



**1-Click Temperature Shipments Made Easy**

**Transit Quick Start**  
A new module available for LogTag Online

***LogTag Recorders***

This standalone guide is to assist you in using the new Transit module for LogTag Online.

Your feedback is crucial to the continued improvement and future of LogTag Online. Please tell us what you think of the new features, along with any suggestions, issues or requests for features that would better suit you and your customers.

Thank you,  
The LogTag Team

***Please note:*** This guide assumes you already have a LogTag Online account and are familiar with the basic operations of existing features.

*If not, please visit **<https://logtagrecorders.com/online>** for more information on getting started.*

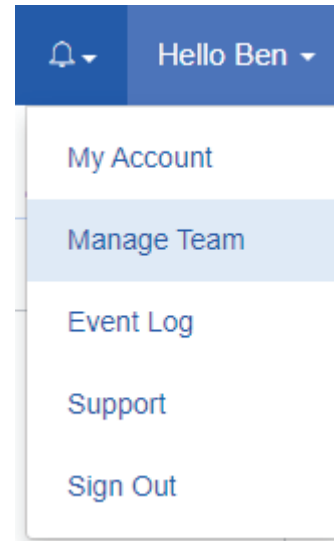
# Activating Transit on your account

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.

To change your Team Profile, simply browse to "Manage Team" from the top right dropdown menu.

Next, click on "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".

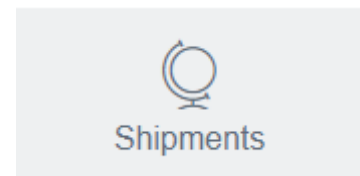


Select "Transit User" from the dropdown menu, then click "Save Changes". You can close the Team window now.

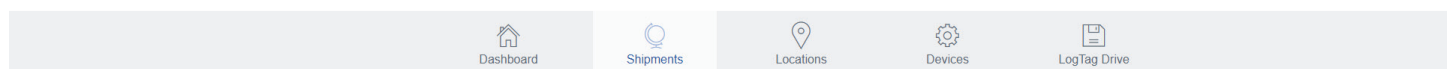
A screenshot of the "Editing Team" form. The form is titled "Editing Team" and has an "Edit Team" button in the top right corner. It contains several sections: "TEAM NAME" with a text input field containing "Team Ben"; "CUSTOM ID #" with a text input field containing "ID#(optional)"; "TEAM PROFILE" with a dropdown menu showing "Transit User" selected, and a list of options below it: "General User", "VFC User", and "Transit User" (highlighted in blue); and a checkbox labeled "Allow support access to team (Subscription Required)". At the bottom right, there are two buttons: "CANCEL" and "SAVE CHANGES".

# LogTag Transit Overview

Successful activation of the Transit User profile will reveal the Shipments tab in your footer navigation.



The screenshot shows the LogTag Online interface. At the top, there's a blue header with "LogTag Online" and a user profile "Hello Ben". Below the header, there are two buttons: "Create Shipment" and "Bulk Shipments", with a red circle 'A' next to the latter. To the right, there's a notification "0 Shipment Credits Remaining" with a red circle 'E'. The main content area features a search bar with "From:" and "To:" date pickers and a "Filter Shipments..." input field, with a red circle 'D' above it. Below the search bar is a table with columns: "Shipment ID", "Activity", "Origin", "Destination", "Start Date", and "End Date". The table is currently empty, with a red circle 'B' in the center. On the left side, there's a sidebar with a list of activity statuses: "All (1)", "Pending (1)", "In Transit (0)", "Delivered (0)", and "Event (0)", with a red circle 'C' next to "Delivered (0)". At the bottom of the table, there's a pagination bar showing "1" and "1 - 1 of 1 items".



- A** You can create a single Shipment or in bulk, depending on your needs.
- B** A list of Shipments; present or past will be listed here in date order.
- C** Filter the list of Shipments based on their Activity status.
- D** Filter the list of Shipments based on a custom date-range or keyword.
- E** Creating a Shipment requires a Shipment Credit. These can be purchased from your local Distributor.

# Creating a Single Shipment

Select “Create Shipment” from the Shipment Overview page.

Create Shipment

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

- A**: SHIPMENT NAME field containing '17:18 May-12-2020 Team Ben - Team Ben'.
- B**: A table of available Loggers with columns 'Serial Number', 'Model', and 'Description'. The table contains one row: '1000714169', 'TRIX-8', and an empty description.
- C**: SERIAL # field with an empty input box and an 'Add to Shipment' button below it.
- D**: START DATE and END DATE fields, both containing 'May-12-2020'.
- E**: FROM (ORIGIN) and TO (DESTINATION) dropdown menus, both set to 'Team Ben'.
- F**: A red circle callout on the left side of the form.
- G**: A button labeled 'EDIT NOTIFICATIONS' and three buttons at the bottom: 'Create & Start', 'Create', and 'Cancel'.

- A** The Shipment will be given a default name which you can modify or leave.
- B** A list of available Loggers to attach to the shipment will be displayed here. Select a Logger then click “Add to Shipment”.
- C** Alternatively you can attach a Logger that isn’t already registered to your team.
- D** Select the start and estimated delivery date as your end date.
- E** Your Shipments Origin/Destination can use Areas available to your team or you can manually enter a name.
- F** Loggers that you’ve attached to the Shipment will appear in a list here.
- G** Select “Edit Notifications” to modify your settings for this Shipment. Notifications work the same as Locations.

# Monitoring Shipments

Back on the Shipment Overview page, the Shipment you created will now be displayed in the Shipment Table.

From: month-day-year To: month-day-year Filter Shipments...

Shipment ID	Activity	Origin	Destination	Start Date ↓	End Date
#3001792 : ECU - ESP > CONTAINER A	PENDING	Portland Logistics. ECU	Portland Logistics. ESP	17:18 May-12-2020	17:18 May-31-2020

Please note: When creating a Shipment, if you select “Create & Start”, the Shipment Activity Status will automatically change to “In Transit”. If you select “Create”, the Shipment will be on a “Pending” status until an update from the Logger is received.

Clicking on a Shipment from the table will open that Shipment for review.

The screenshot shows the 'Shipment Info' tab selected. At the top, there are tabs for 'Shipment Info', 'Chart', 'Report', and 'Settings', with 'Shipment Info' highlighted and marked with a red circle 'F'. The main content area displays the shipment details: '#3001792 : ECU - ESP > CONTAINER A' (marked with 'A'), 'PENDING' status, and 'Duration: 19 Days'. Below this, there is a 'COMMENTS' section with an input field 'Add a comment...' (marked with 'C'). To the left, a list of shipment details is shown: 'Start Date: May-12-2020', 'Est Delivery: May-31-2020', 'Origin: Portland Logistics. ECU', and 'Destination: Portland Logistics. ESP' (marked with 'B'). Below the comments is a table of loggers (marked with 'D'):

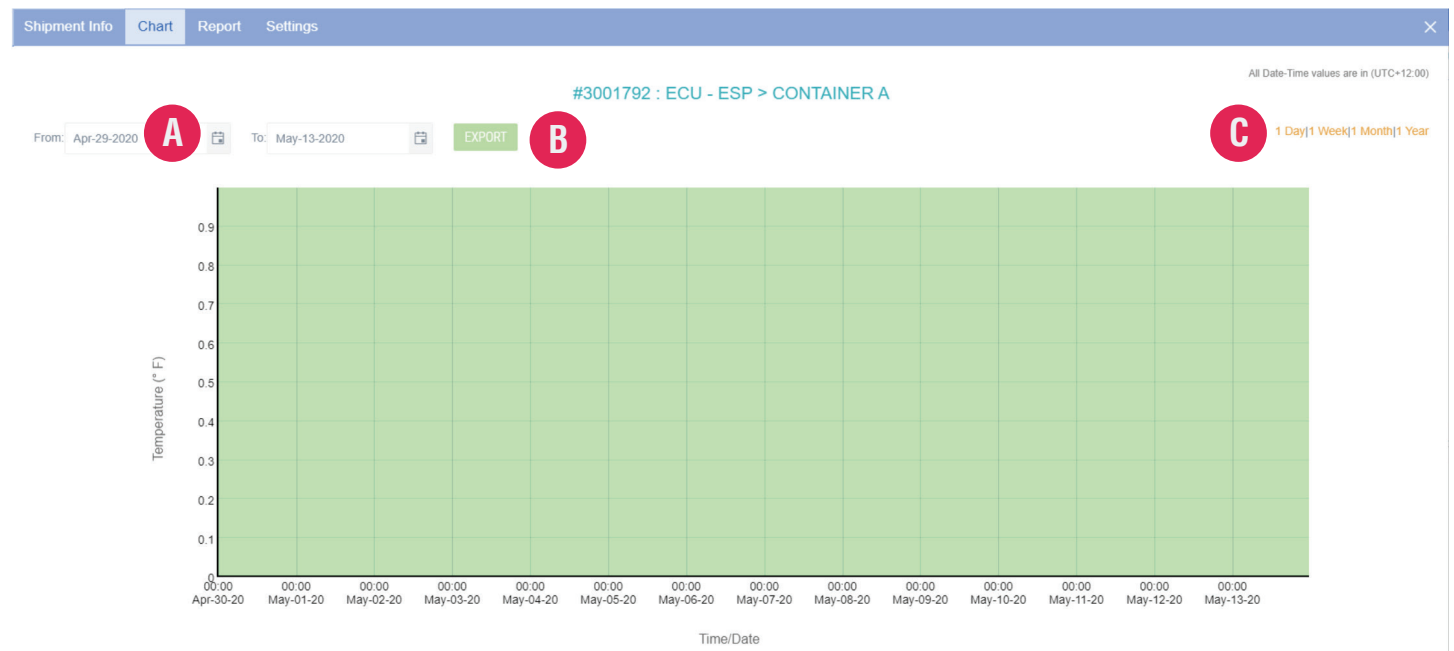
Serial #	Logger Name	Model	Status	Action
1000714169		TRIX-8	Pending	(marked with 'E')

At the bottom right, it shows '1 - 1 of 1 items'.

- A** Shipment name, status and duration are displayed at the top.
- B** An overview of the Shipment details are available here.
- C** Add comments to the Shipment for other team members to view.
- D** A list of Loggers attached to the Shipment are displayed here.
- E** You can edit/remove the attached Loggers including changing their status.
- F** Similar to Locations, you can navigate to more data tabs for the shipment.

# Shipment Temperature Chart

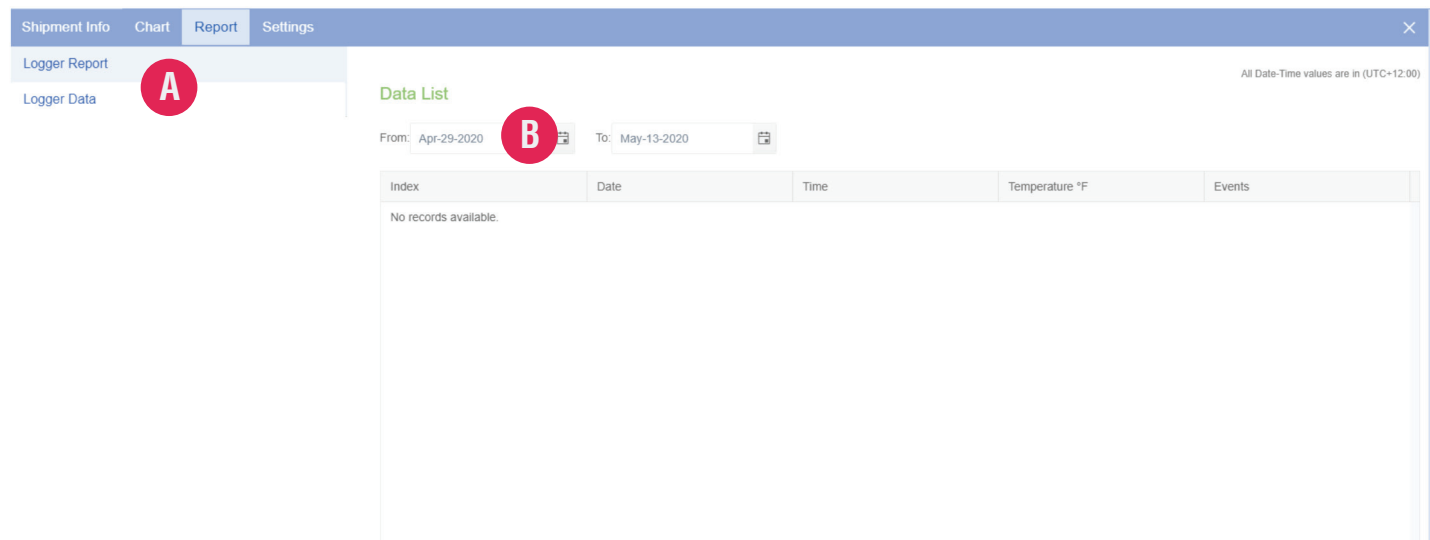
Clicking on the “Chart” tab will open an interactive temperature chart.



- A** You can select a From and To date range to view available temperature data.
- B** Selecting “Export” will download the data from the selected date range.
- C** You can also quickly filter the data by day, week, month or year.

# Shipment Reporting

Clicking on the “Report” tab will give you access to exportable reports that summarize the Shipment.



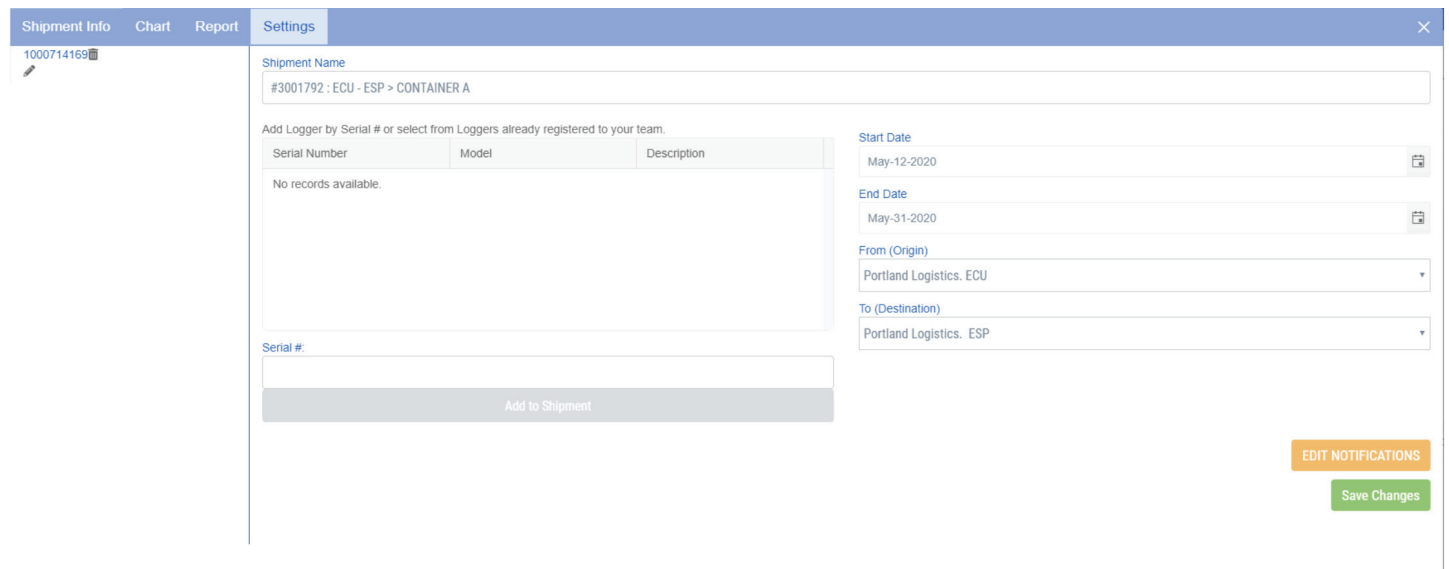
The screenshot displays the 'Report' tab in a software interface. The top navigation bar includes 'Shipment Info', 'Chart', 'Report', and 'Settings'. Below this, there are sub-tabs for 'Logger Report' and 'Logger Data', with a red circle 'A' highlighting the 'Logger Data' sub-tab. The main content area is titled 'Data List' and features a date range selector with 'From: Apr-29-2020' and 'To: May-13-2020', with a red circle 'B' highlighting the 'To' date field. Below the date range is a table with columns for 'Index', 'Date', 'Time', 'Temperature °F', and 'Events'. The table currently contains the text 'No records available.' in the first row. A small note in the top right corner states 'All Date-Time values are in (UTC+12:00)'.

- A** Switch between the Report and Data sub-tabs to view the summary report or the temperature data points directly from the attached Logger(s)
- B** You can select a From and To date range to view available temperature data.



# Shipment Settings

At any stage during a Shipment, you can modify any aspect of the Shipment. This flexibility allows users to document their Shipments in a timeframe that is compatible with their export business and not be required to keep real-time records in order for the system to work.



Shipment Info Chart Report Settings

1000714169

Shipment Name

#3001792 : ECU - ESP > CONTAINER A

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

Serial Number	Model	Description
No records available.		

Start Date

May-12-2020

End Date

May-31-2020

From (Origin)

Portland Logistics. ECU

To (Destination)

Portland Logistics. ESP

Serial #:

Add to Shipment

EDIT NOTIFICATIONS

Save Changes

The Settings tab is identical to the Create Shipment screen and allows you to edit existing information and save it against the Shipment you are editing.



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