

KeyLogbook®

digital logging solution

USER GUIDE



Keynetix

www.equipgroup.com

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Introduction

Conventions used in this document

Numbered paragraphs are used to describe step by step instructions for a task or series of related tasks.

- ***Bold Italic*** text denotes an item on the interface such as a ribbon bar option, command button or listed item. Within this, the pipe (|) symbol denotes options on a ribbon bar – as in ***KeyLogbook | Open***.
- *Other Italic* text is used to refer to proper names or emphasise a phrase, word or sentence.
- **Bold** text is used to indicate the actual contents of an editable field or box, or what the reader should type into a box.

Also, be careful not to type square brackets (“[” and “]”), which are used to indicate that a different path name may apply.

Certain icons are used to indicate that the adjacent text is an aside or for additional information. The icons are as follows:



The “i” symbol indicates a section of text that discusses some aspect of the current command or function.



The *Light Bulb* symbol is a tip or hint associated with the command being described.



This is the *See Also* symbol and refers to another section or chapter related to the function or command being described.

KeyLogbook Overview

KeyLogbook ® Tablet PC is rugged, lightweight, powerfully equipped and offers a blend of performance, integrated features and mobility. The lightweight KeyLogbook helps users work faster and more effectively; it provides the capabilities, applications and ergonomic ease-of-use that mobile workers need to be more productive in today's work environments.

KeyLogbook's Specifications

- PROCESSOR / CACHE OPERATING SYSTEM DURABILITY CHIPSET TOUCH & PEN DISPLAY AUDIO CONTROLLER SYSTEM MEMORY SYSTEM STORAGE INTEGRATED COMMUNICATIONS
- Intel Pentium "Baytrail" N3540 Quad core - 4 cores, 4 threads - 2.16 GHz clock speed (2.66 GHz burst frequency) • Windows® 8.1 Pro • Windows® 7 Pro
- MIL-STD-810G • IP52 (Water, dust and splash resistant)
- Corning® Gorilla® Glass 3
- Magnesium internal frame
- SSD storage
- Intel HD Graphics
- WDDM 1.3 driver
- 10 point projective capacitive multi-touch
- Active stylus
- 10.1" Wide HD (LED BL, 1366x768) Dual Bonded Display with Corning® Gorilla® Glass
- 180 degree viewing angle
- Intel HD Graphics • Screen Rotation: 0°, 90°, 180°, 270°
- Micro HDMI Port 1.4a up to 1920 x 1200 @ 60Hz
- Realtek High Definition Codec ALC259
- 4 GB DDR3L onboard memory
- 64 GB SSD
- 128 GB SSD
- Integrated Dual Band Wireless-AC with Bluetooth 4.0 • Optional Integrated 4G LTE Mobile Broadband with GNSS OR • Optional Integrated Augmented
 - GPS CAMERAS AUDIO I/O PORTS CONTROL BUTTONS SECURITY DIMENSIONS WEIGHT BATTERY BATTERY CHARGE TIME AC ADAPTER WARRANTY STANDARDS
- Rear facing camera 5.0 MP
- Front facing camera 1.3 MP
- Mono speaker and dual-array mics with noise cancellation
- Combined audio in/out jack
- 1 USB 3.0
- 1 micro-HDMI
- 1 full size SD card slot
- 1 full size SIM card slot
- Power jack
 - Volume buttons
- Windows home button •
- Battery life up to 8 hours
- 43WHr Lithium Ion • 1.5 hours

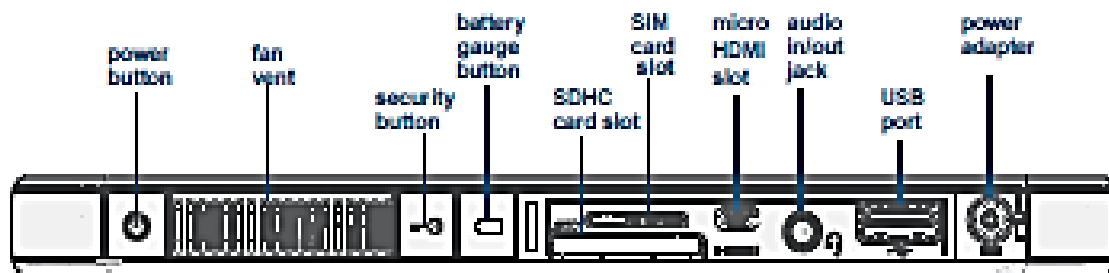
Front View











Web camera	Interact with people online, stream video or capture color images with a 1.3 MP web camera. See "Using the cameras" on page 22.
Battery gauge	Monitor battery status. When running on battery, LED lights on the front show the current level of battery charge. See "Checking battery power" on page 31.
Touchscreen display	Use your finger or pen to access all the functions of the CL900 on the 10.1" display.
Ambient light sensor	Measures background light and can automatically adjust the brightness of the display.

Left-side View

Most of the KeyLogbook connectors and slots appear on the left side of the tablet. The ports are protected by a door which is not shown in the picture below.



	Power button	Press to turn on and to put the tablet PC to sleep. Press and hold to turn it off.
	Fan vent	Protects the fan assembly.
	Security button	Press to log on or lock the CL900. Equivalent to Ctrl+Alt+Delete on a keyboard.
	Battery gauge button	Check remaining battery power. Press the button to view LED lights on the front, the number of lights indicates the current level of battery charge. See "Checking battery power" on page 31.
	SDHC card slot	Secure Digital (SD) memory card slot.
	SIM card slot	For mobile broadband (WWAN). If required, your cellular network carrier provides the SIM card.
	Micro HDMI port	Connect digital audio/video devices such as an external digital monitor. The micro HDMI (Type D) supports up to 1080p @ 60Hz.
	Audio in/out jack	Connect a combined headphone/microphone or any other audio device compatible with a 3.5mm jack.
	USB 2.0 port	Connect a USB device such as a mouse, digital camera, printer or external storage device.
	Power adapter port	Connect the power adapter.

Right-side View

The pen is stored on the right side of KeyLogbook.



Pen tether attach point	Loop a pen tether through this attach point to keep your pen with the tablet. A tether is packaged with each pen. See "Attaching the pen tether" on page 20.
Pen release button	Press to open the pen holder.
Pen storage drawer	Store the pen when not in use.

Tablet Power Management

KeyLogbook has an internal battery which is charged automatically when the tablet is connected to an outlet. Under normal conditions, you can run the tablet on battery power for up to eight hours.

KeyLogbook is equipped with a built-in lithium-ion battery which has a long battery life. If you ever need to replace the battery, contact your Motion Computing authorized service provider. Only authorized service providers can replace the battery.

Checking battery power

You can check the remaining battery power several ways:







- When the tablet is plugged in to an outlet, the battery gauge button shows whether the battery is fully charged (green) or charging (amber).
- When the tablet is running on battery, pressing the battery gauge button on the left side displays status lights on the front of KeyLogbook indicating the current level of charge.
- From the Windows notification area.

The illustration below shows the battery gauge button located the left side of KeyLogbook tablet PC.

The illustration below shows the meaning of the battery lights.

To check the remaining battery power while running on the battery

1. Press the battery gauge button on the left side of the tablet. Battery gauge lights illuminate on the front of the tablet when the tablet is running on battery.
2. Count the number of battery gauge lights. Each light represents about 20 percent increments of a full charge as shown:

 100% - 80%	Five lights—Battery is fully charged.
 80% - 61%	Four lights—Battery has about 80 percent charge remaining.
 60% - 41%	Three lights—Battery has about 60 percent charge remaining.
 40% - 21%	Two lights—Battery has about 40 percent charge remaining.
 < 20%	One light—Battery has about 20 percent charge remaining.
 !	Five amber lights—Battery is low and requires an immediate charge.

Charging the tablet in the vehicle

Connect the cigarette adaptor into the standard socket on the left hand side of the tablet.

Charge a battery pack

The battery pack is being charged when KeyLogbook is connected to any of the specified power sources. KeyLogbook can charge the battery pack while in use. While the battery is charging, the red LED on the LHS is lit this will go green once fully charged.

The first time, or after a long time in storage, KeyLogbook takes up to 12 hours to be fully charged. Normally the battery is charged in 6 hours.

Battery and power management tips

- To lengthen the battery's usable life, use AC power when you can. The battery charges automatically when the tablet runs on AC power.
- For optimal battery life, use AC power when using a USB device such as a DVD player or external hard disk drive.
- When running on battery power, place the system in hibernate or sleep mode if you are going to leave it unattended for more than a few minutes.
- Remember that the display, processor, wireless cards and accessories all draw on the battery, so adjust properties and disable unused accessories while running on battery power.
- Condition your battery once a month. To condition it, run the tablet on battery power until the battery's charge level drops below 20 percent.
- When running on battery power, adjust the display to a dimmer setting and enable Dynamic.



It is important to note that when you turn the unit on you need to press and hold the On/Off button for one or two seconds. However when you are bringing it back from standby you only need to press the button. Pressing and holding the button or repeatedly pressing the button while it is in standby mode immediately starts the shutdown sequence.

Touch Screen

The KeyLogbook makes use of the latest duo-touch digitizer technology that can track finger, pen and multi-touch input simultaneously. Generally, you use your finger for navigation, such as paging through websites, scrolling and zooming. You can use a pen for more intricate actions, such as marking up a document, using a spreadsheet or manipulating graphics.



The digitizer is software that detects the current position of your finger or pen and converts your input to digital input. Digital ink refers to the technology that digitally represents handwriting when you write with a pen on a virtual writing pad.

Like other touchscreen displays, you use your finger (or pen) as you would use a mouse. For example, tapping twice is the same as double-clicking a mouse. Tap and holding is the same as right-clicking a mouse to open context-sensitive menus.

Here are some common ways to perform tasks on a touchscreen:

- **Tap**—Select something
- **Tap and hold** (equivalent to a right-click on a mouse)—Open a context-sensitive menu
- **Double-tap**—Perform a double-click action
- **Tap and drag**—Drag and drop

- **Pinch fingers together**—Zoom in
- **Spread fingers apart**—Zoom out
- **Flick**—Scroll through a list or move quickly
- **Press and hold the pen's function button** (equivalent to a right-click on a mouse)—
Open a context-sensitive menu



If the tablet does not respond when you tap with your finger, try using more area of your fingertip. Unlike other types of touch screens, it does not respond to other input. For example, you can't tap it with another object such as a credit card.

Configuring touch input mode

You can determine how touch input is configured by setting the input mode. You can:

- Use touch exclusively.
- Use the pen exclusively.
- Use touch and pen at the same time.
- Switch between touch and pen input, in which case you double-tap to switch to touch input. This is useful to avoid the tablet from responding to unintentional touch input.

To configure touch settings

1. Open [Dashboard](#).
2. Tap **Pen & Tablet**.
3. Tap **Touch Settings**.
4. From the **Digitizer Options** tab, under **Input Mode** select the desired mode.

When you tap **Pen & Tablet Touch Settings**, it opens a panel titled N-trig DuoSense Digitizer Settings. N-trig is the company who makes the pen that you use with KeyLogbook.

Using the touch tuning option

If you find that the touchscreen doesn't respond as you expect, or if the tablet starts to respond to unintentional touch input, you can fine tune touch by resetting the touch system to its optimal state by selecting the touch tuning option from **Pen & Tablet**.

To use the touch tuning option

1. Open [Dashboard](#).
2. Tap **Pen & Tablet**.
3. Tap **Touch Settings**.
4. From the **Digitizer Options** tab, under **Touch Tuning** select **Start** and wait for the program to complete.

Do not touch the screen during the tuning process.

Adjusting touch settings

You can adjust how your finger movements are interpreted in many ways. For example, you can:

- Adjust the speed and spatial tolerance of double-tapping with your finger
 - Adjust the speed and duration of the tap and hold action with your finger
-

- Show the touch pointer when interacting with items on the screen
- Adjust the appearance and position of the touch pointer
- Enable or disable multi-touch gestures and inkings

To change touch settings

1. Open [Dashboard](#).
2. Tap **Pen & Tablet**.
3. Tap **Pen & Input Devices**.
4. Tap the **Touch** tab.
5. To enable Touch, select **Use your finger as an input device**
6. To enable multi-touch gestures, select **Enable multi-touch gestures and inking**
7. To adjust the speed and spacial tolerance of the Double-tap action, under **Touch action** tap **Double-tap** then select **Settings**. Move the slider to make your adjustments.
8. To adjust the speed and duration of the Press and hold action, under **Touch action**, tap **Press and hold** then select **Settings**. Move the slider to make your adjustments.
9. To display the touch pointer on the screen, select **Show the touch pointer**.
10. To adjust the appearance and behaviour of the touch pointer, tap **Advanced Options**.

Adjusting pen settings

You can adjust how the tablet responds to your pen. For example, you can:

- Adjust the speed and spatial tolerance of the Double-tap action with the pen
- Adjust the speed and duration of the Press and hold action with the pen
- Start the [tablet PC input panel](#) with a gesture and adjust its setting
- Enable the pen function button to perform the right-quick action or act as an eraser

To change pen settings

1. Open [Dashboard](#).
2. Tap **Pen & Tablet**.
3. Tap **Pen & Input Devices**.
4. Tap the **Pen Options** tab.
5. To adjust the speed and spacial tolerance of the Double-tap action, under **Pen action**, tap **Double-tap** then select **Settings**.
6. To adjust the speed and duration of the Press and hold action, under **Pen action**, tap **Press and hold** then select **Settings**. Move the slider to make your adjustments.
7. To enable the function button on the pen, select **Use the pen button as a right-click equivalent**.

Attaching the pen tether

The pen comes with a tether so that you can attach the pen to your tablet or docking station to avoid misplacing it. The tether is essentially a string with loops at each end. When attaching the pen tether, loop one end of the tether through the pen then loop the other end to the tether attach point on the tablet or docking station as shown below.

You may find it helpful to use the end of a paperclip or something similar to assist threading the loop through the tight space.

Setting display options

Use the procedures in this section to customize your display settings. You can adjust the brightness level, rotate the display and change the order in which the display rotates.

Adjusting the display brightness

You can change the brightness of the display which is useful for conserving battery power.

To adjust the display brightness

1. Open [Dashboard](#).
2. Tap **Display**.
3. Move the Brightness slider to the desired level.
For optimal battery conservation and view ability, set the brightness scale to the mid-point or slightly above.
4. Select one of the following:

- **Fixed**—Sets the display brightness to a constant level. Move the slider to adjust the display to the desired brightness level. When set to Fixed, the ambient light sensor is ignored.

- **Dynamic**—Uses the ambient light sensor to maintain an appropriate brightness level for the current lighting conditions. The Dynamic setting helps to conserve battery power.

Set up mobile broadband with GPS (WWAN)

If you purchased your KeyLogbook with the optional Mobile Broadband module (WWAN), you can connect to high-speed 3G cellular networks worldwide. With the Mobile Broadband module and a data plan from one of several cellular network providers, you full mobile Internet access.

To set up mobile broadband

1. Make sure mobile broadband with GPS is [enabled](#) from the Dashboard.
2. Download and install Motion Connection Manager according to the [mobile broadband instructions](#) from our corporate website.
3. Follow the steps on the web page to set up mobile broadband using Motion Connection Manager. The procedure walks you through setting up a network profile for your mobile broadband account.
4. Connect to your network using the Connection Manager.

Before you can connect to a mobile broadband network, you must have an active account with a cellular network carrier.

Adding SIM card

It is essential that the SIM card is a data enabled SIM card

To add a SIM card to the tablet you need to complete the following steps.

1. Turn the computer off.
2. Open the rubber protection cover on the LHS of the KLB tablet.
3. Insert a data enabled SIM card into the small slot which is clearly visible ensuring the SIM is the correct way round.
4. Close the protective cover.

Printer Overview

The printer and tablet are paired prior to despatch and therefore only work when used together, should labels fail to print, go to the label printing area via the options button and select reset printer settings. Should you still have problems please consult the printers own troubleshooting guide

The printer is charged using the 12V cable supplied. When the printer is not in use it will enter sleep mode and will remain operational for over a day. We recommend that you charge the printer at the end of each day.

Ink cartridges are not required, as the printer uses thermal printing methods. Thermal printing uses special heat reactive paper rather than ink.

To load labels, press the push open button on the top of the printer and place the labels in as shown below. Use the lever to ensure that the labels are held firmly in the centre of the printer, this will ensure the full label is printed. The labels should face the front of the machine and feed from the bottom of the printer, (please note the labels are not inserted into any slots) close the lid with a label sticking out of the printer they will align themselves automatically when the first label is printed.



Additional labels can be ordered from the KeyLogbook supplier on 01295670990 only the correct sized labels will work with KeyLogbook programme.

The printer care instructions are shipped in the KeyLogbook carry case.

Please note

The printer is very rugged and will withstand everyday use, however as with all printers it is not waterproof and should be protected from water at all times

Set up Bluetooth

KeyLogbook has a built-in Bluetooth adapter which provides short-range wireless connectivity with other Bluetooth enabled devices.

To set up Bluetooth

1. Make sure Bluetooth Internal wireless is **enabled** from the Dashboard.
2. To add a Bluetooth device:
 - a. From the notification area, tap the Bluetooth icon and select **Add a Device**.
 - b. Make sure the device is discoverable according to Bluetooth device manufacturers instructions. When a Bluetooth device is discoverable, it is visible to other Bluetooth devices within range.
 - c. Select the desired Bluetooth device from the list of available devices.
 - d. Follow the on screen instructions to complete the procedure.
3. To make KeyLogbook discoverable (visible) to other Bluetooth devices:
 - a. From the notification area, tap the Bluetooth icon and select **Open settings**.
 - b. On the **Options** tab, select **Allow Bluetooth devices to find this computer**.

Setting up KeyLogbook

This section of the guide will show you how to set up KeyLogbook ready to work.

KeyLogbook starts up when you turn the Tablet PC on – if it does not start automatically then double click on the KeyLogbook Icon on the desktop.

Firstly KeyLogbook will ask you to enter your company information. This process takes approximately 15 minutes. It is essential to complete the following information.

1. Company details
2. Crew Information
3. Rig Information
4. Company Logos

It is vital that you enter all this information before you start a project this will ensure it is only entered once.

Once entered this data will then remain the default company- crew - rig details within KeyLogbook for all projects until such times as it is changed. All the data entered into this part of KeyLogbook is used countless times throughout so accurate input is crucial. Therefore please take time to ensure that everything is correct and the information is as complete as possible. Once entered please review via the **view** button and check the information is correct, you can edit any of the details by using the **edit** option.

Company details

You will need information such as the full address, phone number, email addresses, VAT number UTR number etc.

Crew

You will need crew details such as NVQ, CSCS date etc.

Rig

You will need Rig ID numbers, LOLER certification number, along with your SPT calibration details.

Logo (Optional)

Company branding can be added by importing the company logo to complete the customisation of your KeyLogbook. Just insert a USB stick into the tablet with you company logo on it, select from the screen and KeyLogbook will insert your own logo on all the output sheets of KeyLogbook. The programme will accept JPEG, PNG, TIFF images.

Rates (Optional)

If you wish to track the cost of projects and want KeyLogbook to produce invoices, the drilling rates will need to be filled in. The invoice is saved at the end of the project in a PDF format and can be attached to the final exploratory hole log (please note you cannot edit the invoice template in version one)

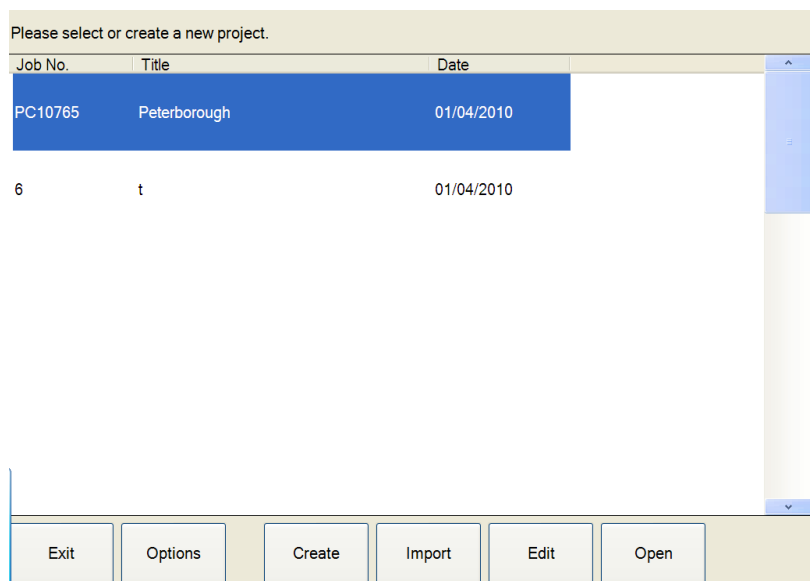
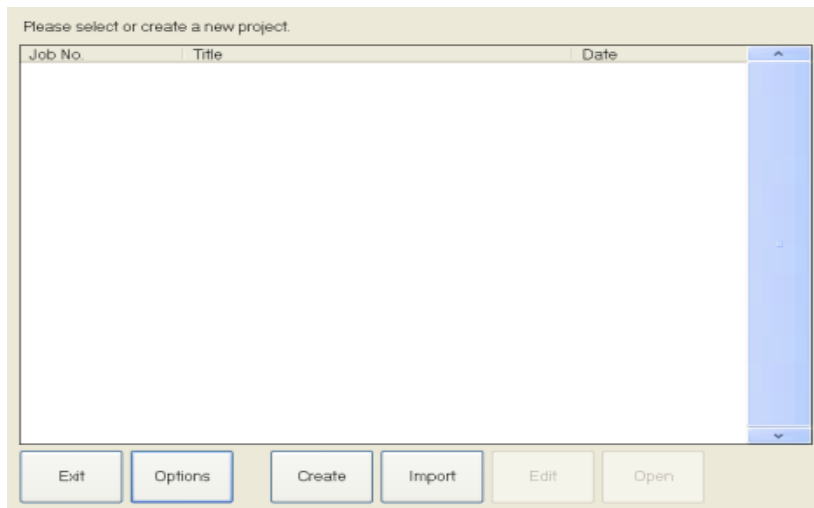
Creating your first Exploratory Hole

This section of the guide leads you through setting up your first project and will introduce you to some of the common ways KeyLogbook works for data entry.

The following steps will take you through creating a project and completing your first exploratory hole. The exploratory hole created is very shallow it will show you how each of the data entry items work. It is recommended that you follow the procedure outlined the first time you use the program. Once completed you should be confident to create a second exploratory hole and enter any data you wish.

Project Screen

On opening KeyLogbook you will see the project screen as shown below. From this screen you may either import or create new projects importing details of which are found in section 7 for now we will create our own project by tapping the **Create** button

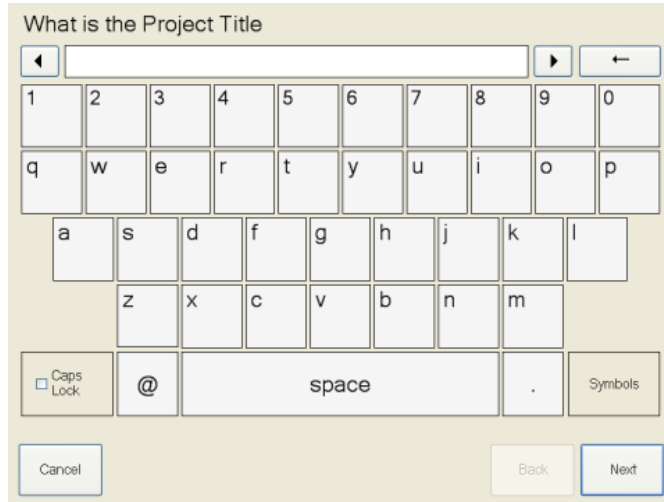


You may have multiple projects active on KeyLogbook but you can only have one project open at any one time.

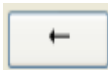
Keyboard Thumbpad

The KeyLogbook onscreen keyboards are called Thumbpads.

Different thumbpads are displayed depending on the data you are entering.



The keyboard thumbpad has a standard keyboard layout.



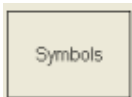
Has the same function as the backspace key on a standard keyboard and deletes the character behind the current cursor position. If text is highlighted then all the highlighted text is deleted.



Moves the cursor to the left 1 space per tap



Moves the cursor to the right 1 space per tap



Toggles between the following keyboards

1. Standard keyboard
2. Symbols
3. Numeric only

Entering Project details

To set up a new project you must complete the following questions. Items marked with a * cannot be blank. Enter the details as listed below and press Next after each item has been entered. It is vital that when prompted for the type of drilling that you select the appropriate drilling that you want to record all this data is only entered once to save time during the job so please ensure it correctness

	Question	Data
*	What is the Project Title?	The full Project Title, remember you will only enter this once so the full title
*	What is the Project Number?	The full Project Number, again only entered once
*	What date did the project start	Today's date will be selected by default. Tap on the date required
*	Categorisation of site in accordance with BDA guidelines	Yellow
*	Who is the client for the project?	A consultant Ltd
	What is the client's engineer's name for this project?	Bill Mallard
	What is the client's Email address where data will be sent?	BM@gmail.com
*	Who is the project engineer?	David Parks
*	Enter the engineer's email address where data will be sent	DP@gmail.com
*	What type of exploratory hole are you carrying out?	CP

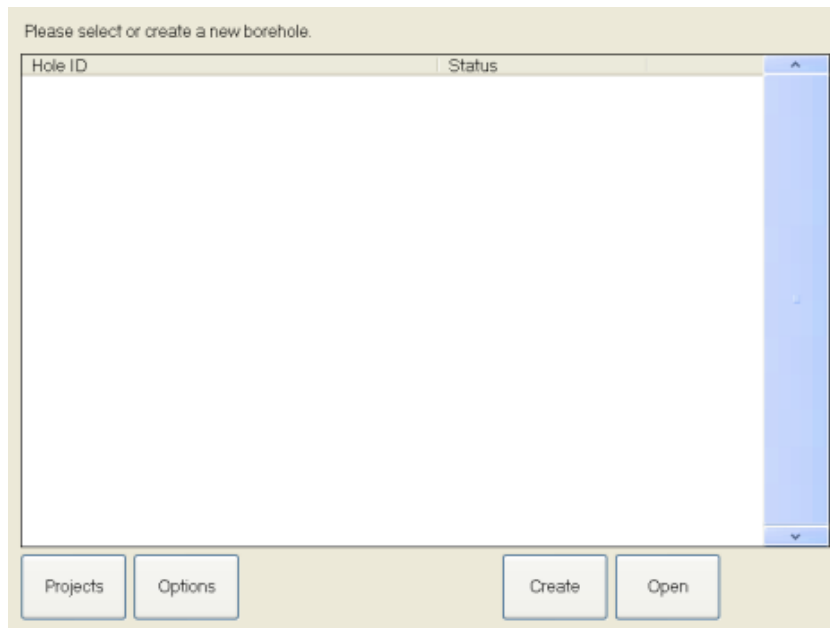
Once you have entered the above data tap the **Finish** button. Your project has now been created and added to the list of available projects on the unit. By default the new project is immediately opened and the exploratory hole list screen is displayed as shown below so that you are ready to enter your first exploratory hole.



Project details can be edited from the project list screen. This can be accessed by tapping the **Project** button on the screen below

Adding an Exploratory hole

To add a exploratory hole to a project, tap the **Create** button on the exploratory hole list page.



You will now be asked to complete the following questions. Items marked with a * cannot be blank. Enter the details as listed below and press **Next** after each item has been entered.

	Question	Demo Data
*	What is the exploratory hole number for this hole?	BH1
*	Date shift started	Today's date will be selected by default. Tap on the date required
	What is the first sample number?	This will default to 1 but if you are following on an earlier exploratory hole the sample number can be entered here
*	What time did you start this shift?	Enter the current time (default) or use the sliders to select a time in the past.

Once you have entered the above data tap the **Finish** button. Your exploratory hole and shift have now been created and the log sheet will be displayed on the screen as shown below.

You will notice that the shift start time has already been entered on the Log in the bottom left hand corner.

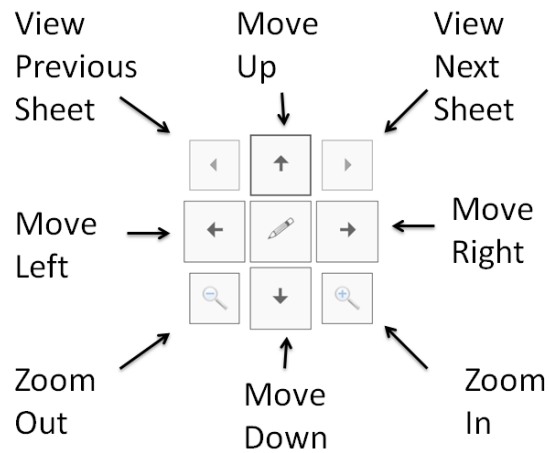
Equipe Training Ltd		on behalf of		Thames Water		Cable Percussion Drilling Log																		
Depth to strata top (m)	Driller's Strata Description	Sample / Test Details					U Sample			Standard Penetration Test														
		No	Type	Insert depth (m)	From (m)	To (m)	Blow	Sample No. (mm)	Total Sample Recovery (mm)	Split Weight (mm)	75 mm	150 mm	Sample Size (mm)	75 mm	150 mm	225 mm	300 mm	Main Pen (mm)	N value	Casing Depth (m)	Water level (m)			
0.00	Soft to firm very sandy TOPSOIL with rare rootlets	1	B		0.00	0.45																		
		2	B		0.45	0.90																		
		3	B		0.90	1.20																		
0.45	Very Soft Ash and brick MADE GROUND																							
0.90	Loose orange brown gravelly SAND with rare rootlets																							

Shift details				Casing / Hole Detail				Chiselling				Water Added		Ground Water Record								Backfill (m)				
Start time (hhmm)	Hole (m)	Water (m)	Casing (m)	Casing (C) Hole (H)	Die (mm)	From (m)	To (m)	Depth from (m)	Depth To (m)	Time from (hhmm)	Direction	From (m)	To (m)	Time of strike	Depth Struck (m)	Duration (m)	1st flow	5 min	10 min	15 min	20 min	Depth Scaled (m)	Type	From (m)	To (m)	
1145	3.00	3.00	3.00																							
1155	3.00	3.00	3.00																							

Time from	Duration (hhmm)	Remarks or details of any addition testing information, Dayworks	SPT ID. Number	EQU076	Calibration Date	02/12/2010	Project Title		London Bridge		
1155	0100	Inspection pit: Hand dug 1.20m x 0.50m x 0.50m	SPT Rod Type	1 1/2 Whitworth SPT	SPT Energy Ratio	67.97	Drilling Crew Details		ccsc/999999		
			Support Operative	Danni Minogue	696969	Weather		Drizzle		Project No	102034987
			Lead Driller	Kylie Minogue	124578	Date		14/12/2010		Day	Tuesday
			Site category	Green		Rig type		Dando 3000		Borehole Number	
			Engineer	Peter Reading		Sheet		2 of 3		5	
			Lead Drillers signature.			Sheet		2 of 3		5	

Navigating the Log Sheet

In the bottom right of the Log Sheet you will see the navigation buttons as shown in the picture below. It is important that you familiarise yourself with the operation of this feature.



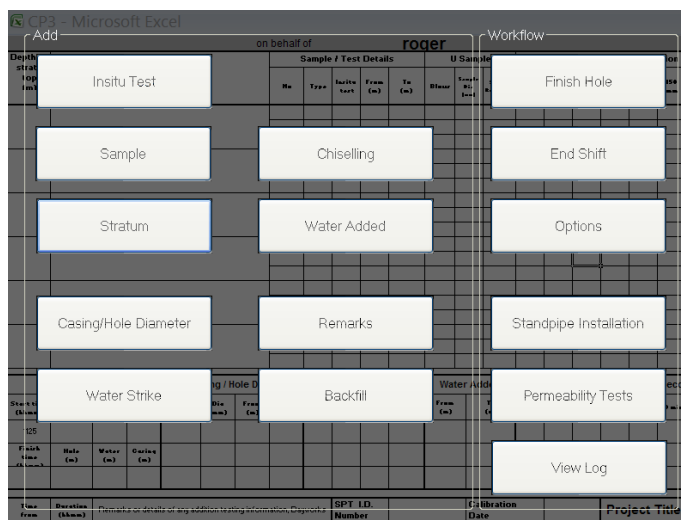
The Next and Previous buttons can only be used when the exploratory hole log is larger than a single page. The central button is used for editing data.

Movement can also be carried out by utilising KeyLogbook's roll and scroll screen

- **Tap**—Select something
- **Pinch fingers together**—Zoom in
- **Spread fingers apart**—Zoom out
- **Flick**—Scroll through a list or move quickly
- **Press and hold the pen's function button** (equivalent to a right-click on a mouse)

Data Entry Menu

You can display the Data Entry Menu screen (shown below) by tapping anywhere on the screen outside the screen navigation keys



Once in the Data Entry Menu you can click on the **View Log** button (bottom right) to return to the log sheet at any time.

Adding a sample

To add your first sample to the log sheet follow the steps below:-

- 1) Tap any cell on the Log Sheet to display the Main menu

Tap the **Sample** button. – now select the sample you wish to record, here we have selected a BULK (B) sample for this you will be asked to enter the start depth, then press **next** and enter the base depth of the sample Tap the **Finish** button.

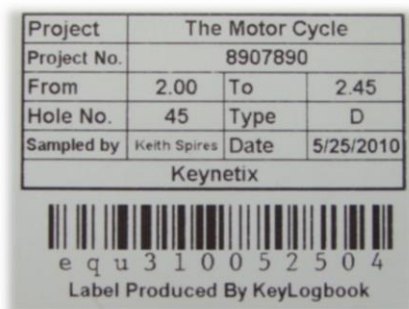
Note that each different sample will required differing information



When the last question is displayed on the screen the Next button in the bottom right of the screen is replaced with a Finish button.

You can review and edit the answers to the questions by using the Back and Next buttons.

Label Printing You will now be asked if you wish to print a label for the sample. Ensure that the printer is turned on and tap **Yes** to print the label as shown below. You will note that the programme prints two labels one for the inside of the sample and one for the outside in accordance with current standards. There is no facility to print all the sample labels at once, samples should be labelled immediately in line with the current standards. The label contains all the project details along with the samples unique number in both a readable version and a Barcode.



- 2) Once you have completed the data entry process for an item KeyLogbook automatically returns you to the log sheet and displays the data you have entered. You will now be able to see the sample you have just entered at the top of your log sheet as shown below.

		on behalf of		A consultant Ltd					
Depth to strata top (m)	Drillers Strata Description	Sample / Test Details				U Sample			
		No	Type	Insitu test	From (m)	To (m)	Blows	Sample Dia (mm)	Total Sample Recovery (m)
		1	B		0.00	0.00			

Adding a strata

Adding strata details is done in exactly the same way as entering samples. The strata description question has a special Thumbpad.

To enter a strata follow the steps below

- 1) Tap any cell on the Log Sheet to display the Main menu
- 2) Tap the **Stratum** button. –
- 3) Now enter the depth that you encountered this stratum and tap **Next** to display the stratum description Thumbpad. In our example we are going to enter "Soft to firm reddish brown slightly sandy CLAY"

The screenshot shows a form titled "Give a brief description of the strata encountered". At the top is a text input field. Below it is a scrollable list of soil types: CLAY, SILT, SAND, GRAVEL, SAND & GRAVEL, TOPSOIL, MADE GROUND, and CONTAMINANTS. To the right of the list is a vertical scroll bar with up and down arrows. At the bottom of the form are three buttons: "Cancel", "Back", and "Finish".

- 4) Firstly, select the type of soil or rock you are describing, as the following questions are tailored to this initial selection. Select CLAY and the Thumbpad will take you to the list of questions for clay as shown below.

The screenshot shows the same form as above, but now the text input field contains "Soft to firm". Below the input field is a row of navigation buttons: "Start", a left arrow, "Step 1 of 4", a right arrow, "Add", and "Undo". Below this is a scrollable list of soil strength descriptors: becoming, Very Soft, Soft, Soft to firm (highlighted in blue), Firm, and Firm to stiff. To the right of the list is a vertical scroll bar with up and down arrows. At the bottom of the form are three buttons: "Cancel", "Back", and "Finish".

- 5) The stratum description Thumbpad allows you to make one or more selections from the list. Each time you tap on an item it is added to the complete description in the top box. This first list contains all the strength descriptors, select "Soft to Firm" to add it to the description box at the top of the form as shown above. Now tap the right arrow and select the colour of the clay. The list and options in this section are very large and the scroll buttons to the right of the screen will need to be utilised.

Give a brief description of the strata encountered

Soft to firm reddish

Start ◀ Step 2 of 4 ▶ Add Undo

white
grey
black
pinkish
reddish
yellowish

Cancel Back Finish

6) The second list contains all the colour descriptors. In this list we need to select "reddish" "brown" this is again achieved by utilising the scroll buttons. To move onto the next list tap the right arrow button.



If you select the wrong item by mistake then you can remove it by tapping the Undo button.

Give a brief description of the strata encountered

Soft to firm reddish brown slightly sandy

Start ◀ Step 3 of 4 ▶ Add Undo

very
slightly
and
gravelly
sandy
silty

Cancel Back Finish

7) The third list contains all the constituent descriptors. From this list select "slightly" "sandy" To move onto the next list tap the right arrow button.

8) You can add your own description at any time to the list by using the **ADD** button on the top of the screen this description will be added to the drop down list for future use in either the current project or all future projects.

9) You can add the contaminants description by using the start button at the end of your main description.

10) Should you want to start the description over again you can again do so by using the start button you can then use the undo button to delete the description already added.

Depth to strata top (m)	Drillers Strata Description	Sample / Test Details				
		No	Type	Insitu test	From (m)	To (m)
0.00	Soft to firm reddish brown slightly sandy CLAY	1	B		0.00	0.70

Editing data

Should you enter any information incorrectly you can edit it by tapping the centre button of the movement pad (it looks like a pencil with a rubber on the top) which will then go grey, then tap the piece of information which is incorrect and correct the input.

Should you wish to delete any information completely you can double tap the edit button which will then display a red dustbin icon, now tap the piece of information you wish to delete and you will be asked to confirm you wish to permanently delete the information

NOTE once deleted there will be no record of the deleted item.



Adding a water strike record

Adding water strike data is done in exactly the same way as entering samples and stratum details. To add a waterstrike record, follow the steps below:-

1. Tap any cell on the Log Sheet to display the Main menu
2. Tap the **Water Strike** button. Now enter the time of the water strike note this can only be now or earlier. Tap **Next**
3. Now enter the depth of the water strike (m). Tap **Next**
4. Now enter the depth of the casing at the time of the water strike (m). Tap **Next**
5. Now enter the inflow rate. Tap **Next**
6. Now enter the level after 5 mins. Tap **Next**
7. Now continue to enter the readings in the same manner to 20 mins

Once you have completed the data entry process for an item KeyLogbook automatically returns you to the log sheet and displays the data you have entered. You will now be able to see the water strike details you have entered.

Having entered a water strike you will see that the water strike button on the main thumbpad has changed to **SEAL WATER STRIKE** this is used to record the depth the water is sealed and no further water strikes can be recorded until this strike is sealed.

It is important to note that you cannot complete either an exploratory hole or shift without either recording the depth the water was sealed or recording the water was not sealed.

Adding Standing Dayworks or general remarks

These are added by tapping the **Remarks** button from the main data entry thumbpad select remarks then choose from one of the 4 options:

Standing records non-productive time in hours and minutes i.e. Waiting for Engineer.

Dayworks records productive time other than drilling in hours and minutes i.e. Carrying out permeability test.

General records just additional information which has not time attached to it i.e. Bowser off hired today.

Inspection pit here you can record the dimensions of any inspection pits dug along with the time taken to do so.

Adding your own descriptors to any of the remarks is done via the **ADD** button and utilising the on screen keyboard to type your remark/description. Once added the remark/description can be saved to the list for future use for either the project or all future projects.

Equipment details (Rotary option only)

Use this button to record your Drilling/coring equipment details, including the hole size, barrel if used (coring only) the type of drilling bit used bit ID if needed, type of flush used etc.

Casing Details

Use this button to record all the depths over which casing was used, you will need to record both diameters and depths of the casing used.

Chiselling (CP Only)

Use this button to record any chiselling carried out during this shift- hole this is done by recording the depths from and to along with the start time of the chiselling and duration.

Water Added

Use this button to record any water that is added to the exploratory hole this is done by recording the start and finish depths over which water is added.

Standpipe, perm test

Use this button to record either the Standpipe or Perm test details, this is achieved by following the on screen instructions. You can also use this option to view previous perms tests. Selecting this option after completing the install or perm test allows you to edit the details

Backfill

Please note that the backfill details are input as they are placed in the hole i.e. deepest first.

Ending your KeyLogbook session

Ending Shift

At the end of a day's work (shift) if you have not completed the exploratory hole close KeyLogbook by using **End shift** option **NOTE**; THIS IS NOT THE END OF THE HOLE, the hole will be continued at the next shift. The programme will take you through the **end shift** requirements such as hole depth and water levels the data will then be saved. You will then have the option to send the data for this exploratory hole and if so where to. Follow the on screen instruction selecting Email, USB, or FTP or any combination of these. If you have a phone signal, the data (*PDF of the log, install sheets etc and EXL of the measure and AGS for all data from the hole*) will be sent to the engineer and or client for the job. If you do not have a phone signal KeyLogbook will send the data as soon as it has a signal, (*you will be warned if the data has not been sent*). A signal is not needed to save to a USB, just insert the flash drive to the tablet. The programme now automatically closes down and the tablet can be turned off.

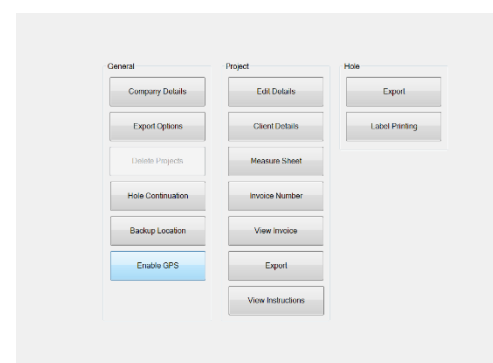
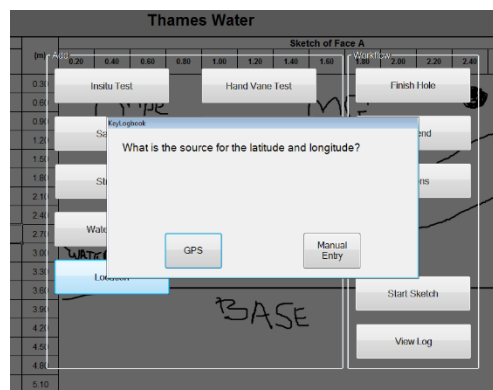
Finish Hole

On finishing exploratory hole press the **Finish** hole button on the main thumbpad. **NOTE** THIS OPTION SHOULD NOT BE USED UNTIL ALL DATA HAS BEEN ENTERED INCLUDING INSTALLS If you are going to install the next day choose the *end shift* rather than the *finish hole* and complete the install details on the next shift. You will then be asked to record the end of hole details including final depths and water levels etc You will then have the option to send the data for this exploratory hole and if so where to. Follow the on screen instruction selecting either Email USB or FTP or any combination of these if you have a phone signal the data (*PDF of the log, install sheets etc and EXL of the measure and AGS for all data from the hole*) will be sent to the engineer and or client for the job. If you do not have a phone signal you can send the data as soon as you have a signal, (*you will be warned if the data has not been sent*). A signal is not needed to save to a USB, just insert the flash drive to the tablet. After this KeyLogbook will return to the project sheet for you to choose the next exploratory hole to record. To exit the programme tap the **Project** button and then the **exit** button.

Recording the GPS Position

Version v1.2.0.0. utilises the GPS position of KeyLogbook, once the GPS is enabled from the options thumbpad KeyLogbook will automatically record in the accurate GPS position of the exploratory hole on completion, just place KeyLogbook on the exploratory hole and select Location and then the GPS option, it may take a couple of minutes for KeyLogbook to locate enough satellites to give an accurate position. If for any reason KeyLogbook is unable to locate the position it will display a timed out message and the position may be entered manually using the position from another device or alternatively it may be left blank. The position is displayed on the trial pit log but is not displayed on borehole logs but in both cases it is sent with the AGS data on export. Giving the GPS position will allow the exploratory hole's position to be instantly plotted with the appropriate software.

If the orientation and level are known these can also be recorded and exported from this option.

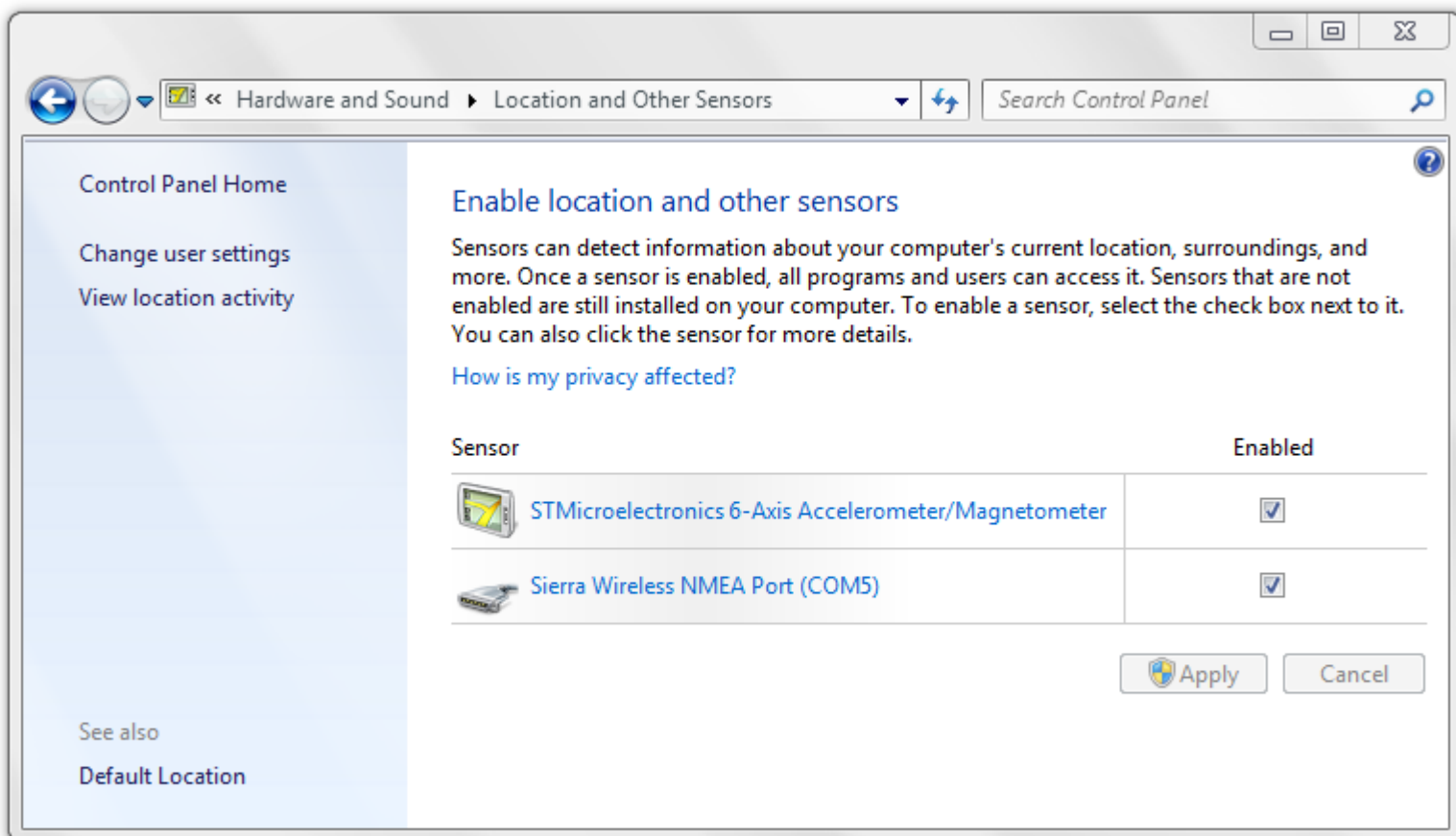


Enabling GPS Functionality for KeyLogbook

To enable GPS support on a Motion CL900 (or equivalent), perform the following steps.

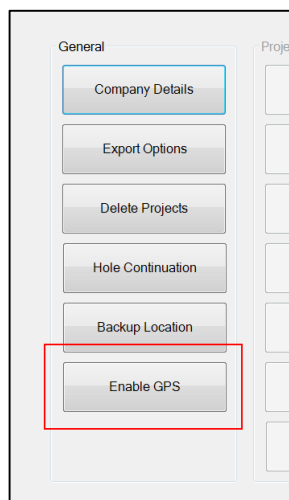
Windows

1. Open the Control Panel
2. Open Hardware and Sound
3. Open Location and Other Sensors
4. Enable the Sierra Wireless NMEA Port (COMn) ('n' may be any number)
5. Click Apply



KeyLogbook

6. Start KeyLogbook
7. Open the Options window
8. Click 'Enable GPS'
9. Acknowledge the message which confirms the change



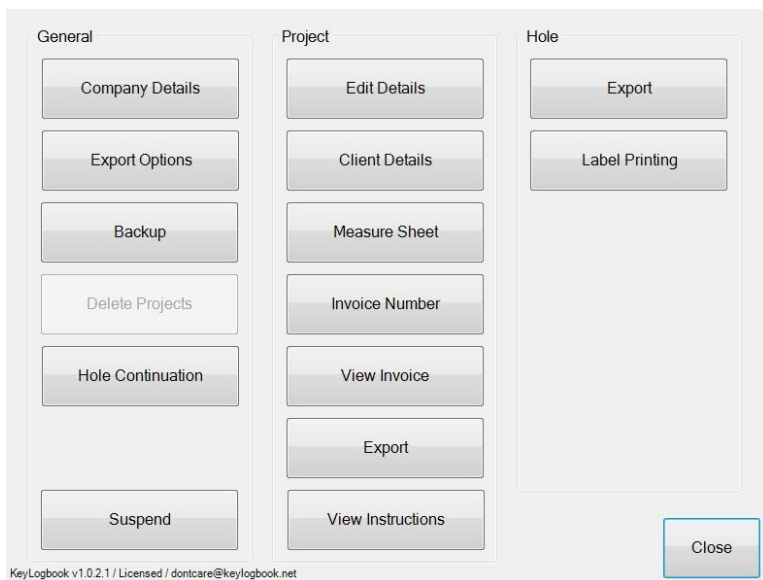
Suspend Hole

This is a feature of KeyLogbook which allows the suspension of a exploratory hole at any time during the working day. It is designed to be used for periods during the working day where no data entry is to be carried out, i.e. during a period of standing and you wish to turn off the tablet but not end the shift. Tap **SUSPEND** and KeyLogbook will shut down the programme without the normal *end shift* section. This then allows you to turn off the tablet. On restarting the programme you will be taken back to the exploratory hole log you have suspended then you can continue to record the data from the hole. Using suspend does not give the option to send the current data.



Suspend can only be used for the current working day and not for overnight.

The Options Menu



It is also worth noting the correct email address of your KeyLogbook along with the version currently installed is displayed across the bottom of the screen adjacent.

From the **options** button you can access the following sections of KeyLogbook. Here you may edit any of the data already entered or enter new information

General

Company Details

You can edit information such as the full address, phone number; email addresses, VAT number UTR number etc.

Crew

You can edit crew details such as Name NVQ, CSCS Date etc.

Rig

You can edit Rig ID numbers, LOLER certification number, along with your SPT calibration details etc.

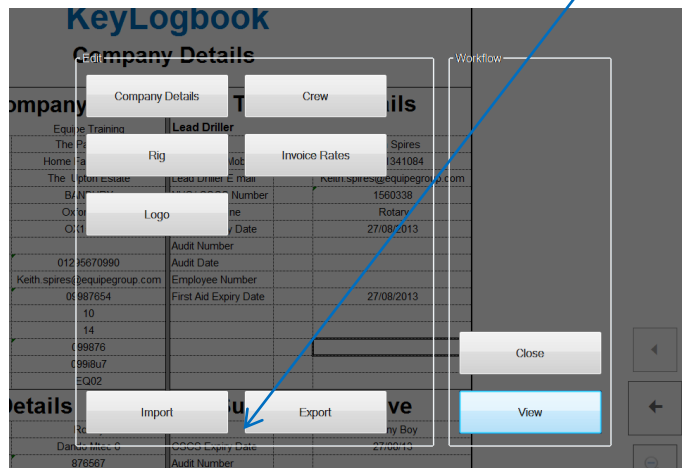
Logo

You can add company branding by importing the company logo to complete the customisation of your KeyLogbook, just insert a USB stick into the tablet with you company logo on it, select your image from the

screen and KeyLogbook will insert your logo on all the output sheets of the programme. The programme will accept JPEG, PNG and TIFF images.

Export - Import

All the above details can quickly be transferred from one device to another by utilising the export import option on the company details screen shown below



Rates

If you wish to track the cost of projects and want KeyLogbook to produce invoices, the drilling rates will need to be entered. The invoice is saved at the end of the project in a PDF format and can be attached to the final exploratory hole log (please note you cannot edit the invoice template in version one).

Back up

Here you set the default settings for backing up the KeyLogbook data. KeyLogbook will not recognise that you wish to use this option unless you have a USB stick inserted or a SD card is inserted in the tablet, you must give the file a "Path" i.e. the project name. Name the file and select the appropriate drive normally the D drive and tap **SAVE**

Delete project

This option should be used with extreme caution it will completely remove project details for the programme and is not reversible. There is ample space on the hard drive for thousands of projects so there is never really a need to remove them. The option is there to remove any projects that have been entered in error.

Hole Continuation

This toggles the default setting as to whether each hole you start is a new hole or a continuation of another hole, i.e. a Rotary follow on of a Cable Percussion hole.

Clients Details

Most of the client details can be imported from the drilling instructions sheet but not the clients address therefore for the invoice to print correctly the clients address must be complete select **client details** from the thumbpad and complete the details. You may also edit the client's details from here.

Project

Edit details

By tapping the **edit details** you can review and edit the current project details, if you imported the project instruction these details are those given by the project engineer.

Measure Sheet

Here you may view the current project measure i.e. the number of SPTs you have taken or amount of grout used, this is a real time accurate measure of the current job. At the end of a shift, exploratory hole or the end of the job this sheet is sent to the engineer in an Excel format for his use. **Note you cannot edit this sheet as it is calculated from the data already input.**

The template is sent with the exploratory hole logs at the end of each day to the pre-loaded email or FTP address.

Invoice Number

KeyLogbook version one does not automatically assign an Invoice number to each new project therefore this number needs to be set on each project.

Invoice

Here you can view the current project invoice; this is a real time accurate measure of the current project. At the end of the project the Invoice can be sent directly to the client in a PDF format. This is also saved on KeyLogbook so you can transfer to a USB stick (see export data below) and printed from that to a hardcopy. Please ensure hardcopies are obtained for your company records. **Note you cannot edit this sheet as it is calculated from the data already input.**

Export Hole

Here you may export the current hole data, you will need to select how you wish to export either by Email FTP or USB or any combination of these, you need to have a phone connection for the Email and FTP option. You can export the current data at any time by using the **Export** button from the Options screen.

Export Project

Here you will be offered a choice of which Holes/ Projects you wish to export before being taken to the main export screen, you will need to select how you wish to export either by Email FTP or USB or any combination of these, and you need to have a phone connection for the Email and FTP option.

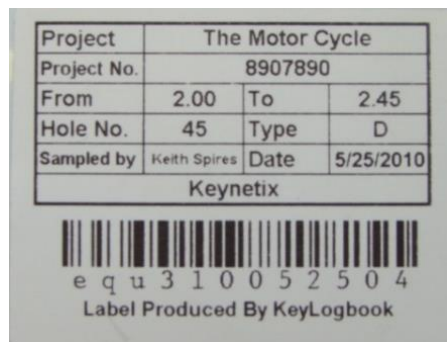
The data is sent electronically is sent in both AGS 3 & AGS 4 format, PDF or excel format. Or any combination of these.

Export Options

By tapping the **export options** button in the bottom left corner of the export screen the settings for the FTP, Email and USB can be set. If you wish to use any of the export options these need to be set from this screen. This is also used to send data to the support team should a problem ever occur with your KeyLogbook simply tap support and email support.

Label Printing

When turned on the printer and tablet will pair to each other automatically, you may test this pairing by selecting **PRINT TEST PAGE** option the printer should then print the windows logo (*please ensure the printer is turned on*). Should the printer not connect use the reset button to reconnect? The options and advanced buttons of this screen should only be used after advice from the KeyLogbook help team Default numbers of labels can also be set here. You may also choose to enter the number of labels each time you print the labels by ticking the always specify number of copies option. Please note KeyLogbook will never print less than 2 labels per sample.



Importing project details and drilling instructions

The KeyLogbook team have developed their own drilling instruction sheet, it is available from the KeyLogbook web site as a free download and there is also a blank copy on the tablet for you to pass to your clients. The project information must be entered and must **be saved with a file named "Instruction-your project title"**, then by following the steps below you can import all the information into the programme with no typing in of details thus saving time and eliminating the chance of errors.

There are two ways to enter the project information into KeyLogbook

The recommended option is the import all the project data from KeyLogbook's own instruction sheet. KeyLogbook can use its own email account or an inserted USB stick to import your client or customer instructions via the IMPORT button on the project window, just press IMPORT and follow the on screen instructions. After importing you will be returned to the project screen where you choose the project and press OPEN.

The project data can also be input manually by using the CREATE button and following the on screen instructions, it is vital that some pieces of the project details are input and you will be required to enter the appropriate data during this procedure so please ensure you have it all to hand. You will then be taken directly into the main drilling templates once completed.

View Instructions

The imported drilling instruction for this project is available via the **Drilling Instruction** button to view at any time (note you cannot edit the imported drilling instructions).

Closing KeyLogbook

Once you have started recording exploratory hole information the closing of KeyLogbook can only be achieved by either ending the **shift** or ending the **exploratory hole**. Once the exploratory hole has been closed and the data saved you can close down the programme by going to the project screen and pressing the **EXIT** button in the bottom left hand corner of the screen. The tablet can now be turned off by the normal start shut down routine

Producing Output

All output from KeyLogbook is achieved via either the **End Shift / Hole** option and selecting **Export options** in left hand corner of the screen or by selecting the **Export options** directly from the main options menu. The default email address can be set here; all data will automatically go to this address on each export.

The USB option will need the drive selecting (normally D) and the file to be given a name.

The FTP will need to be configured by your internal IT administrator.

Log sheets

Log sheets are exported in PDF and are not editable

Measure Sheets

Measure sheets are exported in an Excel Format and can be edited

Invoices

Invoices are exported in PDF and are not editable

AGS files

AGS files are exported in an AGS3 & 4 format and can be imported into any programme accepting the AGS format for input

Sample Labels

The sample labels have been produced solely for KeyLogbook further supplies can be obtained by contacting the 01295 670990 or via the KeyLogbook web site www.KeyLogbook.co.uk.

Getting Help

Go to KeyLogbook.com and look at the FAQ,

E-mail: support@KeyLogbook.com

Phone: +44 (0)1295 670 990

Frequently asked questions about KeyLogbook

What is KeyLogbook?

KeyLogbook is a revolutionary way to record your drilling and sampling information. It's quicker, smarter it speeds up every part of your logging and sampling on site, giving you far more time to do the things that really earn your company money, drill the holes!

Why do I need KeyLogbook?

So you never have to rewrite a log or write a label again -this can take up to 1 hour every day. Never spend hours adding up how many bags etc have been taken on the job and days agreeing with clients-engineers. The invoice is correct and therefore gets processed quicker. Your logs will be with your client the same day they will look perfect every time, your client will have his AGS data the same day too. For companies and clients the accurate measures are sent with the other data giving real time monitoring of the project costs.

Why wait and give your competitors the advantage?

I don't understand computers and cannot type so it's no good to me.

You do not need to understand computers, turn KeyLogbook on and you are directly taken to the software, no uploading or starting programmes. It will then guide you through your days' work, most days there is only a need to type in depths of the samples, and even this is done from the huge thumbpad keyboard making it very simple. No need to type in words or descriptions just pick from lists of data. Even the drilling instructions and project details can be imported into KeyLogbook so you may not even have to type the project title or exploratory hole number. The client emails KeyLogbook all the details and it imports them to the project file

What about rain? No computers like getting wet.

KeyLogbook has been designed to a rating of IP55 this ensures it is both dust and water resistant. Although you would not put it in water, splashes and light rain are easily catered for. This IP rating ensures that it can operate in all weathers and temperatures.

How do I power the hardware?

KeyLogbook and printer have been designed with long battery life and all KeyLogbook hardware has been designed to both charge and operate from 12v, they have simple cigarette lighter connections available. Both can of course also be charged from the mains.

How long will the batteries last without charging?

Under normal use the printer will last 2 days and KeyLogbook around 6-8 hours,

How does KeyLogbook send the information?

Data is sent via the KeyLogbook internal data card; if you can get a mobile phone signal you can send or receive data. A data enabled SIM card can be obtained from most mobile phone providers who will also advise as to the cost it's normally about £5-£7 per month.

Can I customise the software?

Yes, by following the simple instructions, on start up, you can make KeyLogbook look like your own with your own name and Logo on everything you output, from Logs, Invoices measures sheets. You can enter your own sample descriptions your own remarks and save them to use again and again.

If I damage or lose the hardware what happens to the data?

Data is automatically saved to the solid state internal hard drive during the working day and if inserted the SD card is also used for back ups. Data is sent to clients, engineers - companies own email and/or FTP server daily and on completion of each exploratory hole.. If the hardware is damaged any necessary data can normally be loaded to another machine by inserting the hard drive into another tablet or even just inserted the SD card. If the hardware is lost, only the non-up loaded data would be lost, in the same way that if you lost your daily log book the data is lost. The difference being, you can only lose a single day's data and the data can normally be replaced.

What warranty does the hardware have?

Both KeyLogbook and the printer come with 12months RTB warranty, this is extendable to 3 years for an additional one off charge.

What about upgrades and support?

Upgrades and support of the software are free for the first year, after this a yearly maintenance charge of £175 will ensure continued support and free upgrades to the latest versions.

Can I use my own log sheet layout?

No not in version one, the log template is set to ensure all the correct information is recorded

What about operating during cold or even very hot weather?

KeyLogbook and printers are fully ruggedized have operating temperatures between 0° and 60°c, the Tablet has a sunlight readable screen 6 times brighter than your standard laptop ensuring it can be used even in the brightest sunlight. As with all electronic equipment they should be carefully handled at all times

I bet the labels cost a bomb?

No they don't, currently less than 1p each you can use you current label system as well and stick the thermal labels to your existing bag - box labels.

How much ink does the printer use?

None the printer is thermal so never runs out of ink because there is no ink in it.

Why do I need a unique ID?

It is a new requirement of AGS 4, which is the industry standard for recording information, soon everyone will be demanding these numbers are on every sample you produce. KeyLogbook automatically produces one when a sample is entered into KeyLogbook, this takes the form of a barcode on the label which is in addition to the normal sample details all of which are thermally printed. This is then used throughout the transport, sampling and testing procedure to identify the sample.

Can KeyLogbook tell me the position of the exploratory hole?

Yes, by using the in built GPS positioning software, the accuracy of the position is as with all GPS systems dependant on the number of satellites available at any one time. Version 2 of KeyLogbook this will work via KeyLogbook is self and will be able to find the exploratory hole position too!

How do I know KeyLogbook logs conform to the standards?

The software has been written and reviewed by the country's leading experts in standards within the industry. It has been checked time and time again to ensure it conforms to all current standards. As data is entered it checks that it matches the standards. Upgrades will continue to ensure this is on-going. KeyLogbook ensures that all the data required by clients and standards are completed ensuring no missing data, first time every time. The second generation KeyLogbook will even check that sampling instructions are being followed.

What else does the software do?

The software will deal with all aspects of the working day recording not only drilling and sampling data but installation details for, wells piezo etc, permeability- pressure testing and version 2 will contain the rig inspection sheets too.

It can even be programmed to work out company bonus.

If it creates the invoice, who sets the rates?

You do, it's all customisable to your rates and your company details even down to your payment terms, and VAT rate etc can be changed at the touch of a button.

What happens if the screen gets damaged or scratched?

KeyLogbook comes with a gorilla screen which is scratch resistant we can also supply a replaceable screen protector which should ensure it is well protected from scratching. Note scratching is not covered under the standard warranty

What if I am in an area which cannot receive mobile phone signals?

It is the same as having a poor or no mobile phone signal on your phone, you will need to move to an area with a better signal. KeyLogbook will store the information and wait until it is a better reception area where it will send the data.

Can KeyLogbook be used by more than one crew?

There is nothing to stop you doing this but the concept is designed to replace the drillers log book. To get the most out of KeyLogbook it is better to assign one to each crew.

If holes are added to a job after it has started can this be accommodated?

Yes, you can either send details to KeyLogbook via email or the driller can add extra holes to the schedule. This is particularly useful if a hole has to be moved for some reason and another hole is drilled i.e. BH1 moved to BH1A. The site instructions can be updated at any time.

Can I be sent exploratory hole details before the scheduled end of the hole or shift?

Yes the operator can carry send the data at any time.

Do I have to print the labels individually or can I print them all at the end of the day?

KeyLogbook is designed to avoid printing all at once, standards state that samples should be labelled immediately so the sample label is produced at the time the sample is entered. This avoids confusion of mislabelled samples.

What if I want to use my own descriptions?

You can add all your own descriptions to the programme. The programme also stores them so you can use them again on the next hole/ project.

I suppose I still have to write the installation details by hand?

No, KeyLogbook records many different types of installation from simple standpipe to multiple installs in one hole, stores them and sends them with your exploratory hole log.

How many projects can it store?

Probably more than you will ever do the 60GB card can store thousands of projects as we only store the data.

Can I use the computer for other things?

The computer has been designed to be used for the recording of your drilling data. It can do all the things a normal computer does; We cannot however support the use of the computer for different applications.

What if I lose it or it gets stolen?

Unfortunately, the same as if you lose any piece of equipment you will need to replace it. We strongly recommend you insure it. We can help to replace the lost data but not the hardware.

What does it come with?

KeyLogbook comes in its own waterproof very strong carry case, inside the custom designed case is the computer, pre-loaded with the software, the printer, printer cleaning tools, chargers both 240v and 12V, 2 rolls of labels, a USB flash drive. Full instructions and quick start guide.

Can I hire KeyLogbook for specific jobs?

A hire option is available please contact The Equipe Office for details on 01295 670990

How do I print the logs?

By utilising a full size printer export the PDF and print from any computer with a printer connected

Computers and site work don't really go together surely the computer will not last?

We have sourced a high IP rated computer with this in mind with careful use the tablet computer is very capable of surviving normal site use.

Does it record what time I do everything?

No KeyLogbook only records the times you put into it, it does not record any other times

Troubleshooting guide

Power

The computer does not shut down

An application might have stopped responding. Use Task Manager to manually stop the application. Press the Windows Security button and select **Start Task Manager**. You can also press and hold the power button for five seconds to force the computer to shut down.

The computer will not enter Hibernation mode

Hibernation might not be enabled. Enable hibernation by adjusting the power button behaviour from Motion Dashboard.

The computer does not return from Hibernation while on battery power

The battery might be depleted. Plug the computer in to AC power.

The display goes black while the tablet PC is still turned on

The computer might have turned off the display to save power. To restore the display, touch the screen with your finger or the pen.

The computer might have gone into Sleep mode. Press and hold the power button for about one second.

The computer might have gone into low-battery Hibernation mode. In Hibernation mode, the power status light is off. Plug the computer in to AC power, then press and hold the power button for about one second.

Battery

The battery does not last very long (less than eight hours)

Hot or cold conditions can adversely affect the battery charge. Use AC power if you are operating the computer in these conditions.

Condition the battery once a month by using the tablet on battery power and allowing the battery charge to drop below 20 percent before connecting the battery to AC power.

Have the battery replaced. While the built-in lithium-ion battery is designed for a long battery life, you may find the need to replace it. If so, contact your service provider. Only authorized service providers can replace the battery.

Removing Previous Installations and Features of the Printer

1. Boot up the Tablet.
2. Find the Bluetooth icon in the system tray.
3. Right click and select 'Show Bluetooth Devices'.
4. Right click on the 'TOSHIBA TEC BT' device and select 'Remove Device'.
5. Browse through to Start – Devices and printers.
6. Right Click on 'TEC B-EP2DL-G' and select 'Remove Device'.
7. Browse through to Start – Control Panel.
8. Select 'Programs and Features'.
9. Find the 'TPCL PRINTER DRIVER QM717M0A', right click and uninstall.
10. Find the 'B EPL Setting Tool', right click and uninstall.

Connecting Via Cable

1. Boot up the tablet.
2. Open motion dash board and rotate the screen to portrait
3. insert the KeyLogbook USB stick supplied with your device
4. On the USB Find a copy of the 'TPCL-drv_7.1.7_M-oA_E.exe' and install. On the USB Find a copy of the 'B EPL Setting Tool' and install.
5. Start the printer up in service mode (Hold Power and Feed at same time).
6. Connect the printer to the tablet via usb cable .
7. Browse through to Start – Programs – TOSHIBA TEC – TCPL Printer Driver – Driver Wizard
8. Select the option to install printer drivers and select next
9. Select the TEC B-EP2DL-G printer and select next
10. Select USB001 port and select next
11. Ensure it is set as the default printer and select next
12. Browse through to Start – Devices and printers.
13. Right Click on 'TEC B-EP2DL-G' and select 'Printer Properties'.
14. Go to the tools tab, select Driver Options
15. Select the import button and import the 'Printer Options.sds' file from the USB stick
16. Turn off the printer
17. start the printer it normally (press the 'Power' button only).
18. Change back to the general tab and try a test print.
19. From the motion dashboard reset the screen to landscape
20. Test a print from KeyLogbook.

Connecting Via Bluetooth

1. Boot up the tablet.
 2. Open motion dash board and rotate the screen to portrait
 3. Find a copy of the 'TPCL-drv_7.1.7_M-oA_E.exe' and install. From the USB stick
 4. Find a copy of the 'B EPL Setting Tool' and install.
 5. Browse through to Start – Control Panel.
 6. Select Device Manager
 7. Expand Bluetooth Radios and right click on the 'Atheros AR3012 Bluetooth 3.0' and select Properties.
 8. Select the advanced tab and make a note of the Bluetooth address.
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9. Ensure the printer is connected to the tablet via cable and switched on in service mode (hold down "POWER" and "FEED" at the same time).
10. Open the 'B EPL Setting Tool' and select the interface tab.
11. Select 'Get param'.
12. Enable the Bluetooth and Bonding options by ticking the appropriate boxes and then enter the BD Address as noted above and the Pin Code as required (Suggest 0000). Click Add
13. Now click 'Set Param'. And wait for the settings to be set
14. exit the B EPL Setting Tool'
15. disconnect the printer cable
16. turn off the printer
start the printer normally (press the 'Power' button only).

17. Right click on the Bluetooth icon in the system tray and select 'Add a device'.
18. Wait a second or two for the printer to be found and labelled correctly.
19. Select the Toshiba Tec BT and select next.
20. Select 'Enter the devices pairing code'. This is the pin code entered in 13
21. Enter the code set previously and select next. (0000)
22. Select Finish
23. Right click on the Bluetooth icon in the system tray and select 'Show Bluetooth Devices'
24. Right click on the Toshiba Tec Printer and select properties.
25. Browse to the Hardware tab and make a note of the COM Port.
26. Browse through to Start – Programs – TOSHIBA TEC – TCPL Printer Driver – Driver Wizard
27. Select the option to install printer drivers and select next
28. Select the TEC B-EP2DL-G printer and select next
29. If the option to specify a COM port appears, select the COM port previously noted and select next (skip steps 27, 28 and 29 below). If this option does not appear carry on and DO NOT skip the steps in red below.
30. Ensure it is set as the default printer and select next
31. Browse through to Start – Devices and printers.
32. Right Click on 'TEC B-EP2DL-G' and select 'Printer Properties'.
33. Select the Ports and select the COM port selected before.
34. Go to the tools tab, select Driver Options
35. Select the import button and import the 'Printer Options.sds' file from USB
36. Change back to the general tab and, with the printer in normal mode, try a test print.
37. Grab a copy of the Bluetooth.options from USB Stick file and browse through to %appdata%
38. Browse through to \Keynetix\KeyLogbook and paste the file into here.
39. From the motion dashboard reset the screen to landscape
40. Test a print from KeyLogbook.

KeyLogbook®

digital logging solution



USER GUIDE



Keynetix

www.equipgroup.com