



LogTag[®] Online

Quick Start Guide

Version E

Quick Start Guide Contents

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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>.

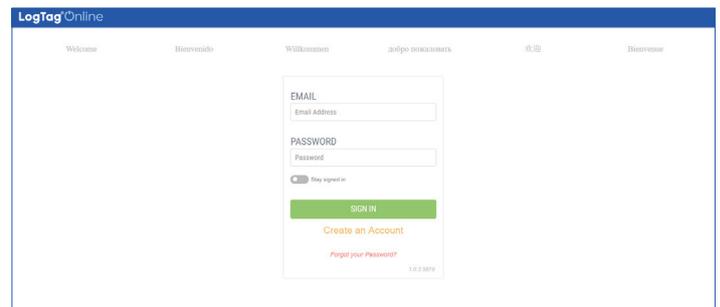
Creating an account is free and easy to do. Follow the [Creating your Account](#) section on the next page to get started or if you need help.

*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)

<p>FIRST NAME*</p> <input style="border: 1px solid #ccc;" type="text" value="Your First Name"/> 1	<p>TEMPERATURE UNIT</p> <input style="border: 1px solid #ccc;" type="text" value="Celsius"/> 6
<p>LAST NAME*</p> <input style="border: 1px solid #ccc;" type="text" value="Your Last Name"/> 2	<p>TIMEZONE</p> <input style="border: 1px solid #ccc;" type="text" value="(UTC-08:00) Pacific Time (US & Canada)"/> 7
<p>EMAIL ADDRESS*</p> <input style="border: 1px solid #ccc;" type="text" value="your@email.com"/> 3	<p>TEAM PROFILE</p> <input style="border: 1px solid #ccc;" type="text" value="VFC User"/> 8
<p>PASSWORD*</p> <input style="border: 1px solid #ccc;" type="text" value="Password (minimum 6 characters required)"/> 4	<p>ACTIVATION CODE</p> <input style="border: 1px solid #ccc;" type="text" value="XXXXX-XXXXX-XXXXX-XXXXX-XXXXX"/> 9
<p>CONFIRM PASSWORD*</p> <input style="border: 1px solid #ccc;" type="text" value="Confirm Password"/> 5	<p>MOBILE NUMBER</p> <input style="border: 1px solid #ccc;" type="text" value="+1"/> 10
	<p>SMS PROVIDER</p> <input style="border: 1px solid #ccc;" type="text" value="Alltel"/> 11
	<p><input type="checkbox"/> I agree to the Terms and Conditions. 12</p>

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”.
12. 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.

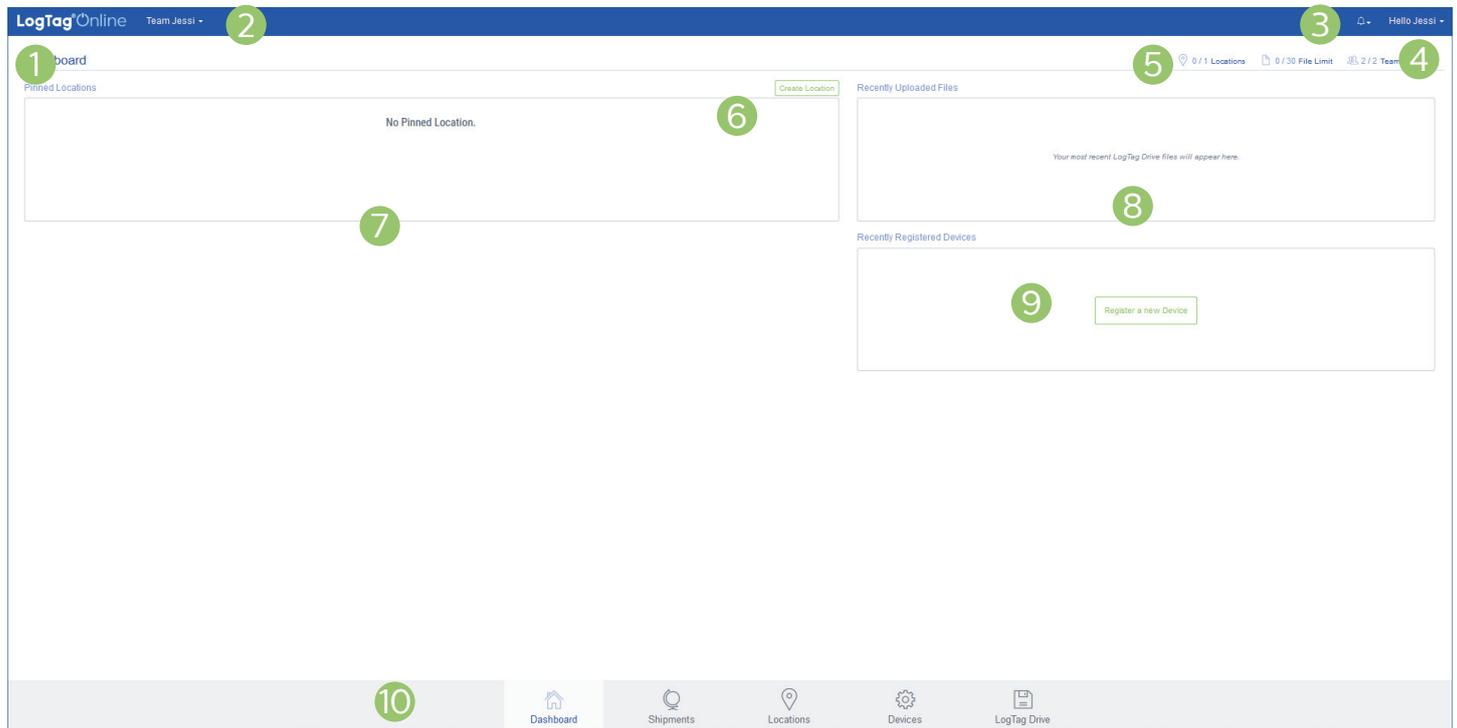
The screenshot shows the LogTag Online interface. At the top, there is a navigation bar with the LogTag Online logo and several language options: Welcome, Bienvenido, Willkommen, добро пожаловать, 欢迎, and Bienvenue. Below this, a central box titled "CREATE YOUR ACCOUNT (2 / 2)" contains an envelope icon. The text inside the box reads: "To complete the sign up process, please verify your account by clicking on the link in the email sent to you now. If you do not receive an email after a few minutes, please check your spam folder. Or, **Request another Verification Email.**" At the bottom of the box, it says "You can close this page once you have verified your email address." and a red link "Return to Sign In" is visible in the bottom right corner.

The screenshot shows a page titled "Please verify your email address". The text says: "Thank you for creating a LogTag Online Account. Click the button below to verify your email address and activate your account." Below this is a green button labeled "Verify Email". Further down, it says: "If you are having issues with the button, please copy the link below and paste it into your browser." Below that is a text box containing the URL: `https://logtagonline.com/api/users/accountverify/?token=b81c2609-aadd-4b71-8138-79b76a465998`

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

END OF SECTION

Dashboard Overview

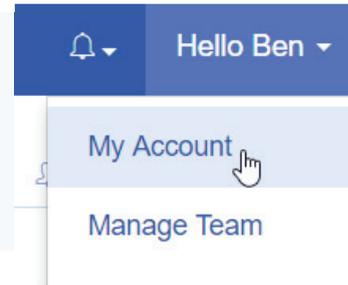


When you first sign in, you are presented with the Dashboard, your overview to each of the key features available on your account.

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

My Account | Billing | Messaging

FIRST NAME:

TEMPERATURE UNIT:

LAST NAME:

TIMEZONE:

MOBILE NUMBER:

Buttons: CHANGE PASSWORD, LEAVE TEAM, CLOSE, SAVE CHANGES

Here you are able to immediately make any required changes. As soon as you have changed one of the fields, the 'Save Changes' button will become available.

You can change your account password by 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

My Account | Billing | Messaging

ENTER A NEW ACTIVATION CODE

Activation Code		Expiry Date
XXXXXXXXXXXXXXXXXXXX	1 Location(s)	08-27-2020
XXXXXXXXXXXXXXXXXXXX	500 Notification(s)	12-40-2021
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)...

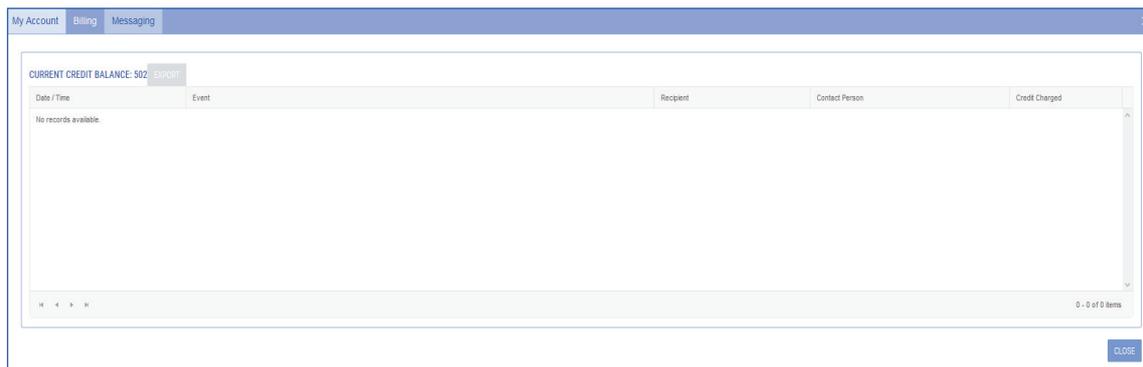
There is a second tab called “Billing” which allows you to enter new Activation Codes or view existing ones.

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



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

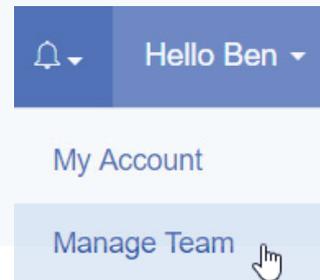
Users receive a number of notification credits when they sign up with a paid account. These credits are used each time an SMS text message is sent for an event, date and time, contact number, and the name of contact person the message was sent.

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.

A screenshot of the 'Manage Team' interface. The top bar shows 'Manage Team' and a close button. Below the bar, the team name 'Team Jessi' and its 'Messaging Balance: 99580' are displayed. A table lists team members with columns for Name, Role, Area, and Action. To the right, there is an 'Invite a user to your team' form with fields for EMAIL, AREA, and ROLE, and an 'INVITE' button. A legend at the bottom explains the roles: Owner, Administrator, and Member.

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

- 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)...

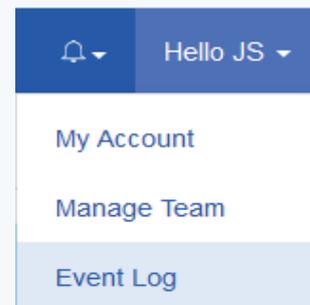
1. If you are the Team owner or administrator, you can edit user settings by clicking 'Edit' under the 'Action' column next to the name you would like to edit.
2. If you are the owner of the team, the “Edit Team” button is displayed. There you can change the name of your team, change team profile type, select CSV date format or optionally provide your VFC Pin # or Custom ID # and/or allow support access to team (Subscription Required).
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.
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.



The screenshot shows the 'Event Log' interface. At the top left, there is a search bar labeled 'Search event log...' with a magnifying glass icon and a 'Search' button (callout 1). Below the search bar is a table with columns: 'WHAT', 'WHERE', 'Occurred At', 'Acknowledged At', and 'WHO'. The table contains several rows of event data (callout 2). To the right of the table, there is a date range selector with 'From: Mar-04-2020' and 'To: Jun-15-2020' (callout 8). At the top right of the table area, there is an 'EXPORT EVENT LOG' button (callout 6). At the bottom of the table, there is a pagination bar showing '1 - 8 of 16 items' (callout 7).

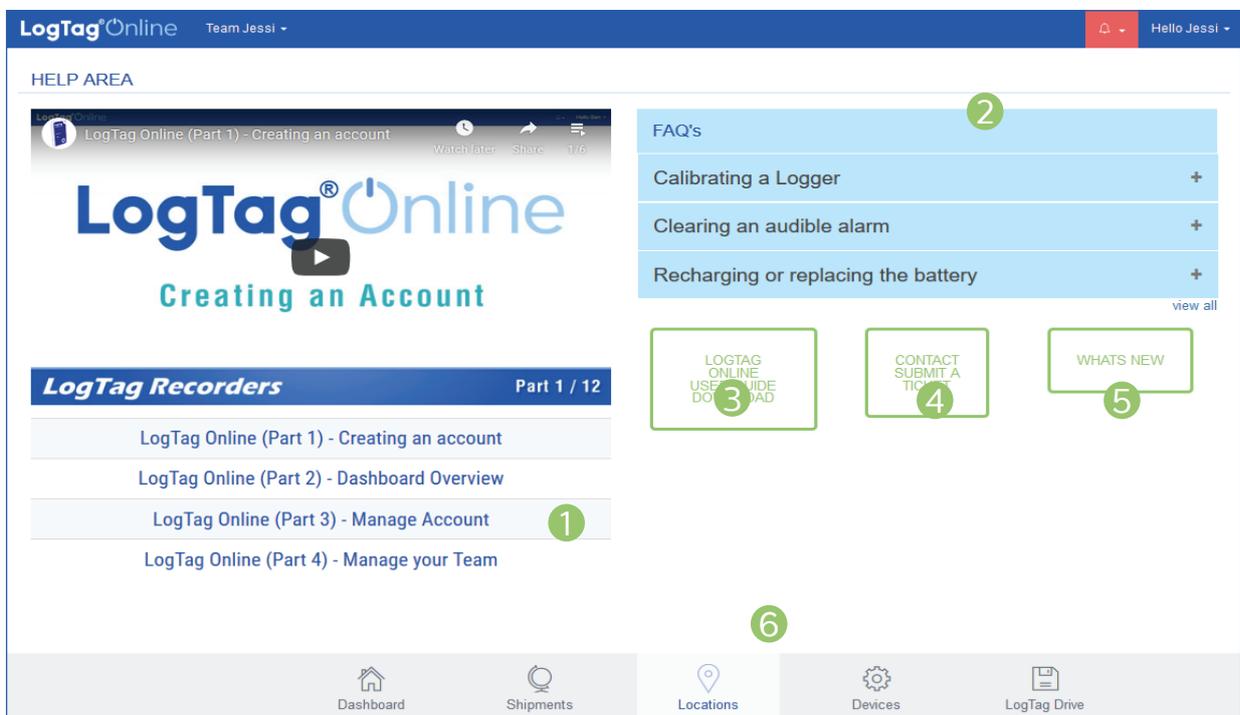
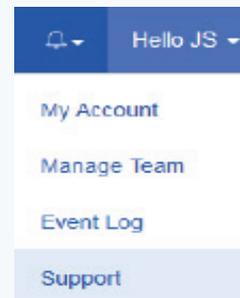
WHAT	WHERE	Occurred At	Acknowledged At	WHO
User Manual Inspection	Test Location	03:44 May-09-2020	03:44 May-09-2020	Jessi Shim
User Manual Inspection	Test Location	03:29 May-09-2020	03:29 May-09-2020	Jessi Shim
User Manual Inspection	Test Location	08:24 May-08-2020	08:24 May-08-2020	Jessi Shim
User Manual Inspection	Test Location	04:34 May-06-2020	04:34 May-06-2020	Jessi Shim
User Manual Inspection	Test Location	05:29 May-01-2020	05:29 May-01-2020	Jessi Shim
User Manual Inspection	Test Location	07:59 Apr-29-2020	07:59 Apr-29-2020	Jessi Shim
User Manual Inspection	Test Location	05:24 Apr-11-2020	05:24 Apr-11-2020	Jessi Shim
User Manual Inspection	Test Location	08:54 Apr-10-2020	08:54 Apr-10-2020	Jessi Shim

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. 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. 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' at the bottom right corner, it will take you to the Support page on our website.
3. View or download the 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. The latest version of LogTag Online What's New release features in PDF.
6. 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).

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.

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	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 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	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.



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 User Guide for more information.

Tag	File Name	Device Name	Serial Number	Date Uploaded	Action
	S/N:8025001620 (TREL-8)	8025001620	8025001620	15:41 Jun-07-2019	⌵

- The number of files stored on your drive and the limit based on your account limits are displayed here.
- 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: 06/01/2019”* will show you files matching any column containing 'TREL-8' for dates uploaded after 06/01/2019.

- 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.

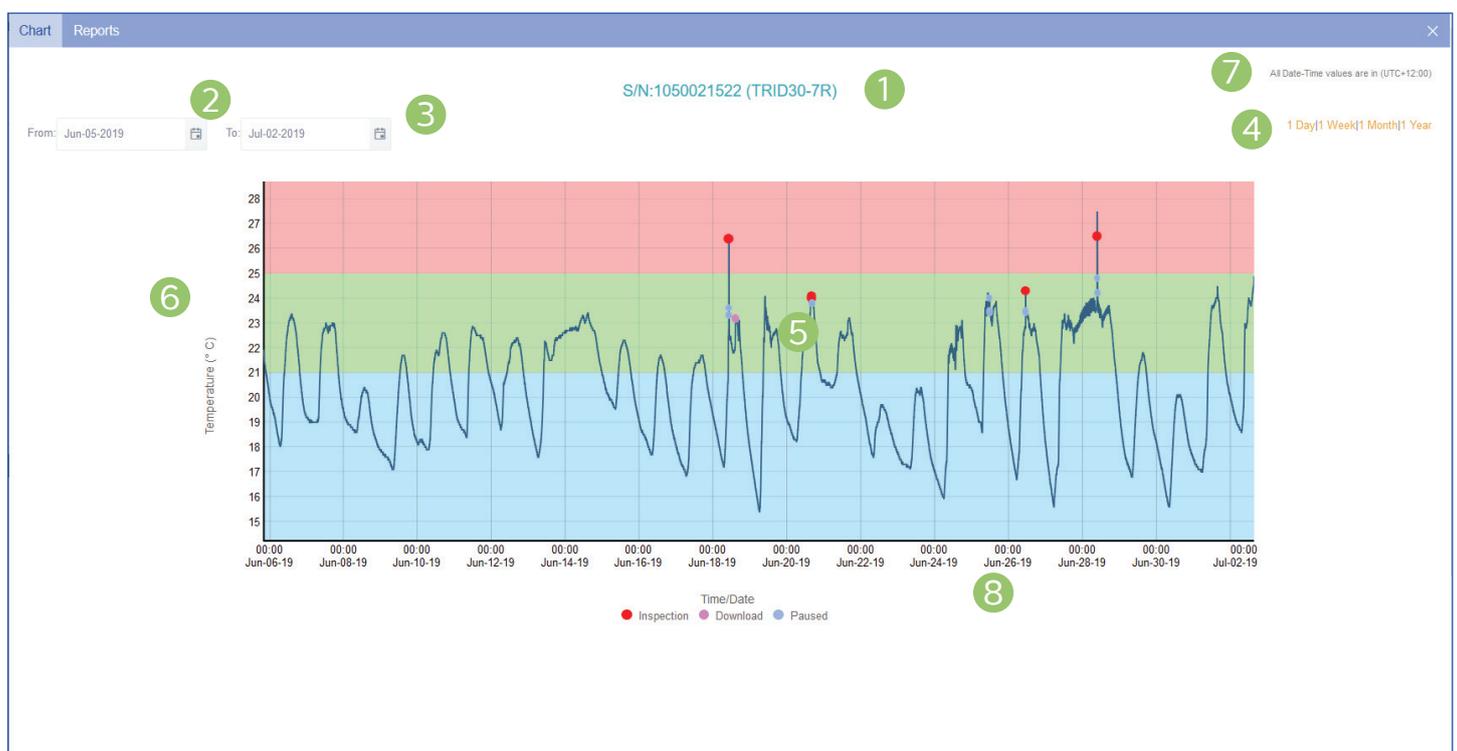
If you have the LogTag Drive page open when you upload data, the page will refresh and display the uploaded file automatically for you.

END OF SECTION

Viewing a File - Chart

Tag	File Name	Device Name	Serial Number	Date Uploaded	Action
	HAXO-8 - 1010122392 (Sep 17 2019 13_40)	1010122392	1010122392	13:40 Sep-17-2019	⌵

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.

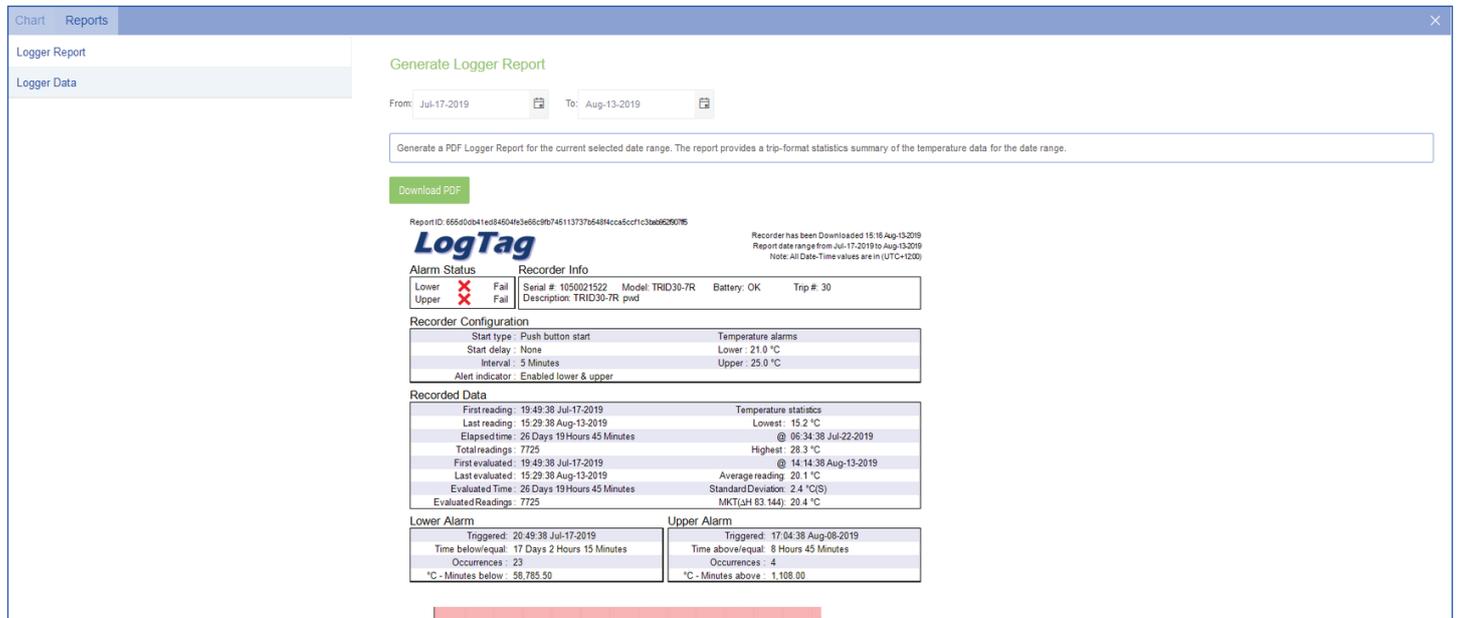


Chart Reports

Logger Report

Logger Data

Generate Logger Report

From: Jul-17-2019 To: Aug-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: 655610b41ed94504e3e66c9b745113737e44fcca5ccf1c3ae626076

LogTag

Recorder has been Downloaded 15:16 Aug-13-2019
Report date range from Jul-17-2019 to Aug-13-2019
Note: All Date-Time values are in (UTC+12:00)

Alarm Status Recorder Info

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

Recorder Configuration

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

Recorded Data

First reading:	19:49:38 Jul-17-2019	Temperature statistics	
Last reading:	15:29:38 Aug-13-2019	Lowest:	15.2 °C
Elapsed time:	26 Days 19 Hours 45 Minutes	@	06:34:38 Jul-22-2019
Total readings:	7725	Highest:	28.3 °C
First evaluated:	19:49:38 Jul-17-2019	@	14:14:38 Aug-13-2019
Last evaluated:	15:29:38 Aug-13-2019	Average reading:	20.1 °C
Evaluated Time:	26 Days 19 Hours 45 Minutes	Standard Deviation:	2.4 °C(S)
Evaluated Readings:	7725	MKT(ΔH 83.144):	20.4 °C

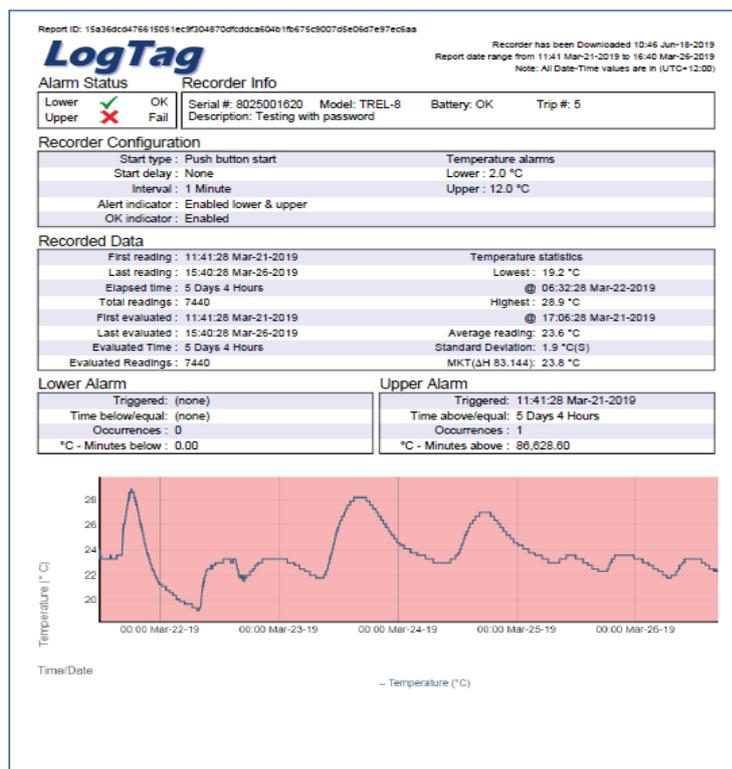
Lower Alarm

Triggered:	20:49:38 Jul-17-2019
Time below/equal:	17 Days 2 Hours 15 Minutes
Occurrences:	23
°C - Minutes below:	58,785.50

Upper Alarm

Triggered:	17:04:38 Aug-08-2019
Time above/equal:	8 Hours 45 Minutes
Occurrences:	4
°C - Minutes above:	1,108.00

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



Report ID: 15a36cd476615051ec9f304870dfcdcca504b1fb675c9007d5e05d7e97ec5aa

LogTag

Recorder has been Downloaded 10:46 Jun-18-2019
Report date range from 11:41 Mar-21-2019 to 16:40 Mar-26-2019
Note: All Date-Time values are in (UTC+12:00)

Alarm Status Recorder Info

Lower	OK	Serial #:	8025001620	Model:	TREL-8	Battery:	OK	Trip #:	5
Upper	Fail	Description:	Testing with password						

Recorder Configuration

Start type:	Push button start	Temperature alarms	
Start delay:	None	Lower:	2.0 °C
Interval:	1 Minute	Upper:	12.0 °C
Alert indicator:	Enabled lower & upper		
OK indicator:	Enabled		

Recorded Data

First reading:	11:41:28 Mar-21-2019	Temperature statistics	
Last reading:	15:40:28 Mar-26-2019	Lowest:	19.2 °C
Elapsed time:	5 Days 4 Hours	@	06:32:28 Mar-22-2019
Total readings:	7440	Highest:	28.9 °C
First evaluated:	11:41:28 Mar-21-2019	@	17:06:28 Mar-21-2019
Last evaluated:	15:40:28 Mar-26-2019	Average reading:	23.6 °C
Evaluated Time:	5 Days 4 Hours	Standard Deviation:	1.9 °C(S)
Evaluated Readings:	7440	MKT(ΔH 83.144):	23.8 °C

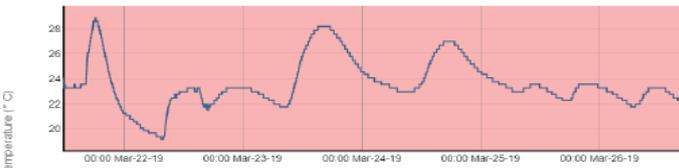
Lower Alarm

Triggered:	(none)
Time below/equal:	(none)
Occurrences:	0
°C - Minutes below:	0.00

Upper Alarm

Triggered:	11:41:28 Mar-21-2019
Time above/equal:	5 Days 4 Hours
Occurrences:	1
°C - Minutes above:	86,628.60

Temperature (°C)



Time/Date

— Temperature (°C)

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 displays the 'Data List' report interface. At the top, there are tabs for 'Chart' and 'Reports', with 'Reports' selected. Below this, there are sub-tabs for 'Logger Report' and 'Logger Data', with 'Logger Data' selected. The main area is titled 'Data List' and contains a 'From' date field (Jun-05-2019 19:49) and a 'To' date field (Jul-02-2019 15:39). Below these fields is a table with the following data:

Index	Date	Time	Temperature °C	Events
1	Jun-05-2019	19:49:38	21.9	
2	Jun-05-2019	19:54:38	21.9	
3	Jun-05-2019	19:59:38	21.9	
4	Jun-05-2019	20:04:38	21.8	
5	Jun-05-2019	20:09:38	21.8	
6	Jun-05-2019	20:14:38	21.7	
7	Jun-05-2019	20:19:38	21.7	
8	Jun-05-2019	20:24:38	21.6	
9	Jun-05-2019	20:29:38	21.6	
10	Jun-05-2019	20:34:38	21.5	
11	Jun-05-2019	20:39:38	21.5	
12	Jun-05-2019	20:44:38	21.4	
13	Jun-05-2019	20:49:38	21.4	
14	Jun-05-2019	20:54:38	21.4	
15	Jun-05-2019	20:59:38	21.3	
16	Jun-05-2019	21:04:38	21.3	
17	Jun-05-2019	21:09:38	21.3	

At the bottom of the table, there are pagination controls showing '1 - 17 of 172' and a set of buttons for navigating between pages. The text 'All Date-Time values are in (L)' is visible in the top right corner.

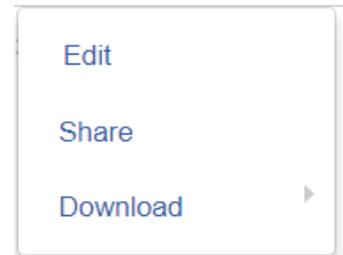
1. Select a 'Data List From' date using the calendar selector icon.
2. Select a 'Data List To' date to filter to a specific date range using the calendar selector icon.
3. Navigation controls are provided in-case you have more than one page of data, you can use these buttons to swap between pages.
4. 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
test	S/N:8025001620 (TREL-8)	8025001620	8025001620	14:19 Jun-18-2019	

- “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. View locations in a table or list layout format.
4. Click “Add a Location” button to bring up the new Location window.
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.

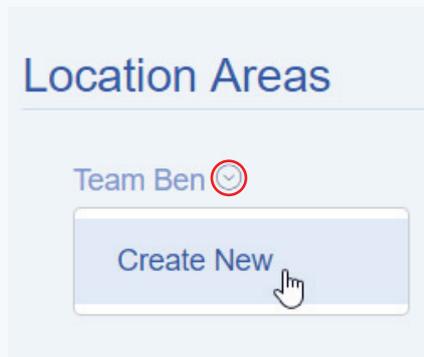
If you do not see the 'Add a Location' button, you will need to purchase more activation code(s) from your LogTag distributor and follow the Billing process in the quick start guide.

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.

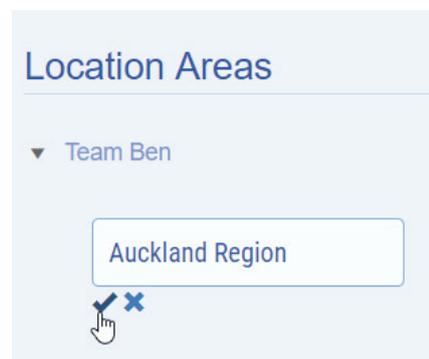
Clicking an Area name from the left-hand menu will display the Locations belonging to that Area.

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

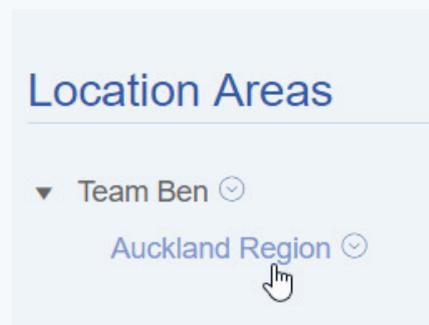


Enter the new Area name, followed by the small “Tick” icon to create the Area.

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

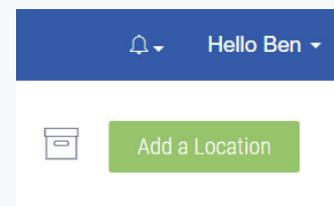


Once created, the Area will become a selectable option when browsing the Area side menu or as an option when inviting a new member to your team and also when creating a new Location.



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*

SECONDARY COORDINATOR

EMERGENCY CONTACTS

EDIT NOTIFICATIONS
CLOSE
CREATE

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 Day Summary will be enabled which tracks daily Min/Max and AM/PM inspection records.

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

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

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

Editing/Deleting a Location

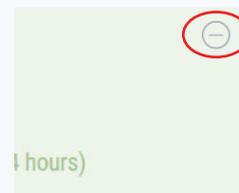
To Edit or Delete a Location, browse to the “Locations” page from the bottom menu. Your Location(s) will be displayed on the page like the example in the picture to the right.

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.

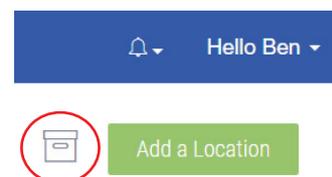


Restoring a deleted Location:

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 Day Summary.

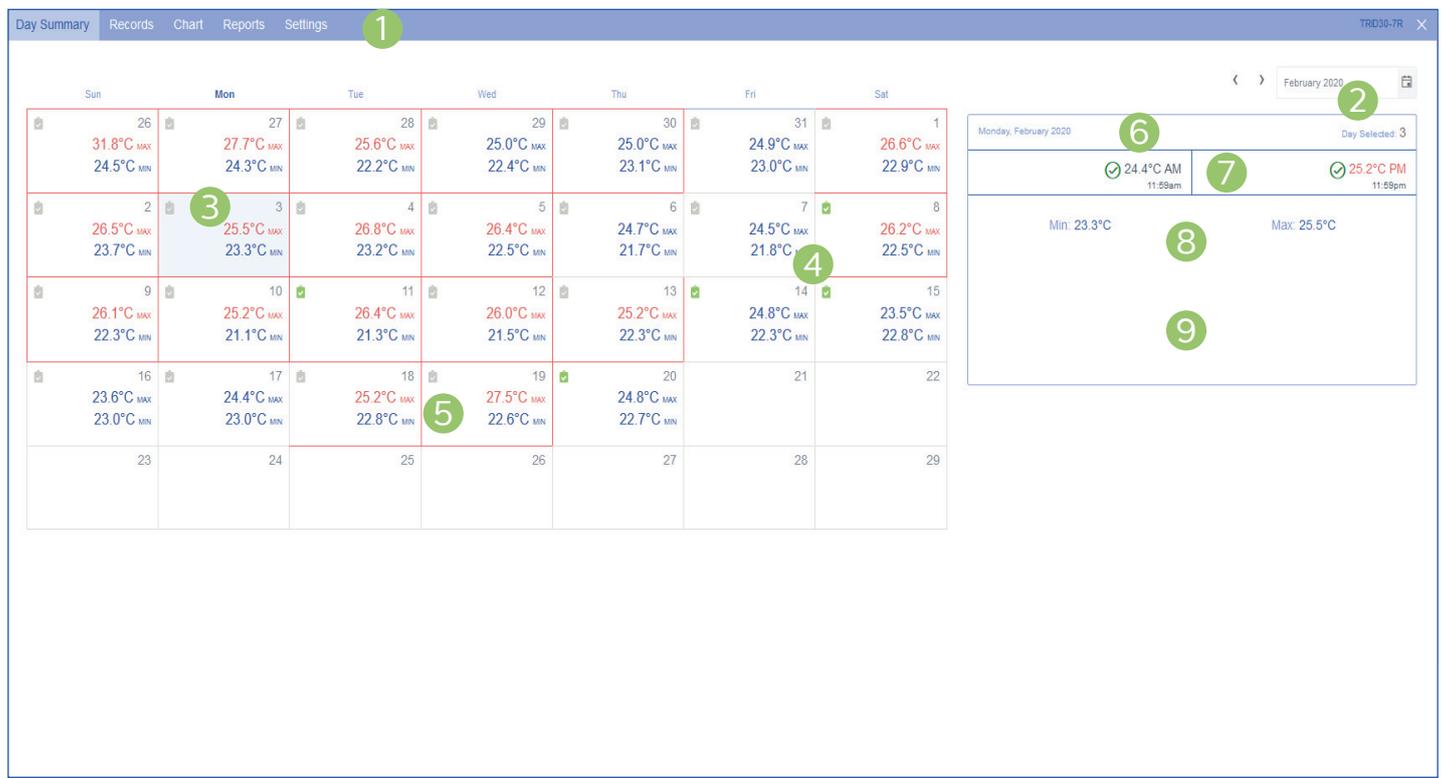
Team Ben Locations



The screenshot shows a location card for "LogTag Office" in "Auckland HQ". The card displays a green checkmark icon, the location name, and the status "Monitoring (Last 24 hours)". Below this, it shows the device ID "UTRED30-WIFI1 - #AQA100004915" and the current temperature "23.6°C". At the bottom, there are two buttons: "INSPECT" (highlighted with a red circle) and "EDIT".

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



- 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.
- The month you're viewing can be changed here via the month selector icon and will display the current month by default.
- 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.
- The icon in 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.
- 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.
- The selected calendar log date information is displayed on the left as Day/Month/Year and on the right for the day selected.
- 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.
- Finally, the Minimum and Maximum temperature for the selected day is shown.
- 'Create Troubleshooting Record' and 'Acknowledge Event' button will be available if there was a temperature alarm event for that day.

Troubleshooting Records

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

If a Temperature excursion has happened, the “Records” tab will 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 Day Summary 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

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”**.
 11. If you want to make any changes or amendments to the record, make the changes then click 'Save Changes' before submitting.

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

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 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.
 9. Chart marks are shown in different colour codes.
- 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.

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 navigation tabs: Day Summary, Records, Chart, Reports, and Settings. The 'Reports' tab is active. Below the navigation, there are two options: 'Logger Report' and 'Logger Data'. The 'Generate Logger Report' section has a 'From' date of Mar-18-2020 and a 'To' date of Jun-30-2020. A 'Download PDF' button is visible. Below this, there is a preview of the report content, including the LogTag logo, report ID, team ID, location, and a table of temperature statistics for device TRED30-16R. A 'Temperature Alarms' table is also present but empty. At the bottom, there is a line chart showing temperature fluctuations over time.

TRED30-16R	
Serial #: 6081019642	Temperature Statistics
Description: TRED30-16R	Lowest: 16.8°C
Model: TRED30-16R	@ 03:44:19 May-15-2020
Interval: 5 mins	Highest: 29.9°C
First Reading: 05:39:19 Apr-02-2020	@ 10:04:19 May-05-2020
Last Reading: 10:59:19 May-27-2020	Average reading: 23.3°C
Elapsed Time: 55 days, 5 hrs, 20 mins	Standard Deviation: 1.8°C(S)
Total readings: 15905	MKT(LH 83.144): 23.5°C

Temperature Alarms					
Alarm	Allowed Time	Total Time	Occurrences	°C - Minutes	Status

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.

Day Summary Records Chart Reports Settings Test Location X

Inspection Log
Logger Report
Logger Data

Data List

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

From: Apr-07-2020 To: Jun-30-2020 EXPORT

Index	Date	Time	Temperature °C	Events
1	Apr-07-2020	00:04:19	23.3	
2	Apr-07-2020	00:09:19	23.3	
3	Apr-07-2020	00:14:19	23.3	
4	Apr-07-2020	00:19:19	23.3	
5	Apr-07-2020	00:24:19	23.3	
6	Apr-07-2020	00:29:19	23.3	
7	Apr-07-2020	00:34:19	23.3	
8	Apr-07-2020	00:39:19	23.3	
9	Apr-07-2020	00:44:19	23.3	
10	Apr-07-2020	00:49:19	23.3	
11	Apr-07-2020	00:54:19	23.3	
12	Apr-07-2020	00:59:19	23.3	
13	Apr-07-2020	01:04:19	23.3	
14	Apr-07-2020	01:09:19	23.3	
15	Apr-07-2020	01:14:19	23.3	
16	Apr-07-2020	01:19:19	23.3	
17	Apr-07-2020	01:24:19	23.3	

1 - 17 of 14532 items

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 allow team owner and administrators to make amendments to the Location.

Note: 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 a location. The interface is split into two columns. The left column, titled 'Location Details', contains the following fields: 'LOCATION NAME' with the value 'TRID30-7R', 'DESCRIPTION' with 'LTI-WIFI', 'LOGGER ATTACHED TO LOCATION' with a dropdown showing 'TRID30-7R - #1050021522', 'LOCATION TYPE' with radio buttons for 'Refrigerator' (selected) and 'Freezer', and 'LOCATION AREA' with a dropdown showing 'Team Jessi' and a 'Select Area' button. The right column, titled 'Team Details', contains three dropdown menus: 'PRIMARY COORDINATOR*' with 'Jessi S', 'SECONDARY COORDINATOR' with 'Please select', and 'EMERGENCY COORDINATOR' with 'Please select'. At the bottom right of the form area, there are three buttons: a yellow 'EDIT NOTIFICATIONS' button, a red 'DELETE' button, and a green 'SAVE' button.

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 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 for more information.

Transit Overview

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

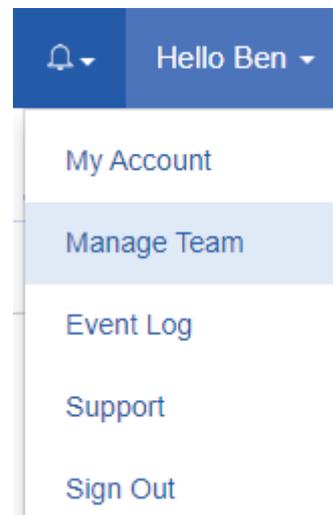
Note: If you have a free account, you will not be able to use any Shipment features. Pay-as-you-go account options are available in order to use Shipment features.

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 dropdown 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 dropdown menu, then click “Save Changes”. You can close the Team window now.

[Edit Team](#)

Editing Team

TEAM NAME

CUSTOM ID #

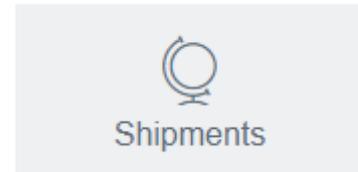
TEAM PROFILE

- General User
- VFC User
- Transit User

Allow support access to team (Subscription Required)

Transit Overview

Successful activation of the Transit User profile will reveal the 'Shipments' tab in your footer navigation. This is the main dashboard when you are on the Shipments page:



1. You can create a single Shipment or bulk shipments, depending on your needs.
2. 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.
3. The side panel categorizes different status types for each shipment. By default the 'All' tab is selected. Filter the list of Shipments based on their Activity status.
Please Note: If there was an alarm excursion event that occurred in a shipment which has been delivered, it will be shaded red and also be recorded in the 'Event' status.
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 or filter the list of Shipments based on a custom date-range or keyword.
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. Creating a Shipment requires a Shipment Credit. These can be purchased from your local Distributor.
10. Present at all times, the bottom navigation bar is your way of switching between the core features of LogTag Online.

Creating a Single Shipment

The screenshot shows the 'Create Shipment' form with the following elements:

- 1**: Title bar 'Create Shipment'.
- 2**: 'SHIPMENT NAME' field containing '17:18 May-12-2020 Team Ben - Team Ben'.
- 3**: Table of registered loggers with columns 'Serial Number', 'Model', and 'Description'. One row is highlighted with '1000714169' and 'TRIX-8'.
- 4**: 'SERIAL #' field.
- 5**: 'START DATE' field with a calendar icon.
- 6**: 'END DATE' field with a calendar icon.
- 7**: 'FROM (ORIGIN)' dropdown menu.
- 8**: 'TO (DESTINATION)' dropdown menu.
- 9**: 'EDIT NOTIFICATIONS' button.
- 10**: 'Create & Start' button.
- 11**: 'Create' button.
- 12**: 'Cancel' button.

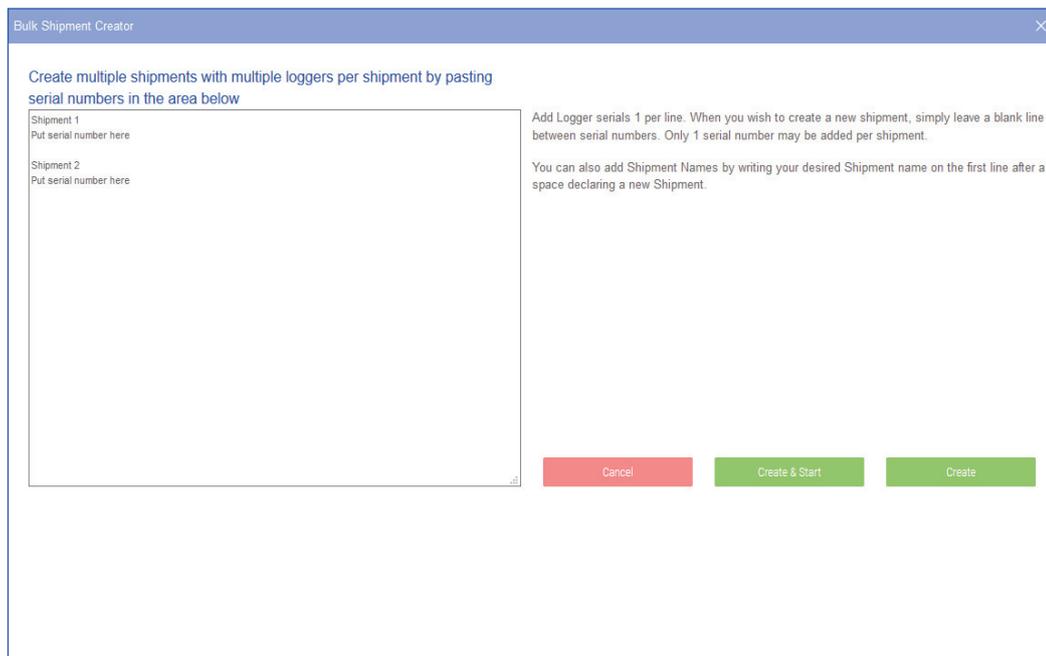
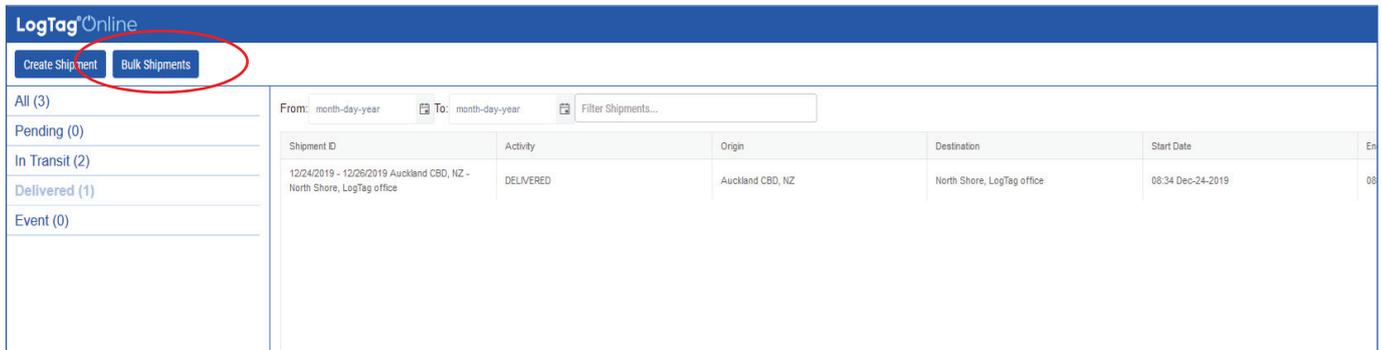
- Added device S/N (from Point 3) appears here. Click the pencil icon if you wish to add a device label or a logger name, or click the trash bin icon if you wish to remove the device from shipment.
- The Shipment will be given a default name which you can modify or leave.
- Scroll through the table list 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.
- Select "Edit Notifications" to modify your notification settings for this Shipment. Notifications work the same as Locations.
- 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.

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.

Click 'Create & Start' to create and start shipment in In-Transit mode, 'Create' to start it in 'Pending' mode or click 'Cancel' to cancel shipment creation.

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 preview or download it in PDF.

The screenshot displays the 'Generate Logger Report' page in the LogTag Online interface. At the top, there are navigation tabs: 'Shipment Info', 'Chart', 'Report' (selected), and 'Settings'. Below the tabs, there are links for 'Logger Report' and 'Logger Data'. The main content area is titled 'Generate Logger Report' and features two date selection fields labeled '1' and '2'. Below these fields is a text box explaining the report's purpose. A green 'Download PDF' button labeled '3' is positioned below the text. The report preview, labeled '4', includes a LogTag logo, a Report ID, and a note that the recorder has been downloaded. It contains several sections: 'Alarm Status' (Lower and Upper), 'Recorder Info' (Serial #, Model, Battery, Trip #), 'Recorder Configuration' (Start type, Start delay, Interval, Alert indicator, Temperature alarms), 'Recorded Data' (First/Last readings, Elapsed time, Total readings, First/Last evaluated, Evaluated Time, Evaluated Readings, Temperature statistics), 'Lower Alarm' (Triggered, Time below/equal, Occurrences, °C - Minutes below), and 'Upper Alarm' (Triggered, Time above/equal, Occurrences, °C - Minutes above). At the bottom of the report preview is a line chart showing Temperature (°C) over time from 09:00 Dec-24-19 to 09:30 Dec-24-19.

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 exportable 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 data points 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)

From: Dec-24-2019 To: Dec-24-2019

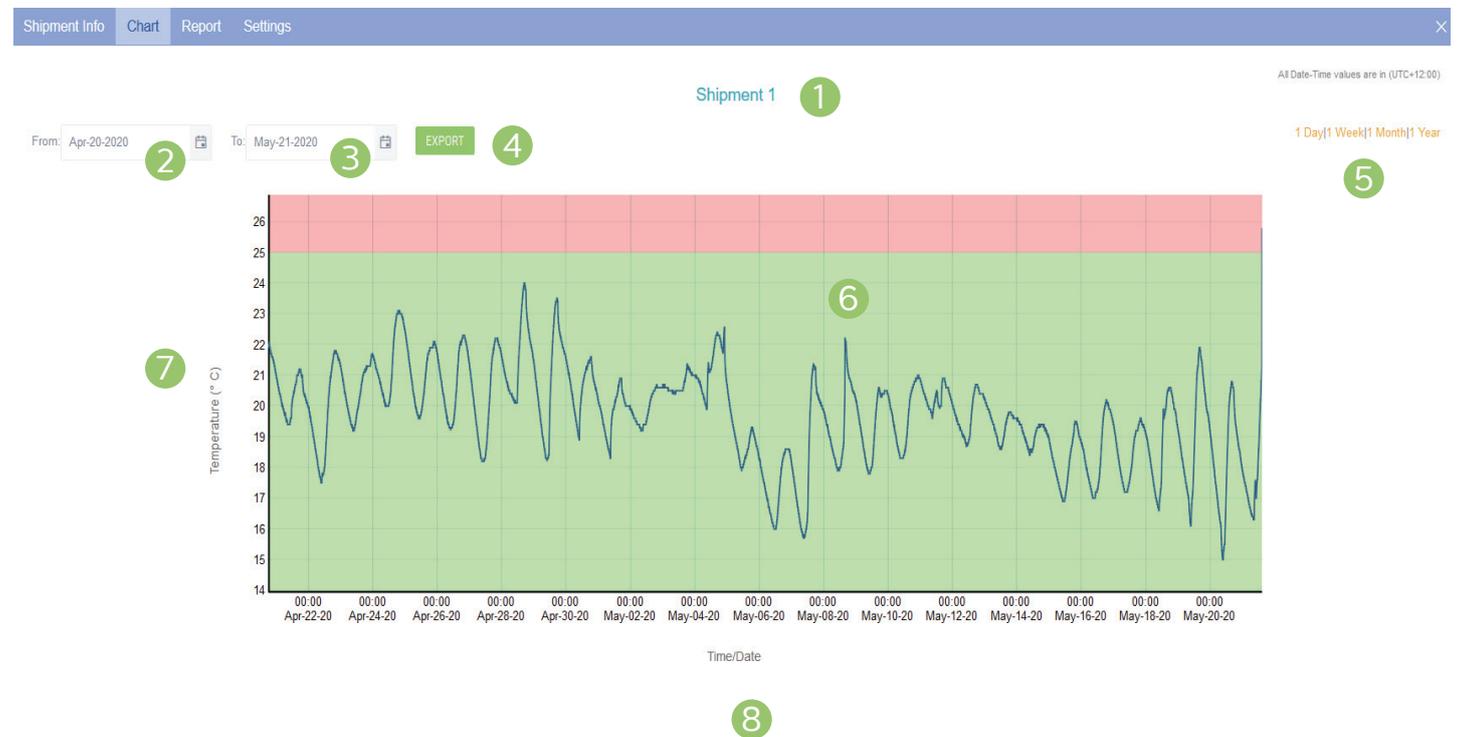
Index	Date	Time	Temperature °C	Events
1	Dec-24-2019	08:51:58	--	Pre-Start Sensor Disconnected
2	Dec-24-2019	08:52:58	--	Sensor Disconnected
3	Dec-24-2019	08:53:58	--	Sensor Disconnected
4	Dec-24-2019	08:54:58	-28.9	Below Alert
5	Dec-24-2019	08:55:58	-28.8	Below Alert
6	Dec-24-2019	08:56:58	-28.9	Below Alert
7	Dec-24-2019	08:57:58	24.3	Above Alert
8	Dec-24-2019	08:58:58	24.3	Above Alert
9	Dec-24-2019	08:59:58	24.5	Above Alert
10	Dec-24-2019	09:00:58	24.5	Above Alert
11	Dec-24-2019	09:01:58	24.5	Above Alert
12	Dec-24-2019	09:02:58	24.5	Above Alert
13	Dec-24-2019	09:03:58	24.5	Above Alert
14	Dec-24-2019	09:04:58	24.7	Above Alert
15	Dec-24-2019	09:05:58	24.5	Above Alert
16	Dec-24-2019	09:06:58	24.7	Above Alert
17	Dec-24-2019	09:07:58	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

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 to view data over an earlier period of time using the calendar selector icon.
3. 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.

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 Single Shipment' screen and allows you to edit existing information and save it against the Shipment you are editing.

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

Note: 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 with ID 1063001001. The interface includes a 'Shipment Name' field with the value '11:35 May-27-2020 Origin - Destination'. Below this is a table for adding loggers, with columns for 'Serial Number', 'Model', and 'Description'. Two loggers are listed: 1050021522 (TRID30-7R) and 1059029121 (TRID30-7FW). To the right of the table are fields for 'Start Date' (May-27-2020), 'End Date' (May-29-2020), 'From (Origin)' (Origin), and 'To (Destination)' (Destination). At the bottom right, there are buttons for 'EDIT NOTIFICATIONS' and 'Save Changes'.

Serial Number	Model	Description
1050021522	TRID30-7R	
1059029121	TRID30-7FW	

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

Notifications can be enabled for each shipment by clicking the 'Edit Notifications' button. (Activation Code(s) are required to use the SMS notifications feature).

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

END OF SECTION