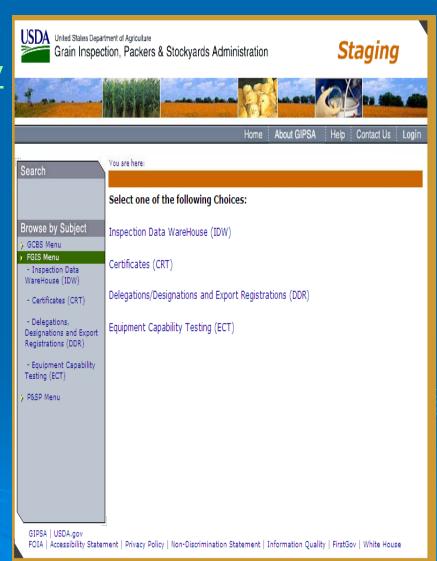


Getting Started with ECT

7/24/08

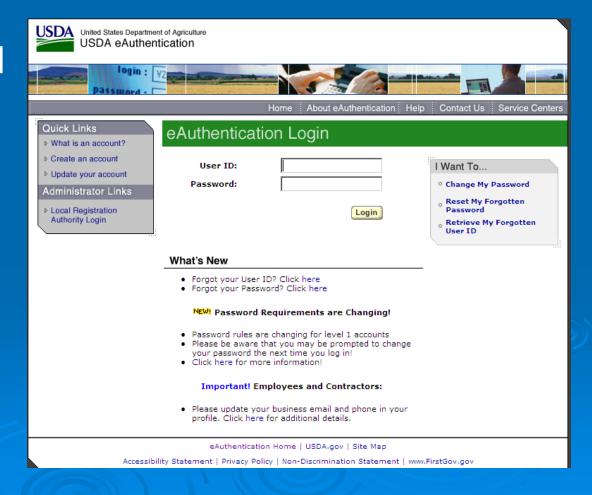
Staging Website

https://fgiss.gipsa.usda.gov /default_home_FGIS.aspx



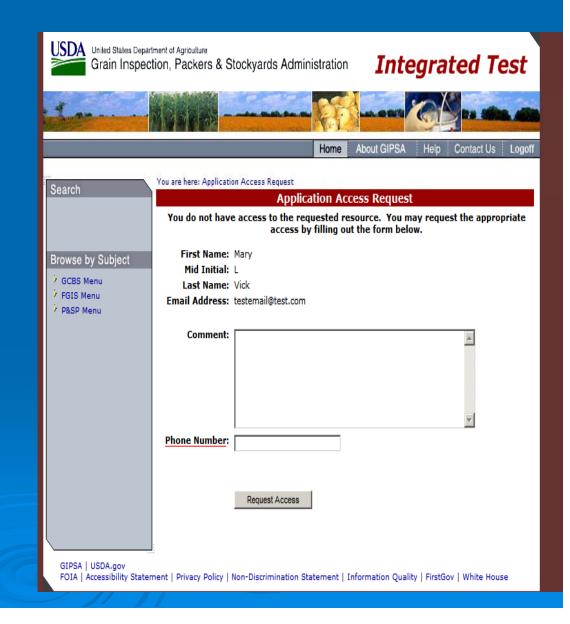
EAuthentication

- Level 2 required
 - Note password requirements



Request access

- First time in system only
- Once you have been added to the system you will get an email notice that you can begin.
- Users roles and jurisdiction are setup at this time by a program administrator.



- The equipment and locations you can see are controlled by the roles, identities and jurisdiction assigned to you by a administrator.
- You will only see the locations and equipment you use.
- Only standard users can start a test when a sample is used.

Roles

Identities

Jurisdiction

Full Edit

Display Only

Admin

Standard User by Equipment Type

Test User by Equipment Type

National All locations

Field office jurisdiction

- •Single or Multiple Field Office Locations
- Also see all OA assigned to the FO

OA jurisdiction

 Limited to single OA service points only

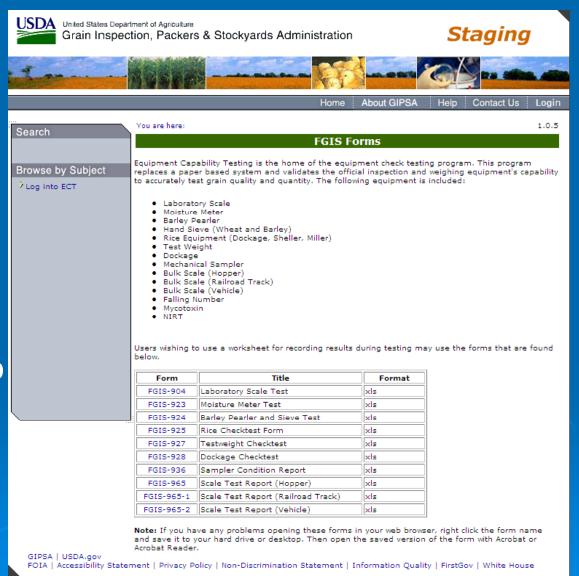
Equipment Types

- Checktests with Samples
 - Dockage
 - TW
 - Moisture
 - Sieves
 - Pearlers
 - Rice Equipment
 - Mycotoxin & Falling Number
- Standard Users initiate the test

- Checktests without Samples
 - Lab Scales
 - TW (Water volume only)
 - NIRT
 - Bulk Scales
 - DT Samplers
- > Test users initiate the test

Navigating in ECT

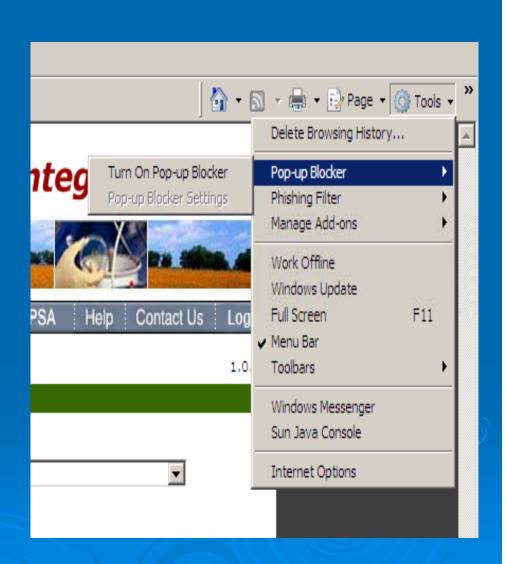
- > Public page
 - No login required
 - Worksheets available
- > Breadcrumbs:
 - Small links at top



Quick Start Tips

Popup blocker

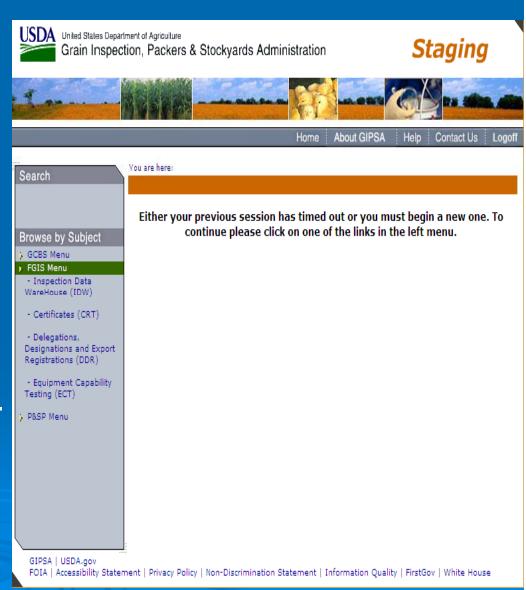
- Service point and equipment searches bring up new small windows so set popup blocker to off.
- Popup Blocker can cause some inconsistent results.



Session Timeouts

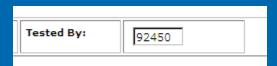
- eAuthentication can timeout from inactivity and require new login
- ECT can timeout and while a new login is not needed you would have to navigate back to the record you were on and some data could be lost.

> TIP: Save work frequently



Use of license numbers

Screens use license numbers for data entry of who ran the check test. Enter in Results by or Tested by



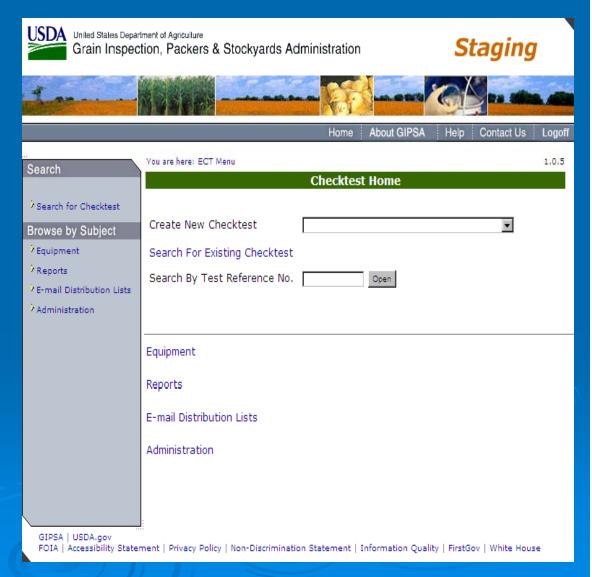
- ECT validates license numbers against QAQC
- Will validate license numbers against FOL when FOL released.
- Keep commonly used numbers handy.

Name	License Number
ABROM, CLARENCE	83102
ADAM, BRIAN C	00012
ALAVI, LILI	80012
ALBERT, SHIRLEY	80000
ALVES, WALTER	85184
ANDREWS, RAYMOND J	85240
ATLEY, DONALD	85350
BABIN, JERRY	80058
BABIN, MELBA	80051
BABINEAUX, JOHNNY	80072
BAILEY, ALBERT	80346
BAILEY, DUSTIN M.	83113
BAILEY, TERRELL	85447
BAKER, ROBERT	82604
BALLARD, DAVE	82605
BALLARD, JOYCELYN	80223
BANKS, GEORGE	85530
BAR	99000

Quick Look at Main Screens

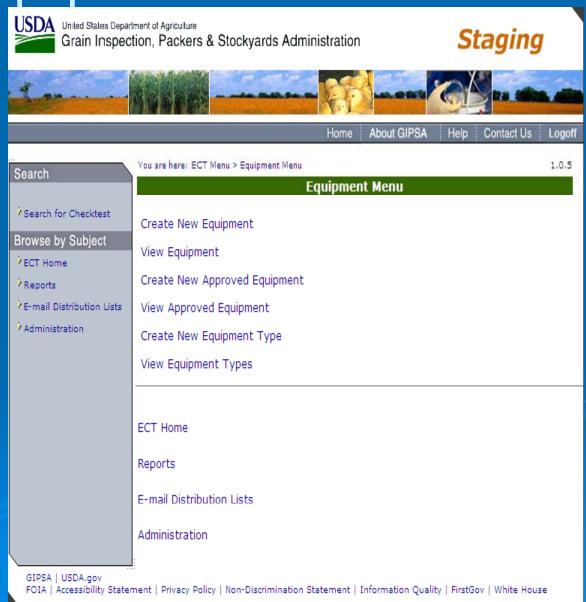
ECT Home

- Standard format
- Same choices at far left and at bottom
- Additional links available at bottom



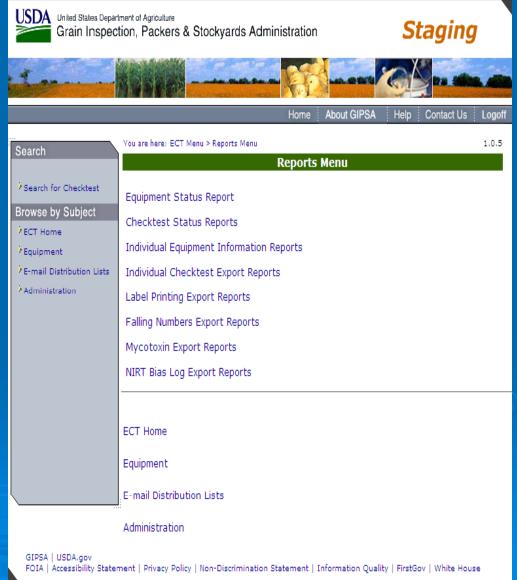
ECT Equipment Menu

- Add new equipment
- View/Edit equipment
- See approved equipment list
- Only
 Administrators
 can add new
 equipment types
 and new approved
 equipment



Reports Menu

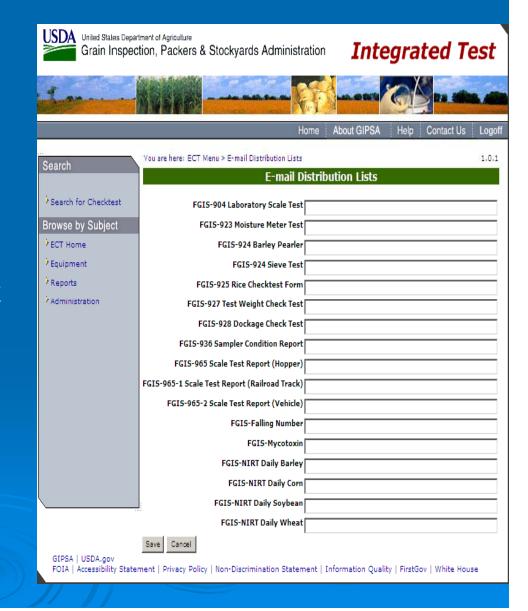
Links to on demand reports



Email distribution lists

Separate list for each service point number.

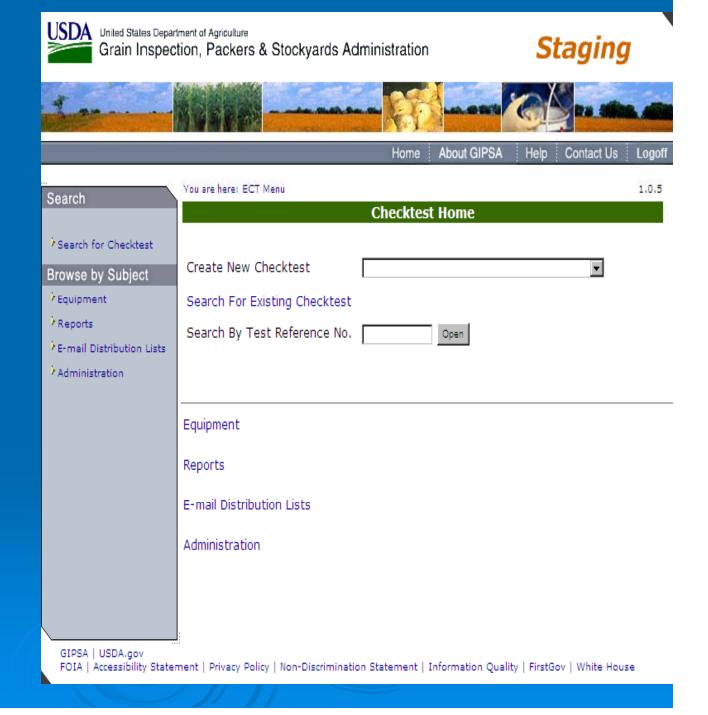
- Multiple emails listed with a comma separator.
 - mary@usda.gov, john@usda.gov
 - Staging version is not prepopulated with email addresses. Production will be prepopulated.



USING ECT STEP BY STEP

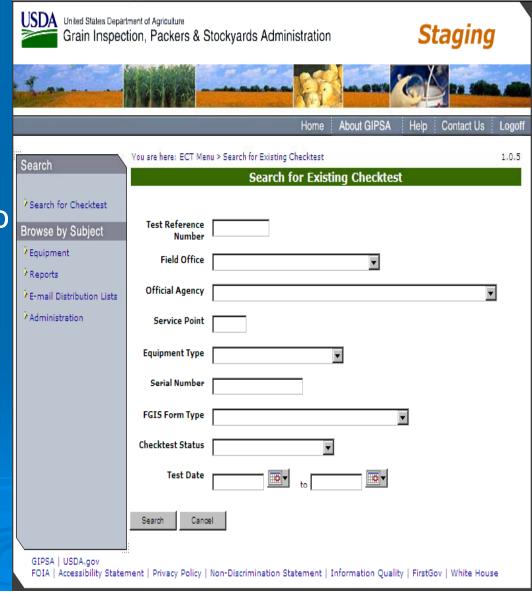
Home Page

- All tasks start here
- Lets start
 by clicking
 on Search
 for
 Existing
 Checktest



Search for Existing Checktest

- Use for quick view
- Use Dropdown lists to select how to filter list
- Then click on Search
- Use only enough fields to filter results
- Can print results list
- Click on Cancel to return to Home Page
- Note: Serial number is the serial number of the test equipment.



List of Existing Check tests:

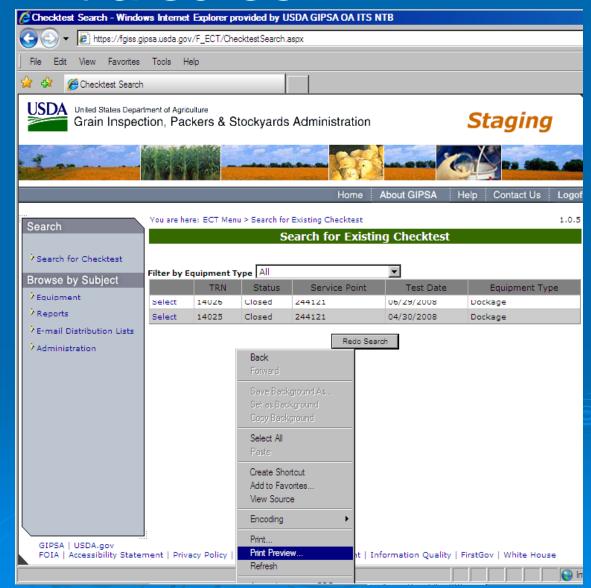
You are here: ECT Menu > Search for Existing Checktest 1.0.5 Search for Existing Checktest Filter by Equipment Type All TRN Status Service Point Test Date Equipment Type Select 14042 Closed 170520 06/07/2008 Dockage Select 14041 Open 171696 Dockage Select 14040 Closed 171252 05/08/2008 Dockage Select 14039 Open 170523 Dockage 14038 Closed 170520 05/08/2008 Dockage Select 14036 Closed 144250 06/30/2008 Dockage Select 14026 Closed 244121 06/29/2008 Dockage Select 14025 Closed 244121 04/30/2008 Dockage

Redo Search

nent | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

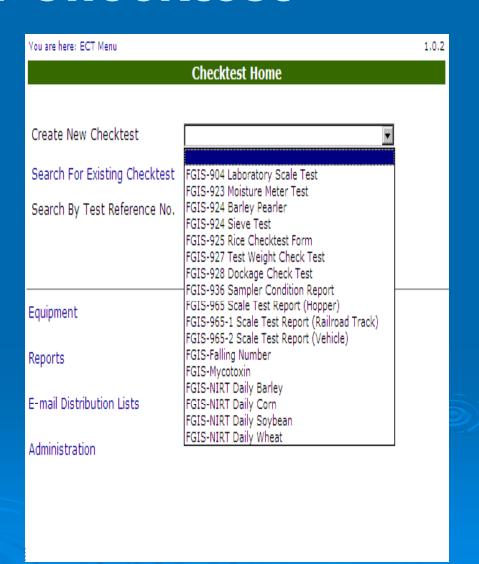
Print a screen

- Right click in white area to bring up print menu
- Select Print Preview to view
- Print (works with any screen)



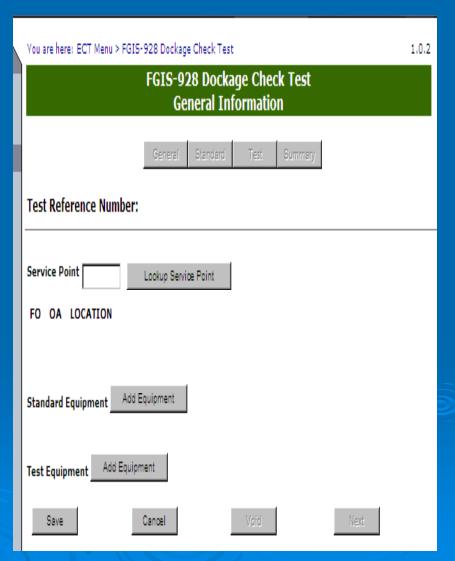
Create New Checktest -

- Select Form Equipment Type from dropdown.
- > This brings user to blank version of the form selected on the General tab page.



General Page - Dockage example

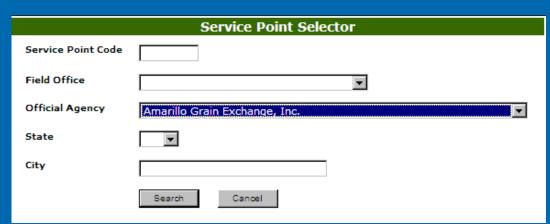
- Enter or Lookup Service Point of Test Equipment
- > Add Standard Equipment
- Add Test Equipment
- > Save
 - Cannot move to next page without saving.
- Test Reference Number assigned. TRN



Service point lookup

- Search by any
 - Service point code
 - Field Office
 - Agency
 - State
 - City
- Only 1 field is needed
- Click on select to choose
- Note: the service point list in Staging is not up to date.
- Note: Don't use Back button it doesn't close this screen.

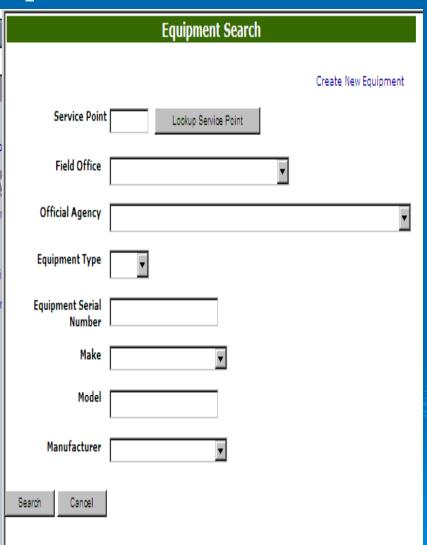
TIP: Keep commonly used numbers handy





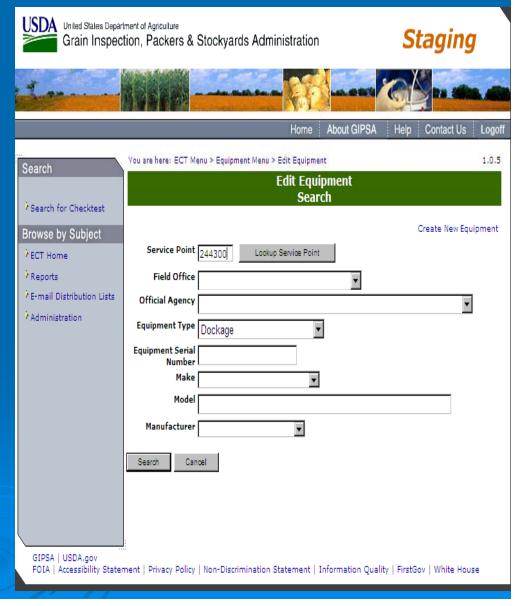
Add Equipment

- Brings up Equipment Search screen
- Equipment Type is limited to equipment types used on the chosen form



Equipment Search

- Search on any field
- Service point and Equipment type most common type of search
 - Use only enough fields to limit your list.
 - Not all equipment has a both a Make and Manufacturer.



Equipment Search Results

Select MO

Click on Select to add that equipment to form

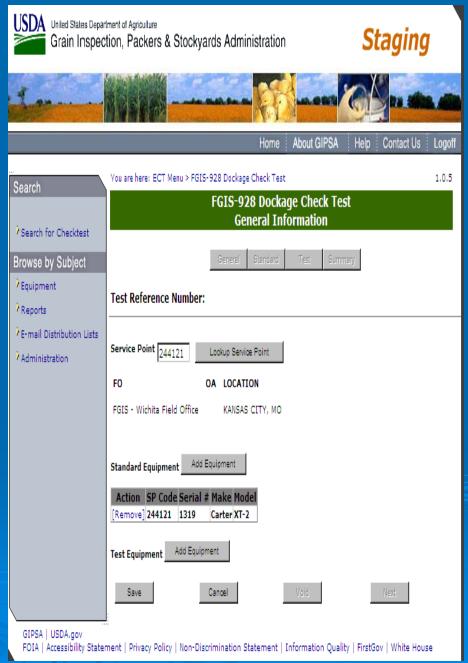
Click on Another Search for new criteria



WIFO

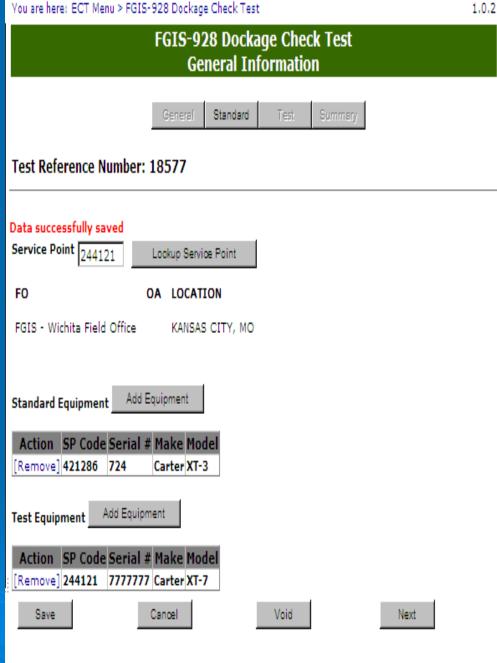
367

- The selected equipment now shows on General page.
- If this is incorrect just click on Remove and then click on Add Equipment for new search.



Completed example:

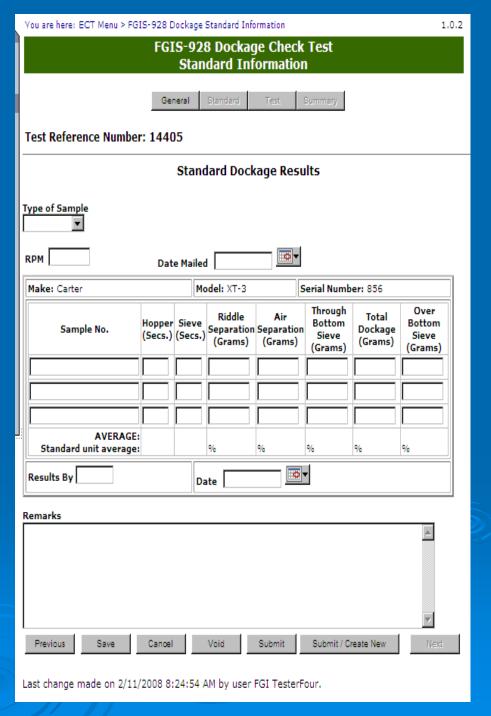
- Enter Service point and equipment selections and then Save.
- User can now navigate to next page
- For a standard user the standard page is available.
 - Red messages are informational and not saved to the record.



Last change made on 4/8/2008 1:07:32 PM by user Mary Vick.

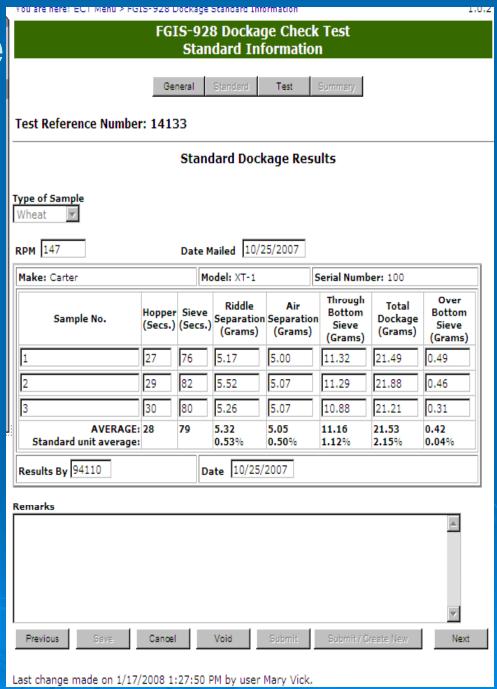
Standard Page

- Standard User enters standard test results
- Select Type of Sample to set screen. Corn has fewer columns.
- Total dockage is calculated by program when save button clicked.



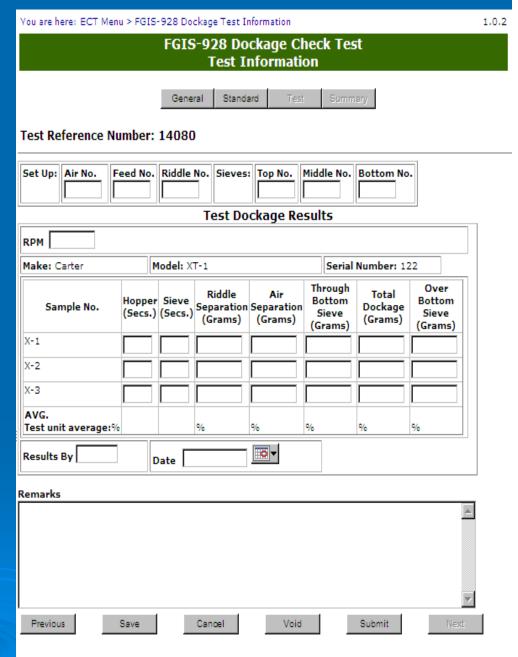
Standard Page Complete

- Save work often
- Results By uses <u>License</u><u>Number</u> not name.
- Next leads to Test page.
- Click on Submit to lock page.



Test Page

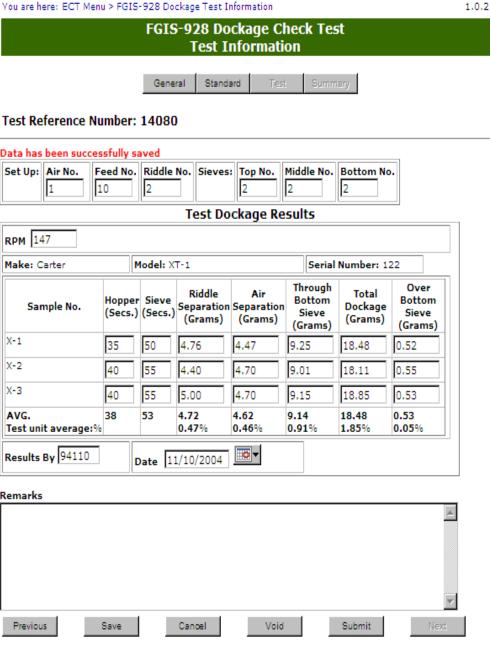
- Test results entered for "Test" equipment
- Same as Standard Page for most equipment types.
- > Save often
- Submit locks record and compares results to standard.



Last change made on 1/16/2008 9:03:55 AM by user Mary Vick.

Test Page

- Test results entered for "Test" equipment
- Same as Standard Page for most equipment types.
- > Save often
- Submit locks record and compares results to standard.



Last change made on 4/10/2008 9:46:51 AM by user Mary Vick.

Summary Page

- > Shows results of test
- All data values are locked and cannot be changed.
- Remarks section only available for additional comments or notes.

You are here: ECT Menu > FGIS-928 Dockage Summary Information

FGIS-928 Dockage Check Test Summary Information

1.0.2



Test Reference Number: 14080

Data has been successfully submitted

Summary Of Results

	Hopper (Secs.)		Riddle Separation (%)	Air Separation (%)	Through Bottom Sieve (%)	Total Dockage (%)	Over Bottom Sieve (%)
Test Unit	38	53	0.47	0.46	0.91	1.85	0.05
Standard	38	53	0.47	0.46	0.91	1.85	0.05
Deviation	0	0	0.00	0.00	0.00	0.00	0.00
Allowable Deviation			0.10	0.10	0.10	0.15	
Results			IN	IN	IN	IN	

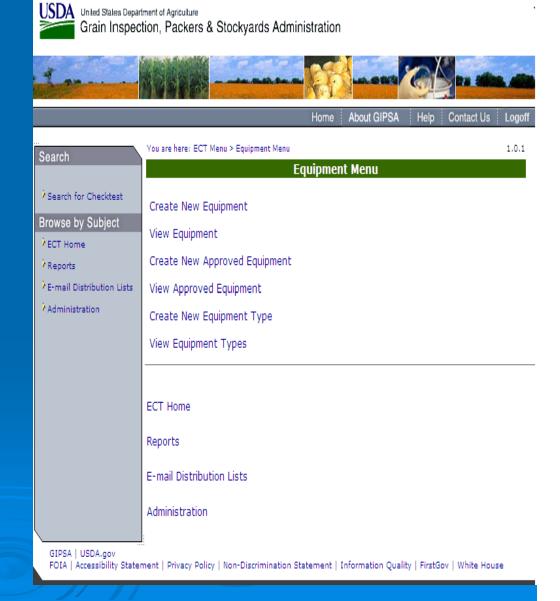
Remarks



Last change made on 4/10/2008 9:53:11 AM by user Mary Vick.

ECT Equipment Menu

- > Add new equipment
- View/Edit equipment
- See approved equipment list
- Only Administrators can add new equipment types and new approved equipment

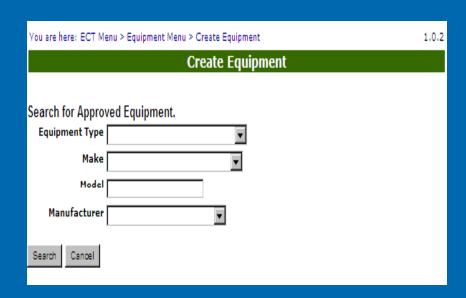


Add New Equipment

Must select and approved equipment type and make or model

Select specific piece

of approved equipment



You are here:	ECT Menu > Equipment Menu > Creat	1.0.2								
Create Equipment										
Select Approved Equipment.										
Another Search										
	Equipment Type	Make	Model	Manufacturer						
Select	Dockage	Carter	XT-5	Carter						
Select	Dockage	Carter	XT-1	Carter						
Select	Dockage	Carter	XT-2	Carter						
Select	Dockage	Carter	XT-3	Carter						
Select	Dockage	Carter	XT-7	Carter						

Approved Equipment List

- Same as posted as attachments in Equipment Handbook
- Adds bulk scales and DT samplers.

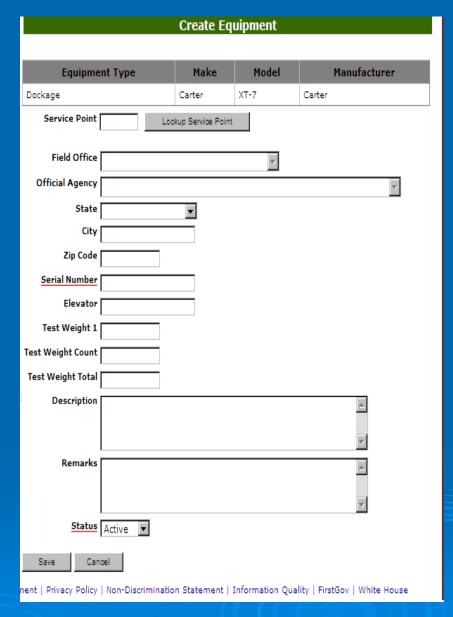
Edit Approved Equipment Search

Another Search

	Equipment Type	Make	Model	Manufacturer
Select	Laboratory Scale	Mettler	PB153/A	Mettler-Toledo
Select	Laboratory Scale	Mettler	PB303/A	Mettler-Toledo
Select	Laboratory Scale	Mettler	PB303DR/A	Mettler-Toledo
Select	Laboratory Scale	Mettler	PB602/A	Mettler-Toledo
Select	Laboratory Scale	Mettler	PB801/A	Mettler-Toledo
Select	Laboratory Scale	Mettler	PB1502/A	Mettler-Toledo
Select	Laboratory Scale	Ohaus	AV3102N*	Ohaus
Select	Laboratory Scale	Ohaus	AV4101N*	Ohaus
Select	Laboratory Scale	Ohaus	AV4102N*	Ohaus
Select	Laboratory Scale	Ohaus	AVD4102N*	Ohaus
Select	Laboratory Scale	Seedburo	8800SS	Seedburo
Select	Laboratory Scale	Ohaus	E*2132	Ohaus
Select	Laboratory Scale	Ohaus	V*2132	Ohaus
Select	Laboratory Scale	Ohaus	EP213CN	Ohaus
Select	Laboratory Scale	Ohaus	EP213N	Ohaus
Select	Laboratory Scale	Ohaus	AV2101N*	Ohaus
Select	Laboratory Scale	Ohaus	AV2102N*	Ohaus
Select	Laboratory Scale	Ohaus	EP413CN	Ohaus
Select	Laboratory Scale	Ohaus	EP413N	Ohaus
Select	Laboratory Scale	Ohaus	E*RV72	Ohaus
Select	Laboratory Scale	Ohaus	V*RV72	Ohaus
Select	Laboratory Scale	Ohaus	AV6101N*	Ohaus
Select	Laboratory Scale	Ohaus	AV8101N*	Ohaus
Select	Laboratory Scale	Ohaus	E*5132	Ohaus
Select	Laboratory Scale	Ohaus	V*5132	Ohaus
Select	Laboratory Scale	Ohaus	EP513CN	Ohaus

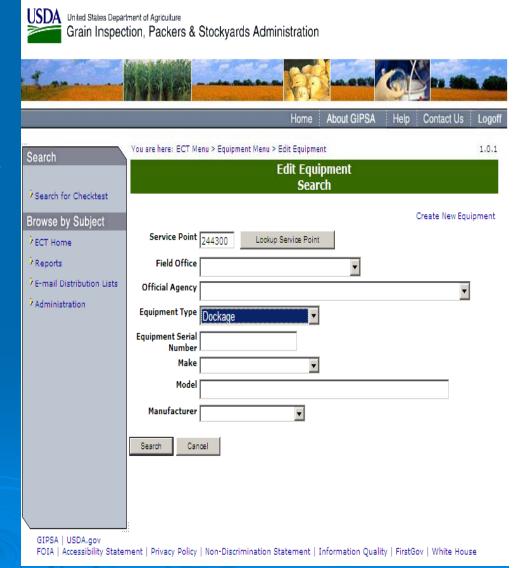
Add new equipment part 2

- Add Service Point location and Serial number
- Complete other fields as appropriate
 - i.e. Test Weight fields only apply to Bulk Scales.
- > Save



Equipment Search

- > Search on any field
- Not all equipment has both a Make and Manufacturer.
- Service point and Equipment type most common type of search



Equipment Search Results

Select

140 records in 6 Pages. Rows: 25

- Sort by clicking on Column Header.
- See more than just 25 records by changing row size to total number of records.

Edit Equipment Search Another Search Serial # Select WIFO 233 Select WIFO 759 WIFO 337 Select Select WIFO 579 WIFO 1056 Select 205 Select WIFO Select WIFO 1182 Select 1319 Select WIFO 143 217 Select WIFO Select AB WIFO 339 WIFO 1279 Select Select 720 AB WIFO Select AB WIFO 32KT1 Select 960 AB WIFO Select 1213-84 AB WIFO Select 1244-85 WIFO Select Select WIFO 331 Select 923 1086-82 AM WIFO Select Select WIFO 213 WIFO Select AM 131

1.0.3

ment | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

WIFO

178

1373 Go

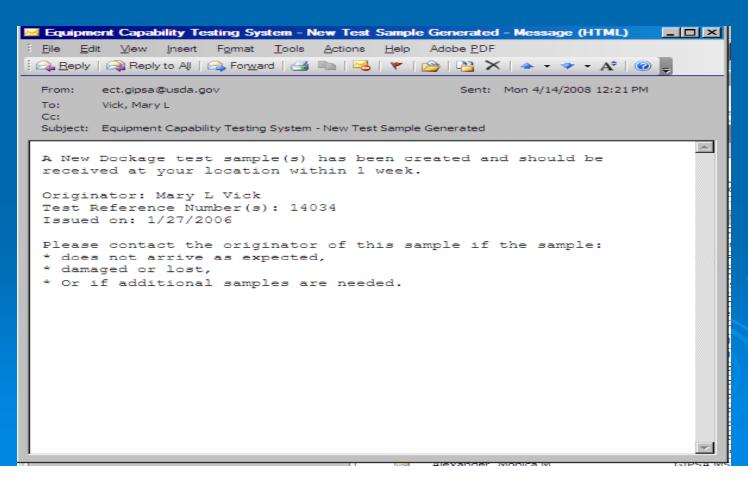
E-MAIL USES

- 1. An email is generated by the standard user each time they submit a record using a sample. For example Dockage, Sieves, and Moisture but not Lab scales
- 2. An email is generated by the test user each time a sample using test fails. This lets the standard user who sent the sample know that there was a problem.

So not all tests generate emails at this time. The email administration is set up showing email addresses for all equipment types in case we add email functionality in the future.

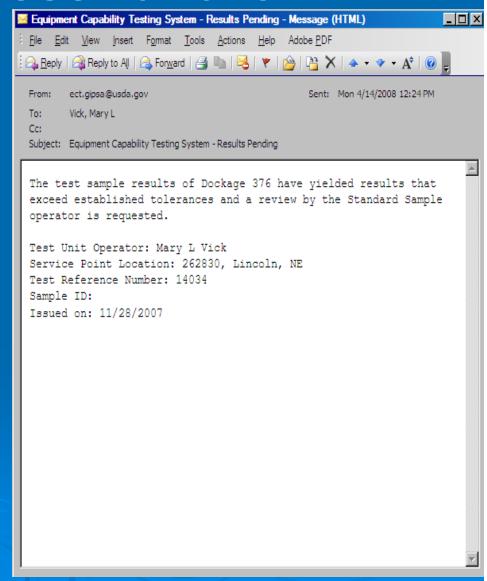
Notice of Sample Mailed

> This lets the recipient know a sample is in the mail.



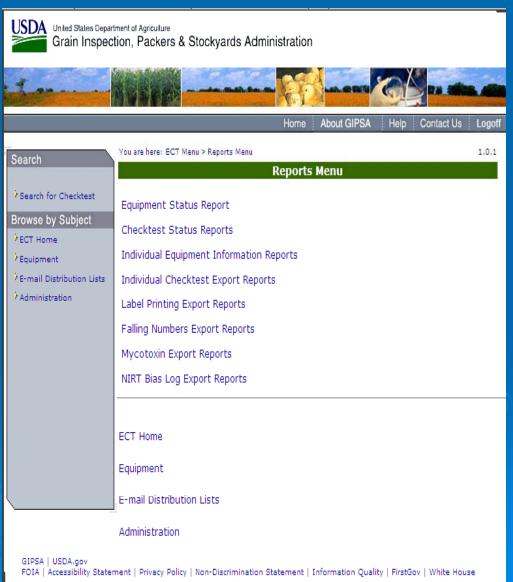
Notice of Test Failure

> When test using a sample fails the originator of the sample is sent an email with the TRN.



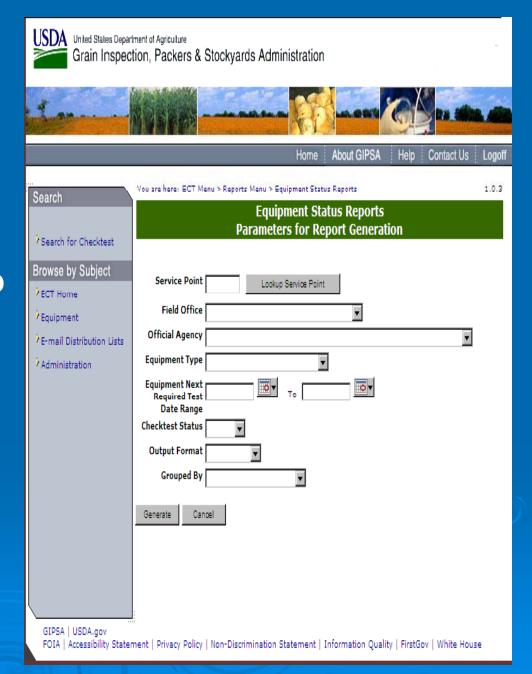
Reports Menu

- Links to on demand reports
- Select Type of report



Filter Data

- Use Dropdowns to limit data
- Click on Generate to view report.
- Print or save if needed





Individual Equipment Information Status Report

 Official Agency:
 Next Test Start Date:

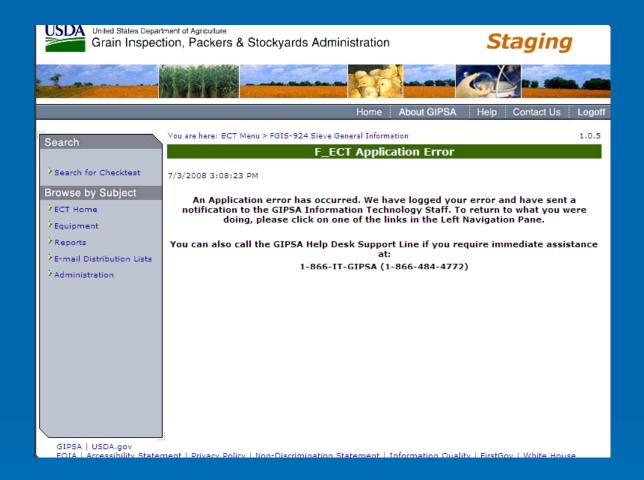
 Field Office:
 Next Test End Date:

Equipment Type: NIRT <u>Test Status:</u>

Service Point Number: 121240

Serial Number	<u>Make</u>	<u>Manufacturer</u>	Test Date	Status
554210	Tecator	Foss		Open
554210	Tecator	Foss		Open
554210	Tecator	Foss		Open
553018	Tecator	Foss		Test Section Complete
554210	Tecator	Foss	01/01/2008	Closed
554210	Tecator	Foss	01/01/2008	Closed
554210	Tecator	Foss	01/01/2008	Closed
554210	Tecator	Foss	02/15/2008	Closed
12412557	Tecator	Foss	02/13/2008	Closed
554112	Tecator	Foss	02/15/2008	Closed
554210	Tecator	Foss	02/15/2008	Closed
12412156	Tecator	Foss	02/13/2008	Closed
554210	Tecator	Foss	02/15/2008	Closed
554210	Tecator	Foss	02/15/2008	Closed
554210	Tecator	Foss	02/15/2008	Closed
554210	Tecator	Foss	02/15/2008	Closed
554210	Tecator	Foss	02/15/2008	Closed
554210	Tecator	Foss	02/15/2008	Closed
554210	Tecator	Foss	02/15/2008	Closed

Page 1 of 15



Oops!!!! You broke it.... Not

Something didn't work right. This does send a email to several people who will troubleshoot what went wrong. Try to continue. If it happens again make a note of what you were trying to do and call

