

QUICK START INSTRUCTIONS

INTRODUCTION

This document has been written as a quick introduction to the installation and use of the RCA anaesthetic logbook. Further, more detailed information can be found on the distributed CD-ROM containing the software, via the two support websites at www.logbook.org.uk (PC/Mac) and www.medi-cal.org.uk (Palm/Pocket PC) or through the Royal College of Anaesthetists' IT department.

RCA LOGBOOK FOR PALM / POCKET PC

PALM / POCKET PC INSTALLATION

HandBase3 is a database program for the Palm & Pocket PC and can be purchased from DDH Software for \$29.99. Installation of this program is required before the logbook can be installed. Instructions on purchasing, downloading and installing HandBase3 can be found at www.ddhsoftware.com. 30 day limited trial copies of HandBase3 for both Palm and Pocket PC are included on the CD-ROM.

To configure the settings of HandBase3 install **RCC Logbook Auto-Setup** which can be downloaded from www.medi-cal.org.uk.

The PDA Logbook is composed of two files: **RCA_Logbook_v6_00.PDB** and **RCA_Logbook_v6_00_HDF.PDB**

Palm users can simply double click on these files using Windows Explorer to install the logbook to your Palm the next time you 'HotSync'.

Pocket PC users should connect their device to their desktop machine and open ActiveSync. Once ActiveSync is open, select 'Explore' from the top of the ActiveSync window that appears. You should now see a folder called 'HandBase3'. Click on this to open it and drag the aforementioned files into this folder.

EXPORTING TO PC LOGBOOK

Once the 'HD.INI' file has been installed (as described above), exporting your logbook to the PC is straightforward. The steps are highlighted here:

1. **HotSync/ActiveSync** your PDA
2. Open **HandBase Desktop**
3. Open PDA Logbook - select **'Open'** from the **'File'** menu and from that list select the database called **'RCA Logbook v6.00'**
4. Select **'Export to RCA Logbook v6'** from **'File'** menu – RCA PC Logbook will now run
5. **Enter your password** for the RCA PC Logbook - default is **'Tutor'**
6. Main Menu - select **'Import/Export cases'**
7. 'Upgrades & Imports' - select **'Import from a PDA, database, or spreadsheet'**
8. 'Where are these cases coming from?' - select **'HandBase logbook'**
9. **'Open File'** dialog - select the file **'EXP_LOG.TXT'** and press the 'Open' button
10. **'Import Field Mapping'** dialog will show that the fields are correctly aligned (check to make sure) - press the **'Import'** button
11. **'Import Options'** dialog - press the **'OK'** button
12. If you wish to tag the cases with an anaesthetist's details, do so at this point
13. Check the field names match
14. Delete the redundant field names record - select **'Delete Record'** from the **'Records'** menu
15. Press **'Export to Logbook'** button to transfer cases
16. Press the **'Menu'** button to return to the main menu - the imported cases are now displayed as a list
17. Transfer complete - the transfer is now complete and you are back at the main menu of the PC Logbook

IMPORTANT - once you have imported cases to PC you must erase those cases from your PDA to prevent duplication

18. On your PDA, open your logbook using HandBase and select the **'Actions'** menu
19. Select the option **'Delete Records'**
20. Press the button **'Within'** - the PDA Logbook has now been reset and is ready to collect more new cases