



Watchkeeper 3 HELP - How to use the “Synchronise with Office” feature in ISF Watchkeeper 3

Overview

The “Synchronise with Office” feature within ISF Watchkeeper allows sending your Watchkeeper data to shore-based personnel for analysis. This method is very efficient in terms of the very small size of data packages sent, and it also enables shore-based personnel to view all reports that are accessible within Watchkeeper.

In order to keep the office database current, we recommend sending your Watchkeeper data packages **once per week**, after completing all weekly timesheet entries.

NOTE: This feature is only available in Watchkeeper 3 Client, version v.3.2.4328.18767 or later. This feature is not available in Watchkeeper 3 Single User

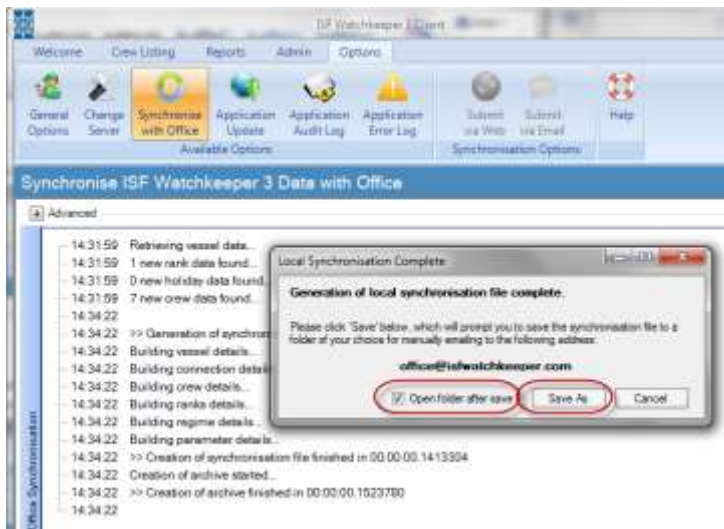
The submission of data must be manually initiated by the user by following the steps shown below:

How to use “Synchronise with Office” (Submit via Email)

1. Within WK3 Client, click OPTIONS then SYNCHRONISE WITH OFFICE
2. Use the toolbar button “SUBMIT VIA EMAIL” to send the data (the “SUBMIT VIA WEB” method only works if your computer has internet access):



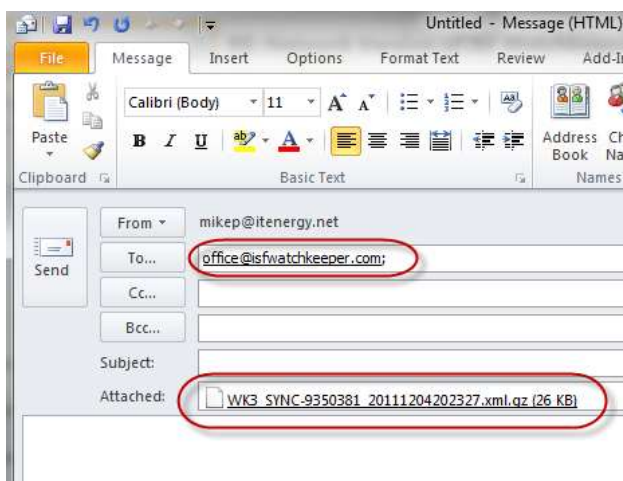
3. Watchkeeper automatically creates a data package, which contains all the changes made since the last data package was generated. If no previous package has been created, then all data is included:



4. Click the SAVE AS button to save the data package to your computer hard disk.
5. After saving the package, create a new email message:
 - a. Address the email message to office@isfwatchkeeper.com
 - b. Attach the data package that was saved in STEP 4, onto the email
 - c. Send the email

NOTE: Only send 1 data file at a time. Please do not include any PDF files or any other attachments. Please do not rename the file in any way

NOTE: You must send all data files generated and in the sequence that they are generated.



6. Within 15 minutes you will automatically receive a receipt confirmation email from us. Please read the confirmation notice to verify that the submission was successful.

If you have any queries or problems, please contact us on support@isfwatchkeeper.com

How to use “Synchronise with Office” (Submit via Web)

This alternative method also allows sending data packages, but only works if your Watchkeeper computer has internet access

1. Within WK3 Client, click OPTIONS then SYNCHRONISE WITH OFFICE
2. Use the toolbar button "SUBMIT VIA WEB" to send the data:



3. Your data will be automatically submitted over the internet and a confirmation message will display in the log window

If you have any queries or problems, please contact us on support@isfwatchkeeper.com