VFC 400-1 Digital Data Logger
LogTag Software Configuration Guide

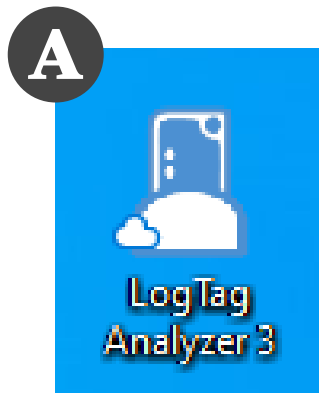This guide will help you set up LogTag Version 3 software in under **10 minutes**!

Before you start...

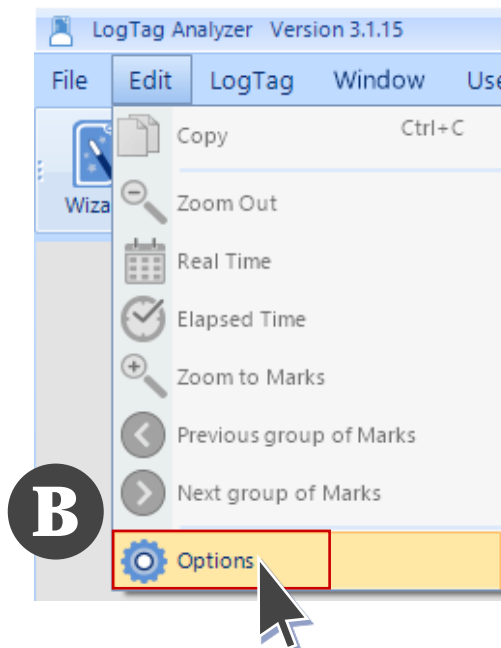LogTag 3.2 software is designed to be used with the VFC 400-1 Digital Data Logger (DDL). You must first download the LogTag 3.2 Software at **https://logtagrecorders.com/software/logtag-analyzer/**.

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
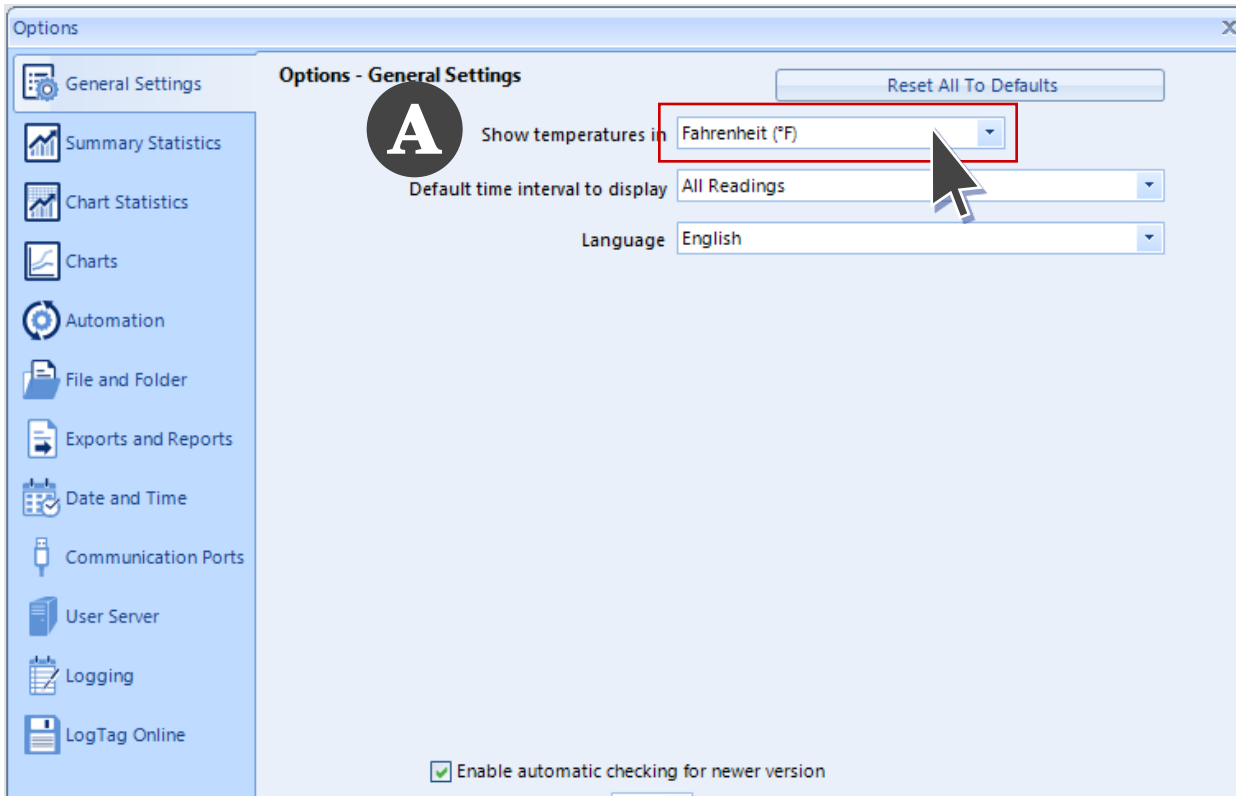
Step One: **LogTag Options Window**

A

B Click on **Edit** at the top of the screen then click on **Options**.

A Open your copy of the LogTag Analyzer software. The computer icon looks like a DDL inserted into a cradle.

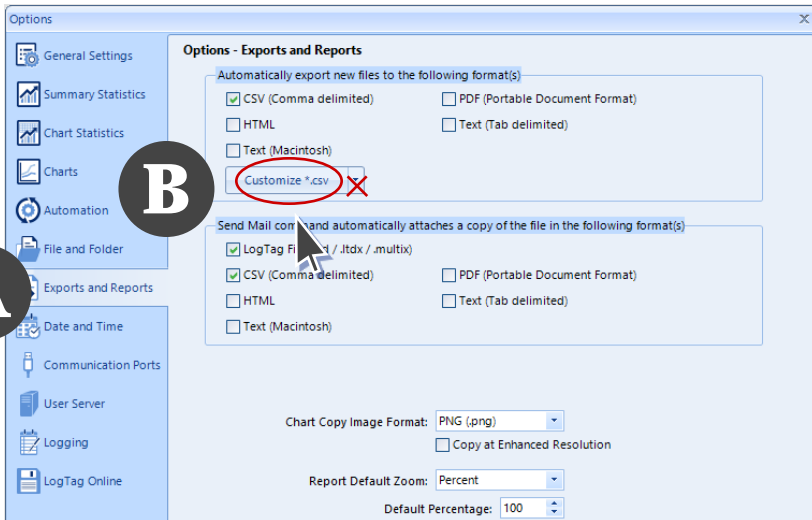
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Step Two: **General Settings**

(A) 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.

Step Three: **Exports and Reports**

A Within the options window, click on **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.
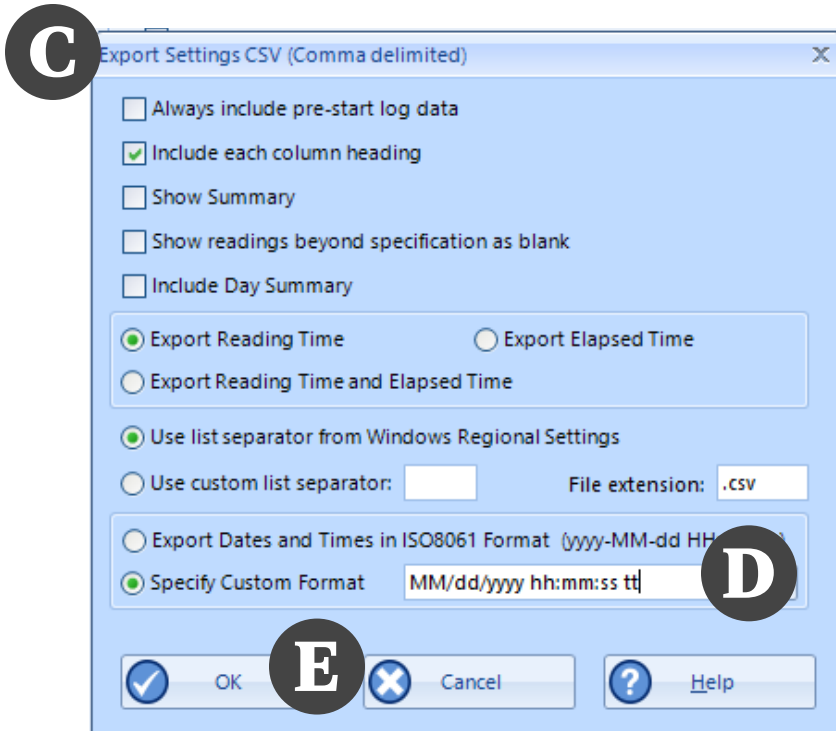
C **Your window should match the photo on the left** exactly. Make sure the following options are checked (all others should remain unchecked):

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

D 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.)

E Click **OK** to save and continue.

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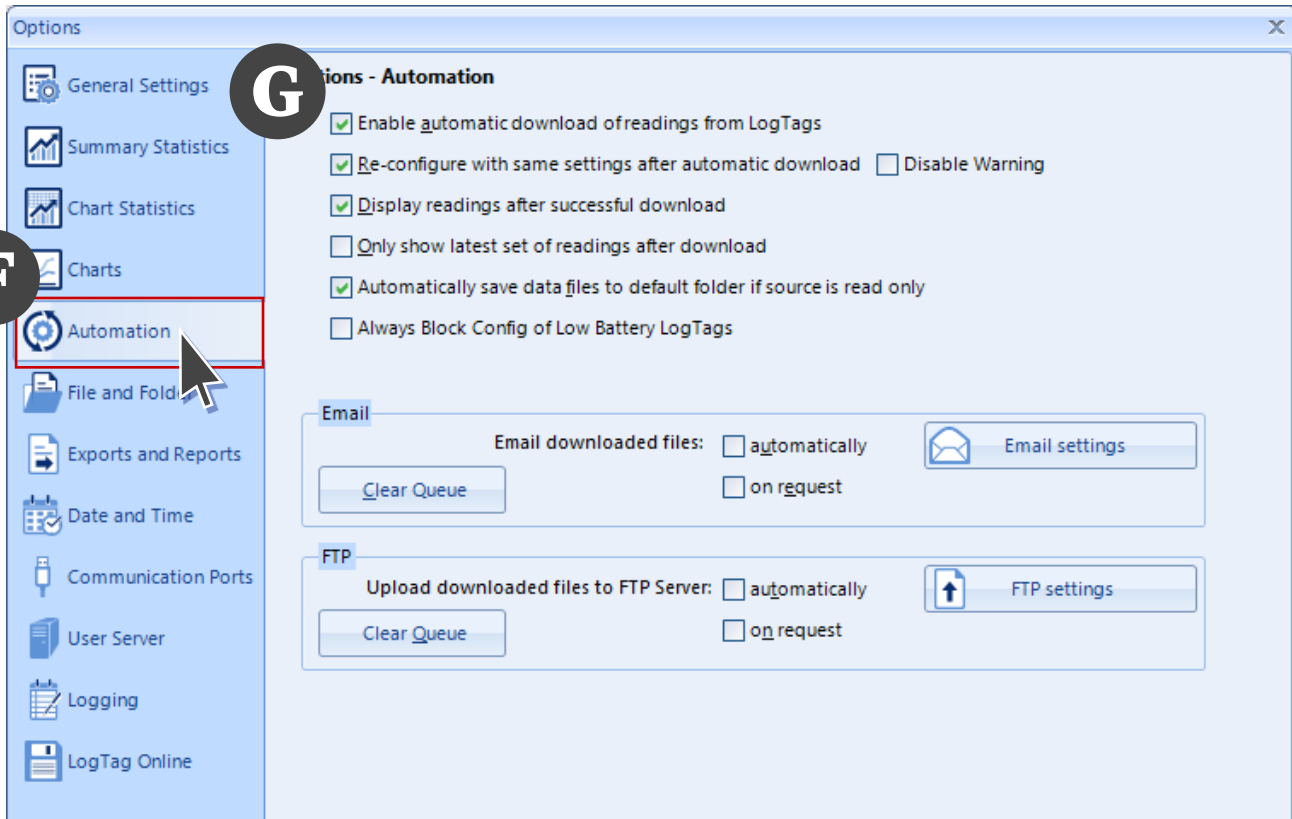
F Within the options window, click on **Automation** in the left side menu.

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
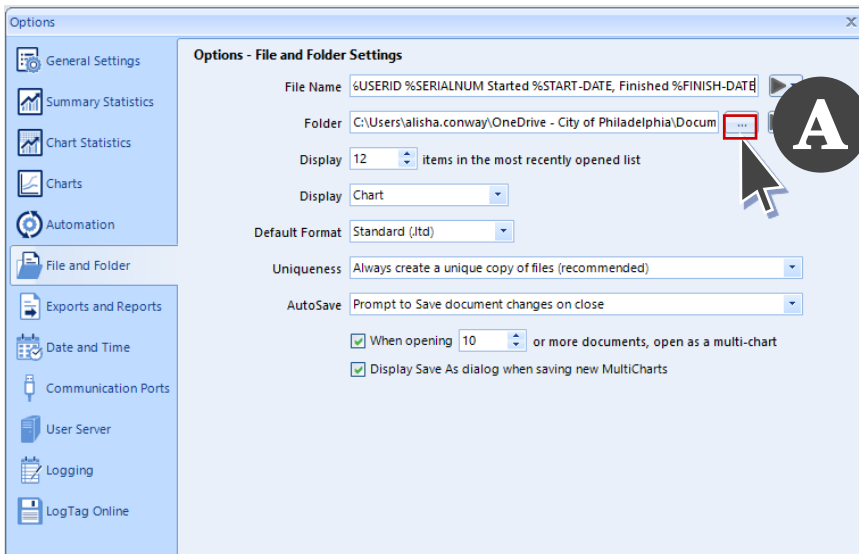
Step Five: **File and Folder**
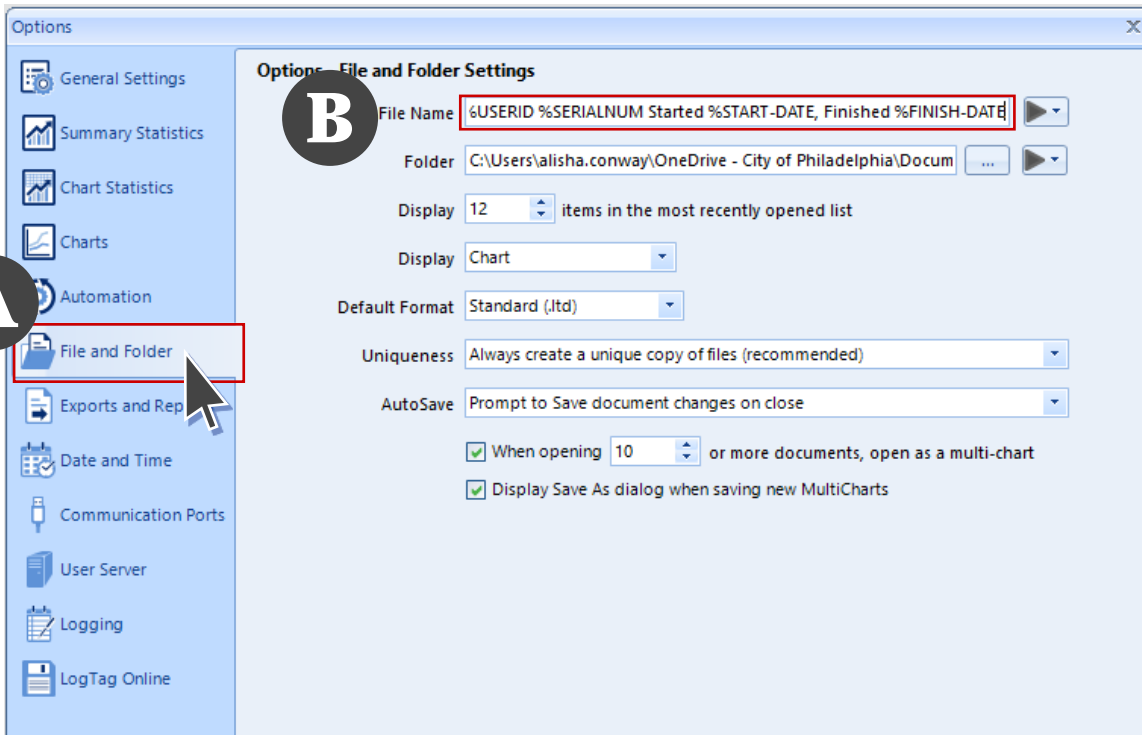
**A** Next, select **File and Folder** in the left side menu.

B 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 to the **Folder** field. A **Browse for Folder** window will appear.
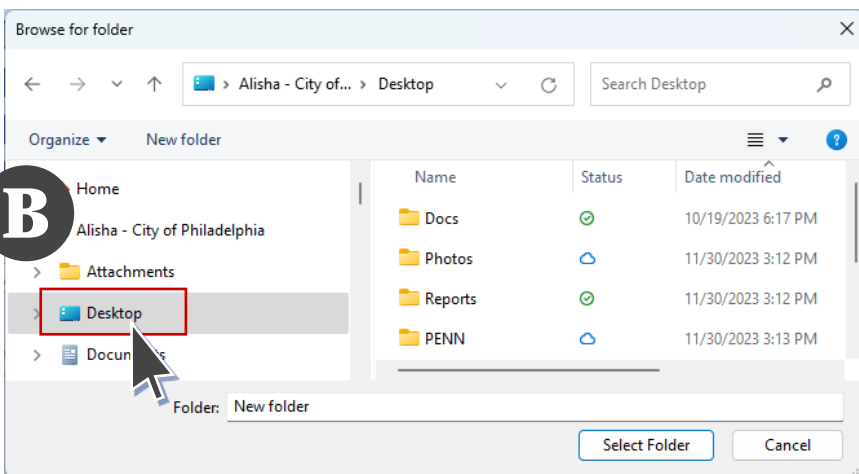

B Select **Desktop** on the left.

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.

C Click **Select Folder**.

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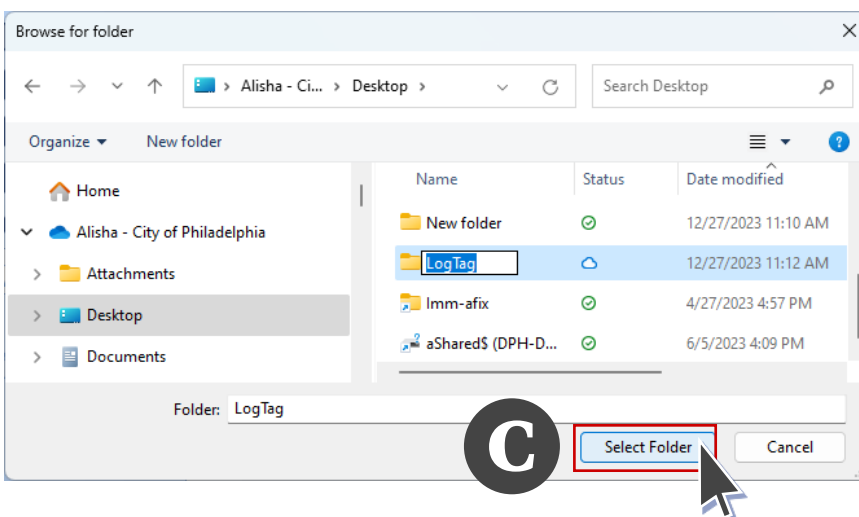
Step Seven: **Finalizing**
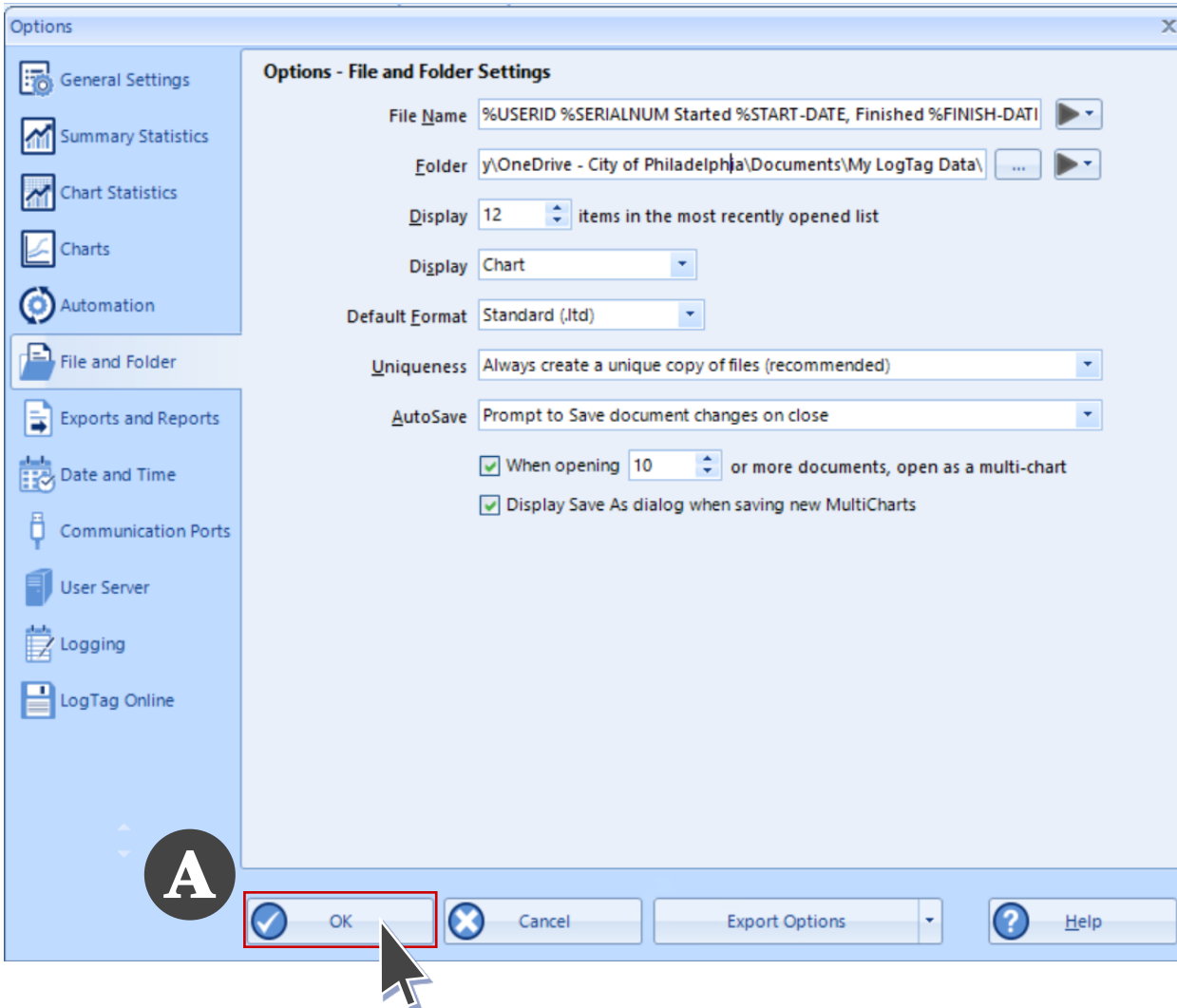
A Once the **Browse for Folder** window closes, click OK at the bottom of the **Options** window.

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.