Winlog.basic

Version 2.66

Operation Manual

Contents

Program Start **3**
Basic Operating **4**
Ribbon 5
Settings **9**
Program 9
Files and Folders 9
Communication 10
Settings Reports 11
Security **12**
E-Mail Configuration 12
Manage users **14**
Sign Document **15**
Device Selection **16**
Task-bar 17
Program **18**
Measurement 19
Limits 20
Descriptions 20
Alarm Monitoring 21
Logger state 22
Show values **23**
Curve overview **26**
Context menu-Curves 26
Audit Trail **27**
Firmware Update **28**
EBI 300/310 ..... **29**
External Probes 29
Measurement-Stop Condition 29
Measurement-Maximum measurement time 29
Measurement-Set Password 29
Measurement-Delete Password 30
Limits-Multiple Alarm Ranges 30
PDF-Options 31
Alarm Monitoring 33
Quickstart 34

Program Start

❶ Start the software by double-clicking on the desktop-icon or with *Start-Programs*.

❷ Enter your user name and password.

After a new installation of the software enter **Admin** for the user name and leave password blank. You will be asked to select a new password. Enter your new password twice and press OK.
For security reasons it's recommended to change the Administrator-password.

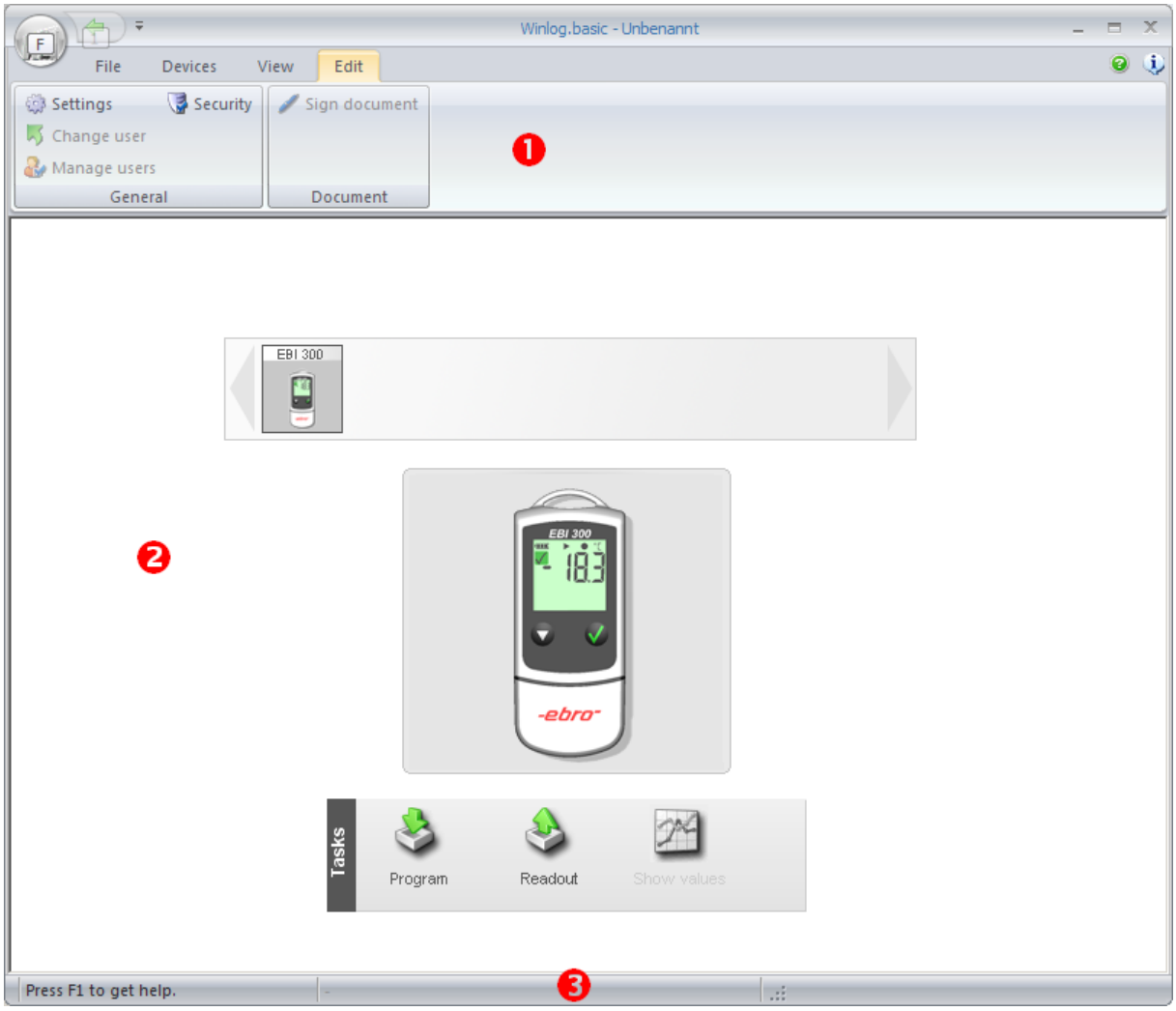
If 21 CFR Part 11 functionality is deactivated in Security Settings there will be no login prompt at start-up.

❸ The Software is searching automatically for connected data loggers and interfaces.
After the search process is finished, all detected devices will be displayed -> Device Selection.

Basic Operating

The Winlog user interface is divided in 3 areas:

1. Ribbon
2. Display area
3. Status bar



Ribbon

The ribbon is used to select program functions.

All functions are organized in groups which will be selected by clicking the appropriate menu item.

Winlog Button

New

Creates a new workspace. All logger data are stored in a workspace. A workspace contains the data of one or more loggers which are read out one after another. Measurement values of one logger is called a document.

Open

Opens existing Winlog files.

Save

Saves the current workspace to the default folder.

Save as

You can define where to store the workspace.

Recent files

Shows a list of all recently opened files. To open one of these documents click on the document name.

Exit

Exit Winlog software.

Menu File

New

Creates a new workspace. All logger data are stored in a workspace. A workspace contains the data of one or more loggers which are read out one after another. Measurement values of one logger is called a document.

Save

Saves the current workspace to the default folder.

Save as

You can define where to store the workspace.

Save as PDF

Creates reports for the current workspace and print it to PDF.

Export

Export the current workspace to Microsoft® Excel®.

Print

Creates reports for the current workspace.

Menu Devices

Search

Scans for all connected logger and interfaces (Device Selection).

Firmware Update

Upgrade logger and interface firmware. Not all devices are supporting firmware upgrades.

Refer to Firmware Update.

Menu View

Device Selection

Go to Device Selection-view.

Measurement data

Go to Measurements-view.

Audit-Trail

Opens the Audit-Trail.

Signatures

Shows all signatures for the current workspace.

Errors

Shows measurement values with errors (Hi/Low).

Alarmlist

If a EBI 310 is used with Multiple Alarm Ranges, the alarm ranges and alarm status is displayed.

Menu Edit

Settings

Opens the Settings Window.

Change User

Opens the login screen.

User Administration

Opens the User Administration.

Security

Opens the Security Settings.

Sign

Opens the signature dialogue to sign the current workspace.

Comment

Opens the dialogue to enter a comment for the current workspace or to show the comment of the workspace.

Menu Diagram

All menu items are described in chapter Measurement View.

Settings

Program

❶ Click on Menu *Edit-Settings.*

❷ **Units**

Define the units for temperature and pressure.

❸ **User Information**

Enter the user information which will be printed on all reports.

❹ **Logger texts**

Depending on the logger type, up to four information fields can be stored in the logger. The header for these fields can be defined with *Label1* to *Label 4.*

❺ **Logo**

Click on **…** to select the logo which will be printed on all reports. The logo must have a size of 362x75 pixel.

❻ **Warnings**

Several program actions require a user confirmation. You can suppress these messages by activating *Don't show this message again* within the message window.

To show the messages again click on *Reset warnings.*

❼ **Battery-check**

Activate this option if a message should appear when battery level is below the stated level.

❽ **Calibration**

If a message should appear when next calibration is due, enter calibration interval and calibration reminder.

Files and Folders

❶ **Standard document path**

Select the default folder for your documents. This folder is used when saving a new document.

Communication

❶ Maximum device search time

During software start, when executing command *Devices – Search,* or after connection of an USB device, Winlog is scanning all communication interfaces (USB, RS232, Ethernet) for loggers and interfaces. The maximum time for this scan process will be defined here.

If some devices are not detected properly (mainly RS232 devices), you should increase search time.

❷ TCP/IP

If you you want to use devices with an Ethernet connection, activate *TCP/IP support*.

Port

Enter the communication port for TCP/IP.

Automatically search for devices

Winlog will send a broadcast to identify all ebro devices in the network.

Manually address devices

Choose this option to address TCP/IP devices directly. You have to enter the IP-address for every connected device.

Settings Reports

Reports can be created in a different language from the language of the Winlog software.
Select the language for the reports.

Security

❶ In menu *Edit* click *Security*

Winlog has a 21 CFR Part 11 compliant security concept with user management, electronic signatures and audit trail. If you want to use these security features, activate *21 CFR Part 11.*

❷ **Passwords**

Define the password settings (password length, expiration etc.).

❸ **Security**

Define the response of the software on false logins.

❹ **e-mail settings**

If *send warning email* in case of a repeated false login is activated, enter one or more recipients for this email. Click on *Advanced* to edit the sender configuration.

E-Mail Configuration

Sender

You have to enter a name, an email sender address, a user name including password for the program in order to gain access to the server. Select one of the below authentication methods for the server access:

none	Neither user name nor password are required for the server access.
CRAM MD5	Challenge-Response Authentication Mechanism. User name and password are transmitted encoded. This method is said to be bug-proof.
AUTH LOGIN	User name and password are transmitted consecutively to the server without coding.
LOGIN PLAIN	User name and password are transmitted to the server as plain text. In contrast to AUTH LOGIN, LOGIN PLAIN transmits user name and password as string instead of consecutive transmission.

Server

Enter the host-name or IP-address and the port-number (usually 25) of the email-server.

Misc

Define here
- whether the connection to the internet is to be made automatically
- which IP address should be used for the connection
- which character set should be used for coding the message

❺ Electronic Signatures

All relevant software actions (e.g. logger-programming, logger-readout) can be verified by one or two electronic signatures.
Activate *Force comment* if a comment for all electronic signatures is required.
Click on *Advanced* to define for which actions an electronic signature is required.

❻ Activate Audit Trail

If Audit-Trail is activated, all relevant program actions will be stored with time-stamp and the name of the user who has executed the actions.

To be 21 CFR Part 11 compliant at least one signature must be selected and the audit trail has to be activated.

Manage users

User management is only active if *21 CFR Part 11* is activated in Security Settings.

The Administrator has all rights to grant every other user individual rights.

❶ In menu *Edit* click on *Manage users*.

It's recommended to create additional users for different tasks.
User *Admin* should be used only for administrative tasks.

❷ Create a new user

Click on *New* to create a new user.

❸ Define properties

Enter a user name an the full name of the user. The user name is used for login and will be printed on all reports. The full name is used only to identify the user in the user management..

Enter the password for the user and retype it.

❹ Define user rights

You can grant every user one or more rights for all program functions.

❺ Save

When all information is entered click on *Save*.

Sign Document

If 21 CFR Part 11 is activated a signature dialogue will be opened after every action which is defined in Security Settings.

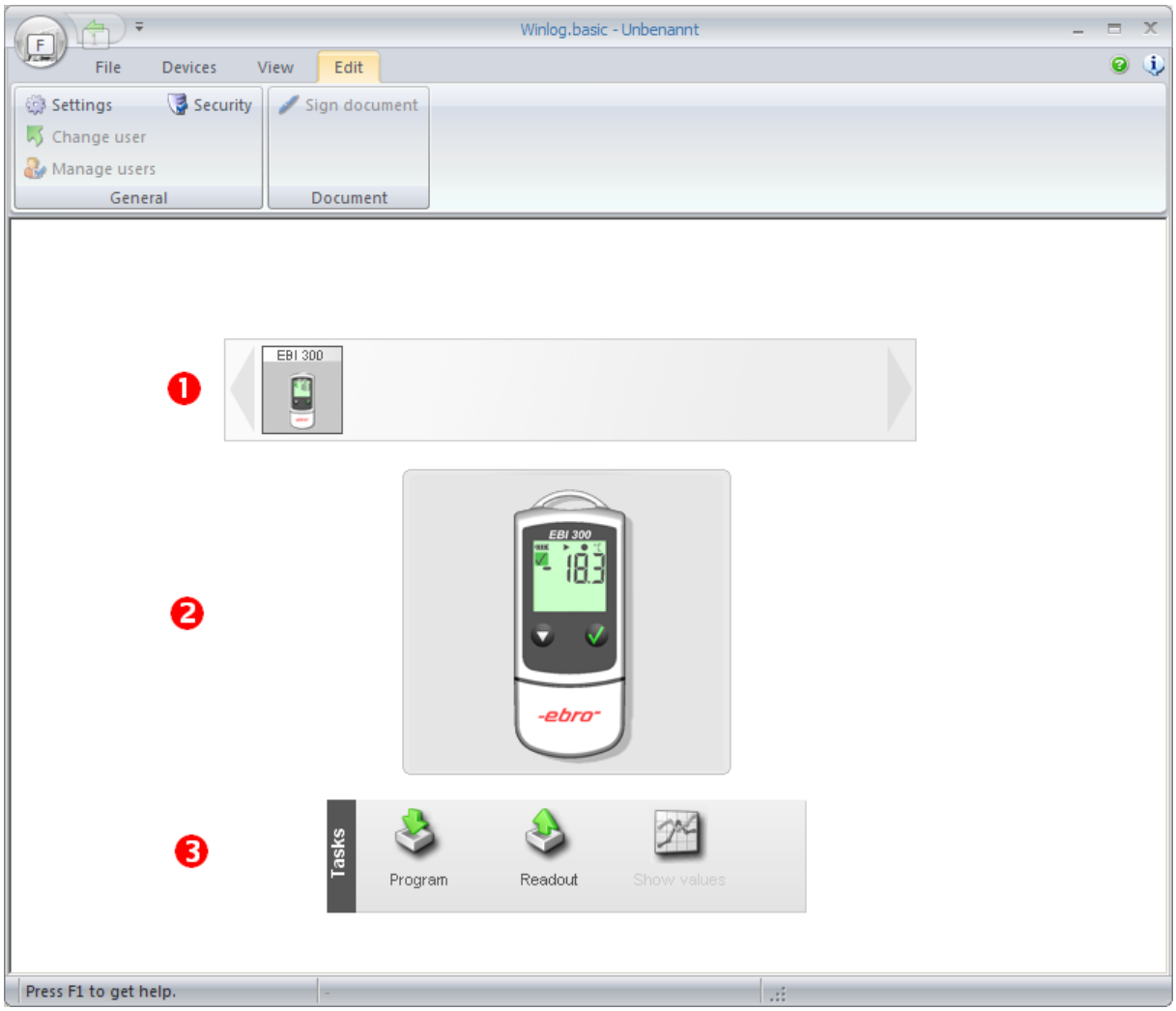
1. Enter name and password of the user for the first signature.
2. If two signatures are required, enter name and password of the user for the second signature in the section *Verified by.*
3. If applicable, enter a comment for this signature.

   If force comment is activated in Security Settings, you have to enter a comment before proceeding.
4. Click on OK to save the signature.

Device Selection

All connected devices are displayed as an icon on the start screen.

USB devices will be automatically detected as soon as they are connected to the PC. To detect RS232 devices click on *Menu-Devices-Search*.



1. Click on the icon of the device you want to use.
2. The active device is display with a picture.
3. In the task bar select the function to execute. The available functions are depending on the device type.

Task-bar

General Functions

1. Click on *Program* to configure a logger. The Logger-Programming dialogue will be opened.

   If you click on the black arrow you can select a Configuration for programming.

2. Click on *Readout* to transfer the measurement data to the software.

3. As soon as all measurement data was read out, button *Show values* is activated. All current readings will be displayed.

Program

On the task bar click on *Program.*

❶ The section G*eneral* contains all basic logger information. Click on *Refresh data* if you want to read the logger information again.

❷ All programming-options are organized in groups. Click on the tabs to change the settings. Programming options are described below.

Please note that depending on the logger type programming options can vary.

❸ Enter all parameters for programming the logger.

❹ Click on *Program Logger* to transfer the settings to the logger.

Measurement

Please note that depending on the logger type not all options available.

❶ **Type**

The following logging types are available (depending on the logger type):

- **Endless mode measurement**

  Measurement starts immediately and runs endless. As soon as the logger memory is full, the oldest readings will be overwritten.

- **Measure upon start time**

  Measurement starts at a given time and stops when the memory is full.

- **Start immediately until memory full**

  Measurement starts immediately and stops when the memory is full.

- **Start/Stop Measurement**

  Measurement starts and stops at a given time.

- **No measurement / Start upon key pressed**

  Recording is stopped (logger is switched off). Logger with a start key can be started manually.

❷ **Interval**

Select the sample rate.

❸ **Start time**

Enter the start time for logging types *Measure upon start time* and *Start/Stop Measurement.*

❹ **Stop time**

Enter the start time for logging type *Start/Stop Measurement.*

❺ **Start delay**

You can define a start delay for the logging types *Endless mode measurement* and *Start immediately until memory full.* Recording starts after the delay time.

Limits

Define the limits for all measurement channels.

The limits will be shown in the charts and will be used by the logger for alarm indication.

Descriptions

Depending on the logger type you can store up to four texts in the logger.

Refer also to Program Settings.

Alarm Monitoring

Alarm monitoring defines if limits will be displayed in the software and how the logger reacts on limit violations.

Enable alarm monitoring

If alarm monitoring is activated, the limits of the logger will be displayed in the software. Depending on the logger type limit violations will be indicated as an alarm by the logger.

LED active

If the logger has an alarm LED you activate the LED to indicate an alarm.

Activating Alarm-LED will slightly reduce battery run time.

Activate alarm pause via key press

This option is only available for EBI 300/310 Logger. Refer to EBI 300 alarm monitoring.

Delay

Alarm delay defines the time a limit violation has to occur until an alarm will be raised.

Logger state

❶ **Battery-capacity**

Shows the remaining capacity of the logger battery.

Show values

After logger readout the Diagram View will be opened:

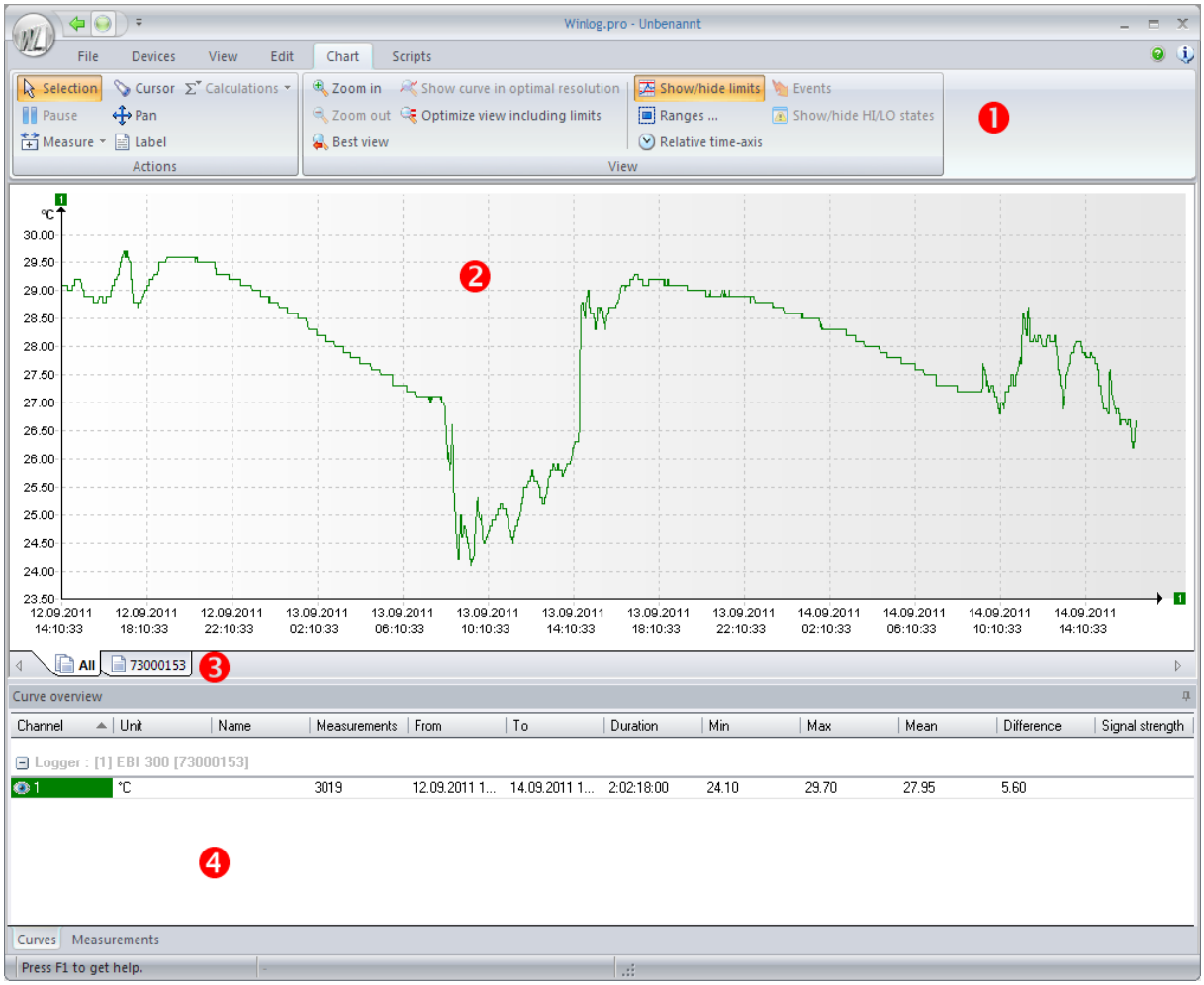


Diagram View is separated into four areas:

1. **Ribbon – Menu Diagram**
2. **Diagram**
3. **Chart-Selection**
4. **Curve overview**

❶ Menu Diagram

The menu contains all tools to adjust the chart according to your requirements.
The following functions are available:

Pan

Click with left mouse button into the chart. Hold the button and move the mouse. The chart will be moved according to the mouse movement.

Measurement

Activates the measurement mode. By clicking the measurement curve followed by dragging the cursor to a second position, the difference between two measurement values – both in time and value – can be detected.

Zoom in

Click on this button to zoom a part of the chart with the mouse.

Zoom out

Click on this button to cancel the last zoom.

Best View

Click on this button to display the chart in its optimal size.

Show curve in optimal resolution

Click on this button to show the selected curve in its optimal size.

Optimal view including limits

Click on this button to show the chart in its optimal size including all limit values.

Show/hide limits

Shows or hides the limit value display.

Show/hide status

If a logger has measured High or Low, this will be shown in the chart. Click on *Show/hide state* to show or hide the respective mark.

❷ Chart

All measurement values are displayed graphically in the chart view.

Context menu

Frequently used functions like zooming are available in the context menu. To open the context menu, click with the right mouse-button into the chart.

❸ Chart Selection

If there is more than one logger in a workspace, you can display the curves of all loggers by clicking on tab *All* or show only the curves of one logger by clicking on the tab with the serial number of this logger.

❹ Curve Overview

Refer to Curve Overview.

Curve overview

The curve overview shows all loggers of the current workspace with their channels.

There are two view modes which will be activated by clicking on the tab:

Curves:

Shows an overview of all loggers and channels together with statistical data.

Values:

Shows the measurement values in a tabular view.

Context menu-Curves

You can access additional functions in view mode *Curves* with a context menu.

Click with the right mouse button an a channel to open the context menu.

The context menu is separated into two groups: channel and document.

Channel:

Visible: Hide and shows the curve of the selected channel.

Limits: Hide and shows the limits of the selected channel.

Change name: Change the name of the selected channel.

Document:

Delete document:

Deletes the measurement data of one logger (document) from the current workspace.

Audit Trail:

When opening the Audit Trail by clicking on *Menu-View-Audit Trail*, all Audit Trail data will be shown.

When opening the Audit Trail with the context menu, only the Audit Trail data of the current document will be shown.

Properties: Shows the user-texts of the selected logger.

Audit Trail

All important software actions (login, logger programming and readout etc.) are stored in the Audit Trail with time-stamp and user information.

Audit Trail is only available if *21 CFR Part 11 is activated in* Security settings .

1. By selecting a column an moving it to the header you can group the Audit Trail data.
2. You can search for information in the Audit Trail by pressing CTRL + F.
3. To print the Audit Trail, select *Menu File Print.*
4. By clicking on the arrow symbol the Audit Trail will be closed.

Firmware Update

Some loggers and interfaces are supporting firmware updates..

1. Start the update program in Device Selection by using menu *Devices-Firmware Updater*.
2. In the list click on the device which should be updated.
3. If your PC has an Internet-connection, click on *Update*.
4. In the device list you will see the current firmware version of your device and the version of the new firmware. If the state is **up to date**, no firmware update is necessary.

During firmware upgrade do not disconnect the device from the PC!

5. Click on *Close* after all devices are updated.

EBI 300/310

Basic programming of EBI 300/310 series loggers is described in chapter Program.

There are several additional programming options for EBI 300/310 loggers:

External Probes

EBI 300/310 series loggers can measure with internal sensor or external probes. To use an external probe activate the option *External Probe*.

Older firmware versions do not support an external probe. In this case the option *External Probe* is not available. To use external probes a firmware update is necessary.

If you select *External Probe*, a drop-down menu with the probes viable for the logger appears. Here you can select the probe you want to connect to the logger. In addition, the option *activate internal temperature channel* appears. When checked, the logger´s internal channel will measure in addition to the channel(s) of the external probe. This way there can be up to three measurement channels. The image on the right side of the window displays the location of each channel.

If *External Probe* is activated and the logger is programmed with logging mode *No Measurement / Start at keypress*, logging starts at probe connection.

Measurement-Stop Condition

Stop Condition defines which events will stop the data recording.

After PDF-Creation:

As soon as the EBI 300/310 is connected to a PC and a PDF-document was created, recording will be stopped.

Key press:

Data recording will be stopped when recording is stopped with the EBI 300/310 function menu. If an external probe is used, logging stops at probe disconnect.

None:

Recording stops according to the programmed logging type (endless, start-stop, measure until memory full).

Measurement-Maximum measurement time

Set the time in minutes or hours the measurement period shall encompass. The logger logs the measurement data until the maximum measurement time is over. Thereafter the logger will erase its measurement data and begin a new measurement period. Therefore only the data of the current measurement period is shown.

Measurement-Set Password

Set the password that shall be required in order to be able to program the logger in the future. The password will be requested when hitting the button *Program Logger.*

Measurement-Delete Password

Should the logger already have a password for programming, this button will appear and replace the button *Set Password*. Click on *Delete Password* in order to erase the password from the logger´s memory. Thereafter it can be programmed without the necessity to enter a password, and the button *Set Password* appears.

Limits-Multiple Alarm Ranges

Multiple Alarm ranges are supported only by EBI 310 loggers.

With EBI 310 loggers up to 6 temperature zones can be used for an advanced alarm-handling. Only one channel can have this feature. Therefore you have to select the channel at *alarm ranges*.

By hitting the button you can open the window for the alarm range settings.

The green zone is the valid temperature zone for which no alarm will be raised.

Limit:

Temperature threshold between 2 Zones.

Alarm after:

If temperature is above the limit for at least the time defined in *alarm after* an alarm will be raised.

Single Event:

Every single limit violation will be checked against the *alarm after* time. If the time above the limit is greater than the alarm after time, an alarm will be raised.

Cumulative Event:

The time of all limit violations will be summed. If the sum of all times is greater than the time *Alarm after,* an alarm will be raised.

Violations:

Additional, the maximum number of permitted violations can be selected before an alarm will be raised. If *unlimited* is activated the number of violations will not affect the alarm state.

LEDs:

For every alarm condition of one zone, an indication with the yellow and/or red LED can be selected. To activate the LED, click on the LED-symbol of the regarding alarm zone. If LED-alarming is active, the LED-symbol is filled. The alarm of one zone can be indicated with one or both LEDs.

PDF-Options

Format

File name generation:

Define the format of the PDF-document name.

Decimal separator

Define the character used as the decimal separator.

Profile-ID

You can define an unique number (ID) with up to 4 characters for the programming of a EBI 300. which will be printed on the PDF-document. If option *Show in display* is activated the ID will also be shown on the logger display.

Date format

Define the format for all date strings in the PDF-document.

Time format

Define the format for all time strings in the PDF-document.

Time zone

Define the time zone which is used for the internal clock of the logger.

Texts

Report title:

Defines the title of the PDF-document.

Texts:

You can write a short comment – e.g. a description of the measurement – which will be printed on the PDF-header.

Misc settings

Language:

The EBI 300/310 can create a PDF-file of the in different languages. Select the language for the PDF-file.

Layout:

The Layout file defines the appearance of the PDF-document – e.g.. colors, text distribution, line styles etc.

Chart:

The chart of the PDF-document will be scaled by default automatically depending on the measurement values. You can also define a fixed scaling for the Y-axis – e.g.- from -20°C to +30°C.

MKT activation energy:

Here the MKT activation energy can be entered in kJ/mol.

Alarm Monitoring

You can deactivate an activate alarm monitoring without a PC with the EBI 300/310 device menu. With this option, it is possible to stop alarm monitoring before the logger will be connected to a PC for PDF-printout thus avoiding an alarm due to heating up. After the logger is back at the monitoring location (e.g. freezer) alarm monitoring can be started again.

Configurations

You can create an directly executable program for programming EBI 300/310 loggers with the current program options.

With Quickstart it is possible to program EBI 300/310 loggers with every Windows PC also if there is no Winlog software installed.

Click on button *Create Quickstart* and select a name and folder for the Quickstart-program.

Quickstart

Create Quickstart

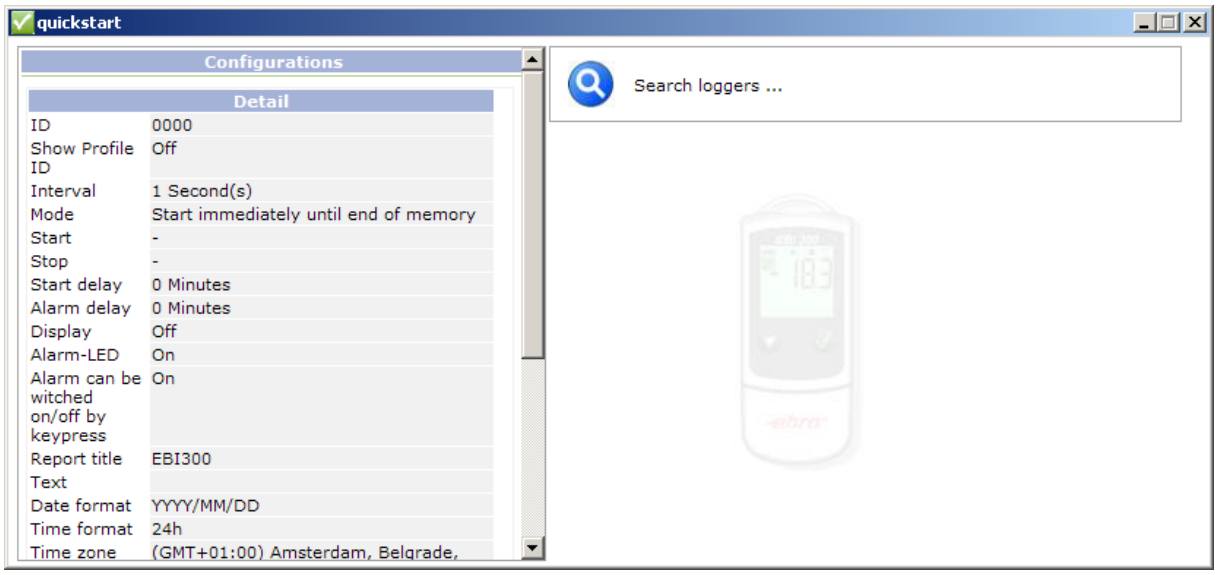
Quickstart is a fast and easy way to program one or more EBI 300/310 Logger without installing a software.

1. Enter all program parameters as described in Program and EBI 300 Program Options.
2. Select *Configurations* and click on *Create Quickstart.*
3. Enter a name for the Quickstart program and select a folder.
4. Click on *Save*.

The created file – e.g. quickstart.exe – can be directly started on every Windows PC.

Program EBI 300/310 Loggers with Quickstart

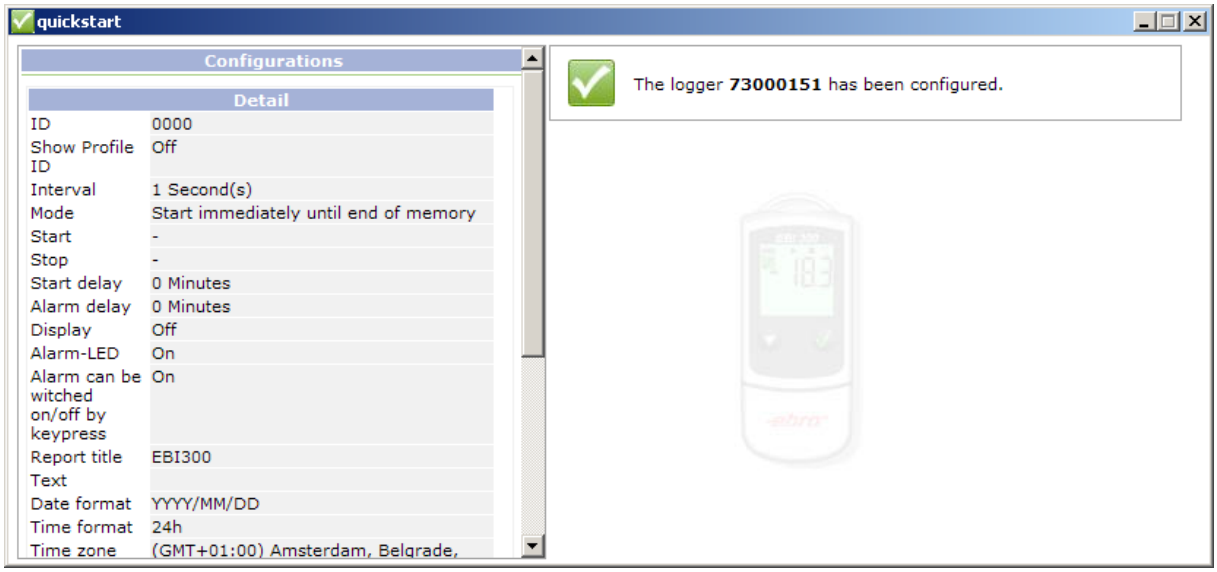
1. Start the Quickstart program.



On the left side all configuration details are displayed.

On the right side the status of the connected loggers is shown.

2. Connect a EBI 300/310 Logger to USB.
3. As soon as the logger is detected it will be programmed automatically.



❹ Disconnect the EBI 300 Logger from USB.

It is possible to program multiple loggers one after the other. For this connect the next logger to USB, wait until the logger is programmed and continue in the same way with all loggers.

You can not use Winlog and Quickstart simultaneously.