

## LogTag® Data Logger Quick Tips

### Each day, providers must:

1. Review and record the current temperature for the unit twice per day.
2. Review and record the minimum and maximum temperatures for the unit once per day, in the morning.
3. Review the minimum and maximum temperatures for the previous day as the data logger resets every night at midnight. These temperatures do not need to be recorded; however, if there is an out of range temperature discovered, it must be reported immediately.
  - a) Press the “Review/Mark” button once to show the maximum temperature.
  - b) Press the “Review/Mark” button again to show the minimum temperature.
  - c) Continue pressing the “Review/Mark” button to read min/max temperatures for previous days stored on the data logger.
  - d) Press the “Start Clear Stop” button to return to the current temperature.

REMINDER: Any out of range temperatures (whether it is a current or a min/max temperature) **must** be reported to the Immunization Program **immediately** upon discovery.

### Downloading LogTag® Data:

Data should be downloaded from the device weekly, preferably Monday morning.

1. Before unplugging the device from the white cord, press and hold the “Start Clear Stop” button until the word “STOPPING” is no longer flashing and the word stays steady.
2. As soon as “STOPPING” is no longer flashing, release the “Start Clear Stop” button.
3. The screen should now only show the word “Stopped”.
4. Unplug the device from the Glycol probe.
5. Follow the steps in the “Downloading Data” section of the LogTag® How-To-Guide starting on page 47.

### After Completion of the Data Download:

1. Before starting the device, plug it into the Glycol probe.
2. Press & 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.”
3. As soon as “STARTING” is no longer flashing, release the “Start Clear Stop” button.
4. The screen should now show it is reading the current temperature and it is recording data.