

TrapMe®

a Pelsis Group Brand  pelsis



Quick Start Guide

IMPORTANT

Before using your new TrapMe device please visit www.Trap-Me.com to set up your account and register your device(s).

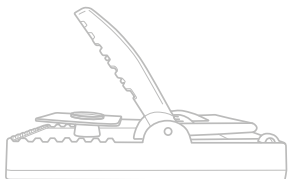
To Log onto the Portal you must first set up your account;

At the time of purchase you should have provided the email address to be used as the main administrator for your TrapMe account. If this was not done please contact our customer service team before proceeding.

1. Log in to your account
2. Set the Customer Location of where you are placing TrapMe Traps(devices) along with a description of the placement of the units. This is done under the 'Customer Locations' tab in the Portals menu.

Note: This must be done before activating any Traps (devices) Please see pages 6-7 for further information

3. Add the Traps (devices) being used at this location under the 'Add traps' tab within the 'Customer Locations' menu.
4. Assign the Traps (devices) being used at this location to an 'Employee'.
5. Activate your TrapMe Traps (devices) by simply setting the Trap.
6. If you are not using your Traps (devices) imminently please place them into 'Virtual Storage' - see page 5.



TrapMe registers online whether there is a catch or not and sends a signal to the TrapMe Portal:

- When the trap is open and activated
- When there is a catch
- When the trap is closed by false alarm

The portal is designed so that it is easy and clear to manage a large number of traps. Through the site's virtual overview map, the user can place and observe traps without losing clarity.

All relevant information such as pictures, location descriptions, trap IDs etc. can be added to each trap. The user can print data reports for a single or multiple traps and all data is stored.

3 stage trap status reduces false alarms



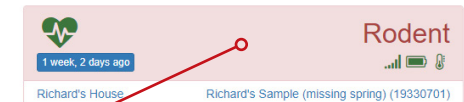
Trap Closed = False Alarm



Open Position = Trap Ready



Trap Activated = Rodent Kill



Before using your new TrapMe device please visit www.Trap-Me.com to set up your account and register

To Log onto the Portal you must first set up your account; At the time of purchase you should have provided the email address to be used as the main administrator for your TrapMe account. If this was not done please contact our customer service team before proceeding.

User name:

Please use your email address as your username

Assign a Role:

Manager and Employee roles are used within the TrapMe portal.

A Manager can view and edit all Users, Cases and Traps.

An Employee can view all Traps. However, they can only edit the Customer Locations and Traps (devices) that have been designated to them.

Password:

Your password must be at least 8 digits.

We recommend that both letters and numbers be used but please note a password cannot be solely numbers.

For security, Users and passwords must have an expiry date for them to be updated.

A manager defines this date for himself and employees.

User with manager role:

The manager can change the User password and is the only one permitted to change the expiry date;

1. Both can be done in the Users menu, by clicking on the User.
2. Press the Edit button
3. Enter a password, confirm the password and enter a new expiry date
4. Press Save to confirm the changes.

If a Manager edits their own password, the new password will automatically update and the user can continue the work on the Portal.

All users can change their own password;

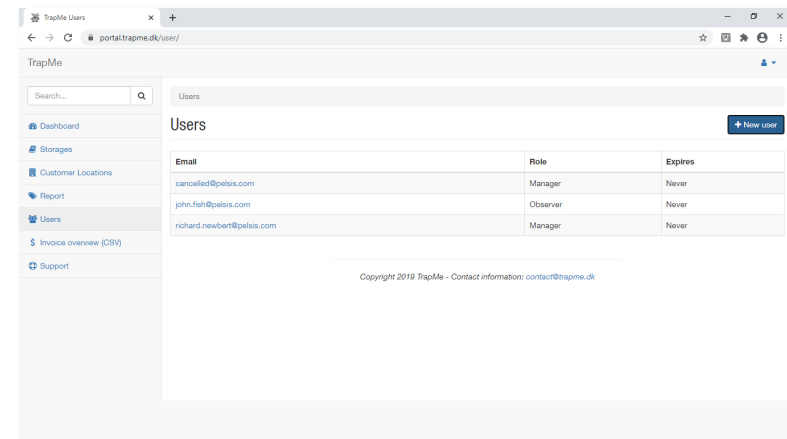
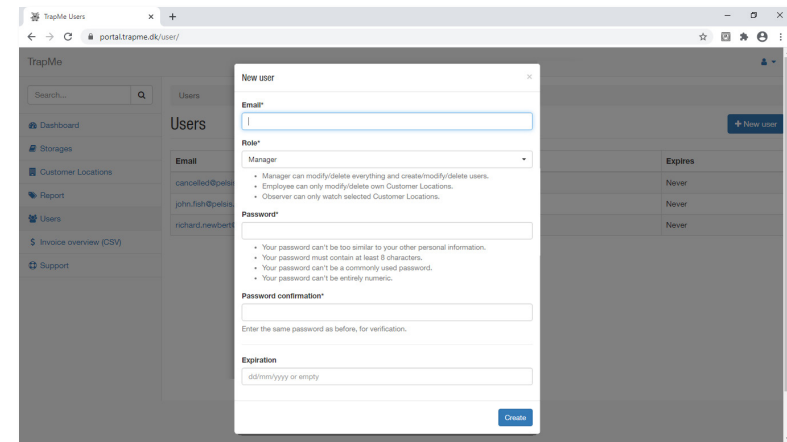
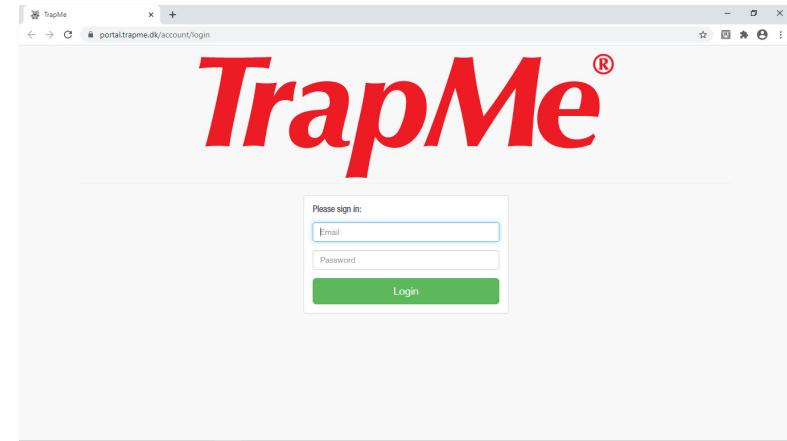
1. Press the User icon in the upper right-hand corner and select User profile
2. Press change password
3. Enter the old password, the new password, confirm the new password, and press the change password button

The new password will automatically update and the user can continue the work on the Portal.

The Manager can create new Users on the Portal;

1. Select Users in the left side menu and press the +New user button in the right side
2. Select User name (Email), Role (Manager/Employee), Password, Password confirmation, Expiry date and press Create.

Note - The user cannot log in to the Portal if the expiry date has expired.



Dashboard Overview

The Dashboard has a number of default settings in Trap (Devices) menu:

- Filter and find all Traps (Devices) in the same State. e.g; A list of all Traps that have caught a rodent.
- Filter and find all Traps (Devices) in the same condition. e.g; A list of all Traps with low batteries.
- Create a list of all Customer Locations, this makes it easy to find detailed information on individual Customer Locations and Track the history.

Menu Description:

TrapMe does not send sms or email messages with the collected information on the Dashboard.

The Dashboard is a window that provides a quick overview of the status and condition of all Traps (Devices).

It is easy to monitor alerts and events on a daily or more frequent basis, simply log in to the Portal and see the latest updates on the Dashboard.

For easy reference, the Dashboard always shows the 20 most recent events for all Traps (Devices).

The bars show the percent and the number of Traps (Devices) that have a given status.

Click on the text in the bar to generate filter / search menu (See section "Filter / Search Menu"). Here relevant filters / search criteria can be chosen to find specific data.

Trap (Devices) events;

The chart shows how many Traps (Devices) there are in each of the Trap (Devices) events.

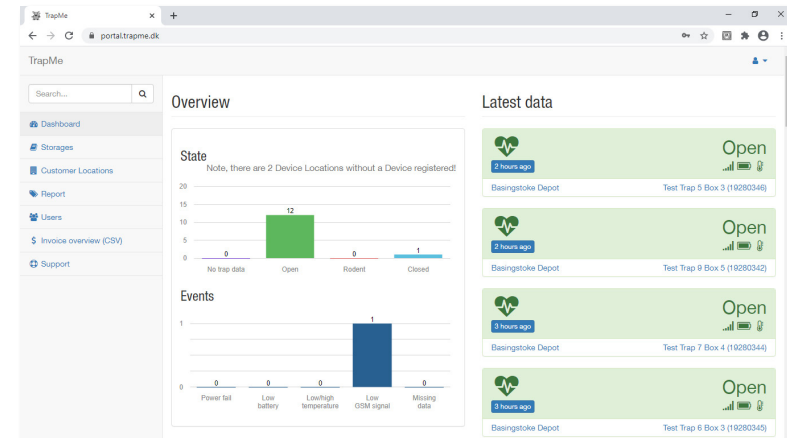
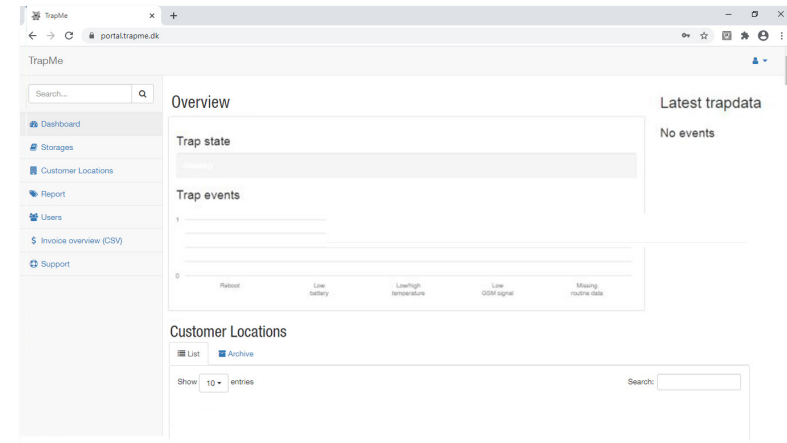
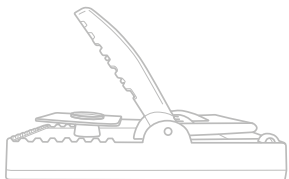
Hold the mouse over one of the bars and the number of Traps (Devices) appears in brackets.

Click the mouse on the text in the chart, to generate the filter /search menu

(See section "Filter / Search Menu"). Here relevant filters / search criteria can be chosen to find specific data.

In this example there are;

- Restart
- Low battery
- Low/high temperature
- Low GSM signal
- Missing routine data



Storage

Storage is used to create a virtual location for the storing of Traps (Devices) when they are not in use. Data from Traps (Devices) in Storage is not shown in the overview screen.

All users can create new Storage:

1. Select Storages in the left side menu
2. Press the +New storage button in the right side
3. Select Name e.g. "Peter's storage" and click 'Create new' button

Storages can be deleted and the connected Traps (Devices) will automatically be moved to Uncategorized Devices, if they not already moved manually.

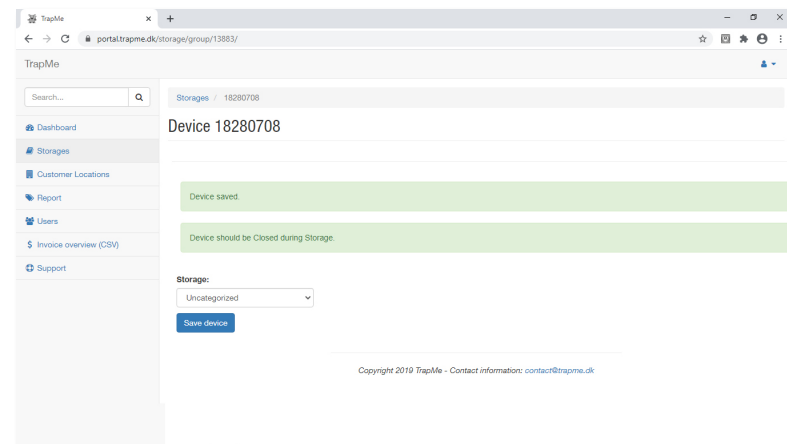
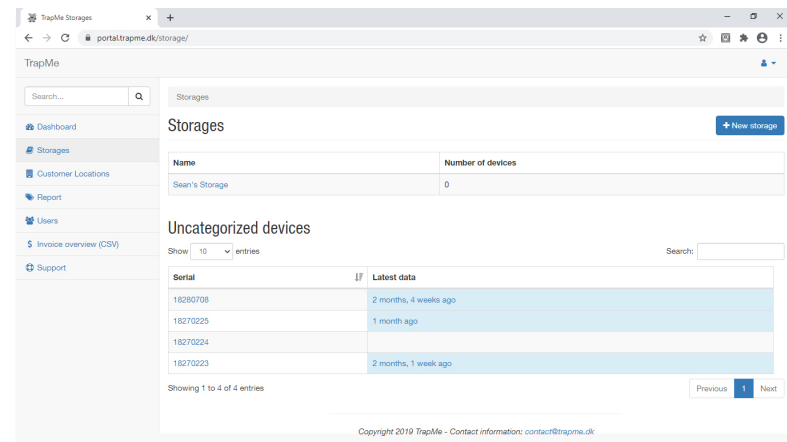
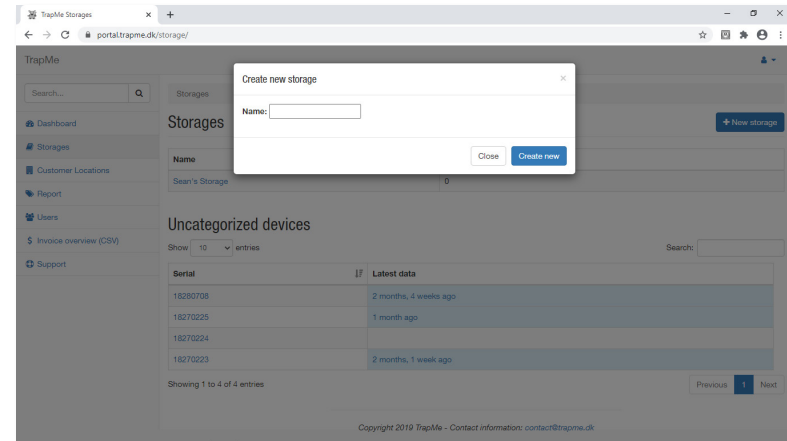
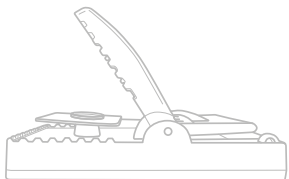
Move Traps (Devices) to Storage:

1. Select Storage in the side menu and select an Uncategorized Devices.
2. Select a created Storage in the dropdown menu e.g. "Peter's storage"
3. Press Save device and the Trap (Device) is now transferred to the Storage.

It is important that the Trap (Device) is closed to stop to power consumption. In order to use a device from a storage it must be connected to a Virtual Trap

Note:

The Customer Locations tab allows you to create new Customer Locations, edit exiting Customer Locations, add Traps (Devices) and edit Users.



Customer Locations

The Customer Locations tab on the portal is where you can gather and monitor all the Traps (Devices) within an area. This can be a one-off job, a small customer or a long-term contract.

Customer Locations are to be assigned to Employees.

An Employee can only edit Traps (Devices) that are assigned to them.

Employees can search and view other Employees Customer Locations and Traps (Devices).

This is a useful tool when Employees cover for other Employees traps due to occurrences such as holiday or sick leave.

A Customer Location must have an identification name together with an address.

The address enables the Customer Location to be automatically positioned accurately on the Portal's map.

As the position is generated from the address and postal code it cannot be altered with the drag and drop function on this map.

Once Traps (Devices) have been allocated to a Customer Location they can then be moved to precise positions.

Customer Locations can only be moved to a new location by editing the address.

If edited all the Traps (Devices) associated with that Customer Location will be moved.

All users can create new Customer Location:

1. Select Customer Locations in the left side menu and press the +New case button in the right side.
2. Select and fill in the Name and Address and press the 'Create new' button.

Please note addresses must have a valid postal address, this is then converted to the specific location and will be displayed on the map.

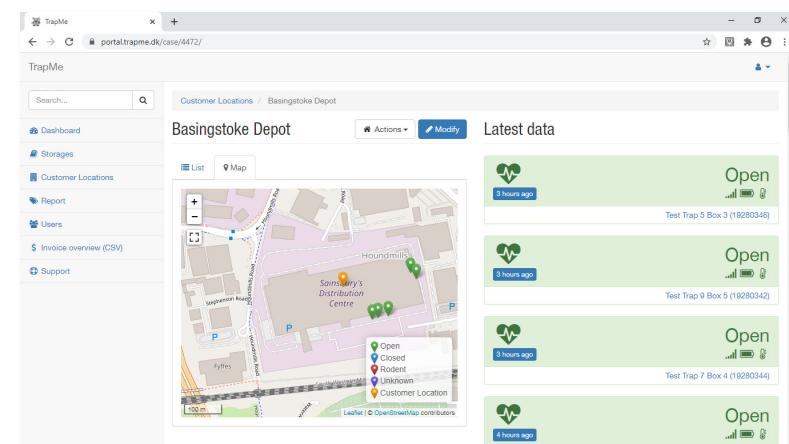
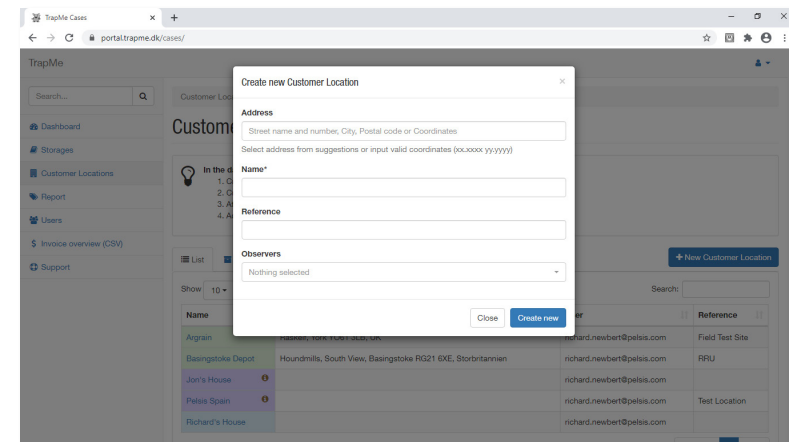
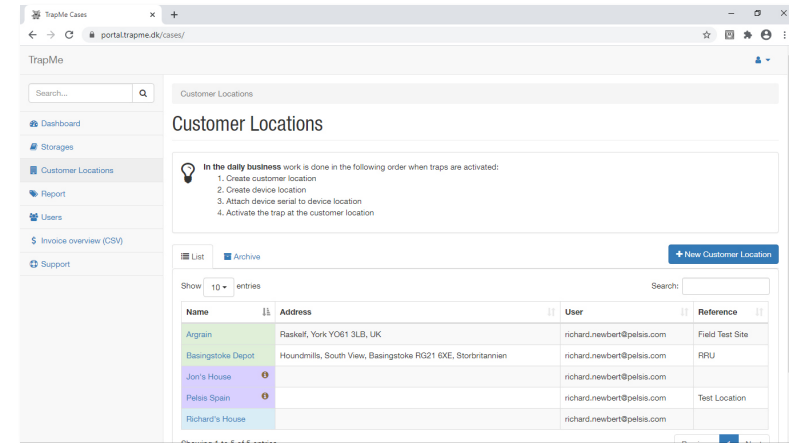
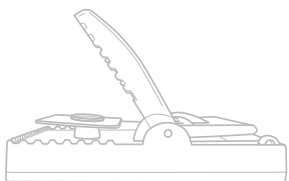
All Customer Locations can be seen in the Customer Locations menu:

The Customer Location is automatically linked to the User who creates the case, a form of ownership. You can choose to view the Customer Locations as a list or on a map.

To move a Customer Location to a new address, you must edit the address:

1. Select the Customer Location
2. Press the blue Edit button
3. Enter a new name.
4. Enter the new address and click Save

All traps belonging to that Customer Location will be moved to the new address.



Add Traps (Devices) to a Customer Location

Both Managers and Employees can add Traps (Devices) to a Customer Location.

The Trap (Device) is allocated to the user who adds the Trap (Device), a form of ownership.

It is therefore only a Manager or the User who added the Trap (Device) who can modify or move it.

1. Select Customer Locations in the left side menu and click on a Customer Location eg: "Warehouse"
2. Press +Add Trap (Device)
3. Choose the Trap (Device) to be allocated from the Traps (Devices) listed as available on the dropdown list, then choose a name for the Trap (Device).
4. Click the 'Add' button

Note;

Comments and additional information can be written in the Description box e.g; if the Trap is in a hidden location, or a key is needed.

All Traps (Devices) connected to a Customer Location e.g; "Warehouse" can be seen under Customer Locations tab in the left side menu.

You can choose to view the Traps (Devices) as a list or on a map.

On the Customer Locations map, individual Traps (Devices) can be moved to an exact position by using the drag and drop function. After moving a Trap (Device), the new position can be saved with the Save position button.

Traps (Devices)

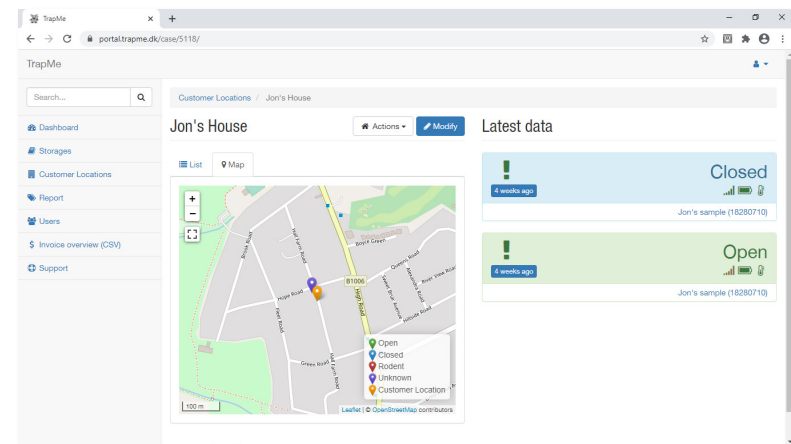
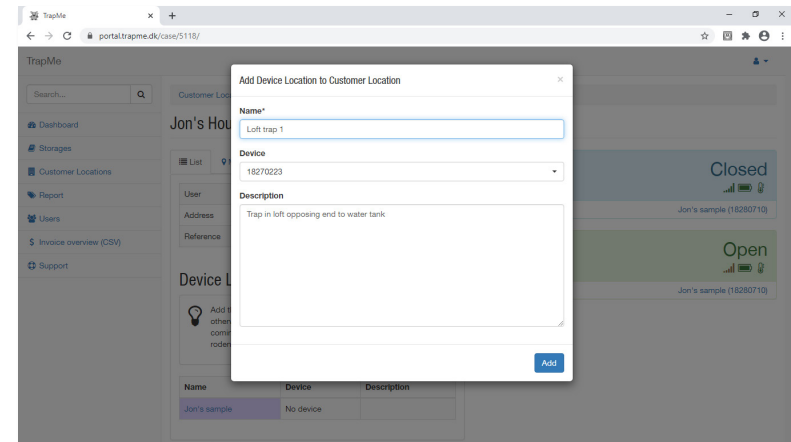
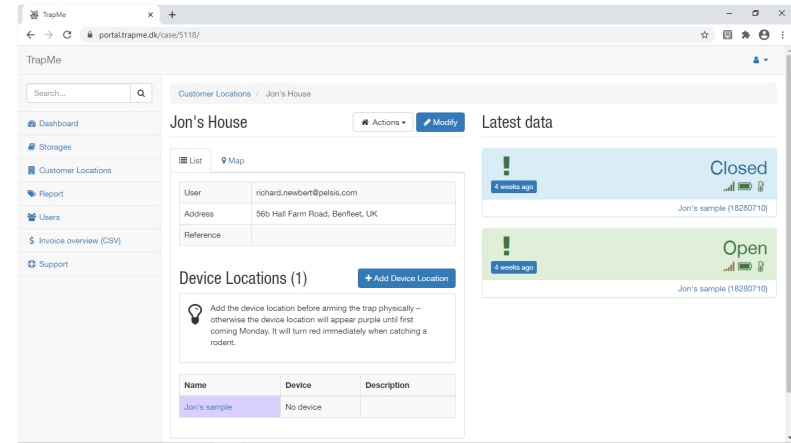
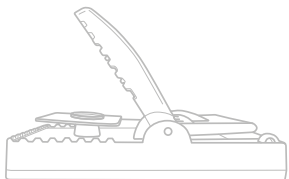
Traps (Devices) is a filter / search tool that provides a detailed overview of the state or condition of individual Traps (Devices), groups of Traps (Devices) or all Traps (Devices).

Different criteria can be used to filter and search, for example:

- Within certain dates
- Related to an individual User
- Related to an individual Customer Location
- Related to an event
- Related to a particular state
- Using a specific keyword

or a combination of all the above.

There are options for saving personalized setups so that the searches you use the most can easily be found again.



Traps (devices)

Traps (Devices) are battery powered and have a built in GSM modem, enabling activity and status information to be transferred to the TrapMe website.

All Traps (Devices) send a routine message, known as a "heartbeat", at least once a week; so that the Portal is always updated with the status of the Trap (Device).

The Trap (Device) is activated, switched "On" or "Off" by setting or springing the trap.

Once the Trap (Devices) is closed / sprung, and a catch or false alarm message sent, the Trap (Device) switches off and the weekly update ceases until action is taken and the Trap (Device) reset i.e; turned on once more.

Trap (Device) status:

- Open - Armed, ready to catch - Green
- Rodent - Rodent caught - Red
- Closed - Trap sprung, no catch/false alarm - Blue
- Not in service - Trap not connected to a virtual trap - Purple

The above colors are used on all maps, Customer Locations are shown as orange

All Traps (Devices) gather and track information regarding:

- Software version
- GSM signal
- Trap (Device) status
- Operating Time
- Battery voltage
- Status changes
- Restart
- Temperature
- Data sent
- Reboot

This information is continuously sent to the Portal where it is recorded.

Virtual Traps (Devices)

A Trap (Device) visible on the TrapMe website represents an actual physical Trap. It must be identified by name and a description that is linked to the individual Traps (Devices) unique serial number, which when active is connected to a Customer Location.

If a Trap (Device) is removed due theft or a defect the data collected to date will be available and remain on the website.

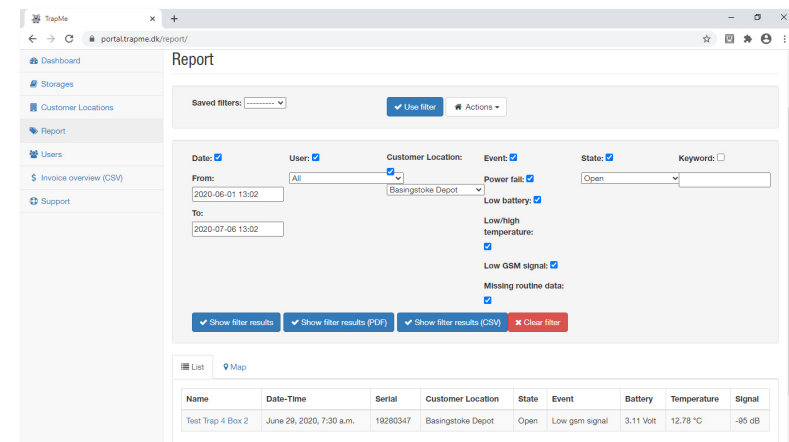
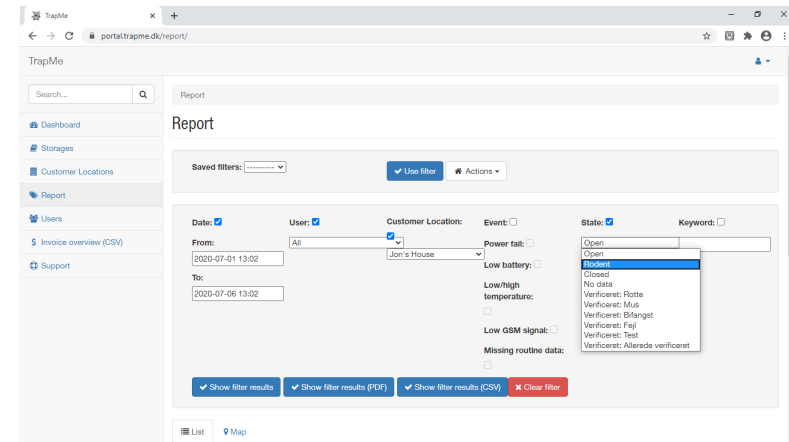
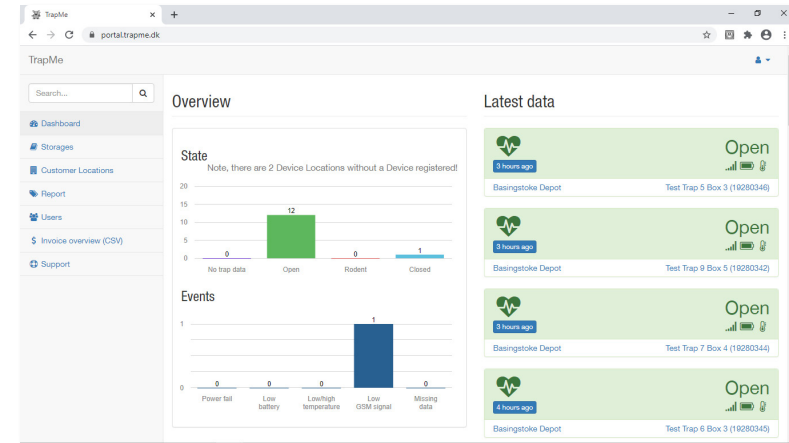
A Trap can be positioned precisely on the site map in the window showing all the Traps (Devices) related to a Customer Location.

Drag and drop with the mouse and press the "Save position" button.

Events:

- Restarted - TrapMe restarted
- Unintentionally reboot - TrapMe restarted due to internal error
- Low battery - Battery below 2.5 Volt
- Low Temperature - Temperature below -15 °C
- High Temperature - Temperature above 45 °C
- Low GSM Signal - GSM signal below -90 dB
- Missing Routine data - TrapMe has not sent the weekly update

All data is sent to the TrapMe website where it is recorded and stored.



Reports

You must input a "From" and "To" date to use this function.

Note - The "From" date must be before the "To" date.

You must tick the check boxes to use search & report functions

User:

Select one of the following

- Me – all Traps (Devices) associated with current User
- All – all Traps (Devices) associated with other Users
- Free – all available Traps (Devices).

Customer Locations:

Select the Customer Location you wish to see from the available Customer Locations in the dropdown menu.

Event:

One or more of the following event types must be selected:

- Restart
- Low battery
- Low/high temperature
- Low GSM signal
- Missing routine data

Status:

One of the following must be selected:

- Open
- Catch
- Closed
- No data

Select "show filter results" to show the search results on the screen or "Show filter results (CSV)" to export the results to MS Excel alternatively "Show filter result (PDF)" to export the search results to an PDF file.

Keywords:

For example "Trap in barn".

The more items selected, the less Trap (Device) data will be found.

This makes the search more accurate and the desired information is more readily available.

This Filter / Search tool becomes more valuable as more Traps (Devices) are added and the longer the Portal has been active.

Setup of Filters and Searches:

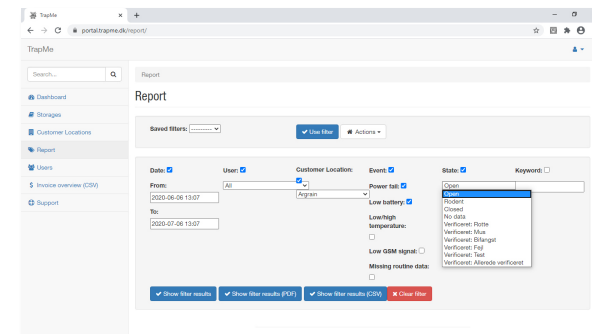
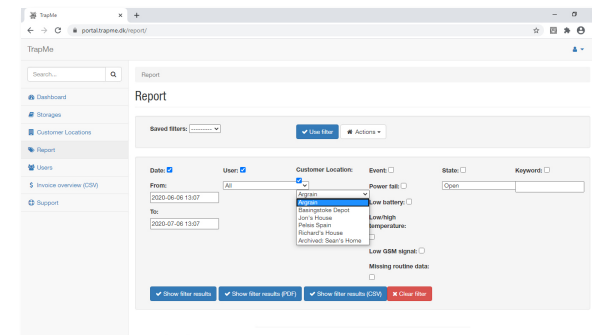
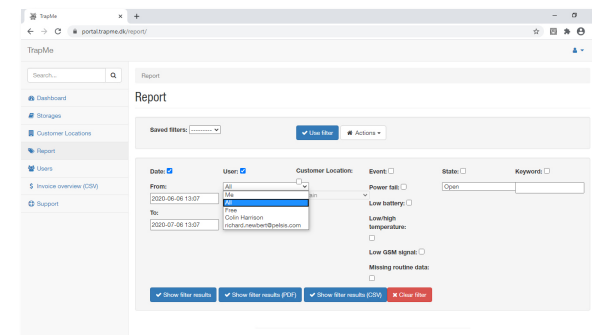
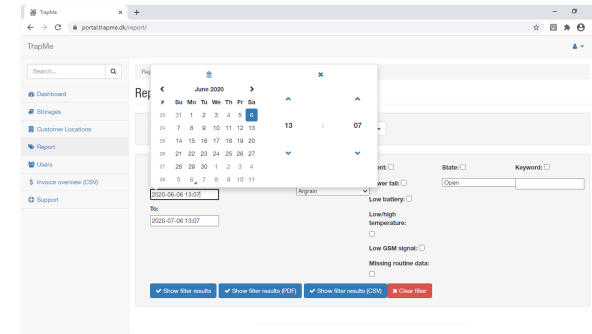
1. Select Actions and click Create filter from the drop-down menu
2. Enter a status e.g. Trap Closed in the pop-up menu and click Add
3. The status check box is selected and a state can be selected from the drop-down menu e.g; Closed
4. Select Actions again and click Save filter from the drop-down menu.

The "Trap Closed" filter is now saved and can be used later.

The saved filter can be selected in the left drop-down menu under Saved filters

Press the Use filter button followed by the Show filter results button to finish the search.

A list of the "Trap Closed" events will appear below the filter & search fields.



FAQ

Q. My trap has no connection and showing as purple status, what does that mean?

A. It's the trap was set before it was connected to the portal and any specific location. It will transmit again on the closest Monday. It will turn to green status. Don't worry it will still show as red status if there is a catch between now and Monday.

Q. Why do some of my traps have color marking in storage?

A. The trap is physically placed, but is not connected to the customer location and device location on the portal

Q. Why can't I activate the map on the customer location?

A. When creating the customer location, the suggested address from Google was ignored and thereby the map function is not activated. It is possible to modify the customer location, search for the address and choose one of the google suggestions afterwards.

Q. Are the traps waterproof?

A. Each TrapMe unit is waterproof to IP67 standards. Try and avoid prolonged periods in wet weather but don't worry too much as the traps are pretty water tight.

Q. Can I change the batteries?

A. Yes, although you should only have to do this every 3 years. For replacement batteries and instructions on how to fit these please contact the support team.

Q. Can the trigger easily be replaced?

A. Trigger can be bought as a spare part. This is easily changed.

Q. Can the trap be placed where people might bump into the station by mistake - e.g. In a parking lot.

A. Yes, the trap is not motion sensitive.

Q. How do I scrap the trap? Is it reusable plastic?

A. Yes, the trap can be handed over as recycling. It is reusable plastic.

Q. What can I expect the lifetime of the trap to be?

A. The lifetime of the trap is 3 years (depending on usage)

Q. Can I set multiple users to receive the catch notifications?

A. Yes, you can set up multiple 'observers' within your customer portal. All observers will receive notifications about activity at a specific location.

Q. Can I change or add a receiver of an alarm notification?

A. You can change / add the user on a customer location via the modify function and you can also change / add the chosen observers.

Q. How am I invoiced for subscriptions?

A. Subscriptions are invoiced annually and begin at the time of purchase.

Q. How can I return a faulty trap within warranty?

A. Use the service form at the bottom on the frontpage of our website www.trapme.eu.

Q. Who can access portal data?

A. Only authorized users with account details and passwords can access the portal. All data is stored securely in the cloud.

Q. Can I change a trap on a device location and maintain historic data?

A. Yes. Enter the customer location and change the serial number on the device location. Then a new serial number is connected, but data from the old serial number is maintained.

Q. Can I delete/cancel a customer location?

A. Yes. Enter the customer location. Click "Actions" and you can choose to either archive or delete the customer location. When archived you can re-activate the customer.

Q. What is the operational temperature range of the trap?

A. From -25 till +50 °C

Support

Both Managers and Employees can use the Support menu.

Under the Support menu, see the latest versions of:

- TrapMe Datasheet
- TrapMe User instructions
- FAQ (Frequently asked questions)

For further support please Visit www.Trap-Me.com for guides, tips, videos and the latest TrapMe information

If you would like to contact someone about your TrapMe Product please contact the Pelsis customer service team on 0800 988 5359 alternatively please contact your Area Sales Representative

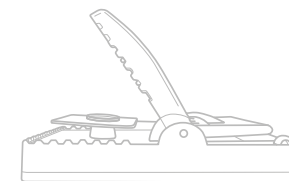
For professional users in the European Union

If you wish to discard electrical and electronic equipment (EEE), please contact your dealer or supplier for further information.

WEEE COMPLIANCE No. WEE/GF0661QR
Pelsis
Sterling House
Grimbald Crag Close
Knaresborough
North Yorkshire HG5 8PJ UK



Information provided on these instructions is modified and updated from time to time. This is due to the constant redevelopment of our products. As such, it is not intended that you should rely on it or that it should form part of any contract.



TrapMe®

To register your TrapMe account please visit

www.Trap-Me.com



Colour	Black
Materials	Polycarbonate and stainless steel
Communication	GSM / GPRS
Status	Activated, triggered (catch), triggered (false alarm), storage (deactivated)
Warnings	Low battery, low GSM signal
Density	IP67
Temperature Area	-20 - 50 degrees
Weight	265 grams
Dimensions	140x75x95mm (activated position)
Battery life	3 years*

Distributed exclusively by Pelsis Ltd



pelsis

Sterling House
Grimbald Crag Close
Knaresborough, HG5 8PJ
United Kingdom

Tel: +44 (0)800 988 5359
Fax: +44 (0)1423 863 497
info@pelsis.com
www.pelsis.com