

GE  
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## Protimeter HygroTrac®

*Remote Wireless Monitoring System Web Site*

User's Guide



GE  
Sensing

# Protimeter HygroTrac<sup>®</sup>

## *Remote Wireless Monitoring System Web Site*



### User's Guide

**A40096273C, rev. A-2**

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HygroTrac is a GE Protimeter product. GE Protimeter has joined other GE high-technology sensing businesses under a new name—GE Industrial, Sensing.



## Service Agreement

GE Sensing and its partner will provide access to the Internet, and the Subscriber will utilize GE Sensing's service according to the following terms and conditions:

- Service
- Technical Support
- Equipment Utilities
- Cancellation
- Termination by GE Sensing
- Termination by Subscriber
- Data Indemnification
- Limited Warranty
- Limitation of Liability
- Compliance with Law
- Law
- Notice
- Pricing
- Fees, Payment Method

The above terms and conditions are described below in detail.

## Service

Upon receipt and approval of this signed Agreement, GE Sensing shall create Subscriber's account to enable Subscriber's access to GE Sensing internet access service (the "Service"). Subscriber is responsible for all use of Subscriber's account and confidentiality of passwords.

## Technical Support

GE Sensing will provide technical support at no Charge to Subscriber to assist in establishing Subscriber's connection to the Service and configuration of Internet software tools provided by GE Sensing.

Technical support hours are from 8:00 a.m. to 5:00 p.m EST., Monday through Friday, except on nationally observed holidays.

## Equipment Utilities

Subscriber shall provide his or her own computer equipment necessary to access to the Service. Subscriber is responsible for all telephone and broadband charges for connecting to the Service.

## Cancellation

To cancel your account, you must notify GE Sensing in the following manner and with the following:

- By telephone at (800)-321-4878. You must provide your name, username, e-mail address and phone number on the account for verification purposes in order for the cancellation to be valid. Or,
- In writing by postal mail to GE Sensing - HygroTrac, 1100 Technology Park Drive, Billerica, MA 01810, USA. Or,
- By Faxing to GE Sensing - HygroTrac at (978) 437-1031. Or
- By electronic mail to [meters@ge.com](mailto:meters@ge.com).

In the event of notifying the cancellation of your account in writing, you may be contacted by GE Sensing representative to verify your account information such as your name, username, e-mail address and phone number. This is required in order for your account cancellation to be valid. Or,

- You may also notify in person at any GE Sensing office.

Failure to use services made available by GE Sensing does not constitute a valid cancellation. Your account will automatically renew for a renewal period equal to the original period of service for which you contract unless specifically terminated per the procedures detailed herein or by GE Sensing per this Agreement. GE Sensing does not refund prorated intra-period charges upon cancellation and does not provide any refund for pre-paid services purchased under this agreement. In the event of cancellation, all services provided by GE Sensing will terminate on the effective cancellation date and GE Sensing shall have no further obligation to provide services of any kind after that date.

## Termination by GE Sensing

GE Sensing, at its sole business judgment, may terminate this Agreement immediately or suspend Subscriber's access to the Service for refusal or failure to pay for Service or by sole judgment of GE Sensing that Subscriber may be performing activities harmful to GE Sensing or its Subscribers, employees, vendors, business relationships or any other users of the Internet.

## Termination by Subscriber

Subscriber may terminate this Agreement at any time. The termination will be effective 2 working days after the notice is received. In the event an amendment is adopted by GE Sensing, which was not part of the Agreement when you purchased your service, and which you find unacceptable or otherwise impossible to comply with, you have the right and duty to terminate your services. In order to terminate services, you must notify GE Sensing of your intent to cancel (see "*Cancellation*" section on the previous page). Where pricing option 1 is selected (see section entitled "*Pricing*" on the next page) then payments are required until the end of the contract.

## Data Indemnification

Subscriber understands and agrees that the Internet is a conglomeration of on-line data bases operated by distinct entities having no business or legal relationship to GE Sensing. GE Sensing has no input whatsoever as to the content of Internet data accessed via the Service. Subscriber is solely responsible for any value or reliance it places on information obtained via the Internet. GE Sensing does not monitor nor control any information on the Internet. It does not warrant the information is appropriate for families nor does it warrant that the information available on the Internet does not violate copyright, libel or privacy laws. Subscriber is liable for his/her users of the Internet and will hold GE Sensing harmless from any liability arising because of the subscriber's use of the Internet.

## Limited Warranty

GE Sensing warrants only that it shall, subject to the terms and conditions of this Agreement, provide Subscriber access to the Internet.

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**GE SENSING MAKES NO OTHER WARRANTIES AND SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR AGAINST INFRINGEMENT. GE SENSING FURTHER DISCLAIMS ANY WARRANTY OR REPRESENTATION AS TO THE INTERNET AND INFORMATION THEREFROM.**

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## Limitation of Liability

GE Sensing shall not be liable to Subscribers for more than the monthly fee for any single month during which any claim arose. GE Sensing shall have no liability for incidental, consequential, or punitive damages.

**Compliance with Law** Subscriber agrees to use the Service in compliance with all applicable laws and to upload and/or download files:

- Only with the consent of the copyright or patent owner
- Only if such files do not violate anyone's right to privacy
- Only if such files do not contain any defamatory material.

**Law** This Agreement shall be construed under the laws of the State of Massachusetts. Massachusetts courts shall have jurisdiction over this Agreement and all litigation under this agreement shall be in Massachusetts.

**Notice** Notices to either party may be given via e-mail using the e-mail ID assigned to the parties by GE Sensing. Notice shall be effective upon first access under that ID number after the notice is posted.

**Pricing** Two options are available – See [www.gehygrotrac.com](http://www.gehygrotrac.com) for latest rates.

**Option 1 - Concept:** Based on number of gateways per account per month. Minimum 1 year contract see section entitled “*Termination by Subscriber*” on the previous page. New year contract starts when account moves to next gateway quantity break; there are over 13 gateways per account. Please contact GE Sensing for rates.

**Option 2 - Concept:** Charge is per site per month. Minimum site charge is 1 month. There is no restriction on number of Gateways/site; however, there is a limit of 100 sensors per site. Thereafter a fee per sensor per month is charged. Minimum site charge is 1 month. For multiple site users where some/all sites use more 100 sensors a rate per site per month will be negotiated. Monthly site charge applies only when HygroTrac systems are switched on.

**Fees and Payment Method** Subscriber will select either pricing option 1 or option 2. The base fee will be charged at the beginning of each month. Subscriber authorizes charges for base fees and usage fees to be made to the identified credit card each month for the duration of this agreement. Notice of charges against Subscriber's credit card shall be made as provided in section entitled “*Notice*” above. Billing of business subscribers may be made by direct invoicing rather than debiting a credit card. GE Sensing may change any fee, rate, or package upon thirty days Notice. Insufficient or invalid credit card details may result in the service being suspended.

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## Introduction

This GE Protimeter HygroTrac<sup>®</sup> *Web Site User's Guide* is used in conjunction with the *Protimeter HygroTrac<sup>®</sup> Remote Wireless Monitoring System Instruction Manual* (INS9000).

Before using the web site, be sure that you have installed the Protimeter HygroTrac<sup>®</sup> system, configured the gateway, and powered up the system until the status light is solid green, as discussed in the *Protimeter HygroTrac<sup>®</sup> Remote Wireless Monitoring System Instruction Manual*.

## Creating a New Account

HygroTrac data is stored on a dedicated and secure web server. To access your data from a remote location, complete the following steps:

**IMPORTANT:** *There is a monthly fee for the HygroTrac service account. You cannot log in to your account or site unless your company has previously established a HygroTrac service account with GE Sensing, and received an authorized user ID and password.*

1. Using your existing internet connection, go to the following URL:  
[www.gehygrotrac.com](http://www.gehygrotrac.com)
2. You will see the “GE Sensing Remote Sensor Network” screen on the GE HygroTrac home page (Figure 1 below). Click on **Log-in**.

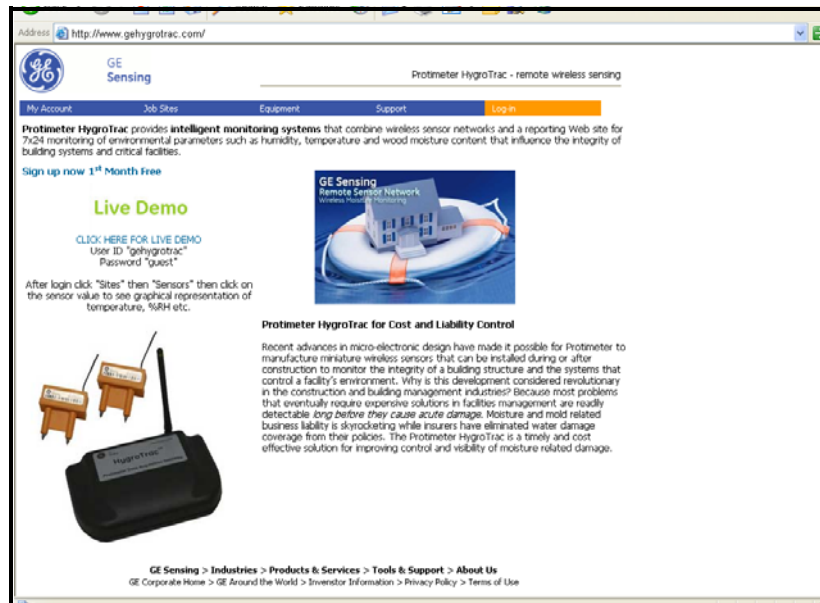


Figure 1: GE Sensing Remote Sensor Network Screen

**Creating a New Account (cont.)**

- If you have not yet established a user account with GE Sensing for your HygroTrac, you must do so before you can access the web site. At the log-in window, click on **Create a New Account**. The New customer registration screen opens, shown in Figure 2 below.

**GE Sensing**

My Account Job Sites Equipment Support **Log-out**

### New customer registration

1) New customers please fill out the information below.  
 2) Fields marked with \* are required.  
 3) Minimum password length is six characters.

**Customer information**

\*Company Name:  \*Phone:   
 \*Contact Name:  Mobile phone:   
 \*Mailing Address:  \*Temperature:  F  C  
 \*Email address:   
Default alarms (low battery, inactive gateway/sensors) will be sent to this address. For multiple addresses separate each by a comma. For mobile messages please contact your mobile service provider for email address.  
 \*City:   
 \*State:  --- Please Select One ---  
 \*Zip:  Enter 0 if no ZIP/Postal Code  
 \*Country:  --- Please Select One ---  
 \*Type:  --- Please Select One ---  
 \*Time Zone:  (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

**Account information**

\*Login name:   
 \*Password:   
 \*Confirm password:

**Payment information**

\*Pricing plan:  Option 1  Option 2  
 Review pricing plans [here](#).  
 \*Full Name:  (as printed on card)  
 My billing address is the same as my mailing address   
 \*Billing Address:   
  
  
 \*City:   
 \*State:  --- Please Select One ---  
 \*Zip:   
 \*Account number:  \*Exp. date: (mm/yyyy)  
 01  2007  
 \*Card Type:  American Express

**Terms and Conditions:**  
[Click here to review the Terms and Conditions](#)  
 Click here to agree to the Terms and Conditions listed above

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 GE Corporate Home > GE Around the World > Investor Information > Privacy Policy > Terms of Use

**Figure 2: New Customer Registration Screen**

- Enter information in the required fields, review the Terms and Conditions, click on the box to agree to the Terms, and click the **[Submit]** button.

## Accessing the Web Data Service

1. Open <http://www.gehygrotrac.com> on your web browser. In the upper right corner of the screen, click on **Log-in**. The Log-in window, shown in Figure 3 below, opens.

Figure 3: HygroTrac Log-in Screen

2. Enter your GE-confirmed user ID and password, and click [**Log-In**].

**Note:** *If you have any difficulty logging in, click on **Contact Us** on the screen to contact GE Sensing. If you forgot your password, click on **Forgot Your Password**. Enter your e-mail address and click [**Submit**]. GE Sensing will e-mail your password.*

3. Since you have recently created your account, there are no sites on file for you. You are now at the initial Job Sites screen, shown in Figure 4 below. You can associate a job site to your account through two ways
  - Add an existing site that your company has already created. See page 4.
  - Create a new site and new gateway from the HygroTrac hardware you recently installed. See page 5.

Figure 4: Initial Job Site Screen

## **Adding an Existing Site**

If you want to add an existing job site that your company has already established, follow these instructions.

**Note:** *Please see the section titled “Adding, Updating, or Deleting Users” on page 21 for further details.*

1. Click **My Account** from the blue menu bar.
2. Click **Company User Maintenance**.
3. Scroll down until you find your User ID and click the corresponding link for Sites.
4. Place a check mark in the box on the left side of the Site Name you want to access. Confirm by clicking **[Update User Profile]** at the bottom of the screen.

## Creating a New Site and Adding a Gateway

If you want to create a new job site and add a new gateway, follow these instructions:

1. From the blue menu bar, pull-down the Job Sites menu and click **Add a New Site**. The Add a New Site screen, shown in Figure 5 below, opens.

Figure 5: Add a New Site Screen

2. Fill in all the Required Fields (denoted with a “\*”) on this screen and click **[Save]** to create a new job site.
  - Alarm Notification Email: An alarm is generated if any sensor becomes inactive or if readings exceed user-defined thresholds. To receive e-mail notification of alarms, enter your e-mail address in this field. Multiple e-mail addresses may be separated by a semicolon.
  - Alarm Notification Text Message Email: You can create a mobile device e-mail address by following the guidelines below. Multiple addresses may be separated with a semicolon. Please note this service is only available in the US and Canada.
    - AT&T (new) – 1231234567@txt.att.net
    - AT&T (legacy) – 1231234567@mmode.com
    - Cingular – 1231234567@txt.att.net, or 1231234567@cingularme.com, or 1231234567@mobile.mycingular.com
    - Nextel – 1231234567@messaging.nextel.com
    - Rogers – 1231234567@pcs.rogers.com
    - Sprint – 1231234567@messaging.sprintpcs.com

## Creating a New Site and Adding a Gateway (cont.)

- T-Mobile – 1231234567@tmomail.net
- Verizon – 1231234567@vtext.com
- Virgin Mobile (USA) – 1231234567@vmobl.com
- Please contact your mobile phone carrier if not listed above.

3. Associate a new gateway with the new site. Add the new gateway by selecting the text **click here** as shown in Figure 6 below.

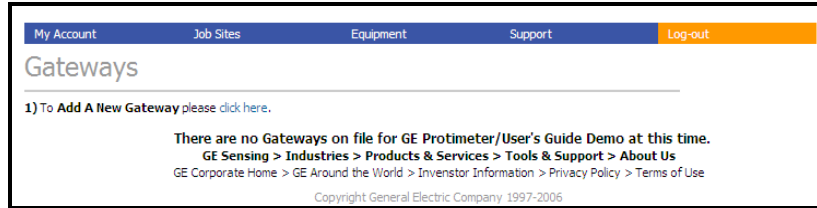


Figure 6: Add a New Gateway Screen

4. Enter the eight digit alphanumeric Gateway ID found on the underside of the gateway and describe the location of the gateway, as shown in Figure 7 below. Click **[Save]**.

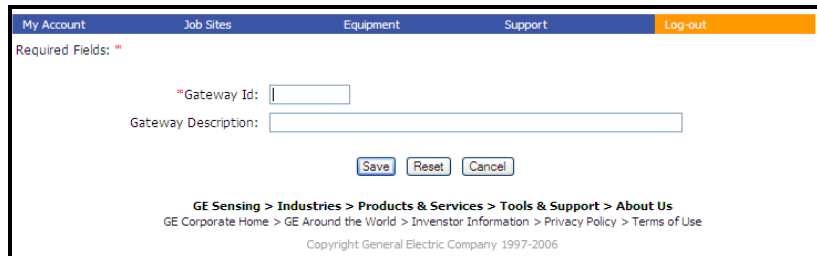


Figure 7: Enter Gateway ID Screen

The gateway should now appear in the Gateways screen shown in Figure 8 below.



Figure 8: Populated Gateway Screen

5. If this site has multiple gateways, add the additional gateways by repeating steps 3 and 4 as necessary.

## Viewing the Job Sites Screen

The Job Sites screen is the main screen that allows you to monitor, graph, and download sensor data.

1. You can access the Job Sites screen in either of two ways:
  - From the blue menu bar, select the pull-down menu for Job Sites and select View Existing Sites. The screen shown in Figure 9 below will appear.
  - From any screen in the HygroTrac web site, click on the logo in the upper left corner to return to the Job Sites screen. This logo may say “GE Sensing” or may be customized for your company. The screen shown in Figure 9 below will appear.

Claim/Job	Site Name	Alarm	Created	Last Activity	Status
+	Demo Site		7/14/2006	6/29/2007	A
+	GE Corp Data Center		3/22/2007	6/29/2007	A
+	Low Temp Testing site		11/17/2006	6/25/2007	I
+ 101	User's Guide Demo		6/28/2007		

\* Indicates at least one active alarm exists for that site.

GE Sensing > Industries > Products & Services > Tools & Support > About Us

Figure 9: Job Sites Screen

2. You can now navigate through the Job Sites screen.
  - Single clicking on the column headers in orange will sort the data by that column in ascending order; double clicking will sort in descending order.
  - The Claim/Job column shows the Claim Number or Job Number if one was entered in the Add a New Site screen.
  - Clicking on a Site Name shows the details about that site.
  - The Alarm column shows “**A**” if an alarm is present for a sensor under that gateway. Details on setting alarms appear in this *Web Site User's Guide* on page 17.
  - The Created and Last Activity columns show the date and time the site was created and the most recent transmission.
  - The Status column shows “**A**” for active gateways if at least one sensor is active, “**I**” for inactive gateways, and blank if no data has been taken.

### Viewing the Job Sites Screen (cont.)

3. Click on the “+” sign to the left of any site to expand the choices as shown in Figure 10 below. The expanded menu allows access to temperature, humidity, and moisture data in multiple formats.

Claim/Job	Site Name	Alarm	Created	Last Activity	Status
-	Demo Site		7/14/2006	6/29/2007	A
+	GE Corp Data Center		3/22/2007	6/29/2007	A
+	Low Temp Testing site		11/17/2006	6/25/2007	I
+ 101	User's Guide Demo		6/28/2007		

[Users](#) [RDC](#) [Downloads](#) [Gateways](#) [Sensors](#) [Report](#) [Thresholds](#) [Edit](#)

\* Indicates at least one active alarm exists for that site.  
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[GE Corporate Home > GE Around the World > Investor Information > Privacy Policy > Terms of Use](#)

Figure 10: Expanded Job Sites

### Looking Up Job Sites Quickly

The Lookup Job Site menu is a quick way to find a known job site. View the menu by following these instructions.

1. From the blue menu bar, select the pull-down menu for Job Sites and select Lookup Job Site. The screen shown in Figure 11 below will appear.

[My Account](#) [Job Sites](#) [Equipment](#) [Support](#) [Log-out](#)

### Claim/Job Number Lookup

Claim/Job Number:

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[GE Corporate Home > GE Around the World > Investor Information > Privacy Policy > Terms of Use](#)  
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Figure 11: Job Site Search

2. Enter the Claim/Job Number in the field and click [Search]. The search results will appear as shown in Figure 12 below.

[My Account](#) [Job Sites](#) [Equipment](#) [Support](#) [Log-out](#)

### Job Site for Job Nbr:

Site Name
User's Guide Demo

[Sensors](#) [Report](#)

[GE Sensing > Industries > Products & Services > Tools & Support > About Us](#)  
[GE Corporate Home > GE Around the World > Investor Information > Privacy Policy > Terms of Use](#)  
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Figure 12: Job Site Search Results

3. Select **Sensors** or **Report** to continue.

## Viewing and Graphing Sensor Measurements

The Sensors screen enables you to view current measurements for a specific site, such as temperature, relative humidity and other parameters.

1. You can access the Sensors screen in two ways:
  - From the Job Sites screen, click on the “+” sign for the desired site and select the Sensors option (as shown in Figure 10 on page 8). This method shows the sensors for that job site.
  - Pull down the **Equipment** menu at the top of the screen and click on **Sensors**. This method shows every sensor at every job site.
2. The Sensors screen, shown in Figure 13 below, lists the IDs, status and most recent activity of the sensors linked to the site.

Sensor Id	Description	Last Activity	Sts	Temp	RH%	%WME	GPP	Dew Pnt.
OCBF0102	Logger Cal Room / plexiglass door	03/02.11:31	A	24.5	23.8	---	31.70	2.50
OCBF0751	Bank 1 & 2	03/02.11:32	A	24.2	24.1	8.2	31.60	2.50
OCBF079B	Pana Conv.	03/02.11:32	A	21.4	21.9	8.5	24.10	-1.30
OCBF0823	Logger Cal room above door	03/02.11:32	A	20.7	27.6	8.5	29.30	1.40
OCBF088C	Wall near Optica Cal System	03/02.11:30	A	21.3	28.5	---	31.40	2.40
OD11030C	repairs drybox near flow	03/02.11:33	A	21.3	15.2	8.6	16.70	-6.20
OD110415	Outside front Entrance - under Irr. box	03/02.11:29	A	3.1	93.8	9.4	31.10	2.30
OD110426	Outside Probe Lab / elevators	03/02.11:31	A	22.2	21.5	8.5	25.00	-0.80
OD1104DE	Pole in Optica test area.	03/02.11:32	A	23.8	22.6	8.6	28.80	1.20
OD1104E8	Wall near HygroTrace	03/02.11:30	A	21.5	25.4	8.5	28.30	1.00
OD1104F8	Bank 6	03/02.11:31	A	22.0	25.2	8.5	29.00	1.30
OD110E80	Bank 3	03/02.11:31	A	22.4	24.7	8.4	29.00	1.30
OD111011	Probe Cabinets	03/02.11:33	A	22.7	23.2	8.4	27.70	0.70
OD1110F6	sensor humidor top chamber	01/24.09:57	I	23.0	4.7	8.4	5.70	-19.30
OD1110FD	humidor drybox matt morales	03/02.11:28	A	21.8	22.4	8.5	25.50	-0.50
OD111100	sensor humidor bottom chamber	03/02.11:29	A	22.1	19.2	8.5	22.10	-2.50
OD111108	bottom s.s. drybox matt morales	03/02.11:30	A	22.2	21.8	8.4	25.40	-0.60

Figure 13: The Sensors Screen

3. By default, the sensor screen shows all sensors for a particular site. To Only Show Sensors with Active Alarms, select **[Yes]** in the upper left corner.
4. You can sort columns by clicking on the column heading— one click for ascending and two clicks for descending.
5. To view sensor details, click on its Sensor ID at the left. From this screen you can only view sensor information and cannot change any information.

## Viewing and Graphing Sensor Measurements (cont.)

6. You can update information about a sensor from the Sensors screen. Click on the Description for a particular sensor. A window similar to Figure 14 below will open. You can update a sensor in three ways:
  - Change the Sensors Description (for example, when a sensor is moved)
  - Change the Atmosphere Type surrounding the sensor. You must define this field for measurements to display in the RDC, described later.
  - Deactivate the sensor, as discussed in “Deactivating and Reactivating Sensors” below.
7. Click **[Save]** to confirm the new sensor information, **[Reset]** to clear the fields, **[Delete]** to delete the sensor description and atmospheric type, or **[Cancel]** to return to the previous menu.

Figure 14: Sensor Update Window

## Deactivating and Reactivating Sensors

When you deactivate a sensor, it no longer transmits data to the HygroTrac. The sensor will remain on the Sensors screen for the job site, though the Status column will show “D”.

### To deactivate a sensor:

From the Sensors screen, click on the Description for a particular sensor and a window similar to Figure 14 above will open. Type a reason for sensor deactivation in the large field and click **[Deactivate]**.

### To reactivate a sensor:

From the Sensors screen, click on the Description for a deactivated sensor. A new window will appear, similar to Figure 14 above. Then click **[Activate]** to reactivate the sensor.

## Understanding Inactive Sensors

If a sensor has not successfully transmitted for 24 hours, it enters inactive status. The HygroTrac web site will send an email and text message stating that the sensor has become inactive. In addition, the sensor will show up with a status “I” on the Sensors screen.

## Plotting Sensor Measurements

To plot the most recent sensor measurements for a given parameter, click on the actual measurement value in the Sensors screen. A new window opens, similar to Figure 15 below, displaying the most recent activity in graphical form. If you need to view sensor activity over a different time period, click on one of the periods (**Last Day**, **Last Week**, **Last Month**, **Last 3 or 6 Months**, **Last Year**, or **All Readings**). The screen refreshes with data from the newly selected period.

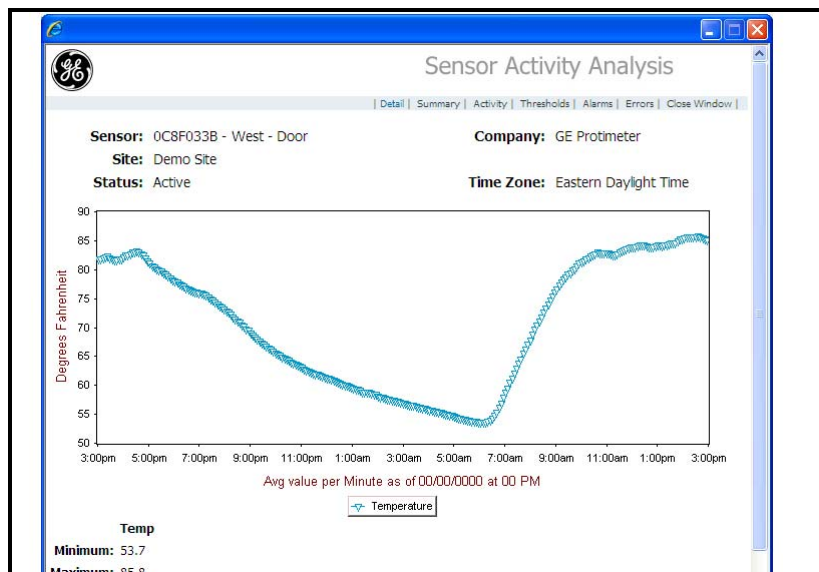


Figure 15: Sensor Activity Analysis Screen

## Updating the User List for a Site

You can review and update the list of users for a particular job site via the **Users** option.

1. From the Job Sites screen, click on the “+” sign for the desired site, and then on the **Users** option. The Update Users for [the site] screen opens, displaying a list of users at your company.
2. To revise this list, check the box to the right of each user you wish to keep on the list. When you have completed checking and unchecking boxes, click **[Update Site]** at the bottom of the screen. The Job Sites screen reopens.

**Note:** *To add or update users, you must have an appropriate security level assigned to your account. Otherwise, you will not be able to access these sites.*

3. You can manage access to your web site by adding additional users with different access levels. To add a new user, refer to “Adding, Updating, or Deleting Users” on page 21.

## Generating a Record of Drying Conditions (RDC)

If you need to access a record of drying conditions (RDC) for a particular site from a specific day and time to the present, you can obtain this information in text format. To generate the report, complete the following steps:

1. On the Job Sites screen (Figure 10 on page 8), click on the **RDC** option in the menu for the site. The Generate a Record of Drying Conditions window opens, shown in Figure 16 below.

GE Protimeter  
1100 Technology Park Drive  
Billerica, MA 01821  
1 (800) 321-4878

GE Sensing

My Account Job Sites Equipment Support Log-out

### Generate Record of Drying Conditions (RDC) Data

Start date:  /  /  (mm/dd/yyyy)

Start time:  :  24-hour format

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Figure 16: Request to Generate a Record of Drying Conditions

2. Enter the date from which you want the record to start (in mm/dd/yyyy format) and the time (in 24-hour format), and click **[Submit]**.
3. A window will appear, asking, “Do you want to open or save this file?” as shown in Figure 17 below. Clicking **[Open]** will open the file using a spreadsheet program; clicking **[Save]** will save the file to your computer.

My Account Job Sites Equipment Support Log-out

### Generate Record of Drying Conditions (RDC) Data

Start date:  /  /  2007

Start time:  :  24-hour format

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Copyright

**File Download - Security Warning**

Do you want to open or save this file?

Name: RDC\_REPORT.csv  
Type: Microsoft Excel Comma Separated Values File  
From: www.gehygrotrac.com

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. [What's the risk?](#)

Figure 17: Open or Save RDC Screen

## Downloading Specific Site Data

Instead of a general record, you might need measurements from a site, sensor, data acquisition gateway, or network, over a specific time period. To download data, follow these instructions:

1. On the Job Sites screen (Figure 10 on page 8), click on the “+” sign for the desired site, and then on the **Downloads** option to the right of the particular site. The Request a Download screen, shown in Figure 18 below, opens.

Figure 18: The Download Request Screen

2. From the pull-down menus, click on a specific Site, Sensor ID, Gateway ID or Network ID. You can select only one of these parameters.
3. Enter the date on which you want the report to start (in mm/dd/yyyy format) and the time (in 24-hour format).
4. Enter the date on which you want the report to end (in mm/dd/yyyy format) and the time (in 24-hour format)
5. Enter the e-mail address for the user who should receive the report.
6. When you have finished entering data, click **[Submit Request]**. The Pending Downloads screen opens, as shown in Figure 19 below.

Status	Type	Id	Site	Readings From	To
Pending	SITE	Demo Site		/ /	/ / :

Figure 19: Pending Downloads

7. Wait a few minutes, then check your e-mail. The download file is attached to the e-mail.

**Generating a Site Report** The **Report** screen enables you to view, in graphical format, selected measurements for a given site over a specific period. To generate a report, complete the following steps:

1. On the Job Sites screen (Figure 10 on page 8), click on the “+” sign for the desired site, and then on the **Report** option. The Create Site Report screen opens, as shown in Figure 20 below.

Sensor Id	Description	Last Activity	Temp	RH%	%WME	GPP	Dew Pnt.
<input type="checkbox"/>	OC8F0102	Logger Cal Room / plexiglass door	03/02.14:14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	OC8F0751	Bank 1 & 2	03/02.14:15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	OC8F078B	Pana Conv.	03/02.14:15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	OC8F0823	Logger Cal room above door	03/02.14:16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	OC8F088C	Wall near Optica Cal System	03/02.14:19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Figure 20: The Create Site Report Screen**

2. First specify the Time Interval (from one hour up to one year, or all readings) and the starting time (in mm/dd/yyyy and 24-hour format) at which you want the report to begin.
3. Click on the box to the left of the specific sensor for which you require data. The function creates reports for one sensor at a time.
4. Then click on the boxes to the right for each measurement (temperature, humidity, WME, GPP or dew point) you need in the report.
5. Finally, click the button **[Generate Report]** to create the report. The Sensor Activity Analysis Report window opens, shown in Figure 21 on the next page.

## Generating a Site Report (cont.)

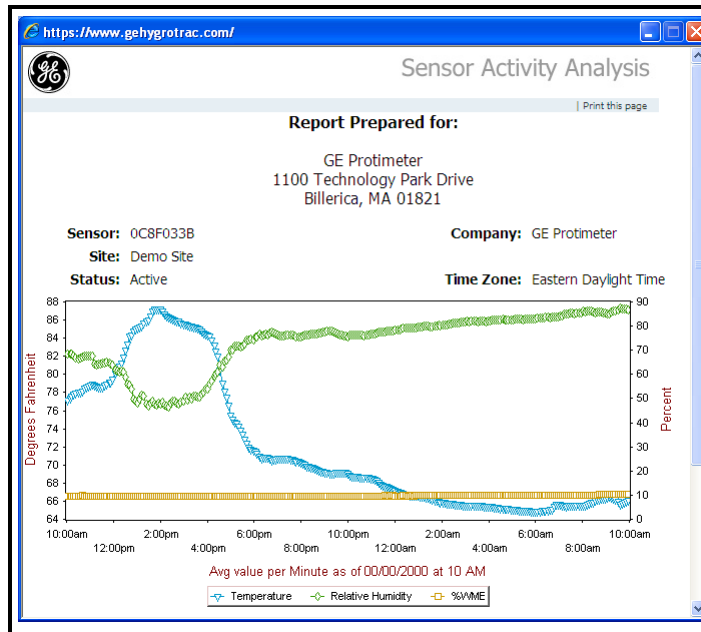


Figure 21: Sensor Activity Analysis Report

## Viewing and Setting Alarm Thresholds

If you want to receive an e-mail or text-message alarm when a particular measurement goes above or below certain parameters, you must enter those parameters as thresholds in your HygroTrac settings. Figure 22 below illustrates how thresholds function.

### How Thresholds Function

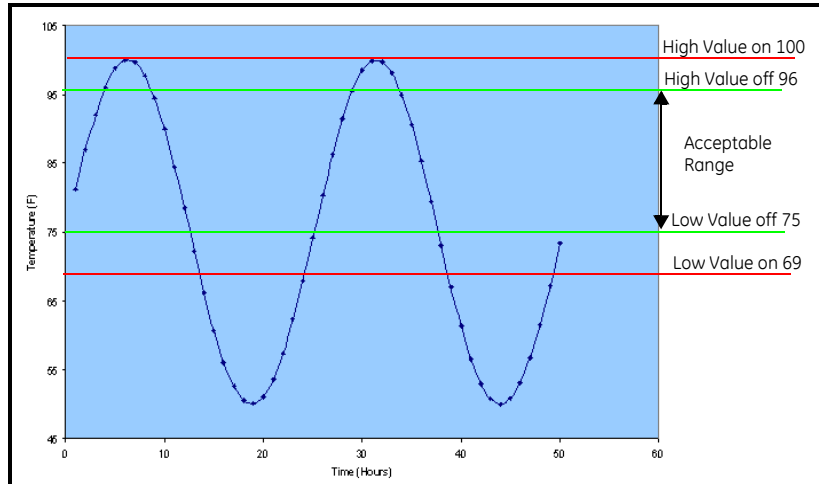


Figure 22: Measurement Range with Thresholds

- In the example shown above for the high value, you will receive an e-mail alarm when the temperature reaches 100°F. When the temperature drops below 95°F, you will receive another e-mail indicating that the HygroTrac has returned to the acceptable range.
- For the low value, you will receive an e-mail alarm when the temperature reaches 69°F. When the temperature rises to 75°F, you will receive another e-mail to indicate HygroTrac has returned to the acceptable range.

**Note:** To receive e-mail and text message alarms, you must enter your e-mail and cell e-mail into the Job Sites information page. See “Updating Site Data” on page 19 for more information.

### Setting Up Thresholds

To enter or change a threshold:

1. On the Job Sites screen (Figure 10 on page 8), click on the “+” sign for the desired site, and then on the **Thresholds** option in the menu for the specific site. The Thresholds window opens, as shown in Figure 23 on the next page.

## Setting Up Thresholds (cont.)



**Figure 23: The Thresholds Screen**

2. If thresholds exist for this sensor, click the **Sensor ID** to see threshold information or click **Edit** to update the threshold. If you wish to add a new threshold, click on **Add a New Threshold**. The Add a New Threshold screen opens, as shown in Figure 24 below.

**Figure 24: Add a New Threshold Screen**

3. From the Sensor ID pull-down menu, select the sensor for which you want to add a threshold or select “All Sensors”.
4. Then select the parameter to which you need to apply the threshold: Temperature, Relative Humidity, Wood Moisture Equivalent (WME), GPP (grains per pound), or Dew Point.
5. In the appropriate text boxes, enter the values that mark the boundaries of the acceptable range (Low and High Value Off) and the values that will prompt an e-mail alarm (Low and High Value On.)

**Note:** *The input for High Value On must be greater than the input for High Value Off. The input for Low Value On must be less than the input for Low Value Off.*

6. When you have completed entering values, click **[Save]**. The program returns to the Threshold screen. Add more thresholds if necessary.

## Updating Site Data

If you need to update information on a specific job site, you can enter the new data via the **Edit** option by following these steps:

1. On the Job Sites screen (Figure 10 on page 8), click on the “+” sign for the desired site, and then on the **Edit** option in the menu for the specific site. The Update a Site window opens, as shown in Figure 25 below.

Update A Site

Required Fields: \*

\*Site Name: GE Sensing Boston Centre

\*Address: Billerica

\*City: Billerica

\*State: Massachusetts

\*Postal Code: 01821 Enter 0 if no ZIP/Postal Code

\*Country: United States

\*Contact Name:

\*Phone Nbr: 9784371000

Fax Nbr:

Job Nbr:

Site Contact E-mail:

\*Alarm Notification E-mail:

Alarm Notification Text Message E-Mail:

Required For Alternate Contact: \*

\*Alt Contact Name:

\*Alt Phone Nbr:

Fax Nbr:

\*Alt E-Mail Address:

Figure 25: The Edit Option Window

2. Enter the revised information in the appropriate text boxes or drop-down menus.
3. When you have completed entering data, you have four options
  - Click **[Save]** to save your options and return to the Job Sites window.
  - Click **[Reset]** to clear the newly entered data.
  - Click **[Delete]** to delete the entire site from the web site.

**Note:** *The program will not delete a site if it detects an active gateway.*

- Click **[Cancel]** to leave the window without saving data.

## Accessing My Account Screen

The My Account section of the HygroTrac web site allows you to perform account maintenance activities. Click **My Account** from the blue menu bar. My Account is a link (rather than a pull-down menu) to the main My Account page, shown in Figure 26 below.

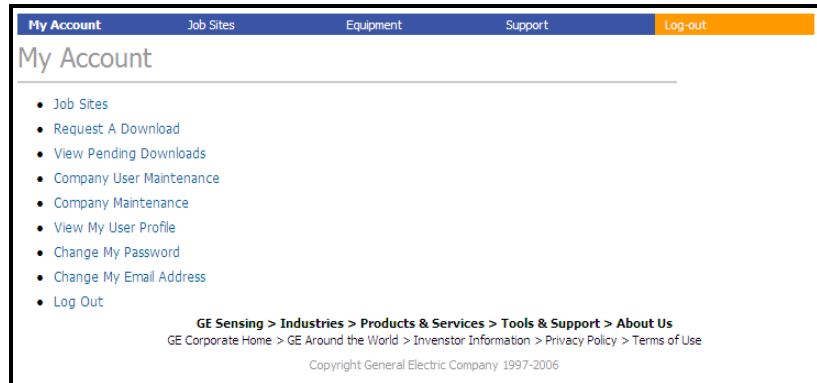


Figure 26: My Account Screen

- From the My Account screen, click **Job Sites** to open the Job Sites page. This page is also accessible by selecting Job Sites from the blue menu bar and then selecting View Existing Sites.
- From the My Account screen, click **Request A Download** to open the Request a Download page. This page is also accessible from the link Downloads under the expanded Job Sites page. See “Downloading Specific Site Data” on page 14 for more information.
- From the My Account screen, click **View Pending Downloads** to view any files in process of downloading. For further information on downloading, review the “Downloading Specific Site Data” section on page 14.

## Adding, Updating, or Deleting Users

If you have access privileges at the level of Administrator or Manager, you can add, update, and delete user accounts under the Company User Maintenance link.

1. From the My Account screen (Figure 26 on page 20), click **Company User Maintenance** to see a list of all users within your company as shown in Figure 27 below.

User Id	User Name	Security Lvl	Sites
JANED	Jane Doe	Administrator	Sites
JDOE	John Doe	Administrator	Sites

Figure 27: Users Screen

2. To create a new user account, click **Add A New User** near the top left of the page. Enter all required information into the fields shown in Figure 28 below and click **[Save]** to save, **[Reset]** to clear all the fields, or **[Cancel]** to return to the previous screen. The functions listed in Table 1 on the next page are allowed per security level.

Figure 28: User Information

## Adding, Updating, or Deleting Users (cont.)

Table 1: Functions for Security Levels

Function	Basic	Manager	Administrator
Add Gateway		Yes	Yes
Add New Site		Yes	Yes
Add Sites		Yes	Yes
Add Users		Yes	Yes
Delete Gateways From Sites		Yes	Yes
Delete Site			Yes
Delete/Deactivate Sensors			Yes
Edit Gateway Name			Yes
Edit Own User Email Address	Yes	Yes	Yes
Edit Own User Password	Yes	Yes	Yes
Edit Sensor Description		Yes	Yes
Edit Sensor Information		Yes	Yes
Edit Site		Yes	Yes
Manage Users		Yes	Yes
Print Reports	Yes	Yes	Yes
Request A Download		Yes	Yes
View All Gateways For Company		Yes	Yes
View All Sensors		Yes	Yes
View Pending Downloads		Yes	Yes
View User Profile		Yes	Yes

3. To update or delete an existing user account, click on its User ID. Change any fields and click **[Save]** or delete the user by clicking **[Delete]**.
4. To control a user's access to different job sites, click on Sites for the appropriate user. Grant or prevent access to any job site by placing or removing a check mark in the box to the left of the job site name, as shown in Figure 29 on the next page.

## Adding, Updating, or Deleting Users (cont.)

My Account Job Sites Equipment Support Log-out

### Update Sites for Jane Doe

Site Name	City, State
<input checked="" type="checkbox"/> GE Protimeter	
<input checked="" type="checkbox"/> BC Probe Lab	BillERICA, MA
<input checked="" type="checkbox"/> Demo Site	Andover, MA

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Figure 29: Update User Site Access

## Maintaining Company Information

1. From the My Account screen (Figure 26 on page 20), click **Company Maintenance** to see company details as shown in Figure 30 below.

Required Fields: \*

\*Company Name:

\*Address1:

Address2:

Address3:

\*City:

\*State:

\*Postal Code:

\*Country:

\*Contact Name:

\*Phone Nbr:

Fax Nbr:

\*E-Mail Address:

Company Logo:  << Click to change  
Image best viewed if 165 pixels wide by 65 pixels high

\*Type:

Last Login Date:

**Figure 30: Company Maintenance**

2. Edit company address and contact information as necessary.
3. The HygroTrac web software allows you to display your company logo in the upper left corner of your HygroTrac web site. To change or add the logo, click on the artwork or **<none>** if none is present. Browse to the correct path for your logo file and click **[Save]** as shown below.

1) To **Add or Change** your logo click Browse and then Save.

**Figure 31: Browse For New Logo Screen**

4. Once you have finished editing the fields
  - Click **[Save]** to save the revised data.
  - Click **[Reset]** to erase any changes and remain in the window.
  - Click **[Delete]** to remove the company. Note that you cannot delete the company if any job sites exist.
  - Click **[Cancel]** to cancel any changes and return to the My Account screen.

## Viewing/Changing Your Profile, Password, and Email

- From the My Account screen, click **View My User Profile** to review your personal profile. You cannot make any changes to this information. Click **[Back to My Account]** to return.
- From the My Account screen, click **Change My Password** to update your web site password. Type the password again to confirm and click **[Change]** to accept, **[Reset]** to erase the fields, or **[Cancel]** to return to the previous screen.
- From the My Account screen, click **Change My Email Address** to update your email address. Click **[Change]** to accept, **[Reset]** to erase the fields, or **[Cancel]** to return to the previous screen.

## Exiting the HygroTrac Web Site

There are two methods to exit the HygroTrac web site.

- From the My Accounts screen, click **Log Out**.
- From the menu bar, click the orange **Log-out**.

The screen shown in Figure 32 below indicates that you have successfully logged out of the HygroTrac web site.



**Figure 32: Successful Exit Screen**

## Accessing the Equipment Pull-Down Menu

From the Equipment pull-down menu, you can review data on all accessible gateways and sensors.

### Viewing All Gateways

1. From the blue menu bar, select **Equipment** and then **Gateways**. This screen provides a full list of all gateways you can access. Figure 33 shown below shows a sample gateway screen.

Gateway Id	Description	Network Id	Status	Last Activity	
0C9600AB	Test Site, Andover, MA	DEFADEFA	A	6/29/2007 9:37:52 AM	Edit
12345678	User's Guide Demo Gateway		A		Edit

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 GE Corporate Home > GE Around the World > Investor Information > Privacy Policy > Terms of Use  
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Figure 33: All Gateways Screen

2. Click on any **Gateway ID** to see details about that gateway. Note that you cannot change any gateway information in this screen.
  - The Status column shows “**A**” for active gateways if at least one sensor is active, “**I**” for inactive gateways, and blank if no data has been taken.
  - The Last Activity column shows when the most recent sensor readings were taken.
  - Select Edit to change the gateway description.

### Viewing All Sensors

1. From the blue menu bar, select **Equipment** and then **Sensors**. This screen, shown in Figure 34 below, provides a complete list of every sensor you can view, regardless of alarm status.

Sensor Id	Description	Last Activity	Sts	Temp	RH%	%WME	GPP	Dew Pnt.
0CBF033B*	Porch West - Door	06/29:09:48	A	73.40	53.4	9.0	65.80	55.60
0CBF0662*	Basement Wall - Wine Storage	06/29:09:49	A	72.80	65.5	14.1	79.10	60.70
0CBF0668*	Humidor	06/29:09:46	A	76.90	76.8	---	107.20	69.20
0CBF0848*	Lounge Air - Shelf North	06/29:09:49	A	76.20	46.9	---	63.40	54.60
0CBF0899*	Basement Beam	06/29:09:50	A	75.00	56.4	10.8	73.30	58.60
0CBF08FD	NW	06/29:09:46	A	78.40	46.7	---	68.00	56.50
0CBF09FC	Roof Space	06/29:09:46	A	78.70	42.8	8.4	62.60	54.30
0CBF0A3E	Inside Air Dining Room	06/29:09:48	A	77.50	46.3	8.2	65.40	55.50
0CBF0AC4	Refrigerator Kitchen	06/29:09:47	A	40.10	45.6	8.6	16.60	20.80
0CBF0CE1*	Basement West Wall	06/29:09:50	A	74.40	58.6	8.3	74.70	59.10
0CBF0DD0*	Thermostat	06/29:09:49	A	77.10	45.9	8.2	63.80	54.80
0CBF0DC4	Furnace Room	06/29:09:46	A	73.60	58.0	13.0	72.00	58.10
0CBF0DCF	Humidity Box	06/29:09:46	A	69.40	86.1	8.5	93.10	65.20
0CBF0E06*	Shed Roof - 150ft from Gateway	06/29:09:50	A	64.00	62.2	13.8	55.30	51.00

Figure 34: All Sensors Screen

- Viewing All Sensors (cont.)
- To view only sensors with threshold alarms (Figure 35 below), set Only Show Sensors With Active Alarms to **[Yes]**.

My Account Job Sites Equipment Support Log-out

Sensors

Only Show Sensors With Active Alarms  Yes  No

Sensor Id	Description	Last Activity	Sts	Temp	RH%	%WME	GPP	Dew Pnt.
0C8F0338*	Porch West - Door	06/29.09:48	A	73.40	53.4	9.0	65.80	55.60
0C8F0662*	Basement Wall - Wine Storage	06/29.09:49	A	72.80	65.5	14.1	79.10	60.70
0C8F0668*	Humidor	06/29.09:51	A	76.80	76.8	---	107.00	69.20
0C8F0848*	Lounge Air - Shelf North	06/29.09:49	A	76.20	46.9	---	63.40	54.60
0C8F0899*	Basement Beam	06/29.09:50	A	75.00	56.4	10.8	73.30	58.60
0C8F0CE1*	Basement West Wall	06/29.09:50	A	74.40	58.6	8.3	74.70	59.10
0C8F0D00*	Thermostat	06/29.09:49	A	77.10	45.9	8.2	63.80	54.80
0C8F0E06*	Shed Roof - 150ft from Gateway	06/29.09:50	A	64.00	62.2	13.8	55.30	51.00

\* indicates an alarm has been triggered for that sensor.

Figure 35: Only Sensors With Alarms Screen

- If you select **Equipment** from the top menu bar, then hover the mouse over **Sensors**, and then click on **Alarms**, you will see a list of only sensors with current alarms.

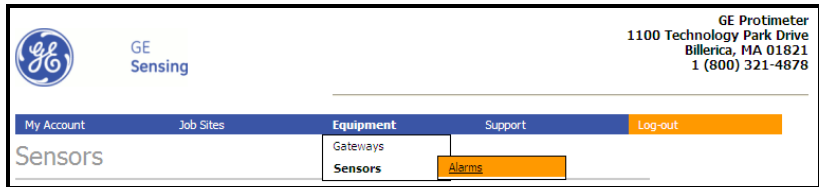


Figure 36: Selecting Only Sensors With Alarms

- Navigate this Sensors screen as described in “Viewing and Graphing Sensor Measurements” on page 9.

**Finding Support and Help** The most recent version of the *Instruction Manual* for the HygroTrac hardware (gateways and sensors) is available on **www.gehygrotrac.com** from the blue menu bar. Pull down Support and select User Manual. Use the *Instruction Manual* in conjunction with this *Web Site User's Guide*.

The most recent version of this *Web Site User's Guide* is available on **www.gehygrotrac.com** from the blue menu bar. Pull down Support and select Web Site Manual.

You may contact GE Sensing by pulling-down Support on the blue menu bar and selecting Contact Support. You may call the telephone number listed or fill in the fields and click either **[Submit]** to submit your message or **[Reset]** to delete all fields.

**GE Sensing**  
Americas  
1100 Technology Park Drive  
Billerica, MA 01821  
Tel: +1 800 321 4878  
Email: meters@ge.com

EMEA & ASIA  
Bay 148, Shannon Industrial Estate  
Shannon, Co. Clare, Ireland  
Tel: +353 61 470200  
Email: protimeter.custcare@ge.com

Or contact us via email by submitting the form below:

\* = Required Fields

\*Destination: Americas:  EMEA & ASIA:

\*Your Name:

Company Name:

\*Address:

\*City:

\*State / Province:

\*Zip Code:

\*Country:

Phone Number:

Fax Number:

\*E-Mail:

Figure 37: Contact GE Sensing



**USA**

1100 Technology Park Drive  
Billerica, MA 01821-4111  
Web: [www.gesensing.com](http://www.gesensing.com)

**Ireland**

GE Sensing EMEA  
Unit A/B, Shannon Free Zone East,  
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