User manual AIRTOCHECK website & app
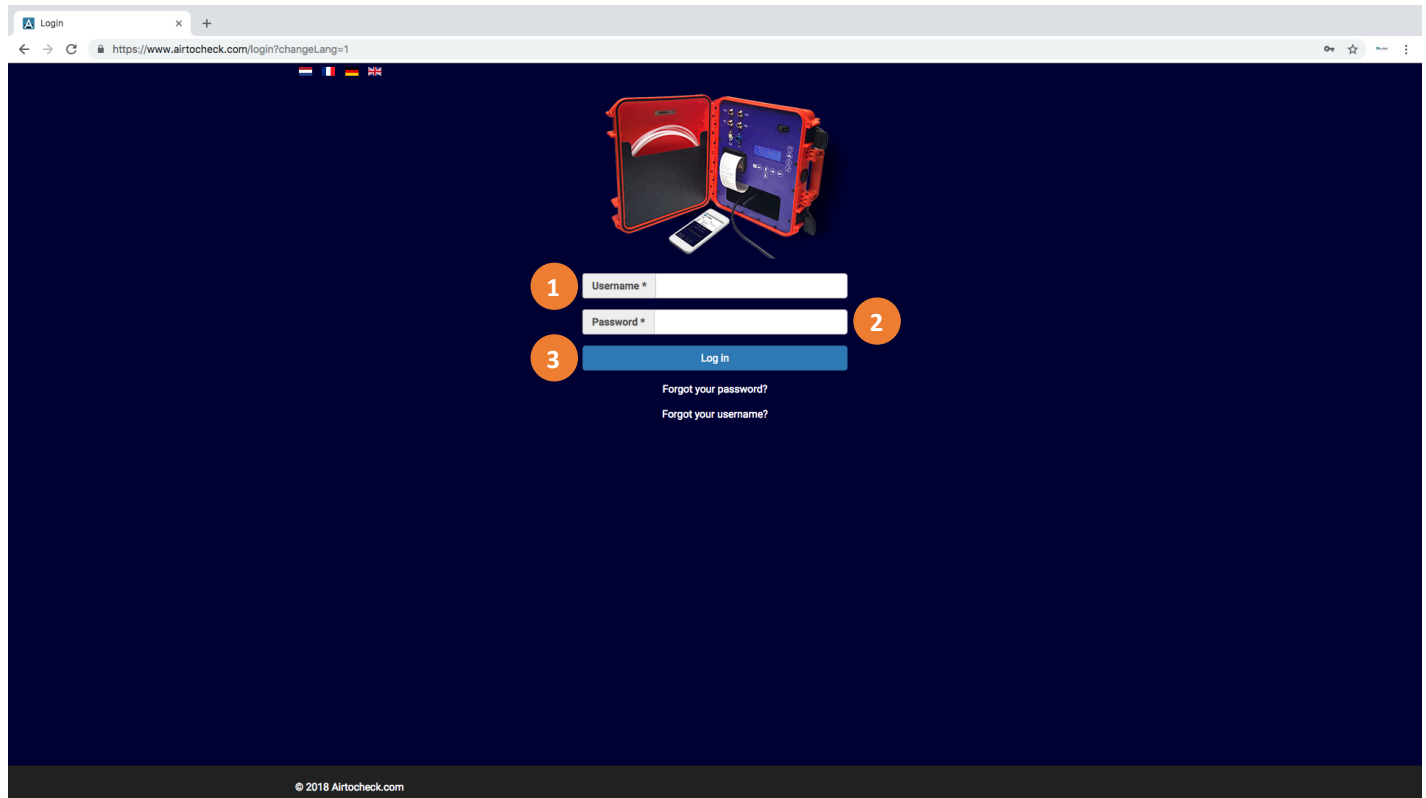

Airtocheck.com

AIR PRESSURE MONITORING ONLINE
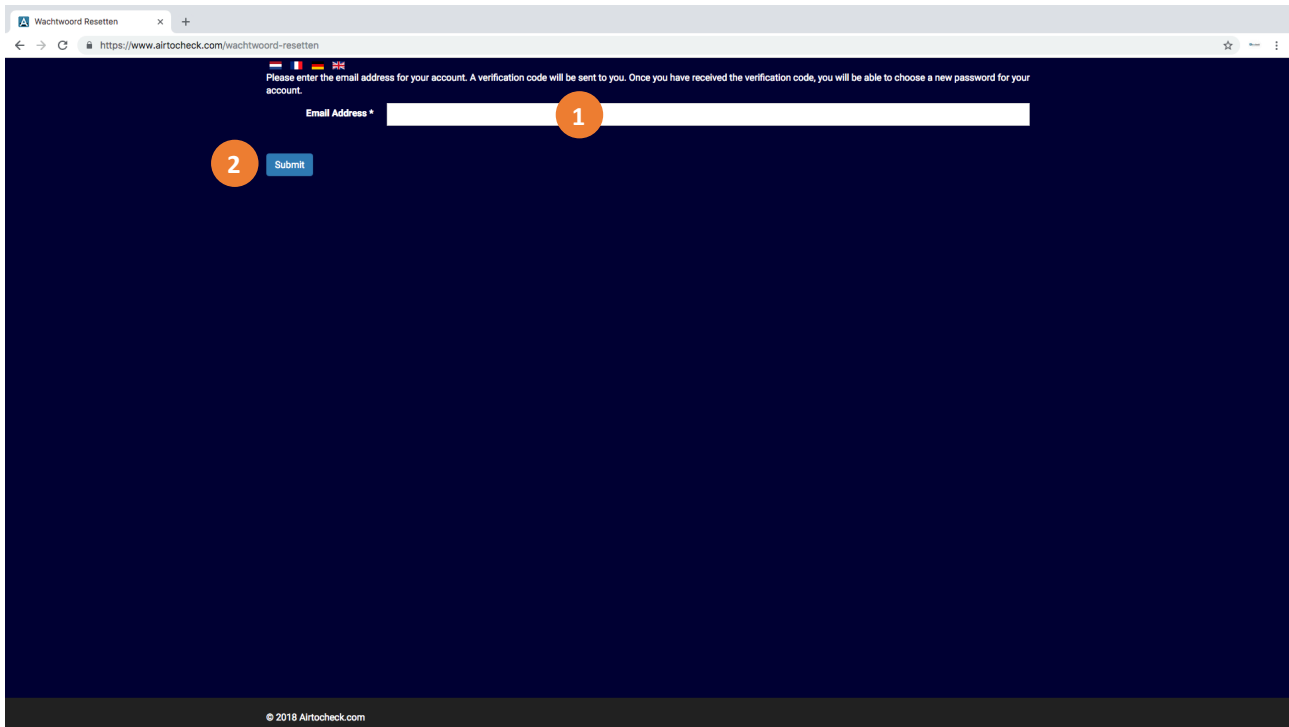
TABLE OF CONTENTS

LOGGING IN

Logging in
1. **User name*:** enter your username here (usually the same as your email address).
2. **Password*:** enter your password here.
3. Click **Log in.**

You are now logged in to your personal account.

If you have forgotten your password, click **Forgot your password?**
If you have forgotten your username, click **Forgot your username?**

Forgot your password?
1. **Email address:** enter your email address here.
2. Click **Submit:** you will now receive an email containing a link and all of the relevant information within several minutes.
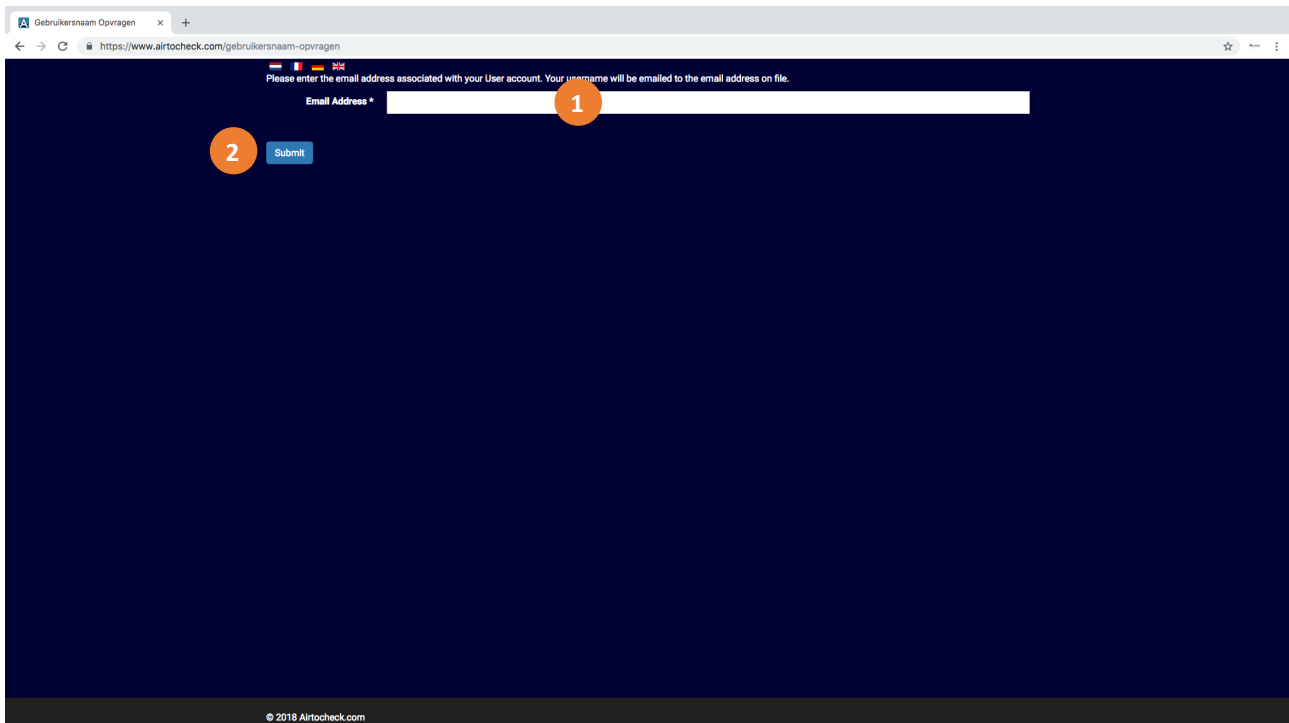
Forgot your username?
1. **Email address:** enter your email address here.
2. Click **Submit:** you will now receive an email containing a link and all of the relevant information within several minutes.

LIVE VIEW

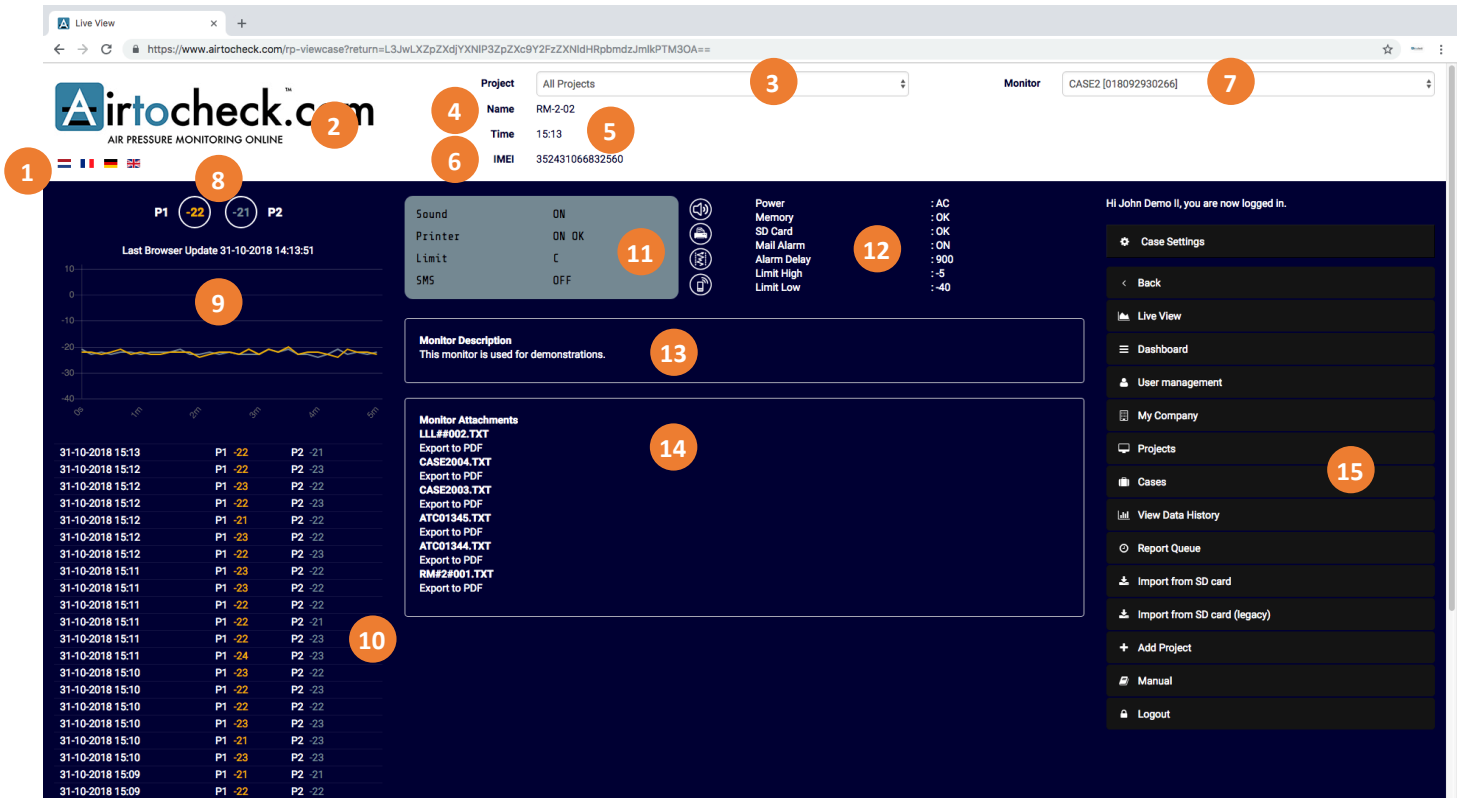The Live View is the website's homepage. On this page, you can select the monitor whose current measurement data, settings, status, description and appendices you want to show. It also contains the website menu.

1. Website language settings.	12. Monitor status:
2. Your company logo. You can edit it via 'My Company' (see page 12).	a) Power: AC / BAT b) Memory: OK / ATT
3. Choice of all available projects.	c) SD card: OK / Not available
4. The monitors' Name/Project number. These are entered into the monitor.	d) Mail alarm: ON / OFF e) Alarm delay: __ seconds
5. The monitors' time.	f) Limit high: __ Pascal
6. The monitors' IMEI number.	g) Limit low: __ Pascal
7. Choice of all available monitors. *	13. Description of the monitor.
8. Most recent measurement data for channels 1 & 2. **	14. Appendices imported from the SD card.
9. Graphical representation of the past 5 minutes for channels 1 & 2. **	15. Navigation menu.
10. Exact numerical display of measurement data for the past 5 minutes for channels 1 & 2. **	* If a project (C) has been selected, only the monitors that are associated with that project are shown.

11. Monitor settings:
   a) Sound: ON / OFF
   b) Printer: ON / OFF
   c) Limit: A / B / C / D / E / Off
   d) SMS: ON / OFF
	** Channel 2 is only available in the 2-channel version.

CASE SETTINGS

This page allows you to edit the monitor settings. You can link it to an email address for alarm messages to be sent to, add a name and description (notes), turn alarms on and set an alarm delay interval.

1. **Alarm email:** enter your email address here to receive alarm messages. You can enter multiple email addresses by separating them by commas (,).
2. **Case name:** enter the name of the monitor here.
3. **Notes:** you have the option of adding a note regarding or description of the monitor here.
4. **Monitoring:** check this box to receive alarm messages if the monitor is not submitting measurement data (such as if the Internet connection fails or in monitor of a power outage).

   Please note! Disable this option if you are deliberately turning off the monitor to prevent 'false' alarms.

5. **Interval (in minutes):** enter the delay time here (in whole minutes) for receiving alarm messages when the monitor is not submitting measurement data. You will receive a new alarm message every time the set delay interval passes up until the moment the monitor starts submitting measurement data to the website again.
6. **Email delay:** enter the delay time for email alarm messages here (in whole minutes).
   Alarm messages will be sent if something is wrong with the printer, if the measurement values exceed the set limits, if there is a power outage causing the monitor to switch to its battery (and when it switches back to the mains current afterwards) and once the monitors' memory is full.
7. **Desktop / App delay:** enter the delay time for website and Airtocheck app messages (in whole minutes).
   Alarm messages will be sent if something is wrong with the printer, if the measurement values exceed the set limits, if there is a power outage causing the monitor to switch to its battery (and when it switches back to the mains current afterwards) and once the monitors' memory is full.
8. Click **Save** to save the settings.
9. Click **Back** to return to the previous page without saving the settings.

DASHBOARD

This page provides an overview of company details, all available monitors, all active projects and all active users.

1. **Company:** your company details
2. **Cases:** overview of your available monitors.
3. **Projects:** overview of your current projects.
4. **Users:** overview of all active users.

USER MANAGEMENT

This page provides an overview of all active users. It also allows you to create, edit and delete users.

1. Click **Create new user** to create a new user (see page 10).
2. Overview of all active users.
    A. Supervisors are indicated with a ☆ and cannot be deleted.
3. Click **Edit** to edit a user's details (see page 11).
4. Click **Delete** to delete a user.

Users > Create new user

1. **Full name:** enter the new user's name here.
2. **Email address:** enter the new user's email address here. This email address will also be the username that they will use to log in.
3. **Password:** enter the new user's password here.
4. **Repeat password:** once again enter the new user's password for verification.
5. Click **Create new user** to add the user.
6. Click **Back** to return to the previous page without creating the new user.

Users > Editing a user

1. **Username:** the username is the email address that was saved when the user was created. The username cannot be edited.
2. **Full name:** enter the user's full name here.
3. **Email:** enter the user's email address here. It does not have to be the same as their username.
4. **New password:** enter the user's new password here.
5. **Repeat new password:** once again enter the user's new password for verification.
6. Click **Save user** to save the changes.
7. Click **Back** to return to the previous page without saving the changes.

MY COMPANY

This page allows you to edit your company details.

1. **Name:** enter the company name here.
2. **Description:** enter a description of your company here.
3. **Street:** enter the right street here.
4. **Zip code:** enter the right postal code here.
5. **City:** enter the right city here.
6. **Country:** enter the right country here.
7. **Phone:** enter the company phone number here.
8. Click **Choose file** to select the company logo. Select the right logo and click **Open** or **OK** (this depends on the type of computer you are using).

   Please note! The logo file must be a JPEG file (.jpg).
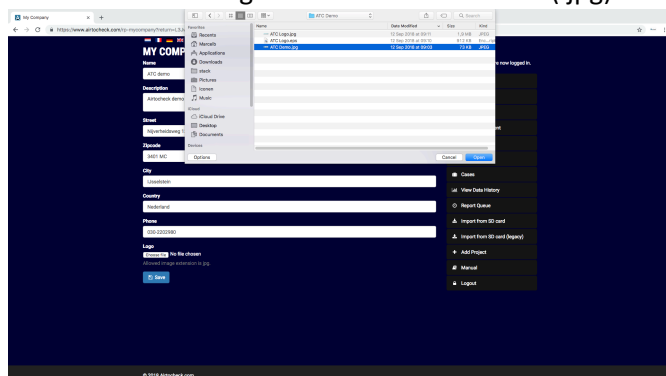
9. Click **Save** to save the company details.

PROJECTS

1. Click **Create project** to create a new project.
2. Enter (part of) a project's name and click **Search** (the magnifying glass icon) to select the desired project.
3. **Projects:** an overview of all projects.
   a. **Title:** the project's name.
   b. **Location:** the project's location.
   c. **Created on:** the project's start date.
   d. **Actions:**
      i. **View:** an overview of all project details.
      ii. Click **Archive** to close/archive the project.
4. **Archived projects:** an overview of all archived projects.
   a. **Title:** the project's name.
   b. **Location:** the project's location.
   c. **Created on:** the project's start date.
   d. **Actions:**
      i. **View:** an overview of all project details.

Projects > Create project

1. **Project title:** enter the project's name here.
2. **Description:** enter a description or the project or order number here.
3. **Location:** enter the project's location here.
4. Click **Save** to create the project.
5. Click **Back** to return to the previous page without creating the project.

Projects > View

1. Click **Edit project** to edit the project details.
2. Click **Add containment** to add a containment.
3. Click **Add user** to add a user.
4. Click **Back** to return to the previous page.
5. **Users:** an overview of all users.
    a. **Name:** the names of the users.
    b. **Role:** the users' roles.
    c. **Actions:**
        i. Click **Remove** to remove a user from the project.
6. **Containments**: an overview of all active containments.
    a. **Title:** name of the containment.
    b. **Monitor:** name of the monitor assigned to the relevant containment.
    c. **Channel:** the channel used on the monitor that is doing the measuring.
    d. **Serial number:** the serial number of the monitor assigned to the relevant containment.
    e. **Actions:**
        i. Click **Edit** to edit the containment details.
        ii. Click **Archive** to close/archive the containment.
        iii. Click **View** to view this containment's measurement data (explained in more detail later on).
7. **Archived containments**: an overview of all archived containments
    a. **Title:** name of the containment.
    b. **Start date:** the date on which the containment was created.
    c. **End date:** the date on which the containment was closed/archived.
    d. **Actions:**
        i. Click **View** to view this containment's measurement data (explained in more detail later on).

Projects > View > Add a containment

1. **Title:** enter the containments' name here.
2. **Assigned monitor:** select the monitor being used here.
3. **Channel:** select the monitors' channel being used here.
4. Click **Save** to create the new containment.
5. Click **Back** to return to the previous page without creating the containment.

Projects > View > View (Containment)

This page provides an overview of the monitor(s) used in the selected containment.

1. Click **Back** to return to the previous page.
2. Overview of the monitors used.
   a. **Name:** the name of the monitor, followed by the channel used, Channel 1 = (1) or Channel 2 = (2).
   b. **IMEI:** the monitors' IMEI number.
   c. **Serial:** the monitors' serial number.
   d. **Start date:** the date on which the monitor was added to the containment.
   e. **End date:** the date on which the monitor was removed from the containment.
   f. Click **Report** to enter the Starting Date and End Date using the reporting tool.
3. Overview of the selected monitors' Data History. To find out more about this tool's functioning, go to the 'View Data History' chapter later on in this manual.
4. Graphical representation of the measurement data.

CASES

This page provides an overview of all monitors, both active and inactive ones.

1. **Current cases:** an overview of all active monitors.
2. **Currently unavailable cases:** an overview of all inactive monitors. You can still view the measurement data of monitors that are no longer in use.

VIEW DATA HISTORY

This page shows the history of measurement data and offers the possibility to export the measurement data to PDF or a CSV file. There are several ways to do this:

A. View the history of the measurement data on the screen.
   This feature can be used for brief periods of 1 day max.

B. Generate a report (PDF) containing the measurement data in a graph and the exact measured values.
   This feature can be used for periods of 7 days max.

C. Generate a report (PDF) containing only graphs.
   This feature can be used for periods of 7 days max.

D. Generate a report (CSV) containing all exact measured values.
   This feature can be used for periods of 1 month max.

E. Generate & Email a report (PDF) containing the measurement data in a graph and the exact measured values.
   This feature can be used for periods of 1 month max.

F. Generate & Email a report (PDF) containing only graphs.
   This feature can be used for periods of 1 month max.

All these options can be used both on the "Live cloud" and the "SD cloud".

Note: The Live cloud contains all measurement data which is sent directly from the monitor to the "Live" database on the Airtocheck website.
The SD cloud contains all measurement data which is imported from the monitors' SD card to the "SD card" database on the Airtocheck website.

View history of the measurement data on the screen

1. **Case:** select a monitor.
2. **Database:** select the database you want to export from.
   The Live cloud database contains the data transferred directly from the monitor to the "Live" database.
   The SD cloud database contains the data imported from the monitors SD card to the "SD card" database.
3. **Case lookup:** enter the monitors' name and click **Find** to find that specific monitors' measurement data.
   Please note! this feature cannot be used in combination with the first option (to select a monitor); it only works if you specify the exact right name (or project number) as entered in the monitor at the time of the relevant measurement.
4. **Start date:** enter the starting date to retrieve measurement data from this date onwards.
5. **Start time:** enter the starting time to retrieve measurement data from this time onwards.
6. **End date:** enter the end date to retrieve measurement data up to this date.
7. **End time:** enter the end time to retrieve measurement data up to this time.

   Please note! Enter a time range of 24 hours max.

8. Click **Today** to generate a quick 24-hour report. The system will then enter today's date and set the time limits to 00:00 hours and 23:59 hours. You can then edit these settings manually if needed.
9. Click **View history** to show the measurement data on the screen; the data will be shown both as exact values and, in a graphic (see no. 10 and 11 in the image on the previous page).

Generate report: PDF or graphs-only PDF

Please note! This feature is not available in the app.

1. **Case:** select a monitor.
2. **Database:** select the database you want to export from.
   The Live cloud database contains the data transferred directly from the monitor to the "Live" database.
   The SD cloud database contains the data imported from the monitors SD card to the "SD card" database.
3. **Case lookup:** enter the monitors' name and click **Find** to find that specific monitors' measurement data.
   Please note! this feature cannot be used in combination with the first option (to select a monitor); it only works if you specify the exact right name (or project number) as entered in the monitor at the time of the relevant measurement.
4. **Start date:** enter the starting date to retrieve measurement data from this date onwards.
5. **Start time:** enter the starting time to retrieve measurement data from this time onwards.
6. **End date:** enter the end date to retrieve measurement data up to this date.
7. **End time:** enter the end time to retrieve measurement data up to this time.

   Please note! Enter a time range of 7 days max.

8. Click **Generate report > PDF** or **Generate report > PDF (graphs only)** to show the measurement data in a PDF with exact values (text) and graphs or just graphs (see no. 9 in the image on the previous page).

Note: Depending on the selected time period, generating the PDF may take a few minutes. Once the PDF has been generated, it will be saved to your computer (usually in the Downloads folder), where you can then open or copy it.

Generate report: CSV file

1. **Case:** select a monitor.
2. **Database:** select the database you want to export from.
   The Live cloud database contains the data transferred directly from the monitor to the "Live" database.
   The SD cloud database contains the data imported from the monitors SD card to the "SD card" database.
3. **Case lookup:** enter the monitors' name and click **Find** to find that specific monitors' measurement data.
   Please note! this feature cannot be used in combination with the first option (to select a monitor); it only works if you specify the exact right name (or project number) as entered in the monitor at the time of the relevant measurement.
4. **Start date:** enter the starting date to retrieve measurement data from this date onwards.
5. **Start time:** enter the starting time to retrieve measurement data from this time onwards.
6. **End date:** enter the end date to retrieve measurement data up to this date.
7. **End time:** enter the end time to retrieve measurement data up to this time.

   Please note! Enter a time range of 1 month max.

8. Click **Generate report > CSV** to show the exact measurement data in a CSV file (see no. 9 in the image on the previous page).

Note: Depending on the selected time period, generating the PDF may take a few minutes. Once the CSV file has been generated, it will be saved to your computer (usually in the Downloads folder), where you can then open or copy it.

Note: These CSV files can be used in a range of programs, such as MS Excel. Go to the 'Manuals' tab to download the file called 'Download Verwerk_csv-bestand_V1.1.zip', which will enable you to create a printout of the CSV file containing graphs and exact measurement values.

Note: You can also open these CSV filed with text editors such as Notepad++. Go to the 'Manuals' tab to download the file called 'Download Notepad++', which will enable you to install Notepad++ on your computer.

Generate report; Generate & email PDF or graphs-only PDF

1. **Case:** select a monitor.
2. **Database:** select the database you want to export from.
   The Live cloud database contains the data transferred directly from the monitor to the "Live" database.
   The SD cloud database contains the data imported from the monitors SD card to the "SD card" database.
3. **Case lookup:** enter the monitors' name and click **Find** to find that specific monitors' measurement data.
4. **Case lookup:** enter the monitors' name and click **Find** to find that specific monitors' measurement data.
   Please note! this feature cannot be used in combination with the first option (to select a monitor); it only works if you specify the exact right name (or project number) as entered in the monitor at the time of the relevant measurement.
5. **Start date:** enter the starting date to retrieve measurement data from this date onwards.
6. **Start time:** enter the starting time to retrieve measurement data from this time onwards.
7. **End date:** enter the end date to retrieve measurement data up to this date.
8. **End time:** enter the end time to retrieve measurement data up to this time.

   Please note! Enter a time range of 7 days max.

9. Click **Generate report > Generate & Email Text with graphs** or **Generate report > Generate & Email graphs-only** to show the measurement data in a PDF with exact values (text) and graphs or just graphs (see no. 9 in the image on the previous page).

Note: Depending on the selected time period, generating the PDF may take a few minutes. Once the PDF has been generated, you will be sent an email containing a link to the PDF, which you can use to save the PDF.

The PDF will also appear under 'Report Queue' in the menu. Clicking **Download** on this page will also allow you to download the generated PDF.

REPORT QUEUE

This page provides an overview of all PDF reports made using the Generate & Email feature.

1. Overview of all generated reports.
   Case: the name of the monitor for which the report was generated.
   Start date: the start date and time of the measurement data in the report.
   End date: the end date and time of the measurement data in the report.
   Progress: the progress made on generating the report.
   Download: click on Download to download the generated report.

IMPORT FROM SD CARD

Please note! This feature only works if the files are created on a monitor using firmware 181018 or newer. Files created with a monitor using older firmware need to be imported with the old feature "Import from SD card (legacy)".

This page allows you to upload an SD card's measurement data to the website.

Please note! This feature is not available in the app.

Actions on the monitor
Copying the memory to the SD card.

1. Press the Menu key (9) ▤⬅ to open the menu.
2. Press key 13 ➡ to select the RESULTS menu.
3. Press the Enter key (13) ⏎ to open the RESULTS menu.
4. Press the Enter key (13) ⏎ ('Copy memory?'); the measurement data in the monitors' memory will now be copied to the SD card. Wait until the copying process is complete and the 'Do not interrupt' alert has disappeared.
5. Press the Menu key (9) ▤⬅ 3 times to return to the home screen.

Make sure that you have carefully read the instructions on 'How to handle measurement data' on page 4 of the monitor manual!

Actions on your PC or laptop

1. Place the SD card in the computer (you will need either an internal or an external SD card reader).

Please note! You cannot create new folders or add other files to the SD card.

Actions on the website

1. Click **Choose file** to select the file containing the measurement data. Go to the right folder on the SD card and select the file(s) you wish to import; click **Open** or **OK** (this depends on the type of computer you are using).
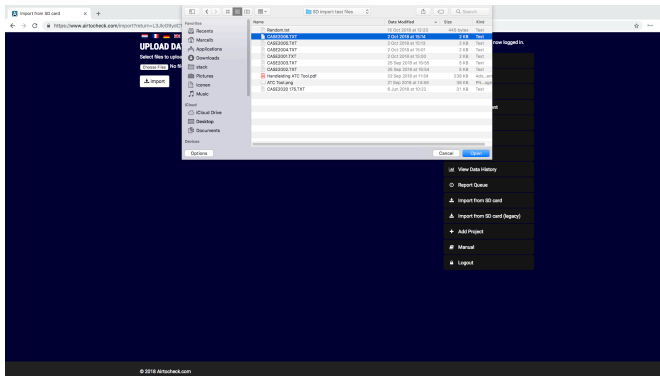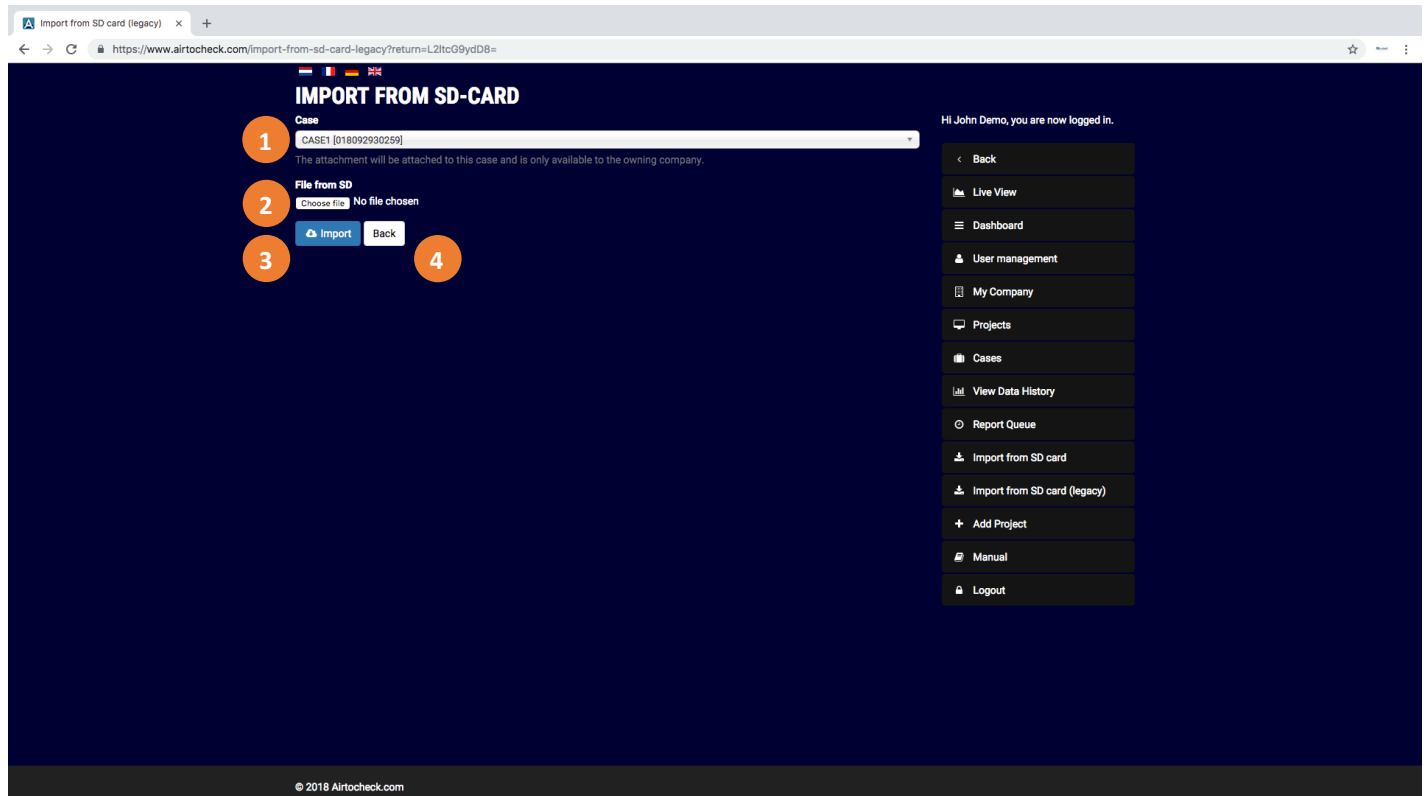

2. Click **Import** to import the file.
3. When the data from the SD card is imported a screen with the results will be shown. On this screen you will find an overview with the results and a short description of how the files are handled.

Note! Don't forget to place the SD card back in the monitor.

IMPORT FROM SD CARD (LEGACY)

This page allows you to upload an SD card's measurement data to the website.

Please note! This feature is not available in the app.

Actions on the monitor
Copying the memory to the SD card.

1. Press the Menu key (9) ▤◀ to open the menu.
2. Press key 13 ➡ to select the RESULTS menu.
3. Press the Enter key (13) ↵ to open the RESULTS menu.
4. Press the Enter key (13) ↵ ('Copy memory?'); the measurement data in the monitors' memory will now be copied to the SD card. Wait until the copying process is complete and the 'Do not interrupt' alert has disappeared.
5. Press the Menu key (9) ▤◀ 3 times to return to the home screen.

Make sure that you have carefully read the instructions on 'How to handle measurement data' on page 4 of the monitor manual!

Actions on your PC or laptop
1. Place the SD card in the computer (you will need either an internal or an external SD card reader).

Please note! You cannot create new folders or add other files to the SD card.

Actions on the website

1. **Case:** select a monitor to link the measurement data to.
2. Click **Choose file** to select the file containing the measurement data. Flip to the right folder on the SD card and select the file you wish to import; click **Open** or **OK** (this depends on the type of computer you are using).
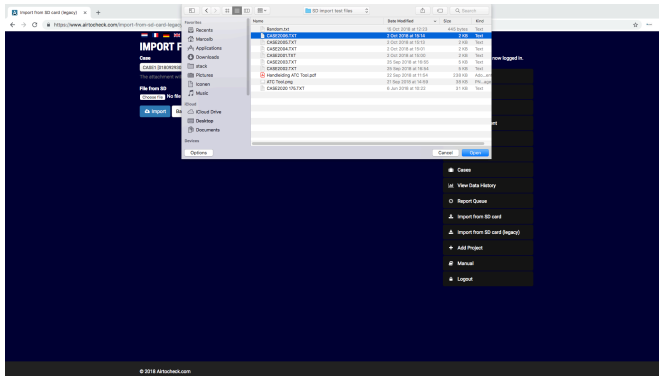
3. Click **Import** to import the file.
4. Click **Back** to return to the previous page without importing the file.

Please note! You cannot create new folders or add other files to the SD card.

Note: check whether the measurement data has been added to the selected monitor correctly. To do so, check the 'Case Appendixes' box on the Live View screen (see no 14 on page 5). Then return the SD card to the monitor.

EXPORTING IMPORTED MEASUREMENT DATA FROM AN SD CARD

Please note! This feature only works with the "Import from SD card (legacy) feature. If you are using firmware version 181018 or newer on you monitor, please use the feature; Import from SD card.

This page allows you to export the measurement data imported from the SD card by using into a report (PDF).

Please note! This feature is not available in the app.

1. Click **Export to PDF** (in the 'Case Appendixes' box) to export the file.
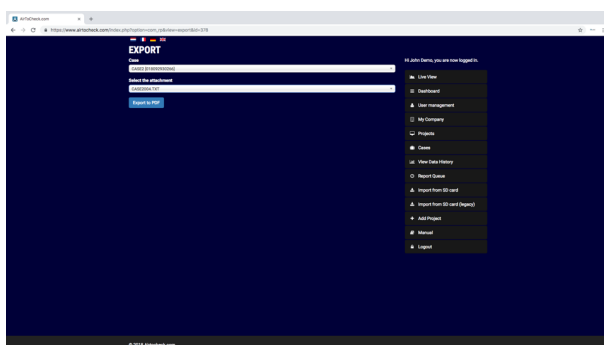
2. **Case:** select the monitor for which you want to export the measurement data.
3. **Export file:** select the file for which you want to generate a report.
4. Click **Export** to export the measurement data into a PDF containing exact measurement values (text) and graphs.

Note: Depending on the selected time period, generating the PDF may take a few minutes. Once the PDF has been generated, it will be saved to your computer (usually in the Downloads folder), where you can then open or copy it.

USER MANUALS
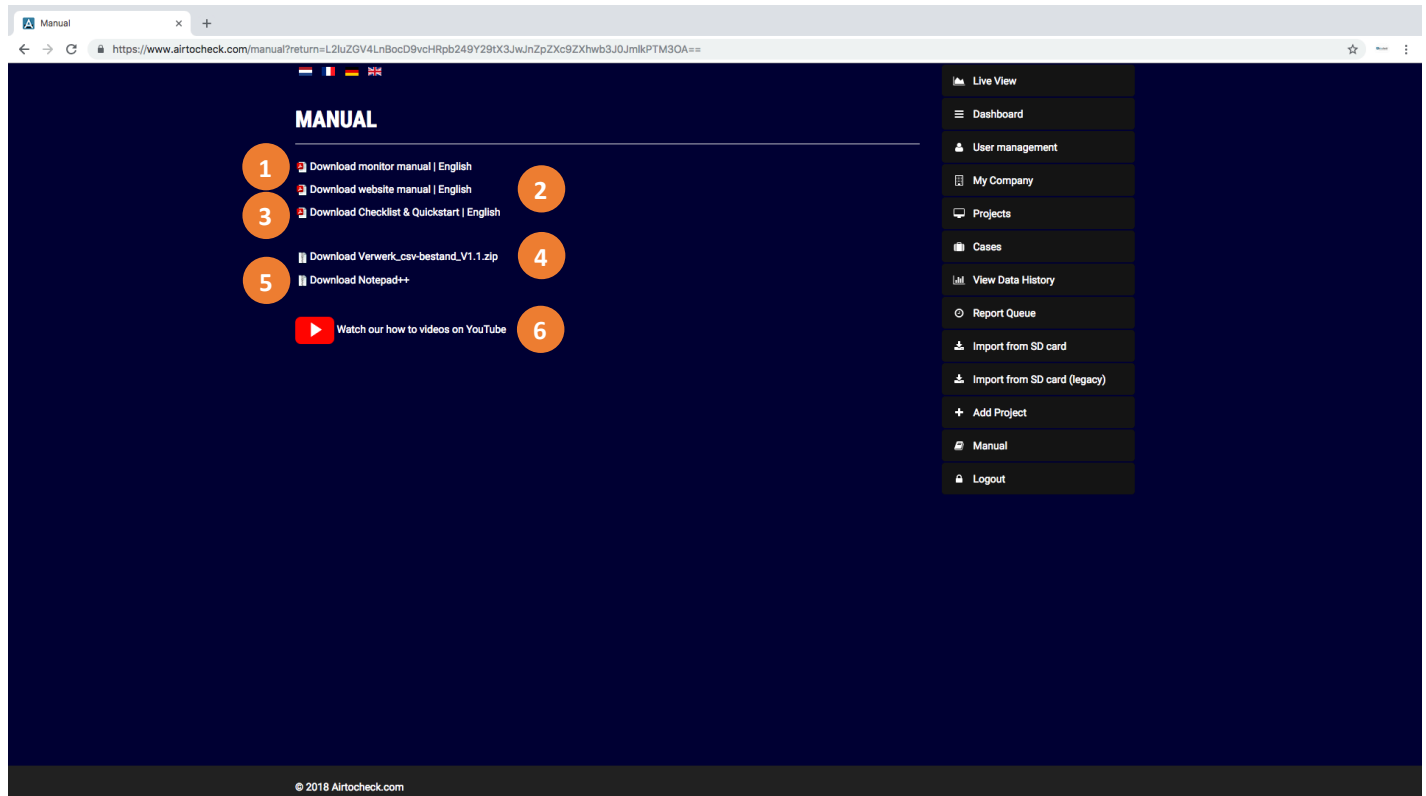
This page allows you to download the relevant manuals, the 'Download Verwerk_csv-bestand_V1.1.zip' file and the text editing software Notepad++.

1. Click **Download monitor manual | English** to download the latest version of the **English** monitor manual.
2. Click **Download website manual | English** to download the latest version of the **English** website & app manual.
3. Click **Download Checklist & Quickstart | English** to download the latest version of the **English** Checklist & Quickstart.
4. Click **Download Verwerk_csv-bestand_V1.1.zip** to create a printout containing graphs and exact measurement values of a CSV file exported via 'View Data History'.
5. Click **Download Notepad++** to download and install the Notepad++ (text editing software), which will enable you to view a CSV file exported via 'View Data History'.
6. Click **Watch our how to videos on YouTube** to view how to videos of the website and monitor.

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