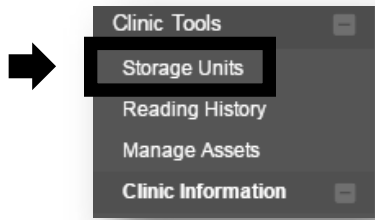


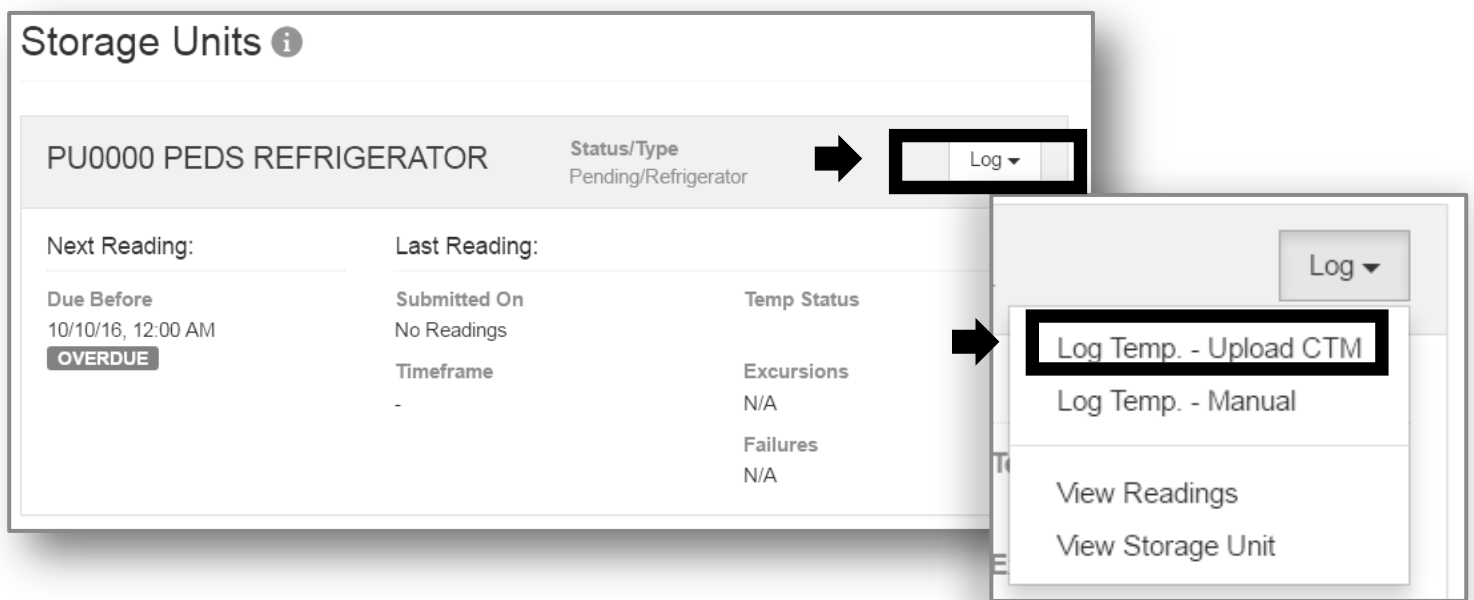
# Storage & Handling - Clinic Tools

## Uploading Temperature Logs

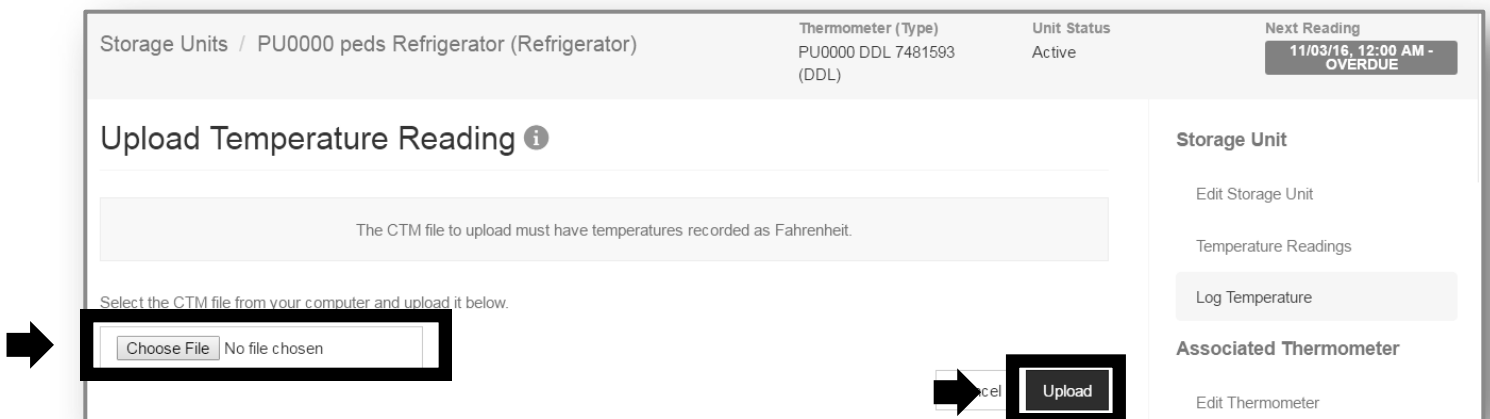
1. From the left-side panel, select **Storage Units** under **Clinic Tools**.



2. Click on **Log** for your unit and select **Log Temp - Upload CTM** from the drop down menu.



3. Click on **Choose File** and select the file from your computer. The files must be in the **.CSV (green)** file format and the name must include the serial number of the digital data logger.



# Storage & Handling - Clinic Tools

## Uploading Temperature Logs

4. Click **Upload**. *The file has not been saved yet.*
5. On the next page click **Confirm** to save the file to PhilaVax.
6. Repeat the above steps for all of your storage units (refrigerators and freezers).

Storage Units / Pu0075 Peds freezer (Freezer)	Thermometer (Type) pu0075 ddl F 9876543 (DDL)	Unit Status In Work	Next Reading 08/28/16, 8:40 AM - OVERDUE
<b>Pending Temperature Reading - 08/23/16, 4:40 PM (CTM)</b>			
ALERT: This reading is not available until 'Confirm' is selected below. Please review the data below and click 'Confirm' to complete the upload process.			
<b>Summary</b>			
File Name PU0075 9876543 Freezer 7-29-2016, Finished 8-23-2016.csv	CTM Interval 6M	Min/Max Temp -24.5°F / -13.2°F	
Total Timeframe Total Duration: 25D 7H 6M From: 07/29/16, 9:34 AM To: 08/23/16, 4:40 PM	Excursions 0	Failures 0	

## Error Messages

If you see these messages when uploading your temperatures readings, email the files to [tempcheck@phila.gov](mailto:tempcheck@phila.gov) and indicate the type of message you received.

This reading has one or more Failure Reports that must be submitted. Go to the 'Failures' tab below to fill out a report for each reading failure.

**DETAILS**    **FAILURES (1)**

Errors:

- File is invalid. Error parsing Temperature on line 1454 with value '< -40.0'. Please export a new CSV file to upload. File must be in format of 'Index','Date','Readings','Type' on line 1. Subsequent lines must be in format of '{index number}','{mm/dd/yyyy AM/PM}','{temp}','Inspection Mark'