



# The Royal College of Anaesthetists ELECTRONIC LOGBOOK

## Installation Glitches 3

## PROBLEM PAGES

### Q: HOW DO I SET HANDBASE EXPORT PREFERENCES CORRECTLY?

The desktop logbook cannot read Palm/Pocket PC database files. You therefore need to convert the **RCA Logbook v6.00.pdb** file into a text version (using tabs as line returns between cases). Problems can also arise if the date and time formats do not match. For some daft reason, HandBase sets its own date and time formats that take effect when you export cases via the HandBase desktop utility. It is an American programme so it defaults to the USA mm/dd/yyyy format unless you reset it.

#### PC SOLUTION

You need to reset the HandBase desktop utility preferences. HandBase can be set up automatically on the PC by replacing the **HD.INI** file in the **C:\Program Files\HandBase(3)** folder with **HD.INI** file supplied with the logbook. Alternatively, follow the manual instructions below:

The first time you start up the HandBase desktop go to the 'File' portion of the menu and set the '**Preferences**'.

#### 1. Set the date format to dd/mm/yyyy

Do this within the Palm preferences (on the PDA) AND the HandBase Desktop preferences (on the PC/Mac).

#### 2. Set the time format

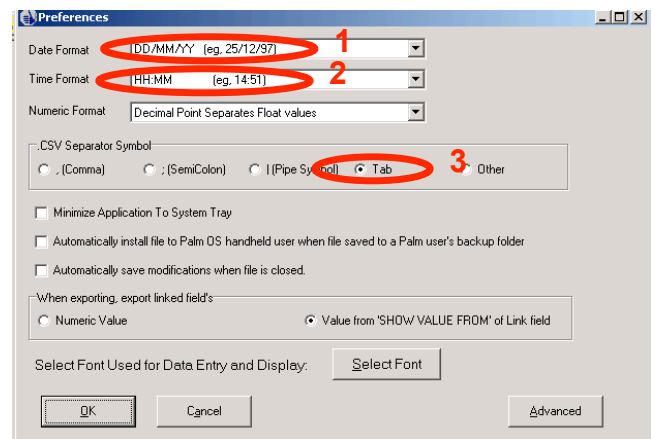
Set the time format to hh:mm (24 hr clock with a colon separator).

#### 3. Set the CSV separator symbol

Set the symbol to 'TAB'.

#### 4. During conversion change the file suffix to .txt

When you pick a name for the exported text file, it is a good idea to change the letters after the '.' from logbook.csv to logbook.txt



#### MAC SOLUTION

You need to reset the HandBase desktop utility preferences. HandBase preferences must be set manually on the Mac. The first time you start up the HandBase desktop go to the 'Edit' portion of the menu and set the '**Preferences**'.

#### 1. Set the date format to dd/mm/yyyy

Do this within the Palm preferences (on the PDA) AND the HandBase Desktop preferences (on the PC/Mac).

#### 2. Set the time format

Set the time format to hh:mm am/pm. Paradoxically this sets the 24 hour clock export correctly for the Mac version.

#### 3. Set the CSV separator

Set the symbol to 'TAB'.

#### 4. During conversion change the file suffix to .txt

When you pick a name for the exported text file, it is a good idea to change the letters after the '.' from logbook.csv to logbook.txt

