

Operation manual

For activation, re-configuration and back up of Q-tag® CLm doc family devices.



Compliant equipment:

- Q-tag® CLm doc L
- Q-tag® CLm doc LR

The Q-tag® easy go

The Q-tag® easy go program is used with the Q-tag® CLm doc family. The CLm doc devices can be activated, re-configured and backed - up with the easy go (depending on the pre-configured settings you have chosen for the devices).

To avoid a common error message, please make sure that you always use the same USB port at each PC / Mac so that the device can recognize the pre-defined drive.



If you use the Q-tag® easy go program for the first time, start with chapter 1 (Initial Set-up). If you have already made the initial settings, then please proceed with chapter 3 (Button configuration) or chapter 4 (Loading configuration settings).

1. Initial Set-up

1.1 Create the following two folders on your computer:



- Config files (to store all configuration files)
- PDF reports (to collect and store the PDF reports from all Q-tag® CLm doc devices)

Note:

These files may be stored anywhere on your computer (e.g. My Documents, Data Logger File, etc.)

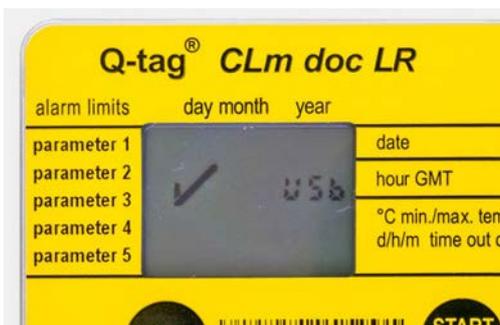
1.2 Save the configuration file

Once your requested settings are programmed, you will receive the configuration file from Berlinger & Co. AG. Save this configuration file in the newly created folder „config files“.

1.3 Download the Q-tag® easy go program

Make sure that the free Java Runtime Version 6.0 or higher is installed on your computer before downloading the Q-tag® easy go program. Download and save, e.g. on your desktop, the Q-tag® easy go program from our website: www.berlinger.ch/CLmdoc under “downloads”.

1.4 Connect a Q-tag® CLm doc device to your computer



If the device is connected properly to the computer, a check mark and the word USB will appear on the display.

Note:

Make sure to always use the same USB-port on each PC / Mac station.

2. Install the Q-tag® easy go program

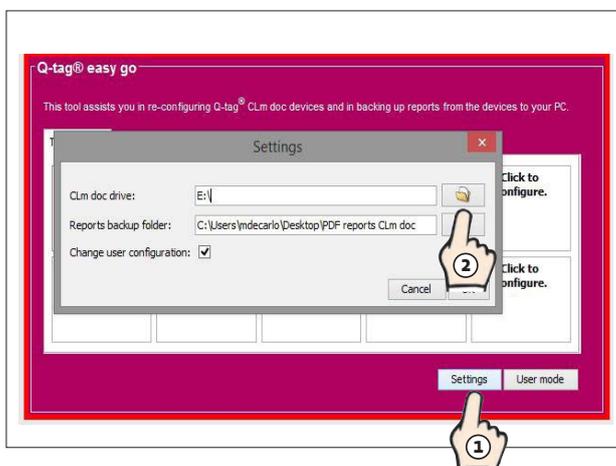


2.1 Open the Q-tag® easy go program.

2.2 To set up the initial settings, click on the tab titled „Admin mode“ on the bottom right.

Note:

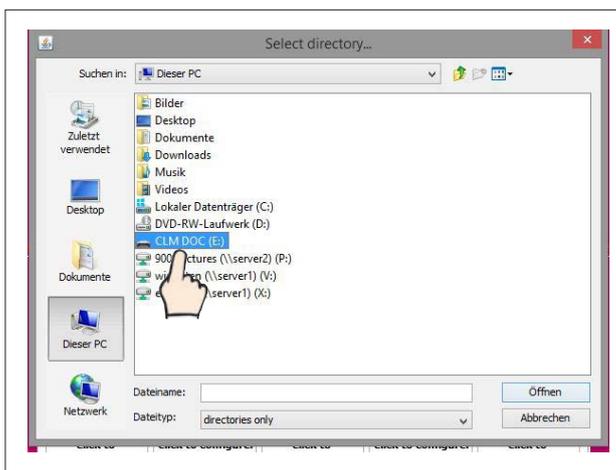
When entering the „Admin Mode“ for the first time, an individual password needs to be set. For the future you will be required to enter this password each time you want to access the „Admin Mode“.



2.3 Press on the setting button.

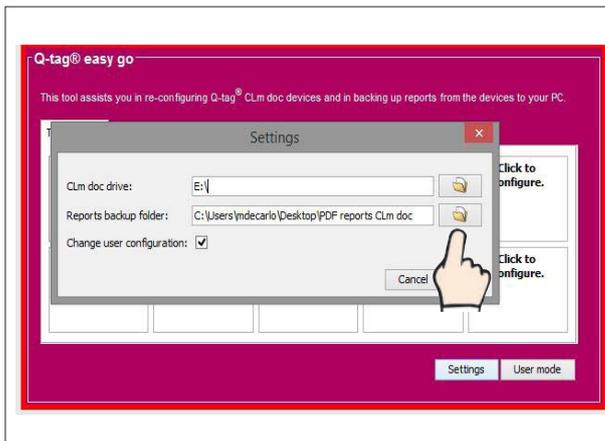
Note: You will see a suggested entry in the pop up field that must be customized for you. You must select the „drive“ to insure that the Q-tag® easy go will communicate with the Q-tag® CLm doc device connected to your computer.

2.4 In order to change the „drive“ press on the folder button.

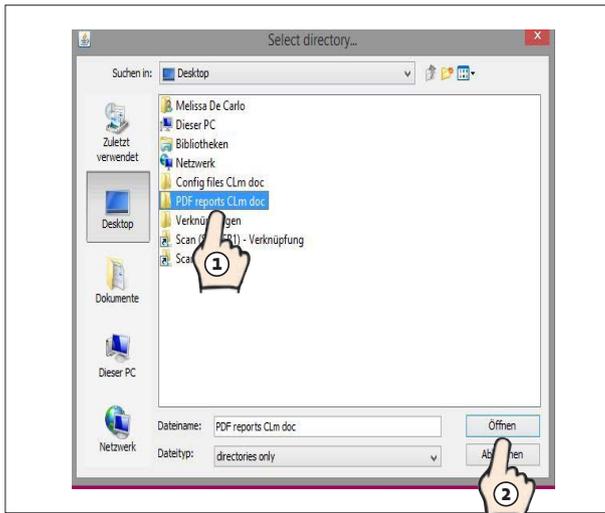


2.5 Go to „computer“ and choose the „drive“, which is named „CLm doc“.

2.6 Press „open“.



2.7 Click on the folder button for the „reports back up“ folder.

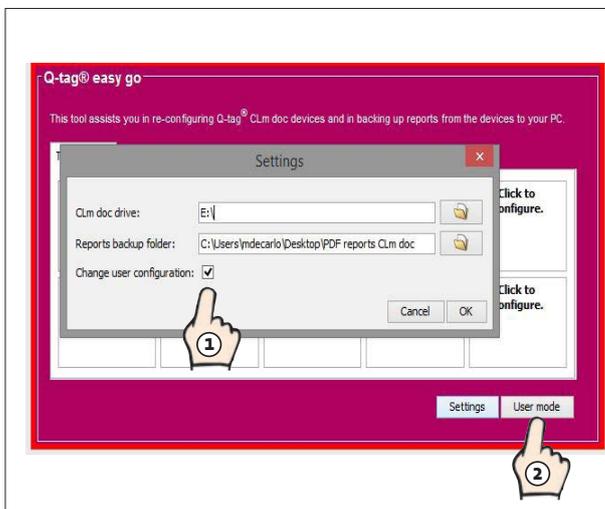


2.8 Look for the „PDF reports folder“ you have created (see chapter 1.1).

2.9 Choose your folder and press „open“.

Note:

This step ensures that any data generated by a Q-tag® CLm doc device is automatically stored in this folder once connected to the Q-tag® easy go. This is done as a precaution to ensure that data is not lost from reusable devices only.



2.10 Click the (✓) check mark for „Change user configuration“.

2.11 Press OK.

2.12 If you have a new configuration file to load to the easy go please advance to step 3.3.

2.13 Go back to the „User mode“.

The set up process of the Q-tag® easy go program is now completed. Your settings are saved and remain unchanged until you decide to change them again.



If you do not want to always use the same USB-port when working with the Q-tag® easy go program, please make sure to always choose your actual drive as described under chapter 2.3. This ensures that the easy go program is able to communicate with the connected Q-tag® CLm doc device.

3. Installing alarm configurations and program settings

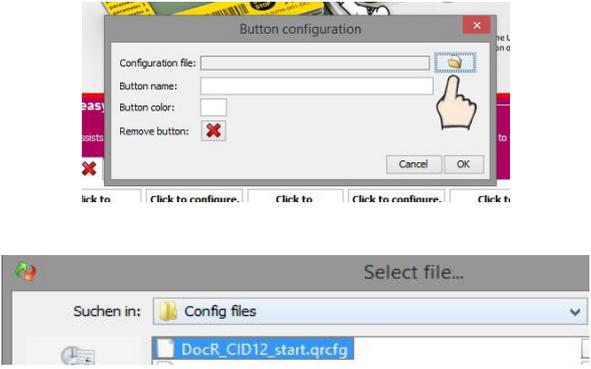
For each new configuration file (delivered by Berlinger) you need to complete the following steps. Before you are able to upload the configuration file to any device.



3.1 After you receive a configuration file from Berlinger you must save it into your „Config File“ folder created in step 1.1.

3.2 Open the „Admin mode“ (enter your predefined password).

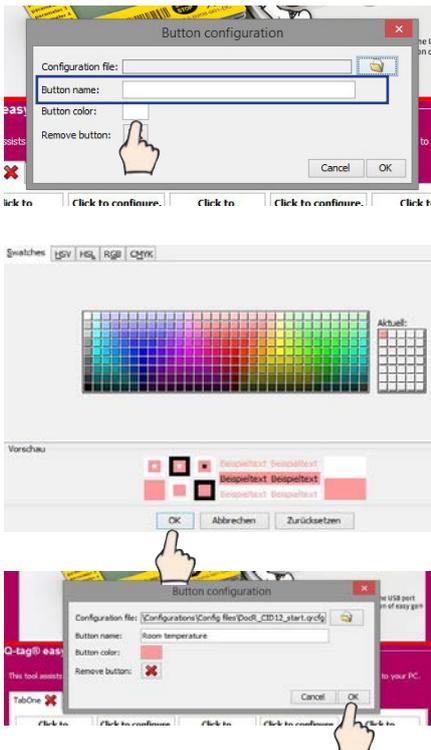
3.3 Click on the first free button „click to configure“.



3.4 Click on the folder to set the desired configuration file.

3.5 Choose the folder where the configuration files are stored (see chapter 1.1).

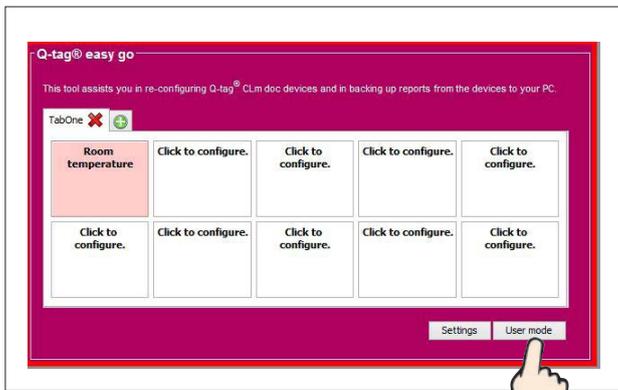
3.6 Select the required configuration file to be added to the button.



3.7 Give the button a name for the specific configuration (e.g. DTP vaccines -0.5 °C - +30 °C_CID10).

3.8 Click in the field for the „button color“ and choose any color for this button.

3.9 Press OK.

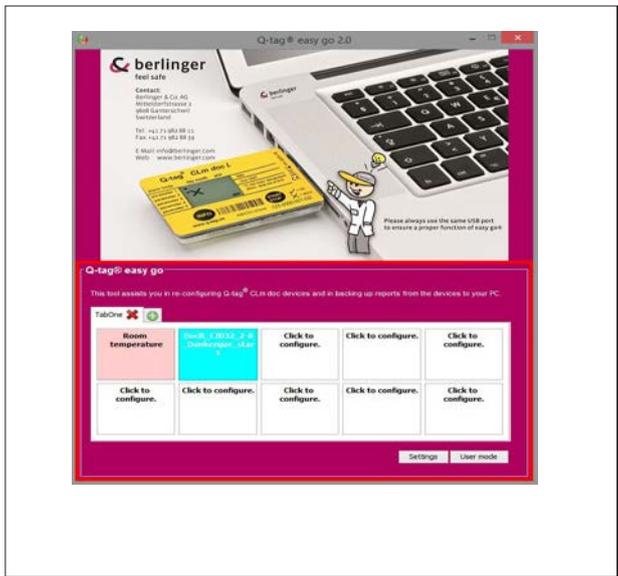


The button is now configured.

To load your new settings into a Q-tag® CLm doc product please change to the „user mode“.

It is always possible to change the button configuration. You simply need to enter the „Admin mode“ and click on the configuration button you would like to change. Now you can change all the information or also delete the button configuration by pressing the .

4. Loading configuration settings into a Q-tag® CLm doc device and back up of the PDF files

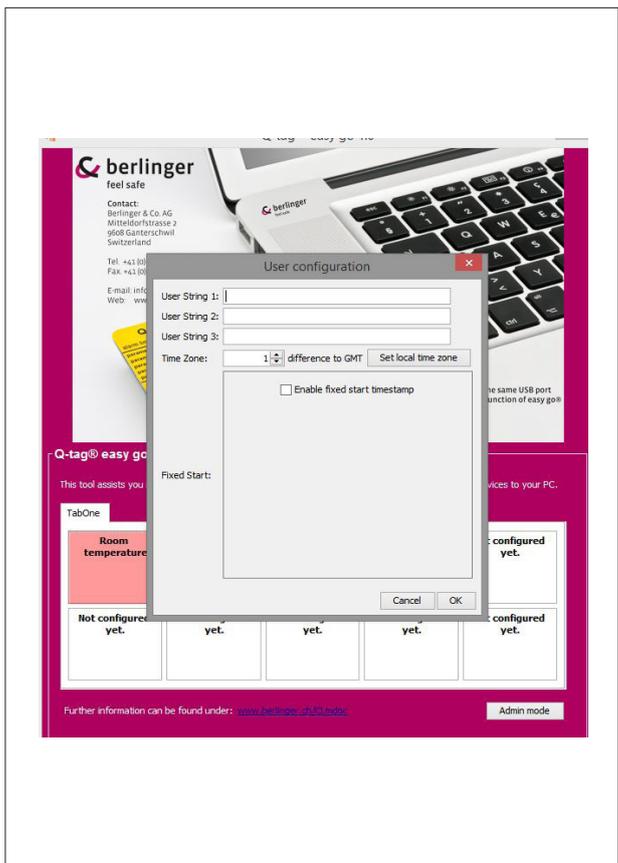


4.1 Insert a Q-tag® CLm doc device (same USB-port which was used during the set up section 2.3).

4.2 Click on the desired configuration button in the Q-tag® easy go software.

Attention:

If you are using the reusable Q-tag® CLm doc LR device any data will be automatically stored in the back up file created in step 1.1. The file will be named by the serial number + a number determined by the number of times the device has been used (e.g. second use will add a 2 to the end of the serial number).



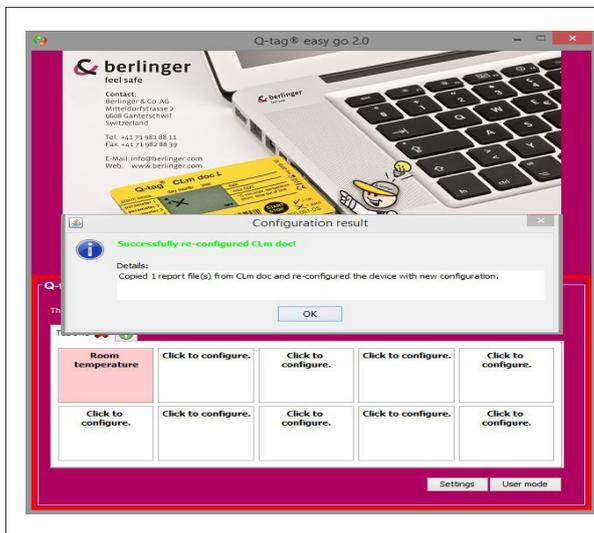
Once you clicked on the requested tab, the window on the left will open.

4.3 The following information can now be set, provided that your device was ordered with any of these extra functionalities:

- A text can be added to the PDF report. You can use 3 lines with 20 characters each.
- GMT can be changed. It is recommended to use GMT if devices are in use around the world.
- A fix start time can be set. You decide on which day and at what time the device shall start itself.

Note:

If your device was not ordered with changeable settings, you are still able to change the information in this window in Q-tag® easy go program but none of these entries will be loaded to your Q-tag® CLm doc device.

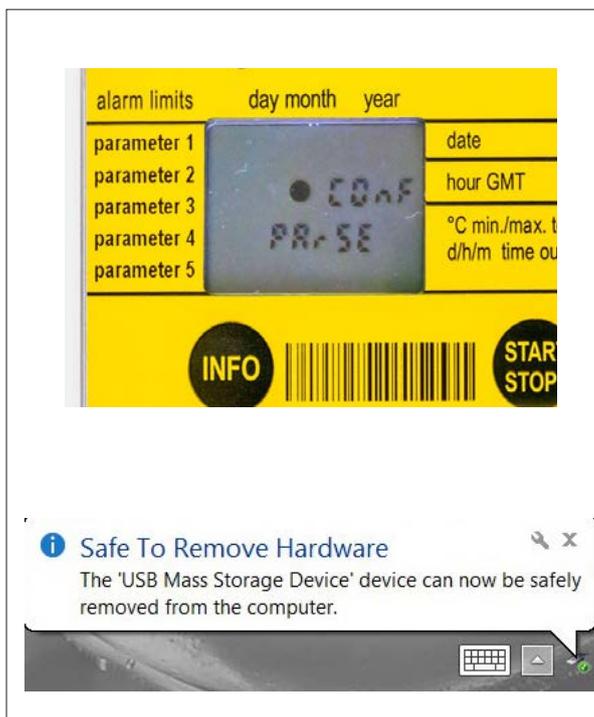


4.4 After pressing OK, you will see the following screen with the confirmation of a successful upload of the configuration.

The message also gives you the information about how many files the Q-tag® easy go has uploaded from the device to the PDF folder on your computer.

Attention:

If the message indicates that it uploaded 0 files from the device make sure that the device is connected to the correct USB-port (same as set as drive under point 2.3).



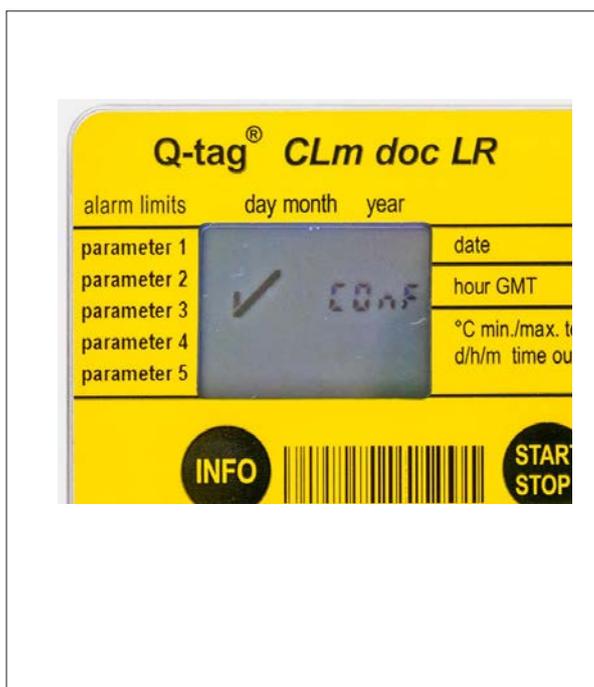
Note:

The above message is only the confirmation from the computer that it delivered the new file to the device successfully.

4.5 Make sure to always check the devices display after disconnecting it from the computer for the information as shown in the picture. This means that the device is processing the new configuration.

Attention:

To ensure a successful upload, always use the „safely remove hardware“ function (🗑️) on your PC/MAC in the same way you would remove a standard USB memory stick.



4.6 Once the program is uploaded completely the check mark and the word „COOnF“ appears on the display for 10 seconds. This means that the upload worked properly and the device can now be used.

Note:

The display of the device will turn blank after this screen until you start the device again. (To start the device please consult the corresponding user manual.)

Attention:

If a cross instead of the check mark appears, please check if you uploaded an appropriate configuration file for the device.

If you have any problems with the Q-tag® easy go or your devices, please do not hesitate to contact our support team under: support@berlinger.com



feel safe

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