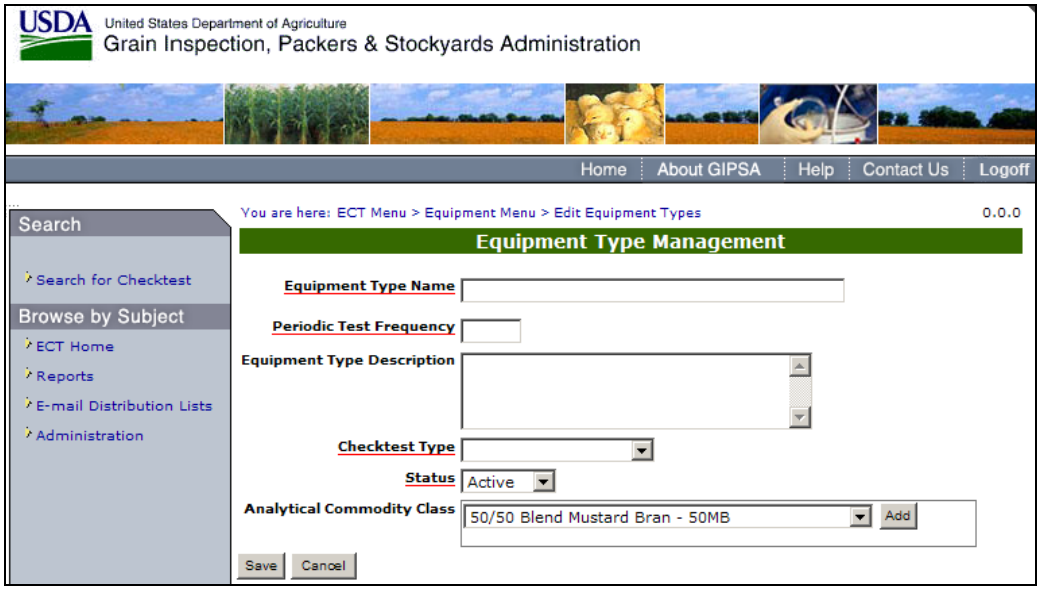
B. 5 - Create New Equipment Type



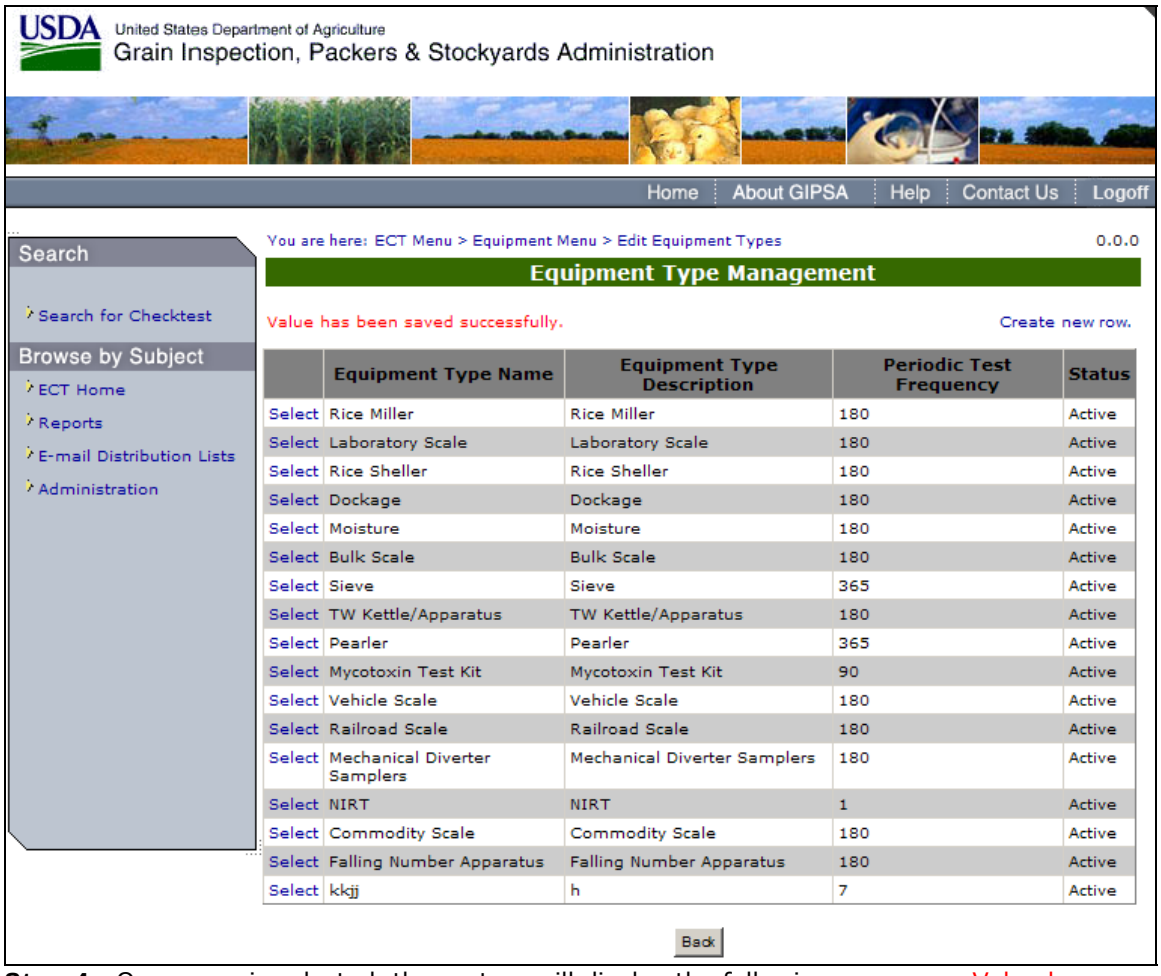
Step 1: To go to the Equipment Menu page click the Equipment link.



Step 2: The Equipment Menu will be displayed. Click Create New Equipment Type to proceed to the following screen.

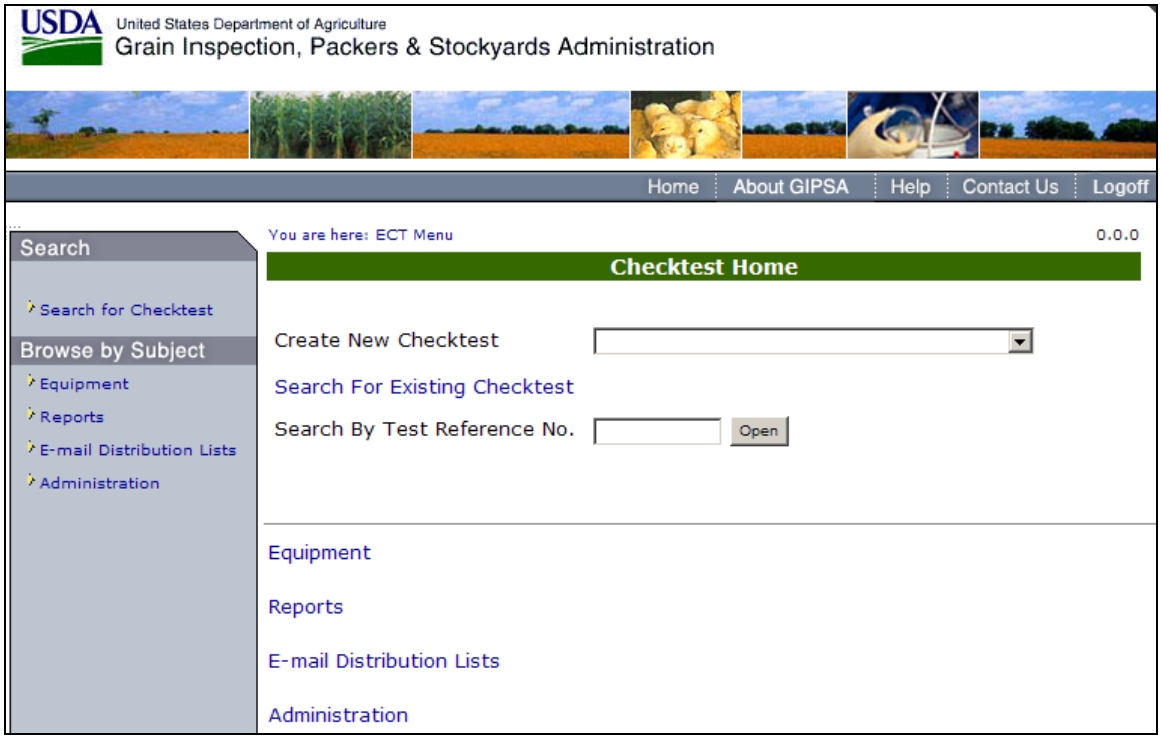


Step 3: Complete the Equipment Type Name, Periodic Test Frequency, Equipment Type Description, Check test Type, Status, and Analytical Commodity Class fields and click **Save**.

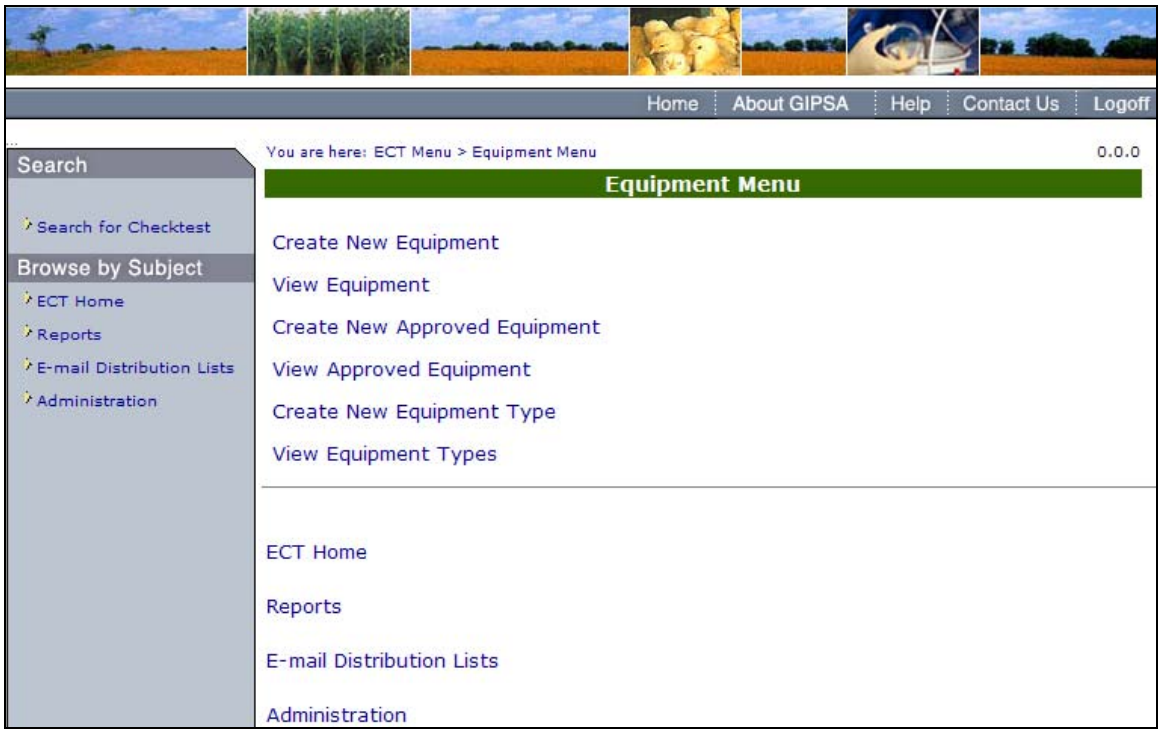


Step 4: Once save is selected, the system will display the following message: Value has been saved successfully.

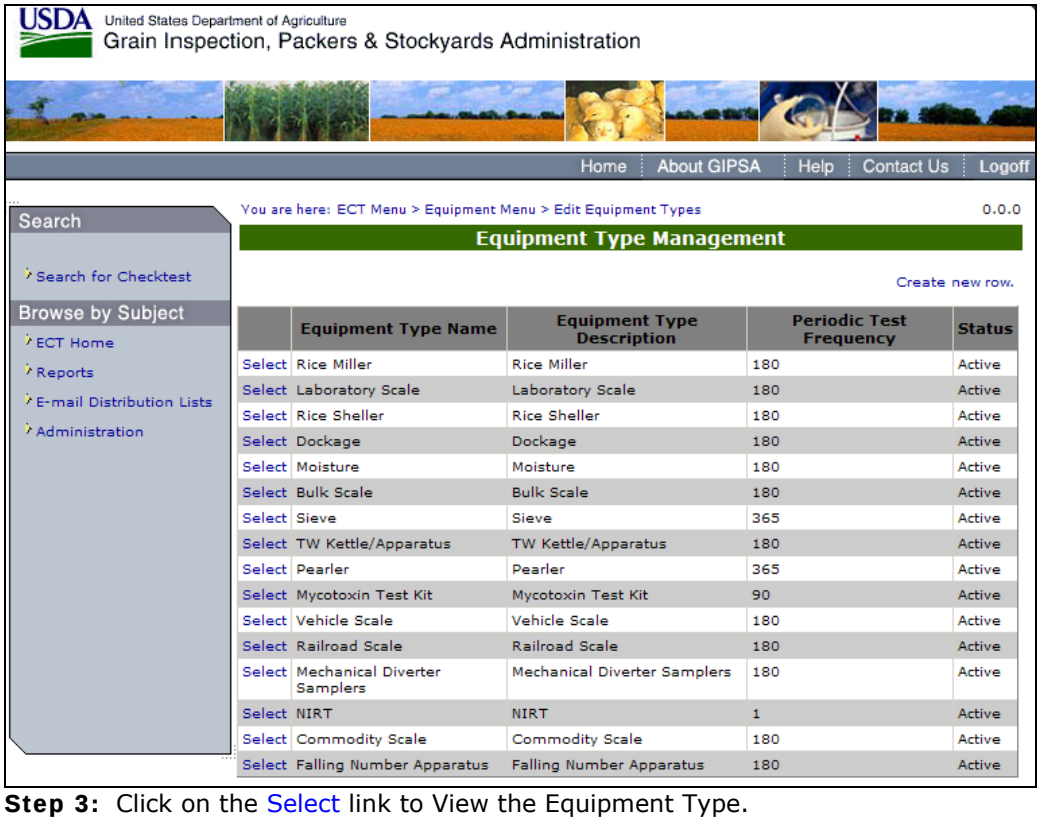
B. 6 - View Equipment Types



Step 1: Go to the ECT Hompage page and click the Equipment link.

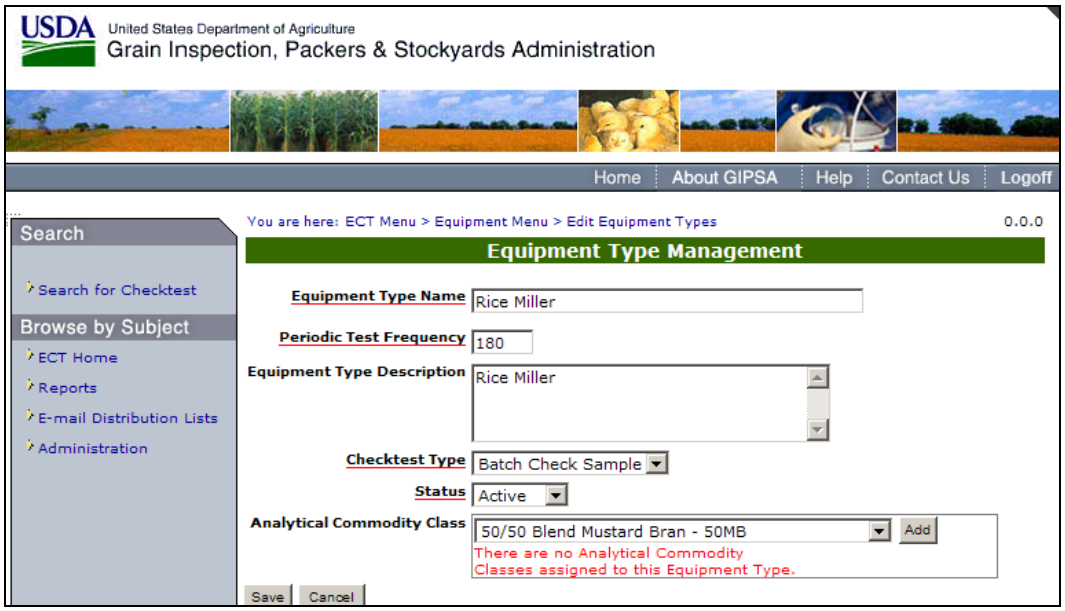


Step 2: The Equipment Menu will be displayed. Click View Equipment Types to proceed to the following screen.



	Equipment Type Name	Equipment Type Description	Periodic Test Frequency	Status
Select	Rice Miller	Rice Miller	180	Active
Select	Laboratory Scale	Laboratory Scale	180	Active
Select	Rice Sheller	Rice Sheller	180	Active
Select	Dockage	Dockage	180	Active
Select	Moisture	Moisture	180	Active
Select	Bulk Scale	Bulk Scale	180	Active
Select	Sieve	Sieve	365	Active
Select	TW Kettle/Apparatus	TW Kettle/Apparatus	180	Active
Select	Pearler	Pearler	365	Active
Select	Mycotoxin Test Kit	Mycotoxin Test Kit	90	Active
Select	Vehicle Scale	Vehicle Scale	180	Active
Select	Railroad Scale	Railroad Scale	180	Active
Select	Mechanical Diverter Samplers	Mechanical Diverter Samplers	180	Active
Select	NIRT	NIRT	1	Active
Select	Commodity Scale	Commodity Scale	180	Active
Select	Falling Number Apparatus	Falling Number Apparatus	180	Active

Step 3: Click on the Select link to View the Equipment Type.



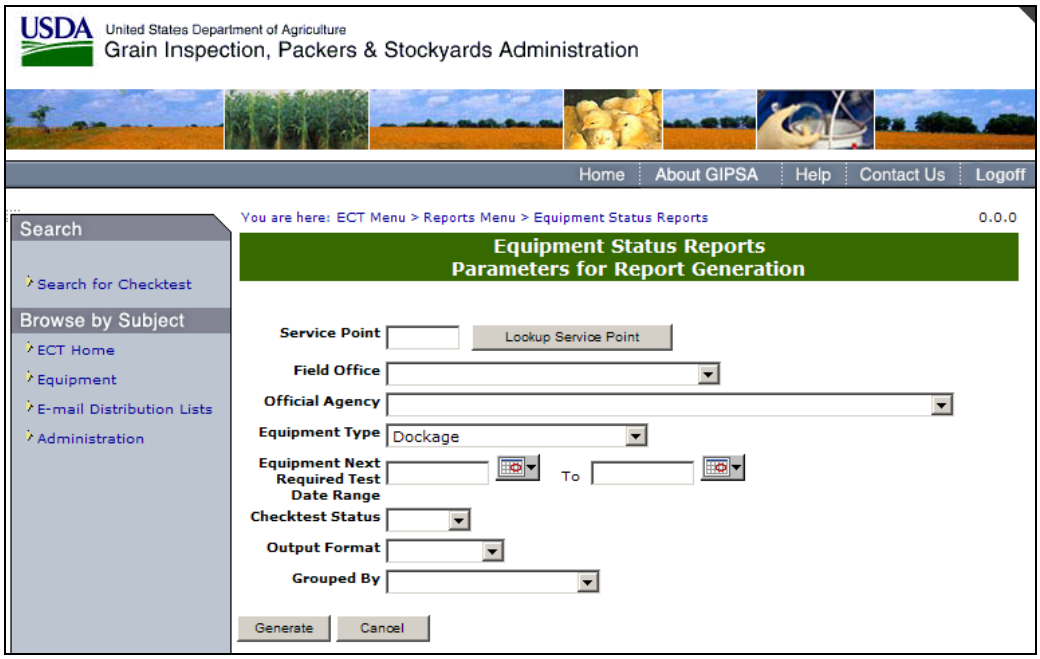
Step 4: The Page will display the individual Equipment Type.

C. Reports ******NEEDS TO BE UPDATED AT FUTURE DATE*******

C. 1 — Equipment Status Report

From the Reports Menu page select Equipment Status Report**.** This will display the **Equipment Status Reports Parameters for Report Generation**. Parameters for Report Generation include; Service Point, Field Office, Official Agency, Equipment Type, Equipment Next Required Test, Checktest Status, Output Format, and Grouped By..

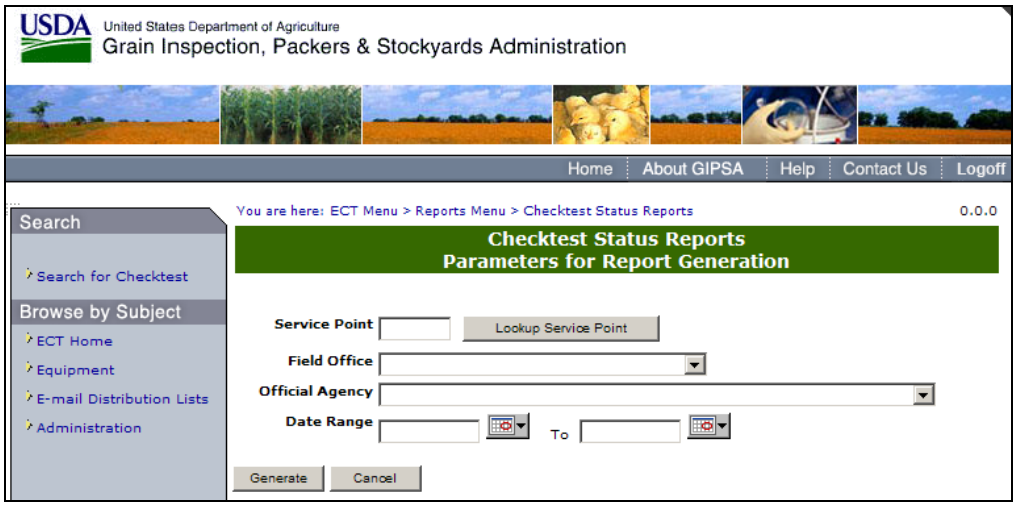
Compete the appropriate fields and select Generate. The report will be generated in accordance to the entered parameters.



(Fig. 120) - Equipment Status Reports Parameters for Report Generation

C. 2 – Checktest Status Reports

From the Reports Menu select Checktest Status Reports. The system will display the **Checktest Status Reports Parameters for Report Generation** (Fig #). The parameters include; Service Point, Field Office, Official Agency, and Date Range. Fill out the appropriate fields and select Generate to display the report.



(Fig. 121)

C. 3 – Individual Equipment Information Reports

From the **Reports Menu** Page (Fig #) select Individual Equipment Information Reports. This will display the **Individual Equipment Information Reports Parameters for Report Generation** (Fig #). The parameters in the report include; Service Point, Field Office, Official Agency, Equipment Type, Equipment Serial Number, Make, Model, and Manufacturer. Complete the appropriate fields and select Generate to display the report.

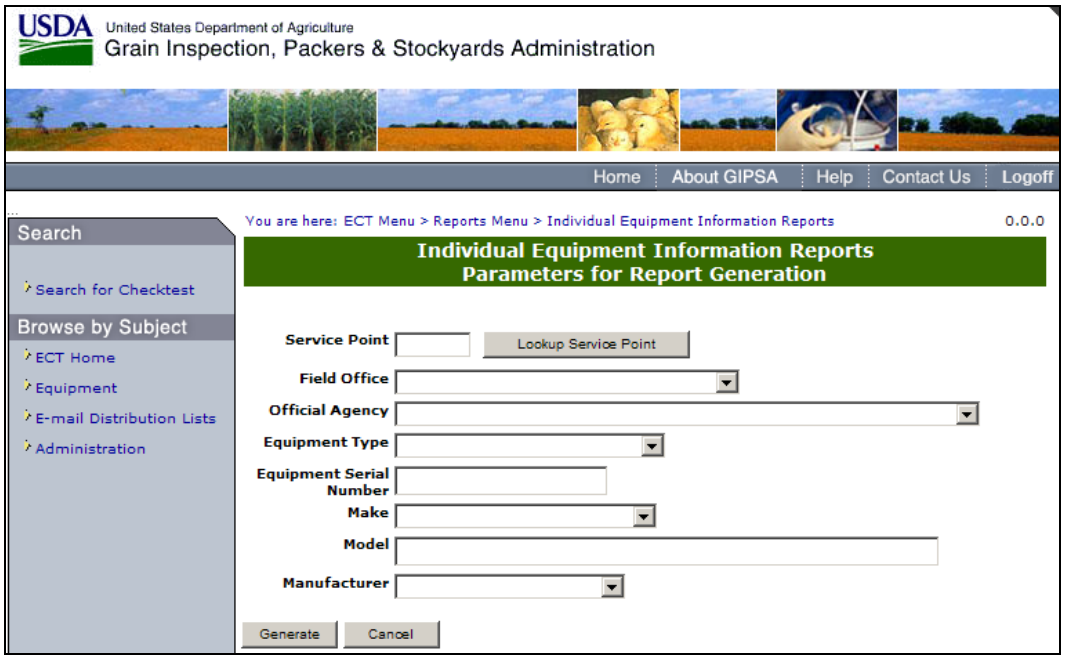


Figure 122 - Individual Equipment Information Reports Parameters for Report Generation

C. 4 – Individual Checktest Export Reports

From the **Reports Menu Page** (Fig #) select Individual Checktest Export Reports. This will display the **Individual Checktest Export Reports Parameters for Report Generation** (Fig #). The parameters in the report include; Service Point, Equipment Serial Number, Test

Reference Number and Date Range. Complete the appropriate parameters and select Generate to display the report.

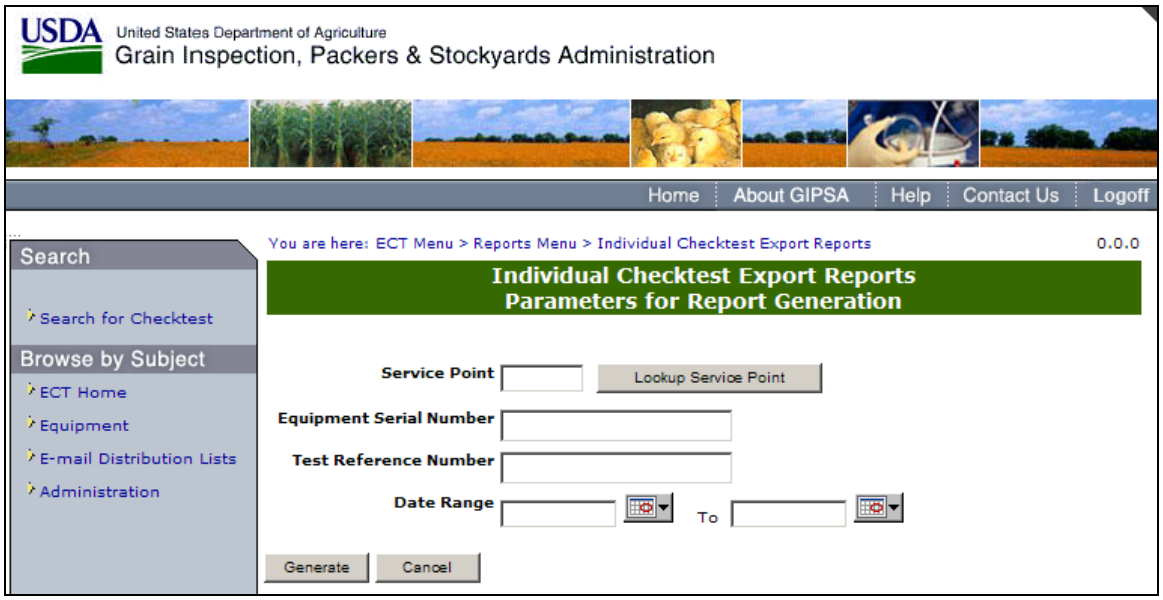


Figure 123 - Individual Checktest Export Reports Parameters for Report Generation

C. 5 – Label Printing Export Reports

From the Reports Menu Page (Fig #) select **Label Printing Export Reports**. This will display the Label Printing Export Reports Parameters for Report Generation (Fig #). The parameters in the report include; Test Date Range, Standards Unit's Service Point, and Test Unit's Service Point. Complete the appropriate parameters and select Generate to display the report.

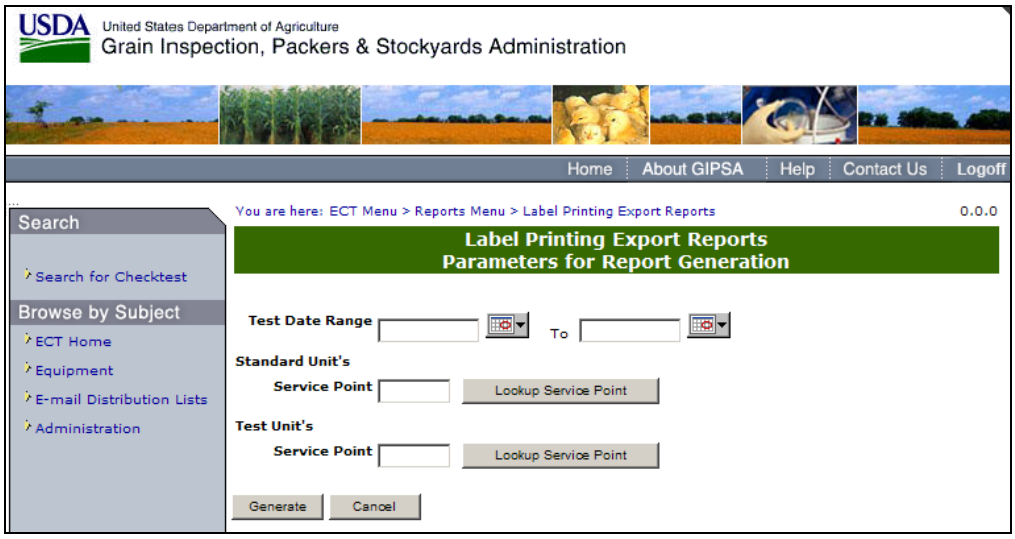


Figure 124 - Label Printing Export Reports Parameters for Report Generation

C. 6 – Falling Numbers Export Reports

From the Reports Menu Page (Fig #) select Falling Numbers Export Reports. This will display the Falling Numbers Export Reports Parameters for Report Generation (Fig #). The

parameters in the report include; Service Point, Year Half, Calendar Year, and Test Date Range. Complete the appropriate parameters and select Generate to display the report.

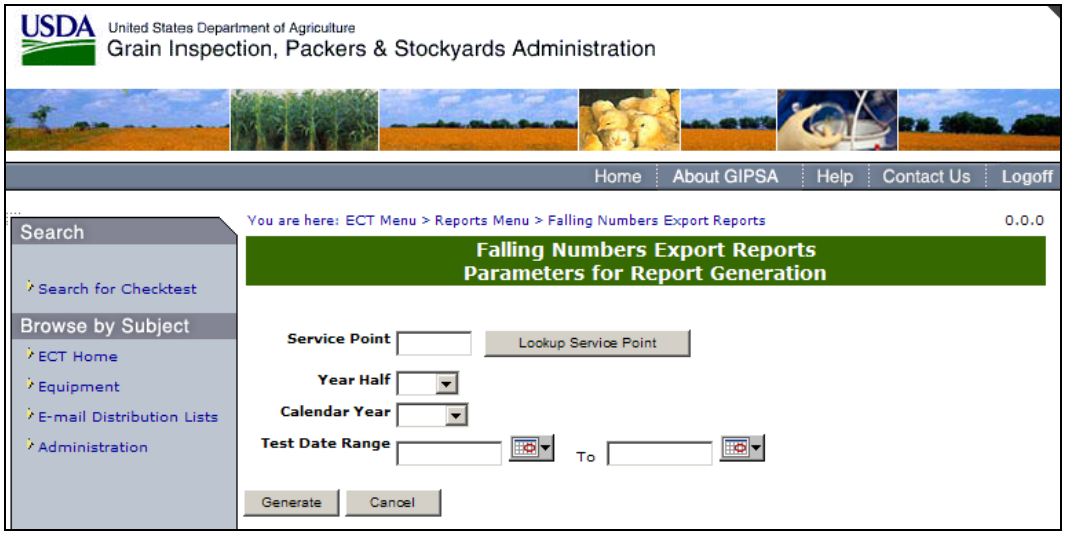


Figure 125 - Falling Numbers Export Reports Parameters for Report Generation

C. 7 – Mycotoxin Export Reports

From the Reports Menu Page (Fig #) select **Mycotoxin Export Reports**. This will display the **Mycotoxin Export Reports Parameters for Report Generation** (Fig #). The parameters in the report include; Service Point, Year Quarter, Calendar Year, Toxin Type, and Test Date Range. Complete the appropriate parameters and select Generate to display the report.

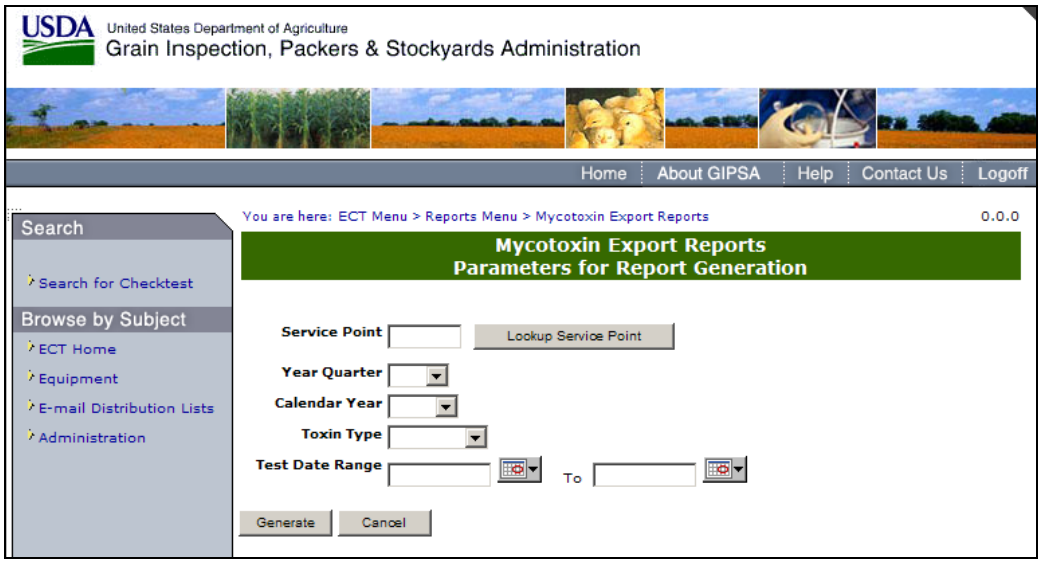
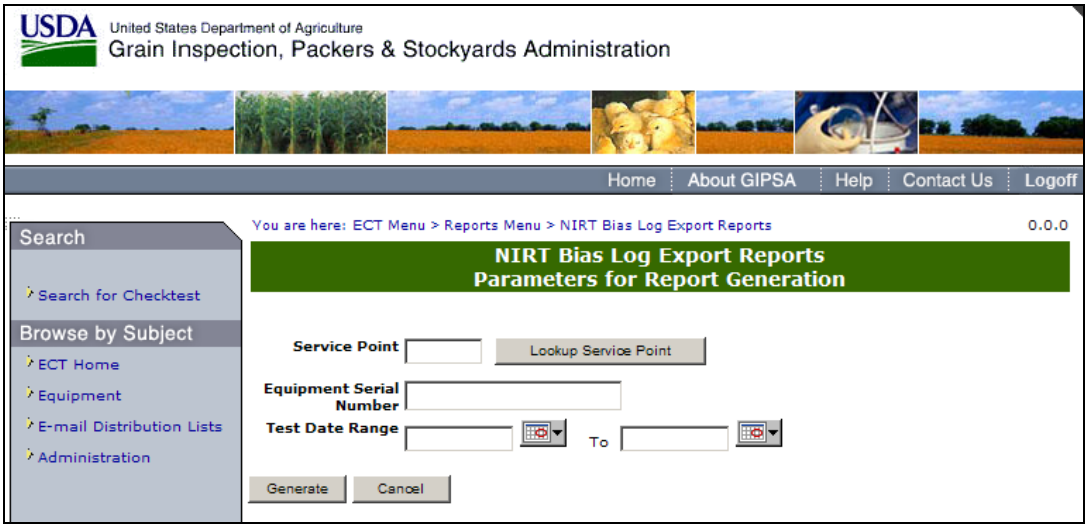


Figure 126- Mycotoxin Export Reports Parameters for Report Generation

C. 8 – NIRT Bias Log Reports

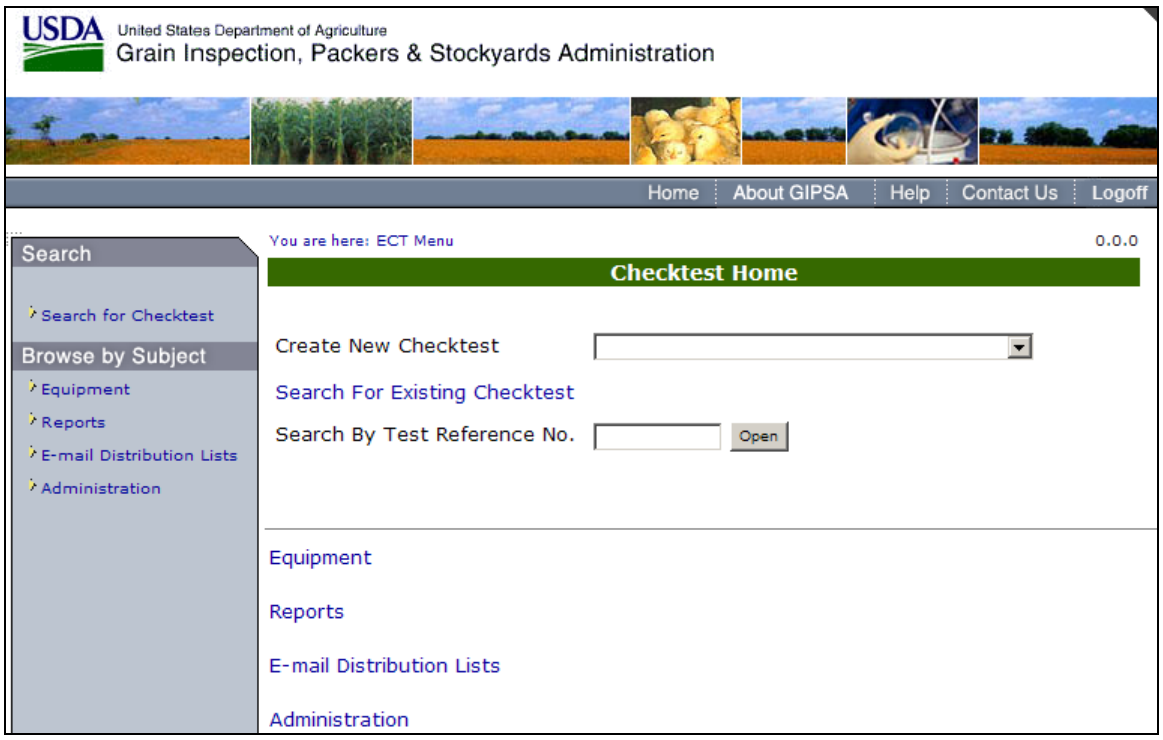
From the **Reports Menu** Page (Fig #) select NIRT Bias log Reports. This will display the **NIRT Bias Log Reports** (Fig #). The parameters in the report include; Service Point, Equipment Serial Number, and Test Date Range. Complete the appropriate parameters and select Generate to display the report.



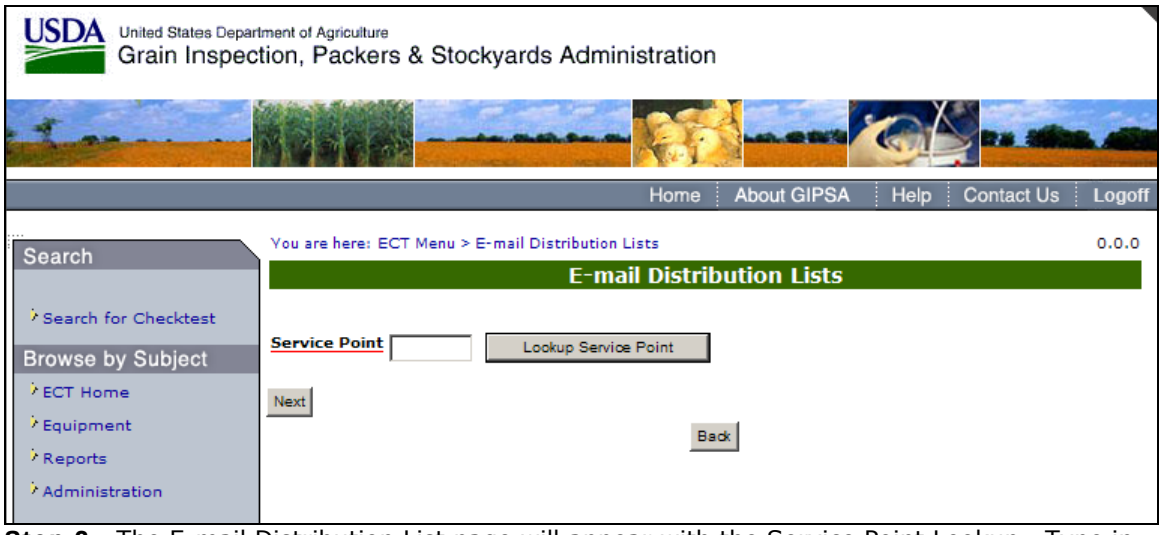
(Fig. 127) NIRT Bias Log Export Reports

D. E-mail Distribution

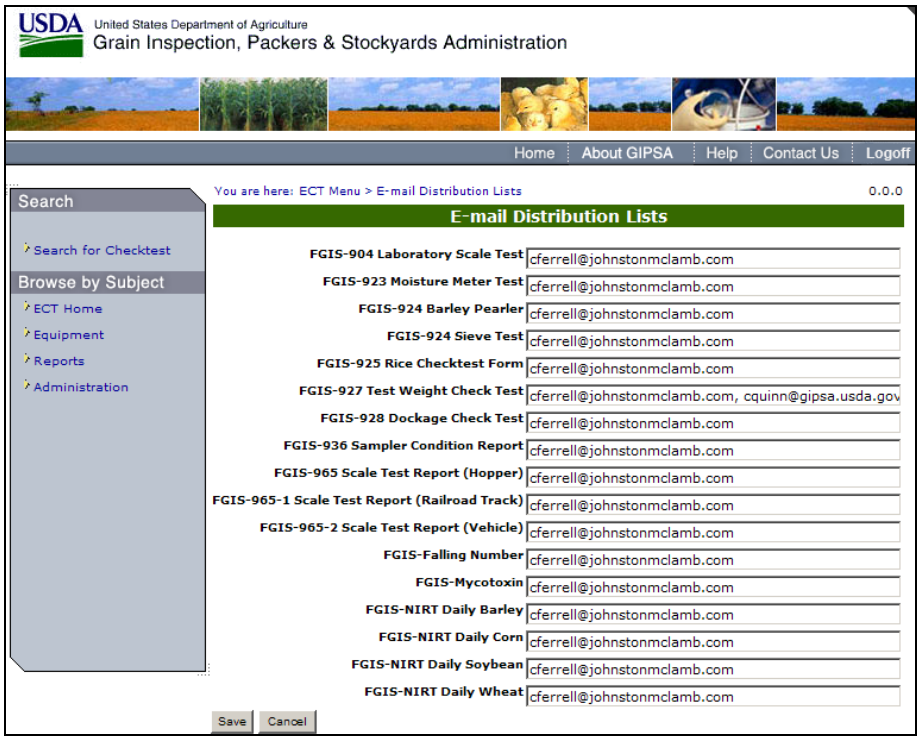
D 1 – E-mail Distribution Lists



Step 1: From the ECT Menu, select the E-mail Distribution Lists link.



Step 2: The E-mail Distribution List page will appear with the Service Point Lookup. Type in the service point or click the Lookup Service Point button. Once you have entered a service point, click **Next** to display the following screen.

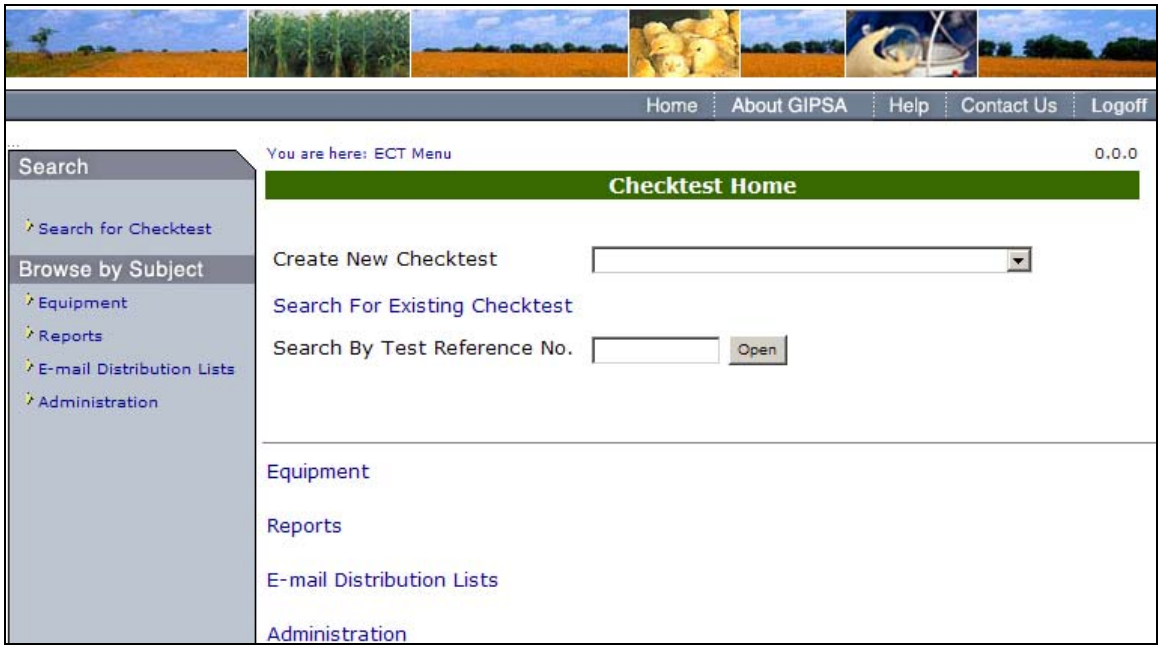


Step 3: The system will display the E-mail Distribution List for the Service Point that was entered.

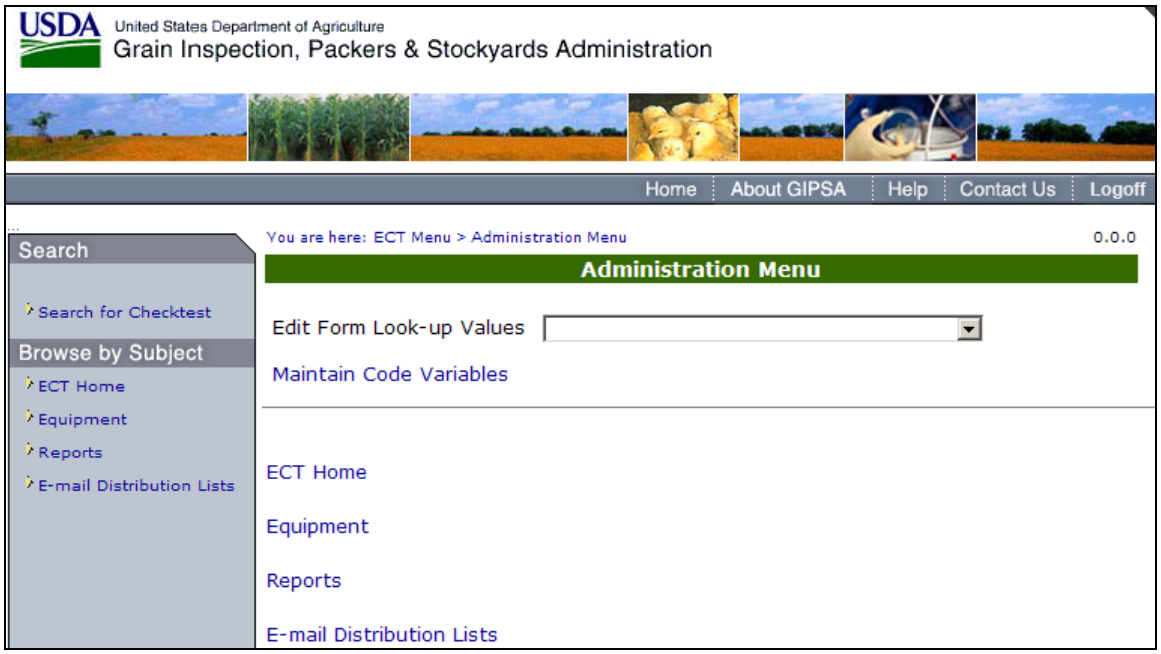
Note: If the user has the correct privileges, the E-mail Distribution List can be modified and saved.

E. Administration

E 1 – Maintain Code Variables

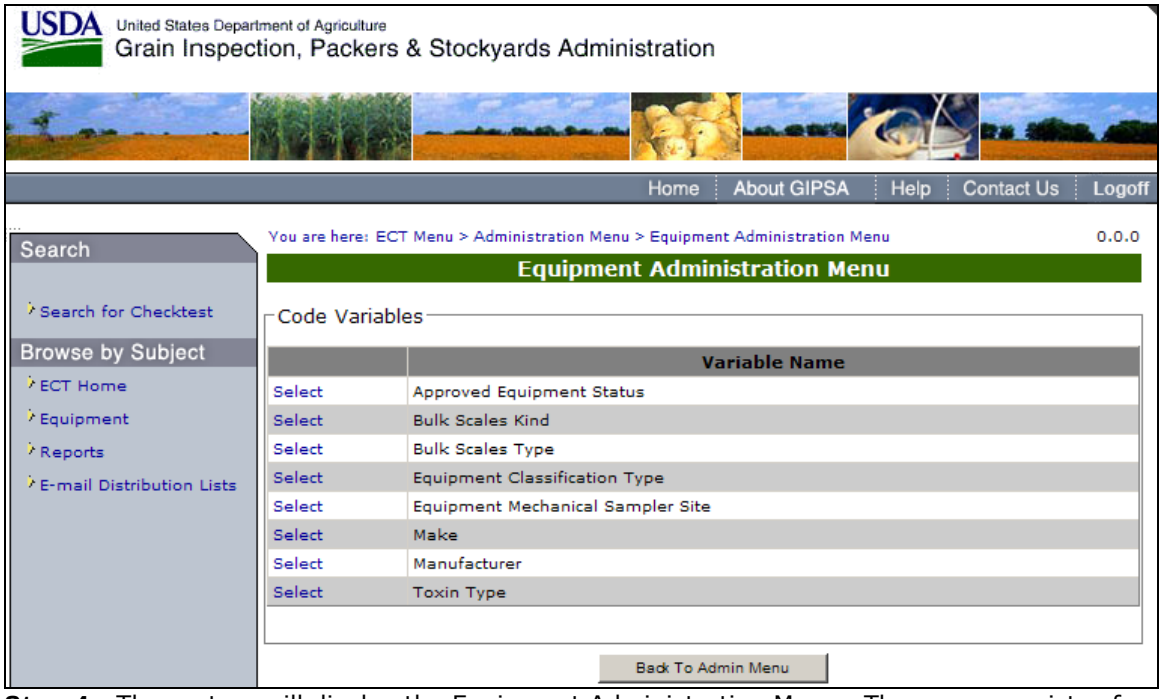


Step 1: Click on the Administration link to display the Administration Menu page.



Step 2: Click on the Maintain Code Variables link.

Step 3: To go into each individual Code Variable group, click the Select link.

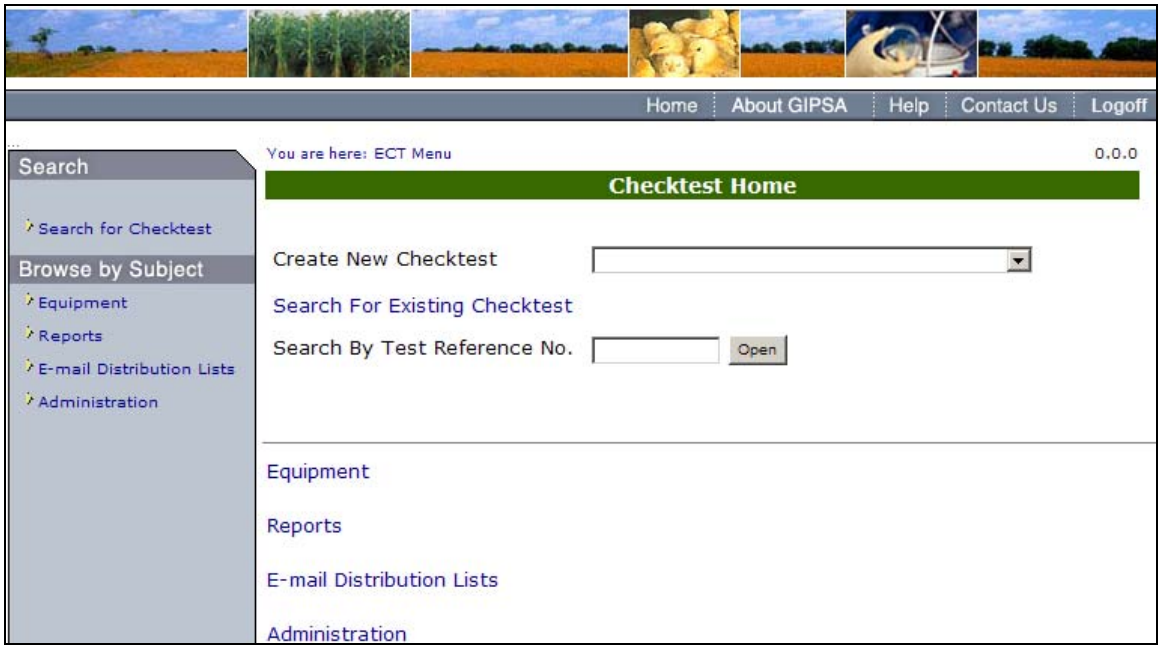


Step 4: The system will display the Equipment Administration Menu. The menu consists of code variables. To view the Code Variable Maintenance screen click the select link.

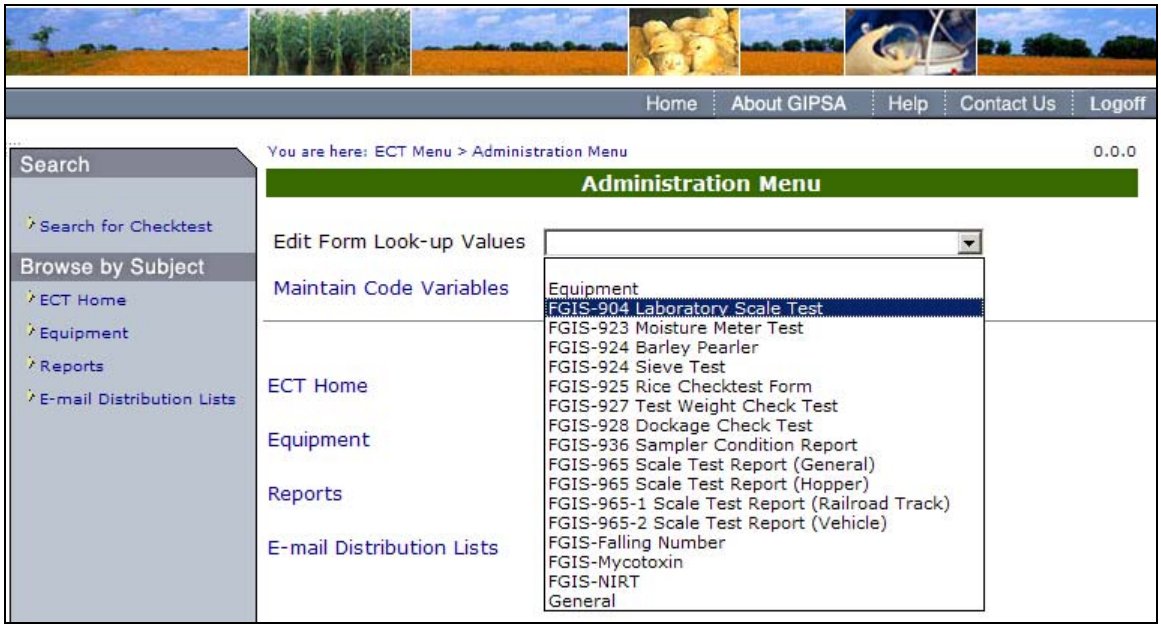
Step 5: The Code Variable Maintenance screen shows each Variable in detail. To edit the detail of each variable, click the Edit link.

Step 6: The Variable detail can be edited in this screen. Once all edits are complete, Click the **Save** button to process the update.

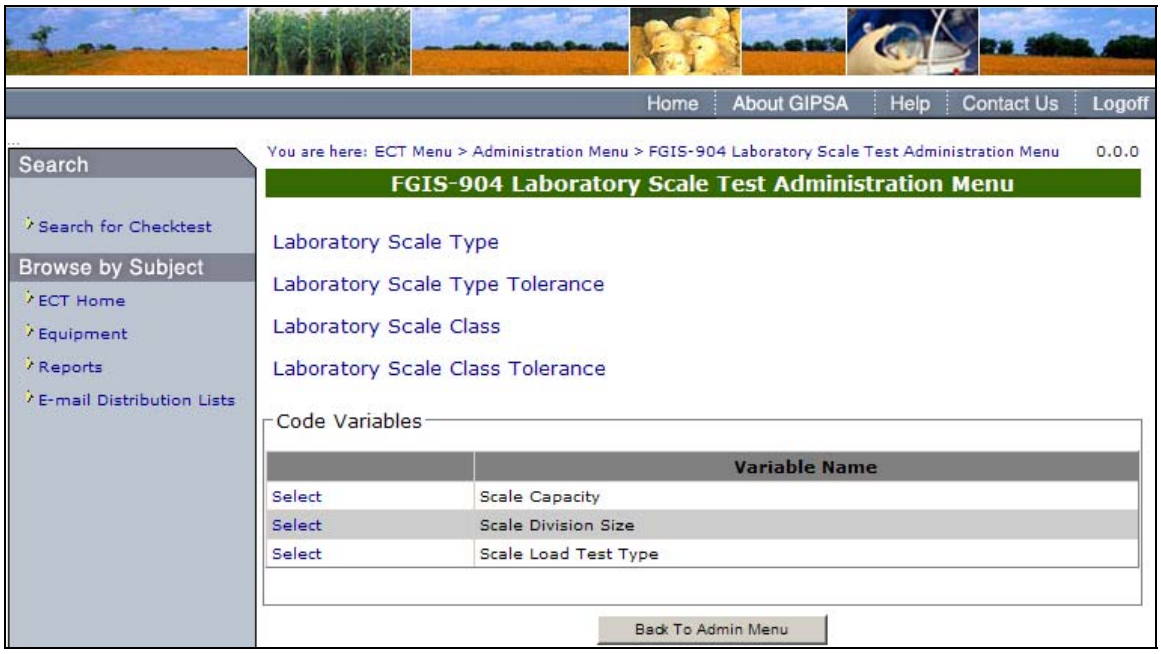
E 3 – Edit Form Look-up Values



Step 1: Click on the Administration link to display the Administration Menu page.

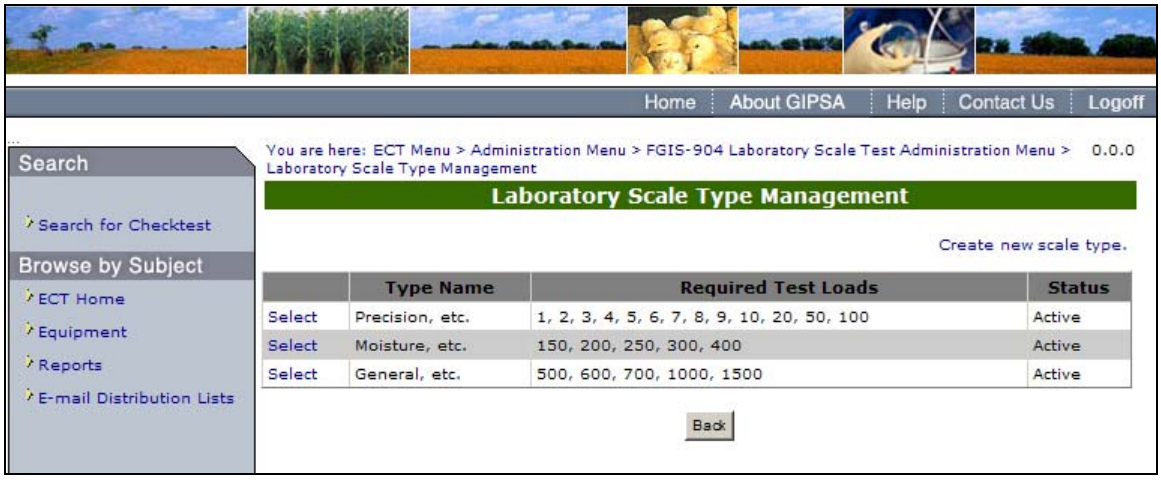


Step 2: Click on the **Edit Form Look-up Values** drop down menu and select FGIS-904 Laboratory Scale Test.

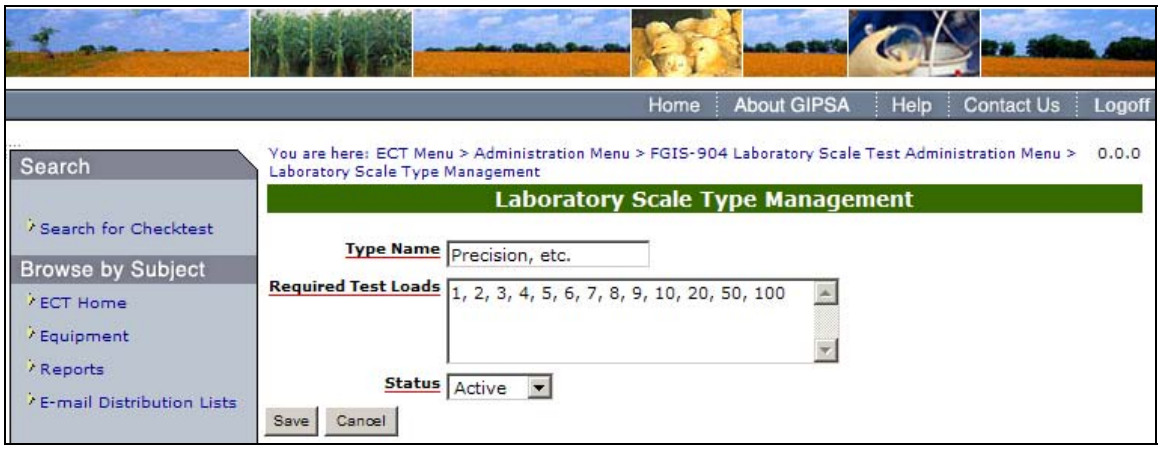


Step 3: Click on the links found above Code Variables to display the item in greater detail. For example, Laboratory Scale Type is featured in the following screen.

Note: The Code variables for the 904 Laboratory Scale are also available in the area marked Code Variables.



Step 4: Click the Select link to display each items properties.



Step 5: The items properties can be edited in this page. Click **Save** to process the updates.

F. eAuthorization and ECT

F. 1 — Configuring User Access to ECT

GIPSA's eAuthorization System (GAS) maintains access permissions and authentication data for each GAM user. Only eAuthorization administrators can configure these settings.

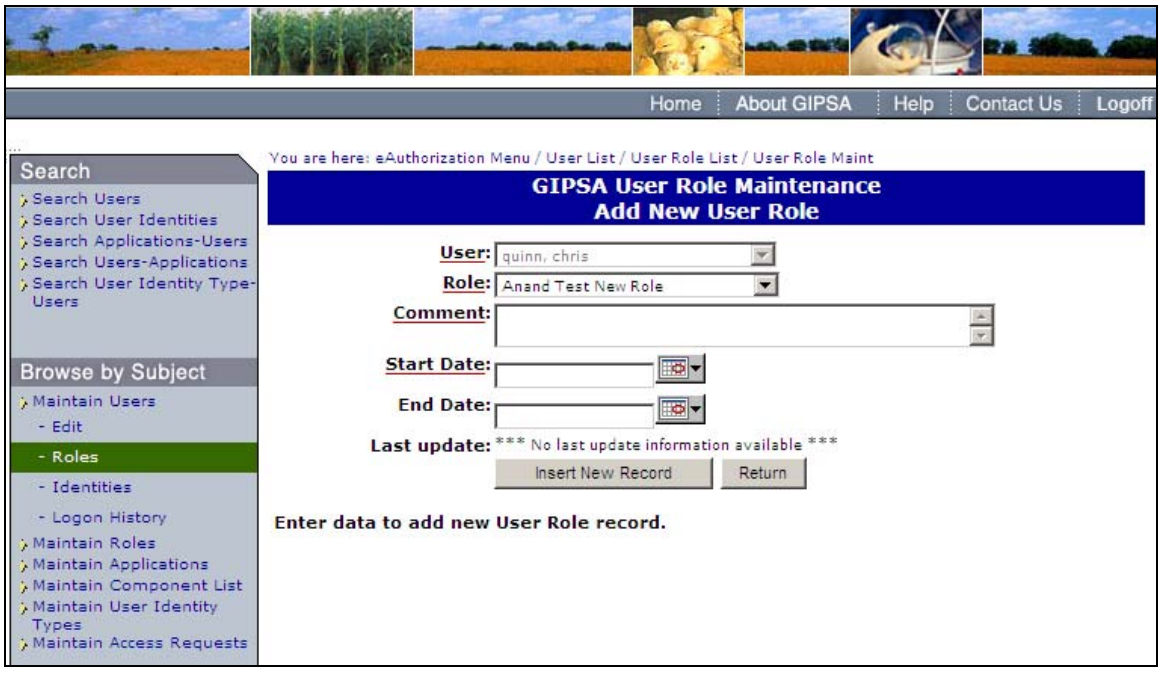
To access ECT, a user must have a *User Role* assigned through eAuthorization. Users may also require one or more *User Identities*.

At this time there are three pre-defined User Roles for ECT. These values will appear in the dropdown menu for *Role* on the **Add New User Role** screen below. (Figure #142)

"ECT Display Only" is for internal GIPSA employees, outside contractors, and official agency employees authorized to View standard Forms and/or Test Forms. The Checktests they are able to view depends on the jurisdiction and Form identities that are given to them.

"ECT Edit" is for internal GIPSA employees, outside contractors, and official agency employees authorized to Edit Checktests. The Checktests they are able to edit depending on the jurisdiction that is given to them.

"ECT Administrator" is for ECT administrators. These users have access to the entire system.



(Fig. 142) GIPSA User Role Maintenance

At this time there are six pre-defined User Identities for ECT. These values will appear in the dropdown menu for *Identity* on the **Add New User Role** screen below.

Jurisdiction Related Identities

"ECT National Jurisdiction" gives a user access to all service point locations.

"Field Office" gives a user access to all service point locations for that field office and all official agencies under that field office.

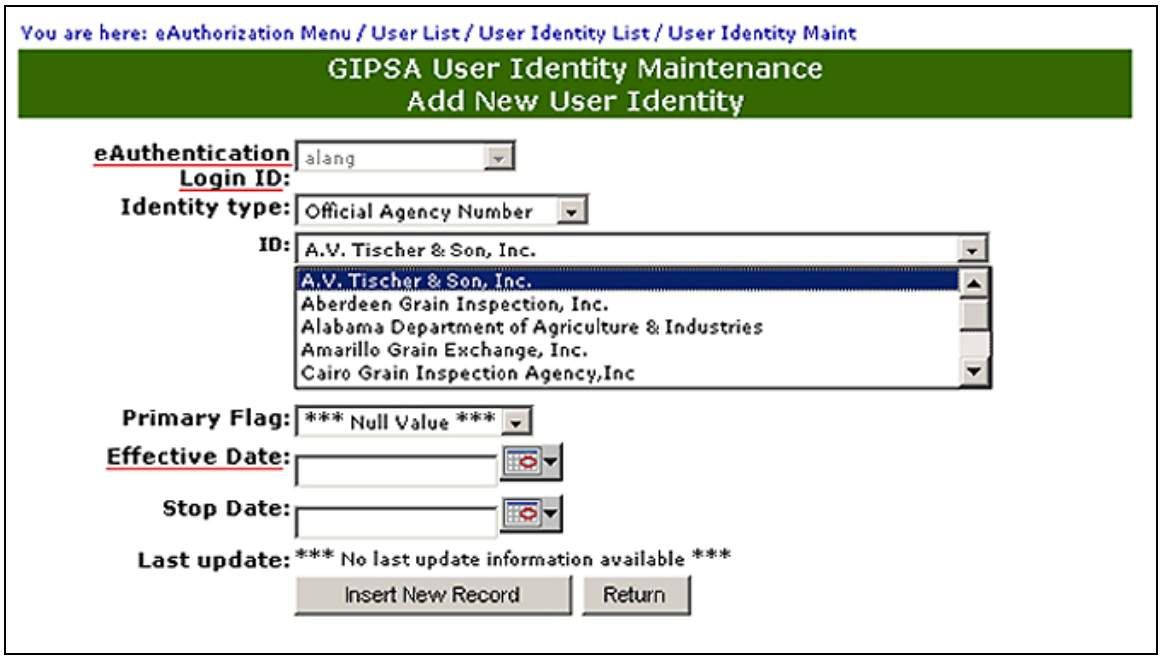
"Official Agency" gives a user access to all service point locations for that official agency.

"Service Point" gives a user access to that one specific service point location.

Checktest Form Related Identities

"ECT Standard Form" gives a user access to the standard and test sections for a specific checktest form

"ECT Test Form" gives a user access to the test sections for a specific checktest form



(Fig. 143)

F. 2 — Requesting Access to ECT

A user attempting to log into the ECT home page without an eAuthorization user role assignment will generate the **GIPSA Request For Application Access** form. When the user completes the request it will be automatically sent to the application administrator for evaluation.