

## *In The Log* - Basic Instructions and FAQ

*In The Log* ([www.inthelog.com](http://www.inthelog.com)) is a Web-based logging program for general QSO logging and limited contest operation. QSO data is maintained on a secure server that may be accessed over the Internet with most popular Web browser programs under Windows, Apple, or Linux operating systems. *In The Log* also runs on Web-enabled mobile devices. No special software is required on the user's host computer or device. A separate score display system is available at [inthelog.com/livescores](http://inthelog.com/livescores).

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### **About *In The Log***

#### **Q: Will *In The Log* work with my Web browser?**

A: *In The Log* is fully functional with Firefox, Chrome, and Safari browsers. Basic functionality is supported with Internet Explorer 8 (IE8) – no scoreboard or check partial box are yet available for IE8. Announcements about *In The Log's* functionality and various Web browsers will be posted on the *In The Log* home page – [www.inthelog.com](http://www.inthelog.com).

#### **Q: Does *In The Log* require any special browser configuration?**

A: *In The Log* only requires that you set your browser to accept a "session cookie" to identify your computer after you log in. (You can also authorize the cookie manually each time you access *In The Log*.) Once you close your browser window, the session cookie is deleted and you will have to log in again when you re-access *In The Log*.

#### **Q: Can *In The Log* interact with my radio or send CW message?**

A: Not at this time. Although future versions may add these features, for the moment consider *In The Log* to have the same functions as a paper log sheet. It is for recording contact information and participating in contests.

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## Accessing *In The Log*

### **Q: How do I register to use *In The Log*?**

A: Direct your browser to [www.inthelog.com](http://www.inthelog.com) and click “register” at the top of the page. Enter the required information in each of the windows. Your password must be at least six characters in length. Click “Register” – you are now a registered user on the *In The Log* system! The logbook window will appear as soon as the system records your information.

### **Q: Once I am registered, how do I access my log?**

A: From the *In The Log* home page, click “login” at the top of the page. On the login page, enter your user name and password, then press *Enter* or click “login”. If you forget your password, click “Forgot Password?” and the password hint you entered during registration will be displayed. When you are logged in, the system automatically displays the “Logbook” contact-entry page. (“Logbook” is displayed in the gray bar near the top of the page.) The list of contacts includes all contacts in your log, including those from contests.

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## Using *In The Log* for General Logging

### **Q: How do I log QSOs?**

A: Begin by selecting the “Band” and “Mode”. Time and date are provided by the *In The Log* system. Then move your cursor to the “Call Sign” window and click once. You can now enter the call sign and QTH (location) of the station you are contacting, followed by Comments, such as name, grid square, or other information. Use the *Space* bar to move the cursor from the Call Sign to the QTH to the Comments window. You can change the information as many times as needed before entering the QSO in your log by clicking on the window you want to edit.

Once the information is entered, click on “Enter QSO” or press the *Enter* key to log the contact. (The *Tab* key will highlight the “Enter QSO” button, as well.) The contact will be recorded and displayed in the list of logged contacts below the information entry windows.

### **Q: What is the “Log History” display that appears when I have entered two characters of a call sign?**

A: This is the “Check Partial” box in which *In The Log* displays a list of all call signs in your log that have the same first two characters. As you enter more characters of the call sign, the number of matching call signs will be reduced. Click-and-drag on the top of the Check Partial box to move it to a convenient location on the screen. (As of 10 August, the Check Partial box is not available in IE8.)

If the call sign displayed is red – that means you have worked the station previously and the rules of the contest do not allow repeat or duplicate contacts (a.k.a. “dupes”). Some contests, such as the Rookie Roundup and North American QSO Parties, allow stations to be contacted once per band. If a call sign appears in blue, that means you have contacted the station before but not on the current band, so go ahead and make the contact!

### **Q: What if I make a mistake when entering information and log the contact?**

A: After the contact is displayed in the list of logged QSOs, move the cursor over the contact item you wish to edit – it will turn bold. (Changing time, date, and other information requires the use of the editing screen as described below.) Click on the item and change the information, then press *Enter* or click on another item to record the change. If your browser asks to resend the information, select “Cancel” or a duplicate QSO will be recorded. (You can delete accidental duplicates as described below.)

If you wish to edit the contact time, date, or other information that is not displayed, click the green “Edit” pencil symbol at the left of the contact list. You can then edit any of the displayed information. Click “Change” to record the changes or “Cancel” to leave the editing screen with no changes made to the contact.

If you wish to delete a recorded contact, click the “Delete” trash-can symbol next to the “Edit” pencil. The contact will be deleted from your log and any contest score calculation. You may hide deleted contacts by clicking the “Hide Deleted” button at the lower left-hand corner of the page. The label will then change to “Show Deleted” - clicking it causes the deleted contacts to be displayed again.

**Q: What if the QSO that I want to edit is not displayed?**

A: Click “Next” at the lower right-hand corner of the screen to scroll through your logged contacts. “Top” returns the list of displayed contacts to the most recent group. “Prev” scrolls one group towards the most current group. Click “Next” to show older contacts and “Prev” to show newer contacts.

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### Using *In The Log* For Contests

**Q: How do I tell *In The Log* that I want to participate in a contest?**

A: From the Logbook page, click “contests” and a list of previous, ongoing, and future contests will be displayed under the “Action” heading with their current status; “Future” (for upcoming contests), “Join” (for ongoing contests), or “Results” for contests that have ended.

**Q: How do I use *In The Log* in a contest?**

A: As soon as the contest begins or at any time during the contest, click “Join” for that contest. A contact entry page will be displayed with the contest name at the top of the information entry area. A scoreboard box labeled “Score Summary” will display the scores of all other *In The Log* users participating in the contest. (As of 10 August, the scoreboard feature is not available in IE8.)

**Q: How do I log contest contacts?**

A: Logging a contact works exactly the same as in the Logbook window. *In The Log* displays a window for each element of the contest exchange. You are responsible for entering valid information in the exchange windows. The contest score box will update your score as each contact is entered.

**Q: Can I look at all of the contest scores separately?**

A: Use your Web browser to open a separate page at [inthelog.com/livescores](http://inthelog.com/livescores) and select a contest from the list.

**Q: I accidentally logged out of *In The Log* during the contest – what do I do now?**

A: Log back in normally, then click “contests” and “join” the contest again. All of your entered QSOs will be displayed. Since the general Logbook window is displayed after you log in, be sure to check the label at the top of the logging window where the name of the contest should be displayed.

**Q: What happens when the contest is over?**

A: You can continue to enter contacts, but your score will not be updated. Click “Leave contest” to return to the general logging window.

**Q: How do I submit a score or a log to the contest sponsor?**

A: As of 10 August, creating an ADIF or Cabrillo log is still under development. Watch the *In The Log* home page for announcements about this function. You must submit your score manually to the contest sponsor. Write down your information or open your email program or another browser window and follow the sponsor’s instructions for submitting your score by using the data in the score box.

**Q: Can I look at my contest contacts once the contest is over?**

A: If the contest has concluded, click “Results” from the “contests” page. Your contacts in the contest (if any) will be displayed along with a score box that lists the scores for all *In The Log* users that participated in the contest. In addition, all of your QSOs will be displayed in the general logging window.