

# LogTag Temperature Monitoring Device

Software and Device  
Initial Set up



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# Items in your LogTag Box

- 1) LogTag Device
- 2) Vial with probe in glycol and cord
- 3) Vial stand
- 4) Zip ties
- 5) Zip tie brackets
- 6) Spare battery #CR2032
- 7) Warranty and calibration registration
- 8) Certificate of Calibration
- 9) Aluminum tape
- 10) LogTag holding bracket with two-sided tape
- 11) LogTag USB cradle



# Vial and Stand Placement Within Storage Unit



1. Route the cord across the shelf and along the inside wall towards the front door hinge.
2. Secure the cord to the shelf and wall with the supplied zip ties, zip tie brackets and/or aluminum tape.
3. Place the vial and stand in the middle of the refrigerator or freezer close to the vaccines. We highly recommend that you tape down the stand so that it doesn't get pushed to the back or side of the unit.



1. Do NOT place the vial close to the wall, in the back of the unit or under the fan that blows cold air because this will influence the temperature readings.

# LogTag and Bracket Placement Outside Storage Unit



1. Route the cord through the hinge side of the door.
2. Secure the holding bracket to the outside of the storage unit with the two-sided tape.
3. You are now ready to install the LogTag Analyzer software on your computer.
4. \*\*We highly recommend that you install the software on more than one computer so that multiple staff have access.

# Install the Software

Install the LogTag Analyzer software from [www.LogTagrecorders.com](http://www.LogTagrecorders.com) by following these steps:  
(You may need IT assistance if you do not have Administration Rights to install software).



Name\*

Email\*

Company

Position

I wish to receive an email when a new version of LogTag Analyzer has been released

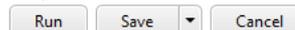
I have read and agree to the [Terms & Conditions](#).

Submit



Installer:	<a href="#">ltanalyzer_24r5.exe</a> (26.2Mb) ←
Zip File:	<a href="#">ltanalyzer_24r5.zip</a> (20.1Mb)
Software Information:	<a href="#">LogTag Analyzer User Guide for version 2.4</a> <a href="#">What's new in v2.4</a> <a href="#">Important Upgrade Information (PDF)</a> <a href="#">Enable password on download (PDF)</a> <a href="#">Copying Option Settings (PDF)</a>
Support:	For known issues, FAQ and software support

Do you want to run or save **ltanalyzer\_24r5.exe** (26.2 MB) from [www.logtaganalyzer.com](http://www.logtaganalyzer.com)?

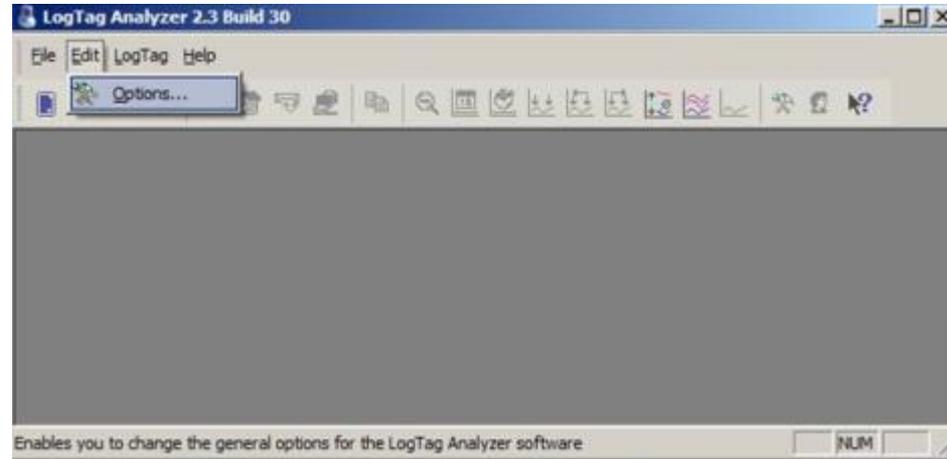


1. Click on the scrolling banner at the top of the page that says "Click Here to download LogTag Analyzer."
2. Click "Download Now" on the right-hand side of the page.
3. Fill out the form and click "submit."
4. Click the link next to "Installer:"
5. Click "Run".

# Set up the LogTag Analyzer Software Options



Click on the LogTag Analyzer icon on your desktop to open the software.



Click on "Edit" then click on "Options"

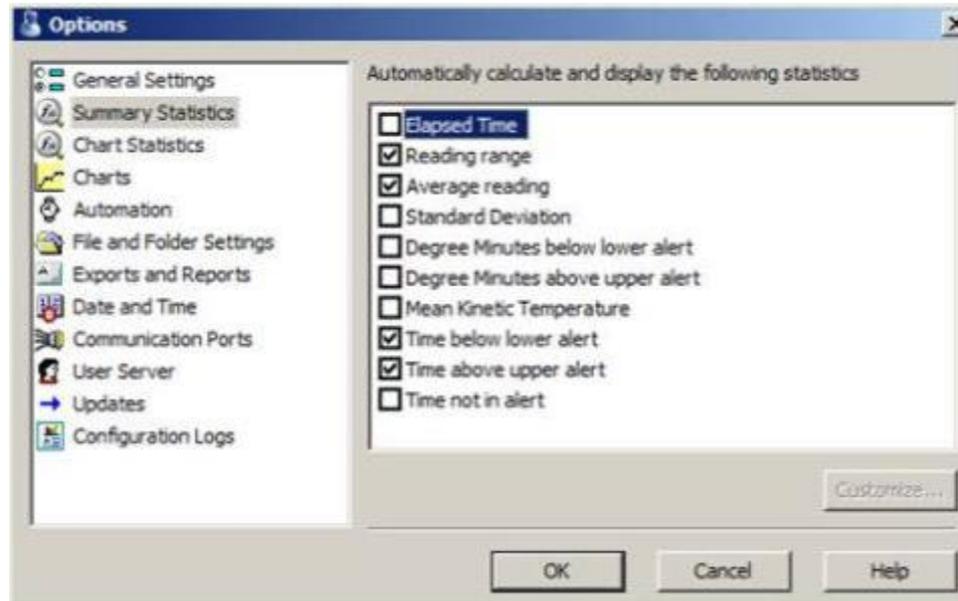
# Options – General Settings

1. Show temperatures in Fahrenheit
2. Click on “Summary Statistics” to continue editing
3. (Do not click “OK” yet. Clicking “OK” will exit from options)



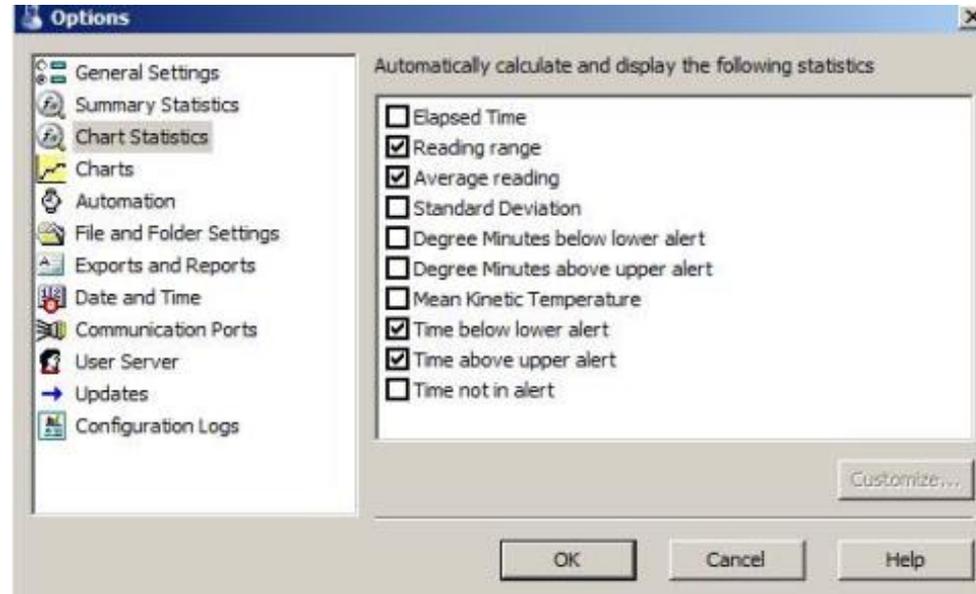
# Options – Summary Statistics

1. Check only these four boxes:
  - “Reading range”
  - “Average reading
  - “Time below lower alert”
  - “Time above upper alert”
2. Select “Chart Statistics” to continue editing



# Options – Chart Statistics

1. Check only these four boxes:
  - “Reading range”
  - “Average reading
  - “Time below lower alert”
  - “Time above upper alert”
2. Select “Charts” to continue editing



# Options - Charts

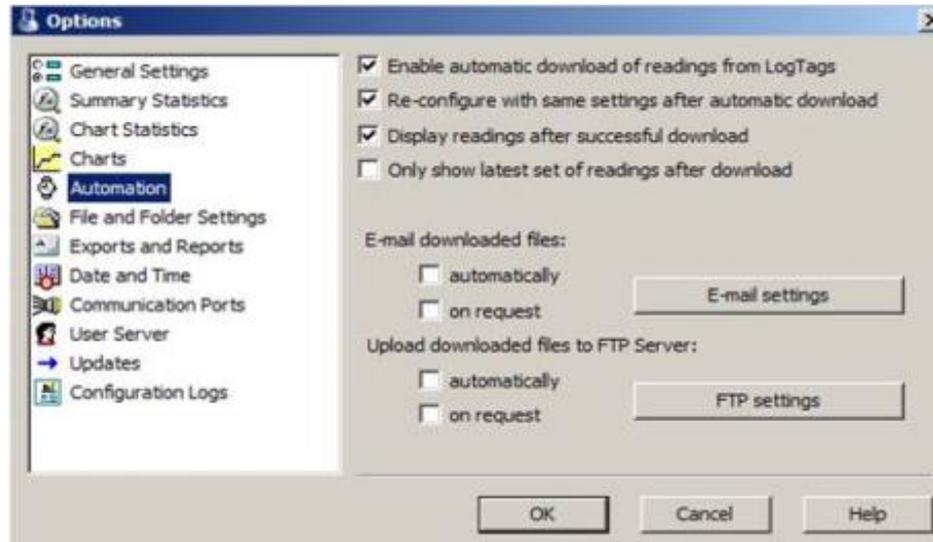


- Temperature Readings
- Temperature Markers
- Humidity Readings
- Humidity Markers
- Download Marks
- Inspection Marks
- Above Alert Region
- Within Alert Region
- Below Alert Region
- Multi Chart shade
- X-Axis Grids
- Y-Axis Grids
- Non validated readings
- Show readings beyond specification
- Show Annotations
- Elapsed Time

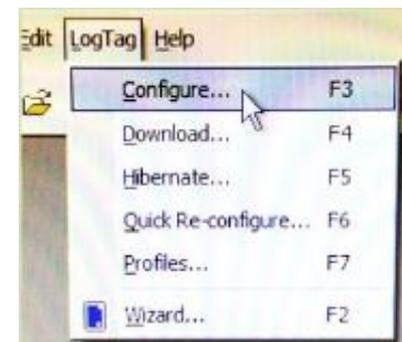
1. Scroll down and select "X-Axis Grids"
2. Maintain all other default settings
3. Select "Automation" to continue editing

# Options – Automation

1. Check “Enable Automatic...”
2. Check “Re-configure with same settings...”
3. Check “Display readings...”
4. Do not enable the “E-Mail” settings
5. Select “File and Folder Settings” to continue editing

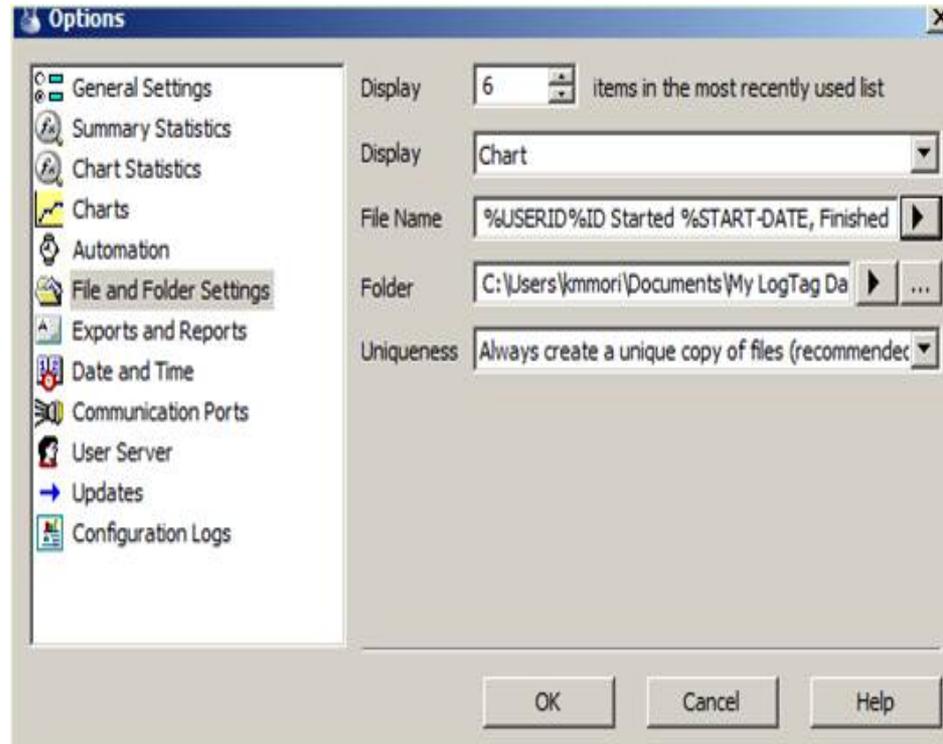


\*\*\*The “Re-configure with same settings...” option will cause the LogTag to automatically reconfigure with pre-set settings when synced with the LogTag Analyzer software. To change pre-set temperature settings select “LogTag” from toolbar and manage settings in “Configure”.



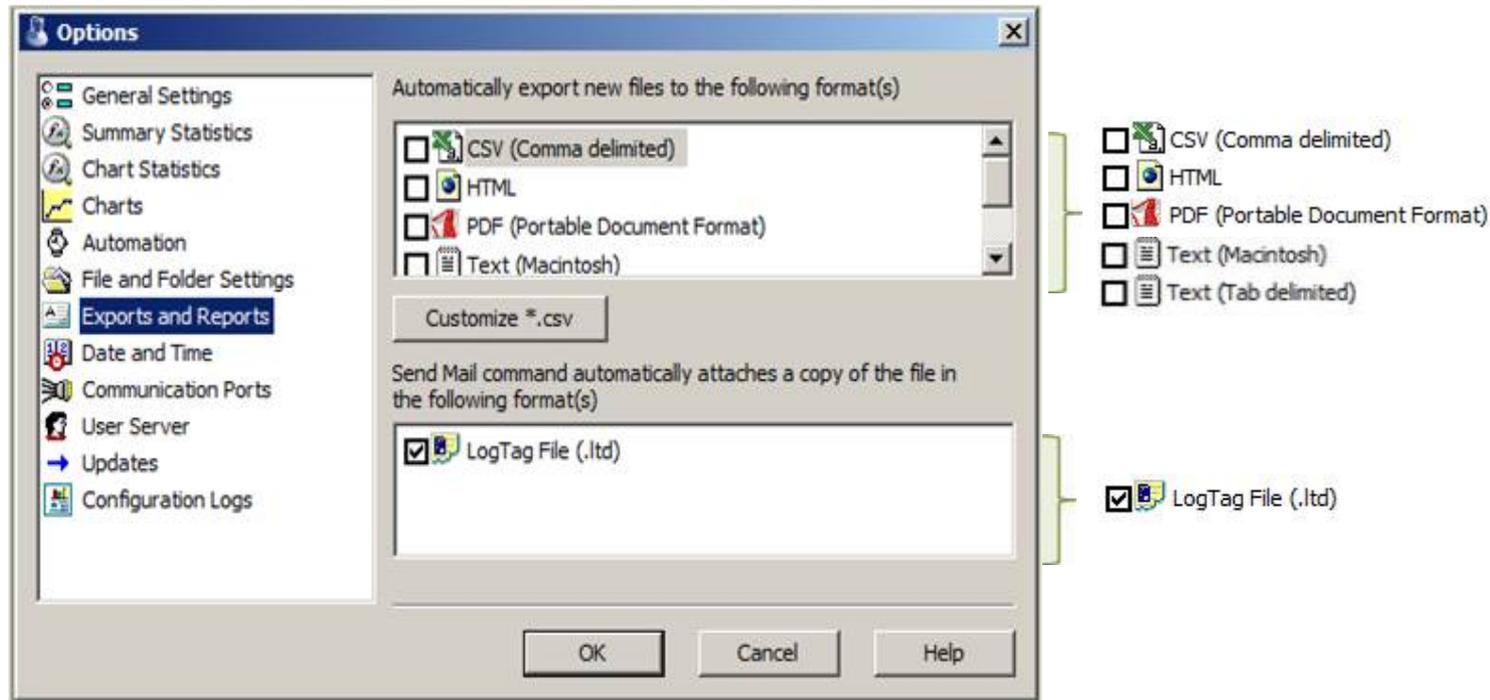
# Options- File and Folder Settings

1. File name should read as follows: **%USERID%ID Started %START-DATE, Finished %FINISH-DATE**. Click the right arrow after File Name to view and choose each component of the file name
2. By default the software will create a “My LogTag” folder within your “My Documents” folder and all graphs will be automatically saved to this folder\*\*
3. If you prefer for your graphs to be automatically saved to a different folder or drive, click on the “...” button to browse and choose another location\*\*
4. Click on “Exports and Reports” to continue editing



\*\*It is highly recommended that you save the “LogTag Folder” within a shared drive so that multiple staff, including the Vaccine Coordinator and the Back-up Vaccine Coordinator, can access LogTag graphs.

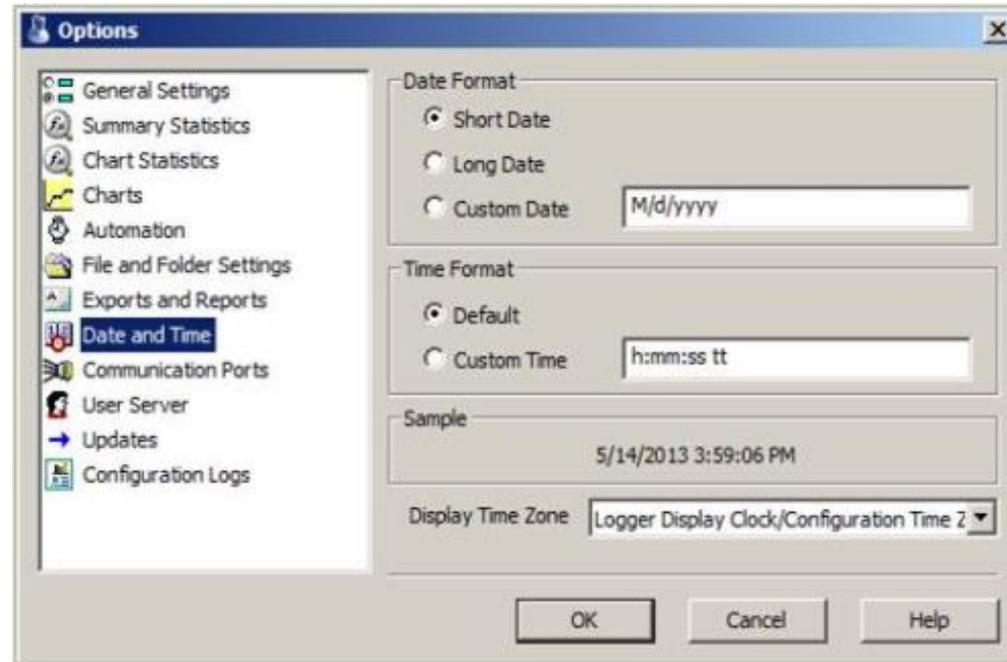
# Options- File and Folder Settings



1. Uncheck all boxes in “Automatically export new files to the following format(s)”
2. Check the “LogTag File (.ltd)” box
3. No edits needed in the “Customize\*.csv” button
4. Select “Date and Time” to continue editing

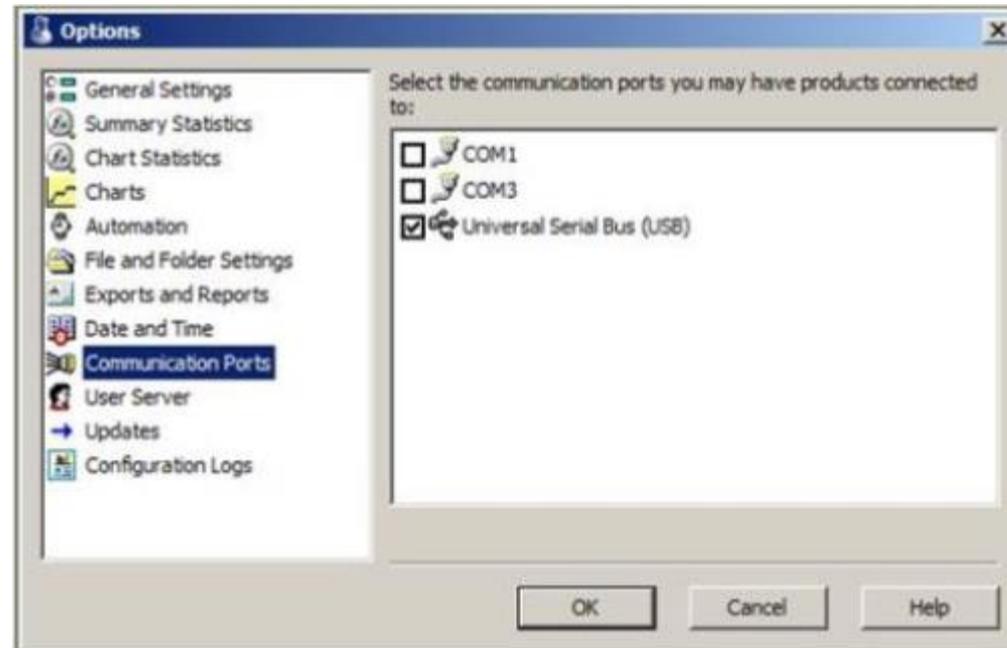
# Options – Date and Time Settings

1. No edits needed
2. Select “Communication Ports” to continue editing



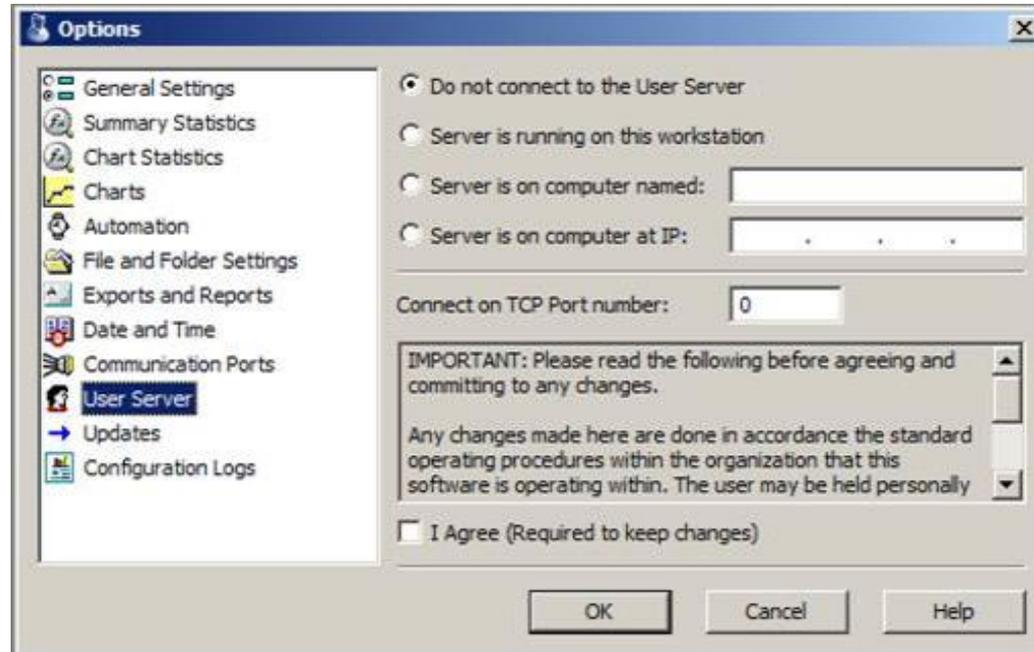
# Options- Communication Ports

1. Check the “Universal Serial Bus (USB)” box
2. Uncheck any other boxes (“COM 1”, “COM 2”, and “COM 3” etc.)
3. Select “User Server” to continue editing



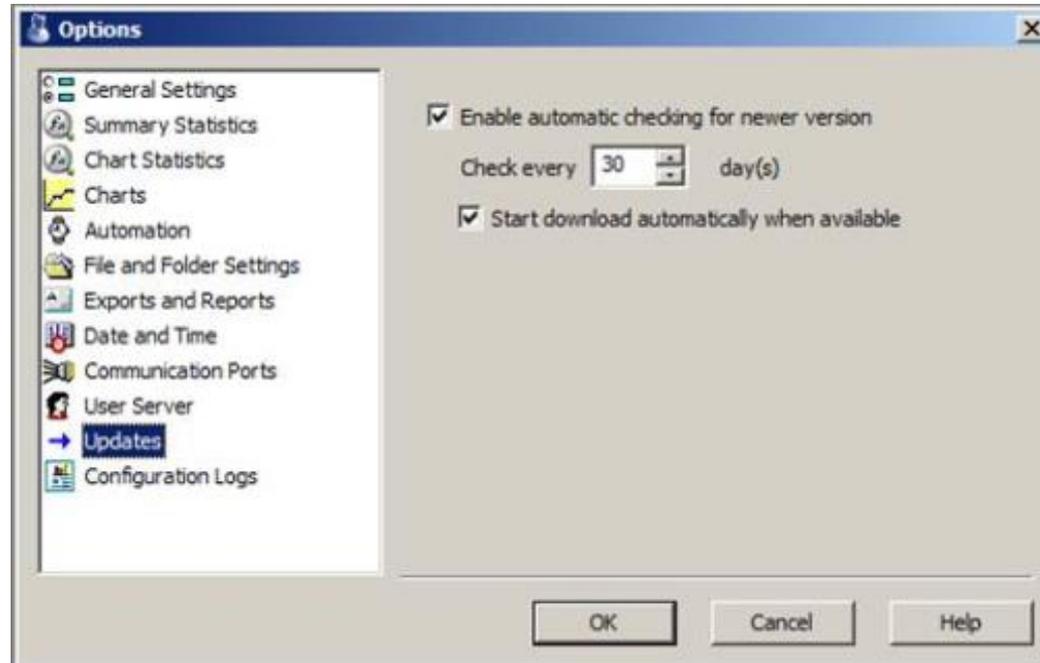
# Options- User Server

1. No edits needed
2. Select "Updates" to continue editing



# Options- Updates

1. No edits needed
2. Select  
“Configuration  
Logs” to continue  
editing



# Options- Configuration Logs

The screenshot shows the 'Options' dialog box with the 'Configuration Logs' section selected. The 'Log configuration data' checkbox is unchecked. The 'Log Folder' is set to 'C:\Users\username\Documents\My LogTag'. The 'Field separator' is a comma. The 'Include Fields' list is empty. A green bracket on the right side of the dialog points to a list of 18 unchecked checkboxes:

- Date
- Time
- Logger ID
- User ID
- Prestart Enabled
- Wrap Log Memory
- Start Method
- Log Duration
- Log Interval
- Log Count
- Lower Alert(s)
- Upper Alert(s)
- Consecutive Alert
- Non Consecutive Alert
- Latch Alert
- Clear Alert
- Configure Requires Password
- Download Requires Password

1. No boxes are checked in the “Include Fields”
2. Select “OK” to save all settings

# Configure the LogTag Device

Now that your software options are set up, you will now configure the settings on the actual LogTag device:

1. Open the LogTag Analyzer software
2. Plug the LogTag USB cradle into a USB port on your computer
3. Insert the LogTag device down into the cradle

1



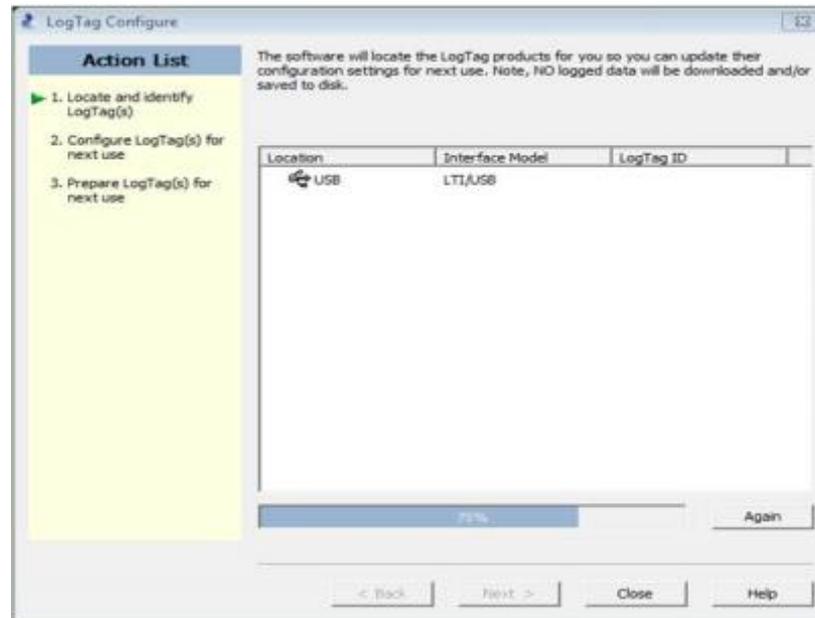
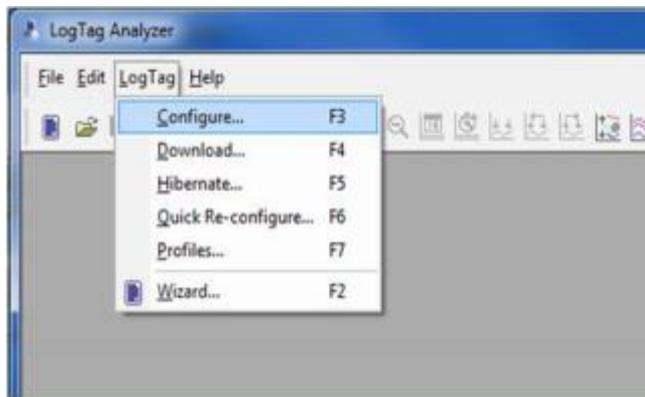
2



3



# LogTag Configure Wizard



1. Select "LogTag" and "Configure"
2. Select "Next" once the software has searched for the LogTag device

# Configure Wizard- Refrigerator

Input 6 digit PIN and name of your refrigerator in “User ID” field (i.e. Pharmacy Fridge; Refrigerator #1)

1. Choose: “Push button start” from drop down menu
2. Check: Enable pre-start logging
3. Select: “Record readings so that”
4. “Readings recorded” is 27 days
5. “Number of readings” is 7,777
6. “Record a reading” every 5 minutes
7. “Begin recording after” after 5 minutes
8. “Trigger alarm when above” 46.9
9. “Trigger alarm when below” 35.5
10. No password
11. Select “Advanced Options”

The screenshot shows the 'LogTag Configure' window. On the left is an 'Action List' with three steps: 1. Locate and identify LogTag(s), 2. Configure LogTag(s) for next use, and 3. Prepare LogTag(s) for next use. The main area contains the following settings:

- User ID: 6 DIGIT PIN + NAME OF STORAGE UNIT
- Start method: 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 46.9
  - After 2 Accumulative violation readings (None)
- Trigger alarm when readings below/equal 35.5
  - After 2 Accumulative violation readings (None)
- Configure requires a password
- Download requires a password

Buttons at the bottom: < Back, Next >, Close, Help. An 'Advanced Options' button is also present.

# Configure Wizard- Refrigerator

1. Check : “Alarm remains on even if...”
2. Choose: Temperature display unit is “Fahrenheit”
3. Check: “Show total summary”
4. All other boxes remain blank or unchecked
5. Select “OK” to close “Advanced Options”
6. Select “Next” to upload the settings to the LogTag

The screenshot shows the 'LogTag Configure' wizard window. The 'Action List' on the left indicates the current step is '2. Configure LogTag(s) for next u'. The 'User ID' field is set to '6 DIGIT PIN + NAME OF UNIT'. The 'Push button start' dropdown is selected. The 'LogTag battery: OK' status is shown in green. The 'Advanced Options' dialog box is open, showing the following settings:

- Clear and reset alarm when STOP/Clear button pressed
- Alarm remains on even if readings return to non-violation range
- Pause alarm/statistics processing for [ ] readings when button pressed (None)
- Temperature display unit: Fahrenheit
- Switch off display after 30 seconds (Power save)
- Allow logging stop with STOP button
- Allow reset of logger with START button
- Show total summary days collected

Buttons for 'OK', 'Cancel', and 'Help' are visible at the bottom of the dialog. Below the dialog, there are checkboxes for 'Configure requires a password' and 'Download requires a password', and a 'Next >' button.

# Configure Wizard- Freezer

Input 6 digit PIN and name of your freezer in “User ID” field (i.e. Pharmacy Freezer; Freezer #1)

1. Choose: “Push button start” from drop down menu
2. Check: Enable pre-start logging
3. Select: “Record readings so that”
4. “Readings recorded” is 27 days
5. “Number of readings” is 7,777
6. “Record a reading” every 5 minutes
7. “Begin recording after” after 5 minutes
8. “Trigger alarm when above” 5.9
9. “After” 13 Consecutive readings
10. “Trigger alarm when below” 40
11. No password
12. Click on “Advanced Options”

The screenshot shows the 'LogTag Configure' window. On the left is an 'Action List' with three steps: 1. Locate and identify LogTag(s), 2. Configure LogTag(s) for next use (highlighted with a green arrow), and 3. Prepare LogTag(s) for next use. The main area contains the following fields and options:

- User ID: 6 DIGIT PIN + NAME OF UNIT
- Push button start (dropdown menu)
- LogTag battery: OK (green text)
- 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 5.9 °F
  - After 13 Consecutive violation readings (65 Minutes)
- Trigger alarm when readings below/equal -40 °F
  - After Consecutive violation readings (None)
- Configure requires a password
- Download requires a password
- Advanced Options (button)
- Navigation buttons: < Back, Next >, Close, Help

# Configure Wizard- Freezer Advanced Options

1. Check : “Alarm remains on even if...”
2. Choose: Temperature display unit is “Fahrenheit”
3. Check: “Show total summary”
4. All other boxes remain blank or unchecked
5. Select “OK” to close “Advanced Options”
6. Select “Next” to upload the settings to the LogTag

The screenshot displays the 'LogTag Configure' software interface. On the left, an 'Action List' shows three steps: '1. Locate and identify LogTag(s)', '2. Configure LogTag(s) for next u', and '3. Prepar next u'. The second step is highlighted. The main window contains a 'User ID' field with the text '6 DIGIT PIN + NAME OF UNIT', a 'Push button start' dropdown menu, and a 'LogTag battery: OK' indicator. Below these are checkboxes for 'Enable pre-start logging' (checked) and 'Record readings continuously, overwrite oldest when memory full' (unchecked). A 'Configure - Advanced Options' dialog box is open, showing several settings: 'Clear and reset alarm when STOP/Clear button pressed' (unchecked), 'Alarm remains on even if readings return to non-violation range' (checked), 'Pause alarm/statistics processing for 0 readings when button pressed (None)' (unchecked), 'Temperature display unit: Fahrenheit' (selected in a dropdown), 'Switch off display after 30 seconds (Power save)' (unchecked), 'Allow logging stop with STOP button' (unchecked), 'Allow reset of logger with START button' (unchecked), and 'Show total summary days collected' (checked). At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons. Below the dialog, there are checkboxes for 'Configure requires a password' and 'Download requires a password', followed by a password input field and an 'Advanced Options' button. At the very bottom of the main window are '< Back', 'Next >', 'Close', and 'Help' buttons.

# Start Recording

1. Remove the LogTag from the USB cradle, it should read "Ready"
2. Take the LogTag device immediately to your storage unit and plug the cord in to the left side of the LogTag
3. Press and hold the start button for 4 - 6 seconds and observe that the "Starting" icon starts flashing
4. Release the Start button when the "Starting" icon stops flashing. A 5 minute countdown will appear on the screen. If "Ready" still appears on the LogTag screen, this means that you did not hold the start button long enough. (Press and hold the "Start" button again)
5. Place the LogTag into the bracket on the outside of the storage unit
6. When the 5 minute countdown is finished, the LogTag will start recording and the current temperature will display on the screen

**To learn how to download a graph and use the LogTag on a daily basis, please refer to the next set of instructions titled: "#2- LogTag Instructions for Daily Use"**

