

# PilotLog Offline for Windows

Version 2.0.2

## User Guide

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

**Note :** Your entire log is not synchronised with the computer; most data is kept on the online server, and only flights and sim details marked as provisional (or newly entered offline) are stored locally.

## Contents

Section		Page
1.0	<a href="#">Getting Started</a>	2
2.0	<a href="#">Before Running PilotLog Offline for the First Time</a>	3
3.0	<a href="#">Running PilotLog Offline for the First Time</a>	3
4.0	<a href="#">Using PilotLog Offline</a>	4
4.1	<a href="#">Adding Flights</a>	6
4.2	<a href="#">Editing Flights</a>	7
4.3	<a href="#">Deleting Flights</a>	8
4.4	<a href="#">Adding Sims</a>	9
4.5	<a href="#">Editing Sims</a>	10
4.6	<a href="#">Deleting Sims</a>	10
5.0	<a href="#">Synchronising With Your Online Log</a>	11
6.0	<a href="#">Troubleshooting</a>	12

## 1.0 Getting Started

### Download and Install the Program

1. Download the PilotLog Offline for Windows 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.msi' to your computer, somewhere that will ensure that it can be found easily later (for example, 'Desktop' or 'My Documents').
3. If you did not choose to run the installation program after downloading, double-click the 'PilotLog Offline.msi' file to install it.

### Download and Install the Java Runtime Environment

PilotLog Offline is a Java application. You will need a Java Runtime Environment (JRE) installed on your PC before it will run. If you do not know whether you have a JRE already, try to run PilotLog Offline. If it fails, you need to download and install a JRE.

4. Download the JRE from the Sun Java website. A link to this free download can be found at: <http://www.pilotlog.co.uk/downloads.php>.
5. Install the JRE on your computer.

## 2.0 Before Running PilotLog Offline for the First Time

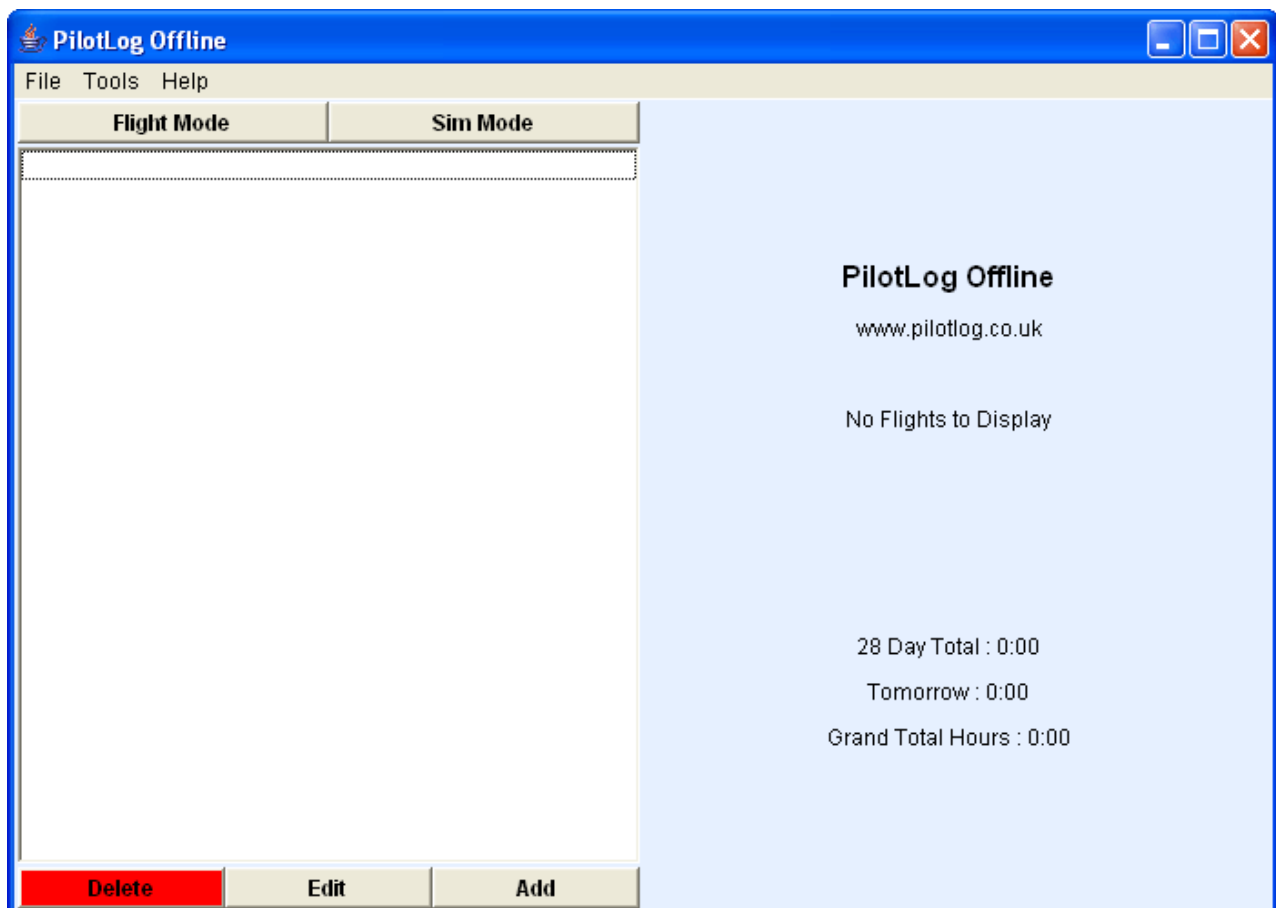
**IMPORTANT!!!** DO NOT add any flight data until after you have completed the following:

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

1. 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.
2. Save the 'log.csv' file to your computer. The 'log.csv' file can be saved anywhere you choose; we would generally recommend somewhere within 'My Documents'. Remember where you saved it for the next step...

## 3.0 Running PilotLog Offline for the First Time

1. To run PilotLog Offline, go to 'Start menu -> All Programs -> PilotLog Offline'
2. You will see a message 'No Flights To Display' the first time you run the program.
3. To load the 'log.csv' file, click 'File -> Open Log File'.
4. Navigate to the folder where you saved your 'log.csv' file, and click 'Open'. The file will be loaded, and your hours totals displayed in the main program window.
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.



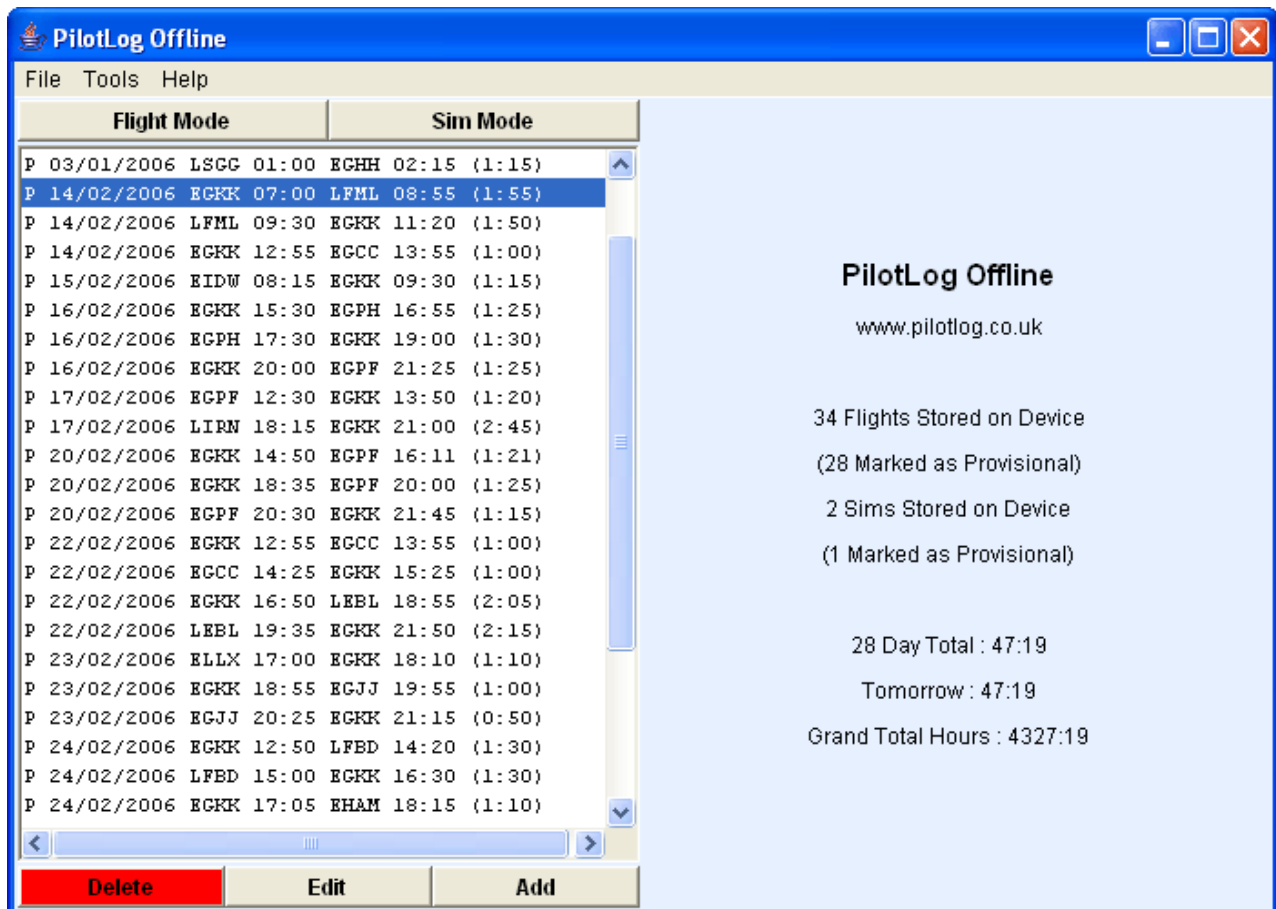
## 4.0 Using PilotLog Offline

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 computer. Enter actual flight times and other information 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. The new flights will be inserted into your online log book when you synchronise.



On the left is a list of stored flights. The information displayed is date, departure airport and time, arrival airport and time, duration. A 'P' before a flight signifies that the flight is provisional.

Buttons above the list allow switching between Flight Mode and Sim Mode. The list contents will change to display flights or sim details, as appropriate.

Buttons below the list allow you to delete or edit the selected flight or sim detail, or add a new flight or sim detail, depending on the current mode selected.

On the right is summary information:

The number of flights and sims stored on your computer, 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.

The File menu contains an option to open a 'log.csv' file, and to exit the program.

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

<p>* <b>Note</b> : 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 <a href="mailto:development@pilotlog.co.uk">development@pilotlog.co.uk</a>, attaching sample rosters.</p>
---

## 4.1 Adding Flights

Check that you are in Flight Mode (click the 'Flight Mode' button), then click 'Add'.

Flight Mode	Sim Mode
P 03/01/2006	LSGG 01:00 EGHH 02:15 (1:15)
P 14/02/2006	EGKK 07:00 LFML 08:55 (1:55)
P 14/02/2006	LFML 09:30 EGKK 11:20 (1:50)
P 14/02/2006	EGKK 12:55 EGCC 13:55 (1:00)
P 15/02/2006	EIDW 08:15 EGKK 09:30 (1:15)
P 16/02/2006	EGKK 15:30 EGPH 16:55 (1:25)
P 16/02/2006	EGPH 17:30 EGKK 19:00 (1:30)
P 16/02/2006	EGKK 20:00 EGPF 21:25 (1:25)
P 17/02/2006	EGPF 12:30 EGKK 13:50 (1:20)
P 17/02/2006	LIRN 18:15 EGKK 21:00 (2:45)
P 20/02/2006	EGKK 14:50 EGPF 16:11 (1:21)
P 20/02/2006	EGKK 18:35 EGPF 20:00 (1:25)
P 20/02/2006	EGPF 20:30 EGKK 21:45 (1:15)
P 22/02/2006	EGKK 12:55 EGCC 13:55 (1:00)
P 22/02/2006	EGCC 14:25 EGKK 15:25 (1:00)
P 22/02/2006	EGKK 16:50 LEBL 18:55 (2:05)
P 22/02/2006	LEBL 19:35 EGKK 21:50 (2:15)
P 23/02/2006	ELLX 17:00 EGKK 18:10 (1:10)
P 23/02/2006	EGKK 18:55 EGJJ 19:55 (1:00)
P 23/02/2006	EGJJ 20:25 EGKK 21:15 (0:50)
P 24/02/2006	EGKK 12:50 LFBD 14:20 (1:30)
P 24/02/2006	LFBD 15:00 EGKK 16:30 (1:30)
P 24/02/2006	EGKK 17:05 EHAM 18:15 (1:10)

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.

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.

'%' is the percentage of the flight which is claimed for experience purposes (e.g. if you were one of several co-pilots).

'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

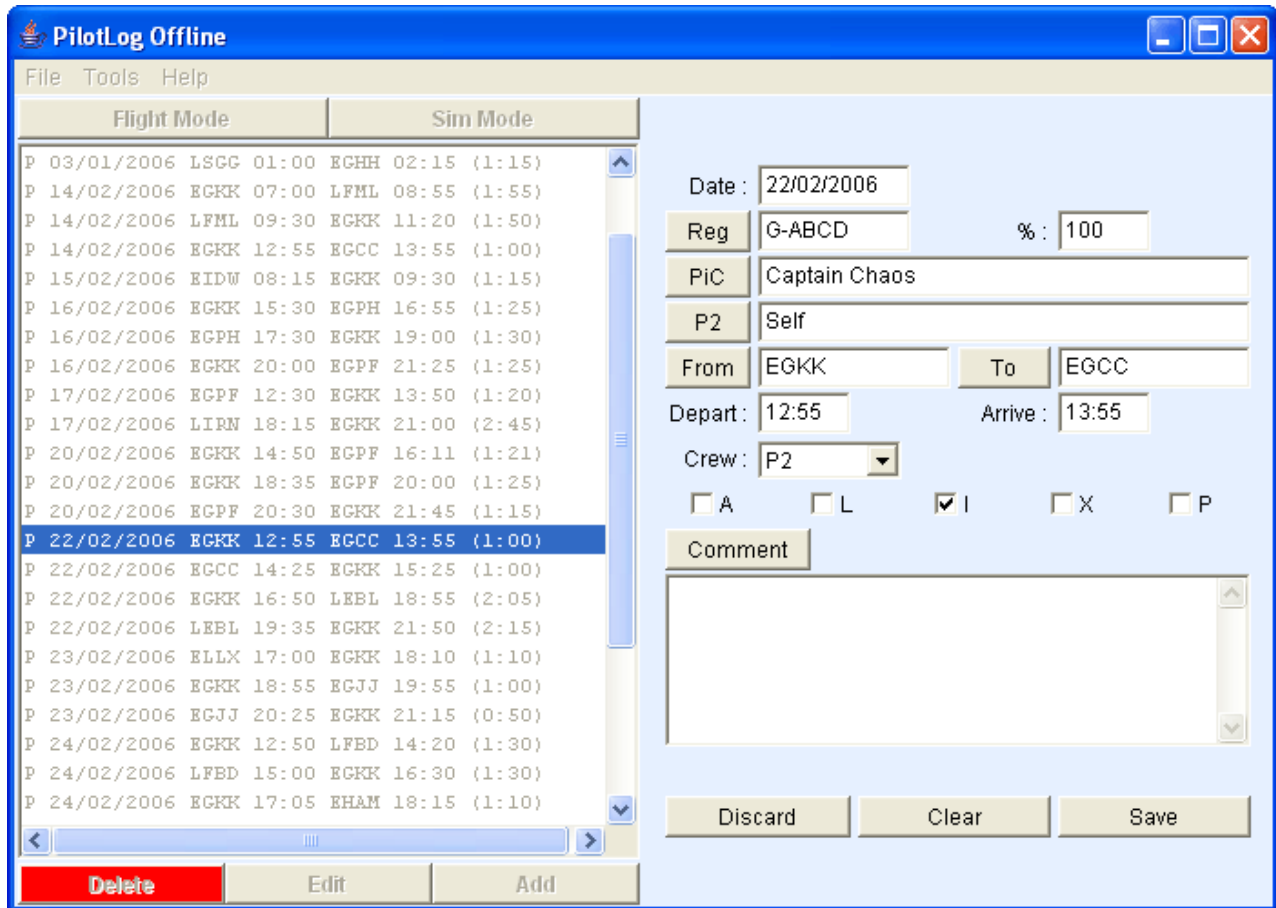
Click 'Save' in the bottom right-hand corner of the window to save the flight details. Clicking 'Discard' will lose the current flight data and return to the previous view.

Pressing the 'Enter' key while adding a flight will save the details in the same way as clicking 'Save'. Similarly, pressing the 'Escape' key ('Esc') has the same effect as clicking 'Discard'.

## 4.2 Editing Flights

There are several ways to edit a flight:

1. Click a flight in the list, then click the 'Edit' button.
2. Double-click a flight in the list.
3. Select a flight in the list with the up/down cursor keys, and press 'Enter' on the keyboard.



The editing display is exactly the same as for adding a new flight.

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

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

**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 then save it – if you just wish to view a provisional flight without making any changes, you should click 'Discard' or press 'Escape' to avoid saving the flight as non-provisional.

### 4.3 Deleting Flights

Select a flight from the list, and click 'Delete'.

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 then online. This is a safety feature designed to prevent accidental deletion of data from your online log during synchronisation.

## 4.4 Adding Sims

Check that you are in Sim Mode (click the 'Sim Mode' button), then click 'Add'.

The list of sim details on the left shows date, duration, title and sim name for each detail.

The screenshot shows the 'PilotLog Offline' application window. The 'Sim Mode' tab is selected. The left pane displays a list of flight details:

Flight Mode	Sim Mode
06/02/2006 4:00 Check & 737-400	
07/02/2006 4:00 Check & 737-400	

The right pane contains the following form fields:

- Date: 07/02/2006
- Dur: [empty]
- Title: [empty] (dropdown menu: LPC/OPC)
- Sim: [empty] (dropdown menu: Flightsim)
- Ins: [empty]
- PiC: [empty]
- P2: [empty]
- Crew: Instructor (dropdown menu)
- P
- Comment: [empty text area]

At the bottom of the window, there are buttons for 'Delete', 'Edit', 'Add', 'Discard', 'Clear', and 'Save'.

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. A drop-down box allows you to specify 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. A drop-down box allows you to specify the type of simulator.

'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.

The 'copy' buttons work as for adding a flight, in that the ones next to the crew names boxes will copy the crew names from the last sim added, while the one above the comment box will add the previous comment to any text already in the box. The 'Title' and 'Sim' buttons will copy both the text and drop-down option from the last sim detail (e.g. in the figure above, 'Sim Check' and 'LPC/OPC' would both be copied by tapping 'Title').

Click 'Save' in the bottom right-hand corner of the screen, or press 'Enter' on the keyboard, to save the sim detail. Clicking 'Discard' or pressing 'Escape' will lose the current sim data and return to the previous view.

## **4.5 Editing Sims**

Select a sim detail and click 'Edit' or press 'Enter'. The process is the same as described in '[4.2 Editing Flights](#)', including the notes on provisional sims being automatically marked as non-provisional.

The 'Title' and 'Sim' buttons will copy both the text and drop-down option from the last sim detail.

## **4.6 Deleting Sims**

Select a sim detail from the list, and click '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.

## 5.0 Synchronising With Your Online Log

To synchronise, you must upload the 'log.csv' file from your computer 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.

To upload your 'log.csv' file, log in to your online log and click 'Tools -> Synchronise with PilotLog Offline'. Browse to the folder on your computer 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 to your computer. You should save it in the same location as the old 'log.csv' file, overwriting the old version with the new one.

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 'File -> Open Log File' to load the new log file manually.

## 6.0 Troubleshooting

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

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.

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 saved it to your computer. 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 offline without first downloading and opening 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 the same folder as the PilotLog Offline program. By default, this is 'c:\Program Files\MJICCS\PilotLog Offline'.