SWFTN Traffic Log

QTC: Sequence Number   **Status**: ☐ = Msg in Queue ☑ = Current Msg ☒ = Msg Completed   **Assigned?**: ☐ = Not Assigned ☑ = Assigned

QTC	Status	Assigned?	Sender	Local/ Out (L/O)	Callsign or Destination	Handler	Msg#	Notes

SWFTN Traffic Log Instructions

As an NCS for the SWFTN, use of the *SWFTN Traffic Log* can help you record, assign, and track traffic on the daily Traffic Net.

Fields explained:

- **QTC** - Indicates the message Sequence number
- **Status** - Keeps track of Queued, Current or Completed traffic
- **Assigned?** - Indicates that the message has been assigned to a Handler
- **Sender** - Callsign of the sending station
- **Local/Out (L/O)** - Indicates **L** for Local traffic or **O** for Outbound traffic
- **Callsign or Destination** - Indicates callsign of the intended recipient, (if a Ham,) or Destination, (such as a city or a state,) otherwise left blank
- **Handler** - Callsign of the receiving station
- **Msg#** - Numeric message number
- **Notes** - Any other helpful information

General Instructions (Recommended)

After calling for Formal Written Traffic:

1. Increment the **QTC** number
2. Enter the callsign of the sending station under **Sender**
3. Enter **L** for Local or **O** for Outbound under **Local/Out**
4. Enter the **Callsign** of the recipient, if a ham, or the City/State, if given as a **Destination**, or leave blank
5. Enter the **Handler**, if known (ie: Liaison for Outbound traffic) and a checkmark under **Assigned?** Otherwise leave both fields blank until later

Once Message passing has begun:

1. Choose a message to pass and put a "slash" under **Status** to indicate it's the current message
2. Request a Handler (if not already assigned) and enter their callsign under **Handler**
3. Put a checkmark under **Assigned?** (if not there already) to indicate the message is assigned to a Handler
4. Ask the **Handler** to call the **Sender** to pass the traffic
5. When the Sender gives the message number, enter it in the **Msg#** field. This, along with the data in the **Status** field, helps to keep track of progress at a glance
6. Once the Handler "Rogers" the message number, change the **Status** to an X to indicate the processing has completed for that message
7. Repeat from *Step 1* for each message. The final sequence number is your QTC

04/07/2021 – V1.02 © 2021 David Chakmakian KN4JAG