

Winlink Training Bulletin #9

The next Pinellas ACS Winlink Training Net is scheduled for **Thursday** December 2nd, 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. Import Winlink contacts from an external text file.
- c. Import, resize, and send a photograph to the NCS and Pinellas ACS Admin officer.
- d. Create a SHARES Spotrep-2 template based message and then send the message to all net participants.
- e. Create an ICS 309 template based Winlink message that documents all the Winlink message traffic sent and received by your station during the December 2nd, 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 send a Winlink message with an attached text file that contains the Winlink address of each registered Winlink training net participant.
- f. The NCS will confirm that each net participant has received the message and then request that each station save the attached file to their local computer. Once the file is saved, each net participant should import the contact list into their Winlink address book.
- g. During the next segment of the net, the NCS will request that each station import an image file from the PACS website, resize the image, and then send the image to the NCS and PACS Admin officer. Users can download and resize the image prior to the net. A rollcall will be used to transfer the message.
- h. Once each station has delivered the resized image to the NCS, the NCS will direct each station to create and send a SHARES Spotrep-2 message to all registered Winlink training net participants.
- i. 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.
- j. 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.

- k. The NCS will field comments and questions from net participants.
- l. 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 travel for Thanksgiving, or did you stay home?
- 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 Photograph

During a deployment, the operator and/or the served agency may be required to send an image to a Winlink destination. The image may show storm damage or other relevant information. For this exercise, assume you are operating from home and the EOC has requested pictures of storm damage in your neighborhood.

- a. Subject: EXERCISE – Hurricane Irma Storm Damage
- b. Message Precedence: ROUTINE
- c. Message Text: Location where photograph was taken (use your home address).

1.3.2.1 Attach and Resize Image

Create a new Winlink message and attach the image file, *Hurricane Irma damage.jpg*, to the message. The image file can be downloaded from the PACS website using the following link: <https://www.pcacs.org/training/digital-training/winlink-training-net/>. Once the file is attached to the message, it will need to be resized before it can be sent via Winlink.

Note: The file size is displayed in **RED** indicating that it is too large to be sent via Winlink.

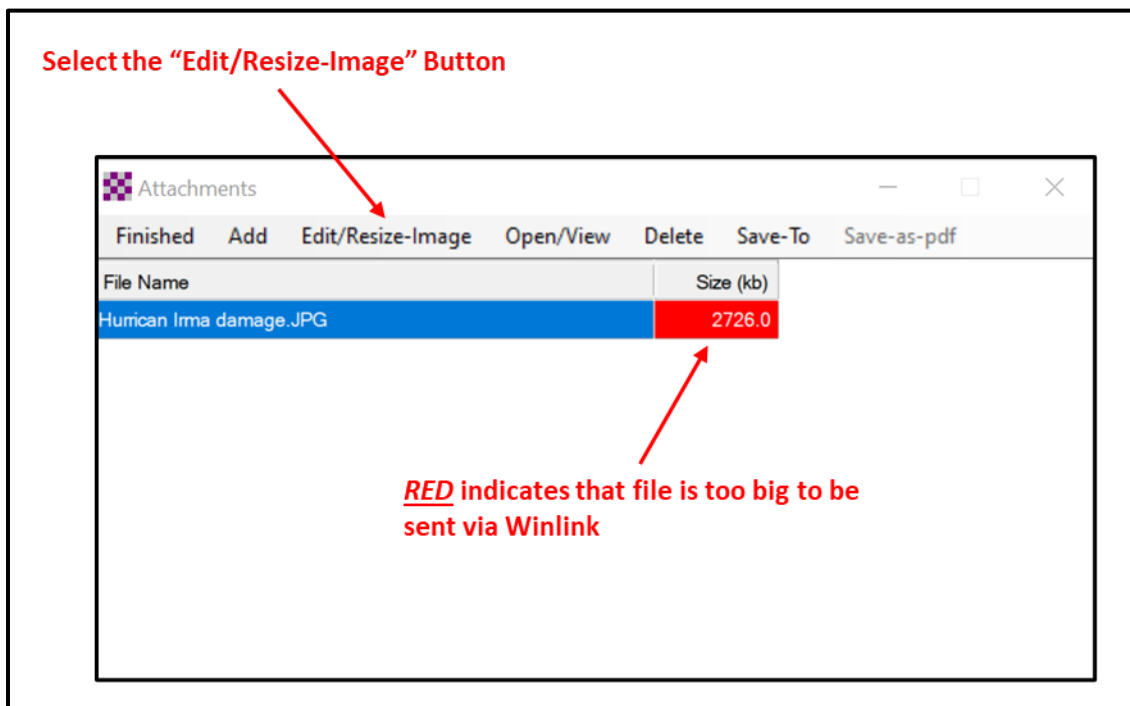


Figure 1. Message Attachment Window

- a. Depress the **Edit/Resize-Image button** to resize the image. Refer to Figure 1 for button location. This will cause the **Image Edit** window, Figure 2, to be displayed. Using this window, the user can crop, resize, or rotate the selected image.

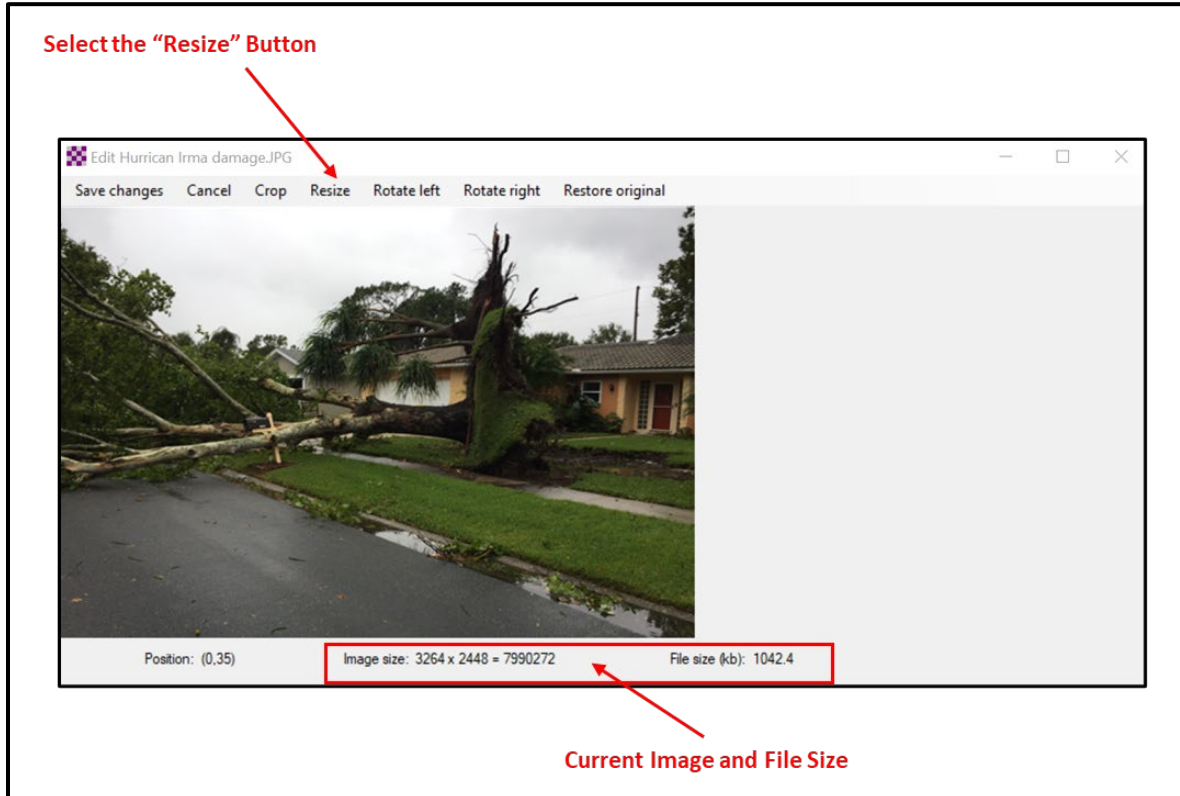


Figure 2. Edit Image Window

- b. Depress the **Resize** button. The Image Resize window will be displayed. Refer to Figure 3.
- c. Enter a file size value in the **Desired size (kb)** block. For this exercise, enter **25**. Then, depress the **Change Size** button.

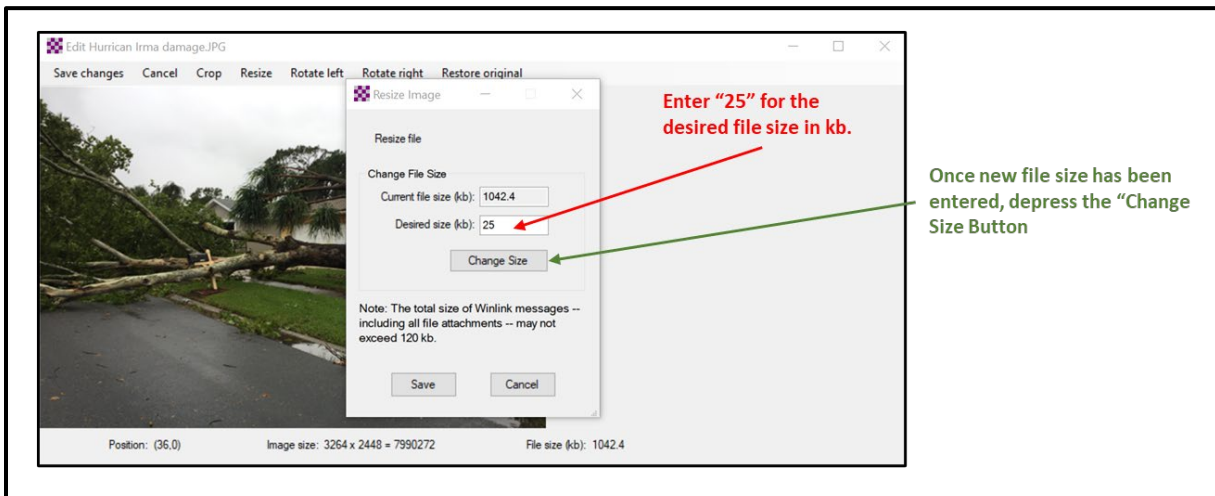


Figure 3. Resize Image Window

- d. The **Current file size (kb)** field, refer to Figure 4, should now indicate that the image has been resized. Depress the **Save** button to save the image size changes.

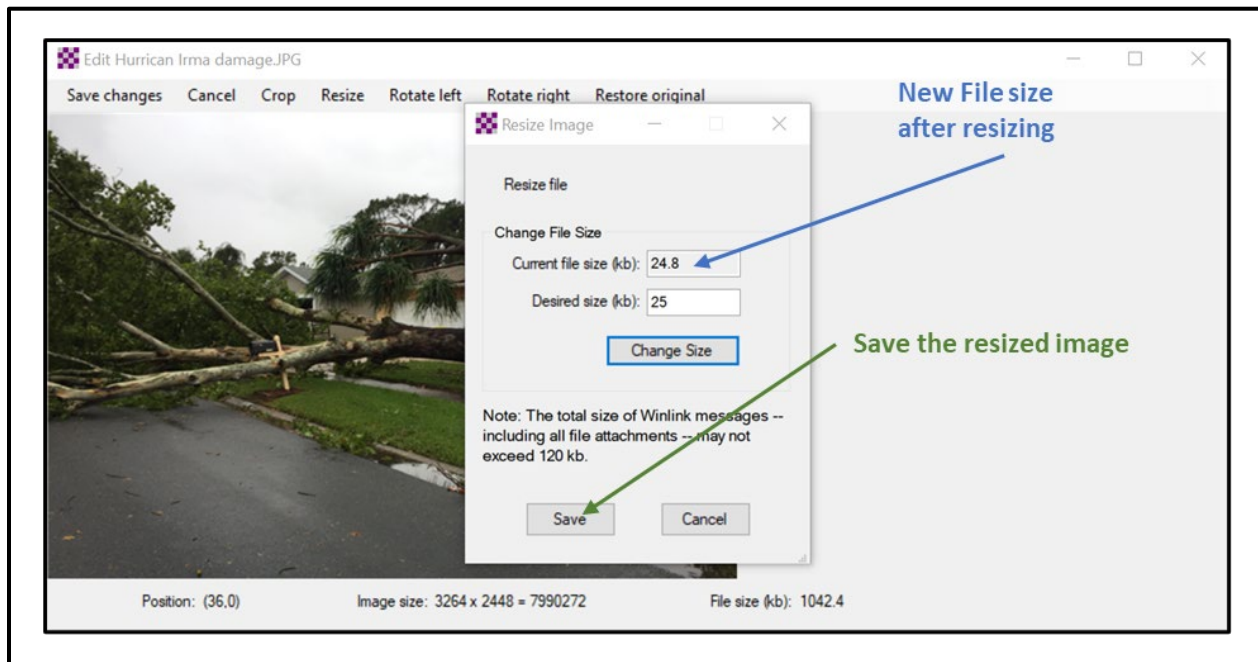


Figure 4. Save Resized Image

- e. Refer to Figure 5. Note that the image and file sizes displayed at the bottom of the window now indicate that the image has been reduced in size to 24.8 kb. From this window, the user can continue modifying the image by using the **Crop** or **Rotate** options. For this exercise, complete the edit by depressing the **Save Changes** button.
- f. Refer to Figure 6. Depress the **Finished** button on the **Attachment** window.
- g. Send message to Net Control and the Pinellas ACS Admin Officer (PACS-ADMIN).

Note: Even with a reduction in size to 25kb, it will take 5-minutes to send this message via standard Winlink Packet. If instead the message is sent using Vara FM, the transmission time can be reduced to less than 1-minute.

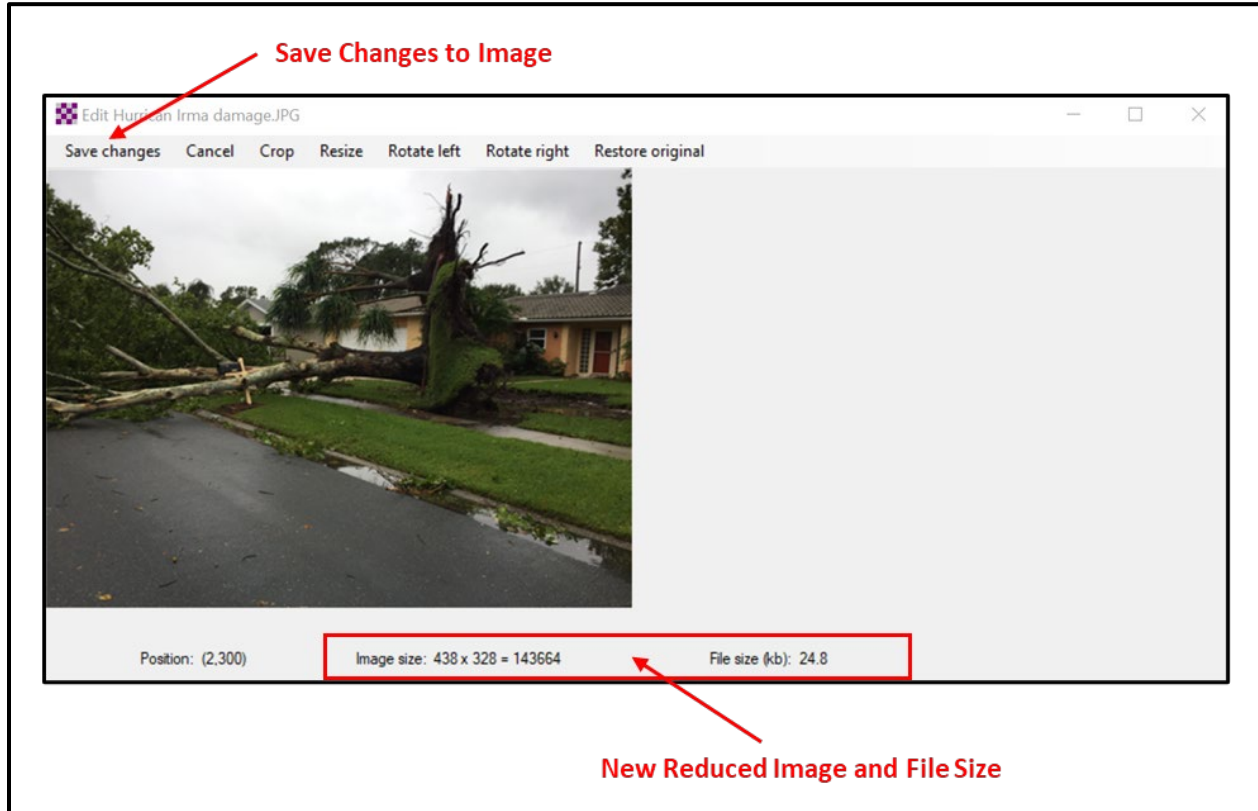


Figure 5. Save Changes

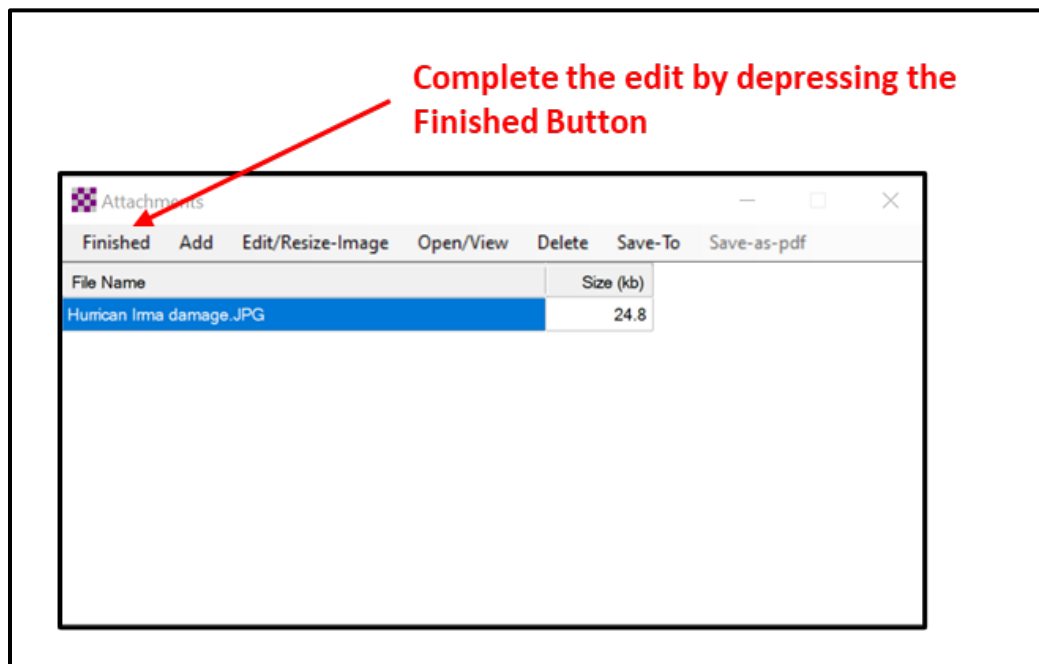


Figure 6. Attachment Window.

1.3.3 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 12/2/2021
4. Group Name: PACS Winlink Training Net

b. Activities:

1. The NCS asks you to send a status report to all net participants 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 all net participants 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 9

1.3.4 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.

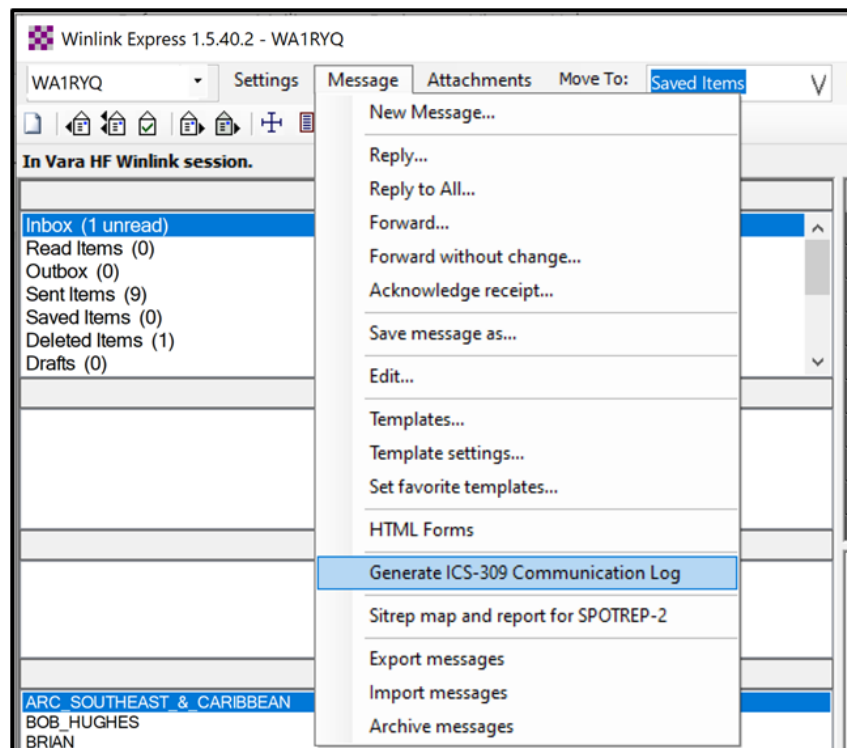
- a. Group Name: PACS Winlink Training Net
- b. Date/Time: This value should correspond to the time and date that the message is sent. Therefore, the Check-out message cannot be created ahead of time and stored as a draft.
- c. Comments: What did you have for desert on Thanksgiving?
- d. Remaining Fields: 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 7, select the “**Generate ICS-309 Communication Log**” option. This will cause the window seen in Figure 8 to open. Enter the information as shown in Figure 8 and then depress the **Generate CSV File** button.



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Mailboxes that contain messages exchanged during the net

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.

Generate CSV file

Header Information for PDF version of ICS 309.

Generate ICS-309 Communication Log

Generate an ICS-309 Communication Log as a pdf File

Select Message Mailboxes

☒ Inbox ☐ Outbox ☐ Drafts ☐ Personal 1:
☒ Read ☒ Sent ☐ Deleted ☐ Personal 2:
☒ Saved ☐ Global:

Message Date Range

☒ Limit start date/time: 2021-10-13 19:00 (Local time)
☒ Limit end date/time: 2021-10-13 21:00 (Local time)

Page Layout Options

☐ Separate entry for each recipient
☒ Combine recipients into a single entry

Format of Dates on Report

☐ UTC time

Task ID: 20211013
Task Name: 20211013 Winlink Training Net
Operational period: 20211013 1900 to 2100 Local
Operator name: Michael Drake
Station ID: WA1RYQ

Output pdf file: C:\Users\mdrak\Desktop\ICS-309.pdf

Figure 8. Winlink Generate ICS-309 Communication Log Window

- a. From the Generate CSV File screen, select the columns identified in Figure 9, set the Column Delimiter to **Tab**, select a location for the file to be stored, and then depress the **Generate CSV File** button.

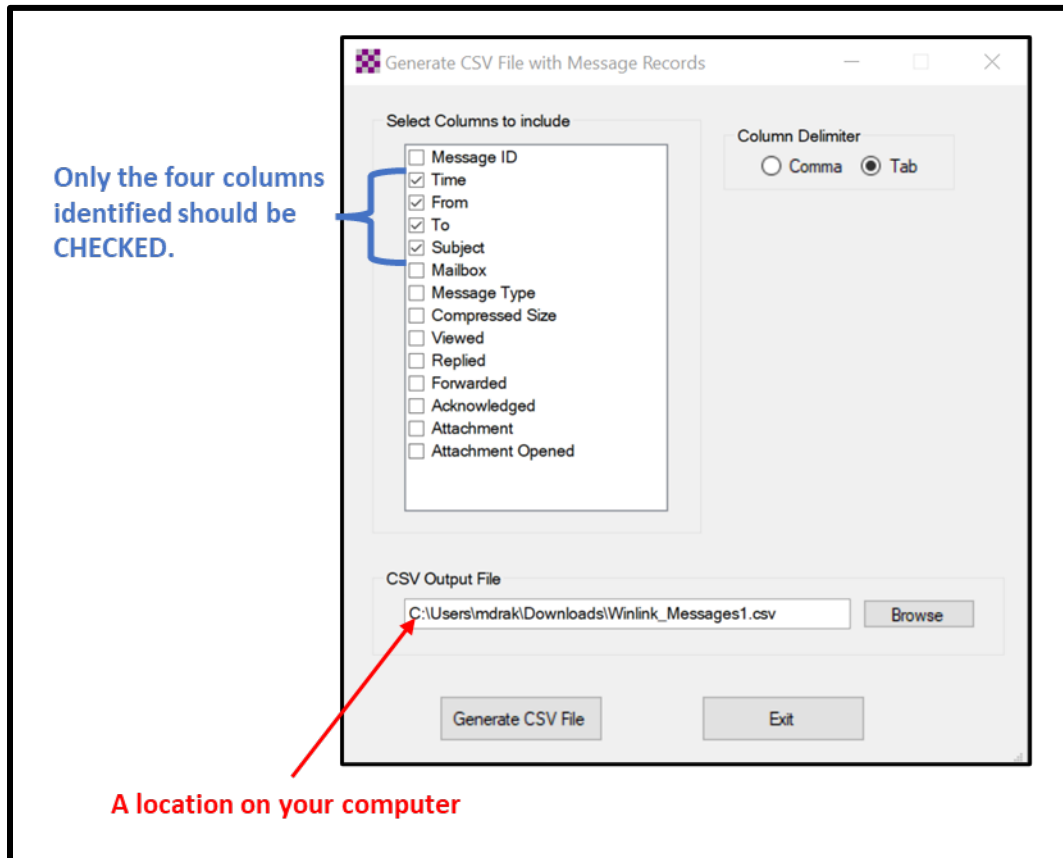


Figure 9. ICS 309 CSV Column Selection Screen

- 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.

Figure 10.

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COMMUNICATIONS LOG (ICS 309)

Form Info

Task # Date/Time Prepared: Click to Add Date/Time

For Operational Period # Task Name

Operator Name Station ID Express Sender: WA1RYQ

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

Figure 10. Winlink ICS 309 Data Entry Form

- d. The Copy and Paste screen shown in Figure 11 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 12 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 11. 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 12. 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 11 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: 1202 1900-2100
 - (3) Task #: WTN 9
 - (4) Task Name: PACS WTN 20211202
 - (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).