

Kaye Track

Software

INSTRUCTION MANUAL

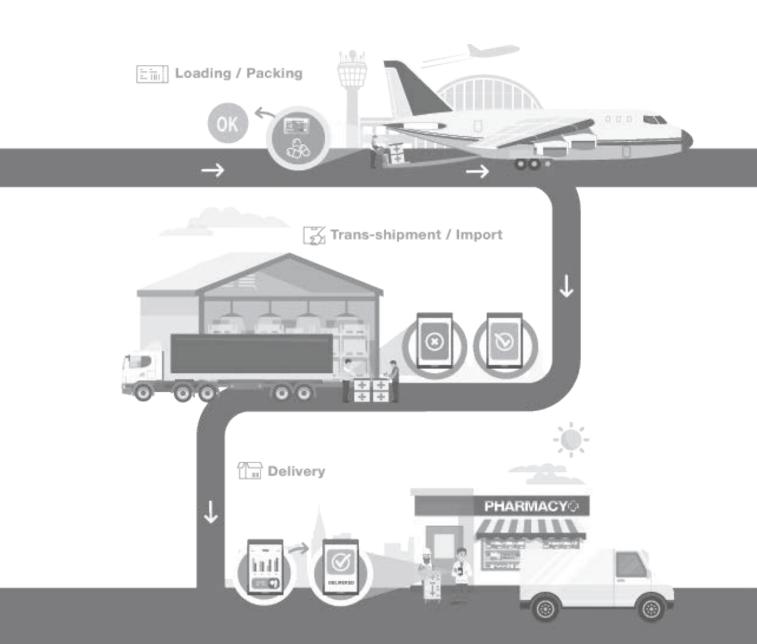


Table of Contents

Welcome

What is Kaye Track?	4
How to Read this Manual	4
Digital Version	4
PART I: Getting Started	
Step 1 - Access Kaye Track	5
Step 2 - User Interface Overview	6
Left Menu Overview	6
Table Overview	7
Navigation Overview	8
Filtering	8-10
Action Buttons	11
Other	
Footer	15
Step 3 - Access RF Measurements	16
Overview	16
Access Temperature and Humidity Graph	19-22
Download Report	23-24
Other	24-25
Step 4 - Access NFC Measurements	26
Overview	26
Legend:	26
Access Temperature & Humidity Graph	27-29
Download Report	30-31
Access Logistical Data	31
Other	32-33
Step 5 - Access Alerts	34
Overview	34
Delete Alert	35
Access Notifications Count	36-39

PART II: Essentials

Task 1 - Manage Organizations	39
Overview	39
Manage Organizations	40-41
Add / Edit / Delete Organization	42-44
Download Breaches Report	45
Task 2 - Manage Zones	46
Manage Zones	46-47
Add / Edit / Delete Zone	48-50
Task 3 - Manage Users	51
Overview	51
Add / Edit / Delete Users	52-55
Task 4 - Manage Loggers	56
Overview	56
Edit Loggers	57-58
Access Recordings	59-60
Download Calibration Certificate	61
Other	62-63
Task 5 - Manage Hubs	64
Overview	64
Manage Hubs	65
Task 6 - Manage Notifications	66
Difference Between Notification Types and Definitions	66
Notification Type Overview	66
Remove Notification Type	66
Add / Edit / Delete / Notification Type	67-70
Notification Definition Overview	
Add / Edit / Delete / Notification Definition	71-73
Task 7 - Cyclic Maintenance Mode	74
Overview	74
Add / Edit / Delete Cyclic Maintenance Mode	75-77
Cyclic Maintenance Schedule Overview	78
Add / Edit / Delete Cyclic Maintenance Schedule	79-81

Welcome

Dear Customer,

Thank you for purchasing Kaye Log solution and congratulations on your choice. We guarantee the performance of the app in accordance with the technical and operating conditions described in the operating instructions.

At the same time, we remind you that installation in accordance with the installation manual and proper use in accordance with the instruction manual will ensure that the Kaye Log solution is functioning properly.

Kaye Log Team

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What is Kaye Track?

Kaye Track is a complex web application that allows the user to access loggers and alerts details. It also comes with management capabilities for users, organizations, hubs, loggers, zones, maintenance modes and notifications.

How to Read this Manual

This instruction guide is split into 2 parts: "Getting Started", and "Essentials".

Inside "PART I: Getting Started" you will learn how to access Kaye Track, measurements, alerts and how to use user interface.

Inside "PART II: Essentials" you will learn how to manage organizations, zones, users, loggers, hubs, notifications and maintenance.

Enjoy! In case you have any questions, do not hesitate to contact us!

Digital Version

If you are reading a printed version and would like to download a digital one, please visit the link below:

https://www.kayeinstruments.com/en/environmental-monitoring/cold-chain-monitoring/product-info-and-quote-request/ kaye-log-temperature-logger-single-use-and-reusable/

STEP 1

PART I: Getting Started

Access Kaye Track

To log in to Kaye Track, go to the link below:

http://www.KayeTrack.com

Insert your username (which will most likely be your e-mail address) and password and click the "Login" button.

Once you are logged in you should get redirected to the "Measurements" page.



In case your login and password do not work, please contact our support team at: https://www.kayeinstruments.com/en/services-rental/technical-support/request-technical-support

If you would like to log out, click on the "Logout" link that is on the left menu. After that you will be redirected to the login page again.



STEP 2

User Interface Overview

Left Menu Overview

Left menu is split into 3 categories: "General", "Management" and "Configuration".

Inside "General" you will find more of the monitoring functionalities of Kaye Track, like viewing the alerts, NFC and RF measurements, accessing graphs and more.

Inside "Management" you will find more of the administrative functionalities, like managing users, organizations, hubs, loggers and so on.

Inside "Configuration" you will find more sections that allow you further configuration.

If you would like to shrink the left menu, just click on the "left arrow" icon that is located at the top right of the menu.



To expand the menu again, click the "expand" icon.







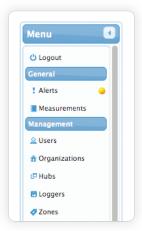
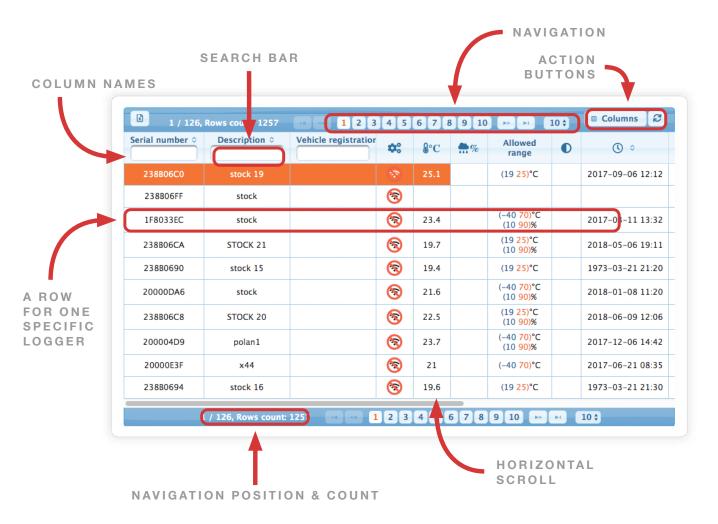


Table Overview

Most of the pages in Kaye Track present information using tables. They come with handy features, like sorting, searching, showing/hiding columns, etc. that will be described in this section.

On the next page, you will find a quick overview what you can find inside a table. In this example a measurements table was used.

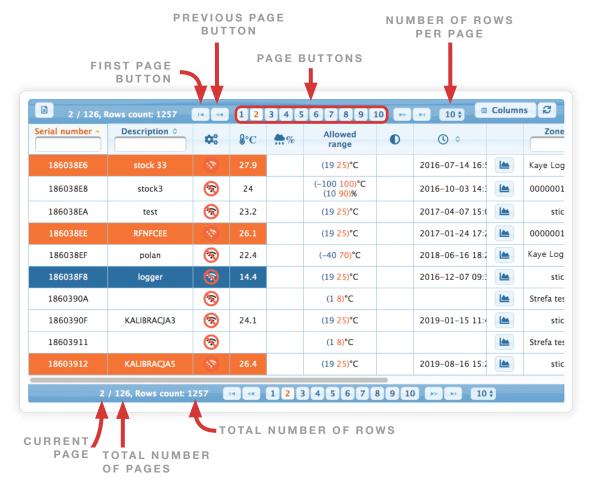


Navigation Overview

To navigate data in a table, it is best to use the navigation that is positioned at the top and at the bottom. You will be able to move to a specific page of a table by using the arrow buttons or number buttons.

You can also specify how many rows you would like to display on a single page using the drop-down menu.

To see on which page you are currently on, just look on the navigation position section that is located near the navigation buttons.



Filtering

To search by specific words or signs within a column, just click on the search field that is under the column name. Now type your phrase and wait a few seconds. There is no need to press the "Enter" key.



Filtering (Cont.)

If there are no records to be found for a searched phrase, you will see a message "No records found".



To clear the search filtering, just make the search field empty again.



You can combine multiple search filters at once. Just type your search queries in multiple fields.



Filtering (Cont.)

To sort column rows alphabetically, click on the column name with a "2 arrows" icon near it. After first click, the column will sort out from A to Z. After second click, the column will sort out from Z to A.



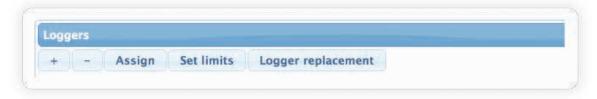
If you would like to clear out the sorting, just refresh the page.

Action Buttons

Action buttons are placed above the table, or inside a table at the top left/right. Each one of them can perform a specific function. Some of them require the user to select rows first and some do not.

Functionalities of the action buttons that are placed within a table will be explained later on. Other action buttons will be described further down the line.

Sample Action Buttons for the Loggers Page:



Other

To stretch a particular column width, mouse over the vertical line that separates one column from another one in the column name section. Your cursor should change to the "resizing" icon.

Now hold your left mouse button and drag the yellow line that will appear on left or right. After letting go of the left mouse button the width of the column should change.



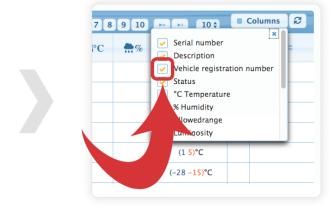


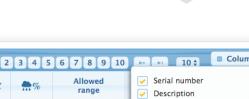


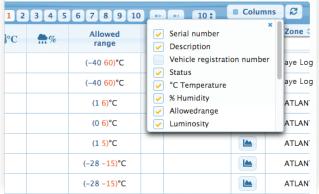
To show or hide columns, first click the "Columns" button that is positioned on top right of the table. A window will pop up with a list of check boxes. Now you can select which columns would you like to show and which to hide.

There is no need to submit the changes. After checking or unchecking a specific column it will update the table in real time.

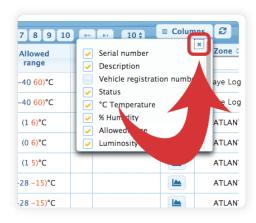




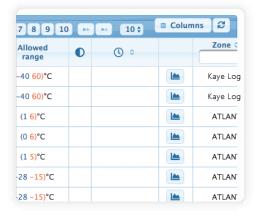




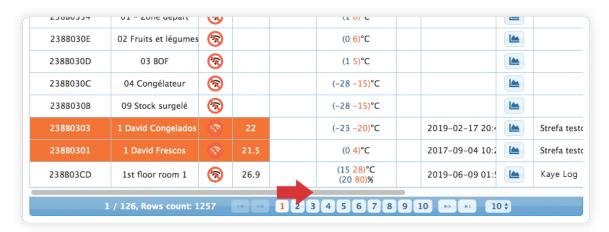
To exit from the columns window, just click the "X" icon that is located at the top right of the window.



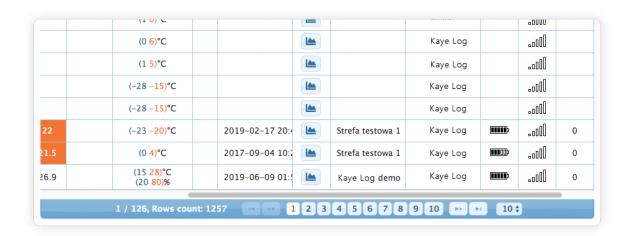




If you do not see all the columns, you should be able to see a horizontal scroll that is at the bottom of the table. You can use it to move left and right in case the table width is bigger than your current web browser window.







To refresh data, without losing the applied filtering or sorting, just click the "**refresh**" icon located at the top right of the table. Wait until the progress bar at the bottom finishes.









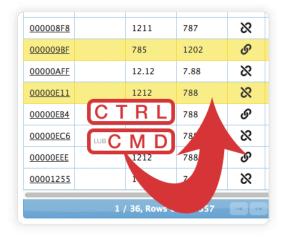


To select rows, just click on them. The selected row should turn yellow.

You can also select multiple rows by clicking on them while holding a "CTRL" key (or "CMD" key on Mac). You can also unselect a specific row by holding a "CTRL" key (or "CMD" key on Mac) and clicking on it.

If you would like to select more rows at once that are near each other, click the first row, then hold a "SHIFT" key and select the last row. Now all the rows are selected, from the first one to the last one.

SELECTING MULTIPLE ROWS, ONE BY ONE

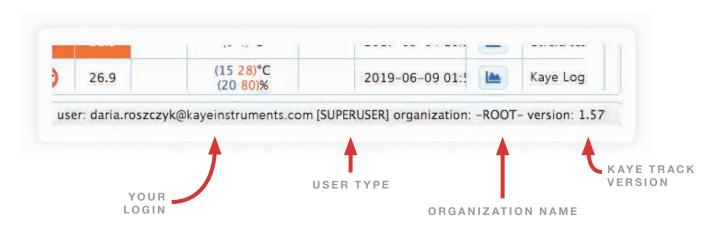


SELECTING MULTIPLE ROWS, **NEAR EACH OTHER**

00000792		2	7.1	8
000008F8		1211	787	8
000009BF		785	1202	G
<u>00000AFF</u>		12.12	7.88	8
00000E11		1212	788	8
00000EB4		1212	788	જ
00000EC6	SH	I F T	785	X
00000EEE		1212	788	G
00001255		16	7	8
				-

Footer

Footer always appears at the top and it shows key information.



STEP 3

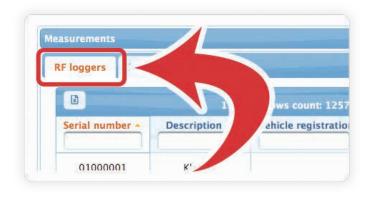
Access RF Measurements

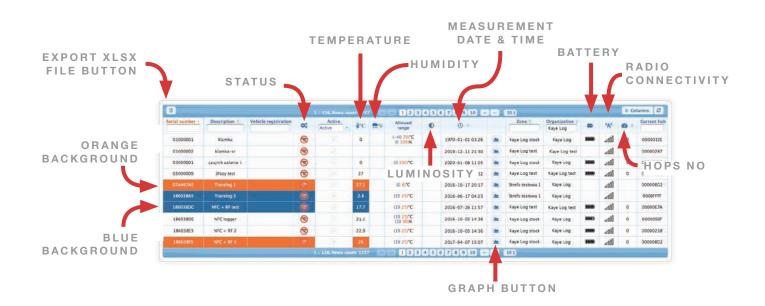
Overview

To access RF measurements for your loggers, click the "**Measurements**" link on the left menu.



Above the table, there is a tab menu where you can select RF (Radio Frequency) loggers or NFC loggers. Make sure "**RF loggers**" tab is selected to follow these instructions.





Legend:



Export XLSX file button - allows you to export an XLSX (Microsoft Excel) file that represents the data you are currently seeing on a table.



Status - presents the current status of the logger. Here are the available statuses:



A "wifi" icon indicates that the logger is connected.



A "crossed wifi" icon indicates that the logger is not connected.



A "tool" icon indicates that the logger is in the maintenance mode.



Temperature - presents the last measured temperature.



Humidity - presents the last measured humidity level in "%".

Allowed range - signifies the set minimum and maximum threshold for temperature and/or humidity. Here is how it is displayed:

(0 100)%

 $(-40\ 70)^{\circ}C$ The number in blue signifies the minimum threshold and the number in orange signifies the maximum threshold both for temperature and for humidity.



Luminosity - presents whether light has been detected in the given measuring interval (it is available for loggers that come with a light sensor). Here are the available statuses:



A "crescent moon" icon indicates that the luminosity is low.

Legend:



A "gear" icon indicates that the luminosity is high.



Measurement date & time - presents date and time of the last measurement.



Hops no - indicates the total number of repeaters the signal goes through. It can be useful to check if added repeaters are used to pass the signal. If you have added repeaters and the hops no is still 0, please check the position of your repeaters To make sure they catch the signal.



Battery - presents the level of battery. Here is how it is displayed:

100%	80%	60%	40%	20%	0%
level	level	level	level	level	level

NOTE: icons above show approximate levels, To see more precise values, just mouse over the battery icon and you will see a window with an exact number.



Radio connectivity - presents the level of radio signal strength. Here is how it is displayed:

.ull	II	0	. ∎000	•0000	
100%	75%	50%	25%	0%	
level	level	level	level	level	

NOTE: icons above show approximate levels, To see more precise values, just mouse over the radio connectivity icon and you will see a window with an exact number.

Current hub - presents the most recent hub with which the logger has been connected. The hub does not have to be the one assigned with the logger, as it connects with the closest hub.



Orange background - signifies temperature exceeding the maximum threshold.



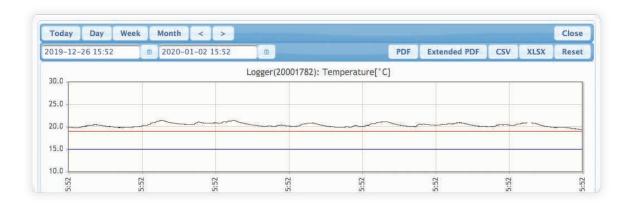
Blue background - signifies temperature exceeding the minimum.

Access Temperature and Humidity Graph

To access temperature and/or humidity graph, click on the "graph" icon. A new window should appear in your web browser.





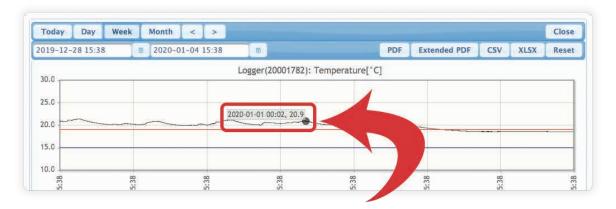


On this new window, you will be able to see the graph(s) that shows the changes of temperature and/or humidity throughout time.

Access Temperature and Humidity Graph (Cont.)

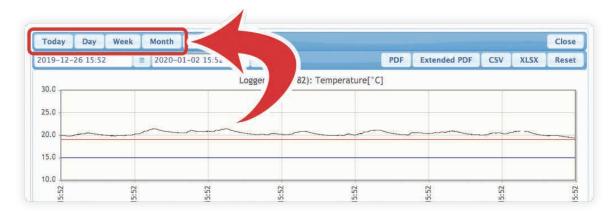
To see individual measurement information on the chart, simply mouse over the chart. You will see a little window showing date, time and measurement number.

Here you can also check the measurement interval - just take a look at the time of the following measurements.

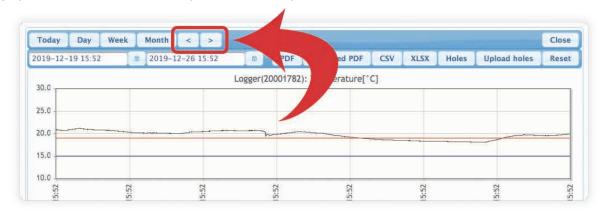


At the top left you will be able to filter the date and time period of your graph.

For quick filtering, you can show today's graph by clicking the "**Today**" button, weekly graph by clicking the "Week" button and so on.

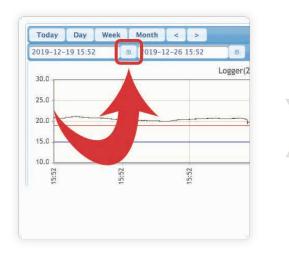


You can also move quickly between days, weeks and months by clicking the "<"and ">" arrow buttons. For example, if you have selected a monthly graph, "<" and ">" buttons will move the period in a monthly manner. If you have selected a weekly graph, the arrows will move the period in a weekly manner and so on.



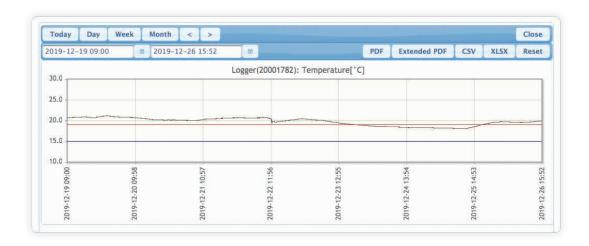
Access Temperature and Humidity Graph (Cont.)

You can also select a specific date and time for you range. Just click the "calendar" icon and a new window should pop up. Now select your date, time and click the "Done" button. You can also select the "Now" button to select the current date and time. You can select a specific date and time for "from" and "to" ranges.



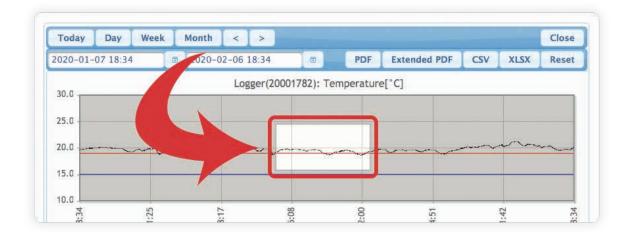




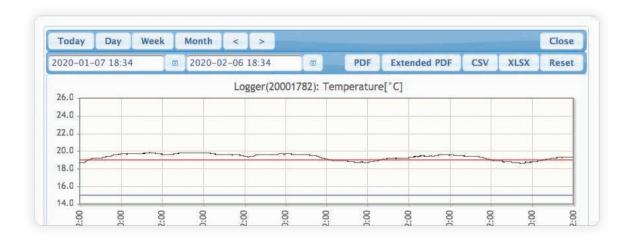


Access Temperature and Humidity Graph (Cont.)

To zoom in the graph, just drag anywhere on the graph using your left mouse button. You will see a rectangle being created which will be your cropping space. Let go of the left mouse button To zoom in.







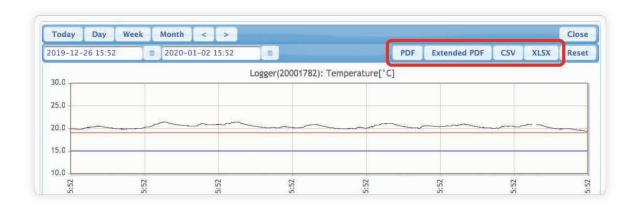
Download Report

To download a report, click on the "graph" icon. A new window should appear in your web browser.

On this new window, you will be able to see the graph and report buttons at the top right. Just click any of these buttons and the downloading will happen in a moment.







There are 4 ways to export your report:

- PDF contains summary information, 4 main temperature breaches and a graph.
- Extended PDF contains what is inside the above PDF, plus the measurements history.
- CSV contains all the details included in the extended PDF apart from the graph and contains all the temperature breaches instead of just 4 main ones. CSV format can be opened in spreadsheets programs, like Microsoft Excel and Apache OpenOffice Calc.
- XLSX contains all the details included in the extended PDF apart from the graph. XLSX is a file format that can be opened in Microsoft Excel.

The report will be generated based on the selected date and time period.

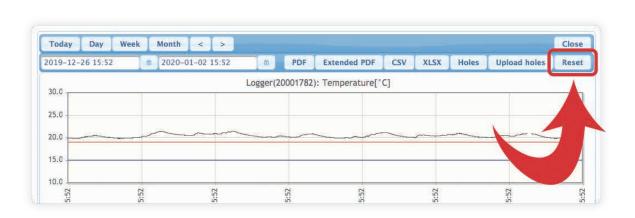
Download Report (Cont.)



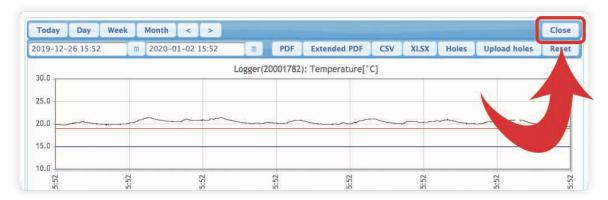
Other

To recover the original chart size, click on the "**graph**" icon. A new window should appear in your web browser. On this new window, click the "**Reset**" button located at top right.





To close the graph window, click the "Close" button. Alternatively, you can close your tab window in your web browser.

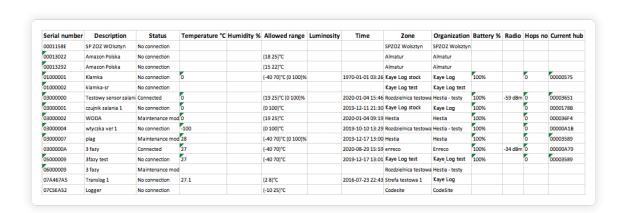


To export XLSL (Microsoft Excel) file of the table you are currently viewing, just click the "export" button that is located at the top left of the table.

The downloading should happen within few moments.





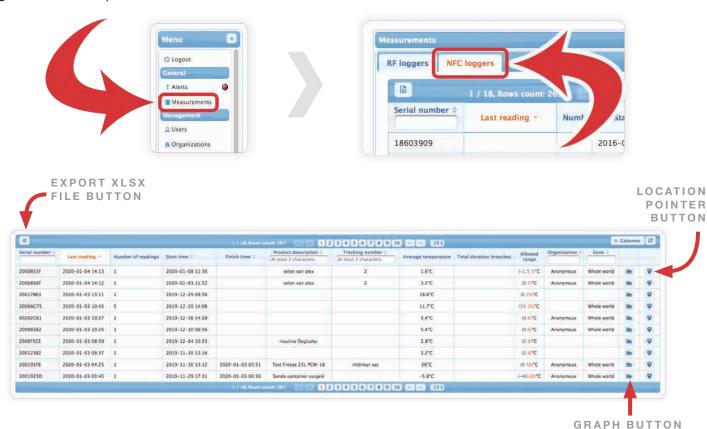


STEP 4

Access NFC Measurements

Overview

To access NFC measurements for your loggers, click the "Measurements" link on the left menu. Now, select the "NFC loggers" tab at the top.



Legend:



Export XLSX file button - allows you to export an XLSX (Microsoft Excel) file that represents the data you are currently seeing on a table.

Last reading - presents the date and time of the latest logger's reading.

Start time - presents start date and time of the latest recording.

Humidity - presents the last measured humidity level in "%".

Finish time - presents finish date and time of the latest recording.

Total duration breaches - presents total cumulative time of all the breaches.

Allowed range - signifies the set minimum and maximum threshold for temperature and/or humidity. Here is how it is displayed:

 $(0\ 100)\%$

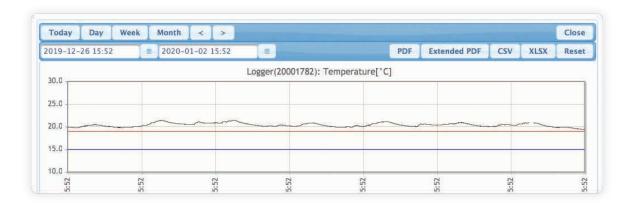
(-40 70)°C The number in blue signifies the minimum threshold and the number in orange signifies the maximum threshold both for temperature and for humidity.

Access Temperature & Humidity Graph

To access temperature and/or humidity graph, click on the "graph" icon. A new window should appear in your web browser.

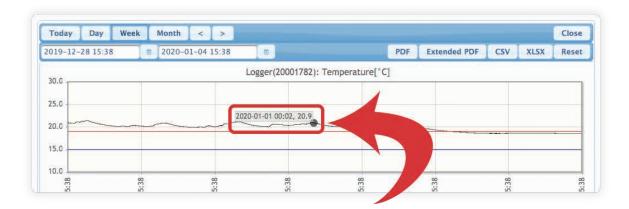






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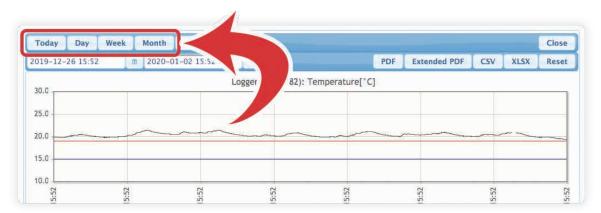
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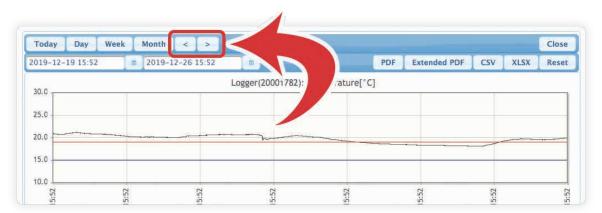
Access Temperature & Humidity Graph (Cont.)

At the top left you will be able to filter the date and time period of your graph.

For quick filtering, you can show today's graph by clicking the "**Today**" button, weekly graph by clicking the "**Week**" button, etc.



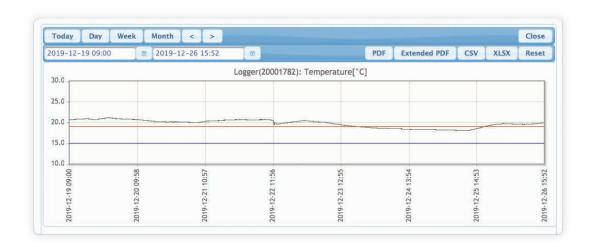
You can also move quickly between days, weeks and months by clicking the "<"and "> arrow buttons. For example, if you have selected a monthly graph, "<"and "> buttons will move the period in a monthly manner. If you have selected a weekly graph, the arrows will move the period in a weekly manner, etc.



Access Temperature & Humidity Graph (Cont.)

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To zoom in the graph, just drag anywhere on the graph using your left mouse button. You will see a rectangle being created which will be your cropping space. Let go of the left mouse button To zoom in.



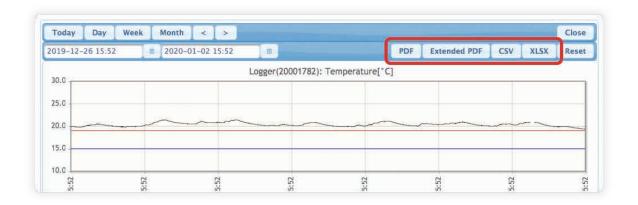
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- PDF contains summary information, 4 main temperature breaches and a graph.
- Extended PDF contains what is inside the above PDF, plus the measurements history and the logistical data.
- **CSV** contains what is inside the extended PDF apart from the graph, the logistical data and contains all the temperature breaches instead of just 4 main ones. CSV format can be opened in spreadsheets programs, like Microsoft Excel and Apache OpenOffice Calc.
- XLSX contains what is inside the extended PDF apart from the graph and the logistical data. XLSX is a file format
 that can be opened in Microsoft Excel.

Download Report (Cont.)

The report will be generated based on the selected date and time period.

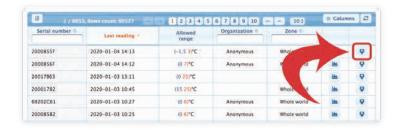


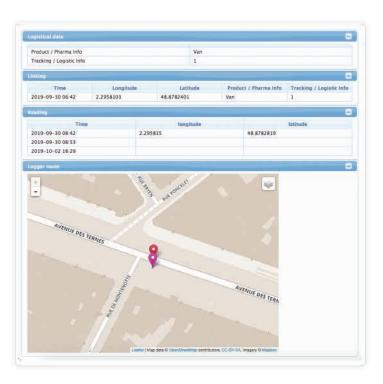
Access Logistical Data

To access logistical data, click on the "location pointer" icon. A new window should appear in your web browser.

On this new window, you will be able to see logistical data, linking information, reading information and a logger route.

- "Linking" table shows the date and time when the fields "Product / Pharma Info" and/or "Tracking / Logistic Info" were updated with the changed values and geo-location details.
- The map shows the points where the readings and/or linkings happened and the route in between them.



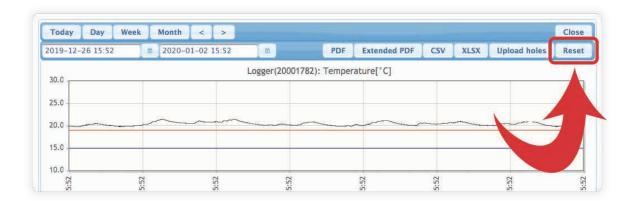


Other

To recover the original chart size, click on the "graph" icon. A new window should appear in your web browser. On this new window, just click the "Reset" button located at top right.



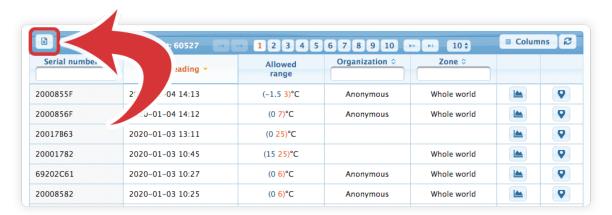




To close the graph window, click the "Close" button. Alternatively, you can close your tab window in your web browser.

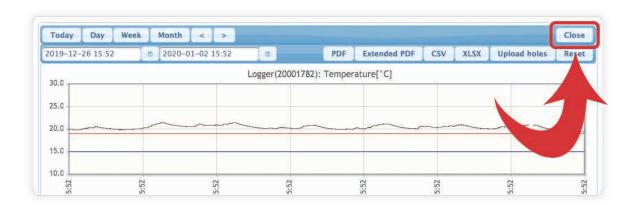
To export XLSL (Microsoft Excel) file of the table you are currently viewing, just click the "export" button that is located at the top left of the table.

The downloading should happen within few moments.





Serial number	Last reading	Allowed range	Organization	Zone
2000855F	2020-01-04 14:13	(-1.5 3)°C	Anonymous	Whole world
2000856F	2020-01-04 14:12	(0 7)°C	Anonymous	Whole world
20017B63	2020-01-03 13:11	(0 25)°C		
2000AC75	2020-01-03 10:45	(15 25)°C		Whole world
69202C61	2020-01-03 10:27	(0 6)°C	Anonymous	Whole world
20008582	2020-01-03 10:25	(0 6)°C	Anonymous	Whole world
2000F5CE	2020-01-03 08:59	(2 8)°C		
200123B2	2020-01-03 08:37	(2 8)°C		
200191FB	2020-01-03 04:25	(0 50)°C	Anonymous	Whole world
2001923D	2020-01-03 03:45	(-40 60)°C	Anonymous	Whole world



STEP 5

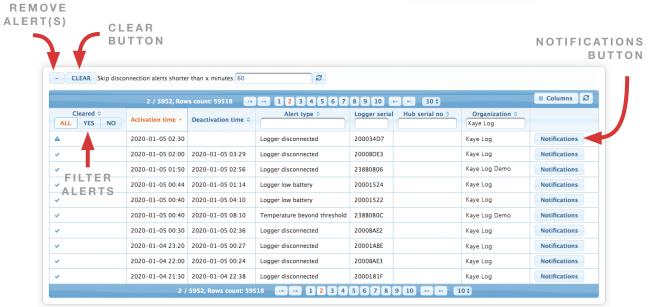
Access Alerts

Overview

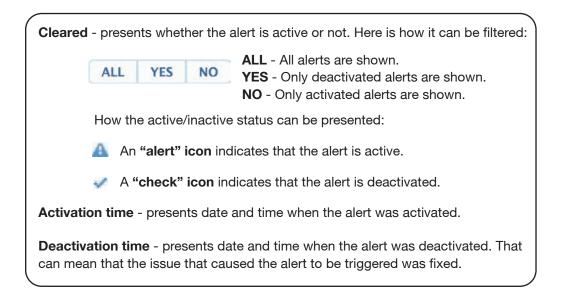
To access alerts for your loggers, click the "Alerts" link on the left menu.

 Alerts page is a convenient place to monitor all of the alerts that happen in your organization. You can sort them by the most recently activated / deactivated, etc.





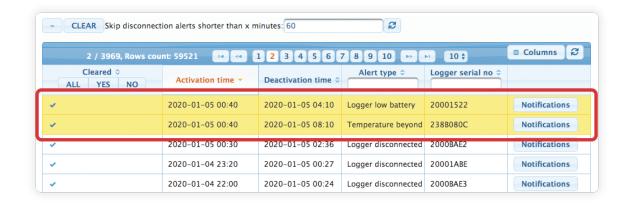
Legend:



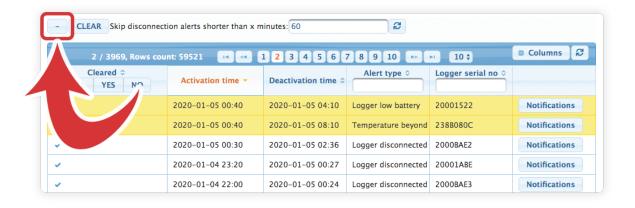
Delete Alert

To delete alert(s), first select them. The selected rows will turn yellow. Now, click the "-" button at the top. A new window should pop up.

On this new window click the "Yes" button. Wait until the progress bar at the bottom finishes.





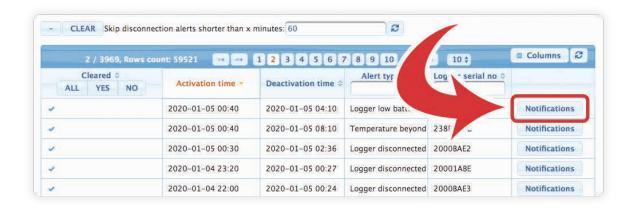


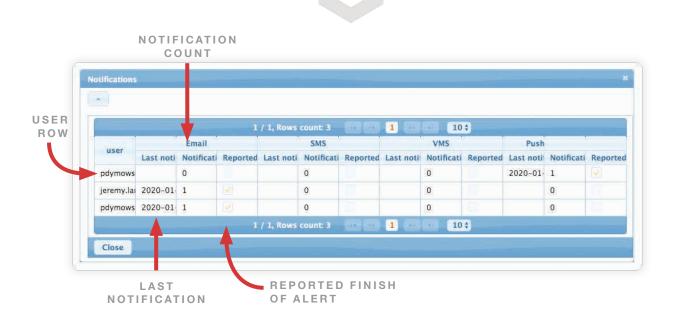


Access Notifications Count

To access notifications count window, click the "Notifications" button. A new window should appear.

On this new window you should be able to see a table with list of users and various notification information.





Legend:

Notifications count window shows information, such as, to whom the alert was sent, in what form, how many times, etc.

Last notification - presents date and time of the last sent notification.

Reported finish of alert - presents whether the alert was sent or not. It comes in 2 states:

An unchecked field signifies that the alert was not sent.

A checked field signifies that the alert was sent.

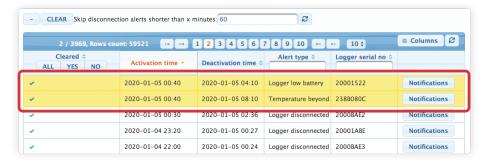
Access Notifications Count (Cont.)

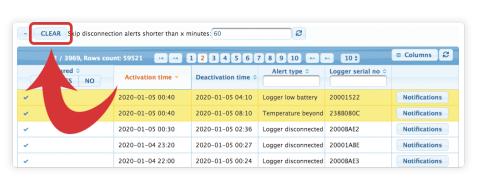
To remove notification user(s), select them. The selected rows should turn yellow. Now, click the "-" button at the top left. Wait until the progress bar at the bottom finishes.





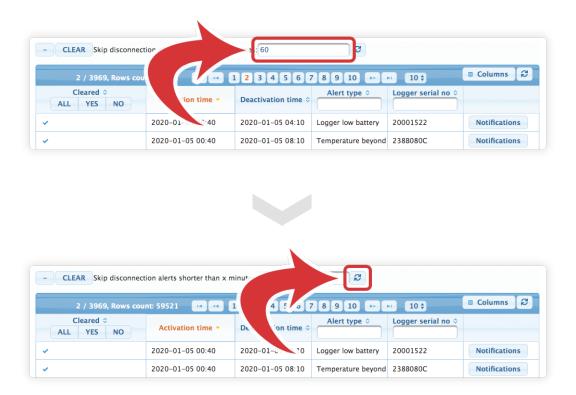
To deactivate alert(s) select them. The selected rows should turn yellow. Now, click the "CLEAR" button at the top. Wait until the progress bar at the bottom finishes.





Access Notifications Count (Cont.)

To skip disconnection alerts shorter than "x" number of minutes, type number of minutes at the top and click the "refresh" icon. Wait until the progress bar at the bottom finishes.



• Skip disconnection alerts apply for hub and logger disconnection alerts.

PART II: Essentials

TASK 1

Certain functionalities, especially linked to managing the account, adding or deleting values, are only available for administrators, not for users. To know more about account holders' types, refer to the section "Task 3 - Manage Users".

Manage Organizations

Overview

To access organizations, click the "Organizations" link on the left menu.



ADD ORGANIZATION



Manage Organizations (Cont.)

Legend:

Type - presents the type of the organization. Here are the available types:

OPERATOR - has viewing and managing privileges.

CLIENT - has viewing privileges.

Parent organization - presents under which organization the newly created sub-organization should be assigned to. Parent organization has access to data assigned to all the suborganizations.

Theme - presents the available color schemes for the user interface.

Use master SMS pool - presents whether the SMS pool assigned to your parent organization is used for sub-organizations. It comes in 2 states:

An unchecked field signifies that the master SMS pool will not be used.

A checked field signifies that the master SMS pool will be used.

SMS pool - presents how many SMSs are left from your SMS package. Please contact our team if you would like to increase your SMS package.

The diagram on the next page, explains in a more visual way, how the organizations and sub-organizations are connected together, and how does it affect user accesses.

In this example, our organization name is Trees & Co. By default you will have this organization created by our team. It will be the "child" of the root organization, which is Kaye Track.

From this point on you can create "child" organizations, that can be also called sub-organizations, under your Trees & Co organization. To do so, your organization needs to be set as an "OPERATOR" in the "Type" field.

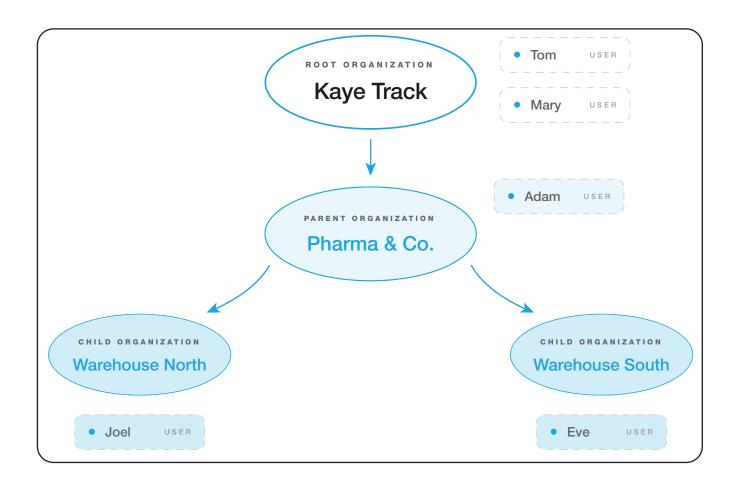
In this example, I created a child organization called Flee Farm and Garden Loca. You can create as many levels of sub-organizations as you wish. Loggers can be assigned to the parent and child organizations.

You can assign specific users to your parent organization or child organizations. In this example, Tom and Mary are assigned to the root organization. They will have access to data from the parent and child organizations.

Adam is assigned to Trees & Co parent organization. That means he can see the data of the parent organization and both child organizations. He will not have access to data of the root organization.

On the other hand, Eve and Joel, the assigned users for child organizations, will only have access to the data from these child organizations. They will not have access to data from parent or root organization.

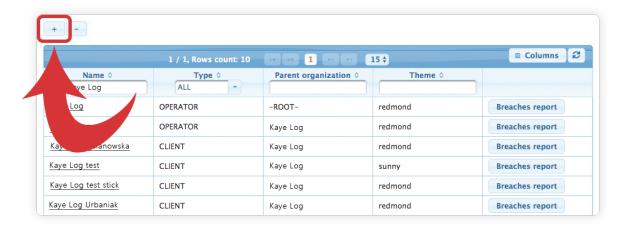
Manage Organizations (Cont.)

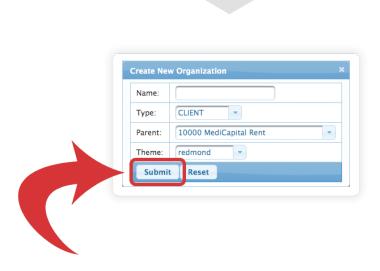


Add / Edit / Delete Organization

To add an organization, click the "+" button at the top. A new window should pop up where you can fill in your information.

Once you are finished, click the "Submit" button. Wait until the progress bar at the bottom finishes.



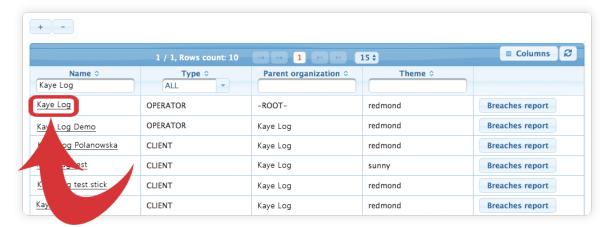


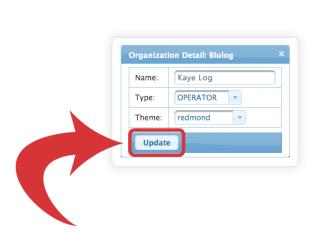
You can also reset the fields to the default values by clicking the "Reset" button.

Add / Edit / Delete Organization (Cont.)

To edit an organization, click on the organization name. A new window should pop up where you can edit the information.

Once you are finished, click the "Update" button. Wait until the progress bar at the bottom finishes.



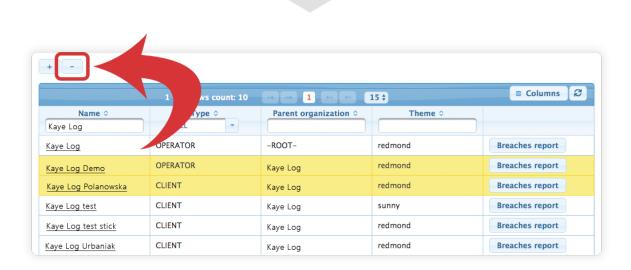


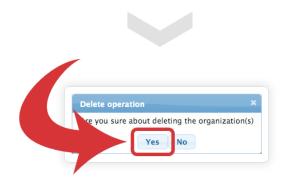
Add / Edit / Delete Organization (Cont.)

To **delete organization(s)**, select them first. Selected rows should turn yellow. Now, click the "-" button at the top. A new window should pop up.

On this new window click the "Yes" button. Wait until the progress bar at the bottom finishes.







Download Breaches Report

To download your breaches report, click the "Breaches report" button. A new window should pop up.

On this new window select the start and end time. You can use the "calendar" icon to specify it.

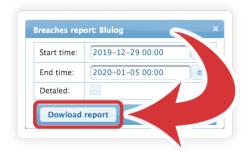
If you would like a more detailed report, where you will be able to see the list of the breaches, select a "Detailed" option. Otherwise, if you would like more of a summary, do not select this option.

Now, click the "Download report" button. The report should download shortly.

• Downloading the breaches report may take some time. Please be patient.











TASK 2

Manage Zones

Overview

To access zones, click the "Zones" link on the left menu.





- Zones are specific names you can assign to a collection of the loggers. It can be useful to categorize and organize the loggers based on the location, type of product the loggers monitor and so on.
- By default you will have created 1 zone that is the same name as your organization name.

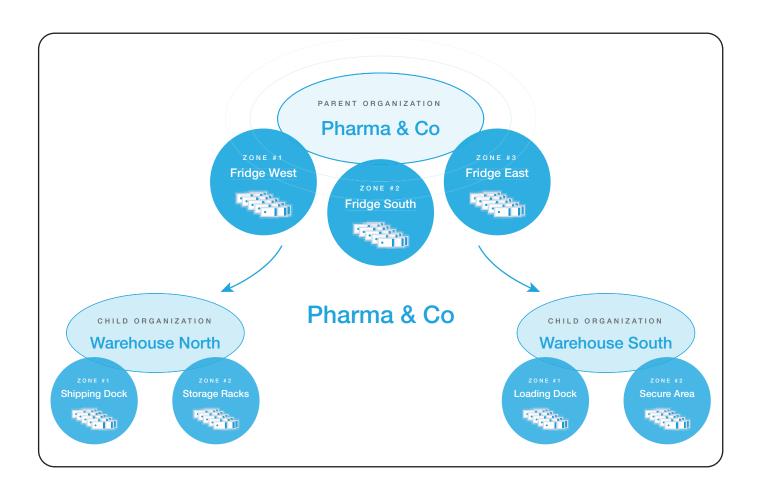
In the diagram on the next page, you will learn in a more visual way how the zones work and how they can be used.

As you can see, in the parent organization Trees & Co I assigned 3 zones. Each zone presents the location of our loggers. I can plug multiple loggers for each zone.

Zones can be assigned also to child organizations. I assigned 2 zones for Flee Farm child organization and two for Garden Loca child organization.

This way the loggers are well organized based on their location.

Manage Zones (Cont.)

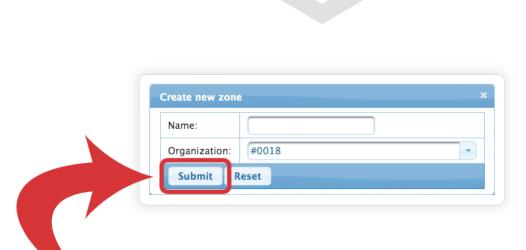


Add / Edit / Delete Zone

To add a zone, click the "+" button at the top. A new window should pop up where you can fill in your information. You can associate a zone to your organization.

Once you are finished, click the "Submit" button. Wait until the progress bar at the bottom finishes.

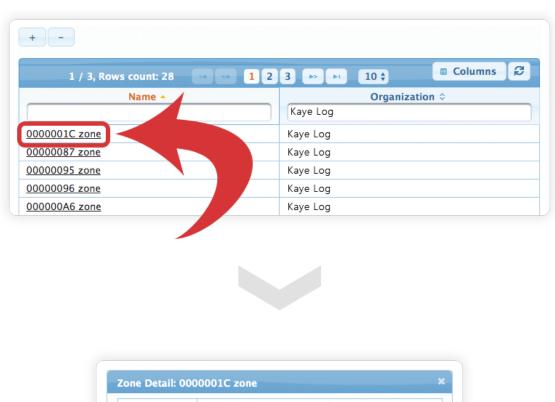


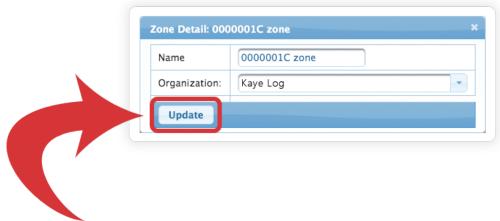


You can also reset the fields to the default values by clicking the "Reset" button.

Add / Edit / Delete Zone (Cont.)

To edit a zone, click on the zone name. A new window should pop up where you can edit the information. Once you are finished, click the "Update" button. Wait until the progress bar at the bottom finishes.





Add / Edit / Delete Zone (Cont.)

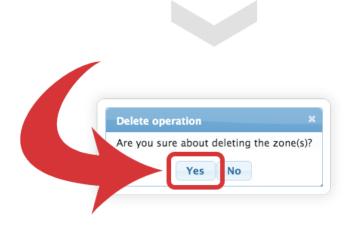
To **delete zone(s)**, select them first. Selected rows should turn yellow. Now, click the "-" button at the top. A new window should pop up.

On this new window click the "Yes" button. Wait until the progress bar at the bottom finishes.









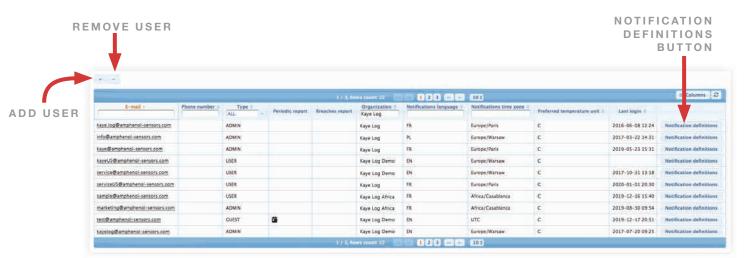
TASK 3

Manage Users

Overview

To access users data, click the "Users" link on the left menu.





Legend:

Periodic report - presents the recurring type of when the report will be sent. Periodic report contains all of the information regarding the loggers. It comes in 3 options:







Daily report

Weekly report

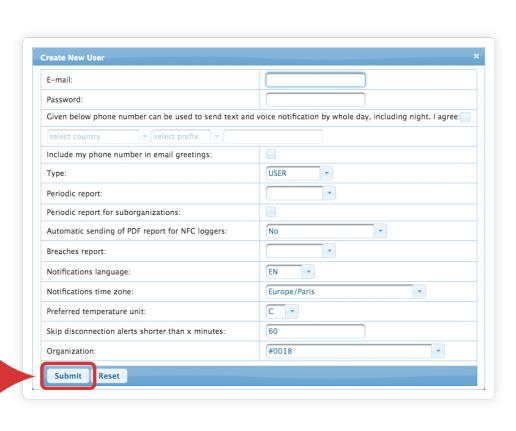
Monthly report

Breaches report - presents the recurring type of when the report will be sent. Breaches report contains the information regarding the breaches. It comes in same options as the periodic report.

Add / Edit / Delete Users

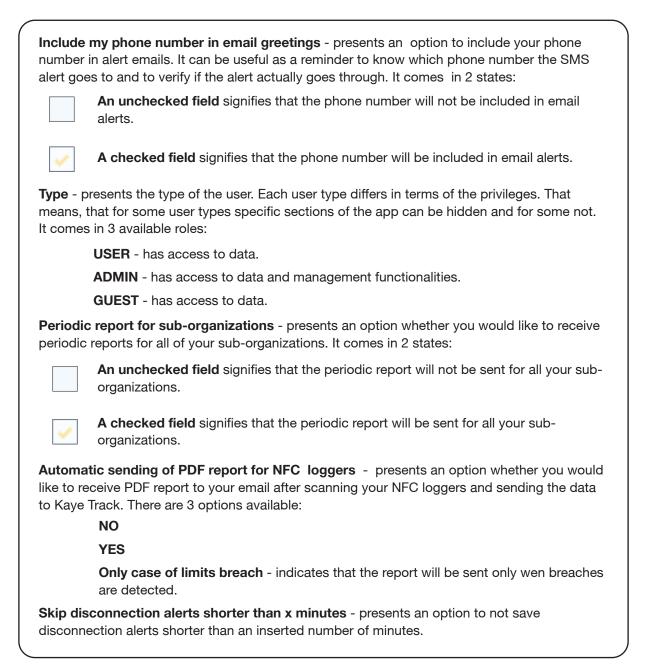
To **add a user**, click the "+" button at the top. A new window should pop up where you can fill in your information. Once you are finished, click the "Submit" button. Wait until the progress bar at the bottom finishes.





Add / Edit / Delete Users (Cont.)

Legend:

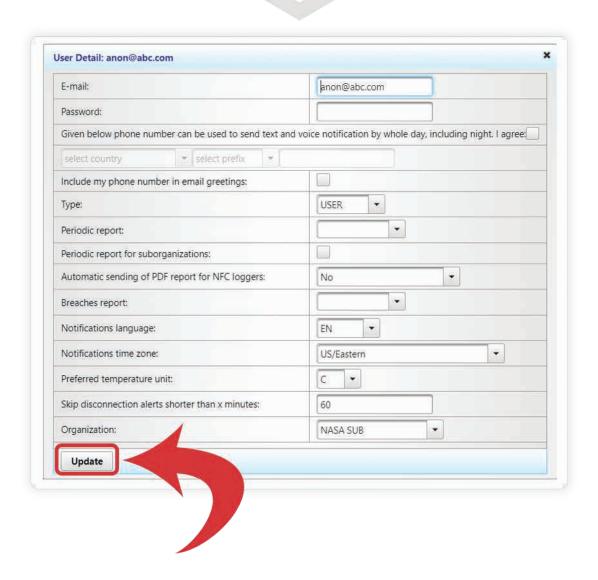


You can also reset the fields to the default values by clicking the "Reset" button.

Add / Edit / Delete Users (Cont.)

To edit a user, click on the user's email. A new window should pop up where you can edit the information. Once you are finished, click the "**Update**" button. Wait until the progress bar at the bottom finishes.

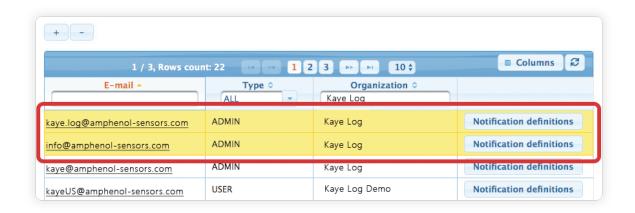


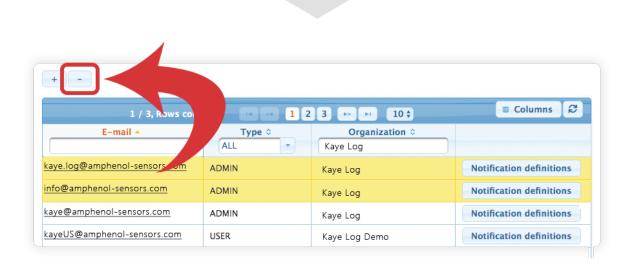


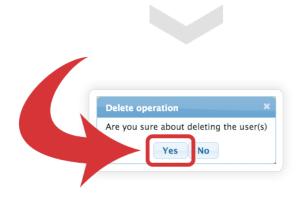
Add / Edit / Delete Users (Cont.)

To delete user(s), select them first. Selected rows should turn yellow. Now, click the "-" button at the top. A new window should pop up.

On this new window click the "Yes" button. Wait until the progress bar at the bottom finishes.





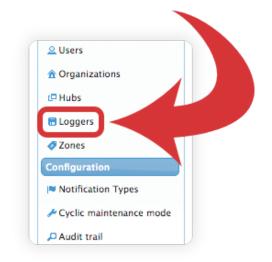


TASK 4

Manage Loggers

Overview

To access loggers, click the "Loggers" link on the left menu.



DOWNLOAD CERTIFICATE BUTTON



RECORDINGS BUTTON

Legend:

Valid thru - presents date and time for the end of autonomy.

Maintenance mode - presents whether a specific logger is in a one-time maintenance mode or not. When the logger is in a maintenance mode, the measurement data is ignored, and alerts are not triggered. It comes in 2 states:

An unchecked field signifies that the maintenance mode is turned off.



A checked field signifies that the maintenance mode is turned on.

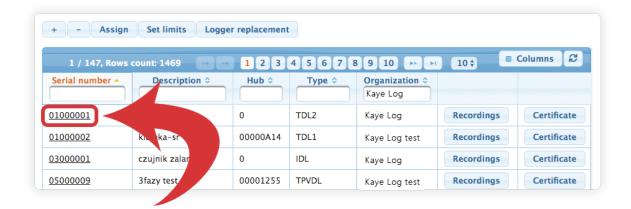
End of maintenance - presents the date and time when the one- time maintenance mode will be finished.

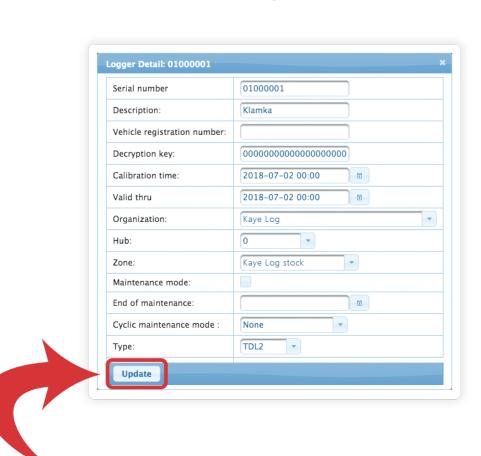
Cyclic maintenance mode - presents the name of the mode that can be created at the cyclic maintenance mode page. Cyclic maintenance mode is a way to set maintenance in a recurring manner.

NOTE: In case a logger uses one-time and cyclic maintenance modes, it uses both of them.

Edit Loggers

To edit a logger, click on the logger's serial number. A new window should pop up where you can edit the information. Once you are finished, click the "Update" button. Wait until the progress bar at the bottom finishes.

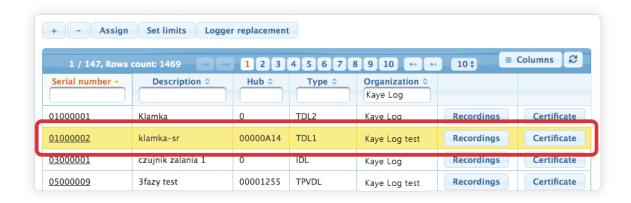


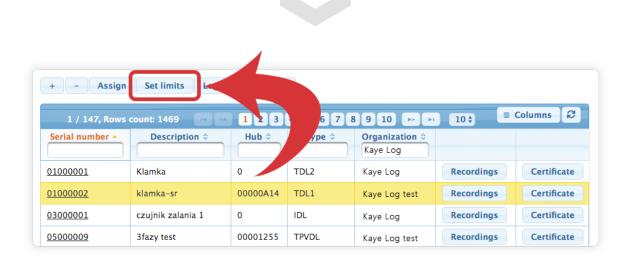


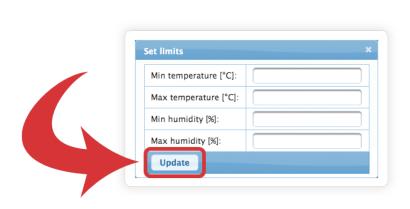
Edit Loggers (Cont.)

To set temperature and/or humidity threshold limits, first select the desired logger(s). Then, click the "Set limits" button. A new window should pop up.

On this new window specify your limits and click the "Update" button. Wait until the progress bar at the bottom finishes.

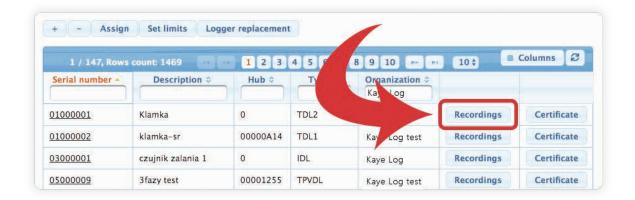






Access Recordings

To access recordings data, click the "Recordings" button. A new window should pop up with the data.





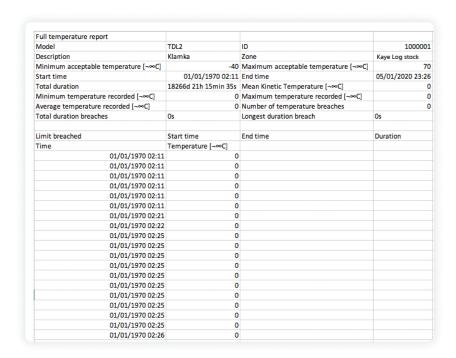


Access Recordings (Cont.)

To export the data to a CSV file, click the "CSV" button.

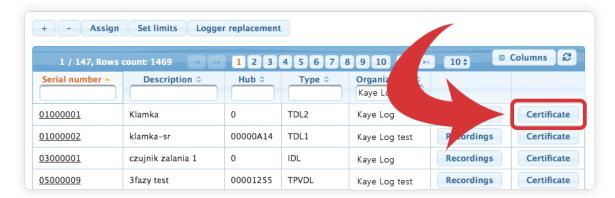




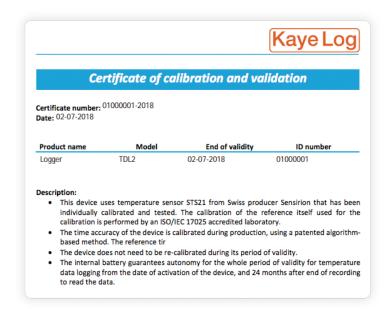


Download Calibration Certificate

To download a calibration certificate, simply click the "Certificate" button. A download should happen shortly. You can download calibration certificates individually for each logger.



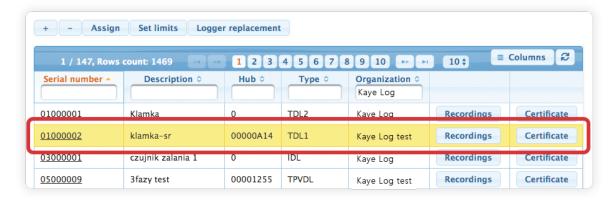


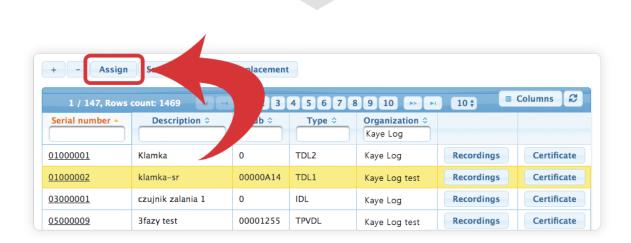


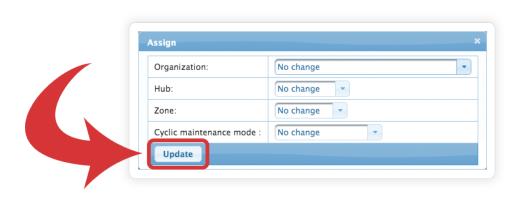
Other

To assign organization, hub, zone or cyclic maintenance mode to your logger(s), first select your desired logger(s). Selected rows should turn yellow. Then, click the "Assign" button at the top. A new window should pop up.

On this new window select your options and click the "**Update**" button. Wait until the progress bar at the bottom finishes.





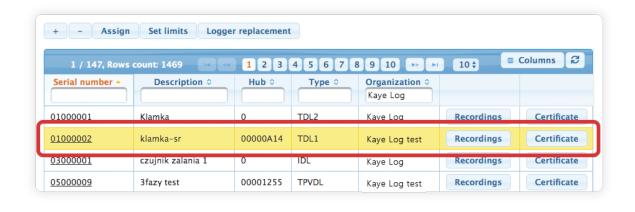


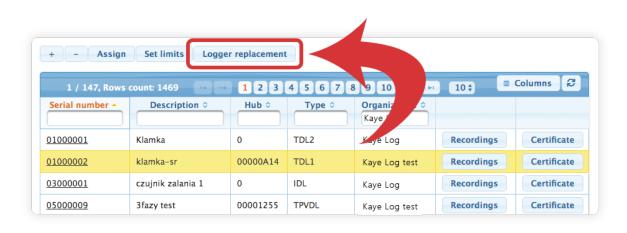
Other (Cont.)

To replace a logger, first select a desired logger. A selected row should turn yellow.

Now, click the "Logger replacement" button. A new window should pop up where you can insert a new logger's serial number.

Once you are finished, click the "Replace" button. Wait until the progress bar at the bottom finishes.







· Logger replacement allows you to transfer the logger's history and information from old logger to new logger. it is useful especially in case of replacement at the end of autonomy.

TASK 5

Manage Hubs

Overview

To access hubs, click the "Hubs" link on the left menu.





Legend:



Status: presents current status of the hub. Below are the available statuses:



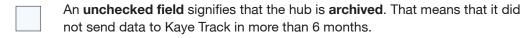
A "link" icon - indicates the hub is connected



A "crossed link" icon - indicates that the hub is not connected

Last seen - presents the date and time of the last data transmission from the hub to Kaye Track.

Active - presents whether the hub is active or archived.



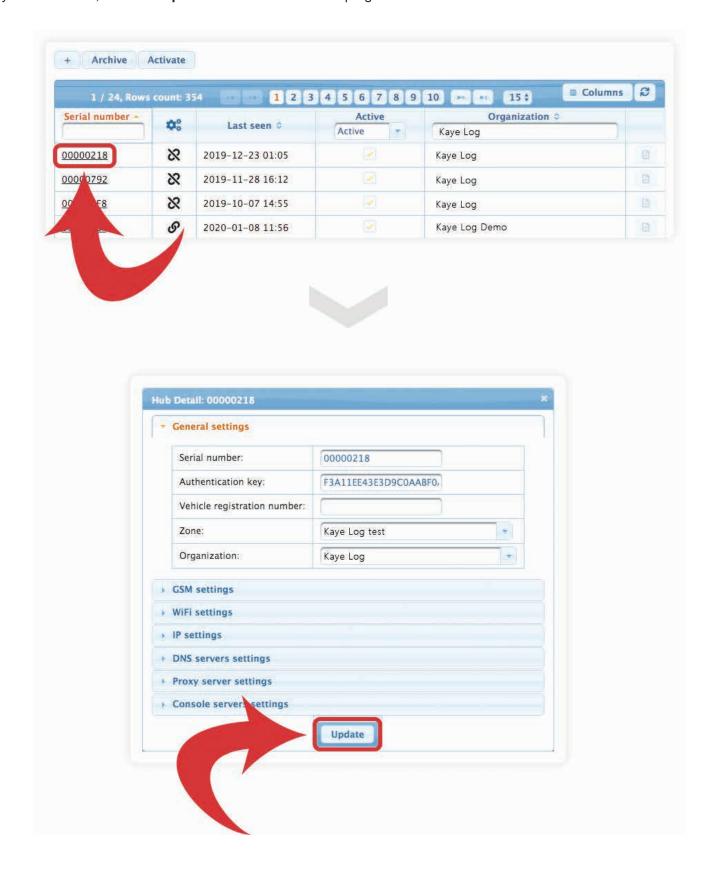
A **checked field** signifies that the hub is **active**. That means that it did send data to Kaye Track in the last 6 months.

If your hub is currently archived, and you would like to reactivate it, please contact our team.

Manage Hubs (Cont.)

To edit a hub, click on the hub's serial number. A new window should pop up where you can edit the information.

Once you are finished, click the "Update" button. Wait until the progress bar at the bottom finishes.



TASK 6

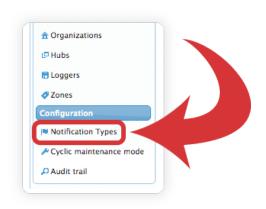
Manage Notifications

Difference Between Notification Types and Definitions

- Notification types allow you to create specific parameters to the notification that relate more with time (like triggering time and repeat time)
- **Notification definitions** allow you to create actual notifications (whereas Notification types set just specific parameters) that are assigned to specific users. You will be able to target a specific zone, select a notification type defined in the "Notification types" section and set the desired communication channel (like Email, SMS).

Notification Type Overview

To access notification types, click the "Notification types" link on the left menu.



Remove Notification Type



- Triggering time (minutes) after what time when the breach has happened send an alert.
- Repeat time (minutes) what is the time interval between repeated alerts.
- Max repeats how many times the alert will be sent again.

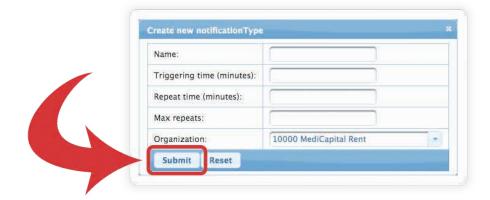
Add / Edit / Delete / Notification Type

To add a notification type, click the "+" button at the top. A new window should pop up where you can fill up your information.

Once you are finished, click the "Submit" button. Wait until the progress bar at the bottom finishes.



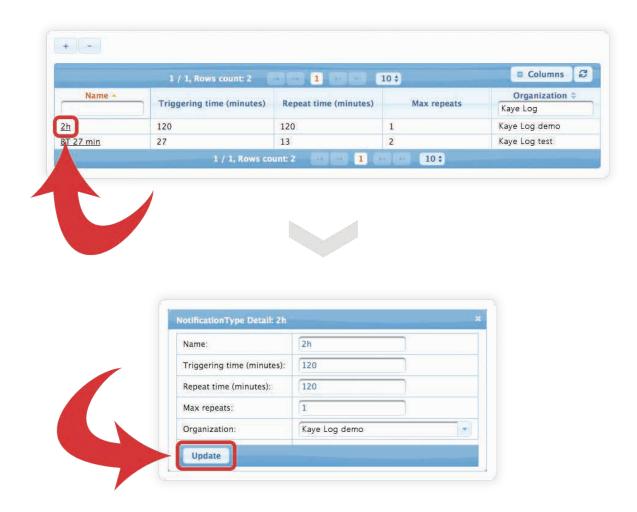




Add / Edit / Delete / Notification Type (Cont.)

To edit a notification type, click on the notification type name. A new window should pop up where you can edit the information.

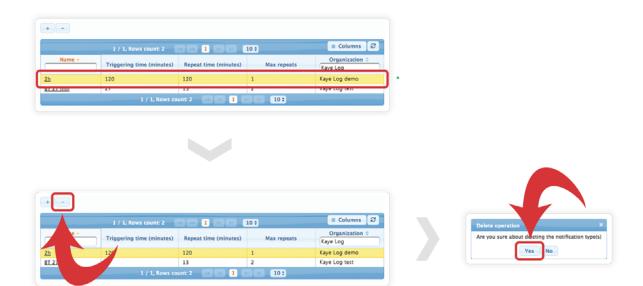
Once you are finished, click the "Update" button. Wait until the progress bar at the bottom finishes.



Add / Edit / Delete / Notification Type (Cont.)

To delete notification type(s), select them first. Selected rows should turn yellow. Now, click the "-" button at the top. A new window should pop up.

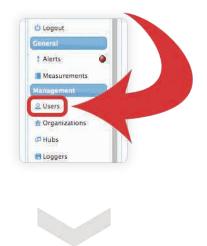
On this new window click the "Yes" button. Wait until the progress bar at the bottom finishes.

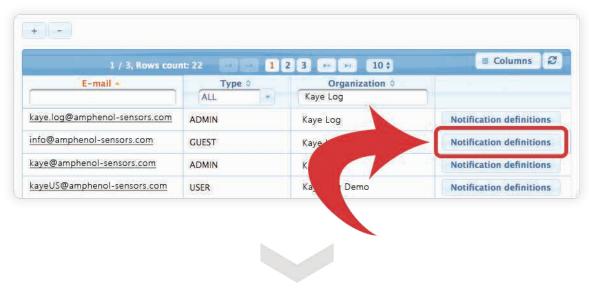


Add / Edit / Delete / Notification Type (Cont.)

Notification Definition Overview

To access notification definitions, first click the "Users" link on the left menu. Then click the "Notification definitions" button. A new window should pop up.







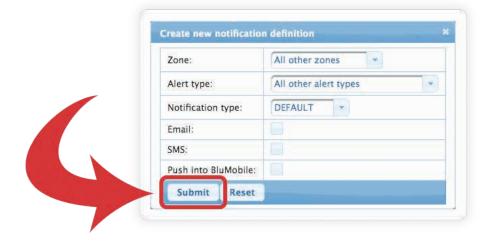
Add / Edit / Delete / Notification Definition (Cont.)

To add a notification definition, click the "+" button at the top. A new window should pop up where you can fill up your information.

Once you are finished, click the "Submit" button. Wait until the progress bar at the bottom finishes.







Legend:

Zone - You can associate a notification definition to a zone. If you select "All other zones" it will be applied to all zones.

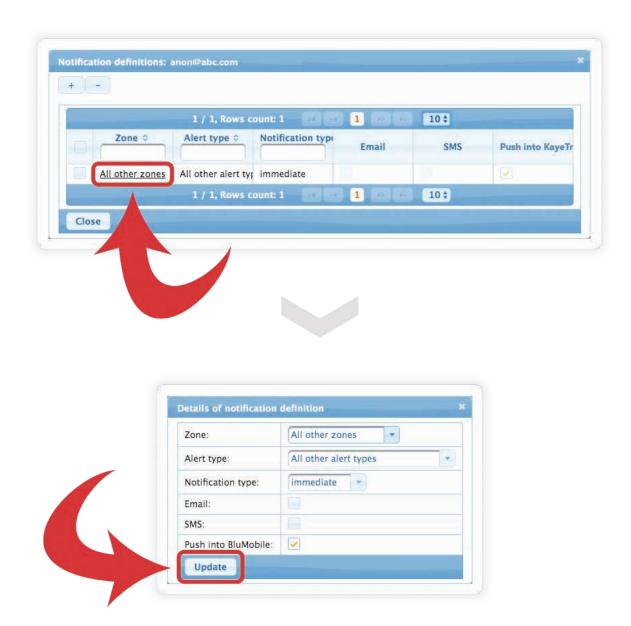
Alert type - allows you to choose what kind of alert you would like to get from pre-defined options (for example "temperature beyond threshold"). If you select "All other alert types" you will get all types of alerts.

Notification type - allows you to choose from notification types that you can define in the "Notification types" section (as explained in the previous section). If you select "DEFAULT" it will use system default notification type. You can find the specifications of this type in the "Notification Types" section.

Add / Edit / Delete / Notification Definition (Cont.)

To edit a notification definition, click on the **zone name**. A new window should pop up where you can edit the information.

Once you finish, click the "Update" button. Wait until the progress bar at the bottom finishes.



Add / Edit / Delete / Notification Definition (Cont.)

To delete notification definition(s), select them first. Selected rows should turn yellow. Now, click the "-" button at the top. Wait until the progress bar at the bottom finishes.





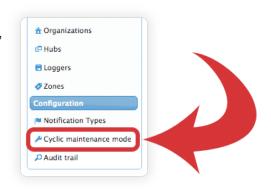


TASK 7

Manage Maintenance

Cyclic Maintenance Mode Overview

To access cyclic maintenance mode, click the "Cyclic maintenance mode" link on the left menu.





• Cyclic maintenance mode page allows you to set up a repeatable maintenance mode that is happening in your organization regularly.

If you know that always at specific days and times some maintenance activities will occur (like cleaning or anything that could interfere with a correct data measurement), you can set it here.

After that, you can select your created cyclic maintenance mode for a specific logger on the loggers page.

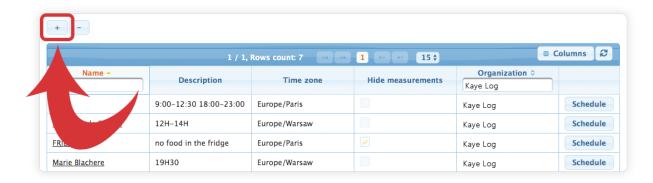
Legend:

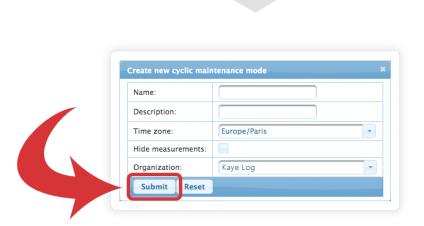
Hide Measurements - presents whether the measurements during the cyclic maintenance mode will be shown in the report or not. There are 2 options possible: An unchecked field signifies that the measurements will be shown in the report. A checked field signifies that the measurements will not be shown in the report.

Add / Edit / Delete Cyclic Maintenance Mode

To add a cyclic maintenance mode, click the "+" button at the top. A new window should pop up where you can fill in your information.

Once you are finished, click the "Submit" button. Wait until the progress bar at the bottom finishes.



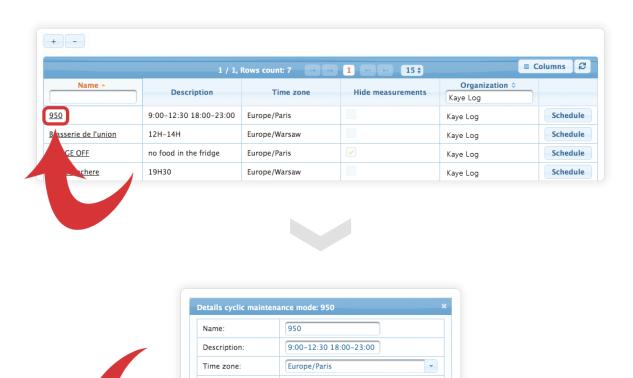


You can also reset the fields to the default values by clicking the "Reset" button.

Add / Edit / Delete Cyclic Maintenance Mode (Cont.)

To edit a cyclic maintenance mode, click on the cyclic maintenance mode's name. A new window should pop up where you can edit the information.

Once you are finished, click the "Update" button. Wait until the progress bar at the bottom finishes.



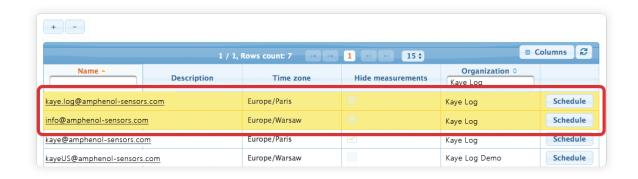
Kaye Log

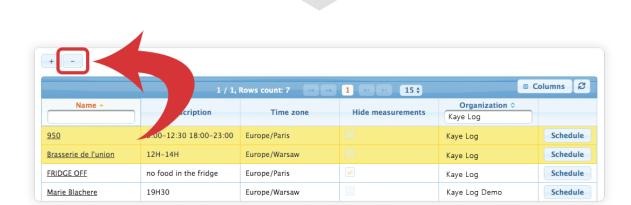
Update

Add / Edit / Delete Cyclic Maintenance Mode (Cont.)

To delete cyclic maintenance mode(s), select them first. Selected rows should turn yellow. Now, click the "-" button at the top. A new window should pop up.

On this new window click the "Yes" button. Wait until the progress bar at the bottom finishes.







Cyclic Maintenance Schedule

Overview

To set a schedule for your cyclic maintenance mode, click the "Schedule" button. A new window should pop up.



• **Schedule window** allows you to set schedule for your created cyclic maintenance mode. You will be able to set start and end days and times for your maintenances.

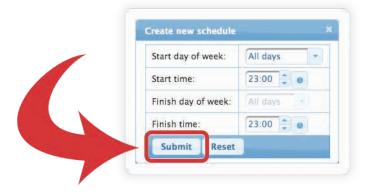
Cyclic Maintenance Schedule (Cont.)

Add a Cyclic Schedule

To add a schedule, click the "+" button at the top. A new window should pop up where you can fill up your information. Once you are finished, click the "Submit" button. Wait until the progress bar at the bottom finishes.







Legend:

Start day of week (All days) - allows you to set a schedule that will run every day from Monday to Sunday.

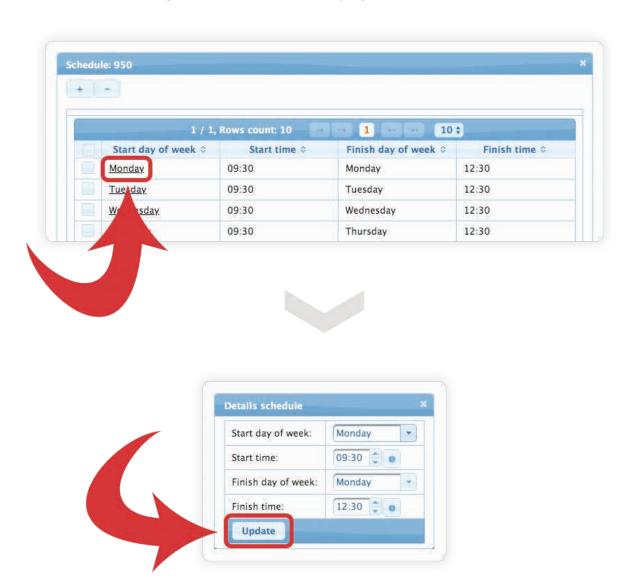


Near start and finish time, you will see a "time" icon. You can click it to select time or insert the time directly into the field.

Cyclic Maintenance Schedule (Cont.)

Edit a Cyclic Schedule

To edit a schedule, click on the day of the week. A new window should pop up where you can edit the information. Once you are finished, click the "**Update**" button. Wait until the progress bar at the bottom finishes.



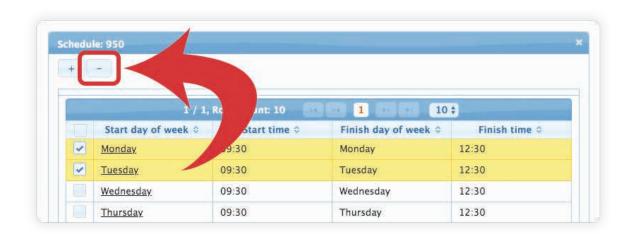
Cyclic Maintenance Schedule (Cont.)

Delete a Cyclic Schedule

To delete schedule(s), select them first. Selected rows should turn yellow. Now, click the "-" button at the top. Wait until the progress bar at the bottom finishes.







NOTES:		

NOTES:		

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Warranty and disclaimer:

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