

(4) SCRIPT: The SCRIPT is tied to the Log entries in that call signs, times, etc are tailored to fit a specific net. The language in the script follows the Tri-Service SOP and uses the modified geographic call-up format. A second script is being developed which will use the reduced check in call up format. That will be added as a new tab.

(5) CC-CRIB. This is a special “crib sheet” for performing continuity checks and is provided only as a reference.

3. Operation. Here are the rules for using the LOG spreadsheet. Let’s begin by describing an Excel spreadsheet, just so we are both on the same page. Line: Excel numbers each line down the left of the page. Columns: The columns have been assigned alphabetical designators. Cell: each cell has an “address” such as C3 (column C, line 3).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ATTN:															Team	
2	Net	NCS	ANCS	RY	RY	R/C	P-FQ	S-FQ	SANCS	RY	RY	CK IN	DIG	TFC		Script-1	
3	NEIS1	AFA2BQ	ABA2RU				RB	RC				33	5	0		Script-2	
4	State	CS	Notes	In	Close	RC	Time	State	CS	Notes	In	Close	RC	Time		Roster	
5	CT-D	AFA1DI			14.30		0.50	NJ	AFA2QA			14.25			0.75		Save
6	DE	AFA3UF					1.00	MA-D	AFF1MA						1.00		New
7	CT	AFA1ET					1.00	ME	AFE1ME						1.00		Net Log
8	MD	AFA3HJ			14.30		0.50	NH	AFA1NR						1.00		

a. Errors. You will find a number of error checking formulae have been incorporated in this workbook. These are meant to assist the user insure an error free log. If you see an error you should correct it immediately; some errors will cause the log to cease functioning until the problem has been fixed. To that end line #1 is the error notification line. When an error occurs the problem, cells LMN,3 will normally indicate the cell where the error occurred. Look there first.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	ATTN:	Dup Cell=> B-59														Team		
2	Net	ERROR	ERROR	RY	ERROR	R/C	ERROR	ERROR	ERROR	ERROR	ERROR	CK IN	DIG	TFC		Script-1	Start	
3	NEIS1	AFA2BQ	ABA2RU	AFA1DI			RB	RC				34	5	0		Script-2	14.00	
4		YOU	Notes	BLEV	IT		Time	YOU	JUST	BLEV	IT					Roster	End	
5	CT-D	AFA1DI			14.30		Error	NJ	AFA2QA			14.25			Error		Save	15.00
6	DE	AFA3UF					Error	MA-D	AFF1MA						Error			1.00
7	CT	AFA1ET					Error	ME	AFE1ME						Error		New	14.00

Usually this is caused by duplicating a check in call sign (entering it twice), entering a check in or out time that doesn’t match the net start/end times or an inappropriate entry in a time cell, e.g, an “alpha” in a “numeric” cell. A “bad” call sign will generate a “CK CALL” error in the STATE cell. Watch line one, it will help you correct errors.

b. Entry Rules:

- (1) Always use capital letters.
- (2) Enter call signs in full: AFA5DT, AFE3VN, AAM3AT; NNN0ABA, etc.
- (3) Use a 24-hour clock in local time and a decimal point to separate hours and minutes, e.g., 13.20 or 09.17.
- (4) Always type in the GREEN cell area, NEVER type elsewhere, you will probably destroy a formula. You may find your copy of the LOG workbook is “locked” so you can not type in any other area.

(5) You **must** fill several cells in line three. You will see a number of prompts in line one for needed items, Regardless these three MUST be completed:

- (a) Net Name
- (b) NCS
- (c) Primary Frequency designator.

c. Starting a new day/net.

- (1) Click on the red New Net Log cell.

(2) This takes you to a last-chance gate; choose NEW DAY. If you didn't want to start a new log you would click on RETURN.

(3) Enter the net name. If you are unsure what the net name is, click on the profile tab and choose the correct net name from the list. IMPORTANT: You MUST enter the net name as shown in the list.

(4) Enter the NCS call sign- in full.

(5) Enter the ANCS (if any)

(6) If you have selected relay stations before the net, enter those call signs.

(7) If you have a secondary frequency being covered, you can assign a ANCS for that frequency in cell I3. You can also assign relay stations for the secondary frequency.

(8) Fill in the primary and if used, secondary frequency designators.

(9) Click on the SCRIPT tab and read your opening from that tool. You will find RETURN TO LOG hot spots throughout the SCRIPT and two "to script" hot spots in the log, cells P2 and P3.

(10) The team information is stored on lines 59 through 63. There is a hot spot for that as well, P1.

d. Traffic:

(1) A recap of the traffic handled on the net must appear in the log. There are two types of traffic for logging purposes: formal and "informal." Formal traffic will contain a header containing the message number, precedence and date-time-group. Informal traffic is any other information passed between stations while the net is in "directed" status; there is no traffic passed while the net is in "free" status. Therefore if there is an informal conversation conducted between two affiliates while the net is directed, this is counted as a plain-dress message and therefore counts as traffic. The same applies when the NCS, or another affiliate, addresses the net with a bulletin, information, etc. These occurrences are tracked as "traffic" when they occur during while the net is directed.

(2) Traffic is recorded in the section below the log, beginning with line 34.

(a) Cells are provided to identify the traffic type:

(1) ZDA=Any message with a header. Enter the Precedence and message number, e.g., R05-010.

(2) ZEU=All other traffic: Exercise, drill, training session, informals, etc. Enter an abbreviation such as INF (informal), EX (exercise EEI), DRL (Drill), etc.

(3) The instruction to the right of the traffic section outlines how to use this section.

4. “On Board” Instructions appear below the log and are provided for quick reference. The user should look over these tools and use them on a regular basis. This will make the log use much easier.

5. Report.

a. To generate a report (RPRT), which is the official net log which you will keep on file. This is the report/log that you will send on to the net manager. It is generated by clicking the “SAVE” button in cell P5.

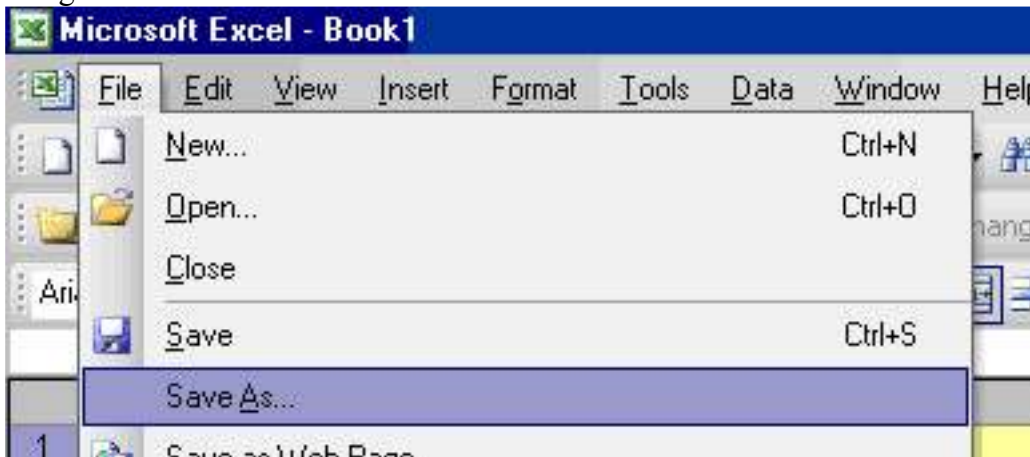
b. Clicking that button will make a new workbook which will contain all of the information necessary for a permanent log of that net.

c. The “report” is what the net manager requires so that the quarterly participation report can be generated. The RPRT contains very specific information that dovetails into the quarterly report workbook.

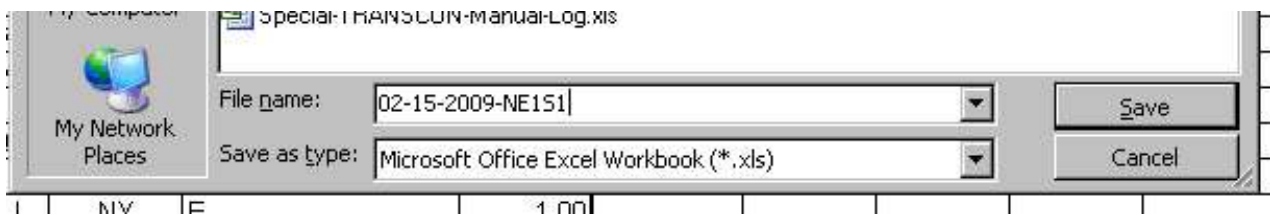
d. **NEVER** type anything into the RPRT worksheet.

e. Save this log RPRT by

(1) Selecting “SAVE AS” and then navigating to the folder where you are storing the MARS logs.



(2) Name the log with the net date and net name.



(3) This log is now archived and must be kept for one year.

(4) Send this log to the net manager as an attachment to an Email.

Be sure you read the notes associated with each of the tabs. These notes are tools that will make using the log workbook much easier.

