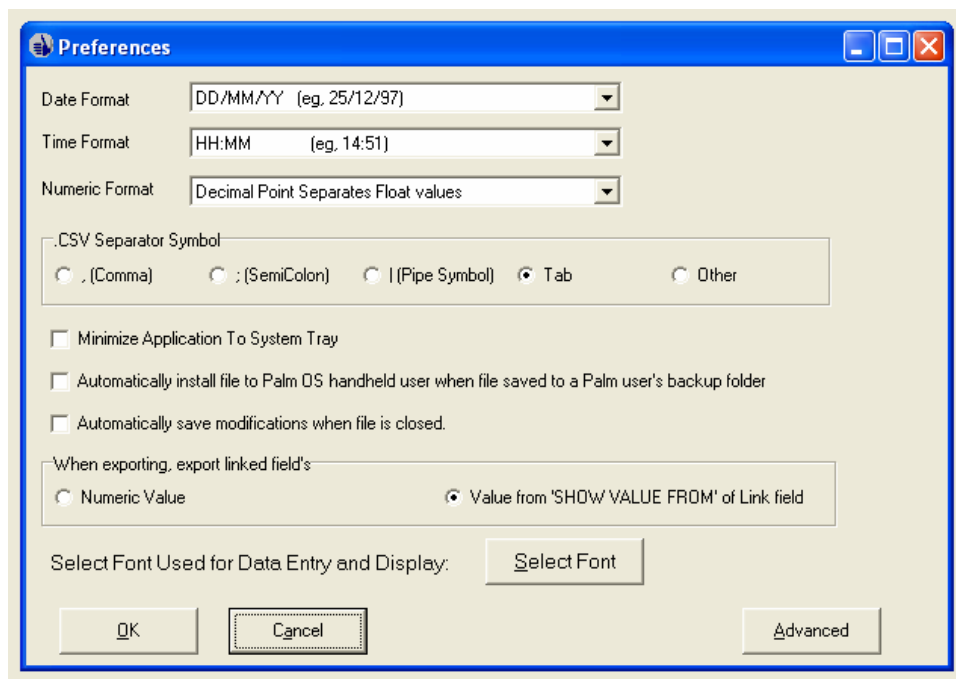
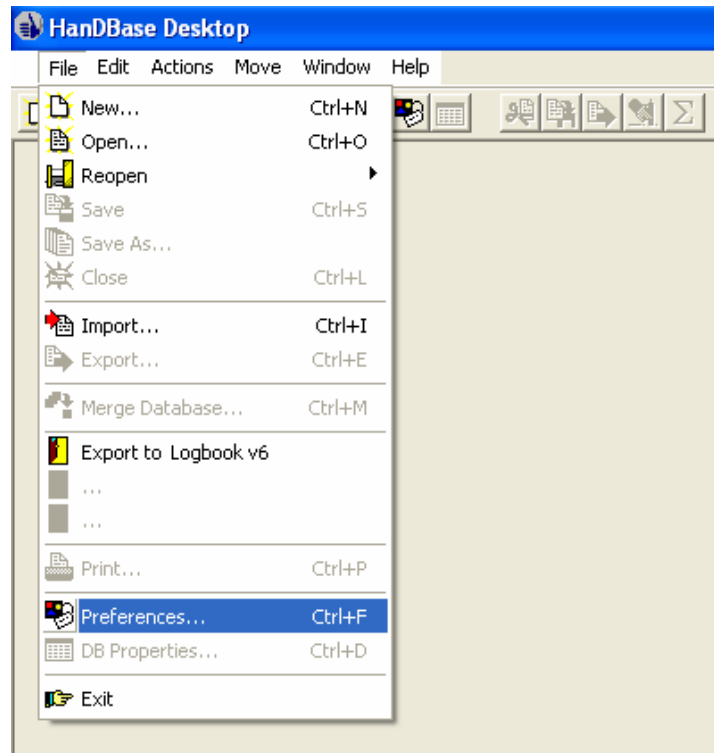


## Instructions for how to upload the Logbook to the Website

### Setting up the HandBase Desktop Preferences

- For the Logbook to function efficiently and effectively, the preferences in the HandBase Desktop program need to be correct. To update the preferences, click on **File** in the top navigation and then click on the **Preferences** option.



- From the Date Format drop-down menu, select the **DD/MM/YY** option.
- From the Time Format drop-down menu, select the **HH:MM** option; this may need to be changed from the **HH:MM am/pm** option that is default for the program.
- Select the **tab** option in the .CSV Separator Symbol section.
- Select the **Value from 'SHOW VALUE FROM' of Link field** in the "When exporting, export linked field's" section.
- Now click **OK** and the settings will be saved. This means that when you export the logbook, it will be in the correct format.

### Hot Sync logs to your computer

- The Hot Sync function, which is found in the HandBase Desktop package, will update your PC/Mac with the files on the PDA.
- To copy logbook entries to your PC/Mac connect the PDA to your machine and press the **Sync** button. This may be on the cable that connects your PDA to your PC/Mac or on a docking station, as shown below:

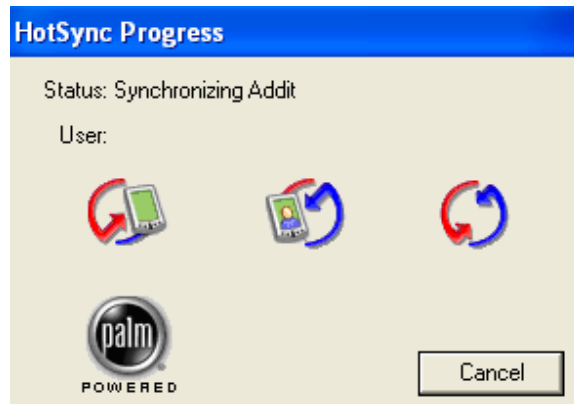


Docking station



Data Cable

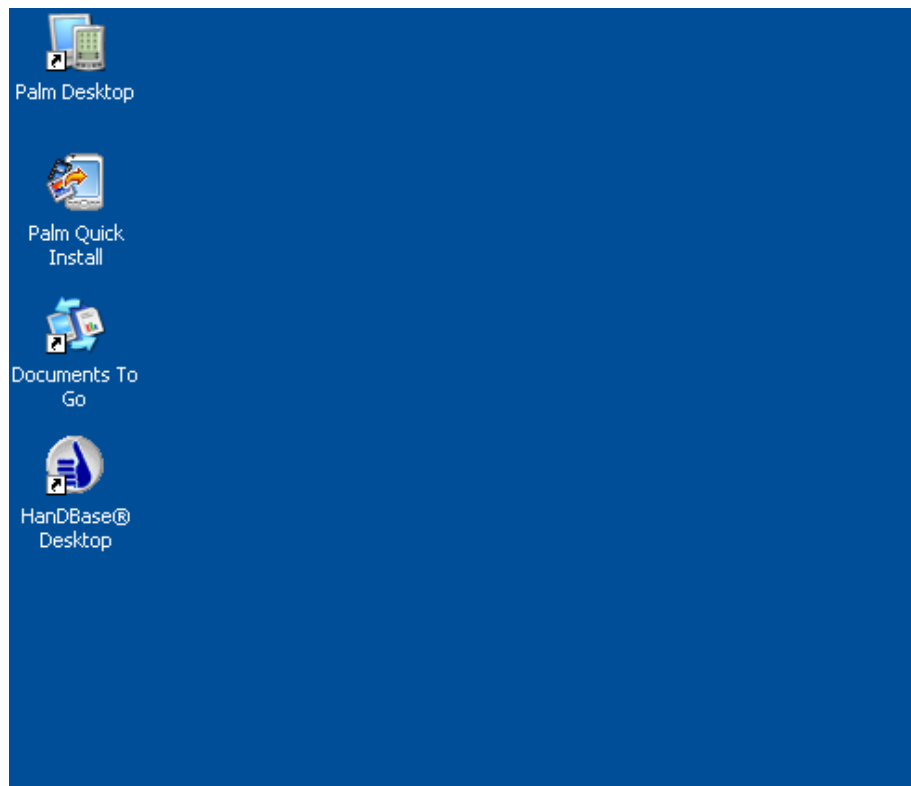
- The HotSync Manager will then load and the data transfer will begin.

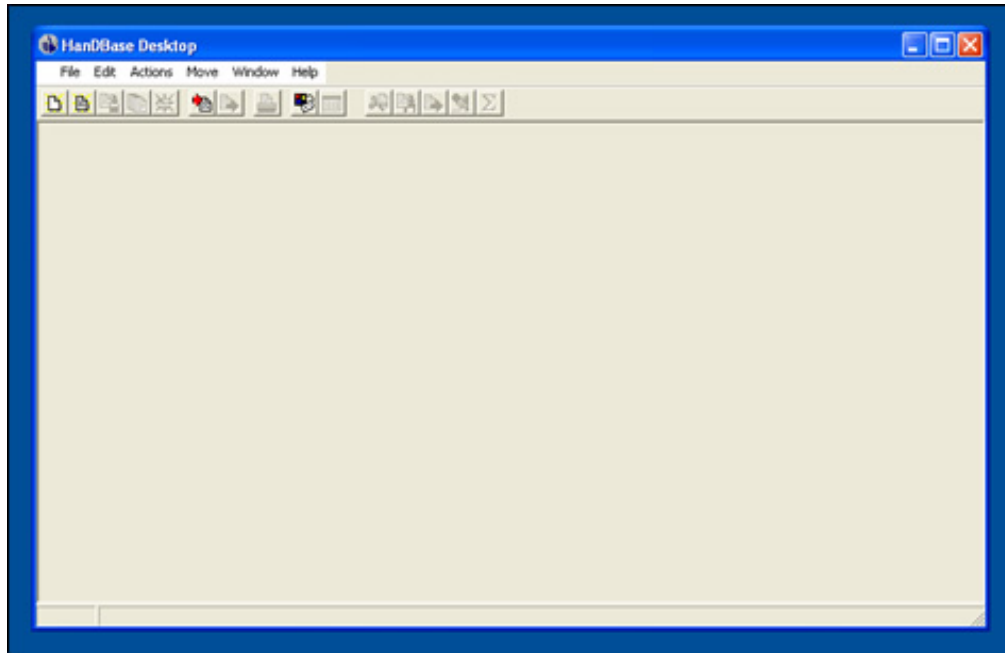


- The contents and records will be copied onto your PC/Mac. This data can now be exported and uploaded to the internet; it is recommended that you perform this operation regularly to avoid losing data.

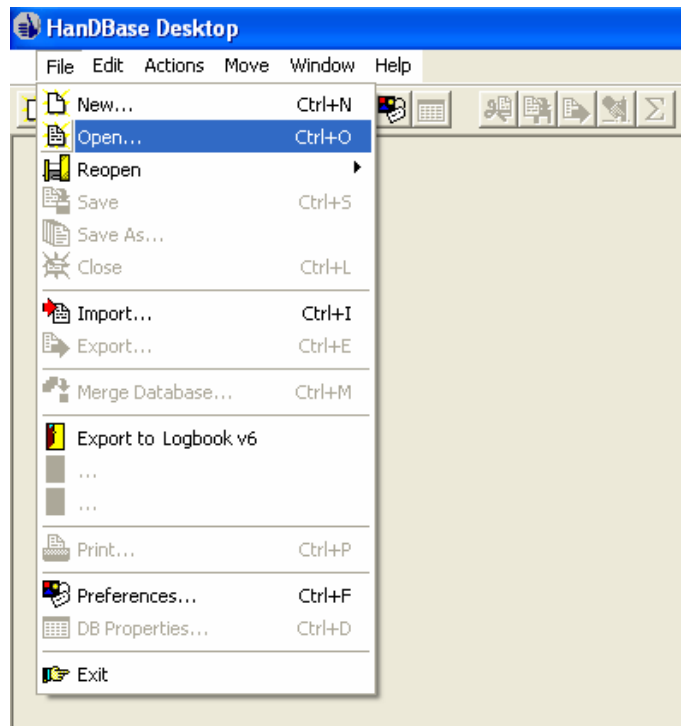
### **Open the database records within HandBase Desktop**

- Before you import the records into the online logbook, the file must be converted to a Comma Separated Value (.CSV) format. Start by opening the HandBase Desktop program.

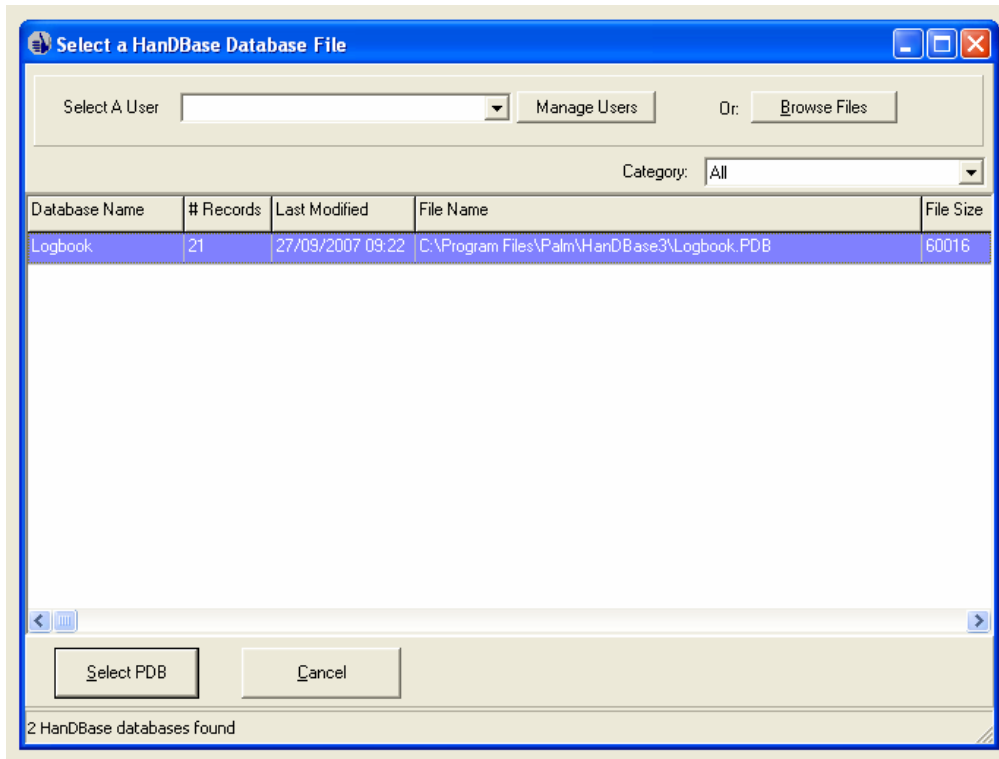




- Open the records on your PDA by clicking on **File** and then on the **Open** option on the menu.



- Click on the **Logbook** database, and make sure it is highlighted, so that the records are taken from the correct data source.



- Click **Select PDB**

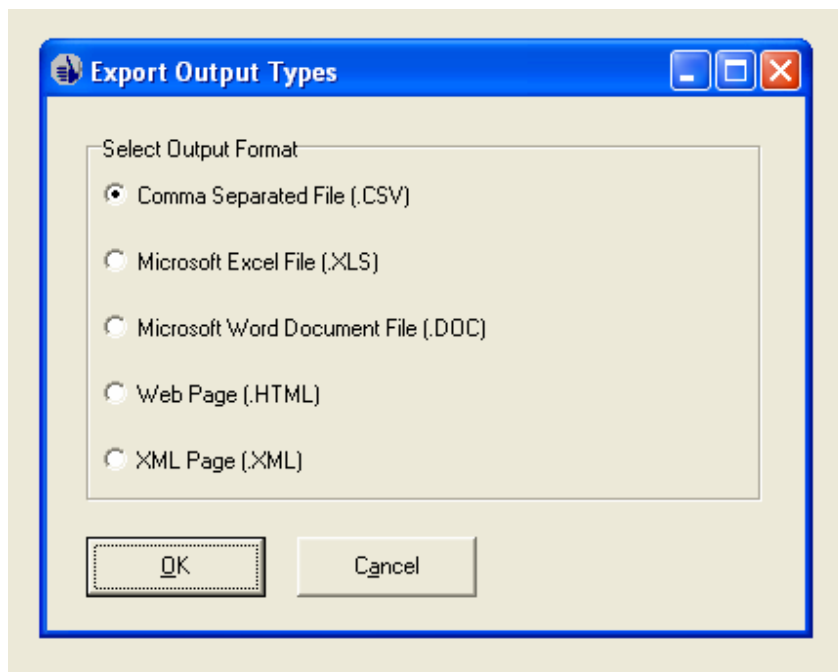
Date	Specialty	Priority	Supervision	ID /	Induction agent	Airway	DoB	Ag	Muscle relaxant	Opioids	Hospita	Non steroidal
11/09/2007	Orthopaedic anaesthesia	Emergency	Consultant	49	Propofol	Cormack/L ehane 2a	12/02/1975	33	Atracurium	Fentanyl	Lewish am H.	Diclofenac
10/04/2007	Orthopaedic anaesthesia	Elective	Consultant	50			18/09/1991	16		Fentanyl	Lewish am H.	Diclofenac
01/03/2004	Gynaecology	Elective	SPR	51	Propofol		11/11/1986	17		Fentanyl	Lewish am H.	Diclofenac
05/02/2007	Paediatric anaesthesia	Elective	Consultant	52	Propofol	Cormack/L ehane 1	12/09/2005	1	Atracurium	Morphine	Lewish am H.	Diclofenac
26/09/2007	Orthopaedic anaesthesia	Elective	Consultant	53	Propofol	Cormack/L ehane 2a	10/11/1982	25	Atracurium	Fentanyl	Lewish am H.	Diclofenac
22/03/2007	Thoracic anaesthesia	Elective	Consultant	54	Thiopentone	Cormack/L ehane 2b	08/12/1975	31	Pancuronium	Diamorphine	Lewish am H.	Diclofenac
02/09/2007	Orthopaedic anaesthesia	Elective	Consultant	55	Propofol		23/11/1962	45			Lewish am H.	Diclofenac
05/04/2007	Orthopaedic anaesthesia	Elective	Consultant	56			15/11/1994	12			Lewish am H.	Diclofenac
12/09/2007	Gynaecology	Urgent	Distant	57	Thiopentone	Cormack/L ehane 2a	15/09/1977	30	Atracurium	Alfentanil	Lewish am H.	Diclofenac
06/09/2007	Thoracic anaesthesia	Emergency	Consultant	58			08/09/1992	15			Lewish am H.	Diclofenac
06/09/2007	Thoracic anaesthesia	Emergency	Consultant	59			02/09/2007	0			Lewish am H.	Diclofenac
22/03/2007	Thoracic anaesthesia	Emergency	Consultant	60			NO DATE	10 3			Lewish am H.	Diclofenac
22/03/2007	Thoracic anaesthesia	Emergency	Consultant	61			NO DATE	10 3			Lewish am H.	Diclofenac
21/09/2007	Thoracic anaesthesia	Emergency	Consultant	62			18/09/2007	0			Lewish am H.	Diclofenac
10/09/2007	Thoracic anaesthesia	Emergency	Consultant	63			02/09/2007	0			Lewish am H.	Diclofenac
05/09/2007	Thoracic anaesthesia	Emergency	Consultant	64			NO DATE	10			Lewish am H.	Diclofenac

Done New Record Filters Sorting Find Find Again New View

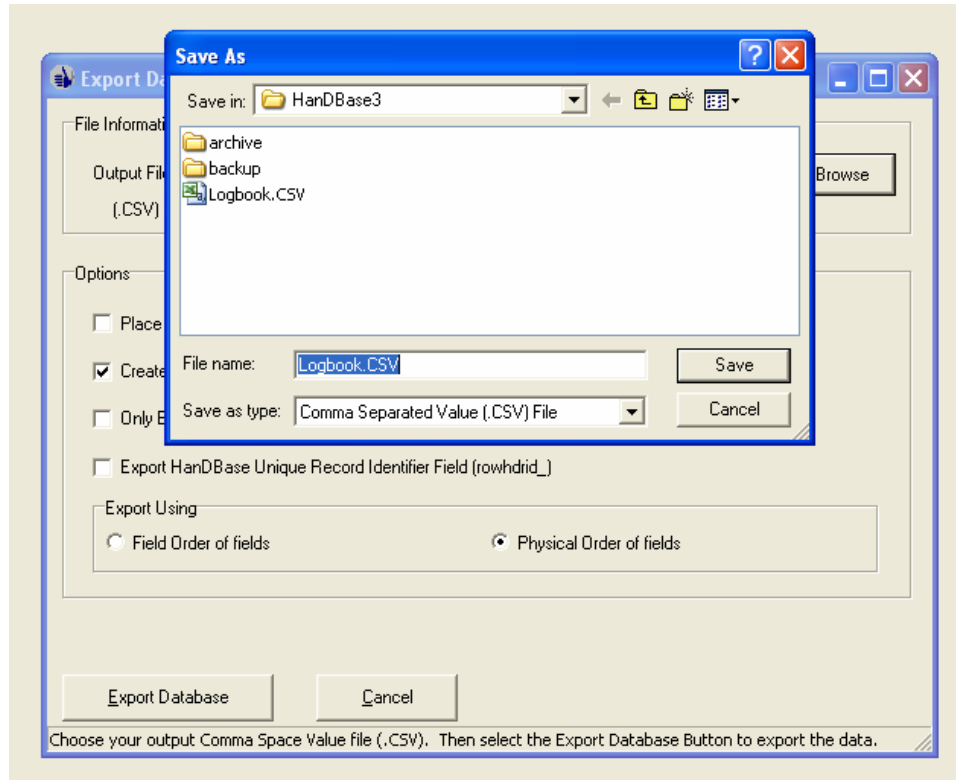
OK Modified 21/21 C:\Program Files\Palm\HandBase3\Logbook.PDB

### Export data records in .CSV format

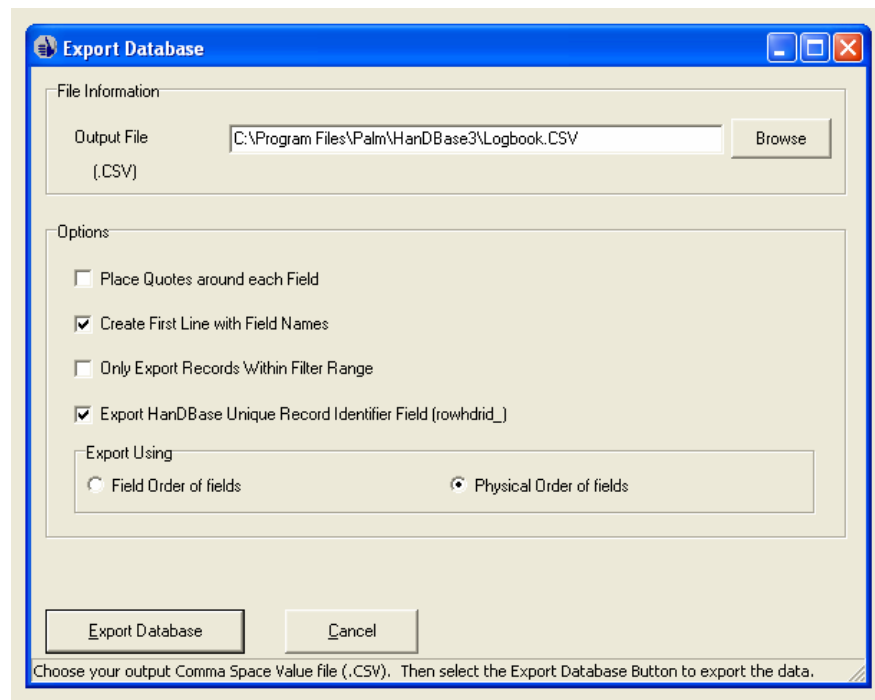
- To export this data in the proper format (.CSV), click **File** (in the top navigation) and choose the **Export** option.
- Click on the Comma Separated File (.CSV) option and then click **OK**.



- Now that the Export Database window is displayed, click on the **browse** button and choose which file on the network or on your machine to save the logbook in.



- Make sure that the **Create First Line with Field Names** and **Export HanDBase Unique Record Identifier Field (rowhrid\_)** boxes are ticked.



- Click **Export Database**. This will create a .CSV file of the logbook in the location you chose.

## Log into the Online Logbook


- Type the LSORA website address ([www.lsora.com](http://www.lsora.com)) into your web browser.
- On the Home Page, log into the Members' Area using your username and password.

site map | print page | recommend to a friend | add to favourites

**LSORA**  
London Society of Regional Anaesthetists

LSORA > Home page  Search

» **HOME**  
ABOUT LSORA  
2007 WORKSHOP  
LATEST NEWS  
LSORA GALLERY  
EVENTS  
REGISTER  
CONTACT US



**Welcome to the LSORA website!**

Welcome to our new website! This is a virtual space where every idea is welcome! Our main interest is to create a dynamic space where all the London regional anaesthetists can meet. [About this site](#)

“ Our aim is to create the best electronic online logbook ever... and provide it for FREE! ” Launching at our October Conference.

» **Register to access the members area**

Registered members will have access to our fabulous online e-logbook tools which will be launched in time for our October conference. Register now and we will email you as soon as the online e-logbook is live!

» **Login to the members area**

Enter your details below to access the members area.

Email:

Password:

[Send me my password](#)

**News**

- Welcome to our new website

**Events**

- 2nd London Workshops in Regional Anaesthesia

Designed and developed by north 51 ebusiness

» **Login to the members area**

Enter your details below to access the members area.

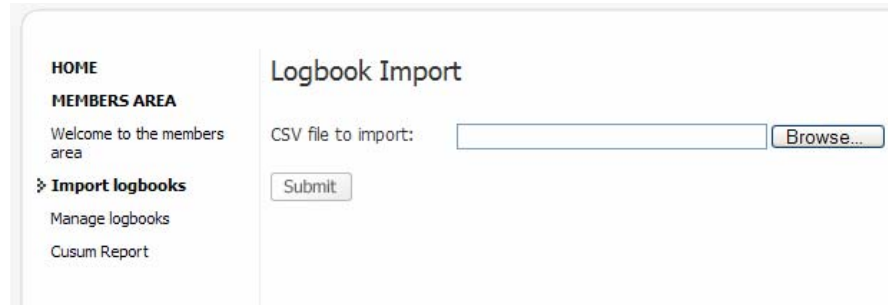
Email:

Password:

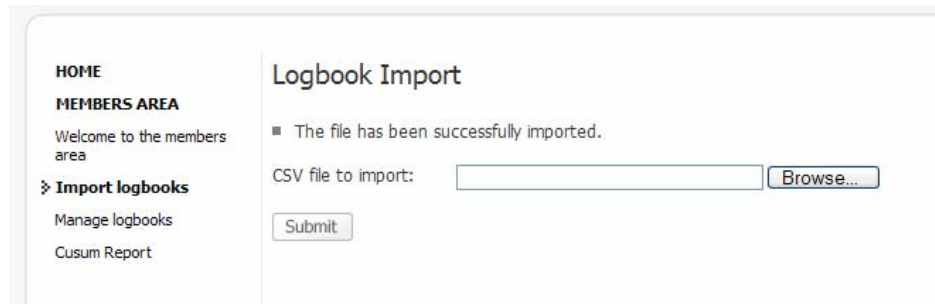
[Send me my password](#)

## Importing the logbook into the Website

- From the Members area click on the **Import Logbook** option in the left navigation.



The screenshot shows the 'Logbook Import' page. On the left is a navigation menu with 'HOME', 'MEMBERS AREA', 'Welcome to the members area', 'Import logbooks' (expanded), 'Manage logbooks', and 'Cusum Report'. The main content area has the title 'Logbook Import' and a form with a 'CSV file to import:' label, an empty text input field, a 'Browse...' button, and a 'Submit' button.

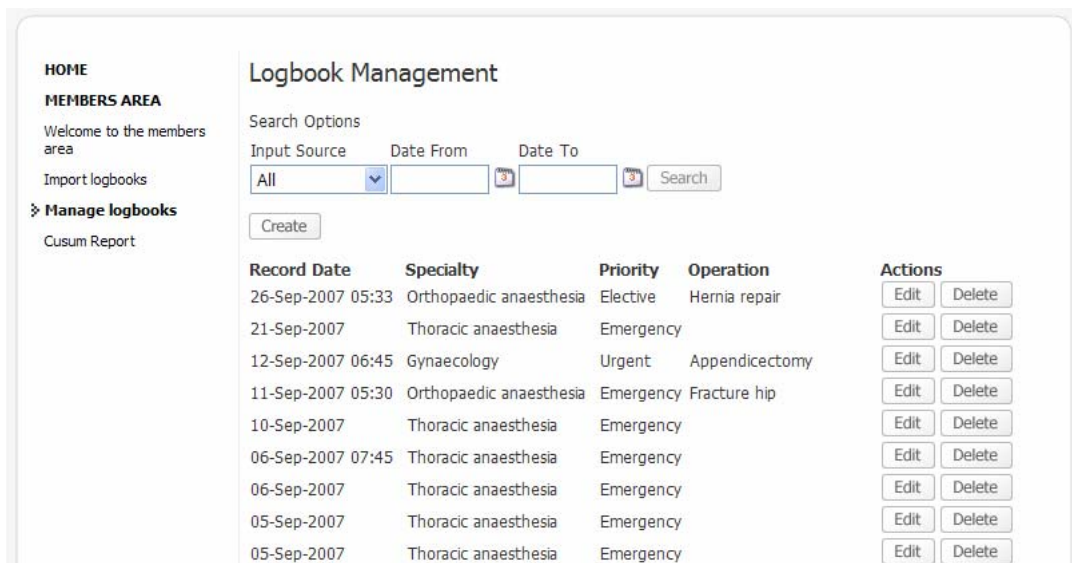


The screenshot shows the 'Logbook Import' page after a successful import. A message box states 'The file has been successfully imported.' The form below it is identical to the previous screenshot, but the 'Submit' button is now disabled.

- Click on the **browse** button and locate the file on your machine or network.
- Once you have located the logbook, click on the **Submit** button to import it onto the online system. A message will confirm that the file has been successfully uploaded.

## Managing the Logbook online

- To manage records held in the logbook database, click on the **Manage logbooks** option in the left navigation.
- All of the records that were created in the logbook will now be displayed.



The screenshot shows the 'Logbook Management' page. The left navigation menu includes 'HOME', 'MEMBERS AREA', 'Welcome to the members area', 'Import logbooks', 'Manage logbooks' (expanded), and 'Cusum Report'. The main content area has the title 'Logbook Management' and search options for 'Input Source' (set to 'All'), 'Date From', and 'Date To', with a 'Search' button and a 'Create' button. Below is a table of logbook records.

Record Date	Specialty	Priority	Operation	Actions
26-Sep-2007 05:33	Orthopaedic anaesthesia	Elective	Hernia repair	Edit Delete
21-Sep-2007	Thoracic anaesthesia	Emergency		Edit Delete
12-Sep-2007 06:45	Gynaecology	Urgent	Appendicectomy	Edit Delete
11-Sep-2007 05:30	Orthopaedic anaesthesia	Emergency	Fracture hip	Edit Delete
10-Sep-2007	Thoracic anaesthesia	Emergency		Edit Delete
06-Sep-2007 07:45	Thoracic anaesthesia	Emergency		Edit Delete
06-Sep-2007	Thoracic anaesthesia	Emergency		Edit Delete
05-Sep-2007	Thoracic anaesthesia	Emergency		Edit Delete
05-Sep-2007	Thoracic anaesthesia	Emergency		Edit Delete

- To edit or view a particular record, click on the date of that record or on the Edit button opposite it in the actions column.

### Edit Logbook Entry

Submit Logbook list

Patient General Sp/Epid Regional TCI Post-op CUSUM

Patient Commentaries			
Date	5 / 9 / 2007	Ref	
Start	0 : 0	End	0 : 0
DoB	dd / mm / yyyy	Age	104
Sex	M	ASA	1
Supervision	Consultant	Priority	Emergency
Hospital	Lewisham H.	User 1	
Speciality	Thoracic anaesthesia	User 2	
Operation			
Anaesthetic	Notes		
1. GA LMA IPPV			
2. Cervical Plexus Superficial			
Procedures	Incidents		
1 Vasc. catheter	1 No incident		
2 Plexus block	2 No incident		
3 ETT	3 No incident		