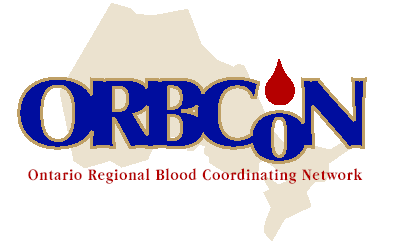
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| **Draft** |

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| Manual | **Quality Manual** | | PROCEDURE |
| Section |  | |
| **Title: User Guide for Data Logging Software** | | | |
| Issued by | Ontario Blood Coordinating Network team | | **ID:** ORBC-QMS- |
| Approved by | Regional Blood Coordinators | |
| Effective Date  Revised Date |  | Version: 1 | **File Name:** ORBCoN/Quality Management System/<SubFolder>/ORBC-QMS- |
| Controlled document. Any documents appearing in paper form must be used for reference purposes only. The on-line copy on the file server above must be considered the current documentation. | | | |

1. **Purpose:**To describe how to use the data logging software when used in conjunction with the Red Cell Redistribution program
2. **Principle:**
3. Blood components and products must be transported in a container that ensures recommended storage temperature requirements are maintained.
4. Use of data logging equipment provides documented evidence that acceptable temperature is maintained.

|  |  |
| --- | --- |
| Recommended Storage Temperature | Acceptable Temperature for Transportation |
| 1-6°C | 1-10°C |
| 20-24°C | 20-24°C |
| <-18°C | Maintain frozen state |

CSTM 5.6.1.7 (ver2)

1. **System requirements**
2. For the Data logging software are:

▪ Pentium II 233MHz processor ▪ 64MB RAM

▪ 10MB free disk space ▪ Internet Explorer 5.0 or later

▪ Windows 98, Windows Me, Windows NT, Windows 2000, Windows XP

▪ 1 available serial port and/or 1 available USB port

▪ 800 x 600 screen resolution ▪ 256 screen colour

The recommended specifications are:

▪ Windows 2000, Windows XP or later ▪ Internet Explorer 6.0 or later

▪ 65535 (16bit), or more, screen colours ▪ 1024 x 768, or higher, screen resolution

\* If you are unsure of what your computer specifications are, contact your IT department.

1. **Quality Control**
2. Check calibration date to ensure device is still valid
3. Log Tag ID# should be recorded/documented
4. **Procedure:**

|  |  |
| --- | --- |
| Procedure Steps | Work Instructions |
| Install software | 1. A copy of the software can be downloaded from [www.logtagrecorders.com](http://www.logtagrecorders.com) , visit this site often for software updates or a copy of the software CD will be provided from ORBCoN. 2. The installation process will guide you through the relevant steps to correctly and successfully install the software. To proceed through each step of the installation process, click the "Next" button. If you want to change a previous step you can click the "Back" button. When the process is ready to be completed, clicking the "Finish" button, when it appears, will finish the installation process. If you want to stop installing the software, click the "Cancel" button. 3. During the installation process, a window similar to the following picture may appear. This is part of the process of installing the driver for the USB Interface. Clicking on the "Continue Anyway" button will allow the driver to be successfully installed. A chapter "**Resolving USB Driver Problems**", included software program guide will guide you through the necessary steps to successfully install the driver for the USB Interface if the "STOP Installation" button was clicked. |
| 1. Starting the Software | 1. The Installation of the LogTag Analyzer software will provide you with two simple methods to start the LogTag Analyzer a.) A “Shortcut” on the desktop which you double click to start.   b.) A “Shortcut” in the “Start” menu |
| 1. Connecting to the Interface | 1. Make sure software has been correctly installed prior to connecting the interface. 2. Connect the USB connector to the USB port typically located at the rear of the computer system.      1. The software will recognize the cradle interface and will install any drivers required to operate the interface correctly. |
| 1. Using the log tag with the interface | 1. Place log tag into the slot in the interface as shown below. 2. There should be slight resistance when you place the tag into the interface. This is normal. 3. When you pull the tag out of the interface, there should be a clicking noise as the contacts move back into their “unlocked position” 4. If the log tag has readings stored in its memory, the data will automatically be downloaded using the installed software. A screen demonstrated below will appear. If you want this process to stop just click on the “cancel” or press the escape key. |
| 1. Preparing Log Tags | 1. Click on the  icon located on the toolbar 2. The wizard will begin to search for the connected interface and retrieve the data of the log tag.  Press “Next” 3. The next screen will show you the communication between the software and the USB ports, to locate the interface and log tag. Wait until this process has completed before moving to the next screen.  Press “Next” 4. Configure the log tag using the options listed in the next screen. Each option is detailed in the user manual located under the “Help” section of the tool bar. 5. Recordings typically are set for the length of the journey the shipment will be. Usually 1 – 2 days. 6. Recording should be set for an interval that collects the required data points. Usually every 2-5 minutes. 7. You can begin recording after a delay of a set number of minutes to allow equilibration of the loggers to the environment being monitored. 8. It is recommended that the “OK”(Green) indicator is enabled at all times. 9. It is recommended that the “Alert” (Red) indicator be enabled at all times with the parameters set at below 1°C and above 10°C after one alert code has occurred. 10. Always leave the “Alert” indicator enabled even if readings return within alert range. 11. Once you have entered your parameters for the log tag press the ‘Next” button. 12. The next screen to appear is the confirmation screen. While the new information is being sent to the log tag this screen below will appear 13. Once the information has been loaded the screen will change to appear like the one below 14. If the log tag has been successfully loaded a will appear click on the “Next” button to continue configuring more log tags. If the log tag failed to load a  will appear, press the “Again” button to repeat the same configure. If  appears this means that the log tag battery is low and unlikely to record the data. Please refer to the user manual for instructions on replacement. 15. Once all log tags have been configured press the “Close” button. The log tags are now ready for use. |
| 1. Starting the Log Tag | 1. To start the log tag, simply press the “Start Mark” button. Both the OK (Green) indicator and the Alert (Red) indicator light will flash once the log has been activiated. 2. While the log tag has been started a green light will flash every 4 seconds. If the alert settings have been met/exceded than a red light will flash even if the log tag has finished recording. |
| 1. Retrieving Log tag Information | 1. When ready to review the data collected from the log tag, simply place the log tag into the interface. The software will automatically begin to download the data stored in the log tag and the screen below will appear 2. Once the information has been successfully retrieved, the information will be displayed like illustrated below. 3. The file is automatically saved. 4. To retreive the saved files go to the  icon on the tool bar  as seen below or click on the  icon. 5. The data screen has tabs that can be navigated that provide information in different formats. 6. You can set the scaling for the charts, anotate the charts and add subtitles to the charts. Please refer to the user guide for more instructions. 7. You can combine multiple charts by using the “Multiple Chart ” option. This will overlay all charts that are currently open and display as one chart. Each chart that is open will be displayed as a letter with a corresponding legend. To switch back to a single chart, use the  “Single Chart” option. |

# References: Log Tag Recorders User Manual Version 1. 4, Global Sensors

# Related Documents: N/A

# Appendices: N/A