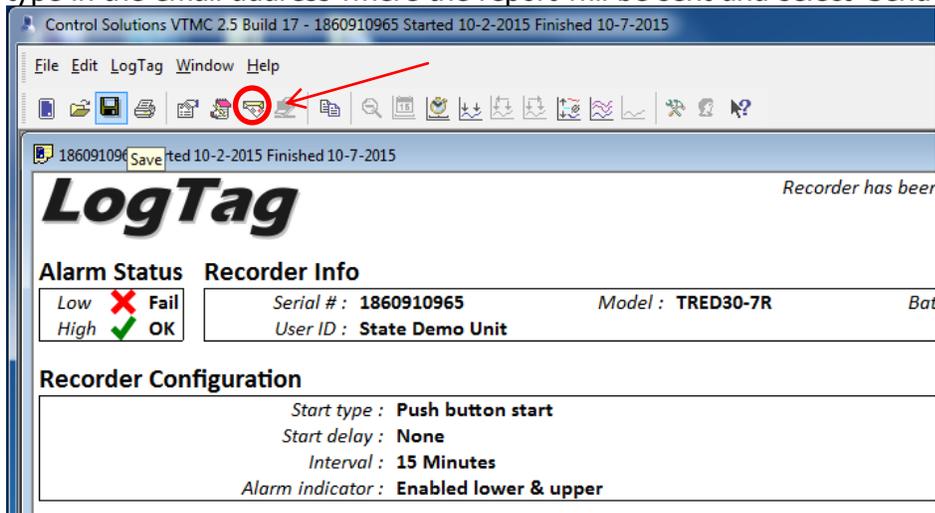


## LOGTAG TRED30 DATA LOGGER INSTRUCTIONS EMAILING FILES

### Email Instructions to Send LogTag TRED30 Files

In the event of a storage and handling excursion, facilities may be asked to send files from the LogTag data logger. There are two ways to email LogTag files which are outlined below. If you have questions regarding the LogTag data logger contact your Immunization Program field staff representative or call 1-800-831-6293, ext. 2.

**Option 1 (to send the current report only):** Immediately after LogTag files are download, while the LogTag Analyzer software is open, select the mail icon at the top of the menu bar; the LogTag program will open a new email and attach the data file. In the 'To' section of the email type in the email address where the report will be sent and select 'Send'.



**Option 2 (to send previously saved reports):** Open an email on the computer where the Log Tag reports are saved. (It is strongly suggested that Log Tag reports be saved to a server or shared drive within your facility or organization so they can be accessed by multiple users). Type in the email address where the report will be sent in the To: line. Select 'Attach File', or similar icon your email program uses to attach files. Find the Log Tag reports by following these steps (please note, this works if you use the default settings for the LogTag. If you have changed the Folder in Files and Folders settings in the LogTag Analyzer software, you will need to follow the path you chose to find the files):

- Click Microsoft Icon at the bottom left of Computer screen 
- Click 'Computer'
- Double click 'Documents' Folder
- Double click 'Public Documents' Folder
- Double click 'Log Tag Data' Folder
- Double click the Log Tag report you wish to send; it will attach to the email
- Send Email