

Auditing Data Loggers

RIDOH – Immunization Team
Requirements

Auditing Data Loggers – Step 1 – Pressing Button 2X Per Day

This process must be completed twice a day by the practice.

- Hold down the button on the front of the data logger for 5 seconds
- Depending which model of data logger is installed at the practice, the screen will display either “AUDIT” or “ - - - ”
- Once you see the “AUDIT” or “ - - - ” message display, stop pressing the down on the button

Do not hold the button down for longer than the 5 seconds. If held down for an extended period of time, it will reset the data logger’s settings and will disconnect it from the EasyLog Cloud. If reset, this will require a site visit by RIDOH staff to reconnect the data logger.



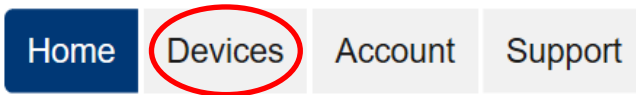
Auditing Data Loggers – Step 2 – Entering Initials in the Cloud

This process must be completed once a day by the practice

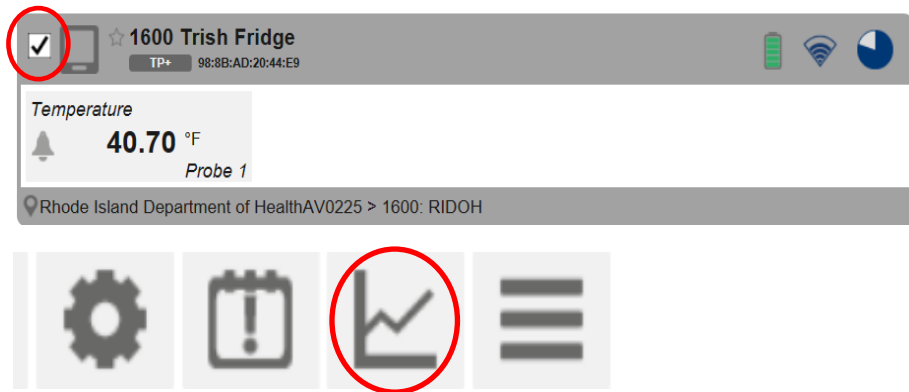
Step 1 – Sign into the Easylog Cloud:

<https://www.easylogcloud.com/>

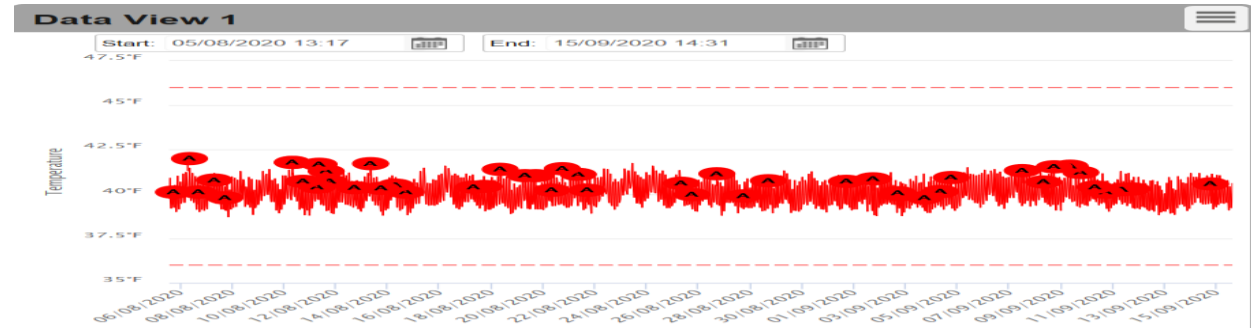
Step 2 - Click on devices in the menu bar.



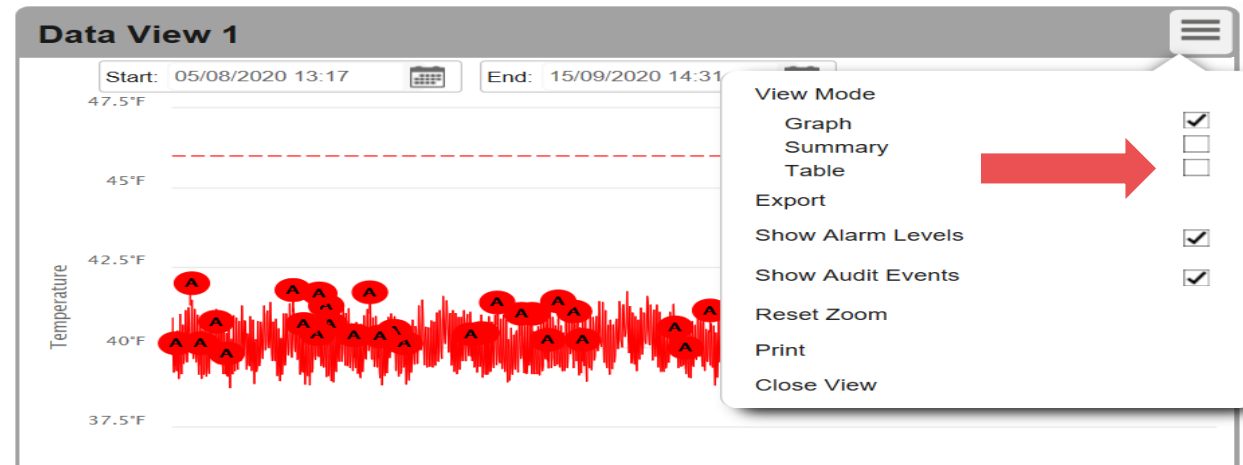
Step 3 – Select your device by clicking the box for the specific storage unit and then click on the graph symbol.



Step 4 - A graph will appear displaying a range of temperatures for that device.



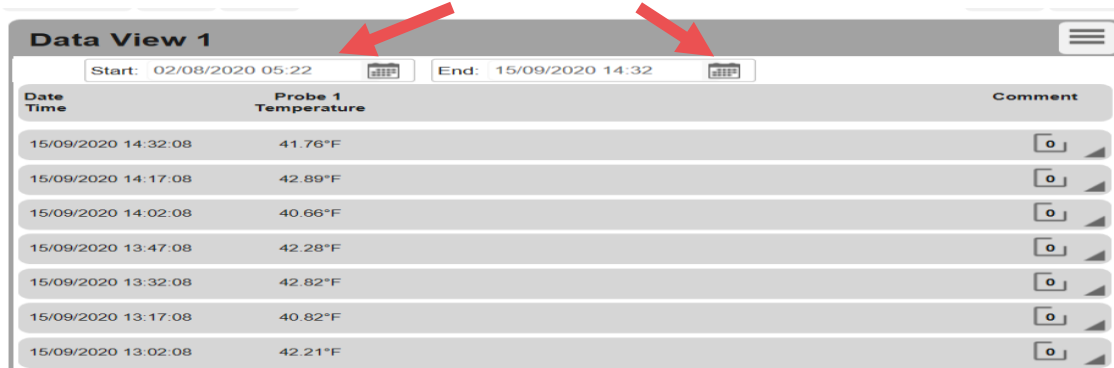
Step 5 - Click on the 3 lines located on the end of the Data View 1 line. Click the box next to Table to select that feature.



*If consistent temperature auditing is not maintained, it will lead to future vaccines orders being placed on hold


Auditing Data Loggers – Step 2 – Entering Initials in the Cloud

Step 6 – The table view will open and displays a range of temperatures for your device in a list format. Locate the temperature at the top of the Table view. *Note: To change the dates of the temperature review, you can select the Start or End Date options, which will prompt a calendar box appear to adjust the date range.*



Date Time	Probe 1 Temperature	Comment
15/09/2020 14:32:08	41.76°F	
15/09/2020 14:17:08	42.89°F	
15/09/2020 14:02:08	40.66°F	
15/09/2020 13:47:08	42.28°F	
15/09/2020 13:32:08	42.82°F	
15/09/2020 13:17:08	40.82°F	
15/09/2020 13:02:08	42.21°F	

Step 7 - Click on the right triangle in the top right corner or the grey bar area of that temperature row and the comment tab will open.



15/09/2020 14:17:08 42.89°F

Add comment here

Step 8 - Type your initials in the comment area and click the Add comment button.



15/09/2020 14:17:08 42.89°F

JS

Step 9 - Your initials have now been recorded to the temperature log and can be viewed by clicking the number that appears at the end of the temperature line.



15/09/2020 14:17:08 42.89°F

Comment: now by 1600-JS - JS

Add comment here

Reminder: This process must be completed once a day by the practice