Winlink Training Bulletin #12

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:	<u>Wednesday</u> February 16 th , 2022
b.	Time:	1930 Hours Local
с.	Duration:	1 Hour
d.	Туре:	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) ICS 213 Status Report

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. Create an ICS 213 using the data posted on the PACS website. Send the completed ICS 213 template-based message to the NCS and Pinellas ACS Admin officer.

- c. Create an ICS 214 that documents the activities associated with the
 February 16th Winlink Training net. After the net is closed, send the completed
 ICS 214 template-based message to the NCS and Pinellas ACS Admin officer.
- d. Create a Winlink 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 February 16th, 2022, Winlink Training Net. After the net is closed, 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.
- All Winlink Net participants should ensure that they are running the latest version of Winlink, Version 1.6.1.0 or higher, prior to the net. The corresponding message template version is 1.0.180.0.

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.

- Following the question-and-answer period, the NCS will notify all net participants to start and maintain an ICS 214 Activity log and document all significant activities that take place during the net.
- e. After the announcement, 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.
 Each participant should use a 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 direct each net participant to create an ICS 213 using the information posted on the PACS web site. Each station should notify net control when they are ready to send their ICS 213 to net control.
- g. The NCS will provide tasking to each net participant.
- h. Once each net participant indicates that their tasking is complete, 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 registered 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 finalize their ICS 214 and generate an ICS 309 template-based message. The NCS will direct each net participant to send the completed ICS 214 and ICS 309 to both the NCS and the PACS Admin Officer. The NCS will assist net participants with the creation of these Winlink forms.

<u>Note:</u> Net participants can create and send the ICS 214 and 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. <u>Group Name</u>: PACS Winlink Training Net
- <u>Date/Time</u>: 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. <u>Status:</u> NET
- d. <u>Band:</u> Enter the appropriate value.
- e. <u>Mode:</u> Enter the appropriate value.
- f. <u>TO:</u> 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. <u>Calls Signs of Initial On-Site Operator(s)</u>: Enter your FCC Call sign
- h. <u>Sender:</u> Enter your FCC Call Sign.
- i. <u>Location:</u> Enter a street address for your current location.
- j. <u>LAT, LONG, MGRS, GRID:</u> Enter your current latitude, longitude, MGRS and Maidenhead grid data.
- k. <u>Comments</u>: Enter a description of the station being used to support the net.

1.5.2 <u>Winlink Check-Out form:</u>

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

- a. <u>Group Name</u>: PACS Winlink Training Net
- b. <u>Date/Time Station Secured:</u> 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. <u>Status:</u> NET
- d. <u>TO:</u> 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. <u>Calls Signs of Closing Operator(s)</u>: Enter your FCC Call sign
- f. <u>Sender:</u> Enter your FCC Call Sign.
- g. <u>Location:</u> Enter a street address for your current location.
- h. <u>LAT, LONG, MGRS, GRID:</u> Enter your current latitude, longitude, MGRS and Maidenhead grid data.
- i. <u>Comments</u>: The version number of Winlink Express and the Template version currently installed on the user's Winlink Computer.

1.6 <u>ACTIVITY LOG, ICS 214</u>

The NCS will request that each station create a Winlink ICS 214 that documents the significant events that took place during the Winlink Training Net of February 16th, 2022.

- a. <u>Group Name</u>: PACS Winlink Training Net.
- b. <u>Incident Name</u>: PACS WTN 20220216.
- c. <u>Operational Period From</u>: This field contains the *start* date (month/day/year) and time (24-hour local time) of tonight's net.
- d. <u>Operational Period To</u>: This field contains the *end* date (month/day/year) and time
 (24-hour local time) of tonight's net.
- <u>Name</u>: This field contains the name of the facility being supported by ACS/ARES[®].
 For tonight's training net, enter *HOME*.
- f. ICS Position: PACS Winlink Trainee.
- g. <u>Home Agency and Unit:</u> Pinellas County Auxiliary Communications Service.
- <u>Resources Assigned:</u> Enter the name; FCC Call sign; ICS Position
 (*Winlink Trainee*); and the Home Agency and Unit (*PACS*) of each individual assigned to your location during the defined operational period.
- Activity Log: Enter all significant events that take place during tonight's Winlink training net. Examples include but are not limited to the following. Additional information about the ICS 214 is located in the PACS communications Plan and Standard Operating Procedures document.
 - (1) Net start time
 - (2) Task assignments and completions
 - (3) Net end time
- j. <u>Prepared by:</u> Enter the full name of the individual completing the form.

After the net is closed, send the completed ICS 214 template-based message to Net Control and the Pinellas ACS Admin Officer (PACS-ADMIN).

1.7 <u>COMMUNICATIONS LOG</u>

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.

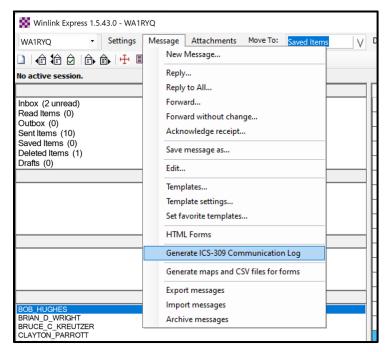


Figure 1. Winlink Message Pull-Down

	Senerate ICS-309 Communication Log	– 🗆 X
	Generate an ICS-309 Communication Lo	ng as a ndf File
	Select Message Mailboxes	
Mailboxes that contain messages	✓ Inbox Outbox Drafts Personal 1:	V
exchanged during the net	 Read Sent Deleted Personal 2: 	V
	Global:	V
	Maaraa Data Daraa	
Enter a start and end date/time that encompasses the evening's Winlink Training	Message Date Range ✓ Limit start date/time: 2022-01-05 □ ▼ 19:00 ♀ (Loc;	al time)
Net. Be sure to CHECK the boxes to the left of	✓ Limit end date/time: 2022-01-05	
each limit value.	Page Louguit Optione	
	Page Layout Options O Separate entry for each recipient	
	Combine recipients into a single entry	Layout
	Format of Dates on Report	
	mm/dd/yy	
	Task ID: 20220105	Header Infor
	Task Name: 20220105 Winlink Training Net	PDF version of
	Operational period: 20220105 1900 to 2100 Local	
	Operator name: Michael Drake	
	Station ID: WA1RYQ	
	Output pdf file: C:\Users\mdrak\Desktop\ICS-309.pdf	Browse
	Generate ICS-309 PDF Generate CSV File	Exit
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 9, set
 the Column Delimiter to *Tab*, select a location for the file to be stored, and then
 depress the *Generate CSV File* button.

Only the four columns identified should be CHECKED.	Generate CSV File with Message Records Select Columns to include Column Delimiter Message ID Comma Tome Comma Tome Subject Mailbox Message Type Compressed Size Viewed Replied Attachment Attachment Opened
	CSV Output File C:\Users\mdrak\Downloads\Winlink_Messages1.csv Browse
A location on your c	Generate CSV File Exit
A location on your e	Sinpacei

Figure 3. ICS 309 CSV Column Selection Screen

- 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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Setup Click to add agency or group			Select the "Paste Data from a Spreadsheet" Button
COMMUN	ICATIONS 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 S	preadsheet CLEAR Data
DATE/TIME	STATION ID FROM TO		SUBJECT
Click for Date/Time			
Click for Date/Time			
Click for Date/Time	ir		

Figure 4. 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, Tab delineation only. Ensure fields match & do not exceed for	
Select the "Parse Data" Button —	Paste spreadsheet data here Parse Data Close this window

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

1 Time From To Subject Containing t 2 10/31/2021 2:19 W70W0 WA1RYQ Call For Check-Ins - YCARES Winlink Net - Oct 31, 2021 - Session 179 The session 179 3 11/1/2021 21:12 WA1RYQ PACS-ADMIN ICS 217A - Pinellas ACS Winlink Training Net 20211103 - 2021-11-01 20:41	lata in the Time, nd Subject fields. ect the row
	the titles.
3 11/1/2021 21:12 WA1RYQ PACS-ADMIN ICS 217A - Pinellas ACS Winlink Training Net 20211103 - 2021-11-01 20:41	*
4	
5	

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- 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, StationID, 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> This field contains the *start* and *end* date (month/day/year) and time (24-hour local time) of tonight's net.
 - (3) <u>Task #:</u> WTN 12
 - (4) <u>Task Name:</u> PACS WTN 20220216
 - (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).