

Winlink Express Check-In Template Form Instructions

Winlink Express has a Check-In Template Form which you may use to check-in to an EOC or with a NCS operator.

Winlink Check In

Setup [Click to add your agency or group name to title](#)[Form Info](#)

This is for an initial check in via Winlink Express. Also sent as plain text in message body for non-Express users.

Date/Time	<input type="text" value="Click to Add Date/Time"/>	Status	<div style="border: 1px solid gray; padding: 2px;">Exercise ▲ Net Check In REAL EVENT ▼</div>	Band	<div style="border: 1px solid gray; padding: 2px;">-N/A- ▲ VHF 220 UHF ▼</div>	Session	<div style="border: 1px solid gray; padding: 2px;">Telnet ▲ Arden/Mesh WebMail Packet ▼</div>
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Send To: [Clear "Send To" entries.](#)
Entries will remain until you change or clear them.

Calls Signs of Initial Operator (s) **Sender**

Location

Comments (be brief)

Such as: On batteries. Need relief in 6 hours. Operators Names. GPS Coordinates. Special notes for next shift. Etc.

Ver 18

Blank Winlink Express Check-In Template Form

Using the Winlink Express Check-In Template Form

1. Open Winlink Express.
2. On the Winlink Express taskbar, click on the blank page icon on the far left.
3. On the new window that opens, click on "Select Template".
4. Click on "GENERAL Forms".
5. Click on "Winlink Check In.txt".
6. Click on Select to open the template file in a browser for editing.
7. When using this template for the first time, click on **Setup** and then type-in the name of your county ARES unit (for example: "Umatilla County ARES").
8. Select your status from the Status menu.
9. Select the Band that you'll be using to transmit your Winlink Check-In message.
10. Select the Session from the drop-down menu that you'll use to transmit your Winlink Check-In message.
11. Before filling in the **Send To:** box, read **Addressing a Message in the To: Field in a Peer-to-Peer Connection**.
12. Fill in the remaining boxes with the information requested.
13. Proof-read for typing mistakes and correct.
14. Click inside the Date/Time box to select the Date/Time stamp of your Winlink Check-In message.
15. Click on **Submit** to:
 - a. Save the content in the browser edit panel in an attachment to your Winlink message and
 - b. Save the content in the browser edit panel in a plain ASCII text Winlink message which will be transmitted.

Winlink Check In Umatilla County ARES

Setup [Click to add your agency or group name to title](#)

[Form Info](#)

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Date/Time Status

 Band

 Session

Send To: [Clear "Send To" entries.](#)
Entries will remain until you change or clear them.

Calls Signs of Initial Operator (s) Sender

Location

Comments *(be brief)*

Example of how to enter information in the Winlink Check-In Template.
When using this template for the first time, click on Setup and then enter the name of your County ARES unit or your Auxiliary communications group.
Click on the Date/Time box last to select the Date/Time to be entered in the plain text message.

Ver 18

Example of a filled-in Winlink Express Check-In Template Form

Peer-to-Peer Connections

Before posting your Winlink Check-In message to the Outbox, click on “Send As:” and select “Peer-to-Peer Message”.

Click on “Post to Outbox”.

Tune your transceiver to the proper frequency, if you are sending your Check-In message via the Ham Radio Bands.

Open the “Connect Session” menu next to the “Open Session:” field on the taskbar by clicking on the down arrow (▼) to open a drop-down menu.

Select one of the P2P (Peer-to-Peer) connect sessions in the drop-down menu:

- Packet P2P
- Pactor P2P
- Telnet P2P

Click on “Open Session:” to transmit your Winlink Check-In message.

Addressing a Message in the To: Field in a Peer-to-Peer Connection

For Peer-to-Peer connections, simply address your message to a call sign. e.g. W1AW (case insensitive) and connect to that call sign. (Of course, the peer must be listening at that time on your calling frequency and have decent propagation).

You can't send to an internet mail address or a message addressed to a different call sign on a peer-to-peer connection. A peer-to-peer message MUST have only a single TO addressee which must be the call sign of the peer station.

If there are messages posted in the outbox that contain addressees other than the peer station you are connected to, the message will NOT be proposed or delivered. This restriction is there to eliminate the complex and confusing problem of partial recipient delivery that could otherwise happen on a peer-to-peer connection.

Tactical call signs are not permitted in Peer-to-Peer connections.