

Use Instructions for Express Data Retrieval System

Turn Express on by sliding the Power Switch to the “On” position. Once **Express** has completed the power-up sequence, a green Battery Charge Indicator will be displayed in the top right corner of the display. If power level is low, connect the Charger (provided with **Express**) to the Charging/USB port at the bottom of Express).

Power Management/Recharging: **Express** can be recharged using the included A/C adaptor. **Be sure to Power ON Express during the charge cycle** and when downloading data to your computer.

. The charger is connected through the same mini USB port used to download data. **Express** has “sleep” mode when not in use. Cargo Data suggests turning **Express** off during long periods of non-use. Battery level indicator can be viewed by powering on your Express. Charge status indicator is in the top right corner.

Insert a Cargo Data brand digital temperature recorder into the top of the **Express** with buttons/LCD facing up. Make sure recorder is fully seated in **Express**.

Note: If “Unable to Download” message is displayed on **Express**, remove recorder from top of **Express** and insert again. High levels of static electricity can occasionally cause this message.

Once a recorder has been inserted into **Express**, the *Shipment Data Input* screen will be displayed. *See the next section below for details about entering data on this page.*

Press and hold the “Download/Receive” button in the lower right corner of the **Express** keypad. A download status indicator bar will be displayed. Once temperature data has been fully downloaded from the recorder, **Express** will display a chart for the first 48 hour segment of the monitored period. To view data for subsequent segments, press the “→” button. Press the “←” button to view earlier segments of the monitored period.

To view reports, press the “DETAILS” button. Repeatedly press “DETAILS” to scroll through reports in several different formats. Prompts are provided on the display.

Express has sufficient internal memory to retain temperature records from up to 100 Cargo Data brand digital temperature records. The records are indexed by the temperature recorder’s 6-digit serial number, which can be viewed at the top of the chart display. You can use the “Next Record” and “Previous Record” keys to scroll through all temperature recorders stored in **Express**.

Shipment Data Input Screen

When a recorder has been inserted into **Express**, the Shipment Data Input screen will immediately appear and will display the Purchase Order number field and other vital shipment data entry fields.

Note: Data entry into these fields is OPTIONAL. Data can be keyed into these fields, or this whole page can be skipped by pressing the “RECEIVE DOWNLOAD” button immediately after inserting the recorder into **Express**.

Key in data for the Door #, Inspector, Commodity, Vendor, and Carrier fields as desired. Once data has been entered into a field, press the “Enter P.O.” button to save the data for this record. Prompts are provided on the display.

Express Keyboard Usage Notes:

The keyboard on **Express** can be toggled between ALPHA, alpha, and Numeric modes. To toggle modes, press the “Shift” key in the lower left corner. The “Keypad” field (above the “P.O.# field) will indicate which keyboard mode is selected in **RED**.

The “1” key will function as a space bar in ALPHA and alpha modes.

Each key can input a number when the keyboard is in Numeric mode, or letters when in ALPHA modes. To choose the letter you are seeking, press that key repeatedly until your desired letter is displayed in the data field.

If you wish to skip a field, simply press the “Enter P.O.” button

Additional Instructions for Express with build date of 12/27/2013 or later

Shipment Data Input Screen: **Express** units with a build date of 12/27/2013 or later have upgraded capabilities for the Shipment Data Input screen. When entering data for Door, Inspector, Commodity, Vendor, and Carrier fields, entries can be saved to the database to reduce keystrokes when entering data for subsequent shipments.

If a data field contains information that is likely to be entered for subsequent shipments (for example: “Bananas” in the Commodity field), key in the data, then press and hold “Shift” and “Enter P.O.” buttons simultaneously. This will add “Bananas” to the **Express**’ internal database, and will reduce keystrokes when entering “Bananas” on subsequent banana shipments. The confirmation message “Pattern added to list” will appear on **Express** to confirm addition to the database.

Data input for items saved in Database: For each data entry field, use the → arrow to view the database list of each item. Move thru list with ← or → then select by pressing the “ENTER P.O.” button. If the item is not in the database, enter it manually and press “SHIFT” and “ENTER P.O.” to add to the database.

Database features are only available in **Express** units with build date of 12/27/2013 or later (listed on “splash screen” during power up).

If you have an Express with an earlier build data, contact Cargo Data to request an upgrade.

Save to Computer/Print Temperature Data:

Express is designed to interface with Cargo Data’s free **KoldLink** software. Visit the download page at www.cargodatacorp.com to download and install your copy. Once the software is running, connect **Express** to computer using the supplied mini USB 2.0 connector cord. Cords can also be sourced locally if supplied cord cannot be located. Following online instructions within **KoldLink** software, all temperature data saved in **Express** can be batch downloaded into **Koldlink** for permanent archiving. Charts and reports can be saved and printed in several customizable formats. **KoldLink** supports saving data in .pdf, .csv, or the proprietary .cdo formats for easy saving and emailing.

Clear Express Memory:

The **Express** internal memory can be cleared to make space for the downloading of additional recorders. Press and hold the “CLEAR ALL” button on the **Express** keypad. The option to clear internal memory is also available within **KoldLink** while Express is connected to your computer