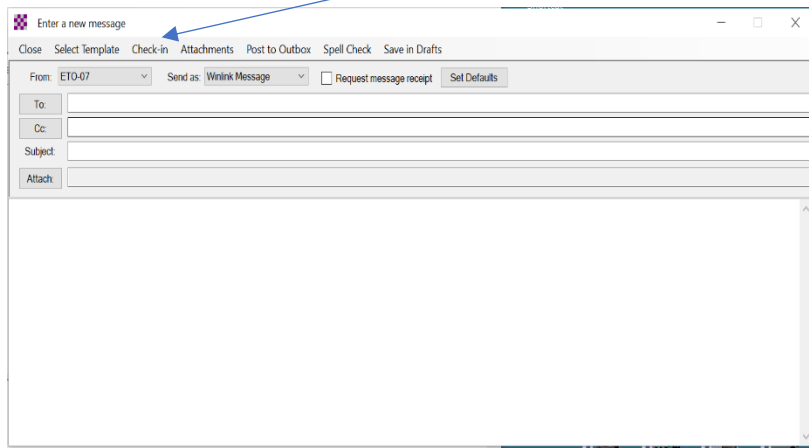


Objective: Making the Winlink Check-in form a Favorite for easy and quick access to the Check-in form. We also will save the data we put in the Check-in form so you can load that into the form for quicker generation of the form each time you need it.

Go to Message > Set Favorite Templates
(You can create 4 Favorite forms, we will just do one this time).

Type in number one **Display name** field the name you want to see as a button in the New message window to give you quick access to this form. For our example type "Check-in" for the display name.
Click the **Browse** button and from the **Template Manager window** navigate to find the Winlink Check-in form. (It is under Standard Templates > General...
Select that Winlink Check-in form (Winlink Checkin.txt) <DoubleClick> and see that the **File name** field is filled in with the file for the Winlink Check-in form. Record the file location of this file for future use. (Mine is C:\RMSExpress\Standard Templates\GENERAL Forms\Winlink CheckIn.txt)
Click on **Save**.

Back at the Winlink Express main window, select Message > New Message.
Now you should see your **Check-In** button (next to Select Template) on the menu bar.



Click on **Check-in** and you should have the Winlink Check-in form in your browser. Fill in the data called for. Be sure to enter GPS coordinates. Enter your usual band, mode and method for getting your Winlink messages into an RMS, like last Thursday.
Location: State abbreviation.

Before clicking on Submit, click the button at the bottom of the window **Save Check-in Data**. Take note (it's a .txt file) of where you store this file so that you can find and load it

next time. This allows you to quickly fill in the Check-in form for the common data you don't need to type in every time. To use this data next time, after clicking on your Check-In button, and the Winlink Check-in form comes up, click on **Load Check-in Data** button (near the top of the form), and select that data (.txt) file you saved from above. Update necessary fields, like time/date. If your location has not changed the GPS coordinates will be good.

It would probably be good practice to do a save on the form before going on here to fill in some information in the Comments field for this exercise.

In the Comments field for this July 15, 2021 Winlink Thursday we would like to see a bit of info from you. We have more than 1,900 subscribers to the ETO Training Groups.io. Please tell us how long you have been joining us for Winlink Thursday, and how and when you first heard about the exercises.

Email questions to: WinLink.Technical.Team@EmComm-Training.groups.io
or see our web page: <http://emcomm-training.org/>