

|                          |  |                                  |                             |                         |   |                                 |                            |
|--------------------------|--|----------------------------------|-----------------------------|-------------------------|---|---------------------------------|----------------------------|
| Winlink Notes            | updated 7/19/22 KH7O                   |                                  |                             |                         |   |                                 |                            |
|                          | (reducing picture size)                | (send positon to server)         | (find nearest hams)         | (general message form)  |   | <b>MUST USE ONE OF THESE</b>    |                            |
| <b>Check In/Out form</b> | <b>PHOTO RESIZING</b>                  | <b>GPS Position to Server</b>    | <b>Catalog Nearest hams</b> | <b>ICS213 form</b>      | <b>Field Situation Report</b>   | <b>COMBINATIONS BELOW</b>       | <b>Generate ICS309 log</b> |
| [new msg]                | <b>W/optional template</b>             | [Settings]                       | [settings]                  | [new msg]               | [new msg]   | <b>TO SEND MESSAGES</b>         | [settings]                 |
| [Select Template]        | [new msg]                              | [GPS/Position Reports...]        | [winlink cat requests]      | [Select Template]       | [Select Template]   |                                 | [Add Personal Folder]      |
| [Standard Templates]     | [Attachments]                          | [GPS baud rate 4800]             | [WL2K USERS]                | [Standard Templates]    | [Standard Templates]  | <b>HF Winlink Message</b>       | type in new folder name    |
| [GENERAL forms]          | [Add]                                  | [Port use drop down]             | [WL2K_NEARBY]               | [ICS USA Forms]         | [GENERAL forms]   | session [VARA HF Winlink]       | such as [ICS309]           |
| [Winlink Check In]       | (jpg file to use?)                     | GPS data scrolls if good         | (double click to select)    | [ICS213.txt]            | Field Situation Report  | send as [Winlink Message]       | [update]                   |
| browser opens form       | if RED do a crop                       | if not u r on wrong port         | shows in selections         | browser opens form      | [save field Situation Data]   | Vara Winlink session            | Under Personal folder      |
| [Setup]                  | [Edit resize]                          | [Use GPS Position]               | [Post request]              | [Setup]                 | [submit]  | session BW typically [2300]     | shows [ICS309] folder      |
| option enter Title       | [Crop]                                 | [Use Current Time]               | shows in outbox             | option enter Title      | [ok]  | [X] accept 500hz if gate is 500 | then go to top Menu Bar    |
| if want to use prior     | crop the image                         | [Post Report]                    | [start session]             | [Load ICS213 initial]   | close browser   | ////////////////////            | Move To:[ICS309]           |
| [Load Check in Data]     | [crop]                                 | shows in outbox                  | after discon wait 5min      | if want to use prior    | Msg To: ____?   |                                 | highlight msgs to move     |
| and/or fill out form     | [resize]                               | [start session]                  | [start session]             | and/or fill out form    | [Post to Outbox]  | <b>HF Peer to Peer Message</b>  | right click pop up appears |
| [Save Check in Data]     | [desired size _?_]                     |                                  | download msg                | [Save ICS213 Initial]   | [start session]   | session [VARA HF P2P]           | move to folder selected    |
| [submit]                 | [change size]                          | ////////////////////             | shows list of hams          | [submit]                |   | send as [Peer to Peer Message]  | displays num of msgs moved |
| [ok]                     | [save]                                 | <b>Manual Position to Server</b> |                             | [ok]                    |   | Vara HF P to P session          | click folder name [ICS309] |
| close browser            | [save changes]                         | [Settings]                       |                             | close browser           | ////////////////////  | session BW [500]                | displays list of messages  |
| go back winlink screen   | [finished]                             | [GPS/Position Reports...]        |                             | Msg To: ____?           | <b>VIEW POSITION reports</b>  | [X]accept 500hz connect         | [message]                  |
| fill in Msg To: ____?    | Msg To: ____?                          | [Use Current Time]               |                             | [Post to Outbox]        | <a href="https://winlink.org/userPositions">https://winlink.org/userPositions</a> | ////////////////////            | look down list             |
| [Post to Outbox]         | [Post to Outbox]                       | [Manually enter Lat /Long]       |                             | [start session]         |   |                                 | [Generate ICS309 log]      |
| [start session]          | [start session] or                     | [Post Report]                    |                             |                         |   | <b>FM Winlink Message</b>       | [X] Personal 1: [ICS309]   |
|                          | [Select Template]                      | shows in outbox                  |                             |                         |   | session[VARA FM Winlink]        | fill out Task ID           |
|                          | fill out as usual'                     | [start session]                  |                             |                         |   | send as [Winlink Message]       | fill out Task: Name        |
|                          | [submit]                               |                                  |                             |                         |   | VARA FM Winlink Session         | Op 7/16/22- 0900-1200      |
|                          | [start session]                        |                                  |                             |                         |   | ////////////////////            | Op Name: _____             |
|                          |  |                                  |                             |                         |   |                                 | Station ID: _____          |
| ////////////////////     | ////////////////////                   | ////////////////////             | ////////////////////        | ////////////////////    | ////////////////////  | <b>FM Peer to Peer Message</b>  | Output pdf file:C:\_____   |
| <b>FYI Common Forms</b>  | <b>Create Templates SHORT CUT</b>      | <b>HI Hurricane Shelter Rpt</b>  | <b>Severe WX Report</b>     | <b>Information Form</b> | <b>(Advanced User with HF)</b>  | session [VARA FM P2P]           | (Send message and          |
| Gen/Win Check In         | <b>Ex: create short cut for ICS213</b> | [new msg]                        | [new msg]                   | [new msg]               | <b>Message Pickup Station</b>   | send as [Peer to Peer Message]  | attach pdf file)           |
| Gen/Win Check Out        | [Message]not [box icon]                | [Select Template]                | [Select Template]           | [Select Template]       | <b>MPS registration</b>   | VARA FM P to P Session          | ////////////////////       |
| Gen/Field Situation Rpt  | [Set favorite templates]               | [Standard Templates]             | [Standard Templates]        | [Standard Templates]    | [Settings]  | ////////////////////            |                            |
| ICS204 Assignment list   | Disp Name: ICS213 etc                  | [HI STATE forms]                 | [Weather Forms]             | [GENERAL forms]         | [Hybrid Network Parameters]   |                                 |                            |
| ICS205 Radio Plan        | file Name: browse to file              | [HI Hur daily sheltr rpt]        | [Severe WX Report]          | [Information.txt]       | [update list RMS as MPS]  | <b>P2P forward to Winlink</b>   |                            |
| ICS213 Gen Message       | [SAVE]                                 | browser opens form               | enter info                  | [save]                  | [select MPS]  | open pTp message                |                            |
| ICS213RR Resource Req    | can save up to 4 Fav templates         | fill or load                     | [Post to Outbox]            | [submit]                | [enter email address]   | top task bar FORWARD            |                            |
| ICS214 Activity Log      | ////////////////////                   | [save HI hur daily sheltr]       | [start session]             | [ok]                    | [hours before notice sent]  | TO: (callsign or email)         |                            |
| ICS309 Winlink msg log   | <b>To access short cut ICS213</b>      | [submit]                         | ////////////////////        | close browser           | [register MPS via internet]   | post to Outbox                  |                            |
| WX forms/Severe WX       | [Message][New Message]                 | [ok]                             | <b>Hurricane Report</b>     | Msg To: ____?           | [save]  | (Send as Winlink message        |                            |
|                          | Menu bar will show [ICS213]            | close browser                    | [new msg]                   | [Post to Outbox]        | Note: you have to be in MPS   | to gateway only)                |                            |
|                          | [ICS213] to open form                  | Msg To: ____?                    | [Select Template]           | [start session]         | range for this feature to work  | ////////////////////            |                            |
|                          | ////////////////////                   | [Post to Outbox]                 | [Standard Templates]        |                         |   |                                 |                            |
|                          | <b>NON short cut ICS213</b>            | [start session]                  | [Weather Forms]             |                         |   |                                 |                            |
|                          | [Message][New Message]                 |                                  | [Hurricane Report]          |                         |   |                                 |                            |
|                          | [Select Template]                      |                                  |                             |                         |   |                                 |                            |
|                          | [Standard Templates]                   |                                  | <b>DO NOT CHECK</b>         |                         |   |                                 |                            |
|                          | [ICS USA Forms]                        |                                  | [ ] If WX4NHC is active     |                         |   |                                 |                            |
|                          | [ICS 213]                              |                                  | and accepting traffic       |                         |   |                                 |                            |
|                          |  |                                  | click to add address        |                         |   |                                 |                            |

|                                    |                                     |
|------------------------------------|-------------------------------------|
| <b>(settings for pdf to email)</b> | <b>(add frequent email contact)</b> |
| [settings]                         | [settings]                          |
| [form settings]                    | [contacts]                          |
| [x] send form as pdf               | [add]                               |
| [save]                             | Name: _____                         |
| ////////////////////               | Email: _____                        |
| <b>(Example :send "Check In"</b>   | [save]                              |
| <b>to email in pdf format)</b>     | ////////////////////                |
| [message]                          | <b>(using quick email contact)</b>  |
| [new message]                      | [message]                           |
| [select template]                  | [new message]                       |
| [standard template]                | [To:] opens pop up contacts         |
| [GENERAL forms]                    | tap on nickname                     |
| [Winlink Check In]                 | autofills the "To:" field           |
| [load check in Data] or            | type message                        |
| manual fill out page               | [post to outbox]                    |
| [Save check in Data]               | Send as: your choice                |
| [submit]                           | [post to outbox]                    |
| [close 2 browser windows]          | <b>[start session]</b>              |
| shows message in text              |                                     |
| shows subject line                 |                                     |
| shows attachment in .txt           |                                     |
| To: "email address"                |                                     |
| Send as[Winlink Message]           |                                     |
| [Post to outbox]                   |                                     |
| computer will take a min           |                                     |
| to transpose to pdf form           |                                     |
| then shows msg in out box          |                                     |
| verify it is pdf click on          |                                     |
| paper clip next to msg             |                                     |
| shows file name.pdf                |                                     |
| Open session:Vara FMWinlink        |                                     |
| [->>-] opens VARA                  |                                     |
| select/fill out gateway info       |                                     |
| [start]                            |                                     |
|                                    |                                     |
|                                    |                                     |