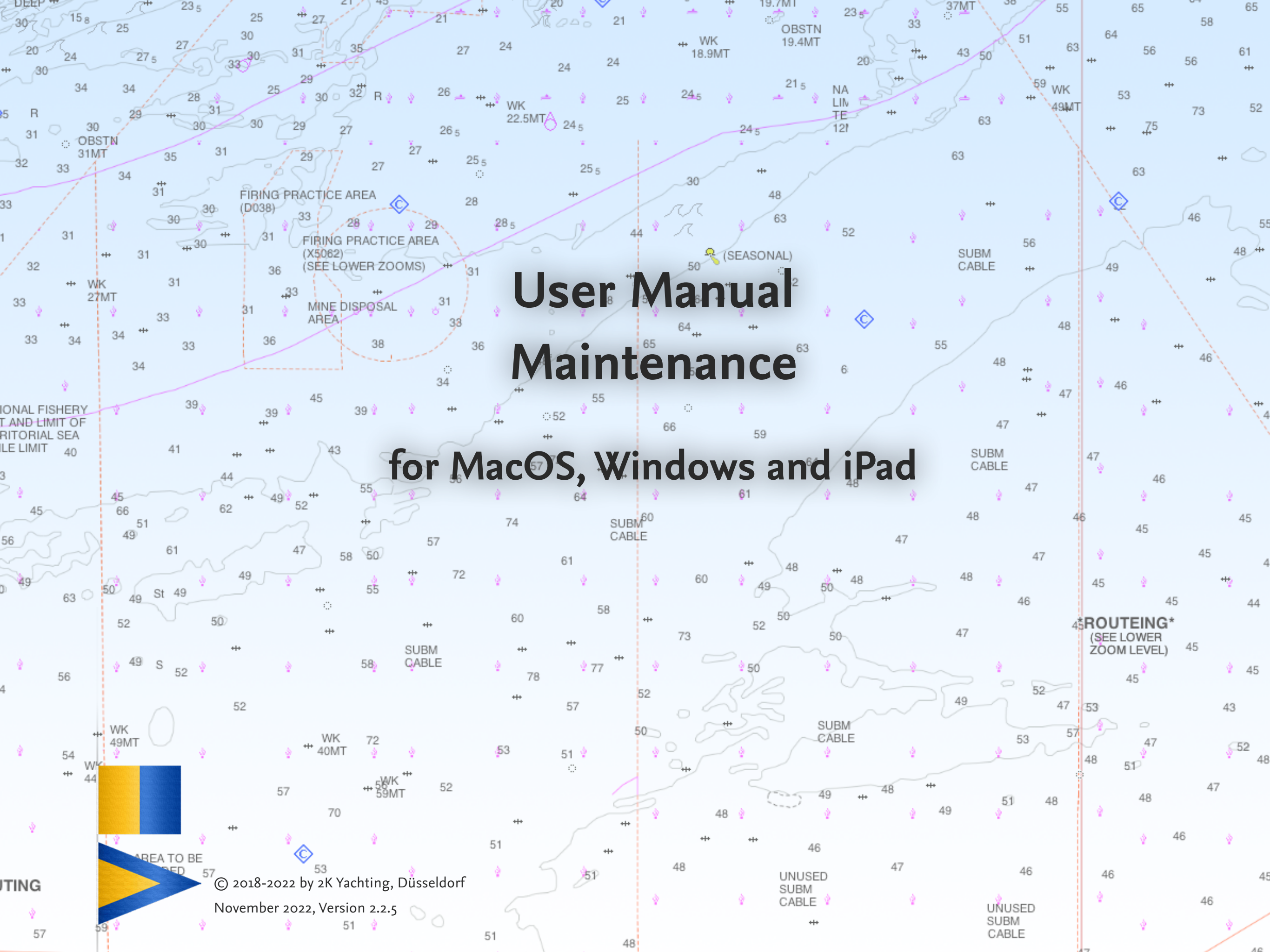


# User Manual Maintenance

for MacOS, Windows and iPad



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## Preface

With the LOGBOOK Add-on MAINTENANCE 2K Yachting expands the popular logbook software with one more handy tool. With MAINTENANCE you can plan, schedule and document maintenance works, repairs and new installations in your ship. When operating hours or dates for maintenance are reached, you will be alerted by appropriate markers. To ease the data entry and when setting up maintenance intervals MAINTENANCE can use data from LOGBOOK and INVENTORY.

This user manual explains the functions of the file **Maintenance.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, Alex Voermans for his translation into Dutch and Jérémy Kondi for his translation into French.

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

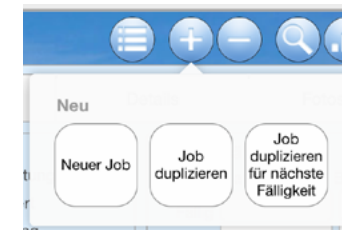
We hope that you like MAINTENANCE and may there always be enough water beneath your keel...

Almute Kraus  
2K Yachting, in November, 2022

## Get to Know: The User Interface

The user interface of MAINTENANCE is almost identical on PC and on iPad. All the functions you need during data entry or for printing, etc., can be found in this 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 popover **New** (button +) shows a menu with text buttons

### The Buttons

In the area at the top right of the window of MAINTENANCE you find buttons that give access to all functions of MAINTENANCE. The table gives a description of the buttons. The functions will be described in the corresponding chapters of this manual.

In addition there are invisible buttons in the view:

- In the **title view** tap/click on the image to open the **List view**.
- In **List view** or **details view** tap/click in the upper left corner to get back to the **title view**.

The buttons ↻, + and – 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 MAINTENANCE or use the closing button (✕), which is located on many popovers in the upper right corner.

Button	Function
	Show <b>Detail view</b> for selected job*
	Show <b>List view</b> **
	Popover <b>New</b> (new job, duplicate job, duplicate job for next due)
	Popover <b>Delete</b> (this job, all found jobs)
	Popover <b>Find</b> (search by term or stock state)
	Popover <b>Sorting</b> (searching for term, various properties and due state)
	Popover <b>Exchange</b> (import and update of data from INVENTORY and LOGBOOK)
	Popover <b>Communication</b> (print, import, export, backup, about the Add-on, quit)
	Popover <b>Settings</b> (defaults, defaults for connections)
	Popover <b>Edit list</b> (edit the list for the field <b>Section</b> )**

The buttons (\* only in List view, \*\* only in Detail view)



## The Views

For each item you want to manage in MAINTENANCE, a separate entry is created. MAINTENANCE provides two different views for displaying your entries.

The **List view**, which is displayed automatically shortly after opening the file, displays a list-like overview of all jobs. The list shows for each job in addition to name only a few additional details. If you have more jobs than can be displayed in the window, you can scroll the list. Always, one of the jobs in the list is selected. You can identify the selected job on the slightly darker blue background and the fact that the fields are white.

Maintenance Sunna Meri

Job	Maßnahme Bereich	Fertig	Fälligkeitsdatum Betriebsstunden	Job-Status
<div></div> Keilriemen austauschen	Austausch Motor 1		1.500	Terminiert
<div></div> Deck mit Boracol behandeln	Instandhaltung Deck			Vorbereitung
<div></div> LED in Salon einbauen	Neuinstallation Elektroinstallation		12.07.14	Terminiert
<div></div> Ölwechsel	Reguläre Wartung Motor 1		1.250	Terminiert
<div></div> Riggkontrolle	Reguläre Wartung Rigg		06.05.16	Terminiert
<div></div> Unterwasseranstrich	Reguläre Wartung Rumpf		09.05.14	In Arbeit
<div></div> Riggkontrolle	Reguläre Wartung Rigg	06.03.14	01.03.14	Abgeschlossen
<div></div> Warmwasser-Boiler Leck dichten	<div>Reparatur</div> <div>Wasserinstallation</div>	03.04.14	28.03.14	Abgeschlossen

Kosten

Arbeitsstunden

Jobs: gesamt | gefunden | Position in Liste - 8 | 8 | 8

*The List view*

With the button ⓘ (either on the left in the row of the desired job or on top of the window) you switch to the **Detail view** of the job. Here you find all data for the selected job, presented on several tabs.

If there are additional jobs in the list before or after the selected job, a small triangle will appear on the left or right edge (< or >). Tapping or clicking on the left or right margin of the **Detail view** shows the previous or next job.

The button ≡ switches back to the **List view**.

The screenshot shows the 'Detail view' of the 'Unterwasseranstrich' job. The interface includes a top navigation bar with tabs for 'Job', 'Planung', 'Ausführung', 'Details', and 'Fotos/Infos'. The 'Job' tab is active, displaying the job name 'Unterwasseranstrich' and a 'Maßnahme' dropdown set to 'Reguläre Wartung'. The 'Bereich' dropdown is set to 'Rumpf'. The 'Beschreibung' field contains the text: 'Unterwasseranstrich inkl. Ersetzen der Anoden, Reinigung Schraube etc.'. On the right, the 'Job-Status' section shows a list of status options: 1 Vorbereitung, 2 Terminiert, 3 In Planung, 4 Planung fertig, 5 In Arbeit (selected), 6 Abgeschlossen, 7 Pause, and 8 Gestrichen. Below this, the 'Fälligkeiten' section shows 'Fällig' on 09.05.14 and 'Start' on 09.06.14. The 'Kosten in €' section displays 'Material' at 88,80, 'Eigenleistung' at 200,00, 'Fremdleistung' at 260,00, and a 'Gesamt' of 548,80. The 'Arbeitsstunden' section shows 'Eigene' at 4, 'Fremde' at 3, and a 'Gesamt' of 7. At the bottom, a status bar indicates 'Jobs: gesamt | gefunden | Position in Liste - 1 | 1 | 1'.

*The Detail view*

In both views you can see at the bottom of the screen the number of jobs in the file, the number of jobs displayed (important if you have made a selection) and the position of the activated job within the list.



## Zoom Levels

On PC LOGBOOK 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 to 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 MAINTENANCE the information is entered and displayed in fields.

### Attention

Note, however, your entry is only completed and permanently stored in the MAINTENANCE 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 with the tabulator key, the return or the input key. 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 with **Next** (on the keyboard or in the bar on top of the keyboard). 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 MAINTENANCE 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 its 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 MAINTENANCE 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.
- If there is a the button  to the right of a field in **Detail view**, you can edit the list entries for this field in popover **Edit list** (see “Lists” on page 14).
- When entering names for tools or parts a list can be displayed by clicking on a field, which shows all tools or parts which are set up in INVENTORY. These 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.
- Other fields provide a drop-down list with all entries that you have previously entered in the appropriate field. At the beginning of the work with a new MAINTENANCE file these lists are empty.


### 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 to the next 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 in the left area on the tab **Photos/Info** you can insert images.



### 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 MAINTENANCE file instead of the image itself. This will keep the MAINTENANCE file smaller. Nevertheless, if the image file will be moved to another place or renamed, the image will no longer appear in the MAINTENANCE file. If the image file is edited it will be updated automatically in the MAINTENANCE 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 Documents

On the right area on the tab **Photos/Info** you can insert PDFs, video and audio files.



### Inserting a file on PC

Use this steps to insert a document:

1. Click on the button in the area for the document.
2. This opens the dialog box **Insert PDF, Audio, Video**.
3. Click on the button for the desired kind of document.
4. In the next dialog you can choose a file or cancel the function.
5. If you select the option **Store only a reference to the file** only a link to the document file will be inserted into the MAINTENANCE file instead of the document itself. This will keep the MAINTENANCE file smaller. Nevertheless, if the document file will be moved to another place or renamed, the document will no longer appear in the MAINTENANCE file. If the document file is edited it will be updated automatically in the MAINTENANCE file, too.
6. Once you click **Insert**, the document appears in the area.

You can also select an document in Finder or Explorer and drag it into the field. All common file formats for audio and video are supported. Besides PDF files, you can insert for example, Word files by dragging. But the contents of a Word file but can—other then with PDF files—not be displayed within MAINTENANCE. The file will only be saved in MAINTENANCE.

## Deleting an image on PC

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



### Inserting an file on iPad

1. Tap in the document area. An import popup is shown.
2. Choose what kind of document you want to insert into the field. With the top options, you can create content (photo from the camera, a sound recording or a signature—or a hand-painted sketch). The lower options offer functions to insert a photo from the photo library, a piece of music from the music library or a file from LOGBOOK SUITE, from the file system of your iPad or from a cloud.

The option **Files** takes you to the LOGBOOK SUITE document folder, with **Locations** you will get directly to the iPad file system. From here you also have access to your cloud services such as Dropbox and iCloud.

3. As soon as you have selected a document, it appears in the field.

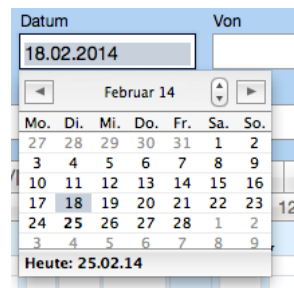
If the document field already contains an image, you can choose in the popup whether you want to delete the document or substitute it with another.

## 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 enter 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.


## Time Fields

In all fields in which a time should be entered the time format hh:mm is used, 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.

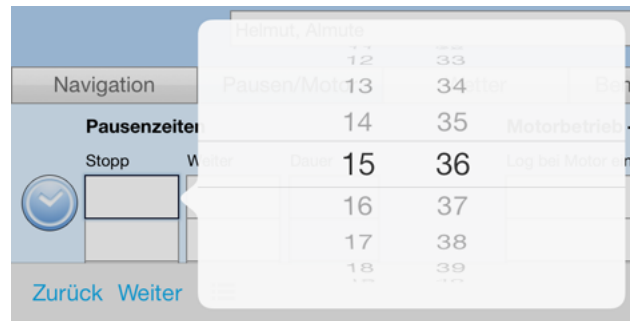


### Entering times on iPad

1. If you tap a time field on iPad, the popup Time of the iOS is displayed.
2. The actual time is preset. To enter this time, shortly scroll one of the scrolling dials back and forth, until the time is marked in the roller and displayed in the field. Then switch to the next field by tapping on **Next** or finish the data entry by tapping on an area without a data field.
3. To choose another time, set up this time 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.
4. Also, you can hide popup Time with  (in the bar on top left of the keyboard) and then enter the time using the keyboard.

### Tip

Make sure that the system time of the iPad is set to the ship's time.



The popup **Time** for time entry

## 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, MAINTENANCE also provides fields for displaying data, which are automatically calculated by the software. These fields have a light blue 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 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.



Nevertheless, it is easier if you start in the first field and then move the cursor with the keys of the keyboard from one editable field to the next. To do this you can press the tabulator key as well as the return key or the input key of the numeric pad after the entry is finished. All three keys behave equal.



On iPad you start in the first field and then move the cursor further to the next field with **Next** (on the keyboard or in the bar on top of the keyboard).



Only fields for multi-line texts show a different behavior. Here the return key doesn't move the cursor to the next field, it inserts a paragraph break into the text. To move the cursor from the multi-line text field to the next field you need to use the tabulator key or the input key of the numeric pad.



When editing fields for multi-line texts on iPad the keyboard shows instead of the button **Next** the button **Return**, which inserts a paragraph break. To move the cursor from the multi-line text field to the next field you need to use button **Next** in the bar on top of the keyboard.

### Attention

Note, however, your entry is only completed and permanently stored in the MAINTENANCE 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 MAINTENANCE many of the information for a job are arranged in lists. Each list shows a scroll bar on the right. Lists have several rows that alternately slightly differ in the background color. A row can contain several fields, which may be arranged in one or more rows.

- To add a new entry to the list, scroll the list all the way down. There you will find a row with empty fields. Once you make an entry in one of these fields, the blank line becomes a new list entry and another blank line is being prepared.
- 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. (The minus sign is only displayed if the entry can be deleted.)



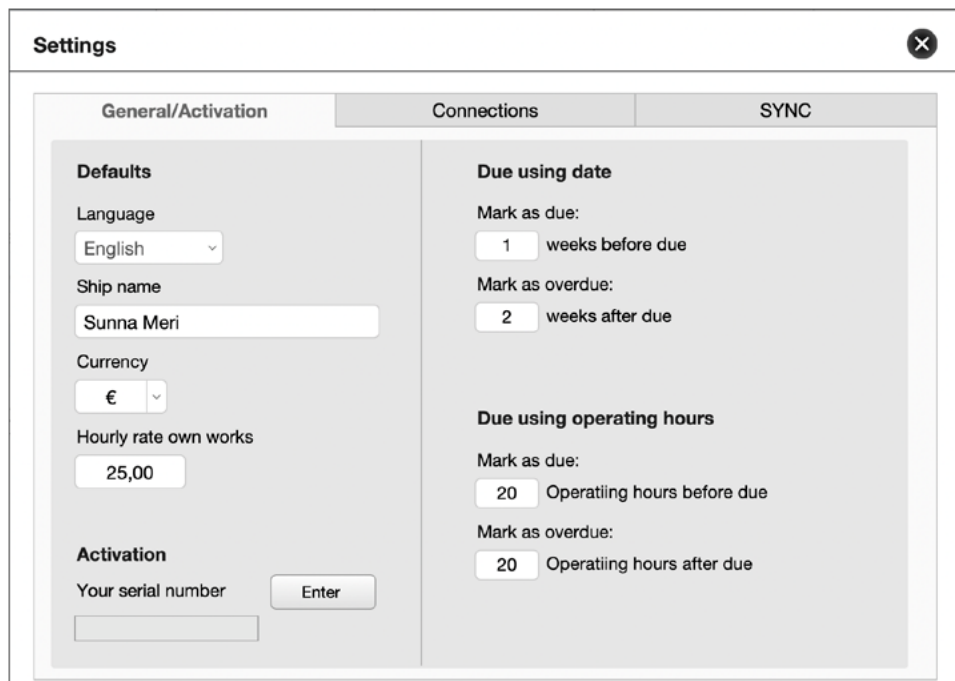
## Customize the MAINTENANCE file: Settings and the List of Sections

MAINTENANCE offers a number of settings that customize the behavior of the Add-ons. You can get to the settings by pressing the button  in the top right.

The button **Defaultas** opens the dialog Settings.

### The Dialog Defaults, tab General/Activation

On the first tab of the dialog, general specifications are made.



**Settings**

General/Activation | Connections | SYNC

**Defaults**

Language: English

Ship name: Sunna Meri

Currency: €

Hourly rate own works: 25,00

**Activation**

Your serial number:  Enter

**Due using date**

Mark as due: 1 weeks before due

Mark as overdue: 2 weeks after due

**Due using operating hours**

Mark as due: 20 Operating hours before due

Mark as overdue: 20 Operating hours after due

The dialog *Defaults*, tab *General/Activation*

### Language

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

### Ship name

Enter the name of your ship. The name is displayed on the title page and on the top left of the **List view** and **Detail view**.

### Currency

Here you set which currency you would like to use for the costs which you can enter. In order that MAINTENANCE can calculate with the costs it is necessary that you enter all prices in the same currency within a MAINTENANCE file. Where applicable you need to convert the charges into the chosen currency before you enter the value. You can select the currency from the list or enter your own currency.

### Hourly rates own works

If you want to include your own working hours in your cost, you can here enter the hourly rate in the currency previously selected.

### Activation – Your serial number

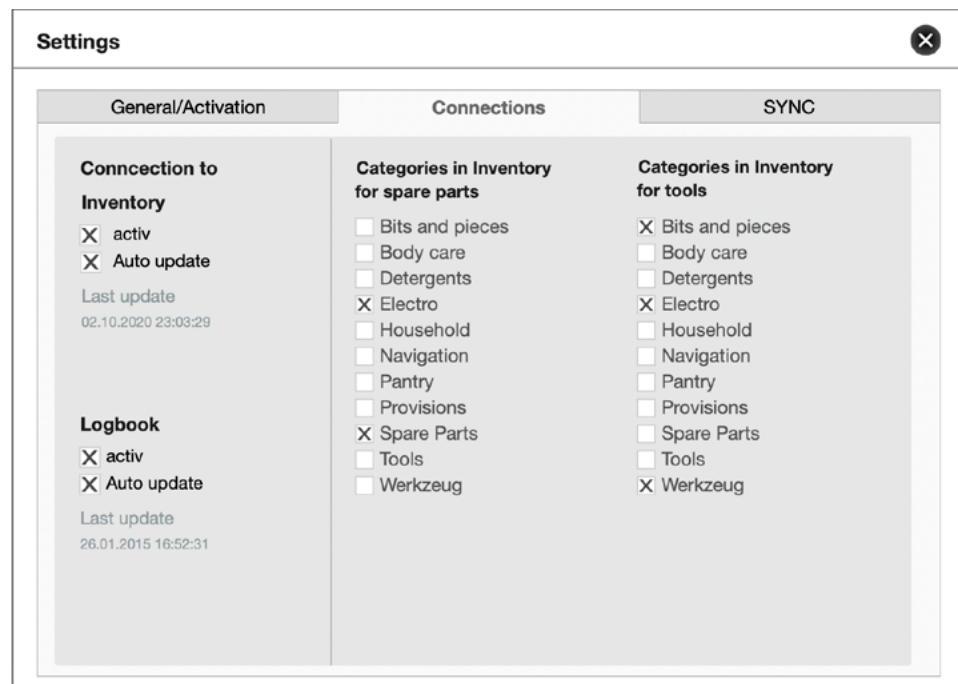
This field shows your actual serial number. If you didn't enter a serial number yet, choose the button **Enter**. The field itself is not editable.

### Due using date/Due using operating hours

Use these fields to specify how early you want to be informed before reaching the due of a job, or when after reaching the due of the job is marked as overdue.

## The dialog Defaults, tab Connections

On this tab you can setup some defaults for the data exchange of MAINTENANCE with INVENTORY and LOGBOOK. .



The dialog *Defaults*, tab **Connections**

### Connection to Inventory/Logbook

With these options you can enable or disable the data exchange with INVENTORY and LOGBOOK, and determine whether the data is retrieved from INVENTORY or LOGBOOK each time you open the MAINTENANCE file. The time stamp shows when the data had been updated.

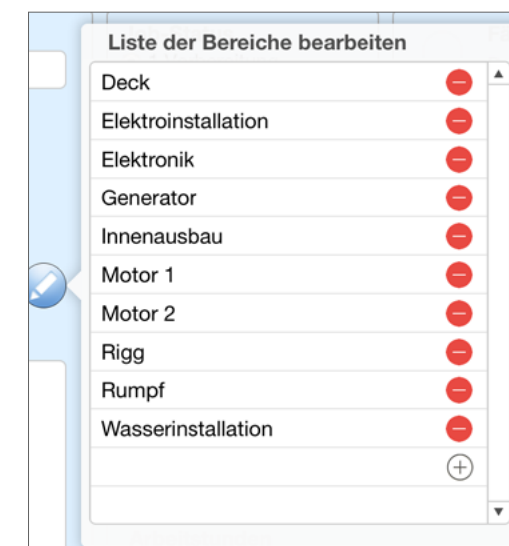
### Categories in Inventory for spare parts or for tools

Thus to keep the list for parts and tools manageable, you can choose here, under which categories you have listed the items in INVENTORY. The lists then only show items from the checked categories.

## Setup the List of Sections

In the **Detail view** (to enable this view from **List view** select the button ⓘ) you see next to the field **Section** a button ✎. This button opens a popover, in which the entries in the drop-down list for the field **Section** can be edited.

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 (except the exceptions listed below). Open the lists, and adjust the lists for your ship. Of course you can add entries to the list later at any time during the work with MAINTENANCE.



Popover for editing the list of Sections

- 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.

**Attention**

The list entries **Engine 1**, **Engine 2** and **Generator** are required for the automatic reading of the operating hours of the corresponding engine/generator from LOGBOOK. So if you want to use the automatic signalization of the due when using operating hours, you should not delete these entries. However, you can easily change the name (for example, instead of **Engine 1** and **Engine 2** you could use **Engine Stb** and **Engine Bb**).

**Attention**

Deleting an entry from the list has no effect on existing entries. The entries remain untouched, even if you remove the entry from the list.

## Basics for Working with MAINTENANCE

After you have prepared your MAINTENANCE file as described on the previous pages, you can start to enter and manage your jobs with MAINTENANCE.

The fields available in MAINTENANCE for managing your jobs are divided in five different areas, which will be explained later in the manual. This areas are:

- information about the job itself
- information about the individual steps (works)
- spare parts, supplies and consumables (referred as “parts”)
- tools
- photos and information

The following table provides an overview of all available fields. All fields marked with a \* are also displayed in the **List view**.

**Please note**

The time stamps will only be refreshed if contents of fields are changed. If you, for instance, only click or tap in a field and make no changes to the field's contents, the time stamp doesn't change.

## Table of Fields

### Fields for Job

Field	Description	How to enter
<b>Job*</b>	Title of the job	• Manual input
<b>Activity*</b>	Assign the job to one of the activities like maintenance, repair, new installation, etc.	• Choose from fixed the list of activities
<b>Section*</b>	Section of the ship where the job has to be performed	• Choose from configurable list of sections
<b>Description</b>	Space for a detailed description of the job	• Manual input
<b>Job state*</b>	Using these radio buttons you specify how far the work has progressed for this job	• Manual buttons, only one option can be activated
<b>Dues</b>		
<b>Due</b>	Set the due of a job on a date, or the operating hours	• Manual input • Automatic entry using interval function
<b>Start</b>	Date and if used operating hours at the beginning of the works on the job	• Manual input
<b>Finished*</b>	Date and if used operating hours at the end of the works on the job	• Manual input
<b>Current</b>	Current operating hours	• Automatic transfer from LOGBOOK, if connection is enabled (value is filled in only for jobs on Engine 1, Engine 2 or Generator)
<b>Interval</b>	For periodic jobs, an interval in weeks or operating hours can be set here	• Manual input

Field	Description	How to enter
<b>Costs</b>		
<b>Parts</b>	Costs for all parts which have been used	• Automatic calculation from entries in area parts
<b>Own works</b>	Cost of your own works, calculated using entered hours and hourly rate you have set up	• Automatic calculation from your own working hours
<b>External works</b>	Cost of external works	• Automatic calculation from costs entered in area works
<b>Total</b>	Sum of all costs	• Automatic calculation
<b>Working hours</b>		
<b>Self</b>	Your own working hours	• Automatic calculation from hours entered in area works
<b>External</b>	Working hours for external works	• Automatic calculation from hours entered in area works
<b>Total</b>	Sum of working hours	• Automatic calculation
<b>Time stamp</b>		
<b>Job created on</b>	Time stamp when creating the job	• Automatic entry
<b>Time stamp of last edit</b>	Time stamp of the last edit to the job	• Automatic entry

## Fields for Spare Parts and Supplies

Field	Description	How to enter
<b>Spare parts/supplies</b>	Name of the part	<ul style="list-style-type: none"> <li>• List with parts from INVENTORY</li> <li>• Manual input</li> </ul>
<b>Description/comment</b>	Space for a detailed description of the part	<ul style="list-style-type: none"> <li>• Automatic entry when part is imported from INVENTORY</li> <li>• Manual input</li> </ul>
<b>Store location</b>	Store location in ship	<ul style="list-style-type: none"> <li>• Automatic entry when part is imported from INVENTORY</li> <li>• Manual input</li> </ul>
<b>Supplier</b>	Information on manufacturer of the part	<ul style="list-style-type: none"> <li>• Automatic entry when part is imported from INVENTORY</li> <li>• Manual input</li> </ul>
<b>Stock</b>	Amount in stock	<ul style="list-style-type: none"> <li>• Automatic entry when part is imported from INVENTORY</li> <li>• Manual input</li> </ul>
<b>Unit</b>	Unit for amount	<ul style="list-style-type: none"> <li>• Automatic entry when part is imported from INVENTORY</li> <li>• Manual input</li> </ul>
<b>Used</b>	Amount used	<ul style="list-style-type: none"> <li>• Manual input</li> </ul>
<b>Costs</b>	Cost for part used in this job	<ul style="list-style-type: none"> <li>• Manual input</li> </ul>
<b>Part number</b>	Item number	<ul style="list-style-type: none"> <li>• Automatic entry when part is imported from INVENTORY</li> <li>• Manual input</li> </ul>
<b>Costs</b>	Number and costs of the parts used for the job	<ul style="list-style-type: none"> <li>• Manual input</li> </ul>
<b>Refill stock?</b>	Here you can mark if the part needs to be replaced and if so, if it is replaced	<ul style="list-style-type: none"> <li>• Radio buttons, only one option can be activated</li> </ul>
<b>Summary</b>		
<b>Total Costs</b>	Sum of the costs for all parts used for the job	<ul style="list-style-type: none"> <li>• Automatic calculation</li> </ul>



## Fields for Tools

Field	Description	How to enter
<b>Tool</b>	Name of the tool used	<ul style="list-style-type: none"> <li>• List with tools from INVENTORY</li> <li>• Manual input</li> </ul>
<b>Store location</b>	Store location in ship	<ul style="list-style-type: none"> <li>• Automatic entry when tool is imported from INVENTORY</li> <li>• Manual input</li> </ul>

## Fields for Works

Field	Description	How to enter
<b>No.</b>	Field to set the order of the individual works	• Manual input of a number
<b>Work</b>	Title for the work	• Manual input
<b>Description</b>	Space for a detailed description of the work	• Manual input
<b>Done by</b>	Name of the person or firm company carrying out the work	• Manual input
<b>Scheduled for date/time</b>	Date and time for which the work is planned	• Manual input – 1st field date, 2dn field time
<b>Date finished</b>	Date the work is completed	• Select a date from calendar
<b>Hours self/external</b>	Number of hours worked – 1st field for own hours, 2nd field for external works	• Manual input
<b>Costs self</b>	Cost of your own work, calculated using hourly rate you have set up	• Automatic calculation from your own working hours
<b>Costs external</b>	Cost of external works	• Manual input
<b>Summary</b>		
<b>Total hours self</b>	Sum of your own working hours	• Automatic calculation
<b>Total hours external</b>	Sum of working hours of external works	• Automatic calculation
<b>Total costs self</b>	Sum of cost of your own works, calculated using hourly rate you have set up	• Automatic calculation
<b>Total costs external</b>	Sum of cost of external works	• Automatic calculation

**Fields for Photos/Infos**

Field	Description	How to enter
<b>Insert Photo here</b>	Here you can insert a photo. The image size is reduced to 640 pixel.	<ul style="list-style-type: none"><li>• Selection of image using button, by tapping on the image area or by dragging the image into the field (depending on operating system)</li></ul>
	Caption for the image inserted	<ul style="list-style-type: none"><li>• Manual input</li></ul>
<b>Insert document, audio or video here</b>	Here you can insert a document.	<ul style="list-style-type: none"><li>• Selection of document using button, by tapping on the image area or by dragging the image into the field (depending on operating system)</li></ul>
	Supplementary text for the document inserted	<ul style="list-style-type: none"><li>• Manual input</li></ul>

## The Structure of MAINTENANCE

MAINTENANCE will support you in planning, scheduling, execution and evaluation of all works on your boat. For this MAINTENANCE provides in the **detail view** several tabs on which the relevant data is displayed.

The first tab with the name **Job** shows all job data as well as the costs and working hours.

On the tab **Scheduling** you will find everything you need in the planning phase of the job. The tab contains three lists.

- On the left you see the list for each work which is required for this job.
- The upper right list shows all spare parts and consumables (parts) that are needed for this job.
- The lower right-hand list shows all the tools that are needed for this job.

On the tab **Realization** you can check in the execution phase of the job, what you have already done and enter the hours needed. The tab shows a list with the works and another list with spare parts and consumables.

On the tab **Details** you will find all the data that you entered in the fields for works, spare parts and consumables and tools for the selected job. The data of each area are listed on a separate tabs.

And on the last tab, **Photos/Info**, you can collect information that is important for the documentation of the job. The left list provides space for photos, the right one for PDF files, videos and audio files.

### Note: The difference between parts and tools

MAINTENANCE uses separate lists for parts and tools.

- **Parts** are all items that are consumed and no longer available in the same quantity after you have done the work. For this items also cost can be included in MAINTENANCE.
- **Tools** are all items that you use during the works on the job, but which are not consumed and which are still available after you have done the work. For tools no costs are recorded in MAINTENANCE.

## The Work-flow with MAINTENANCE

There are several ways you can manage your work on your ship with MAINTENANCE. For simpler jobs it is sufficient if you fill in the information on the tab **Job** and enter the works, the used parts and tools on the tab **Details**.

However, if more extensive works on the ship are necessary, MAINTENANCE can be used as a work-flow management tool.

### The Planning Phase

Start with the planning phase.

In this phase you consider which individual steps are required for the job, who will perform the works and when. These entries you should make on the tab **Scheduling** in the list **Planned work**. By entering a number in the field **No.**, you can get the steps in the appropriate order. Where necessary, you can also enter a date for the work to be done (in the fields **Scheduled for date/time**).

In the list **Required spare parts/supplies** you collect all the parts required for this job. If you have purchased or prepared a part, click/tap in the checkbox to the left of the name. This way you will get an overview of what is already there and what you need to get.

In the list **Required tools** you put together a list of all the important tools that are needed for this job and should be ready when you start. Again, you can check what has already prepared.

### The tab *Scheduling*

If you use the connection to INVENTORY and have chosen a part or tool from INVENTORY, you will find on the tab **Details** further information on the item which include the storage location in the ship and for parts also manufacturer, item number and number of items in stock.

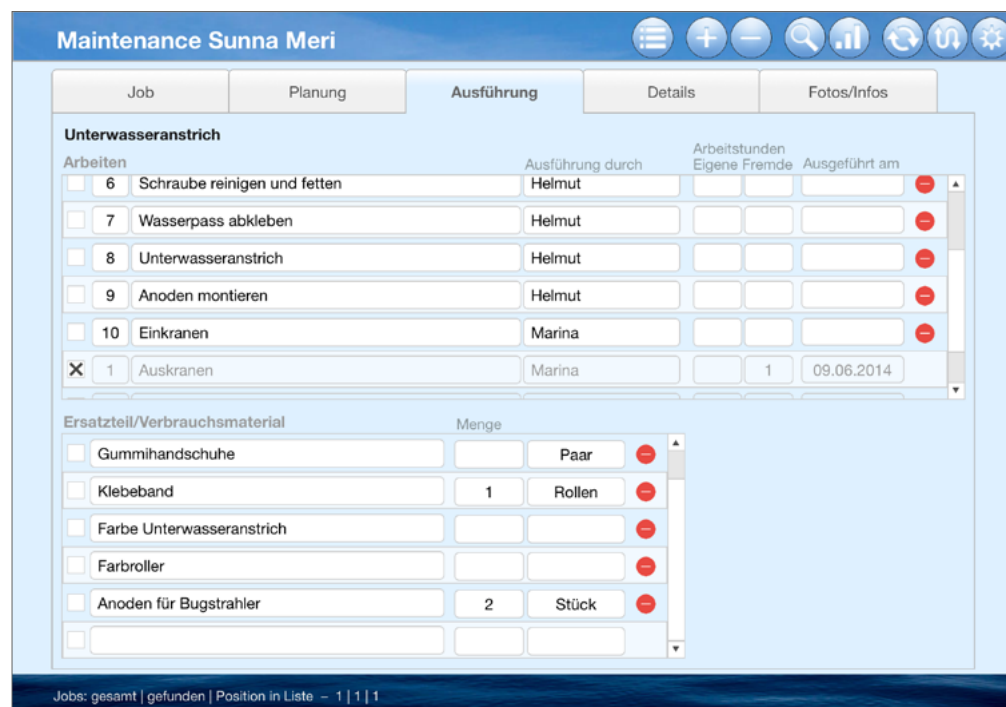
## The Execution Phase

During the execution of your work, you use the two lists on the tab **Realization**.

In the upper list **Works** you will find all the previously created steps listed in the correct order. If necessary, you can also change the order on this tab yet, add more works or delete some.

When a work is completed, click/ tap on the checkbox in the left of the row. On the right you can then enter how much time was required for this step and the date when it was executed or completed. Works which are completed are moved to the end of the list and shown without colored background for the fields.

In the list **Spare parts/supplies** you will find all previously entered parts. Select the checkbox in the left of the row, if you have used a part and enter in the fields right of the name how much you have used.

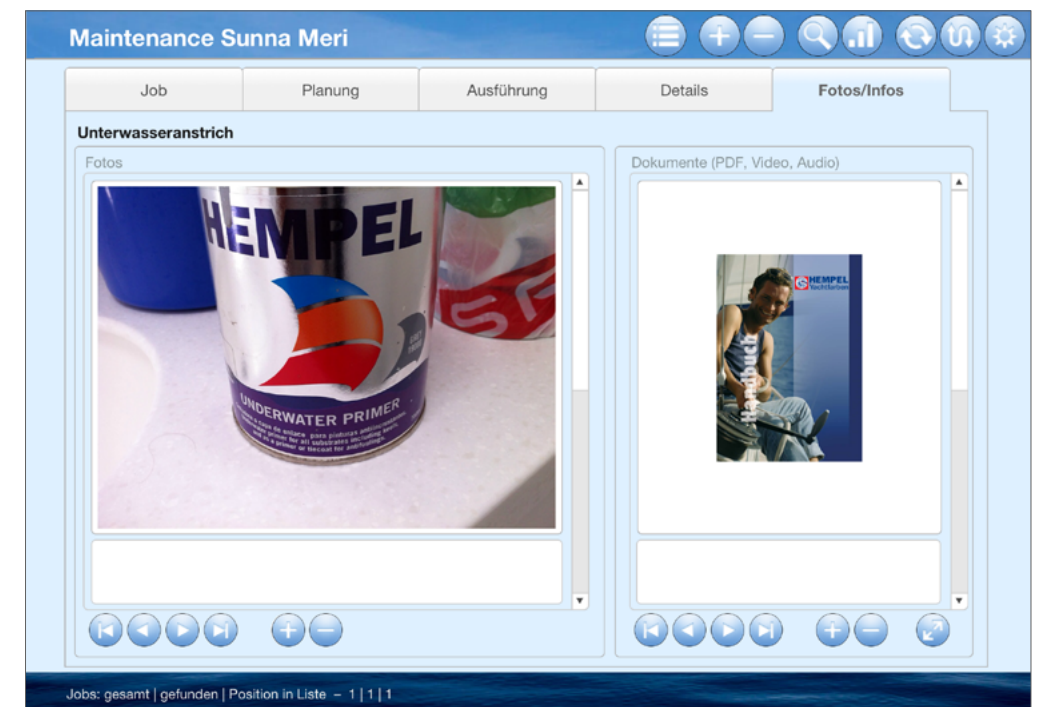


The tab **Realization**

## Documentation and Information

On the tab **Photos/Infos** you have the opportunity to document the job using images, video and audio and to collect information materials or sources.

- Take, for example, photos of the individual steps (if you work with the iPad, you can directly take a photograph out of MAINTENANCE). This way you can reproduce easily what is needed to do, next time.
- Photograph a defect and then the result after the repair.
- Photograph the parts you need to get new before you got to store.
- Download PDF files with installation instructions.
- On the iPad, you also can draw a sketch in the field in **Documents** list if you select the option **Signature**.



The tab **Photos/Infos**

The documents inserted into the right list can be displayed in a special window, where they are enlarged. In this window videos and audio files can be played and PDF files can be viewed in an interactive PDF reader.

## Evaluation and Details

When the job is complete, you can see on the tab **Job** all costs and working hours.

On the tab **Details** you find on three tabs all the details to the individual steps, spare parts and supplies and tools of this job.

Ersatzteil/Verbrauchsmaterial	Beschreibung/Kommentar	Lagerort	Hersteller/Lieferant	Bestand	Artikelnummer	Verbraucht	Kosten in €	Vorrat ersetzen?
Yanmar Saildrive Anode		Salon   Backbord   Schapp unter Bank   Box 1	Yanmar	1	196450-02490	1	86,30	Ja Nein Erledigt
Aluminium Anode Kit 196450-02490								
Gummihandschuhe		Bad   Steuerbord   Schapp unten		8		Paar		Ja Nein Erledigt
Klebeband		Salon   Steuerbord   Schapp unten   Schublade		2		Rollen	1	2,50
Farbe Unterwasseranstrich								Ja Nein Erledigt

Summe Kosten in € 88,80

Jobs: gesamt | gefunden | Position in Liste - 1 | 1 | 1

*The tab **Details***



## MAINTENANCE in Practice

In this chapter you will learn how to plan, schedule, execute, document, and evaluate your works on the ship with MAINTENANCE.

### Step 1: Creating a New Job

Start managing your work on the ship with MAINTENANCE with creating of new jobs.

#### Create a New, Empty Job and Enter Job Data

For each job there is a separate entry (data record) in MAINTENANCE. If you want to enter data for a new job, you first need to create a new entry. You can do this both in **List view** and in **Detail view**. Advantage of the **Detail view** is that you can see all important fields just after setting up the job.

1. Choose on top of the window of MAINTENANCE the button +.
2. This opens the popover **New** that provides three text buttons for creating a new entry to choose from. To create a new, empty entry, select **New job**.
3. In **List view**, a new row is created and the cursor is placed in this row into the first field (**Job**).  
In the **Detail view** a new, blank page is created.
4. Now enter into the fields **Job**, **Activity**, **Section** and **Description** the information about your job. You can set the cursor from one field to the next using the tab key or by tapping **Next**.

Get used to select an **activity** and a **section** for each job. This makes it easier to sort and search.

For details on the fields, see “Table of Fields” on page 18.

5. The time stamp fields **Job created on** and **Time stamp of last edit** will be filled in automatically.
6. Though, remember that the entries are not saved in the INVENTORY file before you have moved the cursor out of the fields of this record.

#### The tab **Job**

#### Attention: The special case empty MAINTENANCE file

If you start to work with a new, empty MAINTENANCE file, the first entry is already created. So you don't need to create a new entry and can start your file by entering data in this entry.

## The Job State

In the area **Job state** you track the processing state of the job. A newly created job automatically has the state **Setting up**. The following list explains the options for the job state:

Job state	Description
<b>Setting up</b>	The job has been newly created and is neither terminated nor getting planned.
<b>Timed</b>	The job has not been scheduled or started, but is already timed.
<b>In scheduling</b>	The job is in the planning phase. Use this status while you compose your info on the tab <b>Scheduling</b> .
<b>Ready to go</b>	The planning phase is completed, but the work on the job but have not yet started.
<b>Work in progress</b>	The job is in progress.
<b>Finished</b>	All works on the job are completed.
<b>Paused</b>	Activate this state when you temporarily interrupt the works on job which already had been started.
<b>Canceled</b>	Use this state if you don't want to perform the job, but all the collected information should still to be stored in MAINTENANCE.

## Step 2: Setting Up the Due

If you set up dues for your jobs, MAINTENANCE will show you when a job is due and when it is overdue. Every time you activate a job it is automatically checked whether the due of the job has already been reached or exceeded. If the due is reached, an **orange** colored dot is shown and when it is overdue the dot is **red**. The point appears both in **List view** and in **Detail view**. The due state can also be used as criteria when searching and sorting the jobs.

### Due using Date

For each job a **due date** can be specified.

The due state of the job then is calculated from the date you entered and the periods you specified in the popover **Defaults** (see “The Dialog Defaults, tab General/Activation” on page 15). In this popover you can specify under **Due using date** how many weeks before the due date of the job it will be marked as **due** (orange dot) and how many week after the due date it is **overdue** (red dot).

Both in the **List view** as well as in the **Detail view** jobs which has reached the due and or overdue are easily to recognize.

The **calendar button** to the right of the date field is used to create a project for the job in the Add-on SCHEDULER.


### Tip: Searching by due state

The search function of MAINTENANCE provides two buttons to display all jobs which are due and or overdue (see “Searching by Due State” on page 37).

## Synchronize Operating Hours with LOGBOOK


Maintenance of the engine or generator usually depends on its operating hours. For this case you can enter in the second field of the row **Due** at which operating hour of the engine or generator the job is due.

MAINTENANCE uses the **Sections Engine 1, Engine 2 and Generator** for jobs on engine or generator. If the appropriate section is selected, MAINTENANCE can read the current operating hours of the engine or generator from your logbook and compare them with the operating hours you set for the due of the jobs.

Thus, the comparison can take place, the make sure that in dialog **Defaults** on tab **Connections** (in the menu of the popover **Settings**, button ) the option **Active** under the headline **Logbook** is checked. If the actual operating hours should be updated automatically each time you open MAINTENANCE, the option **Auto update** needs to be checked, too.

If data from LOGBOOK have already been transfered to MAINTENANCE, the date and time of the last update are displayed below the option.

Once these setting is enabled, you can use the following steps to read the current operating hour values from LOGBOOK:

1. In the popover **Connection** (Button ) click/tap on the button **Read data from Logbook now**. This imports the current operating hour values from LOGBOOK into MAINTENANCE.
2. If you have selected for the field **Section** one of the sections **Engine 1, Engine 2 and Generator**, the current value for the operating hours in LOGBOOK now appears in the row **Current**.

If the have enabled the option **Auto update** for the connection to LOGBOOK, you don't need to do anything more in the future.

Each time you open MAINTENANCE the values of the operating hours are read automatically from LOGBOOK.

## Dues using Operating Hours

If the connection to LOGBOOK is enabled as described in the previous section, you can indicate dues of jobs also on operating hours.

Simply enter under **Due Operating hours** at how many operating hours the job is due.

The due state of a job is calculated from the operating hours you entered compared to the current operating hours got from LOGBOOK and the periods you specified in the popover **Defaults** (see "The Dialog Defaults, tab General/Activation" on page 15). In this popover you can specify under **Due using operating hours** how many hours before the due of the job it will be marked as **due** (orange dot) and how many hours after the due it is **overdue** (red dot).

If you specify both a date and an operating hours value for the due, the earlier of both is used for the signaling.

## Date and Operating Hour at Start and Completion

Once you have started your works at a job, enter the current date and/or the current operating hours value in the row **Start**. The job state then automatically changes to **Work in Progress**.

Similarly, if you have completed the works on the job, enter the current date and/or the current operating hours value in the row **Finished**. The job state then automatically changes to **Finished**. Once the status **Finished** is enabled, the due warning disappears.

### Step 3: The Planning Phase – Collocating Works, Parts, Tools, Photos and Information

After you have created the job, you can start planning. Activate on the tab **Job** under **Job state** the option **In scheduling**.

Then switch to the tab **Scheduling**. Here you see the three lists with everything you need in the planning phase of the job.

#### Planned Works

Put in the list **Planned works** a separate entry for each step required during the execution of the job. (For more on working with lists, please read “Lists” on page 14). By entering a number in the field **No.**, you can change the order of the entries later. Without entering a number, the entries appear in the order they had been entered.

In the field **Work** enter a short title for the step, in the large field arranged underneath, you can describe the work in detail.

In the field **Performed by** enter the name of the person or the company doing this work. When you click/tap the field a list with all the names that have already been used in this MAINTENANCE file for this field is shown.

In the two fields below (**Scheduled for date/time**) you can specify a scheduled date with time for this work.

#### Required spare parts/supplies

In the upper right list you can put together all spare parts and supplies (referred to as “parts”) that you need for the job to run. You can type the names for the parts, or activate the connection to the LOGBOOK ADD-ON INVENTORY and choose the parts from the drop-down list (see below).

Parts that you have already prepared, can be check as ready to use by clicking/tapping the checkbox to the left of the row.

#### Required Tools


In the lower-right list you can put together all the tools you need for the job to run. Tools are all items that are still available after you have used them for your job. Tools must not necessarily be present in your toolbox, since possibly you will need to borrow some special tools from another boat owner or from shipyard. You can type the names for the tools, or activate the connection to the LOGBOOK ADD-ON INVENTORY and choose the tools from the drop-down list (see below).

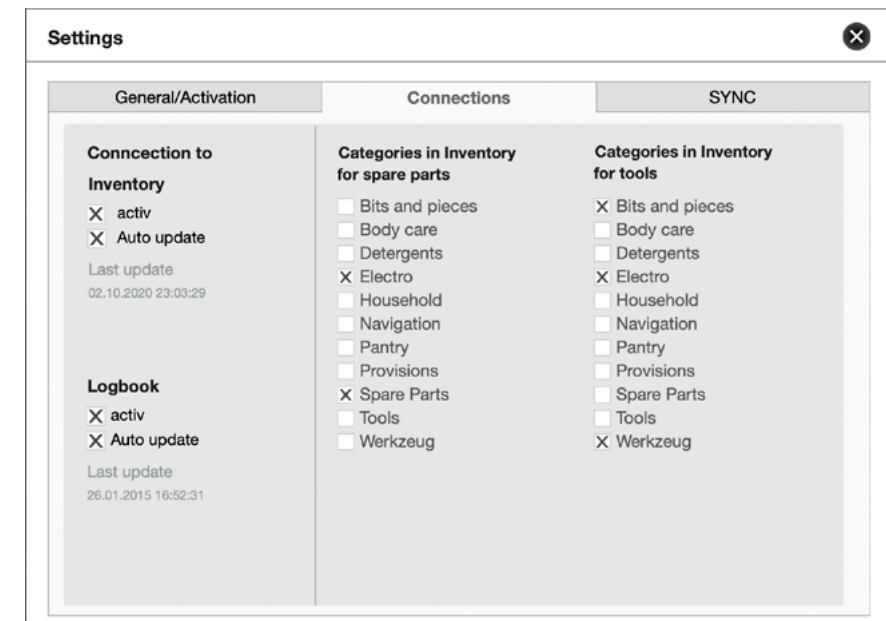
Tools that you have already prepared, can be check as ready to use by clicking/tapping the checkbox to the left of the row.

## Choosing Parts and Tools from INVENTORY

If you manage your ship's inventory with INVENTORY, you can select the necessary parts and tools directly from INVENTORY. On the tab **Details** you then will find further information about the parts and tools that have been inserted from INVENTORY. Especially helpful is the takeover of the storage location from INVENTORY. So you can see directly in MAINTENANCE where in your ship you have stored the necessary parts and tools. For parts also the information from the fields **Description**, **Manufacturer**, **Item number**, **Amount** and **Unit of quantity** are imported.



Thus, the information can be taken from INVENTORY, you once need to make some adjustments in MAINTENANCE.

1. Make sure that your INVENTORY file in the data folder of LOGBOOK SUITE and named Inventory.fmp12. If you have renamed the inventory file, the communication between the two Add-ons is not possible.
2. Check in MAINTENANCE that in dialog **Defaults** on tab **Connections** (in the menu of the popover **Settings**, button ) the option **Active** under the headline **Inventory** is checked. If the data from INVENTORY should be updated automatically each time you open MAINTENANCE, the option **Auto update** needs to be checked, too.  
If data from INVENTORY have already been transferred to MAINTENANCE, the date and time of the last update are displayed below the option.



*Settings for data exchange with INVENTORY in dialog **Settings, Connections** in MAINTENANCE*

After these settings are enabled, you can read the actual data from INVENTORY using the following steps and you can define the categories in which parts or tools are managed:

1. Open the popover **Connection** (Button ) and click/tap the button **Get new data from Inventory**. This imports the current data from INVENTORY into MAINTENANCE.
2. Now open again the dialog **Defaults**, tab **Connections** (in the menu of the popover **Settings**, button ) . In the right area of the dialog two list with your categories from INVENTORY are shown—one for the parts and one for the tools. Check in this lists the categories in which you have managed parts or tools in INVENTORY. Thus, the drop-down-lists for parts or tools only will show entries from the selected categories. This will keep the lists much shorter and clearer.

If the have enabled the option **Auto update** for the connection to INVENTORY, you don't need to do anything more in the future. Each time you open MAINTENANCE all data from INVENTORY are read automatically and are available in the drop-down-lists for parts and tools.

### Select Parts and Tools from INVENTORY

If you have set up MAINTENANCE for the data exchange with INVENTORY as described in the previous section, every time you click/tap the name field for a part or tool a drop-down-list is opened with all items that are in INVENTORY in the chosen categories.

1. To enter the name of a part or tool click/tap on the name field for the item. This opens the list of matching entries in INVENTORY.
2. Select the desired part or a tool from the list.
3. If you make selections on the tab **Scheduling**, you will see only the names of the parts or tools in the lists. But on tab **Details** you will find all other data from INVENTORY such as the storage location in the ship.
4. When the desired part or tool is not shown in the list, you can type in the name manually.

### Update Data

The information from INVENTORY is automatically updated every time you open MAINTENANCE. Therefore, we recommend that you close MAINTENANCE regularly when you have finished using the Add-on—the same is strongly recommended for all Add-ons and for LOGBOOK itself.

But you can also read the latest data from INVENTORY at any time while MAINTENANCE is opened. Use the button **Get new data from Inventory** in popover **Connection** (button ↻).

However, the updating of the data from INVENTORY does not change the information in the fields for parts and tools you have already entered data in. If you want to bring these records up to date, select in the popover **Connection** (button ↻) one of the two buttons **Update this job** or **Update all jobs**. With the latter, the data from INVENTORY are updated in all jobs, currently displayed in the job list. For jobs that are not included in the job list, the entries remain unchanged. More about how to restrict the jobs displayed in the job list read the section “The Search Function of Maintenance” on page 36.

### Photos/Infos

On the tab **Photos/Infos** you have the opportunity to document the job using images, video and audio and to collect information materials or sources.









The list on the left should be used for photos and accompanying text. Photos are reduced to a maximum side length of 640 pixels when importing.




When you print your jobs from MAINTENANCE, the photos inserted here can be printed, too. You can read more on inserting photos the section “Fields for Images” on page 9.

The list on the right is intended for documents such as PDF files, videos and audio files. These files are not part of the printouts from MAINTENANCE, but can be interactively rendered in MAINTENANCE. You can read more on inserting documents the section “Fields for Documents” on page 11.

The two lists tab **Photos/Infos** provide their own controls that are located directly below the list. The table explains the function of the buttons.

Button	Function
	go to the first item in the list
	go to the previous item
	go to the next item
	go to the last item in the list
	go to empty line at the bottom to create the next entry
	delete the current item
	activate <b>documents full-screen view</b> for interactive playback of the document
	close <b>full-screen view</b> (only in full-screen view)

Buttons on the tab **Photos/Info** and in the *full-screen view*

With the button  you can display the documents/photos in **full-screen mode**. In this mode you can browse or zoom in PDF files and play videos or audio files and show larger photos. Use the buttons on the top right to scroll between the documents/photos and the close button (X) to get back to the normal window of MAINTENANCE.



Under newer versions of Windows, PDF files can no longer be displayed directly within LOGBOOK SUITE. In the **Documents** field only a file icon and the file name are displayed.

The **eye button** (appears above the field or in full-screen mode at the top in the button bar) can help. When used for the first time, it copies the PDF file saved in the field to the folder *PDF* within the data folder and then opens the PDF file in the PDF viewer installed on the system. The copying process takes place only once.

A right click on the photo/document allows you to export the file. On the iPad you have to tap on the photo/document and select the option **Show** from the popup

## Finishing Planning Phase

At the end of the planning phase, go to the tab **Job** and activate for **Job state** option **Ready to go**.

## Step 4: Execution Phase – Capture Working Hours, used Parts and used Costs

When you start doing the job, first go to tab **Job** and enter the date into the field **Start** in the area **Dues** (and if applicable also the operating hours at the beginning of the works). The option **Job state** automatically changes to **Work in Progress**.

During the execution of your work, you use the two lists on the tab **Realization**.

### Completed Works

1. Mark in the list on top all works that you have finished as **Done** by checking the box on the left. The fields will then be shown without the white background and the entry can not be deleted any more. Works that are done are moved to the end of the list to you will have an better overview on what is still waiting.
2. Specify the date of completion as well as the working hours needed. In MAINTENANCE the working hours for your own works and for external work are handled separately.
3. On the tab **Details – Work** you can also enter the costs for external works. All prices should be entered in the currency you set up in the popover **Defaults** (Button ⚙️). For your own working hours, the price is calculated based on the hours and the **Hourly rate own works** in popover **Defaults**.

Of course, you can create additional working steps in this view or delete works not needed.

### Parts Used

1. Mark in the list below all the parts that you actually have used by checking the box on the left. The entry for the part used can not be deleted any more.
2. Enter the quantity consumed. If you had imported the part from INVENTORY, the unit is already given. But you can also select a unit from the list that appears when you activate the field, or enter any other unit.  
With an active connection to INVENTORY, the inventory of used spare parts is automatically adjusted.
3. On the tab **Details – Parts/Supplies** you can track the costs of the parts used. All prices should be entered in the currency you set up in the popover **Defaults** (Button ⚙️).
4. And with the option **Refill stock?** you can also mark whether the part has to be replaced or not. Based on this setting you can later create a shopping list.

### Finishing the Job

After all works on the job are done, you first go to tab **Job** and enter the date into the field **Finished** in the area **Dues** (and if applicable also the operating hours at the completion of the works). The option **Job state** automatically changes to **Finished**. If there had been displayed a signal for due, it disappears now.

On the tab **Job** you will get a summary of all working hours and costs.

## Periodically or Repeatedly Jobs

Usually, a lot of work on the ship must be carried out not only once but again and again at regular or irregular intervals. If you want to perform a job that is similar to a job you already managed with MAINTENANCE, you don't need to plan it again. You can easily transfer your old entries into the new job.

### Duplicate Job

To create a new job that is similar to one already managed with MAINTENANCE, you can use the option **Duplicate job** from the popover **New**.

1. Select the job that you want to duplicate.
2. Choose on top of the window of MAINTENANCE the button +.
3. Then in popover **New** select the text button **Duplicate job**.  
The function creates a duplicate of the previously selected job—but not the entries that have been made during the execution of the job.

The new job was the job state **Setting up**.

On the tab **Scheduling** all parts and tools are not marked as prepared and for the works no dates are entered.

Accordingly, on the tabs **Realization** and **Details** all fields are empty that are filled out during the execution phase (prices, hours, date finished etc.).

### Duplicate Job for Next Due

Many maintenance services need to be carried out at fixed time intervals. These can be created and scheduled in MAINTENANCE easily.

1. Select the job for which you want to prepare a new job for the next execution of the works. On the tab **Job** go to area **Dues** and set up an **Interval**. This can be either a time interval in **Weeks** or in interval depending on **Operating hours** (for Engine 1, Engine 2 and Generator).
2. Choose on top of the window of MAINTENANCE the button +.
3. Then in popover **New** select the text button **Duplicate job for next due**. The function creates a duplicate of the previously selected job—but not the entries that have been made during the execution of the job.

The new job was the job state **Timed** and in the fields **Due** the date or operating hours for the next due of the maintenance are already set.

On the tab **Scheduling** all parts and tools are not marked as prepared and for the works no dates are entered.

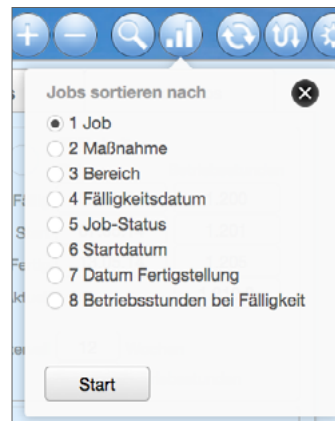
Accordingly, on the tabs **Realization** and **Details** all fields are empty that are filled out during the execution phase (prices, hours, date finished etc.).

## Sorting your Jobs

Using the options in the popover **Sorting** (📊) you can change the order of the jobs in the list and when browsing in the **Detail view**. Select an option and click/tap on **Start**.

In **List view** the entries also can be sorted easily using the fields displayed in this view by clicking or tapping on the column title.

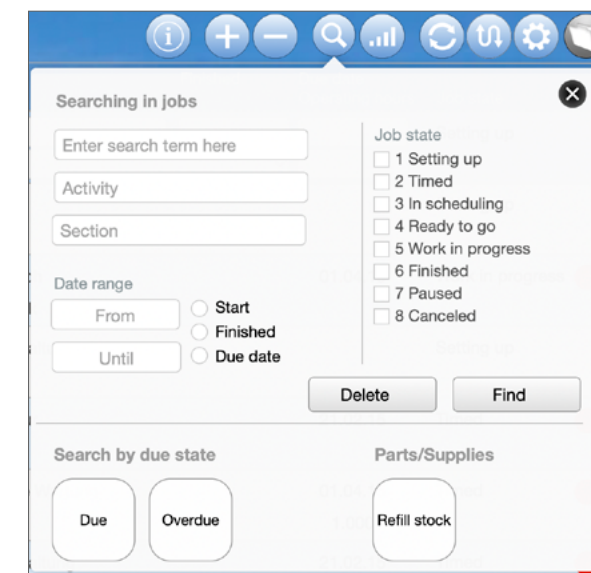
**New in version 2.2.5** There is a special feature when sorting by date of completion. In contrast to sorting with the option in the popover, sorting with the column title **Finished** sorts in descending order, so that the most recently completed jobs appear at the top of the list.



The popover **Sorting**

## The Search Function of MAINTENANCE

Using the options in popover **Search** (🔍) you can search in your jobs using different viewpoints and so restrict the jobs displayed in the list.



The popover **Search**

1. Click or tap on the **Search** button 🔍 to open the popover **Search**.
2. The popover **Search** offers a few independent search types. Enter your search criteria as described in the following three sections, and then click or tap the button **Find**.
3. MAINTENANCE will now search for all jobs that match your search criteria and only display the jobs that were found. If you searched for a specific term, this term will not be highlighted. But all jobs displayed contain this term. To indicate that not all entries are shown the symbol 🔍 in **Search** button gets red.
4. Tap the **Search** button 🔍 again to bring all items in sight again. The symbol 🔍 in **Search** button gets white.

## Searching in Your Jobs

Using the fields at the top of the popover **Search** you can search for a term or a string, for jobs with selected job states or in a timeslot.

- If you type a search term in the field **Enter search term here** and then click or tap on the button **Find**, all jobs will be listed in which this string occurs in one of the fields.
- If you enter your search term under **Activity** or **Section**, the term is searched only in these fields.
- You can also check one or more options for the **Job state** as search criteria.
- If you fill in more of the fields in this area, only jobs will be listed that satisfy all conditions. So you can find, for example all completed works on the rig by entering **Rig** in the field **Section** and checking the option **Finished** for the **Job state**.

## Searching by Due State

With the two buttons under the headline **Search by due state** in the lower part of the popover **Search** you can search for jobs which are due or overdue.

- The button **Due** finds all the jobs that are due (orange dot) or overdue (red dot).
- The button **Overdue** finds all the jobs that are overdue (red dot).

## Refill Stock


With the button **Refill stock**, which is found under the headline **Parts/Supplies** in the lower part of the popover **Search**, you can create a list of all parts, for which you have set on the tab **Details** the option for **Refill stock?** to **Yes**. The search result is displayed in a special view. Use the close button (X) on top right to get back to the normal window of MAINTENANCE. The search is performed in all jobs displayed.

With the print function of MAINTENANCE you can print this list.

## Deleting Jobs


1. If you want to delete one or more jobs, click or tap the minus button in top of the window.
2. Now you can choose in popover **Delete** if you only want to delete the selected job (**This job**) or all jobs that are currently displayed in the **List view** (**All shown jobs**).
3. After a confirmation message, the jobs are deleted.

## Importing jobs

Using the **Import** button from the **Communication** popover (button ) you can import jobs from another MAINTENANCE file. This function may be needed, for example after an update for MAINTENANCE.




### Importing Jobs on PC

1. In **Communication** popover (button ) select the button **Import**.
2. It opens an information dialog. Select **OK** to continue and then in the next dialog select the MAINTENANCE file, from which you want to import.
3. After you have selected the file, the import runs automatically. When it is finished a message shows how many new entries have been imported.



### Importing Jobs on iPad

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

1. In communication popover (button ) select the button **Import**.
2. It opens an information dialog. Select **OK** to continue.


3. In the following dialog enter the name of the file from which you want to import the entries into your actual MAINTENANCE file. The file name is case-sensitive. The file extension only needs to be typed if you want to import from an old .LOB file. Start the import process by clicking **OK**.
4. The import will run automatically. When it is finished a message shows how many new entries have been imported.



## Printing the Maintenance or saving in PDF

If you would like to print your Maintenance or save it in a PDF, you can use the printing function of MAINTENANCE.

With a PDF, you will receive a digital version of your Maintenance file, which can not be modified. You can view the Maintenance PDF at any time later without the need that our software LOGBOOK SUITE is installed. And since the PDF files are small, they are also very suitable for emailing.

The popover **communication** (button ) offers under the headline **Print** text buttons for printing different the print-optimized layouts. All print layouts are designed for printing in portrait format on A4 or U.S. Letter.

The following table shows what content will be printed with the individual print layouts.


Print layout	Contents	Number of pages
<b>List</b>	Title page + list with all entries shown in <b>List view</b>	Title + min. 1
<b>Jobs</b>	Title page + Job data as shown on the tab <b>Job</b> , each job starts on a new page	Title + 1 per job
<b>Jobs complete</b>	Title page + Job data as shown on the tab <b>Job</b> and lists with works, parts, tools and photos, each job starts on a new page	Title + min. 1 per job

Print layout	Contents	Number of pages
<b>Jobs complete without photos</b>	Title page + Job data as shown on the tab <b>Job</b> and lists with works, parts and tools, each job starts on a new page	Title + min. 1 per job
<b>Spare parts to refill</b>	List of all the parts for which the option <b>Refill stock?</b> is set to <b>Yes</b> , all fields for parts	min. 1

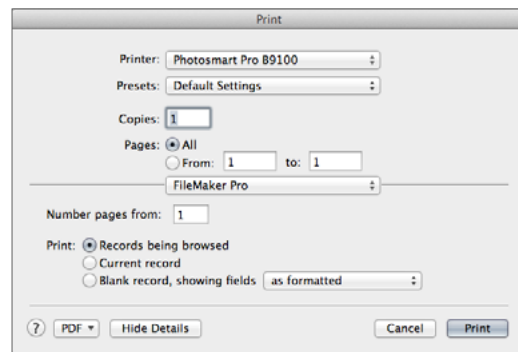


### Page Setup and Printing using MacOS

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 communication popover (button ) choose the button for the desired print layout.
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 **Records being browsed** (which means all records). Also make sure that for the option **Pages** the setting **All** is selected. Just so all pages of the selected layout will be printed.
3. After you have checked all settings, start the print job with the button **Print**.




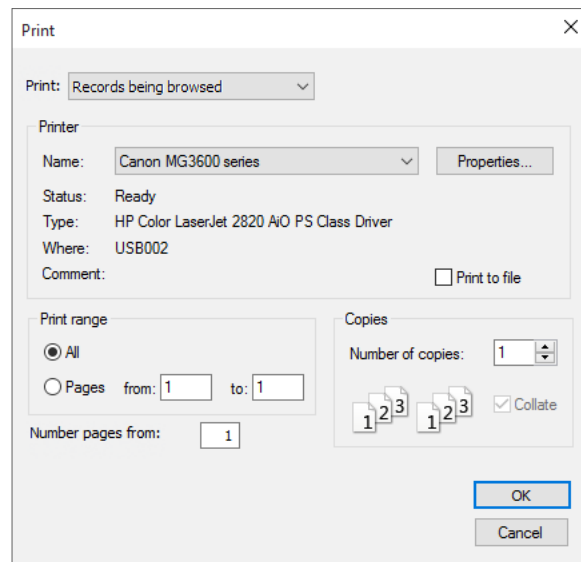


The **Print** dialog box under MacOS



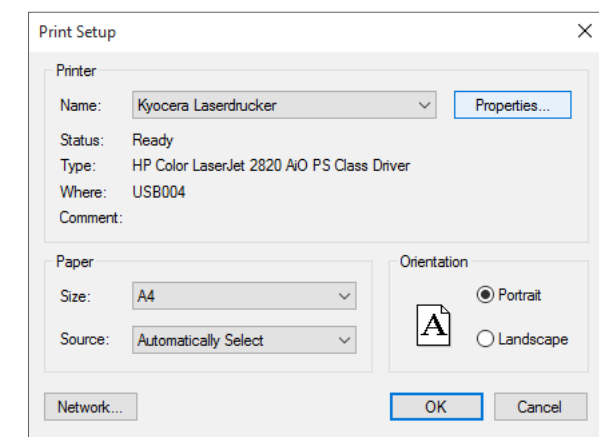
## Print Setup and Printing using Windows

1. In communication popover (button ) choose the button for the desired print layout.



The **Print** dialog box under Windows

1. This opens the standard dialog box **Print** of MacOS. For the option **Print** select **Records being browsed** (which means all records). Also make sure that for the option **Pages** the setting **All** is selected. Just so all entries of the selected layout will be printed.
2. Then, next to the name of your printer, click on the **Properties** button. This opens the dialog **Print Setup**.
3. 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.)
4. Again check all other settings in the print dialog. If you want to print all pages, the setting **All** needs to be selected for **Pages**.
5. After you have checked all settings, start the print job with the button **OK**.

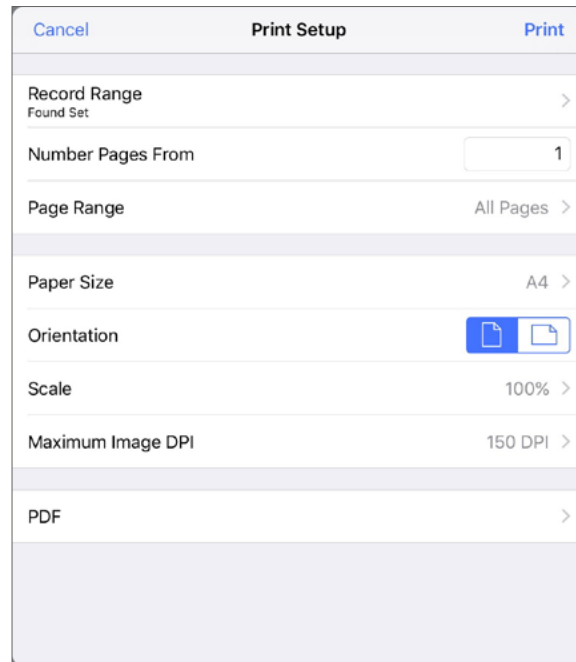


The dialog box **Printer Setup**




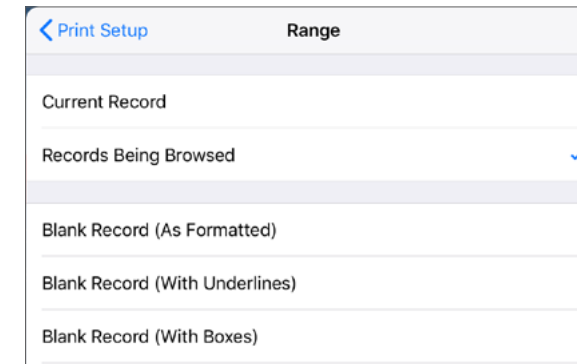
## Print Setup and Printing on iPad

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).



The dialog box **Print Setup**

1. In communication popover (button ) choose the button for the desired print layout.
2. This opens the standard dialog box **Print Setup** of FileMaker Go. For the option **Record Range** select **Records Being Browsed** (which means all records). Also make sure that for the option **Page range** the setting **All Pages** is selected. Just so all pages of the selected layout will be printed.
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**.



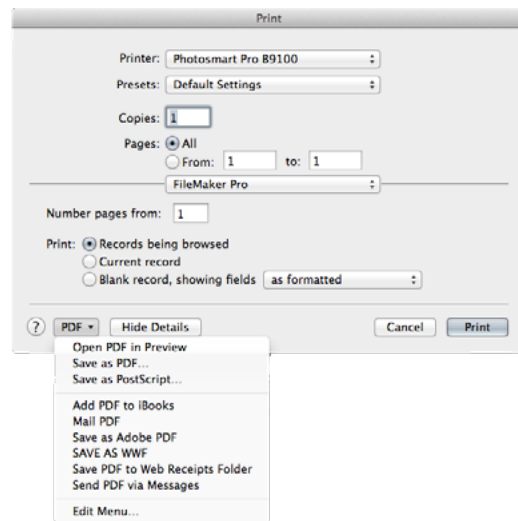
Standard setting in dialog **Print Setup, Range**



## Creating a PDF on Mac

When you are using LOGBOOK on a Mac you can also store your Maintenance file 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 39).

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 Maintenance file 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 40).

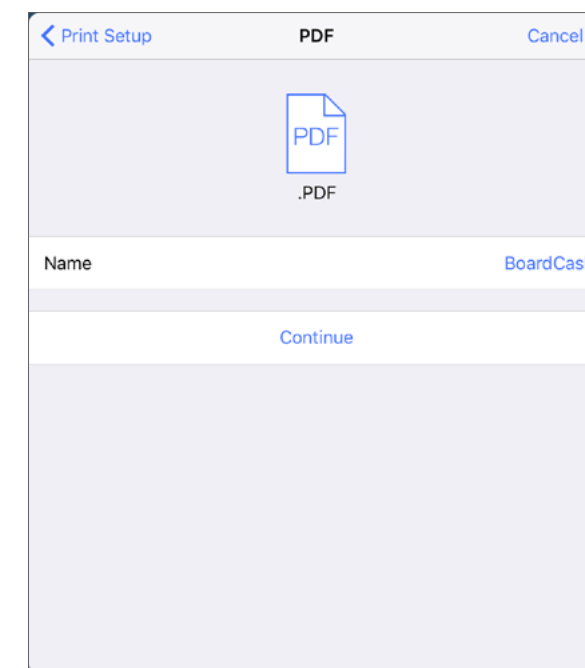


## Creating a PDF on iPad

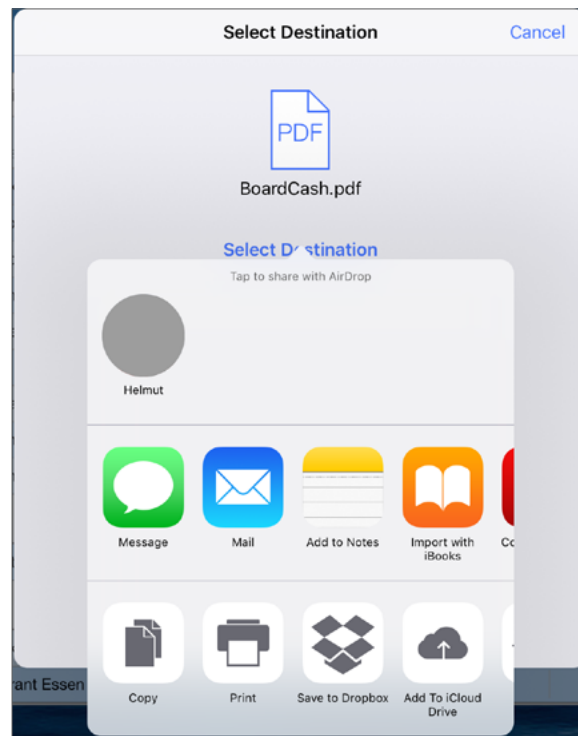
On iPad it is very easy to export your MAINTENANCE file into a PDF. There are to different ways to create a PDF.

### 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 41 ).
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 communication popover (button ) choose the button for the desired print layout.
2. In the following dialog choose **PDF**.
3. The PDF file now is saved in the documents folder of LOGBOOK SUITE on your iPad and can be opened using the button **Open another file** in LOGBOOK SUITE MANAGER.  
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.

## Data Export

With the button under **Export (file, email)** in the menu in communication popover (button ) MAINTENANCE provides a simple export feature, which allows you to export your Maintenance data for further processing in some common file formats. The file formats, which are shown in gray in the table are less suitable for export from MAINTENANCE.

File format	PC	iPad	Field titles
dBase (.dbf)	x	x	x
Excel Workbook (.xlsx)	x	x	x
HTML (.htm)	x	x	—
Comma-separated (.csv)	x	x	—
Merge (.mer)	x	x	x
Tab-separated (.tab)	x	x	—
XML	x		
FileMaker Pro	x		

1. To export your MAINTENANCE file open the communication popover (button ) and choose the button **Export (file, email)**.
2. This opens a dialog box in which you specify the file format, name and location for your file. Other settings are not possible.
3. On iPad the button **Save** saves the exported file in the documents folder of LOGBOOK SUITE on your iPad and can be opened using the button **Open another file** in LOGBOOK SUITE MANAGER.



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**.

Alternatively, you can send the file directly by email.

**Note:**

In some export formats the file contains only the data and no titles of the fields. And when exporting in one of the data formats which include field titles, these come from the internal processing of MAINTENANCE and are not identical to the field titles in the views. So, for the order of the fields please refer to the following table. The order of the fields corresponds to order when entering data in the **Detail view**. Images can not be exported.

Exported fields
Job
Activity
Section
Description
Job state
Due date
Start date
Date finished
Operating hours due
Operating hours start
Operating hours finished

Exported fields
Working hours self
Working hours external
Hours total
Costs parts
Costs own works
Costs external works
Costs total
Time stamp of last edit

*Order of fields when exporting*

## 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, 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 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 and choose in menu of the communication popover (button ↻) 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 and MAINTENANCE 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](mailto:support@2k-yachting.de).

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E-Mail: [support@2k-yachting.de](mailto:support@2k-yachting.de)  
Web: <https://logbooksuite.com>