# 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**!

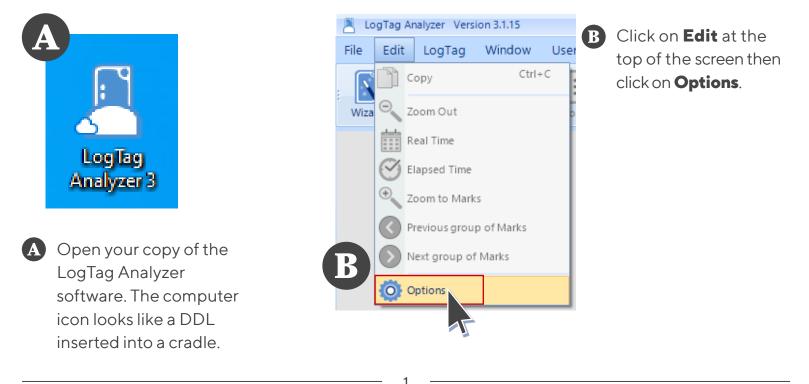
## Before you start...

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 **https://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



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## Step Two: General Settings

Options			x
General Settings	Options - General Settings	Reset All To Defa	ults
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 checkin	g 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 Reports

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 correlated automatically attaches a copy of the file in the following format(s)		
File and Folder	LogTag Fi / .ltdx / .multix)		
	CSV (Comma delimited) PDF (Portable Document Format)		
Exports and Reports	HTML Text (Tab delimited)		
Date and Time	Text (Macintosh)		
R			
Communication Ports			
User Server			
, taile	Chart Copy Image Format: PNG (.png)		
Logging	Copy at Enhanced Resolution		
LogTag Online	Report Default Zoom: Percent		
	Default Percentage: 100 🗘		

C	Export Settings CSV (Comma delimited)	Х
	<ul> <li>Always include pre-start log data</li> <li>Include each column heading</li> <li>Show Summary</li> <li>Show Smart Probe Serial#</li> <li>Show readings beyond specification as blank</li> </ul>	
	Include Day Summary     Export Reading Time	
	Use list separator from Windows Regional Settings     Use custom list separator:         File extension: .csv     Export Dates and Times in ISO8061 Format (vvvv-MM-dd HH:mm);	
	Specify Custom Format MM/dd/yyyy hh:mm:ss tt      OK Cancel <u>Help</u>	

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.

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 exactly the photo on the left. 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

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.)

Click **OK** to save and continue.

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#### Step Four: Automation

Options	G
General Settings	Options - Automation
Summary Statistics	<ul> <li>Enable <u>a</u>utomatic download of readings from LogTags</li> <li><u>R</u>e-configure with same settings after automatic download Disable Warning</li> </ul>
Chart Statistics	☑ Display readings after successful download
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 **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

Options		2
General Settings	Options - File and Folder Settings	
Summary Statistics		6USERID %SERIALNUM Started %START-DATE, Finished %FINISH-DATE
Chart Statistics		C:\Users\alisha.conway\OneDrive - City of Philadelphia\Docum
Charts	Display	
Automation	Display	
	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 C 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** in the left side menu.

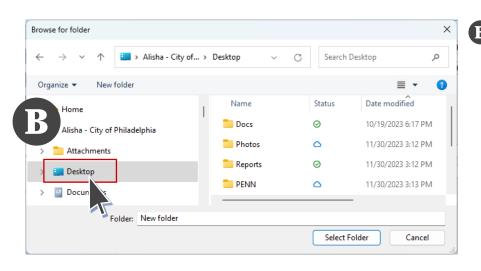
#### Next to **File Name** on the right, verify that it states: %USERID %SERIALNUM Started %START-DATE, Finished %FINISH-DATE

(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

Options X		
General Settings	Options - File and Folder Settings	
Summary Statistics	File Name 605ERID %SERIALNUM Started %START-DATE, Finished %FINISH	
	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 r	nulti-chart
Communication Ports	Display Save As dialog when saving new MultiCharts	
User Server		
Logging		
LogTag Online		

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.



#### Browse for folder $\times$ > Alisha - Ci... > Desktop С Search Desktop Q ← Organize 🔻 New folder ≣ -0 Date modified Name Status 合 Home 12/27/2023 11:10 AM 📒 New folder $\odot$ Alisha - City of Philadelphia LogTag 0 12/27/2023 11:12 AM Attachments 💼 Imm-afix $\odot$ 4/27/2023 4:57 PM 🔙 Desktop 6/5/2023 4:09 PM 🛁 aShared\$ (DPH-D... $\odot$ > E Documents Folder: LogTag Select Folder Cancel

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.



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## 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
	<u>F</u> older	y\OneDrive - City of Philadelphia\Documents\My LogTag Data\ 🔜 🕨
Chart Statistics	<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 🗘 or more documents, open as a multi-chart
Communication Ports		Display Save As dialog when saving new MultiCharts
User Server		
Logging		
LogTag Online		
A		
9	🖉 ок 💽 🔇	Cancel Export Options

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.





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