QUICK START GUIDE

LT5GEO-E-M

LogTag

Distributed by AKRIBIS

LogTag® LT5GEO External Probe Quick Start Guide for Transportation

www.logtagrecorders.com

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Logger Overview

Figure 1: LT5GEO Logger Features

Accessories

The LT5GEO External requires an external probe, and a charging cable to function.

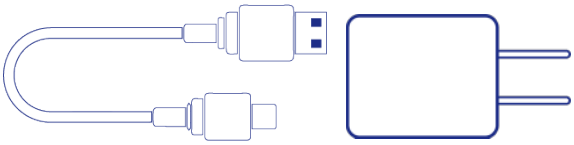
Smart Probe

OR

External Probe

Scan the QR Code to view the full range of External Probes, or go to https://lt.help/16ubp

AND



USB-C Charging Cable and AC Adapter

For continuous monitoring instructions, like fridge and freezer monitoring, scan this QR code or go to https://lt.help/3f0la

Getting Started

1. First Charge

a. It is strongly recommended to fully charge your LT5GEO logger before it is added to a shipment.

b. Connect your logger to a USB-C wall charger.

IMPORTANT: Charging using a PC is not recommended.

c. The logger indicates charging by turning on the red Alert LED.

d. When fully charged, the green OK LED will permanently turn on.

Fast Start

We recommend configuring your logger before recording begins to enable all features.

Need to start now?

Go to **3. Starting Your Logger**

IMPORTANT: Features that activate AFTER configuration;

- Alarm notifications
- Upload data to your LogTag® Online account

Sampling rate will be set at 10 minutes and securely stored in the loggers onboard memory.

Operation

2. Configuration with LogTag® Online

a. Login at https://logtagonline.com/login

b. If you do not have an account, select Create an Account. Select **Transit** for your profile type. If you also monitor static storage locations, you can select the **General** profile type.

c. Select the **Shipments** tab, click Create Shipment Name the shipment. Click the shipment From (Origin) drop down list and select **Enter New Address.** Give the address a **name**, enter the street **address**, and adjust the **Boundary Size** to suit for **Boundary Notifications**. When you are happy, click Create. Repeat this step for the **To (Destination)** address.

d. Enter your estimated journey length. The optimal transmission interval for this trip length will auto populate for you. Click NEXT

e. Add your logger's Serial Number and click ADD TO SHIPMENT. If you have another logger in this shipment, add the Serial Numbers now to consolidate your data and reports.

f. You can now either select a previously saved configuration profile, or create a new one. To create a new profile, select **Create New** from the device profile list. Add your required threshold values.

g. To enable multiple alarm types, select the check box next to each relevant sensor and input your required threshold limits. Click Save

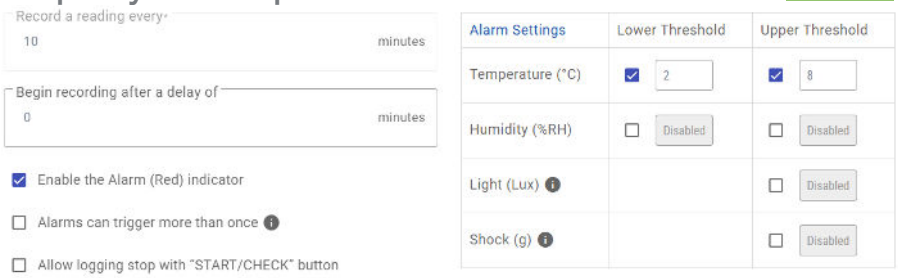


Figure 2: LT5GEO Profile Configuration Options

a. To set up who will be notified if alarms or notifications have been triggered, click the EDIT NOTIFICATIONS button.

b. Search and select who in your team will be your:

- Primary Coordinator (maximum 1)
- Secondary Coordinator(s)
- Emergency Coordinator(s)

c. Select which Coordinator type is to be notified for which alarm under **NOTIFY WHO** and how they are to be notified under **NOTIFY VIA**.

d. When you are happy with your profiles settings, click the CREATE SHIPMENT button. Your shipment has been created!

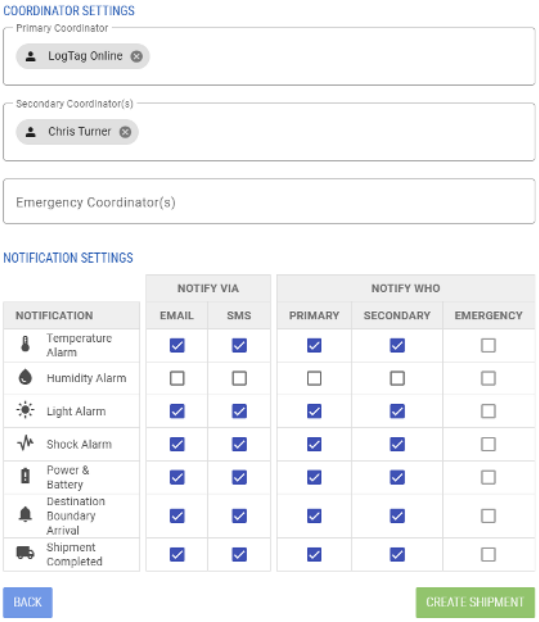


Figure 3: Notification Options

TIP: To be notified when your logger is within your set Destination Boundary, enable Destination Boundary Arrival Notification during configuration.

Operation (continued)

3. Starting Your Logger

Press and hold the **Start/Check** button for 4 seconds. The green OK LED will turn on. When the red and green OK LEDs flash in an alternating pattern, you can release the **Start/Check** button.

Once you complete step 2, your logger will:

- Record environmental and positioning data
- Connect to LogTag® Online and request its configuration settings
- Transmit data to your LogTag® Online account

The green LED blinks every 4 seconds to confirm that the logger is recording.

Accessing Your Data

4. Accessing In-Transit Data

You can access your loggers uploaded data through LogTag® Online, even while the logger is still in-transit.

Note: The first connection to LogTag® Online requires the logger to register with your local carrier network. This can take time and delay the first data upload.

If an alarm threshold has been exceeded, the LT5GEO will instantly trigger an upload to LogTag® Online, regardless of the upload interval. This ensures that you will be notified with instant alerts if an alarm has been triggered.

To view your data while the logger is still in transit, go to the **Shipments** tab, find your loggers shipment, and click on the shipment name to open the **Shipment Information** menu. Here you can see all the most recent data that has been uploaded to LogTag® Online, and the current status of the logger, including alerts, battery level, alarm status, and last recorded location.

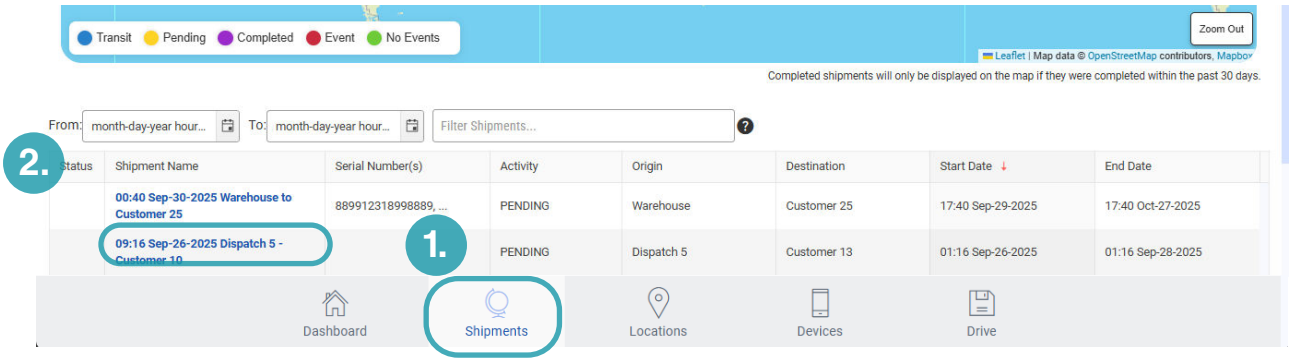


Figure 4: LogTag® Online Shipment Dashboard

Accessing Your Data (continued)

5. Completing a Shipment

Your LT5GEO will automatically complete the shipment two weeks after you have received your **Destination Boundary Arrival Notification.** If you want to stop your logger recording before then, you can complete the shipment manually.

a. In the **Shipments** tab, click on the name of your shipment to open the **Shipment Information** menu. Check the **Chart**, and **Report** sections to ensure that all the data you are expecting is there.

b. Once you are sure that you have all the required data, click COMPLETE SHIPMENT You will see a warning pop up to remind you to check that you have all your data before completing the shipment.

c. If you don't have all of your required data, retrieve the logger from your shipment and press the **Start/Check** button for 1 second. The green OK LED will light up for 3 seconds when the logger is transmitting your data. Check your LogTag® Online account for your remaining data.

d. When you are sure that you have all your required data, click COMPLETE SHIPMENT in the **Shipment Information** menu.

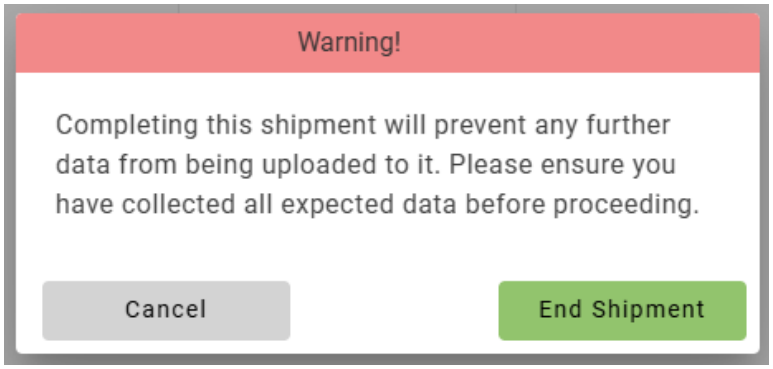


Figure 5: LogTag® Online Complete Shipment Warning

6. Downloading Reports

Click the shipment name to open the **Shipment Information** menu.

To download a PDF report, click **Report,** then **Shipment Summary (PDF)** to view a preview of the first page of a shipment report. You can change the date range for the charts included in chart within the report. The Alarm status and statistics will not change. When you are happy with the preview, click Download PDF to generate your PDF report. CSV reports can also be generated in the **Chart** menu.

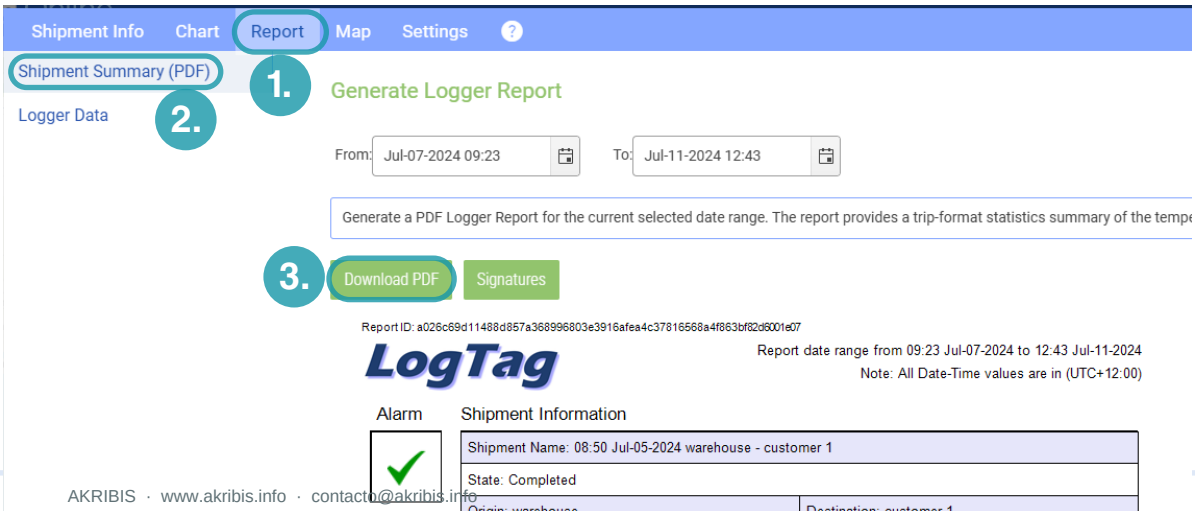


Figure 6: LogTag® Online Report Section

Common Questions

Q. I can't see the Shipments tab in my LogTag® Online account. What do I do?

A. This means you have a **VFC User** profile type. To change it, the profile owner will need to click on their name, go to **Manage Team**, select **Team**, then change the **TEAM PROFILE** type to **Transit User** or **General User**.

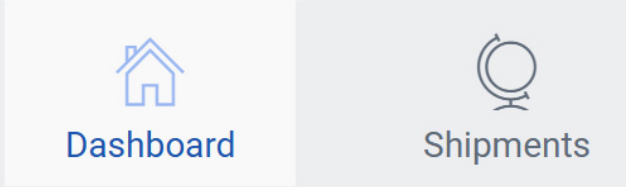


Figure 7: Dashboard and Shipment Tab Icons in LogTag® Online

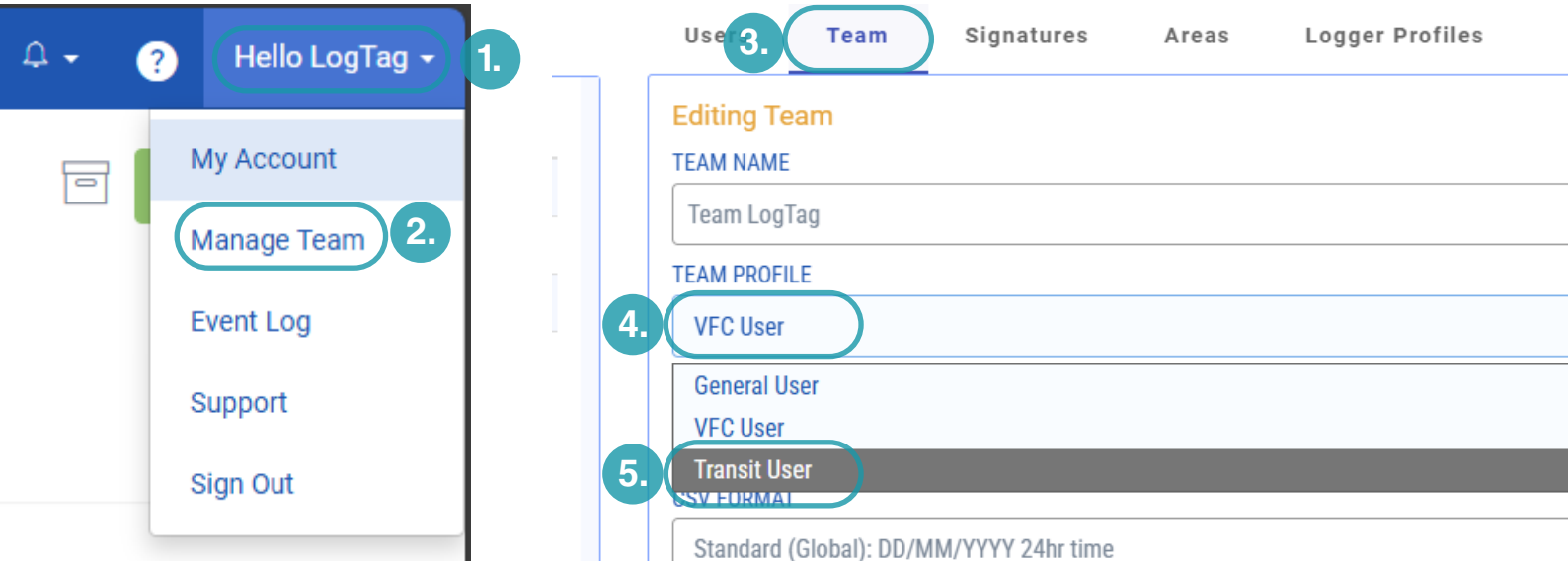


Figure 8: Steps to Change Team Profile Type to Transit User

Q. My logger ran low on battery while it was in transit. Now it has arrived, how do I get my data?

A. Plug your logger into a wall socket charger and charge overnight. When the red Alert LED lights up, the logger is charging. Once the logger is charged, press the **Start/Check** button to force an upload. The green OK LED light will indicate a successful data upload. Your data will be available in LogTag® Online shortly.

If only the red ALERT LED lights up, this means that the logger was unable to connect to LogTag® Online. Go to **https://lt.help/lt5geo/download/** in your PC's browser and follow the on screen instructions. This requires you to connect the logger to a PC and download a small program that can extract the data from the LT5GEO and upload it to LogTag® Online via your internet connection.

Common Questions

Q. What do the LED status indicators on the LT5GEO mean?

A.

Green OK LED	Red Alert LED	Visual	Indicates
Logger State: Recording			
1 blink every 4 seconds		- - - -	Logging normally
1 blink every 8 seconds		- -	Logging stopped, data to be uploaded
	1 blink every 4 seconds	- - - -	Logging, alarm triggered
	1 blink every 8 seconds	- -	Logging stopped, alarm triggered, data to be uploaded
Action: Press the Start/Check button for 1 second			
Solid for 3 seconds		— —	Battery OK, logging normally
	Solid for 3 seconds	— —	Logger is recording, battery level is not sufficient to upload data to LogTag® Online
Flashing		- - - - -	Battery OK, last upload attempt was unsuccessful. Transmission will resume at next upload interval
	Flashing	- - - - -	Logger recording, battery level not sufficient to upload data to LogTag® Online, the last upload attempt was unsuccessful
Logger State: Stopped or Standby			
Solid		—	Connected to power, charging complete
	Solid	—	Connected to power, charging

Q. Having trouble navigating LogTag® Online?

A. Look for the **?** at the top right of your screen when logged in to LogTag® Online. This will open the searchable **Help** menu that provides answers to common questions.

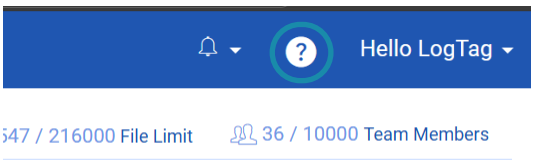


Figure 11: Help menu location in LogTag® Online

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