

Using NetLogger

Overview

Logging of the Emergency Net will be done using the free [NetLogger](#) software available for Windows, Linux, or MacOS. Using this software will allow us to pass on the current roster to the following Net Control station without having to relay information over the air.

NetLogger allows you to check stations into and out of the net and automatically lookup their station information if you have a [QRZ](#) subscription. Video training for NetLogger can be found on the [activation status page](#).

If you do not feel comfortable using the software, you may log via paper or another preferred method, but you will need to pass on the current roster to the next NCS over the air prior to your shift ending, however, we strongly encourage the use of NetLogger to keep the net consistent. Please take time to practice prior to an activation.

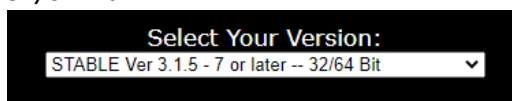
The Emergency Net will be created on NetLogger for you at the start of the net activation. The Net Manager will provide the logging password to all scheduled NCS'. If you need any installation help, please email info@nflemergency.net.

Left click means pressing the left button on your computer's mouse. Right click means pressing the right button on your computer's mouse. Additional help is available by choosing Help then Contents.

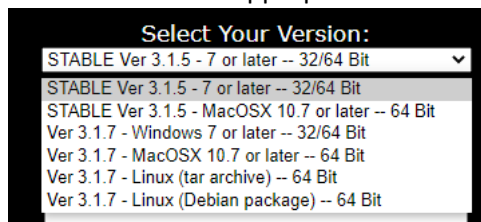
Instructions

Installation

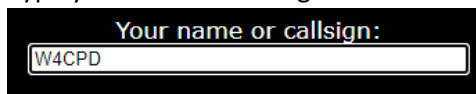
1. Download the appropriate version of the software from the [NetLogger website \(netlogger.org\)](#) for your computer's operating system. These instructions will focus on Microsoft Windows.
 - a. Please ensure you have the latest version of the software before you start your NCS shift.
 - b. On the NetLogger website [download page](#), in the *Select Your Version* drop down box, verify the version you wish to download is selected. If using Windows, you are looking for *STABLE Ver X.X.X – 7 or later – 32/64 Bit*



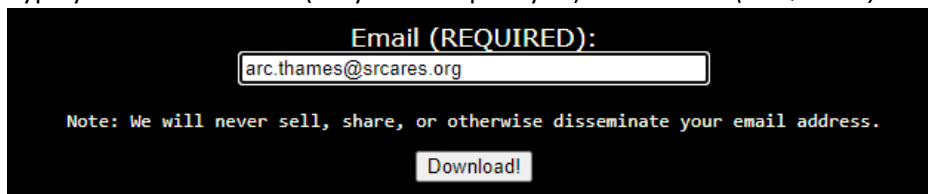
- i. If you need another operating system such as MacOS or Linux, single left click in the drop down box and select the appropriate version for your system.



- c. Type your name or callsign in the *Your name or callsign* box



- d. Type your email address (they do not spam you) in the *Email (REQUIRED)* box

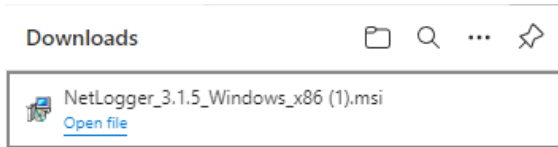


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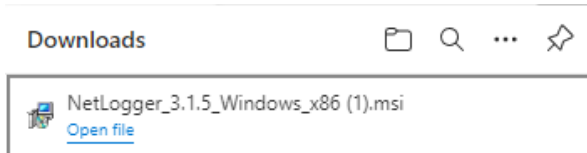
- e. Single left mouse click the *Download!* Button



- f. Depending on the web browser that you are using, a window will pop up displaying the download.



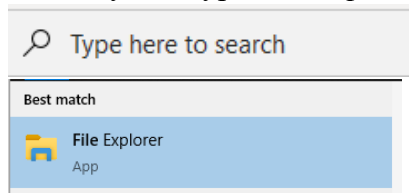
2. Locate the downloaded install file that will be named something similar to *NetLogger_X.X.X_YourOS.msi* (the file name will be different on MacOS or Linux.)
- a. Your web browser may have a link that has popped up to *Run* or *Open file*, if so, you may single left click that link to start the installation.



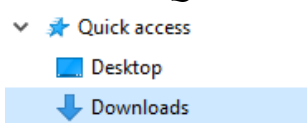
- b. If not, your download should be in your Windows default downloads folder.
- i. To navigate to your downloads folder, open the Windows File Explorer from your taskbar by single left clicking the file folder icon.



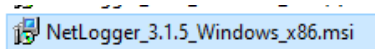
- ii. You may also type *File Explorer* in your search box if displayed



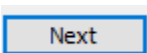
- c. In the bar on the left-hand side of the *File Explorer* window, single left click the *Downloads* folder under *Quick access*.



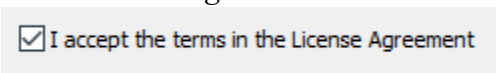
3. Once you have located the installer file in your downloads folder, double left click the file to begin the installation.



4. A *Welcome to the NetLogger Setup Wizard* screen will be displayed. Single left click the *Next* button.

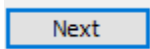


5. On the *End-User License Agreement* screen, single left click in the checkbox next to *I accept the terms in the License Agreement*.

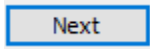


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6. Single left click the *Next* button



7. On the *Destination Folder* screen, single left click the *Next* button



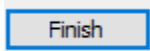
8. On the *Ready to install NetLogger* screen, single left click the *Install* button



9. Depending on your Windows settings, you may see a *User Account Control* window pop up. If so, single left click *Yes*

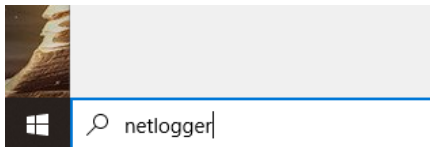


10. After a few moments, the *Completed the NetLogger Setup Wizard* screen will display. Single left click the *Finish* button

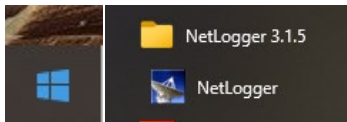


Opening NetLogger

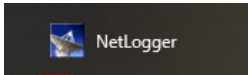
1. Once installation has completed, locate the NetLogger software on your computer
 - a. You can type *NetLogger* in the search box if available



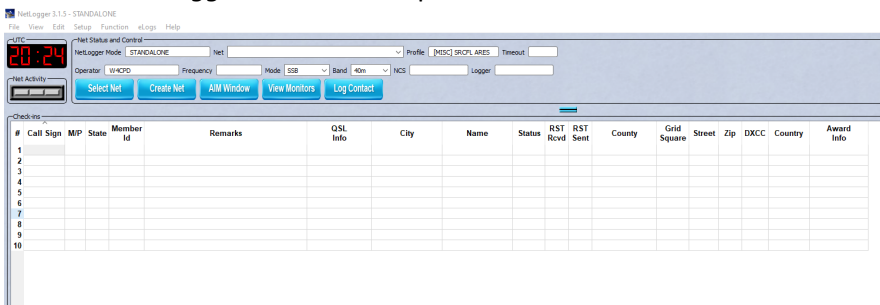
- b. Additionally you can look for *Netlogger* in your start menu by single left clicking the *Windows* button and then looking for *Netlogger X.X.X*



2. Once located, single left click *NetLogger*



3. The main *NetLogger* window will open in *STANDALONE* mode

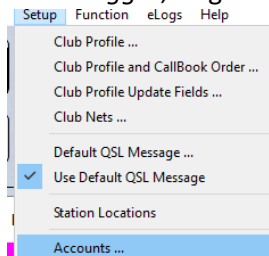


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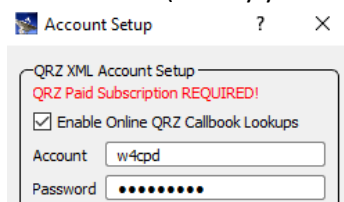
Configuring QRZ Automatic Lookups

If you have a paid QRZ subscription, you can enable automatic lookups for station information. This is not required but is helpful to reduce the amount of information needed to be captured.

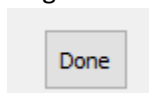
1. In *NetLogger*, single left click *Setup* then in the menu that pops up, single left click *Accounts*



2. In the *Account Setup* screen, single left click the *Enable Online QRZ Callbook Lookups* check-box and type in your QRZ account (usually your callsign) and your QRZ password.



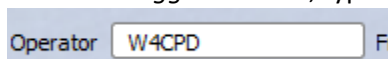
3. Single left click the *Done* button



Logging the net

1. As previously mentioned, the Net Manager will have already created the *Northern Florida Emergency Net*. During your NCS shift, you will assume control of the net and pickup the current log.

- a. In the *NetLogger* window, type in your callsign in the *Operator* box located at the top of the window



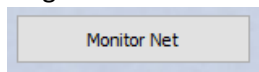
- b. Single left click the *Select Net* button



- c. In the *Nets in Progress* window, single left click the NFL Emergency Net



- d. Single left click the *Monitor Net* button at the bottom of the *Nets In Progress* window



- e. Once connected, you will see the current Check-ins, if any. The current NCS will be highlighted in purple.

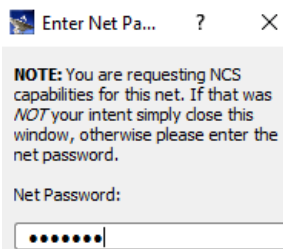
| # | Call Sign | M/P | State | Member Id | Remarks | QSL Info | City | Name | Status | RST Rcvd | RST Sent | County | Grid Square | Street | Zip | DXCC | Country | Awk Int |
|---|-----------|-----|-------|-----------|----------------|-----------------|-------------|--------------------|--------|----------|----------|------------|-----------------|--------|-----|------------|---------|---------|
| 1 | WD4CL | | | | (no club info) | | | | | | | | | | | | | |
| 2 | W4CPD | | FL | | (no club info) | Please send ... | Milton | Arc J Thames | (op) | | | Santa Rosa | EM60kn Po ... | 32... | 291 | United ... | | |
| 3 | K4HBN | | FL | | (no club info) | | Port Orange | Karl J Martin | | | | Volusia | EL98ju Po ... | 32... | 291 | United ... | | |
| 4 | KT4DD | | FL | | (no club info) | | Cantonment | Daniel A Latour... | | | | Escambia | EM60... 657 ... | 32... | 291 | United ... | | |
| 5 | W4JPH | | FL | | (no club info) | | Milton | Jack P Holladay | | | | Santa Rosa | EM60... 6952... | 32... | 291 | United ... | | |

2. Once you have completed your hand off with the current NCS, single left click *Start Logging*. **Do not** click the *Close Net* button. This will be done by the Net Manager.

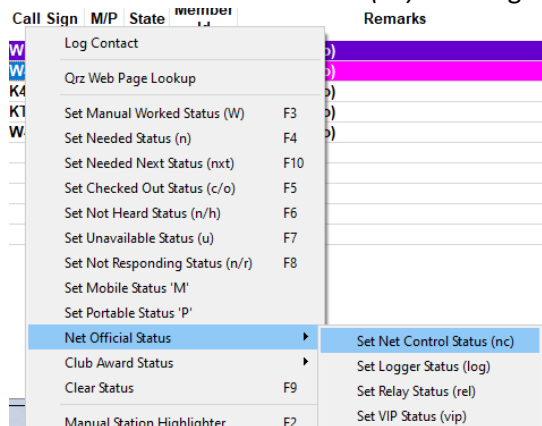


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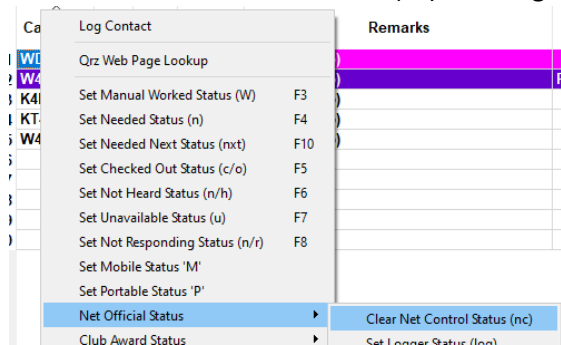
- A dialog box will popup asking for the *Net Password*. ***Do not*** give this information out on the air. The net password will be provided to all NCS' via email or phone call by the net manager. Enter the password you were provided and press the *Enter* key on your keyboard.



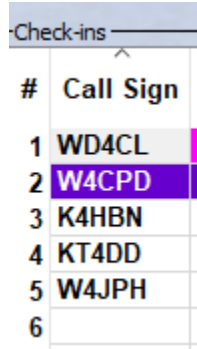
- Locate your Check-in within the log and single right click it. A menu will pop up. Navigate to *Net Official Status* then to *Set Net Control Status (nc)* and single left click it.



- Locate the previous NCS in the log and single right click it. A menu will pop up. Navigate to *Net Official Status* then to *Clear Net Control Status (nc)* and single left click it.



- As stations check in, type their call sign into the first blank *Call Sign* field in the *Check-ins* box then press the *Enter* key on your keyboard.



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7. If you configured your QRZ login, the information about the station will automatically fill in if you have an internet connection.

| | | | | | |
|---|-------|----|----------------|--------------|-----------------|
| 6 | N4MRJ | FL | (no club info) | Jacksonville | Leo P Nadeau Jr |
|---|-------|----|----------------|--------------|-----------------|

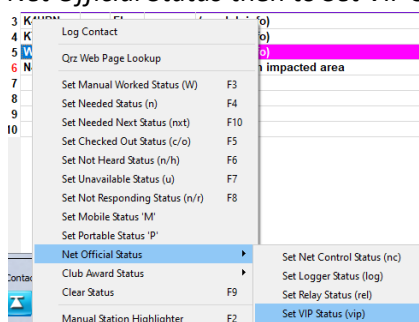
- a. If you do not have internet or a QRZ account, please manually fill in the stations *State, City, Name, and County* then press the enter key.

8. If the station provides any comments that need to be passed on, please enter it into the *Remarks* box next to their call sign. If it says *(no club info)* in the *Remarks* field, you can delete it out to fill in your comments.

| | | |
|-------|----|-----------------------------|
| N4MRJ | FL | Station is in impacted area |
|-------|----|-----------------------------|

9. If the station checking in is an EOC station or Northern Florida Section staff, you may also mark them as *VIP* to easily identify them in the log.

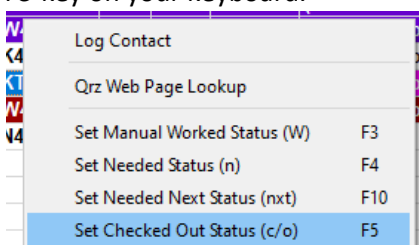
- a. Locate the station in the log and single right click their call sign. A menu will be displayed. Navigate to *Net Official Status* then to *Set VIP Status (vip)*



- b. The station will be highlighted in burgundy

| | | | |
|---|-------|----|----------------|
| 5 | W4JPH | FL | (no club info) |
|---|-------|----|----------------|

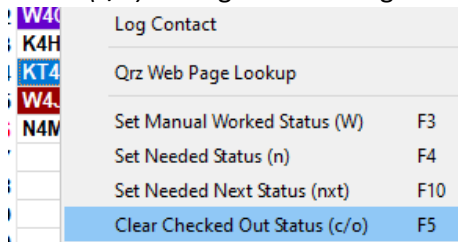
10. If a station wishes to *check out* form the net, locate the station in the log then single right click the station and single left click the *Set Checked Out Status (c/o)* option. You may also single left click the station then press the *F5* key on your keyboard.



- a. The station will be highlighted in gray

| | | |
|---|-------|----|
| 4 | KT4DD | FL |
|---|-------|----|

- b. You can also check a station back in by performing the same steps and selecting *Clear Checked Out Status (c/o)* or single left clicking the station then pressing the *F5* key on your keyboard.



- i. Alternatively you can create a new check-in for the station.

11. Additional status' can be found in the menu and set as necessary at your discretion such as mobile or QRP.

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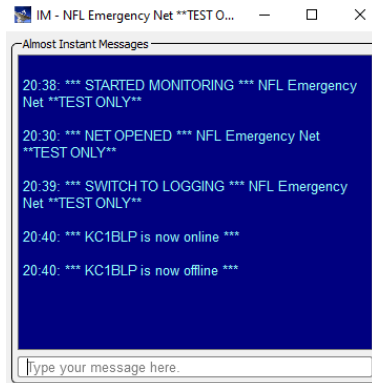
Other NetLogger Features

NetLogger also features a chat functionality that you can use to chat with others monitoring the net or other NCS'. Messages are not instant but do show up within a few moments.

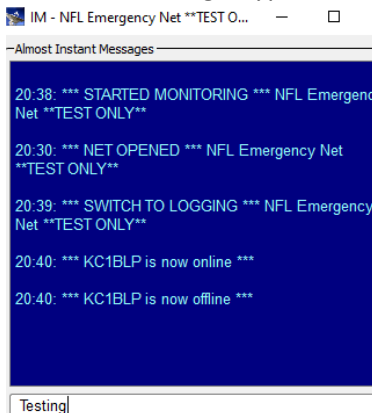
1. To access the chat feature, single left click the *AIM Window* button



2. An IM window will appear



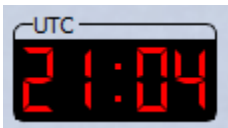
3. To send a message, type it within the *Type your message here* box and press the enter key on your keyboard



4. You may exit the Instant Message window by single left clicking the X at the upper right corner of the chat window.



The current UTC time is always displayed at the upper left hand corner of the NetLogger window.



If you have any questions or need assistance, please send an email to info@nflemergency.net and one of your Net Managers will assist you.