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## TAG AGENT OFFLINE INSTRUCTIONS

**Before you can program offline, you must download Tag Agent software and communicate with a tag while connected to the Internet. You can try offline mode by disabling your Internet connection.**

### What You Need Before You Begin

- A Windows-based computer with Tag Agent software and USB-Blue driver installed. Download both at WildlifeComputers.com
- A Wildlife Computers Portal account
- A USB-Blue communications cable
- A Magnet
- One of every tag type (i.e. SPOT, SPOT-F, MiniPAT) you are taking in the field

### While Connected to the Internet

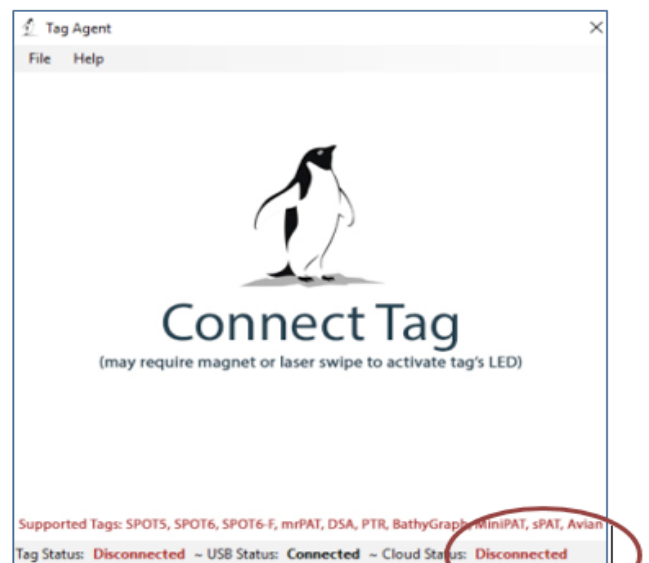
- Open Tag Agent and use the USB-Blue cable to connect a tag to your computer.
- Swipe a magnet near the communication port to establish connection. The tag LED will turn on and the Tag Agent home screen will appear.
- Use the Administer Tag tab to familiarize yourself with the tag setting options.
- Use the Disconnect Tag tab to select the tag state before unplugging.

**If you are headed into the field with multiple tag types (i.e. SPOT, SPOT-F, MiniPAT, etc.) be sure to communicate with one of each model while you have an Internet connection.**

### Using Offline Mode

Working offline is nearly identical to working online. Internet status is displayed in the lower right corner.

**If the Internet connection is spotty, it is best to disable the connection entirely. A partial connection can prohibit settings from loading properly.**

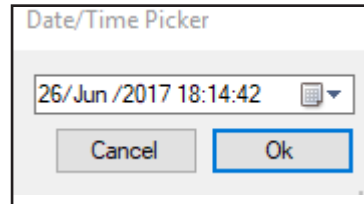
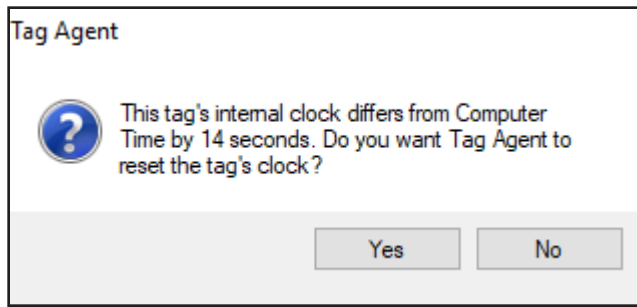


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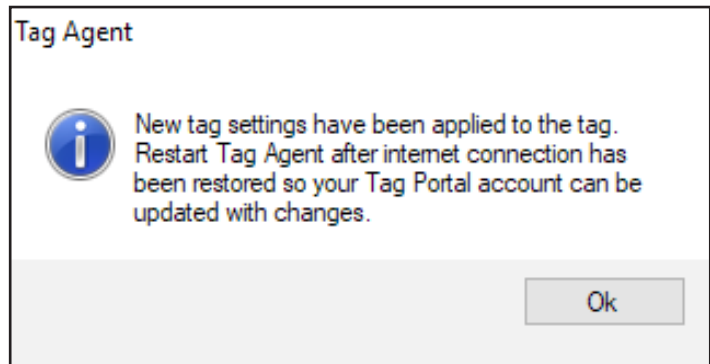
# Tag Agent Offline – continued

## To Program Tags

- Open Tag Agent and use the USB-Blue cable to plug a tag into your computer.
- Swipe a magnet near the communication port to establish a connection.
- If the tag's internal clock needs adjusting, a pop-up box will appear along with a Date/Time Picker. **Hint—sometimes the Picker hides in the upper left corner of the screen.**



- Click the Administer Tag tab and make the required changes to the tag settings.
- Click Send Changes to push settings into the tag. A pop-up box will confirm the new settings have been applied.
- Use the Disconnect Tag tab to select the tag state before unplugging.
- Restart Tag Agent when the Internet connection is restored so a record of the selected tag settings will be saved.



## Creating Local Templates

You can program a group of tags with the same settings using a local template. Click the Administer Tag tab and use the Template Manager ☰ icon in the upper right corner of the screen to create and apply templates.

***The Send Changes button must be selected after a template is applied to push settings into a tag.***

## Contacting Us

If you have any questions or concerns about using Tag Agent in offline mode, please contact us by emailing [tags@wildlifecomputers.com](mailto:tags@wildlifecomputers.com) or calling +1 (425) 881 3048.