

## Winlink Express using Telnet for NCS Log Report Tutorial (Created on 05/08/20)

Download Winlink Express [Here](#).

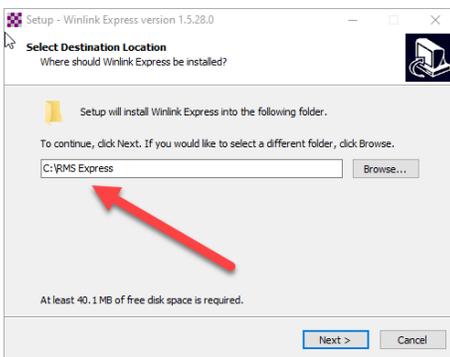
Once you have downloaded Winlink you need to unzip it.

 Winlink_Express_install_1-5-28-0	5/8/2020 8:23 PM	Compressed (zipp...	22,264 KB
 Winlink_Express_install_1-5-28-0	5/8/2020 8:29 PM	File folder	

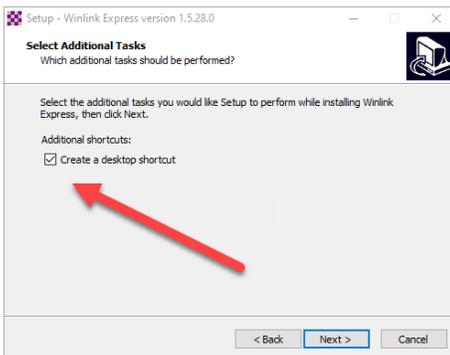
Go in to the “File folder” and double click the Application to install it.

Name	Date modified	Type	Size
 Winlink_Express_install	4/29/2020 2:29 AM	Application	22,283 KB

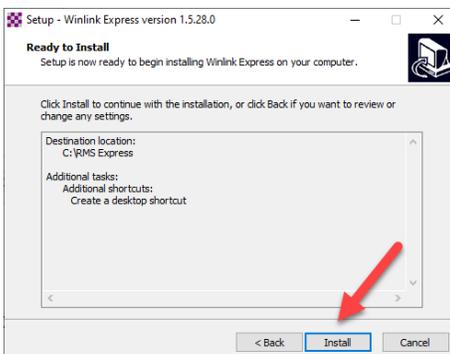
The default path is C:\RMS Express.



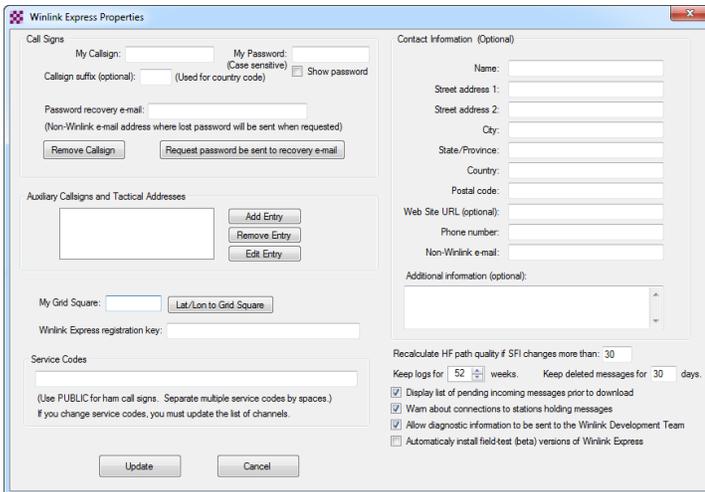
Next create a desktop short cut.



Click on the “Install” button.

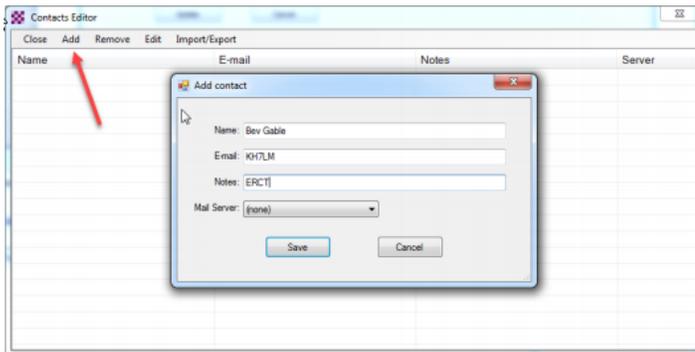


After installation, go in to “Settings” and “Winlink Express Setup” and fill out your information and click “Update”.



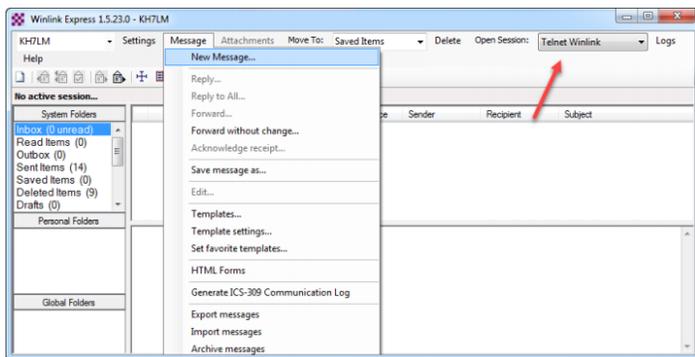
The Winlink Express Properties dialog box is divided into several sections. On the left, there are fields for 'My Callsign' and 'My Password' (with a 'Show password' checkbox), a 'Callsign suffix (optional)', and a 'Password recovery e-mail' field. Below these are 'Auxiliary Callsigns and Tactical Addresses' with 'Add Entry', 'Remove Entry', and 'Edit Entry' buttons, and a 'My Grid Square' field with a 'Lat/Lon to Grid Square' button. The 'Service Codes' section includes a text area and a note: '(Use PUBLIC for ham call signs. Separate multiple service codes by spaces.) If you change service codes, you must update the list of channels.' On the right, the 'Contact Information (Optional)' section contains fields for Name, Street address 1 and 2, City, State/Province, Country, Postal code, Web Site URL (optional), Phone number, and Non-Winlink e-mail. At the bottom right, there are checkboxes for 'Recalculate HF path quality if SFI changes more than: 30', 'Keep logs for: 52 weeks', 'Keep deleted messages for: 30 days', 'Display list of pending incoming messages prior to download', 'Warn about connections to stations holding messages', 'Allow diagnostic information to be sent to the Winlink Development Team', and 'Automatically install field test (beta) versions of Winlink Express'. 'Update' and 'Cancel' buttons are at the bottom.

Click “Settings” select “Contacts” click “Add” then type “Name” then “Email” use their Callsign (i.e. KH7LM) if they are registered with Winlink or use a personal email address . You can add “Notes” and click “Save”.



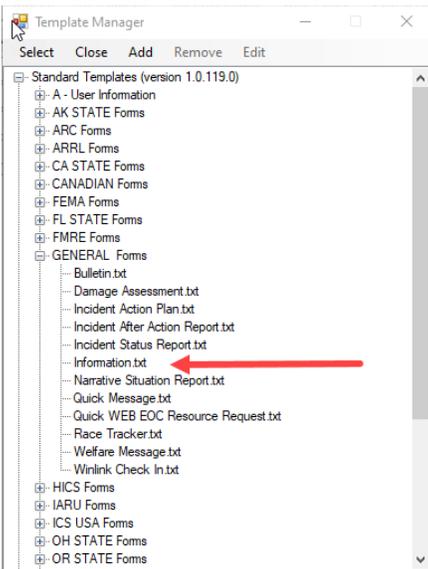
The Contacts Editor window shows a table with columns for Name, E-mail, Notes, and Server. A red arrow points to the 'Add' button. An 'Add contact' dialog box is open, showing fields for Name (Bev Gable), Email (KH7LM), Notes (ERCJT), and a Mail Server dropdown menu set to '(none)'. 'Save' and 'Cancel' buttons are at the bottom of the dialog.

Make sure “Open Session:” is set to “Telnet Winlink”.



The Winlink Express 1.5.23.0 - KH7LM interface shows a menu bar with 'Message' selected. A 'New Message...' menu is open, showing options like 'Reply...', 'Reply to All...', 'Forward...', 'Forward without change...', 'Acknowledge receipt...', 'Save message as...', 'Edit...', 'Templates...', 'Template settings...', 'Set favorite templates...', 'HTML Forms', 'Generate ICS-309 Communication Log', 'Export messages', 'Import messages', and 'Archive messages'. The 'Open Session:' dropdown menu is set to 'Telnet Winlink', indicated by a red arrow. The main window shows a 'No active session...' message and a table with columns for 'Sender', 'Recipient', and 'Subject'.

Click on “Message” “New Message” “Select a Template” “Standard Templates” “General Forms” and double click on “Information.txt” (be sure to explore the many different types of forms available for emcomm, absolutely amazing).



A browser will pop open and you can fill it in just like an NCS Log.

**INFORMATION FORM** Ver 8.1  
NCS Log Report

Setup [Click to add your agency or group](#)

Event or Use Name: BIARC Tech Net 04/29/2020  
 Description or Form Information: Start 2000 - End 2134  
 Form Creation Date/Time: 2020-4-29 21:34  
[Load Information Form Data](#) [Form Info](#)

*Create whatever Column Name you want for each category*

#	CALLSIGN	STATUS	NOTES
1	WH6EPS	NCS	ANOTHER GREAT NET AS ALWAYS
2	WH6FYK		ROY WAS ABLE TO LOG THIS ON THE WEB ROSTER ON 40 METER SITE
3	WH6FZH		
4	WH6FLH	I/O	
5	KN6ZU		
6	KH7LM		
7	NH6ET		
8	WH6FQI		
9	WH6DVI		
10	WH6EMN		
11	KH7CN		
12			

Feel free to modify it to your preferences just **remember to log down** the Net Name, Date of Net, Start and End Times plus Callsigns.

Enter a new message

Close Select Template Attachments Post to Outbox Spell Check Save in Drafts

From: KH7LM Send as: Winlink Message  Request read receipt Set De

To: KH6RDO:

Cc: WH6FQI

Subject: NCS Log Report Info Form - BIARC Tech Net

Attach: RMS\_Express\_Form\_Information Viewer.xml

Form Creation Date/Time: 2020-4-29 21:34

Event or Use Name:  
BIARC Tech Net

Description/Form Information:  
Start 2000 - End 2134

LINE DESCRIPTIONS:

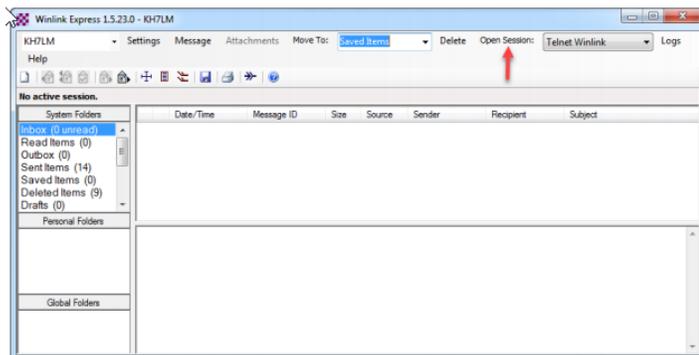
- CALLSIGN  
- STATUS  
- NOTES  
(follows the above order)

1.  
WH6EPS  
NCS  
GREAT NET AS USUAL

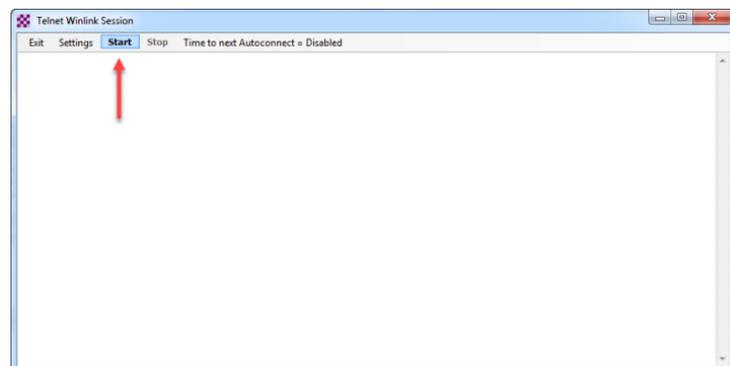
2.  
WH6FYK

ROY WAS ABLE TO LOG THIS ON THE WEB ROSTER ON 40 METER

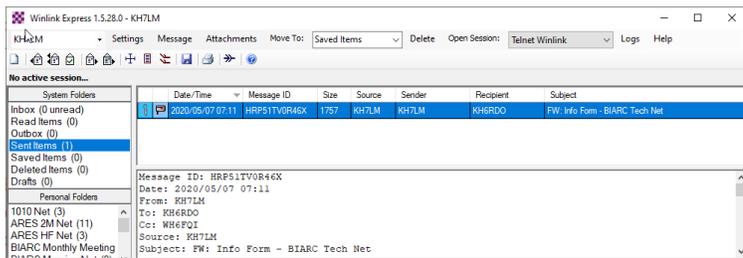
Once done filling in the form hit the “Submit” button and it will automatically copy and paste the information in to Winlink. If it did successfully, you can close the form browser window. Click “TO” and select “KH6RDO” and cc your “back-up Net Reporter Callsign” (if you have one) if not you can cc “KH7LM”. Click “Post to Outbox”.



Click “Open Session”.



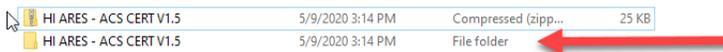
Then click “Start”. Once it’s done, close that window. You should see your message now in the “Sent Items” box. You can click the “Paper Clip” icon to view your sent message form anytime.



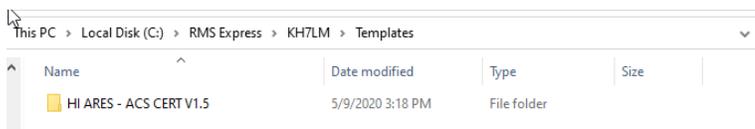
Congrats your message was sent out via Winlink Telnet!

## Advanced Information Below

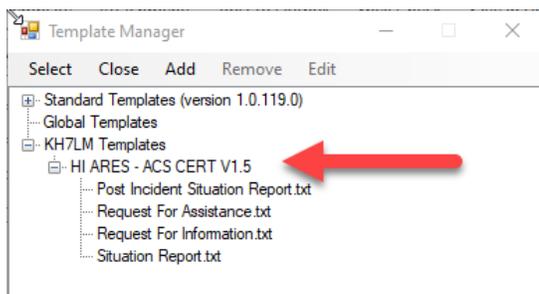
Installing ACS Form or Custom Forms:



Download ACS Forms [here](#) by Larry WH6DYI version 1.5 and unzip it.



Copy or cut this “File folder” and place it into C:/RMS Express/YourCallsignFolder/Templates



When you open “Template Manager” you will see the ACS Forms in your “Callsign Templates Folder”

**\*Please note - when there is an updated version for your custom templates, make sure you delete any prior versions before installing it.**

**\*Keep your custom templates in your Callsign folder to avoid it getting wiped out during an update. Everything in the “Standard and Global Templates” folder will be removed and replaced with the latest updates\***

**(Currently Under Construction) more info to follow! Click [here](#) to re-download or check for updates.**

Please let me know if there are any errors or confusion as I do appreciate any feedback (good or bad).

73 es aloha,

Bev

KH7LM

[BevGable@gmail.com](mailto:BevGable@gmail.com) or use Winlink.