

VFC 400: Data Logger Kit Temperature Download/Recording Instructions

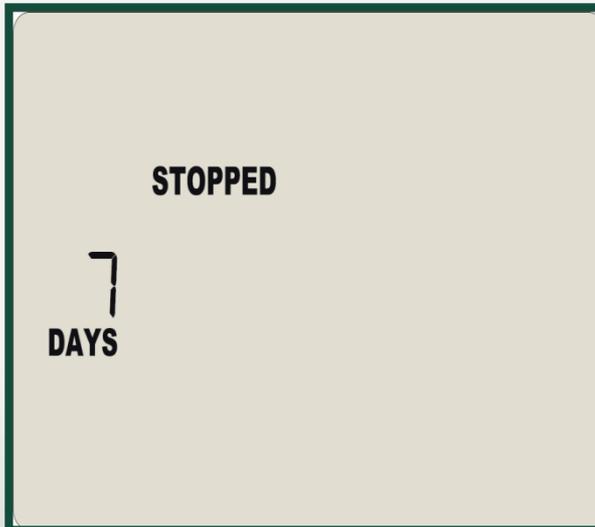
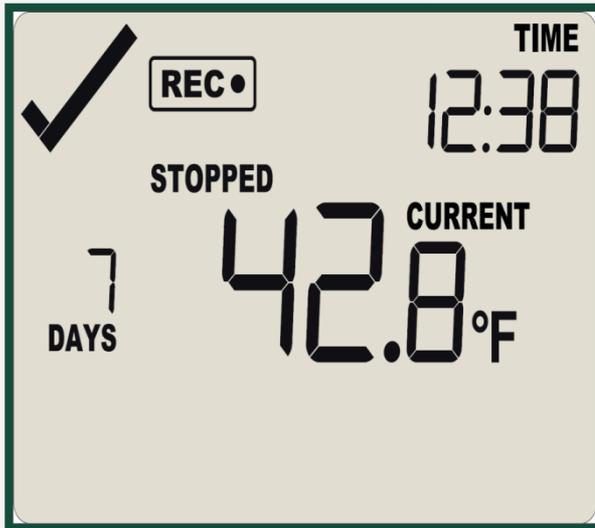
VTMC version 2.9.6

Arizona Immunization Program Office

VFC DDL Guidelines

- Each vaccine storage unit is required to have a continuous temperature monitoring device (data logger).
- A portable back-up data logger that stays on site is also required.
- Provider offices are responsible for maintaining valid calibration certificates for all data loggers, including the back-up data logger.
- Data logger data must be downloaded twice monthly.
- Data logger reports must be emailed to arizonavfc@azdhs.gov with **each order** and on a **monthly** basis from the data logger application or in data format (.xls, .txt, or .csv).
- It's mandatory to record the temperature twice daily (once in the morning and once in the afternoon).
- The minimum and maximum (min/max) temperature readings must be recorded in the morning for the previous 24 hours.

STEP 1: Stopping Your Data Logger



Stopping the Data Logger

- Hold down the Start/Clear/Stop button for 1-2 seconds. The word STOPPED will appear as the logger stops recording temperatures .
- The REC symbol will disappear when you take your finger off the button quickly.
- The logger will stop and the screen will only say STOPPED and show the number of days data was collected.
- Take the logger to your PC, open the software and insert the logger in the docking station to download the data.

Note: The logger must be stopped before it can be unplugged and placed in the docking station.

STEP 2: Docking your Data Logger

- Open the VFC 400 (Log Tag Analyzer) software on the computer to download the data.
- Plug the docking station into the USB port of the computer.
- Firmly insert data logger into the docking station.



Docking Station

STEP 2: Docking your Data Logger

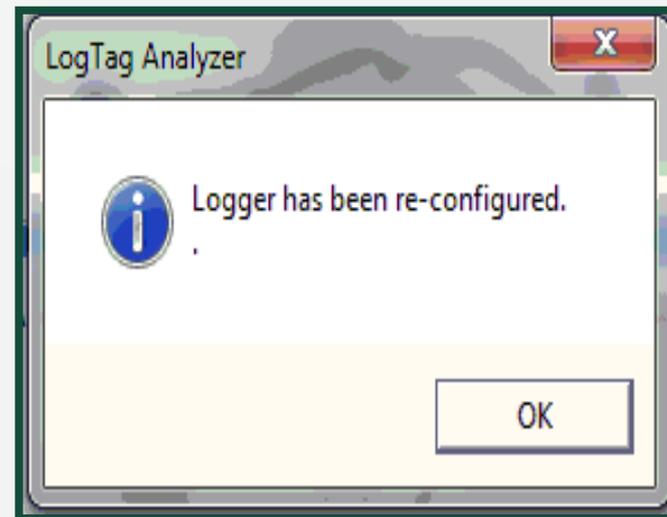
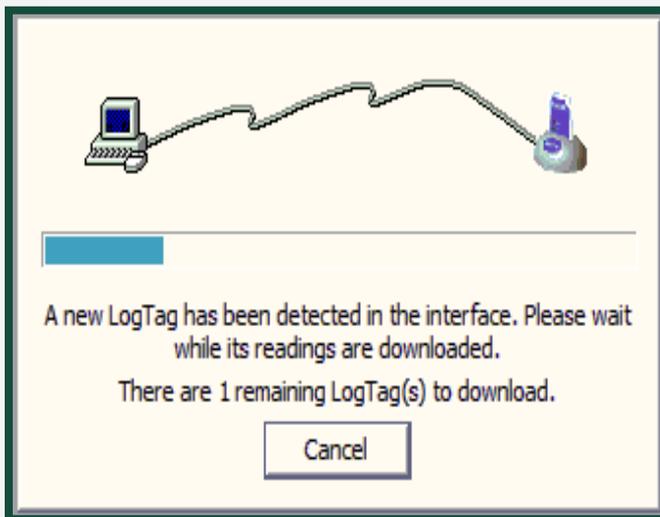
Note: If you place the data logger in the docking station before opening the software, remove your data logger and reinsert it to enable the automatic download.



Docking Station

STEP 3: Downloading Data

- After you insert the logger into the docking station you should see 2 screens in succession.
- When you see “Logger has been re-configured” click OK and your data should be displayed. (See the next slide for an example of your computer display.)



STEP 3: Downloading Data

Your data logger report will appear

Click “Open” to find the data logger’s location.

Control Solutions VTMC 2.9 Build 6

File Edit LogTag Help

7862900466 Started 2-25-2019, Finished 2-25-2019 Copy 2

LogTag

Recorder has been downloaded 2/25/2019 11:59:21 AM (UTC -07:00, standard time)

Alarm Status Recorder Info

Lower OK
Upper OK

Serial #: Model: Battery: OK Trip #: 10
User ID:

Recorder Configuration

Start type: Push button start Temperature alarms
Start delay: None Lower: 36.0 °F
Interval: 15 Minutes Upper: 46.0 °F
Alarm indicator: Enabled lower & upper

Recorded Data

First reading: 2/25/2019 10:53:52 AM Temperature sta

Report | Chart | Data | Summary | Day Summary |

Server File name Upload/Send Status

Server	File name	Upload/Send Status
	1860915635 Started 12-6-2018, Finished 2-1-2019.ltd	Waiting for retry
	1860915635 Started 2-1-2019, Finished 2-1-2019.ltd	Queued
	1860915635 Started 2-1-2019, Finished 2-3-2019.ltd	Queued
	1860915635 Started 2-4-2019, Finished 2-4-2019.ltd	Queued
	1860915635 Started 2-4-2019, Finished 2-4-2019.ltd	Queued
	1860915635 Started 2-4-2019, Finished 2-4-2019 Copy 1.ltd	Queued

For Help, press F1. To use a LogTag, press F2.

NUM

LogTag Analyzer

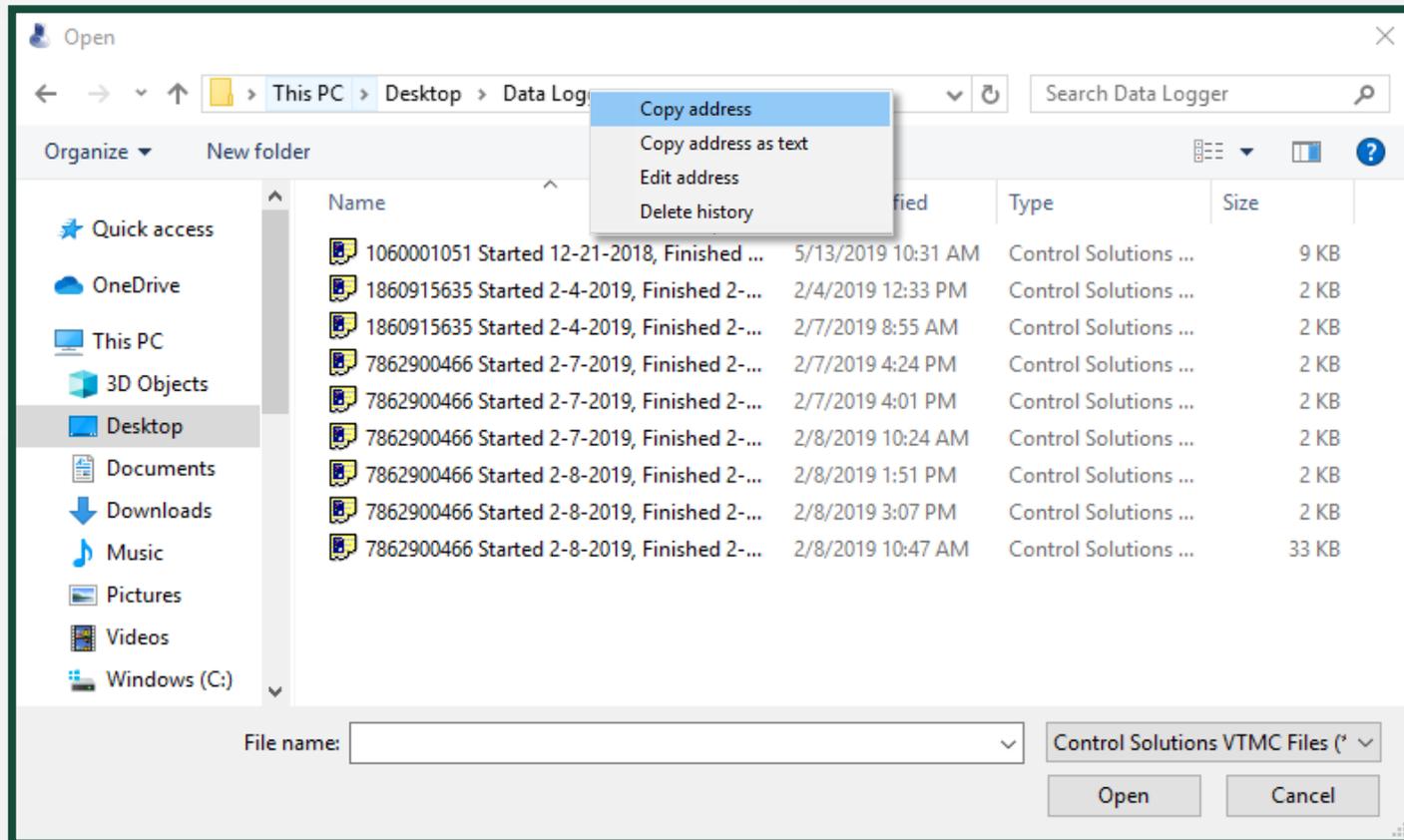
Logger has been re-configured.

OK

STEP 3: Downloading Data

The default location of the data logger reports will display.

- Right click on the file destination.
- Click “Copy address”.



STEP 3: Downloading Data

Open your email platform.

- Click the “Compose” button.
- Click the “Attach” button
- Paste the address into the area labeled File name
- Click Open.

The screenshot shows two overlapping windows. The top window is an email client's 'New Message' window. It has a 'To' field, a 'Subject' field, and a 'Cc Bcc' field. Below these fields is the contact information for Maria Atkins, MBA, including her title, address, and contact details. At the bottom of the window is a rich text editor with a 'Send' button and an 'Attach' button circled in red. The bottom window is a Windows File Explorer window titled 'Open'. The address bar shows 'This PC > Desktop > Data Logger'. The left sidebar shows the 'Desktop' folder selected. The main pane displays a table of files:

Name	Date modified	Type	Size
1060001051 Started 12-21-2018, Finished ...	5/13/2019 10:31 AM	Control Solutions ...	9 KB
1860915635 Started 2-4-2019, Finished 2-...	2/4/2019 12:33 PM	Control Solutions ...	2 KB
1860915635 Started 2-4-2019, Finished 2-...	2/7/2019 8:55 AM	Control Solutions ...	2 KB
7862900466 Started 2-7-2019, Finished 2-...	2/7/2019 4:24 PM	Control Solutions ...	2 KB
7862900466 Started 2-7-2019, Finished 2-...	2/7/2019 4:01 PM	Control Solutions ...	2 KB
7862900466 Started 2-7-2019, Finished 2-...	2/8/2019 10:24 AM	Control Solutions ...	2 KB
7862900466 Started 2-8-2019, Finished 2-...	2/8/2019 1:51 PM	Control Solutions ...	2 KB
7862900466 Started 2-8-2019, Finished 2-...	2/8/2019 3:07 PM	Control Solutions ...	2 KB
7862900466 Started 2-8-2019, Finished 2-...	2/8/2019 10:47 AM	Control Solutions ...	33 KB

At the bottom of the File Explorer window, the 'File name' field is circled in red and contains the path: `C:\Users\ATKINSM\Desktop\Data Logger\C:\Users\ATKINSM\Desktop\Data Logger`. A blue arrow points down from the top right of the File Explorer window to the 'Open' button at the bottom right.

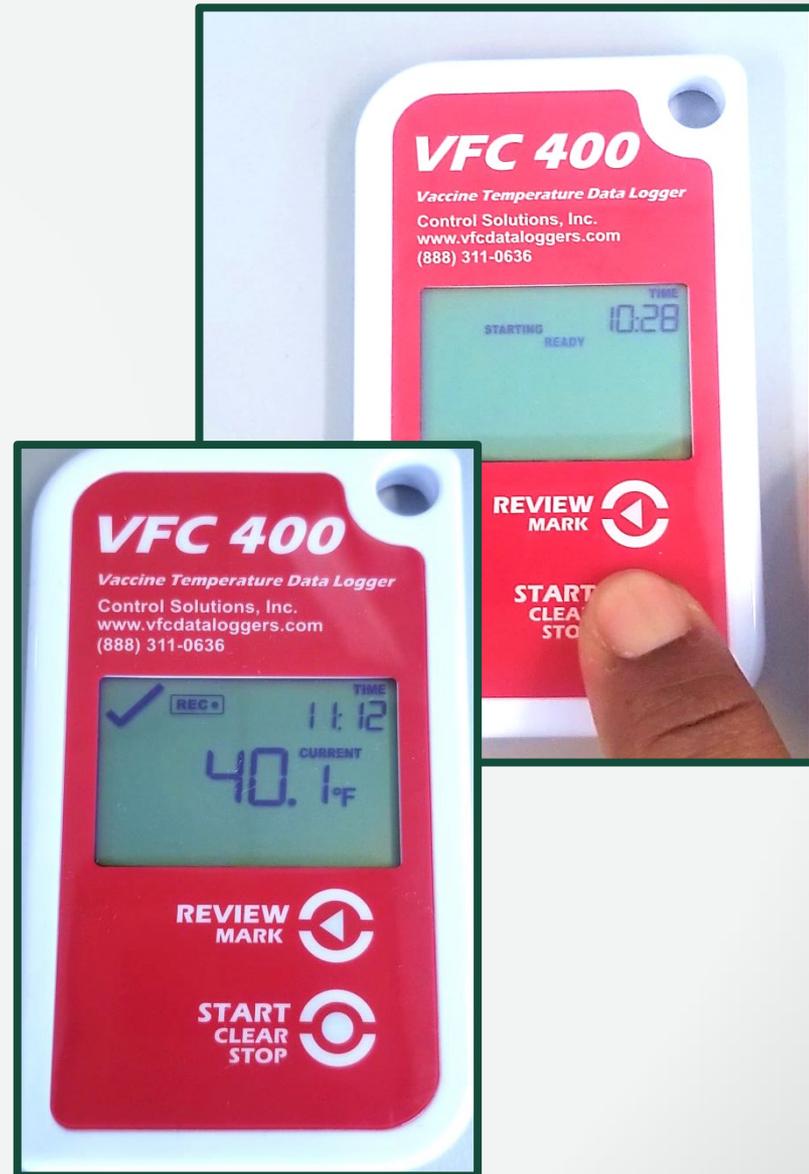
STEP 4: Restart Data Recording



- Remove the data logger from the docking station and plug the device back to the temperature probe.
- Hold the START, CLEAR, STOP button until starting remains solid next to the word READY (about 1-2 seconds).

STEP 4: Restart Data Recording

- Take your finger off the START, CLEAR, STOP button and the screen should have READY displayed.
- The data logger will now start recording and the current temperature will display.
- ***Ensure that the current temperature is showing on the display before walking away from the data logger.***



Troubleshooting: Downloading Data

The screenshot shows the LogTag software interface with a red box highlighting the 'LogTag' menu. The menu options are: Configure... (F3), Download... (F4), Hibernate... (F5), Quick Re-configure... (F6), Profiles... (F7), and Wizard... (F2). The software displays 'Recorder has been downloaded 2/7/2019 4:01:03 PM (UTC -07:00, standard time)'. Below this, the 'Recorder Info' section shows: Low OK, High OK, Serial #: 7862900466, Model: VFC400-3, Battery: OK, Trip #: 2, and User ID: (VFCPIN)RG. The 'Recorder Configuration' section shows: Start type: Push button start, Start delay: None, Interval: 15 Minutes, and Alarm indicator: Enabled lower & upper. The 'Recorded Data' section shows: First reading: 2/7/2019 3:32:44 PM, Last reading: 2/7/2019 4:02:44 PM, Elapsed Time: 30 Minutes, Total readings: 3, First evaluated: 2/7/2019 3:32:44 PM, Last evaluated: 2/7/2019 4:02:44 PM, Evaluated Time: 30 Minutes, and Evaluated Readings: 3.

The VFC 400 Vaccine Temperature Data Logger device is shown with a red circle around the 'READY' indicator on its screen. The screen also displays the time 10:27. The device is labeled 'VFC 400 Vaccine Temperature Data Logger' and 'Control Solutions, Inc. www.vfcdataloggers.com (888) 311-0636'. The 'REVIEW MARK' logo is visible at the bottom.

- Your computer screen displays your data.
- The data logger screen will also say “READY”.
- **If neither screen appears, click LogTag, Download to save your data.**
- **After downloading, click LogTag, Quick Re-configure.**

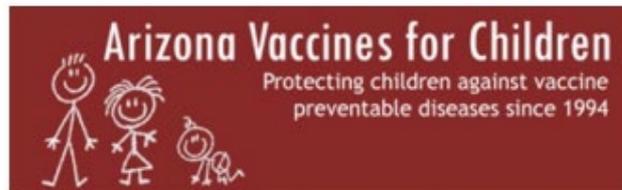
Troubleshooting: Reconnection Issues



If this error displays on the data logger screen after starting back up, it is because the device was NOT plugged into the unit before restarting it. You will have to stop the data logger and dock it again to reconfigure.

VFC Guidelines

Arizona Vaccines for Children (VFC) Program



Operations Guide



Last Revision: January 2010

Please refer to the Arizona VFC Operations Guide for data logger requirements and temperature monitoring requirements.

Questions



**If you have any questions, please contact the
Arizona Immunization Program Office (AIPO)**

Main Line: 602-364-3630

**Vaccine Center: 602-364-3642 | Email: ArizonaVFC@azdhs.gov
ASIIS Help Desk: 602-364-3899 | Email: ASIISHelpDesk@azdhs.gov**

**ADHS is open Monday through Friday from 8:00 am - 5:00 pm with the
exception of federal holidays.**