

Ohio ARES District 9 Winlink P2P Action Plan

Thanks to all that have participated or shown interest in our ARES District 9 Winlink P2P Tests. After corresponding with our District EC, Steve - AA8BN, a decision has been made to formalize our procedures and collect feedback from those that participate. Any feedback received will help us gauge interest in these tests, identify areas that need improvement, and suggest future activities.

At this time I would like to introduce the following three step procedure:

- A. I plan on making my station available on both Vara HF 40M and VHF Winlink Packet P2P on Mondays between the hours of 3:00 PM and 4:00 PM to accept incoming P2P connections. During that time I request you send me a Winlink Peer to Peer message, either on HF or VHF or both, which uses a Winlink Check-In template. Instructions will be provided on creating and submitting a Check-In form. You may also send me or any other available station additional Winlink message traffic. Have fun communicating with the other participants and testing your Winlink P2P capabilities.
- B. Within 48 hours of our test session please send me a regular Winlink message, not P2P, using the Check-Out template. Additional instruction will be provided for creating the Check-Out form. We will be using this Check-Out form as an After Action Report of sorts. In it please report the following:
 1. The start and stop times of your activities.
 2. List each station with which you able to establish a P2P connection by band.
 3. The number of messages sent.
 4. The number of messages received.
 5. Any issues you encountered during the test period.
 6. Plus any comments you wish to share.
- C. Upon receipt of your Check-Out forms I will compile a summary of our activity and then share this summary with the know Winlink users in D9. This way we can document what worked, what needs attention, and also plan for future sessions.

Our overall goal is to explore how Winlink P2P can be used within the various ARES District 9 Counties to communicate between ourselves to benefit our Served Agencies and communities. Also included are instructions for using the Check- In and Check-Out templates within Winlink. Please contact me with any questions or concerns you may have.

73 - Rick
WD8SAB

Ohio ARES District 9 Using the Winlink Express Check-In Template

Before beginning make sure you have the current version of Winlink and are using the latest Templates. These instructions were based on Winlink Express 1.7.13.0 and Standard Templates version 1.0.248.0. Instructions provided are intended for our use during D9 Winlink P2P test sessions.

A. Starting the process:

1. Open the Winlink Express program.
2. Start a new message by clicking on the blank page icon in the Winlink Express taskbar.
3. In the "Enter a new message" window that opened click on *Select Template* in the menu bar.
4. Click on the + symbol to the left of *Standard Templates* to expand the list of available templates.
5. Click on the + symbol to the left of *GENERAL Forms* to expand this list.
6. Double click on *Winlink check-In.txt* filename.
7. This will cause the form to open in an interactive browser window where you will enter the necessary information.

B. Filling in the Winlink Check-In Form:

1. In the top margin of the form click on the *Setup* button. In the pop-up window that appears you can enter an Agency or Exercise Name. For our purpose enter "Ohio ARES District 9" and click OK.
2. In Block 1 enter Station information as follows: a. Click in the Date/Time box then click OK to accept the current Date and Time; b. Click in the *To* box and enter the station this Check-In form will be sent; Fill boxes c, d, and e with your station's information.
3. In Block 2a Select Type as EXERCISE; 2b Select Service as AMATEUR; 2c Select the Band you are using; 2d Select Session as either Packet or VARA HF as needed.
4. In Block 3 Enter information concerning your location. Something has to be entered in box 3a, do not leave it blank. Box 3e should populate with the GRID SQUARE value listed in the Winlink Express Settings, if not enter your grid square. The Latitude and Longitude will default to the center of the grid square listed in the Winlink Express settings.
5. In Block 4 Enter any comments, description of your activities, or any other information you feel is necessary.
6. Look over the complete form and make any changes or corrections.
7. Scroll to the bottom of the form and note the three buttons which functions as follows: "Reset Form" erases and resets the form to accept new data; "Save Check-In Data" will save the values that you entered as a text file in the Downloads Folder of your computer as "Winlink Check-In YYYY-MM-DD HH_MM.txt"; "Submit" will move the data entered on this form into the body of the Winlink message.
8. Click on the *Submit* button. Then on OK. Note the pop-up message, click OK to return to the New Message Window. Close your browser window and you will see the *Enter a new message* Window with your data.

C. Finishing the message:

1. In the *Enter a new message* window use the drop down menu to the right of *Save as* to select "Peer-to-Peer Message."
2. Double check the *To* box and make sure you have entered the correct call. If sending this message to additional stations use the semicolon (;) between the additional calls.
3. Click on *Post to Outbox* to move the message to your outbox to await transmission during your next P2P session.

Ohio ARES District 9 Using the Winlink Express Check-Out Template

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5. Click on the + symbol to the left of *GENERAL Forms* to expand this list.
6. Double click on *Winlink check-out.txt* filename.
7. This will cause the form to open in an interactive browser window where you will enter the necessary information.

B. Filling in the Winlink Check-Out Form:

1. In the top margin of the form click on the *Setup* button. In the pop-up window enter "Ohio ARES District 9" and click OK.
2. In Block 1 enter Station information as follows: a. Click in the Date/Time box then click OK to accept the current Date and Time; b. Click in the *To* box and enter the station this Check-Out form will be sent; Fill boxes c, d, and e with your station's information.
3. In Block 2a Select Type as EXERCISE; 2b Select Service as AMATEUR; 2c Select the Band you are using; 2d Select Session as Telnet, Packet or VARA HF as needed.
4. In Block 3 Enter information concerning your location. Something has to be entered in box 3a, do not leave it blank. Box 3e should populate with the GRID SQUARE value listed in the Winlink Express Settings, if not enter your grid square. The Latitude and Longitude will default to the center of the grid square listed in the Winlink Express settings.
5. In Block 4, your comments will be used as an After Action Report. So report on the following:
 - The start and stop times of your activities.
 - List each station with which you are able to establish a P2P connection by band.
 - The number of messages sent.
 - The number of messages received.
 - Any issues you encountered during the test period.
 - Plus any comments you wish to share.
6. Look over the complete form and make any changes or corrections.
7. Scroll to the bottom of the form and note the three buttons: *Reset Form*; *Save Check-In Data*; and *Submit*.
8. Click on the *Submit* button. Then on OK. Note the pop-up message, click OK to return to the New Message Window. Close your browser window and you will see the *Enter a new message* Window with your data.

C. Finishing the message:

1. In the *Enter a new message* window use the drop down menu to the right of *Save as* to select "Winlink Message." Note: The Check-Out form is to be returned by a regular Winlink session that your station normally uses. I.e; Telnet Winlink, Packet Winlink, or Vara HF Winlink. Do not send as a Peer-to-Peer message when returning your Check-Out form following our D9 Winlink P2P Test session.
2. Double check the *To* box and make sure you have entered the correct call. If sending this message to additional stations use the semicolon (;) between the additional calls.
3. Click on *Post to Outbox* to move the message to your outbox to await transmission during your next Winlink session.