

## WINLINK EXERCISE for 4.25.23

Part 1 - CREATE A MESSAGE USING THE TEMPLATE CAPABILITY AND SEND IT VIA TELNET

Part 2 - MAP THE LOCATION OF SENDERS USING THE "MAPPING-GIS FORMS" FUNCTION

Part 3 - CREATE AN ICS-309 COMMUNICATIONS LOG OF YOUR MESSAGE ACTIVITY

### PART 1 -

A. Open the WINLINK app on your computer

1. Update(s) if needed
2. Using internet for this exercise. Make sure OPEN SESSION is TELNET WINLINK
3. Select MESSAGE

NEW MESSAGE (make sure SEND AS is set to WINLINK MESSAGE)

Select TEMPLATE

Expand STANDARD TEMPLATES

Select MAPPING GIS-FORMS

Select WINLINK CHECK IN. TXT

this form should open in your browser

B. CREATE A MESSAGE USING A TEMPLATE AND SEND IT

1. Using the WINLINK CHECK IN. TXT form that is open in your browser
2. Select the SET UP button and add text for your agency or group
3. Select the FORM INFO button and read additional info about the usage of this form  
Basically this form is used when you are showing up at your deployment location.
4. Tab to SEND TO  
Here you can enter callsigns or email addresses. Separate them using semi-colon.
5. Tab to LOCATION

Enter your lat-long information in decimal form.

Form will automatically calculate your GMRS and Grid Square

Obtain your lat-long from Google Maps, Compass app, "Ham Square" app for phones

Most often you will work from home, but if deployed for an exercise or a real incident, you need to

enter that new location for purposes of mapping.

6. In COMMENTS enter "THIS IS A DRILL" and add anything else you consider pertinent.
7. You can opt the "SAVE INFO" at this point so you'll have a file record in Winlink folder.
8. Select "SUBMIT" then follow screen instructions to close out the browser.

You should now see your "NEW MESSAGE" panel again, and it should now be populated with the information from the form you just filled out. At this point you can opt to CC yourself in the address area just to make sure the message is sent, and to see what it looks like on the receiving end.

9. POST TO OUTBOX

10. Select OPEN SESSION, then START and your message will send very quickly. If there are messages being sent to you, they will be received during this 'session'. If you know of other stations sending to you but you don't see them yet, run another SESSION.

11. Click on INBOX where you can view the incoming mail.

Note: Using templates that have lat/long features helpful when creating maps.

## **PART 2 -**

### **A. CREATE A MAP FROM the INBOX items.**

1. In the row of icons select the GLOBE icon. It will open "MAPS AND CVS/KML FILES FOR FORMS"
2. Click on the SELECT FORMS tab, then select WINLINK CHECK IN
3. Click on MAP PROVIDER and make your selection
4. Click on DISPLAY MAP

You can: SET FILTERS  
ZOOM IN/OUT  
SAVE AS A JPEG

5. GENERATE A CSV FILE or KML FILE

Note: This is helpful to know where other stations are in relation to the incident or exercise

## **PART 3 -**

### **A. CREATE AN ICS-309 COMMUNICATIONS LOG REPORT**

1. Click MESSAGE to reveal list  
Select GENERATE ICS-309  
Set FILTERS and other parameters  
Select GENERATE PDF and/or GENERAL CSV FILE

Note: This is a log of all your incoming and outgoing messages. Logs are required for After-Action reports. VERY helpful when comms get busy in an incident or exercise.