

Storage & Handling: 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:

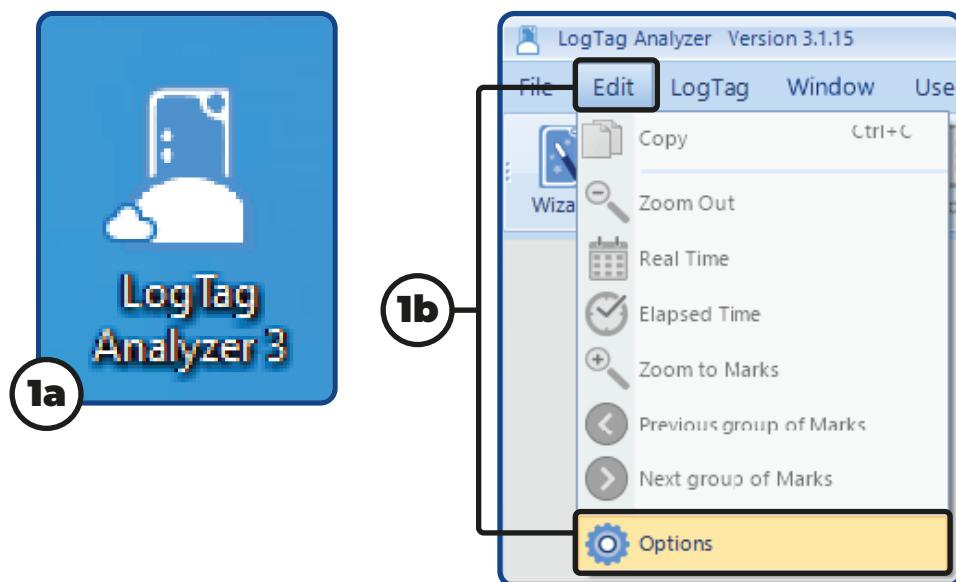
LogTag 3 software is designed to be used with the VFC 400-1 Digital Data Logger (DDL). You must first download the LogTag 3 software at logtagrecorders.com/software/logtag-analyzer/.

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

- Automatically download your DDL data onto 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

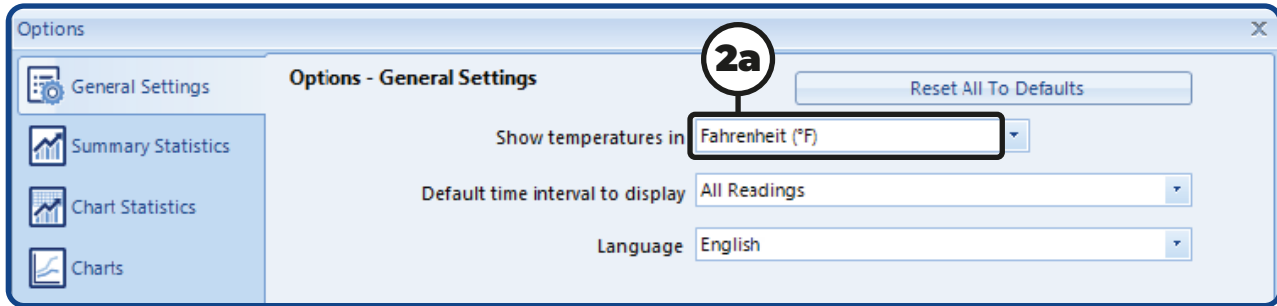
Step One: LogTag Options Window

- Open your copy of the LogTag Analyzer software.
 - The computer icon looks like a DDL inserted into a cradle.
- Click on **Edit** at the top of the screen then click on **Options**.



Step Two: General Settings

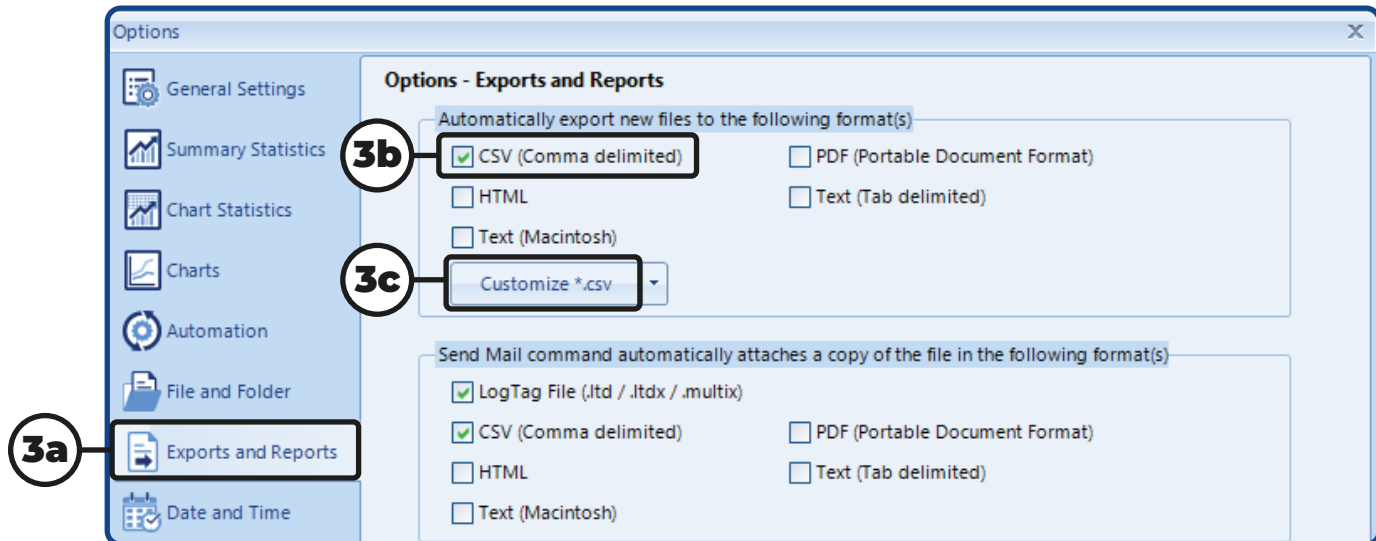
- The first page is General Settings. Next to **Show temperatures in**, update the readings to be in **Celsius** or **Fahrenheit**, depending on your clinic's preferences.



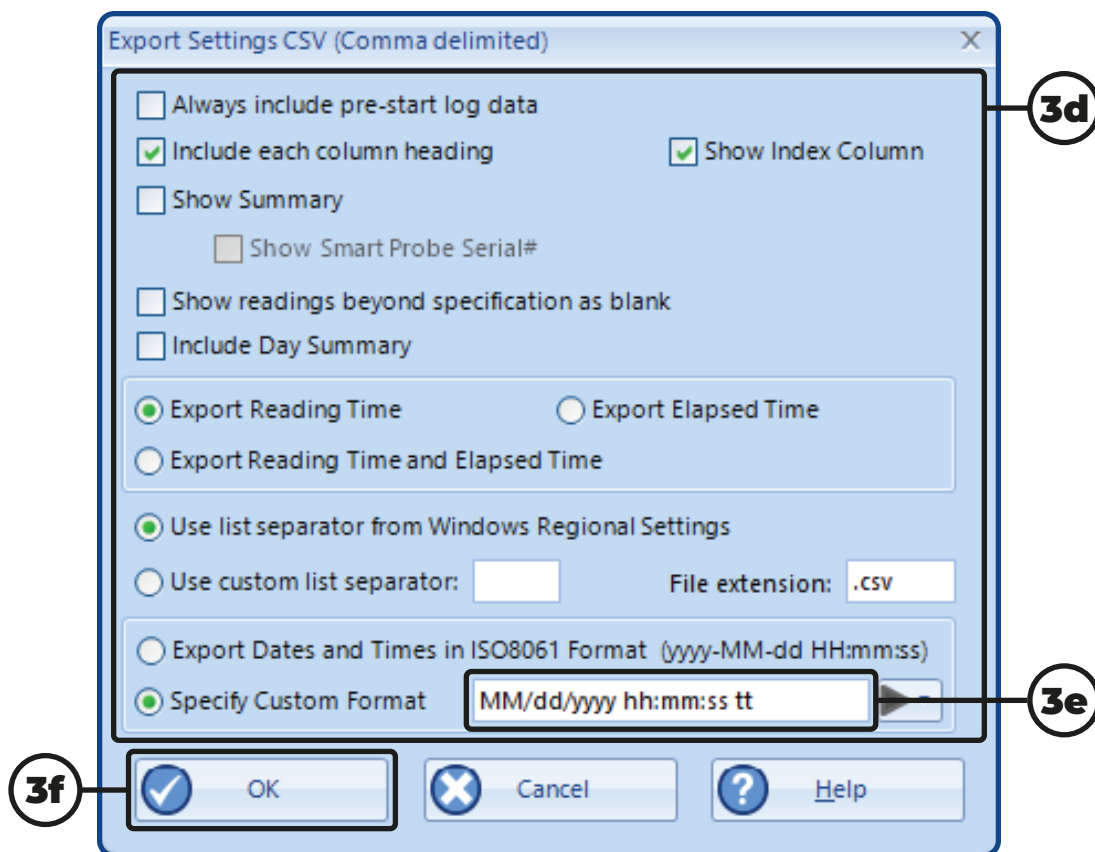
Don't click OK at the bottom yet. You will click OK after completing all steps to save the changes.

Step Three: Exports and Reports

- Within the options window, click on **Exports 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.
- Click on **Customize *.csv**. (Not the down arrow next to the words.)
 - The Export Settings CSV window should pop up.

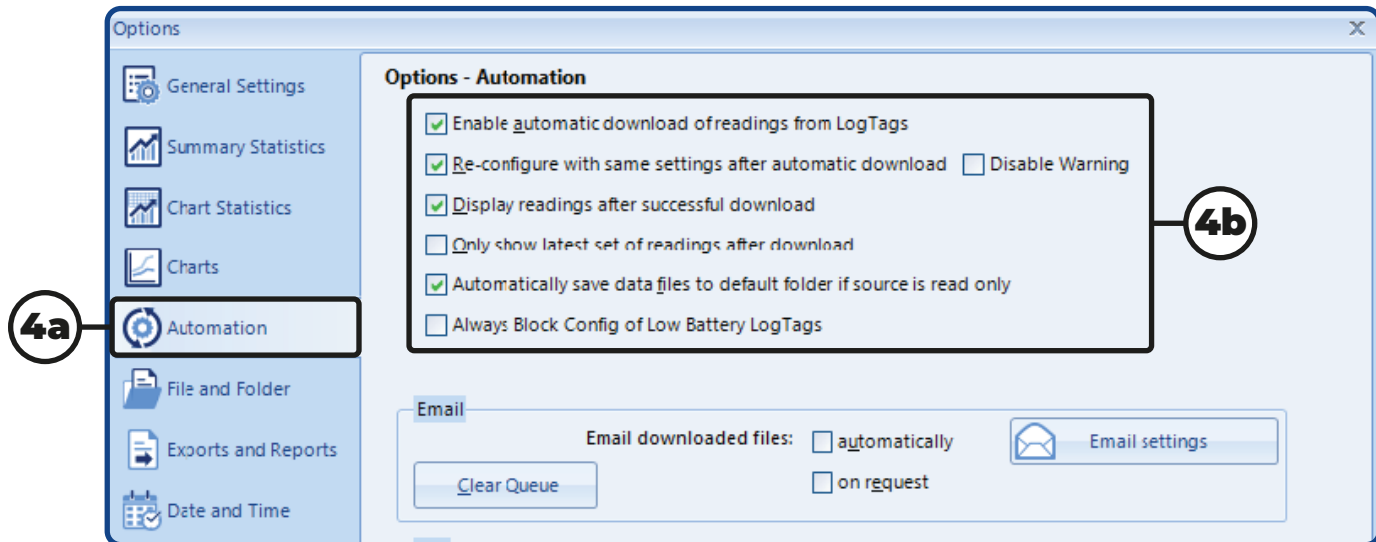


- d. Your window should match the photo below exactly.
 - Make sure the following options are checked (all others should remain unchecked):
 - **Include each column heading**
 - **Show index column**
 - **Export Reading Time**
 - **Use list separator from Window Regional Settings**
 - **Specify Custom Format**
- e. Next to **Specify Custom Format** type: **MM/dd/yyyy hh:mm:ss tt**
 - This line must match exactly including all capital letters, spaces, and punctuation marks. You may copy the above line and paste it on the **Specify Custom Format** line.
- f. Click **OK** to save and continue.



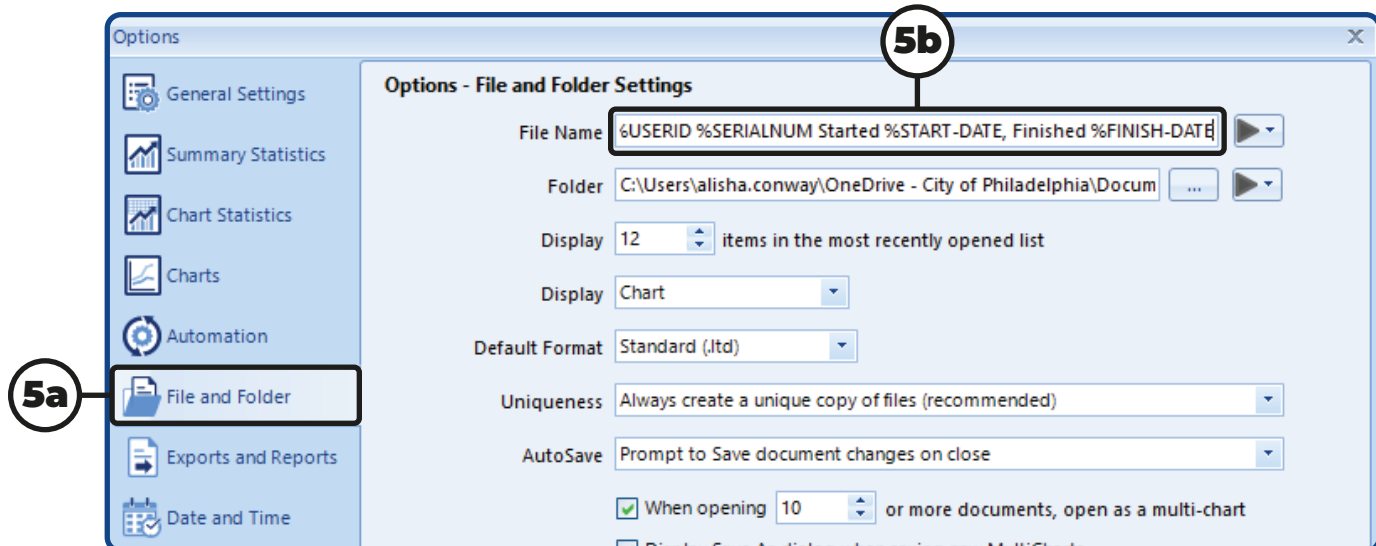
Step Four: Automation

- Within the options window, click on **Automation** in the left side menu.
- Check the boxes next to the following items under **Options - Automation**:
 - **Enable automatic download of readings 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**



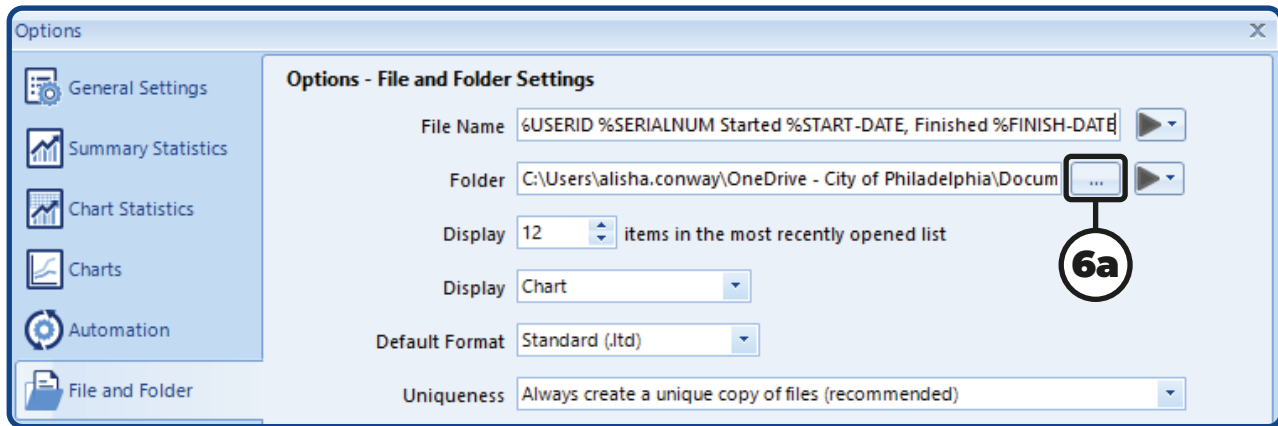
Step Five: File and Folder

- Next, select **File and Folder** 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.

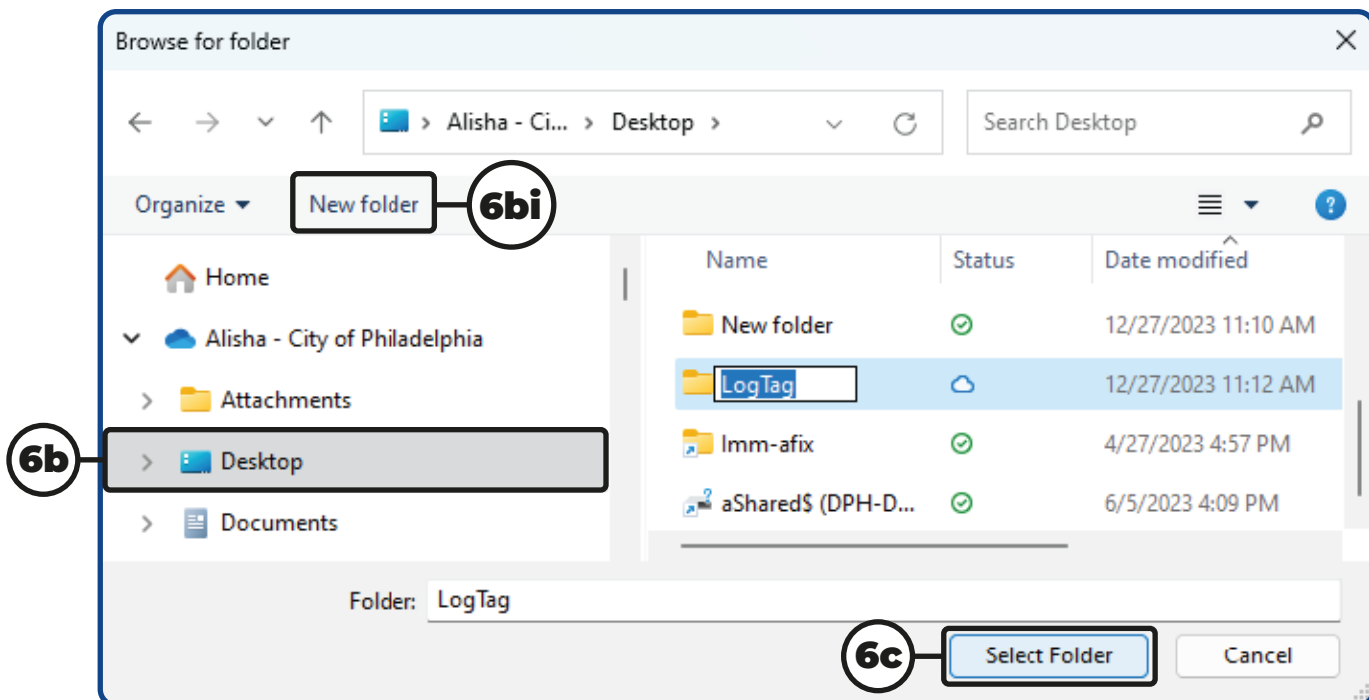


Step Six: File and Folder

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

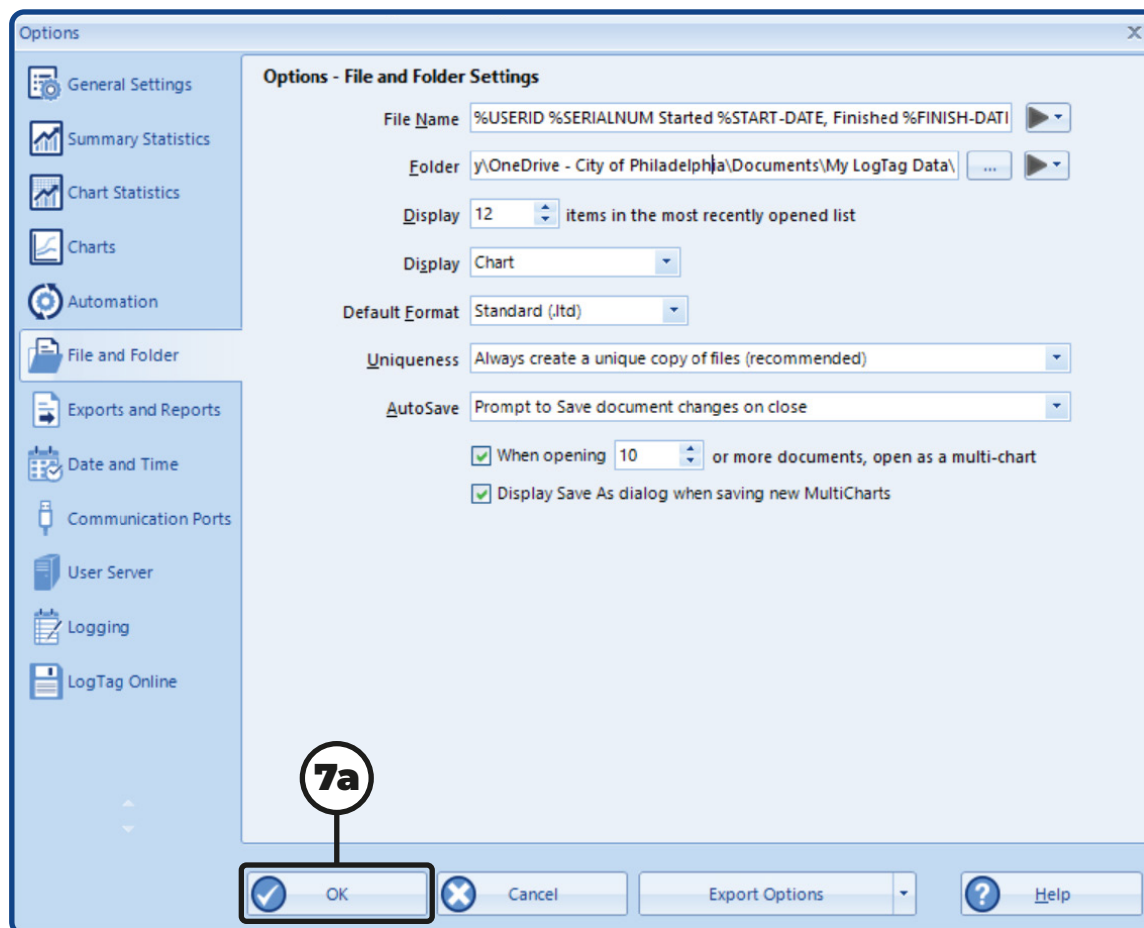


- b. Select **Desktop** on the left.
- i. Optional: You may want to create a folder on your desktop so that your files go into one folder, keeping your desktop organized. If so, after clicking on Desktop, create a new folder by clicking **New Folder** at the top of your screen. Rename the folder **LogTag**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



Step Seven: Finalizing

- 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 folder onto your desktop.

Submit your DDL data every 28 days by uploading them to PhilaVax, or any time your DDL alarms by emailing your files to tempcheck@phila.gov.

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