



LogTag[®] Online

Quick Start Guide

Version C

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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

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.



CREATE YOUR ACCOUNT (1 / 2)

1. FIRST NAME*
Your First Name

2. LAST NAME*
Your Last Name

3. EMAIL ADDRESS*
your@email.com
You must provide an Email Address.

4. PASSWORD*
Password
You must provide a Password.

5. CONFIRM PASSWORD*
Confirm Password

6. TEMPERATURE UNIT
Celsius

7. TIMEZONE
(UTC-08:00) Pacific Time (US & Canada)

8. TEAM PROFILE
General User

9. ACTIVATION CODE
XXXXX-XXXXX-XXXXX-XXXXX-XXXXX

10. MOBILE NUMBER
+1

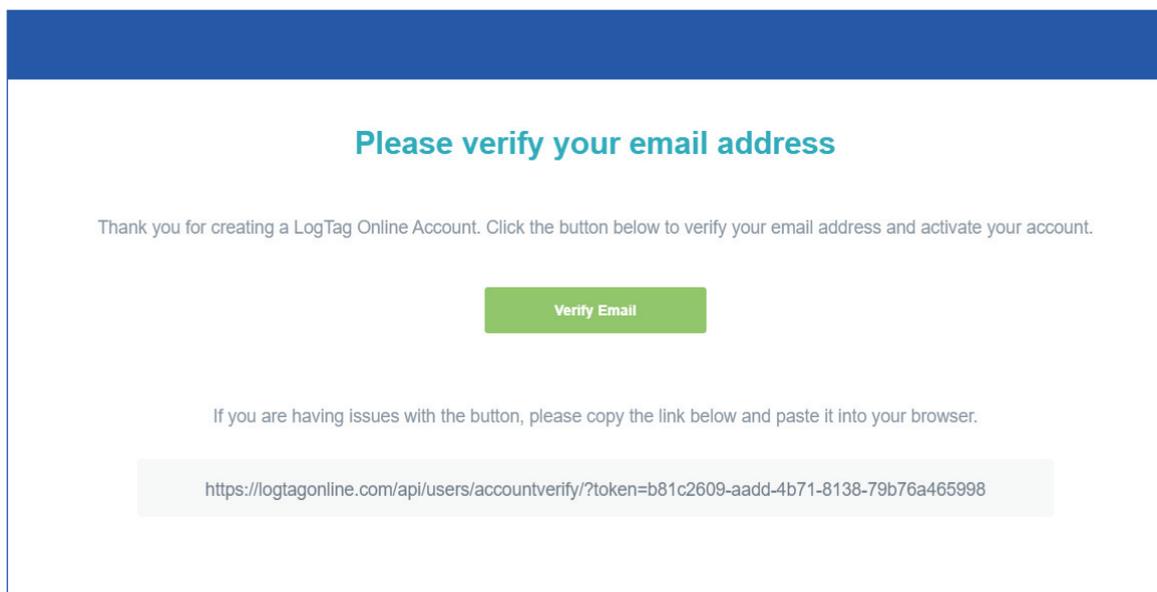
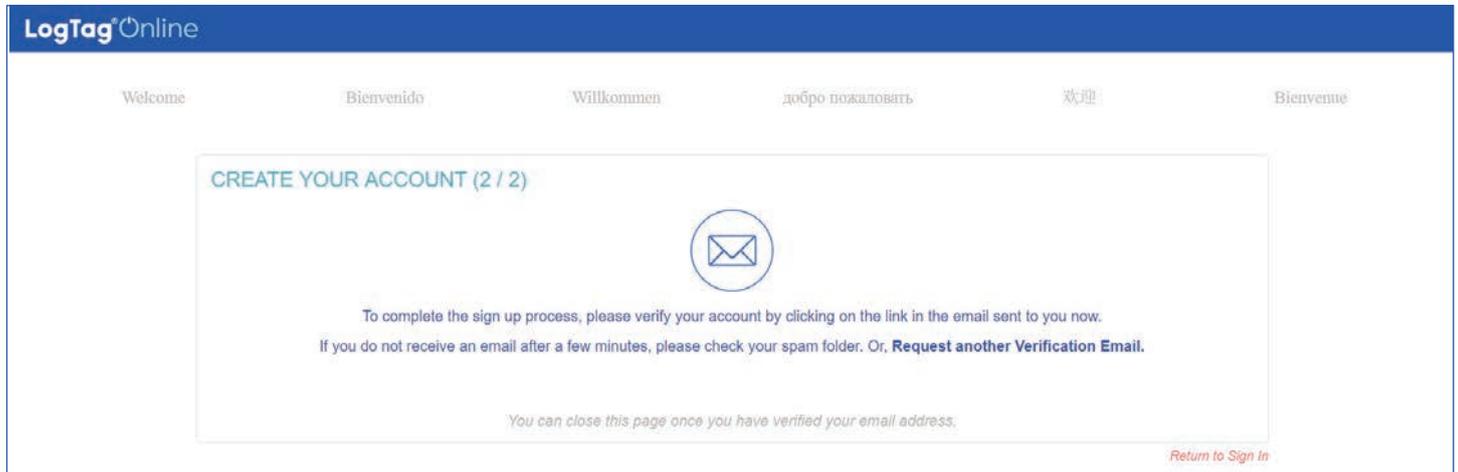
11. SMS PROVIDER

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 6 characters.
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”.

Creating your account (Continued)...

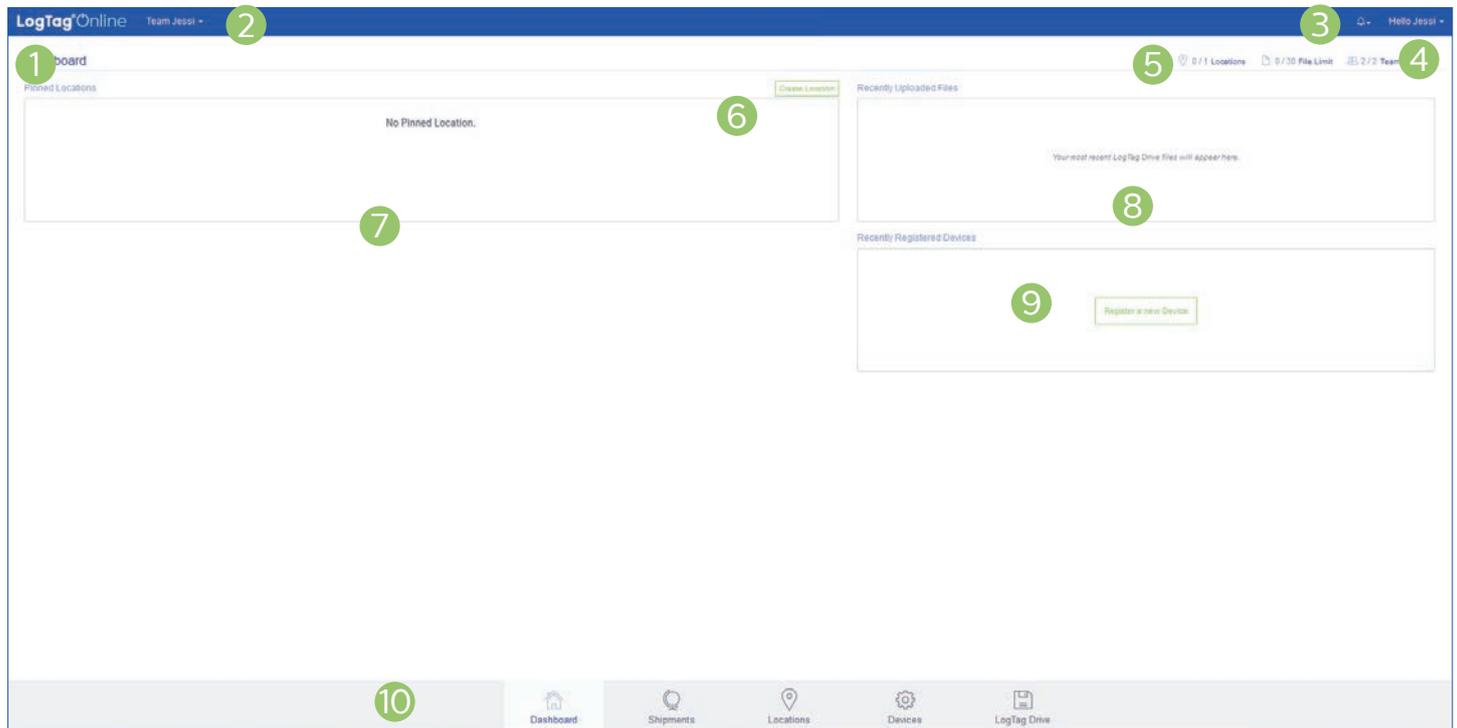
You will need to confirm your account registration by clicking the validate link (within 30 minutes) sent to your email used in the account sign up.



Once you have done this you can now sign in with the email address and password you provided.

END OF SECTION

Dashboard Overview

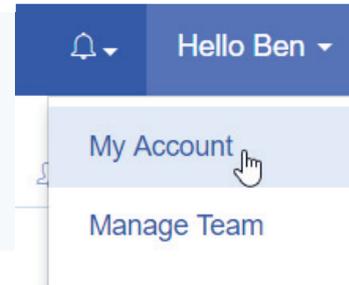


When you first sign in, you are presented with the Dashboard, your overview to each of the key features available on your account.

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 Notification menu, when clicked, displays a drop-down of any active incidents that require your attention such as an alarm excursion detected in one of your Locations. Clicking the notification will take you to that Location for you to inspect the issue. The menu icon will appear red if there is at least 1 notification.
4. When clicked, the Account menu will display a drop-down with various options for account & billing details, team management, event log, support and signing out.
5. The top right of your Dashboard displays the current usage as per your account restrictions.
6. "Create Location" is an easy-access shortcut to creating a new Location for your account/team.
7. 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.
8. 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.
9. This table provides a list of your most recently registered devices. This includes Loggers and Interface Cradles. If no devices have been registered, a button to register a new device will be displayed.
10. 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 & Billing

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 clicking the orange button “Change Password” 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.

Billing

Activation Code		Expiry Date
XXXXXXXXXXXXXXXXXXXX	1 Location(s)	08-27-2020
XXXXXXXXXXXXXXXXXXXX	500 Notification(s)	12-45-2021
XXXXXXXXXXXXXXXXXXXX	50 Notification(s)	11-27-2019
XXXXXXXXXXXXXXXXXXXX	50 Notification(s)	11-27-2019
XXXXXXXXXXXXXXXXXXXX	50 Notification(s)	11-26-2019

My Account & Billing (Continued)...

There is a second tab called “Billing” which allows you to enter new Activation Codes or view existing ones.

Simply 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 were granted and when the code is due to expire.

Codes that have expired will still be visible on the list but greyed out.

Please Note: If an activation code is entered incorrectly, it will come up invalid. Please check you have entered it in correctly.

Messaging

The screenshot shows the 'Messaging' tab in the LogTag Online interface. At the top left, it displays 'CURRENT CREDIT BALANCE: 480' and an 'EXPORT' button. Below this is a table with the following columns: Date / Time, Event, Contact Number, Contact Person, and Credit Charged. The table contains several rows of data, including alarm events and a team message. At the bottom right of the table, it shows '1 - 25 of 165 items' and a 'CLOSE' button.

Date / Time	Event	Contact Number	Contact Person	Credit Charged
03:34 PM - 11-21-2019	Upper Alarm in: Desk 4 UTRED00-WF1 Temp:27.9 degC	0000000000	LogTag20183 FN name	0
02:54 PM - 11-21-2019	Upper Alarm in: Desk 4 UTRED00-WF1 Temp:27.9 degC	0000000000	LogTag20183 FN name	0
02:13 PM - 11-21-2019	Upper Alarm in: Desk 4 UTRED00-WF1 Temp:27.9 degC	0000000000	LogTag20183 FN name	0
01:33 PM - 11-21-2019	Upper Alarm in: Desk 4 UTRED00-WF1 Temp:27.9 degC	0000000000	LogTag20183 FN name	0
12:53 PM - 11-21-2019	Upper Alarm in: Desk 4 UTRED00-WF1 Temp:27.9 degC	0000000000	LogTag20183 FN name	0
12:13 PM - 11-21-2019	Upper Alarm in: Desk 4 UTRED00-WF1 Temp:27.9 degC	0000000000	LogTag20183 FN name	0
11:33 AM - 11-21-2019	Upper Alarm in: Desk 4 UTRED00-WF1 Temp:27.9 degC	0000000000	LogTag20183 FN name	0
10:53 AM - 11-21-2019	Team: TEAM TEAM TEAM 'Text Messaging Disabled. Contact: LogTag Recorders support@logtagrecorders.com to Enable	0000000000	LogTag20183 FN name	0

There is a third tab called “Messaging” which shows a log of all messages sent.

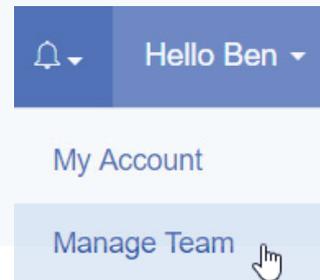
Users receive a number of notification credits when they sign up with a paid account. These credits are used each time an SMS text message is sent for an event, date and time, contact number, and the name of contact person the message was sent.

The remaining credit balance is shown at the top left. The 'Export' button allows you to generate a CSV file of the messaging record log.

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

Manage Team

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 available to Team owners or Administrators for the selected team.

The screenshot shows the 'Manage Team' interface. At the top left, it says 'Team Jessi Messaging Balance: 99580'. To the right is an 'Edit Team' button. Below the balance is a table with columns for Name, Role, Area, and Action. The table lists three members: Jessi S (Admin), Ji Su S (Owner), and Jshi S (Member). To the right of the table is an 'Invite a user to your team' form. The form has an 'EMAIL' field, an 'AREA' dropdown menu, a 'ROLE' dropdown menu, and an 'INVITE' button. Below the form are instructions for each role: Owner, Administrator, and Member.

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

Invite a user to your team

EMAIL: Enter a valid email address..

AREA: Team Jessi | Select Area

ROLE: Select Team Role

INVITE

Owner - Responsible for Team Billing and can promote members to Administrators.
 Administrator - Can create, edit and delete Users and Locations.
 Member - Can Register Devices, view / export data and submit Troubleshooting Records.

- This table displays a list of members in your team. By default, everyone is the owner of their own team. Only one person can be the owner of a team but anyone can belong to multiple different teams. When someone accepts your invite, they will appear in this list.
- This shows the current selected team name and the remaining SMS Messaging Balance.
- If you are the owner of the team, the “Edit Team” button is displayed. There you can change the name of your team, change team profile type, select CSV date format or optionally provide your VFC Pin # or Custom ID #.
- 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.
- 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:
 - Administrator:** Can create, edit and delete Users, Devices, Areas and Locations.
 - Members:** Can Register Devices, view / export data and submit reports.
- Once you have entered in an email address, you can click “Invite” 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 (Continued)...

The screenshot displays the 'Manage Team' interface. On the left, a table lists team members with columns for Name, Role, Area, and Action. The 'Action' column contains 'Edit' links for each user. On the right, a form titled 'Editing User: Jessi' allows for user configuration. The form includes a 'ROLE' dropdown menu, an 'AREA' dropdown menu with a 'Select Area' button, and a 'MOBILE NUMBER' input field. A yellow warning message is displayed below the mobile number field, and at the bottom of the form are three buttons: 'REMOVE FROM TEAM', 'CANCEL', and 'SAVE CHANGES'.

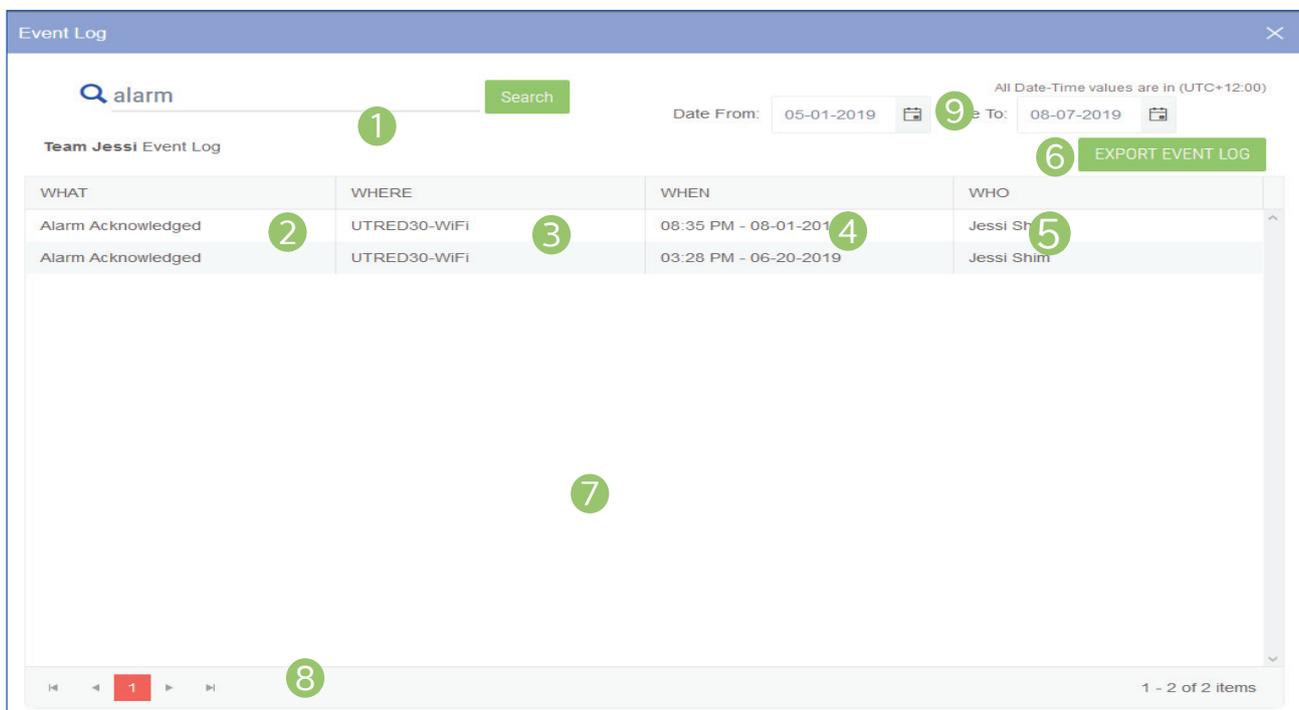
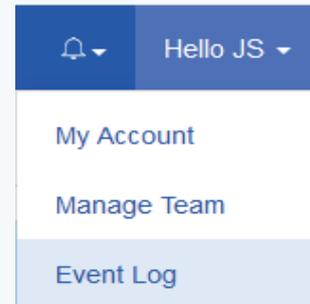
1. If you are the Team owner or administrator, you can edit user settings by clicking 'Edit' under the 'Action' column next to the name you would like to edit.
2. If you are the owner of the team, the “Edit Team” button is displayed. There you can change the name of your team, change team profile type, select CSV date format or optionally provide your VFC Pin # or Custom ID #.
Please Note: All account dates by default is in the US CSV format setting.
3. You can assign a different role type to a user. If you are the owner and assign owner role to a different user, the owner revoke its role privileges and rights. The warning message will appear 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.
4. 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 one Area which is the top level of your team. For more information on Areas, view the Area setup part of this guide under “Locations”.
5. Enter the mobile number for the user you are editing (optional).
6. If you are the owner or administrator, you can remove a member from a team by clicking the 'Remove from Team' button. A warning message will appear before you proceed.
7. Once you have updated details, click the “Save Changes' button to save changes or click 'Cancel' to go back to the previous screen.

END OF SECTION

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.

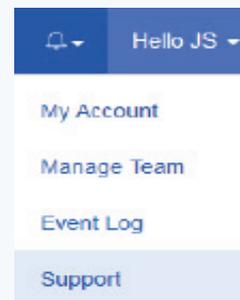


1. The free form search bar allows you to search the event log for the selected date range.
2. The type of event is listed here such as User Manual Inspection, Readings Not Displayed, Alarm Acknowledged or Device Power Loss.
3. The name of the Area and/or Location where the event occurred.
4. A time and date stamp is provided to record the exact moment the event happened.
5. If the event involved a member of the team then their name is recorded against the event.
6. Export a PDF version of the event log for the selected date range.
7. The list of historical events are listed here; according to the columns above.
8. Navigation controls are provided in case you have more than one page of events, you can use these buttons to swap between pages.
9. Select the date range for 'Date From' and 'Date to' by using the calendar selector icon.

Support

The Support area holds LogTag Online help and resources such as FAQs, tutorial videos, quick start guide, and raising 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. The playlist of LogTag Online Tutorial videos.
2. Common FAQs are listed here. Click the plus icon on the right to show the answer to each question.
3. View or download the latest LogTag Online Quick Start Guide in PDF.
4. 'Contact Submit A Ticket' to raise and submit inquiry requests to a LogTag distributor (based on your last activated Activation Code).
5. 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 Recorders.

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).

Device Name	Serial #	Model	Location	Last Connection	Action
LTI-WiFi	A0B100	LTI-WiFi		11:23 AM - 07-02-2019	Edit
LTI-WiFi	A0B1001531F5	LTI-WiFi		11:19 AM - 07-02-2019	Edit

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 provide 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 assigned to a Location, the Location 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. Registered devices appear 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.
11. Navigation controls are provided in-case you have more than one page of devices, you can use these buttons to swap between pages.

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.

Register a new Device
✕

DEVICE SERIAL NUMBER

DEVICE NAME

Register Device

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

Please note: If the Device is already registered to a different team, it cannot be registered. It will show a warning message saying it won't allow you to register, unless the device is de-registered first.

Device Name ↓	Serial #	Model	Location	Last Connection	Action
TRED30-16R	6061010174	TRED30-16R		03:00 PM - 05-30-2019	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 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 on 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	Location	Last Connection	Action
TRED30-16R	6061010174	TRED30-16R		03:00 PM - 05-30-2019	Edit

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



DELETED

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

You can click 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.

You cannot change the device's Serial Number when editing it. If you accidentally entered an incorrect Serial Number, delete the device and register it again with the correct Serial Number.

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.

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 Quick Start Guide for more information.

Tag	File Name	Device Name	Serial Number	Date Uploaded	Action
Test	S/N 8025001620 (TREL-8)	8025001620	8025001620	01:29 PM - 06-25-2019	⌵
	S/N 8025001620 (TREL-8)	8025001620	8025001620	09:23 AM - 06-25-2019	⌵
	S/N 8025001620 (TREL-8)	8025001620	8025001620	12:38 PM - 06-24-2019	⌵

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:

- “tag:” - Tag 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: 06/17/2019”* will show you files matching any column containing 'TREL-8' for dates uploaded after 06/17/2019.

- Files can be organized by applying tags to them after they have been uploaded.
- The name of the file uploaded by the Logger will be shown here.
- If you provided a 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 by giving you the ability to assign or add tags to the file as well as attaching location to that file. You can also choose to share or download the file.
- 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

Tag ↑	File Name	Device Name	Serial Number	Date Uploaded	Action
test test	S/N:6061010150 (TRED30-16R)	6061010150	6061010150	10:59 AM - 03-01-2019	🔄

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



1. The Serial Number and Model of the Logger you are viewing is displayed as the Chart title.
2. Specify a start date to view data over an earlier period of time.
3. You can also specify an end date to filter data to and from a specific date 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 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.
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 range selected. A preview is shown beneath the “Download PDF” button.

Generate Logger Report

From: 07-17-2019 To: 08-13-2019

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

Report ID: 3ccdcf952c61a3ba4d5d9064cccf68021c2e64e3762b43e27bb6b7db07660

LogTag Recorder has been Downloaded 08/13/19 03:16:00 PM
Report date range from 07-17-2019 to 08-13-2019
Note: All Date-Time values are in (UTC+12:00) - daylight time

Alarm Status		Recorder Info		
Lower	Fail	Serial #:	1050021522	Model: TRID30-7R
Upper	Fail	Description:	TRID30-7R	pwd
		Battery:	OK	Trip #:
				30

Recorder Configuration

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

Recorded Data

Recorded Data		Temperature statistics	
First reading:	07/17/19 08:49:38 PM	Lowest:	15.2 °C
Last reading:	08/13/19 04:29:38 PM	@:	07/22/19 07:34:38 AM
Elapsed time:	26 Days 19 Hours 45 Minutes	Highest:	26.3 °C
Total readings:	7725	@:	08/13/19 03:14:38 PM
First evaluated:	07/17/19 08:49:38 PM	Average reading:	20.1 °C
Last evaluated:	08/13/19 04:29:38 PM	Standard Deviation:	2.4 °C(S)
Evaluated Time:	26 Days 19 Hours 45 Minutes	MKT(ΔH 83.144):	20.4 °C
Evaluated Readings:	7725		

Lower Alarm		Upper Alarm	
Triggered:	07/17/19 09:49:38 PM	Triggered:	08/08/19 06:04:38 PM
Time below/equal:	17 Days 2 Hours 15 Minutes	Time above/equal:	8 Hours 45 Minutes
Occurrences:	23	Occurrences:	4
°C - Minutes below:	58,785.50	°C - Minutes above:	1,108.00

Temperature Chart

The PDF report provides a trip-format statistics summary of the file(s), including an image of the chart.

LogTag Recorder has been Downloaded 06/18/19 02:32:22 PM
Note: All Date-Time values are in (UTC+12:00) Auckland, Wellington

Alarm Status		Recorder Info		
Lower	Fail	Serial #:	1050021522	Model: TRID30-7R
Upper	Fail	Description:	TRID30-7R	pwd
		Battery:	OK	Trip #:
				30

Recorder Configuration

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

Recorded Data

Recorded Data		Temperature statistics	
First reading:	05/23/19 01:09:38 AM	Lowest:	14.8 °C
Last reading:	06/18/19 02:44:38 PM	@:	06/03/19 08:19:38 AM
Elapsed time:	26 Days 13 Hours 40 Minutes	Highest:	26.1 °C
Total readings:	7652	@:	06/04/19 03:24:38 PM
First evaluated:	05/23/19 01:09:38 AM	Average reading:	20.6 °C
Last evaluated:	06/18/19 02:44:38 PM	Standard Deviation:	2.1 °C(S)
Evaluated Time:	26 Days 13 Hours 40 Minutes	MKT(ΔH 83.144):	20.8 °C
Evaluated Readings:	7652		

Lower Alarm		Upper Alarm	
Triggered:	05/23/19 01:09:38 AM	Triggered:	06/04/19 03:09:38 PM
Time below/equal:	14 Days 16 Hours 40 Minutes	Time above/equal:	2 Hours 15 Minutes
Occurrences:	24	Occurrences:	1
°C - Minutes below:	43,171.50	°C - Minutes above:	63.50

Temperature Chart

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 month.

The screenshot shows the 'Logger Data' report interface. At the top, there are tabs for 'Chart' and 'Reports'. Below the tabs, the 'Logger Data' section is active. The 'Data List' section includes two date range selectors: 'Chart From: 09-20-2019' and 'Chart To: 10-17-2019'. A table of data is displayed with columns for Index, Date, Time, Temperature °C, and Events. The table contains 17 rows of data, all showing 'Below Alert' events. At the bottom of the table, there are pagination controls showing '1 - 17 of 7655 items'. A note at the top right states 'All Date-Time values are in (UTC+12:00) + daylight time'.

Index	Date	Time	Temperature °C	Events
1	09/20/2019	11:52:50 PM	18.8	Below Alert
2	09/20/2019	11:57:50 PM	18.8	Below Alert
3	09/21/2019	12:02:50 AM	18.7	Below Alert
4	09/21/2019	12:07:50 AM	18.7	Below Alert
5	09/21/2019	12:12:50 AM	18.7	Below Alert
6	09/21/2019	12:17:50 AM	18.7	Below Alert
7	09/21/2019	12:22:50 AM	18.7	Below Alert
8	09/21/2019	12:27:50 AM	18.7	Below Alert
9	09/21/2019	12:32:50 AM	18.7	Below Alert
10	09/21/2019	12:37:50 AM	18.7	Below Alert
11	09/21/2019	12:42:50 AM	18.7	Below Alert
12	09/21/2019	12:47:50 AM	18.7	Below Alert
13	09/21/2019	12:52:50 AM	18.7	Below Alert
14	09/21/2019	12:57:50 AM	18.6	Below Alert
15	09/21/2019	1:02:50 AM	18.6	Below Alert
16	09/21/2019	1:07:50 AM	18.6	Below Alert
17	09/21/2019	1:12:50 AM	18.6	Below Alert

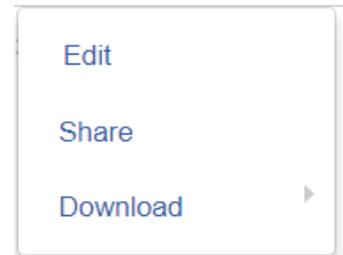
1. Select a 'Data List From' date using the calendar selector icon.
2. Select a 'Data List To' date to filter to a specific date range using the calendar selector icon.
3. Navigation controls are provided in-case you have more than one page of data, you can use these buttons to swap between pages.
4. The time zone specified in the users settings.

The export CSV button is not available in individual LTD files. This logger data report function is only available for logger(s) attached to a Location.

Editing a File

Tag ↑	File Name	Device Name	Serial Number	Date Uploaded	Action
	TRED30-7F - 1065000911 (2019-Oct-Monda...	TRED30-7F	1065000911	03:20 PM - 10-07-2019	

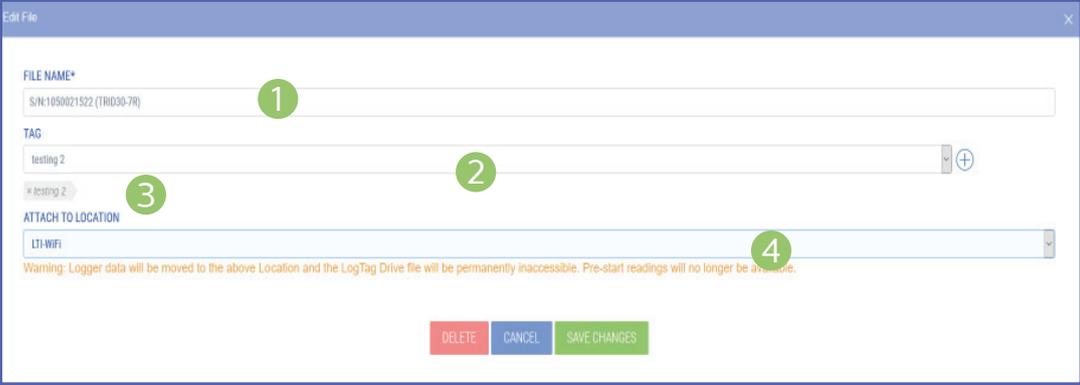
- “Edit” allows you to change the files name, create and assign Tag(s), delete the file or attach file to Location.
- “Share” allows you to copy and paste a link to anyone outside of your team/LTO as either a CSV or LTD file.
- “Download” will provide the option to download the data directly as either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



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

Assigning Tags to your files:

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



1. You can edit the file name. This is a mandatory field.
2. If no existing Tags exist or you wish to create a new Tag, click the “plus” icon on the right. Enter in a Tag name. This should be something that can later be used to identify this specific file(s) via a search through your files. Once you are happy with that Tag name, confirm it by clicking the “tick” icon and it will now be selectable as an option from the Tag drop-down menu. You can assign multiple tags as you like. You can delete the tag by hovering over it when it turns red, click it.
3. The selected tag name will appear beneath the drop-down.
4. If you wish to attach 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 also be removed from the file. A warning message will appear before you save any changes.

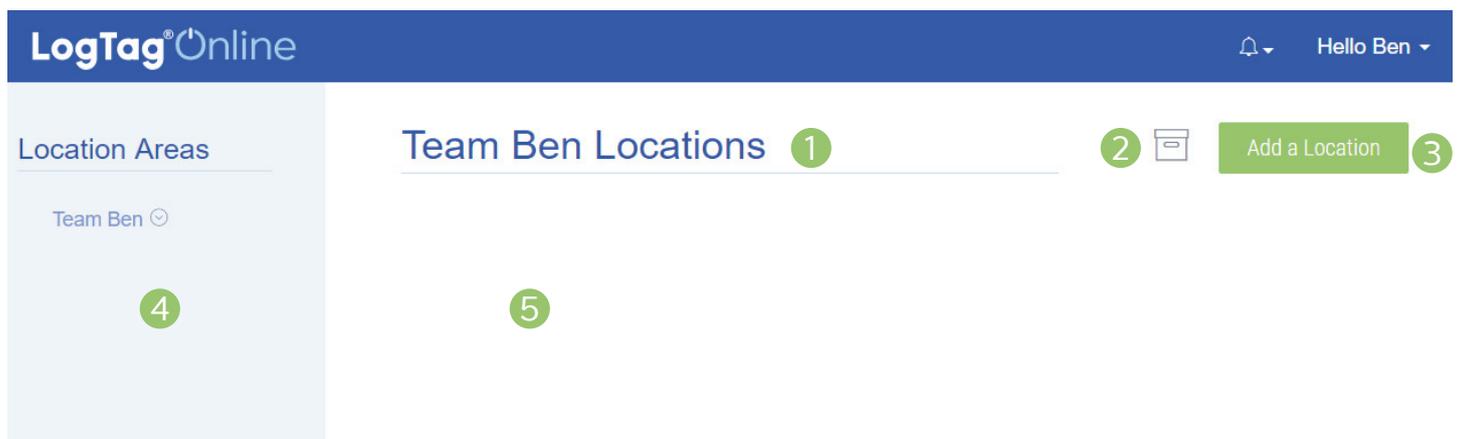
To remove the file from your team (permanently), click “delete”.

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.

The UTRED30-WiFi must be attached to a Location in order to work with LogTag Online



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 restore previously deleted Locations.
 3. Click the “Add a Location” button to bring up the new Location window.
 4. 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.
 5. Created Locations will appear here.
- If you do not see the 'Add a Location' button, you will need to purchase more activation code(s) from your LogTag distributor and follow the Billing process in the quick start guide.

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.

Clicking an Area name from the left-hand menu will display the Locations belonging to that Area.

Clicking the small downward “arrow” icon will allow you to create a new Area by clicking “Create New”.

Location Areas

Team Ben 

Create New 

Enter the new Area name, followed by the small “Tick” icon to create the Area.

Clicking the “cross” icon will cancel creating that new Area.

Location Areas

▼ Team Ben

Auckland Region



Once created, the Area will become a selectable option when browsing the Area side menu or as an option when inviting a new member to your team and also when creating a new Location.

Location Areas

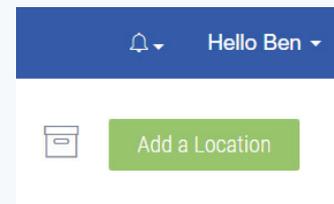
▼ Team Ben 

Auckland Region 



Creating a Location

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



Create a new Location
✕

Location Details

1
LOCATION NAME

2
DESCRIPTION

3
LOGGER ATTACHED TO LOCATION

4
LOCATION TYPE
 Refrigerator
 Freezer

5
LOCATION AREA
 Select Area

Team Details

PRIMARY COORDINATOR*

6

SECONDARY COORDINATOR

7

EMERGENCY CONTACTS

8

EDIT NOTIFICATIONS
CLOSE
CREATE
9

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. For VFC users, select if your Location is a refrigerator or freezer, this will later be included in part of the automatically generated reports. This option is not available for General or Transit Users.
5. If you added 1 or more Areas, you can specify

6. Specify who is primarily responsible for the inspection and maintenance of the Location.
7. (Optional) Select a secondary team member to be responsible for this Location if the Primary person is unavailable.
8. Select another team member who should be notified upon an incident such as a Temperature Alarm.
9. Before clicking “Create”, you can customize who gets notified for specific events by clicking the “Edit Notifications” button.

Creating a Location (Continued)...

You can trigger notification(s) via Email or SMS which require activation code(s). 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 "Interval 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 Inspection Log 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 Inspection Log 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.

Editing/Deleting a Location

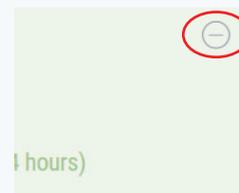
To Edit or Delete a Location, browse to the “Locations” page from the bottom menu. Your Location(s) will be displayed on the page like the example in the picture to the right.

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.

Team Ben Locations



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

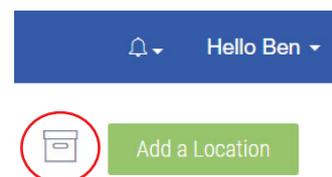


Restoring a deleted Location:

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 Inspection Log.

Team Ben Locations



The screenshot shows a location card for "LogTag Office" in "Auckland HQ". The location status is "Monitoring (Last 24 hours)" with a temperature of "23.6°C". The card includes a green checkmark icon, a minus sign in the top right corner, and two buttons at the bottom: "INSPECT" (highlighted with a red circle) and "EDIT".

LogTag Office
Auckland HQ
Location Status - Monitoring (Last 24 hours)
UTRED30-WIFI - #AQA100004915
23.6°C
INSPECT EDIT

The **Inspection Log** 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.

Inspection Log

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31st 24.0°C AM 24.1°C PM	1st 23.5°C AM 23.0°C PM	2nd 23.0°C AM 22.8°C PM	3rd 22.2°C AM 22.1°C PM	4th 22.4°C AM 22.5°C PM	5th 22.1°C AM 20.6°C PM	6th 20.9°C AM 19.8°C PM
7th 21.1°C AM 19.8°C PM	8th 18.0°C AM 20.7°C PM	9th 22.1°C AM 22.6°C PM	10th 22.2°C AM 21.4°C PM	11th 22.8°C AM 22.5°C PM	12th 22.2°C AM 21.0°C PM	13th 21.6°C AM 19.8°C PM
14th 20.1°C AM 18.9°C PM	15th 21.1°C AM 19.7°C PM	16th 20.5°C AM 20.2°C PM	17th 21.2°C AM 21.7°C PM	18th 22.0°C AM 32.4°C PM	19th 21.1°C AM 19.8°C PM	20th 20.6°C AM 19.7°C PM
21st 20.5°C AM 20.6°C PM	22nd 20.7°C AM 18.8°C PM	23rd 21.0°C AM 19.3°C PM	24th 21.0°C AM 20.2°C PM	25th 21.1°C AM 20.2°C PM	26th 21.5°C AM 20.8°C PM	27th 22.1°C AM 21.1°C PM
28th 21.0°C AM 19.7°C PM	29th 21.4°C AM 21.8°C PM	30th 21.1°C AM 19.0°C PM	1st 20.8°C AM 18.9°C PM	2nd 20.6°C AM 21.0°C PM	3rd 21.8°C AM 20.5°C PM	4th 20.6°C AM 19.6°C PM

1. Different tabs are available when inspecting a Location. The Inspect 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 current day is selected and shaded with a light blue background on the calendar log.
4. Previous days are shown in dark-grey. These show the AM/PM temperatures but have not been acknowledged by a team member (Point 8). Once the AM/PM inspection has been acknowledged, the text will turn blue, as seen in point 6.
5. Days with an incident such as a temperature alarm are outlined in red. If the AM/PM reading from that day is also in alarm, the text will be displayed in red.
6. Once the AM/PM inspection has been acknowledged in (Point 8), the text will turn blue, unless it was a temperature excursion reading where the text will remain red.
7. The selected calendar log date information is displayed on the left as Day/Month/Year and on the right for the day selected.
8. 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" icon next to each.
9. Finally, the Minimum and Maximum temperature for the selected day is shown. Click 'Create Troubleshooting Record' to complete a Troubleshooting Record for the alarm event(s), this is covered in the next page. If there was a temperature alarm event for that day, the 'Acknowledge Event' button will be displayed.

Troubleshooting Records

Inspect Records Chart Reports Settings			
Troubleshooting Records are used to document any unacceptable vaccine storage events, such as exposure of refrigerated vaccines to temperatures that are outside the manufacturers' recommended storage ranges			
Date & Time of Event	Completed by	Date & Time of Report	Action
05:34 PM - 05-29-2019	Jessi Shim	11:56 AM - 06-21-2019	View Download
10:48 AM - 05-24-2019			Create Report

If a Temperature excursion has happened, the “Records” tab will automatically generate a record for you to complete.

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

Alternatively, you can select the day from the Inspection Log that is showing a Temperature Alarm and click “Create Troubleshooting Record” on the right-hand side box.

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

The screenshot shows a web form for creating a 'Storage Troubleshooting Record'. The form is titled 'Storage Troubleshooting Record' and is completed by 'jessi S'. The current date is 12/31/2019. The event date and time are 12/12/2019 at 11:03 AM. Storage unit temperatures are: Discovered: 24.2°C, Min: 23.1°C, Max: 24.6°C. Room temperature is empty. There are three text input fields for 'Description of Event', 'Action Taken', and 'Results'. At the bottom, there are checkboxes for 'Primary Coordinator', 'Secondary Coordinator', and 'Emergency Contacts', and 'CLOSE' and 'SUBMIT' buttons.

1. The report will automatically 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 automatically 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”**.

Date & Time of Event	Completed by	Date & Time of Report	Action
10:58 AM - 02-19-2019	Ben Jennings	05:51 PM - 02-22-2019	View Download

Once created, the Report tab will now display the Record you just created with the option to view it online or download it as a PDF.

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 to view data over an earlier period of time using the calendar selector icon.
 3. You can also specify an end date to filter data to and from a specific date range.
 4. You can export the data to CSV based on the dates you have selected.
 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.
- 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.

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 it underneath or download it separately by clicking the 'Download PDF' button.

The screenshot shows the 'Generate Logger Report' interface. At the top, there are tabs for 'Inspect', 'Records', 'Chart', 'Reports', and 'Settings'. The 'Reports' tab is active. On the left, a sidebar contains 'Inspection Log', 'Logger Report', and 'Logger Data'. The main content area is titled 'Generate Logger Report' and features two date pickers labeled 'From' (07-31-2019) and 'To' (07-31-2019), with green circles 1 and 2 highlighting the calendar icons. Below the date pickers is a text box with instructions: '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.' A green 'Download PDF' button with a green circle 3 is positioned below the text box. The LogTag logo is displayed, along with a note: 'Note: All Date-Time values are in (UTC+12:00)'. The location 'UTRED30-WIFI' is shown. Below this is a table titled 'UTRED30-WIFI' with the following data:

UTRED30-WIFI	
Serial #: AGA10011422T	Temperature Statistics
Description: UTRED30-WIFI	Lower Alarm: 22.2°C
Model: UTRED30-WIFI	Upper Alarm: 34°C
Interval: 60	Lowest: 17.9°C
First Reading: 07/31/19 03:43:05 PM	Highest: 24.2°C
Last Reading: 07/31/19 11:59:05 PM	Average reading: 19.9°C
Elapsed Time: 8 hrs, 16 mins	Standard Deviation: 1.6°C(S)
Total readings: 493	

Below the table is a line chart showing temperature over time, with a green circle 4 highlighting the chart area. The chart has a y-axis labeled 'Temperature (°C)' ranging from 10 to 30. The background of the chart is divided into three horizontal color bands: red (top), green (middle), and blue (bottom).

1. Select a 'Chart From' date using the calendar selector icon.
2. Select a 'Chart To' date to filter to a specific date range using the calendar selector icon.
3. View or download logger report as a PDF based on the dates 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 range selected.

Reports (Continued)...

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

Index	Date	Time	Temperature °C	Events
1	07/31/2019	3:43:05 PM	21.6	Below Alert
2	07/31/2019	3:44:05 PM	22.1	Below Alert Paused
3	07/31/2019	3:45:05 PM	23.2	Paused
4	07/31/2019	3:46:05 PM	23.5	
5	07/31/2019	3:47:05 PM		Download Mark Paused
6	07/31/2019	3:48:05 PM	24	
7	07/31/2019	3:49:05 PM	24.2	Above Alert
8	07/31/2019	3:50:05 PM	24.2	Above Alert
9	07/31/2019	3:51:05 PM	24.2	Above Alert
10	07/31/2019	3:52:05 PM	24.2	Above Alert
11	07/31/2019	3:53:05 PM	24.2	Above Alert
12	07/31/2019	3:54:05 PM	24.2	Above Alert
13	07/31/2019	3:55:05 PM	22.5	Download Mark
14	07/31/2019	3:56:05 PM		Paused
15	07/31/2019	3:57:05 PM		Paused
16	07/31/2019	3:58:05 PM	21.9	Below Alert Paused
17	07/31/2019	3:59:05 PM	22	Below Alert Paused

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

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

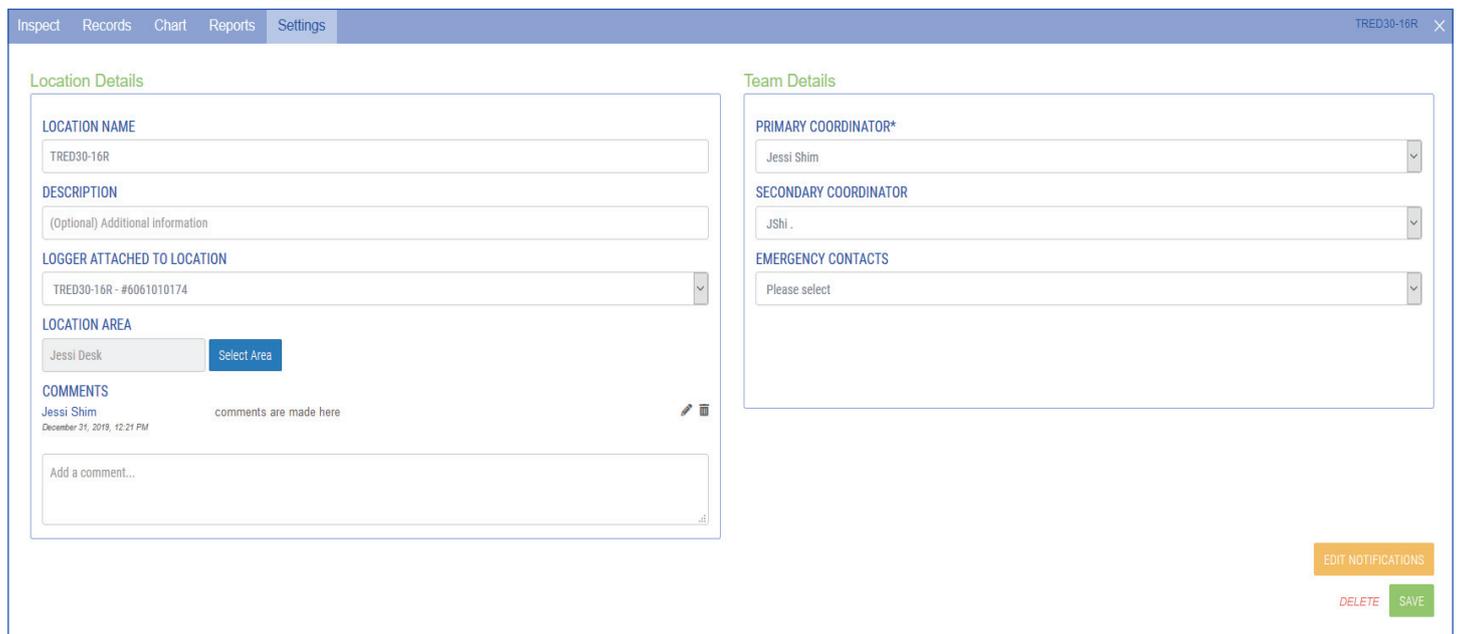
4. The time zone specified in the users settings.
5. Use the navigation arrows to switch between different pages if it displays more than one page of data results for the date range selected.

Settings

The 'Settings' tab is available for General or Transit User(s) only. For VFC users, the comments section is not available, however there is an option to select whether the 'Location type' is Refrigerator or a Freezer.

If you are the Team owner or administrator for a location, you 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.

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



The screenshot shows the 'Settings' tab for location 'TRED30-16R'. The interface is split into two columns:

- Location Details:**
 - LOCATION NAME:** TRED30-16R
 - DESCRIPTION:** (Optional) Additional information
 - LOGGER ATTACHED TO LOCATION:** TRED30-16R - #6061010174
 - LOCATION AREA:** Jessi Desk (with a 'Select Area' button)
 - COMMENTS:** Jessi Shim, December 31, 2019, 12:21 PM. Includes a text input field 'Add a comment...' and a 'comments are made here' indicator.
- Team Details:**
 - PRIMARY COORDINATOR*:** Jessi Shim
 - SECONDARY COORDINATOR:** JShi.
 - EMERGENCY CONTACTS:** Please select

At the bottom right, there are three buttons: 'EDIT NOTIFICATIONS' (yellow), 'DELETE' (red), and 'SAVE' (green).

If you would like to update your Location notification settings, select the yellow 'Edit Notifications' button. Click 'Save' to save any changes you have made or 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 for more information.

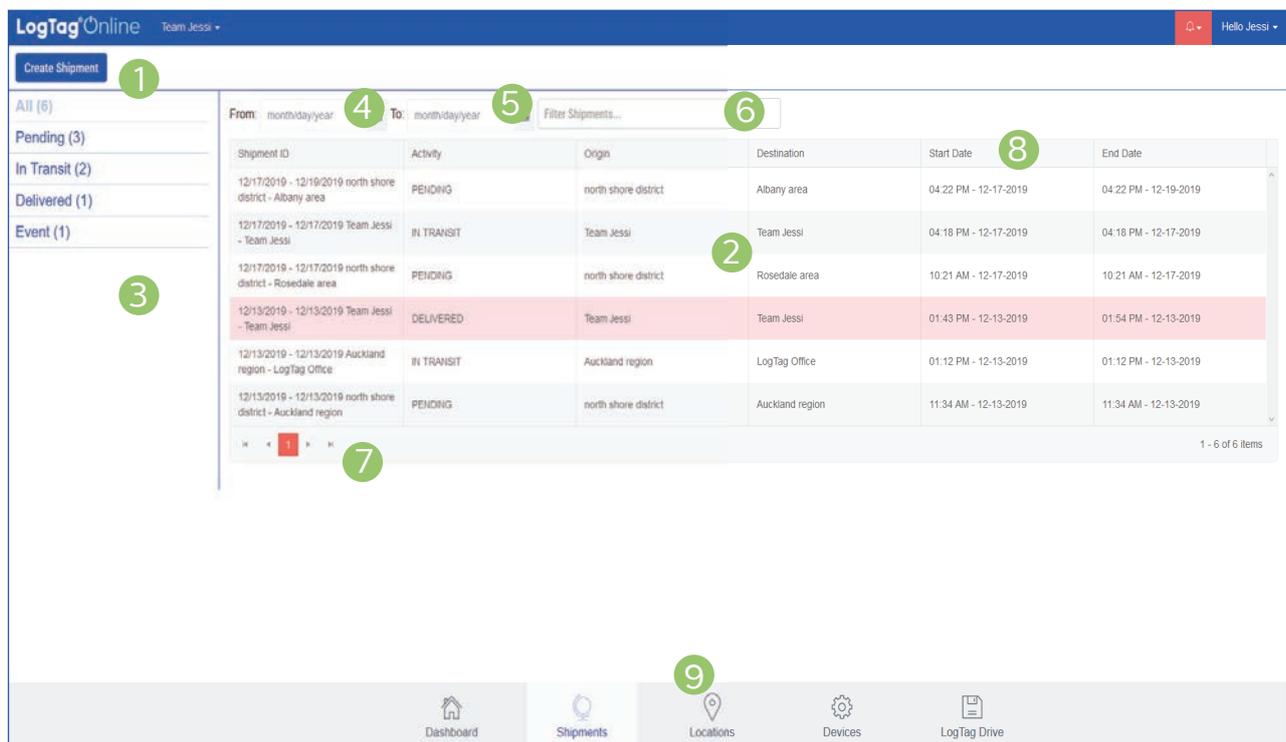
END OF SECTION

Transit Overview

If you are a Transit user, the **“Shipments”** feature from the bottom navigation bar is made available.

Shipments are created to make it easy for an individual or team to monitor, document and audit the shipment with a range of features such as checking shipment statuses, viewing reports, and a full-historical record.

This is the main dashboard when you are on the Shipments page:



1. 'Create a Shipment' button to create a new shipment.
2. All the shipments created are listed here in the log. Select the shipment you would like to view in more detail, a separate 'Shipment' window will appear.
3. The side panel categorizes different status types for each shipment. By default the 'All' tab is selected.
Please Note: If there was an alarm excursion event that occurred in a shipment which has been delivered, it will be shaded in red and also record itself in the 'Event' status also.
4. Select a 'Shipment From' date using the calendar selector icon.
5. Select a 'Shipment To' date to filter to a specific date range.
6. The free form search bar allows you to search the shipment log for the specified date range.
7. Navigation controls are provided in case you have more than one page of shipments, you can use these buttons to swap between pages.
8. Click next to the column header to sort the column in either ascending or descending order. This works for all column headers.
9. Present at all times, the bottom navigation bar is your way of switching between the core features of LogTag Online.

Creating a Shipment

ADC1001024ZT

SHIPMENT NAME
12/19/2019 - 12/23/2019 Start Area - End Area

Add Logger by Serial # or select from Loggers already registered to your team.

Serial Number	Model	Description
8025001621	TREL-8	TREL-8
8025001620	TREL-8	TREL-8
1001058714	TRIX-16	TRIX-16

SERIAL #:
Add to Shipment

START DATE
12/19/2019

END DATE
12/23/2019

FROM (ORIGIN)
Start Area

TO (DESTINATION)
End Area

Create & Start Create Cancel

- Added device S/N (from Point 4) 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 shipment.
- The Shipment name is populated from the selection(s) in the drop-downs on the right-hand side.
- Scroll through the table list of registered loggers within the team, select the highlighted logger you wish to attach, then click 'Add to Shipment'. Only one logger may be attached to a shipment.
- Enter the device S/N here manually 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 enter a device S/N that is unregistered, it will automatically register this in the 'Registered Devices' section.
- Select the 'Start Date' for the shipment using the calendar selector icon.
- Select the 'End Date' for the Shipment using the calendar selector icon.
- 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.
- 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.
- Click 'Create and Start' to create the shipment and start this in 'In-Transit' mode.
- Click 'Create' to create the shipment and put this in 'Pending' mode.
- Click 'Cancel' to cancel shipment creation.

Your shipment is now created and will appear on the main Shipments Dashboard. By default it will appear in the 'All' status and the assigned Shipment Status tab.

Shipment Info

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

To Edit or Delete a logger for a Shipment, select the arrow under the 'Action' column (point 8).

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 beneath.
 2. Your shipment overview details are displayed here.
 3. Add a comment(s) log to a shipment in the comments box. You can edit and/or delete your own comments for the shipment by clicking the pencil icon or the trash bin icon if you wish to delete comment(s). A confirmation message will appear before proceeding with comment deletion.
 4. The device S/N attached to the shipment is displayed here.
 5. The logger name or device label is displayed here (if you added one when creating shipment). You can add a name by clicking the arrow in the 'Action' column, then clicking the 'Edit' link to add or update the logger name. Click 'update' to save or 'cancel' to exit.
 6. The logger model is displayed here.
 7. The current status of the shipment for the attached logger.
 8. The Action column provides you the option to edit Logger Name, 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 to this as this is disabled.
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.

Reports

The 'Logger Report' provides a trip-format statistics summary of temperature/humidity data for the date range selected and allows you to view or download in PDF.

The screenshot displays the 'Generate Logger Report' interface. At the top, there are navigation tabs: 'Shipment Info', 'Chart', 'Report', and 'Settings'. The 'Report' tab is selected, showing a 'Logger Report' and 'Logger Data' sub-section. The main area is titled 'Generate Logger Report' and contains a form with 'From' and 'To' date pickers. Below the form is a 'Download PDF' button. The report preview includes a 'LogTag' logo, a 'Recorder Info' table, a 'Recorder Configuration' table, a 'Recorded Data' table, and 'Lower Alarm' and 'Upper Alarm' tables. At the bottom, there is a temperature trend chart showing temperature in degrees Celsius over time.

1. Select a 'Chart From' date using the calendar selector icon.
2. Select a 'Chart To' date to filter to a specific date range using the calendar selector icon.
3. View or download logger report as PDF based on the dates 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 range selected.

Reports (Continued)...

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

Shipment Info | Chart | Report | Settings

Logger Report

Logger Data

Data List

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

From: 12-24-2019 To: 12-24-2019

Index	Date	Time	Temperature °C	Events
1	12/24/2019	8:51:58 AM	--	Pre-Start Sensor Disconnected
2	12/24/2019	8:52:58 AM	--	Sensor Disconnected
3	12/24/2019	8:53:58 AM	--	Sensor Disconnected
4	12/24/2019	8:54:58 AM	-28.9	Below Alert
5	12/24/2019	8:55:58 AM	-28.8	Below Alert
6	12/24/2019	8:56:58 AM	-28.9	Below Alert
7	12/24/2019	8:57:58 AM	24.3	Above Alert
8	12/24/2019	8:58:58 AM	24.3	Above Alert
9	12/24/2019	8:59:58 AM	24.5	Above Alert
10	12/24/2019	9:00:58 AM	24.5	Above Alert
11	12/24/2019	9:01:58 AM	24.5	Above Alert
12	12/24/2019	9:02:58 AM	24.5	Above Alert
13	12/24/2019	9:03:58 AM	24.5	Above Alert
14	12/24/2019	9:04:58 AM	24.7	Above Alert
15	12/24/2019	9:05:58 AM	24.5	Above Alert
16	12/24/2019	9:06:58 AM	24.7	Above Alert
17	12/24/2019	9:07:58 AM	24.7	Above Alert

1 - 17 of 60 items

1. Select a 'Chart From' date using the calendar selector icon.
2. Select a 'Chart To' date to filter to a specific date range using the calendar selector icon.
3. Use the navigation arrows to swap between different pages if it displays more than one page of data results for the date range selected.
4. The time zone specified in the users settings.

Chart

Clicking the “Chart” tab will display the 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 to view data over an earlier period of time using the calendar selector icon.
 3. You can also specify an end date to filter data to and from a specific date range.
 4. You can export the data to CSV based on the dates you have selected.
 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.
 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.
- 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.

Settings

The 'Settings' tab allows you to make any required changes to Shipment details and the logger attached to the shipment.

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

The screenshot shows the 'Settings' tab for a shipment. The interface includes a navigation bar with 'Shipment Info', 'Chart', 'Report', and 'Settings'. The 'Settings' tab is active. On the left, there is a sidebar with a device label '8025001620' and a trash icon. The main content area is divided into several sections:

- Shipment Name:** A text input field containing '12/13/2019 - 12/18/2019 Start Area - End Area'.
- Add Logger by Serial # or select from Loggers already registered to your team:** A table with columns for Serial Number, Model, and Description. The table contains the following data:

Serial Number	Model	Description
8025001621	TREL-8	
A0C1001024ZT	UHADO-16	
1050021522	TRID30-7R	
1001058714	TRIX-16	
- Start Date:** A date input field set to '12/13/2019'.
- End Date:** A date input field set to '12/18/2019'.
- From (Origin):** A dropdown menu with 'Start Area' selected.
- To (Destination):** A dropdown menu with 'End Area' selected.
- Serial #:** An empty text input field.
- Buttons:** An 'Add to Shipment' button (disabled) and a 'Save Changes' button (green).

Please Note: If the shipment has been delivered and is in 'Delivered' status, the settings will be disabled and you are unable to make any changes.

Click the 'Save Changes' button to save any setting changes you have made for the Shipment.

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

END OF SECTION