



By  
Veracity Group Inc.  
[www.veracitygroupinc.com](http://www.veracitygroupinc.com)

# ***VersaTrak Getting Started Guide***

*Steps taken to Set up a  
VersaTrak system*

November 1, 2010

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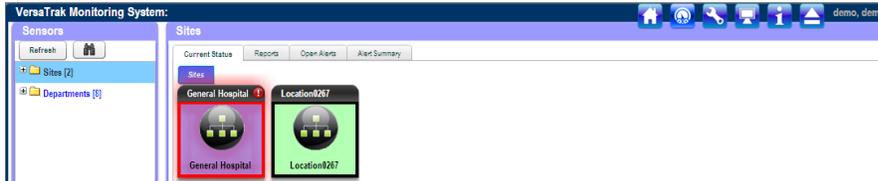
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# Getting Started Guide

## LOGGING IN:

If your Versatrak system has more than one Site (Hospital) set up, choose the location you want to log into from the dropdown. Then enter your User ID and Password.

Once you are logged in you will see a screen like the one below.

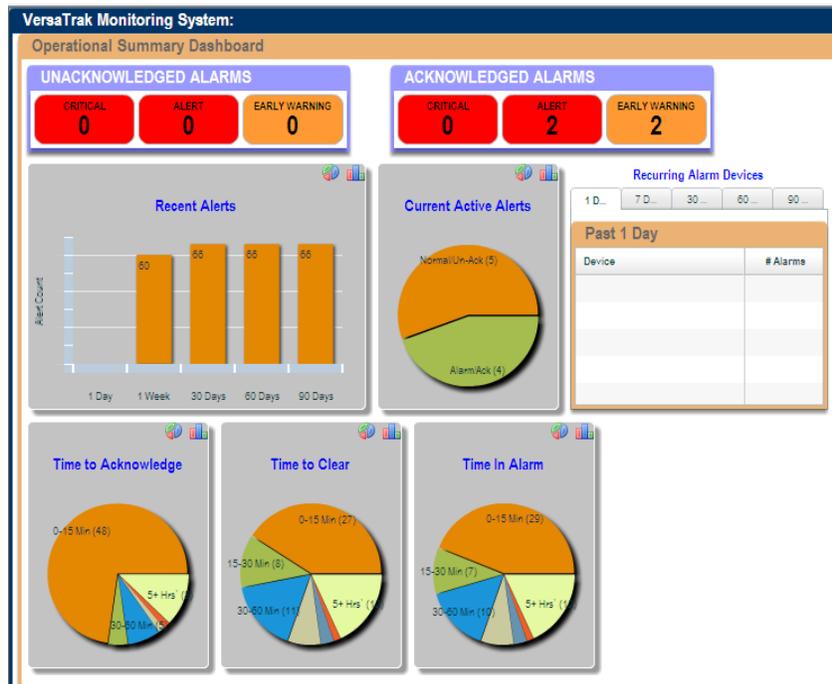


## Navigating your Toolbar:

The first icon will take you to your “Home” screen where you can open up and view all your monitoring devices by their location or by their department.

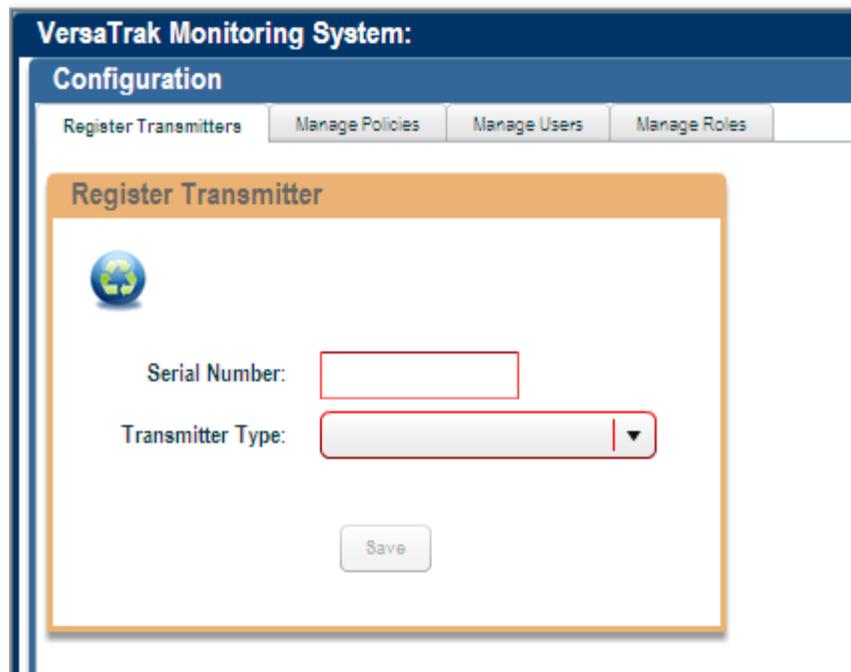


The second icon takes you to a “Dashboard Summary” of your system. We use this to mine the database and show you critical trends and issues.



# Getting Started Guide

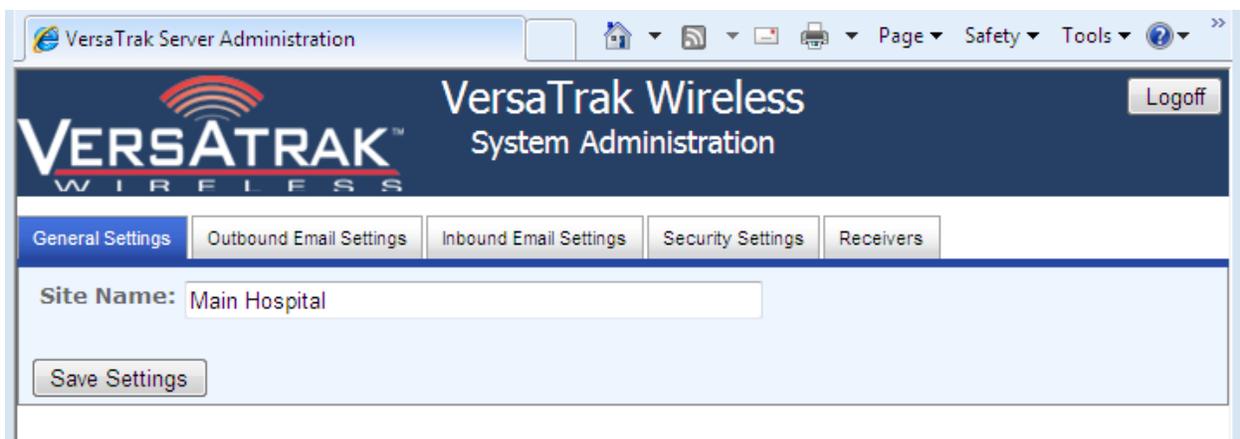
The third icon is the “Setup/Configuration” area that will allow you to configure all the parameters of the system.



The fourth icon is the IT Setup Configuration. Mainly used by the Systems Admin for Server and password configurations.

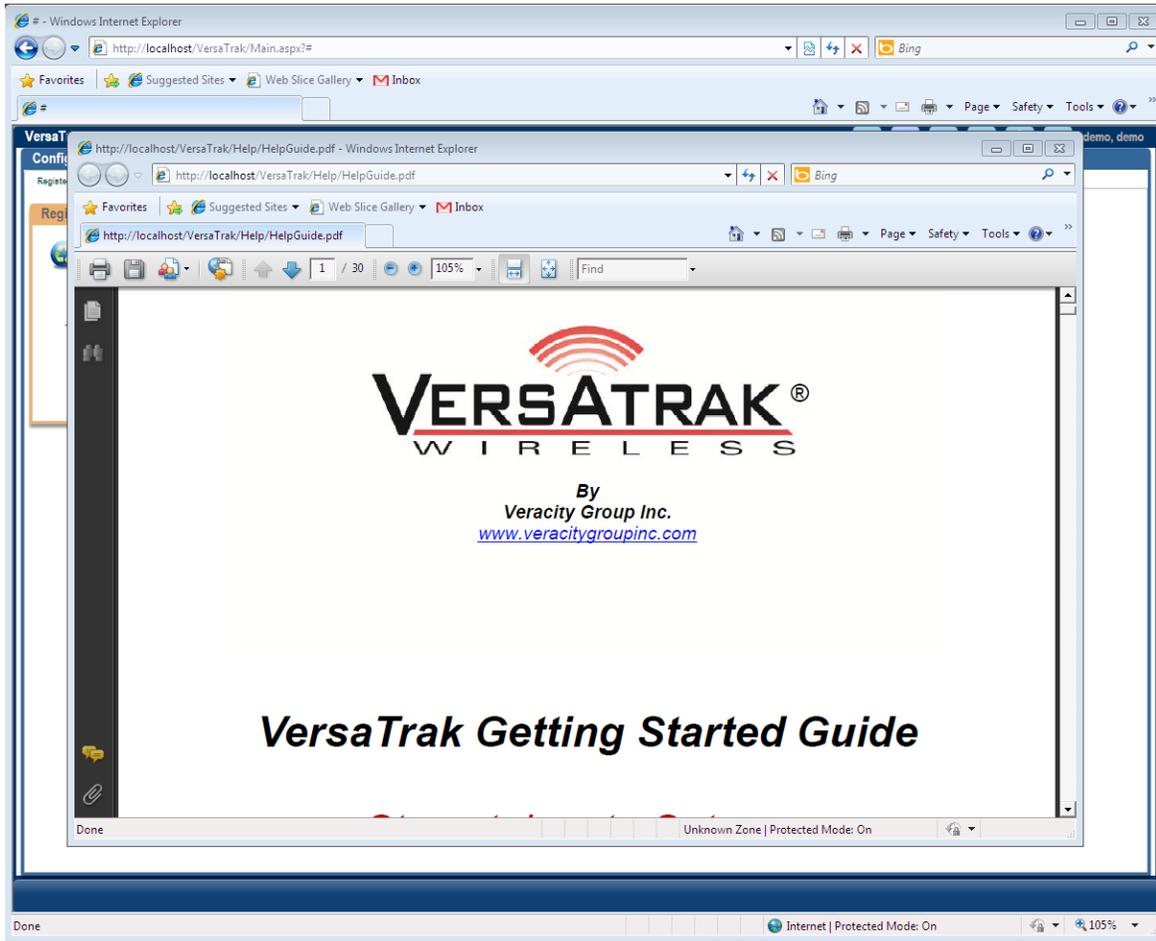


A new window will pop up when icon is clicked on.



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The fifth icon is the “Help” page that will allow users to pull up this PDF manual from any workstation they are at.



The sixth is the “My Account Settings” icon for VersaTrak.



The seventh is the “Logoff” icon for VersaTrak.



# Getting Started Guide

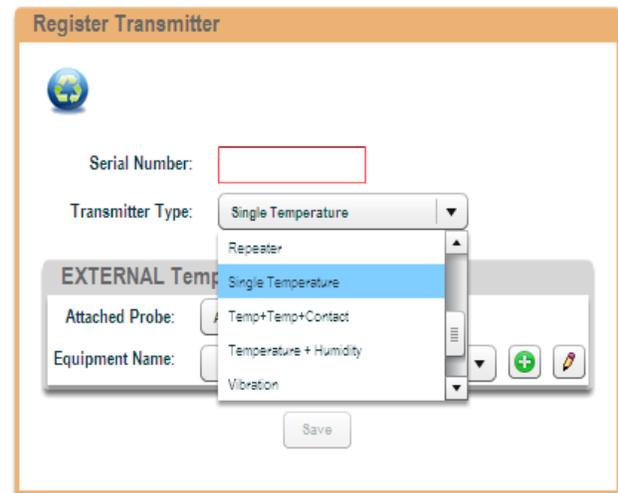
## REGISTERING A NEW TRANSMITTER:

- 1) Go to the system configuration area by clicking on the  icon in the Toolbar.

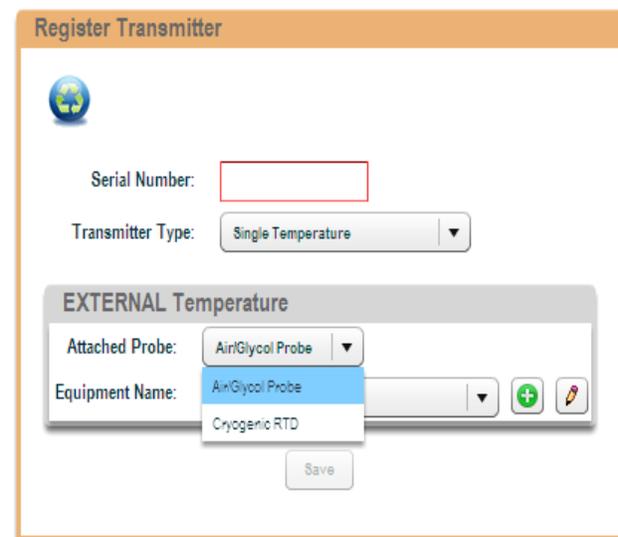


You will see 5 tabs across the top. The first one is Register Transmitters. To add a transmitter to the system, follow these steps:

- 2) Enter the serial number from the label on the front of the Transmitter (making sure to put the "-" in)
- 3) Select the type of transmitter you trying to register from the drop down list.



- 4) Select the Type of probe you are using
  - A) The Air\Glycol Probes is for units (-25°F/-32°C - 200°F/93°C)
  - B) The Cryogenic RTD is for use in all units below (-25°F/-32°C ).



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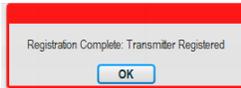
If the piece of equipment is registered already, go to step 4. If it is not in the system yet, go to step 7-10

5) In the drop down you will see that you can find the device by the location or by the Dept. it is registered too. Either way you find it, Select the piece of equipment the transmitter will go on.

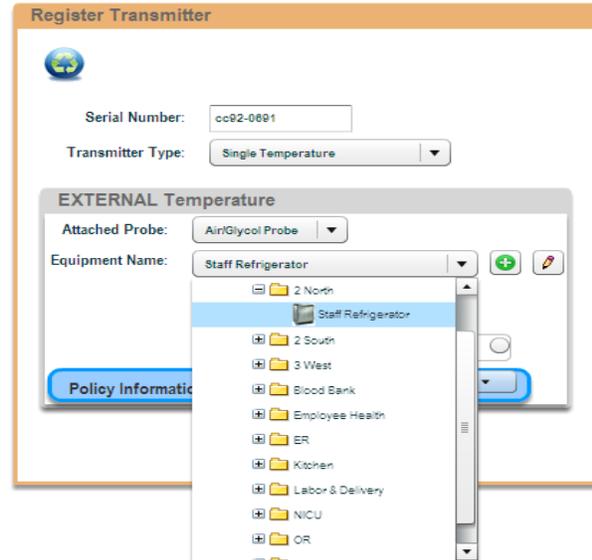
6) Once you have selected the piece of Equipment. You will see Monitoring:

Monitoring:

You will select inside the bubble. Then you Hit Save. This screen will pop up in the middle of your screen

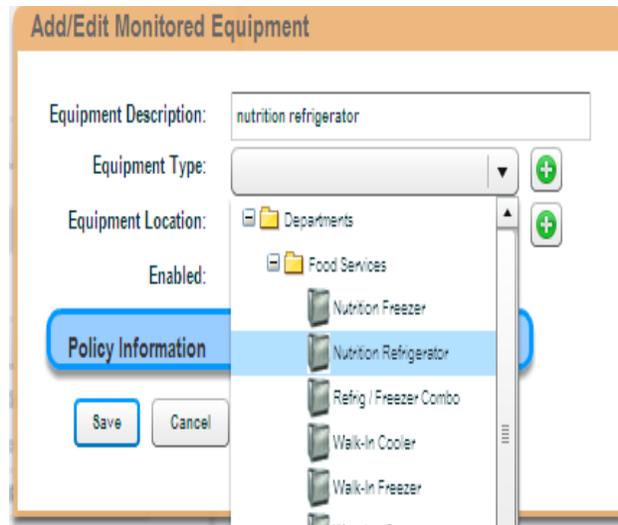


At this point you can add another serial number and start the process again, or move onto another function.



7) If the physical device that the transmitter is to be mounted on is NOT in the system already, then you want to click on the  icon to the right of the dropdown list.

8) In the top line give the new piece of equipment a unique name, such as the example, shown to the right.



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- 9) In the Device Type drop down, select the piece of equipment from the Dept. who will own (be responsible for) it. **Note, there may be the same type of equipment in more than one Dept. so make sure you select the device under the correct Dept.**

- 10) Select the Device Location. In this drop down 3 West already exists because some other equipment had already been registered there.

The screenshot shows the 'Add/Edit Monitored Equipment' dialog box. The 'Equipment Description' field is filled with 'nutrition refrigerator'. The 'Equipment Type' field is empty. The 'Equipment Location' field shows a tree view with 'Departments' and 'Food Services' folders. Under 'Food Services', 'Nutrition Refrigerator' is selected. The 'Enabled' checkbox is checked. A 'Policy Information' section is highlighted in blue. 'Save' and 'Cancel' buttons are at the bottom left.

**Note, If there was no 3 west, you would have to click on the + icon next to the device Location drop down line and create a new location just like you created a new device above.**

The screenshot shows the 'Add/Edit Group/Location' dialog box. The 'Parent Location' field is empty. The 'Group Description' field is empty. The 'Options' and 'Policy Information' sections are highlighted in blue. 'Save' and 'Cancel' buttons are at the bottom.

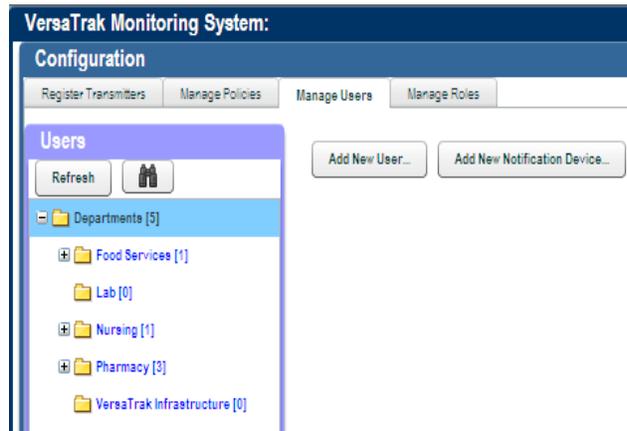
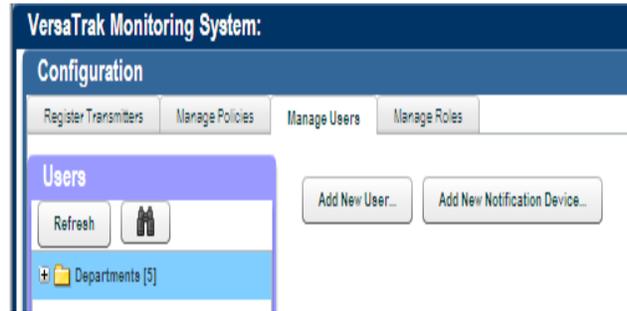
# Getting Started Guide

## ADDING A NEW USER:

- 1) Go to the system configuration area by clicking on the  icon in the Toolbar.

You will see 5 tabs across the top. The fourth one is Manage Users. To add a user to the system, follow these steps:

- 2) Select the department you work in and Click on it. An “Add New User” box should appear on the right side of the page.



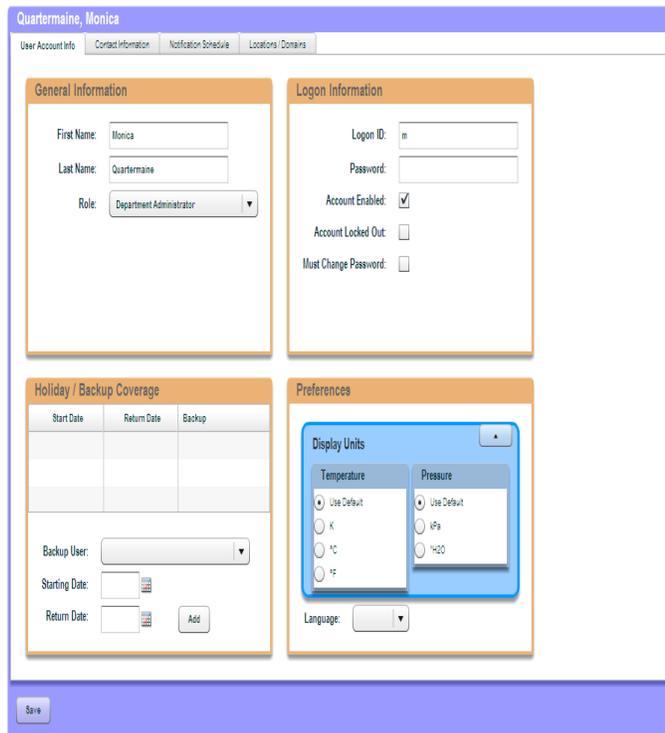
On the first tab “User Account Info” is where you would start to enter all the information for a new user.

Most of these fields are self explanatory. The login ID and Password are **not** case sensitive.

“Must Change Password” allows you to set up a bunch of users and just assign a password like “abcd”. When the user logs into the system the first time, they will be required to Change Password before proceeding.

Under Display units. There is a section to select Temperature. Celsius Temperature is for those users who will be viewing in Celsius only. A user will also have the ability to toggle back and forth.

Holiday / Backup Coverage will be discussed in another section.



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## ADDING A NEW USER:

- 3) Click on the second tab "Contact Information". Here you can enter any potential methods of contact for the user. In the example below, Primary e-mail is a work e-mail. Alternate e-mail is a home e-mail. The same can be done for pagers. The Primary pager might be an actual work pager that is left at work, so after hours this user wants to be notified by a text message to their cell phone which is used as the Alternate option. If you are going to use PC Popups, you will want to enter the work station DNS name. If you are not sure what that is, please contact your IS&T dept. They will be able to help you. Also, when using popups a configuration routine must be run on each work station that you want a popup to appear on. Setting up Popups will be addressed later in this guide.

Quartermaine, Monica

User Account Info | **Contact Information** | Notification Schedule | Locations / Domains

**EMail Addresses**  
Primary:   
Alternate:

**SMS Texting**  
Primary:   
Alternate:

**PC Popups**  
Primary:   
Alternate:

**Phone/Voice**  
Primary:   
Alternate:

**SNPP Paging**  
Primary:   
Alternate:

- 4) Click on the third tab "Notification schedule" and click on 

What comes up is the box below.

User Notification Rule

**Notification Methods**

Email:  NONE  Primary  Alternate  
SMS Texting:  NONE  Primary  Alternate  
PC Popups:  NONE  Primary  Alternate  
SNPP Paging:  NONE  Primary  Alternate  
Phone/Voice:  NONE  Primary  Alternate

**Monitoring Time Periods**

Days:  Every Day  
Time of Day:  All Day

OK Cancel

- 5) You want to uncheck Days and Time of day and you will get the box below.

User Notification Rule

**Notification Methods**

Email:  NONE  Primary  Alternate  
SMS Texting:  NONE  Primary  Alternate  
PC Popups:  NONE  Primary  Alternate  
SNPP Paging:  NONE  Primary  Alternate  
Phone/Voice:  NONE  Primary  Alternate

**Monitoring Time Periods**

Days:  Every Day  Saturday  Sunday  
 Monday  Tuesday  Wednesday  
 Thursday  Friday  
Time of Day:  All Day Starting: 12 00 AM Ending: 11 59 PM

OK Cancel

# Getting Started Guide

## ADDING A NEW USER:

Based on the information we entered in Step 2, we will set the notifications up to use that information based on the users work schedule.

6) The user works Monday to Friday, 8am - 5pm. The first thing we will do is pick on the "Primary" method(s) of notification based on step 2.

User Notification Rule

Notification Methods

Email:  NONE  Primary  Alternate

SMS Texting:  NONE  Primary  Alternate

PC Popups:  NONE  Primary  Alternate

SNPP Paging:  NONE  Primary  Alternate

Phone/Voice:  NONE  Primary  Alternate

Monitoring Time Periods

Days:  Every Day  Saturday  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday

Time of Day:  All Day Starting: 8 00 AM Ending: 5 00 PM

OK Cancel

7) Next, uncheck Saturday and Sunday, change the Starting time to 8am and the ending time to 5pm and click

What you should see is the box to the right outlining the Days, Times and Rule(s) you just created

Quartermaine, Monica

User Account Info Contact Information Notification Schedule Locations / Domains

User Notification Schedule

+ Add New Rule...

Days	Times	Rule
Mo,Tu,We,Th,Fr	8:00 AM - 5:00 PM	PRIMARY Email + PRIMARY SMS + PRIMARY PC Popup

8) Click on the  again. Now you are going to take care of after hours notification, if this user is going to get any. Based on our example we will check the 2 "Alternate" methods. We are going to leave the "Days" and "Time of Day" checked for right now. Click  and on the next page (bottom right picture) click  button if you are finish

User Notification Rule

Notification Methods

Email:  NONE  Primary  Alternate

SMS Texting:  NONE  Primary  Alternate

PC Popups:  NONE  Primary  Alternate

SNPP Paging:  NONE  Primary  Alternate

Phone/Voice:  NONE  Primary  Alternate

Monitoring Time Periods

Days:  Every Day

Time of Day:  All Day

OK Cancel

What you should see now is the box to the right. VersaTrak checks the Day and Time on the first line. If it matches, then it uses that Rule, if not it moves down to the next line and checks. By creating the second line like we did, it captures all the other times the user is not working in one easy step. You can set up as many lines as you like.

Quartermaine, Monica

User Account Info Contact Information Notification Schedule Locations / Domains

User Notification Schedule

+ Add New Rule...

Days	Times	Rule
Mo,Tu,We,Th,Fr	8:00 AM - 5:00 PM	PRIMARY Email + PRIMARY SMS + PRIMARY PC Popup
Every Day	All Day	ALTERNATE Email + ALTERNATE SMS

# Getting Started Guide

## MANAGE ROLES:

Roles are user configurable sets of permissions. You can create as many different roles as you see fit to allow only certain groups of people to have access to certain functions in the software. We have pre-configured a common set of roles, but they can be edited and additional ones can be added as well. There are two “Scope” settings to choose from on each Role. “System-Wide” allows the user to have all the permissions across any device in the system, and “Department” allows the user to only have those permissions in the department, they are registered in, (i.e. Pharmacy, Nutrition, Lab)

1) To configure “Roles” go to the system configuration area by clicking on the icon in the Toolbar and select the “Manage Roles” tab.

2) To edit a current Role, simply click on the  or  to change the setting and hit  on the bottom of the page.

3) To add a new Role, simply click on the  button on the bottom of the page, give the new Role a name and put a  in the permissions you want users with that Role to have and click the  button on the bottom of the page.

VersaTrak Monitoring System:  
Configuration

Register Transmitters   Manage Policies   Manage Users   Manage Roles

Role name	Permission Scope	System Administrator										
		IT Configuration	Manage Locations	Manage Departments	Manage Roles	Modify Users	Create Users	Manage Policies	Manage Device Types	NIST Calibrations	Register Transmitters	Manage Devices
department admin department	Department											
Department Admin System	System-Wide											
General User	System-Wide											
general user department	Department											
general user system	System-Wide											
System Admin Department	Department											
System Administrator	System-Wide											

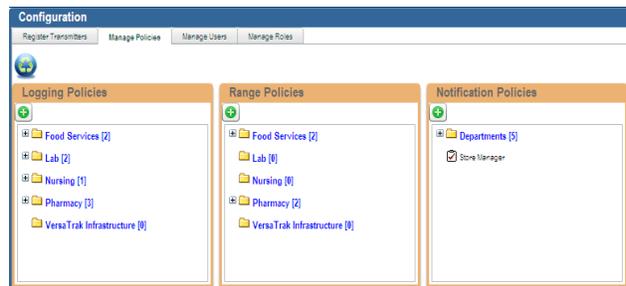
# Getting Started Guide

## MANAGE POLICIES:

Policies are rules or behaviors we create for the system to follow. We have 3 main Policies.

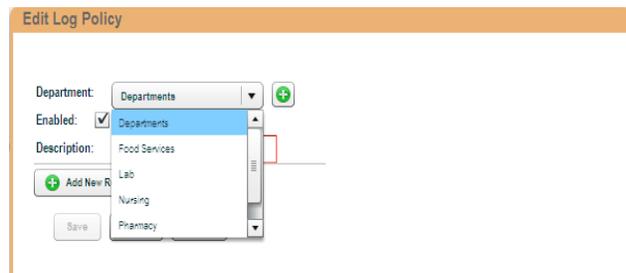
1. Logging: How often a temperature is recorded in the system and on what schedule
2. Range: What are the high/low ranges you want your device to operate within, any critical conditions you may want to create as well as a day/time schedule
3. Notification: What actions should the system take if something is outside its range and what escalations should be taken, and when, if no one acknowledges the situation in a predetermined time

- 1) To configure “Policies” go to the System configuration area by clicking on the  icon in the Toolbar and select the “Manage Policies” tab.



## Adding a New Logging Policy:

- 2) To add a new Logging Policy, click the  icon. From the dropdown, select the department the device belongs to.



- 3) Give the Policy a Description, a time interval works well. (i.e. 5 Minutes) and make sure the Enabled box has a  in it.



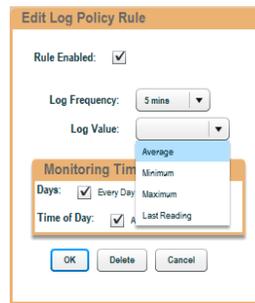
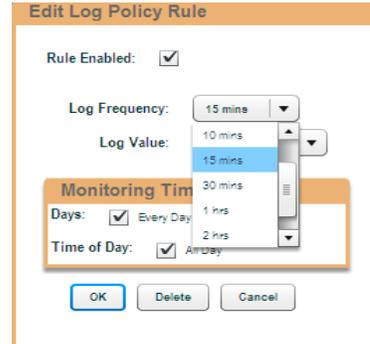
# Getting Started Guide

## Adding a New Logging Policy:

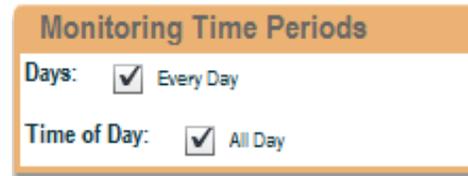
4) Click  and select the Log Frequency you want, in this case 15 mins.

5) Select the Log Value from the drop down And click on the  button.

The transmitter sends a reading every 5 minutes. In the example above, it would not make any difference what Log Value it had because it has just the one reading to work with. In the case of a 30 minute Log Frequency, it would collect 6 readings to manipulate. So you could have it log the Average, Minimum, Maximum, or last reading of the 6, to use as the data value for that interval.



6) If for some reason, you wanted to have a device use different logging intervals for different times or days, you would uncheck Days or Time of Day boxes.



In this example we will change the logging interval on the weekend to 30 Minutes.

7) Simply uncheck Saturday and Sunday and Click the  button.

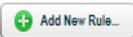


Now you see that this policy will log a value Mo-Fr., all day long, every 15 Minutes. Now we need to set up a logging value for the

Days	Times	Rule
Mo,Tu,We,Th,Fr	All Day	15 mins / Average

# Getting Started Guide

## Adding a New Logging Policy:

8) Click  repeat steps 4-7.

In step 4, select 30 Minutes  
 In step 5 select Average as the Log Frequency  
 In step 7 check only Saturday and Sunday

Click the  button.

Log Frequency: 30 mins  
 Log Value: Average

**Monitoring Time Periods**

Days:  Every Day  Saturday  Sunday  
 Monday  Tuesday  Wednesday  
 Thursday  Friday

Time of Day:  All Day

Now you see that this policy will log a value Mo-Fr., all day long, every 15 Minutes and on Saturday and Sunday it will log a value every 30 Minutes (averaging the 6 values it collected in that time period)

9) Click the  button and you are done creating a new Logging Policy.

**Edit Log Policy**

Department: Departments 

Enabled:

Description:



Days	Times	Rule
Mo,Tu,We,Th,Fr	All Day	15 mins / Average
Sa,Su	All Day	30 mins / Average

## Editing an Existing Logging Policy:

1) To edit an existing Logging Policy, select the policy you want to edit and click the  icon.

**Configuration**

Register Transmitters | Manage Policies | Manage Users | Manage Roles

**Logging Policies**

-  
-  Dept0267 (2)
-  Food Services (2)
-  30 Minutes
-  5 Minutes
-  Lab (4)
-  Nursing (1)
-  Office WiFi (1)

**Range Policies**

-  
-  Dept0267 (1)
-  Food Services (2)
-  Lab (2)
-  Nursing (0)
-  Office WiFi (2)
-  Pharmacy (2)
-  VersaTrak Infrastructure (0)

**Notification Policies**

-  
-  Departments (7)
- Store Storage

2) From here, select what ever you want to change, add or delete using the same methods you did to add a new policy and hit the  button when you are done.

**Edit Log Policy: 30 Minute**

Department: Blood Bank

Enabled:

Description: 30 Minute



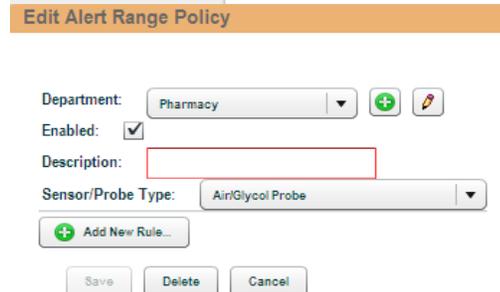
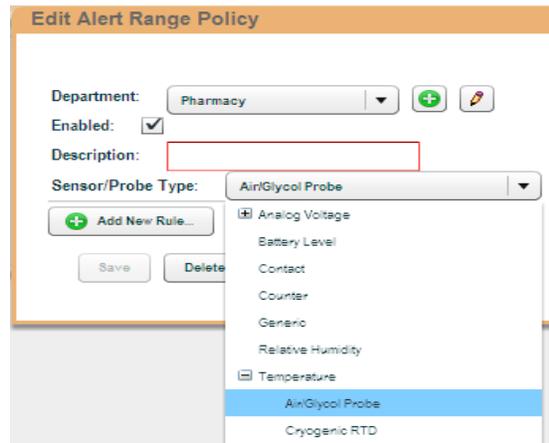
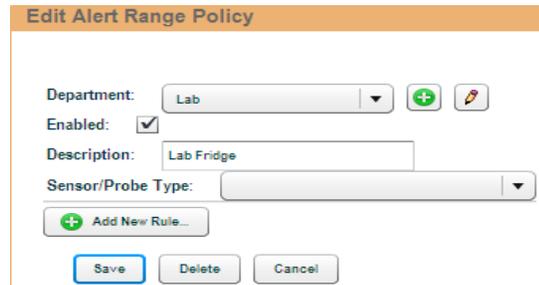
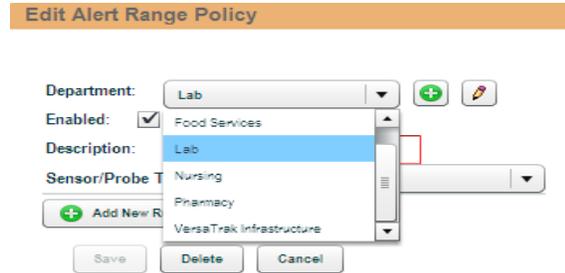
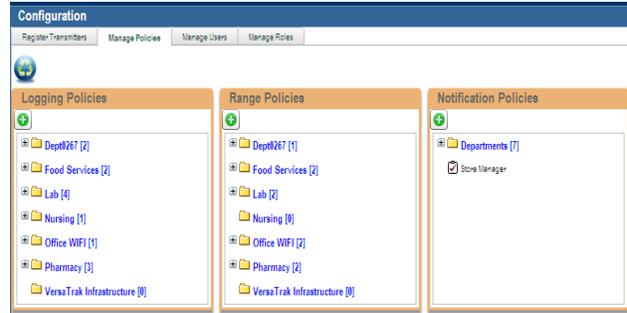
Days	Times	Rule
Every Day	All Day	30 mins / Average

# Getting Started Guide

## Adding a New Range Policy:

- 1) To configure “Policies” go to the System configuration area by clicking on the  icon in the Toolbar and select the “Manage Policies” tab.
- 2) To add a new Range Policy, click the  icon. From the dropdown, select the department the device belongs to. In This example, Lab.
- 3) Give the Policy a Description, a time interval works well. (i.e. Lab Fridge) And make sure the Enabled box has a  in it.
- 4) Select the sensor/Probe Type based on what is being monitored and with what.



Remember from the section on Registering a New Transmitter:

Air/Glycol Probe is for units (-25°F/-32°C - 200°F/93°C)

Cryogenic RTD is for use in all units below (-25°F/-32°C )

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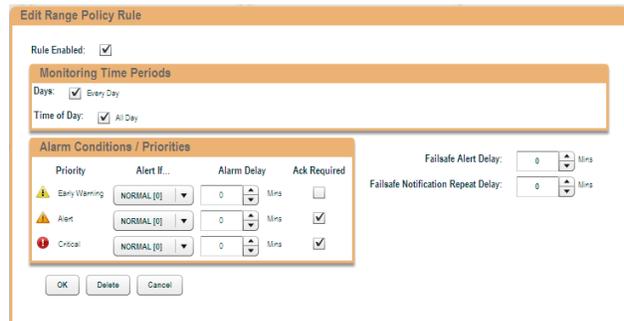
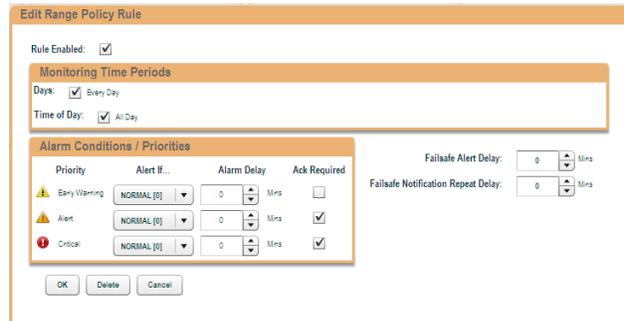
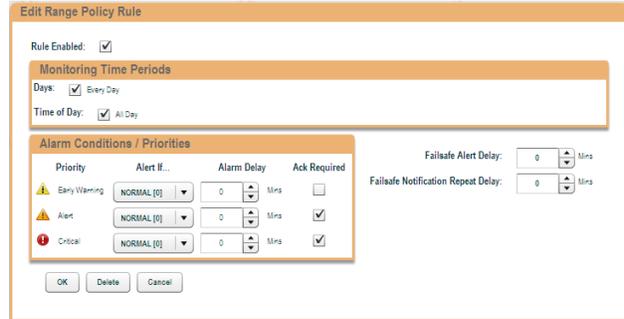
## Adding a New Range Policy:

5) Click 

When it comes to alarm conditions, there are several ways to go about it. For the purposes of this example we have set our Range Parameters for our Lab Fridge at 2-6. Every time the system receives a reading, typically every five mins. (not logging a temperature) it goes to this Rule and starts at the Low Priority line and asks; *“have I been outside the Range Parameters for the given # of Mins.?”*

If the answer is YES, then the system goes to the assigned **Notification Policy** for that device. If the answer is NO, then it goes to the Medium Priority line and asks the same question and then to the High Priority line. On the next reading the system gets, it starts the whole process over again. Understanding that you can look at the examples to the right and see 2 different ways to set up your ranges and Alarm Delays. Using the method above you can ask yourself what would happen “if” and follow through to see if you have set up your Range Policy the way you want it to work.

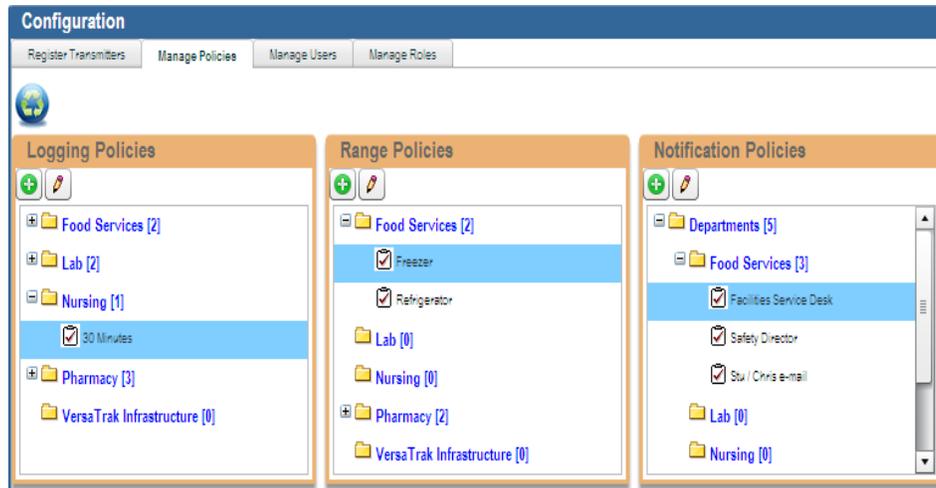
The other setting in the Range Profile is the Failsafe Alarm Delay. If you have a device whose temperature has creped up and has triggered 1,2 or even 3 alarms/Notifications, the Failsafe will still trigger a Failsafe Notification to go off, if the unit is still in alarm after the time that is set (i.e. 120 Mins). Even if you have acknowledged the Alarm Notification (next section) and the unit is Recovering, the Failsafe will still let you know the device is still NOT back in range.



# Getting Started Guide

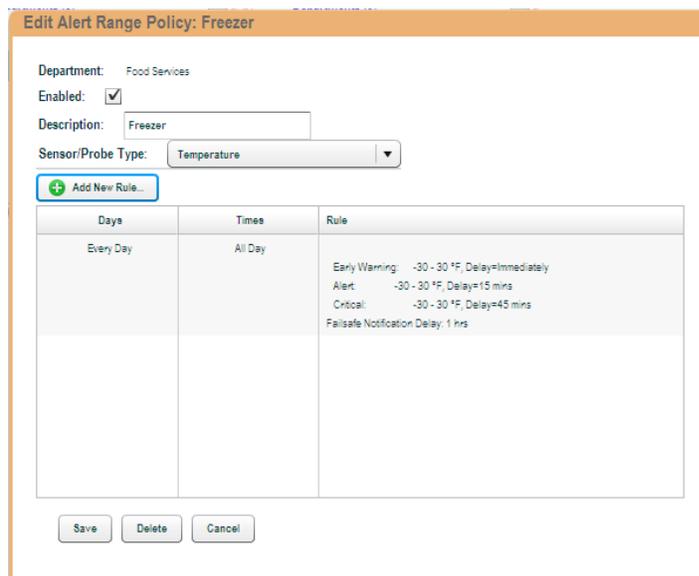
## Editing an Existing Range Policy:

- 1) To edit an existing Range Policy, select the policy you want to edit and click



- 2) Click on the existing Rule to edit it, and/or Click on  to add an additional rule to the policy. When you are done click on the  button.

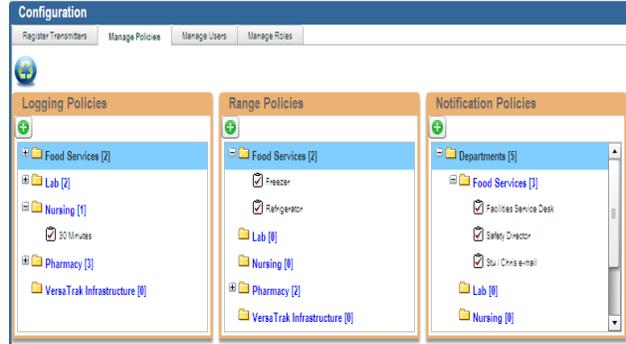
Usually if you are going to add an additional rule, you would edit the Day and Times in the existing rule and then add a new rule to fill the other Day/Times.



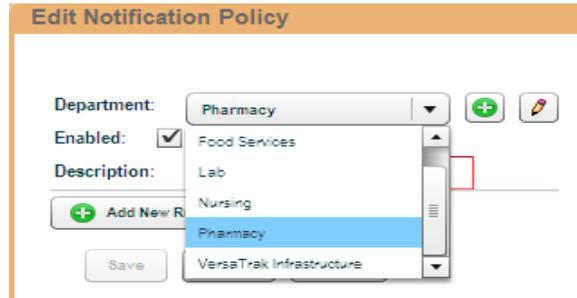
# Getting Started Guide

## Adding a New Notification Policy:

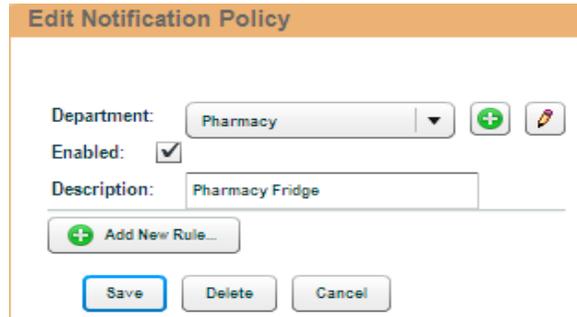
1) To configure “Policies” go to the System configuration area by clicking on the  icon in the Toolbar and select the “Manage Policies” tab.



2) To add a new Notification Policy, click the  icon. From the dropdown, select the department the device belongs to. In This example, Pharmacy.

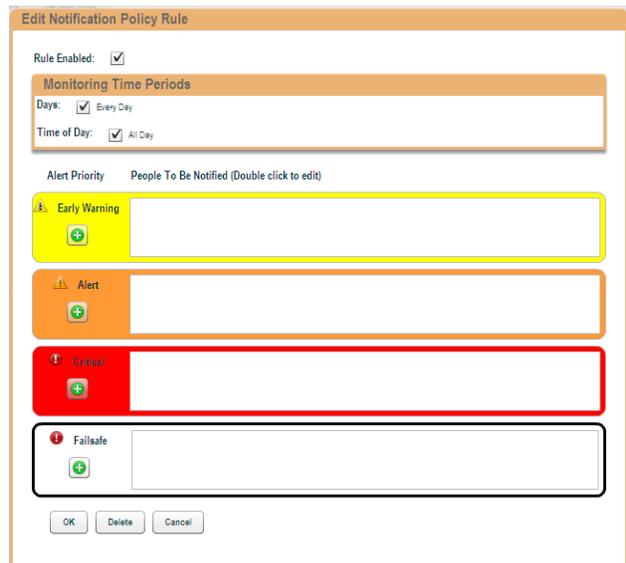


3) Give the Policy a Description, Department works well. (i.e. Pharmacy Fridge and make sure the Enabled box has a  in it



4) Click 

5) Click  to start creating the Low Priority notification list.

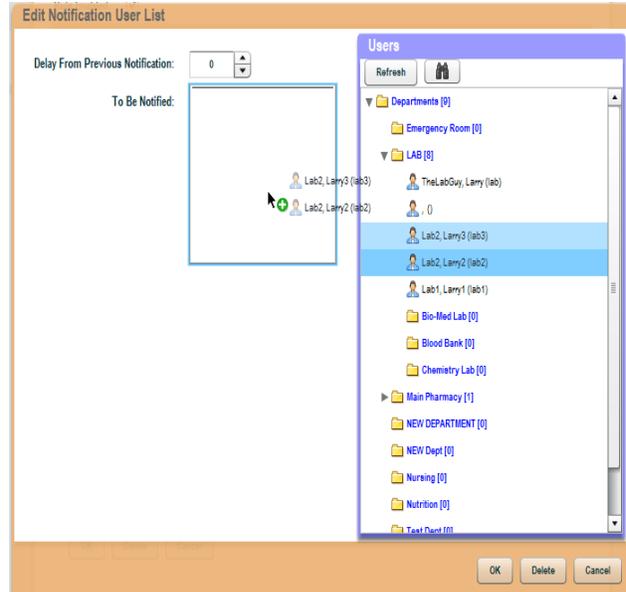


# Getting Started Guide

## Adding a New Notification Policy:

- Open up the Users tree on the right and drag any user(s) or entire departments (folders) you want to be notified in this situation into the box. On the first notification going out, leave the delay at "0" and click the  button.

As you create escalations, (additional notifications that will go out if the first one is not acknowledged in the system within a certain period of time) you will select the users for those notifications and change "Delay From Previous Notification" time to determine when the next notification should go out. As you can see in the bottom right, Larry2 will be notified 15 mins after the original notification went out if Larry the Lab Guy does not acknowledge the incident before 15 mins.



- Now you will see the Rule. Either click the  to add additional escalations to your rule, or any of the other levels as well, or click .

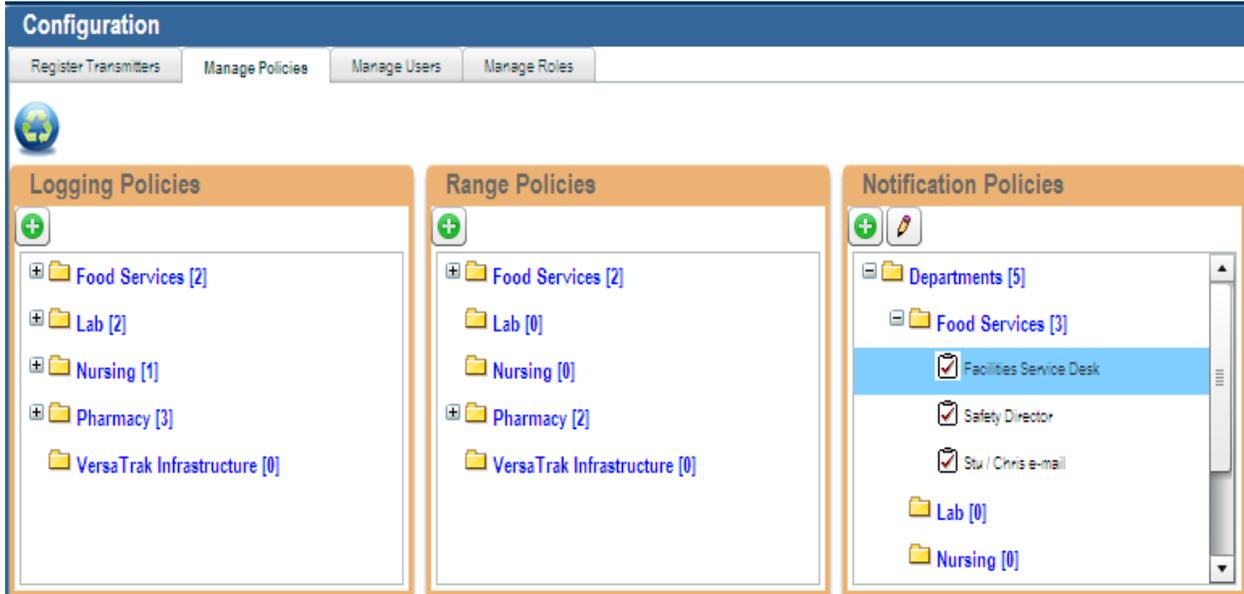
You can see some examples of how different level notifications can be set up. Remember the Level is triggered by the Range Policies you set up on page 12-14.



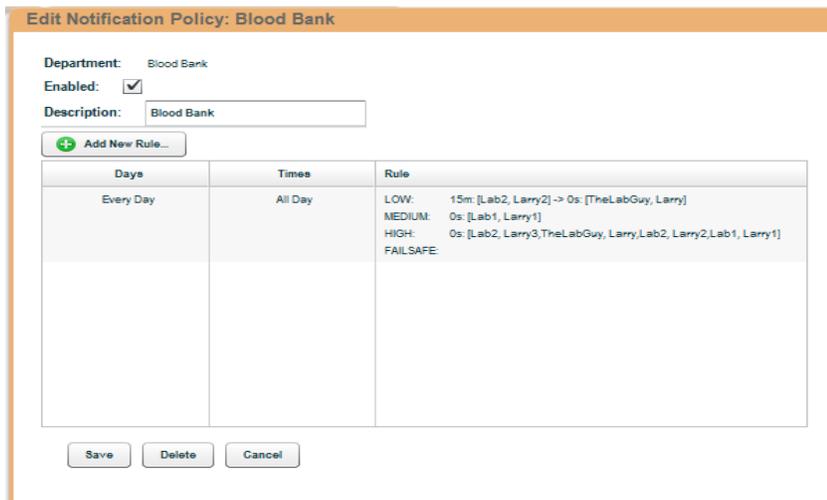
# Getting Started Guide

## Editing an Existing Notification Policy:

- 1) To edit an existing Notification Policy, select the policy you want to edit and click on the 



- 2) Click on the existing Rule to edit it, and/or Click on  to add an additional rule to the policy. When you are done click on the  button. Usually if you are going to add an additional rule, you would edit the Day and Times in the existing rule and then add a new rule to fill the other Day/Times.



The screenshot shows the 'Edit Notification Policy: Blood Bank' dialog box. It contains the following fields and controls:

- Department: Blood Bank
- Enabled:
- Description: Blood Bank
- 
- A table with columns: Days, Times, and Rule.
- Buttons: Save, Delete, Cancel.

Days	Times	Rule
Every Day	All Day	LOW: 15m: [Lab2, Larry2] -> 0s: [TheLabGuy, Larry] MEDIUM: 0s: [Lab1, Larry1] HIGH: 0s: [Lab2, Larry3, TheLabGuy, Larry, Lab2, Larry2, Lab1, Larry1] FAILSAFE:

# Getting Started Guide

## Navigating your Homepage:

Your Homepage is where you can view all your sensors, Reports, Graphs, Trends NIST information, etc. It should have a familiar field for even the most novice computer user. On the left side of the screen is a Tree structure and on the right side is an Icon structure, very similar to Window Explorer. By default all devices can be viewed by the Department or responsibility they are registered in, or the Area they are physically located. You can also create a Custom Group if you have the unique situation of monitoring items from a variety of special locations.

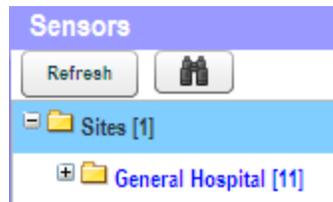
## Viewing Sensors by Site: (Using Tree)

In this example we will navigate through the “Site” menu to the device PR#34-NEW using first, the Tree Structure and then the Icon Structure, second.

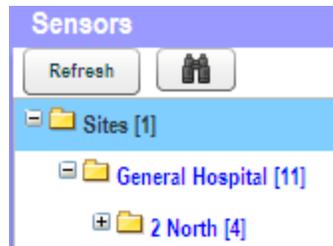
1) Click the  next to “Sites”



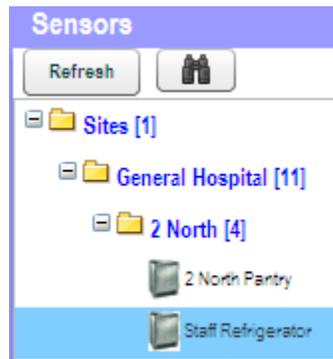
2) Click the  next to “General Hospital”



3) Click the  next to “2 North”



4) Click on the “Staff Refrigerator” line



# Getting Started Guide

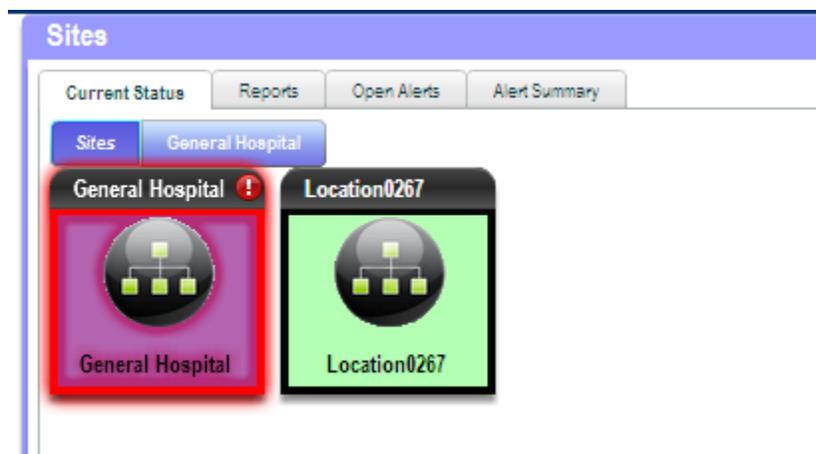
## Viewing Sensors by Site: (Using Tree)

You should now see this on the right side of your screen.



## Viewing Sensors by Site: (Using Icons)

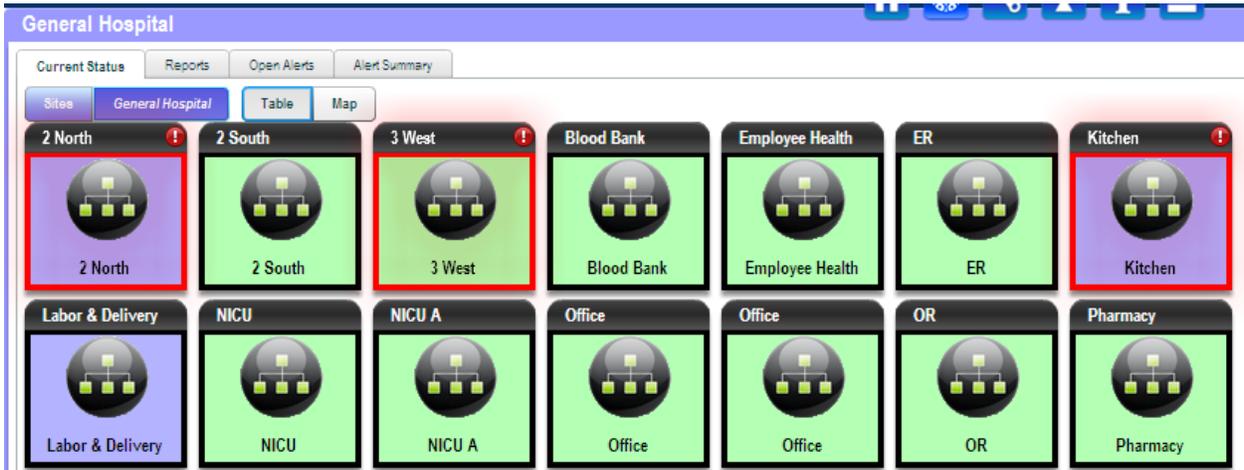
- 1) Click on the "General Hospital" icon



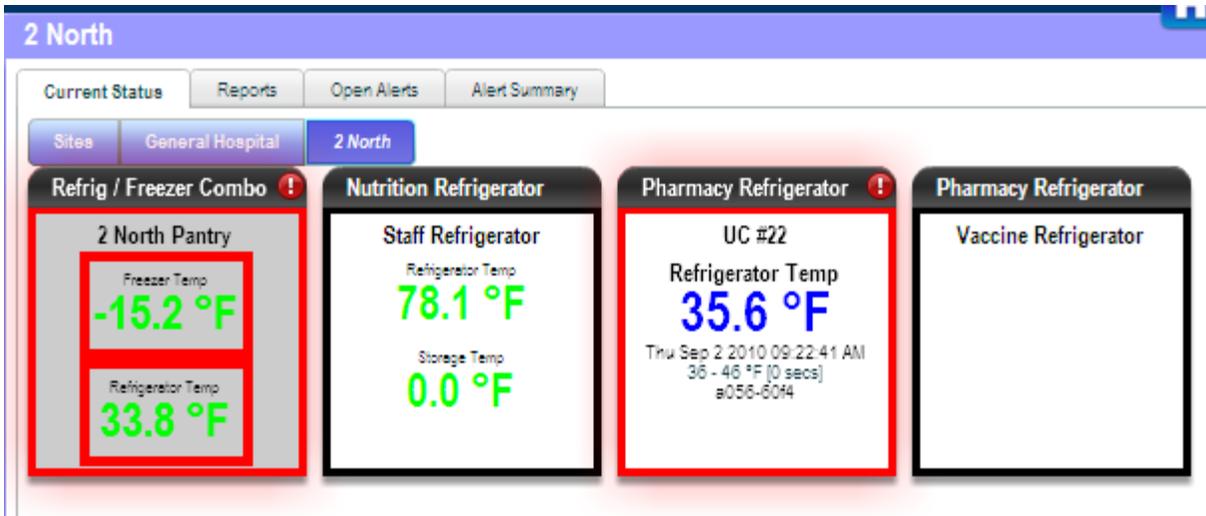
# Getting Started Guide

## Viewing Sensors by Site: (Using Icons)

2) Click on the “2 North” icon



Now you will see all the individual devices in that Location. Going through all the “Sensor Detail” will be covered in a later section.



# Getting Started Guide

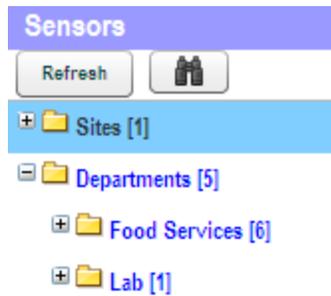
## Viewing Sensors by Department: (Using Tree)

In this example we will navigate through the “Departments” menu to the device VersaFridge using first, the Tree Structure and then the Icon Structure, second.

1) Click the  next to “Departments”



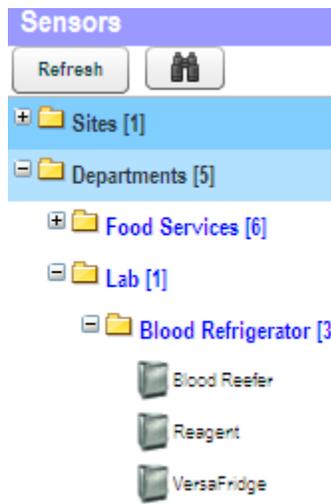
2) Click the  next to “Lab”



3) Click the  next to “Blood Refrigerator”



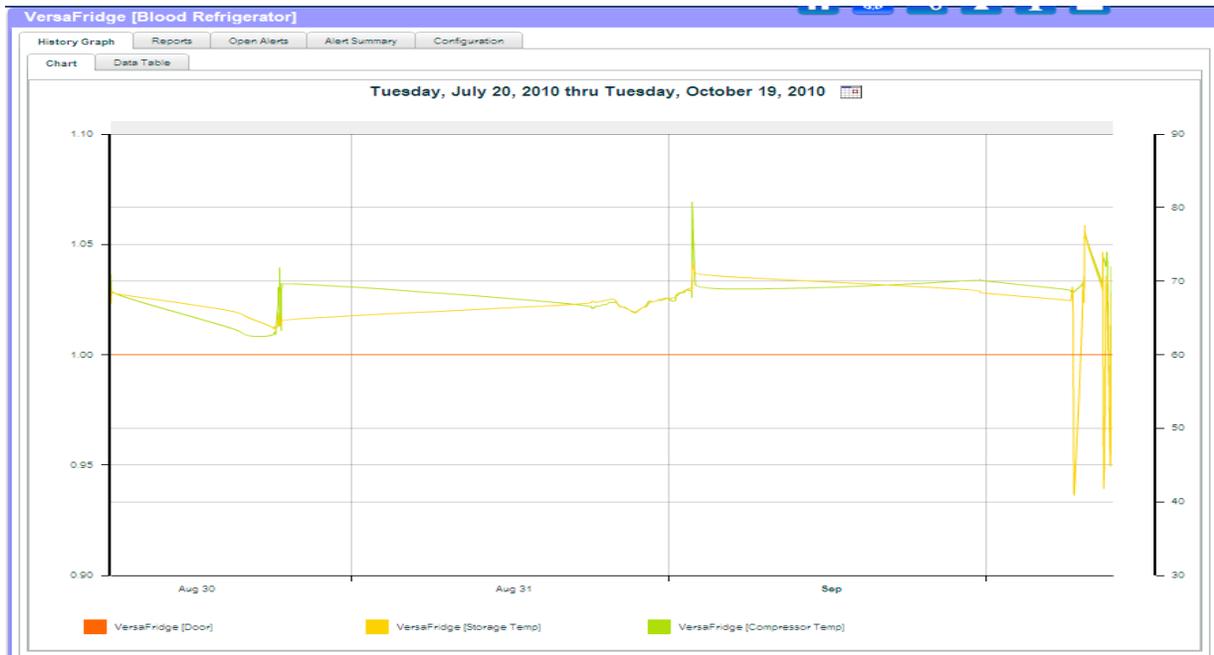
4) Click on the VersaFridge line



# Getting Started Guide

## Viewing Sensors by Department: (Using Tree)

You should now see this on the right side of your screen.



## Viewing Sensors by Department: (Using Icons)

1) Click on “Departments” in the tree



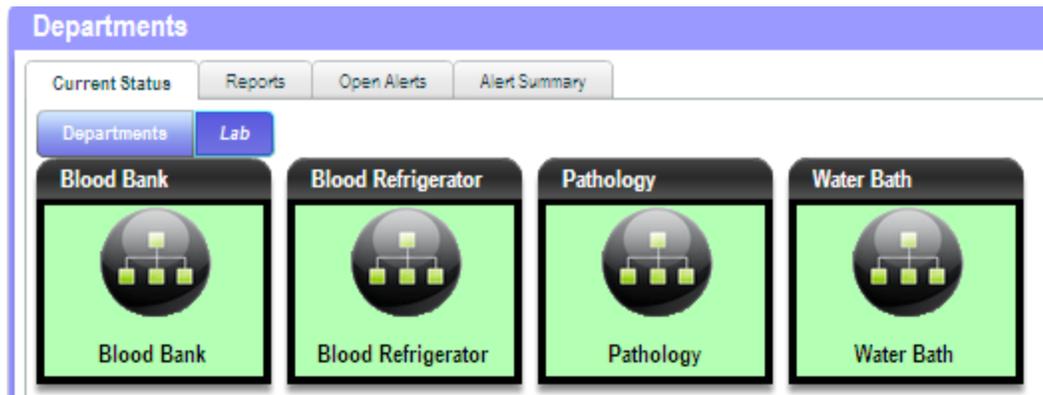
2) Click on the “Lab” icon



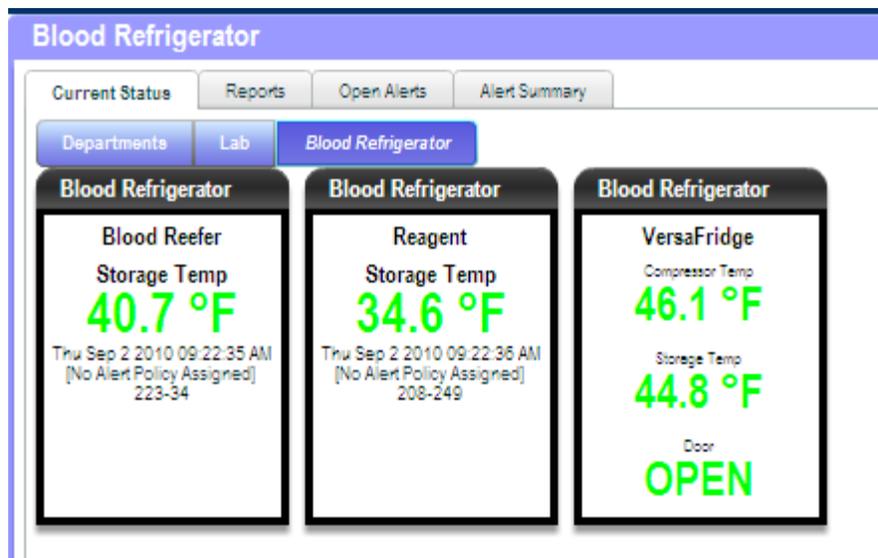
# Getting Started Guide

## Viewing Sensors by Department: (Using Icons)

3) Click on the “Blood Refrigerator” icon



Now you will see all the individual devices in that Device Type, regardless of their location. Going through all the “Sensor Detail” will be covered in a later section.



# Getting Started Guide

## Navigating a Area or Equipment Type Page:

When you need to navigate to a Area or a particular equipment type in a Department, you will see the screen below. The top half shows everything in the folder you selected from the Tree on the left side of the screen. All Tabs (Reports) that are above the top area will show the information about ALL the devices displayed in the top half of the screen. Individual Sensor information is viewed on the bottom half of the screen.

The screenshot shows the 'Blood Refrigerator' monitoring page. At the top, there are tabs for 'Current Status', 'Reports', 'Open Alerts', and 'Alert Summary'. Below these are tabs for 'Departments', 'Lab', and 'Blood Refrigerator'. Three device cards are displayed:

- Blood Reefer:** Storage Temp 40.7 °F. Last update: Thu Sep 2 2010 09:22:35 AM. [No Alert Policy Assigned] 223-34.
- Reagent:** Storage Temp 34.6 °F. Last update: Thu Sep 2 2010 09:22:36 AM. [No Alert Policy Assigned] 208-249.
- VersaFridge:** Compressor Temp 46.1 °F, Storage Temp 44.8 °F, Door OPEN. Last update: Thu Sep 2 2010 09:22:36 AM. [No Alert Policy Assigned] 208-249.

An arrow points from the '40.7 °F' reading in the first card to a detailed sensor graph below. The graph is titled 'Blood Reefer [Blood Refrigerator]' and shows 'Storage Temp' data from Tuesday, July 20, 2010, to Tuesday, October 19, 2010. The y-axis ranges from 36 to 48 °F. The graph shows a fluctuating orange line representing the temperature over time. A legend at the bottom left identifies the line as 'Blood Reefer [Storage Temp]'.

In this example we are looking a Blood Refrigerators no matter where they are in the building. All the Tabs (Reports) in this top section will display information for ALL devices displayed in this section.

If you click on the **Reading** in one of the devices above, it will highlight the background and will show all that sensors information in this section (Sensor Detail). You can stay on the same page and get detailed information about sensors by just selecting a different sensor in the devices listed above.

The reason I mention clicking on the **Reading** inside the device, is that while most of your equipment may just have 1 sensor attached to it, you are able to attach different sensors to the same piece of equipment and see them together like the example to the right. As you can see I selected the Storage Temp on this device and that is what would show up on the bottom of the screen, all temp related information. If I were to click on Storage RH, I would get all information about that sensor.

The detailed sensor card for 'Blood Reefer' shows the following information:

- Blood Reefer**
- Storage Temp**
- 40.7 °F**
- Last update: Tue Jun 29 2010 08:53:26 PM
- [No Alert Policy Assigned]
- 223-34

# Getting Started Guide

## Understanding Equipment Display:

Now that you know how to get to a particular device, you should probably understand what all the information it displays means. In the example below, we have a Pharmacy Freezer with 1 Storage Temperature, 1 Compressor Temperature and 1 Storage Humidity.

The diagram shows a mobile device screen displaying the following information:

- Device Type:** Pharmacy Freezer
- Unique Device Name:** Pharmacy Freezer
- Last recorded reading(s):** Storage Temp: -9.8 °F, Compressor Temp: 80.2 °F, Storage Hum: 38 %RH
- Alarm status border:** A red border around the Storage Hum reading (38 %RH).
- Trending arrows:** A right-pointing arrow next to the Storage Hum reading, indicating it has been flat for the last 3 readings.

As you can see the Storage temp and Storage Humidity have been flat for the last three readings while the Compressor temp has been trending upwards.

The alarm status means it has gone into alarm based on the time/temp parameters you set up for it. The color just tells you if it was alarming high or low.

Using the device above, you see that the “Storage Temp” sensor is highlighted. What you will see on the bottom half of the page is the Sensor Detail. In that Sensor Detail you will see the Sensor information in the middle and all the report options across the top. If you click on the blue box, you will see the Policy Information that sensor is using.

The screenshot shows the configuration page for a Pharmacy Freezer. It is divided into three main sections:

- Pharmacy Freezer [Pharmacy Freezer]:** Contains fields for Name, Equipment Type, Department, and Location, along with an "Edit Configuration" button.
- Storage Temp:** Contains fields for Name, Serial Number, Transmitter Type, Sensor / Type, Last Reading, Alert Range, Last Calibration Date, Calibration Interval, and Recent Trend (indicated by a right-pointing arrow). Below this is a blue box for "Policy Information" with fields for Logging Policy, Range Policy, Range Notification Policy, Battery Notification Policy, and Comm Notification Policy.
- Compressor Temp:** Contains fields for Name, Serial Number, Transmitter Type, Sensor / Type, Last Reading, Alert Range, Last Calibration Date, Calibration Interval, and Recent Trend (indicated by a right-pointing arrow). Below this is a blue box for "Policy Information" with fields for Logging Policy, Range Policy, Range Notification Policy, Battery Notification Policy, and Comm Notification Policy.

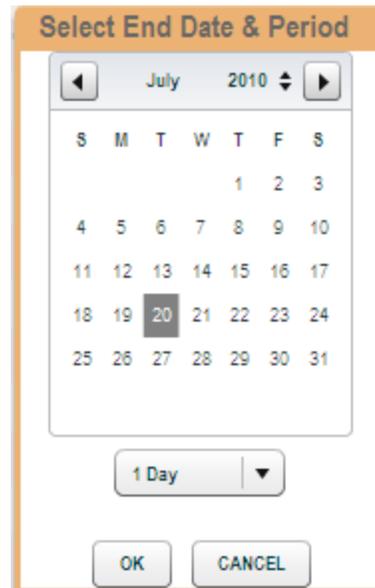
# Getting Started Guide

## Using The Calendar in Reports:

When you click on any Report tab, the name of that Report, the date range of that Report and the Group or Device that report covers are shown in the header. In the example below, we are looking at the Equipment Performance Report **for all** the Devices in 2 North (no matter what Department they belong to)



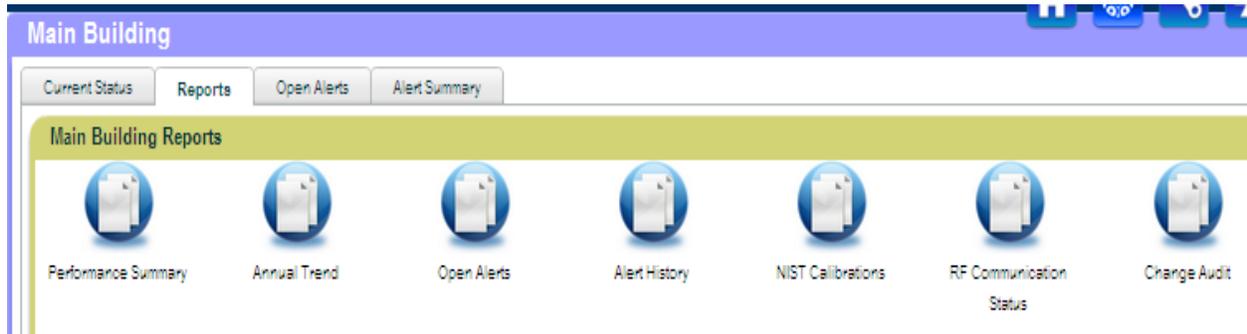
- 1) To change the date range of the report click on the  icon on the header and the box to the right will pop up.
- 2) Use the arrows on the top of the box to get to the month you want.
- 3) Click the day you want the report to start.
- 4) From the dropdown on the bottom of the box select the time period you want the report to cover and click the  button.



# Getting Started Guide

## Using Group Reports:

Group Reports are the set of 4 tabs across the top section of the screen when you have selected a Group (Area or Department) from the Navigation Tree.



## Equipment Performance Report:



The Equipment Performance Report shows a summary of readings for each device in the group. As you learned on page 26, you can use the Calendar to adjust the date range of the Report.



## Annual Trend Report:

The Annual Trend Report will show you the Min/Max/Avg readings for each Sensor in the Group for the last 12 months. It also gives a Annual Summary of the devices. This Report is good for looking at trends in equipment performance. Is a Device trending up month after month? If so, maybe it needs some preventative maintenance.

# Getting Started Guide

## Open Alerts Report:



Open Alerts

This report is designed for administrators to get a quick overview of the status of the equipment under their care. The Open Alerts Report goes into the database and pulls data on all the parameters show below.

Do you have a device that keeps going into alarm, but no one tells you about it? The Recurring Alarm Devices chart will show you that! Did it take 6 hrs for someone to acknowledge an alarm?

The Time to Acknowledge chart will show you that!

## Alert History Report:



Alert History

The Alert History Report will show you all the information about any Alert in the group. You can change the date range of the report by clicking on the Calendar icon.

## NIST Calibrations



NIST Calibrations

The NIST Calibrations Icon and you will be directed to another pop up window. Where you can view and print off your report.

# Getting Started Guide

## RF Communication Status



The Communication Summary Report is where you can view information regarding the communication status of the sensors. Ex. Battery life, register date, ip. Address, etc.

## Change Audit



The Change Audit report displays the action time, task name, item name and action type for each sensor.