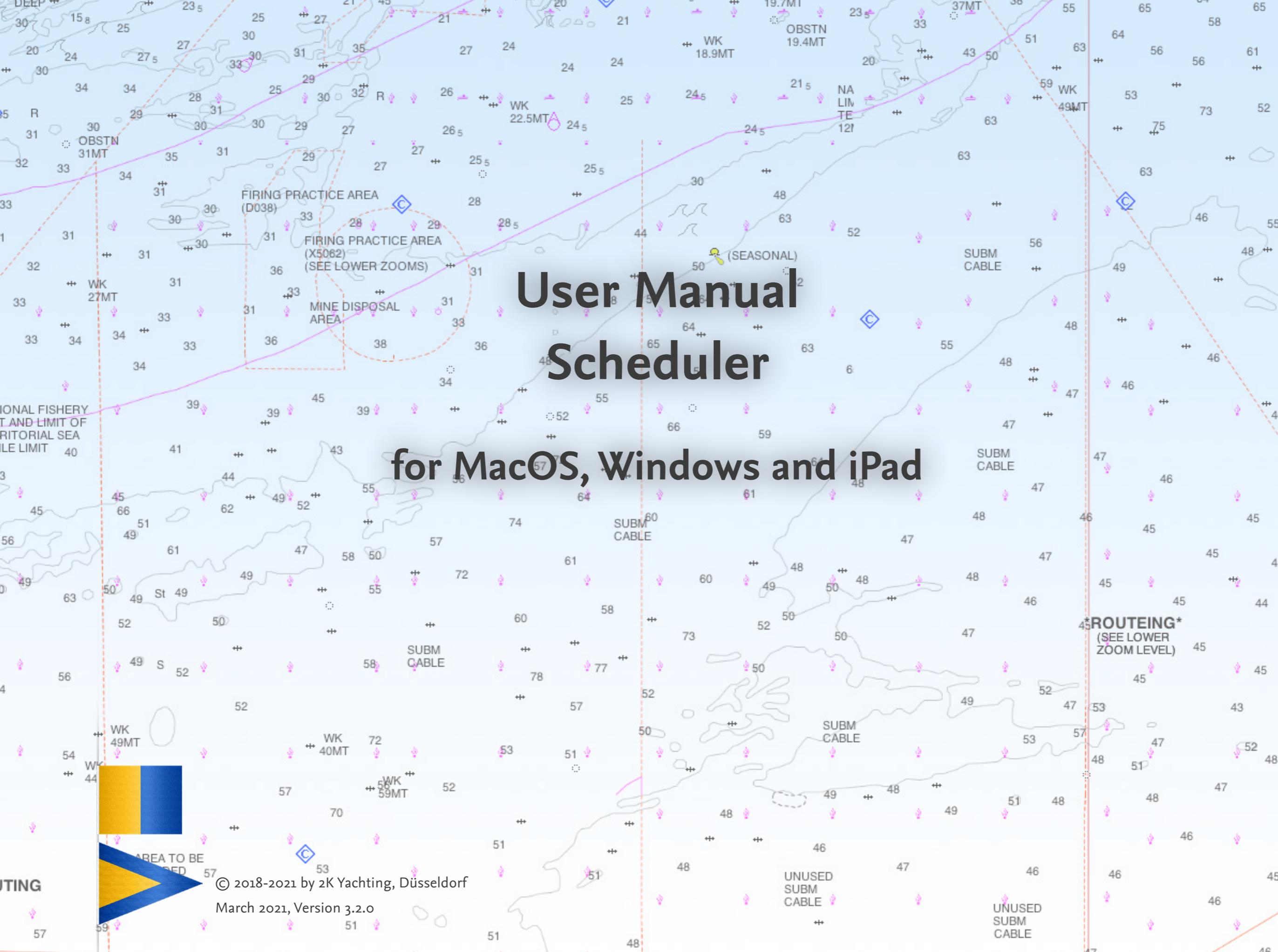


User Manual Scheduler for MacOS, Windows and iPad



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Preface

With the Add-on SCHEDULER 2K Yachting provides a visual personal planner for all appointments concerning the voyages with the ship, the maintenance, the regattas and much more. SCHEDULER is a intuitive visual kind of calendar which presents all appointments arranged clearly structured on a timeline. The time slot which is shown can be moved and zoomed.

This user manual explains the functions of the Add-on SCHEDULER. 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 work on the translation into Dutch.

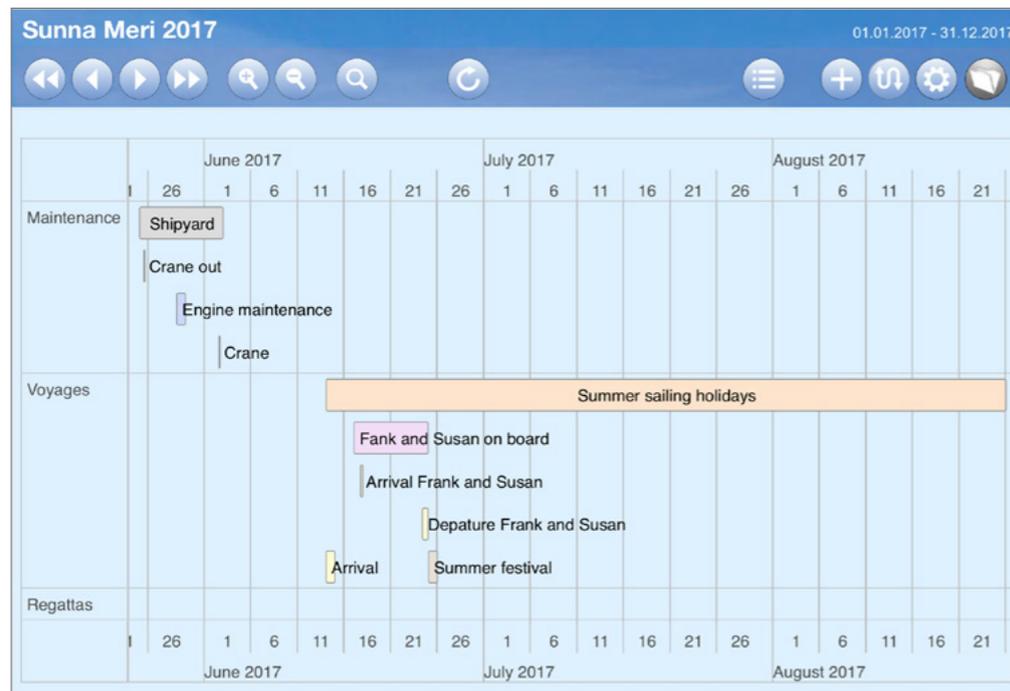
If you have any questions, please send an email to ***support@2k-yachting.de***.

We hope that you like SCHEDULER and may there always be enough water beneath your keel...

Almute Kraus
2K Yachting, in March, 2021

A brief view into SCHEDULER

SCHEDULER is an interactive visual personal organizer for sailors and motor boaters. It differs from conventional schedulers mainly by its intuitive presentation of the time and the appointments in a continuous **timeline** - just as the real time runs.



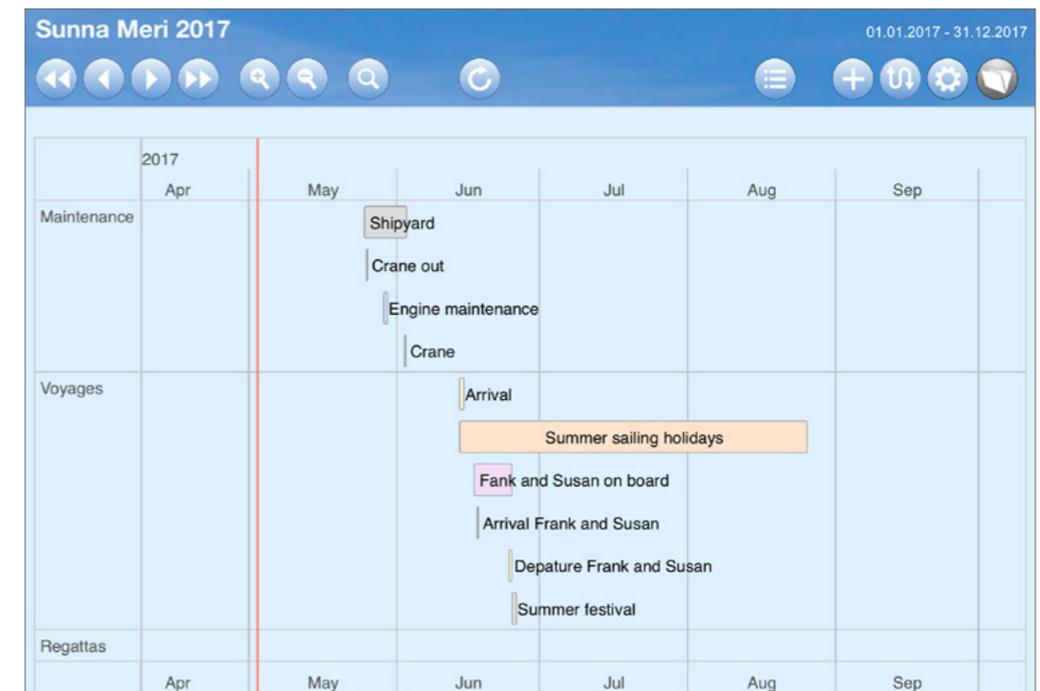
In SCHEDULER the appointments are shown in a timeline

SCHEDULER is suitable for planning a whole year or a whole season, as well as several years or even a single trip.

Your undertakings (such as the summer sailing trip or stay in the shipyard) are created in SCHEDULER as **projects** and the project periods are marked in the timeline by color bars. Within a project you can enter as many appointments as you want, the **events**. Events are linked to the project and are displayed in the timeline by color bars arranged below the project.

The section of the timeline which is displayed on the screen can be moved or zoomed by using buttons or gestures. You can show only a few days, several weeks or months or a whole year.

With SCHEDULER all your projects are clearly structured and displayed. In the top level of the structuring you will find the **groups** with which you can assign your projects to various topics such as maintenance, voyages and regattas. Deadlines from Maintenance and FirstAid-Kit can also be managed



After zooming out the timeline shows a bigger time slot

Of course, it is also possible to print any section of the SCHEDULER timeline in different resolutions or to save them in a PDF. So that you can share your planning with your friends.

Get to Know: The User Interface

The user interface of SCHEDULER is almost identical on PC and on iPad.

The window of SCHEDULER consists of two areas: The dark area at the top is the control bar with various controls. The area beneath with the light blue background displays the interactive timeline with your appointments.

The Buttons in the Control Bar

In the control bar of SCHEDULER you find buttons that give access to all functions of SCHEDULER. If you already use LOGBOOK, you will recognize many controls. The table gives a description of the buttons. The functions will be described in the corresponding chapters of this manual.

Changed in Scheduler 3.2 The buttons ,  and  open a menu with text buttons. Clicking on a text button opens either a dialog with settings or executes the specified function.

To close a menu just click use the closing button () , which is located on in the upper right corner. Depending on the selected function, the menu closes automatically.

Button	Function
	Fast go back in timeline
	Go back in timeline
	Go forward in timeline
	Fast go forward in timeline
	Zoom in (less days in view)
	Zoom out (more days in view)
	Menu Show
	Refresh timeline
	Show list view
	Sort list view by date ascending/descending
	Show timeline
	Menu New (New project, New group)
	Menu Communication (Import, Backup, Print, About Scheduler, Quit)
	Menu Settings (Defaults, Color, Order of groups, List for projects)
	Switch to Logbook Manager
	Edit list (only in dialog project/event)

The buttons

The interactive Timeline

Your appointments (projects and events) are displayed and edited in the interactive timeline. Projects belong to different groups, which are displayed at the left edge of the timeline.

A vertical, red line indicates the current day.

Gestures in the timeline

Interactive timeline means that all scrolling and zooming functions, which can be done by using the buttons in the control bar, are also possible to be done directly by mouse or finger in the timeline.

Function	Gesture on iPad	Gesture on PC
Move the displayed period	Hold your finger on the timeline and then move	Hold on the timeline with mouse button pressed and then move the mouse
Zoom (change the number of days displayed)	Pull or squeeze two fingers on the timeline	Place mouse pointer over the timeline and use the scroll wheel of the mouse
Edit project/event	Tap on entry	Click on entry (Windows: use the right mouse button)

Changed in Scheduler 3.2

Changed in Scheduler 3.2

Function	Gesture on iPad	Gesture on PC
Edit group	Within the row of the group, tap on an area without a project or event	Within the row of the group, click on an area without a project or event (Windows: use the right mouse button)

The list view

In addition to the display as timelines, SCHEDULER also offers a list display of projects and events.

To switch between the two displays use the buttons (to list view/ to timeline) at the top of the control bar.

In the list view, the projects are highlighted in gray, the corresponding events are highlighted in white.

The displayed projects can be sorted using the sort button in ascending or descending order by start date.

The checkbox options can be switched on or off directly in the list view, all other information is edited in the same dialogs as in the timeline (see “Projects and events—Appointments in Scheduler” on page 7). To open the Project or Event dialog, simply click in the area with the color marker or text.

The same search functions are available to restrict the projects displayed in list view as in the timeline (see “Limiting the Projects displayed” on page 13).

SCHEDULER in Practice

SCHEDULER displays the time in a continuous horizontal timeline. Your appointments appear on the timeline as colored bars.

Projects and events—Appointments in SCHEDULER

SCHEDULER works with two levels of appointments: the projects and the events. The idea is that for an undertaking (the **project**) which extends over several days individual appointments (the **events**) can be recorded.

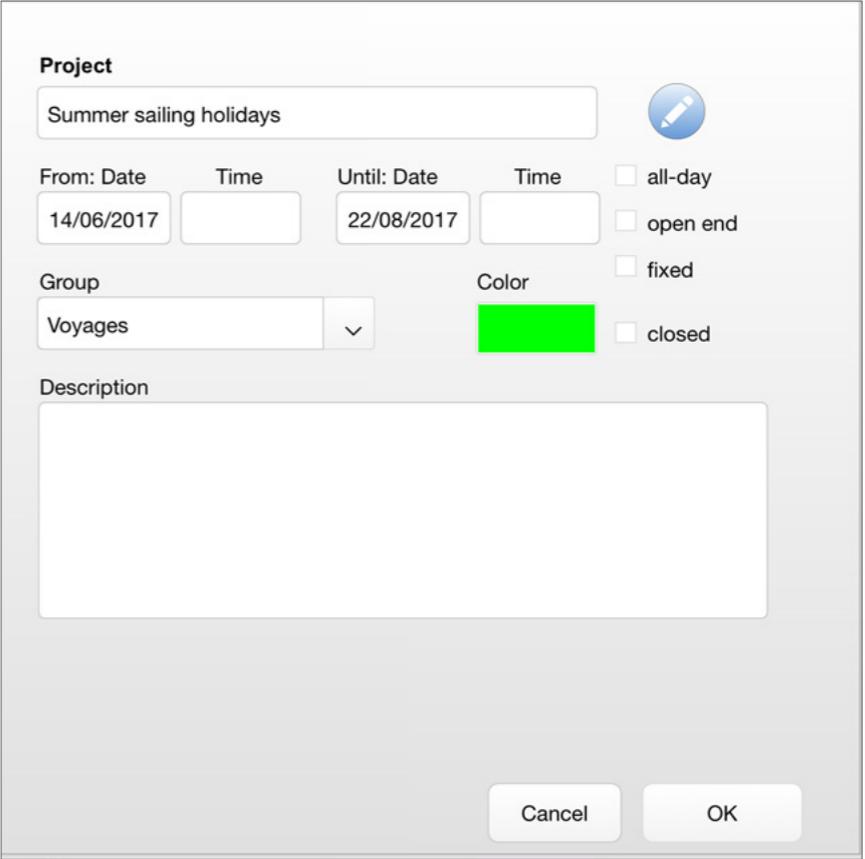
An example of this is the week-long summer sailing trip during which friends will be on board for a week and all arrival and departure dates should be noted. Or the maintenance of the ship, for which all work needs to be precisely timed between the craning out and craning back into the water.

Creating a new project

Start working with SCHEDULER by creating a new project.

1. In the control bar of SCHEDULER select the + button and then in the menu the button **New project**.
2. The dialog **New project** opens.

3. First a name or title for the project must be entered in the upper field under **Project**. This name will later appear in the timeline.
The field **Project** provides a selection list with possible entries. The list can be customized. To do this either select the button  in this dialog or the button **List projects/events** in the menu **Settings** (button  at the top right).
You can either select a name from the list or enter a name for the project using the keyboard.



Project

Summer sailing holidays 

From: Date Time Until: Date Time all-day

14/06/2017 22/08/2017 open end

Group Color fixed

Voyages  closed

Description

Cancel OK

*The dialog **New project***



Tip: Entering manually into a field with drop-down list

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 first need to hide the list with the button  (in the bar on top left of the keyboard) and then you can enter your text using the keyboard.

- The following fields are used to enter the **date** and **time** for the **start** and the **end** of the project. Only the start date is required (see below). The date fields open the popup calendar from which the date can be selected. The date can also be entered using the keyboard.



Tip: Entering a date or time on iPad

When you activate a field for a date or a time on iPad the popup Date oder Time of the iOS is shown and the current date or time is preset. To enter a date or time, shortly scroll one of the scrolling dials until the date or time is 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 the popup with the button  (in the bar on top left of the keyboard) and then enter the date or time using the keyboard.

- Each project must be assigned to a group. The triangle to the right of the **Group** field opens a list in which you can select from the groups created in SCHEDULER.
- Tap/click on the color field to open the color picker. Here you can select one of 10 colors by tapping/clicking on a color field. With **Group color** you select the color specified for the group.
- Entering a **Description** is optional.
- Close the dialog with **OK**.

The new project appears as a bar in the selected color in the row of the selected group. The project name is displayed on the color bar. If the name is longer than the bar, the text extends to the right over the color bar. The timeline is automatically moved and scaled so that the new entry is visible.

Options when entering the date and time

To simplify the entry of appointments SCHEDULER adds dates.

- If no time is entered at the start date, the project starts at 0 o'clock at night.
- If no time is entered at the end date, the project lasts until 23:59 h at night.
- If no end date is entered, start and end dates are identical. It is therefore an appointment on only one day, which lasts until 23:59 h.

If a time is entered for the end, but no date, the start date is also taken as the end date. This way you can easily enter short appointments.

- For projects where you not want to specify a time at either the start or end date, you can completely hide the time fields by using the option **all-day**. With its option internally 0:00 h is used for the start and 23:59 h for the end so that the color bar in the timeline extends from the beginning of the first day to the end of the last day.
- With the option **open end**, you can create projects whose end is not yet fixed. The end date should include a date until which the project will last at least. The end date can be adapted at any time, or in some cases it is also automatically adapted by SCHEDULER.
Projects with an open end are shown in the timeline with a color gradient hiding at the end.
- Projects whose dates and times should not be changed in any case can be permanently protected against changes with the option **fixed**. All date and time fields are then locked.

Tip: Time fields

Time fields use the time format hh:mm, thus two digits for the hours and then, separated by a colon, two digits for the minutes.

If you enter only one number (for instance, “4”), this is automatically interpreted as an hourly value and is complemented to 4:00.

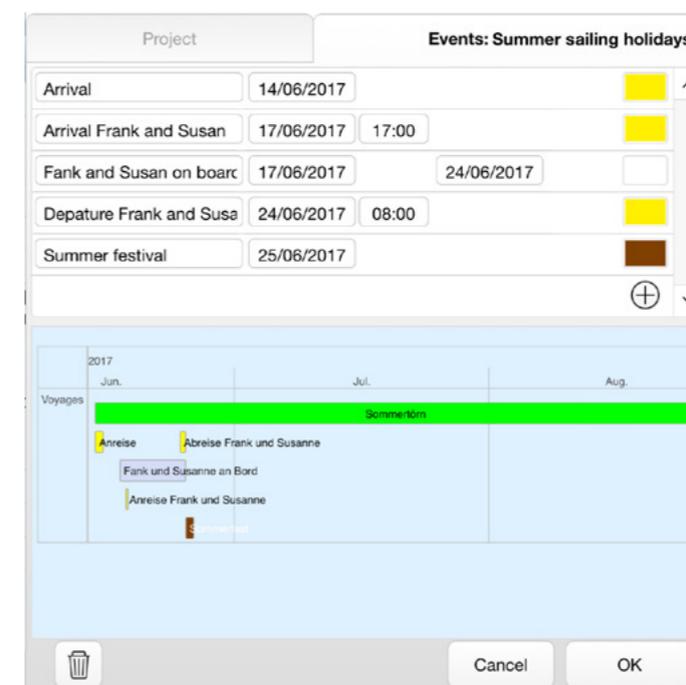
Attention

Entering separators other than the colon results in wrong data. Thus, when entering a time using the keyboard, always check the time that is displayed in the field.

Creating a new event

Events are appointments within a project and are created in the extended dialog **Edit Project** of the project.

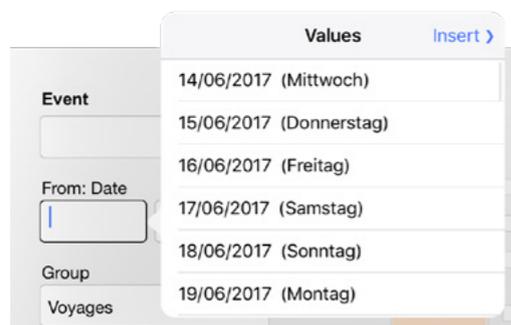
1. In the timeline tap/click on the project's color bar or the text. This opens the dialog **Edit Project**. Then choose the button **Edit events** at the bottom left of the dialog.
2. The dialog is extended with the tab **Events: Project title** and the tab for the events is already activated.



The extended dialog **Edit project**, tab **Events**

3. In the upper part of the tab all events for the project are listed. The lower part shows a section of the timeline that contains the project and the related events. For projects with a longer duration, this timeline can be moved and zoomed with gestures, just like the SCHEDULER timeline itself.

4. To create a new event, you can either use the + button in the first empty row of the event list, or use the + button in the bottom left of the dialog.
5. Both open the dialog already known from creating a project, but now with the title **Edit event: Project title**.
The fields in the dialog are almost identical to those for projects, but the date fields do not show a calendar. Instead a list with the all days within the project period is provided to choose from.
But you also can enter the dates manually. In the case that, while entering the dates manually, the time period of the event is not completely within the project period, SCHEDULER will display a message when you finish your data entry with the **OK** button. With this message you have the option to let SCHEDULER adjusted either the date of the project or the date of the event automatically.
Since an event always belongs to the same group as its project, the group is only displayed in the dialog and can not be changed.
6. Closing the dialog **Edit event** gets back to the extended dialog **Edit Project**. The new event is displayed in the event list and in the timeline.



Selection list when entering a date for an event

7. With this steps you can enter or edit (see next section) several events one after the other. To complete the data entry, close the extended dialog **Edit Project** with **OK**.

Editing an event

Events can either be edited directly from the SCHEDULER timeline or from the extended dialog **Edit Project**.

Changed in Scheduler 3.2

- To edit an event directly from the timeline, click/tap on the color bar or on text of the event (Windows: use right mouse button).
- To edit an event in the extended dialog **Edit Project** switch to the tab **Events** and then click/tap on the title of the event shown in the event list.

Editing a project

Changed in Scheduler 3.2

To edit a project, just click or tap the project's color bar or text in the timeline (Windows: use right mouse button). This opens the dialog **Edit Project**, which is almost identical to the dialog used to create the project.

Switching the group

When you change the group of a project which has associated events, a security message is shown and all related events are also moved to the new group. Events always belong to the same group as their project.

Closing a project

In SCHEDULER you can close projects and events and thus prevent unintentional changes. When a project or event is marked to be closed only the field **Description** can be edited.

- To close a project or event activate the option **closed**.
- If the option **closed** has been activated for a project, SCHEDULER will check, when you close the dialog with **OK**, if all the related events have already been closed. If not, a message is shown and it is possible to automatically let SCHEDULER close all events.

Deleting projects and events

Projects and events can be deleted with the button  in the **Edit Project** dialog. For project with associated events the dialog **Edit Project** doesn't show the button for deletion, thus means that projects for which events are created can not be deleted in the **Edit Project** dialog. To do this, you need to switch to the extended dialog **Edit Project**.

The extended dialog **Edit Project** provides a delete button on both the tab **Events** and also on the tab **Project**. Here you have the opportunity to delete projects with associated events. When deleting, a message is shown where you can select to delete the associated events or to convert them to stand-alone projects.

On the tab **Events** the button  (located in the bottom of the dialog) will delete the event currently selected in the events list.

Dates and expiration dates Maintenance and FirstAid Kit

From the Add-ons MAINTENANCE and FIRSTAID KIT projects can be automatically created in SCHEDULER for jobs and expiration dates of medications. These are created in the groups **Maintenance** and **FirstAidKit** respectively and can be edited in SCHEDULER in the same way as other projects.

Groups

In SCHEDULER groups are used to roughly sort appointments (projects and their events) into thematics (such as trips and maintenance). The names of the groups are displayed statically at the left edge of the interactive timeline.

Four groups are already created in a new, empty SCHEDULER file. The groups **Maintenance** and **FirstAidKit** are required for the automatic entry of deadlines from the Add-ons MAINTENANCE and FIRSTAID KIT. The other two groups are intended as suggestions and can of course be renamed or deleted.

Decide whether the prepared groups are suitable and, if necessary, change the names of the groups or create additional groups.

Creating a new group

1. In the control bar of SCHEDULER select the + button and then in the menu the button **New group**.
2. The dialog **New group** opens. Here you need to enter a name for the group into the upper field and choose a standard color for the group from the field **Color**. It is optional to enter a further description.
3. Close the dialog with **OK**. The new group appears below the existing inserted.

*The dialog **New group***

Editing or deleting a group

Changed in Scheduler 3.2

1. To edit or delete a group click/tap within the horizontal area of the group at a location where no project or event is displayed (Windows: use right mouse button).
2. The **Edit group** dialog opens with the same fields as provided in the dialog **New group**.
3. Make your changes and press **OK** to accept the changes. **Cancel** closes the dialog without accepting changes.

4. With the button , which is displayed at the bottom of the dialog **Edit group**, the group can be deleted. Please note that after a security message all projects and events created in the group are also deleted.

Moving groups

In the menu **Order of groups** which is opened using the menu **Settings** (button  at the top right) you can change the order of the groups. Using the buttons to the left of the group names you can move the group up or down one line.

*The Menu **Order of groups***

Limiting the Projects displayed

With the options in the dialog **Show** (button ) you can bring certain projects, events or selected periods of time into the visible display area of the timeline without the need to search, scroll and zoom for these entries with the buttons or gestures.

In the list view there is a similar dialog available to limit the displayed projects

Most of the display options are self-explanatory. With some options special fields for data entry or selection are displayed at the bottom of the menu.

The **OK** button starts zooming the timeline to the selected entries.

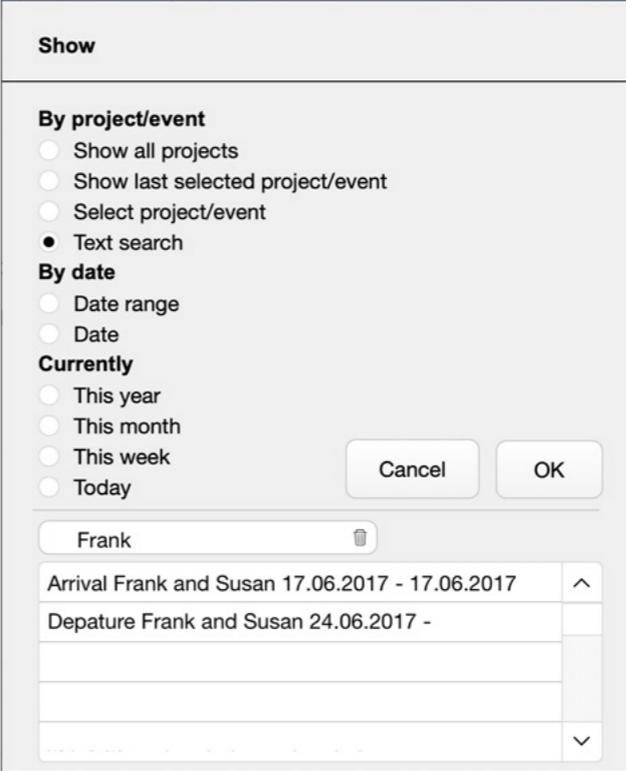
- The option **Select project/event** provides a list of all projects and events from which an entry can be selected.

With the option **Only from group** two selection lists are offered. If you then select a group from the upper list, the lower list only shows the entries from this group.

Text search

A special case is the option **Text search**.

1. To bring a project or event with a specific text into the visible area of the timeline, first enter a search term into the field  which is provided with the option **Text search**.
2. While you are entering the text, the list below the search field lists all the projects and events that contain this search term.
3. If you have found the searched entry, select it in the list and then close the menu with the button **OK**. The timeline area now shows the selected entry.



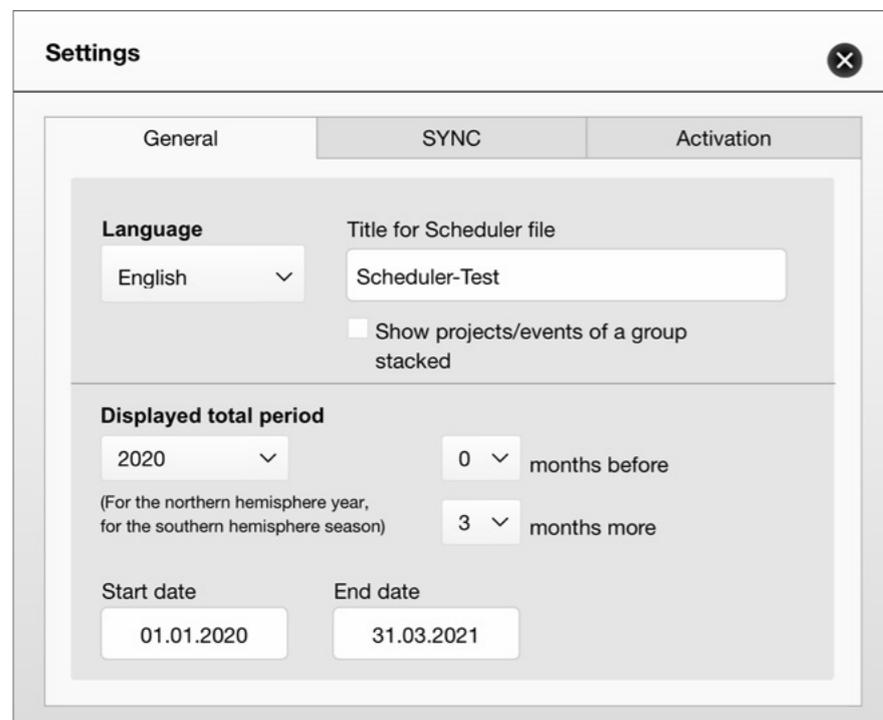
The dialog **Show** with the input field and the selection list when searching for projects and events with a certain text in the title

Customize SCHEDULER: Settings and Lists

The dialog **Settings**, which is opened via the button  on the far right of the control bar, provides functions that allow you to customize your SCHEDULER file.

The Dialog Settings

First use the button  in the right of the window to open the menu **Settings**. Then dialog **Settings**. On the first tab of this dialog you can set some defaults.



The dialog Settings

Language

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

Title for Scheduler file

Enter here a title for your file. It is displayed in the SCHEDULER window at the top left of the control bar.

Show projects/events of a group stacked

If this option is enabled, projects and events within a group with overlapping time periods are displayed with a vertical offset, so that the color bars and texts are completely visible. Activating this option is recommended to increase clarity.

Displayed total period

This settings allow you to specify which time period should be visible in the SCHEDULER file. The setting selected here affects only the visibility in the window of SCHEDULER and can be changed at any time without deleting existing projects or events. The selection list provides a simple way to configure the file for displaying a selected year (from January to December) or in the southern hemisphere of a season (from July to June). Using the two lists **months before** and **months more** you can add one or more month to be shown at the start or end of the selected time period.

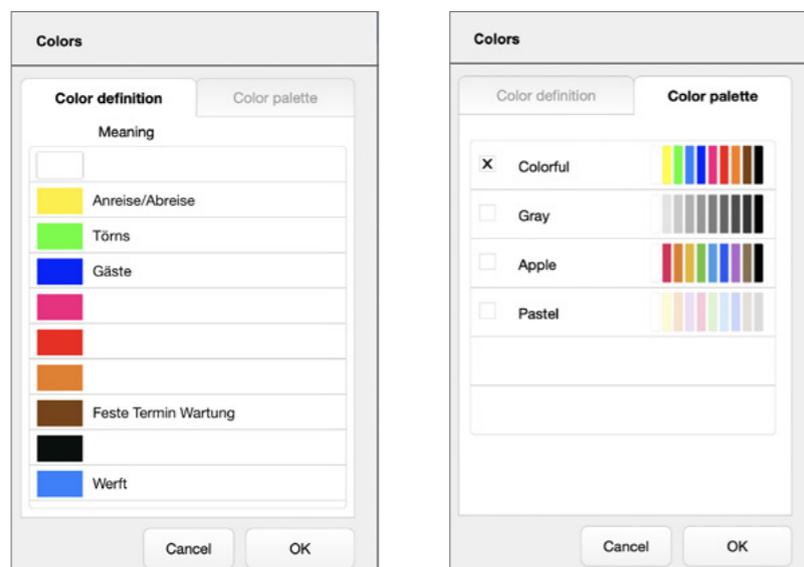
Alternatively, you can enter dates into the fields **Start date** and **End date**, which always display the selected time period. The selected time period is also displayed in the window of SCHEDULER in the upper right corner of the control bar.

Activation – Your serial number

On the third tab of the dialog you can read your current serial number or if no serial number has been entered yet **No serial number**. For the unlimited use of SCHEDULER you need to enter a serial number by choosing the button **Enter**. The serial number field itself is not editable.

Color Definitions and Color Palettes

The Button **Colors/color palettes** on the Menu **Settings** (Button  at the top right) opens a menu with two tabs.



The menu **Colors/color palettes**

Color definition

On this tab you can assign an individual meaning to each color. Thus, for example, the voyage could always be displayed orange, times with guests rose and dates for arrival and departure yellow.

Color palette

In this first version of SCHEDULER four different color palettes are available. The selected color palette affects all entries. When changing the color palette, the colors of entries already created are also changed. The order of the colors is fixed, the meanings created on the tab **Color definition** are adopted in the given order.

Importing

In **communication** menu (button ) SCHEDULER provides two different import functions.

Import (all) can be used to import all entries and settings from another SCHEDULER file into the current file.

Import (settings) allows to import all settings, the color definitions and the title list from another SCHEDULER file into the current file. This can for example be helpful if you want to use a new SCHEDULER file for each year or season.

Due to the different operating systems the import function is slightly different on iPad and on PC.



Importing Entries on PC

1. In **communication** menu (button ) select the button **Import (all)** or **Import (setting)**.
2. It opens an information dialog. Select **OK** to continue.
3. Now a dialog is opened where you need to select the SCHEDULER file, from which you want to import. After you have selected the file, the import runs automatically.



Importing Entries on iPad

On iPad you can only import from another SCHEDULER file which is stored in the documents folder of LOGBOOK SUITE.

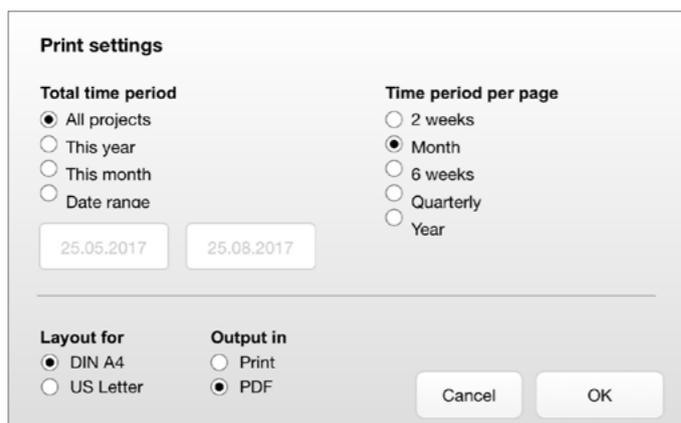
1. In **communication** menu (button ) select the button **Import (all)** or **Import (setting)**.
2. It opens an information dialog. Select **OK** to continue.
3. SCHEDULER now opens a menu with a list from which you can choose the file you want to import from. The list shows all files stored in the documents folder of LOGBOOK SUITE. Select the file and then start the import process by clicking **OK**.
4. The import will run automatically.

Printing the SCHEDULER file or saving in PDF

SCHEDULER offers in the menu **communication** (button ) with the button **Print** a printing function, with which the timeline can be printed out on paper or saved as PDF. Since the timeline is very long or wide, but the printout and PDF files are limited by the width of the page, the timeline needs to be divided into several pages when printing. The splitting can be defined in the dialog **Print settings**.

Print settings

The print function of SCHEDULER opens the dialog in which you can setup the splitting of the timeline onto the pages. You can select the section of the timeline which should be printed (option **Total time period**) and set the scale (option **Time period per page**). You can also choose between the paper sizes A4 and US letter.



The dialog **Print settings** of Scheduler on iPad

Printing and saving PDF

After starting the printing process, SCHEDULER opens a new window in which the content of the individual pages is calculated and visualized. This may take some time, depending on the number of pages and the content.

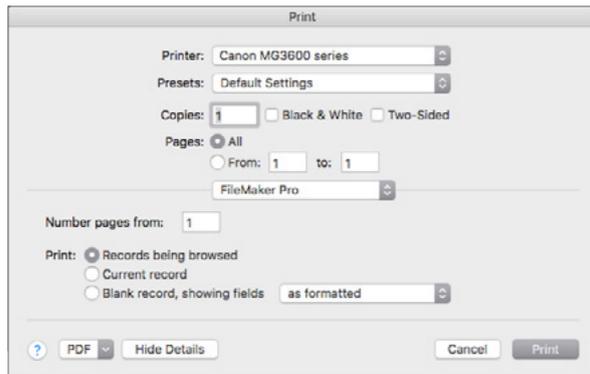
The default printer page is setup in a way that the views can be printed in portrait format on a DIN A4 or US letter sheet.



Printing and PDF creation using MacOS

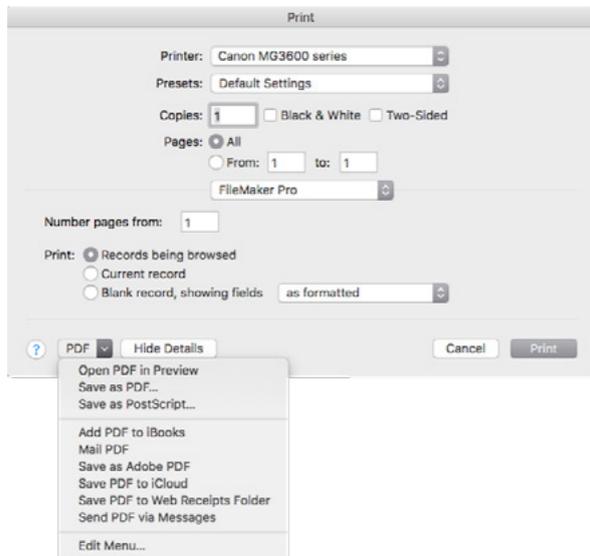
If the setting is not proper for your printer, you can setup the page in the dialog box **Page Setup** from the **File** menu. This opens the standard dialog box **Page Setup** of MacOS.

1. In menu **communication** (button ) choose the button **Print**.
2. In the dialog **Print settings** of SCHEDULER select the desired total time period for the printout and the time period to be displayed on each page. Then activate the appropriate paper size. Close the dialog with **OK**.
3. After all pages are generated the standard MacOS dialog **Print** is opened. Activate the dialog's page with the settings for **FileMaker Pro**. For the option **Print** select **Records being browsed** (which means all pages generated). Also make sure that for the option **Pages** the setting **All** is selected. Just so all entries will be printed.
4. After you have checked all settings, start the print job with the button **Print**.



The *Print* dialog box under MacOS

- To create a PDF don't click on the button **Print**, instead open the list of the button **PDF** and choose the option **Save as PDF...** from the list.

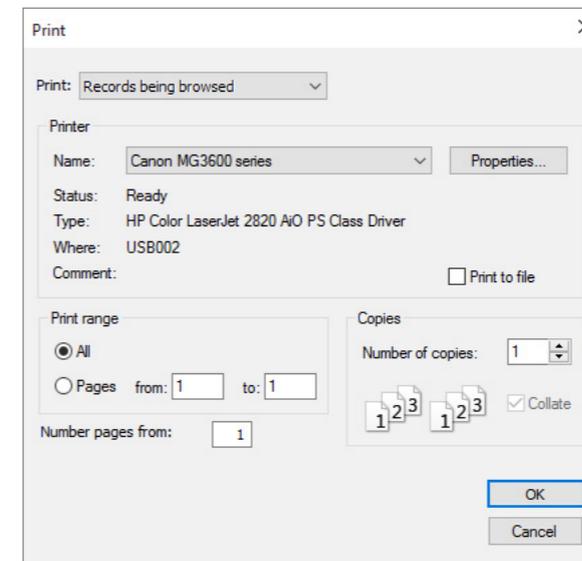


Saving the printout in a PDF file



Printing and PDF creation using Windows

- In menu **communication** (button **↕**) choose the button **Print**.
- In the dialog **Print settings** of SCHEDULER select the desired total time period for the printout and the time period to be displayed on each page. Then activate the appropriate paper size. Close the dialog with **OK**.
- After all pages are generated the standard **Print** dialog of Windows is opened. Decide here by selecting the appropriate printer, whether you want to print on paper or into a PDF.
- For the option **Print** select **Records being browsed** (which means all pages). Also make sure that for the option **Pages** the setting **All** is selected. Just so all entries will be printed.
- Again check all other settings in the print dialog. If needed check the settings for the printing size in dialog **Print Setup**. Then start the print job or PDF creation with the button **OK**.



The *Print* dialog box under Windows

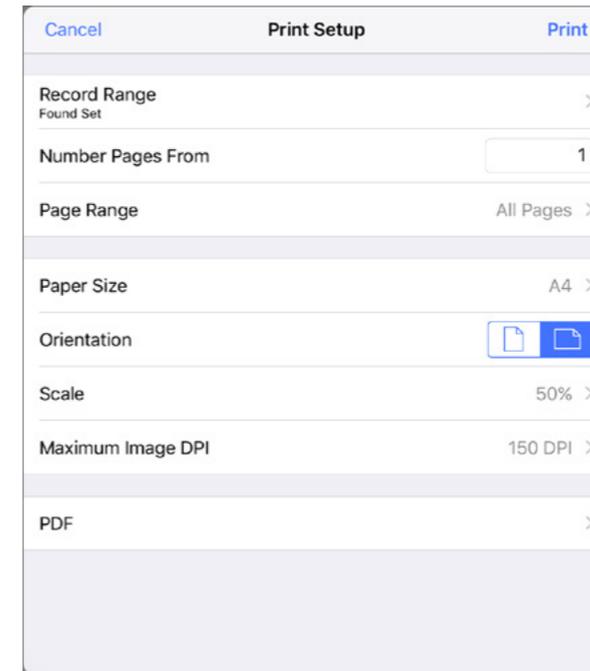


Printing and PDF creation on iPad

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).

PDFs can be created with the print function (option **Print** under **Output in**) or fully automatically (option **PDF** under **Output in**).

1. In menu **communication** (button **⌘**) choose the button **Print**.
2. In the dialog **Print settings** of SCHEDULER select the desired total time period for the printout and the time period to be displayed on each page. Then activate the appropriate paper size. For automatic PDF creation, you need to activate **PDF** for the option **Output in**, otherwise **Print** must be activated. Close the dialog with **OK**.
3. After all pages are generated a standard **Print Setup** dialog of the iOS is opened. For the option **Record Range** select **Records being browsed** (which means all pages). Also make sure that for the option **Page range** the setting **All Pages** is selected. Just so all entries will be printed.
4. Choose the paper size (A4 or US Letter) and make sure that you have set up **Portrait** for **Orientation** and **50%** or **Set scale** for **Scale**.
5. Start the print job with the button **Print** or the creation of the PDF with **PDF** at the bottom of the dialog.
6. If you have selected **PDF** for **Output in**, you can enter a name in the following dialog and then choose the application in which the PDF should be saved.



The dialog **Print Setup** of Logbook Suite

Troubleshooting

For general tips on using LOGBOOK SUITE and solutions for more common problems, please visit our website at the menu **Logbook Suite/Q&A**: <https://logbooksuite.com/support/>

Updates

2K Yachting will develop further LOGBOOK and SCHEDULER 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>.

If you are a registered user, we will send you an email as soon as an update is available.

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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