CAVU HUB

USERS GUIDE

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BROWSER

Chrome is the recommended browser for CAVU Hub.

REGISTERING FOR AN ADMIN ACCOUNT

You must determine who will be the Administrator of your account. The Admin will be able to add/edit Users, adjust profiles and designate other Administrators for the account.

- Contact your sales associate for initial account creation.
- A confirmation email will be sent with a link to create your password.

LOGIN

- After first login, you will be prompted to change default password.
- Login cavuhub.com.
- Enter your credentials and select LOGIN
- If you see Access denied double check your Username and password.

FORGOT YOUR PASSWORD

- Login to cavuhub.com.
- Select the Forgot Password ? link.
- Enter your Email and select SEND REQUEST
- You will be redirected to the Password Creation Screen and an email will be sent with a reset key.

LOGOUT

- Login to cavuhub.com.
- From the top right-hand corner of your screen, select Your Name
- Select ⟳ Logout on the bottom, right-hand corner of the screen.

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CREATE USERS

Only the Administrator(s) of your account can create and edit Users.
As an Admin, you can individually add Users or invite a new User to an account.

Add Users

- Login to cavuhub.com. [⟨ᵐ⟩ Users]
- Select [Create User] from the left navigation bar.
- Select [Save Changes]
- Enter the User's email address and select
- The User(s) will receive a confirmation email with a link to finish registration.

Invite Users

- Login to cavuhub.com.
- Select [⟨ᵐ⟩ Users] from the left navigation bar.
- Enter the User's email address or multiple email addresses, separated by commas and select [Send Invitation]
- The User will receive a confirmation email with a link to finish registration.

CREATE A MANAGED ORGANIZATION

As an Administrator, you may want to add other organizations to your cloud data base. This will allow them to upload and store sensor data. They will not be able to view the data in your cloud.

- Login to cavuhub.com.
- Select [⟨ᵐ⟩ Users] from the left navigation bar.
- Select Managed Organizations from the tabs under your Organization Name.
- Select [Create Managed Organization]
- Enter the Organization name and select [Save Changes]
- You can now select View Organization Users to add and edit Users.

CHANGE YOUR PASSWORD

- Login to cavuhub.com.
- From the top, right-hand corner of your screen, select **Your Name** ⊗
- Within My Profile, enter your current password along with the new and confirm. Select **Save Changes**
- ⊝ **Logout** of your account and back in to confirm update.

CHANGE YOUR COMPANY NAME

- Login to cavuhub.com.
- Select **Users** from the left navigation bar.
- Select the blue edit-pencil ✎ next to your company name.
- Enter the updated company name and select **Save**
- You will see a green checkmark confirming the Company Name is saved.

DELETE USER

- Login to cavuhub.com.
- Select **Users** from the left navigation bar.
- Select the User you would like to delete.
- Check the ☑ Delete User Checkbox and select **Delete**
- The User will not disappear from the list.

DELETE MANAGED ORGANIZATIONS

- Login to cavuhub.com.
- Select **Users** from the left navigation bar.
- Select Manage Organizations from the tabs under your Organization Name.
- Select View Organization Users next to the company name in question.
- Select **Delete Organization** in red on right-hand of screen.
- You will confirm deletion and be redirected to the parent company's User screen.

Note: To delete a Managed Organization, you must first delete each User listed under the organization.

varIoT data can be uploaded to the CAVU Hub utilizing the varIoT app. This app can be downloaded from the Google Play or App Store by searching "varIoT".

UPLOADING varIoT DATA

- Utilizing the varIoT App, select the Cloud icon in the upper right-hand corner of the screen.
- You will be prompted to Login to CAVU Hub.
- To verify you are logged in, an outward arrow will appear on your Cloud icon.
- Scan a varIoT label and view the results.
- A Cloud icon with check mark indicates that the data has been automatically pushed to CAVU Hub.

VIEWING AND CUSTOMIZING YOUR varIoT DATA

- Login to cavuhub.com.
- You can find your data one of two ways:
  1. From the All tab, locate your data by your varIoT Device.
     - The Group column will be marked "LABEL".
     - Select the correct item to view your label data.

  2. From the Labels tab, locate your data by your varIoT Device.
     - Select the correct item to view your label data.
- You can change the display name of your device by clicking into the device and selecting ✎ RENAME next to the DEVICE DISPLAY NAME field.
- You can include personalized notes for each varIoT device by clicking within the NOTES field.

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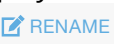a CAVU group company

LOG·IC 360®

LOG-IC 360 BT data can be uploaded to the CAVU Hub utilizing the LOG-IC 360 BT App. This app can be downloaded from the Google Play or App Store by searching "LOG-IC 360 BT" or scanning the QR code on the back of a LOG-IC 360 BT device.

UPLOADING LOG-IC 360 BT DATA

- Utilizing the LOG-IC 360 BT App, select the Cloud icon in the upper right-hand corner of the screen.
- You will be prompted to Login to CAVU Hub.
- To verify you are logged in, an outward arrow will appear on your Cloud icon.
- Select **DOWNLOAD** to download logger data
- Select your device.

  You can click the power button on your device and it will highlight in green within the App.

- In the Logger Details Screen, a Cloud icon with a white check mark indicates that the data has been pushed to CAVU Hub.

  If you see a Cloud icon with a white "X," the upload is not complete.

- To confirm the data has been uploaded, select the cloud icon.

Note: If you downloaded BT data and were not logged in, you can select HISTORY within the App and data not already pushed to the Cloud will be sent.

VIEWING AND CUSTOMIZING YOUR LOG-IC 360 BT DATA

- Login to cavuhub.com.
- You can find your data one of two ways:
  1. From the All tab, locate your data by your LOG-IC 360 BT Device.
     - The Group column will be marked "LOGGER."
     - Select the correct item to view your logger data.

  2. From the Logger tab, locate your data by your LOG-IC 360 BT Device.
     - Select the correct item to view your logger data.

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- You can change the display name of your device by clicking into the device and selecting RENAME next to the DEVICE DISPLAY NAME field.
- You can include personalized notes for each LOG-IC 360 BT device by clicking within the NOTES field.

EXPORTING LOG-IC 360 BT DATA AS A PDF

- Login to cavuhub.com.
- Follow steps to view LOG-IC 360 BT Data.
- Once viewing your logger data, select the button in the upper right corner of your screen. EXPORT: PDF CSV
- This will immediately download a PDF of the logger details.

EXPORTING LOG-IC 360 BT DATA AS A CSV

- Login to cavuhub.com.
- Follow steps to view LOG-IC 360 BT Data.
- Once viewing your logger data, select the button in the upper right corner of your screen. EXPORT: PDF CSV
- This will immediately download a CSV of the logger details.

Note: Based on browser, you may be prompted to download the data.

CONNECT THE LOG-IC 360 USB AGENT

In order to upload LOG-IC 360 USB Data, you must have the CAVU Hub agent installed.

- Login to cavuhub.com.
- Under **Data** from the left-hand Navigation.
- Select **LOG-IC Connect**

IF YOU HAVE CAVU HUB AGENT INSTALLED

- You will see, 'Please Connect to a LOG-IC 360 USB Device
- Connect your device
- After a brief moment, you should see logger details and have the ability to change and reset multi-use devices.

IF YOU DON'T HAVE CAVU HUB AGENT INSTALLED

- Select the download and install the latest version.
- Select RETRY.
- After CAVU HUB Agent has installed. Start the agent and ensure it is running by cheeking the for the icon in the lower right task bar.

Note: LOG-IC 360 USB Technology uses Windows-based applications.
You must be running Windows to connect and upload I-Plug data.

UPLOADING LOG-IC 360 USB DATA

Once the LOG-IC 360 USB agent is installed and open:

- Plug in your device to the USB port of your computer.
- The logger data will immediately begin uploading to CAVU Hub.
- The status will then read STOPPED.

VIEWING AND CUSTOMIZING YOUR LOG-IC 360 USB DATA

- Login to cavuhub.com
- You can find your data one of two ways:
    1. From the All tab, locate your data by your LOG-IC 360 USB Device.
    - The Group column will be marked "LOGGER."
    - Select the correct item to view your logger data.
    2. From the Logger tab, locate your data by your LOG-IC 360 USB Device.
    - Select the correct item to view your logger data.
- You can change the display name of your device by clicking into the device and selecting **RENAME** next to the DEVICE DISPLAY NAME field.
- You can include personalized notes for each LOG-IC 360 USB device by clicking within the NOTES field.

EXPORTING LOG-IC 360 USB DATA AS A PDF

- Login to cavuhub.com.
- Follow steps to view LOG-IC 360 USB Data.
- Once viewing your logger data, select the EXPORT: [PDF] [CSV] button in the upper right corner of your screen.
- This will immediately download a PDF of the logger details.

EXPORTING LOG-IC 360 USB DATA AS A CSV

- Login to cavuhub.com.
- Follow steps to view LOG-IC 360 USB Data.
- Once viewing your logger data, select the EXPORT: [PDF] [CSV] button in the upper right corner of your screen.
- This will immediately download a CSV of the logger details.

PROGRAM A MULTI-USE LOG-IC 360 USB LOGGER

CAVU Hub provides an easy way to program a Multi-Use LOG-IC 360 USB Logger.

- Login to cavuhub.com.
- Select [⊗ Data] from the left-hand navigation.
- Select the Loggers tab.
- Ensure the LOG-IC 360 USB agent is installed or follow the [Open I-Plug Connection] prompts.

Once the connection is open, plug in your Multi-Use LOG-IC 360 USB logger into the USB port of a computer.

- Select [Change Device Settings]
- The Settings Window will open.
- Input the configuration into the appropriate fields.
- Select [Save & Reset]
- The status will switch from "STOPPED" to "READY" once programming is complete.
- Press and hold the start button to start the logger.

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FILTER THE DATA

- Select [⊘ Data] from the left navigation bar.
- Select the ⊕ next to FILTERS in the upper right-hand corner of the screen.
- You can filter the data using the drop down menus based on:

    - Device Status
    - Reported Data Range
    - All or part of a Device Name
    - All or part of a Device Serial Number
    - Email for the person that uploaded the data
    - Measure Type – Temperature, Temperature and Humidity

- Select [Search]

SORTING THE DATA

- Select [⊘ Data] from the left navigation bar.
- Select the drop down menu under SORT BY in the upper right-hand corner of the screen.
- Choose the information you'd like to sort by:

    - Reported
    - Device Group
    - Device Name

- Select the ↓ next to the drop down to put the information in ascending or descending order.

If you view other Managed Organizations, the filters and sort settings will stay selected until removed or adjusted.

The admin will be able to set up SMS and email notifications based on events or devices. To set up notifications, you must first add recipients.

ADD RECIPIENTS

- Select [Notifications] from the left navigation bar.
- Make sure you are on the Recipients tab.
- Select [Add Recipient]
- Enter email address and confirm by selecting [Add Recipient]
- The recipient will show as Pending until the recipient confirms the email.
- Once confirmed, you will be able to update the recipient details to include PHONE NUMBER, FIRST NAME and LAST NAME.
    - Select the recipient
    - Enter PHONE NUMBER and select Update Phone Number
    - Enter FIRST NAME and LAST NAME and select Update Name
    - You will now be able to add recipients to Events and Devices to begin receiving notifications.

ADD EVENTS

- Select [Notifications] from the left navigation bar.
- Make sure you are on the Events Tab.
- Select [Add Event]
- Using the drop down under Device Type, select the type of device you'd like to track.
- Select EXCURSION if you'd like notifications for devices that have gone out of temperature range.
- Select OK if you'd like notifications for devices that have stayed within temperature range.
- Select [Add Event]

The admin will be able to set up SMS and email notifications based on events or devices. To set up notifications, you must first add recipients.

ADD SUBSCRIBED RECIPIENTS TO EVENTS

· Select Notifications from the left navigation bar.

· Make sure you are on the Events tab.

· Select the Event you'd like to add a subscribed recipient to.

· Select Add Subscriber

· Using the drop down under RECIPIENT, select your contact.

· Check Email and/or SMS depending on the type of notifications you'd like them to receive.

· Enter a custom message to include with their notification.

· Select Save

Your recipient will now begin receiving notifications based on the specifications and delivery method selected.

ADD SUBSCRIBED RECIPIENT TO A DEVICE

· Select Data from the left navigation bar.

· Select a device.

· Under Notify > NEXT SCAN, select ACTIVATE.

· Using the drop down fields, select the EVENT BEHAVIOR and MINUTES.

· If the NEXT SCAN is set to ACTIVE, select MANAGE SUBSCRIBERS and follow the steps to add a subscriber.

CAVU HUB HELP

- Login to cavuhub.com.
- Select **? Help** from the left navigation bar.
- A second tab will open within your browser.
- A number of resources will be available to you:
    - Terms & Agreement
    - Privacy Statement
    - Official Users Guide

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