NYS Vaccines for Children (VFC) Program
Quick Reference: How to Attach Fridge-Tag®2L PDF Files to an Email

The NYS VFC Program may request to review your Fridge-Tag®2L files in the event of a temperature excursion. The instructions that follow provide general guidance on how to attach files to an email message. These instructions may vary depending on the type of email software used.

1. Navigate to your email's inbox. Create a new email message ("New Message" or "Compose").
2. Select "Attach" or "Attach File" (sometimes indicated by paperclip icon).
3. In the window that opens, navigate to the location of the folder where you saved the data.
   a. Note: Folders should have been created previously by following instructions in the **Fridge-Tag®2L Implementation and User Guide.**
4. Find the appropriate folder where data is stored and double-click on it to open it.
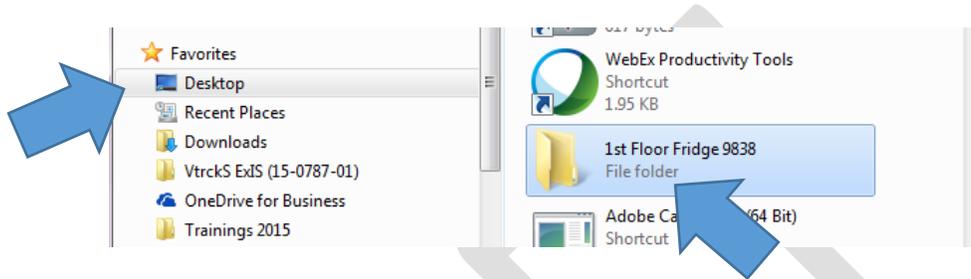
5. Select the PDF file you would like to send. The date and time of download appears after the 12-digit serial number.

6. Once the file is selected, click on "Insert" or "Attach" at the bottom right corner of the window.
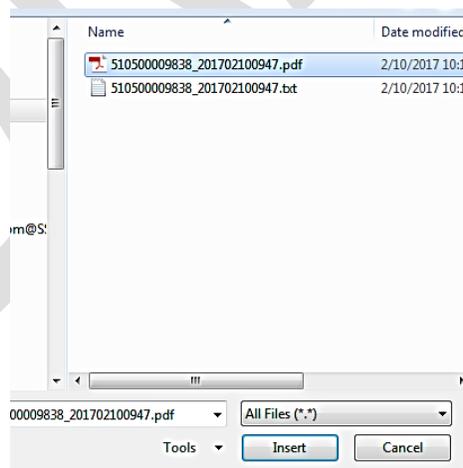
7. Repeat steps 2 – 6 to attach additional files to the email message (e.g., for freezer or additional units).
8. Send the email to dataloggers@health.ny.gov. **Be sure to include your VFC PIN # in the body or subject line of the email.**