

Digital Log Books

User Manual

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Introduction

Digital Log Books is an electronic record book application for use on board shipping vessels. It is intended to supplement or replace traditional paper log books.

Before you start

This guide assumes that the application has already been installed, licenced and a user account has been created for you.

There are two modes of operation – **Standalone** where the log books are stored on one PC and **Client-Server** where several PCs can be used to make log entries and the logs are kept on a Server computer. A mode of operation should have been chosen during Installation and initial set up. (see Installation and IT Admin Guide for more information)

If you are prompted to add a licence file or create the initial admin user when you launch the application, refer to the **Installation and IT Admin Guide** as this contains important information about:

- Licensing
- User administration and recovery
- Data backup

Getting Started

Logging In

The log books application contains its own list of users, as it is important to record who enters log data and also control who can perform certain actions, for example, approving log entries.

You should have been provided with a user account to log in to the system. When you run the application you should see the 'Login' screen below, allowing you to log in with your account.

The login screen features two input fields: 'User' and 'Password', each with a small downward arrow on the right. Below these fields is a light blue 'Log In' button. To the right of the button is a vertical ellipsis (three dots) icon, indicating a menu.

Figure 1: Login screen

In the top-right corner of the screen you will see the name of the current logged in user and a Log Out button:

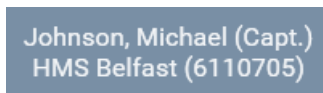
A dark blue rectangular box containing the text 'Johnson, Michael (Capt.)' on the top line and 'HMS Belfast (6110705)' on the bottom line.

Figure 2: User name and Log Out button

Setting the Ship's Time Zone

The "ship's time" for the purposes of log book entry is made up of the current date and time on the PC, plus a time zone offset. The current ship's time is shown in the top-left corner of the screen. Click the clock icon to choose the ship's time zone offset:

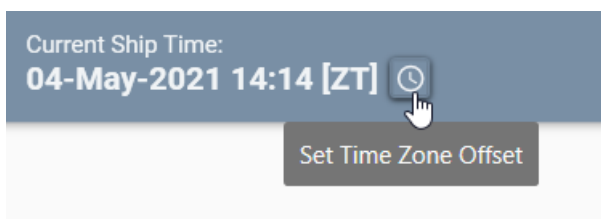


Figure 3: Ship's Time Display

The time zone offset can be entered in the pop-up shown below:

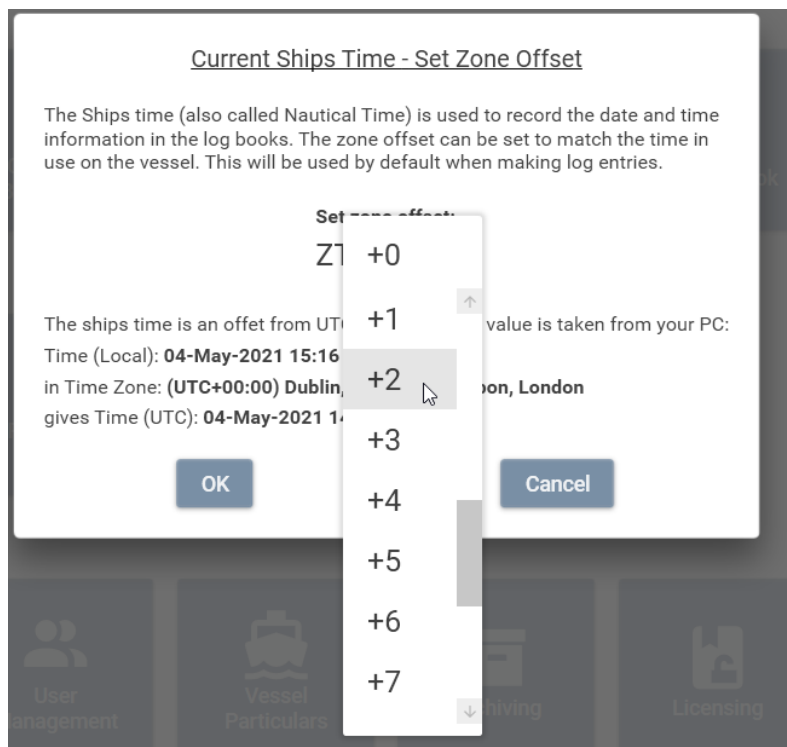


Figure 4: Set Time Zone

The chosen time zone offset is saved and becomes the default choice when entering a date and time elsewhere in the application.

Log Books

On the home screen, you will see buttons representing the available log books. Clicking on a button will open the associated log book to allow you to make entries. The buttons may also display icons:

- A black padlock icon indicates that the log book is not licenced.
- An orange padlock icon indicates that the log book licence will expire soon.
- A red padlock icon indicates that the log book licence has expired.

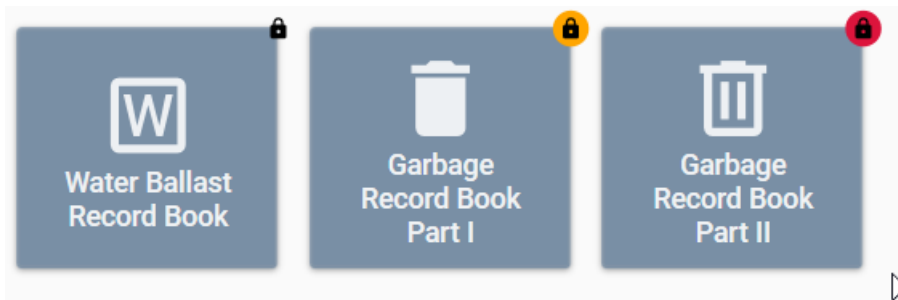


Figure 5: Log book Icons

A number on orange background indicates the number of outstanding unapproved entries in that log book:

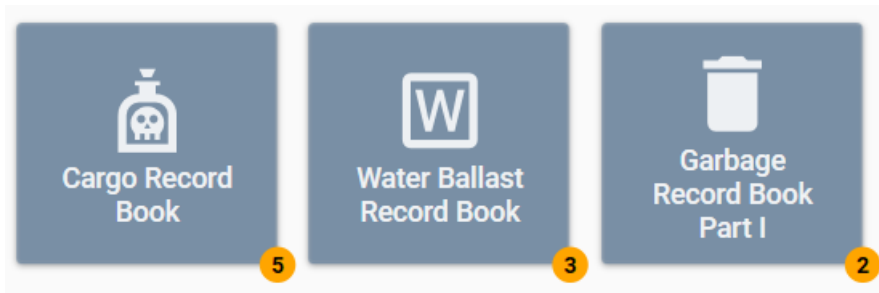


Figure 6: Unapproved entry count icons

You can open a log book by using the keyboard shortcut **Ctrl + [number]** for MARPOL books and **Ctrl + Shift + [number]** for other books, where [number] is the position of the corresponding button, from left to right.

Creating an Entry

Click the New Entry button in the top-left of the screen (or press **Ctrl + N**):

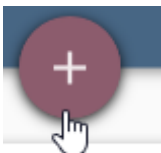
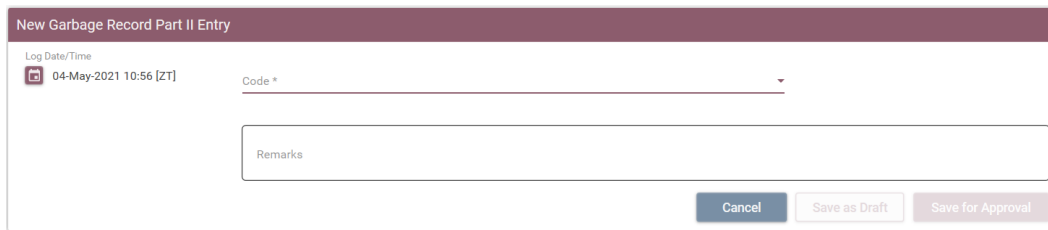


Figure 7: New Entry button

The new entry box will appear, similar to the one shown below:

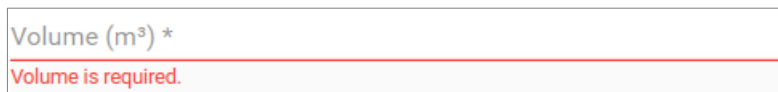


The screenshot shows a web form titled "New Garbage Record Part II Entry". It includes a "Log Date/Time" field with a calendar icon and the value "04-May-2021 10:56 [ZT]". There is a "Code *" dropdown menu and a "Remarks" text area. At the bottom right, there are three buttons: "Cancel", "Save as Draft", and "Save for Approval".

Figure 8: New Garbage Log Entry screen

This is where you enter the required information for the log entry. The Save buttons will be enabled once you have completed all *required* fields (marked with an asterisk). You can click Cancel to close the new entry box without making an entry.

If any invalid information is entered an appropriate error message will be displayed:



The screenshot shows a text input field with the label "Volume (m³) *". Below the field, a red error message reads "Volume is required."

Figure 9: Example error message

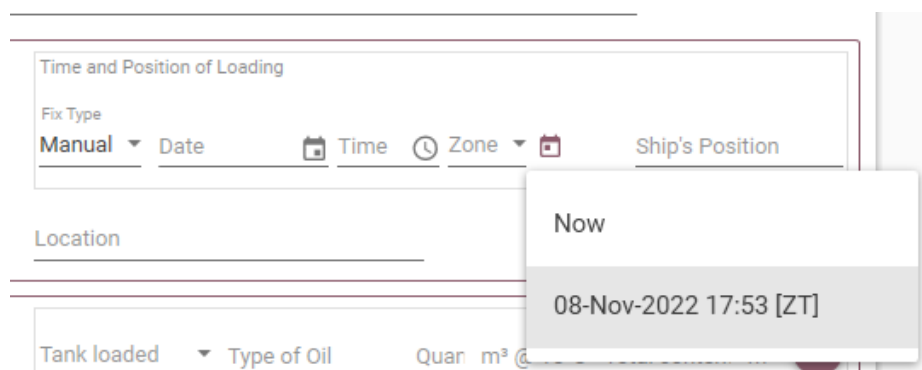
Errors which prevent saving are shown in red. Warnings which may require attention, but do not prevent saving, are shown in orange.

Automatic Positions

In order to automatically fill position fields with readings from GPS instruments, a connection to the NMEA Service must be configured. See the "Options and Settings" section.

Quick-Filling Date and Times

Repeatedly entering dates and times can be slow. Click on the calendar icon of the Date/Time Picker to see a menu of options, which includes 'Now' and a list of date/times entered elsewhere in the entry. Click one of these options to quickly set the value of the Date/Time Picker.



The screenshot shows a form section titled "Time and Position of Loading". It includes fields for "Fix Type" (set to "Manual"), "Date", "Time", "Zone", and "Ship's Position". Below these is a "Location" field. A dropdown menu is open over the "Date" field, showing options: "Now" and "08-Nov-2022 17:53 [ZT]". Other fields like "Tank loaded", "Type of Oil", and "Quar m³" are partially visible at the bottom.

Figure 10: Quick-Fill Date/Time Menu

‘Save as Draft’ and ‘Save for Approval’

There are two buttons available for saving an entry: “Save as Draft” and “Save for Approval”.

- Using “Save as Draft” indicates that this entry is unfinished. No validation warnings or edit history will be shown for a draft entry. Draft entries are not included in PDF exports.
- Using “Save for Approval” indicates that this entry is finished, pending approval by the master. Validation warnings are shown against entries pending approval, and each new edit is shown in an edit history. Once a draft has been saved for approval, it cannot be returned to a draft.

Entries which are saved for approval show validation warnings on the entry. These warnings are intended to identify any fields which may require attention before the entry can be approved:

Warnings

- **Item 2.1: The 'Date and time of cessation of incineration' field has not been entered.**
- **Item 2.1: The 'Date and time of start of incineration' field has not been entered.**
- **Item 2.2: Position or Location information has not been entered.**
- **Item 2.3: The 'Category of garbage' field has not been entered.**
- **Item 2.4: The 'Estimated amount incinerated' field has not been entered.**

Figure 11: Validation Warnings on an Entry

Submitting a Draft for Approval

Draft entries feature a “Submit for Approval” button:

The screenshot shows a draft entry for 'Incinerated garbage' dated 31-Mar-2022 15:00 [ZT]. The form includes fields for Date/Time, Item (2.2: Ship's position or location at the start and cessation of incineration), Record of Operations (Time and Position at start: 53° 23.758' N, 3° 10.717' W at 31-Mar-2022 15:00 [ZT] (GPS); Time and Position at cessation; Location at start; Location at cessation), Category of garbage (2.3: Category of garbage incinerated: B: Food wastes), and Estimated amount incinerated (2.4: Estimated amount incinerated, in cubic metres: 1.8 m³). The Audit trail shows 'Last modified by Johnson, Michael (Capt.) at 31-Mar-2022 15:05 [ZT] (Draft)'. On the right, there are icons for edit, delete, and a 'Submit for Approval' button (a circle with a checkmark) which is highlighted with a red box.

Figure 12: Submit for Approval button

Use this button to quickly save a draft entry for approval without the need to edit any of the entry's information.

Viewing Entries

Existing entries are displayed as shown below. Clicking a collapsed row will expand it to show the entry.

The screenshot shows a list of log entries. The first entry is dated 31-Mar-2022 16:13 [ZT+1] and is titled '3.6: Additional operational procedures and general remarks'. It has a 'Remarks' field with the text 'General remarks for additional procedures'. The Audit trail shows 'Last modified by Johnson, Michael (Capt.) at 31-Mar-2022 15:13 [ZT]' and 'Saved for approval by Johnson, Michael (Capt.) at 31-Mar-2022 15:13 [ZT] (Pending Approval)'. The entry is marked as 'Pending Approval'. Below this entry is a 'Change History' section. The second entry is dated 30-Apr-2021 13:12 [ZT] and is titled '3.1: Ballast Water taken on board Tank: Tank One'. It has a 'Warnings' icon (a yellow triangle with an exclamation mark) and is marked as 'Pending Approval'.

Figure 13: Example log entries

Editing Entries

Click on the pencil icon to edit an entry and make changes. Any changes made to a non-draft entry will be saved in a history. Where values have been changed between entries, the old value is highlighted red and is shown struck-out, and the new value is shown in green.

<div> <input type="checkbox"/> 31-Mar-2022 16:16 [ZT+1] Pre-departure test of GMDSS equipment. Voltage checked 4/5/21. All satisfactory. Pending Approval </div>														
Date/Time 31-Mar-2022 16:16 [ZT+1] Vessel Position 53° 23.758' N, 3° 10.717' W (GPS) Type of Check	Station To Station From Frequency, Channel or Satellite	Equipment	Operators actions and remarks Pre-departure test of GMDSS equipment. Voltage checked 4/5/21. All satisfactory.	Audit: Last modified by Johnson, Michael (Capt.) at 31-Mar-2022 15:15 [ZT] Saved for approval by Johnson, Michael (Capt.) at 31-Mar-2022 15:15 [ZT] (Pending Approval)										
<div> <div>Change History</div> <table> <tr> <td> Log Date/Time 31-Mar-2022 16:16 [ZT+1] Vessel Position 53° 23.758' N, 3° 10.717' W (GPS) Type of Check </td><td> Station To Station From Frequency, Channel or Satellite </td><td> Equipment </td><td> Operators actions and remarks: Pre-departure test of GMDSS equipment. Voltage checked 4/5/21. All satisfactory. </td><td> Audit: Last modified by Johnson, Michael (Capt.) at 31-Mar-2022 15:15 [ZT] Saved for approval by Johnson, Michael (Capt.) at 31-Mar-2022 15:15 [ZT] (Pending Approval) </td></tr> <tr> <td> Log Date/Time 31-Mar-2022-16:14 [ZT+1] Vessel Position 53° 23.758' N, 3° 10.717' W (GPS) Type of Check </td><td> Station To Station From Frequency, Channel or Satellite </td><td> Equipment </td><td> Operators actions and remarks: Pre-departure check. </td><td> Audit: Last modified by Johnson, Michael (Capt.) at 31-Mar-2022 15:14 [ZT] Saved for approval by Johnson, Michael (Capt.) at 31-Mar-2022 15:14 [ZT] (Pending Approval) </td></tr> </table> </div>					Log Date/Time 31-Mar-2022 16:16 [ZT+1] Vessel Position 53° 23.758' N, 3° 10.717' W (GPS) Type of Check	Station To Station From Frequency, Channel or Satellite	Equipment	Operators actions and remarks: Pre-departure test of GMDSS equipment. Voltage checked 4/5/21. All satisfactory.	Audit: Last modified by Johnson, Michael (Capt.) at 31-Mar-2022 15:15 [ZT] Saved for approval by Johnson, Michael (Capt.) at 31-Mar-2022 15:15 [ZT] (Pending Approval)	Log Date/Time 31-Mar-2022-16:14 [ZT+1] Vessel Position 53° 23.758' N, 3° 10.717' W (GPS) Type of Check	Station To Station From Frequency, Channel or Satellite	Equipment	Operators actions and remarks: Pre-departure check.	Audit: Last modified by Johnson, Michael (Capt.) at 31-Mar-2022 15:14 [ZT] Saved for approval by Johnson, Michael (Capt.) at 31-Mar-2022 15:14 [ZT] (Pending Approval)
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Figure 14: Log entry showing history of changes

Entries are shown with 15 entries per page. Use the “Next Page” and “Previous Page” button to switch pages.



Figure 15: Previous Page and Next Page buttons

Copying an Entry

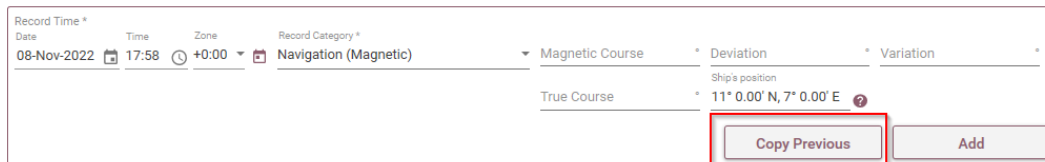
Click on the copy icon to create a new entry with its fields pre-filled from the chosen entry. All values will be copied over to the new entry, except the date/time of log creation and any attachments. This speeds up log entry by allowing an old entry to be used as a template.

<div> <input type="checkbox"/> 31-Mar-2022 16:16 [ZT+1] Pre-departure test of GMDSS equipment. Voltage checked 4/5/21. All satisfactory. Pending Approval </div>														
Date/Time 31-Mar-2022 16:16 [ZT+1] Vessel Position 53° 23.758' N, 3° 10.717' W (GPS) Type of Check	Station To Station From Frequency, Channel or Satellite	Equipment	Operators actions and remarks Pre-departure test of GMDSS equipment. Voltage checked 4/5/21. All satisfactory.	Audit: Last modified by Johnson, Michael (Capt.) at 31-Mar-2022 15:15 [ZT] Saved for approval by Johnson, Michael (Capt.) at 31-Mar-2022 15:15 [ZT] (Pending Approval)										
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Figure 16: Copy Entry button

Copying Entries in the Deck Record Book

Sometimes the Deck Record Book requires the same information to be entered at regular intervals, which can be repetitive. The “Copy Previous” button can be used to quickly copy the values from the previous record of the same type. This can speed up the entry of repetitive information.

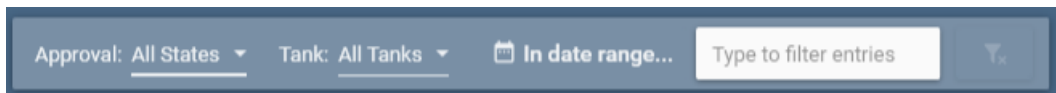


The screenshot displays a form for recording navigation data. At the top, there are fields for 'Record Time *' (Date: 08-Nov-2022, Time: 17:58, Zone: +0:00) and 'Record Category *' (Navigation (Magnetic)). Below these, there are input fields for 'Magnetic Course', 'Deviation', and 'Variation'. A 'Ship's position' field shows '11° 0.00' N, 7° 0.00' E'. At the bottom, there is a 'True Course' field. A red box highlights the 'Copy Previous' button, which is located next to the 'Add' button.

Figure 17: Copy Previous button in the Deck Book

Filtering Entries

At the top of the log book screen there is a filter/search bar:



Log entries can be filtered by:

- Approval state
- Tank (for log books that refer to tanks)
- Date range
- Free text

The approval state filter options are:

- **All States:** Show log entries in all approval states, excluding entries marked as deleted
- **Unapproved:** Only show log entries that have not yet been approved
- **All States & Deleted:** Show all log entries, including those marked as deleted

The 'Tank' filter will be shown for log books that refer to tanks. Log entries can be filtered to only those referencing a particular tank. The tank names are taken from the vessel particulars.

You can limit the view to entries within a certain date range by clicking the 'In date range...' button and choosing the desired dates.

In addition the text box allows free text search:

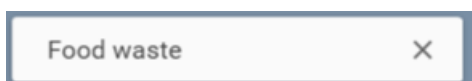


Figure 18: Search bar

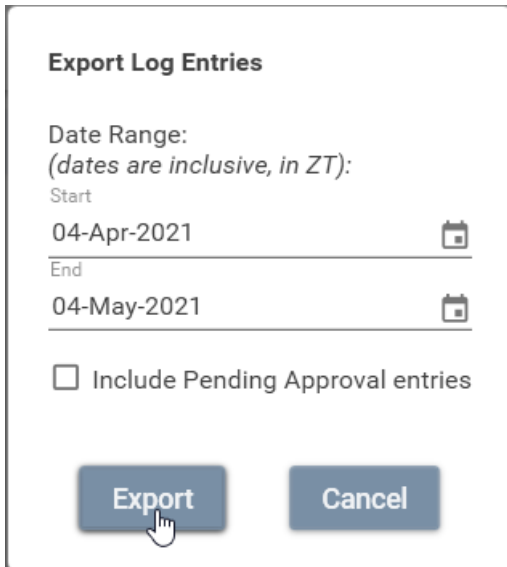
Type your search text in to the field to search for records which include the text entered. Click the 'X' icon to clear the search text.

You can combine filters – for example to find all unapproved entries containing a specific word in the last month.

There is a button to clear the whole filter and go back to the default view.

Exporting Log Entries

At the top-right of the entries screen is an “Export to PDF” button. Click it to open up the *Export Options* dialog:

The image shows a dialog box titled "Export Log Entries". It contains a section for "Date Range:" with the subtext "(dates are inclusive, in ZT):". Below this, there are two date pickers. The "Start" date is set to "04-Apr-2021" and the "End" date is set to "04-May-2021". Below the date pickers, there is a checkbox labeled "Include Pending Approval entries" which is currently unchecked. At the bottom of the dialog, there are two buttons: "Export" and "Cancel". A mouse cursor is pointing at the "Export" button.

Export Log Entries

Date Range:
(dates are inclusive, in ZT):

Start
04-Apr-2021

End
04-May-2021

☐ Include Pending Approval entries

Export Cancel

Figure 19: Export options dialog

Only entries with a start date/time between the values entered will be printed.

NOTES

- The [Export to PDF](#) button will disappear if you have selected one or more entries for approval. Please note that the selected entries may be off screen.
- Once exported, the application will attempt to open the generated PDF document using your PC's usual PDF handling application.

Approving Log Entries

An Admin user has the ability to approve entries in the log book. When you are logged in as an Admin user, each entry shows a checkbox on the left side of the entry which allows it to be selected:

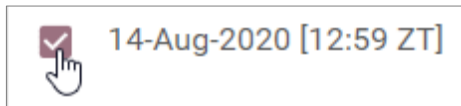


Figure 20: Select for approval checkbox

Once you have made a selection, an **Approve Selected** button will appear at the top of the page. Clicking this button will show a dialog allowing you to enter a comment and confirm your decision. You will need to re-enter your password or PIN.

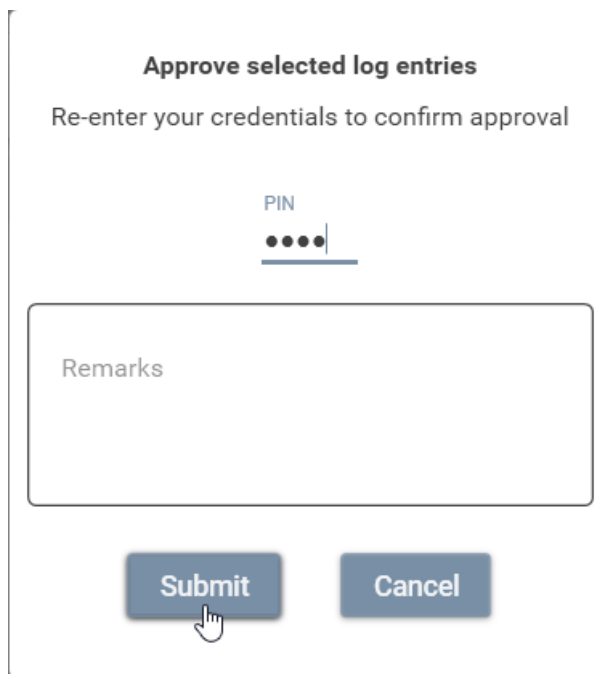
A screenshot of a modal dialog box. The title is 'Approve selected log entries'. Below the title is the instruction 'Re-enter your credentials to confirm approval'. There is a 'PIN' label above a text input field containing four dots. Below this is a larger 'Remarks' text area. At the bottom are two buttons: 'Submit' and 'Cancel'. A hand cursor is pointing at the 'Submit' button.

Figure 21: Approving entries

Once confirmed, the approval information is displayed on the entry, as well as a *tick* icon to show its approved status.



Figure 22: Approved log entry

Once an entry has been approved, only an **Admin** user can edit it.

Deleting an Entry

Use the trash can button to delete an entry:

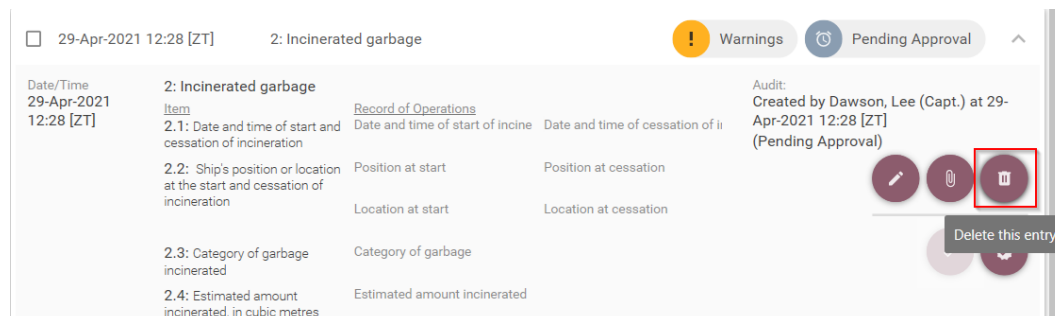


Figure 23: Delete button

This ability is restricted to certain user roles. You may be required to re-enter your password or PIN to confirm this action. Optionally, a comment explaining the deletion may also be entered.

Deleted entries are shown with red, struck-out text on the log book screen:



Figure 24: Deleted entry

Attaching Files

Files can be attached to log entries by clicking the Attach button (paperclip icon) on an entry. You will be prompted to select the file you wish to attach.

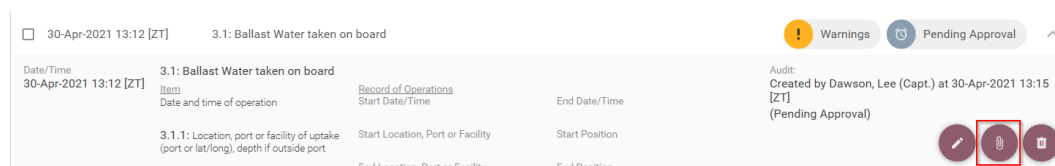


Figure 25: The Attach file button

After a file has been attached, a link will be shown on the entry indicating that there are attachments. Click this to open a list of files attached to this entry, from where they can be opened, downloaded or deleted.

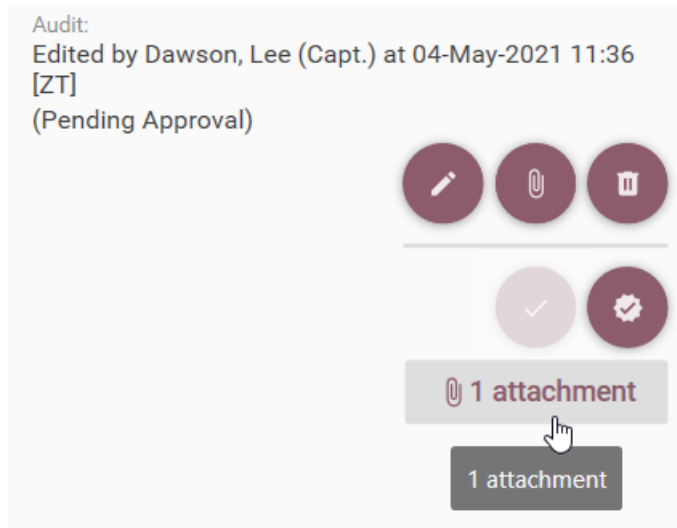






Figure 26: Show Attachments link



Figure 27: List of Attached Files

Other Buttons on the Log Book Screen

Refresh		Reloads the log entries on screen, retaining the current filters.
Open Vessel Particulars		Opens the "Vessel Particulars" screen.
Open Log Book Guidance		Opens a PDF file containing help and guidance related to completing log entries.
Clear Filters		Removes all status, date and text filters and reloads the log entries on screen.

Archiving Entries

An archive is an export in PDF format of all log entries from all books up to a certain point. It is intended to finalise a contiguous block of entries, and can be thought of as being analogous to an old paper book being taken onshore and put in to long-term storage.

An archive provides this block of entries in a useful, portable format for sharing with port authorities and other third parties. Creating an archive is intended to close off a section of the data, and so, once created, no entries can be created through the application prior to the archive date.

Please note:

- Only approved entries can be archived.
- Each entry can only be archived once.
- Archived entries can no longer be changed in any way.
- Archived entries cannot be un-archived.
- **Important:** New entries cannot be made *before* the most recent archive date!
- Archives are synchronised to the cloud as part of the ship-to-shore synchronisation process.

Important

An archive is **not** a backup. An archive is a simple PDF document which provides no assistance in a data loss or corruption scenario.

An archive takes the form of a zipped folder of PDFs, one for each log book. The figure below shows an example:

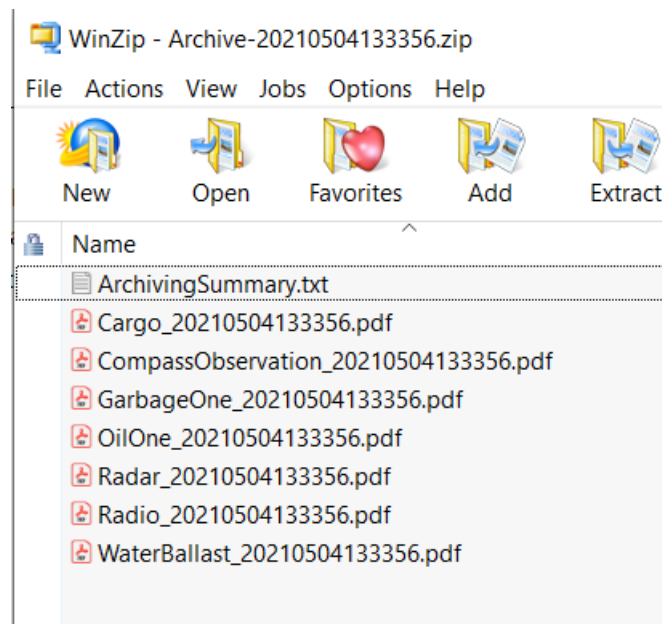
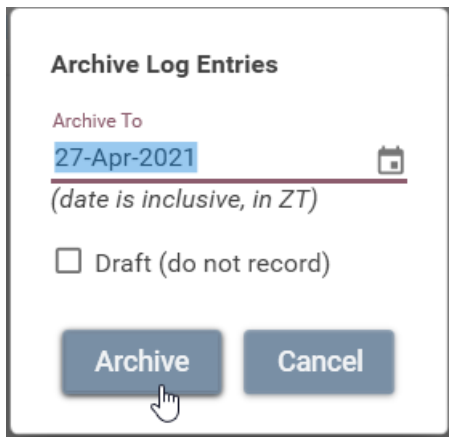


Figure 28: Example archive


The file **ArchivingSummary.txt** contains useful information about the contents of the archive.

Creating an Archive

Admin users can access the Archiving screen via the Archiving button on the Home screen. Click the plus icon to create a new archive.



Archive Log Entries

Archive To
 27-Apr-2021 
 (date is inclusive, in ZT)

☐ Draft (do not record)

Archive Cancel

Figure 29: Archive options

Any unarchived, approved entries before the supplied “Archive To” date will be included. **Please note** that as archiving is intended to close off continuous groups of completed entries, the archiving cannot proceed if any unapproved or draft entries are found prior to the “Archive To” date.

It is also possible to create a “Draft” archive by ticking the box. This will produce the zipped archive of log book PDFs, but will not mark any of the entries as archived. Use this to test what an archive *would* contain.

The Archiving screen displays a list of previously created archives:

When made	Made by	Archive to	
04-May-2021 13:33 [ZT]	Dawson, Lee (Capt.)	27-Apr-2021	

Figure 30: Archive list

Click the **Regenerate** button to recreate the archive. This new archive should match the original one exactly in terms of which log entries it contains.

Vessel Particulars

The Vessel Particulars screen allows you to enter information about the vessel and its equipment. You will find the screen is divided into sections, one General section and then several sections which relate to specific log books.

The screenshot displays the Vessel Particulars screen with the following sections:

- Ballast Water:** Tanks: WB T1, WB T2, WB T3. Has Management Plan: No. Total Ballast Capacity (m³): 6000.0. Particulars valid from: 05-Dec-2022.
- Biofouling Management:** (No particulars entered).
- Cargo Handling Equipment:** Lifting Appliances: Crane One, Crane Two. Loose Gear: Shackle, Hook. Particulars valid from: 05-Dec-2022.
- Cargo Tanks:** Tanks: Cargo 1 P, Cargo 1 S, Cargo 2 P, Cargo 2 S, Cargo 3 P, Cargo 3 S, Cargo 4 P, Cargo 4 S, Cargo 5 P, Cargo 5 S, Cargo 6 P, Cargo 6 S, Slop P, Slop S. Particulars valid from: 01-Aug-2023.
- Emissions:** (No particulars entered).
- Garbage:** Garbage Capacities: A: Plastic : 50.0 m³, B: Food wastes : 150.0 m³, C: Domestic wastes : 100.0 m³. Particulars valid from: 01-Aug-2023.
- Keys:** (No particulars entered).
- Load Lines:** (No particulars entered).

Figure 31: Vessel Particulars screen

Once entered, some of the particulars can be accessed in the relevant log books.

Each set of particulars applies from a specified date.

If the vessel information changes, click the **View Details and Edit** button to update the particulars, then click the '+' icon; doing this will create a new set, which applies from the specified date. This allows a historic record of particulars to be maintained. Alternatively, small errors in the particulars can be corrected without a new set being created by clicking the edit button (pencil icon).

General Particulars

The values for the following fields may be contained in your application licence. If so, you will be unable to edit them on the General Particulars screen:

- Vessel Name
- IMO Number
- Flag State
- Gross Tonnage
- Vessel Type

Ballast Water Particulars

The tanks entered in Ballast Water Particulars will be presented as a list in the Ballast Water book. The entered tank capacities will be used for validation checks.

The current estimated contents of the tank will also be displayed on this screen. This estimate is based on the most recent operation for the tank where a final

volume was recorded. Hover the mouse cursor over the Estimated Contents to see where the application is reading the value from.

Tanks			
Name	Tank Type	Capacity	Estimated Contents
WB T1	Type 1	2000.0 m³	122 m³
Name	Tank Type	Capacity	Estimated Contents
WB T2	Type 2	2000.0 m³	25-May-2023 14:36 [ZT+3]
Name	Tank Type	Capacity	Estimated Contents
WB T3	Type 3	2000.0 m³	184.7 m³

Figure 32: Ballast Water tanks

Cargo Handling Equipment Particulars

Each piece of equipment entered in to the Cargo Handling Equipment Particulars can have a Certificate Name entered. If you attach the certificate to the Particulars with a file name that is the same as the Certificate Name, the name will become a link which you can click to open the certificate:

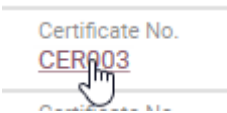


Figure 33: Clickable certificate link

Cargo Tank Particulars

The tanks entered in Cargo Tank Particulars will be presented as a list in the Cargo Record and Oil Record Part II log books. The entered tank capacities will be used for validation checks.

Machinery Particulars

The equipment entered on the Machinery Particulars screen (engines, boilers, generators, purifiers, air conditioners and refrigerators) can have Running Hours entered at the point of creation. Ensure that you enter the correct, current value when you first enter your equipment as you will be unable to edit it after.

Once saved, these pieces of equipment will be presented as options in the Engine Record book. As you create Engine Record entries which cover usage of the equipment, e.g. Section G Running Hours, the equipment’s running hours will be calculated and updated automatically.

Oil Record Book Part I Tank Particulars

The tanks you create on this screen will become available as options in the Oil Record Book Part I. The available tanks will be filtered depending on the type of entry you are creating, as follows:

ORB Part I Section	Tanks Available
A3	Fuel, Sludge, Bilge, Miscellaneous
A4	Fuel, Misc.
B	Fuel, Misc
C11	Sludge, Misc
C12	Sludge, Bilge, Misc.
D	Sludge, Bilge, Misc.
F	N/A
G	N/A
H	Fuel, Lube Oil
I	N/A

Account Management

My Account

Any logged-in user can use the My Account button on the *Home* screen to reset their PIN, Password and update their personal details.

User Management

Admin users can also access the User Management screen where they can create or edit other user accounts.

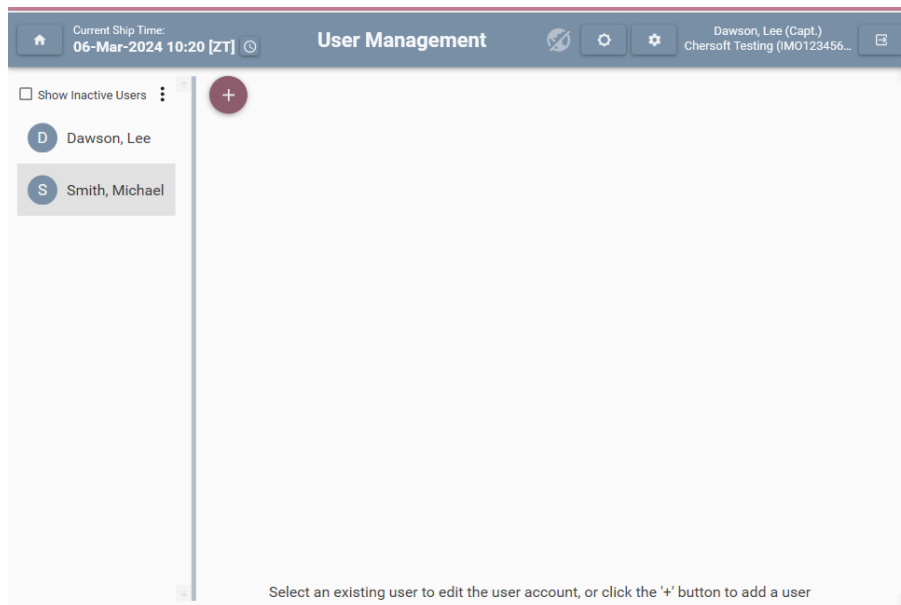


Figure 34: Creating and editing users

The current users are displayed in a list on the left. To update a User's information, click on their name in the list. This will display their details:

The screenshot shows the 'User Management' interface. On the left, a list of users includes 'Dawson, Lee' and 'Smith, Michael'. The 'Edit User' form for Michael Smith is displayed. The form includes fields for 'First Name' (Michael), 'Last Name' (Smith), 'Position', 'Passport Number', 'Date of Birth', 'Place of Birth', 'Nationality', 'Certificates of Competency', 'Name of Closest Relative', and 'Address of Closest Relative'. There is a checkbox for 'Active' which is checked. Buttons for 'Embarkation History' and 'Reset Password' are present. Below the form, a 'Roles' section lists three roles: 'Administrator' (unchecked), 'Log Reviewer' (unchecked), and 'Log Creator' (checked). The 'Log Creator' role description is 'Create and amend log entries.' At the bottom right, there are 'Close' and 'Save' buttons.

Figure 35: Editing a user account

Adding a User

Use the “+” icon to add a new User.

A user should be specific to one person. Do not reuse the same user account for different people, as it is important to record a specific person against each log entry.

Upon a crew change, new user accounts should be created for the new crew. This can be done with user accounts with the ‘Administrator’ role – either by the IT department through remote access software, or the master or other Admin on board the vessel.

Upon creating a new user, you will be presented with a temporary password for them:

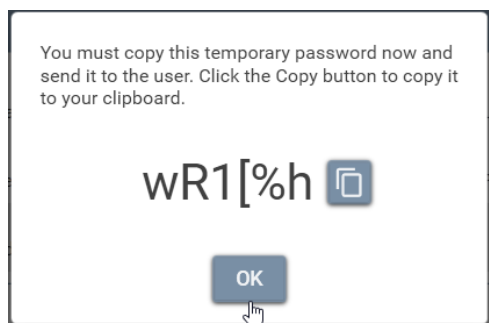


Figure 36: Temporary Password

Use the “Copy to Clipboard” button to copy it and send it to the user. They will then be required to create their own password when they log in.

This process can be repeated in case of forgotten passwords by clicking the “Reset Password” button on the Edit User screen.

Roles

Users can be allocated roles by checking the box next to the role and clicking Save. The roles that a user is associated with are used to determine whether they have permission to perform various actions in the application.

The following roles are currently built in to the application:

- Log Creator
 - Can view, create, edit and export log entries
- Log Approver
 - Same log book access as Log Creator
 - Can also approve, delete and edit approved entries
- Administrator
 - Same log book access as Log Approver
 - Can also create and edit new users and the Vessel Particulars

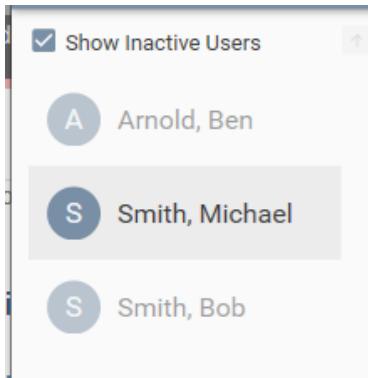
Active and Inactive Users

When a user is created, the user is marked as ‘Active’. This means the user can log in to the system as usual. The User Management page allows an Admin user to set another user to ‘inactive’, by unticking the ‘Active’ checkbox on the Edit User panel:

☐ Active

A user marked as inactive is prevented from logging into the system. Their name is not shown in the user dropdown on the Log In screen.

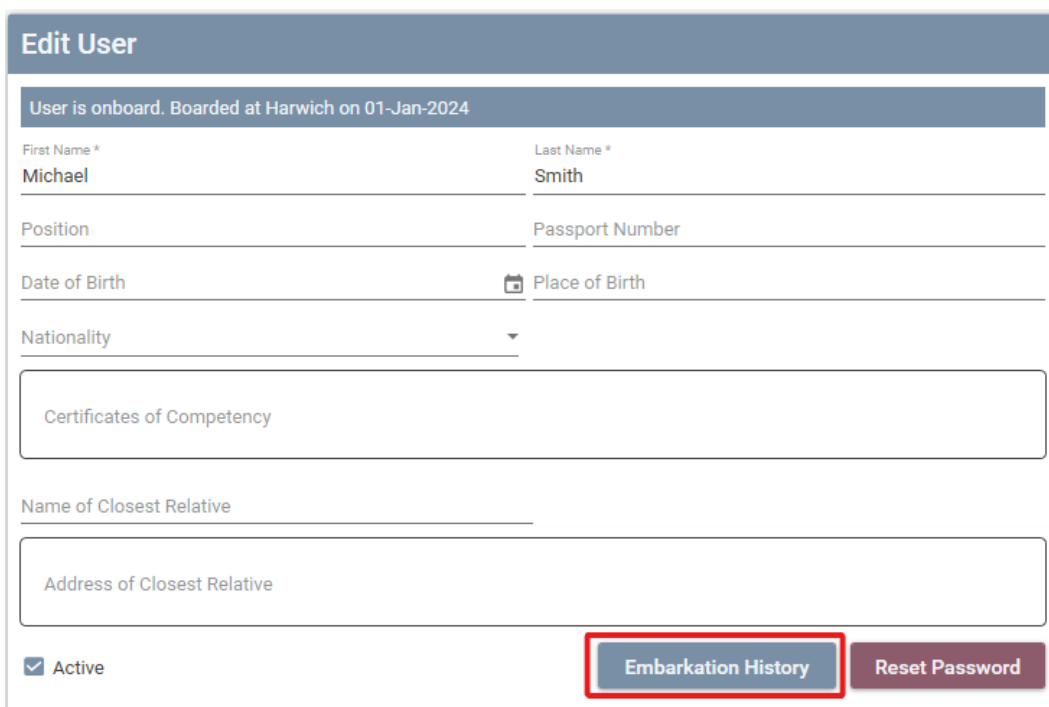
Inactive users can be shown in the User Management page by clicking the “Show Inactive Users” checkbox:



A screenshot of a user management interface. At the top, there is a checkbox labeled "Show Inactive Users" which is checked. Below this, there is a list of three inactive users, each with a circular icon containing a letter and their full name: "A Arnold, Ben", "S Smith, Michael", and "S Smith, Bob". The user "Smith, Michael" is highlighted with a grey background.

Embarkation History

Records of when and where a user boarded or left the vessel can be created by clicking on the “Embarkation History” button on the Edit User panel:



A screenshot of the "Edit User" panel. At the top, a banner states "User is onboard. Boarded at Harwich on 01-Jan-2024". Below this, there are several input fields: "First Name *" (Michael), "Last Name *" (Smith), "Position", "Passport Number", "Date of Birth", "Place of Birth" (with a calendar icon), "Nationality" (with a dropdown arrow), "Certificates of Competency", "Name of Closest Relative", and "Address of Closest Relative". At the bottom left, there is a checkbox labeled "Active" which is checked. At the bottom right, there are two buttons: "Embarkation History" (highlighted with a red rectangle) and "Reset Password".

In this example, you can see that the user’s current on board status is displayed in the banner near the top of the panel.

When you click the Embarkation History button, a window will open showing the user's embarkation history:

Embarkation History for Smith, Michael

Embarkation	01-Jan-2024 08:00 [ZT]	Harwich
-------------	------------------------	---------

Close Add Disembarkation

Click the “Add Disembarkation” button to disembark this user. This pop-up will appear:

User Disembarkation

Date/Time of Disembarkation *

Date Time Zone








Place of Disembarkation *

Cancel Save

Enter the required details and save. The date/time must be after the date/time of the most recent embarkation.

After saving, the window updates to show that the user has now disembarked:

Embarkation History for Smith, Michael

	Disembarkation	31-Jan-2024 08:00 [ZT]	Valencia			
	Embarkation	01-Jan-2024 08:00 [ZT]	Harwich			

Close

Add Embarkation

Please note:

- A user's embarkation history must, chronologically, follow a cycle of alternating embarkations and disembarkations. You cannot enter, for example, two embarkations in a row.
- To ensure the integrity of the history:
 - Only the most recent embarkation/disembarkation can be deleted.
 - The date of an embarkation/disembarkation cannot be later changed to a value which is not allowed.
- A user is determined to be either aboard or ashore based on whether their most recent record is an embarkation or disembarkation. **This is not the same as being active or inactive.**

The application does not force you to make disembarked users inactive, or embarked users active. However you will see a warning like this in such cases:

Edit User

User is active but disembarked at Valencia on 31-Jan-2024

First Name *

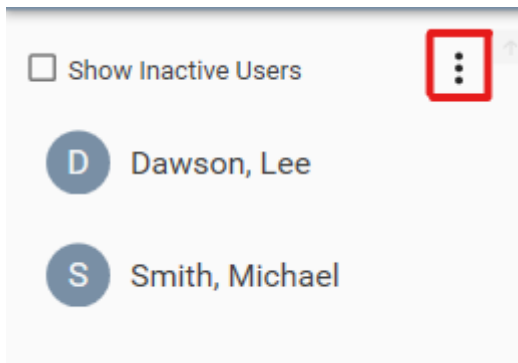
Michael

Last Name *

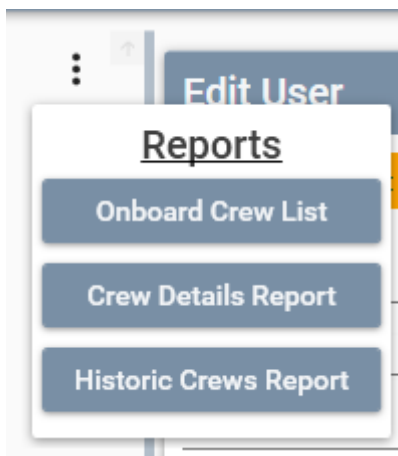
Smith

Crew Reports

At the top of the list of users on the left, you will see this button:



Click the button to see a list of available crew-related reports:



These reports will be produced in PDF format, and contain the following information:

- **Onboard Crew List.** This report shows basic information, and includes all users marked as active and/or whose embarkation history indicates they are aboard as of the report time
- **Crew Details Report.** This report includes the same users as the Onboard Crew List, but contains a larger amount of information.
- **Historic Crews Report.** This report shows the boarding and landing details of all users marked as inactive and/or whose disembarkation history indicates they are ashore as of the report time.

Options and Settings

Clicking the cog icon in the top-right of the window opens the Options and Settings window.

On the *Backup* tab, a folder can be specified where the application will make regular automated backups of the log book data file.

On the *Sensor Data* tab, you can configure the URL of the Sensor Data Service (also known as the NMEA Service) which is used to obtain GPS positions. An indication will be shown of whether the setting is correct:

The screenshot shows the 'Options and Settings' window with the 'Sensor Data' tab selected. The window has a header bar with five tabs: 'Backup', 'Sensor Data', 'Ship To Shore Data Sync', 'Display', and 'Support'. The 'Sensor Data' tab is active. Below the tabs is a section titled 'Sensor Data Service Settings'. Inside this section, there is a label 'Sensor Data Service URL' followed by a text input field containing 'http://onelogserver:5860/'. Below the input field is a green status bar with the text 'The service is available.' At the bottom right of the window are two buttons: 'Save' and 'Close'.

On the *Display* tab, you can choose to apply either dark or light colour schemes.

On the *Support* tab, you can see information about the application version and find links contact Weilbach support.

Digital Signing of PDF Exports

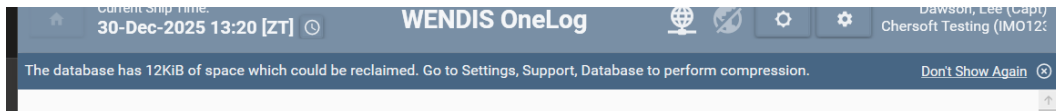
PDF files exported from the application are digitally signed to provide assurance that they have been exported directly from the digital log books application. If a file is tampered with (edited using another piece of software) the digital signature will become invalid.

In day-to-day use of the log book application there is no need to check these signatures.

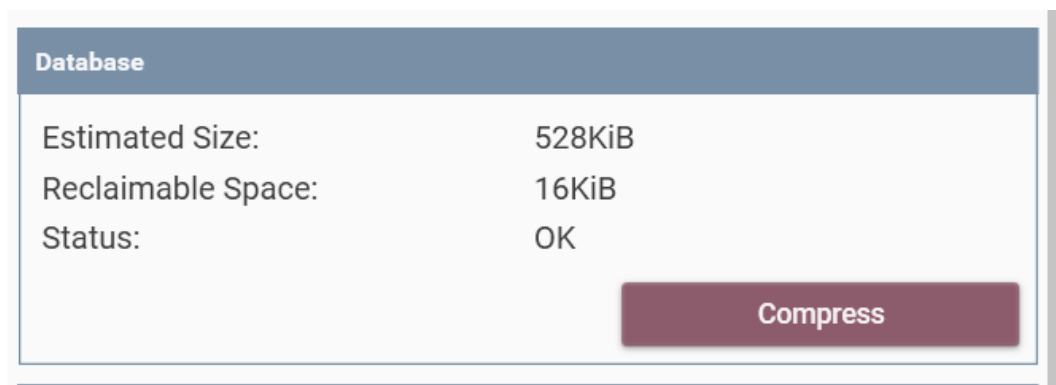
Instructions for signature checking are found in a PDF document linked to from in the application, *Settings > Support tab > Digital Signing of PDF Exports*.

Maintenance of the Database

The application may occasionally display a banner indicating that space can be reclaimed from the database.



To compress the database, open the Settings window, then the Support tab, then scroll down to Database Statistics.



Click the Compress button to compress the database. Be aware that in client-server mode, this will make the application unavailable for the duration of the operation. The larger the database, the longer it will take. It takes about one minute per gigabyte on a typical machine.

This procedure is expected to be required only rarely, and will generally only be of interest to customers using partial backups. It is not mandatory, and is only required if the database is using up too much disk space.

Support Requests

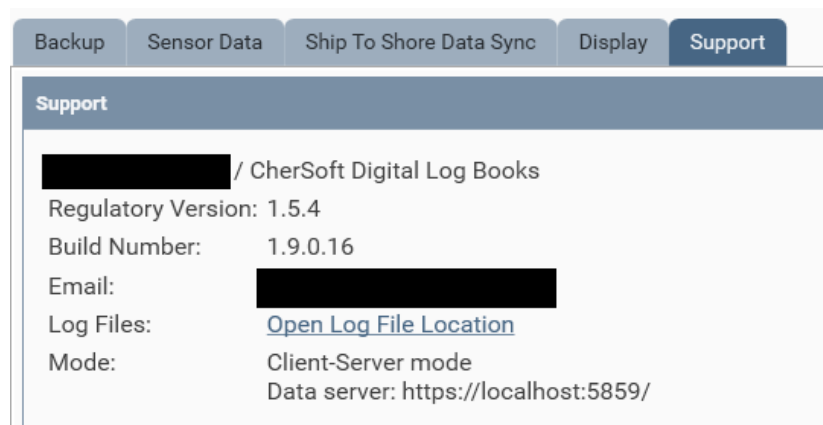
If you are reporting a software error, please also include the most recent application error log files from the client and server applications.

Include as many other details as you can, such as:

- Build number (listed on the Settings – Support tab in the client application)
- Is the application running in standalone or client-server mode
- Windows operating system version
- Whether the error occurred just once or every time you perform an action
- What action you were performing at the time the error occurred, and just before this
- Whether the error occurs on just one computer or several

Locating Error Logs Files from the Client Application

Error log files created by the client application can be located from the Settings window in the application (click the cog icon in the top right), on the 'Support' tab. Click the "Open Log File Location" link highlighted below:



The log file folder will be similar to:

C:\ProgramData\CherSoft\LogBooks\AppLogs

Locating Error Log Files from the Server Application

If you are running in client-server mode, log files from the AppServer should also be included. These are located on the server PC in a location similar to:

C:\ProgramData\CherSoft\LogBooksAppServer\AppServerLogs

CHERSOFT, 02 January 2026.