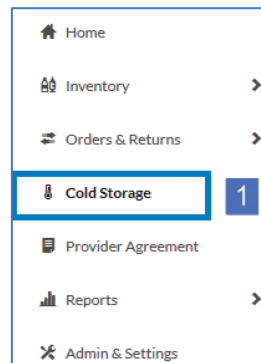




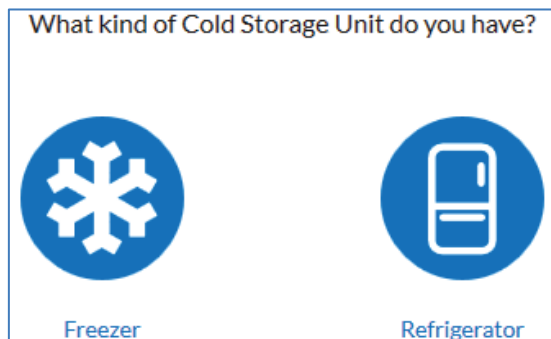
VOMS Cold Storage

This guide will provide information on how to use the Cold Storage functionality which allows users to manage cold storage units, track temperatures and upload temperature logs. Cold Storage units include the Freezer and Refrigerator with predefined acceptable temperature ranges.

- 1) To access Cold Storage, an organization/facility must be selected. Select the **Cold Storage** menu heading (1) from the left tool bar.



- 2) Select which Cold Storage Unit you would like to set up on the next page.




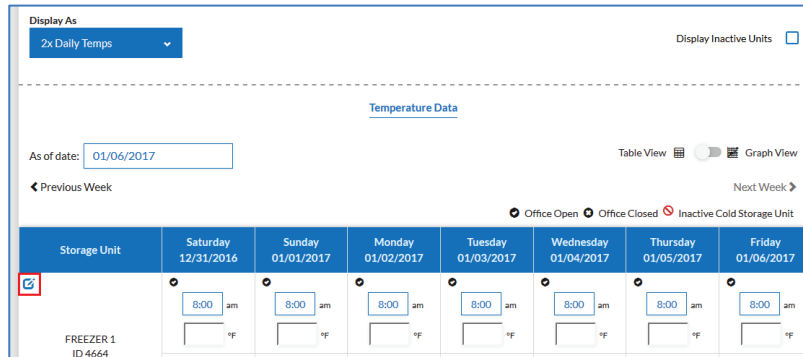
- 3) Enter in all the required information. At the bottom of the page, you can select **Add Location** to enter in the location of the cold storage unit (not required).

- 4) Select **Save** to save the Cold Storage unit information and return to the main **Cold Storage** page.



VOMS Cold Storage

- 5) Your Temperature Data page will display all added units. From this page you can enter in temperature recordings. You can edit the Cold Storage Unit details by selecting the 'edit' icon .




Display As: 2x Daily Temps

Temperature Data

As of date: 01/06/2017

Table View | Graph View

Office Open | Office Closed | Inactive Cold Storage Unit

Storage Unit	Saturday 12/31/2016	Sunday 01/01/2017	Monday 01/02/2017	Tuesday 01/03/2017	Wednesday 01/04/2017	Thursday 01/05/2017	Friday 01/06/2017
 FREEZER 1 ID 4664	8:00 am °F	8:00 am °F	8:00 am °F	8:00 am °F	8:00 am °F	8:00 am °F	8:00 am °F

- 6) You can change the display between 2x Daily Temps and Min/Max to enter different values.

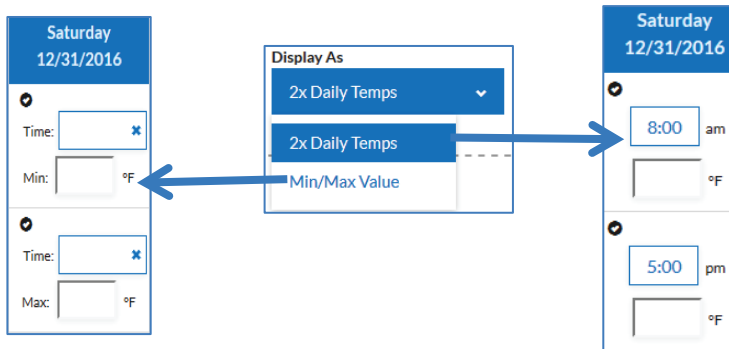


Diagram illustrating the display options for temperature data entry:

- 2x Daily Temps:** Shows two time slots (e.g., 8:00 am and 5:00 pm) for temperature entry.
- Min/Max Value:** Shows minimum and maximum temperature values for a specific date (e.g., Saturday 12/31/2016).

- 7) Once temperatures are entered, select the **Save** button.

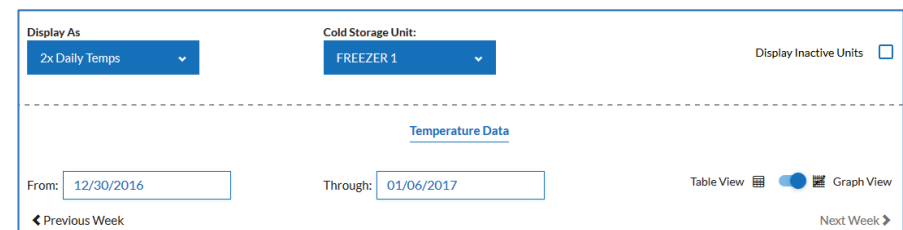
Graph View

- 1) To display the Graph View, select the toggle button at the top right of the Cold Storage page.



Table View | Graph View

- 2) Select the desired Cold Storage Unit and date range.



Display As: 2x Daily Temps

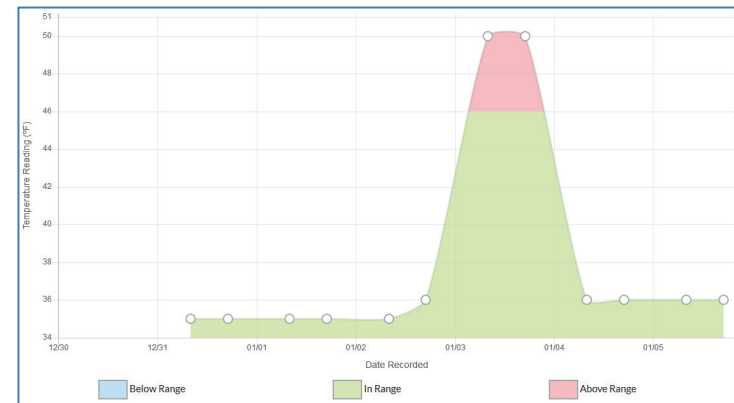
Cold Storage Unit: FREEZER 1

Temperature Data

From: 12/30/2016 Through: 01/06/2017

Table View | Graph View

- 3) A graph will be created based on the temperatures that have been entered for the date range that is selected.





VOMS Cold Storage

Upload Temperature Log

- 1) Temperatures can be uploaded using the Upload Temperature functionality.

Temperature Data

As of date: 01/06/2017

UPLOAD TEMPERATURE LOG

- 2) Select the Cold Storage Unit that you would like to upload the temperature log (1). Then select **Define Data Profile** (2). The Profile has to be set up only once.

Select Cold Storage 1

FREEZER 1

Select Profile 2

Select

EDIT

DEFINE DATA PROFILE

- 3) Type in the **Profile Name** and enter in a **Sample Line** of the data.
 - a. "Does the import start with a header line?" will be checked as a default and can be deselected.
 - b. Select how the fields are separated in the file.
 - c. Click on **Evaluate Sample Line**.

Profile Name

North Sound

☒ Does the import start with a header line?

Sample Line

2 10/28/2016 2:31:22 PM 42.3

☒ Tab Delimited

☐ Delimited

☐ Fixed Width

CANCEL

EVALUATE SAMPLE LINE

- 4) For each data field, the system will request the **Field Definition** and **Data Format**. Enter all fields and select **Submit Definitions**.

Assign Fields

Sample Field	Field Definition	Data Format
2	N/A	Format Ignored
10/28/2016	Temperature Record Date	MM/DD/YYYY
2:31:22 PM	Temperature Record Time	hh:mm:ss a
42.3	Import Temperature	Fahrenheit(F)

BACK

SUBMIT DEFINITIONS

- 5) The screen will bring you back to the Temperature Upload Screen. Select your Profile and choose the file to be imported. You will see a message indicating that the log file has been successfully uploaded. If an error message displays, you can view the log information.

Select Cold Storage

REFRIGERATOR 1

Select Profile

North Sound

EDIT

DEFINE DATA PROFILE

Select File

CHOOSE FILE

Temperature log New test.txt

IMPORT

The log file "Temperature log New test.txt" has been uploaded successfully. Click "View Logs" below for more information.

CLEAR

VIEW LOGS

REPORT TO STATE

- 6) Select **Report to State** which will auto-populate the temperature data on the Temperature Data page.