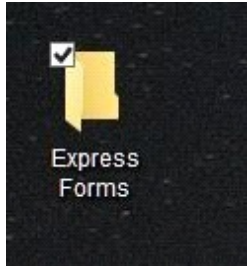How to set up a stand alone computer used by an agency official, or anyone not using Winlink Express needing to send messages via a Winlink radio operator. This procedure will allow them to fill out and give the radio operator the forms SAVED data. All that is needed is a USB stick to transfer to the radio and some guidance.

The below process is just for the initial Express HTML form creation outside of Winlink Express.
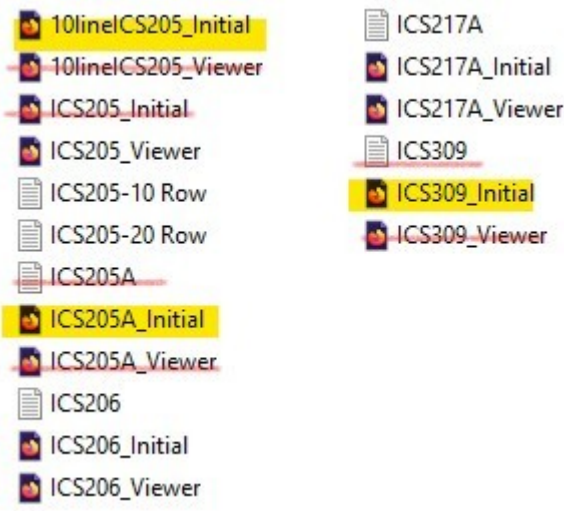
Create a new folder on the users desk top, name it what you want.

Go to your Standard Templates folder in the RMS Express directory via File Explorer. Then select the sub folder such as ICS USA forms.

Locate the inital.HTML form (s) you want the person to be able to fill out.

Copy the initial.HTML (s)

and nothing else to a USB

stick.

Now paste those HTMLs from the USB drive onto the desktop in the new folder you created.

The user picks the form they want and and opens it in their browser.

The user then enters the desired form data.

When done, the user SAVEs the form data. *Ignore any SUBMIT button.*

Best to have browser set to save to the desktop.

Test with the individual and explain so they understand.

The SAVED data file will look like this on the desktop, ICS 213 as an example. (in the browsers save location – Desktop recommend). The SAVED form data is saved and incremented with each SAVE in date/time (secs).

That SAVED file is then given to the radio operator via a USB stick with the address(s) to send it to.

In Winlink Express the radio operator opens the same template. *In this case an ICS213.*

The operator LOADs the data file into the ICS213.

The operator SUBMITs and POSTs for sending. Just address as needed.

Express users will get the ICS213 in normal rendered HTML format, non Express users will plain text.

The return reply if obtained, can be saved as an HTML, PDF or just plain text and sent back to the original sender.

Note: Outside of Winlink Express the Reply and View HTML features do not work.

The most used form will be the ICS213. But any form will work that has the LOAD/SAVE feature.

This process means you do not have to have Winlink Express installed on all the EOC or Agency computers. By having the desired form installed, any person can use a template.

The SAVED data file can also be sent by email or a local telnet MESH-LAN network to the radio operator.

With simple instructions, a person can fill out whatever HTML templates they are provided, and have the data file delivered to the radio operator to send.

If a new template pack is released, you will need to replace the initial HTML files.

Using an HTML template helps to maintain consistent data, and allows the radio operator to send the form as the originator filled out.

mab 9/23/20