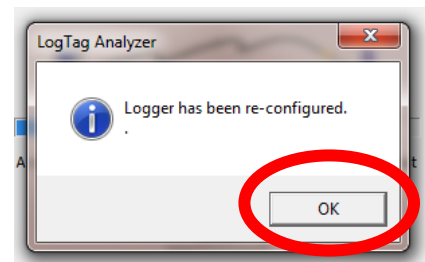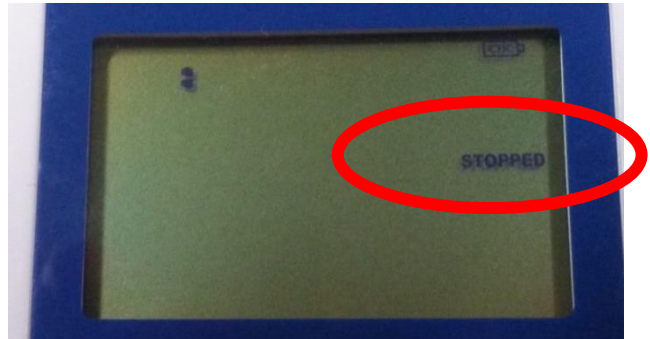# LogTag® Data Logger
Data Download Guide

Downloading Data from the Device

Data should be downloaded from the device(s) weekly, preferably on Monday morning. Follow the steps below to download the data from a LogTag® data logger.

1. **Before unplugging the device from the white cord**, press and hold the "Start Clear Stop" button until the word "STOPPED" is no longer flashing and the word stays steady.

2. As soon as "STOPPED" is no longer flashing, release the "Start Clear Stop" button.

3. The screen should only be showing the word "STOPPED."

4. Unplug the device from the Glycol probe.

5. Take the device to the computer that has the docking station and LogTag® Analyzer software installed.

6. Make sure the LogTag® docking station is plugged into a USB port on the computer.

7. Open the LogTag® Analyzer software.

8. **After** the software is open, insert the device into the docking station.

9. Multiple boxes and screens will pop-up automatically.

10. Wait until the box appears saying "Logger has been reconfigured", then click "OK."

At this point, the LogTag® device has automatically downloaded and saved the data from the device, the device has been reconfigured, and it is ready to be put back on the unit.

- NOTE: You do not need to manually save the data file that is displayed.
  - o This file is automatically saved to the "My LogTag® Data" folder in within the "My Documents" folder on the computer.
    - If an alternate folder was specified during the software configuration, the file will be automatically saved to that location.

Reviewing Downloaded Data

- A chart will automatically display after the data is downloaded.
- Click on the "Day Summary" tab under the chart.
- If there are no red alarm marks or arrows, that means there have been no out of range temperatures and no further action is needed at this time.
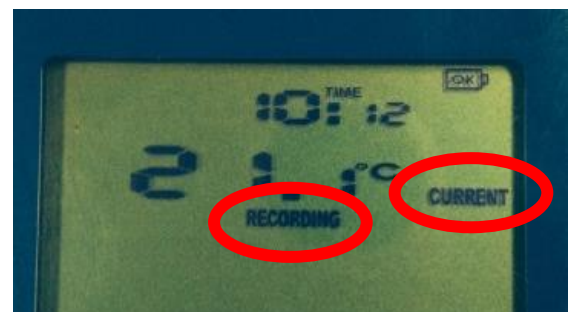- You **do not** need to print or manually save the reports.

- If the Day Summary page shows red alarm marks or arrows, it means that the storage unit was out of range at some point during that day.
- The Day Summary page will show what day(s) and the accumulative amount of time the unit's temperature was out of range, as well as the highest and lowest (min and max) temperatures for each day.

- Any out of range temperatures must be reported to the Immunization Program immediately.
- Do not print the date logger file(s). If the data files are requested by the Immunization Program, the data file must be emailed to Immunization Program (do not print then scan or fax the printed copy).
  - To email the data file, attach the actual data logger file to an email in the same manner you would attach any other type of file to an email (i.e. a picture, Word document, etc.).

Next Steps

1. After the data has been reviewed for out of range temperatures, close the LogTag® Analyzer software program.
2. Remove the LogTag® device from the docking station.
   - The device should now show "READY" with the current time.
3. Take the device back to the same storage unit that is was removed from.
4. Plug the white cord from the glycol probe back into the side of the LogTag® device.
5. Press and hold the "Start Clear Stop" button until the word "STARTING" is no longer flashing and the word stays steady; it will appear as: "READY STARTING."
6. As soon as "STARTING" is no longer flashing, release the "Start Clear Stop" button.
7. The screen should now show it is reading the current temperature and it is recording the data as shown.

Be sure to check out the other LogTag® Resources available at www.immunizewyoming.com!

Contact Kristy Westfall, Compliance Specialist with questions at:
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