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Combining the most recent advances in wireless technology with advanced alert functions, color-coded temperature viewing and expanded historical data reporting, Temp Trak exceeds all HACCP and Health Department reporting requirements.

- 24/7 temperature monitoring for refrigeration, hot holding and cooking equipment.
- Wirelessly transmits real-time data to on-site and/or remote PC.
- User-friendly software applications for food safety HACCP and other regulatory compliance.
- Instantaneous alerts and paperless reports for trend analysis, corrective actions and historical data files.
- Verification report print outs on demand for regulatory agencies.
Intelli-Ware’s System Login screen can be launched in two ways:

- Double-click the **Intelli-Ware Login** icon on the desktop.
- Click **Start**, point to **Program Files**, point to **KTG Intelli-Ware**, and then click **Intelli-Ware Login**.

After successful installation of the Intelli-Ware application, the “Intelli-Ware Login” screen will appear. Here you will need to enter the default Login ID and Password.

Default Login ID: **admin** (all lowercase).
Default Password: **admin** (all lowercase).

This will log you in the system with administrator authority.
Temp Trak provides three types of alerts: Temperature, Battery, and Communication.

*Temperature Alerts* are generated whenever a Sensor transmits a temperature that does not meet the valid temperature range set up within an assigned Alarm Profile.

*Battery Alerts* are generated whenever a battery is low on juice or has been fully drained.

*Communication Alerts* are generated whenever a Sensor does not send a packet of information. There are various instances where this might happen, but the most common is due to a Sensor being out-of-range.
To find the Temp Trak Temperature Alerts screen, go to Alerts > Temp Trak > Sensor Readings. Click Sensor Readings and the screen below will appear:

The Sensor Alerts screen displays current and recently cleared temperature alerts.

- Current Alerts are events that have not yet been responded to.
- Cleared Alerts are events that have been responded to and a critical action has been logged.

When a Temperature Alert has been cleared or additional notes have been added to a current Temperature Alert, the View Notes button will appear. Clicking on the View Notes button will display the alert information and any notes associated with this Temperature Alert. A sample screen is shown below:
To clear a Temperature Alert:

**Step 1** – Click on the alert to be cleared. The following screen will appear providing specific information regarding the alert:
Step 2 - Log the corrective actions by either clicking on a Standard Action or placing your cursor inside the corrective action box and typing the action.

*Note: Multiple Corrective Actions may be selected.*

*Note: Standard Actions can be added or removed (see Temp Trak General Settings).*

Step 3 – If additional notes/Acknowledgements are needed for this alert, click **Add Note/Acknowledge**.

*Note: This will not clear the alert; only update the Temperature Alert with new notes.*

Step 4 – To clear the alert, click **Clear Alert**.

The system will now place the alert in the Recently Cleared Alert field, along with the time in which it was cleared, the corrective action and who performed the action.

---

**Battery**

To find the Temp Trak Battery Alerts screen, go to Alerts > Temp Trak > Battery. Click **Temperature** and the screen below will appear:

**TempTrak Battery Alerts**

**All Sensors**

<table>
<thead>
<tr>
<th>Sensor Name</th>
<th>Alert Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO-ADD SENTRY 021033 (21-033)</td>
<td>1/14/2005 2:21:27 PM</td>
<td></td>
</tr>
</tbody>
</table>

The Battery Alerts screen warns you of a weak battery, indicated in yellow. If the battery is weak, you have be approximately two weeks to replace the battery; at which point, the battery will fail.

The battery life for Sensor’s is approximately 3 years. The replacement battery is a Lithium 3 volt, 2/3 A Battery. Once the battery has been replaced, the alert will be cleared.

*Note: No data will be reported from a Sensor with a dead battery. Instead, the sensor will trigger a Communications Alert for a Missed Communication.*

---

**Communication**

To find the Sensor Communication Status screen, go to Alerts > Temp Trak > Communications. Click **Communications** and the screen below will appear:
The Sensor Communication screen displays the communication status of all registered Sensors, or, if the Show Only Problem Sensors checkbox is selected, then only sensors with problems will be displayed. Each Sensor has an entry consisting of:

- **Sensor**: displayed name.
- **Sensor ID**: displays the Sensor’s ID.
- **Status**: reported in two ways:
  - **Textual description of the Sensor Status**:
    - OK
    - Missed transmission
    - Sensor has never responded
  - **Color coded Sensor Status**:
    - Green indicates the Sensor is communicating at the scheduled interval.
    - Pink indicates no transmission.

Note: There are instances where the Status will be Pink and also say OK. This means that the sensor has sent some sort of temperature packet, but it is missing some information.

- **Log Interval (Mins)**: displays the logging interval, in minutes, for the Sensor, which is set on the Sensor Attributes page.
- **% Pkts Missed (24 Hrs)**: displays the percentage of successful packets, number of missed packets, and total number of packets received in the past 24 hours.
  
  **Note**: The total number of packets received may be higher than the number of temperatures points taken in a given 24 hour period due to Sensor hardware configurations.

- **Last Contact**: displays the number of hours/minutes, seconds and date/time stamp of the last successful communication, as well as the last
time the reset button was pressed on the Sensor and if the temperature is out of range or missing a probe.

- **Expected Contact:** displays the number of hours/minutes/seconds and date/time stamp of the next expected communication.

Note: In rare cases, two Sensors will transmit at exactly the same time. If this should happen, the Base Station will receive only one signal. The Sensor, for which the signal was not received, will show up as a not responding device. It should, however, on the next scheduled interval, transmit a signal that will be received.
The Temp Trak system supplies a multitude of ways to view temperature data as well as provide system data tracking. Most reports can be exported to Microsoft Excel. Reports are broken down under four categories: Temp Trak, Temp Trak Mobile, Intelli-PDA and Administration.
Current Temperatures

To find the Temp Trak Current Sensor Temperatures screen, go to Reports > Temp Trak > Current Sensor Readings. Click Current Sensor Readings and the screen below will appear:

TempTrak Current Sensor Readings

Sensors By Location

- Show Only Out-of-Range Sensors
- Use Dial Display
Select display style: 

REFRESH

The Temp Trak Current Sensor Readings screen displays temperatures by groupings. These groups, defined under Configuration->Temp Trak->View/Groups, provide a visual representation of where Sensors are located. At a glance, any groups with Sensors out-of-range are evident by the use of a color-coding scheme: red (high), blue (cold), and green (normal). Clicking on the star figure in the center of each group will display all Sensors assigned to that group. For example:

Classic View (numeric vs. graphic displays):
Below is a list of features available on this screen:

- Temperature condition is indicated by color:
  - Green indicates the temperature is within range.
  - Red indicates the temperature is too hot.
  - Blue indicates the temperature is too cold.

- The temperature display also indicates:
  - Sensor name
  - Type of Sensor
    - Temperature
    - Contact
    - Humidity
  - Specified temperature range
  - Date/Time stamp of last temperature collected
  - Sensor ID

- Active alerts will be indicated on the screen in the upper right-hand corner under the Cooper-Atkins logo as follows:
  - Communication Alert
  - Sensor Alerts
    - Red Flashing: New, Un-Noted & Un-Cleared Alarms Exist
    - Yellow & Not Flashing: Un-Cleared Alarms Exist With Notes
Battery Alert

(Note: clicking on the active alert icon will display the corresponding alerts screen)

- There are two check boxes at the top of the screen:
  - Show Only Out-of-Range Temperatures
    Allows for only displaying those Sensors that are out of range, as opposed to having to scroll through numerous temperatures to review all Sensors.
  - Use Dial Display
    Displays temperature reading in a graphical dial format rather than a text format.

- Two display styles are available:
  - Classic
    Displays all Sensor information via a classical layout.
  - Map
    Displays all Sensor information on top of a map (if one has been uploaded via Configuration>Temp Trak>Views/Groups>Layout Maintenance).

By clicking on a dial (or row if in tabular format), the Temp Trak Temperature History screen will appear (see Temp Trak Temperature History).

Daily Temperature Report / 2 Hour

To find the Daily Temp Report / 1Hr screen, go to Reports > Temp Trak > Daily Temp Report / 2Hr. Click Daily Temp Report / 2Hr and the screen below will appear:
The Daily Temp Report / 2Hr provides two-hour averaged temperatures for each Sensor during a 24-hour period. Displayed on the left hand side of the chart is the Sensor name, Sensor ID, Alarming profile name, the temperature range, and the interval for each Sensor.

A different reporting period can be selected by using the drop down reporting period menu, the forward and backward arrows, or the calendar button.

Clicking on a temperature will display the Current Temperature History report for that hour.

Note: Right click on graph to export information to EXCEL spreadsheet.
TempTrak Daily Summary Report
1/17/2005 12:00:00 AM thru 1/17/2005 11:59:59 PM
Sensors By Location

<table>
<thead>
<tr>
<th>Location</th>
<th>A.M.</th>
<th>P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENDO Meds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meds Specimen #55 (1-6)</td>
<td>32.2</td>
<td>33.2</td>
</tr>
<tr>
<td>Medical Specimens: 24.0 to 38.0°F Interval: 15 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meds Refrigerator #33 (1-29)</td>
<td>43.7</td>
<td>41.8</td>
</tr>
<tr>
<td>Refrigerators/Coolers: 33.0 to 411.0°F Interval: 15 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meds Refrigerator #9 (1-11)</td>
<td>33.9</td>
<td>33.6</td>
</tr>
<tr>
<td>Refrigerators/Coolers: 33.0 to 411.0°F Interval: 15 minutes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ICU Meds</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meds Freezer #ICU (1-50)</td>
<td>-3.2</td>
<td>-7.1</td>
</tr>
<tr>
<td>Freezers: -20.0 to 100.0°F Interval: 15 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meds Freezer #ICU (1-11)</td>
<td>45.5</td>
<td>43.9</td>
</tr>
<tr>
<td>Freezers: -20.0 to 100.0°F Interval: 15 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meds Refrigerator #ICU (1-26)</td>
<td>33.0</td>
<td>411.0°F</td>
</tr>
<tr>
<td>Refrigerators/Coolers: 33.0 to 411.0°F Interval: 15 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meds Refrigerator #ICU (1-7)</td>
<td>33.0</td>
<td>411.0°F</td>
</tr>
<tr>
<td>Refrigerators/Coolers: 33.0 to 411.0°F Interval: 15 minutes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Daily Temp Report / 12Hr provides the average temperature for each Sensor during both the A.M. and P.M 12-hour reporting cycle. Each twelve-hour slot contains the temperature. Displayed on the left hand side of the chart, is the Sensor name, Sensor ID, Alarm profile, the temperature range, and the interval for each Sensor.

A different reporting period can be selected by using the drop down reporting period menu, the forward and backward arrows, or the calendar button.

Clicking on a temperature will display the Current Temperature History report for the 12 hours.

Note: Right click on graph to export information to EXCEL spreadsheet.
To find the Monthly QA Temperature Report screen, go to Reports > Temp Trak > Equipment QA Report. Click Equipment QA Report and the screen below will appear:

**TempTrak Equipment QA / Performance Report**
Sunday, January 01, 2006 - Wednesday, February 01, 2006
All Sensors

<table>
<thead>
<tr>
<th>Location / Sensor</th>
<th>Low Reading</th>
<th>High Reading</th>
<th>Avg Reading</th>
<th># Samples Total</th>
<th># Samples Out Of Range</th>
<th>% In Range</th>
<th>Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW Internal TEMP SENSOR 029105 (28-1054)</td>
<td>-10.7 °F</td>
<td>23.6 °F</td>
<td>-3.4 °F</td>
<td>1104</td>
<td>115</td>
<td>89.6%</td>
<td>![Chart Image]</td>
</tr>
<tr>
<td>Freezers: &lt;-20.0 to 10.0°F</td>
<td>Sensor Type: TEMP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO-ADD SENTRY 669219 (Internal (64-4734))</td>
<td>69.4 °F</td>
<td>74.2 °F</td>
<td>72.4 °F</td>
<td>968</td>
<td>0</td>
<td>100.0%</td>
<td>![Chart Image]</td>
</tr>
<tr>
<td>No Alarm Parameters</td>
<td>Sensor Type: TEMP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO-ADD SENTRY 6690097 (Internal) (60-97)</td>
<td>67.6 °F</td>
<td>74.0 °F</td>
<td>71.7 °F</td>
<td>968</td>
<td>0</td>
<td>100.0%</td>
<td>![Chart Image]</td>
</tr>
<tr>
<td>No Alarm Parameters</td>
<td>Sensor Type: TEMP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO-ADD SENTRY 6690097 (Internal) (69-97)</td>
<td>67.8 °F</td>
<td>74.7 °F</td>
<td>72.0 °F</td>
<td>968</td>
<td>0</td>
<td>100.0%</td>
<td>![Chart Image]</td>
</tr>
<tr>
<td>No Alarm Parameters</td>
<td>Sensor Type: TEMP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO-ADD SENTRY 6690099 (External) (60-99)</td>
<td>-12.3 °F</td>
<td>34.3 °F</td>
<td>-3.8 °F</td>
<td>2343</td>
<td>0</td>
<td>100.0%</td>
<td>![Chart Image]</td>
</tr>
<tr>
<td>No Alarm Parameters</td>
<td>Sensor Type: TEMP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO-ADD SENTRY 6690099 (Internal) (60-99)</td>
<td>-11.0 °F</td>
<td>32.4 °F</td>
<td>-3.3 °F</td>
<td>2343</td>
<td>0</td>
<td>100.0%</td>
<td>![Chart Image]</td>
</tr>
<tr>
<td>No Alarm Parameters</td>
<td>Sensor Type: TEMP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO-ADD SENTRY 107214 (Humidity) (107-2142)</td>
<td>15 %RH</td>
<td>31 %RH</td>
<td>21 %RH</td>
<td>324</td>
<td>0</td>
<td>100.0%</td>
<td>![Chart Image]</td>
</tr>
<tr>
<td>No Alarm Parameters</td>
<td>Sensor Type: HUMIDITY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO-ADD SENTRY 107214 (Temp) (107-214)</td>
<td>72.3 °F</td>
<td>80.1 °F</td>
<td>75.1 °F</td>
<td>324</td>
<td>0</td>
<td>100.0%</td>
<td>![Chart Image]</td>
</tr>
<tr>
<td>No Alarm Parameters</td>
<td>Sensor Type: TEMP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The above report provides a monthly equipment analysis by temperature point (Sensor). The information displayed consists of:

- Lowest and highest temperature readings collected.
- Average temperature over the period.
- Number of samples taken.
- Number of samples out of range.
- Percentage in range.
- Quick pie chart displaying percentage of samples in range v/s samples out-of-range.

Clicking on a Sensor will display the Daily Summary Report for the month.

A different reporting period can be selected by using the drop down reporting period menu, the forward and backward arrows, or the calendar button.
Daily Summary

To find the Temp Trak Summary By Day screen, go to Reports > Temp Trak > Daily Summary. Click Daily Summary and the screen below will appear:

<table>
<thead>
<tr>
<th>Date</th>
<th>A.M.</th>
<th>P.M.</th>
<th>Entire Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Avg</td>
<td>Min</td>
<td>Max</td>
</tr>
<tr>
<td>Friday, January 14, 2005</td>
<td>73.9°F</td>
<td>72.1°F</td>
<td>73.9°F</td>
</tr>
<tr>
<td>Saturday, January 15, 2005</td>
<td>70.8°F</td>
<td>70.0°F</td>
<td>72.1°F</td>
</tr>
<tr>
<td>Sunday, January 16, 2005</td>
<td>69.1°F</td>
<td>66.2°F</td>
<td>69.4°F</td>
</tr>
<tr>
<td>Monday, January 17, 2005</td>
<td>67.3°F</td>
<td>67.2°F</td>
<td>66.2°F</td>
</tr>
</tbody>
</table>

The Daily Summary Report displays the average temperature, minimum temperature, maximum temperature, and the number of samples taken each day for a selected Sensor. The report is divided into three main selections: A.M., P.M., and Entire Day.

A Sensor can be selected by using the Select Sensor drop-down list.

Note: Right click on graph to export information to EXCEL spreadsheet.
Also available is the ability to choose an Ending Date and a Reporting Period.

Clicking on a temperature will display the Current Temperature History report for that day.

Note: Right click on graph to export information to EXCEL spreadsheet.

 Alerts By Day

To find the Alerts By Day screen, go to Reports > Temp Trak > Alerts By Day. Click Summary By Day and the screen below will appear:

The Alerts By Day report displays the all temperature alerts which occurred during a given day or time span. This includes both active and historical alert conditions.

Alerts displayed in Red designate that the temperature was hotter than the maximum temperature allowed, while those displayed in Blue mean the recorded temperature was colder than the minimum temperature allowed.

Note: Right click on graph to export information to EXCEL spreadsheet.

Alerts / Notes By Sensor
To find the Alerts By Sensor screen, go to Reports > Temp Trak > Alerts By Sensor. Click Alerts/Notes By Sensor and the screen below will appear:

**TempTrak Sensor Alarm Report**
1/2/2005 thru 2/1/2005

- Include Previously Relocated Sensors
- Select Sensor: ENDO Meds Meds 013024 (13-24)
- Select Ending Date: TODAY
- Select Reporting Period: 1 Month

**ENDO Meds: Meds 013024 (13-24)**

<table>
<thead>
<tr>
<th>Alert Time</th>
<th>Alert Type</th>
<th>Sensor Value</th>
<th>Alert Range</th>
<th>View Notes</th>
<th>Actions / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/2005 10:11:45 AM</td>
<td>Quality</td>
<td>74.1 °F</td>
<td>24.0 to 39.0 °F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Historical Alert Conditions**

<table>
<thead>
<tr>
<th>Alert Time</th>
<th>Alert Type</th>
<th>Sensor Value</th>
<th>Alert Range</th>
<th>View Notes</th>
<th>Actions / Notes</th>
<th>Clear Time</th>
<th>Cleared By</th>
</tr>
</thead>
</table>

The Alerts By Sensor report displays the all temperature alerts for a specific sensor which occurred during a given day or time span. This includes both active and historical alert conditions. Also, previously relocated sensor alerts can be displayed here as well by checking the “Include Previously Relocated Sensors” checkbox.

Alerts displayed in Red designate that the temperature was hotter than the maximum temperature allowed, while those displayed in Blue mean the recorded temperature was colder than the minimum temperature allowed.

**Note:** Right click on graph to export information to EXCEL spreadsheet.

**Temperature Graphs**

To find the Temp Trak Temperature History screen, go to Reports > Temp Trak > Sensor Reading Graphs. Click Sensor Reading Graphs and the screen below will appear:
The Temp Trak Temperature History report provides an analysis of temperature collections over an extended period of time. This report offers the following information:

- The graph displays three horizontal colored lines indicating:
  - Blue indicates the minimum allowable temperature as defined on the Sensor Attributes page.
  - Red line indicates the maximum allowable temperature.
  - Yellow line indicates the average temperature of the time frame.

- Across the bottom of the graph, these lines are also indicated with a numeric value.

- The graph supports the ability to zoom in on a specific part of the graph to display a more detailed and shorter time span. To zoom in on a specific time period:
- Left-click, holding down the mouse button, and drag the mouse across the desired portion of the graph. The graph will redisplay the new time frame.
- To reset the graph to the original time frame, click **Unzoom**.

- **Graph parameters** can be changed by selecting the **Change Graph Parameters** section:
  - Select a **Graph Period**. The longer the period, the more temperature points will be displayed.
  - Select a new **Report Ending Date** by either entering in a date in the format MM/DD/YYYY or by clicking the calendar button to bring up a calendar button to select an ending date.

- Right-clicking on a purple temperature point will display:
  - The date/time stamp the temperature was taken.
  - The **Sensor name**.
  - The **Temperature**.

- The **Average Temperature** of the graph's time frame is displayed below the temperature graph.
To find the Configuration Changes Report screen, go to Reports > Temp Trak > Daily Contact Sensor Report. Click Daily Contact Sensor Report and the screen below will appear:

**TempTrak Daily Contact Sensor Report**
2/1/2005 12:00:00 AM thru 2/1/2005 11:59:59 PM

**Sensors By Location**

- Include Previously Relocated Sensors
- Select Sensor To Report: 

Open Time Warning Level: None

<table>
<thead>
<tr>
<th>Location / Sensor</th>
<th>Open Time</th>
<th>Closed Time</th>
<th>Elapsed Time</th>
</tr>
</thead>
</table>

- Open/Closed: 3
- Total Elapsed Time: 2 minutes 39 seconds
- Avg Elapsed Time: 53 seconds

If you are using the optional open/close detector switches with the Sensors, this report will provide information on those pieces of equipment you are monitoring. The information displayed consists of:

- Number of times the door was opened.
- Time the door was opened.
- Time the door was closed.
- Duration of each opening.

This can be extremely helpful in diagnosing temperature problems. It is not uncommon to see walk-in doors propped open during deliveries, which will cause temperatures to rise drastically.

A different reporting period can be selected by using the drop down reporting period menu, the forward and backward arrows, or the calendar button.
To find the Configuration Changes Report screen, go to Reports > Temp Trak > Sensor Audit Report. Click Sensor Audit Report and the screen below will appear:

**TempTrak Audit Report**

**Store Name**

<table>
<thead>
<tr>
<th>Select User:</th>
<th>-Select-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Sensor Group:</td>
<td>-Select-</td>
</tr>
<tr>
<td>Select Sensor:</td>
<td>-Select-</td>
</tr>
</tbody>
</table>

The Sensor Audit Report displays audit notes/comments made to any group of sensors set up to accept audit notes (see Configuration > Temp Trak > Record Sensor Audit). Three display selections are available:

- **Select User** – Show only audits created by a specific user.
- **Select Sensor Group** – Show audits for a specific sensor group.
- **Select Sensor** – Show audits only for a specific sensor.

Once a selection is made, a similar screen to the one below will appear:

**TempTrak Audit Report**

**Store Name**

**GROUP: All Groups**

1/24/2006 thru 1/31/2006

**Monday, January 30, 2006**

<table>
<thead>
<tr>
<th>Audit ID</th>
<th>Auditing User</th>
<th>Audit Timestamp</th>
<th>Comments</th>
<th>Groups Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>test test</td>
<td>1/30/2006 6:14:19 PM</td>
<td>Testing Sensors</td>
<td>All</td>
</tr>
</tbody>
</table>
Configuration Changes

To find the Configuration Changes Report screen, go to Reports > Temp Trak > Configuration Changes. Click Configuration Changes and the screen below will appear:

### TempTrak Configuration Change Audit Report

**All Changes Since 1/10/2005**

Re-select Reporting Period: **Past 7 Days**

<table>
<thead>
<tr>
<th>Sensor Name</th>
<th>Change Time</th>
<th>User Name</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meds Hot Holding #ICU</td>
<td>1/17/2005 3:19:52 PM</td>
<td>User, Admin</td>
<td>Notification Profile ID (0 -&gt; 6)</td>
</tr>
<tr>
<td>Meds Hot Holding #ICU</td>
<td>1/17/2005 2:57:19 PM</td>
<td>User, Admin</td>
<td>Alarm Profile ID (24 -&gt; 16)</td>
</tr>
<tr>
<td>Meds Refrigerator #54</td>
<td>1/17/2005 2:33:00 PM</td>
<td>User, Admin</td>
<td>In Use (0 -&gt; 1)</td>
</tr>
<tr>
<td>Meds - Specimen #17</td>
<td>1/17/2005 2:32:56 PM</td>
<td>User, Admin</td>
<td>In Use (0 -&gt; 1)</td>
</tr>
<tr>
<td>Meds Refrigerator #54</td>
<td>1/17/2005 1:25:29 PM</td>
<td>User, Admin</td>
<td>In Use (4 -&gt; 0)</td>
</tr>
<tr>
<td>Meds - Specimen #17</td>
<td>1/17/2005 1:25:26 PM</td>
<td>User, Admin</td>
<td>In Use (1 -&gt; 0)</td>
</tr>
<tr>
<td>UCR #45</td>
<td>1/14/2005 3:02:10 PM</td>
<td>User, Admin</td>
<td>Contact State (L -&gt; 0)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Logging Interval (Min) (0 -&gt; 15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alarm Check Type (0 -&gt; 1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alarm Profile ID (0 -&gt; 23)</td>
</tr>
<tr>
<td>Meds Refrigerator #513</td>
<td>1/14/2005 3:01:52 PM</td>
<td>User, Admin</td>
<td>Contact State (L -&gt; 0)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Logging Interval (Min) (0 -&gt; 15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alarm Check Type (0 -&gt; 1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alarm Profile ID (7 -&gt; 28)</td>
</tr>
<tr>
<td>Hot Holding #9</td>
<td>1/14/2005 3:01:25 PM</td>
<td>User, Admin</td>
<td>Is Food Safety Temp (True -&gt; False)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contact State (L -&gt; 0)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Logging Interval (Min) (0 -&gt; 15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alarm Check Type (0 -&gt; 1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alarm Profile ID (20 -&gt; 16)</td>
</tr>
<tr>
<td>Grab n Go</td>
<td>1/14/2005 3:01:02 PM</td>
<td>User, Admin</td>
<td>Is Food Safety Temp (True -&gt; False)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contact State (L -&gt; 0)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Logging Interval (Min) (0 -&gt; 15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alarm Check Type (0 -&gt; 1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alarm Profile ID (20 -&gt; 16)</td>
</tr>
<tr>
<td>Beverage Case</td>
<td>1/14/2005 3:00:54 PM</td>
<td>User, Admin</td>
<td>Is Food Safety Temp (True -&gt; False)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contact State (L -&gt; 0)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Logging Interval (Min) (0 -&gt; 15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alarm Check Type (0 -&gt; 1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alarm Profile ID (20 -&gt; 16)</td>
</tr>
<tr>
<td>Meds - Specimen #36</td>
<td>1/14/2005 3:00:25 PM</td>
<td>User, Admin</td>
<td>Alarm Profile ID (-1 -&gt; 10)</td>
</tr>
<tr>
<td>Meds Refrigerator #ICU</td>
<td>1/14/2005 2:34:10 PM</td>
<td>User, Admin</td>
<td>Alarm Profile ID (11 -&gt; 0)</td>
</tr>
<tr>
<td>Meds Warmning Unit #ICU</td>
<td>1/14/2005 2:33:47 PM</td>
<td>User, Admin</td>
<td>Contact State (L -&gt; 0)</td>
</tr>
<tr>
<td>Meds Hot Holding #ICU</td>
<td>1/14/2005 2:33:16 PM</td>
<td>User, Admin</td>
<td>Contact State (L -&gt; 0)</td>
</tr>
<tr>
<td>Meds Refrigerator #54</td>
<td>1/14/2005 2:32:56 PM</td>
<td>User, Admin</td>
<td>Contact State (L -&gt; 0)</td>
</tr>
<tr>
<td>Meds - Specimen #17</td>
<td>1/14/2005 2:32:52 PM</td>
<td>User, Admin</td>
<td>Contact State (L -&gt; 0)</td>
</tr>
<tr>
<td>Meds - Specimen #22</td>
<td>1/14/2005 2:31:24 PM</td>
<td>User, Admin</td>
<td>Contact State (L -&gt; 0)</td>
</tr>
<tr>
<td>Meds - Specimen #26</td>
<td>1/14/2005 2:31:15 PM</td>
<td>User, Admin</td>
<td>Contact State (L -&gt; 0)</td>
</tr>
</tbody>
</table>

The Configuration Changes Report identifies changes made to any of the configurations in the system and by whom. For example, if a temperature has been changed for a specific Sensor that information will appear.

The report may be sorted by using the drop down reporting period menu, the forward and backward arrows, or the calendar button.
Temp Trak Mobile

Session Report

To find the Temp Trak Mobile Sensor Report screen, go to Reports > Temp Trak Mobile > Session Report. Click Session Report and the screen below will appear:

The Training Session Report logs information regarding each training form launched. This report contains the following:

- **Description/Usage** – Name of sensor.
- **Alarms** – Displays any alarms that might have happened.
- **Start Time** – Start time of data logger session.
- **Stop Time** – Stop time of data logger session.
- **Duration** – Length of time to complete the data logger session.
- **# Logged** – Number of temperatures logged.
- **Notes** – Notes about session.
- **Originating Location** – Originating location where session was created.
- **Originating User** – User who created session.
- **Logger ID** – Logger ID.
- **Download Time** – Time session information was loaded into the system.

To view a session’s Data Logger Detail Report:

**Step 1** – Click on a data logger session. This will display the Data Logger Detail Report as shown below.
Upon selecting an entry from the Data Logger Session Report, the Data Logger Detail Report is displayed. This report displays the following:

- All session information from the Data Logger Session Report.
- Sample frequency.
➢ Session notes and actions.
➢ Data Logger temperature chart showing all temperatures recorded.
➢ Alarm conditions encountered.
   o Type: High or low
   o Alarm Start: When the alarm condition started
   o Duration: Amount of time of the alarm condition
➢ Data Logger histogram showing the number of readings per temperature range.

**Data Logger Report**

To find the Data Logger Report screen, go to Reports > Temp Trak Mobile > Data Logger Report. Click Data Logger Report and the screen below will appear:

---

**TempTrak Mobile**

**Data Logger Report**

Demo Site

<table>
<thead>
<tr>
<th>Data Logger Serial Number</th>
<th>First Registered</th>
<th># Sessions Programmed</th>
<th># Sessions with Logs</th>
<th>Last User</th>
<th>Last Session Programmed</th>
<th>Last Session Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5625C88061F7D0221</td>
<td>2/9/2005 4:06:37 PM</td>
<td>1</td>
<td>1</td>
<td>test, test</td>
<td>2/3/2005 4:06:38 PM Colke transport to refrigerator</td>
<td></td>
</tr>
</tbody>
</table>

The Data Logger Report shows each Data Logger currently registered on the system:

➢ Data Logger Serial Number
➢ First Registered
➢ # Session Programmed
➢ # Sessions with Logs
➢ Last User
➢ Last session programmed
➢ Last session description

Clicking on a Data Logger entry will bring up the Data Logger Detail Report shown below.
Each session of the Data Logger is displayed with some general session information. For a detailed view of each session, click on the session and the Data Logger Detail Report will appear (see Temp Trak Mobile Session Report).
To find the Database Backup Report, go to Reports > Administration > Database Backups. Click Database Backups.

Temp Trak may require the user to fill in the administrator User Name and Password for the computer that they used to log into the COMPUTER, not into Temp Trak.

- **User Name** – User Name used to log into the computer.
- **Password** – Password used to log into the computer.
- **Save this password in your password list** – Saves the User Name and Password information.

Once connected to the Local Host, the following screen will appear:
The Database Backup Report confirms that the scheduled database backup has been completed and the data has been written to the CD and/or hard drive. A history of backups is kept which includes: File Name, Create Date, Last Modified, and File Size. The location of the backup is also indicated.

Below is an example of a failed database backup.
Database Backup Report  
Demo Site

Backup Job Schedule

- **Job Description**: Database backup job.
- **Job Enabled**: Yes
- **Schedule Enabled**: Yes
- **Frequency**: Weekly (Days=Su,Mo,Tu,We,Th,Fr, Sa) - Recurrence every 1
- **Start Time**: 2:00:00 AM
- **Backup Destination**: Hard Drive AND CD-RW
- **Backup Location**: C:\Program Files\Microsoft SQL Server\MSSQL\Backup\IntelliWare
- **Job Status**: READY
- **SQL Agent Status**: READY

CD Drive Information

- **CD Drive**: D:
- **Backup Status**: NOT READY - NO CD IN DRIVE

**ERROR**: No CD-RW Drive or properly formatted CD-RW was found on this system for performing backups

PC Hard Drive Backup Files

(C:\Program Files\Microsoft SQL Server\MSSQL\Backup\IntelliWare)

<table>
<thead>
<tr>
<th>File Name</th>
<th>Create Date</th>
<th>Last Modified</th>
<th>File Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>IntelliWare_DB_2005-1-10_2-0.bak</td>
<td>1/10/2005 2:00:00 AM</td>
<td>1/10/2005 2:00:15 AM</td>
<td>61,884,920</td>
</tr>
<tr>
<td>IntelliWare_DB_2005-1-11_2-0.bak</td>
<td>1/11/2005 2:00:00 AM</td>
<td>1/11/2005 2:00:11 AM</td>
<td>62,081,636</td>
</tr>
<tr>
<td>IntelliWare_DB_2005-1-12_2-0.bak</td>
<td>1/12/2005 2:00:00 AM</td>
<td>1/12/2005 2:00:08 AM</td>
<td>62,347,672</td>
</tr>
<tr>
<td>IntelliWare_DB_2005-1-13_2-0.bak</td>
<td>1/13/2005 2:00:00 AM</td>
<td>1/13/2005 2:00:12 AM</td>
<td>62,212,608</td>
</tr>
<tr>
<td>IntelliWare_DB_2005-1-14_2-0.bak</td>
<td>1/14/2005 2:00:01 AM</td>
<td>1/14/2005 2:00:17 AM</td>
<td>62,499,216</td>
</tr>
<tr>
<td>IntelliWare_DB_2005-1-15_2-0.bak</td>
<td>1/15/2005 2:00:00 AM</td>
<td>1/15/2005 2:00:16 AM</td>
<td>62,840,288</td>
</tr>
<tr>
<td>IntelliWare_DB_2005-1-16_2-0.bak</td>
<td>1/16/2005 2:00:00 AM</td>
<td>1/16/2005 2:00:17 AM</td>
<td>67,768,696</td>
</tr>
<tr>
<td>IntelliWare_DB_2005-1-17_2-0.bak</td>
<td>1/17/2005 2:00:01 AM</td>
<td>1/17/2005 2:00:16 AM</td>
<td>63,195,648</td>
</tr>
</tbody>
</table>

Job Status History

To find Job Status History, go to **Reports > Administration > Job Status History**. Click **Job Status History** and the following screen will appear:
The SQL Job Status History report displays activity performed against the IntelliWare database. Each line entry contains the Job Name, Job ID, Step ID, Step Name, Message, Run Date, and the Run Duration hh:mm:ss.

### Security / Audit Report

To find Job Status History, go to **Reports > Administration > Security / Audit Report.** Click **Security / Audit Report** and the following screen will appear:
The Security / Audit Report displays the user activity on the system, listing Log Time, Action, User ID, Employee Name, Device Name, and Device Address.

To display only failed login attempts:

**Step 1 – Click the checkbox Show Only Failures.**
Temp Trak Base Stations

To find the Database base stations, go to Reports > Administration > Status Reports > TempTrak Base Stations. Click Temp Trak Base Stations.

Temp Trak may require the user to fill in the administrator User Name and Password for the computer that they used to log into the COMPUTER, not into Temp Trak.

- **User Name** – User Name used to log into the computer.
- **Password** – Password used to log into the computer.
- **Save this password in your password list** – Saves the User Name and Password information.

Once connected to the Local Host, the following screen will appear:

The Base Station Status Report displays the current status of all base stations. This includes Base Type, Description/Location, Port, Settings, Register Time, Enabled?, Last Data Received, Version, State, Ping Response and Last Error/Message.
By checking “Show Reporting Sensors”, an additional field is added to the list showing all sensors the base station has received a temperature packet.

**Temp Trak RF Topology**

To find the Database Backup Report, go to *Reports > Administration > Status Reports > TempTrak RF Topology*. Click **TempTrak RF Topology**.

![Connect to localhost](image)

Temp Trak may require the user to fill in the administrator User Name and Password for the computer that they used to log into the COMPUTER, not into Temp Trak.

- **User Name** – User Name used to log into the computer.
- **Password** – Password used to log into the computer.
- **Save this password in your password list** – Saves the User Name and Password information.

Once connected to the Local Host, the following screen will appear:
The Temp Trak RF Topology report displays a graphical representation of how each sensor has been reporting through which repeaters and base stations.

The Top->Bottom button displays the RF topology in a top to bottom format where Sensors appear on the bottom.

The Left->Right button displays the RF topology in a left to right format where Sensors appear on the right.

The Print Topology button allows the graph to be printed.

If this is the first time running the RF Topology screen, the following message may appear:
You will need to install the itGrid in order to see the RF Topology.

Note: Microsoft Internet Explorer may not allow this screen to be viewed properly due to Security Rights. To properly display the contents of this page, make sure that Active X controls and plugins are set to either Enabled or Prompt in the Security tab of Internet Options.

Temp Trak RF Status

To find the Database Backup Report, go to Reports > Administration > Status Reports > Temp Trak RF Status. Click Temp Trak RF Status and the following screen will appear:

The Temp Trak RF Status report displays a chart showing the current status of all services and the RF Topology.

If this is the first time running the RF Status screen, the following message may appear:
You will need to install the itGrid in order to see the RF Status.

Note: Microsoft Internet Explorer may not allow this screen to be viewed properly due to Security Rights. To properly display the contents of this page, make sure that Active X controls and plugins are set to either Enabled or Prompt in the Security tab of Internet Options.

Intelli-Ware System Status Report

To find the Intelli-Ware System Status Report screen, go to Reports > Administration > Status Reports > Service Status. Click Service Status and the following screen will appear:
The Intelli-Ware System Status Report displays the status of all relevant services, which are specific to the successful functioning of the Intelli-Ware suite of applications. Also, services can be stopped and started if necessary.

### General Process Status

<table>
<thead>
<tr>
<th>Service</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft IIS Web Server:</td>
<td>Running (1712)</td>
</tr>
<tr>
<td>Microsoft SQL Server:</td>
<td>Running (1768)</td>
</tr>
<tr>
<td>Microsoft SQL Server Agent:</td>
<td>Running (2848)</td>
</tr>
<tr>
<td>Intelli-Ware Notification Service:</td>
<td>Running (2136)</td>
</tr>
</tbody>
</table>

### TempTrak Process Status

<table>
<thead>
<tr>
<th>Service</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TempTrak Data Collector:</td>
<td>Running (2876)</td>
</tr>
</tbody>
</table>

### Intelli-PDA Process Status

<table>
<thead>
<tr>
<th>Service</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intelli-PDA Updater Service:</td>
<td>Running (800)</td>
</tr>
<tr>
<td>Intelli-PDA Data Server:</td>
<td>Running (1688)</td>
</tr>
<tr>
<td>Intelli-PDA DHCP Server:</td>
<td>NOT RUNNING</td>
</tr>
<tr>
<td>Microsoft ActiveSync:</td>
<td>NOT RUNNING</td>
</tr>
</tbody>
</table>

The Intelli-Ware System Status Report displays the status of all relevant services, which are specific to the successful functioning of the Intelli-Ware suite of applications. Also, services can be stopped and started if necessary.

### Database Server Information

To find the Database Server Information screen, go to Reports > Administration > Status Reports > Database Information. Click Database Information and the following screen will appear:
The Database Server Information screen displays information about the Microsoft SQL Server database as well as any concurrent activity violations.

**Note:** The version of Microsoft SQL Server, MSDE, that ships with the Intelli-Ware suite of products is considered a light version and thus Microsoft only allows 5 concurrent users access to the database at one time before the database automatically slows itself down.
Overview

Temp Trak’s configuration menu provides all the necessary utilities to configure and customize all aspects of the program, from alarm profiles to user accounts to devices registrations.
To find the Sensor Attributes screen, go to Configuration > Temp Trak > Sensor Configuration > Sensor Attributes. Click Sensor Attributes and the screen below will appear:

**Sensor Attributes**

Left click on any row to edit the attributes for that sensor

[Show Extra Sensor Information]

### Temperature Sensors

<table>
<thead>
<tr>
<th>Sensor Name</th>
<th>Factory ID</th>
<th>In Use</th>
<th>Logging Profile</th>
<th>Alarm Check Profile</th>
<th>Notification Profile</th>
<th>Escalation Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENDO Meds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meds - Specimen #E36</td>
<td>1-5</td>
<td>Yes</td>
<td>Every Packet/Average/No Delta</td>
<td>Medical Specimens</td>
<td>Maintenance Pager</td>
<td>No Group Defaults</td>
</tr>
<tr>
<td>Meds Refrigerator #04</td>
<td>1-05</td>
<td>Yes</td>
<td>Every Packet/Average/No Delta</td>
<td>Refrigerators/coolers</td>
<td>Maintenance Pager</td>
<td>No Group Defaults</td>
</tr>
<tr>
<td>Meds Refrigerator #09</td>
<td>1-11</td>
<td>Yes</td>
<td>Every Packet/Average/No Delta</td>
<td>Refrigerators/coolers</td>
<td>Maintenance Pager</td>
<td>No Group Defaults</td>
</tr>
<tr>
<td><strong>ICU Meds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meds Freezer #ICU24</td>
<td>1-17</td>
<td>Yes</td>
<td>Every Packet/Average/No Delta</td>
<td>Freezers</td>
<td>Maintenance Pager</td>
<td>No Group Defaults</td>
</tr>
<tr>
<td>Meds Refrigerator #ICU4</td>
<td>1-26</td>
<td>Yes</td>
<td>Every Packet/Average/No Delta</td>
<td>Refrigerators/coolers</td>
<td>Maintenance Pager</td>
<td>No Group Defaults</td>
</tr>
<tr>
<td>Meds Refrigerator #ICU5</td>
<td>1-7</td>
<td>Yes</td>
<td>Every Packet/Average/No Delta</td>
<td>Refrigerators/coolers</td>
<td>Manager’s Pager</td>
<td>No Group Defaults</td>
</tr>
<tr>
<td>Meds Warming Unit #ICU2</td>
<td>1-05</td>
<td>Yes</td>
<td>Every Packet/Average/No Delta</td>
<td>Hot Holding</td>
<td>Maintenance Pager</td>
<td>No Group Defaults</td>
</tr>
<tr>
<td><strong>Nutrition - 3 East Patient</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patient Freezer</td>
<td>1-13</td>
<td>Yes</td>
<td>Every Packet/Average/No Delta</td>
<td>Freezers</td>
<td>Maintenance Pager</td>
<td>No Group Defaults</td>
</tr>
<tr>
<td>Patient Refrigerator</td>
<td>1-28</td>
<td>Yes</td>
<td>Every Packet/Average/No Delta</td>
<td>Refrigerators/coolers</td>
<td>Maintenance Pager</td>
<td>No Group Defaults</td>
</tr>
</tbody>
</table>

Now that the Sensors have been installed and registered, it is time to create the attributes that are specific to each Sensor. These attributes will include:

- **Sensor Name** – User-defined sensor name.
- **Sensor ID** – Sensor ID.
- **In Use?** – Activates or deactivates a Sensor. This feature could be used if a piece of equipment is broken and not operating correctly, you may simple enter and turn off the Sensor, eliminates false alerts. Once the device is operational, you may re-enter and activate the Sensor.
- **Logging Profile** – Specifies what days/times to log temperatures.
- **Alarm Check Profile** – Specifies which alarm profile (alerting profile) to use.
- **Notification Profile** – Specifies which people are to be notified via a pre-determined profile.
- **Escalation Profile** – Specifies how the system should automatically respond via notification profiles to a series of events.

Checking the “Show Extra Sensor Information” checkbox displays the following additional information:

- **Probe** – Defaults to 1 (*currently not used*).
- **Conditional Alarming - Contact Sensor** – Sensor ID for the Contact Sensor, which this sensor is set to alarm with.
- **Conditional Alarming - State** – Current state of the Contact Sensor.
- **Notification Parameters - Pager Message** – Unique page message utilized if a pager alert type has been selected in the notification profile.
- **Notification Parameters - Relay Switch** – Unique relay switch utilized if a relay switch alert type has been selected in the notification profile.
- **Xmit Interval** – Displays how frequently the Sensor is programmed to transmit a temperature.
- **Temperature Probe Type** – Allows for use of a variety of Temperature types:
  - **Standard**: Default for dual sensors.
  - **Broad-Range**: Allows for monitoring temperatures in excess of 200 degrees.
  - **Low-Temp**: Allows for monitoring temperatures to –60 degrees F.
  - **Lab/Cryogenic RTD**: for monitoring temperatures -330°F to 32°F
  - **High Temp RTD**: for monitoring temperatures 32°F to 300°F
- **Severity** – Provides a means to assign a severity code to a Sensor that has alerted (*currently not used*).

To change the Sensor attributes:

**Step 1** – Referring to the log sheet created during the installation of the Sensors, click on the appropriate Sensor number that you wish to configure. The Sensor Attribute Maintenance screen will appear (See Sensor Attribute Maintenance).
Step 2 – Rename the Sensor to something unique and recognizable. Use the Sensor Log for this, combining the location and equipment name. i.e. NW Refrig Cafeteria.

Step 3 – Configure the rest of the attributes which where described earlier.

Step 4 – Once you have completed your configuration, click **Save Changes**.

Step 5 – Repeat steps 1-4 until all Sensors have been configured.

---

**Sensor Attribute Maintenance**

To find the Sensor Attributes Maintenance screen, go to *Configuration > Temp Trak > Sensor Configuration > Sensor Attributes*. Click on a sensor and the screen below will appear:
Each sensor can be modified with the appropriate profiles and attributes. These include:

- **Sensor Name** – User-defined sensor name.
- **Sensor ID** – Sensor ID.
- **Temperature Probe Type** – Allows for use of a variety of Temperature types:
  
  Note: Each Temperature probe is specially designed to work within a certain temperature range. I.E. Setting the attribute on a Sensors Temperature type to broad-range, but using a standard Temperature probe on the Sensor will yield invalid temperature data.
  
  - Standard: Default for internal and external Sensors.
  - Broad-Range: Allows for monitoring temperatures in excess of 200 degrees.
  - Low-Temp: Allows for monitoring temperatures to –60 degrees F.
  - Lab/Cryogenic RTD for monitoring temperatures -330°F to 32°F
  - High Temp RTD for monitoring tempertatures 32°F to 300°F

- **In Use?** – Activates or deactivates a Sensor. This feature could be used if a piece of equipment is broken and not operating correctly, you may simple enter and turn off the Sensor, eliminates false alerts. Once the device is operational, you may re-enter and activate the Sensor.

- **I Icon** – Displays a detailed list of sensor information. This includes:
  
  - Registration Date: Date sensor registered in system.
  - Last Updated: Last date sensor attributes were modified.
  - Last Base Station: Last date Base Station sensor contacted.
  - Last Signal level/Margin: Last known signal strength.
  - Last Contact: Last date sensor transmitted data.
  - Last RESET Pressed: Last date reset button was pressed.
  - Battery Status: Battery status.
  - Temp Probe Status: Probe status (if external).
  - Last Calibration: Status of sensor calibration.

- **Group Memberships** – Scrolling list of groups the sensor is a member of.

- **Alert Severity** – Provides a means to assign a severity code to a Sensor that has alerted (currently not used).

- **Logging Profile** – Dropdown list specifying what days/times to log temperatures.
- **Alarm Check Profile** – Dropdown list specifying which alarm profile (alerting profile) to use.

- **Notification Profile** – Dropdown list specifying which people are to be notified via a pre-determined profile.

- **Escalation Profile** – Dropdown list specifying how the system should automatically respond if no actions have been taken on an outstanding sensor alert.

A temperature sensor can be associated with a contact sensor. To do this, set the following attributes:

- **Contact Sensor** – The associated contact sensor.

- **Open/Close** – The event in which the sensor should start processing.

There are times when a sensor-specific notification might be needed. In these instances, set the following attributes:

- **Pager Message** – Numeric page.

- **Relay Switch** – Relay switch.

- **Sensor Message Formats** – Create a sensor-specific message (see Notification Message Format Maintenance).

### Replace Sensor

To find the Replace Sensor screen, go to **Configuration > Temp Trak > Sensor Configuration > Replace Sensor**. Click **Replace Sensor** and the screen below will appear:
The Sensor Replacement screen allows for the easy replacement of a sensor without having to request a new sensor (from Cooper-Atkins) to be programmed with the same Sensor ID as the one being replaced.

The new sensor must not be registered on the system. All historical data from the sensor being replaced will be carried over to the new sensor. The sensor name, alarm and notification parameters will also be carried over to the new sensor.

To replace a sensor:

**Step 1** – Select the old sensor to be replaced from the **Select “Old” Sensor Being Replaced** drop-down list.

**Step 2** – Enter the new **Sensor ID**.

**Step 3** – Click **Replace Sensor**.

The Sensor Replacement screen allows for the easy replacement of a sensor without having to request a new sensor (from Cooper-Atkins) to be programmed with the same Sensor ID as the one being replaced.

The new sensor must be registered on the system. All historical data from the sensor being replaced will be carried over to the new sensor. The sensor name, alarm and notification parameters will also be carried over to the new sensor.

To replace a sensor:

**Step 1** – Select the old sensor to be replaced from the **Select “Old” Sensor Being Replaced** drop-down list.

**Step 2** – Enter the new **Sensor ID**.

**Step 3** – Click **Replace Sensor**.

To find the Relocate Sensor screen, go to **Configuration > Temp Trak > Sensor Configuration > Relocate Sensor**. Click **Relocate Sensor** and the screen below will appear:
Relocate TempTrak Sensor
(New Location)

This Sensor Move function is used when a sensor is being moved from one piece of equipment or location to another. By entering the correct information below, all of the historical information from the old equipment/location will remain available for reporting and a new set of information will be recorded for the new location / equipment.

If you are replacing a sensor on a piece of equipment that was lost or damaged, you should use the Replace Sensor function.

Select Sensor Being Moved To A New Location: 1-2 - Pharmacy/Central Supply: Meds Walk-in Cooler

Enter New Sensor Name/Location Description: [Input field]

- All sensor data history for the existing name/location will be saved.
- New sensor data will be started with the new name/location description.

Move Sensor

The Relocate Temp Trak Sensor screen is used when a sensor is being moved from one piece of equipment or location to another. All historical information from the old location will remain available for reporting and a new set of information will be recorded for the new location.

**Warning:** After relocating a Sensor, the computer must be rebooted in order for Temp Trak to recognize the Sensors changed status.

To relocate a sensor:

**Step 1** – Select the sensor to be moved from the Select Sensor Being Moved To a New Location drop-down list.

**Step 2** – Enter the new Sensor Name/Location Description.

**Step 3** – Click Move Sensor.

Change Sensor Type

To find the Relocate Sensor screen, go to Configuration > Temp Trak > Sensor Configuration > Change Sensor Type. Click **Change Sensor Type** and the screen below will appear:
TempTrak Change Sensor Type

Note: Changing any sensor type will remove any sensor-specific alarm profile settings
Changing the Transmission Interval ONLY affects the reporting for missed communications
It DOES NOT change how often the sensor transmits a reading

Sensor Type: TEMP

<table>
<thead>
<tr>
<th>ENDO Meds</th>
<th>Sensor Name</th>
<th>Sensor Type</th>
<th>Transmission Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-7 - Meds - Specimen #17</td>
<td>Temperature</td>
<td>15 Minutes</td>
<td></td>
</tr>
<tr>
<td>1-5 - Meds - Specimen #36</td>
<td>Temperature</td>
<td>15 Minutes</td>
<td></td>
</tr>
<tr>
<td>15-70 - Meds Refrigerator #64</td>
<td>Temperature</td>
<td>15 Minutes</td>
<td></td>
</tr>
<tr>
<td>1-25 - Meds Refrigerator #68</td>
<td>Temperature</td>
<td>15 Minutes</td>
<td></td>
</tr>
<tr>
<td>1-11 - Meds Refrigerator #69</td>
<td>Temperature</td>
<td>15 Minutes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ICU Meds</th>
<th>Sensor Name</th>
<th>Sensor Type</th>
<th>Transmission Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-17 - Meds Freezer #ICU2</td>
<td>Temperature</td>
<td>15 Minutes</td>
<td></td>
</tr>
<tr>
<td>92-50 - Meds Hot Holding #ICU</td>
<td>Temperature</td>
<td>15 Minutes</td>
<td></td>
</tr>
<tr>
<td>1-26 - Meds Refrigerator #ICU</td>
<td>Temperature</td>
<td>15 Minutes</td>
<td></td>
</tr>
<tr>
<td>1-7 - Meds Refrigerator #ICU5</td>
<td>Temperature</td>
<td>15 Minutes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Surgery</th>
<th>Sensor Name</th>
<th>Sensor Type</th>
<th>Transmission Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-19 - Meds Freezer #TCU20</td>
<td>Temperature</td>
<td>15 Minutes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TCU Meds</th>
<th>Sensor Name</th>
<th>Sensor Type</th>
<th>Transmission Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-19 - Meds Freezer #TCU20</td>
<td>Temperature</td>
<td>15 Minutes</td>
<td></td>
</tr>
<tr>
<td>1-1 - Meds Refrigerator #TCU7</td>
<td>Temperature</td>
<td>15 Minutes</td>
<td></td>
</tr>
</tbody>
</table>

The Temp Trak Change Sensor Type screen is used when a Sensor has been registered incorrectly on the Register Sensor page. For example, registering Contact sensor as a Temperature sensor will cause invalid data.

Warning: Changing the sensor type could cause the Sensor to act incorrectly if the wrong Sensor Type is assigned. I.E. Changing a Contact sensor to a Temperature sensor will cause the Contact sensor to report incorrect values.

Warning: After changing a Sensor’s type, the computer must be rebooted in order for Temp Trak to recognize the Sensors changed status.

To change a sensor type:

Step 1 – Select the Sensor Type from the drop-down list.
Step 2 – Select the new **Transmission Interval** from the drop-down list *(optional)*.

Note: Changing the Transmission Interval affects how some of the internal calculations are processed. I.E Sensor Communication Failure Alert Options.

**Step 3** – Click **Save Changes**.
The Temp Trak Change Delete Sensor screen is used to delete a Sensor plus all related sensor information (history, alerts, notes, etc).

**Warning:** Deleting a Sensor will remove ALL information related to the Sensor. This includes historical data, current data, etc.

To delete a sensor:

**Step 1** – Click on the **Check To Delete** checkbox associated with the desired sensor(s) to be deleted.

**Step 2** – Click **Delete Sensors**.

---

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To find the Temp Trak Sensor Group Configuration screen, go to Configuration > Temp Trak > Views/Groups > Group Configuration. Click Group Configuration and the screen below will appear:

**TempTrak Sensor Group Configuration**

Select a group to edit: — New Group —

<table>
<thead>
<tr>
<th>Group Name:</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map Layout Image:</td>
<td>—No Layout File—</td>
</tr>
</tbody>
</table>

Add Group

Temp Trak Sensor Group Configuration provides the ability to create groups of Sensors. Once a group has been created, it can be attached to a view.

**To create a new Group:**

**Step 1** – Select New Group from the “Select a group to edit” drop-down list.
**Step 2** – Click or tab to Group Name and enter a group name.
**Step 3** – Click or tab to Map Layout Image and select a corresponding map, if desired.
**Step 4** – Click Add Group to add the group to the system.

**To delete a Group:**

**Step 1** – Select the group from the “Select a group to edit” drop-down list. 
**Step 2** – Click Delete Group.

**To view a Group:**

**Step 1** – Select the group from the “Select a group to edit” drop-down list. 

**To add sensors to a Group:**
**Step 1** – Select which Sensors to attach to the group by placing clicking the checkbox next to the desired Sensor.

- Sensors with a Gray background already belong to the group.
- Sensors with a Yellow background do not belong to any group.
- Sensors with a White background belong to other groups.

**TempTrak Sensor Group Configuration**

<table>
<thead>
<tr>
<th>Group Name</th>
<th>ENDO Mods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map Layout Image</td>
<td>No Layout File</td>
</tr>
<tr>
<td>Enable Group Auditing</td>
<td>No</td>
</tr>
<tr>
<td>View Memberships</td>
<td>List</td>
</tr>
</tbody>
</table>

- **Save Group**
- **Delete Group**

**Base Stations In Group (Auto Grouping)**

- **Select All**
- **Unselect All**

**Sensors In Group**

- (177-212) Repeater-177-212
- (178-134) Repeater-178-134
- (69-97E) AUTO-ADD SENTRY 069999
- (99-997) AUTO-ADD SENTRY 069999 (Internal)
- (107-214) AUTO-ADD SENTRY 107214 (Temp)
- (177-110) Repeater-177-110
- (69-97E) AUTO-ADD SENTRY 069999 (External)
- (107-214) AUTO-ADD SENTRY 107214 (Humidity)
- (69-97E) AUTO-ADD SENTRY 069999 (Internal)

- **Save Group**
- **Delete Group**

**Step 2** – Click **Enable Group Auditing** to allow auditing notes to be added to this group.

**Step 3** – Click **Save Group** to update the group with the attached Sensors.

**View Configuration**

To find the Temp Trak View Maintenance screen, go to **Configuration > Temp Trak > Views/Groups > View Configuration**. Click **View Configuration** and the screen below will appear:
Temp Trak View Maintenance provides the ability to group Sensors together. Once grouped, these views can be attached to users. The user will be responsible for only the views attached to their Login ID.

To create a new View:

**Step 1** – Select **New View** from the “Select a view to edit” drop-down list.

**Step 2** – Click or tab to **View Name** and enter a view name.

**Step 3** – Click or tab to **View Title** and enter a view title.

**Step 4** – Click or tab to **Sensors Per Row** and select the number of Sensors to display per row from the drop-down list.

**Step 5** – Click or tab to **Current Temps Display** and select a display format from the drop-down list:
- Meter Dials
- Numeric Values
- Map Layout

**Step 6** – Click or tab to **Map Layout Image** and select a corresponding map, if desired.

**Step 7** – Click **Add View** to add the view to the system.

To delete a View:

**Step 1** – Select the group from the “Select a view to edit” drop-down list.

**Step 2** – Click **Delete View**.

To view a View:
**Step 1** – Select the group from the “Select a view to edit” drop-down list.

**To add groups to a View:**

**Step 1** – Select which Sensors and/or Groups to attach to this view.
- Groups/Sensors with a Gray background already belong to the view.
- Groups/Sensors with a White background have not been assigned to this view.
Step 9 – Click Save View to update the view with the attached Sensors.

Group Profile Defaults

To find the Group Alarm Defaults screen, go to Configuration > Temp Trak > Views/Groups > Group Profile Defaults. Click Group Alarm Defaults and the screen below will appear:

<table>
<thead>
<tr>
<th>Sensor Group Name</th>
<th>Default Logging Profile</th>
<th>Default Alarm Ack Profile</th>
<th>Default Notification Profile</th>
<th>Default Escalation Profile</th>
<th>Default Notification Profile</th>
<th>Default Relay Switch</th>
<th>Default Message Formats</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENDO / Beds</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
</tr>
<tr>
<td>ICU / Beds</td>
<td>15 Min / Average / No Delta</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
</tr>
<tr>
<td>Nutrition / ICU Bed</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
</tr>
<tr>
<td>Nutrition / Collateral</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
</tr>
<tr>
<td>Nutrition / ICU Production</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
</tr>
<tr>
<td>Pharmacy / Central Supply</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
</tr>
<tr>
<td>Surgery</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
<td>-- None --</td>
</tr>
</tbody>
</table>

The Temp Trak Sensor Group Alarm / Notification Maintenance screen provides the ability to create default profiles for each group of Sensors.

To create a new group default profile:

Step 1 – Select the Sensor Group Name.
Step 2 – Select a Default Logging Profile from the drop-down list.
Step 3 – Select a Default Alarm Check Profile from the drop-down list.
Step 4 – Select a Default Notification Profile from the drop-down list.
Step 5 – Select a Default Escalation Profile from the drop-down list.
Step 6 – Provide a default Pager Message, if needed.
Step 7 – Select a Relay Switch, if needed.
Step 8 – Edit the Default Message Formats for the Group, if needed (see the section, Message Formats).
Step 9 – Click Save.

Membership Summary

To find the Sensor View/Group Membership Summary screen, go to Configuration > Temp Trak > Views/Groups > Membership Summary. Click Membership Summary and the screen below will appear:
The Sensor View/Group Membership Summary screen displays whether a Sensor is a member of a View or Group and, if the Sensor is currently in a View or Group, the associated View or Group name.

### View Name: Sensors By Location

<table>
<thead>
<tr>
<th>Sensor Name</th>
<th>Factory ID</th>
<th>Group(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beverage Case</td>
<td>1-23</td>
<td>ICU Meds - Cafeteria</td>
</tr>
<tr>
<td>Meds - Specimen #17</td>
<td>13-7</td>
<td>ENDO Meds</td>
</tr>
<tr>
<td>Meds - Specimen #986</td>
<td>1-6</td>
<td>ENDO Meds</td>
</tr>
<tr>
<td>Meds Freezer #ICU</td>
<td>1-17</td>
<td>ICU Meds - East Patient</td>
</tr>
<tr>
<td>Meds Freezer #ICU00</td>
<td>1-19</td>
<td>Surgery</td>
</tr>
<tr>
<td>Meds Freezer - CT</td>
<td>1-20</td>
<td>Pharmacy Central Supply</td>
</tr>
<tr>
<td>Meds Hot Holding #ICU</td>
<td>92-40</td>
<td>ICU Meds - East Patient</td>
</tr>
<tr>
<td>Meds Refrigerator #66</td>
<td>35-70</td>
<td>ENDO Meds</td>
</tr>
<tr>
<td>Meds Refrigerator #67</td>
<td>1-26</td>
<td>ENDO Meds</td>
</tr>
<tr>
<td>Meds Refrigerator #68</td>
<td>1-11</td>
<td>ENDO Meds</td>
</tr>
<tr>
<td>Meds Refrigerator #74</td>
<td>1-26</td>
<td>ICU Meds - East Patient</td>
</tr>
<tr>
<td>Meds Refrigerator #ICU</td>
<td>1-7</td>
<td>ICU Meds - East Patient</td>
</tr>
<tr>
<td>Meds Walk-In Cooler</td>
<td>1-2</td>
<td>Pharmacy Central Supply</td>
</tr>
<tr>
<td>Meds Zee Storage</td>
<td>1-24</td>
<td>Pharmacy Central Supply</td>
</tr>
<tr>
<td>UCR #45</td>
<td>CH00010001</td>
<td>Nutrient - Cafeteria</td>
</tr>
<tr>
<td>Undercounter #76</td>
<td>1-27</td>
<td>Nutrient - Main Production</td>
</tr>
<tr>
<td>W.C. Dairy Cooler Main</td>
<td>1-96</td>
<td>Nutrient - Main Production</td>
</tr>
<tr>
<td>Walk-In Freezer-Main</td>
<td>1-16</td>
<td>Nutrient - Main Production</td>
</tr>
</tbody>
</table>

### View Name: Student Dining #1

<table>
<thead>
<tr>
<th>Sensor Name</th>
<th>Factory ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grab 'N Go</td>
<td>L-03</td>
</tr>
<tr>
<td>Meds Freezer #102</td>
<td>L-14</td>
</tr>
<tr>
<td>Meds Refrigerator #922</td>
<td>L-22</td>
</tr>
<tr>
<td>Patient Refrigerator</td>
<td>L-28</td>
</tr>
</tbody>
</table>

The Sensor View/Group Membership Summary screen displays whether a Sensor is a member of a View or Group and, if the Sensor is currently in a View or Group, the associated View or Group name.

---

### View Map Configuration

To find the View Map Configuration screen, go to Configuration > Temp Trak > View/Groups > View Map Configuration. Click **View Map Configuration** and the screen below will appear:

#### TempTrak View Map Configuration

Select a view to edit: **Sensors By Location**  

**View Name:**  

**View Title:**  

**Save Placement**  

![](file.png)  

**Save Placement**
The View Map Configuration screen, used in conjunction with the View Configuration, displays a selected View Map Configuration, allowing for placement of Sensors onto the map layout. Also, double-clicking on the icon can change each of the Sensor icons.

To select a map layout:

**Step 1** – Select a map layout from the Select A View To Edit drop-down list.

**Step 2** – Click Go > and the following screen will appear:
To place a Sensor on the map layout:

**Step 1** – Left click and hold the mouse button down over a Sensor.

**Note:** Unplaced Sensor icons will be located in the Unplaced Sensors area.

**Step 2** – Drag the Sensor icon to the desired location on the map and let go of the mouse button.

**Step 3** - Repeat steps 1 and 2 until all Sensor icons have been placed.

**Step 4** – Click **Save Placement** to save any changes.
To change a sensor’s icon:

**Step 1** – Double-click on the Sensor’s icon and the following screen will appear:

![Select Image Web Page Dialog](image)

**Step 2** – Select an Image from the drop-down list.

**Step 3** – Click the Select Image button.

**Step 4** – Click Save Placement.

Note: The Save Placement button must be clicked in order to save the newly chosen Sensor’s icon.

---

**Group Map Configuration**

To find the View Map Configuration screen, go to Configuration > Temp Trak > View/Groups > Group Map Configuration. Click Group Map Configuration and the screen below will appear:

![TempTrak Group Map Configuration](image)
The Group Map Configuration screen, used in conjunction with the Group Configuration, displays a selected Group Map Configuration, allowing for placement of Sensors onto the map layout. Also, double-clicking on the icon can change each of the Sensor icons.

To select a map layout:

Step 1 – Select a map layout from the Select A Group To Edit drop-down list.
Step 2 – Click Go > and the following screen will appear:

To place a Sensor on the map layout:
Step 1 – Left click and hold the mouse button down over a Sensor located in the Unplaced Sensors area.

Step 2 – Drag the Sensor icon to the desired location on the map and let go of the mouse button.

Step 3- Repeat steps 1 and 2 until all Sensor icons have been placed.

Step 4 – Click Save Placement to save any changes.

To change a sensor’s icon:

Step 1 – Double-click on the Sensor’s icon and the following screen will appear:

Step 2 – Select an Image from the drop-down list.

Step 3 – Click the Select Image button.

Step 4 – Click Save Placement.

Note: The Save Placement button must be clicked in order to save the newly chosen Sensor’s icon.

Map Import

To find the Layout Maintenance screen, go to Configuration > Temp Trak > Views/Groups > Map Import. Click Map Import and the screen below will appear:
The Map Import screen provides the ability to upload images into the Temp Trak application for use as a map for visually attaching Sensors.

To upload a map layout file:

**Step 1** – Enter the full path and filename of a layout map, or click **Browse** to locate the layout map on the hard drive.

*Note: The file extension must be either .GIF, .JPG, .BMP, or .WMF.*

**Step 2** – Enter the **New File Name** (optional). This will create a copy of the original layout map and name it a new file name.

**Step 3** – Enter a **Description** (optional) for the layout map.

**Step 4** – Click **Upload File**.

The following screen will appear detailing the uploaded map layout:
To delete a map layout file:

**Step 1** – Click the **Delete** button next to the desired Layout File Name.

To view a map layout file:

**Step 1** – Click the **View** button next to the desired Layout File Name.
Register Sensors

To find the Sensor Registration screen, go to Configuration > Temp Trak > Device Registration > Register Sensors. Click on Register Sensors and the page below will appear:

**TempTrak Transmitter Registration**

This page allows you to register new Transmitter devices to the system.

For each Transmitter you are registering, enter the Sensor ID as it appears in the Transmitter (i.e., "1-34" or "107140503000000000A"). Only information from registered Transmitters will be recorded by the TempTrak system. Once it is registered, you can use the "Sensor Attributes" screen to change/modify options.

If you have more Transmitters to register than there are fields on this form, press the "Save" button and continue adding additional Transmitters.

<table>
<thead>
<tr>
<th>Sensor ID</th>
<th>Transmitter Type</th>
<th>Assign To Group (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sensor ID</td>
<td>Transmitter Type</td>
<td>Assign To Group (Optional)</td>
</tr>
<tr>
<td>Dual Temperature</td>
<td>Dual Temperature</td>
<td>No Group</td>
</tr>
<tr>
<td>Dual Temperature</td>
<td>Dual Temperature</td>
<td>No Group</td>
</tr>
<tr>
<td>Dual Temperature</td>
<td>Dual Temperature</td>
<td>No Group</td>
</tr>
<tr>
<td>Dual Temperature</td>
<td>Dual Temperature</td>
<td>No Group</td>
</tr>
<tr>
<td>Dual Temperature</td>
<td>Dual Temperature</td>
<td>No Group</td>
</tr>
<tr>
<td>Dual Temperature</td>
<td>Dual Temperature</td>
<td>No Group</td>
</tr>
<tr>
<td>Dual Temperature</td>
<td>Dual Temperature</td>
<td>No Group</td>
</tr>
<tr>
<td>Dual Temperature</td>
<td>Dual Temperature</td>
<td>No Group</td>
</tr>
<tr>
<td>Dual Temperature</td>
<td>Dual Temperature</td>
<td>No Group</td>
</tr>
</tbody>
</table>

To register a Sensor:

**Step 1** – Select from the **When registering Dual Temperature sensors** drop-down box how you want to register the Dual Temperature sensors.

- **When registering Dual Temperature sensors**: Assigns which channels (internal and/or external) are active on dual temperature transmitters.

**Step 2** – Click in an open **Sensor ID** box and type the Sensor ID (i.e. 1-34) exactly as it appears on the packing box or the inside of the Sensor lid.

**Step 3** – Tab or click in the next **Transmitter Type** drop-down box and select from one of the transmitter types:

- **Dual Temperature** – A transmitter placed on the outside of a unit being monitored while a probe connected to the transmitter is threaded inside the monitored unit *(see Temp Trak Installation Guide for jumper settings)*.
- **Temperature + Humidity** – A transmitter with a single integrated external temperature & humidity sensor.
- **Single Temperature** – A Sensor that is placed inside a unit to be tracked.
- **Contact** – A Sensor designed to monitor contact between two devices.
- **Repeater** – A Signal Repeater.

**Step 4** – Click or tab to **Assign To Group** and select an existing group.

Note: Step 4 is optional but recommended if groups have been defined.

**Step 5** – Click or tab to the **next Sensor ID** and continue the process until all Sensors have been entered.

**Step 6** – Once all Sensors have been entered, or all 20-entry boxes have been filled, click **Save**.

The Sensors have now been registered to the system. You will see a note at the top of the screen indicating that the registration was successful.

Note: It takes at least 5 minutes before the newly registered Sensors are activated.

---

**Register Receiver**

To find the Base Station Registration screen, go to **Configuration > Temp Trak > Device Registration > Register Receiver**. Click on **Register Receiver** and the screen below will appear:

The latest version of the Temp Trak software supports all hardware base station versions starting with v3.0. The difference between the base types is as follows:

- **Base Server** – Black buffer.
- **Base Receiver** – Base station enclosed in a metal (silver) box with two very thin black antenna on one end.
- **Base Receiver II** – Base station enclosed in a plastic (white) box.
- **Intelli-Base** – Black and gray buffer.

To register a Base Station via COM Port:

**Step 1** – Select **Base Receiver II (White)** from the **Base Type** pull down menu.

**Step 2** – Select the appropriate COM port from the **Port** pull down menu, and click **Yes** for enabled.

**Step 3** – Enter a **Connection Password** if needed.
Step 4 – Check the **Enabled?** check box to activate the base type.

Step 5 – Type in a **Description / Location** if needed.

Step 6 – Click **Add**.

The system has now registered and updated the base type registration file. (The COM port must be the COM port that the base type hardware is attached to.)

Step 7 – Reboot the computer.

*Note: In order for Intelli-Ware’s Temp Trak application to recognize the base type, the computer must be rebooted.*

To register a **Base Station** plugged into **Black Buffer** via COM Port:

Step 1 – Select **Intelli-Base** from the **Base Type** pull down menu.

Step 2 – Select the appropriate COM port from the **Port** pull down menu, and click **Yes** for enabled.

Step 3 – Enter a **Connection Password** if needed.

Step 4 – Check the **Enabled?** check box to activate the base type.

Step 5 – Type in a **Description / Location** if needed.

Step 6 – Click **Add**.

The system has now registered and updated the base type registration file. (The COM port must be the COM port that the base type hardware is attached to.)

Step 7 – Reboot the computer.

*Note: In order for Intelli-Ware’s Temp Trak application to recognize the base type, the computer must be rebooted.*

To register a **Base Station** via **Network Attach**:

Step 1 – Select **Base Receiver II (White)** from the **Base Type** pull down menu.

Step 2 – Select **Network Attached** from the **Port** pull down menu.

Step 3 – Enter the **IP Address** of the base type (*don’t change the Port from 1000*).

*Note: A serial to LAN converter unit is required. The System Administrator will supply the IP address.*

Step 4 – Enter a **Connection Password** if needed.

Step 5 – Check the **Enabled?** check box to activate the base type.

Step 6 – Type in a **Description / Location** if needed.

Step 7 – Select **Add**.

Step 8 – Reboot the computer.

*Note: In order for Intelli-Ware’s Temp Trak application to recognize the base station, the computer must be rebooted.*
To register a Base Station plugged into Black Buffer via Network Attach:

**Step 1** – Select **Intelli-Base** from the **Base Type** pull down menu.

**Step 2** – Select Network Attached from the **Port** pull down menu.

**Step 3** – Enter the **IP Address** of the base type (*don’t change the Port from 1000*).

*Note: The IP Address of the base server must be configured using the Base Station Configuration application found by going to “Start > All Programs > Ktg Intelli-Ware > Tools > Base Station Configuration.” This application is described in the Appendix under “Base Station Configuration”.*

*Note: If using the rectangular Sensors, the System Administrator will supply the IP address.*

**Step 4** – Enter a **Connection Password** if needed.

**Step 5** – Check the **Enabled?** check box to activate the base type.

**Step 6** – Type in a **Description / Location** if needed.

**Step 7** – Select **Add**.

**Step 8** – Reboot the computer.

*Note: In order for Intelli-Ware’s Temp Trak application to recognize the base station, the computer must be rebooted.*
To find the Temp Trak System Snapshot Audit screen, go to Configuration > Temp Trak > Record Sensor Audit. Click Record Sensor Audit and the screen below will appear:

**TempTrak System Snapshot Audit**

The Temp Trak System Snapshot Audit screen provides the ability to create an audit notes for sensors belonging to a sensor group.

*Note: In order to create an audit record for a sensor group, the Enable Group Auditing checkbox on the Group Configuration screen must first be checked for that group.*

**To create a system snapshot audit:**

**Step 1** – Type the comments/notes in the Audit Comments textbox.

**Step 2** – Select which Sensor Groups the audit comments are associated with.

**Step 3** – Click Save.
To find the Temp Trak General Settings screen, go to *Configuration > Temp Trak > General Settings*. Click *General Settings* and the screen below will appear:

### TempTrak General Settings

#### Standard Alert Actions

<table>
<thead>
<tr>
<th>Default Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted temperature settings</td>
</tr>
<tr>
<td>Notified maintenance</td>
</tr>
<tr>
<td>Closed the door</td>
</tr>
<tr>
<td>Discarded product</td>
</tr>
</tbody>
</table>

#### TempTrak Data Retention Settings

<table>
<thead>
<tr>
<th>Data Retention Period:</th>
<th>Keep All Data</th>
</tr>
</thead>
</table>

#### Alert Processing Options

<table>
<thead>
<tr>
<th>DISABLE ALL ALERT NOTIFICATIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(if checked, no alert notifications will be sent)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reset Alarm Delay Count After Alarm:</th>
</tr>
</thead>
</table>

#### Sensor Auto-Registration Options

<table>
<thead>
<tr>
<th>Disable Sensor Auto-Registration:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Enable Sensor Auto-Registration For ANY UNREGISTERED:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Enable Sensor Auto-Registration For REPEATERS ONLY:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Enable Sensor Auto-Registration On RESET PRESS ONLY:</th>
</tr>
</thead>
</table>

#### Sensor Communication Failure Alert Options

<table>
<thead>
<tr>
<th>Alarm Delay Factor (Zero to Disable)</th>
<th>Notification Profile</th>
<th>Escalation Profile</th>
<th>Notification Parameters</th>
<th>Paper Message</th>
<th>Relay Switch</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>-No Default-</td>
<td>-No Default-</td>
<td>-None-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Default Contact Sensor State Descriptions

- Contact "OPEN" State: Open
- Contact "CLOSED" State: Closed

The Temp Trak General Settings screen provides the following abilities:

- Add/Customize additional Standard Alert Actions
- Set the Temp Trak Data Retention Settings for database purges, ranging from 1 week to 3 years or Keep All Data.
Modify Alert Processing to disable all alert notifications or to reset alerts after each alert.

Configure Temp Trak to auto-register mini-sentries

Create Sensor Communication Failure Alert Options
  o Alarm Delay Factor: Amount of delay, based on the Transmission Interval
  o Notification Profile: Sets which notification profile to use
  o Escalation Profile: Sets which escalation profile to use
  o Notification Parameters – Pager Message: Sets a pager message which overrides any notification pager messages
  o Notification Parameters – Relay Switch: Sets a relay switch which overrides any notification relay switches

Change the Default Contact Sensor State Descriptions for contact sensors.

To save temp trak general settings:

Step 1 – Modify/Change all desired fields.

Step 2 – Click Save.
To find the Display Logger Info screen, go to Configuration > Temp Trak Mobile > Display Logger Info. Click Display Logger Info and the screen below will appear:

### TempTrak Mobile Data Logger Information

<table>
<thead>
<tr>
<th>Session Description</th>
<th>Coke transport to refrigerator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Logger ID</td>
<td>5615C00001F2D21 (D819211-F50)</td>
</tr>
<tr>
<td>Data Logger Active</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Session Start Time</td>
<td>Thu Feb 3 16:07:00 EST 2005</td>
</tr>
<tr>
<td>Originating User</td>
<td>test test</td>
</tr>
<tr>
<td>Originating Location</td>
<td>Demo Site</td>
</tr>
<tr>
<td>Sample Rate</td>
<td>1 minutes</td>
</tr>
<tr>
<td>Total Samples Taken</td>
<td>1366</td>
</tr>
<tr>
<td>Logged Samples</td>
<td>1366</td>
</tr>
<tr>
<td>Rollover Enabled</td>
<td>YES (Did NOT Rollover)</td>
</tr>
<tr>
<td>Logged Data Time</td>
<td>Thu Feb 3 16:07:00 EST 2005 -- Fri Feb 4 14:52:00 EST 2005</td>
</tr>
<tr>
<td>Alarm LOW</td>
<td>&lt; 69.8°F (21°C)</td>
</tr>
<tr>
<td>Alarm HIGH</td>
<td>&gt; 72.5°F (22.5°C)</td>
</tr>
<tr>
<td>Current Logger Clock</td>
<td>Fri Feb 4 14:52:00 EST 2005 (Still Running)</td>
</tr>
<tr>
<td>Min/Max Logging Range</td>
<td>-22°F (-30°C) to 38°F (95°F)</td>
</tr>
<tr>
<td>Min/Max Operating Range</td>
<td>-22°F (-30°C) to 105°F (95°C)</td>
</tr>
<tr>
<td>Adapter Port</td>
<td>COM9</td>
</tr>
</tbody>
</table>

#### Most Recent Logged Values:

<table>
<thead>
<tr>
<th>Sample Time</th>
<th>°F</th>
<th>°C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri Feb 4 14:45:00 EST 2005</td>
<td>75.2</td>
<td>24</td>
</tr>
<tr>
<td>Fri Feb 4 14:49:00 EST 2005</td>
<td>75.2</td>
<td>24</td>
</tr>
<tr>
<td>Fri Feb 4 14:50:00 EST 2005</td>
<td>75.2</td>
<td>24</td>
</tr>
<tr>
<td>Fri Feb 4 14:51:00 EST 2005</td>
<td>75.2</td>
<td>24</td>
</tr>
<tr>
<td>Fri Feb 4 14:52:00 EST 2005</td>
<td>75.2</td>
<td>24</td>
</tr>
</tbody>
</table>

#### LOW Alarm Conditions

<table>
<thead>
<tr>
<th>Alarm Start</th>
<th>Duration (Mins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu Feb 3 16:15:00 EST 2005</td>
<td>1153</td>
</tr>
</tbody>
</table>

#### HIGH Alarm Conditions

<table>
<thead>
<tr>
<th>Alarm Start</th>
<th>Duration (Mins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu Feb 3 16:07:00 EST 2005</td>
<td>9</td>
</tr>
<tr>
<td>Fri Feb 4 12:09:00 EST 2005</td>
<td>164</td>
</tr>
</tbody>
</table>

www.cooper-atkins.com
After a slight delay in which the Temp Trak system scans for a Data Logger input device, this screen will display all the Data Logger information about the current sensor attached to the Data Logger input device. This information includes, but is not limited to, Session Description, Data Logger ID, Session Start Time, Originating information, Sample Rate, Logged Samples, Alarm Conditions, Min/Max Operating Ranges, Adapter Port, etc.

Besides displaying the Data Logger information, two buttons are present:

- **Re-Scan Logger**: Provides a simple means of rescanning the current Data Logger, or a new one.
- **Temp Trak Mobile Session**: Opens the Temp Trak Mobile Session Report for the attached Data Logger.

### Save Logger Data

To find the Save Logger Data screen, go to *Configuration > Temp Trak Mobile > Save Logger Data*. Click **Save Logger Data** and the screen below will appear:
The Save Logger Data screen is similar to the Display Logger Info screen but with the addition a Session Notes / Corrective Actions section, as well as two additional button: Record Data + CONTINUE Logging and Record Data + STOP Logging.

Besides displaying the Data Logger information, four buttons are present:
➢ **Record Data + CONTINUE Logging**: Records the data from the Data Logger and continues logging information.

➢ **Record Data + STOP Logging**: Records the data from the Data Logger and stops recording information and stops the current Data Logger session.

➢ **Re-Scan Logger**: Provides a simple means of rescanning the current Data Logger, or a new one.

➢ **Temp Trak Mobile Session**: Opens the Temp Trak Mobile Session Report for the attached Data Logger.

**To save the logger data:**

**Step 1** – Enter some information in the **Session Notes/Corrective Actions** text area.

Note: A value must be entered in the Session Notes/Corrective Actions text area to save the logger data.

**Step 2** – Click either the **Record Data + CONTINUE Logging** or **Record Data + STOP Logging** button.

### Configure Logger

To find the Sensor Attributes screen, go to **Configuration > Temp Trak Mobile > Configure Logger**. Click **Configure Logger**. If a session is already in progress, the following screen will appear prior to the Data Logger Setup screen:

![Microsoft Internet Explorer dialog box showing a logging session is in progress](image)

If this happens, ONLY check the OK button if you have not saved the current Data Logger information, otherwise all data will be lost.

If a session is not in progress for the currently attached Data Logger, the following screen below will appear as long as a Temp Trak Mobile profile has not been set up for the current user:
The Configure Logger screen provides the ability to create a new session for a Data Logger. There are several pieces of information that must be entered in order to create a new session for the Data Logger. These include:

- **Session Information**: Description information about the current session.
- **Logging Frequency**: Determines the frequency which the data logger should record temperatures.
- **Allow Rollover**: The Data Logger currently can store 2048 temperatures. If the Data logger reaches this amount, a Yes in this field will allow the Data Logger to replace the oldest value with the current temperature. A No in this field means that when the Data Logger is full, no more temperatures will be taken.
- **Alarm Range**: Provides two fields for a minimum and maximum temperature range. If a temperature is recorded that is outside this range, an alarm condition will be generated.

To program a logger data:

**Step 1** – Click in **Session Information** and enter the session information.

**Step 2** – Select the **Logging Frequency**.

**Step 3** – Select either Yes or No from the **Allow Rollover** drop-down list.

**Step 4** – Enter the **Alarm Range**.

**Step 5** – Click **Program Data Logger**.
If the Data Logger was programmed successfully, the following screen will appear.

As an additional verification process, the following Configuration Verification screen will appear, displaying all the currently programmed Data Logger attributes:

**TempTrak Mobile Data Logger**

**Configuration Verification**

**You May Now Remove The TempTrak Mobile Data Logger**

<table>
<thead>
<tr>
<th>Session Description</th>
<th>Basement Cooler/Clayton/4432A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Logger ID</td>
<td>5615C0000C1F2FD23 (DS1921L-F53)</td>
</tr>
<tr>
<td>Data Logger Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Session Start Time</td>
<td>Fri Feb 4 15:59:00 EST 2005</td>
</tr>
<tr>
<td>Originating User</td>
<td>test test</td>
</tr>
<tr>
<td>Originating Location</td>
<td>Demo Site</td>
</tr>
<tr>
<td>Sample Rate</td>
<td>1 minutes</td>
</tr>
<tr>
<td>Relooper Enabled</td>
<td>YES</td>
</tr>
<tr>
<td>Alarm LOWs</td>
<td>&lt; 34.7°F (1.5°C)</td>
</tr>
<tr>
<td>Alarm HIGHs</td>
<td>&gt; 44.6°F (7°C)</td>
</tr>
<tr>
<td>Current Logger Clock Time</td>
<td>Fri Feb 4 15:59:31 EST 2005 (Running)</td>
</tr>
<tr>
<td>Min/Max Logging Range</td>
<td>-22°F (-30°C) to 165°F (95°C)</td>
</tr>
<tr>
<td>Min/Max Operating Range</td>
<td>-22°F (-30°C) to 165°F (95°C)</td>
</tr>
<tr>
<td>Adapter Port</td>
<td>COM9</td>
</tr>
</tbody>
</table>

To program another logger data:

**Step 1 – Click Program Another.**

If a Temp Trak Mobile Profile has been set up for the current user, then the following Data Logger Setup screen will appear:
TempTrak Data Logger Setup

Specify the parameters for the Data Logging session below

- **Data Logger ID:** 5615C000001F2FD21 (DS1921L-F53)
- **Logging Range:** -22°F (-30°C) to 185°F (85°C)
- **Operating Range:** -22°F (-30°C) to 185°F (85°C)

<table>
<thead>
<tr>
<th>Session Information</th>
<th>Destination:</th>
<th>Main Cooler</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employee ID</td>
<td>Case #</td>
</tr>
<tr>
<td>Logging Frequency</td>
<td>1 Minute</td>
<td></td>
</tr>
<tr>
<td>Allow Rollover</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Alarm Range</td>
<td>Alarm condition if NOT between _ _ °F And _ _ °F</td>
<td></td>
</tr>
</tbody>
</table>

The difference between the default Data Logger and a Temp Trak Data Logger profile attached to the current user is the inclusion of additional Session Information created in the Profile Maintenance section under Temp Trak Mobile.
To find the Sensor Attributes screen, go to Configuration > Temp Trak Mobile > Profile Maintenance. Click Profile Maintenance and the screen below will appear:

### TempTrak Mobile Profile Maintenance

Select a profile to edit:  

<table>
<thead>
<tr>
<th>Profile Name:</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destinations:</td>
<td></td>
</tr>
<tr>
<td>Prompts:</td>
<td></td>
</tr>
</tbody>
</table>

Note: If you blank out a destination or prompt, it will be removed when you press Save or Add

A profile for a Data Logger can be created so that a known series of destination and prompts can be assigned to a user monitoring the Data Logger. The assigning of the Temp Trak Mobile Profile is handled in the Security>Users section.

To create a temp trak mobile profile:

**Step 1** – Enter a **Program Name**.

**Step 2** – Enter the **Destination**.

*Note: Pressing the Tab button will create a new destination, allowing for multiple destinations.*

**Step 3** – Enter the **Prompts**.

*Note: Pressing the Tab button will create a new prompt, allowing for multiple prompts.*

**Step 4** – Click **Add Profile**.

To modify an existing temp trak mobile profile:
**Step 1** – Select the profile from the **Select a profile to edit** drop-down list.

**Step 2** – Modify any existing information.

Note: Pressing the Tab button while in the destinations or prompts area will create a new entry allowing for multiple destinations.

**Step 3** – Click **Save Profile**.

**To delete an existing temp trak mobile profile:**

**Step 1** – Select the profile from the **Select a profile to edit** drop-down list.

**Step 2** – Click **Delete Profile**.

---

**Setup Collector PC**

To find the Sensor Attributes screen, go to **Configuration > Temp Trak Mobile > Setup > Setup Collector PC**. Click **Setup Collector PC** and the screen below will appear:

**Data Logger Collector System Setup**

In order to allow this system to program a TempTrak Mobile Data Logger or save collected data, this system must first install the necessary interface drivers for the TempTrak Mobile system.

*When the "File Download" box appears, select the "Open" option*

| Press here to begin installation |

The Setup Collector PC screen will install some additional drivers for the Temp Trak Mobile input device. There is the possibility of some Windows Security screens appearing. Click the **Run** button when these appear. Once the warnings have passed, the screen below will appear. Please follow the instructions for the 1-Wire driver installation.
If the Temp Trak Mobile input device is currently attached to a COM port during installation, the following screen might appear. Please follow the instructions.

The 1-Wire Port Selection screen will appear asking for a port to search for the Temp Trak Mobile input device. At this point, reattach the Temp Trak Mobile input device. Select the COM port that the Temp Trak Mobile input device will be attached to, then click OK. If the COM port is unknown, click the Auto-Detect button.

The installation of the Temp Trak Mobile input device drivers is now complete and the Data Loggers can be configured.
Alarm Configuration

Profile Setup

Logging Profiles

To find the Alarm Profile Maintenance screen, go to Configuration > Alarm Configuration > Profile Setup > Logging Profiles. Click **Logging Profiles** and the screen below will appear:

**Logging Profile Maintenance**

Select a profile to edit:  

<table>
<thead>
<tr>
<th>Logging Profile Name:</th>
<th>15 Mins/Average/No Delta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabled:</td>
<td>□</td>
</tr>
</tbody>
</table>

Add New Profile

Temp Trak includes a default logging profile, 15 Mins/Average/No Delta. By selecting the profile from the “Select a profile to edit:” drop-down list, the following appears:

**Logging Profile Maintenance**

Select a profile to edit: 15 Mins/Average/No Delta

<table>
<thead>
<tr>
<th>Logging Profile Name:</th>
<th>15 Mins/Average/No Delta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabled:</td>
<td>□</td>
</tr>
</tbody>
</table>

Save Changes  Delete Profile  Add New Profile

The Logging Profile Maintenance screen configures the time interval for logging temperatures received from a sensor. By default (factory hard set), a basic sensor transmits a temperature packet every five minutes. Thus, if the default logging profile is used (15/Average/No Delta), Temp Trak will receive three
temperature packs, average them, and provide a temperature to log for that sensor.

*Note: It is best to choose the default logging profile of 15/Average/No Delta due to the massive amounts of data that would be recorded otherwise.*

There are specific attributes that can be chosen from when setting up a logging profile. These include:

- **Logging Profile Name** – User-defined name, normally includes the logging interval.
- **Enabled** – Sets whether the logging profile is active or inactive.
- **Description** – User-defined description of the logging profile
- **Enabled** – Sets whether the logging profile is active or inactive.
- **Week Days** – Allows the Sensor to be active on specific days or all week.
- **Start Time - End Time** – Determines the time during the day to start and stop logging temperatures.
- **Log Only During Alarm Periods** – Works in conjunction with an Alarm profile and logs temperatures only during the times and days the Alarm profile is active.
- **Log Only With Contact Sensor** – Works in conjunction with a Contact Sensor (defined on the Sensor Attributes Maintenance screen), logging temperatures when the Contact Sensor is active.
- **Logging Interval** – Time interval which the sensor will log temperatures.
- **Delta Logging Value** – Percent change to initiate the start logging temperatures.
- **Log Value** – Determines what value should be logged (average, minimum, maximum, last value) at log time.
- **Alert Check** – Determines at what point to check the Sensor’s Alarm profile.

To add a new logging profile:

**Step 1** – Select –New Profile – from the *Select a profile to edit* drop-down list.
**Step 2** – Click in the **Logging Profile Name** field and enter the logging name.
**Step 3** – Check **Enabled**.
**Step 4** – Click **Add New Profile**.
**Step 5** – Click in the **Description** field and enter a description.
**Step 6** – Configure the rest of the attributes which where described above.
**Step 7** – Once you have completed your configuration, click **Add**.

**Step 8** – Repeat steps 5-7 until all alarms have been configured.

**To change an existing logging profile:**

**Step 1** – Click on the logging **Description** you wish to update.

**Step 2** – Configure the rest of the settings which were described earlier.

**Step 3** – Once you have completed your configuration, click **Update**.

**To delete an existing logging profile:**

**Step 1** – Click on the logging **Description** you wish to delete.

**Step 2** – Click **Delete**.

---

### Alarm Profile Maintenance

To find the Alarm Profile Maintenance screen, go to **Configuration > Alarm Configuration > Profile Setup > Alarm Profiles**. Click **Alarm Profiles** and the screen below will appear:

**Alarm Profile Maintenance**

Select a profile to edit: **--- New Profile ---**

- **Alarm Profile Name:**
- **Enabled:**
- **Profile for Sensor Types:**

[Add New Profile]

Temp Trak provides three distinct alarm profile templates: Temperature, Contact and Humidity. A sample screen, representing a temperature profile is presented below.
The Alarm Profiles Maintenance screen provides a way to customization alarm events, ranging from temperatures, to selected days, to start/end times, to alert methods and severity. Also, based on the type of sensor, additional fields may be present.

There are specific attributes that can be chosen from when setting up an alarm profile. These will include:

- **Alarm Profile Name** – User-defined name, normally includes the Sensor name.
- **Enabled** – Sets whether the alarm is active or not active.
- **Profile for Sensor Types** – Sensor template chosen depending on type of sensor (Temperature, Contact or Humidity).
- **Description** – User-defined description of the alarm profile
- **Enabled** – Sets whether the alarm is active or not active.
- **Min Temp** – Generates an alarm when the temperature monitored by the Sensor falls below this value.
  
  **Note:** Only used with a temperature profile.
- **Max Temp** – Generates an alarm when the temperature monitored by the Sensor rises above this value.
  
  **Note:** Only used with a temperature profile.
- **Alarm If...** – Alarm based on the condition of being closed or opened.
  
  **Note:** Only used with a contact profile.
- **Alarm Delay (Minutes)** – Sets the number of minutes that must pass while a sensor is out of range before an alarm event is initiated.
- **Week Days** – Allows the Sensor to be active on specific days or all week.
- **Start Time - End Time** – Determines the time during the day to start and stop monitoring temperatures for an alarm event.

- **Alarm Only With Contact Sensor** – The sensor will only alarm if working in conjunction with a Contact sensor (see Conditional Profile Processing on the Sensor Attributes Maintenance screen).
  
  *Note: Only used with a temperature profile.*

- **Severity** – Sets a severity level (*currently not used*).

- **Ordering** – Used to change the ordering of the alarm conditions.

To add a new alarm within a profile:

**Step 1** – Select –New Profile – from the Select a profile to edit drop-down list.

**Step 2** – Click in the Alarm Profile Name field and enter the alarm name.

**Step 3** – Check Enabled.

**Step 4** – Select the sensor type from the Profile for Sensor Types drop-down list.

**Step 5** – Click Add New Profile.

**Step 6** – Click in the Alarm Name field and enter an alarm name.

**Step 7** – Configure the rest of the attributes which where described above.

**Step 8** – Once you have completed your configuration, click Add.

**Step 9** – Repeat steps 6-8 until all alarms have been configured.

To change an existing alarm within a profile:

**Step 1** – Click on the Alarm Name you wish to update.

**Step 2** – Configure the rest of the settings which where described earlier.

**Step 3** – Once you have completed your configuration, click Update.

To delete an existing alarm within a profile:

**Step 1** – Click on the Alarm Name you wish to delete.

**Step 2** – Click Delete.

---

**Notification Profile Maintenance**

To find the Notify Profiles screen, go to Configuration > Alarm Configuration > Profile Setup > Notify Profiles. Click Notify Profiles and the screen below will appear:
The Notification Profiles Maintenance screen allows the user to define notification profiles for event alarms. Each profile can be customized to include days of the week, starting and ending times, and notification methods. A sample screen, representing a temperature profile is presented below.

There are specific attributes that can be chosen from when setting up a notification profile. These will include:

- **Notification Profile Name** – User-defined name.
- **Enabled** – Sets whether the profile is active or not active.
- **Description** – User-defined description of the notification profile.
- **Enabled** – Sets whether the profile is active or not active.
- **Days** – Allows the profile to be active on specific days or all week.
- **Start Time - End Time** – Determines the time during the day to start and stop monitoring temperatures for a notification event.
- **Notification Method** – Sets the profiles notification method.
Temp Trak Reference Guide

- Server Popup (generates a pop-up window on the host PC)
- Send Page (numeric)
  - Select the person(s) the pager notification will page from the Pager Info drop-down list.
  - Click or tab to Message and enter a numeric message.
- Send E-mail
  - Select a person(s) from the Email To drop-down box to email.
- Remote Popup
  - Select a person(s) from the Popup To drop-down box to generate a pop-up window on the remote PC.
- Message Board
  - Select a defined Message Board from the To drop-down box to notify via a message board.
- Relay Switch
  - Select a defined Relay Switch and associated Relay from the drop-down lists.
- Custom Script
  - For advanced users. Please contact Technical Support for details.

➢ Show Celsius For Temps – Displays temperatures in Celsius.
➢ Ordering – Used to change the ordering of the notification conditions.

To add a new notification profile:

**Step 1** – Select –New Profile – from the Select a profile to edit drop-down list.

**Step 2** – Click in the Notification Profile Name field and enter the notification name.

**Step 3** – Check Enabled.

**Step 4** – Click Add New Profile.

**Step 5** – Click in the Notification Name field and enter the notification name.

**Step 6** – Configure the rest of the attributes which were described above.

**Step 7** – Once you have completed your configuration, click Add.

**Step 8** – Repeat steps 5-7 until all profiles have been configured.

To change an existing notification profile:

**Step 1** – Click on the Notification Name you wish to update.
Step 2 – Configure the rest of the settings which were described earlier.

Step 3 – Once you have completed your configuration, click Update.

To delete an existing notification profile:

Step 1 – Click on the Notification Name you wish to delete.

Step 2 – Click Delete.

### Escalation Profiles

To find the Escalation Profiles screen, go to Configuration > Alarm Configuration > Profile Setup > Escalation Profiles. Click Escalation Profiles and the screen below will appear:

**Escalation Profile Maintenance**

Select a profile to edit: — New Profile —

<table>
<thead>
<tr>
<th>Escalation Profile Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabled:</td>
<td>☑</td>
</tr>
</tbody>
</table>

The Escalation Profiles Maintenance screen allows the user to define custom escalation rules based on the elapsed time from the start of the alarm. Each profile can be customized for up to five escalations and one failsafe notification. A sample screen, representing a notification profile is presented below.
There are certain attributes that can be modified for each Escalation Profile:

- **Escalation Profile Name** – User-defined name.
- **Enabled** – Sets whether the profile is active or not active.
- **[Minutes Box]** – Sets the number of minutes after an alarm condition and after each prior Escalation Rule before the Escalation Rule takes affect.
- **[-Select Profile-]** – The Notification profile to be used when the Escalation Rule takes affect.
➢ Pager Prompt/Message – Numeric page message that overrides any existing notification pager message.
   
   Note: Only used if a Pager Notification profile is selected.

➢ Relay Switch – Sends an event to the specified Relay Switch.

➢ Severity – Sets a severity level (currently not used).

To add a new escalation profile:

Step 1 – Select –New Profile – from the Select a profile to edit drop-down list.

Step 2 – Click in the Escalation Profile Name field and enter the escalation name.

Step 3 – Check Enabled.

Step 4 – Click Add New Profile.

Step 5 – Click in the Escalation Name field and enter the notification name.

Step 6 – For each escalation rule, enter the number of minutes to which the rule will take effect.

   Note: This is the number of minutes from the last escalation rule.

Step 7 – Select a Notification profile.

Step 8 – Select a Pager/Message, if necessary.

Step 9 – Select a Relay Switch, if necessary.

Step 10 – Repeat steps 6-9 until all rules have been configured.

Step 11 – Enter a Failsafe Notification rule.

Step 12 – Click Save Escalation Rules.

To change an existing escalation profile:

Step 1 – Click on the Escalation Name you wish to update.

Step 2 – Configure the rest of the settings which where described earlier.

Step 3 – Once you have completed your configuration, click Save Escalation Rules.

To delete an existing escalation profile:

Step 1 – Click on the Escalation Name you wish to delete.

Step 2 – Click Delete Profile.
Address Book Setup

Digital Pagers

To find the Pager Notification Configuration screen, go to Configuration > Alarm Configuration > Address Book Setup > Digital Pagers. Click Digital Pagers and the screen below will appear:

**Digital Pager Notification Configuration**

*Left Click on any row to edit the attributes for that pager*

<table>
<thead>
<tr>
<th>Pager Name</th>
<th>Phone Number</th>
<th>Delay</th>
<th>Default Message</th>
<th>Use Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Pager</td>
<td>555-1212</td>
<td>2</td>
<td>123456</td>
<td>2</td>
</tr>
<tr>
<td>Manager</td>
<td>555-1213</td>
<td>2</td>
<td>911</td>
<td>0</td>
</tr>
</tbody>
</table>

This screen is used when digital pagers are utilized for alert notifications. At this time, the Intelli-Ware application only supports a numeric message, i.e. 911, in the Default Message field.

There are two special characters that should be noted:

- **Comma (,)** – Used to add a slight delay in the Phone Number field.
- **Pound Sign (#)** – Used to end a sequence in the Phone Number field as well as the Default Message field.

**To add a new Digital Pager:**

**Step 1** – Click in the **Pager Name** box and enter the pager name.

**Step 2** – Click or tab to **Phone Number** and enter a phone number.

**Step 3** – Click or tab to **Delay** and add a delay.

**Note:** Delay is the time delay from when the phone number is dialed till when the pager service accepts the page message.

**Step 4** – Click or tab to **Default Message** and add a numeric message.

**Note:** Use Count displays how many times this Digital Pager has been assigned.

**Step 5** – Click **Add** to add the new Digital Pager to the system.
To update an existing Digital Pager:

**Step 1** – Click on an existing Digital Pager alert. The information will then appear in the blue edit box.

**Step 2** – Make the appropriate changes.

**Step 3** – Click **Save**. The Digital Pager will be automatically updated.

To remove an existing Digital Pager:

**Step 1** – Click on an existing Digital Pager.

**Step 2** – Click **Delete**. The Digital Pager will be automatically deleted.

---

## Emails / Alpha Pagers

To find the Email Notification Configuration screen, go to **Configuration > Alarm Configuration > Address Book Setup > Emails / Alpha Pagers.** Click **Emails / Alpha Pagers** and the screen below will appear:

### Email / Alpha Pager Notification Configuration

*Left Click on any row below to edit the attributes for that Email*

#### Email Alert Destinations

<table>
<thead>
<tr>
<th>Email Name</th>
<th>Email Address</th>
<th>Email Is Alpha Pager</th>
<th>Use Count</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maint Dept</td>
<td><a href="mailto:MaintDept@DemoStore.com">MaintDept@DemoStore.com</a></td>
<td>No</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

This screen is used when emails or alpha pagers are utilized for alarm notifications.

**To add a new Email alert:**

**Step 1** – Click in the **Email Name** box and enter the email name.

**Step 2** – Click or tab to **Email Address** and enter an email address.

**Note:** Use Count displays how many times this Email Alert has been assigned.

**Step 3** – Check the **Email Is Alpha Pager** if this entry is for an alpha pager.

**Step 4** – Click **Add** to add the new Email Alert to the system.

**To update an existing Email alert:**

**Step 1** – Click on an existing Email Alert. The information will then appear in the blue edit box.
Step 2 – Make the appropriate changes.
Step 3 – Click **Save**. The Email Alert will be automatically updated.

**To remove an existing Email alert:**
Step 1 – Click on an existing Email Alert.
Step 2 – Click **Delete**. The Email Alert will be automatically deleted.

---

**Relay Switches**

To find the External Relay Switch Notification Configuration screen, go to **Configuration > Alarm Configuration > Address Book Setup > Relay Switches.** Click **Relay Switches** and the screen below will appear:

**External Relay Switch Notification Configuration**

*Left Click on any row to edit the attributes for that relay switch*

<table>
<thead>
<tr>
<th>Relay Switch Name</th>
<th>Port</th>
<th>Use Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>light board switch</td>
<td>LPT1</td>
<td>0</td>
</tr>
</tbody>
</table>

This screen is used create a relay switch alert notification for an open/close contact relay switch. Currently, up to 8 switches are supported.

**To add a new Alert Relay:**
Step 1 – Click in the **Relay Switch Name** box and enter the relay switch name.
Step 2 – Click or tab to **Port** and select the port the relay switch is connected to.
Step 3 – Click **Add** to add the new Relay Switch to the system.

*Note: To assign Sensors to a Relay Switch, see the section title Sensor Attributes.*

**To update an existing Alert Relay:**
Step 1 – Click on an existing Relay Switch Name. The information will then appear in the blue edit box.
Step 2 – Make the appropriate changes.
Step 3 – Click **Save**. The Relay Switch will be automatically updated.

**To remove an existing Alert Relay:**
Step 1 – Click on an existing Relay Switch Name.

Step 2 – Click Delete. The Relay Switch will be automatically deleted.

Remote Popups

To find the Net Send Notification Configuration screen, go to Configuration > Alarm Configuration > Address Book Setup > Remote Popups. Click Remote Popups and the screen below will appear:

Remote Popup Notification Configuration

Left Click on any row below to edit the attributes for that destination

Remote Popup Alert Destinations

<table>
<thead>
<tr>
<th>Name</th>
<th>Destination(s)</th>
<th>Use Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>10.1.164.11</td>
<td>ADD</td>
</tr>
</tbody>
</table>

**Note:**
Remote Popup Destination PCs Must Be Running The IWPopup Utility in order to receive and display the popup notification.

Also, if these PCs are running any type of network firewall utilities, this may prevent the popup request from operating correctly.

[Click Here To Install IWPopup Utility On This Computer]

This screen is used to create a remote popup distribution list for sending network-wide alarm notifications. A sample notification looks like the following:

!! TEMP TRAK ALERT !!!Meds 013024 at 75.2
(Normal Range 24-38)

To add a new Remote Popup:

Step 1 – Click in the Name box and enter a descriptive name.
Step 2 – Click or tab to Destinations and enter a destination. The destination can be a network user id or computer id.

Note: Use Count displays how many times this Email Alert has been assigned.

Step 3 – Click Add to add the new Remote Popup to the system.

To update an existing Remote Popup:

Step 1 – Click on an existing Name. The information will then appear in the blue edit box.

Step 2 – Make the appropriate changes.

Step 3 – Click Save. The Remote Popup will be automatically updated.

To remove an existing Remote Popup:

Step 1 – Click on an existing Name.

Step 2 – Click Delete. The Remote Popup will be automatically deleted.

---

Message Boards

To find the Message Board Notification Configuration screen, go to Configuration > Alarm Configuration > Address Book Setup > Message Boards. Click Alert Message Board and the screen below will appear:

**Message Board Notification Configuration**

<table>
<thead>
<tr>
<th>Message Board Name</th>
<th>Type / Model</th>
<th>Port</th>
<th>Settings</th>
<th>Enabled?</th>
<th>Use Count</th>
<th>DELETE</th>
<th>ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td>kitchen</td>
<td>213C</td>
<td>COM1</td>
<td>9600, N, 8, 1</td>
<td>Yes</td>
<td>0</td>
<td>DELETE</td>
<td>ADD</td>
</tr>
</tbody>
</table>

This screen is used to define a message board alert notification for a message box.

To add a new Message Board:

Step 1 – Click in the Message Board Name and enter the message board name.

Step 2 – Click or tab to Type / Model and select the type of message board.

Step 3 – Click or tab to Port and select the port the message board is connected to.
Step 4 – Click Add to add the new Message Board to the system.  

Note: To assign Sensors to a Message Board, see the section title Sensor Attributes. 

To update an existing Message Board: 

Step 1 – Click on an existing Message Board Name. The information will then appear in the blue edit box. 

Step 2 – Make the appropriate changes. 

Step 3 – Click Save. The Message Board will be automatically updated. 

To remove an existing Message Board: 

Step 1 – Click on an existing Message Board Name. 

Step 2 – Click Delete. The Message Board will be automatically deleted.
To find the Notification Group Maintenance screen, go to Configuration > Alarm Configuration > Notification Groups. Click Notification Groups and the screen below will appear:

### Notification Group Maintenance

*Left Click on any row to edit attributes for that Group*

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Group Type</th>
<th># Members</th>
<th>Enabled?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>Digital Pager</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** You cannot change the group type when editing a group. You must delete & re-add to change the group type.

Notification Group Maintenance allows you to group any number of recipients for an alert for a specific sensor. This works with Emails, Pagers, Remote Popups, and Message Boards.

**Note:** There must be an existing Pager, Email, Remote Popup, or Message Board configured in order to complete this process.

**To add a new Notification Group:**

**Step 1** – Click in the **Group Name** box and enter the group name.

**Step 2** – Click or tab to **Group Type** and select either Pager, Email, Remote Popup, or Message Board from the drop-down box.

**Note:** # Members displays how many entries are grouped together.

**Step 3** – Click **Add** to add the new Notification Group to the system.

**Step 4** – Click on the newly created Notification Group. The information will then appear in the blue edit box.

**Step 5** – Click [Edit...] in the # Members field to attach the desired entry to this group. This will bring up the Notification Group Membership Maintenance screen as shown on the following page.
Notification Group Membership Maintenance

Group Name: Maintenance
Group Type: Pager

Check / uncheck below members of this group who should be notified

<table>
<thead>
<tr>
<th>Is Member?</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maintenance Pager</td>
<td>555-1212 - 123456</td>
</tr>
</tbody>
</table>

The following entries are not members of this group:

<table>
<thead>
<tr>
<th>Is Member?</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Manager</td>
<td>555-1213 - 911</td>
</tr>
</tbody>
</table>

Step 6 – Select the entry from the list to include as members.

Step 7 – Click Save to update the Notification Group with the selected new members.

To update an existing Notification Group:

Step 1 – Click on an existing Notification Group. The information will then appear in the blue edit box.

Step 2 – Make the appropriate changes.

Note: The group type cannot be changed. Instead, the Notification Group must be deleted and added again with the new group type.

Step 3 – Click Save. The Notification Group will be automatically updated.

To remove an existing Notification Group:

Step 1 – Click on an existing Notification Group.

Step 2 – Click Delete. The Notification Group will be automatically deleted.
Message Formats

To find the Notification Message Format Maintenance screen, go to Configuration > Alarm Configuration > Message Formats. Click **Message Formats** and the screen below will appear:

The Notification Message Format Maintenance screen allows for customization of messages sent with each sensor alert.

To update a message:

**Step 1** – Click in either the Pop-up Window, Remote Popup, Message Board, Email Subject (Alpha Pagers), Email Body (Alpha Pagers), Email Subject, or Email Body field and enter the new text.

**Note:** The Message Substitution Tags, i.e. %%ID%%, etc, can be removed or rearranged.

**Step 2** – Click **Save Messages** and the messages will automatically be updated.
To find the External Relay Switch Usage Summary screen, go to Configuration > Alarm Configuration > Relay Use Summary. Click Relay Use Summary and the screen below will appear:

<table>
<thead>
<tr>
<th>Sensor Name</th>
<th>Sensor ID</th>
<th>Sensor Type</th>
<th>RELAY SWITCH</th>
<th>Notification Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Holding #9</td>
<td>2-24</td>
<td>TEMP</td>
<td>1 2 3 4 5 6 7</td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Vials Tank</td>
<td>1-13</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds - Specimen #630</td>
<td>2-5</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds O18</td>
<td>13-24</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds Freezer #510</td>
<td>1-10</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds Freezer ATCICU</td>
<td>1-10</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds Freezer - CS</td>
<td>1-10</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds Refrigerator #441</td>
<td>0001003</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds Refrigerator #18</td>
<td>1-25</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds Refrigerator #544</td>
<td>1-11</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds Refrigerator #14US</td>
<td>1-24</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds Refrigerator #1US</td>
<td>1-7</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds Refrigerator #515</td>
<td>1-1</td>
<td>CONTACT</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds Refrigerator #222</td>
<td>1-22</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds Refrigerator #7CU</td>
<td>1-6</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds Refrigerator #56</td>
<td>1-21</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds #2 or Storage</td>
<td>1-2</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Meds #2 or Storage</td>
<td>1-2</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>New Temp Sensor #2050</td>
<td>1-30</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Patient Freezer</td>
<td>1-13</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Patient Refrigerator</td>
<td>1-20</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>UCR #4C</td>
<td>1-22</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>UCR #4E</td>
<td>0001069</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Undercounter #8</td>
<td>1-27</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Walk-In Freezer</td>
<td>1-8</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
<tr>
<td>Walk-In Freezer Main</td>
<td>1-16</td>
<td>TEMP</td>
<td></td>
<td>PAGER 1</td>
</tr>
</tbody>
</table>

The External Relay Switch Usage Summary screen displays any Sensors attached to a relay switch. A red box denotes the attachment. A red box with an “A” signifies that there is an advanced alarm attached also.
Setup PC For Popups

To find the Setup PC For Popups screen, go to Configuration > Alarm Configuration > Setup PC For Popups. Click Setup PC For Popups and the screen below will appear:

Intelli-Ware Popup Alert Notification Installation

In order to allow this system to receive pop-up notifications from an Intelli-Ware system, you must first install the IWPopup application.

*When the "File Download" box appears, select the “Open” option*

Press here to begin installation

In order to display Local Popup notifications and Remote Popup Notifications, the IWPopup application must be installed on the system where the popup alarm will be displayed.

Installing onto the local (Temp Trak) computer:

**Step 1** – Follow the installation instructions.

**Step 2** – Click Start> All Programs > Intelli-Ware Popup Notifications> Intelli-Ware Popup. This will launch the IWPopup program allowing for popup notifications.

*Note:* A small red buzzer icon will appear on the task bar on the lower right side of the screen.

Installing onto a remote computer:

**Step 1** – Obtain the IP address of the Temp Trak computer.

**Step 2** – On the remote computer, open Internet Explorer. In the Address line, type the following, substituting the words, IP Address, for the IP address of the computer which Temp Trak was installed on:

IP Address/Intelli-Ware

**Step 3** – Log onto Temp Trak and go to Configuration> Alarm Configuration> Setup PC For Popups.

**Step 4** – Follow the installation instructions.

**Step 5** – Click Start> All Programs> Intelli-Ware Popup Notifications> Intelli-Ware Popup. This will launch the IWPopup program allowing for popup notifications.

**Step 6** – A small red buzzer icon will appear on the task bar on the lower right side of the screen. Right click on the icon and select Configure.

**Step 7** – In the field Intelli-Ware Server, enter the IP address of the Temp Trak computer, then click the OK button.
To find the User Maintenance screen, go to Configuration > Administration > Security > Users. Click Users and the screen below will appear:

This screen establishes all system users and their level of access. The system will recognize each user individually along with their specific parameters.

**Note:** The default temperature and language of the system is Fahrenheit and English.

To add a new user:

**Step 1** – Click in the Login ID box and enter the new Login ID.

**Step 2** – Click or tab to First Name and enter the user’s first name.

**Step 3** – Click or tab to Last Name and enter the user’s last name.

**Step 4** – Click or tab to Employee ID and enter the user’s employee ID.

**Note:** Employee ID is optional.

**Step 5** – Click or tab to Level and select the Access Level of the user from the pull-down box.

**Step 6** – Click or tab to Password and enter the user’s password.

**Step 7** – Click the Show Celsius check box to display all temperatures in Celsius, if desired.

**Step 8** – Click the Login Disabled check box to disable the user, if desired.

**Note:** A check in the Login Disabled box indicated the user is not able to login the Intelli-Ware application.
**Step 9** – Click the **Account Disabled** check box to disable the an account.

**Step 10** – Click the **Account Locked Out** check box to lock out a user.

**Step 11** – Click the **Must Change Password** check box to force a user to change their password the next time they log in.

**Step 12** – Click or tab to **Language** and select the language the user wishes to display all information.

**Step 13** – Click or tab to **Temp Trak View** to select which sets of Sensors the user is allowed to view (see **View Configuration**).

**Step 14** – Click or tab to **Temp Trak Mobile Profile** to select which profile the user is allowed to view (see **Profile Maintenance** in the Temp Trak Mobile section).

**Step 15** – Click **Add** to add the new User to the system.

*Note: A user needs a minimum of a login ID and a password.*

To update an existing user:

**Step 1** – Click on an existing user. Their information will then appear in the blue edit box.

**Step 2** – Make the appropriate changes.

**Step 3** – Click **Save**. The user will be automatically updated.

To remove an existing user:

**Step 1** – Click on an existing user.

**Step 2** – Click the Logon Disabled check box.

**Step 3** – Click Save. The user will be automatically disabled.

*Note: Due to audit purposes, the system attaches individuals to specific historical information, so they will not be deleted from the database, only disabled.*

---

**Access Rights**

To find the Access Permissions Maintenance screen, go to **Configuration** > **Administration** > **Security** > **Access Rights**. Click **Access Rights** and the screen below will appear:
## Access Permissions Maintenance

### APPLICATIONS

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Minimum Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory</td>
<td>Corp Admin</td>
</tr>
<tr>
<td>Inspections</td>
<td>1st Asst Mgr</td>
</tr>
<tr>
<td>Food Safety</td>
<td>1st Asst Mgr</td>
</tr>
<tr>
<td>Training</td>
<td>Crew Trainer</td>
</tr>
</tbody>
</table>

### FUNCTIONS

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Minimum Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>Configuration Areas</td>
<td>Manager</td>
</tr>
<tr>
<td>Security Access Roles/Options</td>
<td>Corp Admin</td>
</tr>
<tr>
<td>Security Configuration</td>
<td>Manager</td>
</tr>
<tr>
<td>User Account Maintenance</td>
<td>Corp Admin</td>
</tr>
<tr>
<td><strong>Intelli-PDA</strong></td>
<td></td>
</tr>
<tr>
<td>Form Maintenance</td>
<td>Corp Admin</td>
</tr>
<tr>
<td>Intelli-PDA Data Recovery</td>
<td>Corp Admin</td>
</tr>
<tr>
<td>Intelli-PDA Food Safety Reports</td>
<td>Crew Member</td>
</tr>
<tr>
<td>Intelli-PDA Handheld Management</td>
<td>Crew Member</td>
</tr>
<tr>
<td>Intelli-PDA Inspection Reports</td>
<td>Crew Member</td>
</tr>
<tr>
<td>Intelli-PDA Inventory Reports</td>
<td>Crew Member</td>
</tr>
<tr>
<td>Intelli-PDA Training Reports</td>
<td>Crew Member</td>
</tr>
<tr>
<td><strong>TempTrak</strong></td>
<td></td>
</tr>
<tr>
<td>Clear TempTrak Alarms</td>
<td>Crew Member</td>
</tr>
<tr>
<td>TempTrak Alert/Notification Maintenance</td>
<td>Crew Member</td>
</tr>
<tr>
<td>TempTrak Device Registration</td>
<td>Corp Admin</td>
</tr>
<tr>
<td>TempTrak NAFEM Device Registration</td>
<td>Crew Member</td>
</tr>
<tr>
<td>TempTrak Sensor Attribute Maintenance</td>
<td>Crew Member</td>
</tr>
<tr>
<td>TempTrak View/Group Maintenance</td>
<td>Crew Member</td>
</tr>
<tr>
<td><strong>TempTrak Mobile</strong></td>
<td></td>
</tr>
<tr>
<td>TempTrak Mobile Data Logger Setup</td>
<td>Corp Admin</td>
</tr>
<tr>
<td>TempTrak Mobile Profiles</td>
<td>Corp Admin</td>
</tr>
<tr>
<td>TempTrak Mobile Reports</td>
<td>Corp Admin</td>
</tr>
</tbody>
</table>
Access Permissions determine the Role levels that are needed to access applications and functions. These include: Maintenance Applications, Security Configurations, System Configurations and Reports.

To modify an Application or Function:

Step 1 – Under Applications, click on the drop down arrow list in the Minimum Level column and choose from the Role levels that were established in the Role Maintenance function. The level you choose will be the minimum level of access.

Note: Application Name can be renamed to better fit your organizational naming standards.

Step 2 – Under Functions, repeat the same as above for each Functional Area available.

Roles

To find the Role Maintenance screen, go to Configuration > Administration > Security > Roles. Click Roles and the screen below will appear:

Role Maintenance

Left Click on any row to edit the attributes for that Role

<table>
<thead>
<tr>
<th>Role Description</th>
<th>Access Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crew Member</td>
<td>10</td>
</tr>
<tr>
<td>Crew Trainer</td>
<td>20</td>
</tr>
<tr>
<td>1st Asst Mgr</td>
<td>25</td>
</tr>
<tr>
<td>Manager</td>
<td>30</td>
</tr>
<tr>
<td>Corp Admin</td>
<td>99</td>
</tr>
</tbody>
</table>

Intelli-Ware provides a high level of security so access to specific applications will be provided only to those people granted permission. These permissions can be divided not only by application, but also by configurations, reports, etc.

I.e.: One person may have permission to only view reports, while another person may have permission to view reports, as well as make system configurations.

It is necessary to determine the Role Description, i.e. Manager, Assistant Manager, etc., and the Access Level associated with each description. The lower the Access Level's number, the lower the access permissions. The system has been designed to support 999 different security levels.
Note: You may want to leave numbers between your levels so you can add levels in the future.

To add a new Role:

**Step 1** – Click in the Role Description box and enter the Role description.

**Step 2** – Click in, or tab to, the Access Level box and add the appropriate Access Level number.

**Step 3** – Click **Add**. The new Role will be added.

To update an existing Role:

**Step 1** – Click on the existing Role Description or Access Level that you wish to change. It will appear in the blue edit box.

**Step 2** – Make the necessary changes.

**Step 3** – Click **Save**. The existing Role will be updated.

To delete an existing role:

**Step 1** – Click on the existing Role Description or Access Level that you wish to delete. It will appear in the blue edit box.

**Step 2** – Click **Delete**. The Role will be deleted.

---

### Password Options

To find the Role Maintenance screen, go to Configuration > Administration > Security > Password Options. Click **Password Options** and the screen below will appear:
The Password Option Maintenance screen allows for the global setting of password configurations. These include:

- **Minimum Password Length**: Minimum password length allowed by system.
- **Maximum Password Age (Days)**: Maximum number of days before requiring a new password.
- **Minimum Password Age (Days)**: Minimum number of days required before a new password can be created. Thus, a user cannot create a password then change it immediately.
- **Account Lockout Threshold (# Invalid Attempts)**: Number of consecutive failed login attempts before the account is locked out.
- **Reset Account Lockout Automatically After (Minutes)**: Resets any locked-out accounts automatically after a specified number of minutes.
  
  Note: Setting the Reset Account Lockout Automatically After (Minutes) to zero would and setting the Account Lockout Threshold (# Invalid Attempts) to anything other than zero will require an administrator to reset the Account Locked Out checkbox on the User Maintenance screen before the user can log in.
- **Enforce Password History (# To Remember)**: Keeps a specified number of passwords to check against, requiring the user to enter a unique password.
- **Enable User-Defined Check**: Allows user-controlled password logic to be implemented.
General Settings

To find the General System Settings screen, go to Configuration > Administration > General Settings. Click General Settings and the screen below will appear:

**Intelli-Ware System Settings**

<table>
<thead>
<tr>
<th>Location Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location Name: Demo Site</td>
</tr>
<tr>
<td>Location Code / ID:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City / Town:</td>
</tr>
<tr>
<td>State / Country:</td>
</tr>
<tr>
<td>Zip / Post Codes:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>eMail Notification Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMTP Server:</td>
</tr>
<tr>
<td>SMTP Port:</td>
</tr>
<tr>
<td>(Hostname or IP address) (Default is 25)</td>
</tr>
<tr>
<td>&quot;From&quot; Email Address: TempTrak</td>
</tr>
<tr>
<td>&quot;From&quot; Email Name: TempTrak</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pager Notification Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modem COM port: COM2</td>
</tr>
<tr>
<td>Modem Init Commands:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Help Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name / Department</td>
</tr>
<tr>
<td>(Clear Contact Name to remove a record)</td>
</tr>
</tbody>
</table>

To change the Intelli-Ware System Settings:

**Step 1** - Complete the Location Information block. This will insert your business name at the top of the screen. The default installation uses the text “Your Name Here”.

**Step 2** - E-mail Notification Settings is used to alert an individual(s) in the event of a triggered alarm. You may need to contact your system administrator to obtain the correct information.
Note: A distribution list can be created if more than one person needs to be notified.
Note: In order for the e-mail function to work, the PC must be connected to a local area network.

Step 3 – Pager Notification Settings is used to send a simple pager notification in the event of a triggered alert. You will need to enter the COM port of the modem and the modem initialization commands.

Note: In order for the pager function to work, there must be a modem installed in the PC with an active phone line attached.

Step 4 – Local Help Contacts provides a list of contacts knowledgeable within the organization that can assist with any issues that might arise.

Step 5 - Click “Save” to update Intelli-Ware System Settings.
Perform Database Backup

To find the General System Settings screen, go to Configuration > Administration > General Settings. Click General Settings and the screen below will appear:

Intelli-Ware Database Backup Utility

To manually backup the current database:

**Step 1** – Enter the path and name of the file to backup the database. If a path is not specified, the database will be backed up into the Microsoft SQL Server system backup folder named Intelli-Ware.

*Note: Make sure to include the file extension*. .bak

**Step 2** Click the Begin Backup button.

A successful backup will bring up the following screen:

Intelli-Ware Database Backup Utility

*Beginning Backup To File: "C:\temp.bak" ... Please Wait*

...Complete
To find the Job Schedule Maintenance screen, go to Configuration > Administration > Job Schedules. Click Job Schedules and the screen below will appear:

**Backup Job Schedule**

**Expired Data Purge Job Schedule**

**TempTrak Data Summarization Job Schedule**

[Save Changes button]
The Job Schedule Maintenance screen controls the scheduling of database backups and purges. The current status of the Backup Job Schedule and the Expired Data Purge Job Schedule are displayed in their respective sections.

To schedule a database backup:

**Step 1** – Click **Yes** for both Job Enabled and Schedule Enabled.

*Note: If either Job Enabled or Schedule Enabled is set to No, the database will not be backed up.*

**Step 2** – Check the **Days To Run** the database should be backed up.

**Step 3** – Select a **Run Time** from the Run Time drop-down box.

- When selecting **Run At**, Run Times are broken down into 30-minute intervals.
- When selecting **Run Every**, Run Times range from every 15 minutes to every 12 hours. A **Starting At** time and **Ending At** time is required.

*Note: The Backup Database Start Time should be different than the Purge Database Start Time.*

**Step 4** – Select the **Hard Drive Backup Location**.

**Step 5** – Select the **Backup Destination**.

**Step 6** – Click **Save Changes** to update the system with the new database Backup Job Schedule.

*Note: To view a report on the database Backup Job Schedule, see Database Backup Report.*

To schedule a database purge:

**Step 1** – Click **Yes** for both Job Enabled and Schedule Enabled.

*Note: If either Job Enabled or Schedule Enabled is set to No, the database will not be backed up.*

**Step 2** – Check the **Days To Run** the database should be purged.

**Step 3** – Select a **Run Time** from the Run Time drop-down box.

- When selecting **Run At**, Run Times are broken down into 30-minute intervals.
- When selecting **Run Every**, Run Times range from every 15 minutes to every 12 hours. A **Starting At** time and **Ending At** time is required.

*Note: The Purge Database Start Time should be different than the Backup Database Start Time.*

**Step 4** – Click **Save Changes** to update the system with the new database Purge Job Schedule.

*Note: To change the database retention period used by the database Purge Schedule Job, see Temp Trak General Settings.*
To schedule a data summarization:

**Step 1** – Click **Yes** for both Job Enabled and Schedule Enabled.

*Note: If either Job Enabled or Schedule Enabled is set to No, the data summarization will happen.*

**Step 2** – Check the **Days To Run** the database should be purged.

**Step 3** – Select a **Run Time** from the Run Time drop-down box.

- When selecting **Run At**, Run Times are broken down into 30-minute intervals.
- When selecting **Run Every**, Run Times range from every 15 minutes to every 12 hours. A **Starting At** time and **Ending At** time is required.

**Step 4** – Click **Save Changes** to update the system.
Overview

The Help menu selection provides four basic functions:

- Local contacts
- Access to online manuals
- Ability to change the current password
- License information
- Link to Cooper-Atkins Live Support (Please call before initiating support)
Intelli-Ware Local Help Contact Information

To find the Intelli-Ware Local Help Contact Information screen, go to Help > Help Contacts. Click Help Contacts and the screen below will appear:

Intelli-Ware Local Help Contact Information

Please contact your local TempTrak / Intelli-PDA support person or review the online documentation to help in resolving your problem.

Cooper-Atkins Support Contact Information:

support@ktgolutions.com (Technical support questions)

Or via phone at: 513-793-5386

Click Here For On Line Support (Please contact via phone prior to use)

The Intelli-Ware Local Help Contact Information screen provides contact information for technical support.

Documentation

To find the online Documentation, go to Help > Documentation. Click Documentation and the screen below will appear:

Intelli-Ware Online Help

Congratulations!

Intelli-Ware is a quantum leap into the future of food service management, and you have the benefits of it today!

With Intelli-Ware, you possess the most advanced total quality management and time-and-task breakthrough in the history of our industry. It is easy to learn and user friendly to operate.

Temp-Trak Wireless is a unique, innovative system that gives you the capability to read and record temperatures, and with Intelli-PDA to receive and track products, all automatically! Both Temp-Trak Wireless and Intelli-PDA are just that: wireless, accurate, and global, allowing management to obtain precise operating information anytime, anywhere.

Welcome to the world of Intelli-Ware, the new standard in food service management from Cooper-Atkins Corporation - Bringing you the Future in Food Safety!

Need Help?

Temp-Trak Wireless and Intelli-PDA include a wide range of online help files that assist with many common problems. Please select one of the options to the left to view the documentation.

If you would like to visit our web site, direct your browser to http://www.cooper-atkins.com

Warranty & FCC Licensing

Temp-Trak Wireless and Intelli-PDA both come with a standard 90-day warranty on parts and labor.

The Temp-Trak Wireless units have been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. Operation is subject to the following two conditions: 1. This device may not cause harmful interference, and 2. This device must accept any interference that may cause undesired operation.
The Intell-Ware Online Help screen provides access to all manuals provided by Atkins Technology for the Intelli-Ware product line, which includes Temp Trak and Intelli-PDA.

The documents available are:

- **Introduction**: Quick overview of the benefits of the Intelli-Ware solution.
- **End-User License Agreement**: Software Product License Agreement, Limited Warranty and other legal information.
- **Quick Start Guide**: Installation guide for installing the Intelli-Ware software.
- **Temp Trak Installation Guide**: Installation guide for installing and configuring Temp Trak.
- **Intelli-PDA Installation Guide**: Installation guide for installing and configuring Intelli-PDA.
- **Intelli-PDA User’s Guide**: Intelli-PDA’s user guide.
- **Troubleshooting Guide**: Support documentation for any issues that may arise.
- **Frequently Asked Questions**: Frequently asked questions.
- **Technical Specification**: Technical specifications of all hardware used in the Intelli-Ware system for both Temp Trak and Intelli-PDA.
- **Glossary of Terms**: Overview of terms used throughout all Intelli-Ware products.
- **Registration Form**: Registration form.

*Note: All documents, except the Introduction and End-User License Agreement, are in Adobe's PDF format.*

### Change My Password

To find the Password Maintenance screen, go to *Help > Change My Password*. Click **Change My Password** and the screen below will appear:
Password Maintenance

Change Password

<table>
<thead>
<tr>
<th>Current Password:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Password:</td>
<td></td>
</tr>
<tr>
<td>Repeat New Password:</td>
<td></td>
</tr>
</tbody>
</table>

All passwords in Intelli-Ware are encrypted.

To change a password:

**Step 1** – Click in the **Current Password** field and enter the old password.

**Step 2** – Click or tab to **New Password** field and enter the new password.

**Step 3** – Click or tab to **Repeat New Password** field and enter the new password again for verification.

**Step 4** – Click Change Password to update the password.

License Information

To find the Intelli-Ware License Information screen, go to Help > License Information. Click License Information and the Intelli-Ware License Information screen.
Temp Trak may require the user to fill in the administrator User Name and Password for the computer that they used to log into the COMPUTER, not into Temp Trak.

- **User Name** – User Name used to log into the computer.
- **Password** – Password used to log into the computer.
- **Save this password in your password list** – Saves the User Name and Password information.

To enter network password:

**Step 1** – Click in the **User Name** field and enter the user name.

**Step 2** – Click or tab to **Password** field and enter the password.

**Step 3** – Click or tab to the **Save this password in your password list** check box and check to save your password.

**Step 4** – Click **OK** to continue.

The Intelli-Ware License Information screen will appear as below:

**Intelli-Ware License Information**

<table>
<thead>
<tr>
<th>License Type:</th>
<th>LICENSED VERSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Code:</td>
<td>111111 111111 111111 111111 111111</td>
</tr>
<tr>
<td>Licensed Modules:</td>
<td>• Temp Trak • Intelli-PDA</td>
</tr>
</tbody>
</table>

This screen displays the Intelli-Ware license information.

- **License Type** – Displays whether the software is a licensed or unlicensed version.
  
  *(Note: Unlicensed versions of the software will cease to function after 30 days.)*

- **License Code** – License code obtained by contacting Cooper-Atkins.

- **Licensed Modules** – Modules currently licensed (Temp Trak and/or Intelli-PDA).
To find the Live Technical Support screen, go to Help > Support Website. Click Support Website. A new browser window will be opened, connecting to the internet with an address of:


The following web page will appear:

To start a support session:

Step 1 – Click the green Online picture or Enter Session Code button.

(Note: This will start an internet connection between the user and Cooper-Atkins)

(Note: It is best to contact Cooper-Atkins Wireless Support via phone prior to using the online live support).

The Screen below will appear, Enter Your Name or companys name and choose the appropriate representative.
**Step 2** – You may be asked to download ActiveX components. Please accept *any and all* questions presented.

**Step 3** – The following screen will appear, once a successful connection is made.
Step 4 – At this point, a Cooper-Atkins support specialist will be online and able to more easily debug any problems.
Overview

The Logoff menu selection stops the current user’s session and exits out of the Intelli-Ware software, returning the user to the Intelli-Ware System Login screen.
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COOPER-ATKINS, Inc.
11353 Reed Hartman Highway, Suite 110
Cincinnati, Ohio 45241

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Base Station Configuration (BS Config)

The Base Station Configuration application is used to configure the black Memory Buffer by Cooper-Atkins. Each Memory Buffer must be configured prior to use if connected to the LAN. The Memory Buffer will need to be attached to a free COM port on the Temp Trak computer for the initial setup.

To launch the BSConfig application:

**Step 1** – Click the **Start** button on the lower left corner of the screen.

**Step 2** – Mouse over **Programs** (Windows 2000) or **All Programs** (Windows XP), then select KTG Intelli-Ware.

**Step 3** – Mouse over **Tools** and select **Base Station Configuration**. The following screen will appear.

This screen will prompt you to select a connection type of Serial Port or Network Attached, and allows for an Admin Password if needed.

Upon selecting **Serial Port**, the COM Port in which the base station is connected to will need to be chosen (COM1 – COM32).

Upon selecting **Network Attached**, the IP Address of the base station is required.

The Temp Trak Base Server Configurator is shown below.
To change the configuration:

**Step 1** – Click in the **IP Address** field and enter a new IP Address.

**Step 2** – Tab or click into the **Subnet Mask** and enter a new Subnet Mask.

**Step 3** – Tab or click into the **Gateway** and enter a new Gateway.
(Note: Do not change the Radio Network or Radio Hop Table fields.)

Step 4 – Enter a Password if necessary.

Step 5 – Click the Set Configuration button to activate changes. This will refresh the Current Configuration information with the Pending Configuration information.

To change to another base station:

Step 1 – Click the Change Base button.