



LogTag[®] Online

QuickStart Guide

Release Version A.



LTI-WiFi Edition

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LTI-WiFi - Setting up your Interface Cradle

What you need out the box:



1. LTI-WiFi Interface Cradle.



2. Micro-USB to USB cable.

1. Connect your Interface Cradle to your computer and ensure no other LogTag software is running.
2. Download our WiFi Wizard from: www.logtagrecorders.com/download/wifi-wizard.zip
3. Extract and run the .exe file. No installation is required.
4. We strongly recommend keeping the 'Easy WiFi Setup' option selected unless you are comfortable with advanced network settings.
5. Click 'Next' and the Wizard will automatically detect and list any WiFi devices you currently have connected to your computer.
6. Click 'Next' again if your device has been detected.



If it's your first time connecting the Interface Cradle to your computer, please allow a few moments for the computer to install the required drivers for your device to be detected by the Wizard.

LTI-WiFi - Setting up your Interface Cradle (Continued)...

- Click on the dropdown menu and select your WiFi network. There is an option to manually type the exact name of your WiFi network if your network is set to not be publicly discoverable.

Click “Next” once you've selected your network.

- Type the password for your selected WiFi network in the field provided.

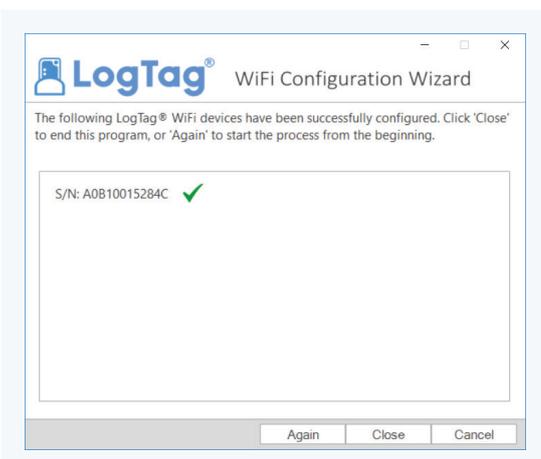


Incorrect WiFi network passwords are one of the most common reasons why users have trouble in connecting their WiFi devices. Remember passwords are case-sensitive and double-check you have entered it correctly before clicking “Next”.

- If your device was successfully configured, then you will see a tick icon next to the Serial Number of the device.
- You can now click “Close” to complete the WiFi Wizard or select “Again” if you wish to configure another WiFi device.



Your Interface Cradle may appear to switch off during the WiFi Wizard setup. This is normal and is just the device configuring itself with the new settings you have provided.



LTI-WiFi - Setting up your Interface Cradle (Continued)...

Once you have configured your device, the network LED will now begin flashing red.

After a few moments, the LED should stop flashing and the LED will become solid red.

This means the WiFi setup was successful but has still not been registered to LogTag Online.

If you have previously registered the device on LogTag Online then the network LED will be solid blue.

Green "Ready" LED

Red "Busy" LED



Network LED

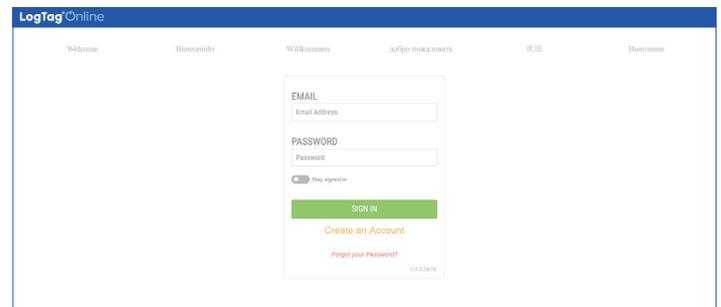
If your device is still flashing red, there was an error during the WiFi setup. Run the WiFi Wizard again and repeat the steps above to ensure the settings were correct. If this did not resolve your issue, please visit our website and browse the online Knowledge Base for additional help.

END OF SECTION

LogTag Online - 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 timezone 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”.

LogTag Online - 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.

LogTag® Online

Welcome
Bienvenido
Willkommen
добро пожаловать
欢迎
Bienvenue

CREATE YOUR ACCOUNT (2 / 2)



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

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

Return to Sign In

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

Please verify your email address

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

Verify Email

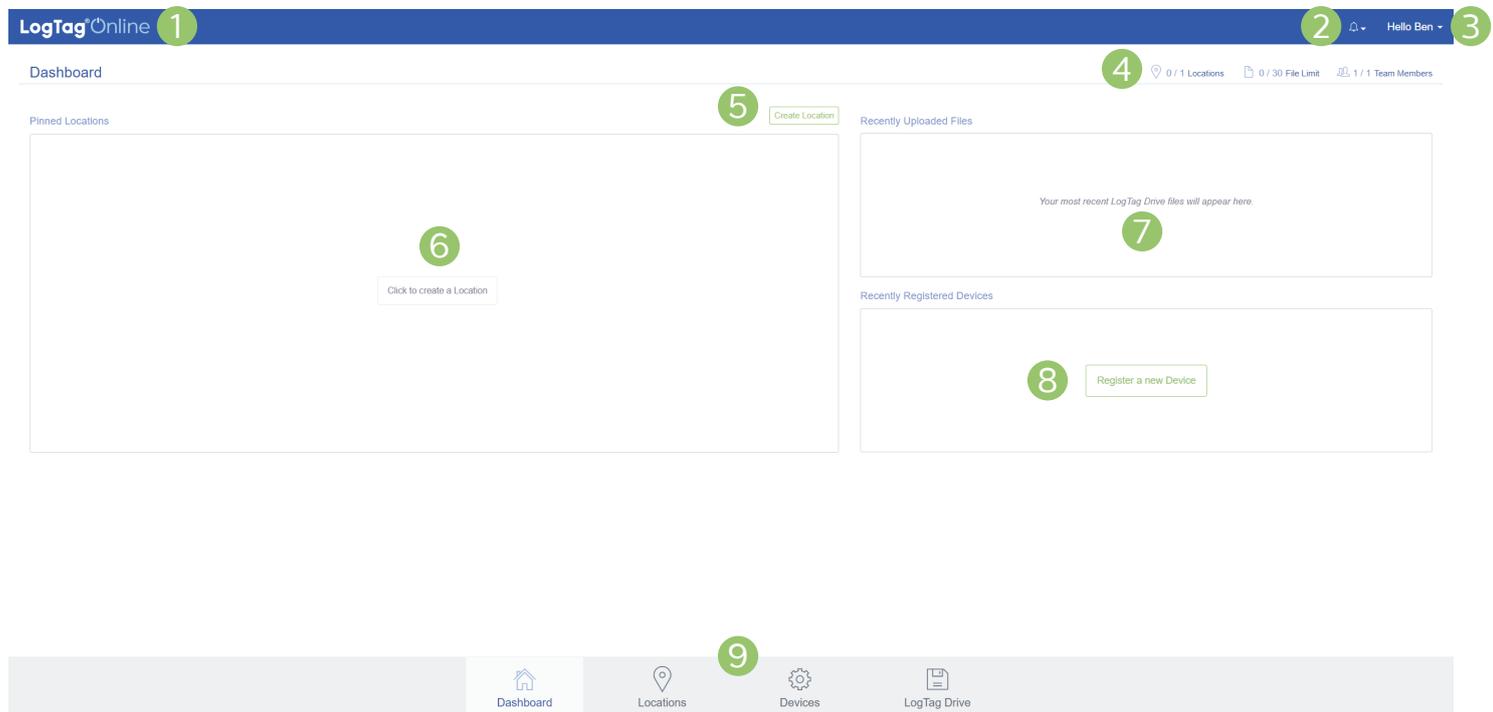
If you are having issues with the button, please copy the link below and paste it into your browser.

<https://logtagonline.com/api/users/accountverify/?token=2737ba40-bb78-44c9-9664-ac2ebcf614c5>

If you did not make this request, please ignore this email or [contact us](#) if you have any concerns.

END OF SECTION

LogTag Online - Overview

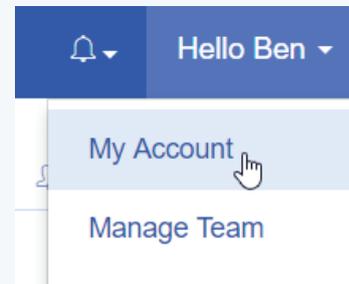


When you first sign in, you are presented with the Dashboard, your overview to each of the key features available on your account.

1. The LogTag Online logo also acts as a link back to the dashboard from any page.
2. The bell icon, 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 bell icon will appear red to inform you there is at least 1 notification in the dropdown.
3. When clicked, the “Hello” text 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.

LogTag Online - 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.

FIRST NAME	Ben	TEMPERATURE UNIT	Celsius
LAST NAME	Jennings	TIMEZONE	(UTC+12:00) Auckland, Wellington
MOBILE	02041165575	CHANGE PASSWORD	
SMS PROVIDER	AT&T		

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.

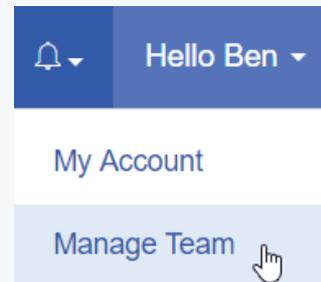
The list keeps a full historical record of all the Activation Codes you have applied to your account along with useful identifying information such as how many Locations were granted and when the code is due to expire.

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

Activation Code	Locations	Expiry Date	
9P04B-MFH5B-YRUM7-SXG9E-ZBTCB	5	02-16-2019	Expires soon!
H26Y6-HAA3S-KNUBJ-SK9RD-JEKZY	5	02-14-2021	

LogTag Online - Manage Team

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



Manage Team
✕

Team Ben (Medium)
2 Edit Team

Name	Role	Area	Action
Ben Jennings	Owner	--	

1

Invite a user to your team

EMAIL

3

AREA

Team Ben

4 Select Area

ROLE

Select Team Role

5

6 INVITE

Owner - Responsible for Team Billing and can promote members to Administrators

Administrator - Can create, edit and delete Users and Locations.

Member - Can Register Devices, view / export data and submit Troubleshooting Recorders

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 (Ability to transfer ownership coming at a later point) but anyone can belong to multiple different teams. See the image below for more information on swapping between teams.

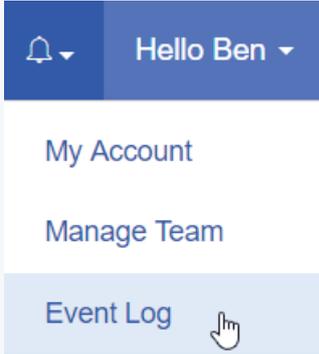
When someone accepts your invite, they will appear in this list.
2. If you are the owner of the team, the “Edit Team” button will be displayed. There you can change the name of your team or optionally provide your VFC Pin # if you are part of the VFC program.
3. To invite someone to your team, all you 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 hierachal 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.

LogTag Online - Event Log

The Event Log serves as a comprehensive audit trail for all user and system activity within your team on LogTag Online. **Note:** The Event Log is still in its early stages. The ability to search and export from the Event Log will be coming at a later date.

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



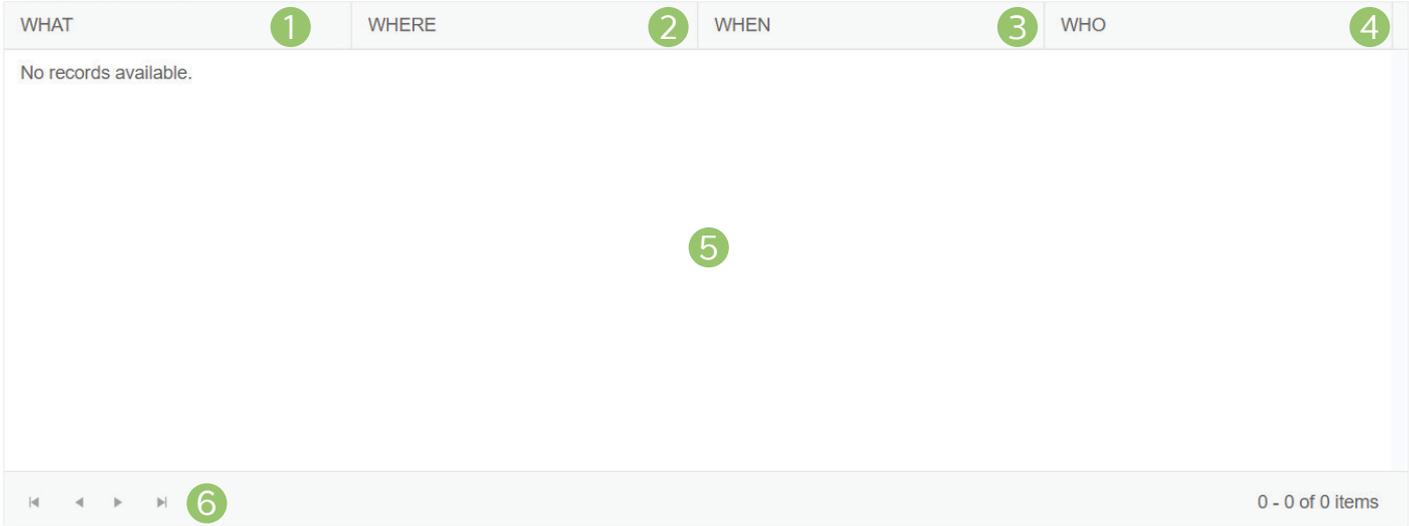
The screenshot shows a user profile dropdown menu for 'Hello Ben'. The menu items are 'My Account', 'Manage Team', and 'Event Log'. A mouse cursor is pointing at the 'Event Log' option.

Event Log

Team Ben Event Log

WHAT 1	WHERE 2	WHEN 3	WHO 4
No records available.			
5			

Navigation controls 6 | 0 - 0 of 0 items



The screenshot shows the Event Log interface. It has a header 'Event Log' with a close button. Below it is a sub-header 'Team Ben Event Log'. The main content is a table with four columns: 'WHAT', 'WHERE', 'WHEN', and 'WHO'. The table is currently empty, displaying 'No records available.' in the center. At the bottom, there are navigation controls (back, forward, first, last) and a status indicator '0 - 0 of 0 items'.

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.

LogTag Online - Registering a new device

The Event Log serves as a comprehensive audit trail for all user and system activity within your team on LogTag Online. **Note:** The Event Log is still in its early stages. The ability to search and export from the Event Log will be coming at a later date.



Telephone: +44 (0) 1929 459 459 | Email: Sales@WPLS.co.uk

