Electronic Work Diary

OVERVIEW

'WorkDiary.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 daily activities that may subsequently be collated in a series of printable reports.
Use it on one or other platform (but not both at the same time). Reports can be generated as pdfs or printed on either platform.

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. **The Diary template will only work with FMG VERSION 12/13 (not v11).** Once FileMaker Go is installed, you can upload the 'WorkDiary.fmp12' file to your iPhone/iPad either via iTunes or by email (easiest option). The Diary automatically opens with the iPhone interface allowing actvities 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/

BEST OPTION: INSTALLING 'WorkDiary.fmp12' BY E-MAIL OR DOWNLOAD

1.   Install the FileMaker Go 13 app from the iTunes App Store
2.   Click on an email attachment of the 'WorkDiary.fmp12' file (or download it directly from the website)
3.   Use FileMaker Go to open the file

USING iTUNES TO MOVE 'WorkDiary.fmp12' ONTO OR OFF AN iPHONE/iPAD

1.   Install the FileMaker Go 13 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 'WorkDiary.fmp12' file from your diary folder onto the iPhone or use the 'Add' button. 'Save to' takes it back to PC/Mac.

DIFFICULTY TRANSFERRING 'WORKDIARY.FMP12' OFF AN iPHONE OR iPAD

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

If you get an error message: "*WorkDiary.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--
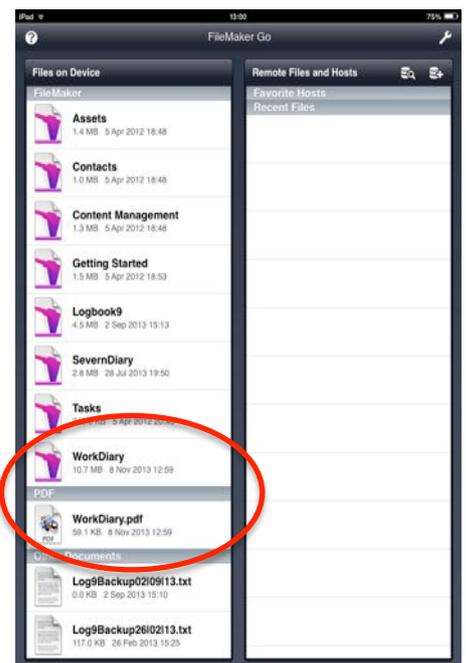
RUNNING 'WORK DIARY' ON AN iPHONE OR iPAD

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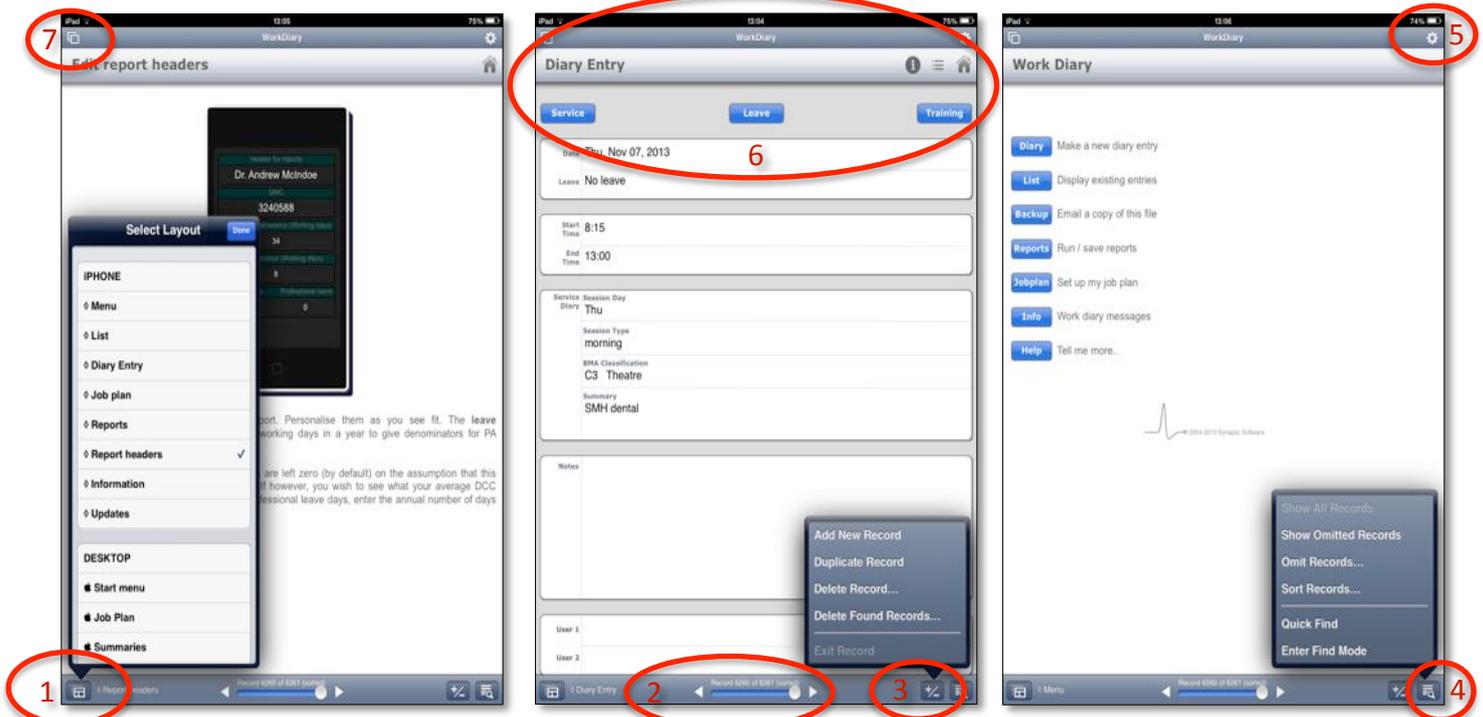
The datafile saves itself automatically, but it is wise to email backups to yourself periodically just in case you lose your device.

Click on the menu items (see screenshots below) to:

- Make a new diary entry
- Display a list of existing entries
- Email a backup copy of the diary
- Run or save reports (as pdfs, that can also be emailed)

1 Return to the menu screen at any time by clicking on the page or view selector (bottom left of any screen).

2 Enter activities on the 'Data Entry' screen, then use the slider to scroll between each entry

3 Use the +/- button to add, delete , or duplicate entries (to then edit)

4 Commence searches, a 'quick find' looks in all fields

5 Access script, print, pdf saves, and other commands. The screen dislayed below on the left shows 'Report Headers' which you should personalise so that printed or emailed reports display the correct information.

6 Use these buttons to change between common layouts, list views, and 'help screen' view

7 Closes the database and returns to the FileMaker Go start up screen (above)

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 Diary 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 diary on a desktop or laptop computer with the option to upload the 'WorkDiary.fmp12' file to your iPhone/iPad either via iTunes or by email. The Diary 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 'WorkDiary' can also be made by email.

INSTALLING 'WorkDiary.fmp12' BY DOWNLOAD

1. Download and double-click the 'WorkDiary.exe' installer from the website
2. The diary will install by default to your user documents folder
3. Double-click on the 'Start Diary' 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 'Entries' and then 'Add a new entry' to add an activity

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 Diary 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 diary on a desktop or laptop computer with the option to upload the 'WorkDiary.fmp12' file to your iPhone/iPad either via iTunes or by email. The Diary 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 'WorkDiary' can also be made by email.

INSTALLING 'WorkDiary.fmp12' BY DOWNLOAD

1. OPEN the 'workdiary.dmg' archive downloaded from the website
2. DRAG the 'Work Diary' folder to the 'Applications' shortcut (recommended), the desktop, or your documents folder
3. Open the Work Diary folder that you have moved to your computer (not the one in the archive) and
4. Double-click on the 'Start Work Diary' icon
5. Personalise the report headers with your own name and GMC number
6. Click on the button at the bottom of the screen labelled 'Entries' and then 'Add a new entry' to add an activity

IMPORTING AND EXPORTING..

MOVING THE DIARY BETWEEN MAC, PC, iPAD AND iPHONE

Current versions of the 'WorkDiary.fmp12' file are entirely interchangeable between Mac, PC and FileMaker Go 12/13 versions by dropping the 'WorkDiary.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 diary between devices. Send the 'WorkDiary.fmp12' file by either:

1. E-mail, as an attachment (a scripted routine exists to help with this)
2. USB flash disk (between PC and Mac)
3. 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)

PROBLEMS: *E-mail: support@logbook.org.uk*

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

FileMaker Go doesn't allow imports, so you need to do this on a PC/Mac. Having downloaded and installed 'Work Diary':

1. Make sure you know where the old Diary text backups were (probably C:/@Diary > backups)
2. Start up the new PC / Mac 'Work Diary'
3. You should import your old diary entries from one of the 5 text backup files (e.g. DiaryBackupA.txt) located in the /backups folder NOT FROM THE WORKDIARY.HRS FILE
4. The routine that runs automatically when you open an empty copy of 'Work Diary' on a PC/Mac prompts you to import from a text backup made by the old diary. 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 (eg 'DiaryBackupA.txt') from the 'backups' folder in the PC/Mac Diary 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):

OTHER HOUSEKEEPING TIPS

RECOVERING A DAMAGED DIARY

If your computer shuts down whilst the diary is running, you may damage the 'WorkDiary.fmp12' file. The diary 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 WorkDiary.fmp12 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 diary 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 'WorkDiary.fmp12' file.

CHANGING YOUR PASSWORD

You can change your diary password (from ''DIARY') at any time, but your **USERNAME** will remain '**DIARY**'

PROBLEMS: **E-mail: support@logbook.org.uk**