Getting Started

This guide helps you understand and implement Logmore solutions to ensure the best condition monitoring for your shipments.

Contents

Logmore

Phase 1:

Set up your Logmore Cloud account

1 - Follow the instructions found in a setup email you've received from Logmore.

2 - **Verify your email address** by clicking the link in a follow-up email.

3 - **Log in** to web.logmore.com to create your first team. This step is essential to link the loggers to your account.

4 - **Go to** Settings in the top-right menu — Teams — +Create a new team. **Enter** your team's name.

5 - In Settings — Account, you can **set your timezone** and **preferred temperature unit.**
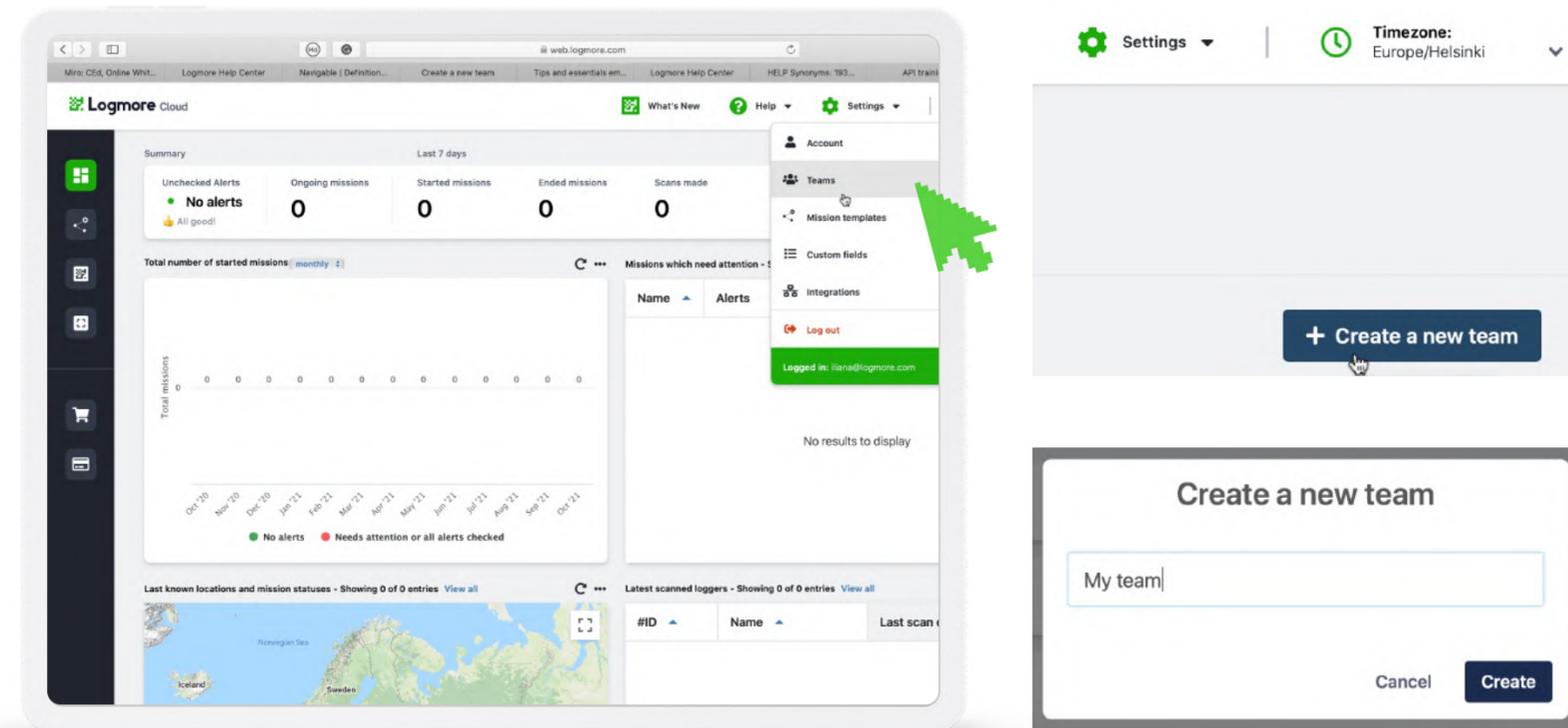
Phase 2:

Activate the logger

1 - **Activate** the loggers once you have received them.

2 - **Press** the multi-use button on the top right corner.

3 - When you see a QR code filling the screen, the logger is activated and starts recording data.
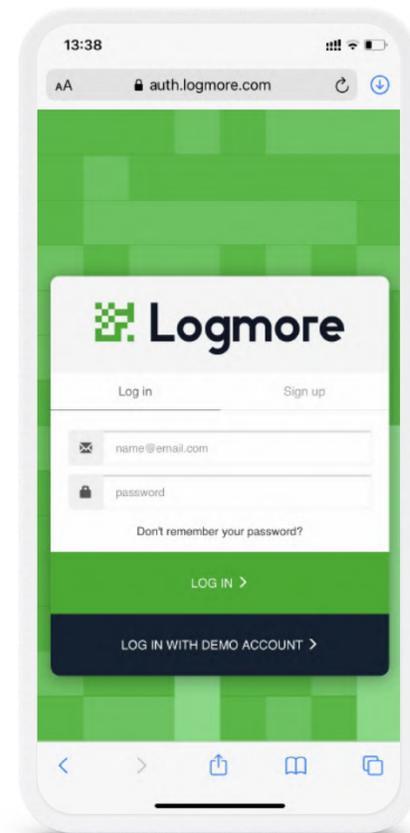

Multi-use
button

Phase 3:

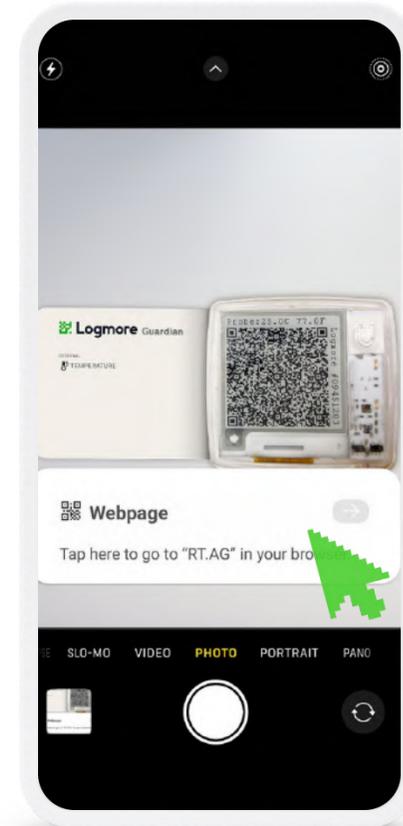# Scan and link the logger to your team

This step is optional if your loggers have already been connected to your Logmore account by the admin.

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1 - **Log in** to your Logmore Cloud account on your phone at web.logmore.com.

2 - **Scan the dynamic QR code** with your smartphone's camera.

Some Android   models might require an app to scan QR codes. We recommend using our free **Logmore QR Scanner App**.
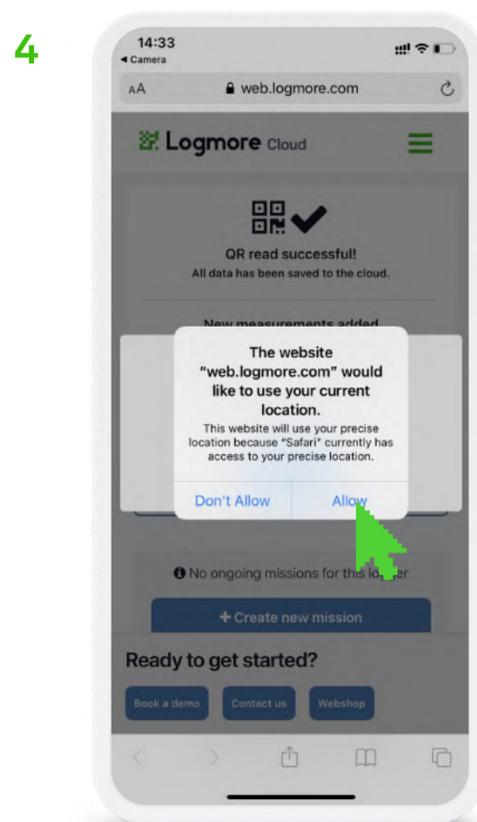
3 - **Press the notification link** that appeared on your screen once the logger had been scanned.
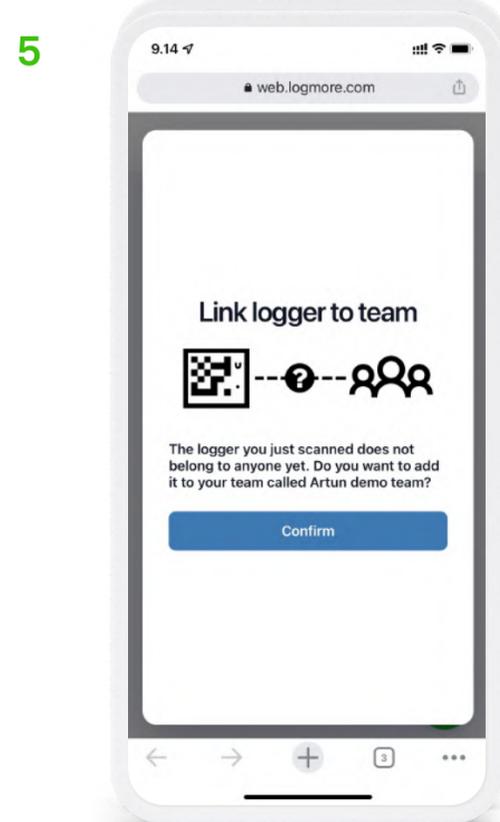
This step will look different on iOS and Android devices.

Phase 4:

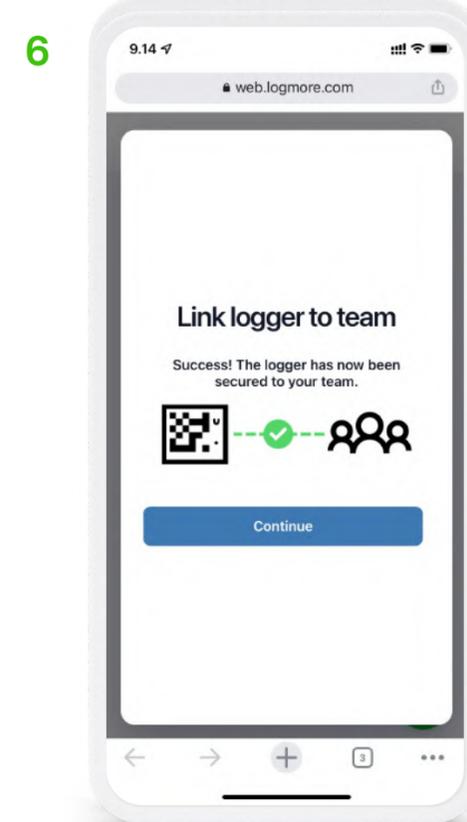# Scan and link the logger to your team

This step is optional if your loggers have already been connected to your Logmore account by the admin.

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4- **Allow your phone to share location** when asked.

5 - **Add** the logger to the team you've created.

6- **Press continue**.
The first logger is connected to your account!

Connect all other loggers to your team in the same way.

Phase 1:

Attach the logger

General instructions

Attach the logger to a clean and dry surface.

The logger **can be placed outside or inside** the parcel or pallet (check sensor-specific cases below).

The logger comes with an **adhesive sticker.** Peel off the wrap on the back of the logger.

Attach this adhesive sticker to the parcel. Press the logger firmly against the surface. Keep in mind that the sticker is strong, and detaching the logger might be difficult.

The sticker can be used **only once.** For subsequent shipments, you can attach the logger with a **magnet.**

Placement on a parcel

Placement on a pallet

Placement on a flap of a parcel

Phase 2:

Attach the logger

Sensor-specific cases*

If you monitor the **temperature with an external probe, place only the probe close to the monitored item.** Make sure the logger itself is not kept in extreme temperature (e.g., in dry ice) as it leads to the logger's malfunctioning.

For monitoring **shocks**, attach the logger to the monitored target itself, not to the packaging.

If you monitor **humidity**, the logger needs to be inside the monitored space, whether it's an envelope or box.

* The logger's sensors are listed on a white wrap around it, if intact. You can also check the Logger information in the Cloud. Access it by finding the logger on your Loggers list or by scanning the logger and clicking View logger.
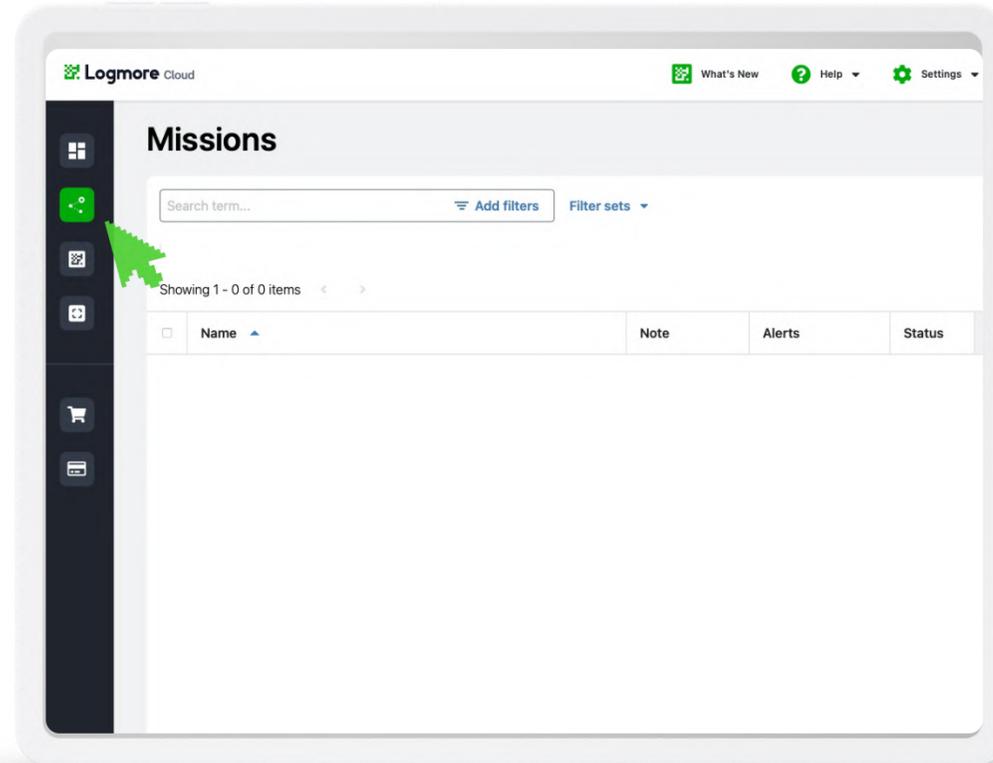

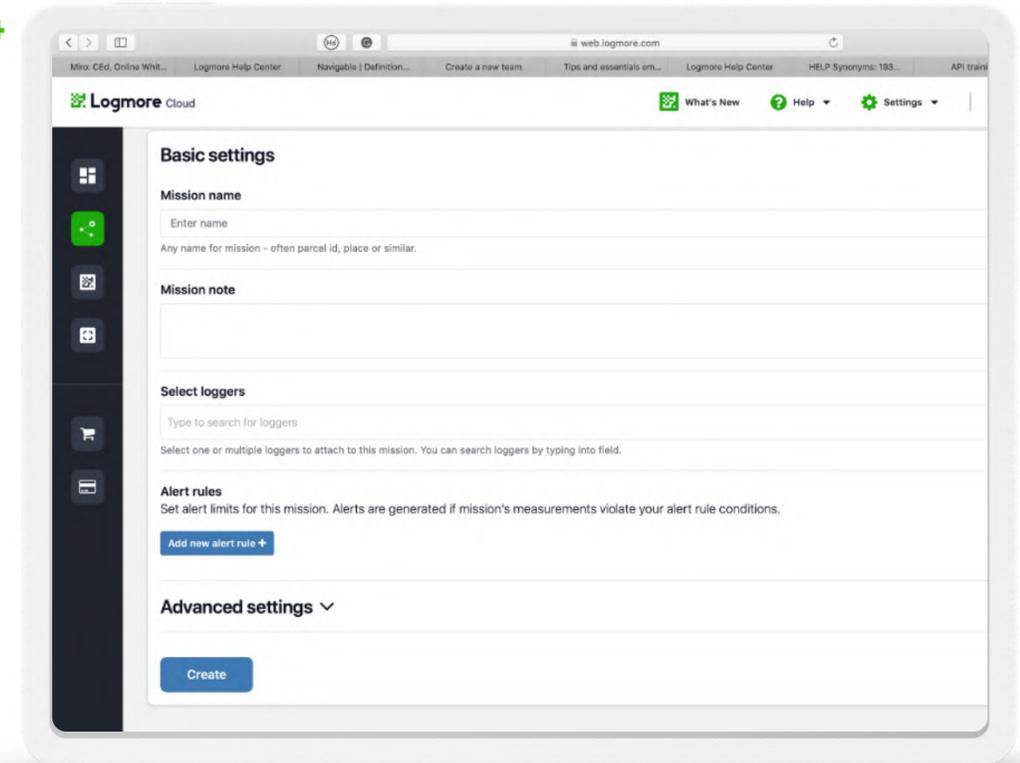Placement of a logger with an external probe

Phase 1:

Start the Shipment: Create a Mission

A Mission is a name for a shipment monitored by one or several loggers. It helps you single out data collected by a logger within a defined timeframe.

1-2

3-4

1 - **Go** to the **Missions** page
(found on the left panel in Logmore Cloud)
or scan the logger.

2 - **Click +New mission**.
Choose to continue without a template.

3 - **Enter Mission name**. It can be the
shipment's ID. Add any notes related to
the shipment in the Mission note section.

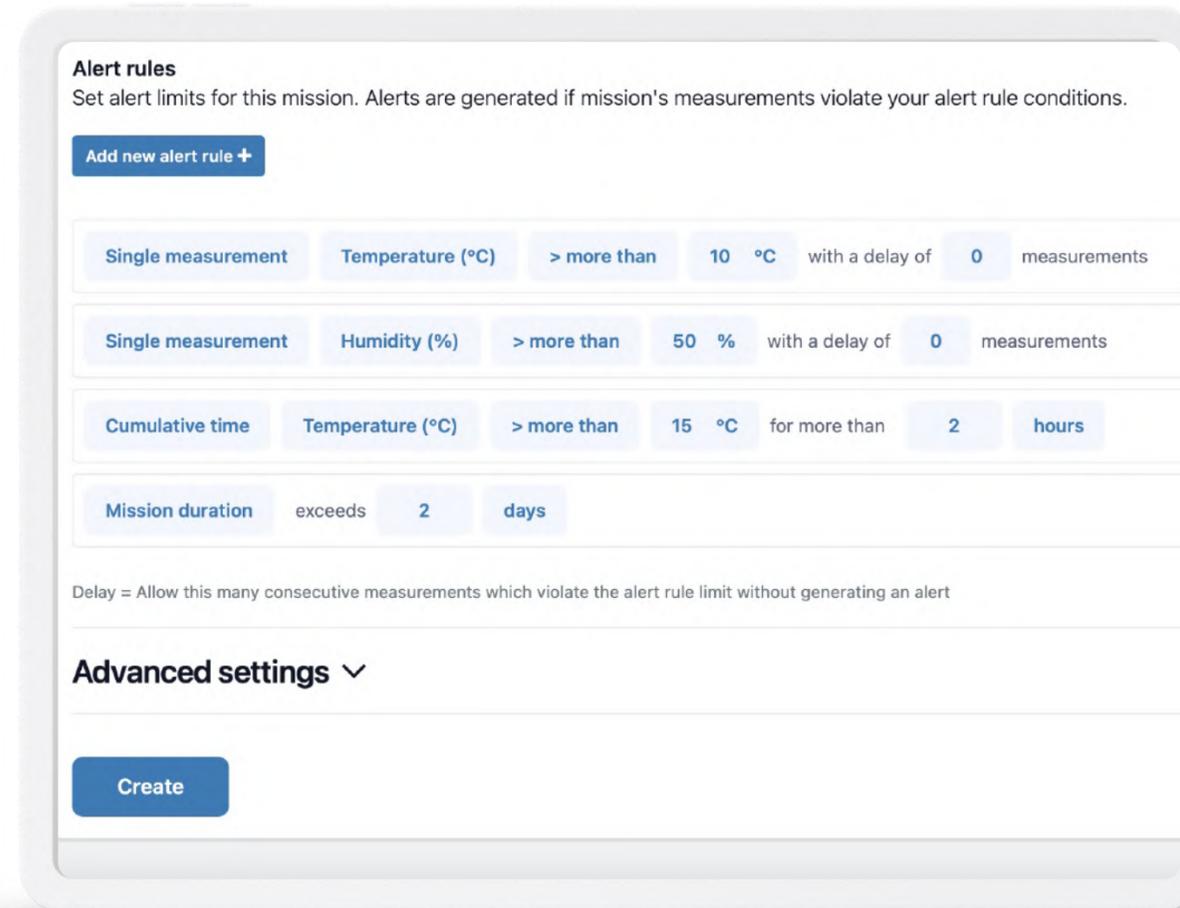**4-** **Select loggers** (one or several)
to be linked with this Mission.

Contents First steps Attaching loggers **Using missions** End of shipment Data missing? Further tips

Logmore

Define Alert rules in the Mission

Alerts help you instantly recognize unacceptable conditions after scanning the logger and when reviewing the data on the shipment in the Cloud. The parameters of the alert rules depend on the logger's sensors and your monitoring needs.

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5 - Add Alert rules for Temperature, Probe temperature, Light, Humidity, and Shock depending on your needs and sensors available.

Create an alert for a Single measurement if you want to receive a notification every time this particular condition is violated.

Set an alert for a Mission duration to receive a notification when the shipment has lasted for more than a specified period in days, hours, or minutes.

Cumulative time alert tracks the total time the rule is violated during the mission. The alert is triggered when the conditions are continuously violated for longer than an acceptable period in days, hours, or minutes.

Phase 3:

Finalize the Mission

6-11
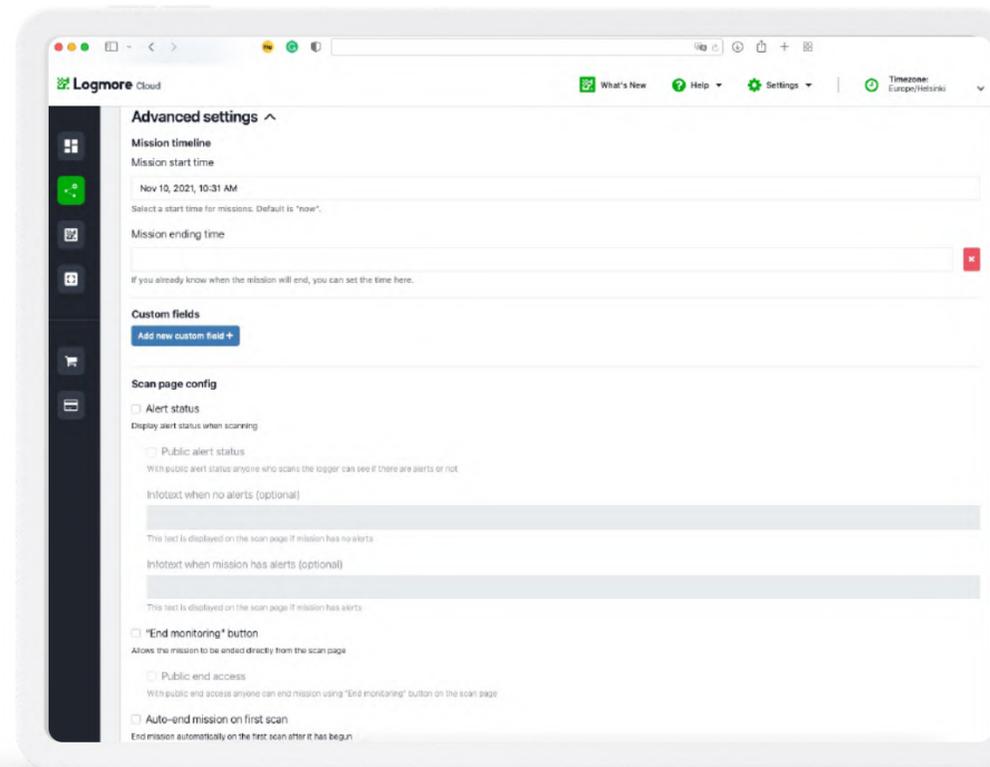
6 - Go to Advanced settings. Modify Mission timeline, if needed. You can set the start and ending times in the past or future.

7 - Configure the scan page view. Check Alert status to display alert or no alert status on the smartphone's screen after scanning.

8 - Add notes and instructions that will appear together with the alert status.

9 - Check "End monitoring" button to enable mission ending from the scan page. Configure the mission to end automatically upon the first scan, if needed.

10 - Configure access and permissions. Allow only selected teams or anyone to edit and view the mission, comment, and end monitoring.

11 - Press Create.

Phase 1:

End of shipment

Receive the shipment and upload data

You can scan the logger to upload the data on the Cloud several times during a mission. It all depends on your needs.

It is **crucial to scan the logger** when the shipment is over in order to upload all the data to the Cloud. **Only then** will you see if the conditions during the shipment were acceptable or not.
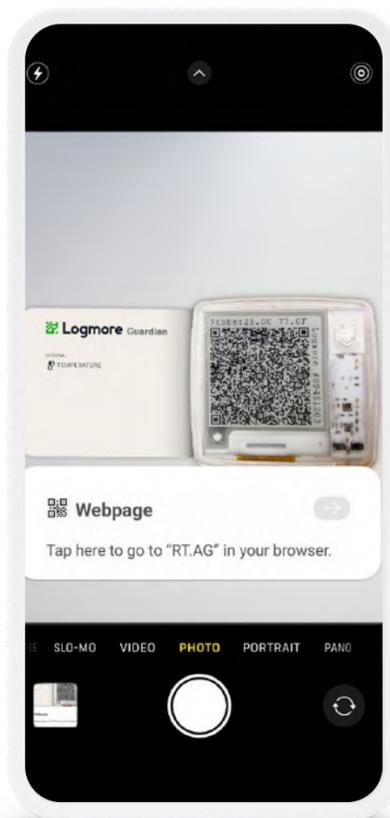
Scan the logger with your phone, **press** the notification link, and **allow** your phone to share the location.

Done! All the data collected by the logger is now in the Cloud. Triggered alerts are visible on the Missions page in the Cloud.
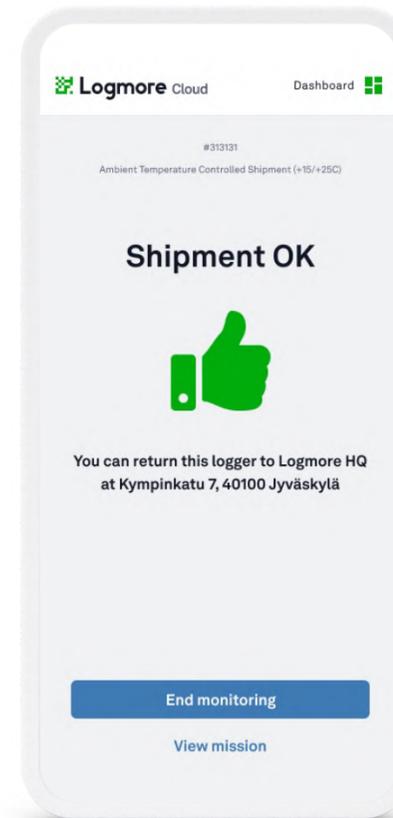
If the conditions are satisfactory, there will be a **thumbs up** on the screen.

If the shipment needs attention, you will see an **alert notification**.

Note that these scan page views appear only if selected in the Mission and Mission template settings.
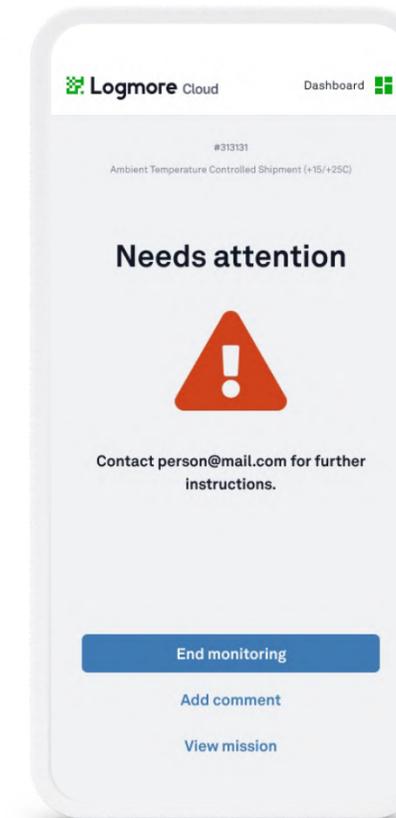
Phase 2:

End of shipment

End the mission

Depending on the settings, you can end the mission in several ways.

- For missions with an "End monitoring" button, anyone or selected teams can end the mission by clicking End monitoring after scanning.

- **Mission ends on a specific date** if specified when creating the mission.

- The mission ends upon the first scan if you **turn on this feature** when creating the mission.

- **For ending the mission in the Cloud,** go to Missions, find the mission in question, and press End mission.

Phase 1:

Access and scan history QR Codes

Depending on the conditions, a single Logmore QR code can store around **1700** measurements. Once this limit is reached, a history QR code is created to store your data safely. The logger continues recording all the incoming measurements in a new QR code.

- If there are measurements missing for a certain period in Logmore Cloud, check for history QR codes.
- **Click** the multi-use button twice.
- History #01 QR code has appeared on the screen.
- **Scan** the QR code and **click the notification link** to upload the data to the Cloud.

press **twice**
and **scan**
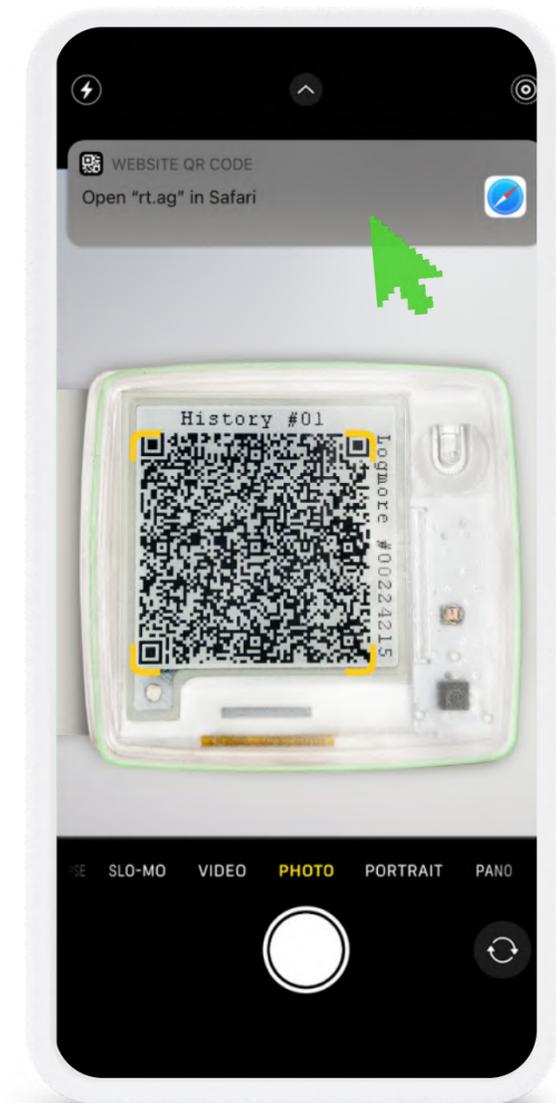
Phase 2:

Access and scan history QR Codes

press **once** and scan

press **once** and scan

press **once**

- **Click** the multi-use button **once** to access the next History QR code.

- **Scan** the QR code and **click** the link to upload the data.

- **Repeat** the operation until all the History QR codes are scanned.

- When you see End of history. Returning live on the logger, **press** the multi-function button **once**. The logger returns to the normal screen view.
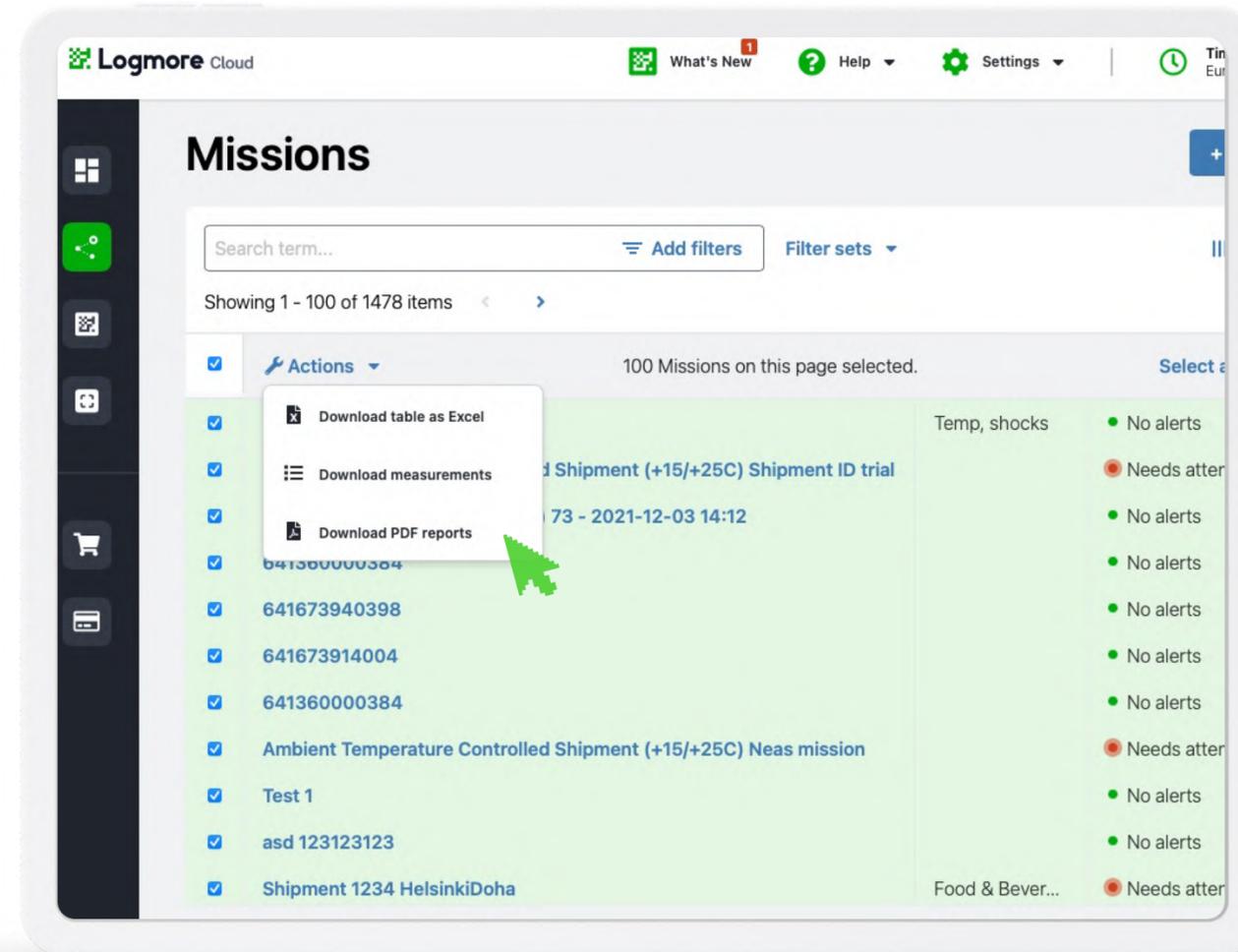
Logmore

Analyze missions and alerts

On the Logmore **Cloud,** Dashboard **gives you an overview of** all the missions and alert notifications.

The Missions page shows all the ongoing and ended missions linked to your account.

- **Filter** Missions based on timeline, alert status, or data status.

- **Click** Columns **to modify the types of data shown** in the table.

- **Click** on the individual Mission to modify its settings and review the data linked to it**.**

**To download PDF reports or spreadsheets with measurements for several Missions:**

- **Select all or several Missions** from the list and **choose** Actions.

- **Select the right format** and **add emails** of the recipients.

- An email from Logmore Notifications with a download link will come in a few minutes.

Logmore

Phase 2:

Analyze missions and alerts

The Loggers page shows loggers connected to your account.

- **Filter** them based on access, status, and the date and location of the last scan.

- **Click** on an individual logger to open the logger's page. It shows the ongoing mission (if there is one), latest measurements, and measurement history.

- **Change** the logger's measurement interval and other configurations from the same page, if needed.
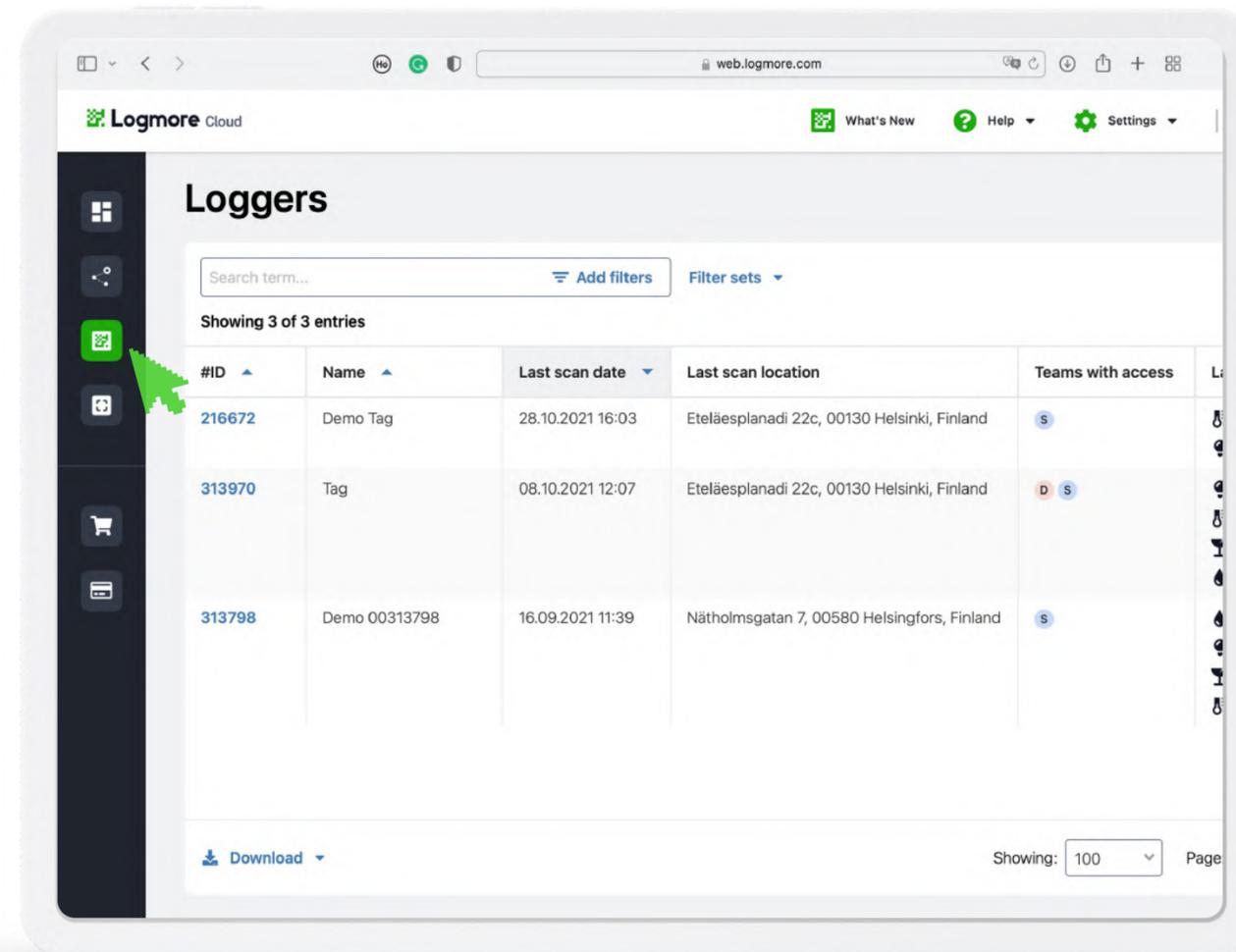
Phase 1:

Manage your teams in Logmore Cloud
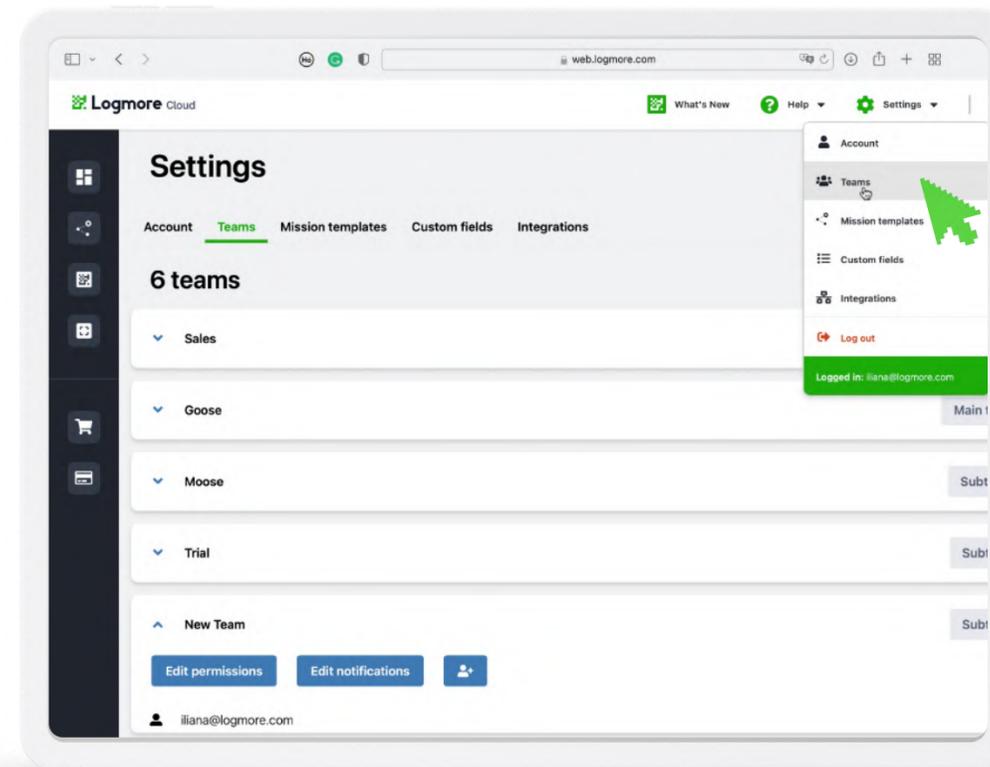
For more efficient and transparent team management, create several sub-teams and invite your colleagues.

- Go to Settings — Teams.

- You will see the Main team that you've created before. To create a sub-team, click +Create a new team.

- Enter the new team's name. Now the new team appeared on the list.

- Click on any of the teams to edit permissions and invite new team members.

- To invite new teammates, click on the Invite users button.

- Enter their email address. The recipient will get a link for account activation.

Phase 2:

Manage your teams in Logmore Cloud
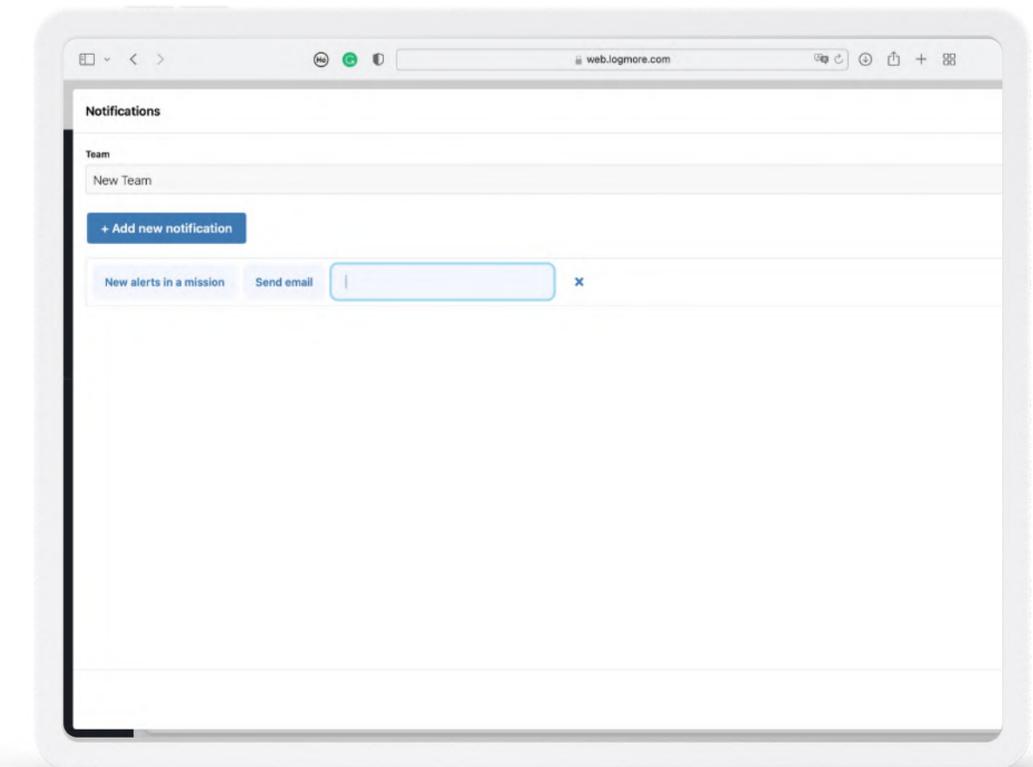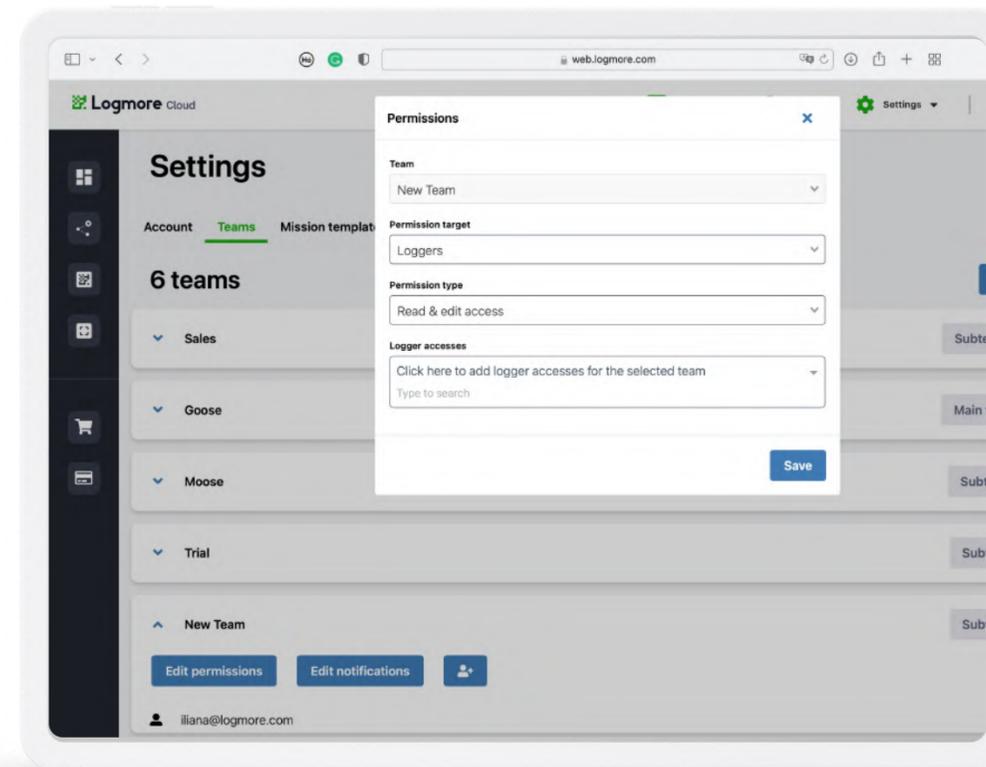
- In the Edit permissions, **configure** the team's access to the information on loggers and missions.

- **Narrow it down** to individual missions or loggers and **specify** if the team can edit or only read the data.

- In Edit notifications, **configure** if the team members are notified about the alerts via email.

- You can change these settings in the Cloud at any time.

Phase 1:

Create Mission templates

Mission templates help you quickly create Missions that follow the same alert rules and permission settings.

- **Log in** to your Logmore Cloud account. Click Settings — Mission templates.

- A list of available Mission templates will appear. **Click** +Create new.

- **Enter the Mission template's** Name. Use the type of goods or alert rules as a name.

- **Specify** the details in the Description.

- **Give access to the teams** that will use this Mission template.
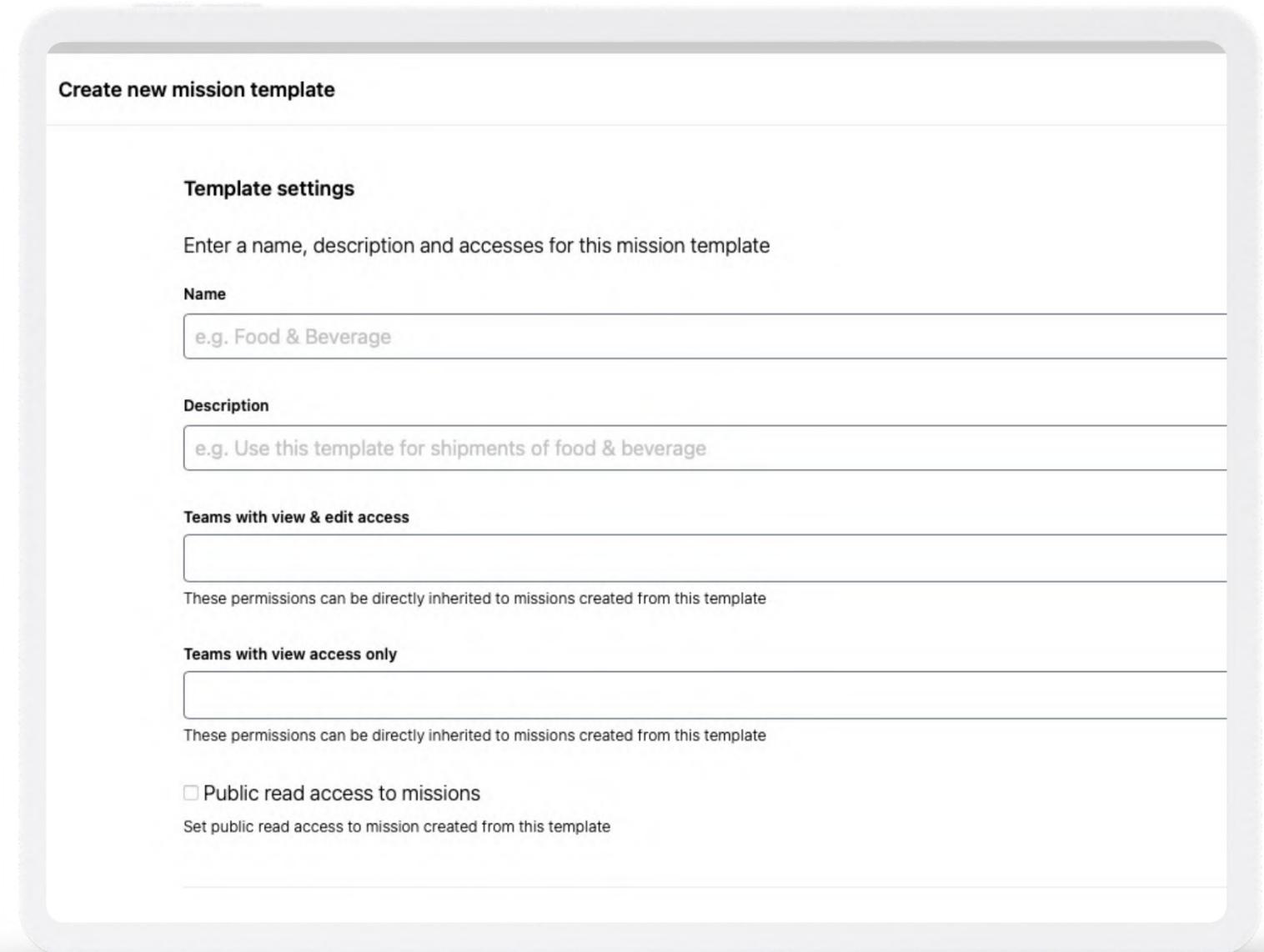
Create new mission template

Template settings

Enter a name, description and accesses for this mission template

Name

e.g. Food & Beverage

Description

e.g. Use this template for shipments of food & beverage

Teams with view & edit access

These permissions can be directly inherited to missions created from this template

Teams with view access only

These permissions can be directly inherited to missions created from this template

☐ Public read access to missions

Set public read access to mission created from this template

Phase 2:

Create Mission templates

- **Set up a mission name format** to be used for Missions created from this template. It can contain a title (e.g., Dry Ice Shipment) and custom fields that are automatically generated:

  {t} = **Timestamp.** When a Mission is created, this variable is replaced with the user's current time.

  {i} = **Incremental number.** This variable is replaced by a running number. Every time a Mission is created from this template, this number goes up.

  {x} = **User input.** Ask a user who creates a Mission to add mission name manually (e.g., shipment ID or destination).

- **Check the box** Ask for mission name to allow the user to add a mission name manually. In the mission naming guide, specify what information should be used as a Mission's name.

- **Ask the user to add further details** in Mission note. Check the box Ask for mission note.
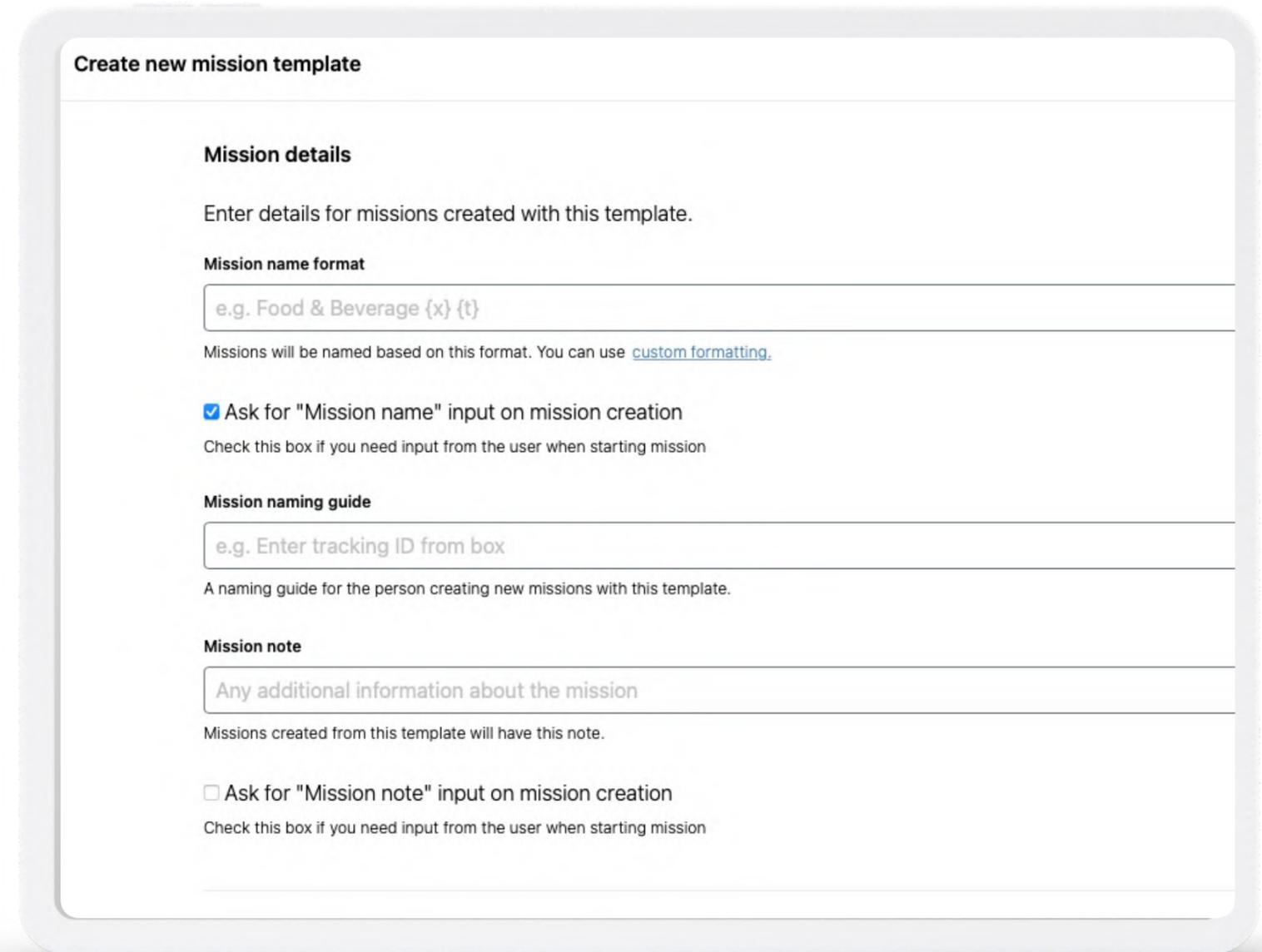
Create new mission template

Mission details

Enter details for missions created with this template.

Mission name format

e.g. Food & Beverage {x} {t}

Missions will be named based on this format. You can use custom formatting.

☑ Ask for "Mission name" input on mission creation

Check this box if you need input from the user when starting mission

Mission naming guide

e.g. Enter tracking ID from box

A naming guide for the person creating new missions with this template.

Mission note

Any additional information about the mission

Missions created from this template will have this note.

☐ Ask for "Mission note" input on mission creation

Check this box if you need input from the user when starting mission

Phase 3:

Create Mission templates

- **Set up the Scan page.** It defines the information shown on a smartphone after scanning: the status of the mission, alerts, additional notes, and a possibility to end monitoring after scanning.

- **Enable Auto-end** to end the mission after the first scan of the logger.

- **Check the box** to ask the recipient to input Mission start time when creating the mission.

- **Add** Alert rules to be used in missions created from this mission template. **Add** Custom fields (optional).

- **Click** Save mission template. Now you can **create Missions** with this template in a few clicks.
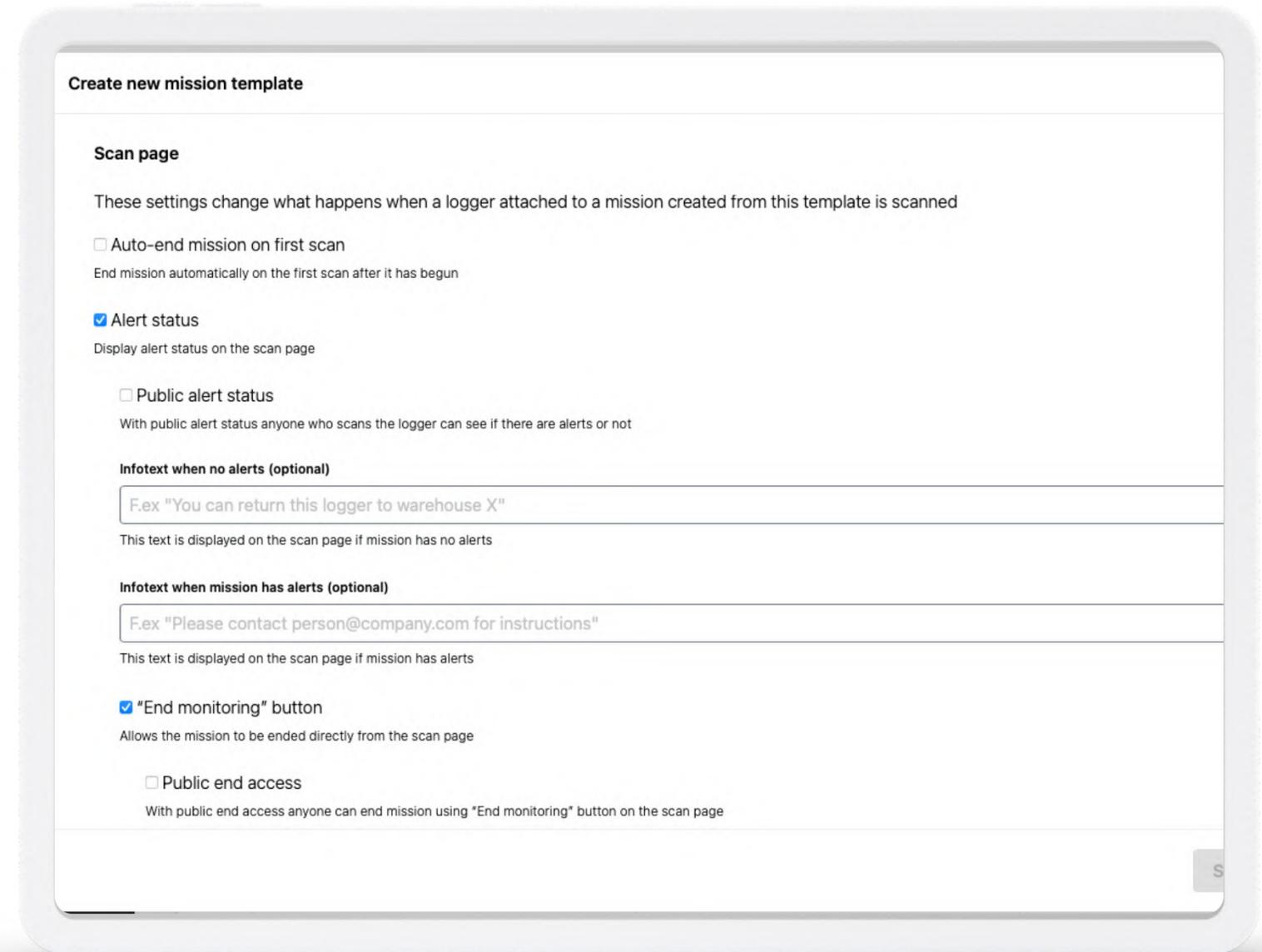
Create new mission template

Scan page

These settings change what happens when a logger attached to a mission created from this template is scanned

☐ Auto-end mission on first scan
End mission automatically on the first scan after it has begun

☑ Alert status
Display alert status on the scan page

☐ Public alert status
With public alert status anyone who scans the logger can see if there are alerts or not

Infotext when no alerts (optional)
F.ex "You can return this logger to warehouse X"
This text is displayed on the scan page if mission has no alerts

Infotext when mission has alerts (optional)
F.ex "Please contact person@company.com for instructions"
This text is displayed on the scan page if mission has alerts

☑ "End monitoring" button
Allows the mission to be ended directly from the scan page

☐ Public end access
With public end access anyone can end mission using "End monitoring" button on the scan page

Thank you

Further tips on

help.logmore.com

Inqueries

Check our Help Center
for further tips and
instructions.

Contact

support@logmore.com