

## Winlink Training Bulletin #10

The Pinellas ACS Winlink training net is used to familiarize ARES®/ACS participants with Winlink skills and to practice digital network operations. A summary training bulletin is delivered via Winlink to all registered Winlink Training Net participants on the Monday prior to each scheduled net. A detailed bulletin that includes instructions for performing each scheduled task will also be posted to the Pinellas ACS Web site on the Monday prior to each net.

### 1.1 NET DESCRIPTION

The following information is applicable to this week's training net.

- a. Date: **Wednesday** December 15th, 2021
- b. Time: 1930 Hours Local
- c. Duration: 1 Hour
- d. Type: Mixed Mode. Voice traffic will take place on the W4ACS repeater and digital exchanges will take place via Winlink.
- e. Net Control: WA1RYQ
- f. Support material:

- (1) <https://www.pcacs.org/training/digital-training/winlink-training-net/>
- (2) 20211212 Winlink Contacts.txt file attached to Winlink Bulletin

### 1.2 NET OBJECTIVES:

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

- a. Create a Winlink Express Check-in message and then send the message to all net participants.
- b. Create a SHARES Spotrep-2 template based message and then send the message to all net participants.
- c. View Winlink Express Check-in message data and SHARES Spotrep-2 message data using the Winlink mapping function.

- d. Create a Winlink Express Check-out 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 15<sup>th</sup>, 2021, Winlink Training Net. Send the completed ICS 309 template-based message to the NCS and Pinellas ACS Admin officer.

### 1.3 SESSION NOTES:

The following session notes are applicable to this week's Winlink Training net.

- a. Winlink messages can be sent using any RF protocol or, if the net member does not yet have an RF Winlink capability, via Telnet.
- b. All Winlink Net participants should ensure that they are running the latest version of Winlink, Version 1.5.43.0 or higher, prior to the net. The corresponding message template version is 1.0.173.0.
- c. All Winlink Net participants should import the latest Winlink contact.txt file into Winlink prior to the net. This file is attached to the Winlink Bulletin.

### 1.4 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 to all registered Winlink Net participants.

**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 direct each station to create and send a SHARES Spotrep-2 message to all registered Winlink training net participants.
- f. Once the NCS has confirmed that each station has completed sending the SHARES Spotrep-2 message, the NCS will instruct the net on the steps needed to view the Winlink Express Check-in and SHARES spotrep-2 data using the Winlink mapping function.
- g. 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 to all Winlink Net participants.
- h. 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.*

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

**END SUMMARY WINLINK BULLETIN**

## 1.5 MESSAGE INFORMATION:

### 1.5.1 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. Status: NET
- d. Band: Enter the appropriate value.
- e. Mode: Enter the appropriate value.
- f. TO: Send completed message to the following recipients:
  - (1) All registered Winlink Net participants
  - (2) Net Control (WA1RYQ)
  - (3) Pinellas ACS Admin Officer (PACS-ADMIN)
- g. Calls Signs of Initial On-Site Operator(s): Enter your FCC Call sign
- h. Sender: Enter your FCC Call Sign.
- i. Location: Enter a street address for your current location.
- j. LAT, LONG, MGRS, GRID: Enter your current latitude, longitude, MGRS and Maidenhead grid data.
- k. What3words location: Enter data provided by What3words application.
- l. Comments: Did you travel for Thanksgiving, or did you stay home?

### 1.5.2 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 12/15/2021
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. Message Header:

- (1) Precedence: Routine
- (2) Date/Time: Enter the current date and time.
- (3) Task#: PACS WTN 10
- (4) FROM: Your FCC Call sign
- (5) TO: Net Control (WA1RYQ) and all registered Winlink Net participants
- (6) INFO (CC): PACS-ADMIN

b. Message Body:

- (1) City/State/Territory: Enter your current location.
- (2) LAT, LONG, MGRS, GRID: Enter your current latitude, longitude, MGRS and Maidenhead grid data.
- (3) Land Line functioning?: No
- (4) Cell Phone functioning?: No

- (5) AM/FM Broadcast Stations functioning?: Yes; only WUSF Radio available at my location. No other Radio Stations heard.
- (6) TV Stations functioning?: Yes; only WFLA available via broadcast. Cable non-functional.
- (7) Public Water Works functioning?: Yes
- (8) Commercial Power functioning?: No
- (9) Internet functioning?: No
- (10) Additional Comments: "THIS IS AN EXERCISE MESSAGE"  
Enter a current weather report for your location.
- (11) POC: Enter your full name.

### 1.5.3 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 Station Secured: 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. Status: NET
- d. TO: Send completed message to the following recipients:
  - (1) All registered Winlink Net participants
  - (2) Net Control (WA1RYQ)
  - (3) Pinellas ACS Admin Officer (PACS-ADMIN)
- e. Calls Signs of Closing Operator(s): Enter your FCC Call sign
- f. Sender: Enter your FCC Call Sign.
- g. Location: Enter a street address for your current location.

- h. LAT, LONG, MGRS, GRID: Enter your current latitude, longitude, MGRS and Maidenhead grid data.
- i. What3words location: Enter data provided by What3words application.
- j. Comments: Were you able to successfully view the check-in and SHARES Spotrep-2 data?

## 1.6 MAP GENERATION

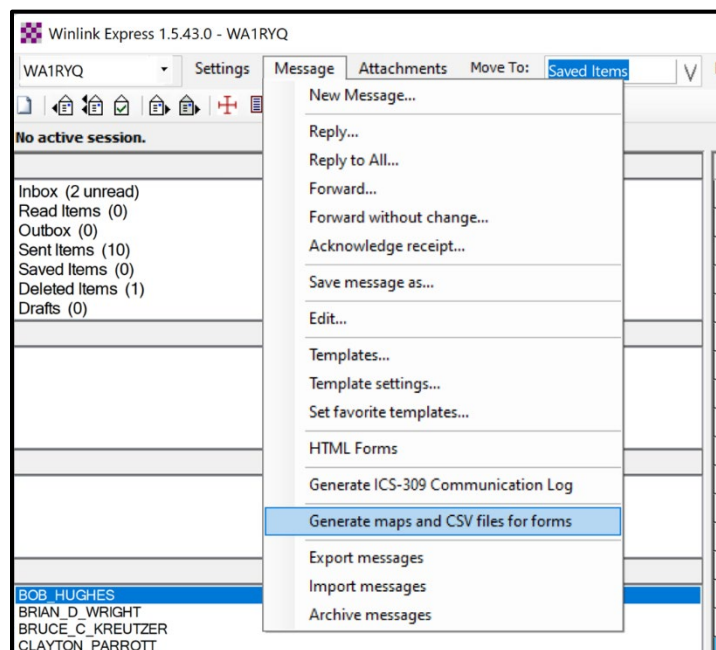
Winlink has the capability to display the status information reported by individual stations on a graphical display. The display places a teardrop symbol at the location corresponding to the reporting stations longitude and latitude. Users can view the status reported by each station by either rolling the cursor over the teardrop symbol corresponding to the station, or by clicking on the teardrop. The five reports listed below are currently supported by this capability.

Additional reports will likely be added in the future.

- a. Winlink Express Check-in
- b. SHARES Spotrep-2
- c. Hurricane Report
- d. Severe Weather Report
- e. Local Weather Report

### 1.6.1 Status Map Set-up

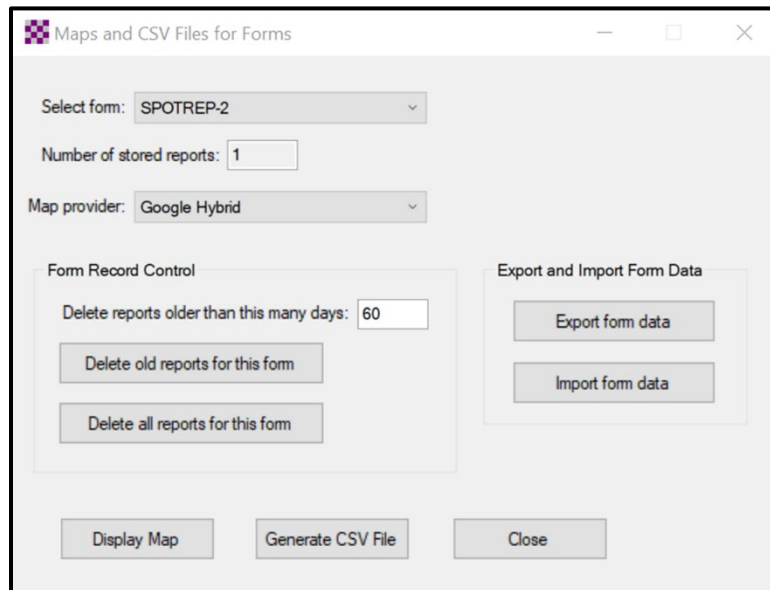
From the main Winlink menu, Figure 1, select the “***Generate maps and CSV for forms***” option. This will cause the window seen in Figure 2 to open.



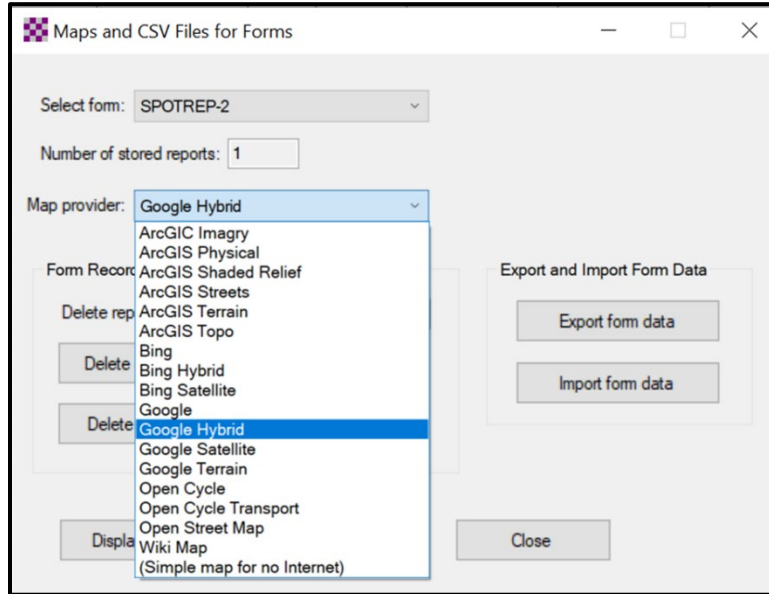


**Note:** This window will only display the report types that have been received by your station. If you have not received any of the displayable forms, no selection will be displayed in the “**Select form**” pulldown.

- a. Use the **Select form** pulldown to select **Express Check-in**. The **Number of stored reports** field will display the number of reports received by your station that can be displayed.



- b. Open the **Map provider** pulldown and select a map to be used by the Winlink mapping function. Refer to Figure 3. I recommend you start by selecting **Google Hybrid**. Following the net, you can experiment with other maps.
- c. Once the **Map Provider** has been selected, depress the **Display Map** key. A map similar to the one displayed in Figure 4 should be displayed. You can use the mouse wheel to scroll.
- d. When you examine the display, your station location should be shown by a **Green** teardrop. All other reporting stations should be shown on the map with a **Blue** teardrop. Refer to Figure 4.



- e. You can view the status reported by each station in one of two ways.
- (1) If you mouse-over one of the **Blue** teardrops, Winlink will display a status report similar to the one displayed in Figure 5.
  - (2) If you click on one of the **Blue** teardrops, Winlink will open a separate window and display a status report for the station similar to the one displayed in Figure 6.

**Note:** The detailed position information and personal e-mail address that was generated and originally contained in the status reports shown in Figure 5 and Figure 6 have been purposely blanked out of this bulletin.

- f. The process for displaying the status associated with the Winlink Express Check-in data can be repeated for the SHARES Spotrep-2 data.

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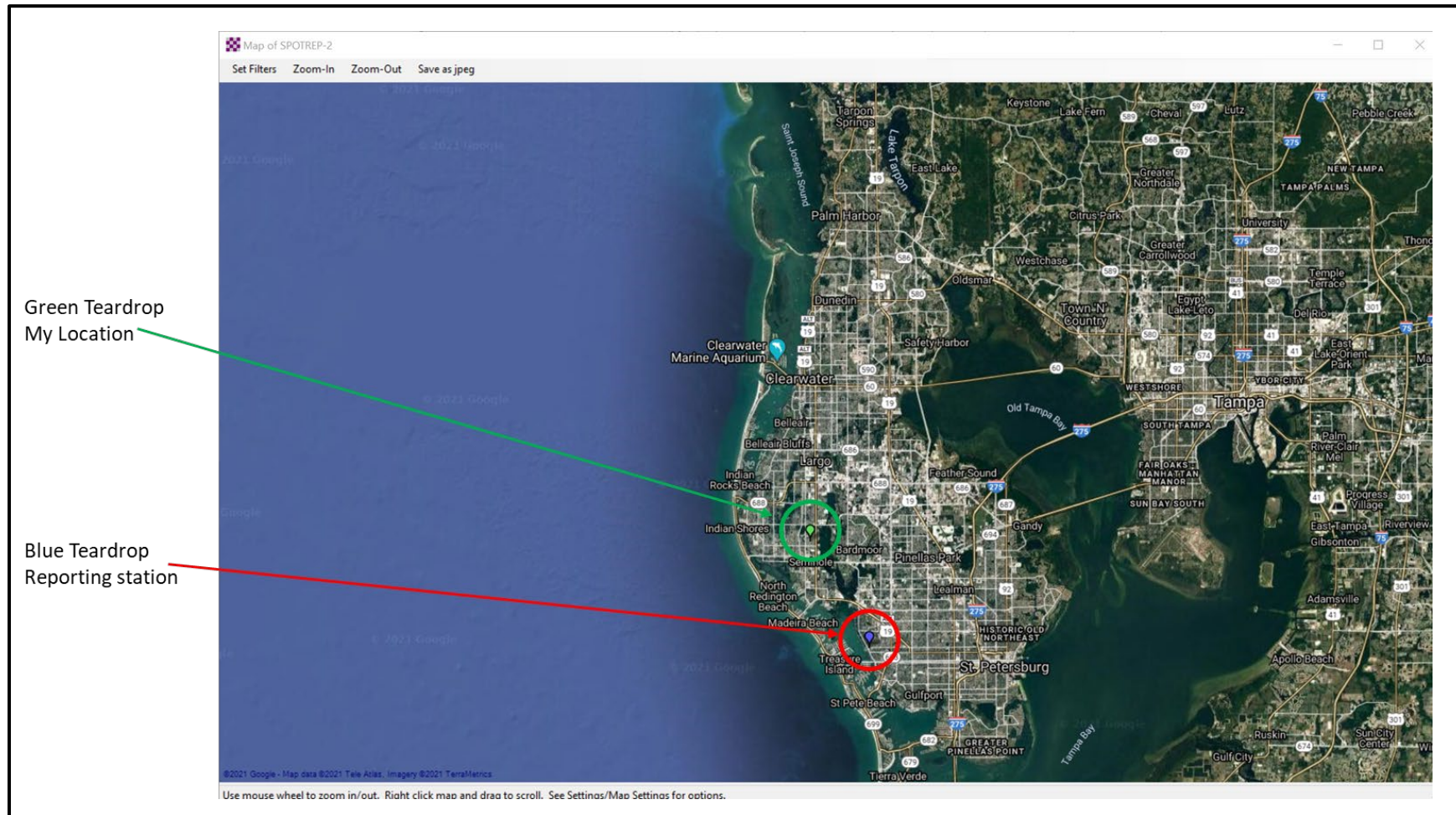


Figure 4. Winlink Reporting Map



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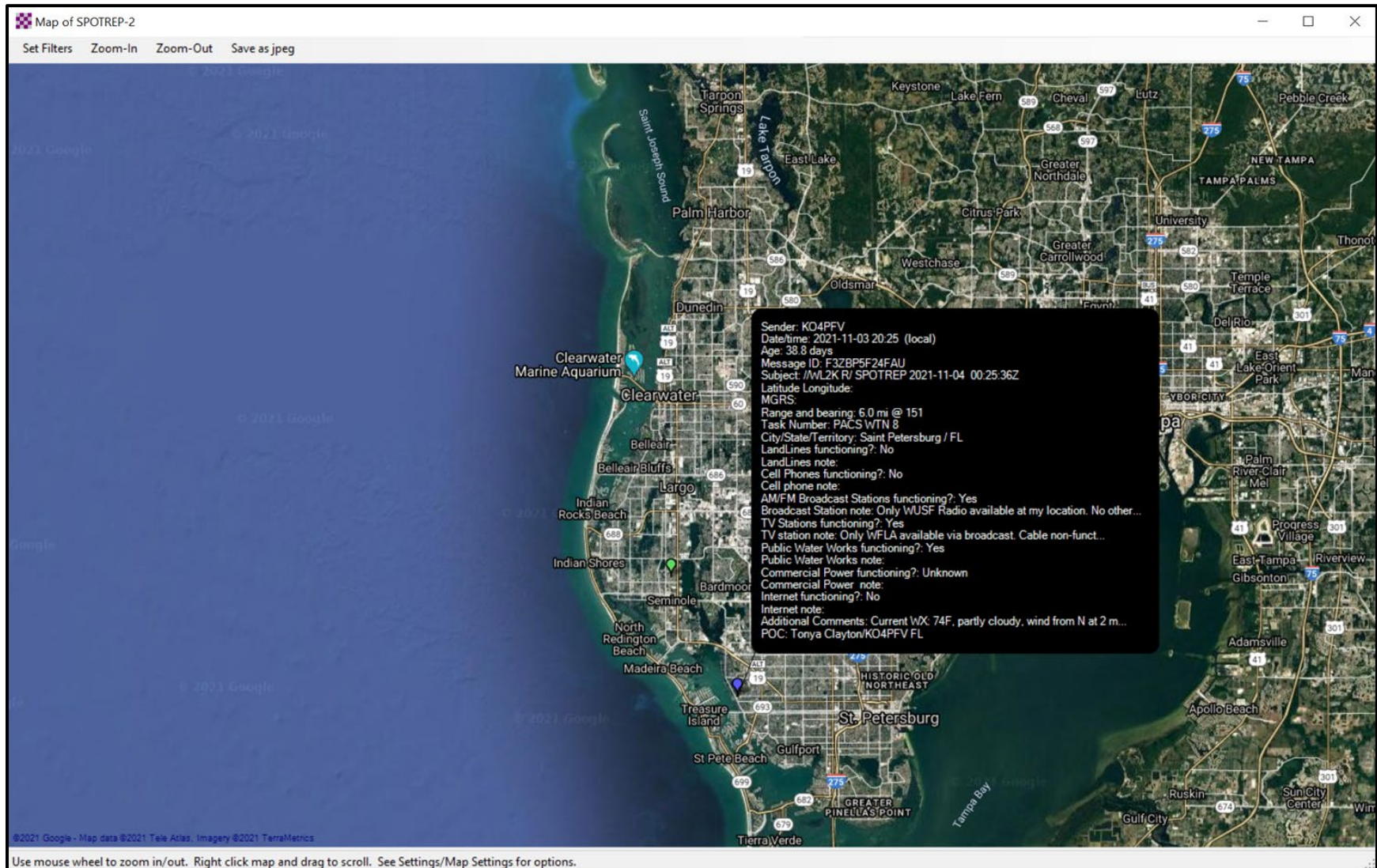


Figure 5. Mouse-over Station Report

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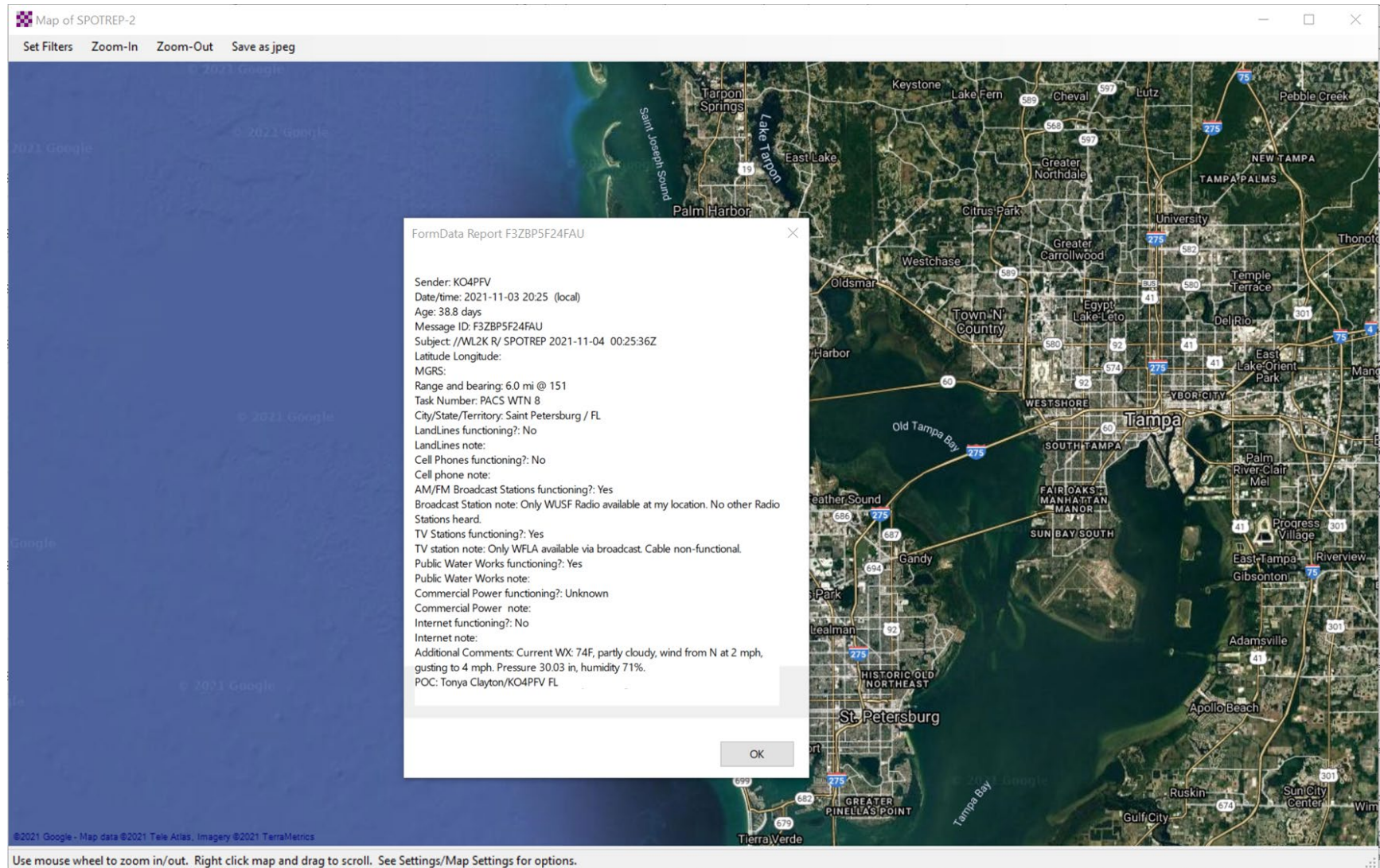


Figure 6. Station Status



## 1.7 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.

### 1.7.1 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.

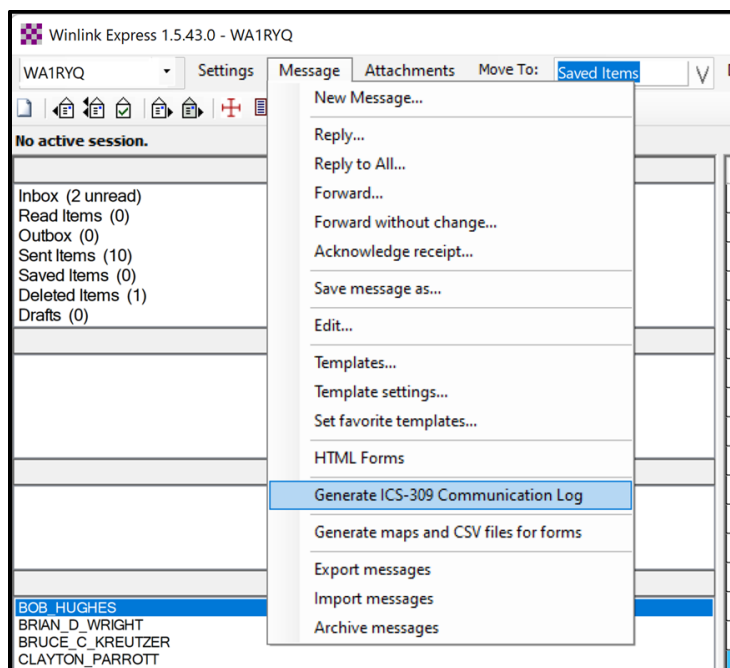


Figure 7. Winlink Message Pull-Down

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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

Set Page Layout

Format of Dates on Report

mm/dd/yy ☐ 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

Generate ICS-309 PDF

Generate CSV File

Exit

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.

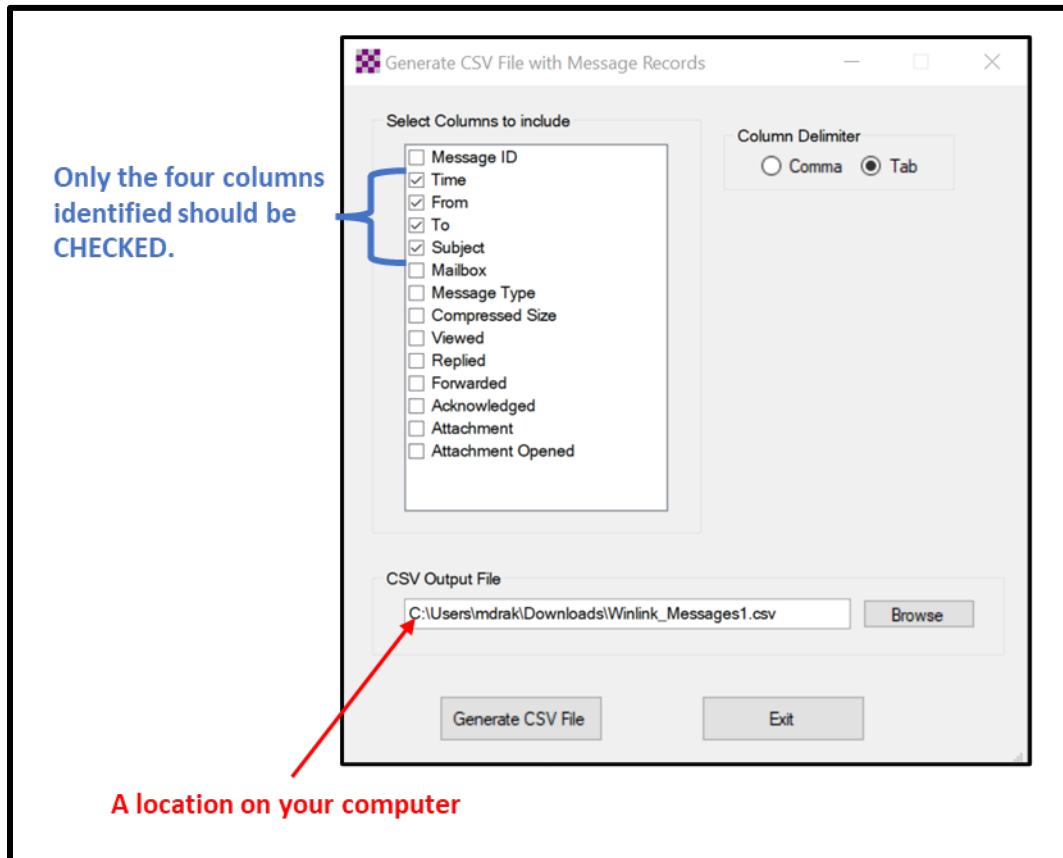


Figure 9. ICS 309 CSV Column Selection Screen

- 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.
- c. When the Winlink ICS 309 form is displayed, depress the **Paste Data from a Spreadsheet** Button. Refer to 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

[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
<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](#)

	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: 1215 1900-2100
  - (3) Task #: WTN 10
  - (4) Task Name: PACS WTN 20211215
  - (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).