



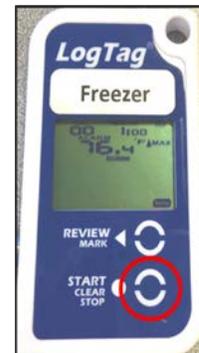
LogTag Data Logger Tips

Downloading Data, Printing Reports and Resetting the Logger

The VFC Program requires that the data from the data loggers be downloaded each week. Data must also be downloaded if a temperature alarm is triggered. Please follow these steps to download logger data and restart your loggers.

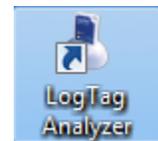
1. Stop the Logger before unplugging it from the probe cord.

- Press and hold the START/Clear/Stop button.
- The word STOPPED will start flashing.
- As soon as the word STOPPED is no longer flashing, release the START/Clear/Stop button.
- The screen should only show the word STOPPED.
- Unplug the logger from the probe cord.



2. Place the logger in the LogTag USB cradle and download the data.

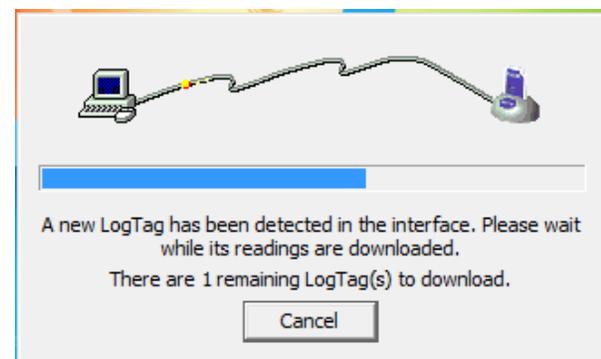
- Make sure that the docking station is plugged into a USB port on the computer.
- Double click on the LogTag Analyzer icon to open the program.



Note: The LogTag Analyzer program should have been installed during the process to set up your logger.

- Insert your stopped logger into the docking station plugged into a USB port on your computer.
- A message will pop up showing the progress reading the data from your logger.
- A report will automatically pop up in the LogTag Analyzer window. At the bottom of the report are several tabs that display different information. The Chart tab is displayed when the report first opens.

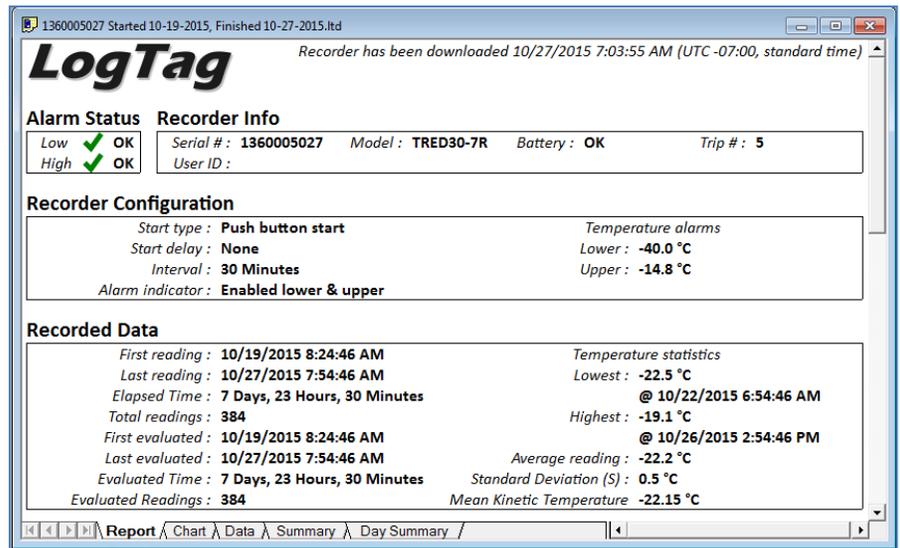
Note: The data from the data logger is automatically downloaded and saved on your computer.



To locate logger files to view saved data or to email the data file, please see the LogTag Logger Tip to Locate Where Logger Data is saved at www.coloradovfc.com.

3. Review the Logger Report

- Click on the Report Tab to display the logger summary report.
- Review the data in the report
- In the Alarm Status section, make sure there are green checkmarks next to the *Low* and *High* sections.
- In the Recorded Data section, check the *Average* reading to see that is near the optimal temperature for vaccine storage:
 - Refrigerator 40°F / 5°C
 - Freezer 0°F / -18°C



Note: If the Alarm Status shows a red X next to the *Low* or *High* sections there were out of range temperatures recorded.

Alarm Status

Take immediate action when temperatures are out of range.

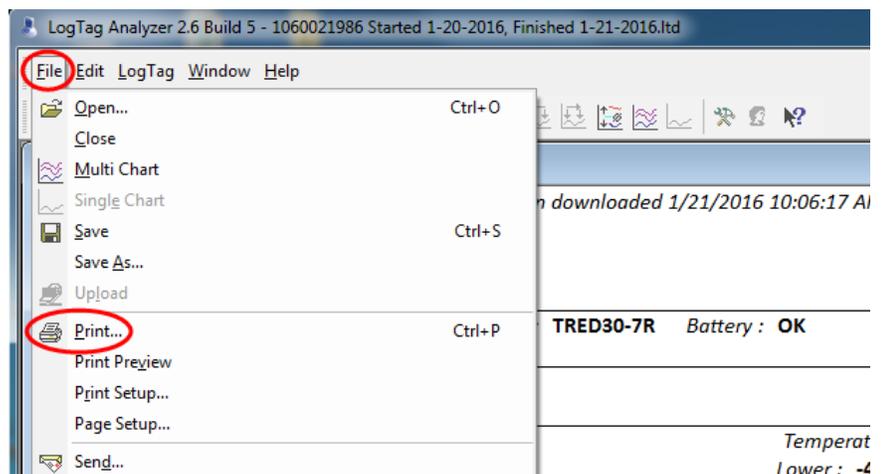


- Follow your vaccine management plan and document all actions taken.
- Quarantine the vaccine, label as Do Not Use and determine if the vaccines have been damaged.
- Contact the VFC Program at 303 692-2650.
- Use the Temperature Excursion Response Checklist to make sure all steps to safeguard vaccine and report out of range temperatures are completed.

For an example on how to use the logger report to contact manufacturers and determine if the vaccine is safe to use, see the second page of the Temperature Excursion Response Checklist available at www.coloradovfc.com

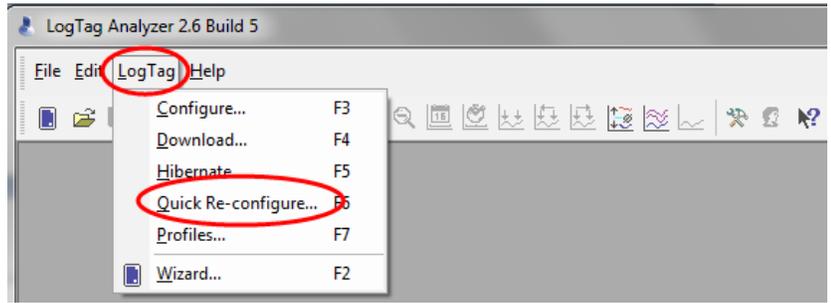
4. Print the Logger Report

- To Print the Summary Report, click on File in the menu above the report display and select Print.
 - This will print just the 1 or 2 page report.
- Keep a copy of the printed report with your paper temperature log records.
 - A printed copy is required in addition to saving the temperature log data.

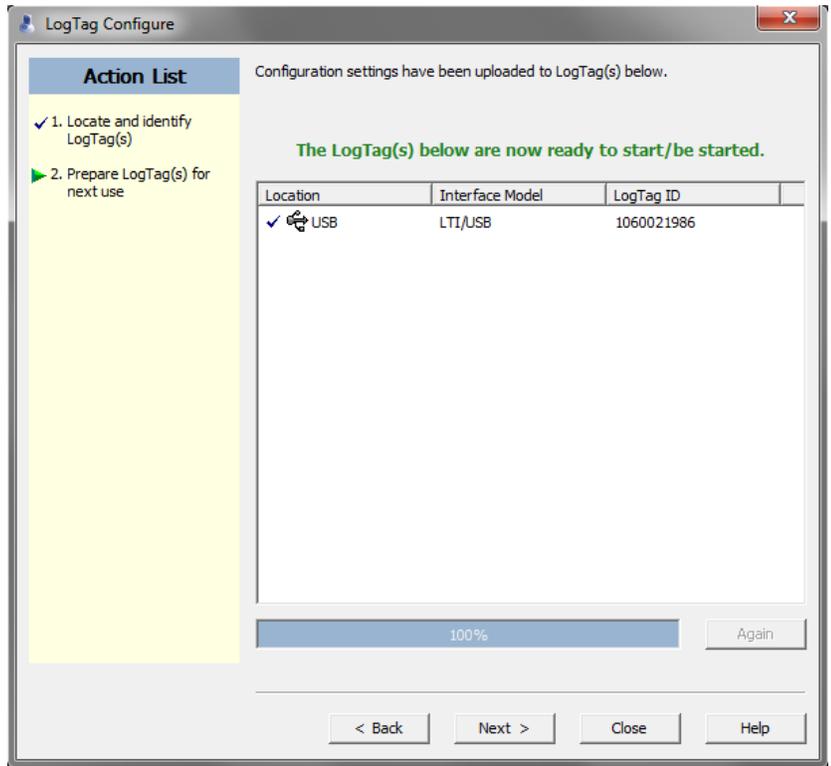


5. Reset the logger.

- With the logger in the docking station, click on the LogTag menu item and select the Quick Re-Configure link.



- A pop-up window will show an *Action List* to reconfigure the logger.
 - The screen will say, “Do not remove the LogTag(s) or disconnect interface during this process” while the logger is being reconfigured.
 - When the logger has been reconfigured a green message will say, “The LogTag(s) below are now ready to start/be started.”



6. Re-start the logger and connect to the probe.

- Remove the logger from the dock.
- The logger will display the current time and show the word READY.
- Press and hold the START/Clear/Stop button. You will see the word STARTING flashing on the screen.

Note: If the logger goes back to displaying READY, you will need to try and start the logger again. It may take a couple of tries.

- When the word STARTING stops flashing, release the START/Clear/Stop button.
- The logger will now display the word STARTING and show a five-minute countdown for you to return the logger to the storage unit and plug in the probe before it starts recording.
- Make sure you connect the logger to the correct probe. A tab with the serial number of the logger is attached to each probe cord.