LogTag® Online

Preliminary User Guide

Release Version A.

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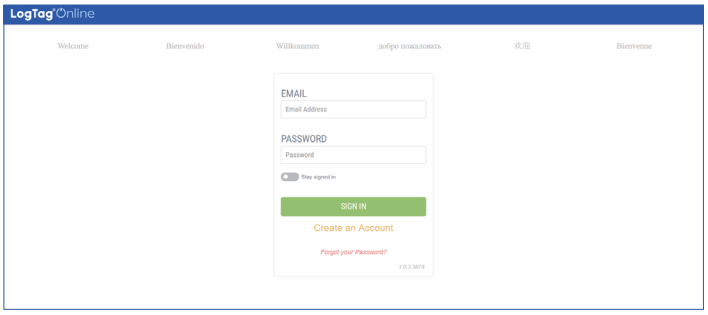
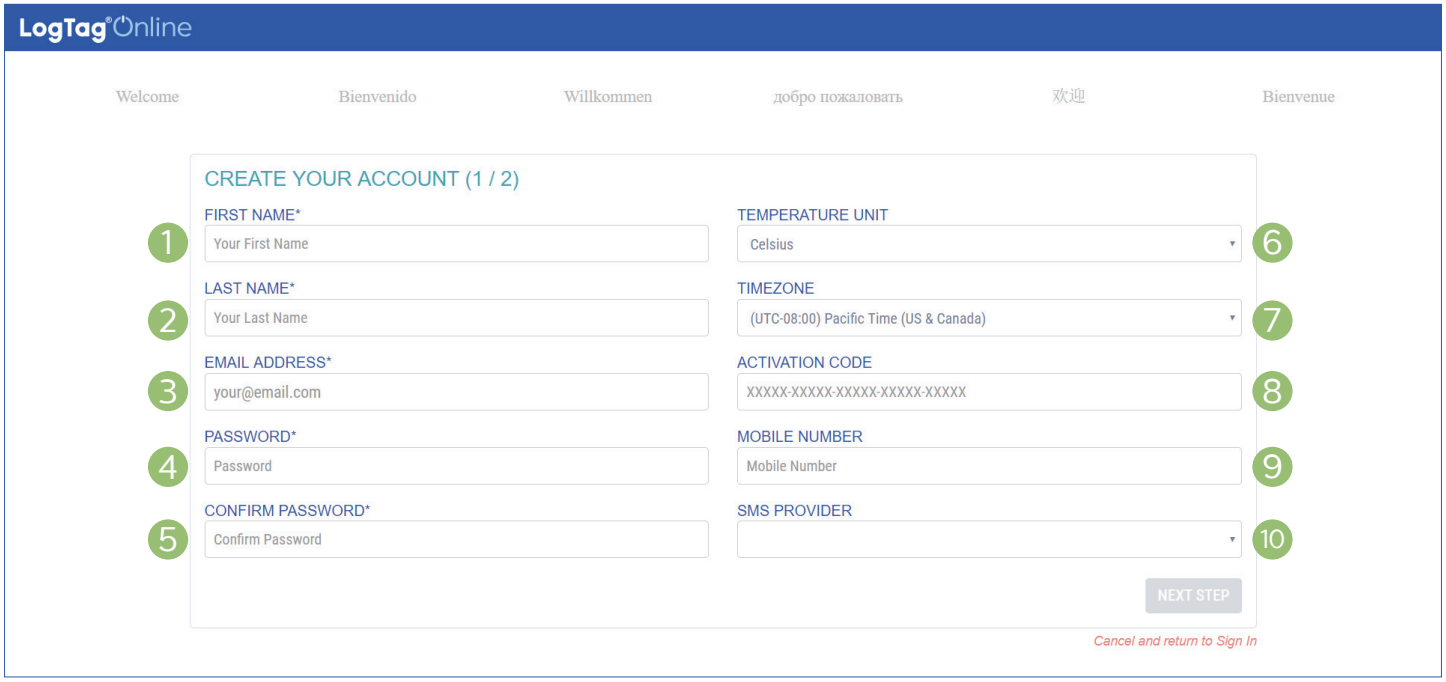
Creating your account

Once you have configured your device, you now need to register it on LogTag Online by visiting www.logtagonline.com.

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

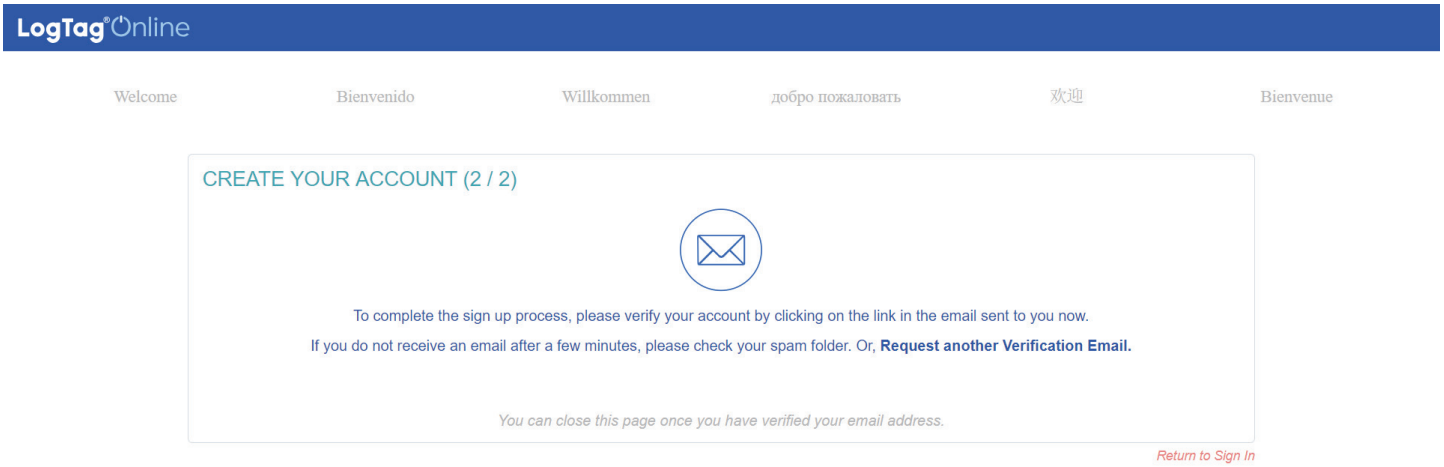




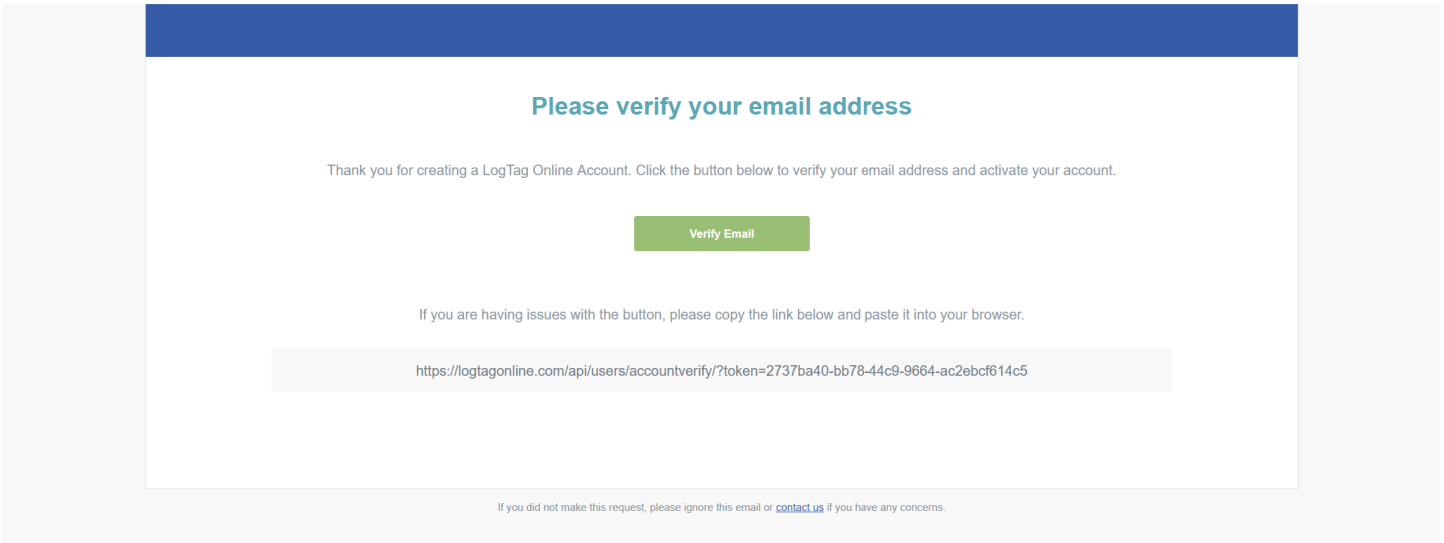
1. (Required) Your first name.
2. (Required) Your last name.
3. (Required) Your email address.
4. (Required) Provide a password that is at least 6 characters.
5. (Required) Repeat the password again to ensure it was entered correctly.
6. Select between Celsius or Fahrenheit for your account.
7. Select your local time zone from the dropdown.
8. 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.
9. If you wish to receive SMS notifications (currently US only) then enter your full mobile number.
10. If you provided a US mobile number, please select your 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 on the validate link sent to your email used in the account sign up.

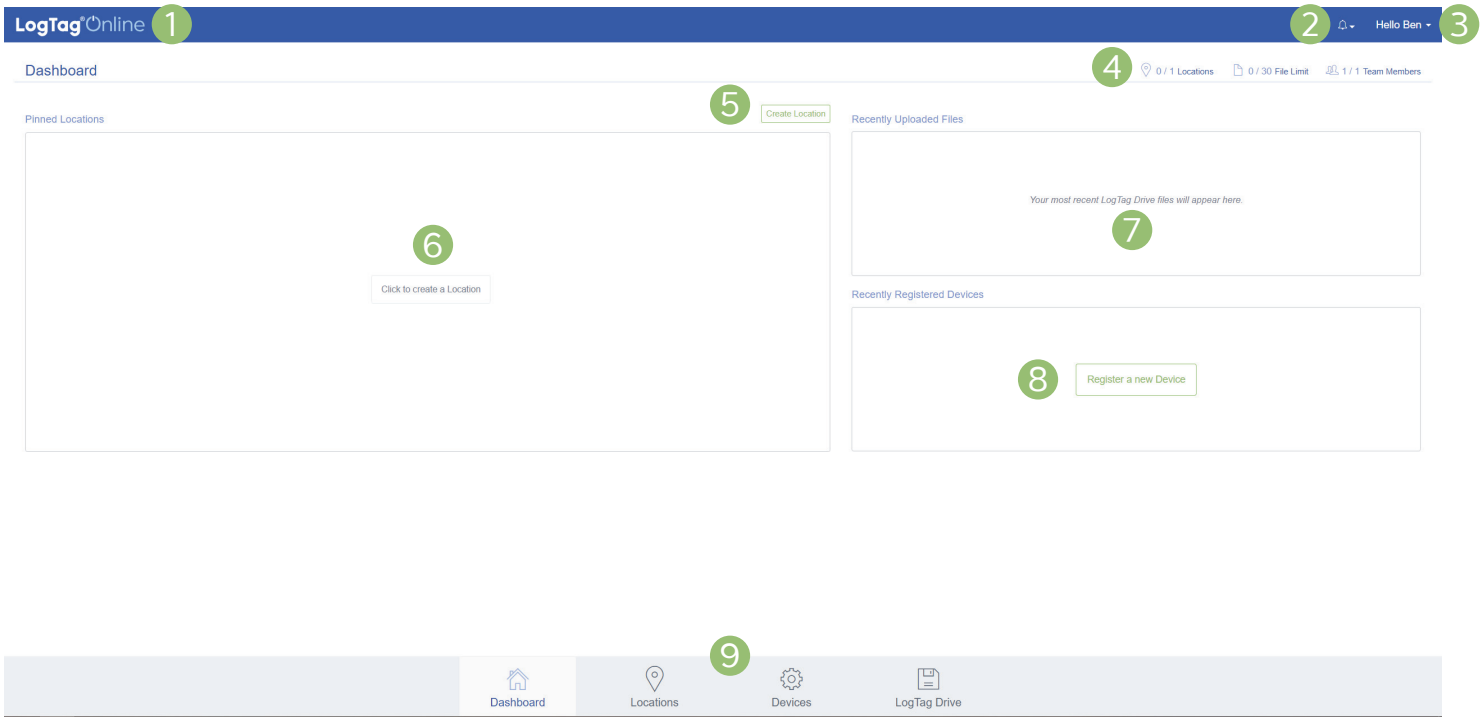


Once you have done this you can now sign in with the email address and password you provided.



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 Notification menu, when clicked, displays a dropdown 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 to inform you there is at least 1 notification in the dropdown.

3. When clicked, the Account menu will display a dropdown with various options from account/team management to getting help and signing out.

4. The top right of your Dashboard displays the current usage as per your account restrictions.

5. “Create Location” is an easy-access shortcut to creating a new Location for your account/team.

6. 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 on 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.

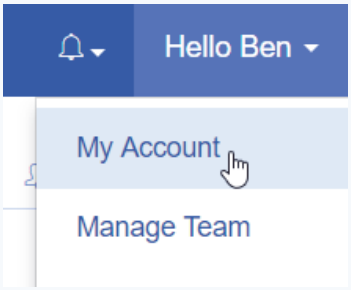
7. If you are using LogTag Online as an online file storage or haven't attached a Logger to a Location then the Loggers data will sit on the LogTag Drive page. This table provides a list of the most recent files you've uploaded to LogTag Online from those Loggers not attached to a Location.

8. 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.

9. 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

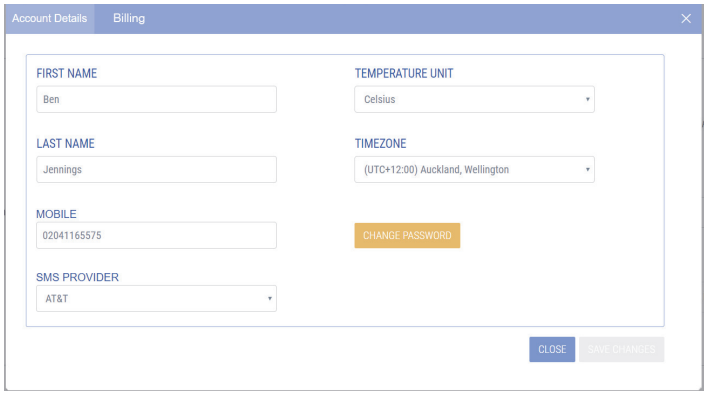
To access your account details, select "**My Account**" from the top right dropdown menu which is visible from any page.



Account Details

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

You can change your account password by clicking on the orange button "Change Password" then follow the on-screen instructions.



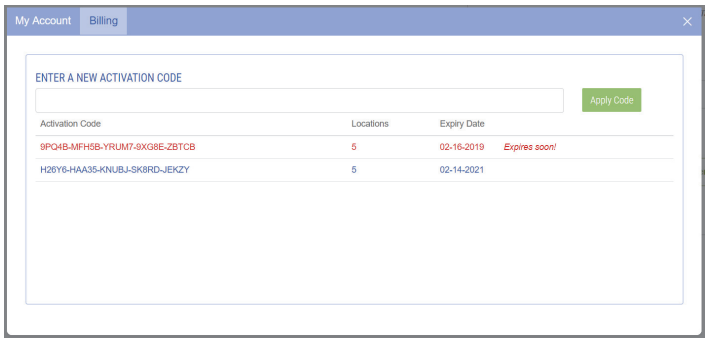
Billing

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.

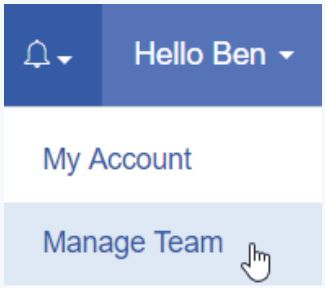
The list keeps a full historical record of all the Activation Codes you have applied to your account along with useful identifying information such as how many Locations were granted and when the code is due to expire.

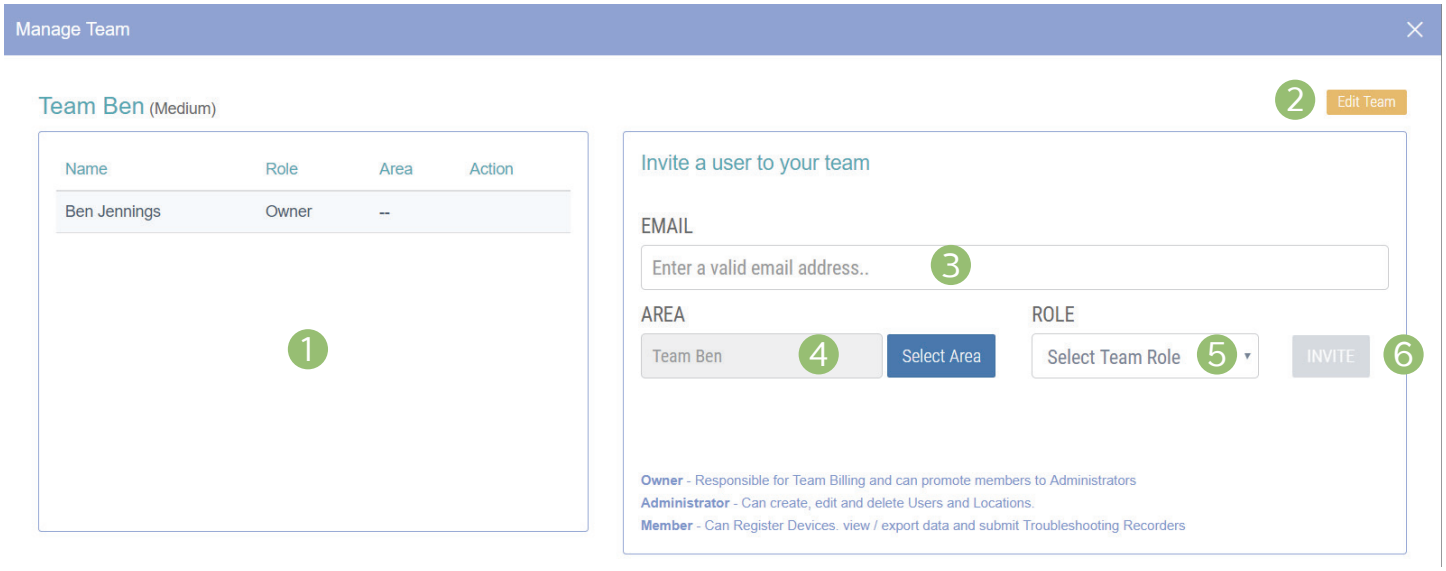
Codes that have expired will still be visible on the list but labeled as "expired".



Manage Team

To manage your teams settings, select **"Manage Team"** from the top right dropdown menu which is visible from any page.





1. 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. See the image below for more information on swapping between teams.

   When someone accepts your invite, they will appear in this list.

2. If you are the owner of the team, the "Edit Team" button will be displayed. There you can change the name of your team or optionally provide your VFC Pin # if you are part of the VFC program.

3. 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 will be prompted to create an account as part of the invitation process.

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 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" on page X.

5. In addition to Areas, you can select a role for the person you are inviting to your team:

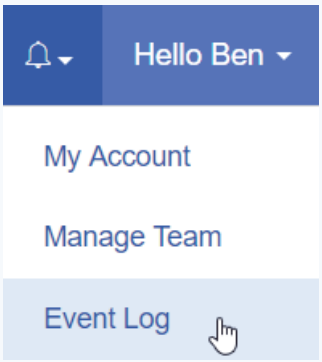
   Administrator: Can create, edit and delete Users, Devices, Areas and Locations.
   Members: Can Register Devices, view / export data and submit reports.

6. Once you have entered in an email address, you can click "Invite" to send the invitation email.

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 activity from your team, select "**Event Log**" from the top right dropdown menu which is visible from any page.



1. The type of event is listed here such as a Temperature Alarm or Low Battery.
2. The name of the Area and/or Location where the event occurred.
3. A time and date stamp is provided to record the exact moment the event happened.
4. If the event involved a member of the team then their name is recorded against the event.
5. The list of historical events are listed here; according to the columns above.
6. Navigation controls are provided in-case you have more than one page of events, you can use these buttons to swap between pages.

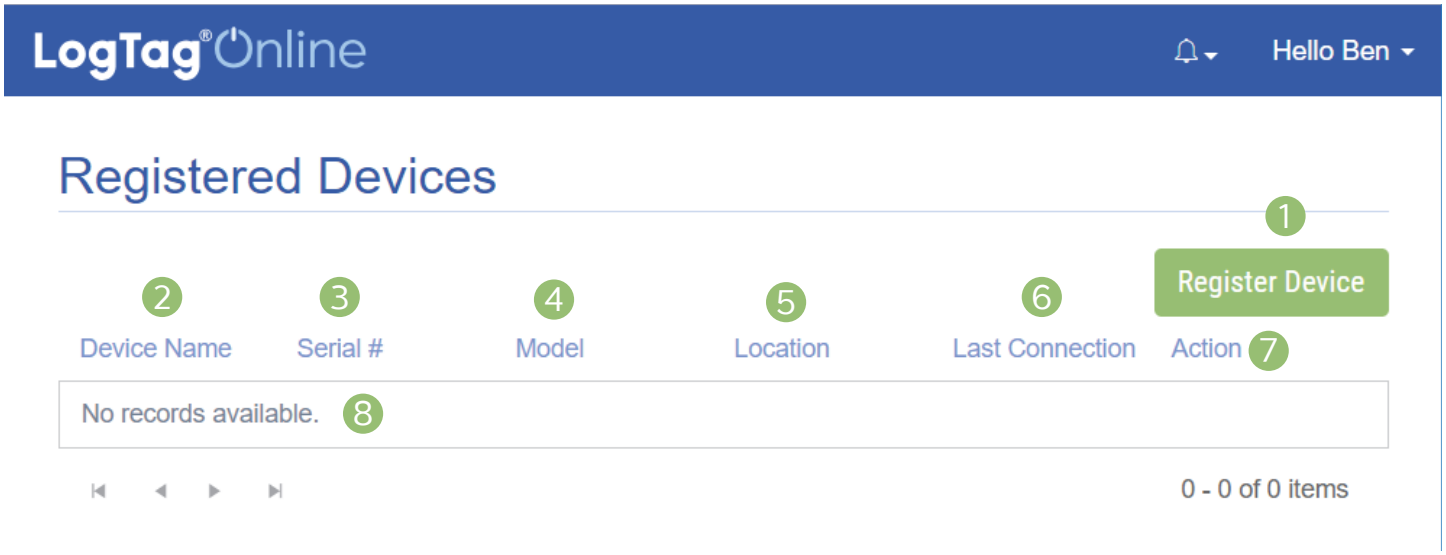
Devices Overview

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 will 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. If you provide a name for your device, it will be displayed here.
3. The Serial Number of the device.
4. The Model of the device E.g. "LTI-WiFi".
5. If the device has been assigned to a Location, the Location name will appear here.
6. Displays the date & time of when the device was last connected to LogTag Online.
7. The action column displays the "Edit" link which you can use to change the details or remove your device.
8. Registered devices will appear in this table, displaying the information from the column headers above.

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

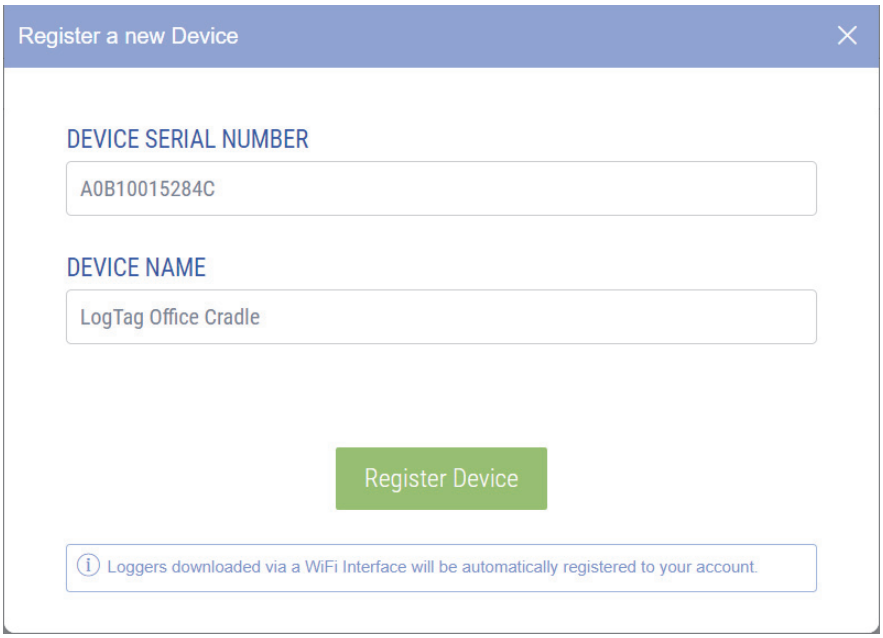
Registering a new device

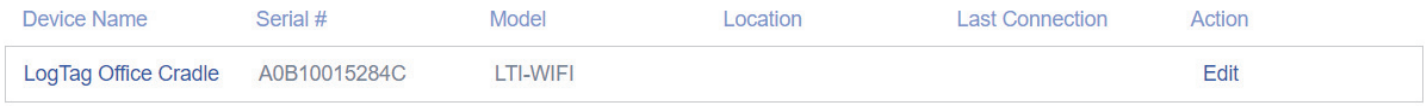
Enter your Serial Number (found on the base of the product).

Note: Serial Numbers can include Ø'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.





Device Name	Serial #	Model	Location	Last Connection	Action
LogTag Office Cradle	A0B10015284C	LTI-WIFI			Edit

Your device is now registered and you are ready to upload your first Logger and review its data.

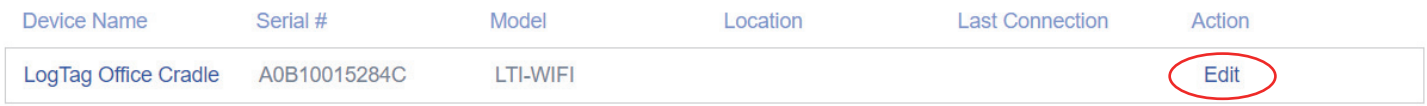
Registering your Logger(s) with an Interface Cradle.

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

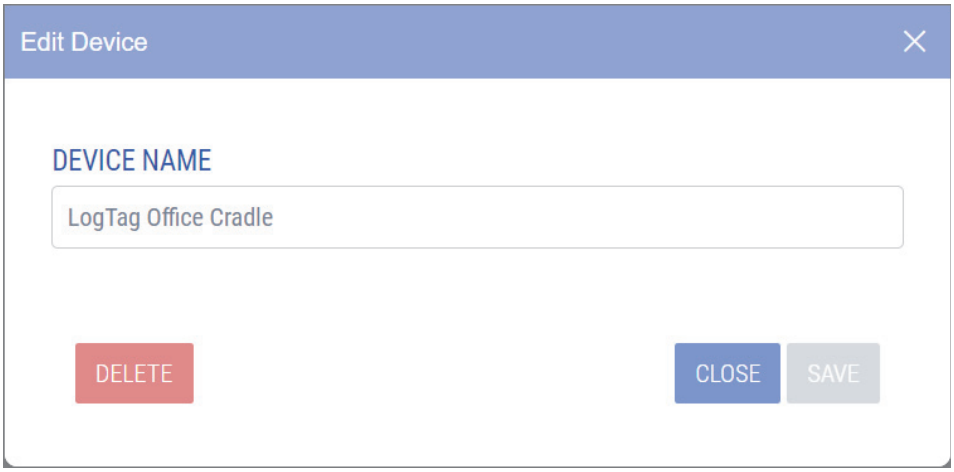
Download only takes a few moments and the Activity LED will flash green once it has successfully downloaded the Loggers data and uploaded it to LogTag Online. You can take the Logger out of the cradle once the green flashing begins.

That Logger will now automatically be registered to your team. Refresh the Device page and you can edit the Logger if you wish to give it a unique Device Name. Alternatively, you can browse to the "**LogTag Drive**" page from the bottom navigation to view the data which will be covered in the next section of this guide.

Editing / Deleting devices



Click on the “Edit” button of the Device you wish to edit or delete.



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

Alternatively you can click on the “**Delete**” button if you wish to remove the device from your account. You will be asked to confirm the deletion as a safety-precaution.

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.

END OF SECTION

LogTag Drive Overview

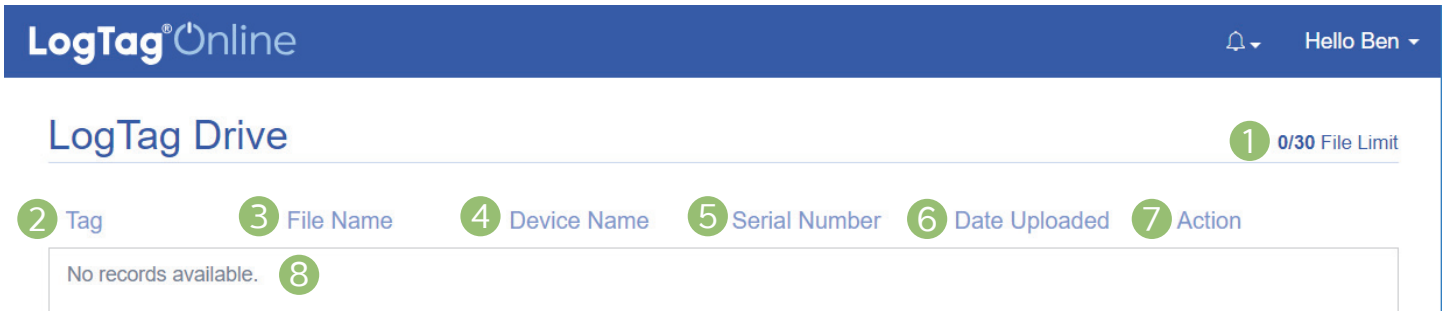
LogTag Drive is an online cloud storage for your files. Similar to many online file storage services, you have the ability to view, manage and export your files.

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

With your device already registered, simply connect your WiFi Logger or WiFi Interface Cradle and dock a Logger and the data will automatically upload to the LogTag Drive.

Note: You do not need to have LogTag Online open for the upload to occur. In fact, your Interface Cradle doesn't even need to be connected to a computer. So long as the WiFi device is connected to WiFi and powered via either a USB-to-plug adapter the files will still upload. You can even a battery pack if you wish to be mobile and upload on the move.

Note: In the event your device is powered but not in WiFi range, the data will be stored onboard the devices internal memory and will upload the files when it next connects to the configured WiFi network.



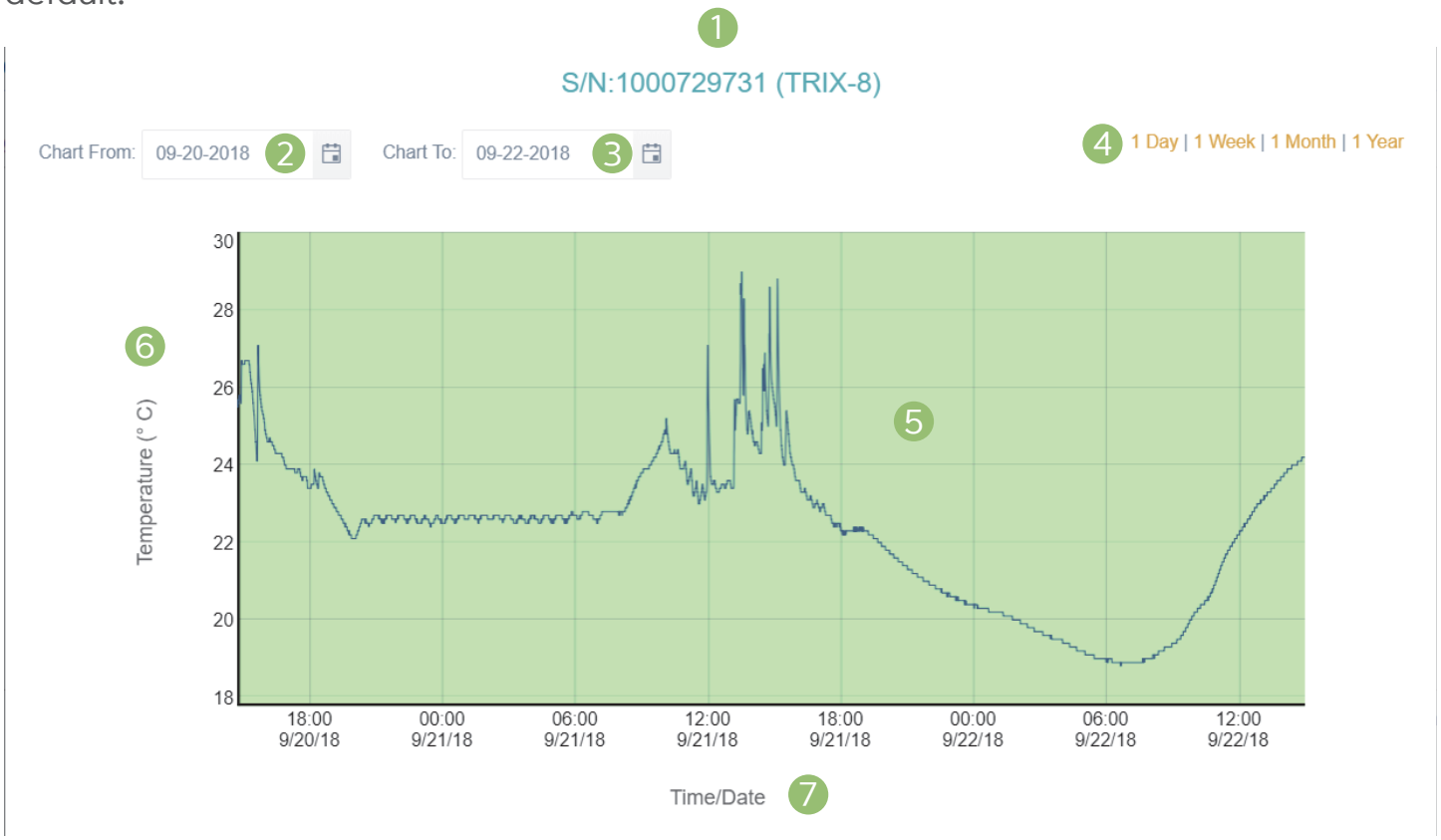
1. The number of files stored on your drive and the limit based on your account limits are displayed here.
2. Files can be organized by applying tags to them after they have been uploaded.
3. The name of the file uploaded by the Logger will be shown here.
4. If you provided a name for the Logger, it will be displayed here.
5. The Serial Number of the Logger.
6. A time/date stamp is provided of when the file was uploaded to LogTag Online.
7. The action column allows you to edit that file.
8. Previously uploaded files will be shown in this table.

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

Viewing a File

Tag	File Name	Device Name	Serial Number	Date Uploaded	Action
	S/N:1000729731 (TRIX-8)	1000729731	1000729731	04:31 PM - 02-19-2019	

Clicking on the files 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.

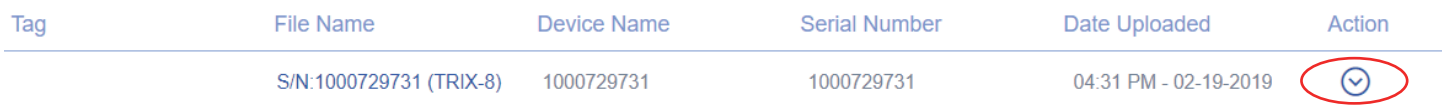
4. Alternatively you can filter the date range by 4 pre-set date ranges from 1 day to 1 year.

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.

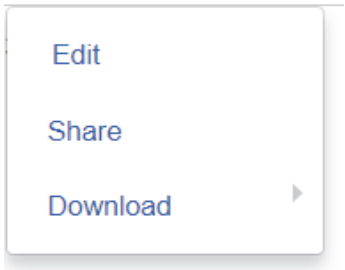
6. The Y axis displays the temperature in either Celsius or Fahrenheit based on your account preferences.

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

Editing a File



- "Edit" allows you to change the files name, create and assign Tags or delete the file.
- "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.



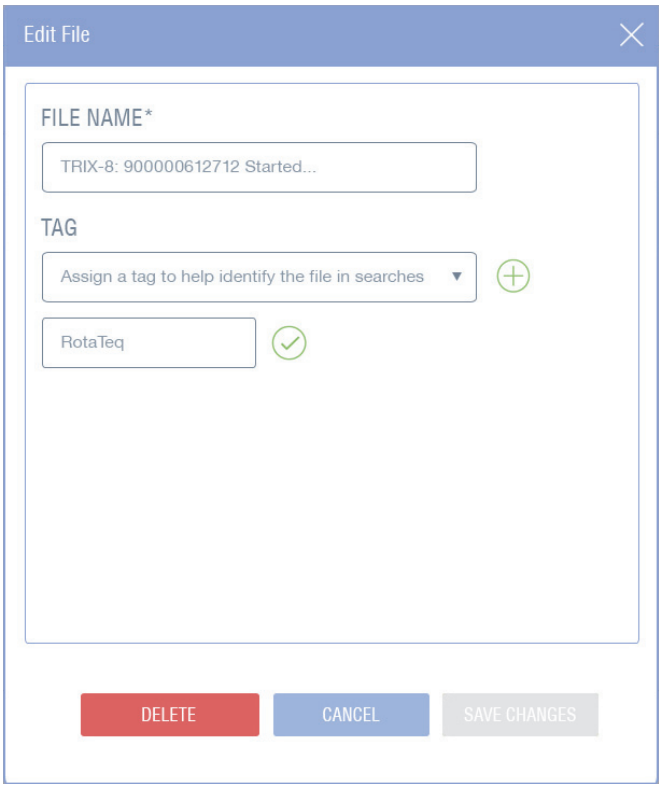
Assigning Tags to your files:

Click "**Edit**" from the dropdown menu to open the Edit File window. Changing the file name is optional (Can't be left blank).

If no existing Tags exist or you wish to create a new Tag, click the green "plus" icon to the right of the Tag dropdown menu. This will display the Tag name field.

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 and it will now be selectable as an option in the Tag dropdown menu.



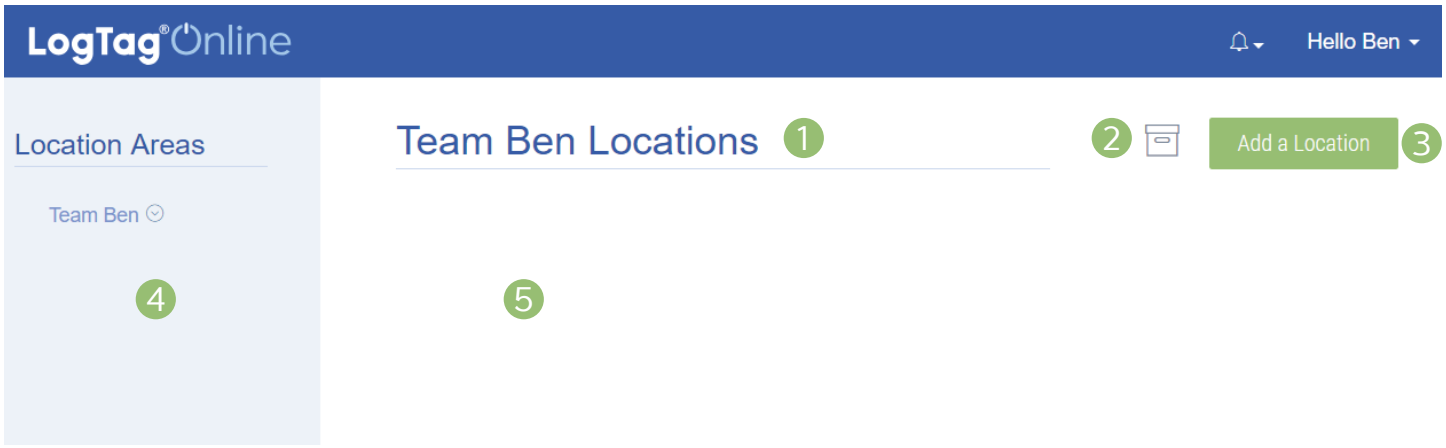
To remove the file from your team (permanently), click on "delete".

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 and cannot be used in the LogTag Drive area due to its unique nature of uploading real-time data and not traditional .ltd files.



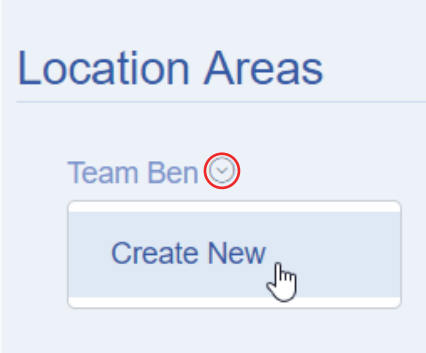
1. The name of your team, followed by an Area name (if one is selected is displayed here). More on Areas in the next section.
2. If you are the owner or administrator of the team, the archive icon will be displayed, allowing you to restore previously deleted Locations.
3. Click the “Add a Location” button 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.

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.

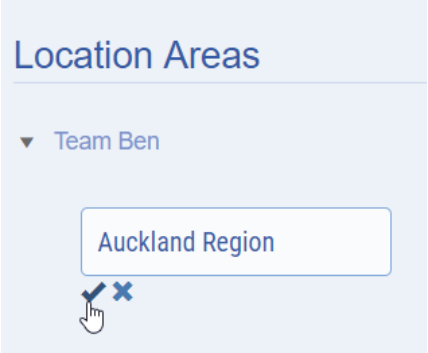
Clicking on an Area name from the left-hand menu will display the Locations belonging to that Area.

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

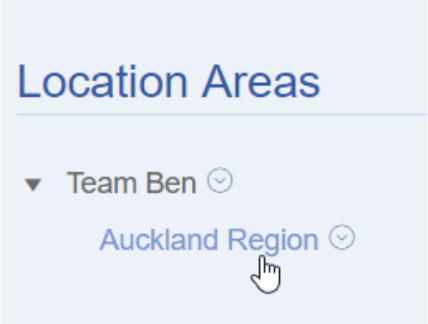


Enter the new Area name, followed by the small “Tick” icon to create the Area.

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

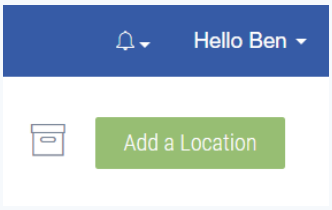


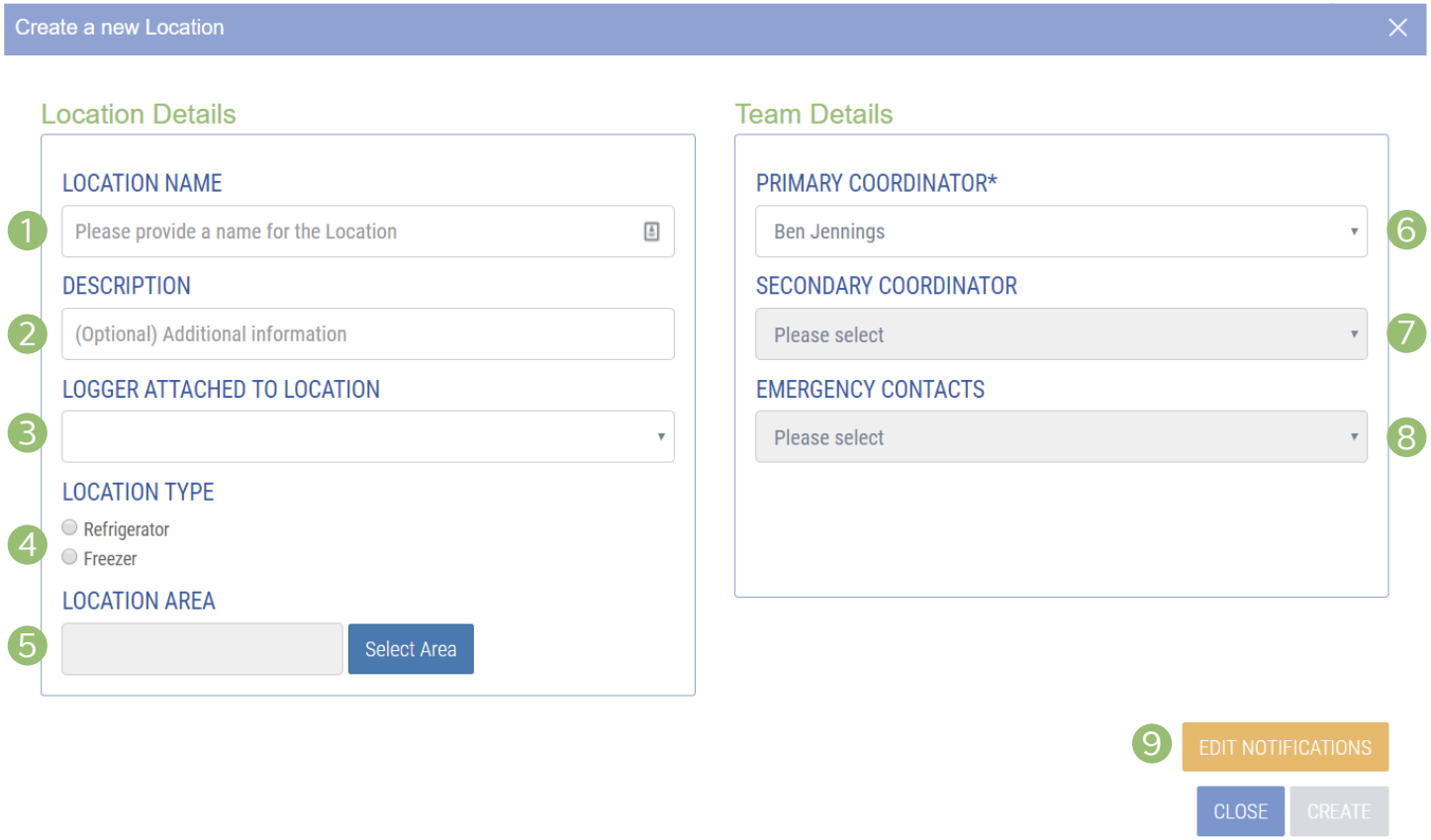
Once created, the Area will become a selectable option when browsing the Area side menu or as an option when inviting a new member to your team and also when creating a new Location.



Creating a Location

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





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 dropdown will show all currently registered devices belonging to your team.

4. Select if your Location is a refrigerator or freezer, this will later be included in part of the automatically generated reports.

5. If you added 1 or more Areas, you can specify which Area this Location will belong to. This will ensure only team members belonging to that Area or above will have access to this Location.

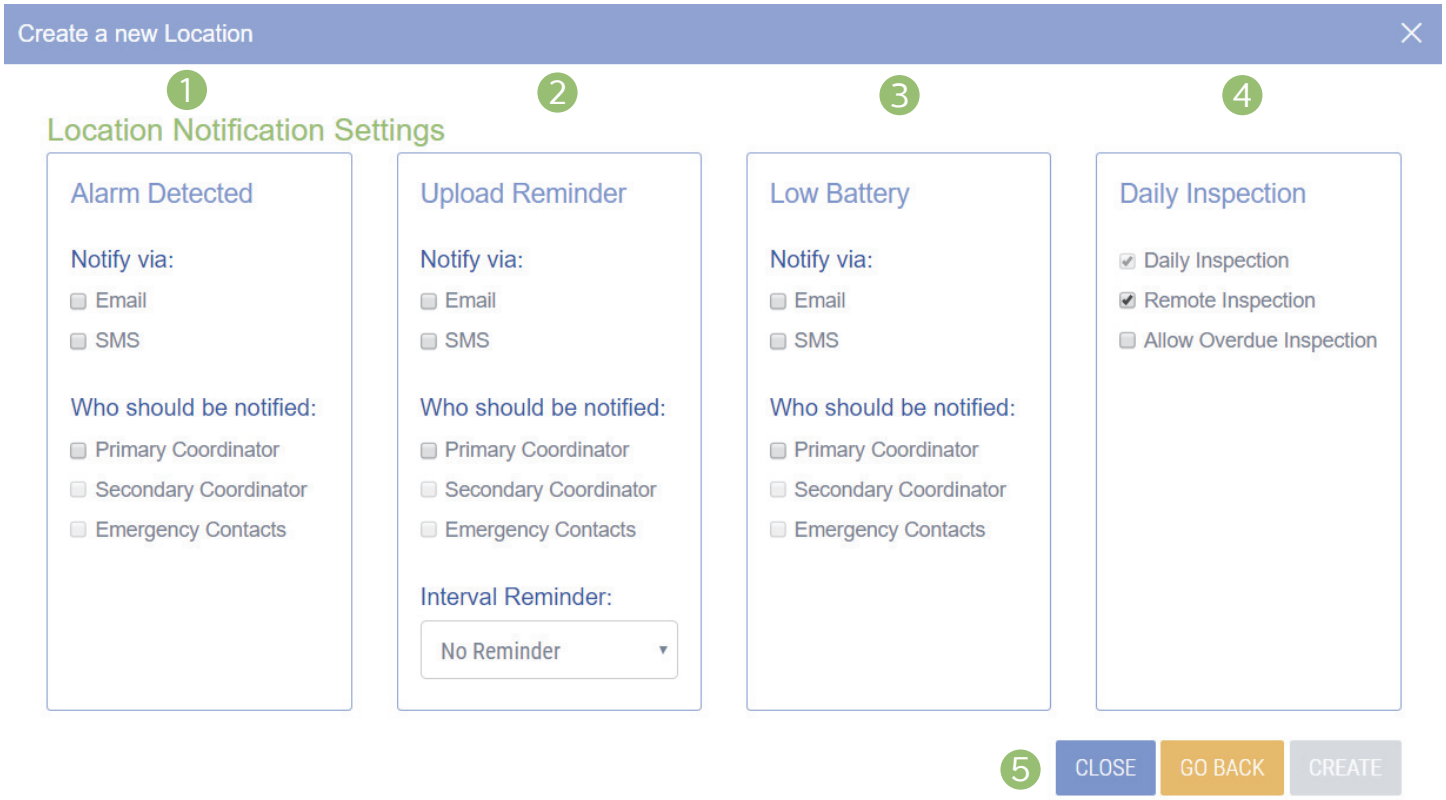
6. Specify who is primarily responsible for the inspection and maintenance of the Location.

7. (Optional) Select a fallback 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 a notification via Email or SMS (US only). Secondly you can select who the notification is sent to by ticking 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 as per the Loggers configuration settings.

2. **Upload Reminder:** If the Logger isn't cradled/ upload its data within a specified time, LogTag Online can send a notification.

   Set the specified time by selecting a timeframe from the "Interval Reminder" dropdown menu below the Upload Reminder options.

3. **Low Battery:** 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.

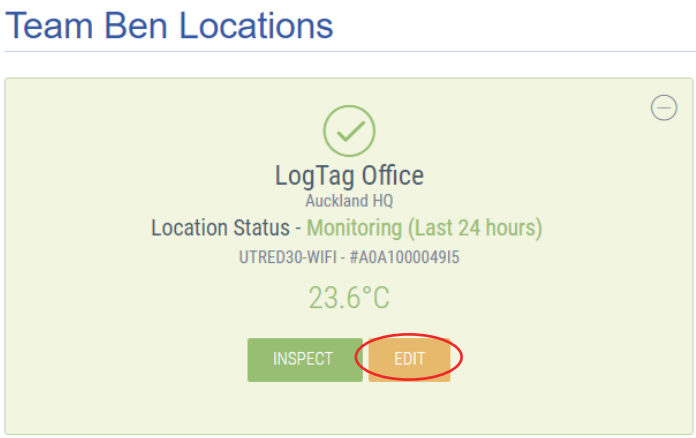
   "Allow Overdue Inspection" - With this enabled, you can acknowledge an AM or PM inspection on previous days otherwise the missing AM or PM inspection will be missing on Reports.

5. Once you have setup the notifications how you require them, you can either click the "Go Back" button to double-check your Location settings before creating it or click the "Create" button and create the Location immediately using the Settings and Notifications you've selected.

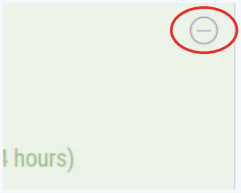
Editing/Deleting a Location

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

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



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

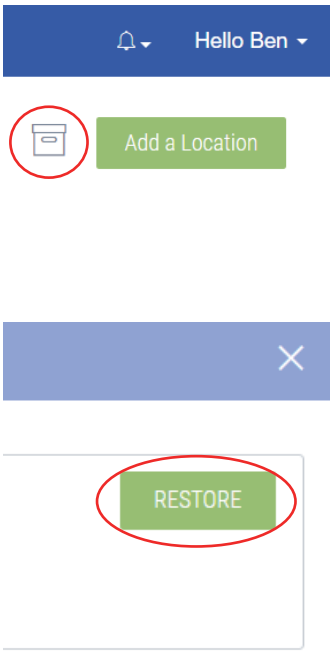


Restoring a deleted Location:

If you are an Owner or Administrator of your team, you will see the "**Archive**" icon next to the "Add a Location" button in the top corner of the Locations page.

Click the icon to bring up the Archived Locations window. There you can find the Location you wish to restore and click the "**Restore**" button.

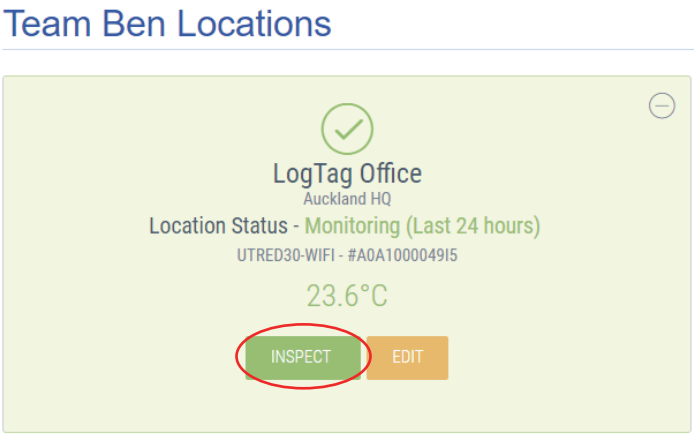
Note: You can only restore the Location if you haven't reached the maximum number of Locations for your team.



Inspecting a Location

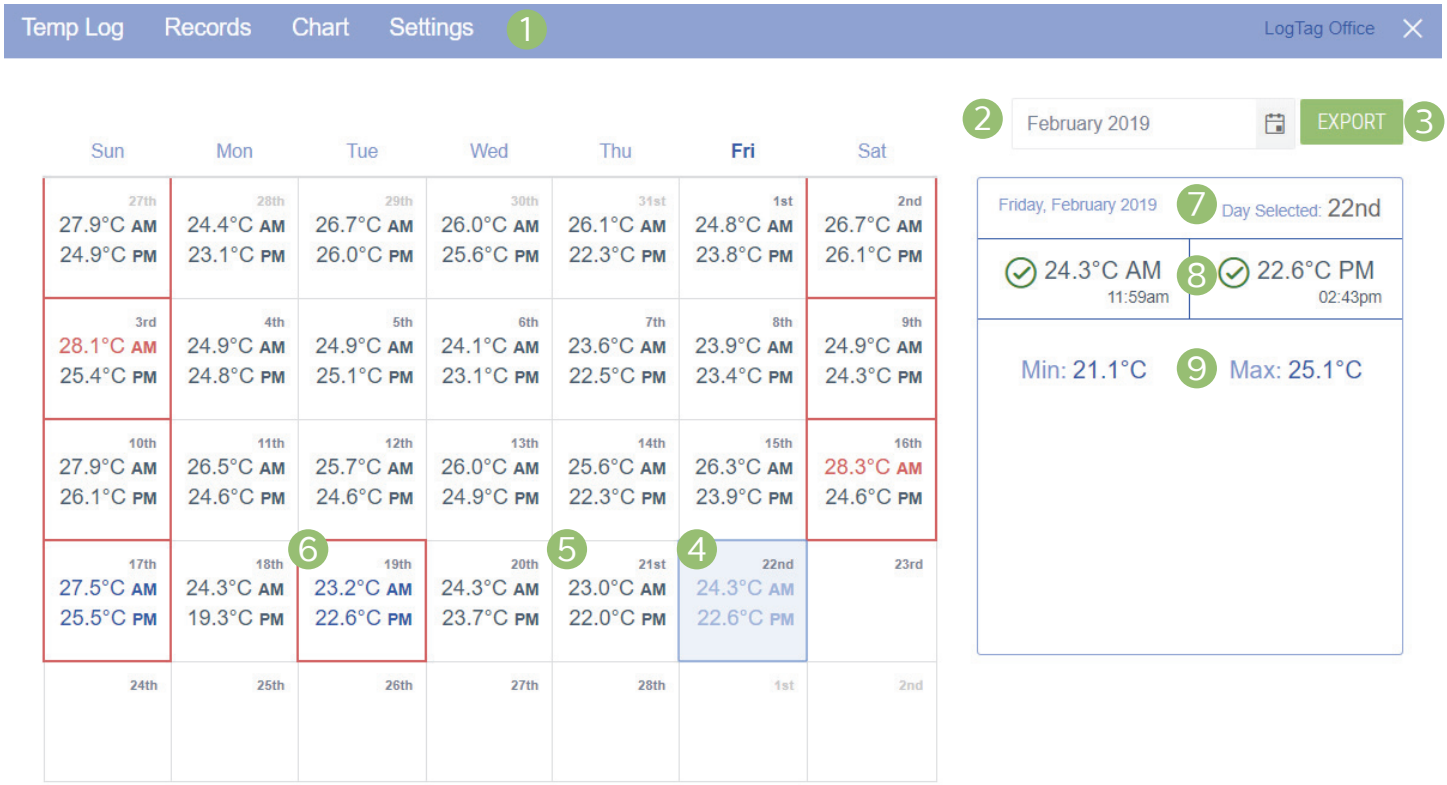
To Inspect a Location, browse to the "Locations" page from the bottom menu. Your Location(s) will be displayed on the page like the example in the picture to the right.

Click "**Inspect**" to bring up the Inspection Log.



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. All of this can then be exported to a PDF report.

Inspection Log



1. Different tabs are available when inspecting a Location. The Inspection Log is selected by default.

2. The month you're viewing can be changed here via the dropdown menu but will display the current month by default.

3. Clicking the “Export” button will create a PDF report of the month you are currently viewing with the same summary information for each day.

4. The current day is shown with a blue border. The selected day is shown with a blue background.

5. 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.

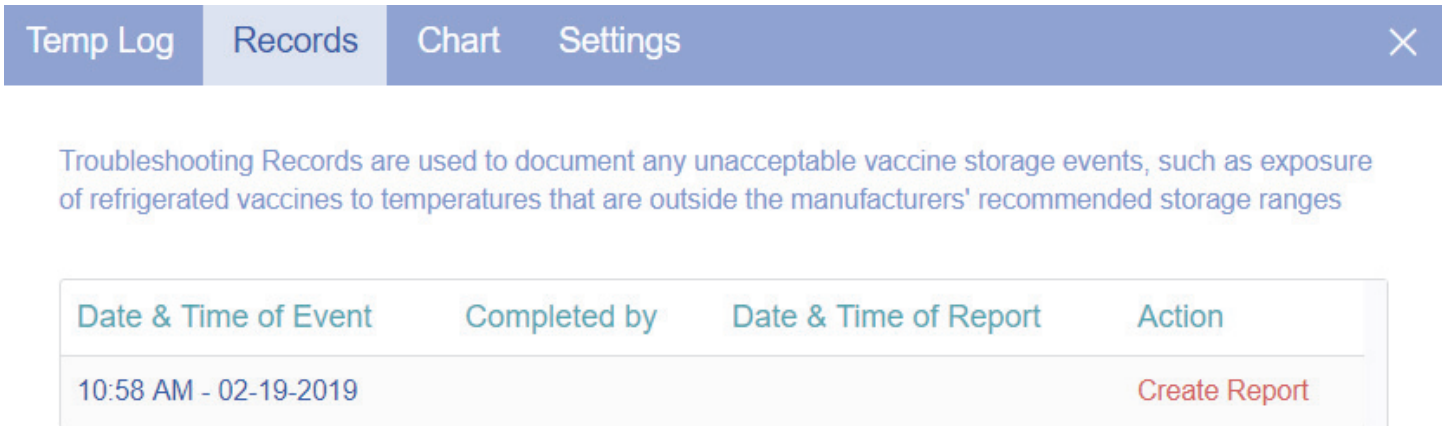
6. Days with an incident such as a temperature alarm are outlined in red. If the AM/PM reading from that day is also in alarm, the text will be displayed in red.

7. The selected days information is displayed on the right handside of the calendar. The day, month and year is displayed at the top.

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.

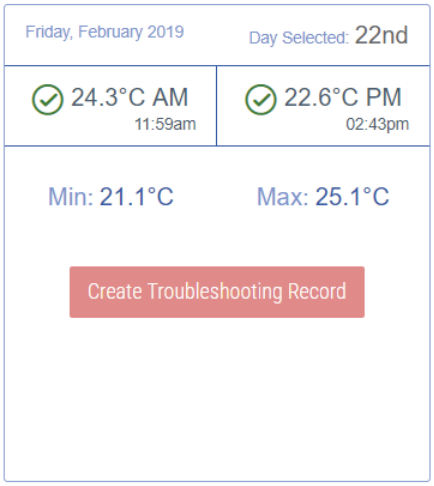
Troubleshooting Records



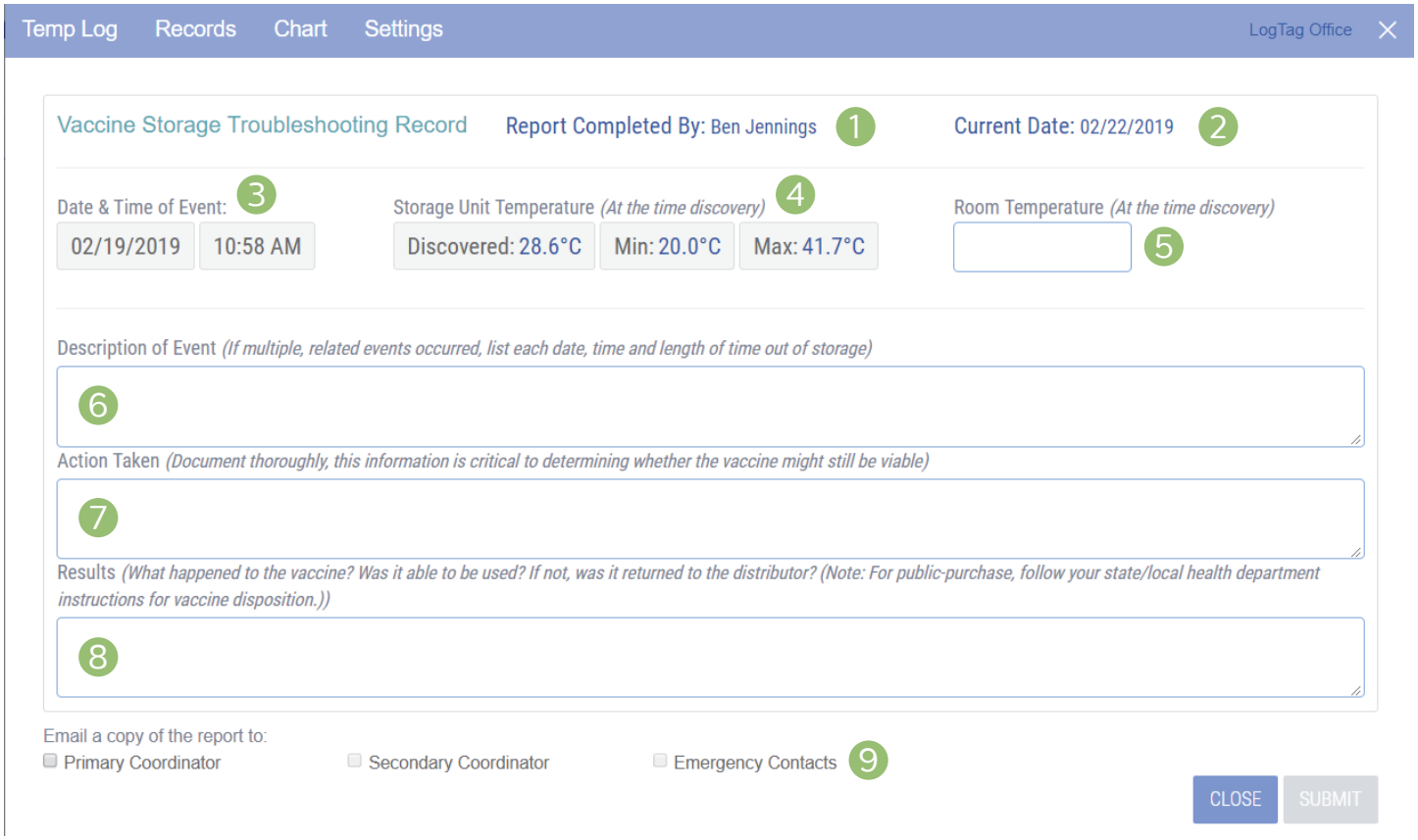
If a Temperature excursion has happened, the “Records” tab will automatically generate a record for you to complete.

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.



Creating a Record



1. The report will automatically populate the "completed by" based on the user that is signed in and creating the report.

2. The current date is also populated for you based on the time of creating the report.

3. The Date & Time of the temperature excursion is taken from the Loggers readings.

4. The temperature at the time of the excusion started, along with excursions most up-to-date Min/Max is populated automatically from the Loggers readings.

5. If required, enter the temperature of the room the refrigerator/freezer was situated in.

6. **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 (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.

Creating a Troubleshooting Record (Continued)...

7. **Action Taken:**

- When were the affected products placed in proper storage conditions?
- Who was contacted regarding the incident?
- *IMPORTANT:* What did you do to prevent a similar problem from occurring in the future?

8. **Results:**

- What happened to the product? Was it able to be used? If not, was it returned to the distributor?

9. 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**".

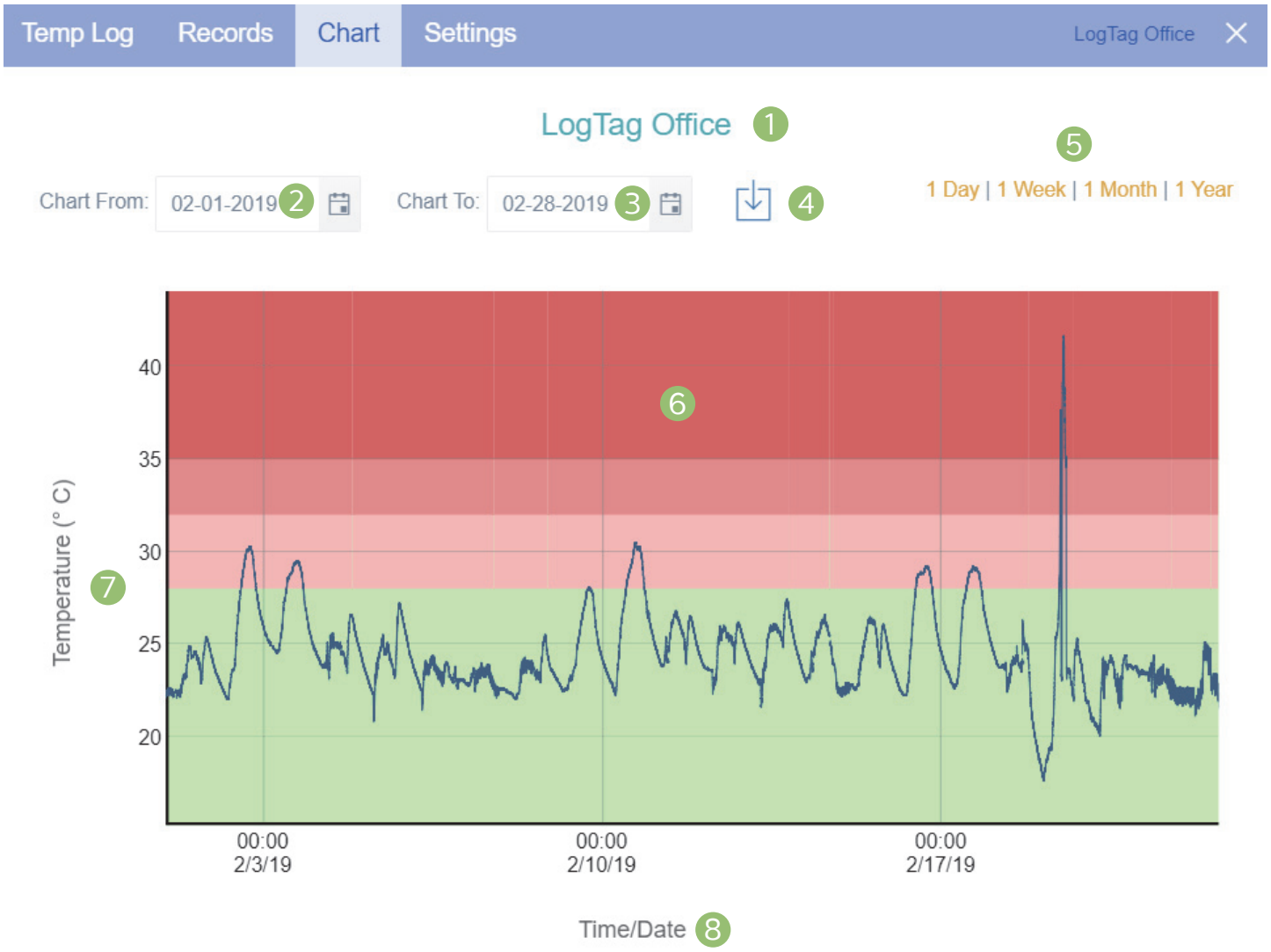
Date & Time of Event	Completed by	Date & Time of Report	Action
10:58 AM - 02-19-2019	Ben Jennings	05:51 PM - 02-22-2019	View | Download

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 on 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.

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 4 pre-set date ranges from 1 day to 1 year.

6. This interactive chart displays the temperature/ humidity data from the Logger, just like our other popular software. Left-click and drag either horizontal or vertical to make a selection and release to zoom in. Simply double left-click to reset the zoom. The backgrounds are 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.