

Guide For Daily Use

LogTag



Updated: November 29, 2017

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LogTag Daily and Weekly Use

- To be completed **every day** (when the clinic is open)
 - Review the LogTag display screen for
 - Current temperature
 - Alarm status
 - Minimum and maximum temperatures
 - Fill out the twice a day temperature log
- To be completed **every week** (and when there is an alarm)
 - Download the LogTag graph
 - Reconfigure and restart the LogTag after each download
- To be completed **as needed**
 - Process a temperature excursion

Twice a Day Temperature Log

- Fill out the state-specific twice a day temperature log (using information from the LogTag)
 - Day of the week
 - Time of the day
 - Initials of staff documenting the temperatures
 - Current temperature
 - Alarm status
 - Daily minimum temperature
 - Daily maximum temperatures.

Refrigerator Temperature Log - F° Facility Name: _____

Required temperature range: between 36° and 46° Month/Year: _____ VFC PIN #: _____

Record day of the week and time

Record Initials, CURRENT, MIN, and MAX temperatures and **circle if TOO WARM OR TOO COLD.** Check if Alarm triggered

Take action if temperatures are too warm or too cold.

Day of Month	Day of Week	Time	Initials	CURRENT	Alarm	MIN	MAX
Example	M	8:00 a.m.	NN	40.5		38.1	43.7
		4:00 p.m.	NN	37.4	✓	33.0	39.2
1		a.m.					
		p.m.					
2		a.m.					
		p.m.					

MIN/MAX TOO WARM
OR TOO COLD?

- ✓ Store the vaccine at the appropriate temperature range
- ✓ Mark the vaccines as "Do

Reviewing Daily “Min” and “Max” Temps



Review Mark Button

- Press the “REVIEW/MARK” button to review daily min/max temperatures.
- Document the daily min/max temperatures every time you document the twice-a-day temperatures (next slide).

Pressing Review Mark Button Repeatedly

- Press “REVIEW/MARK” button repeatedly to advance through each of the past days’ temperatures.
- Pressing the “REVIEW/MARK” button will also place a red dot on the graph when downloaded, which will let you know when the temperatures are being reviewed.

START – CLEAR – STOP Button

- Press “START” to exit day summary review and display the current temperature again.

Look for the Alarm Indicator

ALARM



Look for Alarm
Indicator on screen

- ✓ on screen
 - Temperatures have been in range since last download; no temperature excursion
- X on screen
 - Temperatures went out of range at some point since last download; a temperature excursion has occurred
 - Follow the [temperature excursion instructions](#) to process your own temperature excursion
 - Submit the [temperature excursion report](#) to immune@alaska.gov

- *Older TRED models (blue faced in appearance) have some variations in the alarm status
- An Alarm status is indicated with the display of the word "ALARM"
 - A default reading of -40°F will trigger an alarm if the LogTag takes a scheduled reading and it is unplugged.

Display Screen Overview

“Alarm Indicator”

A **check mark ✓** indicates the temperature readings have stayed within range.

An **X** indicates the alarm was triggered due to temperature readings outside of the range at some point.

“State Indicators”

REC● = currently recording

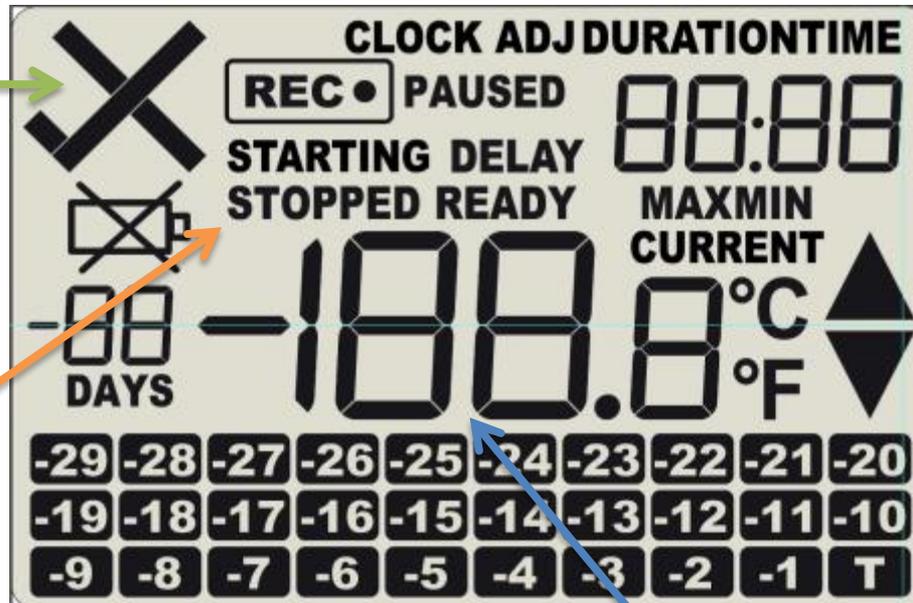
PAUSED = recording has paused

STARTING = preparing to start recording

DELAY = time remaining before recording begins

STOPPED = recording has stopped

READY = ready to start recording



Temperature Value

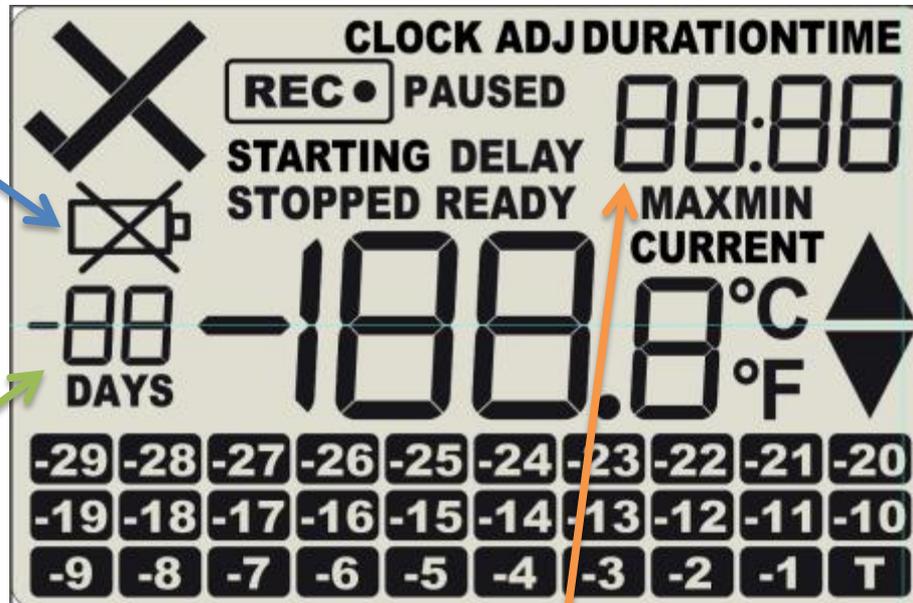
*older TRED models (blue faced monitors) have slight variations to the display screen.

Display Overview Continued

“Battery Status”

Will indicate if your battery is critically low.

Change your battery every 6 months, regardless!



“Day Number”

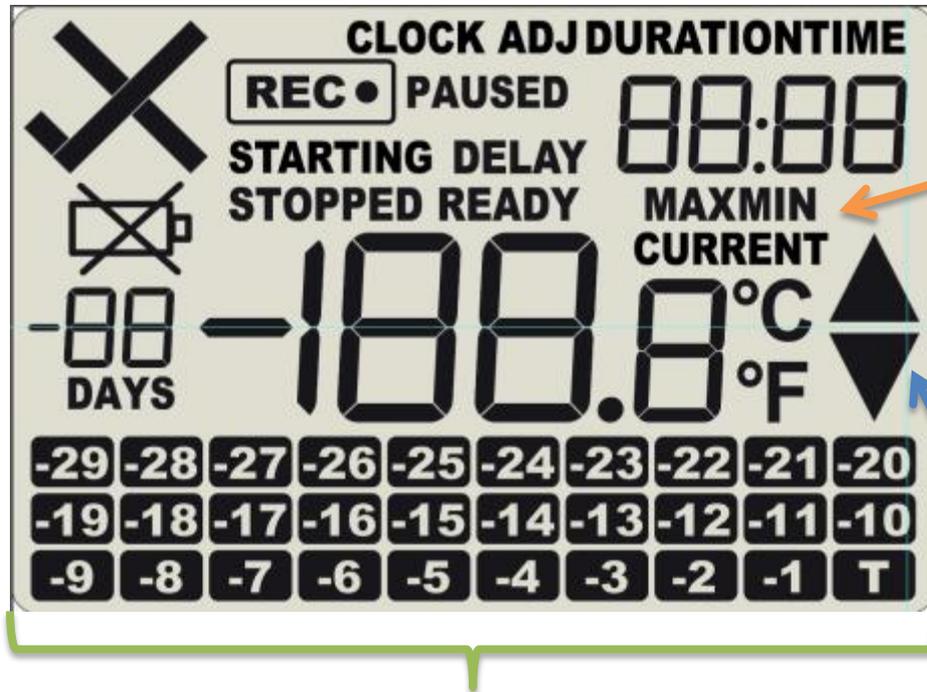
The LogTag will display the total number of days recorded and stored since the last download. The device will no longer record or display the correct current temperature after the 27th day.

“Time Value”

DURATION = displays how long MAX/MIN temps were above or below limits in the specified day

TIME = indicates the time of the day

Display Overview Continued



“Reading Type”

MAX = warmest reading in a given 24 hour period

MIN = coldest reading in a given 24 hour period

CURRENT = the most current temp reading

“Day Alarm Indicators”

Displays which day(s) an alarm was triggered due to a temperature reading above or below the range presets.

“Above/Below Limit Markers”

Appears when the temperature goes above or below the specified range presets.

How to Download a LogTag Graph

(to be completed once a week or when there is an alarm)

1. Unplug your LogTag device from the probe cord and immediately take the LogTag to your computer.



2. Double click on the “LogTag Analyzer” icon on your desktop.



3. Plug the interface cradle into your computer’s USB port.



4. Place your LogTag device into the cradle. Push down until you hear a click.



How to Download a LogTag Graph

(to be completed once a week or when there is an alarm)

5. The graph should automatically pop-up on your computer screen.

- If the graph does not pop-up on your computer screen, click the blue LogTag wizard button in the top left corner of the software screen.

6. The graph will automatically be saved in the “My LogTag Data” folder in “My Documents” on your computer.

- The start and finish date of the graph will be included in the name of the file.



Documents library

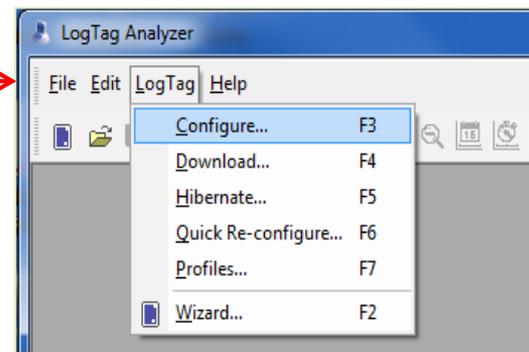
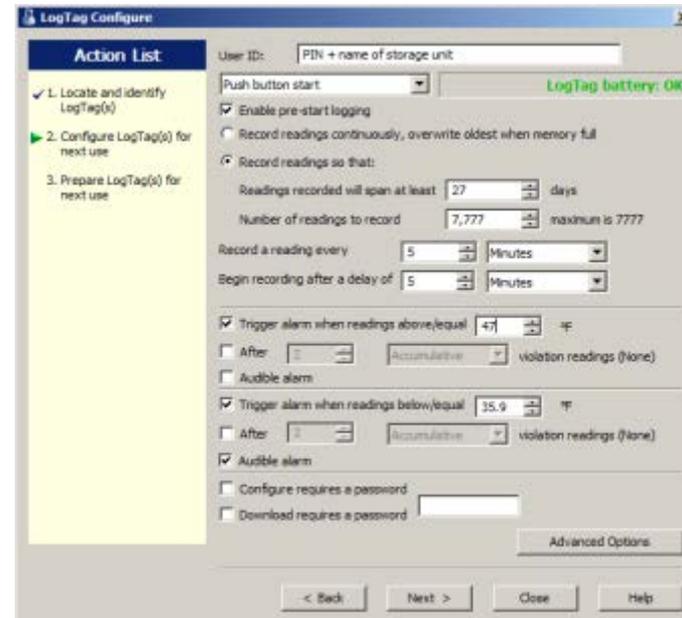
My LogTag Data

Name	Type
1860925259 Started 1-31-2017 Finished 2-20-2017.ltd	LogTag Analyzer Document

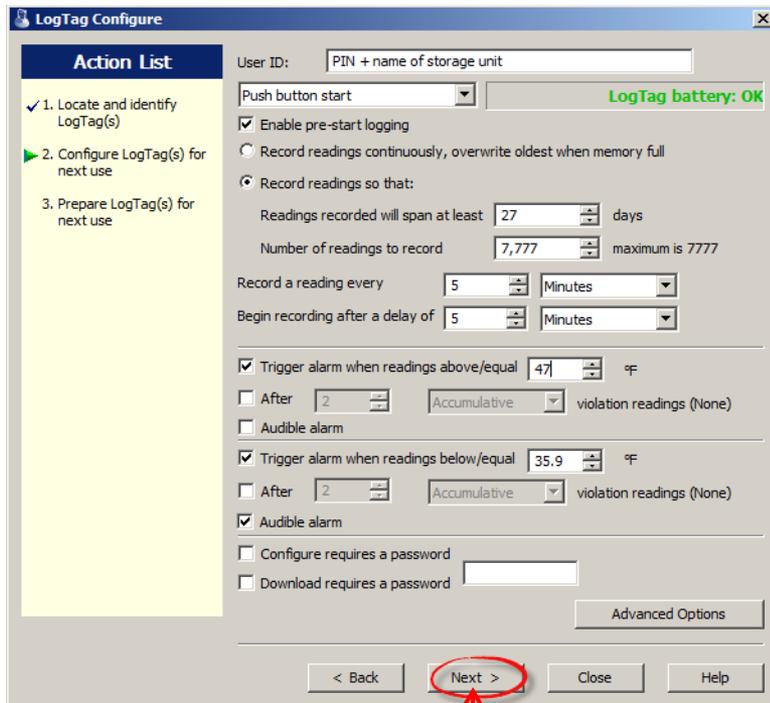
Reconfigure for Next Use

After you download your graph, you need to reconfigure (clear out old data) and restart the LogTag to begin recording again.

1. The LogTag Configure screen may automatically pop up on your computer screen in addition to the graph.
 - If not, then click on “LogTag” then “Configure” in the upper left hand corner of the software screen to view the LogTag Configure screen.



Reconfigure for Next Use



LogTag Configure

User ID: PIN + name of storage unit

Push button start LogTag battery: OK

Enable pre-start logging

Record readings continuously, overwrite oldest when memory full

Record readings so that:

Readings recorded will span at least 27 days

Number of readings to record 7,777 maximum is 7777

Record a reading every 5 Minutes

Begin recording after a delay of 5 Minutes

Trigger alarm when readings above/equal 47 °F

After 2 Accumulative violation readings (None)

Audible alarm

Trigger alarm when readings below/equal 35.9 °F

After 2 Accumulative violation readings (None)

Audible alarm

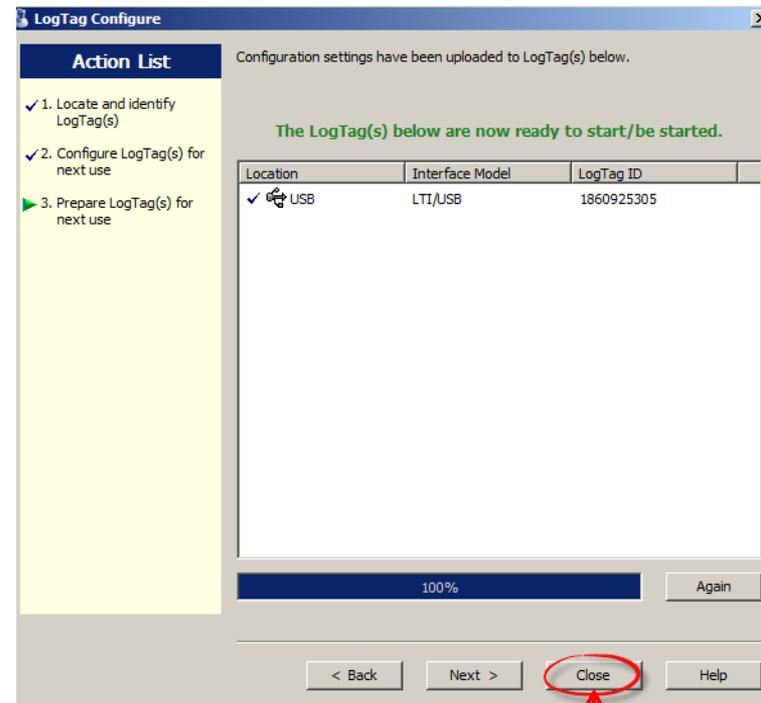
Configure requires a password

Download requires a password

Advanced Options

< Back **Next >** Close Help

2. Click "Next" to upload the previously used settings to the LogTag device.



LogTag Configure

Configuration settings have been uploaded to LogTag(s) below.

The LogTag(s) below are now ready to start/be started.

Location	Interface Model	LogTag ID
<input checked="" type="checkbox"/> USB	LTI/USB	1860925305

100% Again

< Back Next > **Close** Help

3. Click "Close" once the configuration is complete. NOTE: Confirm that the message at the top says "Configuration settings have been uploaded to LogTag(s) below."

To Start Recording Again



1. The LogTag screen should display “ready.” Remove the LogTag from the cradle and immediately take it to the storage unit.



2. Place the LogTag into the bracket on the outside of the storage unit. Plug the probe cord into your LogTag.

- Keep each LogTag with its original probe to preserve the calibration. Do not switch probes between LogTags.



3. Press and hold the start button and observe that the “STARTING” icon appears. Release the start button after 2 seconds.



- The Older TRED models need to be pressed until the word “starting” stops flashing.

To Start Recording Again

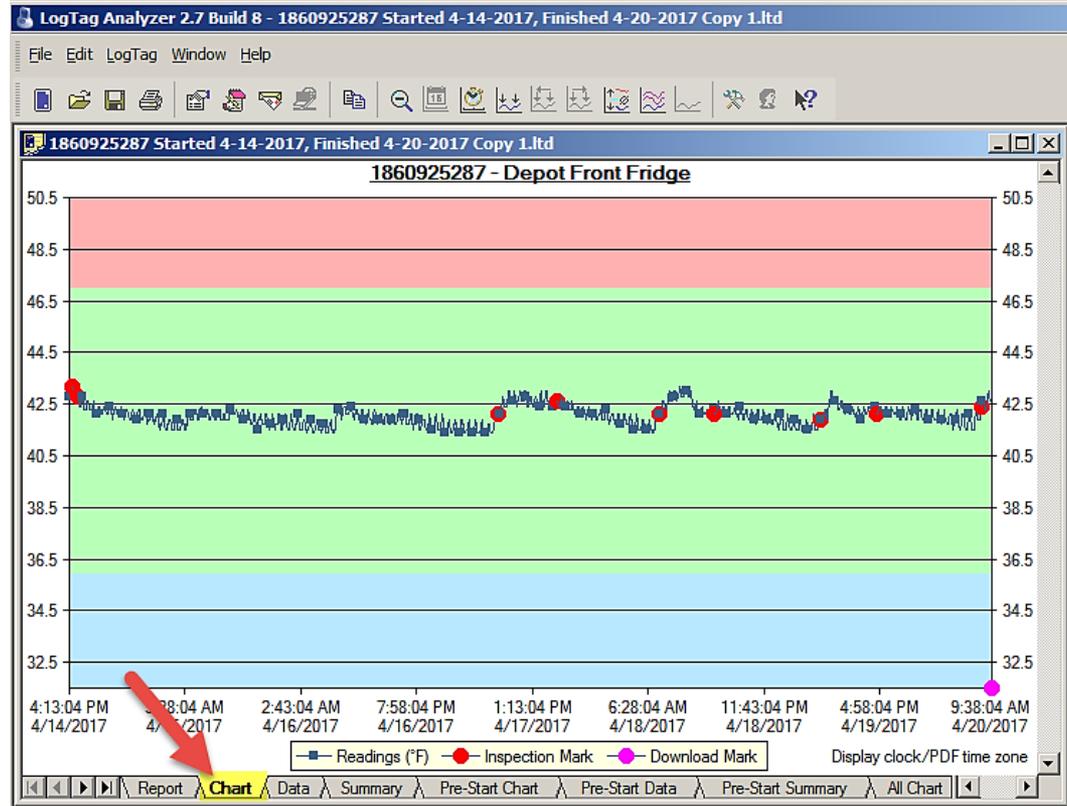
4. If the LogTag started successfully, you will see a 5 minute countdown in the upper right corner of the screen. If not, and “READY” still appears on the LogTag screen, this means that you may have held the “Start” button too long or not long enough and thus the LogTag did not start successfully. Repeat step 3.

5. When the 5 minute countdown is finished, the LogTag will start recording and the current temperature will display on the screen.



How to Review the LogTag File- The Chart Tab

- The graph is located in the **Chart tab**
- Red inspection marks appear from whenever you had pressed the “Review” button
- Background coloring reflects the appropriate temperature range based on the alarm parameters
 - **Red**= temperatures above range
 - **Green**= temperatures within range
 - **Blue** = temperatures below range



How to Review the LogTag File- The Report Tab

The **Report** Tab provides data on:

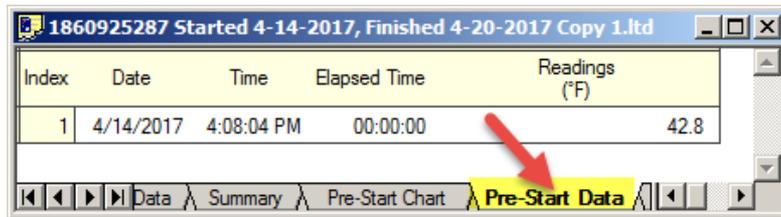
- **Alarm Status-**
 -  **OK** - temperatures were within range
 -  **Fail** - temperatures went out of range
- **Recorder Configuration**
 - LogTag device settings
 - Lower and upper alarm parameters
- **Recorded Data**
 - Graph and temperature statistics
 - *Highest and lowest temperature reached**
- **Low Alarm and High Alarm**
 - *Total time above and/or below range**
 - Number of occurrences when the temperature went out of range



**The information needed when processing a temperature excursion*

How to Review the LogTag File- The Data Tabs

- The **Pre-Start Data** will show the temperatures recorded while the LogTag was in Ready Mode prior to pressing the “Start” button



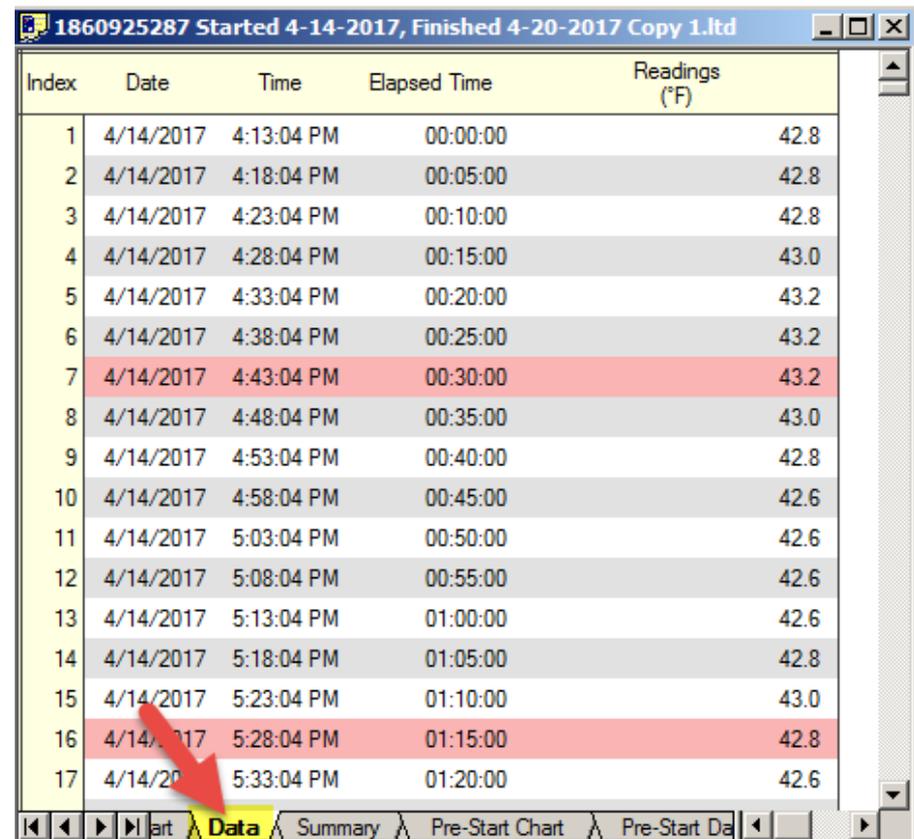
1860925287 Started 4-14-2017, Finished 4-20-2017 Copy 1.ltd

Index	Date	Time	Elapsed Time	Readings (°F)
1	4/14/2017	4:08:04 PM	00:00:00	42.8

Navigation: Data | Summary | Pre-Start Chart | **Pre-Start Data**

A red arrow points to the 'Pre-Start Data' tab in the navigation bar.

- The **Data** tab shows a complete list of temperatures recorded after the device had started recording



1860925287 Started 4-14-2017, Finished 4-20-2017 Copy 1.ltd

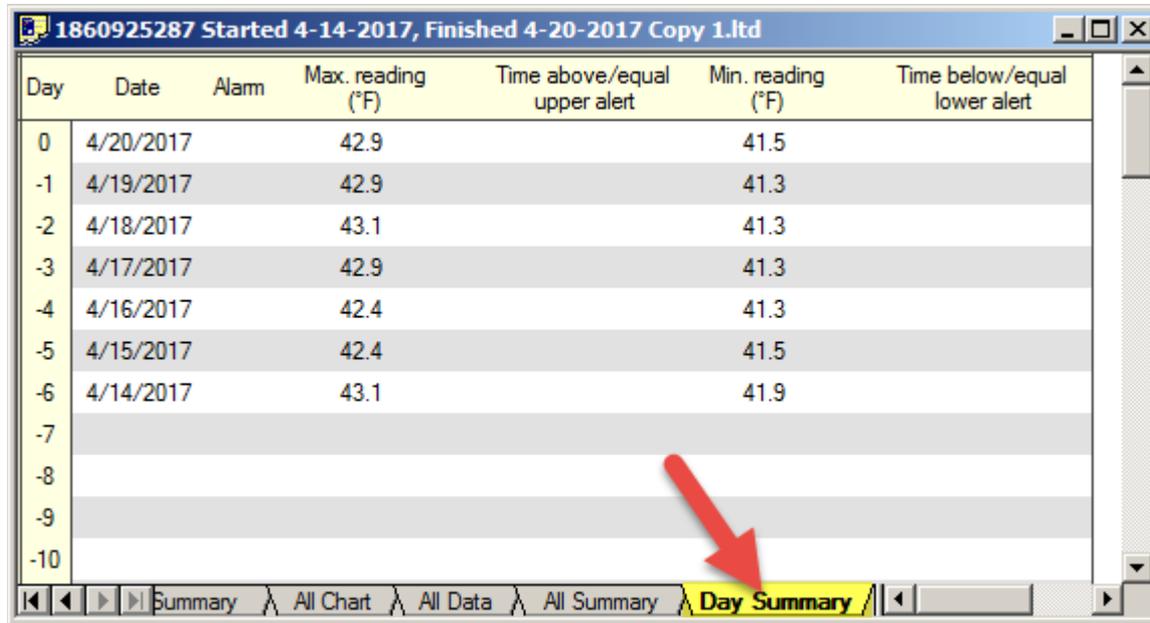
Index	Date	Time	Elapsed Time	Readings (°F)
1	4/14/2017	4:13:04 PM	00:00:00	42.8
2	4/14/2017	4:18:04 PM	00:05:00	42.8
3	4/14/2017	4:23:04 PM	00:10:00	42.8
4	4/14/2017	4:28:04 PM	00:15:00	43.0
5	4/14/2017	4:33:04 PM	00:20:00	43.2
6	4/14/2017	4:38:04 PM	00:25:00	43.2
7	4/14/2017	4:43:04 PM	00:30:00	43.2
8	4/14/2017	4:48:04 PM	00:35:00	43.0
9	4/14/2017	4:53:04 PM	00:40:00	42.8
10	4/14/2017	4:58:04 PM	00:45:00	42.6
11	4/14/2017	5:03:04 PM	00:50:00	42.6
12	4/14/2017	5:08:04 PM	00:55:00	42.6
13	4/14/2017	5:13:04 PM	01:00:00	42.6
14	4/14/2017	5:18:04 PM	01:05:00	42.8
15	4/14/2017	5:23:04 PM	01:10:00	43.0
16	4/14/2017	5:28:04 PM	01:15:00	42.8
17	4/14/2017	5:33:04 PM	01:20:00	42.6

Navigation: Data | Summary | Pre-Start Chart | Pre-Start Data

A red arrow points to the 'Data' tab in the navigation bar.

How to Review the LogTag File- The Day Summary Tab

- The **Day Summary** tab:
 - Displays the minimum and maximum temperatures for each day
 - Indicates which day(s) had a temperature out of range



Day	Date	Alarm	Max. reading (°F)	Time above/equal upper alert	Min. reading (°F)	Time below/equal lower alert
0	4/20/2017		42.9		41.5	
-1	4/19/2017		42.9		41.3	
-2	4/18/2017		43.1		41.3	
-3	4/17/2017		42.9		41.3	
-4	4/16/2017		42.4		41.3	
-5	4/15/2017		42.4		41.5	
-6	4/14/2017		43.1		41.9	
-7						
-8						
-9						
-10						

Replace the Battery

- Replace the battery every 6 months **regardless** of the battery status indicator. The battery will start to die and influence the temperature readings before the low battery indicator alarms
- The LogTag uses a 3V battery, type CR2032
- Download the graph before replacing the battery



Troubleshooting

If you have any questions about or issues with the LogTag,
please contact the vendor **directly!**

Control Solutions, Inc.

**Phone: 888-311-0636 or
503-410-5996**

You can reach them by email here:

<http://www.vfcdataloggers.com/contact-us.aspx>

Thank you!