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1 - Logging in to TempTrak

How to Access TempTrak

TempTrak is accessed through modern web browsers including Google Chrome, Mozilla FireFox, Opera, Apple Safari, and Internet Explorer.

You can access TempTrak by opening up your web browser and navigating to the TempTrak login screen. Your IT department, or trainer, will have the address for your TempTrak system.

Your IT department may have put a shortcut to your TempTrak application on your desktop. If they have, all you need to do is double click on it which will open it in a web browser.

Logging Into TempTrak

After clicking on the TempTrak logon icon or entering the address of the TempTrak system into the URL, the login page is displayed. From here, a user can log into TempTrak by supplying a user name and password. In certain cases, a dropdown list will appear providing a list of locations the user may have access to.

Note: If you click on the TempTrak Login icon and the login screen does not appear, but instead the TempTrak applications starts, then your IT department has set your system up using Active Directory so you log into TempTrak using your Windows login credentials. Thus, you will not need to supply a user name and password when trying to log into TempTrak.
Multiple Locations Available

If TempTrak is installed at multiple locations, you may need to select the location to which you want to log in from the drop down box, followed by your user name and password.
Single Location

Each user is provided their own Login ID and Password assigned by the TempTrak administrator.
2 - User Homepage Customization

TempTrak’s Home Pages

TempTrak provides users with two unique, yet customizable interfaces: Dashboard view and Classic view. The default page when a user sees when first logging into TempTrak is normally the Dashboard. Depending on familiarity, the customer can choose to use the Dashboard view which provides the user with a customizable set of monitoring options; or, the user can select the Classic view which is similar in style to the older 4.x TempTrak software.

Dashboard

![Dashboard Interface](image-url)
Customizing Your Default Screen

TempTrak is extremely customizable allowing the user to select specific settings that work best for them. By clicking the Settings option in the menu bar, options for user settings are displayed. These are unique to the user and will not affect other users.
Users can choose how they wish to view their home page. The default setting is the Dashboard view. If you want the classic view similar to TempTrak v4.5 and prior, you can select Current Readings (Classic View).

On this page, you can also select which Language you prefer, what Unit of Measure (Celsius or Fahrenheit) you are more comfortable with, and the Default Report Period for reports.
TempTrak’s Dashboard Layout

TempTrak uses a dashboard layout for the default home page. The dashboard is configurable allowing users to customize their experience depending on what information they need to monitor.
Dashboard Display Options

There are currently five display options to choose from (System Status, Alert History, System Overview, Configuration Changes, and Alerts). Each can be added or removed at any time and the settings are unique to the user.

**System Status**

The System Status shows an overall status of how well your system is currently running, displaying the number of Alerts, Missed Communications, Battery Alerts, and Sensors in range via a pie chart.

**Alert History**

The Alert History displays alert statistics over a three week time frame by overlaying the alert information helping to identify exception patterns.
System Overview

The System Overview shows the number of outstanding exception conditions by Alerts, Missed Communications and Battery Alerts.

Configuration Changes

The Configuration Changes option displays the past 7 days of changes made to the software.
TempTrak’s Classic Display Layout

The alternative layout to TempTrak’s new Dashboard is the Classic Display for the default home page. The classic display presents a group (department) level picture of how TempTrak is currently operating.

Classic Display Options

There are three options the classic display offers (view of groups available, ability to reorganize the display, toggle to a detail level showing all equipment in a group or department). The settings are unique to the user.
Reorganizing Display

The list of groups can be moved around to organize to the user’s needs, allowing for areas that are more critical to be at the top of the list, and less critical areas at the bottom of the list.

Toggle Details (Show View Summary)

Inside each group is a list of equipment being monitored. A user can toggle to the group summary list by clicking the Toggle Details link.
Toggle View Summary (Show Group Details)

A user can toggle back to the group details list by clicking the View Summary link.
3 - Navigating TempTrak

Basic Navigation

Navigating through TempTrak is simple and easy. TempTrak's navigation was designed so that a user can quickly get to where they want to go with the fewest number of mouse clicks. For example, the TempTrak logo sends the user to their default dashboard home page while the category tabs on the left (Sensors, Reports, Configuration) are always available to quickly bring up most all actions a user can perform.

TempTrak Logo

Clicking on TempTrak logo takes you to Dashboard home page.

Outstanding Alerts

Clicking on one of the blinking Alerts will take you to the corresponding alarm page (Alerts, Battery, and Communication).

Menu Bar

The top menu provides the ability to change your password, modify user settings, obtain page help, and search for a sensor or group, and logout of TempTrak.
Quick Tabs

The Sensors and Reports tabs on the left open a scrolling menu with additional options corresponding to the tab name. Depending on user security and access rights, one or more tabs may not appear.

TempTrak Logo

Anytime you want to go back to your home page, click the TempTrak logo in the upper left corner of the browser window.

Outstanding Alerts

If there are any outstanding alerts, a blinking red bar will appear for each type (Sensor Alarms, Battery Alarms, and Communication Alarms) at the top of the browser window. Clicking on the blinking bar will take you to the corresponding page allowing you to take the required action for that alarm type. We will discuss the various alarm types in detail in a subsequent document, but for now, we have provided a brief overview.
Sensor Alarms

⚠️ Alert 2 sensor(s) have triggered an alarm

<table>
<thead>
<tr>
<th>Sensor</th>
<th>Description</th>
<th>Start Time</th>
<th>End Time</th>
<th>Reading</th>
<th>Range</th>
<th>View Notifications</th>
<th>View Notes</th>
<th>Clear</th>
<th>Acknowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigenator B</td>
<td>6/11/10/2</td>
<td>6/19/2013 2:30:00 PM</td>
<td>6/19/2013 2:30:00 PM</td>
<td>67.5°F</td>
<td>33°F to 41°F</td>
<td>View Notifications</td>
<td>View Notes</td>
<td>Clear</td>
<td>Acknowledge</td>
</tr>
<tr>
<td>Refrigenator A</td>
<td>By door</td>
<td>6/10/13 2:30:00 PM</td>
<td>6/10/2013 3:00:00 PM</td>
<td>11.8°F</td>
<td>33°F to 41°F</td>
<td>View Notifications</td>
<td>View Notes</td>
<td>Clear</td>
<td>Acknowledge</td>
</tr>
</tbody>
</table>

Sensor Alarms provides current information on the number of sensors with outstanding alarms that need to be addressed.

Battery Alarms

⚠️ Alert 1 sensor(s) have triggered a battery alarm

<table>
<thead>
<tr>
<th>Sensor</th>
<th>Factory ID</th>
<th>Status</th>
<th>Alarm Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambient Temperature B</td>
<td>(147157)</td>
<td>Fine</td>
<td>8/20/2013 3:34:48 AM</td>
</tr>
</tbody>
</table>

Battery Alarms displays which sensors that are low on power and need replaced. When the batteries are replaced, the battery alarm will be cleared.
Communication Alarms

Alert 2 sensor(s) have triggered a communication alarm

<table>
<thead>
<tr>
<th>Sensor</th>
<th>Battery ID</th>
<th>Status</th>
<th>Log Interval</th>
<th>Last Contact</th>
<th>Expected Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambient Humidity</td>
<td>123111/2</td>
<td>Missed Transmission</td>
<td>15 Minutes</td>
<td>8/20/2013 5:34:49 AM</td>
<td>8/20/2013 5:40:48 AM</td>
</tr>
<tr>
<td>Ambient Temperature</td>
<td>123111/3</td>
<td>Missed Transmission</td>
<td>15 Minutes</td>
<td>8/20/2013 5:34:49 AM</td>
<td>8/20/2013 5:40:48 AM</td>
</tr>
</tbody>
</table>

Communication Alarms shows which sensors are having difficulty communicating their information to TempTrak. Once the sensor starts communicating again, the communication alarm will be cleared.

**User does not have Permission to View this Page**

Apologies, an error has occurred. Please contact I-Care if the problem persists.

Error: You do not have permission to view this page

If you click on one of the blinking outstanding red alarms at the top of TempTrak, and you do not have the correct permissions to view the page, you will receive an error message stating that you do not have the correct permissions. If you think you should, please contact your TempTrak administrator.
Menu Bar
The top menu provides the ability to change your password, modify system settings, obtain page help, and search for a sensor or group, and logout of TempTrak.

Password Maintenance
Changing your password in TempTrak is simply done by clicking the Password option in the menu bar. All that is required is for the user to enter their current password and select a new password, then click Save.
User Settings

TempTrak is extremely customizable allowing the user to select specific settings that work best for them. By clicking the Settings option in the menu bar, options for user settings are displayed. These are unique to the user and will not affect other users.

Users can choose how they wish to view their home page. The default setting is the Dashboard view. If you want the classic view similar to TempTrak v4.5 and prior, you can select Current Readings.

Besides selecting how you want to view your home page, users commonly select which Language they prefer, what Unit of Measure (Celsius or Fahrenheit) they are more comfortable with, and the Default Report Period.
Help

TempTrak provides help on every page by clicking the Help option in the menu bar. Each help page identifies the page the user is on, a description of the page, and a description of any options the user can interact with. Lastly, the online help lists the Local Help Contacts for TempTrak within your organization and a link to I-Care Support.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alerts</td>
<td>This option only takes effect if your start page is set to Dashboard. This will give you access to all of the current and outstanding alarms as well as recently cleared alarms. You can acknowledge and clear out of range alarms from this widget.</td>
</tr>
<tr>
<td>System Status</td>
<td>This option only takes effect if your start page is set to Dashboard. With this option selected, you will be given a quick graphical pie chart overview of the TempTrak system. Selecting this option will tell you how many sensors are in range, have an alert, and are in a miss-communication state.</td>
</tr>
<tr>
<td>Alert History</td>
<td>This option only takes effect if your start page is set to Dashboard. With this option selected, you will be given a quick graphical overview of alarm history for the past two weeks, highlighting the number of alarms per day.</td>
</tr>
<tr>
<td>System Overview</td>
<td>Gives a quick summary of the outstanding alerts, including battery and missed communications.</td>
</tr>
<tr>
<td>Recent System Configuration</td>
<td>Lists the last seven days worth of system changes, including adding new sensors, groups or views as well as changes to the existing TempTrak setup.</td>
</tr>
</tbody>
</table>

Local Help Contacts
**Search**

To quickly locate a Sensor or Group of sensors within TempTrak, click the Search option in the menu bar. Select either Group or Sensor, and then enter the word, partial word, or number you are looking for. In search results, click on the green arrow and you will be directed to that Group or Sensor.

![Search Interface](image)

The search interface allows you to specify the type of search (Group or Sensor), the search criteria (Sensor Name/Factory ID), and enter the search term (e.g., freezer). The results are displayed in a table format, showing the name of the sensor and its current reading (e.g., -13.8°F for Freezer A and -12.8°F for Freezer B).
Quick Tabs

Navigating through TempTrak is simple and easy. TempTrak's navigation was designed so that a user can quickly get to where they want to go in the fewest mouse clicks.

Sensors

Any device monitored by TempTrak that you are in charge of is displayed in the Sensor list when you click the Sensor tab. Equipment is normally arranged into groups or departments, and all groups and departments are displayed in a user's view. Each line item can be clicked on and will provide additional detailed information.
The Reports tab lists all the reports available in the TempTrak system. Some reports only show information about one piece of equipment, like the Sensor History report, while others show detailed information about all equipment, like the Daily Sensor report. Reports will be discussed in detail in a subsequent document.
4 - Understanding Sensor Readings

Transmitter Reading Examples

TempTrak can monitor a wide variety of equipment, with each piece of equipment characterized by a color coded box: green, red, or blue. Each box displays information about how the equipment is currently running and configured in TempTrak.
Transmitter Information Detail

Each transmitter contains a wealth of detail information allowing the user to quickly identify and understand the current state of the equipment being monitored.

- **Transmitter Name**
- **Reading Type**
- **Valid Reading Range**
- **Sensor ID**
- **Description**
- **Current Reading**
- **Last Recorded Date/Time**
- **Alarms/Conditions**

Note: Clicking the Transmitter Name will bring up the equipment’s detailed page providing a breakdown of how the transmitter is configured and has been operating. This information will be covered in a subsequent document.

To quickly identify a piece of equipment’s current condition, TempTrak uses a coloring system based on three colors: green, red, and blue.

**Sensor Conditions**

- **Green** = Unit readings in range
- **Red** = Unit readings out of range and exceeding maximum range setting or too warm
- **Blue** = Unit readings out of range and exceeding minimum range settings or too cold

Equipment in an alert state will be either blue (too cold) or red (too warm). A small bell will appear in the lower right corner of the colored box.
Unit Currently In Alert

The unit has been out of range longer than the predefined time limit set for the transmitter. It has gone into alert mode and generated a notification to alert. An alarm bell will appear in the lower right corner.

- Red = Unit readings exceed maximum range setting
- Blue = Unit readings exceed minimum range setting

Unit Alert Acknowledged

The unit is currently out of range but the generated alert has been acknowledged, but not cleared. A bell with a check mark will appear in the lower right corner.

The checked bell will disappear once the alert has been cleared.

Unit Out Of Range But Not Alarming

The unit is currently out of range but has not generated an alert due to the unit not exceeding the assigned delay factor.

The delay factor establishes a time delay where an alarm has not been generated, but the unit has exceeded its valid operating range. Once the time delay has been exceeded, an alarm will be generated.
Sensor Alarms/Conditions Icons

There are three alarm conditions that can affect equipment: Exception (out of valid range – too hot/high or too cold/low), Low Battery, and Communication. These icons will display in the lower right corner of the colored box.

Each transmitter can have three alarms associated with it at any given time. When one of the icons is clicked, it will open the corresponding alert page. This information will be covered in a subsequent document.
5- Sensor Details

Sensor Details

All information related to a sensor is located on the Sensor Details page, divided into four sections: Sensor Details, 24 hour History Graph, Profile Details, and Sensor Readings. The Sensor Details page is accessed by clicking on the name of the sensor from the Sensors tab or the Summary Group Details page.

- The Sensor Details section (top left) identifies the sensor and its current temperature, lists the sensor ID, valid operating range, when the last reading came in, plus much more.
- The 24 Hour History section (top right) shows a graph of the past 24 hour readings and identifies any alarms or notes during that period. You can zoom into the graph by left clicking and dragging over the time period you wish to expand.
- The Profile Details section (lower left) identifies what profiles (rules) are assigned to the transmitter.
• The Sensor Reading section (lower right) lists all the readings taken during the last 24 hours, plus indicates any notes and alarms.

Navigating To Sensor Details

Navigating through TempTrak is simple and easy. TempTrak’s navigation was designed so that a user can quickly get to where they want to go in the fewest mouse clicks.

Sensors Tab

The quickest method is from the Sensors tab on the left where a user can click on the name of the sensor which will take them directly to the Sensor Details page.
View Details

Alternatively, if a user is on the View Details page, or clicks on the User’s View from the Sensors Tab which brings up the View Details page, the user will need to open an additional page to advance.

- Clicking on a Group box will bring up the Group Details Page.
- Clicking the “Toggle Details” page on the far right brings up the Summary View Details page.

Each group the user is allowed to view and interact with is displayed on the View Detail page. This page provides a high level indicator of how all transmitters within the group are functioning. For example, a group with a red background indicates that one of the sensors in the group is in an alarm status (out of range, low battery, communication issue).

Summary View Details

The Summary View Details page displays the list of groups and the associated sensors the user is allowed to interact. Clicking on the name of the sensor will open the Sensor Details page.
Group Details

Group Details is accessed by clicking on the black bolded group name on the Sensors tab or by clicking on the group box from the View Details page. From here, the Sensor Details page is accessed by clicking on the name of the sensor.

The Group Details page displays all the sensors a user is allowed to interact with, plus additional group-specific items and tasks.
6 - Common Reports

Report Selection/Default Settings

TempTrak includes a number of standard reports for viewing and tracking data. All available reports are listed under the Reports menu tab on the left side of the dashboard.

TempTrak Reports commonly accessed by general users

All TempTrak reports represent either a snapshot of an event or an accumulation and averaging of all equipment data stored in the TempTrak database. Also, each report can be exported in various formats (Excel, Word, PDF, etc).

By default, many of the reports reflect the most recent day or the current 24 hour period. The default report period can be changed by the user by clicking the Settings option in the menu bar at the top.

The User Settings panel will display. At the bottom, you will see a drop-down for the Default Report Period which is currently set to “1 Day”. Clicking on the drop-down will open the current list of available default report periods which ranges from 1 day to 1 year.
Once a selection has been made, click the [Save] button to apply the changes to your user settings. As we will show you later, this does not preclude you from modifying how you may want to view or print a specific report.
Report Layout

Each Report consists of three sections: header, report content, and footer.

The header provides navigation and menu options. If the report displays over multiple pages, a user can navigate between pages using standard icons for next page, previous page, go to first page and go to last page.

The report header allows for searching for specific content on the report by entering the text in the search field to the left of the Find | Next phrase. After clicking “Find”, each successful hit will be highlighted and you can automatically go to the next successful hit by clicking “Next”.

Also, report headers provide the ability to export the report to a specific file format. This is accomplished by clicking the icon with Disc drop-down icon. Here, you can choose to export the report to various common file formats: Word, Excel, PDF, etc.

The middle section, or report content, displays the generated report.

Finally, the footer displays the report range and the execution time when the report was generated.

Common Reports

The most commonly accessed reports by a general user include: Daily Sensor Report, Contact Sensor Report, Daily Summary, Sensor History, Sensor Alarm Report, and Alerts by Day.
Daily Sensor Report

The Daily Sensor Report divides a day into 2 Hour, 12 Hour, or 24 hour segments with each value representing an average over that segment of time.

In addition to selecting the Range, the date to which you want to run a report needs to be selected as well as which groups of sensors you wish to include in the report. When you click the [Run] button, the report will generate.
Contact Sensor Report

The Contact Sensor Report displays a graph of the activity for a single contact sensor along, as well as a list of each open/close state and how long the contact transmitter was open.

Locate the specific sensor from the list of all available sensors you are able to interact with. The displayed list is a subset of those sensors, broken into multiple pages if all sensors cannot be displayed at once. If the sensor you are looking for is not listed on the current page, it may reside on a different page. Either click the left or right arrow under the list, or use the [Search] button located above the list. You can search by entering the Factory ID or by part or all of the Sensor name. When you locate the sensor, click Select.

You will need to supply the date you are looking for. When you click the [Run] button, the report will generate.
Daily Summary

The Daily Summary report will provide the average recorded value for each AM and PM period during a day along with the average recorded value for the entire day for a single sensor.

Locate the specific sensor from the list of all available sensors you are able to interact with. The displayed list is a subset of those sensors, broken into multiple pages if all sensors cannot be displayed at once. If the sensor you are looking for is not listed on the current page, it may reside on a different page. Either click the left or right arrow under the list, or use the [Search] button located above the list. You can search by entering the Factory ID or by part or all of the Sensor name. When you locate the sensor, click Select.

You will need to supply an end date and a range. The allowable range is from 1 Day to 1 Year. When you click the [Run] button, the report will generate.
## Daily Summary

**Sensor:** Ambient Humidity Hall (076212/2)

### A.M. Readings

<table>
<thead>
<tr>
<th>Date</th>
<th>Avg</th>
<th>Min</th>
<th>Max</th>
<th>Sample Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 18, 2014</td>
<td>20.9%RH</td>
<td>20%RH</td>
<td>24%RH</td>
<td>48</td>
</tr>
</tbody>
</table>

### P.M. Readings

<table>
<thead>
<tr>
<th>Date</th>
<th>Avg</th>
<th>Min</th>
<th>Max</th>
<th>Sample Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 18, 2014</td>
<td>23.7%RH</td>
<td>21%RH</td>
<td>28%RH</td>
<td>34</td>
</tr>
</tbody>
</table>

### Entire Day

<table>
<thead>
<tr>
<th>Date</th>
<th>Avg</th>
<th>Min</th>
<th>Max</th>
<th>Sample Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 18, 2014</td>
<td>22%RH</td>
<td>20%RH</td>
<td>28%RH</td>
<td>82</td>
</tr>
</tbody>
</table>

**Report Date:** 3/17/2014 - 3/18/2014 11:59:59 PM  
**Execution Time:** 3/18/2014 4:34:11 PM
Sensor History

The Sensor History report displays a graphical representation of all data collected during a specified date range, including showing the minimum and maximum allowable settings and the average value during the selected date range. A list of all values recorded by day and time that are charted on the graph can also displayed.

Start by locating the specific sensor from the list of all sensors you are able to interact with. The displayed list is a subset of those sensors, broken into multiple pages if all sensors cannot be displayed at once. If the sensor you are looking for is not listed on the current page, it may reside on a different page. Either click the left or right arrow under the list, or use the [Search] button located above the list. You can search by entering the Factory ID or by part or all of the Sensor name. When you locate the sensor, click Select.

You will need to supply an end date and a range plus whether you want to display all the readings as a list under the graph. The allowable range is from 1 Day to 1 Year. When you click the [Run] button, the report will generate.
Sensor Alarm Report

The Sensor Alarm report displays any alarms, notes, or audits related to a single sensor.
Start by locating the specific sensor from the list of all sensors you are able to interact with. The displayed list is a subset of those sensors, broken into multiple pages if all sensors cannot be displayed at once. If the sensor you are looking for is not listed on the current page, it may reside on a different page. Either click the left or right arrow under the list, or use the [Search] button located above the list. You can search by entering the Factory ID or by part or all of the Sensor name. When you locate the sensor, click Select.

You will need to supply an end date and a range. The allowable range is from 1 Day to 1 Year. When you click the [Run] button, the report will generate.
**Alerts by Day**

The Alerts by Day report displays all alerts that triggered an alarm during a specific time report period.

You will need to supply an end date, the report period, as well as which groups of sensors you wish to include in the report. The allowable period is from 1 Day to 1 Year. When you click the [Run] button, the report will generate.
7 - Advanced Reports

Report Selection/Default Settings

TempTrak includes a number of standard reports for viewing and tracking data. All available reports are listed under the Reports menu tab on the left side of the dashboard.

All TempTrak reports represent either a snapshot of an event or an accumulation and averaging of all equipment data stored in the TempTrak database. Also, each report can be exported in various formats (Excel, Word, PDF, etc.).

By default, many of the reports reflect the most recent day or 24 hour period. The default report period can be changed by the user by clicking the Settings option in the menu bar at the top.

The User Settings panel will display. At the bottom, you will see a drop-down for the Default Report Period which is currently set to “1 Day”. Clicking on the drop-down will open the current list of available default report periods which range from 1 day to 1 year.
Once a selection has been made, click the [Save] button to apply the changes to your user settings. As we will show you later, this does not preclude you from modifying how you may want to view or print a specific report.
Report Layout

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The report header allows for searching for specific content on the report by entering the text in the search field to the left of the Find | Next phrase. After clicking “Find”, each successful hit will be highlighted and you can automatically go to the next successful hit by clicking “Next”.

Also, report headers provide the ability to export the report to a specific file format. This is accomplished by clicking the icon with Disc drop-down icon. Here, you can choose to export the report to various common file formats: Word, Excel, PDF, etc.

The middle section, or report content, displays the generated report.

Finally, the footer displays the report range and the execution time when the report was generated.
Advanced Reports


Sensor Audit Report

The Sensor Audit Report displays any audits performed on equipment during a designated time frame.

![Sensor Audit Report](image)

The report can be created to show what audits were performed by a user, for a sensor group, or specific sensor. In addition to selecting the Range, the date to which you want to run a report needs to be selected. When you click the [Run] button, the report will generate.

Note: “Auditing Sensors” will be addressed in a separate video.
Equipment QA Report

The Equipment QA Report shows how well equipment has been working over a period of time by displaying the lowest and highest reading, the average reading, number of sample values taken, how many were out of range and the percentage in range.

To start, select a start and end date as well as which group(s) of sensors you wish to include in the report. When you are ready to run the report, click [Run].
Equipment Trend Report

The Equipment Trend Report shows how well each piece of equipment has been functioning over the past year by displaying an average of the values recorded each month.

You will need to supply an end date and which group(s) of sensors you wish to include in the report. When you click the [Run] button, the report will generate.
The Configuration Change Report displays an audit trail by user name of changes made to the TempTrak system (adding/changing profiles, user setting changes, etc.).

To generate this report, select the reporting period, then click the [Run] button.
## TempTrak Changes

<table>
<thead>
<tr>
<th>Change Time</th>
<th>Username</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/19/2014 4:09:58 PM</td>
<td>Admin User</td>
<td>New Device Registered(CONTACT) #88-190 - CONTACT SENSOR 088190</td>
</tr>
<tr>
<td>3/19/2014 4:09:58 PM</td>
<td>Admin User</td>
<td>New Device Registered(CONTACT) #144-251 - CONTACT SENSOR 144251</td>
</tr>
<tr>
<td>3/19/2014 4:29:24 PM</td>
<td>Admin User</td>
<td>New Device Registered(CONTACT) #107-214 - CONTACT SENSOR 107214</td>
</tr>
<tr>
<td>3/19/2014 4:29:48 PM</td>
<td>Admin User</td>
<td>Alarm Profile Added: Contact</td>
</tr>
<tr>
<td>3/19/2014 4:29:48 PM</td>
<td>Admin User</td>
<td>Alarm Profile (Contact Setting Added: Default</td>
</tr>
<tr>
<td>3/19/2014 4:31:55 PM</td>
<td>Admin User</td>
<td>Deleted Sensor #107214 (1) - Freezer Door</td>
</tr>
<tr>
<td>3/19/2014 4:31:55 PM</td>
<td>Admin User</td>
<td>Sensor(s) Deleted: UTD - 1011 -- Freezer Door</td>
</tr>
<tr>
<td>3/19/2014 5:15:21 PM</td>
<td>Admin User</td>
<td>TT User Security Changed</td>
</tr>
<tr>
<td>3/19/2014 5:15:27 PM</td>
<td>Admin User</td>
<td>TT User Security Changed</td>
</tr>
<tr>
<td>3/19/2014 5:17:08 PM</td>
<td>Admin User</td>
<td>User Role Updated: Manager</td>
</tr>
</tbody>
</table>

### Sensor Changes

No Results
Relay Use Report

The Relay Use Report highlights in red any relay switch assigned to a sensor along with the type of sensor and notification profile attached to that sensor.

Note: A relay switch consists of 8 separate ports, with each port allowing for a visual or audible alert to be triggered by turning on/off a sound device, light, or other device.
8 - Alerts

Identifying Alert Types

There are three alert types in TempTrak: Sensor Alarm, Battery Alarm, and Communication Alarm. Anytime an alarm is generated by one of the three alert types, a red blinking alert indicator appears at the top of the screen.

Sensor Alarms

Sensor Alarms are indicated by either a triangular warning sign or bell. The alarm provides current information on outstanding alarms and recently cleared alarms. This provides a quick overview of any immediate alert issues that need to be addressed as well as those alarms that have recently been cleared.

Clicking the red blinking alarm indicator or the bell will bring up the Sensor Alarms page. Next to the Alarms tab is the Recent Alarms which displays the recently cleared alarms.
Actions:

- Clicking the column name sorts the list ascending or descending.

- Clicking the sensor name opens up the Sensor Details page displaying the configuration settings for the sensor.
• Clicking the alert time opens a 24 hour temperature graph showing all the data points collected during that time frame, any triggered alarms or notes, and the minimum and maximum valid values.

• Clicking View Notifications or the Alarm Bell opens up the Alarm Notifications page. All notification activity is displayed on this page. We will discuss this page in a following section.

• Clicking View Notes opens up the Alarm Notes page, displaying any notes (acknowledgements) entered regarding the status of this sensor. We will discuss this more in a following section.
• Clicking Clear / Acknowledge opens up the Clear/Acknowledge Alarm page. A user can either acknowledge the alarm (add a note to indicate the alarm is being investigated) or the user can clear the alarm (alert has been resolved).

Battery Alarms

Battery Alarms are indicated by either a battery warning sign and appear when the battery on a transmitter is close to being drained. If a battery alert is generated for a 900Mhz or Wi-Fi transmitter, you will have roughly 2 weeks before the battery is drained.

Clicking the red blinking battery alarm indicator or battery icon will bring up the Battery Alarms page. Next to the Battery Alarms tab is the Recent Battery Alarms which display the recently cleared battery alarms. Once the battery in the sensor has been replaced, the battery alarm will be removed from the Battery Alarms page and placed in the Recent Battery Alarms page. This is an automated task so no correction action is required.

Note: If the battery is not replaced and fully drains, then a Missed Communication alert will be generated as well.
Actions:

- Clicking the column name sorts the list ascending or descending.

- Clicking the sensor name opens up the Sensor Details page displaying the configuration settings for the sensor.

- If there are multiple pages, clicking the green left and right arrows at the bottom will take you to the next or previous page.

Communication Alarms

Communication Alarms are indicated by a wireless symbol and appear when sensor is not communicating with the TempTrak application for roughly 45 minutes.

Alert 2 sensor(s) have triggered a communication alarm

Missed Communications happen for various reasons, but most commonly environmental or distance issues. For example, a sensor may be
communicating correctly, but is at the edge of its maximum distance for good communication. When the equipment the sensor is on is moved or some other equipment (stainless steel refrigerator, etc.) is moved close the sensor, the signal cannot communicate with TempTrak.

Clicking the red blinking communication alarm indicator or wireless icon will bring up the Communication Alarms page. When the sensor starts communicating with TempTrak, the sensor will be removed from the Communication Alarms page. This is an automated task so no correction action is required.

<table>
<thead>
<tr>
<th>Communication Alarms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sensor</strong></td>
</tr>
<tr>
<td>Ambient Humidity Room</td>
</tr>
<tr>
<td>Ambient Temperature Room</td>
</tr>
</tbody>
</table>

**Actions:**

- Clicking the column name sorts the list ascending or descending.

- Clicking the sensor name opens up the Sensor Details page displaying the configuration settings for the sensor.

- If there are multiple pages, clicking the green left and right arrows at the bottom will take you to the next or previous page.
User does not have Permission to View this Page

Apologies, an error has occurred. Please contact I-Care if the problem persists.

Error: You do not have permission to view this page

If you click on one of the blinking outstanding red alarm indicators at the top of TempTrak, and you do not have the correct permissions to view the page, you will receive an error message stating that you do not have the correct permissions. If you think you should be authorized, please contact your TempTrak administrator.

Sensor Alarm Status

TempTrak Sensors can be in different alarm statuses depending on the current data reported by the sensor and if a user has closed or acknowledge (added a note) the alarm.

Sensor Out of Range and Alarming

The sensor has been out of range longer than the predefined time limit set for the transmitter. It has gone into alert mode and generated a notification to alert and a user has not performed any corrective action. An alarm bell will appear in the lower right corner. Once an alarm has been generated, it will stay in alarm mode until it has been cleared, even if the monitoring point does go back into range.

- **Red** = Sensor readings exceed maximum range setting
- **Blue** = Sensor readings exceed minimum range setting
Sensor Out Of Range But Not Alarming

The unit is currently out of range but has not generated an alert due to the unit not exceeding the assigned delay factor.

The delay factor establishes a time delay where an alarm has not been generated, but the unit has exceeded its valid operating range. Once the time delay has been exceeded, an alarm will be generated.

Sensor In Range and Alarming

The sensor had been out of range longer than the predefined time limit set for the transmitter and generated an alarm. The alarm has gone back into range, but the user has not responded to the alarm.
Sensor Alert Acknowledged

The sensor is currently out of range. The alarm has not been cleared. Instead, the user has acknowledged the alarm (added a note to the alarm indicating the alarm is being investigate or addressed). A bell with a check mark will appear in the lower right corner.

The checked bell will disappear once the alert has been cleared.

How to Clear an Alert

When a data exception (sensor) alert is generated, a user must investigate the alarm and take the necessary steps set up by your facilities policies and procedures. A sensor alert can be as simple as a door being left open too long to a malfunction in the equipment being monitored. Either example can have serious consequences on the items stored in the equipment up to possibly having to discard all inventory if the alert is not acted upon quickly.

⚠️ Alert 3 sensor(s) have triggered an alarm

Clicking on the data exception (sensor) alarm indicator will display the Sensor Alarms page.
To clear the alarm, click on the “Clear / Acknowledge” text to the left of the green bell icon.

Here you will be able to document the corrective action (standard actions or custom entered text) to resolve the alarm. There are two sections: Alarm Details and Comments. At the top of the alarm window is the alarm details, providing information about what sensor is in an alarm status to whether it was above or below range to when the alarm finally ended (returned to a valid reading).

The bottom section is where you add any comments or standard actions (actions set up by your administrator). Each standard action has a green arrow to the right. Clicking on the green arrow places that standard action in the comment field to the right. If you need to add additional notes, you can click inside the comment field and type the additional information.
When you are ready to clear the alarm, click the [Clear] button.

The alarm has now been cleared and any new alarms can now be generated in case the sensor goes back out of range.

Note: Once you have clicked the [Clear] button, all entered corrective action(s) are now non-amendable.

How to Acknowledge an Alert

Acknowledging an alert is performed in a similar manner to clearing an alert. The different being, the alert is not cleared, only a note added to the alarm.

Click the [Acknowledge] button when you have entered all your corrective actions
Note: Once you have clicked the [Acknowledge] button, all entered corrective action(s) are now non-amendable.

The alarm has now been Acknowledged (notes added but no other action taken). The alarm is still active and waiting on a user to clear it.

When an alarm has been Acknowledged, on the Sensor Details page, the Sensor Alarms page, and the Group Details page, one of two new icons will appear.

On the Sensor Alarms page, an icon of a person will appear indicating that the alarm for this sensor has been acknowledged, but not cleared. This icon will disappear once the alert has been cleared.

On the Sensor Details page, in the dashboard box titled Sensor Details, right under the current sensor reading, a checked bell icon will appear. This icon indicates that the alarm for this sensor has been acknowledged, but not cleared. This icon will disappear once the alert has been cleared.

On the Group Details page, the sensor will have a checked bell icon in the lower right corner. This icon indicates that the alarm for this sensor has been acknowledged, but not cleared. This icon will disappear once the alert has been cleared.
How to View Alarm Notifications

When an alarm is generated, a user or users are notified. This information is stored and can be displayed in the Alarm Notifications page for that sensor.

Clicking on the View Notifications text or the bell icon will bring up the Alarm Notifications page.

Note: This will only display the alarm notification actions that were generated. This is not where you make changes to the notifications. Changes to the notifications are made in the Notification Profile which will be discussed in a later document.

The bell icon can be different colors: green designates all notifications sent out successfully, red designates all notifications failed to be sent out, and yellow indicating at least one notification was successful and one notification was unsuccessful.

Here you will see all the alarm Notifications sent out by TempTrak. The notification profile assigned to this sensor can contain multiple types of notifications (email, text message, message board, etc.). Along with the type of notification, the timestamp of
when the notification was sent out, a status of whether or not the notification was successfully sent, and the information sent by the notification.

**How to View Alarm Notes**

When you clear or acknowledge an alarm, any of the comments (standard actions and/or additional manually types notes) are recorded. These notes are time/date stamped as well as the user who created cleared or acknowledge the alarm is also stored.

Clicking on the View Notes text will bring up the Alarm Notes page.

Here you will see the Alarm Details as well as all the Notes that have been added to this sensor from the Clear/Acknowledge Alarm page.
9 - Notes

Notes

There are times when a note needs to be added to a Sensor other than when the Sensor is out of range. For instance, the equipment the Sensor is monitoring needs to be taken out of service for maintenance. In TempTrak, this is a simple task. Simply click on the Sensors tab at the left and select the Sensor you want to add the note to.

Selecting the Sensor brings up the Sensor Details page. On the Sensor Details panel, to the right of the current reading, is “Add Notes”.
Click “Add Notes” to add a note to this sensor. This will bring up the Add Sensor Note popup window.
Fill in the Subject and Note fields, then click the [Save] button.

A note has now been added to this Sensor, indicated by a yellow dot on the 24 hour history graph and a post note on the Sensor Readings panel.

To view the note you just entered, or any old notes, click on “View Notes” located to the right of the current sensor reading.

Find the note you want to read, and click “View”. The information will be displayed in the same window. You can only view one note at a time.
### View Sensor Notes

*Click the 'view' link next to a note's subject line to view the note*

<table>
<thead>
<tr>
<th>Date</th>
<th>User</th>
<th>Subject</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/19/2014 4:37:01 PM</td>
<td>Assistant Manager</td>
<td>Back in Service</td>
<td>View</td>
</tr>
<tr>
<td>3/19/2014 4:07:14 PM</td>
<td>Assistant Manager</td>
<td>Out of Service</td>
<td>View</td>
</tr>
</tbody>
</table>

Freezer being taken out of service for 3 days.
10 - Audits

Auditing Sensors

For some applications or for regulatory compliance, it may be necessary to maintain documented records of periodic “audits” of the system and transmitters. The TempTrak application allows operators (with the appropriate permissions) to perform regular audits of transmitters, recording: timestamp, audit comments / actions and identifying the auditing operator. This information is maintained indefinitely, and is available for reporting by date range, operator or transmitter. Information about the most recent audit can be displayed by groups of transmitters (i.e. pharmacy equipment, lab equipment, etc).

In TempTrak, this is a simple task. Simply click on the Sensors tab at the left and select the Group containing the sensors you want to audit. Group names are displayed in bold format.

Note: We will discuss creating Groups in a different training guide.
Selecting the sensor Group brings up the Group Details page. On the Group Details panel, to the right, is “Group Audit”.

Click “Group Audit” to create an Audit. This will bring up the Group Audit popup window.

Add the comments for the Group Audit, then click the [Save] button.
To view the Group Audit or an older Group Audit, click the Reports tab, then select the Sensor Audit Report.

The Sensor Audit Report displays any audits performed on equipment during a designated time frame.

The report can be created to show what audits were performed by a user, for a sensor group, or specific sensor. In addition to selecting the Range, the date to which you want to run a report needs to be selected. When you click the [Run] button, the report will generate. For this example, we will select the group we audited, Freezers.
Group Audit Charts

Another feature of TempTrak is the ability to run a report that will display each Sensor in a group as a chart with a date range starting from the last time an audit was performed on that group of sensors to the current date. To view this report, on the Group Details page, in the Sensor’s pane, select “View Group Audit Charts”.

The Group Audit Charts window will appear. Each chart reflects the time frame from the last time an audit was performed until the current time.
As with most report in TempTrak, this report can be saved in various formats: Word, Excel, PDF, CSV, XML, TIFF, or MHTML.