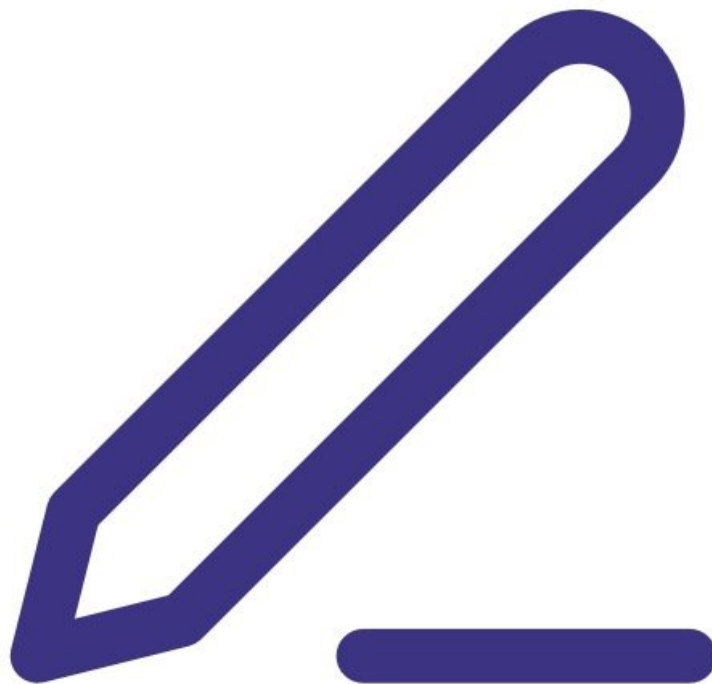




Record service activity

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INTRODUCTION

Changes to monitor settings are automatically recorded in the journal with a date and time stamp and the name of the user who performed the change.

However, service activities such as filter replacements or flow checks are not automatically recorded by the software, so you need to manually enter them.

Step 1 — Why it's important

Instrument ▾ Air Quality Monitor (AQM65 04082015-437) ▾

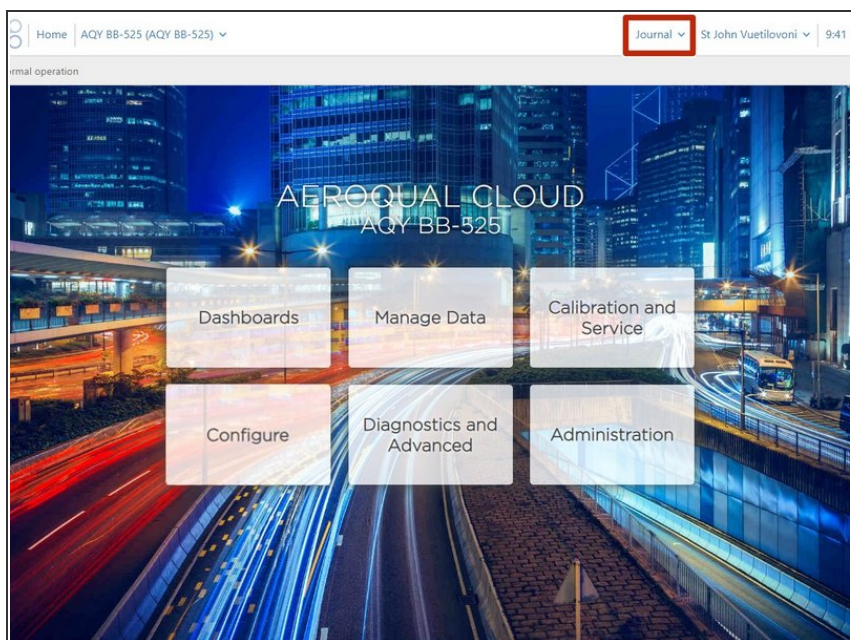
All journal types ▾

User entry | Cloud user · John Wagner

1. Site Inspection:	No new local emission sources Instrument in good condition No obstructions to monitoring equipment	2. Instrument inspection:	Cooling fan operational PM and gas inlet secure Instrument has been running at stable
3. Equipment:	Aeroqual Gas dilution calibrator: Aircal 1000 Aeroqual Ozone calibrator: AQM O3Cal Aeroqual Flow meter: AQM R7	4 Gas cylinders:	CO 1000 ppm in Air (expiry March) SO2 20 ppm in Air (expiry December) NO2 20 ppm in Air (expiry November)
4. Flow rate check:	Expected flow rate = 0.450 ml per min, Measured flow rate = 0.452 ml per min Main inlet flow rate OK, individual module flow rates were not measured.	5. Open door and change gas inlet filter	
6. Zero calibration	All modules passed zero calibration, all modules were stable and all offsets were within acceptable limits.		
7. Span Calibration	CO @ 10.00 ppm Module response was 8.95 ppm gain adjustment to 1.15 pass SO2 @ 0.2 ppm Module response was 0.210 ppm gain adjustment to 0.92 pass NO2 @ 0.2 ppm Module response was 0.090 ppm gain adjustment to 2.10 pass (module may need replacing soon contact A		
8 Pack up.	Next scheduled calibration 3 months from now. June 2017.		

- Keeping service records is a requirement under Aeroqual's factory warranty.
- It's also a prerequisite for achieving and maintaining Advanced Engineer status, a certification provided by Aeroqual to distributor engineers.
- Your distributor and the Aeroqual technical support team will look at your journal to see service records when providing technical support.

Step 2 — Open journal



- You can access the journal from your home screen or any of the following apps:
 - Manage Data
 - Calibration and Service
 - Configure
 - Diagnostics and Advanced
- From any of these apps, click **Journal** next to your username.

Step 3 — Filter entries

The left screenshot shows the 'Journal' filter selected, displaying a list of entries grouped by date. The right screenshot shows the 'Configuration' filter selected, displaying a list of configuration change entries.

Left Screenshot (Journal Filter):

- Top bar: Configure Instrument | Instrument | AQS-VIRTUAL-06 (AQS-VIRTUAL-06) | Journal | Tanya | 3:30
- Left sidebar: Today, Yesterday, This Week, Last Week, This Month, Last Month, **This year**, Last year
- Filter: All journal types
- Buttons: Export entries, Add user entry
- Entries:
 - Today: User entry | Cloud user - Tanya | Today at 3:30 a.m.
 - This Week: Test Tanya
 - Last Week: Configuration | Cloud user - Sig Ma | 10/July at 12:05 a.m.
 - This Month: Configuration change: External Sensors: => Configuration change: Active Sensors: O3
 - Last Month: System | Cloud user - Test System Administrator | 2/March at 2:59 a.m.
 - This year:** Successfully applied settings file [API]
 - Configuration | Cloud user - Test System Administrator | 2/March at 2:59 a.m.
 - Successfully applied sensor list [AQS1 SensorList V8.4.0]
 - System | Cloud user - Test System Administrator | 2/March at 2:57 a.m.
 - Successfully applied settings file [API]
 - Configuration | Cloud user - Test System Administrator | 2/March at 2:57 a.m.
 - Successfully applied sensor list [AQS1 SensorList V8.4.0]
 - System | Cloud user - Test System Administrator | 2/March at 2:23 a.m.
 - Successfully applied settings file [API]

Right Screenshot (Configuration Filter):

- Top bar: Configure Instrument | Instrument | AQS-VIRTUAL-06 (AQS-VIRTUAL-06)
- Left sidebar: Today, Yesterday, This Week, Last Week, This Month, Last Month, **This year**, Last year
- Filter: Configuration
- Entries:
 - Yesterday: Configuration change: WIFI password: *****
 - This Week: Configuration change: WIFI IP address: 192.168.0.101 Configuration change: Communications port: COM 1 => COM 2
 - Last Week: Configuration | Cloud user - Test System Administrator
 - This Month: Configuration change: Active Sensors: PM10:WS:WD:PRESS:AIR T:AIR RH => PM10:NO2:Leq_1h:Lma
 - Last Month: Configuration | Cloud user - Test System Administrator
 - This year:** Successfully applied sensor list [DS SensorList V8.4.0]
 - Configuration | Cloud user - Test System Administrator
 - Last year: Configuration change: Instrument type: AQMv8 => Dust Sentry Configuration change: Location: -36.879998, 174.671888 Configuration change: Aeroqual Sensor Port: COM 4 => COM 1 Configuration change: Active Sensors: PM10:WS:WD:PRESS:AIR T:AIR RH Configuration change: WIFI mode: Access point => Client Configuration change: WIFI SSID: Aeroqual AQM => my wifi Configuration change: WIFI password: ***** Configuration change: WIFI IP address: 192.168.0.101 Configuration change: Communications port: COM 1 => COM 2

- The journal automatically displays entries made on today's date across all journal types (those made automatically by the software and those that were manually entered).
- To view entries in a particular time period, select the period from the side menu.
- To view entries for a particular type, select the category from the drop-down.
- User entries are grouped under the journal type **User entry**.

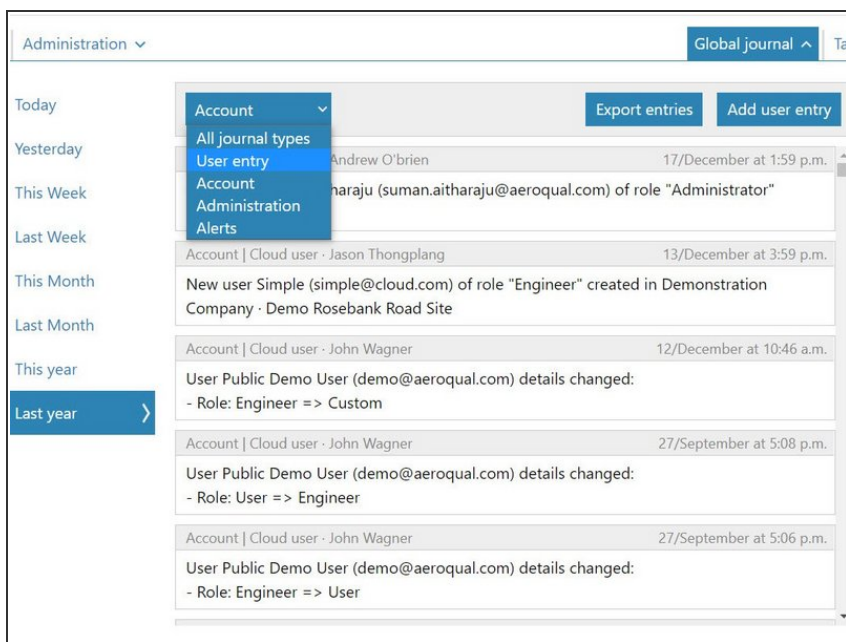
Step 4 — Add user entry

The left screenshot shows a software interface with a top navigation bar containing 'Instrument', 'DOWNWIND (DS-VIRT', 'Journal', 'Tanya Taylor', and '1:24'. Below this is a toolbar with 'er entry', 'Export entries', and 'Add user entry' buttons. The 'Add user entry' button is circled in red. The main area below the toolbar is empty.

The right screenshot shows the 'User entry' pop-up form. It has a 'User entry' dropdown at the top. Below it are 'Cancel' and 'Save' buttons. The form contains two text input fields: 'Change filter' with the value 'Inlet flow rate 0.550 LPM' and 'PM leak check = pass'. Below the form is a 'No entries' message.

- To add a manual entry for a service activity you have just completed, click **Add user entry**.
 - ❗ The **Add user entry** option is available from all category result screens.
- Type your service results into the pop-up entry field.
- Click **Save**.

Step 5 — Global journal



- If you're using Aeroqual Cloud, you can also access a global journal from your **Administration** app.
- The global journal allows you to view administration activity for your entire organization.
- Changes to alerts, projects and user accounts are automatically recorded in the global journal, but you can also add manual entries.
- The global journal works the same way as the regular journal, except the journal types in the drop-down are different.

For further support, contact [Technical Support](#).