



## Working with Logs

*Details created for your notes*

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# More about logs

## *Logs add history to your notes*

The structure of All Aboard includes 8 drawers of notes where each note can have an unlimited number of logs. A log in All aboard includes a bit more than your traditional journal pages with a date. Consider the following examples of how logs can work.

- Daily diary** If you wanted to create a daily diary to log your adventures and thoughts you might want to keep a diary. Using All Aboard you would create a single Note record in any drawer and call it "My Diary". From the right click popup menu you would click on you're my Diary note then select Add Log. A window pops up and has the current date and time filled in. You can then set a title for the entry and type your note.
- Telephone log** You have a large list of contacts and you like to note when you talk to them on the telephone. You sometimes use Skype to call them because it is cheaper. After you add all the contacts by exporting your address book from you previous software you now have a great address book in All Aboard. Each time you get or place a call you pin the contact record to the desktop. Now you have all the information about the caller at hand and you can add logs or change information, as you require. You can use the timer to track how long you were on the phone. Suddenly a second call comes in and you pause the time and place the first caller on hold and pin a new note to the desktop to quickly handle the caller and return to the first call.
- Gasoline log** Your cost and usage of gasoline has you interested in tracking all the purchases and costs. You create a note for each vehicle and as above add log entries. You will now use "time" as odometer miles in tenths by selecting the drawer option to convert time to miles in tenths. When you type the note you may choose to write a note or just enter gallons, price per gallon and the total as well as enter the odometer reading as well as the date.
- A TODO list** You have a big meeting coming next month and it is going to take a lot of work. You have set the appointment in the Calendar so now you will add log entries for all the topics you need to complete. As you complete them you will select the "Billable" check box and write in the actual date you completed the work and the hours spent. It does not matter that you won't actually bill the work (you may) it is just a reasonable way to designate the work is complete. By setting future dates you can make a schedule and as you go you can attach notes and documents to each log entry as you build your presentation using your normal software tools.
- Boat Log** You own a boat, airplane, RV or other vehicle and they are a lot of work to maintain and you need to track costs and progress. There are a lot of "systems" to document. You designate a whole drawer from the boat with the log options set up for decimal hours so you can use the engine hour meter to match up the engine activities as well as the

date, You will create a note for every system and part in the boat and categories them by major systems. In the note you will add serial numbers and add links to all the PDF documents you have gathered. For each activity you will also make a note and in the note record you will write out the instructions and perhaps include a picture. You would note the type of oil you use and list the web and local sources where you buy the supplies. Now each time you change the oil you will add a log entry with the date and engine hour reading. If you send oil out for analysis you'll later add the PDF copy of the report to the oil change. You may include any pictures for the work you do.

These examples are just the types of things you might do. There are many others but each of these uses various features of All Aboard to do very specific tasks. The features of All Aboard are not always required but they provide a small set of tools to do a lot of tasks. The logs collect details about a single topic. If you always think in the general terms of details about a topic then you will find great deal of flexibility with a small set of tools you need to learn.

The features of Logs evolved over a period of several years based on the needs of a small business, a computer enthusiast, and a sailboat. All Aboard logs fit many purposes and reside on the desktop all the time to be accessed easily.

# Log features

*A further discussion of the details of "how to"*

## Log options

### Units of time

All options are on by default and all logs are set up to use clock time as the units for the additional sort field. In the above example we need to change the units for time to be either an odometer reading or an engine hour reading. In an abstract sense they too represent time just as a clock on the wall represents time. Odometers and hour meters just have the ability to stop time when they are off. Even when off, they can only read sequentially and ever increasing just as time. While knowing the Odometer reading on your car won't tell you what time it is you might be able to know the approximate date and time if you logged the real date and odometer together reading periodically.

The ability to correlate the Odometer reading to the date becomes a very handy bit of information. Consider the basic rule that you should change your engine oil every 6 months or 5,000 miles. Next, imagine that every time you changed the oil you noted the mileage and date. You could at anytime tell if it was time for an oil change by miles driven or by age of the oil. Many service stations put removable stickers on the windshield to help you with this.

Before you can set up a log on a drawer you need to consider how you want Time to function. Time can be an Odometer, and Hour meter, or the clock. After that you are free to begin. Time within an entire drawer must be one of those three types. Odometer and Hour meters can be set to read whole units or tenth's of units.

## Log update form

Log Will Be Changed

Category: Contacts

Fictitious Friends

Note name: Public, John Q

Description: Meeting on April 6th

Log date: 4/06/2006

Log time: 1:00 PM

1 Document / Expenses | 2 Note | 3 Image

Default Dir:

Document: \\Mitten\\AllAboard\\ABREPORT.CLW

Billable

Amount: 35.00

Rate: 1.00

Expense: 35.00

Adding a log starts from the Notes drawer update form on the Logs tab or selecting the note and selecting the Add Log icon or popup menu. The above is a log for my eBay note. I want to log all my eBay activity and this not saves all the logs. The orange drawer I use for my "Accounts" and the name of the Note is ebay as shown above. The remaining fields are:

Log date By default the date is the current date. Adjust as required.

Log time This log drawer uses date and clock time so the time defaults to the current time.

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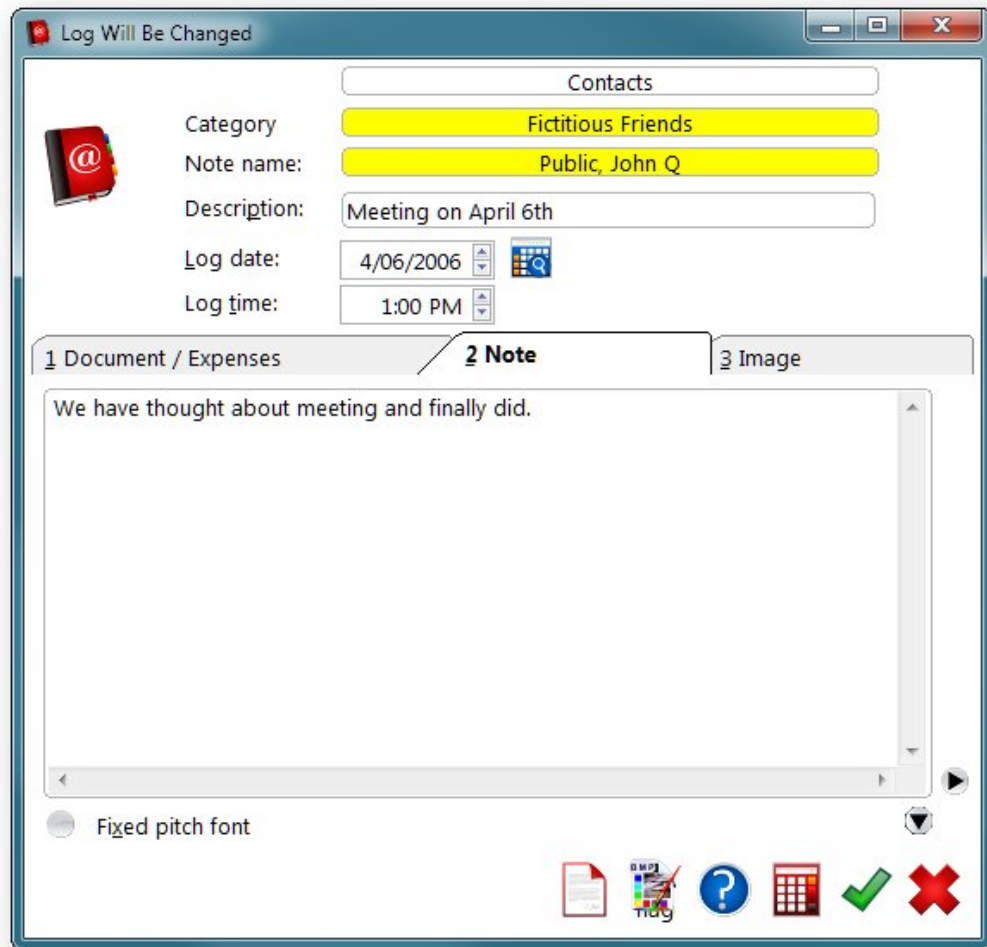
### Log General tab

The general tab allows the following fields that may or may not be enabled depending on your drawer options:

Document	One document name may be added by typing the path name or by using the lookup button. Once a document is entered the document button to the right of the lookup button will display the document in the default folder. The log options permit a default directory to look for documents and pictures and is displayed above. The default directory makes it easier for you to organize the associated files but you may keep them any place.
Amount	Expenses can be an option to any log record the amount can be multiplied by the rate to yield the expense. Amount and rate work well for gasoline sales but may work for eBay too. The amount can be a two place decimal number. You may leave amount blank.
Rate	You may leave the rate blank or enter a two decimal place value.
Expense	If you entered both a rate and an amount you can automatically compute the expense by clicking the update button to the right of the expense field. You may also enter just the amount and leave the other fields blank.
Billable	Various log displays total the browse columns when displaying expenses. Click billable means the value appears in the total and unchecked means it won't. The original purpose was for me to track billable and non billable client expenses. You may find other purposes too just remember it effects only totaling.

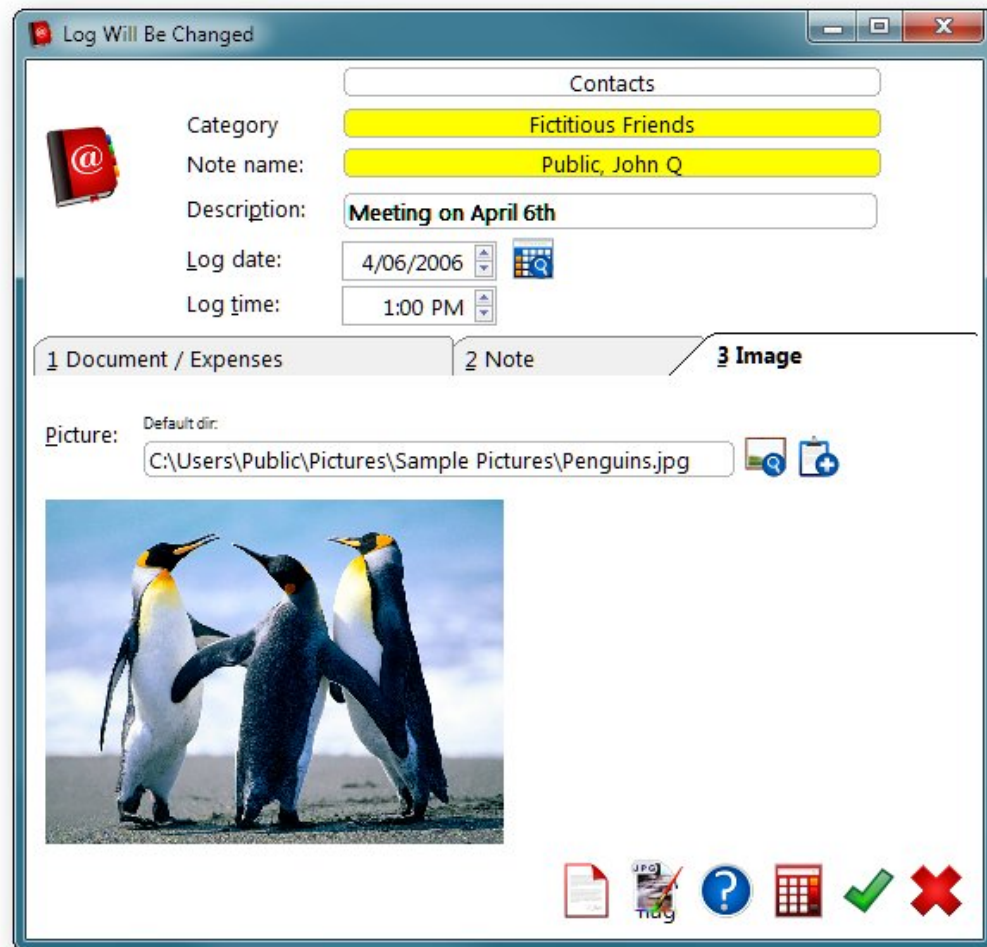
## All Aboard – Working with logs

### Log Notes tab



Note Log notes follow the same features and any other notes. One log entry may have it's own notes or no notes.

## Log Picture tab



Picture            A log entry may have a picture. Add a picture as you would add it for any other note.

## Log Update summary

Logs are for the most part just more notes saved and associated with the base note in any drawer. When designing your notes, think about the associated things that might go with the note. A log does not have to be a diary it only has to be a collection of other notes. Use the date and time fields as you require. Expenses, documents, and pictures are extra features you may find helpful.

## Log views

From the main screen a collection of all the log entries for one drawer can be displayed. For example a drawer dedicated to your boat, RV, car or airplane can have logs about many things about it. Sometimes such as expenses you may want to pull them together to see them all. The following screen shows a drawer of client timesheets.

The screenshot shows a software window titled "Browse Log File - Contacts". At the top, there is a search bar and a "Contacts" label. Below that, a yellow bar indicates the "Category: Fictitious Friends". The main area contains a table with the following data:

Date	Time	Amount	Rate	Expenses	Description	Name
4/01/2006	9:54 AM				Cold call	Public, John Q
4/03/2006	3:02 PM				Phone call - followup to cold call	Public, John Q
4/06/2006	1:00 PM	35.00	1.00	35.00	Meeting on April 6th	Public, John Q
4/06/2006	1:00 PM	3.00	1.00	3.00	parking expenses	Public, John Q
4/09/2006	9:59 AM	3.00	1.00	3.00	Meeting on April 9th parking expense	Public, John Q

Below the table, there are navigation arrows and a summary row: "Logs: 5 41.00 \$41.00". To the right, there are filters for "1 Any", "2 year", "3 Month" (selected), and "4 Day". Below these are date pickers for "Begin Date: 4/01/2006" and "End Date: 4/30/2006". At the bottom, there is a text area containing the note: "We have thought about meeting and finally did." and a row of icons for file operations (JPG, PDF, etc.) and a red 'X' icon.

These notes include logs from two clients, the date of the log amount of time, billing rate and total to bill. The date range is selectable below so you can narrow the view to any period. As you select the log in the list the note below updates just like the main screen does. You may edit and update any log notes from this screen. Hot keys will display any documents or pictures just as the main screen does too.

The Log View operates as the main screen does but is limited to only logs for one drawer. The columns displayed change based on your drawer options. Should you not enable expenses those columns will not show up in the log detail record or in the Log View or note view logs browse screens.

The drawer title will always be shown at the top and the note category will display the name and colors underneath. The lines in the list color based on the note category colors. All column headers click for sorting as desired. Printing and export options are expected in a coming minor version release.

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## Log Options

Please refer to the Options and utilities for more about what options are available for each drawer.