



Using the SEMA Resource Request Data Input Form

Why a New Form???

- ▶ SEMA is requiring a Resource Request Form that is compatible with WebEOC.
- ▶ If the internet is not available, Amateur Radio will be the mode of communication to SEMA for Resource Requests.
- ▶ A standard form is needed that will be usable in both voice and digital radio communications and be easily transferred to WebEOC.
- ▶ For digital transmission, small file size is paramount so PDF and HTML files are out.

SEMA Resource Request Form

To save the form data for digital transmission, Flmsg must be used and Submit Form button MUST be clicked.

Message No.	Originating Station	Place of Origin	Time Filed	Destination

Resource Request Data Input Form

Request - Limit 50 Char. {Mission Name}	Date	Time Reported	Originating Agency Id Number
1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>	4. <input type="text"/>

Requesting Official Name and Contact Info {Requestor Contact Info}	Request - Detailed Description REF Box 1 (20 Words MAX)
5. <input type="text"/>	6. <input type="text"/>

Resource Details

Request Priority (Precedence)
Life Safety/Immediate (A) Priority (B) Routine (C) Long-Term (D) Extended (E)

7. (4 hrs) (12 hr) (24 hrs) (96 hrs) (over 96 hrs)

A B C D E

Resource Name (what are you requesting)
Please select your Resource: 8.

Deliver To Location, and POC if different from Box 5. Requesting Official Contact Info:

9.

Status: Should be New Request unless you are VERY sure of what you are selecting.
Please select Status: 10.

Amateur Radio Use Only

Acknowledging	WebEOC	WebEOC	WebEOC
11. Callsign:	12. Tracking#	13. Date Filed:	14. Time Filed:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MO DPS RReq v1.1.0 5/11/2015

Using the Form

- ▶ The form is an HTML file that can be opened in any browser. (IE, Chrome, Firefox, etc.)
- ▶ The form can be printed after the information is filled in the appropriate fields. To save the form data for digital transmission, Flmsg must be used and Submit button MUST be clicked.
- ▶ The form, along with Flmsg will be available on the MO ARES website for downloading by amateur operators. (See Installation Addendum)
- ▶ SEMA will distribute the form to all State EOCs and organizations that will be sending requests to SEMA for resources.

Using the Form

- ▶ When a resource is to be requested from SEMA, the originating Served Agency will fill out the form and provide it to the originating communicator, usually as a paper form.
- ▶ The originating communicator will only fill out the header when the message is sent via voice or digital radio. The communicator is not responsible for filling information in Boxes 1 – 10. If boxes 1 – 10 are not complete, the form should be returned for clarification before sending to SEMA.
- ▶ Assure requested resource from dropdown list Box 8 is selected.
- ▶ For digital radio, the communicator will need to use Flmsg and fill out the form using provided information from the paper version, then save the digital form using Submit Form button.

Transmitting the Form – Voice

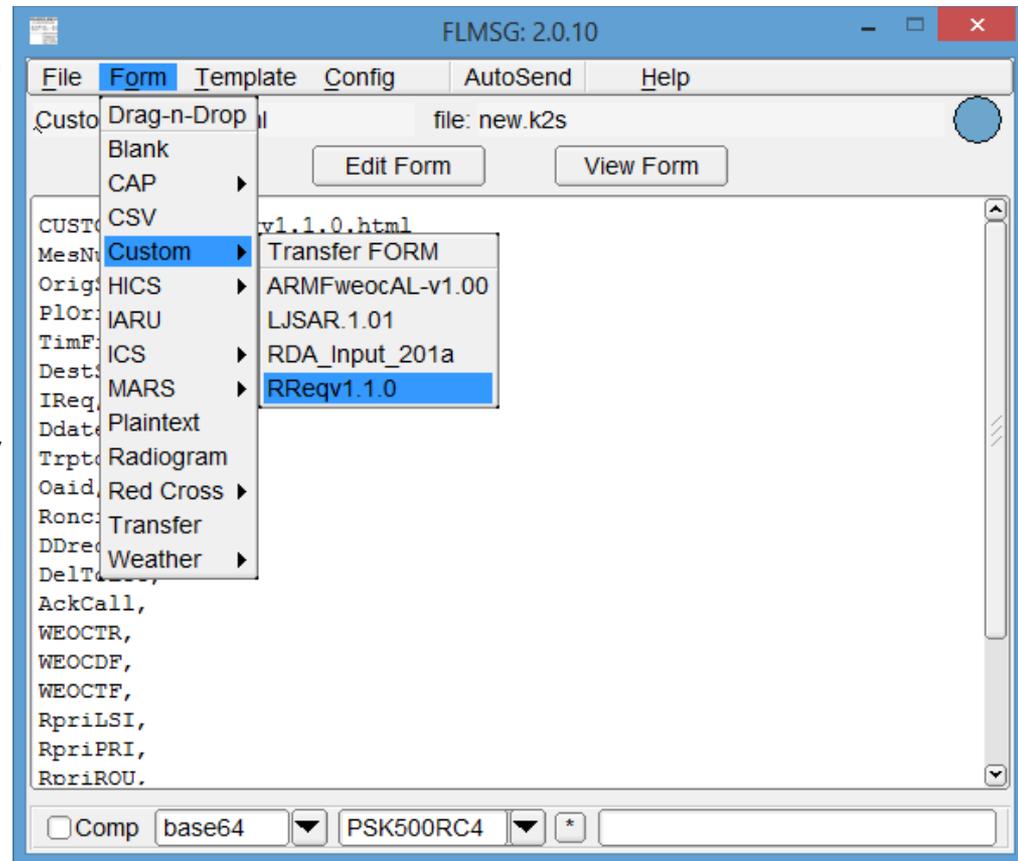
- ▶ After establishing communication with a SEMA voice receiving station, the form information will be passed.
 - Send the header information and break for form.
 - Send Boxes 1 through 5. Spoken format would be “Box 1 – Generator”, “Box 2 – July 2, 2014”, “Box 3 – 20:00 Hours”, “Box 4 – W0ABC”, “Box 5 – NNNNNN”, break for further.
 - Send the balance of the boxes. Break after the larger information boxes. (i.e. 5,6,& 9). Priority Box 7 is sent simply as “Box 7 – Alpha” or whatever priority box is checked.

Receiving the Form – Voice

- ▶ The receiving station should open a blank form or have a printed blank form.
 - ▶ Fill in the appropriate box as sent by the transmitting station.
 - ▶ Acknowledge receipt after each break
 - ▶ When transmission is complete, save or print the form.
 - ▶ Give/send the form to a SEMA official.
- 

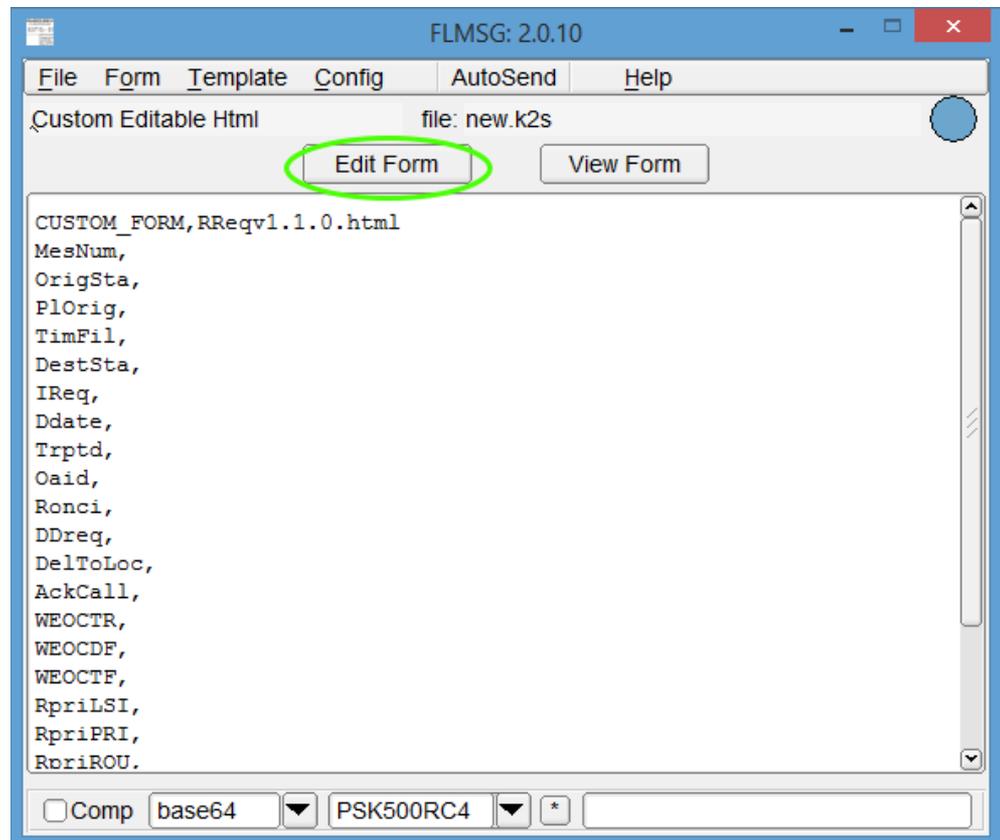
Digital Transmission

- ▶ Digital transmission by both Winlink and Fldigi utilize an electronic version of the form managed by Flmsg.
- ▶ Must have v2.0 or newer of Flmsg
- ▶ From Flmsg, select Form, Custom, RReqvx.y where x.y is the latest version of the form



Digital Transmission

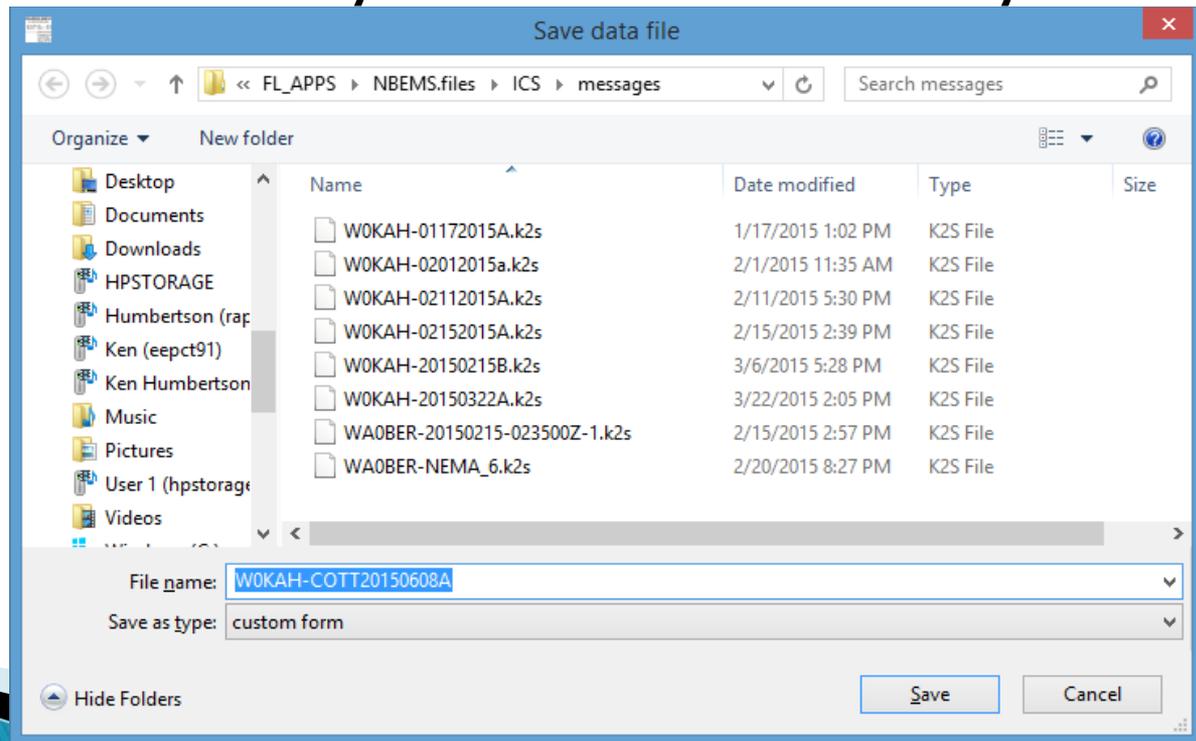
- ▶ Next select Edit Form, your default browser will open to display the form, fill it out adding your info in the header and the remainder as provided by the served agency.
- ▶ Click Submit, that saves the form data for transmission by radio.



Digital Transmission – Fldigi

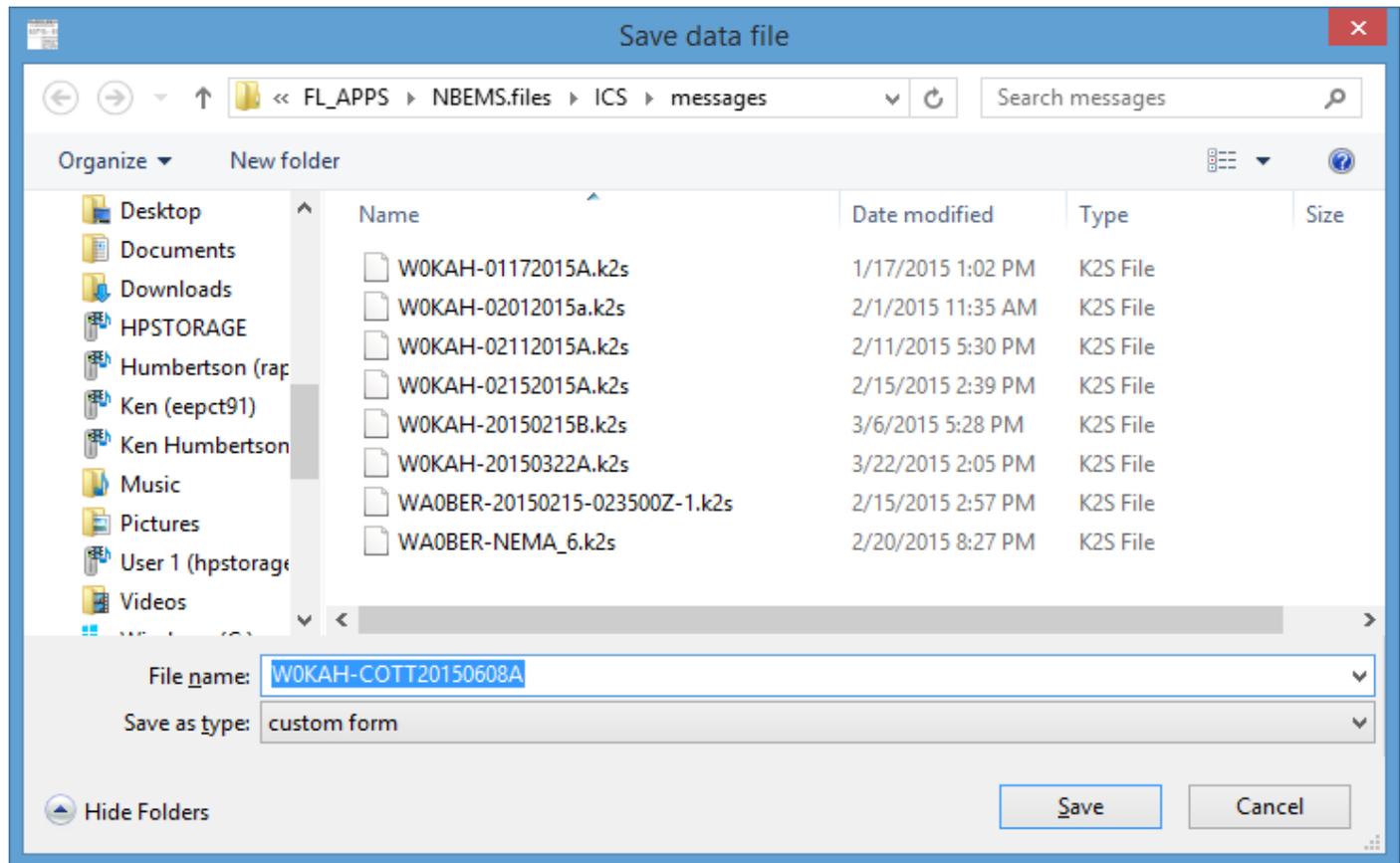
- ▶ Sending by radio using Fldigi (must already be running), click AutoSend and Flmsg will ask if you'd like to save the form, then send the data. Save it if you haven't already!

Be sure to agree on frequency, mode and time with the receiving station before sending!



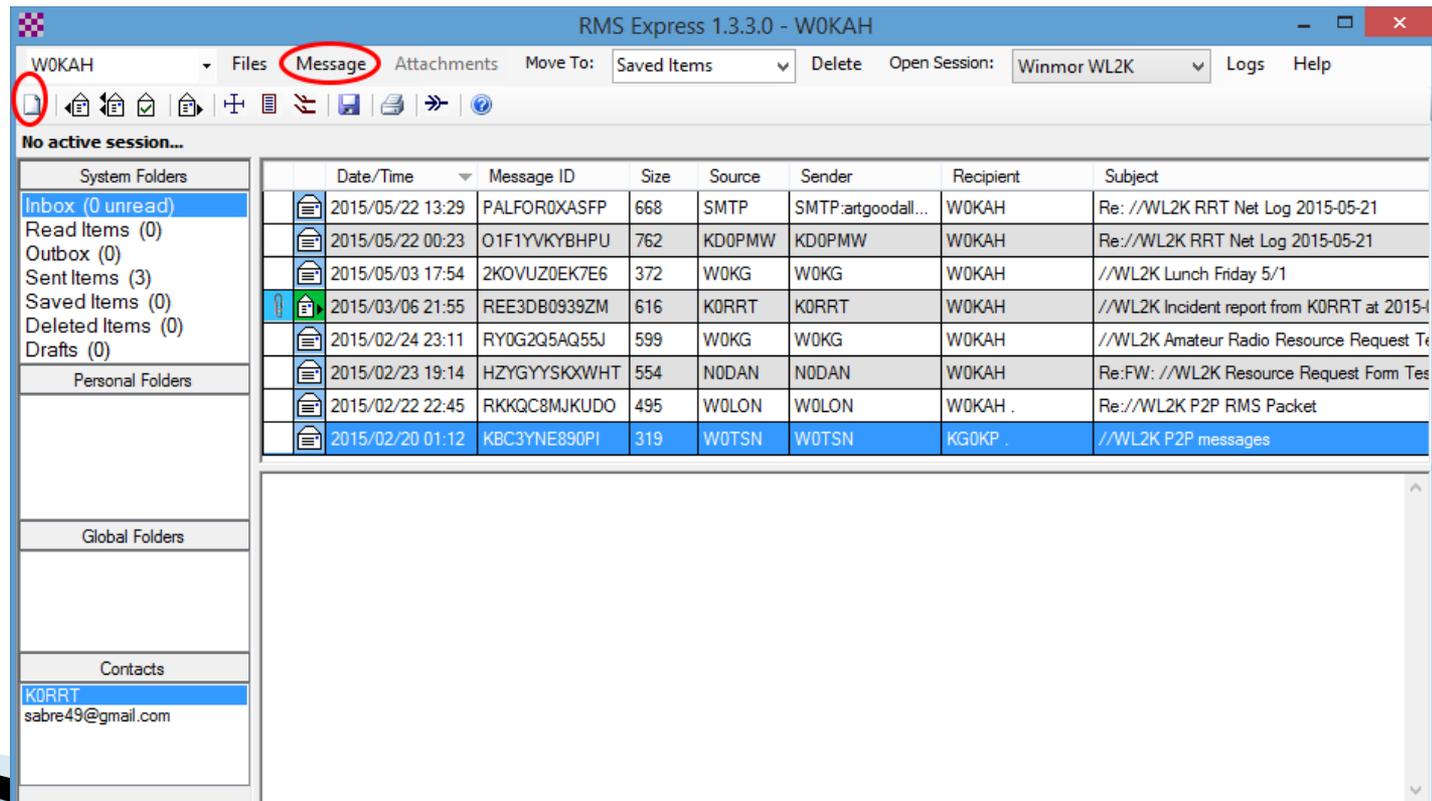
Digital Transmission – Winlink

- ▶ Save the file



Digital Transmission – Winlink

- ▶ Attach Fmsg file to Winlink E-mail and send.
 - RMS Express – Click Message, New Message... or click the New Message Icon



Winlink Transmission

- ▶ Fill out the message header (To: and Subject:) and attach the Flmsg file from the location where you save it. Suggest using the originating agency ID in the subject.
- ▶ Click Post to Outbox
- ▶ Send as you would any other Winlink email.

Enter a new message

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

From: WOKAH Winlink Message Peerto-Peer Message Request read receipt

To: WA0BER;

Cc:

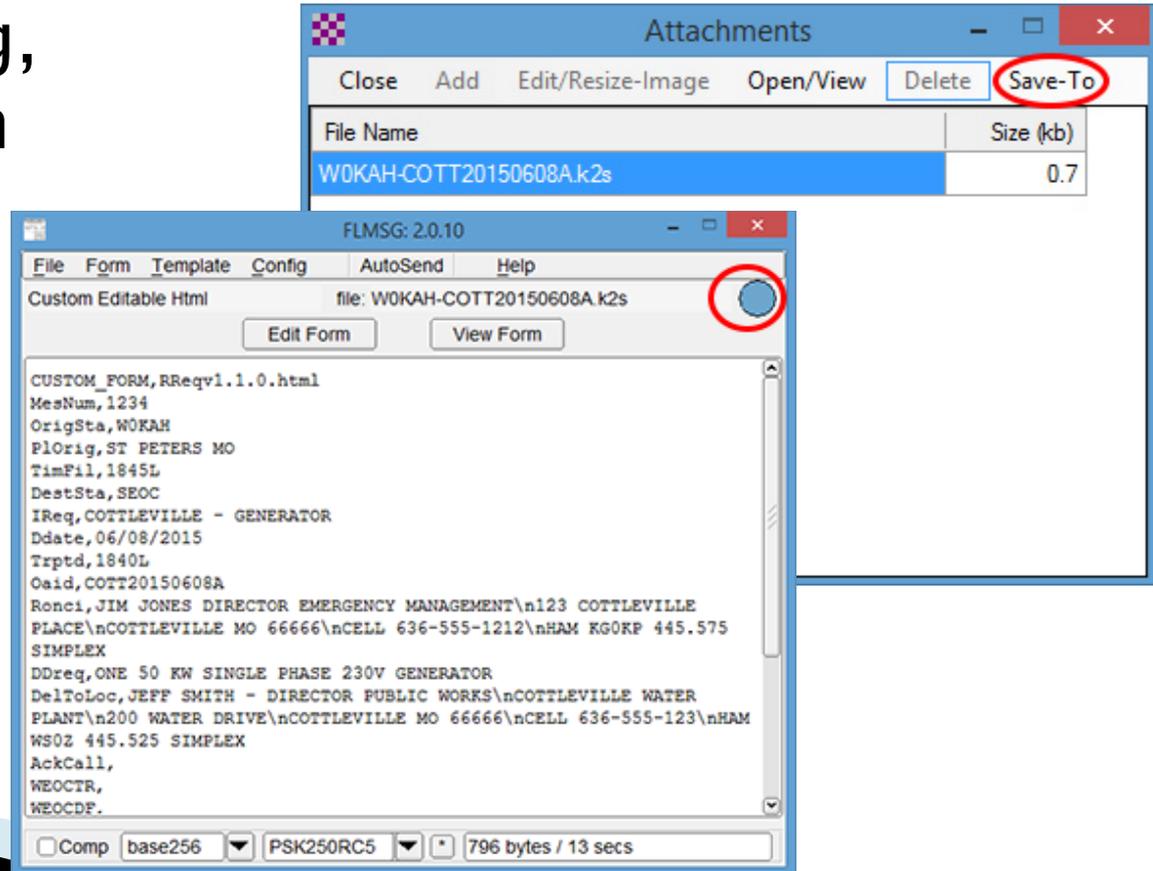
Subject: RESOURCE REQUEST COTT20150608A

Attach: WOKAH-COTT20150608A.k2s;

Please pass to appropriate individual for WebEOC input.
** drill message **

Winlink receiving

- ▶ If receiving by Winlink, you will need to save the .k2s file attachment; then drag & drop the saved file on the blue dot in the upper right corner of Flmsg, then View Form & print for delivery.



Installation Addendum

- ▶ Instructions for obtaining & installing:
 - Fldigi (multi-mode digital transmit/receive)
 - Flmsg (message generator)
 - RMS Express (Winlink client)
 - ITSHF (propagation software)
 - RReqvx.y.html (custom form)
- ▶ These instructions are a guide to get you started; they do not cover every step for every radio, computer, and operating system combination.

Fldigi/Flmsg Installation

- ▶ The latest version of Fldigi & Flmsg can be downloaded directly from

<http://sourceforge.net/projects/fldigi/files/flmsg/>

Click the link to download the latest fldigi Windows setup. Do NOT click on other download offers; click browser back arrow once download completes.

Look for the flmsg-2.x.xx_setup.exe line in the list and click to download the Windows setup. Ignore download offers.

fldigi

Ham Radio Digital Modem Application

Brought to you by: [dave-w1hkj](#), [sb42](#)

[Summary](#) | [Files](#) | [Reviews](#) | [Support](#) | [Mailing Lists](#) | [Git](#)

Looking for the latest version? [Download fldigi-3.23.05pa_setup.exe \(5.2 MB\)](#)

Home / flmsg

Name	Modified	Size	Downloads / Week
↑ Parent folder			
flmsg-help.zip	2015-10-08	6.8 MB	45
flmsg-2.0.12.tar.gz	2015-10-07	879.7 kB	22
flmsg.spec	2015-10-07	1.7 kB	5
flmsg.pdf	2015-10-07	2.6 MB	48
flmsg-2.0.12_setup.exe	2015-10-07	1.2 MB	204

Fldigi/Fmsg Installation

- ▶ Clicking on the tab for the downloaded files should start the setup program; accept all defaults.

If your browser doesn't show the tabs at the bottom for the files, double-click on them in your Downloads folder.

The screenshot shows the SourceForge website interface. At the top, there is a navigation bar with the SourceForge logo, a search box, and links for Browse, Enterprise, Blog, Jobs, Deals, and Help. Below this is a secondary navigation bar with links for SOLUTION CENTERS, Go Parallel, Resources, and Newsletters. A featured download section highlights IBM Bluemix. The main content area shows a download progress bar for 'fldigi' with a countdown timer and a mirror provided by 'iweb'. Below this is a promotional banner for a Tektronix RSA306 Spectrum Analyzer. To the right, there is a section for 'Kaspersky Software Updater - Free Download' with a form to request the software. At the bottom, a Windows taskbar shows two downloaded files: 'fmsg-2.0.12_setup.exe' and 'fldigi-3.23.05pa_setup.exe', both of which are circled in green.

sourceforge

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fldigi

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Please complete the form below.
* denotes required information.

* Work Email

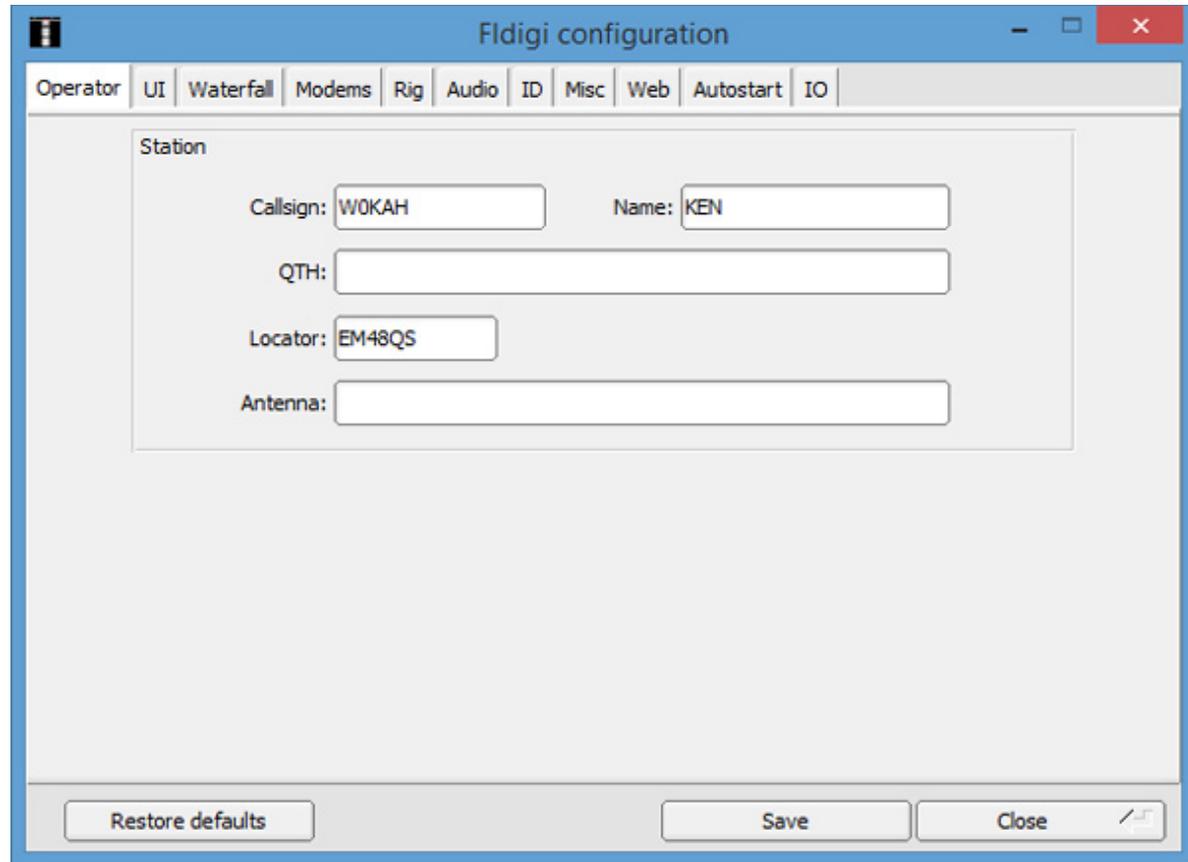
Submit

fmsg-2.0.12_setup.exe fldigi-3.23.05pa_setup.exe

Show all downloads...

Fldigi Configuration

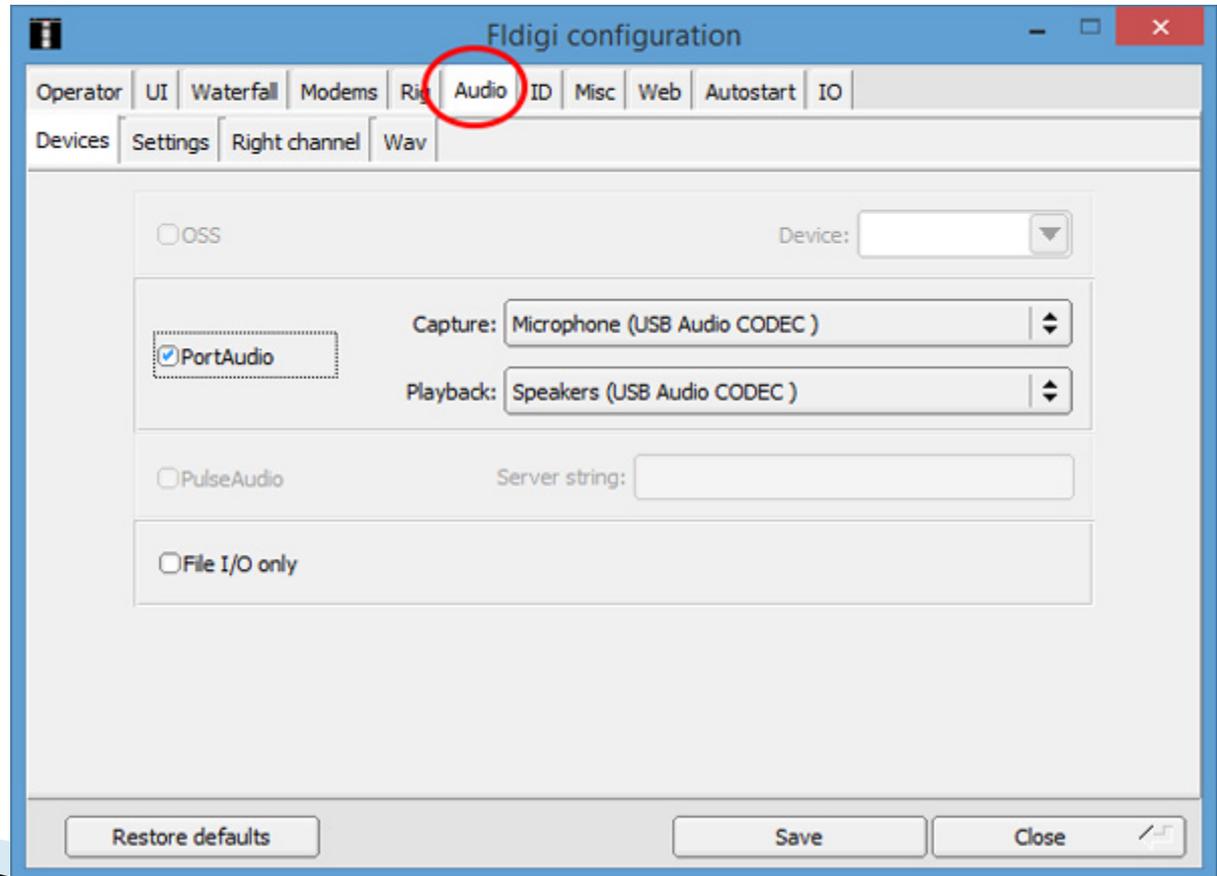
- ▶ You should now have Fldigi & Flmsg icons on your desktop.
- ▶ Double-click Fldigi icon to start. The first time you run them you'll get a setup dialog; enter your callsign, name and Locator.



Fldigi Configuration

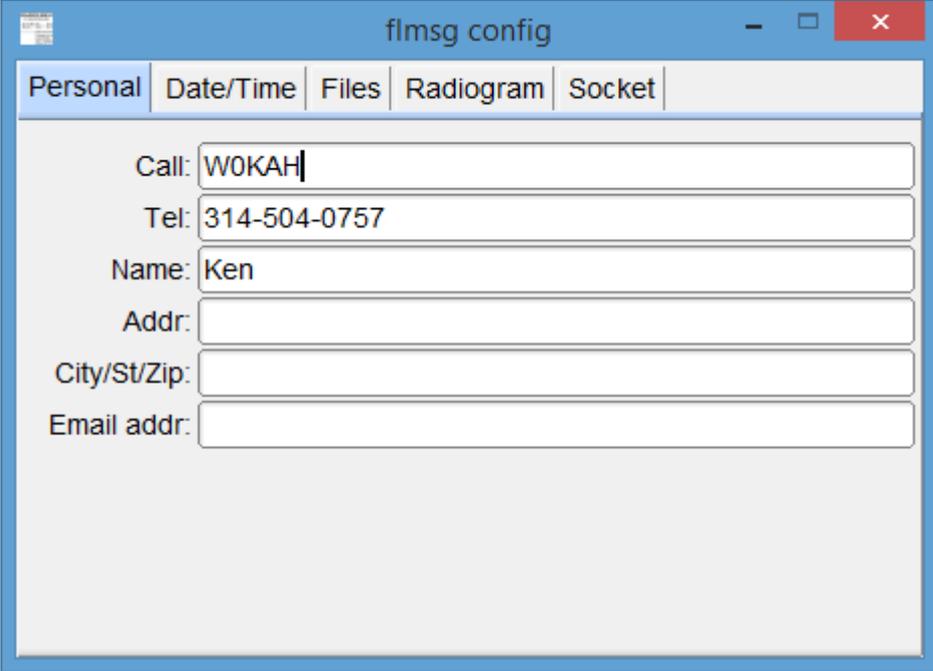
- ▶ Next configure the soundcard; Signalink USB recommended.

Click the Audio tab make sure Port Audio is selected. Then USB Audio Codec Mic for Capture and Speakers for Playback, then save.



Fmsg Configuration

- ▶ The first time you run Fmsg, you'll need to enter operator callsign, name, etc.



The screenshot shows a window titled "fmsg config" with a blue title bar and standard Windows window controls. The window has a tabbed interface with the following tabs: "Personal", "Date/Time", "Files", "Radiogram", and "Socket". The "Personal" tab is selected. Below the tabs are several input fields:

- Call: W0KAH
- Tel: 314-504-0757
- Name: Ken
- Addr: (empty)
- City/St/Zip: (empty)
- Email addr: (empty)

- ▶ Click the red X to close when finished.

Flmsg Configuration

- ▶ Next, download the SEMA form from:
ares-mo.org/forms/sema-resource-form/
- ▶ Alternate site www.w0kah.net/flmsg
you want this version or newer:
 - RReqv1.1.0.html
 - Save the form in:
 - Windows 7 & 8.1:
 - C:/users/<account>/NBEMS.files/CUSTOM/

Fldigi Operation

- ▶ Using Fldigi:
 - You don't need to use computer control, everything can be done manually
 - Ignore the frequency display and rig info displays; look at your radio and make adjustments there.
 - Digital comms are always USB, even on 80 & 40 meters.
 - When tuning Winmor frequencies, use the Dial Freq as the display frequency on your radio. The station frequency will be 1.5 KHz higher.
 - Speaker output from the computer should be near max, control audio drive to your radio using the Signalink TX knob, adjust for NO ALC action.
 - Delay should be full Counter Clockwise, none.

Winlink Installation

- ▶ From the Winlink family, the RMS Express client was chosen as the easiest to install and use. A propagation prediction program needs to be installed at the same time. Both are available from:
 - <ftp://autoupdate.winlink.org/User%20Programs/>
 - Download [itshfbc_120722.zip](#) or newer
 - Download [RMS_Express_install_1-3-3-0.zip](#) or newer
 - Unzip the setup programs by clicking on the downloaded zip files at the bottom of your browser, then start the setup programs from the window showing the contents of the zip files.
 - Accept all defaults.

Winlink Setup

- ▶ Double-click the RMS Express Icon on your desktop, it should start up and display the setup screen; if not click Files, PMS Express Setup

At a minimum, enter callsign, name, grid square, propagation program path, and service codes PUBLIC EMCOMM, then click update.

The screenshot shows the 'RMS Express Properties' dialog box with the following fields and options:

- Call Signs:** My Callsign: W0KAH; Optional auxiliary callsigns: Aux Call 1: (empty), Aux Call 2: (empty); Add callsign suffix if required (optional): (empty).
- Grid Square:** My Grid Square: EM48QS; Lat/Lon to Grid Square: (empty).
- Password:** My Password (optional): (empty); Do secure login: .
- Winmor registration key (optional):** (empty).
- Message Options:** Display list of pending incoming messages prior to download: ; Warn about connections to stations holding messages: ; Disable Peer-To-Peer Message Transfer: .
- Propagation:** Path to propagation forecast program: C:\vshfbc\.
- Service Codes:** PUBLIC EMCOMM; (Use PUBLIC for ham call signs. Separate multiple service codes by spaces.) If you change service codes, you must update the list of channels.
- Recalculate HF path quality if SFI changes more than:** 10.
- Log Settings:** Keep logs for 2 weeks; Keep deleted messages for 30 days.
- Diagnostic:** Allow diagnostic information to be sent to the Winlink Development Team.
- Contact Information (Optional):** Name: Ken Humbertson; Street address 1: 3 Whispering Ridge CT; Street address 2: (empty); City: Saint Peters; State/Province: MO; Country: USA; Postal code: 63376; Web Site URL (optional): (empty); Phone number: (empty); Non-Winlink e-mail: w0kah@ar1.net.
- Additional information (optional):** (empty text area).

Buttons at the bottom: Update, Cancel, Remove call sign.

Winlink/Winmor Operation

- ▶ For sending digital messages by HF, you'll be using Winmor, so with RMS Express running and configured, Open a Winmor WL2K session

The screenshot shows the RMS Express 1.3.3.0 - W0KAH interface. The 'Open Session:' menu is open, and 'Winmor WL2K' is selected. The interface includes a menu bar, a toolbar, a folder pane on the left, a message list in the center, and a message details pane at the bottom.

Open Session: Winmor WL2K

- Telnet WL2K
- Packet WL2K
- Pactor WL2K
- Robust Packet WL2K
- Winmor WL2K
-
- Packet P2P
- Pactor P2P
- Robust Packet P2P
- Winmor P2P
- Telnet P2P
-
- Pactor Radio-only
- Winmor Radio-only
- Telnet Radio-only
-
- Telnet Post Office

	Date/Time	Message ID	Size	Source	Sender	Recipient
	2015/06/10 19:55	FLOW1JEEGQQ2	722	KORRT	KORRT	W0KAH
	2015/05/22 13:29	PALFOR0XASFP	668	SMTP	SMTP:artgoodall...	W0KAH
	2015/05/22 00:23	O1F1YVKYBHPU	762	KD0PMW	KD0PMW	W0KAH
	2015/05/03 17:54	2KOVUZ0EK7E6	372	W0KG	W0KG	W0KAH
	2015/03/06 21:55	REE3DB0939ZM	616	KORRT	KORRT	W0KAH
	2015/02/24 23:11	RY0G2Q5AQ55J	599	W0KG	W0KG	W0KAH
	2015/02/23 19:14	HZYGYYSKXWHT	554	N0DAN	N0DAN	W0KAH
	2015/02/22 22:45	RKKQC8MJKUDO	495	W0LON	W0LON	W0KAH

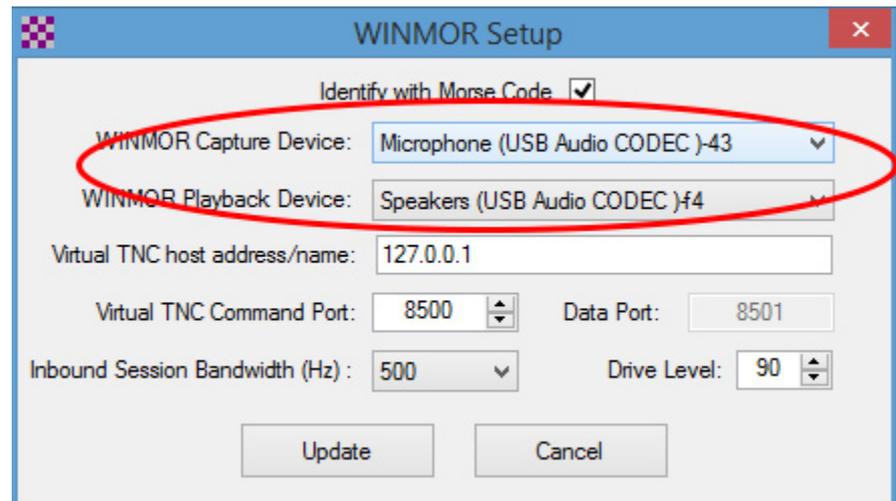
Message ID: FLOW1JEEGQQ2
Date: 2015/06/10 19:55
From: KORRT
To: W0KAH
Source: KORRT
Subject: //WL2K Resource Request COTT20150608A

**** Drill Message ****
Please pass to appropriate individual for entry into WebEOC.

Winlink/Winmor Operation

- ▶ Three windows will open;
 - A registration Reminder, click Remind Me Later
 - A soundcard waterfall; ignore for now
 - A Winmor Winlink 2000 Session; click Setup

Make sure USB Audio Codec is selected for Capture and Playback, then click Update.

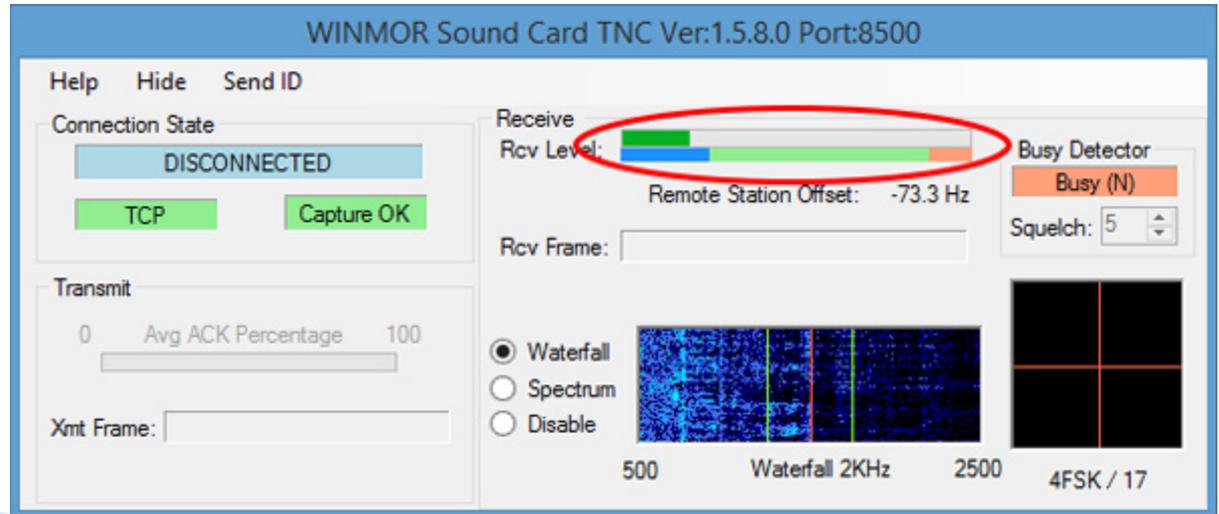


Winlink/Winmor Operation

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 - Delay should be full Counter Clockwise, none.

Winlink/Winmor Operation

- ▶ The Winmor Sound Card TNC window displays connection status and information.
 - Adjust the RX level on the Signalink USB such that the top green bar on the Rec Level is in the green area of the lower bar, Blue is too weak, red is overdriving and will cause errors and retransmissions.



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