

Example here is for a Winlink Check-in form. See the “How to send a Winink Message” and “How to send a P2P Message” documents for details on sending messages in these formats.

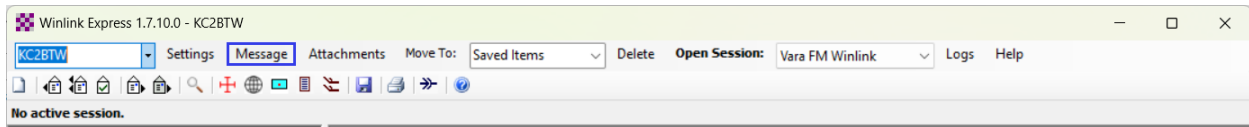


Figure 1 Select Message on menu.

1. COMPOSE AND POST THE WINLINK MESSAGE
 - a) On the menu, select Message (Figure 1)
 - b) Select New Message (first item)
 - c) This will open the new Message window.
2. New Message Window (Figure 2)
 - a) The Send As pull down menu should say Winlink message. If not, select and readjust.
 - b) Select the Send As box. The two options are Winlink Message or Peer-to-Peer Message.
 - c) Click on Select Template on the menu.

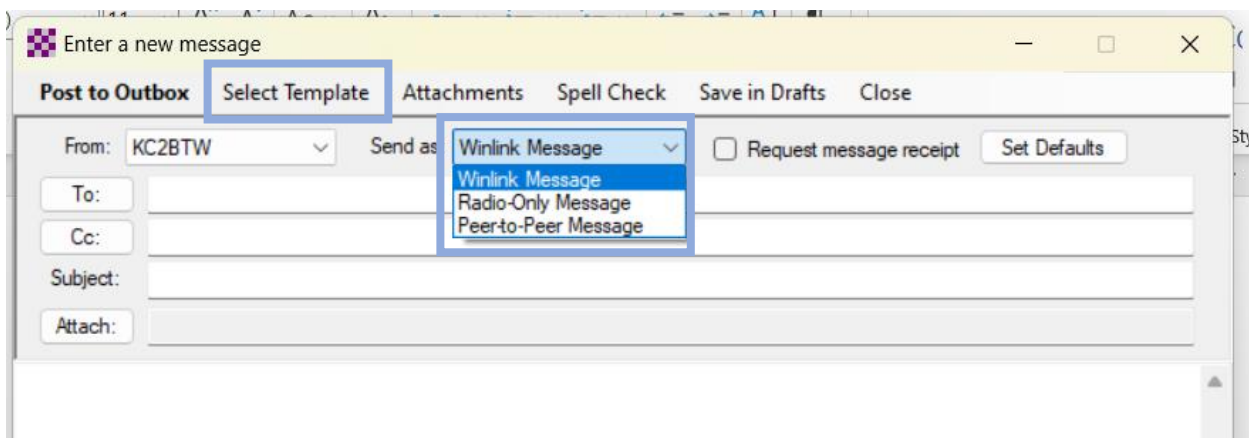


Figure 2: Compose message window.

3. Template Manager
 - a. The template manager has the various forms indexed. For the particular example, Winlink check in, that is available under General forms.
 - b. Use the tree menu and double-click on Winlink Check-in text.
4. Submit button on Check-in form
 - a. Fill out the form as desired. When done, click on the submit button.
 - b. The form subject will be displayed, as indicated in figure 5.
5. Form closure
 - a. Figure 6 shows the message that is displayed to close the form and submit the message.
6. Completed form

- a. Figure 7 shows the completed form. Click on Post to Outbox to submit form into the outbox queue.
7. Use either the P2P or send Winlink message procedures to see how to send the forms.

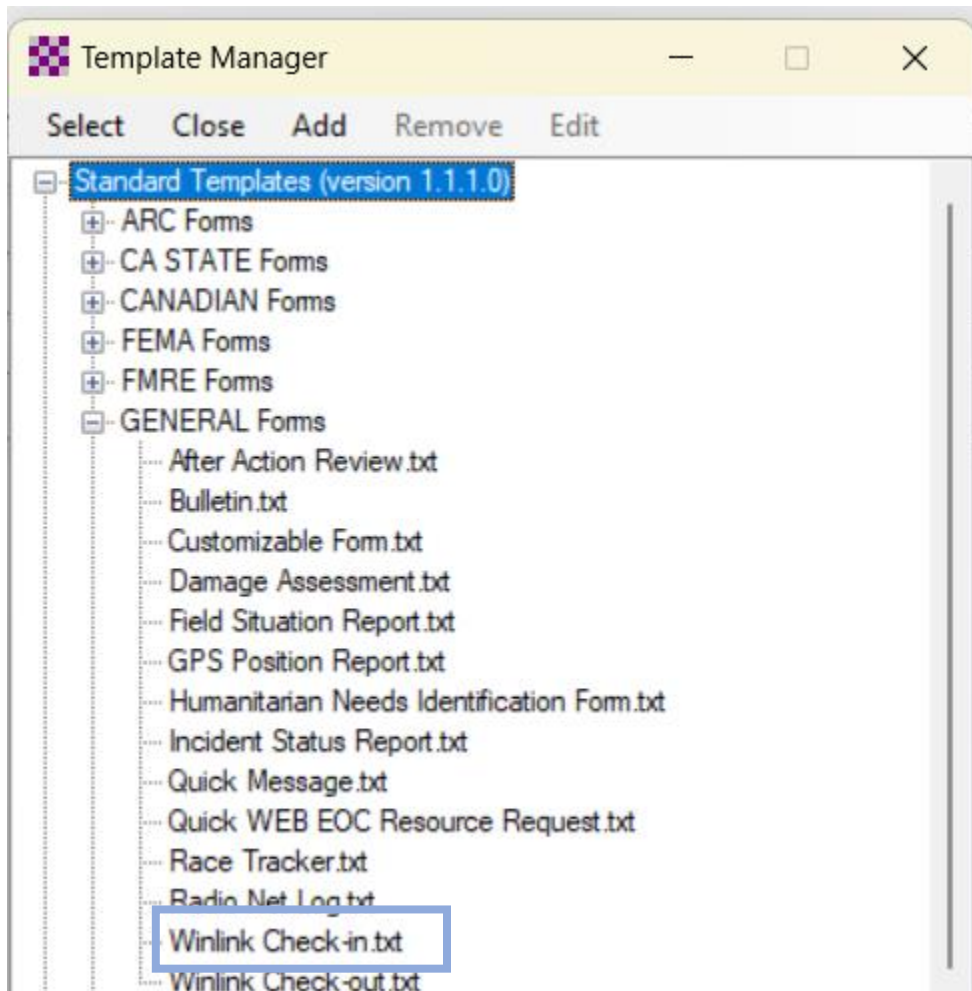


Figure 3: Template Manager

4. COMMENTS: *Max Characters 500*
Such as: On batteries. Need relief in 6 hours. A Brief SitRep. Operators Names. Special notes for next shift. Mode being used

Submit Save Check-in Data Reset Form

Ver 5.0.11

Figure 4: Submit button on Check-in form

This page says

Message Subject:

Winlink Check-in EXERCISE - KC2BTW - House

OK Cancel

Figure 5: Message Subject

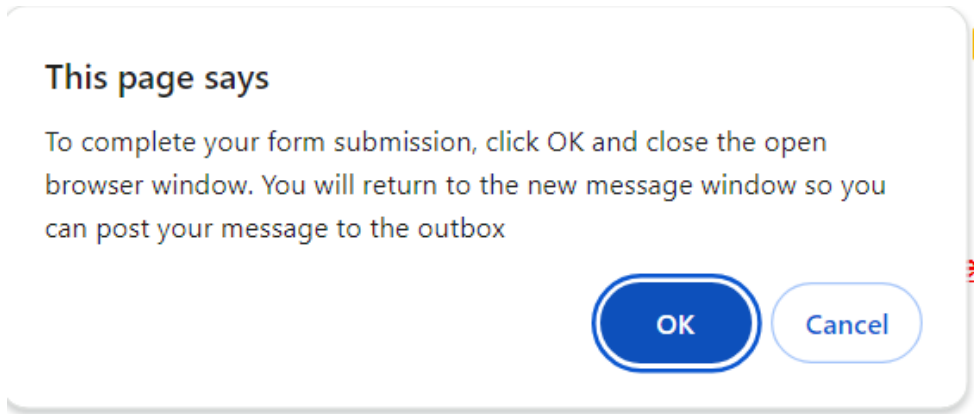


Figure 6: Form Submission

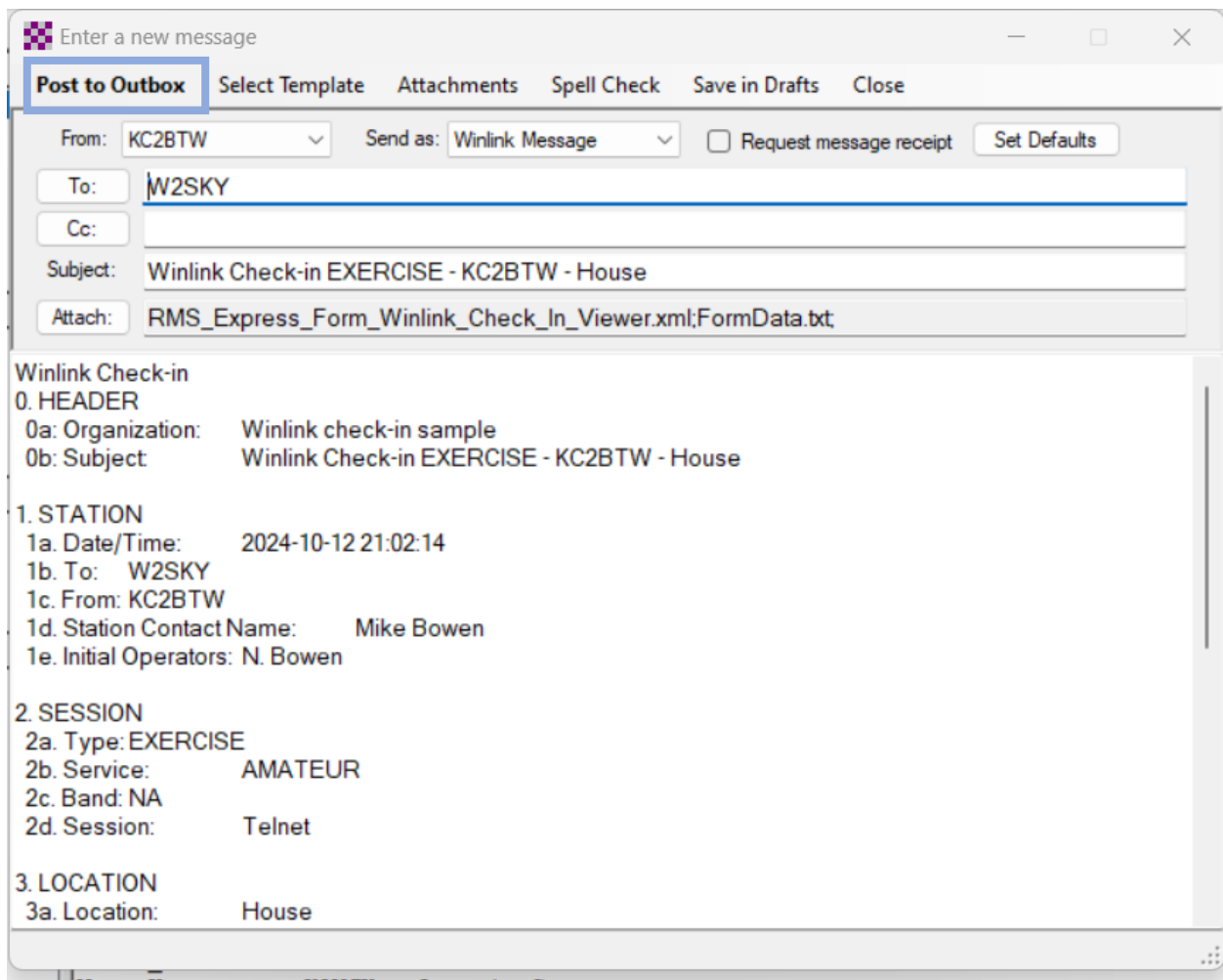


Figure 7: Completed form