Getting Started with ECT
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 an administrator.

You will only see the locations and equipment you use.

Only standard users can start a test when a sample is used.
## Equipment Types

<table>
<thead>
<tr>
<th>Checktests with Samples</th>
<th>Checktests without Samples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dockage</td>
<td>Lab Scales</td>
</tr>
<tr>
<td>TW</td>
<td>TW (Water volume only)</td>
</tr>
<tr>
<td>Moisture</td>
<td>NIRT</td>
</tr>
<tr>
<td>Sieves</td>
<td>Bulk Scales</td>
</tr>
<tr>
<td>Pearlers</td>
<td>DT Samplers</td>
</tr>
<tr>
<td>Rice Equipment</td>
<td></td>
</tr>
<tr>
<td>Mycotoxin &amp; Falling Number</td>
<td></td>
</tr>
<tr>
<td>Standard Users initiate the test</td>
<td>Test users initiate the test</td>
</tr>
</tbody>
</table>

Test users initiate the test
Navigating in ECT

- Public page
  - No login required
  - Worksheets available

- Breadcrumbs:
  - Small links at top
Quick Start Tips
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 a 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.

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

Let's 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:

<table>
<thead>
<tr>
<th>TRN</th>
<th>Status</th>
<th>Service Point</th>
<th>Test Date</th>
<th>Equipment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>14042</td>
<td>Closed</td>
<td>170520</td>
<td>06/07/2008</td>
<td>Dockage</td>
</tr>
<tr>
<td>14041</td>
<td>Open</td>
<td>171696</td>
<td></td>
<td>Dockage</td>
</tr>
<tr>
<td>14040</td>
<td>Closed</td>
<td>171252</td>
<td>05/08/2008</td>
<td>Dockage</td>
</tr>
<tr>
<td>14039</td>
<td>Open</td>
<td>170523</td>
<td></td>
<td>Dockage</td>
</tr>
<tr>
<td>14038</td>
<td>Closed</td>
<td>170520</td>
<td>05/08/2008</td>
<td>Dockage</td>
</tr>
<tr>
<td>14036</td>
<td>Closed</td>
<td>144250</td>
<td>06/30/2008</td>
<td>Dockage</td>
</tr>
<tr>
<td>14026</td>
<td>Closed</td>
<td>244121</td>
<td>06/29/2008</td>
<td>Dockage</td>
</tr>
<tr>
<td>14025</td>
<td>Closed</td>
<td>244121</td>
<td>04/30/2008</td>
<td>Dockage</td>
</tr>
</tbody>
</table>
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

- Click on **Select** to add that equipment to the form
- Click on **Another Search** for new criteria
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.
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 License Number 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.
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.
Summary Page

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

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

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

![Email example](image_url)
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

<table>
<thead>
<tr>
<th>Service Point Number</th>
<th>Serial Number</th>
<th>Make</th>
<th>Manufacturer</th>
<th>Test Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>554210</td>
<td>Tecator</td>
<td>Foss</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td>554210</td>
<td>Tecator</td>
<td>Foss</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td>554210</td>
<td>Tecator</td>
<td>Foss</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td>552016</td>
<td>Tecator</td>
<td>Foss</td>
<td></td>
<td>Test Section Complete</td>
</tr>
<tr>
<td></td>
<td>554210</td>
<td>Tecator</td>
<td>Foss</td>
<td>02/15/2008</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>504210</td>
<td>Tecator</td>
<td>Foss</td>
<td>02/15/2008</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>554210</td>
<td>Tecator</td>
<td>Ioss</td>
<td>02/15/2008</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>554210</td>
<td>Tecator</td>
<td>Foss</td>
<td>02/15/2008</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>12412557</td>
<td>Tecator</td>
<td>Foss</td>
<td>02/15/2008</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>554112</td>
<td>Tecator</td>
<td>Foss</td>
<td>02/15/2008</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>554210</td>
<td>Tecator</td>
<td>Foss</td>
<td>02/15/2008</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>12412166</td>
<td>Tecator</td>
<td>Foss</td>
<td>02/15/2008</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>554210</td>
<td>Tecator</td>
<td>Foss</td>
<td>02/15/2008</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>554210</td>
<td>Tecator</td>
<td>Foss</td>
<td>02/15/2008</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>554210</td>
<td>Tecator</td>
<td>Foss</td>
<td>02/15/2008</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>554210</td>
<td>Tecator</td>
<td>Foss</td>
<td>02/15/2008</td>
<td>Closed</td>
</tr>
<tr>
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<td>554210</td>
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<td>Foss</td>
<td>02/15/2008</td>
<td>Closed</td>
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<tr>
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<td>554210</td>
<td>Tecator</td>
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<td>02/15/2008</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>554210</td>
<td>Tecator</td>
<td>Foss</td>
<td>02/15/2008</td>
<td>Closed</td>
</tr>
</tbody>
</table>
Oops!!!! You broke it…. Not

Something didn’t work right. This does send an 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