Administrator Manual (Rev 1.5, February 2020)

This manual is for the use of Beyond Wireless Customers as a reference guide for the "*ColdCloud*" Internet software portal.

Note: This document is subject to change without notice.

Contents

1 INTRODUCTION 3

1.1 OVERVIEW 3
1.1.1 LOGGING: 4
1.1.2 ALARMING: 4
1.2 LOGIN 5
1.3 MENU'S AND ICONS 6

2 DASHBOARD 8

2.1 COMPANY LEVEL 8
2.2 REGIONAL LEVEL 10
2.3 SITE LEVEL 10

3 SETUP 11

3.1 REGION 11
3.2 SITE 12
3.2.1 SITE DETAILS: 13
3.2.2 ALARM RECIPIENTS 15
3.2.3 ASSET REGISTRY 17
3.2.4 SENSORS & ALARMS –"*ANALOGUE*" 21
3.2.5 SENSORS & ALARMS - "*DIGITAL*" 23
3.2.6 UNITS 24

4 REPORTS 24

4.1 DATA TABLE 26
4.2 MIN / MAX /AVE. TABLE 27
4.3 COMBINED GRAPH 28
4.4 TEMPERATURE MONITORING CHART 31
4.5 ALARMS 32
4.6 DETAILED ALARM REPORT 33
4.7 OUT OF SPEC (OOS) REPORT 34
4.8 INCIDENT REPORTS 35
4.9 EXCEEDANCE REPORT 36
4.10 GPS DATA REPORT 37
4.11 GPS MAP REPORT 38
4.12 AUDIT TRAILS 39
4.13 SCHEDULER 40

5 ALARM PANEL 41

5.1 CREATE AN INCIDENT REPORT 42
5.2 ACKNOWLEDGE AN ALARM (CONTROLLER ACKNOWLEDGE) 43

6 GLOBAL MENU 43

6.1 ASSET REGISTRY 43
6.2 UNITS 44
6.3 USER MANAGEMENT 44
6.3.1 MY PROFILE 45
6.3.2 USERS 45
6.3.3 USER GROUPS 47
6.3.4 PRIVILEGE PROFILES 48

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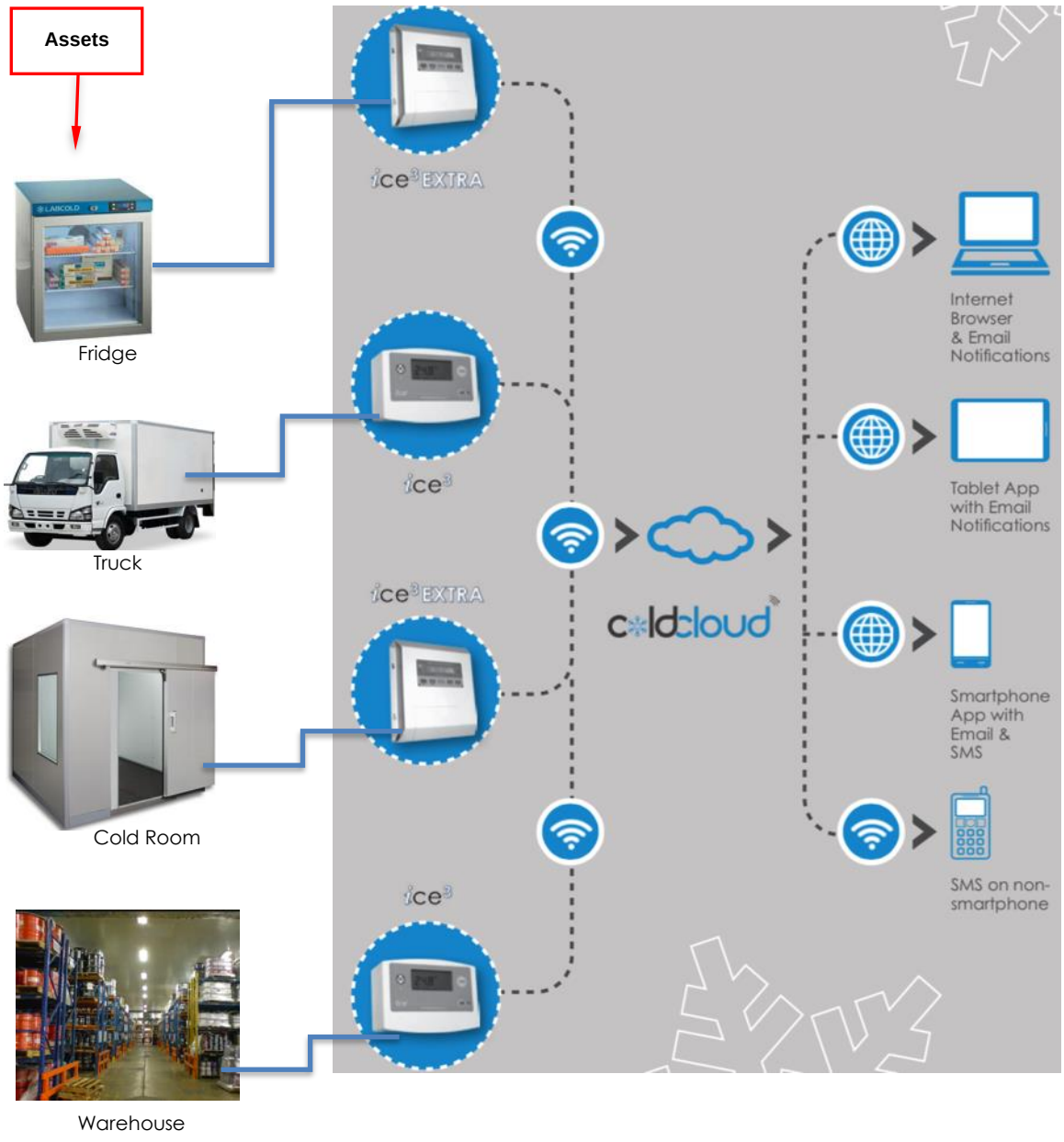
1 Introduction

1.1 Overview

This manual is for the use of Beyond Wireless customers as a guide to use the ***ColdCloud*** Internet software portal. The portal allows users to setup system parameters, and extract information such as historical data and alarm reports.

In order to login and control ***ColdCloud*** parameters, access to the Internet as well as an Internet browser such as Mozilla Firefox or Google Chrome is required.

ColdCloud has been designed to be user friendly. Users with a general knowledge of the Internet, MS Windows / Office can use it with ease. The following diagram shows the link between ***ColdCloud,*** assets and users:



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Note: It is highly recommended that the system be tested regularly. The Test mode (see Site Setup) is designed for this purpose.

There are two fundamental concepts that should be understood as well as their terminology which is used throughout this manual:

1.1.1 Logging:

This refers to the continuous sampling of data at fixed periods of time. Typically a sensor can measure something like temperature which may be logged say every 10 minutes – this time period is referred to as the sampling rate. Logging devices generally store information on-board in non-volatile memory. This information is then uploaded via the GSM network say every hour – this is referred to as the upload frequency.

Logging devices are often referred to as:
- RTU's (Remote Terminal Units)
- RTMD's (Remote temperature monitoring devices)
- BCU's (Beyond Wireless proprietary 'BeyondCom' Units) e.g. ***Ice³*** and ***Ice³ EXTRA***

1.1.2 Alarming:

Probably the most important part of the system is the capability to notify recipients of alarm conditions. (Alarms are often referred to as excursions and in the context of the Beyond Wireless system, have exactly the same meaning). An alarm refers to the exceedance of a defined threshold e.g. temperature > 8 °C, or an unhealthy condition e.g. Power is OFF.

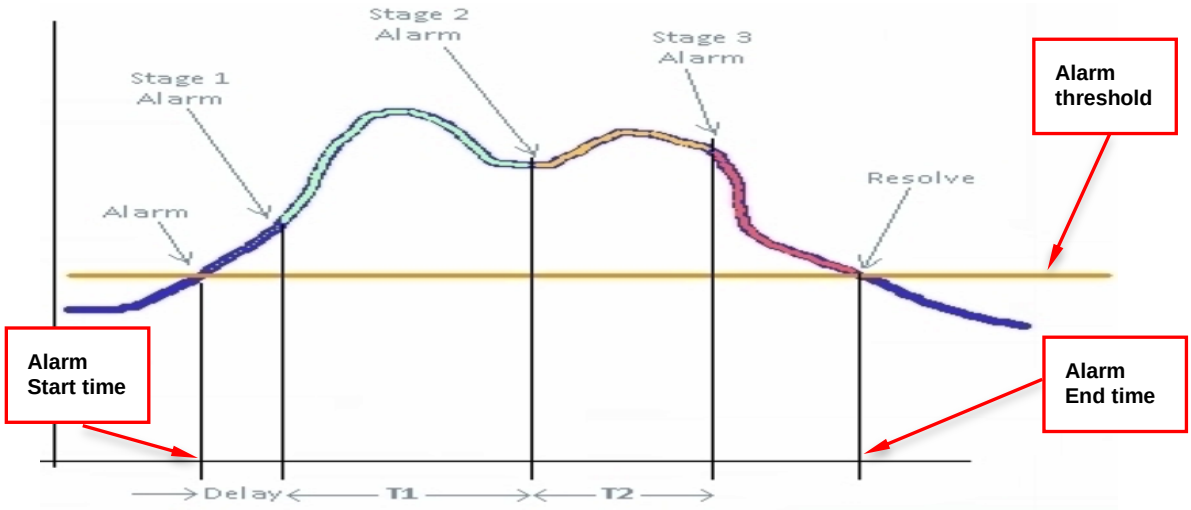
Analogue channels may have different values over time e.g. temperature or Relative humidity. Digital channels have one of two states e.g. Power is On / Off, Door is Open / Closed, so a digital alarm may be that a door is left Open.

It's important that users are not overwhelmed with 'Nuisance' alarms which are either not critical, or are so numerous that important alarms are overseen. One way to avoid this is to have a 'Delay' period where alarms are not generated unless the values have been out of range for at least a certain time.

The following depicts how ***ColdCloud*** treats alarms, with an explanatory graph below:

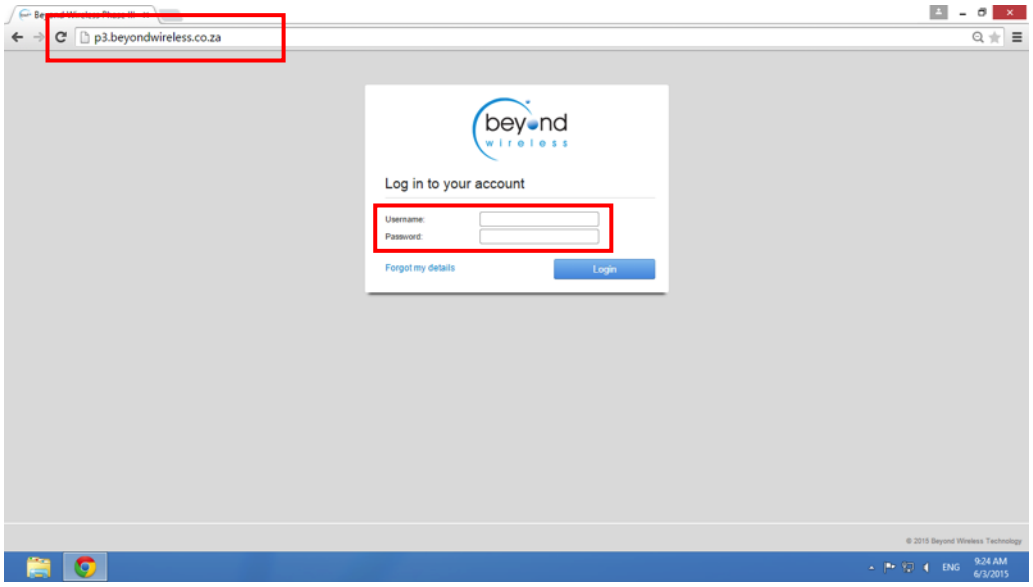
- As soon as an alarm threshold value is exceeded (or an unhealthy state is experienced), the system goes into a 'Warning' state during the Delay period.
- If the sensor goes back into range before the Delay period, then no Alarm is activated / recipients are not notified.
- Should the values however remain out of range for at least the Delay period, then Stage 1 is reached and recipients are notified (or the alarm is logged as an event).
- The start time of the alarm is the time when the threshold was initially exceeded, or unhealthy condition occurred.
- Stage 2 is reached if the alarm is still active for a duration of T1, in which case notifications are sent / alarm is logged. Similarly for Stage 2.
- The alarm ends when the values move back to the normal range i.e. below defined threshold(s) or the state becomes healthy e.g. Power is ON. This is referred to as being 'Resolved'.

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1.2 Login

- To login you need a profile to be created. This will be done for you by your Beyond Wireless representative, when they create and configure your company on ***ColdCloud.***
- Once your access has been created please use the above-mentioned Internet browsers to access the ***ColdCloud*** Portal by typing https://p3.beyondwireless.co.za
- Enter your 'Username' and 'Password' and click "Login".

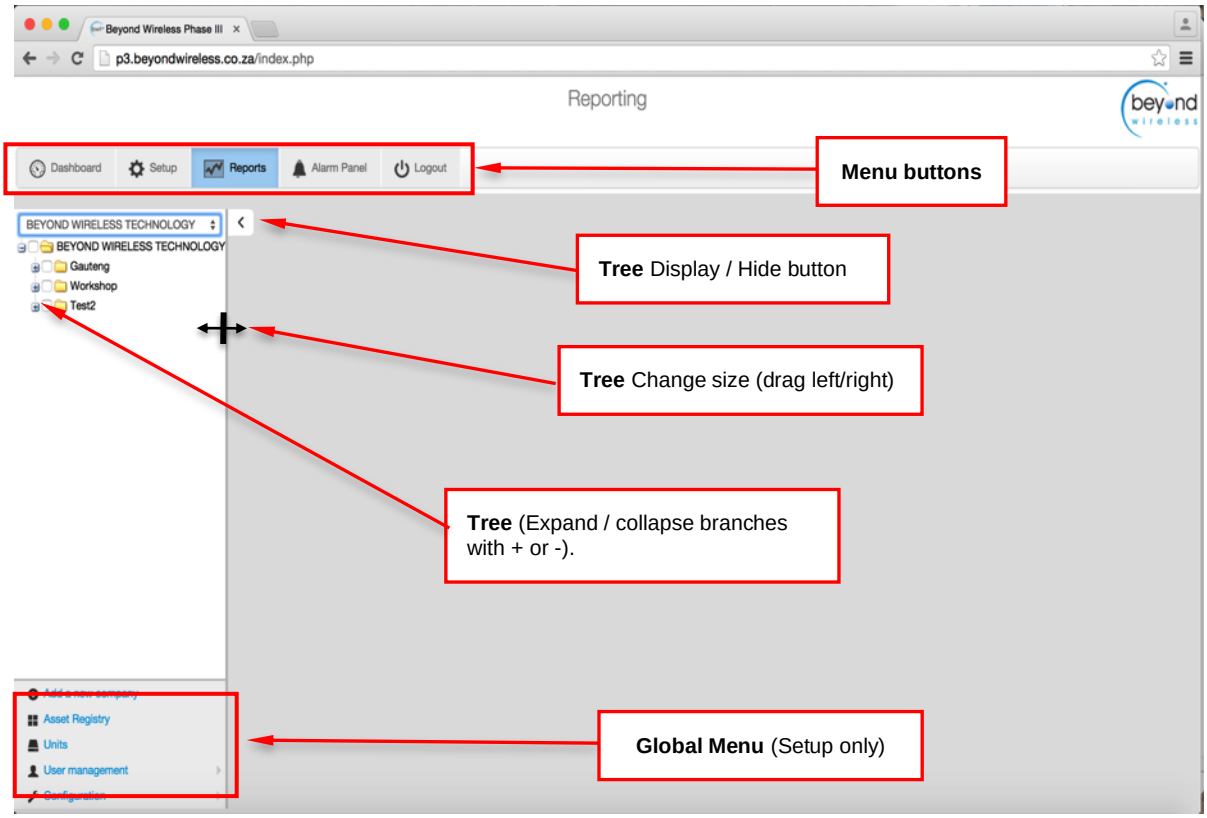


- If you forget your password, click on "Forgot my details".
- Enter the information used initially for your login, and the system will automatically send you an email with a temporary password. Once you login to the system, you can change your own password at any time in Setup > User Management > My Profile.

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1.3 Menu's and Icons

The ***ColdCloud*** on-line portal has the following layout:



Note: Depending on your user privileges, you may not have access to all options.

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Various icons are used throughout the ***ColdCloud*** portal as per the table below:

Icon	Description
	Column selection – allows display / hiding of individual columns
	Print to local or network printer
	Download to CSV file
	Reset Zoom (combined graph – after zooming in)
	Toggle pan/zoom scroll-bar on time axis of combined graph
	Change graph settings
	Function / Test Mode button
	Buzzer Warning sound
	Buzzer Alarm sound
	Mute button
	Tree sub-menu select
	Tree re-order
	Alarm details icon (layer 1)
	Alarm details icon (layer 2)
	Alarm details icon (layer 3)
	Alarm icon
	Unit / sensor disconnected or hasn't uploaded on due date/time

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2 Dashboard

Dashboards give a graphical view displaying the most current values and status, including alarms. The dashboard automatically updates with the latest available values (these are as current as the last uploaded reading or latest alarm – whichever is more recent). There are three levels, each of which is loaded by clicking on the Company name, Region or Site on the tree. You can also go directly to the Site dashboard by clicking on a particular Site from the Company or Regional level. Additional functions are available on the dashboard where tracking of mobile assets is used.

2.1 Company Level

This is a map showing company level as defined by top-right and bottom-left GPS coordinates – these will be set up by your Beyond Wireless representative when they do the initial setup for you. Green dots are shown at site locations where there are no current alarms. Red dots are shown at sites where there are any active alarms. Right-clicking on either green or red dots will load the respective Site dashboard. Follow the steps below to navigate through the dashboards:

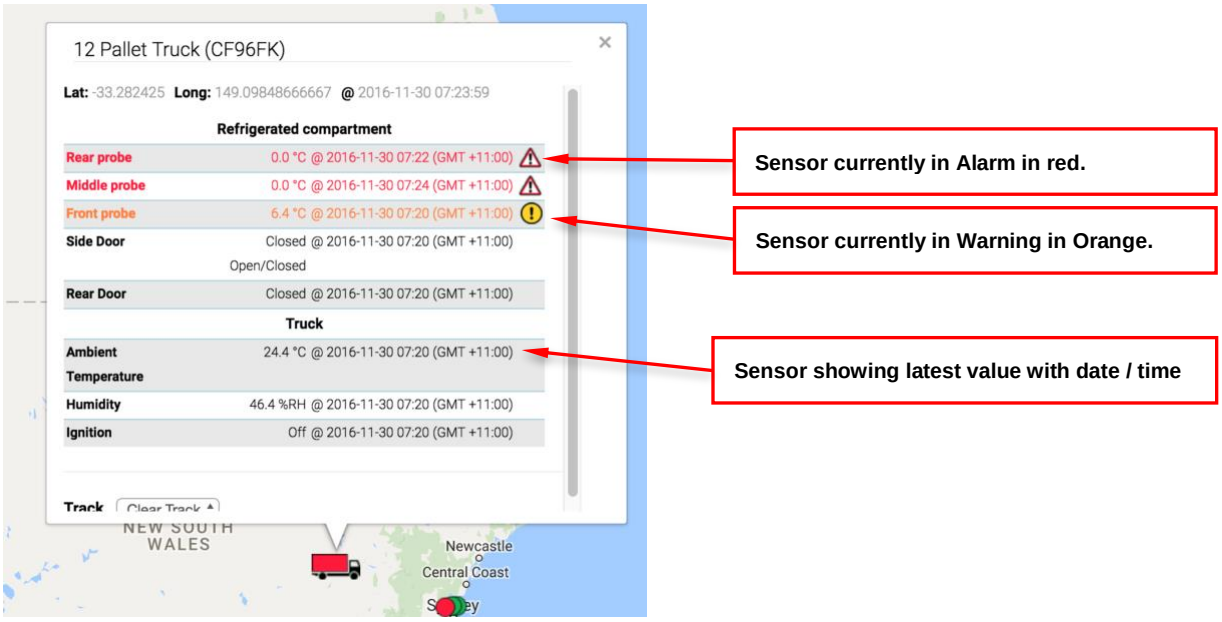
- Click on the "Dashboard" menu item.
- Click on the 'Company' name on the tree.
- Right-click on any red / green dots to go to 'Site dashboard level' (or click on the Site name on the tree menu).

Note: A red dot indicates that there is one or more active alarms at the Site.

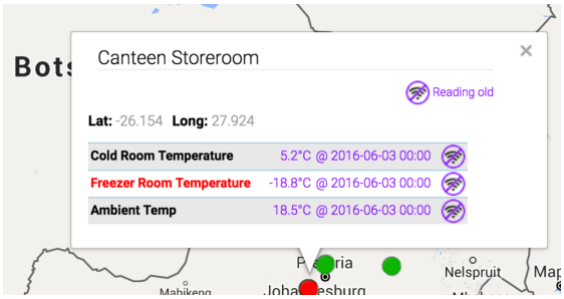


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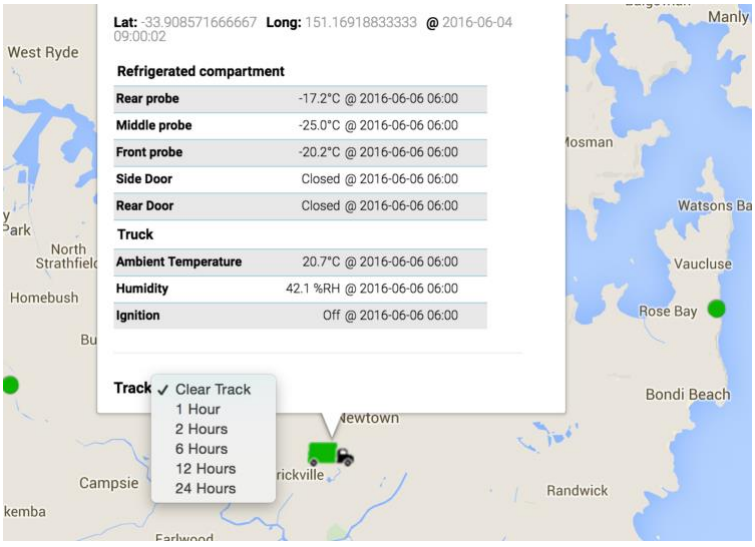
- To get a snapshot of the latest available values at any particular Site, Left-click on the site dot and you will get the following pop-up:



- If a sensor has not uploaded data e.g. BCU is off-line, then the following will display:



- Should the Site have tracking enabled e.g. a vehicle, then an additional option to 'show track' will be available. Clicking on a time period will plot a track for that duration:



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2.2 Regional Level

This is exactly the same as company level, except the map is now focused as per the coordinates defined in the Region setup. In order to set the coordinates of a Region, see 'Setup – Region'

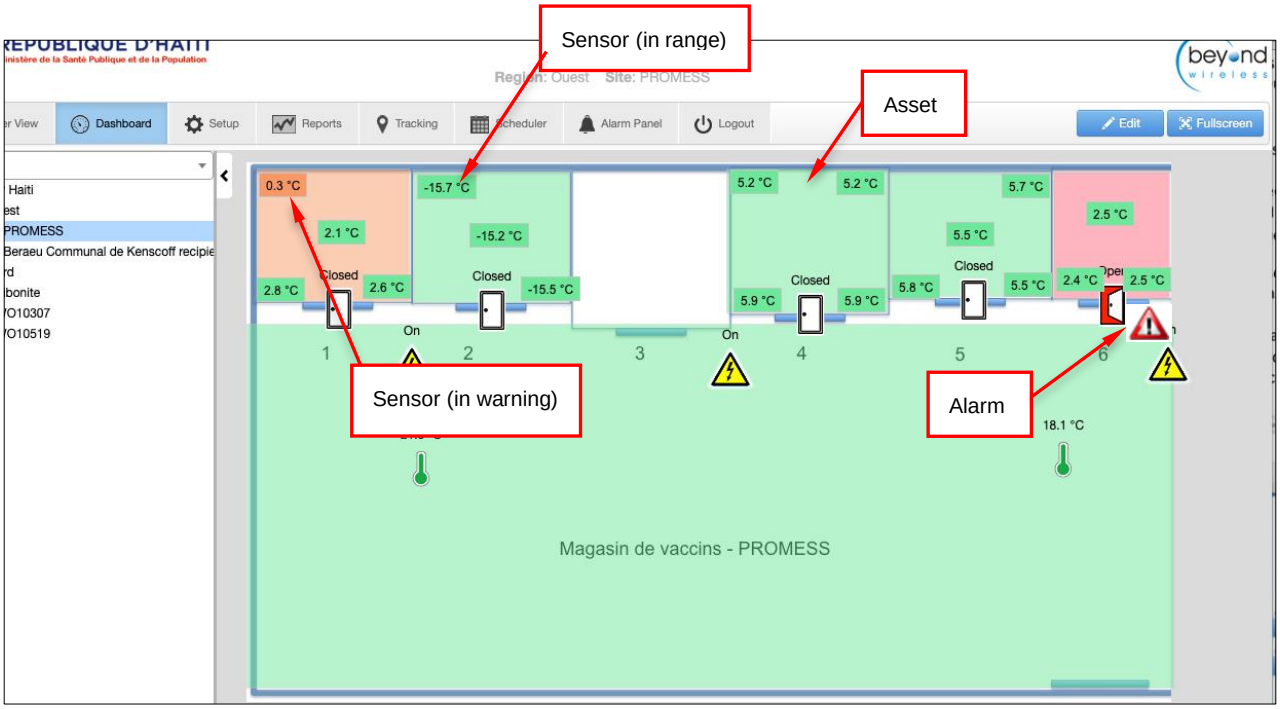
2.3 Site Level

A graphical image is uploaded as a background. User defined 'lenses' or icons are placed on the graphic image with the lens or the icon displaying a:

- Green background when in range,
- Orange background when in 'warning' e.g. out of range, but for a shorter period than the delay
- Red background when in '> alarm', with alarm icon flashing e.g. temperature too hot
- Blue background when in '< alarm', with alarm icon flashing e.g. temperature too cold

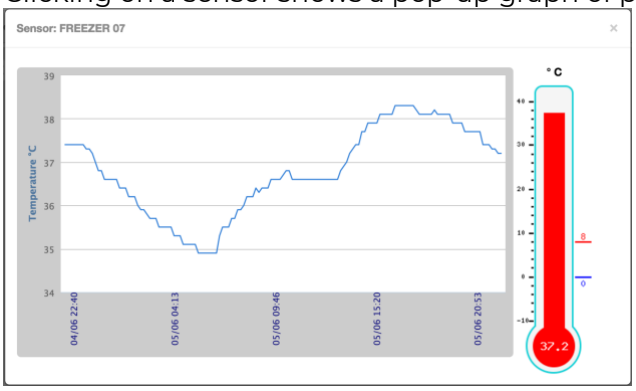
Clicking on the sensor icon opens a pop-up graph for that sensor. Clicking on the 'Asset' (green or red box) displays a multi-line graph for all sensors linked to that asset.

In order to upload an image, click on the "Edit" button on the right of the menu bar. Sensors and assets can then be dragged onto the dashboard. The display icon is set on 'Setup > Site > Sensors and Alarms in the 'Icon' column.



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Clicking on a sensor shows a pop-up graph of previous 24 hours as follow:

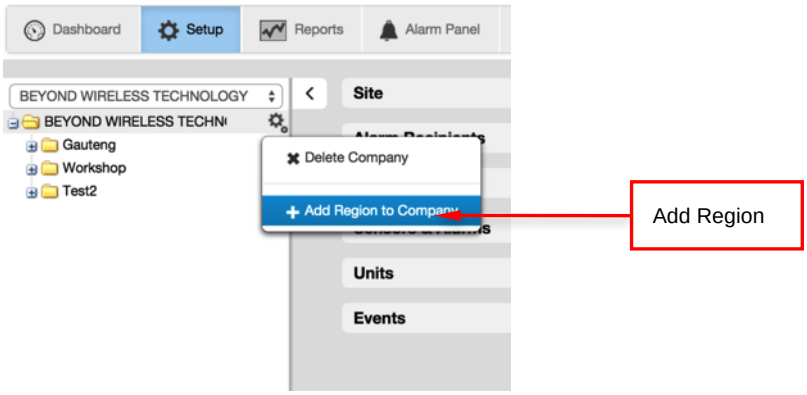


3 Setup

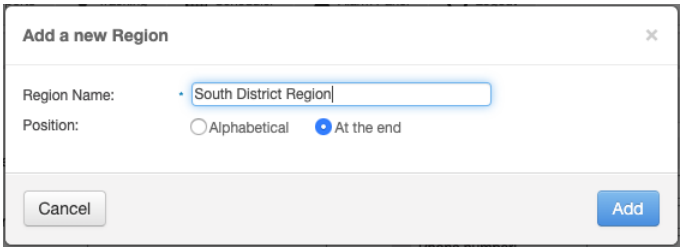
3.1 Region

A company is divided into different Regions, which in turn contain Sites (**Note**: You may request Beyond Wireless to allocate alias names to Regions, Sites and Assets). To create a new Region:

- Click on "Setup" menu button
- Hover over the company name on the tree,
- Click on th icon,
- Click on '+ Add Region to Company'.

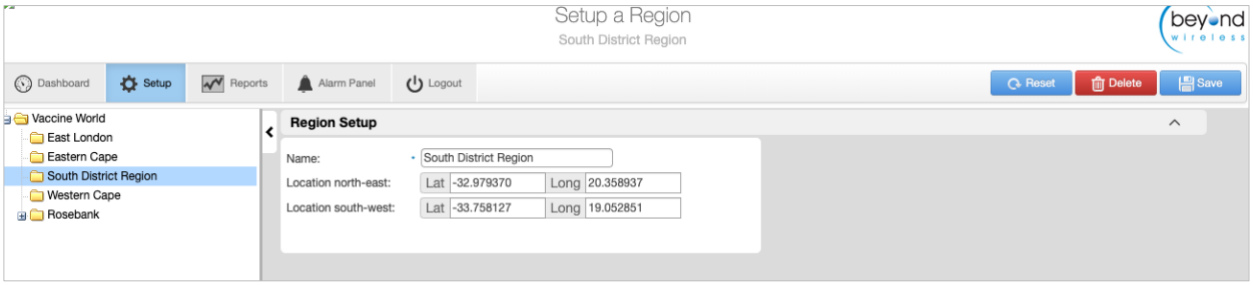


- Enter the Region name in the pop-up box:



- Select the Position as either 'Alphabetical' which sorts the Regions alphabetically on the tree, or 'At the end' which adds the new Region to the bottom of the tree (this can be moved at a later stage by clicking on the up/down arrows next to the Region name on the tree).
- Click on the new Region on the tree and you can then enter the geo-coordinates (used for the dashboard), or edit the Region name:

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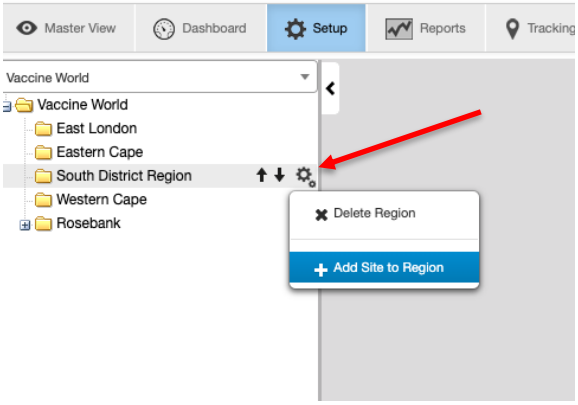
- Hit the 'Save' button on the right of the menu bar.

3.2 Site

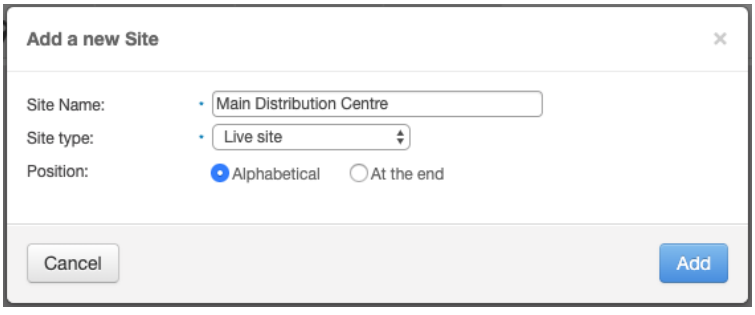
Setting up a Site is probably the most important part of configuring the system. It is imperative that this corresponds entirely with the physical installation in order for your system to work as it should.

Creating Sites is achieved by the following:

- Ensure you have selected 'Setup' on the menu bar
- Click on a Region on the tree menu,
- Click on the tree submenu cog which will allow you to add a Site.



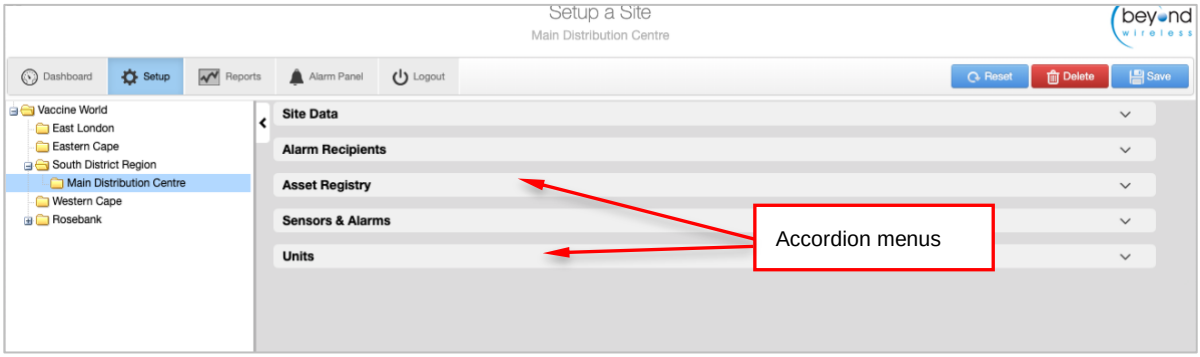
- Enter the Site name, type ('Live site' = active units, 'Stock site' = storage of units before installing), and Position on the tree.



- To Edit a Site, click on the respective Site on the tree, and continue to change any of the parameter as follows.

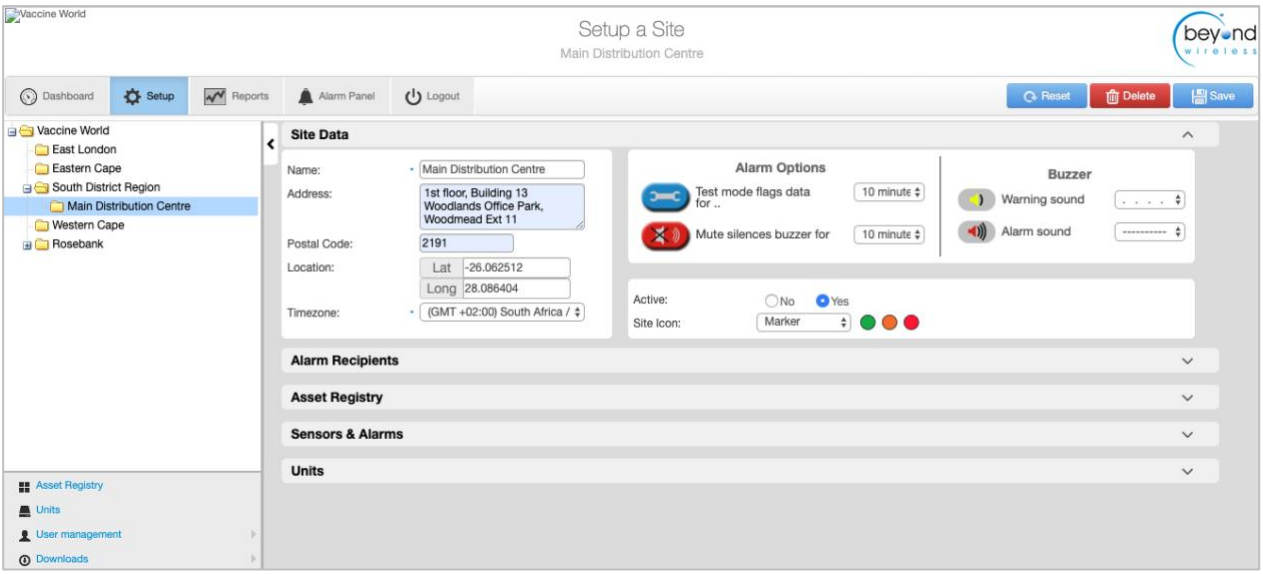
There are various sections to the Site setup. First select a Site on the tree, and you will get the following collapsed accordion menus. To open any of these, click anywhere on the accordion menu bars.

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3.2.1 Site details:

- Click on the 'Site' accordion to open it, and enter the following information:
  - Name => Site name (this will appear on the tree)
  - Address / Postal Code => Physical address of site
  - Location => Long / Lat coordinates in decimal degrees. This used to locate the site on the dashboard.
  - Timezone => All units within the site will log data / send alarms according to the selected timezone.
  - Test Mode => The duration of Test Mode (see below).
  - Mute button => The duration of muting by pushing the Mute button on the BeyondCom units.
  - Buzzer Warning sound => The buzzer sound on the BeyondCom unit whilst any channel is in Warning.
  - Buzzer Alarm sound => The buzzer sound on the BeyondCom units whilst any channel is in Alarm.
  - Site icon => The icon (and color) for the Site on the dashboard.
- To apply changes made click ***"Save"***



Note:

- The above parameters will only be received by the remote units when they next upload.

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- It is highly recommended that the Test Mode* feature be used regularly to check
  the system is functioning and setup correctly.

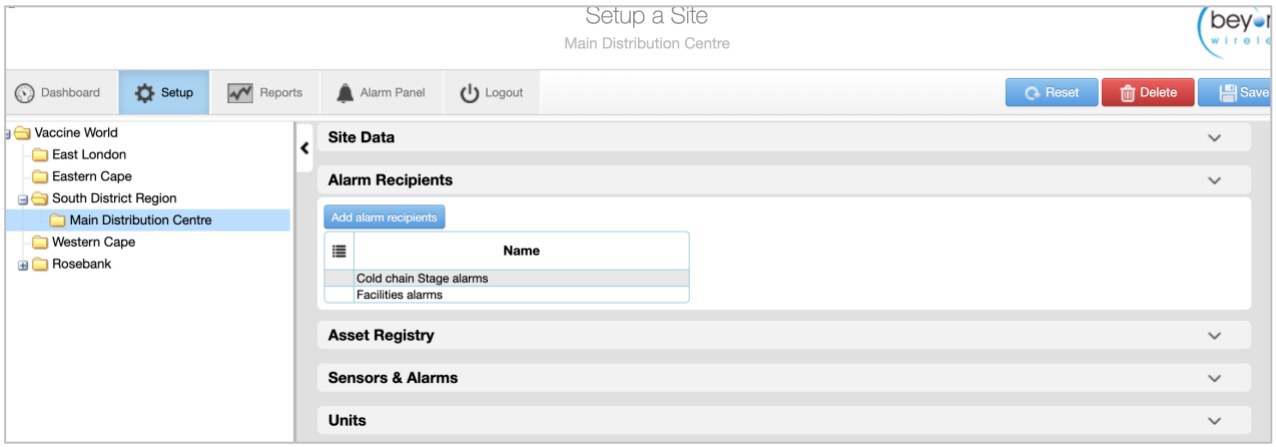
***** In test mode the system functions in its normal behavior with the following exceptions:
  - Data Tables are flagged with a (*) next to each reading for the unit in test
  - Min/Max Avg. tables will exclude all data that is in test
  - Temperature Monitoring Chart will exclude all data that is in test (Also contained within the Out of Spec Report)

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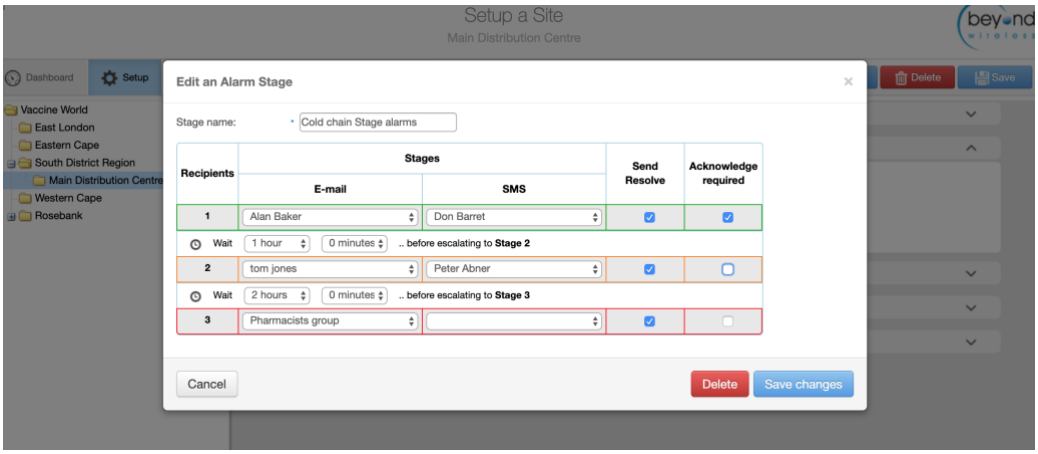
3.2.2 Alarm Recipients

This menu allows you to designate the Alarm recipients for an active alarm (as per setup in "Sensors and Alarms" below). Stage escalation is time based. If a sensor goes into alarm (after the delay period), the Stage 1 recipients are notified. Should the alarm still be active for the time specified between Stage 1 and 2, then the notification will be sent to the Stage 2 recipients. The same applies from Stage 2 to 3. Should the alarm be resolved (i.e. sensor goes back into range), then Stage 2 or 3 may never be reached, and their recipients will not be notified at all.

- Click on ***"Alarm Recipients"*** accordion



- Create ***"Alarm Recipients"*** in the popup menu by clicking on the ***"Add Alarm Recipients"*** button (or click on an existing recipient list to edit).



  - Email recipients may either be individuals or groups. These must be set-up before they can be selected.
  - SMS recipients can only be individuals, and will not be available unless the user has been set-up with a phone number.
  - If 'Send Resolve' is selected, then once a sensor goes back in range, a notification will be sent to whichever recipients received alarms.
  - The tick box for ' Acknowledge required' will request the recipient to acknowledge the alarm in both the e-mail and SMS.

- To apply changes click ***"Save changes"***

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Note:

- Any notifications sent to recipients will also be sent to the SmartPhone App (including resolved messages and allowing acknowledgement via the App).
- There are 3 ways to acknowledge and alarm:
  - 'Controller Acknowledge' in the Alarm Panel menu.
  - 'e-mail acknowledgement' by replying to alarm e-mails, ensuring that the unique alarm number is in the subject line of the e-mail.
  - A person on-site pushing the 'Mute' button on the BCU that monitors the sensor in alarm.
- Acknowledgements are logged automatically by the system and records are available within various reports.
- Email and SMS recipients can be the same person, but don't have to be.

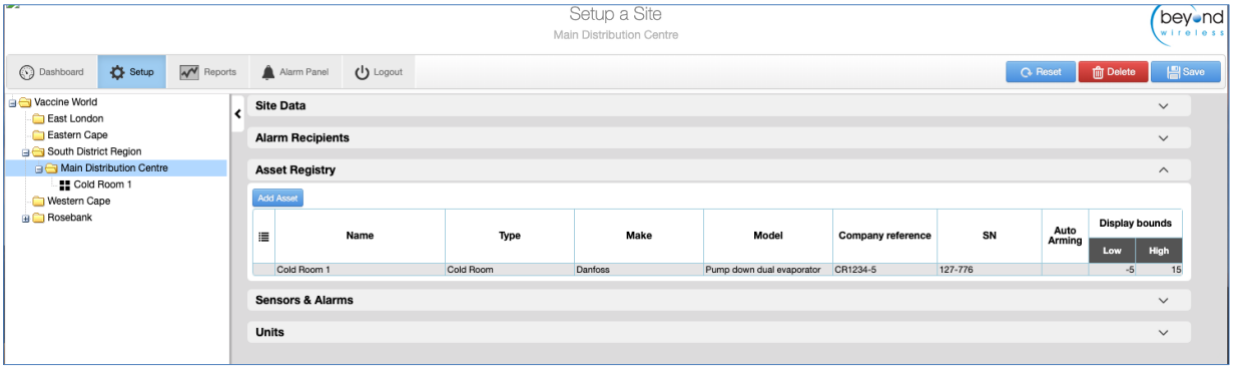
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3.2.3 Assets Registry

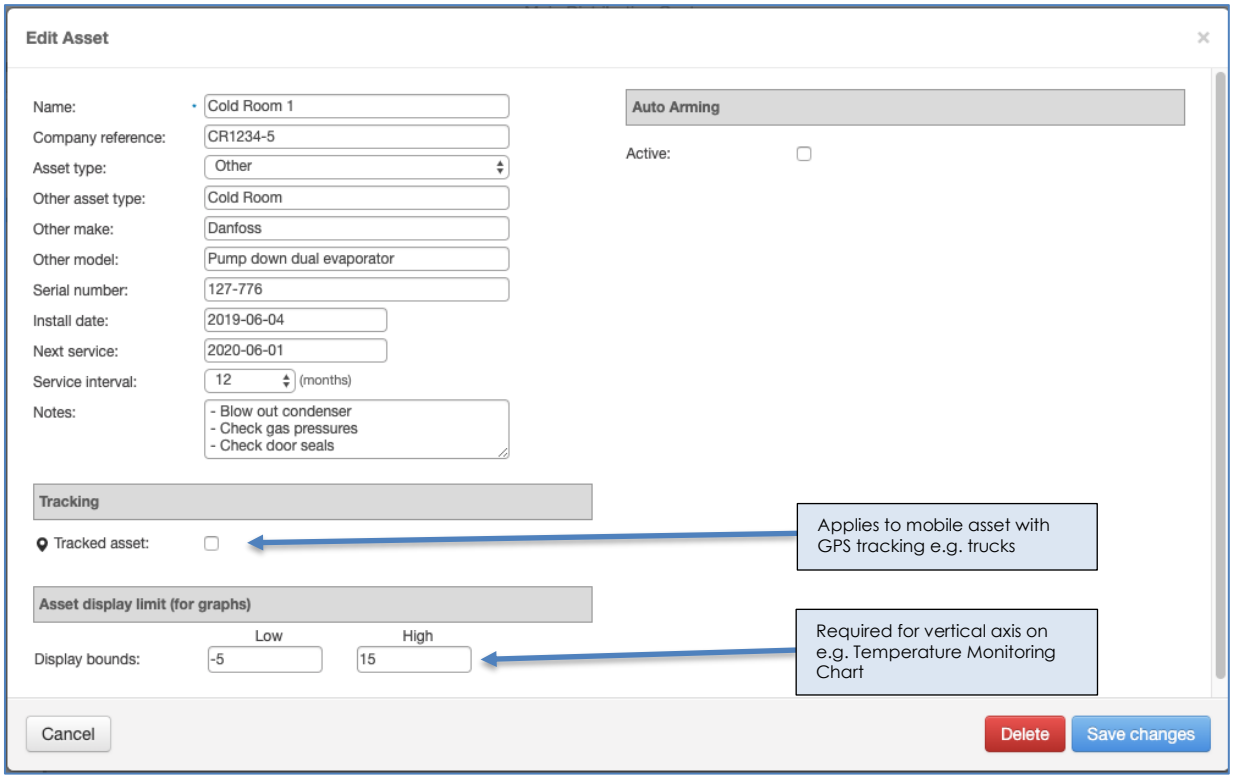
Assets are defined as items such as fridges, cold-rooms, trucks etc. Multiple sensors can be grouped together if they are all monitoring the same asset. Many of the standard reports focus on the asset in order to make managing your equipment more meaningful.

3.2.3.1 Creating / editing Assets (within a Site):

- From the Setup menu, click on a Site on the tree and then click on the ***"Asset Registry"*** accordion
- Click on ***"Add Asset"*** (or on an existing asset Name to edit it).

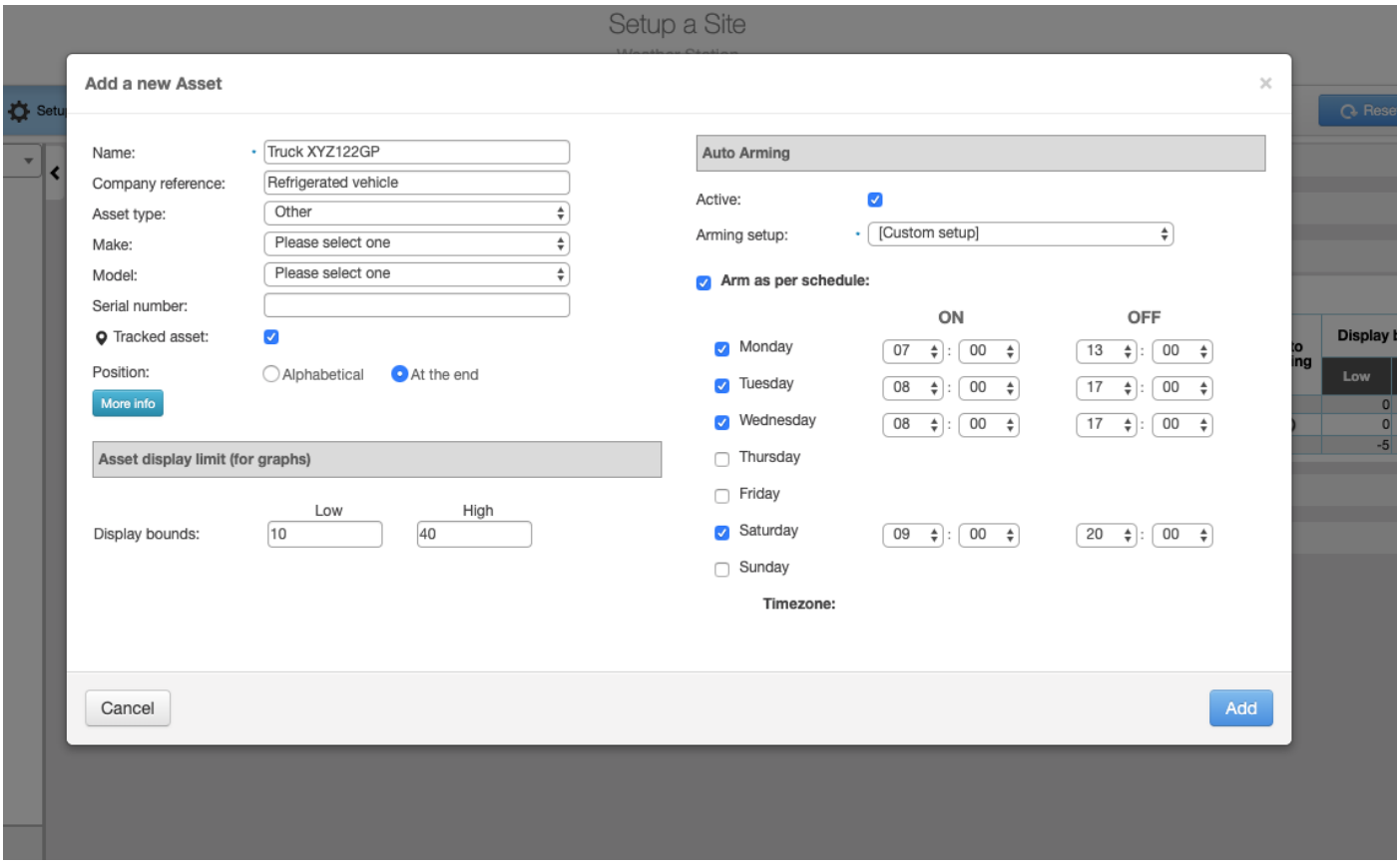


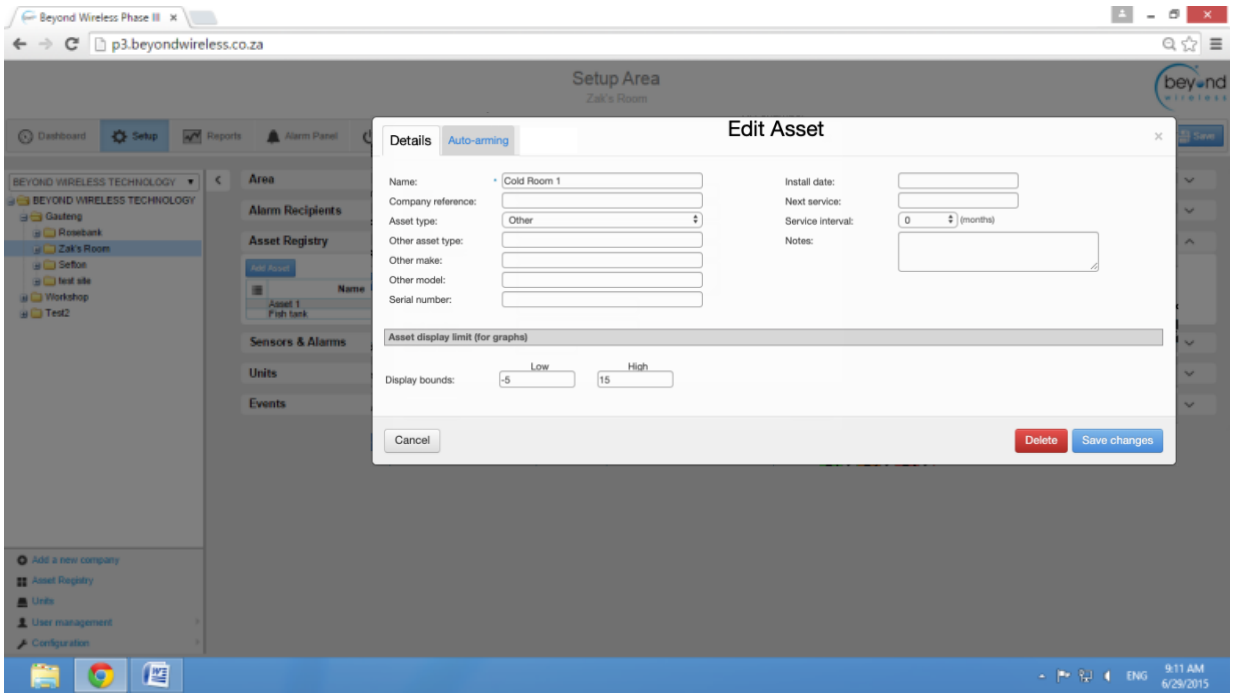
- ***"Asset Registry"*** window will open. Click 'Add Asset' button to add an asset, or click on an existing asset to edit asset details, or modify Auto arming for that asset. Complete all the required fields.



- You can link Assets to specific channel's under ***"Sensors & Alarms"*** (as described in next section).
- For a new asset, click '***Add'*** button, or '***Save changes***' if you have edited an asset.

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3.2.3.2 Auto- arming:

Alarms can be automatically activated based on different criteria. These include:

- Based on a digital input e.g. when ignition is switched on.
- As per a time schedule.
- Based on a geo-fence region when GPS tracking is enabled (this requires relevant hardware).

When auto-arming is activated, all sensor with alarms ticket on will automatically have their alarms activated. Next to the tick-box in Alarm setup, an icon will then display showing  if alarms are currently armed, or  if alarms are currently disarmed.

In order to set this up (or edit existing settings):

- From the Setup menu, click on a Site, and click on the ***"Asset Registry"*** accordion
- Click on ***"Add Asset"*** (or on an existing asset Name to edit it).
- ***"Asset Registry"*** window will open. Click on the "Auto-arming" tab. The following options are available (see screenshot below):

Digital input:

This allows auto-arming based on a digital input. Examples include:
- Ignition on a refrigerated vehicle i.e. when the truck is running, alarms are activated.
- A switch within a vehicle to activate alarms only when the vehicle is carrying product.
- A relay controlling a cleaning cycle in a dairy to activate alarms only when not in cleaning mode.

- Tick the tick-box to the left of "Arm asset when channel ..... is .....", to Auto-arm based on the status of the selected digital channel.
- The Digital channel must be set up first in the 'Sensors and Alarms' section. The dropdown will give a list of all available digital channels which have been linked to the asset. Select the required digital sensor, and the condition which will activate auto-arming.

  NOTE: Auto-arming can only be activated based on when ***ColdCloud*** has the values uploaded. In order to force this to occur, an alarm should be set on this digital channel (Recipients can be set as "Log only"), or if alarms are not required, the recipient must be set as "Auto-arm".
- To apply changes click ***"Save"***

Time schedule:

This allows auto-arming based on a daily scheduler. Examples include:
- A facility is only operational between certain times, so auto-arming could be enabled outside these hours.
- A refrigerated truck is not used at night or on weekends, so you may want to auto arm only during the week.

- Tick the tick-box 'Arm as per Schedule' to auto-arm alarms according to scheduled days / times.
- Tick the specific days where auto-arming is required. Days which are not selected implies that auto-arming is disabled for these full days.
- Select the time for auto-arming to activate (ON) and deactivate (OFF) on these days.
  NOTE: The time-zone of these times is the same as the time-zone of the asset.
- To apply changes click ***"Save"***

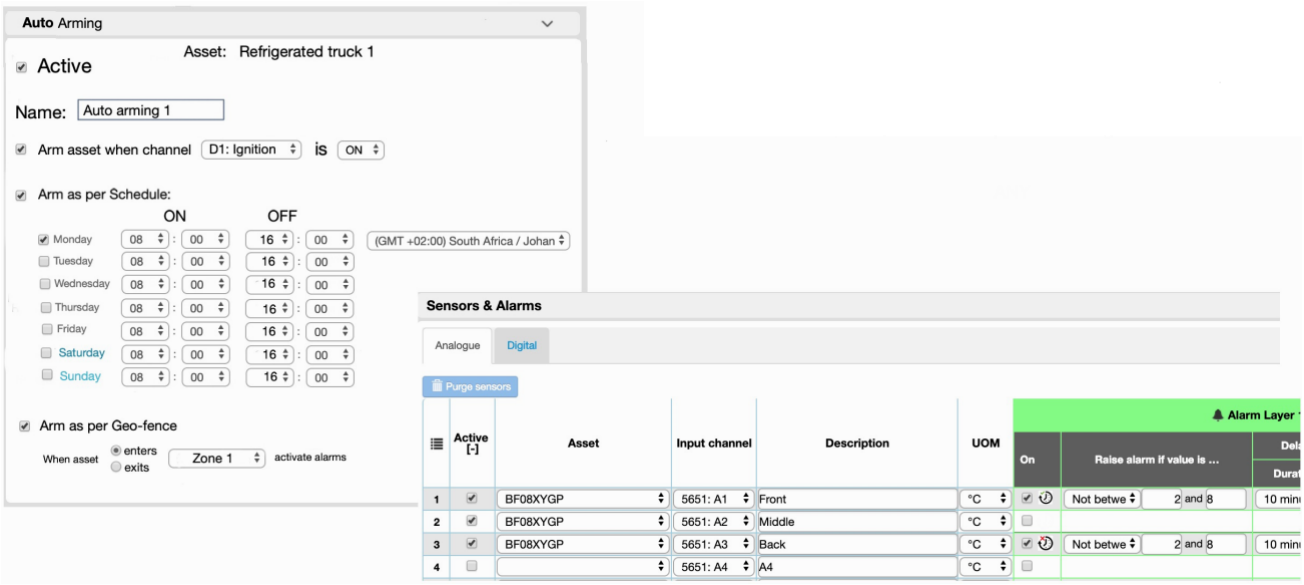
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Geofence perimeters:

This allows auto-arming based on an asset entering or leaving a defined perimeter. Only assets that have a tracking option can use this. Examples include:

- A vehicle exits a geofenced area.
- A vehicle enters a forbidden area.

- Tick the tick-box 'Arm as per geo-fence' to arm based on the asset being inside or outside a region.
- Select the pre-defined geofence.
- Select either 'goes inside' or 'goes outside' radio button.
- To apply changes click ***"Save"***

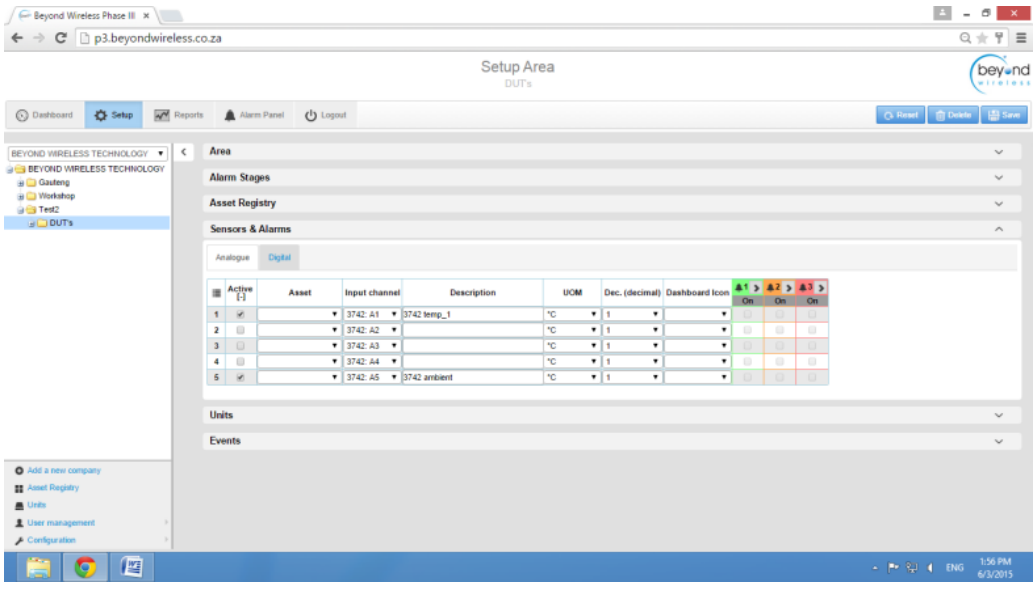


NOTE:
If 2 or 3 conditions are selected, then all those conditions must be met in order for auto-arming to activate e.g. should a vehicle with the setup in the screenshot above go into Zone 1, with ignition on at 4:00am, auto-arming would NOT activate since the scheduling condition has not been met. However if "Arm as per Schedule" is not ticked, then auto-arming will activate alarms when ignition is on, and the vehicle enters Zone 1 (irrespective of the time).

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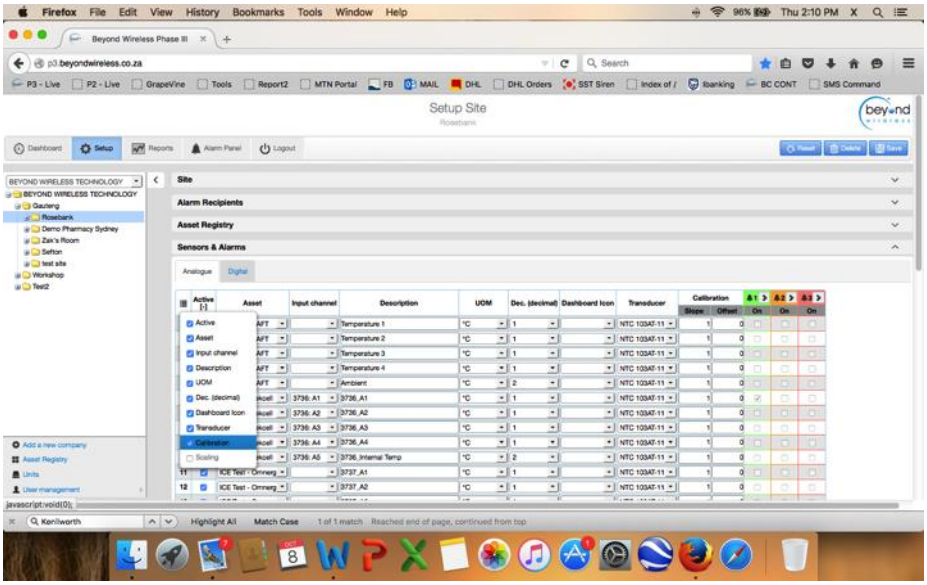
3.2.4 Sensors & Alarms –*"Analogue"*

- Click the ***"Sensors & Alarms"*** accordion
- Configure the required ***"Analogue"*** inputs by activating the required channels where the inputs / sensors are connected i.e. the 'Active' column must be ticked for that sensor. This is done via the tickbox on the 'Active' column. Clicking the [-] hides inactive channels.
- A group of inidvidual sensors can be linked to individual Assets by selecting the Asset in the 'Asset' column.
- The dropdown menu for 'Input channel' shows the Serial number of the unit with the physical input channel number. The order of the channel need not be chronological, but you **cannot** use the same input channel on different sensors. This must be set in order to log data and activate alarms.
- Give the sensor a name under 'Description' e.g. 'Top Left Probe'.
- Select UOM (Unit of Measure) e.g. Deg C, %RH (Relative Humdity)
- Select Decimal point in order to indicate how many decimal places numbers are displayed to (reports, dashboards etc.).
- Select Dashboard Icon which will be displayed on the dashboard
- Layered alarms allow different alarm thresholds to be set for the same sensor, with independant Delay Durations, as well as independent recipients. Open the Alarm setup columns by clicking on the Alarm details icon. Activate Alarms by selecting either Alarm Layer 1 (Green), Alarm Layer 2 (Orange), Alarm Layer 3 (Red).
- The threshold is set by selecting '>' (greater than), '<' (less than) or 'Not between'. Example 'Raise alarm if value is … > 25 deg C', or 'Raise alarm if value is …Not between 2 and 8 deg C. The 'Delay Duration' indicates the period that the sensor must be **continuously** out of range for, until an alarm is initiated.
- Select the recipients in the 'Send to' column. If <Log only> is selected, then alarms will be logged on ***ColdCloud*** but no recipients will be notified by E-mail or SMS.
- To apply changes click ***"Save"***



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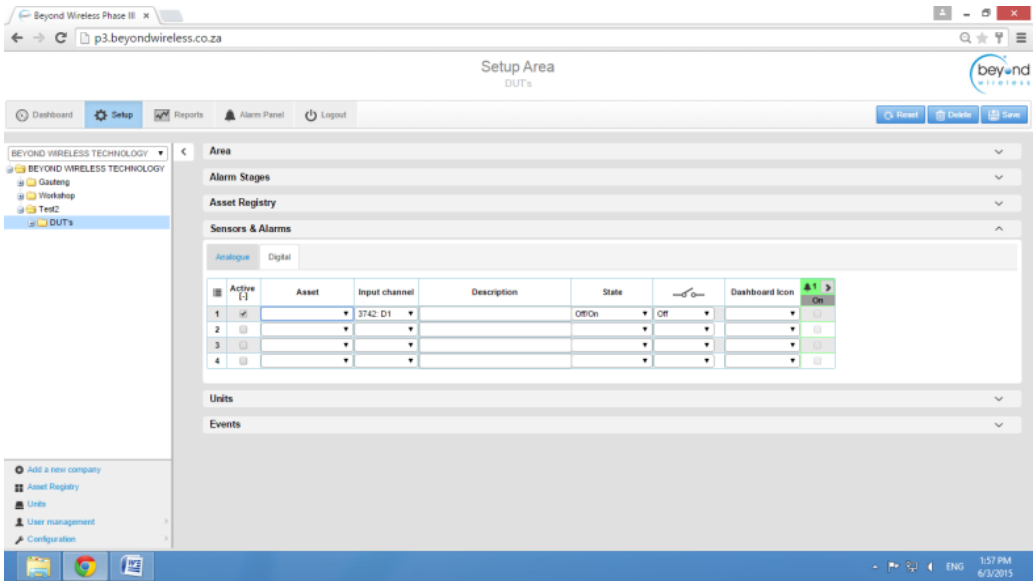
- Should Calibration factors need to be entered, activate the 'Calibration' column with the column selection icon. Calibration factors for Slope (m) and Offset (c) can be entered per sensor. These factors will apply on the next upload from the sensor.



3.2.5 Sensors & Alarms - "*Digital*"

- Click the ***"Sensors & Alarms"*** accordion
- Configure the required ***"Digital"*** inputs by activating the required channels where the sensors are connected i.e. the 'Active' column must be ticked for that sensor
- Select the required Asset to group sensors (can be left blank)
- Select physical input channel for all active sensors (NB: do not duplicate Input Channels)
- Fill in a Description for each active channel
- Select relevant ***"State"*** e.g.. Open/Closed for a door, On/Off for power status
- Select the open circuit corresponding state (this depends on the physical wiring)
- Select Dashboard Icon which will be displayed on the dashboard
- Open the Alarm setup columns by clicking on the Alarm details icon (Note: There is only 1 layer available for digital channels).
- Click on the "Active" tickbox to activate alarms.
- Set the alarm threshold, Delay and recipients. This is similar to analogue but there is only one of two possible states available for an alarm condition.
- To apply changes click ***"Save"***

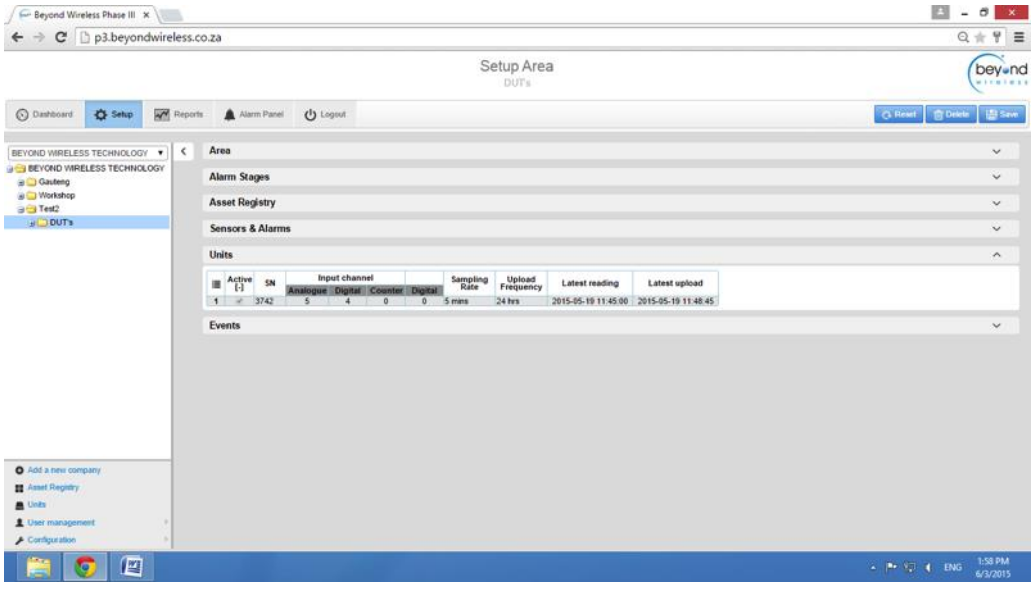
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3.2.6 Units

The units shows which units are in the respective site, and gives setup information on these. This is not configurable by the customer, but needs to be done by a Beyond Wireless representative.

- Click ***"Units"*** accordion
- Information pertaining to individual units by Serial Number is displayed
- Click on the 'Column selection' icon to view additional information, or to hide specific columns.



4 Reports

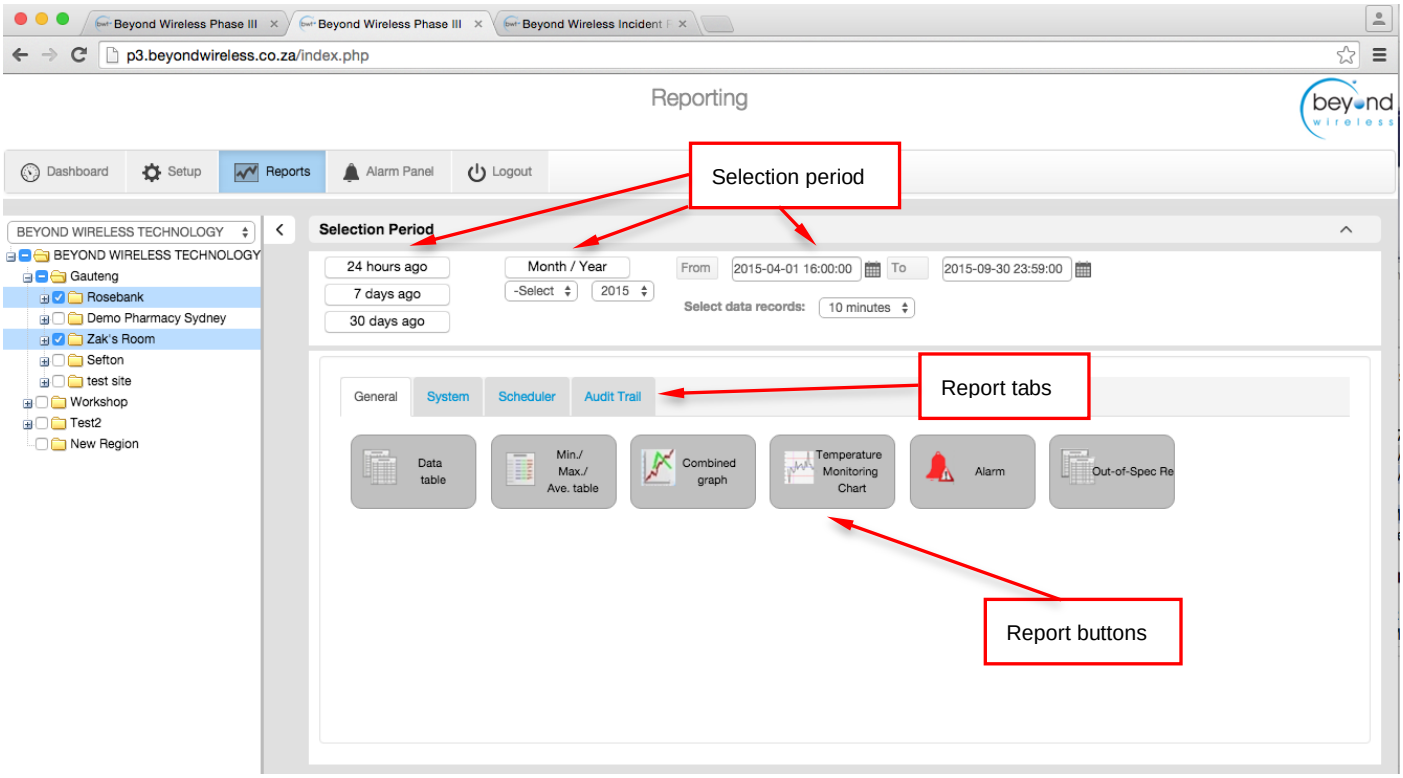
Historical data is available in reports. Generally, reports require selection of Regions/Sites/Assets and sensors, as well as a date/time selection period.

- Click on the ***"Reports"*** menu button

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- On the tree, select the Regions/Sites/Sensors for which you would like to run a report by ticking the applicable tick-boxes. These can be done from any level from the whole Company, down to individual sensors. Deselecting can be achieved by un-ticking any of the tick-boxes.
- The "***Selection Period"*** defaults to '***24 Hours Ago'***. Change this clicking on either the "***7 Days Ago"*** or "***30 Days Ago"*** button.
- Should none of the above periods be required, click on either a month/year, or on the 'From' / 'To' date/time selectors (these will give a pop-up calendar where you can select the specific days and times.
- The "Select Data Records" allows you to pick out records in order to retrieve less data e.g. although sampled data may be every 10 min. (as defined in the 'Sampling Rate' in Units), you can run a report that selects data only every hour.

Note: Each report has a footer showing who generated the report, the date and time, as well as the time-zone of the computer when they ran the report.



Note: As new reports are added to the system, they may be allocated to the individual tabs. Similarly, reports may be moved from one tab to another if the report groupings are re-evaluated.

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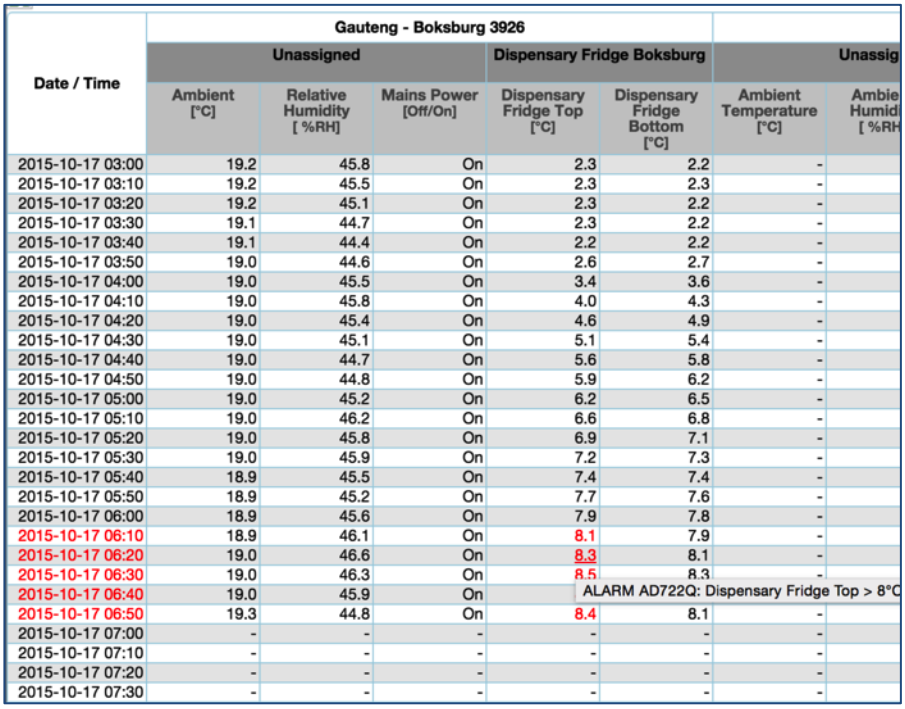
4.1 Data Table

- Once you have selected the period and Regions/Sensors/Sites/Assets, click the ***"Data Table"*** report button under the ***"General"*** tab.
- A new web browser tab will open with the ***"Data Table "*** report
- On the table, depending on the status, data is shown as follows:

Status	Description	Example
Black data	Normal data in black.	5.2
Orange data	Sensor out of range during the delay period.	8.4
Red data	Sensor out of range after delay period i.e. active Alarm	12.7
Purple data	Probe / sensor error	Probe error
Asterix	Unit is in 'Test Mode'	5.2*

Note: If any sensor is in Alarm (red), then the date/time will be in red as well.

- If you mouse-over an Alarm value (red), then the unique Alarm number and condition will display.
- If you click on an Alarm value (red), a new browser tab with a Detailed Alarm report will open.



Date / Time	Gauteng - Boksburg 3926						
	Unassigned			Dispensary Fridge Boksburg		Unassig	
	Ambient [°C]	Relative Humidity [%RH]	Mains Power [Off/On]	Dispensary Fridge Top [°C]	Dispensary Fridge Bottom [°C]	Ambient Temperature [°C]	Ambie Humid [%RH
2015-10-17 03:00	19.2	45.8	On	2.3	2.2	-	
2015-10-17 03:10	19.2	45.5	On	2.3	2.3	-	
2015-10-17 03:20	19.2	45.1	On	2.3	2.2	-	
2015-10-17 03:30	19.1	44.7	On	2.3	2.2	-	
2015-10-17 03:40	19.1	44.4	On	2.2	2.2	-	
2015-10-17 03:50	19.0	44.6	On	2.6	2.7	-	
2015-10-17 04:00	19.0	45.5	On	3.4	3.6	-	
2015-10-17 04:10	19.0	45.8	On	4.0	4.3	-	
2015-10-17 04:20	19.0	45.4	On	4.6	4.9	-	
2015-10-17 04:30	19.0	45.1	On	5.1	5.4	-	
2015-10-17 04:40	19.0	44.7	On	5.6	5.8	-	
2015-10-17 04:50	19.0	44.8	On	5.9	6.2	-	
2015-10-17 05:00	19.0	45.2	On	6.2	6.5	-	
2015-10-17 05:10	19.0	46.2	On	6.6	6.8	-	
2015-10-17 05:20	19.0	45.8	On	6.9	7.1	-	
2015-10-17 05:30	19.0	45.9	On	7.2	7.3	-	
2015-10-17 05:40	18.9	45.5	On	7.4	7.4	-	
2015-10-17 05:50	18.9	45.2	On	7.7	7.6	-	
2015-10-17 06:00	18.9	45.6	On	7.9	7.8	-	
2015-10-17 06:10	18.9	46.1	On	8.1	7.9	-	
2015-10-17 06:20	19.0	46.6	On	8.3	8.1	-	
2015-10-17 06:30	19.0	46.3	On	8.5	8.3	-	
2015-10-17 06:40	19.0	45.9	On		ALARM AD722Q: Dispensary Fridge Top > 8°C		
2015-10-17 06:50	19.3	44.8	On	8.4	8.1	-	
2015-10-17 07:00	-	-	-	-	-	-	
2015-10-17 07:10	-	-	-	-	-	-	
2015-10-17 07:20	-	-	-	-	-	-	
2015-10-17 07:30	-	-	-	-	-	-	

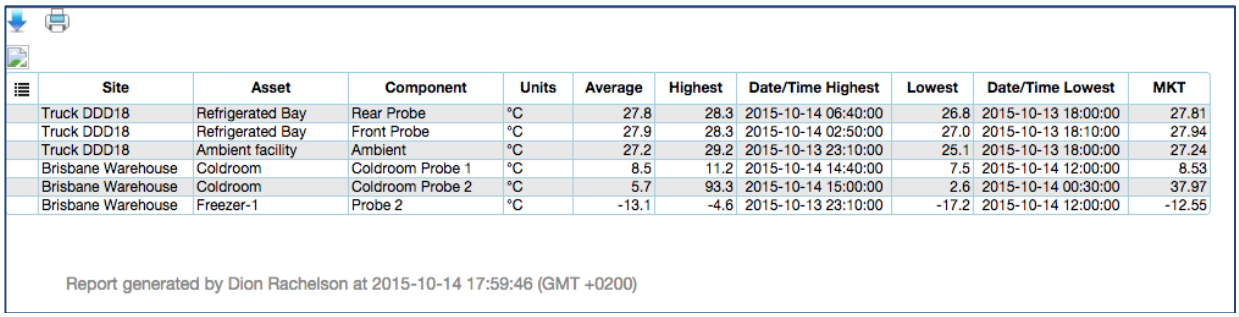
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4.2 Min / Max /Ave. Table

This reports the minimum, average and maximum values logged over the selected period, for the selected sensors. The date / time that the min. and max. values is found is listed in this report. For temperature sensors, the MKT (Mean Kinetic Temperature) is calculated.

> **Note**: Data values during 'Test Mode' are excluded from this report.

- Once you have selected the period and Regions/Sensors/Sites/Assets, click the ***"Min. / Max. / Ave Table"*** button under the ***"General"*** tab.
- A new web browser tab will open with the ***"Min. / Max. / Ave Table"*** report



Site	Asset	Component	Units	Average	Highest	Date/Time Highest	Lowest	Date/Time Lowest	MKT
Truck DDD18	Refrigerated Bay	Rear Probe	°C	27.8	28.3	2015-10-14 06:40:00	26.8	2015-10-13 18:00:00	27.81
Truck DDD18	Refrigerated Bay	Front Probe	°C	27.9	28.3	2015-10-14 02:50:00	27.0	2015-10-13 18:10:00	27.94
Truck DDD18	Ambient facility	Ambient	°C	27.2	29.2	2015-10-13 23:10:00	25.1	2015-10-13 18:00:00	27.24
Brisbane Warehouse	Coldroom	Coldroom Probe 1	°C	8.5	11.2	2015-10-14 14:40:00	7.5	2015-10-14 12:00:00	8.53
Brisbane Warehouse	Coldroom	Coldroom Probe 2	°C	5.7	93.3	2015-10-14 15:00:00	2.6	2015-10-14 00:30:00	37.97
Brisbane Warehouse	Freezer-1	Probe 2	°C	-13.1	-4.6	2015-10-13 23:10:00	-17.2	2015-10-14 12:00:00	-12.55

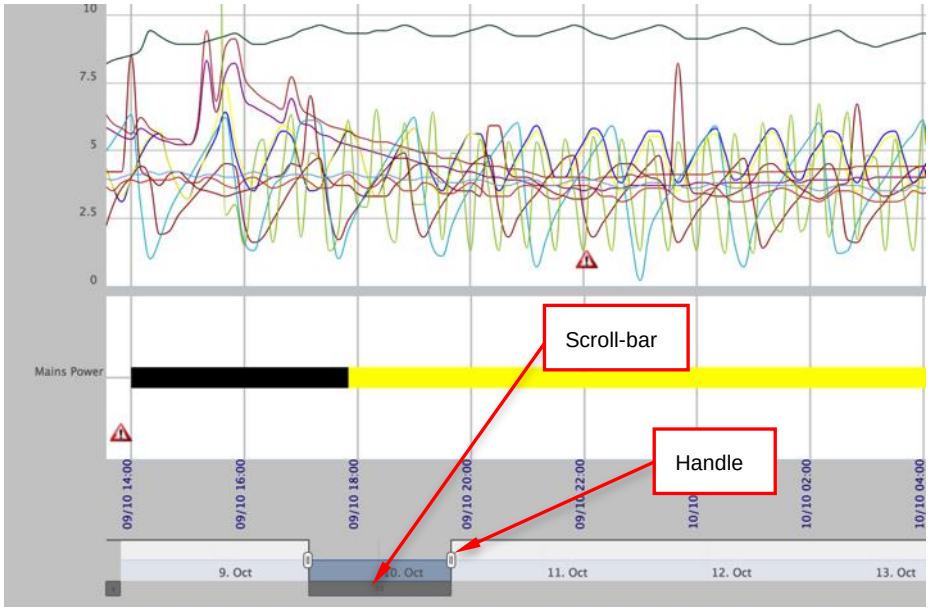
Report generated by Dion Rachelson at 2015-10-14 17:59:46 (GMT +0200)

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4.3 Combined Graph

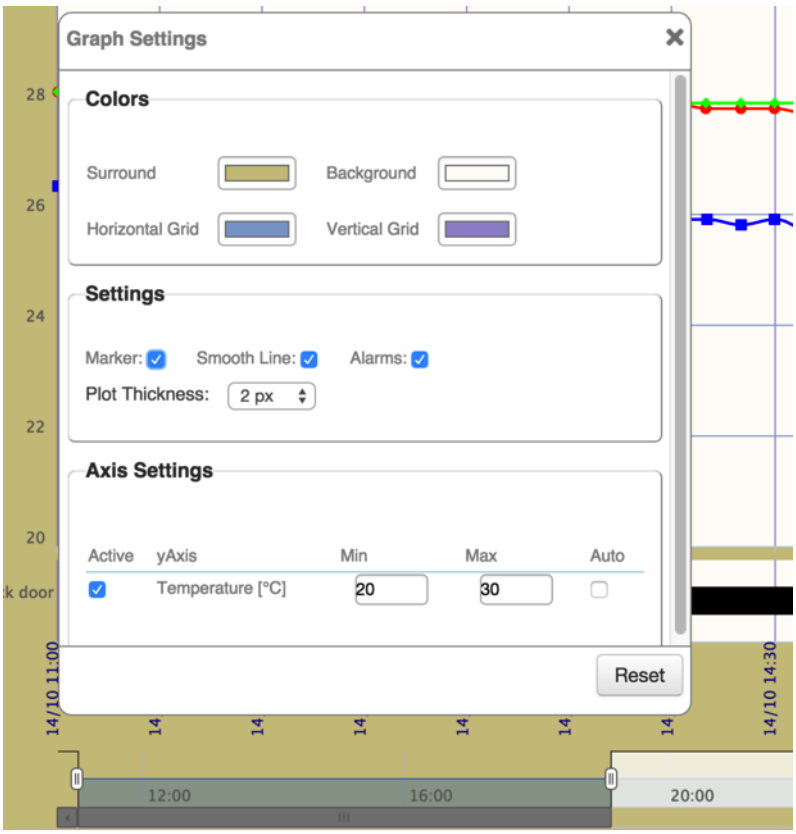
Combined graphs show data graphically for both Analogue as well as Digital data. The graphs are dynamic in that a user can change the look and feel, switch various sensors on and off, changes colours etc.

- Once you have selected the period and Regions/Sensors/Sites/Assets, click the ***"Combined Graph"*** button under the ***"General"*** tab.
- A new web browser tab will open with the ***"Combined Graph"*** report
- When the graph is generated, the following information is available:
  - Each series on the graph i.e. sensor, is plotted in a different colour.
  - If you hover over a particular series then the value, asset and probe name and date time of the reading are displayed.
  - If there are active alarms, then the alarm icon will show near the series which was in alarm (unless alarms are unticked in the graph settings). Hovering over this icon will show the alarm number, condition and date/time it started. You can click on this icon to open a new browser tab with the alarms details.
  - At the bottom of the graph, digital channels are displayed as a continuous bar in one of two colours (one for each state e.g. On or Off, Open or Closed).
  - Zoom-in to any area of the graph by dragging a window over the desired section. To reset the zoom, click on the Reset Zoom icon on the top left of the graph.
  - The horizontal scroll bar underneath the Date/Time (x-axis) allows you to zoom in to a particular date range (which is a sub-set of the Date/Time selection). Do this by grabbing the handles and moving them left or right. You can then pan left or right by dragging the scroll-bar. To toggle the scroll-bar on and off, click the icon on the top left of the graph.



- Graph settings can be changed by clicking on the icon on the top left of the graph. The following menu will pop-up:

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- The 'Data Table' accordion has the following options:

Analogue:

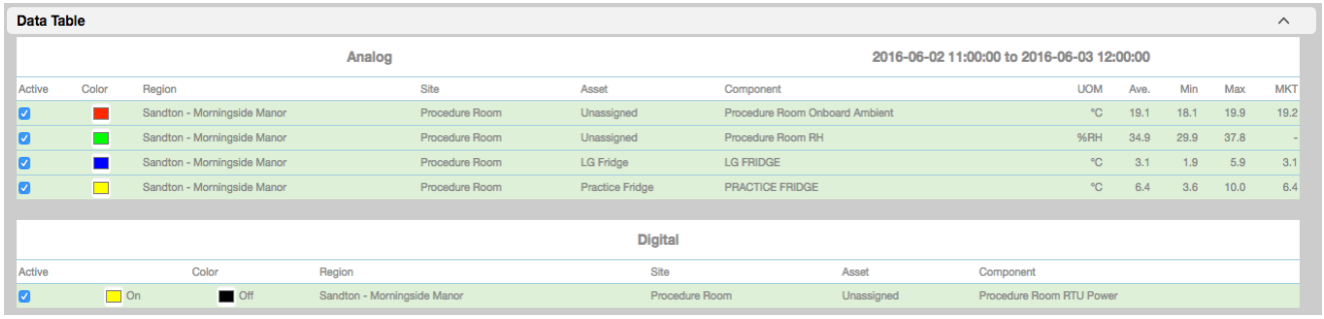
Item	Description
Active	Switches the series on or off.
Color	Click to change colour of a series.
Region/Site Asset/Sensor/UOM	Details of the particular sensor being plotted on the series (as per Site setup)
Ave./Min./Max./MKT	Same values as Min./Max./Ave report for the selected date/time period. NOTE: If you zoom-in on the graph, these values do not change – they remain as per the initial date / time selection.
Alarm icon (next to sensor).	If present, this indicates that there was an alarm that was initiated on this sensor within the date / time selected period. If you hover over the icon, it shows how many alarms were initiated.

Digital:

Item	Description
Active	Switches the series on or off.

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Color	Click to change colour for each of the two states.
Region/Site Asset/Sensor	Details of the particular sensor being plotted on the series (as per Site setup)
Alarm icon (next to sensor).	If present, this indicates that there was an alarm that was initiated on this sensor within the date / time selected period. If you hover over the icon, it shows how many alarms were initiated.



- The 'Threshold' accordion has the option to display a shaded area for analogue threshold values. The colour of the shading can be changed as in the 'Data Table' accordion.



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4.4 Temperature Monitoring Chart

The Temperature Monitoring Chart is one of the industry standard reports in the pharmaceutical industry for tracking assets such as vaccine fridges or freezers. This is normally plotted manually by personnel on site, but has been automated using data from the Beyond Wireless continuous temperature monitoring system.

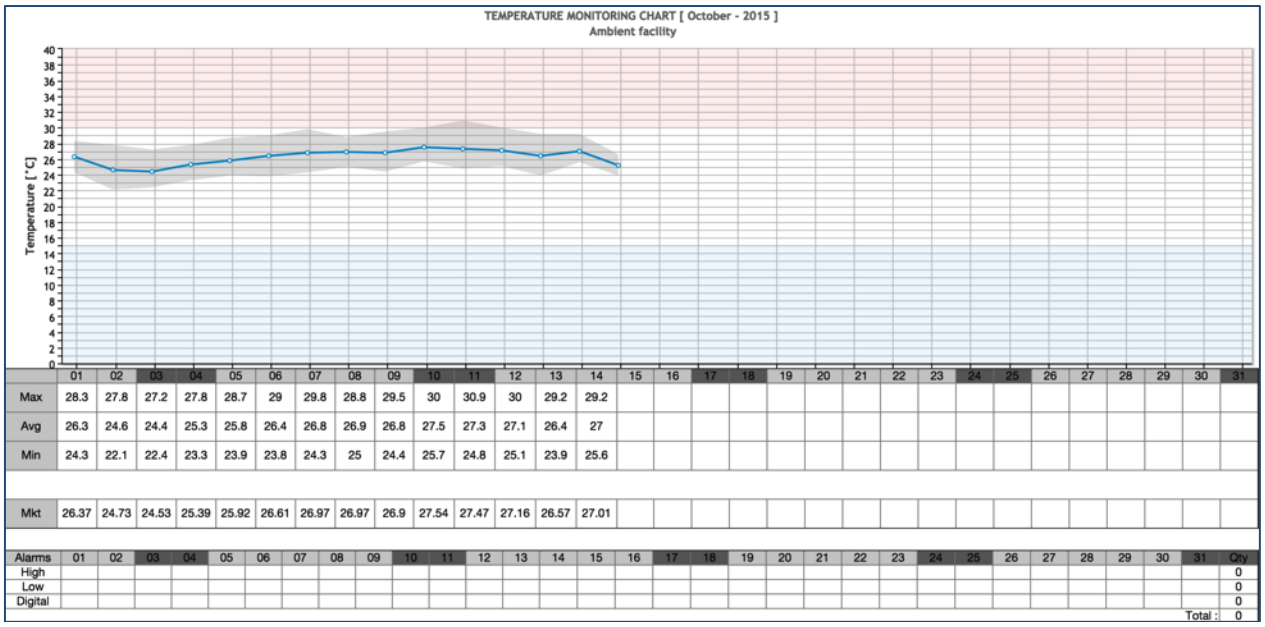
The report is run for a month (or part thereof), and applies to an asset, not an individual sensor. It has the following information:

- Graphical plot of Min/Max. Ave values. The grey band indicates the range of temperatures that occurred in each day, and the Ave. value will be somewhere in-between. Hovering over any point on the graph will show that days Min./Max./Ave. values.
- Threshold bands as defined in the Asset setup display limits (these can be switched off by un-ticking the threshold display at the bottom of the chart).
- Min./Max./Ave. and MKT table for each day (weekends are shaded differently to weekdays).
- Alarm table showing how many high/low and digital alarms were initiated on each day.

Note: The Min. and Max. values will be the highest and lowest temperatures that occurred over the 24 hour period of any probe within the asset grouping.

To run the report:

- Once you have selected the period and Regions/Sensors/Sites/Assets, click the ***"Temperature Monitoring Chart"*** button under the ***"General"*** tab.
- The ***"Temperature Monitoring Report"*** report will be generated and a new tab will be opened in your internet browser displaying the report:



	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Max	28.3	27.8	27.2	27.8	28.7	29	29.8	28.8	29.5	30	30.9	30	29.2	29.2																	
Avg	26.3	24.6	24.4	25.3	25.8	26.4	26.8	26.9	26.8	27.5	27.3	27.1	26.4	27																	
Min	24.3	22.1	22.4	23.3	23.9	23.8	24.3	25	24.4	25.7	24.8	25.1	23.9	25.6																	
Mkt	26.37	24.73	24.53	25.39	25.92	26.61	26.97	26.97	26.9	27.54	27.47	27.16	26.57	27.01																	

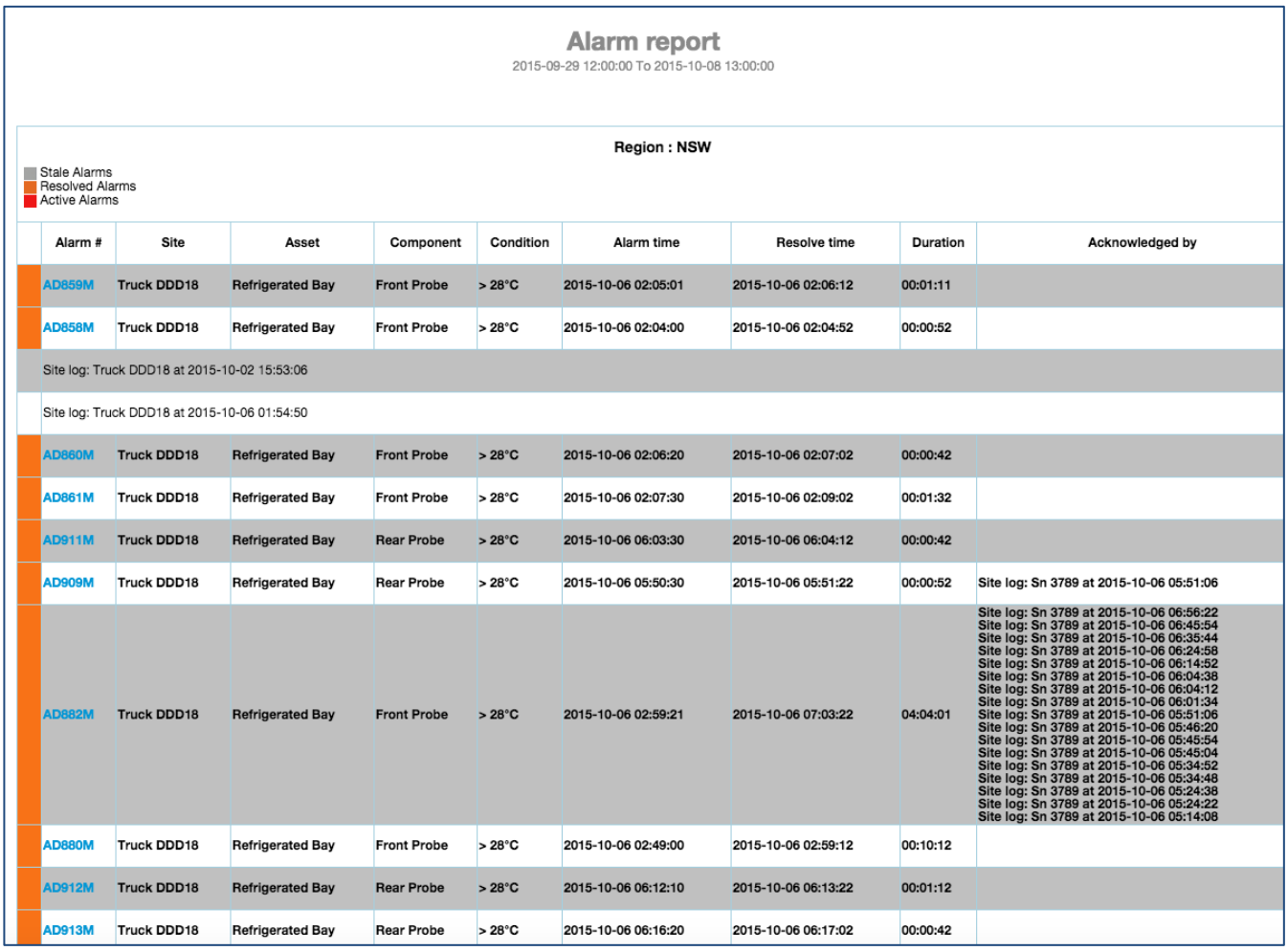
Alarms	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Qty
High																																0
Low																																0
Digital																																0
																														Total :		0

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4.5 Alarms

The alarm report gives a summary report of historical alarms.

- Once you have selected the period and Regions/Sensors/Sites/Assets, click the ***"Alarm Report"*** button under the ***"General"*** tab.
- The ***"Alarm Report"*** report will run in a new tab in your browser.
- The unique alarm number can be clicked on to open a detailed alarm report in a new browser tab.
- Stale alarms are alarms that are still active after a pre-defined period e.g. 24 hours.
- If someone pushes a button on the Ice3 or Ice3 Extra, this button push is logged and linked to this alarm report for any active alarms on that particular unit. This has a date / time log as part of it, so that you can determine how long the response time is since the alarm started. All button pushes will be logged.
- Pushing a button when there are no active alarms present on a particular unit still logs, but will not be linked to any active alarms. This will show on the report as 'Site log' with the Site name and date / time.



Alarm report

2015-09-29 12:00:00 To 2015-10-08 13:00:00

Region : NSW

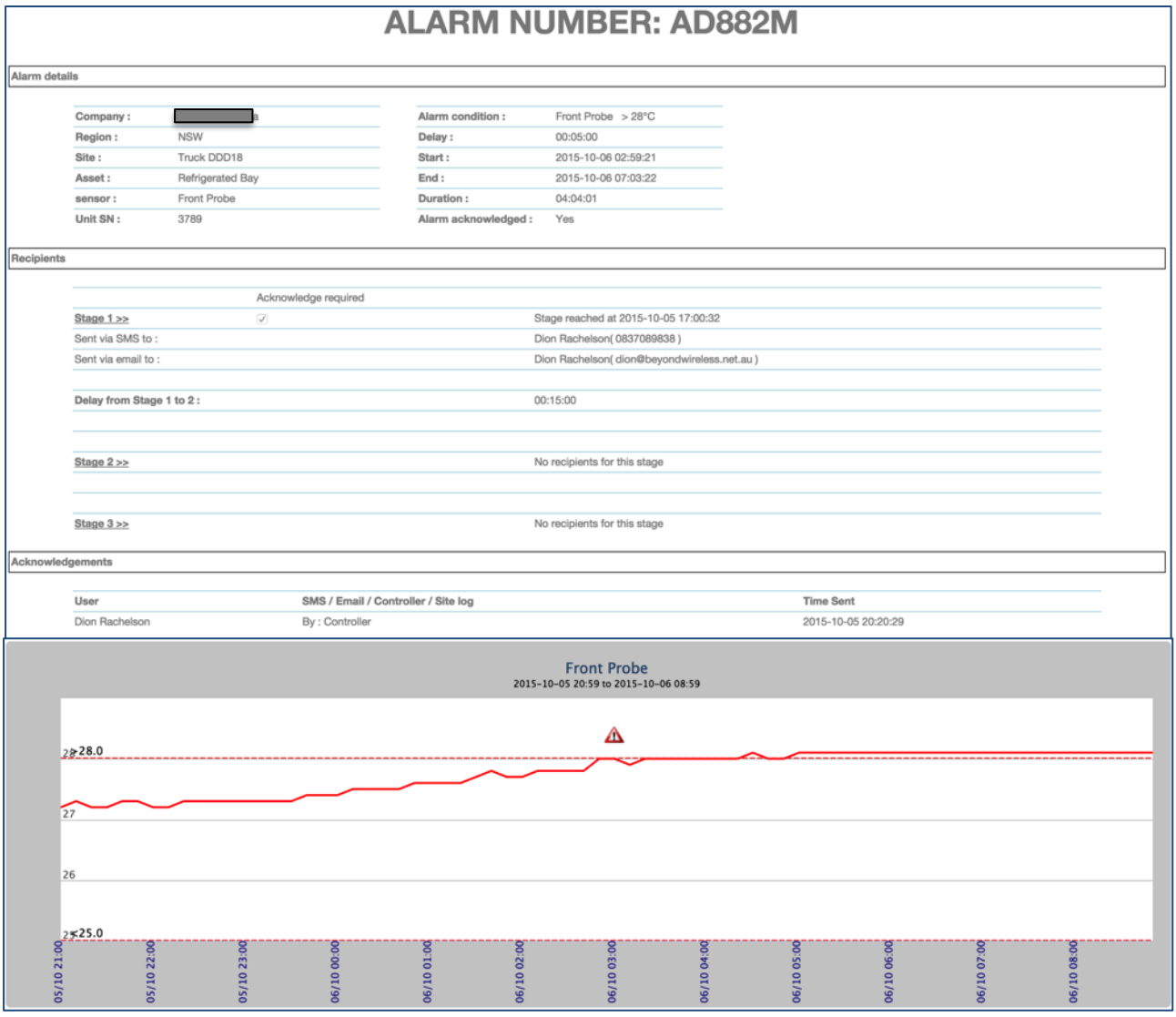
Stale Alarms
Resolved Alarms
Active Alarms

Alarm #	Site	Asset	Component	Condition	Alarm time	Resolve time	Duration	Acknowledged by
AD859M	Truck DDD18	Refrigerated Bay	Front Probe	> 28°C	2015-10-06 02:05:01	2015-10-06 02:06:12	00:01:11	
AD858M	Truck DDD18	Refrigerated Bay	Front Probe	> 28°C	2015-10-06 02:04:00	2015-10-06 02:04:52	00:00:52	
Site log: Truck DDD18 at 2015-10-02 15:53:06								
Site log: Truck DDD18 at 2015-10-06 01:54:50								
AD860M	Truck DDD18	Refrigerated Bay	Front Probe	> 28°C	2015-10-06 02:06:20	2015-10-06 02:07:02	00:00:42	
AD861M	Truck DDD18	Refrigerated Bay	Front Probe	> 28°C	2015-10-06 02:07:30	2015-10-06 02:09:02	00:01:32	
AD911M	Truck DDD18	Refrigerated Bay	Rear Probe	> 28°C	2015-10-06 06:03:30	2015-10-06 06:04:12	00:00:42	
AD909M	Truck DDD18	Refrigerated Bay	Rear Probe	> 28°C	2015-10-06 05:50:30	2015-10-06 05:51:22	00:00:52	Site log: Sn 3789 at 2015-10-06 05:51:06
AD882M	Truck DDD18	Refrigerated Bay	Front Probe	> 28°C	2015-10-06 02:59:21	2015-10-06 07:03:22	04:04:01	Site log: Sn 3789 at 2015-10-06 06:56:22 Site log: Sn 3789 at 2015-10-06 06:45:54 Site log: Sn 3789 at 2015-10-06 06:35:44 Site log: Sn 3789 at 2015-10-06 06:24:58 Site log: Sn 3789 at 2015-10-06 06:14:52 Site log: Sn 3789 at 2015-10-06 06:04:38 Site log: Sn 3789 at 2015-10-06 06:04:12 Site log: Sn 3789 at 2015-10-06 06:01:34 Site log: Sn 3789 at 2015-10-06 05:51:06 Site log: Sn 3789 at 2015-10-06 05:46:20 Site log: Sn 3789 at 2015-10-06 05:45:54 Site log: Sn 3789 at 2015-10-06 05:45:04 Site log: Sn 3789 at 2015-10-06 05:34:52 Site log: Sn 3789 at 2015-10-06 05:34:48 Site log: Sn 3789 at 2015-10-06 05:24:38 Site log: Sn 3789 at 2015-10-06 05:24:22 Site log: Sn 3789 at 2015-10-06 05:14:08
AD880M	Truck DDD18	Refrigerated Bay	Front Probe	> 28°C	2015-10-06 02:49:00	2015-10-06 02:59:12	00:10:12	
AD912M	Truck DDD18	Refrigerated Bay	Rear Probe	> 28°C	2015-10-06 06:12:10	2015-10-06 06:13:22	00:01:12	
AD913M	Truck DDD18	Refrigerated Bay	Rear Probe	> 28°C	2015-10-06 06:16:20	2015-10-06 06:17:02	00:00:42	

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4.6 Detailed Alarm Report

The detailed alarm reports give information about each unique alarm that has been generated. The same unique alarm number is referenced in many different places e.g. SMS's, E-mails, Reports (tables, graphs, Out-of Spec reports), Dashboards etc. The report is shown in a new browser tab whenever it is run. The following example shows the details in the report:



ALARM NUMBER: AD882M

Alarm details

Company :	[redacted]	**Alarm condition :**	Front Probe > 28°C
Region :	NSW	**Delay :**	00:05:00
Site :	Truck DDD18	**Start :**	2015-10-06 02:59:21
Asset :	Refrigerated Bay	**End :**	2015-10-06 07:03:22
sensor :	Front Probe	**Duration :**	04:04:01
Unit SN :	3789	**Alarm acknowledged :**	Yes

Recipients

	Acknowledge required	
Stage 1 >>	☑	Stage reached at 2015-10-05 17:00:32
Sent via SMS to :		Dion Rachelson(0837089838)
Sent via email to :		Dion Rachelson(dion@beyondwireless.net.au)
Delay from Stage 1 to 2 :		00:15:00
Stage 2 >>		No recipients for this stage
Stage 3 >>		No recipients for this stage

Acknowledgements

User	SMS / Email / Controller / Site log	Time Sent
Dion Rachelson	By : Controller	2015-10-05 20:20:29

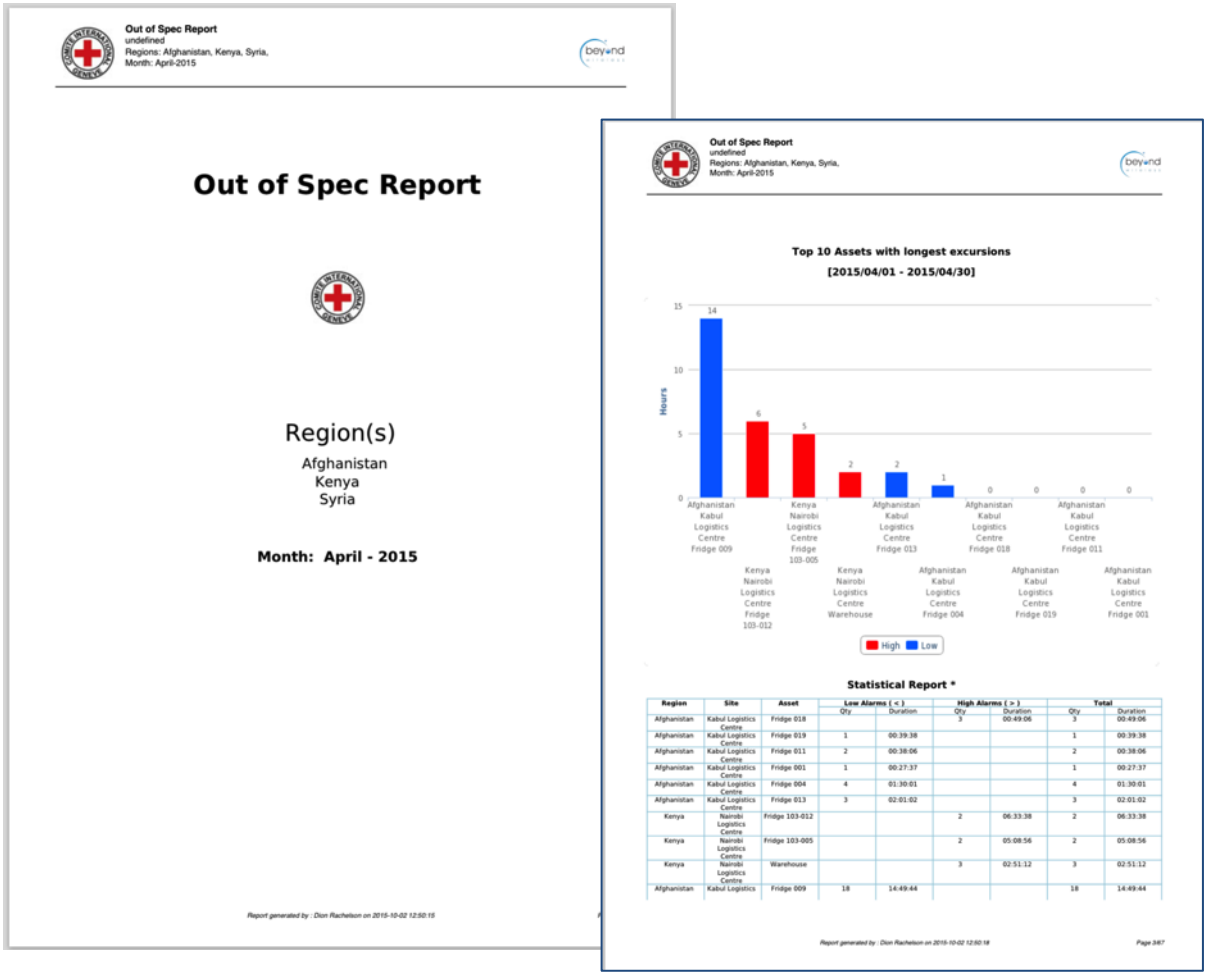
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4.7 Out of Spec (OOS) report

The out of spec report is an exception report that shows alarms or excursions for specific assets. The condition i.e. high or low and duration are depicted both graphically as well as in tabular summarised format. The report has 3 sections:

- Top 10 assets with longest excursions & statistical table with quantity of alarms/excursions and cumulative duration.
- Temperature Control Chart (one per asset)
- Alarm report with alarm summary for all alarms within the selection.

The report is converted to PDF format and must be run for a month. On the cover, the applicable Regions will be listed for which the report was run.

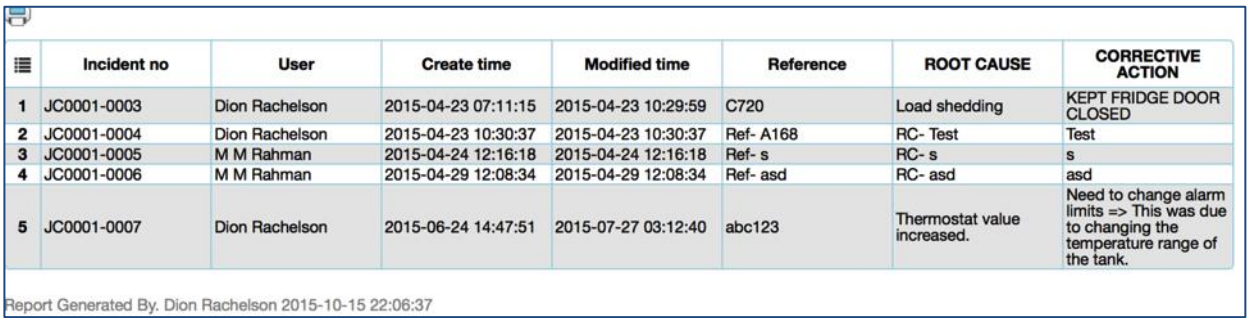


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4.8 Incident reports

Incident reports created or edited from the 'Alarm Panel' can be run for a particular date / time period. Details of each incident report can be retrieved from this report by clicking on the Incident number on the report. These can be edited here as well. To run the report:

- Once you have selected the period and Regions/Sensors/Sites/Assets, click the ***"Incident Report"*** button under the ***"System"*** tab.
- A new web tab will open where the incident report is generated.
- To edit an existing Incident report, click on the incident report number, and make the necessary changes.



	Incident no	User	Create time	Modified time	Reference	ROOT CAUSE	CORRECTIVE ACTION
1	JC0001-0003	Dion Rachelson	2015-04-23 07:11:15	2015-04-23 10:29:59	C720	Load shedding	KEPT FRIDGE DOOR CLOSED
2	JC0001-0004	Dion Rachelson	2015-04-23 10:30:37	2015-04-23 10:30:37	Ref- A168	RC- Test	Test
3	JC0001-0005	M M Rahman	2015-04-24 12:16:18	2015-04-24 12:16:18	Ref- s	RC- s	s
4	JC0001-0006	M M Rahman	2015-04-29 12:08:34	2015-04-29 12:08:34	Ref- asd	RC- asd	asd
5	JC0001-0007	Dion Rachelson	2015-06-24 14:47:51	2015-07-27 03:12:40	abc123	Thermostat value increased.	Need to change alarm limits => This was due to changing the temperature range of the tank.

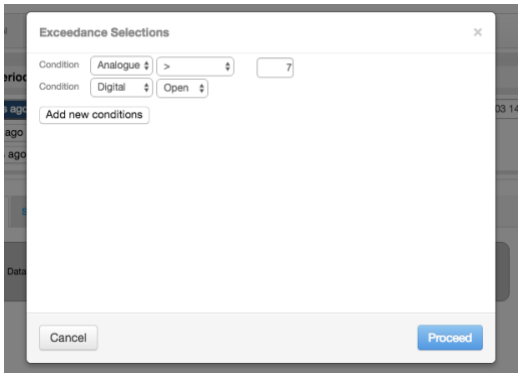
Report Generated By. Dion Rachelson 2015-10-15 22:06:37

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4.9 Exceedance report

The exceedance report allows a user to select the cumulative time that certain sensors have exceeded a certain value. The value is entered by the user when running the report, and may be the same as the alarm threshold values, but need not be.

- Once you have selected the period and Regions/Sensors/Sites/Assets, click the ***"Exceedance Report"*** button under the ***"General"*** tab.
- A pop-up box will appear. Enter the Condition for Analogue and Digital sensors, with the required thresholds you are interested in.
- Click the "Add new condition" should you want additional different values.
- Once finished, push the "Proceed" button to run the report.



Exceedance Report for period: 2016-06-02 13:00 to 2016-06-03 14:00

Condition	Niveau Central - Batiment 1				Niveau Central - Batiment 2							
	Unassigned		CHF#4 Jiyi-11-Pos		CHF#6 Sanyo-8-Pos				CHF#7 Sanyo-8-Pos			
	FridgeFone 3609 Door [Tamper/Secure]	FridgeFone 3609 Power [Off/On]	3610 Channel 4 [°C]	Porte CHF #4 [Open/Closed]	3607 Channel A1 [°C]	3607 Channel A2 [°C]	3607 Channel A3 [°C]	Porte CHF #6 [Open/Closed]	3607 Channel A4 [°C]	3607 Channel A5 [°C]	3607 Channel A6 [°C]	Porte CHF #7 [Open/Closed]
> 7	-	-	12:32	-	2:10	12:03	0:00	-	0:00	1:20	17:19	-
Open	-	-	-	0:23	-	-	-	4:37	-	-	-	2:56

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4.10GPS Data Report

Should you be tracking a vehicle with for example an Ice3, raw data can be extracted from ColdCloud which can be used in 3rd party systems, as well as loaded into Google maps.

- Once you have selected the period and Vehicle, click the ***"GPS Report"*** report button under the ***"Tracking"*** tab.
- A new web browser tab will open with the ***"GPS "*** report
- The following data is shown:

Date/Time	TRUCKS - 12 Pallet Truck (CF96FK)					
	Longitude	Latitude	HDOP	Fix	Speed	Qty Satellites
2016-04-06 03:11:58	150.94042833333	-33.800703333333	3.8	3	2.44	04
2016-04-06 03:12:01	150.94043666667	-33.800693333333	3.8	3	2.37	04
2016-04-06 03:13:05	150.94033833333	-33.80077	3.8	3	0.0	05
2016-04-06 03:14:02	150.94033833333	-33.800766666667	3.6	3	0.0	05
2016-04-06 03:15:01	150.94033333333	-33.800763333333	3.6	3	0.0	05
2016-04-06 03:16:02	150.940315	-33.800756666667	3.6	3	0.0	05
2016-04-06 03:17:01	150.94032166667	-33.800748333333	3.4	3	0.0	05
2016-04-06 03:18:02	150.94034	-33.80074	1.0	3	0.0	08
2016-04-06 03:19:01	150.94044	-33.800663333333	1.0	3	0.0	08
2016-04-06 03:20:02	150.94044166667	-33.80066	1.0	3	0.0	08
2016-04-06 03:21:01	150.94043833333	-33.800658333333	0.8	3	0.0	09
2016-04-06 03:22:02	150.94043666667	-33.80066	0.8	3	0.0	09
2016-04-06 03:23:01	150.94043666667	-33.80066	1.0	3	0.0	07
2016-04-06 03:24:02	150.940435	-33.800661666667	0.8	3	0.0	08
2016-04-06 03:25:01	150.94043333333	-33.800663333333	0.8	3	0.0	08
2016-04-06 03:26:02	150.94043333333	-33.800665	0.8	3	0.0	08
2016-04-06 03:27:01	150.94043	-33.80067	1.0	3	0.0	07
2016-04-06 03:28:02	150.94043	-33.800671666667	1.0	3	0.0	07
2016-04-06 03:29:01	150.94043	-33.800673333333	1.2	3	0.0	06
2016-04-06 03:30:02	150.94042833333	-33.800673333333	0.8	3	0.0	08
2016-04-06 03:31:01	150.94043	-33.80067	0.8	3	2.34	08
2016-04-06 03:32:02	150.938395	-33.799235	0.8	3	12.99	08
2016-04-06 03:33:01	150.93704	-33.802235	0.8	3	17.31	08
2016-04-06 03:34:02	150.933925	-33.80725	0.8	3	25.38	09
2016-04-06 03:35:01	150.924415	-33.804561666667	0.8	3	72.28	09
2016-04-06 03:36:02	150.91039833333	-33.801856666667	0.8	3	84.02	10
2016-04-06 03:37:01	150.90277833333	-33.800293333333	0.8	3	41.54	10
2016-04-06 03:38:02	150.89643833333	-33.800755	0.8	3	58.82	09
2016-04-06 03:39:01	150.89323666667	-33.802796666667	0.8	3	74.48	10
2016-04-06 03:40:02	150.883055	-33.802315	0.8	3	14.97	10
2016-04-06 03:41:01	150.8828	-33.80233	0.8	3	0.82	10

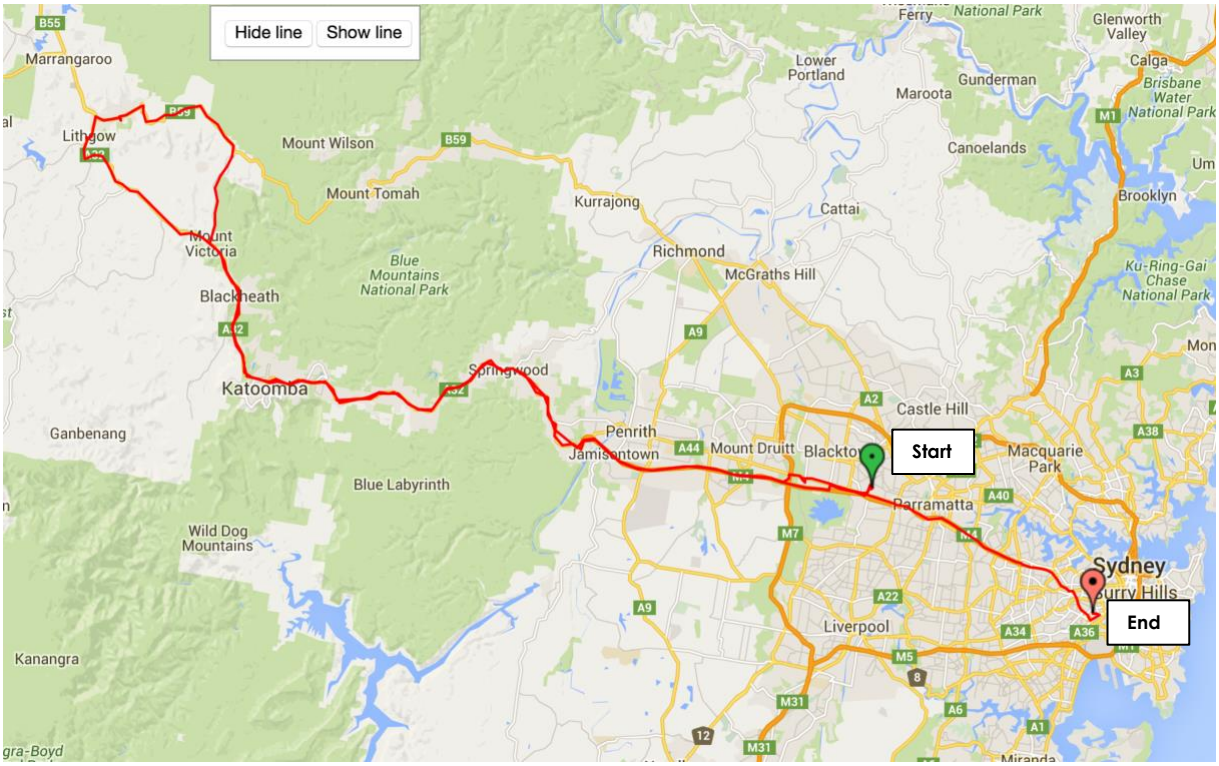
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4.11 GPS map report

Although you can view say past 24 hours of a vehicles movements from the dashboard, the following report allows you to plot the track of a vehicle for any historical selected period.

- Once you have selected the period and Vehicle, click the ***"GPS Report"*** report button under the ***"Tracking"*** tab.
- A new web browser tab will open with the ***"GPS "*** report

GPS Track of Vehicle ABC123 from 2015-08-03 07:00 to 2015-08-04 08:00



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4.12 Audit trails

The Audit trail reports provide a record of any changes that were made to the system, as well as a log of various other activities. The information in the Audit trail will always include:

- The user
- Date / time of the activity
- Details about what activity was performed and / or what was changed (as well as details of old and new values)

There are Audit trails for Users, Regions and Sites. To view an Audit trail:

- Select the period and click the ***"Audit Trail"*** button under the ***"System"*** tab.
- Click on the Audit trail report button you require e.g. Units, Sites or Regions.
- A new web browser tab will open with the report in it.

Example 1:

Audit Trail Report:

Users

User	Datetime	Access In	Field	Old	New
Dion Rachelson	2015-10-15 12:11:37 (+02:00)	Login			Login
Dion Rachelson	2015-10-15 12:42:10 (+02:00)	Log out			Logout
M M Rahman	2015-10-15 13:15:52 (+02:00)	Login			Login
Dion Rachelson	2015-10-15 15:58:39 (+02:00)	Login			Login
Dion Rachelson	2015-10-15 16:20:04 (+02:00)	Log out			Logout
Dion Rachelson	2015-10-15 21:39:03 (+02:00)	Login			Login
Dion Rachelson	2015-10-15 21:47:09 (+02:00)	User details	cell_num_suffix	837089838	833077100
Dion Rachelson	2015-10-15 21:48:13 (+02:00)	User details	email_address	sefton@beyondwireless.co.za	sefton@monomatrix.co.za

Example 2:

Audit Trail Report:

Sites

User	Date / Time	Access In	Field	Old	New
Dion Rachelson	2015-10-15 21:39:29 (GMT +02:00)	Rosebank	test_duration	5	10

Example 3:

Audit Trail Report:

Regions

User	Date / Time	Access In	Field	Old	New
Dion Rachelson	2015-10-15 21:55:25 (GMT +02:00)	Lake District Region	geo_north_east geo_south_west	, ,	54.462960,-3.083451 54.459281,-3.096342

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4.13 Scheduler

The Scheduler allows reports to be run automatically, and E-mailed as PDF attachments to designated recipients. The recipients may also be groups.

- Select the ***"Scheduler"*** tab. (Note: Neither a selection period, nor any tree items are required for this).
- Click on the "New" button (or select an existing schedule to edit).
- The following pop-up will appear:



- Fill in a name for the report, and description (optional).
- Select the Report type from the dropdown menu.
- Select the format for the report (the Format will depend on the report type selected).
- Select whether you want the report sent via email, or whether it should be FTP'd.
- Select the recipient(s). For multiple recipients, a group must have been set up.
- Select whether the schedule is active by ticking the Active tick-box.
- Select the date that you would like scheduled reporting to begin.
- Select the recurrence of receiving report. Information required is dependant on whether you select a Daily, Weekly or Monthly report.
- Select the time that you would like to send the report as per the above selection.
- If you would like to end scheduling, select After or By radio buttons, and the number of occurences or end date respectively, otherwise select 'Never' to allow report to run indefinitely.

Note1: Reports run for recipients will include the Regions / Sites etc. as per their individual access profiles.

Note2: Reports run on 1st day of the month, for a monthly report will run the report for the whole of the previous month, otherwise they will run month-to-date up to the last complete day i.e. at midnight.

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5 Alarm Panel

When an active alarm is received by ***ColdCloud*** from a unit in the field, the system generates an alarm record with a unique alarm number. The system manages the alarms as per the defined thresholds, stage escalation recipients, acknowledgements etc.

The Alarm Panel allows for a 'Live' control room type environment as well as other alarm information (statistics, etc.).

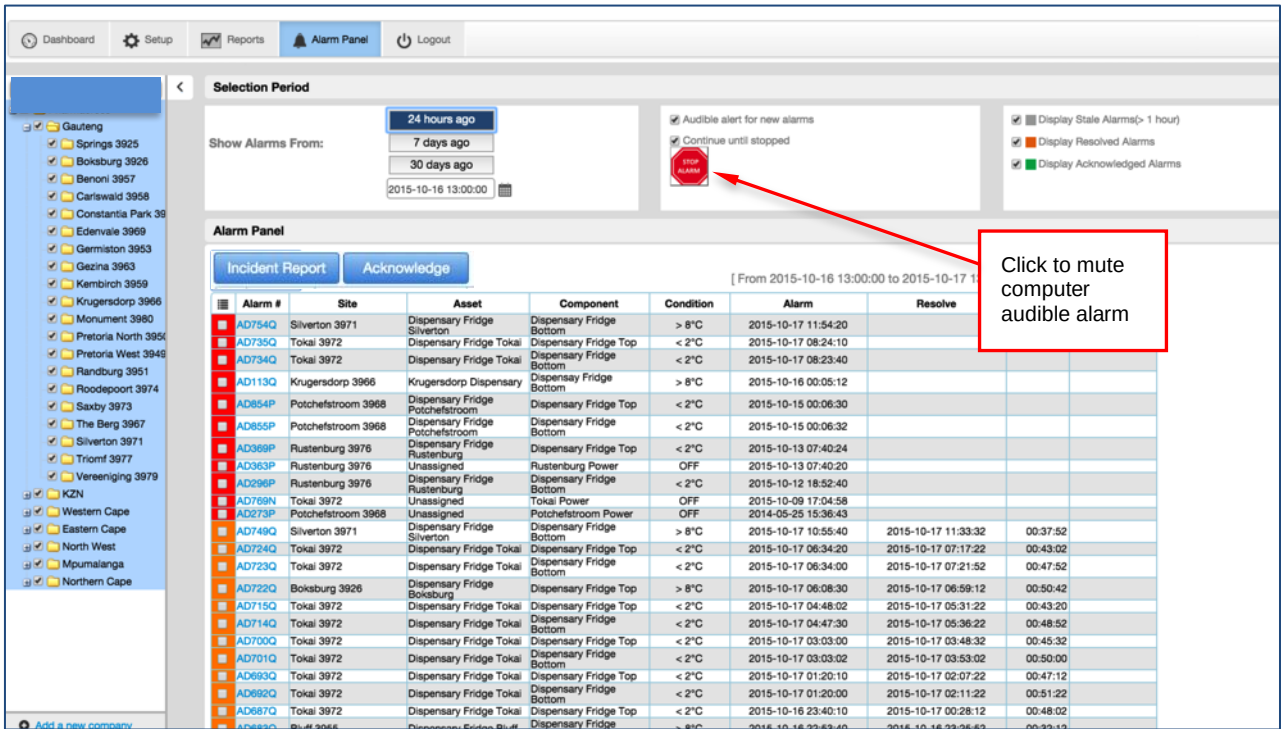
Alarms on the Alarm Panel are always up until the current moment, but the selection period allows you to tell the system how far back to go for display purposes.

- Click on ***"Alarm Panel"*** menu button
- Select Regions/Sites/Assets from Tree Structure (Alarms will only be displayed for this selection)
- ***"Alarms"*** will appear below Selection Period under the accordion called "Alarm Panel"
- The following parameters are available in the Selection Period accordion:
    - Left block: Select the date / time you want to show alarms from.
    - Middle block: Tick 'Audible alert for new alarms' for the computer where you are browsing to sound its internal speaker when an Alarm comes in. Tick 'Continue until stopped' for this sound to continue until user clicks the 'STOP' button when it pops-up (otherwise it will sound for a few seconds).
    - Right block: Within the Selection period accordion, alarms can be filtered to display or hide:

Alarm status	Description
Stale	Alarms that are active for longer than a preset duration (default = 24 hours).
Resolved	Alarms that are no longer active since values are within normal threshold limits.
Acknowledged	Recipients have acknowledged alarms via E-mail, the Alarm Panel i.e. 'Controller', or the smartphone app.

- Each Alarms is issued a unique alarm number, and summary data is displayed in tabular format.
- To view a Detailed Alarm Report for any particular alarm – click on the alarm number.
- Incident Report can be generated within the ***"Alarm Panel"***

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Note: 1. To utilise the full screen area for alarm data, collapse the tree and 'Selection Period' accordion.

2. To view / hide specific columns in the Alarm table, click on the column selection icon.

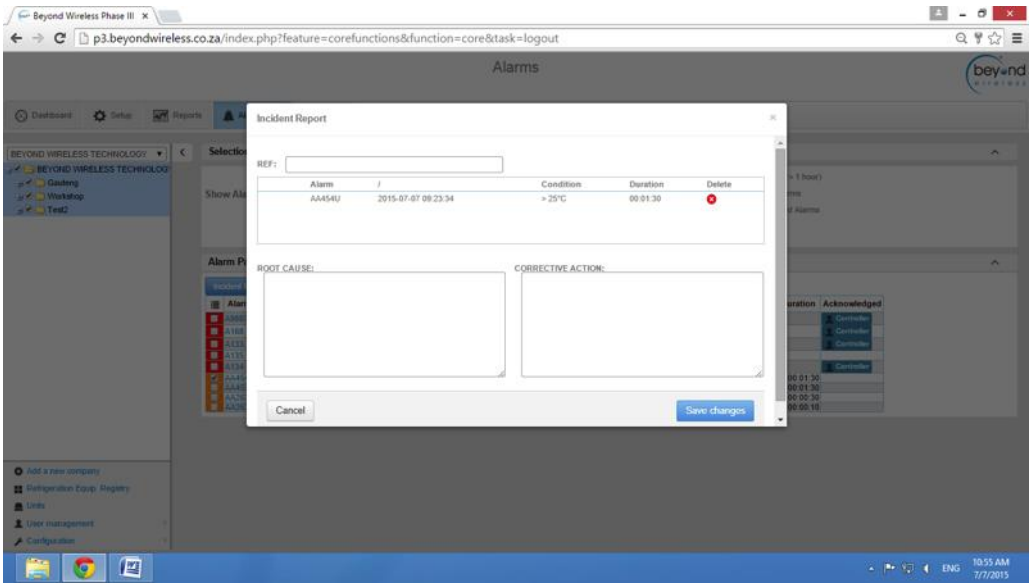
There are two actions that can be performed from the Alarm Panel:

5.1 Create an Incident Report

In order to record Root Cause and Corrective actions of individual or groups of alarms:

- Click on the tickbox(es) of the alarms for which you want to create an incident report.
- Click on the Incident Report button directly below the Alarm Panel accordion.
- The following pop-up will allow you to enter a reference number as well as details of the Root Cause and Corrective action you have followed to correct the problem:

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5.2 Acknowledge an Alarm (Controller acknowledge)

In order for a ***ColdCloud*** user to acknowledge an alarm i.e. Controller acknowledgement:

- Click on the tickbox(es) of the alarms you want to acknowledge.
- Click on the Acknowledge button directly below the Alarm Panel accordion.
- You will be asked for your Username and Password, and the selected alarms will be given the status of 'Controller acknowledged'

Note: The reason why you are required to enter your login details again, is to allow the system to be used within a lab environment, where the Alarm Panel is left open, and a record is kept of which controller (there may be many), has acknowledged the alarm.

6 Global menu

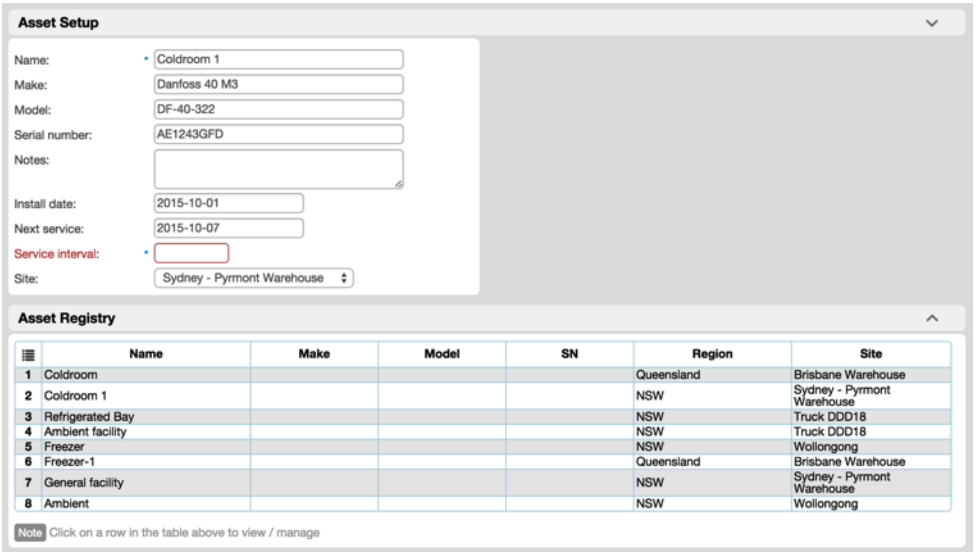
This menu allows access to either items which are available globally (such as assets and units), or to items which are not necessarily specific to an individual Site e.g. Users.

6.1 Asset Registry

This menu gives a user access to the assets for the whole company. Details are the same as within Site Setup, but here, assets can be managed centrally and moved from one Site to another.

- Click on the "Asset Registry" item on the Global menu.
- Click on any particular asset in order to view / edit the details (including changing the Site if required).

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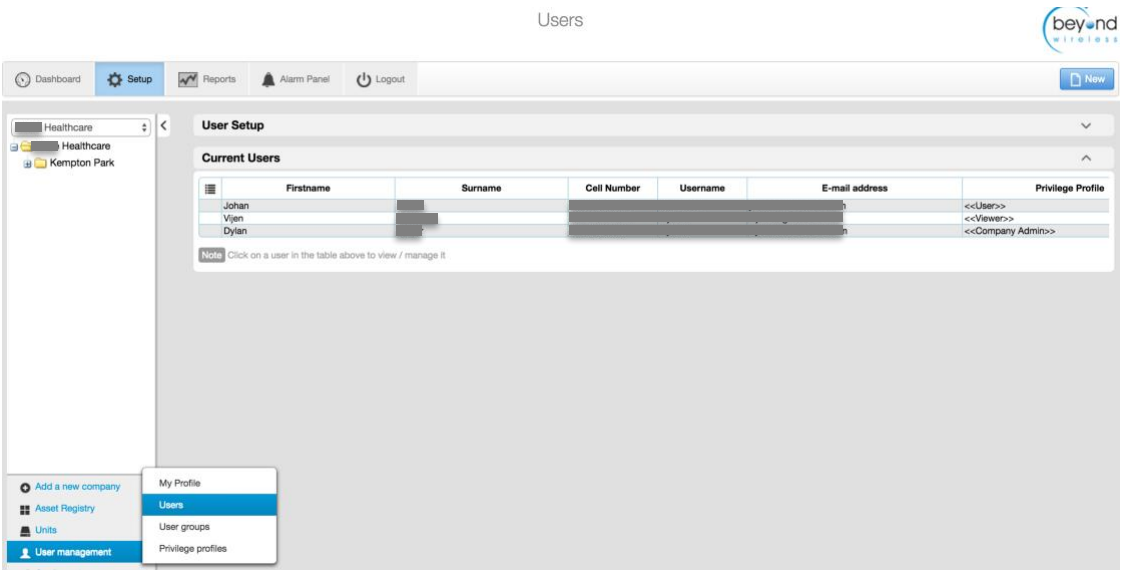
6.2 Units

This menu gives a user access to view all the monitoring units for the whole company. Details are the same as within Site Setup

Note: Only a Beyond Wireless representative can move units from one Site to another.

6.3 User Management

All the user related sub-menus are found on the Global menu. This allows management of individual users, allocating and managing groups of users as well as creating your own user privilege profiles. By clicking on the Users button on the Global menu, the sub-menu's will be visible:



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6.3.1 My Profile

Users can change some information on their own profile, including:

- Email address.
- Cell / Mobile number.
- Landing page i.e. the page that is selected when logging in.
- Language.

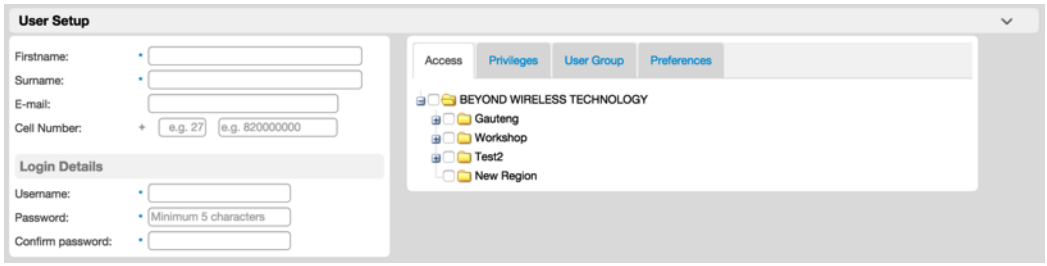
In order to do this;

- Click User management on the Global menu.
- Select My profile.
- Edit the field that need to be changed.
- Click Save.

6.3.2 Users

Users need to be Set up in order for access to the ***ColdCloud*** portal, as well as enable the system to send Alarm's via E-mail and SMS. In this menu, you can create and edit user information (as well as some of your own information – see 'My Profile' above).

- To create a new user or edit an existing user, click User management, then Users.
- A list of Current users will display in an accordion.
- To edit an existing user, click on the User on the table.
- To create a new user, click the "New" button on the top right.
- The following pop-up will show all the relevant user details:



Enter all the user details in the left block. It is important to ensure the E-mail and Cell number are correct if this user is going to be a recipient of Alarms.

> **Note**: A User does not necessarily need to log in to ***ColdCloud***, but must be setup as a user in order to be an Alarm recipient via E-mail or SMS.

The tabs in the right block are described as below:

6.3.2.1 Access:

This defines what Regions / Sites / Assets the user will have access to. The tree menu will only show what access is available when the user logs in, and will not show anything else. You can open the tree by clicking on the '+' and then select access all the way down to Asset level. In

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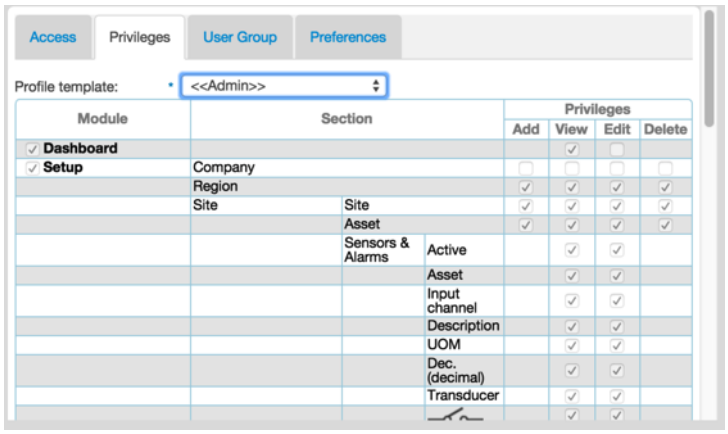
order to select everything below a tree branch, merely tick the tickbox next to the required level, e.g. Region or Site. You can also go down a level and un-tick specific items e.g. Assets.

6.3.2.2 **Privileges:**

This defines the functionality that will be available to the user when logging in to ***ColdCloud***. There are four pre-defined Privalege Profiles. The pre-defined privilege profiles are:

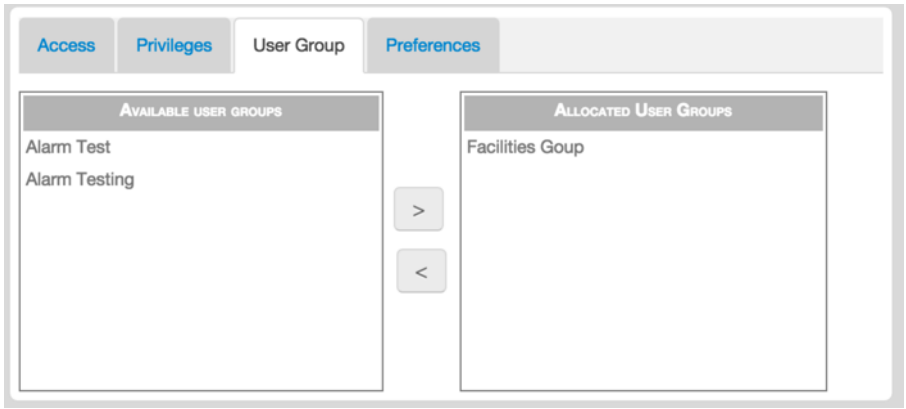
- Company Administrator
- Administrator
- User
- Viewer

Each user must be given a user profile, selected from the 'Profile Template' dropdown menu. The tick-boxes in the table show what rights this particular profile has to Add, View, Edit or Delete within each section of ***ColdCloud***. They cannot be edited here, but custom profiles may be configured by a user who has rights to do this (see 'Privilege Profiles' below). Should you be setting up or editing a User, you will not be able to allow privileges equal to or above your own.



6.3.2.3 **User Group:**

This tab allows the individual User being added or edited to join an existing group. (Setting up User Groups is covered in the 'User Groups' section of this manual). Click on the 'User Group' tab and the following pop-up will appear:



Select which User Groups you would like the User to join, and click on the > button. This can be repeated should the same user required to be part of other groups as well.

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6.3.2.4 Preferences:

This tab allows the User preferences to be set up. Details about these preference are:

Item	Description
Landing Page	The page that User will go to on first Log in.
Language	Language that ***ColdCloud*** will load in for this user.
Log out time	Duration after which this user will be automatically logged out of ***ColdCloud*** without any activity.



6.3.3 User groups

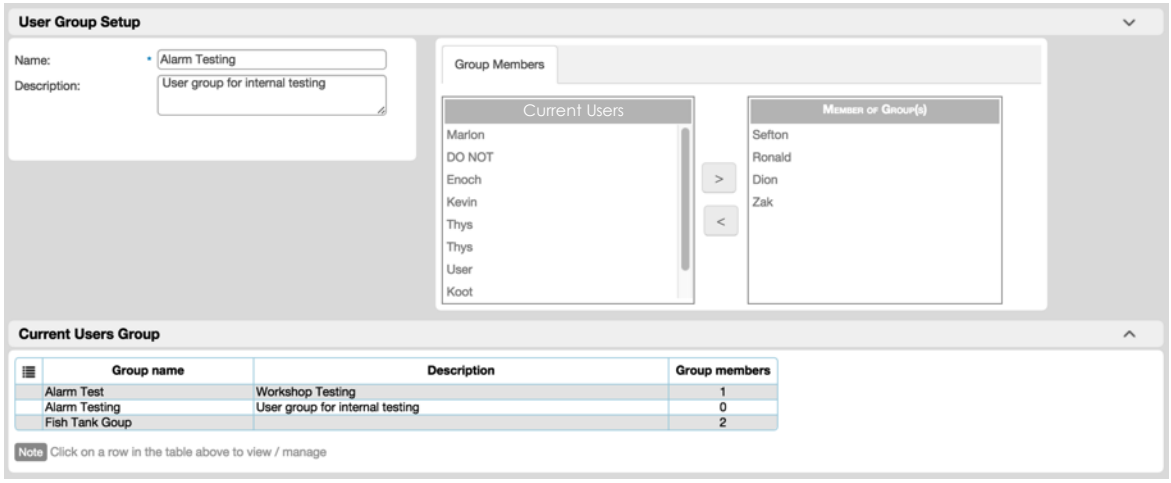
User groups comprise many individuals. Any actions where anything is sent to group is equivalent to repeating the same action for many individuals e.g. e-mail notification for an alarm.

The User Groups tab allows you to create or edit a group and allocate / remove individuals to / from the group.

6.3.3.1 Edit exiting User Group:

- On the Global menu, click on User management > User Groups, and then the respective group name in the lower accordion (Current Users Group).
- The “User Group Setup” accordion will open where you can edit the Name and Description, as well as the members of the group.
- To add a User to this group, select the individual User from the ‘Current Users’ block and hit the > to move the user into the group. Do the opposite to remove Users from a group.
- Click “Save” when complete.

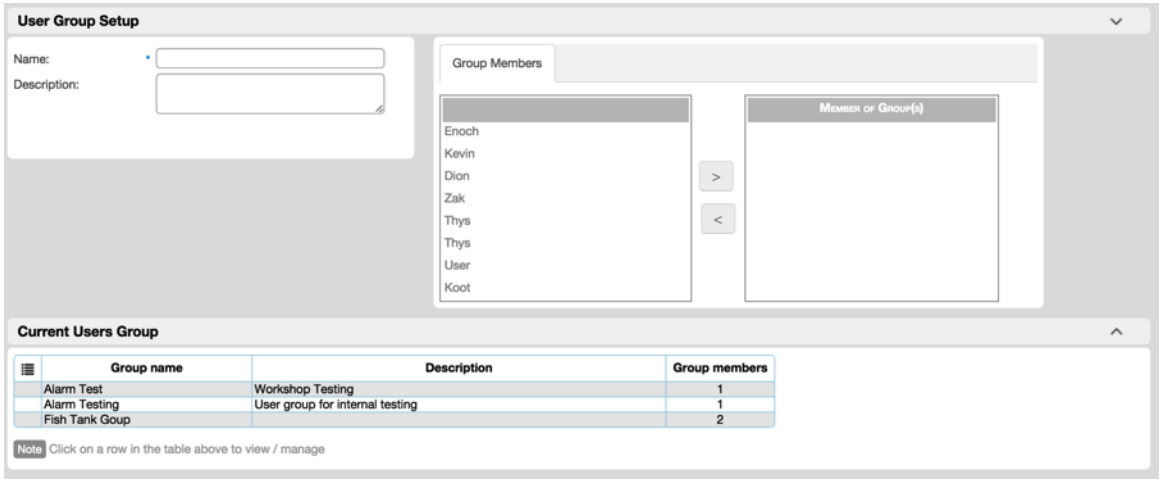
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Note: To select more than one user, click on Users before adding to the group, or click again to unselect.

6.3.3.2 Add new User Group:

- On the Global menu, click on 'User Management', then 'User Groups'
- On the top right, click "New".
- A pop-up window will appear:



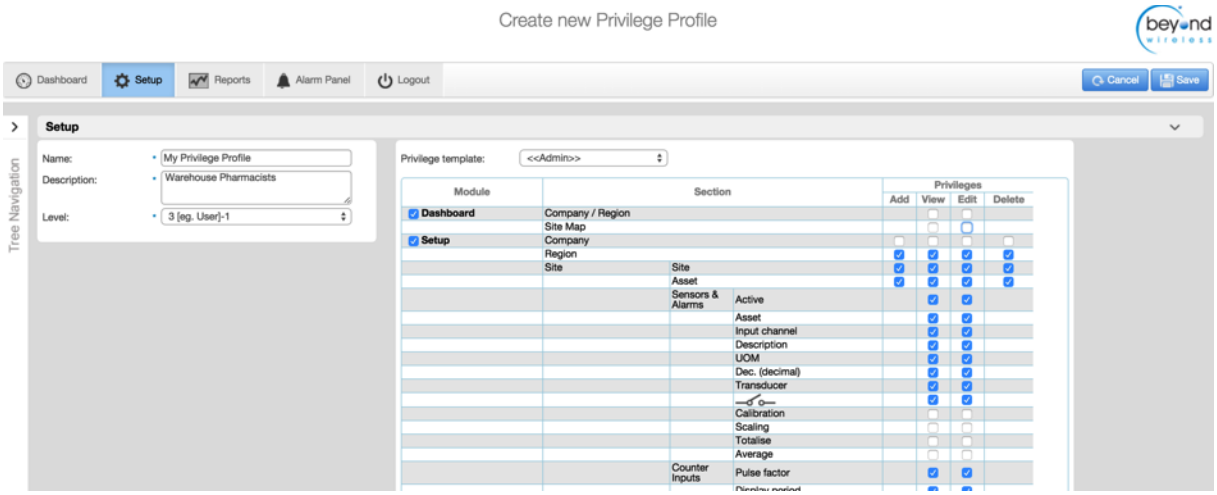
- Enter the Name, Description and select the current Users as per Edit User Groups above.
- Click "Save" when complete.

6.3.4 Privilege Profiles

The Privilege profiles allocated to Users can be customised according to your companies requirements. In order to create a custom profile, you need to be either a <<Company Administrator>>, an <<Administrator>>, or have privileges in a customised profile allowing you to create Privilege Profiles.

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- Under User management in the Global menu, click on Privilege Profiles.
- Click “New” in the top right.
- The following pop-up appears:



- Enter a Name and Description, as well as a User Level, which will always be lower than your own. You can create different Privilege Profiles at different levels.
- Choose a Privilege template from the dropdown on the right, on which this profile will be based.
- Tick the appropriate tick-boxes in order to set the Privilege rights for Adding, Viewing, Editing and Deleting.
- When complete, click “Save” on the top right.

The Privilege Profile will then be available for Users, in addition to the standard available profiles.

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