

## New platform operating instructions V1.0

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## 1、Registered account

Open the browser and enter the website “new.i-elitech.com” in the address bar to enter the platform login page. New users need to click “create new account” to enter the registration page, as shown in figure (1):

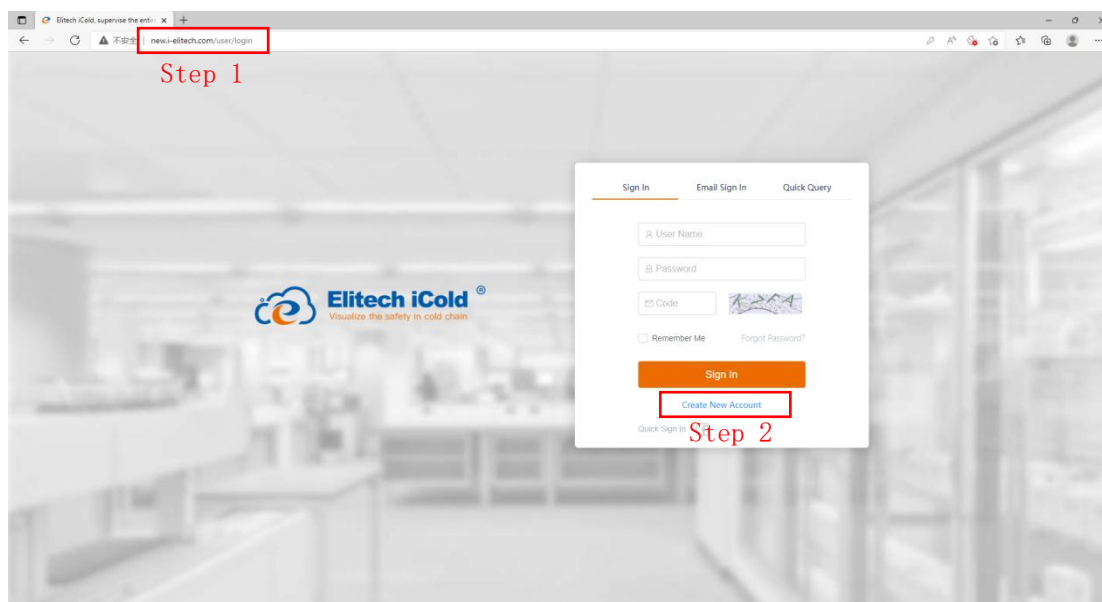


figure (1)

**User type selection:** there are two user types to choose from. The first is enterprise user and the second is individual user (enterprise user has one more organization management function than individual user, which can support the hierarchical and decentralized management of the most subsidiary companies). Users can choose the corresponding type to register according to their own needs, as shown in figure (2):

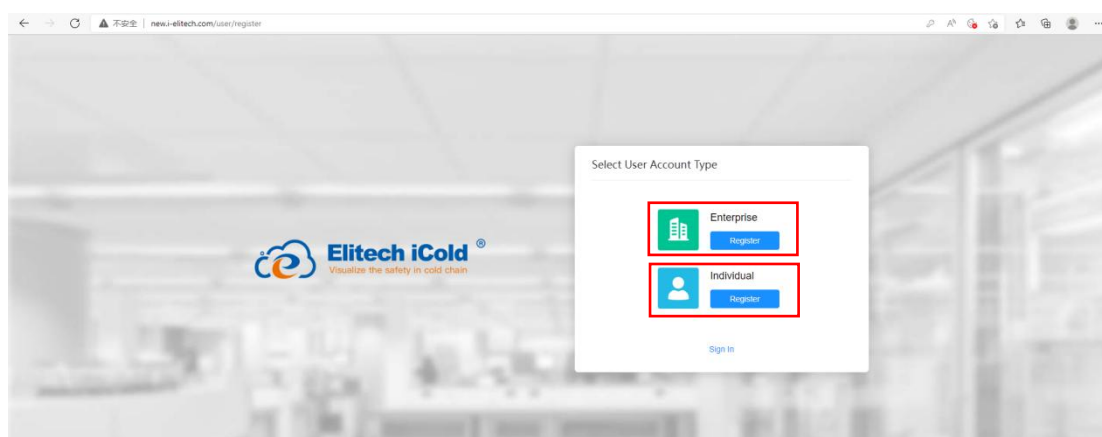
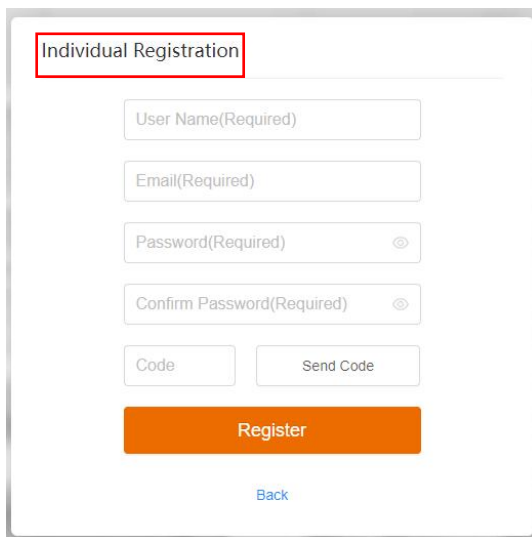


figure (2)

**Registration information filling:** after selecting the type, the user can directly click to enter the information filling page and fill in according to the requirements. After filling in, send

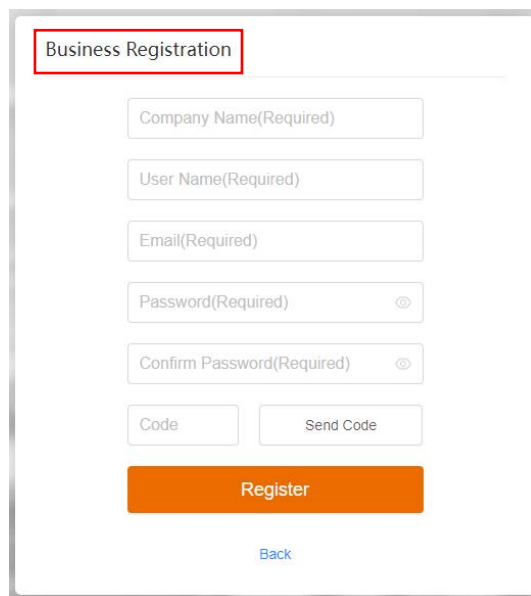
the verification code to the email and enter the verification code to register successfully, as shown in figure (3) and figure (4):



The 'Individual Registration' form contains the following fields and buttons:

- User Name(Required)
- Email(Required)
- Password(Required) with an eye icon for visibility
- Confirm Password(Required) with an eye icon for visibility
- Code input field
- Send Code button
- Register button (orange)
- Back button (blue)

figure (3)



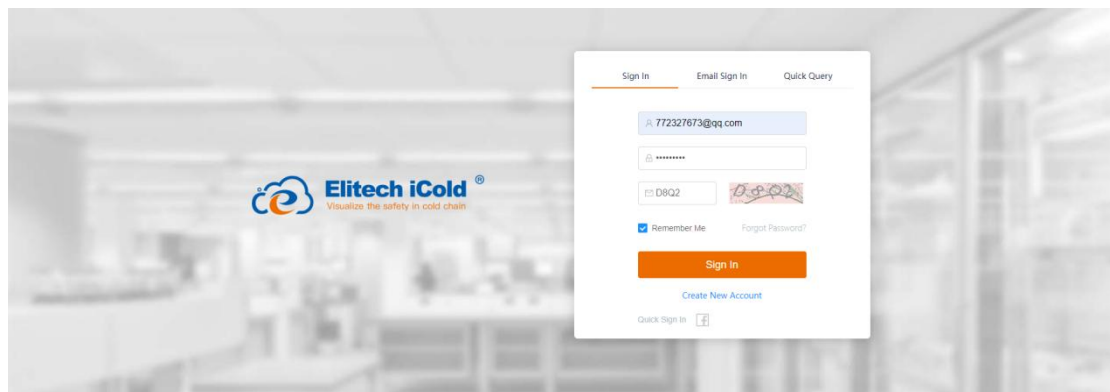
The 'Business Registration' form contains the following fields and buttons:

- Company Name(Required)
- User Name(Required)
- Email(Required)
- Password(Required) with an eye icon for visibility
- Confirm Password(Required) with an eye icon for visibility
- Code input field
- Send Code button
- Register button (orange)
- Back button (blue)

figure (4)

## 2、Add device

**Login account:** enter the registered email or user name, password and verification code to log in and enter the platform management page, as shown in figure (5) and figure (6):



The login form for Elitech iCold includes the following elements:

- Navigation tabs: Sign In (selected), Email Sign In, Quick Query
- Input fields: Email (772327673@qq.com), Password (masked with dots), Verification Code (D8Q2)
- Remember Me checkbox (checked) and Forgot Password? link
- Sign In button (orange)
- Create New Account link (blue)
- Quick Sign In button with a QR code icon
- Elitech iCold logo and tagline: Visualize the safety in cold chain

figure (5)

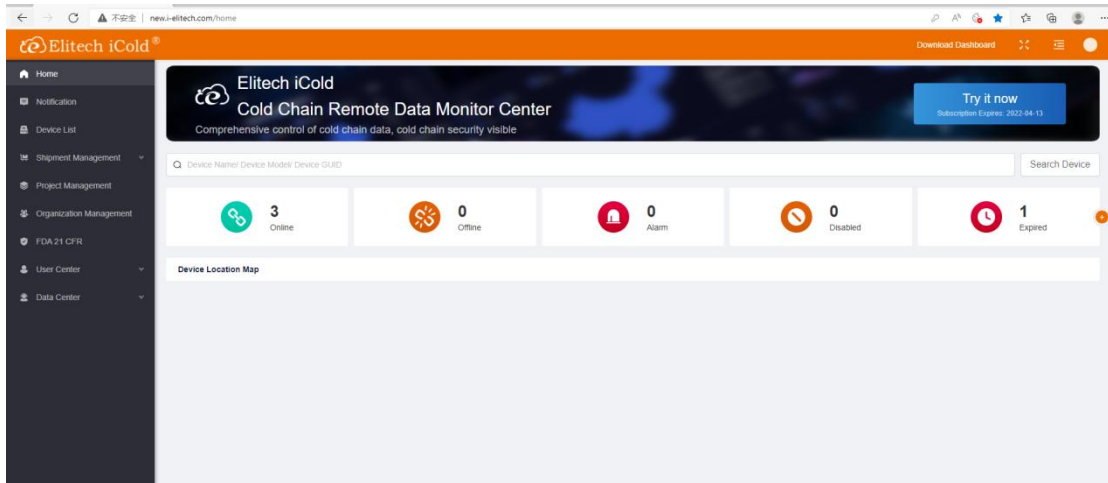


figure (6)

**Add device:** first click the "device list" menu on the left, and then click the "add device" menu on the right to enter the device addition page, as shown in figure (7):

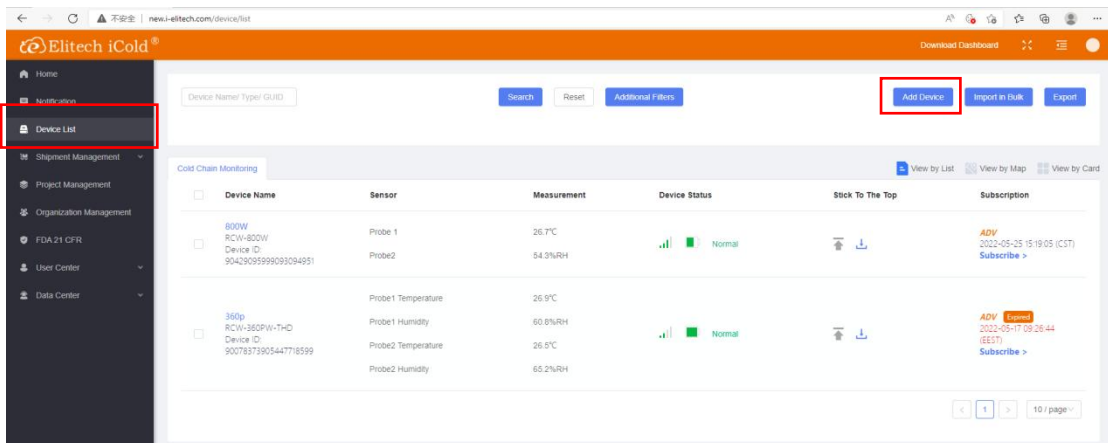


figure (7)

**Input device guid:** input the 20 digit guid number of the device, and then click the "verify" menu, as shown in figure (8):

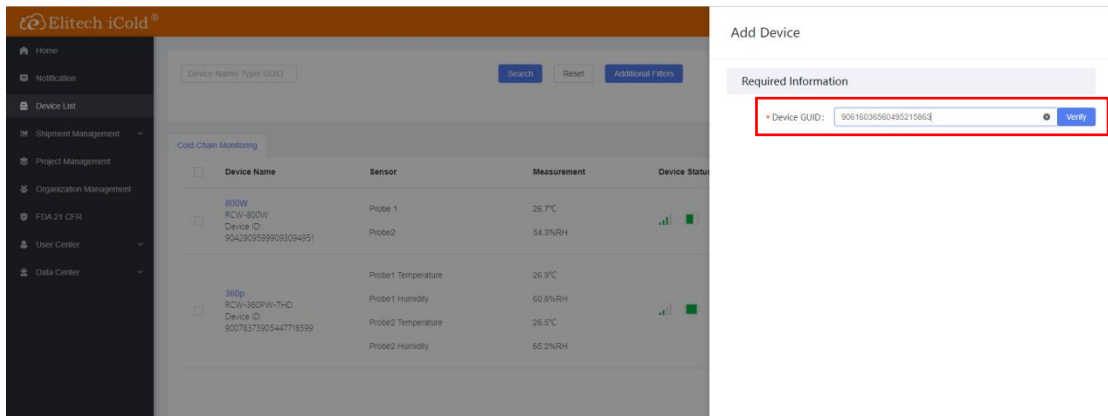


figure (8)

**Fill in the equipment information:** customize the equipment name, select the local

time zone, and then click the "save" menu, as shown in figure (9):

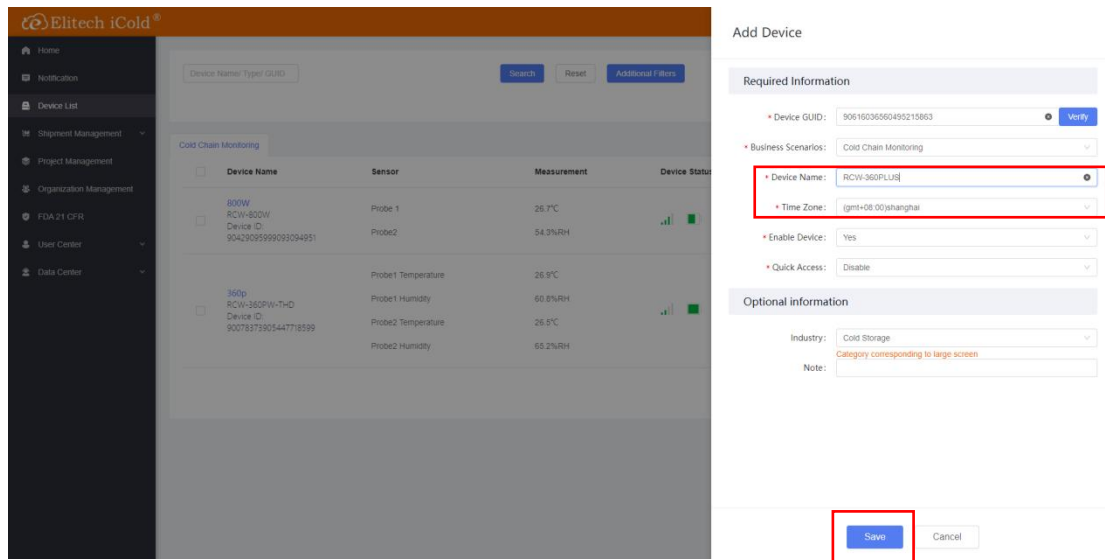


figure (9)

### 3、Device alarm push settings

**Enter the configuration:** first click the "device list" menu on the left, then select a device, and click the device name to enter the parameter configuration, as shown in figure (10)

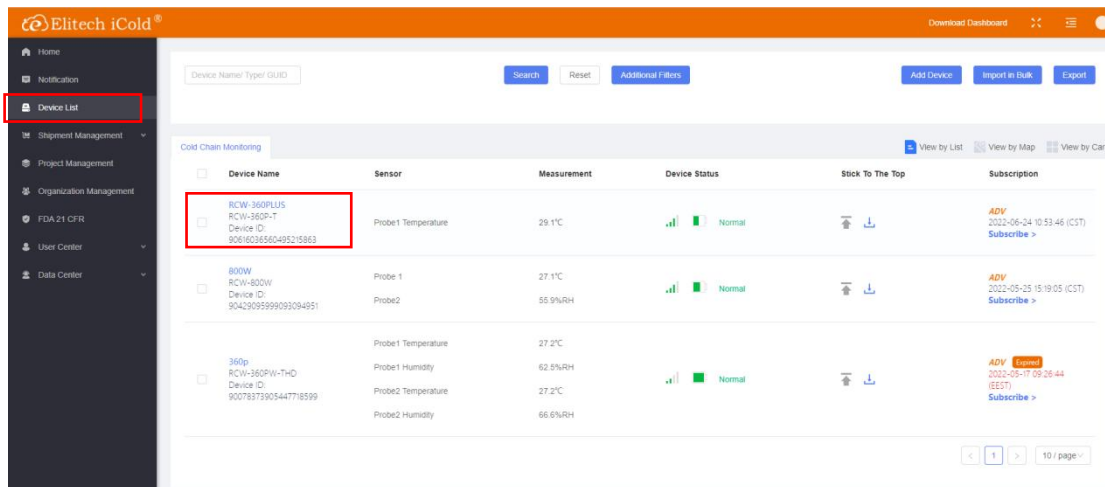


figure (10)

**Enter configuration:** click the "notification settings" menu, as shown in figure (11):

- **There are two alarm push methods: SMS (paid) and e-mail (free);**
- **Repeat Times:** 1-5 custom settings; Notification interval: 0-4h can be customized;
- **Alarm Period :** 0 points to 24 points can be defined;
- **Whole point push:** there are three time points to set, and this function can

be turned on or off;

- **Alarm Level:** Single-level Alarm & Multi-level Alarm;
- **Alarm Delay:** 0-4h can be customized;
- **Alarm receiver:** you can fill in the name, telephone number and email address of the receiver to receive alarm information;

After setting the parameters, click the "save" menu to save the parameters.

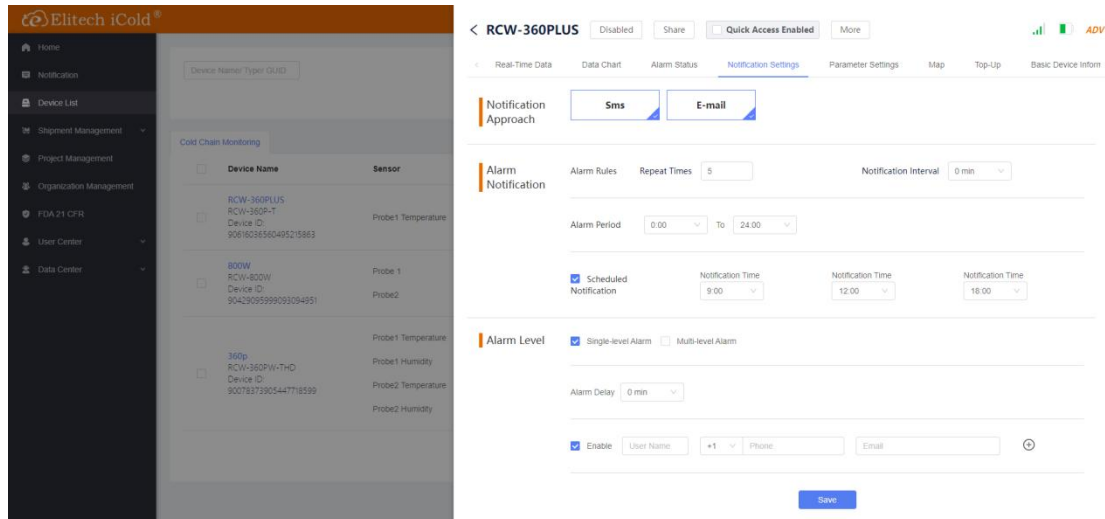


figure (11)

**Alarm type selection:** click "alarm category and early warning" to customize the alarm type, and just tick ✓ in the box; Alarm types include probe over upper limit, probe over lower limit, offline, probe failure, etc; If you want to view more alarm types, click more category options, as shown in figure (12):

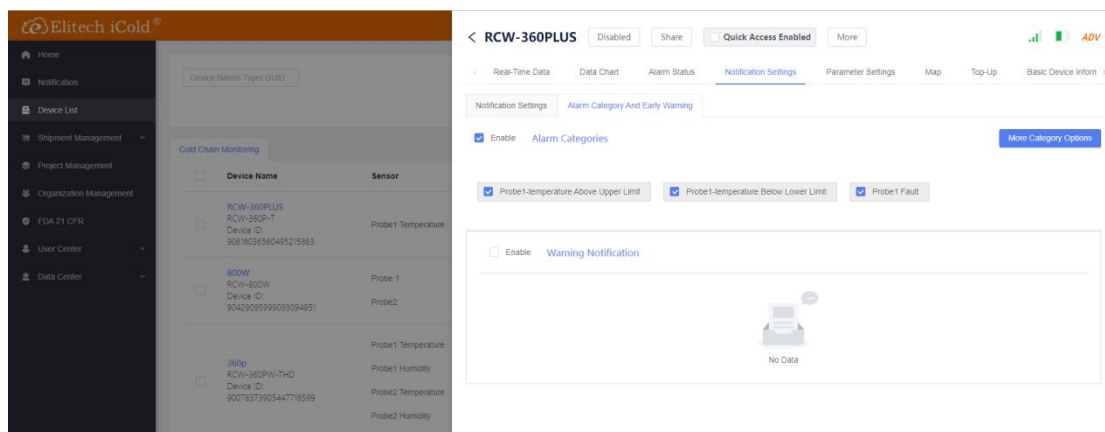


figure (12)

#### 4、Sensor parameter setting

**Enter the configuration:** first click the "device list" menu on the left, select

a device, click the device name to enter the parameter configuration, and then click the "parameter settings" menu, as shown in figure (13):

### "Sensor Parameters"

- The sensor can be customized on or off;
- Sensor name can be customized;
- Set the temperature range of the sensor according to the demand;

After setting, click "save" to save the parameters.

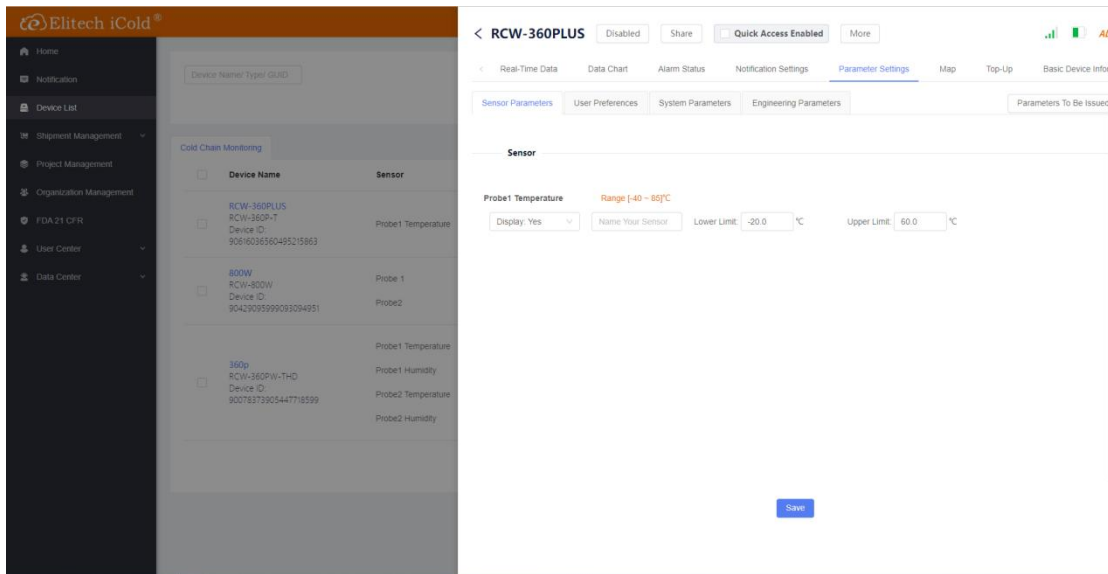


figure (13)

### User Preferences

User defined unit: temperature;

- Normal Upload Interval: 1min-1440min;
- Alarm Upload Interval: 1min-1440min;
- Normal Record Interval: 1min-1440min;
- Alarm Record Interval: 1min-1440min;
- Turn On GPS: custom;
- Buzzer Alarm: custom; After setting, click "save" to save the parameters. See

figure (14):

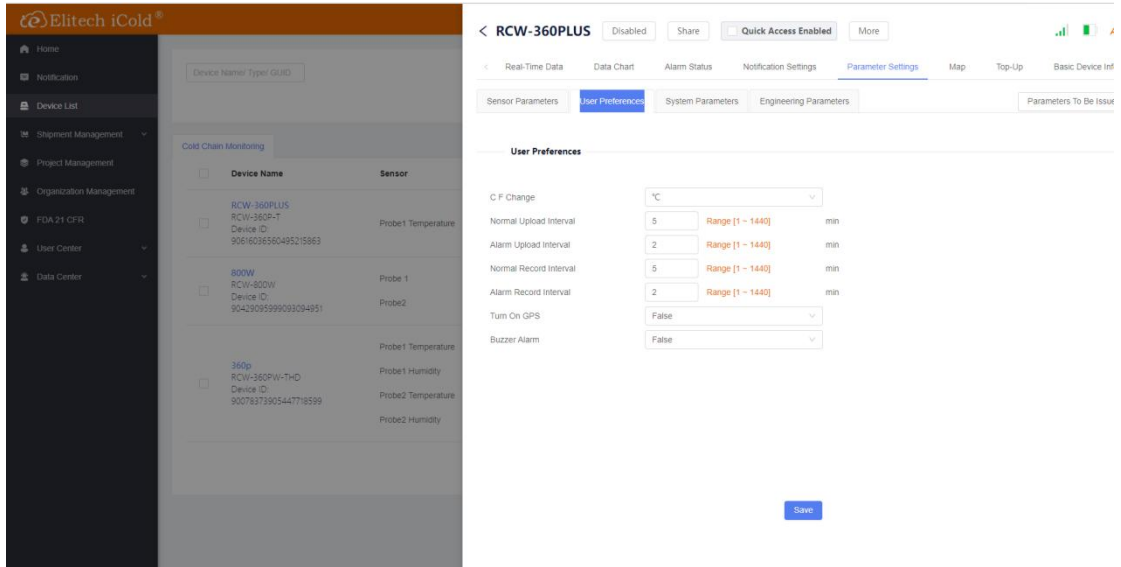


figure (14)

## 5、Data report export

**Enter configuration:** first click the "device list" menu on the left, select a device, click the device name, then click the data Chart menu, and select export to PDF or export to excel, as shown in figure (15):

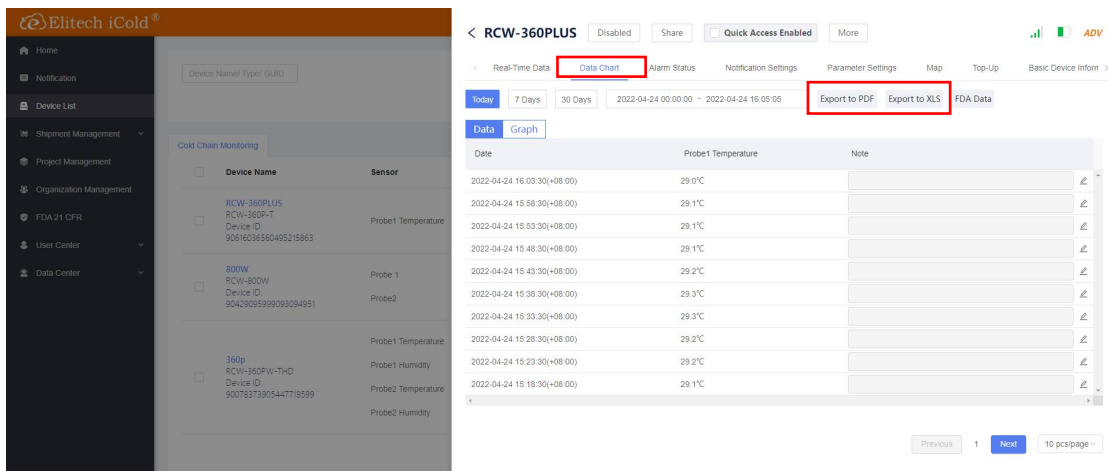


figure (15)

**Filtering information:** you can select time period, geographical location, recording interval, simplified data template, etc. after selection, click the "download" menu, as shown in figure (16):



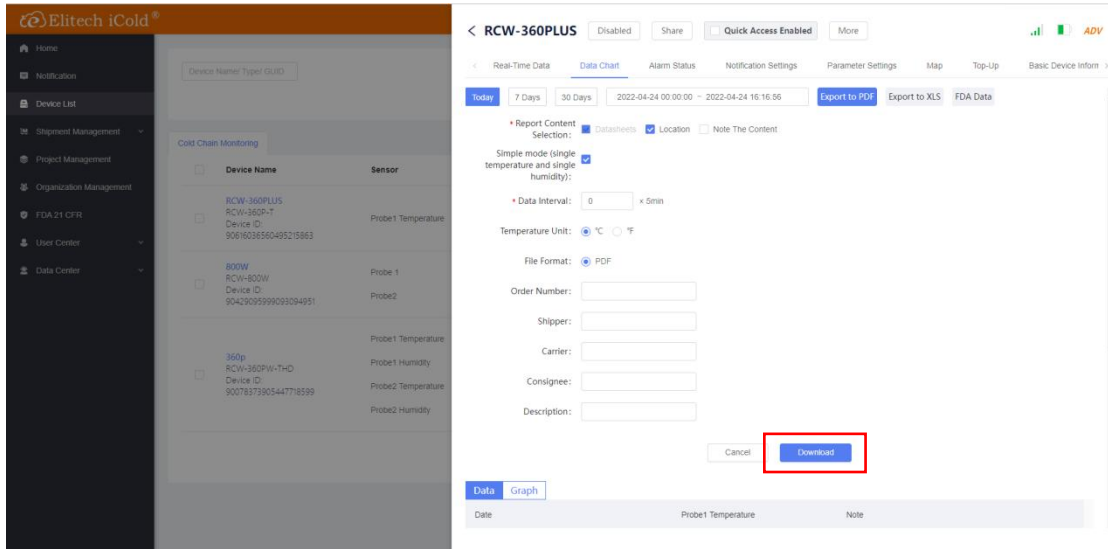


figure (16)

**Download report:** after clicking the "download" menu, click the "to check" menu in the upper right corner to enter the download center. Click the download menu on the right again to download the data report to the local computer, as shown in figure (17):

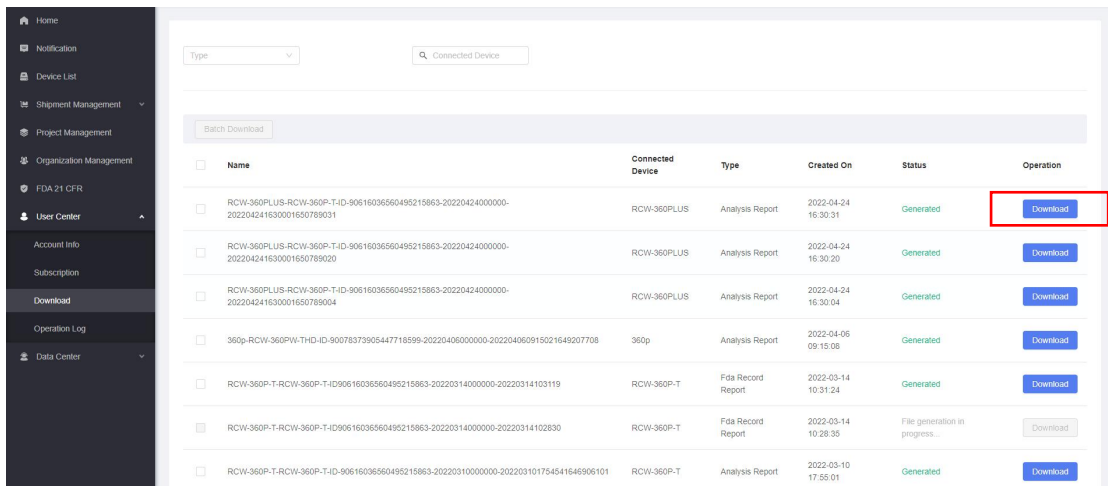


图 (17)

## 6、Alarm information viewing and processing

- **Enter view:** first click the "device list" menu on the left, select a device, click the device name, and then click the alarm status menu to query the device alarm information of the current day, within 7 days, and within 30 days, including alarm time, alarm probe, alarm type, etc. See figure (18):

- Click the pending menu to enter the alarm processing page, and click the OK button at the lower right foot to complete the processing, as shown in figure (19):

• After processing, there will be processing records, including processing time and processor, as shown in figure (20):

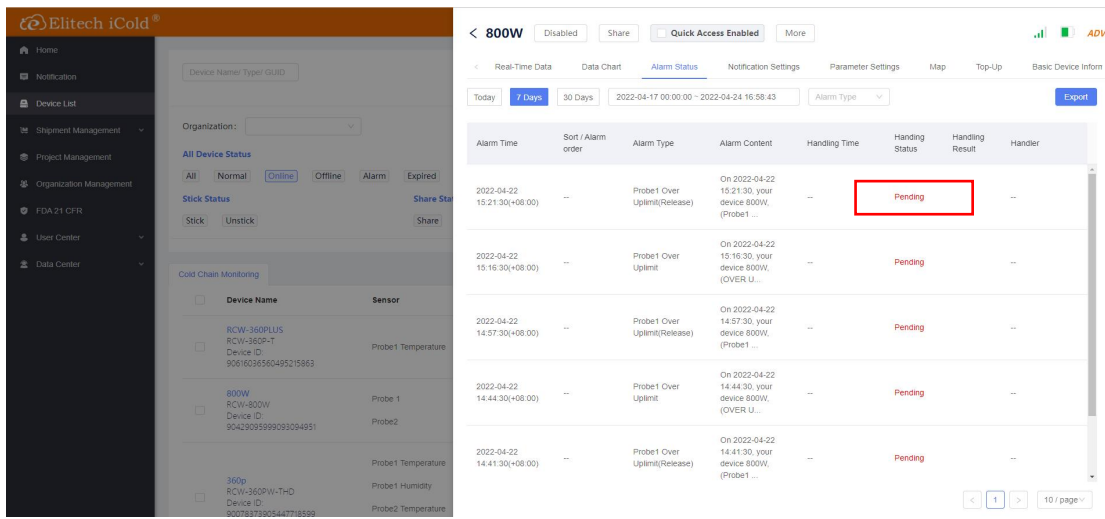


figure (18)

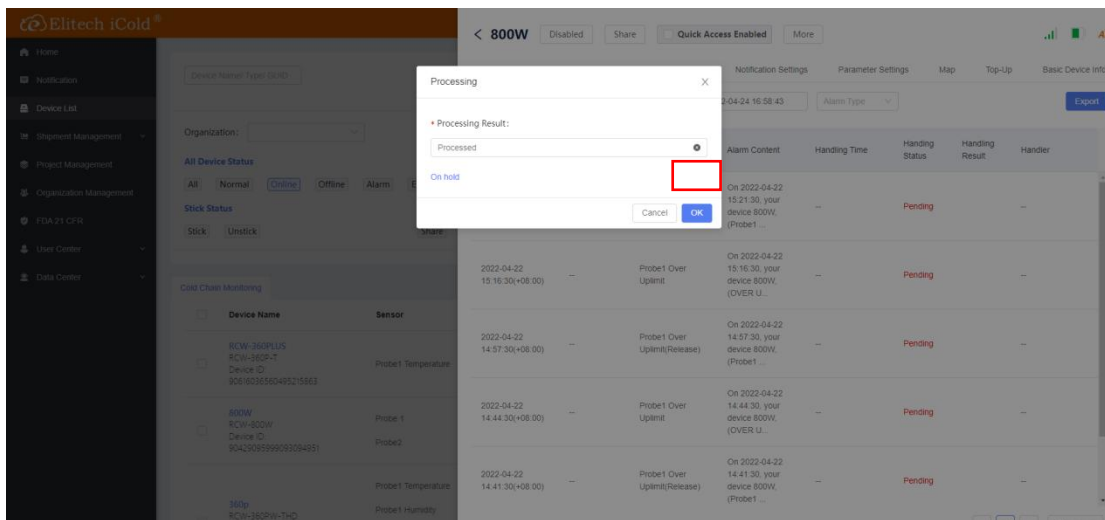


figure (19)

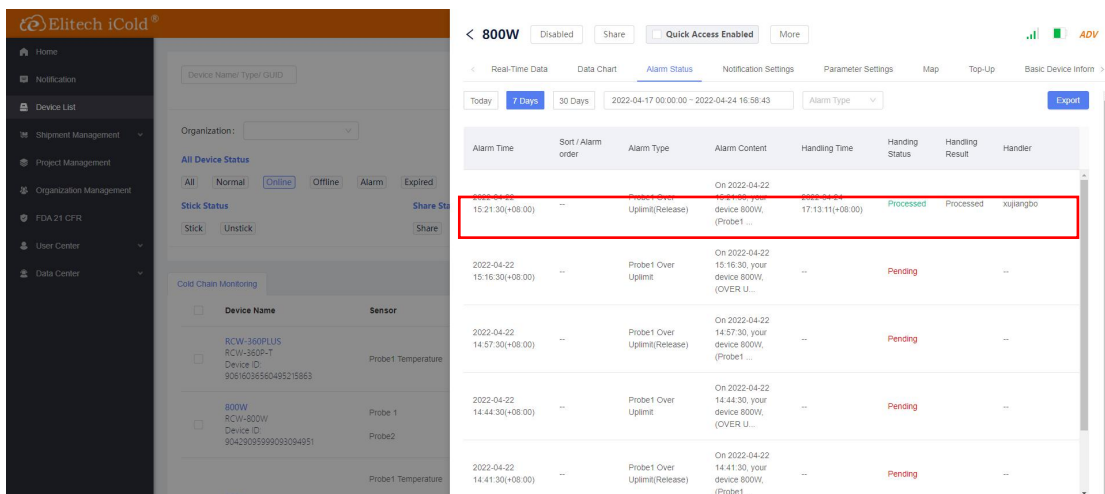


figure (20)

## 7、Device deletion

**Enter view:** first click the "device list" menu on the left, select a device, click the device name, and then click the more menu, as shown in figure (21); Click on and then click delete. After 3 seconds, you can delete the device, as shown in figure (22):

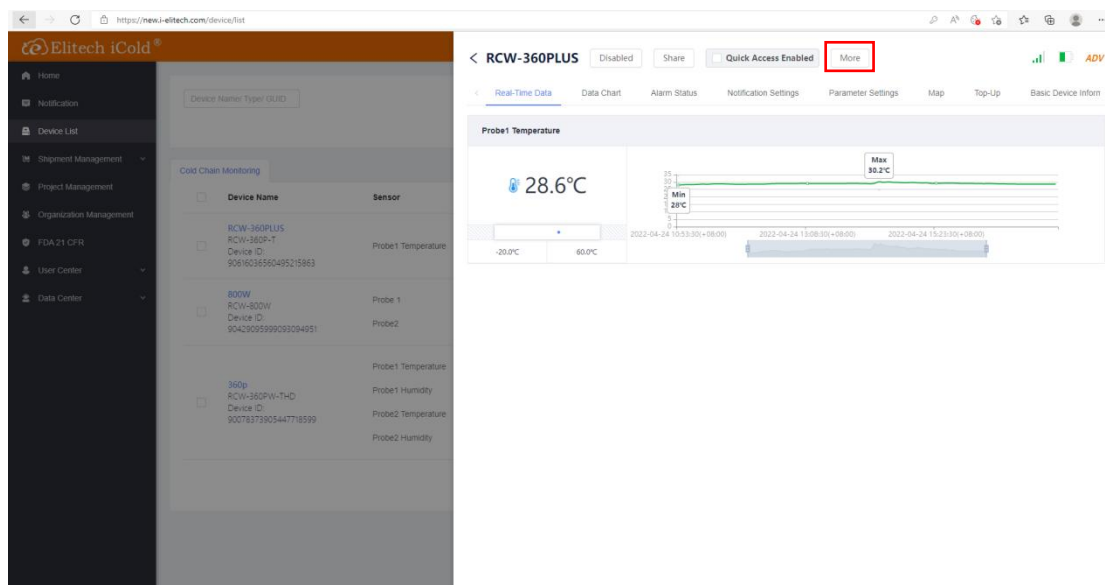


figure (21)

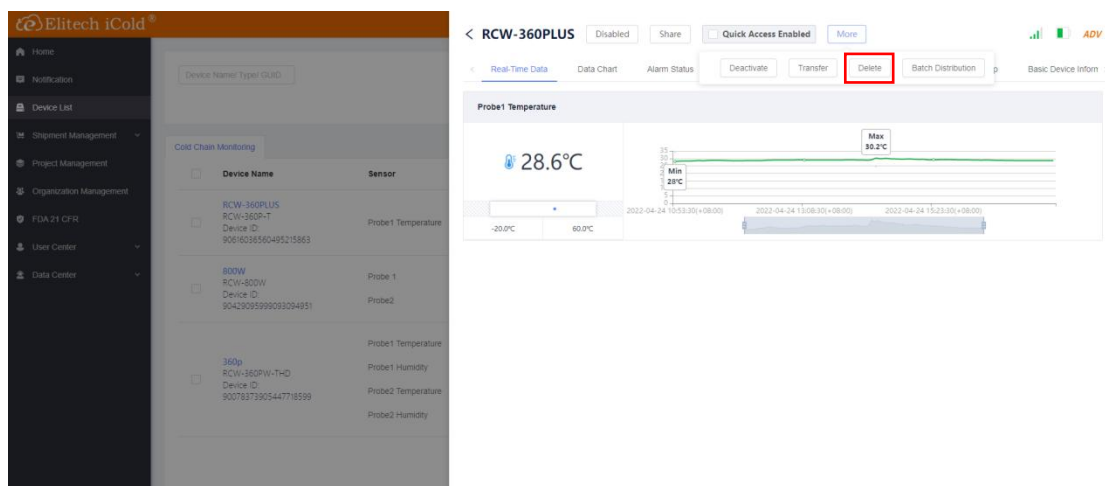


figure (22)

## 8、Device sharing and unsharing

**Enter the menu:** first click the "device list" menu on the left, select a device, click the device name to enter the menu, and click the "share" menu, as shown in figure (23); Then enter the device sharing page; See figure (24); Fill in the email (the email must be the account that has previously registered Jingchuang lengyun),

automatically match the user name, and then select the sharing permission, which are administrative, use permission and view permission. Click Check on the right to view the subdivision permission; Finally, click Save to save the information.

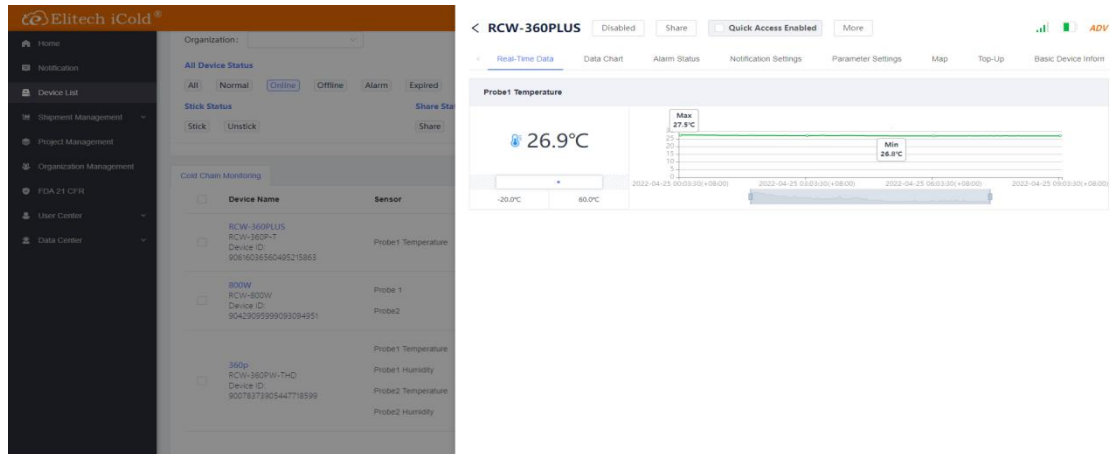


figure (23)

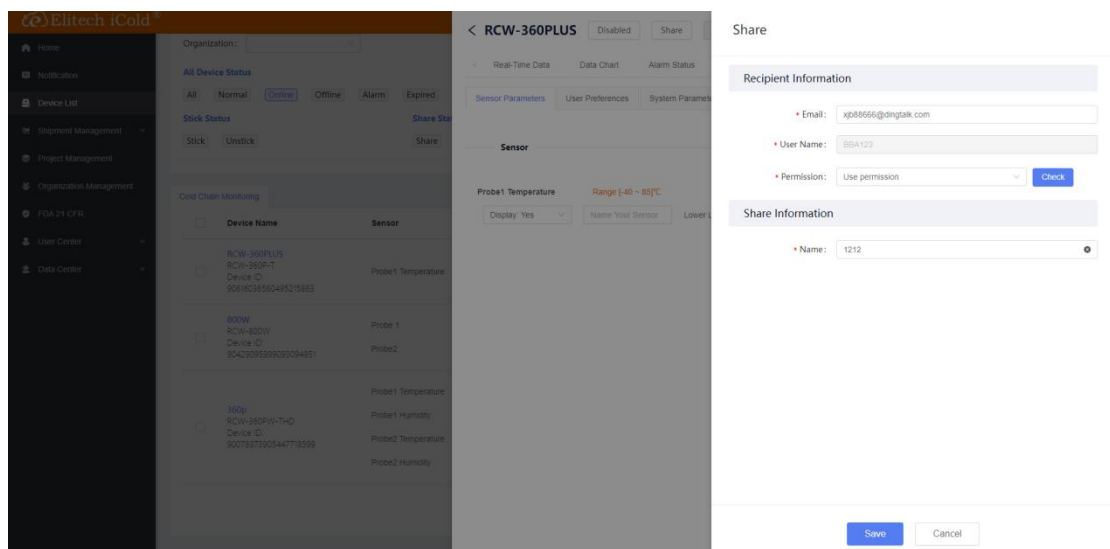


figure (24)

**Delete share:** first click the "device list" menu on the left, select a device, click the device name to enter the menu, and then click basic device information. There is shared information at the bottom of the page. Click Delete to delete the shared information, as shown in figure (25):

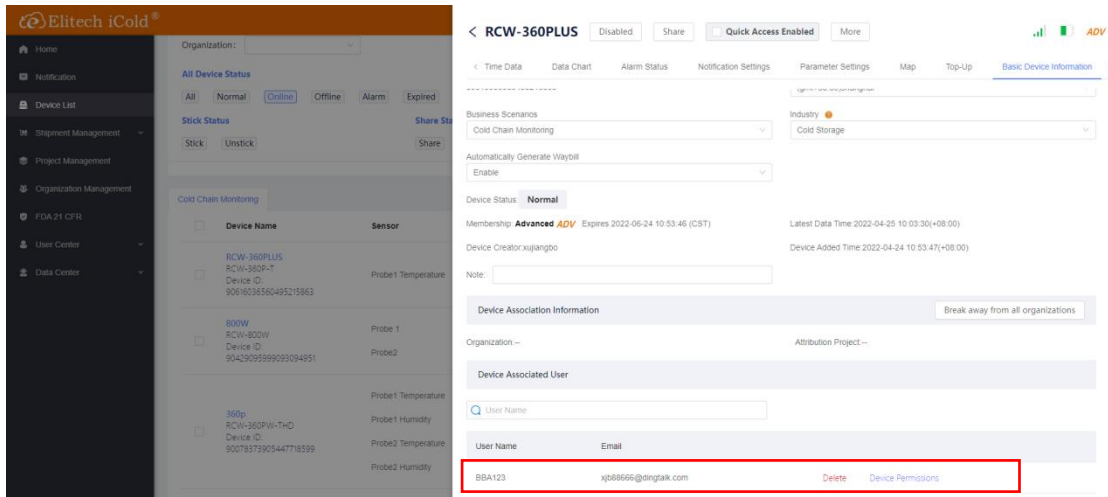


figure (25)

## 9、Device quick query

**Enter the menu:** first click the "device list" menu on the left, select a device, click the device name to enter the menu, and mark ✓ in the box in front of "quick access enabled", as shown in figure (26);

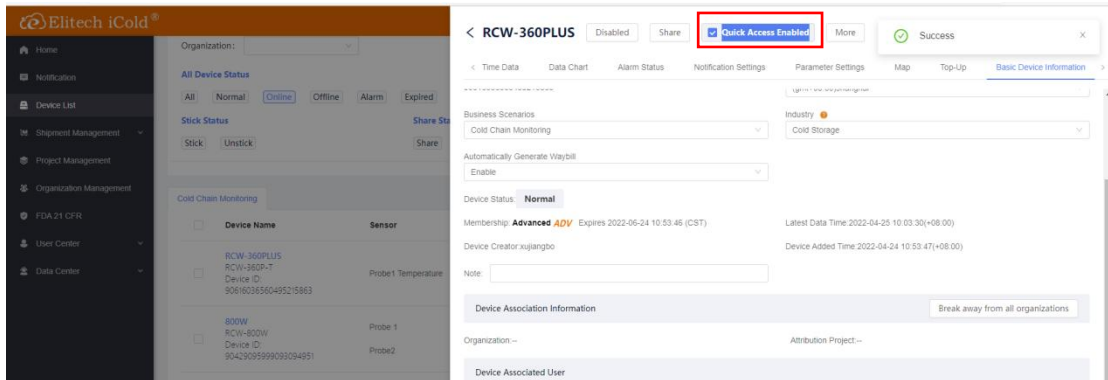


figure (26)

**Quick query:** you can click quick query on the login interface without logging in the account, and enter the device guid number, as shown in figure (27); You can view the equipment information as shown in figure (28), and export the data report as shown in figure (29):

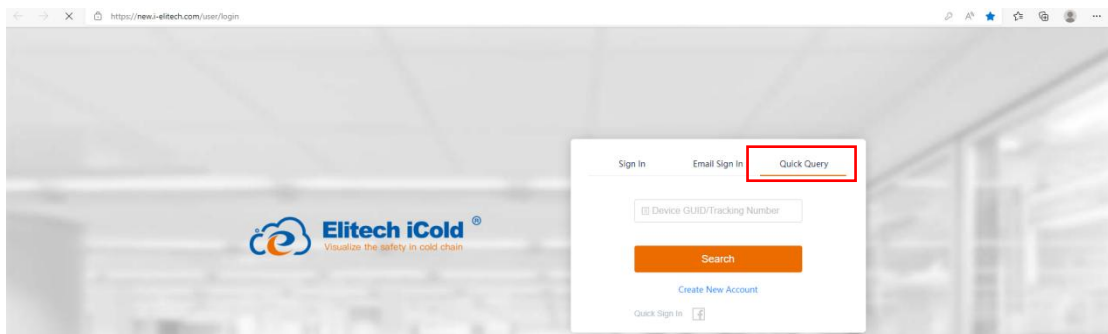


figure (27)



figure (28)

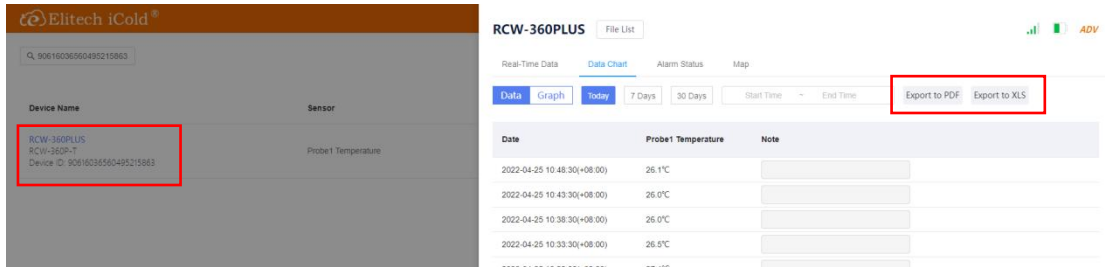


figure (29)

## 10. Equipment handover

**Enter the menu:** first click the "device list" menu on the left, select a device, click the device name to enter the menu, and then click the more menu, as shown in figure (30); Then click the transfer menu, as shown in figure (31), fill in the transfer mailbox information (which must be the account registered with Jingchuang cold cloud) and name as required, and finally click Save to save the parameters. The device will be removed from this account and appear in the transferred account.

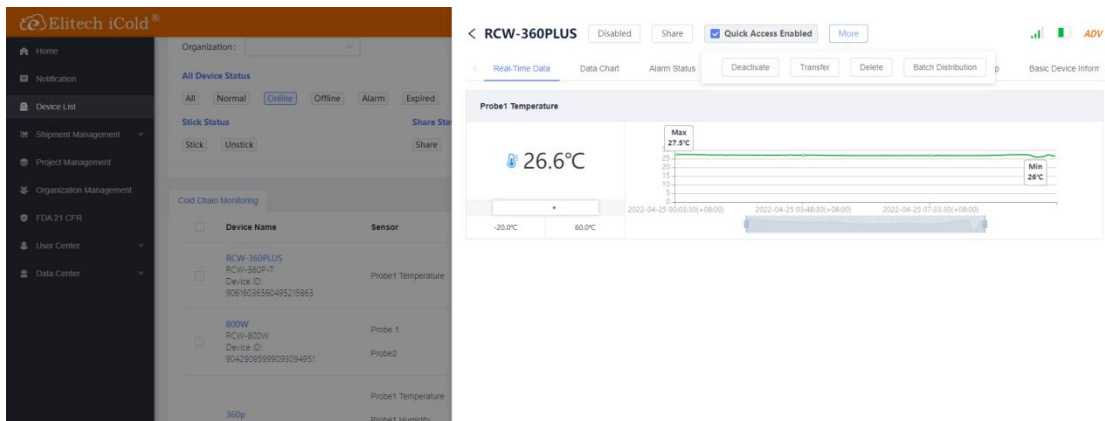


figure (30)

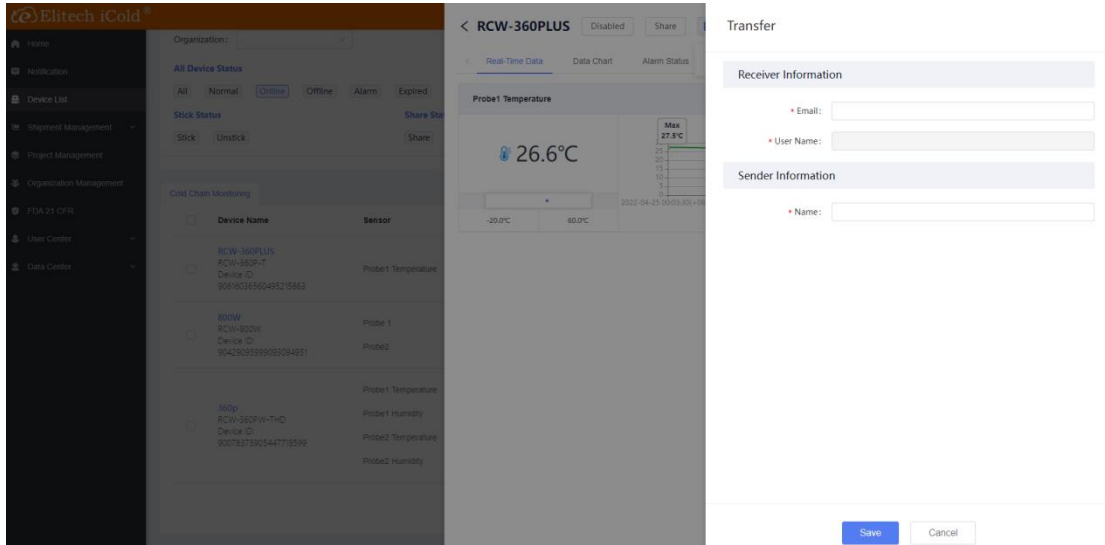


figure (31)

### 11. Platform self recharge

**Enter the menu:** first click the "device list" menu on the left, select a device, click the device name to enter the menu, and then click the top up menu, as shown in figure (32); There are three levels of membership: standard, advanced and professional, corresponding to different service items. After selecting the service, click buy now to complete the payment of membership fees, as shown in figure (33). You can select 1 month, 3 months, 1 year and 2 years; Finally, pay the fee.

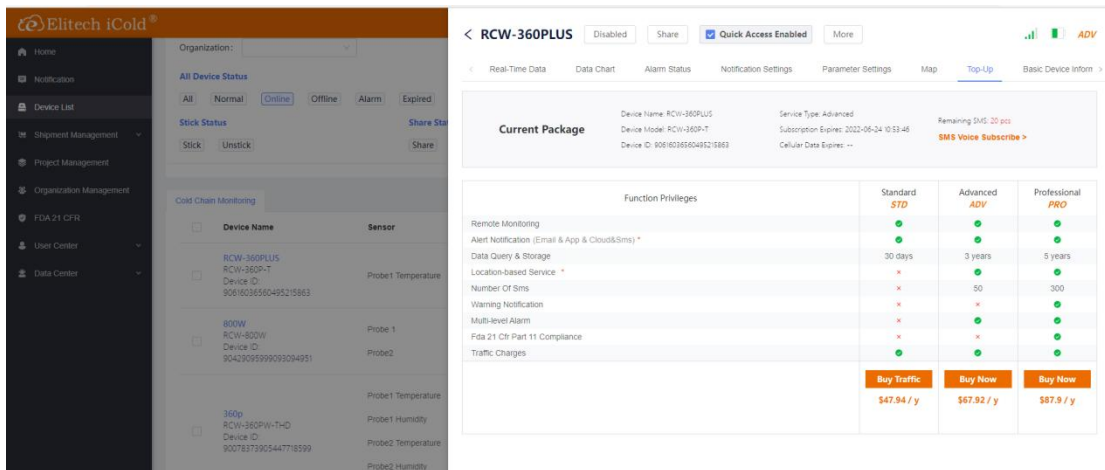


figure (32)

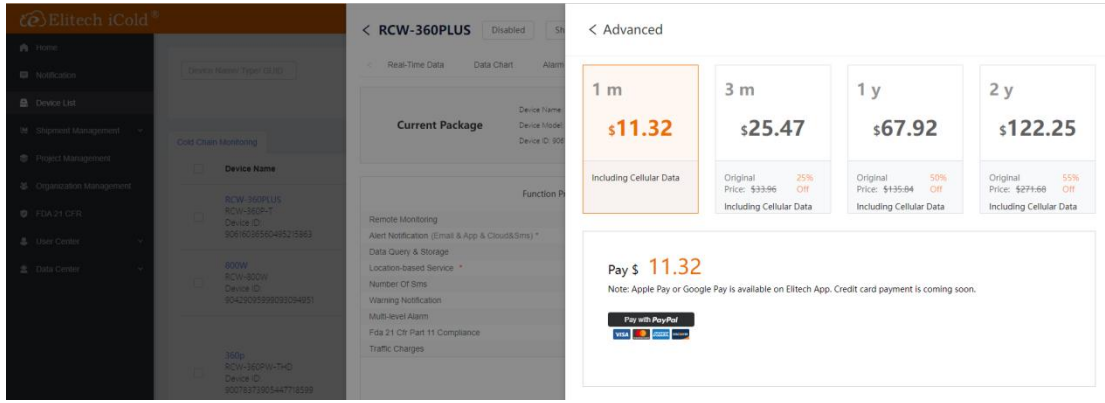


figure (33)

## 12、Data mailbox backup

**Enter the menu:** first click the "data center" menu on the left, and then click scheduled backup; See figure (34); Then click the add menu on the right to enter the device data backup settings, as shown in figure (35);

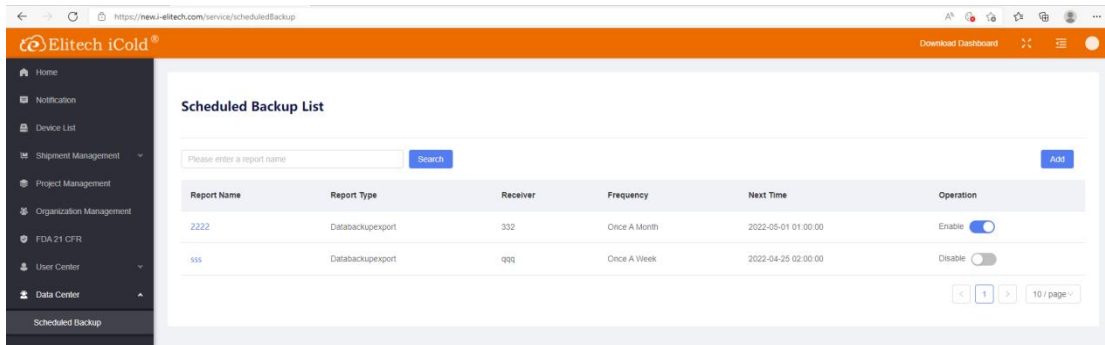


figure (34)

**Fill in information:** customize the equipment name, and there are three options for sending frequency: once a day, once a week and once a month. You can check it according to your needs; Then select a device, and you can select multiple devices; Finally, add the recipient mailbox and click Save to save the settings.



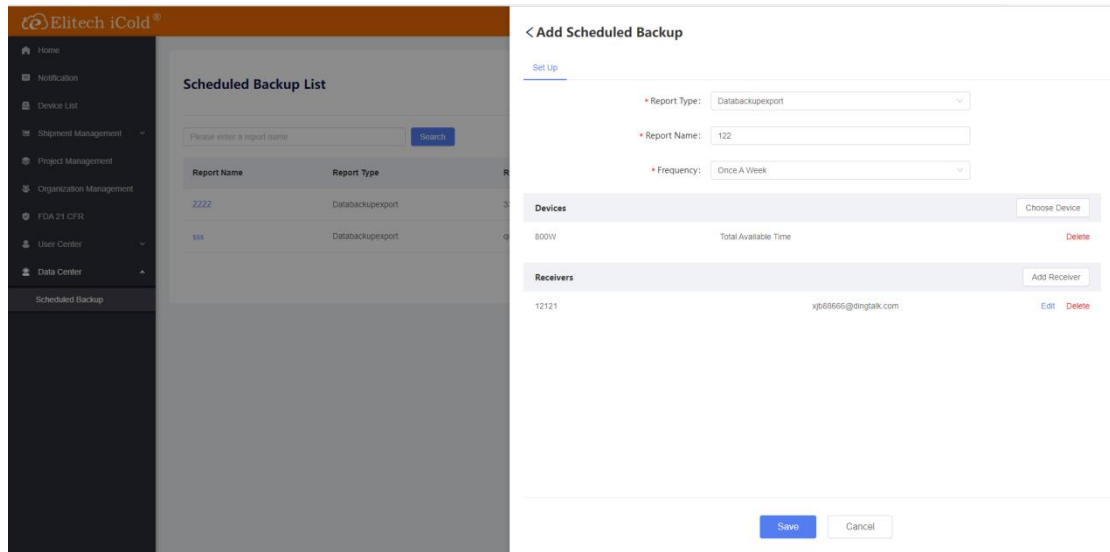


figure (35)

### 13、Project management

**Enter the menu:** click the "project management" menu on the left, and then click new project; See figure (36); Customize the project name and click Save to save it;

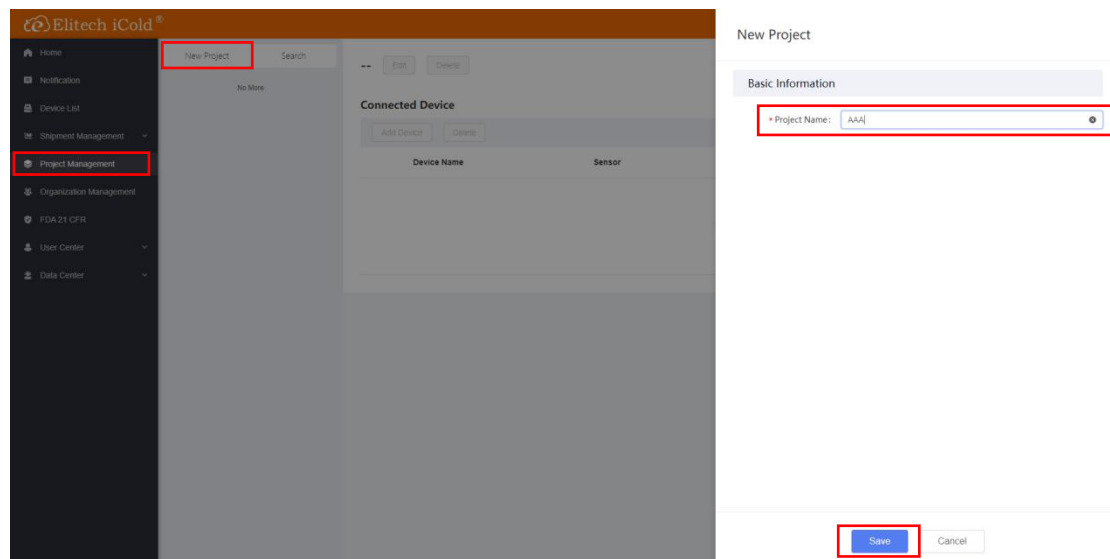


figure (36)

**Add device to the project:** click the "add device" menu, and then select the device to add to the project; See Fig. (37) and Fig. (38); Click the save menu to save;

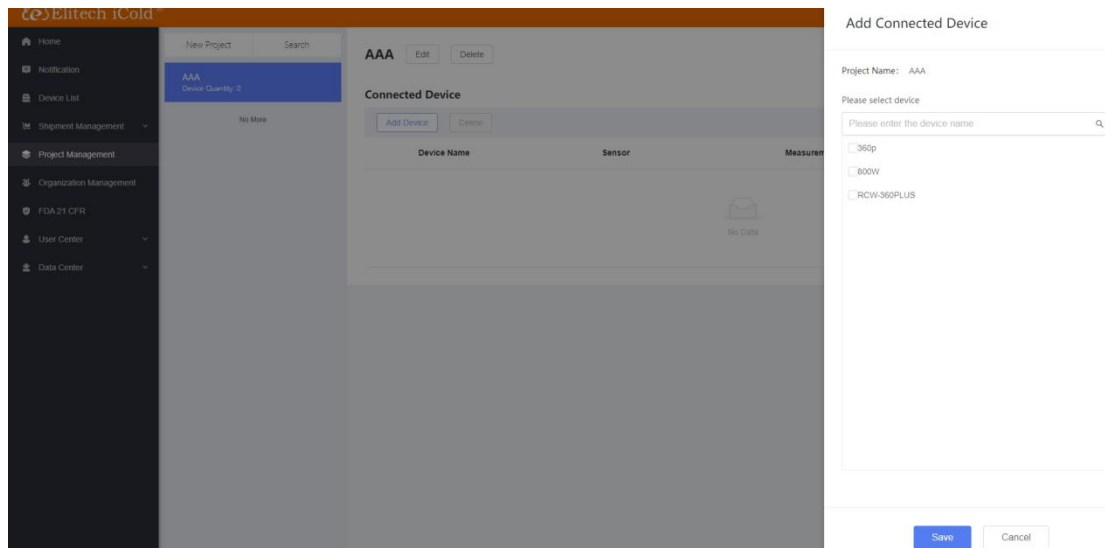


figure (37)

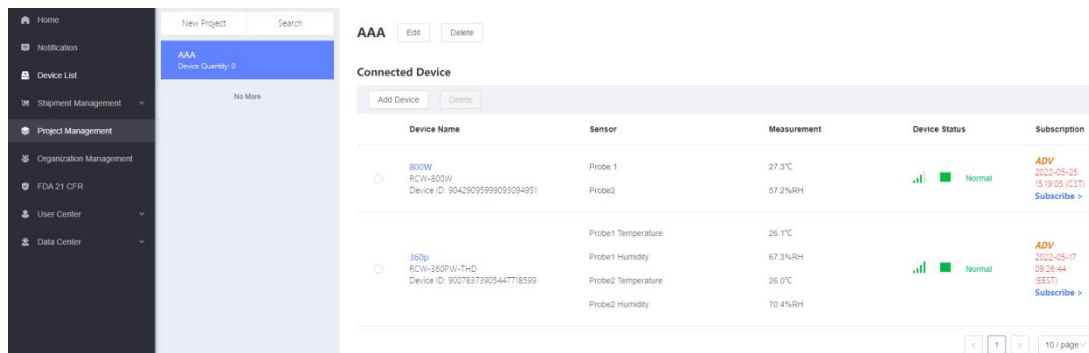


figure (38)

#### 14. Organization management (must be a registered enterprise account, not a personal account)

Enter the menu: click the "organization management" menu on the left, and then click new organization; See figure (39); User defined organization name (this is a level-1 organization, only one can be created, the organization name can be edited and modified, and cannot be deleted after creation). Click Save to save;

- Select the name of the primary organization, and then click the add menu to customize the name to continue adding n secondary organizations under the primary organization; You can also select a secondary organization name, click the add menu, customize the name, and continue to assign tertiary organizations, and so on; Organizations at other levels can be deleted except level 1 organizations, as shown in figure (40):

- Select the name of the level-1 organization, and then click the add device menu

to select a device by yourself to add N devices under the level-1 organization; You can also select the name of the secondary organization, click the add device menu, customize the name, assign equipment to the secondary organization, and so on; All allocated devices can be deleted, as shown in figure (41):

- You can invite managers to participate in equipment management under a primary organization, and you can specify permissions (the invited person must be a person who has registered a ELITECH cold cloud account), or you can delete organization members; See figure (42):

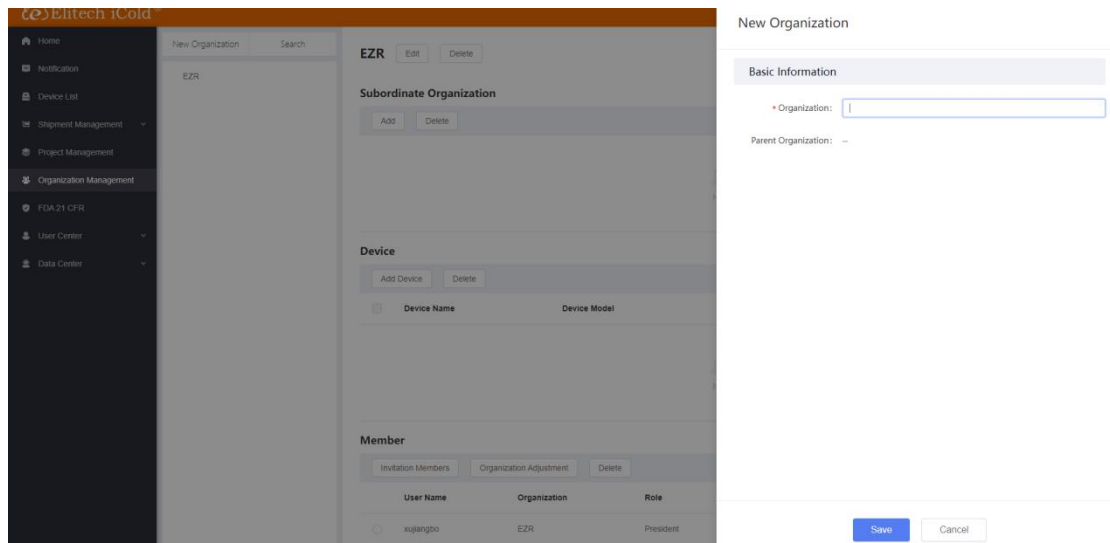


figure (39)

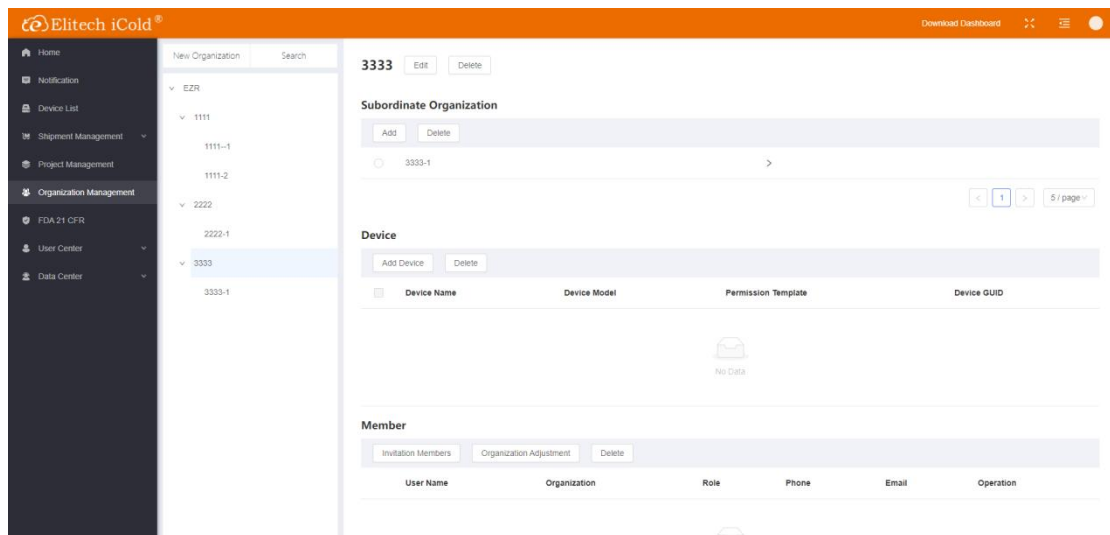


figure (40)

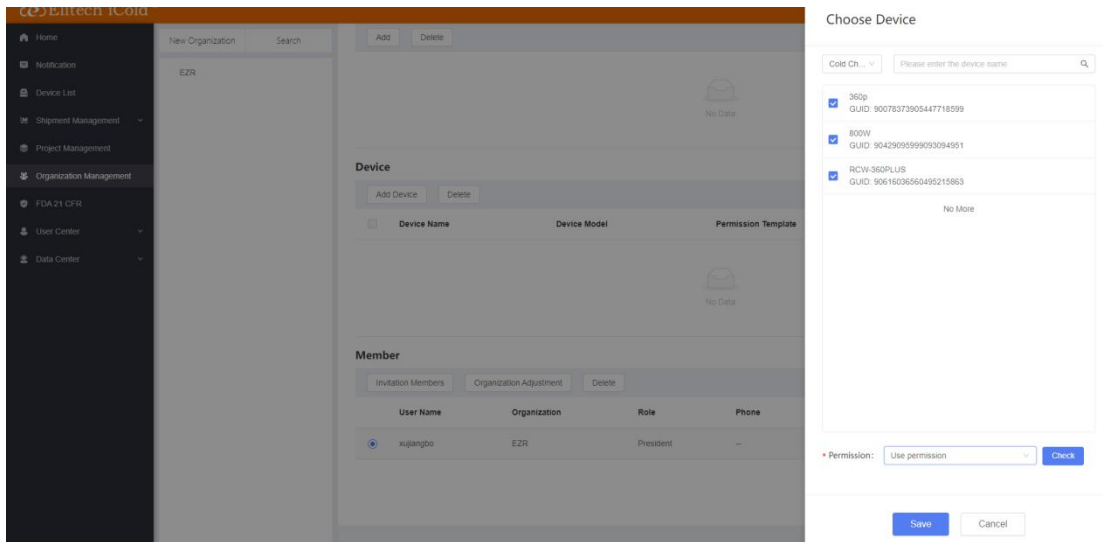


figure (41)

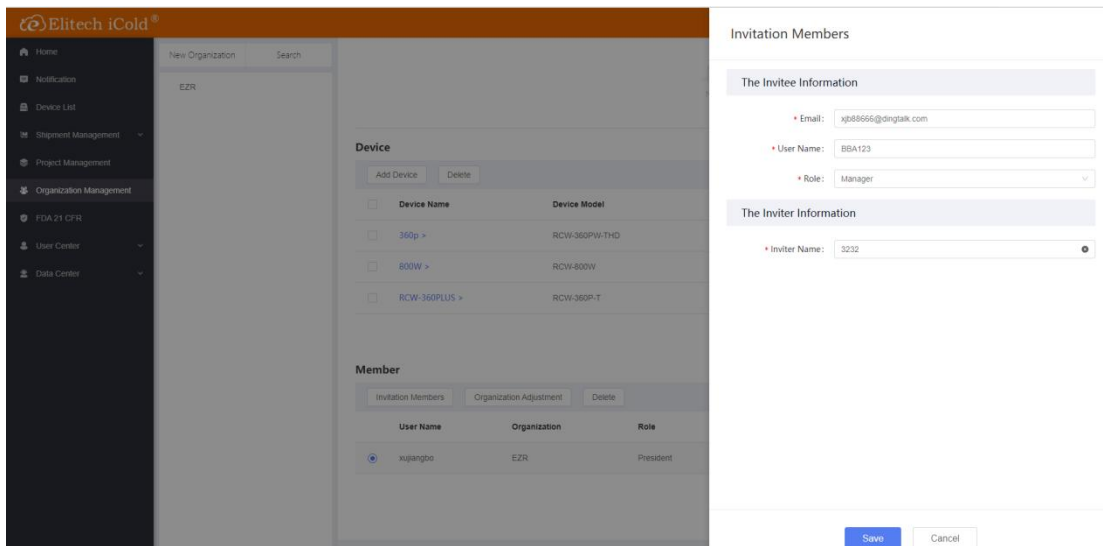


figure (42)

**15、FDA (equipment must be pro grade to be used)**

**Enter the menu:** click the "FDA 21 CFR" menu on the left, and click the enable menu under 21 CFR function enabled to open the FDA function, as shown in figure (43):

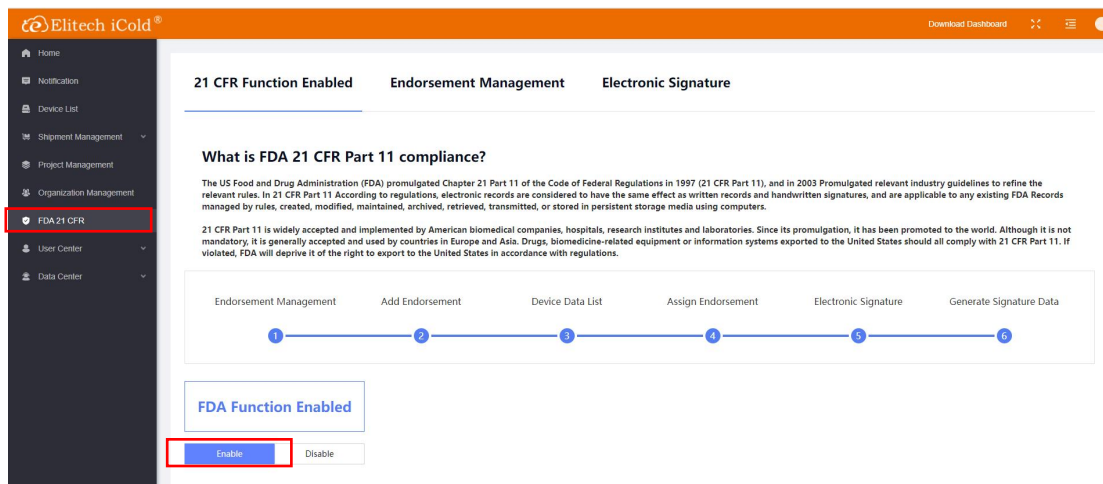


figure (43)

**Enter the menu:** click the endorsement management menu, then click the add endorsement menu, add notes, customize the name and description, and then click Save to save, as shown in figure (44) and figure (45):

**Enter the menu:** first click the "device list" menu on the left, select a device, click the device name to enter the menu, then click the data Chart menu, then select FDA date, as shown in figure (46), then click generate, as shown in figure (47), and then click go to sign, as shown in figure (48):

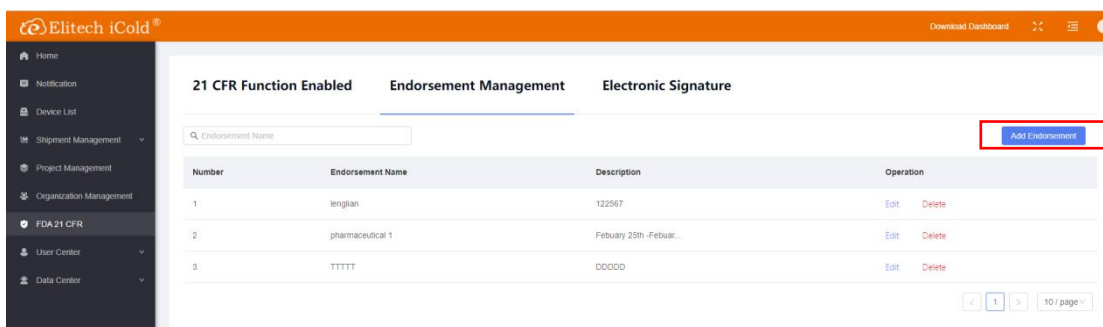


figure (44)

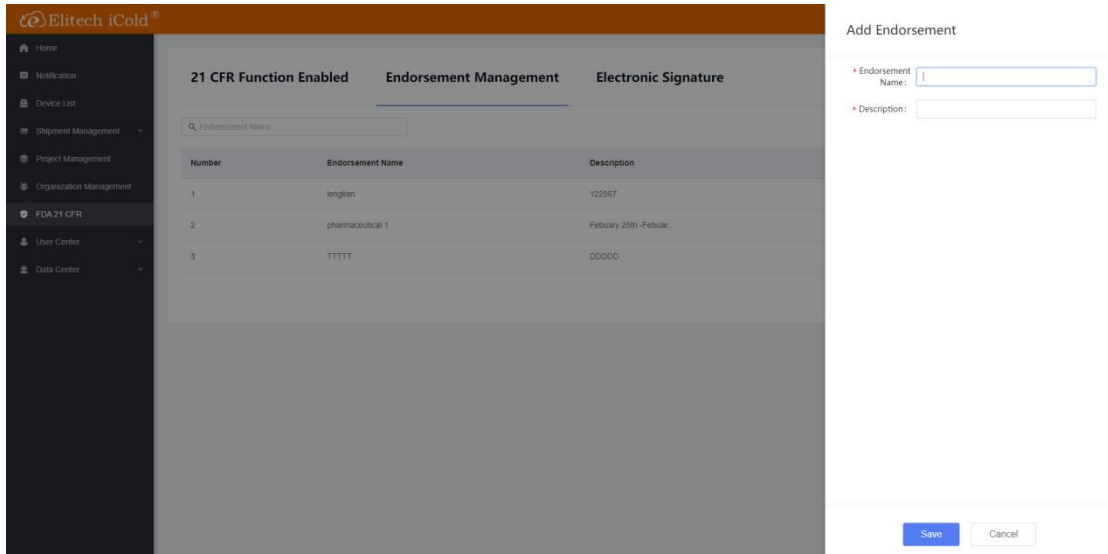


figure (45)

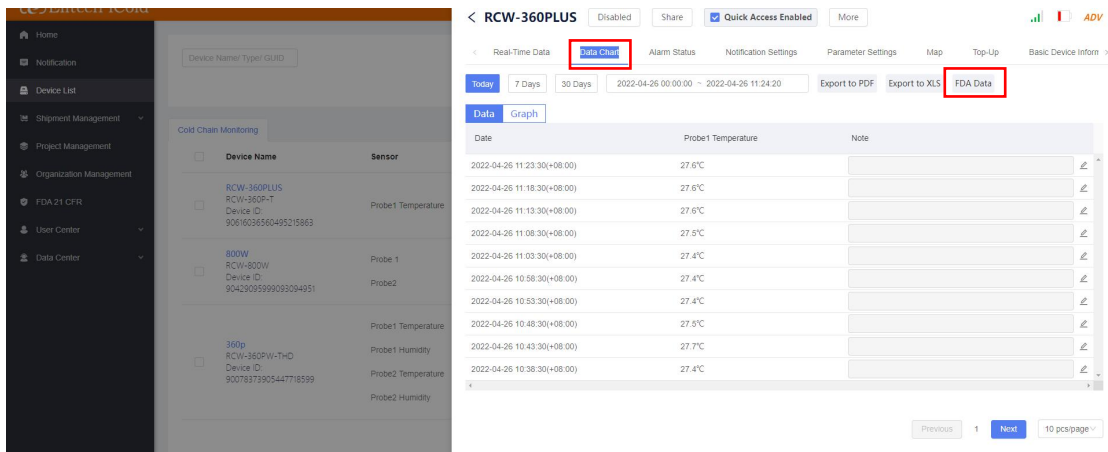


figure (46)

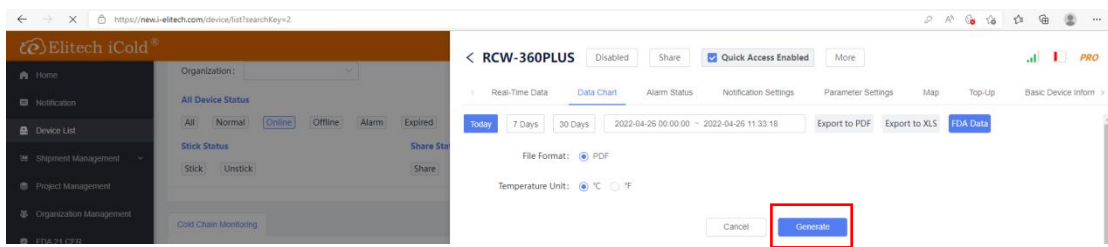


figure (47)

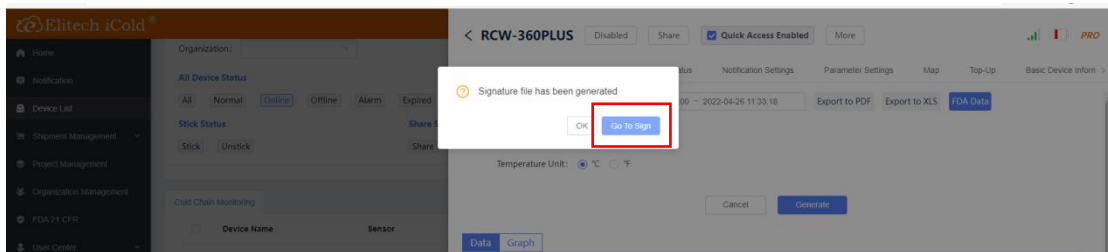


figure (48)

**Enter the menu:** click the endorsement management menu, then click the add endorsement menu, add notes, customize the name and description, and then click Save to save, as shown in figure (49) and figure (50):

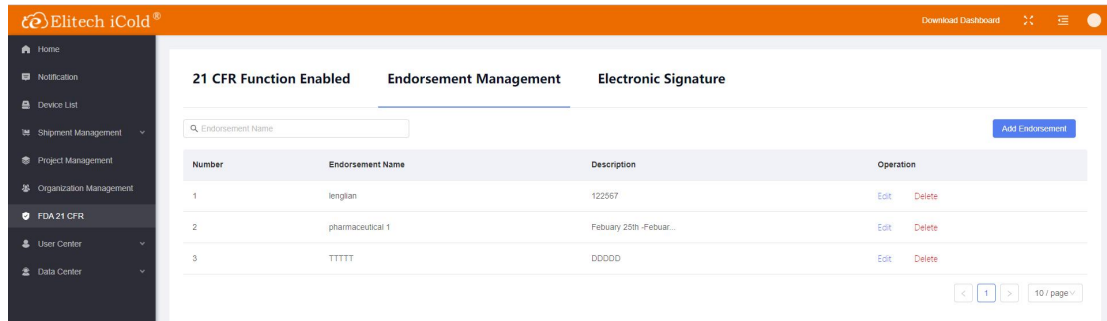


图 (49)

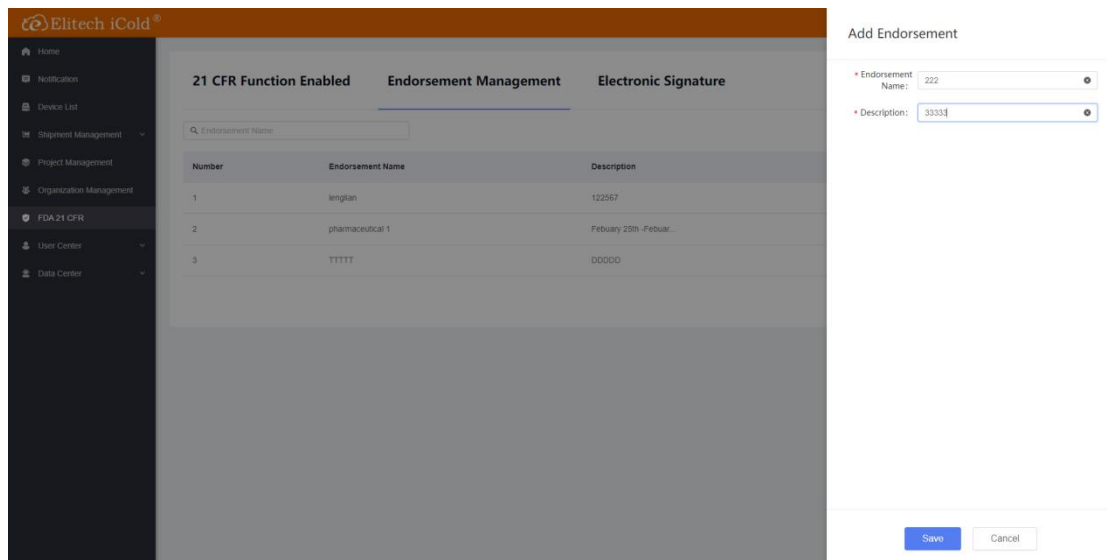


图 (50)

**Enter the menu:** click the electronic signature menu, then click the assign endorsement menu, add the user name, select the description, and then click Save to save, as shown in figure (51) and figure (52):

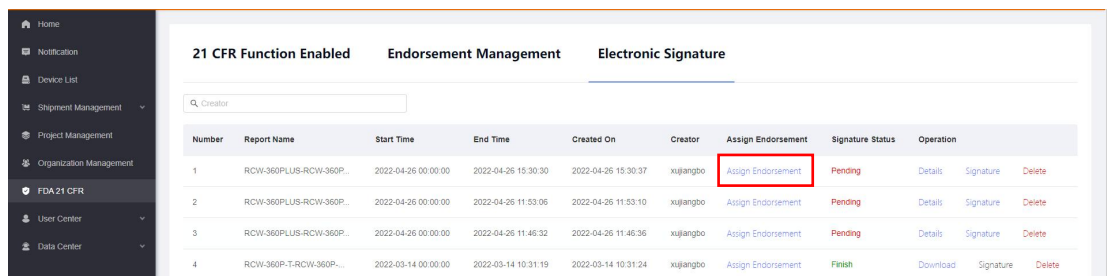


figure (51)

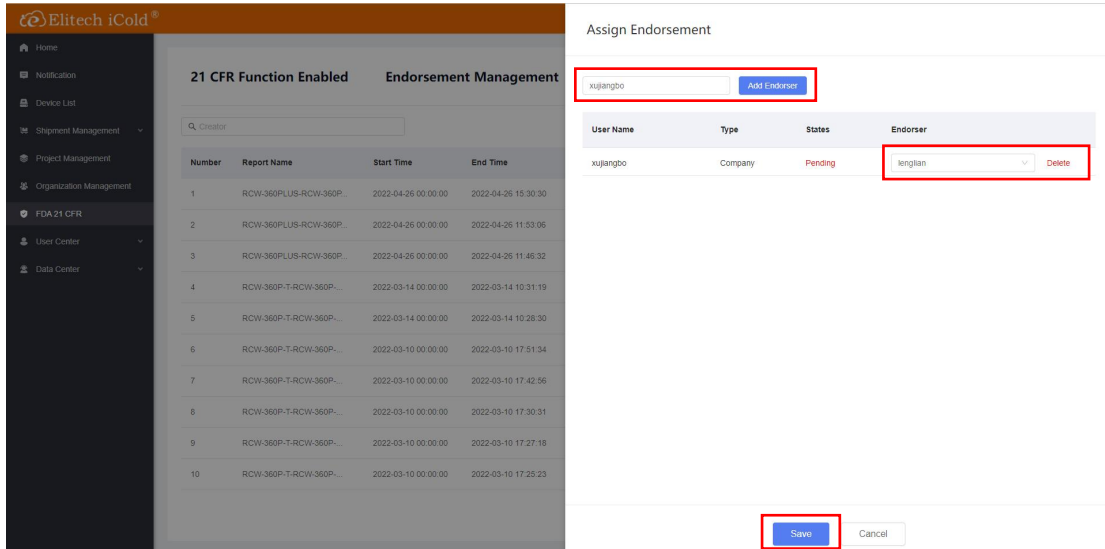


figure (52)

Enter the menu: click the electronic signature menu, then click the signature menu, add the user name and password, and then click Save to save, as shown in figure (53) and figure (54):

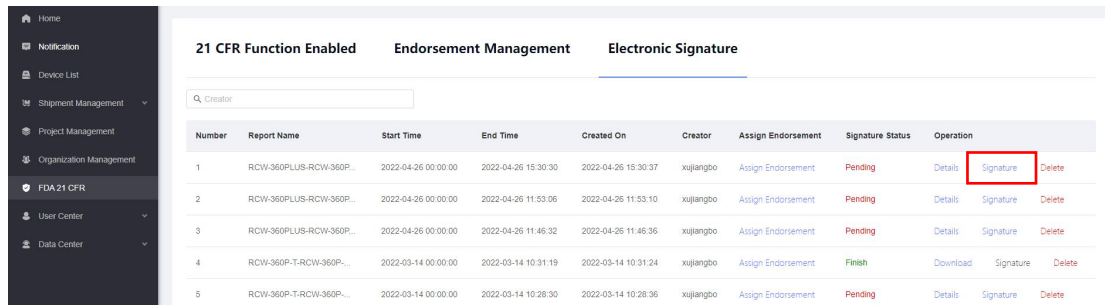


figure (53)

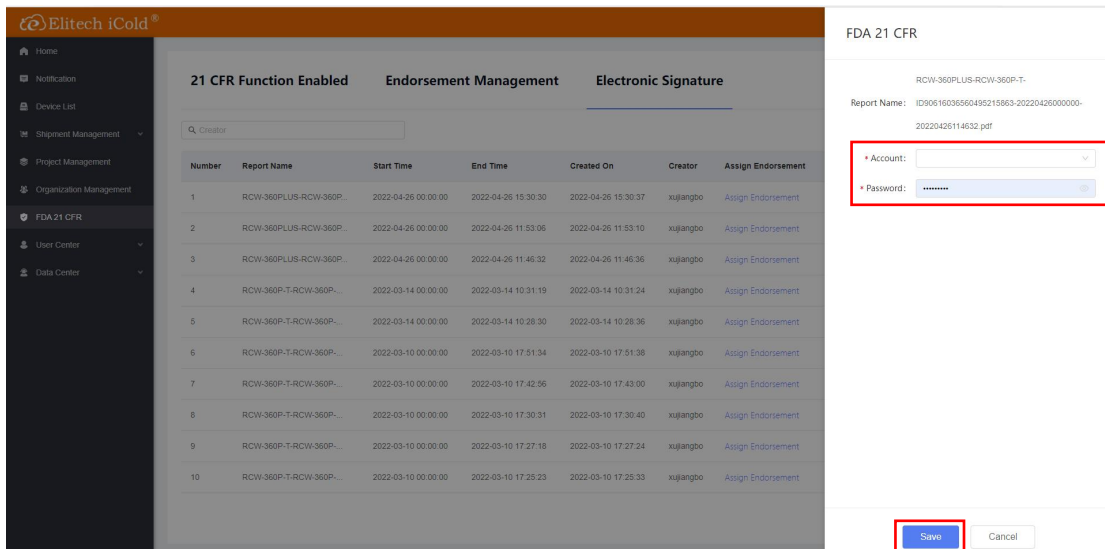


figure (54)



Enter the menu: click the electronic signature menu and then click the download menu to download the data report, as shown in figure (55) and figure (56):

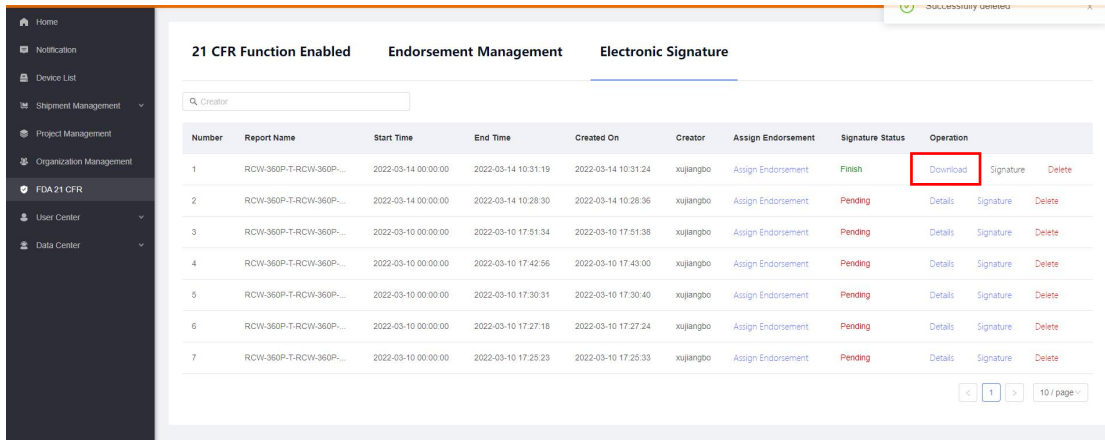


figure (55)

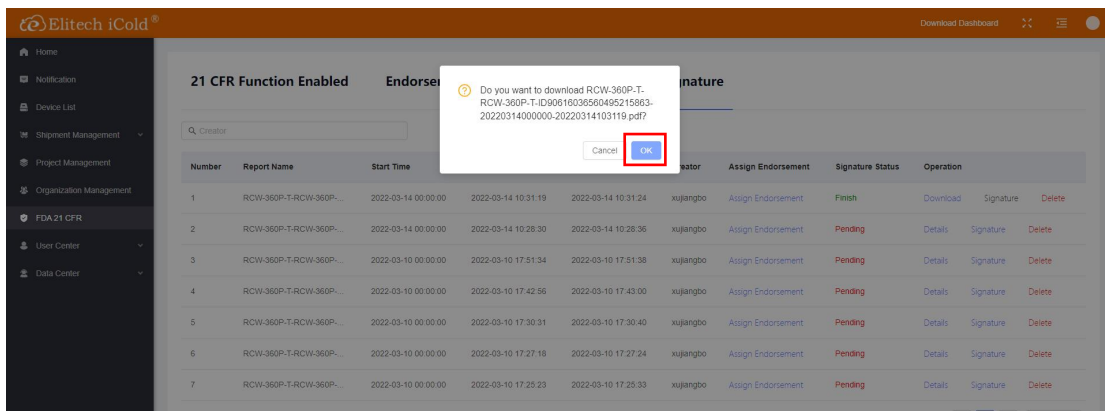


figure (56)