

## Winlink Training Bulletin #8

The next Pinellas ACS Winlink Training Net is scheduled for Wednesday November 3<sup>rd</sup>, 2021, at 1930-hrs local. The Net control station will be WA1RYQ. This will be a mixed mode net with voice traffic taking place on the W4ACS repeater and digital exchanges taking place via Winlink.

### 1.1 NET OBJECTIVES:

The following objectives have been assigned to this week's Winlink Training Net.

- a. Create and send a Winlink Express Check-in message and a Winlink Express Check-out message.
- b. Create an ICS 217A template-based message. Enter the required information into the form manually. Save the form contents and then send the message to the NCS.
- c. Upon receipt of updated ICS 217A worksheet information from the NCS, create a second ICS 217A based message, reload the previously stored worksheet data, manually update the contents, and send the updated form to the NCS.
- d. Create a SHARES Spotrep-2 template based message and then send the message to the NCS.
- e. Create an ICS 309 template based Winlink message that documents all the Winlink message traffic sent and received by your station during the November 3<sup>rd</sup>, 2021, Winlink Training Net. Send the completed ICS 309 template-based message to the NCS and Pinellas ACS Admin officer.

### 1.2 NET ACTIVITIES:

An overview of the planned net activities is documented below.

- a. The NCS will establish the net at 1930 Hours local using the W4ACS repeater.
- b. The NCS will request check-ins. The NCS will include Echolink in the call for check-ins.

- c. The NCS will field comments and questions about the net's objectives and activities from net participants.
- d. Following the question-and-answer period, the NCS will use a rollcall to direct each station in turn to send a Winlink Express Check-In message. The message can be sent using any RF protocol or, if the net member does not yet have an RF Winlink capability, via Telnet.

**Note:** *The Winlink Express Check-in and Check-out forms should not be completed before the net begins. Net participants should also ensure that the REQUEST MESSAGE RECEIPT box is checked on all messages.*

- e. After the rollcall is complete, the NCS will use a second rollcall to direct each station to in turn send an ICS 217A.
- f. After the second rollcall is complete, the NCS will send an updated ICS 217A to all net participants. This form will contain additional station information.
- g. The NCS will next request that all net participants create a new ICS-217A that incorporates the new station information.
- h. After a short delay to allow all net participants to create the new ICS 217A, the NCS will use a rollcall to direct each station to in turn send the updated ICS 217A.
- i. After the third rollcall, the NCS will direct each station to in turn send a SHARES Spotrep-2.
- j. The NCS will close the digital segment of the net by using a rollcall to direct each station in turn to send a Winlink Express Check Out message.
- k. (Time permitting) The NCS will next ask each net participant to generate an ICS 309 template-based message and send the completed log to both the NCS and the PACS Admin Officer. The NCS will assist net participants with the creation of this Winlink form.

**Note:** Net participants can create and send the ICS 309 to the NCS and PACS-ADMIN after the net has been closed.

- l. The NCS will field comments and questions from net participants.
- m. Following the question-and-answer period, the NCS will close the net.

### 1.3 MESSAGE INFORMATION:

#### 1.3.1 Winlink Express Check-in Form:

When the net control station is ready to begin taking Winlink Check-ins, the NCS will request that each station create and send a Winlink Express Check-in message.

- a. Group Name: PACS Winlink Training Net
- b. Date/Time: This value should correspond to the time and date that the message is sent. Therefore, the Check-in message cannot be created ahead of time and stored as a draft.
- c. Comments: Did you download a copy of the Winlink Bulletin from the PACS Website?
- d. Remaining Fields: Fill in all remaining fields with appropriate data.
- e. Message Exchange: Send completed message to Net Control and the Pinellas ACS Admin Officer (PACS-ADMIN).

#### 1.3.2 Winlink ICS 217A Message:

For this EXERCISE, assume that you have been assigned to the EOC during a simulated emergency activation.

- a. Scenario:
  - 1. Net Control Station: WA1RYQ
  - 2. Assignment: Pinellas EOC

3. Incident Name: EXERCISE - PACS WTN 11/3/2021
4. Group Name: PACS Winlink Training Net
5. Draft 217A: Located on the PACS web site.  
<https://www.pcacs.org/training/digital-training/winlink-training-net/>

b. Activities:

1. The Pinellas ACS Net Manager provides you will the copy of a draft ICS 217A that identifies the primary VHF repeaters used by each West Central Florida EOC.
2. The Net Manager requests that you create a Winlink ICS 217A and send the form to all WCS EOCs for comments and corrections.

**Note**: For this training net, the ICS 217A will only be sent to the NCS and PACS-ADMIN.

3. Create an ICS 217 message and enter the requested information. Save the entered data for later use.
4. Send the message to net control and a copy to the Pinellas ACS Admin Officer (PACS-ADMIN).

### 1.3.3 Winlink ICS 217A form - UPDATE:

For this EXERCISE, assume that you have been assigned to the EOC during a simulated emergency activation.

a. Scenario:

1. Net Control Station: WA1RYQ
2. Assignment: Pinellas EOC
3. Incident Name: EXERCISE - PACS WTN 11/3/2021
4. Group Name: PACS Winlink Training Net
5. Updated ICS 217A: Received via Winlink email from the NCS.

b. Activities:

1. The NCS responds to your request for ICS 217A updates and comments by sending you an ICS 217A with one or more additional repeaters.
2. Create a new ICS 217A by first loading the previously SAVED ICS 217A data and then manually adding the new repeater information.
3. Send the updated ICS 217A to the Net Control Station and a copy to the Pinellas ACS Admin Officer (PACS-ADMIN).

### 1.3.4 Winlink SHARES Spotrep-2 form:

For this EXERCISE, assume that you are operating from home during a simulated emergency activation.

a. Scenario:

1. Net Control Station: WA1RYQ
2. Assignment: Home
3. Incident Name: EXERCISE - PACS WTN 11/3/2021
4. Group Name: PACS Winlink Training Net

b. Activities:

1. The NCS asks you to send a status report to the Net Control Station using a SHARES Spotrep-2 form.
2. Create a SHARES Spotrep-2 message and enter the following information.
  - (a) City/State/Territory: Enter your current location.
  - (b) Latitude and Longitude: Enter your current latitude and longitude.  
Include MGRS.
  - (c) Land Line: No
  - (d) Cell Phone: No

- (e) AM/FM Broadcast Stations: Yes; only WUSF Radio available at my location. No other Radio Stations heard.
  - (f) TV Stations: Yes; only WFLA available via broadcast. Cable non-functional.
  - (g) Public Water Works: Yes
  - (h) Commercial Power: No
  - (i) Internet: No
  - (j) Additional Comments: Enter a current weather report for your location.
3. Send the SHARES Spotrep-2 form to the Net Control Station and INFO (CC) the Pinellas ACS Admin Officer (PACS-ADMIN).
- (a) Precedence: Routine
  - (b) Date/Time: Enter the current date and time.
  - (c) Task#: PACS WTN 8

### 1.3.5 Winlink Express Check-Out form:

When the business of the net is complete, the NCS will request that each station create and send a Winlink Express Check-out message.

- a. Group Name: PACS Winlink Training Net
- b. Date/Time: This value should correspond to the time and date that the message is sent. Therefore, the Check-out message cannot be created ahead of time and stored as a draft.
- c. Comments: Are you available on the weekend for a Winlink P2P net exercise?
- d. Remaining Fields: Fill in all remaining fields with appropriate data.
- e. Message Exchange: Send message to Net Control and the Pinellas ACS Admin Officer (PACS-ADMIN).

## 1.4 COMMUNICATIONS LOG

The NCS will request that each station create a Winlink ICS 309 that documents all the digital message traffic sent and received by your station. To create the message, you will need to first Generate a CSV File. The contents of the CSV file will then be copied and pasted into the Winlink ICS 309 form. The data will automatically be parsed by Winlink.

### 1.4.1 ICS 309 Set-up

From the main Winlink menu, Figure 1, select the “**Generate ICS-309 Communication Log**” option. This will cause the window seen in Figure 2 to open. Enter the information as shown in Figure 2 and then depress the **Generate CSV File** button.

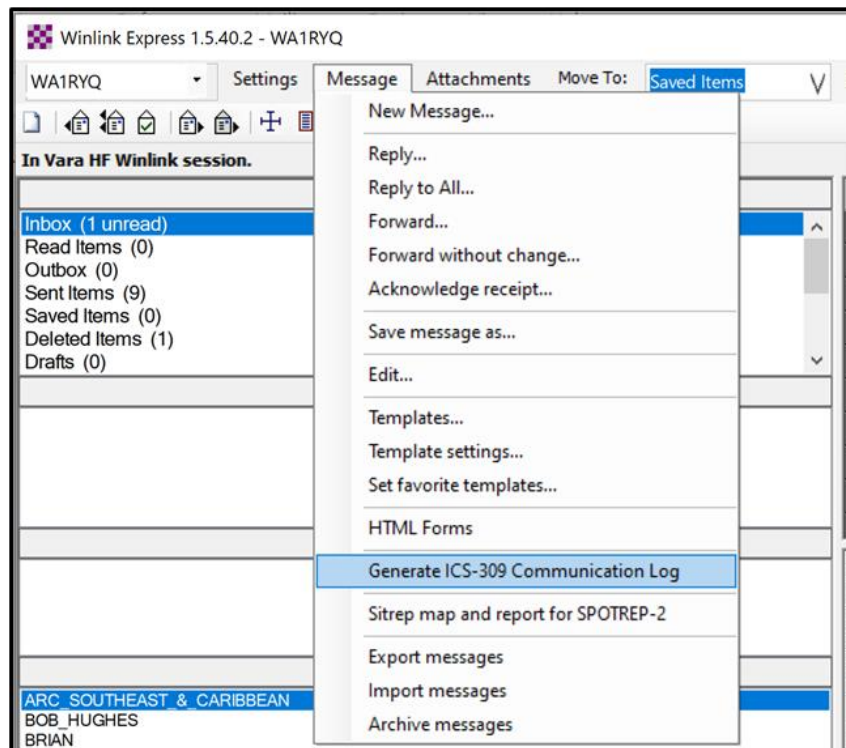


Figure 1. Winlink Message Pull-Down

Pinellas ACS/ARES® Winlink Training Net – November 3<sup>rd</sup>, 2021  
Rev (-)

The screenshot shows a software window titled "Generate ICS-309 Communication Log". The window contains several sections for configuring the log generation:

- Select Message Mailboxes:** Includes checkboxes for "Inbox", "Read", and "Saved" (all checked), and "Outbox", "Drafts", "Deleted", "Personal 1", "Personal 2", and "Global" (all unchecked). There are also dropdown menus for "Personal 1", "Personal 2", and "Global".
- Message Date Range:** Includes checkboxes for "Limit start date/time" and "Limit end date/time" (both checked). The start date is "2021-10-13" and the end date is "2021-10-13". The start time is "19:00" and the end time is "21:00", both labeled "(Local time)".
- Page Layout Options:** Includes radio buttons for "Separate entry for each recipient" (unchecked) and "Combine recipients into a single entry" (checked). A "Set Page Layout" button is present.
- Format of Dates on Report:** Includes a dropdown menu set to "mm/dd/yy" and a checkbox for "UTC time" (unchecked).
- Task Information:** Includes text boxes for "Task ID" (20211013), "Task Name" (20211013 Winlink Training Net), "Operational period" (20211013 1900 to 2100 Local), "Operator name" (Michael Drake), and "Station ID" (WA1RYQ).
- Output File:** Includes a text box for "Output pdf file" (C:\Users\imdrak\Desktop\ICS-309.pdf) and a "Browse" button.
- Buttons:** "Generate ICS-309 PDF", "Generate CSV File", and "Exit".

Annotations on the image include:

- An orange bracket on the left side of the "Select Message Mailboxes" section with the text: "Mailboxes that contain messages exchanged during the net".
- A blue bracket on the left side of the "Message Date Range" section with the text: "Enter a start and end date/time that encompasses the evening's Winlink Training Net. Be sure to CHECK the boxes to the left of each limit value.".
- A green arrow pointing from the right side to the "Task Information" section with the text: "Header Information for PDF version of ICS 309.".
- A red arrow pointing from the bottom left to the "Generate CSV File" button with the text: "Generate CSV file".

Figure 2. Winlink Generate ICS-309 Communication Log Window



- a. From the Generate CSV File screen, select the columns identified in Figure 3, select a location for the file to be stored, and then depress the **Generate CSV File** button.

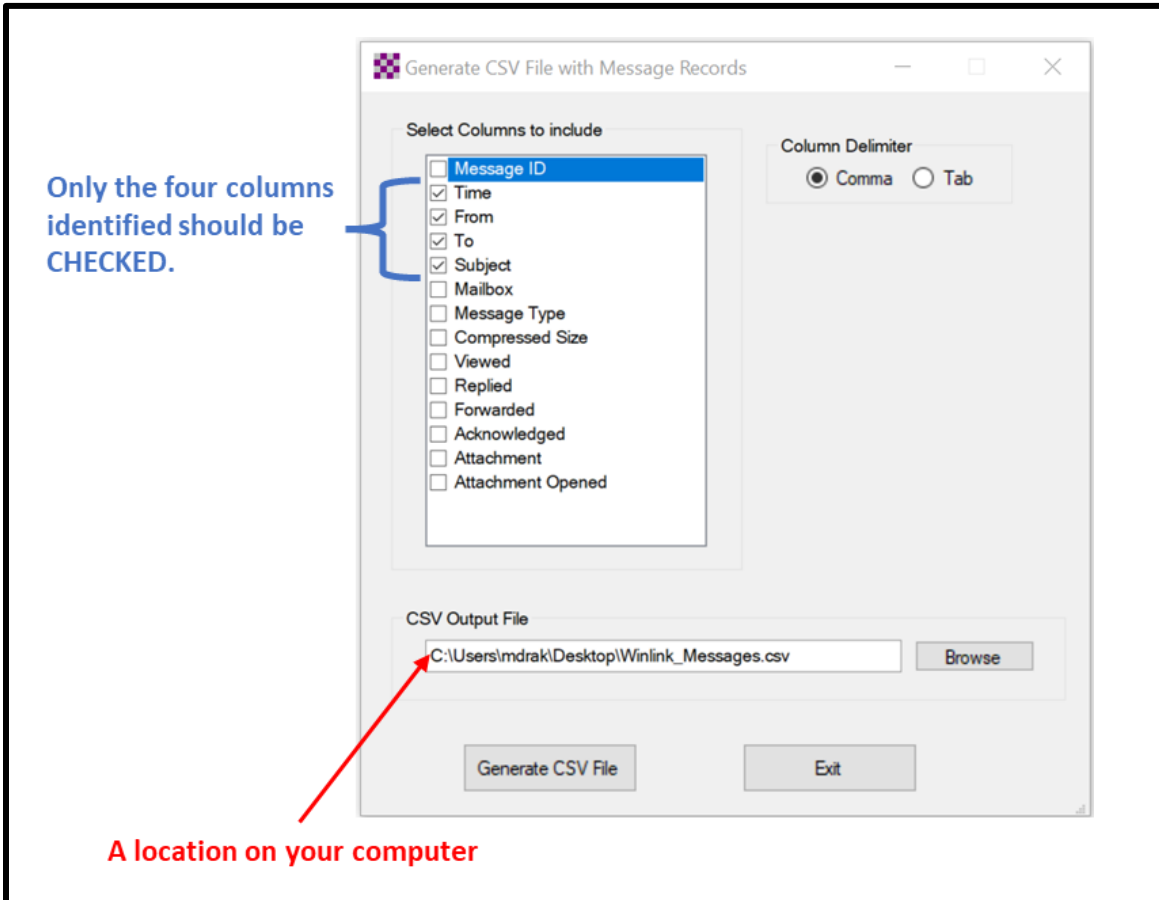


Figure 3. ICS 309 CSV Column Selection Screen

- b. Once the CSV file has been created, you are ready to create the Winlink ICS 309 message. First, create a new message and select the ICS 309 from the list of templates.
- c. When the Winlink ICS 309 form is displayed, depress the **Paste Data from a Spreadsheet** Button. Refer to Figure 4

Pinellas ACS/ARES® Winlink Training Net – November 3<sup>rd</sup>, 2021  
Rev (-)

**COMMUNICATIONS LOG (ICS 309)**

Task #  Date/Time Prepared:  [Click to Add Date/Time](#)

[Form Info](#)

For Operational Period #  Task Name

Operator Name  Station ID  Express Sender: WA1RYQ

[Load ICS309 Data](#) PAGE #  1 [Track & Increment your page #'s \(Default is 1\)](#) [Paste Data from a Spreadsheet](#) [CLEAR Data](#)

DATE/TIME	STATION ID FROM	TO	SUBJECT
<a href="#">Click for Date/Time</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Click for Date/Time</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Click for Date/Time</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 4. Winlink ICS 309 Data Entry Form

- d. The Copy and paste screen shown in Figure 5 will then be displayed. The user will need to open the ICS 309 CSV file previously created, select and copy the CSV data, and then paste the data into the blank field of the Copy and Paste screen. Refer to Figure 6 for information about the ICS 309 CSV file.

**Copy and Paste up to 30 lines Data From Spreadsheet**

Copy the data from the spreadsheet and paste in box below, then click "Parse Data".  
Tab delineation only. Ensure fields match & do not exceed form field lengths, or data entries will not be correct.

Paste spreadsheet data here

[Parse Data](#)

[Close this window](#)

Figure 5. Winlink ICS 309 Paste Data from a Spreadsheet Screen

	A	B	C	D
1	Time	From	To	Subject
2	10/31/2021 2:19	W7OWO	WA1RYQ	Call For Check-Ins - YCARES Winlink Net - Oct 31, 2021 - Session 179
3	11/1/2021 21:12	WA1RYQ	PACS-ADMIN	ICS 217A - Pinellas ACS Winlink Training Net 20211103 - 2021-11-01 20:41
4				
5				
6				

Figure 6. ICS 309 CSV File

- e. Once the data has been entered into the Copy and Paste field, depress the **Parse Data** button. Refer to Figure 5 for button location.
- f. Winlink will then return the user to the ICS 309 screen. The Date/Time, Station ID, and Subject fields should now be populated.
- g. Populate the remaining ICS 309 fields.
  - (1) Group Name: PACS Winlink Training Net
  - (2) Operational Period: 1103 1900-2100
  - (3) Task #: WTN 8
  - (4) Task Name: PACS WTN 20211103
  - (5) Date/Time Prepared: Enter current time and date.
  - (6) Operator Name: Enter your name
  - (7) Station ID: Enter your FCC call sign.
  - (8) Express Sender: Automatically entered by Winlink.
- h. Send message to Net Control and the Pinellas ACS Admin Officer (PACS-ADMIN).