



Open Range
S O F T W A R E

CTS User Manual

IH – Equipment Tracking

Last Edited: 25 August 2022

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Introduction

The CTS Industrial Hygiene (IH) Equipment Tracking program provides a user-friendly system to maintain your industrial hygiene equipment inventory. Using this software correctly can help ensure fast, easy, and secure access to equipment inventory records.

With IH Equipment Tracking, your organization will be able to save time and money by reducing inventory control discrepancies. This program is designed to inventory and track the calibration or use status of equipment used as part of your exposure monitoring program.

CTS IH Equipment Tracking has three main process areas for data management and use of IH Equipment:

- Manufacturer and Model Management
- Equipment List
- Equipment Check-In/Check-Out

Chapter 1 – About IH Equipment Tracking

The CTS IH Equipment Tracking Program is designed to inventory and track the calibration or use status of equipment used as part of your exposure monitoring program.

IH Equipment Tracking Roles

There are two main roles associated with the CTS IH Equipment tracking process:

Equipment Custodian is the responsible person for a specific piece of equipment which they have taken 'ownership' of for use in the exposure monitoring process.

Equipment Manager is generally responsible for the IH Lab and who is the primary individual who maintains the calibration/recall requirements for different manufacturers and models of equipment.

The equipment manager is often also an equipment custodian since it is very common for the IH Equipment Manager to run an Industrial Hygiene lab. Their duties can include tracking all equipment that is not in the field being used by an Industrial Hygienist.

Manufacturer and Model

Manufacturer and Model management is typically for only one or two people since this area defines the acceptable models of equipment for use, as well as how they are used and under what conditions. An important piece of the Manufacturer and Model Input is the defining of "Review or Recall Events." A review or recall event is a specific item or task that must be met, such as a calibration or inspection. A review / recall event is defined as a *one-time event* or an event with a definable frequency such as every six months or annually.

Equipment List

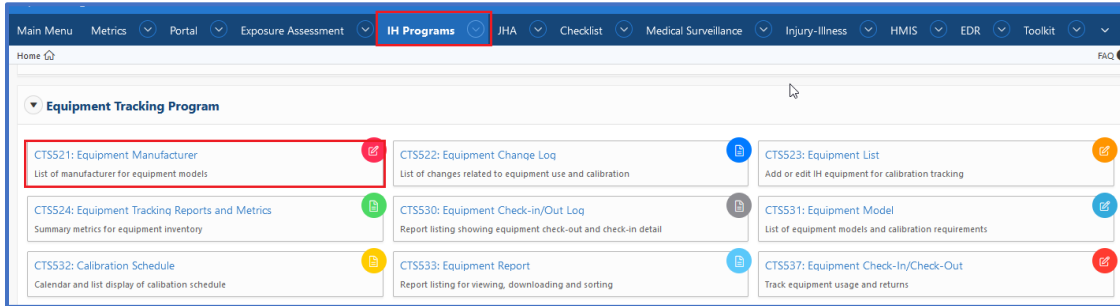
Equipment List is an inventory of all equipment whether the equipment is available for use, out for service, or any other status.

Chapter 2 – Equipment Manufacturer

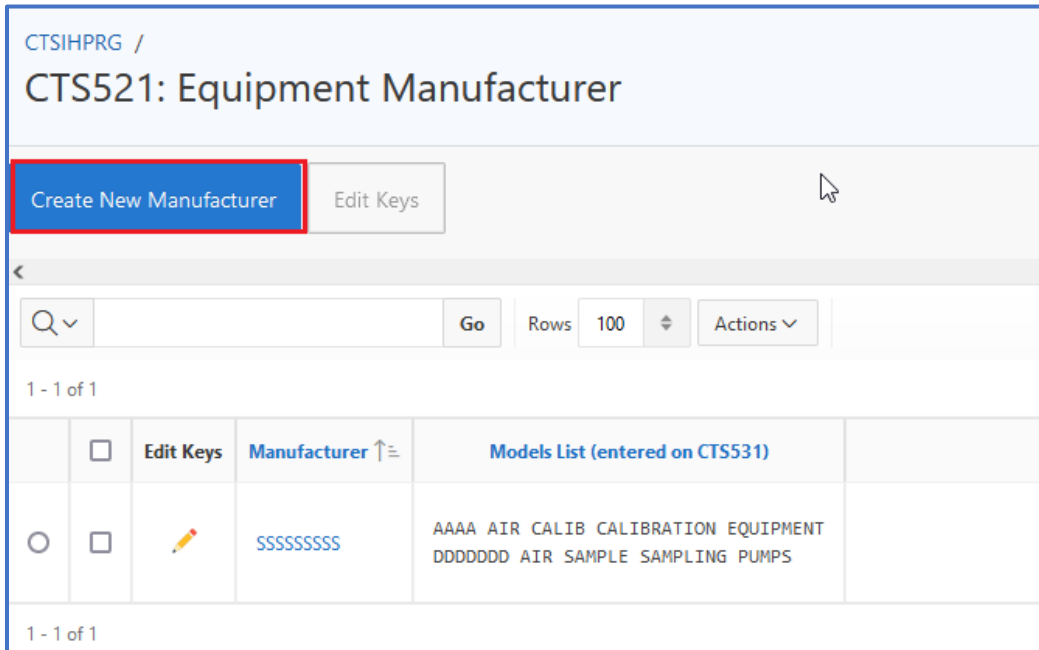
CTS521: Equipment Manufacturer

Create New Manufacturer

From **IH Programs** menu, click **CTS521: Equipment Manufacturer** button.



Click **Create New Manufacturer** button.



Enter *Manufacturer* name, *Address*, *Phone* numbers, *Fax* number, and *Comments* in text boxes.

Use calendar button to select *Last updated* date.

Click **Save and Continue** button.

CTSIHPRG / CTS521: Equipment Manufacturer /
 CTS521 - Manufacturer Detail

Cancel **Save and Continue**

Manufacturer

Address

Phone #1

Phone #2

Fax #

Comments

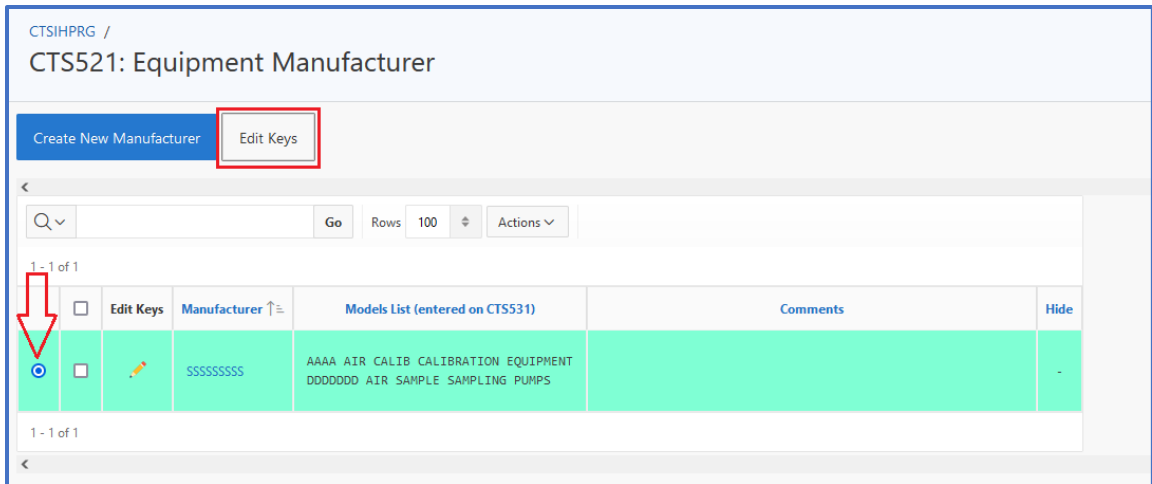
Last updated (mm/dd/yyyy)

Field	Description
<i>Manufacturer</i>	Enter name of manufacturer.
<i>Address</i>	Enter address of manufacturer.
<i>Phone #s</i>	Enter phone number(s) of manufacturer.
<i>Fax #</i>	Enter fax number of manufacturer.
<i>Comments</i>	Enter any additional comments about manufacturer.
<i>Last updated</i>	Enter date manufacturer entry was last updated.

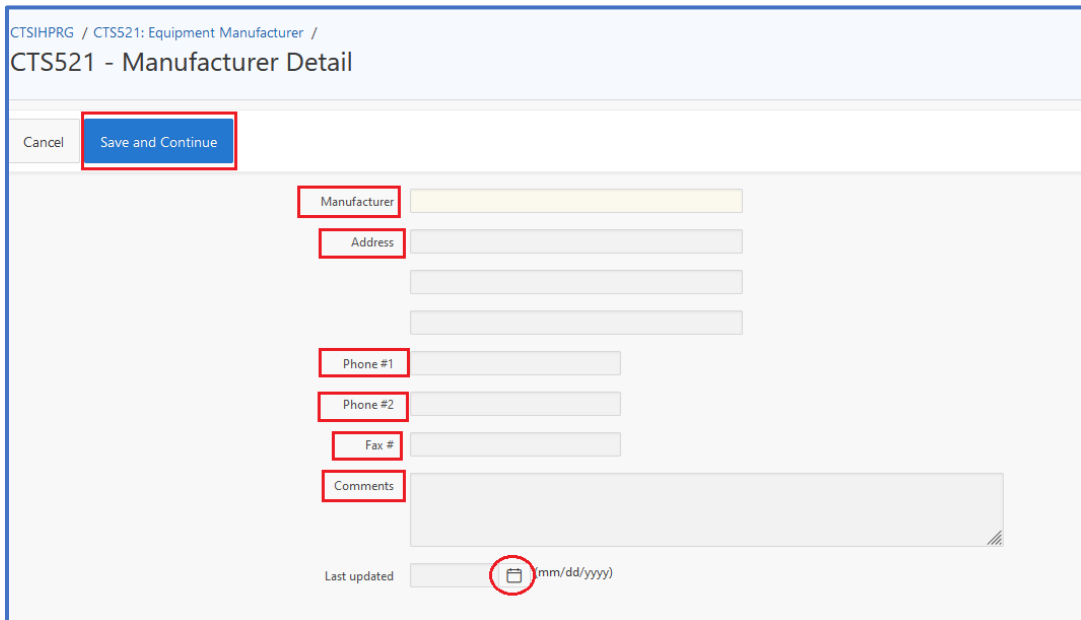
Edit Existing Manufacturer

Use radio button to select a manufacturer.

Click **Edit Keys** button.



Edit manufacturer details.
Click **Save and Continue** button.



Print Manufacturer Report

Click any *Manufacturer* hot link to view its report in a new browser tab.

CTSIHPRG /
 CTS521: Equipment Manufacturer

Create New Manufacturer Edit Keys

Q Go Rows 100 Actions

1 - 1 of 1

	<input type="checkbox"/>	Edit Keys	Manufacturer ↑	Models List (entered on CTS531)	Comments	Hide
	<input checked="" type="checkbox"/>		SSSSSSSS	AAAA AIR CALIB CALIBRATION EQUIPMENT DDDDDD AIR SAMPLE SAMPLING PUMPS		-

1 - 1 of 1

Manufacturer and Model Entry

Manufacturer: SSSSSSSS

Equipment Model for Manufacturers

Model	Category	Type	Status	Equipment model	Hide
DDDDDD	AIR	SAMPLE	APPROVED	SAMPLING PUMPS	

Calibration and other recall events for selected model of equipment

Required review or recall event	Frequency	Comments
Manufacturer Calibration	Annually	

Equipment inventory for selected model

Equip ID	Title	Serial	Status	Name	Last Cal	Next Cal	Badge	Hide	Archive
SSSSSSSSSS	DDDDDD		OVERDUE	IHLBMGR			IHEQBADGE		

Model	Category	Type	Status	Equipment model	Hide
AAAA	AIR	CALIB	APPROVED	CALIBRATION EQUIPMENT	

Calibration and other recall events for selected model of equipment

Required review or recall event	Frequency	Comments
Initial Acceptance Inspection	Annually	

Equipment inventory for selected model

Equip ID	Title	Serial	Status	Name	Last Cal	Next Cal	Badge	Hide	Archive
TEST2	AAAA	AAAAAAA	OVERDUE	IHLBMGR			IHEQBADGE		

Close browser tab when finished viewing report.

Delete Manufacturer

Click checkbox to select a manufacturer.

Click **Delete Checked** button.

Click **OK** in alert box to confirm delete.

The screenshot shows the 'CTS521: Equipment Manufacturer' interface. At the top, there are buttons for 'Create New Manufacturer', 'Edit Keys', 'Hide', and 'Delete Checked'. The 'Delete Checked' button is highlighted with a red box. Below the buttons is a search bar with a 'Go' button, 'Rows' set to 100, and an 'Actions' dropdown. A table below shows one row selected, indicated by a red arrow pointing to the checkbox. The table has columns for 'Manufacturer', 'Models List (entered on CTS531)', and 'Comments'. The selected row contains 'SSSSSSSS' in the Manufacturer column and 'AAAA AIR CALIB CALIBRATION EQUIPMENT' and 'DDDDDD AIR SAMPLE SAMPLING PUMPS' in the Models List column.

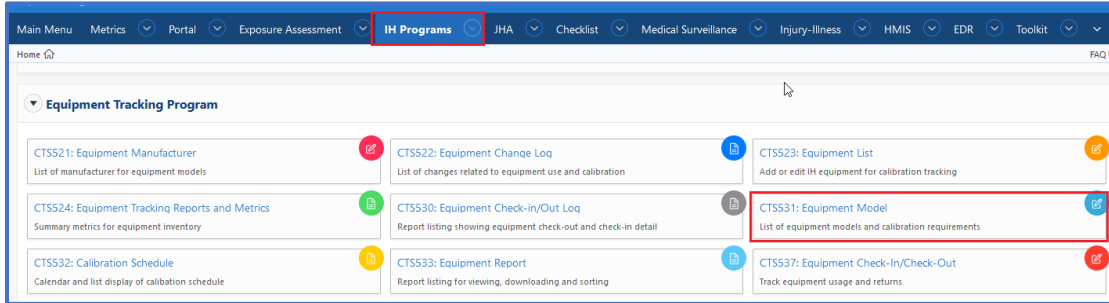
	Edit Keys	Manufacturer ↑≡	Models List (entered on CTS531)	Comments
<input checked="" type="checkbox"/>		SSSSSSSS	AAAA AIR CALIB CALIBRATION EQUIPMENT DDDDDD AIR SAMPLE SAMPLING PUMPS	

Chapter 3 – Equipment Model

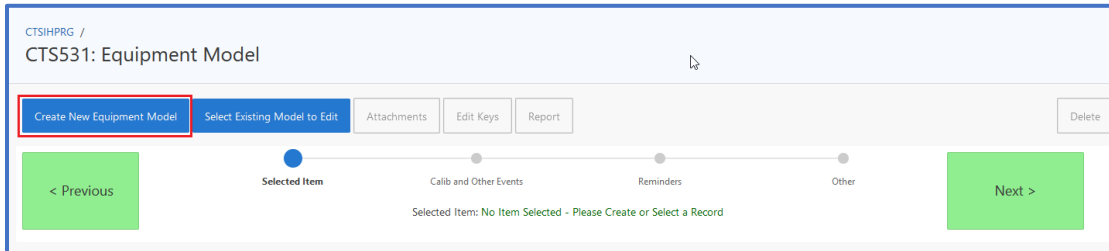
CTS531: Equipment Model

Create New Equipment Model

Click **CTS531: New Equipment Model** button.



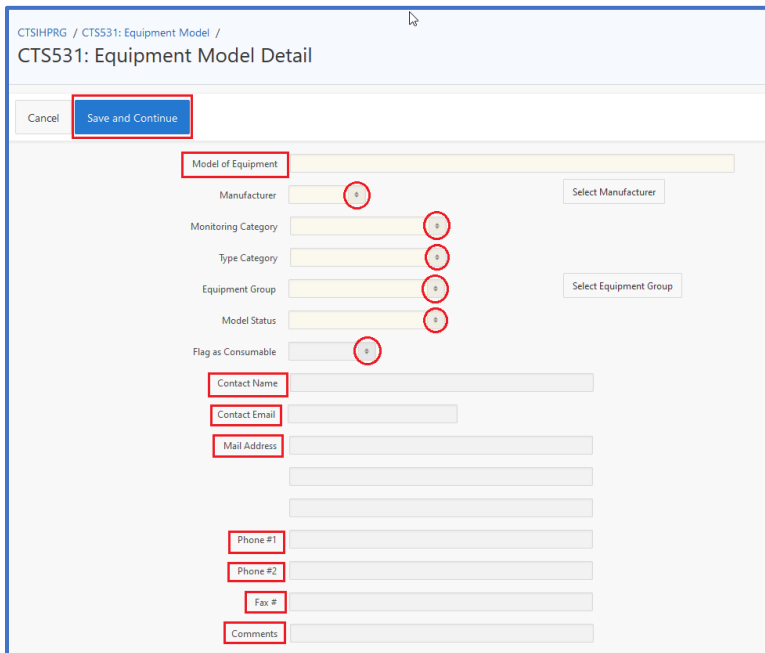
Click **Create New Equipment Model** button.



Enter text into *Model of Equipment*, *Contact Name*, *Contact Email*, *Mail Address*, *Phone #s*, *Fax #*, and *Comments* text boxes.

Use pulldown menus to select *Manufacturer*, *Monitoring Category*, *Type Category*, *Equipment Group*, *Model Status*, and *Flag as Consumable*.

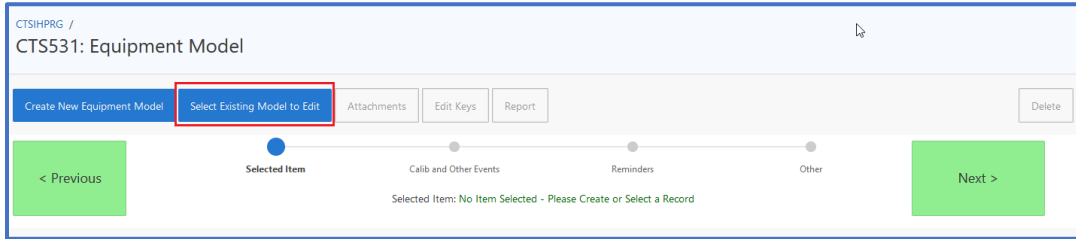
Click **Save and Continue** button.



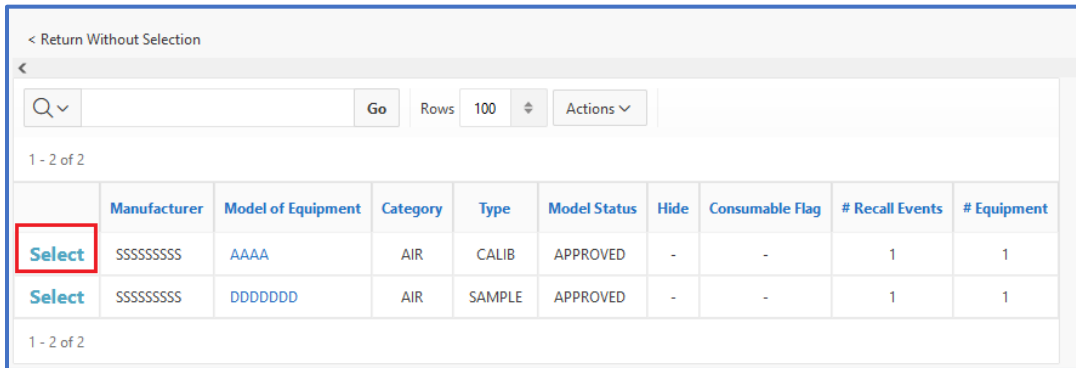
Field	Description
<i>Model of Equipment</i>	Enter model name.
<i>Manufacturer</i>	Select manufacturer of model.
<i>Monitoring Category</i>	Select model monitoring category.
<i>Type Category</i>	Select model type category.
<i>Equipment Group</i>	Select model equipment group.
<i>Model Status</i>	Select status of model.
<i>Flag as Consumable</i>	Select consumable if applicable.
<i>Contact Name</i>	Enter name of contact for equipment model.
<i>Contact Email</i>	Enter email of contact person.
<i>Mail Address</i>	Enter mailing address of contact person.
<i>Phone #s</i>	Enter phone number(s) of contact person.
<i>Fax #</i>	Enter fax number of contact person.
<i>Comments</i>	Enter any additional comments about equipment model.

Edit Existing Model

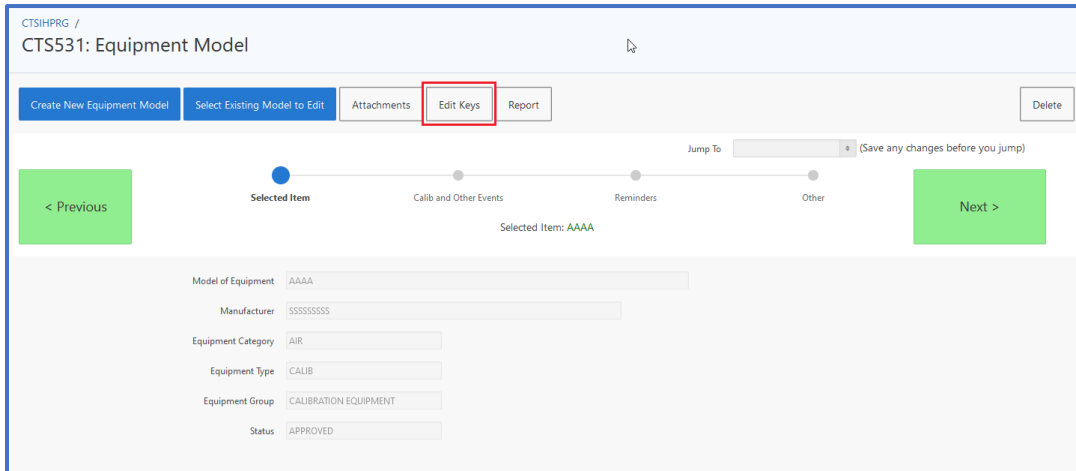
Click **Select Existing Model to Edit** button.



Click blue **Select** text to choose a model.

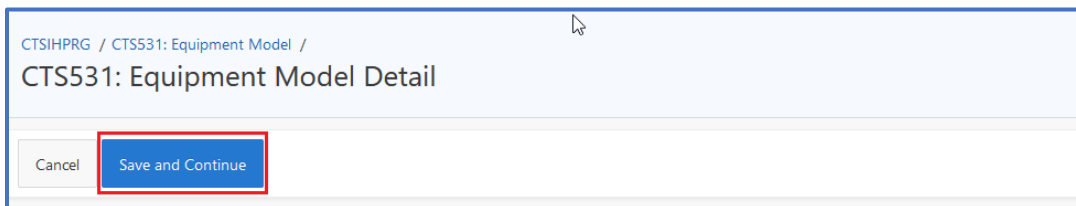


Click **Edit Keys** button.

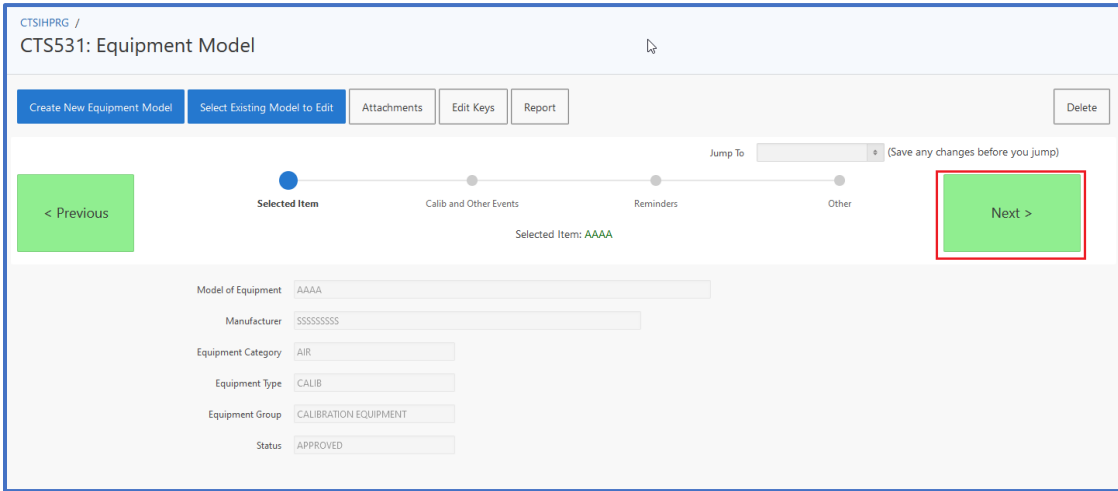


Edit model details.

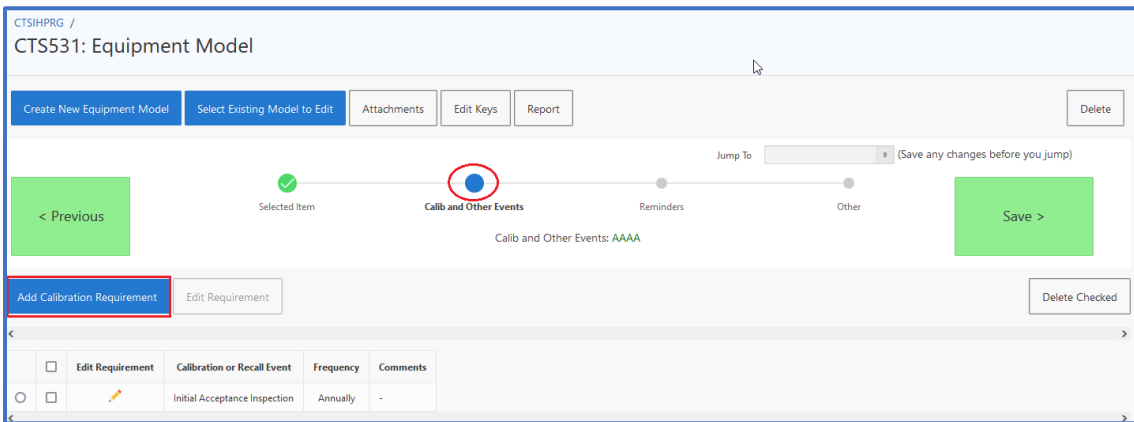
Click **Save and Continue** button.



On *Selected Item* screen, click **Next** button.

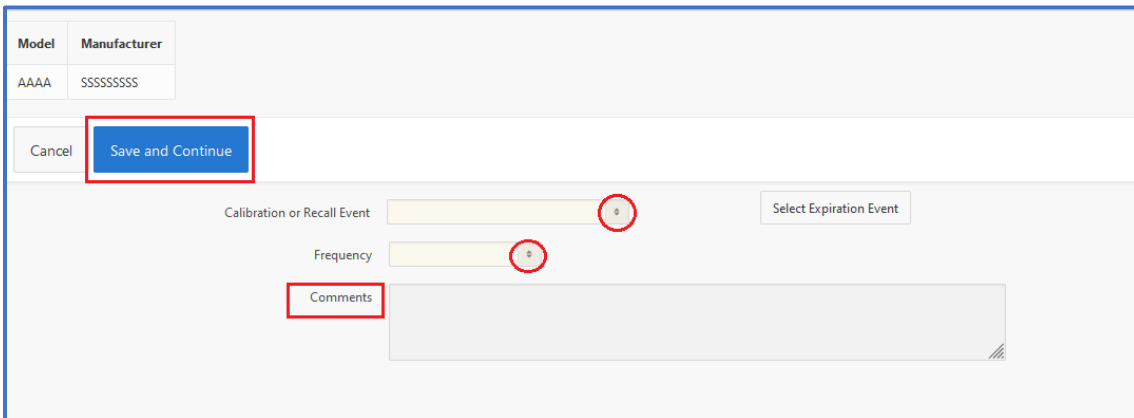


On *Calib and Other Events* screen, click **Add Calibration Requirement** button.

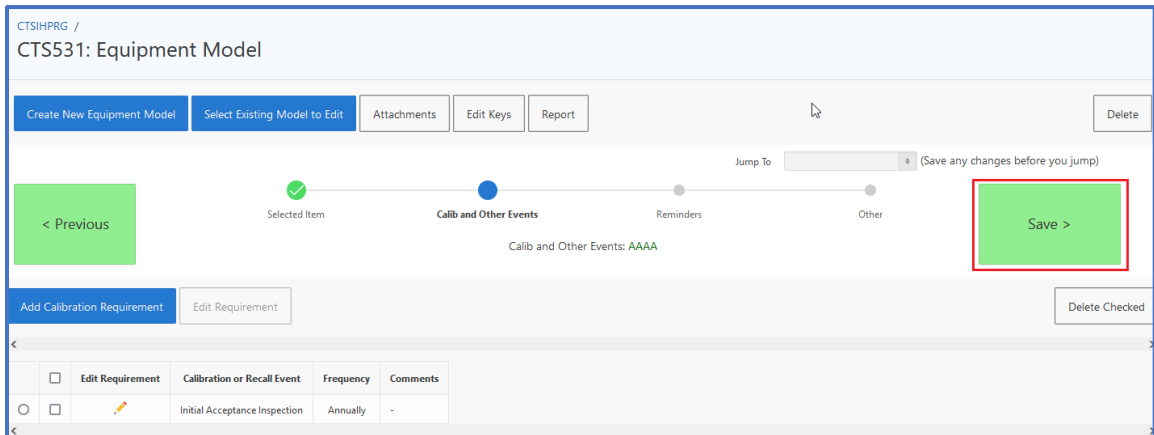


Using pulldown menus, select *Calibration or Recall Event* and *Frequency* options. Enter *Comments* in text area.

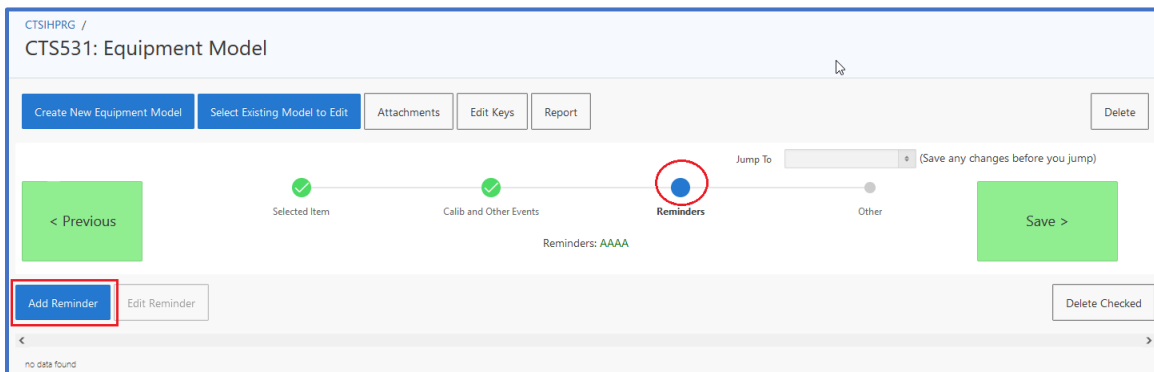
Click **Save and Continue** button.



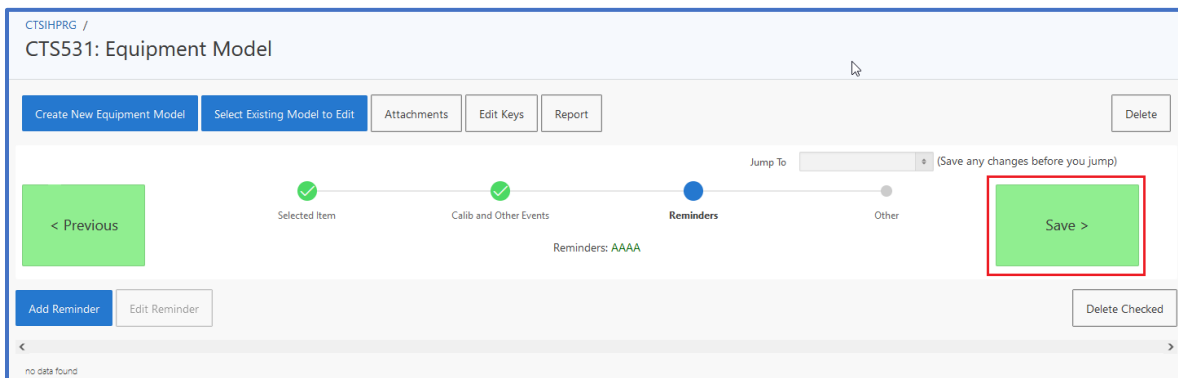
Click **Save** button.



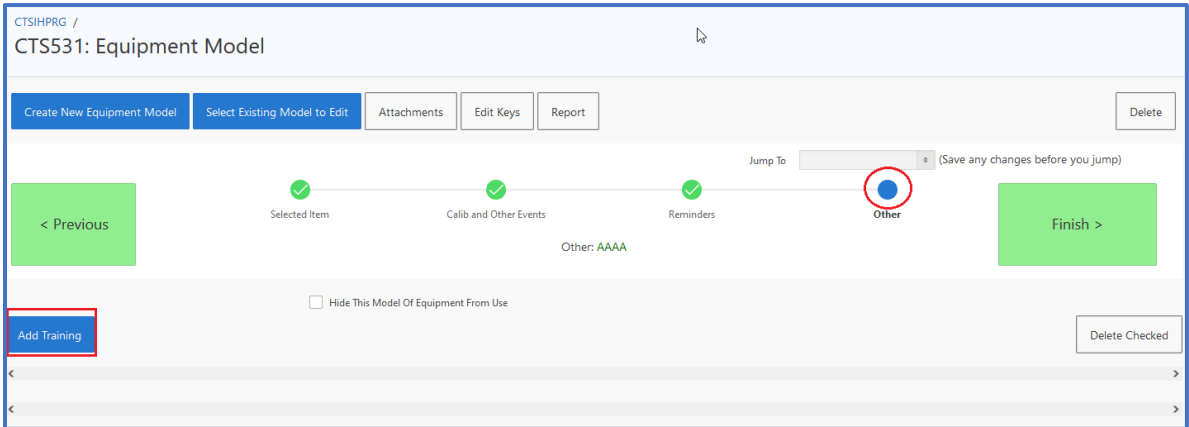
On *Reminders* screen, click **Add Reminder** button.



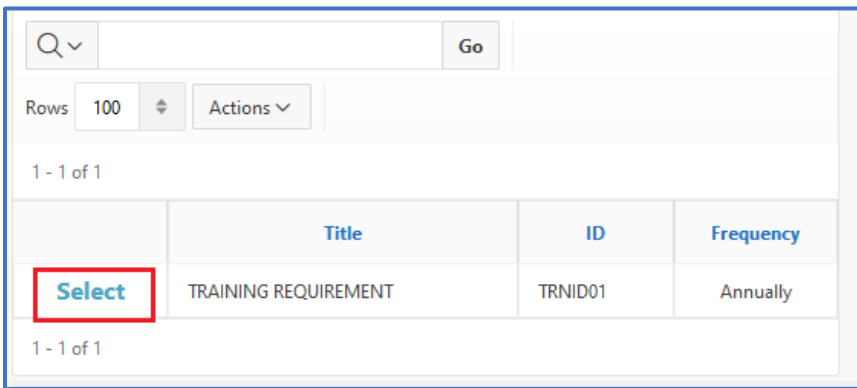
Click **Save** button.



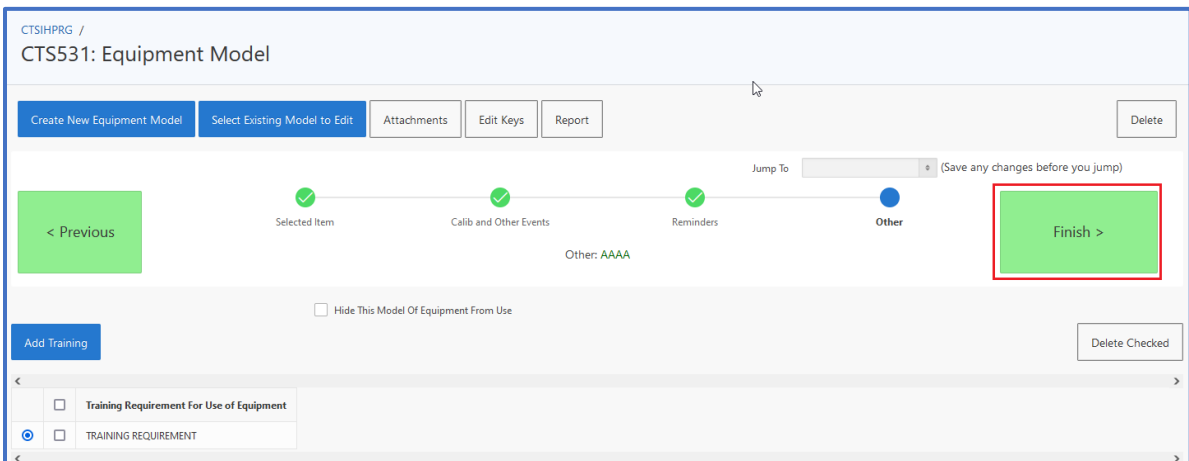
On *Other* screen, click **Add Training** button.



Click blue **Select** text to choose a training requirement.



Click **Finish** button.



Print Equipment Model Report

Select an existing model to edit.

Click *Model of Equipment* hot link to view its report in a new browser tab.

	Manufacturer	Model of Equipment	Category	Type	Model Status	Hide	Consumable Flag	# Recall Events	# Equipment
Select	SSSSSSSS	AAAA	AIR	CALIB	APPROVED	-	-	1	1
Select	SSSSSSSS	DDDDDD	AIR	SAMPLE	APPROVED	-	-	1	1

1 - 2 of 2

Manufacturer: SSSSSSSS

Equipment model for chosen manufacturer

Model	Category	Type	Status	Equipment model	Hide	Consumable
AAAA	AIR	CALIB	APPROVED	CALIBRATION EQUIPMENT		

Calibration and other recall events for selected model of equipment

Model: AAAA

Required review or recall event	Frequency	Comments
Initial Acceptance Inspection	Annually	

Equipment inventory for selected model

Model: AAAA

Equip ID	Title	Serial	Status	Last cal	Next cal	Name	Badge	Location	Hide	Archive
TEST2	AAAA	AAAAAAA	OVERDUE			IHLBAMGR	IHEQPBADGE AREA 1			

Close browser tab when finished view report.

Delete Equipment Model

Select existing model to edit.

Click **Delete** button.

Click **OK** in alert box to confirm.

CTSIHPRG /
CT5531: Equipment Model

Create New Equipment Model Select Existing Model to Edit Attachments Edit Keys Report **Delete**

Jump To (Save any changes before you jump)

< Previous Selected Item Calib and Other Events Reminders Other Next >

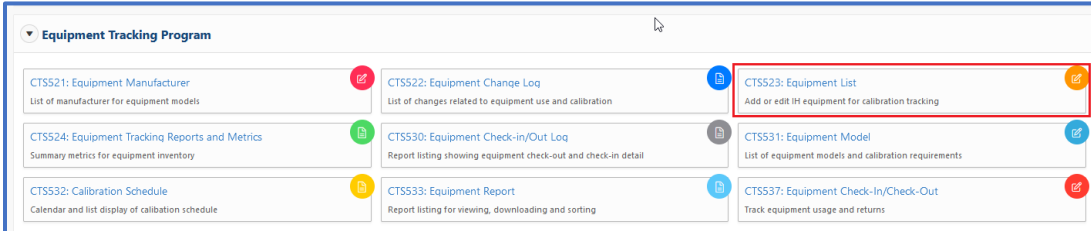
Selected Item: DDDDDDD

Chapter 4 – Equipment List

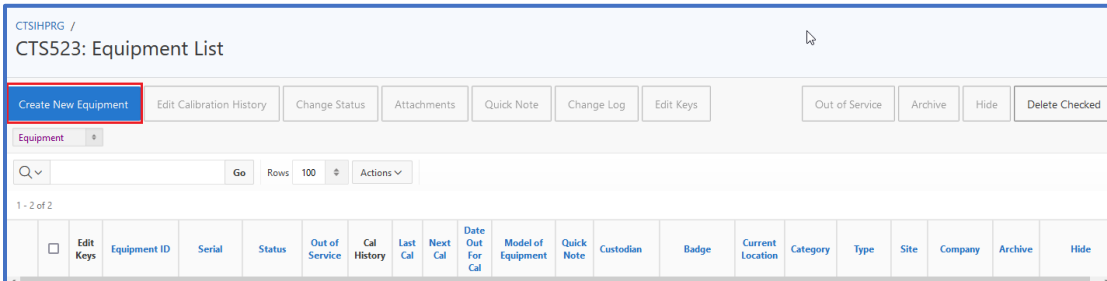
CTS523: Equipment List

Create New Equipment Entry

Click **CTS523: Equipment List** button.



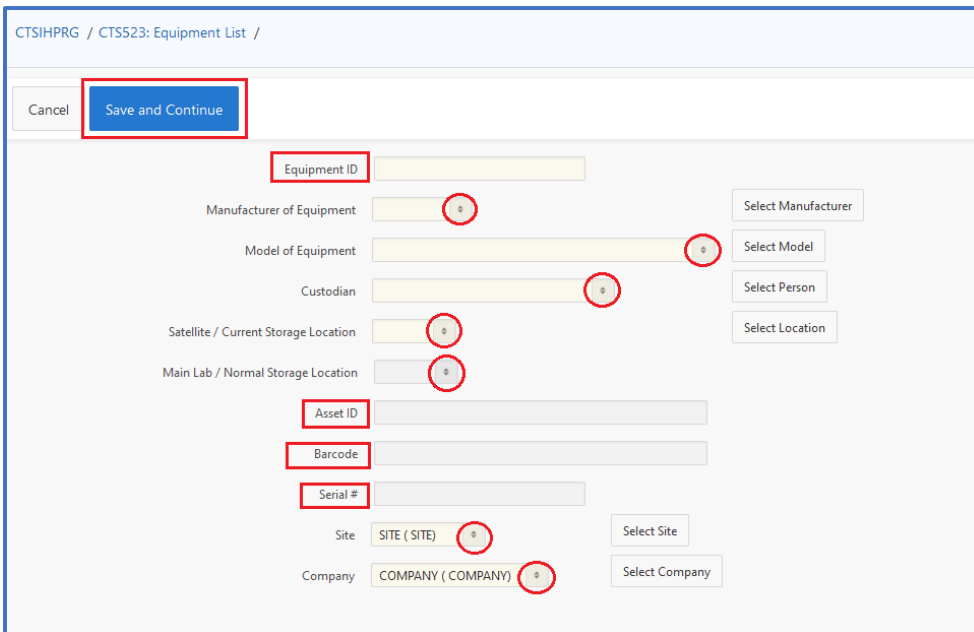
Click **Create New Equipment** button.



Enter *Equipment ID*, *Asset ID*, *Barcode*, and *Serial #* in text boxes.

Use pulldown menus to select *Manufacturer of Equipment*, *Model of Equipment*, *Custodian*, *Satellite / Current Storage Location*, *Main Lab / Normal Storage Location*, *Site*, and *Company* options.

Click **Save and Continue** button.



Field	Description
<i>Equipment ID</i>	Enter equipment ID.
<i>Manufacturer of Equipment</i>	Select manufacturer of equipment.
<i>Model of Equipment</i>	Select model of equipment.
<i>Custodian</i>	Select person as equipment custodian.
<i>Satellite/Current Storage Location</i>	Enter location where equipment is stored.
<i>Main Lab/Normal Storage Location</i>	Enter location where equipment is normally stored.
<i>Asset ID</i>	Enter asset ID of equipment, if applicable.
<i>Barcode</i>	Enter barcode of equipment.
<i>Serial #</i>	Enter serial number of equipment.
<i>Site</i>	Enter site where equipment is assigned.
<i>Company</i>	Enter company where equipment is assigned.

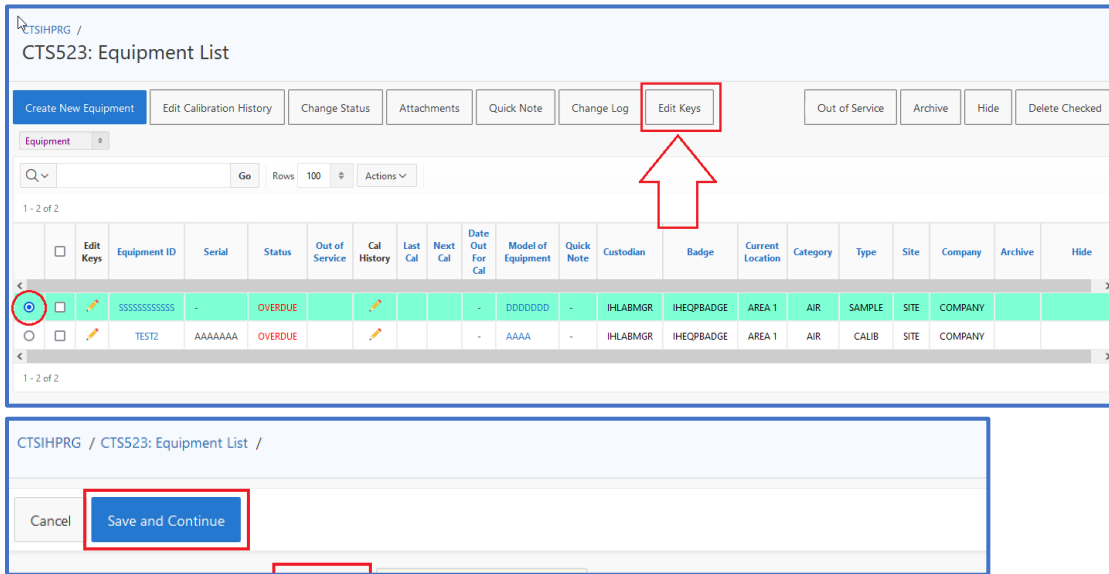
Edit Existing Equipment Entry

Click radio button to select an equipment record.

Click **Edit Keys** button.

Edit equipment details.

Click **Save and Continue** button.



Delete Equipment Entry

Click checkbox to select an equipment record.

Click **Delete Checked** button.

Click **OK** in alert box to confirm.

