Net Control Business Script

1.1 Business Script Directions

Please follow the directions listed below when using the script.

a.   The text within quotes should be broadcast to the net as written.

b.   Notes within the script provide additional information to the NCS. They are displayed in **Blue** and should not be broadcast to the net.

c.   The place holders <*FCC Call sign*> and <*Name*> should be replaced with the FCC Call Sign and name of the individual identified in the script.

d.   The **ACTION** statements within the script describe the actions to be performed by the NCS or the station called by the NCS. They are displayed in **Red** and should not be broadcast to the net.

1.2 Business Script

This following business script was used during the PACS Winlink Training Net that took place on December 2nd, 2021.

1.2.1 Net Announcement.

"Good evening to the net. Hopefully, everyone has had an opportunity to review the Winlink Training Bulletin I sent out earlier in the week and download the image file needed for tonight's net from the PACS website.

"As a reminder, the bulletin posted on the website contains the information needed to support the net. Specifically, it will provide you with the training net objectives; network type, date, time, and duration of the net; a description of net activities; the location of any additional material needed to support the net; and detailed instructions for performing planned net activities."

"So, let's quickly go over the plan for tonight's net. We have five planned activities."

a. *"Create and send a Winlink Express Check-in message and a Winlink Express Check-out message."*

b. *"Import Winlink contacts from an external text file.*

c. *"Import, resize, and send a photograph to the NCS and Pinellas ACS Admin officer."*

d. *"Create a SHARES Spotrep-2 template based message and then send the message to all net participants."*

e. *"Create an ICS 309 template based Winlink message that documents all the Winlink message traffic sent and received by your station during the December 2nd, 2021, Winlink Training Net. Send the completed ICS 309 template-based message to the NCS and Pinellas ACS Admin officer."*

"Before we get started with the business of the net, do I have any questions or comments about tonight's activities or the Winlink Training Bulletin?"

***ACTION** – Acknowledge comments and questions*

1.2.2 Winlink Express Check-in Form.

The NCS will perform a roll call of all net participants and request that they send their digital traffic.

"I will now perform a roll-call of all net stations. Each station is requested to create and deliver a Winlink Check-in message to Net Control and the Pinellas ACS Admin Officer."

"This is WA1RYQ, <FCC Call Sign> please notify Net Control when you are ready to send your digital traffic."

***ACTION** – Wait for <**FCC Call Sign**> to notify Net Control*

"This is WA1RYQ, <FCC Call Sign> please send your digital traffic and notify net control when the digital exchange is complete."

1.2.3 Import Winlink Contacts from an external file.

The NCS will send a digital message containing a text file to all net participants. The text file is an export from Winlink containing the Winlink address of all registered PACS Winlink net participants.

"Now that I have received everyone's Net Check-in form, we'll proceed to part two of the net. During this exercise, I will send everyone a Winlink message with an attached text file.

> a. *"The text file contains the Winlink address of each PACS member who is a registered Winlink Training Net participant."*
>
> b. *"The file was exported from my Winlink program and can be imported directly into your Winlink program without any modification."*
>
> c. *"Once everyone has acknowledged receipt of the message, I will walk the net through the steps needed to import the file into Winlink."*

"Before I send everyone the Winlink message containing the text file, are there any questions about this part of the scenario?"

ACTION *– Acknowledge comments and questions*

Net Control will now send the Winlink message with the attached text file to all net participants.

"All Stations, this is WA1RYQ, please stand by while net control sends its digital traffic."

ACTION *– NCS Sends Digital Traffic*

"This is WA1RYQ, the net control station for the Pinellas ACS Winlink Training net. I have completed sending my digital traffic. Each net station should now open a Winlink session and download the latest message from NCS. Please notify Net Control when you can acknowledge receipt of the message. This is WA1RYQ standing-by."

ACTION – Wait for each net station to Acknowledge message receipt.

Once each net station has acknowledged receipt of the message, the Net Control Station will detail the steps needed to import the file into Winlink.

"Now that all stations have acknowledged receipt of my Winlink message, I'll walk the net through the steps needed to import the contact list into Winlink. If at any point during this exercise you have a question or need assistance, don't hesitate to ask."

a. *"The first thing everyone needs to do is save the attached text file to a known location on your local computer. I'll give everyone a minute or two to complete that task before we proceed. If anyone runs into a problem with this step, please let me know."*

ACTION – Wait two minutes for net members to complete tasking and acknowledge comments and questions.

b. *"From the Winlink Settings menu, select contacts and then depress the Import/Export button."*

c. *"From the window that's displayed, use the browse button to select the text file that you just received and saved to your computer. I'll pause again to make sure that everyone has caught up. Please let me know if you have any issues."*

ACTION – Wait one minute for net members to complete tasking and acknowledge comments and questions.

d. *"The file format should be set to **Standard CVS**... and the Delimiter should be set to **automatic**. Once you have confirmed these settings press the **Next** button."*

e. *"A new window will open with a title of **Select CVS Columns**. Because the file you are importing was created by Winlink, you do not need to make*

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any changes to the column selections. All you need to do is depress the
Next *button.”*

f.   *“This will cause a new window to open titled **Review e-mail addresses**.
You should see a list of addresses with the **Names**, **e-mails**, and **Notes** in
the corresponding columns. To finish the import, depress the **Finish**
button.*

g.   *“Winlink will import the information and display a pop-up telling you how
many new addresses were added, how many duplicate entries were
ignored, and how many invalid entries were discarded.*

*“I’ll pause here and wait for all stations to complete the file import process. Each station,
please notify Net Control when you can confirm that the new addresses have been
imported into your address book. This is WA1RYQ standing-by”*

***ACTION** – Wait for each net station to confirm they have imported the new addresses.*

When all net stations have confirmed that the new addresses have been added to their local
Winlink contact list, proceed to the next section of the net. If net participants are encountering
problems, provide assistance as needed.

1.2.4 Import, resize, and send a photograph.

To complete this segment of the net, each net participant must download an image file from
the PACS website. The image file is purposely too big to be sent via Winlink. All net participants
will need to resize the image before Winlink will allow the message to be sent.

*“During this next segment of the net, each net participant will need to edit and sent an
image file to the Net Control Station and the Pinellas ACS Admin Officer. I have provided
detailed instructions on how to resize an image file on our PACS website. The instructions
are located within this week’s Winlink bulletin. I’m happy to answer questions and help
you create the message. I’ll Pause here for questions and comments.”*

***ACTION** – Acknowledge comments and questions*

"For this exercise, assume you are operating from home and the EOC has requested pictures of storm damage in your neighborhood. After venturing out and taking a picture with your cell phone, you import the picture into your computer and attach the image to a Winlink message. The first thing you notice is that the picture is too big to be sent via Winlink, so you must resize the picture before it can be sent."

*"Now the image I want you to use for tonight's exercise is the image that I posted on the PACS website titled **Hurricane Irma Damage**. If you haven't already downloaded this file, please do it at this time. Does anyone on the net need time to download the image file?"*

ACTION – *If any station needs time to download the image file, wait for that station to complete the download before proceeding.*

"All net stations are requested to attach the image file to a Winlink message, resize the image so that it is no larger than 25kb and then send the message to Net Control and the Pinellas ACS Admin Officer. Please notify net control when you are ready to send digital traffic. This is WA1RYQ standing-by."

ACTION – *Wait for each net station to notify the NCS that they are ready to send Digital traffic.*

"This is WA1RYQ, <FCC Call Sign> please send your digital traffic and notify net control when the digital exchange is complete."

1.2.5 Winlink SHARES Spotrep-2.

The NCS will perform a roll call of all net participants and request that they send a Winlink SHARES Spotrep-2 message to all net participants.

"Our next planned activity is the creation of a SHARES Spotrep-2 message. The template of this message is located in the Winlink SHARES folder. For this exercise assume that you are operating from home during a simulated emergency activation and that the NCS has asked you to send a status report to all net stations using the SHARES Spotrep-2

form. The information that should be entered into the form is contained within the Winlink Bulletin posted on the PACS Web site. Before we proceed, are there any questions about the SHARES Spotrep-2 form?"

ACTION *– Acknowledge comments and questions*

"All net stations are requested to create a SHARES Spotrep-2 message. Please notify net control when you have completed your form and are ready to deliver the status report to all net participants. Be sure to also send a copy to the Pinellas ACS Admin Officer."

ACTION *– Wait for each net station to notify the NCS that they are ready to send Digital traffic.*

"This is WA1RYQ, <FCC Call Sign> please send your digital traffic and notify net control when the digital exchange is complete."

Once each net station has delivered a Spotrep-2 message to the net. Each net participant will need to open a Winlink session and download the latest set of messages.

"Now that everyone has created a Spotrep-2 message and sent a copy of the message to all registered Winlink net participants, each net station will need to open a new Winlink session and download all pending messages. Please notify Net Control when you can acknowledge receipt of the Spotrep-2 messages. You should have one message from each member of tonight's net. This is WA1RYQ standing-by."

ACTION *– Wait for each net station to Acknowledge message receipt.*

Once each net station has acknowledged receipt of the message set, the Net Control Station will detail the steps needed to display the Sitrep map and report.

"The last step in this exercise is to view a Sitrep map that displays the status of each reporting site."

a.   *"Using the **Message Menu**, select the **Sitrep map and report for SPOTREP-2** option."*

b.   *"A window titled **Reports and Maps of SHARES Spotrep-2 Messages** will be displayed. From this window depress the **setting and options** button. Let me pause here and make sure everyone is caught up."*

ACTION – Wait for net members to complete tasking and acknowledge comments and questions.

c.   *"From the **settings and options** window, select a Map Provider. I would recommend **Google Terrain**; however, please experiment with the selections and see which option you like best. Let me pause again and make sure everyone is caught up. Does anyone need additional time?*

ACTION – Wait for net members to complete tasking and acknowledge comments and questions.

d.   *"After selecting a map provider, depress **Save** and return to the **Reports and Maps** window. From this window, depress **Display Sitrep Map**.*

e.   *"Your Winlink program should be displaying a map that contains multiple teardrop figures. Each teardrop represents the location of a Sitrep-2 message and if you hover your cursor over the teardrop or click on it you can see the details of the report."*

"If anyone is having a problem displaying the SHARES Spotrep-2 map, please let me know and I'll try to help resolve the issue."

ACTION – Acknowledge comments and questions

1.2.6 Winlink Express Check-out Form.

The NCS will perform a roll call of all net participants and request that they send their digital traffic.

"That completes the SHARES Spotrep-2 segment of the net. We have two planned activities remaining for tonight's net. First, we'll do a rollcall for the Winlink Check-out message and then each net participant will create an ICS 309 documenting tonight's activities. Once that is complete, we'll secure the net."

"So, let's get started. I will now perform a rollcall of all net stations. Each station is requested to create and deliver a Winlink Check-out message to Net Control and the Pinellas ACS Admin Officer."

"This is WA1RYQ, <FCC Call Sign> please notify Net Control when you are ready to send your digital traffic. This is WA1RYQ standing by."

ACTION *– Wait for <FCC Call Sign> to notify Net Control*

"This is WA1RYQ, <FCC Call Sign> please send your digital traffic and notify net control when the digital exchange is complete."

1.2.7   ICS 309 Communications Log.

Create an ICS 309 that documents all the Winlink message traffic sent and received by your station during tonight's Winlink Training Net. Create a Winlink ICS309 and send the Winlink message to the NCS and the Pinellas ACS Admin Officer.

"That completes the digital segment of the net. All net participants are requested to create a Winlink ICS 309 that documents all the Winlink message traffic sent and received by your station during tonight's Winlink Training Net. Once your ICS 309 is complete, the message should be sent to the net control station and the Pinellas ACS Admin Officer."

"I have provided detailed instructions on how to create a Winlink ICS 309 on our PACS website. The instructions are located within this week's Winlink bulletin. I'm happy to

answer questions and help you create the message. I'll Pause here for questions and comments."

ACTION *– Acknowledge comments and questions*

Please notify net control when you have completed your ICS 309 and are ready to deliver the communications log to the NCS and the Pinellas ACS Admin Officer."

ACTION *– Wait for each net station to notify the NCS that they are ready to send Digital traffic.*

"This is WA1RYQ, <FCC Call Sign> please send your digital traffic and notify net control when the digital exchange is complete."

ACTION *– Wait for <FCC Call Sign> to notify Net Control*

1.2.8 Net Shutdown

a.   Once the NCS has completed the Roll call phase of the net, the NCS will announce the following information to the Net.

"That completes tonight's planned training activities."

b.   Following the ACS Training Officer Announcement, the NCS will send a Net Report Message to the net manager.

c.   After sending the message, the NCS will Deactivate the Pinellas ACS Winlink Training Net in accordance with the procedure documented on the PACS Web site.

1.3   NET REPORT

The PACS Winlink Training Net was announced at 1930 hours local time on December 2nd, 2021.
The net was shut down at 2044 hours local time. The net successfully completed the first three
of the five objectives planned for the net. The SHARES Spotrep-2 and ICS 309 objectives will be
rescheduled for the next PACS Winlink Training net. The net control station will review each of
the messages generated during the net and provide feedback to all participants.

1.3.1 Net Control Log.

The following table contains a list of the stations participating in the net and the message traffic received by net control.

No.	Call Sign	Messages and Tasks						
		Express Check-in	Msg Contacts	Contacts Imported	Msg Image	SHARES Spotrep-2	Express Check-out	ICS 309
1	KC4SXO	X	X	X	X		X	
2	W7WMS	X	X	X	X		X	
3	WR6N	X	X	X	X		X	
4	N2DW[1]							
5	KJ4FXX	X	X	X	X		X	
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[1] This station Checked into the net; however, did not participate in the digital exchange of messages.

1.3.2 Questions and Comments

The following table contains a summary of the comments and questions provided by net participants at the conclusion of the net.

No.	Call Sign	Comments	Response
1	WR6N	Noticed a new field on the Winlink Express Check-out form that wasn't there during past nets. The new field is titled "What3words". Can you provide additional information about this field?	What3words is an application used to provide precise locations in an easy-to-use format. The application divides earth's surface into three-meter squares and assigns a unique set of three words to each square. The application can be downloaded onto a cell phone, is used by NGOs, and public safety agencies. The addition of this field to the Winlink Check-in and check-out forms is a recent change.
2	KJ4FXX	This call sign was missing from the Winlink call sign list distributed to net participants.	User will be added to the address book of the Net control station.
		No More Questions or comments	