

# Check Test Instruction

May 2018

## FGIS OnLine UGMA ECT Instructions

### FORWARD

This document contains instructions for entering data into the ECT UGMA Moisture system. Log in to ECT with the user name and password you currently use to log in

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## 1. CREATING EQUIPMENT

### On the ECT HOME Page

#### **Equipment**

Create New Equipment

Equipment type: UGMA Moisture Meter

**Do not choose Moisture—Search—AM-5200A or GAC 2500UGMA, as this will route to the old adapted “mycotoxin” UGMA version no longer in use**

Make: leave blank, no option for Perten

Model: leave blank

Manufacturer: DICKEY-john or Perten

Status: Active

Click Search

Click Select on the required model

*(do not use Dj GAC 2500 UGMA Plus unless that is the model you have)*

### On the CREATE EQUIPMENT Page

*If you have previously created your UGMA equipment, it should migrate to the new system (you might want to verify it is there)*

Service Point: enter the SP of the location of the meter

Enter the zip code

Enter the Serial Number (required)

Enter any other needed fields

Make sure the Active Status shows (required)

Click yes or no on the Cross-Utilized box (required)

Click SAVE *(screen will read “Equipment has been updated successfully” or give you a red message if something is missing)*

Once your meters are created, then you can enter data

## 2. DATA ENTRY

### On the ECT HOME Page

Search by Test Reference No: enter the TRN

Click OPEN

### On the GENERAL Page

Service Point: Highlight SP in box to change OR use the Lookup SP function  
change SP to the actual location of the meter

Test Equipment: Click Add Equipment  
Enter equipment serial number

Click Search  
Once the serial number comes up

Click Select  
Once the Test Equipment is in place

Lab Scale Test Equipment: Click Add Equipment  
Enter equipment serial number

Click Search  
Once the serial number of scale comes up

Click Select  
Once the Test Equipment is in place

Click Save which will allow the TEST Page to become available.

Click Next or TEST Page

### On the TEST Page

Test type: should show Initial

Equipment Status: if necessary, change using the drop down arrow  
(New, Repair, 2nd Repair)

#### **Part A. CALIBRATION VERSION & MODEL/SN**

After verifying that the moisture calibration version is correct (see blank worksheet sent with sample)

Click Yes

Verify that the serial number is correct

## Part B. WEIGHING ACCURACY TEST (0.1g)

Enter the instrument weights and scale weights (format should be nnn.n or you will get a format message and an "\*" by the incorrectly formatted data value when you SAVE

*Tab moves between instrument and scale weight or click in each cell to go across*

Click SAVE to have ECT check for format errors and calculate the scale results

If the Weighing Accuracy average of differences ( $\pm 0.5$  g) and range of differences (1.0 g) are both in tolerance, **proceed to Part C**

If either the part of the Weighing Accuracy test is out of tolerance, you need to enter the operator and date tested

Click SAVE

You will need to enter the weight of the sample and bag

Click SAVE

Click SUBMIT

The moisture boxes will become available and the red error messages will ask you to enter the display moistures, test weights and temperatures for all five drops

**Do not run the Moisture sample (leave it sealed) and DO NOT ENTER ANY MOISTURE DATA**

Instead click on the VOID button at the bottom of the page

The message "Are you sure you want to permanently VOID this record?"

Click OK

The Weighing Accuracy data will be saved and all boxes will become unavailable

Click Next or on the Summary tab

Click on the blue Retest button in the lower right corner to create a Retest TRN

Go to the RETEST section below

## Part C. GRAIN MOISTURE SAMPLE TEST

Enter weight of sample and bag (format: nnn.n) , operator license number and date tested

Click SAVE to have ECT calculate the bag wt difference and to allow moisture data fields to become available (if bag wt difference passes)

*If bag wt difference fails, you will be instructed that TSD has been notified and will send a new sample. The test will close and not allow any data to be entered.*

Enter display moistures (format nn.nn), test weights (format: nn.n) and sample temperatures (format: nn.n)

If an incorrect format is used, you will get a format message and an "\*" by the incorrectly formatted data value, when you SAVE

*Tab moves down through drop 1 values then goes to top of drop 2 or double click in each cell to go across*

Verify data entry and enter any necessary comments

*Choose a comment from drop down menu and Click Add Comment or type comment directly into comment box*

Click SUBMIT

All data will be saved, the Standard Average Moisture will be applied and calculations performed

If any test section fails, you will get a red error message "Test section submitted. Checktest did not pass approval" and a red error message noting the failure(s) at the top and bottom of the TEST page

If all test sections pass, you will get a red message "Test section submitted and closed. Checktest is APPROVED according to the automatic evaluation process."

## **SUMMARY Page**

Click Next or click on Summary tab

Summary page will show:

TRN, service point, location information, test type, equipment status, date mailed

Part A: calibration verified, meter model, meter S/N

Part B: weighing accuracy average of differences, range of differences, tolerances

Part C: scale wt minus recorded wt, test moisture, standard average moisture, deviation, range of moistures, range of test weights, range of temperatures, temperature average, tolerances, PASS/FAIL boxes

Summary boxes will be marked PASS or FAIL for the following tests: Scale Average, Scale Range, Moisture Average, Moisture Range, Temperature

If the scale fails, see instructions in Part B. Weighing Accuracy Test above

If the moisture test fails (including failed temperature), click on the blue RETEST button in the lower right corner of the Summary page. Proceed to Retest section

If all tests pass, the Recommended Action Approved box will be marked and record will close

The system will notify TSD of a failed test (scale, bag wt, moisture or temperature)

TSD will review the failed record and enter Reviewer license, Date Reviewed, mark a Recommended Action box (Retest, Repair) and enter any comments

*This is the point where TSD can override a failure and APPROVE the meter*

### **3. RETEST**

For a failed meter, go ahead and Click the RETEST button at the bottom right of the Summary Page

The message “Are you sure you want to start the retest process for this record?” will appear

Click OK

The message “Successfully created a retest (TRN: xxxxxx). Would you like to be redirected to TRN xxxxxx?” will appear

Record the Retest TRN on your data sheet and the sample bag weight label  
You can click OK to proceed to the Retest TRN or Cancel (the Retest TRN is still Saved)

After the retest data is collected

Go to ECT Home

Search by Test Reference No: enter the Retest TRN

Click OPEN

Go to the TEST page

*If the initial Weighing Accuracy failed, you will enter the RETEST scale data and the moisture data*

*If the initial Moisture Test failed, the RETEST TEST page will auto populate with the initial scale data, you will enter the RETEST moisture data*

Enter the retest data for the failed section(s).

Enter operator and date tested

Verify data entry and enter any necessary comments

Click SAVE (this will allow the system to check for data format errors)

Click Submit

**If Retest is needed, please send the moisture sample back to TSD for testing**

The system will notify TSD that a Retest has been entered and is waiting for review

The RETEST Summary Page will not update until TSD has retested the sample, enters the retest Standard Average Moisture and performs any necessary averaging

At this time, the averaging of Initial and Retest values and Recommended Action will be entered manually by TSD.

When TSD submits the Retest Standard page, the agency will be notified by email that the record is ready to view

If the RETEST fails any test, you will be notified by TSD on how to proceed