



WWFF TUTORIAL

Log uploading and Award @ Directory management

Version 1.3



Log uploading and Award @ Directory management

The explained handlings are only possible if you are a registered user at www.wwff.co and you have the correct privileges 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**





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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@xxFF-xxxx YYYYMMDD

Log Upload

Errors can be corrected by emailing Andrew MOYMA...
... 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: Geen bestand gekozen

Reference

Reference: Auto-detect Specify: ?

Activator Station

Station Call: Auto-detect Specify: ?

Operator: Auto-detect Specify: ?

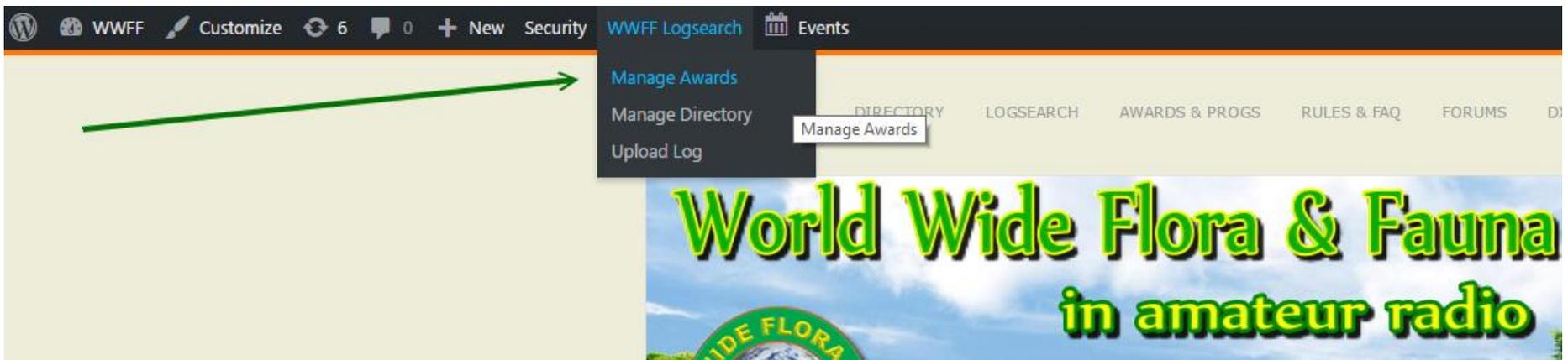
Log Upload

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.waff.co)

5. Specify the reference in XXFFYYYYY format !
6. Fill in STATION CALLSIGN and OPERATOR CALLSIGN
7. Click the **UPLOAD** button
8. In case all fields (Reference, Station Call & Operator) are correctly populated in the ADIF use Auto-detect
9. Error log returned when there are errors in the ADIF file. Correct and upload again

2. Award management

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 (including email requestor)
6. The award should mail the award to the requestor

Awards Pending

Awards pending

Programme			Over-ride <input checked="" type="checkbox"/>	LYFF					
Action	Award	Status	UserID	Username	Callsigns	Band	Mode	Year	Date Applied
<input type="checkbox"/>	LYFF-H-5	pending	6328	SQ7ACP	SQ7ACP, SQ7ACP/P	Mixed	Mixed	All-Time	2025-02-04
<input type="checkbox"/>	LYFF-H-5	pending	7670	H89DDZ	H89DDZ	Mixed	Mixed	All-Time	2025-02-06
<input type="checkbox"/>	LYFF-H-5	pending	44	VK5PAS	VK5PAS, AX5PAS, VK9PAS, VI5MARCONI,	Mixed	Mixed	All-Time	2025-02-11
<input type="checkbox"/>	LYFF-H-5	pending	8443	OK2JIQ	OK2JIQ, OK2JIQ/P	Mixed	Mixed	All-Time	2025-02-23
<input type="checkbox"/>	LYFF-H-5	pending	23399	9A4MZ	9A4MZ, -	Mixed	Mixed	All-Time	2025-03-04
<input type="checkbox"/>	LYFF-H-5	pending	23797	F6OYU	F6OYU	Mixed	Mixed	All-Time	2025-03-23
<input type="checkbox"/>	LYFF-H-5	pending	7563	OK2PYA	OK2PYA	Mixed	Mixed	All-Time	2025-03-29
<input type="checkbox"/>	LYFF-H-15	pending	8556	DL3NM	DL3NM	Mixed	Mixed	All-Time	2025-02-24
<input type="checkbox"/>	LYFF-H-15	pending	1707	SP8RHP	SP8RHP	Mixed	Mixed	All-Time	2025-03-04
<input type="checkbox"/>	LYFF-H-10	pending	1625	OM7PY	OM7PY, OM7PY/P	Mixed	Mixed	All-Time	2025-02-04
<input type="checkbox"/>	LYFF-H-10	pending	564	ON6EF	ON6EF, ON6EF/P	Mixed	Mixed	All-Time	2025-02-16

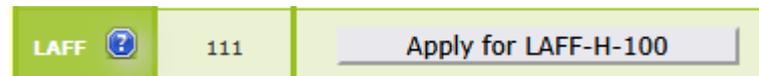
Reason for rejection:



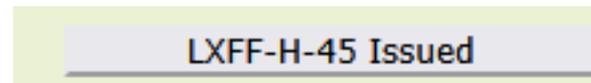
How to apply for awards

Go to logsearch and execute a search with your call

1. Select “National awards “
2. Select button where you see “Apply for LAFF-100” This means you have reach the award level quorum



3. When award mgr have accepted your request , button contents will change to Issued,



4. Both Mgr and requestor should receive a confirmation mail,

2. Directory 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 directory**
3. Add reference, click on Add Newbutton

Programme / SubProg	Reference	Action
Over-ride <input type="checkbox"/> ONFF <input type="button" value="v"/> ONFF <input type="button" value="v"/>	ONFF-0001 <input type="button" value="v"/>	<input type="button" value="Edit"/> <input type="button" value="Add New"/>
Reference Name (ONFF-0001)		



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3. Fill-in all data in proper fields, ignore not applicable
4. Necessary fields are:
Reference Name, official website, IUCN status (if know), IOTA , Notes (can be anything related), Latitude/Longitude, IARU locator, Region
5. To finish next click on create button
6. Automatically a reference number will be created into the WWFF database.
7. Below you should see creation date, if change are made, etc.

Activity Summary	
First Activation	2009-12-28
Latest Activation	2018-06-18
Total QSOs	2164
Last Change:	
2017-07-13 by ON4BB - Updated	Change Log: 2017-07-13 by ON4BB - Updated: IUCN category 2017-03-03 by ON4BB - Updated: Region 2017-02-23 by ON4BB - Updated: Locator 2017-01-30 by ON4BB - Updated: Locator 2016-09-03 by M0YMA - Updated: Lat/Lon 2016-08-26 by ON4BB - Updated: Lat/Lon, L



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3. *Edit existing references*

3.1. Click on Edit button after you have selected a reference.

Programme / SubProg	Reference	Action
Over-ride <input type="checkbox"/> ONFF <input type="button" value="v"/> ONFF <input type="button" value="v"/>	ONFF-0001 <input type="button" value="v"/>	<input type="button" value="Edit"/> <input type="button" value="Add New"/>
Reference Name (ONFF-0001)		
<input type="text" value="De Hoge Venen/The High Fens/Hautes Fagnes"/> <input type="button" value="i"/>		



3. Edit existing references

3.2. Edit required information in the different fields

3.3. Click on the Save button to save into WWFF database

3.4. Your entry need approval by WWFF directory Mgr

Programme / SubProg	Reference	Action
Over-ride <input type="checkbox"/> ONFF <input type="text"/> ONFF <input type="text"/>	ONFF-0001 <input type="text"/>	Save Back
Reference Name (ONFF-0001)		
<input type="text" value="De Hoge Venen/The High Fens/Hautes Fagnes"/> <input type="button" value="?"/>		
Official Website		
<input type="text" value="www.eifel.info/hoge-venen-eifel.htm"/>		
Status:	Valid from/to:	IUCN Cat:
Valid for WWFF <input type="text"/>	Beginning - Current	<input type="button" value="?"/> Cat IV <input type="text"/>
Continent and DXCC:		
Note: After changing ANY of these fields, SAVE before continuing!		
EU - Europe <input type="text"/>	ON - Belgium <input type="text"/>	
IOTA:		
None <input type="text"/>		