

Using Winlink Forms from a Flash Drive

Exercise Message Submission Window

- July 14 00:00 UTC - July 19 15:00 UTC

Difficulty Level: Intermediate

Purpose: To demonstrate using Winlink forms outside the Winlink application.

Recently during discussions with management at a local Hospital system, it was mentioned that the forms the hospital uses during emergency operations were all kept online in cloud storage. They were asked if there were any local copies that could be used if internet access was down and they indicated no, they would have to wait for internet availability to use the forms. Subsequently in a similar discussion with local Red Cross staff, much the same was found.

Internet systems have improved greatly in recent years and the possibility of losing internet access is much lower. But as we saw in Florida, Georgia, and the Carolinas in 2024, it is not impossible. Many of the ICS, Red Cross, and Hospital forms are built into Winlink and we have done numerous exercises using the forms. For this exercise you will practice extracting the forms to a flash drive, carrying them to a served agency computer to be populated by the agency, returned by flash drive to a Winlink capable computer, and imported and sent by RF from that computer.

For this exercise, ETO is the served agency. ETO requirements can and probably will be different from your other served agencies. If there is a conflict between your previous training and the ETO instructions, follow the ETO instructions to complete this exercise.

Objectives:

- Copy a Winlink ICS-213RR form to a flash drive, use the form outside of Winlink to populate the form, and import the populated form into Winlink for RF transmission.

Resources:

- General Notes on Frequently-Seen Mistakes:
https://emcomm-training.org/Winlink_Thursdays.html
- Finding your ETO clearinghouse: <https://emcomm-training.org/General-Drill-Info.html>
- ETO Location Instructions — With or Without a GPS Receiver for your Computer [PDF]
 - <https://emcomm-training.org/Santa-2023/ETO-Location-Notes.pdf>
- How a GIS map-capable form's default position is determined:

Winlink Thursday Exercise For July 17, 2025

- From within Winlink Express Click on Help ⇒ Help Contents..., expand Operation, click on GIS Mapping Forms & Catalog Items
- How to set up a Stand Alone computer for Winlink Forms
https://winlink.org/sites/default/files/RMSE_FORMS/express_form_creation_by_a_non_express_user.pdf

Special Configurations:

- Recent configurations of Winlink have provided options on whether transmission of the Form Data XML file for the current form is transmitted with each document. If not transmitted, the HTML form will not display. The ETO Feedback process uses this form data XML to parse the data in the exercise, **so it should be provided**. Ensure that the Form Data settings are configured as shown below for ETO Exercise submissions.
- This dialog can be found under **Settings ⇒ Form Settings...**

Form Server

IP address of form server:

IP port of form server:

Sending Messages with Form Data

☒ Attach XML files with form data to messages generated by forms

☒ Attach XML form files to messages going to Internet e-mail addresses

Automatic Form Opening

☒ Automatically open forms when messages are selected

☒ Automatically open reply forms when replying to messages with forms

☒ Force Winlink Express to be shown over web browser after form submission

☒ Show on map only most recent report within 100 meters from same sender

Send Forms as pdf Files

If you enable this option, messages with form attachments sent to Internet addresses (e.g., john@xyz.com) have the form information converted to a pdf file. Messages sent to Winlink users (callsigns) continue to have the form data sent in a condensed xml file where it's merged with the display form on the receiving end. Warning: Forms sent as pdf files are much larger than the condensed xml file. Often, messages with pdf forms are 50 kb or larger. They are not suitable for slow radio connections.

☐ Send forms as pdf files to Internet addresses

Continue To the Next Page for Instructions

Exercise Instructions:

Copy the ICS-213RR form to a flash drive

For this exercise we are providing a video demonstrating the process to copy a template file to a flash drive, open it on a non-Winlink computer, fill out the form, save the data to the flash drive, and return the flash drive to a Winlink computer for RF transmission. We suggest you first try doing the exercise using the steps below and your experience with Winlink. Should you run into difficulty you can refer to the video which does a step by step demonstration. The video will be provided as a link accompanying these instructions.

Winlink is a Windows based application and this exercise will assume you are using a Windows PC. Similarly, we will assume you are comfortable navigating the folders on your computer drive, can copy files, and have and know how to use a flash drive. The space needed on a flash drive will be very small, but it would be best to use an empty flash drive to cut down on confusion between files.

Copy the Form File. Navigate to **RMS Express\Standard Templates\ICS USA Forms** folder and copy the **ICS213RR_Initial.HTML** file onto a flash drive.

Open an ICS-213RR form on a non-Winlink PC and populate the form.

If you have a PC without Winlink installed, carry the flash drive to that computer. If not, **we will simulate a Non-Winlink PC by just making sure Winlink is closed.** Either way, install the flash drive and navigate to the file you just copied. Double click to open it in a browser. When it opens you will see a warning message that you are running the form outside Winlink. This is normal.

On the blank form, start with the Setup Button in the upper left corner of the form and enter **EmComm Training Organization**. Populate **Mills Pt** for Box 1, the **current date/time** for Box 2, and **B01009** for Box 3. For Box 4, populate the form with data shown below. The fields labelled **Type, Estimated, and Cost** are to remain empty. We recommend using copy and paste from the table below into your ICS213-RR form. You will not be able to copy the entire table at once but need to copy each block you need.

Qty	Kind	Item Description	Requested
168	Bottle	Metformin (1000mg) Bottle of 60 tablets extended-release	15 July 2025 1400

Winlink Thursday Exercise For July 17, 2025

84	Bottle	Glimepiride (4mg) Bottle of 60 tablets	15 July 2025 1400
33	Carton	Glargine (Insulin) (3ml) 5 - 100 unit pens	15 July 2025 1400
84	Box	Empagliflozin (12.5mg) 10 X 10 tablets	15 July 2025 1400
84	Bottle	Pioglitazone (30mg) Bottle of 30 tablets	15 July 2025 1400
84	Bottle	Lisinopril (30mg) Bottle of 90 tablets	15 July 2025 1400
84	Bottle	Amlodipin (10mg) Bottle of 30 tablets	15 July 2025 1400
84	Bottle	Atorvastatin (40mg) Bottle of 30 tablets	15 July 2025 1400

Complete the ICS-213RR form

For Box 5 enter **Mills Pt High School Shelter**. Enter **No Substitutes - Fill as ordered** in Box 6. Box 7 enter **Sam Chasse MD, Shelter Physician** and mark Priority as **Urgent**. Box 9 enter **Jeff Barton**. Box 16 enter **Sam Chasse MD, Shelter Physician**. Box 18 is **Kimberly Barton**, and enter **2025-07-03 1200** for Box 19.

Be sure to use the Save the ICS-213 RR button at the bottom to save the data you have entered to the Flash Drive. The default file name is fine. If you do not save the data you will not be able to complete this exercise and will have to fill in the form again.

Open the ICS-213 RR on the Winlink Computer

Take the flash drive to your Winlink computer, open Winlink, and start a new message, opening the ICS-213 RR form from the Winlink Select Template/standard forms inventory.

The form will open in your browser. Use the **Load ICS-213RR Data** button at the top left and select the data file you saved to your Flash Drive. This should populate your ICS-213RR with the information you entered on the Non-Winlink computer. Before submitting, check that the agency/group name appears just below the title Resource Request Message in the first block of the form. It should show **EmComm Training Organization**. If it does not appear, use the **Setup** button at the upper left of the form to enter it. Use the submit button to put the ICS-213RR form in your Winlink message. Check the body of the message to confirm it is the data you put in the form. Address the message to your ETO Clearinghouse. Copy the message to ETO-BK. You may also copy to your personal email. Save the message in the Drafts folder for now. The end of the video demonstrates how you can use the technique for opening a form file outside of Winlink to set up Boilerplate for forms you use frequently. Check the video if you are interested.

Send the ICS-213RR Message

Winlink Thursday Exercise For July 17, 2025

If you use Winlink frequently, you may already have messages in your outbox to send and there may be messages waiting to be picked up when you start a session. To reduce confusion it helps if your outbox is empty and you have already picked up any waiting messages. This is easily accomplished by opening an RF or Telnet session before you put the ICS-213RR message into your outbox. This is why we temporarily saved it in Drafts. Once you are satisfied with your Inbox and Outbox, close your session.

Select the ICS-213RR message in Drafts and use the Move To: box to move your file from Drafts to your Outbox.

Open a session and send your ICS-213RR.

See the next page for example of a completed *ICS-213RR* Form.

End of Exercise Instructions

Winlink Thursday Exercise For July 17, 2025

Example of Completed ICS-213RR Report

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

RESOURCE REQUEST MESSAGE (ICS 213 RR)
EmComm Training Organization

1. Incident Name: 2. Date/Time: [Load ICS213RR Data](#) [Form Info](#)

3. Resource Request Number:

REQUESTER

4. Order:

Qty	Kind	Type	Detailed Item Description; Vital characteristics, brand, specs, experience, size, etc.	Needed Date/Time (local 24 hr)	Requested	Estimated	Cost
168	Bottle		Metformin (1000mg) Bottle of 60 tablets extended-release	15 July 2025 1400			
84	Bottle		Glimepiride (4mg) Bottle of 60 tablets	15 July 2025 1400			
33	Carton		Glargine (Insulin) (3ml) 5 - 100 unit pens	15 July 2025 1400			
84	Box		Empagliflozin (12.5mg) 10 X 10 Tablets	15 July 2025 1400			
84	Bottle		Pioglitazone (30mg) Bottle of 30 tablets	15 July 2025 1400			
84	Bottle		Lisinopril (30mg) Bottle of 90 tablets	15 July 2025 1400			
84	Bottle		Amlodipin (10mg) Bottle of 30 tablets	15 July 2025 1400			
84	Bottle		Atorvastatin (40mg) Bottle of 30 tablets	15 July 2025 1400			

5. Delivery/Reporting Location:

6. Substitutes and/or Suggested Sources:

7. Requested by Name/Position: 8. Priority: ☐ Low ☐ Routine ☒ URGENT

9. Section Chief Name for Approval:

LOGISTICS

10. Logistics Order Number:

11. Supplier Phone/Fax/Email:

12. Name of Supplier: 12A. Point of Contact:

13. Notes:

14. Name of Auth Logistics Rep: 15. Date/Time:

16. Order Was Requested By: Indicate Unit / Section or Person who is to get this order.

FINANCE

17. Reply/Comments from Finance:

18. Finance Section Chief Name: 19. Date/Time:

[Submit](#) [Save ICS213RR Data](#) [Reset Form](#) ICS 213RR v. 14.6