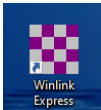


Using Winlink Express for “Check-in”

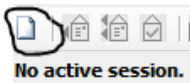
Winlink Express can be utilized to “check-in” to a Winlink net and/or to notify the on-duty emergency coordinator that you have arrived at your assigned location for a deployment or exercise.

This document assumes that you already have Winlink Express installed and configured on your computer.

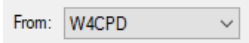
1. Launch Winlink Express on your computer by double clicking the desktop icon



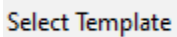
2. Compose a new message by clicking the white paper button located in the toolbar



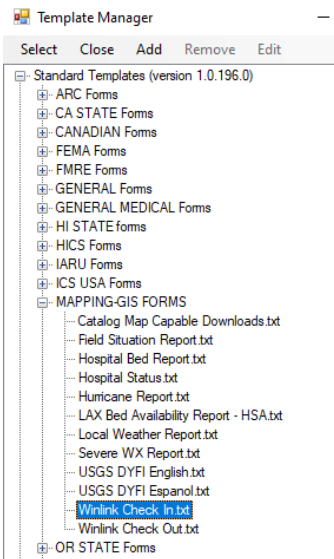
3. Ensure your call sign is listed in the “From” box.

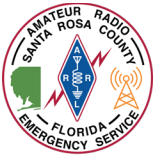


4. Click the “Select Template” menu



5. The “Template Manager” window will open. Expand “Standard Templates” > “Mapping-GIS Forms” and double click on “Winlink Check In.txt”





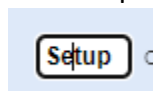
Using Winlink Express for “Check-in”

6. A new web browser window will appear with the “Express Check In” form

7. At the top of the form, verify it says “Winlink Check In Santa Rosa County FL.”

If not:

- a. In the top left corner, click “Setup”



- b. A dialog box will display prompting you to enter your Agency/Group Title. Enter “Santa Rosa County FL” and then single left click “OK”

This page says

Enter Agency/Group Title

8. Once the form is displayed, click in the “Date/Time” field to populate the current date and time from your computer. A window will pop up with your current date and time, click “OK”

9. Fill in the form:

- a. In the “Select Status” box, choose whether you are checking in to an “Exercise”, “Net”, or “REAL EVENT”.



Using Winlink Express for “Check-in”

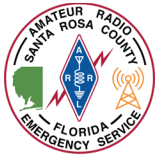
- i. If checking in for a deployment or shelter activation, choose “REAL EVENT”
- ii. If checking in to a net, choose “Net”
- iii. If checking in for an exercise, choose “Exercise”
- b. In the “Band” box, select the radio band you are using for Winlink. If using Telnet, select “-N/A-”.
- c. In the “Mode” box select the mode you are using to connect to Winlink. If using the internet, it would be “Telnet”. If using one of the local VHF/UHF gateways it would be “Packet”. If using HF, it would be either “Ardop”, “Vara HF”, or “Pactor” depending on what mode you plan to use to send the check-in form.
- d. In the “Send To” box type “NFL-SRCEOC;K4SRC-1”. Doing this ensure both the primary and backup stations receive the messages.
 - i. NFL-SRCEOC is the tactical address of Santa Rosa County’s EOC
 - ii. K4SRC-1 is the secondary ARES station
- e. In the “Call Signs of Initial On-Site Operator(s)”, enter your call sign and the call sign of any additional operators with you.
- f. In the “Sender” box, type in your call sign

Date/Time Select Status Band Mode

Send To Clear ALL "Send To" Entries.
Entries will remain until you change or clear them.

Calls Signs of Initial On-Site Operator(s) Sender

- g. In the “Location” field
 - i. If checking into a net from home, Enter “Home” and your city/state, for example “Home – Pace, FL”.
 - ii. If checking in for an activation or deployment, enter the actual location’s name and city/state as well as what room you are in. For example, “Milton Community Center in Gym – Milton, FL”
- h. In the “Decimal GPS Coordinates”
 - i. If checking in from home, please only use 3 decimal places for relative position (unless you wish your full GPS coordinates to be sent.)
 - ii. For an activation or deployment, please use your full GPS coordinates in the event of an emergency.
 1. While most of these locations are known, it is good practice to determine your GPS location as a skill.



Using Winlink Express for “Check-in”

- i. Your “MGRS” and “Grid” square information will fill in automatically once the GPS coordinates are entered.

Location

Decimal GPS Coordinates MGRS Grid

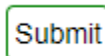
*Auto filled if GPS device is working in Express, or you can enter decimal degrees / MGRS coordinates manually.
Ex: 38.5567,-121.7932 (note comma & dash) / Ex: 11SNR0184195204 or 11S NR 01841 95204*

- j. In the “Comments” box, enter any relevant comments.
 - i. For an activation or deployment, comments might contain “Arrived at Milton Community Center, setup antenna/radio, and checked in with Shelter manager.”
 - ii. For a net, no comments are required.

Comments *Max Characters 250*

Just checking in to the net.

10. Upon completion of the form, review your entries for correct spelling and appropriate information then click “Submit” at the bottom of the form.



11. A message will display advising you to click “OK” and then close your web browser window.

This page says

To complete your form submission, click OK and close the open browser window. You will return to the new message window so you can post your message to the outbox



12. Once you close your web browser, you should see a fully completed Winlink message.

Do not change anything.

Close Select Template Attachments Post to Outbox Spell Check Save in Drafts

From: W4CPD Send as: Winlink Message Request message receipt Set Defaults

To: NFL-SRCEOC

Cc:

Subject: Express Check In [Net]-W4CPD-Home

Attach: RMS_Express_Form_Winlink_Check_In_Viewer.xml

Check-in
Status: [Net]
Date/Time: 2021-3-23 14:17
Initial Assigned Operators: W4CPD
Location: Home
GPS Coordinates: 30.64,-87.15 MGRS Coordinates: 16RDU8562689715 Grid Square: EM60kp
Band Used: VHF
Session Type: Packet
Call/Tactical Sender: W4CPD

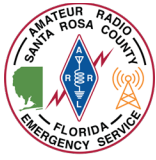
Comments:

Just checking in to the net.

Below Info Used for Copy and Paste to Spreadsheet

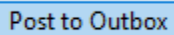
TAB Delimited:

2021-3-23 14:17	W4CPD	W4CPD	Home	30.64,-87.15	16RDU8562689715
EM60kp	VHF	Packet	Just checking in to the net		

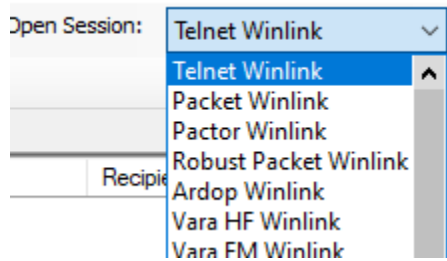


Using Winlink Express for “Check-in”

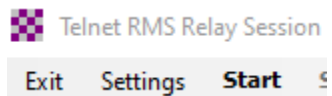
13. In the menu bar, click “Post to Outbox”

A rectangular button with a blue border and the text "Post to Outbox" in blue.

14. The message will be sent the next time you initiate a Winlink session. You can do this by selecting the type of session you want in the “Open Session” selection box. If sending via the internet, simply choose “Telnet Winlink” and click “Open Session”.



15. Once you’ve opened the appropriate type of sessions, click “Start” in the session window.



16. Once completed, click “Exit” on the session window. Your “Outbox” should now read “0”.
- Outbox (0)