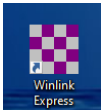


Using Winlink Express for “Check-out”

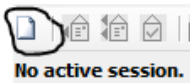
Winlink Express can be utilized to “check-out” of a Winlink net and/or to notify the on-duty emergency coordinator that you are securing from your assigned location for a deployment or exercise.

This document assumes that you already have Winlink Express installed and configured on your computer.

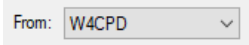
1. Launch Winlink Express on your computer by double clicking the desktop icon



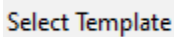
2. Compose a new message by clicking the white paper button located in the toolbar



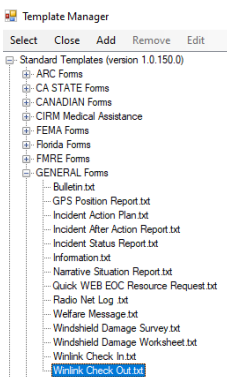
3. Ensure your call sign is listed in the “From” box.



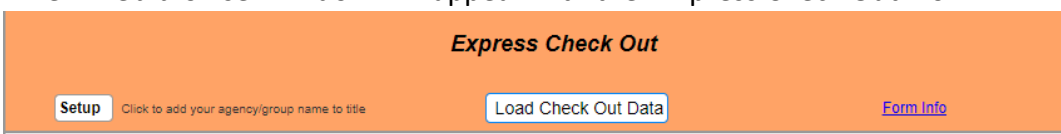
4. Click the “Select Template” menu



5. The “Template Manager” window will open. Expand “Standard Templates” > “General Forms” and double click on “Winlink Check Out.txt”



6. A new web browser window will appear with the “Express Check Out” form





Using Winlink Express for “Check-out”

7. Once the form is displayed, click in the “Date/Time Secured” field to populate the current date and time from your computer. A window will pop up with your current date and time, click “OK”

This page says

2021-3-24 21:48

OK

Setup Click to add your agency/group na

This Check Out is used when your station assignment is over. And sent as plain text in message

Date/Time Station Secured Click to Add Date/Time Status Exercise Net REAL EVENT Needs to match the o

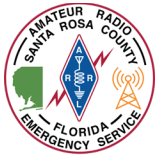
8. Fill in the form:
 - a. In the “Select Status” box, choose whether you are leaving an “Exercise”, “Net”, or “REAL EVENT”.
 - i. If securing from a deployment or shelter activation, choose “REAL EVENT”
 - ii. If securing from a net, choose “Net”
 - iii. If securing from an exercise, choose “Exercise”
 - b. In the “Send To” box type “NFL-SRCEOC” (the tactical address of Santa Rosa County’s EOC.)
 - c. In the “Call Signs of Closing Operators”, enter your call sign and the call sign of any additional operators leaving with you.
 - d. In the “Sender” box, type in your call sign

Date/Time Station Secured 2021-3-24 21:48 Status Exercise Net REAL EVENT Needs to match the original Check In form status.

Send To NFL-SRCEOC Clear “ALL Send To” Entries.

Calls Signs of Closing Operator(s) W4CPD Sender W4CPD

- e. In the “Location” field
 - i. If securing from a net from home, Enter “Home” and your city/state, for example “Home – Pace, FL”.
 - ii. If securing from an activation or deployment, enter the actual location’s name and city/state as well as what room you were in. For example, “Milton Community Center in Gym – Milton, FL”



Using Winlink Express for “Check-out”

- f. In the “Decimal GPS Coordinates”
 - i. If securing from home, please only use 2 decimal places for relative position (unless you wish your full GPS coordinates to be sent.)
 - ii. For an activation or deployment, please use your full GPS coordinates.
 1. While most of these locations are known, it is good practice to determine your GPS location as a skill.
- g. Your “MGRS” and “Grid” square information will fill in automatically once the GPS coordinates are entered.

Location

Decimal GPS Coordinates MGRS Grid

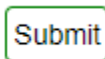
Auto filled if GPS device is working in Express, or you can enter decimal degrees / MGRS coordinates manually.
Ex: 38.5567,-121.7932 (note comma & dash) / Ex: 11SNR0184195204 or 11S NR 01841 95204

- h. In the “Comments” box, enter any relevant comments.
 - i. For an activation or deployment, comments might contain “Relieved by John Doe-AB1CDE” or “Advised by Emergency Coordinator to shut down and secure this location.”
 - ii. For a net, no comments are required.

Comments Max Characters 250

Advised by EC Arc Thames-W4CPD that the EM has given us permission to secure this location and stand down.

9. Upon completion of the form, review your entries for correct spelling and appropriate information then click “Submit” at the bottom of the form.



10. A message will display advising you to click “OK” and then close your web browser window.

This page says

To complete your form submission, click OK and close the open browser window. You will return to the new message window so you can post your message to the outbox



11. Once you close your web browser, you should see a fully completed Winlink message. **Do not change** anything.

Enter a new message

Close Select Template Attachments Post to Outbox Spell Check Save in Drafts

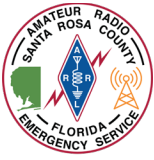
From: W4CPD Send as: Winlink Message Request message receipt Set Defaults

To: NFL-SRCEOC

Cc:

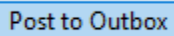
Subject: Express Check Out [Exercise]-W4CPD-Milton Community Center - Milton, FL

Attach: RMS_Express_Form_Winlink_Check_out_Viewer.xml

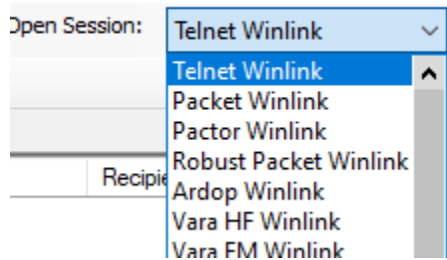


Using Winlink Express for “Check-out”

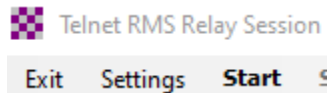
12. In the menu bar, click “Post to Outbox”



13. The message will be sent the next time you initiate a Winlink session. You can do this by selecting the type of session you want in the “Open Session” selection box. If sending via the internet, simply choose “Telnet Winlink” and click “Open Session”.



14. Once you’ve opened the appropriate type of sessions, click “Start” in the session window.



15. Once completed, click “Exit” on the session window. Your “Outbox” should now read “0”.
- Outbox (0)