



The Royal College of Anaesthetists ELECTRONIC LOGBOOK

OVERVIEW

'Logbook9.fmp12' is a data file that can be run interchangeably on an iPhone, iPad, iPod touch, PC or Mac. It can be used to collect information about clinical cases that may subsequently be collated in a series of printable reports.

IPHONE IPAD or IPOD TOUCH

System requirements: iOS 5.1.1 or later
Filemaker Go 12/13 pre-installed (available free of charge from the App Store)

OVERVIEW

FileMaker Go is a cutdown version of the FileMaker Pro database program for the iPhone, iPod touch or iPad. **Logbook v9 template will only work with FMG VERSION 12/13 (not v11)**. Once FileMaker Go is installed, you can upload the 'Logbook9.fmp12' file to your iPhone/iPad either by email or via iTunes. The Logbook automatically opens with the iPhone interface allowing cases to be added with all the drop-down functionality of the desktop interface. Reports can be saved as pdf's, printed via 'Air Print' or emailed to be printed later. Backups can be made by email.

There is no need to import cases across to the desktop program; when the same file is opened on the desktop version all the reports are available again. More information on FileMaker Go can be found at www.filemaker.co.uk/fmgo/

INSTALLING 'Logbook9.fmp12' BY E-MAIL OR DOWNLOAD

1. Install the FileMaker Go App from the iTunes App Store
2. Click on an email attachment of the 'Logbook9.fmp12' file or download it (www.logbook.org.uk)
3. Use FileMaker Go to open the file

USING iTUNES TO MOVE 'Logbook9.fmp12' ONTO OR OFF AN IPHONE/IPAD

1. Install the FileMaker Go App from the iTunes App Store
2. Sync your iPhone / iPad with your PC/Mac
3. Under 'DEVICES', go to 'Apps' and scroll to the bottom of the page
4. Click on 'FileMaker Go'
5. Drag 'Logbook9.fmp12' from your logbook folder onto the iPhone or use the 'Add' button. 'Save to' takes it back to PC/Mac.

The screenshot shows the iTunes interface on a Mac. The 'DEVICES' sidebar on the left has 'Mac's iPod touch' selected. The 'Apps' tab is active, showing 'FileMaker Go' and 'HandBase' apps. The 'FileMaker Go Documents' section lists several files, including 'Logbook9.fmp12'. Red circles highlight the 'Apps' tab, 'FileMaker Go' app, 'Logbook9.fmp12' file, and the 'Add...' and 'Save to...' buttons at the bottom right.

File Name	Date/Time	Size
e-LA Directory.fp7	26/07/2011 22:24	2.1 MB
Logbook8.RCA	Yesterday 23:06	13.1 MB
Work Diary.fp7	03/09/2011 15:56	3.9 MB
Work Diary.pdf	07/08/2011 01:14	340 KB
Logbook9.fmp12		

PROBLEMS:

E-mail: support@logbook.org.uk

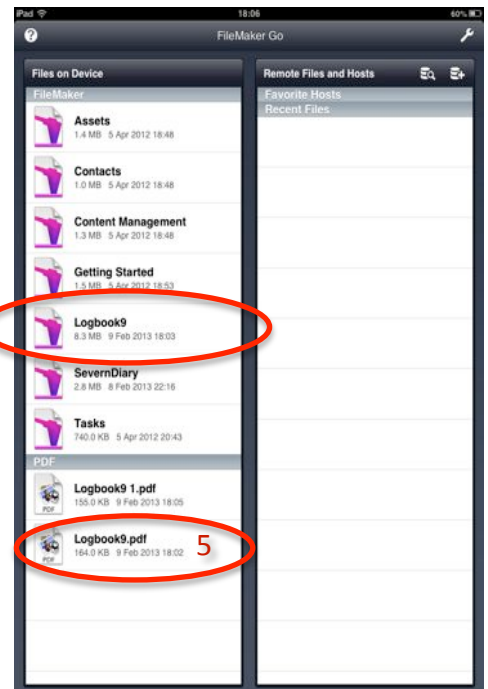
RUNNING 'LOGBOOK 9' ON AN IPHONE OR IPAD

The 'Logbook9.fmp12' file will then be available from the Filemaker Go app. Any reports created and saved as pdf's from within the app will appear datestamped in the PDF list below the FILEMAKER list (Go > Browse files > Files on device).

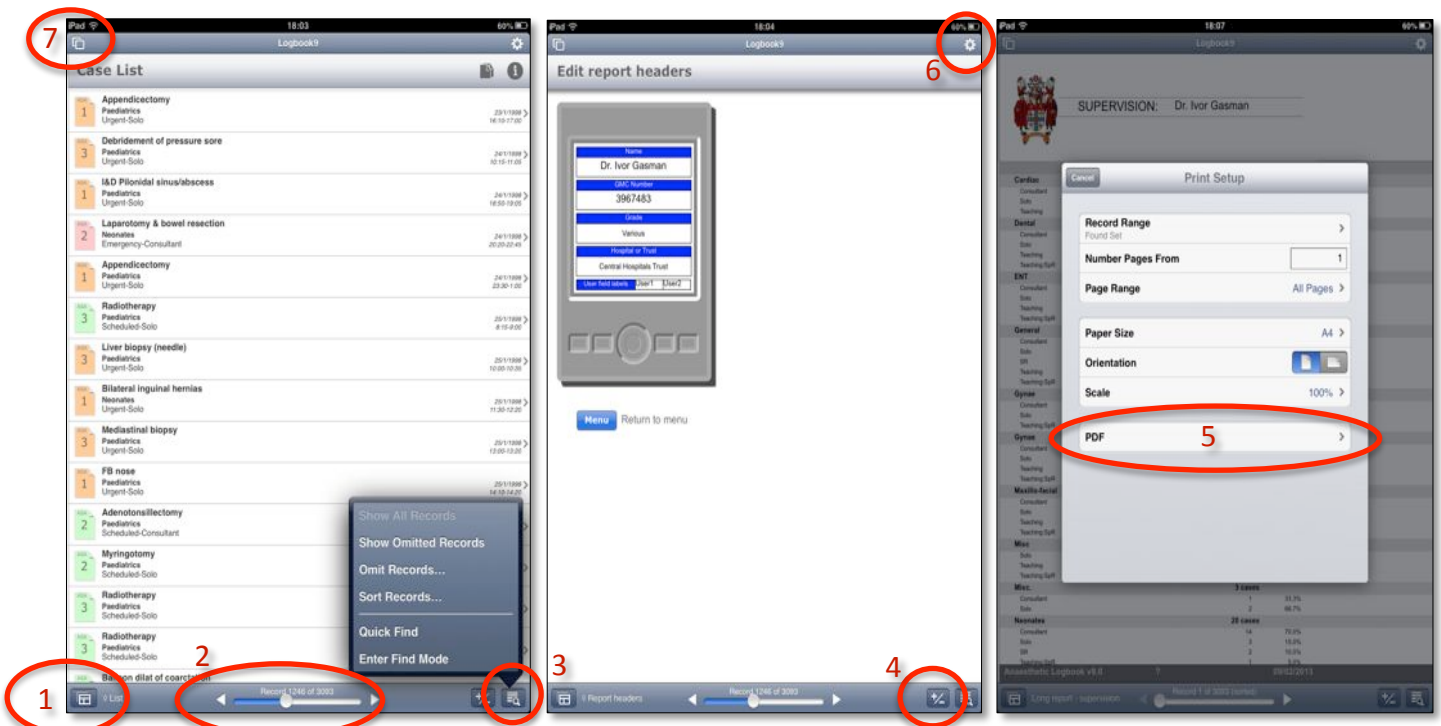
The datafile saves itself automatically, but it is wise to email backups to yourself periodically just in case you lose your device.

Click on the main menu items to:

- Make a new case entry
- Display a list of existing entries
- Email a backup copy of the logbook or save a text backup locally
- Run or save reports (as pdfs, that can also be emailed or saved to iBooks)
- Access any messages or updates about the logbook



- 1 Return to the menu screen at any time by clicking on the page or view selector (bottom left of any screen).
- 2 Clicking on a case in the list goes to the case entry screen, then use the slider to scroll between each entry
- 3 Commence searches, a 'quick find' looks in all fields
- 4 Use the +/- button to add, delete, or duplicate entries (to then edit)
- 5 The reports menu can be accessed from the main menu. PDF Reports can be saved to the FileMaker Go list (see above or emailed as attachments).
- 6 Access script, print, and other commands. The 'Edit Report Headers' screen (shown) should be personalised so that printed or emailed reports display the correct information.
- 7 Closes the database and returns to the FileMaker Go start up screen (above)



PROBLEMS:

E-mail: support@logbook.org.uk

PC VERSION

System requirements: Windows XP Service pack 3, Windows Vista, Windows 7, or Windows 8
CPU: 700 MHz or faster
RAM: 256 MB
1024x768 or higher resolution video adapter

OVERVIEW

The logbook template is also packaged as a standalone FileMaker Pro 12 runtime application that can be installed to a Windows computer. Once installed, you can run the logbook on a desktop or laptop computer with the option to upload the 'Logbook9.fmp12' file to your iPhone/iPad either via iTunes or by email. The Logbook automatically opens with the PC interface with all the drop-down functionality of the desktop interface. Reports cannot be saved as pdf's, but can be easily printed. Textfile backups are made automatically every time the PC version is shutdown (in the 'backups' folder). A copy of 'Logbook9' can also be made by email.

INSTALLING 'Logbook9.fmp12' BY DOWNLOAD

1. Download and double-click the 'Logbook9.exe' installer from www.logbook.org.uk
2. The logbook will install by default to your user documents folder
3. Double-click on the 'Start Logbook 9' shortcut on the 'start' menu or desktop
4. Personalise the report headers with your own name and GMC number
5. Click on the button at the bottom of the screen labelled 'Cases' and then 'Add a new case' to add a case

MAC VERSION

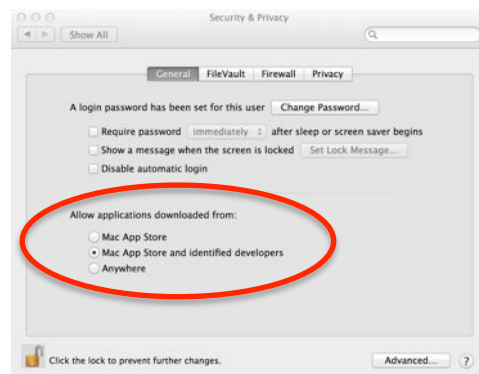
System requirements: Mac OS X v 10.6 (Snow Leopard) or greater (e.g. Lion, Mountain Lion, Mavericks)
CPU: Intel-based Mac
RAM: 1 GB
1024x768 or higher resolution video adapter

OVERVIEW

The logbook template is also packaged as a standalone FileMaker Pro 12 runtime application that can be installed to an Intel-based Mac. Once installed, you can run the logbook on a desktop or laptop computer with the option to upload the 'Logbook9.fmp12' file to your iPhone/iPad either via iTunes or by email. The Logbook automatically opens with the Mac interface with all the drop-down functionality of the desktop interface. Reports cannot be saved as pdf's, but can be easily printed. Textfile backups are made automatically every time the Mac version is shutdown (in the 'backups' folder). A copy of 'Logbook9' can also be made by email.

INSTALLING 'Logbook9.fmp12' BY DOWNLOAD

1. OPEN the 'Logbook9.dmg' archive downloaded from www.logbook.org.uk
2. DRAG the 'Mac RCA Logbook 9' folder to the 'Applications' shortcut (recommended), the desktop, or your documents folder
3. 'Mavericks' may prevent the folder being installed with an error message "can't be opened because it is from an unidentified developer". If so, go to 'System preferences' and change the 'Security & Privacy' settings to allow applications from 'Anywhere'
4. Open the logbook folder that you have moved to your computer (not the one in the archive) and
5. Double-click on the 'Start Logbook 9' icon
6. Personalise the report headers with your own name and GMC number
7. Click on the button at the bottom of the screen labelled 'Cases' and then 'Add a new case' to add a case



PROBLEMS:

E-mail: support@logbook.org.uk

IMPORTING AND EXPORTING..

Two options exist:

1. The 'Logbook9.fmp12' file is interchangeable between Mac, PC, iPhone or iPad – by far the simplest way to move data between two different operating systems using the same version number (see MOVING THE LOGBOOK below)
2. All logbook versions (1-9) use the same tab-separated text backup format that can then be re-imported into another version (past, present or future). See IMPORTING FROM AN OLDER VERSION below.

Mac backups are created in the backups folder within the 'Mac RCA Logbook' folder. Default locations for PC backups are:
Version 9 backups: My documents > @logbook9 > backups > 'Backupyyyy mm ddathhmm.txt' e.g. **Backup2013 02 01at1230.txt**
Version 8 backups: My documents > @logbook8 > backups > 'Backupyyyymmddathhmm.txt' e.g. **Backup20130201at1230.txt**
Version 7 backups: C:\ > @logbook7 > backups > 'LogbookbackupA-E.txt' e.g. **LogbookBackupB.txt** (pick the most recent)
Version 6 backups: These are not automatically available and must first be created within logbook 6 by going to:
Version 6 **MAIN MENU > IMPORT/EXPORT CASES > Export records as a simple text file (Export.txt)**

OPTION 1: MOVING THE LOGBOOK BETWEEN MAC, PC, IPAD AND IPHONE

Current versions of the 'Logbook9.fmp12' file are entirely interchangeable between Mac, PC and FileMaker Go 12 versions by dropping the 'Logbook9.fmp12' file into the relevant destination device folder TO REPLACE an empty (or older) version of the same file. This is by far the easiest way of moving the logbook between devices.

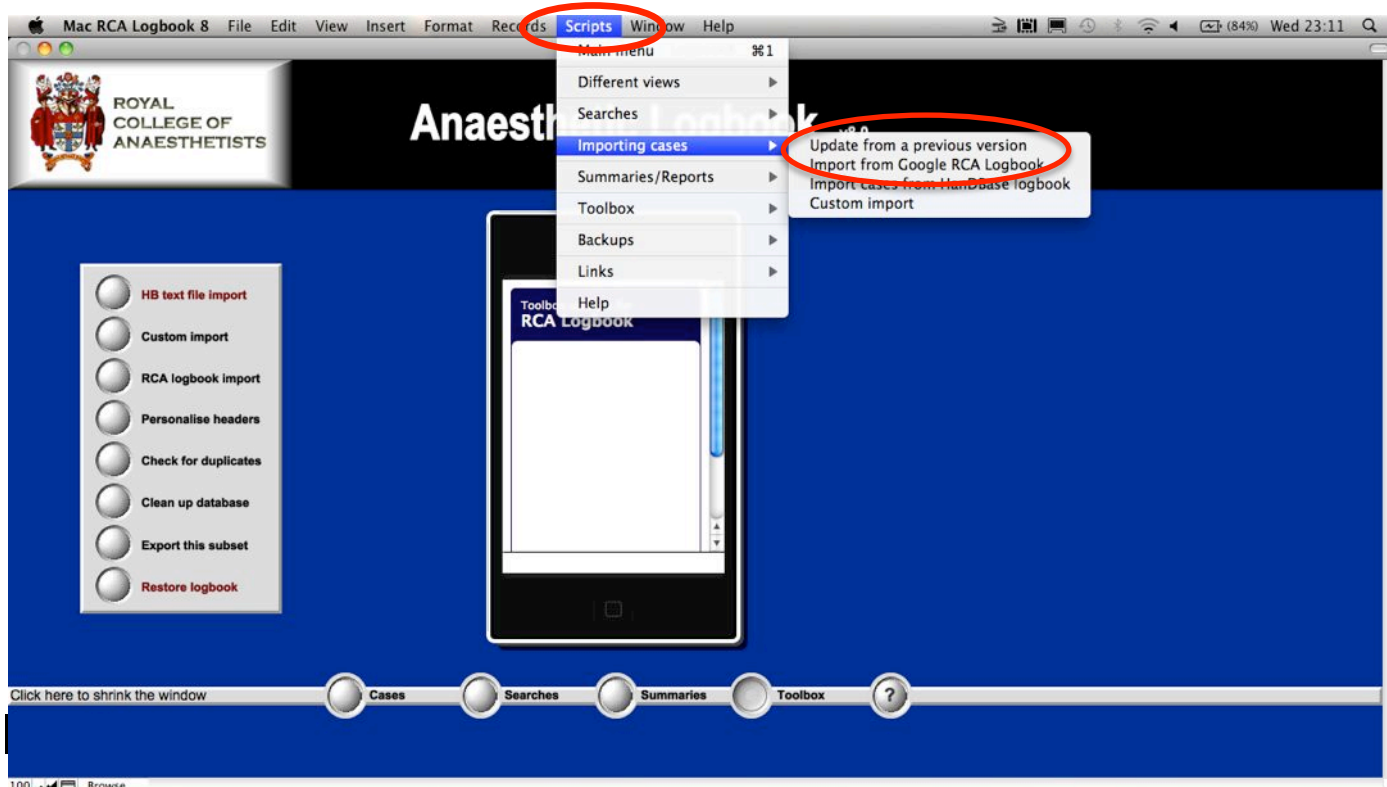
Possible options for moving the 'Logbook9.fmp12' file:

1. E-mail as an attachment (a scripted routine exists to help with this)
2. USB flash disk (between PC and Mac)
3. Bluetooth file transfer
4. iTunes sync (see p1 for more on how to 'Add...' the file to an iPhone or iPad or how to 'Save as...' to return the file to PC/Mac)

OPTION 2: IMPORTING FROM AN OLDER VERSION (OR RESTORING A TEXT BACKUP)

Having downloaded and installed 'Logbook 9':

1. Make sure you know where the old logbook version text backups were (probably 'My documents/@logbook8 > backups')
2. Start up the new 'Logbook 9'
3. You should import your old cases from one of the text backup files located in the /backups folder (e.g. **Backup20130201at1230.txt** for a backup made at 12:30 on 01/02/2013) **NOT FROM THE 'LOGBOOK8.RCA' FILE**
4. The routine that runs automatically when you open an empty copy of 'Logbook 9' on a PC/Mac prompts you to import from a text backup made by the old logbook. By default this routine looks for FileMaker Pro 12 files first but if you change the highlight box that appears from "FileMaker Pro files" to "All available files" it will allow you to pick up one of the backup text files from the 'backups' folder in the PC/Mac Logbook folder. Just look for the most recently dated one.
5. The textfile import routine is also available from the 'Scripts' menu (together with many other features):



IMPORTING FROM iGASLOG

If you have an iGasLog app that has frozen as a result of upgrading your operating system to iOS 8, it is possible to import your cases IF you have previously saved a **csv backup** of your cases (using the portal link).

Unfortunately the native 'iGasLogbackup' files are unreadable.

One workaround that (ex) Gassloggers have used successfully is to restore their native iGasLog backup to someone else's phone/iPad still running an earlier iOS. This then allows a csv backup to be created from that device.

There are good instructions on this at: <http://conquestfrca.wordpress.com/>

The iGasLog csv backup imports into the FileMaker logbook just as any other text backup would, as long as you highlight 'csv' format rather than 'text' files during the import routine to update from a previous version. Imports have to be done on a PC or Mac version of the FileMaker logbook (iPhones don't allow text imports). However, the 'logbook9.fmp12' datafile can then be emailed to an iPhone with the 'FileMaker Go' app already on it (installed free from the App store). The attached file is then directly available on the iPhone from within FileMaker Go etc.

IMPORTING FROM GOOGLE ON-LINE RCA LOGBOOK

If you have a Google account (www.google.com > Sign In), you can save a copy of an on-line RCA logbook form template to your Google Docs folder that will allow you to keep a web-based logbook. Follow the link in **Scripts > Links** to access the template. The online logbook is a fully functional version of the data collection side of the logbook, but provides only limited reporting capabilities. To import from the Google logbook, open the spreadsheet rather than the form, and then go to **File > Download as > Excel**. The downloaded file can then be picked up for import using the '**Import from Google RCA Logbook**' routine (above).

IMPORTING FROM A HANDBASE LOGBOOK

HanDBase is a very adaptable database program that will work on multiple smartphones, including iPhone, Android, and Blackberry. There is a logbook template available on the www.logbook.org.uk website. The interface is simplistic because phone screen sizes and resolution vary enormously. For advice about whether you can run HanDBase on a specific phone, you should contact HanDBase directly (www.ddhsoftware.com). There are no plans to produce alternative templates.

You cannot import a HanDBase logbook file (RCA_Logbook_v6_00.pdb) directly into the logbook. To import it:

1. Make sure you have already set the HB desktop utility date and time preferences to **dd/mm/yyyy** and **hh:mm**
2. Use the HanDBase desktop utility to save a copy of the file as **TAB-SEPARATED TEXT** or **CSV file**
3. Click: **File > Export > Export to tab delimited text file**
4. Select **TAB** as the field and record delimiter
5. Click 'YES' to "Include field names on the first line"
6. DON'T tick "Surround data with quotes", click "NO"
7. Import the text file using the '**HB text file import**' button or **Scripts > Import cases from HanDBase logbook**

USING THE CUSTOM IMPORT ROUTINE

For all other attempts to import cases, use this option. You will have to line up the fields manually by dragging them into the correct order on the right of the screen to match your source data on the left. Make sure you click to display an arrow linking each field that you want to import with the destination field within the logbook.

OTHER HOUSEKEEPING TIPS

DIFFICULTY TRANSFERRING 'LOGBOOK9.FMP12' OFF AN IPHONE OR IPAD

The 'Logbook9.fmp12' can be transferred of an iOS device by email or via iTunes.

If you get an error message: "*Logbook9.fmp12 could not be copied because you do not have permission to see its contents*" it is because 'data protection' is activated on your iPhone or iPad system settings. A file in FileMaker Go, whether it is a FileMaker database or any other supported file type, cannot be accessed while:

- The iOS device is locked with a passcode
- The iOS device is booting / starting up

The simplest solution is to extend the lockout time on the device so that the passcode is not activated during file transfer.

For more info on rectifying this, see: http://help.filemaker.com/app/answers/detail/a_id/11877/~/permissions-error-when-copying-files-to-or-from-filemaker-go-using-itunes--

BACKUPS & RESTORING DATA

The logbook automatically creates a time-stamped text file backup of all cases every time you shut it down. These backups are saved to the '**Backups**' folder within your logbook folder in the form **Backupyyyy|mm|ddathhmm.txt** so they will save chronologically in alphabetical order. Over time you might wish to delete some of the older backups to save hard drive space (10,000 cases occupies about 1Mb as a text backup file).

These text files can be re-imported through:

1. **RCA Logbook Import** button in the toolbox or
2. **Scripts > Import from a previous version**

RECOVERING A DAMAGED LOGBOOK

If your computer shuts down whilst the logbook is running, you may damage the 'logbook9.fmp12' file. The logbook program will then tell you that the file is severely damaged when you next try to open it, and advise you to run the recover routine.

To recover a damaged logbook file:

- On Windows machines, press Ctrl+Shift while double-clicking the logbook application icon.
- On Mac OS X machines, press Command-Option (the 2 keys directly left of spacebar) while double-clicking the logbook application icon.
- Hold the keys down until you see the Open Damaged File dialog box.

What to expect during the recovery process

The logbook program:

- creates a new file
- renames any damaged file by adding 'Old' to the end of the filename
- gives the repaired file the original name

You may then need to put this file back into the logbook folder to replace the old damaged 'logbook9.fmp12' file.

If the recovered file misbehaves, you should revert to a backup copy that was made before the file became corrupt.

CLEANING UP THE DATABASE

Highlights cases that are missing key data or appear to have absurd entries, or appear to have lasted more than 12 hours.

CHANGING YOUR PASSWORD

You can change your logbook password (from 'TUTOR') at any time, but your **USERNAME** will remain '**RCA**'. If you lock yourself out because you have forgotten your changed password, then sadly it is locked for good. Unfortunately, we cannot reset it remotely or you, and you will then need to reinstall the logbook program. Cases can be reimported from a saved text backup.