

testo Saveris 1 Measurement data monitoring system

Software: testo Saveris 1 testo Saveris 1 CFR (Version 6.1)

Instruction manual



Contents

| 1 2 3 | About this document Protecting the environment Support | 6 |
|-----------------|--|----|
| 4 | Product description | 7 |
| 4.1 | Intended use of the testo Saveris 1 software | |
| 4.2 | Fields of application | |
| 4.3 | Exclusion of liability | |
| 4.4 | System overview | |
| 5 5.1 | Saveris Editor – System configuration Saveris Editor – Introduction | |
| 5.1.1 | Launching and exiting Saveris Editor | 12 |
| 5.1.2 | Connecting to the Saveris Server | 13 |
| 5.1.3 | Saveris Editor home page | 14 |
| 5.2 | Saveris Editor – How to use | 15 |
| 5.2.1 | testo Saveris Editor user interface | 15 |
| 5.2.2 | Inserting background images | 16 |
| 5.2.3 | Loading, managing and applying configurations | 17 |
| 5.2.4 | Managing items | 18 |
| 5.2.5 | Adding elements | 18 |
| 5.2.6 | Adding and configuring a view | 19 |
| 5.2.7 | Creating links | 20 |
| 5.3 | Saveris Editor – Instruments overview | 21 |
| 5.3.1 | Add testo Saveris 1 Base | 23 |
| 5.3.2 | Settings for the testo Saveris 1 Base | 24 |
| 5.3.3 | Add data logger | 28 |
| 5.3.4 | Data logger settings | 30 |
| 5.4 | Saveris Editor – Settings | 33 |
| 5.4.1 | Making general settings | 33 |
| 5.4.2 | Making network settings | 34 |
| 5.4.3 | Advanced settings | 34 |
| 6 | Saveris - Web-based user interface | |
| 6.1 | Accessing the Saveris user interface | |
| 6.2 | Views | |
| 6.2.1 | Plan view | |
| 6.2.2 | List view | |
| 6.2.3 | Detail view | 39 |
| 6.3 | Navigation | 41 |

Contents

| 6.3.1 | Navigating via the navigation menu | 41 |
|-------|------------------------------------|----|
| 6.3.2 | Navigating via the Side-Bar | 41 |
| 6.3.3 | Navigating via the path | 41 |
| 6.3.4 | Navigating via browser bookmarks | 41 |
| 6.3.5 | Navigation within the List view | 42 |
| 6.3.6 | Navigation within the Plan view | 42 |
| 6.4 | Alerts | 42 |
| 6.4.1 | Symbols and descriptions | 42 |
| 6.4.2 | Acknowledging alarms | 44 |
| 6.5 | Audit trail | 44 |
| 6.6 | Reporting | 45 |
| 6.6.1 | Creating manual reports | 46 |
| 6.6.2 | Creating automatic reports | 47 |
| 6.7 | Settings | 49 |
| 6.7.1 | UI settings | 49 |
| 6.7.2 | Alarms and acknowledgements | 51 |
| 6.7.3 | User and role management | 52 |
| 6.7.4 | API settings | 54 |
| 6.7.5 | Webhook settings | 54 |
| 6.7.6 | Database settings | 54 |
| 6.7.7 | System settings | 55 |
| | | |

1 About this document

This documentation forms an integral part of the measurement data monitoring system testo Saveris 1.

- Keep this documentation at hand so that you can refer to it when necessary.
- Please read this this documentation through carefully and familiarize yourself with the product before putting it to use.
- Hand this documentation on to any subsequent users of the product.
- The documentation for the testo Saveris 1 measurement data monitoring system is divided into the following sub-documents:
 - Operating instructions for the testo Saveris 1 measurement data monitoring system
 - Installation instructions for the testo Saveris 1 measurement data monitoring system
 - Operating instructions for individual system components
- Pay particular attention to the safety instructions and warning advice in order to prevent injury and damage to the product.
- Please read this instruction manual through carefully and familiarize yourself with the product before putting it to use.



Functions that are exclusively available to users of the testo Saveris 1 CFR product version are indicated in this document. All other content is valid for both versions.

Symbols and writing standards

| Display | Explanation |
|---------|--|
| i | Note: basic or further information. |
| 1 2 | Action: several steps, the sequence must be followed. |
| • | List |
| > | Action: one step or optional step. |
| | Result of an action. |
| ✓ | Requirement |
| 1 2 | Position numbers for the clarification of the relationship between text and picture. |

| Display | Explanation |
|---------|--|
| Menu | Elements of the instrument, the instrument display or the program interface. |
| [OK] | Control keys of the instrument or buttons of the program interface. |
| | Functions/paths within a menu. |
| | Example entries |

2 Protecting the environment

At the end of its useful life, deliver the product to the separate collection point for electric and electronic devices (observe local regulations) or return the product to Testo for disposal.

3 Support

For up-to-date product information, downloads and links to contact addresses for support queries, please visit the Testo website at: www.testo.com

4 Product description

4.1 Intended use of the testo Saveris 1 software

The **testo Saveris 1 software** is used to store, read out and analyze individual readings and measurement series.

The **testo Saveris 1 CFR** version was developed to meet the FDA requirements for electronically stored data records in accordance with 21 CFR Part 11, by means of additional functions in conjunction with data loggers.

Information about the permissions structure

If individual functions which are described in the instruction manual are not available to you for selection, you may not have the appropriate rights. In this case you should contact the administrator.

Pay attention to the following exceptions in terms of CFR operation:

- The testo Saveris 1 Base is connected to the PC via an Ethernet cable.
 Connection via USB is not possible.
- Alarms cannot be acknowledged via the testo Saveris 1 Base, but only directly in the CFR software with the appropriate rights.
- Alarms cannot be acknowledged via SMS or email.

Information on the alarm function

- The alarms generated in the testo Saveris 1 system are primarily used to notify the user in good time that problems have occurred which jeopardize the continuous availability of the data in the database. Generally, action is then required.
- Alarms indicate a one-off, but possibly also regular, malfunction. The aim
 must be to minimize the number of alarms that occur during operation and
 eliminate such alarms wherever possible. An increasing number of
 unacknowledged alarms not only makes troubleshooting in serious cases
 more difficult, but also slows the system response during operation.



If the testo 150 data logger is in alarm status for a prolonged period of time, the battery life specified in the instruction manual for the **testo 150 data logger module** (order no. 0970 2813, section 13), is reduced.

Alarms are configured in various steps:

Set up server alarms

When configuring the Saveris 1 software in the browser, you specify the conditions under which the software itself triggers an alarm and who is to receive it.

2. Set up Saveris Base alarms

When configuring the Base in the Editor, you define the conditions under which the Base triggers an alarm.

In the Edit alarm configuration window, you can use the Configure notifications link to define the recipients and the notification text for SMS and e-mail notifications.

3. Set up alarm groups.

The alarm groups allow you to determine for which probes and under what conditions an alarm is triggered for system alarms and for channel-related alarms in the Editor.

In the Edit alarm groups window, you can use the Configure notifications link to specify the recipients and the notification text for SMS and e-mail notifications.

4.2 Fields of application

The testo Saveris 1 measurement data monitoring system is designed for monitoring products subject to cold chain requirements in enclosed spaces. Typical applications include monitoring the humidity and temperature of warehouses, production facilities, cold storage rooms, clinics, laboratories and laboratory equipment.

The values measured by the probes in the system are transmitted either wirelessly or via cable (Ethernet) to the testo Saveris 1 Base by data loggers, which also act as a buffer for the measurement data, and the values are then stored by the Base. A connected computer transfers the measurement data from the testo Saveris 1 base to a database for permanent archiving.



The components of the testo Saveris 1 measurement data monitoring system are not designed for outdoor use when delivered.



The testo Saveris 1 measurement data monitoring system is only used to monitor readings, not to control or regulate them.

4.3 Exclusion of liability

The testo Saveris 1 measurement data monitoring system was developed to collate a large amount of measurement data from spatially separated data loggers in the testo Saveris 1 software, to document it without interruption and to alert in the event of irregularities.

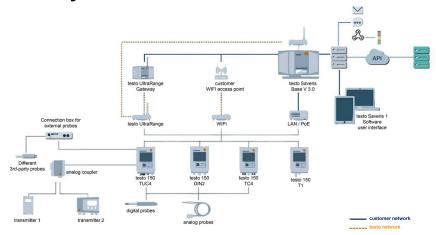
The testo Saveris 1 measurement data monitoring system is not designed to perform control and regulation tasks. In particular, the alarms are not to be seen as so-called critical alarms which are able to avert dangers to life and limb or damage to property.

Liability on the part of Testo Saveris GmbH for damage resulting from such use is excluded.

The customer must ensure the following:

- That a back-up power supply is available for the PC on which the testo Saveris 1 CFR software is running.
- That the password protection is active and that the password is only known to authorized persons.
- That a sufficient backup cycle has been defined.
- That suitable backup procedures, storage media and storage environments are available for data, software and the necessary hardware.
- That operating system accounts and user groups are appropriately set up and that user accounts are assigned to appropriate users.
- That user profiles are created and that these users are assigned to the intended user groups.
- That audit trail data is verified and stored.
- That the operating conditions of a closed system are maintained and that the Windows access options and the system event log are checked carefully and in a timely manner.

4.4 System overview



| Hardware component | Function |
|--------------------|--|
| Base | The testo Saveris 1 base receives data from data loggers and serves as a central buffer for this. The data is then retrieved by a computer from the testo Saveris 1 base and stored in a database. |

| Hardware component | Function |
|--------------------|--|
| UltraRange Gateway | A testo Saveris 1 UltraRange Gateway converts the radio signals from testo 150 data logger modules into Ethernet signals. This combines the advantages of the flexible connection of testo 150 data logger modules with attached testo UltraRange communication modules using the existing Ethernet - even over long transmission paths. |
| Data loggers | testo 150 data loggers record the readings from the probes connected to them and act as a buffer for the measurement data. Measurement data is transmitted to the testo Saveris 1 base either wirelessly or via a fixed cable (Ethernet). |
| Probe | With their sensors, probes measure temperature, humidity and other parameters and supply their measurement data to data loggers. In the testo Saveris 1 measurement data monitoring system, probes are either structurally integrated into the data loggers or can be mounted externally on them. |
| Analog coupler | Analog couplers allow the integration of additional measurement parameters into the testo Saveris 1 measurement data monitoring system by integrating all transmitters with standardized current/voltage interfaces. |
| Software component | Function |
| Saveris Editor | Program for configuring the system and the Saveris web-based user interface. The Saveris Editor is used to configure alarms, access rights and much more. |

| Software component | Function |
|--------------------|---|
| Saveris | Simple and intuitive web-based user interface for monitoring the system. Geographical, hierarchical structure of complex systems with many measuring points. Customization of the system by uploading your own floor plans and logos. Here, for example, readings can be checked and reports created. |

5 Saveris Editor – System configuration

The structure of the Saveris system and the contents of the testo Saveris 1 software are defined by the administrator or an authorized user using the testo Saveris Editor.

This includes mapping the hierarchical structure of a system as well as graphical content. The usability of the Plan View in the web-based Saveris user interface requires prior configuration in the testo Saveris Editor.

The testo Saveris 1 software is designed for use in stationary measurement data monitoring.



The contents that can be viewed are determined on an individual basis by the Administrator and may differ from the illustrations shown here.

5.1 Saveris Editor – Introduction

5.1.1 Launching and exiting Saveris Editor

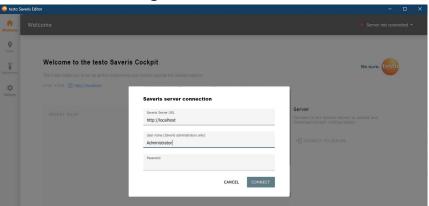
Start the testo Saveris Editor via the Windows Start menu or – if available – via a shortcut on the desktop.



- The Editor starts. However, the connection to the testo Saveris server must be established separately, see the section "Connecting to the testo Saveris Server".
- Close the testo Saveris Editor via
- When the testo Saveris Editor is closed, the connection to the Saveris server is also disconnected.

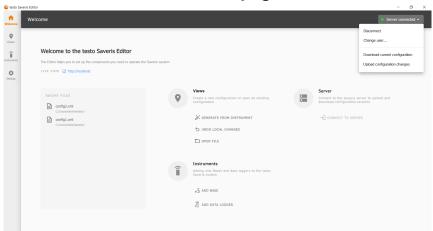
However, this does not affect the usability of the entire testo Saveris 1 software system.

5.1.2 Connecting to the Saveris Server



- 1 In the Welcome menu, click on CONNECT TO SERVER
- 1.1 From any Editor menu in the header area, select Server not connected | Connect....
 - The Saveris server connection window opens.
 - 2 Enter the testo Saveris server URL.
 - 3 Enter the User name.
 - 4 Enter the password.
 - 5 Click on [Connect] to establish the server connection.
 - The connection to the testo Saveris server is established and the current configuration is downloaded to the Editor.

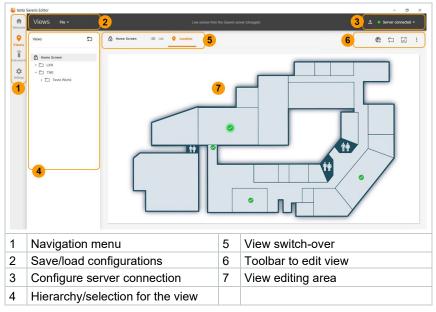
5.1.3 Saveris Editor home page



| Display | Explanation |
|--------------------------------|---|
| GENERATE FROM INSTRUMENT | Creates a new configuration from the active projects and loggers. |
| UNDO LOCAL CHANGES | Undoes changes that have not yet been uploaded to the Saveris server. |
| OPEN FILE | Opens a saved configuration. |
| ADD BASE | Opens the dialogue for creating a new base by entering its IP address. |
| ADD DATA LOGGER | Opens the dialogue for creating a new logger connected to a base. |
| Connect | Connects the Saveris Editor to the Saveris server. |
| Disconnect | Disconnects from the Saveris server. |
| Change user | Log in to the Saveris server with different user details. |
| Download current configuration | Loads the version displayed in the Saveris server into the Saveris Editor for editing. |
| Upload configuration changes | Uploads the configuration currently loaded in the Saveris Editor to the Saveris server. |

5.2 Saveris Editor – How to use

5.2.1 testo Saveris Editor user interface



Navigation menu

| Display | Explanation |
|----------|---|
| ^ | Welcome Home page of the testo Saveris Editor. |
| • | Views Create a new configuration or edit an existing one. |
| Î | Devices Manage devices and projects. |
| * | Settings Program settings for the testo Saveris Editor. |

Toolbar to edit view

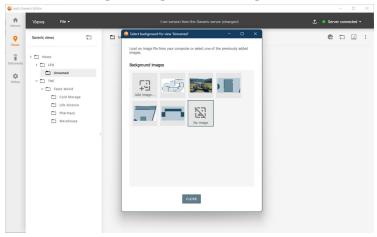
| Display | Explanation |
|----------|-----------------------------|
| * | Add a new item to the view. |

| Display | Explanation |
|----------|---|
| = | Add a new (sub)view to the view. |
| | Add a background image to the view or change or remove the existing background image. |
| • | More options for editing the view. |



The settings are saved as a .xml file. Images used are saved in a subfolder of the same name next to the .xml file and should be copied when transferring the .xml file.

5.2.2 Inserting background images



- 1 Select View in the navigation menu.
- In the toolbar, select .
- Select Add image to add a new background image.
- 3.1 Select one of the available background images.
- 3.2 Select No image if you do not want to use a background image.



Background images are inserted in the centre of the view and scaled to fill the display area.



Background images should be in landscape format and not too large. The recommended image width is between 1000 and 2000 pixels. It is recommended that you use the same image size for all image files used in the View menu.



To edit image files later, save the configuration as a file and open the images saved in the subfolder with an image editing program of your choice. After editing, save the images under new names and load them into the Editor as new background images to replace the old ones.

However, cropping background images may cause items present in the configuration to be displaced on the background image after image editing.



If configuration files are moved to a different storage location, the subfolder containing the image files used must also be moved accordingly.

5.2.3 Loading, managing and applying configurations

- 1 Connect to the testo Saveris server.
- The view of the current system configuration is displayed in the View menu.
- 2 Select View | File | Open file in the menu to open a previously saved configuration.
- 2.1 Select Welcome | Open file in the menu or select a file from the list of recently used files to open a previously saved configuration.
 - The opened configuration can now be edited.
 - Upload the current configuration in the testo Saveris Editor to the Saveris database by clicking the Upload changes button.



When uploading to the testo Saveris server, the system is immediately active.



The Saveris Editor keeps track of which changes have been uploaded to the server by the user and which changes still need to be uploaded.

This information is also stored in the files that the user saves in the Editor.

When loading a file while connected or connecting while a file is being loaded, the list of local changes is compared with the changes on the server and the content displayed in the Editor is updated if necessary.

5.2.4 Managing items

1 Select Views in the navigation bar.



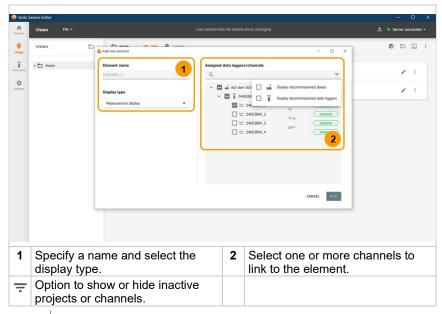
Elements can be moved in the Views using drag & drop. If conflicts arise, testo Saveris Editor indicates these and offers recommendations for action

You can manage items in the List view or in the Location view.

| Display | Explanation |
|----------------------------|---|
| | Alarm Icon The statuses of measuring points/channels are displayed in the Views menu in green, yellow or red. |
| Unnamed Item Click Area | Link + Info Box Generates a Click Area that allows users of the Infograph View in the Views menu to interactively access a subsequent view. |
| Unnamed view Info box | Infobox only The user can use this function to determine where the info box is fixed to the background. The info box is a field with information about the measuring points contained in the subview. This information is not displayed in the testo Saveris Editor, but only on the webbased Saveris user interface. |

5.2.5 Adding elements

- In the View, top right, click on Add new element.
- A window containing the list of alarm sources opens automatically.



- Drag and drop the element that appears to the desired position in the Editing area of the Location view.
- The search bar allows you to search for instruments/channels by serial number, instrument name, channel name or project name

5.2.6 Adding and configuring a view

Adding a view

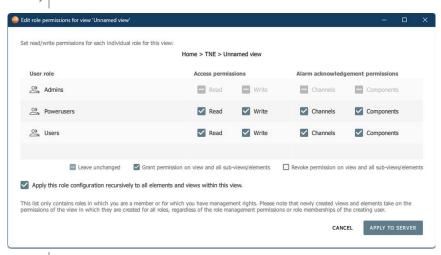
- In the View menu, click on the symbol.
- The Add new element window opens.
- The new view is displayed below the current view in the navigation bar.



Assigning permissions

Individual authorizations can be defined for the various user roles for each view:

- Read and write permissions for the view
- Authorization to confirm alarms for the associated channels and/or components.
 - Click on the symbol next to the view name and select Manage permissions.
 - The Edit role permissions window opens.



- Use the checkboxes to specify which authorizations the individual user roles should have within this view.
 - **M**: Authorization is granted.
 - Authorization setting remains unchanged.
 - Existing authorizations are revoked.



If elements and/or sub-views exist for a view, the authorization changes can be applied to the entire subtree of the view by activating the "Apply this role configuration recursively to all elements and views" checkbox.

Click [Apply to server] to save the information.

5.2.7 Creating links

In addition to the alarm icon, there are two other display options for displaying subviews within a view (these are not available for elements):

· Info box only

Link + info box

The Link + Infobox type allows you to define a rectangular area on the background image which, when clicked, will directly open the corresponding view.

- 1 Click on an item or a view in the editing area, or on the pencil icon in the list view.
- 2 Under Display type, select either Alarm icon, Link + info box or Info box only.
- 3 If you select Alarm icon, it will appear in the Editing area and you can move it to the required position.
- 4 Select Link and info box or Info box only to add an info box to the click area or create only an info box without an associated click area.
- Under Info box anchor, select which side of the info box to use as a fixed anchor point on the background image.

 Info boxes contain information about alarms that are in the link view.
- 6 If required, the Element name can be changed. The entry is accepted automatically.
- You can drag and drop the displayed element to the desired position in the editing area.

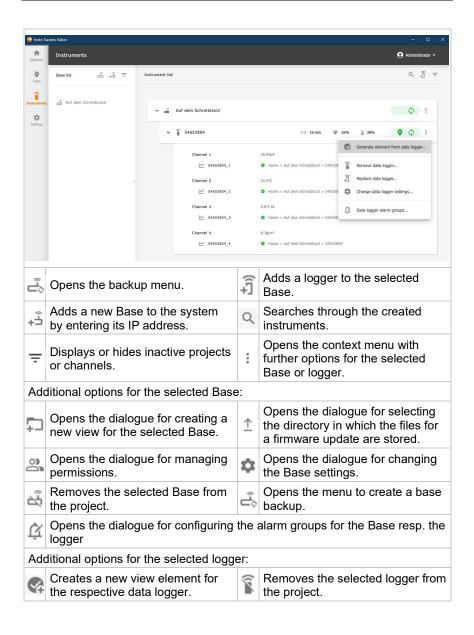


For views, the list of Assigned Data Loggers/Channels within this view contains an overview of all loggers/channels assigned to elements in this view or to elements of subviews. This list cannot be changed (unlike items), as it only provides an overview.

5.3 Saveris Editor – Instruments overview

In the Instruments menu, you can check which data loggers are assigned to which view elements.

New, pre-configured Bases and data loggers can also be added to the system.



| <u></u> | Opens the dialogue for replacing a logger. The dialogue lists all connected loggers that can be considered as replacements. | ‡ | Opens the dialogue for changing the logger settings. Instrument names, measurement/communication cycle and logger channels can be changed via this dialogue. |
|---------|---|----------|--|
| Ţ. | Opens the dialogue for configuring the alarm groups for the logger | | |



If data loggers were previously decommissioned without deleting their measurement data, it is possible to link them to one of these existing measurement series using the "Connect to measurement series" function when creating a new data logger.

5.3.1 Add testo Saveris 1 Base

Use this menu item to add a new testo Saveris 1 Base to the system.

- The new Base must be preconfigured so that it can be added in the testo Saveris Editor.
- In the Instruments menu, click on +3.
- The Connect new Base window opens.
- 2 Enter the Base URL.
- 3 Click on [Connect Base] to connect the new Base to the system.
- In the window Base configuration set the Base name and if required make further settings.
- 5 Click on [Add Base] to add the new Base to the system.

| Designation | Explanation |
|---------------|--|
| Base URL | Address at which the Base can be reached in the network. |
| Serial number | Serial number of the testo Saveris 1 base. |
| Firmware | Version number of the instrument software in the testo Saveris 1 base. |
| URL | Address at which the Base can be reached in the network. |
| Base name | User-defined Base name |

| Designation | Explanation |
|---------------------------------------|--|
| Temperature units | Selection of the unit in which the temperatures are to be displayed. |
| Base time zone | Setting for the time zone in which the testo Saveris 1 Base records the data. |
| Deactivate alarming based on schedule | Option to create a schedule in which no alarms are to be sent, e.g. switch off at the weekend. |
| Commission Base in read- only mode | Option to configure the base in read-only mode. Measurement and status data then are being fetched from the base, but no write operations can be performed. Clock synchronization is disabled and configuration changes cannot be applied. |

5.3.2 Settings for the testo Saveris 1 Base

Use this menu item to adjust the settings for the testo Saveris 1 Base.

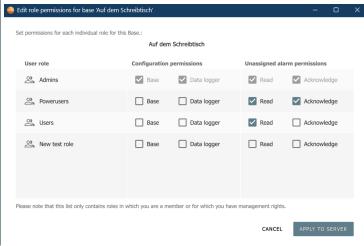
- In the Instruments menu, click on in the row of the Base and open Base settings.
- The Change Base settings window appears.
- 2 Make the desired changes, e.g. deactivate alarm messages for certain times.
- 3 Click on [Apply Changes] to save the settings.

| Designation | Explanation |
|---------------------------------------|--|
| Serial number | Serial number of the testo Saveris 1 base. |
| Firmware | Version number of the instrument software in the testo Saveris 1 base. |
| URL | Address at which the Base can be reached in the network. |
| Base name | User-defined Base name |
| Temperature units | Selection of the unit in which the temperatures are to be displayed. |
| Base time zone | Setting for the time zone in which the testo Saveris 1 Base records the data. |
| Deactivate alarming based on schedule | Option to create a schedule in which no alarms are to be sent, e.g. switch off at the weekend. |
| Base communication | |

| Designation | Explanation |
|--------------------|---|
| Active | Measurement and status data are being fetched from the base, clock synchronization is active and configuration changes can be applied. |
| Read-only | Measurement and status data are being fetched from the base, but no write operations can be performed. Clock synchronization is disabled and configuration changes cannot be applied. |
| No synchronisation | Measurement and status data are NOT being fetched from the base and clock synchronization is disabled. However, configuration changes can be applied to the base. |
| No communication | There is no configuration with the base. No data is being fetched and no configuration changes can be applied. |

Assigning permissions

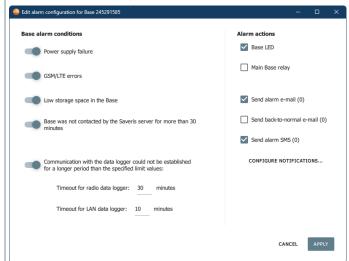
- Click on the symbol next to the Base name and select Manage permissions.
- The Edit role permissions window opens.



- 2 Specify what permissions the individual user roles should have for this Base.
- 3 Click [Apply to server] to save the information.

Defining alarm settings for the Base

- Click on the symbol next to the Base name and select Base alarm configuration.
- The Edit alarm configuration window opens.



Setting options for the alarms of the testo Saveris 1 Base:

- Power supply failure: Alarm when the Base power supply fails.
- GSM/LTE errors: Alarm when there is no GSM/LTE connection.
- Low storage space in the Base: Alarm when the Base's internal memory overflows.
- Base was not connected to the testo Saveris 1 server for more than 30 minutes.
- Communication with the data logger could not be established for a longer period than the specified limit values.
- Define the situations in which the Base should trigger an alarm and how the alarm should be triggered (e.g. Base LED, signal tone or notifications via e-mail or SMS).
- 3 Use the Configure Notifications link to specify who should receive the Base alarms.
- The Notification settings window opens.
 In addition to the recipients, the SMS and e-mail notification texts can be set.
- 4 Click [OK] to confirm the notification details.

5 Click [Apply] to save the alarm settings.

Creating a Base backup

- In the Instruments menu, click on in the row of the Base and open Create base backup.
- The Create base backup window opens.



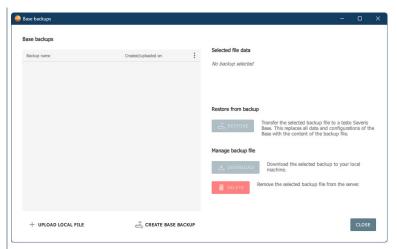
- 2 Enter the name of the backup to be created.
- 3 Click [Create backup] to start creating the backup.
- It takes about 15 minutes to create a Base backup.

 During this time, the Base will not communicate with the Saveris system.

The Base backup file is stored on the server and can be accessed via the webbased user interface.

Restoring a Base backup

- 1 In the Instruments menu, click on the 📥 symbol.
- The Base Backups window opens.



If backup files already exist, they will be displayed in the list for you to restore, download locally or delete.

- 2 Select the backup you want to restore.
- 3 Click [Restore] to start restoring the backup.
- The restore replaces all data and configurations of the base with the content of the backup file.

5.3.3 Add data logger

Use this menu item to add new data loggers to the system.

- The new data loggers must be preconfigured so that they can be added in the testo Saveris Editor.
- In the Instruments menu, click on $\widehat{+1}$.
- The Add data logger window opens.

 A list of the new data loggers connected to the Base is displayed.
- 2 If required, filter the displayed loggers by Base and logger type and make the desired settings.

You can use the symbol (Show or hide columns) to customize which settings are displayed.



The button in the optional Remove column can be used to remove a data logger from the base without having put it into operation

beforehand. This may be necessary if the data logger is to be operated on a different base after all or if an incorrect sensor configuration is to be subsequently corrected.

3 Click on [Add Data Logger] to add the new data logger(s).

| Designation | Explanation |
|----------------------------------|--|
| Base | Specify which Base each data logger is connected to. |
| Activate | Select the data loggers to be commissioned. |
| Serial number | Serial number of the data logger |
| Data logger type | Name of the logger type |
| Data logger name | User-defined data logger name. |
| Measurement interval | Interval at which a new reading is stored in the testo logger. |
| Alarm level measurement interval | Interval at which measurements are to be taken when the limit value is exceeded. |
| Connection route | For V2 data loggers, specify the router used to connect to the Base. |
| Add channel | By default, all available channels of a logger are displayed during commissioning, but if not all channels are required, they can be deactivated using Add Channel |
| Channel | Serial number of the measurement channel. |
| Unit | Indicates which measurement parameter is measured in the respective channel. |
| Channel name | User-defined measurement series name. |
| Connect to measurement series | With the default setting of "Create new series", a new measurement series is created for the data logger. |
| | Use the selection list to select unused measurement channels with the same unit in order to connect new data loggers to existing measurement series. |
| TC type | Indicates the type of temperature probe. |
| Analogue converter | Information about any analog coupler used. |
| Remove | The button removes a data logger from the base, even if it has not yet been put into operation. |

5.3.4 Data logger settings

This menu item allows you to adjust the data logger settings.

- In the Instruments menu, click on in the row of a data logger and open Change data logger settings.
- The Change data logger settings window opens.
- Make the desired changes, e.g. change the preset values in the Instrument name and Channel fields if necessary.
- 3 Enter the Measuring rate and specify the unit.
- The measuring cycle determines the intervals at which a new reading is stored in the testo Saveris 1 Base.
 - Click on [Apply Changes] to save the settings.

| ' | |
|---|--|
| Designation | Explanation |
| Serial number | Serial number of the data logger |
| Data logger type | Name of the logger type |
| Firmware version | Version number of the data logger's instrument software |
| Instrument name | User-defined data logger name. |
| Activate data logger alarm LED during alarm state | Specifies whether the alarm LED on the data logger should be active in the event of an alarm. |
| Default measurement interval | Interval at which a new reading is stored in the testo logger. |
| Use default measurement interval for alarm levels | Specifies whether the default measurement rate should also be used in the case of an active alarm or whether a shorter interval should be used. |
| Battery type | Selection list of the battery type used in the data logger. |
| Alternate measurement rate for limit monitoring | Interval at which measurements are to be carried out if the limit value is exceeded (field is only displayed if the "Default measurement rate" checkbox is deactivated). |

| Designation | Explanation |
|------------------------------------|---|
| Use default communication interval | Specifies that the default communication rate will be used. It is highly recommended that you do not deactivate this setting. |
| Communication rate | Interval at which data transmissions should take place (field is only displayed if the "Default communication rate" checkbox is deactivated). |
| Data logger channels | List of measurement channels connected to the data logger. |
| Slot | For testo 150 data loggers this column displays in which slot the probe of this channel is located. |
| Channel | Serial number of the measurement channel. |
| Unit | Indicates which measurement parameter is measured in the respective channel. |
| Measurement series name | User-defined measurement series name. |
| Device display | Specifies whether measured values should be shown on the logger display. |
| TC type | Indicates the type of temperature probe. |
| Analogue coupler details | Details of any analog coupler used. |
| MUF power | Details of the supply voltage of connected transmitters. |

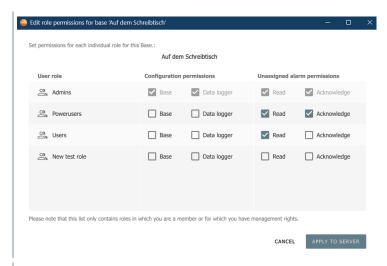


The table Data logger channels by default doesn't show all available columns.

By clicking on the symbol at the end of the title row, further columns can be shown.

Assigning permissions

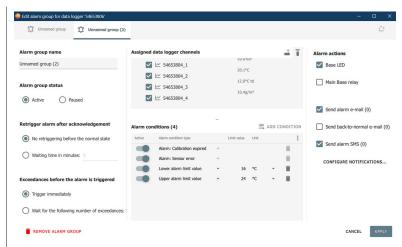
- Click on the symbol next to the logger name and select Manage permissions.
- The Edit role permissions window opens.



- Specify what permissions the individual user roles should have for this Base.
- 3 Click [Apply to server] to save the information.

Defining alarm settings for data loggers

- Click on the symbol next to the logger name and select Logger Alarm group.
- The Edit alarm groups window opens.
- If no alarm groups have been created, specify whether a channelrelated or instrument-related alarm group is to be created.
- 3 Specify settings for the alarm group.



Bases, data loggers and their channels can be individually assigned to the alarm groups.

Limit values can be defined for the measurement channels, which will trigger alarms if they are exceeded or undershot.



When changing alarm limits in alarm groups for testing or validation purposes, proper alarm function must be verified after resetting to the original limit. To do this, a physical measurement value violation must be provoked on the sensor.

- Use the Configure Notifications link to specify who should receive the alarm group's alarms.
- The Notification settings window opens.
 In addition to the recipients, the SMS and e-mail notification texts can be set.
- 5 Click [OK] to confirm the notification details.
- 6 Click [Apply] to save the alarm settings.

5.4 Saveris Editor – Settings

5.4.1 Making general settings

The Settings menu can be used to select the application language in the testo Saveris Editor and to activate the log function on the instructions of Testo Customer Service.

- 1 Select the General category.
- 2 | Select Application language.
- The language can either be selected manually or automatically based on the operating system language.
- Click on Time format to choose between 12-hour and 24-hour format.
- 4 Click on Write log file to log the activities of the testo Saveris Editor (deactivated by default).



This function should only be activated on the instructions of Testo Customer Service.

The Settings menu also displays the currently installed version of testo Saveris Editor.

5.4.2 Making network settings

Use the Settings menu to make settings for the network connection in the testo Saveris Editor.

- 1 Select the **Network** category.
- If necessary, change the settings for the HTTP timeout and the behaviour in the event of incorrect certificates.
- i

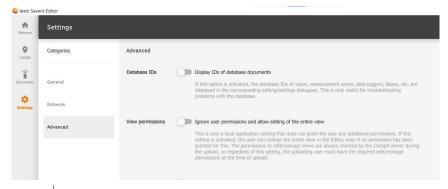
Only change the HTTP timeout value if you are experiencing connection problems based on HTTP timeouts.

If required, change the settings for the status update interval under Realtime Measurements or Live Logger Status.

5.4.3 Advanced settings

Additional support functions can be activated via the Settings | Advanced menu in consultation with testo Customer Service.

1 Select the Advanced category.



- Database IDs can be used to activate the display of database IDs in editing/settings dialogues.
- View permissions can be used to allow users to change the entire view in the Editor, even if the users have not been given permission to do so. However, the changes made may not then be uploaded to the testo Saveris 1 server.
- Incomplete firmware updates can be allowed via Firmware Update (deactivated by default).
- i

Only complete firmware updates should be carried out.

Therefore this function should only be activated on the instructions of Testo Customer Service.

Advanced configuration parameters for the Base can be activated via Base configuration.

6 Saveris – Web-based user interface

When monitoring measurement data in stationary applications, the testo Saveris 1 software gives you a quick overview of all measuring points and alarms within your area of responsibility and allows you to acknowledge alarms. The webbased user interface is designed for operation via mouse-click and gesture control on touch screens, including smartphones and tablets.



The hierarchical structure, visible content and user rights are adapted by the Administrator during setup and may differ from the illustrations shown here.

6.1 Accessing the Saveris user interface

- 1 Open testo Saveris 1 in your web browser.
- 2 Log in with your personal User Name and Password.
- 3 Click on the user profile to make the following settings via the Account Settings:
 - Profile settings

Here you can change the displayed user name as well as your e-mail address and telephone number.

Change password

You can set a new password by entering your current password.

Language

Here you can change the languages displayed in Saveris 1 and the language in which you receive e-mails from Saveris 1.

Timezone

Time zone in which the data in Saveris 1 is displayed.

Units

Indicates the system of units in which the data in Saveris 1 is displayed.

- Chart settings
 Indicates the default time period for the charts to display the data.
- 4 Exit testo Saveris 1 by closing the tab of your web browser or by selecting Logoff in the user profile.

6.2 Views

Choose between two display types: List view (tabular display) and Plan view (graphical display).

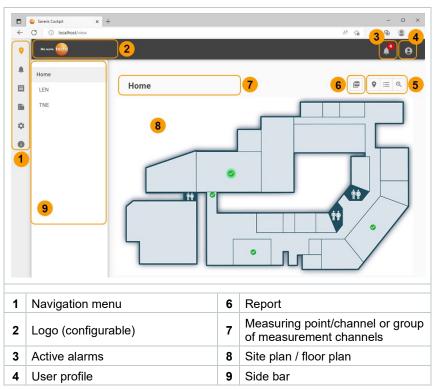


List view can always be used. Switching between List view and Plan view requires appropriate preparation by the administrator (e.g. provision of floor plans).

Toolbar

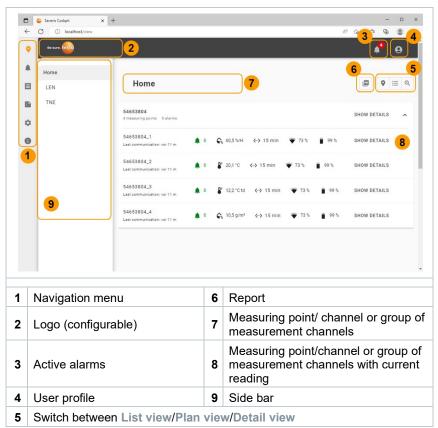
| Display | Explanation |
|----------|---|
| ≔ | List view |
| 0 | Plan view |
| Ø | Measuring point without active alarm Measuring points without active alarms |
| 2 | Number of unacknowledged alarms |

6.2.1 Plan view



5 Switch between List view/Plan view/Detail view

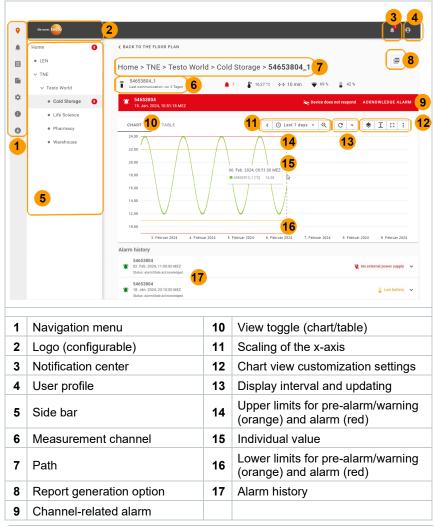
6.2.2 List view





In List view, alarms are always displayed at the top, before the warnings.

6.2.3 Detail view





The chart can be zoomed. Individual readings on the curve can be accessed by moving the mouse over it.

Configuring the chart and table view

In the chart and table view, you can customize the display and the time period displayed to suit your needs.



| Display | Explanation |
|-----------------|---|
| ○ Last 7 days ▼ | Set the data display time period |
| < > | Scroll forwards or backwards on the timeline by the set time period |
| Q | Double the displayed time period |
| G | Manually refresh the view |
| • | Open auto-refresh settings |
| * | Show and hide chart components: |
| <u>‡</u> | Scales the chart to the readings and/or alarm thresholds |
| [] | Show chart or table in full screen |
| | Opens the settings to change the colours of the data sequences |

6.3 Navigation

6.3.1 Navigating via the navigation menu

Select an icon from the navigation menu to switch to the respective submenu.

| Display | Explanation |
|---------|--------------------------------------|
| • | View |
| • | Alarms |
| | Audit |
| | Reports |
| * | Settings |
| • | System information |
| • | Programs and documentation downloads |

6.3.2 Navigating via the Side-Bar

The Side-Bar to the right of the navigation menu displays your area of responsibility as a hierarchical tree structure. Select items interactively in the Side-Bar to move to the appropriate position within your area of responsibility.

6.3.3 Navigating via the path

You can trace your navigation back using the path highlighted above. Interactively select any element of the path to return to a previous view.

6.3.4 Navigating via browser bookmarks

In your browser, you can bookmark paths to efficiently navigate to frequently-used views.

6.3.5 Navigation within the List view

Interactively select any element in the List view to view individual data logger channels and to go to the Detail view.

6.3.6 Navigation within the Plan view

Interactively select elements in the Plan view menu to access substructures of your area of responsibility and to view individual data logger channels.



Channels are displayed aggregated as a group in the List view and the Plan view. Following interaction, the individual channels and current readings become visible. Use [DISPLAY DETAILS] to access the Detail view for the channel.



6.4 Alerts

Alarms and pre-alarms (warnings) are displayed in the List View and in the Infograph View, and each of these has a specific reference to data loggers and sensors (channel-specific alarms).

In addition, other system alarms that are not channel-specific are listed in the Notification Center and the Alarms menu.

6.4.1 Symbols and descriptions

Channel-specific alarms when limit values are exceeded

| Pre-alarm (warning) | Alarm | Description |
|---------------------|------------|--|
| • | (*) | Status of the channel or group of channels |
| <u>8</u> ≡ | ₽ ≡ | Channel measuring value: Temperature |
| €% | €% | Channel measuring value: Humidity |
| Ť | <u>†</u> | Alarm status: Upper limit exceeded |

| Pre-alarm (warning) | Alarm | Description |
|---------------------|-------|---------------------------------------|
| <u> </u> | 1 | Alarm status: Lower limit not reached |

Channel-specific system alarms

| Alarm | Description |
|----------|------------------|
| <u> </u> | System alarm |
| □ | Calibration date |
| X | Sensor error |

Other types of system alarms

| Alarm | Description |
|----------|-------------------|
| <u> </u> | System alarm |
| | Low Memory |
| 4 | Memory full |
| * | Connection Status |
| × | Power Supply |
| 1 | Battery low |
| ġ | Battery defect |
| • | GSM not available |
| ? | GSM queue full |

| Alarm | Description |
|----------|-------------------|
| NO. | GSM module failed |
| ≟ | Base unreachable |

6.4.2 Acknowledging alarms

testo Saveris 1 allows alarms to be acknowledged in accordance with 21 CFR Part 11. Permission to acknowledge is established by the Administrator for individual users.

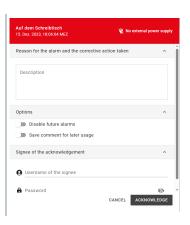
A channel-related alarm or pre-alarm is acknowledged via **Detail View**. You can access this via the menu item **List view** or **Plan view** by interactively selecting the relevant channel. Alternatively, you can access the **Detail View** by selecting the alarm or pre-alarm in the **Notification Center**.

- 1 Click on [Acknowledge] to acknowledge.
- 2 Enter a comment (Description).
- using your User Name and Password.

 Whether this authentication is required depends on the

If required, authenticate yourself

Whether this authentication is required depends on the configuration of the particular alarm.

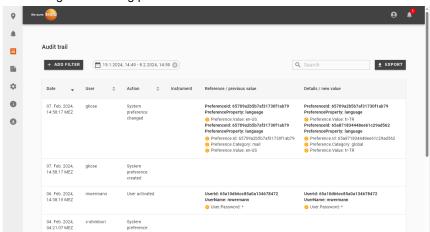


4 Click [Acknowledge] to complete the entry.

6.5 Audit trail

In addition to the restriction of authorized users, the possibility of granting differing rights and the safeguarding of stored reports by means of access limitations to the archiving area, audit trails constitute another major pillar for verifiably securing saved pdf reports.

The Saveris audit trail in particular captures entries that can be directly allocated to an electronic record.



Creating or saving electronic records and tracking any changes made to these data during the archiving period are relevant here.

The Saveris audit trail contains the following information relating to the events mentioned:

- Date/Time (when was a system change made?)
- User (who made the change?)
- Action (what was done/changed?)
- Instrument (specification of the serial number and channel of the Saveris component concerned)
- Reference/Previous (Depending on the audit trail, the indices of the signed actions or the previous value of the entry are displayed here)
- Details/New (Depending on the audit trail, the reason for the signature or the new value of the entry is displayed here)

The Saveris Audit Trail can be filtered by category and exported as a PDF or CSV file for user-defined time periods.

6.6 Reporting

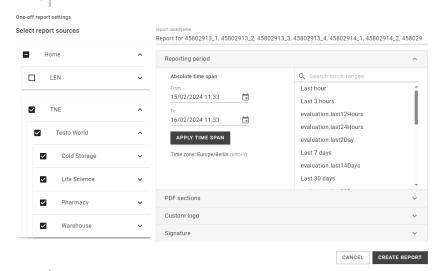
testo Saveris 1 allows you to create one-off reports and also to configure automatic reports.



Requests to sign reports are only sent to users who have already logged in at least once when roles are assigned via Active Directory groups.

6.6.1 Creating manual reports

- 1 In the Reports | Report list menu, select the Create Report button.
- The One-Off Report Settings window is displayed.



- 2 Select the data source and reporting period.
- In the PDF sections drop-down menu, select which layout modules the report should contain.
- The following predefined layout modules can be selected:
 - CFR cover sheet
 Cover sheet for reports compliant with FDA-21CFR11
 - Onepager
 Statistics on the selected sources and visualization of measurement
 - Statistics
 Table with statistical values of multiple sensors

and limit values for a period of time

- Graph
 Visualization of sensor measurement and limit values for a given time period
- Table
 Table of detailed values from multiple sensors
- Alarm
 Table of system and sensor alarm data

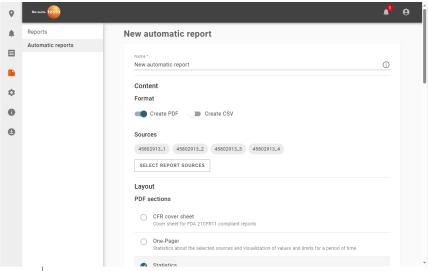
- Audit
 - Table of audit entries
- 4 If required, define a customized logo for the report.
- Choose whether to add one or more signature lines and whether to password-protect the PDF file.
- 6 Select Create report.
- The report is created as a PDF file.

6.6.2 Creating automatic reports



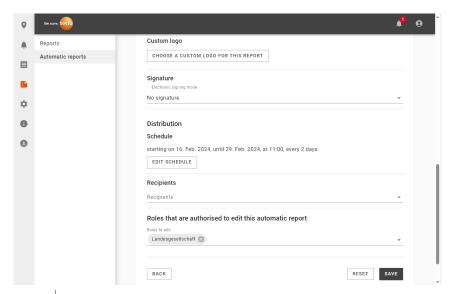
The Automatic reports function is only available if it is included in the user role assigned to your user.

- Select Reports | Automatic reports from the menu.
- The Automatic reports page is displayed and shows the list of automatic reports already created.
- 2 | Select Create automatic report.
- The New Automatic Report window opens.



Enter a title for the report under Name.

- 4 Select the file format (PDF, CSV or PDF and CSV).
- 4 Select Select Report Sources to specify the data channels for which the report will be created.
- In the PDF Sections drop-down menu, select which layout modules to include in the report and whether to enable signature lines, logo and password protection.
- The following predefined layout modules can be selected:
 - CFR cover sheet
 Cover sheet for reports compliant with FDA-21CFR11
 - Onepager
 Statistics on the selected sources and visualization of measurement and limit values for a period of time
 - Statistics
 Table with statistical values of multiple sensors
 - Graph
 Visualization of sensor measurement and limit values for a given time period
 - Table
 Table of detailed values from multiple sensors
 - Alarm
 Table of system and sensor alarm data
 - Audit
 Table of audit entries



- 6 Under Distribution, select the schedule according to which the report will be created and distributed
- 8 Under Distribution, enter details of the required creation times and report recipients.
- 9 Under Roles that are authorised to edit this automatic report, specify which user roles are authorized to change the report settings.
- 10 Select Save.
- The configuration for the automatic report is saved.

6.7 Settings

Various settings menus in the testo Saveris 1 software allow the display and functionality to be adapted to individual requirements.

6.7.1 UI settings

Language / Time zone / Units

This menu allows you to set the default language for the system and the sent emails, as well as the system time zone and unit system to use (international or US system).

These global settings can be overwritten by the users themselves via account settings.

Authentication settings

This menu can be used to set whether the user should be automatically logged out after x minutes.

This option is deactivated by default.

Chart settings

This menu allows you to set the default time period for the charts to display the data.

Custom logo

The Custom Logo menu allows you to add your own company logo to the testo Saveris user interface.

1 Select UPLOAD NEW LOGO.



2 Drag & drop the image file into the upload window or select the image file using $\frac{1}{2}$.



- The image will be displayed in the Preview of selected logo and inserted as a logo in the top left-hand corner of the testo Saveris user interface window
- 3 Click [Save] to save the selected image file





Click on to remove your own logo and use to select a different logo.



When you insert your own logo, the testo logo will also be displayed in the bottom left-hand corner of the testo Saveris user interface.

Report settings

The Reports menu allows you to define settings for the electronic signing of automatic reports.

Depending on the setting selected here, the electronic signature is deactivated or activated for an automatic report, or it can be made mandatory.

You can also specify how many users should be prompted to sign electronically.



These settings only apply to newly created automatic reports. They are only applied to existing automatic reports when the report settings are edited.

6.7.2 Alarms and acknowledgements

Acknowledgement settings

This menu allows you to make default settings for the acknowledgement of alarms.

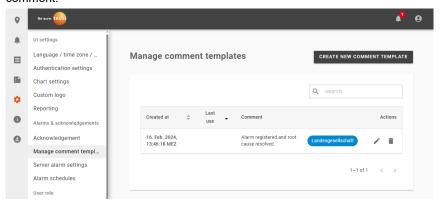
The following settings can be made:

- No batch acknowledgement of alarms
- No authentication during alarm acknowledgement
- Description for the reason or corrective action is optional

Manage comment templates

You can create standardized acknowledgement comments, which are displayed in the acknowledgement window as a selection list.

Each comment can be assigned the user roles that are allowed to use the comment.



Server alarm settings

This menu allows you to set up the software alarms and specify which users should receive the alarm messages.

You can also set the subject and body of the email to be sent when alarms occur.

Alarm schedules

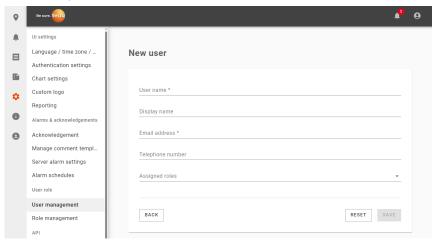


All Base alarms throughout the system are paused/activated by time control.

- 1 Click on Alarm schedules.
- 2 Click on Create new schedule.
- 3 Enter the schedule name and specify the users to whom the schedule is to apply.
- In the displayed calendar, use the mouse to highlight in green the times at which alarms are to be sent.
- You can select entries across multiple rows and columns in one step by holding down the mouse button.
- 5 Click [Save] to confirm the entry.
- The input window will close.

6.7.3 User and role management

User management



i

The User management function is only available if it is included in the user role assigned to your user.

In this menu, the existing users for testo Saveris 1 can be edited or deleted and new roles can be added. New users can also be created.



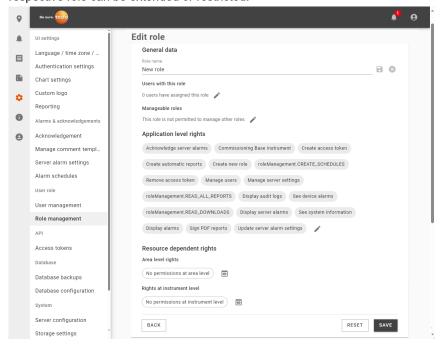
The Admin user initially created during installation cannot be deleted.

Role management



The Role management function is only available if it is included in the user role assigned to your user.

In this menu, the existing roles (user groups) for testo Saveris 1 can be edited or deleted and new roles can be added. In addition, the permissions for the respective role can be extended or restricted.



- Role name
 - User role name of your choice.
- Users with this role Indicates which users are assigned this role.
- Manageable roles
 Indicates which other roles users with this role are authorized to manage.
- Application level rights
 Option to set permissions for testo Saveris 1 (e.g. create automatic reports)
- Area level rights
 Option to set permissions for specific zones

Rights at instrument level
 Option to set permissions for specific instruments

6.7.4 API settings

(Menu only visible if API is activated)

Access tokens

The Access tokens menu item allows you to use API access tokens to control access to the Saveris 1 API.

For more information about this, please refer to the separate technical documentation for the API interface under Programs and documentation downloads.

6.7.5 Webhook settings

The Testo Saveris 1 software can send a notification to another application as soon as a certain event occurs.

With webhooks, alarm paths such as signal lights, chat services, IP relays or alarm management systems can be used, provided they can be controlled via an http(s) interface.



Testo is not responsible for the proper functioning of these third-party systems, the network connection to the systems or error handling in the event that the request is rejected.

6.7.6 Database settings

Database backups

In this menu you have the option to create database backups in order to be able to revert to a previous system state in case of problems with the system.



For security reasons, the database backups should be saved/archived on a different computer to the Saveris database.

The menu shows an overview of existing backup files.

In addition to the manual creation of database backups, it is also possible to set up the automatic creation of backups.

For automatic database backups, you can specify the period of time after which they will be automatically deleted.

Database configuration

This menu item shows the details of the database configuration carried out during installation; see section 6.2 in the installation instructions for the testo Saveris 1 measurement data monitoring system (Doc. no. 0973 2503).

6.7.7 System settings

Server configuration

This menu item shows the details of the server configuration carried out during installation; see section 6.2 in the installation instructions for the testo Saveris 1 measurement data monitoring system (Doc. no. 0973 2503).

Storage settings

This menu allows you to configure the default storage path for the files saved by the system (e.g. Base backups, database backups).



For security reasons, the database backups should be saved/archived on a different computer to the Saveris database.

SMTP server configuration

This menu item shows the details of the SMTP server configuration carried out during installation; see section 6.2 in the installation instructions for the testo Saveris 1 measurement data monitoring system (Doc. No. 0973 2503).

Functions

In this menu, activation codes can be entered to activate additional functions, e.g. the testo Saveris 1 API function.

- 1 Order the desired function from Testo.
- You will receive an access code (identification code) from Testo.
- 2 Access the Testo website via the link contained in the access code.
- 3 Enter your customer details and use the access code.
- You will receive an activation code as described on the website.
- 4 Use the activation code in the software to activate the function.

Restart the Saveris service

The Saveris service must be restarted for a changed configuration to take effect.

- 1 Click the [Restart the Saveris service] button to restart the service.
- The Saveris service is unavailable during the restart. This may take several minutes.



Testo Saveris GmbH

Celciusstrasse 2 79822 Titisee-Neustadt Germany

Phone: +49 7653 681-0 E-mail: saveris@testo.com Website: www.testo.com