ETO Participant Resumé

Exercise Message Submission Window

- **July 22 00:00 UTC - July 26 15:00 UTC**

Difficulty Level: <mark style="background-color:#00ff00">Basic</mark>

Purpose: Gain familiarity with custom forms.

Objectives:

- Learn how to implement and make use of a simple Served Agency Custom Form.

- Learn where custom forms may be stored, found, and used.

- Share with the ETO the levels of training WLT participants possess. This personal information will not be shared publicly.

Resources:

- General Notes on Frequently-Seen Mistakes:
  https://emcomm-training.org/Winlink_Thursdays.html

- Finding your ETO clearinghouse: https://emcomm-training.org/General-Drill-Info.html

- ETO Location Instructions — With or Without a GPS Receiver for your Computer [PDF]
  https://emcomm-training.org/Santa-2023/ETO-Location-Notes.pdf
- How a GIS map capable form's default position is determined:
  From within Winlink Express Click on Help ⇒ Help Contents..., expand Operation, click on GIS Mapping Forms & Catalog Items
- The EmComm Training Organization is your Served Agency for this exercise. They have created a custom form for you to install and then use, in order for the ETO to gain a basic understanding of the level of training the participants have.
- The information gained is solely for the ETO's use in order to make our exercises better.

Continue to the next page for the instructions.

Winlink Thursday Exercise For July 25, 2024

Exercise Instructions:

Download and install the custom Form/Template

1. Open your file manager and go to your RMS Folder where Winlink is located. Within your RMS folder, navigate to the Templates folder located within your **callsign folder.** Create a subfolder called ETO Forms. Below is a screen shot of what it should look like.
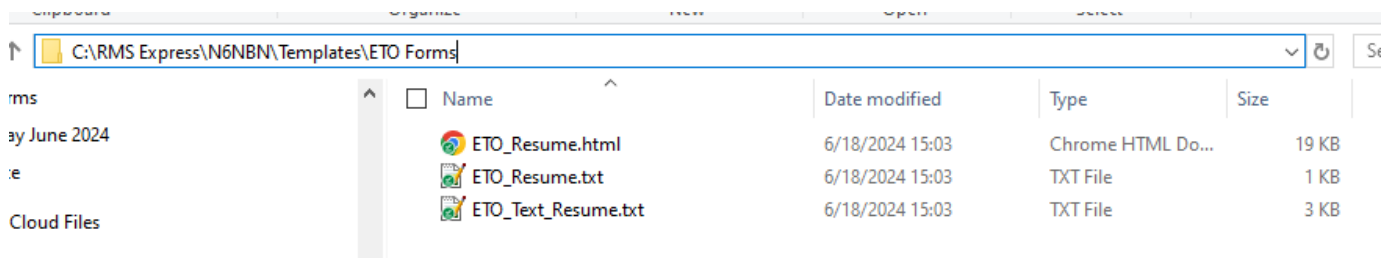
2. Open your Web Browser and go to the EmComm-Training.org webpage located at https://emcomm-training.org/Winlink_Thursdays.html
3. Download these files.
   a. ETO_Resume.txt
   b. ETO_Resume.html
   c. ETO_Text_Resume.txt
4. After downloading all three files, move them to the ETO Forms Subfolder.
   You should now have the following full paths
   C:\RMS Express\CALLSIGN\Templates\ETO Forms\ETO_Resume.html
   C:\RMS Express\CALLSIGN\Templates\ETO Forms\ETO_Resume.txt
   C:\RMS Express\CALLSIGN\Templates\ETO Forms\ETO_Text_Resume.txt

- *If you have installed RMS Express in a non-standard location, follow your own path.

Open and fill in the new Form/Template

1. Launch Winlink Express , create New Message , Select Template , select "CALLSIGN Templates" , open "ETO Forms" then double-click on "**ETO_Resume.txt**".
2. The **ETO_Resume.html** document will open in your browser. Select your Clearinghouse, then answer the questions 'Yes' or 'No' or 'Not yet!' or "Other…" with respect to your own training.
3. In the Served Agencies section, enter any organizations that you are affiliated within

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EmComm or Amateur Radio. Order the list from most local to international. E.g. City/County/State/Country/International.

4. Separate each agency with a '|'. That is the vertical bar, not an uppercase 'i' . This is a grading topic and the vertical bar assists with parsing your data.

5. In the Comments section, please add any comments you wish to make as well as any training that you felt was worthwhile and not in the selection list.

6. Once you are satisfied with your entry and comments, click **Submit**. You will need to then close the browser and return to Winlink Express

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Sending the message

1. Make certain that your ETO clearinghouse address is in the *To*: line.
2. Add **ETO-BK** as a second address in the *To*: line after adding a semicolon.
3. **Optional:** Enter your internet email address in the *CC*: line.
4. Click on *Post to Outbox* on the menu bar.
5. Check the Outbox folder to verify your message is in the Outbox.
6. Select your session type from the drop-down list to the right of the *Open Session* button.
7. Click the *Open Session* button.
8. The Open Session Window will open.
9. If applicable, pick an appropriate *Channel Selection*
10. Click Start to send your message.
11. Close the Session window.
12. Close the Winlink Express window.

End of Exercise Instructions

Additional information for the curious.

Custom forms can range from very simple to quite complex. The simple ones can consist of nothing but a basic text file that asks for input. These are structured as a sequence of pop-ups that ask the user to select an item. When all of the data has been collected, it gets pushed into the content of a message - ready to be sent.

At the top of these instructions, you were directed to download three files including "**ETO_Text_Resume.txt**" and install them.   Run the exercise again, but

this time use "**ETO_Text_Resume.txt**" instead. You can examine the document by opening it in NotePad, to see how it is laid out. You may send it to your Clearinghouse or just send it to TEST so that your message will be reflected back to you via a SERVICE message.

A caveat though: if you are using a *NIX based system (e.g. MacOS, Linux, Raspbian), the End Of Lines can cause grief if you are not careful.
The biggest downside to a text-only template is that you must follow the flow all the way. You can not backup, nor can you quit halfway through. That said, I know of a number of groups that use a text-only template for weekly/monthly check-ins. These check-ins include modes, bands, locations, equipment used, and more.

The more complex templates require at least three files: one for Entering the requested data, one for Viewing the same data by the recipient, and finally one for sending 'just the facts' in a message. You can VIEW an example of these three files when you look into "**\RMS Express\Standard Templates\ICS USA Forms\ICS 201… "** you will see three files: ICS 201 Incident Briefing.html ICS 201 Incident Briefing Viewer.html , and ICS 201 Incident Briefing.txt . As noted below, do not edit these files. If the recipient has the Viewer.html, they can see the information that has been sent in a web page format.
A fourth file may be needed if CSS is used to write the Enter/View HTML documents. These can act and look like any web page or PDF document.

WinLink has a very simple tutorial at
https://winlink.org/sites/default/files/RMSE_FORMS/create_templates.pdf .

The ability to use custom and agency specific forms has led to the plethora of forms available within Winlink.

NB: If you have multiple users or multiple callsigns running RMS Express on a single computer then it might be better to install your custom forms/templates in the GLOBAL folder instead of just one users folder. This allows anyone using the RMS Express application to have access to the custom form/template.
DO NOT - I repeat - DO NOT meddle with the "STANDARD FORMS" folder. This is where the frequent forms updates are placed and if you put a document within, it will disappear with the next forms update. "STANDARD FORMS" is solely for WinLink to manage.

Example of this exercise found on the next page.

Winlink Thursday Exercise For July 25, 2024

Emcomm Training Organization Participant Resume
ETO Winlink Thursday

Date / Time: `2024-03-14 12:32:40`   Clearinghouse Address: `Not Selected ⌄`
Station Call Sign: `{MsgSen`

Have you taken the IS-100.c class?	`Not Yet!` ⌄
Have you taken the IS-200.c class?	`Not Yet!` ⌄
Have you taken the IS-700.b class?	`Not Yet!` ⌄
Have you taken the IS-800.d class?	`Not Yet!` ⌄
Have you taken the IS-2200 class?	`Not Yet!` ⌄
Have you taken the ARRL EC-001 class?	`Not Yet!` ⌄
Have you taken the ARRL EC-016 class?	`Not Yet!` ⌄
Have you taken the Oregon ACES class?	`Not Yet!` ⌄
Have you taken the NWS Skywarn® class?	`Not Yet!` ⌄
Have you taken the AuxComm class?	`Not Yet!` ⌄
Have you taken the COM-T?	`Not Yet!` ⌄
Have you taken the COM-L?	`Not Yet!` ⌄

Served agencies : Separate Agencies with a vertical bar '|' .

Max 2048 Characters

```
City of Bogus EOC | Marshy County ARES | Juniper State Amateur Radio Club
```

Character Count:

Comments : Please include any training that you have found to be valuable that is not listed above.

Max 2048 Characters

```
I took the KA0S "Emergency Communications for Dummys" Class. It was great.
```

Character Count: 74

Submit   **Close**