



## ACTION REQUIRED

Upload the webLogger data immediately upon receipt of shipment to the trial site

1

### Stop the webLogger

Press and hold the **STOP** button on the webLogger for 3 seconds, until the red stop light turns on



2

### Insert the webLogger into your MonTe computer

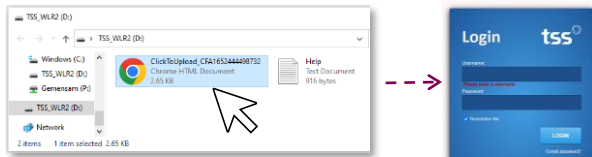
Place the webLogger into the computer's USB port



3

### Select and open the webLogger data file

Double click on the file. If required, login to MonTe

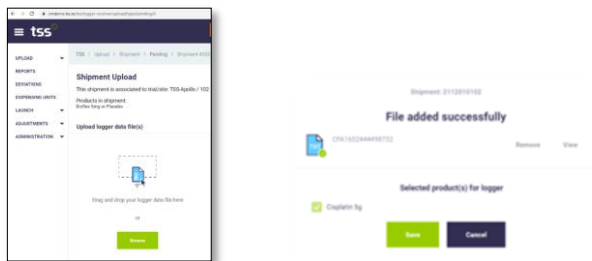


If File Explorer does not open automatically to the webLogger, open File Explorer and locate the webLogger drive and data file

4

### Upload the data file

Browse for the data file in Explorer or drag and drop the file onto the Shipment Upload page and select **Save**

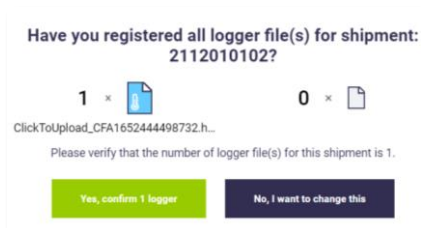


 Repeat steps 1-4 for all webLoggers in the shipment

5

### Confirm upload

When all webLoggers in the shipment have been uploaded select **Confirm** and then confirm the number of files uploaded by selecting **Yes, confirm # logger**



## Shipment Upload Result

MonTe will determine one of the following outcomes after a data upload:



### No excursions detected

The temperature was in range for the **entire** period during the shipment and is **OK** for use



### Excursion detected; no action required

The temperature was **partly** outside the ideal temperature range for the product but is determined by MonTe to be **OK** for use



### Temperature deviations have been detected

MonTe has determined the product must be placed in quarantine and if applicable updated in the IRT/RTSM

If the outcome of a data upload results in a **deviation**, the effected product(s) will need to be placed in quarantine.

MonTe will automatically inform the GCSC who will investigate. They will advise the site of the outcome and what action to take with the effected product(s).

In the event of any product needing to be placed in quarantine follow standard procedures and refer to the relevant AstraZeneca guidance which can be found at the MonTe website:

<https://help.az.tssab.com>

Refer to the MonTe User Guide:

➤ **Shipment webLogger upload**

Technical Support is also available 24/7



**Please do not dispose of the webLogger for at least 48 hours in case there are any issues with the file upload**

**DO NOT return the webLogger. Kindly discard the WebLogger device at your site in line with local recycling requirements. Please note that the product contains a lithium battery.**

