

# Net Roll Call Spreadsheet

## How to Setup

Here's an overview of how to download and setup your local copy the first time:

1. Download the Google Sheet as OpenDocument ( .ods ).<sup>1)</sup> It might take 30-45 seconds to prepare the download.
2. Make sure you have [LibreOffice](#) installed on your computer.
3. Open the downloaded file, freeze the headers, and save the file.

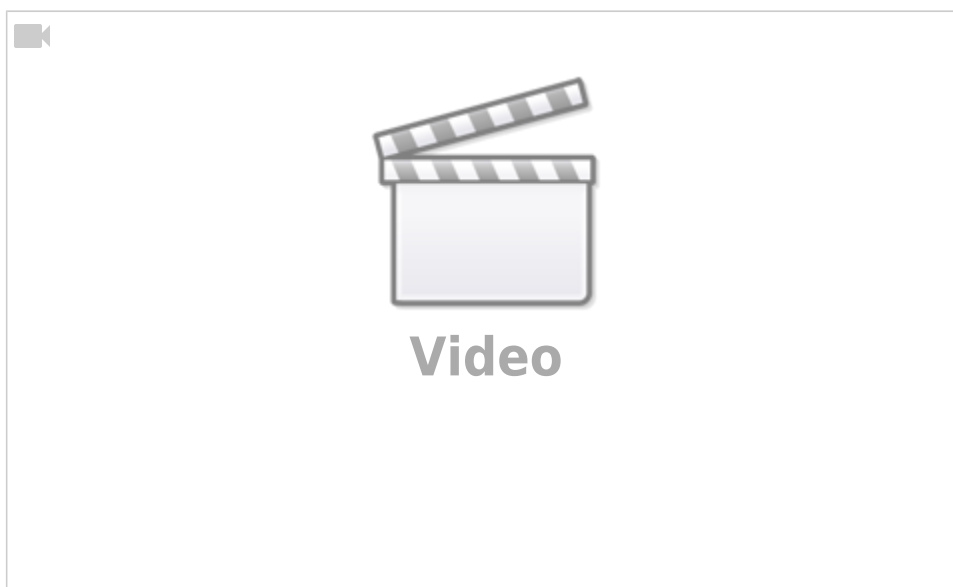
## How to Use

Here's an overview of how to use the sheet for a net:

1. Open the file you saved.
2. Type the suffix in column A, and the prefix in column B if needed.
3. **Don't type or delete anything in the orange cells as they contain formulas.**
4. When you're done, close the file but do **not** save it. That way all the callsigns you typed won't be there next time you use it.
5. Again, **Don't type or delete anything in the orange cells.**
6. If you break the sheet by deleting formulas, you can simply download a fresh copy and start from scratch.

The date in the title of the file represents the last time the spreadsheet was updated. You'll want to download a fresh copy from time to time to take advantage of new entries that are added periodically.

## Demo



## The Local Data Tab



The Local Data tab contains information about each ham operator and a few formulas to flag important dates. This sheet is **NOT** the sheet you'll be using during the net, it's a sort of "database":

Column(s)	Edit	Details
Column A	✗	Is hidden and contains formulas that the other tab needs.
Columns B – M	✓	Contains information about ham operators.
Columns E, G, I, K	✓	Are dates that should be entered as so ' JAN 1. The apostrophe (') is important.
Columns N – P	✗	Contains formulas and should NOT be edited.



To add a new entry, see the [Adding Names](#) section below.

## Birthdays and Anniversaries

To see who is having a birthday or anniversary, filter column N or O (but not both at the same time):

- Click on the upside-down triangle on the right of Today? in Column N or This Week? in Column O.
- Remove the check mark on the left of (empty).  
Under Microsoft Excel, it's called (Blanks).
- Press OK

This will show only the lines of people that have a birthday or anniversary on the day or week. Note the names and callsign of these people to acknowledge them during the preamble.

Once you've got that information, you can re-check the (empty) lines to unhide them.

## Android Tablets/Phones

The spreadsheet was made to be used offline on computers, but some people might still want to use it on their tablets. Here are some instructions on how to do that for Android devices.

The first steps are to open the spreadsheet and make a copy of it to your "Sheets" app. You will need a Google Account to do this:

- Open the link in the mobile browser.
- Click on USE THE APP (you need "Sheets" installed).
- Click on the three dots on the top right corner.



- Click on **Make a copy**.
- Add the word “Copy” to the end of the name to distinguish it from the original.



- You are now using your copy, which you can edit.
- At the bottom, select **LogSheet (Local)**, which doesn't query the ISED tab and is quicker for mobile devices.
- In your Sheets app, you should now see two versions:
  - The one on the left with the little shared symbol is the original which you can't edit.
  - The one on the right is your own personal copy.



- Every so often, you should delete your personal copy (or make a backup) and download a fresh copy so that you can have the latest database.
- Please do NOT edit the database in your personal copy since no-one else will benefit from your edits. Instead, email [Patrick, VA7FI](#) the information that needs to be added / edited in the online version.

## Submit Updates

To submit an update to the main online spreadsheet, use the [Net Roll Call New Entry Submission Form](#), which has a link in the spreadsheet:



Which will take you to the form:



## Notes for Admins

### Adding Names

To add a new name to the **Local Data** sheet:

1. Edit the Google spreadsheet directly in the browser (**not your downloaded copy**). That way everyone will benefit from your updates next time they download a fresh copy.
2. Scroll down and use one of the empty lines below the current list. It doesn't have to be the very next line. For example, as of this writing, the last entry is in line 462, but you could use line 479. It really doesn't matter. All these empty lines at the bottom of the list have the formulas in Column A and N already pre-fielded.





Do not Insert a line somewhere in the middle of the sheet to keep names sorted by callsigns. The problem with doing this is that Column A (which is hidden) and Column N contain important formulas and inserting a line leaves those cells blank for the new line.



Now to sort, click on the upside-down triangle sign on the right of `Suffix` to see the filter menu for that column, and select Sort A → Z:



All the entries are now sorted by callsign suffix:



## Deleting Names

To delete a name, do **not Delete Row**. Instead delete the green cells containing the information. Careful not to delete anything in the red cells in columns A and N which contain the formulas. Then resort the list to send the empty line back to the bottom.

## Updating the "ISED Data" Tab



- Download [Amateur call sign list \(delimited TXT format\)](#).
- Extract `amateur_delim.txt`
- In Google Sheets, unhide and select the ISED Data tab.
- Go to File > Import > Upload:
  - Replace Current Sheet
  - Custom
  - ;

1)

The file is not public, contact [Patrick, VA7FI](#) if you'd like access.