VFC 400-1 Digital Data Logger LogTag Software Configuration Guide

This guide will help you set up LogTag Version 3 software in under **10 minutes**!

Before you start...

LogTag 3.2 software is designed to be used with the VFC 400-1 Digital Data Logger (DDL). You must first download the LogTag 3.2 Software at **https://logtagrecorders.com/software/logtag-analyzer/**.

Once the LogTag software has been downloaded, this guide will help you...

- Automatically download your DDL data on to your computer when inserted into the cradle (DDL docking station)
- Download both the Excel (.csv) and LogTag (.ltd) files
- Correctly format the Excel files to be able to upload to PhilaVax
- · Choose where your files will be saved, so that they are easy to find

Step One LogTag Options Window



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Step Two General Settings

Options				x
General Settings	Options - General Settings		Reset All To Defaults	
Summary Statistics	Show temperatures in	Fahrenheit (°F)		
Chart Statistics	Default time interval to display	All Readings		-
Charts	Language	English		•
Automation				
File and Folder				
Exports and Reports				
Date and Time				
Communication Ports				
User Server				
Logging				
LogTag Online				
	Enable automatic checking	for newer version		



The first page is General Settings. Next to **Show temperatures in** update the readings to be in Celsius or Fahrenheit, depending on your site's preferences.

Don't click OK at the bottom yet. You will click OK after completing all steps to save the changes.



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Step Three Exports and Imports

General Settings	Options - Exports and Reports
	Automatically export new files to the following format(s)
Summary Statistics	CSV (Comma delimited) PDF (Portable Document Format)
Chart Statistics	HTML Text (Tab delimited)
	Text (Macintosh)
Charts	Customize *.csv
Automation	
	Send Mail con vand automatically attaches a copy of the file in the following format(s)
File and Folder	✓ LogTag Fi / .tdx / .multix)
	CSV (Comma delimited) PDF (Portable Document Format)
Exports and Reports	HTML Text (Tab delimited)
Date and Time	Text (Macintosh)
A	
Communication Ports	
User Server	
alada	Chart Copy Image Format: PNG (.png)
Logging	Copy at Enhanced Resolution
LogTag Online	Report Default Zoom: Percent
	Default December 100

- Within the options window, click on the **Export and Reports** in the left side menu. On the right side menu, under Automatically export new files to the following format(s), **check the box** next to the CSV (Comma delimited) option.
- B Click on Customize *.csv. (Not the down arrow next to the words) The **Export Settings CSV** window should pop up.

xport Settings CSV (Comma delimited) Text (Tab delimited)		
Always include pre-start log data			
Show Summary	Show Summary		
Show readings beyond specificat	ion as blank		
Export Reading Time Export Reading Time and Elapsed	O Export Elapsed Time		
• Use list separator from Windows	Regional Settings		
O Use custom list separator:	File extension: .csv		
Export Dates and Times in ISO80 Specify Custom Format MM/	61 Format (yyyy-MM-dd HH:pp) dd/yyyy hh:mm:ss tt		
О ок Е З са	ancel 🕜 <u>H</u> elp		

G Your window should match exactly the photo on the left. Make sure the following options are checked (all others should remain unchecked):

- Include each column heading
- Export Reading Time
- Use list separator from Window Regional Settings
- Specify Custom Format



(This line must match exactly including all capital letters, spaces, and punctuation marks. You may copy the above lane and paste it on the **Specify Custom Format** line.)

E

Click **OK** to save and continue.



Step Four Automation

	Options	x
	General Settings	Chions - Automation
	Summary Statistics	 Enable <u>a</u>utomatic download of readings from LogTags <u>R</u>e-configure with same settings after automatic download
	Chart Statistics	Display readings after successful download
K	Charts	 Qnly show latest set of readings after download Automatically save data files to default folder if source is read only
	Automation	Always Block Config of Low Battery LogTags
	File and Fold	Email
	Exports and Reports	Email downloaded files: automatically Email settings
	Date and Time	Clear Queue on request
	Communication Ports	FTP Upload downloaded files to FTP Server: automatically FTP settings
	User Server	Clear Queue on request
	Logging	
	LogTag Online	

F Within the options window, click on the **Automation** in the left side menu.

G Check the boxes next to the following items under Options - Automation:

- Enable automatic download of reading from LogTags
- Re-configure with same settings after automatic download
- Display readings after successful download
- Automatically save data files to default folder if source is read only



Step Five File and Folder

General Settings	Options File and Folder	Settings
Summary Statistics	B File Name	6USERID %SERIALNUM Started %START-DATE, Finished %FINISH-DATE
Chart Statistics	Folder	C:\Users\alisha.conway\OneDrive - City of Philadelphia\Docum
	Display	12 🛟 items in the most recently opened list
Charts	Display	Chart 🔹
Automation	Default Format	Standard (.ltd)
File and Folder	Uniqueness	Always create a unique copy of files (recommended)
Exports and Rep	AutoSave	Prompt to Save document changes on close
Date and Time		When opening 10 🗘 or more documents, open as a multi-chart
Communication Ports		Display Save As dialog when saving new MultiCharts
User Server		
Logging		
LogTag Online		

Next, select **File and Folder** Setting in the left side menu.

Next to **File Name** on the right, verify that it states: **%USERID %SERIALNUM Started %START-DATE, Finished %FINISH-DATE**

(This line must match exactly including all capital letters, spaces, and punctuation marks. You may copy the above line and paste it on the File Name line.)



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Step Six File and Folder

Options X		
General Settings	Options - File and Folder	Settings
Summary Statistics	File Name	6USERID %SERIALNUM Started %START-DATE, Finished %FINISH-DATE
	Folder	C:\Users\alisha.conway\OneDrive - City of Philadelphia\Docum
Chart Statistics	Display	12 🛟 items in the most recently opened list
Charts	Display	Chart
Automation	Default Format	Standard (.ltd)
File and Folder	Uniqueness	Always create a unique copy of files (recommended)
Exports and Reports	AutoSave	Prompt to Save document changes on close
Date and Time		When opening 10 🗘 or more documents, open as a multi-chart
	1	Display Save As dialog when saving new MultiCharts
Communication Ports		
User Server		
Logging		
LogTag Online		
-		

Finally, we need to decide where to export the files to on your computer. While still under the Files and Folder tab, click on the ... button to the right of to the Folder field. A Browse for Folder window will appear.



Name

📒 New folder

LogTag

💼 Imm-afix

🛁 aShared\$ (DPH-D...

> Alisha - Ci... > Desktop

Browse for folder

Organize •

A Home

Attachments

🔙 Desktop

> Documents

New folder

Folder: LogTag

Alisha - City of Philadelphia

←

B Select Desktop on the left.

Optional: You may want to create a folder on your desktop so that your files go into one folder, keeping your desktop organized. If so, after clicking on Desktop, create a new folder by clicking New Folder at the top of your screen. Rename the folder LogTag and then click on it.

Click Select Folder.

×

Q

0

≣ -

12/27/2023 11:10 AM

12/27/2023 11:12 AM

4/27/2023 4:57 PM

6/5/2023 4:09 PM

Cancel

6

Date modified



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C

Status

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Search Desktop

Select Folder

Step Seven Finalizing

A

Options		x
General Settings	Options - File and Folder	Settings
Summary Statistics	File <u>N</u> ame	%USERID %SERIALNUM Started %START-DATE, Finished %FINISH-DATI
Chart Statistics	<u>F</u> older	y\OneDrive - City of Philadelphia\Documents\My LogTag Data\ 📃 💽
	<u>D</u> isplay	12 🛟 items in the most recently opened list
Charts	Display	Chart
Automation	Default <u>F</u> ormat	Standard (.ltd)
File and Folder	<u>U</u> niqueness	Always create a unique copy of files (recommended)
Exports and Reports	<u>A</u> utoSave	Prompt to Save document changes on close
Date and Time		✓ When opening 10
Communication Ports		Display Save As dialog when saving new MultiCharts
User Server		
Logging		
LogTag Online		
	🖉 ок 💽 🔇	Cancel Export Options - <u>H</u> elp
	1	

Once the Browse for Folder window closes, click OK at the bottom of the Options window.

You've successfully set up your LogTag Analyzer software!

Now, LogTag will automatically export the DDL's collected temperature data into a file onto your desktop.

Please submit your DDL data every 28 days and anytime your DDL alarms by emailing your files to **TempCheck@phila.gov** and submitting them to PhilaVax.

Please reach out with any questions by emailing TempCheck@phila.gov.



