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 <u>transmission</u>, 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.

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. <u>To save the form data for digital transmission, Flmsg must be used and Submit button MUST be clicked.</u>
- 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 <u>not</u> 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 <u>Submit Form button</u>.

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
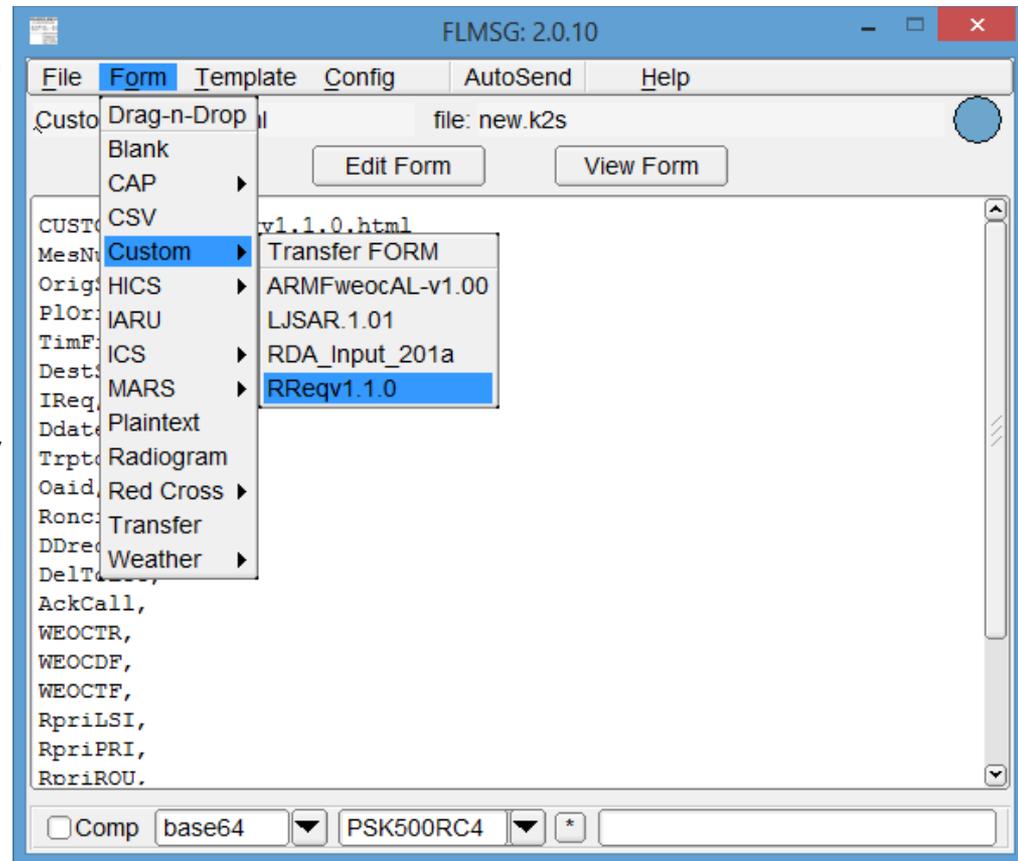
Digital Transmission

▸ 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 provid‑ ed by the served agency.

▸ Click Submit, that saves the form data for transmission by radio.
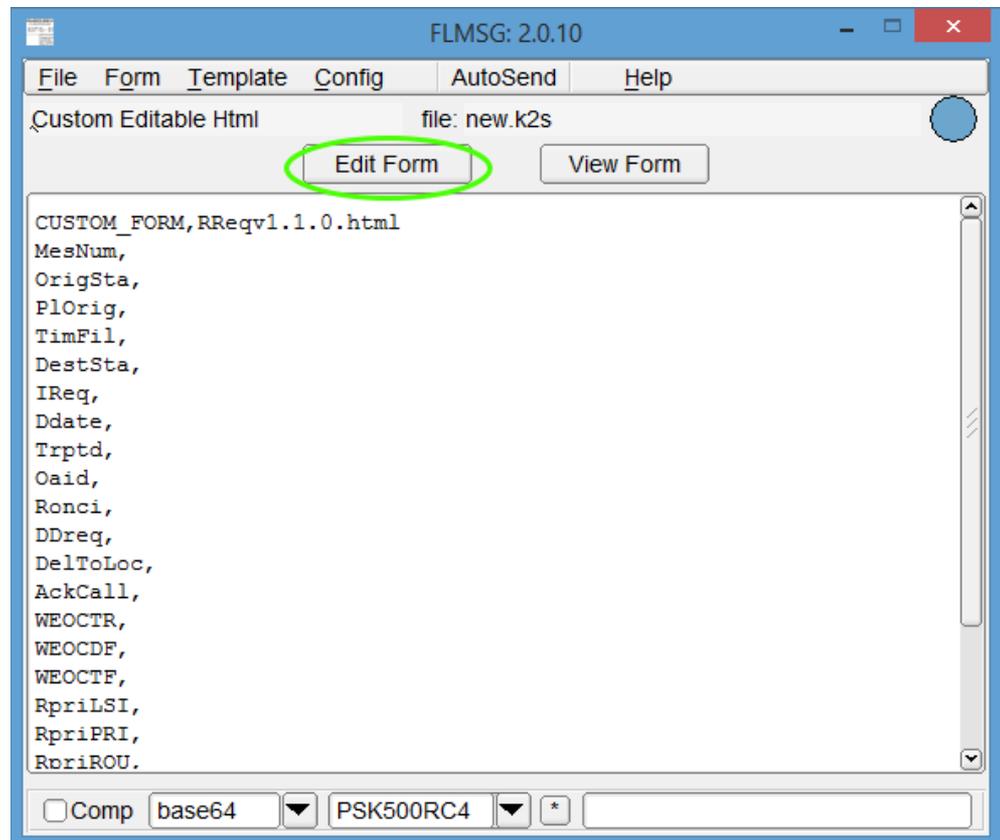
Digital Transmission – Fldigi

▸ 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

▸ Winlink
  ◦ Fill out digital form on computer using Flmsg.
  ◦ Submit Form and Save File from Flmsg.
  ◦ Choose save location
    be sure to remember
    where you save it!
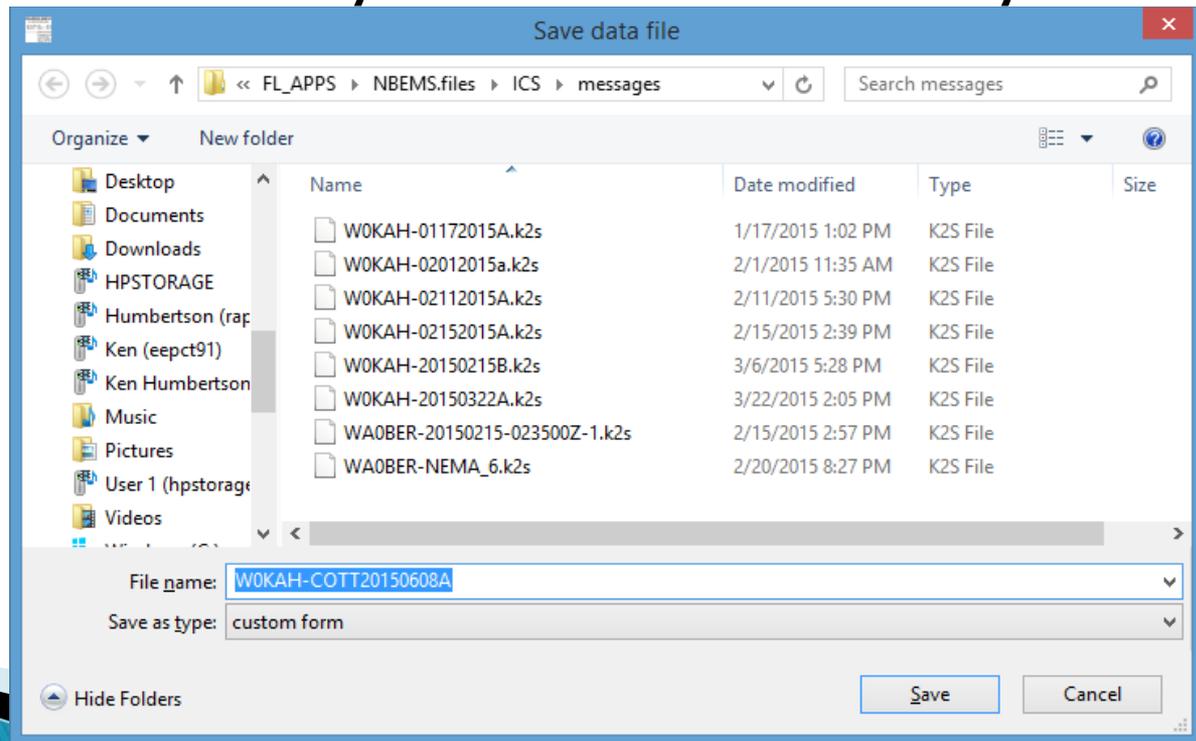
Digital Transmission – Winlink

▸ Save the file
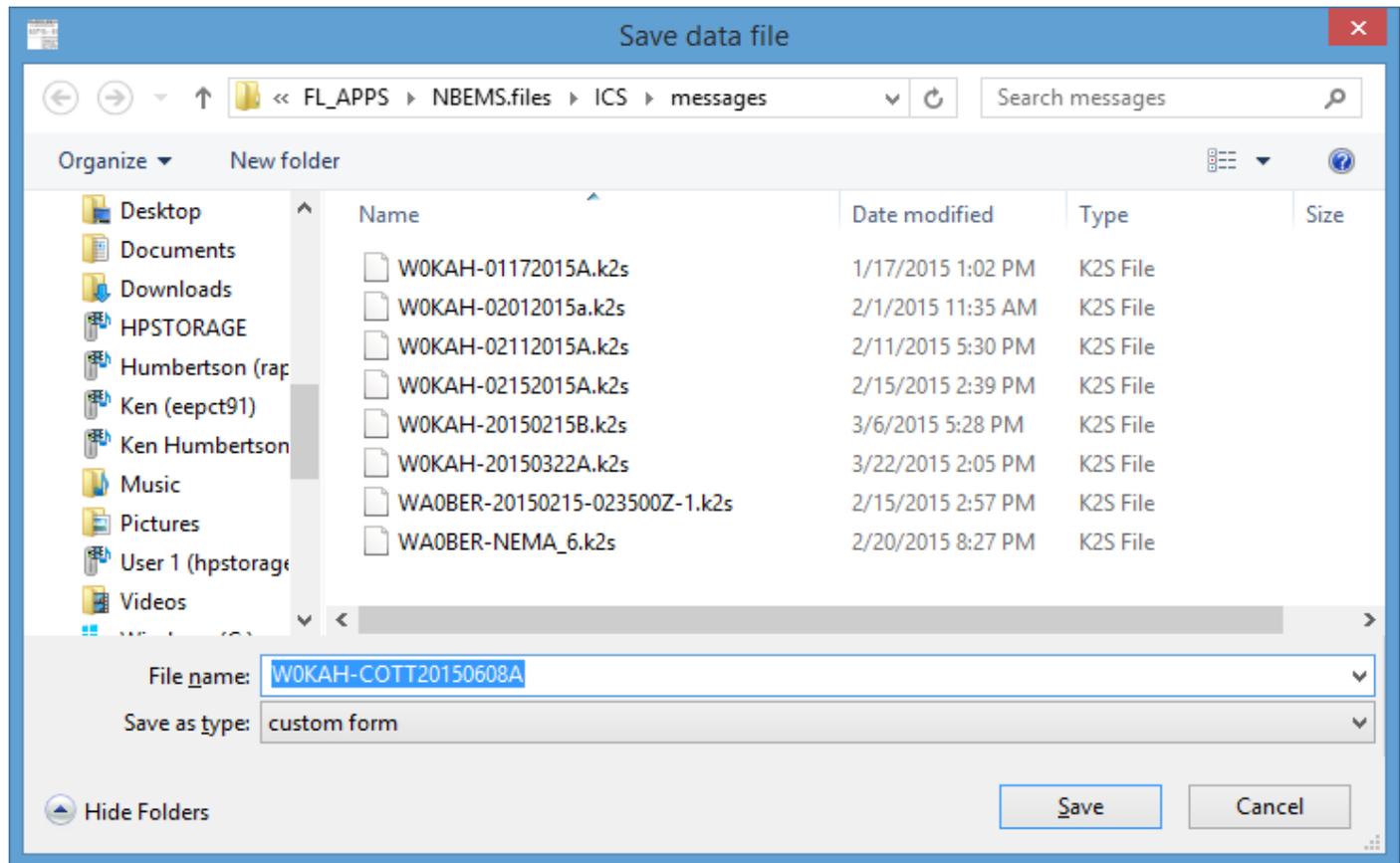
Digital Transmission – Winlink

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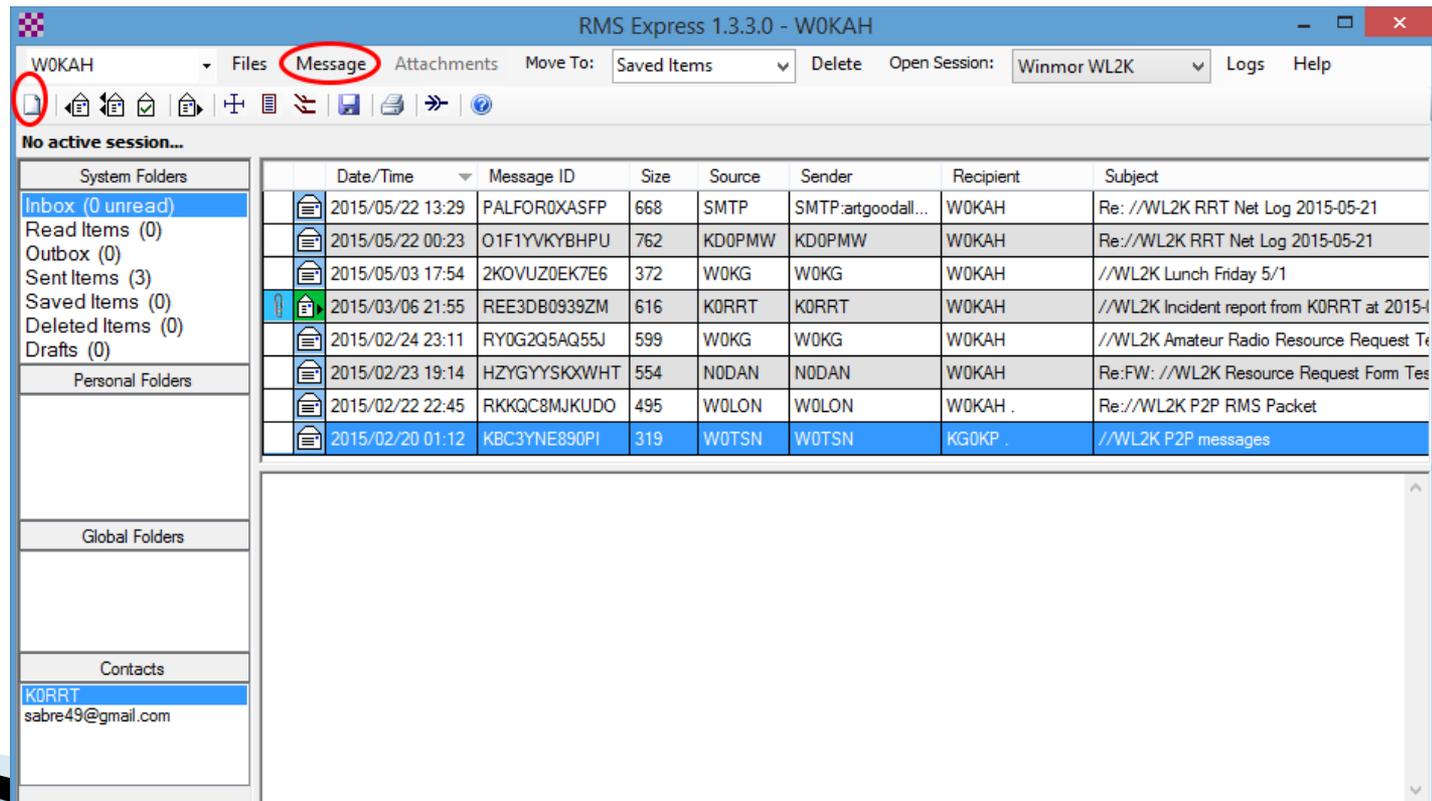
Winlink Transmission

- 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.

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.
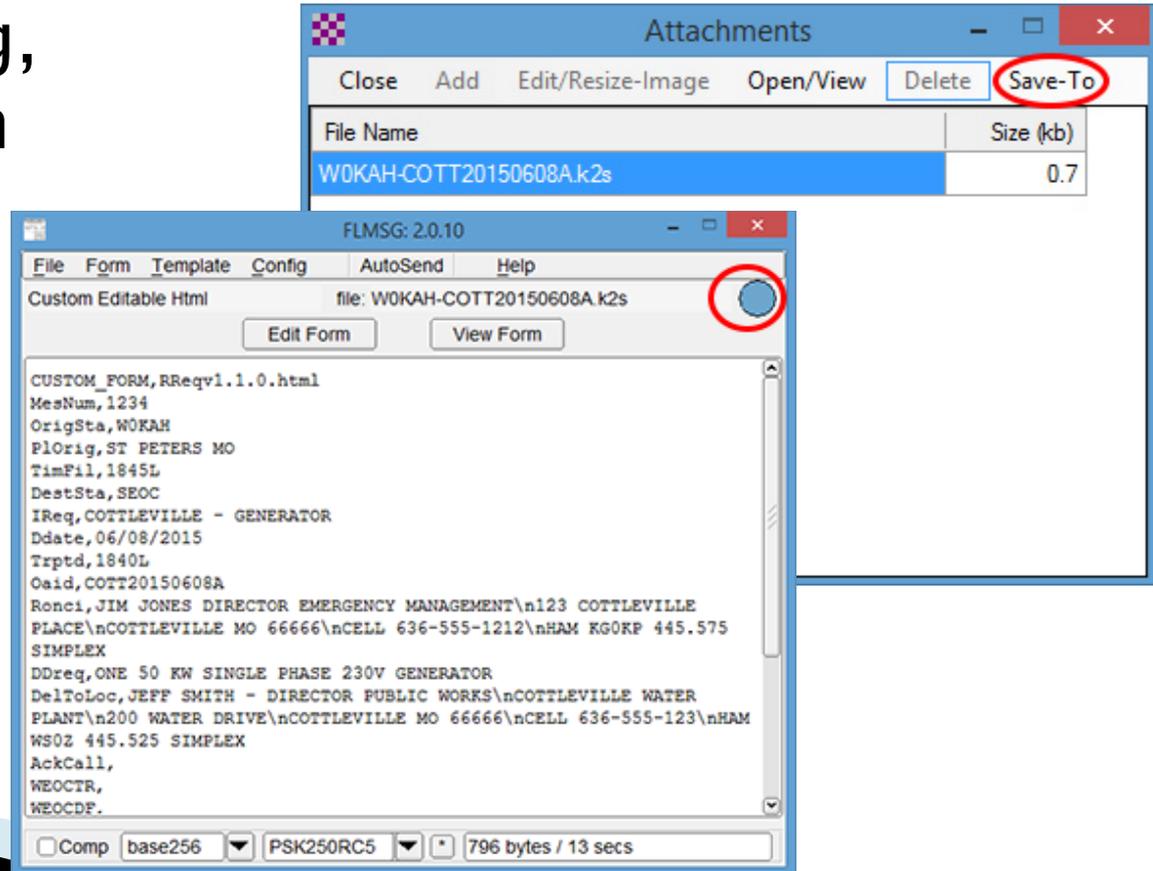
Installation Addendum

- 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/Flmsg 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.

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.
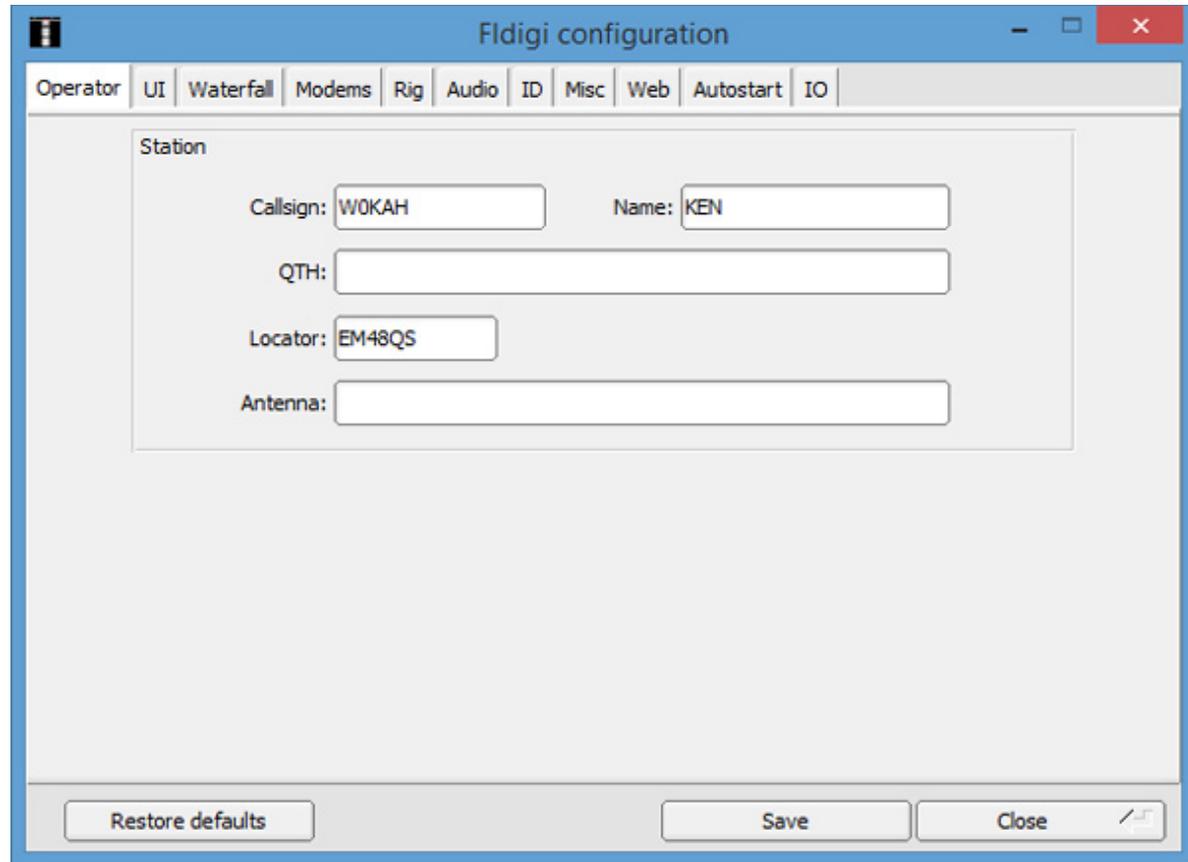
Fldigi Configuration

▸ 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.
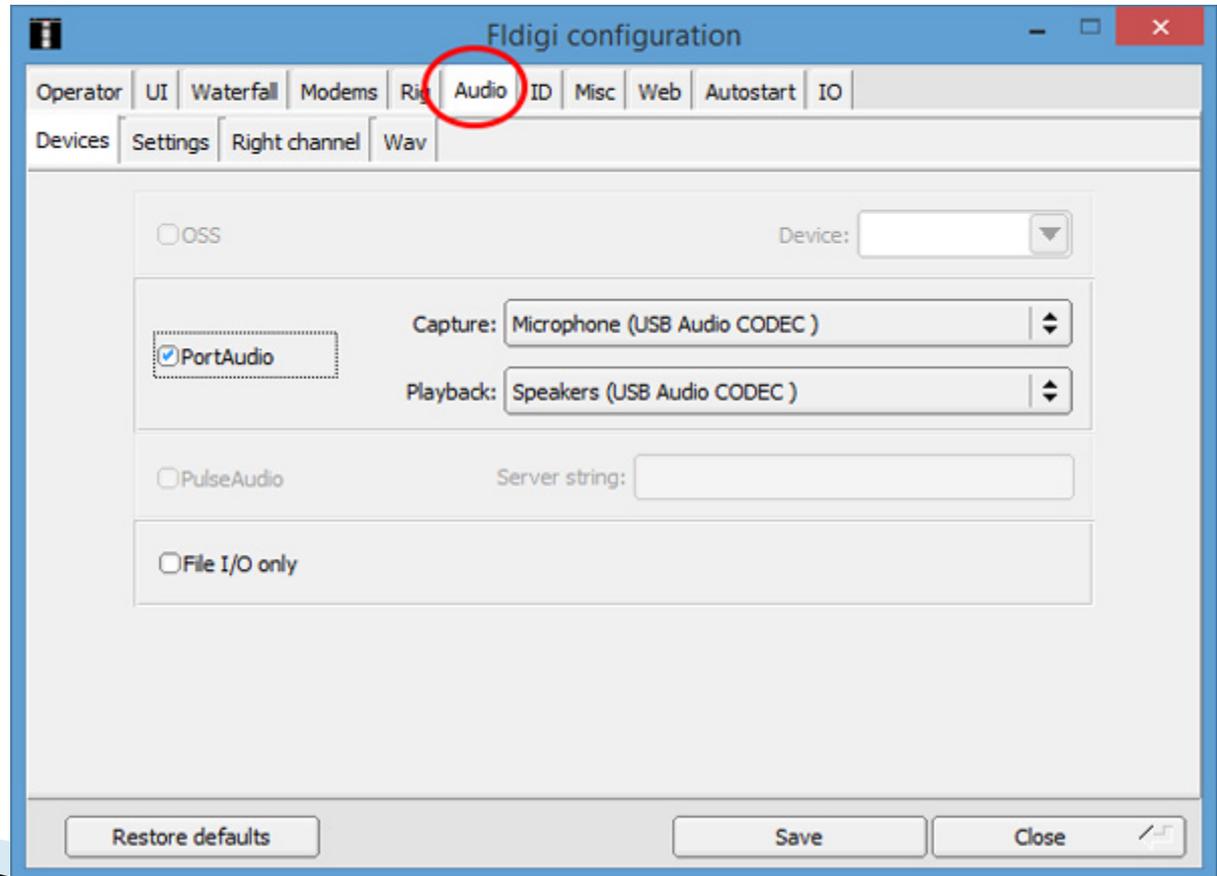
Flmsg Configuration

▸ The first time you run Flmsg, you'll need to enter operator callsign, name, etc.
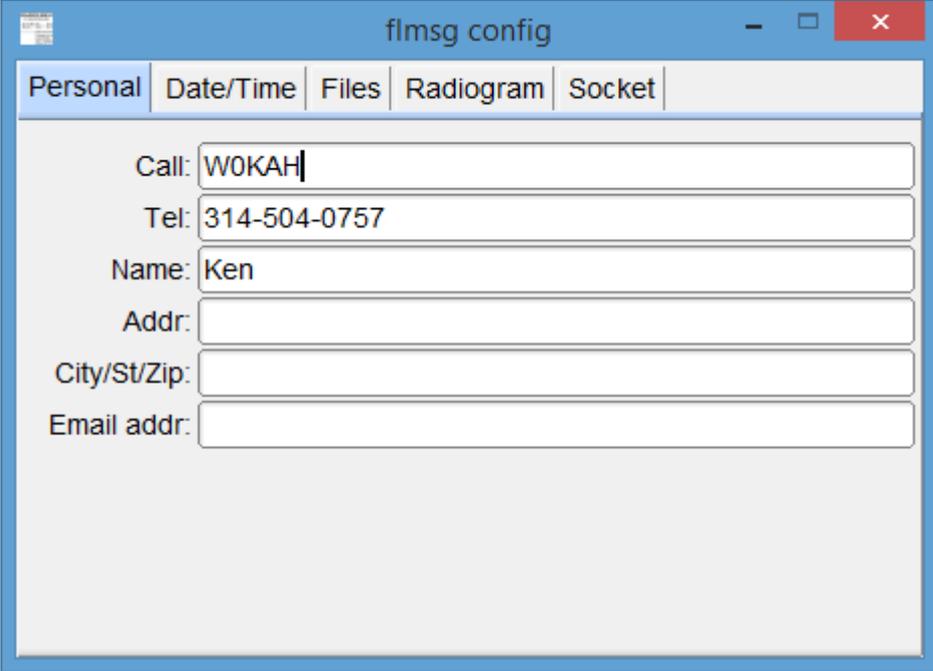
▸ Click the red X to close when finished.

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 <u>newer</u>:

◦ 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.

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

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.
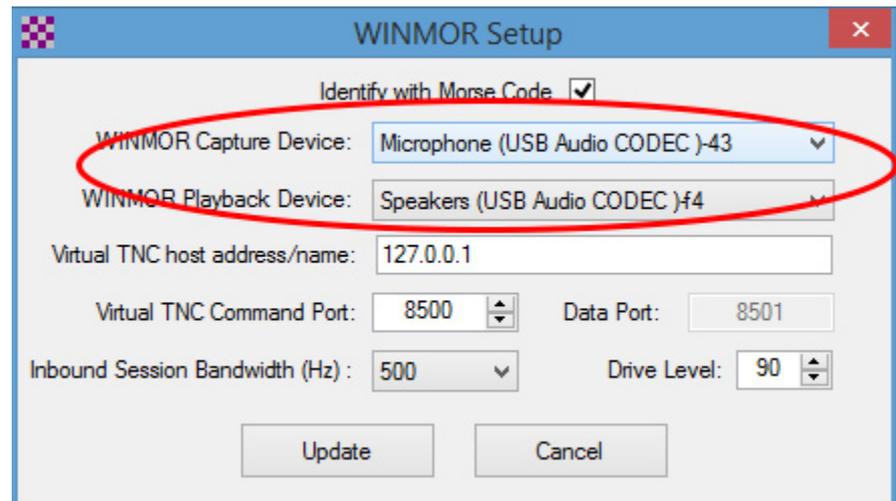
Winlink/Winmor Operation

▶ Using Winmor:
  ◦ You don't need to use computer control, everything can be done manually
  ◦ 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/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.
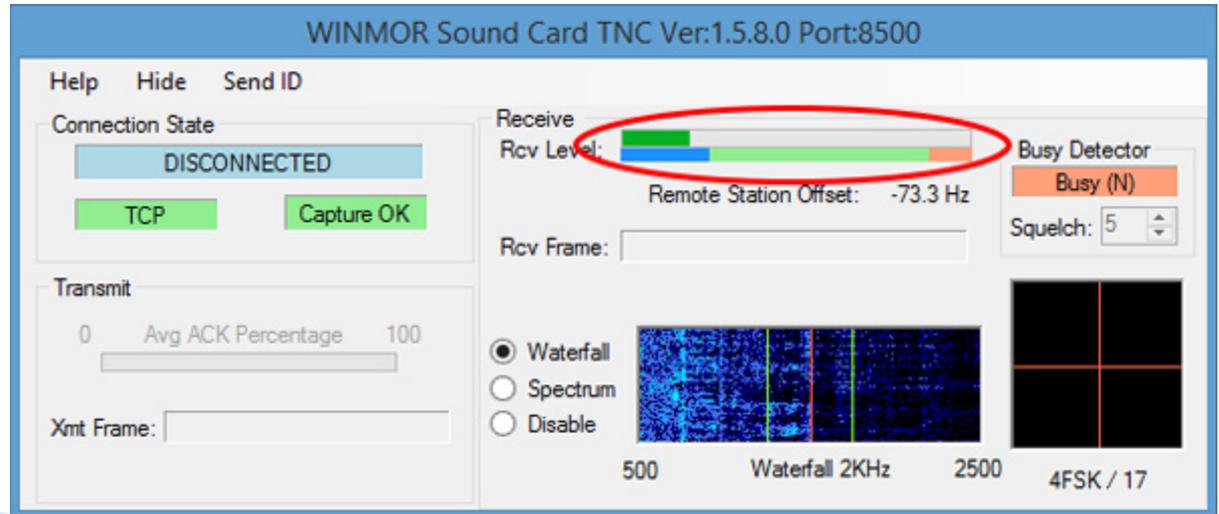
Special thanks to:
Jeff Young KB3HF
EC for Missouri
and
JD Simmons WA0BER
DEC for District F
for their contributions, help and support in preparing this document.

Ken Humbertson W0KAH
ADEC District C
Digital Modes and Networking
w0kah@arrl.net cell 314-504-0757