



# LogTag<sup>®</sup> Online

## Quick Start Guide

Release Version 1.9.1

Revision A

## Quick Start Guide Contents

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## Introduction

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Welcome to the Quick Start Guide for LogTag Online (LTO), the Cloud-based online environmental management system providing alarm notifications, compliance, record storage and reporting functions. Here, you can get all the information you need to get your way around using LogTag Online, e.g. creating an account, registering your devices, uploading data etc.

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## Getting Started with LogTag Online

To use LogTag Online you need:

- A Wi-Fi enabled device to upload data. This can be a Wi-Fi enabled logger or a Wi-Fi enabled interface combined with a non-USB logger.
- Access to a Wi-Fi network (WLAN) in the place where the Wi-Fi enabled device will be deployed.
- A PC running a modern web browser (for example the latest versions of Chrome, Firefox, Internet Explorer, Opera or Safari)\*.
- A LogTag Online account. A valid email address that you can access from the computer you will use for the **setup is required to set up** your account.

Once you have configured your device, you now need to register it on LogTag Online by visiting <https://logtagonline.com>.

Creating an account is free and easy to do. Follow the [Creating your Account](#) section on the next page to get started or if you need help.

\*LogTag Online is highly recommended with the latest version of the Chrome web browser

## LogTag Mobile App

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LogTag Mobile App allows users to access LogTag Online (LTO) in an app instead of the internet browser and can be used by new or any existing LTO users.

LogTag Online is a Cloud-based online environmental management system providing alarm notifications, compliance, record storage and reporting functions. The LogTag Mobile App also gives users the ability to view and download LogTag data in the cloud, and allows the sharing and securing of the data using a permissions system, all on a mobile device.

### Minimum operating system requirements:

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iOS 14.0 or later.

Android 9 (Pie) or later.

Available on the App Store



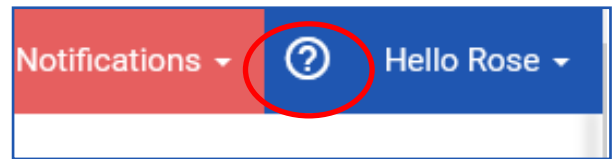
Get it on Google Play



For more information about the LogTag Mobile App, please visit:  
<https://logtagrecorders.com/online/lt-mobile>

## LogTag Online context-sensitive help

You now have support readily available with LogTag Online context-sensitive help. LogTag Online context-sensitive help provides you support content all in one place, saving you time and giving you the opportunity to learn your way around LogTag Online quicker whilst simultaneously using it.



**Dashboard**

Pinned Locations (View all) Create Location

Last Reading at 15:37 Apr-01-2022

**Vaccines (Pharma Depot St AKL, A0A2001033WT-CH1)**  
Vaccines Pharmaceutical Goods Depot

Temperature **27.4°C**

Monitoring (Last 24 hours) INSPECT

Last Reading at 14:45 Feb-22-2022

**Cooler ANS-3-20701 (AKL-SA Depot 5040000172)**  
Controlled substances cooler Lvl 1 (SA)

Temperature **25.2°C**

Monitoring (Last 24 hours) INSPECT

Last Reading at 14:45 Feb-22-2022

**Freezer ANS-1-1001 (AKL-NS Depot 6045020808)**  
Vaccine freezer, Level 1, Unit 1001 (NS)

Temperature **27.0°C**

Lost Connection INSPECT

Recently Uploaded Files (View all)

File Name
USRIC-8-9935999004_1_04_2022_27.2
UTRED30-WIFI- A0A2001033WT-CH1_04_2022_27.2
UTRED30-WIFI- A0A2001033WT-CH1_04_2022_27.2
UTRED30-WIFI- A0A2001033WT-CH1_04_2022_27.2
UTRED30-WIFI- A0A2001033WT-CH1_04_2022_27.2

Recently Registered Devices (View all)

Model	Device Name
UTRED30-WIFI	UTRED30-WIFI- A0A2001033WT-CH1_04_2022_27.2
UTRED30-WIFI	UTRED30-WIFI- A0A2001033WT-CH1_04_2022_27.2
USRIC-8	USRIC-8-9935999004_1_04_2022_27.2
TRED30-16R	TRED30-16R- 606
UTRID-16	UTRID-16F- 0450

**NAVIGATING THE DASHBOARD**

When you first sign in, you are presented with the Dashboard, your overview to each of the key features available on your account.

**LogTag Online (Part 2) ...**

**LogTag® Online**  
Dashboard Overview

**LogTag Recorders** Part 2

Tip: Hover your mouse over the field for addition help information (tooltip).

- The LogTag Online logo also acts as a link back to the Dashboard from any page. The current selected team you are in is shown.
- If you are in more than one team, select the team from the drop-down by clicking the arrow.

The Notifications at the top of the screen will be displayed in red if there is at least one notification.

- Selecting the Notifications menu will display a drop-down of active incidents that require your attention.

1. At the top right, select the question mark icon to view relevant help and FAQ articles.
2. Select the cross icon at the top right to close.

**Tip:** Watch the video inside the context-sensitive help pane or click read more for more information. With LogTag Online context-sensitive help, it's only one click away to videos, help articles, FAQ and more.

The content populated in the context-sensitive help is relevant and interactive to the current window/modal you have open or are on. This help area always opens on the right-side without interrupting your navigation in LogTag Online.

## Logger Transit Data

### View Single-Use Logger Data without Account creation

Data from single-use\* loggers uploaded via LogTag Xpress (LTX) can now be viewed on LogTag Online without creating an account. (This function is mainly intended for transit users).

LogTag Xpress<sup>1</sup> can be downloaded and installed by going to <https://logtagrecorders.com/ltx/> of the LogTag website:

Once you have installed and opened LogTag Xpress, follow instructions on how to upload your logger data to LogTag Online, by following the steps in [LogTag Online](#) chapter of the [LogTag Xpress manual](#).

The screenshot shows a web interface with two main sections. The top section is titled 'CUSTOMER LOGIN' and contains an 'Email Address' input field, a 'Password' input field, a 'Forgot your Password?' link, a green 'SIGN IN' button, and a 'Create an Account' link. Below this is the word 'or'. The bottom section is titled 'LOGGER TRANSIT DATA' and contains a 'Logger Serial Number' input field and a blue 'VIEW' button. At the bottom of the interface, there is a link for 'Terms and Conditions 1.7.0: 1.7.0'.

1. Go to [logtagonline.com](https://logtagonline.com), on the main login page, scroll down to where 'Logger Transit Data' is and enter your single-use\* logger serial number (SN). (This is the 10-12 digits).
2. Select the 'View' button.
3. Chart PDF report and LTD file(s)\*\* are available to download as shown on the left side bar. All data are in UTC time zone. (see the screenshot on the next page).

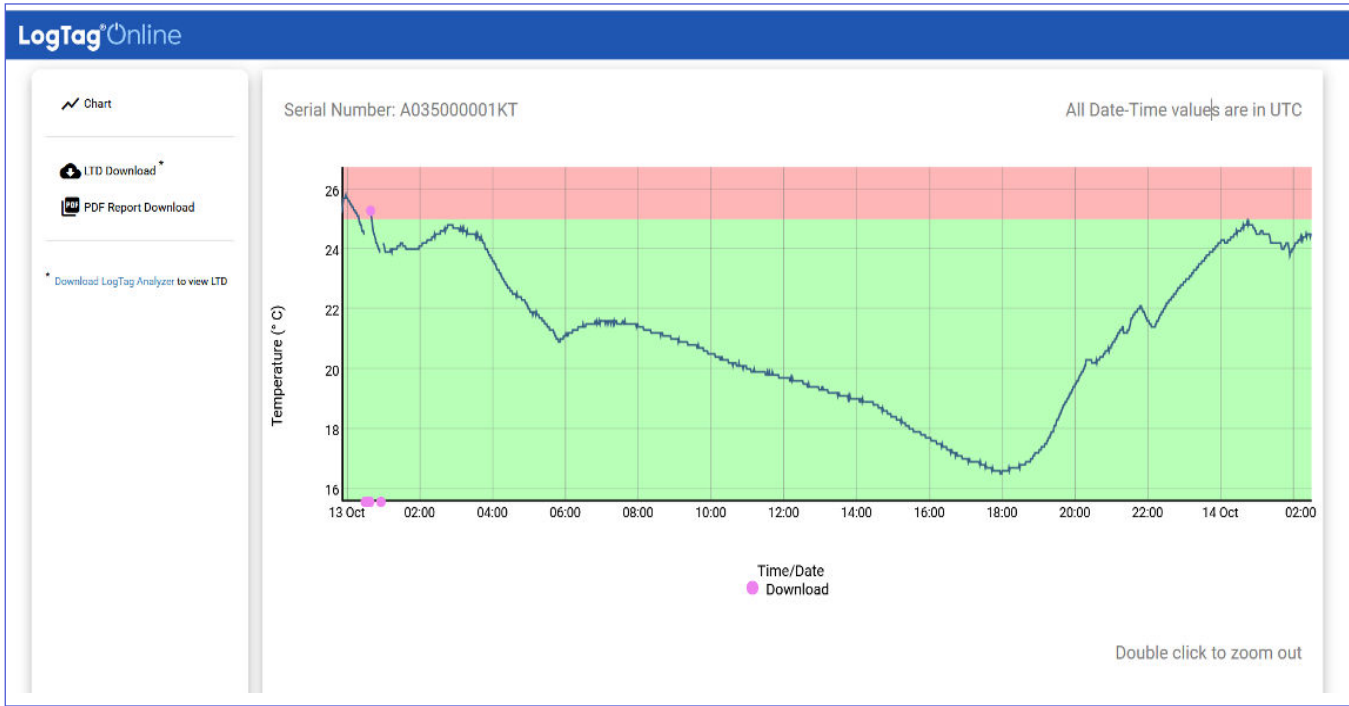
<sup>1</sup> On new installations of LTX (Version 1.2.2 onwards), uploading files to LTO setting is enabled by default.

\*Currently not compatible with humidity single-use loggers.

\*\*Download LTD file and open in LogTag Analyzer to view/export data in different formats.

# Logger Transit Data View

## View and Download Single-Use Logger Data



**Note:** If you attempt to enter a SN of a single-use logger without uploading logger data first in LTX, an error message “Currently no viewable data - has the data been uploaded?” will show up. If you see this message, please remember to follow instructions outlined in the previous section, prior to using Logger Transit Data view.

## Creating your account

Once you have configured your device, you now need to register it on LogTag Online by visiting <https://logtagonline.com>

Creating an account is free and easy to do. Simply click “Create an Account” to begin the sign up process.

**CUSTOMER LOGIN**

Email Address

Password

[Forgot your Password?](#)

**SIGN IN**

**CREATE YOUR ACCOUNT (1 / 2)**

<p><b>FIRST NAME*</b> <span style="float: right;">1</span></p> <input type="text" value="Your First Name"/>	<p><b>TEMPERATURE UNIT</b> <span style="float: right;">6</span></p> <input type="text" value="Celsius"/>
<p><b>LAST NAME*</b> <span style="float: right;">2</span></p> <input type="text" value="Your Last Name"/>	<p><b>TIMEZONE</b> <span style="float: right;">7</span></p> <input type="text" value="(UTC-08:00) Pacific Time (US &amp; Canada)"/>
<p><b>EMAIL ADDRESS*</b> <span style="float: right;">3</span></p> <input type="text" value="your@email.com"/>	<p><b>TEAM PROFILE</b> <span style="float: right;">8</span></p> <input type="text" value="VFC User"/>
<p><b>PASSWORD*</b> <span style="float: right;">4</span></p> <input type="text" value="Password (minimum 8 characters required)"/>	<p><b>ACTIVATION CODE</b> <span style="float: right;">9</span></p> <input type="text" value="XXXXX-XXXXX-XXXXX-XXXXX-XXXXX"/>
<p><b>CONFIRM PASSWORD*</b> <span style="float: right;">5</span></p> <input type="text" value="Confirm Password"/> <small><i>You must repeat your Password.</i></small>	<p><b>MOBILE NUMBER</b> <span style="float: right;">10</span></p> <div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"></div> <input type="text" value="+1"/></div>
	<p><b>SMS PROVIDER</b> <span style="float: right;">11</span></p> <input type="text" value="Alltel"/>
	<p><input type="checkbox"/> I grant Support full access to team <span style="float: right;">12</span></p> <p><input type="checkbox"/> I agree to the <a href="#">Terms and Conditions.</a> <span style="float: right;">13</span></p>

**NEXT STEP**

1. (Required) Your first name.
2. (Required) Your last name.
3. (Required) Your email address.
4. (Required) Provide a password that is at least 8 characters. Password must contain 1 lower case, upper case, numeric and special character.
5. (Required) Repeat the password again to ensure it was entered correctly.
6. Select between Celsius or Fahrenheit for your account.
7. Select your local time zone from the drop-down.
8. Select your Team Profile type as General, Transit or VFC user from the drop-down.
9. Basic accounts are free but, if you have been given an Activation Code, you can enter it here to activate any additional features you have purchased. You can enter additional codes at a later point.
10. If you wish to receive SMS notifications, select the country from the drop-down then enter your full mobile number.
11. If you provided a US mobile number, please select your mobile service provider from the list. If your provider is not listed, please select “other”.
12. Check 'I grant Support full access to team' box if you want to allow distributor access to your account(s).
13. Check the Terms & Conditions box to proceed to 'Next Step'.

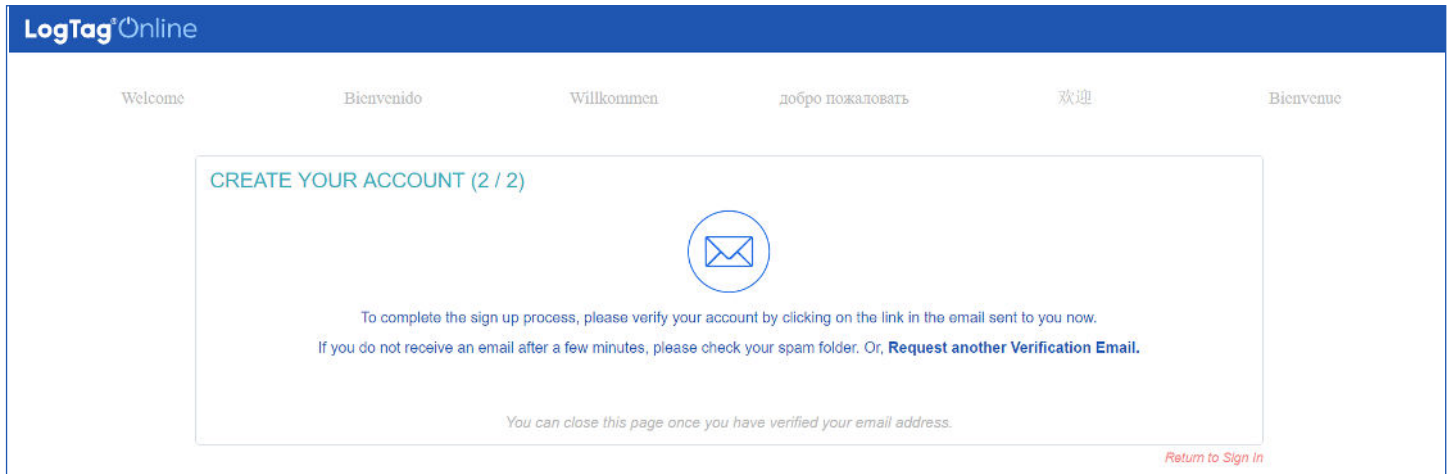
## Creating your account (Continued)...

Confirm your account registration by clicking the validation link (within 30 minutes) sent to your email used in the account sign up.

LogTag® Online

Welcome      Bienvenido      Willkommen      добро пожаловать      欢迎      Bienvenido

CREATE YOUR ACCOUNT (2 / 2)



To complete the sign up process, please verify your account by clicking on the link in the email sent to you now.  
If you do not receive an email after a few minutes, please check your spam folder. Or, **Request another Verification Email.**

*You can close this page once you have verified your email address.*

[Return to Sign In](#)

### Please verify your email address

Thank you for creating a LogTag Online Account. Click the button below to verify your email address and activate your account.

[Verify Email](#)

If you are having issues with the button, please copy the link below and paste it into your browser.

```
https://logtagonline.com/api/users/accountverify/?token=b81c2609-aadd-4b71-8138-79b76a465998
```

Once you have done this, sign in using the email address and password you provided.

## Dashboard Overview

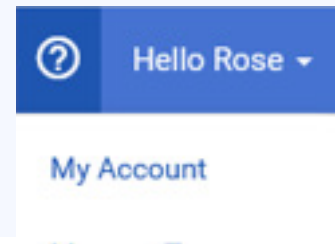
The screenshot shows the LogTag Online dashboard interface. At the top, there is a navigation bar with the LogTag Online logo (1), a team dropdown menu (2) showing 'Team Jessi', a notifications menu (3) with a red indicator, a help icon (4), and a user profile (5) for 'Hello Rose'. Below the navigation bar, the dashboard displays several sections: 'Pinned Locations (View all)' (7) featuring a temperature monitoring graph for 'UTRED30-WiFi - Transport Fridge Test' (8) with a current reading of 20.1°C and a monitoring status (9) showing an unacknowledged power notification; 'Recently Uploaded Files (View all)' (10) with a table of uploaded files; and 'Recently Registered Devices (View all)' (11) with a table of registered devices. At the bottom, a navigation bar (12) contains icons for Dashboard, Shipments, Locations, Devices, and LogTag Drive.

When you first sign in, you are presented with the Dashboard, your overview to each of the key features available on your account.

1. The LogTag Online logo also acts as a link back to the dashboard from any page.
2. The current selected team you are in. If you are in more than one team, select the team from the drop-down by clicking the arrow.
3. The Notifications menu, when clicked, displays a drop-down of any active events that require your attention such as an alarm excursion detected in one of your Locations or shipment. Clicking the notification will take you to that Location or Shipment for you to inspect/acknowledge the issue. The alarm icon 'Notifications' will be red if there is at least 1 notification. Please refer to the ['Event Notification List'](#) section for more information.
4. To open the LogTag Online context-sensitive help.
5. When clicked, the Account menu will display a drop-down with various options for account details, activation code, team management, event log, support and signing out.
6. The top right of your Dashboard displays the current usage as per your account restrictions.
7. "Create Location" is an easy-access shortcut to creating a new Location for your account/team.
8. When you create a Location, it will automatically be pinned to your Dashboard. You can pin and unpin Locations from the main Location page and clicking the "plus" or "minus" sign. Pinned Locations will only appear on your account and not anyone else part of your team. If you have no Locations created or pinned, an additional button to create a Location will be displayed.
9. Hover over the current Location status area to see more notification information with unacknowledged events. This can be alarm notification yet to be acknowledged, or additional information about the type of notifications.
10. If you are using LogTag Online as an online file storage or haven't attached a Logger to a Location then the Loggers data will sit on the LogTag Drive page. This table provides a list of the most recent files you've uploaded to LogTag Online from those Loggers not attached to a Location.
11. This table provides a list of your most recently registered devices. This includes Loggers and Interface Cradles. If no devices have been registered, you can register a new device.
12. Present at all times, the bottom navigation bar is your way of switching between the core features of LogTag Online. The page you are currently on is always highlighted.

## My Account, Activation Code & Messaging

To access your account details, select **“My Account”** from the top right drop-down menu which is visible from any page.



### Account Details

A screenshot of the 'My Account' details form. It contains several input fields: 'FIRST NAME' with 'Rudolf', 'LAST NAME' with 'Arada', 'MOBILE NUMBER' with '+64 212340865', 'TEMPERATURE UNIT' with 'Celsius', and 'TIMEZONE' with '(UTC+12:00) Auckland, Wellington'. There is a checkbox for 'Receive SMS messages in WhatsApp'. At the bottom, there are buttons for 'CHANGE PASSWORD', 'LEAVE TEAM', 'CLOSE', and 'SAVE CHANGES'.

Here you are able to immediately make any required changes. As soon as you have changed one of the fields, the 'Save Changes' button will become available. You can change your account password by selecting the “Change Password” button then follow the on-screen instructions.

If you want to leave a team, you can choose to leave team by clicking the 'Leave Team' button. Please note, you cannot undo this action.

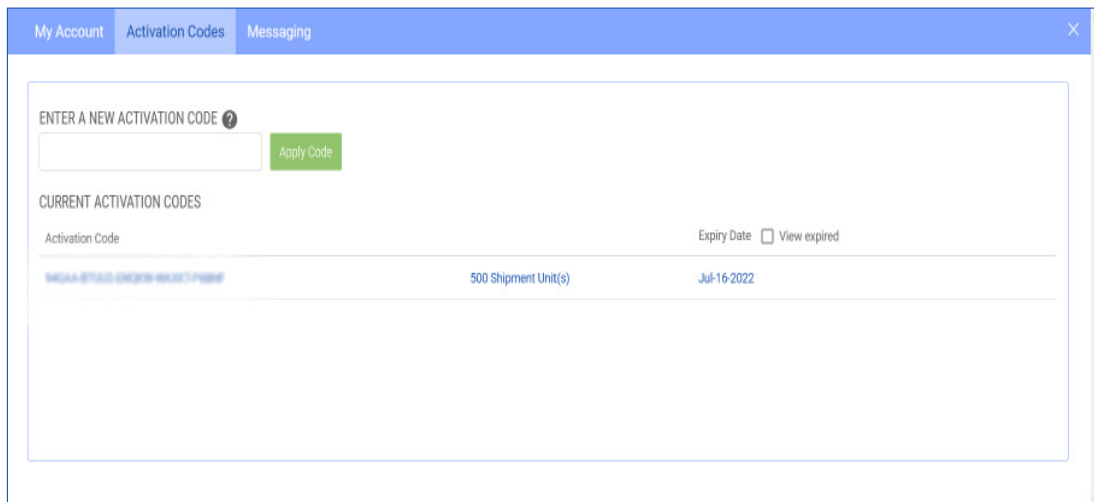
### Receive SMS/WhatsApp Notifications via Mobile Phone

A screenshot of the mobile number verification section. It shows the 'MOBILE NUMBER' field with '+1 5005550000' and the 'SMS PROVIDER' dropdown set to 'Alltel'. A yellow warning box with a red border contains the text: 'Warning! This mobile number has failed to receive multiple alerts and has been marked as unverified. Please update your mobile number to re-verify.' Below the warning is a checkbox for 'Receive SMS messages in WhatsApp'.

**Warning:** If the mobile number saved in your 'My Account' details failed to receive an alert, the phone number will be marked as “Unverified” and will stop receiving any alerts until the “Save Changes” button has been resubmitted, after updating to the correct mobile number. This is to prevent unwanted consumption of notification units if a phone number is not working.

## Activation Code

**Activation Code(s)** activates the paid-for-features in your LogTag Online account.



The screenshot shows the 'Activation Codes' tab in the LogTag Online account management interface. At the top, there are navigation tabs for 'My Account', 'Activation Codes', and 'Messaging'. Below the tabs, there is a section titled 'ENTER A NEW ACTIVATION CODE' with a question mark icon. It contains a text input field and a green 'Apply Code' button. Underneath, there is a section titled 'CURRENT ACTIVATION CODES'. This section includes a table with columns for 'Activation Code', 'Expiry Date', and a checkbox for 'View expired'. A single row is visible in the table, showing a redacted activation code, '500 Shipment Unit(s)', and an expiry date of 'Jul-16-2022'.

The “Activation Codes” tab allows you to enter new Activation Codes or view existing ones.

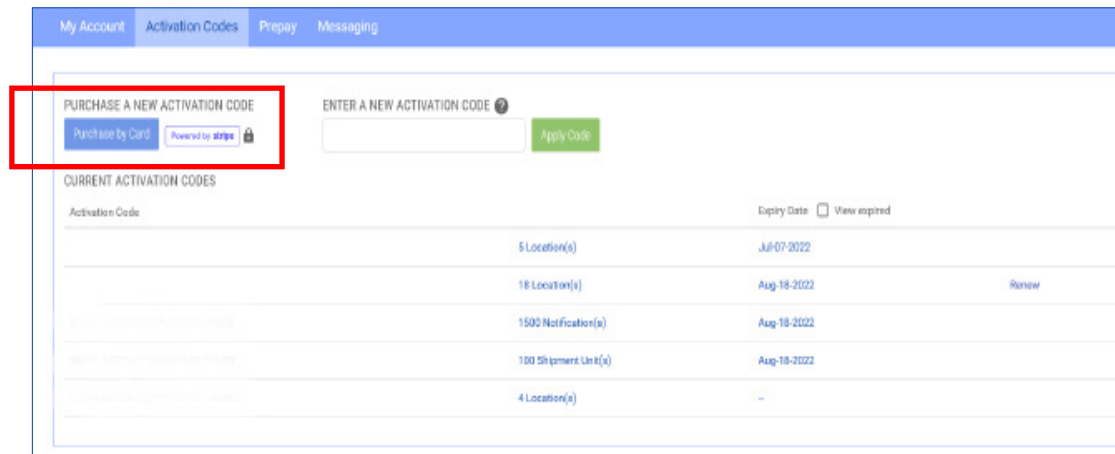
- Type or paste your code into the box provided and click “Apply Code”. You will now see it in the list below. The list keeps a full historical record of all the Activation Codes you have applied to your account along with useful identifying information such as how many Locations, shipment and notification unit(s) were granted and when the code is due to expire.
- Codes that have expired will still be visible on the list but greyed out. Location Code(s) that are due to expire soon are highlighted in red with 'Expires Soon!' reminder text next to the code nearing the expiration date. You are able to renew nearly expiring Location code(s) by clicking the 'Renew' link and inputting your replacement code(s) which are provided by the distributor(s).

**Note:** North American Customers who already have an activation code loaded against their account can now purchase a replacement code directly online when it expires - see the next section.

**Reminder:** If an activation code is entered incorrectly, this will come up invalid. Please check that you have entered it correctly.

## Activation Code / Prepay

Purchase Activation Codes online with Stripe  
(Currently only available to North American customers)



North American Customers who already have an activation code loaded against their account can now purchase a replacement code when it expires or add additional codes to their team to expand the number of paid locations. This can now all be purchased directly on LogTag Online using a Credit Card, via a secure payment platform called Stripe.

### Prepay

(Currently only available to North American customers)

The 'Prepay' tab allows permitted\* North American customers, to purchase activation codes directly online using a Credit Card, via a secure payment platform called Stripe.

\*If you do not have this feature shown for your team and are interested in gaining access, please contact your local distributor for more information.

1. Select the quantities you require for your team, then ensure to check and agree to the Term's and Conditions before proceeding to checkout.
2. Continue to follow the on-screen prompts on a separate Stripe checkout page to complete the payment process.
3. Once the payment has gone through successfully, a confirmation receipt email will be sent to the email address inputted at the checkout page.

## Activation Code / Prepay (Continued)...

My Account
Activation Codes
Prepay
Messaging
✕

📍 5 / 27 Locations
🔔 33196 Notification Units
📦 110 Shipment Units

### Purchase Activation codes - Team P test ver LTO

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1 Year Location \$50.00 USD per year	-	0	+
Notification Units \$6.25 USD per bundle of 500	-	0	+
Shipment Units \$25.00 USD per bundle of 50	-	0	+

To view the current pricing structure for LogTag Online, click [here](#)

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BY PAYING BY CARD, YOU ARE AGREEING TO THE LOGTAG [TERMS & CONDITIONS](#) .

AGREE TO TERMS & CONDITIONS

Powered by stripe
Proceed to Checkout

**Note:** Shipment Units will only be displayed for Transit Profile users.

This is now auto-loaded in your LogTag Online account and the new balance is updated.

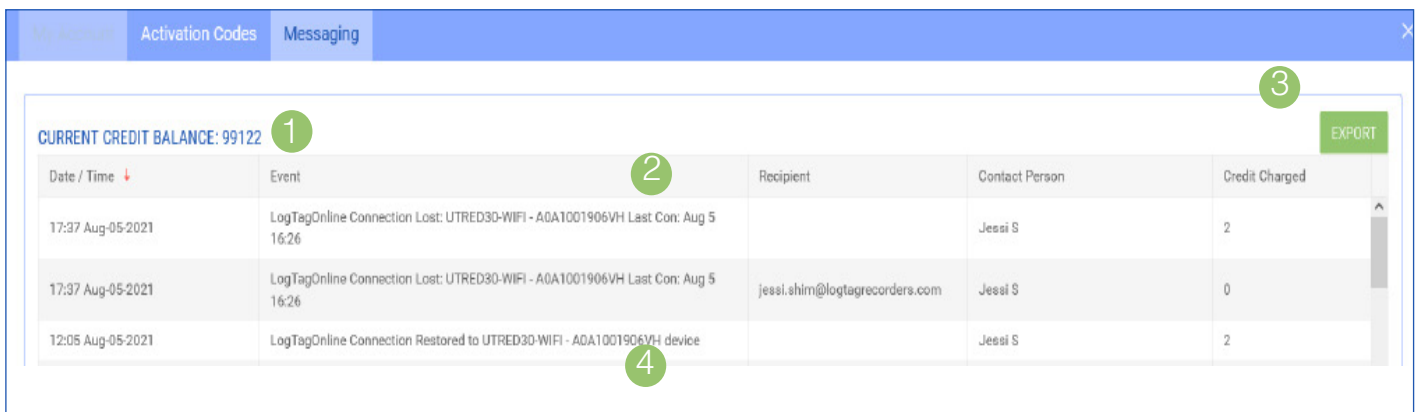
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End of Section

## Messaging

### Messaging

The “Messaging” tab shows a log of all messages sent (if you have notification settings configured to receive messages). Users receive a number of notification credits when they sign up with a paid account. These credits are used each time an SMS or WhatsApp message is sent. The event, date/time, recipient, and the name of contact person the message was sent to is recorded.



Date / Time	Event	Recipient	Contact Person	Credit Charged
17:37 Aug-05-2021	LogTagOnline Connection Lost: UTRED30-WIFI - A0A1001906VH Last Con: Aug 5 16:26		Jessi S	2
17:37 Aug-05-2021	LogTagOnline Connection Lost: UTRED30-WIFI - A0A1001906VH Last Con: Aug 5 16:26	jessi.shim@logtagrecorders.com	Jessi S	0
12:05 Aug-05-2021	LogTagOnline Connection Restored to UTRED30-WIFI - A0A1001906VH device		Jessi S	2

1. The remaining current credit balance displays on the top left of the Messaging table.
2. Click next to the column header to sort the column in either ascending or descending order. This works for all column headers.
3. The 'Export' button allows you to generate a CSV file of the messaging record log.
4. Log of all messages sent by SMS/WhatsApp and/or Email are displayed.

### WhatsApp messaging:

**In order to receive messages via WhatsApp, please ensure you have the WhatsApp application installed prior to using this feature.**

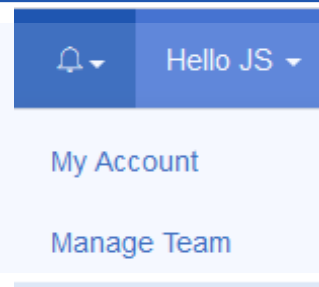
If you would like to receive SMS message(s) via WhatsApp, the team admin/owner can enable this option in the 'Manage Team' settings of the account or in the Team settings when editing each team member/admin profile. Once assigned, the members granted permission to receive WhatsApp messages can activate this feature by individually logging into their account, going into their 'My Account' settings, then checking the 'Receive SMS messages in WhatsApp' box.

**Note:** If this feature is disabled in 'My Account' settings, please notify your team owner/admin to be granted permission first.

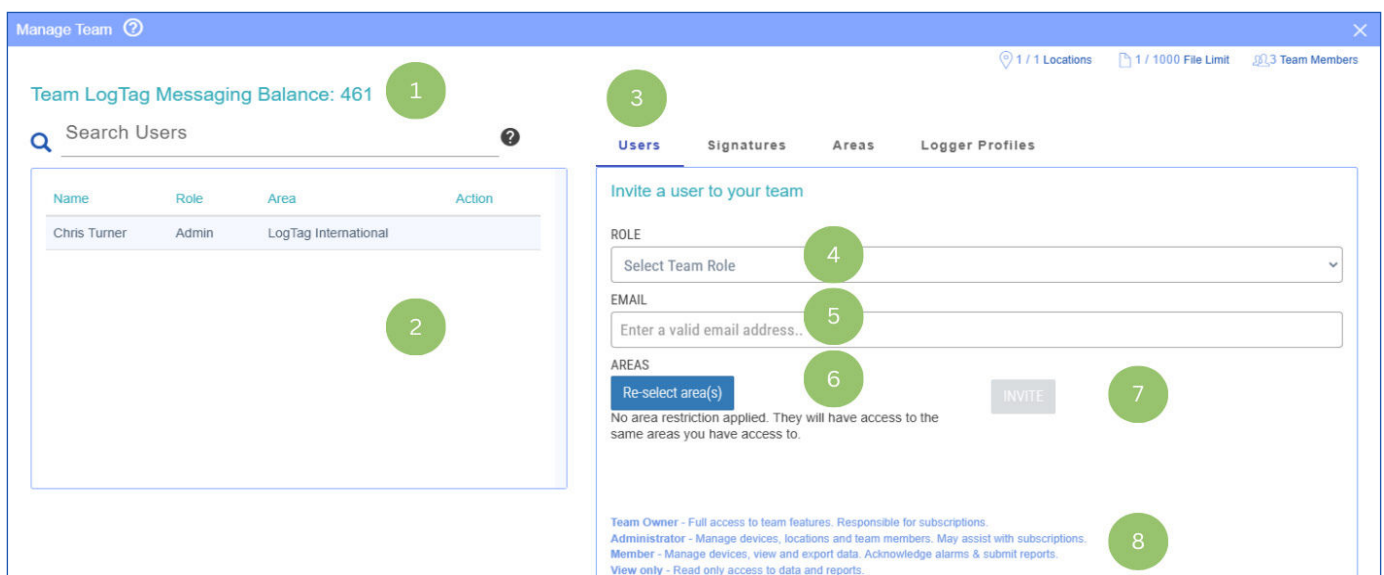
**Important:** Once the WhatsApp feature is enabled, the user will no longer receive alerts as SMS messages but instead as WhatsApp messages.

## Manage Team - User

To manage your team's settings, select **“Manage Team”** from the top right drop-down menu which is visible from any page.



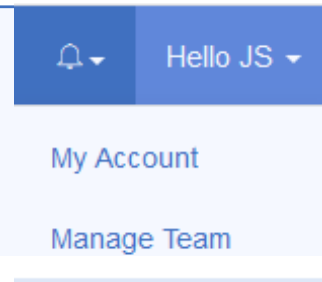
**Please Note:** This setting is only viewable to Team owners or Administrators for the selected team. Click next to the Team user name via the 'Edit' link if you wish to change each team user details such as role type, Area, Mobile Number and allowing 'Receiving SMS messages in WhatsApp'.



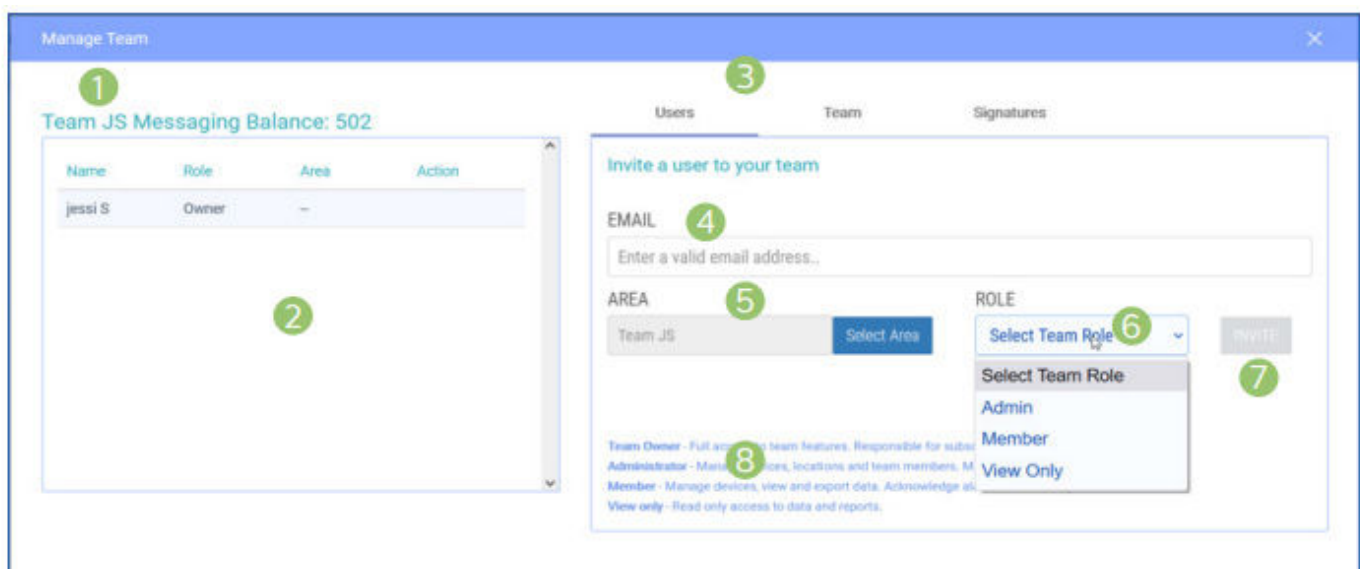
- The current selected team name and the remaining Messaging Balance.
- List of all members belonging in your team type in point (1).
- The 'Users' tab allow Team Owner(s) and admin(s) to invite someone to your team, all you need is their email address. They don't require a LogTag Online account prior to you inviting them. If they don't have an account, they are prompted to create an account as part of the invitation process.
- Enter a valid email address to invite new user to the team.  
**Note:** By default, if the added user accepts the invitation, the team's location(s) will be pinned automatically to their dashboard.
- Areas are a hierarchal way to both manage a large number of Locations and also control who in your team can see what. By default you have 1 Area which is the top level of your team. For more information on Areas, view the Area setup part of this guide under “Locations”.
- In addition to Areas, you can select a role for the person you are inviting to your team:  
**Team Owner** - Full access to team features. Responsible for subscriptions.  
**Administrator** - Manage devices, locations and team members. May assist with subscriptions.  
**Member** - Manage devices, view and export data. Acknowledge alarms & submit reports.  
**View only** - Read only access to data and reports.
- Once you have entered in all the details, click the “Invite” button to send the invitation email.
- Pending invitations are listed here. Click 'Revoke Invite' if you wish to cancel the invitation next to the email address.

## Manage Team - User

To manage your team's settings, select **“Manage Team”** from the top right drop-down menu which is visible from any page.



**Please Note:** This setting is only viewable to Team owners or Administrators for the selected team. Click next to the Team user name via the 'Edit' link if you wish to change each team user details such as role type, Area, Mobile Number and allowing 'Receiving SMS messages in WhatsApp'.



1. The current selected team name and the remaining Messaging Balance.
2. List of all members belonging in your team type in point (1).
3. The 'Users' tab allow Team Owner(s) and admin(s) to invite someone to your team, all you need is their email address. They don't require a LogTag Online account prior to you inviting them. If they don't have an account, they are prompted to create an account as part of the invitation process.
4. Enter a valid email address to invite new user to the team.  
**Note:** By default, if the added user accepts the invitation, the team's location(s) will be pinned automatically to their dashboard.
5. Areas are a hierarchal way to both manage a large number of Locations and also control who in your team can see what. By default you have 1 Area which is the top level of your team. For more information on Areas, view the Area setup part of this guide under [“Locations”](#).
6. In addition to Areas, you can select a role for the person you are inviting to your team:  
**Team Owner** - Full access to team features. Responsible for subscriptions.  
**Administrator** - Manage devices, locations and team members. May assist with subscriptions.  
**Member** - Manage devices, view and export data. Acknowledge alarms & submit reports.  
**View only** - Read only access to data and reports.
7. Once you have entered in all the details, click the “Invite” button to send the invitation email.
8. Pending invitations are listed here. Click 'Revoke Invite' if you wish to cancel the invitation next to the email address.

## Manage Team - Team

The 'Team' tab allows you to edit Team settings such as Team Name, Team profile type, select CSV/Date format and/or optionally provide your VFC Pin # or Custom ID # (depending on the Team Profile selected).

**Please Note:** This setting is only viewable to Team owners or Administrators for the selected team.

1. If you are the Team owner or administrator, you can edit user settings by clicking the 'Edit' link in the 'Action' column next to the team member name you would like to edit. In there, you can change role type of the user\*, select Location Area, change mobile number and enable/disable 'receive SMS messages in WhatsApp'. If you are the Team owner or administrator, there is also an option to remove a member from a team by clicking the 'Remove From Team' link. A warning message will appear before you proceed. If you are a member, then there an option to 'Leave Team' in My Account settings.
2. Change Team name if you wish to identify between multiple teams in your account.
3. Optionally provide your VFC Pin # or Custom ID # depending on the Team Profile selected.
4. Select from the dropdown different team profile type(s) between General, VFC and Transit user.
5. Select CSV date format. This is the format that appears in the CSV files exported in LogTag Online.
6. Check/Uncheck whether you would like distributors to access to and/or allow support access to team account.
7. Check/Uncheck 'Allow WhatsApp alert feature' setting to enable receiving WhatsApp messages
8. Once you have updated details, click the "Save Changes" button to save changes.

**\*You can assign a different role type to a user. If you are the owner and assign the owner role to a different user, the owner revokes its role privileges and rights. A warning message appears in yellow text before you save any new changes. An administrator can also change role type for themselves or for a member to a different role type.**

**Please note:** There can only be one owner in a team at any one time.

## Manage Team - Signatures

Support for digital signatures is primarily provided for compliance with the US FDA 21 CFR Part 11 regulation - Electronic records and electronic signatures. Various industries, however, may find inclusion of digital signatures beneficial towards their quality control and assurance systems.

The 'Signatures' Tab allow Team Owner(s) and/or admin(s) to assign members and admins of the team to sign LogTag Online files and delivered shipments. These appear in the exported LTD file(s) or in downloaded PDF documents. For more information on how to apply signatures, please see [LogTag Drive](#) and [Shipment](#) chapters for more information.

**Please note:** Signatures on LTD files are viewable in LogTag Analyzer version 3.1.10 onwards.

For other users in the team to add digital signatures to data files and shipments, the team owner and admins must firstly enable this setting in the 'Signatures' tab of the 'Manage Team' settings area.

The screenshot shows the 'Manage Team' interface with the 'Signatures' tab selected. The interface is divided into two main sections. On the left, there is a table of team members with columns for Name, Role, Area, and Action. On the right, there is a 'Signatures' table with columns for Signature, Members, and Admins. A 'SAVE CHANGES' button is located at the bottom right of the interface.

Name	Role	Area	Action
Jessi S	Owner	--	
Ji Su S	Admin	--	Edit
Jshi S	Member	--	Edit
Sabrina S	Admin	--	Edit

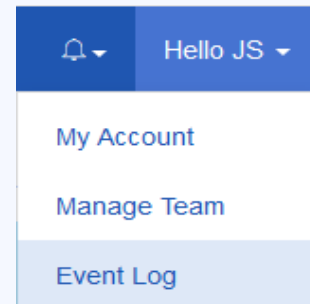
Signature	Members	Admins
Inspected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rejected	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quarantine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. If you are the Team owner or administrator, you can edit user settings by clicking the 'Edit' link in the 'Action' column next to the team member name you would like to edit. In there, you can change role type of the user, select Location Area, change mobile number and check/uncheck 'receive SMS messages in WhatsApp'.
  2. Different type of signatures you can apply on file(s) and shipment(s)
  3. Check/Uncheck the boxes to assign the right for members to sign the selected type of signature(s)
  4. Check/Uncheck the boxes to assign the right for admins to sign the selected type of signature(s)
  5. Once you have updated or changed any details, click the "Save Changes" button to save changes.
- If you are the Team owner or administrator, there is also an option to remove a member from a team by clicking 'Remove From Team' link. A warning message will appear before you proceed. If you are a member, then there is an option to 'Leave Team' in My Account settings.

## Event Log

The Event Log serves as a comprehensive audit trail for all user and system activity within your team on LogTag Online.

To view the event activity from your team, select **“Event Log”** from the top right drop-down menu which is visible from any page.



A screenshot of the Event Log interface. The interface includes a search bar (1), alarm type filters (2), date and time range selectors (3), and a table of events (4-9). The table has columns for 'WHAT', 'WHERE', 'Occurred At', 'Acknowledged At', and 'WHO'. The events listed include 'Undelivered Message', 'User Manual Inspection', 'Alarm Acknowledged', and 'Undelivered Message'.

WHAT	WHERE	Occurred At	Acknowledged At	WHO
Undelivered Message	Domestic Airport Depot, 5040000172	17:33 May-05-2022	19:40 May-06-2022	Rudolf Arada
Undelivered Message	Vaccine Control L2-08, 1000980274	03 May-05-2022	06:10 Mar-06-2022	Rudolf Arada
User Manual Inspection	Int'l Airport Depot, 6045020808	11:53 May-04-2022	11:53 May-04-2022	Keira Fortnightley
User Manual Inspection	Domestic Airport Depot, 5040000172	11:51 May-04-2022	11:51 May-04-2022	Emilio Valdesca
Undelivered Message	Domestic Airport Depot, 5040000172	20:14 Apr-03-2022	22:16 Apr-03-2022	Keira Fortnightley
Alarm Acknowledged	Vaccine Control L2-11, 6041029612	16:25 Feb-22-2022	18:24 Apr-01-2022	Emilio Valdesca
Alarm Acknowledged	Int'l Airport Depot, 6045020808	15:50 Feb-22-2022	18:11 Apr-01-2022	Keira Fortnightley
Undelivered Message	02:38 Mar-17-2022USA to CANADA	01:43 Mar-17-2022	03:44 Mar-17-2022	Rudolf Arada

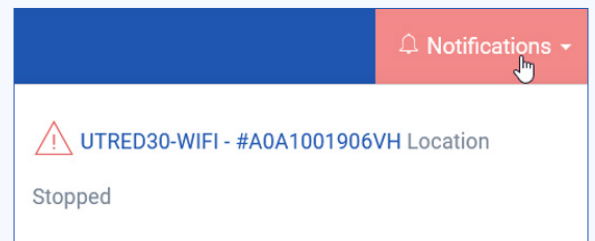
1. The free form search bar allows you to search the event log for the selected date and time range.
2. Tick the alarm type if you are looking for a specific alarm or to filter the alarm type(s) in the Event Log.
3. Select the date and time range for 'Date From' and 'Date to' and the 'Time From' and 'Time To' by using the calendar selector icon.
4. The type of event is listed here such as User Manual Inspection, Readings Not Displayed, Alarm Acknowledged, Device Power Loss and/or other events.
5. The name of the Area and/or Location where the event occurred.
6. A time and date stamp is provided to record the exact moment the event happened.
7. If the event involved a member of the team then their name is recorded against the event.
8. Export a PDF version of the event log for the selected date and time range.
9. The list of historical events are listed here; according to the columns above.
10. Use the navigation arrows to switch between different pages if it displays more than one page of event notification results.

## Event Notification List

The Event Notification List shows all notification activity occurring in Location(s) or Shipment(s) such as an alarm excursion on LogTag Online.

To view the notification activity for your team, select the red Notifications alarm bell from the top banner menu. This is visible from any page.

**Note:** The Notifications alarm bell is clearly labeled in red when there is at least 1 notification.



## Acknowledge or Inspect an alert notification

You will see a table of Alarm(s)/Notification(s) that need to be acknowledged (to stop receiving the alerts). To Acknowledge or inspect an alert notification, select the alert activity line then click 'Inspect' or 'Acknowledge' under the 'Action' column. Once acknowledged, this activity will now appear in the Event Log.

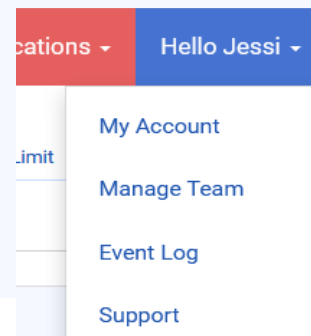
Event Time	Alarm Type	Location/Shipment Affected	Device Affected	Action
14:09 Feb-15-2022	Upper Alarm detected	Desk 2 UTRED30-WIFI	UTRED30-WIFI - #A0A1000036F6	Inspect   Acknowledge
12:23 Feb-15-2022	Alarm Detected	Desk LTI-WM-WIFI	VFC400-3 - #6052993052	Inspect   Acknowledge
18:29 Feb-14-2022	Upper Alarm detected	Desk 3 UTRED30-WIFI	UTRED30-WIFI - #A0A100999005	Inspect   Acknowledge
10:19 Feb-14-2022	Upper Alarm detected	Desk 2 UTRED30-WIFI	UTRED30-WIFI - #A0A1000036F6	Inspect   Acknowledge
09:23 Feb-14-2022	Upper Alarm detected	UTRED30-WIFI - #A0A29000098T-CH2	UTRED30-WIFI - #A0A29000098T-CH2	Inspect   Acknowledge
07:21 Feb-14-2022	Alarm Detected	Desk LTI-WM-WIFI	VFC400-3 - #6052993052	Inspect   Acknowledge
14:25 Feb-13-2022	Upper Alarm detected	Desk 3 UTRED30-WIFI	UTRED30-WIFI - #A0A100999005	Inspect   Acknowledge
07:19 Feb-13-2022	Upper Alarm detected	Desk 2 UTRED30-WIFI	UTRED30-WIFI - #A0A1000036F6	Inspect   Acknowledge
13:45 Feb-11-2022	Upper Alarm detected	UTRED30-WIFI - #A0A29000098T-CH2	UTRED30-WIFI - #A0A29000098T-CH2	Inspect   Acknowledge

1. Select the Alarm Types to view just the alarm you wanted to see.
2. Event Time to show when the event happened.
3. Alarm type such as Upper/Lower Alarm detected, Readings Not Displayed, Location Stopped etc.
4. The Area and/or Location, Shipment affected where the event occurred.
5. Device/Serial Number for the location or shipment affected.
6. Click the 'Inspect or Acknowledge' link to inspect or acknowledge event for the affected location/shipment.
7. Use the navigation arrows to switch between different pages.

## Support

The Support area holds all LogTag Online help and resources such as FAQs, tutorial videos, quick start guide, as well as creating and submitting support inquiry tickets.

To go to the support area, select **“Support”** from the top right drop-down menu which is visible from any page.



1. Playlist of LogTag Online Tutorial videos.
2. Common FAQs are listed here. Click the plus icon on the right to display the answer to each question. If you click 'View all' on the bottom right corner, it will take you to the main Support area of the LogTag website.
3. View or download the latest LogTag Online Quick Start Guide in PDF.
4. Click 'Contact Submit A Ticket' to raise and submit inquiry requests to a LogTag distributor (based on your last activated Activation Code).  
Some fields are already populated as it obtains current user name and registered email address (cannot be changed). Optional fields are company name, logger serial number and 'preferred contact time'. Fill in the last mandatory description field to describe the issue you are facing, and if you would like to provide distributor temporary access to your account, check the box and then click 'Submit'.
5. The latest version of LogTag Online What's New features in PDF.
6. 'About' shows the Third-Party Licenses for LogTag Online.
7. Present at all times, the bottom navigation bar is your way of switching between the core features of LogTag Online.

## Devices Overview

Registering your device is the first step for each new Logger or Interface Cradle that you want to use with LogTag Online. Once registered, that device will now belong to your team and can be attached to a Location or, used to upload files to LogTag Drive, an online file storage for your files, securely hosted by LogTag.

Browse to the “**Devices**” page from the bottom navigation bar to register your device.

### Registering your Device:

To Register your device, you need the 10 or 12-digit Serial Number (located on the back or base of the device).

The screenshot shows a table of registered devices with the following callouts:

- 1: Register Device button
- 2: Search bar containing "LTI-WiFi \*after: 06-20-2019"
- 3: Device Name column (LTI-WiFi)
- 4: Serial # column (A0B1005974X5)
- 5: Model column (LTI-WiFi)
- 6: Attached To column
- 7: Last Connection column (15:12 Feb-27-2020)
- 8: Action column (Edit)
- 9: Row selection icon
- 10: Column header area

1. Register a new device to your team.
2. The search bar allows you to look up individual files according to your search. It filters all columns based on the text matching. There are labels which can be added that allow filtering based on specific columns. Please remember to put quotation marks to use multiple words in a label search.

Available labels are:

- “name:” – Device Name column must contain
- “location:” - Location column must contain
- “model:” - Model column must contain

“serial:” - Serial number column must contain  
 “before:” – Last Connection column must be before the date specified in MM/DD/YYYY or MM-DD-YYYY format  
 “after:” – Last Connection column must be after the date specified in MM/DD/YYYY or MM-DD-YYYY format

e.g: **LTI-WiFi “after: 06-20-2019”** will show you files matching any column containing 'LTI-WiFi' for dates uploaded after 06-20-2019.

3. If you provided a name for your device, it will be displayed here.

Click the green “Register Device” button to add a new device to your team.

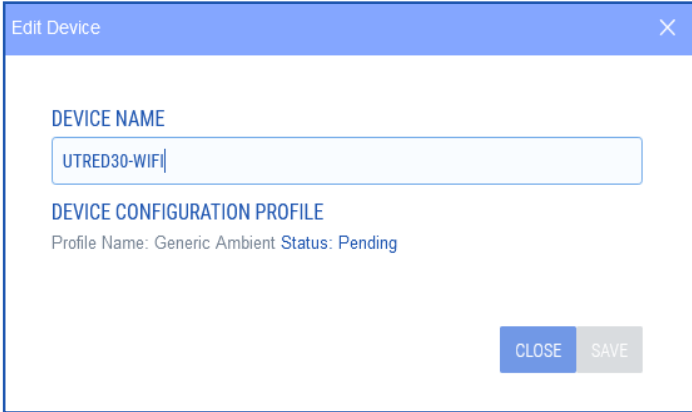
## Devices Overview (Continued)...

---

- The Serial Number of the device.
- The Model of the device e.g. "LTI-WiFi".
- If the device has been attached to a Location or a Shipment, the Location/Shipment name will appear here.
- Displays the date & time of when the device was last connected to LogTag Online.
- The action column displays the "Edit" link which you can use to change the details or remove your device.
- All registered devices are listed in this table, displaying the information from the column headers above.
- Click next to the column header to sort the column in either ascending or descending order. This works for all column headers except the 'Action' column.

**Note:** If a registered device has a remote configuration profile\* assigned to the logger from the Location 'Settings', when you click the device name or the 'edit' link - in point (3) and (8), then it will bring up a window displaying the "Profile Name", 'Device Configuration Profile' and the current status of the configured profile.

\*Only available on UTRED/UTREL30-WiFi models with the latest firmware. If you want to update to the latest firmware, please connect your logger(s) to your PC, run the latest version of LogTag Analyzer, select 'LogTag' then 'Configure' to update .



Edit Device

DEVICE NAME

UTRED30-WIFI

DEVICE CONFIGURATION PROFILE

Profile Name: Generic Ambient Status: Pending

CLOSE SAVE

Please refer to [Location - Settings & Remote Logger Configuration](#) section for more information.

## Registering a new device

Enter the Serial Number (found on the base of your product).

**Note:** Serial Numbers can include 0's and O's, review yours carefully.

**(Optional):** You can provide a user-friendly "Device Name" to identify the device with more ease.

Click "Register Device" when you are finished.

**Please note:** If the Device is

Register a new Device
×

**DEVICE SERIAL NUMBER**

**DEVICE NAME**

Register Device

ⓘ Loggers downloaded via a WiFi Interface will be automatically registered to your account.

If you accidentally entered an incorrect Serial Number, delete the device and register it again with the correct Serial Number.

already registered, it cannot be registered, unless the device is de-registered first.

Device Name	Serial #	Model	Attached To	Last Connection	Action
1063001001	1063001001	TREL30-16	📍 11:35 May-27-2020 Origin ...	10:59 Mar-18-2019	Edit

Your device is now registered and will appear in the **"Recently Registered Devices"** section of the main Dashboard or on the **"Devices"** page

## Registering your Logger(s) with a WiFi Interface Cradle.

You can repeat the process above and enter your Logger's Serial Number to register that Logger to your team. However, using any of the LogTag WiFi Interface Cradles, you can streamline this process by docking the Logger into the connected WiFi Interface Cradle.

After you have docked a logger into a WiFi interface cradle, it will automatically register the logger with LogTag Online and show it in the 'Recently Registered Devices' section of the dashboard or show in the 'Devices' page.

You can edit the Logger if you wish to give it a unique Device Name. Alternatively, you can browse to **"LogTag Drive"** from the bottom navigation bar to view the data which will be covered in the next section of this guide.

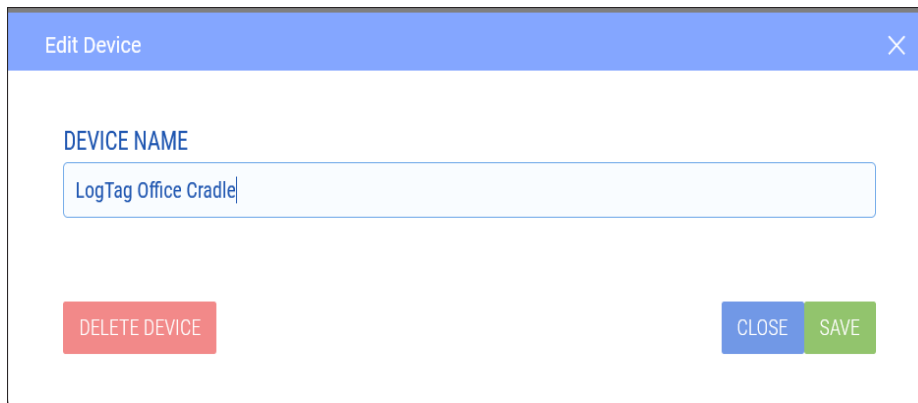
## Editing / Deleting devices

Device Name ↓	Serial #	Model	Attached To	Last Connection	Action
TRED30-16R	6061010174	TRED30-16R	📍 Transport Fridge	12:20 Dec-12-2019	<a href="#">Edit</a>

Click the Device Name or the “Edit” link of the Device you wish to edit or delete.

### View Remote Device Configuration profile/status:

Alternatively, you can view the remote logger configuration profile status added from in the Location 'Settings' area. This is only available currently on the WiFi loggers: UTRED30/UTREL30-WiFi (subject to them having the latest firmware). If you want to use this feature, please update to the latest firmware by connecting your logger to your PC and running the latest version of LogTag Analyzer. Select 'LogTag' then 'Configure' to update.



DELETED DEVICE

Once you have made a change to the Device Name, click the green “Save” button to save your changes and/or then click “Close” to close the window.

You can select the “Delete” button to remove the device from your account.

**Note:** When deleting a device - Any files stored in LogTag Drive from the device will not be deleted. If the device is a Logger currently attached to a Location, that Location will no longer have a Logger attached to it.

## LogTag Drive Overview

LogTag Drive is an online cloud storage for your files. Similar to many online file storage services, you have the ability to view, manage and export your files.

The LogTag Drive is used for Loggers that haven't been attached to a Location.

With your device set up and registered with LogTag Online, connect your WiFi Logger or WiFi Interface Cradle and dock a Logger in the cradle to upload data to LogTag Online.

**Note:** A new file entry is generated each time you upload a logger with one of your registered interfaces. As soon as the page refreshes you will see a new entry in the list with a file name composed from the Serial number and model number of the logger you uploaded.

In the event your device is powered but the WiFi is temporarily unavailable, data will be stored in the device's internal memory and will be uploaded when it next connects to the configured WiFi network.

### Upload data to LTO via LogTag Analyzer

If you are uploading data from a logger via the latest version of LogTag Analyzer, the uploaded logger file will show on the main dashboard in the 'Recently Uploaded Files' section or as a file in LogTag Drive. Please refer to the [LogTag Analyzer User Guide](#) for more information.

Label	File Name	Device Name	Serial Number	Date Uploaded	Action
TRED	S/N:6051000944 (TRED30-16R)	6061000944	6061000944	15:03 Apr 30 2019	⌵
testing signaux	S/N:1001058714 (TRIX-16)	1001058714	1001058714	08:30 Feb 07 2020	⌵
Test, testing 2	S/N:1063001001 (TREL30-16)	1063001001	1063001001	11:16 Feb 17 2020	⌵
Test	S/N:1001058714 (TRIX-16)	1001058714	1001058714	15:21 Apr 30 2019	⌵

1. The number of files stored on your drive and the limit based on your account limits are displayed here.
2. The search bar allows you to look up individual files according to your search. It filters all columns based on the text matching. There are labels which can be added that allow filtering based on specific columns. Please remember to put quotation marks.

Available labels are:

- “Label:” - Label column must contain
- “file:” - File name column must contain
- “device:” - Device column must contain
- “serial:” - Serial number column must contain
- “before:” - Date uploaded column must be before the date specified in MM/DD/YYYY or

## LogTag Drive Overview (Continued)...

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MM-DD-YYYY format

“after:” - Date uploaded column must be after the date specified in MM/DD/YYYY or MM-DD-YYYY format

e.g: **TREL-8 “after: 06/01/2019”** will show you files matching any column containing 'TREL-8' for dates uploaded after 06/01/2019. Refer to ['Editing a File'](#) section of this guide.

- Files can be organized by applying labels (point 8) to them after they have been uploaded.
- The name of the file uploaded by the Logger will be shown here.
- If you provided a device name for the Logger, it will be displayed here.
- The Serial Number of the Logger.
- A time/date stamp is provided of when the file was uploaded to LogTag Online.
- The action column allows you to edit file name, assign or add labels and/or option to move file to location. You can also choose to share or download the file in LTD & CSV formats.
- Click next to the column header to sort the column in either ascending or descending order. This works for all column headers except the 'Action' column.

If you have the LogTag Drive page open when you upload data, the page will refresh and display the uploaded file automatically for you.

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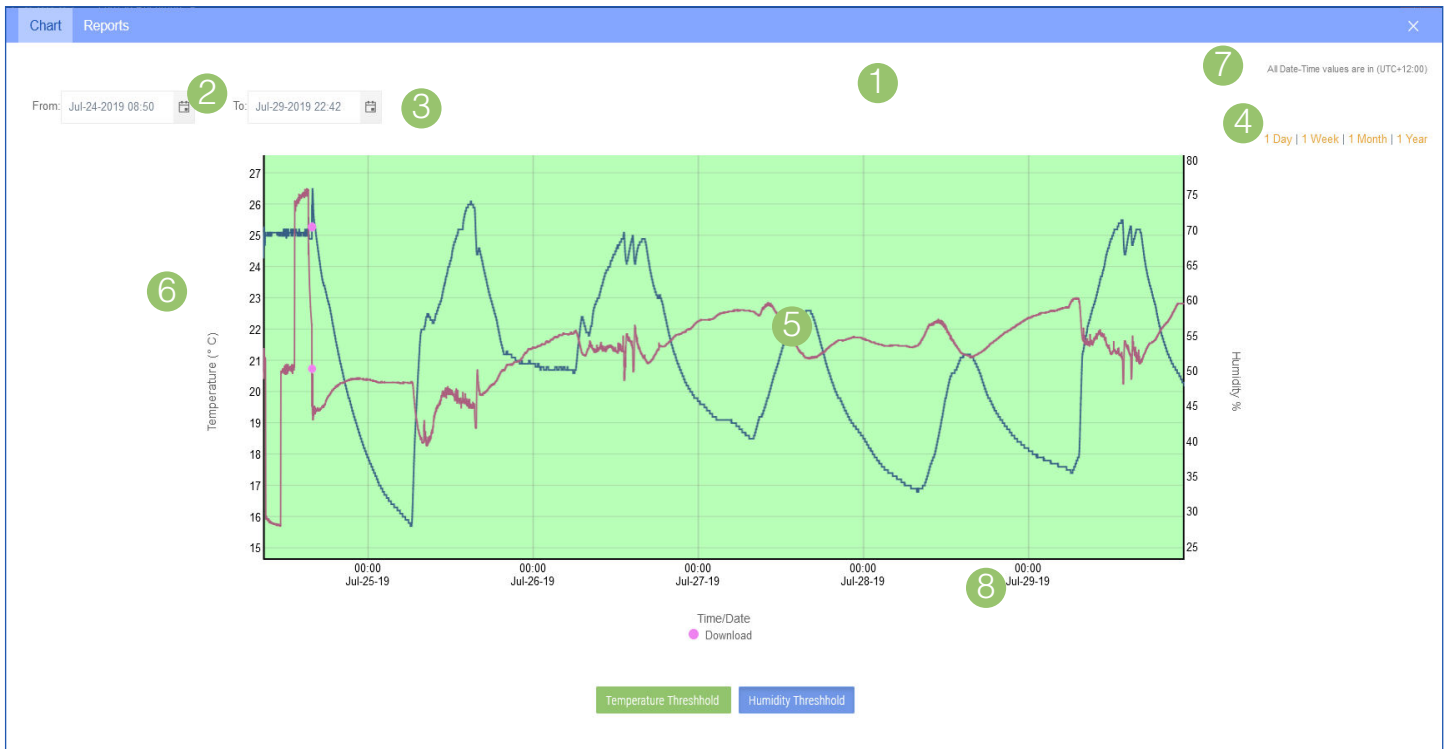
END OF SECTION

## Viewing a File - Chart

LogTag Drive  2220000 File Limit

Label ↓	File Name	Device Name	Serial Number	Date Uploaded	Action
INED	S/N 6061000944 (TRX030-164)	6061000944	6061000944	15:03 Apr-30-2019	
testing signature	S/N 1001058714 (TRX-16)	1001058714	1001058714	08:30 Feb-07-2020	

Selecting a file's Serial Number will open a popup window and display the chart by default:



1. The Serial Number and Model of the Logger or (Start/Date) you are viewing is displayed as the Chart title.
2. Specify a start date and time to view data over an earlier period of time.
3. You can also specify an end date and time to filter data to and from a specific date and time range.
4. Alternatively you can filter the date range by 4 pre-set date ranges from 1 day to 1 year.
5. This interactive chart displays the temperature/humidity data from the Logger, just like our traditional LogTag Analyzer software. Left-click and drag either horizontal or vertical to make a selection and release to zoom in. Simply double left-click to reset the zoom. The backgrounds are color-coded to match the Loggers alarms. Temperature and Humidity Thresholds are reflected in the background colors (if you have a humidity logger).

**Please Note:** For the values inside the Non-Alarm Area, the chart shading is green. For values above the upper alarm threshold the chart shading is red. Readings recorded in this area are hotter than allowed. For values below the lower alarm threshold the chart shading is blue which means readings recorded in this area are colder than allowed.

6. The Y axis displays the temperature in either Celsius or Fahrenheit based on your account preferences. The temperature recordings will be rounded to the nearest decimal place.
7. The time zone specified in the users settings.
8. The X axis displays the time in 24-hour format followed by the date in MM/DD/YY format

## Viewing a File - Reports

The 'Logger Data' tab in “Reports” will allow you to generate a PDF version of the Logger Report for the date and time range selected. A preview is shown beneath the “Download PDF” and “Signatures” button. The PDF report provides a trip-format statistics summary of the file(s), including an image of the chart.

**Generate Logger Report**

From: Dec-20-2019 17:39 To: Jan-16-2020 14:19

Generate a PDF Logger Report for the current selected date range. The report provides a trip-format statistics summary of the temperature data for the date range.

[Download PDF](#) [Signatures](#)

Report ID: 37eac893ef3376742c66c294e0f6967401e72b9b1b05a909542b282e1a5  
 Recorder has been Downloaded 12:59 Jan-16-2020  
 Report date range from 17:39 Dec-20-2019 to 14:19 Jan-16-2020  
 Note: All Date-Time values are in (UTC+12:00) + daylight time

**LogTag**

Alarm Status		Recorder Info			
Lower	<input checked="" type="checkbox"/>	Fail	Serial #	1050021522	Model: TRID30-7R
Upper	<input checked="" type="checkbox"/>	Fail	Description:	TRID30-7R	pwd
		Battery:	OK		
		Trip #:	30		

**Recorder Configuration**

Start type:	Push button start	Temperature alarms
Start delay:	None	Lower: 21.0 °C
Interval:	5 Minutes	Upper: 25.0 °C
Alert indicator:	Enabled lower & upper	

**Recorded Data**

Recorded Data		Temperature statistics	
First reading:	17:39:38 Dec-20-2019	Lowest:	19.5 °C
Last reading:	14:19:38 Jan-16-2020	@	06:59:38 Dec-21-2019
Elapsed time:	26 Days 20 Hours 45 Minutes	Highest:	32.3 °C
Total readings:	7737	@	16:44:38 Dec-30-2019
First evaluated:	17:39:38 Dec-20-2019	Average reading:	23.1 °C
Last evaluated:	14:19:38 Jan-16-2020	Standard Deviation:	1.8 °C(S)
Evaluated Time:	26 Days 20 Hours 45 Minutes	MKT(LH 83 144):	23.3 °C
Evaluated Readings:	7737		

Lower Alarm		Upper Alarm	
Triggered:	01:29:38 Dec-21-2019	Triggered:	12:54:38 Dec-21-2019
Time below/equal:	2 Days 20 Hours 10 Minutes	Time above/equal:	3 Days 2 Hours 25 Minutes
Occurrences:	14	Occurrences:	29

**Signatures:** If you wish to apply a signature, select the 'Signatures' button, a 'Signed Signature(s)' window will show up (as below). There if you have been granted permission to apply signatures, select from the dropdown the applicable signature you wish to sign to the file then click 'Yes' or 'No' button in the confirmation message. Once applied, the signature will display as a record stamp in the signatures table and appear in the entire file for exported LTD file(s) as well as the Downloaded PDF.

**Signed Signature(s)**

Approved

Name	Signature	Issuer	Date
Jessi S	Approved	LTO	Nov-27-2020 16:23:18

## Viewing a File - Reports (Continued)...

The 'Logger Data' tab shows all logger data in a table list format. By default, it displays results from the beginning to the end of the current day and month.

Logger Report

Logger Data

Data List

From: Nov-24-2020 08:24 To: Nov-24-2020 09:24 EXPORT


All Date-Time values are in (UTC+12:00)

Index	Date ↑	Time	Temperature °C	Events
1	Nov-24-2020	08:24:28	23.5	
2	Nov-24-2020	08:34:28		USB Paused Download Mark
3	Nov-24-2020	08:44:28		USB Paused
4	Nov-24-2020	08:54:28	24	
5	Nov-24-2020	09:04:28	24	
6	Nov-24-2020	09:14:28	24.1	Download Mark
7	Nov-24-2020	09:24:28	24.3	

1 - 7 of 7 items

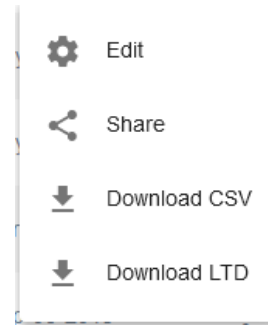
1. Select a 'Data List From' date and time using the calendar selector icon.
2. Select a 'Data List To' date and time to filter to a specific date and time range using the calendar selector icon.
3. The Export button allows you to generate a PDF file of the logger data list for the date and time range selected.
4. Data list range selected in point 1 and point 2. If you have a humidity logger, then the humidity column will also be displayed.
5. Navigation controls are provided in-case you have more than one page of data, you can use these buttons to swap between pages.
6. The time zone specified in the users settings.

## Editing a File

Label ↓	File Name	Device Name	Serial Number	Date Uploaded	Action
TRED	S/N:6061000944 (TRED30-16R)	6061000944	6061000944	15:03 Apr-30-2019	

- “Edit” allows you to change the file name, create and assign label(s), delete the file or move file to Location.
- “Share” allows you to copy and paste a link to anyone outside of your team/LTO as either a CSV or LTD file.
- “Download CSV” or “Download LTD” will provide the option to download the data directly as either a CSV or LTD file.

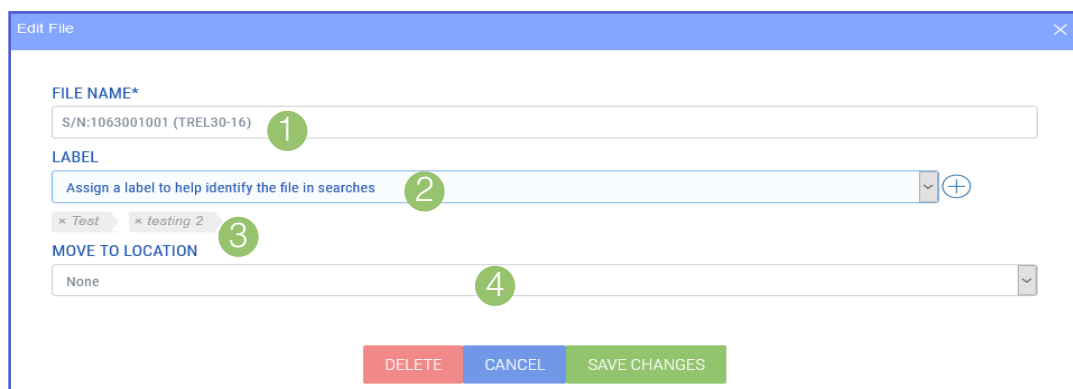
**Note:** if a signature has been applied to the file, then it will be visible in the downloaded LTD file.



**Note:** You can change the CSV date format for the CSV files from the 'Manage Team', 'Edit team' settings.

## Assigning Label(s) to your files:

Click “Edit” from the Action arrow to open the Edit File window. Changing the file name is not optional (Cannot be left blank).



1. You can edit the file name. This is a mandatory field. remove.
2. If no existing Labels exist or you wish to create a new Label, click the “plus” icon on the right. Enter in a Label name. 3. The selected label(s) will appear beneath the drop-down.
- This should be something that can later be used to identify this specific file(s) via a search/filter through your files. Once you are happy with that Label name, confirm it by clicking the “tick” icon and it will now be selectable as an option from the Label drop-down menu. You can assign multiple labels as you like. You can delete the label by hovering over the label you wish to delete then once it turns red, click once to

4. If you wish to move a file to a location, select the location from the drop-down. If you do this, the file will be permanently deleted from LogTag Drive and this cannot be reverted. Pre-start readings will not be imported to location and will also be removed from the file. A warning message will display before you save any changes.

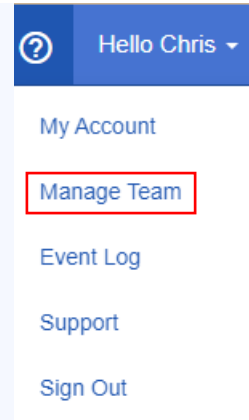
To remove the file from your team (permanently), select the “delete” button.

## Areas

Areas are a hierarchal feature to manage a team with a large number of members and Locations. Allowing Team owners or administrators to easily manage and control who can & can't see specific Location information.

From the LogTag online home page, Select the "Hello User".

Then select "Manage Team".



Next select the "Areas" tab, located to the right of the "Users" tab.



Once on the Area's tab, select the "Pointed Arrow".

This will allow you to create a new area.



To create a sub area, select the "Green Plus Button".

Give your sub area a name and click the "Green Tick Button".



## Editing a File

---

A Location represents a static site that you wish to monitor such as a refrigerator or freezer. Locations are designed to make it easy for an individual or team to monitor, document and audit that Location with a range of features that make it easy to comply with most temperature storage regulations such as - daily Min/Max and AM/PM inspections.

You can also swap out which Logger is being used to monitor that Location at any time. This means you always have a full-historical record of the Temperature for that Location, regardless of the Logger being used.

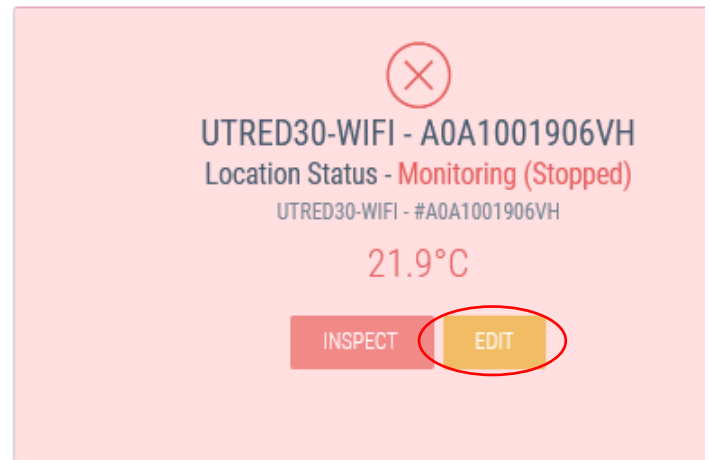
A location is automatically created for the first channel of the UTRED30-WiFi upon registering a dual-channel logger. Each channel can be assigned to a specific location.

**Note:** When registering dual-channel loggers like the UTRED30-WiFi, auto-creation of a location for the first channel is only possible if the team has an available location slot. For more information, refer to the Activation Code section.

## Editing/Deleting a Location

To Edit or Delete a Location, browse to the “Locations” page from the bottom menu. Your Location(s) will be displayed on the page like the example in the picture to the right.

Click “Edit” to bring up the Settings tab for that Location. There you can make any required changes and click “Save” afterwards. Alternatively, click “Delete” to remove it from your account.



**Tip:** You can pin/unpin a Location to your dashboard by clicking the small “pin” icon in the top right corner.

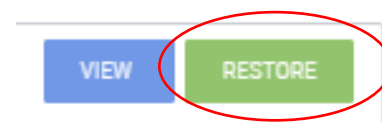
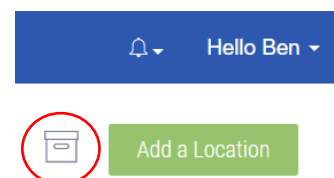


## Restoring a deleted Location:

If you are an Owner or Administrator of your team, you will see the “**Archive**” icon in the top right corner of the Locations page. (Or next to the “Add a Location” button if you haven't yet created a Location).

Click the icon to bring up the Archived Locations window. There you can find the Location you wish to restore by clicking the “**Restore**” button. Click the 'View' button if you wish to view the Location details in read-only mode as settings cannot be changed.

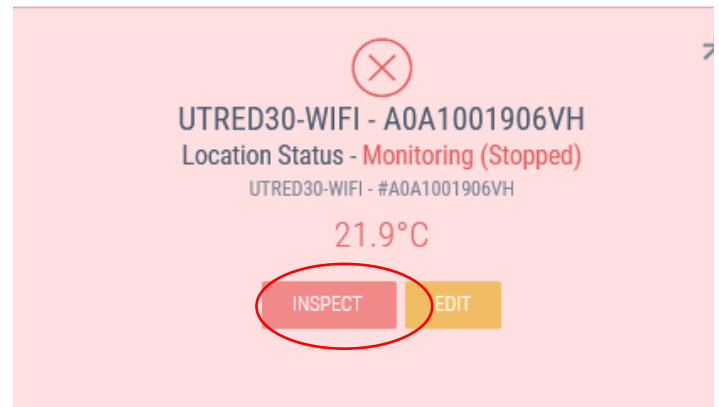
**Note:** You can only restore the Location if you haven't reached the maximum number of Locations.



## Inspecting a Location

To Inspect a Location, browse to the “Locations” page from the bottom menu. Your Location(s) will be displayed on the page like the example in the picture to the right.

Click “**Inspect**” to bring up the Day Summary.



The **Day Summary** is the activity summary for a Location presented in a calendar-format. The at-a-glance calendar allows you to view the AM/PM and Min/Max temperature for each day along with any incidents that have occurred such as an upper/lower temperature alarm or a missed daily inspection.

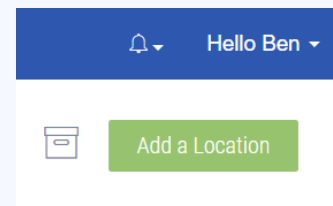
## Day Summary

The screenshot displays the 'Day Summary' interface for TRD30-7R. The top navigation bar includes 'Day Summary', 'Records', 'Chart', 'Reports', and 'Settings'. The main area shows a calendar for February 2020. The 'Day Summary' tab is selected. The calendar grid shows temperature data for each day, with some days highlighted in red (indicating incidents) and others in light blue (indicating inspections). A detailed view for Monday, February 2020, shows two temperature readings: 24.4°C AM at 11:59am and 25.2°C PM at 11:59pm. The minimum temperature for the day is 23.3°C and the maximum is 25.5°C. Green callout numbers 1 through 9 are placed on the interface to highlight specific features.

1. Different tabs are available when inspecting a Location. The Day Summary tab is selected by default. **Please Note:** If you are the Team owner or administrator for the location, the 'Settings' tab will be made available.
2. The month you're viewing can be changed here via the month selector icon and will display the current month by default.
3. The selected day is shaded with a light blue background, or a red background if you need to 'Create Troubleshooting Record' or 'Acknowledge Event' on the Day Summary.
4. The little icon(s) on the top left corner shows if an inspection was carried out. If it is in grey, the AM/PM temperatures have not been acknowledged by a team member (Point 7). Once the AM or PM inspection has been acknowledged, the icon will turn green.
5. Days with an incident such as a temperature alarm are outlined in red. If the alarm was an upper alarm, the Max temperature is displayed in red; if a lower alarm, then the Min temperature is displayed in red.
6. The selected calendar log date information is displayed on the left as Day/Month/Year and on the right for the day selected.
7. The AM/PM temperatures are displayed along with the time they were taken. To acknowledge the temperature (for audit/record-keeping purposes), click the green "tick" next to each.
8. Finally, the Minimum and Maximum temperature for the selected day is shown.
9. 'Create Troubleshooting Record' and 'Acknowledge Event' button will be available if there was a temperature alarm event for that day.

## Creating a Location

To Create a Location, click the green “Add a Location” button from the Locations page.



A screenshot of the 'Create a new Location' form. The form is divided into two main sections: 'Location Details' on the left and 'Team Details' on the right. The 'Location Details' section includes fields for 'LOCATION NAME' (filled with 'Transport Fridge'), 'DESCRIPTION' (optional), 'LOGGER ATTACHED TO LOCATION' (a dropdown menu), 'LOGGER CONFIGURATION PROFILE' (a dropdown menu), 'LOCATION AREA' (a dropdown menu with a 'Select Area' button), and a 'COMMENTS' text area. The 'Team Details' section includes dropdown menus for 'PRIMARY COORDINATOR\*' (filled with 'Jessi S'), 'SECONDARY COORDINATOR', and 'EMERGENCY COORDINATOR'. At the bottom right of the form are three buttons: 'EDIT NOTIFICATIONS', 'CLOSE', and 'CREATE'. Numbered callouts (1-13) are placed around the form to highlight specific fields and actions.

1. Provide a meaningful Location Name to help anyone easily identify what the Location is monitoring.
2. (Optional) description field if you wish to provide additional information to help team members identify the Location.
3. Select the Logger that you wish to attach to this Location. The drop-down will show all currently registered devices belonging to your team.
4. Select a Logger configuration profile if you would like to remotely configure your logger\* profile. If the reseller sent any profile(s) to the team, then the profiles will show up here.  
\*Only compatible with UTRED30/UTREL30-WiFi models with the latest firmware
5. If you would like to add any comments for the Location, fill out the comments box.
6. For VFC users only, select if your Location is a refrigerator or freezer, this will later be included in part of the populated fields when you 'generate reports' in the inspect log tab under Location-Reports.
7. If you added 1 or more Areas, you can specify which Area this Location will belong to. This will ensure only team members belonging to that Area or above will have access to this Location.
8. Specify who is primarily responsible for the inspection and maintenance of the Location.
9. (Optional) Select a secondary team member to be responsible for this Location if the Primary person is unavailable.
10. Select another team member who should be notified upon an incident such as a Temperature Alarm.
11. Before clicking “Create”, you can customize who gets notified and which notification types for specific events by clicking the “Edit Notifications” button. More on the next section.
12. Select the 'Close' button if you wish to close or cancel Location creation.
13. Select the 'Create' button to save and create the Location.

## Creating a Location (Continued)...

You can trigger notification(s) via Email and/or SMS (require activation code). You can also select who the notification is sent to by selecting the boxes next to either the Primary/ Secondary Coordinator or the listed Emergency Contacts.

- 1. Alarm Detected:** If an upper or lower alarm is triggered by the logger attached to this location, as per the Logger's configuration settings.

If you have selected any of the primary/secondary and/or Emergency contact to be notified, immediately the Primary and Secondary coordinators are emailed

- 2. Connection Timeout:** The timeout duration since the logger last lost connection from taking a reading with LogTag Online.

If LogTag Online isn't displaying current readings or has 'Lost Connection' status in the pinned location dashboard, LogTag Online can send a notification.

Set the specified time by selecting a time-frame from the "Lost Connection Reminder" drop-down menu.

- 3. Power Notification:** When the Logger first reports it has a low battery, you can get notified via LogTag Online.

- 4. Daily Inspection:**

**"Daily Inspection"** - Currently this setting is enabled by default and cannot be disabled. This means the Day Summary will be enabled which tracks daily Min/Max and AM/PM inspection records.

**"Remote Inspection"** - By enabling this, it means you can acknowledge an AM or PM inspection via the Day Summary on LogTag Online. This is an alternative method to traditionally pressing the Inspection Mark button on the Logger itself.

**"Allow Overdue Inspection"** - With this enabled, you can acknowledge an AM or PM inspection on previous days otherwise the missing AM or PM inspection will be missing on Reports.

- Once you have set up the notifications how you require them, you can either click the "Go Back" button to double-check your Location settings or click "Save" to save your settings.

# Troubleshooting Records

Day Summary   Records   Chart   Reports   Settings			
Troubleshooting Records are used to document any unacceptable storage events, such as exposure of products to temperatures that are outside the manufacturers' recommended storage ranges			
Date & Time of Event	Completed by	Date & Time of Report	Action
10:03 Dec-12-2019			Create Report
08:29 Dec-01-2019			Create Report
20:48 Sep-14-2019	jessi S	09:58 Jun-15-2020	Edit
17:34 May-29-2019	jessi S	09:41 Jun-15-2020	Edit
10:48 May-24-2019			Create Report

If a Temperature excursion has happened, the “Records” tab will show records for you to complete.

Click “**Create Report**” to begin filling out the “Troubleshooting Record”.

Alternatively, you can select the day from the Day Summary that is showing a Temperature Alarm then click “Create Troubleshooting Record”

Friday, February 2019 Day Selected: 22nd

✓ 24.3°C AM  
11:59am

✓ 22.6°C PM  
02:43pm

---

Min: 21.1°C Max: 25.1°C

Create Troubleshooting Record

# Creating a Record

1. The report will populate the “completed by” name based on the user that is signed in and creating the report.
  2. The current date is also populated based on the date of creating the report.
  3. The time zone specified in the users settings is shown on the report.
  4. The Date & Time of the temperature excursion is taken from the Loggers readings.
  5. The 'Discovered' temperature at the time of the excursion started, along with excursions most up-to-date Min/Max is populated in the record from the Loggers readings.
  6. If required, enter the room temperature at the time of discovery.
- 7. Description of Event:**
    - General description (i.e. what happened?)
  - 8. Action Taken:**
    - Estimated length of time between event and last documented reading of storage temperature in acceptable range. For VFC users: (2°C to 8°C [36°F to 46°F] for refrigerator; -50°C to -15°C [-58° to 5°F] for freezer)
    - Inventory of affected products
    - At the time of the event, what else was in the storage unit? For example, were there water bottles in the refrigerator and/or frozen coolant packs in the freezer?
    - Prior to this event, have there been any storage problems with this unit and/or with the affected product
    - Include any other information you feel might be relevant to understanding the event.
    - When were the affected products placed in proper storage conditions?
    - Who was contacted regarding the incident?

## Creating a Troubleshooting Record (Continued)...

- For VFC users: (Document thoroughly, this information is critical to determining whether the vaccine might still be viable)
  - IMPORTANT:** What did you do to prevent a similar problem from occurring in the future?
- 9. Results:**
- What happened to the product? Was it able to be used? If not, was it returned to the distributor?
  - For VFC users: (What happened to the vaccine? Was it able to be used? If not, was it returned to the distributor? (Note: For public-purchase, follow your state/local health department instructions for vaccine disposition.)
10. Tick the boxes of those of whom you wish to send a copy of the record to via email once you have finished entering the details and click **“Submit”**.
  11. If you make any changes or amendments to the record, click 'Save Changes' before submitting, or click 'Close' to close the record.

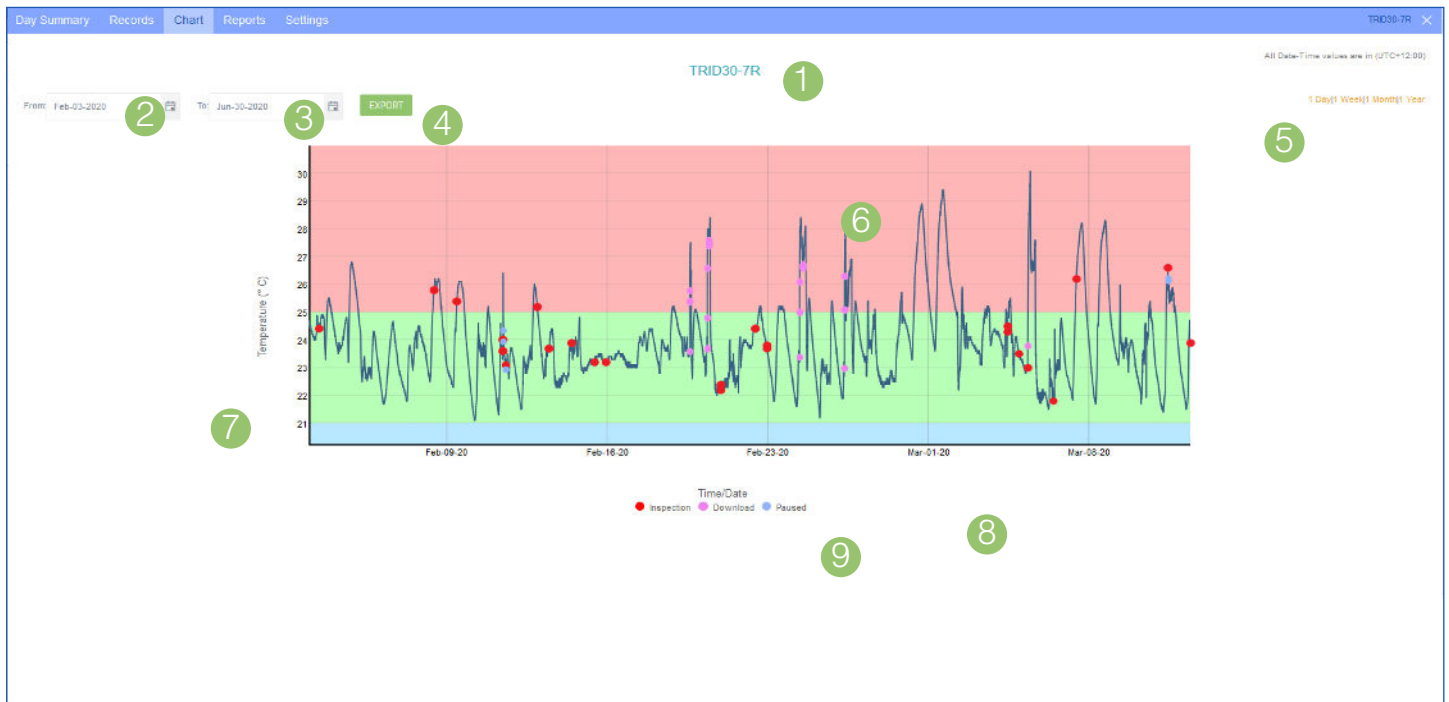
Date & Time of Event	Completed by	Date & Time of Report	Action
10:03 Dec-12-2019			Create Report
08:29 Dec-01-2019			Create Report
20:48 Sep-14-2019	jessi S	09:58 Jun-15-2020	Edit
17:34 May-28-2019	jessi S	09:41 Jun-15-2020	Edit
10:48 May-24-2019			Create Report

Once created, the Records tab will now display the Report you just created with the option to edit it.

END OF SECTION

## Chart

Clicking the “Chart” tab will display the chart for that Location, similar to the LogTag Drive Chart.

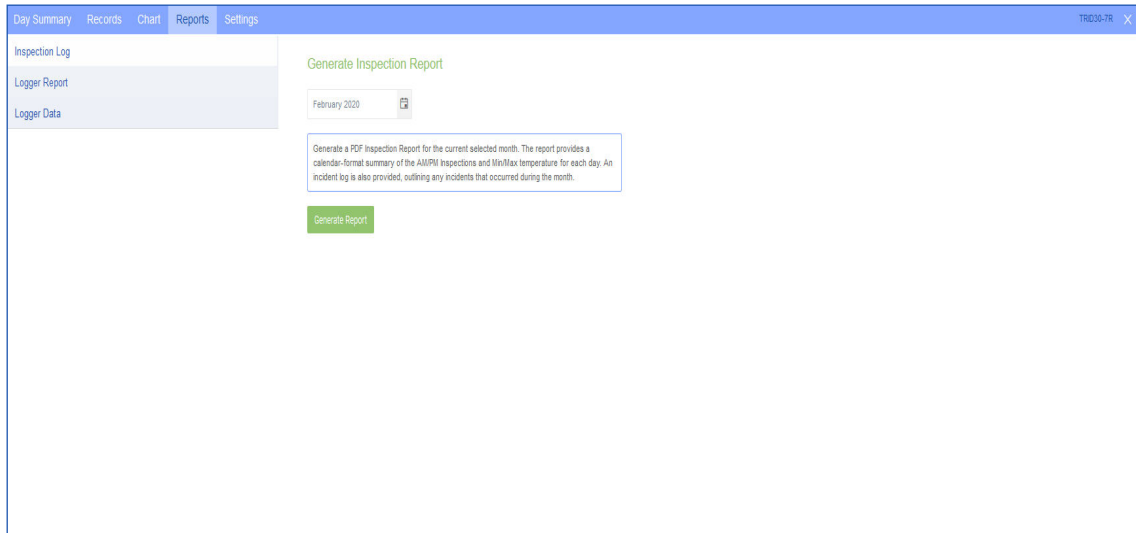


1. The name of the Location you are viewing is displayed as the Chart title.
  2. Specify a start date and time to view data over an earlier period of time using the calendar selector icon.
  3. You can also specify an end date and time to filter data to and from a specific date range.
  4. You can export the data to LTD and CSV based on the dates and time you have selected.  
**Note:** For LTD files, a confirmation message to show it has been emailed to your registered account email address will display across the top.
  5. Alternatively you can filter the date range by four pre-set date ranges from 1 day to 1 year.
  6. This interactive chart displays the temperature/humidity data from the Logger. Left-click and drag either horizontal or vertical to make a selection and release to zoom in. Simply double left-click to reset the zoom. The backgrounds are colour-coded to match the Loggers alarms. If there are any humidity and temperature thresholds, the background colours are reflected here.
- Please Note:** For the values inside the Non-Alarm Area, the chart shading is green. For values above the upper alarm threshold the chart shading is red. Readings recorded in this area are hotter than allowed. For values below the lower alarm threshold the chart shading is blue which means readings recorded in this area are colder than allowed.
7. The Y axis displays the temperature in either Celsius or Fahrenheit based on your account preferences.
  8. The X axis displays the time in 24-hour format followed by the date in M/DD/YY format.
  9. Chart marks are shown in different colour codes. Humidity and Temperature Threshold indicators are also shown here (if you have a humidity logger).

## Reports

'Logger Report' and 'Logger Data' tabs are visible to all users in the "Reports" tab.

**Please Note:** The 'Inspection Log' tab is only available to VFC users (see screenshot below). Click the 'Generate Report' button to generate the Inspection Report and view or download as a PDF for the selected month.



**Note:** Inspection log is only available to view in a Location not as file view in LogTag Drive.

### Temperature Log for Refrigerator – Celsius

DAYS 1-15

Month/Year \_\_\_\_\_ VFC PIN or other ID # \_\_\_\_\_ Page 1 of 3

Facility Name \_\_\_\_\_

**Monitor temperatures closely!**

1. Write your initials below in "Staff Initials," and note the time in "Exact Time."
2. If using temperature monitoring device (TMD; digital data logger recommended) that records min/max temps, document min/max once each workday, preferably in the morning. If using TMD that does not record min/max temps, document current temps twice, at beginning and end of each workday.
3. Put an "X" in the row that corresponds to the refrigerator's temperature.
4. If any out-of-range temp, see instructions to the right.
5. After each month has ended, save each month's log for 3 years, unless state/local jurisdictions require a longer period.

**Take action if temp is out of range – too warm (above 8°C) or too cold (below 2°C).**

1. Label exposed vaccine "do not use," and store it under proper conditions as quickly as possible. Do not discard vaccines unless directed to by your state/local health department and/or the manufacturer(s).
2. Record the out-of-range temps and the room temp in the "Action" area on the bottom of the log.
3. Notify your vaccine coordinator, or call the immunization program at your state or local health department for guidance.
4. Document the action taken on the "Vaccine Storage Troubleshooting Record" on page 3.

Day of Month	1		2		3		4		5		6		7		8		9		10		11		12		13		14		15			
Staff Initials	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
Exact Time																																
Min/Max Temp in Unit (since previous reading)																																
TEMPERATURES	<b>Danger! Temperatures above 8°C are too warm! Write any out-of-range temps and room temp on the lines below and call your state or local health department immediately!</b>																															
	8°C																															
	7°C																															
	6°C																															
	5°C																															
ACCEPTABLE	<b>Aim for 5°C</b>																															
	4°C																															
	3°C																															
	2°C																															
ACTION	<b>Danger! Temperatures below 2°C are too cold! Write any out-of-range temps and room temp on the lines below and call your state or local health department immediately!</b>																															
	Write any out-of-range temps (Above 8°C or below 2°C) here																															
	Room Temperature																															

If you have a vaccine storage issue, also complete "Vaccine Storage Troubleshooting Record" found on page 3.

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Adapted with appreciation from California Department of Public Health  
Technical content reviewed by the Centers for Disease Control and Prevention  
www.immunize.org/cong/dj33333c.pdf • Item #73023C (8/18)

The calendar-format summary of the AM/PM Inspections and Min/Max temperature for each day is generated from the loggers readings. Some of the fields are already pre-populated in the Temperature Log.

## Reports (Continued)...

The 'Logger Report' provides a trip-format statistics summary of temperature/humidity data for the date range selected. The report generates a PDF version which you can see a preview of underneath or you can download it separately as a PDF by clicking the 'Download PDF' button.

Day Summary Records Chart **Reports** Settings wifi work desk test

Logger Report

Logger Data

Generate Logger Report

From: Oct-01-2021 00:00 To: Oct-31-2021 23:59

Generate a PDF Logger Report for the current selected date range. The report provides a trip-format statistics summary of the temperature and humidity data for the date range.

Download PDF Signatures

Report ID: 448e36e4a39f49823716c7021dde6201016e9f1c7ba05718e12b7b40d28 Team ID #

**LogTag** Report date range from 00:00 Oct-01-2021 to 23:59 Oct-31-2021  
Note: All Date-Time values are in (UTC+12:00) + daylight time

Location: wifi work desk test  
Description: UTRED30-WIFI - ADA1002828WT

UTRED30-WIFI - OK

Serial #		Temperature Statistics	
ADA1002828WT		Lowest: 18.4°C	
Description: WiFi work desk		@ 06:55:28 Oct-01-2021	
Mode: UTRED30-WIFI		Highest: 24.2°C	
Interval: 30secs		@ 10:01:58 Oct-01-2021	
First Reading: 00:00:28 Oct-01-2021		Average reading: 20.1°C	
Last Reading: 14:26:28 Oct-01-2021		Standard Deviation: 0.9°C(S)	
Elapsed Time: 7 days, 14 hrs, 26 mins		MKT(JH 03:144): 19.8°C	
Total readings: 21893			

Temperature Alarms					
Alarm	Allowed Time	Total Time	Occurrences	°C - Minutes	Status
>30 °C	Instant	0sec	(none)	0	OK
<9.9 °C	Instant	0sec	(none)	0	OK

1. Select a 'Chart From' date and time using the calendar selector icon. The Time selector is in 24-hour format.
2. Select a 'Chart To' date and time to filter to a specific date and time range using the calendar selector icon. The Time selector is in 24-hour format.
3. View or download logger report as a PDF based on the date and time you have selected.
4. Preview of the trip-format statistics summary and the PDF logger report including an image of the chart based on the date and time range selected.

## Reports (Continued)...

The 'Logger Data' tab shows all the logger temperature/humidity readings and events in a table list format based on the date and time range selected.

The screenshot shows the 'Data List' report interface. The navigation menu on the left includes 'Inspection Log', 'Logger Report', and 'Logger Data'. The main area displays a table with the following data:

Index	Date ↑	Time	Temperature °C	Events
1	Dec-01-2020	00:02:31	21.9	
2	Dec-01-2020	00:07:31	21.9	
3	Dec-01-2020	00:12:31	21.8	
4	Dec-01-2020	00:17:31	21.8	
5	Dec-01-2020	00:22:31	21.8	
6	Dec-01-2020	00:27:31	21.8	
7	Dec-01-2020	00:32:31	21.8	
8	Dec-01-2020	00:37:31	21.8	
9	Dec-01-2020	00:42:31	21.8	
10	Dec-01-2020	00:47:31	21.7	
11	Dec-01-2020	00:52:31	21.7	
12	Dec-01-2020	00:57:31	21.7	
13	Dec-01-2020	01:02:31	21.7	
14	Dec-01-2020	01:07:31	21.7	
15	Dec-01-2020	01:12:31	21.7	
16	Dec-01-2020	01:17:31	21.6	
17	Dec-01-2020	01:22:31	21.6	

The interface also includes a 'From' selector (Dec-01-2020 00:00), a 'To' selector (Dec-31-2020 23:59), an 'EXPORT' button, and a pagination bar at the bottom showing '1 - 17 of 5110 Items'.

1. Select a 'Data List From' date and time using the calendar selector icon.
2. Select a 'Data List To' date and time to filter to a specific date and time range using the calendar selector icon.
3. The Export button allows you to generate a CSV or PDF file of the logger data list for the date and time range selected.

**Please Note:** When exporting to PDF, it will generate file for up to 14,000 readings. Please use CSV or a smaller date range if you wish to export above that limit.

You can change the CSV date format in the 'Manage Team', 'Edit Team' settings.

4. The time zone specified in the users settings.
5. Use the navigation arrows to switch between different pages if it displays more than one page of data results for the date range selected.

## Settings

The Location Settings tab allow team owner and administrators to make Location setting changes and amendments.

**Please Note:** Members of a team cannot make any Location setting changes as the 'Settings' tab is not available to them.

1. 'Logger Configuration Profile' and 'Logger Timezone' can be selected on current compatible loggers\* for a remote configuration. For non-applicable models, the logger configuration profile will be set as 'Custom' by default. Any logger set with the 'Custom' Configuration Profile indicates that any current logger profile settings loaded in the logger made in LogTag Analyzer remains the same and won't have any effect.  
\*Currently, only compatible on UTRED30/UTREL30-WiFi loggers with the latest firmware

**Note:** Any newly selected remote Logger Configuration Profile other than 'custom' will override the existing profile(s) in your logger.

2. For VFC users, there is an option to select whether the 'Location type' is a Refrigerator or a Freezer.
3. Team owner(s) and/or administrator(s) are able to add, edit and/or delete comments to keep a log of changes to a location, e.g. for recording status changes of the

logger, different conditions etc.

**Note:** For VFC users, the comments section is not available.

4. If you would like to update your Location notification settings, select the yellow 'Edit Notifications' button. Then click 'Save' to save any changes you have made or click the 'Go Back' button to return to the previous Location Settings window. You can click the 'Delete' button anytime if you wish to delete the Location. A warning message will appear before you confirm this deletion.

Please refer to '[Creating a Location](#)' section in the Quick Start Guide if you need help or more information.

## Remote Logger Configuration - Profile & Timezone

Pre-set profiles or profiles assigned/sent by resellers can be configured remotely on compatible models (currently on UTRED30/UTREL30-WiFi with the latest firmware\*). Non-applicable loggers won't work with this feature and will automatically have the profile set as 'custom' (which will hold any current LogTag Analyzer configuration profile settings).

\*In order to use this remote feature properly, the UTRED/UTREL30-WiFi must have the latest firmware. To update to the latest firmware, run the latest version of LogTag Analyzer, select 'LogTag' then 'Configure' to update.

Pre-set profiles that are currently available are:

- **Generic Ambient:** Lower: 15°C after 2 consecutive violation readings; Upper: 25°C after 2 consecutive violation readings.
- **Generic Fridge:** 2°C after 2 consecutive violation readings; Upper: 8°C after 2 consecutive violation readings.
- **Generic Freezer:** Upper: -15°C - After 2 consecutive violation readings

**Tip:** To speed up the process of applying remote configuration profile(s) and timezone settings on the logger, the user can manually perform a forced connection update by pressing and holding both the 'FN' and 'Review/Mark' buttons simultaneously for approximately 6 seconds on the device. For more information on how [To initiate the connection test](#), please refer to the [UTRED30-WiFi product user manual](#).

**Note:** If you would like more profiles to be added to 'Logger Configuration Profile' (other than the pre-set profiles listed above), please enquire with your LogTag distributor.

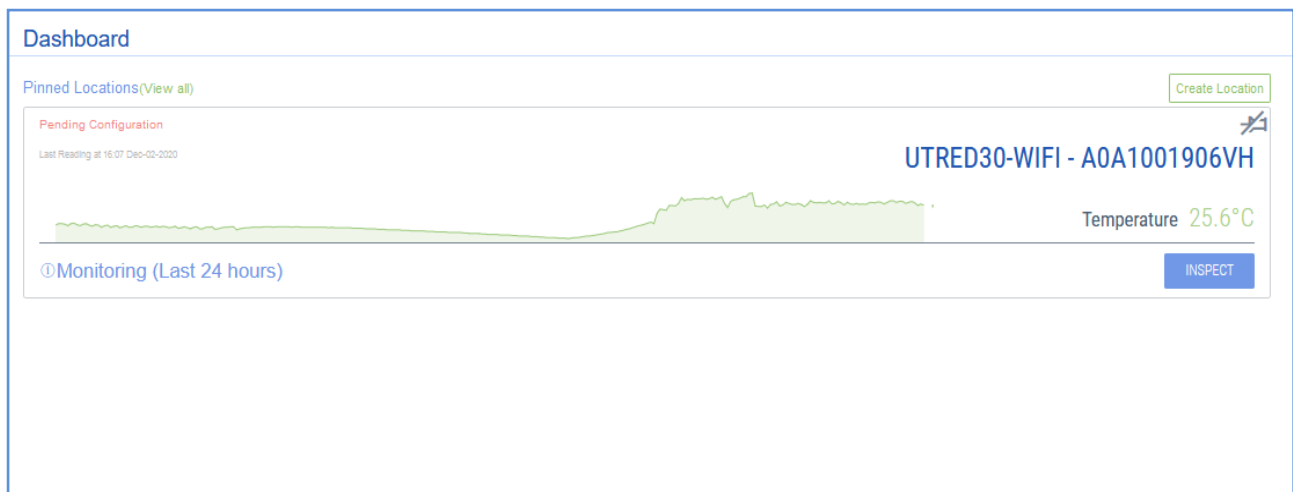
## Remote Logger Configuration - Status

After any Location settings/changes have been made, when you click out/close the window, the rainbow ball automatically rotates to indicate a change has been submitted.

Please wait for the configuration profile and/or Logger Timezone setting(s) to be applied...

### Configuration Profile - Status

Once the selected configuration profile has been applied, there will be a 'Pending Configuration' status showing in the pinned 'Charts' section of the main dashboard (if your Location is pinned - as seen in red text below) or when you select the device, in the devices window of the 'Edit Devices' area, you can also see the status there



When the profile configuration has been satisfactorily applied, 'Pending Configuration' status will disappear from the main pinned Location dashboard and the 'Status Applied' message will display in the profile configuration settings, when you click into the device.

The 'Edit Device' window displays the following information:

- DEVICE NAME:** UTRED30-WIFI
- DEVICE CONFIGURATION PROFILE:**
  - Profile Name: UTRED30-WIFI profile
  - Status: Applied
  - Record a reading every 5 minutes
  - Upper Alarm: 60 °C - Triggered after 1 instant violation reading
  - Lower Alarm: -20 °C - Triggered after 1 instant violation reading

Buttons at the bottom include 'DELETE DEVICE' (red), 'CLOSE' (blue), and 'SAVE' (grey).

## Transit Overview

Shipments are created to make it easy for an individual or team to monitor, document and audit shipment(s) using a wide range of features such as receiving Shipment Notifications, viewing shipment status and/or reports as well as reviewing full-historical records.

If you are on a free account, you are unable to use any Shipment features. Pay-as-you-go Shipment Features are available to purchase. Please inquire with your distributor to purchase activation code(s).

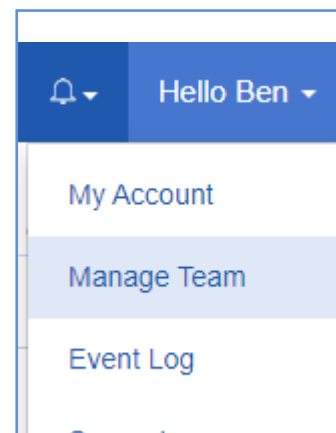
**Note:** North American customers can now use the new 'Prepay' feature to purchase directly online). Refer to [Activation Code / Prepay](#) section of the Quick Start Guide.

**Tip:** Features in LogTag Online can be toggled depending on your Team Profile. This helps hide features and options that won't apply to your team to avoid potential confusion.

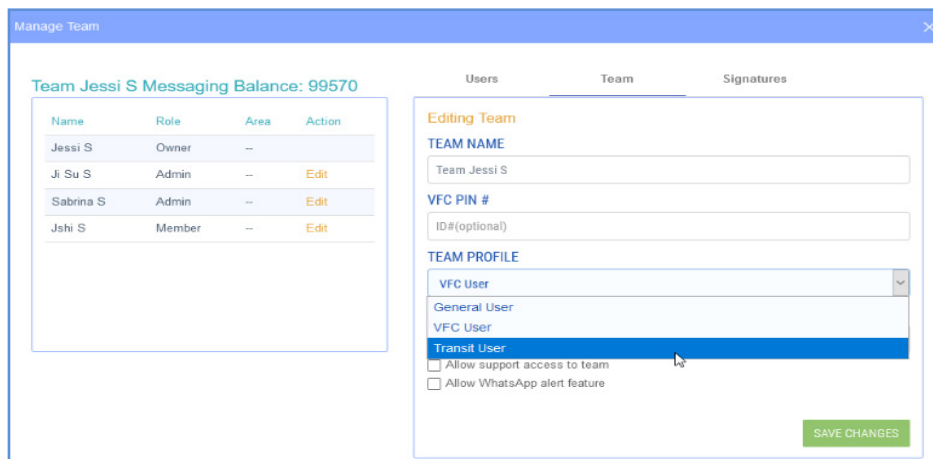
If you are the owner of a Team, to change your Team Profile, simply browse to **“Manage Team”** from the top right drop-down menu.

Next, click “Edit Team” in the top right of the Team window.

Here you will see various options that control different aspects of how LogTag Online will operate for your team. One of these is “Team Profile”.

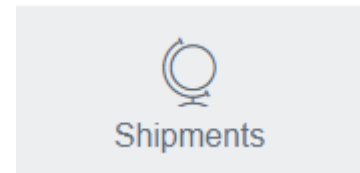


Select “Transit User” from the drop-down menu, then click “Save Changes”. You can close the Team window now.



## Shipments Overview

Successful activation of the Transit User profile will reveal the 'Shipments' tab in your footer navigation. Once you have selected the 'Shipments' page, this is the main dashboard.



Status	Shipment Name	Serial Number(s)	Activity	Origin	Destination	Start Date	End Date
	20:25 Jan-22-2025 Wellington - Cape Reinga	D0D800103700	PENDING	Wellington	Cape Reinga	12:25 Jan-22-2025	12:25 Jan-29-2025
	1 Logger, No Data	ABD8001014L5	PENDING	Team Keeghan 3	Team Keeghan 3	16:13 Nov-12-2024	16:13 Dec-10-2024
	Empty Shipment		PENDING	Team Keeghan 3	Team Keeghan 3	16:11 Nov-12-2024	16:11 Dec-10-2024
	13:40 Nov-06-2024 123 - Team Keeghan 3	D0C1001005U5	PENDING	123	Team Keeghan 3	13:40 Nov-06-2024	13:40 Dec-04-2024
✘	20:10 Nov-03-2024 Cape Reinga - Christchurch	ABD80010654C, ...	IN TRANSIT	Cape Reinga	Wellington	13:05 Nov-03-2024	20:10 Nov-29-2024

## Map View

1. The legend outlines the meaning of each alert color. For example, blue indicates “In Transit,” yellow means “Pending,” red represents an “Event,” and green signifies “No Alerts.”
2. The interactive global map displays all loggers in transit. You can zoom in to view specific alerts and locations.
3. The panel categorizes different shipment status types. By default, the “All” tab is selected. You can filter shipments by their activity status (Event, Pending, In Transit, and Completed). Note: If an alarm excursion occurs in a delivered shipment, the row will be shaded red and recorded in the “Event” tab.
4. The pins on the map are color-coordinated with the legend. They indicate specific events and their locations. Use the zoom function to explore map details further.

# Shipments Overview

1 Online Team Keeghan 3 2737 - Notifications - Hello Chris -

Create Shipment Bulk Shipments Shipment Profiles

All Event Pending In Transit Completed

2 7 10 Shipment Units Remaining

3

4 5

Status	Shipment Name	Serial Number(s)	Activity	Origin	Destination	Start Date	End Date
	20:25 Jan-22-2025 Wellington - Cape Reinga	D0D800103700	PENDING	Wellington	Cape Reinga	12:25 Jan-22-2025	12:25 Jan-29-2025
6	1 Logger, No Data	ABD8001014L5	PENDING	Team Keeghan 3	Team Keeghan 3	16:13 Nov-12-2024	16:13 Dec-10-2024
	Empty Shipment		PENDING	Team Keeghan 3	Team Keeghan 3	16:11 Nov-12-2024	16:11 Dec-10-2024
	13:40 Nov-06-2024 123 - Team Keeghan 3	D0C1001005U5	PENDING	123	Team Keeghan 3	13:40 Nov-06-2024	13:40 Dec-04-2024
X	20:10 Nov-03-2024 Cape Reinga - Christchurch	ABD80010654C...	IN TRANSIT	Cape Reinga	Wellington	13:05 Nov-03-2024	20:10 Nov-29-2024

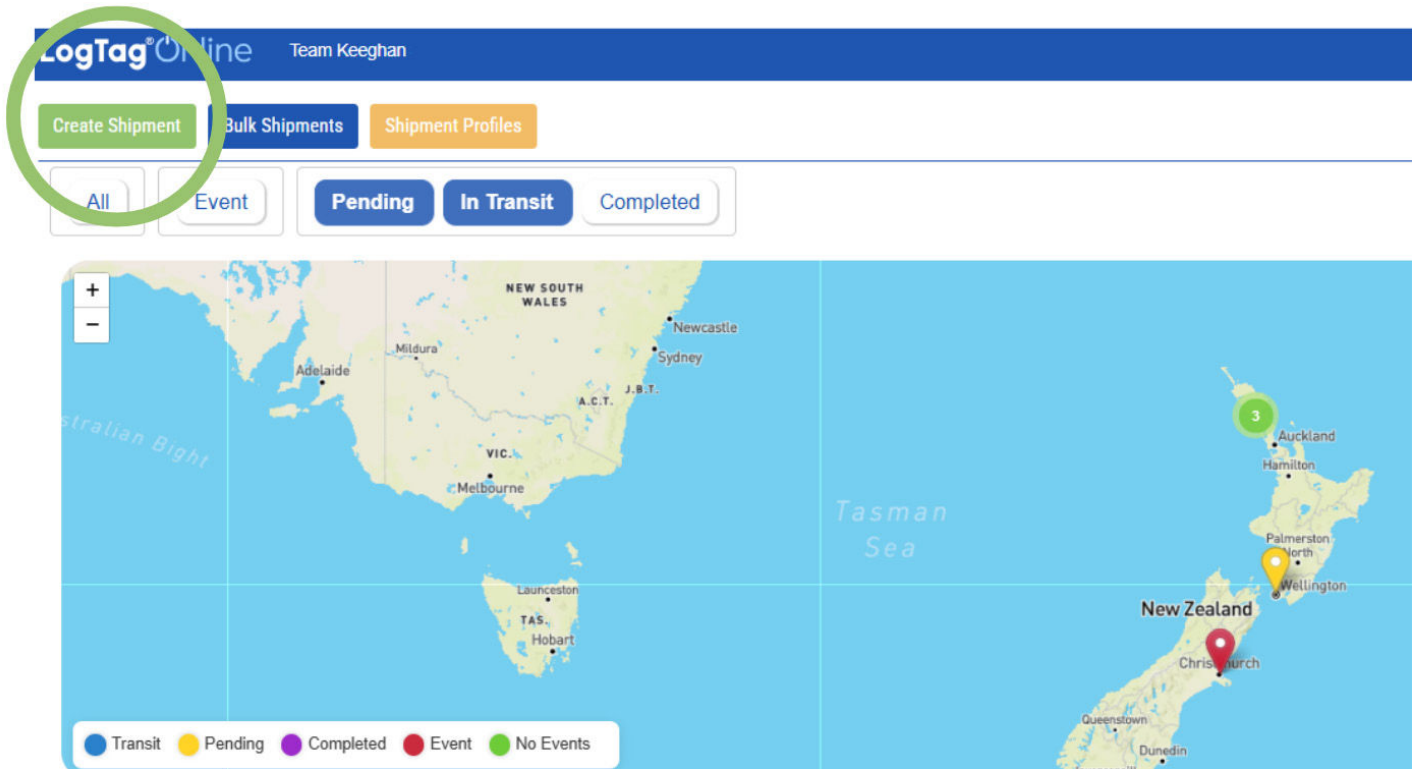
Dashboard Shipments Locations Devices Drive

1. You can create single or bulk shipments based on your requirements. Refer to the “Creating a Single/Bulk Shipment” section for details.
2. Shipment profiles allow you to set up and save shipment templates. These profiles include a shipment name, default configuration, origin, destination, and estimated time of arrival (ETA). The most important function here is setting up notification preferences, such as who gets notified, the type of excursion, and the preferred communication method.
3. The panel categorizes shipments by status. The “All” tab is selected by default, showing all shipments. Selecting a specific tab populates the shipment table with the relevant entries. For example, selecting “Event” filters shipments with alarm excursions.
4. Use the calendar icon to filter shipments by date and time.
5. The search bar enables you to search or filter shipments by custom date-time ranges, serial numbers, and more.
6. The shipment table dynamically updates based on the selected filters or tabs. By default, it displays the shipment status, name, serial numbers, activity log, origin, destination, start date, and end date.
7. The dashboard also shows your remaining shipment credits. Creating a shipment requires credits, which can be purchased from your LogTag distributor.

## Creating a Shipment

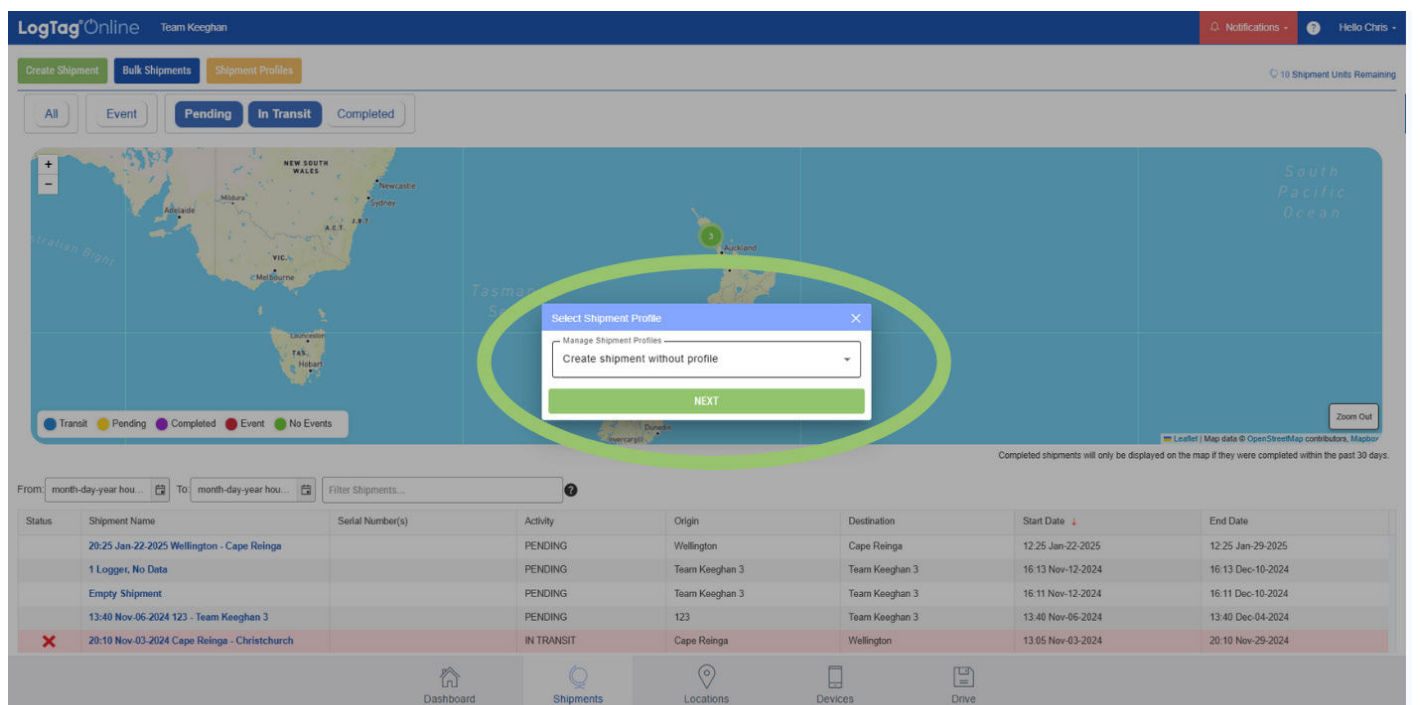
Step 1:

Select “Create Shipment”.



Step 2:

Next, you can select a pre-made shipment profile, or you can start fresh and create a shipment without a profile by selecting “Next.”



## Creating a Shipment (Continued)

### Step 3:

After selecting “Next,” you will be taken to the shipment wizard. Here, you can name your shipment, pin an origin location and destination, add the estimated number of days for the journey, and set the LT5GEO transmission interval.

The screenshot shows the LogTag Online interface with a map of New South Wales, Australia. A 'Shipment Wizard' dialog box is open, titled 'ADD LOGGER(S) TO SHIPMENT'. It contains a text input field for 'Serial Number' and an 'ADD TO SHIPMENT' button. Below the input field are three buttons: 'BACK', 'EDIT NOTIFICATIONS', and 'CREATE SHIPMENT'. The background map shows various cities and regions in NSW, with a green location pin on the coast. The interface includes a top navigation bar with 'LogTag Online' and 'Team Keeghan', and a sidebar with 'Create Shipment', 'Bulk Shipments', and 'Shipment Profiles'. A table at the bottom lists shipment details.

Status	Shipment Name	Serial Number(s)	Activity	Origin	Destination	Start Date	End Date
	20:25 Jan-22-2025 Wellington - Cape Reinga		PENDING	Wellington	Cape Reinga	12:25 Jan-22-2025	12:25 Jan-29-2025
	1 Logger, No Data		PENDING	Team Keeghan 3	Team Keeghan 3	16:13 Nov-12-2024	16:13 Dec-10-2024
	Empty Shipment		PENDING	Team Keeghan 3	Team Keeghan 3	16:11 Nov-12-2024	16:11 Dec-10-2024
	13:40 Nov-06-2024 123 - Team Keeghan 3		PENDING	123	Team Keeghan 3	13:40 Nov-06-2024	13:40 Dec-04-2024
✗	20:19 Nov-03-2024 Cape Reinga - Christchurch		IN TRANSIT	Cape Reinga	Wellington	13:05 Nov-03-2024	20:10 Nov-29-2024

### Step 4:

After completing the wizard and selecting “Next,” you will be prompted to enter your logger's serial number. Once you've entered the serial number, click “Add To Shipment” to add your logger to your shipment.

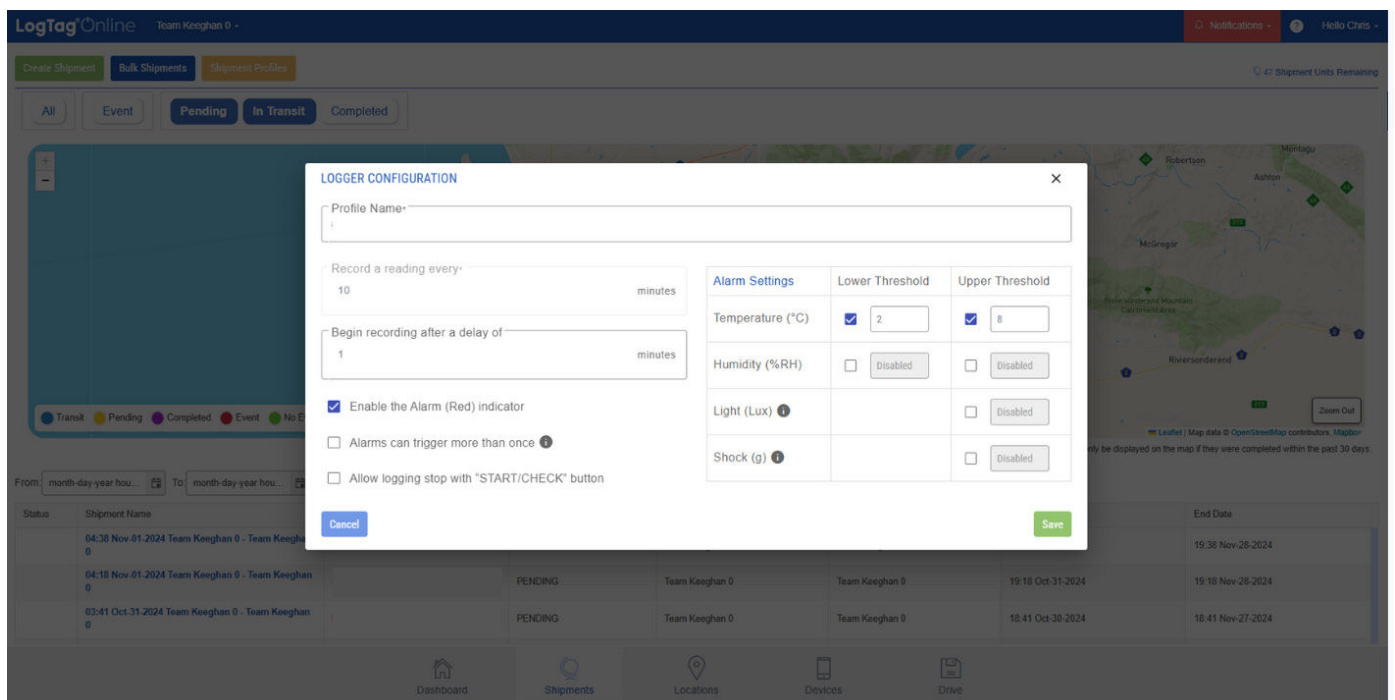
The screenshot shows the LogTag Online interface with a map of South Africa. A 'Shipment Wizard' dialog box is open, titled 'ADD LOGGER(S) TO SHIPMENT'. The 'Serial Number' input field now contains 'D0D80010'. The 'ADD TO SHIPMENT' button is highlighted. The background map shows a location near Cape Town, South Africa, with a red location pin. The interface includes a top navigation bar with 'LogTag Online' and 'Team Keeghan 0', and a sidebar with 'Create Shipment', 'Bulk Shipments', and 'Shipment Profiles'. A table at the bottom lists shipment details.

Status	Shipment Name	Serial Number(s)	Activity	Origin	Destination	Start Date	End Date
	04:38 Nov-01-2024 Team Keeghan 0 - Team Keeghan 0		PENDING	Team Keeghan 0	Team Keeghan 0	19:38 Oct-31-2024	19:38 Nov-26-2024
	04:18 Nov-01-2024 Team Keeghan 0 - Team Keeghan 0		PENDING	Team Keeghan 0	Team Keeghan 0	19:18 Oct-31-2024	19:18 Nov-26-2024
	03:41 Oct-31-2024 Team Keeghan 0 - Team Keeghan 0		PENDING	Team Keeghan 0	Team Keeghan 0	18:41 Oct-30-2024	18:41 Nov-27-2024

## Creating a Shipment (Continued)

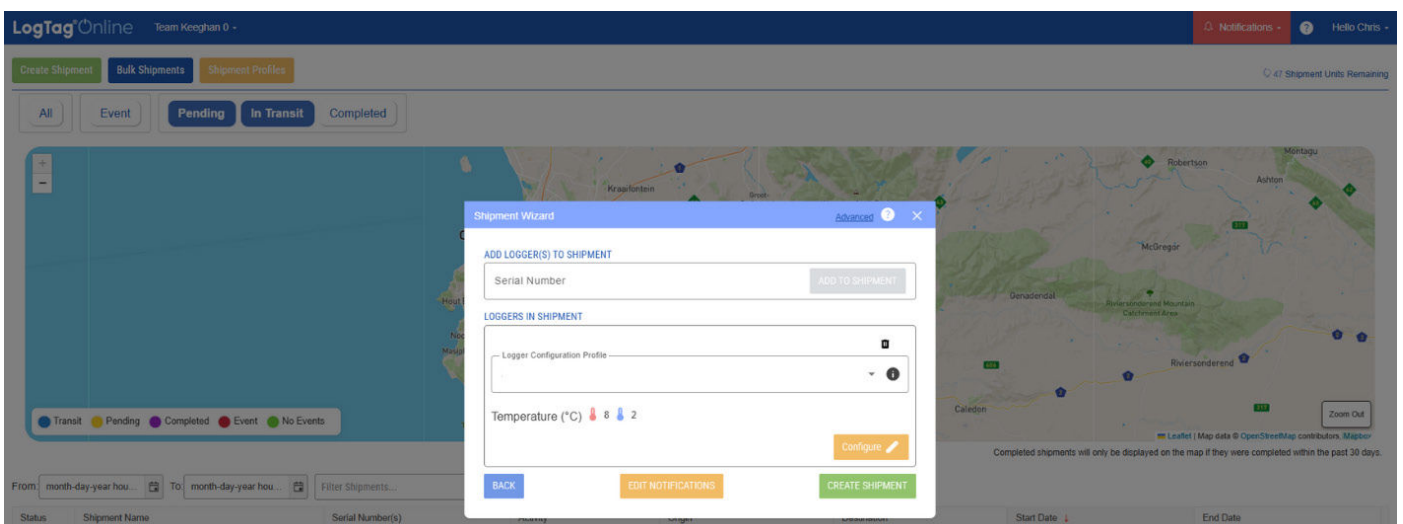
### Step 5:

You can assign a name to your logger, configure alarm settings, and set the “Lower Threshold” and “Upper Threshold” values. Additionally, you can define the recording delay to determine when the logger starts recording after pressing “Start,” and choose whether alarms can trigger multiple times. Lastly, you can enable the option to stop logging using the “START/CHECK” button for added flexibility. Once you're done, click “Save”.



### Step 6:

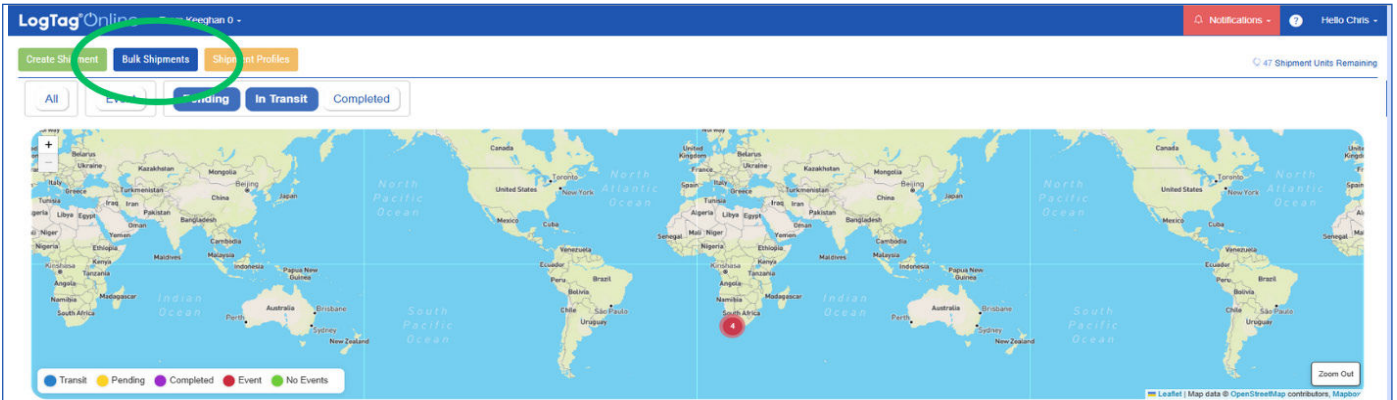
After selecting “Save,” you will be taken to a final overview of your logger setup. To edit notification recipients, select “Edit Notifications.” If you need to adjust your configuration, select “Configure” to return to the previous step. Once everything is finalized, click “Create Shipment” to complete the setup.



## Creating Bulk Shipments

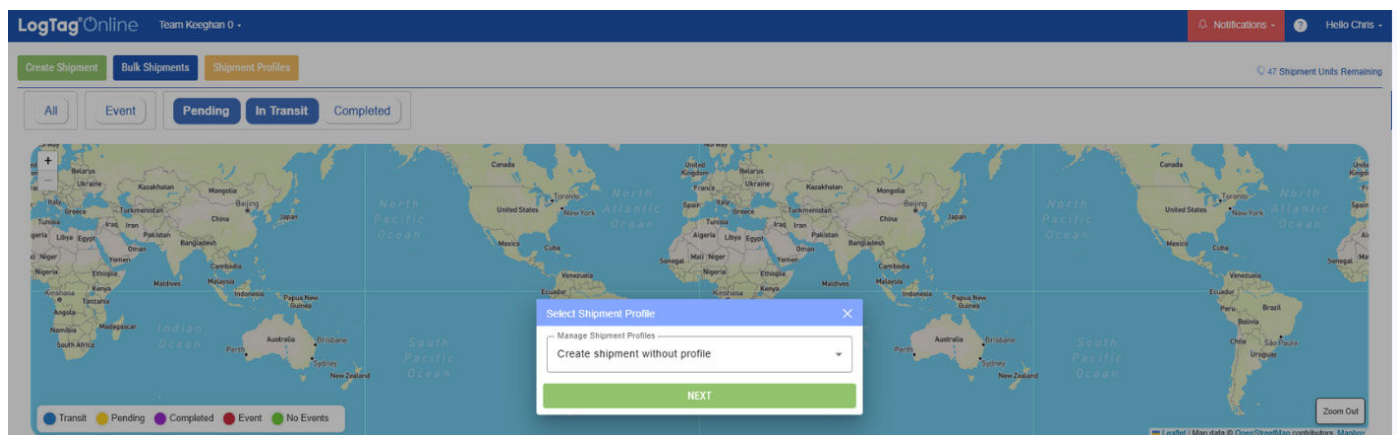
### Step 1:

You can create multiple shipments at once, using the 'Bulk Shipments' button in the shipments tab, next to 'Create Shipment'.



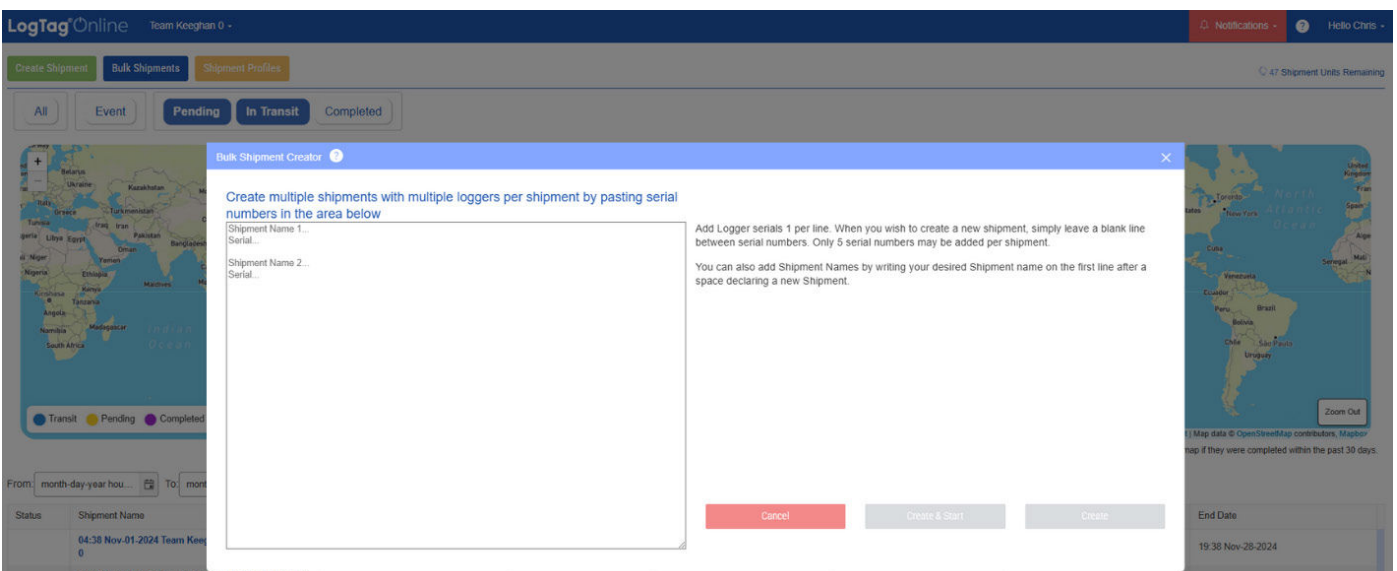
### Step 2:

Next, you will be prompted to add a shipment profile. If you don't have a shipment profile, please refer to the Shipment Profile step earlier in this user guide.



### Step 3:

Add logger serial numbers, one per line. When you wish to create a new shipment, leave a blank line between serial numbers. You can add up to 5 serial numbers per shipment.

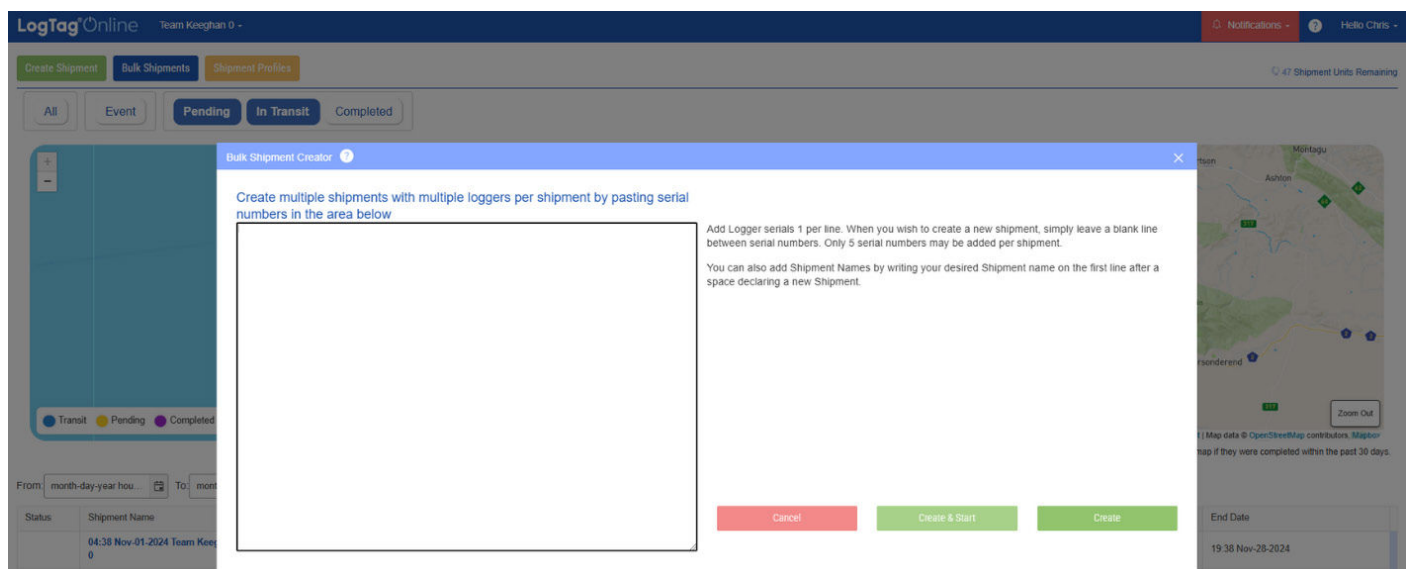


## Creating Bulk Shipments (Continued)

### Step 4:

Once you have added your logger serial numbers to the box, you can either click “Create” or “Create and Start.”

- Selecting “Create” means the shipment is created, but for cellular loggers, you must press the start button to activate the logger (any start delay will begin at this point).
- Choosing “Create and Start” will create the shipment and immediately start any cellular loggers, with the start delay applied.



If you have set shipment defaults in the main Shipments dashboard, those default settings will be populated when a shipment or bulk shipment is created, without having to repeatedly input this information.

END OF SECTION

## Shipment Info

To view Shipment details, select a Shipment to open the Shipment window. By default, the “Shipment Info” tab is selected.

Serial #	Description	Location	Model	Status	Action
1060015856			TRED30-7R	In Transit	⌵
1063001001	editing	Bottom	TREL30-16	In Transit	⌵
A0C10010242T			UHADO-16	In Transit	⌵
6045002554			UTRID-16	In Transit	⌵

- The name of the Shipment you are viewing is displayed as the Shipment title. The shipment status and the duration of the shipment is displayed underneath.
- Your shipment overview details are displayed here including 'Additional Info' (if there is any)
- The 'set delivered' button allows user to manually set the logger to delivered. However, if there is no uploaded logger data, the logger status will be deemed 'Missing'.
- Add any comments you want for this shipment by putting your comments inside the comment box then click 'Save' or 'Cancel' to proceed. You can 'edit' or 'delete' the comment by clicking the pencil or the trash can icon next to the comment.
- If there is no alarm event in the logger during the shipment, the tick symbol will appear here; if there was an alarm event that occurred for the logger during the shipment, the cross symbol will display.
- The device S/N attached to the shipment is displayed here. If you have more than one serial number attached in the shipment, each one will be listed here in this column.
- Add a description to the serial number of the shipment. You can edit and/or delete your own comments by clicking the arrow in the action column. Click the 'update' or 'cancel' button to confirm.
- Select where in the shipment the logger is exactly located in the load.
- The logger model for the S/N is displayed here.
- The current status of the shipment for the attached logger.
- The Action column provides you the option to edit Description, change shipment status and/or remove logger from the shipment.  
**Please Note:** If your shipment has been delivered, you are no longer able to make any changes as these settings will become disabled.
- Click next to the column header to sort the column in either ascending or descending order. This works for all column headers except the 'Action' Column.

## Chart

Selecting the “Chart” tab will display the interactive temperature chart for the logger attached to the Shipment, similar to the LogTag Drive and Location Chart.



1. The name of the Shipment you are viewing is displayed as the Chart title.
2. Specify a start date and time to view data over an earlier period of time using the calendar selector icon.
3. Specify an end date and time to filter data to and from a specific date and time range.
4. You may export a multi-logger shipment as a zipped set of LTD or CSV files, or individual LTD and CSV files based on the date(s) and time(s) you have selected.  
**Please note:** Any signature(s) applied in the 'Report' tab for delivered shipments, will appear in the exported LTD files in LogTag Analyzer v3.1.10 onwards.
5. This interactive chart displays the temperature/humidity data from the Logger. Left-click and drag either horizontal or vertical to make a selection and release to zoom in. Simply double left-click to reset the zoom.
6. The Y axis displays the temperature in either Celsius or Fahrenheit based on your account preferences.
7. The X axis displays the time in 24-hour format followed by the date in M/DD/YY format.
8. Check/Uncheck serial number(s) for the logger(s) on the left side panel if you wish to view the chart for selected serial numbers only.  
**Note:** Only loggers with a status of “Delivered” are displayed in the Shipment multi-chart.

## Report

The 'Logger Report' provides a trip-format statistics summary of temperature/humidity data for the date and time range selected and allows you to preview or download it in PDF. **Please note:** If there are multiple loggers in the shipment, it will show temperature statistics for each logger with data in the shipment.

**Signatures:** If you wish to apply signature to delivered shipment(s), click the 'Signatures' button, a separate Signatures window will show up. There if you have been granted permission to apply signature, select from the dropdown the applicable signature to the file then click 'Yes' or 'No' button in the confirmation message. Once applied, the signature will display in the records table and on the entire file when exported as LTD file(s) in the "Chart" tab of the Shipment window.

The screenshot displays the 'Logger Report' interface. At the top, there are tabs for 'Shipment Info', 'Chart', 'Report', 'Map', and 'Settings'. The 'Report' tab is active. Below the tabs, there's a 'Logger Report' section with a 'Generate Logger Report' button. Underneath, there are 'From' and 'To' date/time selectors (1 and 2). A 'Generate a PDF Logger Report for the current selected date range. The report provides a trip-format statistics summary of the temperature data for the date range.' message is shown. Below this message are 'Download PDF' and 'Signatures' buttons (3 and 4). The report preview shows a 'LogTag' logo, 'Report date range from 12:12 Feb-03-2020 to 09:47 Jul-28-2020', and a 'Shipment Information' table. The table includes 'Shipment Name: 03/02/2020 - 21/02/2020 Origin - Destination', 'Origin: Start Area', 'Destination: End Area', 'Shipment Started: 02/03/2020 12:12:59', and 'Shipment Completed: 07/28/2020 09:47:14'. Below the table is a 'TRED30-16R - OK' section with a table of temperature statistics (5).

Shipment Information	
Shipment Name: 03/02/2020 - 21/02/2020 Origin - Destination	
Origin: Start Area	Destination: End Area
Shipment Started: 02/03/2020 12:12:59	Shipment Completed: 07/28/2020 09:47:14

TRED30-16R - OK	
Serial #: 6051019642	Temperature Statistics
Description:	Lowest: 16.5°C
Model: TRED30-16R	@ 02:05:12 Jul-01-2020
Location:	Highest: 29.7°C
Interval: 5 Minutes	@ 08:25:12 Jun-21-2020
First Reading: 04:00:12 May-19-2020	Average reading: 23.3°C
Last Reading: 09:20:12 Jul-13-2020	Standard Deviation: 1.8°C(S)
First Evaluated: 04:00:12 May-19-2020	MKT(ΔH 83.144): 23.5 °C
Last Evaluated: 09:20:12 Jul-13-2020	
Elapsed Time: 56 Days 5 Hours 25 Minutes	
Total readings: 16905	

1. Select a 'Chart From' date and time using the calendar selector icon. only if you have been first granted this permission by the team owner and/or admin.
2. Select a 'Chart To' date and time to filter to a specific date and time range using the calendar selector icon.
3. View or download logger report as exportable PDF based on the date and time you have selected. The PDF report provides a trip-format statistics summary of the file(s), including an image of the chart.
4. You are able to put signatures for delivered shipments
5. Preview of the trip-format statistics summary and the PDF logger report including an image of the chart, based on the date/time range selected. If you have multiple loggers in the shipment, they all appear here.

## Report (Continued)...

The 'Logger Data' tab shows all the logger temperature/humidity data and event(s) in a table list format based on the date and time range selected.

Shipment Info Chart Report Map Settings

Logger Report

Logger Data

Data List

From: Feb-03-2020 12:12 To: Jul-28-2020 09:47 EXPORT

All Date-Time values are in (UTC+12:00) daylight time

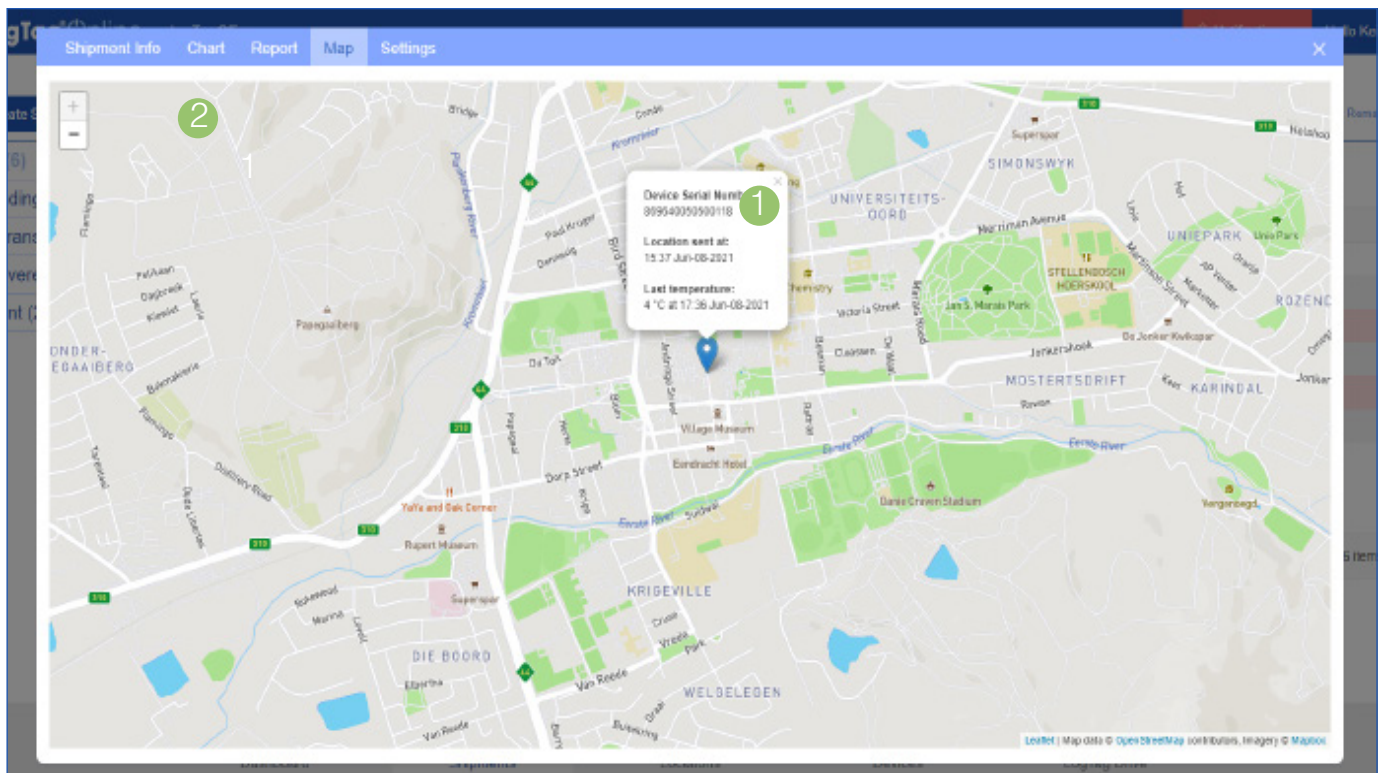
Index	Serial Number	Date ↑	Time	Temperature °C	Events
1	6061019642	May-19-2020	04:00:12	24	
2	6061019642	May-19-2020	04:05:12	24	Inspection Mark Paused
3	6061019642	May-19-2020	04:10:12	24	Inspection Mark Paused
4	6061019642	May-19-2020	04:15:12	24.6	Paused
5	6061019642	May-19-2020	04:20:12	24.4	Paused
6	6061019642	May-19-2020	04:25:12	24.3	
7	6061019642	May-19-2020	04:30:12	23.9	
8	6061019642	May-19-2020	04:35:12	23.8	
9	6061019642	May-19-2020	04:40:12	23.7	
10	6061019642	May-19-2020	04:45:12	23.7	
11	6061019642	May-19-2020	04:50:12	23.9	
12	6061019642	May-19-2020	04:55:12	24.3	
13	6061019642	May-19-2020	05:00:12	24.1	
14	6061019642	May-19-2020	05:05:12	23.9	

1. Select a 'Chart From' date and time using the calendar selector icon.
2. Select a 'Chart To' date and time to filter to a specific date and time range using the calendar selector icon.
3. The Export button allows you to generate a PDF file of the logger data list for the date and time range selected.
4. Click next to the column headers to sort the column in either ascending or descending order. This works for all column headers.
5. Click the Funnel icon in the Serial Number column if you wish to filter data for specific serial numbers (if you have multiple serial numbers in the shipment). A small separate window will give you the option to type the serial number in the search bar, or by selecting/deselecting serial number(s) in the table list. Select 'Filter' to proceed or 'Clear button' if you wish to close the window.
6. The time zone specified in the users settings.

## Map

The Map tab allows the user to view where the shipment is located in a map format. The last known location is indicated with a pin (marker).

**Note:** This feature is only available for shipment with supported geolocation-capable loggers.



1. Select the pin to display the following;
  - logger serial number,
  - the time and date of the last known location (sent),
  - last known temperature and when it was recorded.
2. Select the + - icons to zoom in and out of the map. Alternatively, select anywhere on the map then use your mouse scroll to do the same.

## Settings

The 'Settings' tab allows you to make any required changes to Shipment details and the logger attached to the shipment. This tab is identical to the 'Creating a Shipment' screen and allows you to edit existing information and save it against the Shipment you are editing. Please refer to '[Creating a Shipment](#)' section in the Quick Start Guide if you need help or more information.

**Note:** If your shipment is in 'Pending' or 'In Transit' status, you are still able to make modifications and changes in your shipment settings.

The screenshot shows the 'Settings' tab for a shipment. The top navigation bar includes 'Shipment Info', 'Chart', 'Report', 'Map', and 'Settings'. The main content area is divided into several sections:

- SHIPMENT NAME:** A text input field containing '11:08 Sep-20-2021 LogTag Office 1 - LogTag Office 2'.
- Add Logger by Serial # or select from Loggers already registered to your team:** A table with columns 'Serial #', 'Model', and 'Device Name'.

Serial #	Model	Device Name
5034069744	USRIC-4	
6061019642	TRED30-16R	
1001058714	TRIX-16	
- START DATE:** A date picker field set to 'Sep-20-2021'.
- END DATE:** A date picker field set to 'Sep-24-2021'.
- FROM (ORIGIN):** A dropdown menu set to 'LogTag Office 1'.
- TO (DESTINATION):** A dropdown menu set to 'LogTag Office 2'.
- SERIAL #:** An empty text input field.
- Buttons:** 'Add to Shipment' (blue), 'EDIT NOTIFICATIONS' (yellow), and 'SAVE CHANGES' (green).

**Please Note:** If the shipment has already been delivered and is in 'Delivered' status, the settings become disabled which you are unable to make any further changes.

If you would like to update your Shipment notification settings, select the yellow 'Edit Notifications' button. Then click 'Save' to save any changes you have made or click the 'Go Back' button to return to the previous Shipment Settings window.

END OF SECTION