LogTag
Temperature Monitoring Device

Software and Device
Initial Set up

Table of Contents

ALASKA
IMMUNIZATION
PROGRAM

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 by following these steps:
(You may need IT assistance if you do not have Administration Rights to install software).
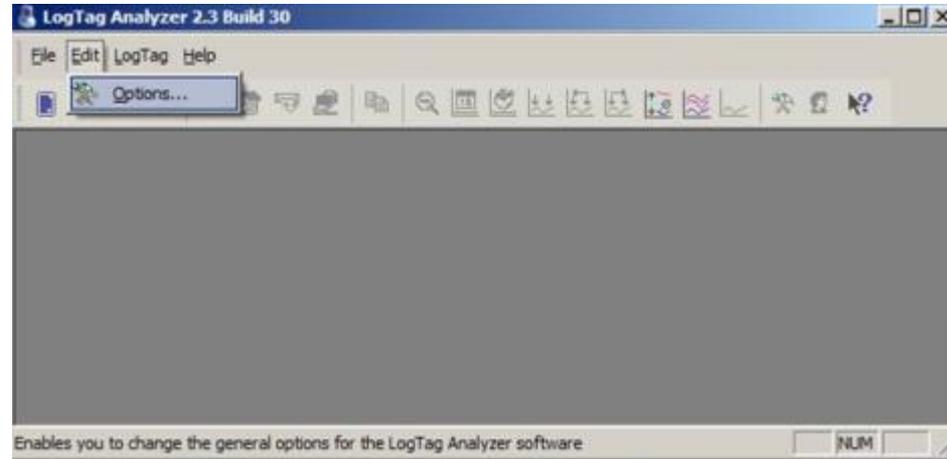

1. Click on the scrolling banner at the top of the page that says "Click Here to download LogTag Analyzer."
2. Click "Download Now" on the right-hand side of the page.
3. Fill out the form and click "submit."
4. Click the link next to "Installer:"
5. Click "Run".

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"

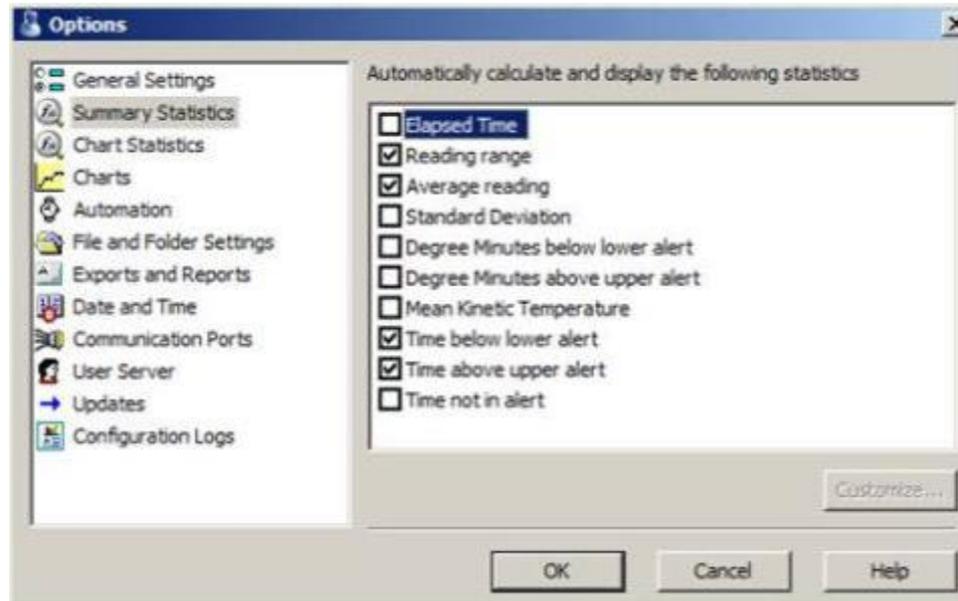# Options – General Settings

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

ALASKA
IMMUNIZATION
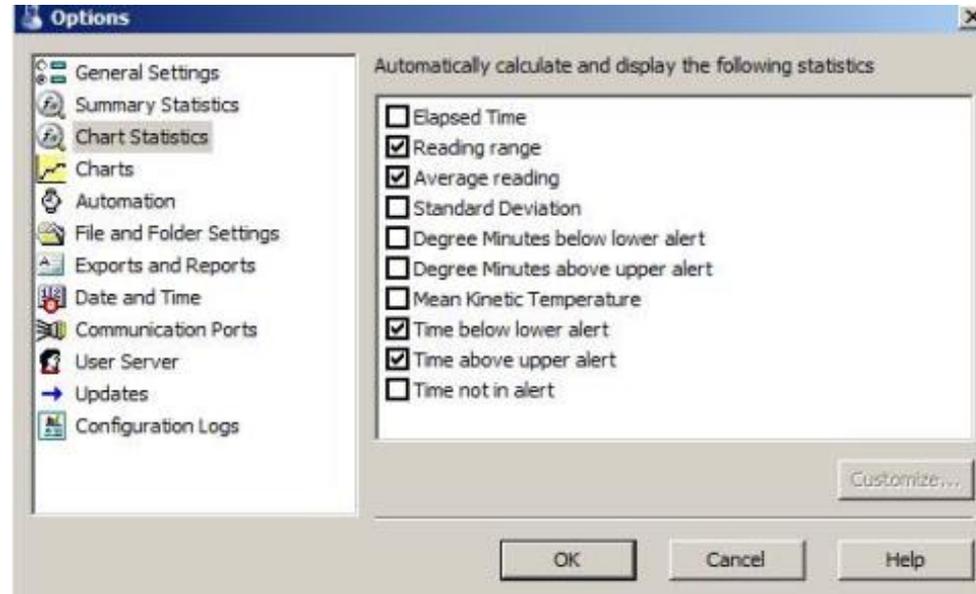PROGRAM

1. Check only these four boxes:
   - "Reading range"
   - "Average reading
   - "Time below lower alert"
   - "Time above upper alert"

2. Select "Charts" to continue editing
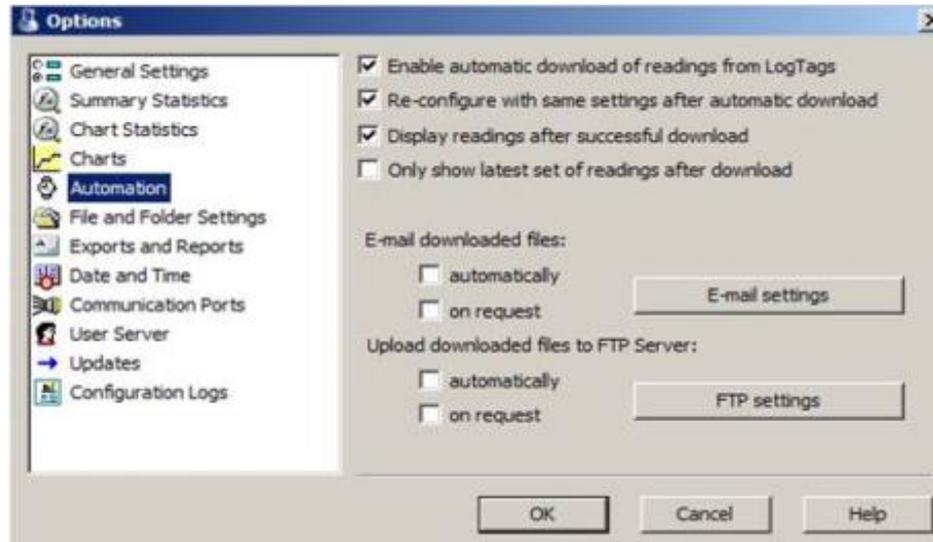
Options – Charts

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

Options – Automation

ALASKA IMMUNIZATION PROGRAM

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".
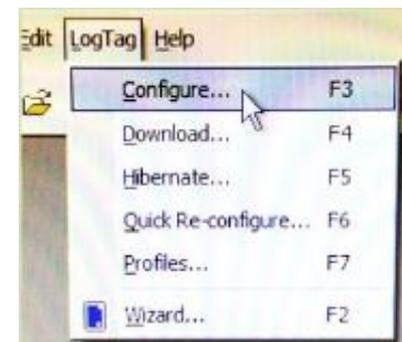
Options- File and Folder Settings

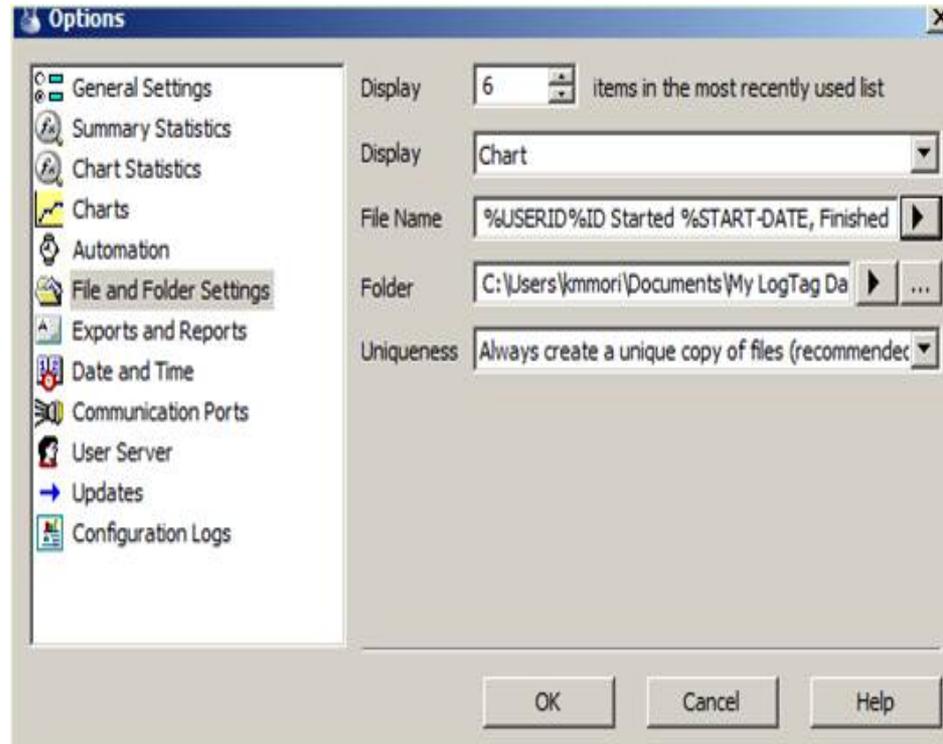1. File name should read as follows: **%USERID%ID Started %START-DATE, Finished %FINISH-DATE.** Click the right arrow after File Name to view and choose each component of the file name
2. By default the software will create a "My LogTag" folder within your "My Documents" folder and all graphs will be 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

Options

- General Settings
- Summary Statistics
- Chart Statistics
- Charts
- Automation
- File and Folder Settings
- Exports and Reports
- Date and Time
- Communication Ports
- User Server
- Updates
- Configuration Logs

Display: 6 items in the most recently used list

Display: Chart

File Name: %USERID%ID Started %START-DATE, Finished ▶

Folder: C:\Users\kmmori\Documents\My LogTag Da ▶ …

Uniqueness: Always create a unique copy of files (recommended ▼

OK   Cancel   Help

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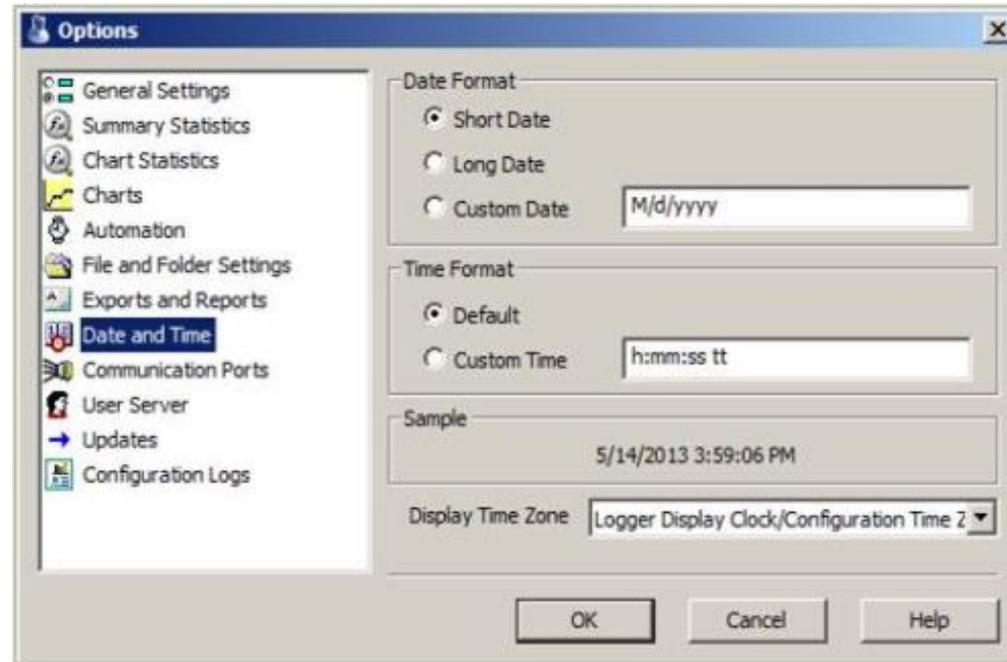
Options- File and Folder Settings
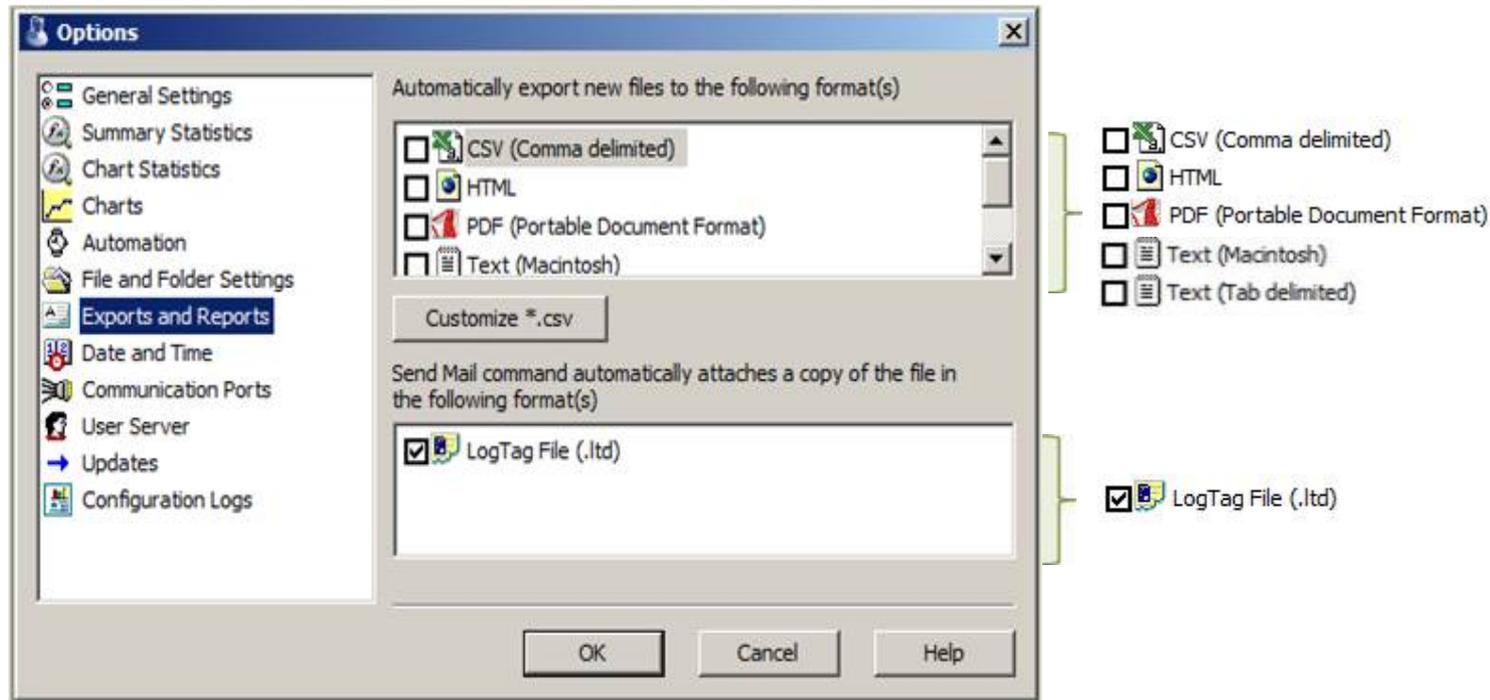
1. Uncheck all boxes in "Automatically export new files to the following format(s)"
2. Check the "LogTag File (ltd.)" box
3. No edits needed in the "Customize*.csv" button
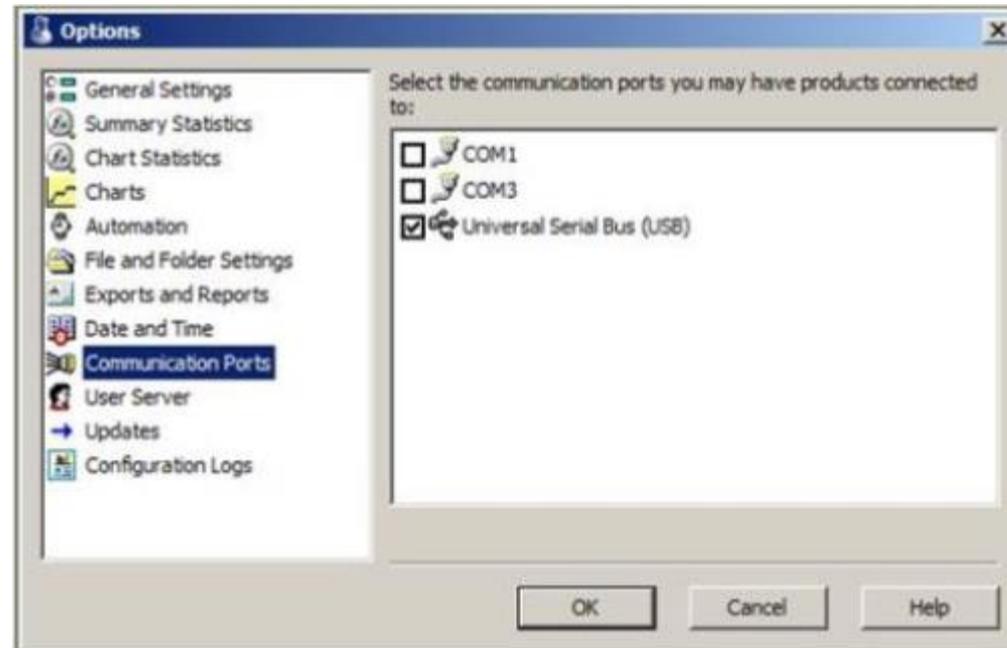4. Select "Date and Time" to continue editing

Options – Date and Time Settings

1. No edits needed

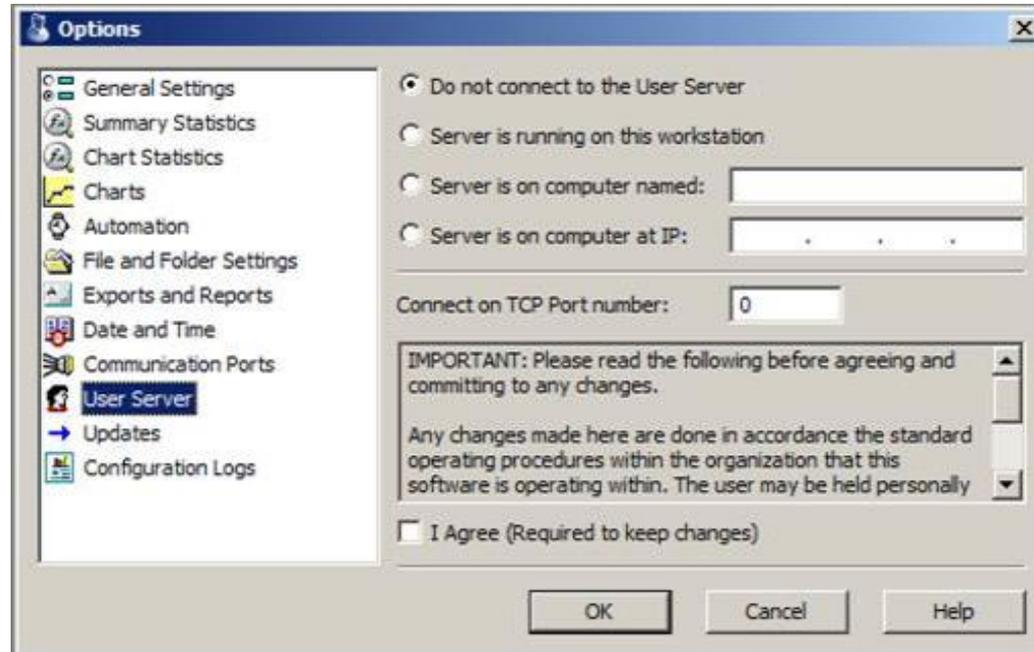2. Select "Communication Ports" to continue editing

Options- Communication Ports

1. Check the "Universal Serial Bus (USB)" box

2. Uncheck any other boxes ("COM 1", "COM 2", and "COM 3" etc.)
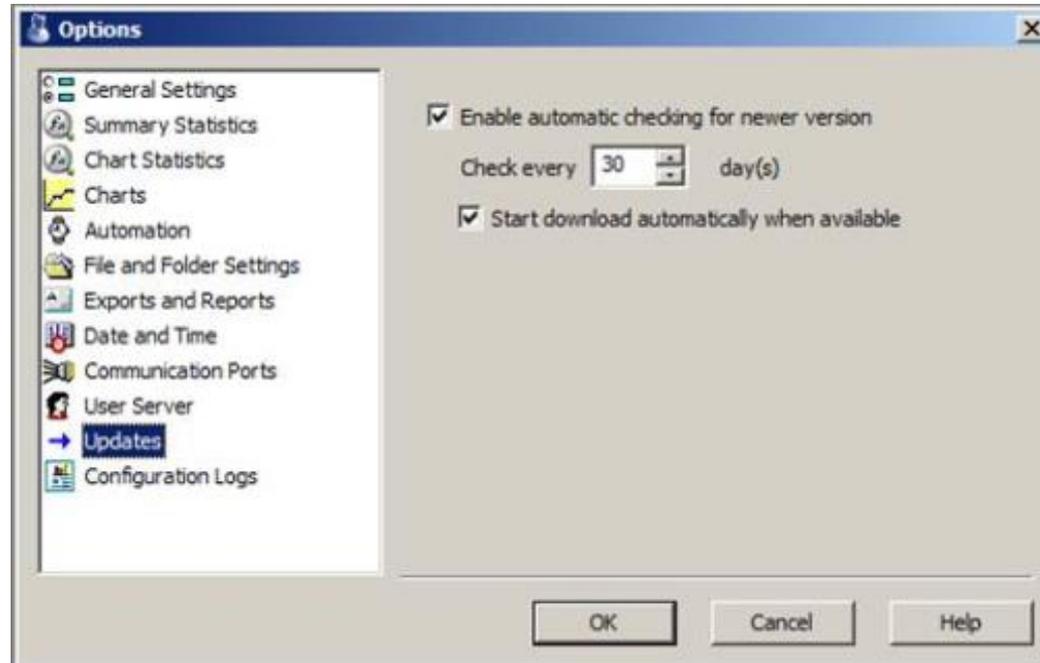
3. Select "User Server" to continue editing

Options

- General Settings
- Summary Statistics
- Chart Statistics
- Charts
- Automation
- File and Folder Settings
- Exports and Reports
- Date and Time
- **Communication Ports**
- User Server
- Updates
- Configuration Logs

Select the communication ports you may have products connected to:

☐ COM1
☐ COM3
☑ Universal Serial Bus (USB)

OK   Cancel   Help

Options- User Server

ALASKA
IMMUNIZATION
PROGRAM

1. No edits needed

2. Select "Updates" to continue editing

Options

General Settings
Summary Statistics
Chart Statistics
Charts
Automation
File and Folder Settings
Exports and Reports
Date and Time
Communication Ports
User Server
Updates
Configuration Logs

- Do not connect to the User Server
- Server is running on this workstation
- Server is on computer named:
- Server is on computer at IP:

Connect on TCP Port number: 0

IMPORTANT: Please read the following before agreeing and committing to any changes.

Any changes made here are done in accordance the standard operating procedures within the organization that this software is operating within. The user may be held personally

☐ I Agree (Required to keep changes)

OK   Cancel   Help

Options- Updates

1. No edits needed

2. Select "Configuration Logs" to continue editing

Options ×

General Settings
Summary Statistics
Chart Statistics
Charts
Automation
File and Folder Settings
Exports and Reports
Date and Time
Communication Ports
User Server
→ **Updates**
Configuration Logs

☑ Enable automatic checking for newer version

Check every `30` day(s)

☑ Start download automatically when available

OK   Cancel   Help

Options- Configuration Logs

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
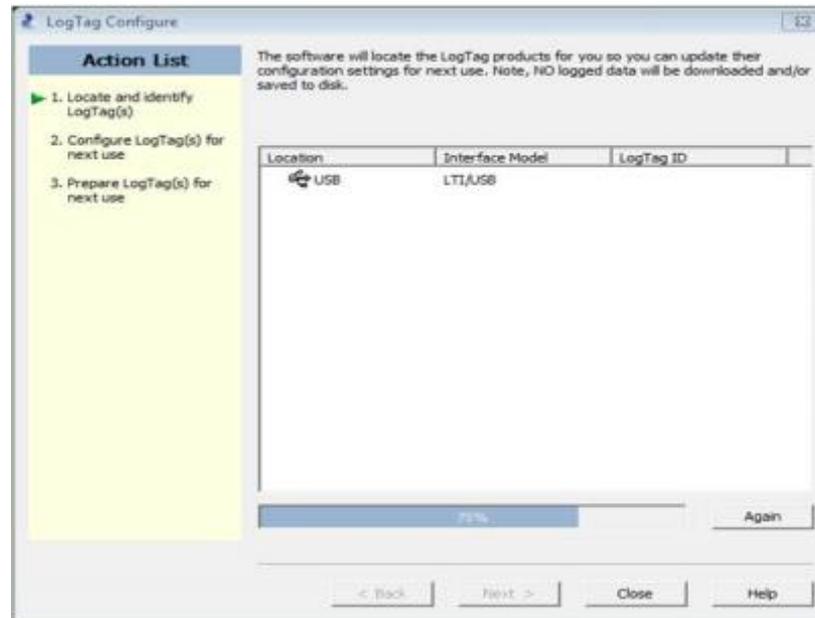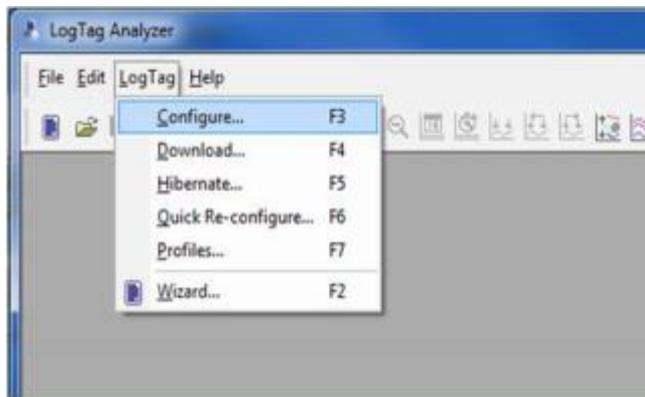3. Insert the LogTag device down into the cradle

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"

LogTag Configure

Action List

✓ 1. Locate and identify LogTag(s)

▶ 2. Configure LogTag(s) for next use

3. Prepare LogTag(s) for next use

User ID: 6 DIGIT 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 [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 [ ]

Advanced Options

< Back   Next >   Close   Help

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

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"

LogTag Configure

Action List

✓ 1. Locate and identify LogTag(s)

▶ 2. Configure LogTag(s) for next use

3. Prepare LogTag(s) for next use

User ID: 6 DIGIT PIN + NAME OF 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 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

< 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

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"

1 **2** **3**