

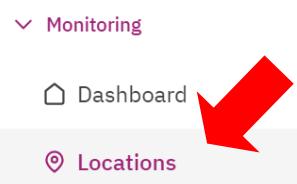
# Generate Temperature Log Report in SmartView

1

To produce a PDF from SmartView, start by logging into SmartView using Virtual Gateway.

2

From the menu on the left, select **Monitoring**, and then **Locations**.



You will be immediately brought to your Location(s). If you do **not** see a location tied to your name, please contact the Quality Assurance Team at [immQA@mass.gov](mailto:immQA@mass.gov).

3

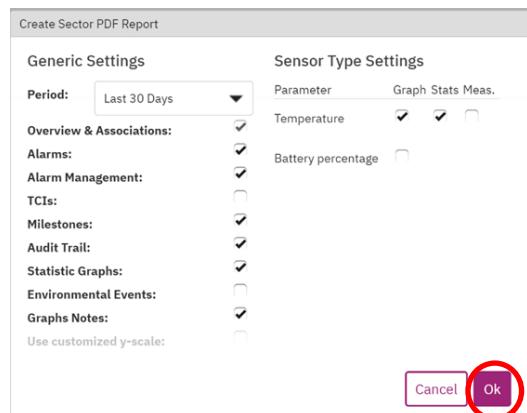
Under Sectors, Select the **Sector** ( Sectors are your Fridges and Freezers) you would like to review.

A) This will bring you to the details tab.

B) Select the PDF button option

C) A dialog box will pop up, this should match the one to the right.

D) Select **OK** after making the appropriate selection of items you need the report to reflect.



4

The PDF will take a moment to generate and then automatically open. **Download** a copy and **save** to a folder you will be able to identify later when uploading in MIIS.

5

You have successfully created your sector/unit PDF. Upload your report in MIIS under the appropriate reason (Vaccine Order, Monthly Reporting, Site Visit, Transport/Temporary Storage, etc.)