COLOR LEGEND

Red—Menu Navigation.
Magenta—Device management.
Green—Locations
Purple—Users
Blue—Account
Orange—Reports

MAIN SCREEN INTERFACE DESCRIPTION

FIG. 1

1. Menu Button, to view see **fig. 2**
2. To view all devices per selected location
3. To view all devices currently in Alarm
4. Select to view devices in a different location
5. To search locations

FIG. 2

MAIN MENU DESCRIPTION (MOBILE APP ONLY)

6. Close Menu Button
7. Devices & Data Button, see **Devices & Data**
8. Locations Menu Button, see **Locations**
9. Users, see **Users**
10. Reports, see **Reports**
11. Logout, tap to sign out of the app

NEW ACCOUNT SETUP

1. Visit **www.traceablelive.com** click "New Account" button.
2. Enter account information. Any fields with an (*) are required fields and must be completed to proceed. Click "Register" button.
3. Enter credit card billing information for account.
   Note: Credit Card will not be charged until a device is added. Click "Save Payment info".
4. A payment summary window will display when adding first device. Click "Add Device" to confirm the charges and

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continue. Payment methods include: VISA, Mastercard, and American Express.

5. Enter in new device information including serial number, device key, then click Submit.
6. Next enter device name, location, description, alarm settings, and logging interval. Click the "Add" button. Device is now added to account. See also, Add a Device **fig. 12. Note:** During initial setup only one default location is available. Other locations can be added and edited once setup is complete see Add New Location.

Update default location settings to desired address and time zone. See "Locations" section for more details, or if adding more locations for additional devices.

VIEWING DEVICE FUNCTIONS (MOBILE APP)

TO SELECT A DEVICE FROM MAIN SCREEN

1. In mobile app: Tap on Menu icon, **see fig 1**; then tap on Devices & Data.

FIG. 3

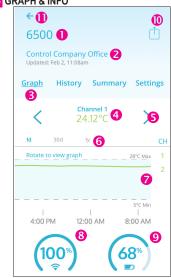## DEVICES & DATA

(ONCE A DEVICE IS ADDED (SEE ADD A DEVICE)

1. Location Name.
2. Device Name (tap to view device see **fig 4-8**).
3. Device Serial Number.
4. Device Channels.
5. Current device readings:
   (green indicates readings are within alarm parameters; red indicates an alarm condition).

VIEWING DEVICE DATA

Start by tapping on a device from device list, under Devices and Data menu, see **fig. 3, #2.**
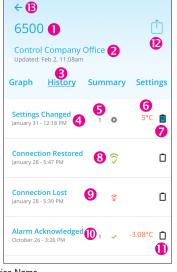
DEVICES & DATA (MOBILE APP)

FIG. 4 GRAPH & INFO

1. Device Name
2. Device location and last update date and time
3. Indicates which interface is viewed.
4. Indicates Channel 1 current readings (green indicates readings are within alarm parameters; red indicates an alarm condition) When channel is blue it is selected, when gray it is not selected.
5. Tap to scroll through a device's channels.
   If "- - °" appears probe has been disconnected or

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damaged, or is out of range of unit. When channel is displayed in blue it is selected, when gray it is not selected.

6. Indicates graph unit of time. (1d = 1 day (24 hours); 30d = 1 month; 1y = 1 year) Tap time period (on mobile) or click (web) to select period to view. When time is blue it is selected, when gray it is not selected.
7. Graph data–visual of data trend in time line.
8. WiFi signal strength.
9. Battery status.
10. Takes you to Reports sections, see Reports.
11. Back button–takes you back to Devices list.

FIG. 5 EVENT HISTORY

1. Device Name.
2. Device location and last update date and time
3. Indicates Event History interface is viewed
4. Settings Changed Event
5. Indicates on which channel an event or setting change occurred.
6. Setting change information
7. Event Comment button (User may leave a comment about an event). Blue indicates comment has been left. see **fig 6**
8. Data and time when unit regained connectivity.
9. Connection Lost Alert.
10. Alarm Acknowledged alert including date/time of acknowledgment and channel on which alarm occurred, and how the device was reading at time of acknowledgment. **Note:** Indicates physically pressing acknowledgment button on device. Alarm CANNOT be acknowledged or cleared via mobile app, nor web.
11. A white clipboard indicates no comment has been added.
12. Takes you to Reports sections, see Reports
13. Back button–takes you back to Devices list.

SYMBOLS

📶 100%	WiFi Signal strength
🔋 85%	Battery Status
🔺	High Alarm
🔻	Low Alarm
✓	Alarm Acknowledgment/CLEAR
✗	Lost Connectivity
✓	Connectivity Restored
- -	Disconnected or damaged probe
⚙	Settings changed
📋	Event Comment Button Empty
📋	Event Comment Button Filled
☑	Manual Check Event

FIG. 6 COMMENT INTERFACE

Tap 📋 to leave a comment regarding an alarm event, setting change, or connectivity event **fig. 5, #8**
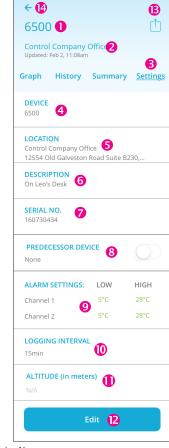
1. Event description for which you are leaving a comment.
2. Date and time event occurred.
3. Tap here to start typing comment.
4. Once comment has been entered, tap here to add.
5. To cancel leaving comment, tap here.
6. Comments History—an unlimited about of comments may be left per single event.
7. Comment description—Example: an alarm parameter has been changed, the description details when and by who a setting was changed.

FIG. 7 SUMMARY DATA

1. Device Name.
2. Device location and last update date and time.
3. Indicates Summary Data interface is viewed.
4. Current readings.
5. Device Channels and their corresponding current readings (green indicates readings are within alarm parameters; red indicates an alarm condition).
6. Maximum readings that have occurred on each channel, within 24 hours & 30 days.
7. Minimum readings that have occurred on each channel, within 24 hours & 30 days.
8. Kinetic mean data—(temperature only) calculated on each channel, within 24 hours & 30 days. Example: Mean kinetic temperature (MKT) is a simplified expression of overall effect of temperature fluctuations during storage of perishable goods.
9. Takes you to Reports sections, see Reports
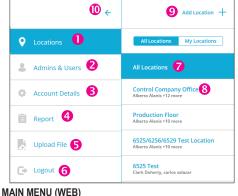10. Back button–takes you back to Devices list.

FIG. 8 DEVICE SETTINGS

1. Device Name.
2. Device location and last update date and time
3. Indicates Device Setting interface is viewed
4. Device Name.
5. Physical address of where device is located.
6. Device description.
7. Device serial number.
8. Select a predecessor device to link data from another unit which has become inactive.
9. High/Low alarm settings per channel.
10. Logging interval. Increments 5, 10, 15, 30 mins.
11. Altitude compensation setting (TraceableLIVE Barometers only).
12. Edit button, use this button to change device name, location, description, alarm settings, logging interval for each channel, predecessor device, or altitude. TO CHANGE SELECT EDIT. **Note:** Changing logging interval impacts battery life.
13. Takes you to Reports sections, see Reports
14. Back button–takes you back to Devices list.

VIEWING DEVICE DATA (WEB)

FIG. 9

MAIN MENU (WEB)

1. Locations menu.
2. Admins & Users.
3. Account Details.
4. Report.

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5. Upload a file
6. Log out
7. All Locations to view locations not linked to admin user, includes a list of locations on account.
8. My Locations.
9. Add a Location (Admin only).
10. Close main menu.

TO SELECT A DEVICE FROM MAIN SCREEN

Web: Click on Menu button, see **fig. 1, #1**; then click on Locations see **fig. 9, #1**, then click on All Locations see **fig. 9, #5**. Click on location & device name to view data **fig. 9, #8**.

DEVICE MAIN SCREEN

FIG. 10

DEVICE MAIN SCREEN (WEB)

1. Location Name.
2. Settings—clicking on Settings you can edit: location name, address, description, parent location, time zone, or delete selected location from your account.
3. View All devices in selected location, or all devices experiencing an Alarm condition.
4. Location Name.
5. Device Name and serial number.
6. Channels.
7. Current device readings.
8. Add a new device (Admin only). Note: Adding an additional device will add additional fees to TraceableLIVE account.
9. Add Location.

IN ALARM FILTER

Use "In Alarm" filter at top of window to view devices currently in alarm.

FIG. 11 VIEWING DEVICE DATA (WEB)

To view Devices & Data on the web version of TraceableLIVE®, you must go through locations menu.

1. Device Name.
2. Data (Graph & Info in mobile) see **fig. 4**.
3. History (Event History in mobile) see **fig. 5**.
4. Summary (Summary Data in mobile) see **fig. 6**.
5. Settings (Device Settings in mobile) see **fig. 7**.
6. WiFi Signal strength.
7. Battery status.
8. Device Name.
9. Serial Number.
10. Indicates Channel's current readings (green indicates readings are within alarm parameters; red indicates alarm condition). "- - °" indicates probe is disconnected or damaged.
11. Tap to scroll through a device's channels.
12. Indicates graph unit of time. (1d = 1 day (24 hours); 30d = 1 month; 1y = 1 year) Select each time period each time period you wish to view.
13. Graph data–visual of data trend in time line.
14. Takes you to Reports sections, see Reports

LOCATIONS ICON (WEB)

LOCATIONS

TO ADD A NEW LOCATION (ADMIN ONLY)
1. Select Locations **fig. 9, #1 (WEB) fig. 2, #8 (Mobile)**.
2. Click "Add Location" and complete form.
3. Click "Add" to complete.

Note: An administrator may add a new location at anytime from the Location/All Locations panel.

Note: After creating a new location, user preferences must be updated to access/view the new location.

TO EDIT LOCATION (ADMIN ONLY)
1. Select Locations **fig. 9, #1 (WEB) fig. 2, #8 (Mobile)**.
2. Select Location you would like to edit from menu.
3. Click "Settings" located next to the location name.
4. Current location information will display.
5. Click "Edit" to change the information.
6. Then click Save.

Note: It may take up to 30 minutes for location change to update across all interfaces.
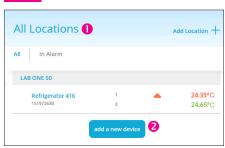
TO REMOVE LOCATION (ADMIN ONLY)
1. Select Locations **fig. 9, #1 (WEB) fig 2, #8 (Mobile)**.
2. Select Location you would like to delete from menu.
3. Click SETTINGS located next to the location name.
4. The current location information will display.
5. Click "Edit" to change the information.
6. Click "Delete" to remove.

TO ADD A DEVICE TO AN ACCOUNT (WEB ONLY) (ADMIN ONLY)
1. From Locations menu, Click "All Locations".
2. Click "add a new device" at bottom of page, **fig. 12 #2**.
3. Review charges, click "Add Device".
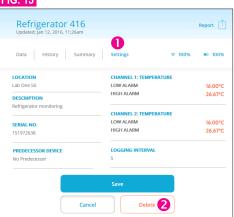4. Fill out new device information: name, serial number, location, device key, alarm settings, and logging interval.

FIG. 12

TO EDIT/REMOVE A DEVICE (WEB/ADMIN ONLY)
1. Select Menu button, **fig. 1, #1**.
1. From Locations menu, Click "All Locations".
2. Select location where device to edit/remove is located.
3. Click on device you wish to edit/remove.
4. Click on Settings see **fig. 13, #1**.
5. Click on "Edit". To edit settings you may and then click "Save". To remove device continue to step 6.
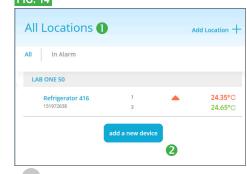6. Then click "Delete", **fig. 13 #2**.

FIG. 13

TO EDIT/REMOVE A DEVICE (MOBILE/ADMIN ONLY)
1. Select Menu button, **fig 1, #1**.
2. Select Devices & Data, **fig 2, #7**.
3. Select device you wish to edit/remove.
4. Swipe left until the Settings panel see **fig. 7**.
5. Tap on "Edit". At this point to edit settings you may and then tap "Save". To remove device continue to step 6.
6. Tap on "Delete".

FIG. 14

ADMIN & USERS ICON (WEB)

ADMIN & USERS

USER ROLES—
Admin:
1. Create, edit or delete locations.
2. Create, edit or delete devices.
3. Create, edit, or delete users.
4. Generate Reports.

Users:
1. View device settings and data.
2. Edit personal information e-mail, phone etc.
3. Generate Reports.

FIG. 15

ADMINS & USERS
1. To view all Admin and Users on each TraceableLIVE account, select Menu button **fig. 1, #1**; then select Admin & Users (web) or Users (mobile).
2. To view only Admin select Admin.
3. To view only Users who do not have admin privileges.
4. User with Locations to which they are assigned. Click on user name to view, edit or delete user profile.
5. Add User Button. (Mobile will display ➕ in the upper right hand corner).

TO ADD A USER (ADMIN ONLY)
1. Select Menu button, **fig. 1, #1**.
2. Click on Admin & Users, **fig. 2 #9**.
3. Select "Add User" **fig. 15 #5**.
4. Enter user settings, then click "Add".

FIG. 16

USER PROFILE
1. Name of user.
2. Type of User (Admin or User).
3. Email (email you wish to receive alerts).
4. Phone Number (telephone no. to receive SMS alerts).
5. Alerts (Types of Alert method).
6. Password.
7. Locations access where the user can view devices.
8. Unit of measure preference.
9. Edit button.

TO VIEW USER PROFILE
1. Select Menu button, **fig. 1, #1**.
2. Click on Admin & Users, **fig. 2 #9**.
3. Select a User.

TO EDIT A USER
1. Select Menu button, **fig. 1, #1**.
2. From Admin & Users menu, **fig. 2 #9**. Select a user you wish to edit (admin) or click on your name to edit.
3. Click "Edit", **fig. 16, #9**.
4. Change desired information. **Note:** Alert method availability depends on service agreement.
5. Click "Save".

TO REMOVE A USER (ADMIN ONLY)
1. Select Menu button, **fig. 1, #1**.
2. From USERS Panel, **fig. 2 #9**. Select user to delete.
3. Click "Edit" **fig. 16, #9**.
4. Then click Delete at the bottom of page.

TO SWITCH UNIT OF MEASURE
1. Select Menu button, **fig. 1, #1**.
2. From Admin & Users menu, **fig. 2 #9**. Select the user for who you wish to change the unit of measure.
3. Under each user: e-mail, password, phone, pre-set locations, desired alert method, and unit of measure, are ALL editable.
4. Click "Edit" **fig. 16, #9**.
5. Select desired unit of measure.
6. Click "Save".

Note: Switching unit of measure on mobile or web, will NOT change unit of measure displayed on device.

ACCOUNT DETAILS ICON (WEB)

ACCOUNT DETAILS MENU BUTTON (ADMIN) (WEB)

Use Account Details view to edit account level information.

FIG. 17

ACCOUNT DETAILS
1. Select Menu button, **fig. 1, #1**, click on Account Details.
2. Account Settings/Payment settings.
3. To view or replace payment account information.
4. Company Name.
5. Address.
6. Subscription type.
7. Add-Ons (SMS Alert additional charges will apply).
8. Edit button.

TO VIEW ACCOUNT DETAILS (WEB/ADMIN ONLY)
1. Select Menu button, **fig. 1, #1**, click on Account Details.
2. Click on Account.
3. Company Name, Address, Subscription level, and Add-Ons will be listed.

TO VIEW PAYMENT INFO (WEB/ADMIN ONLY)
1. Select Menu button, **fig. 1, #1**, click on Account Details.
2. Click on Payment button.

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3. Last four digits of CC billed, Card holder, and Billing address will be listed.

TO CHANGE PAYMENT INFO (WEB/ADMIN ONLY)
1. Select Menu button, **fig. 1, #1**, click on Account Details.
2. Click on Payment
3. Click on Replace
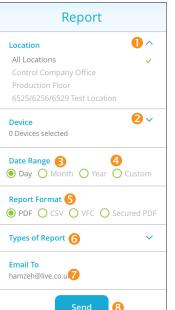4. Complete form with new Credit Card info **fig. 18**.

FIG. 18

REPORT ICON (WEB)
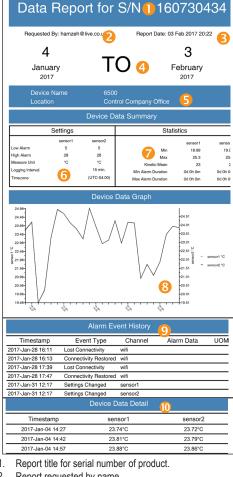
REPORTS

FIG. 19

1. Location Name (select from list of available locations)
2. Device Name (select from list of devices)
3. Date Range (time period desired to run report)
4. For a custom range, set a start/end date range.
5. Report Format (select what file type is desired) Choose from either PDF, CSV, VFC or secured PDF (creates password protected file)
6. Drop down menu displaying the 4 types of Data summaries. Click to select, a green check should appear. Summary—**fig. 20, #7**. Alarm Events—**fig. 20, #9**. Graph—**fig. 20, #8**. Data Detail—**fig. 20, #10**.
7. E-mail(s) to which you wish to send report.
8. Send button.

Note: Selecting Types of Report, select as many or as few report types as you wish. To send reports to multiple e-mail addresses, separate e-mail addresses by semi-colon.

SAMPLE REPORT
FIG. 20

Data Report for S/N ❶ 160730434

1. Report title for serial number of product.
2. Report requested by name.
3. Date/time of report.
4. Report date/time range.
5. Device description and Location information.
6. Current device settings.
7. Overall Summary of device data and stats.
8. Device Data Graph (shows data in line graph format).
9. Alarm Event History (shows time/date and duration of every Alarm out and Alarm event).
10. Device Data Detail (every logging interval recorded).

TO GENERATE REPORT (MOBILE APP)
1. Option 1: See **fig 4 #10**: Any panel in the Devices & Data section tap on 📋 to get to Reports. Complete form and tap, "Send" **fig. 19, #11**.
2. Option 2: See **fig 2 #10**, tap on Reports. Complete form and tap, "Send" **fig. 19, #11**.

TO GENERATE REPORT (WEB)
1. Option 1: Select Menu button, **fig. 1, #1**, click on Locations. Select device, **fig 11**. Then on any of the four device views click on 📋 Report to get to Reports section. Complete form and click on "Send".
2. Option 2: Select Menu button, **fig. 1, #1**, Click on Reports, **fig. 2, #10**. Complete form and click on "Send".
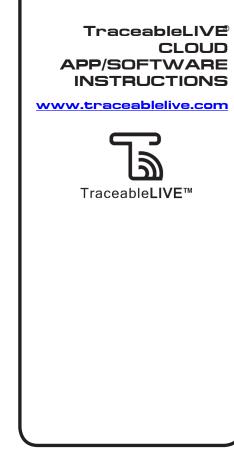

WARRANTY, SERVICE, OR RECALIBRATION
For warranty, service, or recalibration, contact:

CONTROL COMPANY
12554 Old Galveston Rd. Suite B230
Webster, Texas 77598 USA
Ph. 281 482-1714 • Fax 281 482-9448
E-mail sales@control3.com • www.traceable.com

Control Company is ISO 9001:2008 Quality-Certified by DNV and ISO/IEC 17025:2005 accredited as a Calibration Laboratory by A2LA.

FILE UPLOAD ICON (WEB)

FILE UPLOAD

FIG. 21

1. Enter serial number where the file will be stored.
2. Enter device key of device where file will be stored.
3. Select Source Device from drop down list.
4. Click to browse for file to upload (CSV file).
5. Or manually type directory of file.
6. Once file has been uploaded to interface, Click Submit.

LOG OUT ICON (WEB)

Click to logout and exit TraceableLIVE.