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.

*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

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.

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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.**

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

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.

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.

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

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