

# PilotLog Offline for PalmOS

Version 2.1.6

## 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.

## Contents

Section		Page
1.0	<a href="#">Getting Started</a>	2
2.0	<a href="#">Running PilotLog Offline for the First Time</a>	3
3.0	<a href="#">Using PilotLog Offline</a>	4
3.1	<a href="#">Adding Flights</a>	5
3.2	<a href="#">Editing Flights</a>	6
3.3	<a href="#">Deleting Flights</a>	6
3.4	<a href="#">Adding Sims</a>	7
3.5	<a href="#">Editing Sims</a>	7
3.6	<a href="#">Deleting Sims</a>	7
4.0	<a href="#">Synchronising With Your Online Log</a>	8
5.0	<a href="#">Troubleshooting</a>	9

## 1.0 Getting Started

**IMPORTANT!!!** Windows users - it is very important that you use only the latest version of Palm Desktop (4.1.4 or later) with PilotLog Offline. Older versions contain a bug that will almost certainly cause your computer to crash and reboot. The latest version can be downloaded free from palm.com. See the links page on the PilotLog website. Please upgrade to the latest version of Palm Desktop before continuing.

### Download the Program

1. Login to your PilotLog account, using the User Name and Password as shown on your PilotLog membership card.
2. Download the PilotLog Offline for PalmOS program from the PilotLog website. This can be found at: <http://www.pilotlog.co.uk/downloads.php>.
3. Save this file 'PilotLog.prc' to your computer, somewhere that will ensure that it can be found easily later (for example, 'Desktop' or 'My Documents').

### Install the Program

4. Double-click the downloaded 'PilotLog.prc' file, and observe that PilotLog is added to the list of applications to be installed by the 'palmOne Quick Install' program that launches automatically. Check that the 'User' (top right) is correct if you have more than one device that synchronises with this PC.
5. If step 4 does not work, run the Palm Desktop software. Click the 'Quick Install' button or choose 'view->quick install' from the menu bar. You can then click 'Add...' and choose the Pilotlog.prc file.
6. PilotLog Offline will be installed to your PDA next time you HotSync with the computer.

### Set up a Network Connection for Synchronisation

PilotLog Offline does not synchronise with your PC when you HotSync. Instead, it connects directly to the PilotLog server to update your log. To do this, you need an internet connection from your Palm. If you already have an internet connection set up (dial-up or wireless network) you can use this. If you do not have an internet connection from your device (e.g. older models that have only a USB connection) follow the next steps to set up an internet connection through your PC or Mac:

7. Download a suitable 'USB-PPP driver' program. We recommend 'Softick PPP' for Windows, available as a free trial from [www.softick.com/ppp](http://www.softick.com/ppp). Mac users can use 'The Missing Sync' from [www.markspace.com/missingsync\\_palmos.php](http://www.markspace.com/missingsync_palmos.php).
8. Install the appropriate PPP software as per the vendor's instructions.
9. Configure your Palm device to connect to the internet via the PPP software when plugged into your desktop computer. Details on how to do this should be part of the setup instructions supplied by the PPP software vendor.

## 2.0 Running PilotLog Offline for the First Time

1. To run PilotLog Offline, tap the 'PilotLog' icon on the home screen.

2. The first task should be to enter your PilotLog username and password to enable synchronisation. Tap the title bar (or menu icon) to display the menus, then select 'Options->Login Details'.



3. Enter your username and password, and click OK. These will be stored on the device and you should not need to enter them again (unless you perform a hard reset).

4. Set the hours display format ('Options->Display h:mm' etc) 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.

5. Synchronise with your online log ('Options->Synchronise'). Even if you have no provisional flights stored online, this will download your hours totals to the PDA. For additional help on synchronising, see [Section 4](#).

### 3.0 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.

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 on the menu bar. Deleting a flight on the PDA will result in it being deleted from your online log next time you synchronise.

As a shortcut, you can avoid using the menu to add and edit flights. If there are provisional flights stored on the PDA, just tap the screen to edit them. If there are no provisional flights, tapping the screen will add a new flight.

The Sim menu provides similar facilities to add, edit or delete simulator details. Again, sim details deleted offline will be removed from your online log when you synchronise.

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

\* **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.

### 3.1 Adding Flights

Tap 'Flight -> Add' (or simply tap the main screen if there are no provisional flights stored).

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.

There is no need to use capital letters for aircraft or airports, as these will be converted automatically. The hyphen can be omitted from aircraft registrations (or a space used instead) if desired.

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.

**Add Flight**  
Date: 01/02/2006 Reg: g-demo.....  
PiC: Captain Chaos.....  
P2: Self.....  
From: EGKK To: LEMD.....  
Dept: 925 Arrv: 1115.....  
Crew: ▼ P2 %: 100.....  
A:  L:  I:  X:  P:   
Comment:  
A jolly good time was had by all.....  
Must visit again soon.....  
OK Cancel

The labels 'Reg:', 'PiC:', 'P2:', 'From:', 'To:' and 'Comment:' are all tappable buttons. Tapping one of these will copy the appropriate data from the last flight added.

'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

Tap 'OK' to save the flight details. Tapping 'Cancel' will discard the current flight data and return to the previous screen.

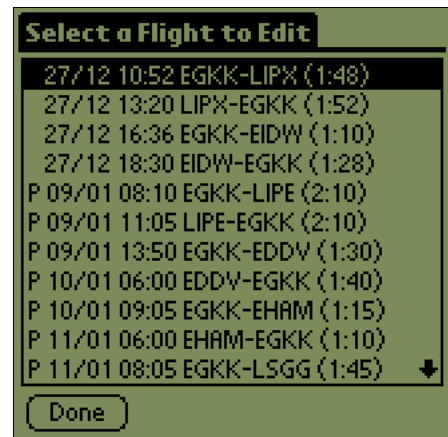
### 3.2 Editing Flights

Tap 'Flight -> Edit' (or simply tap the main screen if there are provisional flights stored).

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 screen space), departure time, departure and arrival airport, duration.

The list scrolls automatically to today's date. If there are flights from previous days, you may have to scroll up the list to see and edit them.

Simply tap on the entry 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 'copy' 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 'Cancel' to avoid saving the flight as non-provisional.

### 3.3 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 remove it from your online log next time you synchronise. The delete function should be used with caution for this reason, as deleted flights cannot be recovered.

### 3.4 Adding Sims

Tap 'Sim -> Add'.

Dates must be entered in dd/mm/yyyy format.

Duration ('Dur') 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 'Sim' box is for the simulator name. This could be the aircraft type, and/or the full approved simulator registration code. There are options to the right to specify the type of detail (LPC/OPC, LPC, etc.) and type of simulator (FlightSim, FNPT II, etc.).

**Add Sim Detail**  
Date: 03/01/2006 Dur: 4:00  
Title: Sim Check ..... ▼ LPC\OPC  
Sim: 737-400 ..... ▼ FlightSim  
Ins: Chopper Smith .....  
PiC: Buster Level .....  
P2: Self .....  
Crew: ▼ P2 ..... P:   
Comment:  
All going well so far...  
.....  
.....  
OK Cancel

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

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

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

As for adding a flight, the labels for 'Title:', 'Sim:', 'Ins:', 'PiC:', 'P2:' and 'Comment:' can be tapped to copy the corresponding value from the last sim detail added.

Tap 'OK' to save the sim details. Tapping 'Cancel' will discard the current sim data and return to the previous screen.

### 3.5 Editing Sims

Tap 'Sim -> Edit'. The process is the same as described in '[3.2 Editing Flights](#)', including the notes on provisional sims being automatically marked as non-provisional and the copy buttons copying from the previous detail rather than the last one added.

### 3.6 Deleting Sims

Tap 'Sim -> Delete'. The process is the same as described in '[3.3 Deleting Flights](#)'. You will be asked to confirm before any sim detail is deleted. Details deleted offline will be removed from your online log next time you synchronise.

## 4.0 Synchronising With Your Online Log

PilotLog Offline for Palm synchronises by connecting directly to the PilotLog server. To do this, you need an internet connection from your Palm handheld. Note that the online menu option 'Tools -> Synchronise with PilotLog Offline' does not apply to the PalmOS program; it is provided for PocketPC and Symbian users only.

If your PDA has wireless networking and you have a home wireless network, you can use this to connect – if you have already set it up, there should be no need for any configuration changes. The same applies if you already have a connection set up using a dial-up modem (e.g. mobile phone or Treo).

If you wish to connect using your home internet connection and the Palm USB cable/cradle connection, you will need additional software to provide the connection.

**IMPORTANT!!!** Windows users - it is very important that you use only the latest version of Palm Desktop (4.1.4 or later) with PilotLog Offline. Older versions contain a bug that will almost certainly cause your computer to crash and reboot. The latest version can be downloaded free from palm.com. See the links page on the PilotLog website. Please upgrade to the latest version of Palm Desktop before continuing.

For Windows, we recommend 'Softick PPP', available as a free trial from [www.softick.com/ppp](http://www.softick.com/ppp).

Mac users can use 'The Missing Sync' from [www.markspace.com/missingsync\\_palmos.php](http://www.markspace.com/missingsync_palmos.php).

Install either piece of software, then configure your Palm according to the vendor's instructions. Any troubleshooting queries should be addressed in the first instance to the software vendor (who will have more expertise with their own software), although we will do all we can to assist where possible.

Once you have an internet connection to your Palm, simply tap 'Options->Synchronise' and wait for the process to complete. If there are any errors, you will be prompted to try again. Typically errors may be caused by en-route server delays or data transmission errors. If your PDA repeatedly fails to synchronise, please contact us at [development@pilotlog.co.uk](mailto:development@pilotlog.co.uk), quoting the exact error message(s) displayed.

## 5.0 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, 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.

*My log does not synchronise when I HotSync with my PC/Mac*

PilotLog Offline does not synchronise with a desktop computer, and so does not use the HotSync system. To synchronise directly with your online log you need to connect your PDA to the internet, run PilotLog Offline, and tap Options->Synchronise. This will connect your PDA to the PilotLog server.