

WE RENEW OUR CERTIFICATE PORTAL

Visit our webpage!

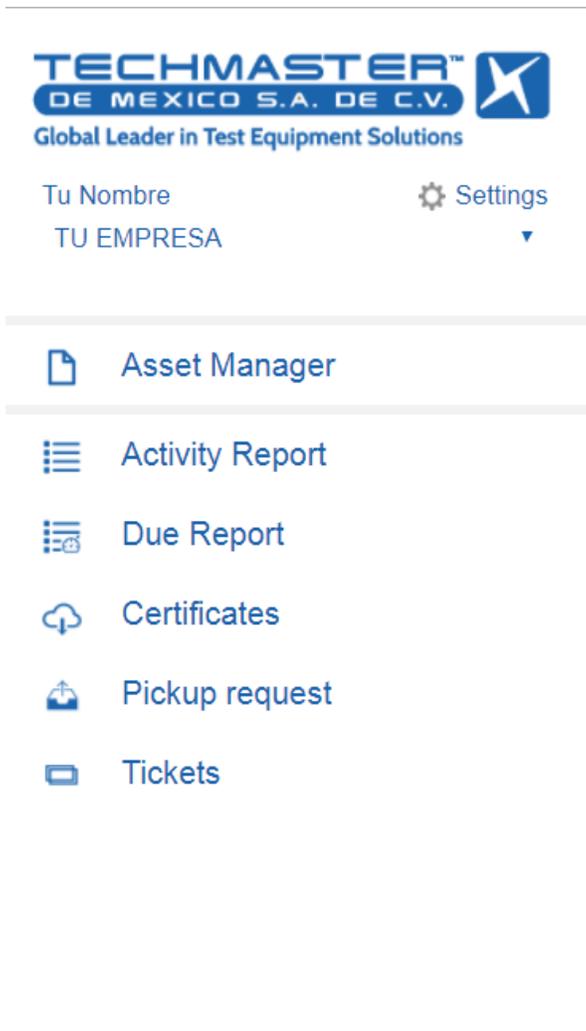


- ✓ Innovative design
- ✓ Faster and easier to navigate
- ✓ Responsive, it adapts to your pc, tablet and cell phone
- ✓ From today your certificates anywhere, at any time

Tutorial

Navigation bar

On the left side you will find the navigation bar. The bar can be expanded or contracted with the 3 horizontal stripes button.



The navigation bar will allow you to access different places on the site, such as:

Asset Manager

Shows the published calibration certificates. These are grouped by equipment.

Activity Report

Shows the calibration certificates made in a specified period.

Due Report

Shows the calibration certificates to expire in the specified period.

Certificates

Shows the calibration certificates available for download.

Pickup request

This page allows you to make a request to collect equipment for service.

Tickets

This page allows you to make a request (or ticket) to the Techmaster work team. When creating a ticket, you will receive an email with a unique folio number that allows us to keep track of your case.

Asset Manager

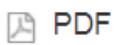
The *Asset Manager* allows you to explore the list of assets calibrated to your company by Techmaster. At the top you will find the search bar, which allows you to search by: asset number, serial number, manufacturer, model, description or report number. When you give Enter, the results of your search will be listed in a table



ID	Manufacturer	Model No	Description	Report No	Cal Date	Due Date	History
0001	ADT	40.001MM-Y	GO Plug Gage	TDM-0-20810812	Jul 09, 2015	Jul 09, 2016	⌵
1111	Tenma	72-7745	Multimeter	TDM-0-21992864	Oct 20, 2016	Oct 20, 2017	⌵
1166	Fluke	620	Cable length meter	TDM-5-22056320	Jul 31, 2017	Jul 31, 2018	⌵

You can sort the records of the table by clicking on the name of the column.

Export to:



The export buttons allow you to obtain a copy of the records shown in the table in the format of your choice (PDF, XLSX and CSV)

Items per page:

- 10
- 25
- 50
- 100

In the upper right part of the table, you will find the option to choose the number of records per page.

You can choose how many records show 10, 25, 50 or 100 lines per page.

At the bottom of the table, you can navigate through the list by clicking on the page number.

⌵ In the **History** column you will find the expand button that will allow you to view the calibration history of each team, and create the annotations you want to the equipment

If you want to **Save** the annotation you have to click on Save, or if you want to cancel, **Cancel**. The **View** link, next to each calibration record allows you to view the certificate in PDF with a single click.

ID	Manufacturer	Model No	Description	Report No	Cal Date	Due Date	History
0001	ADT	40.001MM-Y	GO Plug Gage	TDM-0-20810812	Jul 09, 2015	Jul 09, 2016	⌵
1111	Tenma	72-7745	Multimeter	TDM-0-21992864	Oct 20, 2016	Oct 20, 2017	⌵
Report No		Calibration Date		Due Date			
TDM-0-21992864		Oct 20, 2016		Oct 20, 2017		View	
TDM-5-21509766		May 13, 2016		May 13, 2017			
TDM-0-20776864		Oct 06, 2014		Oct 06, 2015		View	

My comments [Save](#) [XCancel](#)

Expand

PDF Report

Annotations

Activity Report

The Activity Report allows you to list the activity generated in the specified period.

To choose a period you can click on the calendar icon on the right side of each date. The dates shown are in the Year-Month-Day format. Once the period has been chosen, click on the magnifying glass icon to popularize the search.

Search

button to open calendar and choose the period

You can choose a date in the calendar. click on the months to change the month and on the day to select it

As in Asset Manager, Activity Report it has the Export buttons, choose the number of records per page, the paging buttons, and the same characteristics in the table to be able to explore the history associated with each team and save annotations.

Due Report

The Due Report allows you to list the next reports to expire, or expired in the specified period. It has the same search, display and export tools as the Activity Report page.

Certificates

The Certificates page allows downloading in a compressed file (.Zip) the calibration records in the specified period. The way to choose the period is identical to how it is done in Activity Report.

Incomplete ▾
Incomplete
Complete
All

A combo is included to filter the records in the specified period depending on whether the file is pending download, its download has been completed or simply display all the records.

Download

To download the calibration reports you have to click on the checkbox that accompanies each line and then press the Download button.

To facilitate the massive download, you can play with paging, increasing the number of records per page and click the checkbox located in the header to auto-select the checkbox of all the lines of that page.

ID	Model No	Report No	Cal Date	Due Date	<input type="checkbox"/>	Select all
1168	745	TDM-5-22056358	Aug 01, 2017	Aug 01, 2018	<input type="checkbox"/>	

Pickup request

Allows making a collection request. It includes the option to choose the date of collection, attach an Excel file with the list, and a body of free text.

When you send this request, a ticket is generated with a folio number that arrives automatically to the registered mail in this account. This folio number allows you to follow up later with a Customer Service representative.

Select Pickup date:



Date of equipment collection

Type-in your equipment list below or attach your list from Excel

Choose File

No file chosen

you have the option of attaching an excel file with the details of the equipment to be collected (asset-serial number-interval-model etc)

you can also enter here the list of equipment or a special requirement

Send

Send the request

Tickets

The ticket system allows you to make a special request. A part of the collection requests, from this page you can make a request for a change in a certificate, if it is a certificate is published in any other request. The category of Other (other) allows you to write a subject in the Subject. The details of the request are written in the text field below and click on Send to send. When you send the ticket, you receive an email with your folio number for future follow-ups. Similarly, you will receive an email when the ticket has been successfully closed.

Category: Other ▼

Subject:

Send