



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.

System compatibility (2017)	iOS	PC	Mac
Compatibility with legacy systems	iOS 5.1 to 10 PLUS FileMaker Go App v12 or above	Windows XP (SP3) Windows Vista Windows 7 CPU: 700 MHz or faster RAM: 256 MB 1024x768 or higher resolution	OS X 10.6 Snow Leopard OS X 10.7 Lion OS X 10.8 Mountain Lion OS X 10.9 Mavericks OS X 10.10 Yosemite OS X 10.11 El Capitan CPU: Intel-based Mac RAM: 1 GB 1024x768 or higher resolution
Current operating systems	iOS 11 PLUS FileMaker Go App v15 or 16	Windows 10	NOT COMPATIBLE WITH OS X 10.12 Sierra

IOS DEVICES

1. First install the most recent version of the free App 'FileMaker Go' from the App store.

FileMaker Go is a cutdown version of the FileMaker Pro database program for the iPhone, iPod touch or iPad. Although the 'Logbook9.fmp12' file works with all versions of FileMaker Go (11-16), iOS upgrades cannot always run older versions of FileMaker Go. The FMGo App does not automatically upgrade itself, so you need to check for and install newer versions (and make a logbook file backup) before doing iOS upgrades.

2. If you are loading the logbook on iOS/FMGo for the first time, download the 'logbook9.fmp12' file from www.logbook.org.uk, then open it in FileMaker Go.

OR

2. If you are upgrading from a previous version of FileMaker Go, opening the new App for the first time will prompt you to bring your old logbook9 file across to the new version. (If you can no longer open the old app see '3' below).

OR

2. You can email a 'logbook9.fmp12' file to yourself as an email attachment (from e.g. a previous version or Mac or PC version). Then on the iPhone mail app follow the prompts to open the attached file in FMGo.

SOME IMPORTANT CONSIDERATIONS

1. Your phone is vulnerable to loss/damage so don't rely on the cloud for backups. Make regular backups of the 'logbook9.fmp12' file by using the 'Backups' button on the menu page to send a backup to yourself as an email attachment.
2. This is not a server based logbook.. nobody else is keeping a backup on your behalf.
3. Upgrading iOS can lock you out of older versions of FileMaker Go.. check the App store for the most recent version BEFORE pressing that upgrade button. If you already have, and haven't made a backup, you may have to use iTunes to sync the 'logbook9.fmp12' back to a PC/Mac, then email it back to the new FMGo app (see: <http://tinyurl.com/oldFMGo-version>).
4. You can create pdf reports directly on the iPhone, then email these to yourself to print on a PC/Mac or email them directly to your supervisor. The desktop 'portfolio report' is just a collated version of the single page reports on the iPhone.
5. FileMaker Go can't do bulk import of cases (unlike the Mac/PC versions).
6. Please don't keep multiple split copies of your logbook and then ask us to merge them all later.. we have better things to do.

PROBLEMS:

E-mail: support@logbook.org.uk

ANDROID DEVICES

Unfortunately there is currently no Android version. This logbook is built in FileMaker, an Apple company product. Sadly Apple and Google haven't got on well enough to allow creation of a platform for Android to run FileMaker logbooks. Sorry!

PC VERSION

The logbook template is also packaged as a standalone FileMaker Pro 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 can be saved as pdf's on Windows 10, but you may need third party software to do this on older Windows versions. Otherwise they 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

SOME IMPORTANT CONSIDERATIONS

- The logbook automatically opens with the default USERNAME: RCA; PASSWORD: TUTOR
- If you choose to set a different password for additional security, then the USERNAME remains 'RCA'
- The password is pretty secure. Make a note of any password changed.. we don't have a 'backdoor' way of resetting it.
- If you do get locked out, you will have to re-install the logbook and import your cases back in from a backup.

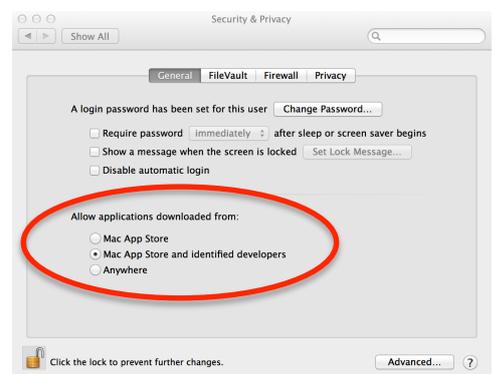
MAC VERSION

- ✓ Compatible with OS X 10.6 (Snow Leopard) – OS X 10.11 (El Capitan)
- ✗ NOT compatible with OS X 10.12 (Sierra)

The logbook template is also packaged as a standalone FileMaker Pro 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, Yosemite and El Capitan' 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



SOME IMPORTANT CONSIDERATIONS

- The logbook automatically opens with the default USERNAME: RCA; PASSWORD: TUTOR
- If you choose to set a different password for additional security, then the USERNAME remains 'RCA'
- The password is pretty secure. Make a note of any password changed.. we don't have a 'backdoor' way of resetting it.
- If you do get locked out, you will have to re-install the logbook and import your cases back in from a backup.

PROBLEMS:

E-mail: support@logbook.org.uk

IMPORTING CASES (PC / Mac versions only)

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 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:

- **E-mail as an attachment** (a scripted routine exists to help with this)
- **USB flash disk** (between PC and Mac)
- **Bluetooth file transfer**
- **iTunes sync**

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. Either:

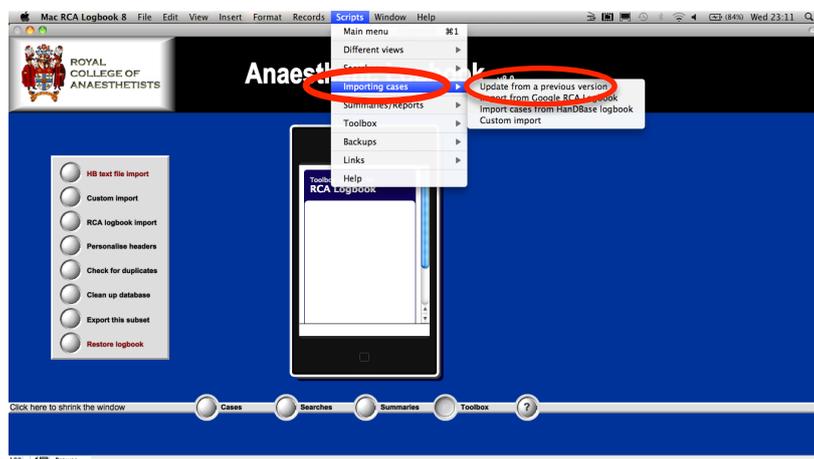
- The iOS device is locked with a passcode
- The iOS device is booting / starting up

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--

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 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):



PROBLEMS:

E-mail: support@logbook.org.uk

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.

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

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.