



# ARC NBEMS Flmsg Forms Usage with WinLink

Installation and Use of American Red Cross NBEMS Forms  
Using Flmsg with WinLink



# *ARC NBEMS Flmsg Forms with WinLink*

## On the Agenda:

- American Red Cross NBEMS Message Forms
- ARC Message Traffic Flow
- NBEMS Flmsg and ARC Custom Forms
- Installation of NBEMS ARC Forms
- Sending an ARC NBEMS Message Using WinLink
- Receiving an ARC NBEMS Message Using WinLink





# ARC NBEMS Message Forms

- The ARC community has developed a series of message forms primarily intended to create messages for transmission by radio when commercial phone and Internet service is not available
- ARC has chosen the NBEMS flmsg forms manager developed and maintained by W1HKJ & Associates
- Using flmsg in the simple mode, ARC workers can fill out forms on their computer and pass traffic via thumb drive to the radio operator
- ARC NBEMS messages may be sent by a variety of means to include Fldigi, WinLink, D-RATS, email, sneaker net ...



# ARC NBEMS Message Forms

Forms include:

- ARC ICS 204 Work Assignment
- ARC ICS 213 Form
- ARC 6409 Disaster
- ARC Client Incident Report
- ARC Requisition Form
- ARC Staff Request Form
- ARC Emergency Welfare Inquiry
- ARC Safe & Well Registration Form
- ARC Unaccompanied Minor – Separated Child Report

Request for Individual Workers						
To complete these tasks:	During these hours	How many workers?	Where do these works report?	For how many days?	First day workers needed	Who do they report to? works
	to					
	to					
	to					
	to					
	to					
	to					
	to					
	to					
	to					
	to					

Printed Name and Signature of Person Submitting Request		Date Requested	E-Mail Address used on this DRO
Requestor's Position		DRO Phone Number	Work Location
Approver Name & Signature		Approver's Position	Approver DRO Phone Number

\*Training Required?  Yes  No    If yes, date, time, & location: \_\_\_\_\_

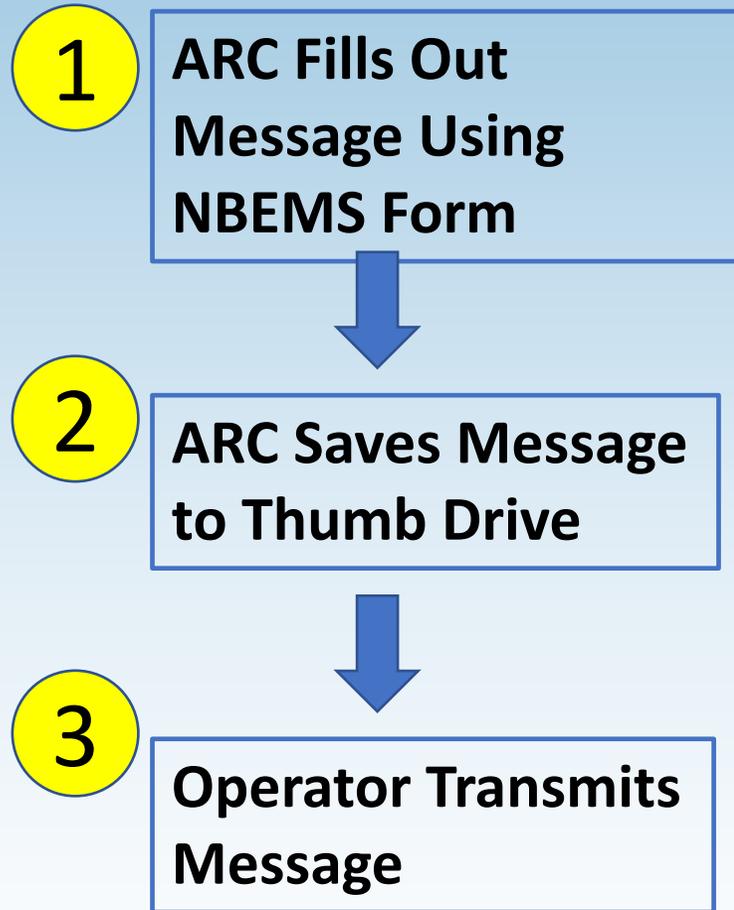
Staff Services Only:

Date & Time Received in Staff Services:	Volunteer Connection Data Entry:	
	Date & Time:	SS Worker's Name:

DCS JT DMWT Staff Request Form V.0.1  
HTML V 1.0 American Red Cross Gold Country Region 2017



# ARC Message Traffic Outbound Work Flow



	<b>American Red Cross</b>	<b>ARC 213 General Message</b> HTML Vers 1.1
DR #: 1001	Incident Name: Hurricane Zoe	Message #: 24
Precedence: Routine	Do NOT use this form for an Emergency message!	
To (Name/Position): Joe Smith / ARC District Operations Center		
From (Name/Position): Jane Doe / School House Shelter		
Subject: Generator Malfunction	Date: 11/15/2019	Time: 0540
Original Message:		
Generator has failed, not able to repair. Request replacement unit, minimum 5K watts capacity.		







# Work Flow – What is Filled Out

 <b>American Red Cross</b>	<b>ARC 213 General Message</b> HTML Vers 1.1	
DR #: <input type="text" value="1001"/>	Incident Name: <input type="text" value="Hurricane Zoe"/>	Message #: <input type="text" value="24"/>
Precedence: <input type="text" value="Priority"/>	Do NOT use this form for an Emergency message!	
To (Name/Position): <input type="text" value="Joe Smith / ARC Disaster Operations Center"/>		
From (Name/Position): <input type="text" value="Jane Doe / School House Shelter 5"/>		
Subject: <input type="text" value="Generator Malfunction"/>	Date: <input type="text" value="11/15/2019"/>	Time: <input type="text" value="0840"/>
Original Message:  <input type="text" value="Generator has failed, not able to repair.&lt;br/&gt;Request replacement unit, minimum 5K watts capacity."/>		
Approved by: <input type="text" value="Jane Doe"/>	Position/Title: <input type="text" value="Shelter 5 Manager"/>	



# Work Flow – What is Transmitted

```
<flmsg>4.0.14
:hdr_ed:21
N7GRB 20191611010053
<customform>
:mg:409 CUSTOM_FORM,ARC-213_V1.1_01.18.17.html
dr_nbr,1001
inc_name,Hurricane Zoe
msg_nbr,24
to_name,Joe Smith / ARC District Operations Center
fm_name,Jane Doe / School House Shelter
subj,Generator Malfunction
DATE,11/15/2019
TIME,0540
apvd_by,Jane Doe
apvr_pos,Shelter Manager
rply_by,
rply_dtm,
msg,Generator has failed, not able to repair.\nRequest replacement unit, minimum 5K watts capacity.
reply,
prec,Routine
```



# NBEMS Flmsg and ARC Custom Forms

- Flmsg application from W1HKJ & Associate:  
<http://www.w1hkj.com/files/flmsg/>
- ARC Custom forms and instructions:  
[http://www.w1hkj.com/files/flmsg/ARC\\_custom\\_forms/](http://www.w1hkj.com/files/flmsg/ARC_custom_forms/)
  - ARC forms
  - Directions for an ARC member to install flmsg and forms
  - Using The Red Cross Message Utility (flmsg)
- Amateur radio operators
  - Use flmsg in expert UI mode
  - Install ARC forms in templates folder NBEMS.files\CUSTOM\



# Location of NBEMS ARC Forms

File Explorer window showing the location of NBEMS ARC forms. The path is: This PC > BOOTCAMP (C:) > Users > bell2 > NBEMS.files > CUSTOM.

Name	Date modified	Type	Size
ARC_204_Work_Assignment_V1.0.html	11/15/2019 12:44 ...	HTML File	39 KB
ARC_Client_Incident_Report_V1.0.1.html	11/15/2019 12:44 ...	HTML File	41 KB
ARC_Emergency_Welfare_Inquiry_Form_...	11/15/2019 12:44 ...	HTML File	33 KB
ARC_Requisition_6409_V.2.2.1.html	11/15/2019 12:44 ...	HTML File	30 KB
ARC_Safe_and_Well_v1.1.html	11/15/2019 12:44 ...	HTML File	28 KB
ARC_Staff_Injury_Illness_Record_V1.0.html	11/15/2019 12:44 ...	HTML File	71 KB
ARC_Staff_Request_Form_V1.0.html	11/15/2019 12:44 ...	HTML File	36 KB
ARC_Unaccompanied_Minor_Form_v_1.0...	11/15/2019 12:44 ...	HTML File	63 KB
ARC-213_V1.1_01.18.17.html	11/15/2019 12:44 ...	HTML File	23 KB



# Sending an ARC NBEMS Form Using WinLink

## Steps:

1. Obtain NBEMS message text file (file ends in “.k2s”) and destination information (station call sign or email address) from ARC member
2. Create a new WinLink message
  - Use the basic WinLink message form (no template required)
  - Attach the NBEMS message text file
  - Make note in WinLink message body ARC form “XYZ” attached
  - Address the WinLink message
3. Transmit message



# Create WinLink Message

The screenshot shows a window titled "Enter a new message" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a menu bar with the following items: "Close", "Select Template", "POD SITREP", "Attachments", "Post to Outbox", "Spell Check", and "Save in Drafts". The main area of the dialog is divided into several sections:

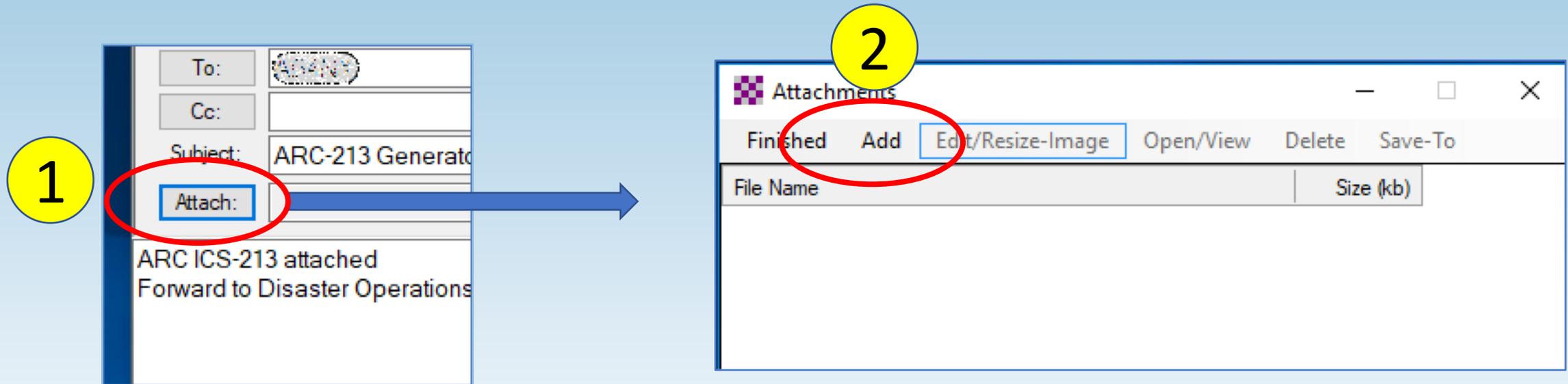
- From:** A dropdown menu showing "POD" with a downward arrow.
- Send as:** A dropdown menu showing "Winlink Message" with a downward arrow.
- Request read receipt** checkbox.
- Set Defaults** button.
- To:** A text input field.
- Cc:** A text input field.
- Subject:** A text input field.
- Attach:** A text input field.

Below these fields is a large, empty text area for the message body, with a small upward-pointing arrow at the bottom right corner.

- Keep it simple, use the basic WinLink message form
  - No WinLink template required
  - Avoids an extra attachment
  - Reduces transmission overhead



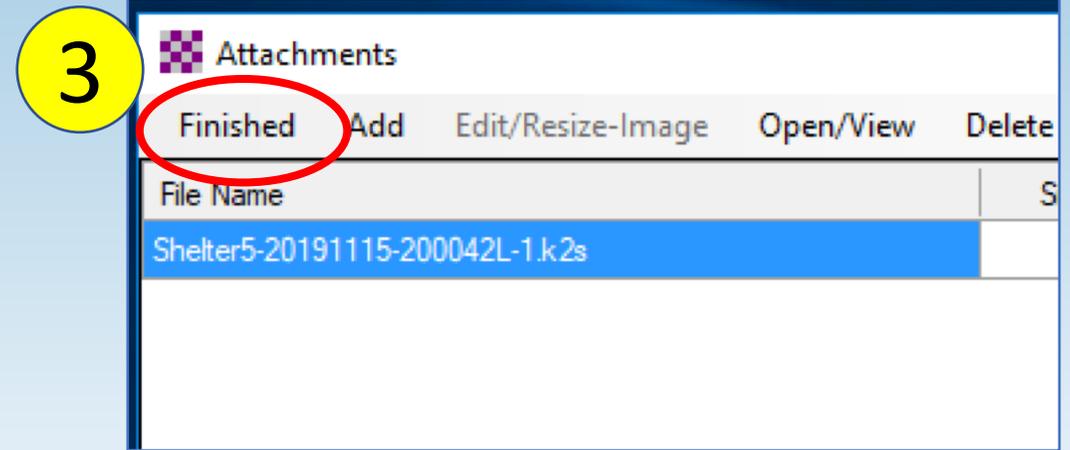
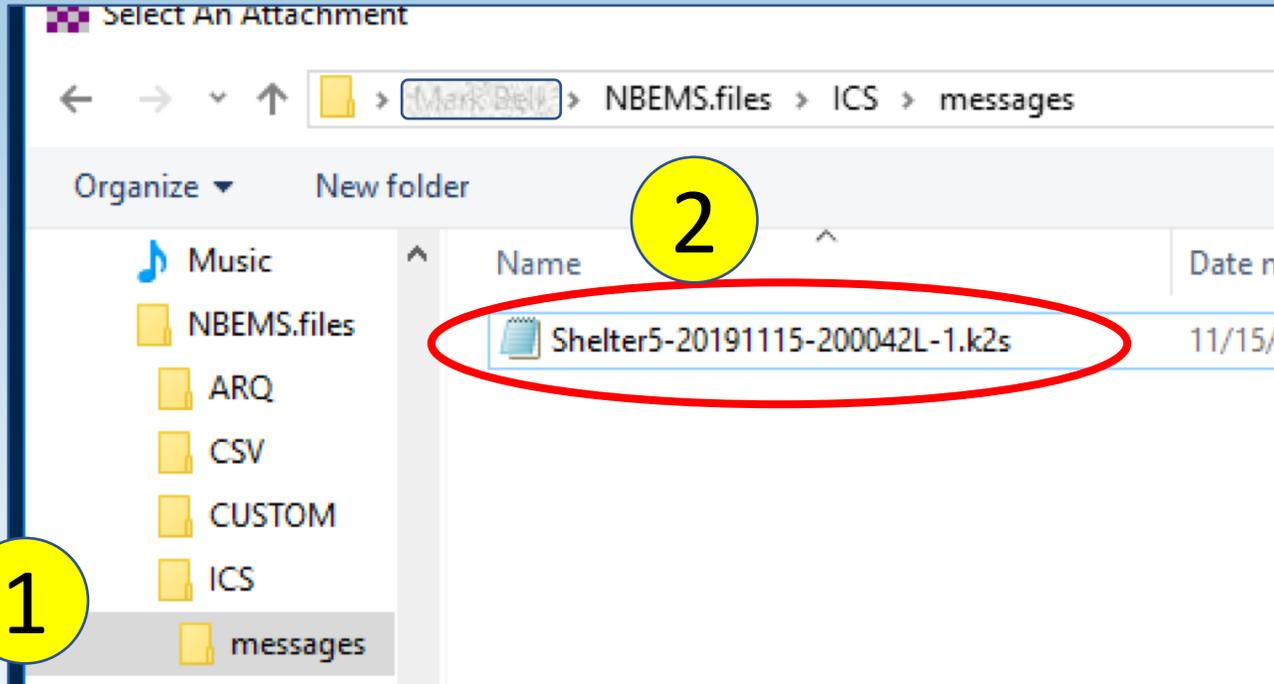
# Attach NBEMS Msg to WinLink Msg -P1



1. Select **Attach** in the WinLink message form
2. In Attachments window select **Add**
3. The **Add** opens a file explorer window



# Attach NBEMS Msg to WinLink Msg -P2



1. Navigate to the location where the ARC NBEMS message was saved
2. Select the NBEMS message to be attached
3. On Attachments window select **Finished**



# Verify Attachment and Post to Outbox

Enter a new message

Close Select Template POD SITREP Attachments **Post to Outbox** Spell Check Save in Drafts

From: WINLINK Send as: Winlink Message  Request read receipt Set Defaults

To: [Image]

Cc:

Subject: ARC-213 Generator Malfunction

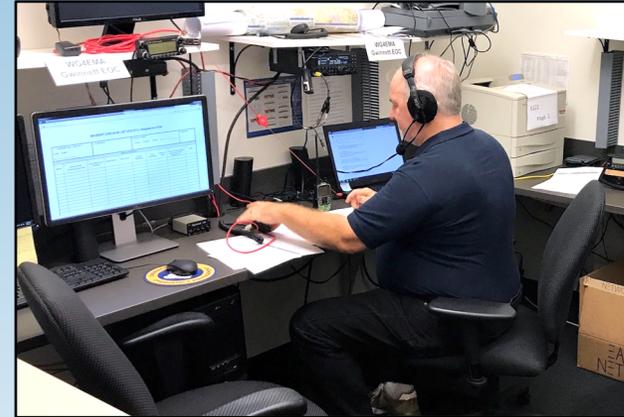
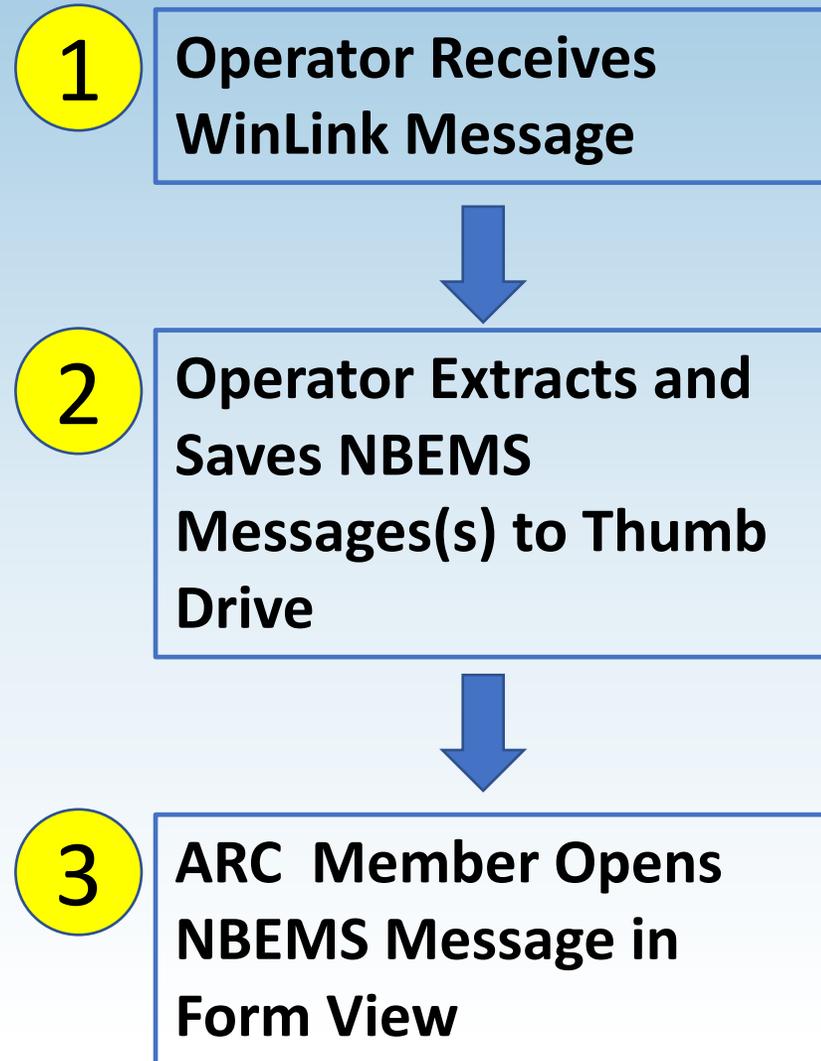
Attach: Shelter5-20191115-200042L-1.k2s;

ARC ICS-213 attached  
Forward to Disaster Operations Center|

1. Verify NBEMS message is attached
2. Make note in message body ARC form “XYZ” attached w/ any instructions
3. Select **Post to Outbox**
4. Send message via most effective WinLink session



# ARC Message Traffic Inbound Work Flow



	<b>American Red Cross</b>	<b>ARC 213 General Message</b> HTML Vers 1.1
DR #: <input type="text" value="1001"/>	Incident Name: <input type="text" value="Hurricane Zoe"/>	Message #: <input type="text" value="24"/>
Precedence: <input type="text" value="Routine"/>	Do NOT use this form for an Emergency message!	
To (Name/Position): <input type="text" value="Joe Smith / ARC District Operations Center"/>		
From (Name/Position): <input type="text" value="Jane Doe / School House Shelter"/>		
Subject: <input type="text" value="Generator Malfunction"/>	Date: <input type="text" value="11/15/2019"/>	Time: <input type="text" value="0540"/>
Original Message:		
<p>Generator has failed, not able to repair. Request replacement unit, minimum 5K watts capacity.</p>		



# Receiving ARC NBEMS Message w/ WinLink

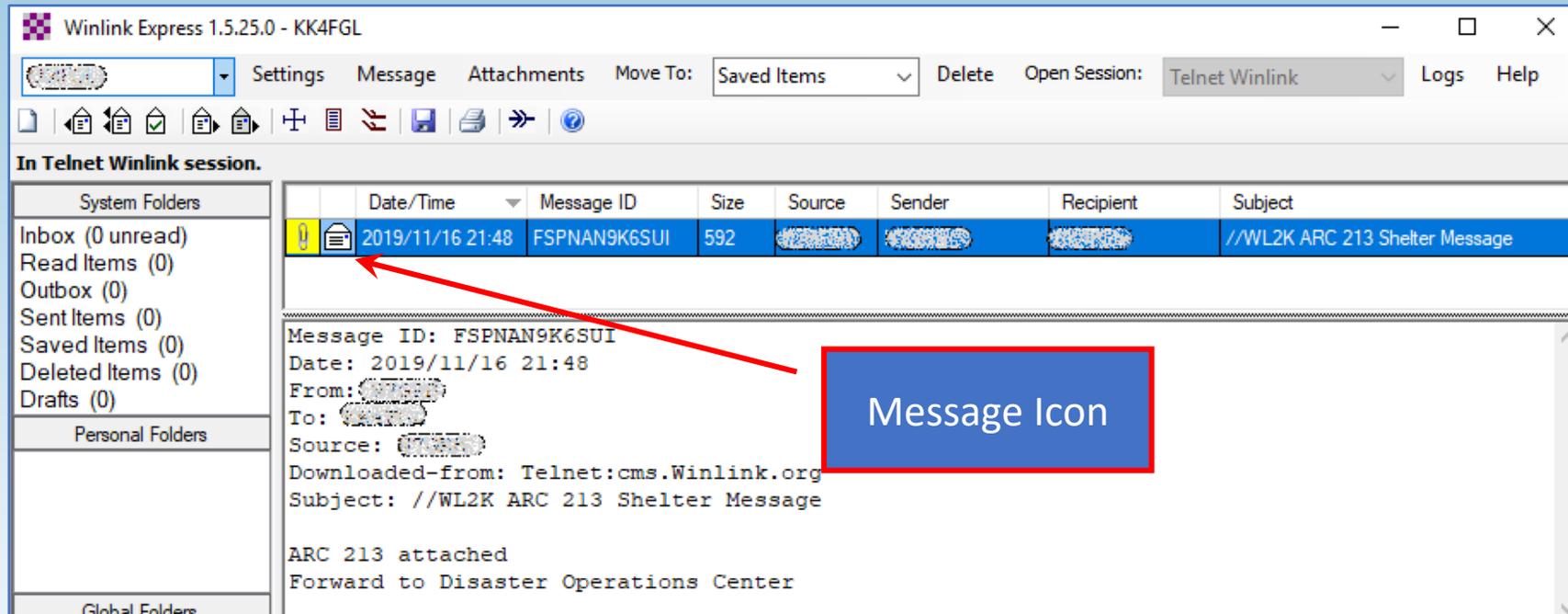
## Steps:

1. Connect to an RMS gateway and retrieve WinLink traffic
2. Extract and save ARC NBEMS attachment(s) to folder
3. Provide ARC NBEMS message(s) to ARC representative
  - Provide digital copy on thumb drive
  - Optionally: if printer available, open with flmsg and provide printed copy
4. Log message in station records (e.g., ICS 309)





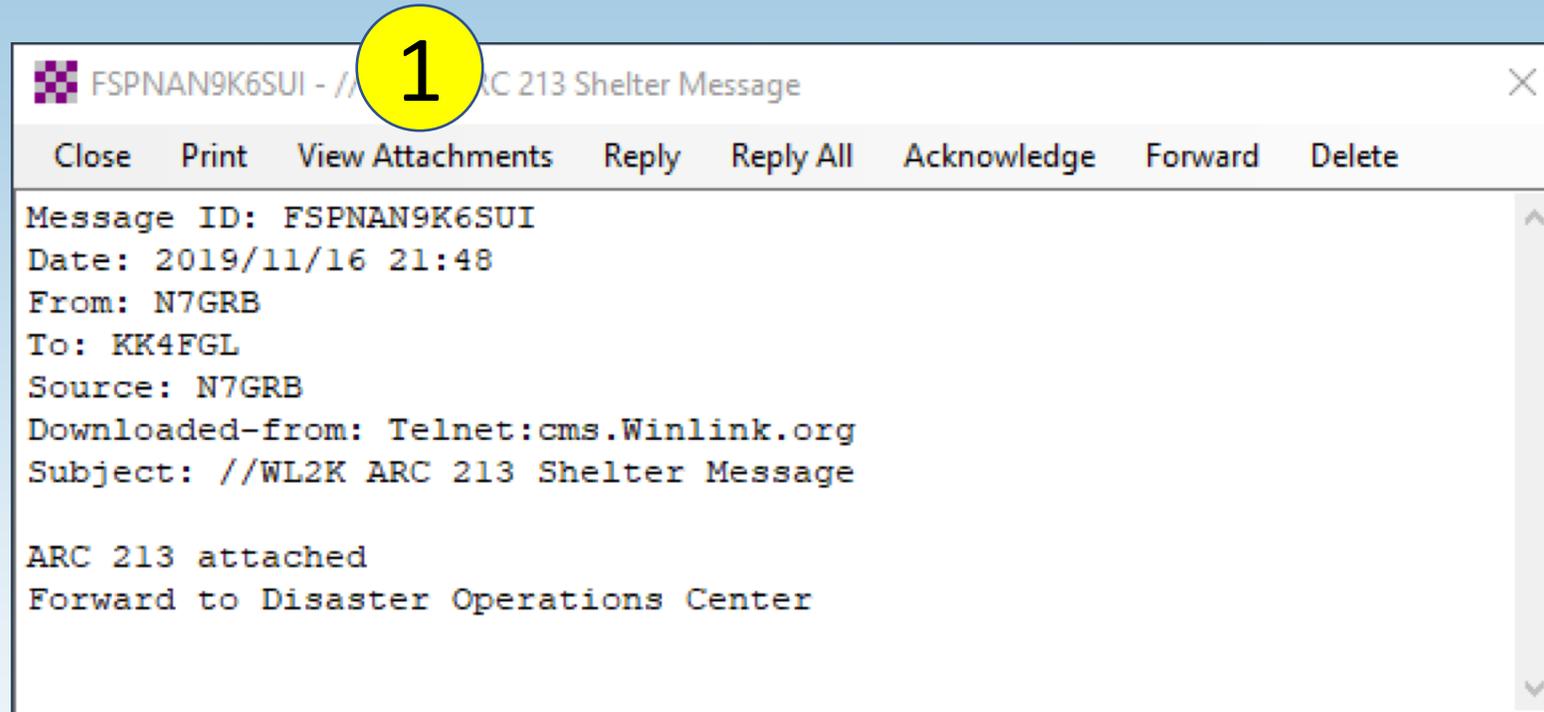
# Receiving an ARC NBEMS Message



1. Connect to an RMS gateway and retrieve WinLink traffic
2. Open WinLink message containing ARC NBEMS attachment(s)
  - Double-click on the message icon, not the attachment icon



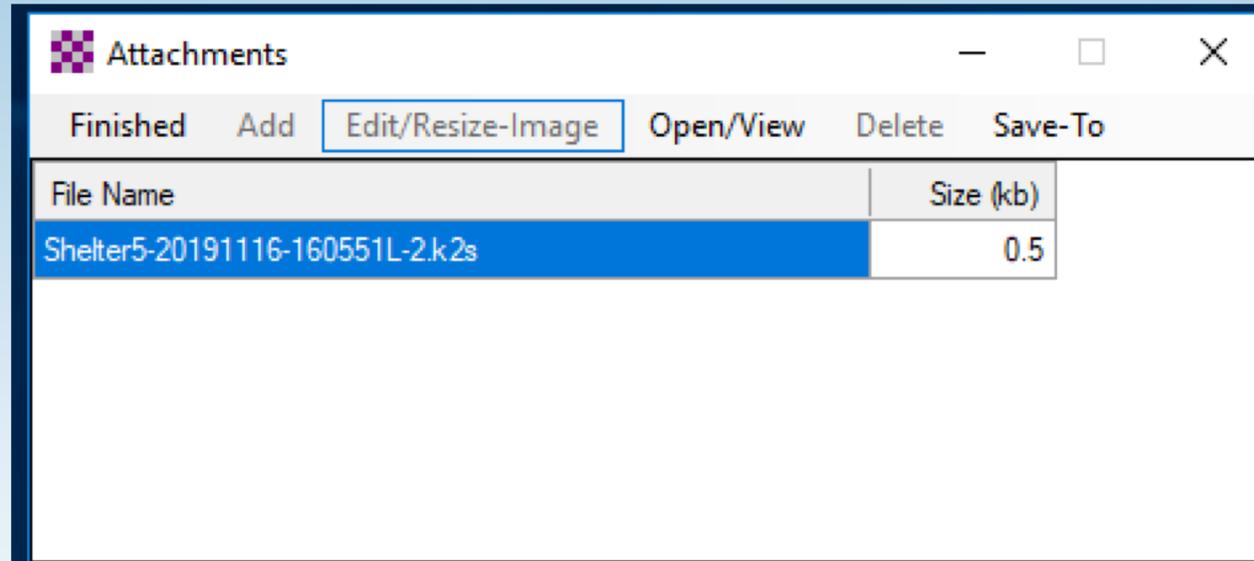
# Retrieving ARC NBEMS Message Attachment



1. Select **View Attachments** on WinLink message viewer menu
2. An attachments management window will open



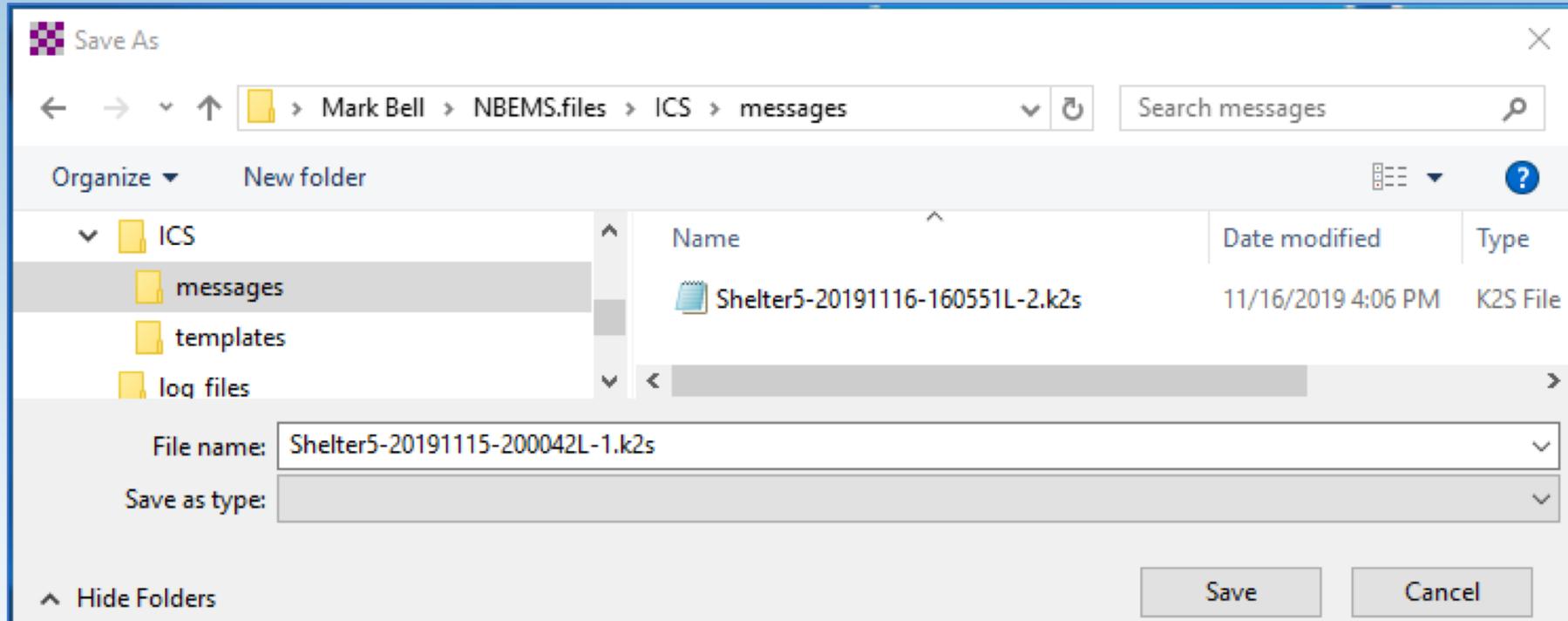
# Saving ARC NBEMS Message Attachment -P1



1. Select **Save-To**
2. Opens file explorer window



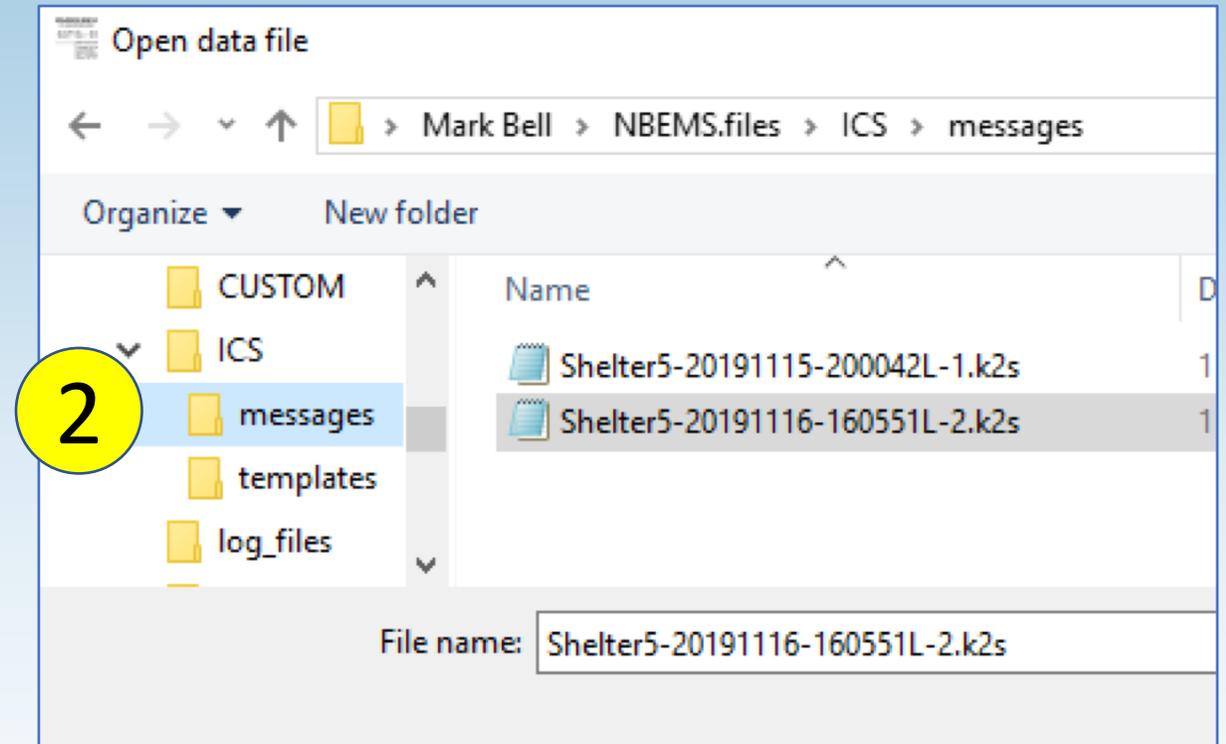
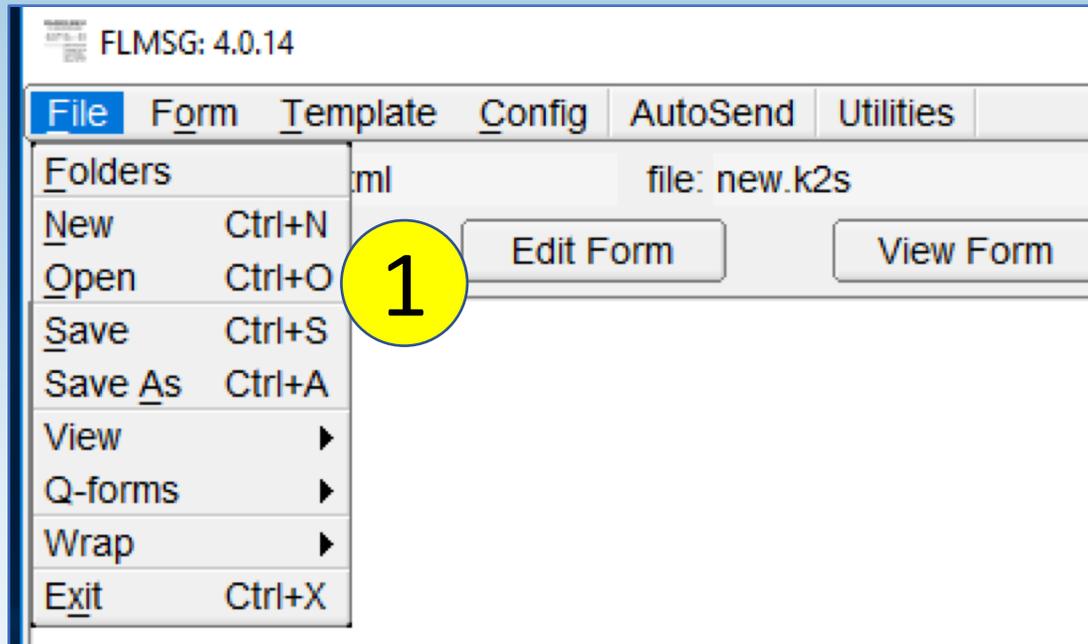
# Saving ARC NBEMS Message Attachment -P2



1. Save (preference) to NBEMS.files\ICS\messages
2. Copy to ARC thumb drive
3. Message may easily be found by flmsg for later printing



# Form View ARC NBEMS Message -P1



1. Select **Open** in flmsg File menu
2. Select saved ARC message in Open data file explorer



# Form View ARC NBEMS Message -P2

```
CUSTOM_FORM,ARC-213_V1.1_01.18.17.html
dr_nbr,1001
inc_name,Hurricane Zoe
msg_nbr,24
to_name,Joe Smith / ARC Disaster Operations Center
fm_name,Jane Doe / School House Shelter 5
subj,Generator Malfunction
DATE,11/15/2019
```

DR #: 1001 Incident Name: Hurricane Zoe Message #: 24

Precedence: Priority Do NOT use this form for an Emergency message!

To (Name/Position): Joe Smith / ARC Disaster Operations Center

From (Name/Position): Jane Doe / School House Shelter 5

Subject: Generator Malfunction Date: 11/15/2019 Time: 0840

Original Message:

Generator has failed, not able to repair.  
Request replacement unit, minimum 5K watts capacity.

Approved by: Jane Doe Position/Title: Shelter 5 Manager

1. Select **View Form**
2. Message opens in browser form format for viewing or printing



# *Questions?*

Acknowledgements to the champions of the ARC NBEMS forms:

- Jim Piper, N6MED, American Red Cross Gold Coast Region
- Greg Kruckewitt, KG6SJT, Sacramento Valley ARES Section SEC created ARC NBEMS forms
- Dave Freese, W1HKJ, modified flmsg to include the "Simple" or "Agency" user interface