



DATAVIEW USER GUIDE

Getting Started Using Dataview

Version 10.2.29

www.mastergt.com

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MASTER GAGE & TOOL CO.
112 Maplewood St, Danville, VA 24540

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Log In Process

Login: Go to www.mastergt.com

Click on Dataview Tab at the top of the Homepage or Click on  on Homepage

Click on  on Landing Page

You are now on the Login Page

Enter your Username and Password provided by Master Gage & Tool Co.



LOGIN

Please provide a username and password, then click the login button.

Username:

Password:

Login



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You are now logged into Dataview and can access your MG&T calibration data!



Current User: MGT SALES

Serial Number:

Home Search Pick List Recent Equipment Reports Requests Options Logout

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Instructions
Welcome to Dataview. Please select a function from the top menu to begin. It is recommended that you **do not** use your back button while browsing this site, except to move from search results back to search criteria. Instead use the menus and buttons contained throughout the pages to navigate the system.

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BUT FIRST...Change Your Password

****The MG&T issued password must be changed when you log in for the first time**

Changing Your Password

Click on <Options>

Click on <Change Password>

Fill in fields to your desired password

****It is your responsibility to secure your password and share with only those people you wish to have access to your calibration information***



Current User: MGT SALES

Serial Number:

Home Search Pick List Recent Equipment Reports Requests Options Logout

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Instructions
Enter your new password twice then click the OK button to perform the password change. Your current session will remain active but you will be required to use the new password on your next login.

Preference	Value
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
<input type="button" value="Cancel"/> <input type="button" value="Apply"/>	

Searching for Calibration Information of Gage Received Back from MGT after Calibration

-By Serial Number



Enter Your Gage Serial Number Here

Click Search Button

Current User: MGT SALES

Serial Number:

Home Search Pick List Recent Equipment Reports Requests Options Logout

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Enter Your Gage Serial Number in the Serial Number Box and Click the Search Button



Click Search Button

Current User: MGT SALES

Serial Number:

Home Search Pick List Recent Equipment Reports Requests Options Logout

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Instructions
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Results for your search will look like this!



Current User: MGT SALES

Serial Number:

Home Search Pick List Recent Equipment Reports Requests Options Logout

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Advanced Search Results

Cert	Calibration Report	Company	Pick	Serial Number	Department	Status	Manufacturer	Model Number	Description	Asset Number	Last Cal.	Cal. Due
<input type="checkbox"/>	(Latest: 237442)	MGT TRAINING	<input type="checkbox"/>	<u>MGT-11T</u>		Returned to Customer			MTI 293-761-30 DIGITAL MICROMETER	MGT-11T	Nov-20-2015	N/A

Number of Rows: 1
Please note: Overdue calibration dates are highlighted in red.
[View Selected Calibration Reports](#)
[Add Selected Assets to Pick List](#)

Click on underlined Serial number
Gage information will appear



Current User: MGT SALES

Serial Number:

Home Search Pick List Recent Equipment Reports Requests Options Logout

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[View History](#) | [View Asset Info](#) | [Update Asset Info](#)

Company: MGT TRAINING Serial Number: MGT-11DT
Equipment: MTI DIGITAL MICROMETER ()
Current Lab Status: Returned to Customer

View	Event	Status	Completed	Performing Lab	Email Support
<input checked="" type="checkbox"/>	Cal Report	LEGACY CAL	May-11-2012	MG&T LAB/MASTER GAGE & TOOL CO	Request Feedback

Number of rows: 1

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Click on [Cal Report](#) to view the certificate of calibration

Searching for Calibration Information of Gage Received Back from MGT after Calibration

-By Asset Number (ID #)

From the Home screen-

Click <Search>

Click <Advanced>

Enter Gage Asset Number in Asset Number Field

Click <Search>

Current User: MGT SALES
Serial Number:

Home Search Pick List Recent Equipment Reports Requests Options Logout

Instructions
If you have access to multiple companies and your intended company is not currently selected, select that company then click the set company icon. After your company is selected, enter at least 3 characters (not including spaces) into the Asset Number field, then click search. Clicking the cancel button will return you to the homepage.

Search Description Search Value
Company Current: MGT TRAINING
(MGT TRAINING) (your default)
Department All Of My Departments
Asset Number MGT-342T
Cancel Search

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Current User: MGT SALES
Serial Number:

Home Search Pick List Recent Equipment Reports Requests Options Logout

Advanced Search Results

Cert	Calibration Report	Pick	Serial Number	Department	Status	Manufacturer	Model Number	Description	Asset Number	Last Cal.	Cal. Due
			MGT-342T		Returned to Customer			7/16-14 UNC-3A SET THREAD PLUG / GO	MGT-342T	Nov-18-2015	Nov-18-2016

Number of Rows: 1
Please note: Overdue calibration dates are highlighted in red.
[View Selected Calibration Reports](#)
[Add Selected Assets to Pick List](#)

To view the associated calibration certificate:

Click on "Cert" box

Click on [View Selected Calibration Report](#)

View/Print Calibration Certificates for Multiple Gages at One Time

-If you receive multiple gages back from Master Gage & Tool Co. at one time, the easiest Method for viewing data and certificates is to do an Advanced Search!

From the Home screen-

Click <Search>

Click <Advanced>

Leave all field "as is"

Except in "Last Calibration Date"

Click on calendar and choose an approximate date calibration was sent to MG&T

in the "from" field

Click on calendar and choose date of the date you are performing the search in the "to" field

Click <Search>

You will see a list of your gages

Under the column of "Cert" click on all the check boxes that you want to view certs for

At the bottom, Click on View Selected Calibration Reports to view and download each certificate individually

All the selected calibration certificates will populate for your viewing/printing



Current User: MGT SALES

Serial Number:

Home Search Pick List Recent Equipment Reports Requests Options Logout

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Click on each icon to open and print

Or

View/Batch Download Calibration Certificates for Multiple Gages at One Time

From the Home screen-

Click <Search>

Click <Advanced>

Leave all field "as is"

Except in "Last Calibration Date"

Click on calendar and choose an approximate date calibration was sent to MG&T

in the "from" field

Click on calendar and choose date of the date you are performing the search in the "to" field

Click <Search>

You will see a list of your gages

Under the column of "Cert" click on all the check boxes that you want to view certs for

At the bottom, Click on Zip Selected Calibration Reports to batch download all selected certs at one time

System will prompt you with- Your certs are available [for download here](#) (Click on "for download here")



At the bottom of your screen your system will prompt you with "Do you want to open or save FILENAME_certs.zip"



**Your prompt may look different depending on the browser you use*

Click on the down arrow next to "Save" and select "Save As"

It is here where you can determine where and under what file name you want to save all selected certificates in your batch.

Once saved, you will be prompted for your next option- Click on <Open folder> to view each individual cert and determine preferred filling methods for individual calibration certificates



Create a Pick Ticket to Use as Packing Slip

From the Home screen-

Click <Search>

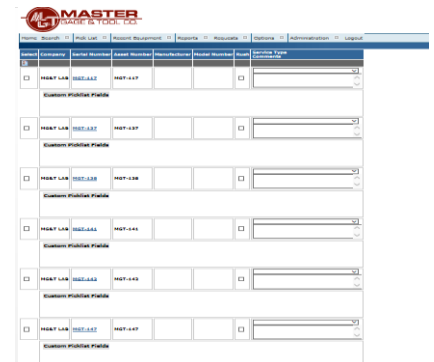
Click <Advanced>


Leave all field "as is"

Except in "Calibration Due Date"

Click on calendar and choose the calibration due date range for gages you wish to send to MG&T in the "from" and "to" fields

Click <Search>



If you wish to include all gages on the populated list click on the icon in the third column from the left  to select all
Or you individual check the box for each gage in the Pick column

At the bottom. Click on [Add Selected Assets to Pick List](#)

Here you will see that you can add additional information you wish to convey to MG&T upon receipt of your gages in the lab:

- Rush
- Additional Manufacturer & Model Information
- Service Type

Right Click your mouse and select <Print>

You can include this in your gage shipment to MG&T to help identify your gages.

Reports

Out of Tolerance Reports

This report will pull MG&T and Subcontractor Calibrations of gages that were found to be Out of Tolerance

Click <Reports>

Click <Equipment Due>

Under “Calibration Due Date”

Click on calendar and choose an approximate date calibration was sent to MG&T

in the “from” field

Click on calendar and choose date of the date you are performing the search in the “to” field

Click <Proceed>

Report showing all those gages Out of Tolerance (OOT) will populate

Right click your mouse and click <Print>

Company	Serial Number	Department	Current Status	Manufacturer	Model Number	Description	Asset Number	OOT Date	Sched Freq	Schedule Interval	Last Cal	Next Cal Due	Equip. Status
MGT TRAINING	CHUCK-TEST		Returned to Customer			4-40 UNC-3A THREAD RING / GO	CHUCKSTER	Mar-09-2016	12	MONTHS	Mar-31-2016	N/A	ACTIVE
MGT TRAINING	TEST-1		Returned to Customer			SPI 20-660-7 (1090) 0-90 DEG CHAMFER GAGE	TEST-1	Mar-15-2016	12	MONTHS	Mar-15-2016	N/A	ACTIVE
MGT TRAINING	THREAD RING - ME		Returned to Customer			4-40 UNC-3A THREAD RING / GO	THREAD RING - ME	Mar-07-2016	12	MONTHS	Mar-07-2016	Mar-07-2017	ACTIVE

Equipment Due Report

This report allows you to choose dates for gages coming due for calibration. This report will also tell you serial number, the department the gage is in, description, asset number, schedule frequency & interval, last & next calibration dates and status.

Click on <Report>

Enter your desired dates

Click <Proceed>

Current User: MGT SALES
Serial Number:

Home Search Pick List Recent Equipment Reports Requests Options Logout

Instructions
Select your report filters then click the proceed button.

Search Description Search Value

Company Current: MGT TRAINING
[(MGT TRAINING) (your default)]

Department All Of My Departments

Calibration Due Date

From 03-01-2016

To 06-30-2016

Custom Defined Fields
None Configured

Asset Linked Fields
None Configured

Report Delivery Options Formatted HTML in Browser

Cancel Proceed

Enter Desired Dates Here

Click Proceed

Report will populate

Right click and click <Print>

Company	Serial Number	Department	Current Status	Manufacturer	Model Number	Description	Asset Number	Sched Freq	Schedule Interval	Last Cal	Next Cal Due	Equip. Status
MGT TRAINING	34542		Returned to Customer			CLASS XX PLUS PIN SET	34542	12	MONTHS	Sep-11-2014	Sep-11-2015	ACTIVE
MGT TRAINING	MGT-188T		Returned to Customer			CHINA MADE 900-102 DIAL INDICATOR	MGT-188T	12	MONTHS	Nov-24-2014	Nov-24-2015	ACTIVE
MGT TRAINING	TMAG-4292T		Returned to Customer			MITUTOYO DIGITAL HEIGHT STAND	1408559T	12	MONTHS	Nov-25-2014	Nov-25-2015	ACTIVE
MGT TRAINING	MGT-41V		Returned to Customer			3/8-18 NPT MASTER TAPER THREAD PLUG	MGT-41V	12	MONTHS	Jan-13-2015	Jan-13-2016	ACTIVE