Downloading, Installing, and Use of the ETO Non-Standard Check-In Form

Summary

- In the Winlink eco-system, a non-standard form is one of a collection of forms that are not part of the Standard Templates Library but still available for all users to download from Winlink.org.
  - Many are custom local-use forms that in some cases mimic a widely used form already available.
  - Some forms are specific to one small group or area and have limited use elsewhere.
- This Exercise is contained in Two Parts
- In Part One, the instructions starting on Page 3, the participant will go to the **Winlink.org** website and download a zip file containing the **ETO Check-In Form**. The file will be extracted into a specified location within the participant's Global Folders Template directory under the Winlink Express folder on their computer.
  - This form is specific to the EmComm Training Organization for possible exercise and/or drill needs.
  - Usage of this form is expected <u>only</u> when the exercise requests it. Do not use it otherwise.
- In Part Two, the instructions starting on Page 4 will have the participant Create a New Message and select this form from your Global Templates folder
  - They will be asked to type in the version number that is displayed on the form into the Comment Field of the ETO Check-In form.
  - They will be asked to send the resulting message from the form.
- To learn more about forms that aren't part of the Standard Library but are available from Winlink.org, please visit:
  https://winlink.org/content/forms_not_standard_library_download_process_instructions

Some reminders, especially for New Arrivals to ETO:

- Read and Follow the Instructions **PRECISELY**. Details are sometimes missed in the reading, and some of our assignments can be tricky!

- Make Sure you Address the Correct Clearinghouse for Your Current Geographic Location (especially if you're temporarily in a different region)
  - Our Tactical Addresses are all formatted as "ETO-nn", where nn is *always* either a 2-digit number ("01", "03", …, "10"), "CAN" for Canadian participants, or "DX" for all others.
  - Make sure you type a ZERO, not the letter "O", in the 2-digit number.

  If you don't know your Clearinghouse's Tactical Address, Use this web page to look it up:
  https://emcomm-training.org/More_Info.html#Maps

- IMPORTANT! Always restart Winlink Express to ensure that you have the current version and the latest Template update. The Winlink Development Team (WDT) is constantly updating the Templates.Always accept form updates (if offered, when starting up Winlink Express) before

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starting an exercise. Always accept updates to the Winlink Express executable (if offered) before starting an exercise.

- ETO exercises are designed to be completed using the Winlink Express client in a Windows environment. If you choose to use any other Winlink Client Program, your results may vary, and your response may not be mapped or graded as Correct.

- Avoid common errors as outlined on our website: https://emcomm-training.org/Winlink_Thursdays.html

Exercise Instruction Steps Begin On Page 3

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Part One

1. Create a "\RMS Express\Global Folders\Templates\ETO Forms" sub-directory to receive the new ETO Check-In form:

    1.1. The following procedure assumes your Express install is on the C: drive. You may be using a different drive and possibly a different home directory. Adjust the directories as needed to fit your configuration if needed. The critical item is to make sure the ETO Check-In form is extracted to the *\Global Forms\Templates\ETO Forms* you are creating. All subsequent communications from us will assume it is located there.

    1.2. <u>Note:</u> With a Winlink Express automatic Forms update, the standard Template directory (**C:\RMS Express\Standard Templates)** is replaced and any non-standard Form is deleted.

    1.3. Within Windows File Explorer, navigate to **C:\RMS Express\Global Folders\Templates**.

    1.4. Create a folder named **ETO Forms** within the **Templates** directory.

    1.5. Navigate into this new ETO Forms Directory.

    1.6. Note the fully qualified folder name. In a standard Express installation, this will be **C:\RMS Express\Global Folders\Templates\ETO Forms**

2. Download Zip File Containing the ETO Check-In form from the Winlink.org site. There are equivalent ways this may be done, this is just a suggested way to perform this action.

    2.1. Goto https://winlink.org/content/eto_emcomm_training_organization

    2.2. Click on the link labeled *ETO Check in 1.0.4* to download a Zip file named **eto_check-in_1.0.4.zip**.

    2.3. Navigate to the directory this Zip file was downloaded to (normally the Windows User's Download directory).

    2.4. Select the **eto_check-in.zip** file

    2.5. Right click and select *Extract All…*

    2.6. In the Extract Compressed (Zipped) Folders window, either browse to the ETO Forms directory that was created in step 1.3 or type in the fully qualified file name that was noted in step 1.5.

    2.7. Click on the Extract Button.

    　　2.7.1. In future extracts of this file a pop-up message may state the destination already has files with this name. If so, just replace the files in the destination if this is the **ETO Forms** directory as this file may be a newer version.

    2.8. Validate that two files **ETO Check-In.html** and **ETO Check-In.txt** exist in your **ETO Forms** folder within the **Templates** directory.

Part Two

1. Create a new Winlink Message and Use the ETO Check-In Form
    1.1. Start RMS Express. If RMS Express is already running, close and restart the program.
    1.2. Create a new Message
    1.3. Select the new ETO Check-In Form
        1.3.1. Select *Template*
            1.3.1.1. Expand *Global Templates*
            1.3.1.2. Expand *ETO Forms*
            1.3.1.3. Select *ETO Check-In.txt*
    1.4. A browser window will open showing ETO-Check-In form
        1.4.1. The Date / Time field should be pre-populated with close to the current time. Selecting this field will prompt you to select a new Date and Time. Every 15 seconds the time should automatically update to the current time. Entered text will be overwritten after the next 15 second interval.
        1.4.2. The Clearing House Address field requires that you select your Clearinghouse tactical address before submitting the form. The form will prompt you to select a tactical address if you try to submit without selecting one.
        1.4.3. The Station Call sign is the call sign that was used to configure the version of Winlink Express you are using. It is read-only and cannot be changed. Be sure you are using a Winlink Express application configured to your callsign.
        1.4.4. Both the Latitude and Longitude will be pre-populated based on your settings under Settings > Winlink Express Properties > My Grid Square", or, if you have a GPS dongle configured with Winlink, the values will be from your GPS set-up at "Settings > GPS/Position Report".
            > Notes: If there are nearby hams involved in ETO exercises in your same grid square, please adjust to your actual Latitude and Longitude using *decimal degrees*.
            > If the latitude or longitude is not provided in Decimal Degrees, such as using N, S, W, or E to specify the hemisphere, you will be asked to correct it.
            > If you have a US callsign and your latitude or longitude is outside US boundaries, you will get a pop-up asking to confirm to use the entered value. Select Cancel if you wish to make a change.

        1.4.5. It is possible to enter up to 2048 characters into the Comments field. Underneath the comment box on the left is a Character Count. It will show the number of characters within the comment as you type. This should make it easier to see if spaces or non displayed characters are present in your comment. You should only enter a comment as requested by the exercise instructions to prevent any negative impact on your grading.
        1.4.6. In the lower right hand corner is the version number that is represented by 3 numbers separated by a period.

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2. Populate the ETO Check-In Form for this exercise.
   2.1. Select your ETO clearinghouse for the Region you are physically in.
   2.2. Current Date / Time is updated by the form's page.
   2.3. Validate your latitude and longitude, especially if you don't have a GPS attached. Note that a minus sign is required before longitudes in the western hemisphere.
   2.4. In the Comments Field, enter the version number shown in the lower right hand corner.
      2.4.1. The character count should be exactly five.
3. Submit the Form
   3.1. At this point validation of your entries are performed by the Form, correct those that should be changed.
   3.2. After the Form has been validated, you will receive a prompt informing you that you will need to close your browser window and post the message to the Outbox
   3.3. Validate that the To: address is the applicable Clearinghouse and add your internet email address in the CC: box, if desired.
   3.4. The data is in an easy to read format (JSON) for grading software. Your entries will be right of the colon (:) between double quotes (") and is not editable.
4. Send the Message using your favorite Session Mode.
5. Grading
   5.1. Message is from the ETO Check-In form
      5.1.1. 75%
   5.2. Correct Version Number entered in comment and is 5 characters long.
      5.2.1. 25%

Instructions Continue on Next Page

Sample Filled in ETO Check-In Form

Emcomm Training Organization Check-In **ETO Winlink Thursday**

Date / Time: `2022-08-06 17:37:21`   Clearinghouse Address: `ETO-10` ⌄

Station Call Sign: `W7OWO`

Latitude: `45.2965`   Longitude: `-123.0117`

Comments

Max 2048 Characters

```
1.1.1
```

Character Count: 5

[Submit]   [Close]

ETO Check-In   Version: 1.0.4