

Cal Extension Request Process

In order to request a calibration extension, you must log into Metrology Xplorer at

<http://metcal-dec-01:8080/webapps/METx2>

The user name and log in are “ula” for both the log in and password.

At the toolbar at top, listed as value, type in the control number and press the enter key.

An inventory record should be displayed for the instrument.

Click the button that shows the pencil and a screen should be listed as shown below.

The screenshot shows a web application window titled "Edit Inventory Record - Asset Number: 55010034". The window contains several sections of data entry fields:

- Customer Name:** A text field.
- Cal Control Number:** 55010034
- Manufacturer:** KEUFFEL & ESSER
- Model:** 20 IN
- Mfg Year:** 0
- Serial #:** 72006760
- Nomenclature:** RULE OPTICAL TOOLING
- Specifications:** SCRAP
- Old Cal Control/Asset Number:** 1-1602-217
- Sub Assy. Of:**
- Accessories / Location:**
- Trace:** W
- Segregate:** DECAIUR
- Route To:** LAB
- Status Date:** 12/22/2009
- Status:** SCRAP
- State:** D
- Interval:**
- Type Int.:** M
- Calibration Source:** ULA / Decatur, AL
- Preferred Item?:** N
- Comments:**
- BCM Date:**
- BCM Time:**
- Import Source:**
- Purchase Date:** 06/19/2002
- P.O. Number:**
- Cost:**
- ULA Property Number:**
- Calibratable Flag:** 0
- Inventory Notes / Cal Extension Request:** A large text area.
- Cal Extension Switch:** N
- Date of Last Request:**
- Email Address of Requester:**

At the bottom of the screen, there are 4 fields to update:

Cal Extension Switch – Select Y so that an email will go out.

Date of the request – Select today's date.

Email address of the sender – enter your email address.

Inventory Notes – Type in the specifics including how long you need the extension for.