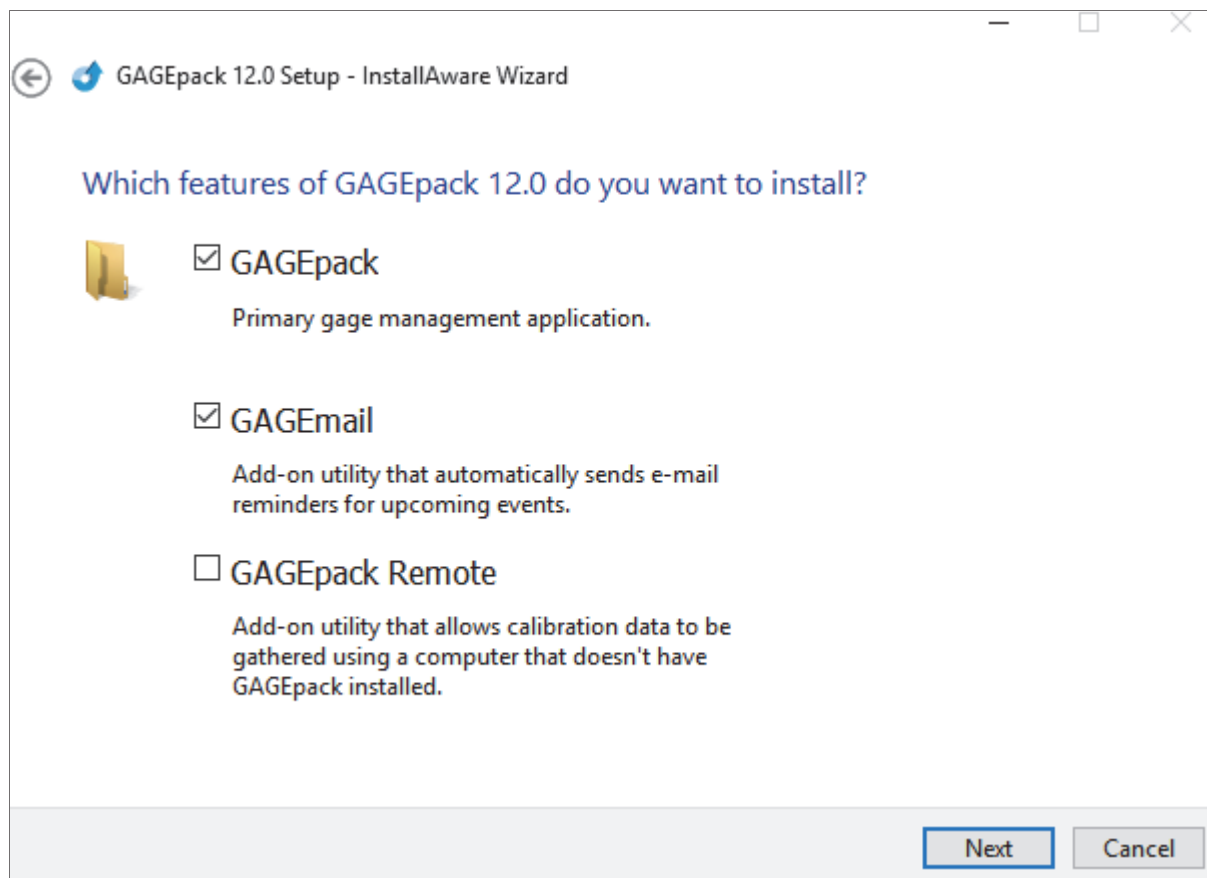




Introduction

The purpose of this document is to explain how to complete the first-time setup of GAGEmail 12.0. The process for setting up GAGEmail has three steps:

- 1 – Select the GAGEpack databases to be monitored
- 2 – Provide GAGEmail with active directory credentials
- 3 – Configure GAGEmail's behavior in the GAGEpack database(s)

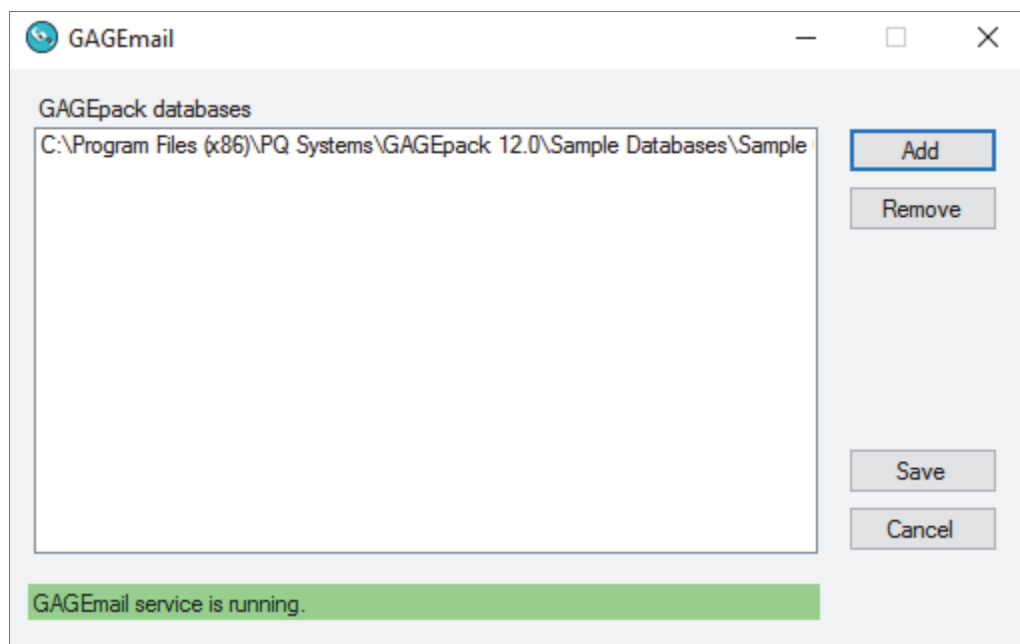


Step 1 – Select the GAGEpack databases to be monitored

In order for GAGEmail to keep an eye on your database(s), it needs to know where on your computer or network the database is located. In order to provide GAGEmail with the location of your database, use the GAGEmail Configuration utility.

By default, this utility is located here:

C:\Program Files (x86)\PQ Systems\GAGEpack 12.0\Extras\GAGEmail\GAGEmail.UI.exe



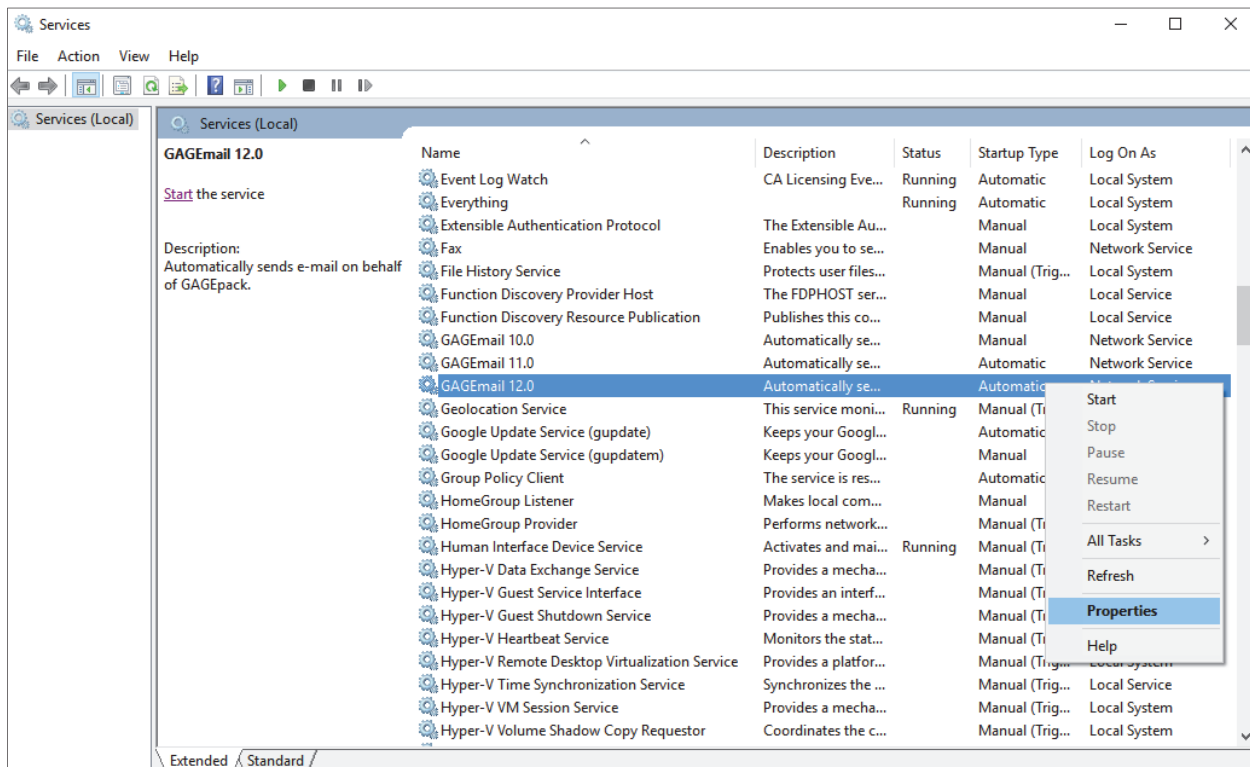
To complete this step, simply click **Add** and browse to your database. Repeat for each database you want to monitor. Click **Save** when finished.

Step 2 – Provide GAGEmail with active directory credentials

In most cases, GAGEmail will need to provide your mail server with a valid username and password in order to send email messages. In order to give GAGEmail these credentials, follow the steps below:

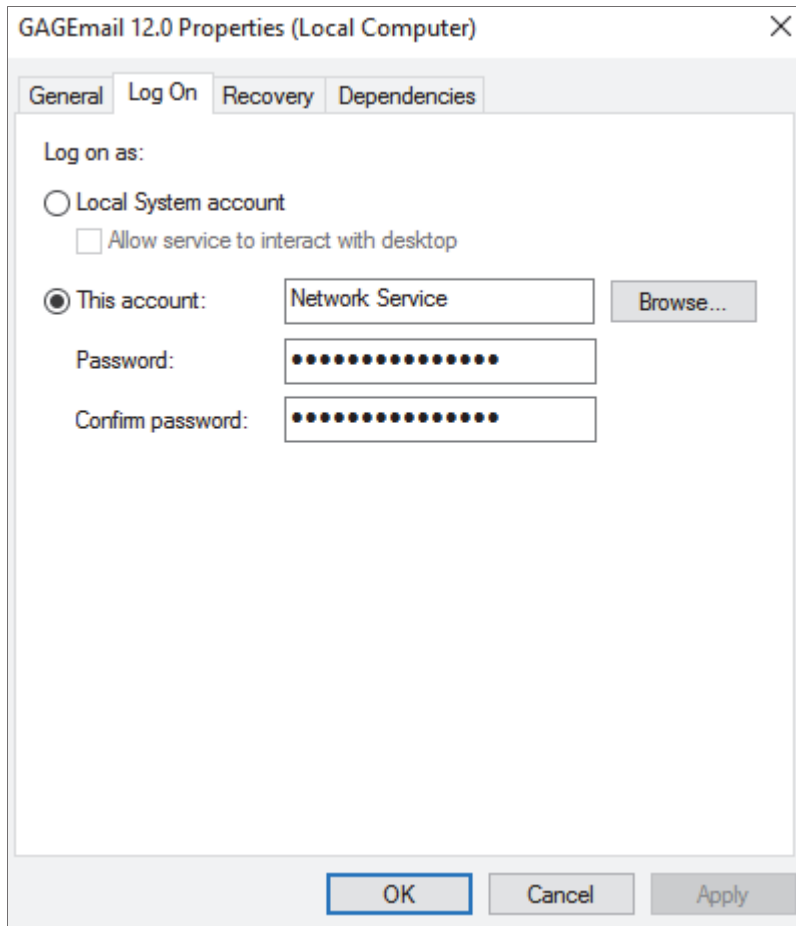
First, open the list of Services running on your computer. From the Windows Control Panel, go to **Administrative Tools** and then **Services**. Alternatively, you can just search for **Services** on the Windows start menu/screen.

Second, find 'GAGEmail 12.0' on the list of services. Right-click on it and select **Properties**.



Finally, go to the **Log On** tab, use the **This account** option, browse to the username of the active directory account you would like to use, and provide the password associated with that account.

NOTE – It is recommended that you create a new active directory account specifically for GAGEmail to use, rather than using the credentials of an existing user. Most user active directory accounts have an expiration date associated with the password. Creating a new account for GAGEmail will give you the option to have a non-expiring account. If the password that GAGEmail is using expires, GAGEmail will suddenly and silently lose its ability to send emails.



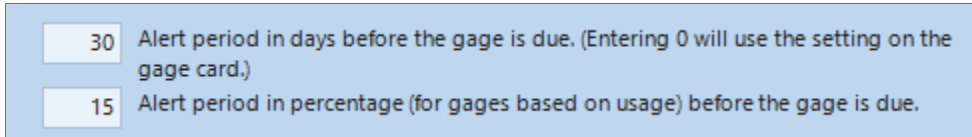
Step 3 - Configure GAGEmail's behavior in the GAGEpack database(s)

Now that GAGEmail knows where the database is and how to send emails, you need to tell it how to behave when working with the database. The GAGEmail settings are unique to each database and the configuration page can be accessed in GAGEpack by going to Setup > Preferences > Global settings > GAGEmail.

The screenshot shows the 'GAGEpack settings - GAGEmail' window. On the left is a sidebar with categories: Local settings, Global settings, Global collections, and Supervisor. Under 'Global settings', several options are listed, with 'GAGEmail' selected. The main content area has buttons for 'Exit without saving' and 'Save and exit'. Below these, a text block states: 'These settings determine how GAGEmail will interact with this database'. This is followed by a table with columns: Type, Send, Period, To, and Cc. The table lists 'Failed calibrations', 'Past due', and 'Coming due'. Below the table are input fields for alert periods: '30 Alert period in days before the gage is due.', '15 Alert period in percentage (for gages based on usage) before the gage is due.', and '1 Months Period to retain email history'. A 'View history' button is next to the last field. Below this is a text block: 'The first list below shows the items that will appear in the email attachments; the second list shows the available items. Drag items between the two lists to change the layout.' Two lists are shown: one with 'Gage type', 'Current location', and 'Status'; the other with 'Accuracy', 'Active', 'Calib actual uses', 'Calib days of use', and 'Calib due date'. At the bottom is a link: 'Getting started with GAGEmail'.

Type	Send	Period	To	Cc
Failed calibrations	<input checked="" type="checkbox"/>		GageEmailTo	GageEmailTo
Past due	<input checked="" type="checkbox"/>	1 Days	GageEmailTo	GageEmailTo
Coming due	<input checked="" type="checkbox"/>	1 Days	GageEmailTo	GageEmailTo

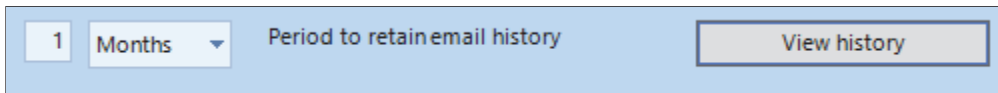
Use this section to specify which message types should be sent (Failed calibrations, Past due and Coming due), how frequently the messages should be sent, and who should receive them (GageEmailTo represents the 'EmailTo' field found on the general tab of the gage viewing form).son



30 Alert period in days before the gage is due. (Entering 0 will use the setting on the gage card.)

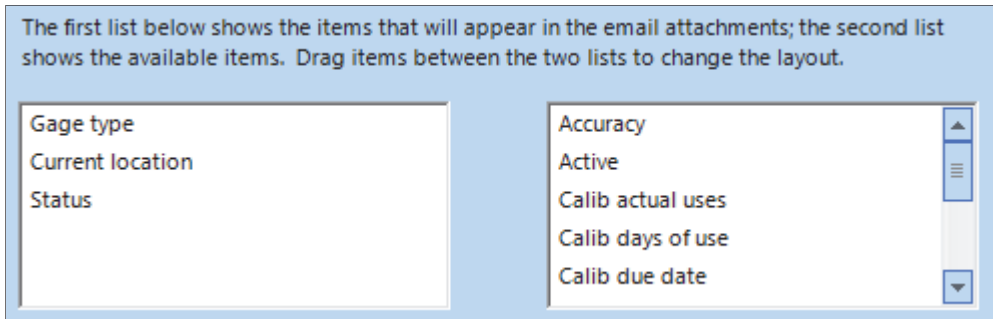
15 Alert period in percentage (for gages based on usage) before the gage is due.

These two fields allow you to specify which gages qualify as 'coming due.' In this screenshot, if a gage is due for calibration within the next 30 days, or if it has less than 15% of its uses remaining, it will be flagged as 'coming due' and will appear on the alerts that are sent out. The Alert period can be set at the individual gage level by setting the value here to 0.



1 Months Period to retain email history View history

The **View history** button will display a record of all GAGEmail activity within this database, including database checks, scans completed, emails sent, and failed emails. GAGEpack will remember this history for the duration specified.



The first list below shows the items that will appear in the email attachments; the second list shows the available items. Drag items between the two lists to change the layout.

Gage type	Accuracy
Current location	Active
Status	Calib actual uses
	Calib days of use
	Calib due date

These two lists allow you to specify which gage characteristics will be included on the list of gages that are attached to the GAGEmail alert messages. Simply drag and drop.

GAGEpack Mail Server

Note that GAGEmail will not be able to send email messages unless GAGEpack has the mail server information stored in its database. To view or modify this information, open GAGEpack and go to Setup > Preferences > Global settings > Email.