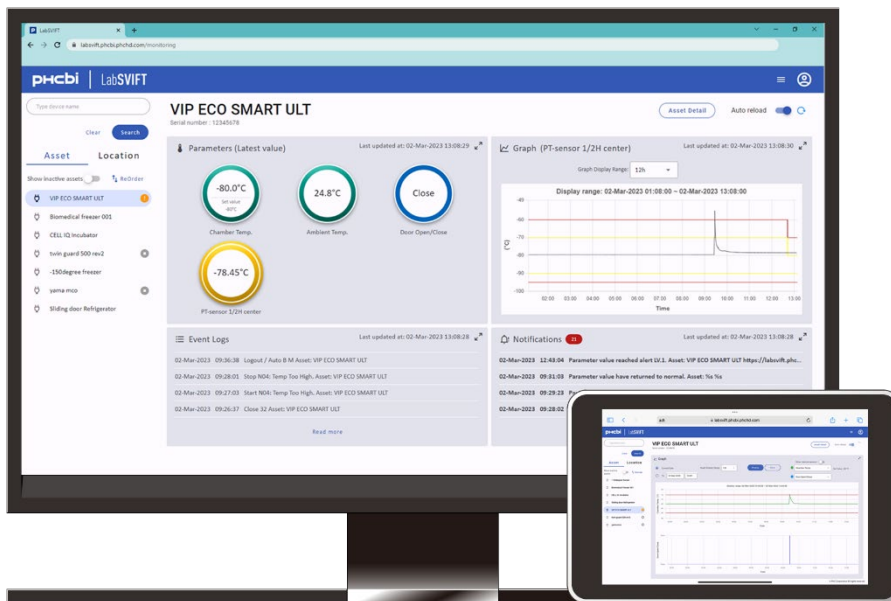


## Instruction Manual LabSVIFT Web Service



## Introduction

Thank you very much for signing up for LabSVIFT. This instruction manual describes how to operate the web application, LabSVIFT Web Service.

## About the Instruction Manual

- Read "1. Safety Precautions" before using, and make sure to follow the safety instructions.
- Please note that we cannot provide warranty for troubles, etc. that are caused by any operation not described in this manual.
- The content of this manual are subject to change without notice due to system performance improvements and other reasons.
- No part of this manual may be reproduced or transmitted in any form or by any means without our permission.

## Operating Environment

The operating environment for LabSVIFT Web Service is as described below.

OS	Windows 10 or later, macOS Monterey or later
Browser	Latest versions of Microsoft Edge, Google Chrome, and Safari are supported.

## About Trademarks

- Windows and Microsoft Edge are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries.
- iOS, macOS, and iPadOS are the operating system names of Apple Inc.
- Safari is the trademark of Apple Inc. registered in the United States and other countries.
- Google Chrome and Android are registered trademarks of Google LLC.
- Wi-Fi is registered trademarks of Wi-Fi Alliance.

## Disclaimer

- Our company shall not be liable for any damage resulting from destruction or loss of data, etc. as well as for any indirect damage including loss of earnings.
- Under any circumstances, our company shall not be liable to compensate for any damage that occurs to contents of any equipment which is the subject of measurement or monitoring of this system.

# Table of Contents

1 Safety Precautions .....	1-1
1.1 About Symbols .....	1-1
1.2 Precautions .....	1-2
1.3 Before Using the Service.....	1-3
2 Overview of Web Application .....	2-1
2.1 Overview of LabSVIFT .....	2-1
2.2 Key Work Process.....	2-2
2.3 User and Role .....	2-3
2.4 Use Functions and Access Rights.....	2-4
2.5 Overview of Notification.....	2-6
2.5.1 Notification Type .....	2-6
2.5.2 Notification Type .....	2-7
2.5.3 Notification Settings for Parameters Exceeding Thresholds .....	2-9
3 Login/Logout .....	3-1
3.1 Login.....	3-1
3.2 Actions When You Forget Your Password.....	3-3
3.3 Logout.....	3-6
4 Portal Screen .....	4-1
4.1 Overview of Portal Screen.....	4-1
4.2 Checking Various Information .....	4-3
4.2.1 Checking the Notifications .....	4-3
4.2.2 Checking the Information from PHCbi.....	4-6
5 Contract Management.....	5-1
5.1 Overview of Contract Management.....	5-1
5.2 Displaying the "Contract Management" Screen .....	5-2
5.3 Checking the Contract Information.....	5-5
5.3.1 Checking the Customer Information .....	5-5
5.3.2 Checking the Contact Person Information.....	5-6
5.3.3 Checking the Contract Details .....	5-7
5.3.4 Checking the Main Contact .....	5-8
5.3.5 Checking the Contract Information in PDF .....	5-9
5.4 Checking the Notification.....	5-10
5.5 Changing the Contact Person with Root Role.....	5-12
6 Lab Management .....	6-1
6.1 Overview of Lab Management .....	6-1
6.1.1 Displaying the "Lab Management" Screen .....	6-2
6.2 Setting the Administrator Account with the Root Account.....	6-4
6.2.1 Sending the Account Invitation E-mail.....	6-4

6.2.2 Activating the Account .....	6-8
6.3 Location Settings.....	6-11
6.3.1 Registering New Locations.....	6-11
6.3.2 Editing Locations .....	6-14
6.3.3 Deleting the Location.....	6-16
6.4 Account Settings.....	6-17
6.4.1 Registering a New Account .....	6-17
6.4.2 Setting the Account to Location .....	6-17
6.4.3 Displaying the Account List.....	6-19
6.4.4 Editing the Account.....	6-22
6.4.5 Deleting the Account.....	6-25
6.5 Device Settings .....	6-27
6.5.1 Registering the Device .....	6-27
6.5.2 Batch Registration of Devices .....	6-32
6.5.3 Creating the Registration Information File.....	6-34
6.5.4 Setting the Device to Location.....	6-36
6.5.5 Displaying the Device List .....	6-38
6.5.6 Editing the Device.....	6-40
6.5.7 Details of Asset Detail.....	6-42
6.5.8 Removing the Device .....	6-54
6.6 Checking the Event Log .....	6-55
6.7 Checking the Notification.....	6-58
7 Own Account.....	7-1
7.1 Overview of Own Account .....	7-1
7.1.1 Displaying the "Account Settings" Screen.....	7-1
7.2 Viewing and Editing Own Account .....	7-2
7.3 Changing the Password for Own Account.....	7-5
7.4 Viewing and Editing the Notification Settings.....	7-7
7.5 Displaying the Instruction Manual .....	7-9
7.6 Displaying the Release Notes .....	7-10
7.7 Displaying the Agreement documents.....	7-12
8 Monitoring .....	8-1
8.1 Overview of Monitoring.....	8-1
8.2 Displaying the "Monitoring" Screen.....	8-2
8.3 Selecting the Device.....	8-5
8.3.1 Selecting the Device Using the [Asset] Tab.....	8-5
8.3.2 Changing the Device Display Order in [Asset] Tab .....	8-8
8.3.3 Checking Deleted Assets.....	8-9
8.3.4 Selecting the Device Using the [Location] Tab.....	8-10
8.3.5 Searching for Devices .....	8-12
8.4 Checking the Present Value of Parameter .....	8-13
8.4.1 Operations in Parameters Window.....	8-13



8.4.2	Details of Parameter Icon .....	8-15
8.4.3	Rearranging the Parameter Icons .....	8-16
8.4.4	Switching the Display of Parameter Icons .....	8-18
8.5	Checking the Parameter Transition .....	8-19
8.5.1	Operations in Graph Window .....	8-19
8.6	Checking the Event Log .....	8-23
8.7	Checking the Notification.....	8-26
9	Ticket Management.....	9-1
9.1	Overview of Ticket Management.....	9-1
9.2	Displaying the "Ticket Management" screen.....	9-1
9.3	Searching the Ticket.....	9-4
9.4	Checking the Ticket Details and Changing the Status .....	9-5
9.5	Checking the Notifications.....	9-7
10	Document Management.....	10-1
10.1	Overview of Document Management.....	10-1
10.2	Displaying the "Document Management" Screen .....	10-2
10.3	Operations with the Folder Tree.....	10-5
10.3.1	Creating a New Folder.....	10-5
10.3.2	Show/Hide [Trash] .....	10-6
10.4	Operations with the Document List .....	10-7
10.4.1	Searching for the Document/Folder .....	10-7
10.4.2	Renaming the Document File or Folder .....	10-8
10.4.3	Downloading the Document .....	10-9
10.4.4	Deleting the Document/Folder.....	10-10
10.4.5	Checking the Document Contents.....	10-11
10.5	Operations with Trash .....	10-12
10.5.1	Restoring the Documents and Folders.....	10-12
10.5.2	Permanently Deleting the Document/Folder .....	10-13
10.6	Operations with the Calibration Certificate.....	10-14
10.6.1	Searching for the Calibration Certificate.....	10-14
10.6.2	Downloading the Calibration Certificate .....	10-15
10.6.3	Checking the Calibration Certificate Contents.....	10-15
11	Audit Trail.....	11-1
11.1	Overview of Audit Trail.....	11-1
11.2	Displaying the "Audit Trail" Screen .....	11-1
11.3	Searching the Audit Trail.....	11-4
11.4	Creating the PDF of Audit Trail.....	11-5
12	Troubleshooting.....	12-1
12.1	Error Messages and Remedies.....	12-1

# 1 Safety Precautions

## 1.1 About Symbols

In order to ensure the safe and proper use of this system, and to prevent harm to users and related parties along with damage to property, this manual indicates "⚠CAUTION" as an alert to express the seriousness of harm and damage as well as the degree of urgency.



# CAUTION

This indicates that there is risk of personal harm and/or property damage if the symbol is disregarded and the system is handled incorrectly.

The symbols used in this manual are defined as described below.



: Indicates matters that are prohibited.



: Indicates that described content require actions.



: Indicates matters that require caution.

















: Be sure to read this instruction manual for a correct and safe use.

Tips : Provides a supplementary explanation.

## 1.2 Precautions

### CAUTION

-  Refrain from revealing the password used with this service or any information concerning the password.
-  Prohibit multiple users from using a shared account for operating the system.
-  This service is not intended for connection with medical devices and instruments.
-  Do not disclose the password of this service even if there is an inquiry claiming to conduct an audit or investigation. Under any circumstance, our company will not inquire the password of the system.
-  If you feel that the password of this service is compromised, change the password immediately. For how to change the password, refer to "7.3 Changing the Password for Own Account" (page 7-5).
-  When entering the password into this service, make sure to prevent the password from being seen by others.
-  When you need to leave your seat, etc. while using this service, and the terminal becomes exposed for use by other parties, make sure to log out or lock the terminal before leaving.
-  If a transmitter network error is detected, promptly check the transmitter communication status. Any network error continuing for an extended period can cause a loss of measurement data.
-  When you are using a battery, promptly replace it with a new one if you detect that the battery is dead or running low. A dead battery can cause a loss of measurement data.
-  If the warning and alert settings are inappropriate, an abnormality in measurement value may be overlooked, resulting in deterioration of contents.
-  If you have replaced the temperature sensor, perform the warning settings again. For more information about alarm settings, refer to "CH1/CH2-CH Information" in "6.5.7 Details of Asset Detail" (page 6-47).
-  If a sensor error is detected, immediately check the sensor status. While there is an error in the sensor, measurement data may not be acquired correctly. For more information about the sensor status, refer to "8.4.2 Details of Parameter Icon" (page 8-12).
-  Periodically check the registered users and their authorities to make sure that no superfluous privilege is granted to whom does not need the authority.
-  The monitoring data of each monitoring device collected by this system does not warrant any specification or capability of individual monitoring device.

## Precautions for Transmitter Update



Update information is notified in the "Information from PHCbi" field of this system. Make sure to check the information, and perform the update as needed.



The transmitter firmware is not updated automatically.



Monitoring data cannot be acquired while the transmitter update is in progress.

## 1.3 Before Using the Service

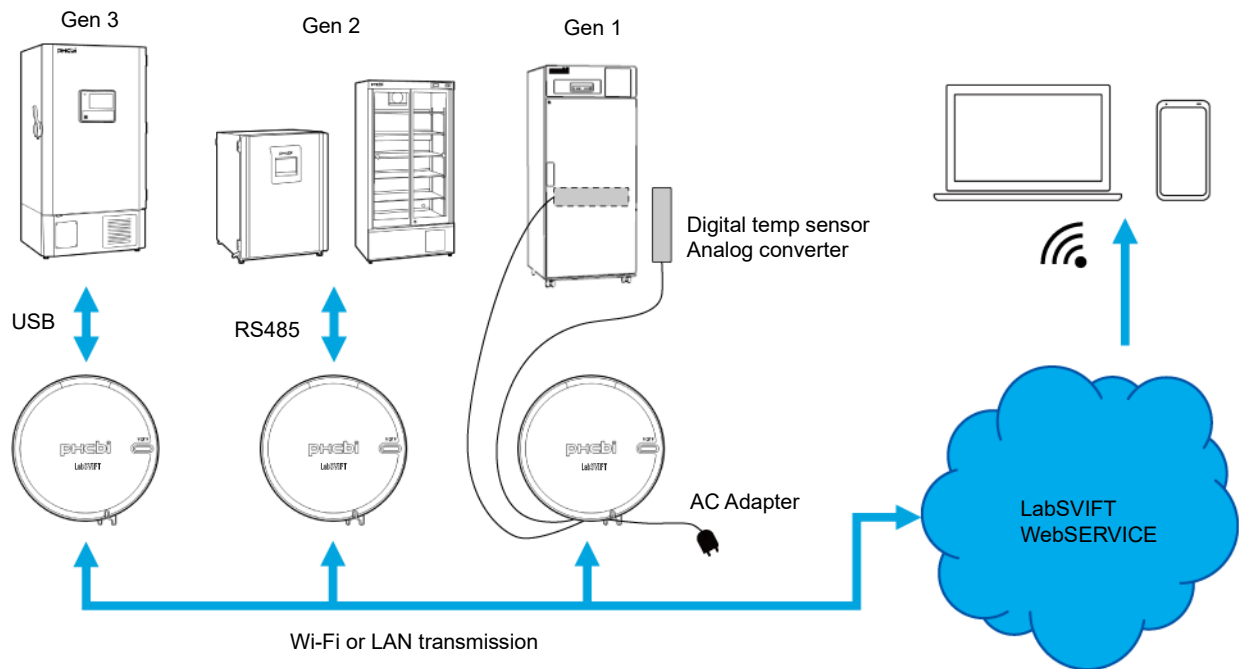
Before start using this service, note the following.

- Use of this service requires a contract with our company.

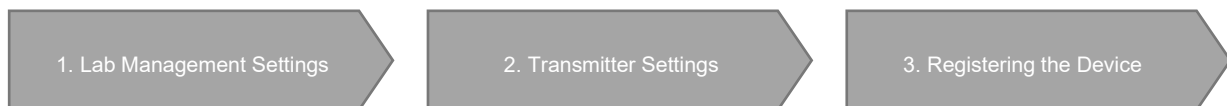
## 2 Overview of Web Application

### 2.1 Overview of LabSVIFT

The contents of cooling storages and incubators used in medical and research institutions can suffer a serious damage if anomalies occur in various setting items such as temperature inside the unit. This service is a web application to monitor various monitoring data output from the cooling storage and incubator, and to promptly implement measures if any anomaly should occur.



The overall process of using LabSVIFT is divided into the following steps.



1. Lab Management Settings  
Set the account and location with LabSVIFT Web Service. (Page 6-1 to 6-4)
2. Transmitter Settings  
Configure the transmitter to connect to the Internet and install it to the monitoring device.  
For more information, refer to "Operating Instructions" of LabSVIFT Transmitter.
3. Registering the Device  
Register the monitoring device to LabSVIFT Web Service. (Page 6-5)

#### Intended Use of LabSVIFT Web Service

LabSVIFT Web Service is a cloud-based web application intended for the usage described below.

- Monitoring and recording the monitoring data of laboratory equipment and digital sensor
- Receiving notifications by e-mail/SMS
- Device management
- Managing the web application operation history

## 2.2 Key Work Process

This service comprises of six types of work processes. Details of each work process are as described below.

No.	Work process	Overview
(1)	Contract Management	Checks the contract details. For more information, refer to "5. Contract Management" (page 5-1).
(2)	Lab Management	Used to view, create, edit, and delete accounts, as well as to view, create, edit, and delete devices. For more information, refer to "6. Lab Management" (page 6-1) and "7. Own Account" (page 7-1).
(3)	Monitoring	Performs monitoring of registered device. For more information, refer to "8. Monitoring" (page 8-1).
(4)	Ticket Management	Manages remedies when an error occurs with the registered device. For more information, refer to "9. Ticket Management" (page 9-1).
(5)	Document Management	Used for managing folders, renaming, downloading, deleting, and displaying of various documents. For more information, refer to "10. Document Management" (page 10-1).
(6)	Audit Trail	Used for viewing the operation log. For more information, refer to "11. Audit Trail" (page 11-1).

## 2.3 User and Role

---

Set one of the following three types of authorities for the user of the service: Root, Administrator, or User.

- Root

It is a primary account that is granted for each contract of this service.

The Root role is given only to a single person per contract, and granted by our company.

However, the contact person with the Root role granted can be changed to any one of those with the Administrator role by the company who entered the contract.

Therefore, it cannot be set arbitrarily by the company who entered the contract. A person with this authority can access all functions.

- Administrator

It is a role for the system administrator. The system administrator can access functions of the service except for the Contract Management.

- User

The user role is provided primarily for viewing except for some editing functions.

## 2.4 Use Functions and Access Rights

Available functions vary by the contract plan.

No.	Work process	Expert	Basic	Lite
(1)	Contract Management	✓	✓	Limited functionality <ul style="list-style-type: none"> <li>● Notifications cannot be exported to Document Management.</li> <li>● Notifications can be viewed and downloaded for the last 14 days.</li> </ul>
(2)	Lab Management	✓	✓	Limited functionality <ul style="list-style-type: none"> <li>● Location cannot be set.</li> <li>● Notifications cannot be exported to Document Management.</li> <li>● Notifications can be viewed and downloaded for the last 14 days.</li> </ul>
(3)	Monitoring	✓	✓	Limited functionality <ul style="list-style-type: none"> <li>● Graphs that can be viewed and downloaded are available for the last 14 days.</li> <li>● Notifications and sensor data cannot be exported to Document Management.</li> <li>● Notifications can be viewed and downloaded for the last 14 days.</li> </ul>
(4)	Ticket Management	✓	✓	
(5)	Document Management	✓	✓	✓
(6)	Audit Trail	✓		
(7)	Account Settings	✓	✓	Limited functionality <ul style="list-style-type: none"> <li>● SMS cannot be enabled in the receiving notification settings.</li> </ul>



Available functions vary by the rights of the login account, in addition to the contract plan.

Screen	Function	Role		
		Root	Administrator	User
Login	User login	✓	✓	✓
Portal	Display portal	✓	✓	✓
Contract Management	Display contract information	✓		
Lab Management	Display management screen	✓	✓	✓
Lab Management (Accounts)	Display account list	✓	✓	✓
	Create, edit, and delete account	✓	✓	
	Change own password	✓	✓	✓
	Display own account	✓	✓	✓
	Edit own account	✓	✓	✓
	Edit own account notification settings	✓	✓	
	Authorities list	✓	✓	
Lab Management (Assets)	Edit role	✓	✓	
	Display device list	✓	✓	✓
	Register, edit, and delete asset	✓	✓	
	Register, edit, and delete transmitter	✓	✓	
	Display asset information	✓	✓	✓
Monitoring	Display sensor information	✓	✓	✓
	Display monitoring screen	✓	✓	✓
Ticket Management	Display ticket information	✓	✓	✓
Document Management	Create, edit, and delete document folder	✓	✓	✓
	Rename document, download, delete, and view			
Audit Trail	Display audit trail information	✓	✓	

**Tips**

- "Transmitter" is a communication device that connects various sensors, and transmits the monitoring device status to the network.

## 2.5 Overview of Notification

LabSVIFT has a notification function that notifies the user of the contract and events that occur in the monitoring device.

Notifications are displayed in the Notifications section of the screen of the related function.

Also, an email or SMS is sent to the user according to the notification settings in "7.4 Viewing and Editing the Notification Settings."

### 2.5.1 Notification Type

All notifications are categorized into the following notification types, with different levels depending on the urgency level. As described below, LV3 is the most urgent notification.

Notification Type	Main Causes of Occurrence
Announcement	<ul style="list-style-type: none"> <li>● Notification of due date and completion of firmware update</li> <li>● Returning to normal from Alert LV1, LV2, and LV3</li> </ul>
LV1	<ul style="list-style-type: none"> <li>● Threshold deviation above High/Low warn value</li> <li>● Transmitter battery level change</li> <li>● Transmitter firmware update timeout occurs</li> </ul>
LV2	<ul style="list-style-type: none"> <li>● Threshold deviation above High/Low alert value</li> <li>● Device malfunction (notification level)</li> </ul>
LV3	<ul style="list-style-type: none"> <li>● Delay time has elapsed for threshold deviation above High/Low alert value</li> <li>● Device malfunction (warning level)</li> <li>● Network failure</li> </ul>

## 2.5.2 Notification Type

There are the following notifications.

The type of notifications depends on the connected device.

For each device, you can change the notification level to receive.

Refer to Receive Notification Level in "6.5.7 Details of Asset Detail" (page 6-42).

Display screen	Notification overview	Occurrence condition	Individual settings for each device
Lab Management	Firmware upgrade	<ul style="list-style-type: none"> <li>● When a new firmware version is available for the device (Some devices do not support firmware version notification.)</li> <li>● When a new firmware version is available for the transmitter</li> <li>● Transmitter firmware update succeeded or timed out</li> </ul>	
	Sensor calibration deadline	<ul style="list-style-type: none"> <li>● When the sensor calibration deadline approaches</li> </ul>	Notification of calibration date can be set.
Monitoring	Network disconnection	<ul style="list-style-type: none"> <li>● When no data has been received from the transmitter for a certain period of time</li> <li>● When data receipt from the transmitter resumes</li> </ul>	
	Transmitter power state change	<ul style="list-style-type: none"> <li>● When the drive of the transmitter switches from power source to battery</li> <li>● When the drive of the transmitter switches from battery to power source</li> </ul>	
	Low battery level	<ul style="list-style-type: none"> <li>● When the battery level becomes low</li> <li>● When the battery level is empty</li> </ul>	Refer to Battery Level Notification in "6.5.7 Details of Asset Detail" (page 6-45).
	Parameter value exceeding threshold	<ul style="list-style-type: none"> <li>● When the parameter value exceeds the High/Low warn/alert value</li> <li>● When the parameter value exceeds the High/Low alert value, and delay time has elapsed</li> </ul>	
	Device malfunction	<ul style="list-style-type: none"> <li>● When an error notification is received from the device itself (the content received depends on the connected device)</li> </ul>	

Display screen	Notification overview	Occurrence condition	Individual settings for each device
Ticket Management	Ticket editing	<ul style="list-style-type: none"> <li>● When a ticket is edited</li> <li>● When a ticket is closed</li> </ul>	
Contract Management	Starting the service	<ul style="list-style-type: none"> <li>● When the user logs in to the Root account for the first time</li> </ul>	
	Notification of contract deadline	<ul style="list-style-type: none"> <li>● When the contract deadline approaches 90, 75, 60, 53, 46, 39, 31, 25, 18, 11, 4 days prior to the deadline</li> </ul>	
	Expiration and cancellation of contract	<ul style="list-style-type: none"> <li>● When the contract period expires</li> </ul>	

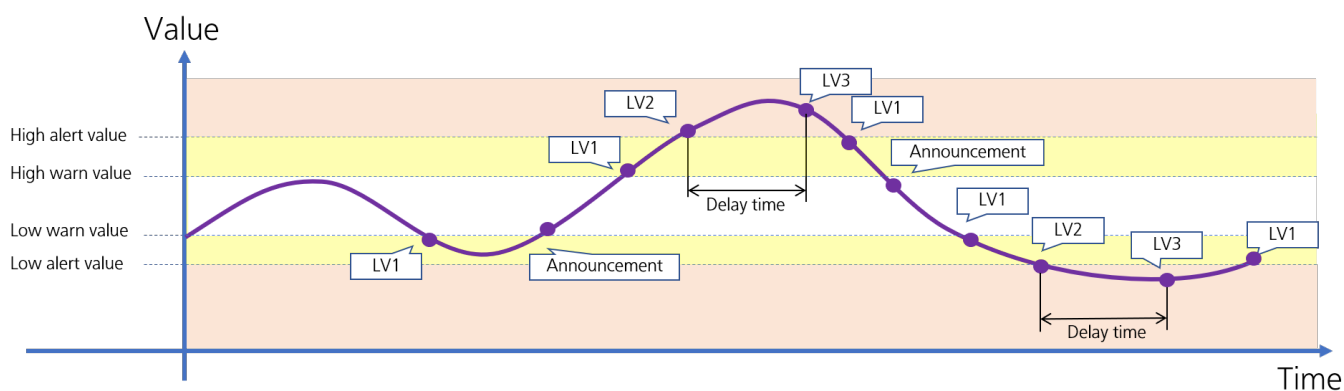
To stop all notifications from the device, set Asset Status in "6.5.7 Details of Asset Detail" (page 6-40) to Stop.

## 2.5.3 Notification Settings for Parameters Exceeding Thresholds

When thresholds are set for the device and sensors, a notification is sent when the parameter value exceeds the threshold.

For details on how to set them, refer to Asset-Asset Setting (page 6-43) and CH1/CH2- CH Setting (page 6-49) in "6.5.7 Details of Asset Detail. "

The types of notifications that are sent are as follows.



### Tips

- Delay time applies only to High alert value and Low alert value.
- When a parameter value exceeding the threshold is detected, a notification is not sent even if a value exceeding the threshold with less urgency is detected later in another parameter of the same Asset. Only the most urgent notification is sent.

## 3 Login/Logout

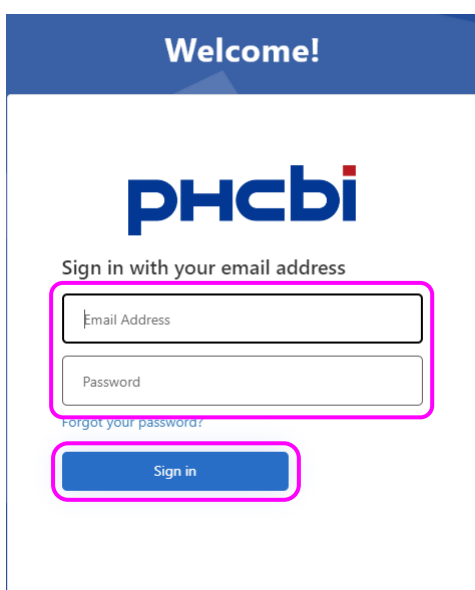
### 3.1 Login

This section explains the steps to log in to the service.

For the login, you will need an e-mail address and password that are registered in advance.

#### Steps

1. Launch the browser and access the following URL.  
<https://labsvift.phcbi.phchd.com/>
2. On the login screen, enter [Email Address] and [Password], and then click the [Sign in] button.



Welcome!

**PHCBI**

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in

#### Tips

- You can change the password. Refer to "7.3. Changing the Password for Own Account" (page 7-5).
- If you forget the password, click [Forgot your password?] to reset the password. For more information, refer to "3.2 Actions When You Forget Your Password" (page 3-3).
- If there is an error with the entered information or if the account is locked, an error message appears. If you see the error message, refer to "12. Troubleshooting" (page 12-1).

## 3. The "Portal" screen appears.

The screenshot shows the LabSVIFT Portal interface. At the top, the user is identified as John, Administrator, with a service expiration date of 30-Aug-2024. The left sidebar contains five main menu items: Lab Management (13075), Monitoring (8248), Ticket Management (48), Document Management, and Audit Trail. The main content area is divided into two sections. The first is 'Notifications' with a red badge indicating 21123 items, showing a list of events such as network disconnections and successful software updates for assets like HIDA-TEST-05 and GNM\_703\_UP3. The second section is 'Information from PHCbi', which lists service update completion and schedule dates from October 2022.

## Tips

- Items shown on the portal screen will differ depending on the type of access rights. For more information, refer to "4. Portal Screen" (page 4-1).
- After 30 minutes of inactivity on each screen, a session timeout occurs, and you are automatically logged out. When the session timeout occurs, the screen goes back to the login screen. However, the session timeout does not occur when "Auto reload" is set to ON on the "Monitoring" screen.
- This service cannot be used simultaneously by multiple browsers using the same [Email Address].
- If you log in with the same [Email Address] through another browser while using this service, the screen below appears on the previously used screen, and you will be forcibly logged out.

PHCbi | LabSVIFT

## Session error

Your session has been disabled by another login.  
Please close this window.

## 3.2 Actions When You Forget Your Password

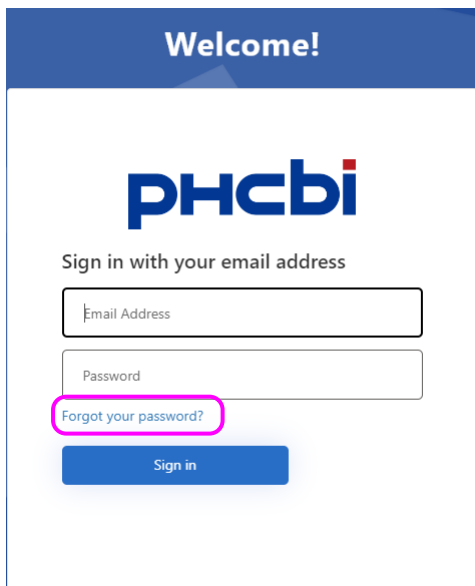
This section explains the actions you can take when you forget your password.

If you forgot your password, first obtain the verification code to reset the password, and then set a new password.

**Tips** • "Verification Code" is an authentication number used to initialize the login password.

### Steps

1. On the login screen, click [Forgot your password?].



Welcome!

PHCBI

Sign in with your email address

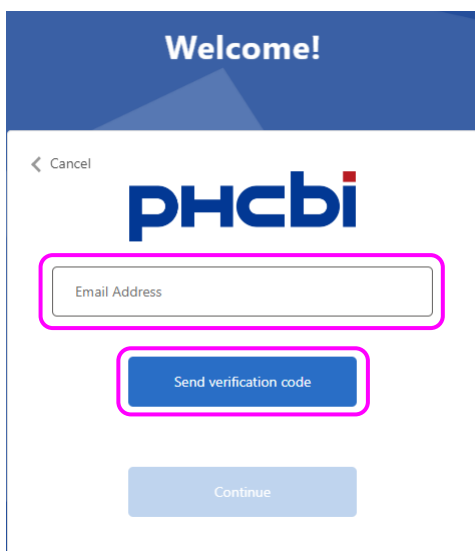
Email Address

Password

Forgot your password?

Sign in

2. Enter the e-mail address into [Email Address] to receive the verification code notification, and then click the [Send verification code] button.



Welcome!

PHCBI

< Cancel

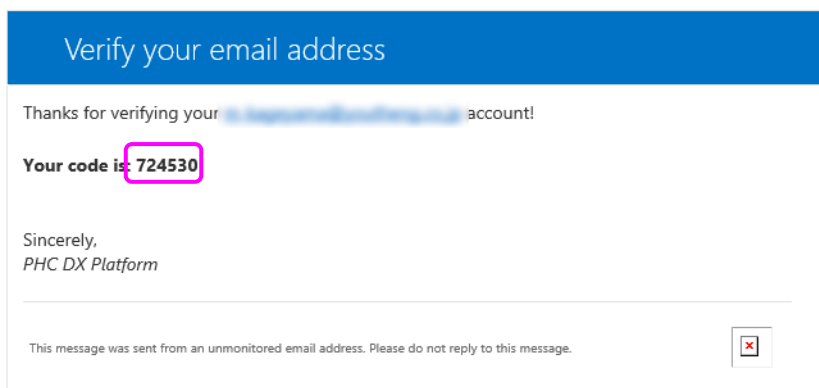
Email Address

Send verification code

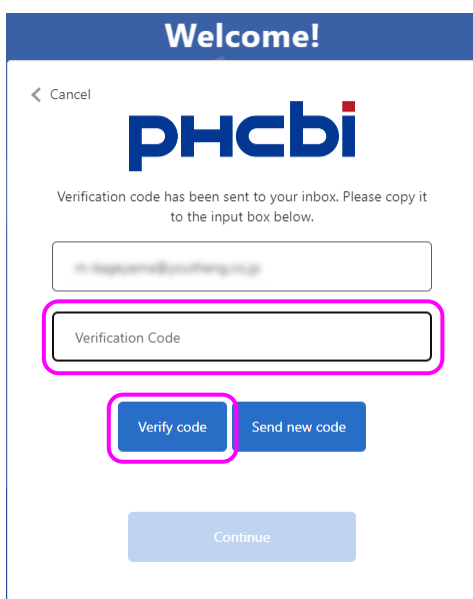
Continue



3. Confirm the verification code that is notified by the e-mail.



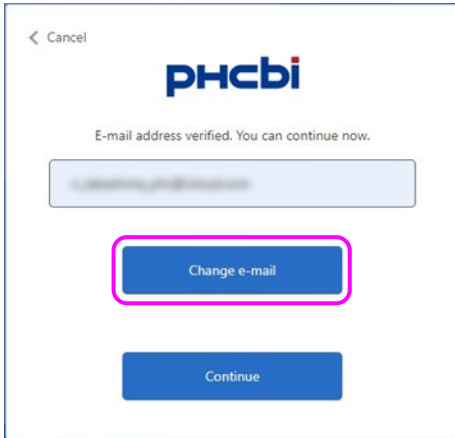
4. Enter the verification code into [Verification Code], and then click the [Verify code] button.



#### Tips

- The e-mail address is used as the user ID.
- If you receive the verification code notification using an e-mail address not already registered as a user ID, entering the verification code using this e-mail address (as the user ID) will display an error message [That code is expired. Please request a new code.].
- If the error message appears, designate the e-mail address you specified in step 2, and then click the [Send new code] button. This will reissue a verification code for the registered user ID.

5. Click the [Continue] button.



The screenshot shows the PHCBI login interface. At the top left is a '< Cancel' link. The PHCBI logo is centered. Below the logo, the text reads 'E-mail address verified. You can continue now.' There is a text input field containing a blurred email address. Below the input field are two buttons: 'Change e-mail' and 'Continue'. The 'Continue' button is highlighted with a red rectangular border.

**Tips**

- If an error occurs when the [Continue] button is clicked, the user ID is incorrect. Enter the correct e-mail address, and click the [Change e-mail] button.

6. Enter the new password into [New Password] and [Confirm New Password], and then click the [Continue] button.



The screenshot shows the PHCBI login interface. At the top left is a '< Cancel' link. The PHCBI logo is centered. Below the logo are two text input fields: 'New Password' and 'Confirm New Password'. Below these fields is a 'Continue' button. The 'New Password' and 'Confirm New Password' fields are highlighted with a red rectangular border.

7. The "Portal" screen appears.

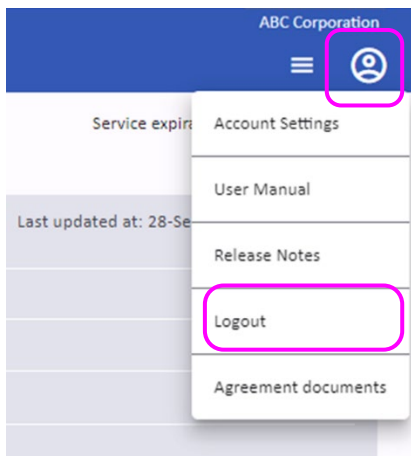
## 3.3 Logout

This section explains the steps to log out from the service.

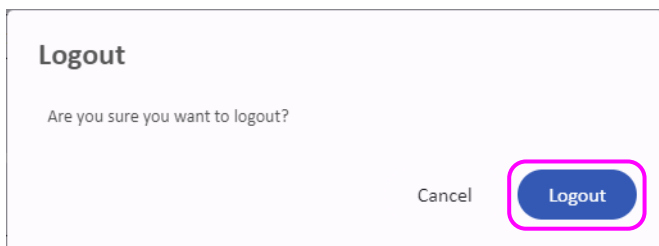
After logging in, you can log out from any screen. Also, the operation steps stay the same.

### Steps

1. Click the [User] icon. From the pull-down menu, click [Logout].



2. On the confirmation dialog, click the [Logout] button.



#### Tips

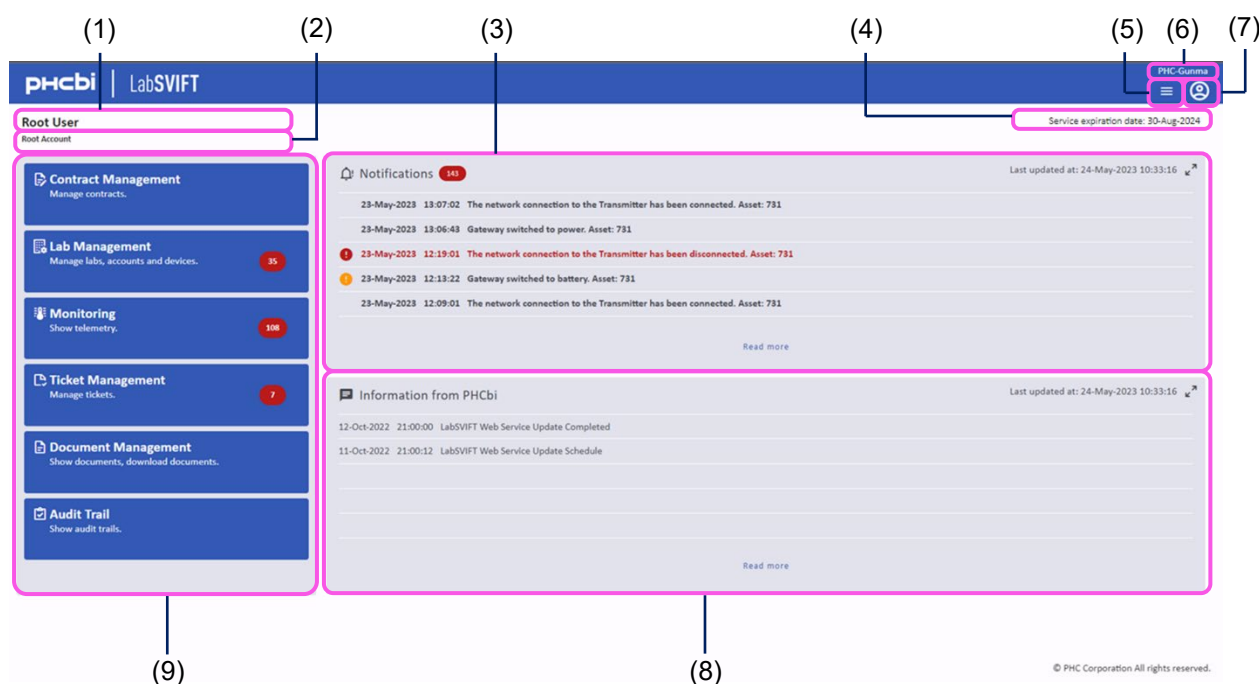
- After 30 minutes of inactivity on each screen, a session timeout occurs, and you are automatically logged out. When the session timeout occurs, the screen goes back to the login screen. However, the session timeout does not occur when "Auto reload" is set to ON on the "Monitoring" screen.

3. When the login screen is displayed, close the browser.

## 4 Portal Screen

### 4.1 Overview of Portal Screen

A different portal screen is displayed based on the different access rights of Root, Administrator, and User. This section uses the portal screen of Root account as an example to explain the overview of the screen.



No.	Name	Function
(1)	Account name	Displays the account name.
(2)	Role	Displays the user role.
(3)	Notification list	Displays the history of notifications relevant to the contract (only when logged in with Root role), Lab Management, and Monitoring. For more information, refer to "4.2.1 Checking the Notifications" (page 4-3).
(4)	Service expiration date	Displays the scheduled contract expiration date for the application. To continue using the service, you need to renew the contract with the Root account. Contact our sales representative for the renewal of service.
(5)	Hamburger menu	When clicked, the work process menu is displayed. Selecting a menu item will display the main screen for the corresponding work.
(6)	Company name	Displays the name of the company to which the logged-in user belongs.

No.	Name	Function
(7)	[User] icon	Click to display the user menu. By selecting the menu, you can edit account, display Instruction Manual, display Release Notes, log out, or display Agreement documents. For more information about logout, refer to "3.3. Logout" (page 3-6). For more information, refer to "7. Own Account" (page 7-1).
(8)	List of information from PHCbi	Displays the history of messages sent from our company. For more information, refer to "4.2.2 Checking the Information from PHCbi" (page 4-6).
(9)	Work process button	Displays the button to access the work that is permitted to the user. Clicking the button will display the main screen for corresponding work.

## 4.2 Checking Various Information

### 4.2.1 Checking the Notifications

You can check the history of notifications relevant to the contract (only when logged in with Root role), Lab Management, and Monitoring.

#### Steps

1. In [Notifications], click either [Read more] or the expand icon.

The "Notifications" screen appears.

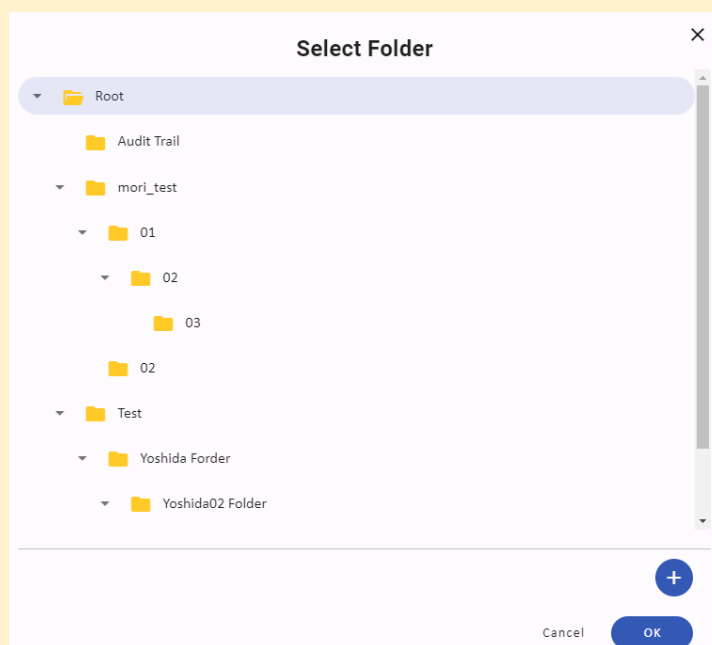
2. Check the notifications.

## Tips

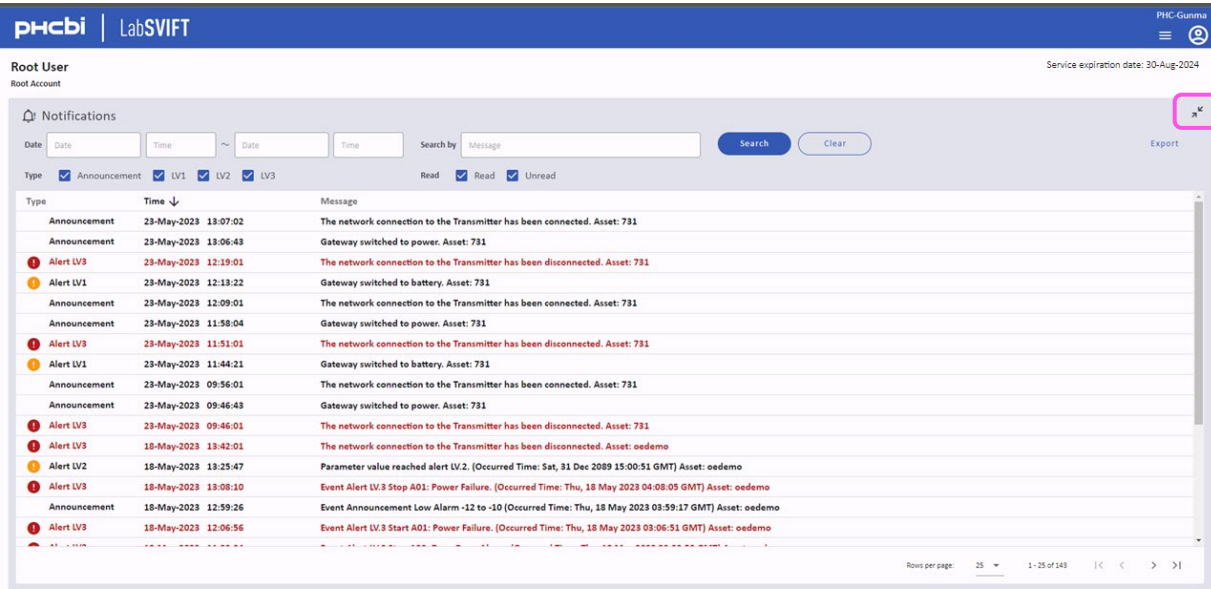
- By entering the search period for event occurrence date in [Date] and the message to search in [Search by] and then clicking the [Search] button, you can narrow down the history items to display.
- For the search conditions, you can also specify the notification level and specify the read status with [Read] and [Unread].
- By clicking [Export], you can select between [Download] and [Export to Document Management].

When selecting [Download], you can download the history in a csv format file.

When selecting [Export to Document Management], the "Select Folder" screen appears. You can output the history to the folder specified in this screen.



3. After checking the notifications, click the shrink icon.



© PHC Corporation All rights reserved.

The portal screen is displayed again.

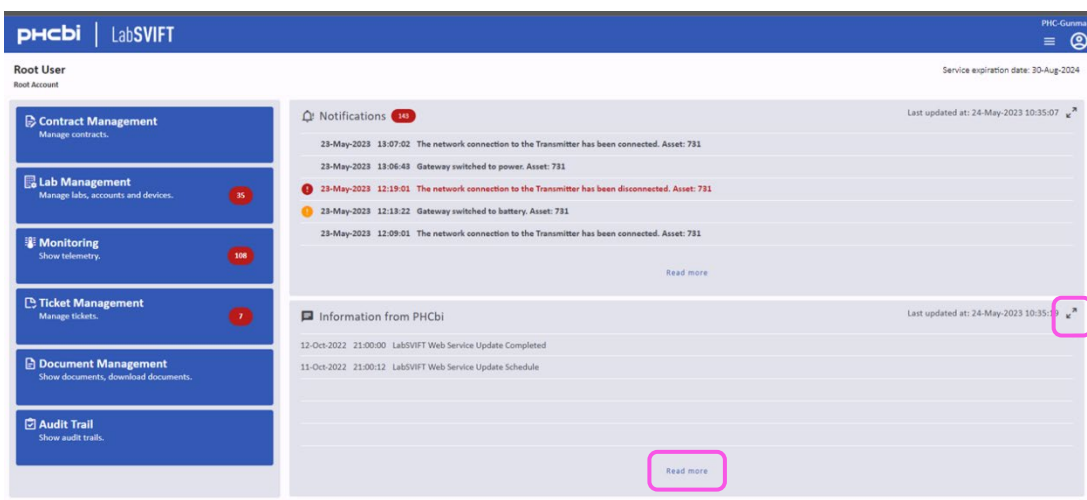


## 4.2.2 Checking the Information from PHCbi

You can check the history of notifications sent from our company.

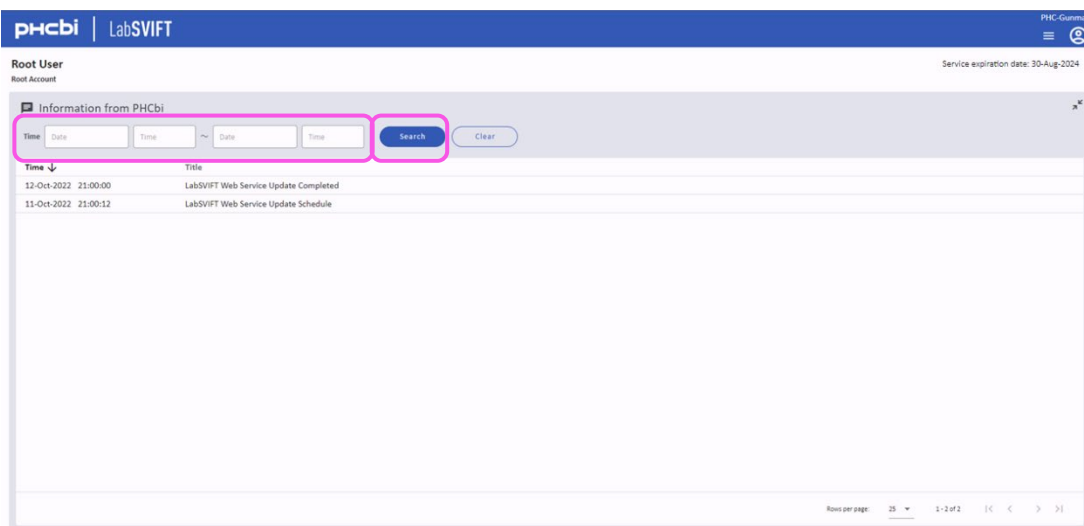
### Steps

1. In [Information from PHCbi], click either [Read more] or the expand icon.



The "Information from PHCbi" screen appears.

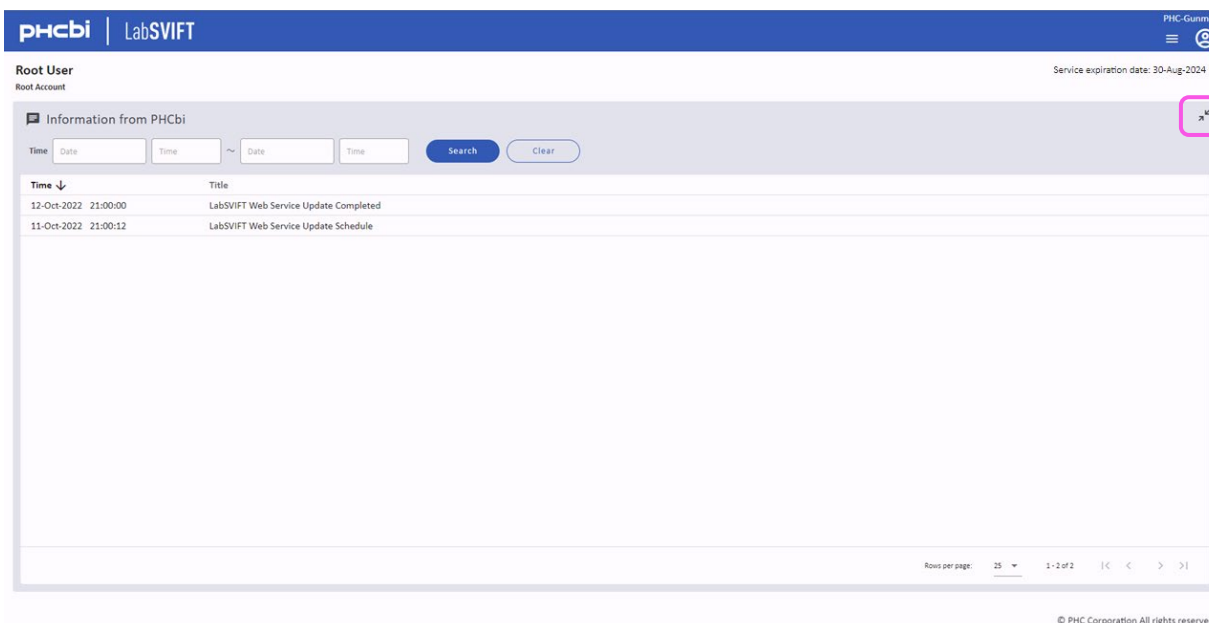
2. Check the information from PHCbi.



### Tips

- By entering the search period for notification date in [Time] and then clicking the [Search] button, you can narrow down the history items to display.

3. After checking the information from PHCbi, click the shrink icon.



The screenshot displays the PHCbi LabSVIFT portal interface. At the top, the header includes the PHCbi and LabSVIFT logos, the user name 'Root User', and the account type 'Root Account'. A service expiration date of '30-Aug-2024' is also visible. The main content area is titled 'Information from PHCbi' and features a search bar with date and time filters, a 'Search' button, and a 'Clear' button. A table below the search bar lists service update information:

Time	Title
12-Oct-2022 21:00:00	LabSVIFT Web Service Update Completed
11-Oct-2022 21:00:12	LabSVIFT Web Service Update Schedule

At the bottom right of the table, there is a pagination control showing 'Rows per page: 25' and '1 - 2 of 2' with navigation arrows. A small square icon with a double arrow pointing outwards, highlighted by a pink box, is located in the top right corner of the table area, representing the 'shrink' icon mentioned in the instructions. The footer of the page contains the copyright notice '© PHC Corporation All rights reserved.'

The portal screen is displayed again.

# 5 Contract Management

---

## 5.1 Overview of Contract Management

---

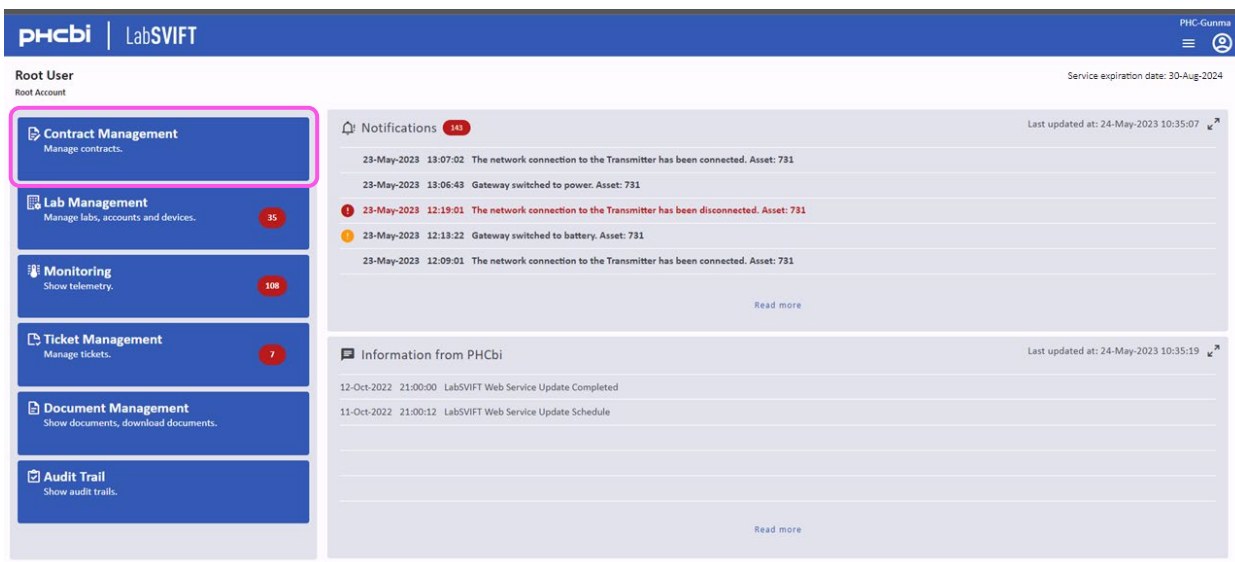
With Contract Management, you can check the Customer information, Contact person information, Contract details, and Contact for Contract Inquiries. Only the Root account can view the Contract Management.

## 5.2 Displaying the "Contract Management" Screen

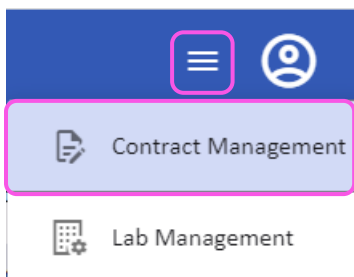
This section explains how to display the "Contract Management" screen, and provides the overview of the screen display.

### Steps

1. On the "Portal" screen, click the [Contract Management] button.

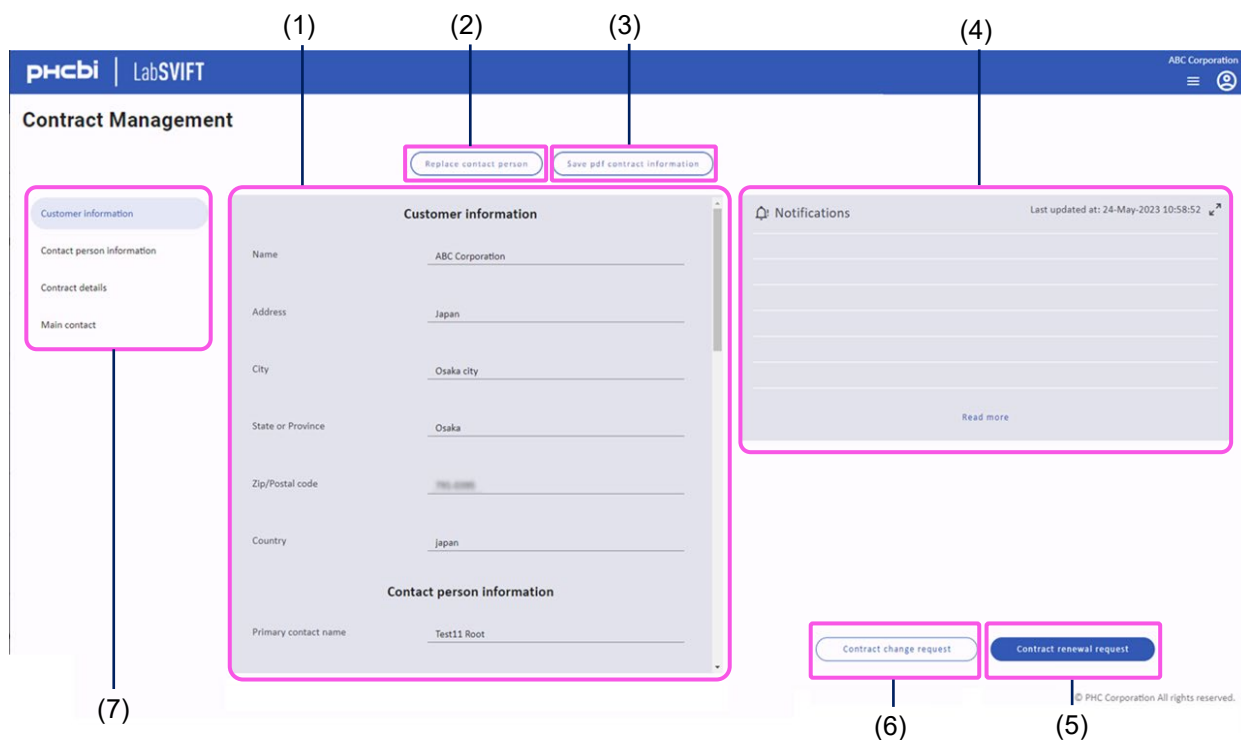


Alternatively, from the hamburger menu on each screen, select [Contract Management].



The "Contract Management" screen appears.

## Screen Overview



No.	Name	Function
(1)	Contract Information window	Displays various information related to the contract. Contract Information is grouped into the following four categories: Customer information, Contact person information, Contract details, and Contact for Contract Inquiries. You can use the scroll bar to display from one category to the next. For more information, refer to "5.3 Checking the Contract Information" (page 5-5).
(2)	[Replace contact person] button	Transfers the Root role to another account. From the "Select a new contact person" screen that appears when you click the button, you can select the account to which you want to transfer the Root role.
(3)	[Save pdf contract information] button	When you want to check the contract information, you can check it on the PDF that appears by clicking the button.
(4)	Notification list	Displays the notification history relevant to the contract. For more information, refer to "5.4 Checking the Notification" (page 5-10).
(5)	[Contract renewal request] button	This button becomes active when the contract expires in less than 90 days. If you want to extend the contract period, you can ask our company to extend the contract period by clicking this button.

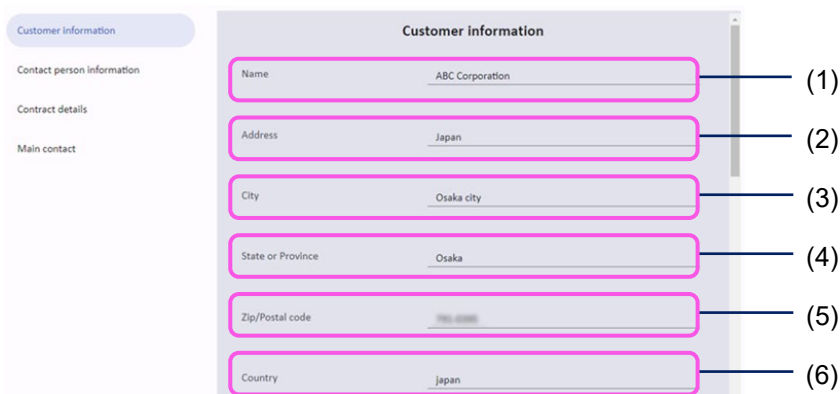
No.	Name	Function
(6)	[Contract change request] button	If you want to change the contract details, you can request changes to our company through the [Contract Change Request] screen that appears by clicking the button. Our company will change the contract according to the request.
(7)	Contract Information menu	It is interlinked with the scroll bar of Contract Information window. The information corresponding to the selected menu is shown at the top of the Contract Information window.

## 5.3 Checking the Contract Information

Contract Information is grouped into the following four categories: Customer information, Contact person information, Contract details, and Contact for Contract Inquiries. You can check the information either by scrolling the Contract Information window or selecting an item from the Contract Information menu.

You can also check the information as a list in a PDF.

### 5.3.1 Checking the Customer Information



No.	Name	Function
(1)	Name	Displays the name of the customer's company.
(2)	Address	Displays the street address where the customer is located.
(3)	City	Displays the city of the address where the customer is located.
(4)	State or Province	Displays the state or province of the address where the customer is located.
(5)	Zip/Postal code	Displays the Zip or postal code of the address where the customer is located.
(6)	Country	Displays the country where the customer is located.

## 5.3.2 Checking the Contact Person Information

The screenshot shows a web interface for 'Contact person information'. On the left, there is a sidebar with 'Customer information' at the top, followed by 'Contact person information' (highlighted in blue), 'Contract details', and 'Main contact'. The main content area is titled 'Contact person information' and contains five input fields, each highlighted with a pink border and a blue line pointing to a number in parentheses:

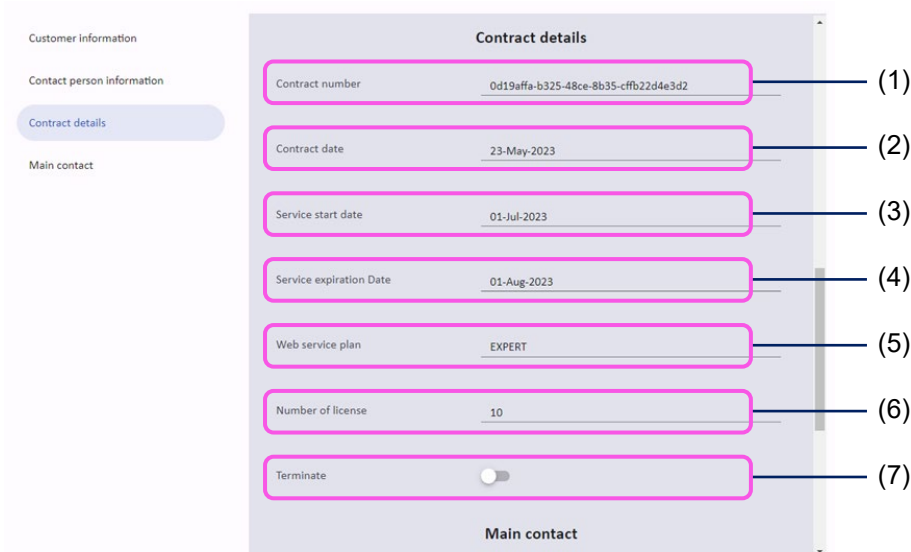
- (1) Primary contact name: Test11 Root
- (2) Department: Test11 Office
- (3) Country code: 日本(+81)
- (4) Cell phone number: 090-1234-5678
- (5) E-mail: test11\_root@gmail.com

Below these fields is a section titled 'Contract details' with a 'Contract number' field containing the value '0d19affa-b325-48ce-8b35-cffb22d4e3d2'.

No.	Name	Function
(1)	Primary contact name	Displays the name of the representative of the customer.
(2)	Department	Displays the contact person department of the customer.
(3)	Country code	Displays the contact person country code of the customer.
(4)	Cell phone number	Displays the contact person cell phone number of the customer.
(5)	E-mail	Displays the contact person e-mail of the customer.



### 5.3.3 Checking the Contract Details



No.	Name	Function
(1)	Contract number	Displays the contract number of the customer.
(2)	Contract date	Displays the contract date of the customer.
(3)	Service start date	Displays the service start date of the customer.
(4)	Service expiration Date	Displays the service expiration date of the customer.
(5)	Web Service plan	Displays the web service plan of the customer.
(6)	Number of license	Displays the number of licenses of the customer.
(7)	Terminate	<p>Once the Terminate is turned on, the cancellation process is started, and the service will no longer be available after a certain period of time following the service expiration date. You can cancel this Terminate operation during the term of the contract.</p> <p>If you do not want to receive all notifications, including "Notification of contract deadline," check "Turn off all notifications" in the dialog when you turn the Terminate on.</p>

## 5.3.4 Checking the Main Contact

Customer information

Contact person information

Contract details

Main contact

Number of license: 10

Terminate:

**Main contact**

(1) Name: Adela Lindbergh

(2) Company: ABC Corporation

(3) Department: Planning

(4) Country code

(5) Cell phone number

(6) E-mail

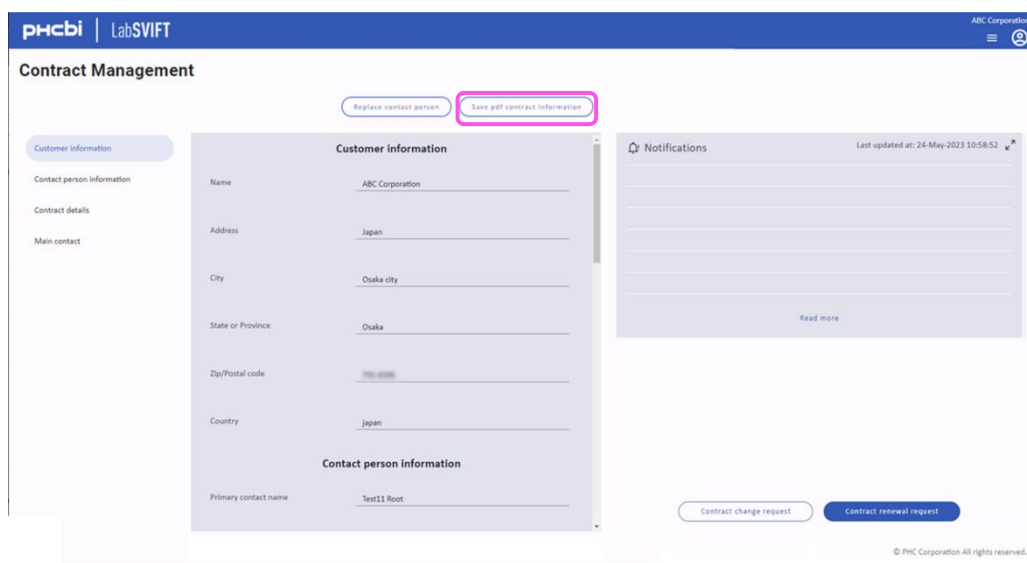
No.	Name	Function
(1)	Name	Displays the main contact person of our company.
(2)	Company	Displays the main contact company of our company.
(3)	Department	Displays the main contact department of our company.
(4)	Country code	Displays the main contact country code of our company.
(5)	Cell phone number	Displays the main contact cell phone number of our company.
(6)	E-mail	Displays the main contact e-mail of our company.

## 5.3.5 Checking the Contract Information in PDF

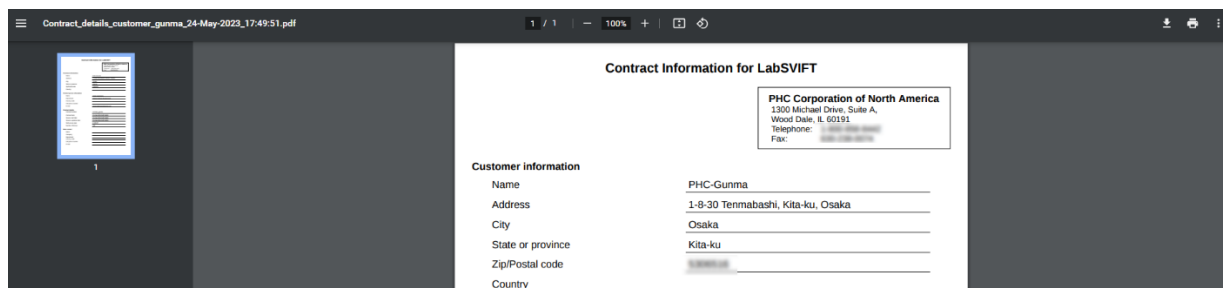
You can also check the contract information in a PDF.

### Steps

1. From the "Portal" screen or the hamburger menu, select [Contract Management].  
The "Contract Management" screen appears.
2. Click the [Save pdf contract information] button.



A PDF titled "Contract Information for LabSVIFT" appears in a separate window.

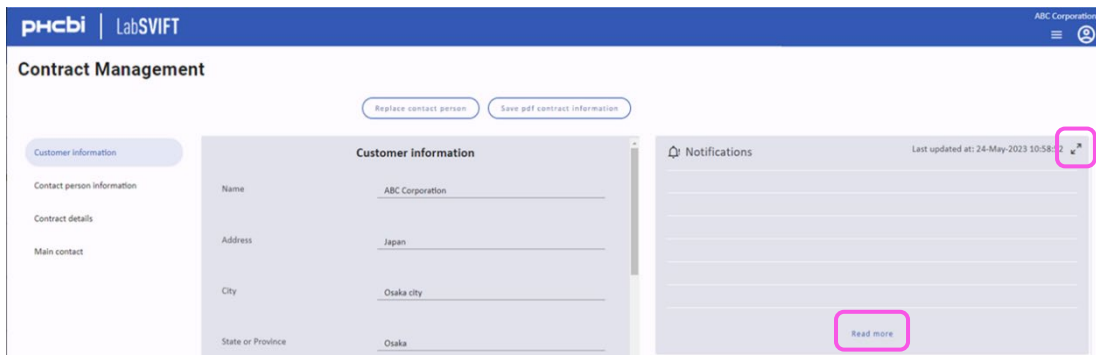


## 5.4 Checking the Notification

You can check the history of notifications relevant to the contract information.

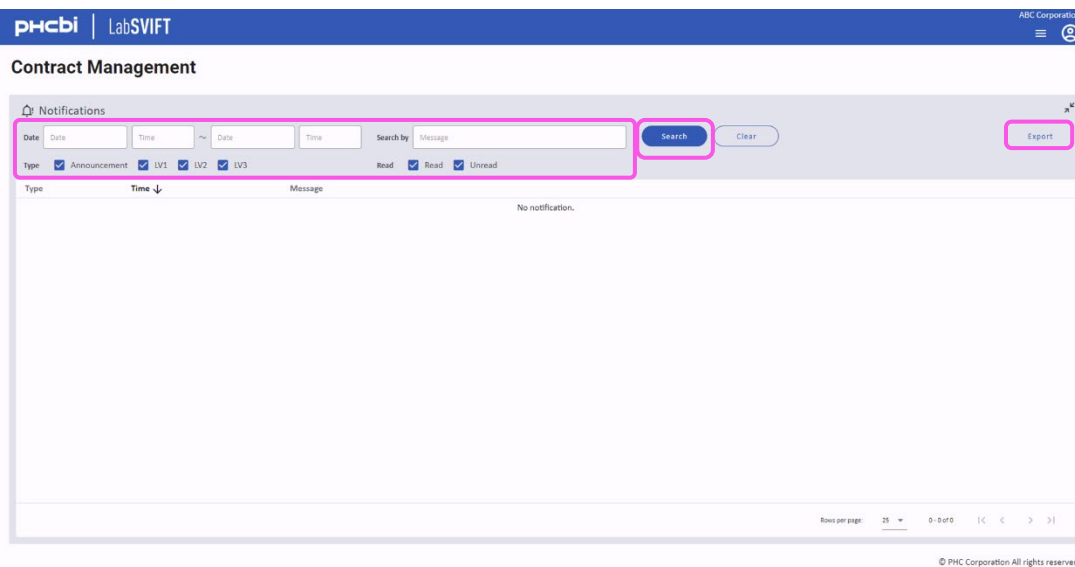
### Steps

1. In [Notifications], click either [Read more] or the expand icon.



The "Notifications" screen appears.

2. Check the notifications.



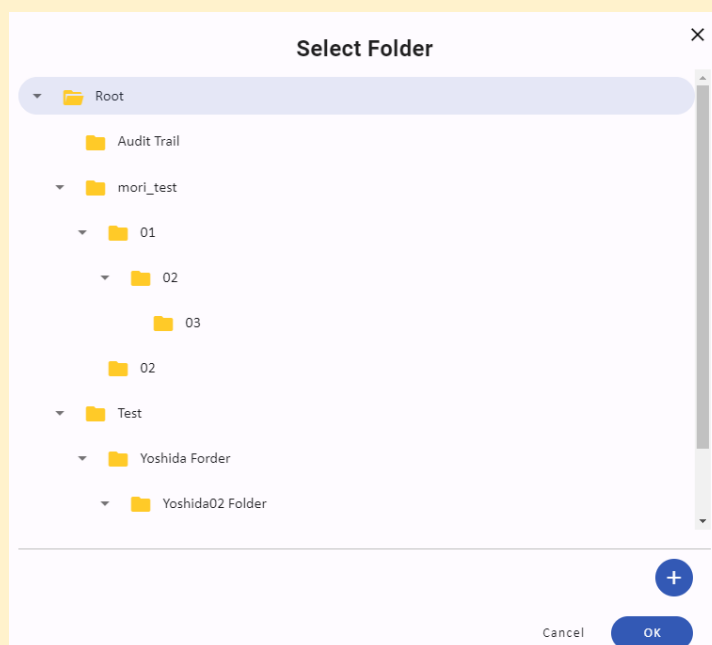
© PHC Corporation All rights reserved.

## Tips

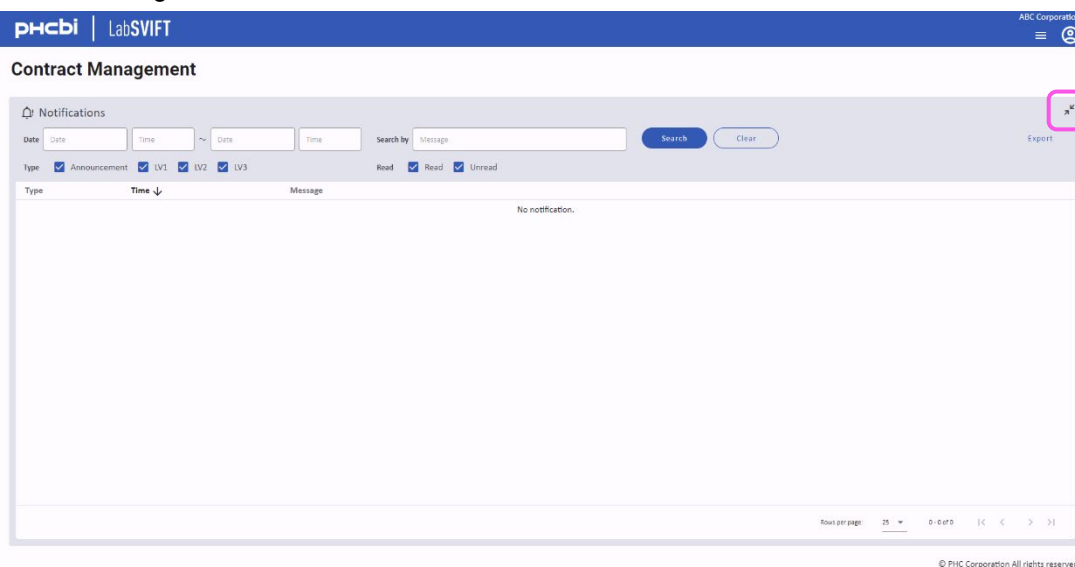
- By entering the search period for event occurrence date in [Date] and the message to search in [Search by] and then clicking the [Search] button, you can narrow down the history items to display.
- For the search conditions, you can also specify the notification level and specify the read status with [Read] and [Unread].
- By clicking [Export], you can select between [Download] and [Export to Document Management].

When selecting [Download], you can download the history in a csv format file.

When selecting [Export to Document Management], the "Select Folder" screen appears. You can output the history to the folder specified in this screen.



3. After checking the notifications, click the shrink icon.



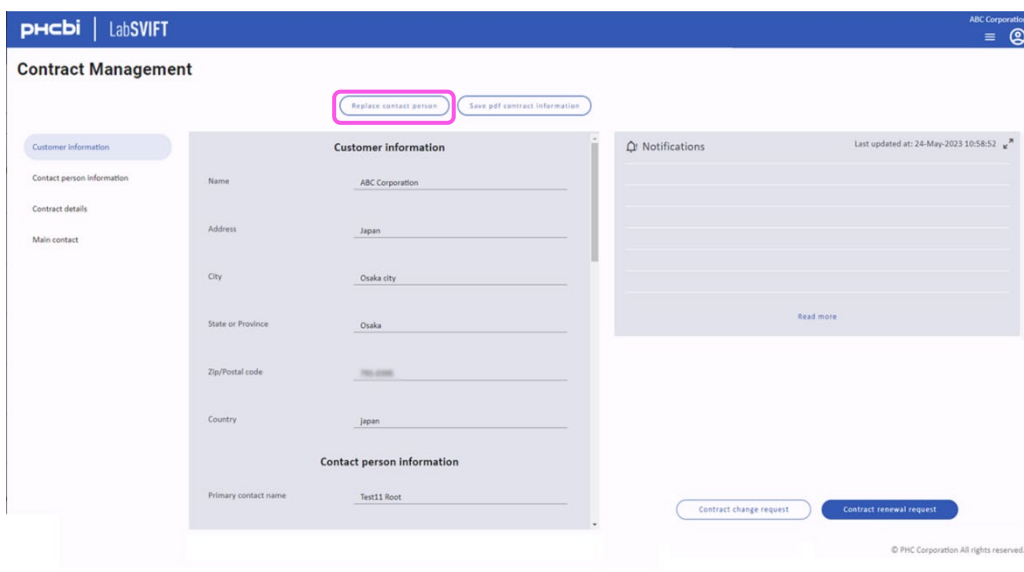
The [Contract Management] screen is displayed again.

## 5.5 Changing the Contact Person with Root Role

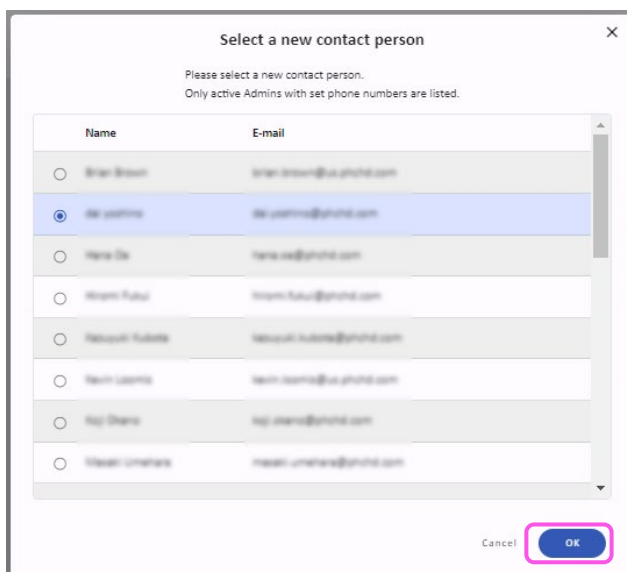
If you want to replace the contact person with the Root role with one of those with the Administrator role, you can select the ID of the person with the Administrator role you want to change from the “Select a new contact person” screen that appears when you click the button.

### Steps

1. From the “Portal” screen or hamburger menu, select [Contract Management].  
The “Contract Management” screen appears.
2. Click the [Replace contact person] button.  
The “Select a new contact person” screen appears.



3. Check the user you want to select, and then click the [OK] button.

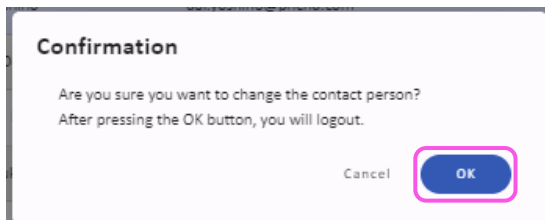


**Tips**

- The “Select a new contact person” screen lists only users with the Administrator role whose phone numbers are registered.

A confirmation dialog appears.

**4.** Click the [OK] button.



Log out.

**Tips**

- Since the Root role of the replaced user is changed to the Administrator role, the access right to the “Contract Management” screen is revoked. Therefore, you will log out immediately after changing the Root role.

# 6 Lab Management

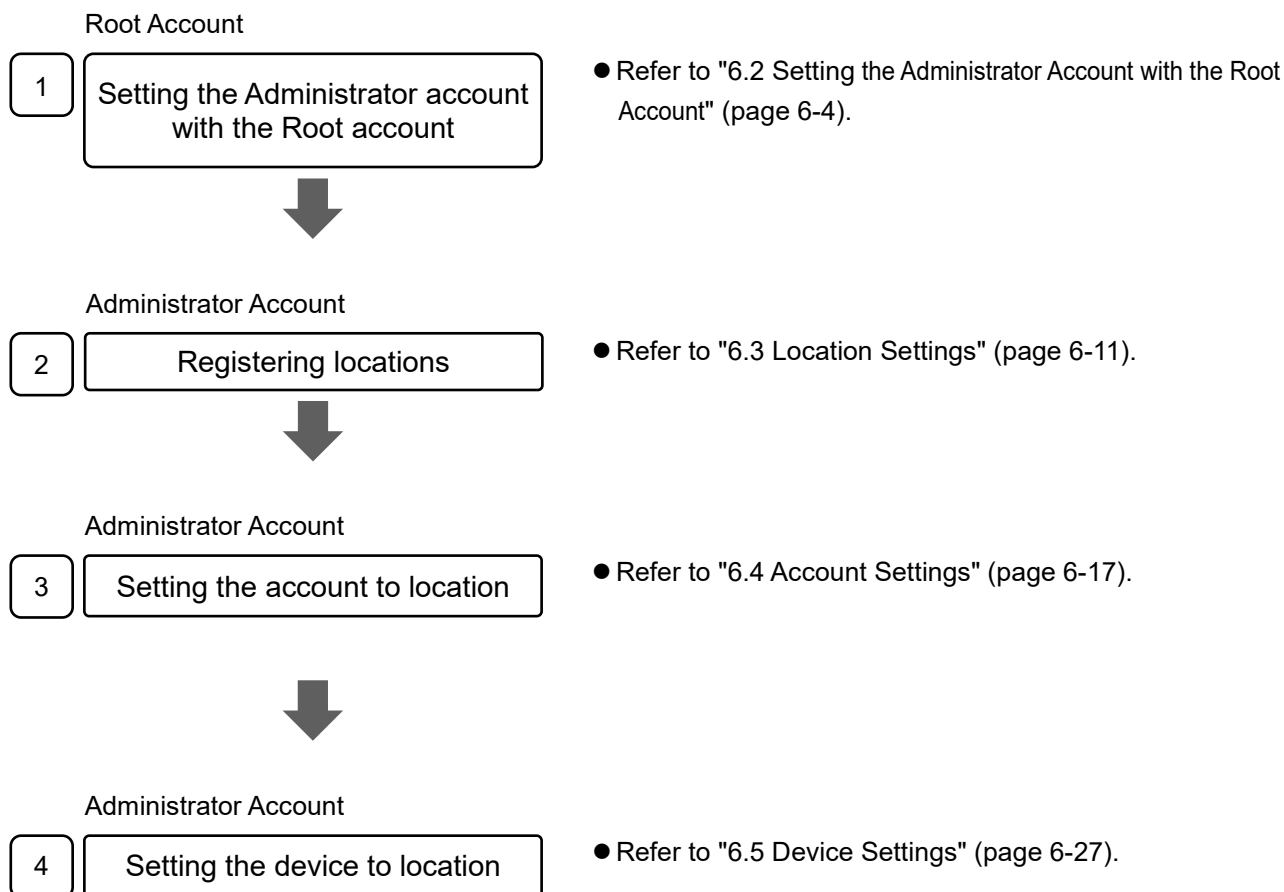
## 6.1 Overview of Lab Management

Lab Management is used to perform setup for monitoring the cooling storage, incubator, etc. In the setup, register the location where the devices are installed, and for each location, set up the devices to be monitored and the accounts of the users who monitor these devices. With the settings, you can register new, view, edit, and delete accounts and devices.

The Root and Administrator accounts are permitted to register locations and set up devices. However, the Root account is the representative account for the contract, so we recommend that contract management is performed mainly by the Root account while the Administrator account performs practical tasks.

When the web application is installed for the first time, only one Root account is set. The Root account must create an Administrator account.

The following shows the workflow for Lab Management.



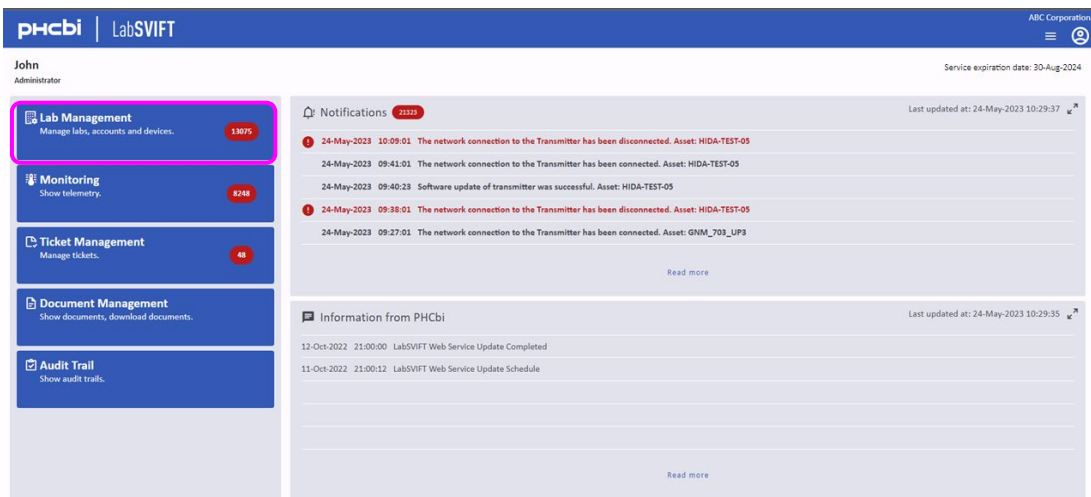


## 6.1.1 Displaying the "Lab Management" Screen

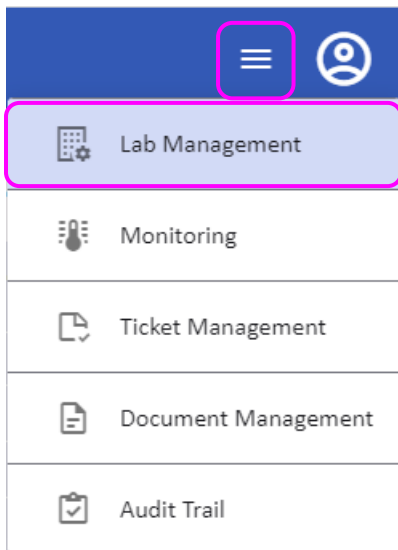
This section explains how to display the "Lab Management" screen, and provides the overview of the screen display.

### Steps

1. On the "Portal" screen, click the [Lab Management] button.

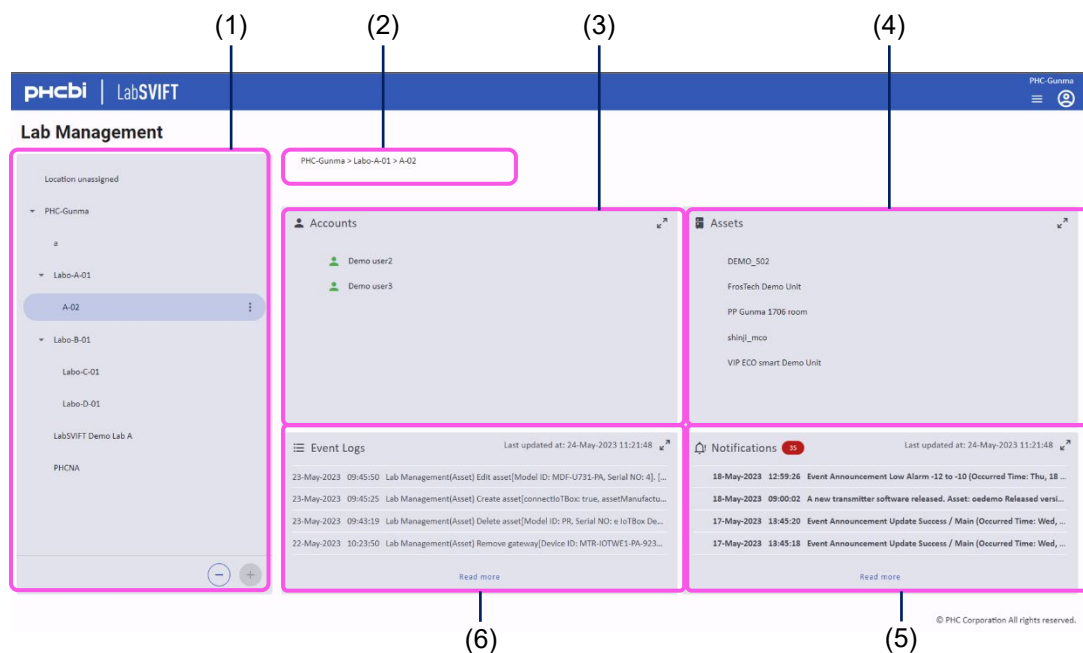


Alternatively, from the hamburger menu on each screen, select [Lab Management].



The "Lab Management" screen appears.

## Screen Overview



No.	Name	Function
(1)	Location tree	Displays the lab locations in a hierarchical structure. You can add new items to the tree. For more information, refer to "6.3 Location Settings" (page 6-11).
(2)	Location path	Displays the path and notes for the location selected in the Location tree.
(3)	Account list	Lists the accounts that are permitted to access the location information. The Account list is shown according to the location selected in the Location tree. Each account can monitor only the devices under the location that the account is affiliated with. For more information, refer to "6.4 Account Settings" (page 6-17).
(4)	Asset list	Displays a list of devices registered in the location. The Asset list is shown according to the location selected in the Location tree. For more information, refer to "6.5 Device Settings" (page 6-27).
(5)	Notification list	Displays the notification history relevant to the account and device. For more information, refer to "6.7 Checking the Notification" (page 6-58).
(6)	Event Log	Displays the event history relevant to the account and device. For more information, refer to "6.6 Checking the Event Log" (page 6-55).

### Tips

- "Location" is the generic name for the place where the monitoring target device is installed.
- "Asset" is the generic name for the monitoring device.

## 6.2 Setting the Administrator Account with the Root Account

An account invitation e-mail is sent to the user with the Administrator account created by the Root account.

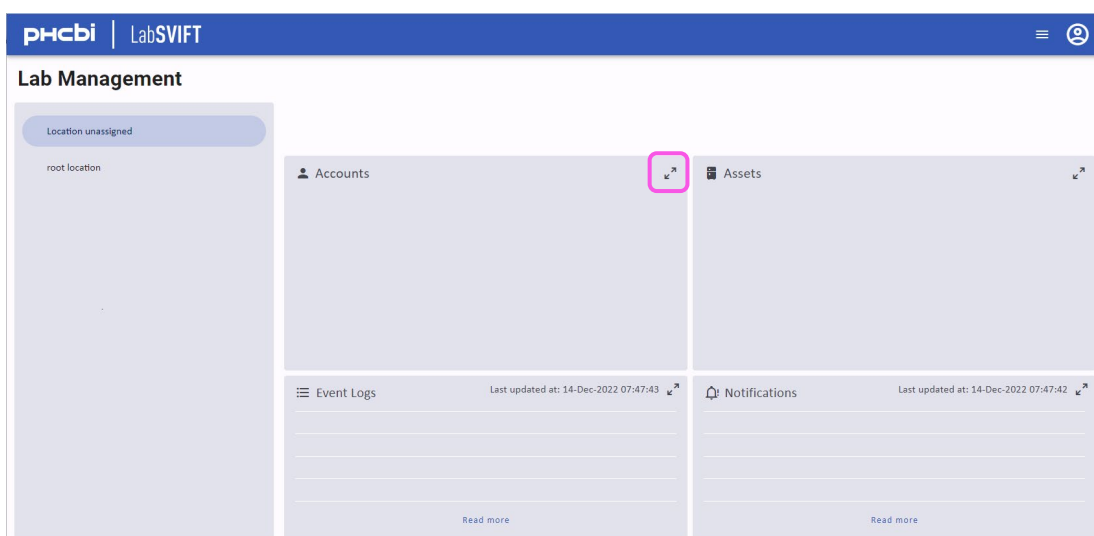
The account invitation e-mail contains the URL of the web application, login ID, and temporary password. The user who has received the account invitation e-mail now sets a formal password based on the provided information to activate the account.

### 6.2.1 Sending the Account Invitation E-mail

This section explains the steps to send the account invitation e-mail to the user to whom the user with Root account wants to grant the Administrator account.

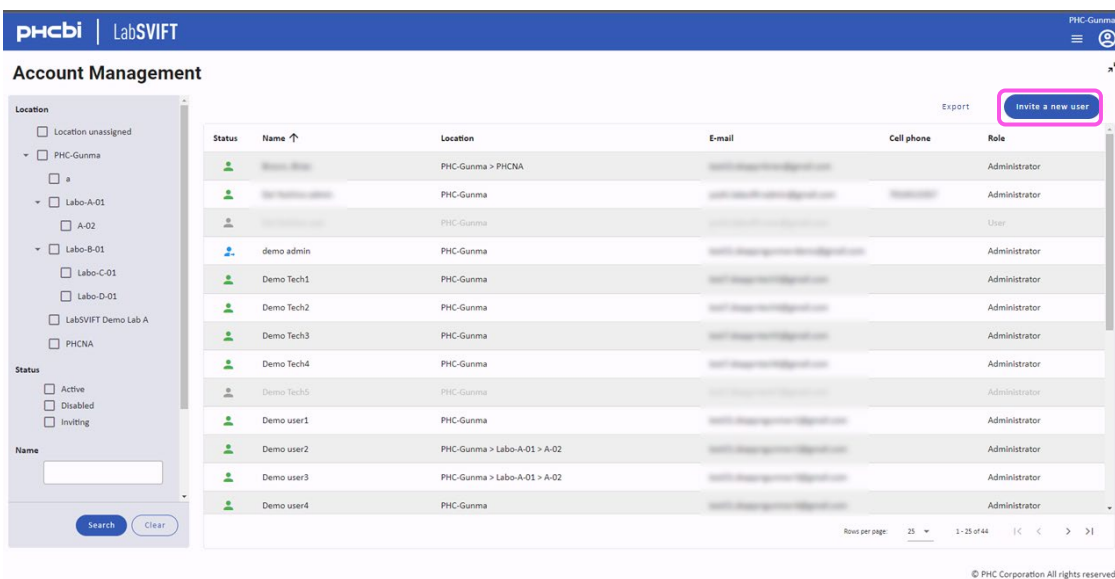
#### Steps

1. Log in to the web application with the Root account that was given when you installed the web application.  
The "Portal" screen appears.
2. On the "Portal" screen, click the [Lab Management] button.  
The "Lab Management" screen appears.
3. Click the expand button for the Account list.



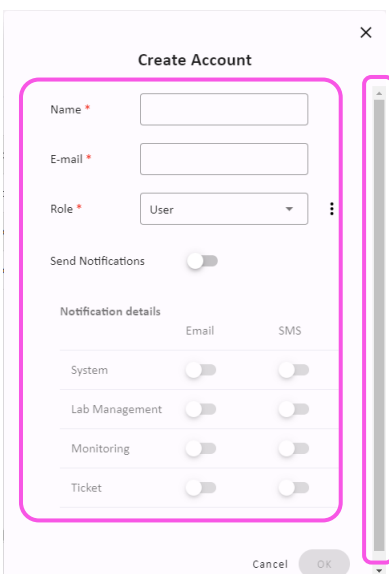
The "Account Management" screen appears.

4. Click the [Invite a new user] button.



The "Create Account" screen appears.

5. Enter necessary information.



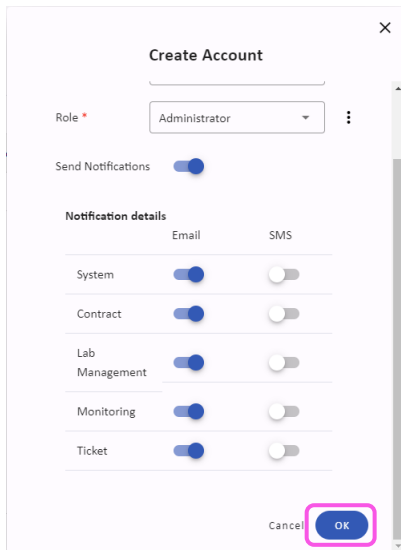
Item	Required	Description
Name	✓	Enter the account name.
E-mail	✓	Enter the e-mail address to receive the account invitation e-mail. The e-mail address you enter here must be the same as the e-mail address you use to log in to the web application.

Item	Required	Description
Role	✓	<p>Click [▼] to select a role. For the role, you can choose either [Administrator] or [User].</p> <p>By clicking the [⋮] button, you can display the "Role Details" screen to check the scope of each role.</p>
Send Notifications		<p>Select whether to receive notifications for various functions provided by the web application.</p> <p>You can activate items of [Notification details] by clicking the toggle button to ON, and select the function to receive the notification.</p> <p>[Email] and [SMS] are available for you to receive the notification, and you can individually set ON/OFF for each option.</p> <p>[System]: Select to receive notifications of system maintenance, maintenance plan, etc.</p> <p>[Lab Management]: Select to receive notifications about devices.</p> <p>[Monitoring]: Select to receive notifications about monitoring.</p> <p>[Ticket]: Select to receive notifications about tickets.</p>

#### Tips

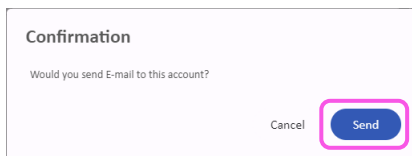
- Since you are setting up the administrator here, be sure to select [Administrator] as the [Role].
- Depending on the contract details of the service, you may not be able to turn ON [SMS] with [Notification details] items in [Send Notifications].
- "SMS" is an acronym for Short Message Service, which enables sending and receiving of messages using the mobile phone number.
- "Ticket" manages remedies when an error occurs with the registered device.

6. Click the [OK] button.



A confirmation dialog appears.

7. Click the [Send] button.



An account invitation e-mail is sent to the e-mail you entered in the step 2.

The configured account name is displayed on the "Account Management" screen.

**Tips**

- If the e-mail address you specified in [E-mail] has been used as the [E-mail] for a valid account, an error occurs and the account invitation e-mail will not be sent.
- The icon for the account name on the "Account Management" screen is shown in blue to indicate that it is the account you are inviting. For more information about the icon, refer to "6.4.3 Displaying the Account List" (page 6-19).

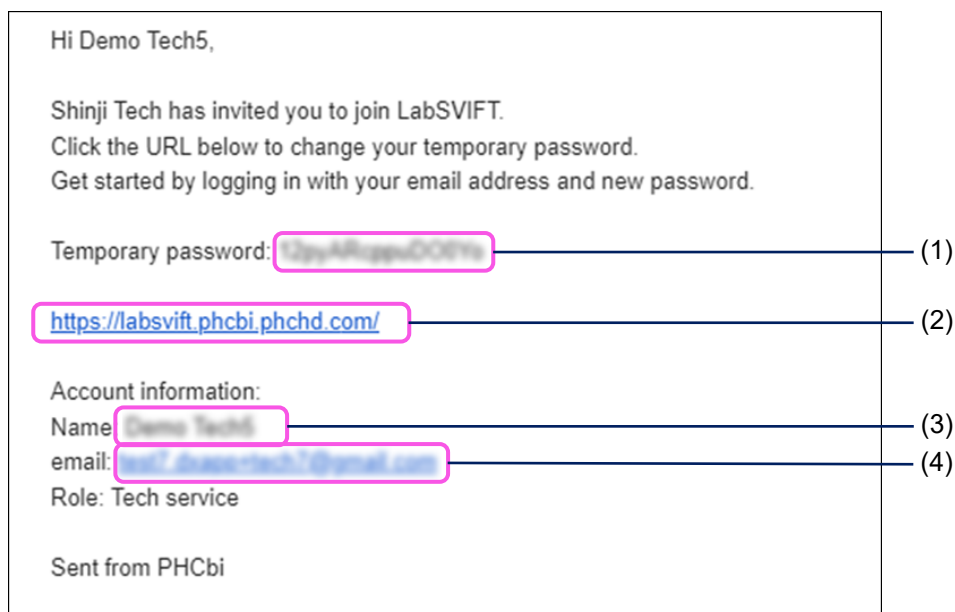
## 6.2.2 Activating the Account

This section explains the steps for the user who received the account invitation e-mail to activate the Administrator account.

### Steps

1. Check the arrived account invitation e-mail, and access the URL in the e-mail.

The title of the account invitation e-mail is "You have been invited to join LabSVIFT."



No.	Name	Function
(1)	Temporary password	A temporary password for logging in to the web application.
(2)	Web application URL	The URL of the web application. When you access this URL, the login screen appears.
(3)	Account name	Account name that is set in the web application.
(4)	Email Address	ID (e-mail address) for logging in to the web application.

- On the login screen, enter the e-mail address and temporary password provided in the account invitation e-mail, and then click the [Sign in] button.

A screen appears for setting the formal password.

- Enter the formal password into [New Password] and [Confirm New Password], and then click the [Continue] button.

The "Account Settings" screen appears.

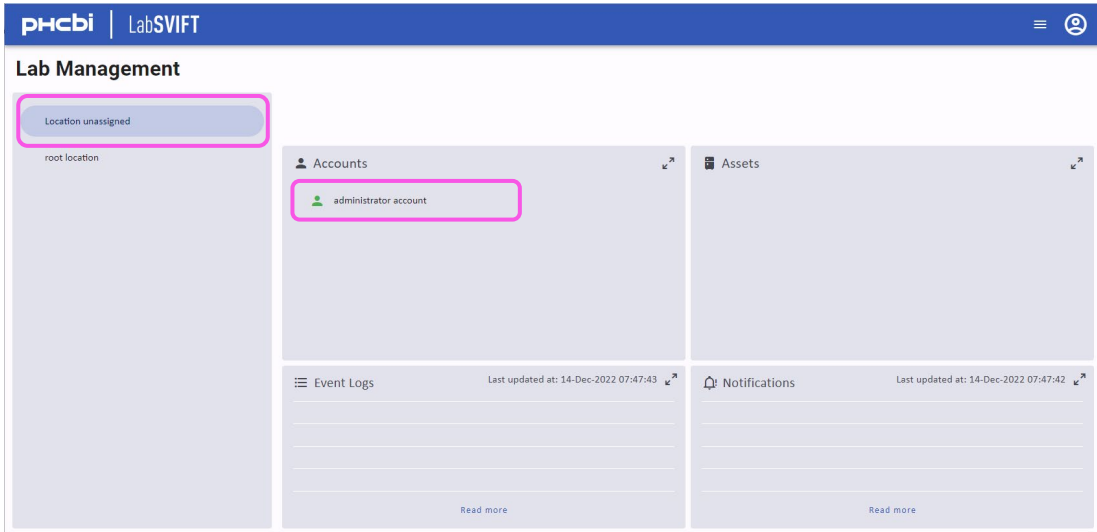
#### Tips

- For more information about the "Account Settings" screen, refer to "7. Own Account" (page 7-1).
- Formal passwords must have a minimum of 8 characters up to a maximum of 64 characters, and must include at least 3 of the following 4 character classes: uppercase, lowercase, numeral, and symbol.

- From the hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.



5. In the Location tree, select [Location unassigned], and verify that your account name has been added to the Account list.

**Tips**

- The icon for the account name in the Account list is shown in green to indicate that it is the formal account. For more information about the icon, refer to "6.4.3 Displaying the Account List" (page 6-19).

## 6.3 Location Settings

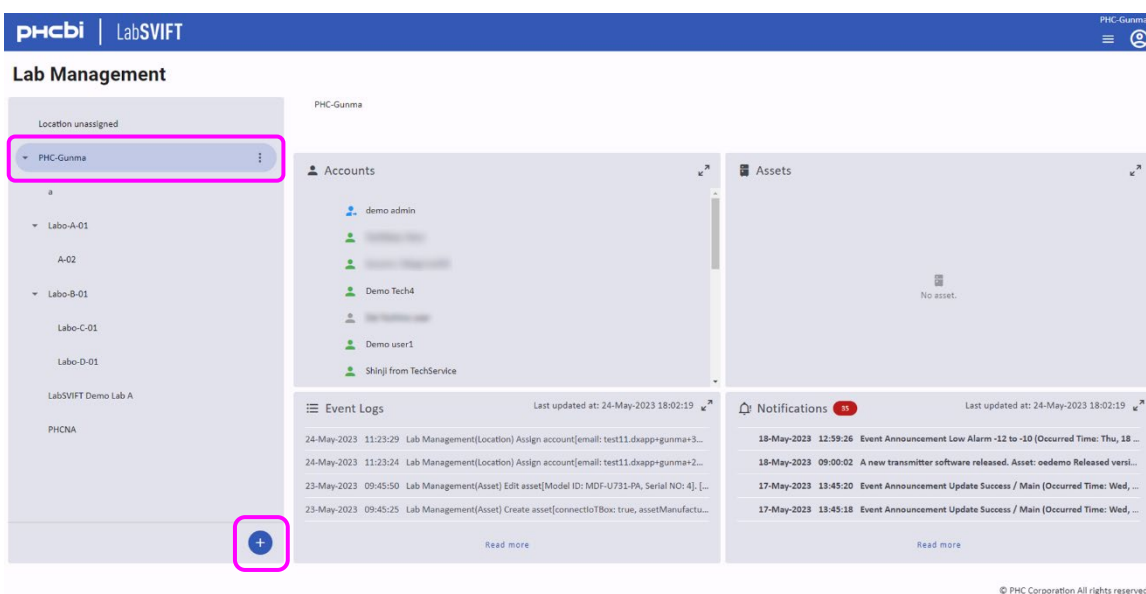
To the web application, register the location of the device to be monitored. You can register locations hierarchically by organizing them into different location groups such as location address and categories. You can edit and delete registered locations.

### 6.3.1 Registering New Locations

This section explains the steps to register a new location.

#### Steps

1. From the "Portal" screen or hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.
2. In the Location tree, select the location you want to add, and click the [+] button.



The "New Location" screen appears.

#### Tips

- [root location] is set with the name of the contracted company when you signed up for the application. You can edit the name. For more information, refer to "6.3.2 Editing Locations" (page 6-14).
- If you select a location that already has a device configured, the [+] button will not appear because you cannot add locations to a lower level in the hierarchy.

3. Enter necessary information.

Item	Required	Description
Location name	✓	Enter the location name.
Notes		Enter a supplementary description for the location name.

4. Click the [OK] button.

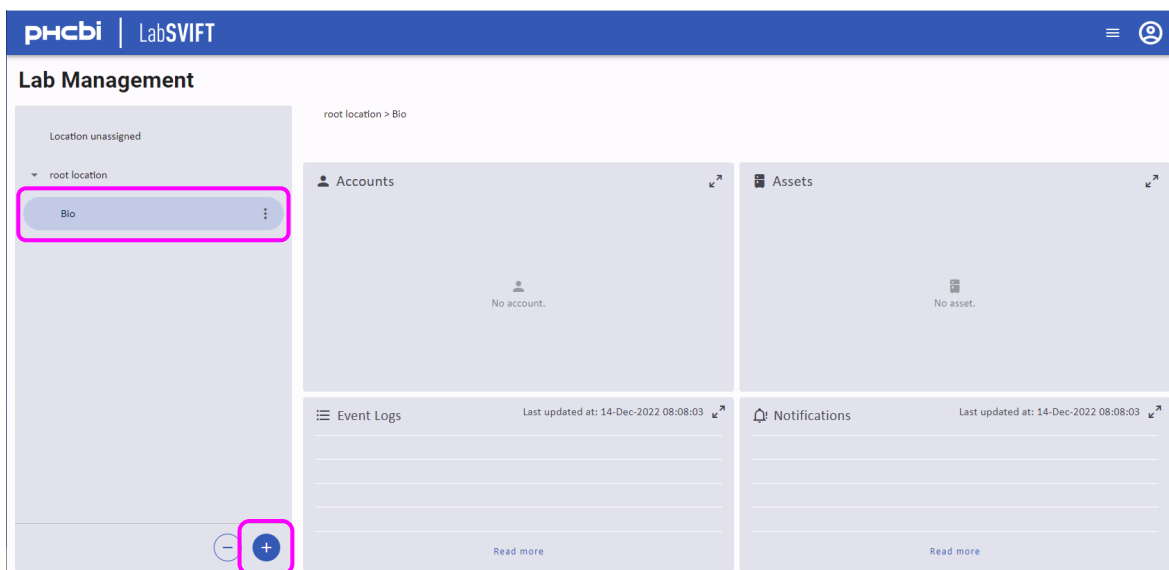
A confirmation dialog appears.

5. Click the [Create] button.

Directly under [root location], the location name you entered in step 3 is displayed.

When the location name you set in step 3 is a category name, go to step 6 and set a new location name under the location name.

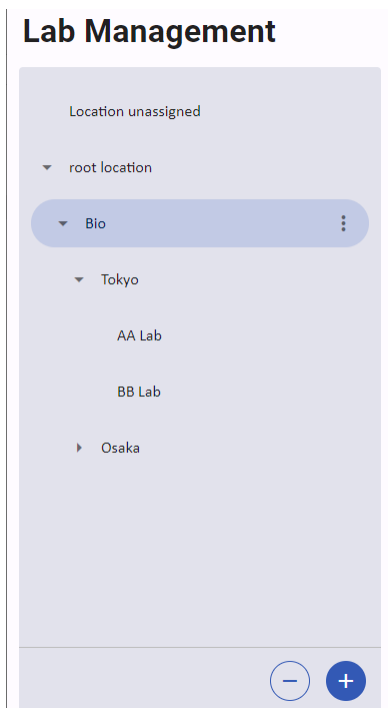
6. In the Location tree, select the location name and click the [+] button.



The "New Location" screen appears.

7. Repeat steps 3 to 5 to register the location name.

Under the location name you selected in step 6, the new location name you added is displayed.



#### Tips

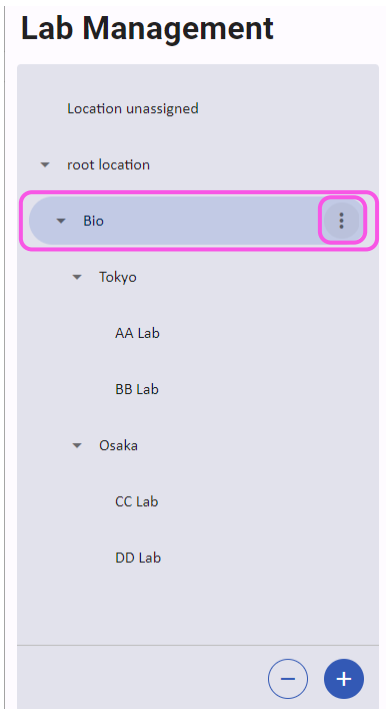
- By repeating steps 3 to 7, you can set a location name to any hierarchy level.
- When the location name is shown with the [▶] button, clicking it will change the button to [▼] for displaying the lower hierarchy level location name.

## 6.3.2 Editing Locations

You can edit the name and the supplementary description of a registered location.

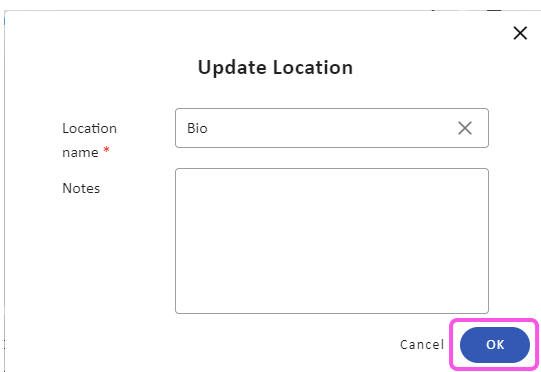
### Steps

1. In the Location tree, select the location name you want to edit, and then click the [⋮] button at the far right.



The "Update Location" screen appears.

2. Update the necessary information, and then click the [OK] button.



A confirmation dialog appears.

3. Click the [Update] button.

**Confirmation**

Will you update location?

Cancel

The selected location is updated.

### 6.3.3 Deleting the Location

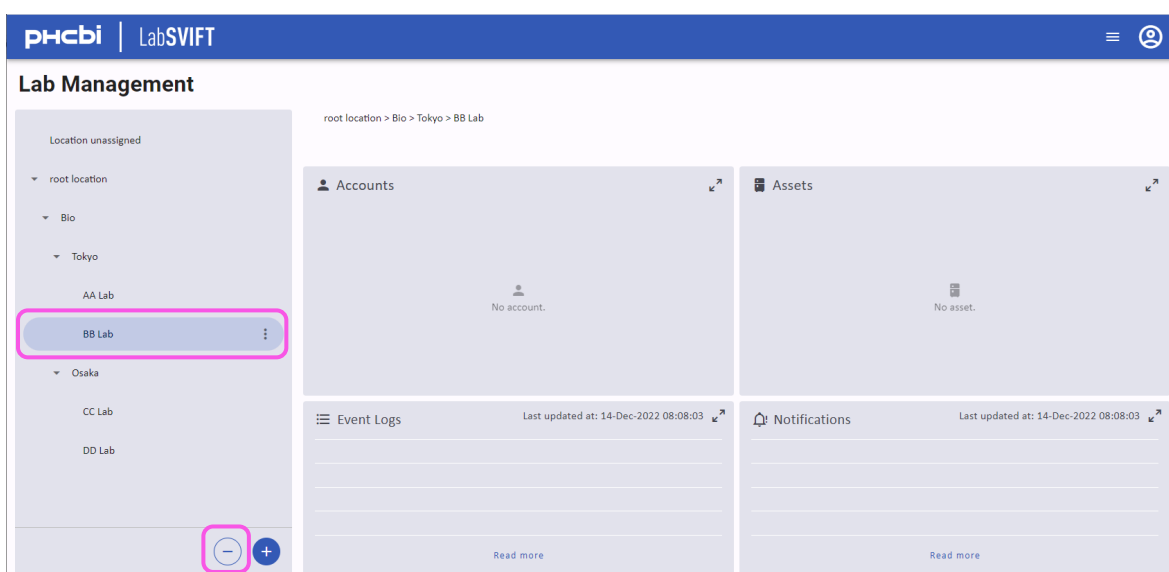
You can delete a registered location.

**Tips**

- When you delete a location, the location in question as well as any account and device that are configured for the locations in the lower hierarchy level to the location in question will be moved to [Location unassigned].

#### Steps

1. In the Location tree, select the location name you want to delete, and then click the [-] button.

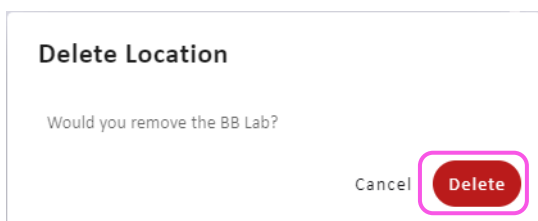


A confirmation dialog appears.

**Tips**

- Because [Root location] cannot be deleted, the [-] button will not appear even when it is selected.

2. Click the [Delete] button.



The selected location is deleted.

When you delete a location, all locations in the lower hierarchy levels will be deleted.

## 6.4 Account Settings

Set up an account for each location registered in the Location tree. You can list, edit, or delete the accounts that are set up.

### 6.4.1 Registering a New Account

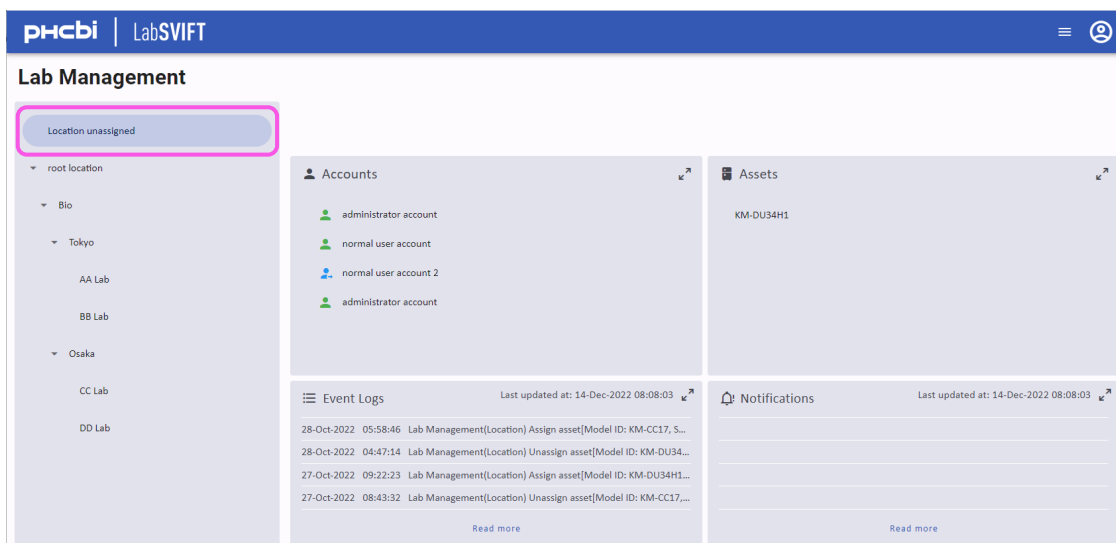
Use the Administrator account to register a new account. For more information on the operation, refer to "6.2 Setting the Administrator Account with the Root Account" (page 6-4).

### 6.4.2 Setting the Account to Location

Set up an accessible account for each registered location.

#### Steps

1. From the "Portal" screen or hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.
2. In the Location tree, select [Location unassigned].



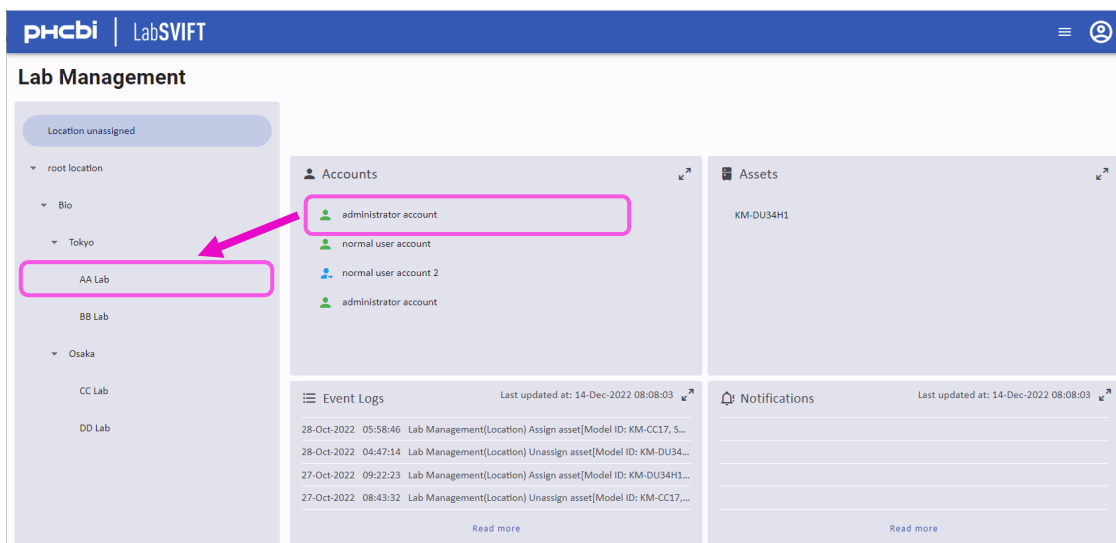
The registered accounts are listed in the Account list.

#### Tips

- The Account list displays the accounts that are not set up for the location. In other words, accounts that are already configured for one of the locations are not listed.

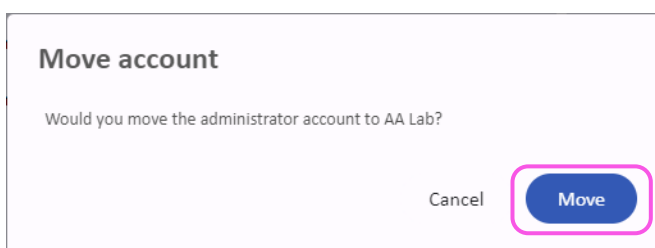


- From the Account list, drag the account you want to set up and drop on the location in the Location tree.



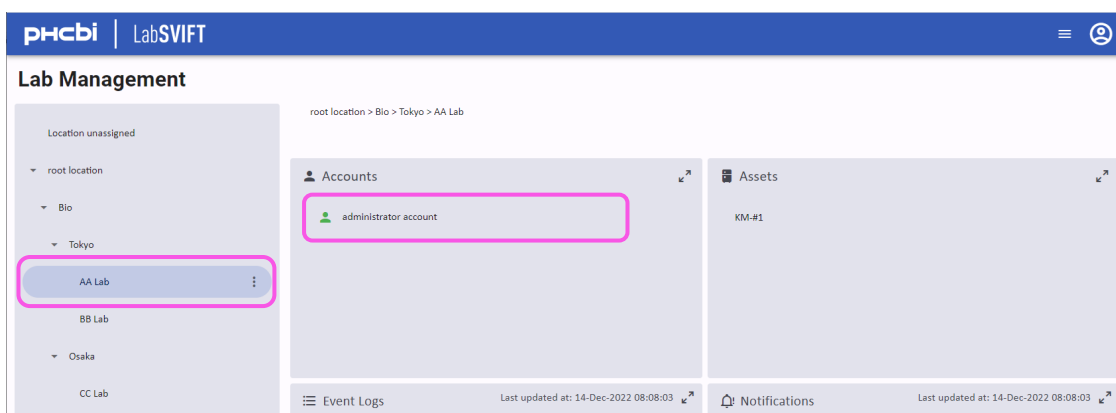
A confirmation dialog appears.

- Click the [Move] button.



The selected account moves from [Location unassigned] to the location you dragged and dropped the account to.

- In the Location tree, select the destination location for the account, and verify that the account has been added to the Account list.



## 6.4.3 Displaying the Account List

You can display a list of registered accounts. You can narrow down the displayed list of accounts by specifying conditions.

### Steps

- From the "Portal" screen or hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.
- Click the expand button for the Account list.

The screenshot shows the Lab Management interface. On the left is a navigation tree with 'PHC-Gunma' selected. The main area is divided into three sections: 'Accounts', 'Assets', and 'Event Logs'. The 'Accounts' section is expanded, showing a list of accounts including 'demo admin', 'Demo Tech4', 'Demo user1', and 'Shinj from TechService'. A pink box highlights the expand button (a small 'x' icon) in the top right corner of the Accounts list. The 'Assets' section shows 'No asset'. The 'Event Logs' section shows a list of recent events with timestamps and descriptions. A 'Notifications' section is also visible with a red badge indicating 15 notifications.




The "Account Management" screen appears, listing all accounts except the Root account.

The screenshot shows the Account Management interface. On the left is a navigation tree with 'PHC-Gunma' selected. The main area displays a table of accounts. The table has columns for Status, Name, Location, Email, Cell phone, and Role. The accounts listed are: demo admin (Administrator), Demo Tech1 (Administrator), Demo Tech2 (Administrator), Demo Tech3 (Administrator), Demo Tech4 (Administrator), Demo Tech5 (Administrator), Demo user1 (Administrator), Demo user2 (Administrator), Demo user3 (Administrator), and Demo user4 (Administrator). The 'demo admin' account is highlighted. There are 'Export' and 'Invite a new user' buttons at the top right. A search bar is at the bottom left. The footer shows '© PHC Corporation All rights reserved.'

Status	Name ↑	Location	Email	Cell phone	Role
Administrator	demo admin	PHC-Gunma > PHCNA			Administrator
Administrator	Demo Tech1	PHC-Gunma			Administrator
Administrator	Demo Tech2	PHC-Gunma			Administrator
Administrator	Demo Tech3	PHC-Gunma			Administrator
Administrator	Demo Tech4	PHC-Gunma			Administrator
Administrator	Demo Tech5	PHC-Gunma			Administrator
Administrator	Demo user1	PHC-Gunma			Administrator
Administrator	Demo user2	PHC-Gunma > Labo-A-01 > A-02			Administrator
Administrator	Demo user3	PHC-Gunma > Labo-A-01 > A-02			Administrator
Administrator	Demo user4	PHC-Gunma			Administrator

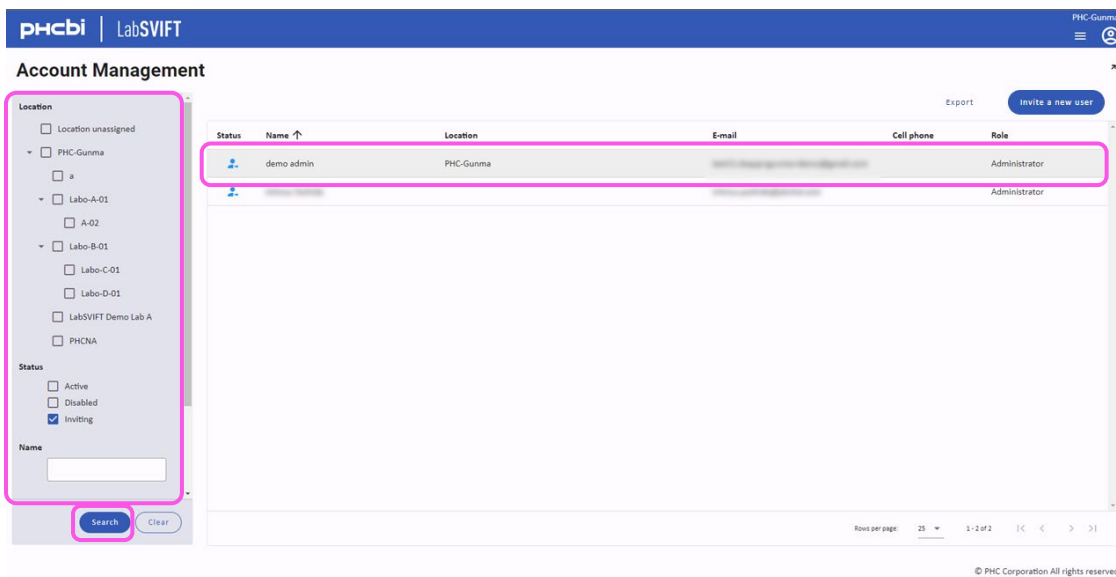
## Tips

- Clicking the title field of the list, you can change the display order in ascending and descending order for each item.
- The [Status] icon indicates the status by corresponding colors.

Icon	Status	Description
	Active	The account is active.
	Disabled	The account is disabled.
	Inviting	Indicates that the account invitation e-mail was sent, but the formal password has not been registered with the account.

- [Location] indicates the locations to which each user account is granted access.

- To refine the conditions, check the desired conditions in the sidebar on the left side of the screen, and then click the [Search] button.



The screenshot shows the 'Account Management' page. On the left, a sidebar contains filters for 'Location' (PHC-Gunma, Labo-A-01, Labo-B-01, Labo-C-01, Labo-D-01, LabSVIFT Demo Lab A, PHCNA) and 'Status' (Active, Disabled, Inviting). The 'Inviting' status is selected. Below the sidebar is a search input field and a 'Search' button. The main table displays user accounts with columns: Status, Name, Location, E-mail, Cell phone, and Role. The first row, 'demo admin', is highlighted with a pink box. The table also shows a 'demo admin' entry below it. At the bottom right, there is a footer: '© PHC Corporation All rights reserved.'

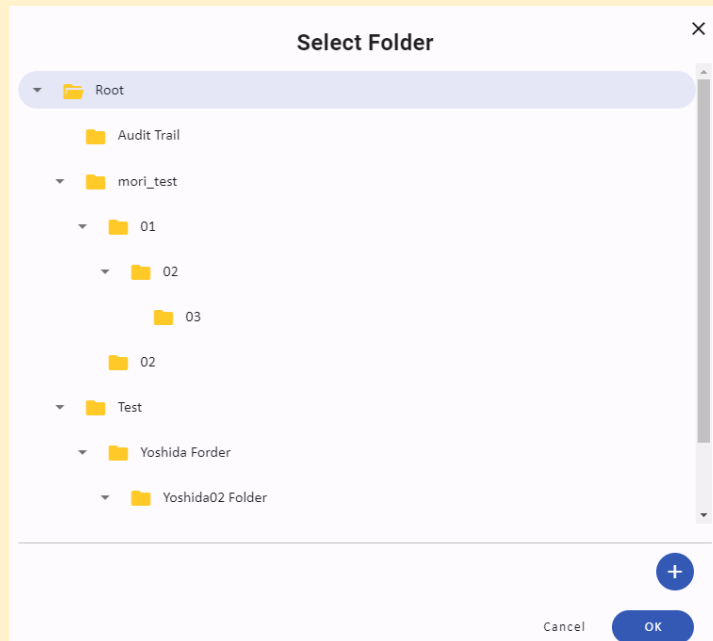
The accounts that match your search conditions are displayed in the list.

## Tips

- By clicking [Export], you can select between [Download] and [Export to Document Management].

When selecting [Download], you can download the accounts that match the search condition in a csv format file.

When selecting [Export to Document Management], the "Select Folder" screen appears. You can output the accounts that match the search condition to the folder specified in this screen.



## 6.4.4 Editing the Account

You can edit the account.

### Steps

1. From the "Portal" screen or hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.
2. Click the expand button for the Account list.  
The "Account Management" screen appears, listing all accounts except the Root account. As needed, narrow down the accounts you want to edit.
3. Select the account you want to edit, and then click the [⋮] button.

The screenshot displays the "Account Management" screen. On the left, there is a "Location" sidebar with a tree view showing a hierarchy from PHC-Gurma down to PHCNA. Below this is a "Status" section with checkboxes for Active, Disabled, and Inviting, and a "Name" search field. The main area is a table with the following data:

Status	Name ↑	Location	Email	Cell phone	Role
Active	demo.admin	PHC-Gurma > PHCNA	demo.admin@phc.com		Administrator
Active	demo.tech1	PHC-Gurma	demo.tech1@phc.com		Administrator
Active	demo.tech2	PHC-Gurma	demo.tech2@phc.com		Administrator
Active	demo.tech3	PHC-Gurma	demo.tech3@phc.com		Administrator
Active	demo.tech4	PHC-Gurma	demo.tech4@phc.com		Administrator
Active	demo.tech5	PHC-Gurma	demo.tech5@phc.com		Administrator
Active	demo.user1	PHC-Gurma	demo.user1@phc.com		Administrator
Active	demo.user2	PHC-Gurma > Labo-A-01 > A-02	demo.user2@phc.com		Administrator
Active	demo.user3	PHC-Gurma > Labo-A-01 > A-02	demo.user3@phc.com		Administrator
Active	demo.user4	PHC-Gurma	demo.user4@phc.com		Administrator

At the bottom right of the table, there is a "Rows per page" dropdown set to 25, and a pagination indicator showing "1 - 25 of 44".

The "Edit Account Settings" screen appears.

4. Edit the account information, and then click the [OK] button.

A confirmation dialog appears.

Item	Required	Description
Location		Displays the path of the location to which the account is configured. If configured for multiple locations, all the locations are listed.
Name	✓	Enter the account name.
E-mail		Displays the e-mail address of the account. This item is the same as the web application login ID.
Country code	✓	Specify the country code for the phone number. Click the [▼] button to select from the pull-down menu. When using SMS for the notification, this item is required.
Cell phone	✓	Enter the contact phone number of the user. When using SMS for the notification, this item is required.
Role	✓	Click [▼] to select a role. Normally, either [Administrator] or [User] can be selected for the role, but be sure to select [Administrator] here.
Status	✓	Select the account status. [Active]: The account is active. [Disabled]: The account is disabled. [Inviting]: Indicates that the account invitation e-mail was sent, but the formal password has not been registered with the account.

Item	Required	Description
Send Notifications	✓	<p>Select whether to receive notifications from various functions provided by the web application.</p> <p>You can activate items of [Notification details] by clicking the toggle button to ON, and select the function to receive the notification.</p> <p>[Email] and [SMS] are available for you to receive the notification, and you can individually set ON/OFF for each option.</p> <p>[System]: Select to receive notifications of system maintenance, maintenance plan, etc.</p> <p>[Lab Management]: Select to receive notifications about devices.</p> <p>[Monitoring]: Select to receive notifications about monitoring.</p> <p>[Ticket]: Select to receive notifications about tickets.</p>

**Tips**

- Depending on the contract details of the service, you may not be able to turn ON [SMS] with [Notification details] items in [Send Notifications].

**5.** Click the [Update] button.

**Confirmation**

Do you want to update user information?

Cancel
Update

The selected account is updated.

## 6.4.5 Deleting the Account

You can delete the account.

### Steps

1. From the "Portal" screen or hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.
2. Click the expand button for the Account list.  
The "Account Management" screen appears, and a list of all the registered accounts is displayed. As needed, narrow down the accounts you want to delete.
3. Select the account you want to delete, and then click the [⋮] button.

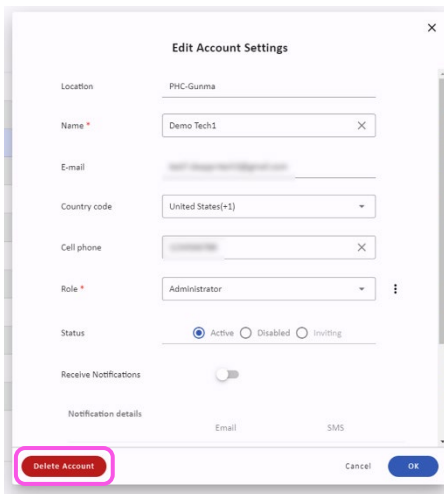
The screenshot displays the "Account Management" screen. On the left, there is a "Location" filter tree with options like "PHC-Gunma", "Labo-A-01", "Labo-B-01", "Labo-C-01", "Labo-D-01", "LabSVIFT Demo Lab A", and "PHCNA". Below this is a "Status" filter with "Active", "Disabled", and "Inviting" options, and a "Name" search field with "Search" and "Clear" buttons. The main area is a table with the following columns: Status, Name, Location, E-mail, Cell phone, and Role. The table contains several rows, with "Demo Tech1" highlighted in blue. A pink box highlights the three-dot menu icon (⋮) in the rightmost column of the "Demo Tech1" row. The bottom right of the table shows "Rows per page: 25" and "1 - 23 of 44".

Status	Name	Location	E-mail	Cell phone	Role
Active	Demo Admin	PHC-Gunma > PHCNA	demo.admin@phc.com		Administrator
Active	Demo Admin	PHC-Gunma	demo.admin@phc.com		Administrator
Active	Demo Admin	PHC-Gunma	demo.admin@phc.com		User
Active	demo.admin	PHC-Gunma	demo.admin@phc.com		Administrator
Active	Demo Tech1	PHC-Gunma	demo.tech1@phc.com		Administrator
Active	Demo Tech2	PHC-Gunma	demo.tech2@phc.com		Administrator
Active	Demo Tech3	PHC-Gunma	demo.tech3@phc.com		Administrator
Active	Demo Tech4	PHC-Gunma	demo.tech4@phc.com		Administrator
Active	Demo Tech5	PHC-Gunma	demo.tech5@phc.com		Administrator
Active	Demo user1	PHC-Gunma	demo.user1@phc.com		Administrator
Active	Demo user2	PHC-Gunma > Labo-A-01 > A-02	demo.user2@phc.com		Administrator
Active	Demo user3	PHC-Gunma > Labo-A-01 > A-02	demo.user3@phc.com		Administrator
Active	Demo user4	PHC-Gunma	demo.user4@phc.com		Administrator

The "Edit Account Settings" screen appears.



4. Click the [Delete Account] button.



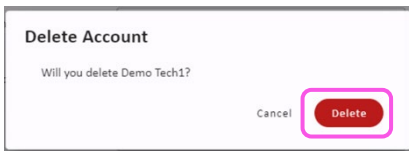
The screenshot shows a dialog box titled "Edit Account Settings" with a close button (X) in the top right corner. The dialog contains several fields and options:

- Location: PHC-Gunma
- Name \*: Demo Tech1 (with a clear X button)
- Email: [Redacted]
- Country code: United States(+1) (dropdown)
- Cell phone: [Redacted] (with a clear X button)
- Role \*: Administrator (dropdown)
- Status:  Active  Disabled  Inviting
- Receive Notifications:
- Notification details: Email, SMS

At the bottom, there are three buttons: "Delete Account" (highlighted with a red circle), "Cancel", and "OK".

A confirmation dialog appears.

5. Click the [Delete] button.



The screenshot shows a confirmation dialog titled "Delete Account". The text inside reads "Will you delete Demo Tech1?". At the bottom, there are two buttons: "Cancel" and "Delete" (highlighted with a red circle).

The selected account is deleted.

## 6.5 Device Settings

For each location registered in the Location tree, set up the devices to be monitored. You can list, edit, or delete the devices that are set up.

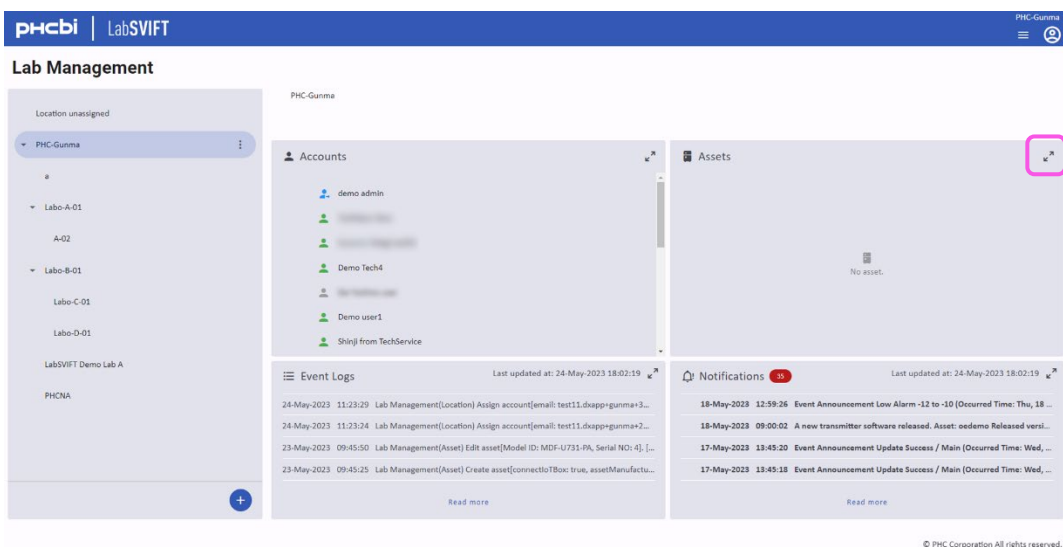
### 6.5.1 Registering the Device

There are two ways to register the device: registering each device, and performing a batch registration using a registration file prepared in advance. This section explains the method to register each device. For more information about the batch registration, refer to "6.5.2 Batch Registration of Devices" (page 6-32).

At the time when a device is registered, only a part of the device information is configured. You will set up detailed information after the registration. For the detailed settings of device information, refer to "6.5.6 Editing the Device" (page 6-40).

#### Steps

1. From the "Portal" screen or hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.
2. Click the expand button for the Asset list.



The "Asset Management" screen appears.

### 3. Click the [Create Asset] button.

The screenshot shows the LabSVIFT Asset Management interface. At the top right, there are buttons for 'Export', 'Import', and 'Create Asset'. The 'Create Asset' button is highlighted with a red box. Below the buttons is a table of assets. The table has columns for Name, Type, Location, Model No., Serial No., Device ID, Model No., Serial No., Status, Interface Channel 1, and Interface Channel 2. The table contains several rows of asset data, including GNM-503\_001, Gnm703\_up02, GNM-TEST-702..., HIDa-PP-01, HIDa-PP-02, HIDa-PP-03, HIDa-PP-04, HIDa-PROXY-TE..., HIDa-TEST-05, HO50\_T\_DU70..., and HO50\_T\_MPR... The bottom right corner of the interface shows 'Rows per page: 25' and '1 - 25 of 53'.

The "New Asset" screen appears.

### 4. Enter necessary information.

#### New Asset

1. Will you be monitoring this asset?

Yes, I will be monitoring this asset
  No, I am only manage this asset

2. Select the asset Manufacturer.

PHCbi product
  Others

3. Input the asset informations.

Model No. \*

Serial No.

Name \*

4. Input the IoTBox informations.

Model No. \*

Serial No. \*

Passcode \*

5. Check the appropriate checkbox for the interface you will be using and enter the Channel Name. Check both if you will use both the interfaces.

Ch1 Name

Ch2 Name

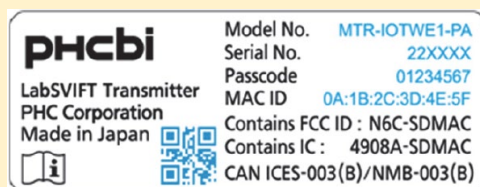
Cancel

Item	Required	Description	
1. Will you be monitoring this asset?	✓	Select whether to monitor the device you are going to register. <ul style="list-style-type: none"> <li>● When setting as object of monitoring Select "Yes, I will be monitoring this asset".</li> <li>● When performing registration only Select "No. I am only manage this asset".</li> </ul>	
2. Select the asset Manufacturer.	✓	Select whether the device you are registering is PHCbi or a third-party device. Even for PHCbi product, when monitoring by connecting an external sensor only, select "Others" as for a third-party product. <ul style="list-style-type: none"> <li>● For PHCbi product Select "PHCbi product".</li> <li>● For third party product Select "Others".</li> </ul>	
3. Input the asset information.	✓	Enter the information of the device you are registering.	
	Model No.	✓	Enter the part number of the device you are registering. When you selected "PHCbi product" for "2. Select the asset Manufacturer", click the "▼" button and select from the pull-down menu.
	Serial No.	✓	Enter the serial number of the device you are registering.
	Name	✓	Enter the name of the device you are registering. Because the name is used as the display name in the Monitoring tree, we recommend you to use an asset management ID or nickname that is easy to identify.
4. Input the Transmitter information.	✓	Enter the information of transmitter that is connected to the device you are registering. This item is hidden when you selected "No. I am only manage this asset" for "1. Will you be monitoring this asset?".	
	Model No.	✓	Click the "▼" button, and select the part number of the transmitter to register from the pull-down menu.
	Serial No.	✓	Enter the serial number of the transmitter you are registering.
	Passcode	✓	Enter the passcode of the transmitter you are registering.

Item	Required	Description
5. Check the appropriate checkbox for the interface you will be using and enter the Channel Name.  Check both if you will use both the interfaces.		Enter the name of the external sensor that you are connecting to the transmitter.  You can connect up to two external sensors to the transmitter. Ch1 and Ch2 are available as the transmitter connection terminals, so enter the name corresponding to each connection sensor.  This item is hidden when you selected "No. I am only manage this asset" for "1. Will you be monitoring this asset?".
Ch1 Name		When you have connected an external sensor to the Ch1 terminal of the transmitter, check this checkbox and enter the name of the sensor.
Ch2 Name		When you have connected an external sensor to the Ch2 terminal of the transmitter, check this checkbox and enter the name of the sensor.

## Tips

- When you want to monitor the device you registered by selecting "No. I am only manage this asset" for [1. Will you be monitoring this asset?], you can start monitoring by adding a transmitter.
- The transmitter model No., serial No., and passcode can be found on the label attached to the transmitter itself.



5. Click the [OK] button.



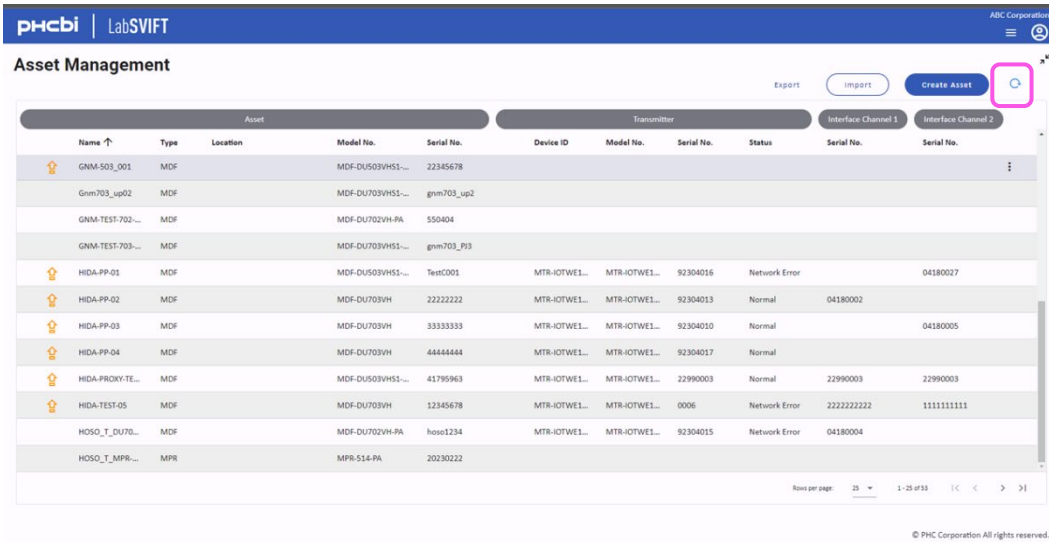
A confirmation dialog appears.

6. Click the [OK] button.

The "Asset Management" screen appears.

7. Wait a moment, then click the "Reload" button.

To the list in the "Asset Management" screen, the registered monitoring device is added.



The screenshot shows the 'Asset Management' interface. At the top right, there are buttons for 'Export', 'Import', 'Create Asset', and a refresh icon (a circular arrow) which is highlighted with a pink box. Below the buttons is a table with columns for 'Asset' (Name, Type, Location, Model No., Serial No.) and 'Transmitter' (Device ID, Model No., Serial No., Status, Interface Channel 1, Interface Channel 2). The table contains several rows of asset data, including GNM-503\_001, GNM-TEST-702, HIDA-PP-01, HIDA-PP-02, HIDA-PP-03, HIDA-PP-04, HIDA-PROXY-TE..., HIDA-TEST-05, HOSO\_T\_DU70..., and HOSO\_T\_MPR... The status of these assets varies, with some showing 'Network Error' and others 'Normal'. At the bottom right of the table, there is a 'Rows per page' dropdown set to '25' and a pagination indicator '1 - 25 of 53'.

#### Tips

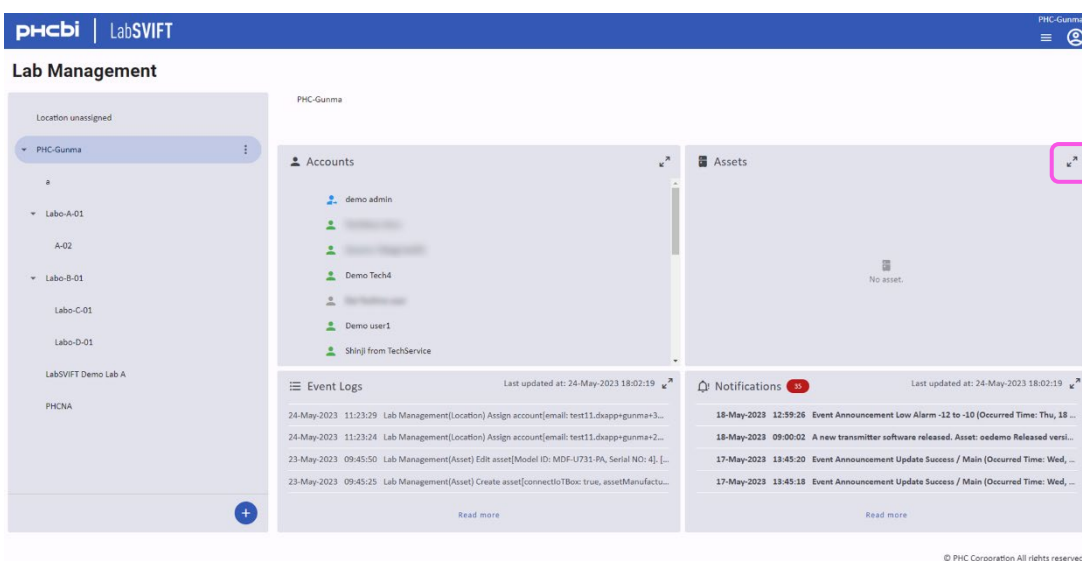
- It takes a few moments for the added device to be registered in the web application, so wait a little while before performing step 7.

## 6.5.2 Batch Registration of Devices

You can import the device registration information file to perform a batch registration of devices. For how to create the registration information file, refer to "6.5.3 Creating the Registration Information File" (page 6-34).

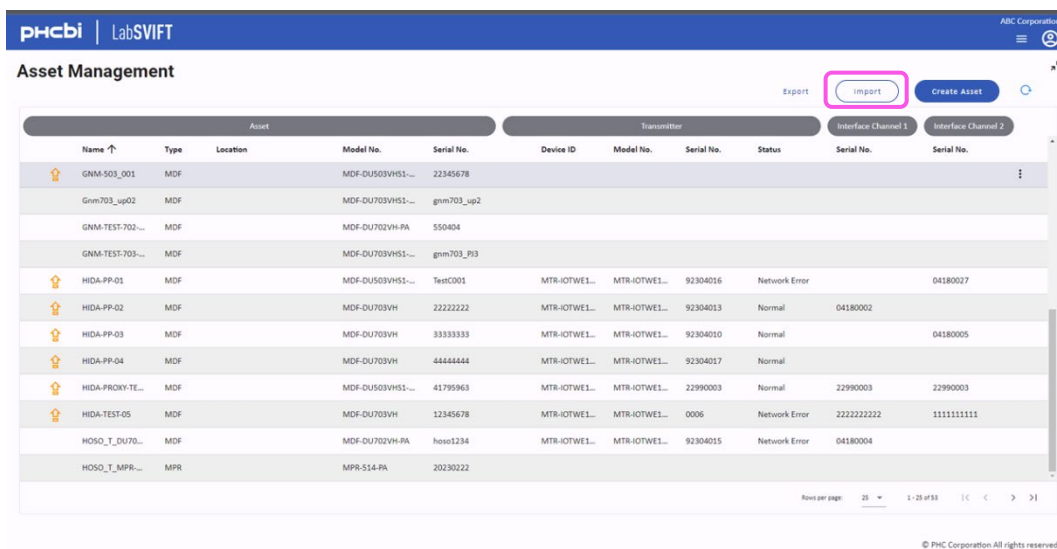
### Steps

1. From the "Portal" screen or hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.
2. Click the expand button for the Asset list.



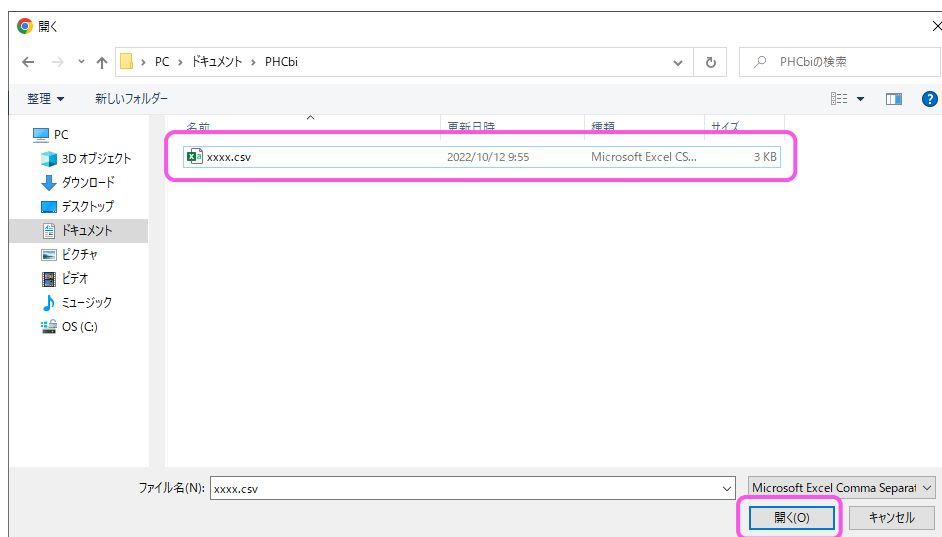
The "Asset Management" screen appears.

3. Click the [Import] button.



The file selection screen of Windows appears.

4. Select the device registration information file, and then click the [Open] button.



To the list in the "Asset Management" screen, the imported devices are added.



## 6.5.3 Creating the Registration Information File

You can register devices in a batch by creating the device registration information file. For more information about the device batch registration, refer to "6.5.2 Batch Registration of Devices" (page 6-32).

### Creation Method

Use a spreadsheet, etc. to store the information below for each device in a single line, and save the data in the CSV format.

- The first line is handled as a header line, and the second line and after are the data line.
- Use UTF-8 for the character encoding of the file.
- The maximum number of CSV records is 50.

Item (header)	Required	Type	Description
With/without transmitter	✓	number	Enter a numeric value to indicate with or without a transmitter use. 0: Not used 1: Used
Asset manufacturer	✓	number	Enter a numeric value to indicate whether the device you are registering is a PHCbi or third-party device. 0: PHCbi product 1: Third-party product
Asset Model No	✓	string	Enter the part number of the device you are registering.
Asset Local Model No	✓	string	Enter the destination part number of the device you are registering. When "With/without transmitter" is set to "1", and the device to register is connected via USB, you can skip the entry.
Asset Serial No	✓	string	Enter the serial number of the device you are registering. When "With/without transmitter" is set to "1", and the device to register is connected via USB, you can skip the entry.
Asset Name	✓	string	Enter the name of the device you are registering. Because the name is used as the display name in the Monitoring tree, we recommend you to use an asset management ID or nickname that is easy to identify.
Transmitter Model No	✓	string	Enter the part number of the transmitter you are registering.
Transmitter Serial No	✓	string	Enter the serial number of the transmitter you are registering.
Transmitter Passcode	✓	string	Enter the passcode of the transmitter you are registering.

Item (header)	Required	Type	Description
Ch1 Name		string	When you have connected an external sensor to the Ch1 terminal of the transmitter, enter the name of the sensor.
Ch2 Name		string	When you have connected an external sensor to the Ch2 terminal of the transmitter, enter the name of the sensor.

**Tips** ● The transmitter model No., serial No., and passcode can be found on the label attached to the transmitter itself.

## Example

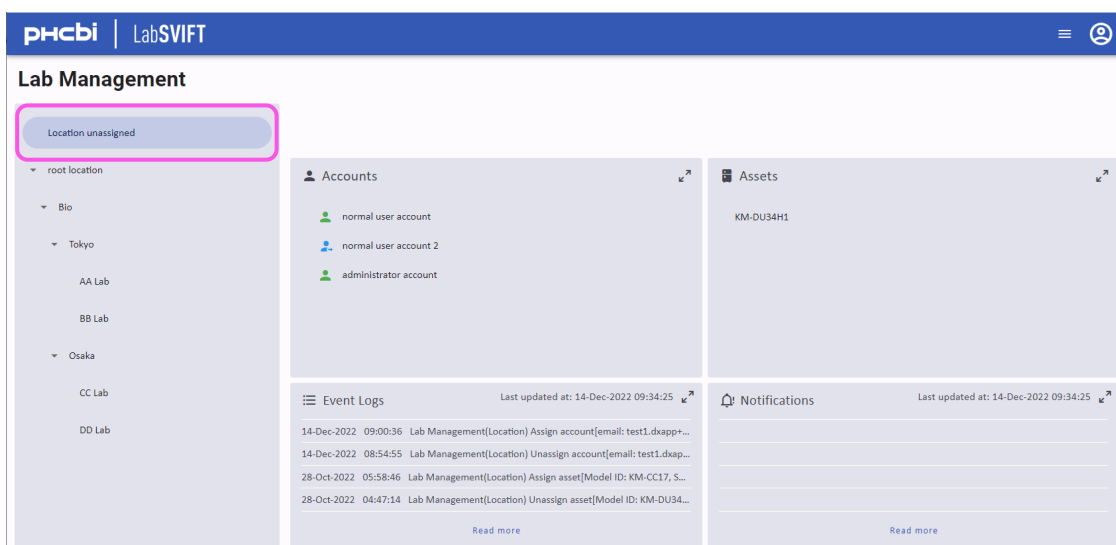
	A	B	C	D	E	F	G	H	I	J	K	L
	Transmitter 有無	Asset メーカー	Asset Model No	Asset Local Model No	Asset Serial No	Asset Name	Transmitter Model No	Transmitter Serial No	Transmitter Passcode	接続インタフェース数	Ch1 Name	Ch2 Name
1												
2	1		0XXXXXXXXXXXX		ZZZZZZZZZ	Test01	TransmitterXXX1		1234567		0	
3	1		0XXXXXXXXXXXX		ZZZZZZZZZ	Test02	TransmitterXXX1		1234567		0	
4	1		0XXXXXXXXXXXX		ZZZZZZZZZ	Test03	TransmitterXXX1		1234567		0	
5	1		0XXXXXXXXXXXX		ZZZZZZZZZ	Test04	TransmitterXXX1		1234567		0	
6	1		0XXXXXXXXXXXX		ZZZZZZZZZ	Test05	TransmitterXXX1		1234567		0	
7	1		0XXXXXXXXXXXX		ZZZZZZZZZ	Test06	TransmitterXXX1		1234567		0	
8	1		0XXXXXXXXXXXX		ZZZZZZZZZ	Test07	TransmitterXXX1		1234567		0	
9	1		0XXXXXXXXXXXX		ZZZZZZZZZ	Test08	TransmitterXXX1		1234567		0	
10	1		0XXXXXXXXXXXX		ZZZZZZZZZ	Test09	TransmitterXXX1		1234567		0	
11	1		0XXXXXXXXXXXX		ZZZZZZZZZ	Test10	TransmitterXXX1		1234567		0	
12												

## 6.5.4 Setting the Device to Location

For each location that is registered, set up the devices to be monitored.

### Steps

1. From the "Portal" screen or hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.
2. In the Location tree, select [Location unassigned].

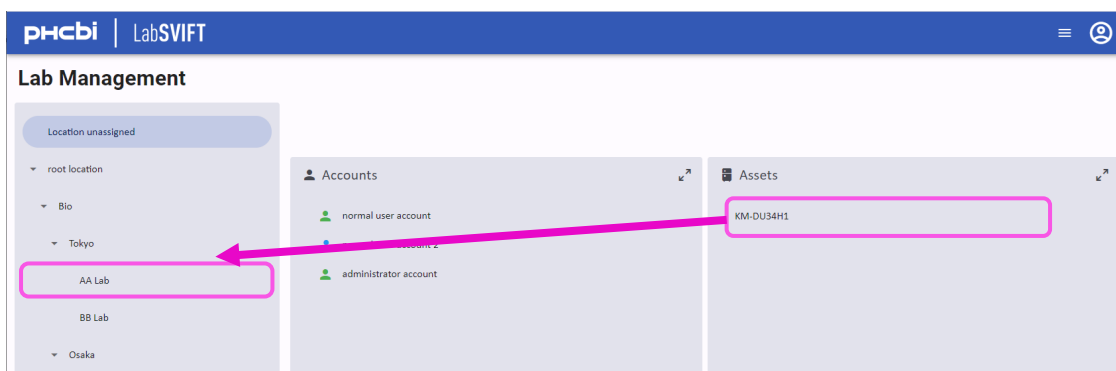


The registered devices are listed in the Assets list.

### Tips

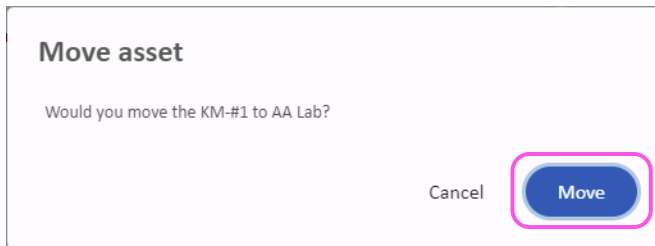
- The Assets list displays the devices that are not set up for the location. In other words, devices that are already configured for one of the locations are not listed.

3. From the Assets list, drag the device you want to set up and drop on the location in the Location tree.



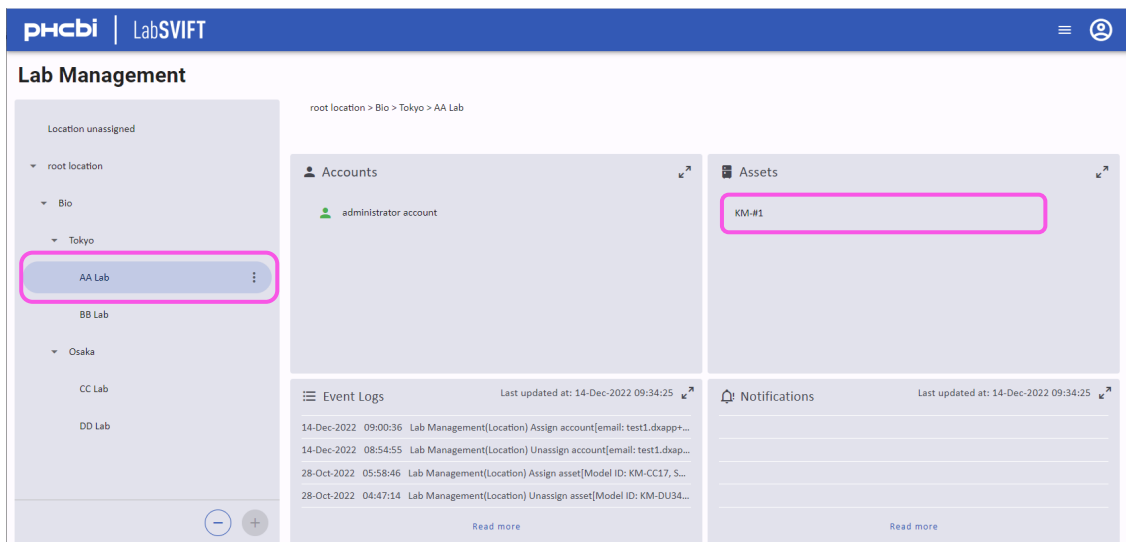
A confirmation dialog appears.

- Click the [Move] button.



The selected device moves from [Location unassigned] to the location you dragged and dropped the device to.

- In the Location tree, select the destination location for the device, and verify that the device has been added to the Assets list.



## 6.5.5 Displaying the Device List

For each registered location, you can display a list of devices that belong to the location.

### Steps

1. From the "Portal" screen or hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.
2. Click the expand button for the Assets list.

The screenshot shows the Lab Management interface. On the left, there is a sidebar with a tree view of locations: PHC-Gunma, Labo-A-01, Labo-B-01, Labo-C-01, Labo-O-01, LaboSVIFT Demo Lab A, and PHCNA. The main area is divided into three sections: Accounts, Assets, and Event Logs. The Assets section is currently empty, showing "No asset." A pink box highlights the expand button (a small 'x' icon) in the top right corner of the Assets section. Below the Assets section is a Notifications section with a red badge indicating 20 notifications. The interface is titled "Lab Management" and "PHC-Gunma".

The "Asset Management" screen appears, listing all the registered devices.

The screenshot shows the Asset Management interface. At the top, there are buttons for "Export", "Import", and "Create Asset". Below these is a table with columns for Name, Type, Location, Model No., Serial No., Device ID, Transmitter (Model No., Serial No.), Status, Interface Channel 1 (Serial No.), and Interface Channel 2 (Serial No.). The table contains several rows of device information. At the bottom right, there is a "Rows per page" dropdown set to 25 and a pagination indicator showing "1 - 7 of 7". The interface is titled "Asset Management" and "ABC Corporation".

Name	Type	Location	Model No.	Serial No.	Device ID	Transmitter Model No.	Transmitter Serial No.	Status	Interface Channel 1 Serial No.	Interface Channel 2 Serial No.
703	MDF	Test1 Office > Test2 Office	MDF-DU703VH-PA	shigaki-2023...						
703_Telemetry	MDF	Test1 Office > Test2 Office	MDF-DU703VH-PA	shigaki-2023...						
DU702VH-1	MDF	Test1 Office > Test2 Office	MDF-DU702VH-PA	00001	system_test_...	MTR-IOTWE...	000005	Normal		
DU702VH-2	MCO	Test1 Office > Test2 Office	MCO-170AC-PA	00002	system_test_...	MTR-IOTWE...	000006	Network Error	200001	200002
MCO-SAC	MCO		MCO-SAC-PA	shigaki-0907...	system_test_...	MTR-IOTWE...	000001	Network Error		
MDF-MUS490H	MDF		MDF-MUS490H-PA	shigaki-2023...	system_test_...	MTR-IOTWE...	000003	Network Error		
MPR-S163	MPR		MPR-S163-PA	shigaki-0907...	system_test_...	MTR-IOTWE...	000002	Normal		

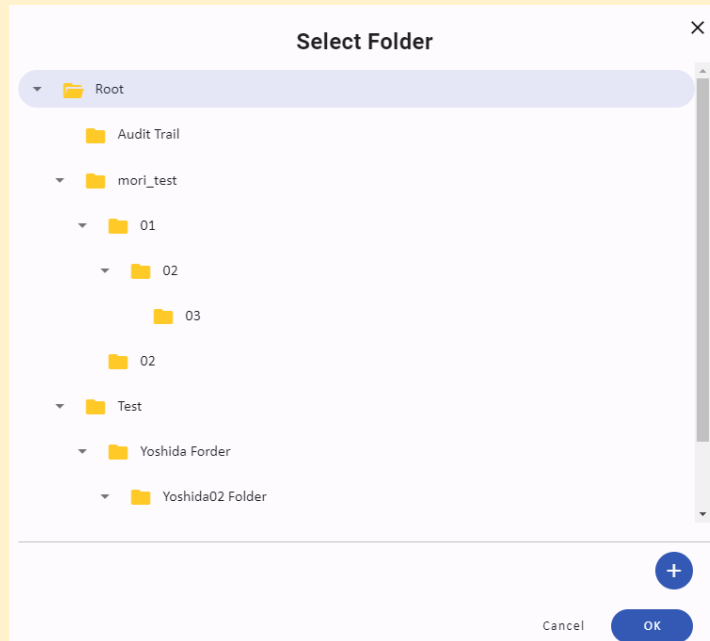
## Tips

- Clicking the title field of the list, you can change the display order in ascending and descending order for each item.
- By clicking [Export], you can select between [Download] and [Export to Document Management].

When selecting [Download], you can download all the devices in a csv format file.

When selecting [Export to Document Management], the "Select Folder" screen appears.

You can output all the devices to the folder specified in this screen.



## 6.5.6 Editing the Device

You can edit the device information.

### Steps

1. From the "Portal" screen or hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.
2. Click the expand button for the Asset list.  
The "Asset Management" screen appears, listing all the registered devices.
3. Select the device you want to edit, click the [⋮] button, and then select [Show Detail] from the pull-down menu.

Asset Management										
Asset					Transmitter			Interface Channel 1		Interface Channel 2
Name ↑	Type	Location	Model No.	Serial No.	Device ID	Model No.	Serial No.	Status	Serial No.	Serial No.
703	MDF	Test1 Office > Test2 Office	MDF-DU703VH-PA	shigaki-2023...						
703_Telemetry	MDF	Test1 Office > Test2 Office	MDF-DU703VH-PA	shigaki-2023...						
DU702VH-1	MDF	Test1 Office > Test2 Office	MDF-DU702VH-PA	00001	system_test_...	MTR-IOTWE...	000005	Normal		
DU702VH-2	MCO	Test1 Office > Test2 Office	MCO-170AC-PA	00002	system_test_...	MTR-IOTWE...	000006	Network Error	200001	
MCO-SAC	MCO		MCO-SAC-PA	shigaki-0907...	system_test_...	MTR-IOTWE...	000001	Network Error		
MDF-MUS480H	MDF		MDF-MUS480H-PA	shigaki-2023...	system_test_...	MTR-IOTWE...	000003	Network Error		
MPR-S163	MPR		MPR-S163-PA	shigaki-0907...	system_test_...	MTR-IOTWE...	000002	Normal		

The "Asset Detail" screen appears.

The "Asset Detail" screen consists of the [Asset], [Transmitter], [CH1], and [CH2] tabs. In each tab, you can use the side menu to switch screens for each item, and go to the edit screen for each screen.

For more information about each screen, refer to "6.5.7 Details of Asset Detail" (page 6-42).

#### Tips

- Each of the [Transmitter], [CH1], and [CH2] tabs is displayed only when a corresponding item is connected.

4. From the tab and side menu, select the item you want to edit to switch the screen, and then click the [Edit] button on each screen.

The screenshot shows the 'Asset Detail' window for device 'DEMO-703VH' located at 'Test1 Office'. The main content area is divided into two columns of input fields. The left column includes fields for Manufacturer, Asset Type (MDF), Model Name, Model No. (MDF-DU703VH), Serial No. (4008884), Asset manager, and Last Maintenance. The right column includes fields for F/W Version (1.0.0), Panel F/W Version (1.0.0), Usage, Process, Department, and Notes. A side menu on the left contains 'Asset Information', 'Purchase Information', and 'Asset Setting', with 'Asset Setting' highlighted. A blue 'Edit' button is located at the bottom right of the main content area. The device image on the right is labeled 'MDF-DU703VH' and 'Asset Status: Running'.

The edit screen for the selected item appears.

#### Tips

- From the [Asset] tab side menu, selecting [Asset Setting] will change the settings of the device itself. Therefore, instead of the [Edit] button, the [Change Settings] button will be displayed.

5. Edit the necessary information, and then click the [OK] button.

This close-up shows the bottom right corner of the edit screen. It features a 'Cancel' button and a blue 'OK' button, which is highlighted with a pink rectangular box.

The content of your edit is applied, and the [OK] button changes to the [Edit] button.

6. To edit other items, repeat steps 4 to 5.  
7. When you finish editing, click the [X] button.

The screenshot shows the 'Asset Detail' window with the 'Notification settings' tab selected. The 'Sensitivity' section features a slider with three positions: 'Low', 'Middle', and 'High'. The slider is currently positioned at 'Low'. Below the slider, there is a note: 'If a disconnection occurs, the system will automatically try to reconnect. During any network disconnection, telemetry data is stored in the transmitter. Once the connection is reestablished, this data is seamlessly sent again to ensure no information is lost.' A side menu on the left shows 'Data Delay Detection Level Setting' selected. A blue 'OK' button is located at the bottom right. The device image on the right is labeled 'MDF-DU703VH' and 'Asset Status: Running'. A pink box highlights the 'X' close button in the top right corner of the window.

The "Asset Management" screen appears with the device information updated.



## 6.5.7 Details of Asset Detail

You can check and edit device information in detail on the "Asset Detail" screen. For how to check and edit on the "Asset Detail" screen, refer to "6.5.6 Editing the Device" (page 6-40).

### Common Items on the Screen

Item	Possible to edit	Description
Name	✓	Enter the name of the device.
Location		Displays the path of the location to which the device belongs. This item cannot be edited.
Device image picture	✓	<p>Displays an image picture of the device.</p> <p>Click in the display area and click [Upload image] to display the file selection screen of Windows. On this screen, select the image file you wish to show the image picture.</p> <p>If an image is already shown, you can revert to a standard image by clicking in the display area and clicking [Delete image].</p>
Asset Status:	✓	<p>Specify the operating status of the device.</p> <p>Click the [▼] button to select the operating status from the pull-down menu.</p> <ul style="list-style-type: none"> <li>● Running Specify this item when the system is in operation.</li> <li>● Stop Specify if you are not using the device. When you specify [Stop], notification about the parameters of this device stops.</li> </ul> <p>This item becomes available for editing only when you have selected [Asset Information] in the [Asset] tab.</p>

## Asset-Asset Information

Asset Detail ✕

Name DEMO-703VH
Location Test1 Office

Asset
Transmitter
CH1
CH2
Notification settings

- Asset Information
- Purchase Information
- Asset Setting

Manufacturer	<input type="text"/>	F/W Version	<input type="text" value="1.0.0"/>
Asset Type	<input type="text" value="MDF"/>	Panel F/W Version	<input type="text" value="1.0.0"/>
Model Name	<input type="text"/>	Usage	<input type="text"/>
Model No.	<input type="text" value="MDF-DU703VH"/>	Process	<input type="text"/>
Serial No.	<input type="text" value="4008884"/>	Department	<input type="text"/>
Asset manager	<input type="text"/>	Notes	<input type="text"/>
Last Maintenance	<input type="text"/>		



MDF-DU703VH

Asset Status:  
Running

Edit

Item	Possible to edit	Description
Manufacturer	✓	Enter the name of the device manufacturer.
Asset Type	✓	Enter the type of the device.
Model Name	✓	Enter the product name of the device.
Model No.		Displays the part number of the device.
Serial No.		Displays the serial number of the device.
Asset Manager	✓	Enter the administrator of the device.
Last Maintenance	✓	Enter the most recent date on which device maintenance was performed.
FW Version		Displays the firmware version of the device.
Panel FW Version		Displays the firmware version of the device control panel.
Usage	✓	Enter the usage of the device.
Process	✓	Enter the process that uses the device.
Department	✓	Enter the department that uses the device.
Notes	✓	Enter supplementary information.

## Asset-Purchase Information

**Asset Detail**

Name DEMO-703VH Location Test1 Office

Asset    Transmitter    CH1    CH2    Notification settings

---

Asset Information

**Purchase Information**

Asset Setting

Supplier

Supplier Phone no.

Supplier Email

Representative

Purchase Date

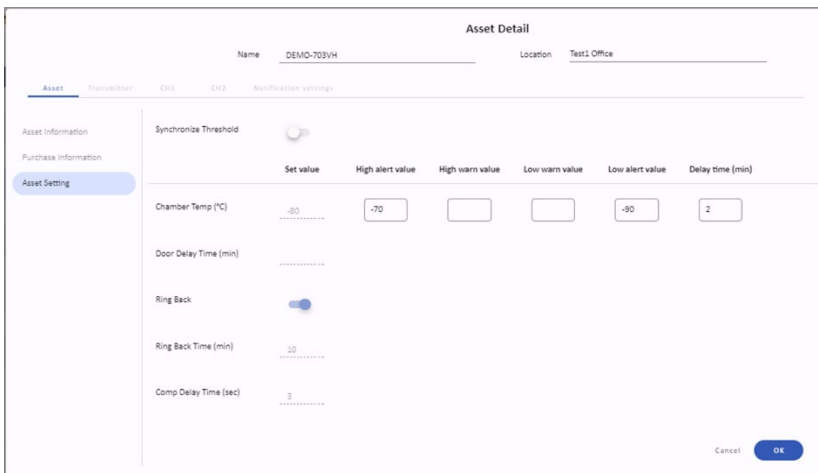
Installation Date

Warranty End

Cancel

Item	Possible to edit	Description
Supplier	✓	Enter the device supplier.
Supplier Phone no.	✓	Enter the phone number of the device supplier.
Supplier Email	✓	Enter the e-mail address of the device supplier.
Representative	✓	Enter the phone number of the device supplier representative.
Purchase Date	✓	Enter the date of the device purchase.
Installation Date	✓	Enter the date of the device installation.
Warranty End	✓	Enter the expiration date for the device warranty.

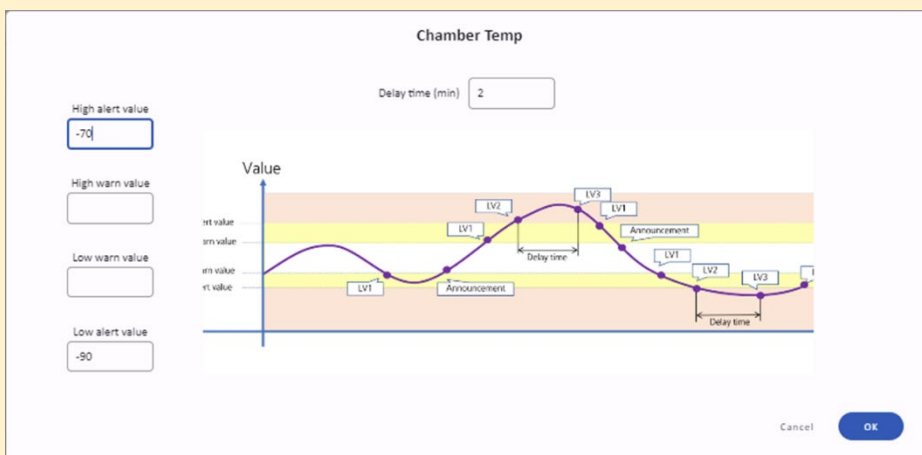
## Asset-Asset Setting



Item	Possible to edit	Description
Synchronize Threshold	✓	When the switch is turned ON, you can synchronize the threshold set on the device with the threshold set on the service. This item cannot be applied if the switch is not activated.
Chamber Temp (°C)	✓	The displayed items vary depending on the selected device. Enter a threshold for each of the display items. As for the threshold, enter the one specified for each device. When you click the input section for High alert value and others, the screen for inputting a threshold appears.
Door Delay Time (min)		
Ring Back		
Ring Back Time (min)		
Comp Delay Time (sec)		





### Tips

- When you click the input section for High alert value and others, the screen for inputting a threshold appears.
- When you enter each threshold and click [OK], the screen for inputting the threshold closes, and the set value is reflected in each section for High alert value and others.



## Transmitter-General Information

Item	Possible to edit	Description
Model No.		Displays the part number of the transmitter.
Serial No.		Displays the serial number of the transmitter.
F/W Version		<p>Displays the firmware version of the transmitter and the firmware status.</p> <ul style="list-style-type: none"> <li>● latest version: Latest state</li> <li>● can be updated: Update is available</li> <li>● Updating: Update is in progress</li> </ul> <p>When [can be updated] is shown, the [Update] button is available. Click to display a confirmation dialog. Follow the prompts to update the firmware.</p>
Wireless (network module) F/W Version		<p>Displays the firmware version of the Wi-Fi and the firmware status.</p> <ul style="list-style-type: none"> <li>● latest version: Latest state</li> <li>● can be updated: Update is available</li> <li>● Updating: Update is in progress</li> </ul> <p>When [can be updated] is shown, the [Update] button is available. Click to display a confirmation dialog. Follow the prompts to update the firmware.</p>
Power		<p>Displays the power status of the transmitter.</p> <ul style="list-style-type: none"> <li>● being supplied: A state that power is being supplied</li> <li>● outage: A state that power is being supplied by the battery</li> </ul>

Item	Possible to edit	Description
Battery Level		Displays the remaining transmitter battery level using the battery icon color and message. <ul style="list-style-type: none"> <li>●  : battery-high</li> <li>●  : battery-medium</li> <li>●  The battery is low: battery-low</li> <li>●  The battery is empty: battery- empty</li> </ul>
Battery Level Notification	✓	Set whether to receive notification when the remaining battery level becomes low. To receive notification, turn the switch ON.
Purchase Date	✓	Enter the purchase date of the transmitter.
Installation Date	✓	Enter the installation date of the transmitter. If you enter a date earlier than the purchase date, an error will result.
Warranty End	✓	Enter the expiration date for the transmitter warranty. If you enter a date earlier than the purchase date, an error will result.

## Transmitter-Network Information

Item	Possible to edit	Description
Mac Address		Displays the MAC address of the transmitter.
Connection		Displays the network connection type of the transmitter. <ul style="list-style-type: none"> <li>● wireless: Wi-Fi connection</li> <li>● wired: LAN cable connection</li> </ul>
IP Address		Displays the IP address of the transmitter.
Subnet Mask		Displays the subnet mask of the transmitter.
Gateway Address		Displays the gateway address of the transmitter.
DNS		Displays the DNS of the transmitter.
DHCP Enable/Disable		Displays the DHCP status of the transmitter. <ul style="list-style-type: none"> <li>● Enable: DHCP is enabled</li> <li>● Disable: DHCP is disabled</li> </ul>

## CH1/CH2-CH Information

Item	Possible to edit	Description
Name	✓	Enter the sensor name.
Model No.		Displays the part number of the sensor.
Serial No.		Displays the serial number of the sensor.
Sensor Type		Displays the type of the sensor. <ul style="list-style-type: none"> <li>● PT</li> <li>● Thermistor</li> <li>● AD converter</li> </ul>
AD Convert Type		Displays the AD conversion type of the sensor. Click the [Select] button to display the AD conversion type setting screen and change the type.
Parameter Measured		Displays the measurement items of the sensor. When the sensor type is PT and Thermistor, [Temperature] is shown. For AD converter, perform settings on the AD conversion type setting screen.
Unit		Displays the units of measurement data. When the sensor type is PT and Thermistor, [°C] is shown. For AD converter, perform settings on the AD conversion type setting screen.
Decimal Digit	✓	Select the number of decimal places for the measurement data from the pull-down menu. The following three items are available in the pull-down menu. <ul style="list-style-type: none"> <li>● 1</li> <li>● 2</li> <li>● 3</li> </ul>
Purchase Date	✓	Enter the purchase date of the sensor.



Item	Possible to edit	Description
Installation Date	✓	Enter the installation date of the sensor. If you enter a date earlier than the purchase date, an error will result.
Warranty End	✓	Enter the expiration date for the sensor warranty. If you enter a date earlier than the purchase date, an error will result.
Calibration date		Displays the date of the sensor calibration.
Calibration due date		Displays the expiration date for the sensor calibration certificate.
Calibration due date notification	✓	From the pull-down menu, select how many months in advance you want to receive an alert for sensor calibration certificate expiration. The following six items are available in the pull-down menu. <ul style="list-style-type: none"> <li>● unnecessary: No alert is needed</li> <li>● 2 months: 2 months in advance</li> <li>● 3 months: 3 months in advance</li> <li>● 4 months: 4 months in advance</li> <li>● 5 months: 5 months in advance</li> <li>● 6 months: 6 months in advance</li> </ul>
Data acquire cycle (min)	✓	Set the interval of receiving measurement data from the sensor in the range from 1 to 30 minutes.
Notes	✓	Enter notes.

## CH1/CH2-CH Setting

Item	Possible to edit	Description
High alert value	✓	For the sensor measurement value, enter the upper limit for issuing an alert. When you click the input section, the screen for inputting a threshold appears.
High warn value	✓	For the sensor measurement value, enter the upper limit for issuing a warning. When you click the input section, the screen for inputting a threshold appears.
Low warn value	✓	For the sensor measurement value, enter the lower limit for issuing a warning. When you click the input section, the screen for inputting a threshold appears.
Low alert value	✓	For the sensor measurement value, enter the lower limit for issuing an alert. When you click the input section, the screen for inputting a threshold appears.
Delay time(min)	✓	Enter the time lag in minutes since the reaching of sensor measurement value to the alert value until the alert or warning is actually issued. When you click the input section, the screen for inputting a threshold appears.
Adjustment value	✓	When the switch is set to ON, you can specify the value to add to or subtract from the actual measurement value. The value can be specified in the range from 99.999 to -99.999. When the switch is not enabled, you cannot specify the value. When this value is specified, the value of "Sensor actual measurement value + This value" is shown on the monitoring screen, and used for determining alert and warning.

## Notification settings-Notification items

Asset Transmitter CH1 CH2 Notification settings

Notification Items

Data Delay Detection  
Level Setting

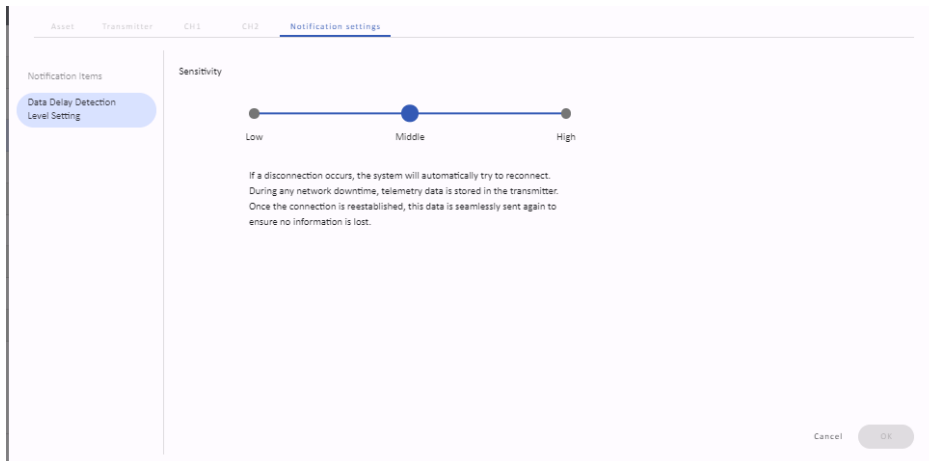
Announcement  LV1  LV2  LV3

If these checkboxes are not selected, you will not receive any notifications related to monitoring.

Cancel OK

Item	Possible to edit	Description
Announcement	✓	Check the notification types to be notified. You can select multiple notification types. For more information about notification types, refer to "2.5.1 Notification Type" (page 2-6).
LV1	✓	
LV2	✓	
LV3	✓	

## Notification settings-Data Delay Detection Level Setting



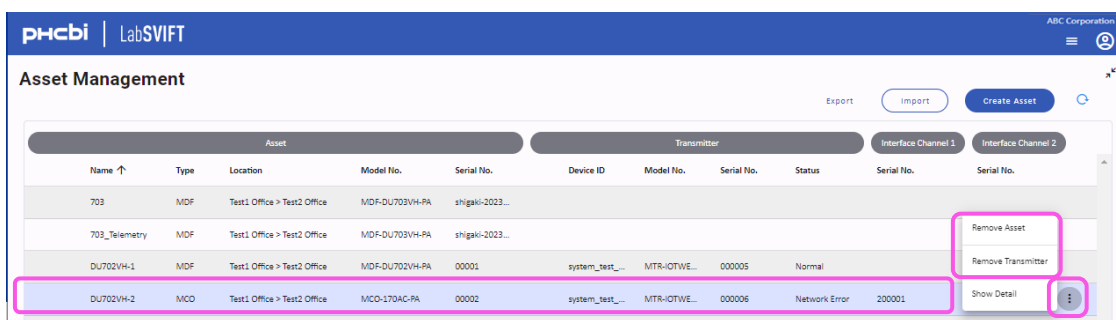
Item	Possible to edit	Description
Sensitivity	✓	<p>Sets the length of time from when the network is disconnected to when it is determined to be a network error in three levels.</p> <ul style="list-style-type: none"> <li>● Low: Low sensitivity</li> <li>● Middle: Normal sensitivity (default value)</li> <li>● High: High sensitivity</li> </ul> <p>When High is selected in a state where the devices are installed in a place with an unstable Wi-Fi signal, network errors may occur frequently.</p>

## 6.5.8 Removing the Device

You can remove the devices.

### Steps

1. From the "Portal" screen or hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.
2. Click the [⋮] button of the Asset list.  
The "Asset Management" screen appears, listing all the registered devices.
3. Select the device you want to remove, click the [⋮] button, and then select [Remove Asset] from the pull-down menu.

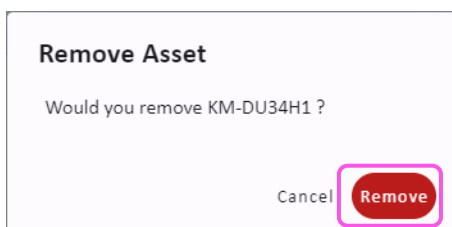


A confirmation dialog appears.

### Tips

- If you want to remove the transmitter only, select [Remove Transmitter] from the pull-down menu.
- When the sensor is removed from the transmitter, CH1 and CH2 are automatically deleted from [Interface Channel 1] and [Interface Channel 2] on this screen.
- If no transmitter has been added to the device, [Add Transmitter] is shown in the pull-down menu instead of [Remove Transmitter]. When you want to add a transmitter to the device, you can do so by selecting [Add Transmitter].

4. Click the [Remove] button.



The selected device, the transmitter connected to the device, and the CH1 and CH2 sensors connected to the transmitter will be removed.

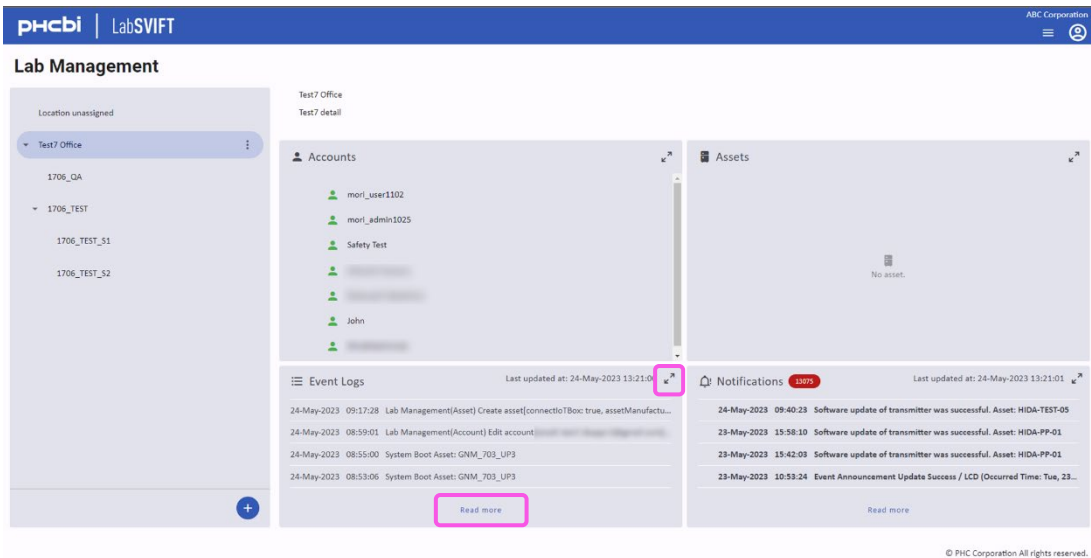
When you select [Remove Transmitter], the transmitter and the CH1 and CH2 sensors connected to the transmitter will be removed.

## 6.6 Checking the Event Log

You can check the history of events that occurred with accounts and devices belonging to the facility.

### Steps

1. From the "Portal" screen or hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.
2. In [Event Log], click either [Read more] or the expand icon.



The "Event Log" screen appears.

## 3. Check the event log.

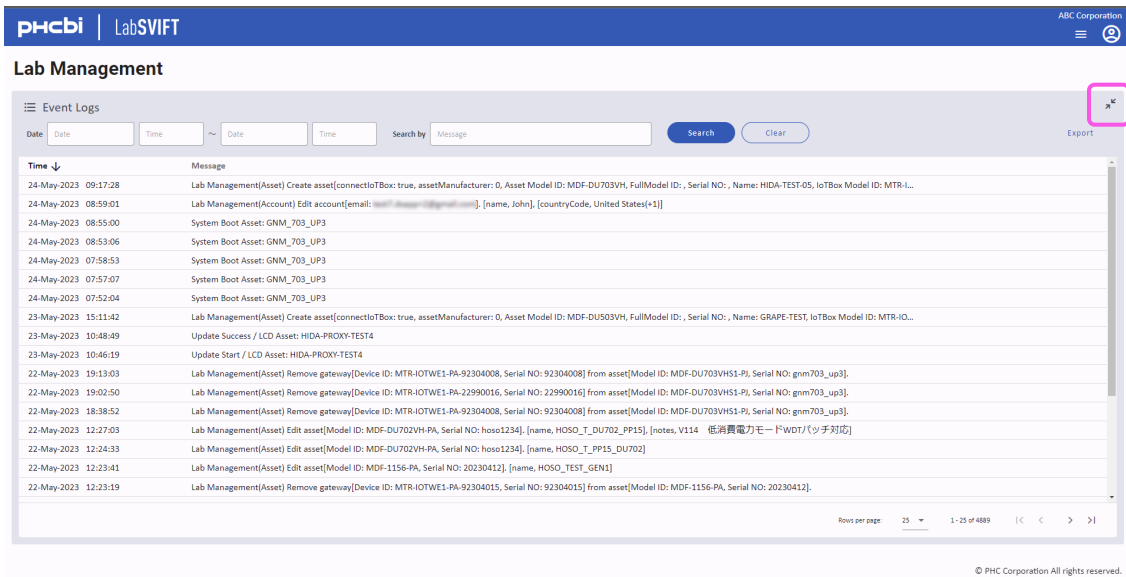
The screenshot displays the 'Event Logs' section of the Lab Management system. At the top, there is a search bar with fields for 'Date' (start and end), 'Time' (start and end), and 'Search by' (Message). A 'Search' button and a 'Clear' button are next to the search bar. An 'Export' button is located on the right side of the search bar. Below the search bar is a table of event logs. The table has columns for 'Time' and 'Message'. The messages include various system events such as 'Lab Management(Asset) Create asset', 'Lab Management(Account) Edit account', 'System Boot Asset', 'Update Success / LCD Asset', 'Update Start / LCD Asset', and 'Lab Management(Asset) Remove gateway'. At the bottom right of the table, there is a 'Rows per page' dropdown set to 25, and a page indicator '1 - 25 of 4889'. A copyright notice '© PHC Corporation All rights reserved.' is at the bottom right of the page.

## Tips

- By entering the search period for event occurrence date in [Date] and the message to search in [Search by] and then clicking the [Search] button, you can narrow down the history items to display.
- By clicking [Export], you can select between [Download] and [Export to Document Management].  
When selecting [Download], you can download the history in a csv format file.  
When selecting [Export to Document Management], the "Select Folder" screen appears.  
You can output the history to the folder specified in this screen.

The 'Select Folder' dialog box shows a hierarchical tree view of folders. The root folder is 'Root'. Under 'Root', there are several sub-folders: 'Audit Trail', 'mori\_test', '01', '02', '03', '02', 'Test', 'Yoshida Folder', and 'Yoshida02 Folder'. The '01' folder is expanded, showing its sub-folders '02' and '03'. The '02' folder is also expanded, showing its sub-folders '02' and '03'. At the bottom right of the dialog, there are 'Cancel' and 'OK' buttons, and a '+' button for adding new folders.

4. After checking the event log, click the shrink icon.



The screenshot shows the "Lab Management" interface with the "Event Logs" section active. The table displays a list of events with columns for "Time" and "Message". A red box highlights the "shrink" icon (a small square with a diagonal line) in the top right corner of the table area. The table content is as follows:

Time	Message
24-May-2023 09:17:28	Lab Management[Asset] Create asset[connectIoTBox:true, assetManufacturer: 0, Asset Model ID: MDF-DU703VH, FullModel ID:, Serial NO:, Name: HIDA-TEST-05, IoTBox Model ID: MTR-L...
24-May-2023 08:59:01	Lab Management[Account] Edit account[emal: [redacted], [name, John], [countryCode, United States(+1)]
24-May-2023 08:55:00	System Boot Asset: GNM_703_UP3
24-May-2023 08:53:06	System Boot Asset: GNM_703_UP3
24-May-2023 07:58:53	System Boot Asset: GNM_703_UP3
24-May-2023 07:57:07	System Boot Asset: GNM_703_UP3
24-May-2023 07:52:04	System Boot Asset: GNM_703_UP3
23-May-2023 15:11:42	Lab Management[Asset] Create asset[connectIoTBox:true, assetManufacturer: 0, Asset Model ID: MDF-DU503VH, FullModel ID:, Serial NO:, Name: GRAPE-TEST, IoTBox Model ID: MTR-IO...
23-May-2023 10:48:49	Update Success / LCD Asset: HIDA-PROXY-TEST4
23-May-2023 10:46:19	Update Start / LCD Asset: HIDA-PROXY-TEST4
22-May-2023 19:13:03	Lab Management[Asset] Remove gateway[Device ID: MTR-IOTWE1-PA-92304008, Serial NO: 92304008] from asset[Model ID: MDF-DU703VH51-P1, Serial NO: gnm703_up3].
22-May-2023 19:02:50	Lab Management[Asset] Remove gateway[Device ID: MTR-IOTWE1-PA-22990016, Serial NO: 22990016] from asset[Model ID: MDF-DU703VH51-P1, Serial NO: gnm703_up3].
22-May-2023 18:38:52	Lab Management[Asset] Remove gateway[Device ID: MTR-IOTWE1-PA-92304008, Serial NO: 92304008] from asset[Model ID: MDF-DU703VH51-P1, Serial NO: gnm703_up3].
22-May-2023 12:27:03	Lab Management[Asset] Edit asset[Model ID: MDF-DU702VH-PA, Serial NO: hoso1234], [name, HOSO_T_DU702_PP15], [notes, V114 低消費電力モジュール対応]
22-May-2023 12:24:33	Lab Management[Asset] Edit asset[Model ID: MDF-DU702VH-PA, Serial NO: hoso1234], [name, HOSO_T_PP15_DU702]
22-May-2023 12:23:41	Lab Management[Asset] Edit asset[Model ID: MDF-1156-PA, Serial NO: 20230412], [name, HOSO_TEST_GEN1]
22-May-2023 12:23:19	Lab Management[Asset] Remove gateway[Device ID: MTR-IOTWE1-PA-92304015, Serial NO: 92304015] from asset[Model ID: MDF-1156-PA, Serial NO: 20230412].

At the bottom of the table, there is a pagination control showing "Rows per page: 25" and "1 - 25 of 4889".

The "Lab Management" screen is displayed again.

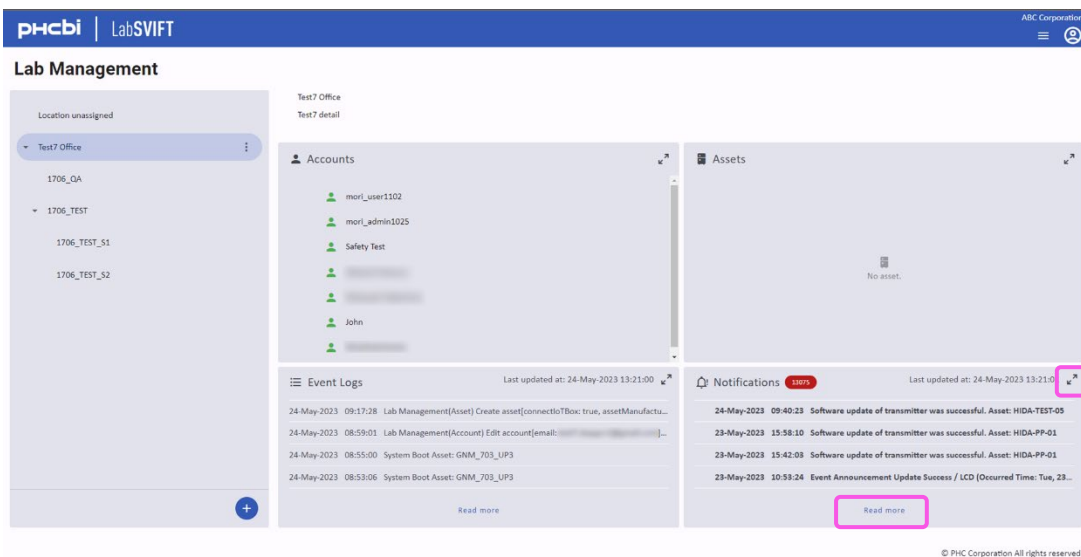


## 6.7 Checking the Notification

You can check the history of notifications relevant to the account and device.

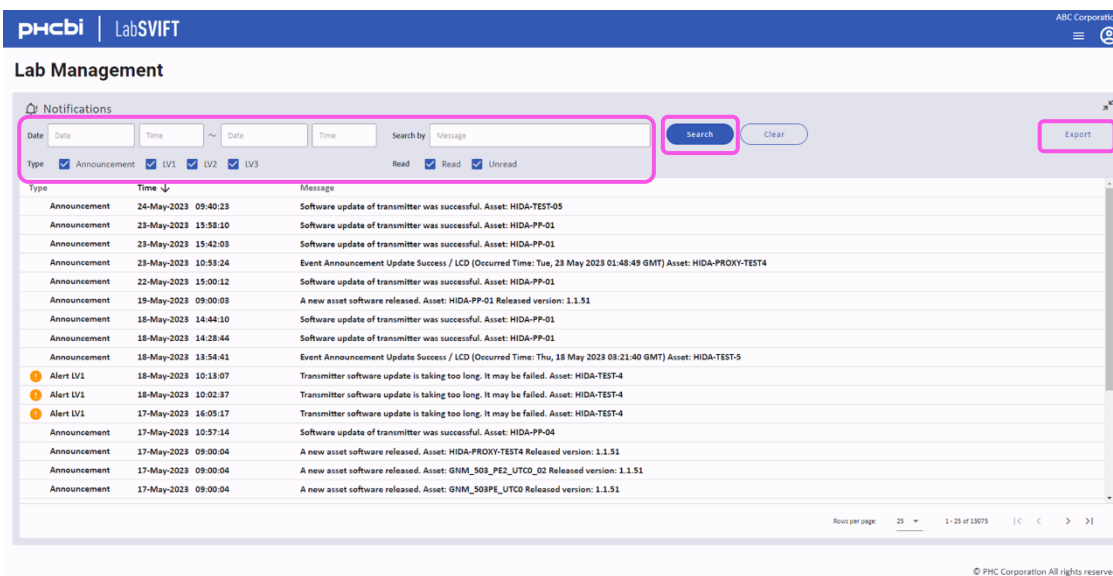
### Steps

1. From the "Portal" screen or hamburger menu, select [Lab Management].  
The "Lab Management" screen appears.
2. In [Notifications], click either [Read more] or the expand icon.



The "Notifications" screen appears.

## 3. Check the notifications.



The screenshot shows the 'Lab Management' interface with a 'Notifications' section. The search and filter controls are highlighted with a pink box. The search button and export button are also highlighted with pink boxes.

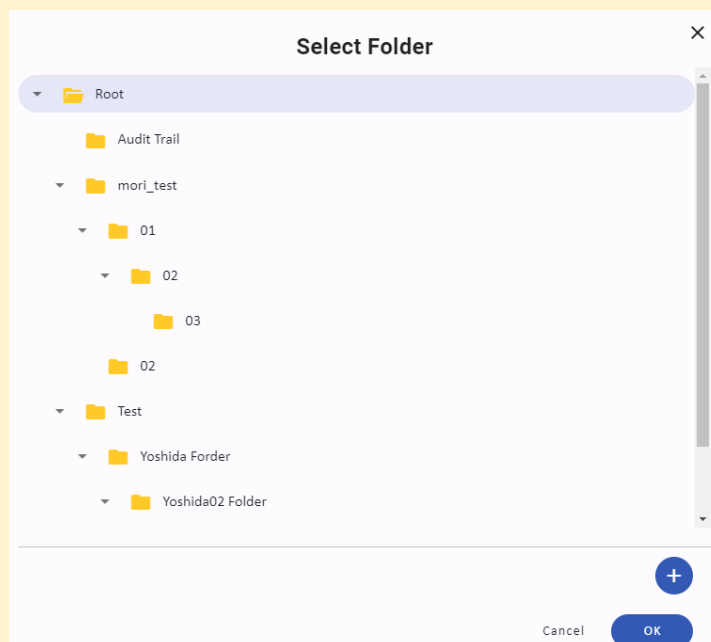
Type	Time	Message
Announcement	24-May-2023 09:40:23	Software update of transmitter was successful. Asset: HIDA-TEST-05
Announcement	23-May-2023 15:58:10	Software update of transmitter was successful. Asset: HIDA-PP-01
Announcement	23-May-2023 15:42:03	Software update of transmitter was successful. Asset: HIDA-PP-01
Announcement	23-May-2023 10:53:24	Event Announcement Update Success / LCD (Occurred Time: Tue, 23 May 2023 01:48:49 GMT) Asset: HIDA-PROXY-TEST4
Announcement	22-May-2023 15:00:12	Software update of transmitter was successful. Asset: HIDA-PP-01
Announcement	19-May-2023 09:00:03	A new asset software released. Asset: HIDA-PP-01 Released version: 1.1.51
Announcement	18-May-2023 14:44:10	Software update of transmitter was successful. Asset: HIDA-PP-01
Announcement	18-May-2023 14:28:44	Software update of transmitter was successful. Asset: HIDA-PP-01
Announcement	18-May-2023 13:54:41	Event Announcement Update Success / LCD (Occurred Time: Thu, 18 May 2023 03:21:40 GMT) Asset: HIDA-TEST-5
Alert LV1	18-May-2023 10:13:07	Transmitter software update is taking too long. It may be failed. Asset: HIDA-TEST-4
Alert LV1	18-May-2023 10:02:37	Transmitter software update is taking too long. It may be failed. Asset: HIDA-TEST-4
Alert LV1	17-May-2023 16:05:17	Transmitter software update is taking too long. It may be failed. Asset: HIDA-TEST-4
Announcement	17-May-2023 10:57:14	Software update of transmitter was successful. Asset: HIDA-PP-04
Announcement	17-May-2023 09:00:04	A new asset software released. Asset: HIDA-PROXY-TEST4 Released version: 1.1.51
Announcement	17-May-2023 09:00:04	A new asset software released. Asset: GNM_503_PE2_UTCO_02 Released version: 1.1.51
Announcement	17-May-2023 09:00:04	A new asset software released. Asset: GNM_503PE_UTCO Released version: 1.1.51

## Tips

- By entering the search period for event occurrence date in [Date] and the message to search in [Search by] and then clicking the [Search] button, you can narrow down the history items to display.
- For the search conditions, you can also specify the notification level and specify the read status with [Read] and [Unread].
- By clicking [Export], you can select between [Download] and [Export to Document Management].

When selecting [Download], you can download the history in a csv format file.

When selecting [Export to Document Management], the "Select Folder" screen appears. You can output the history to the folder specified in this screen.



The 'Select Folder' dialog box shows a tree view of folders. The folders are: Root, Audit Trail, mori\_test, 01, 02, 03, 02, Test, Yoshida Folder, and Yoshida02 Folder. The 'OK' button is highlighted.

4. After checking the notifications, click the shrink icon.

The screenshot displays the 'Lab Management' interface with a 'Notifications' panel. The panel includes search filters for date, time, and message, and checkboxes for notification types (Announcement, LV1, LV2, LV3) and read status (Read, Unread). The notification list contains various messages such as 'Software update of transmitter was successful' and 'Transmitter software update is taking too long'. A pink box highlights a 'shrink' icon in the top right corner of the notification panel.

Type	Time	Message
Announcement	24-May-2023 09:40:23	Software update of transmitter was successful. Asset: HIDA-TEST-05
Announcement	23-May-2023 15:58:10	Software update of transmitter was successful. Asset: HIDA-PP-01
Announcement	23-May-2023 15:42:03	Software update of transmitter was successful. Asset: HIDA-PP-01
Announcement	23-May-2023 10:53:24	Event Announcement Update Success / LCD (Occurred Time: Tue, 23 May 2023 01:48:49 GMT) Asset: HIDA-PROXY-TEST4
Announcement	22-May-2023 15:00:12	Software update of transmitter was successful. Asset: HIDA-PP-01
Announcement	19-May-2023 09:00:03	A new asset software released. Asset: HIDA-PP-01 Released version: 1.1.51
Announcement	18-May-2023 14:44:10	Software update of transmitter was successful. Asset: HIDA-PP-01
Announcement	18-May-2023 14:28:44	Software update of transmitter was successful. Asset: HIDA-PP-01
Announcement	18-May-2023 13:54:41	Event Announcement Update Success / LCD (Occurred Time: Thu, 18 May 2023 03:21:40 GMT) Asset: HIDA-TEST-5
Alert LV1	18-May-2023 10:13:07	Transmitter software update is taking too long. It may be failed. Asset: HIDA-TEST-4
Alert LV1	18-May-2023 10:02:37	Transmitter software update is taking too long. It may be failed. Asset: HIDA-TEST-4
Alert LV1	17-May-2023 16:05:17	Transmitter software update is taking too long. It may be failed. Asset: HIDA-TEST-4
Announcement	17-May-2023 10:57:14	Software update of transmitter was successful. Asset: HIDA-PP-04
Announcement	17-May-2023 09:00:04	A new asset software released. Asset: HIDA-PROXY-TEST4 Released version: 1.1.51
Announcement	17-May-2023 09:00:04	A new asset software released. Asset: GNM_503_PE2_UTCO Released version: 1.1.51
Announcement	17-May-2023 09:00:04	A new asset software released. Asset: GNM_503PE_UTCO Released version: 1.1.51

Rows per page: 25 1 - 25 of 13075

© PHC Corporation All rights reserved.

The "Lab Management" screen is displayed again.

# 7 Own Account

## 7.1 Overview of Own Account

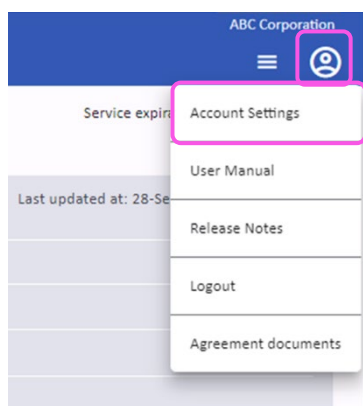
From the menu of the user icon, you can view and edit information of your own login account, change passwords, and edit notification settings for the login account. Also from the user icon menu, you can display the Instruction Manual, Release Notes, and Agreement documents.

### 7.1.1 Displaying the "Account Settings" Screen

Use the "Account Settings" screen to view and edit your own login account information, change password, and edit notification settings.

#### Steps

1. On any screen, click the user icon, and then select [Account Settings] from the pull-down menu.



The "Account Settings" screen appears.

## 7.2 Viewing and Editing Own Account

As needed, you can view and edit the login account details.

### Steps

1. On any screen, click the user icon, and then select [Account Settings] from the pull-down menu. The "Account Settings" screen appears.
2. In the side menu, click [General].

The screenshot shows the 'Account Settings' page. On the left, a side menu has 'General' highlighted with a pink box. The main area is titled 'Your Information' and contains the following fields:

Name	John
E-mail	john.doe@phc.com
Country code	United States(+1)
Cell phone	1234567890
Role	Administrator
Location	Test7 Office

An 'Edit' button is located in the top right corner of the main content area.

3. The "Your Information" screen appears. To edit the account, go to the next step.
4. Click the [Edit] button.

This screenshot is identical to the previous one, but the 'Edit' button in the top right corner is highlighted with a pink box.

The "Your Information" screen changes to the edit screen.

5. Enter necessary information.

The screenshot shows the 'Account Settings' page for 'PHCbi | LabSVIFT'. The 'Your Information' section is expanded, displaying the following fields and values:

- Name: John
- E-mail: [Redacted]
- Country code: United States(+1)
- Cell phone: [Redacted]
- Role: Administrator
- Location: Test7 Office

At the bottom right, there are 'Cancel' and 'OK' buttons. A copyright notice '© PHC Corporation All rights reserved.' is also present.

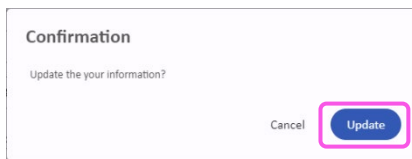
Item	Possible to edit	Description
Name	✓	Enter the account name. Do not leave this field blank because it is a required item.
E-mail		Displays the e-mail address of the account. This item is the same as the web application login ID.
Country code	✓	Specify the country code for the phone number. Click the [▼] button to select from the pull-down menu. When using SMS for the notification, this item is required.
Cell phone	✓	Enter the contact phone number of the account. When using SMS for the notification, this item is required.
Role		Displays the account role.
Location		Displays the path of the location to which the account is configured. If configured for multiple locations, all the locations are listed.

6. Click the [OK] button.



A confirmation dialog appears.

7. Click the [Update] button.



The "Your Information" screen changes to the view screen.

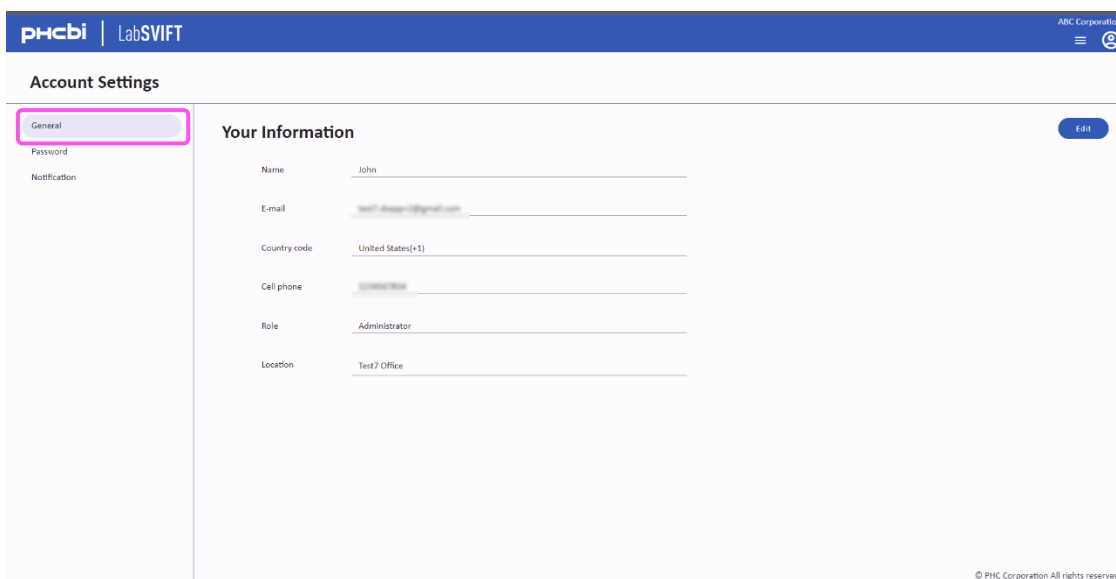
8. Use the hamburger menu to switch to the screen of your choice.

## 7.3 Changing the Password for Own Account

You can change the password for the login account.

### Steps

1. On any screen, click the user icon, and then select [Account Settings] from the pull-down menu. The "Account Settings" screen appears.
2. In the side menu, click [Password].



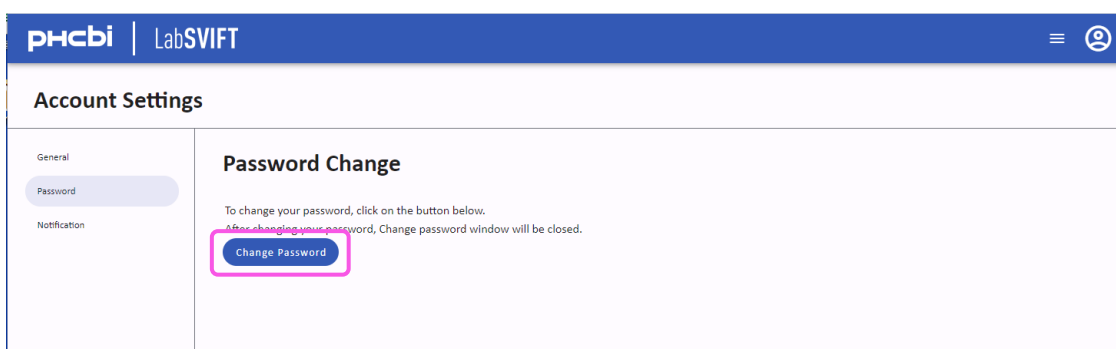
The screenshot shows the 'Account Settings' page for a user named John. The 'General' tab is selected in the left sidebar. The 'Your Information' section contains the following details:

Name	John
E-mail	john@phc.com
Country code	United States(+1)
Cell phone	(312) 555-1234
Role	Administrator
Location	Test7 Office

An 'Edit' button is visible in the top right corner of the 'Your Information' section.

The "Password Change" screen appears.

3. Click the [Change Password] button.



The screenshot shows the 'Account Settings' page with the 'Password' tab selected in the left sidebar. The 'Password Change' section contains the following text and a button:

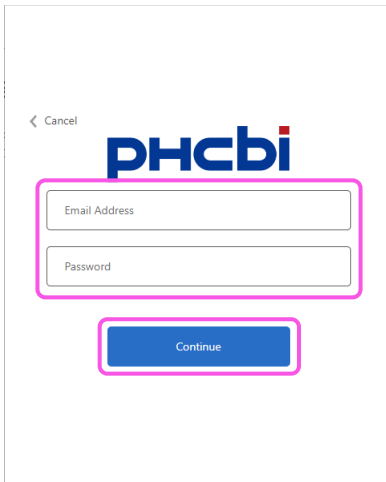
To change your password, click on the button below.  
 After changing your password, Change password window will be closed.

A 'Change Password' button is highlighted with a red box.

The "Password Change" screen appears.



4. Enter the e-mail address to [Email Address] and the current password to [Password], and then click the [Continue] button.



< Cancel

**PHCbi**

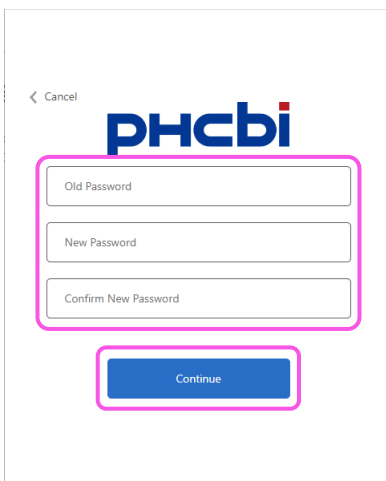
Email Address

Password

Continue

The next "Password Change" screen is displayed.

5. Enter your current password to [Old Password], and the new password into [New Password] and [Confirm New Password], and then click the [Continue] button.



< Cancel

**PHCbi**

Old Password

New Password

Confirm New Password

Continue

The "Password Change" screen appears.

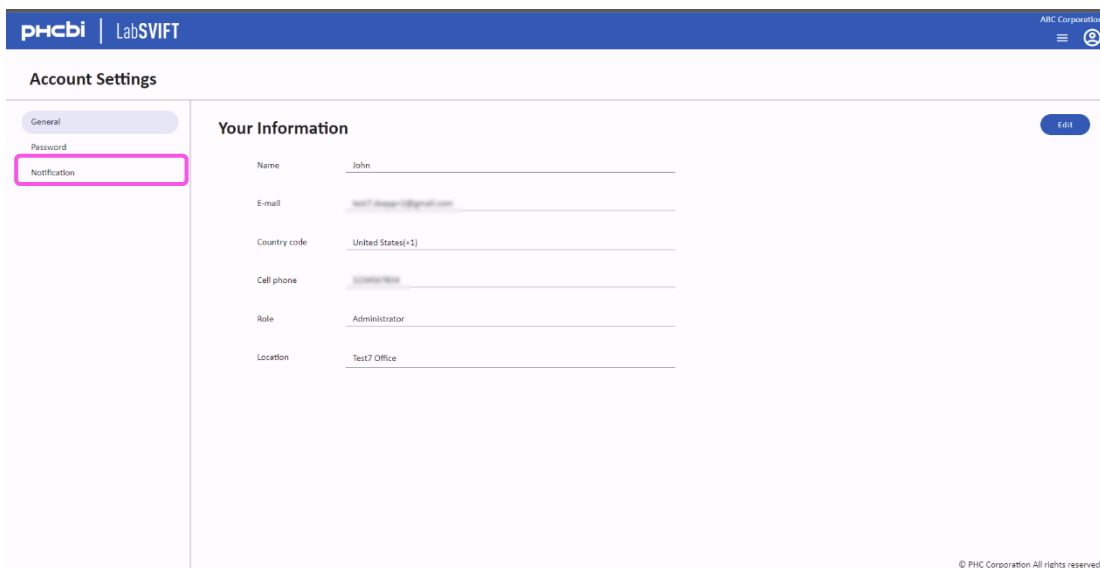
6. Use the hamburger menu to switch to the screen of your choice.

## 7.4 Viewing and Editing the Notification Settings

You can edit the notification settings for the account.

### Steps

1. On any screen, click the user icon, and then select [Account Settings] from the pull-down menu. The "Account Settings" screen appears.
2. In the side menu, click [Notification].



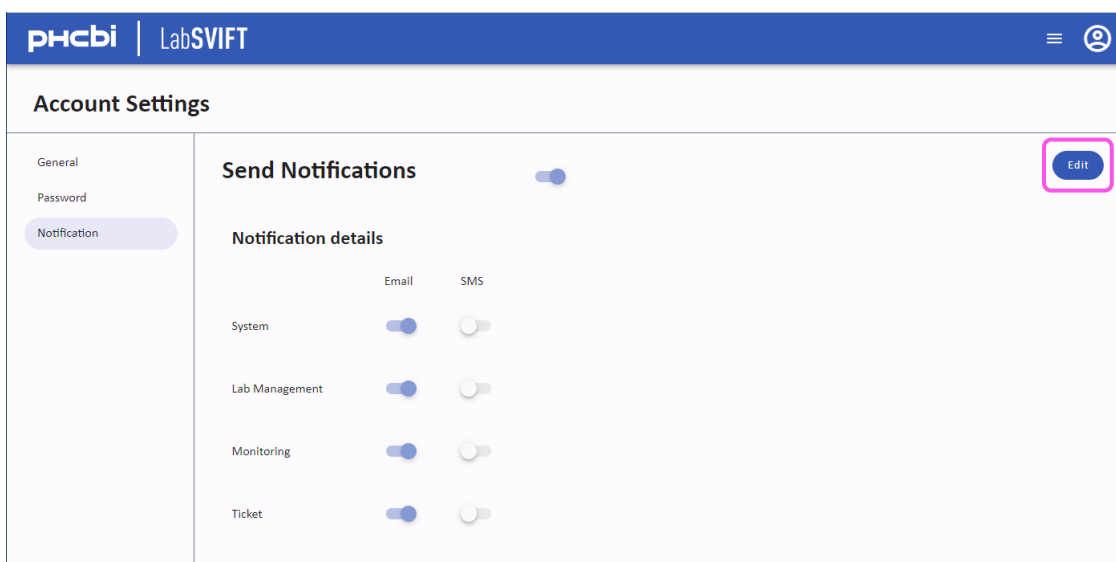
The screenshot shows the 'Account Settings' page for 'LabSVIFT'. The side menu on the left has 'Notification' highlighted with a pink box. The main content area is titled 'Your Information' and contains the following fields:

Name	John
E-mail	john.doe@phc.com
Country code	United States(+1)
Cell phone	1234567890
Role	Administrator
Location	Test7 Office

An 'Edit' button is visible in the top right corner of the 'Your Information' section.

The "Send Notifications" screen appears.

3. Click the [Edit] button.



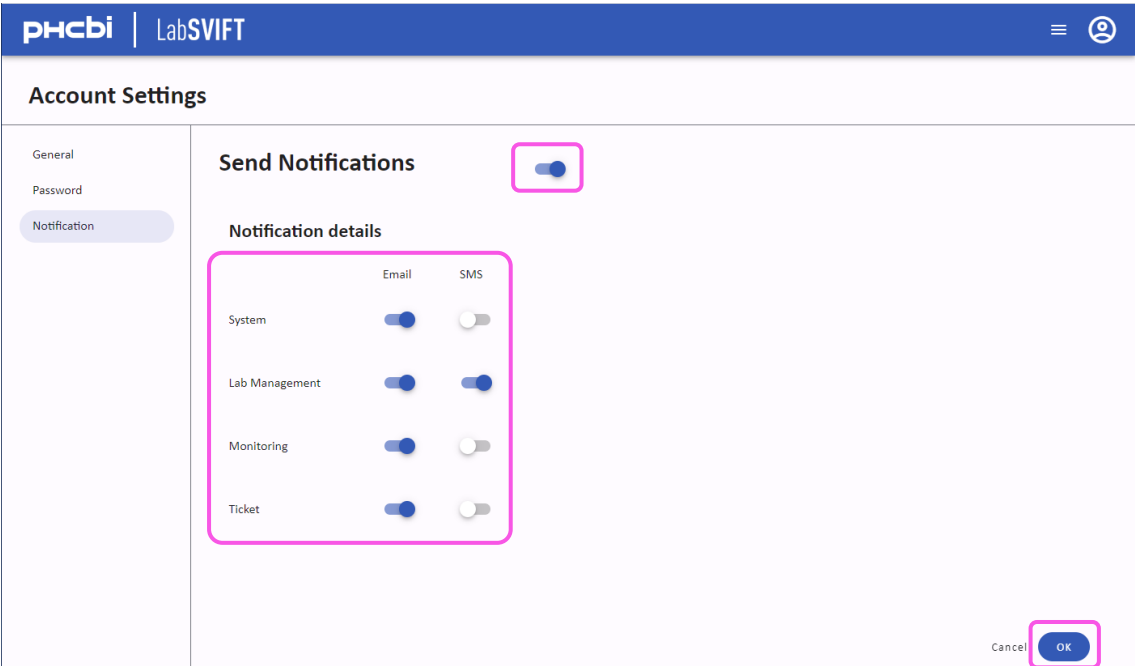
The screenshot shows the 'Send Notifications' screen. The side menu on the left has 'Notification' selected. The main content area is titled 'Send Notifications' and has a toggle switch that is currently turned on. Below this, there is a 'Notification details' section with the following table:

	Email	SMS
System	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lab Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monitoring	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ticket	<input checked="" type="checkbox"/>	<input type="checkbox"/>

An 'Edit' button is highlighted with a pink box in the top right corner of the 'Send Notifications' section.

The "Send Notifications" screen changes to the edit screen.

4. Edit the notification settings, and then click the [OK] button.



A confirmation dialog appears.

**Tips**

- Select whether to receive notifications from various functions provided by the web application.
- You can activate items of [Notification details] by clicking the toggle button of [Send Notifications] to ON, and select the function to receive the notification.
- [Email] and [SMS] are available for you to receive the notification, and you can individually set ON/OFF for each option.

[System]: Select to receive notifications of system maintenance, maintenance plan, etc.  
 [Lab Management]: Select to receive notifications about devices.  
 [Monitoring]: Select to receive notifications about monitoring.  
 [Ticket]: Select to receive notifications about tickets.

5. Click the [Update] button.



The "Send Notifications" screen changes to the view screen.

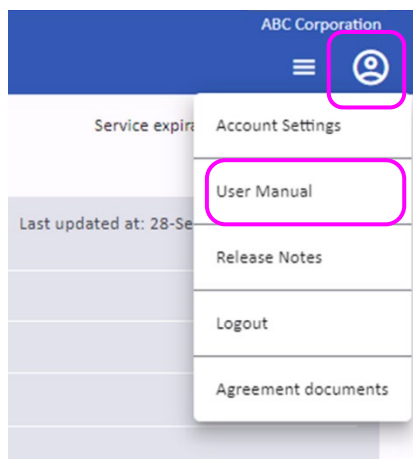
6. Use the hamburger menu to switch to the screen of your choice.

## 7.5 Displaying the Instruction Manual

You can display the Instruction Manual.

### Steps

1. On any screen, click the user icon, and then select [User Manual] from the pull-down menu.



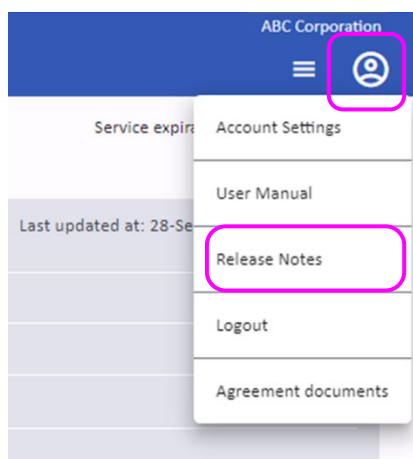
The Instruction Manual appears.

## 7.6 Displaying the Release Notes

You can display the Release Notes.

### Steps

1. On any screen, click the user icon, and then select [Release Notes] from the pull-down menu.



The "Release Notes" screen appears.

2. Click the Release Notes you want to check.

**Release Notes**

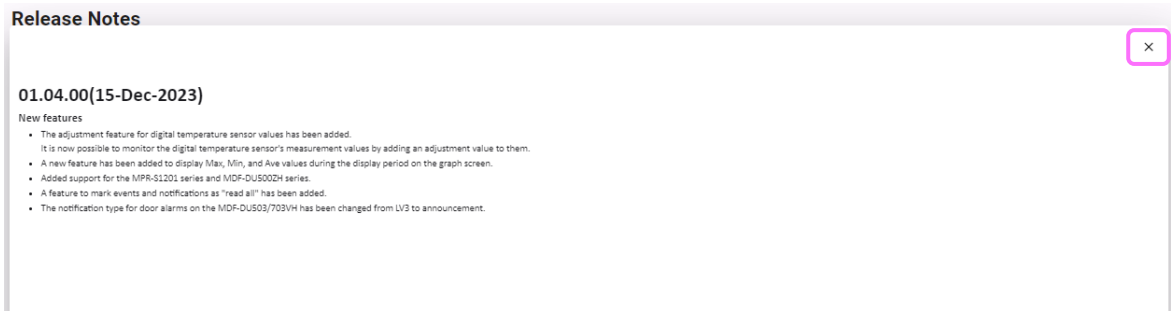
Web Service		Transmitter		Asset (Models with FW OTA update functionality)			
Date	Version	Date	Version	Date	Model no	Type	Version
08-Feb-2024	01.05.00	14-Aug-2023	0.1.00.003	02-Dec-2023	ECO Freezer 703Series	Display F/W	1.0.2
15-Dec-2023	01.04.00			01-Dec-2023	ECO Freezer 703Series	Display F/W	1.0.1
31-Oct-2023	01.03.00						
15-Sep-2023	01.02.00						
14-Aug-2023	01.01.00						
14-Aug-2023	01.00.00						

The details screen for the selected Release Notes appears.

#### Tips

- There are following three types of Release Notes: "Web Service", "Transmitter", and "Asset".
- "Web Service" is the Release Notes for the web application. It shows the release date and the version.
- "Transmitter" is the Release Notes for the transmitter control software. It shows the release date and the version.
- "Asset" is the Release Notes for PHCbi device control software that supports OTA updates. It shows the release date, as well as the model number, type, and version of the corresponding device.

3. After checking the Release Notes details, click [X].



The Release Notes details screen closes.

## 7.7 Displaying the Agreement documents

You can display the Agreement documents.

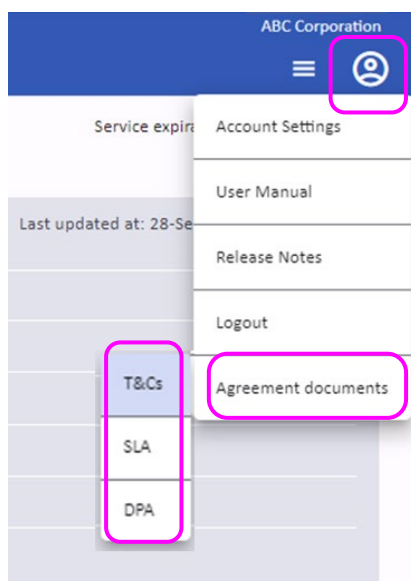
### Steps

1. On any screen, click the user icon. After clicking [Agreement documents] from the pull-down menu, select any of [T&Cs], [SLA], and [DPA].

[T&Cs]: Displays the Terms and Conditions.

[SLA]: Displays the Service Level Terms.

[DPA]: Displays the Data Processing Addendum.



The Agreement document you have selected appears.

# 8 Monitoring

---

## 8.1 Overview of Monitoring

---

With monitoring, you can specify devices, such as cooling storage and incubator, and monitor detection values and control values of sensors installed in the device as parameters. The parameters include not only measurement values such as temperature, humidity, and density, but also state changes including opening and closing of door.

In addition to the current values of these parameters, you can specify a time period to view the past transitions using a graph.

You can also check the history of events that occurred with the devices, and the history of notifications relevant to the devices.

These history records are available for download in the csv format file.

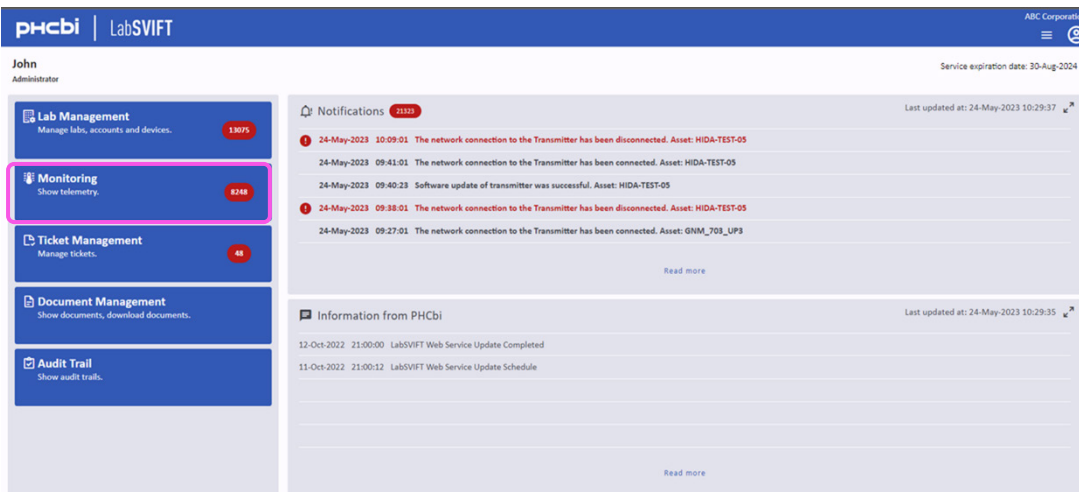


## 8.2 Displaying the "Monitoring" Screen

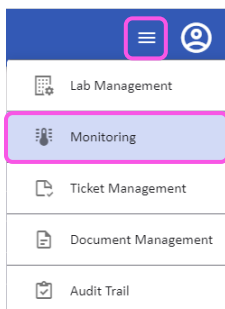
This section explains how to display the "Monitoring" screen, and provides the overview of the screen display.

### Steps

1. On the "Portal" screen, click the [Monitoring] button.

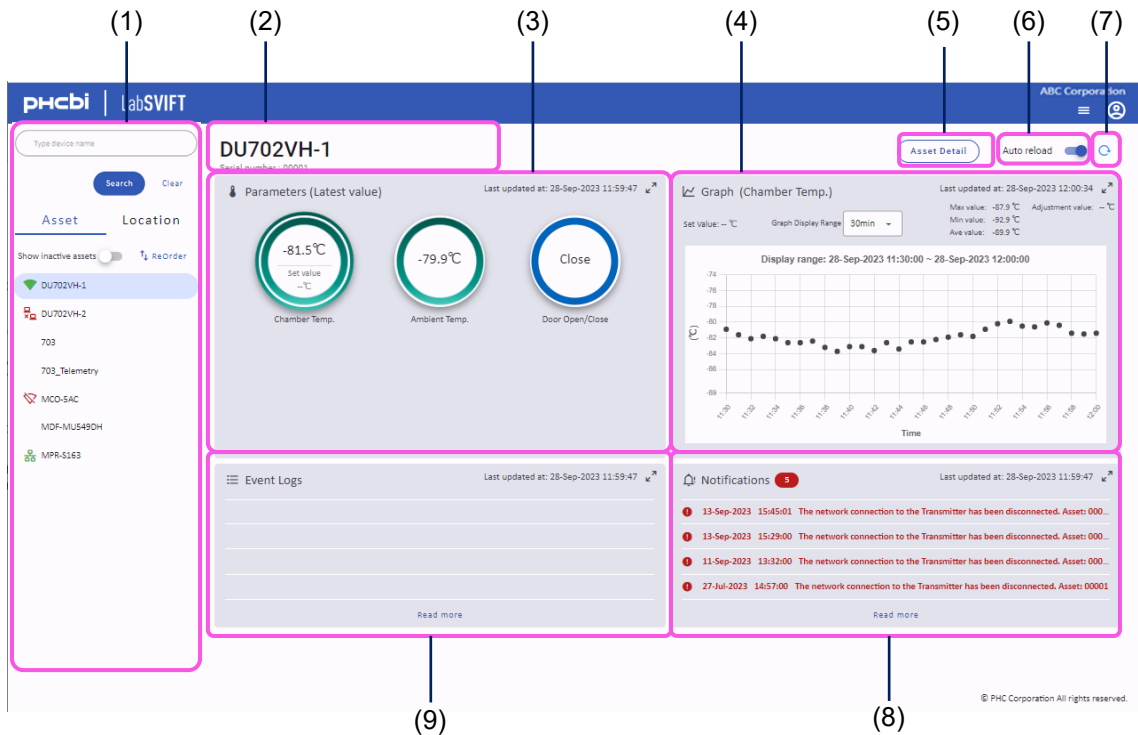


Alternatively, from the hamburger menu on each screen, select [Monitoring].



The "Monitoring" screen appears.

## Screen Overview



No.	Name	Function
(1)	Device list	Select a device. You can perform a search by using the device name as a keyword. For more information, refer to "8.28.3 Selecting the Device" (page 8-5).
(2)	Device information	Displays the name and serial number of the device.
(3)	Parameters window	Displays the present monitor value of the device selected in the device list using the parameter icon. In addition to the monitor value, the parameter icon displays the quality of the state using different border colors. For more information, refer to "8.4 Checking the Present Value of Parameter" (page 8-13).
(4)	Graph window	Using the graph for a specified period, the window displays the past transitions of the parameter selected in the parameters window. For more information, refer to "8.5 Checking the Parameter Transition" (page 8-19).
(5)	[Asset Detail] button	Click to display the detailed information of the device selected in the device list. For more information, refer to "6.5.7. Details of Asset Detail" (page 6-40).
(6)	[Auto reload] switch	A toggle switch to turn ON/OFF the automatic parameter update. When turned ON, the parameter of the device selected in the device list is updated automatically every two minutes.

No.	Name	Function
(7)	"Reload" button	A button to reload the parameter. It updates the parameter of the device selected in the device list to the latest value.
(8)	Notification list	Displays the notification history relevant to the device selected in the device list. For more information, refer to "8.7 Checking the Notification" (page 8-26).
(9)	Event Log	Displays the history of events occurred with the device selected in the device list. For more information, refer to "8.6 Checking the Event Log" (page 8-23).

## 8.3 Selecting the Device

Select the device you want to monitor in the device list. The device list consists of the [Asset] tab and [Location] tab. Select the tab that is suitable for identifying the device you want to monitor.

**Tips** ● By specifying search conditions, you can search and easily identify the devices you want to monitor.

### 8.3.1 Selecting the Device Using the [Asset] Tab

This section explains how to select the device using the [Asset] tab.

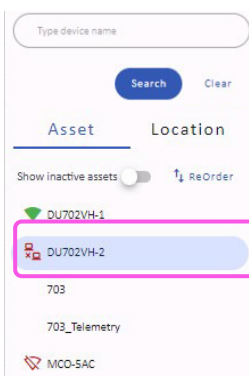
#### Steps

1. Display the "Monitoring" screen.
2. In the device list, click the [Asset] tab.



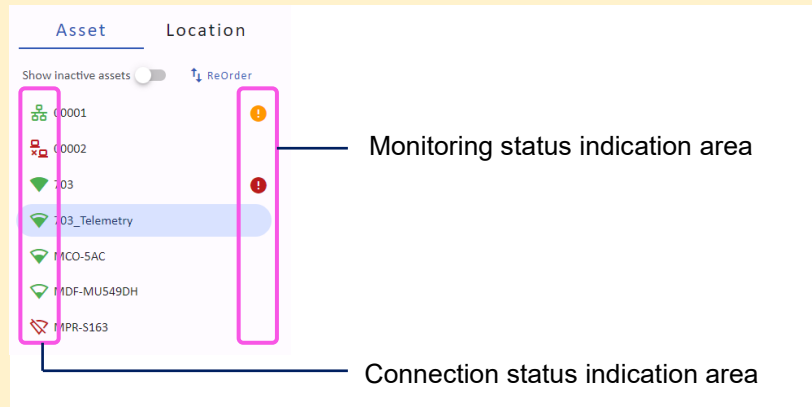
A list of registered devices appears.

3. Select the device you want to monitor.



## Tips

- The device name in the device list is provided with the connection status indication area on the left and the monitoring status indication area on the right.





- The connection status and monitoring status are indicated as icons in each of the indication areas.

## Connection status indication area

Icon	Name	Description
	Deleted asset icon	Indicates that the Asset has been deleted. It is displayed when Show inactive assets is turned on.
	Stopped icon	Indicates that the Asset has been stopped.
	Wi-Fi strength 1 icon	Indicates that the Wi-Fi signal strength is very weak (-80 dBm or less).
	Wi-Fi strength 2 icon	Indicates that the Wi-Fi signal strength is weak (-80 dBm to -75 dBm).
	Wi-Fi strength 3 icon	Indicates that the Wi-Fi signal strength is slightly weak (-75 dBm to -60 dBm).
	Wi-Fi strength 4 icon	Indicates that the Wi-Fi signal strength is strong (-60 dBm or more).
	Wi-Fi network error icon	Indicates that the Wi-Fi connection is not established and there is a network error.
	LAN icon	Indicates that a wired LAN connection is established.
	LAN network error icon	Indicates that the LAN connection is not established and there is a network error.

## Tips

## Monitoring status indication area

Icon	Name	Description
	alert icon	Indicates that there is an alert-related notification.
	warn icon	Indicates that there is a warn-related notification.

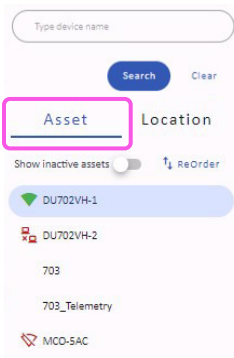
- If a device is not shown with an icon in the connection status indication area, it indicates that the transmitter is not connected.

## 8.3.2 Changing the Device Display Order in [Asset] Tab

You can change the display order of devices shown in the [Asset] tab.

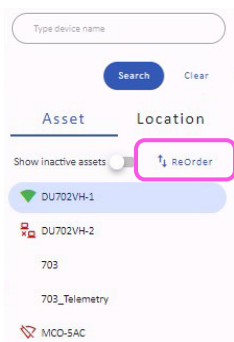
### Steps

1. Display the "Monitoring" screen.
2. In the device bar, click the [Asset] tab.



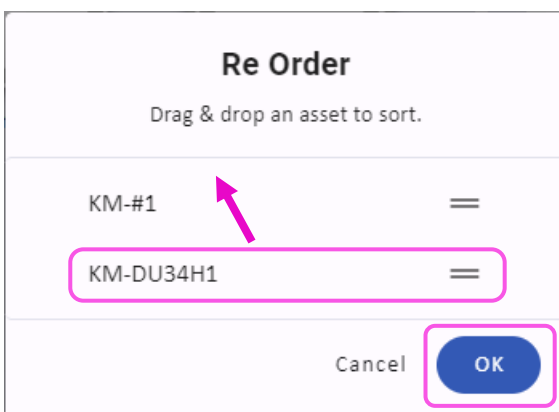
A list of registered devices appears.

3. Click the [ReOrder] button.



The "Re Order" screen appears.

4. Drag and drop the device you want to move to the desired location, and then click the [OK] button.



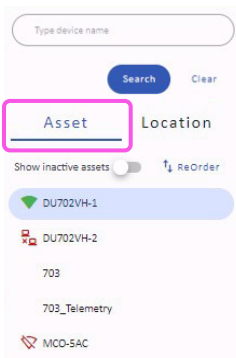
The display position of the selected device is updated.

### 8.3.3 Checking Deleted Assets

You can check deleted assets.

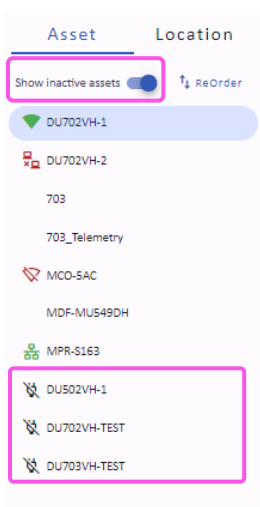
#### Steps

1. Display the "Monitoring" screen.
2. In the device bar, click the [Asset] tab.



A list of registered devices appears.

3. Click the [Show Inactive assets] switch.



The deleted assets are additionally displayed in the list of devices.

#### Tips

- Select a deleted asset to view past measurement data.

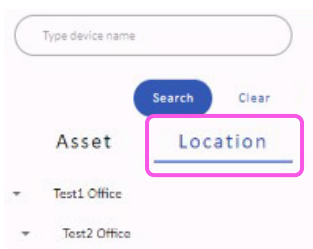


## 8.3.4 Selecting the Device Using the [Location] Tab

This section explains how to select the device using the [Location] tab.

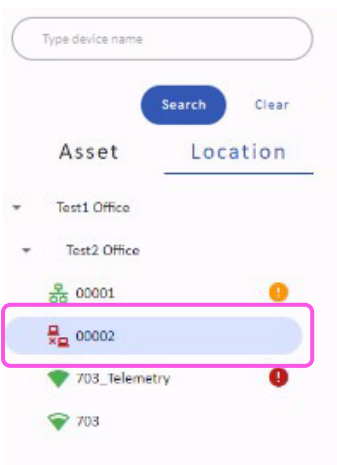
### Steps

1. Display the "Monitoring" screen.
2. In the device list, click the [Location] tab.



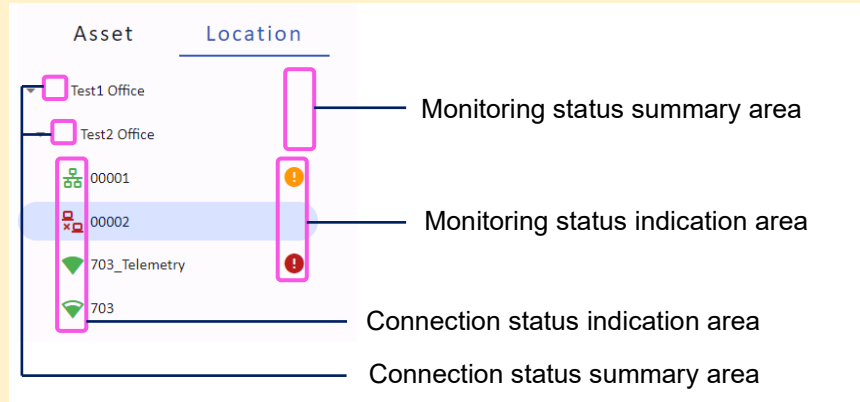
The Location tree appears.

3. Expand the Location tree to view the desired location, and then select the device you want to monitor.




## Tips

- The device name in the Location tree is provided with the connection status indication area on the left and the monitoring status indication area on the right. Also, a connection status summary area is provided on the left of the Location name, and a monitoring status summary area on the right.






- The connection status and monitoring status are indicated as icons in each of the indication areas. For details on icons, refer to Tips in step 3 of "8.3.1 Selecting the Device Using the [Asset] Tab" (page 8-5).
- If a device is not shown with an icon in the connection status indication area, it indicates that the transmitter is not connected.
- When the Location tree is collapsed, the status of associated device is shown as an icon in the connection status summary area and monitoring status summary area.

## Connection status summary area

Icon	Name	Description
	Network error icon	Indicates that one of the devices associated with the Location has a Wi-Fi network error or LAN network error.

## Monitoring status summary area

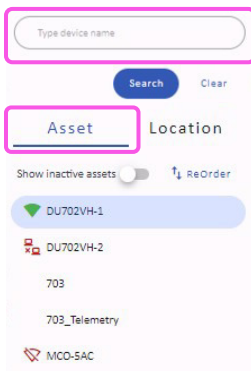
Icon	Name	Description
	alert icon	Indicates that one of the devices associated with the Location has an alert-related notification.
	warn icon	Indicates that one of the devices associated with the Location has a warn-related notification.
	alert/warn icon	Indicates that one of the devices associated with the Location has alert-related and warn-related notifications.

## 8.3.5 Searching for Devices

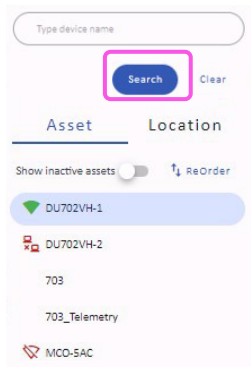
By specifying search conditions, you can search and easily identify the devices you want to monitor.

### Steps

1. Display the "Monitoring" screen.
2. Select the [Asset] tab, and enter all or part of the device name you want to search into [Type device name].



3. Click the [Search] button.



In the [Asset] tab, only devices containing the name you entered are displayed.

## 8.4 Checking the Present Value of Parameter

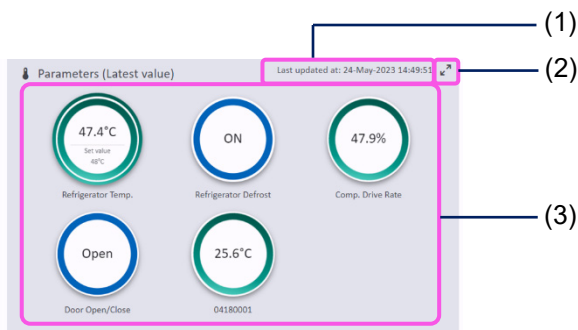
Check the device parameters with the parameter icon in the parameters window.

When you select a device in the device list, the configuration of parameter icon shown in the parameters window changes according to the device. You can zoom in on the parameters window. This allows you to increase the number of parameters you can check at the same time.

### 8.4.1 Operations in Parameters Window

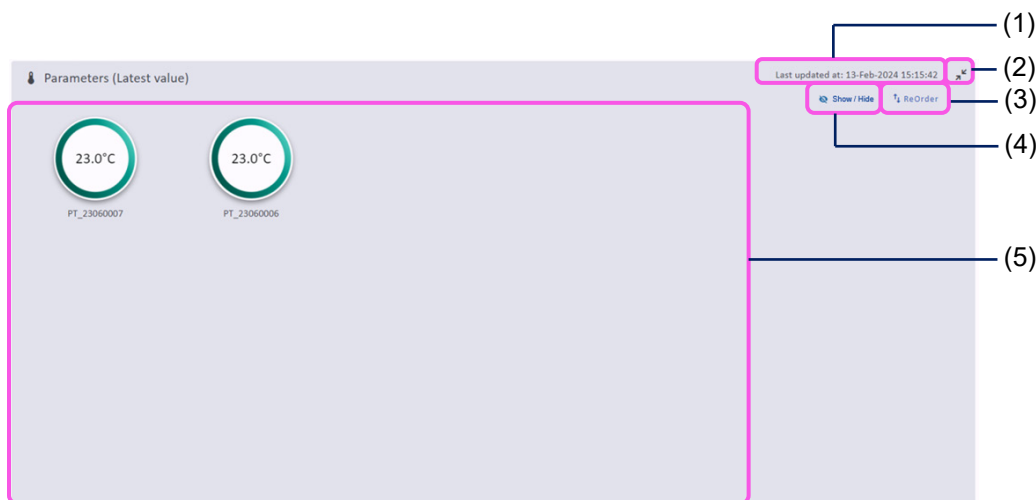
This section explains how to operate in the parameters window.

#### Normal View



No.	Name	Function
(1)	Parameter acquisition date and time	Displays the date and time when the currently displayed parameter was acquired from the server.
(2)	Expand icon	Switches the parameters window to an expanded view.
(3)	Parameter icon	The parameters are shown as icons corresponding to the sensors installed in the device.  For more information, refer to "8.4.2 Details of Parameter Icon" (page 8-15).

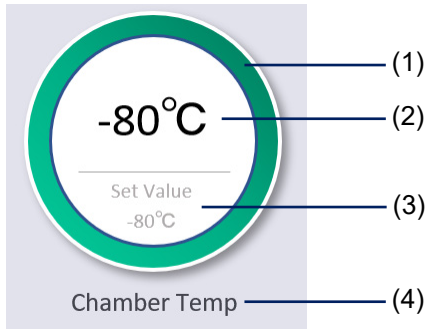
## Expanded View



No.	Name	Function
(1)	Parameter acquisition date and time	Displays the date and time when the currently displayed parameter was acquired from the server.
(2)	Shrink icon	Switches the parameters window to the normal view.
(3)	[ReOrder] button	Use this button to sort parameter icons. For more information, refer to "8.4.3 Rearranging the Parameter Icons" (page 8-16).
(4)	[Show/Hide] button	Use this button to switch the display mode of parameter icons. For more information, refer to "8.4.4 Switching the Display of Parameter Icons" (page 8-18).
(5)	Parameter icon	The parameters are shown as icons corresponding to the sensors installed in the device. For more information, refer to "8.4.2 Details of Parameter Icon" (page 8-15).

## 8.4.2 Details of Parameter Icon

The parameter icon consists of the elements below.



No.	Name	Function
(1)	Status display part	Displays the present state using the border color.
(2)	Monitor value	Displays the parameter value that was acquired from the server at the time of "parameter acquisition date and time". If no data has been received within two hours, or if the value cannot be measured normally due to sensor failure or connection failure, "Error" appears. If "Error" appears, check the connection between the Transmitter and the asset and between the Transmitter and the sensor.
(3)	Setting value	Displays the value that is set for the device.
(4)	Parameter name	Displays the parameter name.

### Tips

- The following shows examples of the status display.

Icon	Color	Status
	Green	Normal
	Yellow	Alert
	Red	Error
	Gray	Stopped or network error
	Blue	Binary value When the parameter has a binary value, such as ON/OFF or Open/Close, the border is always shown in blue regardless of the status.

### 8.4.3 Rearranging the Parameter Icons

You can rearrange the parameter icons displayed in the parameters window.

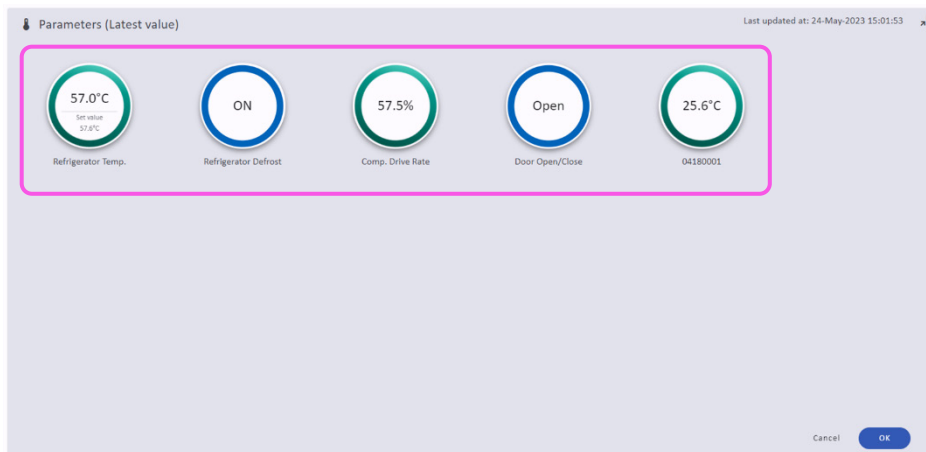
#### Steps

1. Display the "Monitoring" screen.
2. In the device list, select a device.
3. Click the expand icon in the parameters window.  
The parameters window expands.
4. Click the [ReOrder] button.



The parameters window changes to the edit screen.

5. Drag and drop the parameter icon you want to rearrange to the position of your choice.



According to the dropped position, the parameter icons are rearranged.

**6.** Click the [OK] button.

The parameters window is switched to the normal view.

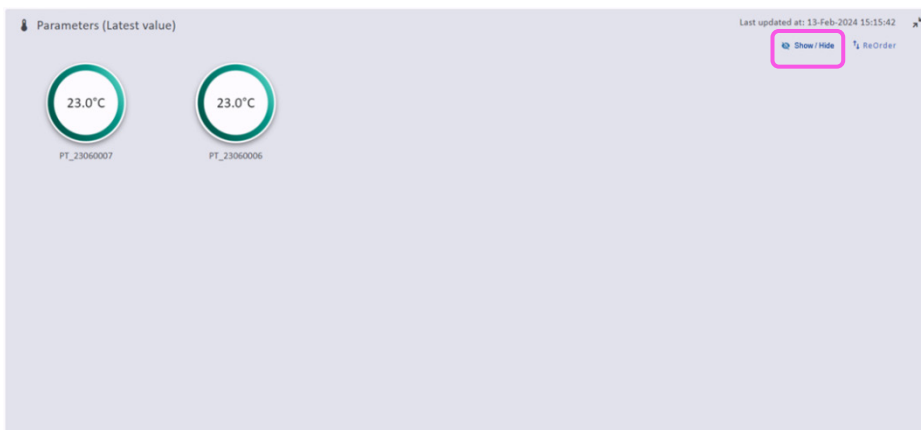


## 8.4.4 Switching the Display of Parameter Icons

You can hide the parameter icons displayed in the parameters window. Notifications are no longer sent for the hidden parameters.

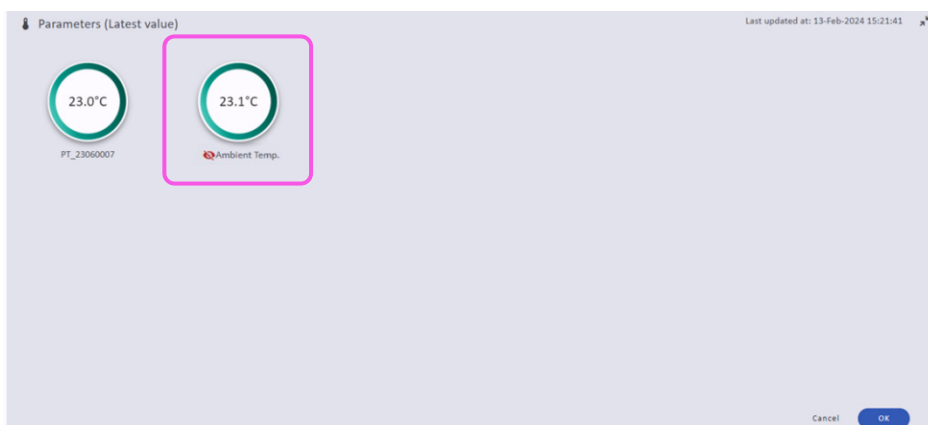
### Steps

1. Display the “Monitoring” screen.
2. In the device list, select a device.
3. Click the expand icon in the parameters window.  
The parameters window expands.
4. Click the [Show/Hide] button.



The parameters window changes to the display switching screen.

5. Click the parameter icon you want to hide to display the hide icon.



Click the parameter icon again if you want to show it again. This operation removes the hide icon.

## 8.5 Checking the Parameter Transition

You can check the past transitions of device parameters by displaying them in a graph. Check the past transitions of the parameter in the graph window.

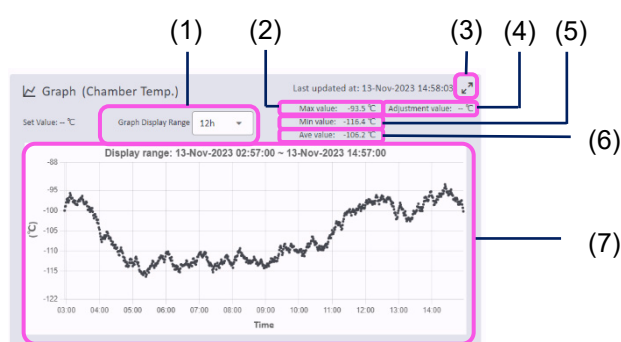
When you select a parameter icon in the parameters window, the graph in the graph window changes.

You can zoom in on the graph window. In a zoomed graph window, you can further set the displayed time period and view other parameters at the same time.

### 8.5.1 Operations in Graph Window

This section explains how to operate in the graph window.

#### Normal View

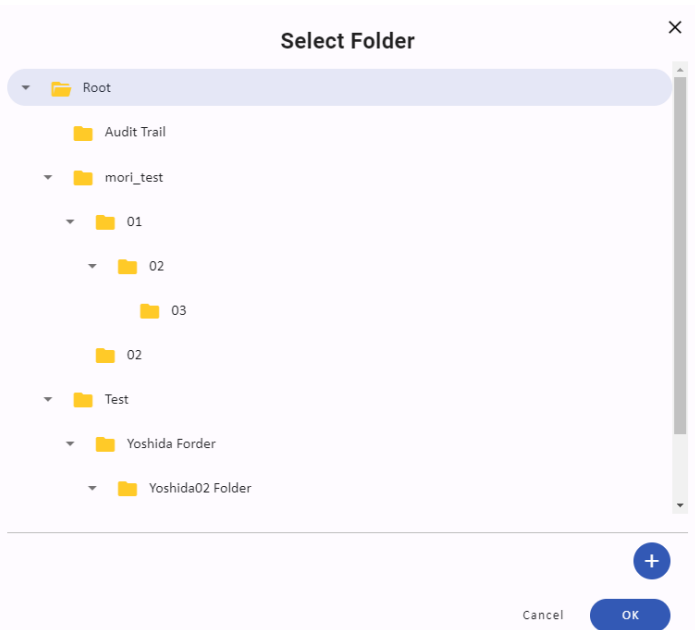


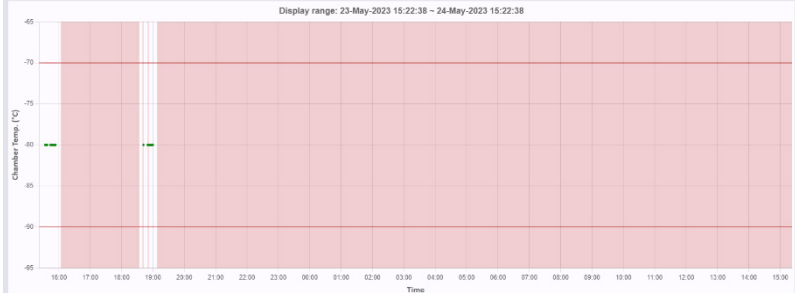
No.	Name	Function
(1)	Graph Display Range	Specify the range of horizontal axis for the graph. For the range, click the [▼] button and select from the pull-down menu. The following ranges are available. 30min, 1h, 6h, 12h, 24h, 1w
(2)	Max value	Displays the highest value in the period that is specified for the Graph Display Range. If the parameter has a binary value, the value will not be shown.
(3)	Expand icon	Switches the graph window to an expanded view.
(4)	Adjustment value	Displays the value to add to or subtract from the actual measurement value. It is shown only when the Adjustment value is specified.
(5)	Min value	Displays the lowest value in the period that is specified for the Graph Display Range. If the parameter has a binary value, the value will not be shown.
(6)	Ave value	Displays the average value in the period that is specified for the Graph Display Range. If the parameter has a binary value, the value will not be shown.
(7)	Graph area	Displays the parameter in a graph with the period from the present going back to the range specified with [Graph Display Range].

## Expanded View



No.	Name	Function
(1)	Range specifying area	<p>Specify the range to display the parameter in the graph.</p> <ul style="list-style-type: none"> <li>● Current Date Displays the parameter up to the current moment by going back to the range specified in [Graph Display Range].</li> <li>● To Displays the parameter up to the date and time by going back to the range specified in [Graph Display Range].</li> </ul> <p>When you specify [To], the [◀] and [▶] buttons appear at the left and right ends of the graph area, and you can click the buttons to scroll through the range of [Graph Display Range].</p>
(2)	Graph Display Range	<p>Specify the range of horizontal axis for the graph. For the range, click the [▼] button and select from the pull-down menu.</p> <p>The following ranges are available. 30min, 1h, 6h, 12h, 24h, 1w</p>
(3)	[Display] button	<p>Click to apply the range you specified as well as the ranges specified in [Graph Display Range] and "Parameter selection area" to the graph display.</p>
(4)	[Show Inactive sensors] switch	<p>Turn the switch ON to display the deleted sensors in the parameter selection area.</p> <p>The deleted sensors are displayed with the From-To dates during which they were connected to the right of the sensor names.</p> <p>Select a deleted sensor to view past measurement data.</p>
(5)	Parameter selection area	<p>Set the parameters to be displayed in the graph at the same time.</p> <p>Select the parameter by clicking the [▼] button and selecting from the pull-down menu.</p>

No.	Name	Function
(6)	Shrink icon	Switches the graph window to the normal view.
(7)	[Export] button	<p>By clicking [Export], you can select between [Download] and [Export to Document Management].</p> <p>When selecting [Download], you can download the graph data of the parameter you selected in the parameter selection area in a csv file format.</p> <p>When selecting [Export to Document Management], the "Select Folder" screen appears. The graph data of the parameter you selected in the parameter selection area can be output to the folder specified in this screen.</p>  <p>There are two buttons in line with the parameter selection area, and the graph data of only the corresponding parameter is exported.</p>
(8)	Various information	<p>Max value: Displays the highest value in the period that is specified for the Graph Display Range.</p> <p>Min value: Displays the lowest value in the period that is specified for the Graph Display Range.</p> <p>Ave value: Displays the average value in the period that is specified for the Graph Display Range.</p> <p>Adjustment value: Displays the value to add to or subtract from the actual measurement value.</p> <p>If the parameter has a binary value, the value will not be shown.</p>

No.	Name	Function
(9)	Graph area	<p>Displays the parameter and threshold of specified condition in a graph.</p> <p>The threshold (warn) is shown in yellow, and the threshold (alert) is shown in red.</p> <p>The time when a Transmitter network error occurred is indicated in the background color of pink in the graph area.</p> <p>Data during a network error is transmitted after the network error is recovered, but for the data during the network error, notifications for parameters exceeding the thresholds are not sent.</p> 

## 8.6 Checking the Event Log

You can check the history of events that occurred with the device selected in the device list.

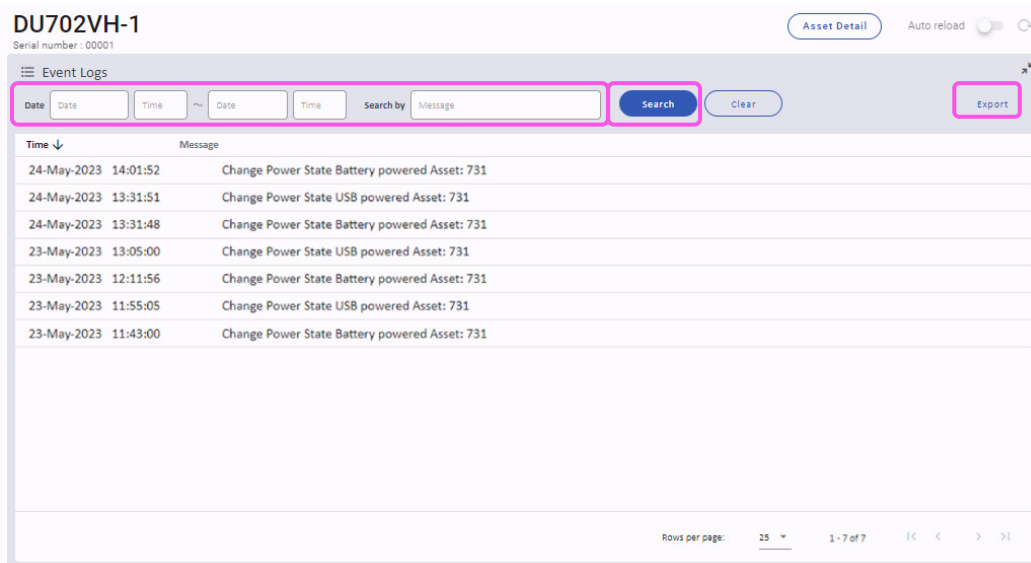
### Steps

1. Display the "Monitoring" screen.
2. In the device list, select a device.
3. In [Event Log], click either [Read more] or the expand icon.

The screenshot displays the LabSVIFT monitoring interface for device DU702VH-1. The interface includes a search bar, a list of assets, and a main monitoring area. The main area shows parameters (Chamber Temp: -81.5°C, Ambient Temp: -79.9°C, Door Open/Close), a graph of Chamber Temp, and an Event Log section. The Event Log section has a 'Read more' button highlighted with a pink box, and the expand icon next to the 'Event Logs' header is also highlighted with a pink box.

The "Event Log" screen appears.

## 4. Check the event log.

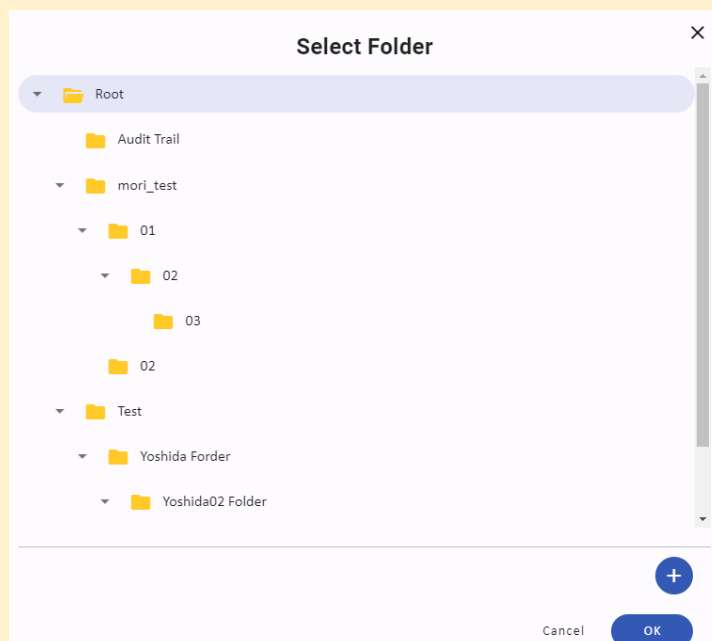


## Tips

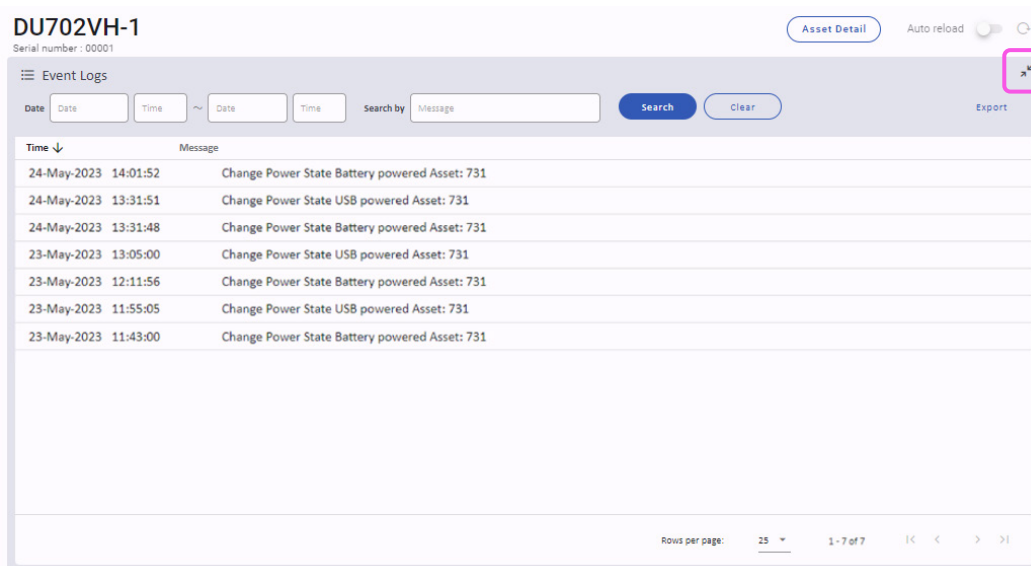
- By entering the search period for event occurrence date in [Date] and the message to search in [Search by] and then clicking the [Search] button, you can narrow down the history items to display.
- By clicking [Export], you can select between [Download] and [Export to Document Management].

When selecting [Download], you can download the history in a csv format file.

When selecting [Export to Document Management], the "Select Folder" screen appears. You can output the history to the folder specified in this screen.



5. After checking the event log, click the shrink icon.



DU702VH-1  
Serial number: 00001

Asset Detail Auto reload

Event Logs

Date Date Time ~ Date Time Search by Message Search Clear Export

Time ↓	Message
24-May-2023 14:01:52	Change Power State Battery powered Asset: 731
24-May-2023 13:31:51	Change Power State USB powered Asset: 731
24-May-2023 13:31:48	Change Power State Battery powered Asset: 731
23-May-2023 13:05:00	Change Power State USB powered Asset: 731
23-May-2023 12:11:56	Change Power State Battery powered Asset: 731
23-May-2023 11:55:05	Change Power State USB powered Asset: 731
23-May-2023 11:43:00	Change Power State Battery powered Asset: 731

Rows per page: 25 1 - 7 of 7

The "Monitoring" screen is displayed again.



## 8.7 Checking the Notification

You can check the history of notifications relevant to the device selected in the device list.

### Steps

1. Display the "Monitoring" screen.
2. In the device list, select a device.
3. In [Notifications], click either [Read more] or the expand icon.

The screenshot displays the LabSVIFT monitoring interface for device DU702VH-1. The interface is divided into several sections:

- Header:** PHCbi | LabSVIFT, ABC Corporation, and a search bar.
- Left Sidebar:** Asset and Location filters, with a list of assets including DU702VH-1 (selected), DU702VH-2, 703, 703\_Telemetry, MCO-5AC, MDF-MUS49DH, and MPR-S163.
- Main Content Area:**
  - Parameters (Latest value):** Shows Chamber Temp at -81.5°C, Ambient Temp at -79.9°C, and Door Open/Close status.
  - Graph (Chamber Temp.):** A line graph showing temperature fluctuations over time, with a display range from 28-Sep-2023 11:30:00 to 28-Sep-2023 12:00:00.
  - Event Logs:** A section for viewing event logs, currently empty.
  - Notifications:** A section showing a list of notifications, including "The network connection to the Transmitter has been disconnected. Asset: 0001". A "Read more" button is highlighted in pink.

The "Notifications" screen appears.

## 4. Check the notifications.

DU702VH-1  
Serial number : 00001

Asset Detail Auto reload

Notifications

Date [Date] [Time] ~ [Date] [Time] Search by [Message] [Search] [Clear] [Export]

Type  Announcement  LV1  LV2  LV3  Read  Read  Unread

Type	Time	Message
Alert LV3	13-Sep-2023 15:45:01	The network connection to the Transmitter has been disconnected. Asset: 00001
Alert LV3	13-Sep-2023 15:29:00	The network connection to the Transmitter has been disconnected. Asset: 00001
Alert LV3	11-Sep-2023 13:32:00	The network connection to the Transmitter has been disconnected. Asset: 00001
Alert LV3	27-Jul-2023 14:57:00	The network connection to the Transmitter has been disconnected. Asset: 00001
Alert LV3	26-Jul-2023 14:41:04	The network connection to the Transmitter has been disconnected. Asset: 00001

Rows per page: 25 1 - 5 of 5

## Tips

- By entering the search period for event occurrence date in [Date] and the message to search in [Search by] and then clicking the [Search] button, you can narrow down the history items to display.
- For the search conditions, you can also specify the notification level and specify the read status with [Read] and [Unread].
- By clicking [Export], you can select between [Download] and [Export to Document Management].

When selecting [Download], you can download the history in a csv format file.

When selecting [Export to Document Management], the "Select Folder" screen appears.

You can output the history to the folder specified in this screen.

Select Folder


Root


- Audit Trail
- mori\_test
  - 01
    - 02
      - 03
    - 02
  - Test
  - Yoshida Folder
    - Yoshida02 Folder

Cancel OK

5. After checking the notifications, click the shrink icon.






DU702VH-1  
Serial number : 00001

Asset Detail Auto reload  

Notifications 

Date  Time  ~ Date  Time  Search by  Message

Type  Announcement  LV1  LV2  LV3  Read  Read  Unread

Type	Time	Message
 Alert LV3	13-Sep-2023 15:45:01	The network connection to the Transmitter has been disconnected. Asset: 00001
 Alert LV3	13-Sep-2023 15:29:00	The network connection to the Transmitter has been disconnected. Asset: 00001
 Alert LV3	11-Sep-2023 13:32:00	The network connection to the Transmitter has been disconnected. Asset: 00001
 Alert LV3	27-Jul-2023 14:57:00	The network connection to the Transmitter has been disconnected. Asset: 00001
 Alert LV3	26-Jul-2023 14:41:04	The network connection to the Transmitter has been disconnected. Asset: 00001

Rows per page: 25 1 - 5 of 5 |< < > >|

The "Monitoring" screen is displayed again.

# 9 Ticket Management

## 9.1 Overview of Ticket Management

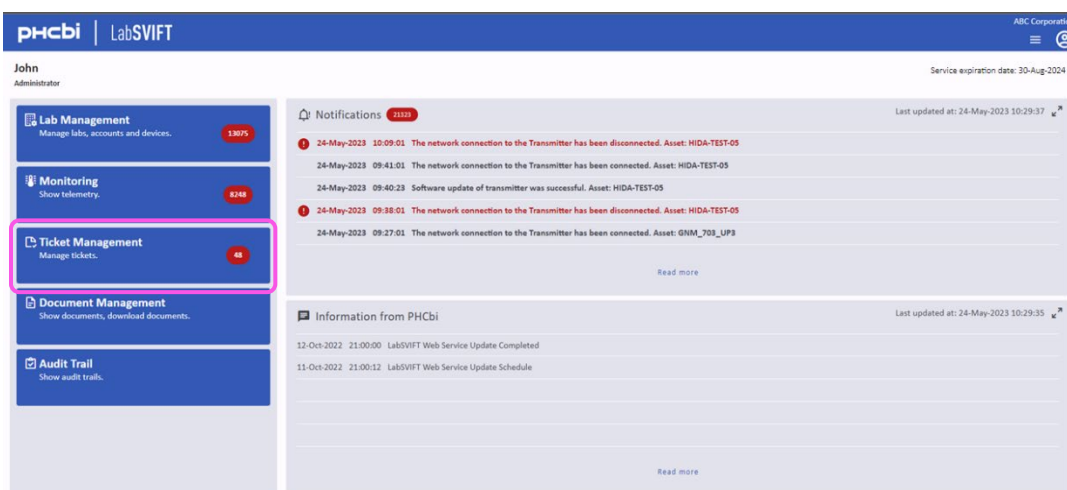
Ticket Management manages remedies if an error should occur with the registered device.

## 9.2 Displaying the "Ticket Management" screen

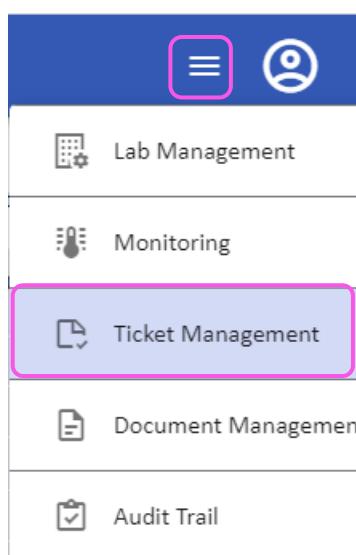
This section explains how to display the "Ticket Management" screen, and provides the overview of the screen display.

### Steps

1. On the "Portal" screen, click the [Ticket Management] button.



Alternatively, from the hamburger menu on each screen, select [Ticket Management].



The "Ticket Management" screen appears.

## Screen Overview

The screenshot shows the PHCBI LabSVIFT Ticket Management interface. The interface includes a header with the company name and logo, a main title 'Ticket Management', and a navigation menu on the left. The main content area features a search bar with filters for No., Asset, UpdatedAt, and Function, and a table of tickets. The table columns are CreatedAt, No., Asset, Title, Function, Status, UpdatedAt, and UpdatedBy. The table contains 10 rows of ticket data. The search bar has a 'Search' button and a 'Clear' button. The navigation menu on the left has three sections: Lab Management (Unread: 7, Opened: 2), Monitoring (Unread: 13, Opened: 13), and Notifications (a list of recent ticket changes). The interface is annotated with numbered callouts (1) through (11) pointing to specific UI elements.

No.	Name	Function
(1)	Lab Management Ticket information	Displays the ticket status of Lab Management. Unread: Shows the number of ticket marked as unread. Opened: Shows the number of tickets marked as unresolved.
(2)	No	Enter when specifying the Ticket No. as the condition for the ticket search. Tickets with an exact match of the entered number are retrieved by the search.
(3)	Title	Enter when specifying the ticket title as the condition for the ticket search. All the tickets containing the entered string are retrieved by the search.
(4)	Asset	Enter when specifying the Asset name as the condition for the ticket search. All the Assets containing the entered string are retrieved by the search.
(5)	UpdatedAt	When specifying the ticket update date and time as the condition for the ticket search, specify the period that contains the update date and time.
(6)	Function	Select from the pull-down menu when specifying the function as the condition for the ticket search.  The pull-down menu provides the following two items, and you can select both items.  Lab Management: Ticket relevant to lab management Monitoring: Monitoring-related ticket

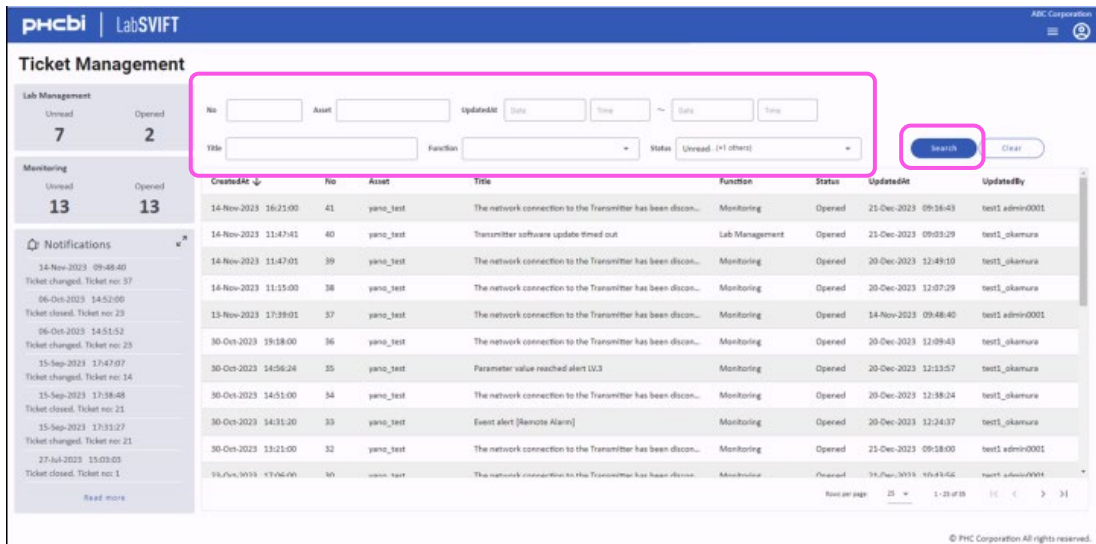
No.	Name	Function
(7)	Status	<p>Select from the pull-down menu when specifying status as the condition for the ticket search.</p> <p>The pull-down menu provides the following three items, and you can select multiple items.</p> <p>Unread: Tickets marked as unread</p> <p>Opened: Tickets marked as unresolved</p> <p>Closed: Tickets marked as resolved</p>
(8)	[Search] button	Search button for performing a ticket search.
(9)	Ticket list	Displays tickets in a list. When a search condition is specified, the search result is displayed.
(10)	Notification list	<p>Displays the notification history relevant to a ticket.</p> <p>For more information, refer to "9.5 Checking the Notifications" (page 9-7).</p>
(11)	Monitoring Ticket information	<p>Displays the status of monitoring ticket.</p> <p>Unread: Shows the number of ticket marked as unread.</p> <p>Opened: Shows the number of tickets marked as unresolved.</p>

## 9.3 Searching the Ticket

By specifying search conditions, you can search and easily identify the ticket you want to check.

### Steps

1. From the "Portal" screen or hamburger menu, select [Ticket Management].  
The "Ticket Management" screen appears.
2. Specify the search condition, and then click the [Search] button.



The screenshot shows the 'Ticket Management' interface. On the left, there are summary cards for 'Lab Management' (7 Unread, 2 Opened) and 'Monitoring' (13 Unread, 13 Opened). Below these is a 'Notifications' section with a list of recent events. The main area features a search bar with fields for 'No.', 'Asset', 'UpdatedAt', 'State', 'Time', and 'Status'. A 'Search' button is highlighted with a red box. Below the search bar is a table of tickets with columns: CreatedAt, No, Asset, Title, Function, Status, UpdatedAt, and UpdatedBy. The table contains 15 rows of ticket data.

CreatedAt	No	Asset	Title	Function	Status	UpdatedAt	UpdatedBy
14-Nov-2023 16:21:00	41	yano_test	The network connection to the Transmitter has been discon...	Monitoring	Opened	21-Dec-2023 09:26:43	test1 admin-0001
14-Nov-2023 11:47:41	40	yano_test	Transmitter software update timed out	Lab Management	Opened	21-Dec-2023 09:03:29	test1_okamura
14-Nov-2023 11:47:01	39	yano_test	The network connection to the Transmitter has been discon...	Monitoring	Opened	20-Dec-2023 12:49:10	test1_okamura
14-Nov-2023 11:15:00	38	yano_test	The network connection to the Transmitter has been discon...	Monitoring	Opened	20-Dec-2023 12:07:29	test1_okamura
13-Nov-2023 17:39:01	57	yano_test	The network connection to the Transmitter has been discon...	Monitoring	Opened	14-Nov-2023 09:48:40	test1 admin-0001
30-Oct-2023 19:18:00	36	yano_test	The network connection to the Transmitter has been discon...	Monitoring	Opened	20-Dec-2023 12:09:43	test1_okamura
30-Oct-2023 14:56:24	35	yano_test	Parameter value reached alert 0/3	Monitoring	Opened	20-Dec-2023 12:13:57	test1_okamura
30-Oct-2023 14:51:00	54	yano_test	The network connection to the Transmitter has been discon...	Monitoring	Opened	20-Dec-2023 12:38:04	test1_okamura
30-Oct-2023 14:31:20	33	yano_test	Event alert (Remote Alarm)	Monitoring	Opened	20-Dec-2023 12:24:37	test1_okamura
30-Oct-2023 13:21:00	52	yano_test	The network connection to the Transmitter has been discon...	Monitoring	Opened	21-Dec-2023 09:28:00	test1 admin-0001
14-Nov-2023 17:06:00	50	yano_test	The network connection to the Transmitter has been discon...	Monitoring	Opened	14-Nov-2023 17:06:00	test1 admin-0001

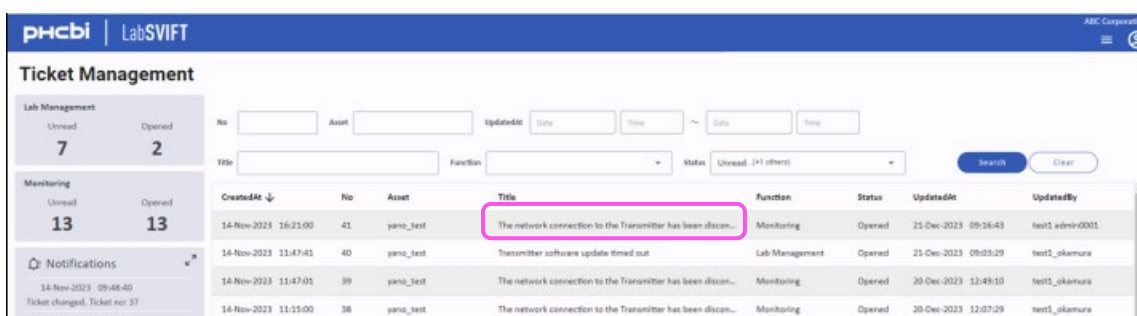
The search result is displayed in the Ticket list.

## 9.4 Checking the Ticket Details and Changing the Status

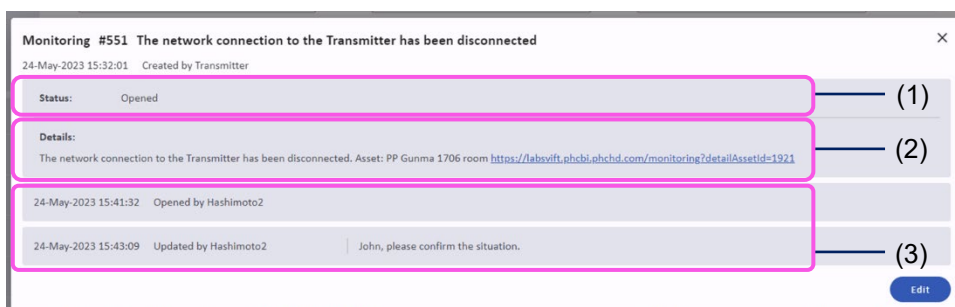
You can view the detailed information of the ticket displayed in the Ticket list, and change the ticket status.

### Steps

1. From the "Portal" screen or hamburger menu, select [Ticket Management].  
The "Ticket Management" screen appears.
2. Click in the [Title] column of the ticket you want to check or change its status.



The ticket details screen appears.



No.	Name	Function
(1)	Status	Displays the present status of the ticket.
(2)	Details	Displays the description of the ticket.
(3)	History list	Displays the edit history of the ticket.

3. Click the [Edit] button when you want to change the status.



The ticket edit screen appears.



4. Go to [Status], and from the pull-down menu, change the status, and then click the [OK] button.

A confirmation dialog appears.

**Tips** ● It is also possible to edit the notes only.

5. Click the [OK] button.

The ticket details screen is displayed again with the history list updated.

6. Click the [X] button to close the ticket details screen.

## 9.5 Checking the Notifications

You can view the detailed information of the ticket displayed in the Ticket list, and change the ticket status.

### Steps

- From the "Portal" screen or hamburger menu, select [Ticket Management].  
The "Ticket Management" screen appears.
- In [Notifications], click either [Read more] or the expand icon.

The screenshot shows the 'Ticket Management' interface. On the left sidebar, there are three main sections: 'Lab Management' with 7 unread and 2 opened tickets, 'Monitoring' with 13 unread and 13 opened tickets, and 'Notifications'. The 'Notifications' section is expanded, showing a list of notifications with details like date, time, and message. Below the notifications, there is a table of tickets with columns: CreatedAt, No, Asset, Title, Function, Status, UpdatedAt, and UpdatedBy. A 'Read more' button is highlighted in the sidebar.

- Check the notifications.

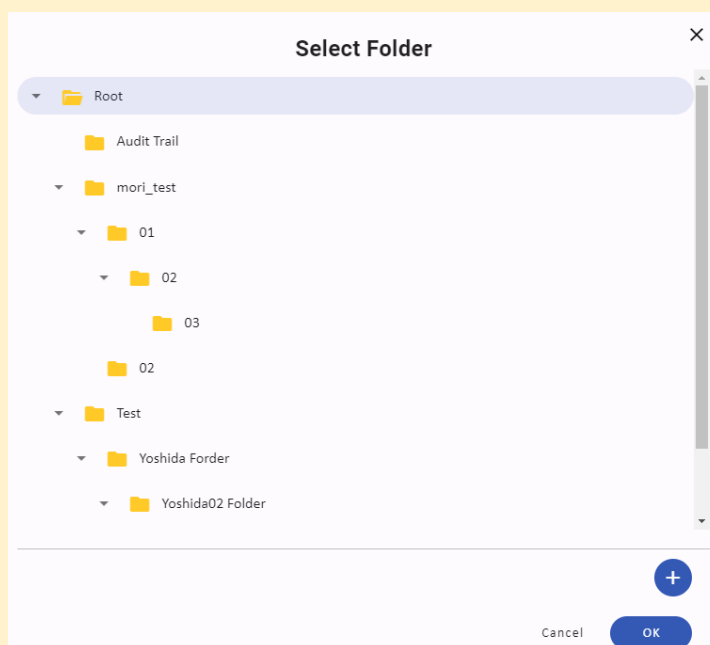
The screenshot shows the 'Notifications' interface. At the top, there is a search bar with 'Date' and 'Time' filters, a 'Search by' dropdown set to 'Message', and 'Search' and 'Clear' buttons. Below the search bar, there are checkboxes for 'Type' (Announcement, LV1, LV2, LV3) and 'Read' (Read, Unread). A table of notifications is displayed below, with columns for Type, Time, and Message. An 'Export' button is visible in the top right corner.

## ヒント

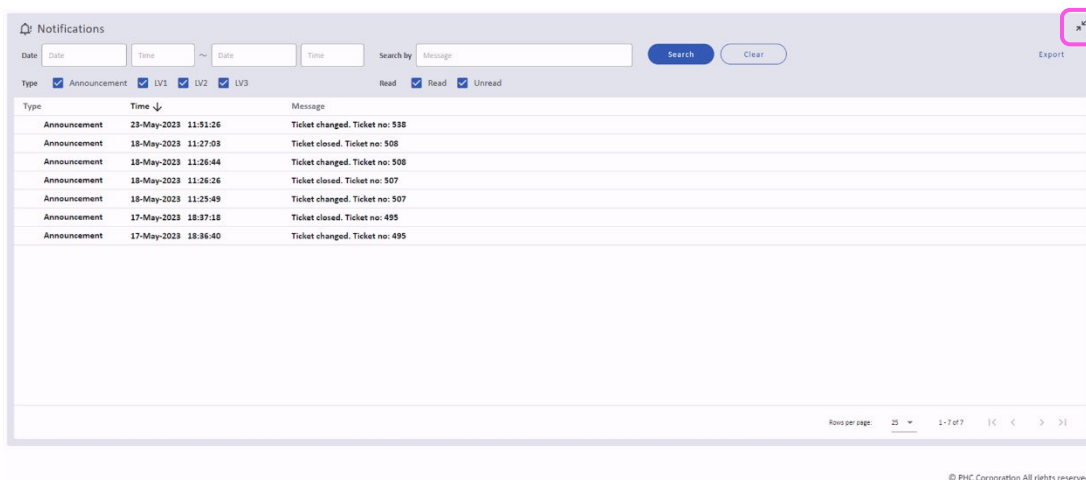
- By entering the search period for event occurrence date in [Date] and the message to search in [Search by] and then clicking the [Search] button, you can narrow down the history items to display.
- For the search conditions, you can also specify the notification level and specify the read status with [Read] and [Unread].
- By clicking [Export], you can select between [Download] and [Export to Document Management].

When selecting [Download], you can download the history in a csv format file.

When selecting [Export to Document Management], the "Select Folder" screen appears. You can output the history to the folder specified in this screen.



#### 4. After checking the notifications, click the shrink icon.



The "Ticket Management" screen appears again.

# 10 Document Management

---

## 10.1 Overview of Document Management

---

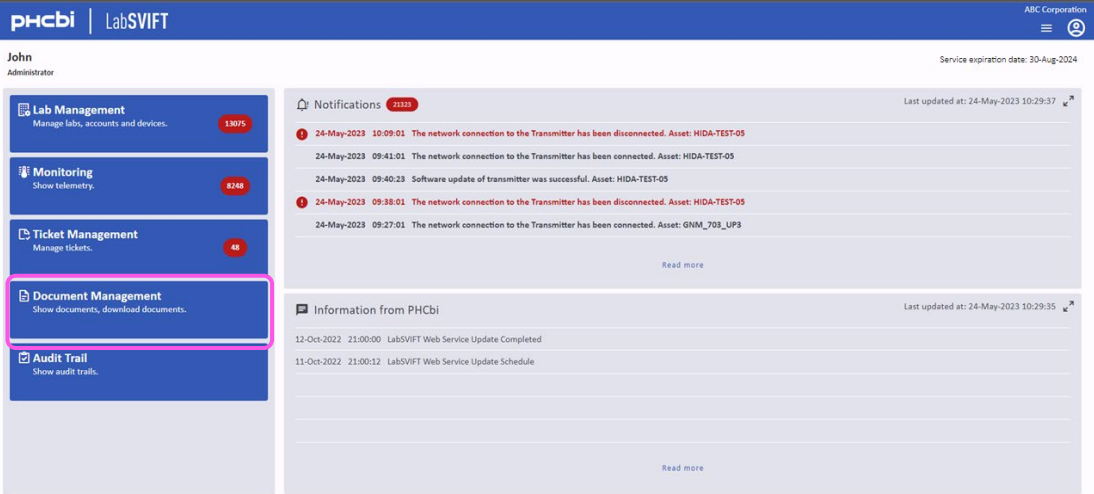
Document Management is used for managing folders, renaming, downloading, deleting, and displaying of various documents.

# 10.2 Displaying the "Document Management" Screen

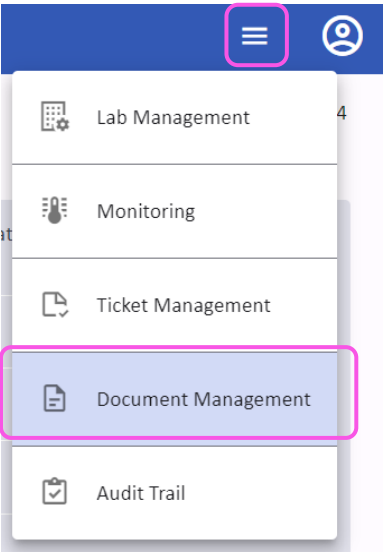
This section explains how to display the "Document Management" screen, and provides the overview of the screen display.

### Steps

- 1. On the "Portal" screen, click the [Document Management] button.

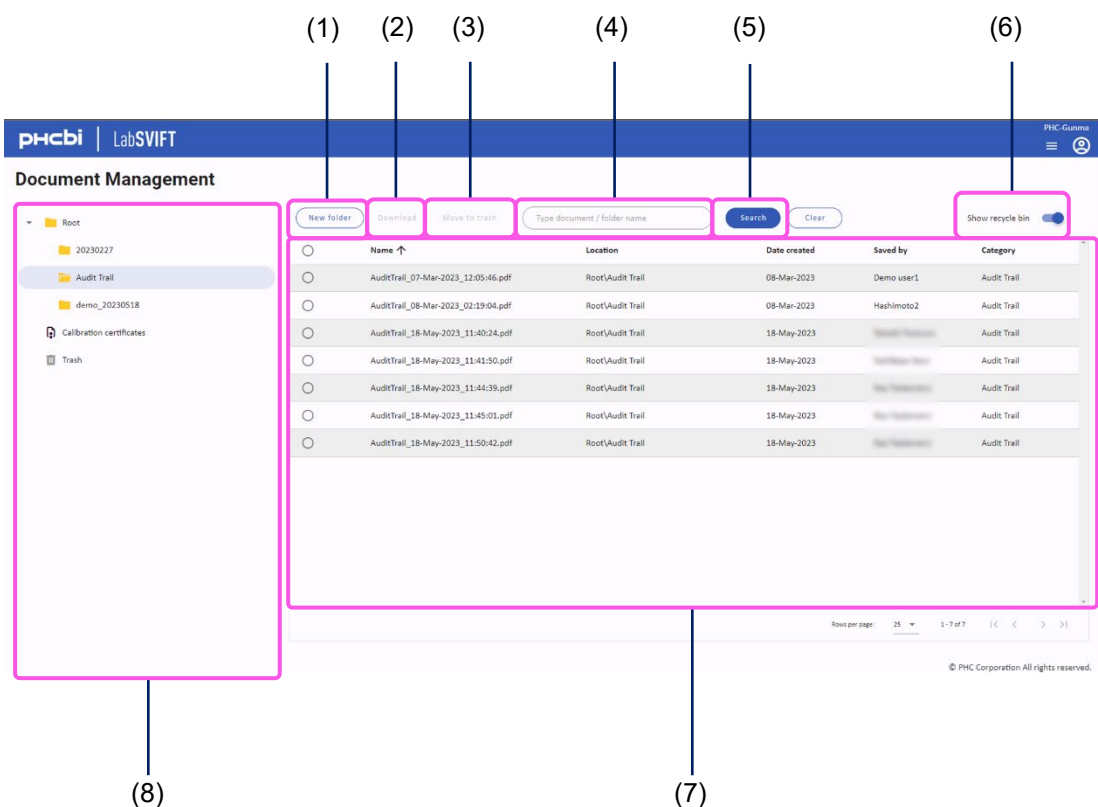


Alternatively, from the hamburger menu on each screen, select [Document Management].



The "Document Management" screen appears.

## Screen Overview



No.	Name	Function
(1)	[New folder] button	Creates a new folder in the folder tree. For more information, refer to "10.3.1 Creating a New Folder" (page 10-5).
(2)	[Download] button [Restore] button	The [Download] button is shown when a folder is selected in the folder tree, whereas the [Restore] button is shown when [Trash] is selected. <ul style="list-style-type: none"> <li>● [Download]: Downloads the document that is selected in the document list.</li> <li>● [Restore]: Restores the folder or document selected in the document list from [Trash] back to its original location.</li> </ul>
(3)	[Move to trash] button [Delete] button	The [Move to trash] button is shown when a folder is selected in the folder tree, whereas the [Delete] button is shown when [Trash] is selected. <ul style="list-style-type: none"> <li>● [Move to trash]: Moves the folder or document selected in the document list to [Trash].</li> <li>● [Delete]: Permanently deletes the folder or document selected in the document list also from [Trash].</li> </ul>

No.	Name	Function
(4)	Type document / folder name	Enter keywords to search for the document or folder. All the documents and folders containing the entered string are retrieved by the search.
(5)	[Search] button	Search button for performing a document search.
(6)	[Show recycle bin] switch	A toggle switch to show or hide [Trash] in the folder tree.
(7)	Document list	Displays a list of documents or folders. When a search condition is specified, the search result is displayed.
(8)	Folder tree	<p>Displays a hierarchical view of document storage locations. You can add new items to the tree.</p> <p>For more information, refer to "10.3.1 Creating a New Folder" (page 10-5).</p> <p>The Calibration certificate of the digital sensor owned by the company to which the logged-in user belongs can be searched, viewed, and downloaded.</p> <p>For more information, refer to "10.6 Operations with the Calibration Certificate" (page 10-14).</p>

## 10.3 Operations with the Folder Tree

You can add new folders to the folder tree and show or hide [Trash].

### 10.3.1 Creating a New Folder

You can add folders to the folder tree.

#### Steps

1. From the "Portal" screen or the hamburger menu, select [Document Management].  
The "Document Management" screen appears.
2. In the folder tree, select the folder to which you want to add a new folder, and then click the [New folder] button.

The screenshot shows the 'Document Management' interface. On the left, a folder tree is visible with 'Audit Trail' selected. A 'New folder' button is highlighted in the top toolbar. The main area displays a table of documents.

Name ↑	Location	Date created	Saved by	Category
AuditTrail_07-Mar-2023_12:05:46.pdf	Root\Audit Trail	08-Mar-2023	Demo user1	Audit Trail
AuditTrail_08-Mar-2023_02:19:04.pdf	Root\Audit Trail	08-Mar-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:40:24.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:41:50.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:44:39.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:45:01.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:50:42.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail

The "Create a new folder" dialog appears.

3. Enter a name for the folder in [Name], and then click the [OK] button.

The dialog box is titled 'Create a new folder'. It has a text input field labeled 'Name \*' containing 'TEST\_New'. There are 'Cancel' and 'OK' buttons at the bottom right.

The created folder is added to the folder tree and the documents list.

The screenshot shows the 'Document Management' interface after creating a new folder. The folder tree on the left now includes 'TEST\_New' under 'Audit Trail'. The 'New folder' button is still highlighted. The main area displays a table of documents, with 'TEST\_New' added as a new entry.

Name ↑	Location	Date created	Saved by	Category
TEST_New	Root\Audit Trail	24-May-2023	Hashimoto2	
AuditTrail_07-Mar-2023_12:05:46.pdf	Root\Audit Trail	08-Mar-2023	Demo user1	Audit Trail
AuditTrail_08-Mar-2023_02:19:04.pdf	Root\Audit Trail	08-Mar-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:40:24.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:41:50.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:44:39.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:45:01.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:50:42.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail

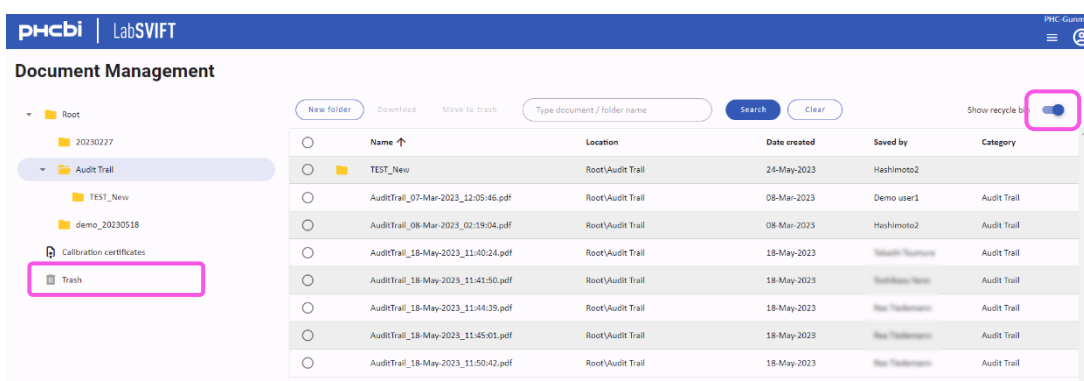


## 10.3.2 Show/Hide [Trash]

You can show or hide [Trash] in the folder tree.

### Steps

1. From the "Portal" screen or the hamburger menu, select [Document Management].  
The "Document Management" screen appears.
2. Click the [Show recycle bin] switch.



The screenshot shows the "Document Management" interface. On the left, a folder tree is visible with "Trash" highlighted. On the right, a table lists documents. A "Show recycle bin" switch is located in the top right corner of the document list area and is turned on.

Name ↑	Location	Date created	Saved by	Category
TEST_New	Root/Audit Trail	24-May-2023	Hashimoto2	
AuditTrail_07-Mar-2023_12:05:46.pdf	Root/Audit Trail	08-Mar-2023	Demo user1	Audit Trail
AuditTrail_08-Mar-2023_02:19:04.pdf	Root/Audit Trail	08-Mar-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:40:24.pdf	Root/Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:41:50.pdf	Root/Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:44:39.pdf	Root/Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:45:01.pdf	Root/Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:50:42.pdf	Root/Audit Trail	18-May-2023	Hashimoto2	Audit Trail

[Trash] is displayed in the folder tree.

3. To hide, click the [Show recycle bin] switch again.

## 10.4 Operations with the Document List

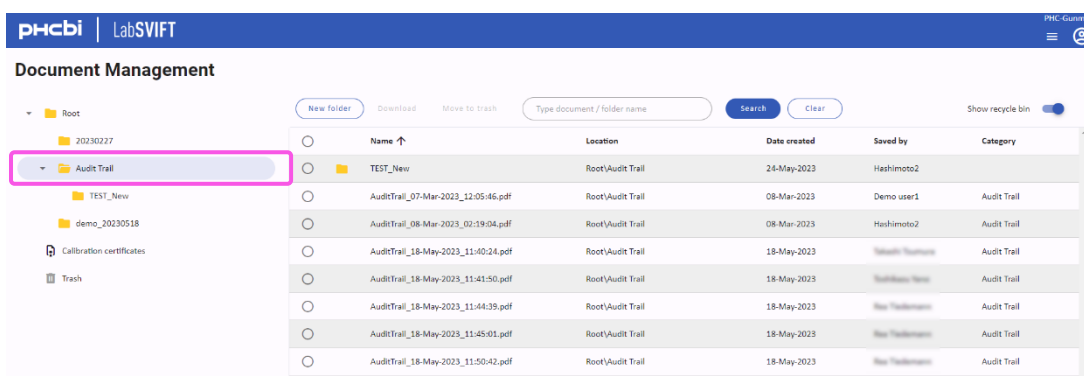
You can search, rename, download, delete, and view the documents in the document list. Also, you can search, rename, and delete folders in the document list.

### 10.4.1 Searching for the Document/Folder

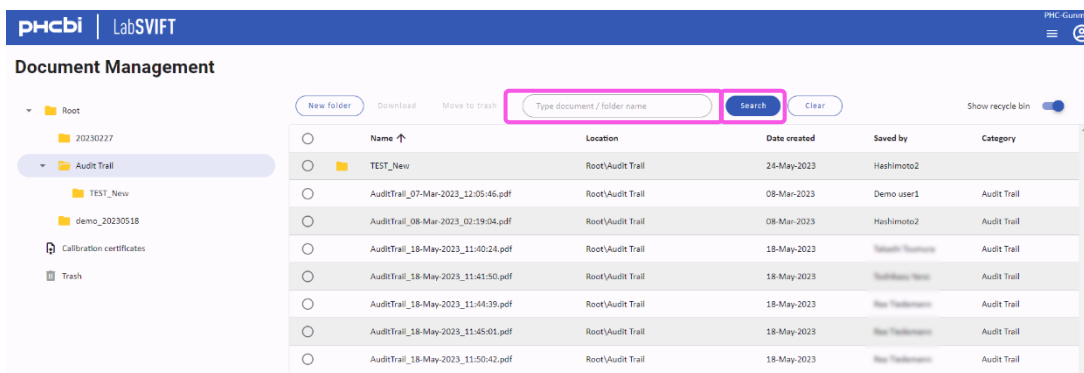
You can search for documents by using the file name or folder name as the keyword.

#### Steps

1. From the "Portal" screen or the hamburger menu, select [Document Management].  
The "Document Management" screen appears.
2. From the folder tree, select the folder you want to search.



3. Enter a keyword in [Type document / folder name], and then click the [Search] button.



The search result is displayed in the document list.

#### Tips

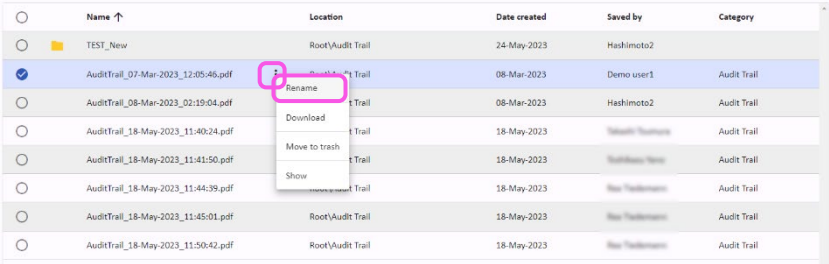
- All the items contained in the folder you selected in the folder list and the folders under it are retrieved.
- The search result is based on names of files and folders that contain the string you entered as the keyword.

## 10.4.2 Renaming the Document File or Folder

You can edit the document file name and folder name.

### Steps

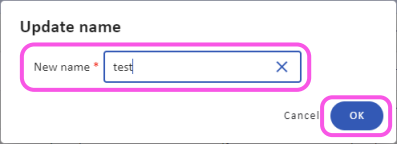
1. From the "Portal" screen or the hamburger menu, select [Document Management].  
The "Document Management" screen appears.
2. From the document list, select the document or folder you want to rename, then click the [⋮] button, and select [Rename] from the pull-down menu.



Name ↑	Location	Date created	Saved by	Category
TEST_New	Root\Audit Trail	24-May-2023	Hashimoto2	
AuditTrail_07-Mar-2023_12:05:46.pdf	t Trail	08-Mar-2023	Demo user1	Audit Trail
AuditTrail_08-Mar-2023_02:19:04.pdf	t Trail	08-Mar-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:40:24.pdf	t Trail	18-May-2023	New Testuser	Audit Trail
AuditTrail_18-May-2023_11:41:50.pdf	t Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:44:39.pdf	t Trail	18-May-2023	New Testuser	Audit Trail
AuditTrail_18-May-2023_11:45:01.pdf	Root\Audit Trail	18-May-2023	New Testuser	Audit Trail
AuditTrail_18-May-2023_11:50:42.pdf	Root\Audit Trail	18-May-2023	New Testuser	Audit Trail

The "Update name" dialog appears.

3. Enter a new name into [New name], and then click the [OK] button.



Update name

New name: test

Cancel OK

The file name or folder name in the document list is updated.

## 10.4.3 Downloading the Document

You can download the document in the document list.

### Steps

1. From the "Portal" screen or the hamburger menu, select [Document Management].  
The "Document Management" screen appears.
2. In the Document list, check the documents you want to download.  
You can select multiple documents.
3. Select one of the documents you checked, and then either click the [⋮] button and select [Download] from the pull-down menu or click the [Download] button.

	Name ↑	Location	Date created	Saved by	Category
	TEST_New	Root\Audit Trail	24-May-2023	Hashimoto2	
<input checked="" type="checkbox"/>	AuditTrail_07-Mar-2023_12:05:46.pdf	Root\Audit Trail	08-Mar-2023	Demo user1	Audit Trail
<input type="checkbox"/>	AuditTrail_08-Mar-2023_02:19:04.pdf	Root\Audit Trail	08-Mar-2023	Hashimoto2	Audit Trail
<input type="checkbox"/>	AuditTrail_18-May-2023_11:40:24.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
<input type="checkbox"/>	AuditTrail_18-May-2023_11:41:50.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
<input type="checkbox"/>	AuditTrail_18-May-2023_11:44:39.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
<input type="checkbox"/>	AuditTrail_18-May-2023_11:45:01.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
<input type="checkbox"/>	AuditTrail_18-May-2023_11:50:42.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail

All the documents you checked are downloaded.

### Tips

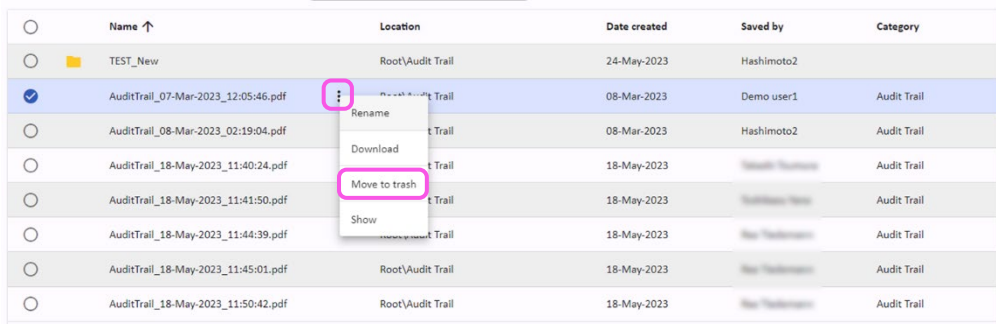
- Files with an extension other than .pdf can be downloaded by clicking [Name].

## 10.4.4 Deleting the Document/Folder

You can delete the document and folder from the document list.

### Steps

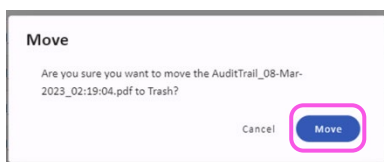
1. From the "Portal" screen or the hamburger menu, select [Document Management].  
The "Document Management" screen appears.
2. From the document list, select the document or folder you want to delete, and then either click the [⋮] button and select [Move to trash] from the pull-down menu or click the [Move to trash] button.



	Name ↑	Location	Date created	Saved by	Category
<input type="radio"/>	TEST_New	Root\Audit Trail	24-May-2023	Hashimoto2	
<input checked="" type="radio"/>	AuditTrail_07-Mar-2023_12:05:46.pdf	Root\Audit Trail	08-Mar-2023	Demo user1	Audit Trail
<input type="radio"/>	AuditTrail_08-Mar-2023_02:19:04.pdf	Root\Audit Trail	08-Mar-2023	Hashimoto2	Audit Trail
<input type="radio"/>	AuditTrail_18-May-2023_11:40:24.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
<input type="radio"/>	AuditTrail_18-May-2023_11:41:50.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
<input type="radio"/>	AuditTrail_18-May-2023_11:44:39.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
<input type="radio"/>	AuditTrail_18-May-2023_11:45:01.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
<input type="radio"/>	AuditTrail_18-May-2023_11:50:42.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail

A confirmation dialog appears.

3. Click the [Move] button.



The selected document or folder is removed from the document list and moved to [Trash].

## 10.4.5 Checking the Document Contents

When the document in the document list is a PDF, you can view its contents in a separate window. You can download and print the PDF file from a separate window.

### Steps

- From the "Portal" screen or the hamburger menu, select [Document Management].  
The "Document Management" screen appears.
- From the document list, select the document you want to check, then click the [⋮] button, and select [Show] from the pull-down menu.

Name ↑	Location	Date created	Saved by	Category
TEST_New	Root\Audit Trail	24-May-2023	Hashimoto2	
AuditTrail_07-Mar-2023_12:05:46.pdf	Root\Audit Trail	08-Mar-2023	Demo user1	Audit Trail
AuditTrail_08-Mar-2023_02:19:04.pdf	Root\Audit Trail	08-Mar-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:40:24.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:41:50.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:44:39.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:45:01.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail
AuditTrail_18-May-2023_11:50:42.pdf	Root\Audit Trail	18-May-2023	Hashimoto2	Audit Trail

### Tips

- For files with the extension .pdf, you can also view the contents by clicking [Name].

The PDF is displayed in a separate window.

Time	Email	Function	Type	Operation
08-Mar-2023 02:16:14		Ticket Management	Change	Close ticket[Ticket ID: 18485]
08-Mar-2023 02:14:40		Lab Management(Asset)	Change	Edit asset[Model ID: MDF-DU703VHA-PA, Serial NO: 12345678] []
08-Mar-2023 02:13:22		Lab Management(Asset)	Change	Edit asset[Model ID: MDF-DU703VHA-PA, Serial NO: 12345678] []
08-Mar-2023 02:13:02		Lab Management(Asset)	Change	Edit asset[Model ID: MDF-DU703VHA-PA, Serial NO: 12345678] []
08-Mar-2023 02:06:15		Document Management	Confirm	Open document[FileID: 1217, Name: AuditTrail_07-Mar-2023_12:05:46.pdf]
08-Mar-2023 02:05:54		Audit Trail	Output	Create PDF[File ID: 1217, Name: AuditTrail_07-Mar-2023_12:05:46.pdf] of Audit trail.
08-Mar-2023 02:05:48		Ticket Management	Confirm	Confirm ticket[Ticket ID: 18472]
08-Mar-2023 02:04:17		Ticket Management	Change	Close ticket[Ticket ID: 18486] [note, testtest]
08-Mar-2023 02:03:41		Ticket Management	Confirm	Confirm ticket[Ticket ID: 18473]
08-Mar-2023 02:02:54		Ticket Management	Confirm	Confirm ticket[Ticket ID: 18474]
08-Mar-2023 02:02:50		Ticket Management	Confirm	Confirm ticket[Ticket ID: 18475]
08-Mar-2023 02:02:42		Ticket Management	Confirm	Confirm ticket[Ticket ID: 18477]
08-Mar-2023 02:02:38		Ticket Management	Confirm	Confirm ticket[Ticket ID: 18478]
08-Mar-2023 02:02:34		Ticket Management	Confirm	Confirm ticket[Ticket ID: 18480]
08-Mar-2023 02:02:30		Ticket Management	Confirm	Confirm ticket[Ticket ID: 18481]

## 10.5 Operations with Trash

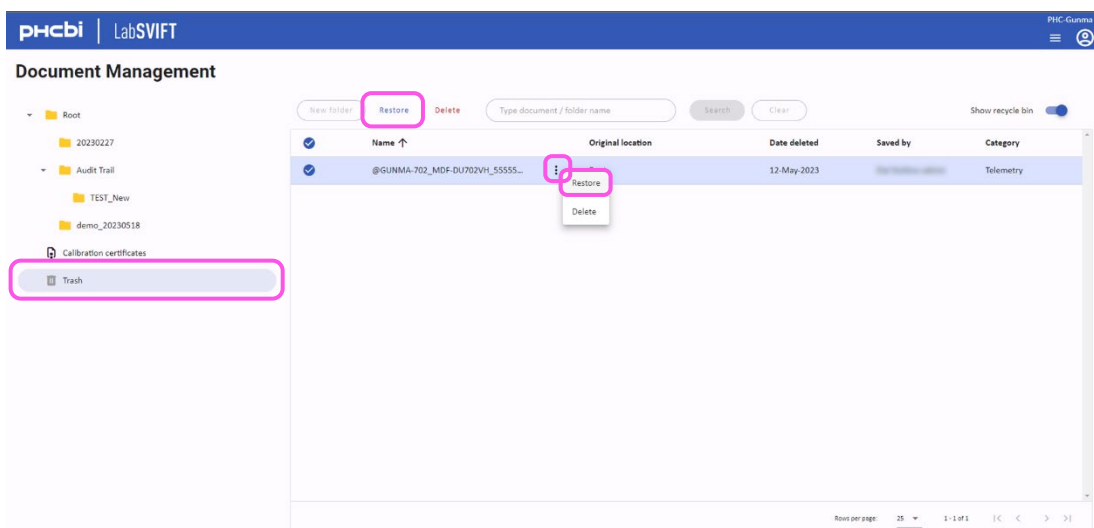
Documents and folders that were moved to [Trash] can be restored to their original locations or permanently deleted.

### 10.5.1 Restoring the Documents and Folders

You can restore documents and folders that were moved to [Trash] to their original locations.

#### Steps

1. From the "Portal" screen or the hamburger menu, select [Document Management].  
The "Document Management" screen appears.
2. Click the [Show recycle bin] switch to show [Trash] in the folder tree.
3. In the folder tree, select [Trash].
4. From the document list, select the document or folder you want to restore, and then either click the [⋮] button and select [Restore] from the pull-down menu or click the [Restore] button.



The selected document or folder is removed from the document list and moved back to its original folder.





## 10.6 Operations with the Calibration Certificate

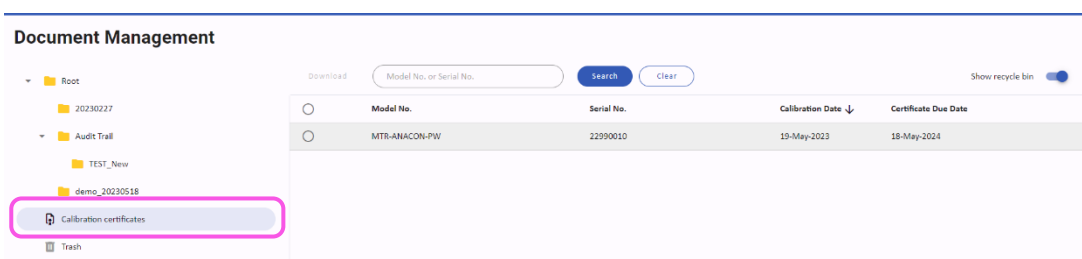
The calibration certificates of the digital sensor owned by the company to which the logged-in user belongs can be searched, viewed, and downloaded.

### 10.6.1 Searching for the Calibration Certificate

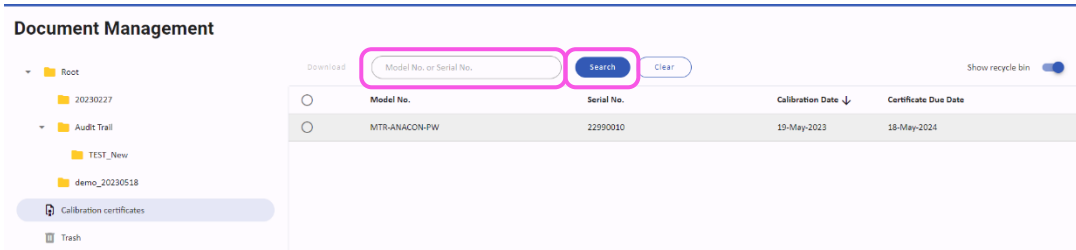
The calibration certificates can be searched using Model No. or Serial No. of the digital sensor as a keyword.

#### Steps

1. From the "Portal" screen or the hamburger menu, select [Document Management].  
The "Document Management" screen appears.
2. Click [Calibration certificates].



3. Enter a keyword in [Download] and click the [Search] button.



The search result is displayed in the Calibration certificate list.

#### Tips

- The search result is based on Model No. and Serial No. that contain the string you entered as the keyword.

## **10.6.2 Downloading the Calibration Certificate**

You can download a calibration certificate from the Calibration certificate list.

For more information on the operation, refer to "10.4.3 Downloading the Document" (page 10-9).

## **10.6.3 Checking the Calibration Certificate Contents**

You can view the contents of a calibration certificate in the Calibration certificate list.

For more information on the operation, refer to "10.4.5 Checking the Document Contents" (page 10-11).

# 11 Audit Trail

## 11.1 Overview of Audit Trail

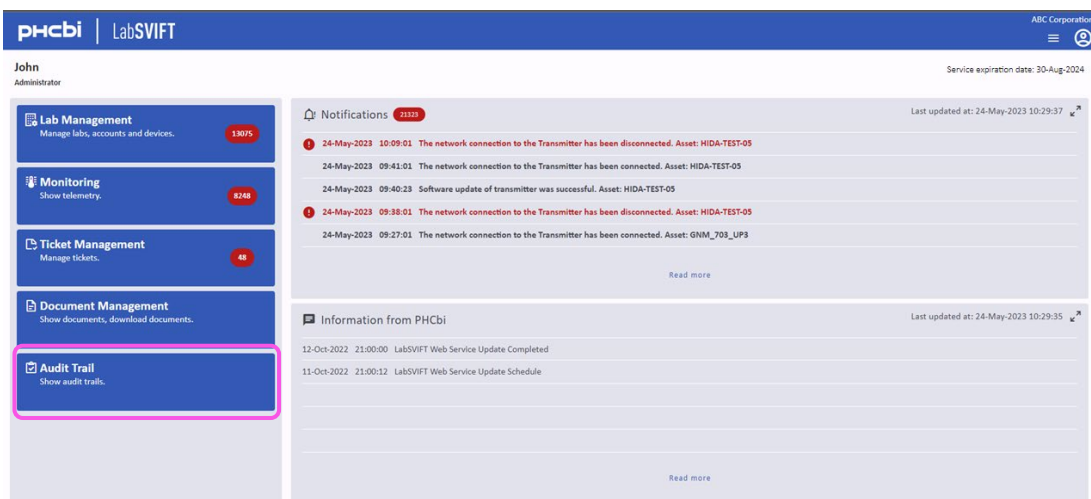
Audit Trail is used for viewing the operation log.

## 11.2 Displaying the "Audit Trail" Screen

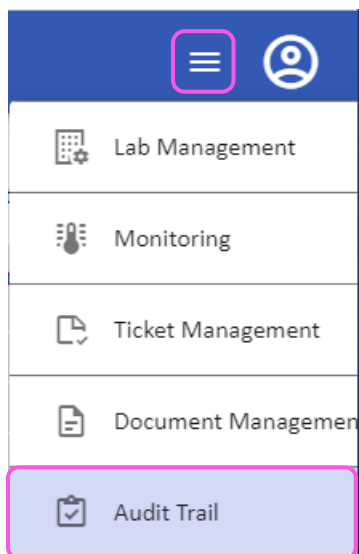
This section explains how to display the "Audit Trail" screen, and provides the overview of the screen display.

### Steps

1. On the "Portal" screen, click the [Audit Trail] button.

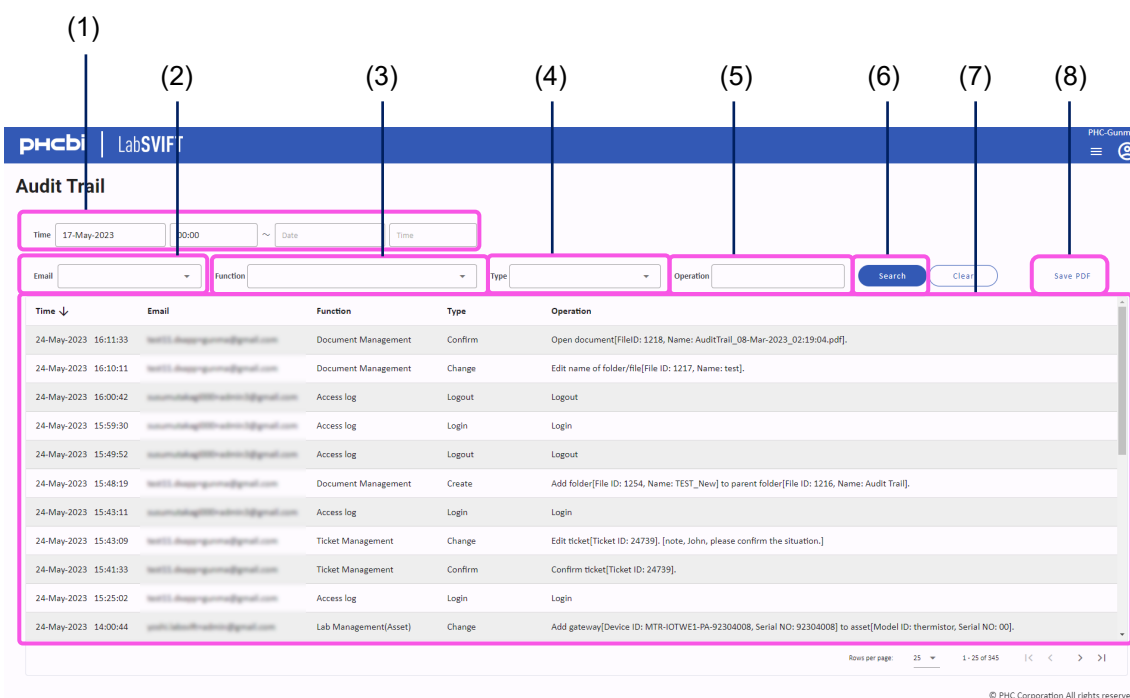


Alternatively, from the hamburger menu on each screen, select [Audit Trail].



The "Audit Trail" screen appears.

## Screen Overview



No.	Name	Function
(1)	Time	When specifying the Audit Trail issuing date and time as the search condition for an Audit Trail search, specify the period that contains the issuing date and time.
(2)	Email	Select when specifying the e-mail address as the condition for the Audit Trail search. The Audit Trails with an exact match of the entered e-mail address are retrieved by the search.
(3)	Function	<p>Select from the pull-down menu when specifying the function as the condition for the Audit Trail search.</p> <p>The pull-down menu provides the following 11 items, and you can select multiple items.</p> <ul style="list-style-type: none"> <li>● Access Log</li> <li>● Lab Management</li> <li>● Lab Management (Location)</li> <li>● Lab Management (Account)</li> <li>● Lab Management (Asset)</li> <li>● Monitoring</li> <li>● Ticket Management</li> <li>● Document Management</li> <li>● Audit Trail</li> <li>● Contract Management</li> <li>● Portal site</li> </ul>

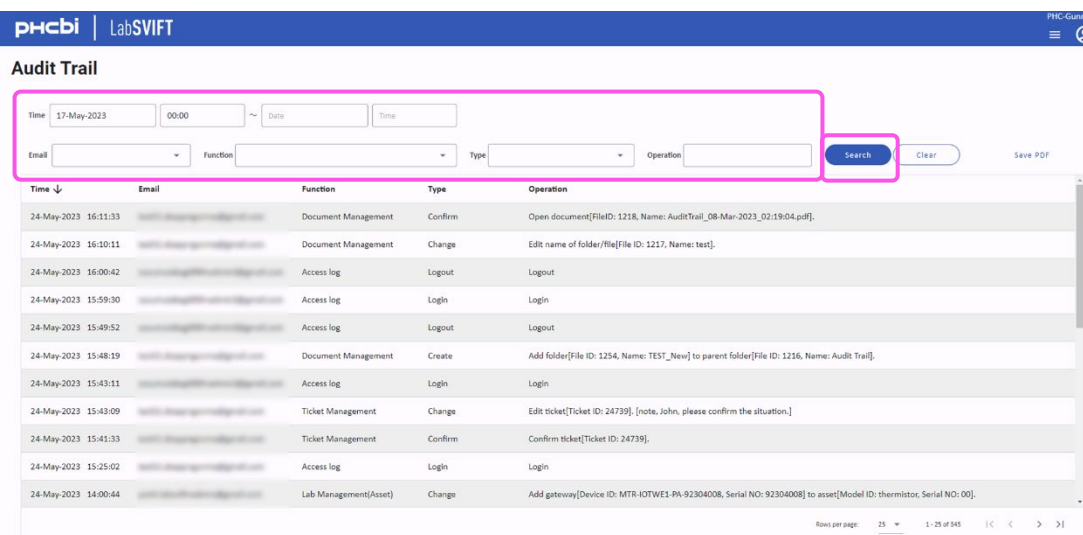
No.	Name	Function
(4)	Type	<p>Select from the pull-down menu when specifying the type as the condition for the Audit Trail search.</p> <p>The pull-down menu provides the following eight items, and you can select multiple items.</p> <ul style="list-style-type: none"> <li>● Change</li> <li>● Confirm</li> <li>● Create</li> <li>● Delete</li> <li>● Login</li> <li>● Logout</li> <li>● Notify</li> <li>● Output</li> </ul>
(5)	Operation	Enter when specifying the operation as the condition for the Audit Trail search. All the Audit Trails containing the entered string are retrieved by the search.
(6)	[Search] button	Search button for performing an Audit Trail search.
(7)	Audit Trail list	Displays a list of Audit Trails. When a search condition is specified, the search result is displayed.
(8)	[Save PDF] button	Saves the Audit Trail search result to a PDF. For more information, refer to "11.4. Creating the PDF of Audit Trail" (page 11-5).

## 11.3 Searching the Audit Trail

By specifying search conditions, you can search and easily identify the Audit Trail you want to check.

### Steps

1. From the "Portal" screen or hamburger menu, select [Audit Trail].  
The "Audit Trail" screen appears.
2. Specify the search condition, and then click the [Search] button.



The screenshot shows the PHCbi LabSVIFT Audit Trail interface. The search filters are highlighted with a pink box, and the search button is also highlighted. The resulting audit trail list is shown below.

Time	Email	Function	Type	Operation
24-May-2023 16:11:33	[redacted]	Document Management	Confirm	Open document[File ID: 1218, Name: AuditTrail_08-Mar-2023_02:19:04.pdf].
24-May-2023 16:10:11	[redacted]	Document Management	Change	Edit name of folder/File[File ID: 1217, Name: test].
24-May-2023 16:00:42	[redacted]	Access log	Logout	Logout
24-May-2023 15:59:30	[redacted]	Access log	Login	Login
24-May-2023 15:49:52	[redacted]	Access log	Logout	Logout
24-May-2023 15:48:19	[redacted]	Document Management	Create	Add folder[File ID: 1254, Name: TEST_New] to parent folder[File ID: 1216, Name: Audit Trail].
24-May-2023 15:43:11	[redacted]	Access log	Login	Login
24-May-2023 15:43:09	[redacted]	Ticket Management	Change	Edit ticket[Ticket ID: 24739], [note, John, please confirm the situation.]
24-May-2023 15:41:33	[redacted]	Ticket Management	Confirm	Confirm ticket[Ticket ID: 24739].
24-May-2023 15:25:02	[redacted]	Access log	Login	Login
24-May-2023 14:00:44	[redacted]	Lab Management(Asset)	Change	Add gateway[Device ID: MTR-IOTWE1-PA-92304008, Serial NO: 92304008] to asset[Model ID: thermostat, Serial NO: 00].

Rows per page: 25 1 - 25 of 345

The search result is displayed in the Audit Trail list.

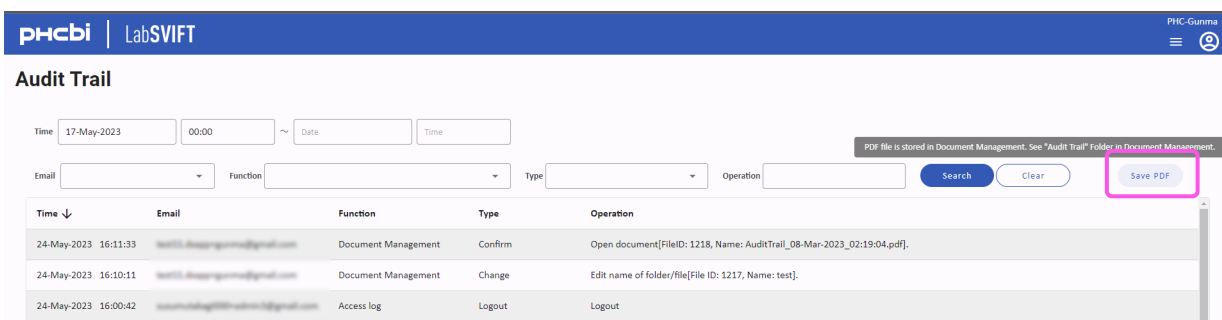
## 11.4 Creating the PDF of Audit Trail

You can convert the contents of Audit Trail list into PDF. The created PDF is saved in the "Audit Trail" folder of "Document Management".

For how to work with the created PDF, refer to "10. Document Management" (page 10-1).

### Steps

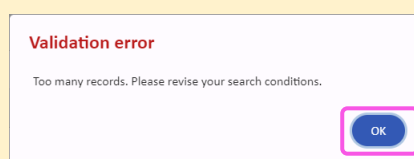
1. From the "Portal" screen or hamburger menu, select [Audit Trail].  
The "Audit Trail" screen appears.
2. Click the [Save PDF] button.



The PDF is saved in the "Audit Trail" folder of "Document Management".

### Tips

- An error occurs when the number of search results exceeds 200, and an error dialog is displayed.
- If the following error dialog appears, click the [OK] button to close the dialog, and then modify the search condition so that the number of items displayed in the Audit Trail list is 200 or less. For more information about the search, refer to "11.3 Searching the Audit Trail" (page 11-4).



# 12 Troubleshooting

## 12.1 Error Messages and Remedies

The following shows the list of error messages and remedies.

No.	Error message	Remedy
1	The session has expired because of inactivity for an extended period.	The session timed out because of inactivity for an extended period. Login again.
2	502 Bad Gateway	The server has encountered an error. Wait for a short while, then retry.
3	A system error occurred. Wait for a while.	The server has encountered an error. Wait for a short while, then retry.
4	Failed to connect transmitter to asset. Reconnect properly or delete and try again.	Failed to connect transmitter to asset. Confirm that the combination of the transmitter and asset is correct, and then delete and register again.
5	Firmware update is available. Update from the asset control panel.	There is a new firmware for the asset. Use the asset control panel to update.
6	Firmware update is available. Update from the details screen.	New firmware is available for the transmitter. Update from the asset details screen.
7	Enter a value from 0 to 5.	Enter a value in the range from 0 to 5.
8	{targetDate} is earlier than {baseDate}.	Enter {targetDate} that is later than {baseDate}.
9	A maximum of 255 characters can be entered.	Enter the text not exceeding 255 characters.
10	The e-mail address format is incorrect.	Enter in a correct format for the e-mail address.
11	A maximum of 254 characters can be entered.	Enter the text not exceeding 254 characters.
12	A maximum of 200 characters can be entered.	Enter the text not exceeding 200 characters.
13	The password does not match the new password.	The new password does not match the entered password. Enter the same password.
14	You can enter numerals only.	Enter only by using numerals.
15	You can enter 8 digits.	Enter an 8-digit number.
16	A maximum of 64 characters can be entered.	Enter the text not exceeding 64 characters.
17	A maximum of 8 characters can be entered.	Enter the text not exceeding 8 characters.
18	You can enter from 10 to 15 digits.	Enter by using 10 to 15 characters.
19	You can only enter half-sized numerals.	Enter only by using the half-sized numerals.



No.	Error message	Remedy
20	Set a value lower than {target}.	Enter a value that is less than the target.
21	Set a value higher than {target}.	Enter a value that is larger than the target.
22	The asset model number and asset serial number are already registered. Please enter valid value.	You have attempted to register an asset that is already registered. Register the Model No. and Serial No. of the asset that is not already registered.
23	An invalid model number was entered. Please enter valid value.	Enter a correct Model No.
24	You must enter the model number and serial number. Please enter valid value.	Enter the Model No. and Serial No.
25	This data has already been updated. Please reopen this window.	Another user has made a change to the same data. Reopen the screen.
26	The format of selected CSV file is invalid.	Check the format of the CSV file and make a correction to an appropriate format.
27	A document with the same name exists. Enter a different name.	There is a document with the same name. Enter a different name.
28	Transmitter model number and transmitter serial number are already registered. Please enter valid value.	You have attempted to register a transmitter that is already registered. Register the Model No. and Serial No. of the transmitter that is not already registered.
29	An unknown error occurred. Please try again later.	The server has encountered an error. Wait for a short while, then retry.
30	This type is already in use by another sensor.	This AD conversion type cannot be removed because it is already in use by another sensor. Before removing, change the settings of the sensor that is using the type.
31	An error occurred in this system. Please try again later.	The server has encountered an error. Wait for a short while, then retry.
32	The e-mail is already in use. Please enter a different e-mail address.	The e-mail address is already in use. Enter a different e-mail address.
33	We can't seem to find your account.	The combination of e-mail address and password you entered is incorrect. Check the contents you entered.
34	Sign in failed. because of an invalid user.	User is not valid. Contact your administrator or the representative of our company.

**PHC Corporation**

1-1-1 Sakada, Oizumi-machi, Ora-gun, Gunma 370-0596, Japan

© PHC Corporation 2023