



REVISION HISTORY

REV	CHANGES	DATE
00	Initial release	February 2021
01	Amending regulatory statements	July 2021
02	Amending regulatory statements & How to Add New Users section	November 2021



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HOW TO LOGIN

In order for you to login to the ActiveSense portal, you must have an active username and password. If you don't have an active username and password, please reach out to your ActiveSense adminstrator in order to get the appropriate credentials for logging in.

Once you have acquired the appropraite credentials from your ActiveSense adminstrator, navigate to the following link on your web browser: <u>https://insights.activesense.com</u>



On the home screen of the portal, you will see a window in the middle of the screen with a field for email/username (1) and password (2). Enter the credentials provided by your ActiveSense administrator and then click "Sign In" (3).

If you have forgotten your password, you can reset your password from this same window. Just click the link at the bottom of the window where it reads, "Forgot your password? <u>Click here.</u>" (4) Follow the instructions on the next page and you will be sent a link to reset your password.

Sign in to start your secure session	
Email	×
Password	
3 Sign In	
Forgot your password? Click here. 4	

Quick Tip: You must have an active email/username on file in order to login and use the "Forgot your password" feature. If your account has been de-activated, the above will not work.



HOW TO CHANGE YOUR PASSWORD

In the top right-hand corner of the web portal, click on your username (1) and then "Profile" (2).

ActiveSe	ense				1 T. Manager 👴
B. conseen **ActiveSense Training Company ** ** ** ** Company Information #9 Map	*ActiveSense Training Company Duthoard estites with Activity down Activity MATE to TOTAL SITES	Î	6 SITES WITH OVERDUE SERVICE CON OVERDUE SERVICE REVOND TARGET RESPONSE TIME.	-yha	Training Manager Added Jan 2021
ଫ Branches ଟି Sites @ Users	Site Map Elder Elder Elder			0	TOTAL STIES 10 4 new in last 6 months.
B AIR Hubs % AIR1s ≅ Recent <	IDHO WIOMNE SUTI DAOLA	WISCONSIN	Orres Moores Manual Standard Manual Standard Sta	Â	STTES ONLINE 6 60% reporting online

Using the below requirements, choose a new password and select "Save".

Passwords must meet the following requirements:

- At least one letter
- · At least one capital letter
- · At least one number
- At least one special character
- Be at least 6 characters
- No spaces

ense⁼	
	Q Home > Users > Edit
Identity	Access Level
*Email:	*Company:
ActiveSenseSupport@corteva.com	*ActiveSense Training Company
*First Name:	Branch:
Training	Al
*Last Name:	Site:
Manager	Al
Initial Site List View:	
Since Last Service 👻	Access Role
Initial Sensor List View:	Role:
Since Last Service	Manager
User Active:	
Yes	
Password	
Change Password:	
Confirm Change:	
Save	



HOW TO ADD NEW USERS

To grant others in your company access to the portal and app, you will need to add them as users.

- 1. Login to the portal at insights.activesense.com
- 2. On the left sidebar of your company dashboard, select "Users".
- 3. Select the green "+New User" button at the left top of the page.

ActiveSe	ense⁼				T. Manager 🦨 😡
요.cowww *ActiveSense Training Company ~	New User User List : "ActiveSense Trainin	g Company			Gi Home ⇒ Users
@ Dashboard	1 to 28 of 28 items				
Company Information					
ер _{Мар}	Name	A Last Login	Branch	Role	
♀ Branches	Annetts, Robert	2019-10-27 11:36 PM		Company Mgr	
Ø Sites	Beauregard, Tara	2019-10-16 11:49 AM		Company Mgr	
(O) Users	Callahan, Raymond	2020-11-09 07:56 AM	Branch: ActiveSense Training Company	Site Mgr	
Land Sec	Doe, John	2019-09-21 05:02 PM	Branch: ActiveSense Training Company	Branch Mgr	
AIR1s	Green, Bill	2009-08-28 01:54 PM		Company User	
≡ Recent <	Hebert, Nicky	2009-08-28 01:52 PM		Company User	
	Howard, Jennifer	2020-06-15 11:44 AM	Branch: ActiveSense Training Company	Branch Mgr	

Quick Tip: Users can only be added through the portal. Users CANNOT be added via the mobile app.

- 4. Under "New User Information" fill out the required information.
- 5. You can control the user's access level, giving them visibility that ranges from the entire Company, a specific Branch, or for a single Site. Additionally, you can give access across multiple Companies, Branches, and Sites depending on the complexity of your organization. To do this, select options from the appropriate Access drop-down menus on the right of the New User Information page.
- 6. Also on this page, you can assign a role to the user, including a "Read only" option. This will prevent the user from installing, servicing, or deactivating sites, but will allow them to see the activity levels, health, and data of existing sites. To do this select options from the drop-down menus under "Access Role" on the right side of the New User Information page. This role is ideal for your customers/clients who would like access to the portal.
- 7. Click the green "Save" at the bottom left of the page to finish.

ActiveS	ense	
A comment	New User Information	
	*Email	Access Role
		Role:
	*First Name:	User v
	"Last Name:	Company Access (1)
		anulan'i verena (n)
	License:	Branch Access (All)
	Initial Site List View:	
	Since Last Service v	
	Initial Sensor List View:	
	Since Last Service 🗸	
	Password	
	*Password:	
	*Confirm Password:	
	Save	
	Version: 202111181	Copyright © 2022 Continue. All rights reserved.

Quick Tip: Just because an employee is set up as a user, they are not automatically set up to receive notifications. Follow the instructions here to add/subscribe to notifications.



HOW TO REMOVE USERS

If for any reason access to the ActiveSense portal and mobile app needs to be removed for a user, you'll need to delete their account.

- 1. Login to the portal at insights.activesense.com
- 2. On the sidebar of your company dashboard, select "Users" (1)
- 3. Click on Name of User (2)
- 4. In the bottom right corner, select the orange button "Delete this Account" (3)

<u>ActiveSe</u>	• New User User List : "ActiveSense Training Company				ᢙ Home > Users
유 commany *ActiveSense Training Company	1 to 28 of 28 items				search Q
② Dashboard	Name 2	* Last Login	Branch	Role	
Company Information	Annetts, Robert	2019-10-27 11:36 PM		Company Mgr	
ு Map	Beauregard, Tara	2019-10-16 11:49 AM		Company Mgr	
© Branches	Callahan, Raymond	2020-11-09 07:56 AM	Branch: ActiveSense Training Company	Site Mgr	
Ø Sites	Doe, John	2019-09-21 05:02 PM	Branch: ActiveSense Training Company	Branch Mgr	
Otters 1	Green, BII	2009-08-28 01:54 PM		Company User	
S AIR Hubs	Hebert, Nicky	2009-08-28 01:52 PM		Company User	
AIR1s	Howard, Jennifer	2020-06-15 11:44 AM	Branch: ActiveSense Training Company	Branch Mgr	

 Edit User Information 	
Identity	Access Level
*Enail:	*Company:
jahndued proposingany.com	
*Test Name:	Brands
John	ActiveSeroe Training Company 🛩
*Last Name:	Sec.
Date	
politial site that where	
Since Last Service	✓ Access Role
C Initial Sensor List View:	Note
Since Last Service	v Haraper v
User Active:	
Yes	
Password	
Change Parsword:	
Certim Change	

HOW TO VIEW YOUR BRANCH LIST

To view a list of all branches (physical brick and mortar locations) currently active for your company:

- 1. Login to the portal at insights.activesense.com
- 2. On the sidebar of your company dashboard, select "Branches"
- 3. The list that populates represents all the branch locations set up for your company (1). Here you'll find a quick glance at the # of Sites at each branch (2) and a dropdown of quick Links (3) [i.e. Branch Dashboard and Sites]

요 communy *ActiveSense Training Company	Branch List : *ActiveSense Training Company			Ø Home > Brand
Dashboard	1 to 7 of 7 items	<u>_</u>		search
	Title	sites	Active	3
	ActiveSense Training Company	10	0	
	Demo Company		0	LINKS 🖑
	H Pest Control	0	٥	Dashboard
	M Pest Control		٥	
G AIR Hubs	Pest Solutions	0	0	Branch Info
AIR1s	RPM	0	0	Map
	xyz Pest Services	0	0	Sites
	50 v per page			Previou Users



UNDERSTANDING YOUR COMPANY DASHBOARD

*After logging into the portal (insights.activesense.com), your default view is the company dashboard.

ActiveSe	ense			T. Manager 🦨 🛛
B. consister *ActiveSense Training Company ((UnitExam) O Company Information	*ActiveSense Training Company Durbourd STIS WITH ACTIVITY and ACTIVITY RATE 10 TOTAL STIES	e SITES WITH OVEROUE SERVICE concoverence service service takes service service takes	-yhe	G Hone > Debload 1 SITES NEEDING MAINTENANCE 10% MAINTENANCE RATE LOW BAITERY, POOR SIGNAL OR OFFLINE
I₽ Map ♥ Branches ♥ Sates ⊕ Users ■ Alk Hubs	Site Map Row Revenue Rome		0	TOTAL STES 10 4 new in last 6 months.
Mar Alle Holler Nr Allels ≣ Rocent ¢	DAHO WOMEN INA	Oviago Denos	(ج) ج	STITS ONLINE 6 60% reporting online STIES OFFLINE
	UNITED STATES	Spore vero reconstruction service serv	<u>ه</u>	0 0% are Office SITES INACTIVE 4
		Mennor TOMERI NGA AGAI ARASAIA		40% inactive (offline 30+ days) STES WITH ACTIVITY 6 6/5% are reporting activity
	Dotter Dotter Dotter Dotter Dotter Director Dire	Vestosofin obrania Josephi LDBOA EXII Terter 6201 Movel Capper See	۵.	Sensors 32 Software reporting activity
	Sites Needing Service -	Last Sites Added - Wolak 5 Paste	۵.	AIR HUBS 9

1. The cards along the top show a view of current sites that need attention – Sites with Activity, Sites with Overdue Service, and Sites Needing Maintenance (i.e. Sensors offline, poor signal, low battery). If you click on each card, you will be able to see these sites in more detail.

60%	ITES WITH ACTIVITY % ACTIVITY RATE TOTAL SITES	9	6 SITES WITH OVERDUE SERVICE 60% OVERDUE SERVICE BEYOND TARGET RESPONSE TIME.	-yha	1 SITES NEEDING MAINTENANCE 10% MAINTENANCE RATE LOW BATTERY, POOR SEGNAL OR OFFLINE
-----	--	---	---	------	--

2. The cards listed vertically on the right-hand side show a summary of all Sites, Sensors & Hubs deployed across all sites. Click on one of the top 5 cards for more detail.

0	TOTAL SITES 10 4 new in last 6 months.
Ŕ	SITES ONLINE 6 60% reporting online
1	SITES OFFLINE 0

- Site Map Here you will see pins for all of the active sites for your company. Green pins indicate sites that currently have no activity, whereas red pins are sites that have sensors w/ activity. Click on each pin for more detail. (1)
- Sites Needing Service A list of sites that need to be serviced. Click on any of the sites to jump to that Site Dashboard.
- Last Sites Added A quick view of the last 10 sites to be added. Click on any of the sites to jump to that Site Dashboard.

Sites Needing Service	-	Last Sites Added	-
Keith's House ¶ 4682 Tayport Ave , Grove City, OH OH	▲ 8 ↔	Wolak 5 ♥ 4568 W Fairview Rd, Greenwood, IN 46142	Jan 04



NAVIGATING TO AND UNDERSTANDING YOUR SITE DASHBOARD

Login to the portal at insights.activesense.com. On the sidebar of your Company Dashboard, select "Sites", then choose a site from the list.

ActiveSe	nse						T. M	inager 🖍 🥥
L COMPANY	Since Last Service	✓ Site Type	~					
	Site List : "ActiveSense Training Company						Ø He	me > Site List
	1 to 6 of 6 items						search	۹
Ф мар	Site	 Contact 	Last Service	Company		Status	Service	Health
© Sites	Keith's House		2020-10-08 09:59 AM	Branch: ActiveSense Training Company			8	*
	L) Home		2020-11-07 11:31 AM	Branch: ActiveSense Training Company		Δ	8	*
	Michael's demo Site		2020-12-18 08:28 AM	Branch: ActiveSense Training Company			8	*
ActiveSee Actorement Training Company A	Warehouse B Dahosed Lassons with ACTAITY 100% ACTUITY BATE 107% ACTUITY BATE		100	ENSORS WITH OVERDUE SERVICE MA OVERDUE VICE BEYORD TARGET RESPONSE TIME.		D SENSORS NEEDING MAINTENAN Ne MAINTENANCE RATE LOW BATTERY, POOR SIGNAL OR ((i) Home	inager 🦨 🌒 > Deshboard
© sm: Warehouse B	Activity 12/30/2020 1/29/2021 Q			- x	Site Diagnos	tics		
Gi tablicard @ Site Health Check	2				Contact Info	rmation		
To Sink Under State Control C	1		Ш		2	TOTAL SENSORS 1 1 new in last 6 months. SENSORS ONLINE 1 1 1000% reporting online		
≣ Recent <	a Dec ²⁰ Dec ²¹ Jen ⁽¹⁾ Jen ⁽²⁾ Jen	and see the set the set the set the set the	10 ¹² 20 ¹⁸ 20 ¹² 20 ¹⁰ 20 ¹⁰	** ** ** ** ** ** ** ** ** **	Ľ.	SENSORS OFFLINE 0 9% reporting offline		
	Site Report See () Control (1				ERISONS WITH ACTIVITY L 100% are reporting activity	Environmental Br finterior	eakdown

1. The cards along the top show a view of current sensors that need attention – Sensors with Activity, Sensors with Overdue Service, Sensors Needing Maintenance (i.e. offline, poor signal, low battery). Click on each card to see these sensors in more detail.



2. The cards listed vertically on the right-hand side show a summary of all Sensors & Hubs deployed at the site. Click on any of the cards to see more detail.



(continued on next page)



- 3. **Site Diagnostics** expand this tab to see timestamp details such as: Last Comm (Last time a sensor communicated), Last Service (Timestamp from the last service event), and Created (Site creation timestamp)
- 4. Contact Information expand this tab to see details such as: Site Address, and Site Contact

Diagnostics	Contact Information
Min Battery:	Warehouse B
ast Comm: 1/29/2021 9:43:18 AM	9330 Zionsville Rd
ast Service: 12/7/2020 11:40:49 AM	Indianapolis, IN 46268
Created: 11/2/2020 9:30:40 AM	Timezone: Eastern Standard Time

- Activity Chart An overview of activity and service trends over time. Adjust the start and end dates as desired.
 (1)
- Site Report A map view of all sensors installed at site. Green pins indicate no activity, while red pins indicate sensors w/ activity. Click on a pin to see details for a sensor. (2)

7. Site Sensors

a. Overview – A list view of all sensors installed at site. Details include Device Type, Last Service, Last Reported Signal Strength, Battery Level, and Activity Count (since last service). When on the "Overview" tab, default view lists sensors in ascending order according to *current* activity count. Sort the list by clicking on any of the column headers.

Site Sensors					Overview	Diagnostics
1 to 1 of 1 items					search	Q
Name	Device Type	Last Service	Signal	Batt.	Activi	ty 🗸
🕈 AB - snap	Snap Trap	N/A	at		3	3
50 V per page					Previous	1 Next

b. Site Sensors / Diagnostics View – Here you can find the "Last" communication timestamp (the last time a sensor communicated with a hub), sensor firmware version ('V'), sensor "Type", and the "DevEUI" (i.e. Serial #)

Site S	Sensors					Overview	Diagnostics
1 to 1	of 1 items					search	Q
	 Name 	Last	v	Туре	DevEUI		
ę	AB - snap	02/10/21 09:41 AM	1.8	AIR1	3931373369376506		
50	✓ per page					Previous	1 Next



HOW TO SUBSCRIBE TO NOTIFICATIONS

A. To subscribe to notifications for <u>ALL sites</u> for a branch:

- 1. Login to the web portal at insights.activesense.com
- 2. On the sidebar of the company dashboard, select "Branches" from the menu.
- 3. Select a Branch from the Branch List. This will open the Branch Dashboard.
- 4. On the sidebar of the Branch Dashboard, select "Notifications" from the menu. (1)
- 5. Fill in the Full Name, Mobile # to receive text message notifications, and/or valid email address to receive email notifications. (2)
- 6. Under the "Notify on sensors" dropdown, select Interior, Exterior, or All. (3)
- 7. Select "Save" (4)

ActiveS	ense					T. Manager 🦨 🕼
COMPANY VictoreSense Training Company	Note: Multiple persons may be sub-	ingCompany cribed to receive notifications for this branch. Each s	ubscription must contain either or both a vali	d email address or a valid mobile phone number,	i i i i i i i i i i i i i i i i i i i	Home > Branches > Notifications
C BUNCH ActiveSense Training Company	Full Name 2	Country	Mobile Phone	Email	Notify on Sensors	Delete
C Dashboard	New user	United States	✓ L+1 (###) ###-####		None	~
Branch Information					None	
щ _{Мар} ♥ Sites	Save 4				Interior	
					Exterior	
(1) Users	Active Sites Note: Click the notification in	in to view individual sensors configured for site notifications.			Al	
	Site	Contact	Notification		L	
	Keith's House					
	Tara's Demo Site	Tara Beauregard				
	Michael's demo Site					





B. To subscribe to notifications for a specific Site:

- 1. Login to the web portal at insights.activesense.com.
- 2. On the sidebar of the company dashboard, select "Sites" from the menu.
- 3. Select a Site from the Site List. This will open the Site Dashboard.
- 4. On the sidebar of the Site Dashboard, select "Notifications" from the menu.
- 5. Fill in the Full Name, Mobile # to receive text message notifications, and/or valid email address to receive email notifications.
- 6. Under the "Notify on Sensors" dropdown, select Interior, Exterior, or All.
- 7. Select "Save"

요 company *ActiveSense Training Company <	Notifications Warehouse B			(2) Hom	e > Sites > Site > Notifications
		ceive notifications for this branch. Each subscription must contain either or both a valid email ad	dress or a valid mobile phone number.	•	
C BRANCH ActiveSense Training Company	Full Name		Email	Notify on Sensors	Delete
© sm		United States	2	All	✓
Warehouse B	New user	United States	2	None	
② Dashboard				Interior	
Ø Site Health Check	Save 4			Exterior	
i Service < O Site Information	Save 4			All	
A Sensor List	Active Sensors				_
暉 Map	Name	Building/Area	Env.	Fir.	Notify
🖬 Charts	AB - snap	0	Interior	1	
Service to the service	Device Type: Snap Trap				
@ Users					
O UAIS					

C. To remove a notification subscriber:

For a branch level subscriber, follow steps 1-4 from A. For a site level subscriber, follow steps 1-4 from B.

Next, find the user to be removed, then select the check box under the Delete column on the far right. Finally, select "Save".

Notifications Warehouse B	to receive notifications for this branch. Each subscr	iption must contain either or both a valid email.	address or a valid mobile phone number.	0	Home > Sites > Site > Notifications
Full Name Test Manager	Country United States	Mobile Phone L +1 (614) 563-0682	Email Etat.manager@corteva.com	Notify on Sensors	v Pelete
New user	United States 🗸	L+1 (###) ###-####	2	None	~
Save 2					

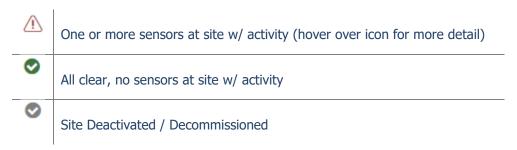


HOW TO VIEW YOUR SITE LIST (INCLUDING DEACTIVATED SITES)

- 1. Login to the web portal at insights.activesense.com
- 2. On the sidebar of the company dashboard, select "Sites" from the menu.
- 3. The default view is a list of all currently "Active Sites". To change the view to see Deactivate Sites or All Sites, toggle the "Active Sites" dropdown.

A сомими *ActiveSense Training Company	Since Last Service	 Active Sites 	V Site Type	~				
@ Dashboard	Site List - ActiveSense Tr		b 2				(i) I	Home > Site Li
Company Information Imp Map	1 to 6 of 6 items	Installed Sites Sites With Activity					search	(
	Site	Active Sites	ontact	Last Service	Company	Status	Service	Healt
ман 🕕	Keith's House	Overdue Service		2020-10-08 09:59 AM	Branch: ActiveSense Training Company		8	
	L) Home	Pending Sites		2020-11-07 11:31 AM	Branch: ActiveSense Training Company		8	
AIR Hubs	Michael's demo Site	Deactivated Sites		2020-12-18 08:28 AM	Branch: ActiveSense Training Company		8	
1000102000	Sarah Test Offline Install	Online		N/A	Branch: ActiveSense Training Company		8	
	Warehouse B	Offline		2020-12-07 11:40 AM	Branch: ActiveSense Training Company		8	
	Wolak 5	Inactive		N/A	Branchi ActiveSense Training Company	A	8	
	S0 ❤ per page	Needing Maintenance					Previous	1 Next

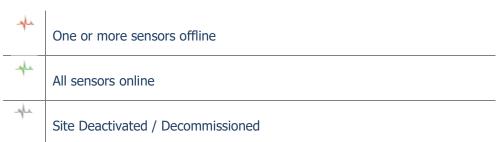
4. Status Icons:



Service Icons:



Health Icons:





HOW TO CHECK THE STATUS OF A SITE'S HEALTH

Once a site has been installed, utilize the "Site Health Check" page for a quick view of the health of all sensors and hubs.

- 1. Login to the web portal at insights.activesense.com
- 2. On the sidebar of dashboard, select "Sites" from the menu.
- 3. Choose a site from the list. This will navigate to the Site Dashboard.
- 4. On the sidebar for the Site Dashboard, choose "Site Health Check" (1)
- 5. Review the status of the Hub(s) (Online/Offline, Signal Strength, Last Seen)
 - a. Click on the green (+) to see Hub details (Hub ID/GWID, Installation Date)
- 6. Review the status of all Sensors
 - a. Status (Online/Offline)
 - b. Signal Strength
 - c. Battery Level
 - d. Last Comm (The last time a hub has received a message from that sensor. Reminder: a sensor attempts to communicate once every 8 hours)
 - e. Next Comm Attempt (How long until the next communication attempt)
 - f. Click on the green (+) to see Sensor details (Install Date, Device ID/DevEUI) (2)

-ActiveS								
L COMPANY								
	Site Health Check	Sarah Test Offline Install					Ø He	me > Sites > Site > Site Health Cher
	Hubs (1)							
ActiveSense Training Company	Hub	Status		* Signal		Last Seen		
© sm Sarah Test Offline Install	 Hub 	Online		.al		37 minutes ago		
@ Dashboard	Export							
Contention theory	Copure							
I Service								
Site Information	Sensors (1 to 2 of 2)							search C
A Sensor List	Sensor	Device	Status	Signal		Last Comm.	Next Comm. Attempt	
AIR Hub	2 3C take 2			-	Battery			
Ф Мар	3C take 2	Bait Station	Online	at		about 5 hours ago	about 3 hours from now	
Charts	Configuration Last Confirm	ned:				2021-01-14 11:30:55 AM		
Notifications	Confirmed Installation Date:					2021-01-14 11:29:24 AM		
Export								
@ Users	Device ID (Dev EUI): Model / Firmware:					3432333869376815 AIR 1.8		
dy osers								
	Signal Up / Down:					-49 / -35		
	O EF snap	Snap Trap	Online	al		about an hour ago	about 7 hours from now	
			_					
	50 🗸 per page							Previous 1 Next
	Export							

(continued on next page)



Signal Strength Icons:

UNKNOWN/OFFLINE	BAD	POOR	ACCEPTABLE	GOOD	EXCELLENT
	_ 0[]	DD	0	.al	ail

Quick Tips:

- 1. If a sensor signal strength shows red with 1 bar, this does not necessarily mean it will lose its signal. Keep an eye on these sensors and if you notice they tend to fall offline, move sensor/trap to a better location or install an additional Hub.
- 2. If a sensor is offline, check to verify the sensor hasn't been moved or misplaced. Attempt to deactivate and re-install the sensor. If that does not resolve the issue, move sensor/trap closer to an existing Hub or install an additional Hub.



REVIEWING SERVICE NOTES FOR A SITE

- 1. Login to the web portal at insights.activesense.com
- 2. On the sidebar of dashboard, select "Sites" from the menu.
- 3. Choose a site from the list. This will navigate to the Site Dashboard.
- 4. On the sidebar of the Site Dashboard, select "Service" (1), then "Service Notes" (2)
- 5. Here is a list of all service notes created for the Site.
- 6. Options to review:
 - a. Sort by: Date, Sensor, Created by, or Observation Code by clicking on the column header.
 - b. Filter by: Sensor, Created by, or Observation Code by clicking on the sensor name, user name, or observation code desired (i.e. click on "Room 1 sensor 2" to show all service notes for that particular sensor).
 - c. Use the search option: key in a sensor name, user name, or observation code
- Click on the green (+) icon to expand a service note and see more details, including the last detection timestamp.
 If an image has been included in the service note, a larger view of the image can be found here. (3)
- 8. Click on "Export" on the top left to export a .csv file of all existing service notes. (4)

n ense Training Company 🦿	Service Notes Warehouse B				to range - a	tes > Site > Ser
	1 to 2 of 2 items				sear	dh
nse Training Company	 Date (browser) 	Sensor	Created by	Observation Code	Activity Comme	nts
ouse B	0 2020-12-07 11:40	DECOM: EF offline	M, Sarah	No Trigger Reported No Trigger Observed	50	
hboard	2020-12-07 11:40 2020-11-03 13:18	DECOM: EF offline	Moulin, Sarah	Trigger Reported No Trigger Observed		1
iboard Health Check	0					
	Created:		2020-11-03 01:18 PM			
ervice Mode	Sensor:		DECOM: EF offline			
entor Natar (2)	Station Type:		Multi-Catch Trap			
ervice Audit	Site:		Warehouse B			
information	Created by:		Moulin, Sarah			
	Observation Code:		Trigger Reported No Trigger Observed			
	Last Detection:		2020-11-02 05:50 PM			
	Activity:		7			
		At Assessment	CALLER AND			
		ACTION AND ADDRESS AND ADDRESS				



HOW TO EXPORT ACTIVITY DATA

Follow these steps to view activity data for a sensor or group of sensors for a site.

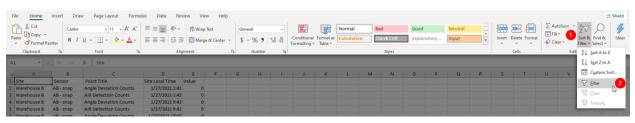
- 1. Login to the web portal at insights.activesense.com
- 2. On the sidebar of dashboard, select "Sites" from the menu.
- 3. Choose a site from the list. This will navigate to the Site Dashboard.
- 4. On the sidebar of the Site Dashboard, select "Export". (1)
- In the Sensors section, select specific sensors to export OR select the "All Sensors" box to export data for all sensors. (2)
- 6. In the Points section, select "AIR Detection Counts" or "Angle Deviation Counts". (3)
 - a. If sensors are Multi-Catch or Bait Stations, choose AIR Detection Counts. If sensors are Snap Traps, choose Angle Deviation Counts. If sensors are a mix, choose *both* Angle Deviation and AIR Detection Counts.
- 7. Change the Start and End Date by clicking on the date and selecting the date from the calendar OR by typing in the date. (4)
- 8. Select 'Export' this will download a .csv file. (5)

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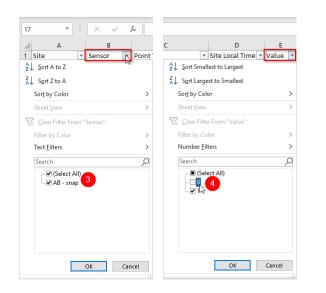


(continued on next page)

Using Excel, from the Home menu, find the "Sort & Filter" option (1) and select "Filter" (2). Next, you can sort and filter the report as desired. For example, to see the timestamps of all activity for a sensor, filter column B by selecting a sensor name (Sensor) (3) and filter column E by deselecting the "0" counts (Value) (4):



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	А	В	с	D	E
1	Site 💌	Sensor 💌	Point Title 🔹	Site Local Time 💌	Value 💌
2	Warehouse B	AB - snap	Angle Deviation Counts	1/27/2021 1:43	1
3	Warehouse B	AB - snap	AIR Detection Counts	1/27/2021 1:43	1
4	Warehouse B	AB - snap	Angle Deviation Counts	1/27/2021 9:43	1
5	Warehouse B	AB - snap	AIR Detection Counts	1/27/2021 9:43	1
6	Warehouse B	AB - snap	Angle Deviation Counts	1/27/2021 17:43	1
7	Warehouse B	AB - snap	AIR Detection Counts	1/27/2021 17:43	1
8	Warehouse B	AB - snap	Angle Deviation Counts	1/28/2021 1:43	1
9	Warehouse B	AB - snap	AIR Detection Counts	1/28/2021 1:43	1



HOW TO VIEW DEACTIVATED SENSORS

- 1. Login to the web portal at insights.activesense.com
- 2. On the sidebar of dashboard, select 'Sites' from the menu.
- 3. Choose a site from the list. This will navigate to the Site Dashboard.
- 4. On the sidebar of the Site Dashboard, select 'Sensor List'. (1)
- 5. In the second dropdown menu at the top of the page, change from 'Active' to 'Deactivated' to see a list of sensors that have been deactivated. (2)

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GLOSSARY

Activity Chart: An overview of activity and service trends over time. Adjust the start and end dates as desired.

Activity Count: The number of times activity is detected and reported from the sensor.

Branch: The physical brick and mortar locations of Pest Management Professionals using ActiveSense selling to customers.

Cards: Icons, typically in the shape of a rectangle, that display specific information on your Dashboard. Sometimes cards are interactive and can be expanded upon by clicking, which allows for more information pertaining to that specific card to be displayed.

Health Icons:

-yhe	One or more sensors offline
-qhe	All sensors online
-yhe	Site Deactivated / Decommissioned

Hub (Gateway): The Hub/Gateway receives information from the ActiveSense AIR1 Sensor(s) and relays it to the Cloud. It also receives information from the Cloud and relays back to the Sensor(s). The gateways are placed in the field in relative distance from sensor(s) to hold good signal strength to pass information.

Last Sites Added: A quick view of the last 10 sites to be added. Click on any of the sites to jump to that Site Dashboard.

PMP (Pest Management Professional): These are the professionals in the field physically working with the ActiveSense products.

Read Only Access Level: Access that will prevent the user from installing, servicing, or deactivating sites, but will allow them to see the activity levels, health, and data of existing sites

Sensor: The sensor is assigned a specific trap type, placed in the field to account for, or keep track of, the amount of live animals that pass in front of the LED window. The sensor communicates directly with the Hub/Gateway to relay information to the Cloud and report findings to the customer portal and end user.

Service Icons:

T	Service Overdue
Î	Recently serviced, or service not currently required

Service Note: Recorded documentation from the Field Service Representative noting findings after arriving at site, reviewing sensor, trap, and surrounding location for reported activity. Confirmation, or lack thereof, of Animal species, photos, and text can be included within the service note.

Sidebar: Main navigation panel for ActiveSense account



Signal Bar Strength:

UNKNOWN/OFFLINE	BAD	POOR	ACCEPTABLE	GOOD	EXCELLENT
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Site Map: Here you will see pins for all non-deactivated sites for your company. Green pins indicate sites that currently have no activity, whereas red pins are sites that have sensors w/ activity. Click on each pin for more detail.

Site Report: A map view of all sensors installed at site. Green pins indicate no activity, while red pins indicate sensors with activity. Click on a pin to see details for a sensor.

Site Sensors / Diagnostics view: View where you can find the 'Last' communication timestamp (the last time a sensor communicated with a hub), sensor firmware version ('V'), sensor 'Type', and the 'DevEUI' (i.e. Serial #)

Site Sensors / Overview: A list view of all sensors installed at site.

Sites: Locations where ActiveSense is installed

Sites Needing Service: A list of sites that need to be serviced. Click on any of the sites to jump to that Site Dashboard

Status Icons:

Â	One or more sensors at site w/ activity (hover over icon for more detail)
0	All clear, no sensors at site w/ activity
	Site Deactivated / Decommissioned

Web Portal: Online location for ActiveSense account



REGULATORY STATEMENTS

FCC Statements

FCC Section 15.19: This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Cet appareil est conforme à la partie 15 des règles de la FCC. Son fonctionnement est soumis aux deux conditions suivantes : (1) Cet appareil ne doit pas provoquer d'interférences nuisibles, et (2) cet appareil doit accepter toute interférence reçue, y compris les interférences susceptibles de provoquer un fonctionnement indésirable.

FCC Section 15.21: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

FCC Section 15.105: Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

FCC Section 2.1093: This device is designed to be used so that the radiating structure(s) of the device is/are within 20 centimeters of the body of the user.

Cet appareil est conçu pour être utilisé de manière à ce que la ou les structures rayonnantes de l'appareil se trouvent à moins de 20 centimètres du corps de l'utilisateur.

EU Statements

European Union RF Exposure Statement: The device shall be used in such a manner that the potential for human contact normal operation is minimized. This equipment complies with EN 62311:2008 and basic restrictions listed in 1999/519/EC. This equipment should be installed and operated with a minimum distance of 20 cm between the radiator and your body. This device and its antenna(s) must not be co-located or operating in conjunction with any other antenna or transmitter.



Industry Canada Statements

This Device complies with Industry Canada License-exempt RSS standard(s). Operation is subject to the following two conditions:

1) This device may not cause interference, and

2) This device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes:

1) l'appareil ne doit pas produire de brouillage, et

2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement

This device complies with IC radiation exposure limits set forth for an uncontrolled environment. This device should be installed and operated with minimum distance 0.2 m between the radiator and your body.

