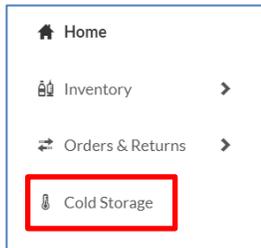


Cold Storage Units

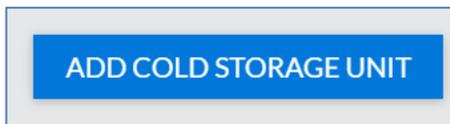
Users can manage Cold Storage Units, track temperatures, and upload temperature logs. Cold Storage Units include Freezers and Refrigerators with predefined acceptable temperature ranges.

Create a Cold Storage Unit

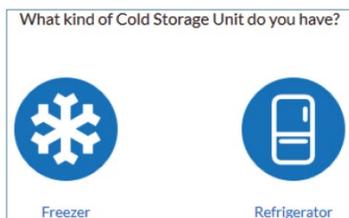
1. Click the **Cold Storage** link in the navigation menu.



2. On the bottom of the Cold Storage page, click **Add Cold Storage Unit**.



3. Select either **Freezer** or **Refrigerator**.

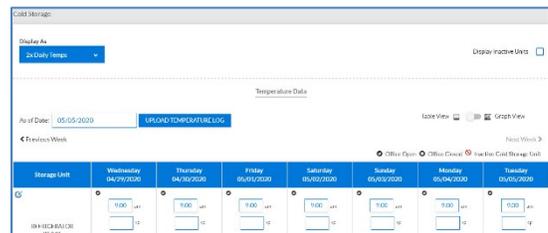


4. Enter at least the required information. You can also optionally add the location by clicking **Add Location** and entering that information.
 - a. When entering dates, select a date from the calendar.

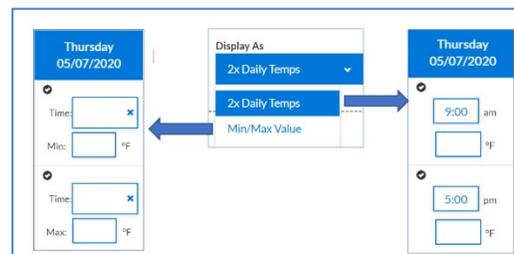
5. When finished, click **Save** to save the new refrigerator or freezer information and return to the main Cold Storage page.

Enter Temperatures

1. The Cold Storage page displays all units. On this page, you can **enter** temperature recordings and **edit** Cold Storage Unit details (click the Edit icon (✎)).



2. Change the **Display As** option to move between the **2x Daily Temps** and the **Min/Max Value** displays.



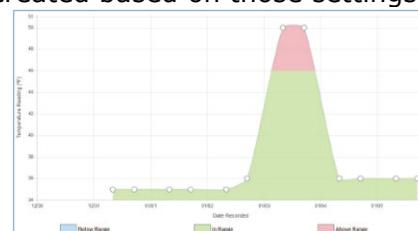
3. Once temperatures are entered, click **Save**.

Display the Graph View

1. To display the Graph View, **move the toggle switch** (located on the top right side of the Cold Storage page) to the **Graph View** setting.



2. On the Temperature Data page, **select** the desired **Cold Storage Unit** and **date range**. A graph is created based on those settings.



Upload a Temperature Log

1. To upload a temperature log, first click **Upload Temperature Log**.

As of Date: **UPLOAD TEMPERATURE LOG**

2. **Select** the Cold Storage Unit from the drop-down list.
3. **Select** an existing data profile from the Select Profile drop-down list.
4. Select the file to upload. The following file types are accepted: CSV, TXT.
5. Click **Import**.

Create a New Data Profile

1. Instead of selecting an existing data profile from the Select Profile drop-down list, click the **Define Data Profile** button.

Select Cold Storage: Select Profile: **EDIT** **DEFINE DATA PROFILE**

2. **Enter** a unique, descriptive name for the data profile.
3. If the first line of your data file is not a header line, deselect the **Does the import start with a header line?** option.
4. **Copy** a non-header line of data from your csv or txt file and **paste** it into the Sample Line field.
5. **Select** the data file's delimiter style:
 - a. Tab Delimited
 - b. Delimited (and then enter the delimiter character, such as a comma or pipe symbol)
 - c. Fixed Width (and enter the length of each field, separating each with a comma).

Click **Evaluate Sample Line**.

Profile Name: Does the import start with a header line?
 Sample Line:

1	05/10/2020	2:26:22 PM	42.3
---	------------	------------	------

 Tab Delimited
 Delimited
 Fixed Width
CANCEL **EVALUATE SAMPLE LINE**

6. For each data field found in the sample line, the application requests a Field Definition and, possibly, a Data Format. Enter all the information for each data field and click **Submit Definitions**.

Sample Field	Field Definition	Data Format
2	N/A	Normal (none)
10/28/2016	Temperature Record Date	MMDDYYYY
2:51:22 PM	Temperature Record Time	HH:mm:ss a
42.3	Import Temperature	Fahrenheit (F)

BACK **SUBMIT DEFINITIONS**

7. Back on the Temperature Upload page, **select** the new profile from the **Select Profile** drop-down list, select the file to be uploaded, and click **Import**. A success or error message appears on the page. If it is an error message, view the log information for details (click **View Logs**).

Select Cold Storage: Select Profile: **EDIT** **DEFINE DATA PROFILE**
 Select File: **IMPORT**
 This log file "Temperature log New text.txt" has been uploaded successfully. Click "View Logs" below for more information.
CLEAR **VIEW LOGS** **REPORT TO STATE**

8. To report the temperatures to the state and auto-populate the temperature fields on the Temperature Data page, click **Report to State**.
9. A pop-up appears, **select** if you would like to save the **Min/Max** temperature or **Twice Daily** reading.

SAVE TO STATE

Would you like to save the minimum and maximum temperatures from each day or one reading from the AM and one from the PM?

CANCEL **MIN/MAX** **TWICE DAILY**

10. A confirmation screen appears. Click **Return to Cold Storage Page** to go back.

SAVE TO STATE

Cold storage log has been successfully sent to state.

RETURN TO COLD STORAGE PAGE