

Welcome

What is LogCheck?

LogCheck is the easiest way to bring your paper log sheets onto your iPhone, iPad, or iPod touch.

With your new electronic logs, you can set up “out of range” alerts and daily email reports to keep on top of maintenance issues.

If you don't already have log sheets, LogCheck makes it easy to establish a simple maintenance routine that works for you and your facility. It comes with over 70 different pre-built log types to choose from, and all can be customized.

If you already have custom log sheets for your facility, you can snap a picture and we can set LogCheck up for you!

Why does LogCheck need to connect to the Internet?

When an Internet connection is available, LogCheck saves a copy of your data in the cloud. This gives you a backup copy should something happen to your device, and also enables you to share the data with your colleagues, service vendors, or other LogCheck users.

I have a good idea for LogCheck, how do I tell you about it?

We love user feedback! If you have a complaint or suggestion to improve LogCheck, let us know by tapping the speech bubble  on the bottom toolbar and write your comments in an email to us.

About Locations

Locations represent where you keep your logbooks. A location can be an entire building (“125 West 31st Street”), a single room or floor (“Mech Room C”), or a particular asset with many logs associated with it (“Chiller #1”).

How do I create a new location?

Enter Edit Mode by tapping **Edit** (top right corner) then tap **New** (top left corner).

How do I rename or delete a location?

Enter Edit Mode by tapping **Edit** (top right corner), then tap the location you would like to edit. You can rename or delete a location from the edit screen.

How do I change the order of locations in the list?

Enter Edit Mode by tapping **Edit** (top right corner). To reorder the locations, tap and hold the three-lined handle to the right of the location you want to move. Drag the location up or down to the desired place in the list.

About Logs

Logs represent the items (gauges, meters, visual inspections, etc.) you'd like to track within a given location. LogCheck comes with over 70 different pre-built log types to choose from, and all can be customized.

What do the icons next to a log name mean?

- Due for a new reading.** For example, if a log is set to be checked daily, this indicates that more than a day has passed since the most recent entry.
- Up to date.** This log is not yet due for a check. You are still able to add entries to it, if you wish.
- Check this log as needed.** For example, a "Boiler Serviced" log only requires an entry when the boiler is serviced.
- Suspended.** For example, a seasonal log may be suspended in the summer or winter.
- Dependent.** This log depends on another log which is due for a new reading. For example, a boiler stack temperature reading depends on the boiler status. If the boiler is running, the stack temperature will become due; otherwise, it will be suspended.

How do I create a new log?

Enter Edit Mode by tapping **Edit** (top right corner) then tap **New** (top left corner).

A list of available log templates will appear. Once you select a template, you have the option to customize it, including changing the name to one

you will more easily recognize.

How do I add a new entry to a log?

Tap the  or on the name of the log to add a new entry to that log.

How do I view past readings of a log?

Tap the  next to the name of the log you want to view. You can also swipe to the left on the log you want to view.

How do I customize or delete a log?

Enter Edit Mode by tapping **Edit** (top right corner), then tap the log you would like to edit. You can also delete a log from the edit screen.

How do I change the order of logs in the list?

Enter Edit Mode by tapping **Edit** (top right corner). To reorder the logs, tap and hold the three-lined handle to the right of the log you want to move. Drag the log up or down to the desired place in the list.

We recommend ordering your logs to match the order in which you make your rounds.

About Records

Records are the timestamped readings or inspection notes associated with each Log. They are the entries that make up a log.

How do I add a new record?

Enter Edit Mode by tapping **Edit** (top right corner), then tap **New** (top left corner).

You can also go back to the list of Logs, and tap the log you want to add a record to.

How do I edit a record?

To edit any record, simply tap on it.

Records can be edited for up to fifteen minutes after they have been entered. Once a record is more than fifteen minutes old, it becomes locked and can no longer be changed.

If you made a mistake and want to change a locked record, you can delete it and enter a new one to replace it. (Tapping on the timestamp while creating the record will allow you to backdate it if needed.)

How do I delete a record?

Swipe your finger across an entry to display the delete button, or tap the edit button to enter Edit Mode.

How do I view a graph of my data?

Tap the  on the bottom toolbar. When viewing the graph, you can use your fingers to zoom in and out or move the screen. If you'd like to share the graph, select the "export" button in the upper right corner and select email.

Can I analyze the data on a computer?

Tap the  on the bottom toolbar. You can email the contents of the current log as an attachment.