

Basic Training Guide

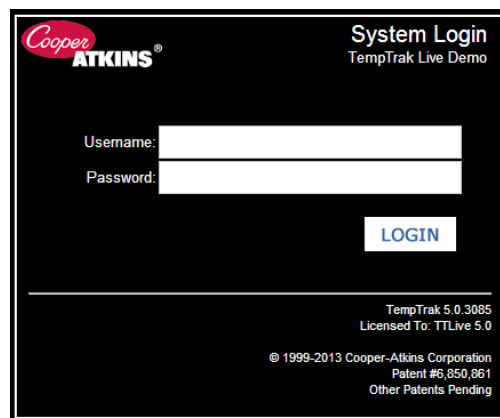
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 - Unit Currently In Alert
 - Unit Alert Acknowledged
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Log In To TempTrak

To log into TempTrak, double click on the icon your facility has provided that takes you to the TempTrak System Login page, or open your web browser and type in the address provided by your facility.

Each user is provided their own Login ID and Password assigned by the TempTrak administrator.



Cooper
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System Login
TempTrak Live Demo

Username:

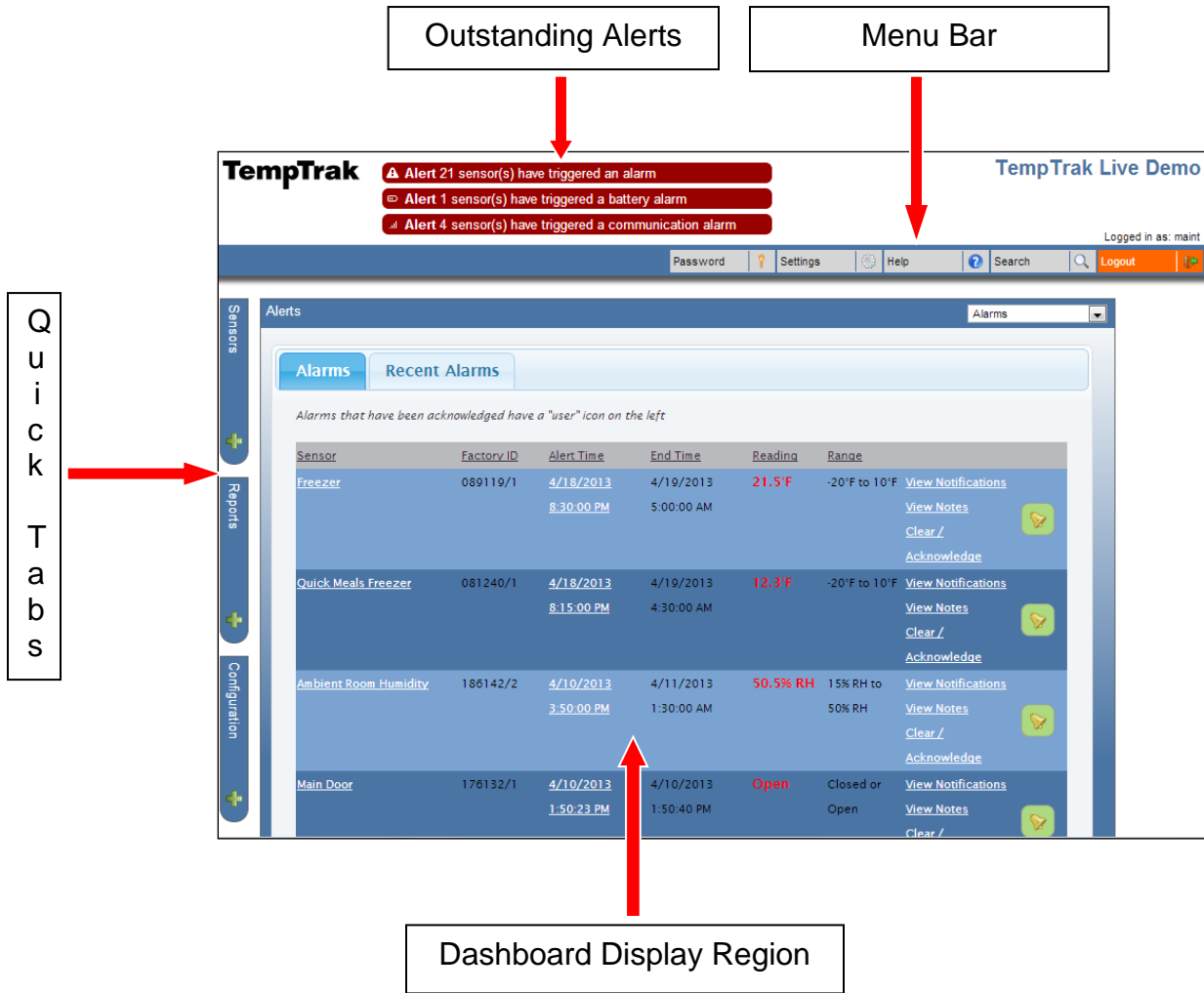
Password:

LOGIN

TempTrak 5.0.3085
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Patent #6,850,861
Other Patents Pending

TempTrak's Dashboard

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.



Basic Navigation

Navigating through TempTrak is simple and easy.

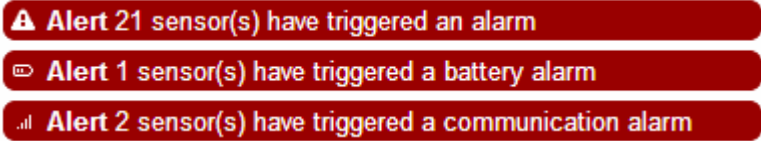
TempTrak Logo

Clicking on TempTrak logo takes you to Dashboard home page.



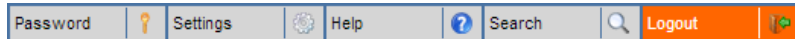
Outstanding Alerts

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



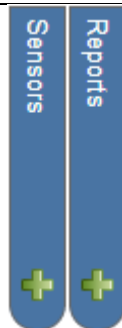
Menu Bar

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.



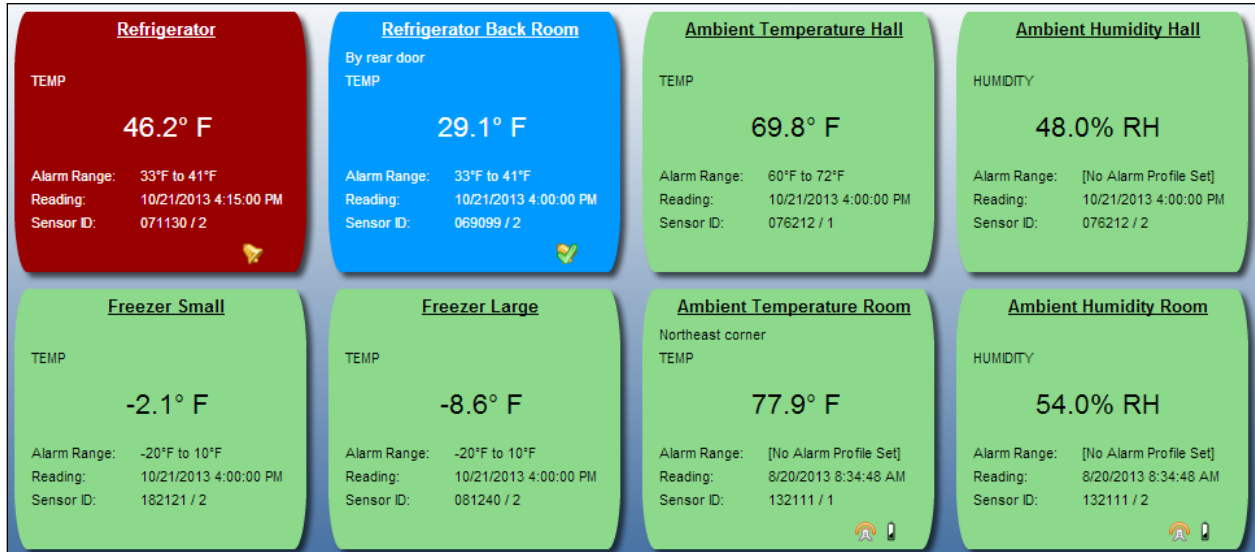
Quick Tabs

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.



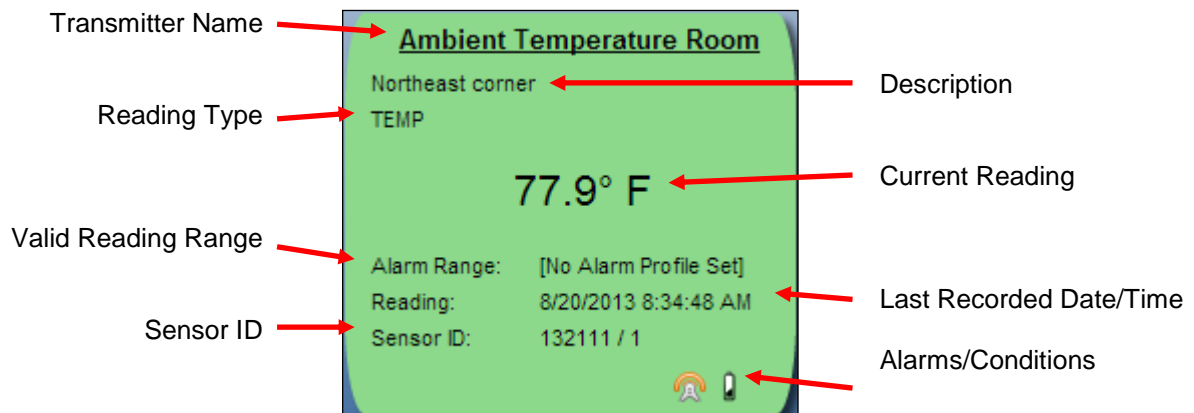
Transmitter Reading Examples

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

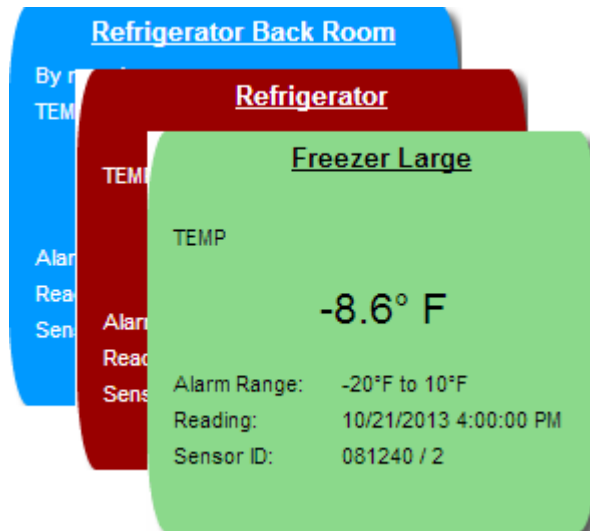
Each transmitter contains a wealth of detail information allowing the user to quickly identify and understand the current state of the equipment being monitored.



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

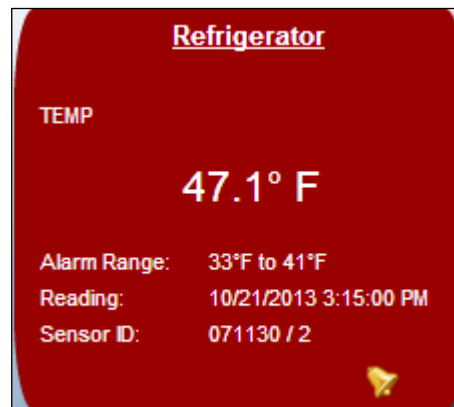


Equipment in an alert state will be either blue (too cold) or red (too warm). A small bell will appear in the lower right corner of the colored box.

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.

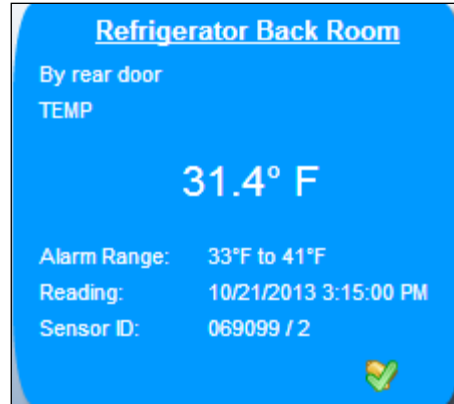
- **Red** = Unit's reading are exceeding maximum range setting
- **Blue** = Unit's reading are exceeding minimum range setting



Unit Alert Acknowledged

The unit is currently out of range and 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 selected, it will open the corresponding alert page. This information will be covered in a subsequent document.



Exception Alarm



Low Battery Alert




Communication Alert

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

 Alert 3 sensor(s) have triggered an alarm

Sensor Alarms provide 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.

Battery Alarms

 Alert 1 sensor(s) have triggered a battery alarm

Battery Alarms appear when the battery on a transmitter is close to being drained. If a battery alert is generated for a 900 MHz or Wi-Fi transmitter, you will have roughly two weeks before the battery is drained. When the batteries are replaced, the sensor's battery alarm will be automatically cleared.

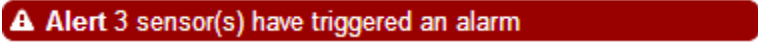
Communication Alarms

 Alert 2 sensor(s) have triggered a communication alarm

Communication Alarms are indicated by a wireless symbol and appear when sensor is not communicating with the TempTrak application for roughly 45 minutes. When a sensor starts communicating again, the sensor's communication alarm will automatically be cleared.

Responding to Sensor Temperature Alarms (Clearing Alarms)

After having logged into TempTrak, if you see the following blinking alarm indicator, there are one or more sensors that have triggered a temperature alarm.

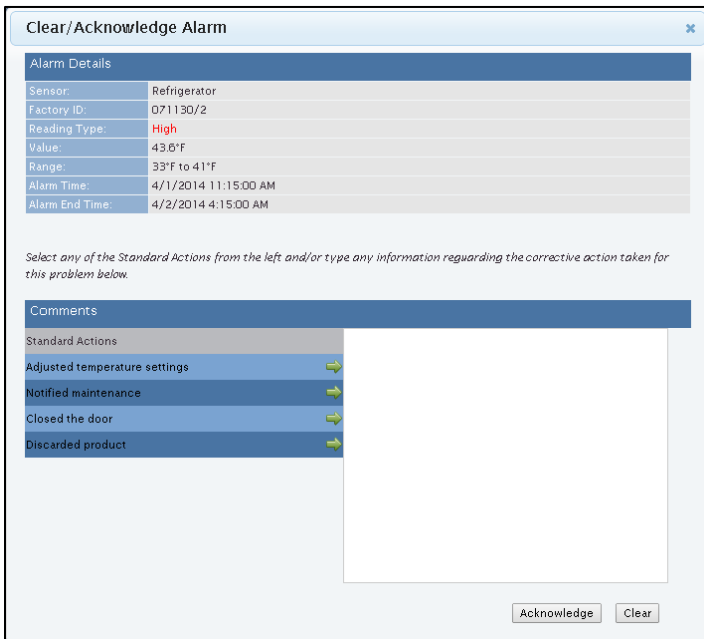


Click on the blinking sensor alarm indicator to bring up the Alarms page displaying all outstanding alarms and any recently cleared alarms.

A screenshot of the "Alarms" page in TempTrak. It features a table with columns for Sensor, Factory ID, Alert Time, End Time, Reading, and Range. Three rows are visible, each representing an active alarm for a different sensor. Each row includes links for "View Notifications", "View Notes", and "Clear / Acknowledge", along with a yellow bell icon.

Sensor	Factory ID	Alert Time	End Time	Reading	Range	
Grab-N-Go West	071130/2	8/16/2013 1:00:00 PM		41.3°F	33°F to 41°F	View Notifications View Notes Clear / Acknowledge
Grab-N-Go East	071130/1	8/16/2013 11:00:00 AM		43.0°F	33°F to 41°F	View Notifications View Notes Clear / Acknowledge
Specimen Refrigerator B	083221/1	8/16/2013 11:00:00 AM		43.6°F	33°F to 41°F	View Notifications View Notes Clear / Acknowledge

Locate the sensor you want to address from the list of sensors that are in an alarm status. Click "Clear / Acknowledge". The Clear/Acknowledge Alarm page will appear.

A screenshot of the "Clear/Acknowledge Alarm" dialog box. It contains an "Alarm Details" section with fields for Sensor, Factory ID, Reading Type, Value, Range, Alarm Time, and Alarm End Time. Below this is a "Comments" section with a list of "Standard Actions" (Adjusted temperature settings, Notified maintenance, Closed the door, Discarded product) and a large text area for entering custom comments. At the bottom are "Acknowledge" and "Clear" buttons.

Alarm Details	
Sensor:	Refrigerator
Factory ID:	071130/2
Reading Type:	High
Value:	43.6°F
Range:	33°F to 41°F
Alarm Time:	4/1/2014 11:15:00 AM
Alarm End Time:	4/2/2014 4:15:00 AM

Select any of the Standard Actions from the left and/or type any information regarding the corrective action taken for this problem below.

Comments	
Standard Actions	
Adjusted temperature settings	
Notified maintenance	
Closed the door	
Discarded product	

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).

Alarm Details	
Sensor:	Refrigerator
Factory ID:	071130/2
Reading Type:	High
Value:	43.6°F
Range:	33°F to 41°F
Alarm Time:	4/1/2014 11:15:00 AM
Alarm End Time:	4/2/2014 4:15:00 AM

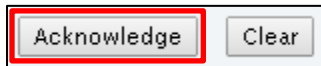
The bottom section is where you add any comments or standard actions (actions set up by your administrator). Each standard action has a green arrow to the right. Clicking on the green arrow places that standard action in the comment field to the right. If you need to add additional notes, you can click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

Select any of the Standard Actions from the left and/or type any information regarding the corrective action taken for this problem below.

Comments	
Standard Actions	
Adjusted temperature settings	→
Notified maintenance	→
Closed the door	→
Discarded product	→

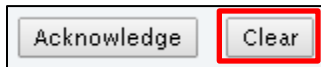
At this point, you are presented with two options, acknowledging an alarm or clearing an alarm.

Acknowledge an Alarm



If you cannot address the alarm yourself and need to get other's involved, you should acknowledge the alarm. When you perform this action, you will be adding the comments you either selected from the standard actions or wrote in to the alarm. From this point, TempTrak will assume the alarm is being handled and will not generate any further alarms.

Clearing an Alarm



If you can address the alarm yourself, you should clear the alarm. Clearing the alarm states that the issue has been addressed and everything is working correctly. If the sensor goes out of range, then a new alarm will be generated.