



The Royal College of Anaesthetists ELECTRONIC LOGBOOK

IMPORTING CASES FROM ANOTHER VERSION

All previous RCA logbook versions (1-9) use the same tab-separated text backup format that can then re-imported into another version (past, present or future). The iGaslog csv backup behaves similarly. These cases can be bulk imported on the PC / Mac platforms but this is NOT possible on iOS (iPad / iPhone). However, a 'logbook9.fmp12' datafile populated with cases imported on a PC / Mac can be emailed back to an iPad / iPhone.

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 > 'Backupyyyyymmddathhmm.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)**

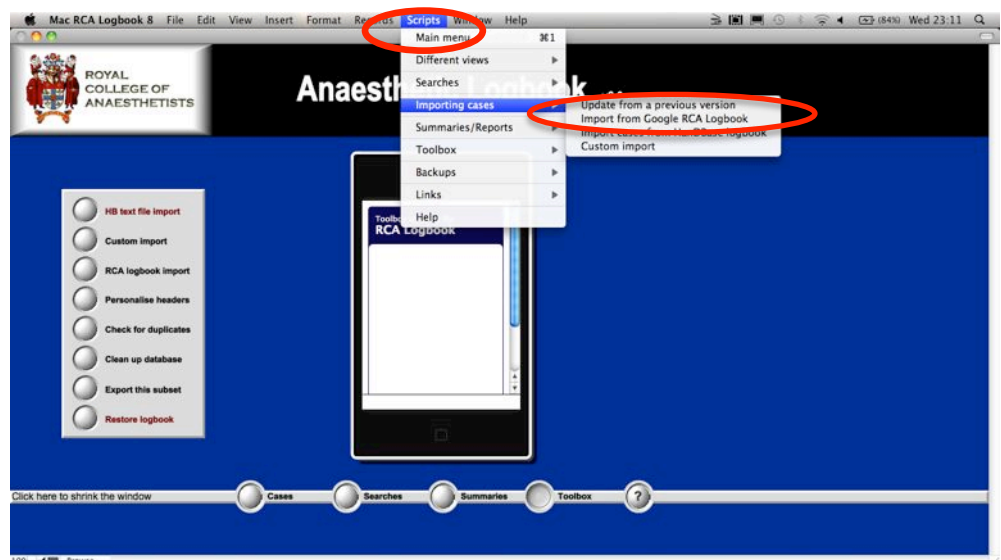
IMPORTING FROM AN OLDER VERSION (OR RESTORING A TEXT BACKUP)

Having downloaded and installed 'Logbook 9' on a PC or Mac:

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. 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. This import routine is also available from the '**Scripts**' menu (together with many other features):



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 online www.logbook.org.uk Logbook Help file for more detailed info on this method)

PROBLEMS:

E-mail: support@logbook.org.uk

IMPORT 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).

IMPORT 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**

CUSTOM IMPORT

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.

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.