

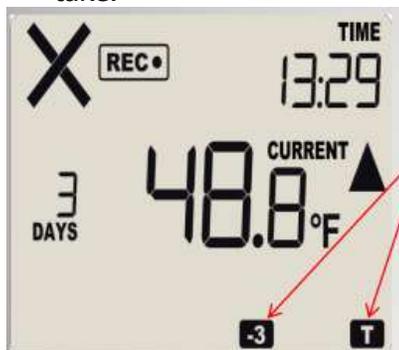
## LogTag VFC 400 Data Logger Instructions Instructions for Daily Use

### Temperature Documentation

1. *Document temperatures twice daily.* Record storage unit temperatures twice daily; at the beginning and the end of each workday. Write the actual temperature of the storage unit in the appropriate box on the temperature log (Celsius or Fahrenheit). Do not place an "X" in the box that corresponds with the temperature. It is important to write actual temperatures to the decimal point in the row that corresponds with the leading whole number (e.g., 4.5°C on the line for 4°C).

### Alarm Documentation

2. *Document Alarms.* Document on the temperature log whether an alarm was triggered; "Y" for yes, "N" for no.
  - a. If an "X" is displayed in the upper left corner, an alarm was triggered; follow the instructions to download the data in the Downloading Data Logger Data section to determine the extent of the issue. Refer to [Alarm Procedures: Taking Action](#) document for additional actions.
  - b. If a blue rectangle with "T" or -(value) appears at the bottom of the screen, an alarm was triggered today or on a previous day (e.g., -3 indicates the alarm was triggered 3 days ago). Follow instructions to download the data from the Downloading Data Logger Data section to determine the extent of the issue. Refer to [Alarm Procedures: Taking Action](#) document for additional actions to take.



- c. If the current temperature is out-of-range, take immediate action to ensure vaccines are stored at appropriate temperatures. See Temperature Excursion Checklist (page 2 of [Alarm Procedures: Taking Action](#) document).
- d. Press the Review/Mark button after documenting the temperature and alarm status. This will ensure temperature checks appear on the graph when data is download to the computer.

### **Minimum/Maximum Documentation**

3. *Document minimum/maximum temperatures.* Record minimum/maximum temperatures at the beginning of each workday.
  - a. Press the Review/Mark button once to review the minimum and maximum temperatures. This will display the *maximum* temperature since midnight. Pressing the Review/Mark button again will display the *minimum* temperature since midnight. Document the minimum/maximum temperatures since midnight on the Vaccine Temperature Log.
  - b. Continue to press the Review/Mark button to scroll through previous days' maximum/minimum temperatures. Each time the button is pressed, the word MAX or MIN will display above the temperature.
  - c. The bottom right corner of the data logger display includes "T", "-1", "-2", etc. (and to the left of the temperature 00 DAYS, -01 DAYS, -02 DAYS, etc.) indicating the MAX/MIN temperature from today, yesterday, two days ago, etc. After 30 seconds of inactivity the logger will automatically revert to display the current temperature.
  - d. Press the Start/Clear/Stop button quickly to immediately return to the current temperature.

## Downloading Data Logger Data

*Download the LogTag data each time the front or back of the temperature log is completed and any time a "X" is displayed in the upper left corner, the audible alarm is sounding or a blue rectangle appears at the bottom of the display screen.*

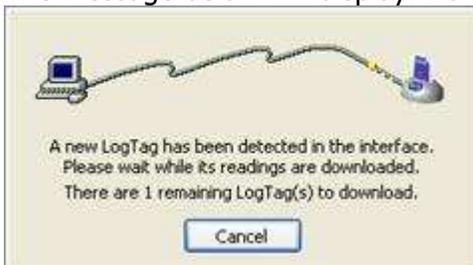
1. Press and hold the STOP button until "STOPPED" appears on the screen and the REC symbol disappears (approximately 2 seconds). Quickly remove your finger from the STOP button .



2. Unplug the cable from the LogTag data logger.
3. Open the LogTag Analyzer software by selecting the LogTag Analyzer icon on the computer desktop.
4. Plug the docking station into the computer's USB port and place the LogTag data logger into the docking station.



5. The message below will display. Do NOT select cancel.



- Data will automatically download, open and save to the computer. A second screen will display indicating the 'Logger has been re-configured'; select the "OK" button.
- The LogTag report will open in the software.
- Print the Report and Day Summary tabs by selecting the printer icon while in the Report tab section, then select the printer icon a second time after selecting the Day Summary tab.

Day	Date	Alarm	Max. reading (°C)	Time above/equal upper alert	Min. reading (°C)	Time below/equal lower alert
0	7/12/2016	●	22.8	▲ 11 Hours, 30 Minutes	21.0	▲
-1	7/11/2016	●	23.8	▲ 10 Hours	-199.9	▼ 30 Minutes
-2						
-3						
-4						
-5						
-6						
-7						
-8						
-9						
-10						
-11						
-12						

- Remove the LogTag device from the docking station and plug it back into the probe.
- Press and hold the START button until READY and STARTING disappear and REC displays.
- The LogTag data logger will display "CURRENT" and a REC symbol will continue to display.