



CLEVER
LOGGER

Welcome to CleverLogger



This guide will walk you through the steps to set up your CleverLogger.

If you get stuck at any point, call us on 1300 80 88 89.



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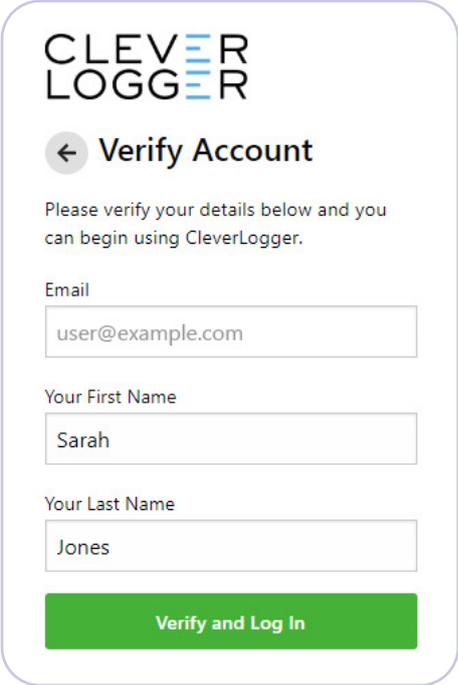
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Creating an Account



CLEVER LOGGER

← **Verify Account**

Please verify your details below and you can begin using CleverLogger.

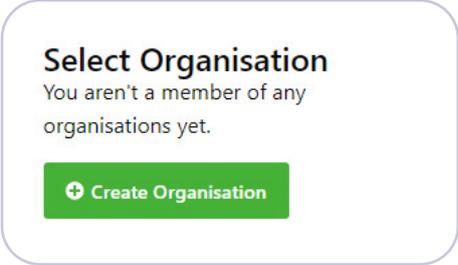
Email

Your First Name

Your Last Name

Verify and Log In

Enter your first and last names and click the button to log in.

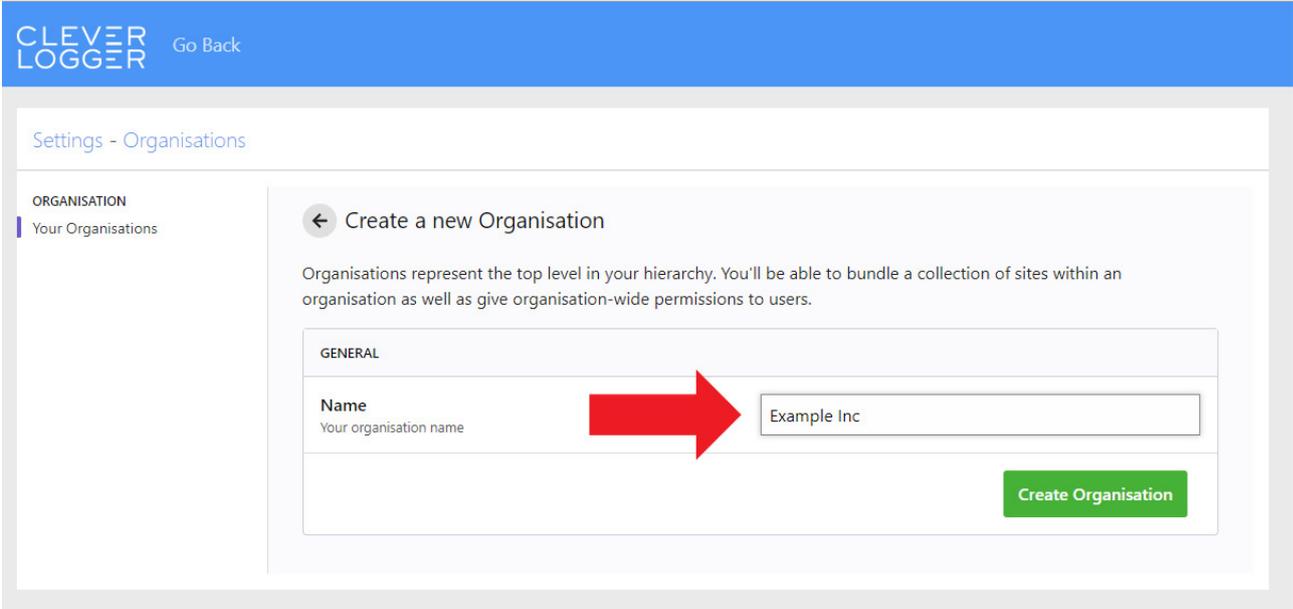


Select Organisation

You aren't a member of any organisations yet.

+ Create Organisation

Click the **Create Organisation** button



CLEVER LOGGER Go Back

Settings - Organisations

ORGANISATION
Your Organisations

← **Create a new Organisation**

Organisations represent the top level in your hierarchy. You'll be able to bundle a collection of sites within an organisation as well as give organisation-wide permissions to users.

GENERAL

Name
Your organisation name 

Create Organisation

Enter the name of your organisation and click the **Create Organisation** button to finalise.

You should now be taken to the main CleverLogger dashboard.

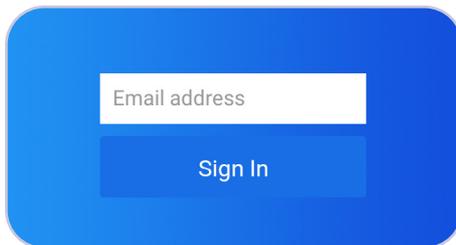
Installing the App on your Smartphone

The CleverLogger App is free and available for both iOS and Android.

To begin, search for "CleverLogger" in your phone's app store.



CleverLogger
OnSolution

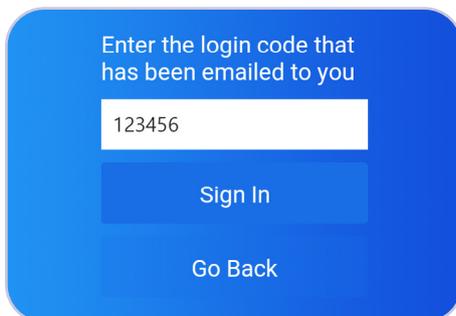


Open the App and enter your email address.



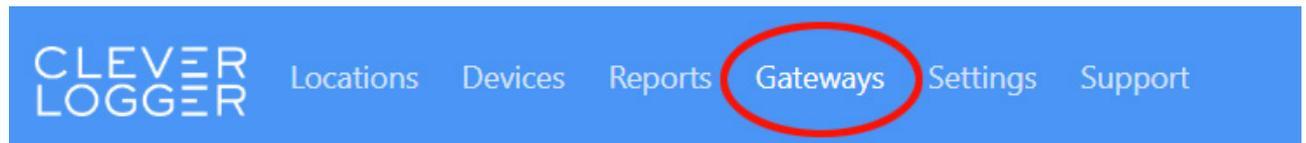
An email will be sent to that address.

The email will have a 6-digit code.

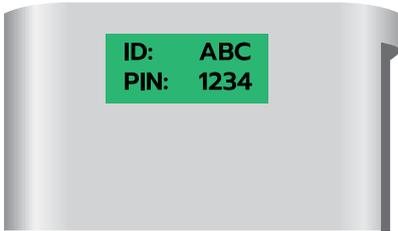


Type the code into the App and tap **Sign In**

Adding a Gateway



Click on **Gateways** in the menu.
And then click the **Add a Gateway** button

Name	Give your Gateway a name. We recommend this be related to its location. e.g. Childrens Ward.
ID and PIN	 The ID and PIN are on a sticker on the base of the Gateway.
Offline Alarms	Offline alarms are triggered if the Gateway loses its connection to the internet - for instance, in the case of a power failure. This is on by default.
Offline Alarm Delay	By setting a delay on the Offline Alarm, you give the internet connection a chance to rectify itself. We regularly set this at 15 minutes. That allows for a router to be rebooted without an Alert being triggered.
Offline Notification Groups	Notification Groups are a key concept in CleverLogger. You can create as many Notification Groups as you like. Or add as many people as you like to a single Notification Group. To create your first group, click the Add new group button. Give the group a name, choose Users to add to the group and click Save



You can edit any of these settings later.
Click the Add Gateway button to finish creating the Gateway

Connecting the Gateway to the Internet

Connect power to the Gateway

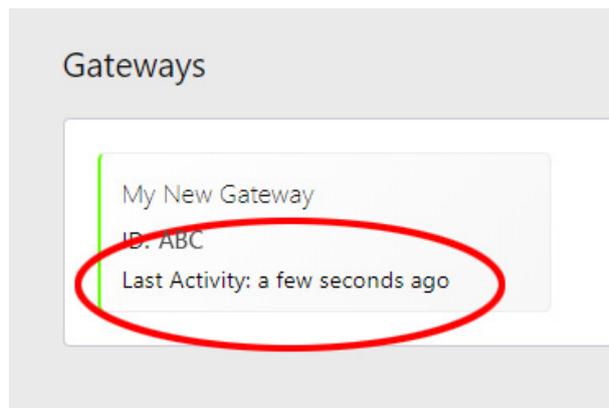


Connect the power supply to the Gateway. The red power light will come on solid for about 30 seconds as the unit is booting up. It will then begin flashing to indicate the Gateway is in Discovery Mode.

Option 1: Wired (Ethernet) connection



The easiest way to connect the Gateway to the internet is to plug an Ethernet cable into the port on the end of the device.



If the Ethernet cable is connected to a regular network, the Gateway will simply connect to the internet.

It will take a minute for the Gateway to register, but you should see the **Last Activity** value change.

Troubleshooting

If the Gateway does not connect, there are couple of things you can check.

1. Check that the Ethernet port you are using is actually live. Often offices will have numerous Ethernet ports that are not "patched" to the network. Try using a port that you know is connected e.g. by temporarily unplugging one that is connected to a computer.
2. Ask your IT department whether they have restrictions on what devices can connect to the network. Especially in large institutions such as hospitals or universities, IT will only allow devices that have been approved. They may require you to give them the MAC address of the Gateway so they can add it to their list of allowed devices. The MAC address can be found by clicking on the Gateway panel to open the details page.

Ethernet Status
Connected
Ethernet MAC Address
C5:27:EB:E9:34:4A
Ethernet IP Address
192.168.1.106

If you can't get past this step, call us on 1300 80 88 89.

Option 2: Connecting to a Wi-Fi network

Connecting the Gateway to a Wi-Fi network will allow you to place it closer to the Loggers to get a better connection.

For this process, we are going to use your mobile phone to connect the Gateway to the internet. The phone is merely acting as the screen and keyboard for the Gateway, allowing us to choose a Wi-Fi network and enter the password.



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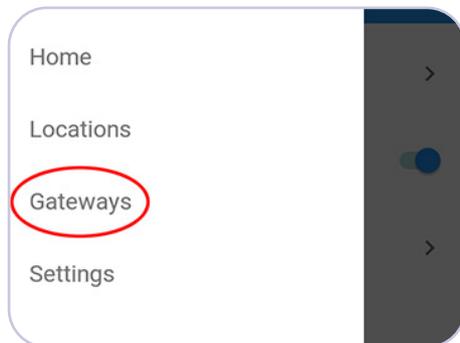
Do you have the App installed?
This process requires you to have the **CleverLogger App** installed on your phone. Read the section on installing the App on [Page 4](#)



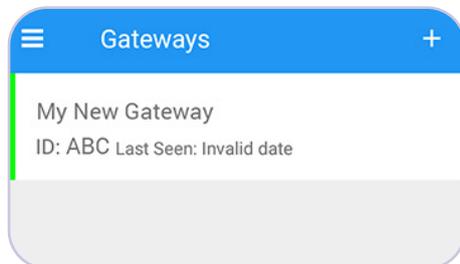
IMPORTANT: Before you start, make sure the Gateway does NOT have an Ethernet cable attached. Reboot the Gateway by unplugging and replugging the power cord or turning it off and on again at the switch.



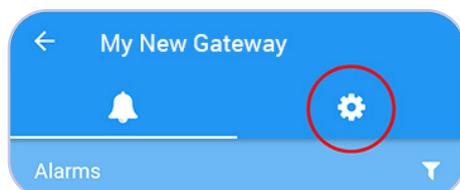
Click on the Menu icon at the top of the App screen.



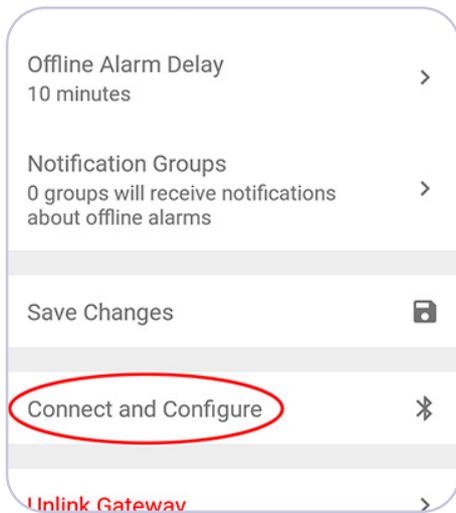
Choose Gateways



Tap on the Gateway



Tap the Setting icon

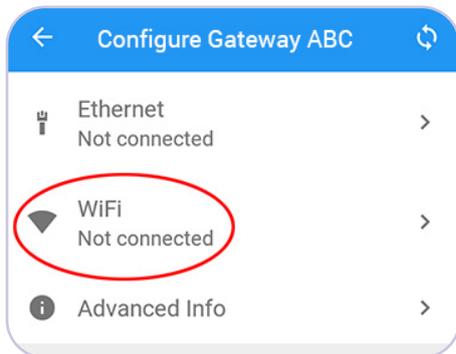


Tap the **Connect and Configure** panel.

The app may ask you for permission to use Bluetooth. You should **allow** this.

Check that the red light is flashing on the end of the Gateway. If it is not, reboot the Gateway by pulling the power cord out and putting it back in. The Gateway takes about 30 seconds to reboot during which time the red light will be solid.

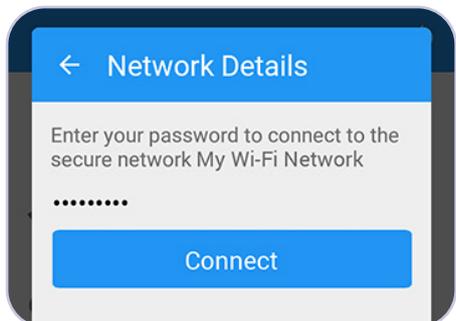
When the red light is flashing, tap the **Start Searching** button.



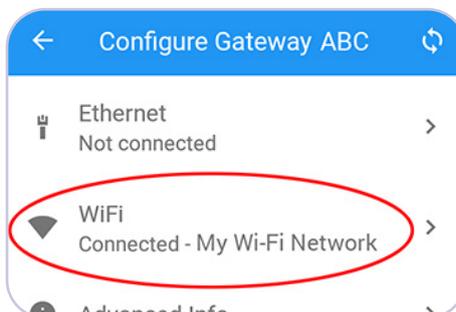
Tap your Wi-Fi panel



Choose your Wi-Fi network



Enter your Wi-Fi network password and tap the **Connect** button



Your Gateway is now connected to the Wi-Fi network.

After about a minute, the red light on the Gateway will stop flashing and remain on to show that the Gateway is connected.

The phone will disconnect from the Gateway. This is expected. It has done its job.

Adding a Logger

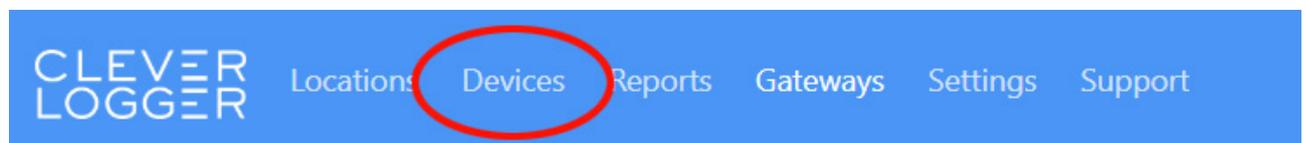


Turning on the Logger

Loggers are switched off when you receive them so the first step is to turn them on.

Press and hold the Power button for **5 seconds** until the **In Use** light comes on. The light will stay on for a few seconds and then go out.

After that, the light will flash once briefly every 10 seconds to show that the Logger is on.



Make sure your Gateway is close to you and connected to the internet.
Select **Devices** from the menu.



NOTE: After you first turn them on, it can take up to a couple of minutes for the Loggers to appear in the Devices list.

Name	Last Seen	Gateway	Temperature	Battery	Signal	Location	Unlink
CLT-01 12345678	a minute ago	My New Gateway	27°C	95%	65%	Create Location	

To configure the Logger, click on **Create Location**.

There are five simple steps in the process: General, Device, Temperature/Humidity, System and Confirmation.

General

1. Give the Location a **name** e.g. Vaccine Fridge. Optionally add a description.

Device

2. Choose the **Logging Interval** - 5 minutes is the default. Note that, unlike other logger, the logging interval does not affect the battery life of the Logger so, unless you have a specific reason for changing it, it's best to leave this as 5 minutes.

Temperature

3. Choose the Temperature Alarm Range. If the Logger detects temperatures outside this range it will notify you. For vaccine fridges, the range should be 2° to 8°C. For food fridges and cool rooms, it should be 0° to 5°C.
4. Choose the Alarm Delays. By setting a delay on the alarm, it gives the fridge a chance to come back into range after the door is opened or new stock added. A common value for this setting is 15 minutes. It is possible to turn alarms off by setting No Alarms.
5. Choose the Notification Group for this Logger. If necessary, create a new Notification Group.

System

6. Choose an Offline Notification Delay. This is how long CleverLogger will wait after the Logger loses contact with the Gateway. Again, 15 minutes is a good value as this will give the connection a chance to re-establish before notifying you.
7. Select the Notification Groups for Offline and Low Battery notifications.

Confirmation

8. On the final screen, review your settings and click on the Create button to save your new Location.

Creating Reports

Reports are the keystone of CleverLogger’s success. No longer do you need to manually download data. Instead, reports are emailed directly to your inbox. You can create as many reports as you like.

Recurring Reports

Recurring reports are sent to you automatically on a schedule. e.g. every week.

To create your first recurring report, choose **Reports** from the menu and then choose **New Recurring Report**.



Report Type	<p>Min-Max - Shows the Minimum and Maximum temperatures each hour</p> <p>Min-Max + Extremes - Shows the Minimum and Maximum temperatures each hour plus extra details about any breaches. Recommended.</p> <p>All Data - Shows all data.</p>
Report Frequency	<p>Monthly - Generated on the 1st of each month</p> <p>Weekly - Generated at midnight on chosen day</p> <p>Daily - Generated at the chosen hour</p> <p>NOTE: To get twice daily reports, simply create a second Daily Report with a different time.</p>
Locations	<p>Click on a Location to select it. It will turn blue when selected.</p>
Recipients	<p>Choose who will receive the report. Only Users will appear in this list.</p>
Other Settings	<p>Report Title - Required</p> <p>Timezone - Choose your Timezone</p> <p>Report Format - Choose from:</p> <ul style="list-style-type: none"> • PDF, • Commas Separated Values (CSV), or • Excel (<i>recommended for "All Data" type reports</i>)

Choose **Save** to save the report.

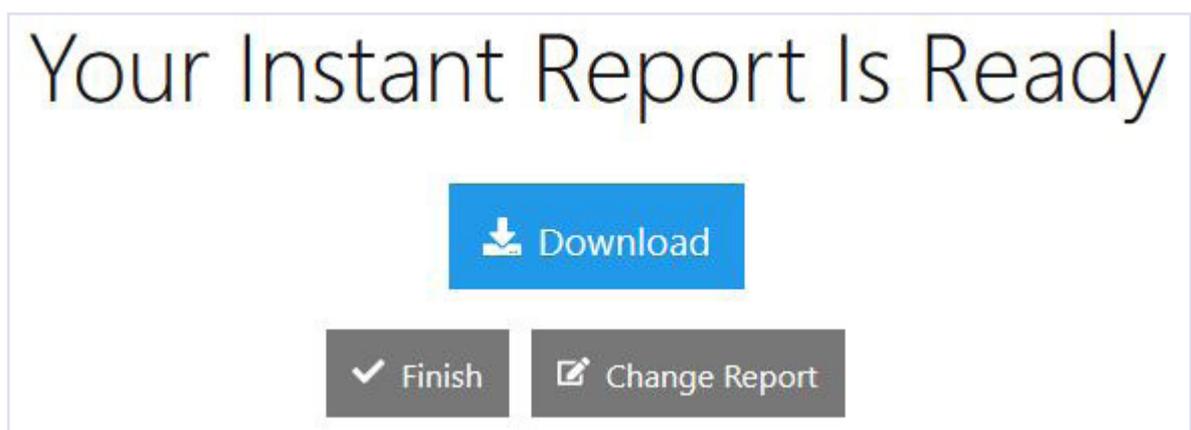
Instant Reports

With CleverLogger, it's simple to print reports from any time in the past.

Click on **New Instant Report**.

Report Type	<p>Min-Max - Shows the Minimum and Maximum temperatures each hour</p> <p>Min-Max + Extremes - Shows the Minimum and Maximum temperatures each hour plus extra details about any breaches. Recommended.</p> <p>All Data - Shows all data.</p>
Report Period	<p>Click on the Date Range to open the Date Picker.</p> <p>Click on any date to set the first date of the report.</p> <p>Click on a second date to set the last day of the report.</p>
Locations	<p>Click on a Location to select it. It will turn blue when selected.</p>
Recipients	<p>Instant reports can be emailed or just downloaded. If you would like to receive the report as an email, enter the recipients.</p>
Other Settings	<p>Report Title - Required</p> <p>Timezone - Choose your Timezone</p> <p>Report Format - Choose from:</p> <ul style="list-style-type: none"> • PDF, • Commas Separated Values (CSV), or • Excel (recommended for "All Data" type reports)

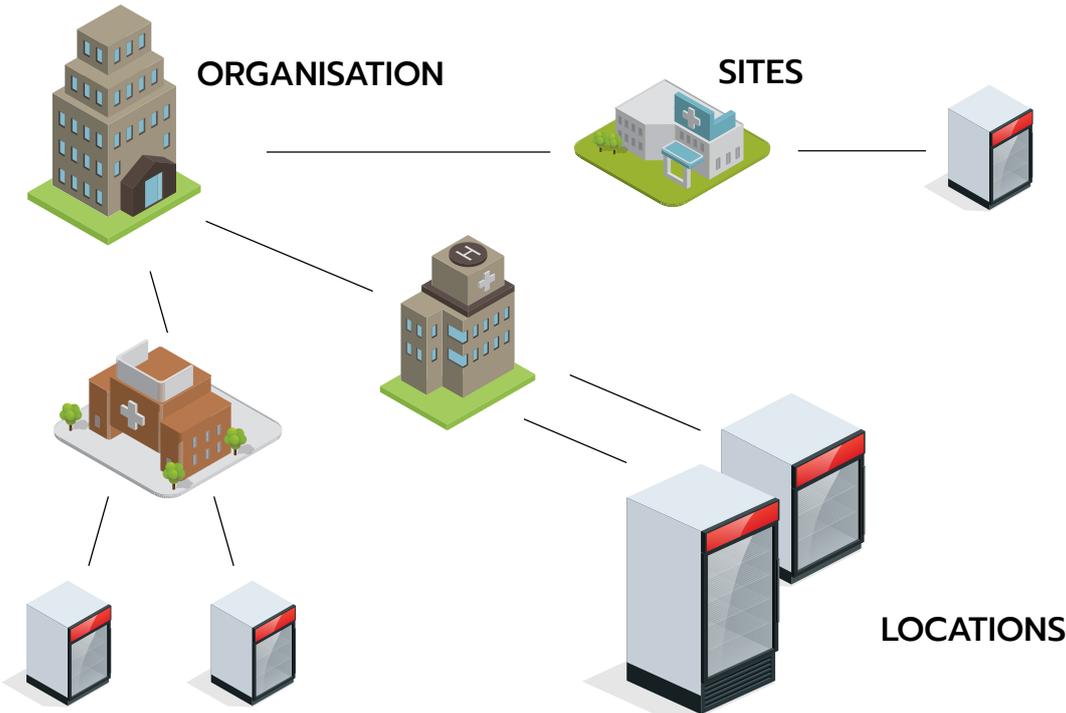
Choose **Generate Now** to create the report.



Managing Your Organisation

Organisations, Sites and Locations

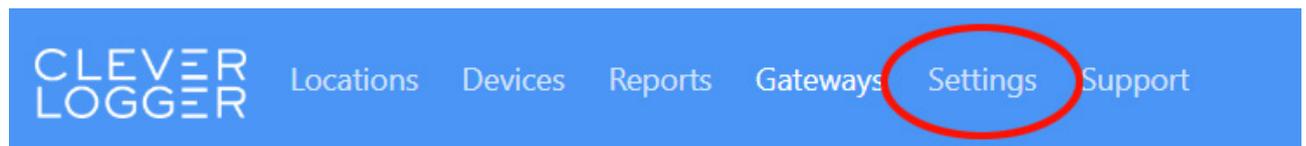
CleverLogger is scalable to any-sized organisation.
Imagine a chain of private hospitals - this is our Organisation.
Each of the different hospitals is a Site.
And each of the fridges, freezers and storerooms is a Location.



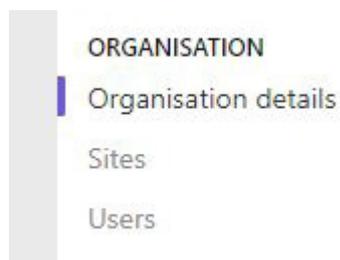
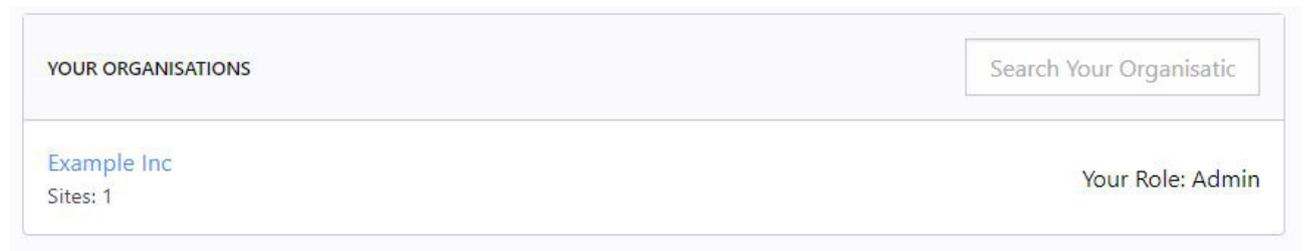
Users

Users can be set up at Organisation or Site Level.
So, in our example, there might be a National Compliance Manager at Organisation level who can see every Location in the group, while at Site level, there could be multiple Users created who can only see Locations at their own Sites.
A User can also have multiple Organisations. Imagine a refrigeration company that wants to manage multiple clients, each with multiple Sites. The refrigeration company can set up a separate Organisation for each client and monitor every Location across all Organisations.

Adding a User



To begin, click **Settings**, and then click on the **Organisation** panel.



In the **Organisation** menu, choose **Users** and then click on the **Invite User** button.



Email	Enter the email address of the new User .
Organisation permissions	Should the User have Organisation-level access (i.e. do you want them to have access to ALL Sites)? If so, choose a level of access (see matrix next page). If not, choose No Access .
Site permissions	To restrict a User to a particular Site or Sites, choose the Site and set the level of access. Note: If you have given the User Organisation-level access, you do not need to also give them Site-level access. NOTE: For smaller Organisations with just one Site, you can ignore the Site-level permissions and just set everyone at Organisation-level.

Click **Invite User** to send the invitation email to the User.

User Permission Levels

	No Access	Viewer	Operator	Controller	Editor	Admin
View temperature/humidity data		✓	✓	✓	✓	✓
View alarms		✓	✓	✓	✓	✓
View configuration/settings		✓	✓	✓	✓	✓
Respond to alarms			✓	✓	✓	✓
Create and view Reports				✓	✓	✓
Add, edit & remove Notification Groups					✓	✓
Add and edit Locations					✓	✓
Add, edit and remove Gateways					✓	✓
Add new sites						✓
Change organisation/site details						✓
Add, edit and remove users						✓