

EMERSON PROCESS MANAGEMENT
ROSEMOUNT MEASUREMENT



ROSEMOUNT®

ONLINE PRODUCT CERTIFICATES

USER GUIDE

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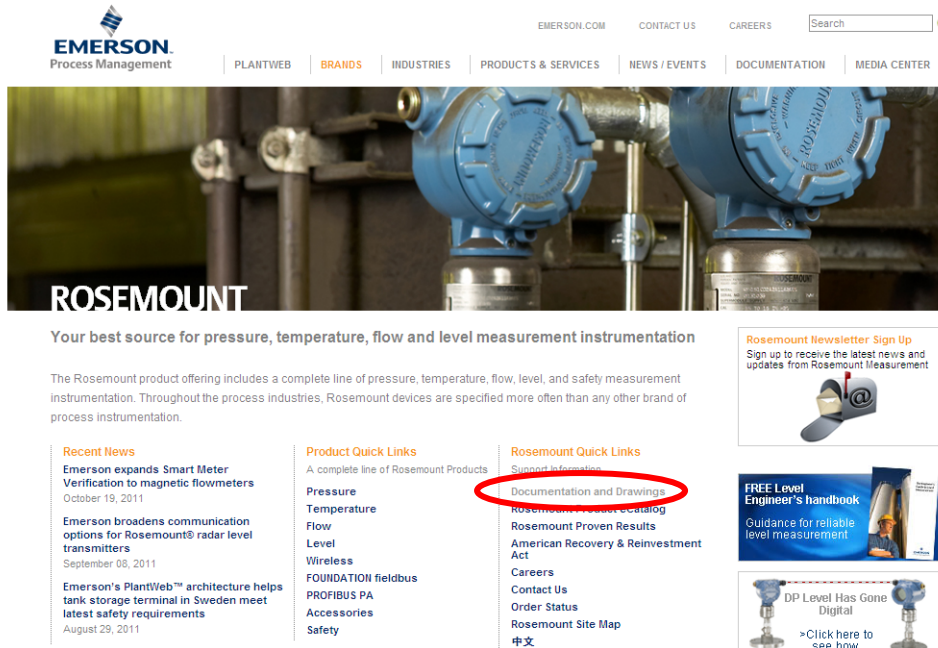
1. Overview

Rosemount's online product certification search tool is available to customers who purchase certificates as part of their product order. It is not meant to be the primary resource for obtaining purchased product certificates as these are included with product. Rather, the tool's purpose is to provide customers the ability to search and retrieve lost certificates or certificates missing in a product shipment. The tool is not designed for downloading large numbers of certificates. This is important to understand, as is the fact that not all certificates are available online.

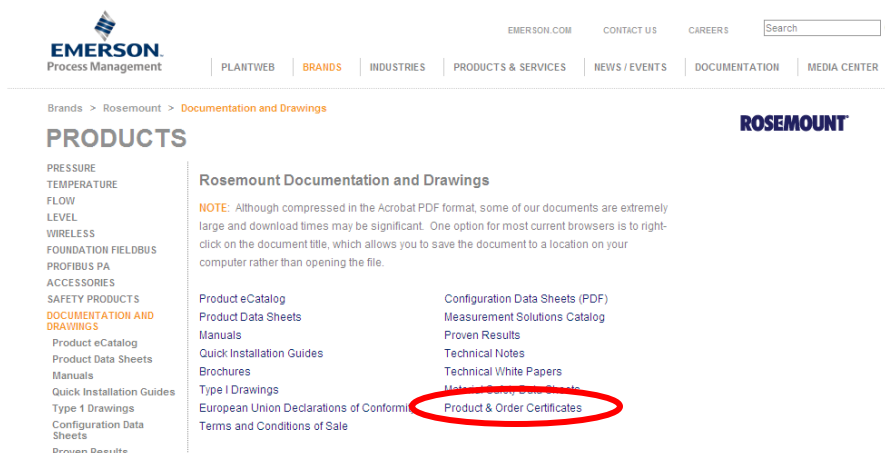
2. Accessing Product Certificates Online

Accessing the Rosemount online product search tool is easy:

- Go to www.rosemount.com
- Under **Rosemount Quick Links**, select **Documentation and Drawings**



- Select **Product & Order Certificates**



- You will then be presented with the product certificates search tool interface:
 - o Take note of the message under the **Rosemount Product Certificate Search** heading. If you are unable to find a certificate, contact a Rosemount representative for assistance.



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Rosemount Product Certifications Search

Effective October 1, 2011, search capabilities have been enhanced for better customer service. Records prior to that time may be available through searching only by Purchase Order number, Sales Order number, or Serial number. If you are unable to find the certificate for your order, please contact Rosemount for assistance.

1. To search for a product certification for your order or items, please do the following:

Select a field to search on:

[Certification Definitions Help Document](#)

If you need assistance in using the Certification Search page or if you need to order a cert please [click this link](#) to locate the World Area Support Contact number you can call to get assistance.

- Notice there are two links:
 - o **Certificates Definitions Help:** Clicking this link will display a list of product certificates. This list provides certificate code, description, supporting references, and date modified. Clicking the certificate code will display a sanitized certificate sample.
 - o **World Area Support:** Clicking this link will present a page with support contact information organized by world area.

3. Initiating a Product Certificate Search

To initiate a search, select a field to search on from the drop down menu. The options are **PO Number**, **Serial Number**, and **Factory Sales Order Number**:

NOTE: You may encounter a dialogue box when initiating a search that resembles an error message. If this happens, select **Always Trust** and choose **Run** when the search is initiated.



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Rosemount Product Certifications Search

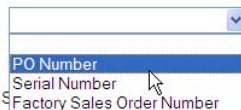
Effective October 1, 2011, search capabilities have been enhanced for better customer service. Records prior to that time may be available through searching only by Purchase Order number, Sales Order number, or Serial number. If you are unable to find the certificate for your order, please contact Rosemount for assistance.

1. To search for a product certification for your order or items, please do the following:

Select a field to search on:

[Certification Definitions Help Document](#)

If you need assistance in using the Certification Search page or if you need to order a cert please [click this link](#) to locate the World Area Support Contact number you can call to get assistance.



Once a search field has been selected, a screen will be displayed requesting additional information to refine your search:

Search by Purchase Order:**ROSEMOUNT****Rosemount Product Certifications Search**

Effective October 1, 2011, search capabilities have been enhanced for better customer service. Records prior to that time may be available through searching only by Purchase Order number, Sales Order number, or Serial number. If you are unable to find the certificate for your order, please contact Rosemount for assistance.

1. To search for a product certification for your order or items, please do the following:

2. Enter your company name in this field.

(Enter at least the first 3 characters of the company name.)

Company Name

3. Enter a number in the field below.

(Exact Match Required)

PO Number

4. Click the search button.

[Certification Definitions Help Document](#)

If you need assistance in using the Certification Search page or if you need to order a cert please [click this link](#) to locate the World Area Support Contact number you can call to get assistance.

Search by Serial Number:**ROSEMOUNT****Rosemount Product Certifications Search**

Effective October 1, 2011, search capabilities have been enhanced for better customer service. Records prior to that time may be available through searching only by Purchase Order number, Sales Order number, or Serial number. If you are unable to find the certificate for your order, please contact Rosemount for assistance.

1. To search for a product certification for your order or items, please do the following:

2. Enter your company name in this field.

(Enter at least the first 3 characters of the company name.)

Company Name

3. Enter a number in the field below.

(Exact Match Required)

Serial Number

4. Click the search button.

[Certification Definitions Help Document](#)

If you need assistance in using the Certification Search page or if you need to order a cert please [click this link](#) to locate the World Area Support Contact number you can call to get assistance.

Search by Factory Sales Order Number:**Rosemount Product Certifications Search**

Effective October 1, 2011, search capabilities have been enhanced for better customer service. Records prior to that time may be available through searching only by Purchase Order number, Sales Order number, or Serial number. If you are unable to find the certificate for your order, please contact Rosemount for assistance.

1. To search for a product certification for your order or items, please do the following:

2. Enter your company name in this field.

(Enter at least the first 3 characters of the company name.)

Company Name

3. Enter a number in the field below.

(Exact Match Required)

Factory Sales Order Number

4. Click the search button.

[Certification Definitions Help Document](#)

If you need assistance in using the Certification Search page or if you need to order a cert please [click this link](#) to locate the World Area Support Contact number you can call to get assistance.

Notice that for all searches, you are **required** to provide the first three characters of your company name **AND** the exact number of the cert you are looking for (PO, Serial, Factory Sales Order). If this information is entered incorrectly, the search will fail to return results. Once the criteria are entered, select **Search** to execute the search. A list of certificates matching your search criteria will be displayed similar to the figure below:

**Product Certifications**

Found 16 Results. If search results are greater than 2500, please [narrow your search](#) or contact your customer support representative for assistance. For any product certification older than 3 years you must consult factory.

Rosemount Search Results

▼ Download						
Certificate Number	Customer Name	Sales Order Number	Purchase Order Number	Serial Number	Type of Cert	Tag Number
<input type="checkbox"/> JTB1437538_Q8_RTC		3177163	456419 OD	1437538	Q8	TE-4212
<input type="checkbox"/> JTB1437539_Q8_RTC		3177163	456419 OD	1437539	Q8	TE-4003
<input type="checkbox"/> JTB1437540_Q8_RTC		3177163	456419 OD	1437540	Q8	TE-4007
<input type="checkbox"/> JTB1437541_Q8_RTC		3177163	456419 OD	1437541	Q8	TE-4103
<input type="checkbox"/> JTB1437542_Q8_RTC		3177163	456419 OD	1437542	Q8	TE-4107
<input type="checkbox"/> JTB1437543_Q8_RTC		3177163	456419 OD	1437543	Q8	TE-4026
<input type="checkbox"/> JTB1437544_Q8_RTC		3177163	456419 OD	1437544	Q8	TE-4305

4. Narrowing Your Search

If your search returns a large number of certificates, you may need to filter the results using additional search criteria. By clicking **Narrow Your Search**, you will be given the opportunity to refine search results by Tag Number, Type of Certificate, or Serial Number.


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Rosemount Product Certifications Narrow Search

Tag Number

Type of Cert

Serial Number

[Narrow Search](#)

Enter data into one of the search fields and select **Narrow your search**. For example, in the figure above, the search results will be filtered by the serial number 1437542. The result is shown below:


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Product Certifications

Found 1 Results. If search results are greater than 2500, please narrow your search or contact your customer support representative for assistance. For any product certification older than 3 years you must consult factory.

Rosemount Search Results

<div> Download </div>						
Certificate Number	Customer Name	Sales Order Number	Purchase Order Number	Serial Number	Type of Cert	Tag Number
<input type="checkbox"/> JTB1437542_Q8_RTC		3177163	456419 OD	1437542	Q8	TE-4107

Note: If a duplicate cert exists, the higher numbered cert is the correct one.

[Certification Definitions Help Document](#)

If you need assistance in using the Certification Search page or if you need to order a cert please [click this link](#) to locate the World Area Support Contact number you can call to get assistance.

[Search Again](#)

Notice the **Search Again** link. Clicking this link will initiate a new search session.

5. Sorting Search Results

Search results can be sorted by clicking any of the column headings. In the figure below, the search results were sorted by serial number, by clicking the **Serial Number** column heading. Notice the results are sorted in descending order as indicated by the down arrow image to the right of the column heading. Clicking the heading again will sort the list by serial number in ascending order.



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Product Certifications

Found 16 Results. If search results are greater than 2500, please [narrow your search](#) or contact your customer support representative for assistance. For any product certification older than 3 years you must consult factory.

Rosemount Search Results

Download						
Certificate Number	Customer Name	Sales Order Number	Purchase Order Number	Serial Number	Type of Cert	Tag Number
<input type="checkbox"/> JTB1437738_Q8_RTC		3177163	456419 OD	1437738	Q8	
<input type="checkbox"/> JTB1437737_Q8_RTC		3177163	456419 OD	1437737	Q8	
<input type="checkbox"/> JTB1437736_Q8_RTC		3177163	456419 OD	1437736	Q8	
<input type="checkbox"/> JTB1437735_Q8_RTC		3177163	456419 OD	1437735	Q8	
<input type="checkbox"/> JTB1437549_Q8_RTC		3177163	456419 OD	1437549	Q8	TE-4502
<input type="checkbox"/> JTB1437548_Q8_RTC		3177163	456419 OD	1437548	Q8	TE-4025

6. Downloading Certificates

Select the desired certificate(s) by clicking the box to the left of the **Certificate Number** and clicking the **Download** link:



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Product Certifications

Found 16 Results. If search results are greater than 2500, please [narrow your search](#) or contact your customer support representative for assistance. For any product certification older than 3 years you must consult factory.

Rosemount Search Results

Download						
Certificate Number	Customer Name	Sales Order Number	Purchase Order Number	Serial Number	Type of Cert	Tag Number
<input checked="" type="checkbox"/> JTB1437538_Q8_RTC		3177163	456419 OD	1437538	Q8	TE-4212
<input type="checkbox"/> JTB1437539_Q8_RTC		3177163	456419 OD	1437539	Q8	TE-4003
<input checked="" type="checkbox"/> JTB1437540_Q8_RTC		3177163	456419 OD	1437540	Q8	TE-4007
<input type="checkbox"/> JTB1437541_Q8_RTC		3177163	456419 OD	1437541	Q8	TE-4103
<input checked="" type="checkbox"/> JTB1437542_Q8_RTC		3177163	456419 OD	1437542	Q8	TE-4107
<input type="checkbox"/> JTB1437543_Q8_RTC		3177163	456419 OD	1437543	Q8	TE-4026
<input type="checkbox"/> JTB1437544_Q8_RTC		3177163	456419 OD	1437544	Q8	TE-4305
<input type="checkbox"/> JTB1437545_Q8_RTC		3177163	456419 OD	1437545	Q8	TE-4307
<input type="checkbox"/> JTB1437546_Q8_RTC		3177163	456419 OD	1437546	Q8	TE-4703
<input type="checkbox"/> JTB1437547_Q8_RTC		3177163	456419 OD	1437547	Q8	TE-5515

The **Download** link will expand to offer three selections: **Selected**, **All on this Page**, **None**. For this example, click on **Selected**:



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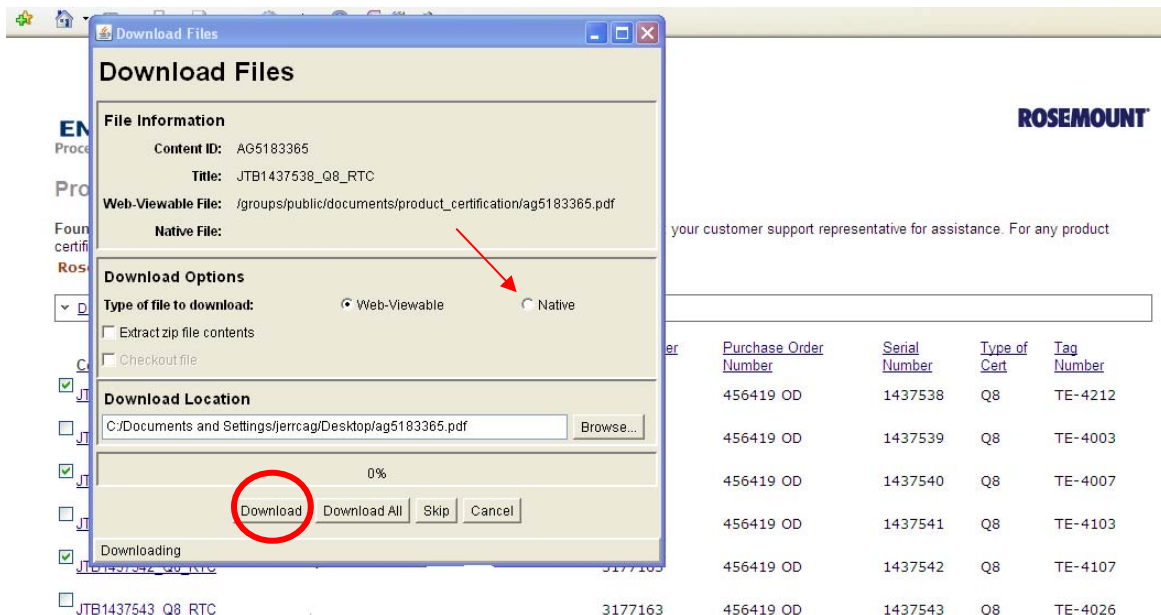
Product Certifications

Found 16 Results. If search results are greater than 2500, please [narrow your search](#) or contact your customer support representative for assistance. For any product certification older than 3 years you must consult factory.

Rosemount Search Results

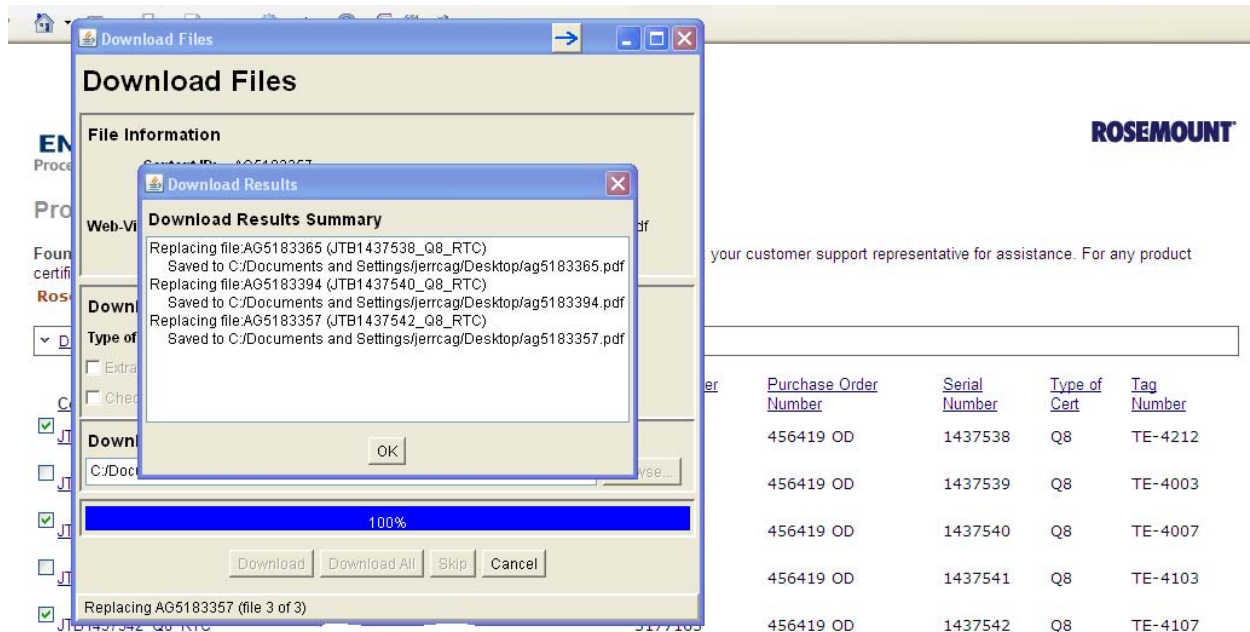
Download						
<div> Selected All on this page None </div>						
Certificate Number	Customer Name	Sales Order Number	Purchase Order Number	Serial Number	Type of Cert	Tag Number
<input checked="" type="checkbox"/> JTB1437538_Q8_RTC		3177163	456419 OD	1437538	Q8	TE-4212
<input type="checkbox"/> JTB1437539_Q8_RTC		3177163	456419 OD	1437539	Q8	TE-4003
<input checked="" type="checkbox"/> JTB1437540_Q8_RTC		3177163	456419 OD	1437540	Q8	TE-4007
<input type="checkbox"/> JTB1437541_Q8_RTC		3177163	456419 OD	1437541	Q8	TE-4103
<input checked="" type="checkbox"/> JTB1437542_Q8_RTC		3177163	456419 OD	1437542	Q8	TE-4107
<input type="checkbox"/> JTB1437543_Q8_RTC		3177163	456419 OD	1437543	Q8	TE-4026
<input type="checkbox"/> JTB1437544_Q8_RTC		3177163	456419 OD	1437544	Q8	TE-4305
<input type="checkbox"/> JTB1437545_Q8_RTC		3177163	456419 OD	1437545	Q8	TE-4307

A pop up box will appear to confirm the download details of each file selected. If necessary, click on **Browse** to change the location where the certificate files are to be stored. If you wish the serial number to be included in the file name, select **Native** as the **Type of file to download** under Download Options. Click on **Download** to save the file to the desired location. Repeat this process for each file selected.



IMPORTANT NOTE: If more than one file is selected for download, click the **Download All** option. Otherwise, only the first file of the group of files selected will be downloaded.

Once all files have been downloaded, a Download Results Summary will be displayed. Click OK to complete the download process.



If you intend to download certificates on different pages of the search results, this process must be repeated for each page. Once you are finished downloading certificates, exit the tool or click Search Again at the bottom of the page to initiate another search.

7. Getting Help

If you experience problems or have questions, contact your Rosemount representative.