

LogTag Recorders



User Guide **LogTag®**Online

Getting Started

In order to get started with LogTag Online, you first need to establish the WiFi connection:

- You first need to connect the LTI-WiFi Interface Cradle or your WiFi Logger (e.g. UTRED30-WiFi) to your computer using the included USB cable. When you connect your WiFi Interface Cradle, all LED's will briefly blink to indicate the PC has recognized the new device. Windows will now proceed with the setup. Once this has been completed, you can start the wireless network connection process.
- To configure the wireless network connection, download the WiFi Wizard:
<http://help.logtagrecorders.com/WiFi-Interface/>
- Start the wizard by double clicking the downloaded file. Select the 'Easy WiFi Setup' and follow the instructions given by the WiFi Wizard. Make sure to select your WiFi network and put in your password for your WiFi network.

Connecting to LogTag Online:

- Your WiFi Logger / WiFi Interface Cradle is now been set up for a connection with LogTag Online. To finish the setup, visit <http://logtagonline.com>
- Sign in with your account details, or create a new account. When you are creating a new account, a verification email will be sent to your email address.
- Once you are logged into LogTag Online, please click 'register device'. Here you can register your Interface Cradle(s) and Logger(s). Enter the Interface Cradle and/or Logger serial number (the number after S/N) and a description.
- Click register to complete the process. Your Interface Cradle(s) and/or Logger(s) are now ready to upload data to the LogTag Online cloud service.

Download results:

The WiFi Logger will download the results as often as set up during configuration in LogTag Analyzer. For the LTI-WiFi Interface cradle take the following steps:

- Connect the LTI-WiFi Interface Cradle to your computer. Once the Interface Cradle has been connected to your LogTag Online account, the blue LED will turn on. If the Interface Cradle cannot connect, you can use the Network LED table (see Attachment 1) to detect possible causes.
- Insert a (non-WiFi) Logger into the LTI-WiFi Interface Cradle. The recorded data are now automatically downloaded into the Interface Cradle's internal memory. The green 'ready' LED will turn off and the red 'busy' LED will turn on during the data exchange.
- If the download was successful, the green LED blinks and you can remove the Logger. The Interface Cradle will now upload the data to your cloud account, where it will be available for viewing after a short time. If no cloud server connection is available, the data will be retained in the Interface Cradle until a connection can be made.

If an error occurred the red 'busy' LED blinks. The most common causes for this are a low battery, dirty Logger contacts or downloading a Logger while it's still cold. You will also see this red LED blinking if you don't provide a password if required or cancel an operation mid-way.

The red activity LED will blink slowly when the Interface Cradle's memory is full and no more Loggers can be downloaded until the buffered data are uploaded to the cloud.

Creating an account

When you are using LogTag Online for the first time, we are asking you to choose for the option “CREATE AN ACCOUNT”. This will lead you to the following screen.

CREATE YOUR ACCOUNT

FIRST NAME* <input type="text" value="First Name (required)"/>	TEMPERATURE UNIT <input type="text" value="Celsius"/>
LAST NAME* <input type="text" value="Last Name (required)"/>	TIMEZONE <input type="text" value="(UTC-08:00) Pacific Time (US & Canada)"/>
EMAIL* <input type="text" value="Email (required)"/>	ACTIVATION CODE <input type="text" value="XXXXX-XXXXX-XXXXX-XXXXX-XXXXX"/>
PASSWORD* <input type="text" value="Password (required)"/>	
CONFIRM PASSWORD* <input type="text" value="Password (required)"/>	

NEXT STEP

[Cancel and return to Sign In](#)

All fields with an asterisk are mandatory fields. This include First Name, Last Name, Email, Password and Confirm Password. For your password, please make sure you use at least six characters.

Temperature unit

You will have the option to choose from three different options: Celsius, Fahrenheit and Kelvin. This option can be changed at a later stage and can be found under “Account Details” after you have created your account.

Time zone

The default setting is (UTC – 08:00) Pacific Time (US & Canada) and can be changed according to your time zone. This option can be changed at a later stage and can be found under “Account Details” after you have created your account.

Activation code

If you already have an activation code, please put it here. Otherwise click on “next step”.

You will now see a new screen, where we ask to confirm your account. Go to your email (as we’ve send you an email) and click on the button “verify email”. This is to make sure the email address belongs to you and it isn’t being used as spam email.

Account Confirmation

To verify your account, we have sent an email to you. Please check your inbox for an email from system@logtagonline.com and click the verification link.

If you have not received an email after a few minutes, please check your spam folder and if required, you can resend the verification email via the link below.

Still not received an email? [Resend Verification Email](#)

You can close this window once you have clicked on the verification link in the email sent to you.

[Return to Sign In](#)

When you login to your account for the first time, you will get a pop-up with subscription options. Different subscription options have different prices. You are able to choose for a demo account, small team, large team or enterprise.

Getting Started

Welcome to LogTag Online. Accounts are restricted to 'DEMO' mode during beta. This account type should be suitable for testing purposes during the continued development of LogTag Online. Please contact support@logtagrecorders.com if you have any questions, issues or feedback.

DEMO ACCOUNT

- Data storage for 90 days
- 5 Active Locations
- 5 Team Members
- 250 File Upload Limit

SELECT

SMALL TEAM

- Data storage for 3 years
- 5 Active Locations
- 5 Team Members
- 1000 File Upload Limit

Suitable for a small Clinic or team

UPGRADE \$9.99
PER MONTH

LARGE TEAM

- Unlimited Storage
- 10 Active Locations
- 10 Team Members
- Unlimited File Upload Limit
- (SSO) Single-Sign-On

Suitable for large Clinics and Hospitals

UPGRADE \$19.99
PER MONTH

ENTERPRISE

- Unlimited Storage
- Unlimited Locations
- Unlimited Team Members
- Unlimited File Upload Limit
- (SSO) Single-Sign-On
- LogTag Premium Support

Suitable for large corporations

CONTACT US

Once this has been set up you are able to start using LogTag Online.

Editing your account / changing password

When you have created your account, you are still able to edit your account. Go to the top right corner, click on your account name and select "My Account". You will see the following screen:

Account Details

FIRST NAME

TEMPERATURE UNIT

Celsius

LAST NAME

TIMEZONE

(UTC+12:00) Auckland, Wellington

EMAIL

Team working account

Data Storage Unlimited data storage - We will store your files indefinitely.

Locations You have 3/10 locations currently active.

Active Users You have 1/10 Active Users.

Files Uploaded 1 Files are currently stored on your account.

Subscription Large

CLOSE

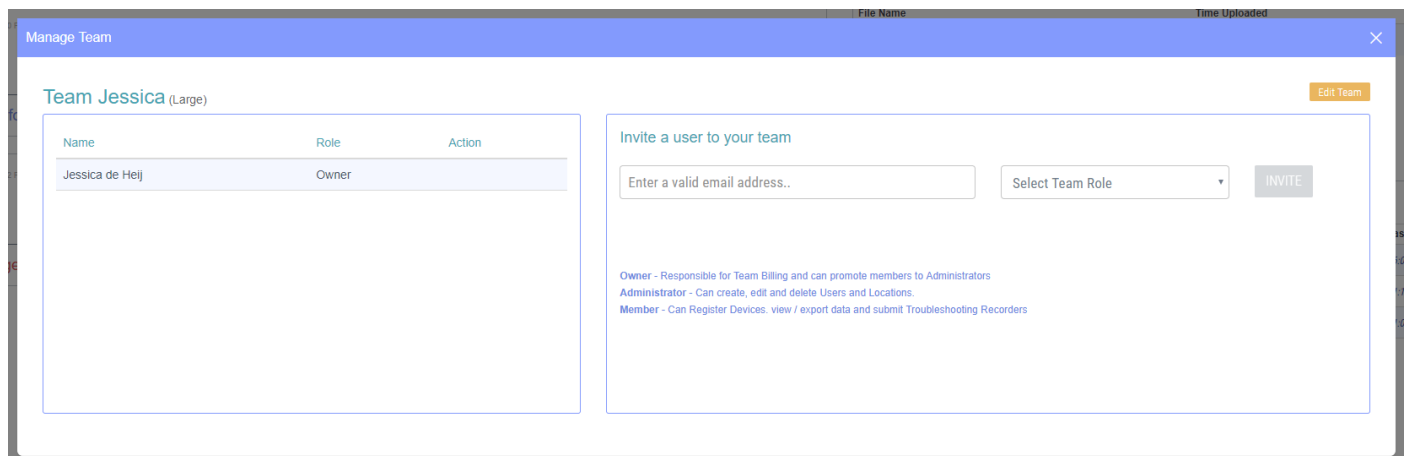
CHANGE PASSWORD

SAVE CHANGES

You will be able to change your name, temperature unit and your password (see orange button).

Team settings

In order to edit your team settings, go to the top right corner, click on your account name and select “Manage Team”. You will see the following screen:



The screenshot shows a 'Manage Team' window with a blue header. The team name is 'Team Jessica (Large)' and there is an 'Edit Team' button. On the left, a table lists team members:

Name	Role	Action
Jessica de Heij	Owner	

On the right, there is an 'Invite a user to your team' section with a text input field 'Enter a valid email address..', a dropdown menu 'Select Team Role', and an 'INVITE' button. Below this, roles are defined:

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

From here you can invite other users to your team by adding their email address and selecting their team role. The user that has created the team is the owner. The other users can be either an “admin” or a “member”:

Admin: can create, edit and delete users and locations

Member: can register devices, view / export data and submit troubleshooting records

When you click on “Edit Team” you are able to change the team name and your VFC Pin Number (optional). A VFC Pin number is an unique number to identify your organisation in the VFC database and will be used when a “Vaccine Storage Troubleshooting Record” needs to be created.

Be part of multiple teams

When you are part of a team (maybe in the administrator / member role) you will have the opportunity to also create your own team. In order to create a second team, you need to create another account with another email address.

To do this, logout of your own account by clicking on your name (top right corner) and click on sign out. Then create a new account (with a different email address) and click on the “manage team” tab. This can be found under your name at the top right corner of your screen.

Then invite a user to your team and use the email address you have used in your first account. Go to your email inbox (of your first account) and click on the account verification account. Now log in to LogTag Online with your first email address. You will now be able to switch between two different teams. Just right of the LogTag Online logo (in the top left corner), you will see the team page you are in right now. By clicking on it, you will be able to switch between teams.

LogTag Drive

LogTag Drive is a great way of monitoring your data via WiFi connection without adding a location like a refrigerator or freezer. Industries where this could be beneficial, would be for example for transport, cold chain, warehouse etc.

You can see it as the cloud storage for your LogTag data. When you connect your Logger via WiFi interface cradle, your data will be read and will be downloaded to the cloud (LogTag Drive). When you have a WiFi Logger (e.g. UTRED30-WiFi) your data will be downloaded to the cloud (LogTag Drive) as often as you have set up during configuration.

Just click at the button “LogTag Drive” on the bottom of your screen and you will be able to see all your data.

Data / Graph

When you click on your data from your location or from LogTag Drive, you will see a graph with your data.



When you click and drag your mouse over a part of the data you are able to zoom in to your data. You are also able to select a date range or show 1 day, 1 week, 1 month or 1 year of data.

Locations

You can set up locations, so you can connect your Logger to a certain location. For example, a refrigerator or freezer.

You can create a new location from the dashboard, or by clicking at the bottom of the screen on 'locations' and then 'add location'. The following screen will pop up.

The screenshot shows a web application window titled "Create a new Location". The window has a blue header bar with the title and a close button. The main content area is divided into two columns. The left column, titled "Location Details", contains five sections: "LOCATION NAME" with a text input field, "DESCRIPTION" with a text input field, "PRODUCT(S) MONITORED" with a text input field, "LOGGER ATTACHED TO LOCATION" with a dropdown menu, and "LOCATION TYPE" with two radio buttons labeled "Refrigerator" and "Freezer". The right column, titled "Team Details", contains three sections: "PRIMARY COORDINATOR*" with a dropdown menu, "SECONDARY COORDINATOR" with a dropdown menu, and "EMERGENCY CONTACTS" with a dropdown menu. Below the "Team Details" section is an orange button labeled "EDIT NOTIFICATIONS". At the bottom right of the form are two buttons: "CLOSE" and "CREATE".

Location name

Give your location an easy recognisable name, e.g. refrigerator 3, 2nd floor.

Description

Fill in any additional information in here, if applicable.

Product(s) monitored

What kind of products are monitored in this location? Any information about the products can be added here.

Logger attached to location

Link your Logger with the location. All your registered devices show up in this list. Choose one Logger that is monitoring this location.

Location type

Choose your location type (refrigerator or freezer), if applicable.

Team details

The primary coordinator is the first person that will receive a notification when the Logger has detected an alarm. The secondary coordinator can also be setup, so that they also receive a notification when an alarm has been detected.

Edit notifications

When you click this button you will see a new screen. In this screen you can specify the following:

- who and how you will get notified when an alarm has been detected.
- who and how you will get notified when there was loss of connection.
- who and how you will get notified when a low battery has been detected.
- and if daily or manual inspection is necessary;
 - daily inspection means, pressing the “REVIEW/MARK” during AM/PM inspection.
 - manual inspection means, that it can be done remotely. By pressing a button in the temperature log during AM/PM inspection in LogTag Online. When “allow overdue inspection” has been selected, you can remotely inspect the Logger a few days, a few weeks or even months back.

The screenshot shows the 'Location Notification Settings' screen. The header includes 'Temp Log', 'Records', 'Chart', and 'Settings' tabs. The title 'Location Notification Settings' is in green. There are four main sections: 'Alarm Detected', 'Loss of Connection', 'Low Battery', and 'Daily Inspection'. Each section has 'Notify via' (Email, SMS) and 'Who should be notified' (Primary Coordinator, Secondary Coordinator, Emergency Contacts) options. The 'Loss of Connection' section also has a 'Download Reminder' dropdown set to '10 Days'. The 'Daily Inspection' section has checkboxes for 'Daily Inspection', 'Manual Inspection', and 'Allow Overdue Inspection'. At the bottom right are 'GO BACK' and 'SAVE' buttons. At the bottom of the screen are four tabs: 'LOCATIONS', 'LOCATIONS', 'DEVICES', and 'LOGGING DEVICE'.

When you have entered in all the necessary details for your location, please press the button “save.”

Edit location

You are able to make changes in your location after you have created it. Make the changes by clicking on the button “Locations” at the bottom of your screen. Click on “edit” and you are able to make changes to your location including editing notification settings.

Delete a location

In order to delete a location, click the button “Locations” at the bottom of your screen. Click on the “edit” button of the location you would like to delete and click “delete” (in red, next to save).

Restore a location

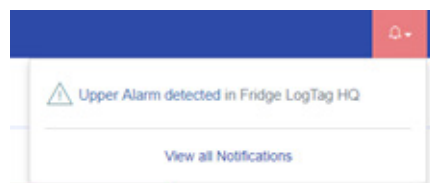
You are able to restore a previously deleted location. You can do this by clicking the button “Locations” at the bottom of the screen. Just above the locations you will see an icon of a trashcan. Click on this icon. This will show the previously deleted locations. Click on “Restore” and confirm you would like to restore this location. Close the screen and you will see your location added in your location screen.

Pin a location to the dashboard

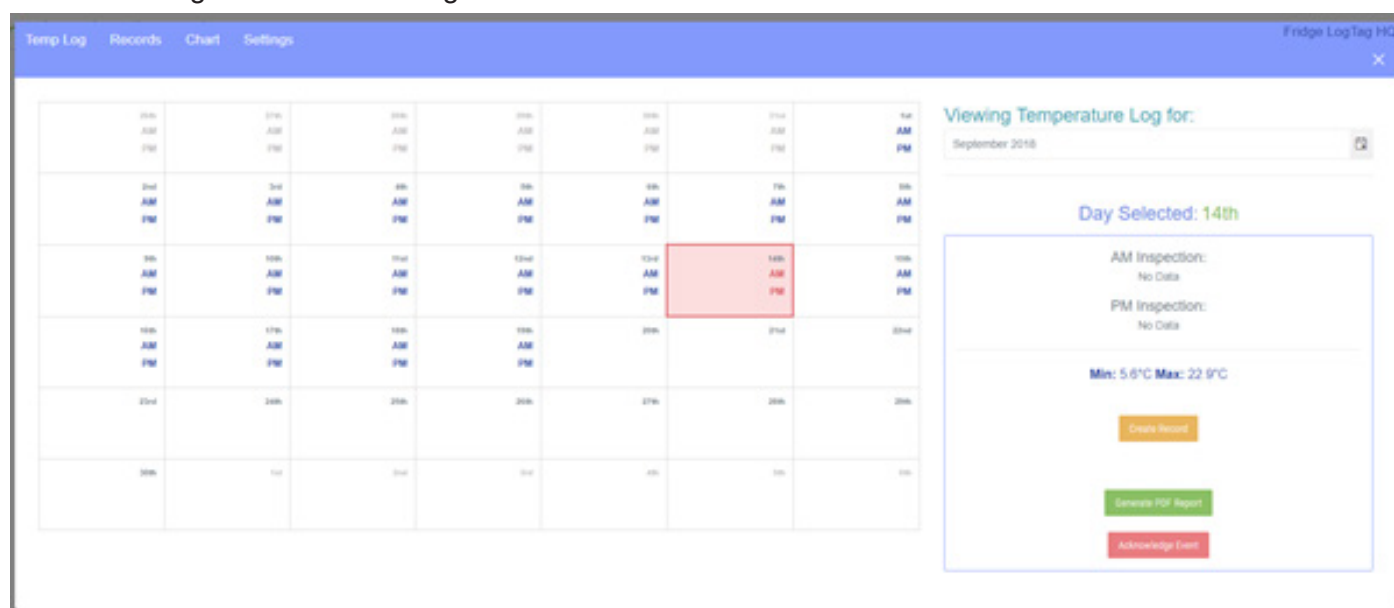
In order to pin a location to the dashboard, go to “Locations” by clicking the button at the bottom of the screen. Next “Inspect” and “Edit” you see a “plus” or “min” sign. The locations with a “min” sign, are already pinned to your dashboard. If you click on the “plus” of your preferred location, it will turn into a “min” and your location is now pinned to your dashboard.

Acknowledge notifications

When an alarm has been detected, you will be notified via email/sms (depending on your notification settings) and you will see the notification at the top right corner of your screen turn red (see image below).



Click on the notification text, in this case “Upper Alarm detected in Fridge LogTag HQ”. The following screen will pop-up. Click on the date in red and you can acknowledge this alarm by clicking the button “acknowledge event”. You will also have the option to click the option “create record”. This will create a Vaccine Storage – Troubleshooting Record form.



Temperature Log

Also a temperature log can easily be created with LogTag Online. Go to your location via the dashboard or by clicking the button “Locations” at the bottom of the screen and click on “Inspect”. You will see a calendar with your readings. Clicking on a day, you will see the AM / PM reading and the MIN / MAX temperature of that day. If you have measured the full month, you will be able to generate a temperature log report by clicking on the button “generate PDF report”.

Troubleshooting Records

When an alarm has been detected you can click on inspect under your location. By clicking on the button “create record” you are able to create a Vaccine Storage Troubleshooting record. Some of the information have already been filled in like the storage unit temperature and the date / time of the event. The other info about the event haven’t been filled in but are mandatory in order to save the Vaccine Storage Troubleshooting Record:






- Description of the event
- Action taken
- Results

It will also give you the option to send a copy of the Vaccine Storage Troubleshooting Record to your primary-, secondary coordinator or emergency contacts.

Once all the information is filled in, the save button will turn blue and you are able to save the report.







Attachment 1

LED Signals - Network LEDs

Action	Blue (Connect)	Red (Busy/Error)	Visual
WiFi not configured or off	Off	Off	
Not connected to WiFi	Off	Slow blinking	
Connected to WiFi, but no cloud server connection*	Off	On	
Connected to cloud server, link not established*	Slow blinking	Off	
Connected to cloud server, link established	On	Off	
Uploading data*	Rapid Blinking	Off	

* Some signals only appear for a very short time, and may not always be observed.

LED Signals - Activity LEDs

Action	Green (Ready)	Red (Busy/Error)	Visual
Initialised	5 simultaneous fast blinks		
Waiting for a Logger	Solid On	Off	
Logger being downloaded	Off	Solid On	
Download succesful	Fast Blinking	Off	
Problems during download	Off	Fast Blinking	
Interface memory full	Off	Slow Blinking	



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