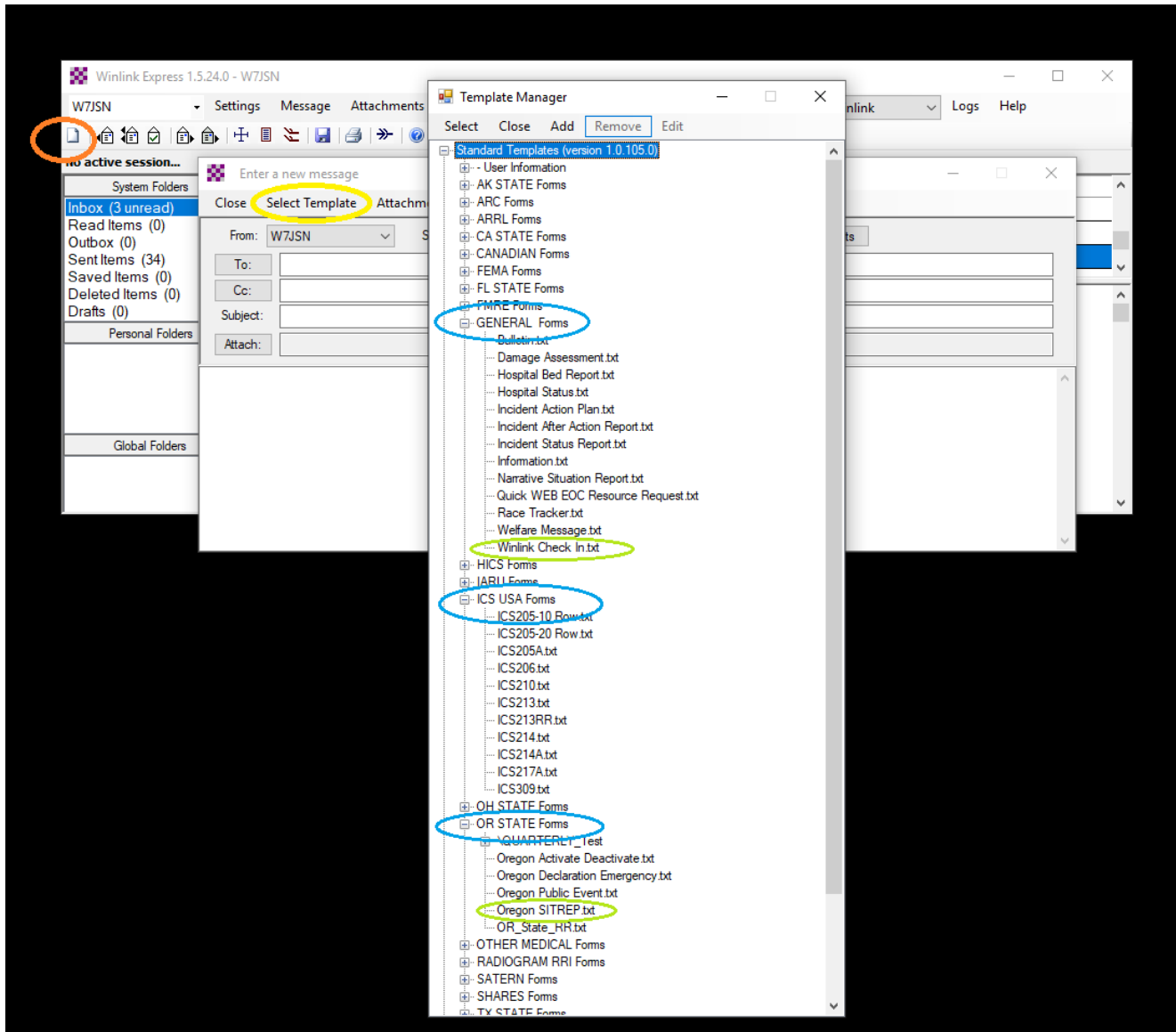


Winlink Form Templates

1. Using Winlink Express, click the 'New message' button (circled in orange) at the top left.



2. In the 'Enter a new message' window, click on 'Select Template' (circled in yellow).
 - The form groups that Oregon ARES is primarily concerned with are circled in blue under 'Standard Templates'. Forms may be duplicated between groups but should be used in the following priority:
 - OR STATE
 - ICS USA
 - General
 - For Weekly Exercises we will mainly be using the forms circled in green:
 - Winlink Check In
 - Oregon SITREP

3. Selecting a template should bring up a browser form such as:

Check In-Initial

File | C:/RMS%20Express.DEL2/W7JSN/Temp/Winlink_Check_In_Initial.html

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 Click to Add Date/Time Status **Exercise** Net Check In REAL EVENT Band -N/A- VHF 220 UHF Session Telnet Arden/Mesh WebMail Packet

Send To: Seperate Calls or Emails with a semi-colon; You can modify prior to posting. [Clear "Send To" entries.](#)
Entries will remain until you change or clear them.

Calls Signs of Initial Operator (s) Enter Only CALLSIGNS. Seperate with a space or comma. Sender W7JSN

Location Example: Hope Hospital, front parking lot

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

Ver 18

(Be sure all EXERCISE messages are selected as status/type 'EXERCISE')

4. Submitting an EXERCISE 'Winlink Check In' form:

- After choosing template, complete the 'Winlink Check In' form with all information including your expected operating method for sending the form, as well as any additional operating expectations (e.g., Monitoring 3.595 P2P VARA) in the comments section at the bottom, then click 'Submit' at the bottom.

5. Submitting an EXERCISE 'Oregon SITREP' form:

- After choosing template, complete all fields of the SITREP using imaginative information only as needed, then click 'Submit' at the bottom.

6. After template submission you should be brought back to the Winlink 'Enter a new message' window with populated information as well as an .xml attachment. From there you can adjust fields as desired:

- To:
 - Add full list of recipients if long and not already complete.
- Send as:
 - Winlink Message
 - Will only leave your Outbox while connected to Winlink Gateway.
 - Peer-to-Peer
 - Will only leave your Outbox while connected P2P to recipient
 - Radio-Only
 - (Will only leave your outbox while connected to a Radio-only Gateway)

***Many form templates have a Load/Save feature (including log forms), Please get familiar with this feature.**

7. When you work on common forms which can often be ongoing or not fully completed such as logs ICS214, ICS309, SITREP, and others, they may include the Load/Save function.
 - Choosing 'Save' at the bottom allows you to save any completed data to a file on your local computer prior to actual submission.
 - Choosing 'Load' at the top allows you to select a file to repopulate the form with any previous data entered.

OREGON Situation Report SITREP Vers 7

Load OR SITREP data

TO W7OEM;

CC

If known, enter call or email of your DEC

1. To Agency Name and Office Routing

2. SITREP

3. Categories with Brief Description

4. Event Name

Initial Report
Sequential Number
Final Report

5. If Report is "Sequential Number" then increment # here

6. Brief Situation Summary

7. Past 24 Hours Brief Summary

8. Next 24 Hours Planned Actions

9. Efforts by Other Agencies or Organizations

10. Date and Time Approved Click for Date/Time

11. Authorizing Officials Name

12. Authorizing Officials Position

Note: In a real event content is prepared by Emergency Management, not ARES. SITREP's can be done hourly, or every 2 to 4 hours, event dependent.

Save OR Assistance data Submit Reset Form Express Sender W7JSN Report Filled at: 2019-10-23 20:29