

Ship's Log v4.0

User's Guide

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Getting Started

Opening New and Previous Logbooks

After installing *Ship's Log*, you will be greeted by a Welcome Screen asking you to open a previous logbook or create a new one.

- If you already have a logbook stored on your computer from a previous version of *Ship's Log*, you can use that file with the new version.
- If you are creating a new logbook, it is recommended that you name the logbook after your vessel for quick and easy reference.
- When you open *Ship's Log* in the future, the program will automatically load the most recently used logbook.

Navigating the Main Menu

The twelve buttons on the Main Menu provide direct access to all parts of your logbook with a single click of your mouse.

Above the menu buttons is the Main Menu Toolbar, which provides access to various program options including Quick Backup, Program Settings, GPS Interface, and Software Registration.



Overview of the Main Menu Buttons



Trip Manager

The Trip Manager is used to manage each trip you take. It combines the major components of your logbook into a single location. Trip Manager allows you to:

- Create four types of log entries (*General*, *Maintenance*, *Fuel*, and *Radio*) and associate them with your trip.
- Add waypoints to your trip.
- Add passengers to your trip.



General Log

The General Log is used to create the primary log entries for a trip. Each entry includes the time, date, location, and engine hours.



Waypoint Log

The Waypoint Log is used to create a universal waypoint list. This universal list can then be accessed via drop-down lists throughout the program, thus saving a great deal of time repeatedly entering the names of locations.



Passenger Log

The Passenger Log is used to create a universal passenger list. This universal list can then be accessed via drop-down lists throughout the program, thus saving a great deal of time repeatedly entering the names of passengers and crew.



Maintenance Log

The Maintenance Log is used to record any maintenance performed on your vessel. In conjunction with the Inventory Log, it is also used to monitor supply levels.



Inventory Log

The Inventory Log is used to record and monitor a list of boating supplies and their quantities. It also provides an alert to the user when supplies run low and offers the ability to print a shopping list.



Fuel Log

The Fuel Log is used to record the time, date, and location of fueling instances. The log is also used to keep track of fuel expenses and quantities.



Radio Log

The Radio Log is used to record the time, date, and location of incoming and outgoing radio calls.



Specifications

Detailed information regarding your vessel, engines, tankage, ownership, and insurance is recorded in the Specifications Form.



Navigation Rules

The official US Coast Guard Navigation Rules for International and Inland waters are included, along with Chart #1, which identifies all chart symbols currently in use on all US charts. Quick access to specific sections of these documents is provided via a "double click" feature.



Search

The Search feature allows you to find logbook records using names, locations, dates, and other keywords. The results can then be printed as reports.



Print Logs

The Print Logs feature allows you to print both blank log pages and reports.

Toolbar Buttons

The following buttons are located on every toolbar in *Ship's Log*:



Search – allows you to run queries by opening the “Search” form.



Quick List – opens a list of saved logs, as an alternative to scrolling through these logs.



Copy to Clipboard – copies all information from the current log, allowing you to paste it into another document.



Print Preview – opens the “Print” form, where you can preview your log document.



Attached Media – opens the “Attached Media” form, where you can add files to your log and tag them with searchable keywords.



Links – allows you to associate websites and email addresses with the current log.

The following buttons are found on select toolbars in *Ship's Log*:



The **Shopping List** button, found in the Inventory Log Toolbar, allows you view all “Shopping Enabled” inventory items and to create a list of products to purchase if and when quantities run low.



The **Watch Log** button, found in the Trip Manager Toolbar, opens the Watch Log form, to record who is on watch duty, as well as when, where, and for what duration of time.



The **Open GPS Interface** button, found in the Waypoint Log Toolbar and the Watch Log Toolbar, opens the GPS Interface window.



The **Scheduled List** button, found in the Maintenance Log Toolbar, allows you to view and access all scheduled maintenance events in a single form.



The **Next/Previous Interval** buttons, found in the Maintenance Log Toolbar, allows you to move between log entries for a maintenance task scheduled to repeat at intervals.

Form Buttons

The following buttons are located on specific forms in *Ship's Log*:



The **Insert GPS Coordinates** button, found on the Waypoint Log form, downloads the current GPS coordinates into the current log.



The **Next/Previous Interval** buttons, found on the Attached Media form, allows you to move between media files.



The **External Viewer** button, found on the Attached Media form, will open the selected media file in the default application that has been linked to this media type.



The **External Editor** button, found on the Attached Media form, will open the selected media file in the default application that has been linked to this file type.



The **View in File Explorer** button, found on the Attached Media form, will open the folder where the media file is located. This is convenient when adding multiple files at one time, or when looking for related files.



The **Rename** button, found on the Passenger, Waypoint, and Inventory forms, opens a dialog window to change the name of the record. Upon submitting a new name for a Passenger or Waypoint, you will also be asked if you want the change to effect related log entries.

Trip Manager

Trip Manager (146 of 159) - Obstruction Pass Weekend

Trip Name: Obstruction Pass Weekend

Comments: Winds were light, except in Eastsound. Sun was out the whole time and the weather was perfect.

Departure (Origin) Arrival (Destination)

Waypoint: Cap Sante Marina

Date: Aug 05, 2008

Time: 08:30 AM

Engine #1 Hours: 957.19

Engine #2 Hours: 0.00

Log Entries Waypoint List Passenger List

Trip Waypoint List

Rosario Resort

Obstruction Pass State Park

Add Remove Edit

Arrival Information

Date:

Time:

Engine #1 Hours:

Engine #2 Hours:

Comments

Departure Information

Date:

Time:

Engine #1 Hours:

Engine #2 Hours:

Creating a Trip:

- In the Main Menu, click **Trip Manager**.
- By entering a Trip Name, you will be able to associate future logs with this trip.
- In the Comments section, you can enter trip information that would otherwise not be included in associated log entries.

Departure/Arrival Tab

- In the Departure tab, enter or select your point of departure (waypoint), date, time, and engine hours.

- In the Arrival tab, enter or select your final destination (waypoint), date, time, and engine hours.
- To populate the Waypoint drop-down list, you must enter a new waypoint using either the Waypoint List tab in Trip Manager, or the Waypoints button of the Main Menu. (see *Waypoint List*)

Log Entries Tab

- All four log types found here (*General, Fuel, Maintenance, Radio*) can be created or accessed from the Main Menu.
- If the “Log Type” texts are black, then no log of that type is associated with that trip. If the text is red, then a log of that type is associated with that trip.

The General Log

The screenshot shows a software window titled "General Log (57 of 306)". It features a toolbar with navigation and action icons, followed by buttons for "New", "Remove", and "Close". Below the toolbar are input fields for "Log Date" (Aug 19, 1998), "Log Time" (06:17 PM), "Engine #1 Hours" (175.00), and "Engine #2 Hours" (0.00). A "Vessel Location" dropdown menu is set to "Liberty Bay Marina". The main area contains a text log entry with four paragraphs describing a ferry ride to Blake Island. At the bottom, there are dropdown menus for "Author" (Bonnington, Robert) and "Trip Name" (8/19/1998: Blake Island w/ Ann & Bob).

General Log (57 of 306)

Log Date: Aug 19, 1998 Engine #1 Hours: 175.00
Log Time: 06:17 PM Engine #2 Hours: 0.00

Vessel Location: Liberty Bay Marina

We took the ferry over from Edmonds and only waited a few minutes. Kids had a great time, as this was their first time on a ferry!

Left dock and set sail for Blake Island, in light winds. Brian, Tim and Zander took turns at the helm all afternoon. Good winds, although a bit light. Sailed south along west side of Bainbridge.

Arrived at Blake and waited for a power boater to leave, so we could take his place on the dock. Very nice of them, as this marina is usually filled to capacity. We tied up boat and walked the beach for a little while. Then we hiked over to the western campground. Kids really liked the different "feeling" that this forest had, compared to Denver and the Rockies.

Left Blake and motored through Rich passage, then sailed north once we were near the Port of Brownsville. Arrived at dock before 7:30. Took the ferry home. Great day!

Author: Bonnington, Robert Trip Name: 8/19/1998: Blake Island w/ Ann & Bob

Creating a General Log Entry:

- A new general log entry may be created via the Main Menu or Trip Manager:
 - In the Main Menu, select **General Log**.
 - In Trip Manager, select **General** in the Log Entries tab and click **Add**. Note: Creating a log entry within Trip Manager automatically associates the entry with that trip.
- The Vessel Location drop-down list is populated with locations found in the Waypoint List. A new location can be added to the Waypoint List by clicking **Vessel Location**.
- The Author drop-down list is populated with only those passengers selected as "Log Authors" in the Passenger List. To add a new passenger as an author, enter the person's name in the "Author" field and click **Author**.

- To associate a log entry with a particular trip, select the desired trip name from the Trip Name drop-down list.
 - Clicking **Trip Name** will open an associated trip in the Trip Manager.
 - If you do not wish to associate a log entry with a trip, select “No Trip Association.”

The Fuel Log

Fueling Log (34 of 37)

Navigation: Previous, Previous Page, Next Page, Next, Print, Export, Refresh, Help

Buttons: New, Remove, Close

Fueling Info

Fueling Date: Aug 16, 2008

Fueling Time: 04:30 PM

Engine #1 Hours: 963.35

Engine #2 Hours: 0.00

Total Gallons Added: 9.00

Cost Per Gallon (\$): 5.000

Total Cost (\$): 45.00

Gallons Per Hour: 0.40

Fueling Location: Cap Sante Marina

We stopped at the fuel dock in CapSante Marina to top off our fuel. Price is still a bit high, but we aren't really using much fuel this summer.

Author: Bonnington, Robert

Trip Name: 8/16/2008: Saturday in Eastsound

Creating a Fuel Log Entry:

- A new fuel log entry may be created via the Main Menu or Trip Manager:
 - In the Main Menu, select **Fuel Log**.
 - In Trip Manager, select **Fuel** in the Log Entries tab and click **Add**. Note: Creating a log entry within Trip Manager automatically associates the entry with that trip.
- In the Fueling Info section, “Gallons Per Hour” can be calculated if a value for “Total Gallons Added” and Engine Hours for the current *and* previous log entry are entered.
- The Fueling Location drop-down list is populated with locations found in the Waypoint List. A new location can be added to the Waypoint List by clicking **Fueling Location**.
- The Author drop-down list is populated with only those passengers selected as “Log Authors” in the Passenger List. To add a new passenger as an author, enter the person’s name in the “Author” field and click **Author**.
- To associate a log entry with a particular trip, select the desired trip name from the Trip Name drop-down list.

- Clicking **Trip Name** will open an associated trip in the Trip Manager.
- If you do not wish to associate a log entry with a trip, select “No Trip Association.”

The Radio Log

The screenshot shows a software window titled "Radio Log (11 of 16)". It features a toolbar with navigation and action icons, and buttons for "New", "Remove", and "Close". The form includes fields for "Date of Call" (Sep 05, 2004), "Time of Call" (05:55 PM), and "Frequency/Channel" (66A). It has dropdown menus for "Caller" (Name: Bonnington, Robert; Location: Victoria (Wharf Street)) and "Recipient" (Name: Harbor Master; Location: Victoria (Wharf Street)). A large text area contains the following entry: "I called the Harbormaster and got an assistant. We were given a berth at the Wharf Street docks. One thing I noticed was that the battery power in my hand-held VHF went from about 70% good to 0% good when I tried to transmit. Will have to watch that in the future. Will recharge the batteries this week. Meanwhile, I placed the spare AA's into the unit for now. Since I called from the Customs dock and had the engine off, it was easy to simply rely on the ship's radio while I changed the batteries in the hand-held." At the bottom, there are fields for "Author" (Bonnington, Robert) and "Trip Name" (9/5/2004: Labour Day in Victoria).

Creating a Radio Log Entry:

- A new radio log entry may be created via the Main Menu or Trip Manager:
 - In the Main Menu, select **Radio Log**.
 - In Trip Manager, select **Radio** in the Log Entries tab and click **Add**. Note: Creating a log entry within Trip Manager automatically associates the entry with that tri.
- The Caller Name drop-down list is populated with only those passengers selected as Radio Operators in the Passenger List. A new passenger can be added to the Passenger List by entering the person's name and clicking **Caller Name**.
- The Recipient Name drop-down list is populated with passengers found in the Passenger List. If you need to create a passenger record, you can enter the person's name in the "Recipient Name" field and click **Recipient Name**.

- The Author drop-down list is populated with only those passengers selected as “Log Authors” in the Passenger List. To add a new passenger as an author, enter the person’s name in the “Author” field and click **Author**.
- To associate a log entry with a particular trip, select the desired trip name from the Trip Name drop-down list.
 - Clicking **Trip Name** will open an associated trip in the Trip Manager.
 - If you do not wish to associate a log entry with a trip, select “No Trip Association.”

The Watch Log

The screenshot shows the 'Watch Log (1 Entries)' window. It features a toolbar with 'Add', 'Edit', and 'Remove' buttons, along with icons for file operations and GPS. Below the toolbar is a table with columns: Date, Time, Duration, Latitude, Longitude, and Speed. The first row contains the following data: 10/7/2009, 02:08 PM, 30 Minutes, 47° 43' 09.21" S, 122° 05' 56.26" W, and 0. To the right of the table is a form for adding new entries, with tabs for 'Position', 'Comments', and 'Crew On Watch'. The 'Position' tab is active, showing fields for Watch Date (Oct 07, 2009), Watch Time (02:08 PM), Watch Duration (30 Minutes), Latitude (47° 43' 09.21" S), Longitude (122° 05' 56.26" W), Speed (Knots) (0), True Heading (117.1), and Magnetic Heading (99). At the bottom of the window, there is a 'Start' button and a '30 Minute Interval' dropdown menu. The status bar at the bottom reads 'Trip Association: Sail to Lake Washington'.

| Date | Time | Duration | Latitude | Longitude | Speed |
|-----------|----------|------------|------------------|-------------------|-------|
| 10/7/2009 | 02:08 PM | 30 Minutes | 47° 43' 09.21" S | 122° 05' 56.26" W | 0 |

- The Watch Log, found on the Trip Manager toolbar, can generate a log entry at regular intervals for those crew members on watch duty.
- Information saved in the Edit Watch Log Entry form will automatically populate the main Watch Log form.
- The Watch Duration drop-down list, found in both the Edit Watch Log Entry form and the Position tab on the main form, refers to the duration of time a crew member is on watch. The Log Interval, found at the bottom of the main form, identifies how often a new log entry will be created.
- You can download your longitude and latitude by connecting a GPS device and clicking the Open GPS Interface button on the Watch Log toolbar.

The Maintenance Log

Maintenance Log (39 of 178)

Log Date: Dec 26, 2000
 Log Time: 04:26 PM
 Engine #1 Hours: 362.10
 Engine #2 Hours: 0.00

Maintenance Completion
 Completion Date: ☒ Dec 26, 2000
 Engine #1 Hours: 362.1
 Engine #2 Hours: 0

| Part Name | Used | Cost (\$) | Comments |
|--------------------------|-----------|-----------|---|
| 1/2 x 1/2 sq. wood dowel | 1 Items | 0.79 | |
| C - Clamps 2" | 3 Items | 7.47 | Can be used repeatedly on other projects. |
| Epoxy Glue | 1 Bottles | 3.99 | |
| Hand Rasp | 1 Items | 6.59 | |
| Sandpaper - 120 grit | 1 Sheets | 0.29 | Still have most of sheet left |

Maintenance Item: Work Location: Cap Sante Marina
 Work Type: Part Repair Performed By: Bob Bonnington

I drove up to Anacortes, arriving about 1pm. First thing I did was to finish pulling the forward water tank. To do this, I removed the remaining vent hose and fill hose from their tank fittings. The tank then lifted out easily. I placed it on the fore deck to hose it off and clean it with Lysol. I then left it on the dock to dry, while I cleaned the forward V-berth area, including the tank holding area. Once it dried, I also laid some blue non-stick material down, to cushion the tank and prevent it from chafing on the bare gelcoat. Unfortunately, while I was cleaning this forward area, I slipped and damaged the forward V-berth drawer support. This had always been a weak spot, so I decided to fix it before I left. Meanwhile, as soon as the forward tank was dry, I put new Teflon tape on all of the fittings and tested it. It held water! I then inspected the aft water tank and it also appeared to be holding water. I then re-installed the forward tank and filled both tanks with water. I noticed that there was still a sizeable leak - somewhere in the mid-section of the boat. When the water pump was on, it poured fresh water out all over the bilge. I began a systematic search for the leak, but found none. Then I realized

Author: Bonnington, Robert Trip Name: No Trip Association

Creating a Maintenance Log:

- A new maintenance log entry may be created via the Main Menu or Trip Manager:
 - In the Main Menu, select **Maintenance Log**.
 - In Trip Manager, select **Maintenance** in the Log Entries tab and click **Add**. Note: Creating a log entry within Trip Manager automatically associates the entry with that trip.
- In the Maintenance Completion section, the Completion Date checkbox should be selected when a maintenance task has been completed. Note: If the Maintenance Warning Light is yellow or red, checking the completion date will return the light to its default green status.
- The "Maintenance Item" field refers to an item on which work is being performed. The Maintenance Item drop-down list is populated with items you have entered previously, as well as those items found in the Inventory Log that have the "maintainable" checkbox selected.

- If a Maintenance Item already exists in the Inventory Log but does not appear in the drop-down list, open the Inventory Log and select the “maintainable” checkbox for that particular item.
- If you would like to add a new item to the Inventory Log, enter the name of the item in the “Maintenance Item” field and click **Maintenance Item**.
- The Work Type drop-down list is populated with a list of pre-selected work types. To modify the list, click **Work Type**. The Settings form will then open, allowing you to make necessary changes. Note: You can also open the Settings form directly from the Main Menu toolbar.
- The Work Location drop-down list is populated with only those locations found in the Waypoint List that have the “work location” checkbox selected.
 - To add a new work location to the Waypoint List, enter the location in the “Work Location” field and click **Work Location**.
 - If the desired location already exists in the Waypoint List, identifying that location as a “work location” will add it to the Work Location drop-down list.
- The Performed By drop-down list is populated with the names of passengers found in the Passenger List. If you need to create a passenger record, you can enter the person’s name in the “Performed By” field and click **Performed By**.
- The Author drop-down list is populated with only those passengers selected as “Log Authors” in the Passenger List. To add a new passenger as an author, enter the person’s name in the “Author” field and click **Author**.

To associate a log entry with a particular trip, select the desired trip name from the Trip Name drop-down list.

 - Clicking **Trip Name** will open an associated trip in the Trip Manager.
 - If you do not wish to associate a log entry with a trip, select “No Trip Association.”

The Schedule Maintenance Tab:

Schedule Maintenance Tab interface showing Scheduled Completion and Scheduled Interval settings.

Scheduled Completion...

☒ Date: Jun 27, 2009 Warning: 0 Days

☒ Engine Hours: 1400 hours on Engine #1 Warning: 1600 Hours

Scheduled Interval

☒ Time Period 5 Days ☐ Elapsed Engine Hours 1 hours on Engine #1

- If you wish to monitor the completion of a maintenance task, use the “Scheduled Completion” section. The completion deadline may be designated by a specific date or a specific engine hour.
- If you select the **Date** checkbox, enter a calendar date for completion. To receive a warning of the approaching deadline, enter a number of days in the “Warning” field.
- If you select the **Engine Hours** checkbox, enter a specific engine hour by which the task must be completed. To receive a warning of the approaching deadline, enter a number of engine hours in the “Warning” field. Current engine hours are identified, based on engine hours reported in the most recent log entries.
- **Maintenance Warning Light** – Found on the Maintenance Log toolbar, the warning light monitors the pending completion of a scheduled maintenance task.

| <u>Color</u> | <u>Meaning</u> |
|--------------|----------------|
|--------------|----------------|



- For a scheduled completion deadline, the designated warning period has yet to occur; or
- Neither of the two Scheduled Completion boxes are checked; or
- The Maintenance Completion Date box is checked.



- The scheduled completion deadline is approaching (based on the warning period has been entered).



- The scheduled completion deadline has passed.

- If you wish to schedule periodic maintenance, use the “Scheduled Interval” section. There are two methods of scheduling periodic maintenance: by Time Period, or by Elapsed Engine Hours.
 - If you select the **Time Period** checkbox, enter the desired time interval for periodic maintenance. The drop-down list provides a list of time units.
 - If you select the **Elapsed Engine Hours** checkbox, enter the desired engine hour interval for periodic maintenance. The drop-down list allows you to set an interval for either Engine 1 or Engine 2.

The Parts Tab:

Add Part

Part Information

Part Name: Oil Filter Open Inventory Log

Comments:

Cost

☒ Calculate From Inventory

Total Cost (\$): 6.66

Total Part Count: 2

Inventory Reference

Quantity Used: 2 + - Units

| Quantity Used | Quantity On Hand | Quantity Purchased | Purchased | Purchase Location |
|---------------|------------------|--------------------|-----------|-------------------|
| 2 | 0 | 4 | 6/9/2009 | Safeway |
| | | | | |
| | | | | |

Ok Cancel

- If parts are necessary for the maintenance of an item, select the Parts tab in the Maintenance Log and click **Add**.
- In the Add Part form, select the desired part from the Part Name drop-down list. The Part Name drop-down list includes all items found in the Inventory Log.
 - If a desired part is not found in the drop-down list, click **Open Inventory Log** to create a new Inventory record for that part. The part then be added to the Part Name drop-down list.
- If an item was acquired on multiple occasions (as recorded in the Inventory Log), you will see each of those instances listed in the Inventory Reference section at the bottom of the Add Part form. For example, if you purchased oil filters on three different occasions, you should see those three instances listed at the bottom of the form.

- Before entering a value in the “Quantity Used” field, be sure to first select (highlight) one of the listed items in the Inventory Reference section.
- When a part is added to the Maintenance Log, the quantity used will be accounted for in the Inventory Log. Note: If a Maintenance Log is deleted, the quantity of used parts associated with the log will automatically be returned to Inventory.

The Cost Tab:

The screenshot shows a software window with three tabs: 'Schedule', 'Parts', and 'Cost'. The 'Cost' tab is active. It contains several input fields with numerical values and 'Calc' buttons. The fields are arranged in two columns. The first column includes 'Labor Hours' (40), 'Cost Per Hour' (25.00), and 'Total Labor Cost' (1000.00). The second column includes 'Parts Cost' (135.84), 'Other Cost' (23.22), and 'Tax' (10.00). At the bottom, there is a 'Total Work Cost' field with the value 1169.06. Each input field has a 'Calc' button to its right. The 'Total Work Cost' field also has a 'Calc' button, which is highlighted with a blue dashed border.

| Field | Value | Action |
|------------------|---------|--------|
| Labor Hours | 40 | Calc |
| Cost Per Hour | 25.00 | Calc |
| Total Labor Cost | 1000.00 | Calc |
| Parts Cost | 135.84 | Calc |
| Other Cost | 23.22 | Calc |
| Tax | 10.00 | Calc |
| Total Work Cost | 1169.06 | Calc |

- The Cost tab allows you to calculate the various costs of a maintenance task. For example, if you enter Labor Hours and Cost Per Hour, clicking **Calc** will calculate the Total Labor Cost.
- Clicking **Calc** next to the “Parts Cost” field will total the cost of all parts listed in the Parts tab of the Maintenance Log.

Waypoints

Waypoint (1 of 6) - Blake Island - Northwest Moorage

Waypoint Name: Blake Island - Northwest Moorage

Show in Drop-Down Lists

☐ Fueling Location ☐ Work Location

Coordinates

Latitude: Longitude:

Comments

This is the "protected" side of the island. No ferry wakes or wind waves. Mooring is accomplished either by anchoring (good sand/mud bottom) or by making fast to a "mooring line" that is strung between two pilings. This actually works pretty well, as it allows vessels to be moored on both sides.

State park on the island has some facilities (a water facet and one toilet each for men & women), but they are limited. The campground and beach are very relaxing and private. This would be a great place to spend a few days writing, reading, fishing, crabbing and watching nature!

Creating a Waypoint:

- A new waypoint can be created via the Main Menu or Trip Manager:
 - In the Main Menu, select **Waypoints**.
 - In Trip Manager, select the Trip Waypoints tab and click **Add**. Then, in the opened Add Trip Waypoint form, click **New**.
- A new waypoint can also be created by renaming an existing waypoint.
 - In the Waypoint form, select the **Rename** button to the right of the Waypoint Name and you will be prompted to assign the new waypoint name.
 - After assigning the new waypoint name, the program will ask whether you want the new name to replace the old name in all related log entries.
- After adding a new waypoint name, select any applicable checkboxes for displaying the waypoint in drop-down lists.
- Coordinates are given in standard degrees, minutes, seconds. You can import latitude and longitude data from a GPS device by clicking the **Insert GPS Coordinates** button on the form. (see *Using a GPS Device*)
- Keep in mind: When you return to the Waypoints List, all records will be organized alphabetically.

Add Trip Waypoint

Waypoint Name: Garrison Bay [Edit] [New]

Arrival

Date: Oct 08, 2009 [Calendar Icon]

Time: 02:41 PM [Time Picker]

Engine(1) Hours: 130.3

Engine(2) Hours: 0

Departure

Date: Oct 08, 2009 [Calendar Icon]

Time: 04:20 PM [Time Picker]

Engine(1) Hours: 130.3

Engine(2) Hours: 0

Comments:
Picnic with the kids.

[Add to Trip] [Cancel]

Adding Waypoints to a Trip:

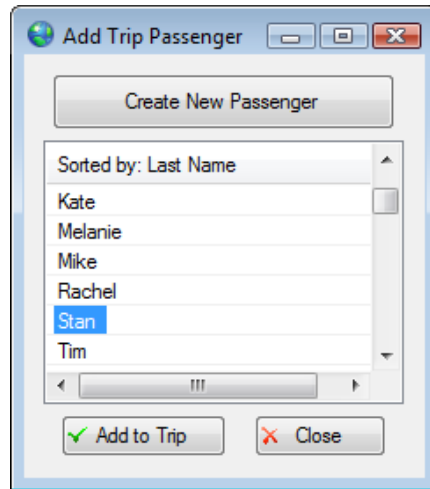
- In the Trip Manager, select the Trip Waypoints tab and click **Add**.
- In the Add Waypoint form, select a waypoint from the Waypoint Name drop-down list. The drop-down list is populated with all locations found in the Waypoint List.

Passengers

The screenshot shows a software window titled "Passenger (4 of 115) - Bonnington, Charlie". The window has a toolbar with navigation buttons (back, forward, search, etc.) and action buttons "New", "Remove", and "Close". Below the toolbar are five tabs: "General", "Experience", "Contact Information", "Medical/Dietary Needs", and "Emergency Contact". The "General" tab is active. It contains a "Name" section with a text field for "Name" (containing "Bonnington, Charlie") and a "Rename" button. Below this are fields for "Title" and "Nickname". A section titled "Show in Drop-Down Lists" contains two checkboxes: "Log Author" and "Radio Operator". At the bottom is a "General Comments" text area containing the text: "Charlie has plenty of experience in past years. He can be counted on to act competently as crew and even to take over as captain, in a pinch."

Creating a Passenger:

- A new passenger entry can be created via the Main Menu or Trip Manager:
 - In the Main Menu, select **Passengers**.
 - In Trip Manager, select the Trip Passengers tab and click **Add**. Then, in the opened Add Trip Passenger form, click **New**.
- A new passenger entry can also be created by renaming an existing passenger.
 - In the Passenger form, select the **Rename** button to the right of the Passenger Name and you will be prompted to assign the new passenger name.
 - After assigning the new passenger name, the program will ask whether you want the new name to replace the old name in all related log entries. If existing log entries call out Jane Doe, but she is now married and her new name is Jane Smith, you would probably not want to update the historical entries.
- After adding a new passenger name, select any applicable checkboxes for displaying the passenger in drop-down lists.
- Keep in mind: When you return to the Passengers List, all records will be organized alphabetically.



Adding Passengers to a Trip:

- In the Trip Manager, select the Trip Passengers tab and click **Add**.
- In the Add Passenger form, select a passenger from the Passenger Name drop-down list.
 - The drop-down list is populated with all persons found in the Passenger List and can be sorted by *first* or *last* name. To sort, click the “Sorted by” column header. Once a passenger has been added to the Trip Manager, their name will no longer appear on the Passenger Name drop-down list for that particular trip.
- You can add multiple passengers to a trip by selecting (highlighting) several names at once from the Add Trip Passenger form. To highlight multiple names, hold *Ctrl* and click on the desired names.
- To create a new passenger, click **Create New Passenger**.

Vessel Inventory

Inventory Log (82 of 152) - Life Sling

Item Name: Life Sling

Category: First-Aid / Emergency

Unit of Measure: Items

Last Audit Date: Jul 13, 2008

Quantity on Hand: 1

Recommended Purchase Quantity: 0

Comments: For rapid deployment, this flotation device has a tether. To throw, simply pull from box. This life-sling replaced our old horseshoe buoy that was finally eaten away by UV exposure...

Characteristics:

- ☒ Safety Item
- ☐ Maintainable
- ☐ Consumable
- ☐ Perishable
- ☒ Shopping Enabled

Quantity Warning:

☒ Enable Quantity Warnings

Minimum Required: 0 units

Quantity Warning: 0 units from minimum.

Expiration Warning:

☐ Enable Expiration Warnings

Warning: 1 Months before expiration.

Acquisition History

| Purchase Date | Quantity On Hand | Quantity Purchased | Purchase Location | Individual Cost (\$) | Total Cost |
|---------------|------------------|--------------------|-------------------|----------------------|------------|
| 8/10/1996 | 0 | 1 | West Marine | 80.00 | 80.00 |
| 6/1/2008 | 1 | 1 | West Marine | 108.00 | 108.00 |

Buttons: Add, Remove, Edit, Decrement, Parts Reference

Checkboxes: Show Consumed Items

Total Available: 1 Total Purchased: 2

Creating an Inventory Item:

- A new inventory item can be created via the Inventory Log:
 - From the Main Menu, select **Inventory**, or from the Add Parts window (on the Maintenance form), select **Open Inventory Log**.
 - In the Inventory from, click **New**.
- A new inventory item can also be created by renaming an existing inventory item.
 - In the Inventory form, select the **Rename** button to the right of the Item Name and you will be prompted to assign the new inventory item name.
 - After assigning the new inventory item name, the program will ask whether you want the new name to replace the old name in all related log entries.

- To add or remove categories from the Category drop-down list, go to the Main Menu Toolbar. Click *Options > Tables > Category Type*.
- To add or remove units of measure to the Unit of Measure drop-down list, go to the Main Menu Toolbar. Click *Options > Settings > Tables > Units of Measure*.
- There are five checkboxes in the Characteristics section by which you can describe the inventory item.
 - If the “Maintainable” checkbox is selected, the item will appear in the Maintenance Item drop-down list.
 - If the “Shopping Enabled” checkbox is selected, the item will appear in the Shopping List form.
- Each time you verify the status and quantity of an inventory item on your vessel, be sure to update the “Last Audit Date” field in the Inventory Log.
- The “Quantity on Hand” value, which represents the number of units available for use, can be changed in three ways:
 - In the Add Acquisition History form, changing the “Quantity Purchased” value will also change the Quantity on Hand.
 - In the Acquisition History tab, you can select an acquisition record and use the Decrement button to decrease the Quantity on Hand.
 - In the Maintenance Log, using an inventory item for parts will decrease the Quantity on Hand in the Inventory Log.

Creating an Acquisition History Record:

- Each time you acquire an inventory item, you should create a record in the Acquisition History section of the Inventory Log. Clicking **Add** will open the Add Acquisition History form where you can enter further details of the acquisition.
- In the Add Acquisition History form:
 - If an item is used for maintenance (as recorded in the Maintenance Log), the “Used for Parts” field will reflect the amount used.
 - Note: If you wish to reduce the Quantity on Hand, it cannot be done in this form. To do so, you must return to the Inventory Log form, select the record from the Acquisition History tab, and click **Decrement**.
 - When you are finished creating an acquisition history record, the new entry will be listed in the Acquisition History tab (at the bottom of the Inventory Log form).

Edit Acquisition History (Batteries - CR123)

Purchase Location: Other Purchase Date: ☒ Jun 30, 2007

Storage Location: Forward port locker in the salon. Expiration Date: ☒ Jul 06, 2017

Maintenance Relationship

Used for Parts: 0 Units

Quantity

Quantity Purchased: 3 Units

Quantity On Hand: 3 Units

Purchase Cost

Per Unit Cost (\$): 5.00

Total Purchase Cost (\$): 15.00

Acquisition Comments:

These batteries came from FourSeven's, as part of a flashlight acquisition.

Save Cancel

Monitoring Inventory Levels:

- To create a warning level for an item, select the “Minimum Quantity Required” checkbox in the General tab.
- Inventory Warning Light** – Found on the Inventory Log toolbar, the warning light monitors both inventory levels and expiration dates.

Color Meaning



- The inventory level exceeds the Quantity Warning level.
- The item is not near expiration.



- The inventory level is below the Quantity Warning level but not below the Minimum Quantity Required.
- The expiration date is nearing, but not yet passed.



- The inventory level is below the Minimum Quantity Required.
- The expiration date has passed.

- If you move the mouse cursor over the warning light, a message will appear describing the reason for the warning.

- To set a default “Expiration Warning” and “Quantity Warning” value, go to the Main Menu toolbar and click *Options > Settings > Warnings > Inventory Alarm Defaults*.

| Quantity To Purchase | Item Name | Last Audit | Quantity On Hand | Minimum Quantity |
|----------------------|--------------------|------------|------------------|------------------|
| 0 Items | Batteries - 4D | 7/8/2003 | 2 Items | 1 Items |
| 0 Items | Emergency Fla... | 7/24/2004 | 8 Items | 4 Items |
| 0 Items | Fire Extinguish... | 9/21/1998 | 2 Items | 1 Items |
| 0 Packages | Batteries - D | 9/20/1998 | 3 Packages | 2 Packages |
| 0 Quarts | Transmission Fl... | 9/23/1998 | 0 Quarts | 1 Quarts |
| 2 Items | Raw Water Im... | 10/25/2005 | 1 Items | 1 Items |

The Shopping List:

- The Shopping List, found in the Inventory Log Toolbar, allows you to view all inventory items that are "Shopping Enabled" and to create a list of products to purchase if and when quantities run low.
- For an inventory item to appear on the Shopping List, you must select the “Shopping Enabled” checkbox on the Inventory Log screen.
- To calculate the necessary Quantity to Purchase, select (highlight) an item from the shopping list and click **Calculate Quantity**.
- To show only those items with a Criticality label of *critical* or *warning*, you must select the “Shop for Critical Items Only” checkbox.
- To print a shopping list, highlight the desired inventory items and click **Print Preview**.

Searching for Logbook Records

One of the most powerful features of *Ship's Log* is its ability to search for and retrieve logbook records instantly.

The screenshot shows a window titled "Search Logbook". On the left, under "Search For...", there is a list of log types: Trip Logs, Watch Logs, Passenger Descriptions, Waypoint Descriptions, Inventory Items, General Logs, Maintenance Logs (which is selected with a radio button), Radio Logs, and Fuel Logs. On the right, under "Search Criteria", there are two radio buttons: "Show results that match any selected filter" (selected) and "Show results that match all selected filters". Below these are various filter criteria, each with a checkbox and a dropdown menu for the operator. The criteria include: Log Date (between Oct 08, 2009 and Oct 08, 2009), Log Time (between 01:49 AM and 01:49 AM), Work Item (having the words), Work Type (having the words), Work Location (having the words), Work Performed By, Scheduled (for neither date, nor engine hours), Maintenance Interval (that is periodic (by Time or Engine Hours)), Completion Date (between Oct 08, 2009 and Oct 08, 2009), Completion Status (that is not yet complete), Parts (having the words), Comments (having the words), Author (named), Trip Association (named), and Picture (keywords having the words). At the bottom, there are two buttons: "View Results" and "Close".

Performing a Search:

1. In the Main Menu, click **Search**. Alternately, you can click on the Search button in the header of any open log window.
2. Select the type of record you are interested in retrieving.
3. Select the checkboxes of those filters that you wish to use in your search.
4. Choose how you would like to apply your selected filters. If you wish the search results to match:
 - a. All of the checked filters, select "Show results that match all selected filters."

- b. One or more of the checked filters, select “Show results that match any selected filter.”
5. Click **View Results** to open a list of all records returned from your search.

Generating Reports:

1. Select (highlight) those records you wish to include in a report.
2. Click **Preview Report**. A report is then generated and opened for printing.
3. For a Trip Report, select the checkboxes of those logs/lists you wish to include in the report.

Printing Logs & Reports

Ship's Log allows you to create unlimited numbers of traditional, paper logbooks. You can customize each logbook by choosing from any of the twelve log forms found in the program.

To Print Blank Log Pages:

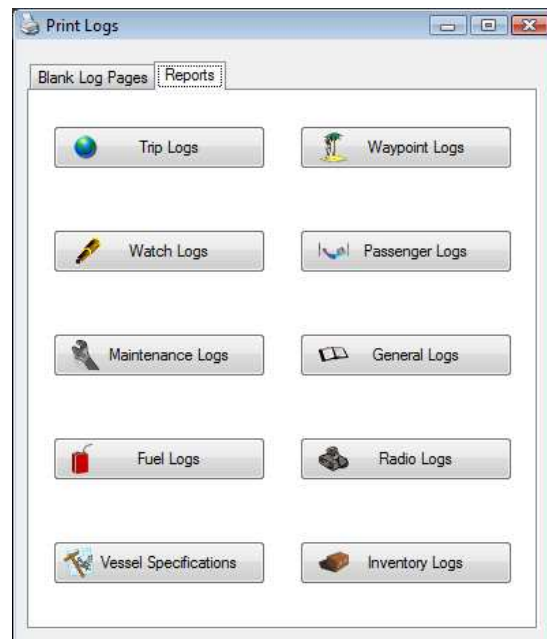
1. In the Main Menu, click **Print Logs**.
2. Select the Blank Log Pages tab.
3. Click on one of the log page buttons.
4. When the preview window has finished generating the report, you can print the blank log page (s).

In addition to blank log pages, *Ship's Log* also offers ten customizable report options for printing.



To Print Reports:

1. In the Main Menu, click **Print Logs**.
2. Select the Reports tab.
3. Click on one of the report buttons.
4. In the Search Results form, select (highlight) those records you wish to include in your report.
5. To open the selected record for viewing, click **Open Selected**.
6. To print the selected record(s), click **Preview Report**.

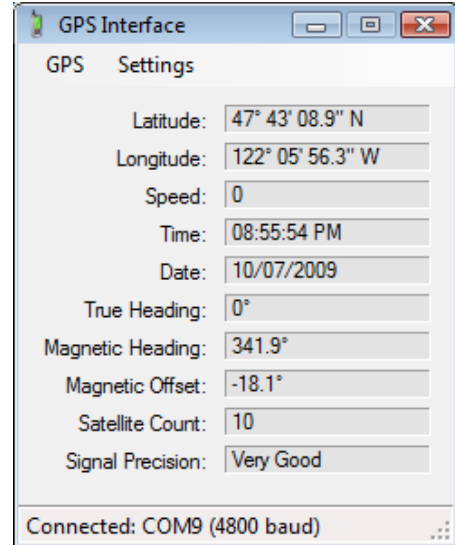


Using a GPS Device

Data from your GPS device can be downloaded to *Ship's Log* and used for entering accurate waypoint information.

Viewing GPS Data:

1. After opening *Ship's Log*, connect the GPS device to the computer and power it on.
2. On the Main Menu Toolbar, click *View > GPS Interface*. This opens the GPS Interface form.
3. To recognize your device and download data, click *GPS > Connect*.
 - a. Note: The status of the GPS device will be displayed as *Connected* or *Disconnected* at the bottom of the form.
4. Once connected, information should appear in the fields of the GPS Interface window. If no information appears in the window, or the status indicates a disconnected GPS device:
 - a. Check that the GPS device is turned on and that it is properly connected to the computer.
 - b. Check that the GPS device has acquired the necessary number of satellites for determining your position.
 - c. Go to the Main Menu Toolbar. Select *Options > > GPS*. Check that the GPS Port connection is correct.



The screenshot shows a window titled "GPS Interface" with a "GPS" tab selected. The window contains several data fields with their current values:

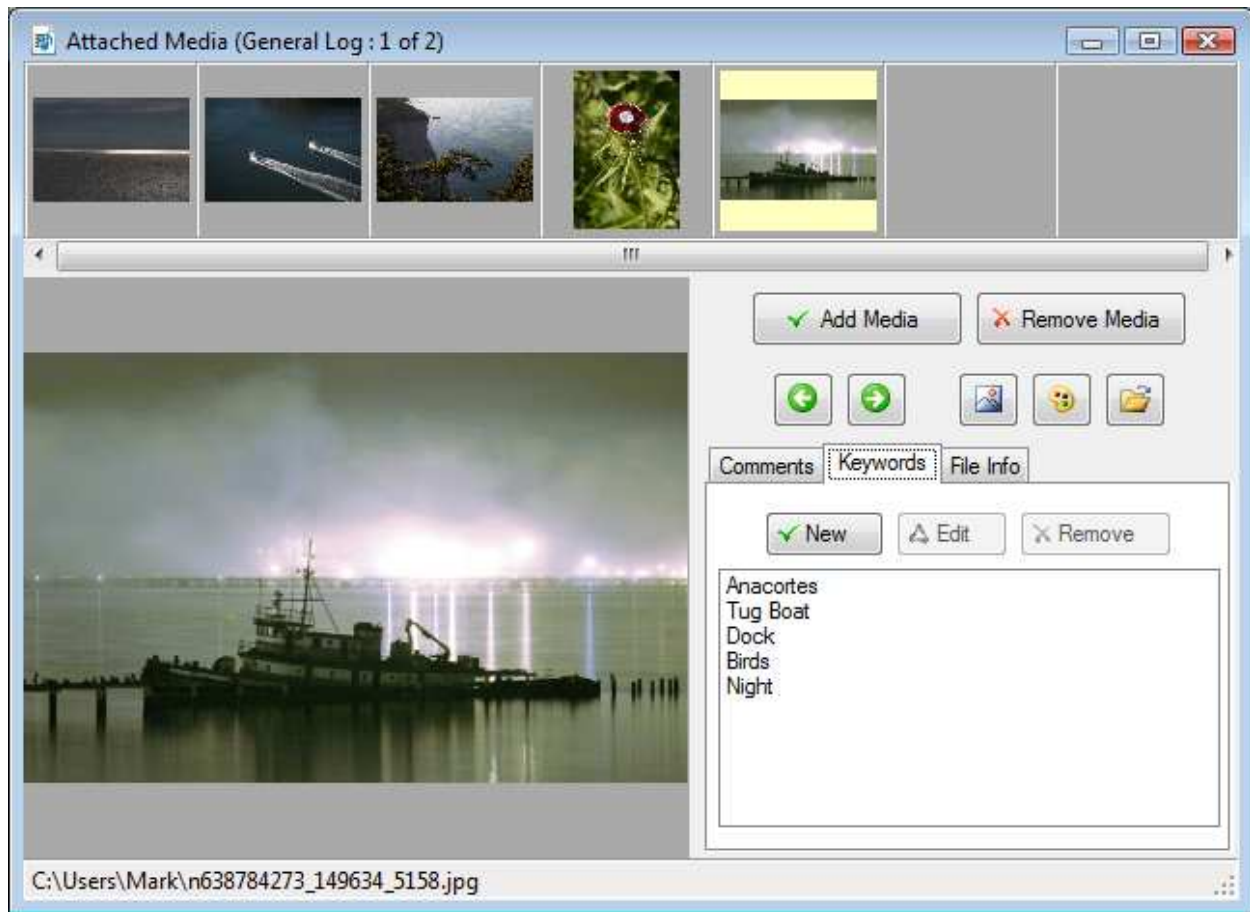
| Field | Value |
|-------------------|------------------|
| Latitude: | 47° 43' 08.9" N |
| Longitude: | 122° 05' 56.3" W |
| Speed: | 0 |
| Time: | 08:55:54 PM |
| Date: | 10/07/2009 |
| True Heading: | 0° |
| Magnetic Heading: | 341.9° |
| Magnetic Offset: | -18.1° |
| Satellite Count: | 10 |
| Signal Precision: | Very Good |

At the bottom of the window, a status bar indicates "Connected: COM9 (4800 baud)".

Downloading GPS Coordinates to a Waypoint:

- In the Main Menu, open **Waypoints**, then select the appropriate Waypoint record.
- If adding a new Waypoint record, select **New** from the Waypoint Toolbar.
- On the Waypoint form, click the **Insert GPS Coordinates** button.
- If a GPS device is connected, the longitude and latitude will automatically be entered into the form.
- If a GPS device is not connected, the GPS Interface window will open. If this occurs, refer to the steps for "Viewing GPS Data" above.

Attached Media



Any type of file—picture, video, audio, or document—can be attached to your logbook records. You can apply keywords to attached files so that associated logs can be found quickly using Ship's Log' Search function.

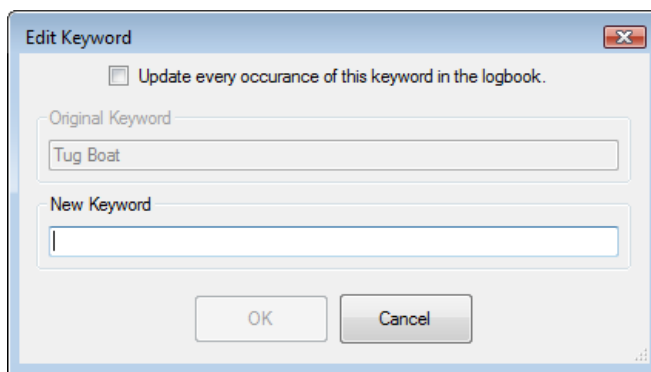
As you work with the Attached Media form, please keep the following in mind:

- The Attached Media form will display a preview thumbnail for supported picture files; however, other file types cannot be previewed and are instead represented by a placeholder thumbnail.
- Double-clicking a thumbnail will refresh the image.
- Ship's Log stores the locations of attached media, but not the actual source file. If the original file is moved to a new location, Ship's Log will ask you to locate it.
- Attached media files will only be associated with the log to which they are added.

Adding and removing media Comments and Keywords:

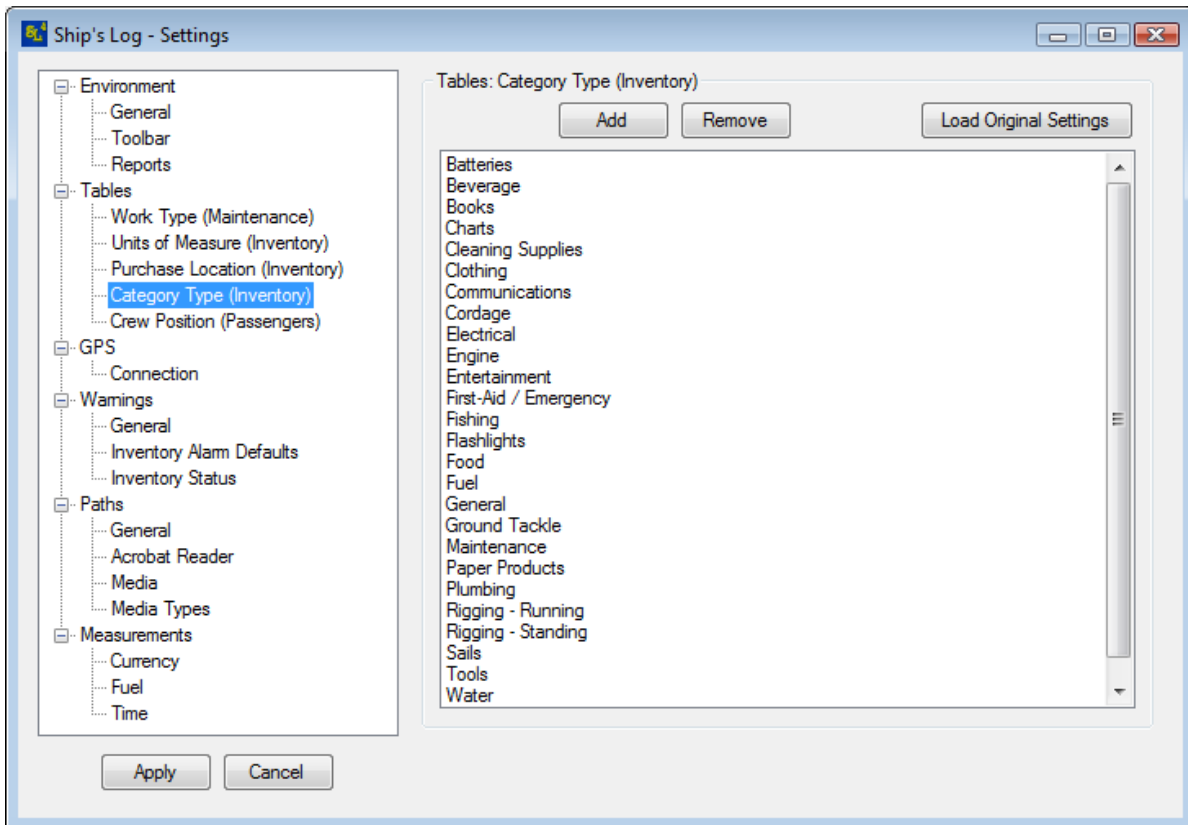
Comments and Keywords can be associated with individual media files, to capture user-specific information. They can also be used as search arguments, to quickly locate specific media.

- To add, revise or delete a comment associated with a particular media file, select that media file, then select the **Comments** tab and update as required.
- To add a keyword to the selected media file, select the **Keywords** tab, then click the **New** button to open the Add Keyword window.
- To edit an existing keyword, select the keyword to be modified and click the **Edit** button. The Edit Keyword window will open.



- To update all occurrences of the keyword, select the checkbox at the top of the window, enter the new keyword value and click OK.
 - To update only the one occurrence of the keyword, leave the checkbox empty, then enter the new keyword value and click OK.
- To delete a keyword, select the **Keywords** tab, then click the keyword to be deleted, then click on the **Delete** button.

Settings



Managing Settings for Multiple Logbooks

If managing multiple vessels, individual logbooks will be assigned to each vessel. The settings for Environment, GPS, Warning, Paths and Measurements will persist between all logbooks. As an example, if you choose to display Liters for fuel measurement, that same display option will be used for all other logbooks. The Table values, on the other hand, will remain unique to each logbook.

Environment

General

- “Show Helpful Popups” – Information will be displayed when the mouse is hovered over certain buttons.
- “Show Date Popups” – Extended date information will be displayed when the mouse is hovered over date controls.

Toolbar

- “Show at startup” – The toolbar will load when the program is first opened.

- “Always on top” – The toolbar will remain in the foreground, even when other windows have focus. This setting can also be implemented from the toolbar menu (*Options > Toolbar > Always On Top*).

Reports & Blank Logs

- “Show anchors in report header” – Decorative anchors will display on printed reports; if unchecked, reports will be produced without any additional pictures. If your computer has difficulty generating reports quickly, removing the anchor images might improve the rendering speed.
- “Always open reports in a new window” – Reports will open in new windows; if unchecked, opening a new report replaces a previously opened report.

Tables

Work Type

- Values entered in this table will be displayed in the Work Type drop-down field on the Maintenance form.

Units of Measure

- Values entered in this table will be displayed in the Unit of Measure drop-down field on the Inventory form.

Purchase Location

- Values entered in this table will be displayed in the Purchase Location drop-down field on the Inventory form.

Category Type

- Values entered in this table will be displayed in the Category Type drop-down field on the Inventory form.

Crew Position

- Values entered in this table will be displayed in the Crew Position drop-down field on the Passenger form.

GPS

Connection

- Port – provides a list of COM ports that are available on the computer. When a GPS device is connected to the computer (via USB or a Serial Port), a COM port is created that allows communication with that device. Select the correct COM port for your GPS device.
- Refresh Port – refreshed the list of available COM ports. If you do an Auto-locate search

for the GPS device, the search will automatically update the available COM ports for you.

- **Baud** – provides a list of common baud rates. Baud rates represent the speed at which data is transferred between two devices (in this case, the GPS device and the computer). GPS devices typically use a baud speed of 4800, but some GPS devices are manufactured to use other speeds. Refer to your GPS device's specifications to determine its proper baud speed; you may also try doing a "deep search" to find the attached GPS device regardless of its baud speed.
- **Auto-Detect GPS Port** – opens a window that allows you to search for GPS devices connected to the computer. Two search methods are provided:
 - **Quick Search** – looks for GPS devices that use the same baud speed that you've already identified in the GPS Baud field. This is useful if you've had a GPS device connected in the past but the COM port has changed. COM ports can change depending on how the operating system allocates them. Often, plugging the GPS device into a different physical port on the computer will change the COM port assignment for that device. Also, connecting other external devices to the computer can shift COM port assignments.
 - **Deep Search** – looks for GPS devices on all COM ports, and will also check a variety of different Baud speeds. Because so many different connections are made, this search method can be somewhat slow. If you are attaching your GPS device for the first time, this search is probably the best one to use since it will find the best baud speed for your GPS device.
 - When a search is made, COM ports that were found to have GPS data will be shown in a list. You can then select a device from the list. If non-GPS devices are attached to the computer, that are sending data similar to a GPS signal, it will also show on the list. If your selected device does not transmit GPS data, try running the search again and select a different COM port from the results list.
 - If no COM ports are returned in the search, then no GPS signal was found on any port. Try running the search a second time, in case the port was only experiencing a temporary halt in data flow. If a second search does not find your device, verify that your GPS device is turned on, that it is configured to output NMEA data (check your device's instruction manual), and that it is plugged into the computer. If you are using a serial to USB adapter for your GPS device, you might also need to verify that the adapter's driver software has been properly installed on your computer.

Warnings

General

- “Warn before closing the program” – When the program shuts down, a message box opens allowing you to cancel the shutdown process.
- “Warn before deleting log entries” – When the program deletes a log entry, a message box opens allowing you to cancel the deletion process.
- “Warn before deleting media items” – When the program deletes a media item, a message box opens allowing you to cancel the deletion process.
- “Warn before deleting media keywords” – When the program deletes a media keyword, a message box opens allowing you to cancel the deletion process.

Inventory Alarm Defaults

- Expiration Warning – This field sets the default time period as a warning for inventory items approaching their expiration date.
- Quantity Warning – This field sets the default value as a warning for inventory items approaching low quantities.

Inventory Status

- “Show inventory status only if there is a warning” – The green inventory warning light will not be displayed. This setting applies to the inventory status shown on the Inventory Log, as well as the optional inventory status that can be shown on the main form.
- “Show inventory status on the main form” – A status symbol will be displayed in the lower right corner of the main form, allowing you to see inventory levels when the program is first opened.

Paths

General

- Quick Backup Path – Select the path where you would like to back up your logbook.

Acrobat Reader

- Acrobat Reader Path – Select the path to a preferred program for viewing PDF files. If you don't have a program to view PDF files, install Adobe Acrobat Reader and then set this to the Acrobat Reader executable (typically named "AcroRd32.exe" or something similar).

Media

- Media Path – Select the path where your media files are stored. If you do not have a preferred location for your media files, or if you are opening media files from a large

variety of locations, you can check the option: "Open to the most recently used path, rather than the default media path."

Media Types

- File Extension – You will need to add a file extension for each type of media with which you plan to work. When you select the file extension in the drop-down list, the other Media Type fields (Media Description, Viewer, and Editor) are updated to coincide with the selected file extension.
- Media Description – Use this field to describe the type of media that belongs with the selected file extension.
- External Viewer – Select the path to the program you plan to use for viewing files of the selected file extension. If you have already identified a program for one file type, it will be available in the drop-down list so that it can quickly be selected for other file types.
- External Editor – Select the path to the program you plan to use for editing files of the selected file extension. If you have already identified a program for one file type, it will be available in the drop-down list so that it can quickly be selected for other file types.

Measurements

Currency

- Currency Symbol – The default symbol used in financial fields. Changing this symbol does not change the monetary values in any fields; it is only symbolic and no currency conversion takes place.

Fuel

- Fuel Measurements – Gallons or liters can be selected as your preference. If you change the default measurement, a conversion between gallons and liters will be performed so that your old data fits the new measurement type. Due to the imprecision involved with mathematical rounding, some of your converted values may not be perfectly accurate.

Time

- Time Measurements – Standard (AM/PM) or military (24 hour) time can be selected as your preference. If you change the default measurement, a time conversion will be performed so that your old data fits the new measurement type.

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