



How to Locate Downloaded CS VTMC Temperature Files

Control Solutions VTMC

Chicago Department of Public Health

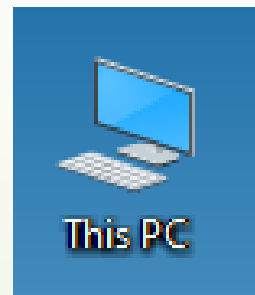


Step 1: Open File Explorer

- ▶ File Explorer can be located on the tool bar at the bottom of the computer screen. The icon should look like a manila folder.



- ▶ If the File Explorer does not show up in the tool bar, click on the “This PC” application on your computer’s home page.
 - ▶ If it does not show up in the tool bar, click on the “This PC” application on your computer.





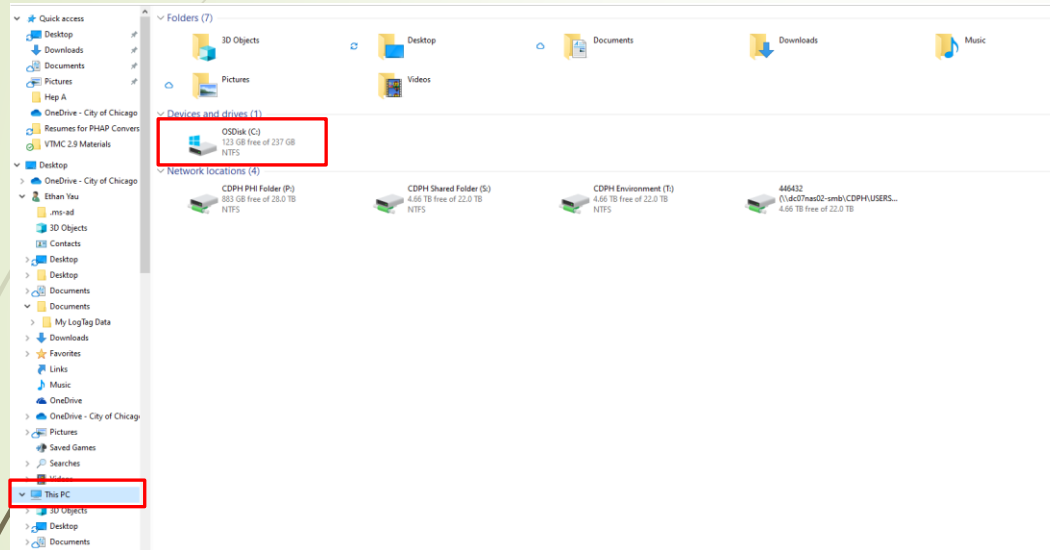
Step 2: Locate Saved Location

- ▶ The location of saved files depends on where it set to. This can be changed manually in the CS VTMC 2.9 Build 11 application.
- ▶ This is the default file explorer path for all users:
 - ▶ This PC
 - ▶ OSDisk (C:)
 - ▶ Users
 - ▶ Public
 - ▶ Public Documents
 - ▶ LogTag Data
- ▶ Screenshots for the default path are on the next slide.
- ▶ If temperatures are not located through the default path, skip to step 3.



Step 2: Locate Saved Location (cont.)

1.)



2.)

Name	Date modified	Type	Size
Intel	3/7/2023 9:27 AM	File folder	
PerfLogs	12/7/2019 3:14 AM	File folder	
Program Files	2/27/2023 4:20 AM	File folder	
Program Files (x86)	7/20/2022 8:25 AM	File folder	
Quarantine	2/28/2022 5:19 PM	File folder	
SMSTSLog	3/1/2022 10:22 AM	File folder	
Users	5/17/2022 3:35 PM	File folder	
Windows	2/28/2023 7:12 AM	File folder	

3.)

Name	Date modified	Type	Size
373346	6/17/2022 5:03 PM	File folder	
446432	11/28/2022 5:02 PM	File folder	
adm-david.kraus	3/8/2022 3:39 PM	File folder	
Adm-NMartura	3/1/2022 8:30 AM	File folder	
adm-thomas	5/13/2022 12:55 PM	File folder	
defaultuser0	3/1/2022 10:23 AM	File folder	
elv-Cortez.Hale	3/18/2022 2:04 PM	File folder	
Public	11/19/2020 1:44 AM	File folder	

4.)

Name	Date modified	Type	Size
Public Documents	3/9/2022 11:07 AM	File folder	
Public Downloads	12/7/2019 3:14 AM	File folder	
Public Music	12/7/2019 3:14 AM	File folder	
Public Pictures	12/7/2019 3:14 AM	File folder	
Public Videos	12/7/2019 3:14 AM	File folder	

5.)

Name	Date modified	Type	Size
LogTag Data	12/7/2022 9:40 AM	File folder	

6.)

Name	Date modified	Type	Size
Examples	6/7/2022 10:49 AM	File folder	
Logs	2/23/2023 10:16 AM	File folder	
Templates	3/18/2022 2:05 PM	File folder	
FREEZER C05000 WSCDC 7862962146 10-...	12/7/2022 9:40 AM	Microsoft Excel C...	162 KB
FREEZER C05000 WSCDC 7862962146 10-...	12/7/2022 9:40 AM	Control Solutions ...	10 KB

Here are the vaccine temperature files!

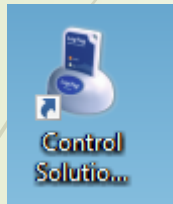


Step 3: Locate Saved Location in VTMC

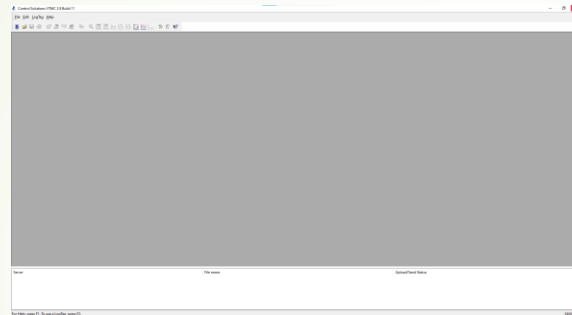
- ▶ If you were able to locate your temperature files through the default path, skip to step 4.
- ▶ Double-click on the CS VTMC 2.9 Build 11 application to open.
 - ▶ A gray screen should pop-up.
- ▶ Click on the Edit tab, followed by Options.
- ▶ Click on File and Folder settings.
- ▶ Your set, saved location is in the Folder line.
 - ▶ To manually change your saved location, click on the "... " icon.
 - ▶ Follow screenshots from previous slide.
- ▶ Screenshot instructions for Step 3 are in the next slide.
- ▶ Once path is located, go to the location where temperature data files are stored.

Step 3: Locate Saved Location in VTMC

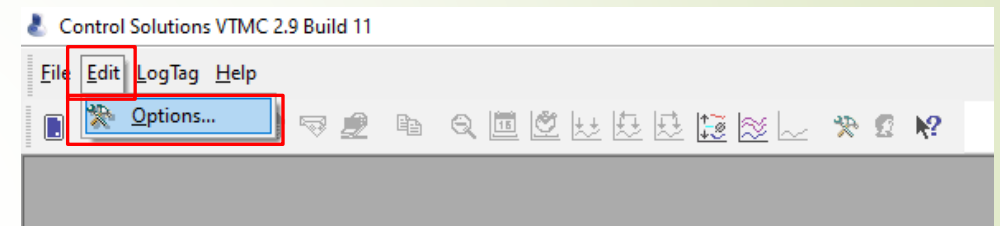
1.) Double-click on icon



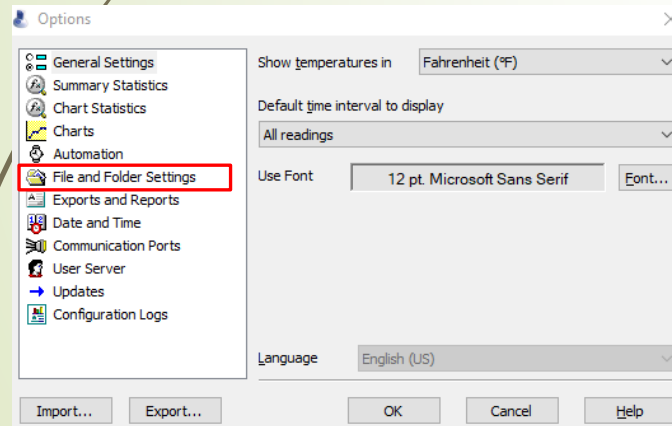
2.) Gray screen will pop-up.



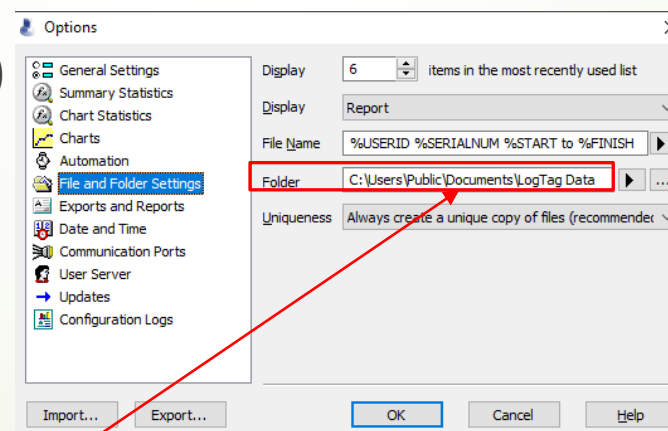
3.) At the top, "Edit" > "Options"



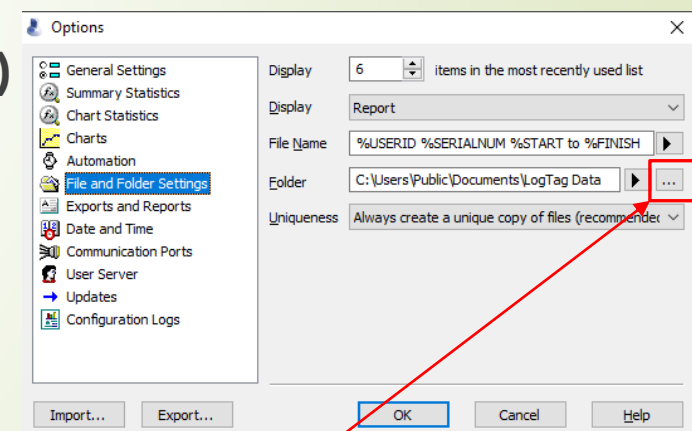
4.)



5.)



6.)



This will be the path to your temperature data.

Click "... " to manually set where your data will be stored.



Step 4: Know Type of Temperature File to send to ChicagoVFC

- ▶ If you experience a temperature excursion, you will need to send your vaccine temperature files in **PDF** Format.
- ▶ If you need to get data uploaded to the Vaccine Temperature Monitoring Cloud (VTMC), you will need to send your vaccine temperature files in **Control Solutions VTMC Document** Format.
- ▶ If you had a temperature excursion AND need data uploaded to the cloud, send your vaccine temperature files in **Control Solutions VTMC Document** Format.
- ▶ The next couple slides will show you how to retrieve those data files.



Step 5: Identify Type of Data File

- Go to location of vaccine temperature data files.
- At the top, you will see a column that says "Type"
 - This identifies the format/type of file for each document listed.
- Opening a Control Solutions VTMC Document will be opened on the CS VTMC 2.9 Build 11 application.
 - To save the file as a PDF:
 - Open the file in the CS VTMC 2.9 Build 11 application
 - "File" > "Save As.." > Click drop-down menu next to "Save as Type:" > Select PDF
- These files are to be attached in emails.
- Screenshots for identifying file type and saving data as PDF on next couple slides.



Step 5: Identify Type of Data File

1.) Open file explorer to location of data files.

Name	Date modified	Type	Size
Examples	6/7/2022 10:49 AM	File folder	
Logs	2/23/2023 10:16 AM	File folder	
Templates	3/18/2022 2:05 PM	File folder	
FREEZER C05000 WSCDC 7862962146 10-...	12/7/2022 9:40 AM	Microsoft Excel C...	162 KB
FREEZER C05000 WSCDC 7862962146 10-...	12/7/2022 9:40 AM	Control Solutions ...	10 KB
FREEZER C05000 WSCDC 7862962146 10-...	3/10/2023 12:24 PM	Microsoft Edge P...	247 KB

2.) This is the "Type" column, which tells you the type of file.

Name	Date modified	Type	Size
Examples	6/7/2022 10:49 AM	File folder	
Logs	2/23/2023 10:16 AM	File folder	
Templates	3/18/2022 2:05 PM	File folder	
FREEZER C05000 WSCDC 7862962146 10-...	12/7/2022 9:40 AM	Microsoft Excel C...	162 KB
FREEZER C05000 WSCDC 7862962146 10-...	12/7/2022 9:40 AM	Control Solutions ...	10 KB
FREEZER C05000 WSCDC 7862962146 10-...	3/10/2023 12:24 PM	Microsoft Edge P...	247 KB

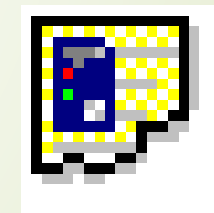
3.) Next to each file will identify its file type.

Name	Date modified	Type	Size
Examples	6/7/2022 10:49 AM	File folder	
Logs	2/23/2023 10:16 AM	File folder	
Templates	3/18/2022 2:05 PM	File folder	
FREEZER C05000 WSCDC 7862962146 10-...	12/7/2022 9:40 AM	Microsoft Excel C...	162 KB
FREEZER C05000 WSCDC 7862962146 10-...	12/7/2022 9:40 AM	Control Solutions ...	10 KB
FREEZER C05000 WSCDC 7862962146 10-...	3/10/2023 12:24 PM	Microsoft Edge P...	247 KB

FILE ICONS



PDF File



Control Solutions VTMC Document

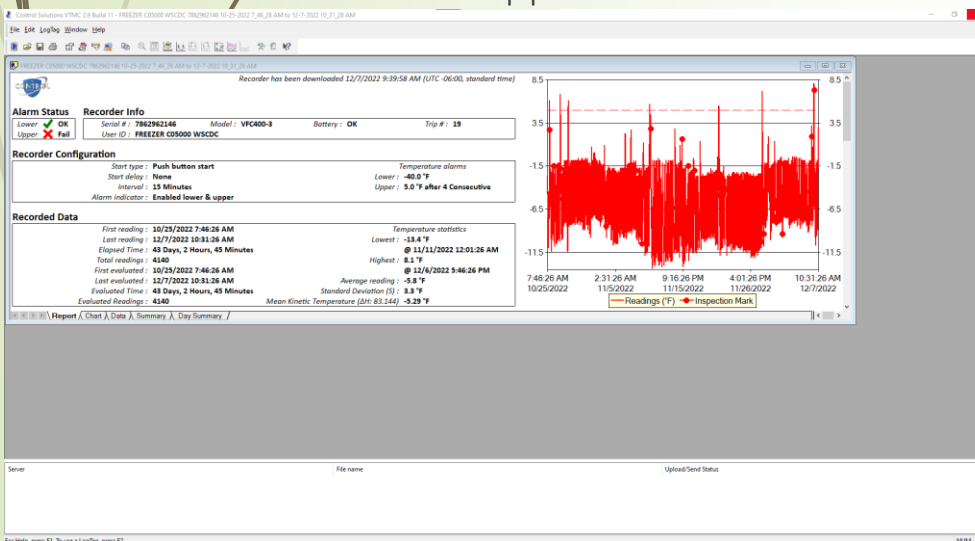


Step 5: Converting Data File to PDF

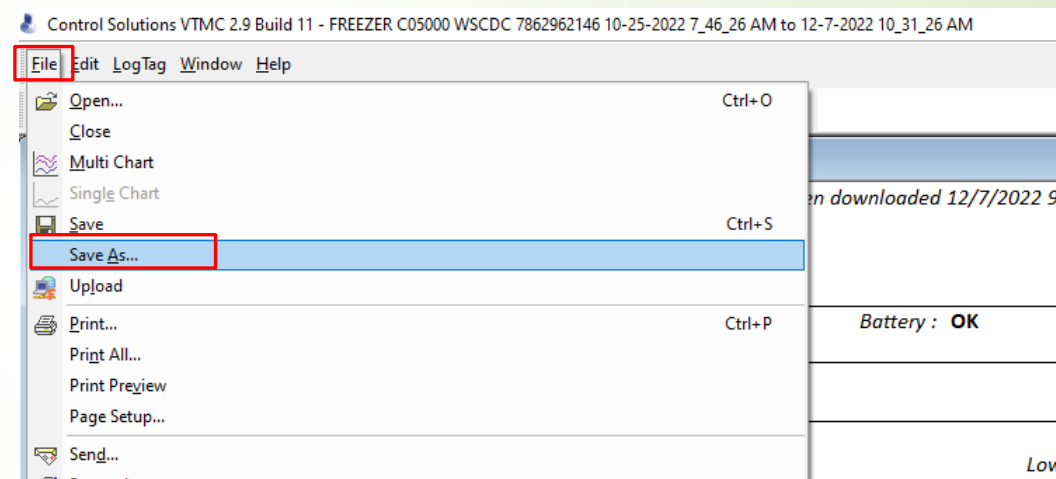
1.) Click on desired data file (Control Solutions VTMC Document).

Name	Date modified	Type	Size
Examples	6/7/2022 10:49 AM	File folder	
Logs	2/23/2023 10:16 AM	File folder	
Templates	3/18/2022 2:05 PM	File folder	
FREEZER C05000 WSCDC 7862962146 10-...	12/7/2022 9:40 AM	Microsoft Excel C...	162 KB
FREEZER C05000 WSCDC 7862962146 10-...	12/7/2022 9:40 AM	Control Solutions ...	10 KB
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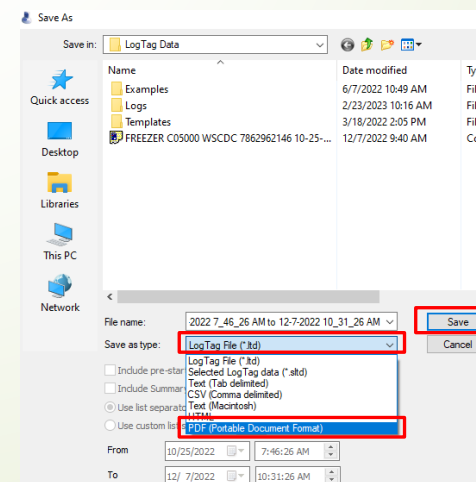
2.) Temperature data file opened in CS VTMC 2. Build 11 application.



3.) At the top, click "File" then "Save As.."



4.) Click drop-down, select PDF, save.



5.) PDF file is saved.

Name	Date modified	Type	Size
Examples	6/7/2022 10:49 AM	File folder	
Logs	2/23/2023 10:16 AM	File folder	
Templates	3/18/2022 2:05 PM	File folder	
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FREEZER C05000 WSCDC 7862962146 10-...	3/10/2023 12:24 PM	Microsoft Edge P...	247 KB



THANK YOU

If you have any questions or need further assistance, please contact chicagovfc@cityofchicago.org.