LogTag® Online

Quick Start Guide

Release Version 1.9.0

Revision A

Quick Start Guide Contents

Quick Start Guide Contents (Continued)...

Introduction

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.

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

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:

iOS 14.0 or later.	Android 9 (Pie) or later.

Available on the App Store

Get it on Google Play

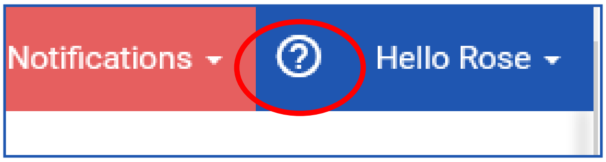
Download on the App Store

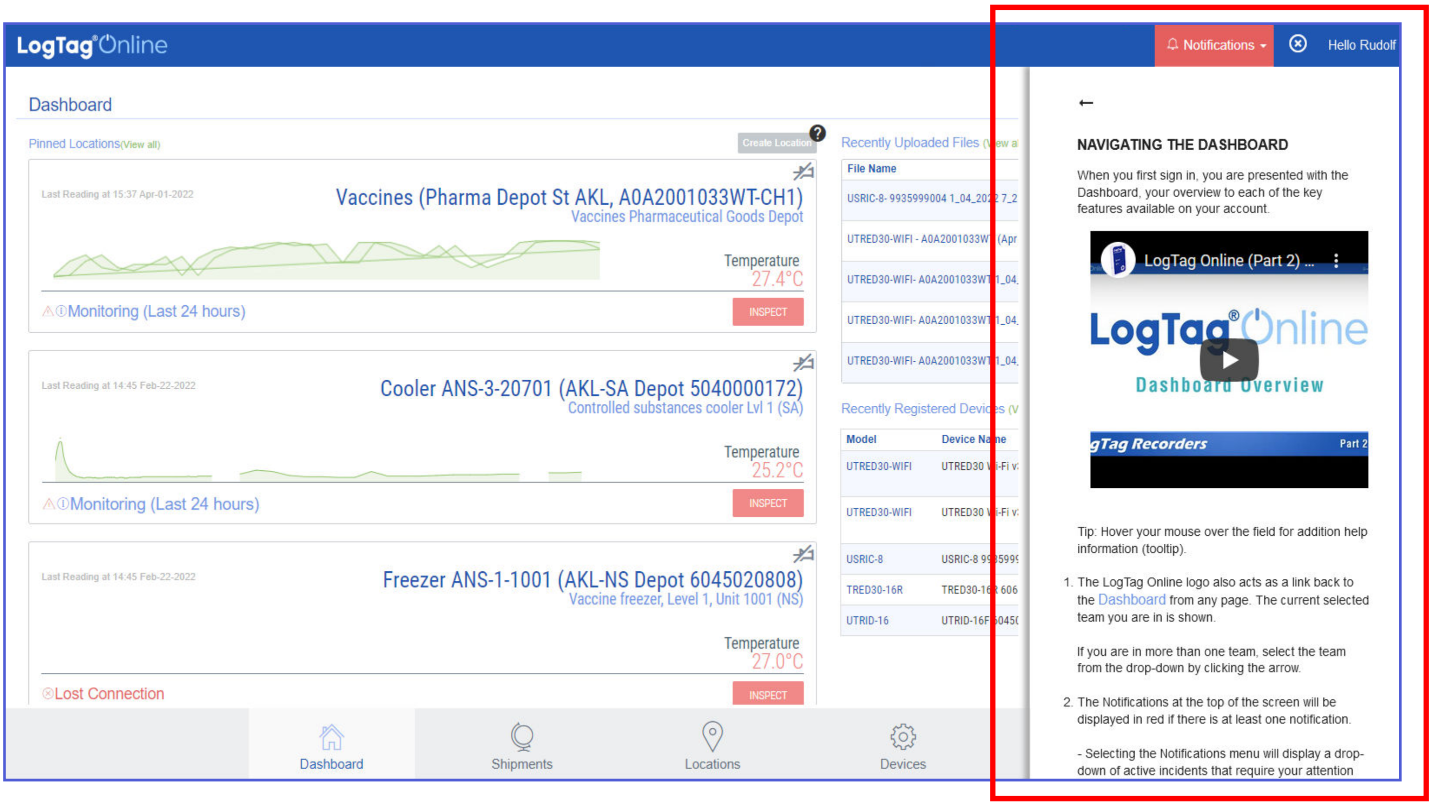
GET IT ON Google Play

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.





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.

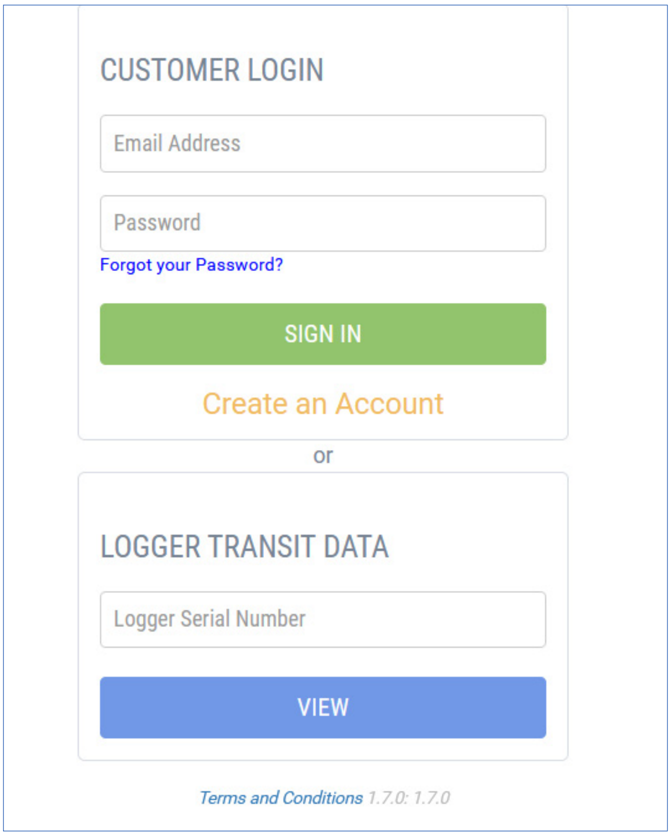
Logger Transit Data

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[1] 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.



1. Go to 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).

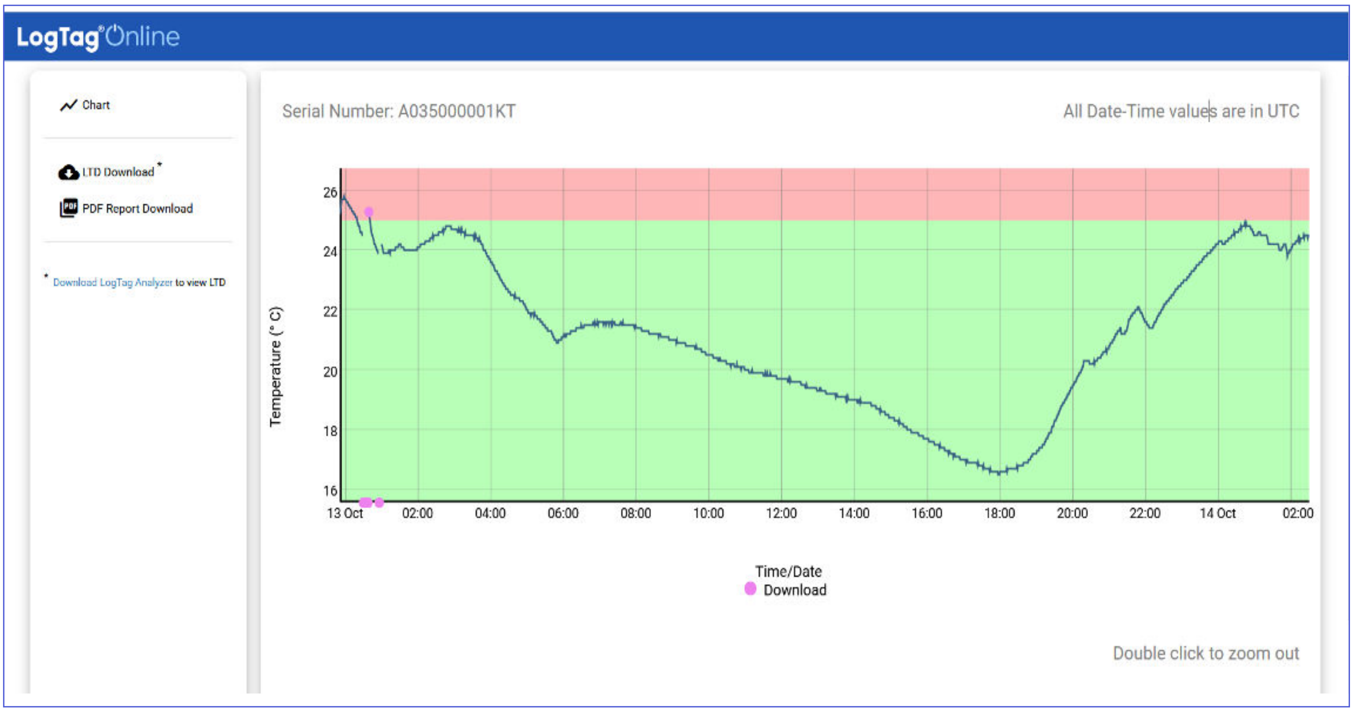
[1] On new installations of LTX (Version 1.2.2 onwards), uploading files to LTO setting is enabled by default.

*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



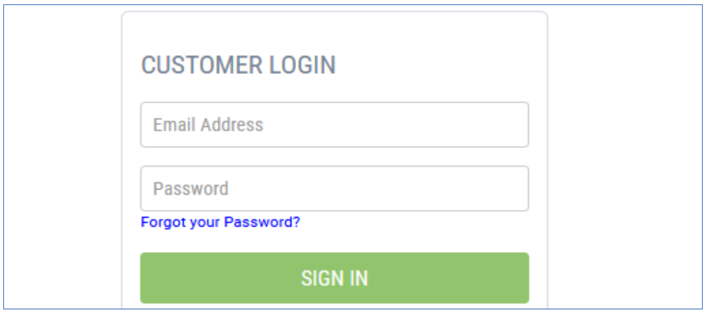
Note: If you attempt to enter a SN of a single-use logger without uploading logger data first in LTX, an error message "Currently no viewable data - has the data been uploaded?" will show up. If you see this message, please remember to follow instructions outlined in the previous section, prior to using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

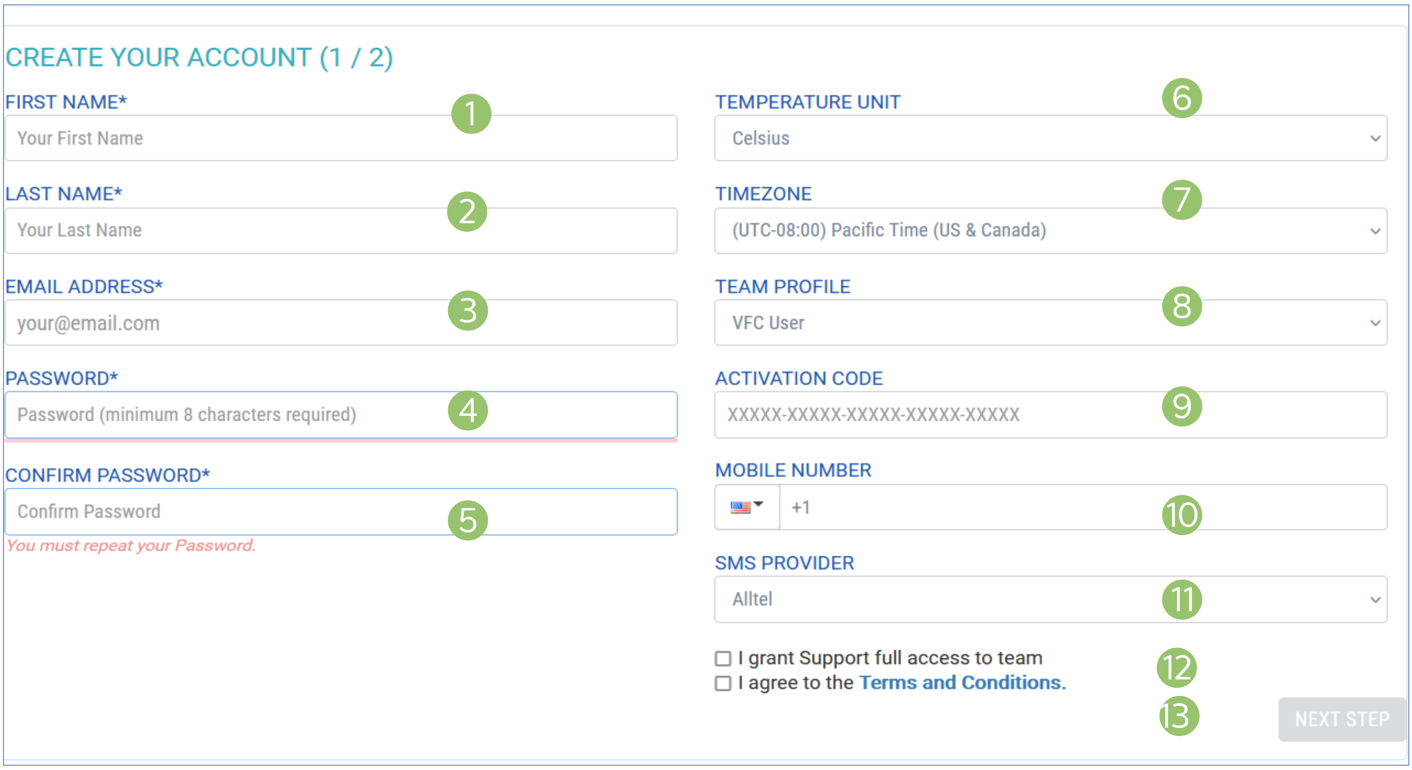
END OF SECTION

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.

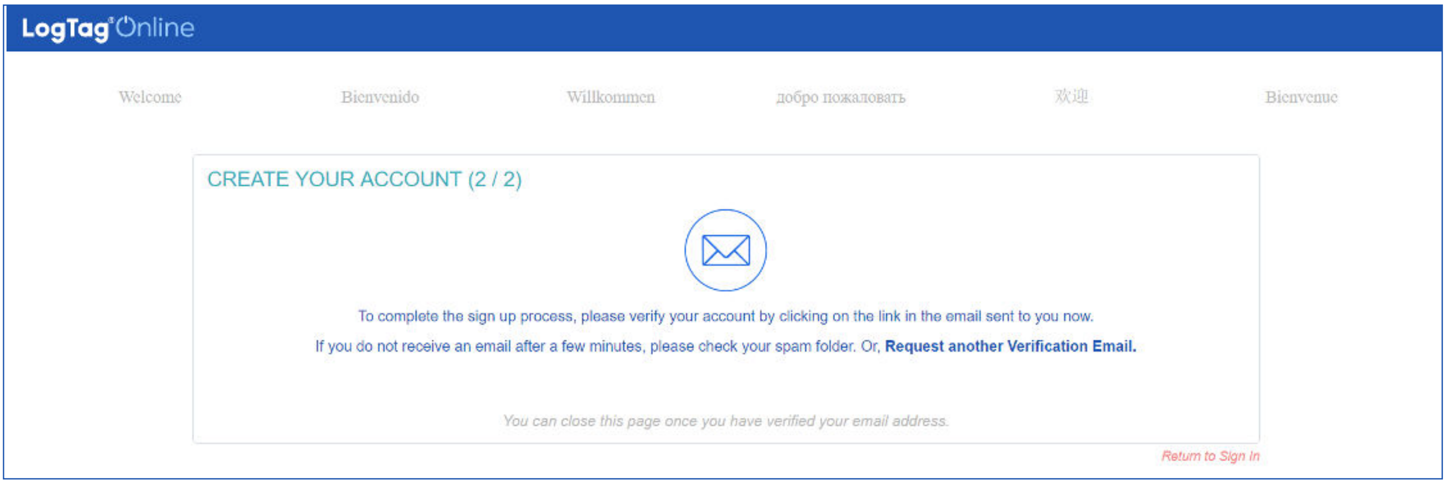


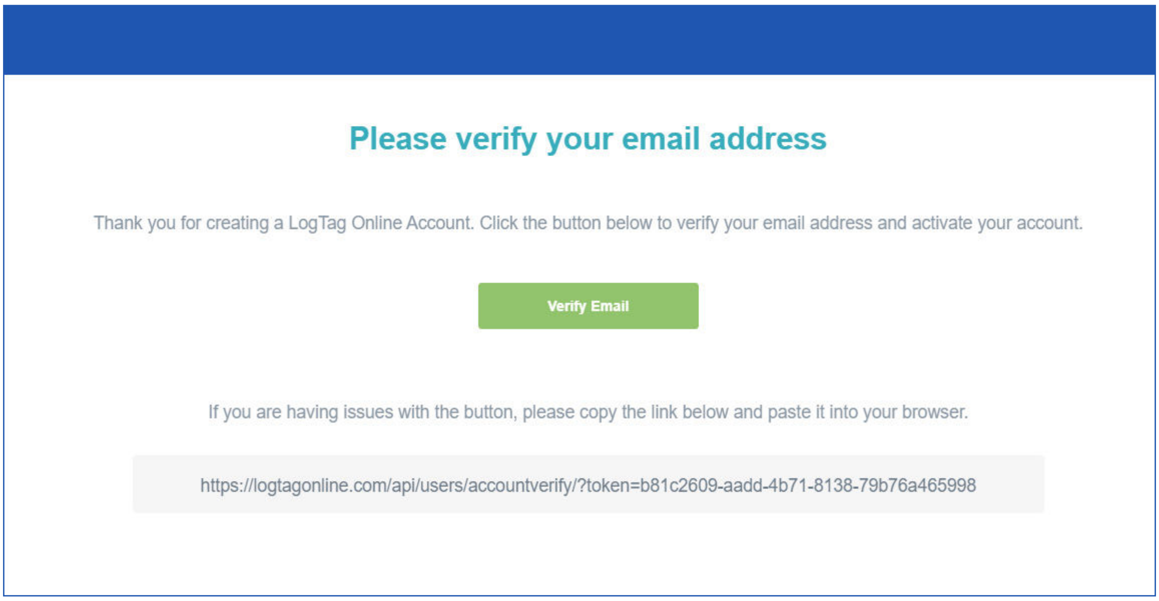


1. (Required) Your first name.
2. (Required) Your last name.
3. (Required) Your email address.
4. (Required) Provide a password that is at least 8 characters. Password must contain 1 lower case, upper case, numeric and special character.
5. (Required) Repeat the password again to ensure it was entered 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.

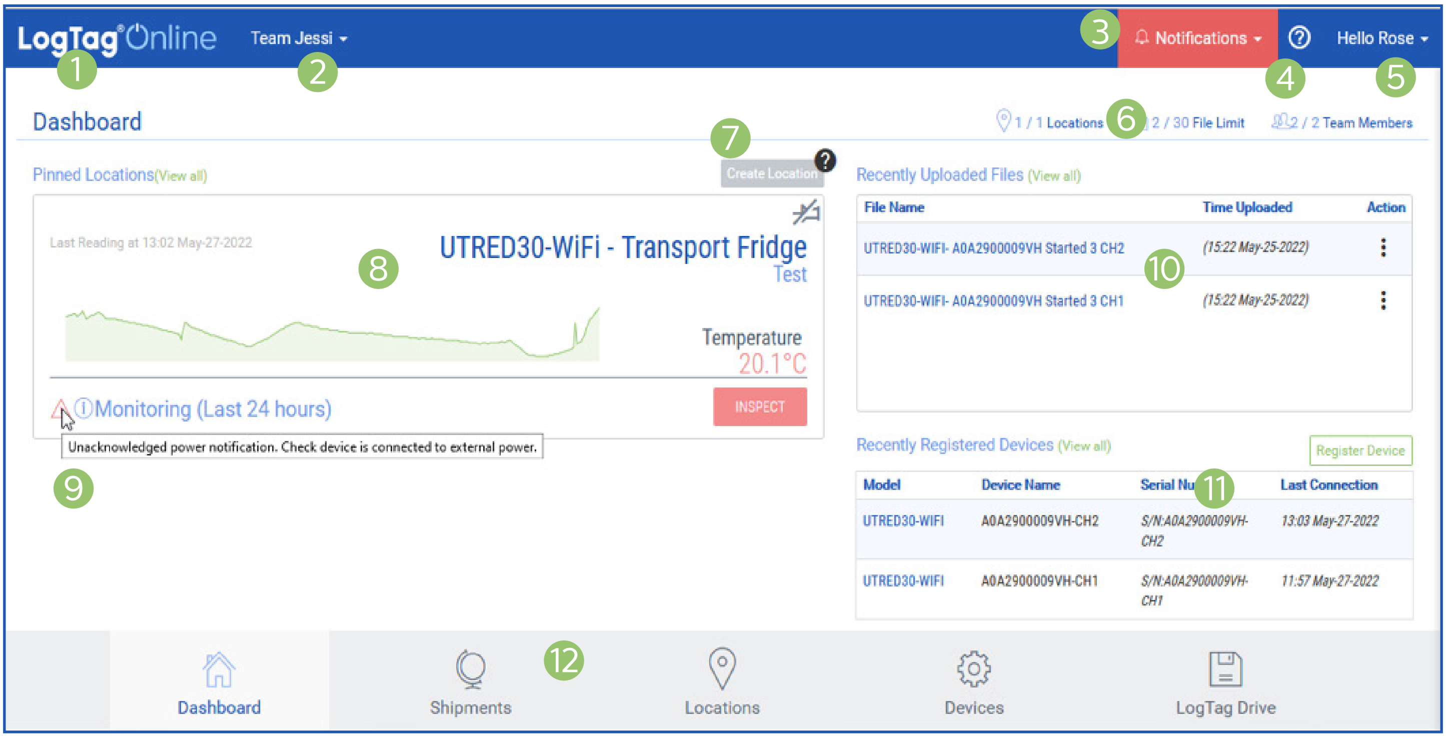




Once you have done this, sign in using the email address and password you provided.

END OF SECTION

Dashboard Overview



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.

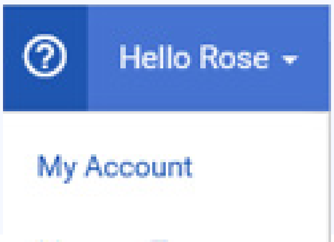
10. If you are using LogTag Online as an online file storage or haven't attached a Logger to a Location then the Loggers data will sit on the LogTag Drive page. This table provides a list of the most recent files you've uploaded to LogTag Online from those Loggers not attached to a Location.

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.

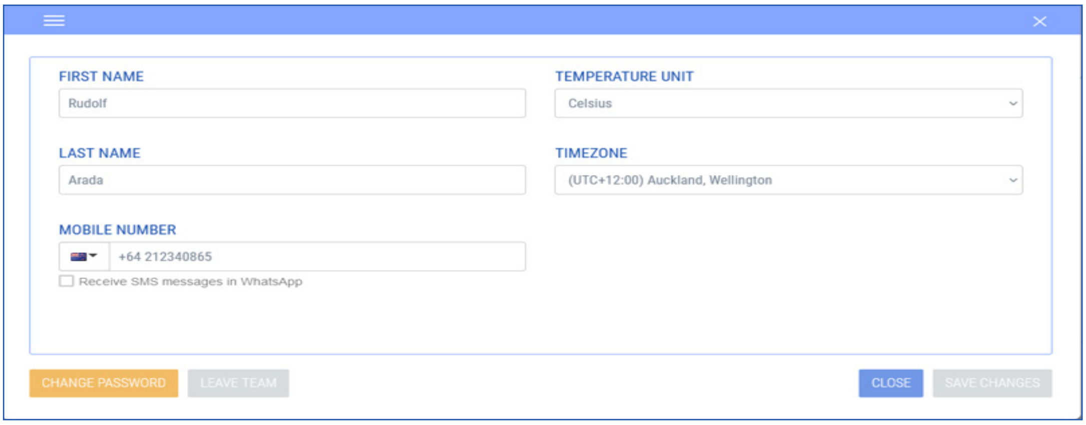
12. Present at all times, the bottom navigation bar is your way of switching between the core features of LogTag Online. The page you are currently on is always highlighted.

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.



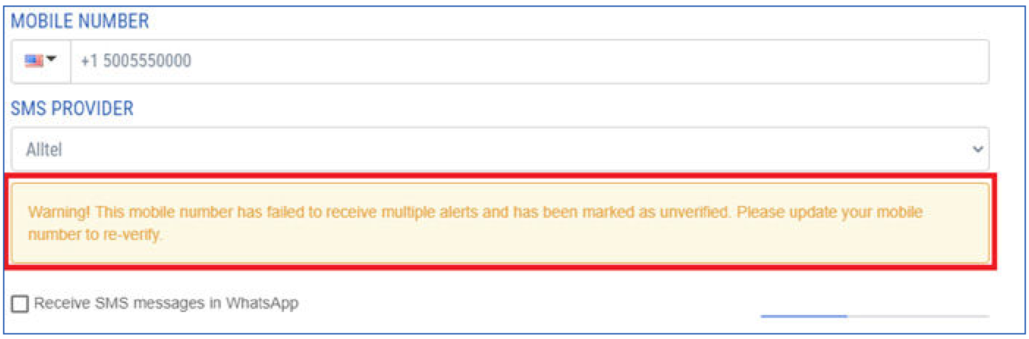
Account Details



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.

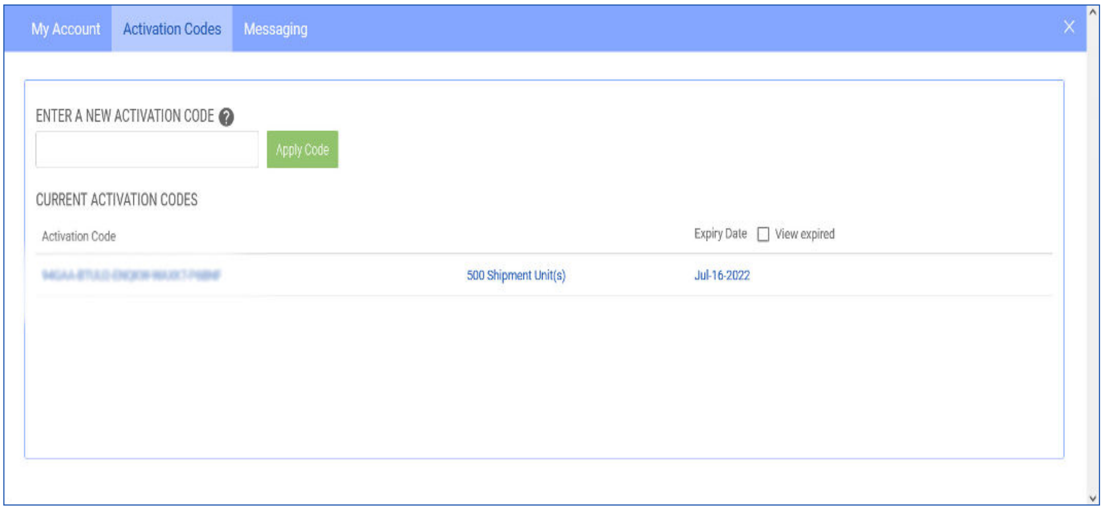
Receive SMS/WhatsApp Notifications via Mobile Phone



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 “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).

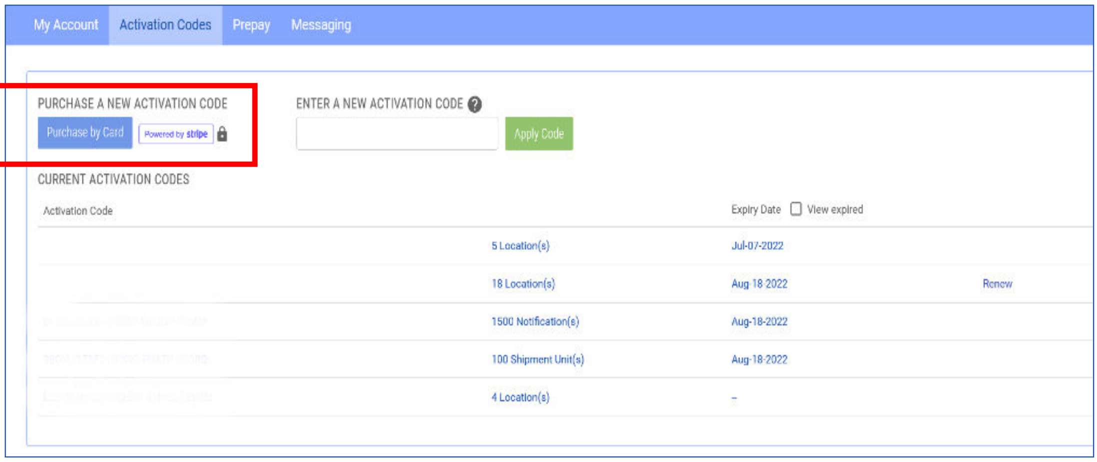
  Note: North American Customers who already have an activation code loaded against their account can now purchase a replacement code directly online when it expires - see the next section.

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

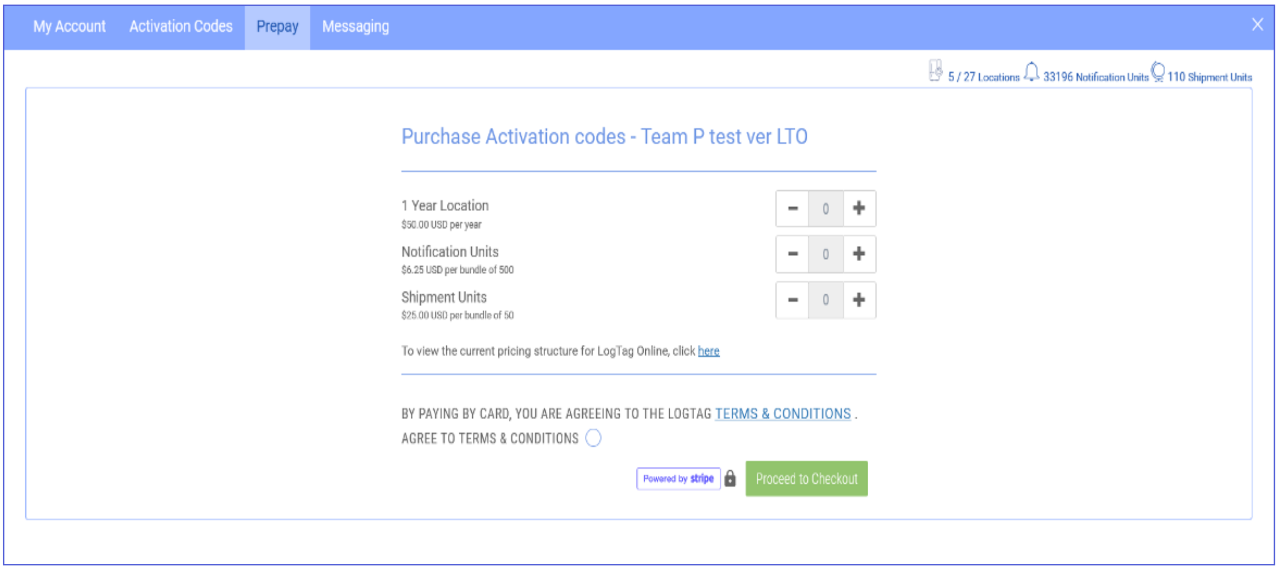
(Currently only available to North American customers)

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)...



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

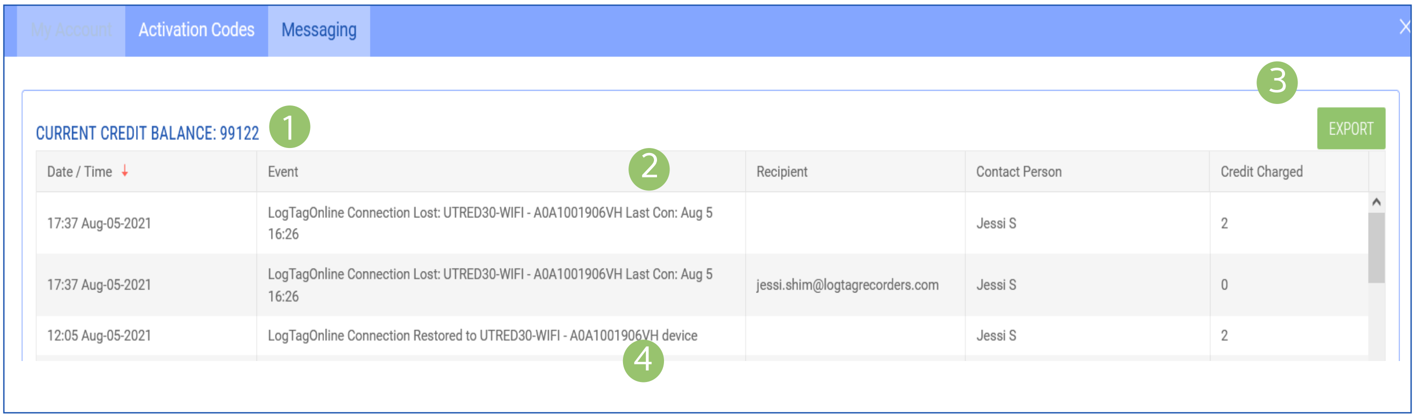
This is now auto-loaded in your LogTag Online account and the new balance is updated.

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.



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:

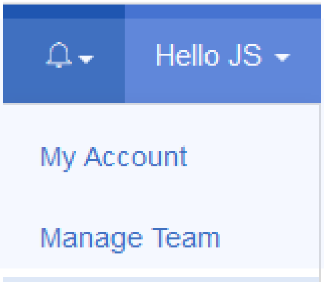
In order to receive messages via WhatsApp, please ensure you have the WhatsApp application installed prior to using this feature.

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.

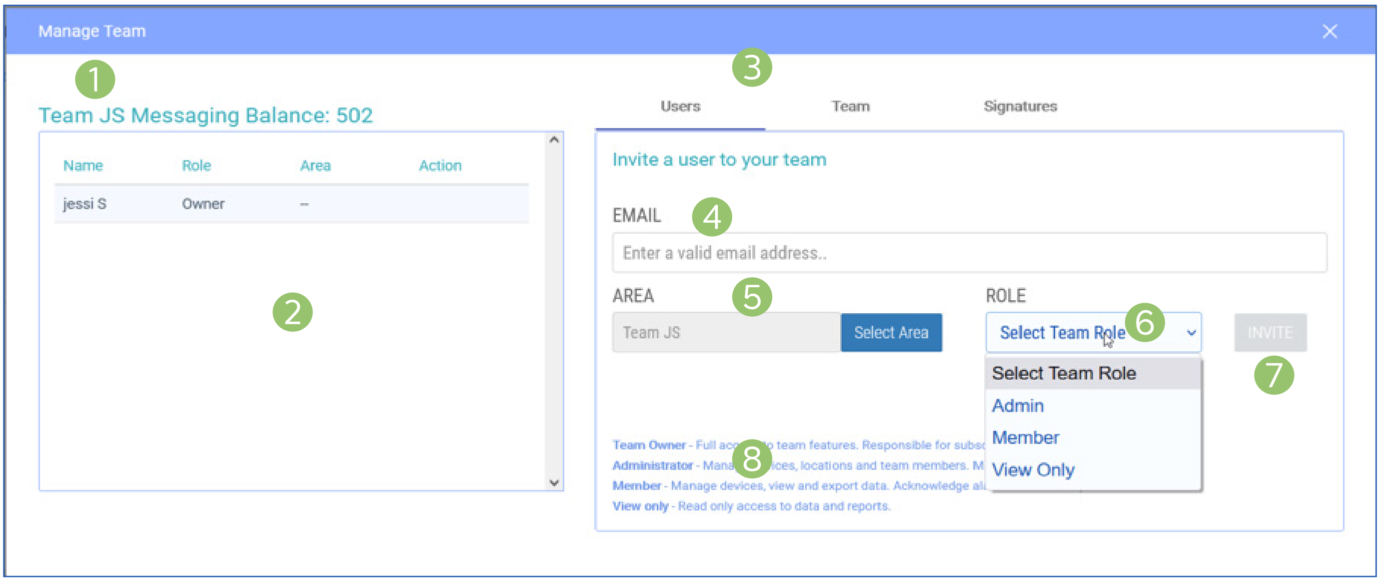
Important: Once the WhatsApp feature is enabled, the user will no longer receive alerts as SMS messages but instead as WhatsApp messages.

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'.



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:

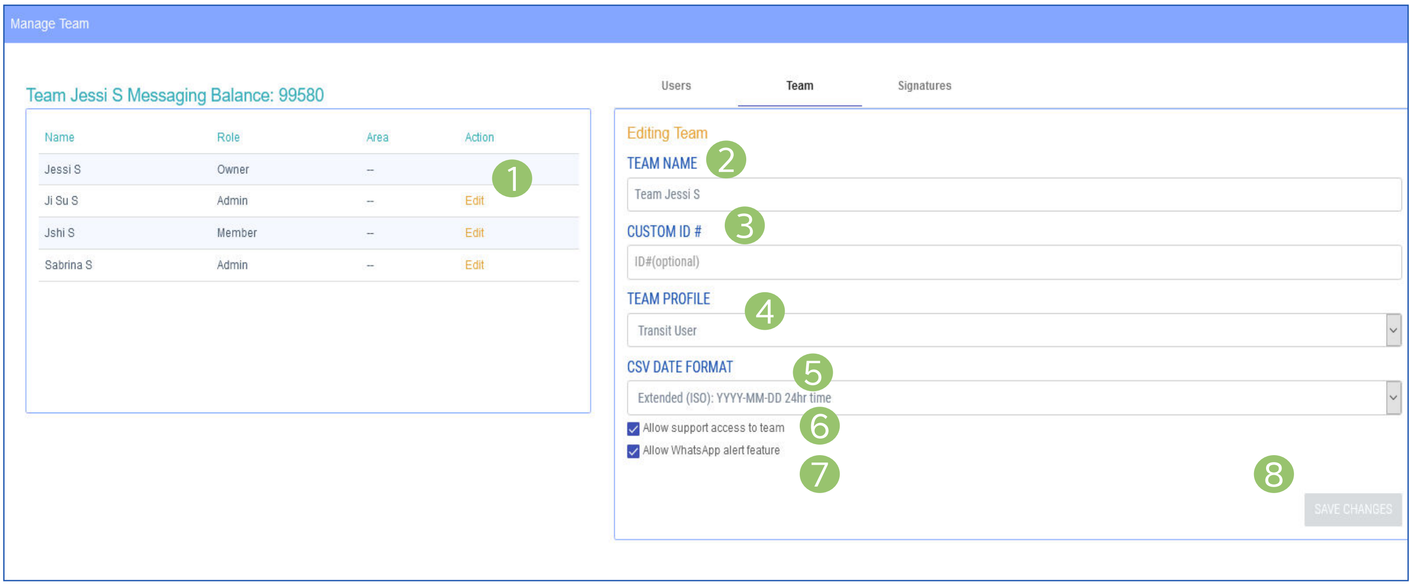
   Team Owner - Full access to team features. Responsible for subscriptions.
   Administrator - Manage devices, locations and team members. May assist with subscriptions.
   Member - Manage devices, view and export data. Acknowledge alarms & submit reports.
   View only - Read only access to data and reports.

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.

   Please Note: All account dates by default is in the US CSV format setting.

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.

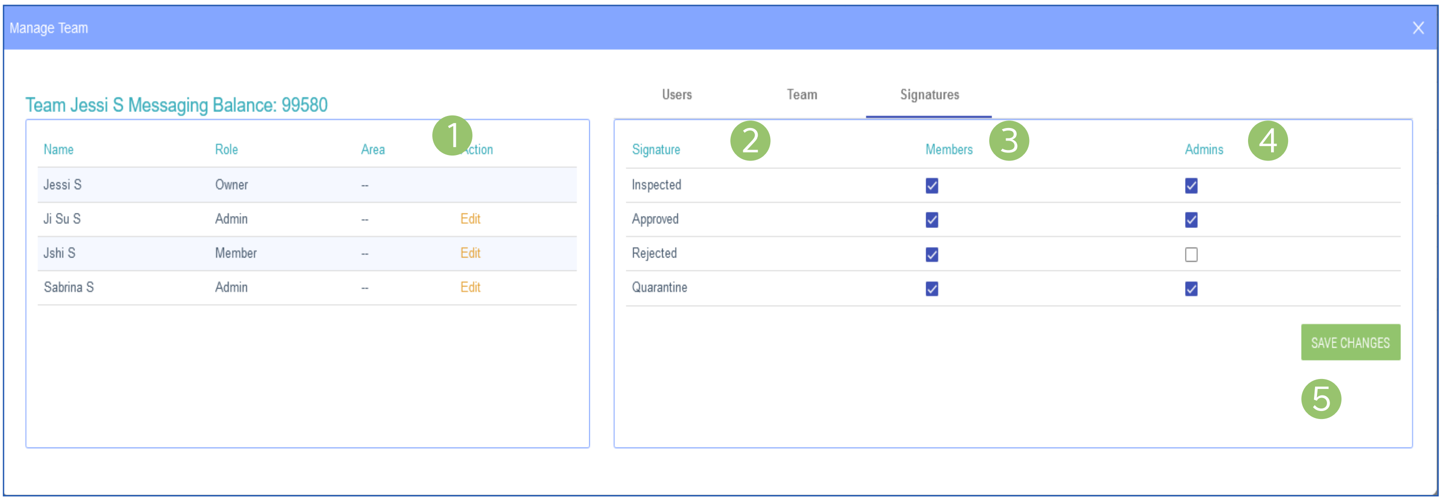
Manage Team - Signatures

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.



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'.

   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 an option to 'Leave Team' in My Account settings.

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)

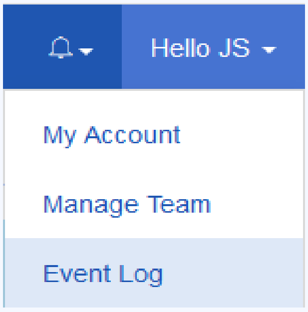
4. Check/Uncheck the boxes to assign the right for admins to sign the selected type of signature(s)

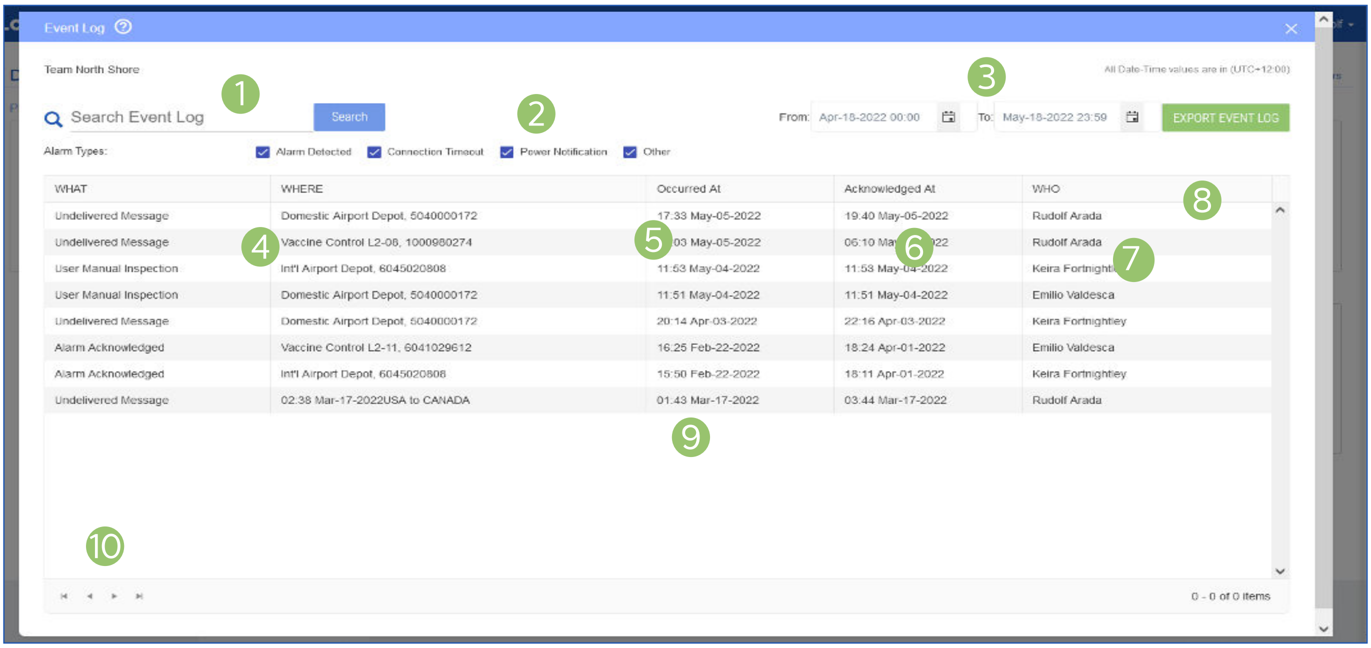
5. Once you have updated or changed any details, click the “Save Changes' button to save changes.

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.





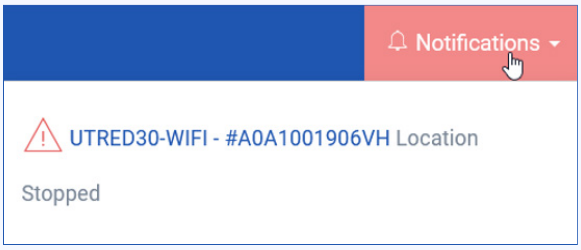
1. The free form search bar allows you to search the event log for the selected date and time range.
2. Tick the alarm type if you are looking for a specific alarm or to filter the alarm type(s) in the Event Log.
3. Select the date and time range for 'Date From' and 'Date to' and the 'Time From' and '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.

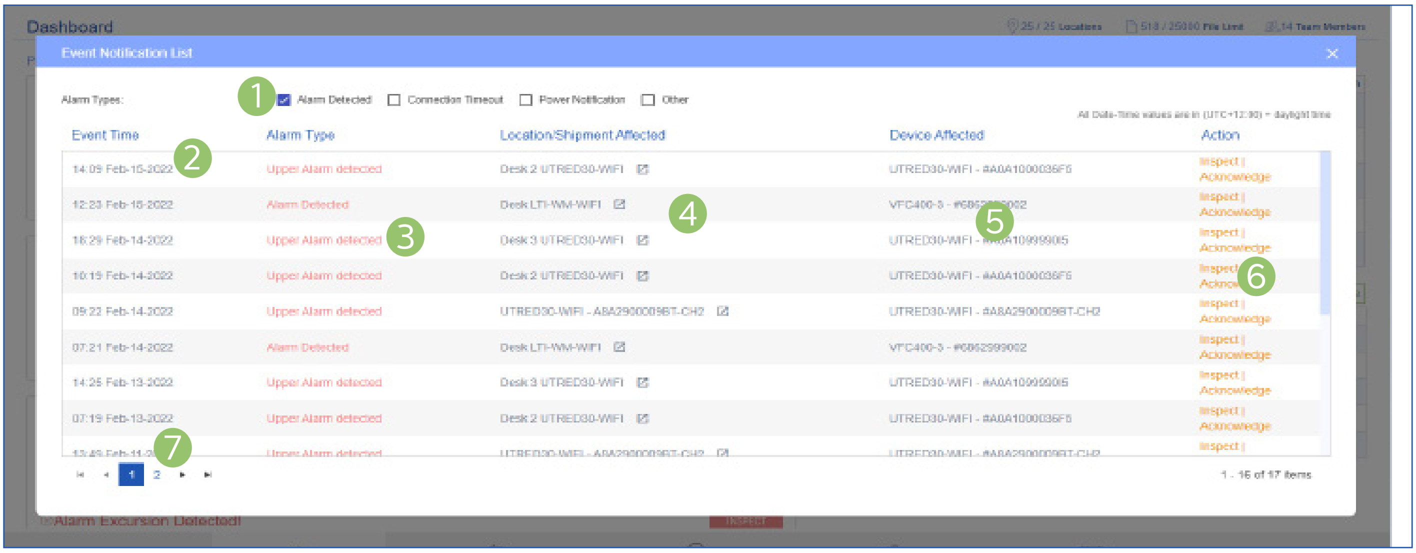
To view the notification activity for your team, select the red Notifications alarm bell from the top banner menu. This is visible from any page.

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.

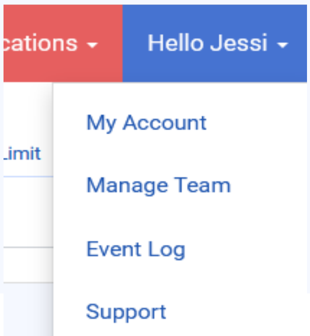


1. Select the Alarm Types to view just the alarm you wanted to see.
2. Event Time to show when the event happened.
3. Alarm type such as Upper/Lower Alarm detected, Readings Not Displayed, Location Stopped etc.
4. The Area and/or Location, Shipment affected where the event occurred.
5. Device/Serial 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.

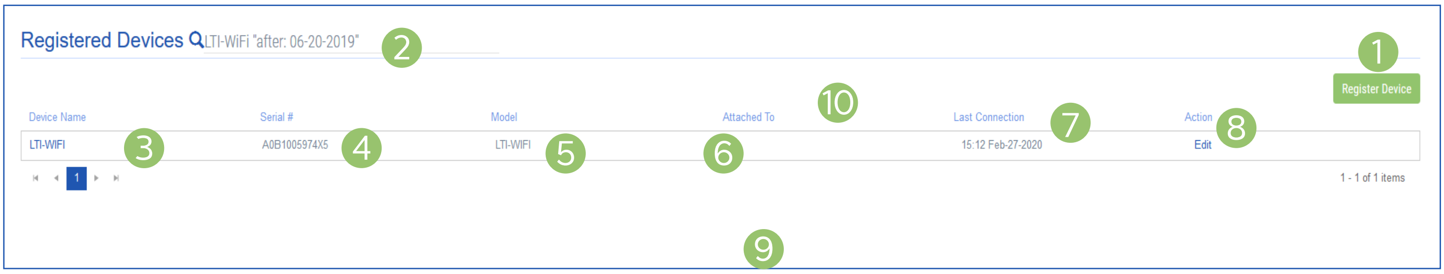
Devices Overview

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).



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)...

4. The Serial Number of the device.

5. The Model of the device e.g. “LTI-WiFi”.

6. If the device has been attached to a Location or a Shipment, the Location/Shipment name will appear here.

7. Displays the date & time of when the device was last connected to LogTag Online.

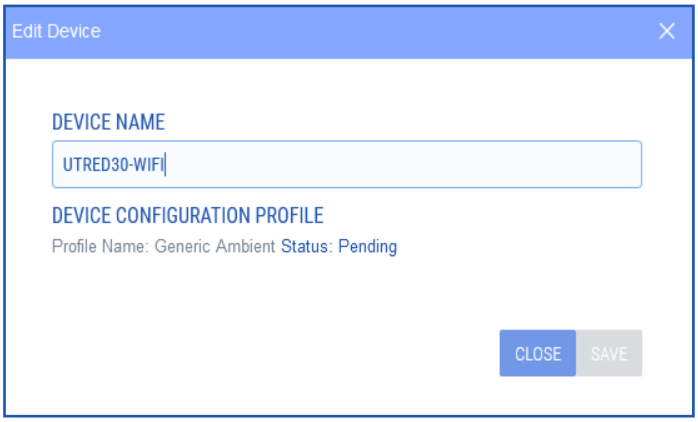
8. The action column displays the “Edit” link which you can use to change the details or remove your device.

9. All registered devices are listed in this table, displaying the information from the column headers above.

10. 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 .



Please refer to Location - Settings & Remote Logger Configuration section for more information.

END OF SECTION

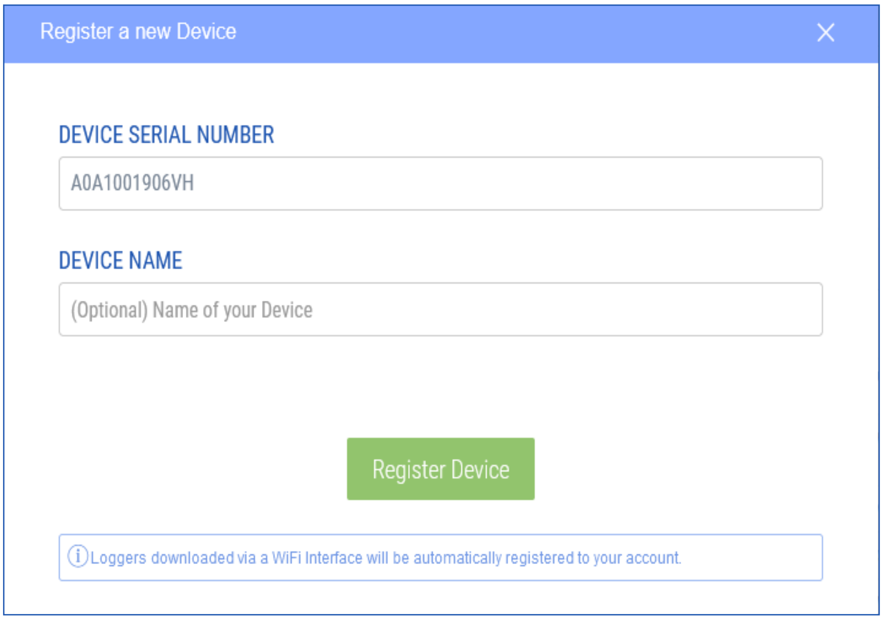
Registering a new device

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.



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

Please note: If the Device is 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.

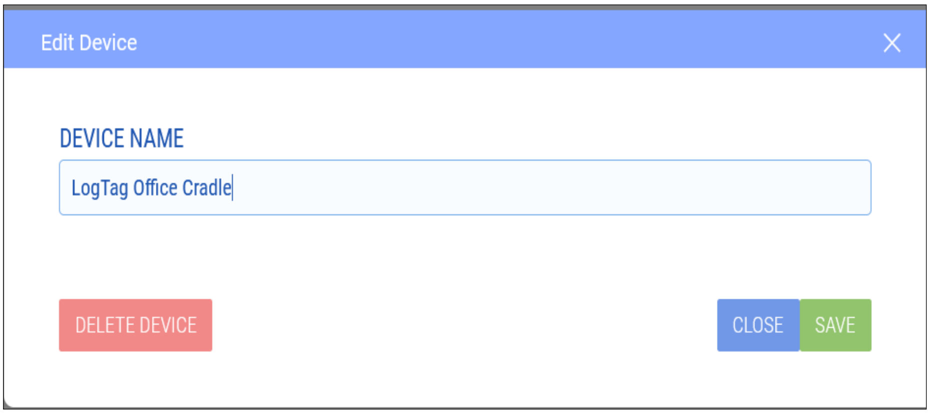
Editing / Deleting devices

Device Name ↓	Serial #	Model	Attached To	Last Connection	Action
TRED30-16R	6061010174	TRED30-16R	Transport Fridge	12:20 Dec-12-2019	Edit

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.



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.

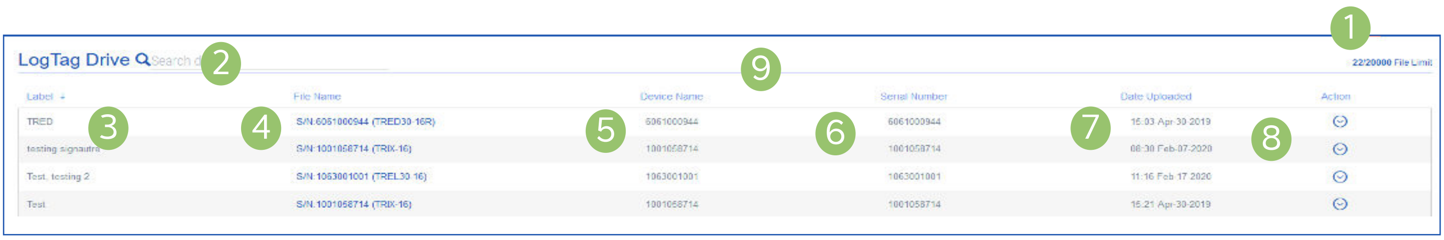
With your device set up and registered with LogTag Online, connect your WiFi Logger or WiFi Interface Cradle and dock a Logger in the cradle to upload data to LogTag Online.

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.



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

LogTag Drive Overview (Continued)...

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

3. Files can be organized by applying labels (point 8) to them after they have been uploaded.

4. The name of the file uploaded by the Logger will be shown here.

5. If you provided a device name for the Logger, it will be displayed here.

6. The Serial Number of the Logger.

7. A time/date stamp is provided of when the file was uploaded to LogTag Online.

8. 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.

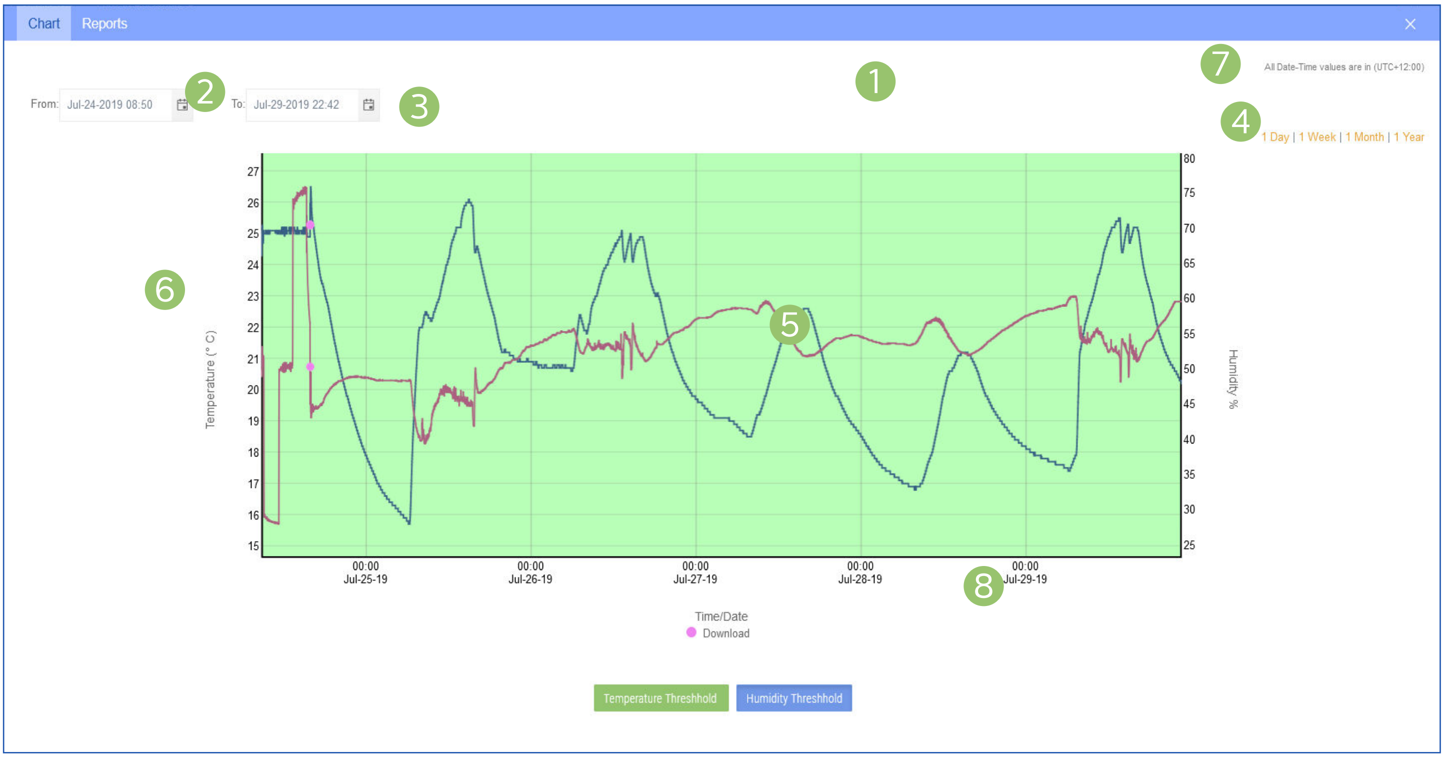
9. Click next to the column header to sort the column in either ascending or descending order. This works for all column headers except the 'Action' column.

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

END OF SECTION

Viewing a File - Chart

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.

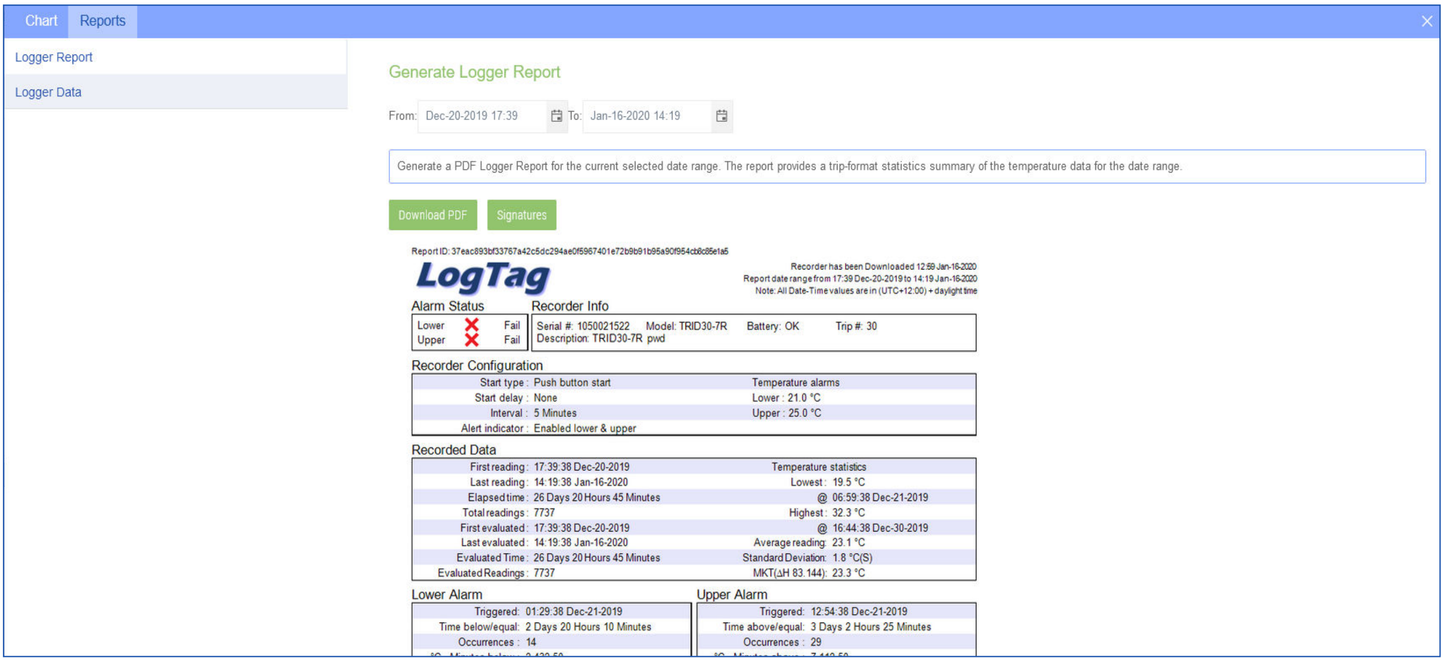
6. The Y axis displays the temperature in either Celsius or Fahrenheit based on your account preferences. The temperature recordings will be rounded to the nearest decimal place.

7. The time zone specified in the users settings.

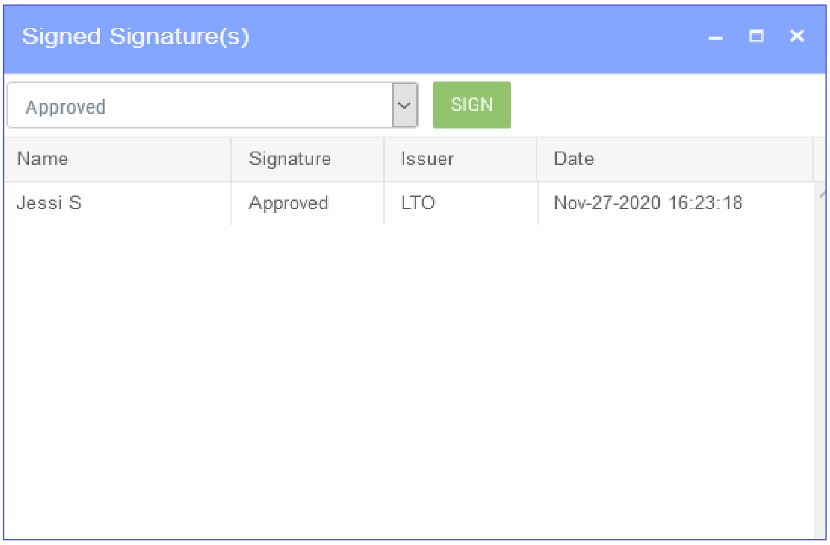
8. The X axis displays the time in 24-hour format followed by the date in MM/DD/YY format

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.

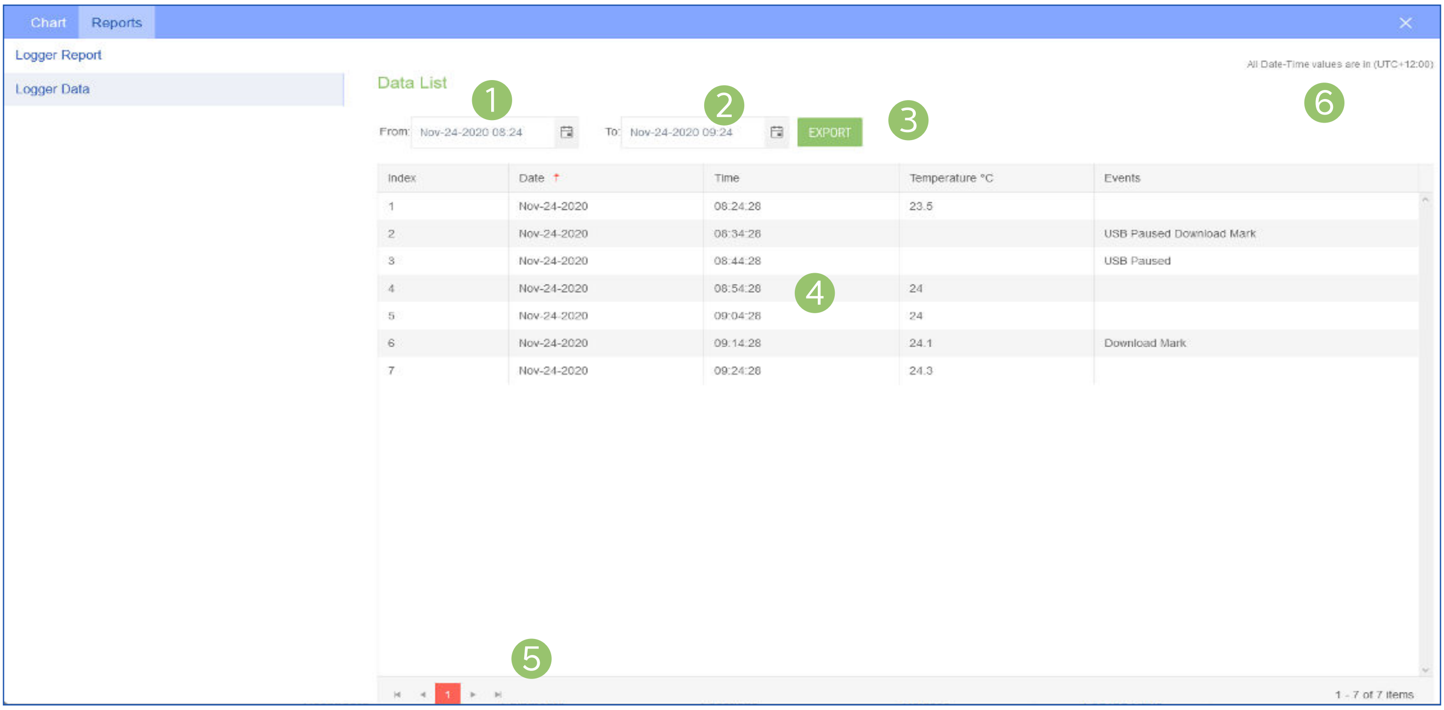


Signatures: If you wish to apply a signature, select the 'Signatures' button, a 'Signed Signature(s)' window will show up (as below). There if you have been granted permission to apply signatures, select from the dropdown the applicable signature you wish to sign to the file then click 'Yes' or 'No' 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.



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.



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.

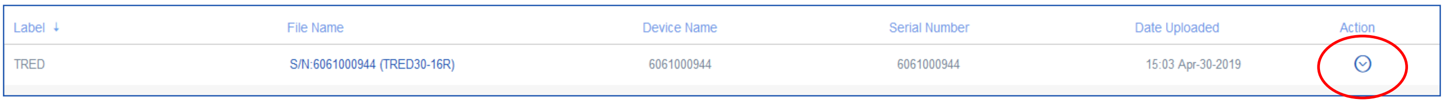
3. The Export button allows you to generate a PDF file of the logger data list for the date and time range selected.

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.

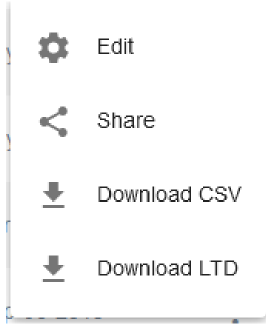
5. Navigation controls are provided in-case you have more than one page of data, you can use these buttons to swap between pages.

6. The time zone specified in the users settings.

Editing a File



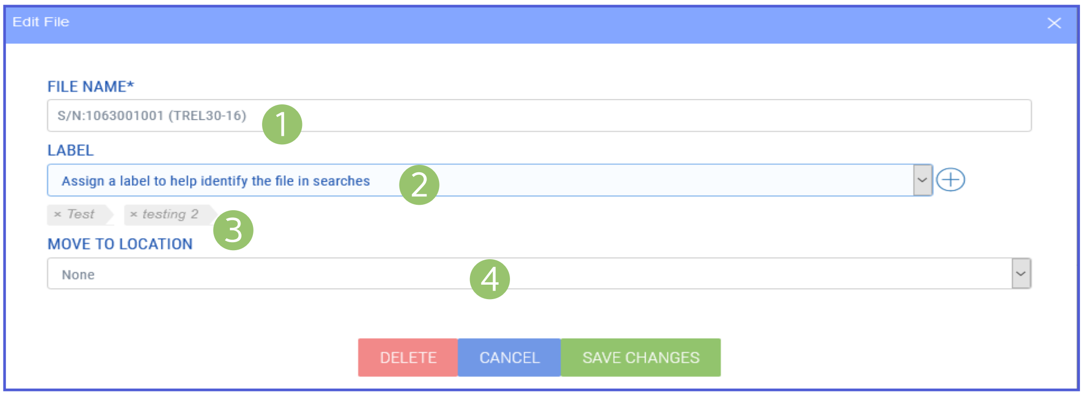
- “Edit” allows you to change the file name, create and assign label(s), delete the file or move file to Location.
- “Share” allows you to copy and paste a link to anyone outside of your team/LTO as either a CSV or LTD file.
- “Download CSV” or “Download LTD” will provide the option to download the data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

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.
   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 remove.

3. The selected label(s) will appear beneath the drop-down.

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.

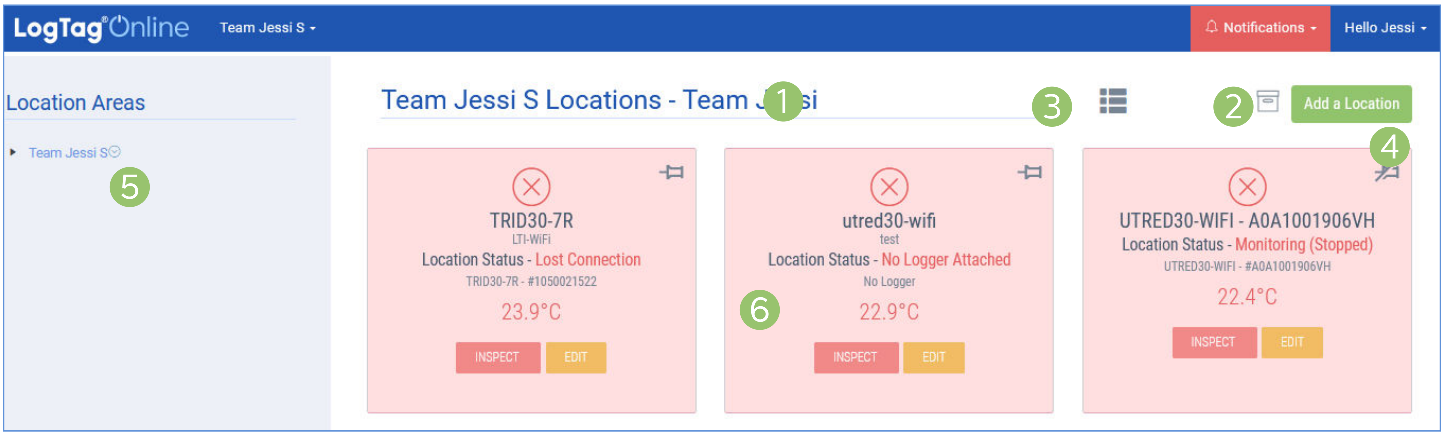
Locations Overview

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 auto-created for the UTRED30-WiFi first channel upon registration of a dual-channel logger. Each channel can be assigned to its location.

Notes: When registering dual-channel logger such as the UTRED30-WiFi Dual-Channel logger, auto-creation of Location for the first channel is only possible when the Team has a Location slot available. Please refer to Activation Code section for more information.



1. The name of your team, followed by an Area name (if one is selected is displayed here). More on Areas in the next section.

2. If you are the owner or administrator of the team, the archive icon will be displayed, allowing you to view or restore previously deleted Locations.

3. View locations in a table or list layout format.

4. Click “Add a Location” button to bring up the new Location window.
   If you do not see the 'Add a Location' button, you will need to purchase activation code(s) from your LogTag distributor (or currently for North American customers: purchase a new location license via the Prepay tab made available then follow the Activation Code / Prepay process in the quick start guide.

5. The blue side menu is a tree view for your Areas. By default your team name is the only Area in your team. More on Areas in the next section.

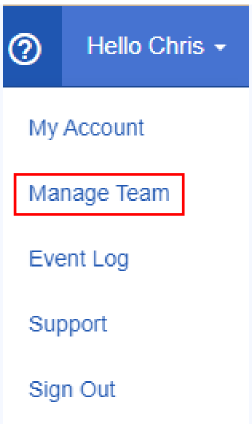
6. Created Locations appear here.

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”.

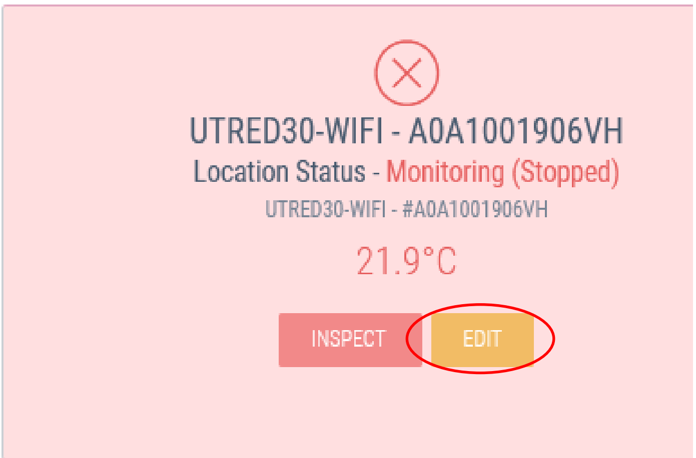
This will allow you to create a new area.

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

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

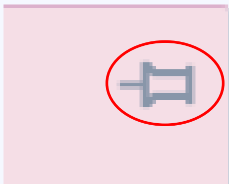
Editing/Deleting a Location

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.



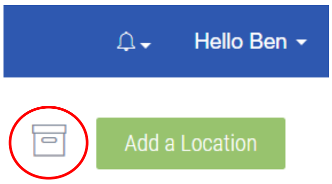
Click “Edit” to bring up the Settings tab for that Location. There you can make any required changes and click “Save” afterwards. Alternatively, click “Delete” to remove it from your account.

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

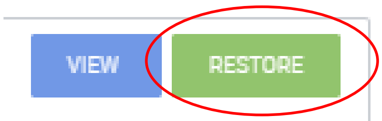


Restoring a deleted Location:

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.

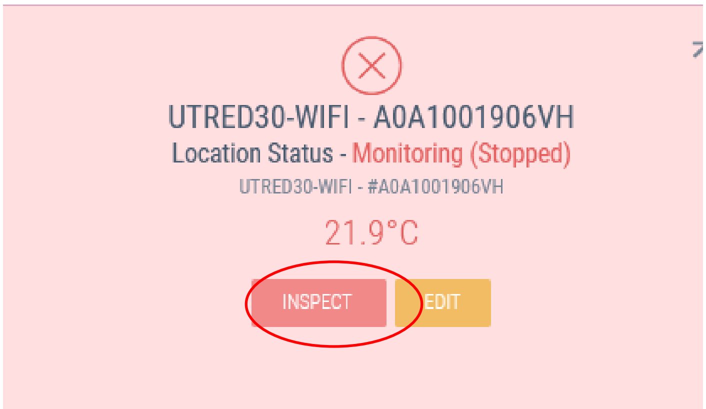


Note: You can only restore the Location if you haven't reached the maximum number of Locations.

Inspecting a Location

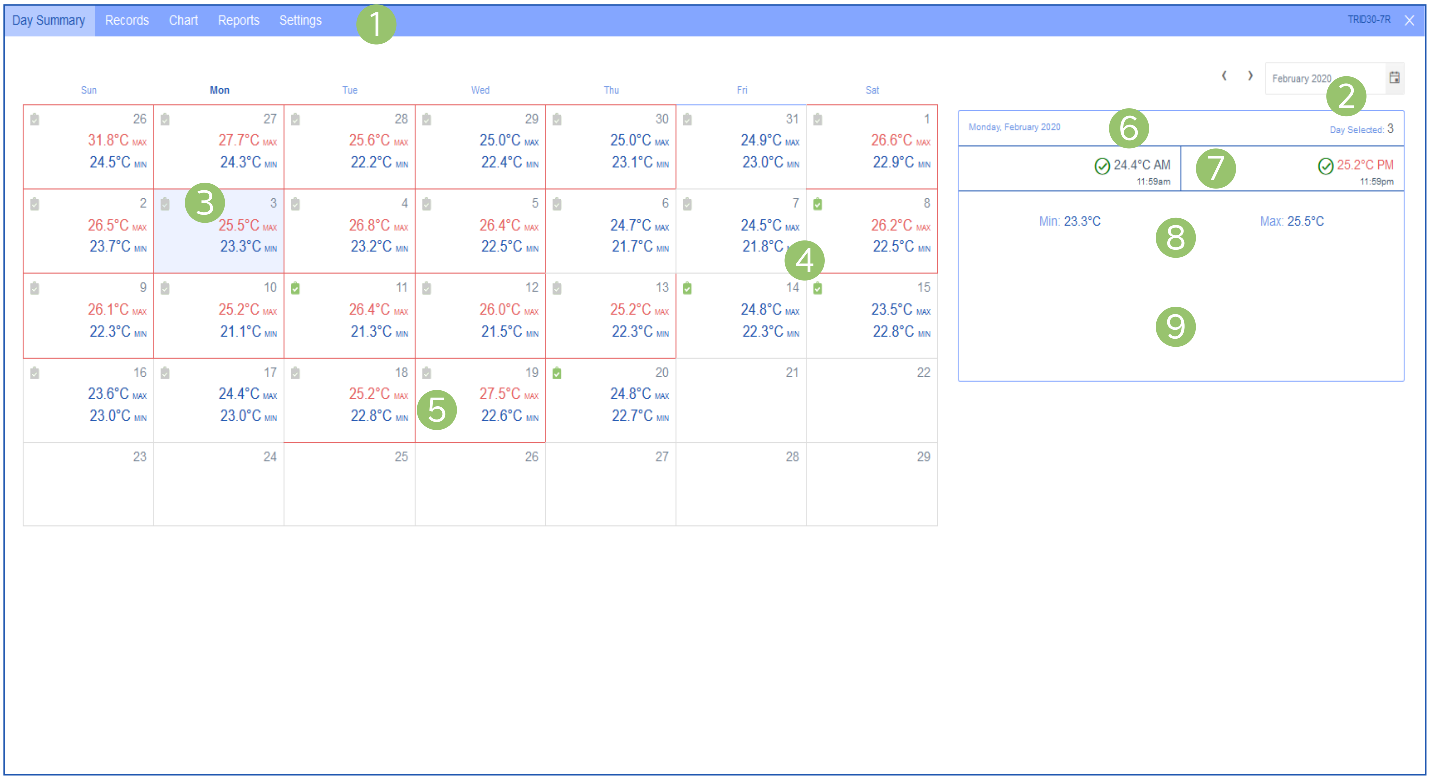
To Inspect a Location, browse to the "Locations" page from the bottom menu. Your Location(s) will be displayed on the page like the example in the picture to the right.

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



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.

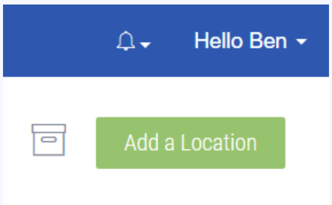
7. The AM/PM temperatures are displayed along with the time they were taken. To acknowledge the temperature (for audit/record-keeping purposes), click the green "tick" next to each.

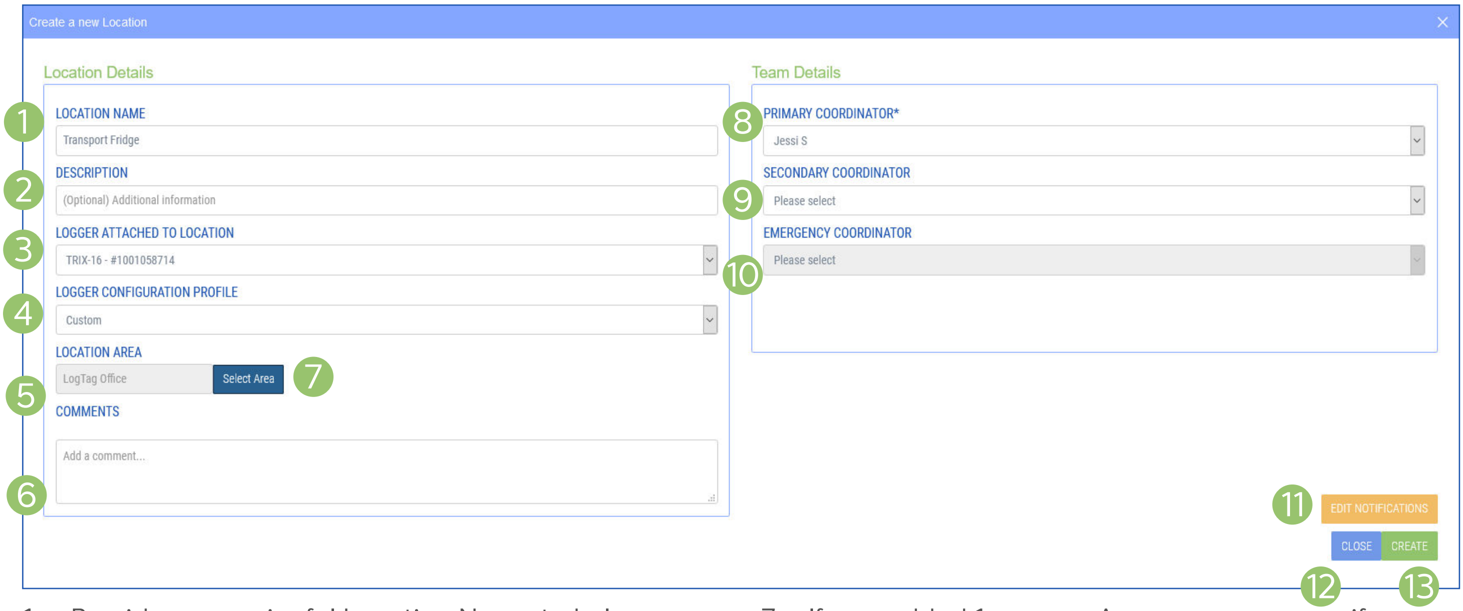
8. Finally, the Minimum and Maximum temperature for the selected day is shown.

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.





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.

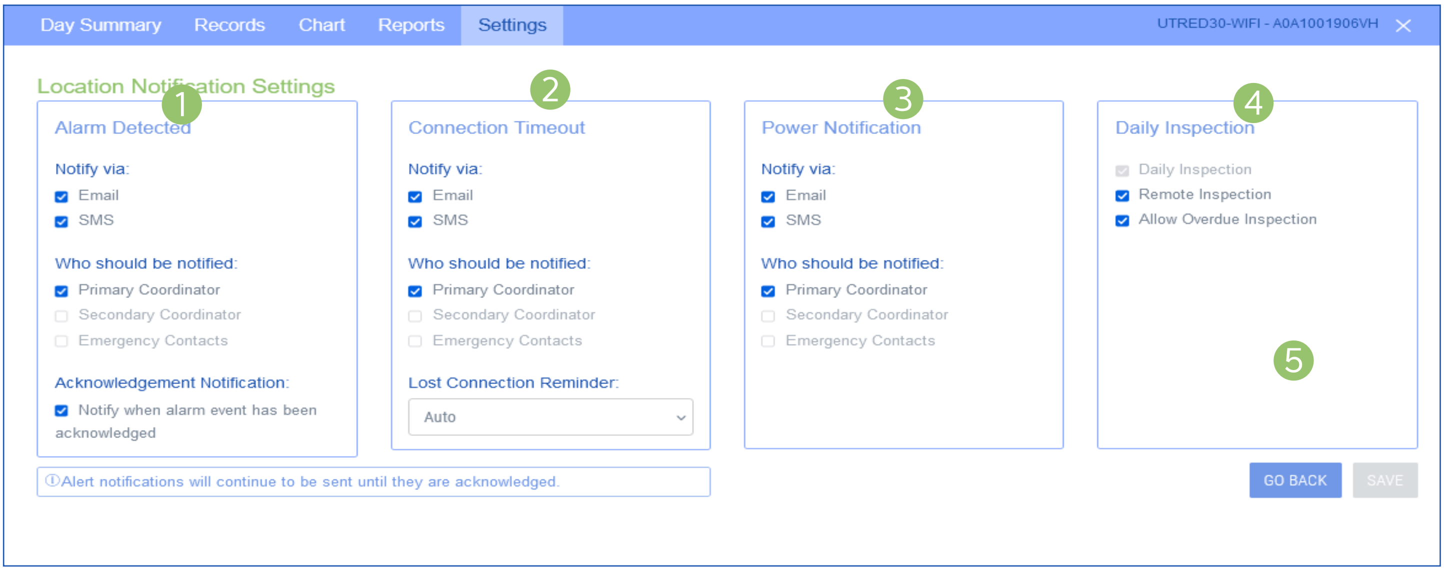
10. Select another team member who should be notified upon an incident such as a Temperature Alarm.

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.

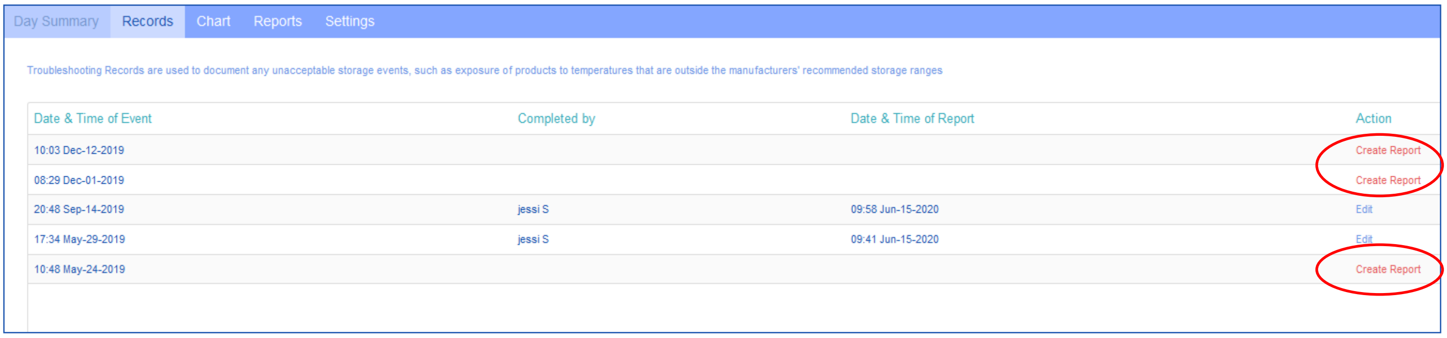
4. **Daily Inspection:**
   “Daily Inspection” - Currently this setting is enabled by default and cannot be disabled. This means the Day Summary will be enabled which tracks daily Min/Max and AM/PM inspection records.

   “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.

5. 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.

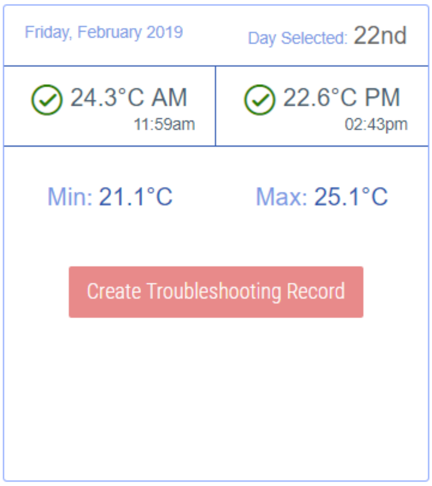
Troubleshooting Records



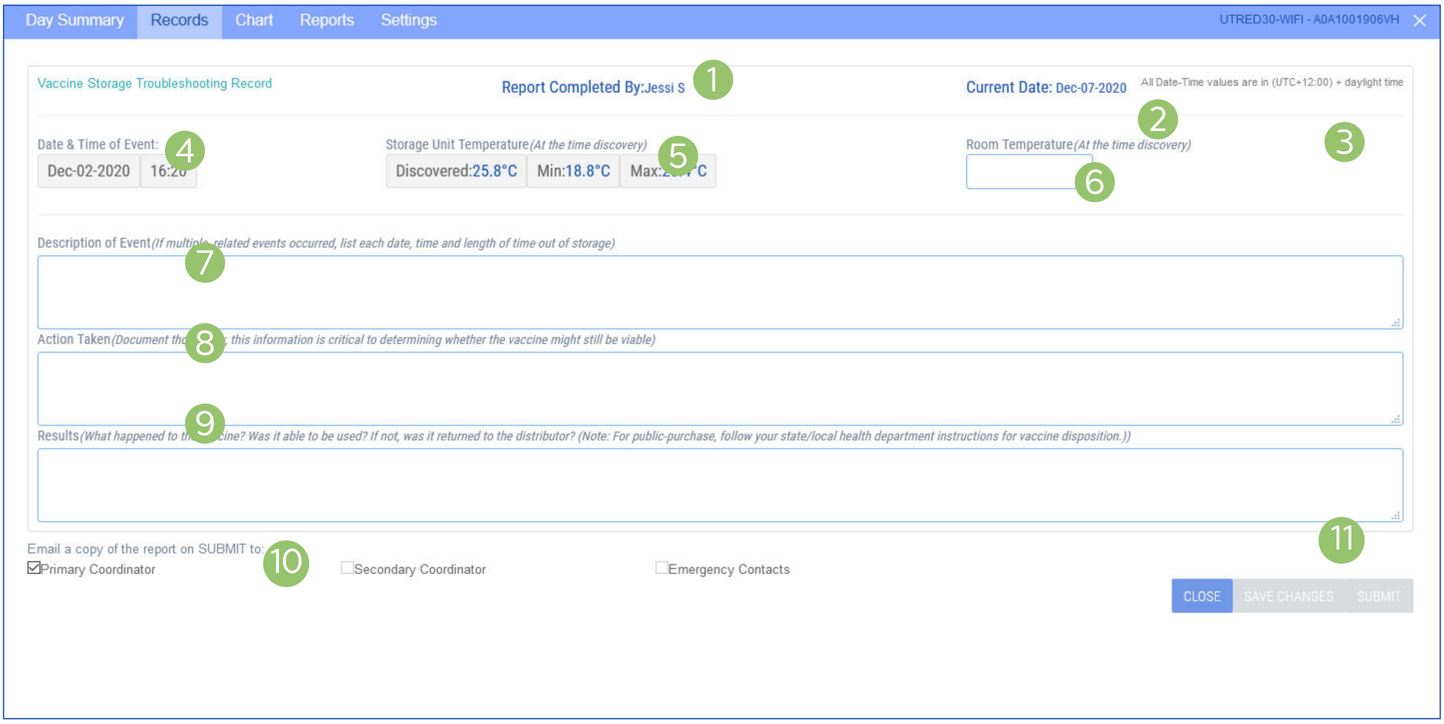
If a Temperature excursion has happened, the "Records" tab will show records for you to complete.

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"



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?)

- 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.

8. Action Taken:

- When were the affected products placed in proper storage conditions?

Creating a Troubleshooting Record (Continued)...

- Who was contacted regarding the incident?

- 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?

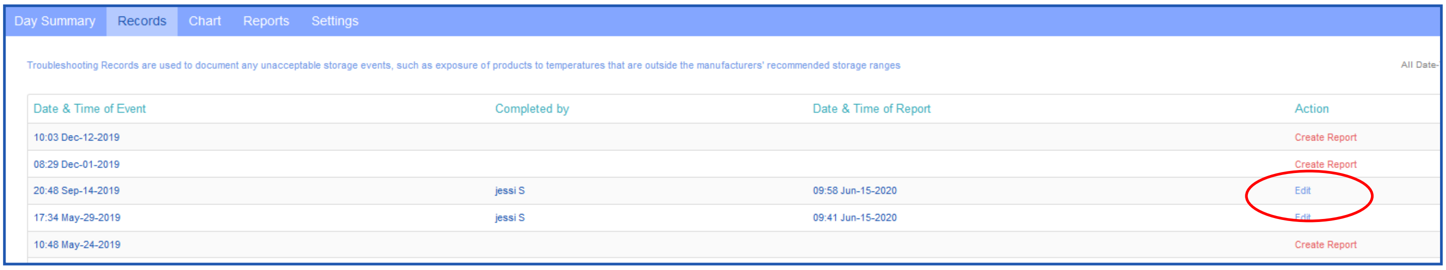
9. **Results:**

- 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.



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.

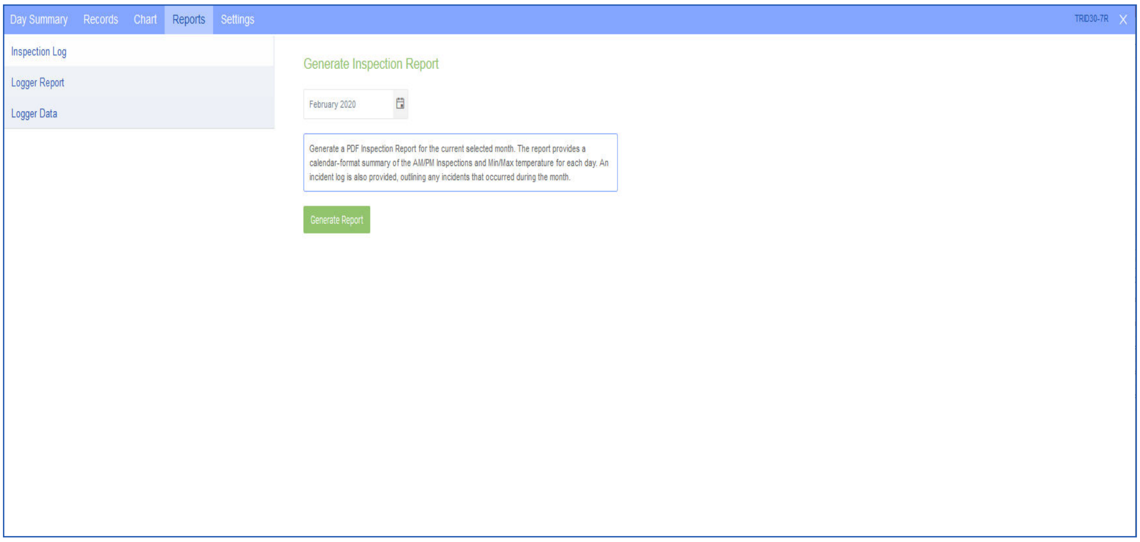
8. The X axis displays the time in 24-hour format followed by the date in M/DD/YY format.

9. Chart marks are shown in different colour codes. Humidity and Temperature Threshold indicators are also shown here (if you have a humidity logger).

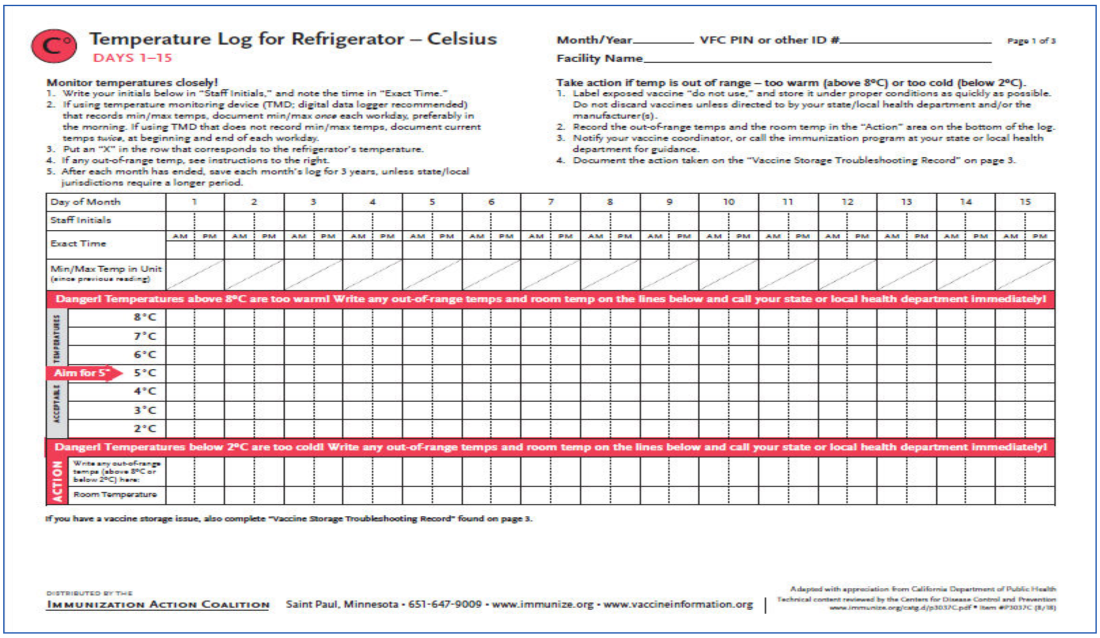
Reports

'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															
Exact Time	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
Min/Max Temp in Unit (since previous reading)															
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!															
ACCEPTABLE TEMPERATURES 8°C															
7°C															
6°C															
Aim for 5° 5°C															
4°C															
3°C															
2°C															
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!															
ACTION 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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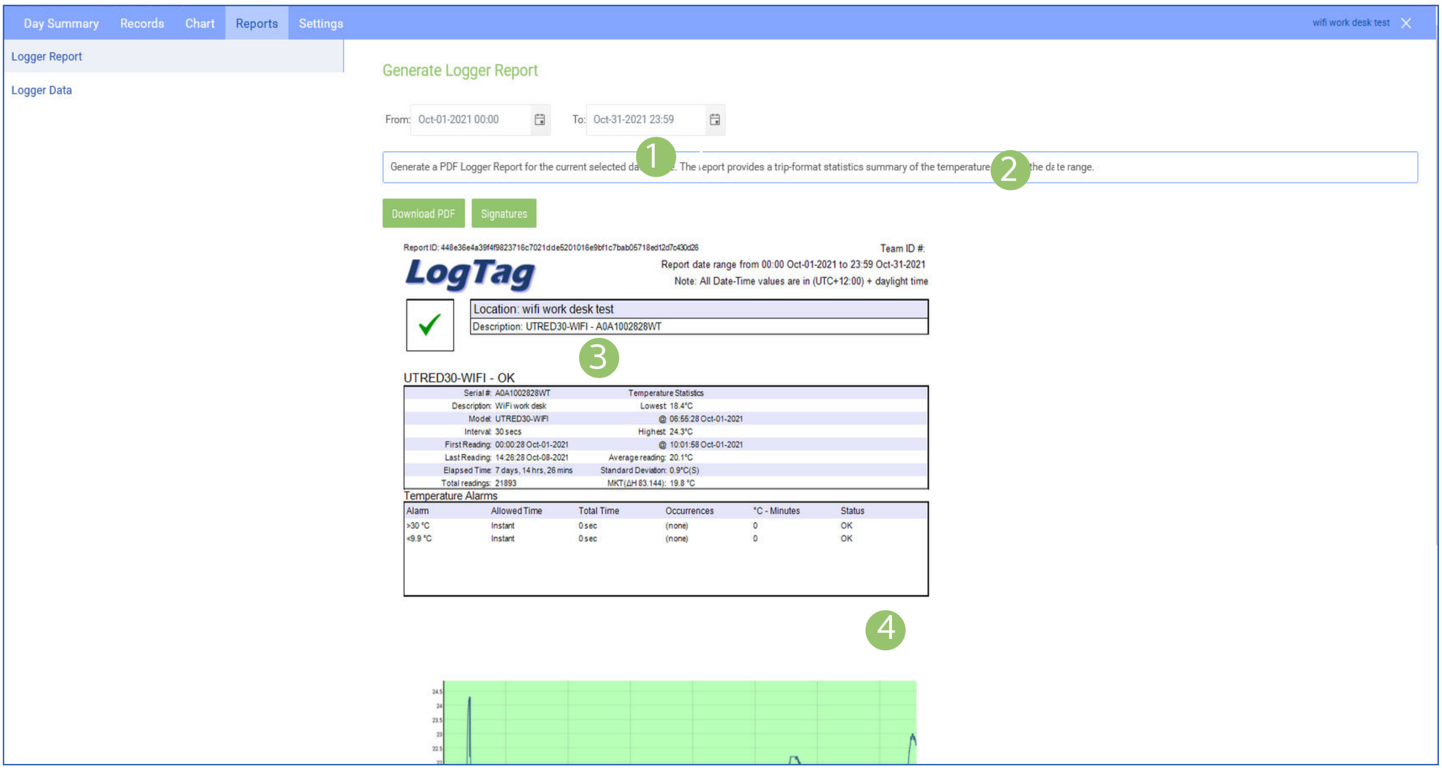
The calendar-format summary of the AM/PM Inspections and Min/Max temperature for each day is generated from the loggers readings. Some of the fields are already pre-populated in the Temperature Log.

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.



1. Select a 'Chart From' date and time using the calendar selector icon. The Time selector is in 24-hour format.

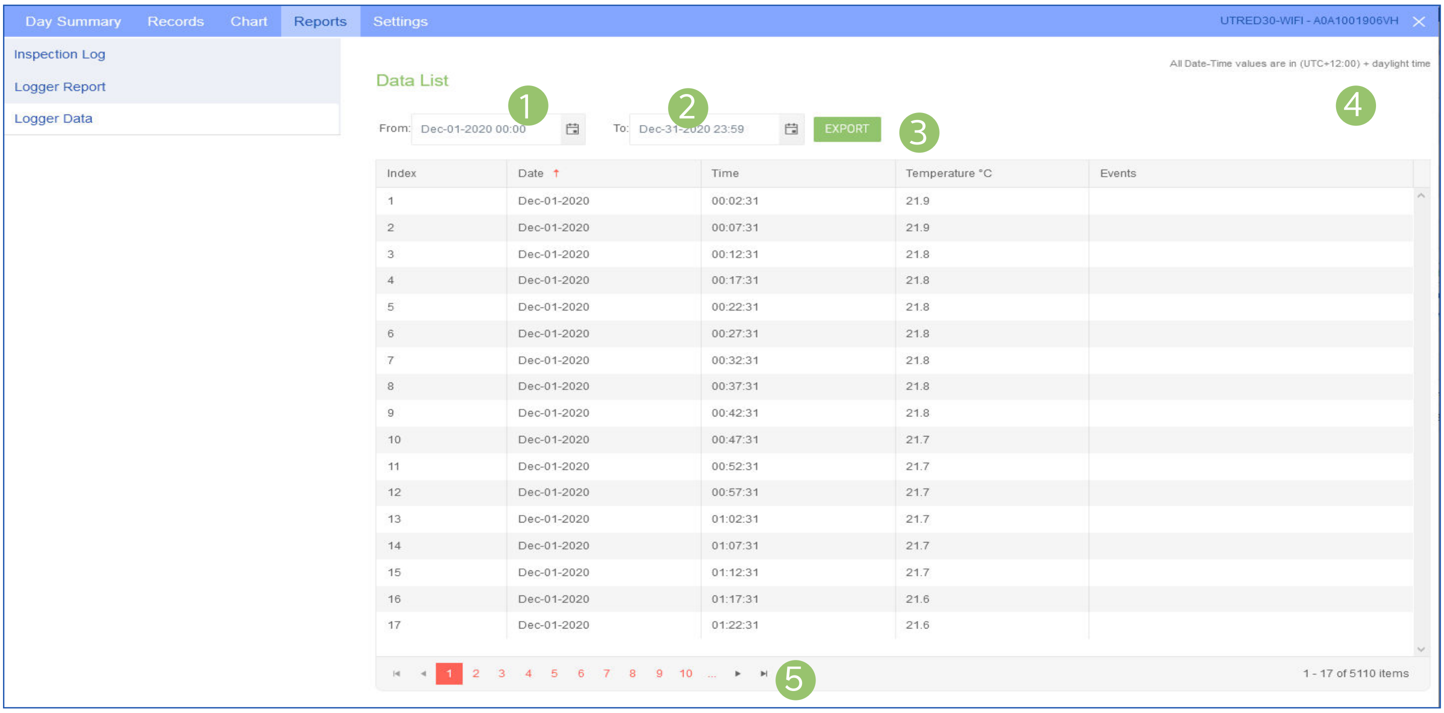
2. Select a 'Chart To' date and time to filter to a specific date and time range using the calendar selector icon. The Time selector is in 24-hour format.

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.



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.

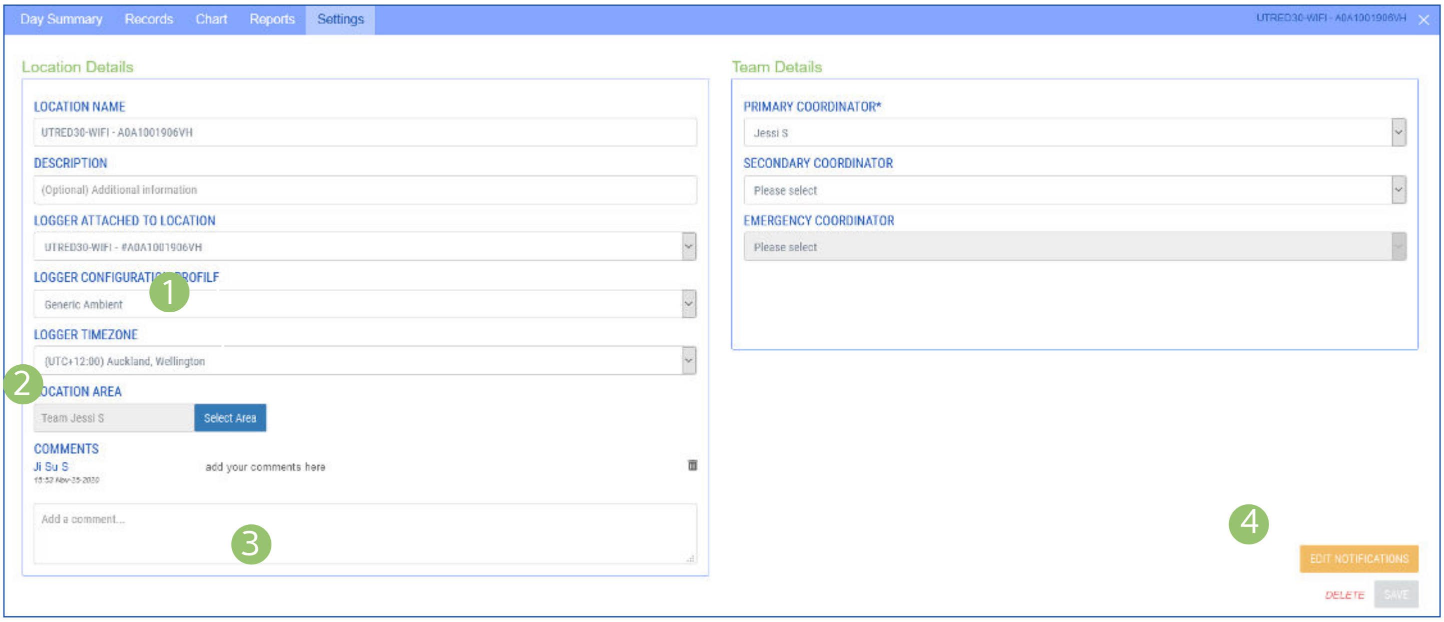
4. The time zone specified in the users settings.

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.

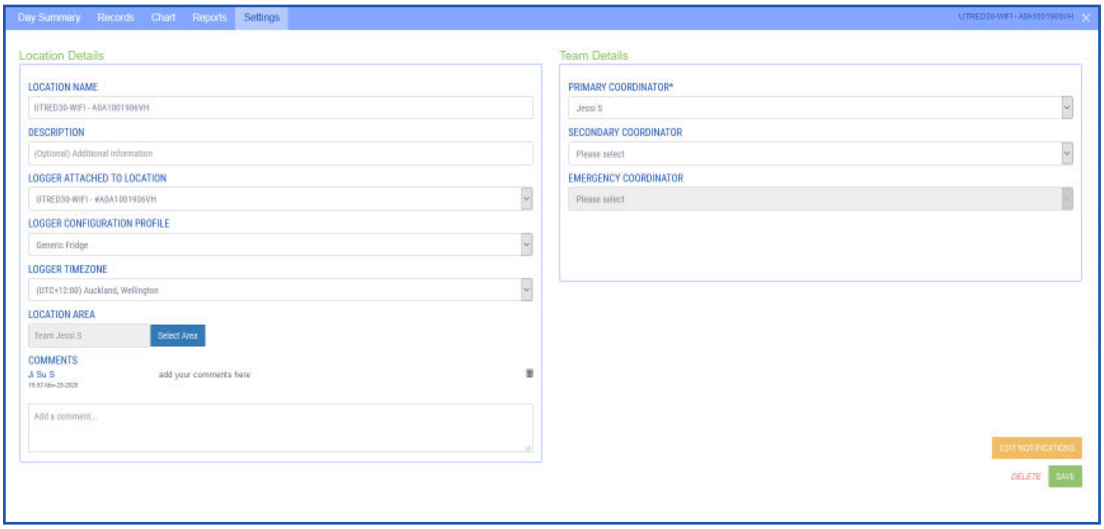
Remote Logger Configuration - Profile & Timezone

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.

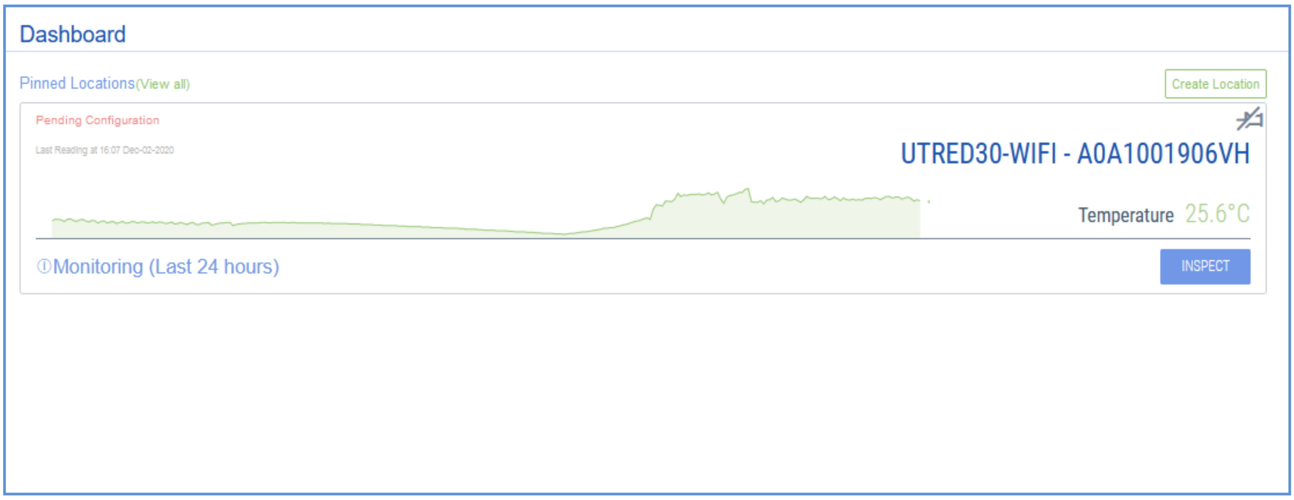
Remote Logger Configuration - Status

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.

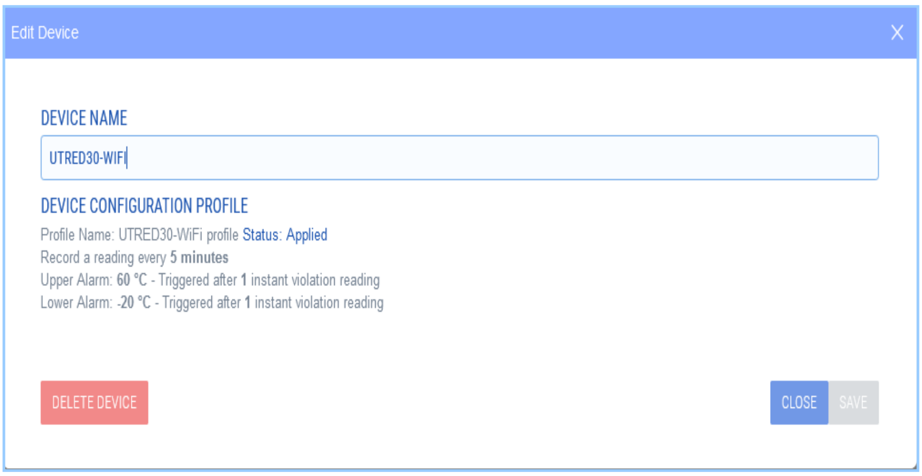
Please wait for the configuration profile and/or Logger Timezone setting(s) to be applied...

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.



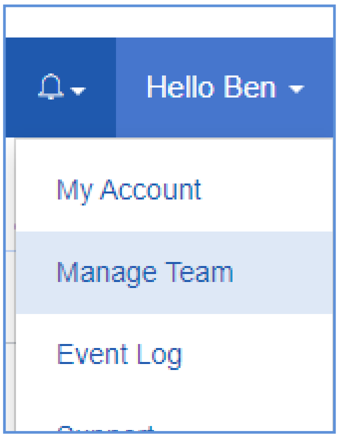
END OF SECTION

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.

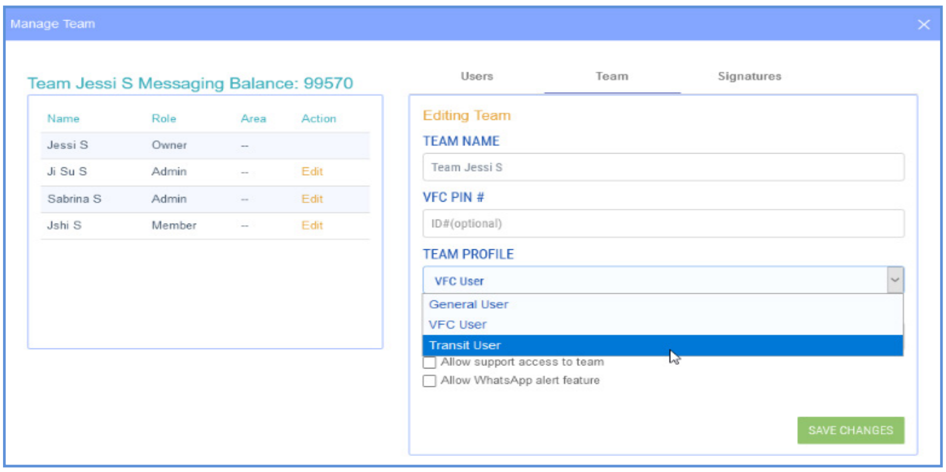
If you are the owner of a Team, to change your Team Profile, simply browse to **“Manage Team”** from the top right drop-down menu.



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

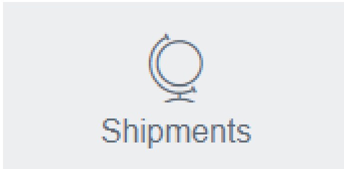
Here you will see various options that control different aspects of how LogTag Online will operate for your team. One of these is “Team Profile”.

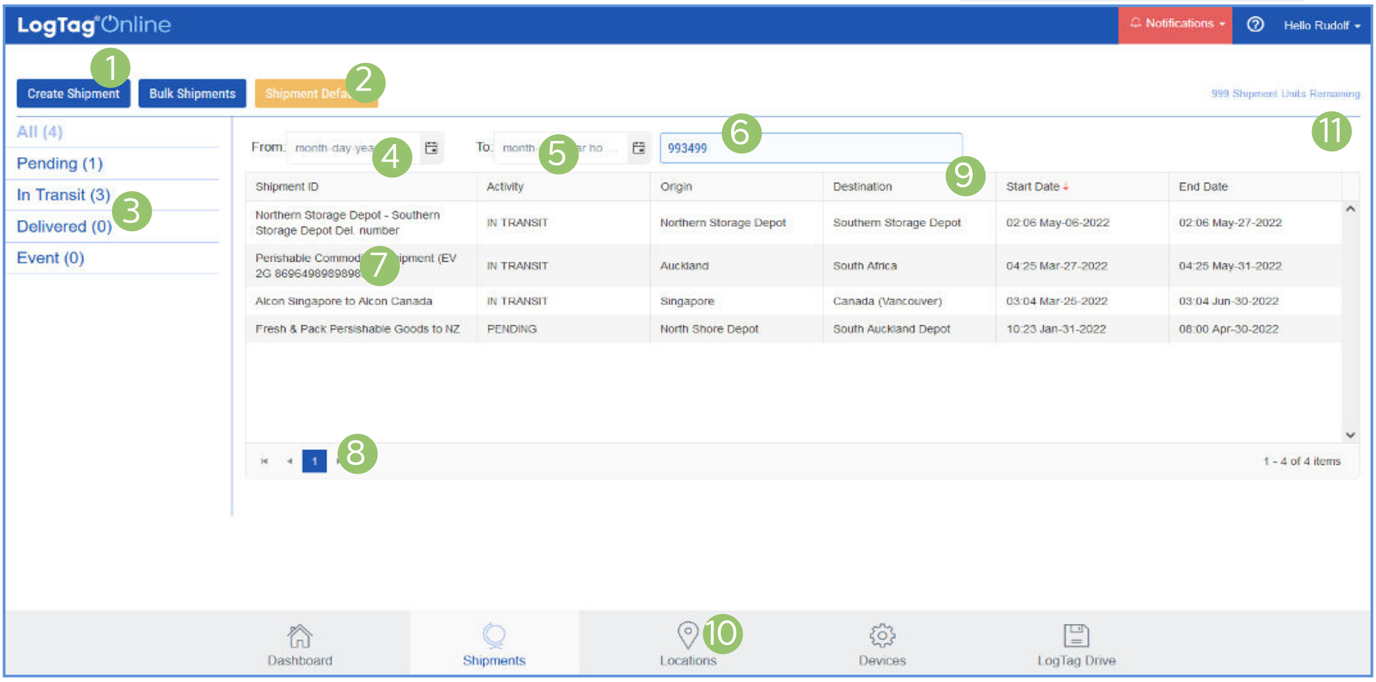
Select “Transit User” from the drop-down menu, then click “Save Changes”. You can close the Team window now.



Transit 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.





1. You can create a single Shipment or bulk shipments, depending on your requirements. Please refer to Creating a single/bulk shipment in the next section.

2. Shipment defaults allow you to set default Shipment Notification settings, so it populates these settings each time you create a single or bulk shipment; as well as adding additional information on the shipment for references e.g. Load ID, etc.
Note: If shipment defaults were never created or modified, the person creating the shipment will automatically become the primary coordinator by default.

3. The side panel categorizes different status types for each shipment. By default the 'All' tab is selected. Filter the Shipments based on their Activity status.
Please Note: If there is an alarm excursion event that occurred in a delivered shipment, the row will be shaded red and will also be recorded in the 'Event' status tab.

4. Select a 'Shipment From' date and time using the calendar selector icon.

5. Select a 'Shipment To' date and time to filter to a specific date and time range.

6. The free form search bar allows you to search or filter the list of Shipments based on a custom date-time range or serial numbers etc.

7. All the shipments; present or past are listed here in the log. Select the shipment you would like to view in more detail by clicking it, a separate 'Shipment' window will appear. Refer to next sections for more info.

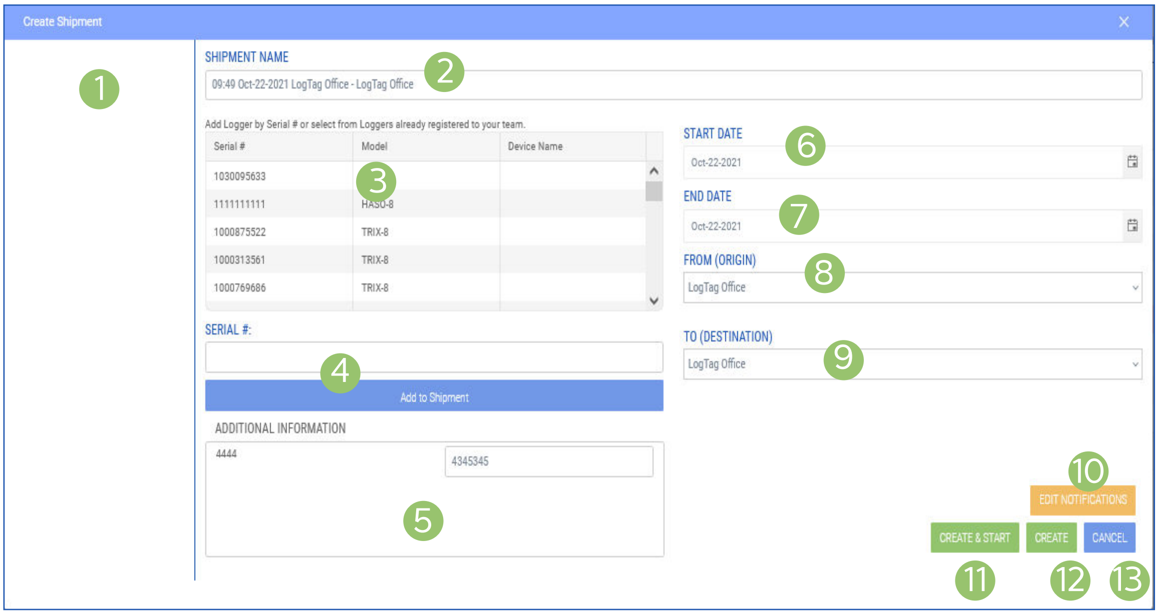
8. Navigation controls are provided in case you have more than one page of shipments, you can use these buttons to swap between pages.

9. Click next to the column header to sort the column in either ascending or descending order. This works for all column headers.

10. Present at all times, the bottom navigation bar is your way of switching between the core features of LogTag Online.

11. Creating a Shipment requires Shipment Credit(s). These can be purchased from your LogTag Distributor.

Creating a Shipment



1. Added device S/N (from Point 3) appears here. Click the pencil icon if you wish to add a device label or a logger name, or click the trash bin icon if you wish to remove the device from the shipment. **Please note:** A maximum of 5 serial numbers can be added per shipment.

2. The Shipment will be given a default name which you can modify or leave.

3. Scroll through the table list of registered loggers within the team, select the highlighted logger you wish to attach, then click 'Add to Shipment'. If you would like to add multiple loggers to a shipment (max 5), hold the CTRL key and select multiple loggers, then click 'Add to Shipment'.

4. Enter the device S/N here manually to add to the logger list or select from the registered loggers table list in (Point 3).

   Please Note: If the logger is already registered to a different team or a shipment already exists for the device, a warning message will appear and won't allow you to add this S/N to the shipment. If you manually enter in a device S/N that didn't exist in the team, it will automatically register this in the 'Registered Devices' section.

5. If you entered any 'Additional Info' in 'Shipment Defaults', the information will appear here

6. Select the 'Start Date' for the shipment using the calendar selector icon.

7. Select the 'End Date' for the Shipment using the calendar selector icon.

8. Select the 'From Origin' area from the drop-down. The drop-down shows all the areas already registered within the team. You can also manually type the area name in the field.

9. Select the 'To Destination' area from the drop-down. The drop-down shows all the areas already registered within the team. You can also manually type the area name in the field.

10. Select “Edit Notifications” to modify your notification settings for this Shipment. Notifications work the same as Locations. If you have set shipment defaults in the main Shipments dashboard, those settings will be auto-populated in here.

11. Click 'Create and Start' to create the shipment and start shipment in 'In-Transit' mode.

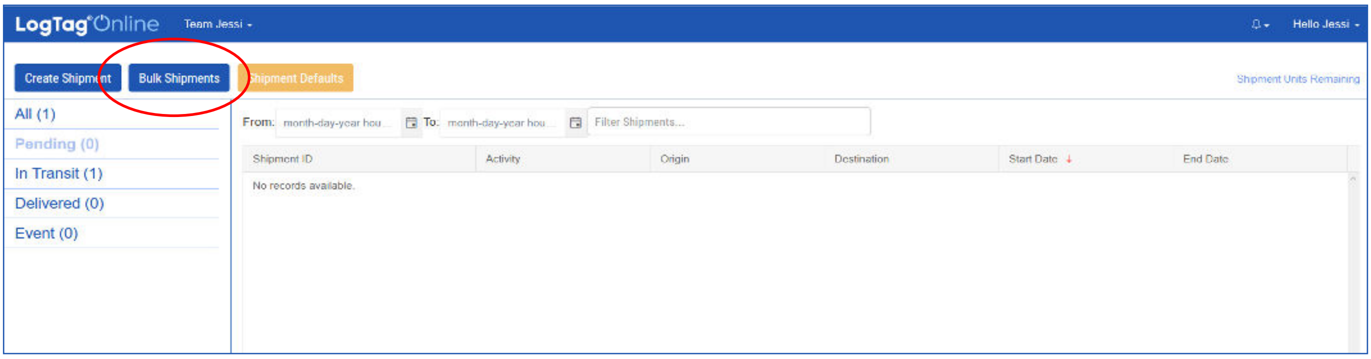
12. Click 'Create' to create shipment and start this in 'Pending' mode.

13. Click' Cancel' to cancel shipment creation.

Your shipment is now created and will appear in the main Shipments Dashboard.

Creating Bulk Shipments

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



Simply leave a blank line between serial numbers which indicates a separate **shipment**. The first line of each shipment can be a shipment name.

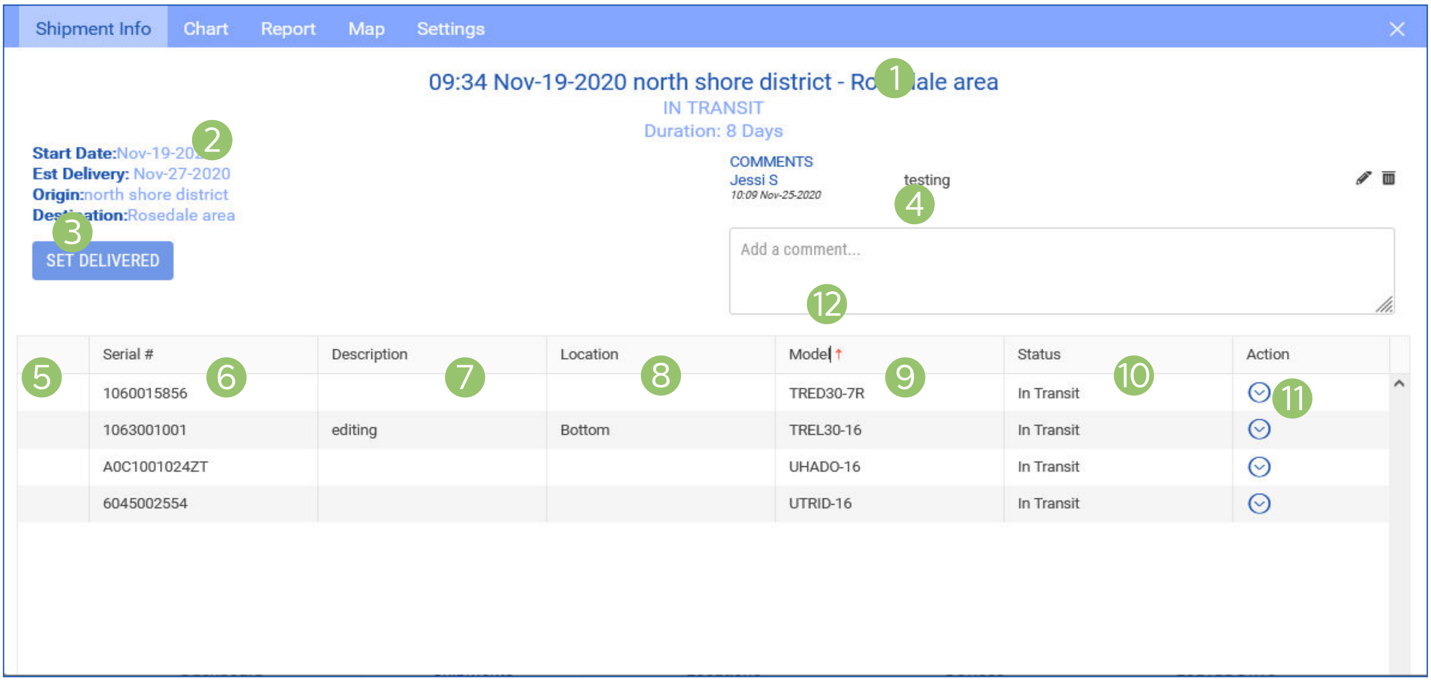
Please note: Up to and including a maximum of 5 serial numbers may be added per shipment. However, there is no limit in the number of bulk shipments you create.

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.

Select the 'Create' button to start in 'Pending' mode or 'Create & Start' bulk shipments in 'In-Transit' mode. Click 'Cancel' if you wish to cancel shipment creation.

Shipment Info

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



1. 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.

2. Your shipment overview details are displayed here including 'Additional Info' (if there is any)

3. 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'.

4. 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.

5. 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.

6. 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.

7. 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.

8. Select where in the shipment the logger is exactly located in the load.

9. The logger model for the S/N is displayed here.

10. The current status of the shipment for the attached logger.

11. 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.

12. 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.

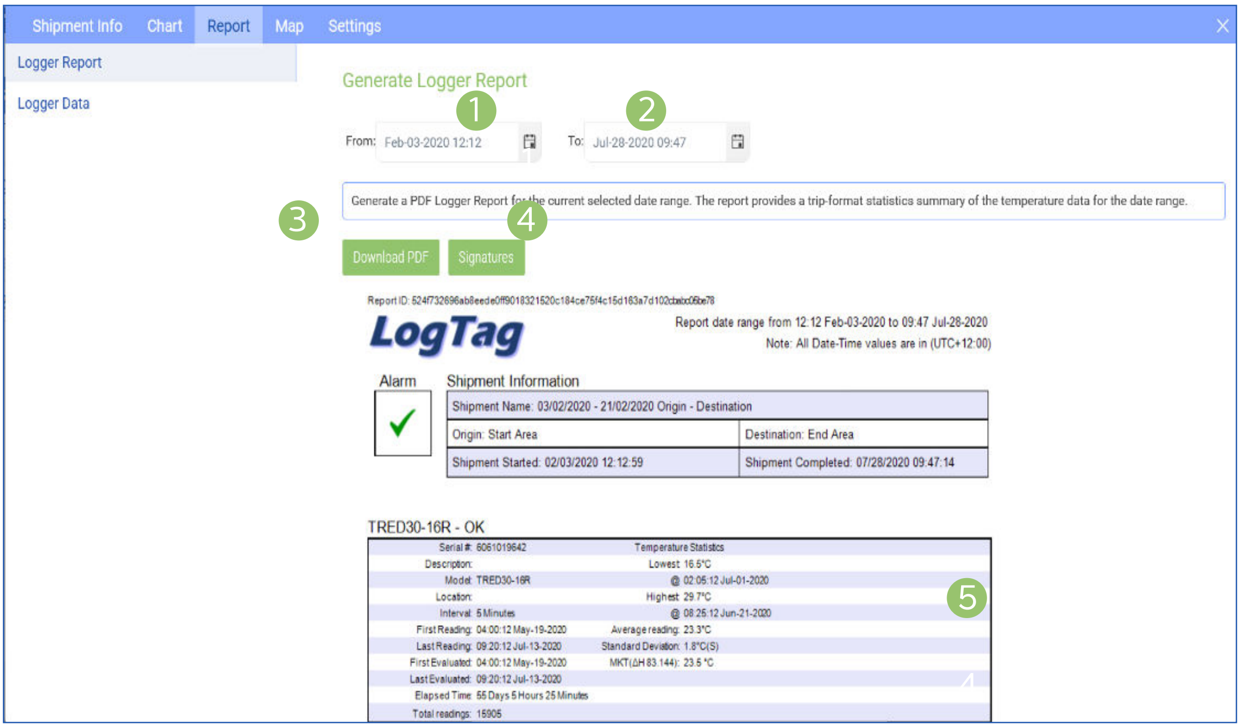
7. The X axis displays the time in 24-hour format followed by the date in M/DD/YY format.

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.



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.

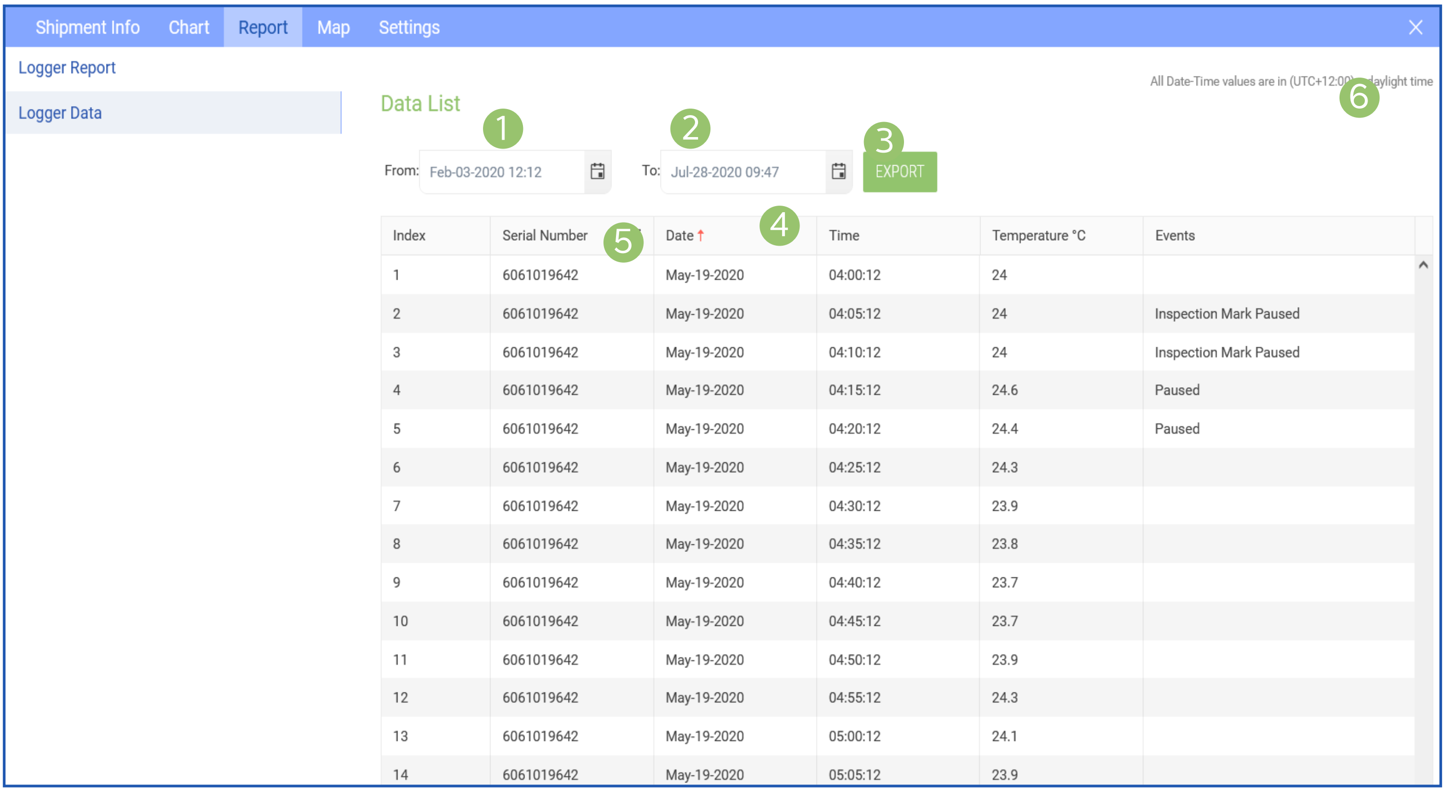
3. View or download logger report as exportable PDF based on the date and time you have selected. The PDF report provides a trip-format statistics summary of the file(s), including an image of the chart.

4. You are able to put signatures for delivered shipments only if you have been first granted this permission by the team owner and/or admin.

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.



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.

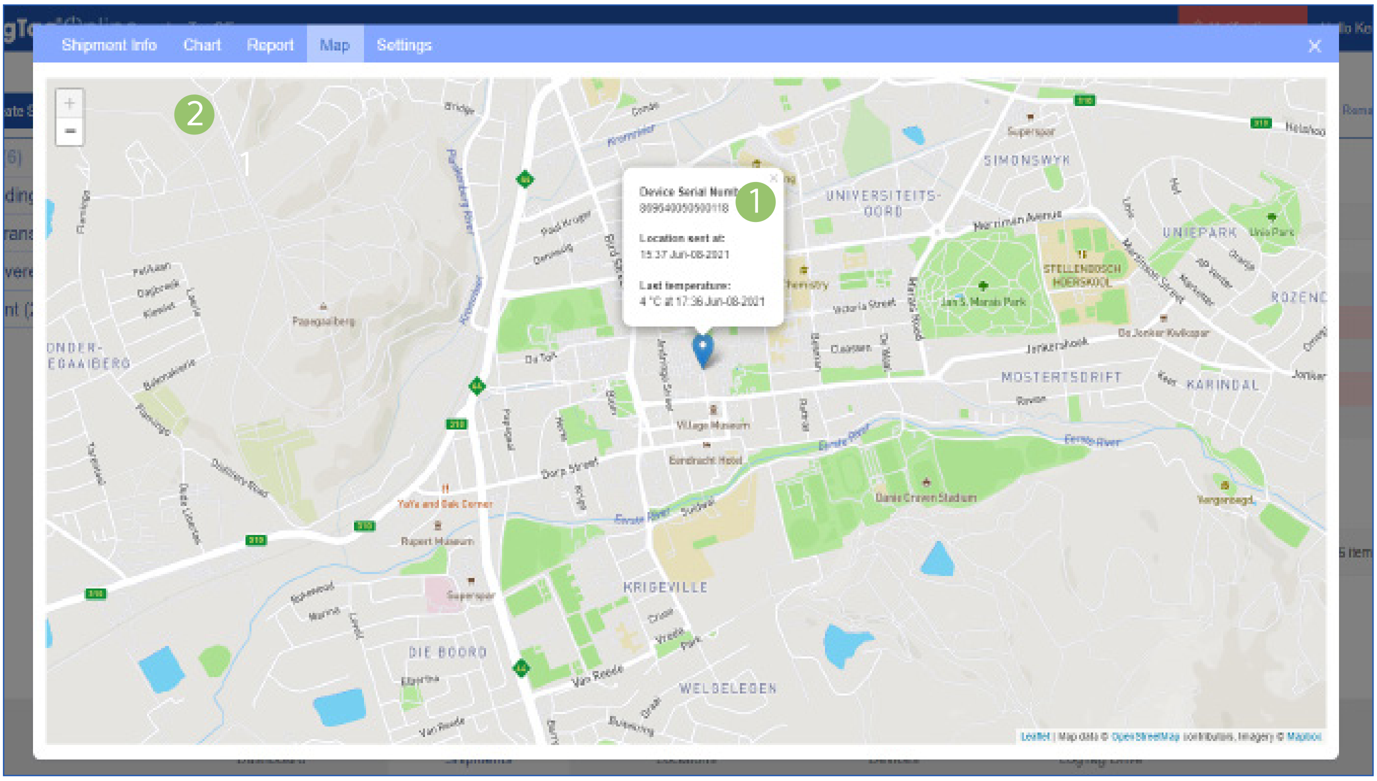
5. Click the Funnel icon in the Serial Number column if you wish to filter data for specific serial numbers (if you have multiple serial numbers in the shipment). A small separate window will give you the option to type the serial number in the search bar, or by selecting/deselecting serial number(s) 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.

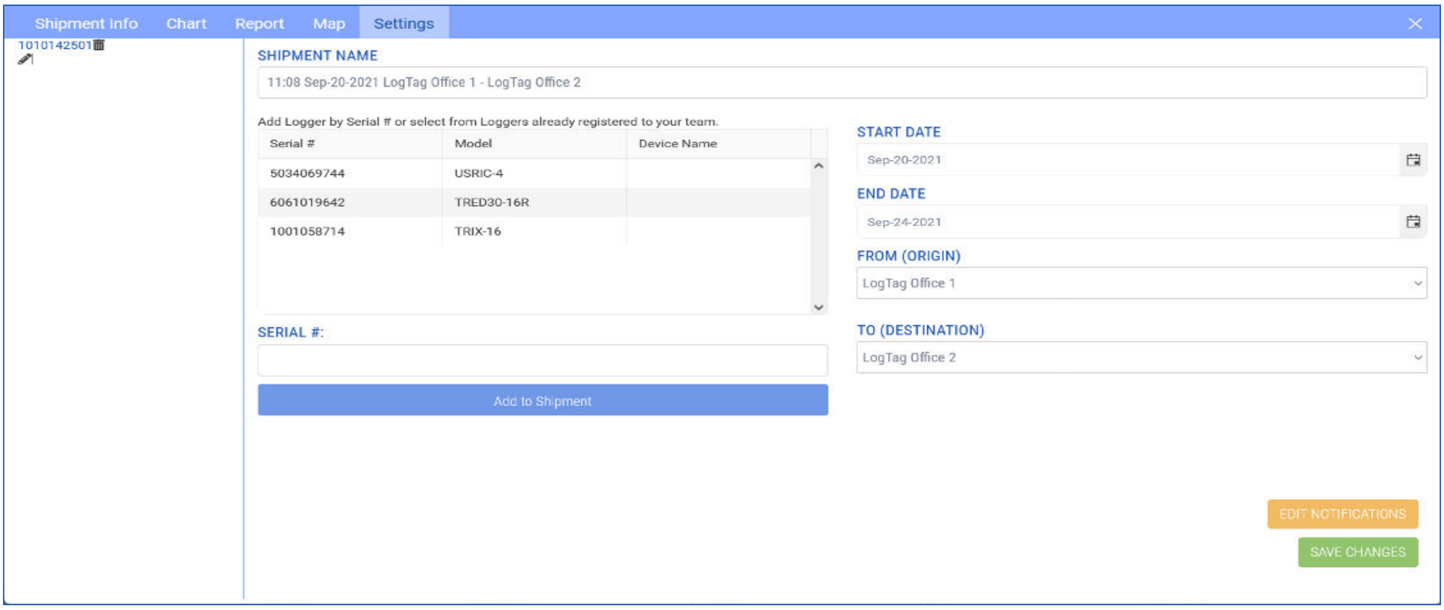


1. Select the pin to display the following;
   - logger serial number,
   - the time and date of the last known location (sent),
   - last known temperature and when it was recorded.
2. Select the + - icons to zoom in and out of the map. Alternatively, select anywhere on the map then use your mouse scroll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



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