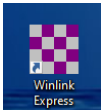


## Using Winlink Express for “Check-out”

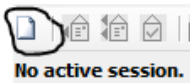
Winlink Express can be utilized to “check-out” of a Winlink net and/or to notify the on-duty emergency coordinator that you are securing from your assigned location for a deployment or exercise.

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

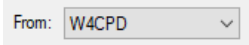
1. Launch Winlink Express on your computer by double clicking the desktop icon



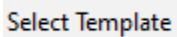
2. Compose a new message by clicking the white paper button located in the toolbar



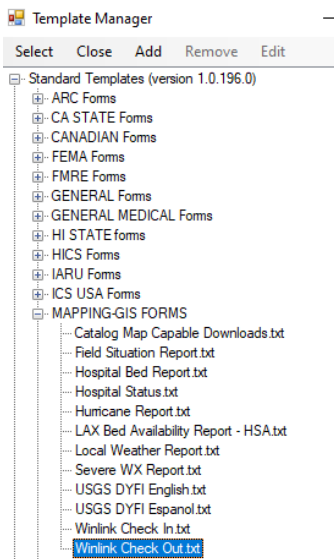
3. Ensure your call sign is listed in the “From” box.

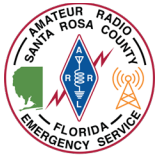


4. Click the “Select Template” menu



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





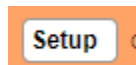
## Using Winlink Express for “Check-out”

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

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

If not:

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



- b. A dialog box will pop up that says “Enter Agency/Group Title”, type in “Santa Rosa County FL ” and then single left click “Ok”

**This page says**

Enter Agency/Group Title

Santa Rosa County FL

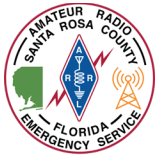
OK

Cancel

8. Once the form is displayed, click in the “Date/Time Secured” 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 leaving an “Exercise”, “Net”, or “REAL EVENT”.



## Using Winlink Express for “Check-out”

- i. If securing from a deployment or shelter activation, choose “REAL EVENT”
- ii. If securing from a net, choose “Net”
- iii. If securing from an exercise, choose “Exercise”
- b. In the “Send To” box type “NFL-SRCEOC;K4SRC-1”. This ensures that both the primary and secondary ARES station receive the form.
  - i. NFL-SRCEOC is the tactical address of Santa Rosa County’s EOC
  - ii. K4SRC-1 is the alternate ARES station
- c. In the “Call Signs of Closing Operators”, enter your call sign and the call sign of any additional operators leaving with you.
- d. In the “Sender” box, type in your call sign

Date/Time Station Secured: 2021-3-24 21:48    Status: Exercise (dropdown menu) REAL EVENT    Needs to match the original Check In form status.

Send To: NFL-SRCEOC    Clear "ALL Send To" Entries.

Calls Signs of Closing Operator(s): W4CPD    Sender: W4CPD

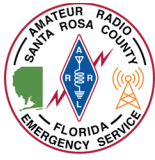
- e. In the “Location” field
  - i. If securing from a net from home, Enter “Home” and your city/state, for example “Home – Pace, FL”.
  - ii. If securing from an activation or deployment, enter the actual location’s name and city/state as well as what room you were in. For example, “Milton Community Center in Gym – Milton, FL”
- f. In the “Decimal GPS Coordinates”
  - i. If securing from home, please only use 2 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.
    1. While most of these locations are known, it is good practice to determine your GPS location as a skill.
- g. Your “MGRS” and “Grid” square information will fill in automatically once the GPS coordinates are entered.

Location: Home - Pace, FL

Decimal GPS Coordinates: 30.64,-87.15    MGRS: 16RDU8562689715    Grid: EM60kp

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

- h. In the “Comments” box, enter any relevant comments.
  - i. For an activation or deployment, comments might contain “Relieved by John Doe-AB1CDE” or “Advised by Emergency Coordinator to shut down and secure this location.”



## Using Winlink Express for “Check-out”

- ii. For a net, no comments are required.

Comments *Max Characters 250*

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Advised by EC Arc Thames-W4CPD that the EM has given us permission to secure this location and stand down.

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

Submit

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

OK Cancel

12. Once you close your web browser, you should see a fully completed Winlink message. **Do not change** anything.

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

Post to Outbox

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)