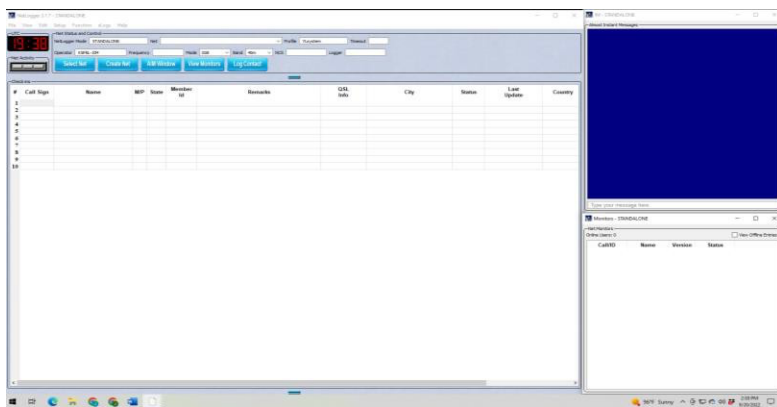


Netlogger Guide

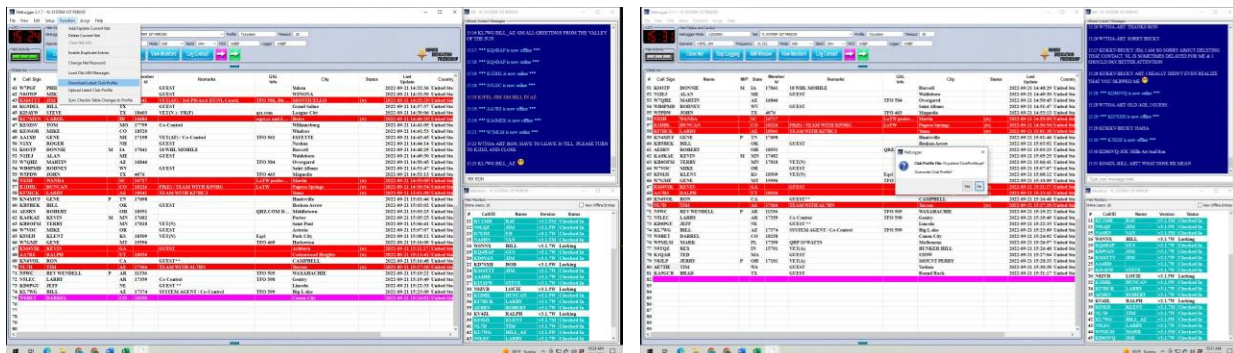
This Netlogger Guide will give an overview in setting up a log and other functions with the assumption that the user has been assisted by the Netlogger Coordinator or other designated control in downloading the Club Profile, QRZ, etc.

Always remember: the YL System exactly that...a system. It should **NEVER** be referred to as a “Net”.

Open Netlogger. If the setup is correct, the “Profile” field will show YLsystem and the “Operator” field will have your call, first name and frequency. The Netlogger, AIM and Monitor screens should be opened and showing on your screen...an orientation of these panes is shown for example. You can orientate these windows to your liking.

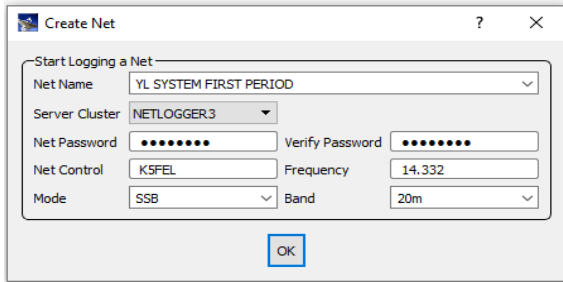


At this point the Club Profile should be downloaded prior to opening each log. Downloading the Club Profile is accomplished by selecting the “Function” tab at the top of the Netlogger window; hover over “Download Latest Club Profile” and select it. In the popup window, you are asked if you want to “Overwrite Club Profile?”...select “Yes”.



Netlogger Guide

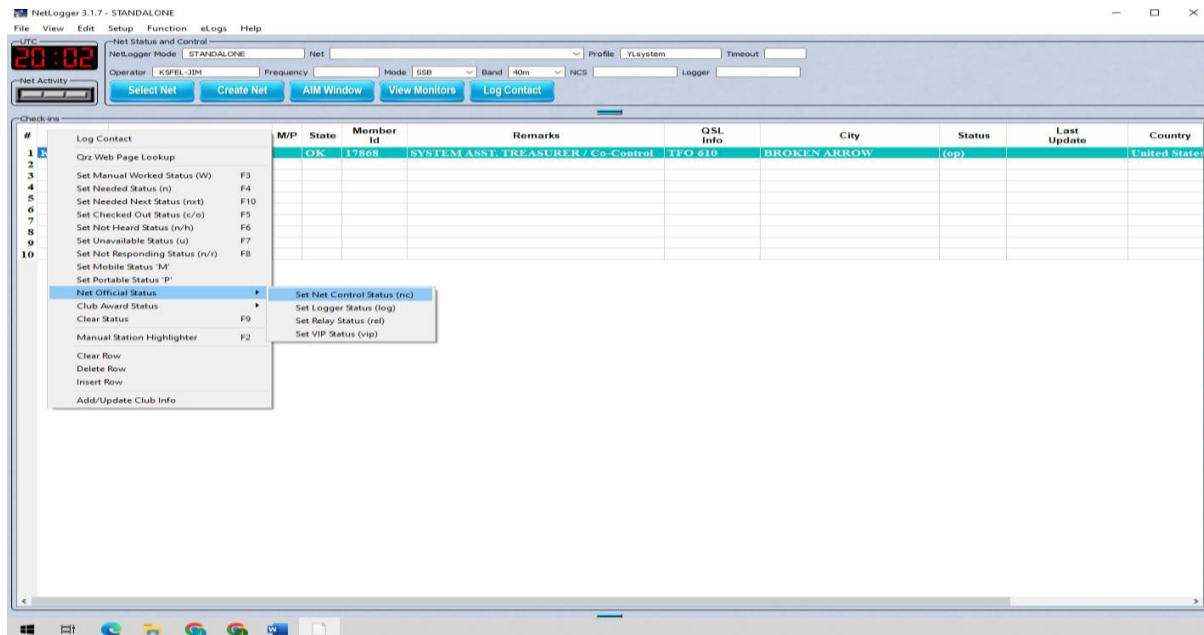
Now select the “Create Net” tab in Netlogger; the “Create Net” popup window is shown.



The “Net Name” field should reflect whichever Period you are opening the log for. The “Net Password” will be supplied by the Netlogger Coordinator or designated control . At this point, select “OK” and your period log is opened. Once the log is opened, the opening comments are copied and pasted into AIM. This information as well as the Preamble that is read and the Closing Remarks are found in the file “Preamble, AIM Info and Closing Remarks”.

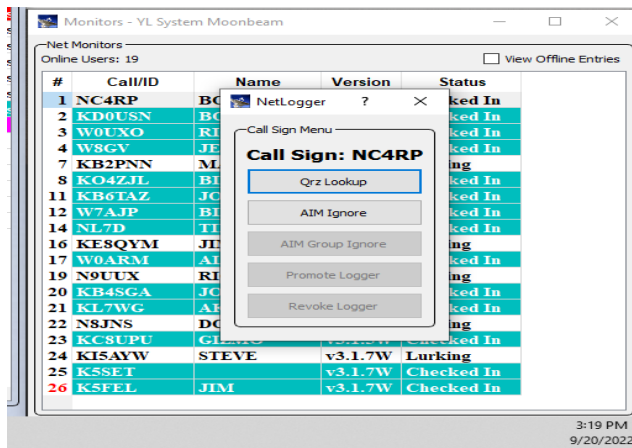
The callsigns of all controls are entered into the “Check-ins” window starting with the Period Coordinator. * Check with the Period Coordinator as this is at their discretion and also for the order of controls. *

After the Contact are entered, right click on the 1st control. In the pop-up window, hover over “Net Official Status”. In the flyout window, select “Select Net Control Status (nc)”. Repeat this process with all controls. If correct, each control’s line will be blue/purple.



Netlogger Guide

As each control enters the log instance, they will show up in the “Monitor” window. Left click on each control’s callsign and select “Promote Logger”. See example below. This is what is referred to as “sending the green”.



At the top of the hour whether being handed off from a previous period or starting the day, the Preamble is read aloud (found in the “Preamble, AIM Info and Closing Remarks”) file.

Period co-controls are introduced now starting with the Period Coordinator, if present for control work, otherwise start with yourself as Primary control.

When opening the log asking for check-ins, the first call is for any DX, QRP or mobile. After that initial call for DX, QRP or mobile open the log to general check-ins.

On your 1st call each turn, identify yourself by callsign phonetically and the period. An example:

“This is Kilo 5 Foxtrot Echo Lima, this is the YL System 1st Period, and I’m looking for your check-in. Come now please”. You will learn a lot from listening to others and forming your own cadence.

Be sure to keep an eye on the “AIM” window for notifications from other co-controls for relays.

Keep control for a reasonable time and pass control to the next co-control after a total of 3 unanswered calls or no more than 5 minutes

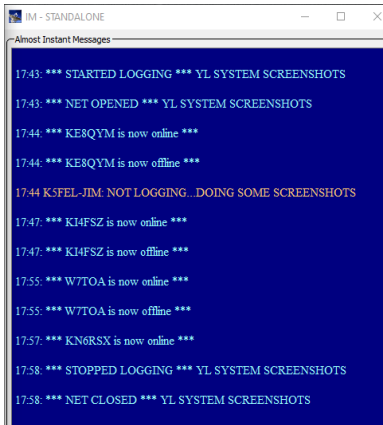
Designations for Check-ins

Mobile, Portable noted in M/P column with an “M” or a “P”.

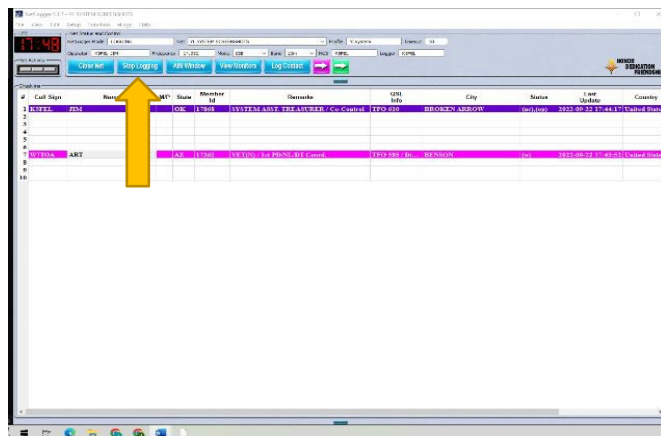
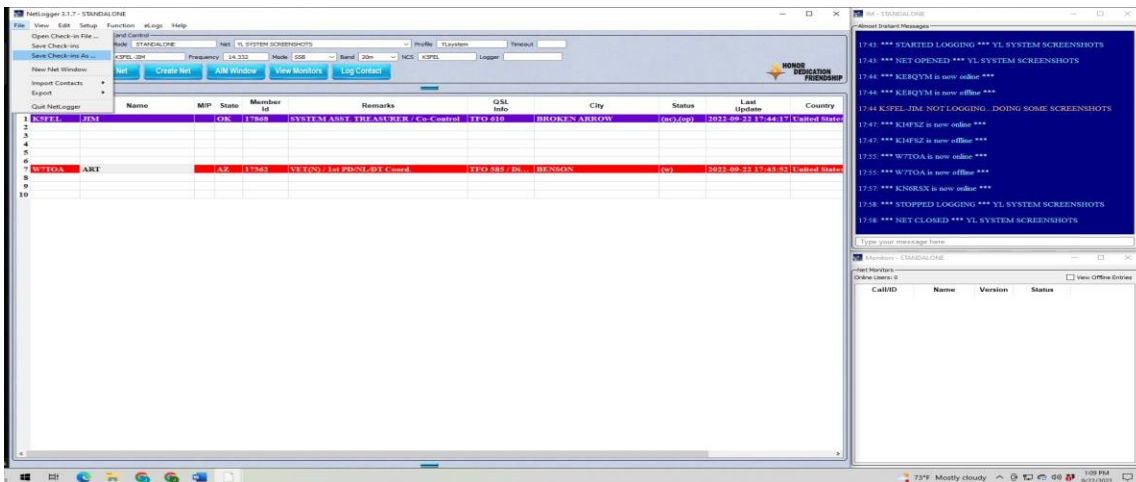
If mobile or portable, ask what state they are in and reflect that in the “State” column.

QRP with number of watts is noted in remarks field. Example: QRP 5 WATTS. Anything over 10 WATTS is **NOT** QRP.

Netlogger Guide



If this were to happen, don't panic. Do not close the Netlogger instance on your screen. First select "File" at the top of the "Netlogger" window, select "Save Check-ins As", select the location you want to save and select "Save".



Now, in the same Netlogger instance that was inadvertently closed, select "Create Net" just as you would when starting a log. The majority of the time Netlogger will reopen the log that was closed and all of the callsigns logged so far will be there. If not, that is why you saved the entries. Select "File", select "Open Check-in File", and browse to the location you chose and select the file. Everything that you saved is back. The co-controls will need a status change to "(nc)" and "send green" again identical to initially setting up the log to open. You are

Netlogger Guide

now back, ready to log again. Be sure that if any check-ins were taken before the log was reopened, they are entered into the log by the co-control(s) that received them.

At around 15 minutes until the end of the period, the "Closing Remarks" should be posted in "AIM" (found in the "Preamble, AIM Info and Closing Remarks" file). 1 or 2 minutes prior to the end of the period, control should be sent to the Period Coordinator or Primary Control *Period Coordinator's discretion, for handoff to the next period or to close the YL System if there aren't any more periods that day. Either way, the "Closing Remarks" can be found in the "Preamble, AIM Info and Closing Remarks" file.

At the top of the hour, pass control to the oncoming Primary control. They will ask you if you want to be on their log, followed by asking each of the other co-controls the same. At this point, if everything is correct on the log, select the "Close Net" button at the top. A popup window comes up, select "Yes" to close the Netlogger instance.

If the need arises, another Netlogger Guide may be produced to cover more advanced topics. Feel free to ask questions. 73 all