WWFF TUTORIAL

Log uploading and Award management

Version 1.0

@ON4VT & VK5PAS 10/2016

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Log uploading and Award management

The explained handlings are only possible if you are a registered user at www.wwff.co and you have the correct priveleges to upload logs and/or manage awards.

1. Log uploading

1. Log in with your **USERNAME** and **PASSWORD**
2. On top of the screen is a BLACK BAR with MENU. Click **WWFF Logsearch** and in the drop down menu choose the option **UPLOAD LOG**
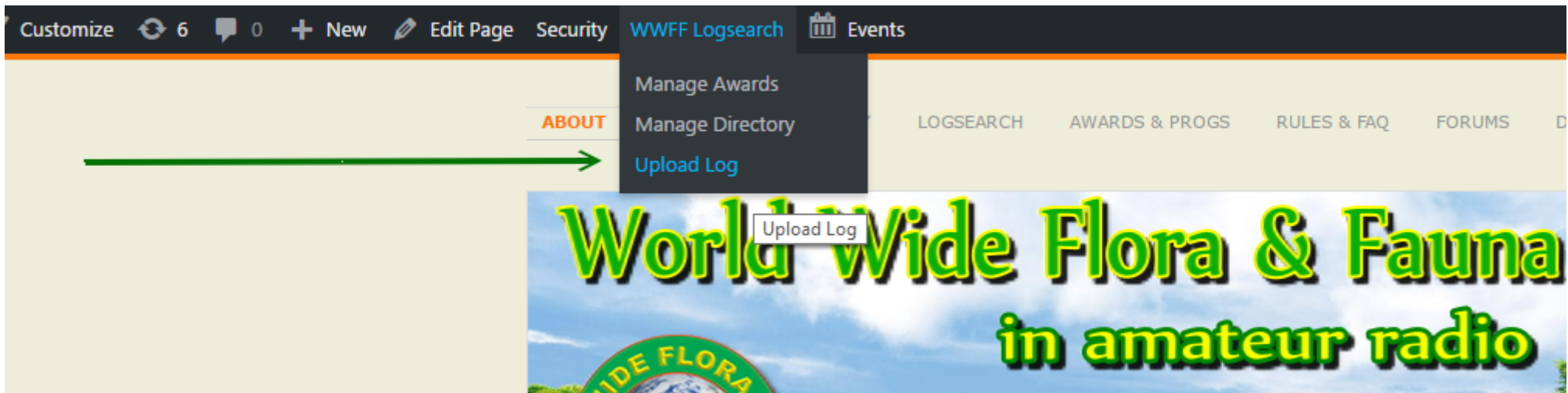
3. The window **Log Upload** shows up
4. Choose the log file to upload (.ADI is preferred, .CSV is possible too).
   Be sure to give the file the correct name : callsign@refYYYYMMDD

Log Upload

Errors can be corrected by emailing Andrew M0YMA...
... please DO NOT upload a duplicate log then ask me to delete the first one!

Filename

Please name your files in the form: **callsign @ reference YYYYMMDD**

Filename: [Bestand kiezen] Geen bestand gekozen

Reference

Reference: ◯ Auto-detect ⦿ Specify: ONFF-0001 ❓

Activator Station

Station Call: ◯ Auto-detect ⦿ Specify: OT4V/P ❓

Operator: ◯ Auto-detect ⦿ Specify: ON4VT ❓

Log Upload

National coordinators are advised they should only upload logs of activities in their own program.

Logs of activities in other programs should be sent to the respective coordinators
(check the member list on www.wwff.co).

[Upload]

5. Specify the reference in XXFFYYYY format !
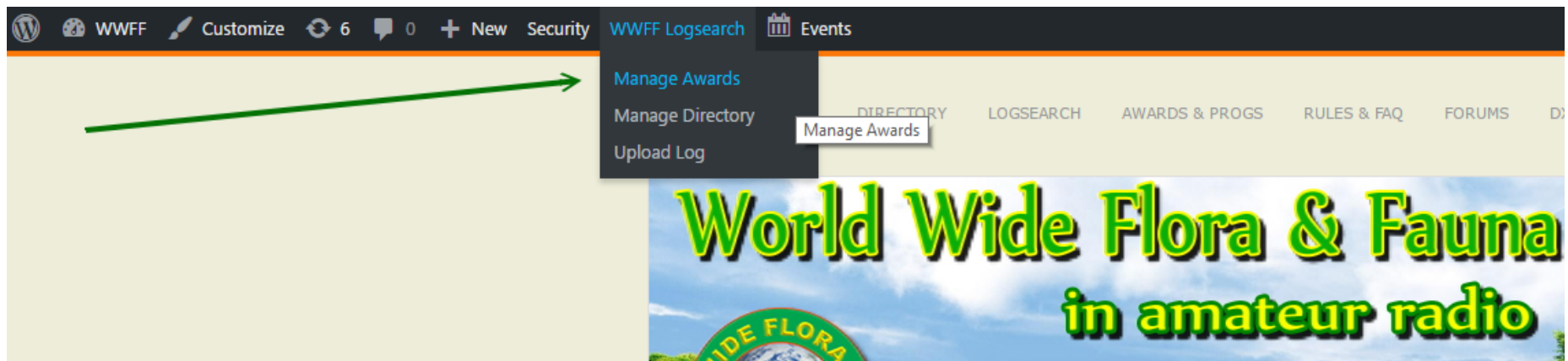6. Fill in STATION CALLSIGN and OPERATOR CALLSIGN
7. Click the **UPLOAD** button

2. Award managment
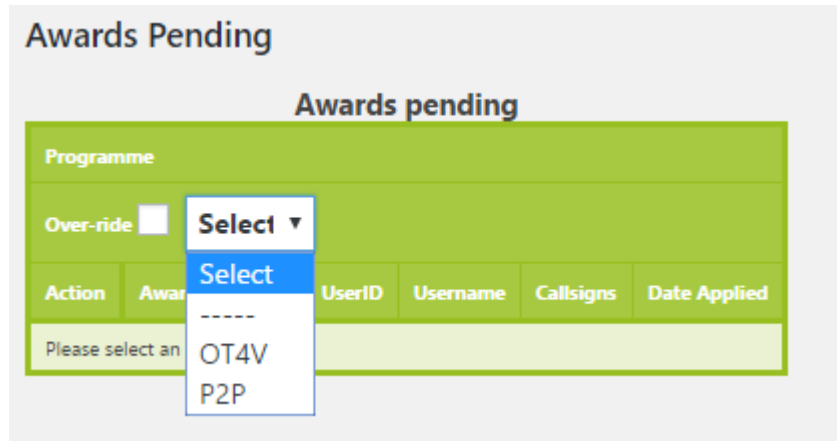
    1. Log in with your **USERNAME** and **PASSWORD**
    2. On top of the screen is a BLACK BAR with MENU. Click **WWFF Logsearch**
       and in the drop down menu choose the option **MANAGE AWARDS**

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3. The window **AWARDS PENDING** shows up
4. Select the proper award and **APPROVE** the **PENDING AWARDS**
5. An email is send to the **AWARD MANAGER** (you) with the details for producing the proper award