



# FlashLink<sup>®</sup>

## Program Manager Software

For FlashLink Reusable Data Loggers



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## Support and Contacts

### **For Technical support:**

1-800-390-0804

[techsupport@deltatrak.com](mailto:techsupport@deltatrak.com)

### **For Sales and General Information:**

1-800-962-6776

### **Corporate Office:**

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P.O.Box 398

Pleasanton, CA 94566

Telephone: (925) 249-2250

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E-mail: [salesinfo@deltatrak.com](mailto:salesinfo@deltatrak.com)

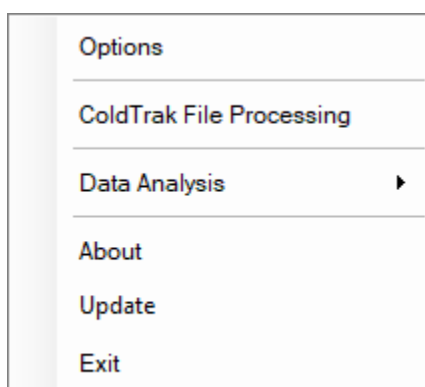
## Licensing

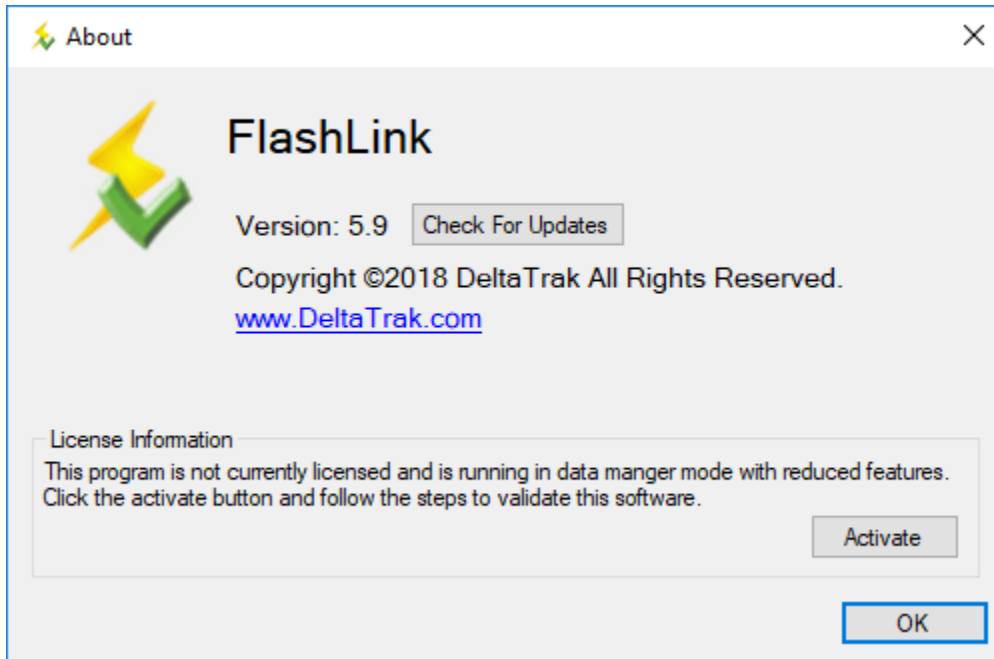
FlashLink needs to be licensed to activate its full features. Licensing is not necessary to download the data loggers and manage your data but if you have reusable loggers you will need to activate your software to access the programming features.

The program can be licensed by entering a DeltaTrak provided key or an activation file can be requested for off-line licensing.



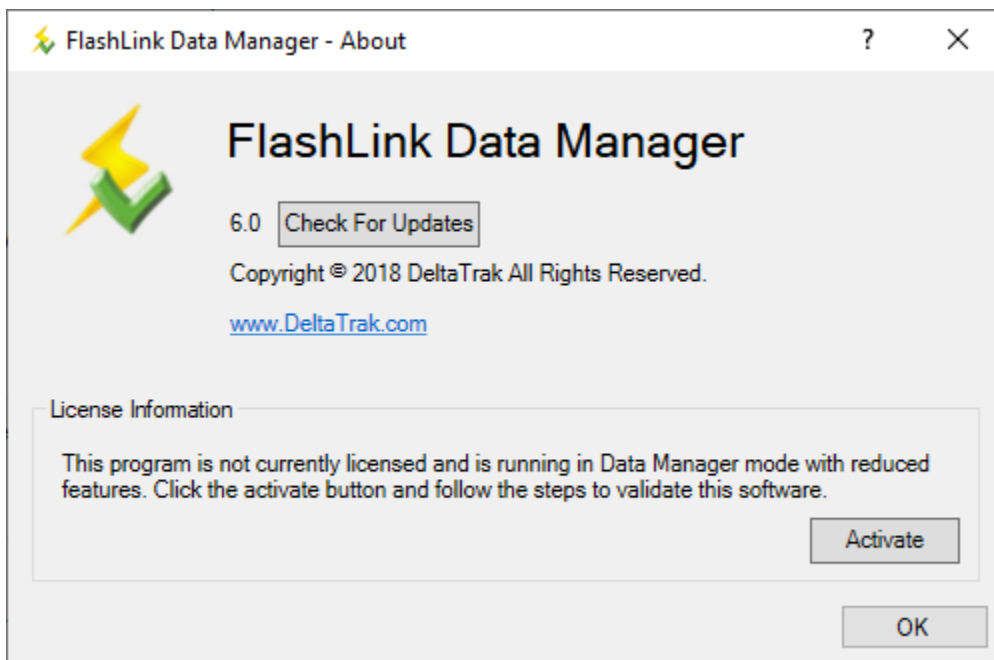
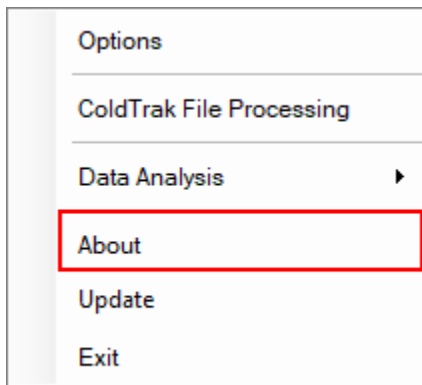
The Enter License screen will be displayed automatically after first installing the program or by going to About and checking your activation status.





## Activating


After you have received your key or file from DeltaTrak you can enter it in the Enter License screen. To access this screen navigate to the About screen from the main menu and press activate.



Simply enter your key or select your file and press activate to activate your program.

License ×

## Enter License



Please enter your license key or select the file given to you be support for offline activation. If you do not have a file or key you may register and support will contact you to provide you with one. Alternately you may skip registration but will not have access to FlashLink's full features.

Key  -  -

File



## Registering

To register for FlashLink and request a key you can press Register in the Enter License screen.



License

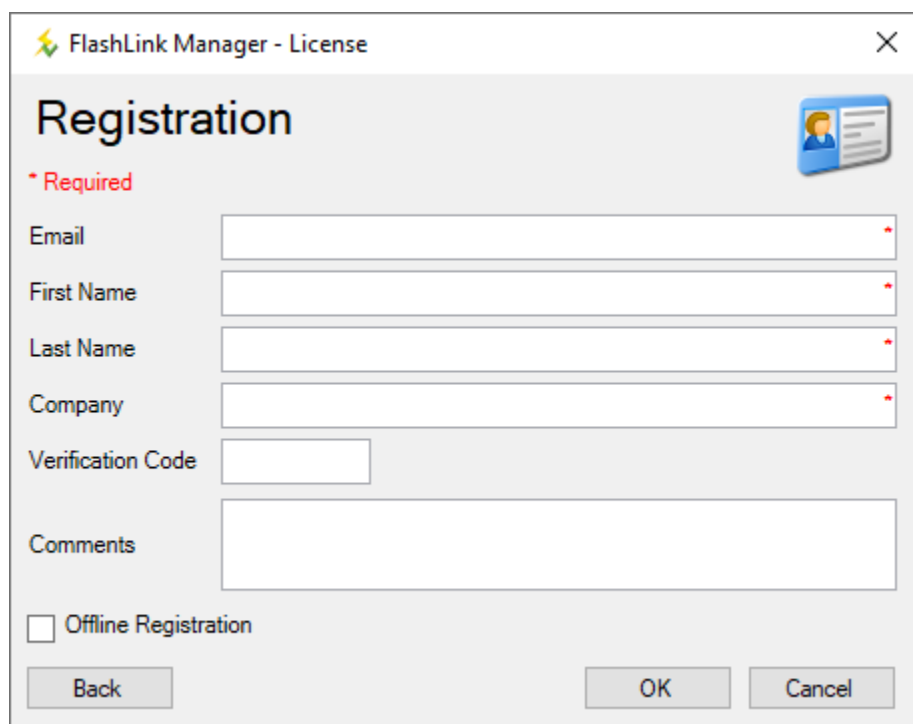
### Enter License

Please enter your license key or select the file given to you be support for offline activation. If you do not have a file or key you may register and support will contact you to provide you with one. Alternately you may skip registration but will not have access to FlashLink's full features.

Key  -  -

File

You will be prompted for your information before the request is sent to DeltaTrak.



FlashLink Manager - License

### Registration

\* Required

Email

First Name

Last Name

Company

Verification Code

Comments

Offline Registration

If you select Offline Registration you will see another screen that requests you send the registration file to

DeltaTrak directly by email. The program will save them in a temporary location for you to copy and email.

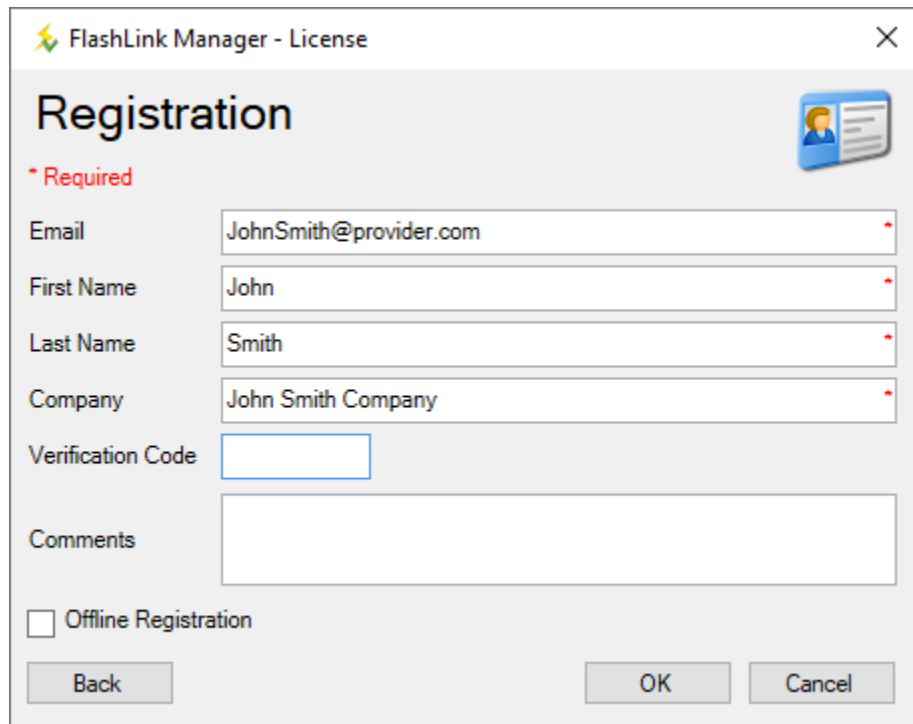
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## Offline Registration

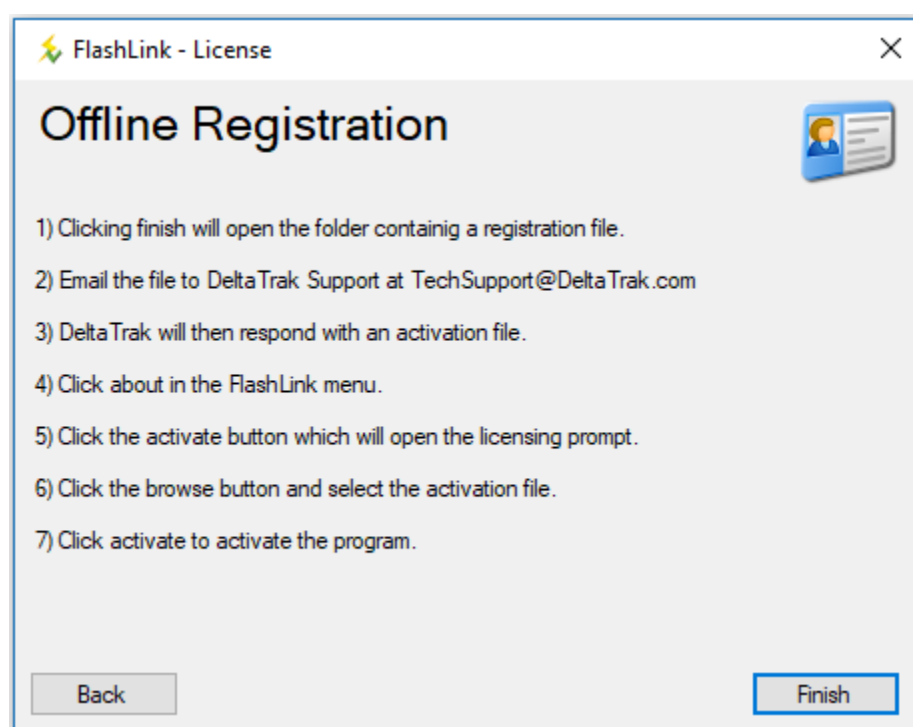
For registering offline.

1. Enter your information
2. Select the Offline Registration checkbox.
3. Click OK



The image shows a Windows dialog box titled "FlashLink Manager - License" with a close button (X) in the top right corner. The main heading is "Registration" with a small user icon to its right. Below the heading, there is a red asterisk and the word "Required". The form contains several input fields: "Email" with the value "JohnSmith@provider.com", "First Name" with "John", "Last Name" with "Smith", and "Company" with "John Smith Company". There is an empty "Verification Code" field and a larger empty "Comments" text area. At the bottom left, there is an unchecked checkbox labeled "Offline Registration". At the bottom, there are three buttons: "Back", "OK", and "Cancel".

Follow the instructions to activate your software offline.



The image shows a Windows dialog box titled "FlashLink - License" with a close button (X) in the top right corner. The main heading is "Offline Registration" with a small user icon to its right. Below the heading, there is a list of seven numbered instructions: 1) Clicking finish will open the folder containing a registration file. 2) Email the file to DeltaTrak Support at TechSupport@DeltaTrak.com 3) DeltaTrak will then respond with an activation file. 4) Click about in the FlashLink menu. 5) Click the activate button which will open the licensing prompt. 6) Click the browse button and select the activation file. 7) Click activate to activate the program. At the bottom left, there is a "Back" button. At the bottom right, there is a "Finish" button.



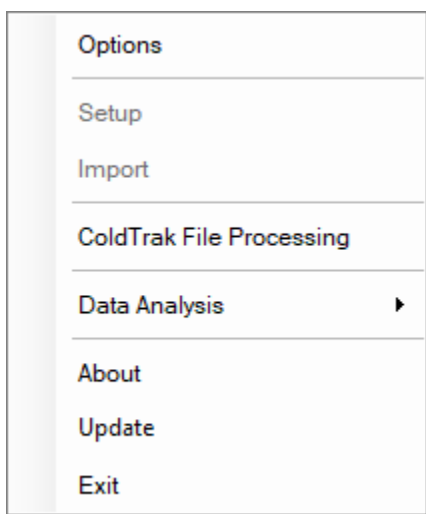
## Getting Started

### About FlashLink

FlashLink automatically creates an Adobe® PDF report file from the recorded data on any FlashLink data logger and stores it on your Windows PC. Once installed on your PC, FlashLink runs automatically when a logger is connected through the USB adapter. You can email or print the PDF report for permanent record-keeping.

### About the Menu (Standard Mode)

Right-click the FlashLink icon from your system tray to access the menu.






- **Options** allows you to customize your FlashLink including the display, file storage locations, and report appearance.
- **Setup** allows you to create and save logger configuration files that include the logging periods and intervals, and alarm thresholds.
- **Import** allows you to import and reuse a saved Setup configuration file.
- **ColdTRAK File Processing** allows you to send a list of data files to the ColdTRAK Server Database.
- **Exit** closes the FlashLink application.
- **About** displays the FlashLink software version and provides a link to Help.
- **Check For Updates** checks DeltaTrak server for available updates to FlashLink

### About the FlashLink Icon

The FlashLink icon is located in the system tray. The icon appearance depends on the [Operating Mode](#) option that you selected and if a logger is connected to FlashLink.

FlashLink Mode	Icon
----------------	------

Normal Mode (logger not connected)	
Normal Mode (logger connected)	
<a href="#">Demo Mode</a>	

---

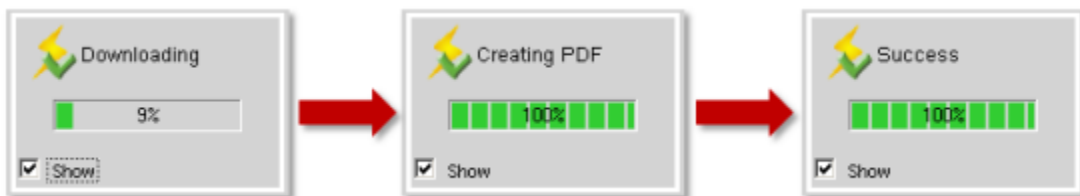
Copyright © 2018 DeltaTrak Inc.

## Generate a PDF Report

### Normal Mode (logger connected)

Reports generate automatically when FlashLink is connected to a logger through the USB adapter.

During downloading a popup window displays the PDF report progress in the center of the screen.



## Demo Mode

Use **Demo Mode** to run and test FlashLink without a logger connected to your PC's USB port. From **Demo Mode** you can simulate a logger connection and run all of the FlashLink applications including:

- Settings General, Regional, and Report Options.
- Configuring Logger Setup.
- Generating PDF Reports based on previously recorded data of a sample logger.

When FlashLink is in **Demo Mode**, the tray icon appears as .

### ***Set FlashLink to Demo Mode***

1. Click the [Display](#) tab from the [General Options](#) screen.
2. Set the [Operating Mode](#) to **Demo**.
3. Click **OK**.
4. The FlashLink **Demo Mode** icon appears in the tray.

### ***Generate a PDF Report from Demo Mode***

1. Left-click the FlashLink **Demo Mode** tray icon.
2. A report automatically generates.

Please note that [21CFR Options](#) and 21CFR features are not available in **Demo Mode**



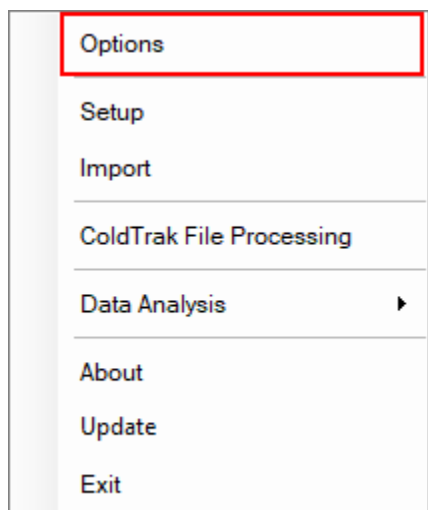
## Options

**Options** allows you to customize FlashLink using the following screens:

- [General Options](#)
- [Regional Options](#)
- [Report Options](#)
- [ColdTrak Options](#)
- [21CFR Options](#)

### ***Access Options***

1. Right-click the FlashLink tray icon.



2. Left-click **Options**.
3. To save and exit from any **Options** screen, click **OK**.

## General Options

**General Options** allows you to configure FlashLink options for:

- [Data File Storage](#)
- [Display](#)
- [Logger](#)
- [Updates](#)

To access **General Options**, click the **General Options** icon:



## Storage

Use **Storage** to store your PDF and Logger configuration (CFG) files in separate data folders on your computer. By default, the data folders are stored in "My Documents\FlashLink"; however, you have the option to store the folders in another location.

### *Change the Data Folder Location*

1. Click the **Storage** tab from the General Options screen.
2. Click **Browse** and choose a new storage location on your computer.
3. Click **OK** from the **Browse** window.

## Display

Use **Display** to define the following FlashLink display options:

- **Help** select to display tool tips on the FlashLink screens.
- **Text Encoding** select ASCII or Unicode as the text encoding data tag format for writing to, or receiving data from, the logger.  
**Note:** The first data tag is 14 bytes ASCII and all other data tags are 30 bytes. The Unicode format cuts the maximum data tag length in half.
- **Operating Mode** select to run FlashLink in Normal logger communication mode or in Demo logger simulation mode.
- **Inbound** select to enable Inbound Mode. When Inbound mode and ColdTrak option are enabled FlashLink will link to ColdTrak Data Central and synchronize the data tags for loggers that have been registered on TagIt. In order to use Inbound mode you must have an active account on ColdTrak Data Central and be registered as an Inbound Receiver. [Contact a DeltaTrak Sales Representative for more information](#)
- **Startup** select to enable the program to automatically run when Windows starts.

### *Define the Display Options*

1. Click the **Display** tab from the General Options screen.
2. Click the **Help** check box to enable or disable FlashLink to **Show Help Tips**.
3. Set the **Text Encoding**:
  - ASCII
  - Unicode
4. Set the **Operating Mode**:
  - Normal
  - [Demo](#)
5. Click the **Inbound** check box to enable Inbound Mode
6. Set the **Startup** Option:
  - Automatic

## Logger Download Options

Use **Logger Download Options** to control the stopping of the logger on download:

- **Stop Logger After Download** set to automatically stop the logger when you download. If not enabled then logging will continue until Stop button is pressed and held for 3 seconds or the programmed logging period expires. Default setting is Enabled.

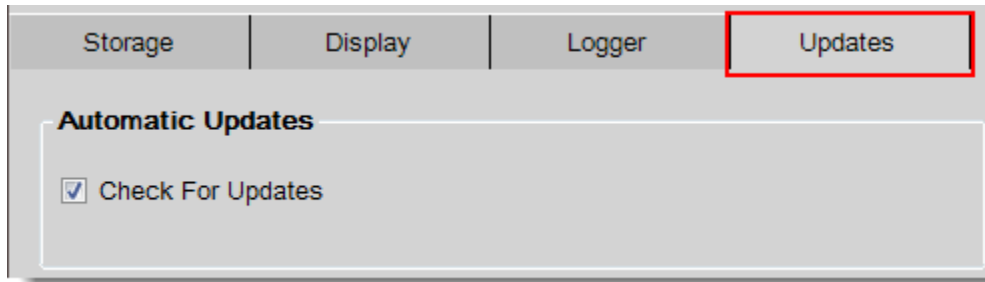
**Download**

Stop Logger After Download

## Automatic Updates Option

Use **Updates Options** to enable the program to automatically check for available program updates:

- **Automatic Updates** set to automatically check the deltatrak server for any available updates for the FlashLink program. When enabled the program will connect to the DeltaTrak secure server on the 1st, 7th, 14th, and 21st of every month and check if a newer version is available. If a newer version is available you will be given the option to install or not.



- **Manually check for updates** Right-click the FlashLink icon from your system tray to access the menu then select Check For Updates. Program will check the deltatrak server for any available updates for the FlashLink program. If a newer version is available you will be given the option to install or not.

## Regional Options

**Regional Options** allows you to configure the written language and time zone for your PDF report. After you change a language or time zone through **Regional Options** menu. The change becomes effective immediately after you select **OK** to close the Options menu.

Changing the time zone affects how the data recorded on the logger appears on your PDF reports. This option allows you to modify your reports to reflect your current time zone even if the logger collected data in a different time zone.

Changing the language immediately affects all FlashLink components including:

### The tray menu



### Application menus



## Reports

Alarm State :	<b>Fail</b>
High Alarm Limit :	41.0°F ( 5.0°C )
Low Alarm Limit :	35.0°F ( 1.7°C )
Total Time	
Above High Limit :	0 Days 6 Hrs 35 Mins
Below Low Limit :	0 Days 10 Hrs 38 Mins
Total Alarm Time :	0 Days 17 Hrs 13 Mins
MKT :	40.2°F ( 4.5°C )
Degree Minutes :	3220.8°F x Mins ( 1789.3°C x Mins )
Average Temp :	38.7°F ( 3.7°C )
Minimum Temp :	34.0°F ( 1.1°C ) @ 8/29/2012 4:47:32 PM
Maximum Temp :	63.0°F ( 17.2°C ) @ 8/30/2012 1:27:20 AM



报警状态 :	<b>失败</b>
报警上限 :	41.0°F ( 5.0°C )
报警下限 :	35.0°F ( 1.7°C )
总时间	
高于上限的数据 :	0 天 6 小时 35 分钟
低于下限的数据 :	0 天 10 小时 38 分钟
总报警时间 :	0 天 17 小时 13 分钟
平均动能温度 :	40.2°F ( 4.5°C )
度分钟值 :	3220.8°F x 分钟 ( 1789.3
平均温度 :	38.7°F ( 3.7°C )
最低温度 :	34.0°F ( 1.1°C ) @ 2012/
最高温度 :	63.0°F ( 17.2°C ) @ 2012/

### **Configure Regional Options**

1. Click the **Regional Options** icon.



2. Select one of the following **Language Option** from the drop-down menu:

- Chinese
- English
- French
- German
- Nederlands (Dutch)
- Japanese
- Spanish

3. Select a **Time Zone** from the drop-down menu.



## Report Options

**Report Options** allows you to configure your PDF report using the following screens:

- [General Report Options](#)
- [Alarm Zones](#)
- [Ignore Over Range Readings](#)

To access Report Options, click the **Report Options** icon:



## General Report Options

Use the **General** tab to configure the following PDF report graph appearance options:

- **Show Alarm Zones** select to enable or disable alarm zones from appearing on the graph.
- **Ignore Over Range Data** select to prevent over range data from being plotted on the graph.
- **Scale** select the primary temperature scale (Fahrenheit or Celsius) for the report. The report displays both scales; however, the primary scale appears as the initial reading. For example, "177.8°F (81.0°C)" appears when Fahrenheit is the primary scale. Also, the primary scale displays next to the graph's left vertical axis.
- **Absolute Base Time** select the time base calculation method (From configuration time) or (From download time).
- **Data Table** select to display and configure a data table that appears after the report graph and lists the report data points.
- **Show Waypoint Markers** select to display waypoint markers on graph as vertical lines. Waypoints are flags marking an event that are inserted by pressing and holding the Start button while logger is active. This feature must be enabled on the logger in the [Configuration](#). Logger will flash FLAG 3 times on the LCD display then show FLAG steady indicating the flag has been inserted. A maximum of 14 waypoint markers can be inserted. (Note: This feature is not available on all loggers.)
- **Excel Report** select to create Excel Report. If selected FlashLink will automatically create and open the Excel report instead of the PDF Report. PDF Report will still be saved but will not open automatically after a logger is downloaded.

### Configure the General Report Options

1. Click the **General** tab from the **Report Options** menu.
2. Click the **Show Alarm Zones** check box to enable or disable alarm zones on the graph.
3. Click the **Ignore Over Range Data** check box to enable or disable the plotting of over range data on the graph.
4. Set the report primary temperature **Scale**:
  - Fahrenheit
  - Celsius
5. Set the **Absolute Base Time**
  - **Configuration Time** Absolute time reference is taken from the configuration PC time. With this setting the actual data times will be calculated from the configuration time forward and are independent of the downloading PC time (This is the default setting).
  - **Download Time** Absolute time reference is taken from the downloading PC time. With this setting the actual data times will be calculated from the download time backward and are independent of the configuration PC time.
6. Click the **Show** check box to enable or disable the **Data Table**.
  - a. Click the **Shade Alarm Data** check box to enable or disable shading the table alarm points.

**Note:** **Data Table** readings at, or above, the High Alarm Limit set in the logger configuration [Alarm Options](#) are shaded in red. Readings at, or below, the Low Alarm

Limit are shaded in blue.

b. Set the **Alarm Data Only** check box to show:

- All data points (not checked).
- Only the alarm data points (checked).

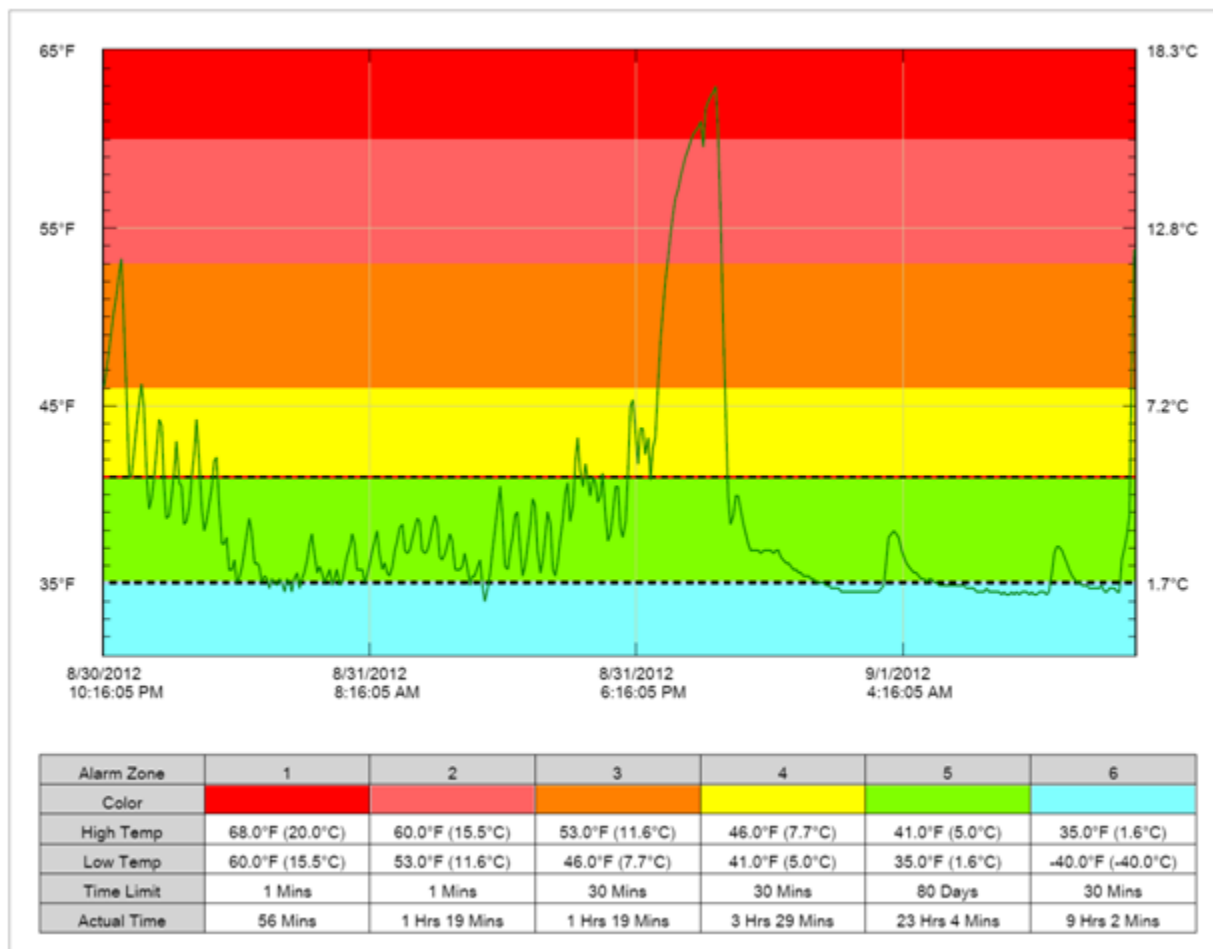
**Note:** When set to show only the alarm data points, the readings that did not meet or cross the High or Low Alarm Limits do not appear in the **Data Table**. Those data sequence numbers are not displayed in the table.

## Alarm Zones

Use **Alarm Zones** to define color-codes and thresholds for up to six alarm zones on the PDF report graph:

- **Color** define a color to distinguish each alarm zone on the PDF report graph.
- **Limits** set the high and low temperature thresholds for each alarm zone.
- **Time Limit** set the amount of time that a temperature must remain in the defined alarm zone limit for the alarm to appear on the graph.

The limits and colors defined for the **Alarm Zones** have no relation to the logger configuration High and Low Alarm Limits set in [Alarm Options](#), or to the color shading in the **Data Table**. The **Alarm Zones** provide you with a visual aid for displaying your PDF report graph data.



### Configure the Alarm Zones

**Note:** You must check the **Show Alarm Zones** check box on the **Report Options** [General](#) tab to configure the **Alarm Zones**.

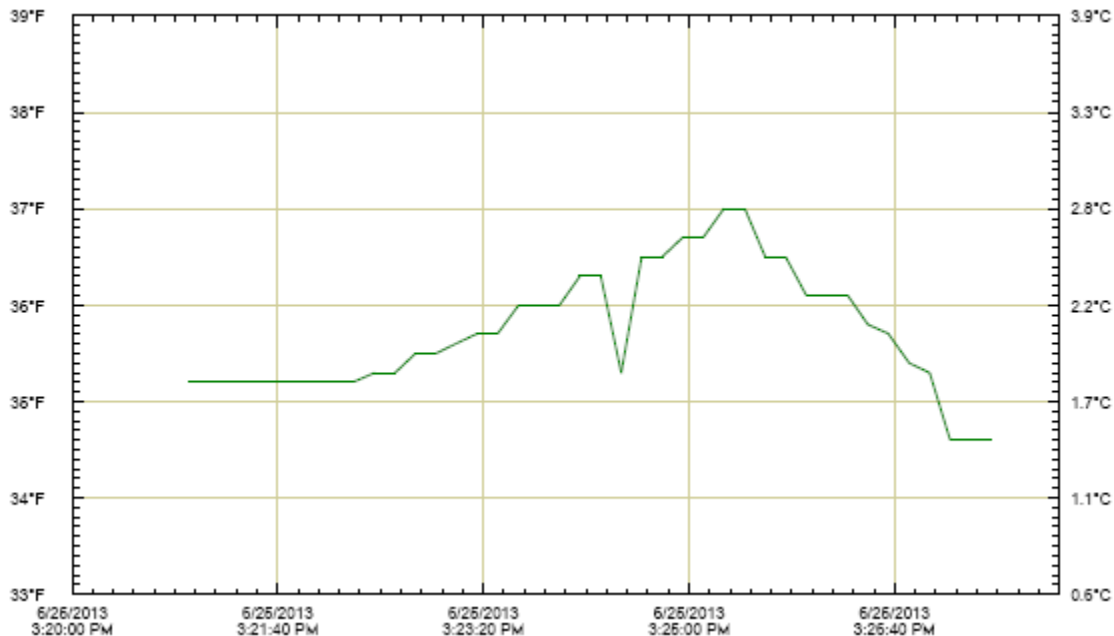
1. Click the **Alarm Zones** tab from the **Report Options** screen.
2. Click a tab to select a Zone (**Zone 1** through **Zone 6**).
3. Click the **Enabled** check box to enable or disable the selected zone.
4. Click **Select** to choose a **Color** from the Color Selector pop-up window.

- a. Select one of the **Basic colors** or click to **Define Custom Colors**.
  - b. Click **OK**.
5. Select the **High** and **Low** alarm temperature threshold **Limits**.
  6. Select the **Time Limit** by:
    - Days
    - Hours
    - Minutes
  7. If required, return to [Step 2](#) to configure another zone.

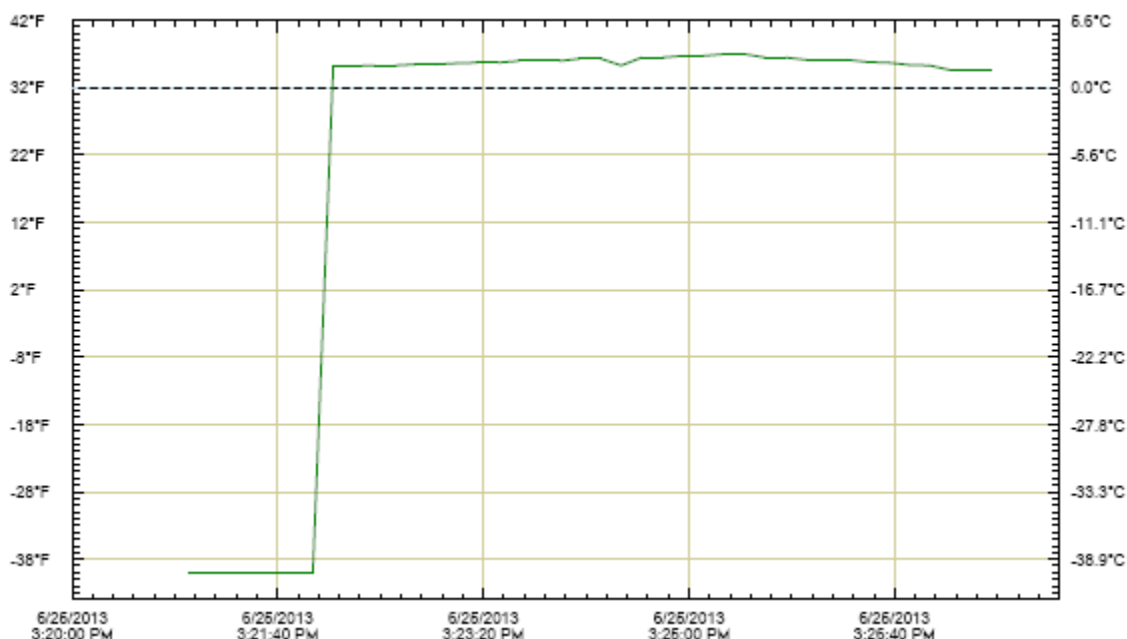
## Ignore Over Range Readings

**Ignore Over Range Readings** prevents readings that are above or below the maximum allowed values from being plotted on the graph. This is useful for loggers with a detachable sensor. When sensor is disconnected the reading will be over range but will not be plotted on the graph or used in any statistical analysis.

- **Ignore Over Range Reading** Reading that are over range will not be plotted on the graph as shown.



- **Show Over Range Reading** Reading that are over range will be plotted and will show as the Maximum or Minimum allowed value on the graph as shown.





## ColdTrak Options

Use **ColdTrak Options** to establish a connection to the ColdTrak database. When the connection is available the downloaded data is sent to the server for processing.

- **Enabled** when checked, enables the data tag screen and if Account Number is entered enables connection to the ColdTrak server.
- **Account Number** sets the ColdTrak account used for data access. Obtain this information from DeltaTrak Customer Service.
- **Sync Data Tables** enables reading of Shipper, Receiver and Product Information from the CT server database. The synchronization is unidirectional – from the server to the application. After exiting the Options view with "OK", Sync status window appears if Sync was not previously enabled.
- **Complete Data Tags Required** forces the completion of each data tag before data can be sent to the server.
- **Location** identifies the downloading location. This information is sent to the server along with the data.
- [Configure ColdTrak Options](#)

To access ColdTRAK Options, click the **ColdTrak Options** icon:





## Configure ColdTrak Options

1. Enter ColdTrak Account Number.
2. Set Sync Data Tables so all data tag labels are the same as on the ColdTrak server. This option also allows you to choose from a list of Receivers, Shippers and Products as they appear on the server.
3. Set Complete Data Tags Required if each data tag will need to be filled before the data is sent.
4. Set Location to identify the downloading computer, office or warehouse.
5. Test Connection.

### Note:

- Click on the Test Connection button to ensure that the connection to the server is established.
- Synchronization is a process indicated by a status window when the program loads.
- To enable the Data Tags entry screen without connecting to ColdTrak server check the Enabled box but leave the ColdTrak Account Number blank.

## 21CFR Options

**21CFR Options** allows Users to configure FlashLink options for:

- [System Administration](#)
- [Electronic Signature](#)
- [Secure Data Vault Options](#)

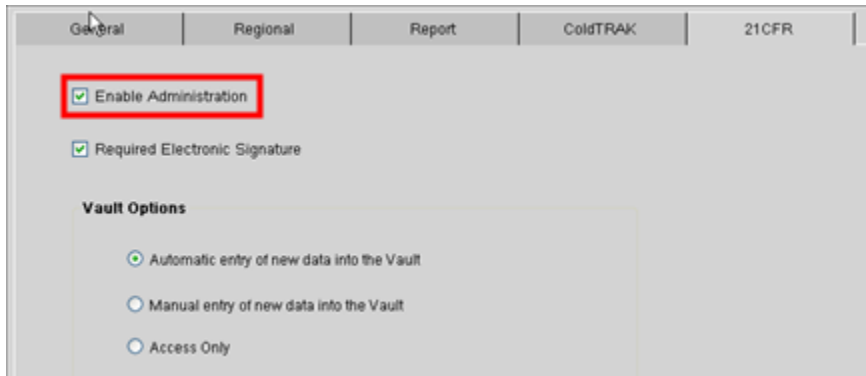
To access the 21CFR Options, click the **21CFR Options** icon:



Please note that the 21CFR Options do not apply when FlashLink is running in [Demo Mode](#)

## 21CFR Administration

This option allows Administrators to enable 21CFR features in FlashLink. Enabling these features will change how Users interact with FlashLink. Users are required to login before using FlashLink.

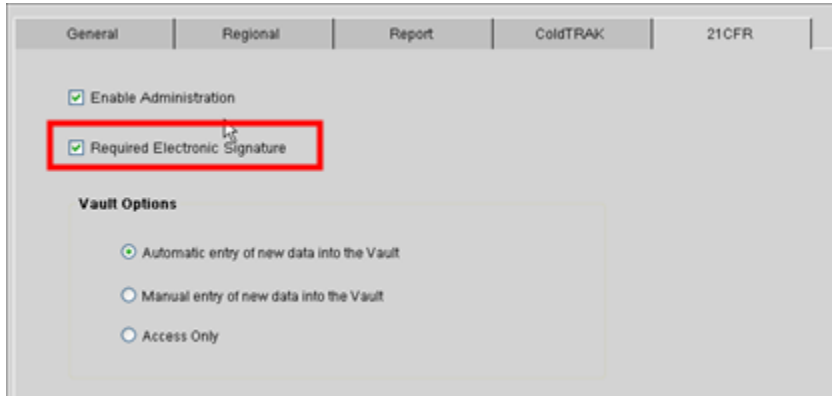


### Related topics:

- [Administrative Console](#)
- [Console Navigation Tree](#)
- [User Properties](#)
- [User Permissions](#)
- [Trackable Events](#)
- [Secure Data Vault](#)

## 21CFR Electronic Signature

This option allows Administrators to enable the Electronic Signature feature in FlashLink. This feature is only available after the 21CFR Administration is enabled. Once the Electronic Signature is enabled, Users will be prompted to sign PDF documents.

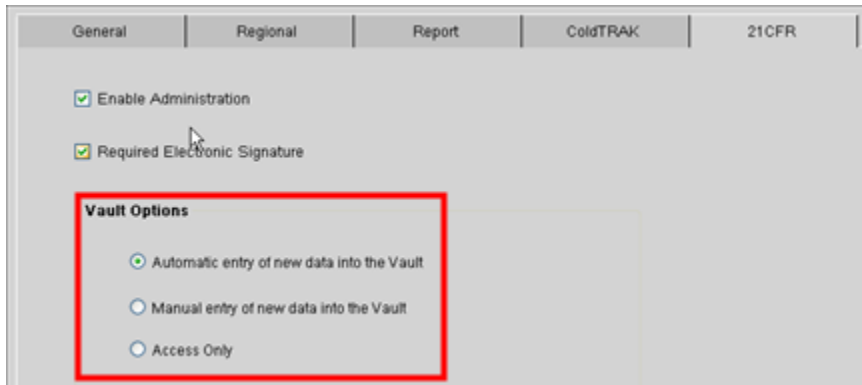


### Related Topics:

- [Electronic Signature Signing](#)

## 21CFR Data Vault Options

- **Automatic** - Files will be added to the [Data Vault](#) automatically.
- **Manual** - Files will be added to [Data Vault](#) manually.
- **Access Only** - Files cannot be added to the Data Vault, Users can only view or extract the Vault contents.



### Related Topics:

- [Secure Data Vault](#)

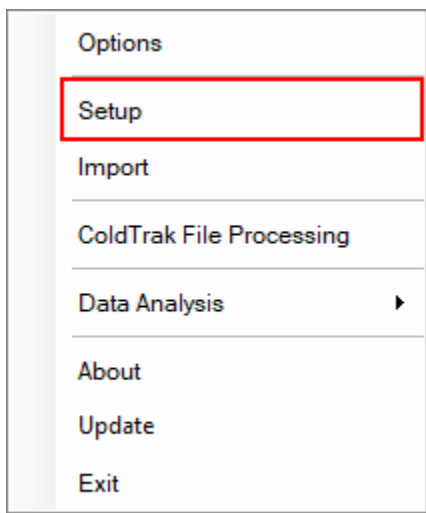
## Setup For FlashLink USB Logger

**Setup** allows you to configure a FlashLink USB reusable logger and the setup options from the following screens:

- [Configuration View](#)
- [Logging Options](#)
- [Alarm Options](#)
- [Data Tags](#)
- [Configuration Summary](#)

### **Access and Use Setup**

1. Right-click the FlashLink tray icon.



2. Left-click **Setup**.
3. To move between **Setup** screens, click **Next** or **Back**.
4. To save the **Setup**, click **SAVE** from the [Configuration Summary](#) screen.

## Configuration View

The **Configuration View** displays a summary of pre-existing logger setup parameters before any setup changes were made. Use this screen:

- To modify the configuration parameters:
  - Click **Next** to modify the configuration parameters starting with [Logging Options](#).
- To [Configure One or More Loggers](#) with the displayed parameters:
  - Click **Reactivate**.

## Logging Options

Use **Logging Options** to customize a logger for the following:

- **Start Options** set to activate the logger immediately after you load the configuration file or to activate the logger manually.
- **Waypoints** set to enable the insertion of waypoint markers into the graph while logger is active.
- **Logging Period** set the period of time to monitor temperature. This option is disabled if **Optimize** is set to "Logging Period".
- **Logging Interval** set the time interval to record and collect the temperature data. This option is disabled if **Optimize** is set to "Logging Interval".
- **Optimize** allow FlashLink to calculate the Logging Period or Logging Interval for optimum logger memory usage.
  - **None** the logging period is limited to the amount of time required to fill the logger memory at the specified logging interval.
  - **Logging Period** calculates the logging period based on the logging interval (disables the **Logging Period** settings).
  - **Logging Interval** calculates the logging interval based on the logging period (disables the **Logging Interval** settings).
- **Operating Mode** - set the logger data recording operating mode.
  - **Normal** logging stops when the logger reaches a specified memory address.
  - **Looping** new records continuously overwrite the oldest records until the logger is stopped.
  - **Sleep** no readings are logged (available for certain logger models).
- **Display Scale** set the temperature scale (Fahrenheit or Celsius) on the logger display (available only for logger models with an LCD display).

### Configure Logging Options

1. Select a **Start Options** preference.
  - Immediate
  - Manual
2. Click the **Delay** check box to enable or disable the logger activation delay after restart (manual or automatic). If enabled, set the delay period by:
  - Days (available for certain logger models)
  - Hours
  - Minutes
3. Click the **Waypoints** check box to enable the insertion of waypoint markers on the graph by pressing and holding the Start button while logger is active. Logger will flash FLAg on the LCD display 3 times then display FLAg steady indicating the waypoint marker was inserted successfully.

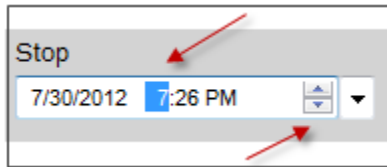


A maximum of 14 waypoint markers can be inserted. (Note: This feature is not available on all loggers. If your logger does not support this feature it will be disabled.)

4. Set the **Logging Period** using any of the following methods:

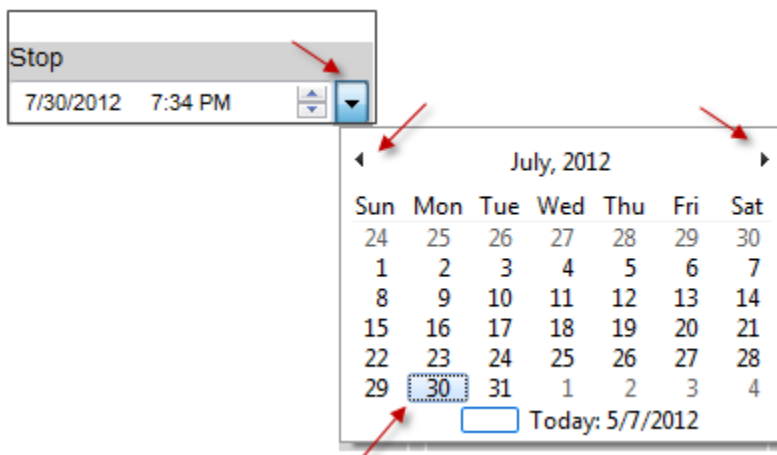
A. **Set Logging Stop Time by Display**

Click to select a time variable (day, month, year, hour, minute, AM/PM) and use the spin buttons to increment or decrement the selected variable.



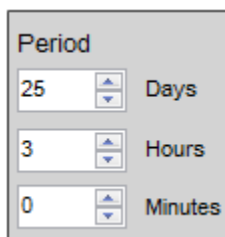
B. **Set Logging Stop Time by Calendar**

Click the calendar arrow and select a day or move back or forward by a month.



C. **Set Logging Period Duration**

Use spin buttons to set the period duration (days, hours, minutes).



5. Set the **Logging Interval**.

- Hours
- Minutes
- Seconds

6. Select a method to **Optimize** memory usage.

- None
- Logging Period
- Logging Interval

7. Select a data recording **Operating Mode**.

- Normal
  - Looping
  - Sleep
8. Select the logger temperature Display Scale.
- Fahrenheit
  - Celsius
9. Click **Next** or **Back**.

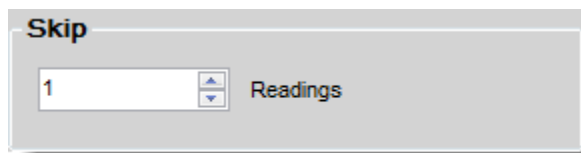
## Common Alarm Options

Use **Common Alarm Options** to configure the logger skip alarm settings.

- **Skip** sets the number of readings at the beginning of the recording period to ignore for alarm conditions.

### *Configure Common Logger Alarm Options*

1. Set the number of temperature **Readings** at the beginning of the recording period to **Skip** for alarm conditions.



The screenshot shows a configuration window titled "Skip". Inside the window, there is a text input field containing the number "1", followed by a small up/down arrow icon, and the label "Readings".

2. Click **Next** or **Back**.

## Sensor Alarm Settings

Use **Sensor Alarm Settings** to configure the logger alarm settings.

- **Disable** when checked, disables the Alarm Options screen settings and configures the logger alarm limits to operating range extremes that reduce the chance of the alarm triggering.
- **Limits** sets the logger alarm temperature or humidity trigger thresholds.
- **Time Out Of Limits** Sets a separate accumulative time delay for both above high and below low alarm thresholds. This an accumulative delay meaning it can be the result of multiple out of range events occurring throughout the trip.
- **Delay** sets a time delay to trigger the alarm after logger temperature thresholds have been reached. This is a continuous delay meaning it must be a single out of range event that exceeds the limit before the alarm will trigger.

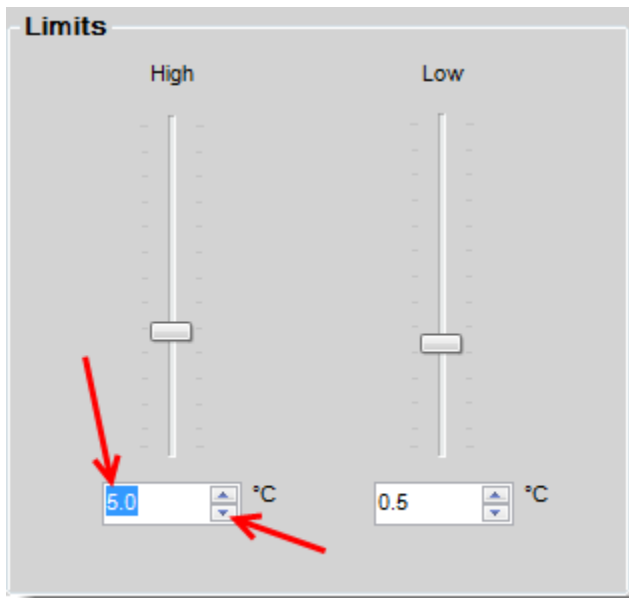
**Note:** Alarm delays are applied in the following sequence:

- Skip Alarm
- Time Out of Limits
- Delay Alarm

You cannot configure **Alarm Options** if the **Disable** check box is checked at the top of the Alarm Settings screen for Sensor 1 and (Sensor 2 for dual channel loggers).

### ***Configure Sensor 1 Alarm Settings (Temperature)***

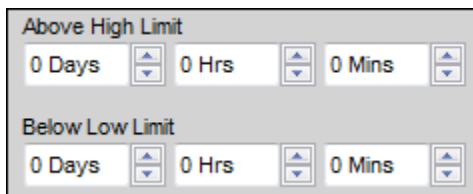
1. Set the high and low logger temperature threshold setting **Limits**.
  - Drag the scroll bars to increment or decrement by multiple degrees.  
or
  - Click the spin buttons to increment or decrement one degree at a time.



2. Set the threshold for **Time Out Of Limits** above high and below low limits  
Highlight a value and type a new value.

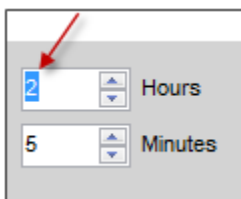
or

- Click the spin buttons to increment or decrement the value.



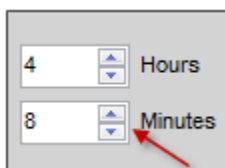
3. Set an alarm trigger **Delay** of **Hours** and/or **Minutes**.

- Highlight a value and type a new value.



or

- Click the spin buttons to increment or decrement the value.



4. Click **Next** or **Back**.

### ***Configure Sensor 2 Alarm Settings (Temperature or Humidity)***

1. Set the high and low temperature (or Humidity) threshold setting **Limits**.

- Drag the scroll bars to increment or decrement by multiple degrees (or % for humidity sensor).

or

- Click the spin buttons to increment or decrement one number at a time.

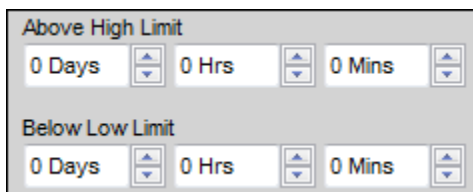


2. Set the threshold for **Time Out Of Limits** above high and below low limits

Highlight a value and type a new value.

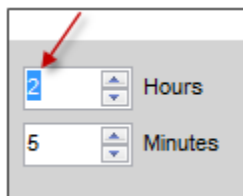
or

- Click the spin buttons to increment or decrement the value.



3. Set an alarm trigger **Delay** of **Hours** and/or **Minutes**.

- Highlight a value and type a new value.



or

- Click the spin buttons to increment or decrement the value.

A screenshot of a user interface for selecting time. It features two vertical spinners. The top spinner is labeled 'Hours' and has the number '4' displayed. The bottom spinner is labeled 'Minutes' and has the number '8' displayed. A red arrow points to the 'Minutes' spinner.

4. Click **Next** or **Back**.

## Data Tags

Use **Data Tags** to identify logger data by the following categories:

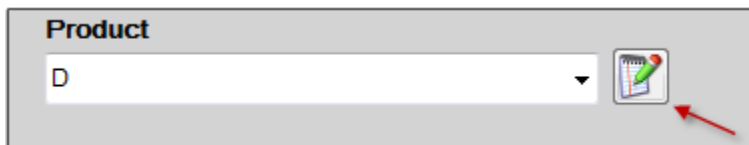
- Order
- Shipper
- Receiver
- Carrier
- Product

Use the following tasks to manage Data Tags:

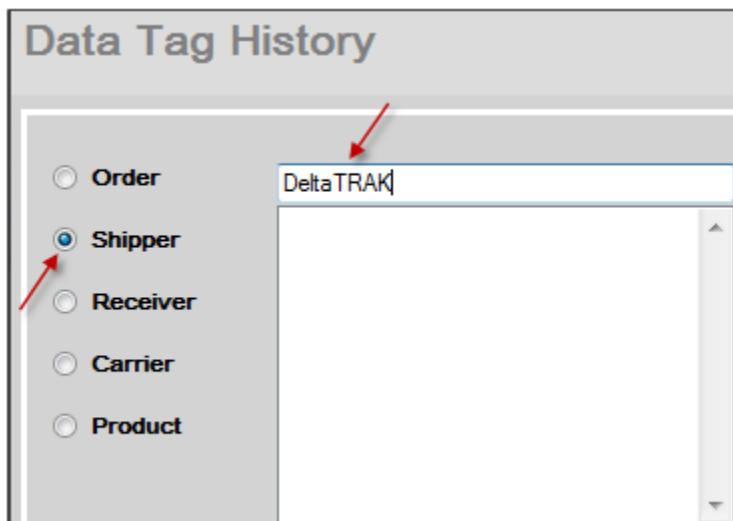
- [Add a New Data Tag](#)
- [Select an Existing Data Tag](#)
- [Delete a Data Tag](#)
- [Edit a Data Tag](#)

### **Add a New Data Tag**

1. Click the pencil and paper icon from any category.



2. Select a category and type the tag information into the data box.

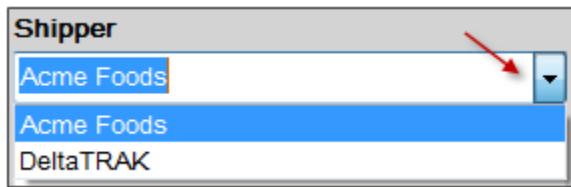


3. Click **Add**.
4. Click **Save**.

### **Select an Existing Data Tag**

1. Click a category arrow to view the Data Tag history.

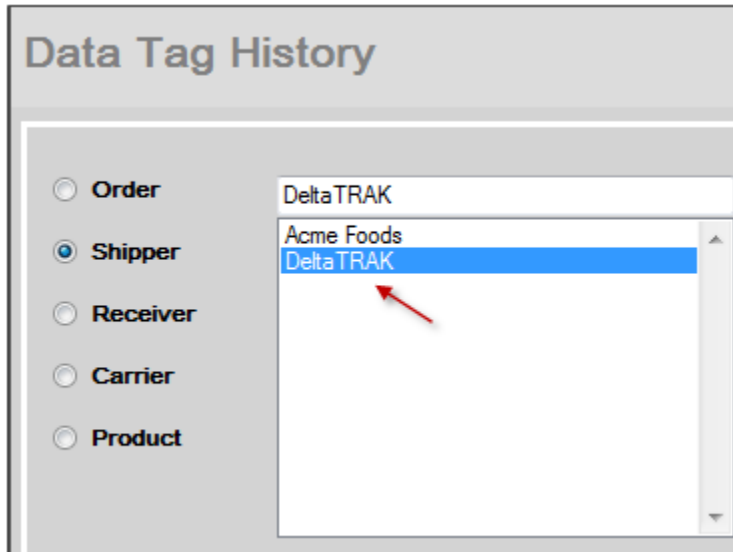




2. Select a Data Tag.

### **Delete a Data Tag**

1. Click the pencil and paper icon from the target category.
2. Select a Data Tag in the History box.



3. Click **Delete**.
4. Click **Save**.

### **Edit a Data Tag**

1. Click the pencil and paper icon from the target category.
2. Select a Data Tag in the History box.
3. Make the change (edit the data box text or change the category).
4. Click **Update**.
5. Click **Save**.

## Configuration Summary

The **Configuration Summary** displays a summary of the logger setup parameters with the configuration changes made to the following screens:

- [Logging Options](#)
- [Alarm Options](#)
- [Data Tags](#)
- [Battery Capacity](#)

From this screen, you can save the new setup for later [Import](#) or [Configure One or More Loggers](#).

### ***Save the Setup***

1. Click **Save** from the **Configuration Summary**.
2. Click **Save** from the **Save As** window.

**Note:** This procedure saves the .cfg file to the default location (My Documents/FlashLink/CFG). If preferred, you can change the location from the **Save As** window.

## Battery Capacity

New generation FlashLink loggers have a feature that allows you to view the battery voltage and estimated remaining battery capacity in the configuration view of the software. The Remaining Battery Capacity values are calculated based on initial battery capacity and known power consumption in different operating modes.

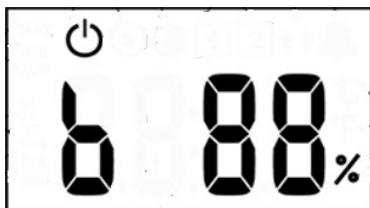
### **Battery Voltage and Remaining Capacity in Software**

Battery	
Voltage:	2.9
Capacity:	88%

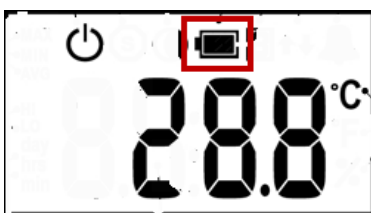
There is also a Remaining Battery Capacity on the LCD display as part of the statistical displays. For some loggers the Battery Capacity will be displayed on the last screen in the statistics and is shown as "b100% to b 1%". This feature is enabled in the configuration screen.

For newer loggers the Battery Capacity is shown as an icon on the top of the LCD with 4 bars indicating the remaining capacity as Full, 75%, 50%, 25% or Empty and Flashing indicating less than 5% remaining.

### **Remaining Battery Capacity Display on LCD as %**



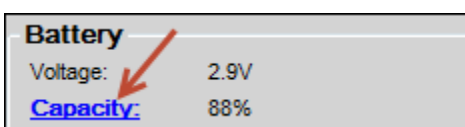
### **Remaining Battery Capacity Display on LCD as icon**



After replacing the battery in a multi-use logger use the Reset Battery Capacity function to reset the Remain Battery Capacity display to 100%.

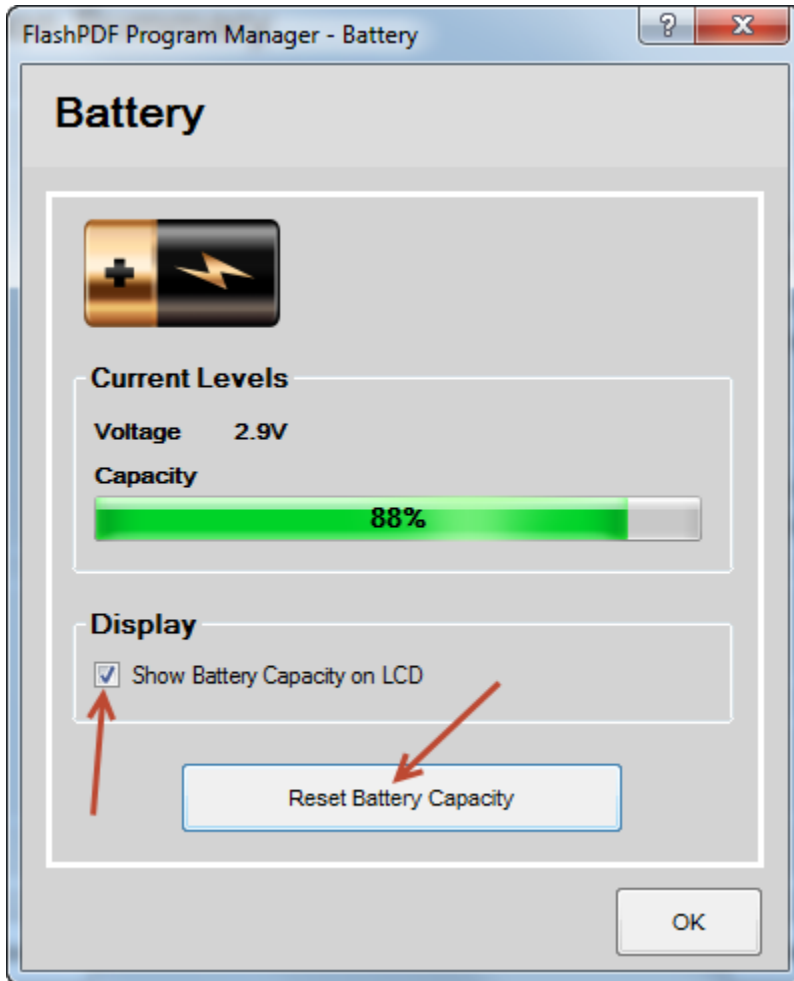
### **Reset Battery Capacity**

1. Set the logger configuration and from the Configuration Summary screen click on **Capacity**.



2. Click on Show Battery Capacity on LCD if you want battery capacity to be included in the loggers. statistical display

3. Click **Reset Battery Capacity**.

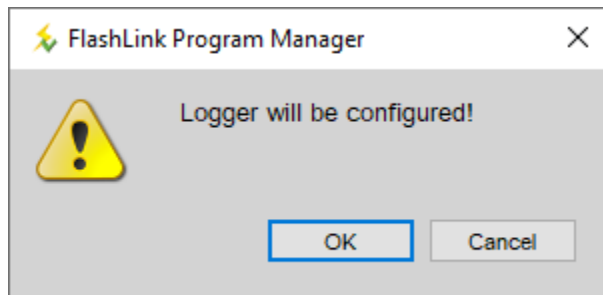


4. Battery capacity will be reset to 100%.

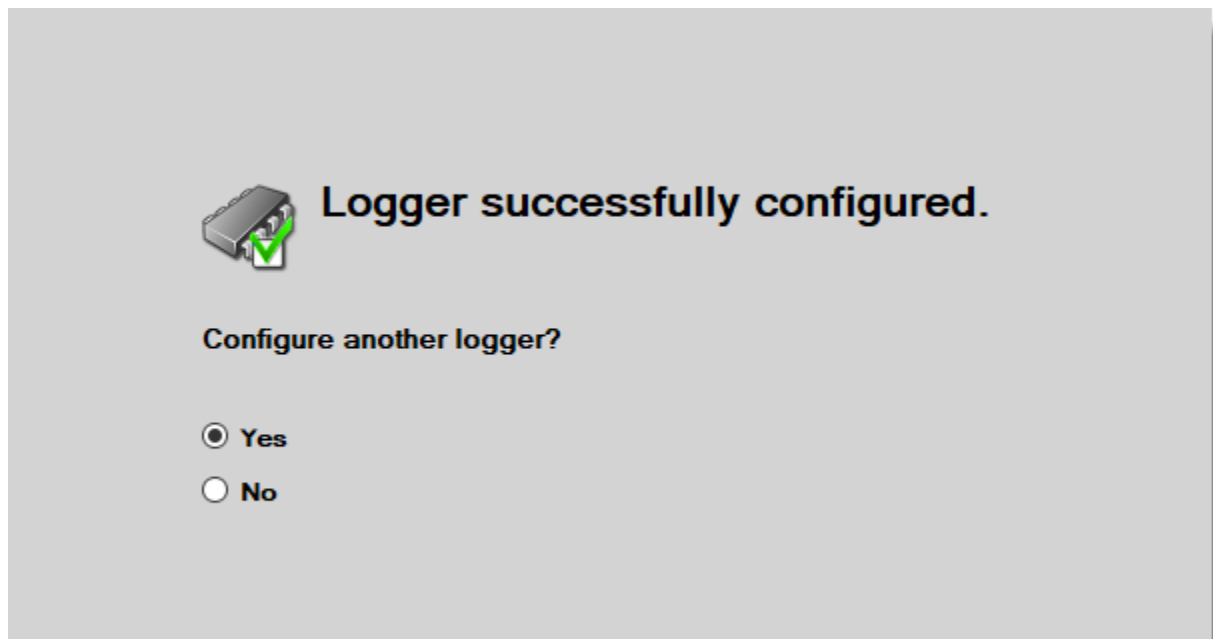
## Configure One or More Loggers

You have the option to configure one or more loggers using the preexisting parameters displayed on the [Configuration View](#) or using the modified parameters displayed on the [Configuration Summary](#).

1. Click **Reactivate** (from the [Configuration View](#)) or **Next** (from the [Configuration Summary](#)).
2. Click **OK**.



3. At the *Logger successfully configured* prompt, choose to:
  - Configure another logger [Step 4](#).
  - Finish configuring loggers [Step 5](#).



4. To configure another logger:
  - a. Click **Yes**.
  - b. Click **Next**
  - c. Connect a new logger.
  - d. Return to [Step 3](#).
5. To finish configuring loggers:

- a. Click **No**.
- b. Click **Finish**.

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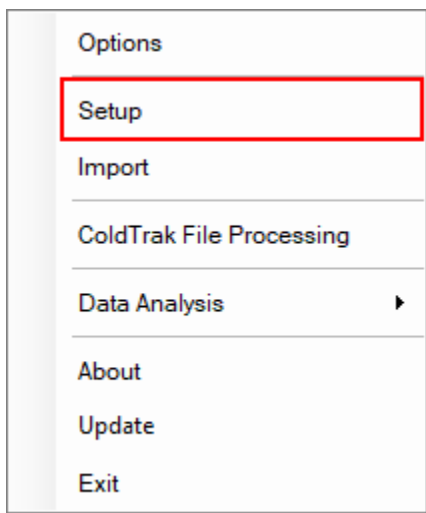
## Setup For FlashLink PDF Logger

**Setup** allows you to configure a FlashLink PDF reusable logger and the setup options from the following screens:

- [Configuration View](#)
- [Logging Options](#)
- [Alarm Options](#)
- [Data Tags](#)
- [Configuration Summary](#)

### ***Access and Use Setup***

1. Right-click the FlashLink tray icon.



2. Left-click **Setup**.
3. To move between **Setup** screens, click **Next** or **Back**.
4. To save the **Setup**, click **SAVE** from the [Configuration Summary](#) screen.

## Configuration View

The **Configuration View** displays a summary of pre-existing logger setup parameters before any setup changes were made. Use this screen:

- To modify the configuration parameters:
  - Click **Next** to modify the configuration parameters starting with [Logging Options](#).
- To [Configure One or More Loggers](#) with the displayed parameters:
  - Click **Reactivate**.
- To View current battery remaining capacity:



## Logging Options

Use **Logging Options** to customize a logger for the following:

- **Start Options** set to activate the logger manually or put logger into Sleep mode.
- **Delay** set to delay logging after manual start
- **Start Button Hold Time** set to delay the start button hold time for 0 to 5 seconds *(This option is not available on all loggers)*
- **Stop Button** Select Stop Button Action
  - **Stop** set to enable stopping by button push
  - **Switch C/F Scale** set to enable stop button to toggle default scale *(This option is not available on all loggers)*
  - **Disabled** set to disable all functions of the stop button
- **Logging Period** set the period of time to monitor temperature. This option is disabled if **Optimize** is set to "Logging Period".
- **Logging Interval** set the time interval to record and collect the temperature data. This option is disabled if **Optimize** is set to "Logging Interval".
- **Optimize** allow FlashLink to calculate the Logging Period or Logging Interval for optimum logger memory usage.
  - **None** the logging period is limited to the amount of time required to fill the logger memory at the specified logging interval.
  - **Logging Period** calculates the logging period based on the logging interval (disables the **Logging Period** settings).
  - **Logging Interval** calculates the logging interval based on the logging period (disables the **Logging Interval** settings).
  - **ColdTrak** (Optional) if ColdTrak is enabled this option will optimize the memory size to 3824 datapoints to be compatible with the ColdTrak website.
- **Operating Mode** set the logger data recording operating mode.
  - **Normal** logging stops when the logger reaches a specified memory address.
  - **Looping** new records continuously overwrite the oldest records until the logger is stopped.
  - **Sleep** no readings are logged (Logger must be woke up by pressing start button 3 times and then reconfigured).
- **Display** configure LCD display functions
  - **Scale** set the temperature scale (Fahrenheit or Celsius) on the logger display.
  - **Show Battery Capacity** show battery capacity icon
  - **30 Second Refresh** set refresh rate of LCD to 30 seconds. (Enabling this will shorten battery life. LCD refresh rate is set to logging interval by default) *(This option is not available on all loggers)*

- **Waypoints** set to enable the insertion of waypoint markers into the graph while logger is active.
- **Time Zone** set the time zone for the on board PDF report created by the logger. *(If logger is downloaded with FlashLink then the time zone is taken from FlashLink Regional settings)*
- **PC Connection Action** set to have the logger stop when downloaded or pause and then continue logging
- **Show Data Table** set to include the data table in the on board PDF report created by the logger. *(This option is not available on all loggers)*
- **Stats** Configure Daily Stats functions *(These options are not available on all loggers)*
  - **Daily Stats** set to enable the Daily Log file.
  - **Daily Stats Display 24h** set to enable Stats displayed on LCD to reset every 24 hours from the configuration time.
  - **Daily Stats Display Absolute** set to enable Stats displayed on LCD to reset at 12:00 AM every day.
  - **Switch C/F Scale Option** set to enable C/F switch option in the Statistical scroll menu. If enabled the first menu item in statistics will be "C F". Press and hold the start button while in this menu will toggle the display scale.
  - **Reset** set to enable manual reset of the display statistics. If enabled the last menu item in the statistics will be "rSt". Press and hold the start button while in this menu will reset the stats displayed on the LCD.
- **Report** Configure report options *(These options are not available on all loggers)*
  - **Title** Enter custom title for report (Default value is "FlashLink PDF Report")
  - **URL** Enter custom URL to appear in the report footer
  - **Date Format** Select Date format for report
  - **Logo** Select custom logo for report.
    - Image file requirements:
      - **Format:** JPG
      - **Resolution:** 240W, 50H
      - **Size:** not more than 12,288bytes
- **Alarm Bars** set to enable alarm bars to be displayed in report
- **Broken Line** set to ignore over range readings. If enabled over range readings will not be plotted on the graph and will be excluded from statistics. When disabled over range readings will be recorded and plotted at the maximum or minimum range for the logger.
- **Actual Stop Time** set to use the the time of stopping logging (either by pressing stop button or by downloading logger) as the stop time . If disabled then the Stop Time will be the time of the last data point.

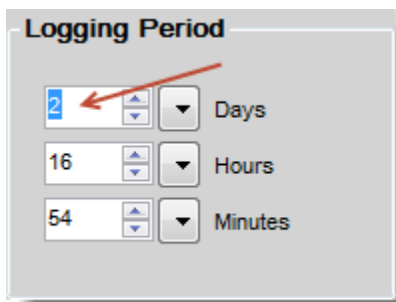
### Configure Logging Options

1. Select a **Start Options** preference.
  - Manual

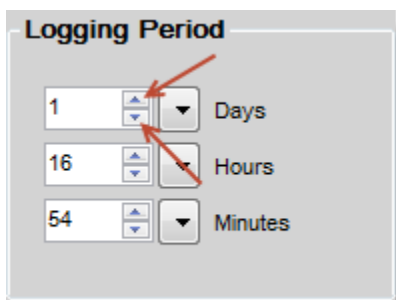
- Sleep

2. Click the **Delay** check box to enable or disable the logger activation delay after start button is pressed. If enabled, set the delay period by:
  - Days
  - Hours
  - Minutes
3. Enable or disable Stop button (Enabled by default)
4. **Set the Start Button Hold Time from 1 to 5 seconds** *(This option is not available on all loggers)*
5. Click the **Waypoints** check box to enable the insertion of waypoint markers on the graph by pressing and holding the Start button while logger is active. Logger will flash FLAg on the LCD display 3 times then display FLAg steady indicating the waypoint marker was inserted successfully. A maximum of 14 waypoint markers can be inserted.
6. Set the **Logging Period** using any of the following methods:

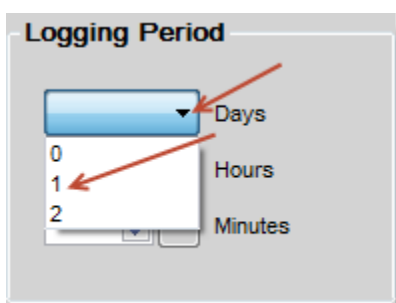
Type in directly:



Click up/down scroll arrows:

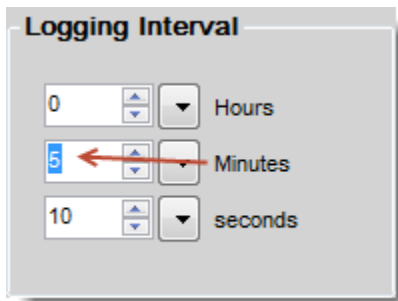


Click pull down list and select from available values:

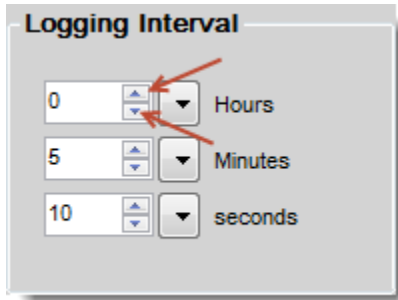


6. Set the **Logging Interval**

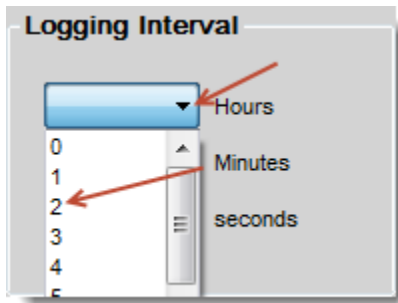
Type in directly:



Click up/down scroll arrows:



Click pull down list and select from available values:



7. Select a method to **Optimize** memory usage.
  - None
  - Logging Period
  - Logging Interval
  - ColdTrak (Optional - Only available when ColdTrak is enabled)
8. Select a data recording **Operating Mode**.
  - Normal (Default - Looping unchecked)
  - Looping
9. Select the logger temperature Display Scale.
  - Fahrenheit
  - Celsius
10. Enable Battery icon (Default is disabled)
11. Enable 30 Second Refresh (Default is disabled) *(This option is not available on all loggers)*
12. Select Time Zone for on board PDF report
13. Set PC connection action

- Stop (Logger stops on download)
  - Pause (Logger pauses while downloading then resumes logging)
14. Enable data table in on board PDF report *(This option is not available on all loggers)*
15. Click **Next**.
16. **Select the Stop Button Action** *(This option is not available on all loggers)*
- **Stop**
  - **Switch C/F Scale**
  - **Disabled**
17. **Select settings for Stats options** *(These option are not available on all loggers)*
- **Daily Stats**
  - **Daily Stats Display 24h**
  - **Daily Stats Display Absolute**
  - **Switch C/F Scale Option**
  - **Reset Option**
18. **Set Report Options** *(These option are not available on all loggers)*
- **Title**
  - **URL**
  - **Date Format**
  - **Logo**
  - **Alarm Bars**
  - **Broken Line**
  - **Actual Stop Time**
19. **Click Next or Back**

## Alarm Options

Use **Alarm Options** to configure the logger alarm settings.

- **Disable** when checked, disables the Alarm Options screen settings and configures the logger alarm limits to operating range extremes that reduce the chance of the alarm triggering.
- **Limits** sets the logger alarm temperature trigger thresholds for both High/Low and Extreme High/Low.
- **Delay** sets a time delay to trigger the alarm after logger temperature thresholds have been reached. This is a continuous delay meaning it must be a single out of range event that exceeds the limit before the alarm will trigger.
- **Skip** sets the number of readings at the beginning of the recording period to ignore for alarm conditions.
- **Time Out Of Limits** Sets a separate accumulative time delay for both above high and below low alarm thresholds. This an accumulative delay meaning it can be the result of multiple out of range events occurring throughout the trip.
- **Buzzer** enables alarm buzzer for High/Low or Extreme High/Low alarms. *(This option is not available on all loggers)*

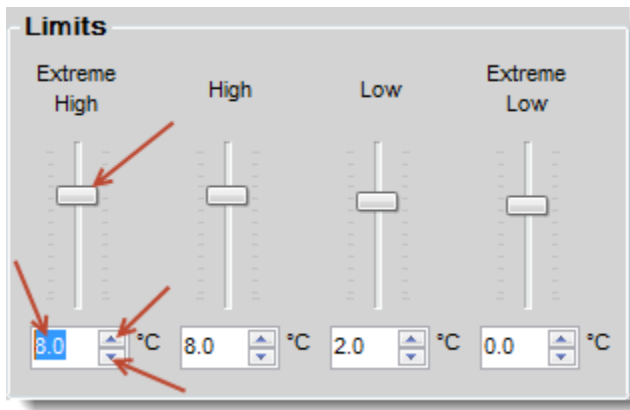
**Note:** Alarm delays are applied in the following sequence:

- Skip Alarm
- Time Out of Limits
- Delay Alarm

You cannot configure **Alarm Options** if the **Disable** check box is checked at the top of the screen.

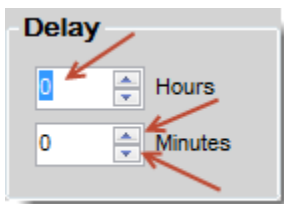
### **Configure Logger Alarm Options**

1. Set the high and low and extreme high and low logger temperature threshold setting **Limits**.
  - Using the Sliders:
  - Typing in directly:
  - Clicking on up and down scroll arrows:

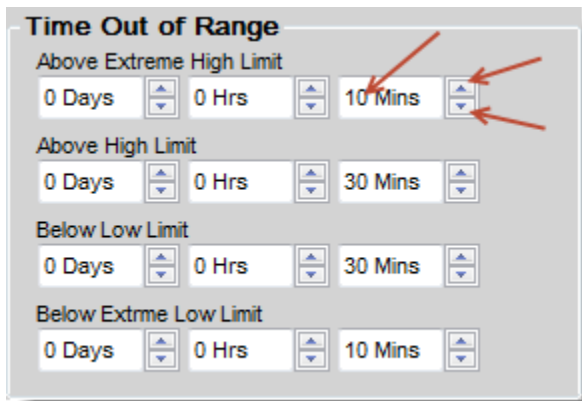


- Set an alarm trigger **Delay** of **Hours** and/or **Minutes**.

Typing in directly:      Clicking on up and down scroll arrows:



- Set the number of temperature **Readings** at the beginning of the recording period to **Skip** for alarm conditions.
- Enable Red and Yellow LED's (Yellow = Level one alarm violation and Red = Extreme Alarm violation)
- Set the threshold for **Time Out Of Limits** above high and below low and above extreme high and below extreme low limits



- Enable Buzzer and set interval (if logger is equipped with buzzer)
- Click **Next** or **Back**.

## Data Tags

Use **Data Tags** to identify logger data by the following categories: *(These option are not available on all loggers)*

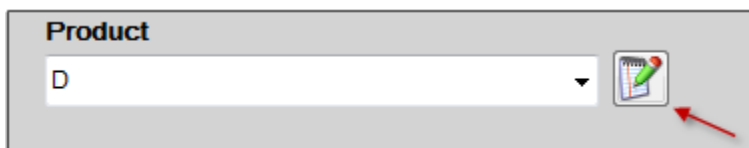
- Order
- Shipper
- Receiver
- Carrier
- Product

Use the following tasks to manage Data Tags:

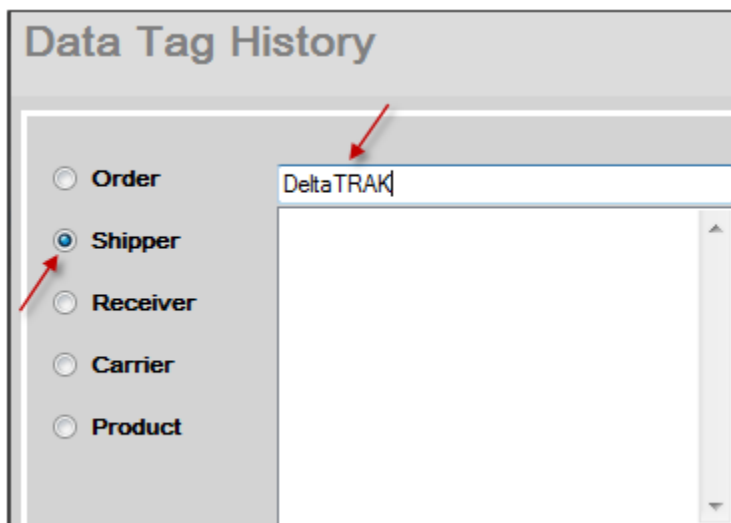
- [Add a New Data Tag](#)
- [Select an Existing Data Tag](#)
- [Delete a Data Tag](#)
- [Edit a Data Tag](#)

### **Add a New Data Tag**

1. Click the pencil and paper icon from any category.



2. Select a category and type the tag information into the data box.

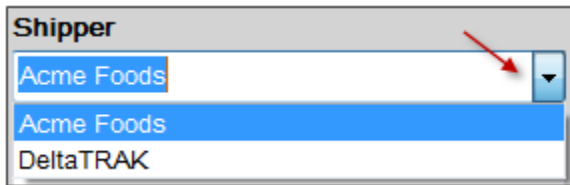


3. Click **Add**.
4. Click **Save**.

### **Select an Existing Data Tag**



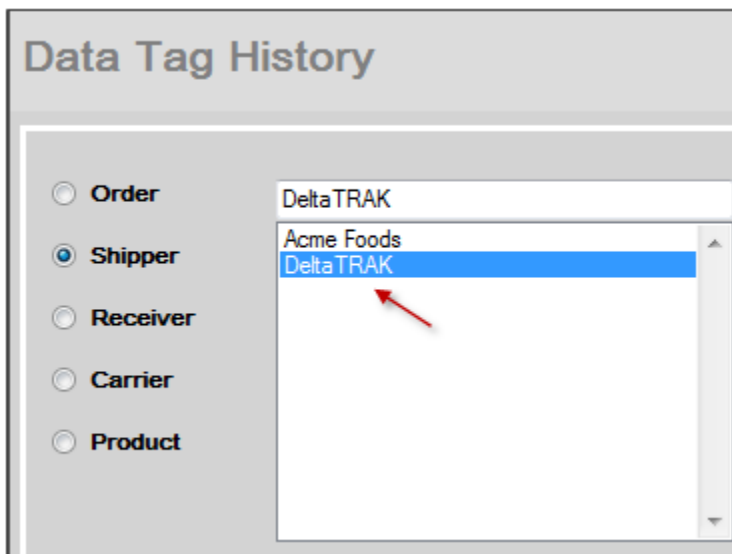
1. Click a category arrow to view the Data Tag history.



2. Select a Data Tag.

### **Delete a Data Tag**

1. Click the pencil and paper icon from the target category.
2. Select a Data Tag in the History box.



3. Click **Delete**.
4. Click **Save**.

### **Edit a Data Tag**

1. Click the pencil and paper icon from the target category.
2. Select a Data Tag in the History box.
3. Make the change (edit the data box text or change the category).
4. Click **Update**.
5. Click **Save**.

## Configuration Summary

The **Configuration Summary** displays a summary of the logger setup parameters with the configuration changes made to the following screens:

- [Logging Options](#)
- [Alarm Options](#)
- [Data Tags](#)
- [Battery Capacity](#)

From this screen, you can save the new setup for later [Import](#) or [Configure One or More Loggers](#).

### ***Save the Setup***

1. Click **Save** from the **Configuration Summary**.
2. Click **Save** from the **Save As** window.

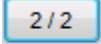
**Note:** This procedure saves the .cfg file to the default location (My Documents/FlashLink/CFG). If preferred, you can change the location from the **Save As** window.

## Battery Capacity

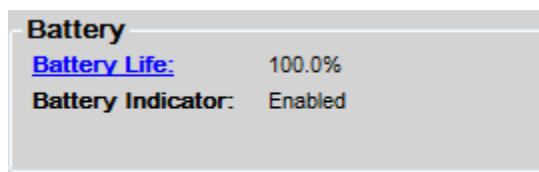
FlashLink PDF loggers have a feature that allows you to view the estimated remaining battery capacity in the configuration view of the software. The Remaining Battery Capacity values are calculated based on initial battery capacity and known power consumption in different operating modes.

### **Battery Voltage and Remaining Capacity in Software**

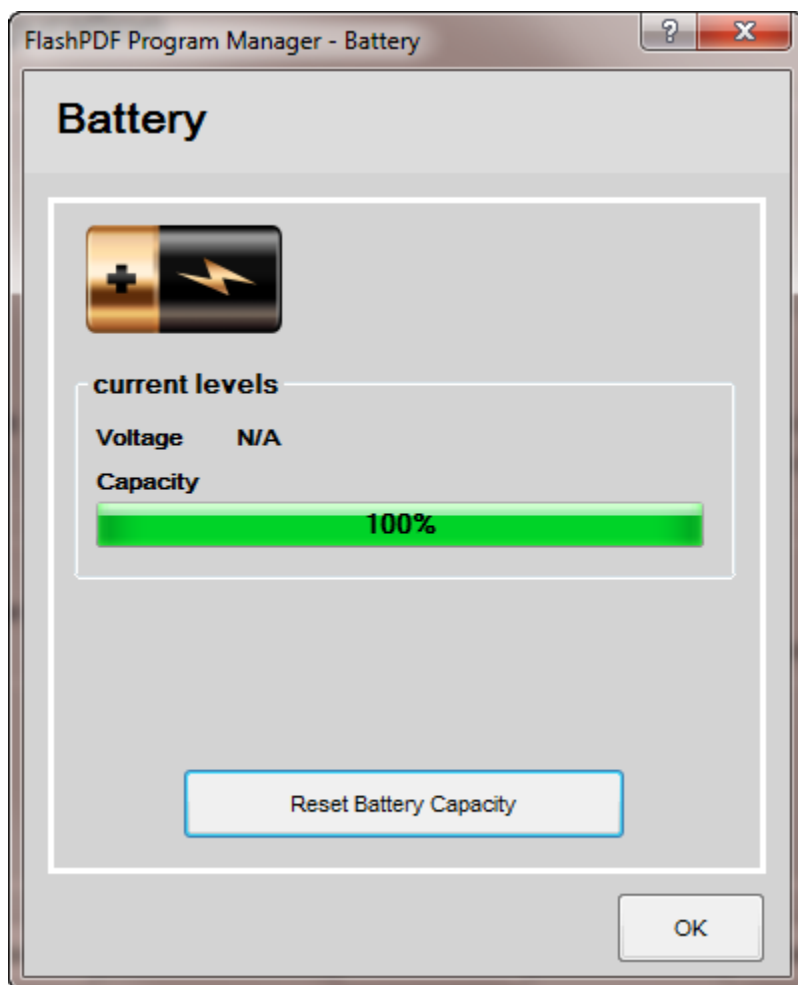
1. From Configuration Summary click on the page button to go to page 2



Battery Life in % remaining and Battery Indicator status are display on this page



2. To reset battery capacity to 100% after battery has been changed click on Battery Life and then Reset Battery Capacity



### **Remaining Battery Capacity Display on LCD as icon**



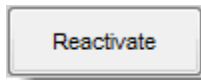
---

Copyright © 2018 DeltaTrak Inc.

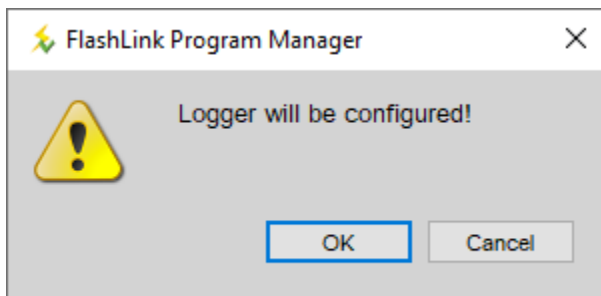
## Configure One or More Loggers

You have the option to configure the logger with the current settings at any time while in the configuration wizard by clicking on **Reactivate**. Whatever settings that are currently displayed in the configuration, including any changes you have made up to that point will be programmed into the logger.

1. Click **Reactivate** from any screen in the configuration or **Next** (from the [Configuration Summary](#)).

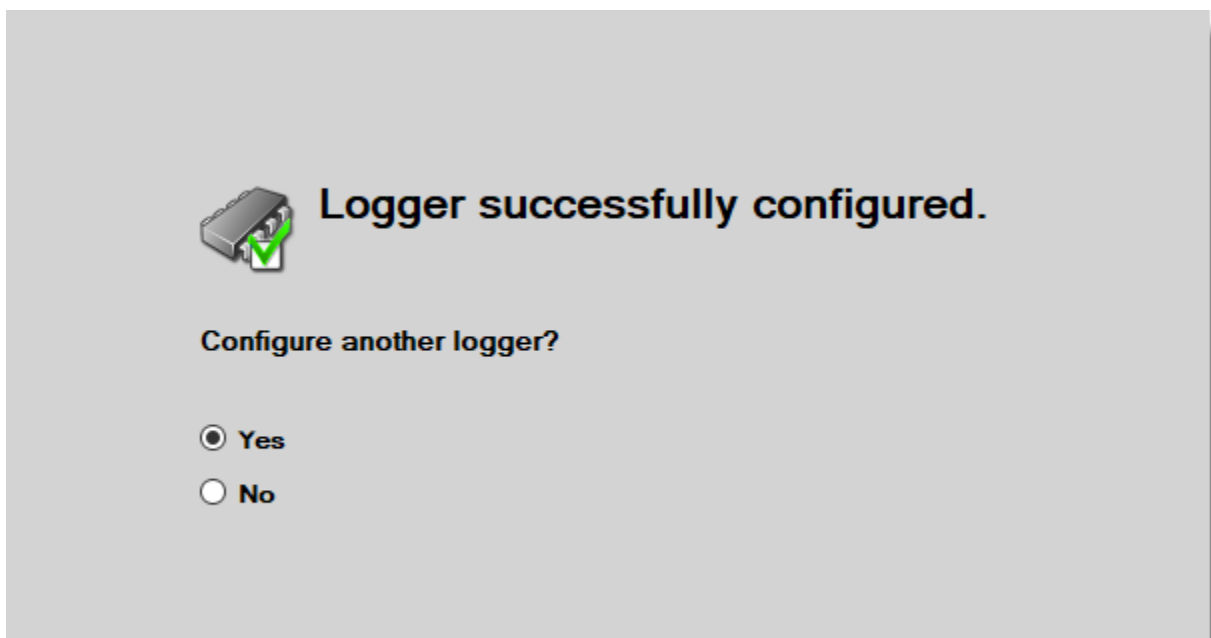


2. Click **OK**.



3. At the *Logger successfully configured* prompt, choose to:

- Configure another logger [Step 4](#).
- Finish configuring loggers [Step 5](#).



4. To configure another logger:

- a. Click **Yes**.
- b. Click **Next**

- c. Connect a new logger.
  - d. Return to [Step 3](#).
5. To finish configuring loggers:
- a. Click **No**.
  - b. Click **Finish**.

## ColdTrak Data Tags

Use **ColdTrak Data Tags** to fill-in information about the data logger. This view appears when the logger is first connected to the downloading computer.

- **Data Tags** select from a list or enter new tags, which are then saved in the Data Tag History.
- **Transportation** use this to identify transportation method.
- **Refrigeration** use this to identify that refrigeration must be used.
- **Product** selects a product type.

### Note:

- The labels of the data tags are the same as specified on the ColdTrak server if synchronization is selected. In addition, the Shipper, Receiver and Product have an existing content that can be selected from a drop down list.
- The process of sending data to the server is indicated by a progress bar in the bottom right corner of the screen.
- [Data Tags](#)

---

## Data Tags

Use **Data Tags** to identify logger data by the following categories:

- Order
- Shipper
- Receiver
- Carrier
- Product

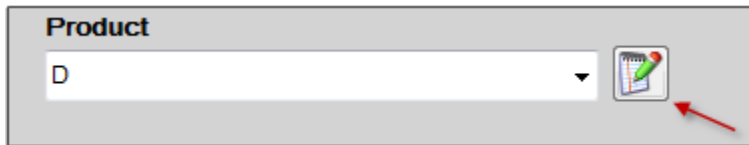
Use the following tasks to manage Data Tags:

- [Add a New Data Tag](#)
- [Select an Existing Data Tag](#)
- [Delete a Data Tag](#)
- [Edit a Data Tag](#)

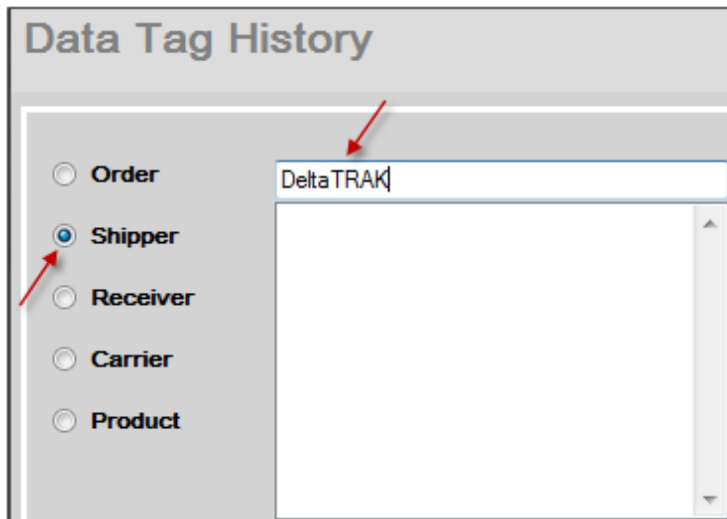


### Add a New Data Tag

1. Click the pencil and paper icon from any category.



2. Select a category and type the tag information into the data box.

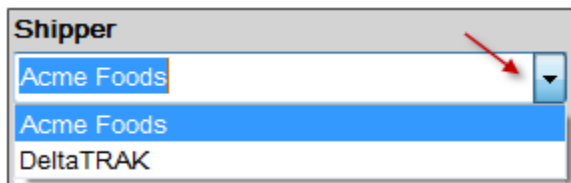


3. Click **Add**.
4. Click **Save**.

---

### Select an Existing Data Tag

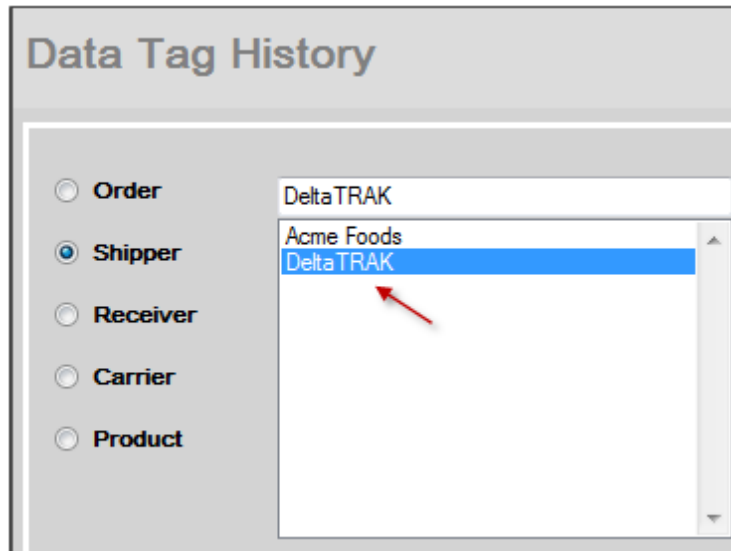
1. Click a category arrow to view the Data Tag history.



2. Select a Data Tag.

### **Delete a Data Tag**

1. Click the pencil and paper icon from the target category.
2. Select a Data Tag in the History box.



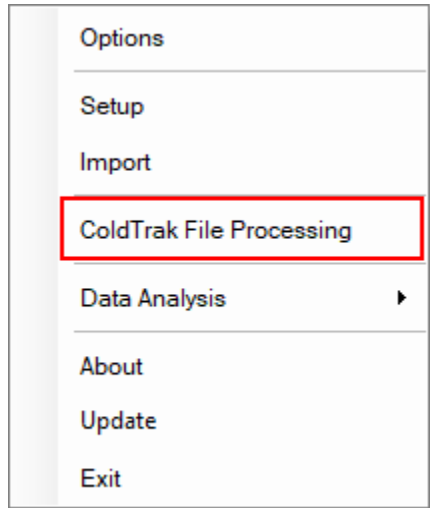
3. Click **Delete**.
4. Click **Save**.

### ***Edit a Data Tag***

1. Click the pencil and paper icon from the target category.
2. Select a Data Tag in the History box.
3. Make the change (edit the data box text or change the category).
4. Click **Update**.
5. Click **Save**.

## ColdTrak File Processing

Use **ColdTrak File Processing** to send a list of data files to the ColdTrak Server Database. Click on the ColdTrak File Processing Menu item:



The File Processing View is used to:

- **Add** browse for a data file and add to the file list.
- **Remove** removes a file from the list.
- **Product** selects a product type that is applied to all files in the list.
- **Send** sends all files from the list to the ColdTrak Server.

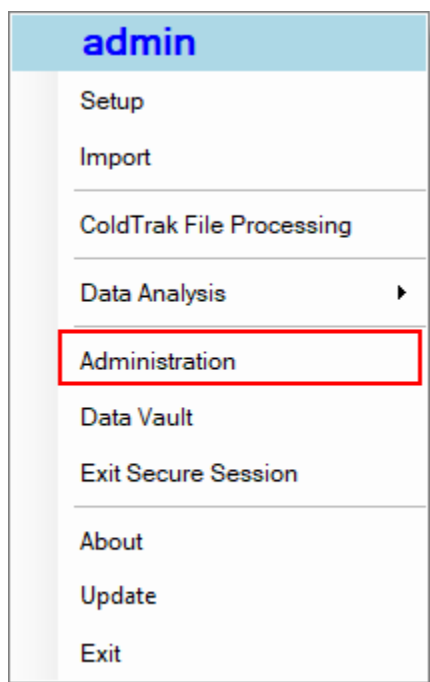
## Administrative Console

**Administrative Console** is view where Administrators can perform tasks such as:

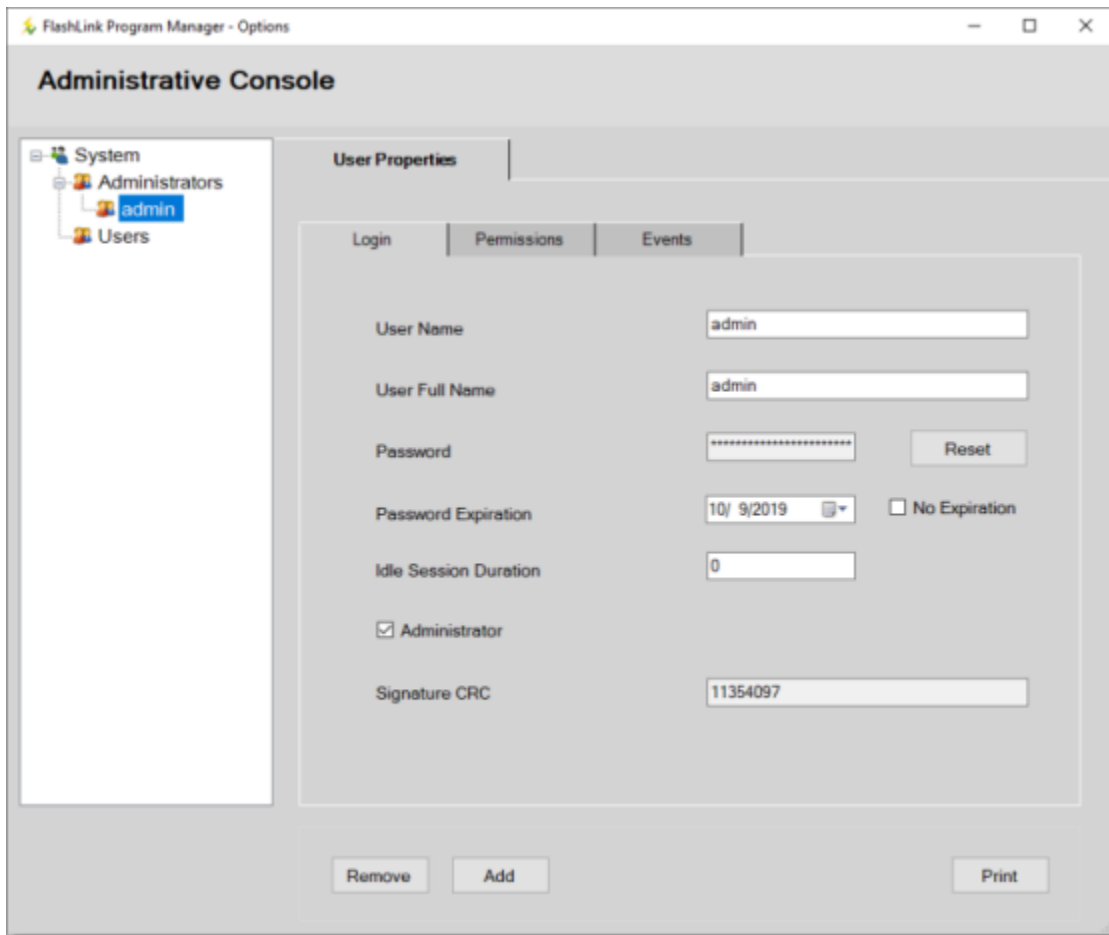
- [Enable 21CFR Features](#)
- [Change Program Options](#)
- [View and Edit Audit Trail](#)
- [Manage Users](#)
- [Set User Permissions](#)
- [Set Trackable Events](#)

### ***Access Administrative Console***

1. Right-click the FlashLink tray icon.



2. Left-click **Administration...**

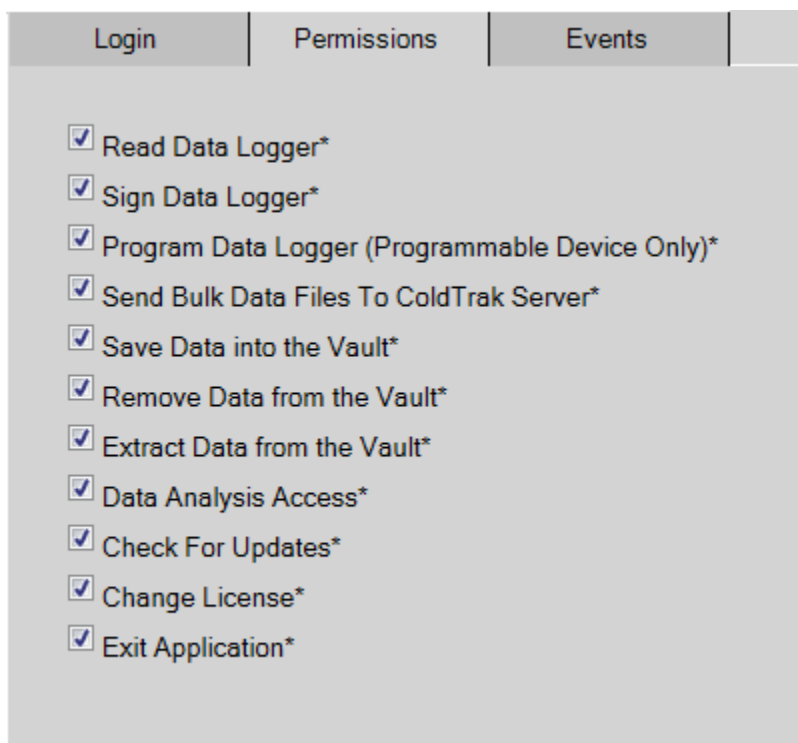


#### Related topics:

- [Console Navigation Tree](#)
- [Enable 21CFR Administration](#)
- [Program Options](#)
- [Audit Trail](#)
- [User Properties](#)
- [User Permissions](#)
- [Trackable Events](#)

## User Permissions

- **Read Data Logger** - Allows reading data from loggers.
- **Sign Data Logger** - Allows signing data after reading from loggers.
- **Program Data Logger** - Allows programming data to reusable loggers.
- **Send Bulk Data to ColdTrak Server** - Allows sending bulk data files to the ColdTrak Server.
- **Save Data to the Vault** - Allows adding data files to the [Secure Data Vault](#)
- **Remove Data From the Vault** - Allows deleting data from the [Secure Data Vault](#)
- **Extract Data from the Vault** - Allows extracting data files from the [Secure Data Vault](#)
- **Data Analysis Access** - Allows access to [Chart](#) view
- **Check For Updates** - Allows manually checking for program updates. [Updates](#)
- **Change License** - Allows user to update software license
- **Exit Application** - Allows exiting application.





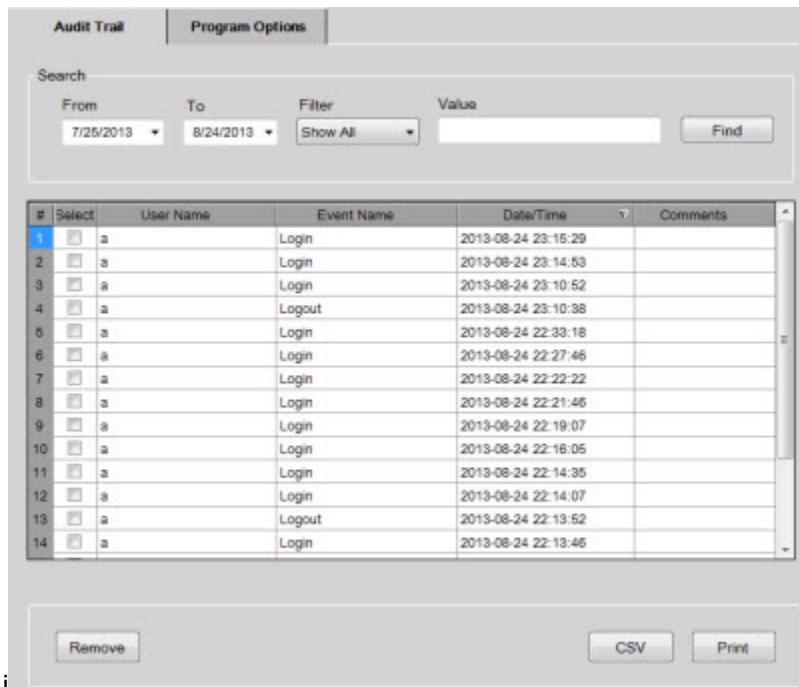
## Trackable Events

- **Login** - Add a Login Event to the User's action history when the User logs in.
- **Logout** - Add a Logout Event to the User's action history when the User logs out.
- **Read Data** - Add a Read Data Logger Event to the User's action history when FlashLink reads data from a logger .
- **Sign Data** - Add a Sign Data Logger Event to the User's action history when the User signs for a document.
- **Program Data Logger** - Add a Program Data Logger Event to the User's action history when the User programs a data logger.
- **Send Bulk Data Files** - Add a Send Bulk Data Files to the User's action history when the User sends bulk data to the ColdTrak Server.
- **Save Data to the Vault** - Add a Save Data Event to the User's action history when the User adds files to the Secure Data Vault.
- **Remove Data from the Vault** - Add a Save Data Event to the User's action history when the User adds files to the Secure Data Vault.
- **Extract Data from the Vault** - Add an Remove Data Event to the User's action history when the User deletes files from the Secure Data Vault.
- **Session Timeout** - Add a Session Timeout Event to the User's action history if the User is logged out automatically when the User is inactive.
- **Data Analysis Access** - Add [Chart](#) access event to the User's action history when the User accesses the Chart View.
- **Check For Updates** - Add a Check For Updates Event to the User's action history when the User manually checks for program updates.
- **Change License** - Add Change License event to the User's action history when the User update software license.
- **Exit Application** - Add a Exit Application Data Event to the User's action history when the User exits FlashLink.
-

Login	Permissions	Events
<input checked="" type="checkbox"/> Login		<input type="checkbox"/> Save Data to the Vault
<input checked="" type="checkbox"/> Logout		<input type="checkbox"/> Remove Data from the Vault
<input type="checkbox"/> Read Data		<input type="checkbox"/> Extract Data from the Vault
<input type="checkbox"/> Sign Data		<input type="checkbox"/> Session Timeout
<input type="checkbox"/> Reject Sign Data		<input type="checkbox"/> Exit Application
<input type="checkbox"/> Program Data Logger		<input type="checkbox"/> Check For Updates
<input type="checkbox"/> Send Bulk Data Files		

## Audit Trail

Audit Trail View allows Administrators to search for recorded actions, edit or delete audit records, print the search result pages, or export the search results to a .csv file.



The screenshot shows the 'Audit Trail' interface with a search panel and a table of audit records. The search panel includes fields for 'From' (7/25/2013), 'To' (8/24/2013), 'Filter' (Show All), and 'Value'. Below the search panel is a table with columns: #, Select, User Name, Event Name, DateTime, and Comments. The table contains 14 rows of data, all for user 'a'. At the bottom of the interface are buttons for 'Remove', 'CSV', and 'Print'.

#	Select	User Name	Event Name	DateTime	Comments
1	<input type="checkbox"/>	a	Login	2013-08-24 23:15:29	
2	<input type="checkbox"/>	a	Login	2013-08-24 23:14:53	
3	<input type="checkbox"/>	a	Login	2013-08-24 23:10:52	
4	<input type="checkbox"/>	a	Logout	2013-08-24 23:10:38	
5	<input type="checkbox"/>	a	Login	2013-08-24 22:33:18	
6	<input type="checkbox"/>	a	Login	2013-08-24 22:27:46	
7	<input type="checkbox"/>	a	Login	2013-08-24 22:22:22	
8	<input type="checkbox"/>	a	Login	2013-08-24 22:21:46	
9	<input type="checkbox"/>	a	Login	2013-08-24 22:19:07	
10	<input type="checkbox"/>	a	Login	2013-08-24 22:16:05	
11	<input type="checkbox"/>	a	Login	2013-08-24 22:14:35	
12	<input type="checkbox"/>	a	Login	2013-08-24 22:14:07	
13	<input type="checkbox"/>	a	Logout	2013-08-24 22:13:52	
14	<input type="checkbox"/>	a	Login	2013-08-24 22:13:46	

### Search Panel

- Search features include search by Date Range, User Name, Event Name, and Comments.
- Search functions can search for an exact match or phrases with wildcards (\* or ?).

### Control Buttons

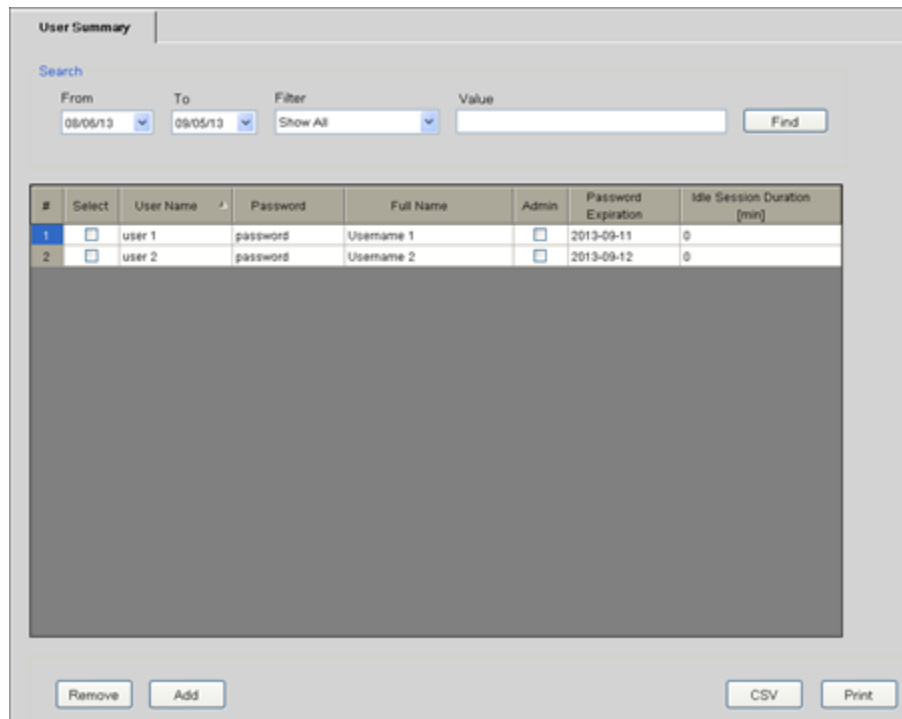
- **Find** - Start searching the database based on the selected criteria.
- **Remove** - Permanently remove selected items from the database.
- **CSV** - Export the Search Result List to a CSV file.
- **Print** - Print the Search Result List.

### Related topics:

- [Trackable Events](#)

## User Summary

User Summary View allows Administrators to search for Users, Add/Edit/Remove Users, print the search result pages, or export the search results to a .csv file.



The screenshot shows the 'User Summary' interface. At the top, there is a 'Search' section with fields for 'From' (08/06/13), 'To' (09/05/13), 'Filter' (Show All), and 'Value'. A 'Find' button is located to the right of the 'Value' field. Below the search section is a table with the following columns: #, Select, User Name, Password, Full Name, Admin, Password Expiration, and Idle Session Duration (min). The table contains two rows of data:

#	Select	User Name	Password	Full Name	Admin	Password Expiration	Idle Session Duration (min)
1	<input type="checkbox"/>	user 1	password	Username 1	<input type="checkbox"/>	2013-09-11	0
2	<input type="checkbox"/>	user 2	password	Username 2	<input type="checkbox"/>	2013-09-12	0

At the bottom of the interface, there are buttons for 'Remove', 'Add', 'CSV', and 'Print'.

### Search Panel

- Search features include search by Date Range, User Name, Full Name, Password Expiration, and Idle Session Duration.
- Search functions can search for exact match or phrases with wildcards (\* or ?).

### Control Buttons

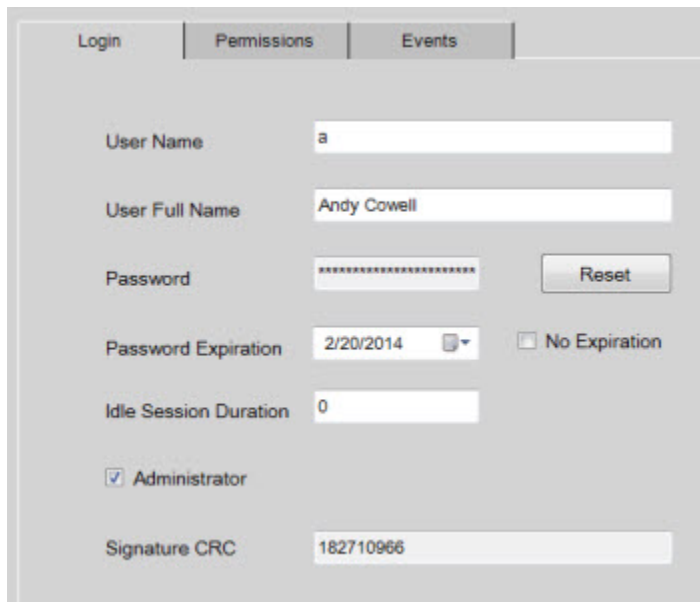
- **Find** - Start searching the database based on the selected criteria.
- **Remove** - Permanently remove selected Users from the database.
- **Add** - Add new Users.
- **CSV** - Export the Search Result List to a CSV file.
- **Print** - Print the Search Result List.

### Related topics:

- [Console Navigation Tree](#)
- [User Properties](#)

## User Properties

User Properties View allows Administrators to Add or Remove users, Edit existing User's profiles including User Rank, User Name, User Full Name, Password, Password Expiration, Idle Session Duration



### Properties

- **User Name** - User Login Name.
- **User Full Name** - User Full name.
- **Password** - A read only value, The Admin can reset this value back to default value in case the User forgets his/her password.
- **Password Expiration** - Sets the expiration date for the current password. The User must choose a new password when it's expired.
- **Idle Session Duration** - Sets the inactivity time (in minutes, 0 = no limit) before FlashLink automatically logs out the User.
- **Administrator** - Grants the User Administrative privileges.
- **Signature CRC** - A unique code to identify the User's signature file, this value is read only.

### Control Buttons

- **Remove** - Permanently removes selected items from the database.
- **Add** - Adds new Users.
- **Save** - Saves changes to the User Properties.
- **Reset** - Resets the User's Password.

### Related topics:

- [Console Navigation Tree](#)
- [User Summary](#)

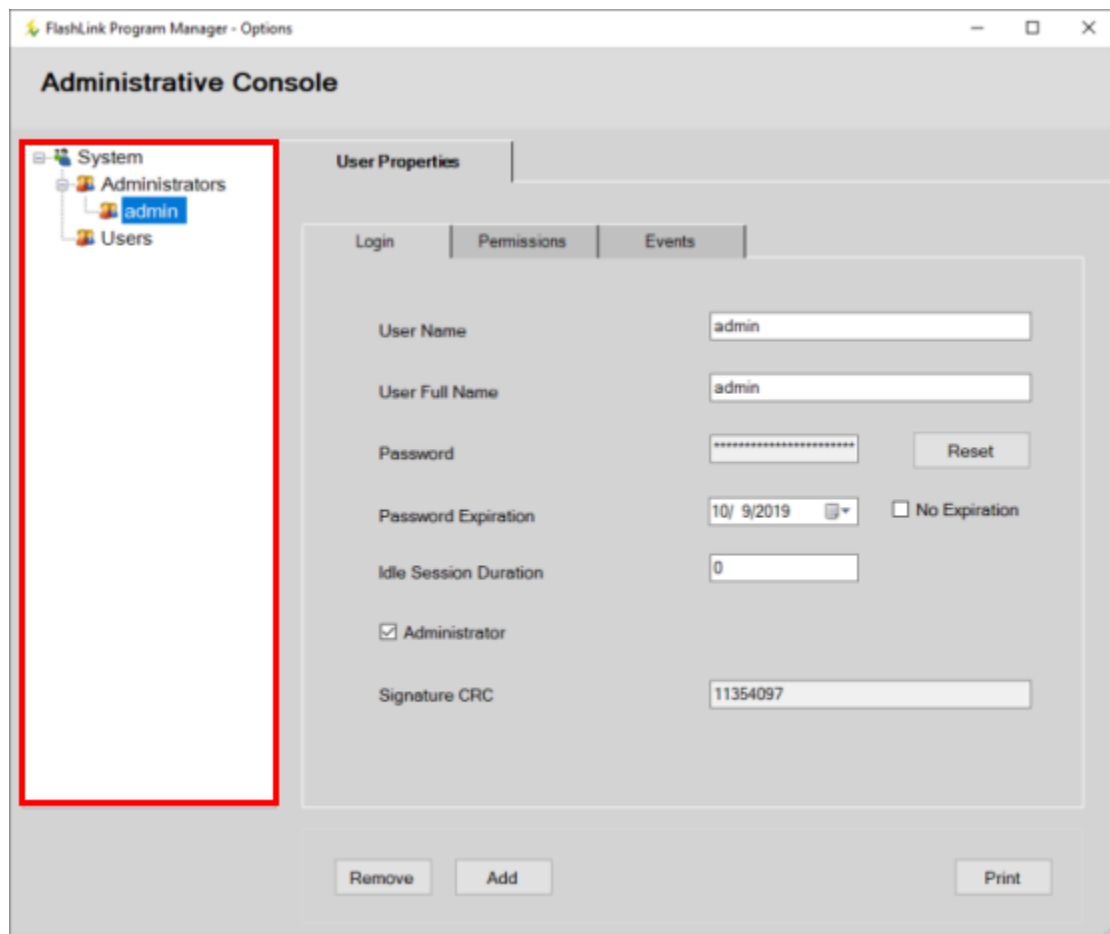


## Console Navigation Tree

The Console Navigation Tree allows Administrators to select different views in the Administrative Console. There are three top level views: System, Administrators, and Users.

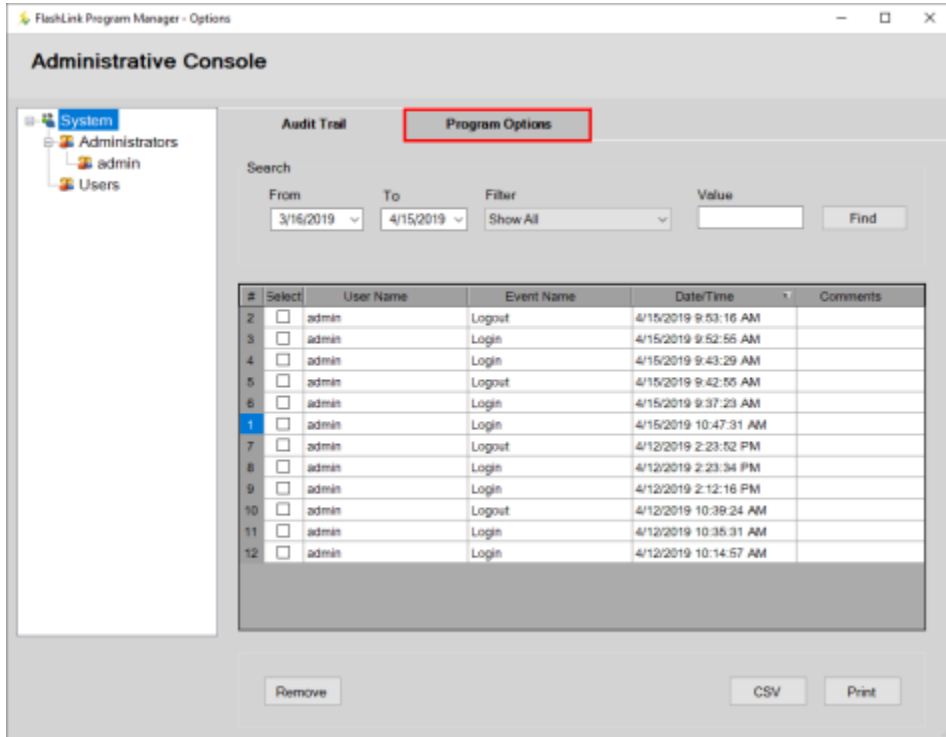
- **System View** This view shows two Administrative Tabs: [Audit Trail](#) and [Program Options](#)
- **Administrators View** This view shows one Administrative Tab: [Admin Summary](#) that shows a list of Administrators.
- **User View** This view shows one Administrative Tab: [User Summary](#) that shows a list of Users without Admin privileges.

The Administrative View and User View are expandable to show registered users depending on the number of Users belong to that group. Clicking on any User node will show the [User Properties](#) page belonging to the selected User.



## Administrative Program Options

Allows Administrators to customize FlashLink using the [Administrative Console](#) instead of the regular FlashLink Options. Albeit having slightly different User Interfaces, the underlying functions are identical to the FlashLink Options. Please see: [Options](#)



FlashLink Program Manager - Options

Administrative Console

System  
Administrators  
admin  
Users

Audit Trail    **Program Options**

Search

From: 3/16/2019    To: 4/15/2019    Filter: Show All    Value:    Find

#	Select	User Name	Event Name	DateTime	Comments
2	<input type="checkbox"/>	admin	Logout	4/15/2019 9:53:16 AM	
3	<input type="checkbox"/>	admin	Login	4/15/2019 9:52:55 AM	
4	<input type="checkbox"/>	admin	Login	4/15/2019 9:43:29 AM	
5	<input type="checkbox"/>	admin	Logout	4/15/2019 9:42:55 AM	
6	<input type="checkbox"/>	admin	Login	4/15/2019 9:37:23 AM	
7	<input checked="" type="checkbox"/>	admin	Login	4/15/2019 10:47:31 AM	
7	<input type="checkbox"/>	admin	Logout	4/12/2019 2:23:52 PM	
8	<input type="checkbox"/>	admin	Login	4/12/2019 2:23:34 PM	
9	<input type="checkbox"/>	admin	Login	4/12/2019 2:12:16 PM	
10	<input type="checkbox"/>	admin	Logout	4/12/2019 10:39:24 AM	
11	<input type="checkbox"/>	admin	Login	4/12/2019 10:35:31 AM	
12	<input type="checkbox"/>	admin	Login	4/12/2019 10:14:57 AM	

Remove    CSV    Print

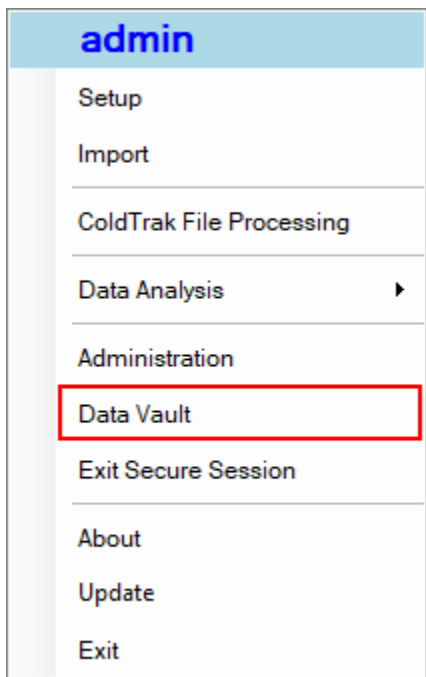


## Secure Data Vault

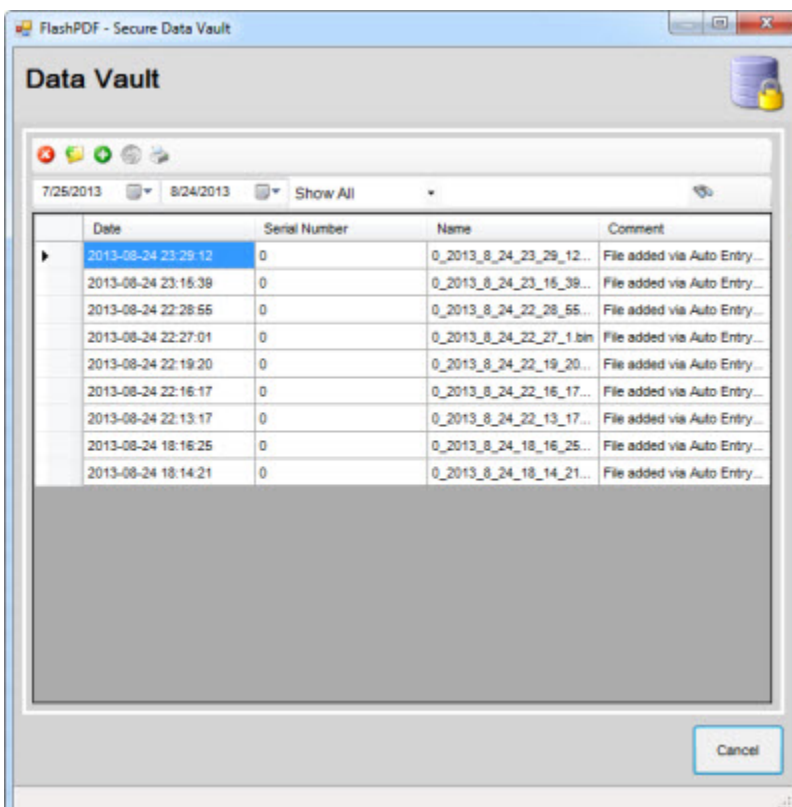
The Secure Data Vault View allows Users to search for files, extract, add, or delete files, and upload bulk files to ColdTrak Server.

### Access Secure Data Vault

1. Right-click the FlashLink tray icon.

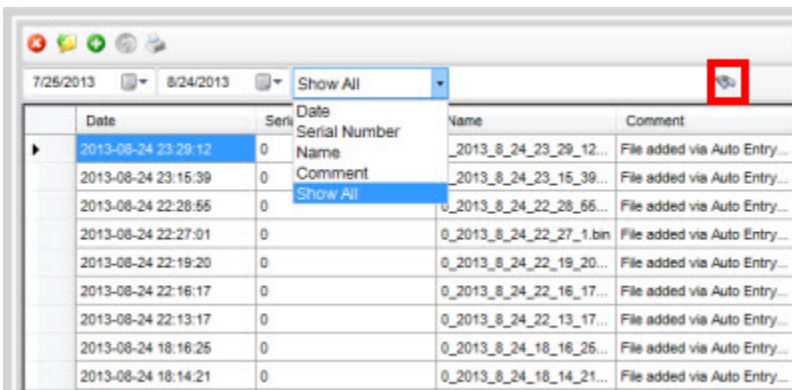
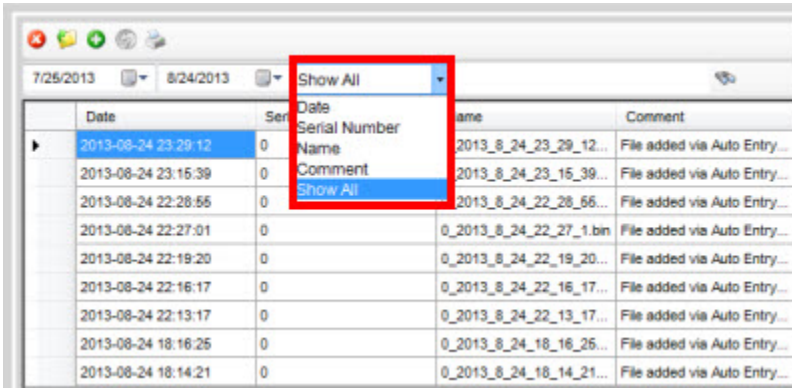


2. Left-click **Data Vault...**



**Toolbar Buttons:**

- **Search** By default the Data Vault shows a list of all files with check in dates within the last 30 days. Users can change the search range by modifying the Search Date fields. Other searchable filters include Serial Number, File Name, and Comments.



- **Delete Files** Selected items from the Vault File List will be permanently removed from the Vault.



- **Export Files** Selected items from the Vault File List will be exported to a specified folder. There will be four subfolders containing corresponding files. They are PDF, BIN, FLD and CSV.



- **Add Files** Users can browse to a directory containing .BIN file(s) to be added to the Vault.



- **Upload Files to the ColdTrak Server** Selected items from the Vault File List will be uploaded to the ColdTrak Server.



- **Print** Print the Vault contents.



### Control Button

- **Cancel Button** Cancel and close the Secure Data Vault.

### Related topics:

- [Electronic Signature Signing](#)

## Electronic Signature Signing

Electronic Signature Signing View allows Users to sign PDF files. The User can sign PDF documents using one of the following methods:

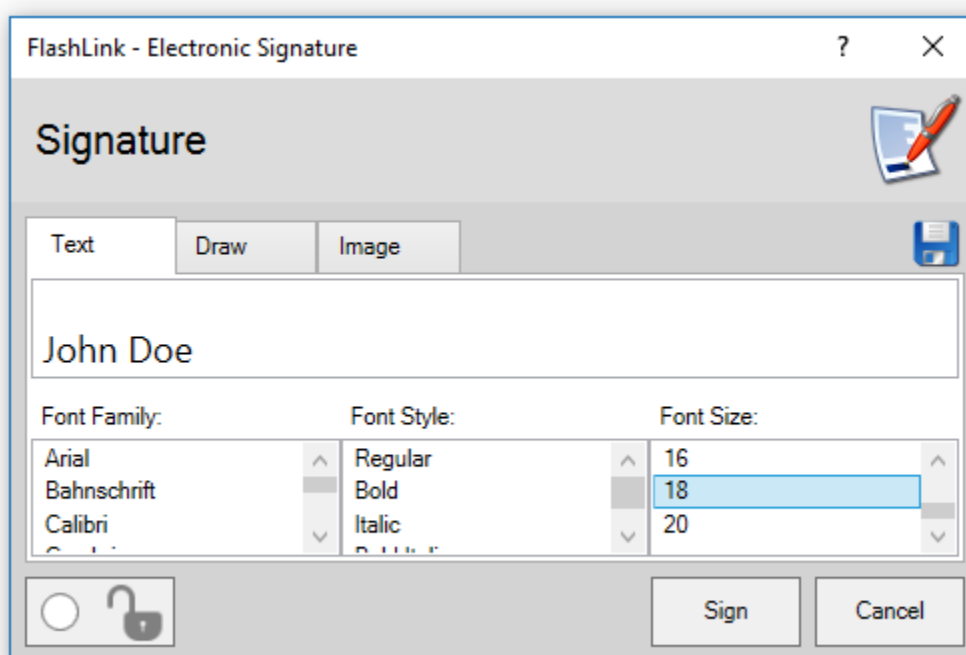
- Simply sign without creating new signature because FlashLink offers use of a previously used signature file.
- Select draw tab to scribble the signature.
- Select the text tab to type the signature.
- Select the image tab to upload an image to use as the signature.

If FlashLink finds that the current User has a previously created signature file it will load this signature file to the Signing Pad. The User can simply click the Sign Button to accept the signature.

The User can use the mouse to scribble a new signature by selecting the draw tab and down the left-mouse button while moving the mouse to draw shapes and lines.

The User can also load an image file to use as a signature. It will scale to the correct size.

The User can also use the keyboard to type text on the Signing Pad. They can insert a typing cursor onto the Signing Pad by clicking anywhere on the Pad and move the typed signature around by holding down the left-mouse button.



### Toolbar Buttons:

- **Lock/Unlock** Locks or unlocks the signing pad. The User cannot make any changes to the signature in Lock mode.



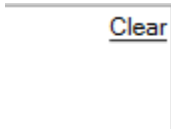
- **Open** Opens an existing signature file in JPEG format. Only visible in the Image tab.



- **Export** Saves a signature image as a JPEG file.



- **Clear** Clears the Signing Pad to start a new signature.



### Control Buttons

- **Sign** Accept the signature as it appears on the Signing Pad for the PDF document.
- **Cancel Button** Cancel and close the Electronic Signature Signing View without signing the document.

After a document is digitally signed, the User's signature will appear in the upper right corner of the document. To add this signature to the list of Trusted Certificates, please follow the steps described below.

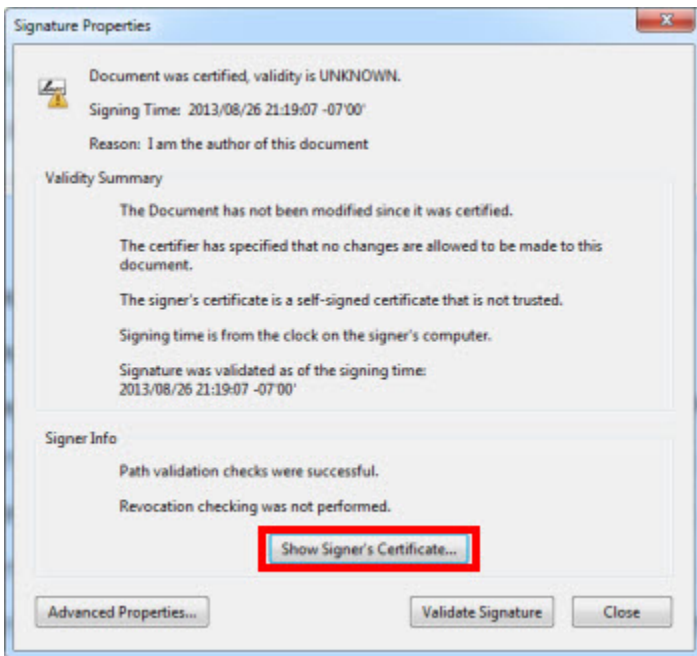
1. Double click the signature on the upper-right corner of the document.



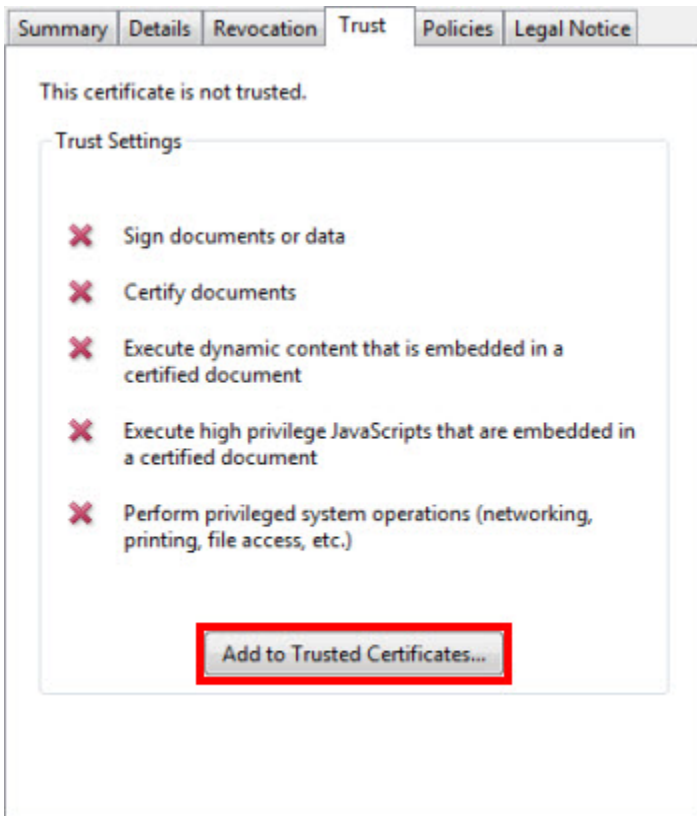
2. Click Signature Properties button as shown below to open Signature Properties detail page.



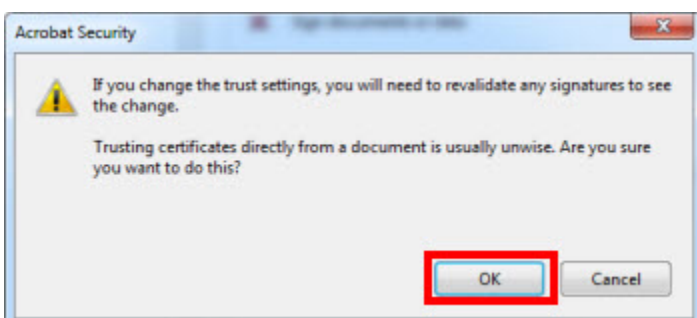
3. Click on View Signer's Certificate button as shown below to open Trust Certificate properties.



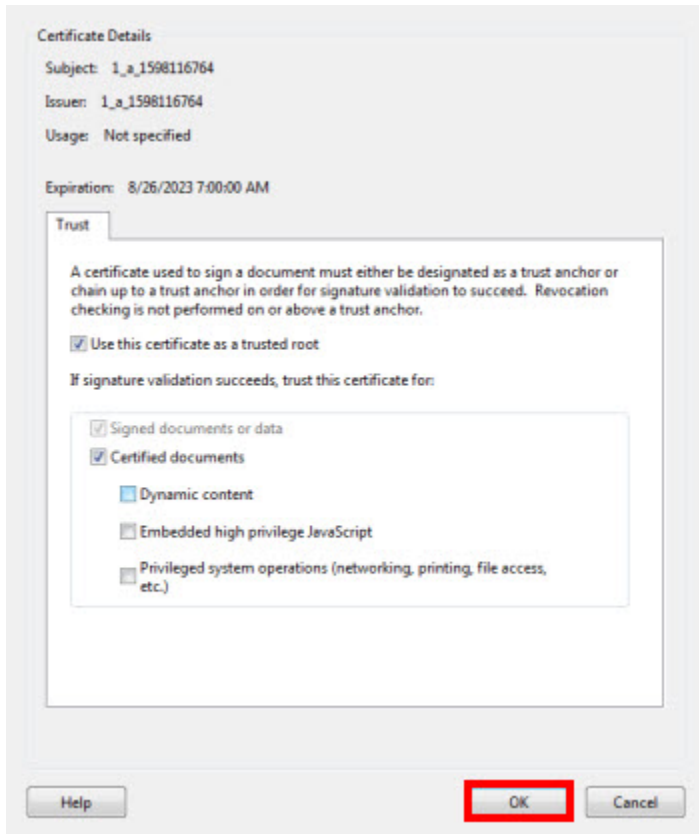
4. Click on Trust Tab as shown below to view Trust Settings, then click Add to Trusted Certificates button.



5. A confirmation box appears as shown below, click on OK button to confirm.

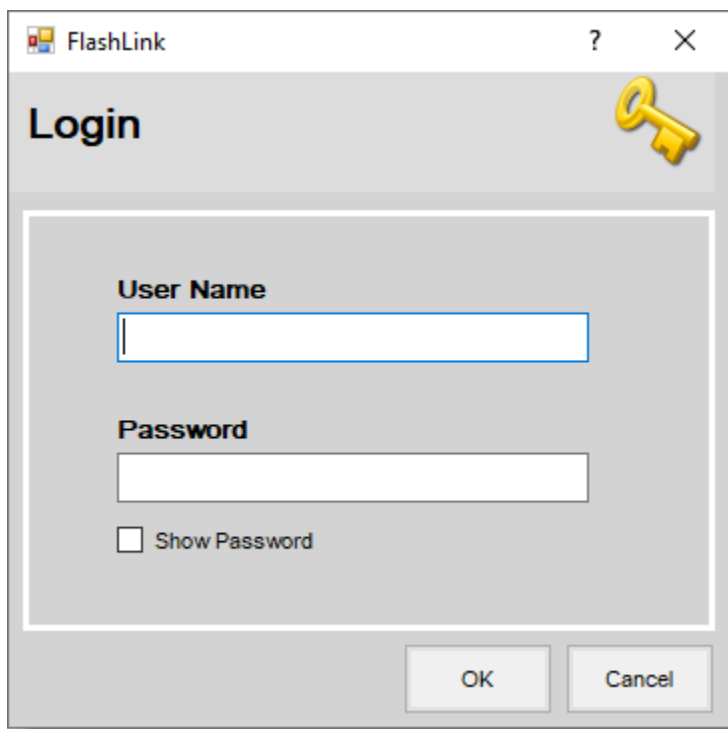


6. Choose additional properties or simply click OK to choose the default values.



## User Login

User Login View is a login dialog asking the User to supply credentials.



The screenshot shows a Windows-style dialog box titled "FlashLink" with a question mark and a close button in the title bar. The dialog has a header area with the word "Login" and a yellow key icon. Below the header is a large gray rectangular area containing the following elements: a label "User Name" above a text input field; a label "Password" above another text input field; and a checkbox labeled "Show Password" which is currently unchecked. At the bottom of the dialog are two buttons: "OK" and "Cancel".

### Control Buttons

- **OK** Submit User Name and Password.
- **Cancel** Cancel and close the User Login View.

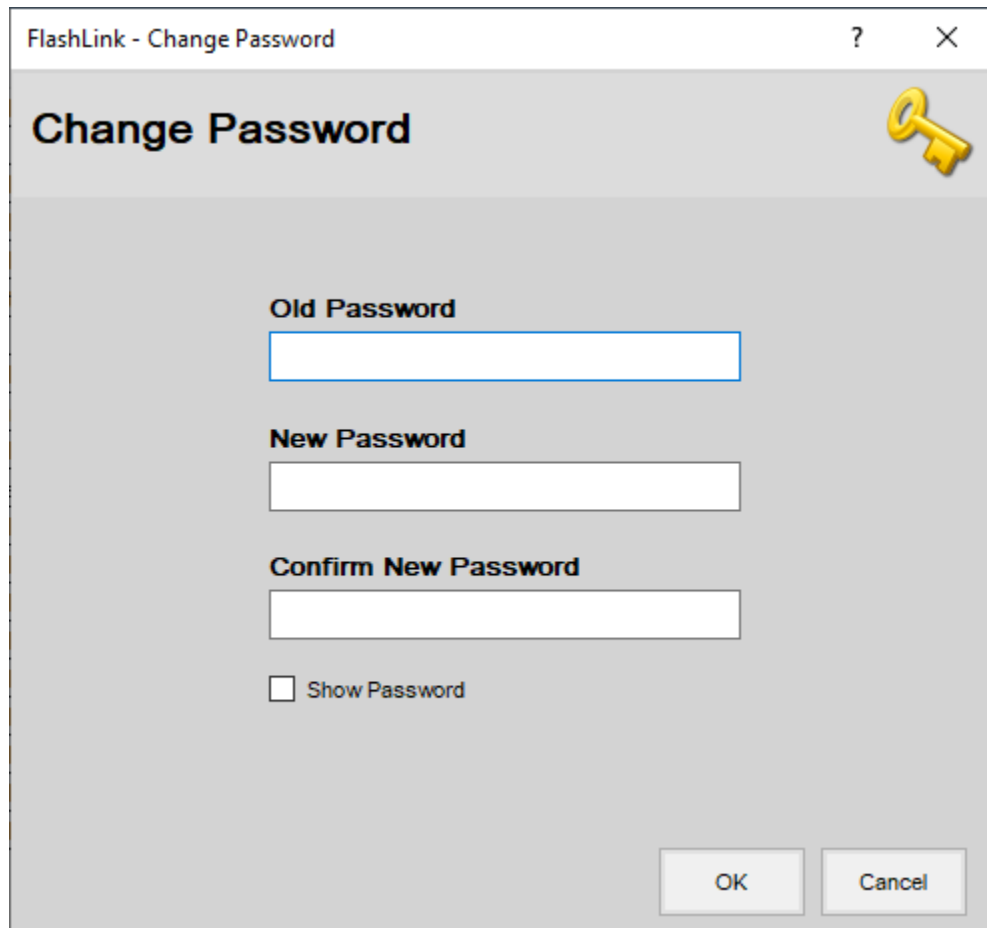
### Related topics:

- [Change Password](#)



## Change Password

Change Password View is a dialog asking the User to change his/her password. The User is presented this view when his/her password has been reset by the Administrator or the password has been expired.



The image shows a Windows-style dialog box titled "FlashLink - Change Password". The dialog has a title bar with a question mark and a close button. The main content area has a grey background and a yellow key icon in the top right corner. The text "Change Password" is displayed in a large, bold font. Below this, there are three text input fields labeled "Old Password", "New Password", and "Confirm New Password". At the bottom left, there is a checkbox labeled "Show Password" which is currently unchecked. At the bottom right, there are two buttons: "OK" and "Cancel".

### Control Buttons

- **OK** Submit new password.
- **Cancel** Cancel and close the Change Password View.

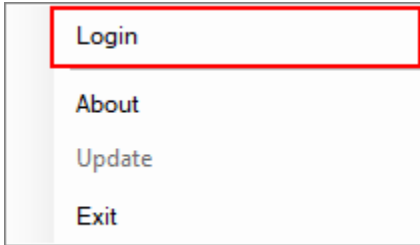
### Related topics:

- [User Login](#)

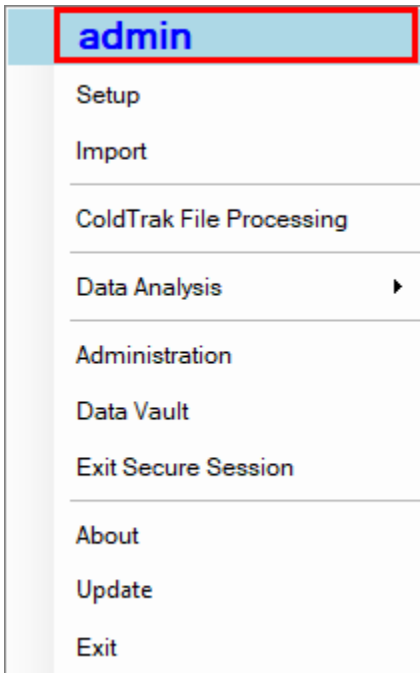
## 21CFR Menu

In 21CFR Enable Mode, Options Menu Item is removed. Users must Login in order to access the Options Menu Item.

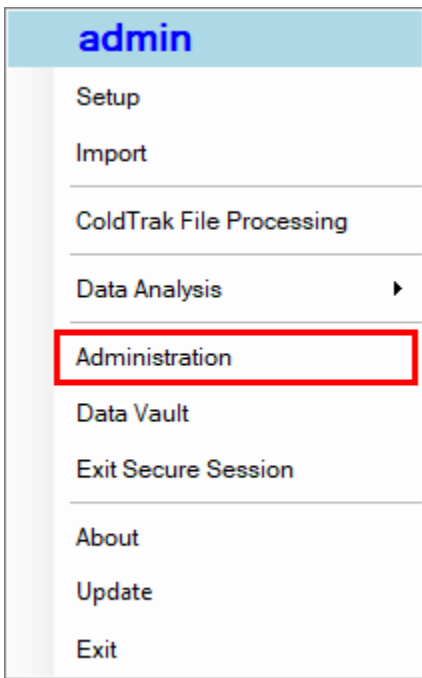
To access FlashLink features, the Users must Login to start a secure session. Click on Login Menu Item as shown below.



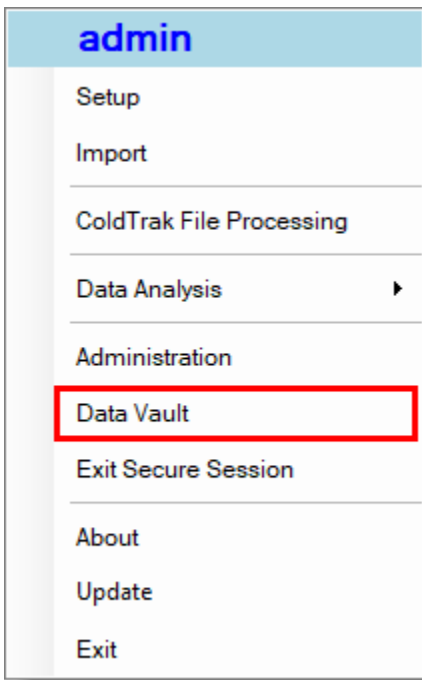
Upon successful Login, a secure session started and Main Menu should appear similar to the Main Menu shown below where the highlighted section shows the name of the active User.



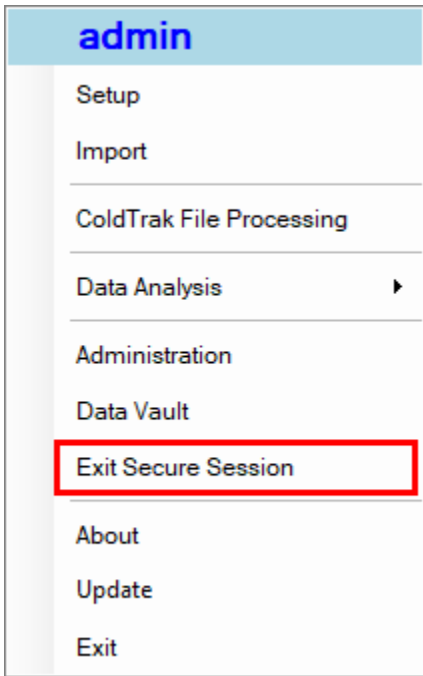
To access the [Administrative Console](#) click on Administration Menu Item as shown below (this Menu Item is not visible to Users who do not have Admin privileges).



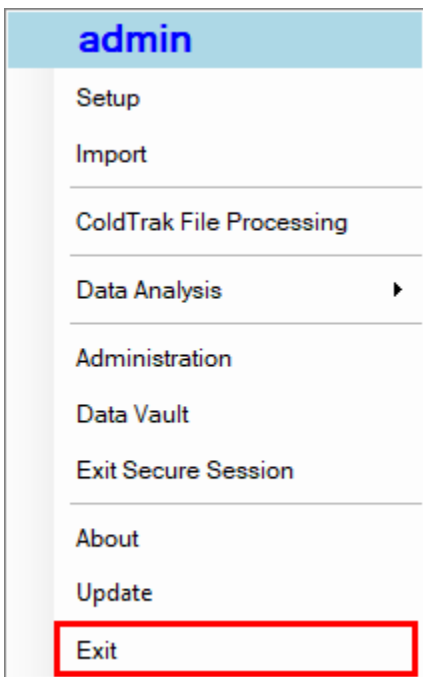
To access the [Secure Data Vault](#) click on Data Vault Menu Item as shown below (this Menu item is grayed out for Users who are not granted access to the Vault by the Administrators).



To end a secure session click on Exit Secure Session Menu Item as show below.

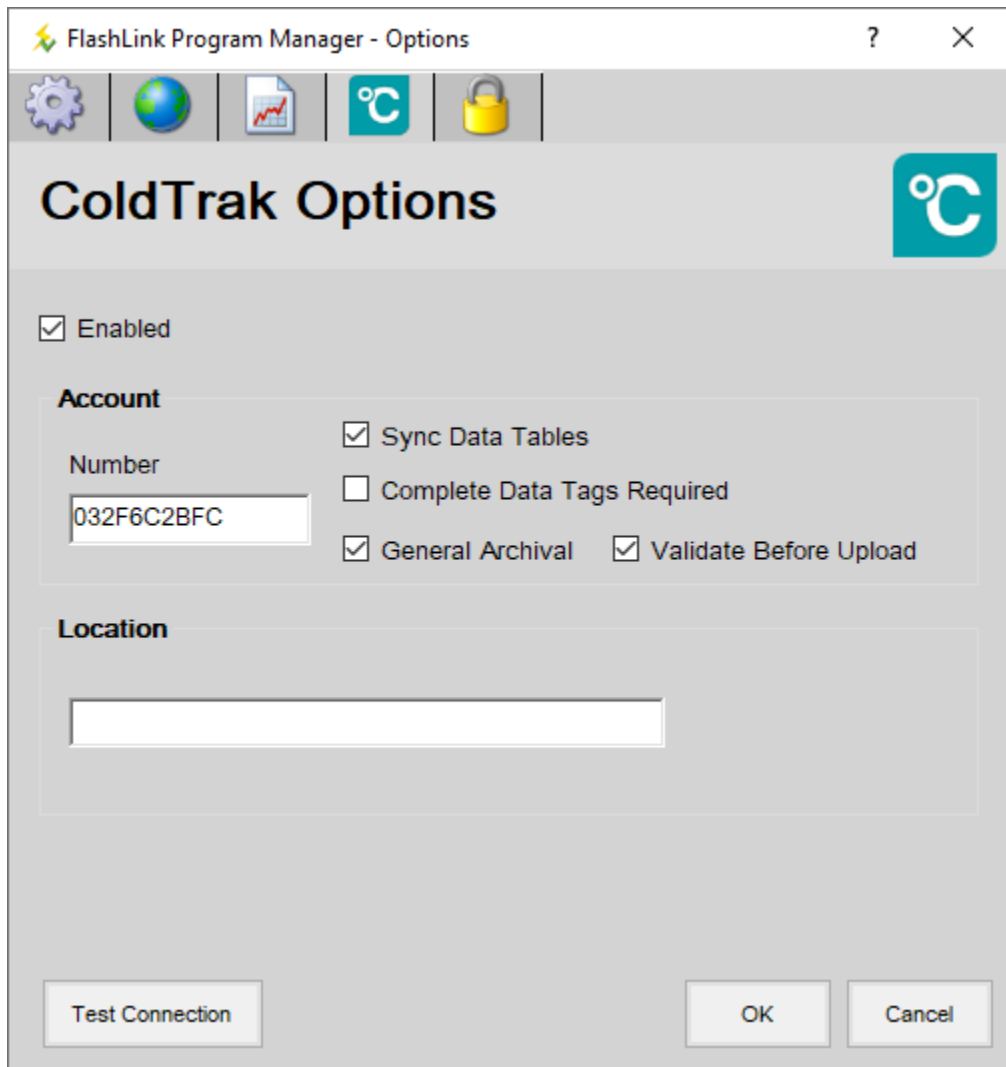


To close FlashLink click on Exit Menu Item as shown below.



## Enable General Data Archival

**General Data Archival** allows for uploading files from non-DeltaTrak PDF Loggers to ColdTrak. To use this feature, the user must have a valid ColdTrak account number.



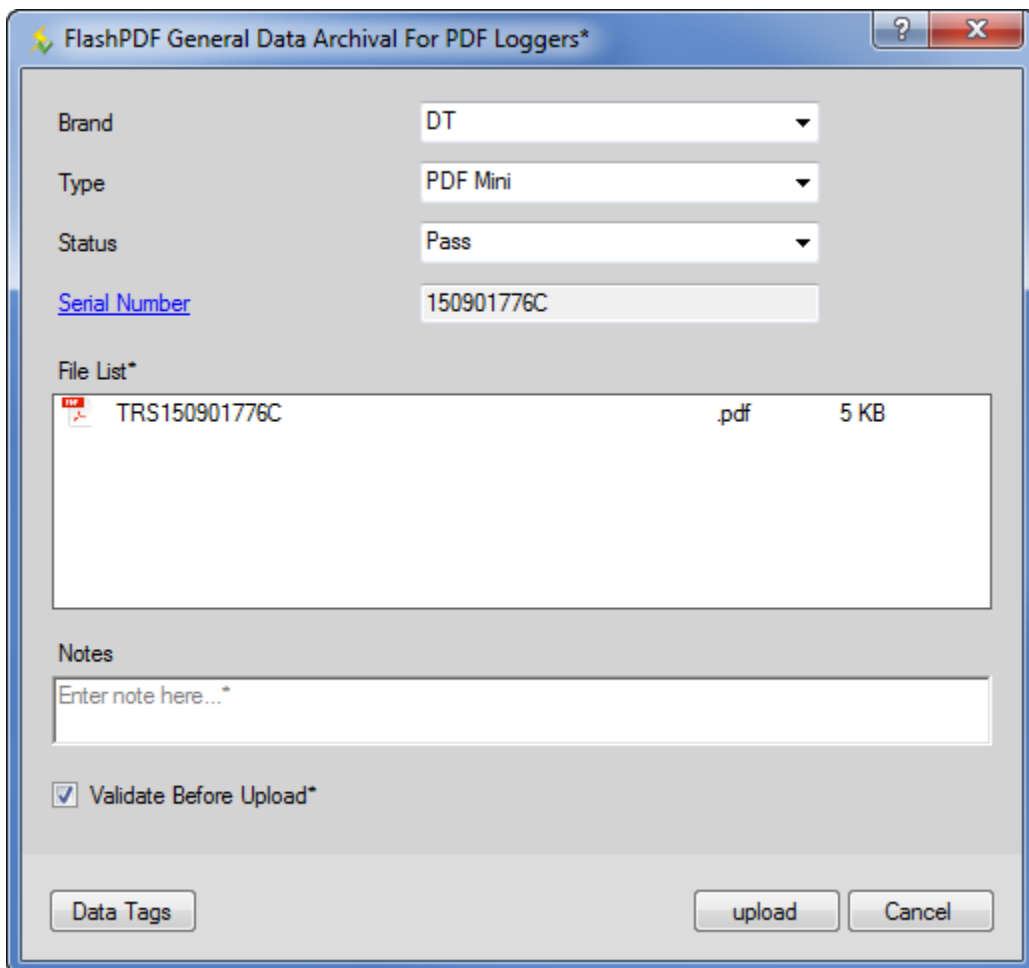
### **Enable General Data Archival**

1. Click the **ColdTrak** tab from the General Options screen.
2. Click the **ColdTrak** check box to enable or disable **ColdTrak**.
3. Enter the ColdTrak Account Number
4. Click the **General Archival** check box to enable or disable **General Data Archival**.
5. Click the **Validate** check box to enable or disable logger validation and data tag entry on all non-DeltaTrak PDF loggers
6. Click **OK** to save the settings.

## Using General Data Archival

To use the **General Data Archival** feature after it has been enabled simply plug in any non-DeltaTrak Logger that has a single PDF file in its root directory.

- **Data Tags**
  - Three data tags are immediately available for user to select from a drop down list and or if field is not restricted enter text that will be uploaded to **ColdTrak**.
  - More data tags can be added by clicking on the **Data Tags** button.  
(The available tags are controlled by the **ColdTrak** account administrator)
- **File List** Shows all files in the logger folder. User can add or remove files from the list that will be compressed and sent to **ColdTrak** by right clicking on the file list. Overall file size must not exceed 1 MB. If files exceed limit they shall be shown in **RED**. File names in **Red** must be removed from the list before uploading will be allowed. The PDF Report file will always be sent regardless of it's size but if it exceeds 1 MB then no other files can be attached.




FlashPDF General Data Archival For PDF Loggers\*

Brand: DT

Type: PDF Mini

Status: Pass

Serial Number: 150901776C

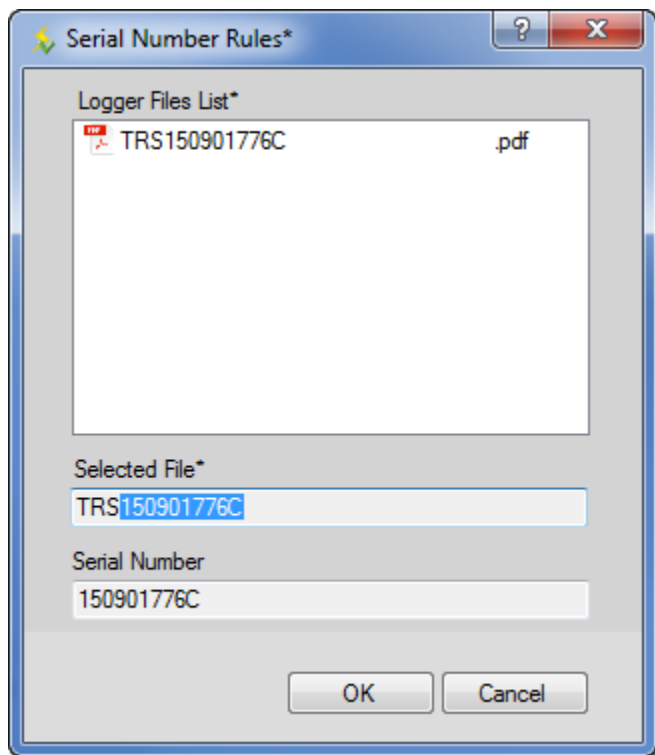
File List*		
 TRS150901776C	.pdf	5 KB

Notes: Enter note here...\*

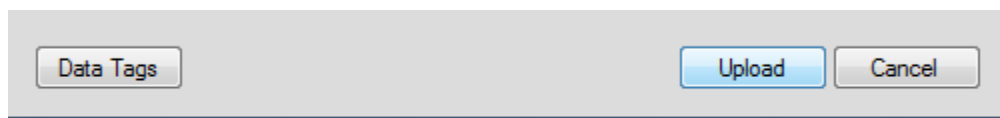
Validate Before Upload\*

Data Tags      upload      Cancel

- **Validate All Loggers Before Upload** If this option is unchecked then known device types will be automatically sent to **ColdTrak** without confirmation. Known Logger types are determined by the unique files they contain and are saved after first upload
- **Serial Number** Allows for **Serial Numbers** to be automatically generated from a file name. The program will remember the setting for that type of logger.



- **Upload** After confirming the package click **Upload** to send files and data tags to **ColdTrak**.

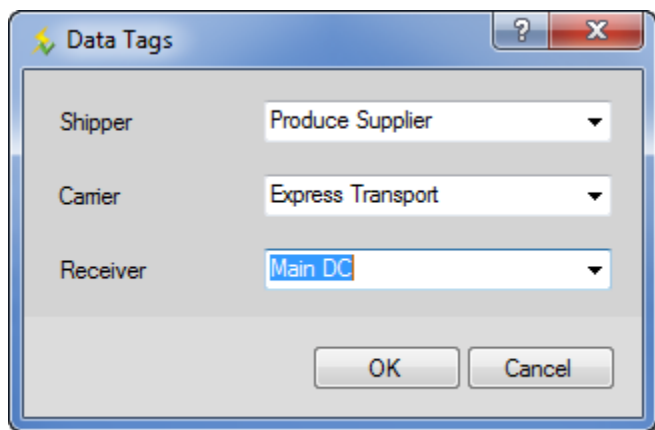


## Adding Additional Data Tags

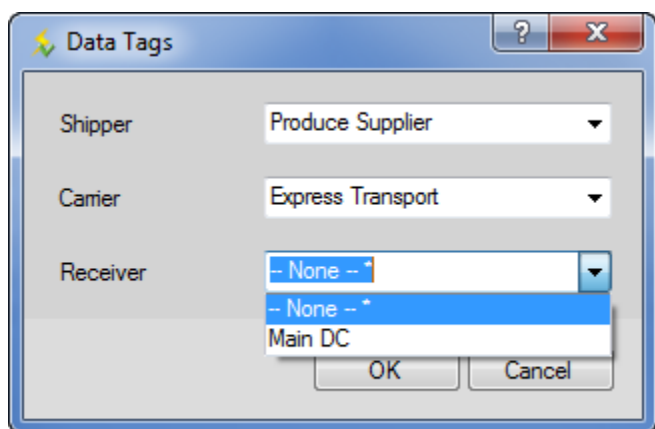
**Data Tags** allows for additional data tags to be attached to each upload. The available data tags are controlled by the **ColdTrak** administrator.

### Adding More Data Tags

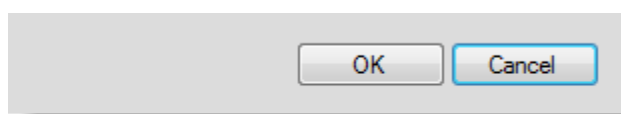
1. Additional data tag options can be reached by clicking the **Data Tags** button at the bottom of the **General Data Archival** window.
2. Clicking this button will show any additional data tags that can be attached.



3. For any data tag you do not want to use select **-- None --** and that tag will not be sent to ColdTrak.



4. Click on **OK** to save the additional data tags or "Cancel" to discard any changes.



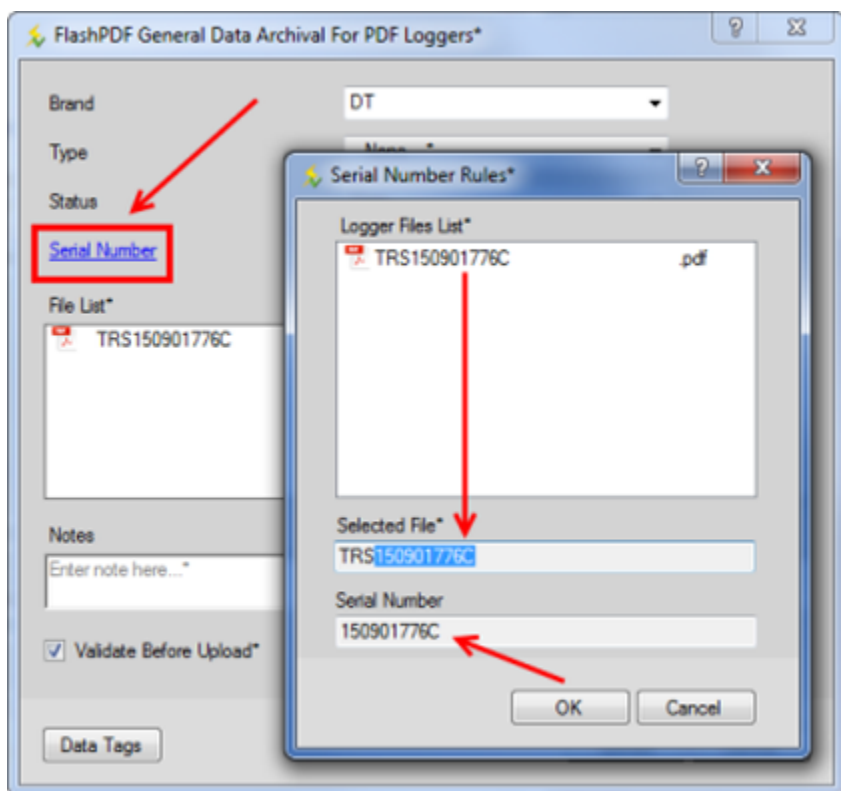


## Configure Serial Number Generation

**General Data Archival** Because all PDF loggers have the serial number is part of the filename this allows users to select the portion of the filename to use as the serial number for the record uploaded to **ColdTrak**. The program will then automatically use this to create serial numbers for all loggers downloaded of this type.

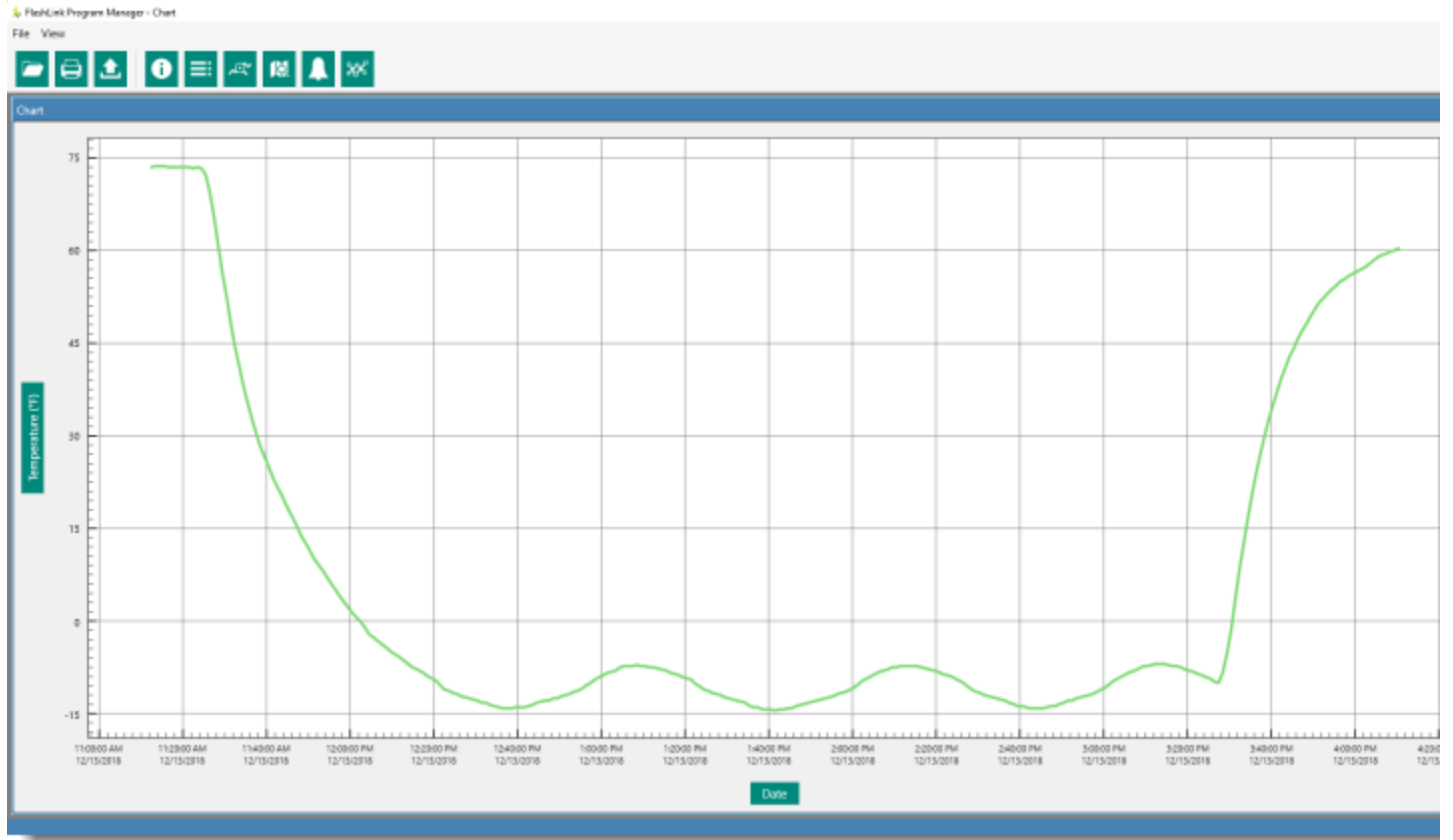
### Setting Up Serial Number Rules

1. Click the serial number link on the General Data Archive window.
2. On the pop up window there will be a list of device files. From the list select the file that contains the serial number.
3. Highlight the portion of the file name that contains the serial number
4. Confirm the serial number is correct.
5. Click **OK** to save the serial number generation rules or **Cancel** to discard them.



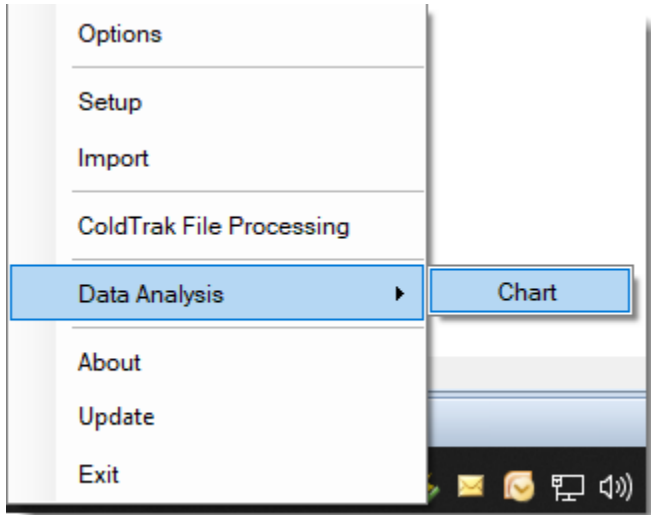
## Data Analysis: Chart

**Chart** allows for analyzing logger data in a more dynamic way. Allowing for comparison between multiple loggers or viewing data from a more specific range.

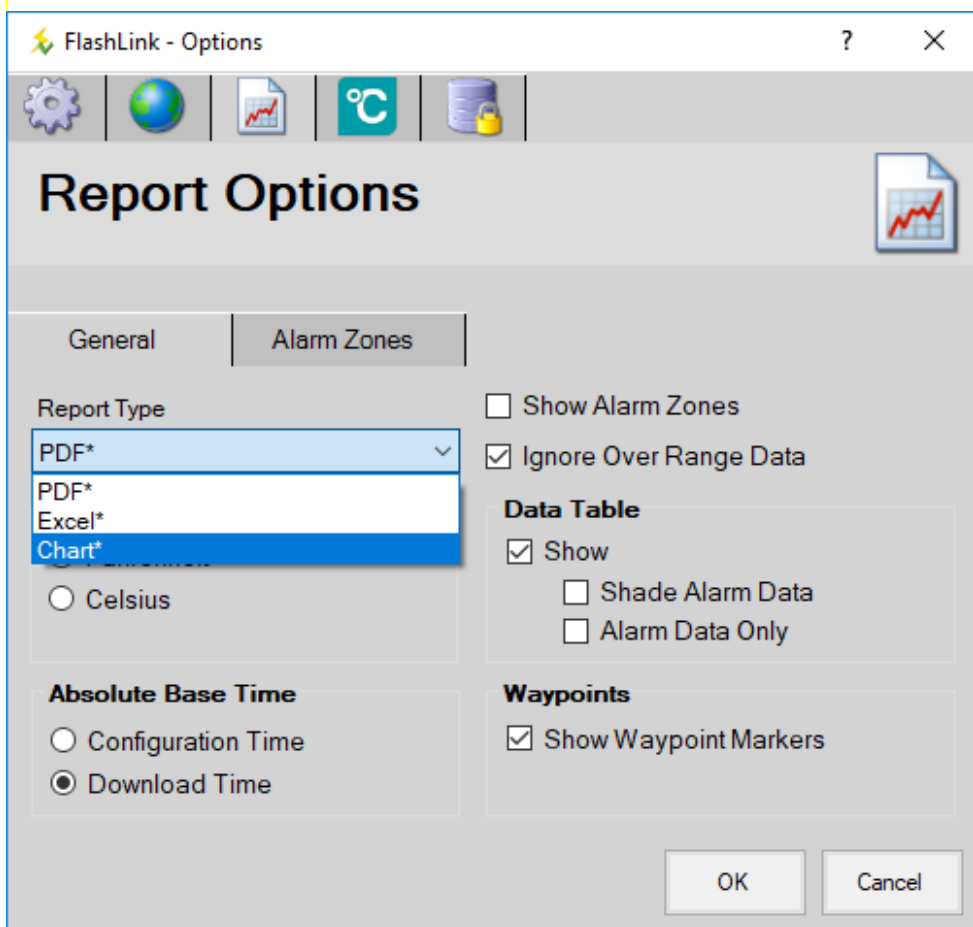


## Accessing Chart

The chart can be accessed two different ways. It can be directly opened by clicking **Chart** under **Data Analysis**.



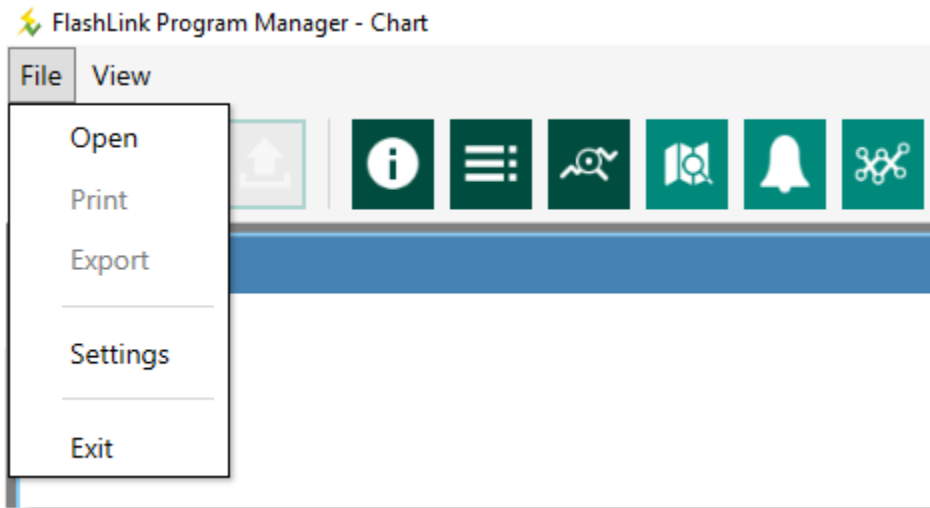
It can also be opened automatically by setting the report type to Chart in FlashLink Options. This way inserting a logger will directly open the chart.



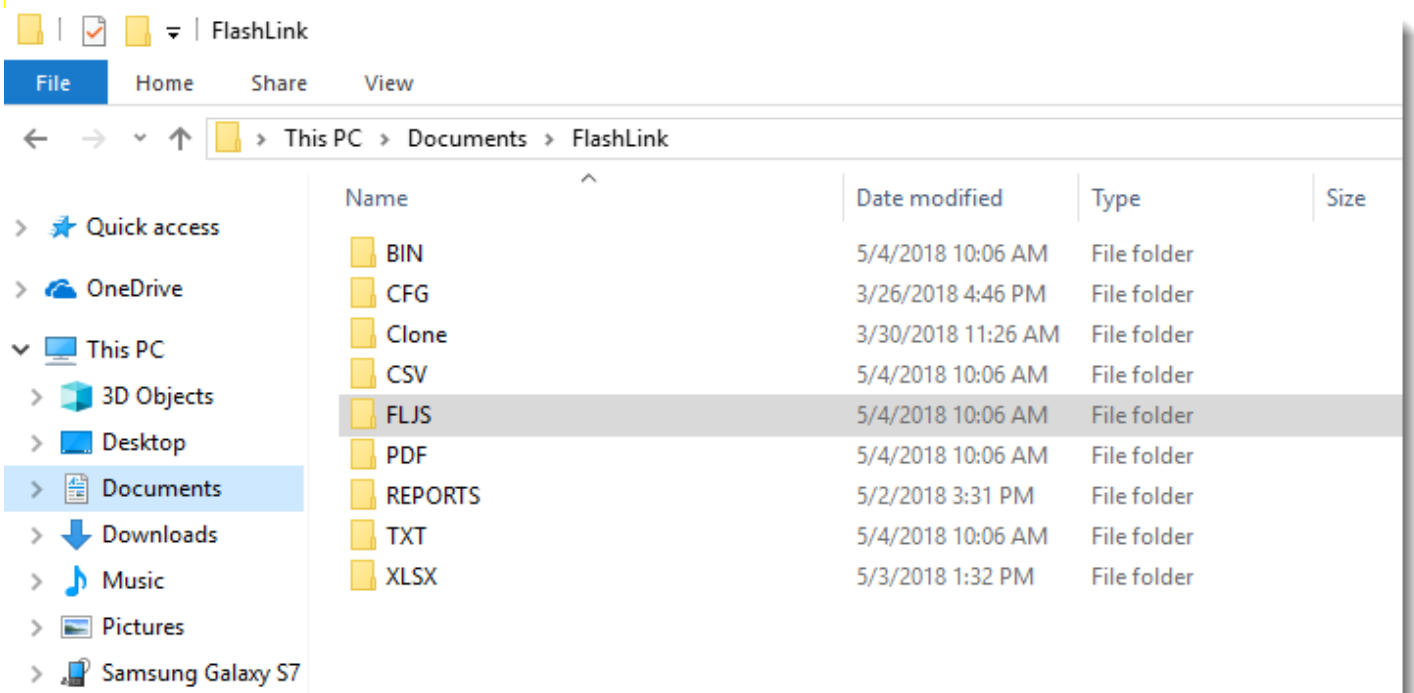


## Accessing Loggers

To open a logger and view it in the chart. Navigate to the chart, go to its menu and click file. Under file will be an open option.



Clicking open will show the open file dialog where either FLJS files or FLDX files can be selected to open logger data.



File View



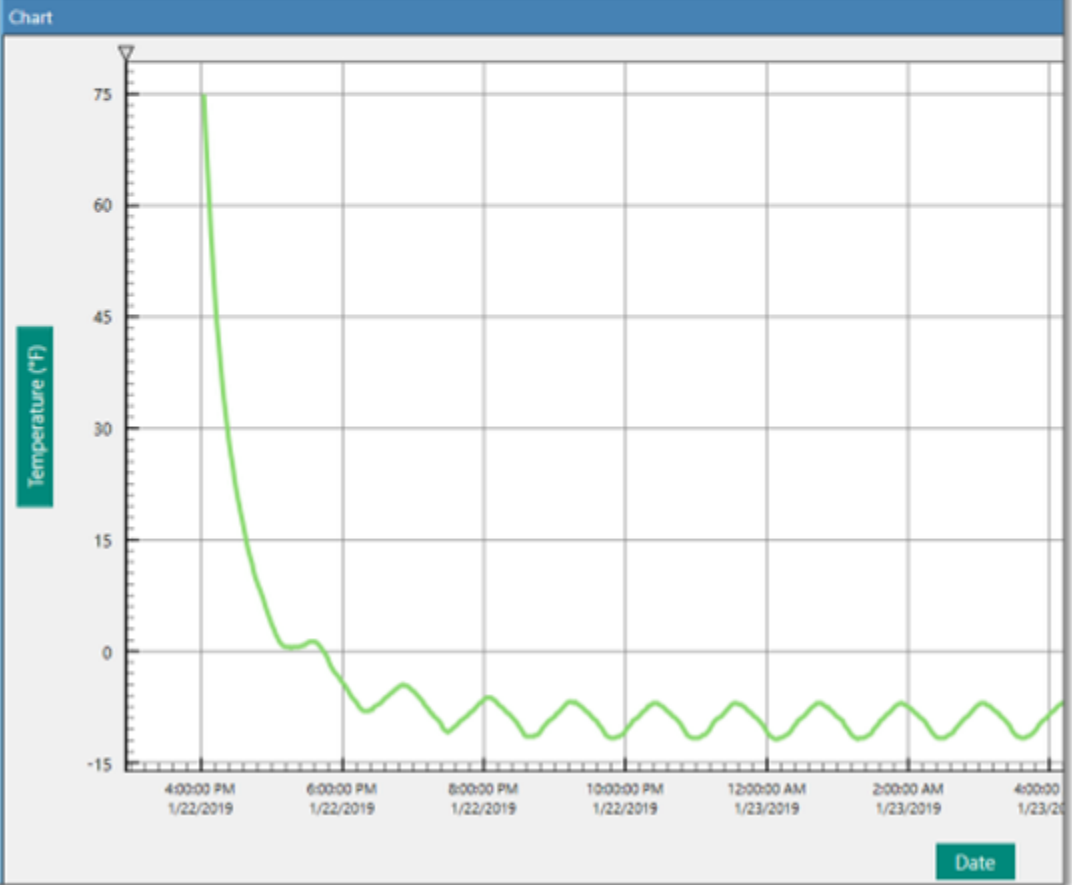
Information

Temperature 1	Sensors		Alarm Settings		Statistics					
	Total Sensors	1	Alarm State	PASS	Sensor Line	Alarm Time			Average	Max
	Sensors Above	0	High Alarm	89.6	1557	High	Low	Total	4.1°F	74.8°F
	Sensors Below	0	Low Alarm	-22						

Legend

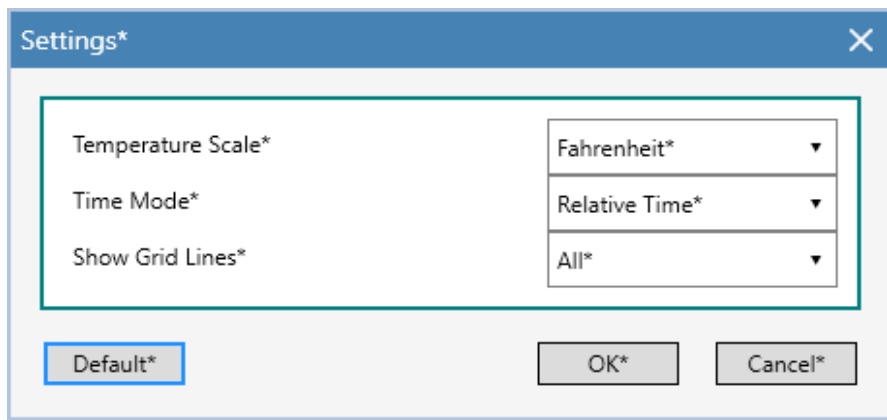
Temperature 1

1557



## Settings

The settings can be accessed by right clicking the chart and clicking settings.



**Temperature Scale** - Will change the current temperature scale of the chart.

**Time Mode** - Will change if lines are shown by their actual date or by their relative time.

**Grid Lines** - Will limit which grid lines are shown.

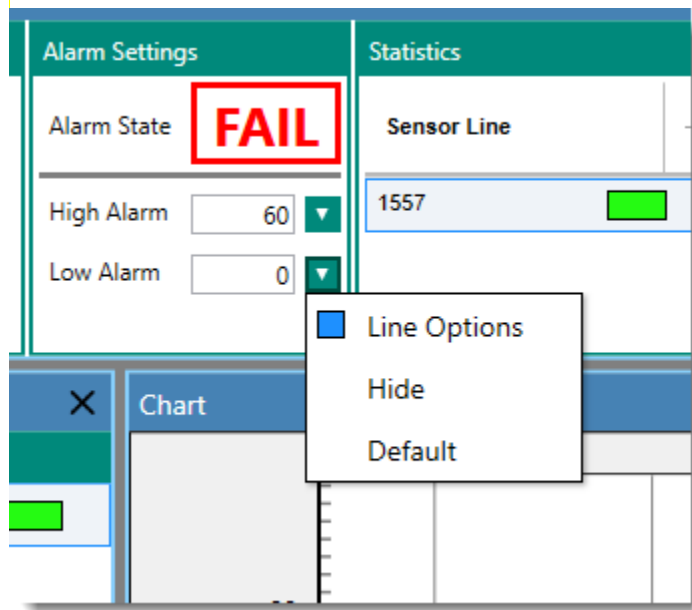
**Default** - Will return all settings to their defaults.

## Alarms

Alarms can be disabled or enabled by the alarm button in the main menu.



Individual alarm values and settings can be changed from the Information Panel.



The screenshot shows two panels: "Alarm Settings" and "Statistics".

- Alarm Settings:** The "Alarm State" is "FAIL" (highlighted with a red box). "High Alarm" is set to 60 and "Low Alarm" is set to 0.
- Statistics:** The "Sensor Line" is 1557, indicated by a green bar.

A context menu is open over the "Sensor Line" value, showing options: "Line Options" (with a blue square), "Hide", and "Default".



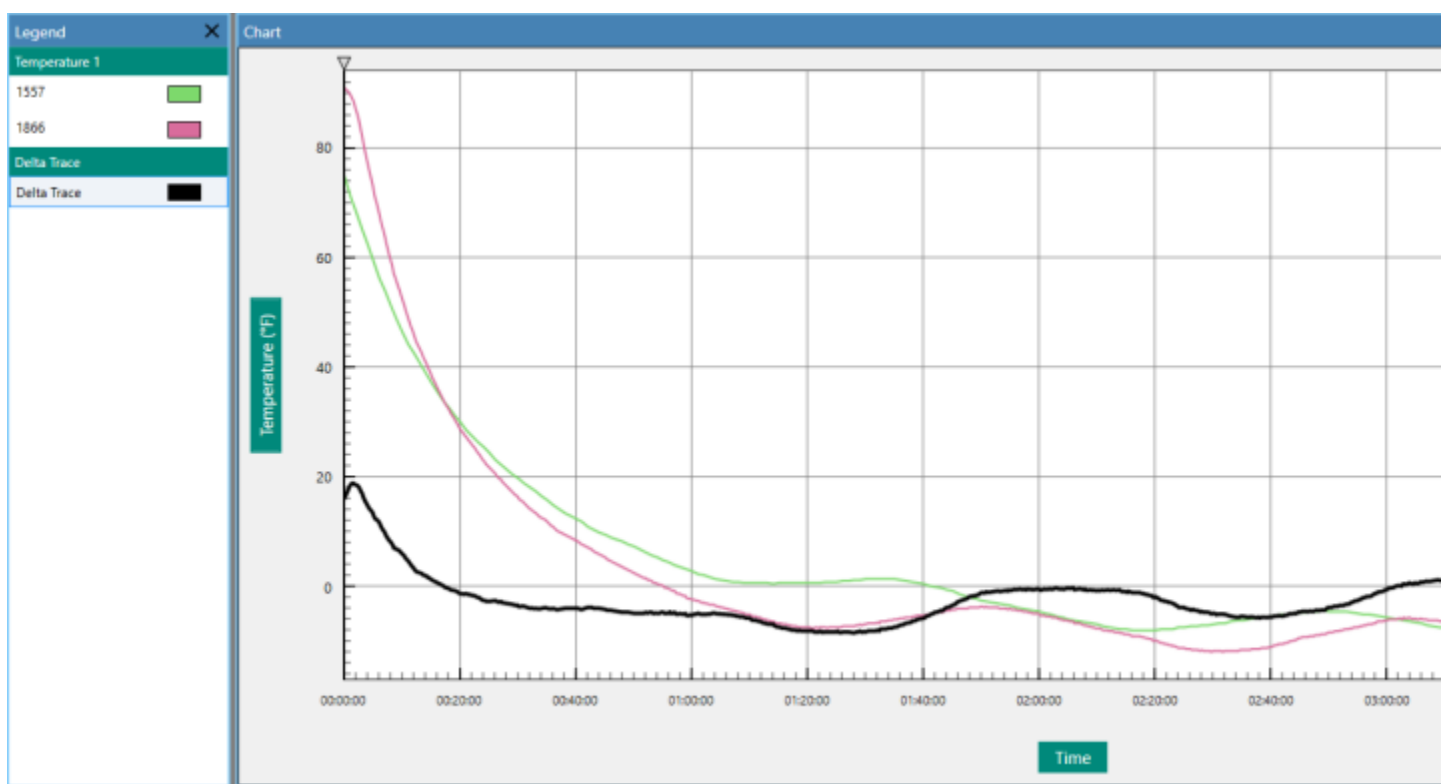
## Delta Trace

Delta Trace can be disabled or enabled by the Delta Trace button in the main menu.



When there are two lines delta trace allows the difference value of the two lines to be plotted as a line. For best results use relative time as the time mode.

The delta trace line calculation can be changed in a few ways by right clicking the delta trace in the legend. Select **Inverse** to invert the line or **Absolute Value** to plot the difference of the two lines as an absolute value.



## Export

The data in the chart's current view can be exported or printed by clicking their respective buttons.



Data can be exported as a PDF or as a CSV.

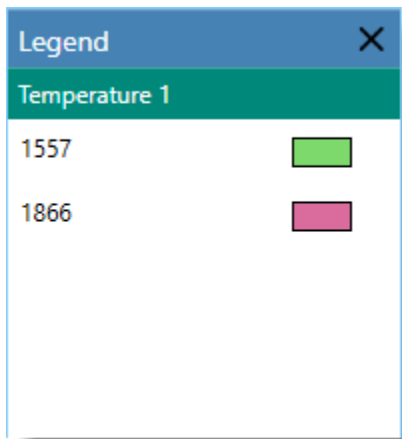


## Legend Panel

The legend panel can be toggled on and off by closing the panel or clicking the legend button in the menu.



The legend panel displays the currently visible loggers and allows selecting and changing how lines are displayed.



Right clicking allows access to the menu for that line, which allows the following features:

**Select All** - Selects all lines.

**De-Select All** - De-selects all lines.

**Remove** - Removes all currently selected lines.

**Add** - Faster access to the open file dialog.

**Hide** - Hides the line.

**Show** - Shows the line.

**Show All** - Shows all lines.

**Hide Others** - Hides all other lines

**Logger Info** - Gives logger information that created the line.

**Data Tags** - Shows tags associated with a logger.

**Line Options** - Shows additional options on how a line is displayed.

## Info Panel



The info panel gives group information on lines by sensor type and sensor number. Changing the zoom level will adjust the info panel to only give statistics on the current view. Alarms can also be adjusted to give different statistics.

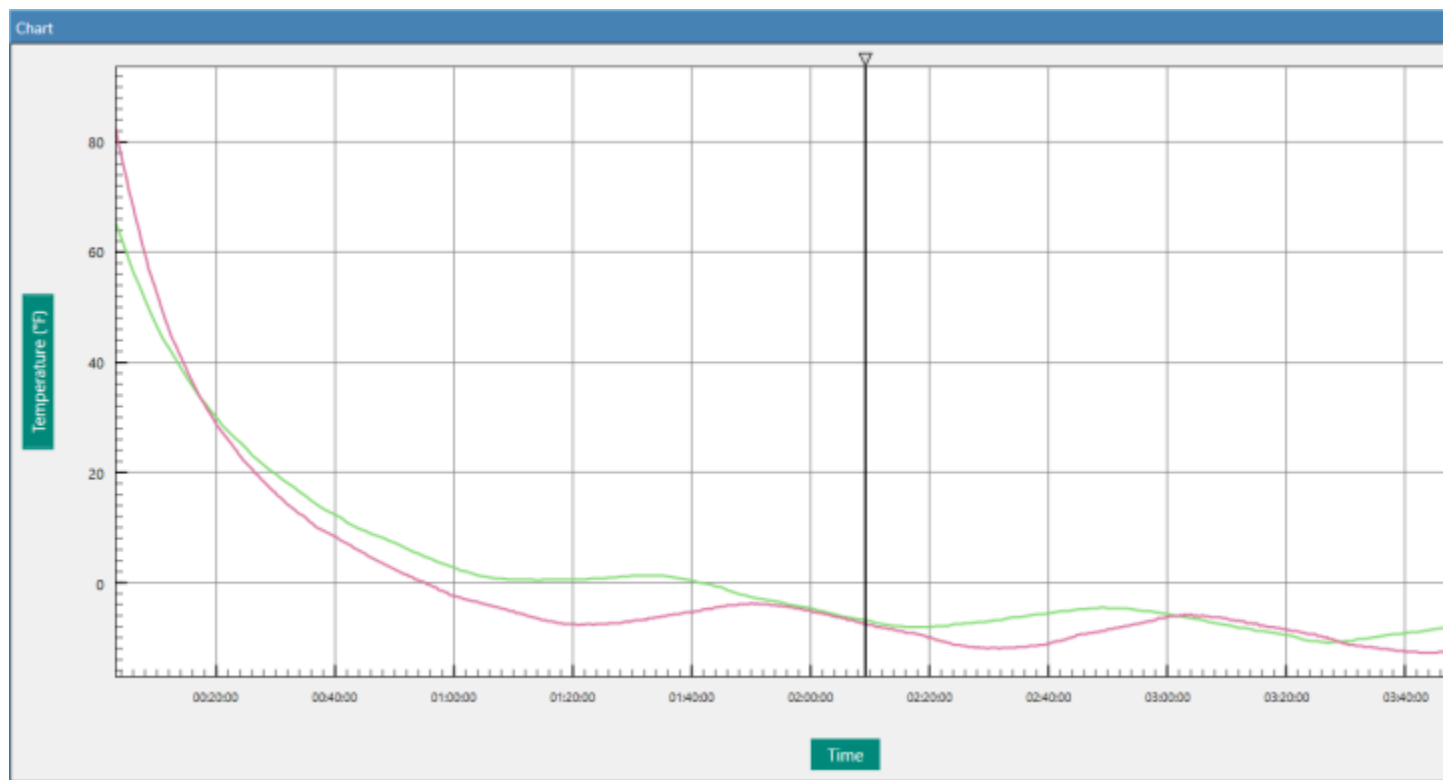
Information									
Sensors		Alarm Settings		Statistics					
Temperature 1	Total Sensors	2	Alarm State	<b>PASS</b>					
	Sensors Above	0	High Alarm	89.6					
	Sensors Below	0	Low Alarm	-22					
	Sensor Line		Alarm Time			Average			
			High	Low	Total				
	1557	<span style="color: green;">■</span>	00:00:00	00:00:00	00:00:00	4.1°F			
	1866	<span style="color: red;">■</span>	00:00:00	00:00:00	00:00:00	-0.4°F			

## Cursor Panel

The cursor panel can be toggled on and off by closing the panel or clicking the cursor button in the menu.



The cursor panel gives temperature or room humidity values for a certain date or time. The value of the cursor can be changed by dragging the cursor line.

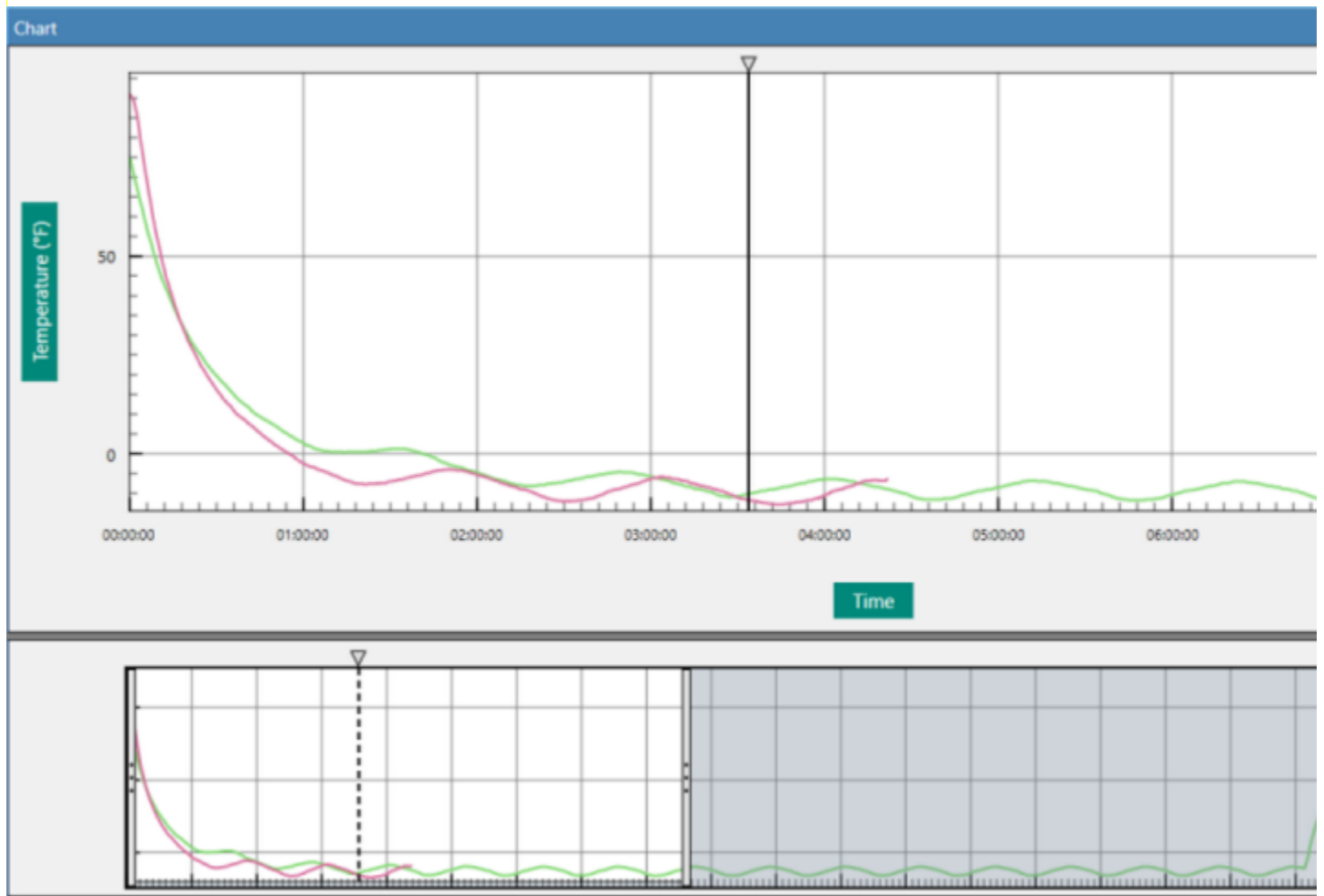


## Navigation Panel

The navigation panel can be toggled on and off by pressing the navigation button.



The navigation panel gives an overview of all the data. It allows faster panning over the chart and the end sliders allow easy zooming on specific date ranges.

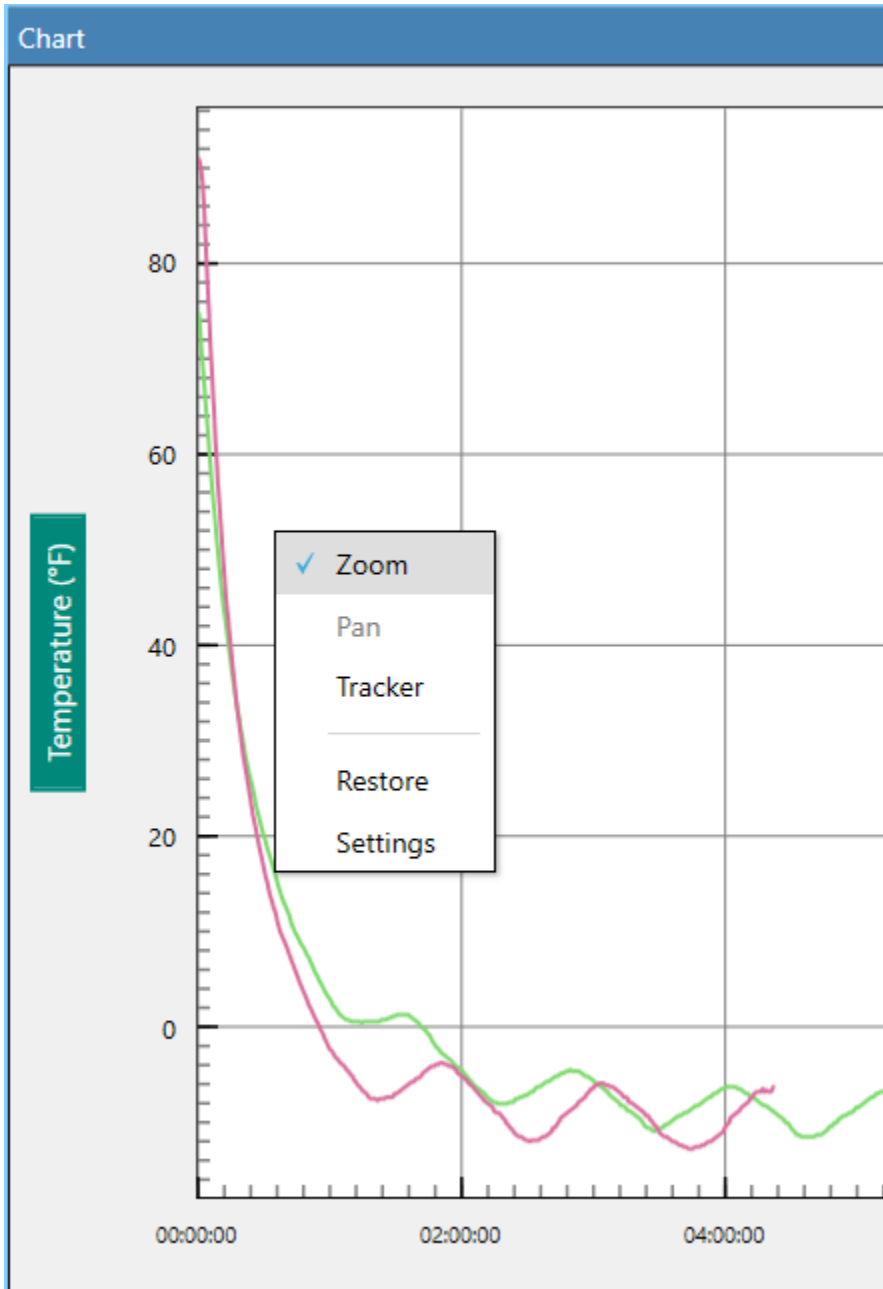






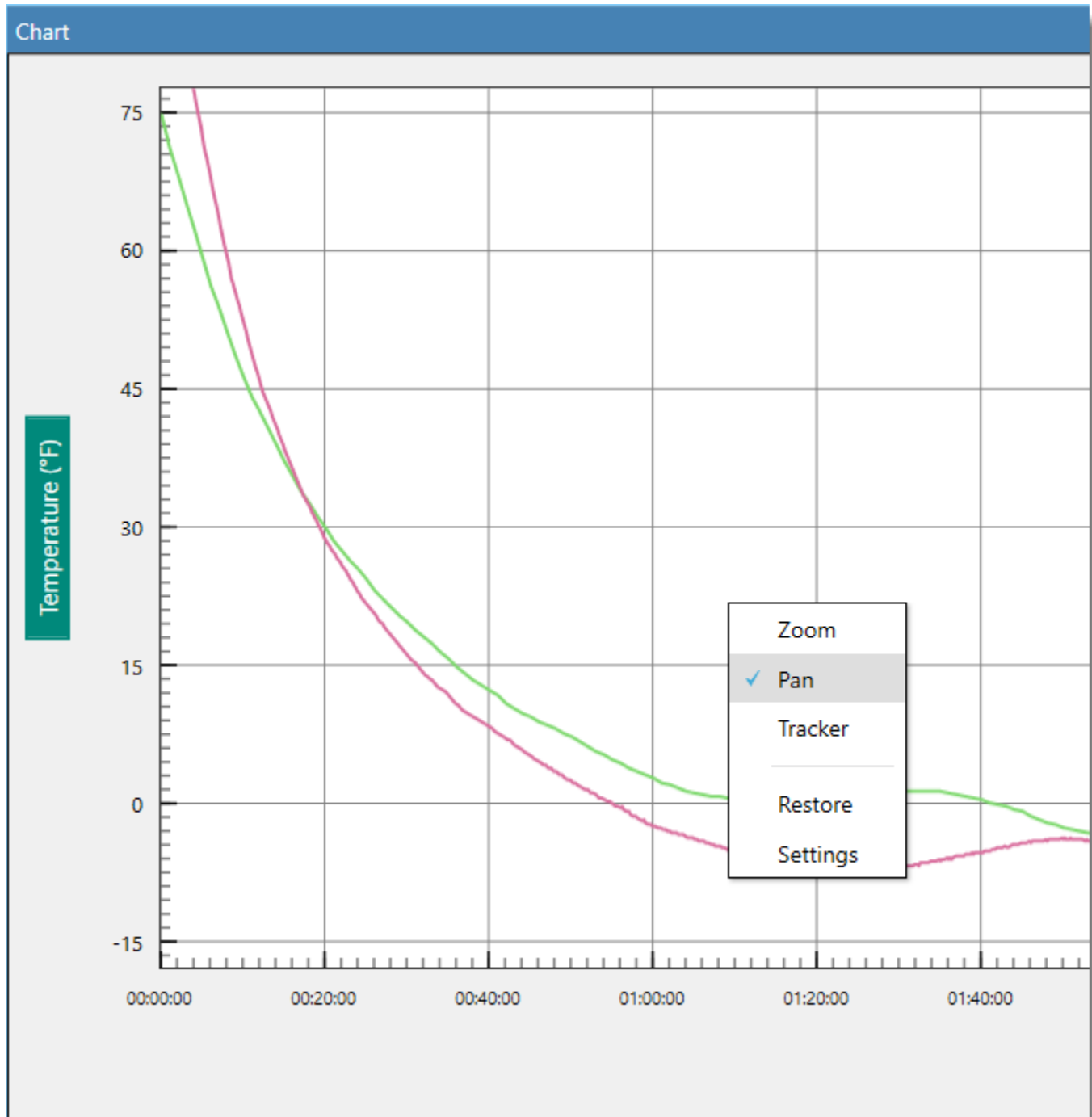
## Zooming

Zooming can easily be achieved by scrolling back and forth with the mouse. More controlled zooming can be achieved by right clicking on the chart and selecting zoom mode. This allow left clicking and dragging to select a new view area.



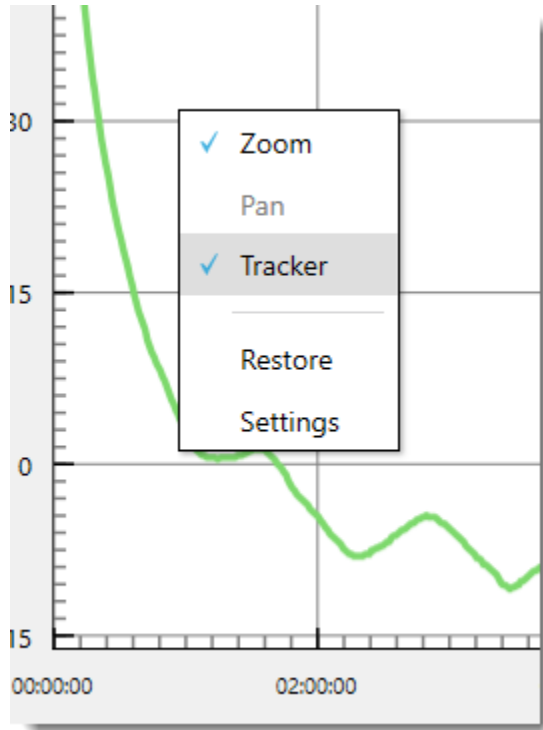
## Panning

Panning can be accessed by right clicking the chart and selecting Pan Mode. Then left clicking will allow panning of the chart.



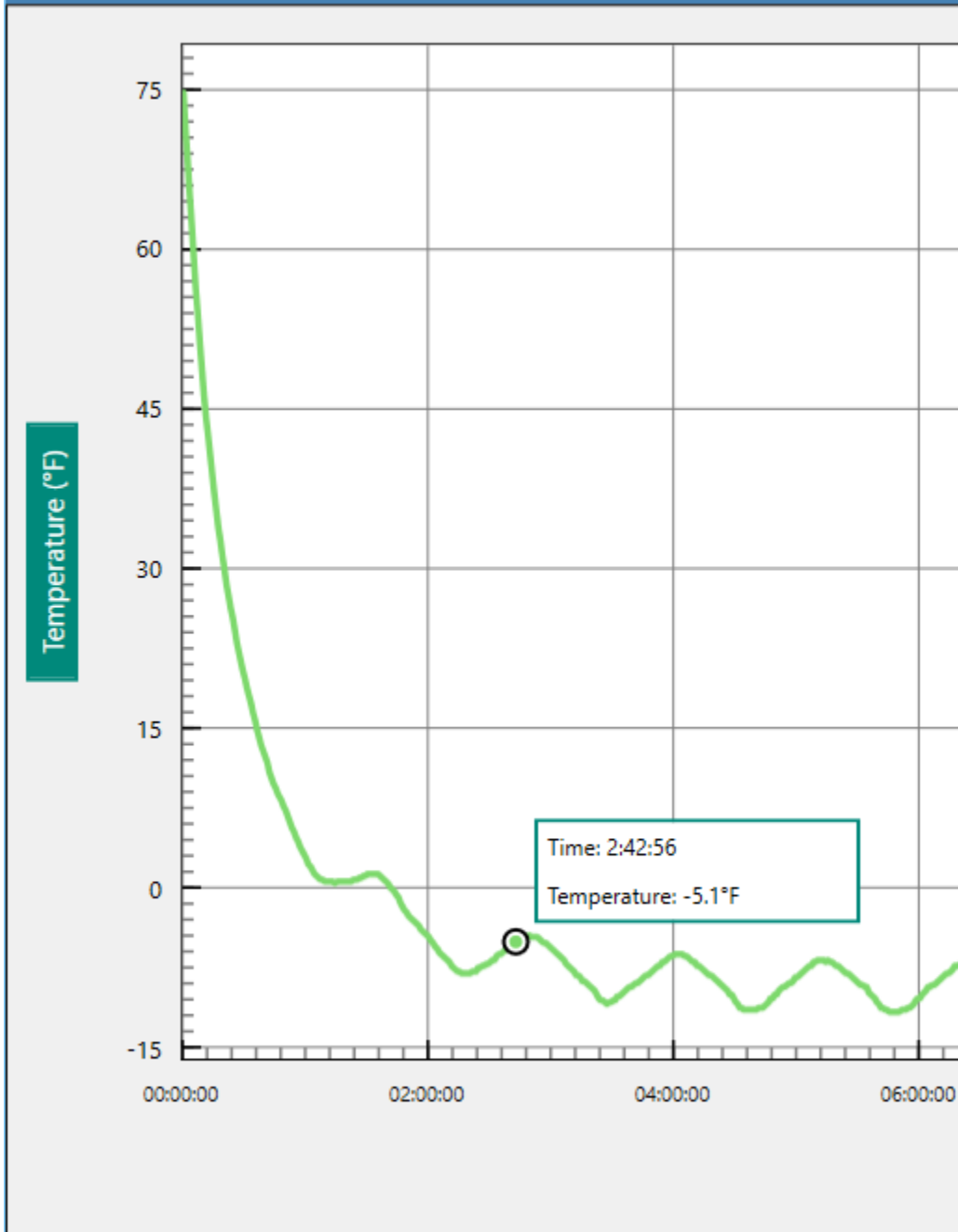
## Tracking

Tracking gives detailed information of the line whenever the mouse is hovering over the chart. To enable tracking right click on the chart and turn on Tracker.



Then select a line and hover your mouse over the chart. The tracker box will appear following your mouse and the line to give additional information over that point.

Chart



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