User Manual
Crew

for MacOS, Windows and iPad

Contents

Preface

The Logbook Add-on Crew is a versatile addition to Logbook—both for shipowners and for charterers. Using the data you collect in Crew on the three sheets Ships, Persons and Voyages you can easily create immigration forms, contracts between crew and skipper, protocols of safety instructions and personal cruise logs. With the person datasheet you will have all key information of your crew that will be important for the forms or even in a case of emergency.

This user manual explains the functions of the file **Crew.fmp12**. General functions of Logbook Suite, such as installation, handling of data files and updating an old logbook file are described in the User manual Logbook Suite Basics.

We thank Magnus Olausson for his tireless work on the translation into Swedish and Alex Voermans for his translation into Dutch.

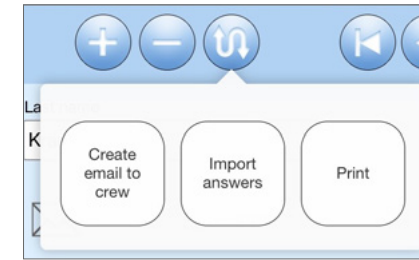If you have any questions, please send an email to *support@2k-yachting.de*.

We hope that you like Crew and may there always be enough water beneath your keel…

Almute Kraus
2K Yachting, in October 2020

Get to Know: The User Interface

The user interface of CREW is almost identical on PC and on iPad. All the functions you need during data entry or for printing, etc., can be found in popover that are opened directly via the buttons at the top right of the window.

If you already use LOGBOOK, you will recognize many controls.

The Buttons

In the area at the top right of the window of CREW you find buttons that give access to all functions of CREW.

The table gives a description of the buttons. The functions will be described in the corresponding chapters of this manual.

Some buttons open a popover with a kind of menu. Clicking on a text button opens either another popover with settings or executes the specified function.

To close a popover just click or tap on an empty space in the window of CREW or use the closing button (⊗), which is located on many popovers in the upper right corner.

Menu with text buttons in Popover ↻

Button	Function
⚙	**Defaults**
➕	**New** (opens a popover with options or creates a new entry)
➖	**Delete**
⏮	go to the first page of this sheet
◀	go to the previous page
▶	go to the next page
⏭	go to the last page of this sheet
↻	**Exchange** (get data from LOGBOOK)
↶	**Communication** (general: update, about, quit; on sheet **Persons**: get person data from email, print person data)
✐	**Edit language on forms**
▤	**Print form**
◈	Switch to **Logbook Manager**
▶	show associated entry

The buttons in CREW

Navigating between sheets and pages

The window of Crew consists of 4 **datasheets** (blue tabs) and 4 **form sheets** (gray tabs). You can switch the sheets using the top-mounted tabs. The tab of the active sheet appears in a more intense blue or gray.

Besides the sheet **Crew List** all sheets can contain multiple pages. To switch between the individual pages within a sheet, click/tap on the appropriate navigation button in the top right of the sheet (see table on the previous page).

Zoom Levels

On PC Crew offers several zoom levels. According to the size of your screen the zoom level **100%, 130%** or **150%** will work best for you. In addition, the zoom can be increased to 200% as well as reduced to 75%. Usually these zoom levels will not be suitable for the standard use of Logbook.

To change the zoom level open the popover **Settings** (button ✿) and choose the button **Zoom**. In the following popover select the desired zoom level. After closing the popover with the button **Activate** the new zoom level is set and the size of the program window is adapted to the content or to the size of the screen automatically. The zoom level is saved and automatically set when you open the logbook file the next time.

Zoom

On the iPad, you have the option to zoom with the two-finger gesture to enlarge the data you want so see. The zoom function can be switched on and off. This way you can prevent it from accidentally zooming during data entry under bad conditions. To enable or disable the zoom function open the popover **Settings** (button ✿) and choose the button **Zoom**. In the following popover turn the zoom function option on or off.

The Fields

In Crew the information is entered and displayed in fields.

> **Attention**
>
> Note, however, your entry is only completed and permanently stored in the Crew file after you moved the cursor out of the entry fields. To do this or click or tap on an empty area in the window.

Standard Fields

Standard fields allow the input of text or numbers.

Entering text or numbers on PC

1. When you click with the mouse on a standard field a text cursor appears.
2. Enter your text or the numerical value.
3. Finalize the input of your data by moving the cursor further to the next field. Or click with the mouse at a place outside of the field.

Entering text or numbers on iPad

1. When you tap on a standard field a text cursor appears and the keyboard is shown.
2. Enter your text or the numerical value.
3. Finalize the input of your data by moving the cursor further to the next field. Or tap at a place outside of the field, which will hide the keyboard too.

Fields for Multi-line Text

Where a longer free text should be entered Crew offers the multi-line text field. Here you can write like with a word processor. Multi-line text fields show dotted lines.
If you enter in a text field more text than fits in, the field will be enlarged during the data input. But as soon as you leave the field, it gets back it's normal size and the text overflow isn't visible anymore.

> **Attention**
>
> The text which reaches beyond the visible area of a multi-line text field can not be printed.

Fields with Drop-down Value Lists

In Crew many fields show a drop-down list with possible entries when you activate the field.

- All fields, for which a predefined list is provided, show a drop-down list with predefined entries. The list is fixed and can not be changed. No other data than those in the list can be entered into this fields.
- In some fields a list of possible entries is displayed by clicking/tapping on a field. This fields don't show a triangle at the right end, and here you can either select from the list or make your own entry instead of selecting from the list.

Choosing an entry from a list

1. Scroll through the list and click/tap on the appropriate entry.
2. The entry is inserted and the cursor automatically moves out of the field.

In order to do enter your own text on PC you need to click in the field once again while the drop-down list is shown. The list is closed and you can now type in your own data.

On iPad you can hide the list with the button ≣ (in the bar on top left of the keyboard) and then enter your text using the keyboard.

Fields for Images

On sheet **Persons** you can insert an image, on sheet **Ships** a logo.

Inserting an image on PC
There are different ways to insert an image. Follow these steps:

1. Click on the button in the image area.
2. This opens the dialog box **Insert Picture**, where you can choose the desired image.
3. If you select the option **Store only a reference to the file** only a link to the image file will be inserted into the CREW file instead of the image itself. This will keep the CREW file smaller. Nevertheless, if the image file will be moved to another place or renamed, the image will no longer appear in the CREW file. If the image file is edited it will be updated automatically in the CREW file, too.

4. Once you click **Insert**, the image appears in the image area. The image will be reduced proportionally to fit into the image area, that no image sections are cut off.

You can also select an image in your image editing program (e.g., Apple iPhoto or Adobe Photoshop), copy it and insert the image into the field from the clipboard.

1. Click in the picture area. It now shows a black border (not on the button).
2. Insert the image from clipboard.

Or drag the image directly from Finder, Explorer or out of iPhoto into the image area.

The following image file formats are supported by LOGBOOK: JPEG (.jpg), PDF (.pdf), PNG (.png), TIFF (.tif), Photoshop (.psd), PICT (.pct) and, in addition the less common formats JPEG 2000 (.jp2), MacPaint (.mac), PICS (.pcs) as well as Windows Bitmap (.bmp).

Note:
When inserting the image into LOGBOOK the size of the image is automatically reduced to a size which is a good compromise between file size and image quality. So it is not necessary to use the setting **Store only a reference to the file.**

Deleting an image on PC

If you want to remove an image, click on the image and then press the Backspace or the Delete button.

Inserting an image on iPad

1. Tap in the picture area. An import popup is shown.
2. Choose whether you want to take a picture with the iPad's camera and insert this or you choose a picture from your photo gallery.
3. As soon as you have selected a picture, it appears in the image field. The image will be reduced proportionally to fit into the image area, that no image sections are cut off.

If the image field already contains an image, you can choose in the popup whether you want to delete the image or substitute it with another.

Fields for Dates

As soon as you activate a field where a date should be entered, on PC a drop-down calendar appears and on iPad the popup date of the iOS.

On PC just click on the desired date in the calendar. With the arrows on the top left and on the top right you can go back or forward one month and with the arrows beside the month one year. Simply click on **Today** to the enter of the current date.
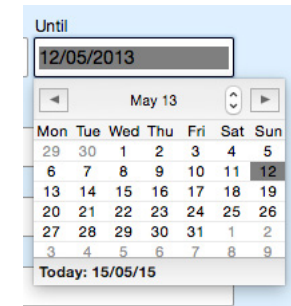
The drop-down calendar for the input of a date

On iPad choose the date with the scrolling dials and then switch to the next field or finish the data entry by tapping on an area without a data field.

The actual date is preset. To enter this date, shortly scroll one of the scrolling dials back and forth, until the time is date in the roller and displayed in the field. Then switch to the next field by tapping **Next** or finish the data entry by tapping on an area without a data field.

Also, you can hide popup Date with ☰ (in the bar on top left of the keyboard) and then enter the time using the keyboard.

Checkboxes and radio buttons

On fields that show a square box, you can activate the relevant option by clicking it.
Radio buttons provide several options available, of which only one can be active.

Output Fields

In addition to the fields for entering data, CREW also provides fields for displaying data, which are automatically entered by the software. These fields have a light colored background. They can't be activated and hereby the user can't enter data.

Navigating during Data Entry

When entering data you can place the cursor with the mouse one by one in the fields or on iPad tap on the desired field. An input cursor appears in the field and on iPad the keyboard is shown, offering all keys needed for the type of field. Depending of the kind of the field further controls are provided.
After you have entered your data you can you can place the cursor with the mouse one by one in the fields or on iPad put the cursor with a tap in every desired field.

> **Attention**
>
> Note, however, your entry is only completed and perma-nently stored in the Crew file after you moved the cursor out of the entry fields. To do this click or tap on an empty area in the window.

Lists

In Crew some of the information are arranged in lists. Each list shows a scroll bar on the right.

• To add a new entry to the list, scroll the list all the way down, click/tab the plus sign and enter your text into the field.
• To delete an entry click/tab on the minus sign at the end of the row. After a warning message the entry will be deleted from the list. (The minus sign is only displayed if the entry can be deleted.)

The Dialog Defaults

In dialog **Defaults**, which is available on all sheets using the button ✿, you can set some defaults on the first tab.
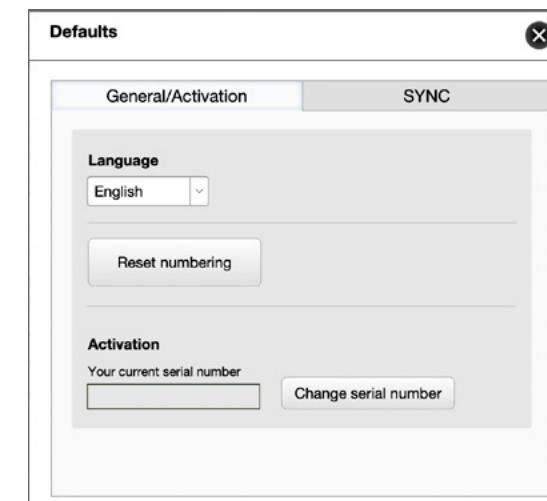
The dialog Defaults

Language
Choose the language for the user interface of Crew. At this moment we support German, English, Dutch and Swedish.

Reset numbering
If the numbering of the trips and forms has been lost due to deleting and importing, this can be repaired with this button.

Activation – Your current serial number
This field shows your current serial number. If you didn't enter a serial number yet, choose the button **Change serial number**. The field itself is not editable.

The Popover Functions on Board

In the popover **Functions on board** you can edit the list of functions of the persons on board. The entries already shown in the lists are only intended as suggestions. You can edit or delete all existing entries that you don't need. All available languages can be selected and edited here so that the correct descriptions are also used when selecting another language for forms. The number specified in the first field is decisive for the assignment.

- To add a new entry click/tab on the plus sign at the bottom of the list and type the text in the field.
- To delete an entry click/tab on the minus sign at the end of the line. After a warning message the entry will be deleted from the list.

Manage data to ships, crew and voyages with Crew

The Logbook Add-on Crew collects the information needed to create the forms in three different sections: **ships**, **persons** and **voyages**. With the data from these three sections you can easily create different forms that are required before, during or after a voyage.
The information is managed through the four **datasheets** (blue tabs). In addition to the three sheets **Ships**, **Persons** and **Voyages** Crew offers for persons the sheet **Crew List**. It is used to quickly find a person in Crew. All persons are be listed in alphabetical order of their last names and first names on the sheet. With the button on the left you can switch directly to the datasheet of the person.

The central data area in Crew are the **voyages**. Every voyage is connected to a ship, a list of persons participating the voyage (the crew) and a skipper. So, before the first voyage is created, it is best that already the ship's data and the information about the persons on board should be collected in Crew.

Ships

Unlike Logbook itself the Add-on Crew is not limited to use with one ship. Crew can manage any number of vessels.

Create a new ship

Start the preparations for your forms by creating a ship.

1. Activate the sheet with the title **Ships** and select the + button.
2. You will be asked if you want to create a new ship. Click **OK**.
3. You will now see an empty sheet **Ships**.

Attention: Creating the first ship
For the first ship you don't need to select the + button as Crew already contains a first blank page for the first ship.

Enter ship's data manually

Now enter the required information to the ship. All fields are labeled with a description, so that no further explanation is required.
In the field **Logo** you can insert a ship logo. The inserted image is automatically reduced to an optimized size.
Please note that you need to enter both, the values and the units, in the fields for the dimensions of the ship. Thus it is also possible to use others than metrical units or add some annotations.
If you want to create immigration forms it is important the you enter all data on your ship data. The other forms use only part of the ship data.

*The sheet **Ships***

Documents for your ship

A photo or PDF of the **ship's papers** and **insurance certificate** can be inserted on the tab **Documents**. These can be conveniently printed out later together with the entry form.

Import ship's data from Logbook

Instead of entering the ship's data manually, you can import the ship's data also from a Logbook file. This saves double entry of the same data.

Importing ship's data on PC
1. On top of the sheet **Ships** click the button ↻.
2. Select **OK** if you want to import from the file **Logbook.fmp12** in the data folder of Logbook.
3. To import from another Logbook file, click **Choose** and select the following dialog the Logbook file from which you want to import. Finally, click on **Import**.
4. All ship's data present in the Logbook file will now be inserted.

Importing ship's data on iPad
On the iPad you can only import from a Logbook file which is stored in the documents folder of Logbook Suite.

1. On top of the sheet **Ships** click the button ↻.
2. In the following dialog select the button **Logbook.fmp12** if you want to import from the **Logbook.fmp12** file.
3. Or enter the filename of the Logbook file from which you want to import. The file name is case-sensitive. The file extension is not necessary. Then start the import process by clicking **OK**.
4. All ship's data present in the Logbook file will now be inserted.

> **Note: File names on the iPad**
> All files that have the extension ".fmp12" are listeted in the file browser of Logbook Suite on the iPad without this extension. Therefore, the file **Logbook.fmp12** is shown in listing as **Logbook**.

> **Tip**
> Since it is currently not possible to import ship's data from Crew into Logbook, we recommend that you first enter the ship's data in Logbook and then import them into Crew.

Delete a ship

A ship can only be deleted from Crew when it is not used in any voyage.

1. If you want to delete a ship from Crew, click/tap on top of the sheet on the minus button.
2. You will receive a warning message. Choose **OK** to delete.
3. In case that there is already set up a voyage in Crew that uses this ship, the deletion will be canceled with another message, otherwise all data will be deleted.

Persons

In Add-on Crew you can create for each person of the crew a **persons datasheet** in which the most important information on the person is collected. These information are in addition to the address and ID data etc. also medical information that should be available to each skipper.
You can enter the personal data either manually or automatically. For automatically data entry Crew sends an email to the person, requesting all the necessary information, and then automatically imports the information in the Add-on.

*The sheet **Persons***

Create a new person

1. Activate the sheet with the title **Persons** and select the + button.
2. You will be asked if you want to create a new person. Click **OK**.
3. You will now see an empty person datasheet.
4. Enter the required information to the person. All fields are labeled with a description.

> **Attentention: Creating the first person**
> For the first person you don't need to select the + button as Crew already contains a first blank page for the first person.

Or use the following instructions and let your crew members send an email with the personal data to you for an automatic import.

Request personal data via email and enter it automatically

Instead of entering the data manually, you can also send an email to your crew members and ask them to send you a reply with the information which is required for the person datasheet.

Create and send email to crew
1. On the sheet **Persons** select the button ↻.
2. This will open a popover with three text buttons. Select the button **Create email to crew**.

3. This opens a popover showing the subject and the main body of the email. Customize the text as desired and also remember to insert your name at the end.
4. Then click **Create** to switch to your email client where an email with the text and the questions is prepared.
5. Enter the recipient or recipients, and send the email. Don't make any changes the questions section of the email. This may cause that the reply can't be imported automatically into Crew.

Import data from reply email in person datasheet
If you have received a reply to your email, proceed as follows:

1. On the sheet **Persons** select the button ↻.
2. This will open a popover with three text buttons. Select the button **Import answers**.
3. In the following popover select whether you want to import data for a new person, or whether the data for a person already created should be changed. If you select the option **Complete data of a person** a list with the names of all persons already created in Crew will appear. Select the person from the list.
4. Choose **Import**.
5. It opens a dialog with instructions: First, switch to your email program and copy the complete text of the reply email. Switch back to Crew and click **OK** in the dialog.
6. If the text is not at fault, all data are imported either in the datasheet of the selected person or in a new sheet.

If the text contains errors, CREW provides an appropriate message. You can then try to edit the text and copy it again.
The structure of body of the email containing the personal data must be as shown in the box. Very important is the row with the asterisk at the beginning and row with the sequence of asterisk and plus sign at the end.
In each row the desired information should be entered after the colon. Rows without entry are ignored, but the text before the colon needs not be changed.
First and last name must be listed and be more than 2 characters long.
Wherever answers are provided, the number for the desired response must be entered.

```
*********************************

• Gender (female = 1, male = 2):
• First name:
• Last name:
• Email:
• Phone mobile:
• Phone fixed:

++++Address
• Street name:
• Street number:
• Postal code:
• City:
• Country:

• Date of birth:
• Place of birth:
• Nationality:

++++Identification
• Kind of ID (passport = 1, identity card = 2, other = 3):
• ID number:
• Expiration date:
• Place of issue:

• Nautical qualifications/licenses:
• Profession:
• Spoken languages:

++++Medical data
• ICE – Name:
• ICE – Phone:
• ICE – email:

• Medical insurance:
• Medical insurance number:

• Smoker (yes = 1; no = 0):
• Pregnant (yes = 1; no = 0):
• Vegetarian (yes = 1; no = 0):

• Known existing diseases:
• Allergies:
• Food intolerances:
• Medication use and dosage:

*+*+*+*+*+*+*+*+*+*+*+*+*+*+*+*+
```

The person data

The most important information about the person, such as name, phone numbers and email address are located at the top of the sheet. Here a person can be defined as a skipper (more on this under. "Define a skipper" on page 18).

In the box with the button **Insert photo** you can insert a picture of the person. The image is automatically reduced to the optimized size.
By clicking/tapping on the envelope icon you can create an empty email to the person.

Further personal data are provided in the lower half of the sheet on four tabs: **Personal data, Documents**, **Medical data** and **Files**. On the tab **Documents** you can insert a photo or PDF of the **ID document**. These can be conveniently printed out later together with the entry form.
On the tab **Medical data** you can gather important information about the health of the person, so that in an emergency the right can be done without wasting time.
Under **ICE – Name**, **ICE – Phone** and **ICE – Email** you should enter the name, phone number and email address of the person to be contacted in an emergency (ICE = In Case of Emergency).

On the tab **Files**, links to files related to the person can be stored. These can be, for example, already created cruise logs, etc. To insert a file, select the + button and then the desired file. On the iPad, it can be located either in the app or in iCloud Drive.
In some cases there were problems with updates, so that the list was lost. With the button right above the list you can import all file references from a backup.

Person at particular risk

For all persons who had a previous illness or a regularly need to take medications you should check the option **Person at particular risk**. Once the option is selected on top of the sheet a clear indication is shown.
During the safety instruction to the ship, you should also determine for each person at particular risk on board a partner who is aware of the previous illness or medication and if necessary may pay particular attention to this person. This may be extremely important for example at seasickness (see "Tip: Partner for persons at particular risk" on page 31).

Delete a person

A person can only be deleted from Crew when it is not used in any crew of a voyage.

1. If you want to delete a person from Crew, click/tap on top of the sheet on the minus button.
2. You will receive a warning message. Choose **OK** to delete.
3. In case that there is already set up a voyage in Crew where this person is a crew member, the deletion will be canceled with another message, otherwise all data will be deleted.

Print a person datasheet

To have the personal data even more quickly on hand you can print a datashetet for each person in Crew. On the sheet **Persons** select the button ↻ and then in the popover the button **Print**. For more information about steps for printing refer to the section "Printing Forms and saving Forms in PDF" on page 37.

The print function is preset that you can use the button **This one** to only print the datasheet for the person last displayed.
On sheet **Voyages** you will find a function to only print the person datasheets of all persons in the crew of this voyage.

Define a skipper

For each voyage managed in Crew a person needs to be defined to be the responsibile skipper. In the corresponding fields Crew shows a selection list of possible skippers. To add a person to the list of skippers check on the sheet **Persons** the option **Skipper** which is found right to the email address.
After a person has got the state of a skipper, the additional field **Highest nautical license** is displayed next to the option **Skipper**. Here you should enter the license(s) to be used in the forms when specifying the qualification of the skipper. This should normally be the highest license.
For a digital signature you can store a **signature**. If desired, this can be used for an automatic signature on the Security Briefing, Entry forms and Cruise Logs.
On the PC, the signature is signed in the popover of the pen button. With **Save** the signature is stored as an image in the **Signature** field.
On iPad you can use the option **Signature** that appears in the pop-up when you tab on the field. With this you have the option of signing directly on the display.

The Crew List

On the sheet **Crew List** you will see a list of all persons set up in Crew in alphabetical order of their last name and first names. With the button on the left you can switch directly to the datasheet of the person.
In the list all those person who have the state skipper appear in a darker blue.
Person at particular risk are indicated by red text.

Print and export the crew list

With the functions of the button ↻ you can print the complete crew list (title, name and email address) and export it for further use in other software as a text file with tab delimiters. The export file is automatically saved in the Logbook Suite data or document folder. For more information about steps for printing refer to the section "Printing Forms and saving Forms in PDF" on page 37.
On iPad the exported file is saved in the documents folder of Logbook Suite.
You can find the file by clicking in Logbook Suite Manager the button **Open another file**.
Export files are listed at the bottom of the list under the heading with the name of the selected file format or under **Other Documents**.

Voyages

The yoyages are the central item in Crew. Each of the forms uses the data of a voyage. Every voyage is assigned a ship and the persons who take part at the voyage (the crew) and a skipper. Beccause of this the ship's data and the information about the persons of the crew should already be collected in Crew before the first voyage is created.

Create a new voyage

1. Activate the sheet with the title **Voyages** and select the + button.
2. You will be asked if you want to create a new voyage. Click **OK**.
3. You will now see an empty sheet **Voyages**.

> **Attentention: Creating the first voyage**
> For the first voyage you don't need to select the + button as Crew already contains a first blank page for the first voyage.

The voyages will be numbered consecutively and the number of voyage is displayed in the header of the sheet.
The data of the voyage can be entered manually or you can import a trip and the associated crew from Logbook.

Enter the voyage data manually

Depending on when you create the voyage you can fill all or only some of the fields. So for example you will not know the distance before voyages is finished and also the port of destination and the date of the last day of the voyage may be not certain before the end of the voyage.

1. At the beginning only fill the fields that are required for the first form, the agreement. **From** (date), **Until** (if necessary enter the expected date), **Port of departure**, **Ship** and **Skipper**. You can fill the other fields after the end of the voyage.
2. In the list **Crew** set up a list of all persons on board, incl. the skipper. To add a person to the crew list click the + sign at the bottom of the list.
3. You will see a list with the names of all persons setup in Crew. Choose a name, and then in the next field the function that the person has during the voyage. Using the minus sign at the end of each row you can delete the person from the crew list.

Voyage details

In the **Voyage details** field you can enter an additional description for the voyage. The description will be used for the personal cruise logs. For this, information such as consecutive days at sea or the number of overnight trips may be useful and depending on the country they should be included in the personal cruise log.


The sheet **Voyages**

Import trip from LOGBOOK

Rather than enter your voyage data manually, you can also import the corresponding information from a trip in LOGBOOK. To use this feature you need to have activated in your current LOGBOOK file the option **Use connection to Add-ons** which is found in popover **Defaults** (open the popover **Settings** with the button ✿ and then in the menu of the popover choose **Defaults**).

Import a trip

1. In CREW on the sheet **Voyages** choose the button ↻.
2. In popover **Import from Logbook** select the button **Trip**. This opens another popover, in which you can select the desired trip from your logbook. We recommend to first use the button **Read data** to load the latest data into CREW.
3. Once you have selected a trip the popover shows under **Selection of data to import** the data which are stored in the trip. If the data is not current, you can use the button **Read data** to reload the data into CREW.
4. Check all information that you want to import. With the button **Select All** you can select all data.
5. Choose **Import**. The selected data is imported into the current voyage.
6. Now select the **ship** and the **skipper**. Enter a name for the voyage and specify the area. This information is not part of the trip information from LOGBOOK.
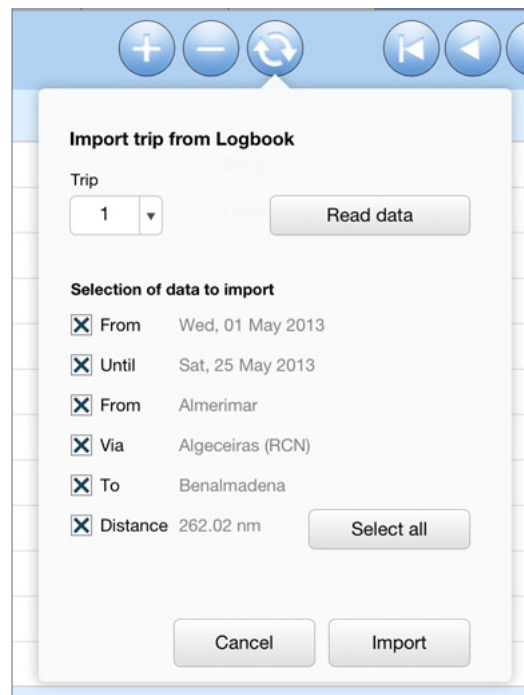
The popover when importing a trip from Logbook

Tip: Update voyage data

You can update the data of a voyage at any time by reimporting selected data from Logbook. The data in fields that are not selected in the popover **Import trip from Logbook** are not overwritten.

We recommend that you perform a first import from Logbook before starting the voyage with the data that are available at this time. These data are sufficient for the contracts, the safety instructions and the immigration forms. After the end of the voyage you can import the additional data that are needed for the personal cruise logs (**Via**, **To**, **Distance**).

Import a crew from a trip in Logbook

In next step you can also import from Logbook the names of the persons of the crew of the trip in Logbook.
To use this feature you need to have activated in your current Logbook file the option **Use connection to Add-ons** which is found in popover **Defaults** (open the popover **Settings** with the button ✿ and then in the menu of the popover choose **Defaults**).

Import crew list

1. In Crew on the sheet **Voyages** choose the button ↻.
2. In popover **Import from Logbook** select the button **Crew**. This opens another popover, in which you can select the desired trip from your logbook. We recommend to first use the button **Read data** to load the latest data into Crew.
3. Once you have selected a trip the popover shows the names from the crew list.
4. Now select **Import**. After a confirmation message any existing names in the crew list of voyage will be deleted and the selected crew list from Logbook is imported.
5. Names, for which no person can be found in Crew, appear red. Click/tap the name and select the appropriate person from the list.
6. Now choose for each person their function on board.
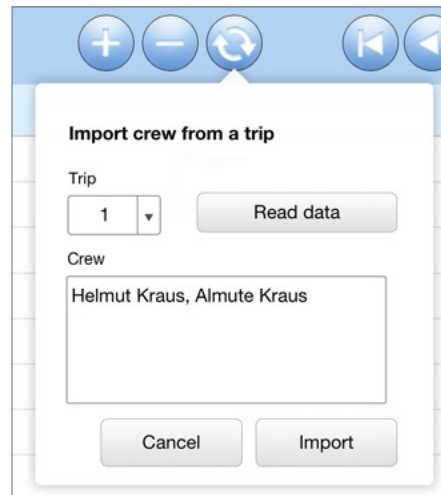
The popover when importing a crew from LOGBOOK

Delete a voyage

A voyage can only be deleted from CREW when no form has been created for this voyage.

1. If you want to delete a voyage CREW, click/tap on top of the sheet on the minus button.
2. You will receive a warning message. Choose **OK** to delete.
3. In case that there is already set up a form for this voyage in CREW, the deletion will be canceled with another message, otherwise all data of this voyages will be deleted.

Print the crew list of voyage

With the function **Print voyage** in the menu of the button ↻ you can print the most important voyage data as well as the crew list of the voyage. The crew list includes salutation, name, email address and function on board. The print function is preset so that only the data for the currently selected voyage is printed For more information about steps for printing refer to the section "Printing Forms and saving Forms in PDF" on page 37.

With the function **Print voyage** in the menu of the button ↻ you can print the person datasheets of all persons in the crew of this voyage.

Create forms

Using the Logbook Add-on Crew you can—in addition to the management of personal data of your crew—create and print some frequently used forms. These are

- Agreements between crew members and skipper
- Protocols of safety instructions
- Immigration forms
- Personal cruise logs for the crew members.

The forms are created on the four **form sheets** (gray tabs). The arrangement of the form sheets corresponds from left to right the order in which they are used. Before starting (agreement), at departure (safety instruction), during the journey (immigration forms) and after the journey (personal cruise logs).

Language for Forms

The user interface of Crew only supports the languages English, German and Swedish. On the sheets all information is shown in the language that you have chosen in popover **Defaults** (button ✿).
In some forms it may be advisable to use a different language. So it will not be useful for example, in many countries, to create a form in German but you still want to use Crew with German user interface.
Therefore Crew allows to select a language other than the language of the user interface for agreements, immigration forms and personal crusie logs. All texts needed for the forms are already available in German and English. However, there is the option to create a new language and define translations yourself.

Creating a new form language

1. Enable one of the sheets **Agreements**, **Immigration** or **Cruise logs**.
2. Select the button ✎ to the right of the list **Language on Forms**.
3. It will open a new window titled **Language on Forms**.
4. Select the + button and click/tap in the dialog on **OK**.
5. In the dialog enter the name of the new language that you want to set up and select **OK** again.
6. You will receive a new empty entry sheet, in which you can now enter your translations of the text on the forms.

The window Language on Forms

The window **Language on Forms** is an additional window of the Add-on Crew. On the PC, you can move this window to get the standard window of Crew into view, on iPad you can use the window button of FileMaker Go at the top left to switch between the windows **Crew** and **Language on Forms**.
The window provides one entry page for each language. The name of the currently displayed language is shown at the top. Using the buttons on the top right you can scroll between the languages.
The entry page has several tabs. Each tab contains all texts for the appropriate form. Texts which are used on multiple forms appear repeatedly. On the tab **Crew** you will find all texts needed for information on your crew members.
To close the window, select the lock button ✕ at right of the window. Close the window each time you have finished entering your translations.

Button	Function
⬆	send translation to 2K Yachting
➕	setup new language
⏮	go to the first language
◀	go to the previous language
▶	go to the next language
⏭	go to the last language
✖	close window **Language on Forms**

*The buttons in the window **Languages on Forms***

Edit a translation and send translations to 2K Yachting

Of course, you can edit the translations already created as desired.

Please, help us to improve the Add-on CREW and send your revised translations and your translations into new languages to 2K Yachting. We would be happy if we could add this to CREW with the next software update.

Sending translations to 2K Yachting on PC

1. Choose the button ⬆.
2. The button creates an email to the support of 2K Yachting. Attached is a table with all the texts for the forms.
3. You only need send the email.
4. Thank you very much.

Sending translations to 2K Yachting on iPad

1. Choose the button ⬆.
2. The button creates an email to the support of 2K Yachting. Attached is a table with all the texts for the forms.
3. Unfortunately it is not possible on iPad to create an email with an attachment from another app, in which already subject and recipient are entered.
4. So please enter the subject, for example "My translation of the forms in Logbook Crew" and for the recipient "support@2k-yachting.de".
5. Then send the email.
6. Thank you very much.

Crew Agreements

Before starting a voyage every skipper should inform his crew
members on liability risks—whether shipowners or charter
skipper.

For this purpose it is also common to sign a crew agreement, in
which all participants of the voyage confirm that they will share
the costs and deny to certain compensation claims as a result of
slight negligence. The crew agreement protects against claims
among themselves, which are not covered by insurance. But for
material or personal damage caused by gross negligence of the
skipper or a crew member, the cross liability only can be ruled by
a individual agreement. Negligently caused personal injury and
damage are generally covered by the boat owner's liability. Lia-
bility claims of the crew members among themselves, however,
are usually not covered.

A particular risk is taken by the charter skipper because he is
responsible for everything that happens on board and shall be
liable as a potential responsible party with all its assets. He ulti-
mately bears the risk if something is wrong with the hull and lia-
bility insurance of chartered yacht.

The add-on CREW provides a prepared crew agreement, which
can be customized for each voyage. Crew agreements are created
on the sheet **Agreements**.

Create a crew agreement

CREW allows to create several crew agreements for each voyage.
Therefore CREW offers both the possibility to create a new agree-
ment or to duplicate an agreement already setup for a voyage to
create a new agreement for the same voyage based on the first
one.

The crew agreements are numbered consecutively

Generate new crew agreement

1. Activate the sheet titled **Agreements** and choose the button +.
2. In popover **Create agreement** choose the button **New agree-
   ment**.
3. You will receive a blank agreement sheet. The sheet is divided
   into 3 tabs. Start with the data entry on the first tab **Voyage**.
   First, select the type of agreement. There are variations in the
   agreements for shipowners and charterers. Choose the lan-
   guage which should be used for the agreement ("Language
   for Forms" on page 23).
4. Now select the voyage for which the agreement is to be
   created, using their number. Normally this should be the
   highest number, which means the latest voyage.
5. The data you have entered for this voyage on the sheet
   Voyage will be taken and shown on the tab **Voyage** of the
   sheet **Agreements**. The header of the sheet now shows the
   consecutive number of the agreement and the number of the
   related voyage. All fields which need to be filled mandatory
   show a light blue background.
6. If you want to create a crew agreement for a trip on a charter
   boat, you will need to enter yet right on the sheet all the data
   to the charter agreement.

7. Then switch to the tab **Crew** and check in the left list all persons of the crew that will be contractors on this agreement. The names of the persons you checked appear in the right list **Contractors selected for this agreement**. If there is already another agreement for this trip, the names of all persons who have already been selected for another agreement, are dimmed and can not be checked again. You will get a signature box at the bottom of the printed agreement for all persons you have selected here.

8. Go on with the tab **Text**, where you can now compose your agreement text. First click/tap the button **Generate agreement text**. The text boxes are now filled. In case that you did not enter all required information on the previous tabs, you will receive an error message. You can then add the missing data, and choose again the button **Generate agreement text**.

9. If desired, you can make changes to the text of the agreement.

> **Note**
> You can edit the entries on tab **Voyages** of sheet **Agreements** without affecting the dates on the sheet **Voyages**.

Example for a crew agreement

Text for the agreement

The default text for the agreement can be viewed and edited in the window **Language on Forms**. Please note, however, that this changes will affect all agreements created after this. If you want to change the text of a particular agreement, you should make these changes on the sheet **Agreements** and not in the window **Language on Forms**.

Caution: The texts for the agreement are only a proposal and not checked legally

Please understand that 2K Yachting can only provide suggestions for an agreement text. The sample text in the Add-on CREW has not been checked legally. This is particularly true for the English text of the agreement. Depending on the country, different wordings are usual and different legal regulations apply for such an agreement.

Therefore, any skipper or owner who wants to make an agreement using the Add-on CREW is responsible for the text of the agreement. Inform yourself about the regulations or recommendations in your country.

The text for the agreements can be customized in CREW either for a single agreement (on sheet **Agreements**) or also in general (in the window **Language on Forms**).

Please help us to improve CREW and send us your agreement texts! Thank you.

Duplicate a crew agreement

If you have already created a agreement for the voyage and now need another agreement for the same voyage, you can duplicate the agreement.

1. On the sheet **Agreements** scroll to the agreement you have already setup for the voyage and select the + button.
2. In popover **Create agreement** choose the button **Duplicate agreement**.
3. It creates an additional agreement for the same voyage. All information on the voyage and the agreement text is copied to the new agreements however, there are no contractors selected.
4. Then switch to the tab **Crew** and check in the left list all persons of the crew that will be contractors on this agreement. The names of all persons who have already been selected for another agreement for this voyage, are dimmed and can not be checked again.

Print crew agreement

To print the crew agreement, select the button 📄.
For details on printing with CREW read the section "Printing Forms and saving Forms in PDF" on page 37.

> **Tip: Optimize pagination**
> In case that you will have unsightly page breaks in the text of the agreements, you can easily go to tab **Text** on sheet **Agreements** and insert line brakes in the agreement text.

Delete a crew agreement

1. If you want to delete an agreement from CREW, click/tap on top of the sheet on the minus button.
2. You will receive a warning message. Choose **OK** to delete.

Protocols of safety instructions

Each time when starting a voyage the skipper is required to make a safety instruction at which he makes all crew members familiar with the safety features of the yacht. For legal reasons the safety instruction should be documented and also be entered in the logbook.
A checklist of all the points that should be discussed with the crew is very helpful. At the end of the safety instruction the completed list should be signed from all crew members.

Using CREW you can easily create a checklist for the safety instruction, directly check off the points discussed in the Add-on and add comments during the instruction and when finished print the protocol and have it signed by each participant.
Of course, if not printer is available on board, you can use the blank checklist which you have printed before at home and check off and comment the agenda items on the printout manually.

Create new safety instruction

For each voyage only one safety instruction can be created. The safety instructions will be numbered consecutively.

Create new safety instruction

1. Activate the sheet titled **Briefing** and choose the button +.
2. In popover **Create instruction** choose the button **New instruction**.
3. You will receive a blank safety instruction sheet with all standard checklist items from CREW. The sheet is divided into 2 tabs.

4. Start with the data entry on the first tab **Voyage/Crew**. Select the voyage for which the safety instruction is to be created, using their number. Normally this should be the highest number, which means the latest voyage.

5. The data you have entered for this voyage on the sheet **Voyage** will be taken over and shown on tab **Voyage/Crew** of the sheet **Briefings**. The header of the sheet now shows the consecutive number of the safety instruction and the number of the related voyage.

6. If you select to option **Insert signature of the skipper**, the form is automatically signed with the skipper's signature stored on the person sheet.

7. Then check in the list **Crew - participants in safety instruction** all persons from the crew who attend the safety instruction. The name of the skipper is disabled because he/she is not a participant since the skipper is the one who is responsible for the instruction. You will get a signature box at the bottom of the printed safety instruction protocol for all persons you have selected here.

8. Now click/tap the button **Generate text** on the right above the field **Text**. The introductory text for the protocol of the safety instruction is generated from the data in the fields above. If necessary, you can edit the text in this field.

9. During the safety instruction activate the tab **Briefing checklist**, which shows all items of the instruction. Here the individual topics can be checked. Also you can enter a comment for each topic. If necessary, you can delete items or add new items to the list (see "Editing the checklist" on page 30.

10. If the safety instruction is completed, print out the document and have it signed it from all participants.

Print of a safety instruction which will be filled manually

Note

You can edit the entries on tab **Voyage/Crew** without affecting the dates on the sheet **Voyages**. The crew list is not editable.

Editing the checklist

CREW provides a standard checklist with suggestions for your safety instruction. You can add more entries to this checklist and delete items you don't need.
The checklist is sorted using thematic groups (topics) and a sort key. When printing the protocol of the safety instruction each topic acts as a heading and the corresponding items are listed under this heading. The topics are fixed and can not be changed. Therefore all items must be classified under these topics.

- To insert a new entry click/tap the plus sign at the bottom of the list. First, choose a **topic** and then enter the text for the item in the field **Instruction in**.
- Last, set the position of the item by entering the appropriate number in the sort field. The first digit of the three digit number in the file **Sorting** should be the code of the topic (see the following list). The next two digits define the order within the topic.

1. Lifesaving appliances
2. Operation of the ship
3. Emergency
4. On deck
5. Under deck
6. Living on board

- To delete an item click/tap the minus sign at the end of the line. After a confirmation message the entry will be deleted from the list.

*The sheet **Briefing**, tab **Briefing checklist***

Tip: Partner for persons at particular risk
It is highly recommended to assign a partner for all persons at particular risk on board (persons who had a previous illness or a regularly need to take medications) who is aware of these aspects. Create a checklist item for each person under the topic **Emergency** and enter the partnership under **Comments**.

The Muster list

There should also be a written security role for each voyage. Normally this is stored in an easily accessible place in the ship. In addition to the safety briefing, a photo or PDF of the muster list can be inserted in the register **Muster list** and printed out later.

Duplicate safety instruction

When you create a new safety instruction using the function **New instruction** from the popover **Create instruction** the checklist will consist on all standard checklist items provided by CREW. Using the button **Duplicate instruction** you can reuse a customized checklist from another safety instruction you already had created.

1. On the sheet **Briefing** scroll to the safety instruction with the checklist you want to use and select the + button.
2. In popover **Create instruction** choose the button **Duplicate instruction**.
3. You will receive a blank sheet for a safety instruction. However, this includes, instead of the standard checklist provided by CREW your individual checklist used in the previously displayed safety instruction.
4. Continue with point 4 of the guide "Create new safety instruction" on page 28.

Print safety instruction

To print a protocol of a safety instruction, select the button ▤. For details on printing with CREW read the section "Printing Forms and saving Forms in PDF" on page 37.

Delete a safety instruction

1. If you want to delete an safety instruction from CREW, click/tap on top of the sheet on the minus button.
2. You will receive a warning message. Choose **OK** to delete.

Immigration Forms

In many countries it is necessary that you clear inwards each time you come into a port or at least you need to complete a simple immigration form. Depending on the country, different data are required.

With the LOGBOOK Add-on CREW you can easily create these forms and include all required data on the ship and the crew that are stored in CREW.

CREW offers two versions: the short form, in which only the most important personal data are included, as they are required for example in the EU countries in the Mediterranean region and the detailed form with full personal data.

Create immigration form

1. Activate the sheet with the title **Immigration** and select the + button.
2. In the confirmation dialog choose **OK**.
3. If you haven't previously created an immigration form you will receive a blank sheet for creating an immigration form. The field **Date of arrival** is filled with the current date.
4. Select the **voyage** for which the immigration form is to be created, using their number. Normally this should be the highest number, which means the latest voyage. **Ship**, **skipper** and **crew** of the voyage will be taken over.
5. If you select to option **Insert signature of the skipper**, the form is automatically signed with the skipper's signature stored on the person sheet.
6. Select the **type of form** your want to create (short or detailed crew data) and select the **language** in which the form is to be created.

7. Next enter the missing information (date of departure, last and next port).
8. Now the only thing you need to do is to print the form.

*The sheet **Immigration***

Create another immigration form

If you have already created an immigration form, CREW will transfer some data from the previous form when you create a further immigration form:

- **Voyage**, **type of form** and **language on form** are taken from the previous form.
- The **Date of arrival** is filled with the current date.
- **Port of entry** is the next port from the previous form.
- **Previous port** is the port of entry from the previous form.

So if you once have created a form for a voyage, you only need enter the date you want to leave and the intended next port when creating the next form. To create an immigration form for another voyage, just select the new voyage.

Language on Forms
The translation for the texts on the immigration form can be viewed and edited in the window **Language on Forms**.

> **Note**
> The voyage specific information to skipper and ship can not be changed. Likewise, the crew of voyage can not be changed on the sheet **Immigration**. The button left of each name provides direct access to the person data-sheet—in case you need to check the data.

Type of form

The two types for the immigration forms—**short** and **detailed**—differ in the information provided to the skipper and the crew members. In the short version only for the skipper the address, phone number and highest nautical qualification are given. For all other persons the form shows only first name, last name, function on the yacht, date of birth, nationality and passport number. These data are required for example in the EU countries in the Mediterranean area on arrival at a port.

The detailed form includes for each person on board also the place of birth, address, type of ID and the expiration date of the ID. In addition, the form contains a list of all nautical skills of the skipper. This form contains all the information necessary for clearing inwards and should be sufficient in most cases.
If you choose the form type **detailed with documents**, the ship's documents and the identity card photos of the crew members are printed at the end in addition to the data listed above.

> **We need your help!**
> If you should find that you need additional information for immigration that are not included in the detailed form of Crew, please send us the relevant information. We are happy to add this in the next update of Crew.

Print immigration form

To print an immigration form select the button 📄.
For details on printing with Crew read the section "Printing Forms and saving Forms in PDF" on page 37.

Delete a immigration form

1. If you want to delete an immigration form from CREW, click/ tap on top of the sheet on the minus button.
2. You will receive a warning message. Choose **OK** to delete.

Immigration form in type short

Personal Cruise Log

After a voyage the skipper should issue a personal cruise log to the crew. This may be needed for example for a sailing license since in most countries it is necessary to prove, that the person who wants to get a license already has sailed a certain number of nautical miles.

Using the LOGBOOK Add-on CREW you can easily create such personal cruise logs for your crew members for each voyage.

Create new personal cruise log of a new voyage

1. Activate the sheet with the title **Cruise Log** and select the + button.
2. In popover **Create Personal Log** choose the button **New Cruise Log**.
3. You will receive a blank sheet for creating a personal cruise log. First select the **voyage** for which the personal cruise log is to be created, using their number. Normally this should be the highest number, which means the latest voyage.
4. The data you have entered for this voyage on the sheet **Voyage** will be taken over. The header of the sheet now shows the consecutive number of the personal cruise log and the number of the related voyage. The areas **Voyage**, **Ship** and **Skipper** now should be filled completely.
5. If you have previously updated your dates with the trip data from LOGBOOK, the distance traveled is displayed. If there should further information be noted on the personal cruise

log such as the number of travels overnight, you can enter this information into the field **Voyage details**.

6.   If you select to option **Insert signature of the skipper**, the form is automatically signed with the skipper's signature stored on the person sheet.

7.   Under Language on Forms select the **language** in which the personal cruise log is to be created ("Language for Forms" on page 23).

8.   In the next two fields you can enter the date and place of issue that will be used on the personl cruise log.

9.   Now choose in the area **Personal Cruise Log for** the person of the crew for whom the personal cruise log is to be created.

*The sheet **Cruise Logs***

> **Note**
> You can edit the entries on sheet **Cruise Logs** without affecting the voyage data on the sheet **Voyages**, the ship's data on the sheet **Ships** or the person data on the sheet **Persons**.

Language on Forms

The translation for the texts on the personal cruise log can be viewed and edited in the window **Language on Forms**.

Creating more personal cruise logs for the same voyage

If more than one person of the crew should receive a personal cruise log for the voyage you can create the next personal cruise log using the button **Duplicate Cruise Log** in popover **Create Personal Log**. This creates a new personal cruise log where all areas except of the area **Personal Cruise Log for** are already filled with the same data as on the last shown personal cruise log. So you only need to select the person from the list.

Print personal cruise logs

To print a personal cruise log select the button 📄.
For details on printing with Crew read the section "Printing Forms and saving Forms in PDF" on page 37.

Delete a personal cruise log

1. If you want to delete a personal cruise log from CREW, click/tap on top of the sheet on the minus button.
2. You will receive a warning message. Choose **OK** to delete.

Personal Cruise Log for

Mrs. Almute Kraus

SUNNA MERI

Date of birth	Place of birth
19/07/1959	Düsseldorf

Address
Leuchtenberger Kirchweg   46a
40489   Düsseldorf
Deutschland

The skipper certifies the participation on the following voyage:

Andalusien

From	To	Area
01/05/2013	12/05/2013	Südliches Mittelmeer

From	Via	To
Almerimar	Algeceiras (RCN)	Benalmadena

Travel details
Reiseroute bis nach Nordafrika,
2x Überquerung der Straße von Gibraltar
1 Nachtfahrt
1 Nebelfahrt

Function	Distance
Crew	262.02 nm

Ship

Sunna Meri   Sailboat

Yacht model	Owner
HR 37	Helmut und Almute Kraus
Flag	Leuchtenberger Kirchweg 46a
Deutschland	40489 Düsseldorf

Skipper

Helmut Kraus

Highest nautical license
SHS

Address
Leuchtenberger Kirchweg   46a
40489   Düsseldorf
Deutschland

Date   Signature

A personal cruise log

Printing Forms and saving Forms in PDF

In CREW you can print all the forms and the person datasheets on a printer or save them as a PDF. To do this choose the button 🗋 on the form sheets or on the sheets **Persons** and **Crew List** choose the button **Print** in the popover ↻.

Print preview

On the PC CREW opens after choosing a print command a print preview window and a dialog which offers the possibility of printing directly (button **Print**) or displaying a print preview (button **Preview**).
The button **Print** opens the print dialog of the operating system. The first page of the print preview is still displayed, but you cannot scroll in the print preview.
The button **Preview** activates the print preview window. You can now scroll through the print preview.

• Scroll with the arrow keys
• Zoom with the keys + and -
• Exit the preview with space button or enter key

Exiting the preview closes the window and returns to the normal CREW window

On the iPad after choosing the print command, a dialog is displayed that allows you to print directly (button **Print**) or to display a print preview first (button **Preview**). The preview is already visible in the background and is activated with the **Preview** button.

• Tap the left or right side of the page to scroll.
• Zoom with the magnifying glass buttons in the upper right corner.
• Exit the preview with the button ✕ at the top right.

Please note that the preview on the iPad, unlike the preview on the PC, cannot display exact page breaks.

When you exit the print preview with the button ✕, you can choose whether you want to print (button **Print**) or return to the normal screen of CREW without printing (button **Quit**).

Page Setup and Printing using MacOS

The default printer page is setup in a way that the views can be printed in portrait format on a DIN A4 or US letter sheet. If the setting is not proper for your printer, you can setup the page in the dialog box **Page Setup** from the **File** menu. This opens the standard dialog box **Page Setup** of MacOS.

1. In the dialog **Printing/Print Preview** choose the **Print** button.
2. This opens the standard dialog box **Print** of MacOS. Activate the dialog's page with the settings for **FileMaker Pro.** For the option **Print** select **Current record** to print the current form. Also make sure that for the option **Pages** the setting **All** is selected. Just so all pages of the selected form will be printed if the form consists of more than one page.
    To print the protocol of the **safety instruction** you need to have selected **Records being browsed** for the option **Print**. If you want to print all person datasheets choose **Records being browsed** for the option **Print**.
3. After you have checked all settings, start the print job with the button **Print**.
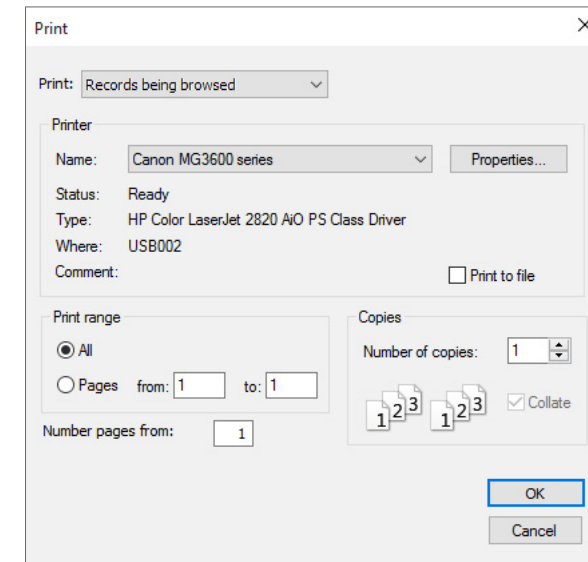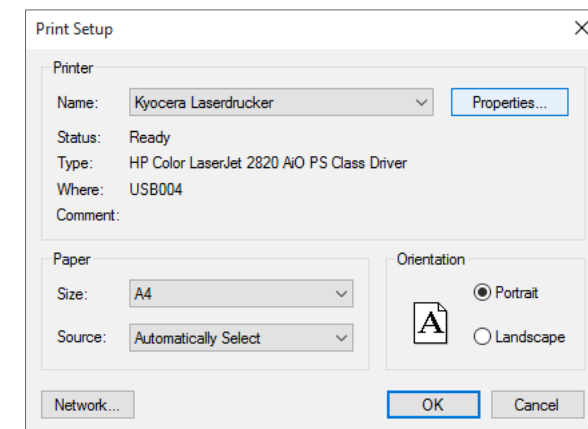
*The **Print** dialog box under MacOS*
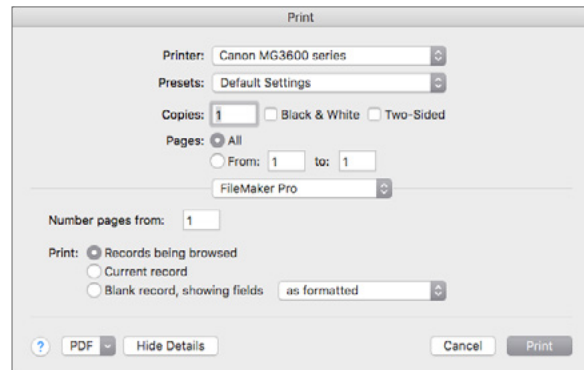
*The **Print** dialog box under Windows*

Print Setup and Printing using Windows

1. In the dialog **Printing/Print Preview** choose the **Print** button.
2. This opens the standard dialog box **Print** of Windows. For the option **Print** select **Current record** to print the current form. Also make sure that for the option **Pages** the setting **All** is selected. Just so all pages of the selected form will be printed if the form consists of more than one page.
   To print the protocol of the **safety instruction** you need to have selected **Records being browsed** for the option **Print**.
   If you want to print all person datasheets choose **Records being browsed** for the option **Print**.
3. Then, next to the name of your printer , click on the **Properties** button. This opens the dialog **Print Setup**.

*The dialog box **Printer Setup***

4. Select here under **Paper - Size** the size paper **A4** or **US letter** and under Orientation the option **Portrait**. Then close the **Print Setup** dialog with **OK**. (How exactly your dialog **Print Setup** looks like depends on your printer. Please read, if necessary, in the operating instructions of your printer.)
5. After you have checked all settings, start the print job with the button **OK**.

iOS **Print Setup and Printing on iPad**

On iPad you need a printer which is capable for AirPrint (for details of setting up the printer refer to the manual of your printer or the iPad manual).

1. In the dialog **Printing/Print Preview** choose the **Print** button. and in the following dialog **Print/PDF** also choose the **Print** button.
2. This opens the standard dialog box **Print Setup.**
   For the option **Record Range** select **Current record** to print the current form. Also make sure that for the option **Page Range** the setting **All** is selected. Just so all pages of the selected form will be printed if the form consists of more than one page.
   To print the protocol of the **safety instruction** you need to have selected **Records being browsed** for the option **Record Range**.
   If you want to print all person datasheets choose **Records being browsed** for the option **Record Range**.
3. Choose the paper size (A4 or US Letter) and make sure that you have set up **Portrait** for **Orientation** and **100%** for **Scale**.
4. After you have checked all settings, start the print job with the button **Print**.
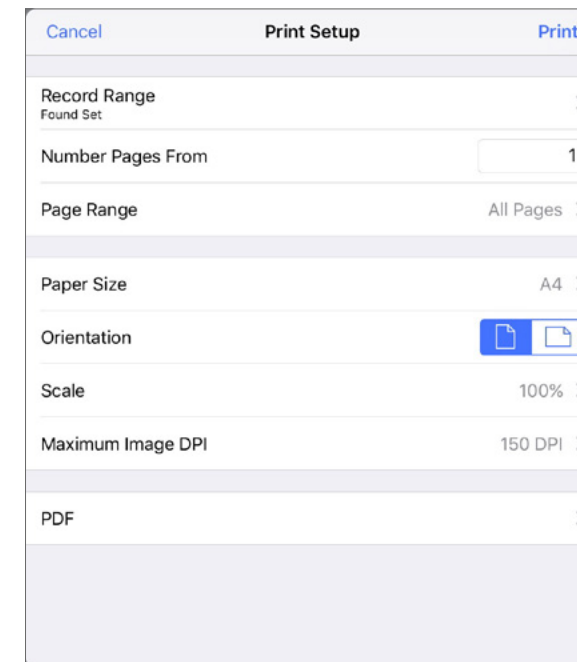

The dialog box ***Print Setup***
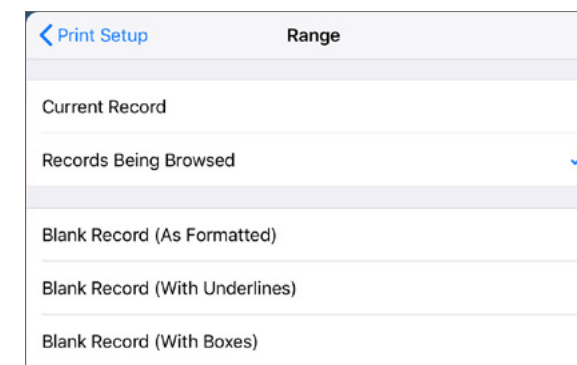
Standard setting in dialog ***Print Setup, Range***

Creating a PDF on Mac

When you are using Logbook on a Mac you can also store your form in a PDF file instead of printing on paper. For this you have to follow the same steps described for printing (see in the chapter "Page Setup and Printing using MacOS" on page 37). But after you set up the appropriate settings in the print dialog box, don't click on the button **Print**, instead you have to choose the option **Save as PDF…** from the list, which is opened with the button **PDF**.
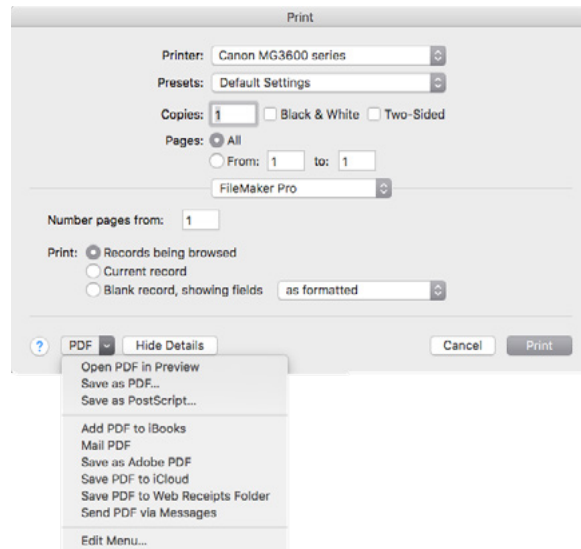
Saving a print layout in a PDF file

Creating a PDF using Windows

If you are using Windows and would like to store your form in a PDF file instead of printing on paper, it is necessary to have installed a PDF printer. Windows 10 includes a PDF printer. For older versions of Windows you can download PDF printers freeware software in the Internet.

Printing with a PDF printer is similar to printing with a normal printer, the only difference is that you print in a file instead of on paper. So follow the same steps described for printing (see in the chapters "Print Setup and Printing using Windows" on page 38).
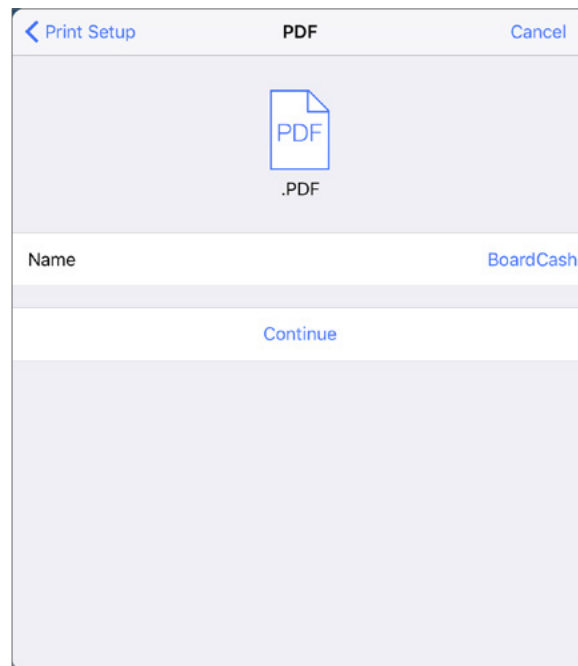
Creating a PDF on iPad

On iPad it is very easy to export your Crew file into a PDF. There are two different ways to create a PDF.
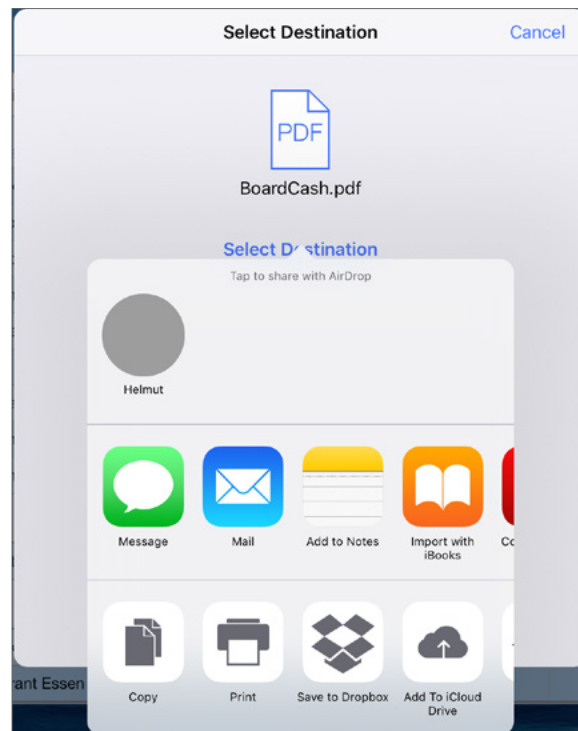
Create PDF with selection of destination

1. To do so first follow the same steps described for printing (see in the chapter "Print Setup and Printing on iPad" on page 39).
2. After you have completed your settings in dialog box **Print Setup** of FileMaker Go tap on **PDF** at the bottom of the dialog box.
3. In the following dialog box you can setup the name for your PDF.
4. Tap on **Continue** and choose in the following dialog where or in which app you want to save the PDF. If you like you can send the PDF with email or upload the file to a cloud service.

*The dialog **PDF***

*The dialog **Select Destination***

Automatically save PDF to document folder

1. In the dialog dialog **Print/PDF** also choose the button **PDF** instead of **Print**.

2. The PDF file now is saved in the documents folder of LOGBOOK SUITE on your iPad.
    You can find the PDF by clicking in LOGBOOK SUITE MANAGER the button **Open another file**.
    PDFs are listed at the bottom of the list under the heading **PDF**.
    If you tap on the entry the PDF is displayed in LOGBOOK SUITE**.**

Troubleshooting

Restore a Damaged File

If you have a crash of the computer's operating system (on PC) or a hard disk access error while you are working with Logbook Suite, it may happen—in quite rare cases—that files get damaged. In this case you will receive an error message when you try to open the file next time. Normally this can be repaired quite simple.

1. For MacOS press the keys ⌘ and ⌥, for Windows press the keys Ctrl and ⇧ and double-click on the icon of the program Logbook Suite. Hold the keys pressed until the dialog box **Open damaged file** is displayed.
2. Select the damaged file and let Logbook Suite do the recovering. Logbook Suite creates a new file with the original file name and adds at the end of the name of the damaged file "OLD". A dialog box informs you about the steps Logbook is performing.
3. Open the restored file, close it again and choose in the dialog shown when closing the button **Backup**. Save a copy of the restored file with the same name and use the option **Type: compacted copy (smaller)**.
4. Replace the restored file with the copy you just created.

If you should notice an unusual behavior with this new file, we recommend to go back to a backup copy which you already created before the damage.

Updates

2K Yachting will develop Logbook Suite and Crew further and add new functions. From time to time 2K Yachting will provide a software update. Find out more on our website at *https://logbooksuite.com*.

Error Report

Although Logbook Suite has been proved in practice, there may occur an error while using the software.
In this case we would be grateful if you inform us about the error, thus we can patch it with the next software release.
Please send an email with a precise description of the error to *support@2k-yachting.de*.

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