# WinPATS™

LogBOOK Print<sup>©</sup>

and LogBOOK<sup>©</sup> User Manual

**Electrical Compliance logging software** 

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# WinPATS™ LogBOOK®

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# WinPATS™ LogBOOK®

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# **End of Contents**

The **Latest version** of this document can be obtained online, click here

### 1.0 Introduction

LogBOOK<sup>©</sup> is an Intelligent Electronic Log Book for professionally tracking Electrical compliance of Electrical Appliances and is designed to run on Windows XP, 7 and 8 platforms.

Windows XP and Vista are not recommended as a platform for LogBOOK<sup>®</sup>. Windows Surface RT is not suitable.

Wavecom's LogBOOK<sup>©</sup> software has specifically been designed for *small business* in a *non networking* environment. The User Interface provides helpful tips on how to use this software making it very user friendly.

Wavecom software is available for a networking environment and is also specifically designed to work in combination with Wavecom's Appliance Testers. Please contact your preferred supplier of Wavecom products.

Some great features of LogBOOK<sup>©</sup> are:

- Summary Counts
- Web-like Search Box
- Easy Asset photo management with Windows 8 (inbuilt Tablet camera required)
- Preloaded Descriptions including symbols to get you started
- Generate and print Certificate of Compliance
- Print Test History, Worksheets, Summary and Detail Lists
- Customisable Appliance type list
- Secure File access based on user with optional password protection
- Multiple user types
- Advanced Search features
- Easy report creation using on screen capture
- Colour Key for easy visual reference

### LogBOOK and LogBOOK Print – What's the difference?

Printing reports is included in all LogBOOK editions.

LogBOOK Print allows the printing of Tags, whereas LogBOOK does not. Please see <a href="https://www.wavecom.com.au">www.wavecom.com.au</a> for details.

### 1.1 System Requirements

- IBM Compatible PC/ Windows Tablet
- 2GHZ or greater Processor speed
- 1GB RAM or Greater
- 10GB Hard Drive free space
- CD/DVD Drive or spare USB Port
  - Without a CD/DVD Drive, downloading a Trial is recommended, thereafter it can be Activated to a Permanent license. Download here
  - Alternatively, without a CD/DVD Drive, installation disc contents can be copied to USB drive
- Windows XP 32bit with SP3
- Windows 7 and 8 32bit/64bit
- Screen Resolution of 1024 x 600 or greater

### 2.0 Installation

## 2.1 Start Installation from Disc

Insert the disc into PC or laptop and the WinPATS LogBOOK page should automatically appear. On some computers this auto start is disabled.

If the WinPATS LogBOOK page does not start automatically click "Computer" and double click the "LogBOOK" disc to see the files inside. Double click on "StartMain". Once the page appears, click on either "Install LogBOOK" or "Install LogBOOK Print", depending on which you have purchased. After that choose "Run". If you are not able to choose "Run", then follow manual start steps below.



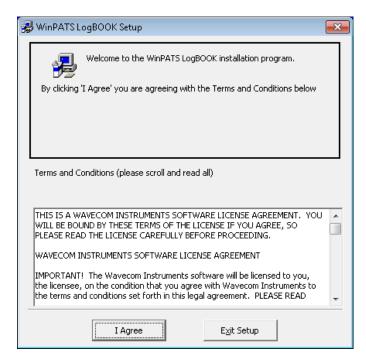
To manually start LogBOOK installation browse to the following location on the disc or USB drive-[Disc Drive]:\Installers\Logbook\



Double click "Setup.exe" for installation to start. Setup.exe

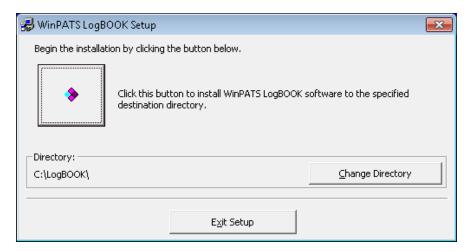
### 2.2 Terms and Conditions

Please read the Terms and Conditions on screen and if you agree click 'I Agree"



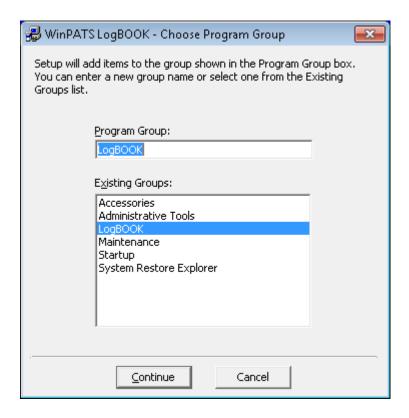
# 2.3 Directory for installation

To accept the default installation path (recommended) click the WinPATS LogBOOK symbol button. Or click 'Change Directory' to install to another folder



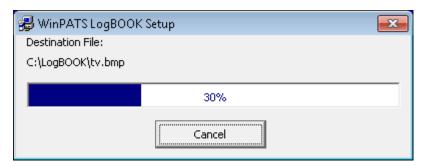
# 2.4 Program Group

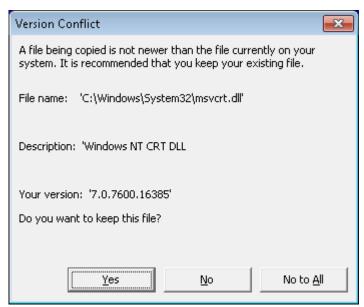
Click 'Continue' to accept the Program group suggested (LogBOOK)



### 2.5 Installation progress

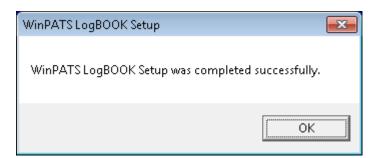
If you encounter a message about file versions choose "Yes" to keep the newer versions of this file on your computer (recommended). This message may appear more than once i.e. for different files. Choose "Yes" again to keep the newer version of these files.





## 2.6 Installation complete

Click OK to finish the Installation.



# 3.0 Setting up LogBOOK®

### 3.1 First run

LogBOOK<sup>©</sup> can be run from the Start button (if available in your Windows) or from a shortcut on the desktop. Double clicking a LogBOOK file will also start LogBOOK.

• Creating Desktop shortcut if required

Click on Start button (if available) > All Programs > Logbook. Right clicking "Logbook" inside and choosing Send to > desktop (make shortcut)

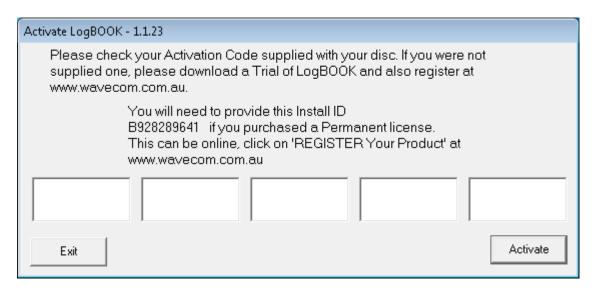
### 3.2 Antivirus

If your Antivirus presents a message about LogBOOK, always choose to 'unblock' or 'allow' or something to that affect. It may be advantageous to disable your Anti-virus before clicking 'Activate' as shown below.

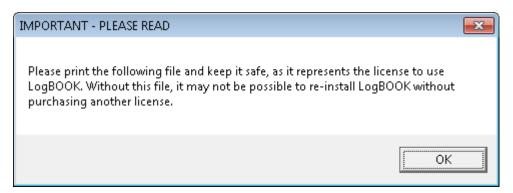


### 3.3 Activation

Depending on what you have purchased you will be provided with a LogBOOK or LogBOOK Print Activation Code. Enter your Activation Code and press Activate. The Code will come from a "Download Number" email or the sleeve of your installation disc. Contact Wavecom Instruments if you were not provided a Code. PLEASE NOTE: You will only be issued a Permanent Code after you registered at <a href="www.wavecom.com.au">www.wavecom.com.au</a>. If you do not do this, after some time LogBOOK use will be restricted.

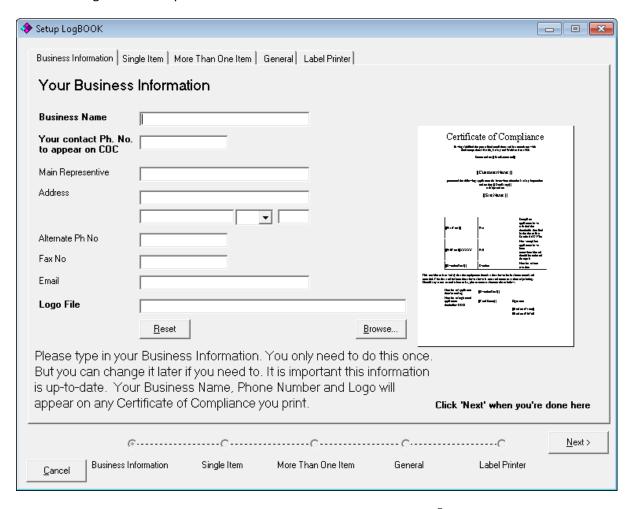


After you successfully enter the Activation Code a message will appear, click OK. After that a text document will appear. Please **READ** it carefully and print it for your records.



# 3.4 Setup LogBOOK®

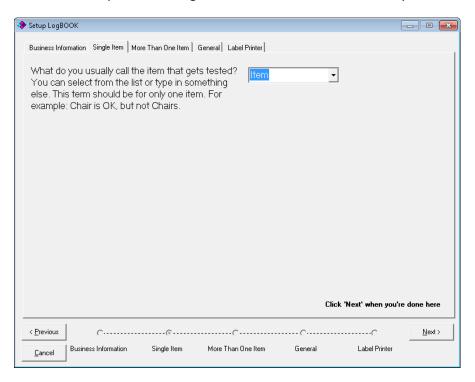
Setup your business information. It can be updated later as needed. The Certificate of Compliance that LogBOOK<sup>©</sup> can print will have your Business name, Phone Number and Logo. Once complete click Next to go to next step.



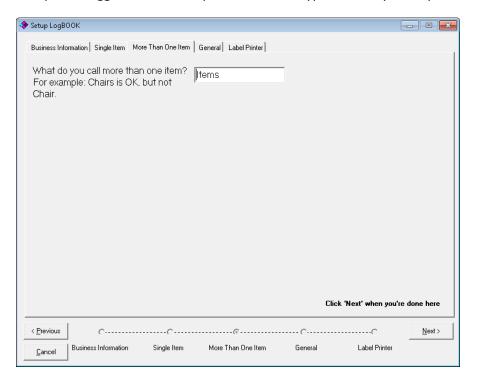
**TIP:** The "Setup LogBOOK" screen only appears the first time LogBOOK<sup>©</sup> starts. Click the next button to move through the setup steps. Helpful text appears with each step to guide you through this process. Click File > Business Information on the Main Screen to make changes to your information later.

### 3.5 Individual Items

Choose a description for a single tested item from the list or add your own description and click next.

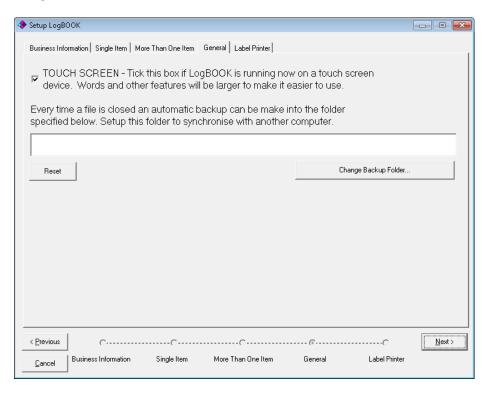


Accept the suggestion for multiple items of this type or modify description and click next.



#### 3.6 Touch screen

If LogBOOK is installed on a Tablet or a touch screen device, tick the "TOUCH SCREEN" box



### 3.7 Backups

You can choose a folder where LogBOOK files get backed up to. This can be a folder on a network or a folder that synchronises. The backup will make a copy of a LogBOOK file after you have finished using it. If you do not choose a folder, backups will occur in the following folder-

LogBOOK Documents\Backups

Backed up files will look like the following, starting with the Year, Month, Day and ending with the original file name.

20140305\_093138\_mar5.lbf

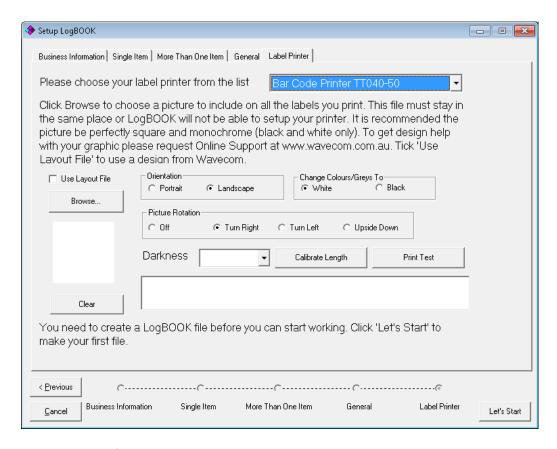
#### 3.8Label Printer

The section only applies if you have LogBOOK Print.

The "Please choose your label printer" drop down box will display all printers for your computer/tablet, regardless if they are appropriate for LogBOOK or not. You must select a printer that is ZPL II (2) compatible for LogBOOK to successfully print Labels. You can purchase a fully compatible Wavecom printer from your preferred supplier or use another printer that is in the

Compatibility List. Wavecom will only fully support printers in the Compatibility List (Other criteria also applies for Technical Support, even for printers in the Compatibility List)

If a suitable printer does not appear in the list, you must connect the printer to your computer/tablet and install the needed driver. Wavecom can help you find the correct driver only for printers in the Compatibility List.



To quickly test if your printer is suitable-

Choose it from the list.

Tap "Calibrate Length" (some blank Labels may print)

Choose an Orientation- either "Portrait" or "Landscape"

(The printer will only print correctly with the right setting)

Tap "Print Test"

If a Label prints and looks correct you can proceed to Advanced Settings below.

If a label prints but it looks like part is missing than change the Orientation settings and tap "Print Test" again.



It is not recommended to use Advanced Settings (below) until a Print Test as described above has occurred successfully.

#### **Advanced Settings**

If you have successfully done a Print Test with a printer, other settings will need to be chosen.

If the print on the Label is not sharp, or blotchy, you will need to choose the correct "Darkness" setting.

To have a business logo print on all Tags-

Check your Graphic file is suitable

For clarify the minimum pixel size of the graphic should be 192 pixels by 192 pixels It is best if the graphic is square

It is best if the graphic is monochrome (black and white)

The graphic file must be one of the following types

.bmp (Bitmap)

.jpg (Jpeg)

.gif (Gif file)

Choose the file by tapping "Browse"

Find the file and tap "Open"

The chosen graphic should appear under the browse button

A demonstration Logo file named "DemoLogo.bmp" is available for you to choose in the "LogBOOK Documents" folder.

Tap the "Print Test" button to do a Print test with the logo included on the Tag
If a printed Tag shows you that the logo needs to be rotated, choose the correct "Picture
Rotation" and tap "Print Test" again

If you are satisfied a Print Test has produced a Label that looks correct, only then tap "Let's Start"

Tap "YES"

The printer is now ready for LogBOOK to print Labels.

If your printer supports Bluetooth printing, is in the Compatibility List, and you want to use Bluetooth (cordless) printing, you can request setup instructions from <u>Online Support</u>.

Compatibility List

- 1. Wavecom TT040-50
- 2. Zebra P4T (portable printer, supports Bluetooth printing)
- 3. Zebra TLP 2844-Z



# WinPATS™ LogBOOK®

### **Demonstration Logo**

A demonstration Logo file named "DemoLogo.bmp" is available for you to use in the "LogBOOK Documents" folder. It shows you the recommended pixel size and file format. You can make copies of this file and make changes. The file shows how any words or numbers must be part of the graphic.

### 3.9 Let's Start

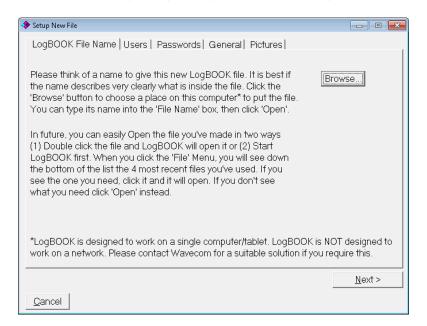
After you tap "Let's Start" you will create your first LogBOOK file.

# 3.10 LogBOOK® File naming

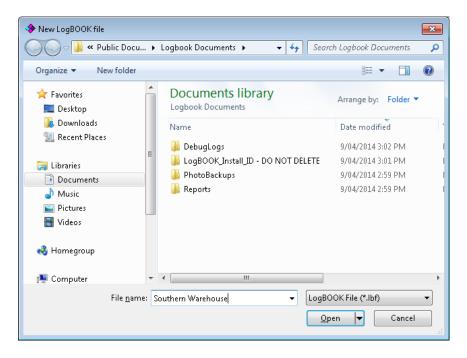
Click "Browse" and use the suggested folder, "Logbook Documents" to place your new LogBOOK<sup>©</sup> file

The "Logbook Documents" folder will be created for you, inside-XP- C:\Documents and Settings\All Users\Documents

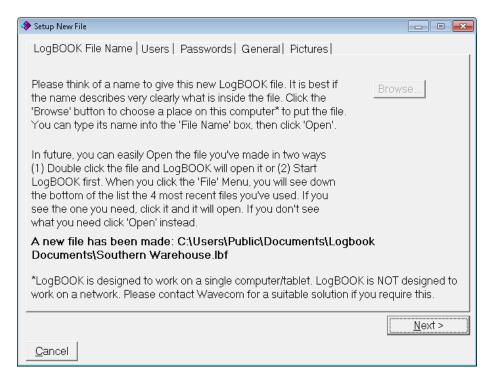
Windows 7, 8 – C:\Users\Public\Shared Documents\



In the example below the new LogBOOK<sup>®</sup> file has been called 'Southern Warehouse' with the.lbf file extension (LogBOOK file).

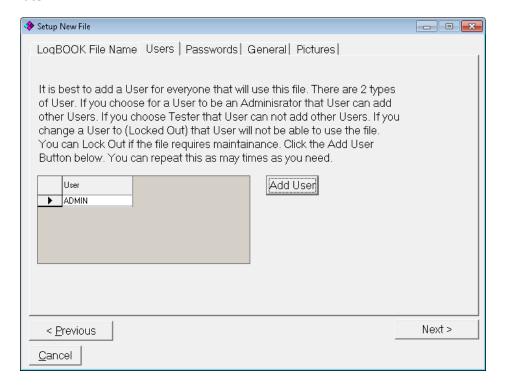


The file name will be confirmed after creation, then click Next to proceed to setup further details.



# 3.11 Users and adding new users

Read the on screen instructions given carefully. Click "Add User" if needed. Users can also be added later.



Enter New User details.

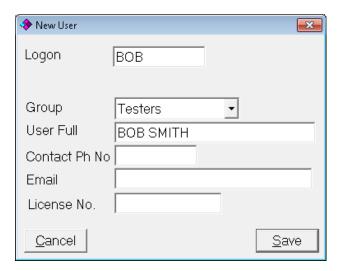
Choose a Group type-

Admin

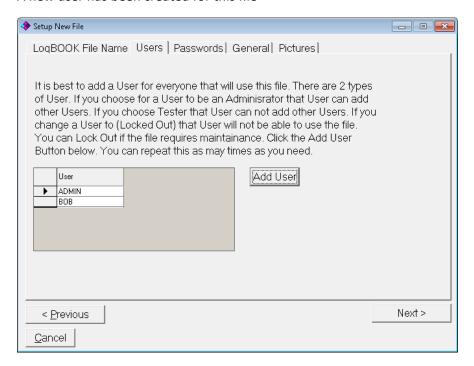
Tester

Locked out (i.e. with no access to file)

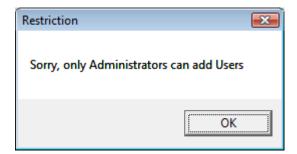
A 'Tester' can not add other Users. When complete click OK



#### A new user has been created for this file



Please Note: New Users can be added to any file after it's creation by Administrator users only .

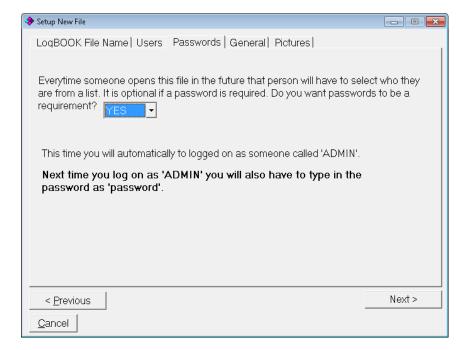


### 3.12 Password Section

• All Users for the current file will need to select their name from a list to use this file in future. A password requirement can be set at this point.

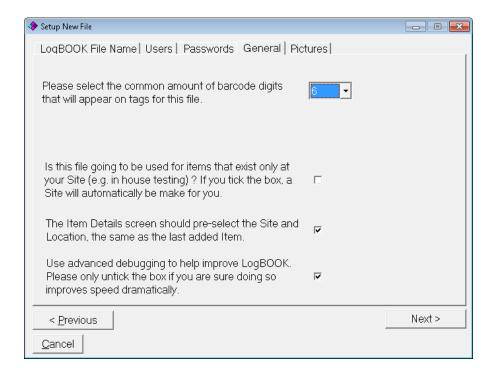


The default password 'password' can be changed after first login.



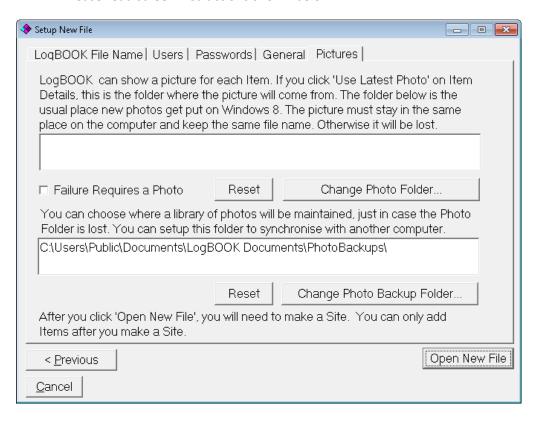
### 3.13 General section

- Select number of barcode digits to appear on tags
- Tick the box for 'In House Testing' if applicable
- Tick the box for Site and Location pre-select if desired
- Leave the "advanced debugging" box ticked unless slowness occurs while using LogBOOK.
   LogBOOK does NOT record your personal identity information in debug Logs.



#### 3.14 Pictures section

Please read screen instructions shown below



*Tip:* During normal use: Click File / Home > Options to change how LogBOOK<sup>®</sup> uses Photos

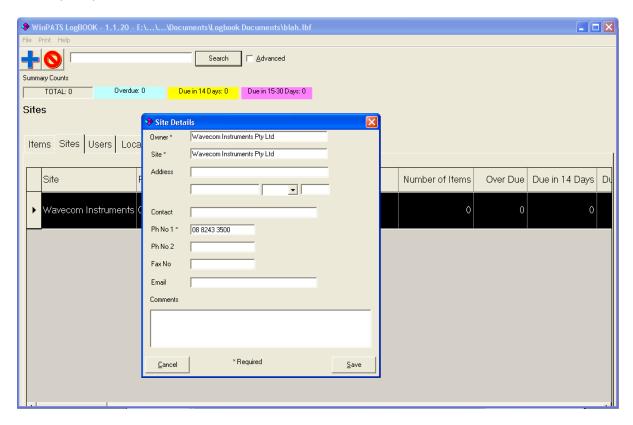
*TIP:* There are several steps involved in making a new Logbook file. Clicking "cancel" will only delay the process, because at least one file is required to make LogBOOK® function. LogBOOK® can use many files. Clicking File / Home > New on the Main screen will start the "Setup New File" process but it will start automatically the first time you use LogBOOK.

# 4.0 Working with LogBOOK Files

### 4.1 Sites

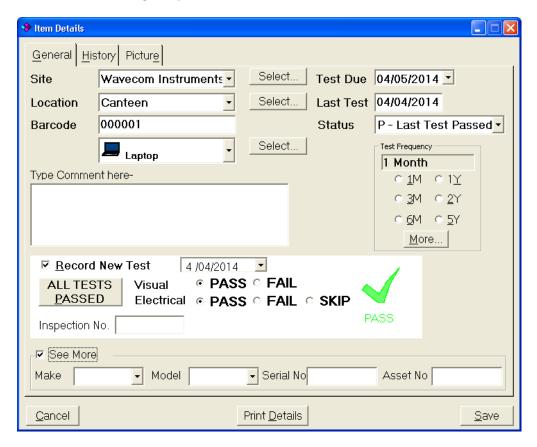
A Site must be added before adding Items (Appliance records). To Add a Site click the "Sites" Tab then click blue **Add (+)** button and enter the details. Owner, Site Name and Phone Number 1 are all required. If you print a Certificate of Compliance this information will appear.

To Delete a Site click on the record to highlight it and then click the red Remove button and confirm Delete prompt

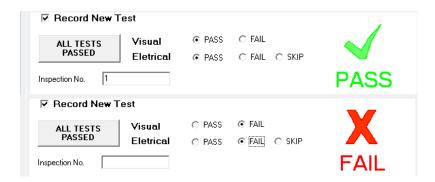


### 4.2 Item Records

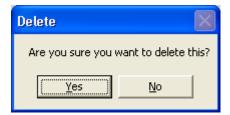
To Add an Item/Appliance record click the "Items" Tab. Click the blue Add (+) button and fill
out details as required.(NOTE: The Items tab may be named something else, if you choose a
different name during setup.)



- Additional details can be record, if required, by ticking the "See More" box.
- When you have chosen "TOUCH SCREEN" in Business Information the three "Select" buttons
  will appear. This makes it easy for you to use your finger to select a Site, Location or
  Description. After the "Select" screen appears you can double tap something to choose it.
  You will automatically return to the "Item Details" screen.
- Tick the "Record New Test" box to add a Test to the History tab
  - Tick PASS or FAIL for both Visual and Electrical
- For quick Test recording click the "ALL TESTS PASSED" button if all Tests pass



- Comments can also be separately added to the Item's history without performing a Test
- Click Save once all details have been entered.
- Click on the "History Tab" to see and delete Tests records if necessary
  - Click the row then the "Delete" button
- To Delete an Item record and all Test records in its history click on the record on the "Items" tab on the Main screen to highlight it, and then click the red Delete button and confirm Delete.



# 4.3 Taking Photos

LogBOOK makes it very easy to use Photos (especially if your tablet has an inbuilt camera)

If you are using LogBOOK on a Tablet with Windows 8 you can tap the "Start Camera" button found on the "Pictures" tab. You will find the "Pictures" on a "New Item" screen and "Item Details" screen.

The "Start Camera" button is not available if you are not using Windows 8.

If you do not have Windows 8, click the "Manual Select" button to choose a Photo that has been already taken.

Taking a Photo with Windows 8

Click the "Start Camera" button

(The Camera app will start)

Click "Change Camera" if needed

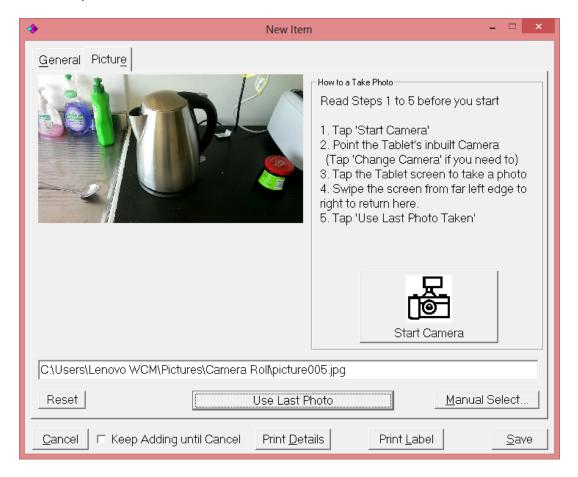


Tap the tablet screen to take a Photo

Swipe the tablet from the far left side to the right

(You will return to LogBOOK)

Tap "Use Last Photo Taken"



### 4.4 Managing Users, Locations and Desciptions

Every tab on the Main screen allows you to click blue Add (+) button and fill out details as required.

In the case of Locations and Desciptions, adding or deleting from these lists will affect what you can choose from on the Item Details screen. .(NOTE: The "Items Details" screen may be named something else, if you choose a different name during setup.)

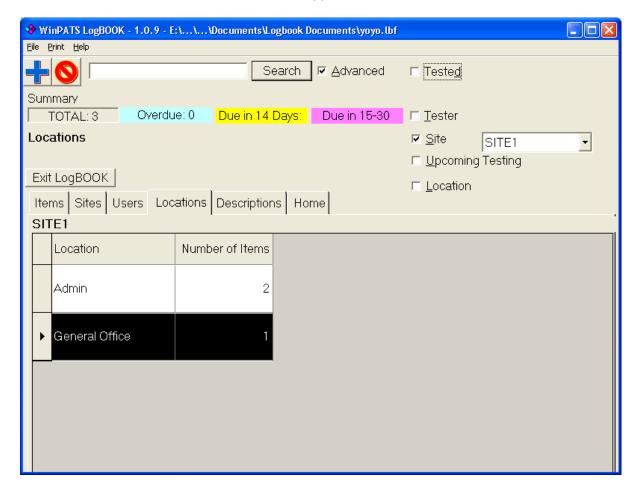
In the case of Users, adding or deleting will affect the list of Users available when you open the LogBOOK file in question.

To Delete a row from any tab, highlight it by clicking it, and then click the red Delete button and confirm Delete prompt.

# 4.5 Viewing Totals

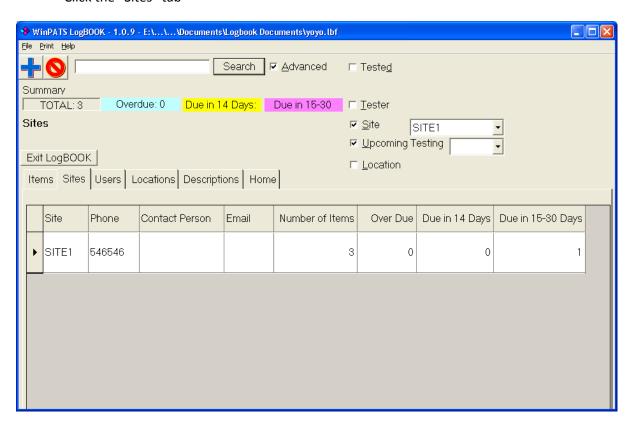
When the Locations tab is on display, you can see a total count of Items for each location, after doing the following-

- Click the "Advanced" Search box
- Click the "Site" box
- Choose the needed Site
- Look in the "Number of Items" column that appears



To see the Total number Items in a Site and what Items are overdue, due in 14 days and due in 30days

• Click the "Sites" tab



The four boxes under "Summary" are totals for the entire file.

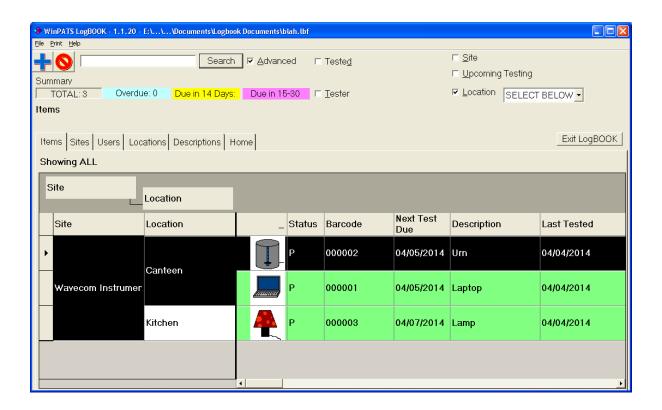
# 4.6 Ordering the "Items" Tab and Reports

The records on the Items tab can be ordered and grouped by following the on screen instructions shown below. This may be easier with a mouse/stylus, but is possible on Windows 8 using your finger. The ordering of records on the "Items" tab will also affect the ordering in Reports.



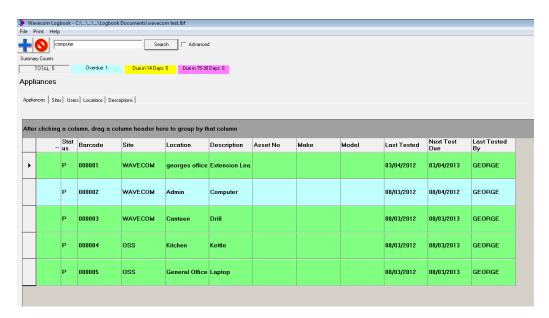
Below is an example of ordering the Items tab



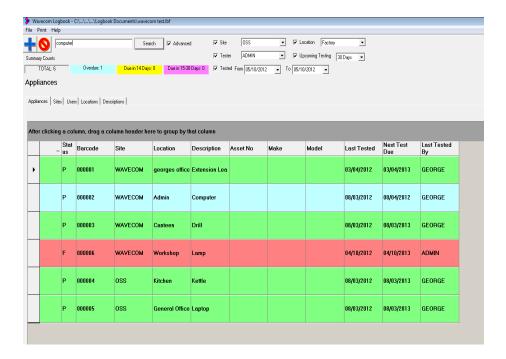


### 5.0 Advanced Search feature

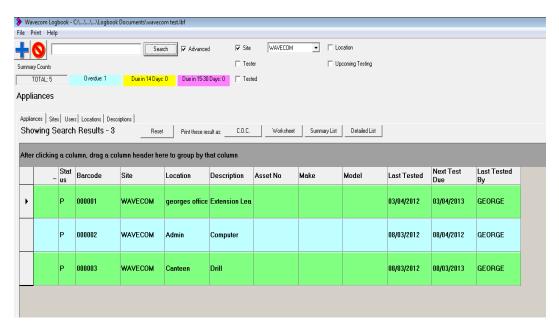
Sarching through your file is easy by using the Search Box, where you may search items using keywords. E.g. Searching for all drills. You can separate multiple words by spaces. In this case all words can return a result E.g. "drill tvs" in the search box will return all TVs and Drills.



• Advanced search filters can be used by ticking the "Advanced" checkbox where you may filter by Site, Tester, Tested (From and To period), Location, Upcoming Testing (due time). Select any of these filters by ticking the needed box and changing the selection in the dropdown box as required. Click the "Search" button to see the results. The filter will remain active until the "Reset" button is clicked or the file is closed. Any or all Advanced filters may be used on their own or in combination with the keyword search as above.



• Use a filter by itself, with no words in the Search Box, and click Search



- The number of records that result from the search will display. Use the scroll bar, or your finger on the middle section of the grid (for touch screens) to scroll the records.
- Whatever records return from the search can easily be turned into whatever report (including COC) is required.

# 5.1 - Advance Searching by Multiple Locations

When the Locations tab is on display, you can select multiple locations for searching

- Click the "Advanced" Search box
- Click the "Site" box
- Choose the needed Site
- Choose "SELECT BELOW" from the Locations box
- Hold the 'Ctrl' key on the keyboard and click rows as required
- Click the "Search" button



# 6.0 Printing Reports and C.O.C

If everything (all Items) at a particular Site needs to be included in a Report or C.O.C, then it is very easy. Otherwise, read Section 5 of Advance Searching to selectively choose that goes into a Report.

Click the Print Menu on the Main screen

Click on the type of Report needed

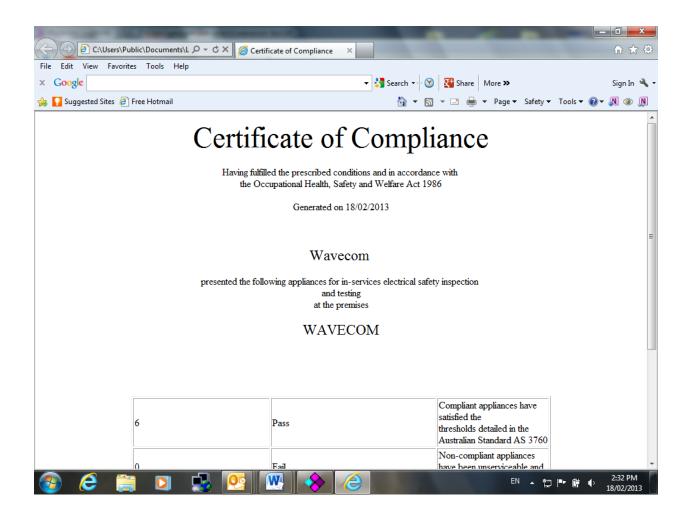
Select the Site needed

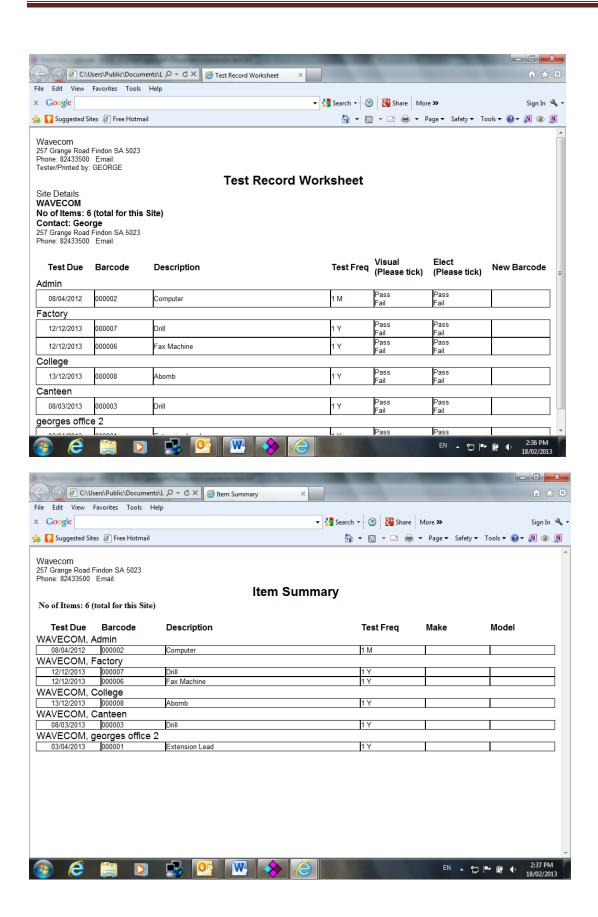


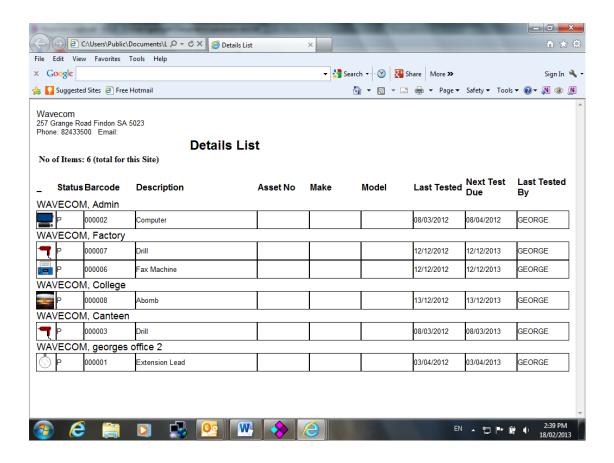
Click "Preview"

Tip: A requirement is that you have Internet Explorer or another HTML Viewer / Web Browser

Customing Report page headers and footers, pages numbers, and dated pages is setup through your HTML Viewer / Web Browser.





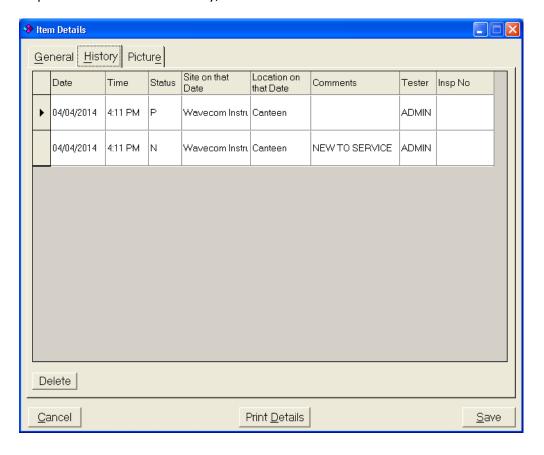


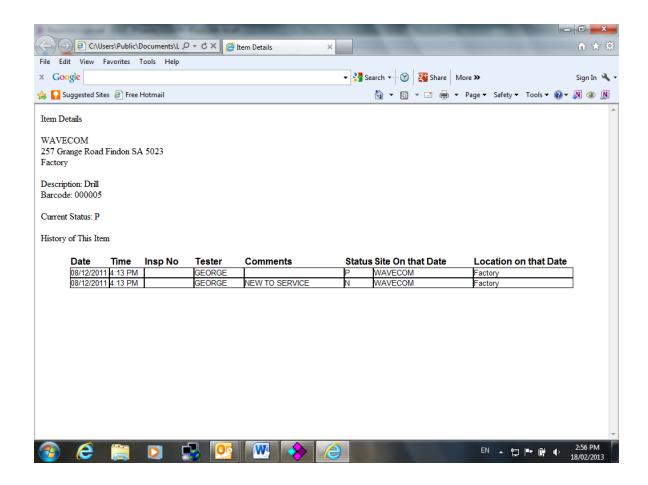
# 7.0 Test History and Report

Double Click an Item row from the "Items" tab

Click the History tab inside Item Details

To print Item details with History, click "Print Details"







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