



# Clever Logger Procedures

July 2020

CLEVER  
LOGGER

## Who should use this guide?

This guide is aimed at daily Clever Logger users.

It does not describe how to set up and configure Clever Logger. For that you want the Clever Logger Configuration Guide ([cleverlogger.com/guide](https://cleverlogger.com/guide)).

This guide will show users:

- How to log in to the Clever Logger dashboard,
- How to read your data, and
- What to do if you get an alarm notification

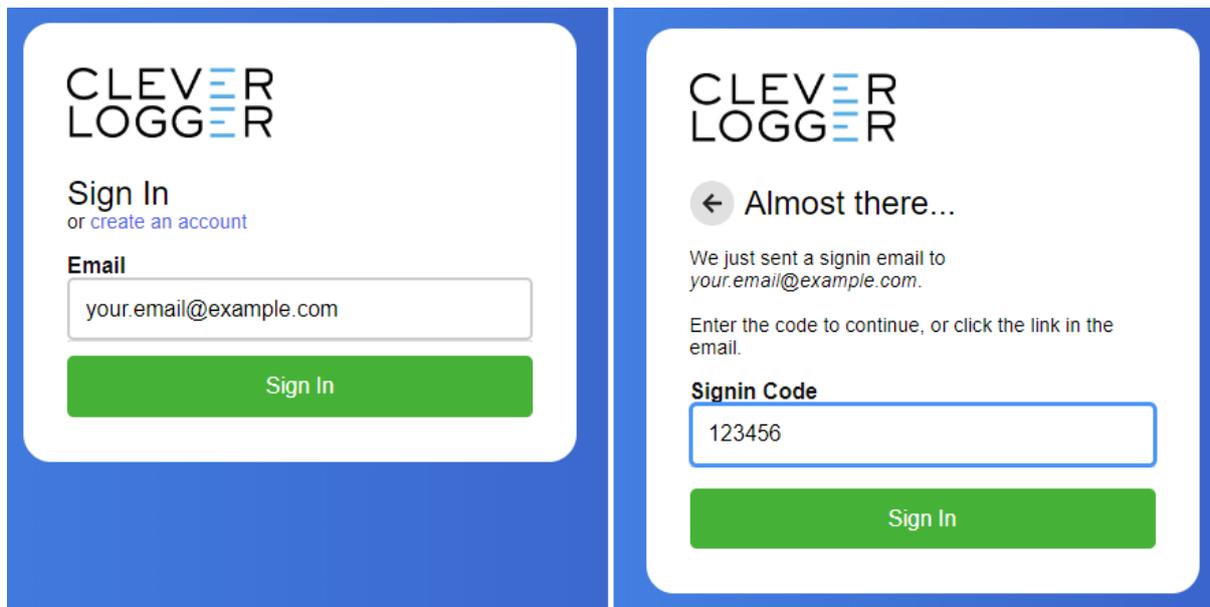
If you have any questions about how to use your Clever Logger, call us on 1300 80 88 89.

## How to log in to the Clever Logger Dashboard

Go to <https://cloud.cleverlogger.com>

If you have logged in before, you will automatically be taken to the dashboard.

If not, enter your email address to receive a **Sign In** code in your inbox. Enter the Sign In code to sign into the dashboard.



The image displays two sequential screenshots of the Clever Logger sign-in interface. Both screens feature the 'CLEVER LOGGER' logo at the top.

The first screenshot shows the 'Sign In' screen. Below the logo, the text 'Sign In' is displayed, followed by a link 'or create an account'. An 'Email' input field contains the placeholder text 'your.email@example.com'. A green 'Sign In' button is positioned below the input field.

The second screenshot shows the verification screen. It features a back arrow icon and the text 'Almost there...'. Below this, a message states: 'We just sent a signin email to your.email@example.com. Enter the code to continue, or click the link in the email.' A 'Signin Code' input field contains the code '123456'. A green 'Sign In' button is located at the bottom of the screen.

### Saving the Dashboard to your bookmarks

In most Windows browsers, pressing Ctrl-D while you're on the dashboard page will add the dashboard to your bookmarks. On Macs, it is generally Command-D.

This will allow you to quickly open the dashboard whenever you need to.

## Reading your data

To see what's happening at your Locations, go to the dashboard and choose **Locations** from the blue left-hand menu.

You will see a list of your Locations.

**Comms cupboard**  
Temperature: 26.7° C  
Humidity: 32% RH

View >

The coloured line on the left of the panel is the **Status Indicator Line**.

If everything is OK, the line will be **GREEN**.

If the line is **ORANGE** or **RED**, the location has an **alarm**. Learn how to deal with alarms in the next section.

### View the graph

Click on the **View** button to see the Location's data.



Clicking on the **Options** button in the top right corner of the graph will open the graph's Display Options panel.

Custom

Today

Yesterday

**Last 7 Days**

Last 30 Days

This Month

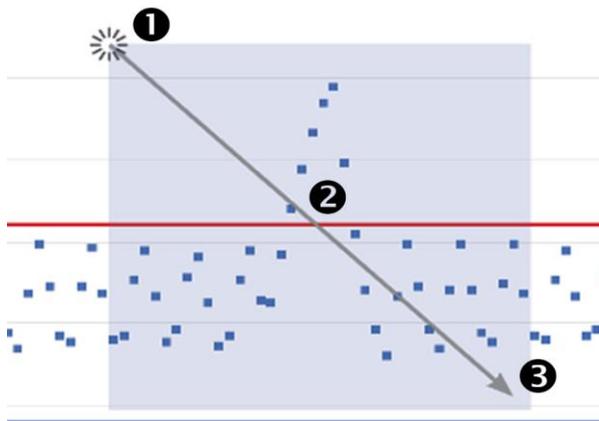
Last Month

The most common thing you will adjust on the panel is the **Date Range** for the graph.

Choose from the list of preset date ranges or select **Custom** to set your own start and end dates.

Click the Save Changes button to apply your date range to the graph.

## Zooming in on the graph



You can also zoom in a particular section of the graph by zooming in.

1. Click and hold the left mouse button
2. Drag from left to right
3. Release the mouse button

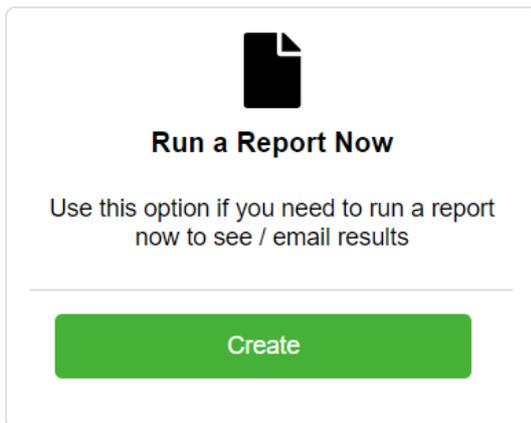
The graph will adjust to show your new selection.

To zoom back out, click on the **Reset Zoom** button.

## Printing out a report

To create a report on a particular date range, choose **Reports** from the main menu on the left.

Click on the **Add a Report** button in the top left corner of the screen.



In the **Run a Report Now** section, click on the **Create** button.

Choose one of the **Preset** reports or choose a **Custom** report.

## Report Types

**Min/Max** - Gives the minimum and maximum temperatures. For daily reports, you will see an hourly min/max. For reports that span multiple days, you will get a daily min/max.

**Min/Max + Extremes** (most popular) - This is just like the Min/Max report but if there has been a breach, it will show a complete record of the out-of-range temperatures.

**All Readings** - As it sounds - a complete record of all readings.

## Locations

Choose which location to include.

## File Type

If you chose a **Min/Max** report, we recommend a **PDF** report.

If you chose **All Readings**, we recommend an **Excel** report.

## Report Name

Give your report a name. Today's date will be automatically added to whatever name you choose.

e.g. If you called your report My Report, the file would be *My Report\_20200601.pdf*

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Date Range

Click on a date to select the starting date for your report.  
Click again to select the end date.

If you just want a single day report, click twice on the same day.

## Timezone

Unless you are printing a report for a Location in a different timezone, just leave this as default.

## Recipients

If you would like to email the report to yourself or another user, select recipients here. This is optional.

## Download to Finish

Click the **Download** button to download the report to your computer.

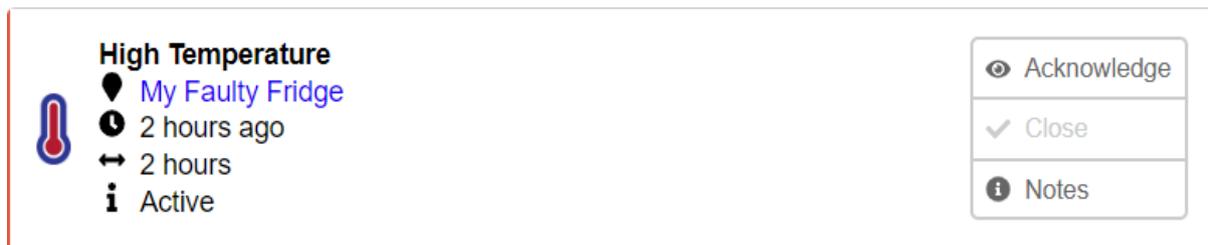
## What to do if you get an alarm notification

Depending on your settings, you will receive an email or a phone app message or both when an alarm condition occurs.

It is important that you do not ignore alarms.

### Acknowledge the alarm

Open the Clever Logger dashboard and locate the alarm.



If the alarm condition is still active (e.g. in the example above, the temperature in the “Faulty Fridge” is too high), the status indicator line will be RED.

Depending on your settings, you will probably have received an initial notification, possibly followed by some reminders. To stop the reminders, you will want to acknowledge the alarm on the dashboard. Open the alarm and click on the Acknowledge button.

In this situation, your next thought should be to investigate and rectify the cause of the alarm.

### Close the alarm

Once the alarm condition has ended, the status indicator line will change to ORANGE.



At this time, if you haven't already acknowledged the alarm, you can do that. This will also close the alarm. If you had previously acknowledged the alarm, you can now close it.

Either way, the status indicator line will turn GREEN.

It should be your goal to have all your status indicators GREEN at all times.

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If you have any questions about using your Clever Logger, go to [cleverlogger.com](https://cleverlogger.com) and check out the How To section. It is constantly being updated with information and videos.