

# PilotLog Offline for Pocket PC

Version 2.0.5

## User Guide

PilotLog Offline is a companion flight editor for the online PilotLog system. Provisional flight and simulator detail information is downloaded to your PDA, where the details can be updated then re-synchronised with your online log. It is also possible to add new flights and simulator details directly on the PDA if they were not previously entered online.

**Note :** Your entire log is not synchronised with the PDA; most data is kept on the online server, and only flights and sim details marked as provisional (or newly entered offline) are stored on the PDA. This minimises memory and processing requirements on your PDA, while allowing you to keep your log up to date without an internet connection.

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## 1.0 Getting Started

### Download the Program

1. Download the PilotLog Offline for Pocket PC program from the PilotLog website. This can be found at: <http://www.pilotlog.co.uk/downloads.php>. You will need to log in to access the PilotLog Offline program.
2. Save this file 'PilotLog Offline.cab' to your computer, somewhere that will ensure that it can be found easily later (for example, 'Desktop' or 'My Documents').

### Install the Program

3. Connect your PDA to your PC, using the using the docking cradle / cable / bluetooth connection. Allow Active Sync to run.
4. Whilst the PC and PDA are connected, Go to 'My Computer' and double-click the 'Mobile Device' icon. This will open up a window of the 'My Documents' file of your PDA.
5. On your PC, find the 'PilotLog Offline.cab' file, as saved in step 3 above.
6. Drag the 'PilotLog Offline.cab' from your PC to 'My Documents' on your PDA.
7. On your PDA, launch File Explorer ('Start -> Programs -> File Explorer'), and find 'My Documents'. Tap the 'PilotLog Offline.cab' file to install PilotLog Offline.

Users of recent versions of Windows Mobile may see a warning after installation: 'The program you have installed may not display properly because it was designed for a previous version of Windows Mobile Software'. This is due to the fact that the program is designed to run on any version of PocketPC from 2002 onwards, and is not a problem.

**Note :** The above procedure can be skipped by downloading the PilotLog Offline program directly to your PDA. This can be done by connecting your PDA to the internet (either directly, or using ActiveSync) and using your Pocket PC web browser to open: <http://www.pilotlog.co.uk/log/download/ppc/downloadPLOPPC.php>. You will be prompted to login using the User Name and Password as shown on your PilotLog membership card.

Login and you will be able to download the 'PilotLog Offline.cab' file to the 'My Documents' folder on your PDA. Ensure that the 'Open file after download' box is checked and tap 'Yes'. This will automatically install the PilotLog Offline program to your PDA. If the installation does not begin automatically, use File Explorer to locate the 'PilotLog Offline.cab' file that you downloaded, and tap it to install.

## 2.0 Before Running PilotLog Offline for the First Time

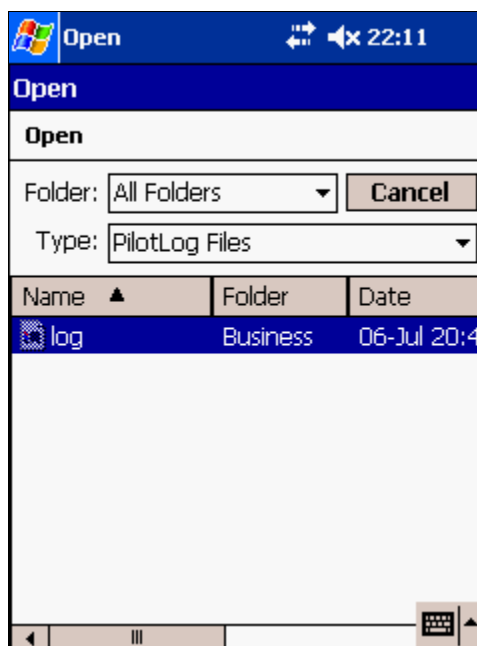
**IMPORTANT!!!** DO NOT add any flight data until after you have completed the following:

**Note :** This section can be skipped if you already have a 'log.csv' file on your PDA, from a previous version of PilotLog Offline.

1. Connect your PDA to your PC, using the using the docking cradle / cable / bluetooth connection. Allow ActiveSync to run. Do not disconnect...
2. Download a 'log.csv' file from PilotLog online. This can be done by logging into your PilotLog account, and going to 'Tools -> New PilotLog Offline 'log.csv' File'. You will be warned about the danger of overwriting existing 'log.csv' files, then allowed to download the data.
3. Save the 'log.csv' file to your PDA, by navigating to 'My Documents' on your PC, then 'PDA My Documents'. The 'log.csv' file can be saved anywhere within the PDA documents folder; if you choose, you can create a PilotLog folder to save it in, allowing you to keep your documents neatly organised.

## 3.0 Running PilotLog Offline for the First Time

1. To run PilotLog Offline, go to 'Start menu -> Programs -> PilotLog Offline'
2. The warning 'Log.csv file not found' will be displayed if PilotLog Offline cannot find the 'log.csv' file downloaded in Section 2.0 above.
3. To load the 'log.csv' file, go to 'Tools -> Open Log File'.
4. A screen as seen here will appear. It will list all 'log.csv' files found on your PDA. Tap on the correct file to open it.



5. Set the hours display format ('Tools -> Hours Display') to suit your personal preference. As in the online log, this affects all hours totals, and the entry of simulator detail durations. Flight times are always entered as hh:mm.

## 4.0 Using PilotLog Offline

Depending on your circumstances, there are several ways to use PilotLog Offline:

If your company produces planned rosters in a form that can be downloaded to PilotLog, import your planned roster online\*. Synchronise with PilotLog Offline and all the planned flights will be copied to your PDA. Enter actual flight times and other information on the flight deck as you complete each flight, then synchronise with your online log at a convenient time.

If you have a planned roster but no download facility, you can enter your planned roster manually online or offline as provisional flights. Then simply synchronise as above. Only flights marked as provisional will be downloaded, so you must check the 'provisional' option when entering planned flights online. These flights will be highlighted in grey in your online log, and marked with a 'P' in PilotLog Offline.

If you have no planned roster, or operate unplanned flights (e.g. from standby), you can add the flight(s) using PilotLog Offline on the flight deck. The new flights will be inserted into your online log book when you synchronise.

The main screen shows summary information:

The number of flights & sims stored on your PDA, and the number of these which are provisional, as opposed to confirmed data. If there are provisional flights, you will be offered the opportunity to 'tap to edit flights'. If there are no provisional flights, the option will instead be 'tap to add a flight'.

Your total flying hours in the past 28 days up to today. The figure in brackets includes provisional (planned) flights, if there are any in the period.

Projected flying hours for the 28 days up to tomorrow, again with a provisional figure in brackets if there are any planned flights affecting this period.

Total hours in your log book.



Flights can be added, edited and deleted on the PDA using the Flight menu option in the bottom-left hand corner of the screen. Note that deleting flights from the PDA will not delete them from your online log. The delete option is provided only for deleting flights added in error on the PDA.

The Sim menu provides similar facilities to add, edit or delete simulator details. Again, sim details deleted offline will not be removed from your online log.

The tools menu allows you to open a 'log.csv' file on your PDA. This setting is stored, so your log file will be opened automatically unless you change the location in which it is stored. If you move your 'log.csv' file, you must tell PilotLog Offline where to find it using the 'Open Log File' option. You can also select your preferred hours display format. This affects totals displayed on the main screen, and flight and sim duration displays. Flight departure and arrival times will always be displayed as hh:mm.

The Help menu contains a link to the About screen, showing software version information which you should quote in any support queries.

To close the program, either tap the 'X' icon in the top right hand corner, or tap 'Flight -> Exit'.

**\* Note :** Not all roster formats have been submitted to PilotLog for configuration. If you would like to use this feature but find that it is not available, please e-mail us at [development@pilotlog.co.uk](mailto:development@pilotlog.co.uk), attaching sample rosters.

## 4.1 Adding Flights

Tap 'Flight -> Add' (or simply tap the screen if there are no provisional flights, and the message 'Tap Screen to Add a Flight' is displayed).

The first screen contains most flight information. Dates must be entered in dd/mm/yyyy format. Times can be entered as hh:mm, h:mm, hhmm or hmm. Note that the colon (:) can be omitted for ease of typing on the PDA.

Airports should be entered as ICAO codes, although IATA codes will also be recognised, as will full or part names. Note that airport names (and aircraft registrations) will not be checked until you synchronise your flights online. Errors may be difficult to spot, so it is better to stick to ICAO or IATA codes.

'Crew' is the crew capacity under which you operated the flight.

The check-box options correspond to the options in the PilotLog program:

- A – Autoland
- L – Landing Pilot (checked depending on crew capacity)
- I – Instrument Flight (checked by default)
- X – Exclude Hours (from 28-day totals etc)
- P – Provisional Data

The 'Reg', 'PiC', 'P2', 'From' and 'To' captions are tappable buttons. Tapping these will copy the corresponding value from the last flight added.

Tap 'Comment...' to enter further details:

The 'Comment' caption works in a similar way to the buttons on the previous screen. It will copy the comment from the last flight added, but rather than overwriting the current comment, it will add the text to any already there so that information is not accidentally lost.

Tap 'Back...' to return to the previous screen.

Tap 'OK' in the top right-hand corner of either screen to save the flight details. Tapping 'Discard Changes' will lose the current flight data and return to the main screen.

## 4.2 Editing Flights

Tap 'Flight -> Edit' (or simply tap the screen if there are provisional flights, and the message 'Tap Screen to Edit Flights' is displayed).

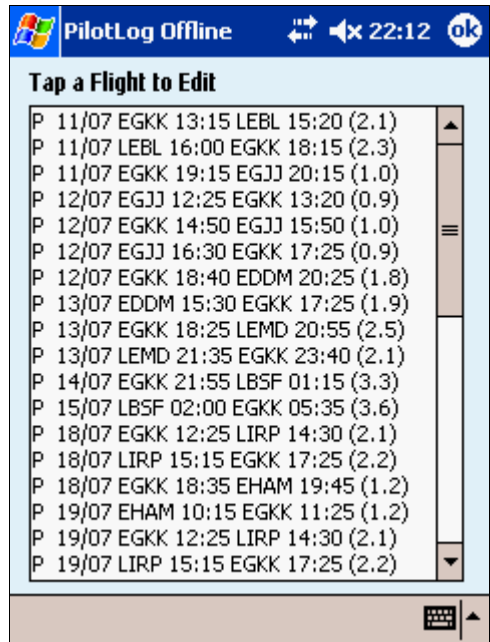
The editing display is exactly the same as for adding a new flight. You will be presented with a list of stored flights. The information displayed is date (day/month only to save space), departure airport and time, arrival airport and time, duration.

The list will scroll automatically to display flights on today's date, or as close as possible.

Simply tap on the one you wish to edit. A 'P' before a flight signifies that the flight is provisional.

When editing a flight, the 'copy' buttons work slightly differently to adding a new flight. Rather than copy the values from the last flight entered, they copy from the previous flight in chronological order. This means that, for example, if you operate a series of flights on the same aircraft having already entered them as provisional data, you can enter the registration once for the first flight, then use the 'Reg' button to copy that information into subsequent flights without any further typing.

**Note :** When you edit a provisional flight, the 'P' box is automatically unchecked as it is assumed that once a flight has been edited it is confirmed, and no longer provisional data. You can of course re-check the 'P' box manually. This will happen if you view a flight and tap 'OK' – if you just wish to view a provisional flight without making any changes, you should tap 'Discard Changes' to avoid saving the flight as non-provisional.



## 4.3 Deleting Flights

Tap 'Flight -> Delete'.

You will be presented with a list of stored flights similar to that used to select a flight to edit. Tap on any flight to delete it. You will first be asked to confirm that you wish to delete the flight, and when you click 'OK' it will be permanently deleted.

**Note :** Deleting a flight in PilotLog Offline will not remove it from your online log next time you synchronise. The delete option is provided only for deleting flights added offline. To remove provisional flights from your online log, you must delete them online. This is a safety feature designed to prevent accidental deletion of data from your online log during synchronisation.

## 4.4 Adding Sims

Tap 'Sim -> Add'.

The first screen contains most sim detail information. Dates must be entered in dd/mm/yyyy format.

Duration must be entered in the format selected from the 'Tools -> Hours Display Format' menu, i.e. h:mm, h.m or h.mm. Regardless of the format selected, it is acceptable to enter a single digit (e.g. '4' instead of '4:00') which will be assumed to be a whole number of hours.

'Title' is a short description of the detail. The adjacent drop-down box specifies the type of detail.

The 'Sim' box is for the simulator name. This could be the aircraft type, and/or the full approved simulator registration code. The adjacent drop-down box specifies to the type of simulator.

'Crew' is the crew capacity in which you acted during the detail.

'Ins' is an abbreviation of 'Instructor'. Enter the crew names in the three corresponding boxes.

The 'P' box on the right hand side marks the detail as provisional.

The 'Title', 'Sim', 'Ins', 'PiC' and 'P2' captions are tappable buttons. Tapping these will copy the corresponding value from the last sim detail added. Note that the 'Title' and 'Sim' buttons will set the value of the drop-down selection as well as the text in the box.

Tap 'Comment...' to enter further details:

The 'Comment' caption works in a similar way to the buttons on the previous screen. It will copy the comment from the last flight added, but rather than overwriting the current comment, it will add the text to any already there so that information is not accidentally lost.

Tap 'Back...' to return to the previous screen.

Tap 'OK' in the top right-hand corner of either screen to save the sim details. Tapping 'Discard Changes' will lose the current sim data and return to the previous screen.

## 4.5 Editing Sims

Tap 'Sim -> Edit'. The process is the same as described in [4.2 Editing Flights](#), including the notes on provisional sims being automatically marked as non-provisional and the copy buttons copying from the previous detail chronologically, rather than the last one added.

## 4.6 Deleting Sims

Tap 'Sim -> Delete'. The process is the same as described in [4.3 Deleting Flights](#). You will be asked to confirm before any sim detail is deleted. Details deleted offline will not be removed from your online log.

PilotLog Offline 10:36 ok

Date: 19/01/2006 Duration: 4:00

Title: Sim Check LPC/OPC

Sim: 737-400 FlightSim

Crew: P2 P:

Ins: Chopper Smith

PiC: Buster Level

P2: Self

Discard Changes Clear Comment...

123 1 2 3 4 5 6 7 8 9 0 - = <

Tab q w e r t y u i o p [ ]

CAP a s d f g h j k l ; ' <

Shift z x c v b n m , . / <

Ctl áü ` \ < > < >

PilotLog Offline 10:44 ok

Comment

All going well so far...

Discard Changes Back...

123 1 2 3 4 5 6 7 8 9 0 - = <

Tab q w e r t y u i o p [ ]

CAP a s d f g h j k l ; ' <

Shift z x c v b n m , . / <

Ctl áü ` \ < > < >

## 5.0 Synchronising With Your Online Log

To synchronise, you must upload the 'log.csv' file from your PDA to the PilotLog.co.uk website. Any flights and/or sim details which you have added or modified offline will be copied into your online log. Aircraft registrations and airports will be matched against the main online database in the same way as if you had entered the details directly online. Any errors or warnings will be displayed on screen. If you have modified both the online and offline versions of a flight or sim detail, you will be asked which one you wish to keep.

First, you must copy your 'log.csv' file from your PDA to your PC. If you keep your 'log.csv' file within the 'My Documents' folder on your PDA (this includes folders within 'My Documents' such as 'My Documents\Personal' or 'My Documents\PilotLog Offline') the process is simple and automatic. ActiveSync will copy the file whenever it is modified, and keep a synchronised copy on your desktop computer.

Open ActiveSync, and check that files are being synchronised. There should be a folder icon in the 'Information Type' list, labelled 'Files' as seen at the bottom of the list on the right.

If files are not being synchronised, click on the 'Option' button (circled) or on 'Tools -> Options'. A window will open giving access to ActiveSync options.

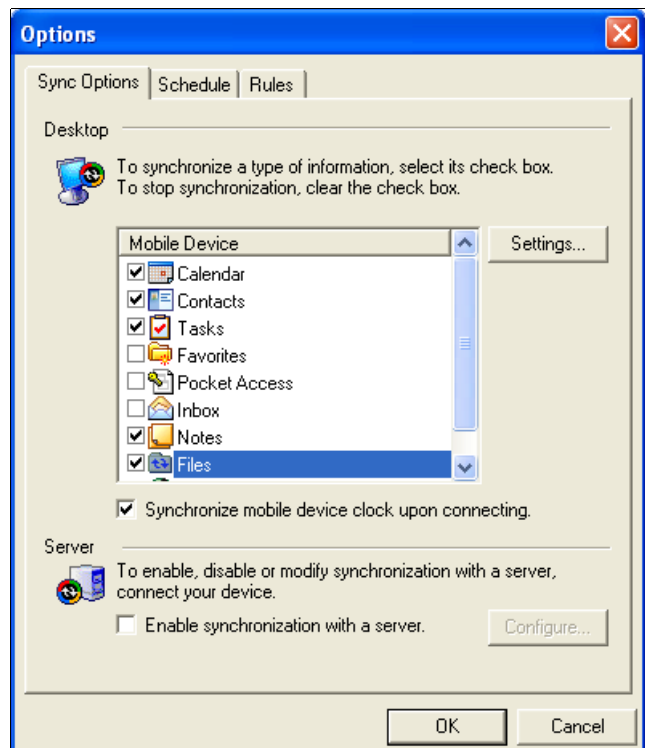
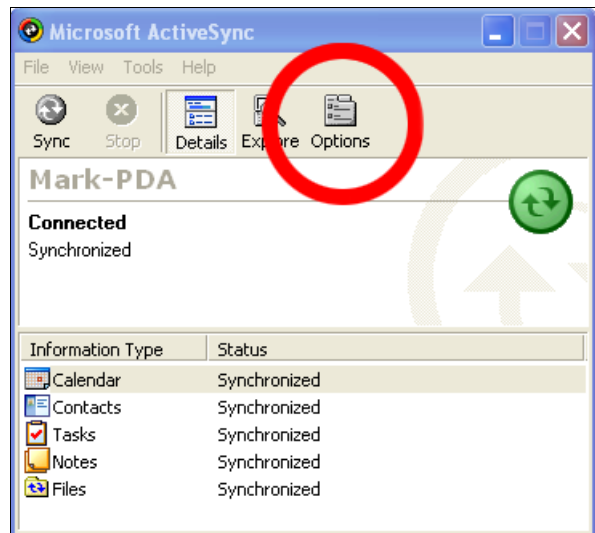
In the 'Sync Options' tab, look down the list of items which can be synchronised. Ensure that the box next to 'Files' is ticked, then click 'OK'.

ActiveSync will now create a folder on your PC within the 'My Documents' folder. It will be called 'PDAName My Documents' (where PDAName is whatever your PDA happens to be called). This folder will contain a complete copy of the 'My Documents' folder on your PDA, including your 'log.csv' file.

To upload your 'log.csv' file, log in to your online log and click 'Tools -> Synchronise with PilotLog Offline'. Browse to the folder 'My Documents\PDAName My Documents\...\log.csv' where you have stored your 'log.csv' file.

After synchronisation, you must download a new 'log.csv' file. There is a button at the end of the synchronisation window to do this, or you can use the 'Tools -> New PilotLog Offline log.csv File' menu option. Save this downloaded file back to the same folder ('My Documents\PDAName My Documents\...\log.csv') and overwrite the old 'log.csv' file. ActiveSync will copy the file back to your PDA automatically.

Next time you run PilotLog Offline, it will load the new file and display any downloaded provisional flights and sim details. If PilotLog Offline was running during synchronisation, the file will only be loaded if you close then re-start the program, or use 'Tools -> Open Log File' to load the new log file manually.



## 6.0 Troubleshooting

*No flights or sim details have been downloaded to my PDA*

Only provisional flights and sims are downloaded. If you have no provisional data online, then nothing will be downloaded. You should still see hours totals information on the PilotLog Offline main screen, and you can add flights and sim details offline. These will be added to your online log when you synchronise.

*All the flights I added offline disappeared when I synchronised my log*

See above. If the flights were added as non-provisional data, they are copied to your online log during synchronisation. As only provisional flights are downloaded in the new 'log.csv' file, you will not see the flights you added in PilotLog Offline after synchronisation.

This is to save space and processing power on your PDA. If you require a copy of your historic log to carry with you, consider downloading a backup log file (online, 'Tools -> Download Backup Log File'). See the online help file for further information.

*When I run PilotLog Offline, I get an error 'log.csv file not found'*

First, be sure that you have downloaded a 'log.csv' file and copied it to your PDA. Use File Explorer on your PDA ('Start -> Programs -> File Explorer') and navigate to the folder where you stored your 'log.csv' file. If it is missing, you can download a new one from your online log ('Tools -> New PilotLog Offline log.csv File').

If the file is present, then you just need to tell PilotLog Offline where to find it. See [section 3.0](#) of this guide.

*I've added flights offline but I can't find my 'log.csv' file*

If you add flights without first downloading and locating a 'log.csv' file as described in these instructions, PilotLog Offline will automatically create a 'log.csv' file for you. It will contain any information added offline, but of course not your hours totals from your online log. The file will be stored in My Documents on your PDA.

If you downloaded a 'log.csv' file, but have simply forgotten where you stored it on your PDA, tap 'Tools -> Open Log File'. Your 'log.csv' file should be shown, along with the folder it is stored in and its location (scroll to the right to see this; for example 'Main Memory' or 'SD Card').

*My 'log.csv' file is not being copied to my computer*

Only files in My Documents and folders within My Documents are copied. If you move your 'log.csv' file to, say, a memory card it will not be copied by ActiveSync. You must in this case copy the file manually to your computer to synchronise, then copy the new 'log.csv' file back to the same location afterwards.

If the 'log.csv' file is in My Documents, check that ActiveSync is set to synchronise files. See [section 5.0](#) of this guide.

*I can't see the copy of 'log.csv' on my computer when I try to synchronise online*

You can only access the synchronised copy in 'My Computer\My Documents\PDAName My Documents\...' when synchronising. You cannot read the 'log.csv' file directly from your PDA via 'My Computer\Mobile Device\...'. Ensure that you are trying to open the file from the correct location.

*When I run PilotLog Offline, I see an error 'Unable to read the registry'*

This can be caused by another program accessing the registry while PilotLog Offline needs to. Try closing and restarting PilotLog Offline. If the error persists, try a soft reset of your PDA. If that fails, uninstall then reinstall PilotLog Offline. See [section 1.0](#) of this guide. Reinstalling should not cause you to lose any data, but it would be wise to synchronise with your online log first in any case.