

ETO Check-In Form & ICS-213 Exercise

Summary

- This Exercise is contained in Three Parts. Part One Starts on Page 3, Part Two starts on Page 5, and Part Three starts on Page 7.
- Part One is only necessary for those who did not participate in the September 08, 2022 Winlink Thursday. In Part 1, the instructions, starting on Page 3, will have the participant download a zip file containing the **ETO Check-In Form** from the **Winlink.org** website This file will be extracted into a specified location within the participant's Global Folders Template directory under the Winlink Express folder on their computer.
 - This form is specific to the EmComm Training Organization for specific exercises and/or drill needs such as this exercise.
- Part Two should be performed by all participants. In Part Two, the instructions starting on Page 5 will have the participant Create a New Message and select the ETO Check-In form from your Global Templates folder
 - They will be asked to send the resulting message from the form and note the Message ID of the message within the Outbox to be used in Part Three
- Part Three should be performed by all participants. In Part Three, the instructions starting on Page 7 will have the participant Create a New Message, and select the ICS-213 Template.
 - They will be asked to provide the Message ID of the ETO Check-In message that is within their Outbox that was generated in Part Two.
- Both the ETO Check-In form and the ICS-213 General Message form must be received by your specific ETO Clearinghouse **prior** to 09-23-2022 07:00:00 UTC.

Some reminders, especially for New Arrivals to ETO:

- Read and Follow the Instructions **PRECISELY**. Details are sometimes missed in the reading, and some of our assignments can be tricky!
- Make Sure you Address the Correct Clearinghouse for Your Current Geographic Location (especially if you're temporarily in a different region)
 - Our Tactical Addresses are all formatted as "ETO-nn", where nn is *always* either a 2-digit number ("01", "03", ..., "10"), "CAN" for Canadian participants, or "DX" for all others.
 - Make sure you type a ZERO, not the letter "O", in the 2-digit number.

If you don't know your Clearinghouse's Tactical Address, Use this web page to look it up:

https://emcomm-training.org/More_Info.html#Maps

- IMPORTANT! Always restart Winlink Express to ensure that you have the current version and the latest Template update. The Winlink Development Team (WDT) is constantly updating the Templates. Always accept form updates (if offered, when starting up Winlink Express) before starting an exercise. Always accept updates to the Winlink Express executable (if offered) before starting an exercise.

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- ETO exercises are designed to be completed using the Winlink Express client in a Windows environment. If you choose to use any other Winlink Client Program, your results may vary, and your response may not be mapped or graded as Correct.
- Avoid common errors as outlined on our website:
https://emcomm-training.org/Winlink_Thursdays.html

ICS-213 & ETO Check-In Form Exercise 09-22-2022**Part One**

1. If you participated in the Winlink Thursday Exercise on September 08, 2022 and got a 75% or better score, you most likely have already performed the tasks required in Part One, and may be able to continue on to Part Two.
Note: Those who do not have the file **ETO Check-In.txt** within their “**RMS Express\Global Folders\Template directory\ETO Forms folder**” need to continue with Part One.
2. Create a “**RMS Express\Global Folders\Templates\ETO Forms**” sub-directory to receive the new ETO Check-In form:
 - 2.1. The following procedure assumes your Express install is on the C: drive. You may be using a different drive and possibly a different home directory. Adjust the directories as needed to fit your configuration if needed. The critical item is to make sure the ETO Check-In form is extracted to the *\Global Folders\Templates\ETO Forms* you are creating. All subsequent communications from us will assume it is located there.
Note: With a Winlink Express automatic Forms update, the standard Template directory (**C:\RMS Express\Standard Templates**) is replaced and any non-standard Form is deleted.
 - 2.2. Within Windows File Explorer, navigate to **C:\RMS Express\Global Folders\Templates**.
 - 2.3. Create a folder named **ETO Forms** within the **Templates** directory.
 - 2.4. Navigate into this new ETO Forms Directory.
 - 2.5. Note the fully qualified folder name. In a standard Express installation, this will be **C:\RMS Express\Global Folders\Templates\ETO Forms**
3. Download Zip File Containing the ETO Check-In form from the Winlink.org site. There are equivalent ways this may be done, this is just a suggested way to perform this action.
 - 3.1. Goto https://winlink.org/content/eto_emcomm_training_organization
 - 3.2. Click on the link labeled *ETO Check in 1.0.4* to download a Zip file named **eto_check-in_1.0.4.zip**.
 - 3.3. Navigate to the directory this Zip file was downloaded to (normally the Window User’s Download directory).
 - 3.4. Select the **eto_check-in.zip** file
 - 3.5. Right click and select *Extract All...*
 - 3.6. In the Extract Compressed (Zipped) Folders window, either browse to the ETO Forms directory that was created in step 1.3 or type in the fully qualified file name that was noted in step 1.5.
 - 3.7. Click on the Extract Button.
 - 3.7.1. In future extracts of this file a pop-up message may state the destination already has files with this name. If so, just replace the files in the destination if this is the **ETO Forms** directory as this file may be a newer version.

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- 3.8. Validate that two files **ETO Check-In.html** and **ETO Check-In.txt** exist in your **ETO Forms** folder within the **Templates** directory.

Part Two Is Required By All Participants and Begins On Next Page

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1. Create a new Winlink Message and Use the ETO Check-In Form
 - 1.1. Start RMS Express. If RMS Express is already running, close and restart the program.
 - 1.2. Create a new Message
 - 1.3. Select the new ETO Check-In Form
 - 1.3.1. Select *Template*
 - 1.3.1.1. Expand *Global Templates*
 - 1.3.1.2. Expand *ETO Forms*
 - 1.3.1.3. Select *ETO Check-In.txt*
 - 1.4. A browser window will open showing ETO-Check-In form
 - 1.4.1. The Date / Time field will be pre-populated with close to the current time. Selecting this field will prompt you to select a new Date and Time. Every 15 seconds the time should automatically update to the current time. Any entered time will be overwritten after the next 15 second interval.
 - 1.4.2. The Clearing House Address field requires that you select your Clearinghouse tactical address before submitting the form. The form will prompt you to select a tactical address if you try to submit without selecting one.
 - 1.4.3. The Station Call sign is the call sign that was used to configure the version of Winlink Express you are using. It is read-only and cannot be changed. Be sure you are using a Winlink Express application configured to your callsign.
 - 1.4.4. Both the Latitude and Longitude will be pre-populated based on your settings under Settings > Winlink Express Properties > My Grid Square“, or, if you have a GPS dongle configured with Winlink, the values will be from your GPS set-up at “Settings > GPS/Position Report”.

Notes: If there are nearby hams involved in ETO exercises in your same grid square, please adjust to your actual Latitude and Longitude using *decimal degrees*.

If the latitude or longitude is not provided in Decimal Degrees, such as using N, S, W, or E to specify the hemisphere, you will be asked to correct it.

If you have a US callsign and your latitude or longitude is outside US boundaries, you will get a pop-up asking to confirm to use the entered value. Select Cancel if you wish to make a change.
 - 1.4.5. It is possible to enter up to 2048 characters into the Comments field. Underneath the comment box on the left is a Character Count. It will show the number of characters within the comment as you type. This should make it easier to see if spaces or non displayed characters are present in your comment. You should only enter a comment as requested by the exercise instructions to prevent any negative impact on your grading.
 - 1.4.6. In the lower right hand corner is the version number that is represented by 3 numbers separated by a period.

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2. Populate the ETO Check-In Form for this exercise.
 - 2.1. Select your ETO clearinghouse for the Region you are physically in.
 - 2.2. Current Date / Time is updated by the form's page.
 - 2.3. Validate your latitude and longitude, especially if you don't have a GPS attached. Note that a minus sign is required before longitudes in the western hemisphere.
 - 2.4. In this exercise leave the Comments Field blank. The comment's character count should be zero.
3. Submit the Form
 - 3.1. At this point validation of your entries are performed by the Form, correct those that should be changed.
 - 3.2. After the Form has been validated, you will receive a prompt informing you that you will need to close your browser window and post the message to the Outbox
 - 3.3. Validate that the To: address is the applicable Clearinghouse and add your internet email address in the CC: box, if desired.
4. Post your ETO Check-In message to the Outbox
 - 4.1. Select your Outbox folder, and note the Message ID of your ETO Check-In form. This can be found under the Message ID column or by selecting the message and looking at the header information in the detail section. You will be entering this value in the ICS-213 Message field within Part Three.

This is the end of the Part Two Instructions.

Part Three should be performed by all Participants and begins on the next page.

ICS-213 & ETO Check-In Form Exercise 09-22-2022**Part Three**

1. Create a new Winlink Message and Use the ICS-213 General Message form.
 - 1.1. Create a New Message
 - 1.2. Select the ICS-213 General Message Template
 - 1.2.1. Within the New Message Window Click on *Select Template*
 - 1.2.2. Within the Template Manager Window expand *Standard Templates*
 - 1.2.3. Expand *ICS USA Forms*
 - 1.2.4. Double click on *ICS-213 General Message.txt*
2. Populate the ICS-213 General Message Template
 - 2.1. Click on the "Setup" button.
 - 2.1.1. Enter "ETO Winlink Thursday" in the popup window.
 - 2.2. Field 1. Incident Name
 - 2.2.1. Enter "ETO 09-22-2022 Exercise"
 - 2.3. Field 2. To (Name/Position):
 - 2.3.1. Name: Must Enter the same ETO clearing house as specified in Part Two
 - 2.3.2. Enter a slash "/"
 - 2.3.3. Position Enter "Clearinghouse"
 - 2.3.4. E.g. ETO-10/Clearinghouse
 - 2.4. Field 3. From (Name/Position):
 - 2.4.1. Name: Enter your call sign
 - 2.4.2. Enter a slash "/"
 - 2.4.3. Position: Enter "Winlink Thursday Participant"
 - 2.4.4. E.g. W7OWO/Winlink Thursday Participant
 - 2.5. Field 4 Subject:
 - 2.5.1. Enter "ICS-213 & ETO Check-In Form Exercise 09-22-2022"
 - 2.6. Fields 5 & 6:
 - 2.6.1. Enter your current local Date and Time
 - 2.7. Field 7. Message:
 - 2.7.1. Enter the 12 character Message ID of the ETO Check-In message in your Outbox
 - 2.7.1.1. In the Winlink Main Window, select Outbox
 - 2.7.1.1.1. The most recent message should be your ETO Check-In form, Select it
 - 2.7.1.1.2. The message header and content of the ETO Check-In form are displayed. Select and copy the text following "Message ID: "
 - 2.7.1.1.3. This text should match the text under the Message ID column of the list of messages in the Outbox
 - 2.7.1.1.4. Paste or type this value into Field 7 Message:
 - 2.8. Field 8.
 - 2.8.1. Approved by: Enter your first name
 - 2.8.2. Position / Title: Enter "Winlink Thursday Participant"
3. Validate message is correct

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- 3.1. See sample message on Page 10
4. Submit the ICS-213 Form
5. Within the just populated New Message Window you need to populate the To: field with the same ETO Clearinghouse used by the ETO Check-In form as selected by Part Two step 1.4.2.
 - 5.1. Also visible under the *Recipient* column your ETO Check in Form within your Outbox.
6. Post the ICS-213 to the outbox
7. Send both Messages using your favorite Session Mode.
8. Check your Sent folder to verify both the ETO Check-In and ICS-213 messages have been sent.

This is the end of the Step Three instructions.

Sample completed ETO Check-In and ICS-213 forms are on the following two pages.

Grading

- ETO Check-In form received
 - 20%
- ETO Check-In form populated as requested
 - Comments field blank
 - 5%
- ICS-213 Message form received by the same ETO clearinghouse.
 - 25%
- ICS-213 populated as requested
 - Setup header is "ETO Winlink Thursday" (without quotes)
 - 5%
 - Incident Name is "ETO 09-22-2022 Exercise" (without quotes)
 - 5%
 - To field in form is "ETO-##/CLEARINGHOUSE" (without quotes, with ## replaced by your clearinghouse id)
 - 5%
 - From field is "<YOURCALL>/Winlink Thursday Participant" (without quotes, with <YOURCALL> replaced by your call sign)
 - 5%
 - Subject field is "ICS-213 & ETO Check-In Form Exercise 09-22-2022" (without quotes)
 - 5%
 - ICS-213 Form's message field contains the Message ID of the ETO Check-In form.
 - 25%

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Sample Filled in ETO Check-In Form

<i>Emcomm Training Organization Check-In</i> ETO Winlink Thursday	
Date / Time: <input type="text" value="2022-09-22 20:24:41"/>	Clearinghouse Address: <input type="text" value="ETO-10"/>
Station Call Sign: <input type="text" value="W7OWO"/>	
Latitude: <input type="text" value="45.3125"/>	Longitude: <input type="text" value="-123.0417"/>
Comments Max 2048 Characters <div style="border: 1px solid black; height: 100px; width: 100%;"></div> Character Count: 0	
<input type="button" value="Submit"/> <input type="button" value="Close"/>	
<small>ETO Check-In Version: 1.0.4</small>	

A sample filled in ICS-213 message is on the following page.

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Sample Filled In ICS-213 General Message Form

General Message (ICS 213) ETO Winlink Thursday		
Load ICS213 INITIAL Data		Form Instructions
1. Incident Name: ETO 09-22-2022 Exercise		
2. To (Name/Position): ETO-10/Clearinghouse		
3. From (Name/Position): W7OWO/Winlink Thursday Participant		
4. Subject: ICS-213 & ETO Check-In Form Exercise 09-22-2022	5. Date: 2022-09-22	6. Time: 19:46
7. Message: BJ7XXN9G2MEF		
8. Approved by: Brian		Position / Title: Winlink Thursday Participant
Save ICS213 INITIAL Data	Submit	Reset Form
		Ver 41.12

Screenshot of Outbox with Message ID of ETO Check-In form highlighted on the following

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Screenshot of Outbox with Message ID of ETO Check-In form

Winlink Express 1.7.0.0 - W7OWO

W7OWO Settings Message Attachments Move To: Outbox Delete Open Session: Telnet Winlink Logs Help

No active session...

	Date/Time	Message ID	Size	Source	Sender	Recipient	Subject
	2022/09/17 02:43	BJ7XXN9G2MEF	289	W7OWO	W7OWO	ETO-10	ETO winlink Thursday Check-In For W7OWO
	2022/09/17 03:08	Y40451HCZH5A	1116	W7OWO	W7OWO	ETO-10	213-ETO 09-22-2022 Exercise-ICS-213 & ETO CH

System Folders

- Inbox (1 unread)
- Read Items (0)
- Outbox (2)
- Sent Items (428)
- Saved Items (1)
- Deleted Items (34)
- Drafts (1)

Personal Folders

- Hold (1193)

Global Folders

Contacts

Message ID: BJ7XXN9G2MEF
 Date: 2022/09/17 02:43
 From: W7OWO
 To: ETO-10
 Source: W7OWO
 Subject: ETO Winlink Thursday Check-In For W7OWO

```
{
  "Version": "1.0.4",
  "DateTimeLocal": "2022-09-16 19:42:42",
  "Latitude": "45.3125",
  "Longitude": "-123.0417",
  "Comments": ""
}
```