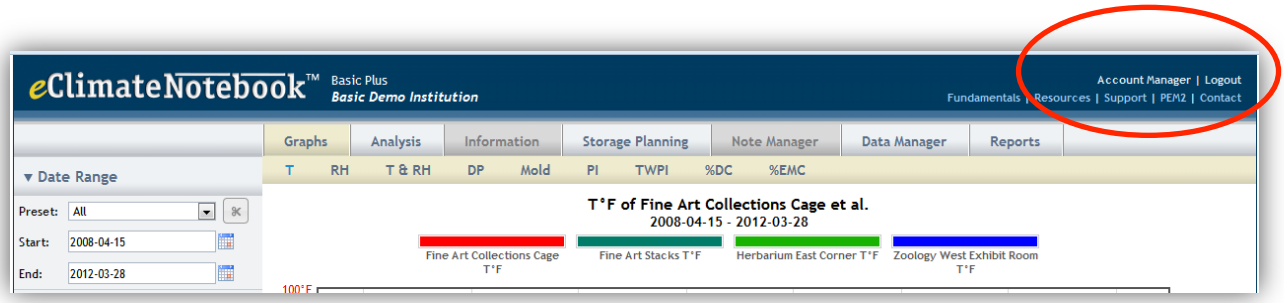
eClimateNotebook™

WWW.ECLIMATENOTEBOOK.COM

Welcome to eClimateNotebook! Thank you, on behalf of everyone here at the Image Permanence Institute, for choosing eClimateNotebook for your data management needs.

Getting Started

When you first sign into your newly created eClimateNotebook account[1]; you will need to accept the Terms of Use, and then apply a few preference settings so that eClimateNotebook will know how to interpret your data and present it for you. This can be accomplished by going into the Account Manager. If you are not taken there when you first log in you can navigate to that page by clicking on the "Account Manager" link in the upper right-hand corner:



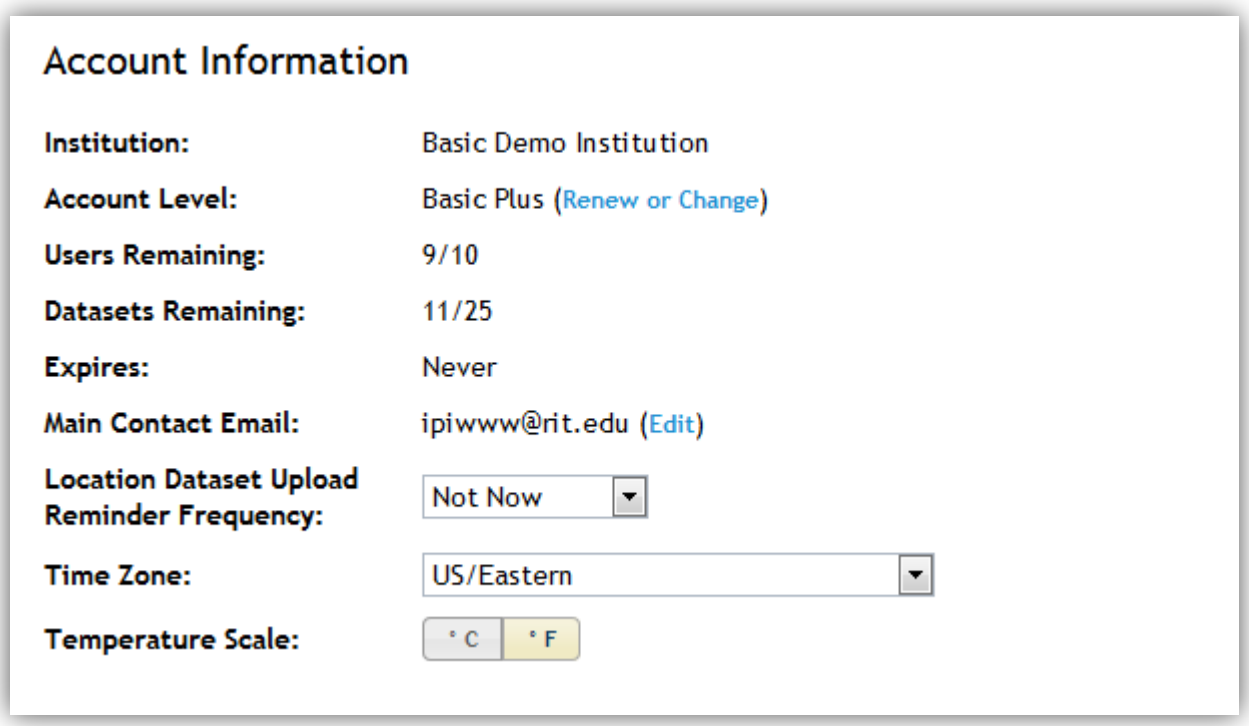
Account Manager

The Account Manager page is divided into two parts: Account Information and User Manager. The amount of content you are able to see and manipulate will depend on the Access level assigned to your username.

Account Information

This section provides details about your Institution's account. This is where you can go to see what the subscription level is for the account (and where you would go to renew the subscription and/or upgrade to a higher level), and view the Main Contact Email address. You can also have automated email reminders to upload your datasets sent to the Main Contact Email address, based on your preferred frequency (Weekly, Semi-Monthly, Monthly, or Quarterly); or waive the reminders by selecting "Not Now."

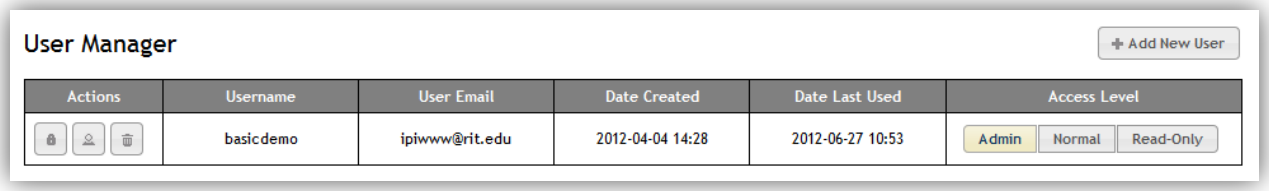
[1] If you have forgotten your password: click on "forgot" and then enter your username and click on "OK." An email will be sent to you with a link that will take you into eClimateNotebook and prompt you to reset your password.



The two major settings required before you get started with uploading and viewing your data are the "Time Zone" and "Temperature Scale." eClimateNotebook requires this information in order to plot the data files into a graphical format. If they have not yet been set, it will appear in Red and a note across the top will ask you to select these preferences.

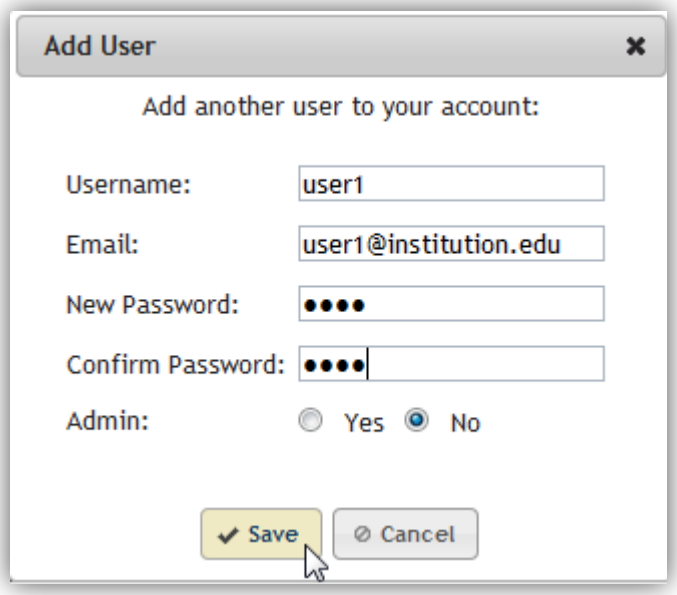
User Manager

The next section of the Account Manager page is where the usernames for the account are managed.



Each account is allotted a certain number of usernames, based on the subscription level that was purchased. The first username is created when the account is created, and this is treated as the Main User Username (Account Administrator). We recommend using a generic or institutional name to avoid usernames being tied to a specific person, which can be difficult to remember when there are personnel changes.

If you are logged into eClimateNotebook with a username that was granted *Admin Access*, you will be able to add additional usernames by clicking on the "Add New User" button and filling out the info sheet that appears



You can manage the user accounts by using the buttons in the "Action" column to the left of the username

- to change the password for that username

- to change the email address associated with that username

- to delete the username

Under *User Manager* you also have the ability to assign access levels for each user

Admin - full account privileges, including adding and deleting users and datasets

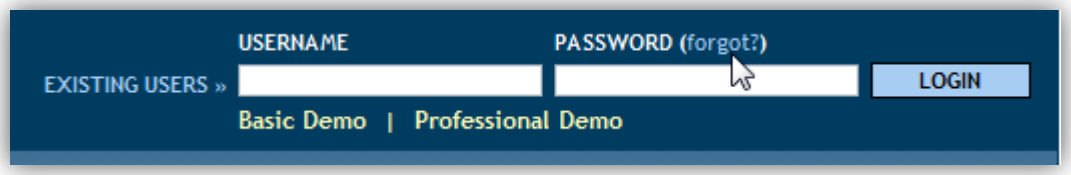
Normal - access is limited to adding and deleting datasets

Read-Only - the most limited level, users are only able to view datasets

A few other notes to be aware of regarding user accounts:

- all usernames within the account have access to ALL datasets within that account. The Access Levels limit how much a particular user can do with the datasets, but all users work within the total pool of datasets

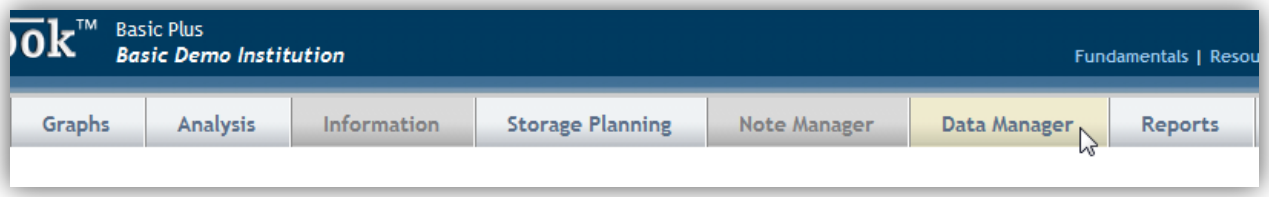
- if a user forgets their password, they can reset it by clicking on the "Forgot" link in the upper right-hand corner of the screen



An email will be sent to the email address associated with that username. The email will contain a link that will bring the user back to eClimateNotebook and prompt them to reset the password, and then log them in.

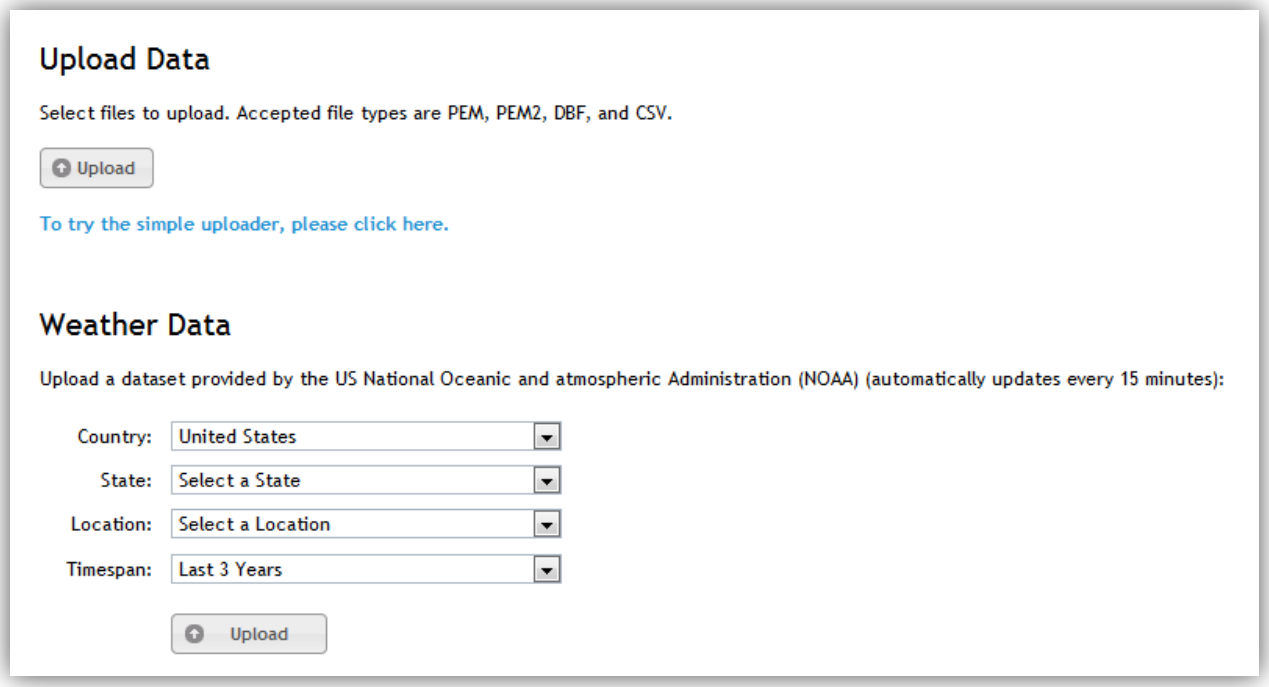
Uploading and Managing Your Data

Once you have downloaded data from your datalogger, you will need to upload that data into eClimateNotebook. eClimateNotebook will then compile the raw data from the data file into a graphical, easy to understand format. Click on "Data Manager" on the gray navigation bar to begin.



The Data Manager page consists of two sub-pages that allow you to upload data and manage your uploaded datasets.

Data Manager – Upload Data



Upload Data

The Free Subscription Level will allow you to upload data files generated by PEM and PEM2 dataloggers, and DBF files from the now retired desktop version of Climate Notebook.

The Paid Subscription Levels (Basic through Professional Plus) include the additional functionality of a Universal CSV Importer. This allows for data files that have been exported in a CSV format from non-PEM/PEM2 data loggers.

Weather Data

You can also include outdoor weather data by uploading a dataset provided by the US National Oceanic and Atmospheric Administration (NOAA). Specify your Country, State, and a Location nearest to your Institution; then click on the "Upload" button.

The *Timespan* refers to how far back you would like the outdoor data to go. The default is three (3) years, or you could choose to upload all of the recorded data on file for that location.

- The Weather Data does count towards your total allotted datasets, so if you have a Basic Subscription and have included Weather Data for your area, you now have 9 available dataset "slots" to use.

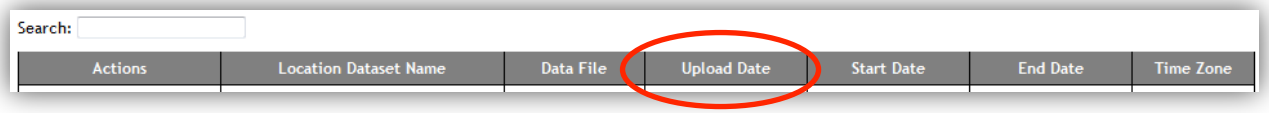
- Detailed instructions for uploading your data as well as information about using USB Flash Drives are available in the FAQs section of eClimateNotebook. These can be found by clicking on "Support" in the upper right-hand corner of eClimateNotebook.

Data Manager – Data History

The *Data History* section allows you to manage our Location Datasets. When you first upload your data, you are prompted to assign a Location Dataset Name. This reference is what you will see in your graphs, reports, and analysis page; and is designed to be more descriptive and relatable than the serial number of the logger the data was collected with.

The *Search* feature was added for Institutions with large numbers of Location Datasets, so that instead of scrolling through a long list of datasets you can search by keywords or serial numbers.

Data History is set up as a table that displays the Location Dataset Name, what Data File it is associated with, the date of the most recent data upload (Upload Date), the starting date for the full range of data for that Location Dataset (Start Date), and the ending date for the full range of data (End Date). It also displays the Time Zone associated with that dataset. You can also change the sort order of your Datasets (such as: by Upload Date) by clicking on the column header.



To the left of each Location Dataset, in the *Actions* column, are a series of icons that will allow you to manage that particular Location Dataset:

- Show Graph: This allows you to view the graph for that specific Location Dataset

- Rename Dataset: This allows you to change the name of the Location Dataset. This is useful if you have uploaded data but did not change the Dataset Name to something other than the default (Serial number). Note: eClimateNotebook will not allow you to rename the Dataset to a pre-existing name.

- Export Dataset: This allows you to export the full dataset. This is sometimes done to maintain a local backup before deleting the dataset from eClimateNotebook

- Delete Dataset: This allows you to delete the entire dataset from eClimateNotebook. Often used to free up a Location Dataset if you've maxed out on the total number allowed

- Archive Dataset: This severs the association between the Location Dataset Name and the serial number. Useful when moving a logger from one space to another, this will prevent eClimateNotebook from writing new data to the old dataset.

- Archived Datasets count as part of your total allotted Datasets

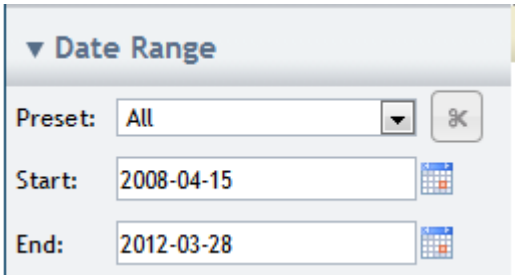
- More detailed information on Data Management, including Moving Loggers and Merging or Appending Location Datasets, can be found in the "Support" section of eClimateNotebook, under "Data Management."

Viewing Graphs

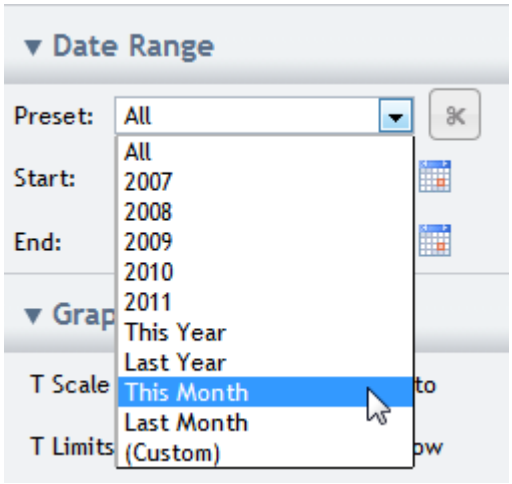
Once you have uploaded your data, eClimateNotebook will translate the raw data into graphs that will aid you in understanding trends in the environmental conditions within your spaces. eClimateNotebook provides a number of different features to customize the way your data is presented.

Date Range

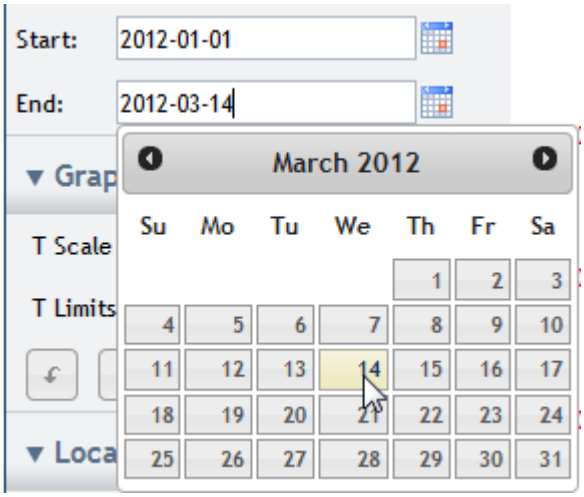
This section, in the upper left-hand corner, is where you will find various options for viewing sets of data within a particular time frame.



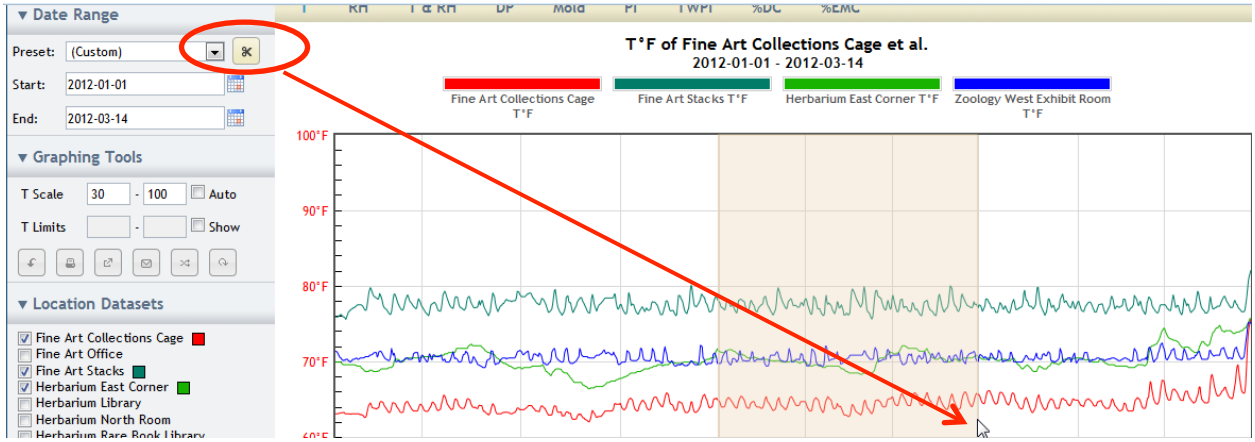
Preset gives you a dropdown menu with a series of “canned” date ranges that you can quickly apply to your datasets.



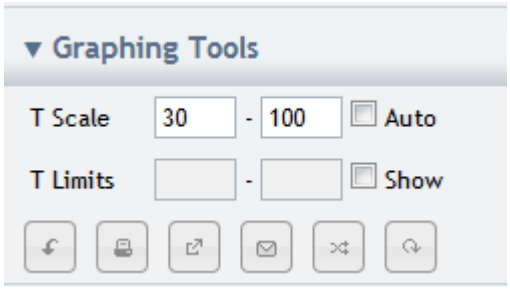
The *Start* and *End* fields are used to select a custom date range to view. You can either type in the Starting and Ending dates manually (in YYYY-MM-DD format) or click on the Calendar icon, use the left and right arrows to select the month, and then click on the day.



 - The Cut Tool is used to crop a particular range of data by clicking-and-dragging on the graph. Click on the icon, and then click-and-drag to select the desired range. The Cut Tool is active when the icon is yellow.



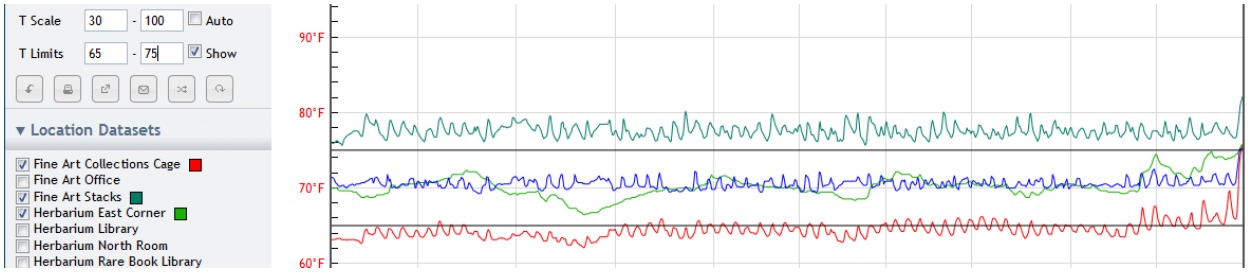
Graphing Tools



The *Scale* allows you to alter the values along the Y (vertical)-axis. You can enter a Min and Max value in the text boxes, or click on the AUTO checkbox and eClimateNotebook will adjust the Y-axis based on the range of the dataset(s) being displayed.

By selecting the checkbox for *Limits* you can identify what the acceptable Min and Max values for your collection would be, and this will allow you to identify if the measured data exceeds these values.

These labels (**T** Scale, **RH** Limits, etc) will change based on which type of graph you are displaying



 - Export Graph: Exports the graph for the selected date range in PNG format

 - Print Graph: Displays the graph for the selected date range in a new Print-Friendly browser window

 - Fullscreen Graph: Displays a full screen version of the graph for the selected data range in a new browser window

 - Email Graph: Creates an email that contains the graph and selected statistics

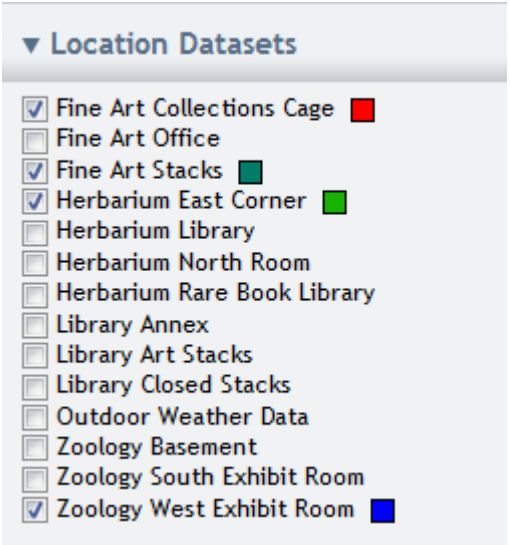
 - Show Overlap: Displays overlapping data points from each selected dataset

 - Reset Colors: Resets all custom colors that have been assigned to Location Datasets (see below)

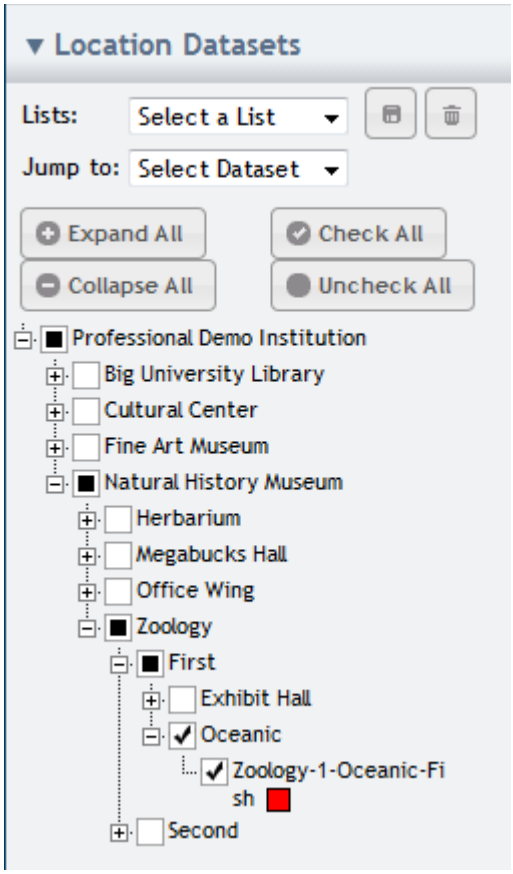
Location Datasets

This section displays all of the location datasets for your account. You can select up to eight (8) datasets at a time to view on the graph. How your Location Datasets list is displayed is based on your subscription level.

Free, Basic, Basic Plus View

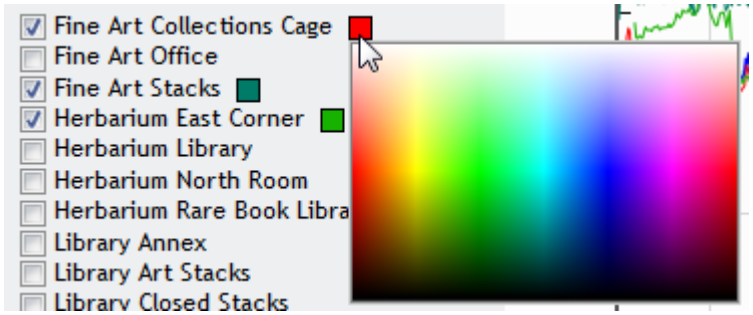


Professional, Professional Plus View



Custom Colors

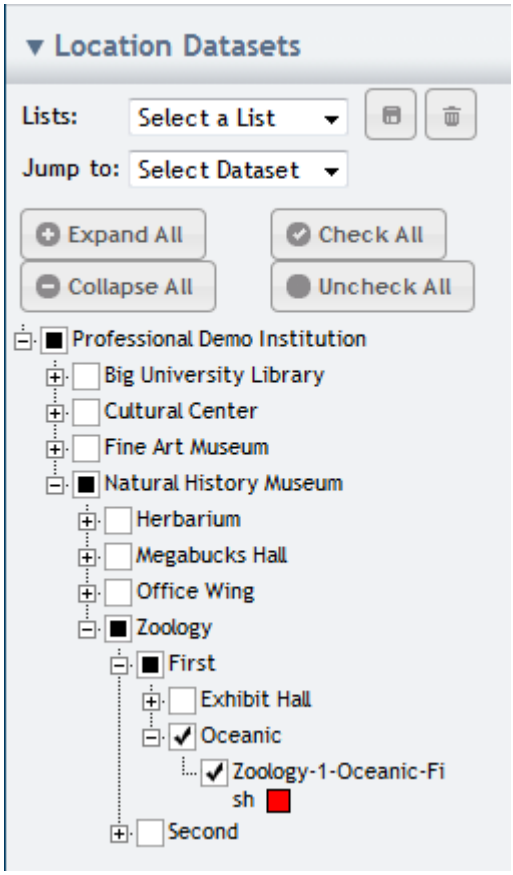
eClimate Notebook automatically assigns a color to a Location Dataset when it is selected. You can customize that color by clicking on the small color box next to the Location Dataset Name and choosing a color from the palette.



You can revert back to the automatic color assignments at any time by clicking on the *Reset Colors* icon under *Graphing Tools*.

Working with Location Datasets at the Professional/Professional Plus Level

The Professional and Professional Plus level subscriptions are designed for institutions with a large number of location datasets to manage, and the Locations are managed by a Hierarchy Tree.

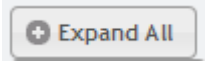


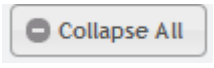
The ***Lists*** tool is useful if you frequently compare the same Location Datasets, you can save those selected Datasets in a List and then select that list in the dropdown.

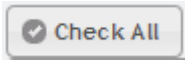
 - Save List

 - Delete List

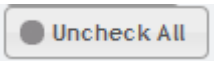
Jump *to* allows you to go directly to a particular Location Dataset and view its graph, instead of manually expanding a section of the Hierarchy Tree.

 - Expand All: Opens the entire Hierarchy Tree so that you can view all of the datasets

 - Collapse All: Closes the entire Hierarchy Tree to the highest (Institution) level



- Check All: Selects all location datasets in the account (NOTE: eClimateNotebook can only display 8 datasets at a time)

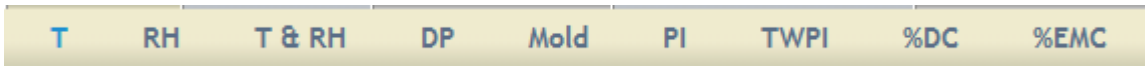


- Uncheck All: Un-selects any datasets that are currently selected


- Additional information on Managing Hierarchies and Best Practices for naming Location Datasets Can be found at https://www.eclimatenotebook.com/information_management.php

Available Graphs

You can switch between the various Graphs available in eClimateNotebook by clicking on the Headers next to *Date Range*



Your choices for Graphs are: Temperature, Relative Humidity, Temperature and Relative Humidity, DewPoint, Mold Risk, Preservation Index, Time Weighted Preservation Index, Percentage of Dimensional Change, and Percentage of Equilibrium Moisture Content.

More information on what these graphs are and how they are used can be found in the Fundamentals section of the website: https://www.eclimatenotebook.com/fundamentals.php

For more in depth information and explanations for additional tools and features available on eClimate Notebook, please visit the Support Page at https://www.eclimatenotebook.com/support.php

Technical Support: ipitech@rit.edu or call (585) 475-7125