



# The Royal College of Anaesthetists ELECTRONIC LOGBOOK

## OVERVIEW

The RCA logbook is freeware and is designed to work on a PC/Macintosh as a stand-alone database program requiring no additional software. The logbook will also accept imported data collected on other programmes in tab-separated text, csv, or xls format. The 'Logbook8.RCA' data file is interchangeable between PC and Mac platform versions if you change computer.

The same data file can also be run in limited format on an iPhone using FileMaker Go (available from App Store for £13.99).

Logbook v8 will also accept data from a HandBase template (as a textfile export) or from an online Google template (as .xls).

The PC/Mac logbook is capable of numerous reports and summaries. Specifically, the portfolio report satisfies all the requirements stipulated within the Royal College of Anaesthetists RITA guidelines published in 2003:

- Specialty summary broken down by numbers of cases, supervision, and patient age
- Supervision summary by case numbers, ASA, age, time of day, and modified NCEPOD grade
- Summary of teaching experience
- Summary of airway and anaesthetic techniques
- Procedures summary

## RCA LOGBOOK v8 FOR PC/MAC

System requirements: PC running Vista or Windows 7 with at least 1Gb RAM  
Intel Apple Macintosh running OSX (Snow Leopard or Lion) with at least 1Gb RAM  
Memory requirements: Drive with 180Mb free space (the logbook can also be installed to a USB data-stick for portable use)

## PC INSTALLATION

Click on the '**setup8.exe**' icon.

The installation program will attempt to install the program to **@logbook8** within your **documents** folder but this can be changed to whatever location you wish. Please be careful not to **OVERWRITE** your logbook with future installations of the program.

Shortcuts to the logbook and the help file are automatically placed on the desktop and program menu.

The default login is username: '**RCA**'; password: '**TUTOR**'.

You can change the password to whatever you wish after using the logbook for the first time, but the username remains: '**RCA**'.

You will be asked if you want to import cases from a previous version of the logbook. You will need to highlight where the most recent text backup is from your old logbook. The default location is C:\@logbook7\backups\logbookbackup(A-E).txt. To update from versions 1-6, you need to first to have saved all your old cases as an '**Export.txt**' file (using the 'Backups, Imports & Exports' area of the Logbook v1-6 Tools scripts).

## MAC INSTALLATION

Double-click on the '**MacRCAlogbook8.zip**' file archive.

Once you have decompressed the archive, drag the Mac RCA logbook folder to a location of your choice on your Mac

Start the logbook from the '**Start RCA Logbook**' shortcut located in the installed '**Mac RCA Logbook 8**' folder.

You can move this shortcut to a more convenient location (eg desktop, or try dragging it onto the dock at the bottom of the finder).

The default login is username: '**RCA**'; password: '**TUTOR**'.

You can change the password to whatever you wish after using the logbook for the first time, but the username remains: '**RCA**'.

You will be asked if you want to import cases from a previous version of the logbook. You will need to highlight where the most recent text backup is from your old logbook. The default location is **Mac RCA Logbook 7\backups\logbookbackup(A-E).txt**. To update from versions 1-6, you need to first to have saved all your old cases as an '**Export.txt**' file (using the 'Backups, Imports & Exports' area of the Logbook v1-6 Tools scripts).

## PROBLEMS:

E-mail: [support@logbook.org.uk](mailto:support@logbook.org.uk)

# RUNNING RCA LOGBOOK v8 ON IPHONE OR IPAD

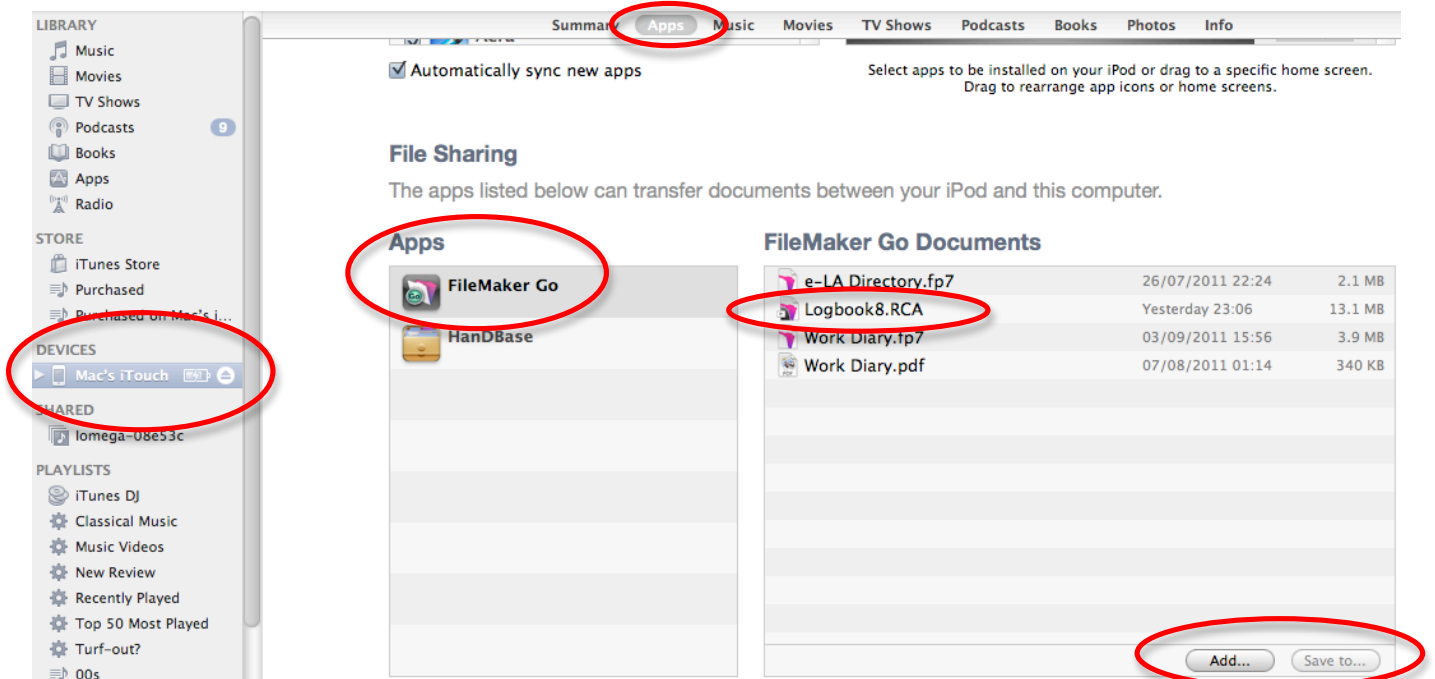
System requirements: iPhone or iPod touch or iPad with 'FileMaker Go' installed (£13.99 / £27.99 from App Store)

## OVERVIEW

FileMaker Go is a cutdown version of the FileMaker Pro database program for the iPhone, iPod touch or iPad. Once FileMaker Go is installed, you can upload the Logbook8.rca file to your iPhone/iPad 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 are more limited, but 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/](http://www.filemaker.co.uk/fmgo/)

## USING iTUNES TO MOVE 'LOGBOOK8.RCA' ONTO OR OFF AN IPHONE/IPAD

1. Install the FileMaker Go app from the iTunes App Store
2. Sync your iPhone / iPad
3. Under 'DEVICES', go to 'Apps' and scroll to the bottom of the page
4. Click on 'FileMaker Go'
5. Either drag the 'Logbook8.RCA' file from your logbook folder onto the window OR use the 'Add' button to locate it



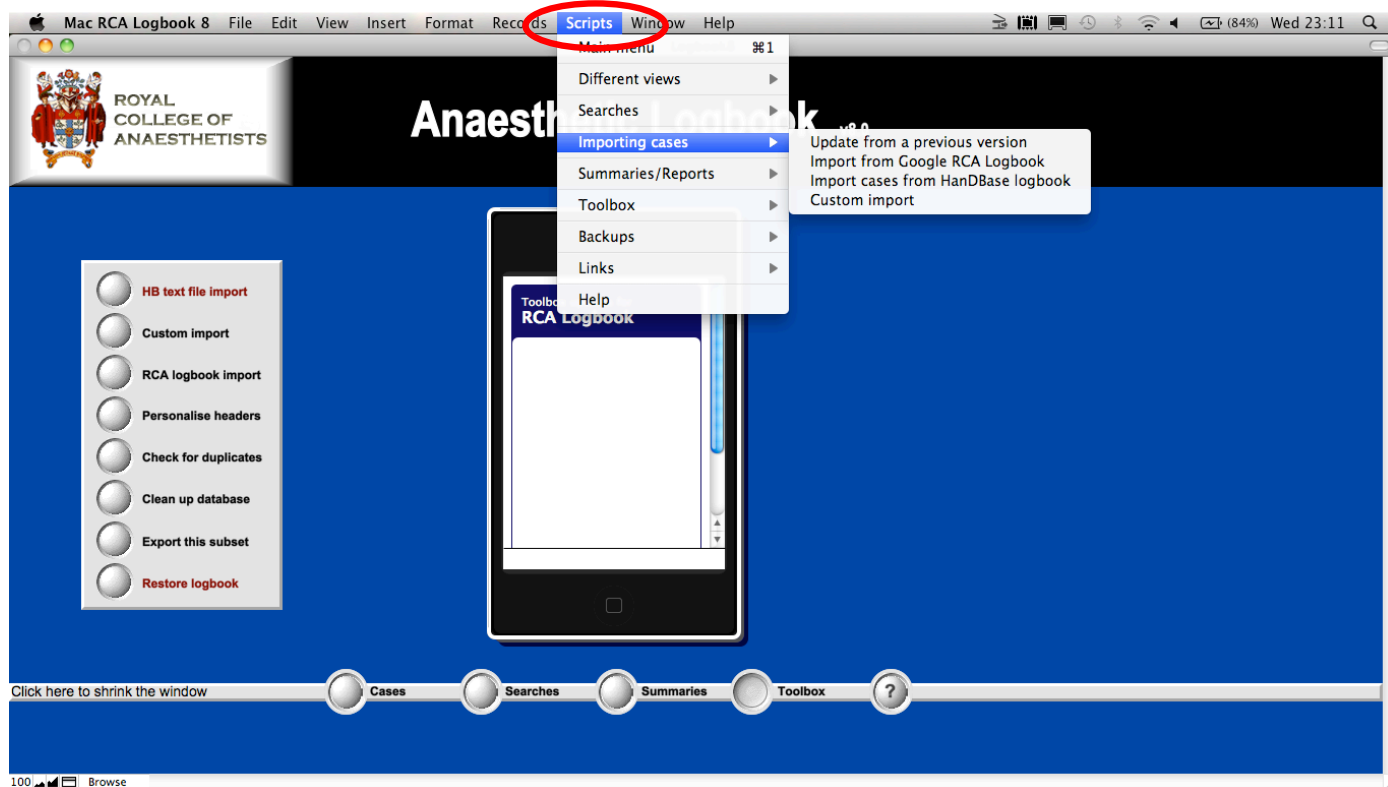
Your logbook will now be available on your iPhone / iPad. It will NOT automatically sync with the logbook file left on your PC, but it can be used to REPLACE it periodically to run complex reports.

To move the file back, either email it to yourself from within the logbook app as an email backup, or perform another sync through iTunes and use the 'Save as' button after highlighting the 'Logbook8.RCA' file. The file should be used to overwrite the old 'Logbook8.RCA' file in your logbook folder.

**\*\*REMEMBER! You can't save new cases to both the PC and iPhone logbook simultaneously or you will lose the cases in the logbook file that is overwritten when you move 'logbook8.rca' onto the other device\*\***

# IMPORTING LOGBOOK DATA FROM OTHER SOURCES

All the import options (and a number of other useful features) can be found in the 'Scripts' area of the PC/Mac Logbook.



## IMPORT FROM GOOGLE ON-LINE RCA LOGBOOK

If you have a Google account ([www.google.com](http://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](http://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](http://www.ddhsoftware.com)).

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.

## PROBLEMS:

E-mail: [support@logbook.org.uk](mailto:support@logbook.org.uk)

## OTHER HOUSEKEEPING TIPS

If you run into difficulties check out the 'Troubleshooting' area of [www.logbook.org.uk](http://www.logbook.org.uk) first.

### 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 **Backupyyyyymmddathhmm.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**

### MOVING LOGBOOKS BETWEEN MAC AND PC

The '**Logbook8.rca**' file is the main data file in your logbook folder.

It can be copied from Mac-PC or vice versa and used to replace the newly installed empty 'Logbook8.rca' file once the relevant logbook engine has been installed.

This is the simplest way to move your logbook between computers using the same version number of the logbook.

You can make a copy of the 'logbook8.rca' datafile at any time as a backup from **Scripts >Backups**

### RECOVERING A DAMAGED LOGBOOK

If your computer shuts down whilst the logbook is running, you may damage the 'logbook8.rca' 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 runtime application icon. Hold the keys down until you see the Open Damaged File dialog box.
- On Mac OS X machines, press Command-Option while double-clicking the runtime 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 'logbook8.rca' file.**

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

### CLEAN UP 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'