**Using TempTales™ (TT) – Downloading Reports and Clearing (Reconfiguring)**

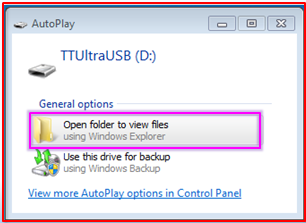
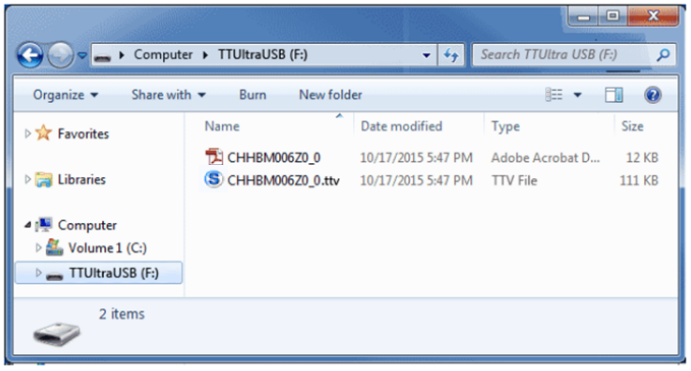
Temperature recordings must be downloaded, reports saved and TT cleared (reconfigured):

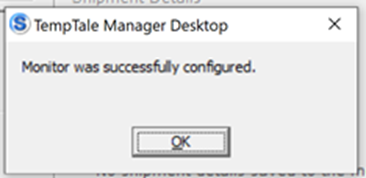
* Weekly when using continuous recording: i.e. vaccine fridge, Option 2 – Vaccine Bags
* Every time the TempTale is stopped
* Anytime there is a Cold Chain Break

Note: if not cleared, TempTale will stop recording as it will be “full”.

**Downloading Reports and Clearing/Reconfiguring TTs**

1. Immediately stop TT when removed from Vaccine Fridge or Vaccine Bag.
2. Insert TT into computer USB port
   1. The LED will blink RED while Adobe PDF and TTV data file are being created: DO NOT DISCONNECT while RED
   2. When the LED displays solid GREEN, the file generation is complete and are now accessible.
   3. A window will automatically open on your computer:
      * If an autoplay box: double click on “Open Folder to view Files”
      * If in Adobe PDF software on computer: double click the PDF icon to open and view PDF file.
      * If TT Manager Desktop (TTMD) Software installed: double click on TTV file icon to open and view file. 

1. Save all reports: Reports must be saved for One Year in accordance with Provincial Vaccine Storage and Handling Policy, either:
   1. save as digital file on your computer – make sure Date of Report is in title of file.
   2. Print off copy of report and place in a binder.
2. Clear/Reconfigure TT (see also: Using TempTales – Configuring)
   1. Double click TTV file icon to open TT Manager Desktop Software.
   2. Step 1: Connect to Monitor: select TT and click “Connect”
   3. Step 2: Select Configuration: (should not need to change)
      * verify Measurement Interval time
      * verify Start-up Delay
      * verify Low/High Alarm settings
      * Click “Write Configuration”
      * Should receive TTMD box confirmation
   4. Clearing/Reconfiguration Completed:
      * option to print report
      * TT monitor screen should now be blank and ready for next use.
   5. Close window
   6. Place TT in vaccine fridge.