Winlink Training Bulletin #11

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*** January 5th, 2022
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)   [TBD]

1.2 NET OBJECTIVES:

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

a. Create a Winlink Check-in message and then send the message to all net participants.

b. Identify and report the version number of Winlink Express and Winlink message template installed on the user's Winlink computer.

c. Create a group address that contains the Winlink address of each registered PACS Winlink net participant.

d.   Create a Winlink Check-out message and then send the message to all net participants.

e.   View Winlink Check-in and Check-out messages data using the Winlink mapping function.

f.   Create an ICS 309 template based Winlink message that documents all the Winlink message traffic sent and received by your station during the January 5th, 2022, 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 1.5.44.0** or higher, prior to the net. The corresponding message template version is **1.0.175.0**.

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 work with net participants to create a group address within Winlink that includes all registered PACS Winlink net participants.

e.   Once each of the net participants has successfully created a group address, the NCS will use a rollcall to direct each station in turn to send a Winlink Check-In message to all registered Winlink Net participants. All participants will be directed to use the group address that was previously created.

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

f.   After the rollcall is complete, the NCS will assist net participants to identify the version number of Winlink Express and Template version currently installed on each user's Winlink Computer.

g.   Once the NCS has confirmed that each station was able to identify the Winlink software and template versions installed on their Winlink computer, the NCS will instruct the net on the steps needed to view the Winlink Check-in data using the Winlink mapping function.

h.   The NCS will close the digital segment of the net by using a rollcall to direct each station in turn to send a Winlink Check Out message to all Winlink Net participants. Each participant will be directed to include within the comments section of the message the version number of Winlink Express and Message Template version currently installed on their Winlink Computer.

i.   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.*

j.   The NCS will field comments and questions from net participants.

k.   Following the question-and-answer period, the NCS will close the net.

END SUMMARY WINLINK BULLETIN

1.5   MESSAGE INFORMATION:

1.5.1 Winlink 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 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: Enter a description of the station being used to support the net.

1.5.2 Winlink Check-Out form:

When the business of the net is complete, the NCS will request that each station create and send a Winlink 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: The version number of Winlink Express and the Template version currently installed on the user's Winlink Computer.

1.6   GROUP ADDRESS

The use of predefined contacts and groups will simplify the exchange of information within a

Winlink exchange.

1.6.1 Create a Group Address

From the main Winlink menu, Figure 1, select the "**Group Address…**" option. This will cause the

window seen in Figure 2 to open.
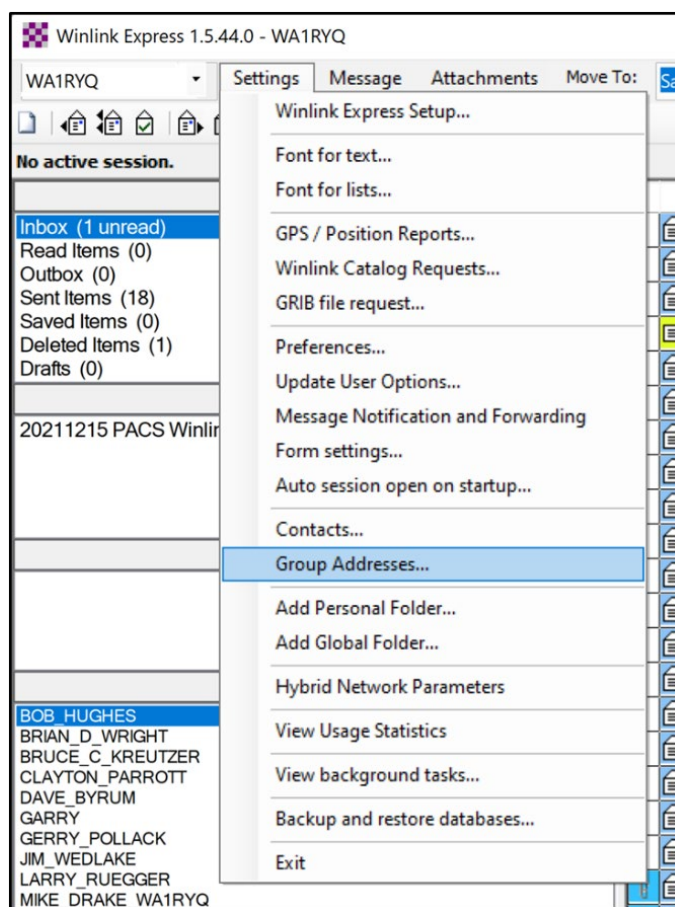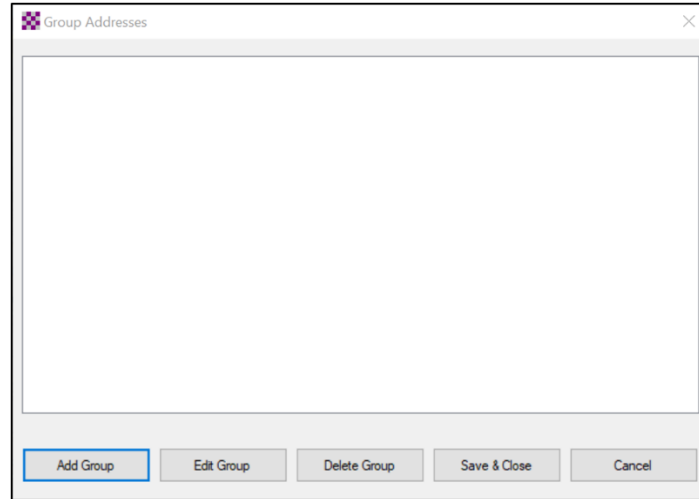
a. Depress the **Add Group** button. This will cause the window displayed in Figure 3 to open.
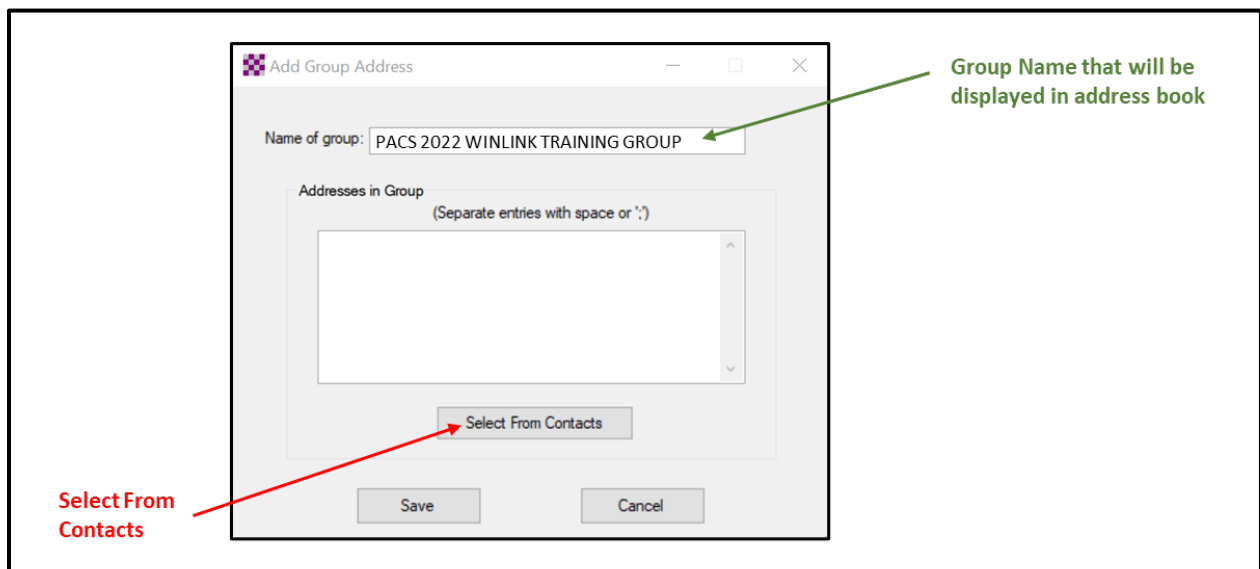
b. Enter a name into the **Name of Group** field. This will be the name displayed in the **Select Destination** Window for new messages. In the example shown in Figure 3, **PACS 2022 WINLINK TRAINING GROUP** has been entered. However, you can use any value you would like for the name.

c. Depress the ***Select from Contacts*** button. This will cause the window displayed in Figure 4 to open. This window will display all the contacts in your address book.
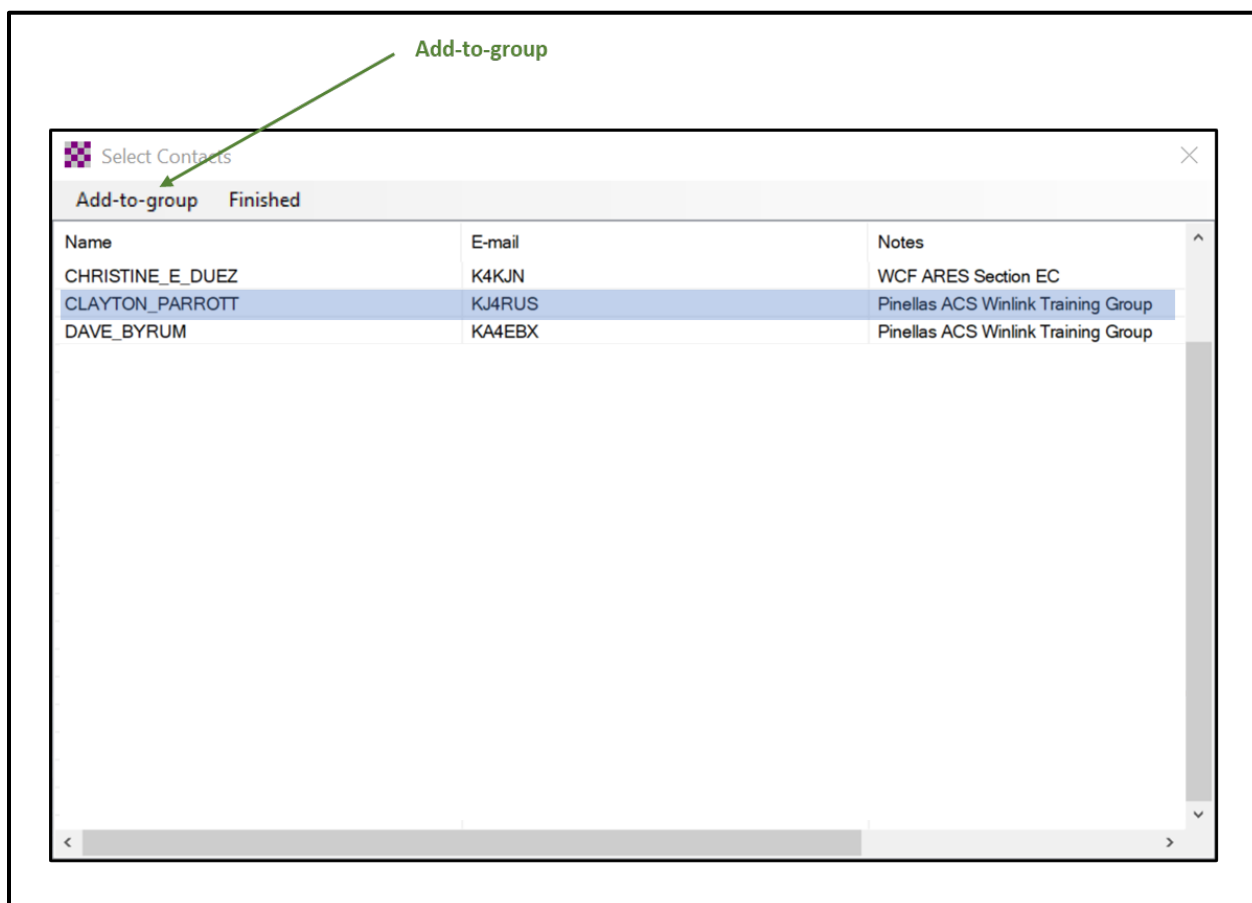
d. Select, one at a time, each of the contacts you want to add to the new group. Once selected, depress the ***Add-to-group*** button. Repeat this operation for each contact you want to add to the new group. Once the last contact has been added, depress the ***Finished*** button. This will cause the window displayed in Figure 5 to be opened.

Note: *Multiple sequential contacts can be highlighted and added to the group address.*
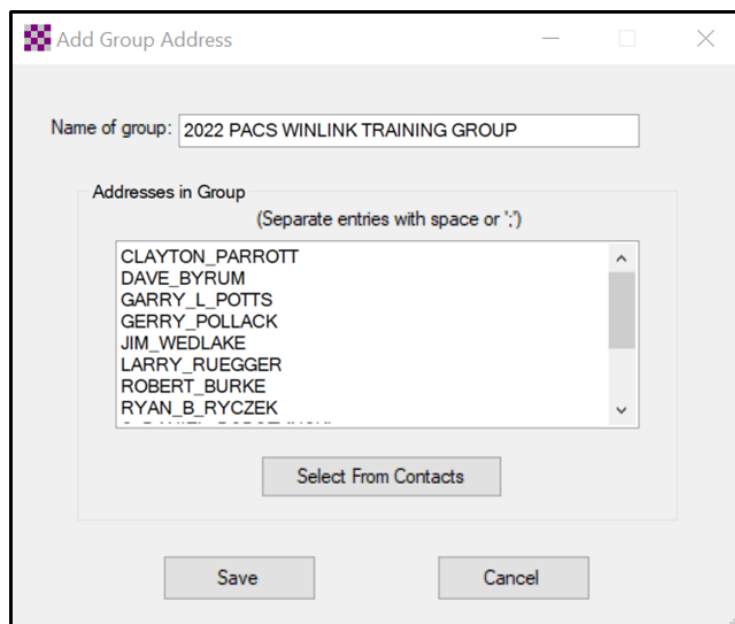
e. The name of each contact added to the group should be displayed in the
Addresses in Group window. Depress the ***Save*** button. This will cause the
window displayed in Figure 6 to be opened.
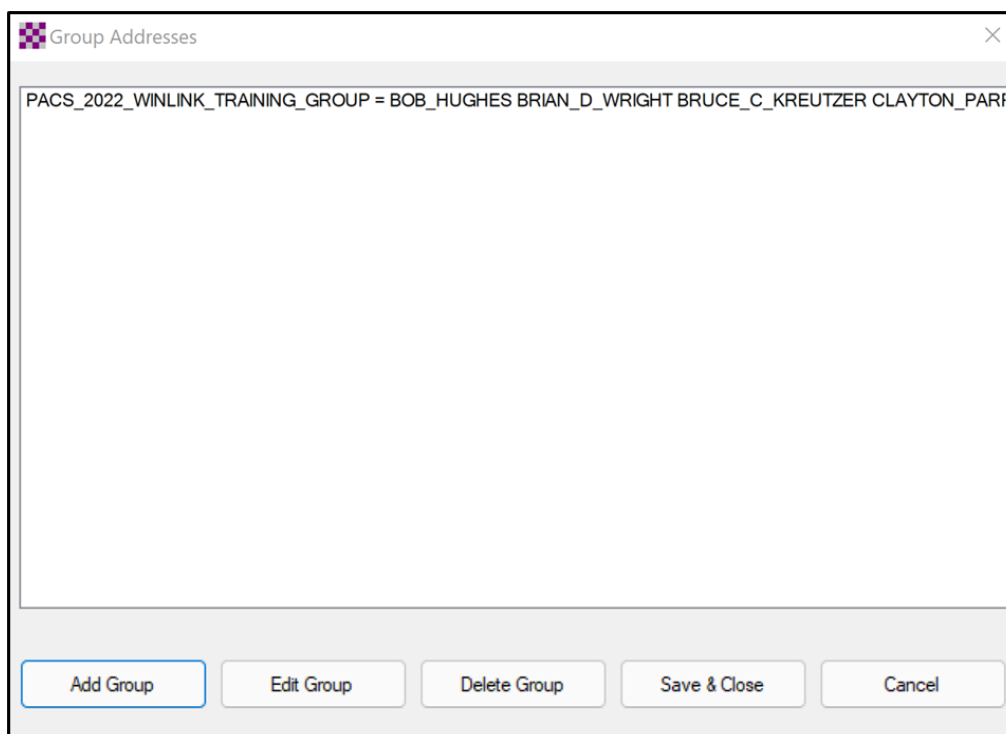
f.   This window displays each of the groups that have been created by the local

user. Depress the **Save & Close** button to finish the operation.

Note: The new group address will not be included in the list of contacts displayed on the main

*Winlink menu. When creating a new message, depressing the **TO** button will cause the **Select***

Destinations window to be displayed. Group addresses will be found at the bottom of the list of

contacts. Refer to Figure 7.
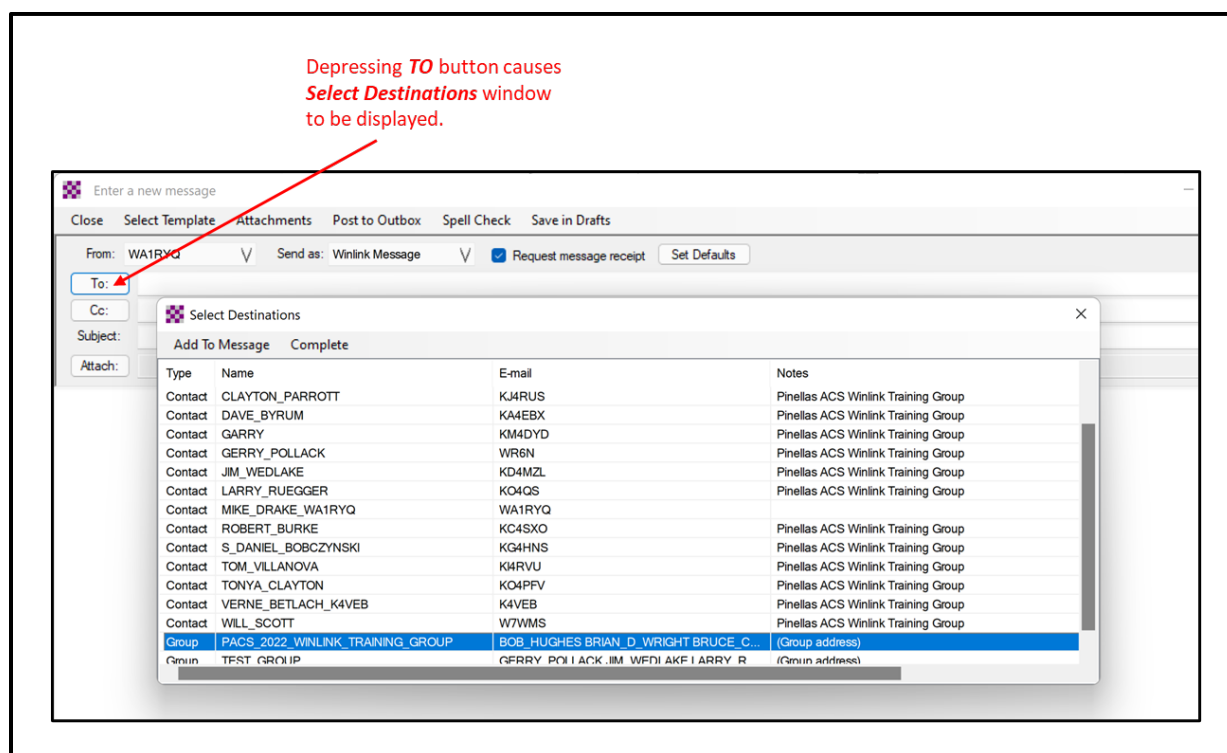
1.7   WINLINK SOFTWARE AND MESSAGE TEMPLATE VERSION IDENTIFICATION

Winlink will automatically update the Winlink express computer program, and the standard

template used by Winlink each time an updated version is made available. Users can check the

version numbers currently running on their Winlink computer by performing the following steps.

> a. From the Winlink main menu, examine the information displayed in the upper left-hand corner of the menu. The Winlink Express version number is displayed to the right of the Winlink icon. Refer to Figure 8.
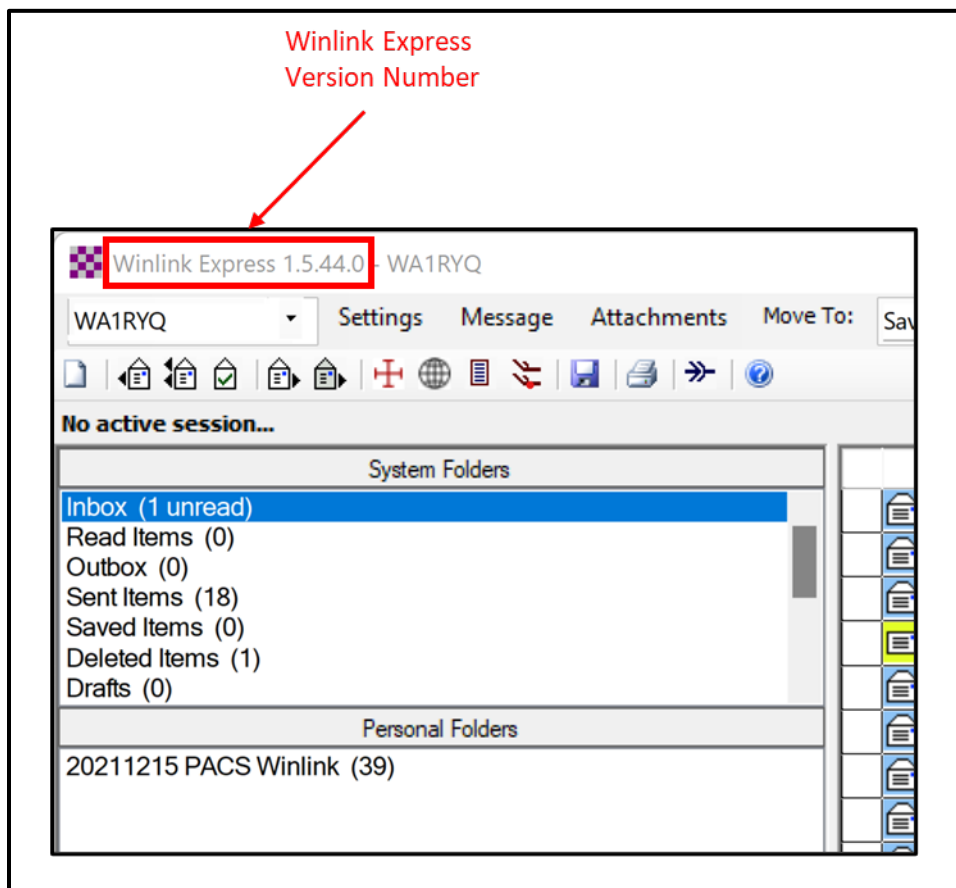
Figure 8. Winlink Express Version Number

> b. To determine the current message template version installed on the Winlink computer, select the **Templates…** option from the Message menu. Refer to Figure 9. This will cause the **Template Manager** window, Figure 10, to open.
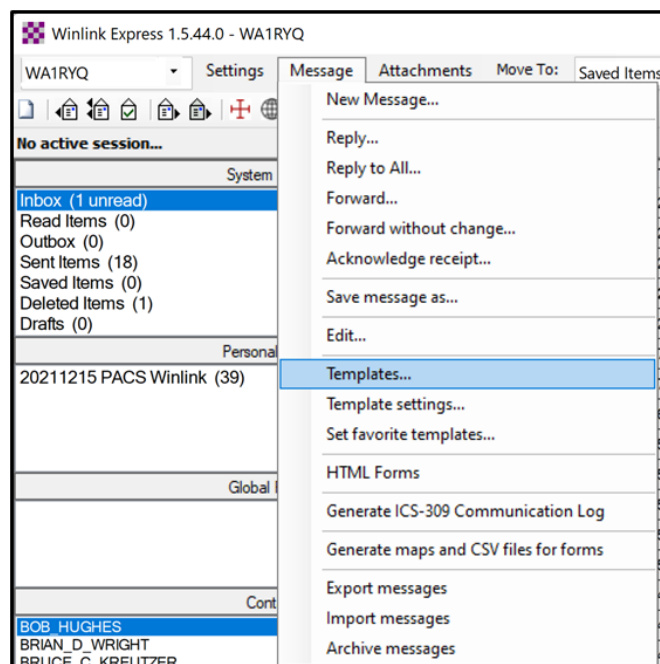
Figure 9. Templates... Selection
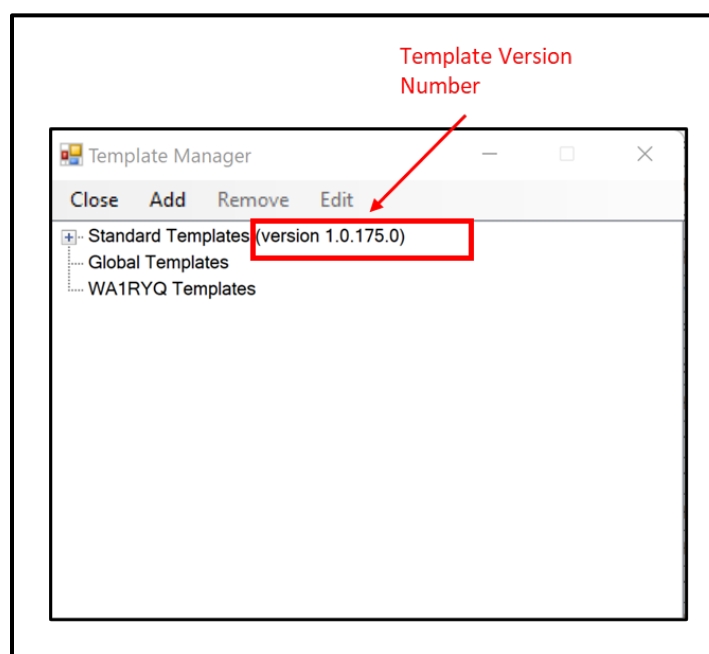
Figure 10. Template Manager - Version Number

c.   The version number of the installed template set is displayed within the template manager window. Refer to Figure 10.

1.8   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 six reports listed below are currently supported by this capability. Additional reports will likely be added in the future.

      a.   Winlink Check-in

      b.   Winlink Check-out

      c.   SHARES Spotrep-2

      d.   Hurricane Report

      e.   Severe Weather Report

      f.   Local Weather Report

1.8.1 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.
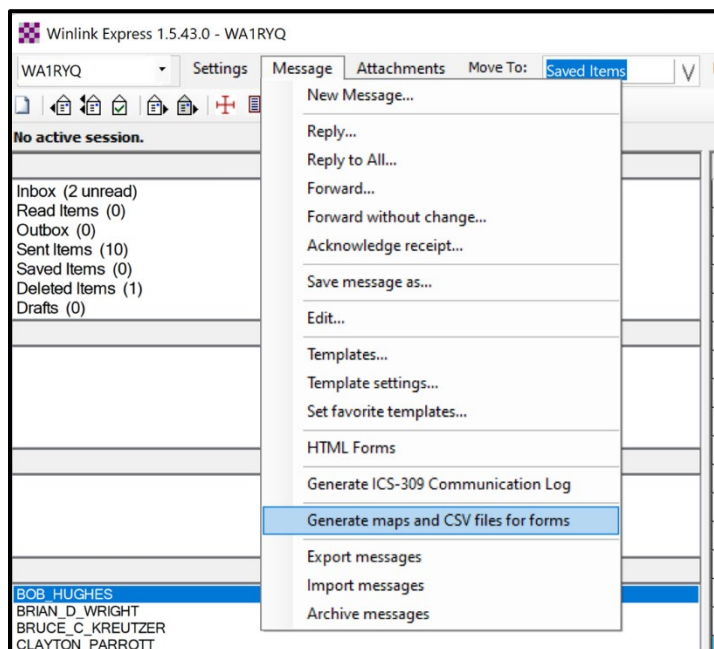
Figure 11. Winlink Message Pulldown

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 ***Check-in***. The ***Number of stored reports*** field will display the number of ***Check-in*** reports received by your station that can be displayed.
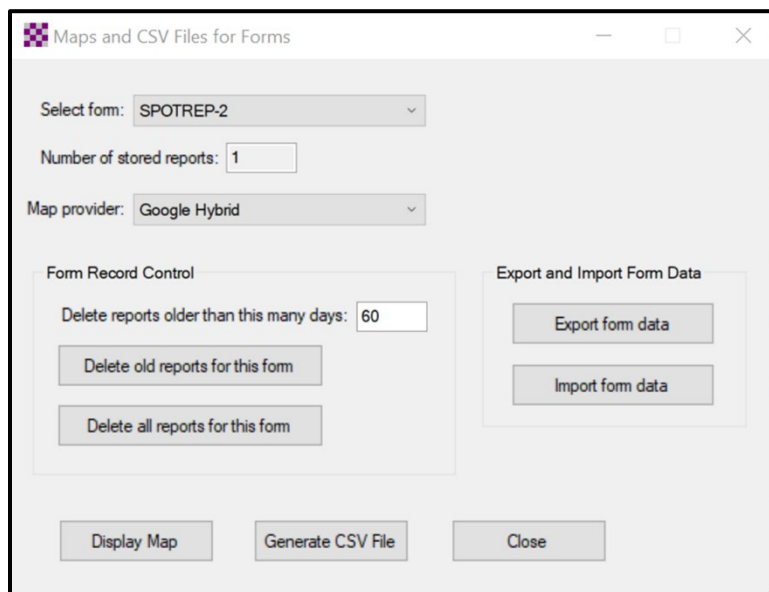
Figure 12. Maps and CSV Files for Forms

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.
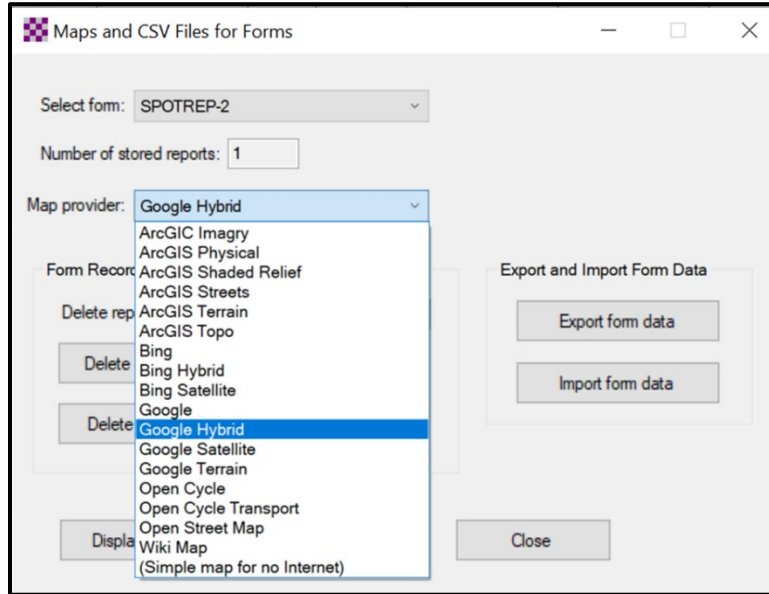
Figure 13. Map Provider Selection

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 ***Check-in*** data can be repeated for the Winlink ***Check-out*** data.
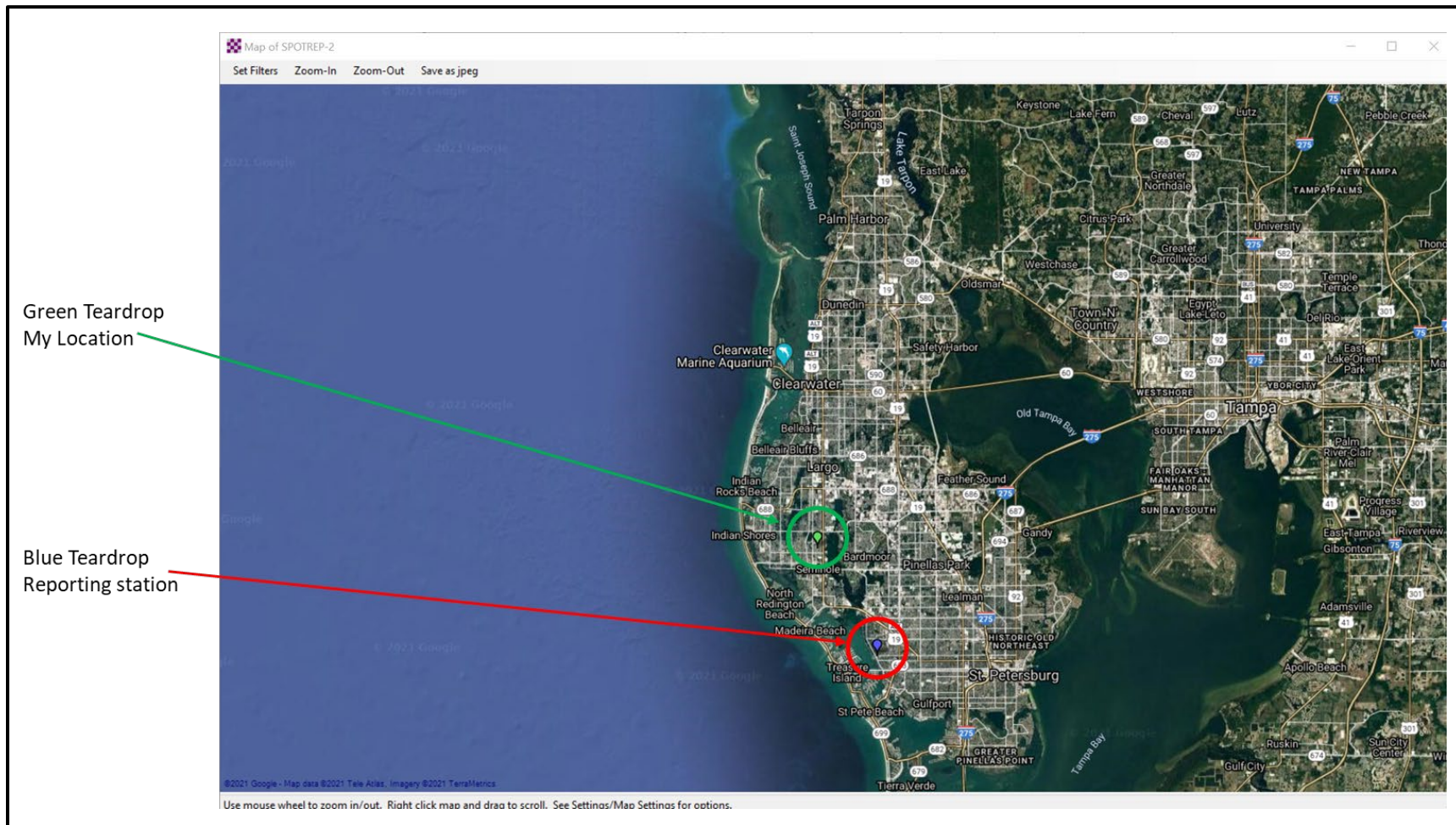
Green Teardrop
My Location

Blue Teardrop
Reporting station
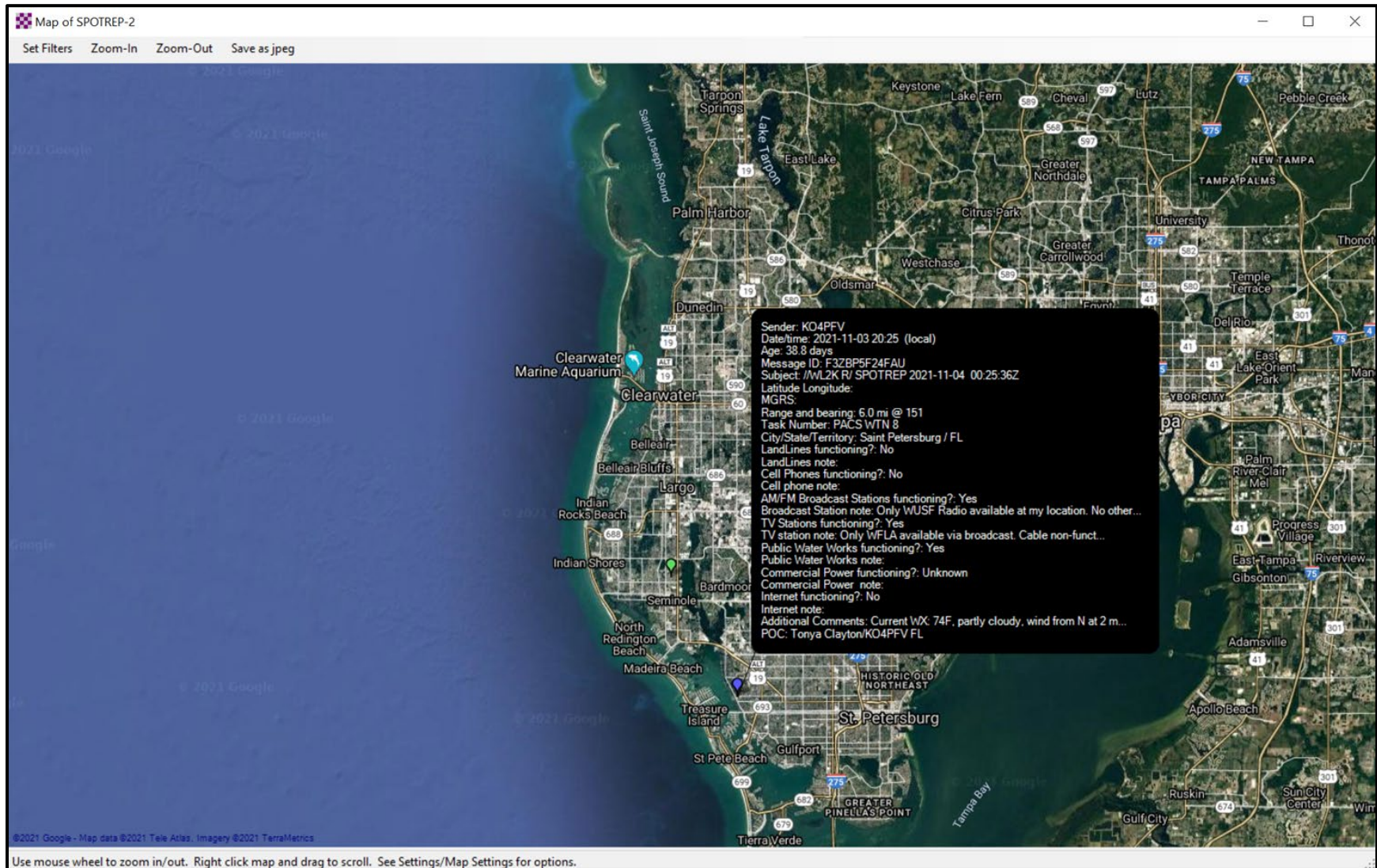
Map of SPOTREP-2

Set Filters   Zoom-In   Zoom-Out   Save as jpeg

FormData Report F3ZBP5F24FAU

Sender: KO4PFV
Date/time: 2021-11-03 20:25 (local)
Age: 38.8 days
Message ID: F3ZBP5F24FAU
Subject: //WL2K R/ SPOTREP 2021-11-04 00:25:36Z
Latitude Longitude:
MGRS:
Range and bearing: 6.0 mi @ 151
Task Number: PACS WTN 8
City/State/Territory: Saint Petersburg / FL
LandLines functioning?: No
LandLines note:
Cell Phones functioning?: No
Cell phone note:
AM/FM Broadcast Stations functioning?: Yes
Broadcast Station note: Only WUSF Radio available at my location. No other Radio
Stations heard.
TV Stations functioning?: Yes
TV station note: Only WFLA available via broadcast. Cable non-functional.
Public Water Works functioning?: Yes
Public Water Works note:
Commercial Power functioning?: Unknown
Commercial Power note:
Internet functioning?: No
Internet note:
Additional Comments: Current WX: 74F, partly cloudy, wind from N at 2 mph,
gusting to 4 mph. Pressure 30.03 in, humidity 71%.
POC: Tonya Clayton/KO4PFV FL

OK

Use mouse wheel to zoom in/out. Right click map and drag to scroll. See Settings/Map Settings for options.

1.9   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.

1.9.1 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.
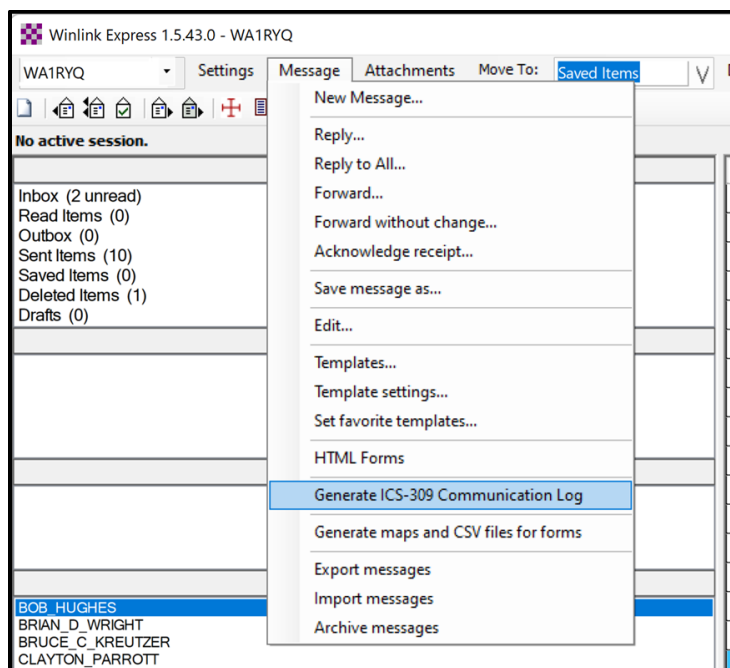
Figure 17. Winlink Message Pull-Down

Figure 18. 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.
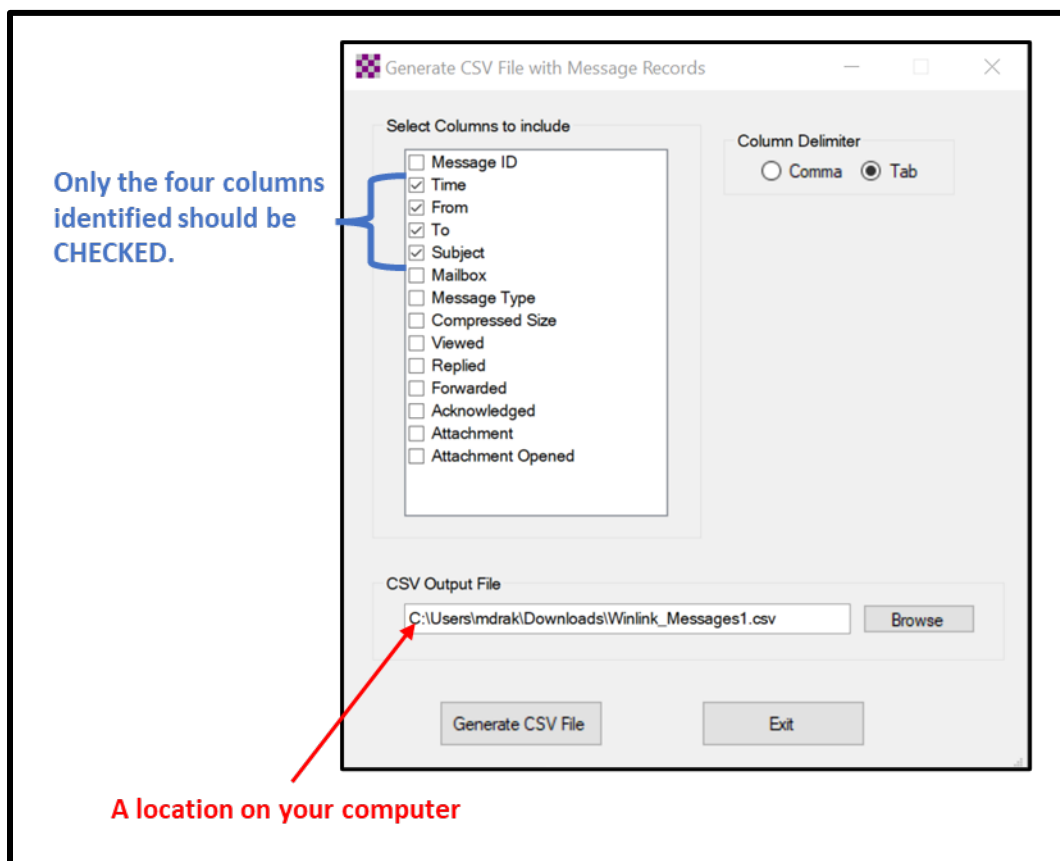

Figure 19. ICS 309 CSV Column Selection Screen

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.

Figure 20. 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.

Figure 21. Winlink ICS 309 Paste Data from a Spreadsheet Screen

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)   <u>Group Name:</u> PACS Winlink Training Net

    (2)   <u>Operational Period:</u> 0105 1900-2100

    (3)   <u>Task #:</u> WTN 11

    (4)   <u>Task Name:</u> PACS WTN 20220105

    (5)   <u>Date/Time Prepared:</u> Enter current time and date.

    (6)   <u>Operator Name:</u> Enter your name

    (7)   <u>Station ID:</u> Enter your FCC call sign.

    (8)   <u>Express Sender:</u> Automatically entered by Winlink.

h.   Send message to Net Control and the Pinellas ACS Admin Officer (PACS-ADMIN).