THE SURVEY LOG

DIVES · LINES · RECORDINGS · DAILY LOG

User Manual

The online survey log
with a daily log in PDF, Word or CSV

Version 1.0

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1 Introduction

The Survey Log is the online survey log: the time-stamped record of everything that happens on shift. Instead of typing each line into a spreadsheet, you click a quick button - *ROV off deck*, *Start of line*, *Start DVR recording* - and the program fills in the time, the dive number, the open line or recording, and writes the log text for you.

It keeps track of what is running: which ROVs are in the water and for how long, the open survey line, the DVR recordings and the logging files. Nav setup changes stay on screen so the next person on shift sees them. Anything missed can be added later at its real time, and every entry can be changed. At the end of the day, export the daily log to PDF, Word or CSV.

You want to	Use
Log something that has just happened	A quick button on the left (section 5.1)
Log something you missed earlier	+ Add entry (any time) (section 6.1)
Change or delete an entry	Double-click it, or Edit / Delete (section 6.2)
Tell the next shift about a nav change	Online nav setup change (section 5.4)
Send the daily log	Export daily log (section 8)

2 Getting started

2.1 What you need

- A Windows PC.
- The program file, **SurveyLog.exe**. Nothing else needs to be installed.
- A folder to keep the log in - for example on the survey server, so everyone on shift uses the same log.

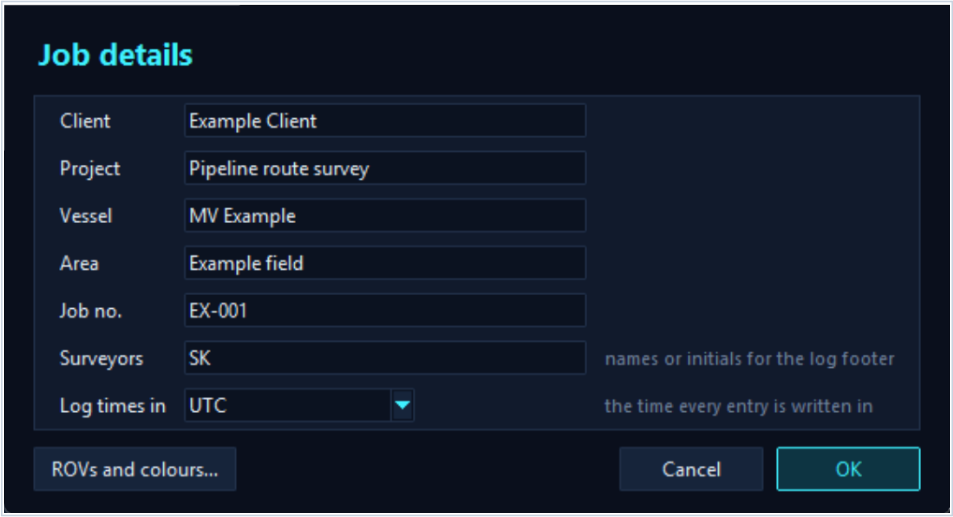
2.2 Installing and starting

Copy **SurveyLog.exe** into a folder of your choice and double-click it. There is no installer. The program opens the last log you used. You can also drag a log file (.survlog) onto SurveyLog.exe to open it.

> **Note**
> The first time you start the program, Windows may show a **Windows protected your PC** message. Click **More info**, then **Run anyway**.

2.3 Starting a new log

1. **File > New log…** and fill in the job details (below).
2. Click **ROVs and colours…** and set up the ROVs on the job (section 3).
3. Click **OK** and choose where to keep the log file. From then on the log **saves itself after every entry** - there is no Save button to forget.



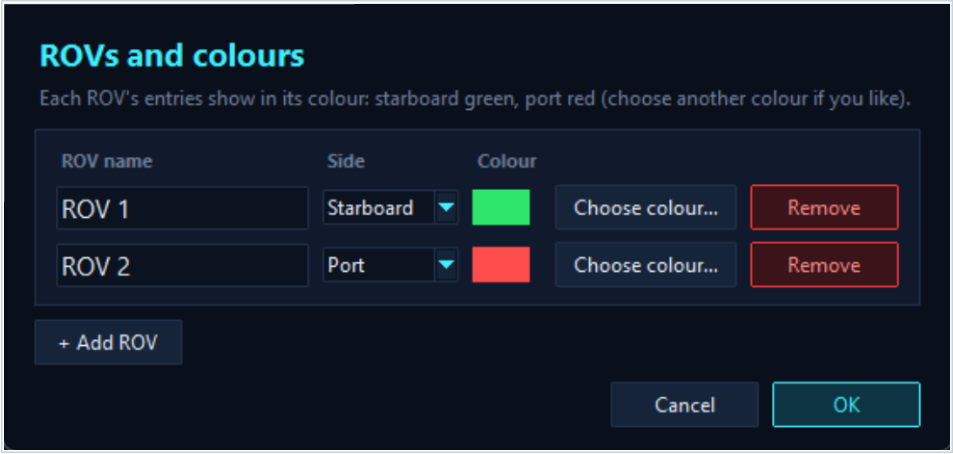
The Job details window.

Setting	Meaning
Client, Project, Vessel, Area, Job no.	Printed at the top of every daily log.
Surveyors	Names or initials, printed at the foot of the daily log.
Log times in	The time every entry is written in: UTC, the PC's local clock, or UTC plus or minus a number of hours (e.g. UTC+3). The clock on the right and the Now button use it.

> **Tip**
> **File > Open the example log** opens a ready-made log from a pipeline route survey, so you can try everything first. The pictures in this manual are of the example.

3 ROVs and colours

File > ROVs and colours… (also in the Job details window) lists the ROVs on the job. For each one, type its **name** and choose its **side**:



Two ROVs: ROV 1 on the starboard side and ROV 2 on the port side.

- **Starboard** ROVs are shown in **green** and **port** ROVs in **red**, as usual on board.
- Click **Choose colour…** (or the colour square) to pick any other colour.
- **+ Add ROV** adds another; **Remove** takes one off the list (its entries stay in the log).
- If you rename an ROV here, its old entries are renamed too.

Every entry for an ROV - off deck, on bottom, on deck - is shown in its colour in the log, in the *In progress now* card while it is in the water, and in the PDF and Word daily logs. If you type a new ROV name in an entry, it is added to the list automatically (the first as starboard, the second as port).

4 The main window

The main window with the example log open.

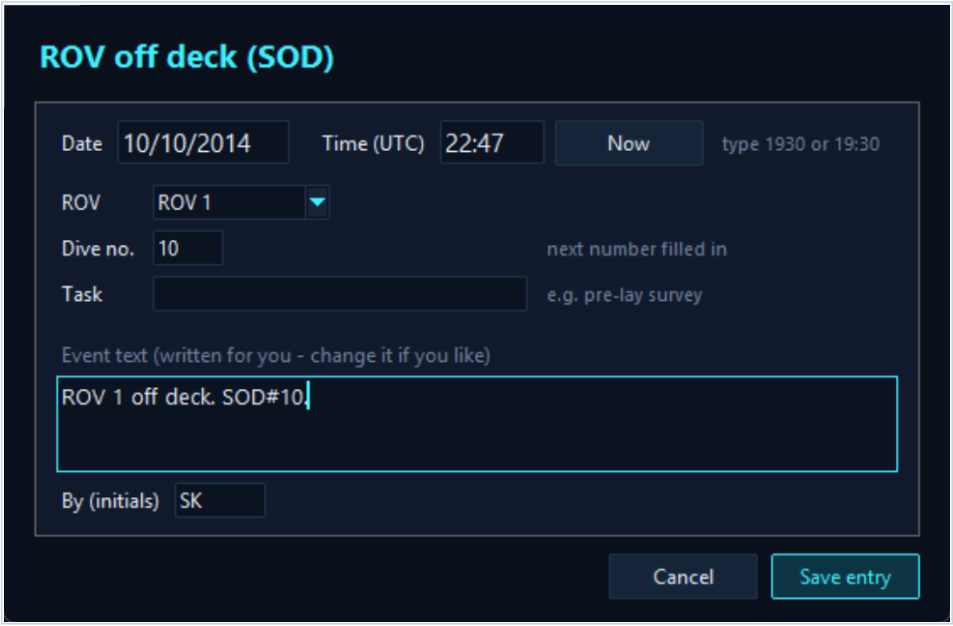
- **Quick entries** down the left: one button for each kind of entry, in groups. Scroll down for more.
- **The day's log** in the middle: every entry for the day on screen, in time order. The arrow buttons move a day, **Today** comes back to today and **Go to date…** jumps to any day. **Find** searches the whole log.
- **The clock** at the top right, in the log's time zone.
- **In progress now**: ROVs in the water (with dive number and time in the water), the open survey line, DVR recordings and logging files.
- **Nav setup changes**: the last 3 days of changes to the online nav set-up, in amber, for the next shift. Click one to go to it in the log.
- **This day**: the number of entries, the dives, lines and recordings on the day on screen.
- **Export daily log…** at the bottom right (section 8).

Colours in the log: an ROV's entries are in the ROV's colour; other starts (start of line, recording, logging) are green and their stops red; nav setup changes are amber. A **pencil mark** after the type means the entry has been changed since it was first logged.

5 Logging entries

5.1 Quick buttons

Click a quick button. A small window opens with the **date and time** already set to now, the details for that kind of entry, and the **event text** written from them. Fill in what you need and press **Enter** (or **Save entry**).



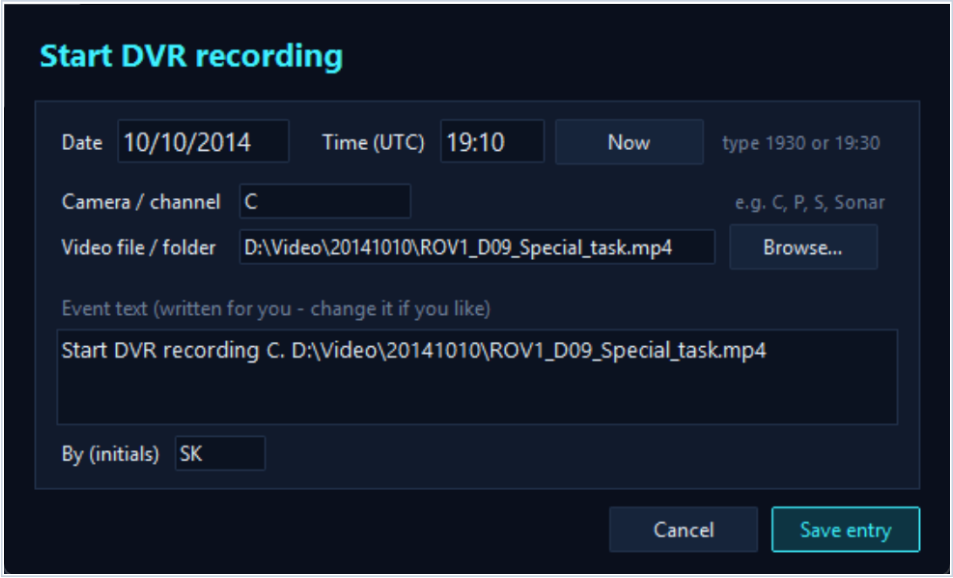
ROV off deck: the next free ROV and its next dive number are filled in.

- **Time**: if it happened earlier, type the time - *1930*, *19:30* or *19.30* all work. **Now** puts the current time back.
- **Event text**: written for you as you fill in the details. Change it if you like - once you type in it, it is kept as you wrote it.
- **By**: your initials, remembered for the next entry.

Group	Buttons	Filled in for you
ROV	ROV off deck (SOD), on bottom, off bottom, on deck (EOD)	The ROV, and for SOD the next dive number; for EOD the dive that is open
Survey lines	Start of line (SOL), End of line (EOL), Fix / event on line	EOL: the open line
Nav setup	Online nav setup change	-
Positions	Waypoint, Midnight position	-
Recording	Start / Stop DVR recording, Start / Stop logging	Stop: the open recording or logging file; Start DVR: the last video folder
Checks & readings	SV / CTD profile, Barometer, Gyro comparison, GPS comparison, Data backup	Gyro and GPS: the differences are worked out
General	Toolbox talk / meeting, Weather / waiting, Vessel movement, Note (free text)	-
My buttons	Your own buttons (section 5.5)	The text you set

5.2 DVR recordings

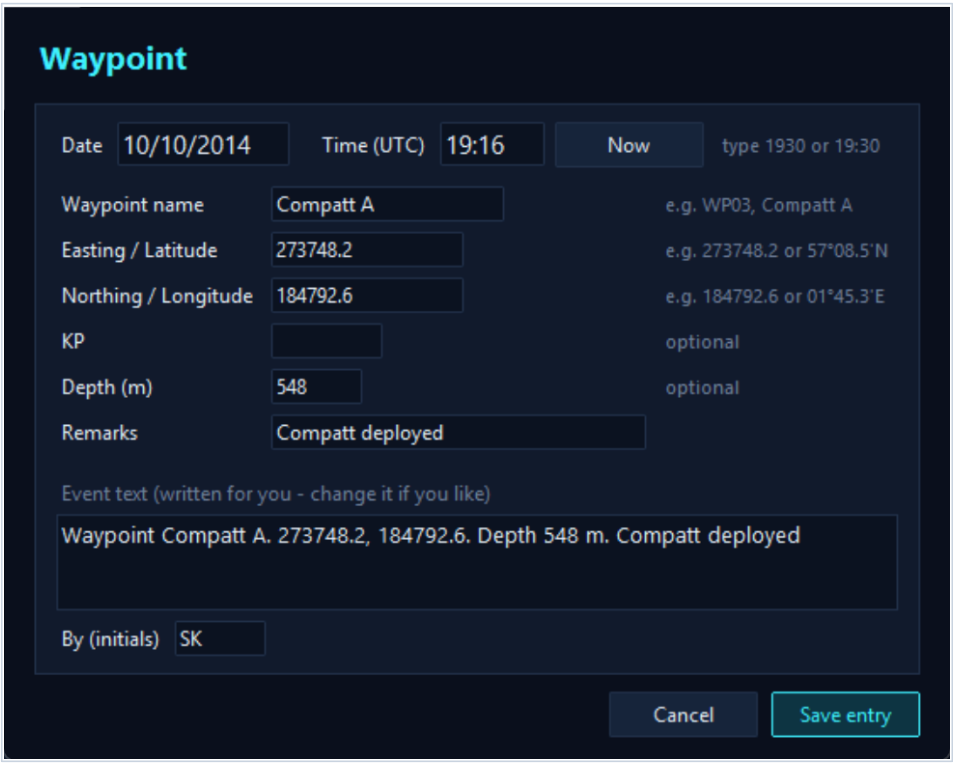
Start DVR recording asks for the camera or channel (e.g. C, P, S, Sonar) and the **video file or folder**. Type the path or click **Browse…** to pick the file (cancel the file window to pick a folder instead). The recording shows under *In progress now* until you click **Stop DVR recording**, and the daily log lists each recording with its start, stop and path.



Start DVR recording, with the path to the video file.

5.3 Waypoints

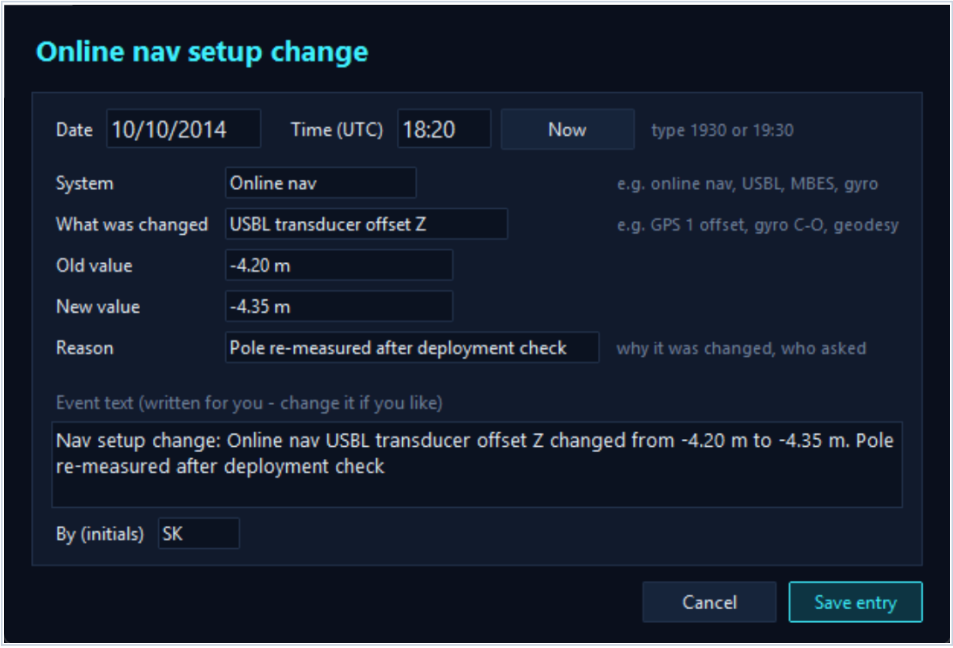
Waypoint records a named position: type the **waypoint name** and its **coordinates** - easting and northing, or latitude and longitude - and if you like the KP, depth and a remark. Waypoints get their own table in the daily log.



A waypoint for a compatt.

5.4 Online nav setup changes

Whenever the online navigation set-up is changed - an offset, a C-O, the geodesy, a sensor swapped - log it with **Online nav setup change**: the **system**, **what was changed**, the **old** and **new values** and the **reason**.

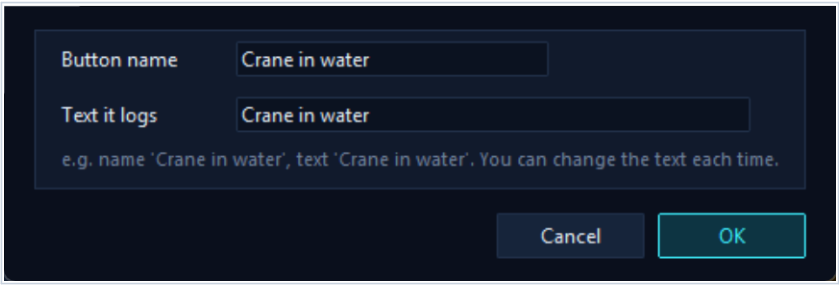


A change to the USBL transducer offset.

The change is shown in amber in the log and stays in the **Nav setup changes** box on the right for 3 days, so whoever comes on shift next sees straight away what has been changed, from what to what, by whom and why. The daily log has a table of the day's changes.

5.5 Your own buttons

Buttons > Add my own button… (or **+ Add my own button** at the bottom of the quick entries) makes a button for something you log often, such as *Crane in water*. Give it a name and the text it logs; you can still change the text each time. **Buttons > Remove my buttons…** takes one away. Your buttons are kept with the log.

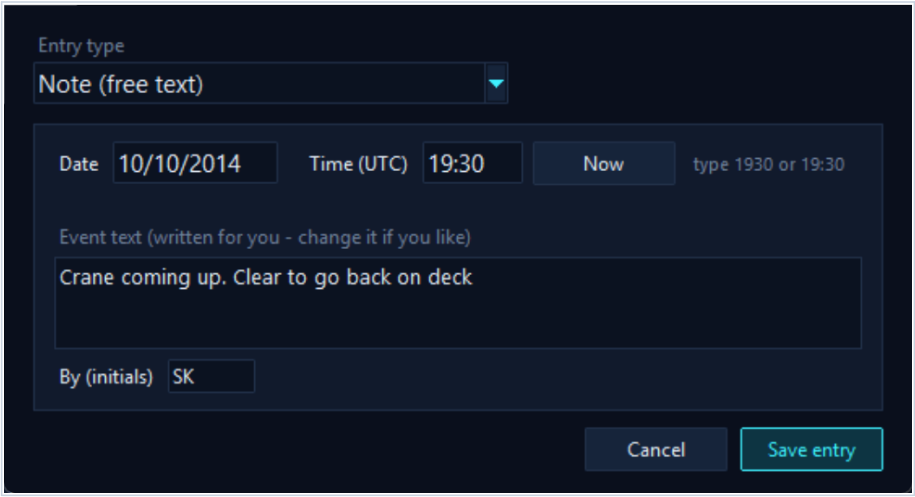


Making your own button.

6 Changing the log afterwards

6.1 Adding an entry you missed

Click **+ Add entry (any time)…** under the log. Choose the **entry type**, then type the **date and time** it really happened. The entry goes into the right place in the log, on the right day.



Adding a missed entry with its real time.

Dives, lines, recordings and logging are always worked out again from the entries in time order, so adding a missed *ROV on deck* closes the dive at the right time, and the dive times in the daily log are right.

6.2 Changing or deleting an entry

Double-click an entry (or select it and click **Edit…**) to change its time, details or text. Select it and click **Delete** (or press the Delete key) to remove it - the program asks first. Changed entries are marked with a pencil after their type.

6.3 Finding an entry

Type in **Find** at the top right of the log to search every day at once; the matches are listed under their dates. Clear the box to go back to the day's log.

Finding every entry about the compatt.

7 Dives, lines and recordings

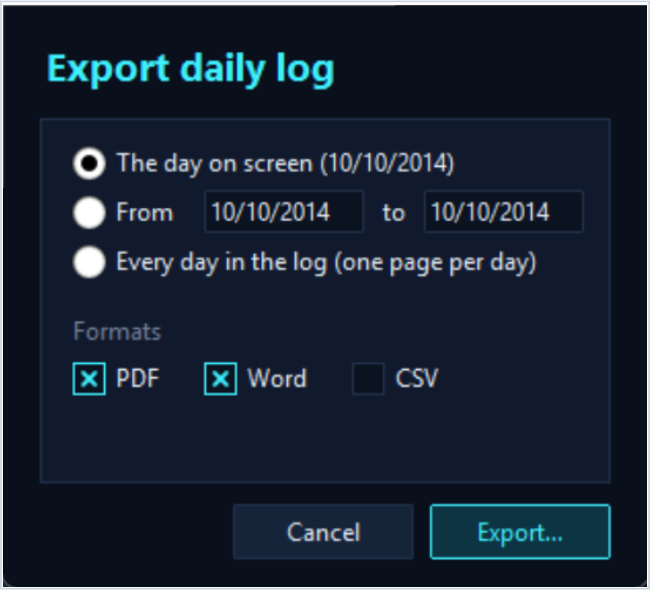
The program pairs each start with its stop to know what is running:

Start	Stop	Paired by
ROV off deck (SOD)	ROV on deck (EOD)	The ROV name
Start of line (SOL)	End of line (EOL)	The line name
Start DVR recording	Stop DVR recording	The camera / channel
Start logging	Stop logging	The system

- The **dive number** for SOD is one more than the highest dive so far for that ROV. You can change it.
- A dive that goes past midnight is shown on both days, with the time on the other day marked with its date.
- If something is started twice without a stop, the first one is closed when the second starts.

8 The daily log

Click **Export daily log…** (or File > Export daily log, Ctrl+E):



The Export window.

- Choose **the day on screen**, a **date range**, or **every day** in the log (one page per day).
- Tick the formats: **PDF**, **Word** and/or **CSV**.
- Click **Export…** and choose the folder. The files are named *Daily_Log_2014-10-10.pdf* (one day) or *Survey_Log_<from>_to_<to>* (several days).

Each day of the PDF and Word daily log has the job details, then the tables that have entries that day:

Table	What it shows
Events	Every entry: time, event text and initials. ROV entries in the ROV's colour.
Online nav setup changes	Time, system, what was changed, old and new values, reason and initials.
Waypoints	Name, coordinates, KP, depth and remarks.
ROV dives	ROV, dive number, off deck, on deck, time in the water and task.
Survey lines	Line, SOL and EOL times, KP at the start and end, and the file.
Video / DVR recordings	Camera, start, stop and the file or folder.
Logging	System, start, stop, file and folder.

The **CSV** file has one row per entry with the date, time, type, event text, ROV, dive, line, KP, waypoint and coordinates, file or path and initials, for a spreadsheet or another program.

Daily Survey Log · Friday 10 October 2014

Client	Example Client	Project	Pipeline route survey	Vessel	MV Example
Area	Example field	Job no.	EX-001	Times in	UTC

Events

Time	Event	By
00:00	Midnight position 42Â°31.8'N 28Â°30.2'E	SK
00:00	Continue investigating thruster fault on ROV 2. Waiting for spare parts for the winch.	SK
18:00	Toolbox talk. Prepare deployment of compatt. Box-in check	SK
18:20	Nav setup change: Online nav USBL transducer offset Z changed from -4.20 m to -4.35 m. Pole re-measured after deployment check	SK
18:40	ROV 1 off deck. SOD#9. Compatt installation	SK
18:45	Start logging Nav. File 20141010_160001	SK
19:10	Start DVR recording C. D:\Video\20141010\ROV1_D09_Special_task.mp4	SK
19:13	Fast marker on seabed	SK
19:16	Waypoint Compatt A. 273748.2, 184792.6. Depth 548 m. Compatt deployed	SK
19:20	Dunker in water	SK
19:51	Stop DVR recording C. D:\Video\20141010\ROV1_D09_Special_task.mp4	SK
19:51	ROV 1 on deck. EOD#9. Compatt installed	SK
20:20	SOL Box-in. File 20141010_171944	SK
21:07	EOL Box-in. Box-in complete. Vessel moving back to compatt	SK
21:07	Stop logging Nav. File 20141010_160001	SK
22:47	ROV 2 off deck. SOD#6. Recover compatt and fast marker	SK
23:14	Crane at 500 m water depth	SK

Online nav setup changes

Time	System	What was changed	Old	New	Reason	By
18:20	Online nav	USBL transducer offset Z	-4.20 m	-4.35 m	Pole re-measured after deployment check	SK

Waypoints

Time	Waypoint	Easting / Lat	Northing / Long	KP	Depth	Remarks
19:16	Compatt A	273748.2	184792.6		548	Compatt deployed

ROV dives

ROV	Dive	Off deck	On deck	Duration	Task
ROV 1	9	18:40	19:51	1h 11m	Compatt installation
ROV 2	6	22:47	11/10 01:02	2h 15m	Recover compatt and fast marker

Survey lines

Line	SOL	EOL	KP start	KP end	File
Box-in	20:20	21:07			20141010_171944

Video / DVR recordings

Camera	Start	Stop	File / folder
C	19:10	19:51	D:\Video\20141010\ROV1_D09_Special_task.mp4

Logging

System	Start	Stop	File	Folder
Nav	18:45	21:07	20141010_160001	D:\Survey\Nav

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Page 1 of the example's PDF daily log.

> **Tip**
> If a file won't save, it is probably open in another program. Close it and export again.

9 Trial and licence

The program runs as a free 48-hour trial with everything working. A bar under the title shows how long is left. After that it needs a Survey Software Utilities licence key: click **Enter licence key…**, paste the key from the email and click **Activate**. One key unlocks every Survey Software Utilities program on the PC, on up to 4 PCs. With a licence the bar goes, and the window title shows **Licensed until** and the date. The licence is checked online now and then and works for up to 30 days at a time without internet. Your logs are never affected - they stay readable however the licence stands.

10 Troubleshooting

Problem	What to check
“Check the time”	Type the time as 1930, 19:30 or 19.30 (hours 0-23, minutes 0-59).
“Check the date”	Type the date as dd/mm/yyyy, e.g. 21/10/2026.
An entry is on the wrong day	Double-click it and correct the date; it moves to that day.
The dive number is wrong	Double-click the SOD entry and change it - the next SOD counts on from it.
An ROV is shown in the water when it isn't	Its ROV on deck entry is missing: add it with + Add entry and the real time.
ROV entries are not coloured	Check the ROV's name in File > ROVs and colours matches the name in the entries.
The log opened on a blank day	Use the arrow buttons, Go to date or Find to get to the entries.
“The log couldn't be saved”	The folder may be unavailable (e.g. a network drive). Use File > Save log as to keep it somewhere else.
An export won't save	Close the file in the PDF viewer, Word or the spreadsheet and export again.

Keyboard shortcuts

Keys	Command
Ctrl+N / Ctrl+O	New log, open a log
Ctrl+E	Export the daily log
Ctrl+← / Ctrl+→	Previous / next day
Enter (in an entry window)	Save the entry
Enter / Delete (on an entry)	Change it / delete it