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# DATAVIEW USER GUIDE

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## Getting Started Using Dataview

Version 10.2.28

[www.mastergt.com](http://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](http://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**  
 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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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 type="checkbox"/>	Cal Report	LEGACY CAL	May-11-2012	MG&T LAB/MASTER GAGE & TOOL CO	<a href="#">Request Feedback</a>

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>

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

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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

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

The screenshot shows an 'Advanced Search' window with the following fields and options:

- Search Description:** Search Value
- Company:** Current: MGT TRAINING (dropdown)
- Department:** (MGT TRAINING) (your default) (dropdown)
- Manufacturer:** (text input)
- Model:** (text input)
- Current Status:** Ignore (dropdown)
- Description:** (text input)
- Custom Defined Fields:** None Configured
- Asset Linked Fields:** None Configured
- Schedule Type:**  Date Based  SAU  SBU
- Accumulate:**  Uses  Parts  Time
- Last Calibration Date:**
  - From:** 03-01-2016 (calendar icon)
  - To:** 04-30-2016 (calendar icon)
- Calibration Due Date:**
  - From:** (calendar icon)
  - To:** (calendar icon)
- Accumulation Left:**
  - Status:** (dropdown)
  - Remaining:** Up To (dropdown) Left (dropdown)
- Buttons:** Cancel, Search



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

# 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>

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	04-01-2014
To	04-30-2016
Custom Defined Fields None Configured	
Asset Linked Fields None Configured	
Report Delivery Options	Formatted HTML in Browser
<input type="button" value="Cancel"/> <input type="button" value="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>

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