**Transferring Temp Data from the Data Logger to the Computer**

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| Purpose | The purpose of this procedure is provide instructions on how to transfer data points captured by the Data Logger to a computer file. |

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| Policy | * A unique Data Logger is assigned to each HemoRoam device.
* The Data Logger is used to capture and store temperature data points at required intervals.
* Temperature data captured during blood storage for each device will be downloaded to an encrypted USB whenever Min/Max records indicate that the device has gone out of acceptable storage range or at a minimum of once a month.
* The information contained on the USB will be downloaded into a computer file and retained for time established by regulatory/accrediting agencies.
* Data for storage periods will be reviewed monthly and included in monthly QC summaries.
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| Supplies | * Data Logger including power cord
* Encrypted USB drive
* Computer
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| Procedure |

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| Step | Action |
| 1. | Insert power cord into Data Logger*Note: Transferring data from the Data Logger to the USB device will not work on battery power alone.*  |
| 2. | Plug in the AC adapter |
| 3. | Insert the USB device into the slot. *Note: MEM should appear at right side of display.* |
| 4. | Remove USB device and unplug power cord when Data Logger beeps and MEM Display disappears. |
| 5. | Insert the USB device into a computer. |
| 6. | Enter the password for the USB drive when prompted.

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| Hemoroam | stOrAge1 |
| Data Log | emErGent2 |

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| 7. | Click Start Menu at bottom left of computer screen. |
| 8. | Select “Devices and Printers” |
| 9. | Click on “Data Traveler” at the top of the window. |
| 10. | Choose”Browse Files” at the top of the window and select USB device. |
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| 11. | Open an Excel Spreadsheet.*Note: Once file opens, data points will appear as XXXX.* |
| 12. | Double click on one of the XXX boxes, then click outside of box. Repeat for one box in each column until all of the boxes show data points. |
| 13. | Using the Downtime Issue logs, locate the time corresponding to when the HemoRoam contained blood products. |
| 14. | Highlight all data points for that time period including Date/Time/P1/P2 and select copy. |
| 15. | Open HemoRoam subfolder in Blood Bank Folder on Laboratory Drive. |
| 16. | Open Excel spreadsheet that corresponds to the specific HemoRoam you downloaded data from. |
| 17. | Open a new excel worksheet and paste the points into it. |
| 18. | Rename worksheet with Date HemoRoam was used. |
| 19. | Close the original Excel spreadsheet used to transfer information from USB device. DO NOT save changes. |
| 20. | Delete the file from the USB drive. |
| 21. | Close the USB folder. |
| 22. | Select the up bottom at the bottom right of the computer screen and click the button to safely remove the USB device, then select Eject. |
| 23. | Remove the USB device from the computer once the screen flashes. |

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