
A guide to using

Century Club Logger

Version 4.0

By Alpine Software



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I would also like to thank Rick Mobley, WB5FDP for all of help in finding program bugs and making suggestions on how this program has become a great program.

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September 15, 2002

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Introduction

Welcome

Welcome to Century Club Logger - The developers of Century Club Logger are experienced business systems professionals who know the features that heavy-duty, professional business applications must have. You'll find those features in Century Club Logger.

Who Should Use Century Club Logger?

Century Club Logger is for any individual wither they are a Net Control Station or just a user checking into any of the 3905 Century Club Nets who needs to maintain accurate records about all aspects of particular net. The following are included:

- Comprehensive Contact Management for both check in stations and Net Control (NCS) stations
- Interfaces with FCC data bases
- Download/update current FCC data
- QSL Buro support
- Club Officers/Master holders
- QSL card and label generation
- Operator can use 2 calls and track QSL cards for each
- Comprehensive Report management. All reports are customizable by the user.
- Fully customizable
- Easy to use 'point and click' Windows 32Bit interface
- Intelligent fields correct common entry mistakes
- Designed for quick entry using keyboard and shortcuts
- Field wizards help you to enter the correct information
- Store contact information for stations to recall later on

- Record stations address, comments
- Look up stations from QRZ (Internet)
- Quick database storage, instantly records contacts
- Generate Award Applications
- Over 100 pages of help
- And it is completely FREE!

Although you don't have to be a computer expert to use Century Club Logger, you should be familiar with the following:

The Microsoft Windows/98 operating environment and conventions.

Use of a mouse

Documentation Conventions



When you see this symbol we will explain a caution topic



Caution



Important Notes



Tips and how to's



General notes

User's Guide

This User's Guide tells you everything you need to know to use Century Club Logger. Chapter 1, *Getting Started*, shows you how to SETUP Century Club Logger and set it up. Chapter 2 and the subsequent chapters show you how to use Century Club Logger.

Quick-Start Recommendations

Everybody wants documentation, but few want to read it from cover-to-cover. Everyone wants to get on with the task at hand.

That's why you'll find a "Quick-Start Recommendation" in the introduction to most chapters. The Quick-Start Recommendation suggests the quickest way to use the chapter. The Quick-Start Recommendation points out what you must read and what you can save for later reference.

Century Club Logger Technical Support

If you need telephone support, call **(503) 540-3270**. Telephone support hours are from 6:00 p.m. to 10:00 p.m. Monday through Friday Pacific standard time.

You may contact us via the Internet at dean@alpinesoft.com.

When you contact technical support, please provide your Century Club Logger serial number. You'll find your Century Club Logger Serial Number located on the back side of your distribution diskettes.

Getting Started

This chapter shows you how to SETUP Century Club Logger on your computer and how to run it. When you're ready to SETUP Century Club Logger, you'll need the Century Club Logger SETUP Disks.

The chapter concludes by pointing out some things that you should know to help you use Century Club Logger.

Quick-Start Recommendation Read this entire chapter. It's chock full of useful information.

Chapter Contents

Installing Century Club Logger

- Before You Begin Installation

- Running SETUP

- Running Century Club Logger

Using Century Club Logger

- Century Club Logger Main Screen

- Special Keys, Mouse buttons

Printing

- Print Preview

Installing Century Club Logger

This section shows you how to install and run Century Club Logger.

To install Century Club Logger on your computer you run the program SETUP.EXE on the Century Club Logger SETUP compact Disk.

Important You cannot simply copy files from the SETUP Disks to your hard disk. You must use the SETUP program to decompress and install the Century Club Logger files in the Century Club Logger directories.

Before You Begin Installation

Before you install Century Club Logger, make sure that your computer meets the minimum requirements.

Check the Hardware and System Requirements

To run Century Club Logger, your computer system must meet these requirements:

- Any IBM®-compatible computer with a Pentium 350mhz processor or higher.
- A mouse.
- 128 MB RAM.
- A hard disk with 400 megabytes of free space.
- A CD ROM Drive.
- VGA or higher resolution monitor (At least 1024 x 768).
- Microsoft® Windows/98se/NT/2000®/XP (this is a requirement, this version WILL NOT run under Windows95 or Windows 3.x).
- Installed Windows fonts: Arial, Courier New and Times New Roman

Running Install

Begin the Century Club Logger installation process by running SETUP.EXE. If you are installing from a floppy disk drive other than A, adjust the instructions accordingly.

To run SETUP

Insert Century Club Logger SETUP CD 1 into your CDROM Drive.

From the File menu of the Program Manager or File Manager, choose Run.

In the Command Line text box, type a:setup and click OK.

Install displays a dialog telling you that it will SETUP Century Club Logger in the c:\Program Files\Century Club Logger directory, or another directory of your choice.

Follow the instructions on the screen.

Install ends.

What SETUP Installs

Century Club Logger Directories

Install creates a \Mbr directory on your hard disk if it does not already exist with the following files:

File	Description
Cclogger.EXE	The main program

Running Century Club Logger

To initialize Century Club Logger

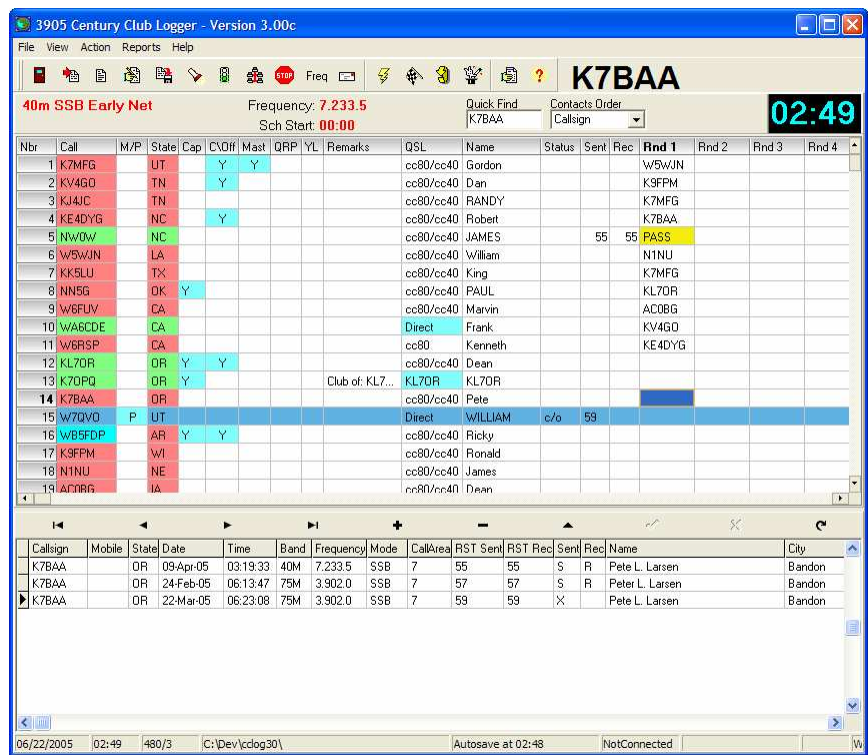
From the Windows Program Manager, start Century Club Logger by double clicking on the Century Club Logger icon:

Selecting the Century Club Logger window

Double clicking the Century Club Logger Icon

Using Century Club Logger

Main Screen



Century Club Logger – Main Screen

When you first start the program you will see a screen much like the one illustrated above. First and foremost you should go to the Systems Options menu and enter information about your self.

The remainder of this section covers the menu system, the use of the toolbars, and the navigation toolbar.



Remember, you **MUST** first start a net before you can start logging checkins in the check in area (top grid)

File Menu

The following table briefly describes the File menu options.

File Menu	
Option	Purpose
Open Checkin	Opens up the main membership database and allows changes to be made
Save Checkin	Closes Century Club Logger
Print Checkins	Simple print of the current check in list
System Options	Sets system options including YOUR call
Download Updates	Download FCC, Buro, and Direct email lists from the web.
Import Log Data	Import Log Data Submenu Allows you to import loga data either from a previous version or another logging program
Import Options	Imports option Submenu. Import Options from a previous version
ADIF Export	Exports contact data into ADIF format suitable for loading to the ARRL Logbook of the World
Restructure on Next Startup	Selecting this option will clear out the version.txt file so that when you restart the program the files will be restructured.
Close	Close and exit out of the program

View Menu

The following table briefly describes the View menu options.

View Menu	
Option	Purpose
Edit/Change Contacts	Add/Change/Delete Contacts
FCC Data	View FCC/RAC License data
Net Schedule	Add/Change/Delete Net Schedules
Club Officer List	Add/Change/Delete Club Officer Data
QSL Message	Add/Change/Delete QSL Messages
My QTH	Add/Change/Delete QTH (Location) data

Club Members	Add/Change/Delete Club Member data
Code Table	Add/Change/Delete Code Table

Action Menu

The following table briefly describes the Action menu options.

File Menu	
Option	Purpose
Start Logging a Net	You must first start a net before you can log contacts. This menu item will display the Start Logging Dialog
Start Realtime Monitoring of a Net	This menu item is the same as the tool bar button for starting a net. Selecting this option will allow you to browse for currently logged nets and select the net you would like to use.
Stop Realtime Monitoring of a Net	This option will halt online functions and disconnect you from our server. Once a net has stopped you may use the checkin list normally
Checkin Pre-List	The CheckIn prelist is a tool used by Net Control Stations to build a list of stations before a net actually starts. Please see the section "Check In Pre List" elsewhere in this manual.
Change Net Frequency	Used to change a NET's frequency from it's primary frequency to any other frequency
Display Preamble Reminders	This option will display the Net Preamble/Reminders screen and allow you to display on the screen either of the standard Century Clubs net Reminders or preamble
CheckIn List from reflector	This option will allow you to copy a check-in list from either the Century Club reflector or any email into the checkin list of the logger. When selected it will set all colors and options based on your own contacts.
Email Checkins	Email's the current list of checkin's to either a reflector or other email address
Check In QSL Cards	This is used to quickly check in QSL cards that you have received
Create Award Applications	Used to select the Award Selector that will assist you in generating Award Application forms.
Show Contacts not Sent	Selecting this option will only display contacts (bottom of the main screen) where the QSL Sent field indicates Not sent.
Show All Contacts	This option will reset the program to show all contacts in the bottom of the main screen. The reverse of "Show Contacts Not Sent".
Fix Call Area	This is a general catch all to fix data. For example if you have converted from another program it will clean up call area, QSL sent and Received, etc.
Remark Cards not	This option will scan all of your Contact data and

Received reprocess Directs not sent plus some other combinations.

Fix QSL Sent/Rec This option will update all of your contact changing QSL received from a Bland to a N

Reports Menu

The following table briefly describes the Reports menu options.

Reports Menu	
Option	Purpose
Station Logbook	Preview/Prints the Station Logbook report
Callsign report	Preview/Prints the callsign Report
QSL's Pending	Preview/Prints the QSL's Pending Report
QSL's Outstanding	Preview/Prints the QSL's Outstanding Report
States Worked	Preview/Prints the States Worked Report
States Worked Summary	Preview/Prints the States Worked Summary Report
Worked Officers	Preview/Prints the Worked Officers Report
Worked State Capitals	Preview/Prints the Worked State Capitals Report
Worked YL's	Preview/Prints the Worked YL's Report
Process QSL's	Preview/Prints the
Report Explorer	Opens the Report Manager where new reports can be created or standard reports modified
Report Selector	Select standard reports and view or print contacts based on selection criteria

Help Menu




The Help menu contains options for accessing Century Club Logger Help
The following table briefly describes the Help menu options.

Help Menu	
Option	Purpose
Contents...	Displays Century Club Logger Help
About	Displays the Century Club Logger About Box

Program Toolbar
















Icon	Shortcut	Meaning
	Close	Close and quit the program
	Import Email	Imports email from reflector
	Preamble Reminders	Displays either the Net Preamble to the Net reminders
	Edit Contact	Edit the current contact record
	Save Checkin	Save the Check In list to an ASCII file
	Search	Search the Contact database for records matching certain criteria
	Start Net	Start a Net
	Monitor Net	Displays a screen showing all nets currently active and can be monitored using the Internet features of the program.
	Stop Net	Stops the currently net in progress and clears the Check In area and makes the program ready to start a new Net.
	Freq	Change the frequency of the current Net in progress
	Email Checkin	Displays the Email dialog to allow you to email the current check in list to an email reflector
	Log Contact	Logs the current contact
	Check Out	Check's out the current contact
	Clear Check out	This is the reverse of the Check out. Basically it changes the color back to the original

	Mark Call	User to mark calls. Often towards the end of the net when people have disappeared and NCS is still working the net he/she asks if anyone wants an additional call. Using this feature the cell is marked in green with the character "lc" to indicate another call.
	Report Manager	Displays the Report Manager dialog
	Help	Help for the program

Database Navigation Toolbar



Icon	Shortcut	Meaning
	Next Page	Will move forward in the database by 10 records
	Next	Displays the next record in a table as defined by the record Order and Filter.
	First	Displays the first record in a table as defined by the record Order and Filter.
	Last	Displays the last record in a table as defined by the record Order and Filter.
	Prior	Displays the previous record in a table as defined by the record Order and Filter.
	Delete	Deletes the current record from the table. Relational Integrity is enforced.
	Prior Page	Will move backwards in the database by 10 records
	Post/Save	Saves data entered while adding, Copying or editing a record and ends the add or Copy.
	Add	Displays blank form fields for adding a record to a table. If the form is a child in a Related Forms group, the primary key fields in the parent record are automatically entered into the foreign key fields of the new child record.
	Refresh	Refreshes the current record
	Edit	Edits the current record
	Cancel	Cancels and edits that have been made
	Close	Closes the current window and takes you back to the previous window.

Program Function Keys

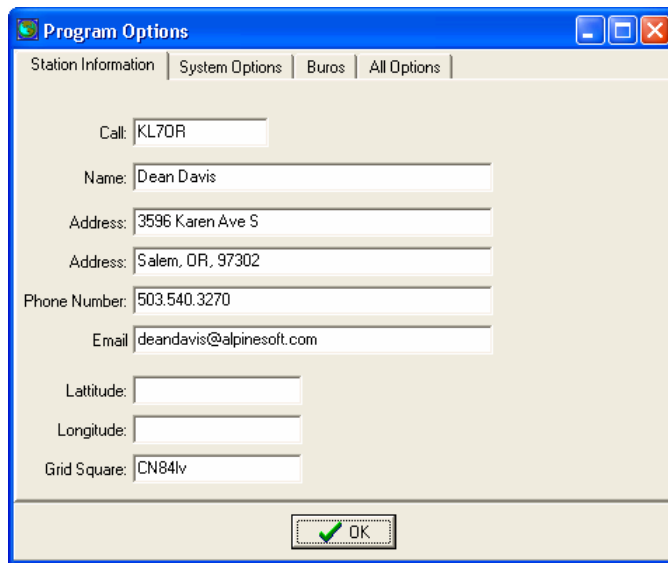
Icon	Shortcut	Meaning
F1		
F2		
F3	Log Contact	Logs the contact for the checkin row selected
F4	Check Out	Checks out a station and high lights the stations call and state in blue
F5	Un Check Out	Used to reverse the effects of a check out
F6	View Checkin	Use to View (read) the current row check in.
F7	Add VIA Remarks	This will update the current Check in row with "Via: " followed by the previous entries callsign. Used to add a callsign of the primary operator for special event stations, club stations, etc.
F8	Additional Checkins	From any where within the grid you may press the F* key to go the bottom of the list and process additional checkin's. After processing checkins press the F10 key to return to the same place.
F9	Need Station	Marks the status cell as <NEED
F10	Resume Round	If you used the F8 key to process additional chackin's then you may use the F10 key to return to the place you were at when you pressed the F8 key.
F11	Mark Call	This will enter a "LC" into the current cell. LC denotes that this station wants a "Last Call"
F12		

Control Keys

Icon	Shortcut	Meaning
A	Auto Search	Turn on Auto Search (default). When Auto search is on or active then moving from row to row will perform normal searches on all of the databases. To turn off Auto search press the Z key
B	Club Of:	[cntl] + B This will update the current Check in row with "Club of " followed by the previous entries callsign. Used to add a callsign of the primary operator for club stations.
M	Mobile	[cntl] + M to set Mobile
N	Next Round	[cntl] + n to advance to the top of the next round
P	Portable	[cntl] + P to set Portable
C	State Cap	[cntl] + C to set State Capital
V	Club Officer	[cntl] + V to set Club Officer
T	Masters	[cntl] + A to set Masters Holder
Y	YL	[cntl] + Y to set YL
O	Orig Charter	[cntl] + O to set Original Charter Signer
R	Set VIP	[cntl] + R to set the VIP/Officer status
S	Announce Call	Will announce via the sound card the call sign
Z	Turn off Auto Search	Turns off the auto searching of contact data, To turn back on press the A key
Q	QRZ Lookup	Use this key to lookup on the Internet the currently selected Checkin

Setting Options

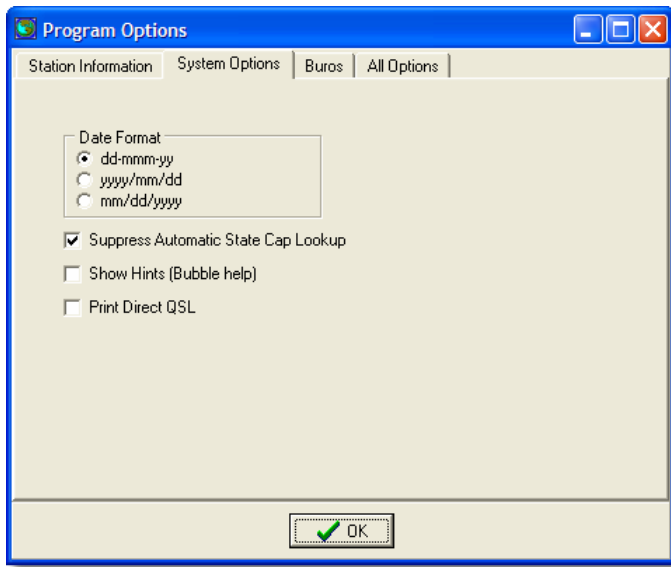
There are only a couple of options that are required for the proper operation of the Logger.



The screenshot shows a Windows-style dialog box titled "Program Options". It has four tabs: "Station Information" (selected), "System Options", "Buros", and "All Options". The "Station Information" tab contains several text input fields with the following values: Call: KL7OR, Name: Dean Davis, Address: 3596 Karen Ave S, Address: Salem, OR, 97302, Phone Number: 503.540.3270, Email: deandavis@alpinesoft.com, Latitude: (empty), Longitude: (empty), and Grid Square: CN84lv. At the bottom right of the dialog is an "OK" button with a green checkmark icon.

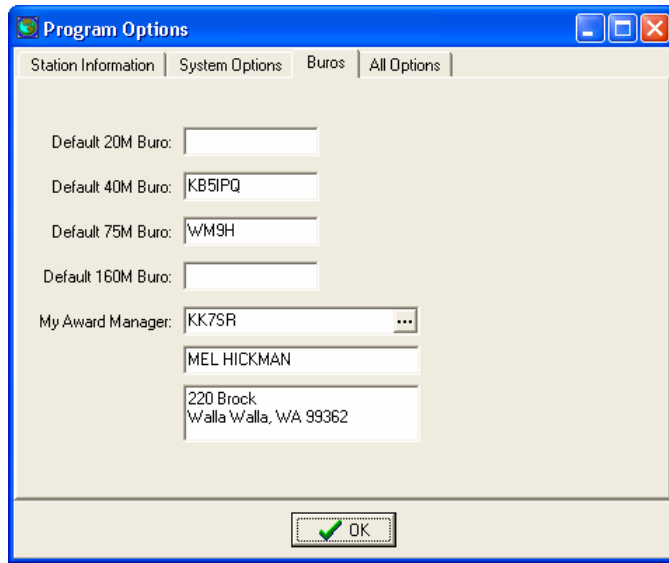
Program Options Screen – Station Information

Fields Used on the Station Information Screen	
Field	Contents
Call	This is your callsign. It is especially important that you enter your call here so the Logger can correctly contacts you made as a Net Control Station
Name	This is your name as you would like it to appear on your QSL cards
Address	2 lines for address are provided to personalize your QSL cards. The second line should be used for city, state, and zip code
Latitude	The latitude of your QTH
Longitude	The longitude of your QTH
Grid Square	The Grid square of your QTH



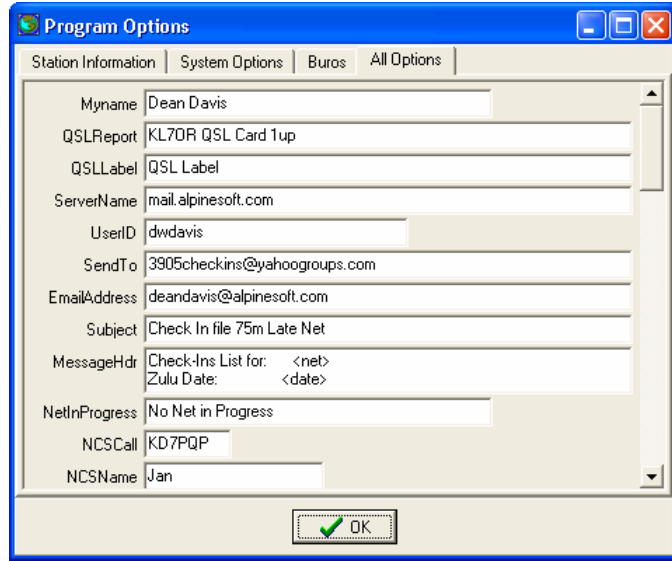
Program Options Screen – Systems Options

Fields Used on the Station Information Screen	
Field	Contents
Date Format	You may select from either of 2 date formats that will be used to log check in data to the Contacts database. dd-mmm-yy 04-Nov-02 yyyy/mm/dd 2002/11/04 mm/dd/yy 11/04/02
Suppress Automatic State Cap Lookup	Checking this box will suppress the prompt asking if the contact is a state capital.
Show Hints	When selected Bubble help will be displayed on all of the screens



Program Options Screen – Buro's

Fields Used on the Buro Tab	
Field	Contents
20M Buro	Call sign of the 20m Buro manager
40M Buro	Call sign of the 40m Buro manager
75M Buro	Call sign of the 75/80m Buro manager
160M Buro	Call sign of the 160m Buro manager
My award Manager	This is the call sign, name and address of your award manager. When you print any of your awards it will be printed for you at the bottom

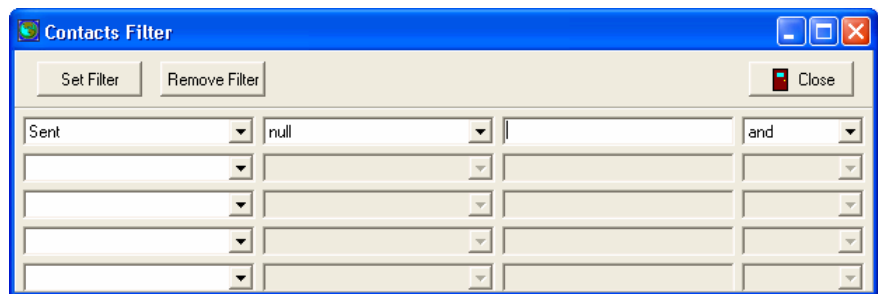


All Options Screen

This tab will display all of the options in the OPTIONS database. Please do not make any updated unless told to do so by us.

Filtering Contact Data

If you only want to view specific records then the Filtering Contact screen can be used to select those specific records in the Contact database. The contact database contains a record for each contact actually made. It does not contain check in data.



Contacts Filter Screen

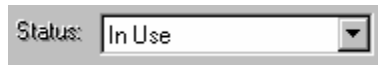
When using a filter on the date field it must be entered as mm/dd/yyyy



Please remember that when you set a filter the only Contact data you will see is records that match your criteria. This is also true for reports. If you have a filter set the only records that will be displayed are those matching that criteria.

Lookup Fields

You will notice that on some of the fields in the edit screens there is a little box to the right of the field with an arrow pointing down like the following status field:

A screenshot of a web form field. The label "Status:" is on the left. To its right is a text input box containing the text "In Use". To the right of the text box is a small square button with a downward-pointing arrow, indicating a dropdown menu.

These fields use lookup tables (described later) for field validation. In plain English you must have a record in the corresponding table for this field to be valid. The following fields use this feature:

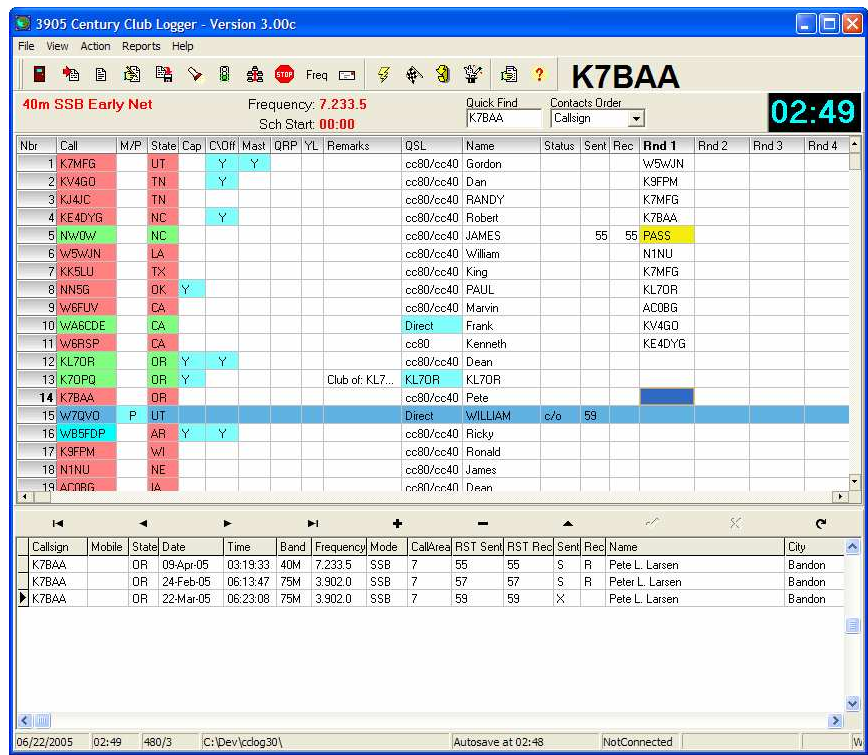
Mode

Band

Net Schedule

Program Functions

Main Program Screen



Main Program Screen

There are four distinct areas of the Logger screen:

1. The top band contains information about the net that is currently in progress, some special buttons, and a UTC time clock.
2. The next area is the check in grid. This is where you enter stations as they are checking in to a net.

3. The next area is YOUR contacts database. A entry is in this area for every station you work after you have pressed the Log Contact button.
4. The last area is the status line that reports among other things information about network connections.

Having a good understanding of each of these areas will avoid confusion and allow you to become a master at logging nets.

To get started using the program the first thing you must do is start a net. The process of starting a net whether you are a NCS station or a check in station is the same. From the Action menu select **<Starting Logging a Net>**. Please see the procedure below in the section starting a Net. Starting a net will enable you to record checkins and log contacts.

After a net has been started the check in grid will be enabled for entry.



Remember, you **MUST** first start a net before you can start logging checkins in the check in area (top grid)

Starting a Net

Starting a Net is the first action you must perform to start logging stations checking into a net. When you select **<Starting Logging a Net>** from the Action menu the following screen will be displayed:

Start Logging a Net screen

Fields Used on the Start Logging a Net Screen	
Field	Contents
Select a NET	From the dropdown box you may select one of the valid Century Club nets.
Net Control	If you are the Net Control Station enter your callsign Otherwise enter the callsign of the NCS station
NCS Name	If you are the Net Control Station enter your name Otherwise enter the full name of the NCS station. <i>It is important to note that you are running when you decide to produce QSL cards and want to give stations credit for your Club Officer point. The information here is also used for the email features of the program.</i>
Operator	This is YOUR callsign
Operating from State	This is YOUR QTH state
Operating from Location	This is your location. For example if you are mobile operating from a state park you might enter that park name here. These 2 fields are used in QSL card generation
Alternate Call	Many stations that check into the Century Club nets use more than one call. For example when Mel checks in he uses his own call KK7SR and his club call W7DP. If you are operating in this mode enter your secondary call here in the Alternate Call field. Then each time you make a contact the Contact record will have this call along with QSL sent and received separate from your own call.
QSL Message ID	Use this drop down to select the QSL message that you will be using for this net. All contacts made during this net will have the selected QSL Message.
Rig	From the dropdown box you may select one of the valid Rig's you have entered into the Code Table..
Antenna	From the dropdown box you may select one of the valid Antenna's you have entered into the Code Table.
Power	Enter your default power
Accessory	From the dropdown box you may select one of the valid Accessories you have entered into the Code Table..

After entering all of the information press the **<OK>** button. When this screen is closed the check in grid will be enabled and the net name, frequency and net start time will be displayed in red at the top of the screen.

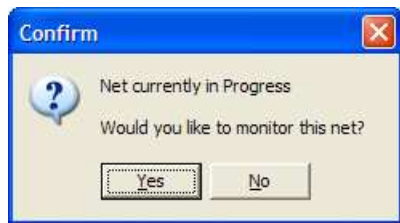
Each net has a pre-defined frequency. If you as a NCS station have decided to move the net to a different frequency then you can use the **<Change Net Frequency>** menu option.

Once you have entered all of the information and press the **<OK>** button you will be presented with the following screens for starting realtime monitoring:



Monitor Net Prompt

If you do not wish to use the online features of the program press the **<NO>** key, otherwise pressing the **<YES>** key start online services and determine if there is an active net in progress or asking you if you would like to log a net.



Net Not active Prompt

If no other station is logging this net you will be prompted and asked if you wish to become the logger. If you press the **<YES>** key then you will assume the sole role of logging the net you just started. If you press the **<NO>** key then online services will be deactivated and the program will run in the normal local mode.

Net Takeover

From time to time a person who is logging closes the net disabling people who might be monitoring the net. Should this occur and you have just started the net the following additional screen will be displayed asking if you would like to take over the net and become the logger.

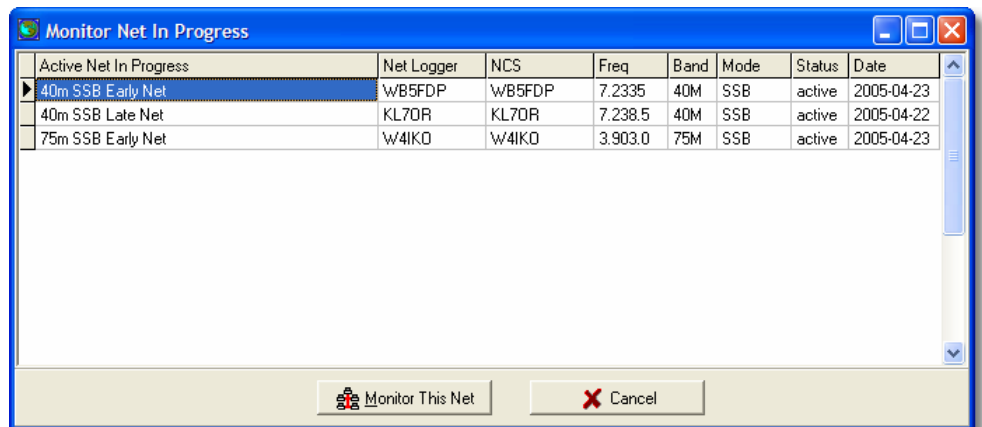


Net Takeover Screen

In this example AI5F had been logging the net, then decided to close the net. Pressing the **<YES>** button will allow you to takeover the net and become the logging station. Pressing **<NO>** will disable inline functions.

Monitoring a Net (Online)

When you first start the program you may need to determine if in fact the net you are wishing to check in to is already being logged by another station. The Monitor Net button on the tool bar can be used for this purpose. When presses a screen link the following will be displayed:



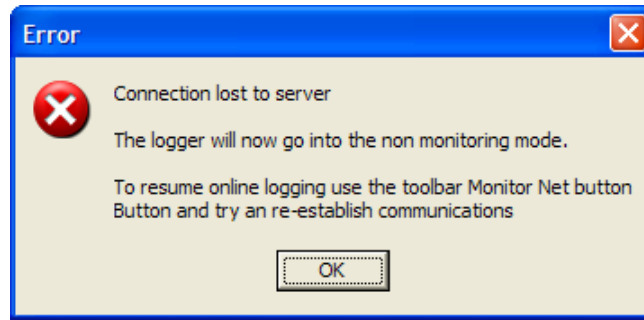
Monitoring Net in Progress

In this example you can see that 3 nets are actively in process. If the net you are wanting to checkin is not on this list then you should press the **<CANCEL>** key and start a net normally with the Green Stop Light button on the tool bar.

If the net you are wanting to checkin is on the list, move (high light) the row and press the **<MONITOR THIS NET>** button at which time you will be connected to the server and the checkin list automatically downloaded to your check in area.

While you are in monitor mode the program will from time to time connect to our server and refresh the check in area for you. In the monitor mode the software will update the following fields for you: Call sign, Mobile/portable, State, Cap, Officer, Master, QRP, YL, Remarks, QSL, Name, and Status. Please keep in mind that the program will update these fields for you. If you do make a change to a checkin, then next online cycle will update and replace your data with what is stored on the server. You are free to change any of the other fields in the checkin area and not loose the data.

There may be a time when you loose your connection to our server and the following screen will be displayed:

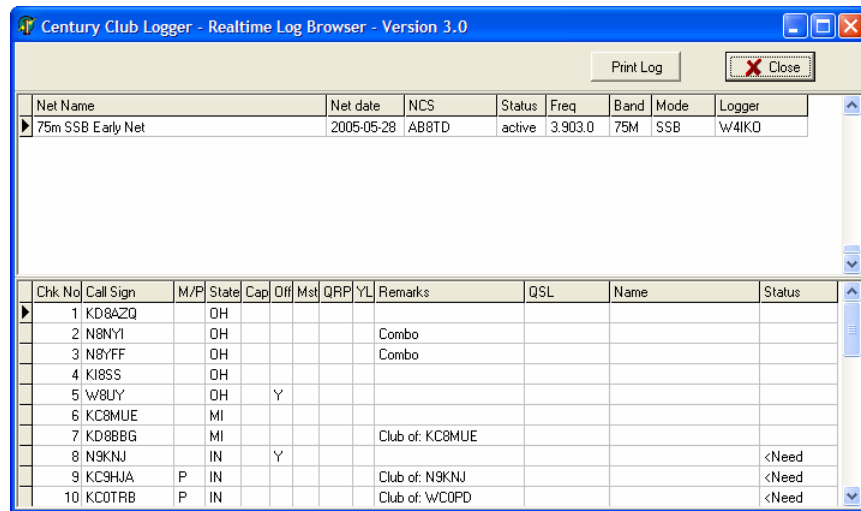


Connection Lost Screen

Pressing the **<OK>** button a few times should restore the online functions.

Realtime Log Browser

Under the Windows **→Start menu, →Century Club Logger** you will see the entry for Realtime Log Browser. This little program can be used to monitor all of the active nets. The following is a sample screen from this utility:



Realtime Log Browser

This program will continuously refresh the data. This is a read only screen, that is you cannot make changes to the data.

Pressing the **<PRINT LOG>** button will print out a nice checkin log. The following is an example:

75m SSB Early Net

NCS: AB8TD
 Logger: W4IKO

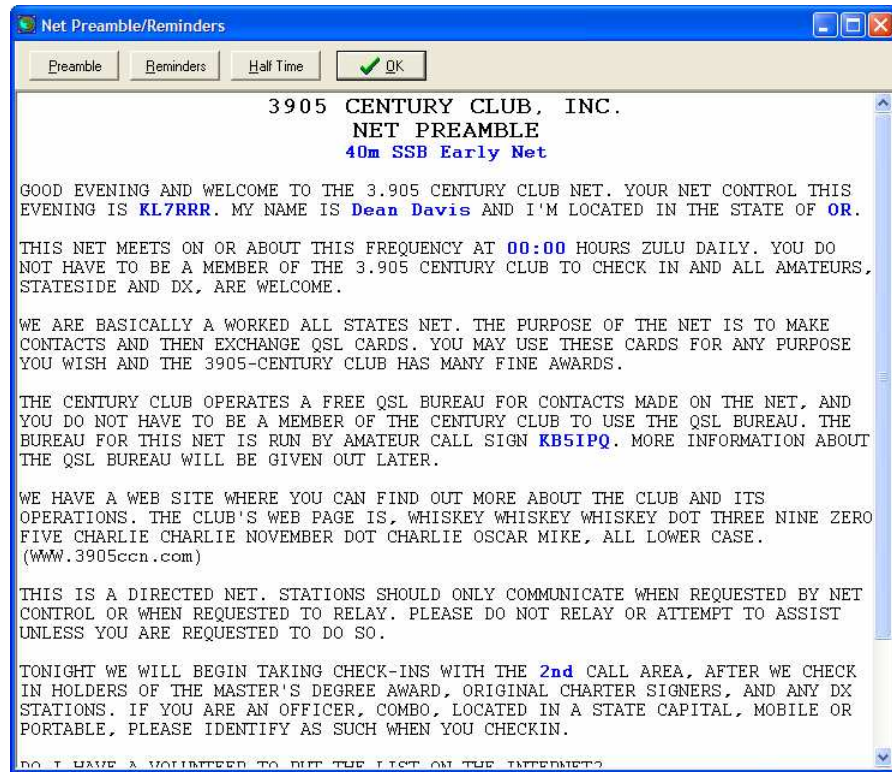
Band: 75M
 Mode: SSB
 Frequency: 3.903.0

2005-05-28

Nr	Call Sign	M/P	ST	Cap	Off	Mst	QRP	YL	QSL	Remarks	Comments
1	KD8AZD		OH								
2	N8NYI		OH							Combo	
3	N8YFF		OH							Combo	
4	K8SS		OH								
5	W8UY		OH		Y						
6	KC8MUE		MI								
7	KD8BBG		MI							Club of KC8MUE	
8	N8KNJ		IN		Y						
9	KC8HJA	P	IN							Club of N8KNJ	
10	KC0TRB	P	IN							Club of WC0PD	
11	K8ZZV		WI								
12	AB0JH		MO								
13	KD8NM		IL		Y						
14	NEOHL		OK	Y	Y						
15	W8BML		CT								
16	KC2YE		NJ								
17	W8RWT		NY		Y			Y			
18	W4KO		SC		Y						
19	W4TRM		NC								
20	AJ4IM		VA								
21	WA4BXW		AL								
22	K85WCZ		OK								
23	WA4ERU		LA								
24	N8NU		NE								
25											
26											

Displaying Net Preamble/Reminders

Once a net has been started and you are Net Control you can press the Net Preamble/Reminder button on the tool bar to display the standard Century Club scripts:



Net Preamble/Reminders Screen

Note that this screen cannot be modified and is for display purposes only. You can make one of three choices, Preamble, Reminders, or Half Time.

Any text that is blue is variable data and has been updated to reflect your current net.

Recording Checkin's

Recording check is a simple process of entering a stations callsign and some other optional information. As you begin to use the program you will see how really simple this is. Remember that you can use the arrow keys to move anywhere within the check in grid and enter data. For example a mobile station might check in on the first round in CA and by the second round be in NV when this occurs just move to that cell and make the change.



When you first start a net you will notice only **FOUR** checkin lines. To add additional lines to the check in area use the down arrow key and keep pressing until it displays the number of lines you wish to add. Also lines can only be added to the bottom of the checkin list.

Finding Prior Contacts

As you are listening for contacts on the air sometimes you might not always hear the full call. For example in a recent net all we were able to hear during check in was Alpha Charlie Alpha, or ACA. The Logger program has very powerful prior Contact searching features and can be either used by entering the call or any portion of the call into the Callsign cell or the Search box at the top of the screen:

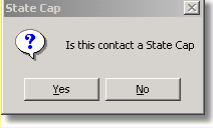










Consider the following examples of entering a call and what is returned:

Callsign	Examples of Calls returned
W6B	W6B, W6BAB, W6BUM
BUM	WA5BUM, W6BUM, N1BUM
ACA	VE6ACA, N5ACA
A	Any call that has the character "A" in it

To reset the filtering erase the "Quick Find" box at the top of the screen.

Fields Used on the CheckIn Grid	
Field	Contents
Call	<p>Enter the stations callsign followed by one or more of the special control sequences: /M will mark the checkin as Mobile /P will mark the checkin as Portable /C will mark the checkin as a State Cap /Q will mark the checkin as QRP 5 Watts -XX where XX is a state code and will update the state column</p> <p>So entering W6ABC/M-UT will mark the checkin as W6ABC mobile in Utah</p> <p>When you enter a stations callsign and move the cursor to the next field (mobile/portable) the following actions occur: The FCC database is searched and if a match is found the stations State is copied into the Check in grid. The full name and address is also saved. The Nick Name is also searched and if a match is found the correct first name is also entered into the check in grid. The Club Officer data base is checked for this station and if found the C/OFF cell is prefilled with a Y and the cell high lighted. Also if the station is marked with Master Holder the Mast cell is prefilled with a Y and highlighted. If the station is a Original Charter Signer the remarks is prefilled with "/OCS" and highlighted as well. The YL data base is checked for this station and if found the YL cell is prefilled with a Y and the cell highlighted. The Buro database is also checked using the station callsign and the current net in progress and if a match is not found the QSL field is updated with the word "Direct" and highlighted in light blue. RED = You have already worked this station in this state and this net GREEN = You have not worked this station in this state for this net. BLUE = This station has checked out either by request or going 2 rounds with NA entered into 2 adjoining columns.</p>
M/P Mobile Portable	<p>If a station is mobile enter an M in the field. If it is portable enter a P. If it is neither simply move the cursor using the cursor movement keys to the State field. You will notice that if you enter a value in this field when you move to the next field the program will high light the M/P in light blue.</p>

State	<p>Normally the state field will be prefilled by the program using the FCC database. But, when a station is mobile or portable more than likely the station will be operating in another state. Either enter the correct state or move to the next field (Cap).</p> <p>The program will check the State database and compare the state's capital name with the city name from the FCC data base and if a match is found the following screen will be displayed asking you if this contact is a state capital:</p>  <p>If the contact is a State cap press the <Yes> button, otherwise press the <No> button. If you press the <Yes> button a Y will be entered into the Cap cell and marked in light blue.</p> <p>When you move to the Cap field a search to the Contacts data base is made using the callsign, state, and net name and if a entry is found the entries callsign and state are high lighted in red to denote that you have worked this station before with this combination. If you have not work this station for this combination it is highlighted in green. So red means no need to work or green means you can work.</p>
Cap	<p>Enter a Y into this field to denote a State Capital station. When entered it will be highlighted in light blue. You may also use the  +  Keys to mark and highlight the state cap cell</p>
C/OFF (Officer)	<p>Enter a Y into this field to denote a Club Officer. When entered it will be highlighted in light blue. You may also use the  +  Keys to mark and highlight the Club Officer cell.</p>
Mast	<p>Enter a Y into this field to denote a Master Degree Holder. When entered it will be highlighted in light blue. You may also use the  +  Keys to mark and highlight the Mast cell.</p>
QRP	<p>Enter the stations QRP transmitter value in this field. For example enter 5 for 5 watts. If entered this cell will be high lighted.</p>
YL	<p>Enter a Y into this field to denote a YL (Young Lady). When entered it will be highlighted in light blue. You may also use the  +  Keys to mark and highlight the YL cell.</p>

Remarks	<p>The only auto filling for remarks is for a station that is a Original Charter Signer in which case "/OCS" will be entered. This cell may be used for any purpose you like but keep in mind that if you are using the email capabilities of the Logger what ever you have entered in the remarks cell will be outputted during email processing.</p> <p>Some Examples of remarks:</p> <ul style="list-style-type: none"> • Marking COMBO stations • Marking a Special Event stations operator (I.E. via KL7OR) • Identifying first time stations to the net • Identifying Relay Stations <p>There are no real rules here just use your own judgment as to your own requirements.</p> <p>If Remarks contains the phrase "No Card" the QSL sent fields will be set to X</p>
QSL	<p>This field will be prefilled and high lighted for any station that is not in the corresponding NETS QSL buro. You may use this field to enter a stations QSL routing buro. The nice feature about this field is that it gives a NCS station an instant visual indication to potential DIRECT stations. Note: If a station checks in and the program marks the check in row as a Direct and in fact the station has just recently started using one of the Century Club buro's, then enter the string "good" QSL cell to reset it.</p> <p>For stations that are good in either bureau the program will either insert cc40, cc80, or cc40/cc80.</p>
Name	<p>The name cell will be either prefilled from the Nickname database or the First Name field of the FCC database. The Nickname database has precedence over the FCC data. There are many operators who like to be called a name other than what is in the FCC database. If a station has given you a different to use simply enter that name in this cell and the Logger program will automatically save it to the Nick name data base for permanent use, forever, of course you can change it any time you wish.</p>
Status	<p>It the current implementation there is only one function that uses the status field and that is for you to indicate that you really want to work a station. Pressing the [F9] key will update the Status cell as <NEED and change it's color. When you work a station that is in <NEED status the Logger will erase the <NEED and change the color back to normal white.</p>
Rec	<p>The stations R-S-T. While I am either running a net or just working a net and I determine that I would like to work a station I try and establish the RST long before the actual contact is made. In fact I normally record the stations RST for all check in's that are green, meaning that I have not worked this station on this net</p>
Sent	<p>The R-S-T that was sent to you during a contact.</p>

Rnd 1 – Rnd 10	Ten columns are provided to record the contact between stations. If you are on a net with more than ten rounds I would like to know. As you are working a round after each contact is made enter the station worked. As a NCS station this can be helpful for stations that are not logging and will save time to the calling station by telling him/her that they have already worked the station. Please see the section Processing Rounds below
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When you first start a new the program only shows 4 rows (lines) for checkins. To add additional rows use the down arrow key (on the right side of the keyboard). If you need 5 lined push the down arrow key five times. Having extra lines in the checkin list does not cause any problems.

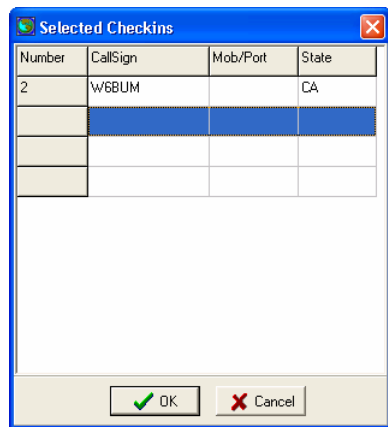
Processing Rounds

If a station wants to pass then enter “PASS” for this round and the color of the cell will be changed to yellow.

If a station does not answer enter “NA”. If a station goes any 2 rounds with NA entered then the station will be automatically be checked out.

Entering / followed by a checkin number the program will replace the /nn with the callsign if that number. I.E. if you enter either /4 or \4 the program will replace the /4 or \4 with the callsign of that checkin.

If you enter either a / or \ followed by a character string the logger will look for matching strings in both the callsign and state columns and display the following screen:



Selected Checkin Screen

Using the up/down arrow keys highlight an entry, press the **<OK>** button and the callsign will be inserted into the cell replacing the /xx or \xx

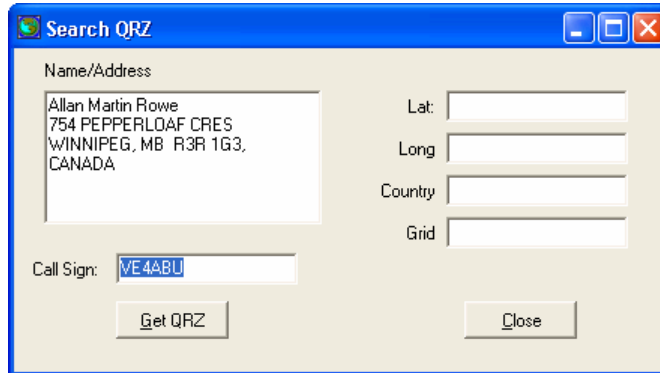
If you double click on a row the screen will be closed and you will be positioned at the callsign you selected.

If at any point such as completing a round you want to start a new round you may press the [ctrl] + **N** keys.

If you are in the middle of a round and have a checkin, press the **<F8>** key to go to the bottom of the list and record new chekins. After you have completed taking checkins, press the **<F10>** key to go back to the same point and resume the round.

QRZ Lookup

Using the Cntl Q key on any row in the checkin area will make a connection to the internet and display additional information about the checkin. The following screen will be displayed:



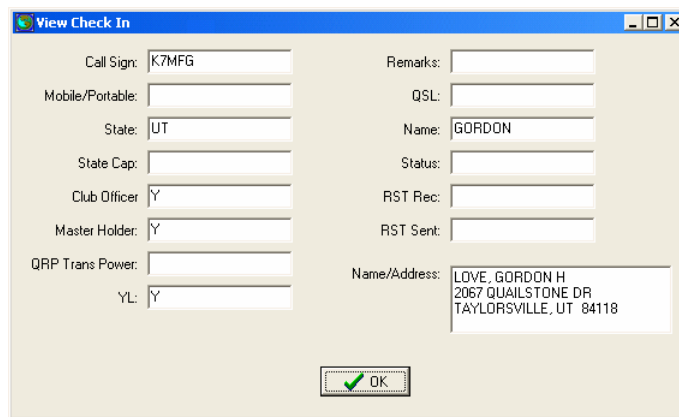
Search QRZ Screen



Use the QRZ lookup to find stations that when checked in do not contain a valid name or state. You may also use this to find DX station information

Viewing Check in Data

At any time you may double click on any row to bring up the View Check in screen.

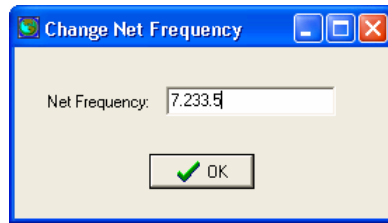


View Check In Screen

NOTE: This is a read only screen, you may not make changes here

Changing the Net Frequency


From time to time it may become necessary to move an in-progress to another frequency due many conditions such as QRM, adjacent QSO's, etc. On the main menu, Action Submenu select "Change Net Frequency" which will display the following screen:



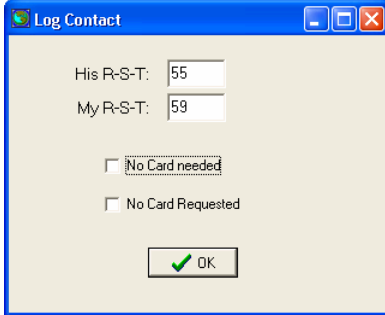
Change Net Frequency Screen

Fields Used on the Change Net Frequency Screen	
Field	Contents
Net Frequency	Enter the correct frequency for the net if the NET has moved off the default frequency as defined in the Net Schedules database. press the <OK> button. From this point on any contact you make will have this value posted in the corresponding record.

Logging a Contact

There are 2 ways to log a contact. Either use the **F3** Log Contact function key or press the Log Contact button  at the top of the screen Either method will achieve the same results.

If you attempt to log a contact with out filling in both the Sent and Received R-S-T reports the following screen will be displayed asking you to fill in the missing values:



Log Contact Screen

Complete the missing information and press the **<OK>** button to complete the logging of the contact.



If you have entered both the sent and received signal reports on the row for the checkin then you will not be shown the Log Contact screen.

If the station you just worked does not need a card then insure that either the QSL sent or received field is blank and the Log Contact screen will be displayed.

When you log a contact the following functions are performed:

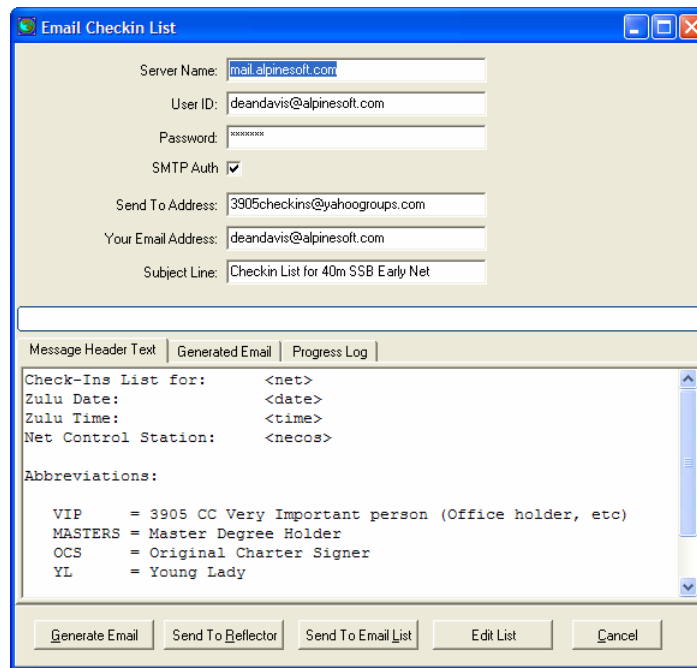
- The color for the Callsign and State are changed to red to indicate that you have worked this station
- A entry is made into the contacts data base with all of the information
- The Contact entry is date and time stamped with the current UTC date and time

From this point forward every time this station is checked in with this Callsign, state, and net the callsign and state cells will be flagged in red to indicate to you that you have worked this station.

If you have a station in your ckeekin area that is red you may work this station as many times as you like.

Emailing the Checkin list to a Reflector

The program has the ability to email a checkin list to any valid email account including a LISTSERV such as yahoogroups.com or topica.com, or to send out individual emails to the email list that is supported by the Century Club. The body of the email is broken into two pieces: 1) The header which you may fully customize; and 2) the body which is generated by the program. When you select the email function from the main menu the following screen will be displayed:



Email Checkin List Screen



In order to use this facility you should have a good understanding of how email systems work. If you do not understand some of the fields at the top of the screen I suggest that you find someone locally that can help you.

The first four fields on this screen are used to communicate with your email system and where you want the email sent to.

Fields Used on the Email Checkin List Screen	
Field	Contents
Server Name	This is the name of your SMTP mail server
User ID	This is the user ID that you use to log onto your mail server. IT IS NOT your email address

Password	This is the password of YOUR email account. Note that the program will display ***** to hide the password from plain view.
SMTP Auth	Simple Main Transport Protocol. Check this box if your email systems requires SMTP Authorization. Note that most do.
Send to Address	This is the email address that you will be sending this email to. Normally it will be 3905checkins@yahoo.com
Your Email Address	This is your email address that is on your email server.
Subject Line	This is the email subject line and should be descriptive to the net you are recording. The program will insert a default for the net you are currently checking in to.
Message Header Text	See below

Message Header Text

The message header will be placed at the top of the email before the list of checked in stations. There is no limit to the number of lines that you can use and the 3905 Century Club has some standards on the formatting of the header.

Entering text into this section is pretty straight forward. All you have to do is just type your text. There are some special global keywords that can be used dynamically to change text on the fly. For example if you use <net> then <net> will be replaced with the net name in progress. The following is a list of valid global parameters and their meaning:

Global	Meaning
<net>	The current net in progress
<date>	The current UTC date
<time>	The current UTC time
<necos>	The net control stations call and name
<freq>	The current Net Frequency
<mode>	The Net Mode (I.E. SSB, CW, PSK-31)
<band>	The Net band

The following is an example of a complete message:

Check-Ins List for:	40m SSB Late Net
Zulu Date:	09/26/2002
Zulu Time:	04:11:00
Net Control Station:	KL7OR Dean Davis

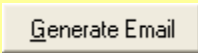
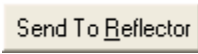
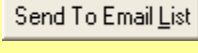

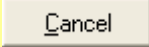
Abbreviations:

OFF = 3905 CC Club Officer (Office holder, etc)
 MASTERS = Master Degree Holder
 OCS = Original Charter Signer
 YL = Young Lady
 /M = Mobile
 /P = Portable
 CAP = State Capital
 SP EV = Special Event

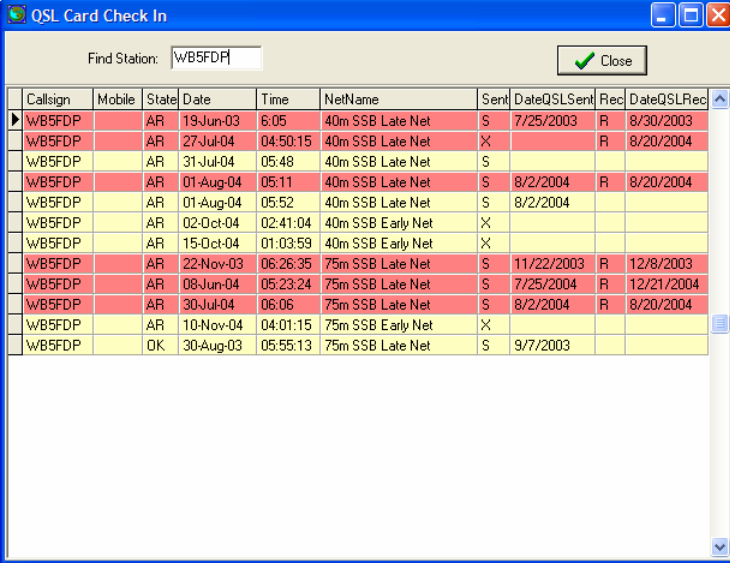
There are 7 different states checked into this net

No	Call	State	Name	Status & Notes
1	W5IL	NM	RICHARD	OFF Portable
2	VE6ACA	DX	Leroy	
3	K7MFG	UT	GORDON	OFF MASTERS
4	KE6FQC	CA	STEPHEN	
5	KB7RUQ	UT	JAMES	
6	KK7SR	WA	Mel	OFF
7	W7DP	WA		Via KK7SR
8	K8BR	UT	BRIAN	
9	KD7RVK	ID	Brad	CAP
10	KC0LPD	KS	Dean	

This log was generated by:
 3905 Century Club Logger - Version 2.10
 A product of Alpine Software, www.alpinesoft.com

Buttons Ued on the Email Checkin List Screen	
Button	Function
	This will generate the Text that will be used to send to the reflector. This will not send email messages and is used only to test the generated text.
	This will generate and send to the reflector (on the top of the screen) the list of stations checked in.
	This function will send the generated email to each email address in the email list. Depending on your connection it can take upwards to 60 to 90 seconds to process the entire list
	Use this function to either display or modify the list. The standard list may be downloaded using the Download Updates function.
	Closes this screen.

Checking in QSL Cards



The screenshot shows a window titled "QSL Card Check In" with a search field containing "WB5FDP" and a "Close" button. Below is a table with the following data:

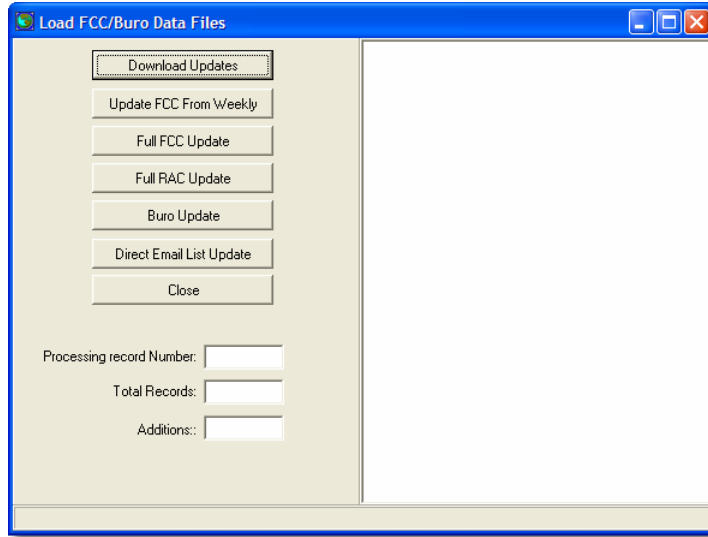
Callsign	Mobile	State	Date	Time	NetName	Sent	DateQSLRec	Rec	DateQSLRec
WB5FDP		AR	19-Jun-03	6:05	40m SSB Late Net	S	7/25/2003	R	8/30/2003
WB5FDP		AR	27-Jul-04	04:50:15	40m SSB Late Net	X		R	8/20/2004
WB5FDP		AR	31-Jul-04	05:48	40m SSB Late Net	S			
WB5FDP		AR	01-Aug-04	05:11	40m SSB Late Net	S	8/2/2004	R	8/20/2004
WB5FDP		AR	01-Aug-04	05:52	40m SSB Late Net	S	8/2/2004		
WB5FDP		AR	02-Oct-04	02:41:04	40m SSB Early Net	X			
WB5FDP		AR	15-Oct-04	01:03:59	40m SSB Early Net	X			
WB5FDP		AR	22-Nov-03	06:26:35	75m SSB Late Net	S	11/22/2003	R	12/8/2003
WB5FDP		AR	08-Jun-04	05:23:24	75m SSB Late Net	S	7/25/2004	R	12/21/2004
WB5FDP		AR	30-Jul-04	06:06	75m SSB Late Net	S	8/2/2004	R	8/20/2004
WB5FDP		AR	10-Nov-04	04:01:15	75m SSB Early Net	X			
WB5FDP		DK	30-Aug-03	05:55:13	75m SSB Late Net	S	9/7/2003		

QSL Card Check In Screen

Double click to check in a QSL. The DateQSLRec field will be updated with the current date.

Download Updates (FCC/Buro)

You may use the Download Update menu option to keep your FCC and Buro data up to date. When selected you will see the following screen:



Download Updates Screen

There are a number of different files that can be updated form the web:

<p style="text-align: center;">Download Updates</p>	<p>The <DOWNLOAD UPDATES> function will restore from our server updated copies of the following files: Award, ccaward, fccdata, members, and officer. Use this feature from time to time to insure that you have current data. Also note that you will have the option of not downloading the FCC data (Yes it is a very large file)</p>
<p style="text-align: center;">Update From Weekly</p>	<p>The FCC posts daily updates on their web site. This function will download the past 7 updates from the web and update your FCC database. If you use this function we suggest that you do it at least once a week.</p>
<p style="text-align: center;">Full Update</p>	<p>If you need to refresh your FCC database with a new complete image from the FCC use this fuction. Please keep in mind that this is a BIG file and will take some time to download an update.</p>
<p style="text-align: center;">Full RAC Update</p>	<p>This option will download and refresh the Canadian license data from the RAC website.</p>
<p style="text-align: center;">Buro Update</p>	<p>The official Bureau list is maintained by WB5FDP and selecting this option will download and update the members with correct Bureau</p>

	information. This option will also re-process the bureau updating any contacts that were marked ad Direct to QSL Not sent.
Direct Email List Update	This will download the direct email list from our website and update the Logger for emailing to a direct list.
Close	Close this screen.

Database Maintenance

Edit/Change Contacts

Each time you “Log” a contact a record is written to the Contacts data base. You may also enter additional entries into the Contacts data base using the following screen. For example when I operate as a mobile station I use a paper logbook, then, when I return I use this screen to enter my contacts.

The screenshot shows the 'Contact Edit' window with the following fields and values:

- Call Sign: KP4GSC
- DX: DX
- Name: GASPAR - SANCHEZ CAMACHO
- First: GASPAR
- Address: SANCHEZ CAMACHO, GASPAR, 106 VILLA TAINA, YAUICO, PR 00698
- Grid Square: (empty)
- Date: 18-Aug-04
- Time: 01:25:09
- Frequency: 7.233.5
- Mode: SSB
- Band: 40 Meters
- Net: 40m SSB Early Net
- City: YAUICO
- Country: Puerto Rico
- Prefix: KP4
- CQ Zone: 08
- ITU Zone: 11
- Remarks: PEURTO RICO
- Station Information: Operator: KL7DR, Located in State: OR, Location: Oregon State Capital, Mobile/Portable: Fixed
- Equipment Used: Rig: (empty), Antenna: 80m Full Wave Loop, Power: 1500

Edit Screen - Contact Tab

To enter a contact press the add <+> button and then move from field to field entering data as needed to complete a contact record.

Fields Used on the Station Contact Edit Screen	
Field	Contents
Callsign	Callsign of the Contact
State	2 digit state code. Use the drop down arrow to select a state
Name	The full name of the operator
First	First name of the operator
Full Address	Full address including street, city, state, and postal code
Date	Date of contact
Time	Time of contact
Frequency	Frequency expresses in mhz
Mode	Mode: CW SSB RTTY PSK31
Band	Band: 20M 40M 75M 160M
Net	Use the dropdown to select a valid net
His RST	His RST is how you copy this station
My RST	My RST is the report this station sent to you
Grid Square	Used for tracking grids.
County	Used for tracking counties
Country	The country is automatically filled in.
Prefix	Prefix
CQ Zone	CQ zone. Mostly used for DX contacts
WPX	WPX
Remarks	Enter any additional remarks. During net logging I enter a lot of additional information here. For example if this contact is a club station I enter the control operators callsign here.
NCS	Callsign of the Net Control Station. This could also be your callsign if you were the NCS
My Net	If this is your net, check this box.
Call Area	This is the call area of the call sign and not necessary the actual call area where the station is located.

Off Title	Officer Title. Obsolete. Please see the next screen for officer titles.
State Capital	If this contact was in a state capital check this box
YL	If this contact is a YL check this box.
Officer	If this contact is a club officer check this box.
Master Holder	If this contact is a Master Degree Holder check this box
Orig Charter Signer	If this contact is one of the Original Charter signers check this box.
Special Event	If this is a special event check this box.
Combo	Check this box if this contact is part of a combo
Mob/Port	Mobile/Portable indicator. Either leave blank for fixed station or enter M or P
QRP Power	QRP Transmitter power level

Fields Used for Station Information	
Field	Contents
Operator	Normally this will be your callsign.
Special Event	If you are operating as a special event station check this box
Located in State	When you were operating the state you were located in. . (Used for QSL card generation)
Location	A specific location you were at when you were operating. I.E. On vacation at Yellowstone Park. (Used for QSL card generation)
Mobile Portable	Mobile/Portable indicator. Either leave blank for fixed station or enter M or P

Contact Edit

KP4GSC DX ... Name: GASPAR SANCHEZ CAMACHO SANCHEZ CAMACHO, GASPAR
 First: GASPAR 106 VILLA TAINA
 YAUCO, PR 00698

Contact Data | **QSL/Verification** | Awards Tracking | Contact Awards

QSL
 DXCC: [] QSL Info: Direct
 Date sent to LoTW: [] NCS: K9TWV

Outgoing QSL Information
 Sent: Sent Date: 8/24/2004
 Alt Call [] Sent: Not Sent
 QSL Message ID
 40m Early Net
 QSL Card Notes
 GASPAR,
 Thanks for the 40M DX contact on the 3905 Early Net
 73's Dean + 1 point VIP (7th Area Director)
 40M 100pt #2164, 40M Nite Owl #212, 75M 100pt #2542, 75M Nite Owl #252, 80M/RTTY

Incoming QSL Information
 Received: [] Date: []
 Alt QSL Received: []

QSL Card
 Front of QSL []
 Back of QSL []
 BtBt2

Edit Screen – QSL/Notification Tab

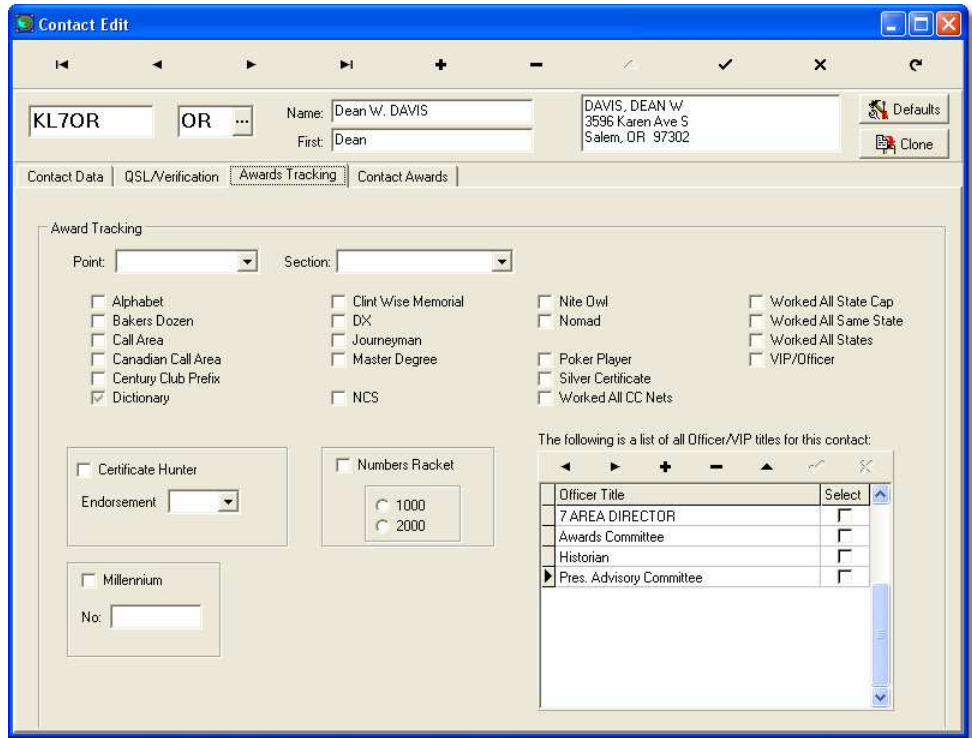
Fields Used for QSL Information	
Field	Contents
DXCC	Used for DCCC tracking
QSL Info	QSL routing information. Will either contain the word Direct for stations that are not good in any of the Century Club bureaus, a stations call sign for direct, or cc40, cc80 or cc80/cc40 for stations that are good in either bureau.
Date Sent to LoTW	If you have used the 4 ADIF export to send contacts to the Log Book of The World this field will show you the date you performed this.
NCS	The call sign of who was NCS for this contact.
Sent	QSL Sent indicator: Not sent Sent Direct Not Sent Not Needed
Date	Date you processed this QSL to send.
Alt Call	If you used an alternate call (club station) enter it here.

Alt Call QSL Sent	Alternate QSL Sent indicator: Not sent Sent Direct Not Sent Not Needed
QSL Message ID	Use the dropdown arrow to select a canned QSL message that will be included on QSL cards you generate. See the QSL Message table else where in this manual. When you select a message the following field will be updated wit the text.
QSL Card Notes	This is the text that will be printed on your QSL cards. If you would like to edit the text after you have selected a message simply right click with the mouse over this field and select Edit.
Received	QSL received indicator: Received None Needed
Date	Date that this contact was checked in as received.
Alt Call QSL Rec	Alternate QSL received indicator: Received None Needed

Information on the tool bar buttons can be found in a previous chapter. There are 3 sections on this screen:

1. Contact information. This section contains the basic data for a contact, call, date/time, signal reports, mode, freq, etc.
2. QSL information. This section is used to build information for a QSL card and record it's receipt when received.
3. Award Tracking. If you are tracking Century club awards all of the award titles can be found here. Then when you use a specific QSO for an award you and check it off here.

As you make contacts and receive QSL cards each card may be used for a number of awards. A single card may be used only once for a point award such as the 100 or 500, however a card may be used for multiple other awards like the WAS or Night Owl.



Edit Screen – Award Tracking Tab

Using this screen select the point award and check all other awards that this contact will be used for by single clicking the check box.

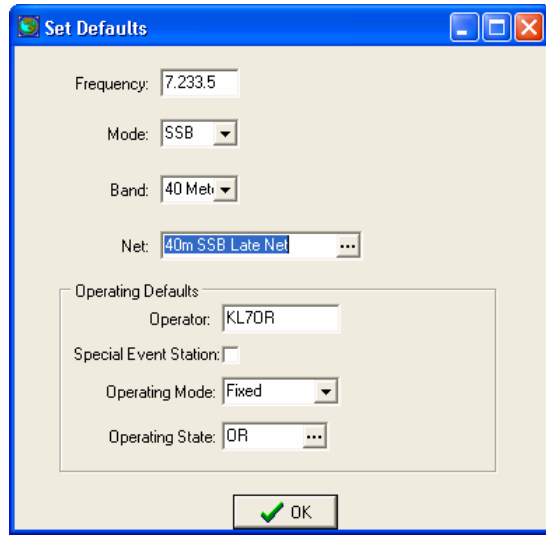
Please see the section elsewhere in this manual for Award Processing.

Fields Used for Award Tracking	
Field	Contents

When you work a station that is a officer the program will insert ALL of the officer titles into this area that can be used to select for the Officer award. For example if all you need is the 7th Area Director just check the checkbox to the right of the title, then this will be included on the award application. If you need more then one, check all that are needed.

Defaults

Prior to entering new Contact information check your current defaults by pressing the **Defaults** button at the top right of the screen. This will display the following screen:




Set Defaults Screen

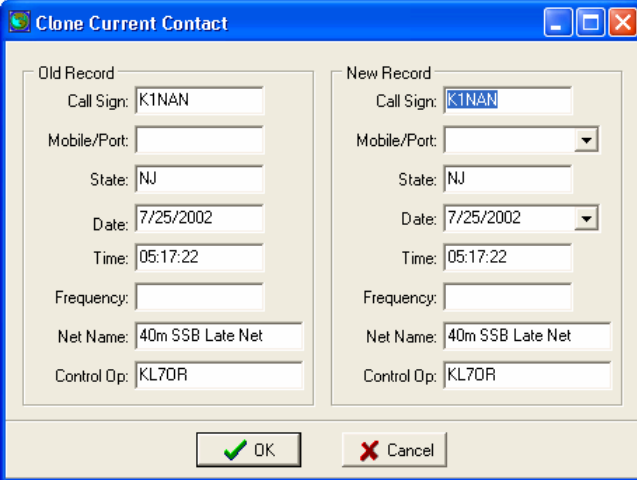
This screen is used to establish default settings that are only used when you add Contact information using the Contacts screen. For example if you set the Mode to SSB then every new contact added will have the Mode set to SSB. Of course you may over type and enter something if you wish.

Fields Used on the Set Defaults Screen	
Field	Contents
Frequency	Default frequency to use.
Mode	Default mode to use
Band	Default Band to use
Net	Default Net to use
Operator	Normally this will be YOUR callsign
Special Event Station	Default special event station
Operating Mode	Default operating mode
Operating State	Default state from which you were operating in

Clone (Copy Contact)

Many operators leave their primary QTH and take to the field either mobile or portable and also take additional Special Event calls with them. During one of my vacations I applied for a special 1x1 call (W7L) from the ARRL which was good for 14 days and also applied to the Century Club to use their special call K4CCN. For a period of time on my vacation when I made a contact on one of the nets I was in fact making three contacts, my own call, the 1x1 special event call, and the Century Club call.

To facilitate entering these types of contacts you must first enter your contact using the Edit/Change contact screen. When you are satisfied with how you entered the data then push the **<Clone>** button  which will display the following screen:



Old Record	New Record
Call Sign: K1NAN	Call Sign: K1NAN
Mobile/Port:	Mobile/Port:
State: NJ	State: NJ
Date: 7/25/2002	Date: 7/25/2002
Time: 05:17:22	Time: 05:17:22
Frequency:	Frequency:
Net Name: 40m SSB Late Net	Net Name: 40m SSB Late Net
Control Op: KL7DR	Control Op: KL7DR

Clone Current Contact Screen

During the cloning process you may change any of the primary data on the contact record. The old data is displayed on the left and you may make any changes to any of the fields on the right.

Normally the only change you will make is changing the **Control Op** field to the callsign that was used for the contact. For example for the first clone you change the Control Op to W7L, and for the second you would change it to K4CCN

When you have completed your changes press the **<OK>** button to create the new contact record.

Note: By cloning records and changing the Control Op to the special callsign you have the ability to generate specialized QSL cards or labels specifically for that callsign.

QSL Message

One of the most powerful features of this program is its ability to produce quality QSL cards. A later section of this documentation will assist you in designing that perfect card for you. You have several choices is personalizing your card that will be sent out. Which ever choice you use you will have to edit each contact's notes.

You may wish to always send the same message such as:

Thanks for the contact
Dean, KL7OR

You can either use copy/paste or manually type in the information or you may use QSL message data base and store many notes, each for a specific purpose. For example you might have a message when you are a station checking in, one for Club Officer status, one for NCS etc. There are no limits to the number of messages you might have.

When you retrieve a message it is copied into the current contact and then the program substitutes keywords in the text with information from the contact. For example if the keyword <state> is used it is replaced with the state of the contact.

For example:

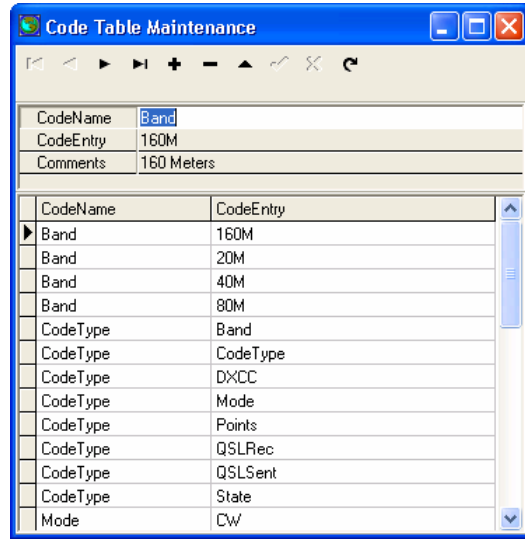
40m LateNet/NCS ...

This will select the 40m LateNet/NCS record.

For more information on how to build QSL messages please see the section QSL Message later in the documentation.

System Codes (CodeTable)

The System Code table is used to store various values that are used in drop down lists throughout the program




Code Table Maintenance Screen

Fields Used on the Code Table Maintenance Screen	
Field	Contents
Code Name	Code Name: Band CodeType DXCC Mode Points QSLRec QSLSent State Rig Antenna Accessory
Code Entry	Code value to select
Comments	Comments

FCC Data

The FCC data base contains the official license data from the US FCC and Canada license databases. This data is used by the program to obtain the licensee name, address and state or province. This database is read-only and cannot be updated. To get updated copies of the data you may use the xxxxxx feature described elsewhere in the manual.



The screenshot shows the 'FCC Data' application window. At the top, there is a search interface with the following fields:

- Search: K7MFG
- LOVE, GORDON H
- 2067 QUAILSTONE DR
- TAYLORSVILLE | UT | 84118

Below the search fields is a table of licensees:

Call	FullName	FirstName	MI	LastName
K7MER	Ragland, Mary E	Mary	E	Ragland
K7MES	SCHMIDT, MARIE E	MARIE	E	SCHMIDT
K7MET	Gray, Charles J	Charles	J	Gray
K7MEX	HUNT, ROGER D	ROGER	D	HUNT
K7MEZ	GREEN, THOMAS	THOMAS		GREEN
K7MF	VOODOO CONTEST GROUP			
K7MFD	SPRINGER, HOWARD D	HOWARD	D	SPRINGER
K7MFG	LOVE, GORDON H	GORDON	H	LOVE
K7MFP	HUTTON, STANLEY R	STANLEY	R	HUTTON
K7MFR	EITING, HERMAN F	HERMAN	F	EITING
K7MFS	HEDRICK, GLADYS A	GLADYS	A	HEDRICK
K7MG	MC CLENDON, GARY L	GARY	L	MC CLENDON
K7MGA	RIEMENSCHNEIDER, FLOYD D	FLOYD	D	RIEMENSCHNI
K7MGB	RIEMENSCHNEIDER, DAVID R	DAVID	R	RIEMENSCHNI
K7MGH	TUSSING, DAVID B	DAVID	B	TUSSING
K7MGM	DIXON, ELMORE E	ELMORE	E	DIXON

FCC Data Screen

Use the Search box to search for a specific call.

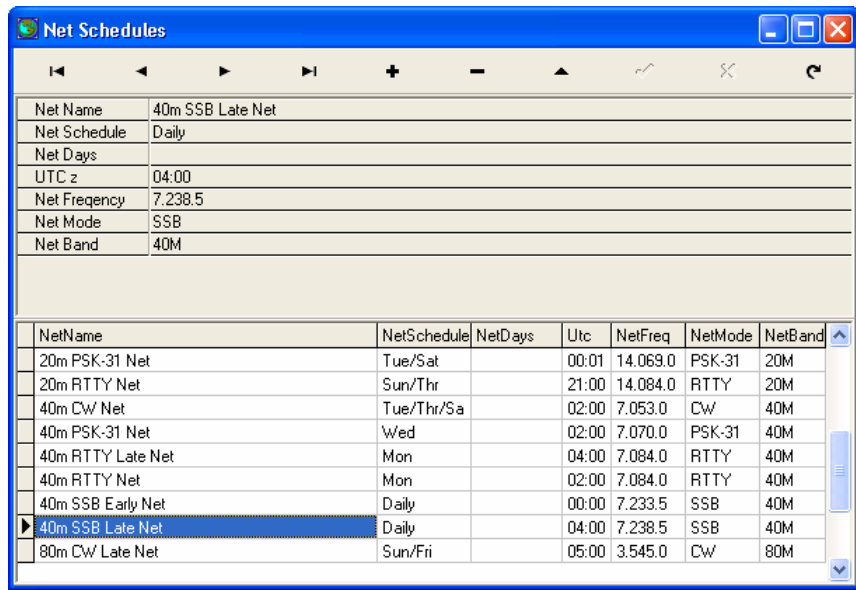


To keep your FCC database always updated with current FCC data, pick a day that you are normally on a net and 10 minutes before the net download the latest update using the Download Updates function of the program.

Net Schedules

Every effort has been made to provide the user with accurate net schedules. This information is used to establish default information while you are either running or checking into nets. From time to time nets change and you may visit our web site to get updated information.

You may make changes to the Net Schedule data base but keep in mind that when you download a more recent version of the data base you will lose your changes.



Net Schedule Screen

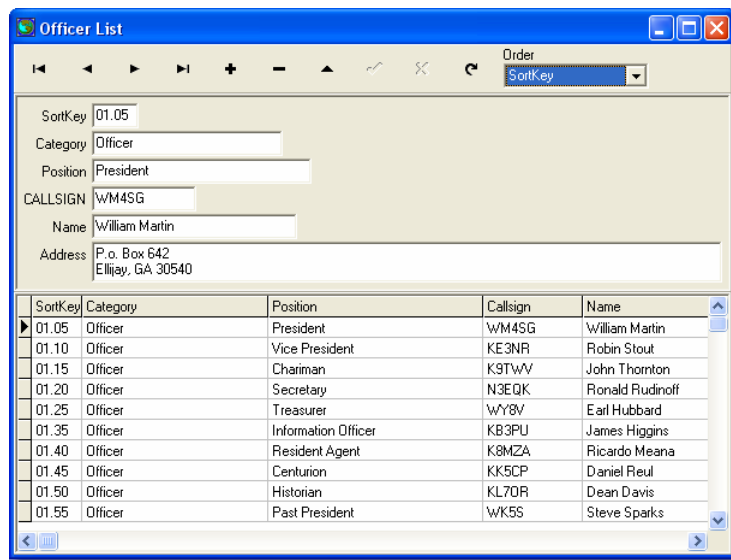
Fields Used on the Station Information Screen	
Field	Contents
Net Name	Descriptive Net Name
Net Schedule	Net schedule
Net Days	Day of the week the net operates on
UTC	Time the Net starts in UTC
Net Frequency	Normal Net frequency
Net Mode	Net Mode
Net Band	Net Band

Club Officer List

The Official Club Officer list is obtained from the Century Club web site. A station may be in this list if he/she is one of the following:

- Club Officer
- Master Degree holder
- Original Charter Signer

You may make changes to the Club Officer List data base but keep in mind that when you download a more recent version of the data base you will loose your changes.



Club Officer List Screen

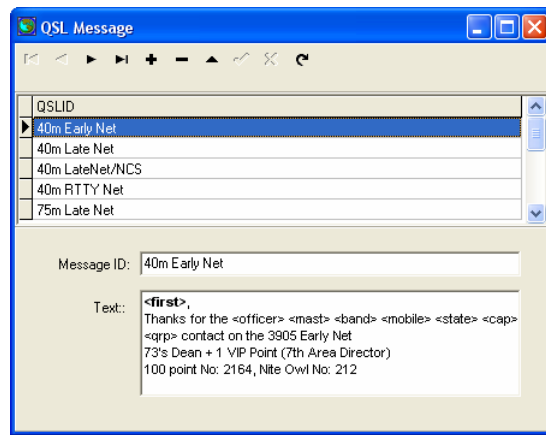
Fields Used on the Officer List Screen	
Field	Contents
SortKey	This field is used to order the officer list for printing. Please do not make any changes.
Category	Category of this position
Position	Position
Callsign	Officers Callsign
Name	Full Name
Address	Full address

QSL Message

When you use the powerful QSL card generation features of the program you will quickly understand that you can personalize a message on each card. Rather than having to type in each message separately the Century Club Logger has the ability to store customized messages for you to retrieve. For example consider the following examples of different messages:

- 40m Late net when you are not net control
- 40m Late net when you are net control and your contact is worth one additional C/OFF point.
- 40m net when you are mobile operating as a special event

These messages can be further customized by using special keywords that when used will be replaced by information from the contact. For example if you use <state> in the message text it will be replaced by the state on the contact. Please review the list of global parameters below and see the examples that came with the program.



QSL Message Screen

In the QSL message data base there are only 2 fields. The message id must be unique, and the message text contains the actual text that will be used on the QSL card.

Fields Used on the QSL Message Screen	
Field	Contents
Message ID	Unique ID assigned to this QSL message
Text	See below

Text

If you right click on the text area you will notice the following submenu:



From this sub menu you may:

- Use the built in editor to edit man make changes to your message
- Cut out selected text
- Copy selected text
- Paste text from the clipboard where the cursor is positioned
- Change the font of the selected text
- Change the selected test bullet style
- Change the paragraph formatting
- Change the tabs
- Find the first occurrence of specified text
- Replace a character string with some other character string
- Insert an object, picture into the message.

For a better understanding of these features please review the standard help that is in Windows WordPad.

The following are the valid Global parameters that may be used for substitution in the message.

Global	Meaning
<freq>	Will return the Frequency
<mode>	Will return the Mode
<band>	Will return the Band
<hirst>	Will return His R-S-T
<myrst>	Will return Your R-S-T
<name>	Will return the Full Name
<first>	Will return the First Name
<city>	Will return the City

<state>	Will Return the State
<call>	Will return the State
<mobile>	Will return Mobile/Portable
<cap>	If record is marked as a state cap this global will include "State Cap"
<office>	Will return OFF status
<mast>	If record is marked as a Mast this global will include "Master Degree Holder"
<qrp>	Will return "QRP" followed by the transmitter power
<statecount>	The number of different states checked into the net.

Examples

40m Late Net

<first>,
 Thanks for the <officer> <mast> <band> <mobile> <state> <cap> <qrp>
 contact on the 3905 Late Net
 73's Dean + 2 VIP Points (7th Area Director, 2004 Eyeball Coordinator)
 100 point No: 2164, Nite Owl No: 212

40M Late Net - NCS

<first>,
 Thanks for the <officer> <mast> <band> <mobile> <state> <cap> <qrp>
 contact on the 3905 Late Net
 73's Dean + 3 point VIP (NCS, 7th Area Director, 2004 EyeBall Coordinator)
 40M 100pt #2164, 40M Nite Owl #212, 75M 100pt #2542, 75M Nite Owl
 #252, 80M/RTTY 100pt #79
 40M Nomad #140

20m PSK-31 Net

<first>,
 Thanks for the <officer> <mast> <band> <mobile> <state> <cap> <qrp>
 contact on the 3905 PSK-31Net
 73's Dean + 2 points VIP (7th Area Director, 2004 EyeBall Coordinator)
 40M 100pt #2164, 40M Nite Owl #212, 75M 100pt #2542, 75M Nite Owl
 #252, 80M/RTTY 100pt #79
 40M Nomad #140

Member Maintenance

The primary function of the Member Maintenance is to flag a contact when the station is not in a Buro or being managed by a QSL service, or processing awards. When a station checkin to a net a check is made to the Member file for that net and if not found the contact is marked with Direct. When you use the QSL printing features of the program you have the option of printing labels for all contacts that are Direct.

You may make changes to the Member List data base but keep in mind that when you download a more recent version of the data base you may loose some of your changes.

The screenshot shows a window titled "Members" with a table at the top and a form below. The table has columns: CallSign, Mgr20, Mgr40, Mgr75, Mgr160, QSLMgr, Netname, Nickname, State, and City. The first row contains: WM4SG, WM9H, KB5IPQ, WM9H, WM9H, (blank), Bill, (blank), (blank), (blank). Below the table are two tabs: "QSL Buro Information" (selected) and "Awards". The form contains the following fields:

- Call Sign: WM4SG
- Previous Calls: K4SGF KB0SG KV4SG KK3SG N0ANQ
- Name: Bill
- State: (dropdown menu)
- City: (text box)
- YL: (checkbox)
- Primary Operator: (text box)
- Email Address: wm4sg@wm4sg.com
- Home Page: www.wm4sg.com
- Prev Call: K4SGF KB0SG KV4SG KK3SG N0ANQ
- Buro Managers section:
 - 20m Mgr: WM9H
 - 40m Mgr: KB5IPQ
 - 75m Mgr: WM9H
 - 160m Mgr: WM9H
 - QSL Mgr: (text box)
- QSL Manager Instructions: (text box)

Member List Maintenance Screen

Fields Used on the Buro List Maintenance Screen	
Field	Contents
Callsign	Callsign. Only enter this once
Name	Full name for this member
State	The state for this member
City	The city for this member
YL	Check this box if this member is a YL

Primary Operator	This is the Primary Operator (Trustee) for a club station. When you check in a club station it will pre-fill the remarks with "Club of: WA0ABC"
Email Address	Operators email address
Home Page	Operators Web home page
Prev Call	One or more previous call signs held
20 Manager	The call sign of the 20M Buro
40 Manager	The call sign of the 40M Buro
75 Manager	The call sign of the 75M Buro
160 Manager	The call sign of the 160M Buro
QSL Manager	If this member uses a buro other than the clubs enter it here and leave the 20, 40, 75, and 160 blank
Instructions	Any QSL manager special instructions

The screenshot shows the 'Members' application window. At the top, there is a search bar containing 'WM4SG'. Below it is a table with columns: CallSign, Mgr20, Mgr40, Mgr75, Mgr160, QSLMgr, Netname, Nickname, State, and City. The first row shows: WM4SG, WM9H, KB5IPQ, WM9H, WM9H, (blank), (blank), Bill, (blank), (blank).

Below the table are two tabs: 'QSL Buro Information' and 'Awards'. The 'Awards' tab is active, showing a table with columns: Award, CertNo, CallSign, Name, IssueDate, AltCall, Endorse, and Level. The data rows are:

Award	CertNo	CallSign	Name	IssueDate	AltCall	Endorse	Level
160m/SSB/100	279	WM4SG	Bill Martin	4/19/2001			
20m/CW/100	20	WM4SG	Bill Martin	3/12/2004			
20m/PSK/100	5	WM4SG	Bill Martin	10/14/2001			
20m/RTTY/100	1	WM4SG	Bill Martin	6/12/2000			
40m/CW/100	114	WM4SG		4/12/2003			

At the bottom of the window, there is a form for editing the selected award. The 'Award' dropdown is set to '160m/SSB/100'. Other fields include 'Cert No' (279), 'Name' (Bill Martin), 'Date' (4/19/2001), and 'Level' (35, 40, 45, 50).

Award Processing

Introduction

While you might be wondering if the program will search the databases and select any and all awards you might be able to earn and then submit them to the awards secretary, it will not. What the Award Processing component of the Century Club Logger will do is to generate specific applications for you after you mark a contact for a specific award.

In this section we will cover both the process of marking contacts for award processing and the actual generation of “ready to submit” applications.

In this version the following awards can be generated:

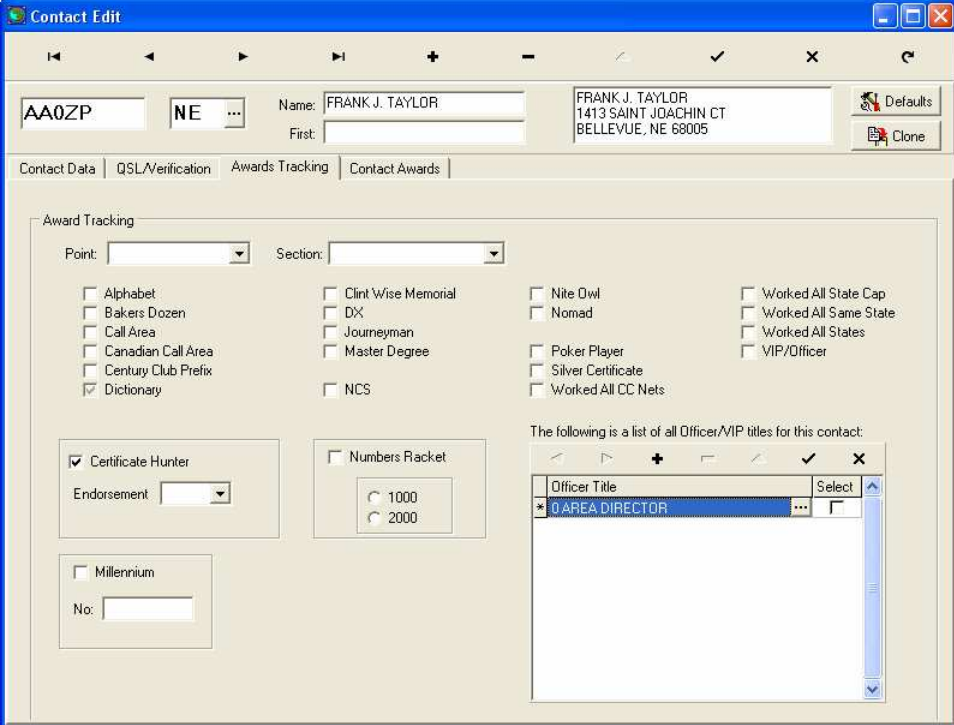
- Alphabet
- Bakers Dozen
- Certificate Hunter
- Nite Owl
- Nomad
- Numbers Racket
- Progressive (all levels)
- VIP/Officer
- Millennium

Marking Contacts for Awards

We wish that we could analyze all of your contacts and determine what contact should be used for what award and generate an application that is perfect. Sorry, not at this time.

So what this means is that you will have to go through your cards, run pre0list reports and determine what contact is to be used for what award.

The Edit Contacts Award Tracking Tab screen is used to mark all awards that a given contact will be used for:



The screenshot shows the 'Contact Edit' window with the 'Awards Tracking' tab selected. The contact information is FRANK J. TAYLOR, 1413 SAINT JOACHIN CT, BELLEVUE, NE 68005. The 'Awards Tracking' section includes a 'Point' dropdown, a 'Section' dropdown, and a grid of checkboxes for various awards. The 'Certificate Hunter' award is checked, and the 'Numbers Racket' award is selected for the 1000 and 2000 point sections. A list of Officer/MP titles is shown, with '0 AREA DIRECTOR' selected.

Contact Edit/Awards Tracking tab

This screen contains a series of check boxes and some other fields that are used for specific awards.

In this example this contact is being used for the 100 point award and the 2000 point section of the numbers Racket award.

So select an award just click in the box to either select or unselect.

Some awards require some secondary information like the progressive awards which also require a section to be placed in..



Please keep in mind that checking off contacts for an award is a trial and error process.

Running Award Pre-Lists

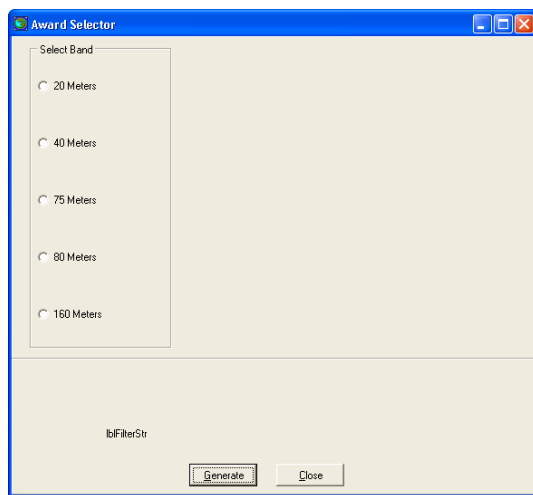
A number of Pre-list reports are available that will help you find contacts for specific awards.

The following is a list:

Prelist Suffix	This report will group all contacts by the letters to the right of the number in the call sign.
Prelist Officer	Lists all of your contacts where Club Officer is checked
Prelist 40M/SSB 1000	Lists all of your contacts where the corresponding Member has a 1000 certificate
Prelist 40M/SSB 2000	Lists all of your contacts where the corresponding Member has a 2000 certificate
Prelist 40M/SSB 3000	Lists all of your contacts where the corresponding Member has a 3000 certificate

Generating Award Applications

Generating awards is a three step process of selecting the band, mode, and finally what award you want to create.



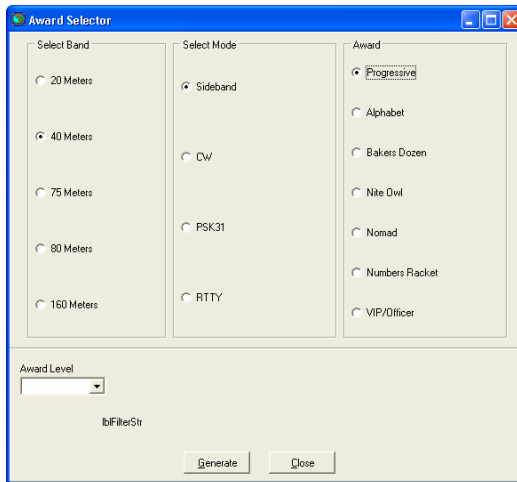
Award Selector – Select band

Step 1: Select any one of the valid Century Club bands.



Award Selector – Select Mode

Step 2: Select any one of the valid Modes.



Award Selector – Select Award

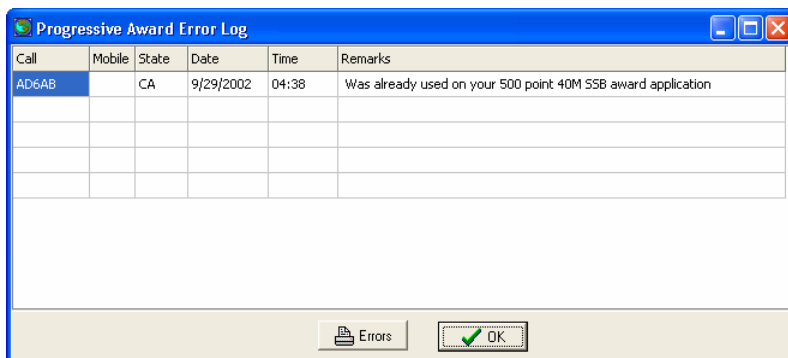
Step 3: Select one of the awards. In this example you will also notice that the program will also ask you to select the award level for the Progressive award. Other awards will also have prompts for additional information.

Pressing the **<Generate>** button will look at each of your contact records for matching information and build and view the award application.



Generating Award Applications is a trial and error process. Normally when you generate an award application for the first time you might notice that you may be missing a contact or have one contact too many. If this should happen, close out of the viewer, go back to the edit screen and make what ever changes you may need to, and finally re-generate the application. After a while you will get the hang if it.

If you have generated one of the progressive awards the logger will scan your contacts and look for conflicts. If it finds that you have used a station for another progressive award it will display the following screen:



Rich Edit

Overview








The Rich Edit features allow you complete control in entering text.





Menu Items and Toolbars

Menu Items

Narrative Toolbar Controls



Image	Control	Function
	New	Creates a new Document
	Print	Print the active document
	Find	Finds the specified text
	Cut	Cuts the selection and places it on the clipboard
	Copy	Copies the selection and places it on the clipboard
	Paste	Inserts the clipboard item
	Undo	Reverses the last action

	Redo	Reverses the last Undo action
	Hide	Hide/Un-Hide the Form Advisor
	SpellCheck	Checks the spelling in this document
	Insert	Inserts a narrative stored in FACIS

Formatting Toolbar

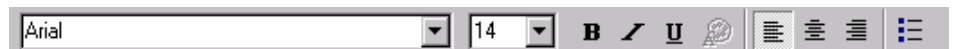



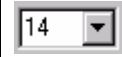







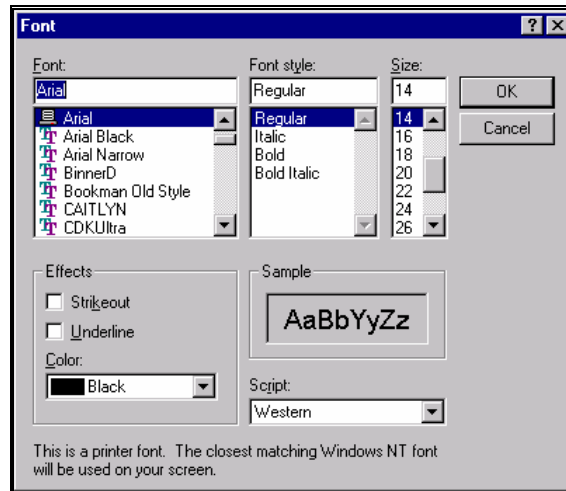
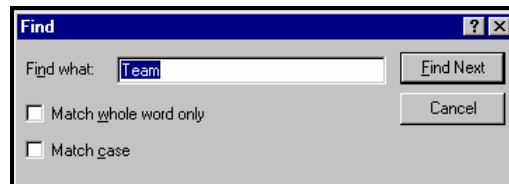


Image	Control	Function
	Font Name	Select the font name for textual components. Use TrueType fonts (indicated by a ) when possible. These render well on both the screen and printer. If you are using a dot-matrix printer, the print driver may supply printer fonts (indicated  by a ) which you can use to speed up the printing of the report. Finally fonts that have no icon to the left of the font name are screen fonts, and should not be used in reports where WYSIWYG is required.
	Font Size	Select the font size. You can also type in this box to set the font size exactly.
	Bold	Set the font to bold.
	Italic	Set font to italic
	Underline	Set font to underline
	Left Justify	Left justify the text in the component
	Center	Center the text in the component
	Right Justify	Right justify the text in the component
	Bullet	Sets the selected text to a bulleted list

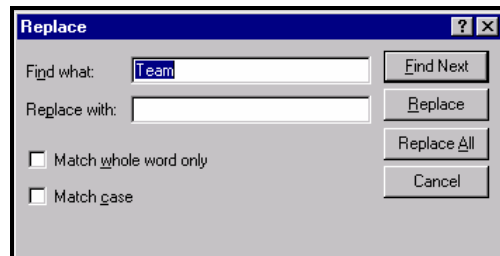
Font Dialog



Find Dialog



Replace Dialog

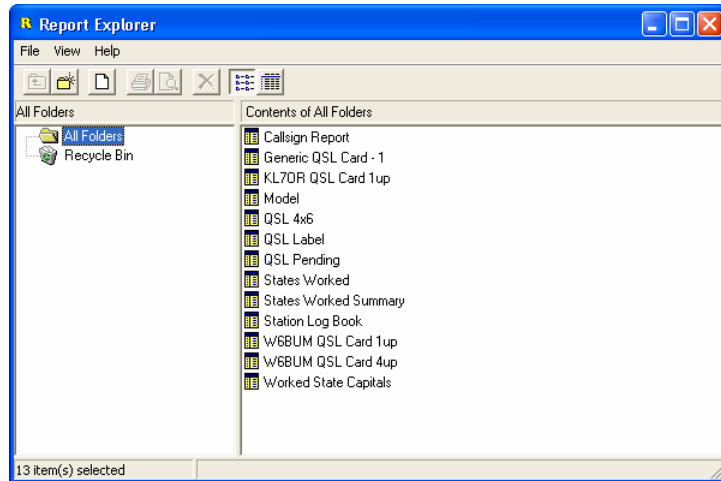


Reporting

Report Explorer

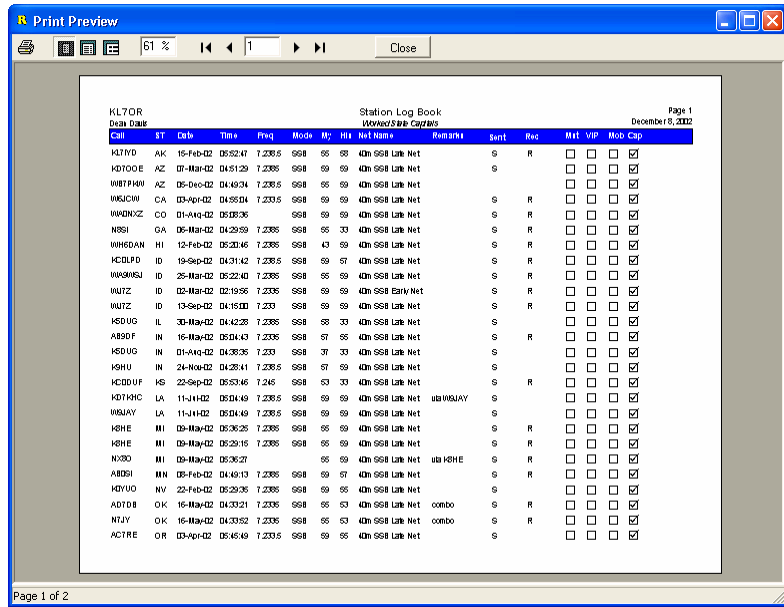
The foundation for all reports, QSL cards, and labels is based on a technology called the Report Explorer. (The Report Explorer is covered in a separate manual)

The Report explorer is used to create and make modifications to either reports that you might have designed or reports that are shipped with the product. If you make changes to the reports, please use a different name than the standard reports.



Report Explorer Screen

From the Report Explorer you may right click on any report and either print or view the report.



Print Preview Screen Example

Saving Report Specifications to a File

The report manager allows you to save and load your report specifications to and from a flat file. So if you would like to send us your report specifications for you QSL card you can use this simple procedure.

- 1) Open up the report designer of the report or QSL card you want to save.
- 2) Click on the menu File/Save to File.. and a standard Windows file save dialog will be displayed
- 3) Select the location you would like to save the file to and enter a descriptive name (Note the dialog will use the RTM as the file extension)
- 4) Press the save button and your are done.

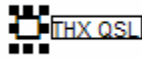
Loading Report Specifications from a File

Loading report Specifications is the reverse process as saving.

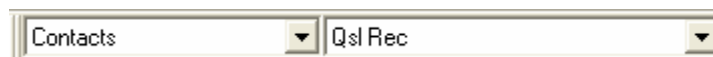
- 1) Open up the report designer of the report or QSL card you want to load.
- 2) Click on the menu File/Load from to File.. and a standard Windows file open dialog will be displayed
- 3) Select the location you would like to load the file from and select the report file to load (Note the dialog will use the RTM as the file extension)
- 4) Press the Open button and your are done.

Using Checkboxes for QSL Received

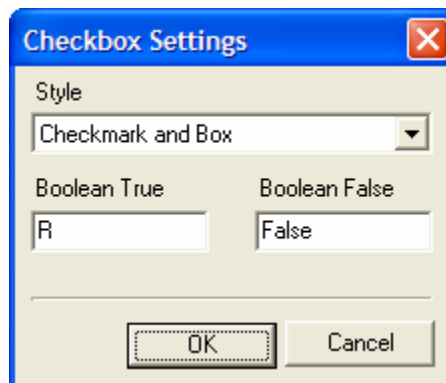
This procedure should assist you in getting the check box checked for the QSL received field. The first step is to Drop a data driven check box on to your QSL design and you should also assign a label to it.



On the tool bar you should have the table set to Contacts and the filed set to Qsl Rec:



Once completed, right click on the check box to complete the setting:



You need to set the Boolean True value to an uppercase R. Leave the Boolean true field to "False"

Hit OK, and you have set up the check box to show checked when the QSL Rec field is set to R.

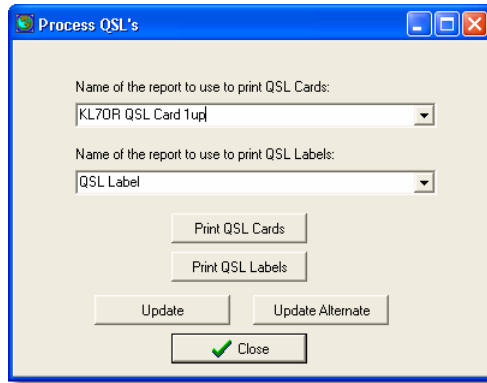
Process QSL's

The original intent of the Century Club Logger program was to assist me in processing and generating QSL cards. I started out in the beginning hand writing cards but soon found that this took an considerable amount of time that I was in short supply of.

To start using the Process QSL feature of the program you must first design a QSL card using the report manager. We have provided a number of sample to get you going including a 4up laser format and a 1up color. Please feel free to make any changes. We would recommend that when you open one of our samples that you save it using a different name, then you always have the original to go back to for reference.

After you have completed the QSL card then you must complete a QSL label, this is if you are going to use this feature. The default QSL label is designed to print on Avery 5160 label stock. Again please review the report definition.

After you have completed both the QSL card and label you are ready to generate QSL cards.



Process QSL Screen

Using this screen select the QSL card report format you want to use and also select the label report format.

By selecting one of the following buttons you will process all contacts that have NOT has a QSL card sent to (QSL Sent = N).

	View and prints the QSL card according to your print specifications
	View and prints the QSL Labels according to your print specifications
	Update each contact that had the QSL sent setting the QSL_Sent to 'S' and updating the QSLSentDate to the current date which indicates that a card has been processed

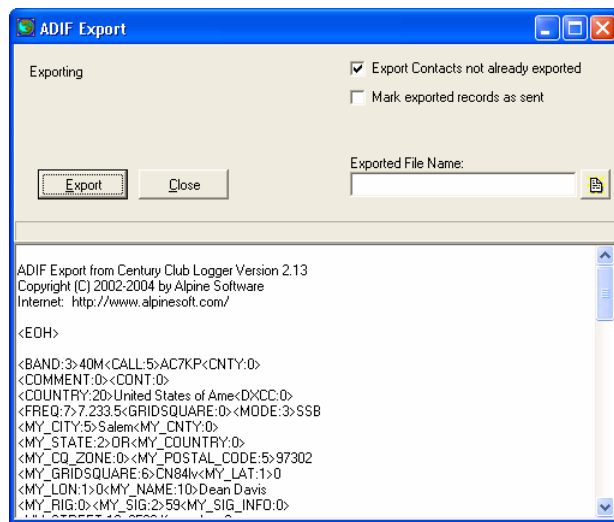


Advanced QSL Processing

To be completed at a later date.

Log Export (ADIF)

Introduction



ADIF Export Screen

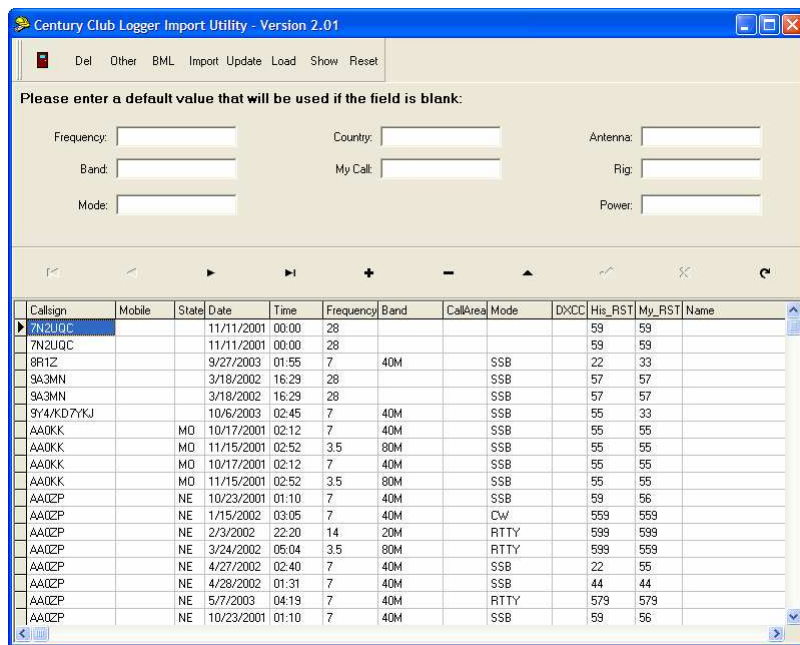
Log Conversion (ADIF Import)

Introduction

A separate utility is available to convert data from other Ham radio logging programs using the standard Amateur Data Interchange Format (ADIF) that most logging programs use to exchange data.

The first step in this process is to export your data into a standard ADIF format. This is accomplished using your logging program and NOT the Century Club Logging program. If you are not able to figure out how to do this then we suggest that you consult with either your program manual to talking with eh software vendor.

Once you have exported your files you may proceed with the importing process. When the program is either started from the Century Club File menu or from the Windows Desktop the following screen will be displayed:



Import Utility Main Screen

Across the top of the screen is a tool bar of functions you will perform to successfully import your data. In the middle of the screen are fields that you can use to update missing values, and at the bottom is a grid of the imported data.

The following functions are available:

Del	Deletes all records in the import work area
Other	Used to import logs in other formats such as MS-Excel, dbase, etc.
BML	Used to import BML Log files
Import	The dialog where you import data from ADIF files
Update	Updates work area records with missing data
Load	Loads the work area into the Century Club Logger
Show	Displays records not loaded that were duplicates
Reset	Resets the work area grid to display all records



Importing data can be a trial and error process and it might not turn out the way you want to the first time. The import process copies data into a work area where you may make changes before it is loaded into the main Century Club logger area. If you do not like the way your data got converted, you may delete and try again.

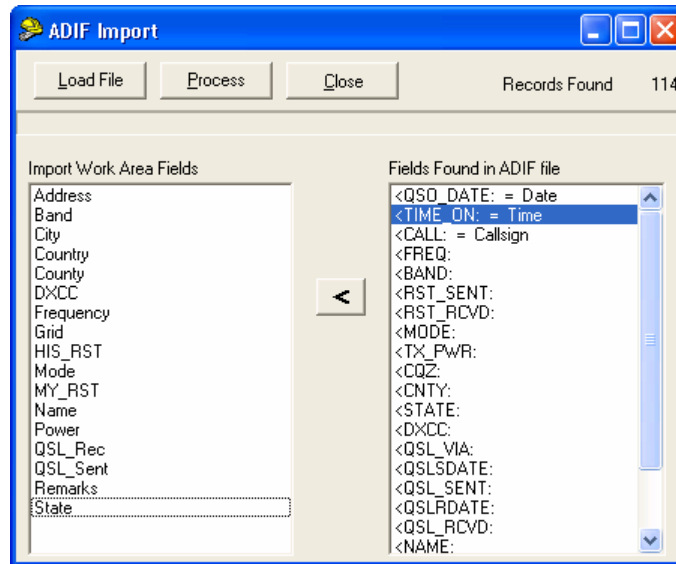
Import Functions

Delete

The delete function will delete ALL the records in the import work area. Once records are deleted they may not be restored. So please use care.

Import

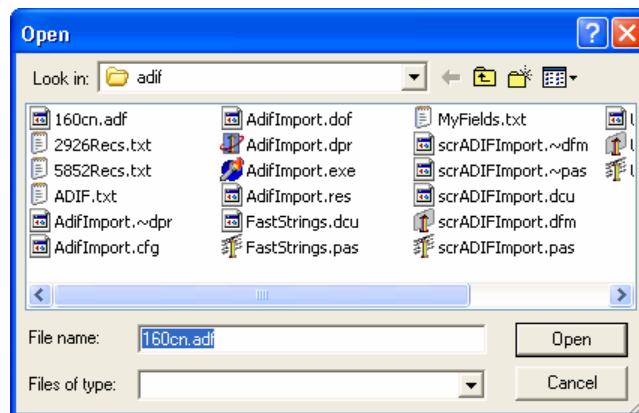
This is the main function that will be used to locate your ADIF import file, match fields to their corresponding import work area fields, and import the data.



ADIF Import Screen

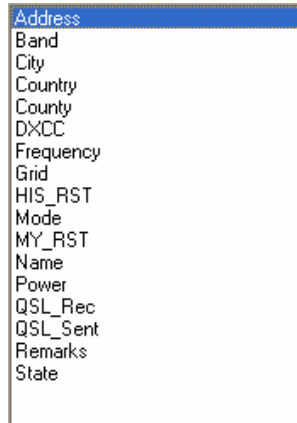
	Loads the ADIF import file
	Converts and loads the ADIF data into the import work area.
	Closes this screen

To load the ADIF file press the Load button and a standard Windows open dialog like the following will locate the file for you:

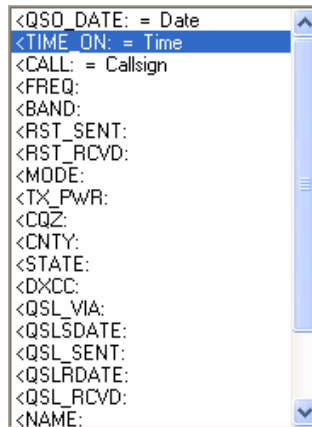


Windows Open Dialog

Once you have loaded the ADIF file you must match fields (center column) to those fields in the Import Work area. After the data has been loaded the box of Import work Area Fields will be loaded:



And the Fields Found in ADIF Input box will also be loaded:



At this point you **MUST** match fields from Import work Area box to the Fields Found in ADIF Input. This is a very easy process of highlighting and holding the mouse and dragging the Import Area Field to a matching ADIF Input field. As each field is matched it will be removed from the Import Area Field box. Simply gown the list until all of the fields have been matched to the ADIF input. You may have some extra fields that did not have a matching ADIF Input field. This is normal as all logging programs do not operate the same.



Caution. You Must match at a minimum the following fields:

Callsign Date Time Band Mode

After all fields have been matched, press the Process button to start the actual conversion and loading of data into the Import Work Area.

Update

This function will make minor corrections to your data that are compatible with the Century Club Logger. Before using these fill into the fields on the screen with default values that are not normally used by other logging programs. The following summarizes the actions taken:

If QSL Sent is not equal to a Y make it an N

If QSL Sent is equal to a Y make it an S

If QSL Received is equal to a Y make it a R

If callsign ends with /M remove the /M and mark the line as Mobile

If callsign ends with /p remove the /P and mark the line Portable

If remarks contains the string "STATE CAP" mark the line as a State Capital

If remarks contains the string "QRP" update the QRP value with 5

If band is equal to 10 replace it with 10M, 20 to 20M, and the rest of the bands.

If any of the following fields are blank replace the field with the value that was entered on the screen:

- Frequency
- Band
- Mode
- Country
- Antenna
- Rig
- Power
- MyCall

If band is blank attempt to update band with frequency. I.I if frequency is 14 then set band to 20M

If state is blank and mobile/portable is blank perform a FCC lookup to set the state field

Load

After you are comfortable with your data use the Load button to transfer the records in the work area to the Century Club logger. The load function will only load unique records and ignore duplicates where the following fields are equal between two or more records:

Callsign, mobile, state, date, time, frequency, band

Show

This will display all of the records that are in the work area that were not loaded into the logger because they were duplicates.

Reset

Reverses the effect of the Show button

Importing Data

Overview

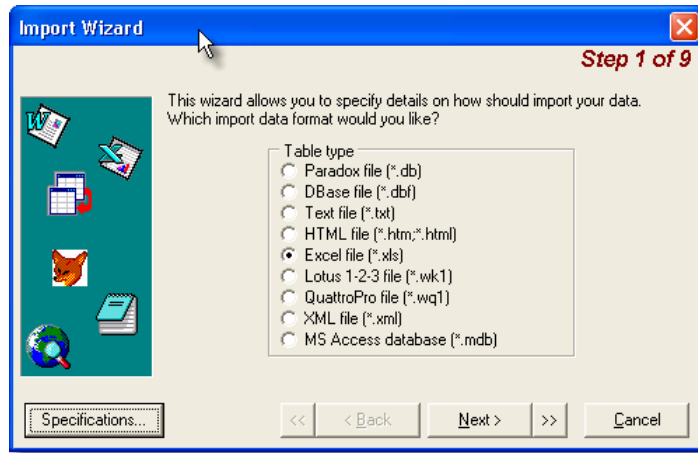
Data can be imported from a variety of sources including other programs, Microsoft Excel, and text files. This chapter will cover the basics using the **Import Wizard**. While using this Wizard you will be required to answer some questions about the data you are trying to import.

Import Wizard

Normally the import function is done only once during initial program setup to transfer data from an existing program to the Century Club Logger. After you have a chance to play with the program you can delete all of the existing Contact data using the menu function, then convert your data. We strongly suggest that you save your specifications incase the import did not work as expected. Then you can delete the contact data, reconvert with your specifications, make changes and re-save.

We have found that folks who use generic programs like Microsoft Excel might have to experiment several times before the data is in the correct format.

Step 1 – Identify Input



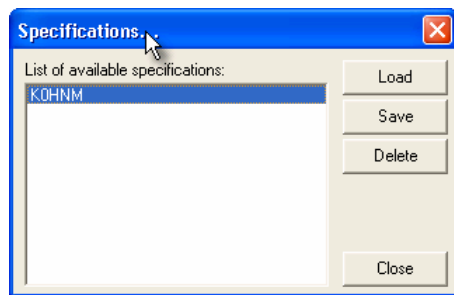
Step 1 Data Format

From this screen you either may start a new import from scratch or use one of the supplied specification files. To use a Specification press the specification button and select from one of the supplied formats.

If you are not using a specification file the first step is to identify the type of file that you will be importing data from. In the above example we will be using the Microsoft Excel format.

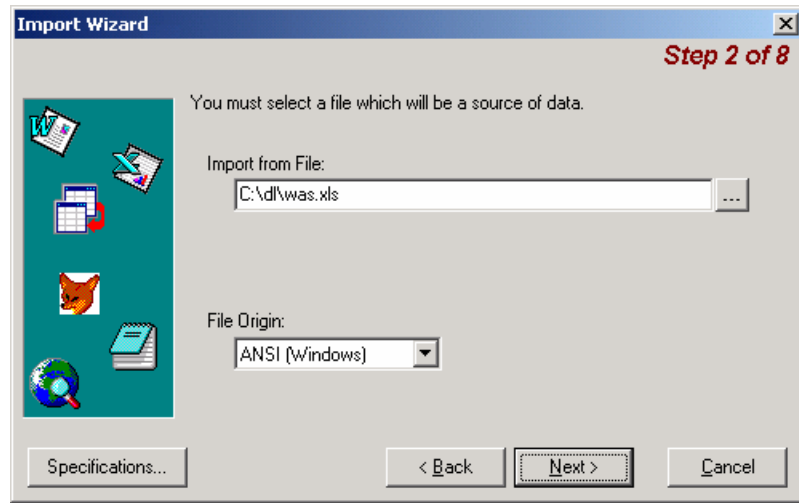
When you have made your selection press the **<Next>** button to continue.

If you have saved your specifications from a previous attempt at converting your data you may load it using the **<Specifications>** button:



Import Specifications Screen

Step 2 - Select Input File

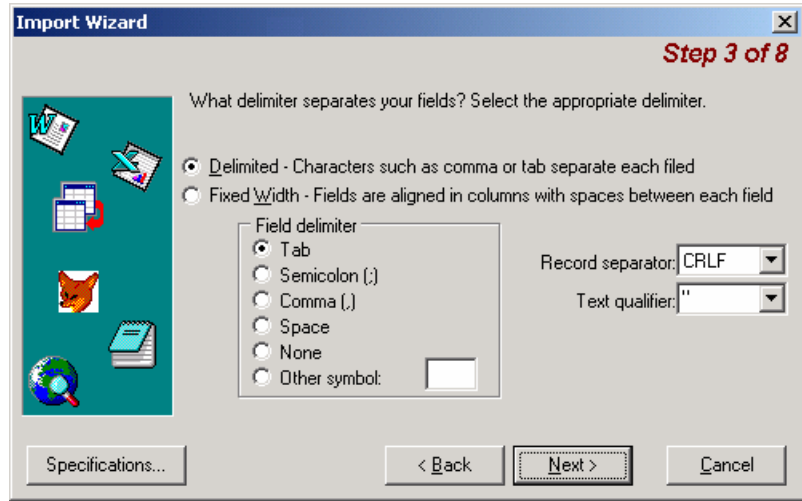


Step 2 Select File screen

The next step is to locate your input file you will be using for the import. Press the **<ellipse>** button on the right of the input area to navigate and find the desired file.

For most cases the File Organizer should be left as is.

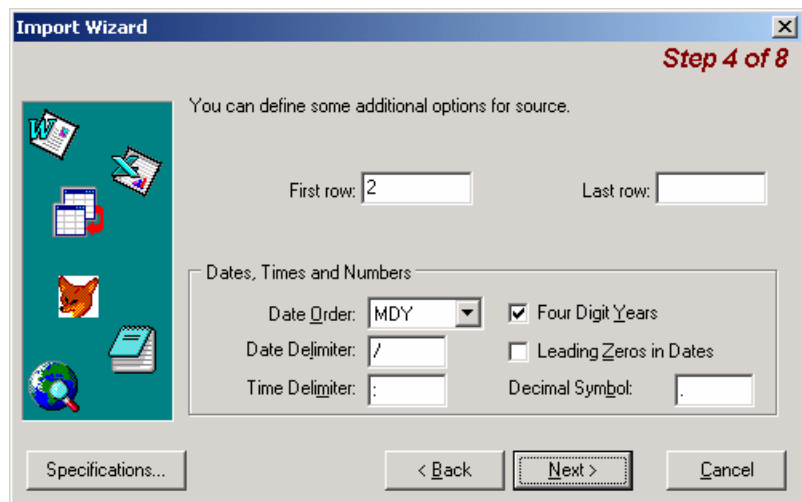
Step 3 – Specify Delimiter



Step 3 Select the type of delimiter

If you have specified one of the text formats in Step 2 you will be required to specify how the data is delimited using this screen.

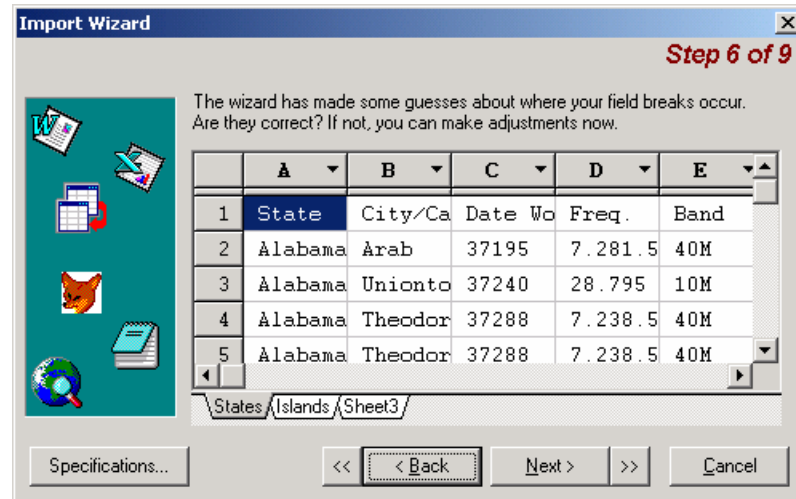
Step 4 – Additional Options



Step 4 Specify additional options screen

Depending on your type of data this screen can be used to set options for dates and other information. Usually accepting the defaults will work.

Step 5 – Field Mapping

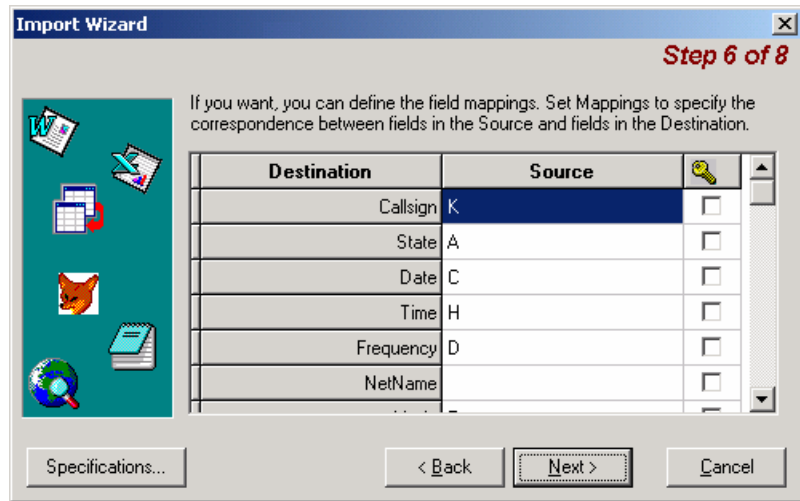


Step 5 Field Mapping

The import wizard will attempt to make guesses mapping your data fields to the data fields in the Logger.

In the above example we are using a Excel spread sheet and the columns are marked with letters, A, B, C, etc. In the next step you will map these letters to actual fields in the Contact database.

Step 6 – Field Assignment



Step 6 - Field assignment screen

Using the drop down box in the Source field match each field in your data to a field that corresponds to the Contact data base. At a minimum you should map the following fields:

Callsign

State

Date

Time

Frequency

Mode

Band

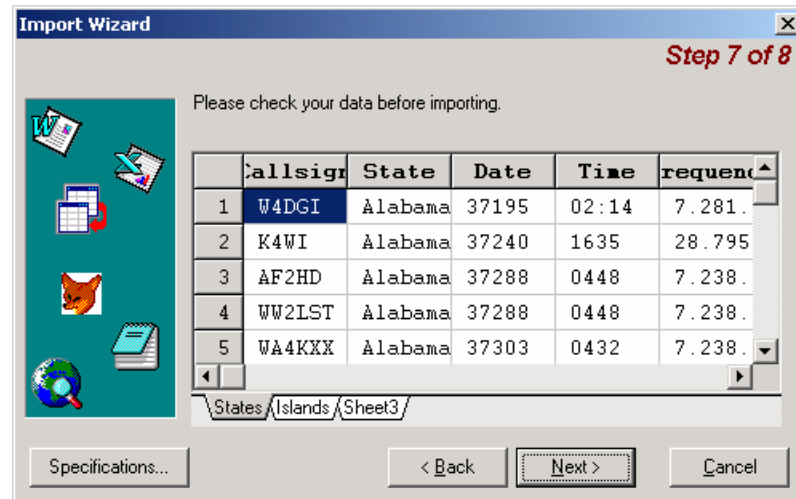
His RST

My RST

Remarks

If you have other fields that match the Logger fields you may map those as well. If you are unsure, please experiment. Remember if you do not like the conversion you can try, try again. One final note: The date and time fields are character fields so if you are importing MS-Excel you may need to convert the columns to character fields.

Step 7 – Final Check

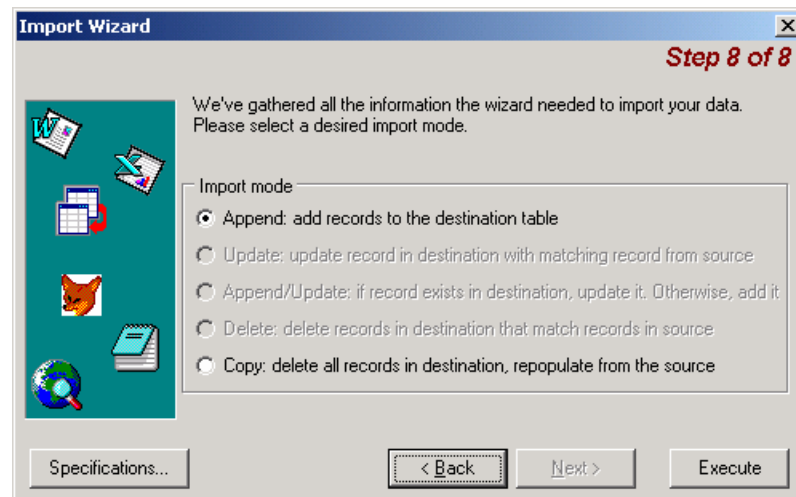


Step & Final check Screen

This screen will show you how your fields are mapped to the Logger. If something is incorrect, press the **<Back>** button and make the correction.

Once you are satisfied, press the **<Next>** button.

Step 8 - Import



Step 8 – Import Screen

If you are satisfied press the **<Execute>** button to start the import. You will see a progress bar displaying the results.

Backup/Restore

Overview

A separate program is used to perform backup/restore functions. This utility will back up all of the Century Club Logger data files except it WILL NOT backup the FCC data. If a fresh copy of the FCC database is needed it can be downloaded from the Alpine Software web site.

The backup will backup all of the files into a single file. You may either store these files on your hard drive or some other external media, floppies, CD, ZIP, etc. The destination can be set using the Configuration screen.

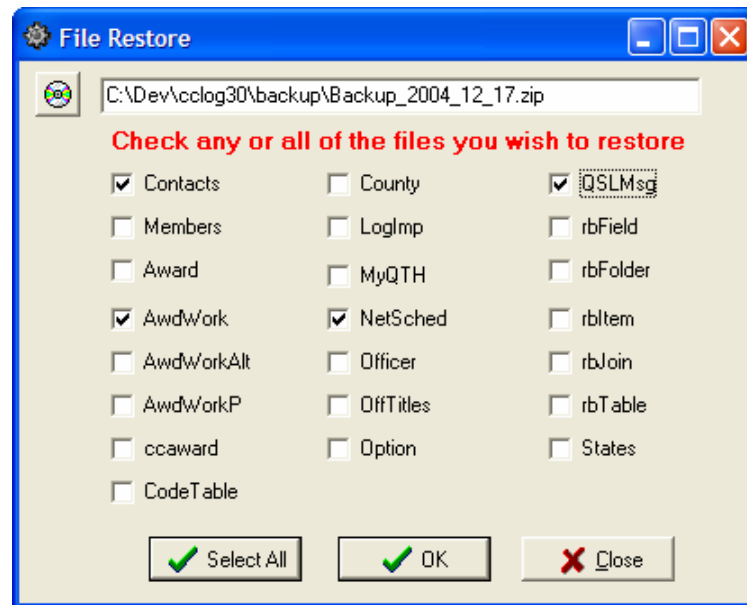
Backup

After starting up the program you will see the following screen displayed:



Backup Screen

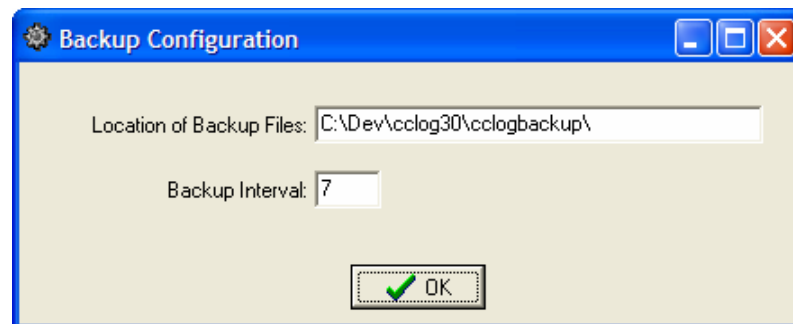
Restore



Restore Screen

The first step is to select the backup file you would like to restore files from, then check each to the logger files you would like restored. Pressing the **<Select All>** button will restore ALL of the files.

Configuration



Configuration Screen

The configuration screen sets the default path/directory where files will be store and also the reminder interval (only in version 3.0 and above).

Data Base Structures

Overview

These table definitions are provided to assist you in using the Report Manager (covered in a separate manual).

Table: AltName.db -

¹	Field name	Field type	Field size	Key	Req	Description
1	Callsign	String	9	X		
2	NickName	String	25			
3	DateAdd	Date				

Table: BuroList.DB -

¹	Field name	Field type	Field size	Key	Req	Description
1	CallSign	String	9	X		
2	Mgr20	String	9			
3	Mgr40	String	9			
4	Mgr75	String	9			
5	Mgr160	String	9			
6	QSLMgr	String	9			
7	Netname	String	1			

Table: CodeTable.DB -

¹	Field name	Field type	Field size	Key	Req	Description
1	CodeName	String	15	X		
2	CodeEntry	String	40	X		
3	Comments	String	100			

Table: Contacts.DB -

¹	Field name	Field type	Field size	Key	Req	Description
1	Callsign	String	14	X	X	
2	State	String	2	X		
3	Date	String	10	X		
4	Time	String	8	X	X	
5	Frequency	String	8	X		
6	Band	String	10	X		
7	Mode	String	10			

8	DXCC	String	5			
9	His_RST	String	3			
10	My_RST	String	3			
11	Name	String	40			
12	FirstName	String	20			
13	City	String	25			
14	County	String	20			
15	Grid	String	10			
16	QSL_Sent	String	1			
17	QSL_Rec	String	1			
18	Remarks	String	50			
19	NetName	String	75			
20	SpecialEvent	Boolean				
21	OCS	Boolean				
22	Address	String	125			
23	QSLInfo	String	25			
24	QSLMessage	BLOB	20			
25	NCSCall	String	9			
26	StateCap	Boolean				
27	Officer	Boolean				
28	MasterHolder	Boolean				
29	Mobile	String	9			
30	DXStation	Boolean				
31	QrpPower	String	4			
32	YL	Boolean				
33	MyNET	Boolean				
34	PointAward	String	4			
35	AwdAlphabet	Boolean				
36	AwdBakerDzn	Boolean				
37	AwdCallArea	Boolean				
38	AwdCanadaCall	Boolean				
39	AwdPrefix	Boolean				
40	AwdCertHunt	Boolean				
41	AwdClintWise	Boolean				
42	AwdDX	Boolean				
43	AwdJourney	Boolean				
44	AwdMaster	Boolean				
45	AwdMillennium	Boolean				
46	AwdNCS	Boolean				
47	AwdNiteOwl	Boolean				
48	AwdNomad	Boolean				
49	AwdNumbersRkt	Boolean				
50	AwdPokerPlayer	Boolean				
51	AwdSilverCert	Boolean				
52	AwdWASClubNet	Boolean				
53	AwdWASCap	Boolean				
54	AwdWASSamState	Boolean				
55	AwdWAS	Boolean				
56	AwdVIP	Boolean				
57	QSLID	String	20			
58	Operator	String	9			
59	OpsSpcEvent	Boolean				
60	OpMode	String	8			

61	OpState	String	2			
62	Mycall	String	9			
63	DateQSLSent	Date				
64	DateQSLRec	Date				

Table: fccdata.DB -

¹	Field name	Field type	Field size	Key	Req	Description
1	Call	String	9	X		
2	FullName	String	50			
3	FirstName	String	25			
4	MI	String	1			
5	LastName	String	30			
6	Suffix	String	3			
7	Address	String	20			
8	City	String	20			
9	State	String	2			
10	Zip	String	9			
11	UpdateFlg	Boolean				

Table: NetSched.DB -

¹	Field name	Field type	Field size	Key	Req	Description
1	NetName	String	40	X		
2	NetSchedule	String	10			
3	NetDays	String	10			
4	Utc	String	5			
5	NetFreq	String	8			
6	NetMode	String	8			
7	NetBand	String	5			

Table: Officer.DB -

¹	Field name	Field type	Field size	Key	Req	Description
1	Callsign	String	10	X		
2	Desc	String	50	X		
3	MasterHolder	Boolean				
4	OrigCharter	Boolean				

Table: option.DB -

¹	Field name	Field type	Field size	Key	Req	Description
1	MyCall	String	10			
2	Myname	String	40			
3	Address1	String	40			
4	Address2	String	40			
5	Latitude	Float				
6	Longitude	Float				
7	GridSquare	String	8			
8	QSLReport	String	60			
9	QSLLabel	String	60			
10	ServerName	String	60			
11	UserID	String	30			
12	SendTo	String	60			
13	EmailAddress	String	60			
14	Subject	String	75			

15	MessageHdr	Memo	20			
16	NetInProgress	String	40			
17	NCSCall	String	9			
18	NCSName	String	20			
19	NetUTCStart	String	5			
20	NetFreq	String	8			
21	NetMode	String	8			
22	NetBand	String	5			
23	NextSeq	Float				
24	DefFreq	String	8			
25	DefMode	String	8			
26	DefBand	String	8			
27	DefNet	String	40			
28	DefSpcEvent	Boolean				
29	DefOpMode	String	8			
30	DefOpState	String	2			
31	DateFormat	String	1			
32	DispalyHeader	Boolean				

Table: QSLMgrs.db -

¹	Field name	Field type	Field size	Key	Req	Description
1	CallSign	String	9	X		
2	Name	String	40			
3	Address	String	40			
4	CityStZip	String	40			

Table: QSLMsg.DB -

¹	Field name	Field type	Field size	Key	Req	Description
1	QSLID	String	20	X		
2	QSLMessage	BLOB	10			

Table: rbField.db -

¹	Field name	Field type	Field size	Key	Req	Description
1	TableName	String	60	X		
2	FieldName	String	60	X		
3	FieldAlias	String	60			
4	Selectable	String	1			
5	Searchable	String	1			
6	Sortable	String	1			
7	DataType	String	60			
8	AutoSearch	String	1			
9	Mandatory	String	1			

Table: rbFolder.db -

¹	Field name	Field type	Field size	Key	Req	Description
1	FolderId	Autoinc		X		
2	Name	String	60			
3	ParentId	Integer				

Table: rbItem.db -

¹	Field name	Field type	Field size	Key	Req	Description
1	ItemId	Autoinc		X		

2	FolderId	Integer				
3	Name	String	60			
4	Size	Integer				
5	ItemType	Integer				
6	Modified	DateTime				
7	Deleted	DateTime				
8	Template	BLOB				

Table: rbJoin.DB -

¹	Field name	Field type	Field size	Key	Req	Description
1	TableName1	String	60	X		
2	TableName2	String	60	X		
3	JoinType	String	20			
4	FieldNames1	String	255			
5	FieldNames2	String	255			
6	Operators	String	60			

Table: rbTable.db -

¹	Field name	Field type	Field size	Key	Req	Description
1	TableName	String	60	X		
2	TableAlias	String	60			

Table: States.DB -

¹	Field name	Field type	Field size	Key	Req	Description
1	StateCode	String	2	X		
2	State	String	16	X		
3	StateCap	String	18			

Table: YLs.db -

¹	Field name	Field type	Field size	Key	Req	Description
1	CallSign	String	9	X		
2	Name	String	30			
3	DateAdd	Date				

Sample Reports

Station Logbook

KL7OR

Dean Davis

Station Log Book

All Logbook Entries

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December 27, 2003

Call	ST	Date	Time	Freq	Mode	My	His	Net Name	Remarks	Mst	VIP	Mob	Cap	Sent	Rec
W0MYZ	MN	21-Aug-03	04:45:29	7.233.5	SSB	59	53	40m SSB Late Net		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	R
KM5MS	MS	21-Aug-03	04:48:49	7.233.5	SSB	59	59	40m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	R
W5WJN	LA	21-Aug-03	04:59:38	7.233.5	SSB	57	55	40m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	R
K0MRC	OK	21-Aug-03	05:11:47	7.233.5	SSB	59	55	40m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	
KV7S	NV	26-Aug-03	05:23:16	3.904.0	SSB	57	59	75m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	R
KG6BDJ	NV	26-Aug-03	05:24:00	3.904.0	SSB	59	58	75m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	S	R
WD0FYF	KS	26-Aug-03	05:31:34	3.904.0	SSB	55	44	75m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	R
N5USH	OK	26-Aug-03	05:34:20	3.904.0	SSB	57	22	75m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	R
W7MCK	WA	26-Aug-03	05:34:54	3.904.0	SSB	59	59	75m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	
A18W	TN	28-Aug-03	04:51:17	7.233.5	SSB	22	22	40m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	
A18W	NC	28-Aug-03	04:51:19	7.233.5	SSB	22	22	40m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	
WQ8TV	TN	28-Aug-03	04:51:21	7.233.5	SSB	22	22	40m SSB Late Net	ai8w	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	
WQ8TV	NC	28-Aug-03	04:51:22	7.233.5	SSB	22	22	40m SSB Late Net	ai8w	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	
KE7BT	ID	28-Aug-03	04:54:53	7.233.5	SSB	59	59	40m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	
KE7BT	ID	28-Aug-03	04:54:55	7.233.5	SSB	59	59	40m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	
XM30II	ON	28-Aug-03	05:00:08	7.233.5	SSB	55	33	40m SSB Late Net	Club of VE30II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	R
W4KHC	TN	28-Aug-03	05:19:47	7.233.5	SSB	59	55	40m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	
N0WJO	ND	28-Aug-03	05:21:27	7.233.5	SSB	59	33	40m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	
NS6RR	CA	30-Aug-03	05:14:56	3.903.0	SSB	59	59	75m SSB Late Net	ad6zj	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	R
AD6ZJ	CA	30-Aug-03	05:14:58	3.903.0	SSB	59	59	75m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	R
KK7SR	WA	30-Aug-03	05:29:31	3.903.0	SSB	58	55	75m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	R
W7DP	WA	30-Aug-03	05:29:33	3.903.0	SSB	58	55	75m SSB Late Net	kk7sr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	R
W7W	WA	30-Aug-03	05:29:35	3.903.0	SSB	58	55	75m SSB Late Net	kk7sr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	
WR8O	WY	30-Aug-03	05:47:06	3.903.0	SSB	57	57	75m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	R
AB0JH	MO	30-Aug-03	05:48:12	3.903.0	SSB	33	44	75m SSB Late Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	R

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