



How to use the online dive log

Introduction

Stratford on Avon BSAC's online dive log provides a way for Dive Managers and their assistants to record and submit details of trips and the dives done on them. It is a mobile friendly website that can be used wherever data is available—in the pub after a day's diving, or even on the boat. It is closely integrated with the members' directory.

Where to find the dive log

The dive log tool can be found at <https://divelog.stratforddivers.co.uk/>.

You can scan the QR code to get there. You will need to login to the tool. The login details that you use are the same as you use for the members' directory.



Basic process

The basic process for recording the logs for a trip is:

- Create the *trip*
- Add *people* to the *trip*
- Add *dives* to the *trip*
- Add the dive details for each of the *people* to each of the *dives* they did
- Mark the log complete

You may find it easier to create the trip and add the people to it before the trip commences.

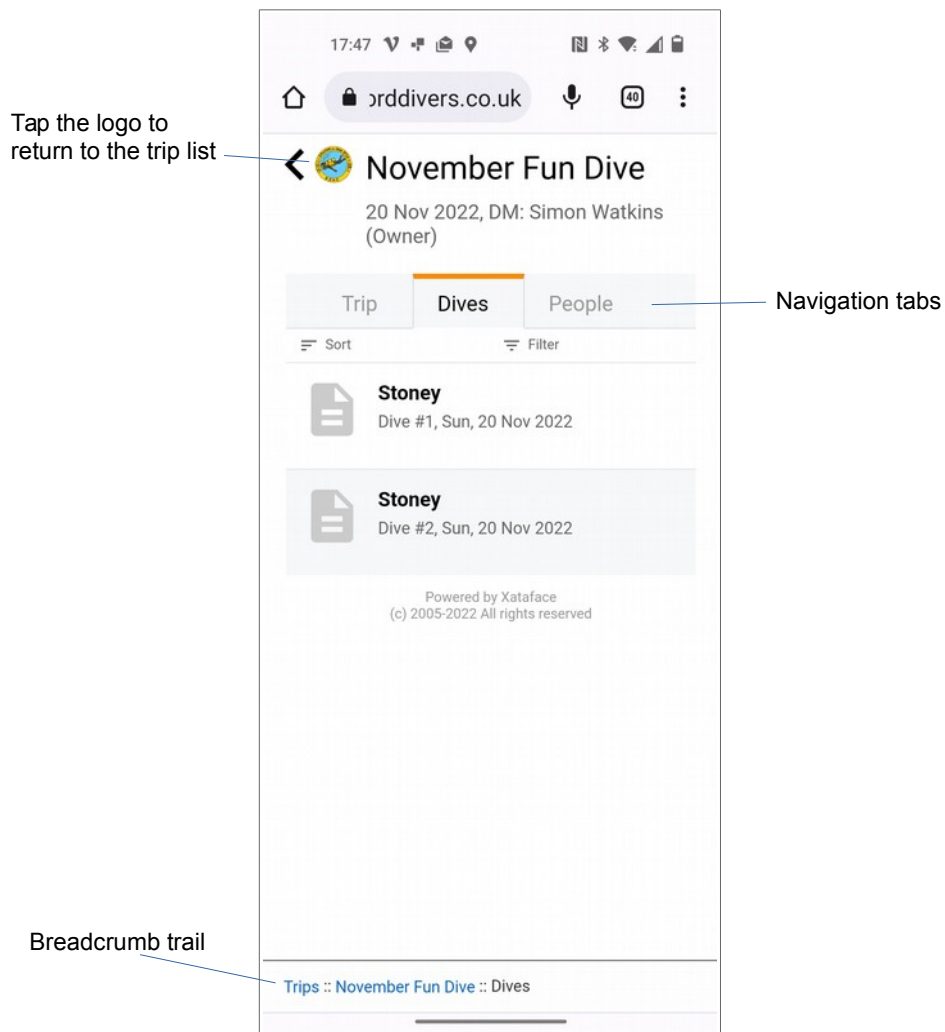
Navigating the dive log

When you first login you will see a list of trips that you have been on. Of course, there may be nothing in the list yet!

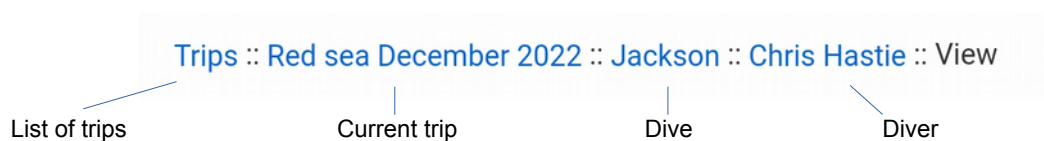
At any time you can get back to the list of trips by tapping or clicking on the club logo.

Tap on a trip name to view details of the trip. This view has three tabs.

- Trip: contains the basic details about the trip
- Dives: contains a list of dives that were done on the trip
- People: contains a list of people who were on the trip

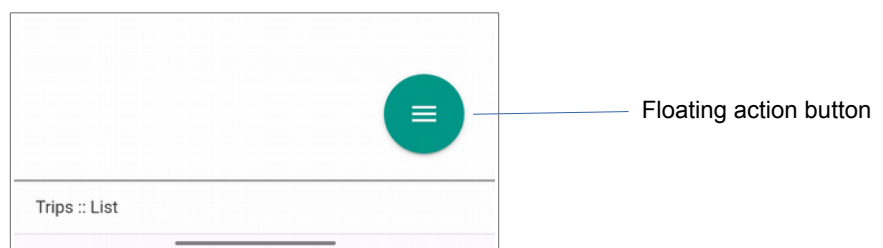


You will also see a 'breadcrumb trail' of links. On a mobile this appears at the bottom of the page. On a desktop it is towards the top left. The breadcrumb trail lets you quickly get back to key places, such as the list of trips, or the main page for the current trip you are working on. Here's an example of a breadcrumb trail.



Tapping on a dive name will take you to the list of divers on that dive. Tapping on the diver's name will show details of their dive.

In the mobile version actions, such as adding a new trip, are always reached from the 'floating action button' (FAB) at the bottom right of the screen.



Adding a trip's records

The basic procedure for logging a trip is

- Create the *trip*
- Add *people* to the *trip*
- Add *dives* to the *trip*
- Add the dive details for each of the *people* to each of the *dives* they did
- Mark the log complete

Create the trip

Start in the trip list page (tap the club logo to get there if you are not already). Tap the floating action button and tap 'Add trip'.

You will be taken to the 'Create new Trip' page. Fill in the basic details for the trip. Give it a descriptive name—often the location will be a good choice. You may need to be a bit more imaginative with sites like Stoney though, so that the trip can be identified from all the other Stoney trips.

Start date: the date of the beginning of the trip. This helps distinguish trips with the same name, and is used to list them in order.

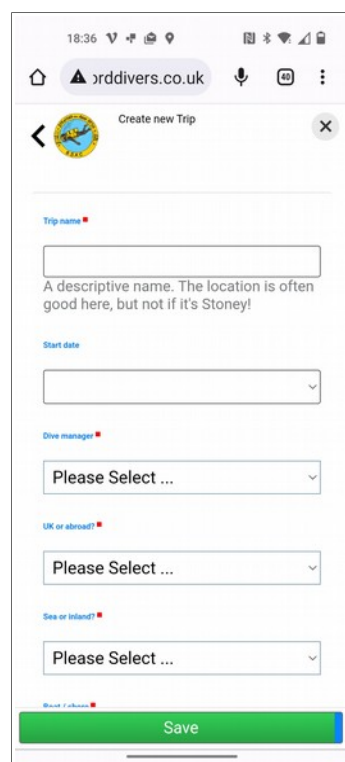
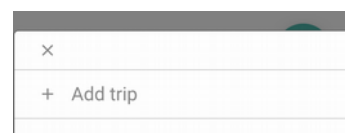
Dive manager: select the name of the dive manager. The dive manager and the person who creates the trip will co-own the trip record. Only these people can mark the trip's log completed.

Indicate if the trip is in the UK or abroad, and if it is sea or an inland site.

Boat / shore: Indicate whether the trip is boat based or shore diving. For boat based trips, select the type of boat. This sets the default for the trip, but you can override it on a per dive basis, as some trips have a mix of different types.

Enter any notes that apply to the whole trip. There are other places to enter notes that relate to particular dives, or individual divers.

When you're done, click 'Save'. The new trip will be saved and you will be taken to its 'People' tab ready to add people to the trip.



Add people to the trip

Click the floating action button and 'Add People'. You will be taken to the 'Add New People' page.

Select a person from the list. The list shows all club members.

Indicate whether they will collect records for the trip or not. Everyone you add will be able to view the trip's record. Only those who are marked as collecting records will be able to enter dive details.

Click 'Save'. The person will be added to the trip and you will be taken straight back to the 'Add New People' page. Keep on adding people until you've added all the people you want. Then click the 'Go to Dives' button.

Add Dives

From the trip's Dives tab, tap the floating action button and 'Add Dive'. You will be taken to the 'Add New Dive' page.

Date: enter the date of the dive.

Order in the day: the order in which the dive occurred in the day, e.g. for the second dive, enter 2.

Site: the name of the dive site.

Boat / shore: Was this a boat or shore dive? If boat, what type? This will already be filled in with the value selected for the trip, but can be changed if needed.

Dive notes: any notes about this particular dive, e.g. the sea state, the weather etc.

Click 'Save'. You will be taken back to the dive list. At this point you can add another dive. Or you can tap on the dive from the list to begin adding dive details for each diver.

Log the dive details

From the trip's 'Dives' tab, click or tap on the dive you want to add details to. You will be taken to a list of divers on the dive, which may be empty.

Tap on the floating action button and tap 'Add Diver'. You will be taken to the 'Add New Diver' page. This is where the key details of each diver's dive are entered.

Diver: select the diver from the list. The list includes only people who have been added to the trip. If a diver is missing, either you haven't added them to the trip yet, or you have already entered their details.

Qualification: this will be picked up from the directory, but if it is wrong for any reason (perhaps they qualified to a new grade this morning and the directory hasn't been updated) you can change it.

Time in: the time of beginning the descent.

Total time: the total time (in minutes) of the dive from start of descent until returning to the surface, including all stops. Take this time straight of the diver's computer.

Deco time: the amount of time spent on deco stops. Record mandatory deco only, not discretionary safety stops. For no-deco dives, leave this blank.

Maximum depth: the maximum depth, in meters.

19:03 | rrdivers.co.uk | Add New Dive

Date

Order in the day

Please Select ...

Site

Boat / shore

Hardboat

Dive notes
e.g. sea state, weather

Trips :: Red sea December 2022 :: Add new Dives record

20:27 | rrdivers.co.uk | Add New Diver

Diver

Please Select ...

Qualification

Advanced

Time in

hh:mm, 24 hour format

Total time

Include all stops

Deco time

Trips :: Red sea December 2022 :: Jackson :: Add new DiverDetails record

Any incidents?: if the diver experienced any incidents on the dive, check this box and give details in the notes. The intention here is to help the club learn how to dive more safely. The box should also be checked for near misses, as just as much can be learnt from near misses as from actual incidents.

Incidents can include any issues with gas, such as returning to the surface with low gas (less than 50 bar in any cylinder), or unplanned switches to back-up or bail-out systems, such as a buddy's octopus, or a pony. Free-flows, twinset shutdowns, and bail-outs to open circuit when diving CCR should be included.

Role: this field is optional, but is useful if the diver played a particular role on the dive, such as instructing, or dive leading.

Notes: add any notes about this diver's dive. Include details of any incidents, or training received etc. For Ocean Divers and Advanced Ocean Divers please record who their buddy was.

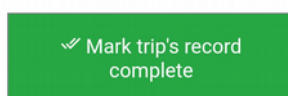
Click 'Save'. This diver's details will now be in the list. Keep going until you have added all divers.

Mark the log complete

Once you have added all the dives to the trip, and all the diver details to each dive on the trip, you should mark the log complete. This will make it read only, preventing any further changes, and will let the Diving Officer know about the log.

Return to the trip's main page by clicking on its name in either the breadcrumb trail, or the list of trips.

Tap or click the 'Mark trip's record complete' button.



That's it! You've submitted the logs for the trip.

Understanding permissions

Here's a summary of how permissions work in the dive log tool. Your current permission for a trip is shown in brackets in the list of trips.

- Any club member can create a new trip.
- Owner: the member creating the trip and the Dive Manager are co-owners of the trip's record. Only they can edit details of the trip itself, and only they can mark the trip's record complete.
- Records: anyone who is marked as collecting records for the trip can add other people to a trip, add dives to the trip, and add dive details to a dive on the trip.
- Read only: All people on the trip can read the logs for that trip, but without other permissions they can't add to or edit them.
- No access: people who weren't on the trip cannot see the trip in the list of trips.

Video

You can find a video walk through of using the dive log here:

<https://vimeo.com/779669480>

Or a portrait version that's better on mobiles here:

<https://vimeo.com/785799660>