RMS EXPRESS TEMPLATE INSTALLATION AND USE   5/24/2016 XE2/N6KZB

This instructional document concerns HTML template packs and Express.

Template packs are zip files that normally contain three parts: two HTML files and a text file. These zip files are placed within either the Global or individual call sign Templates folder of Express. This process allows a user to enter form data and send a small .xml data file to another Express user. If both sides have the same template pack, the form is opened as HTML. It can then be copied, printed, or sent on as a full size HTML.

Template packs themselves are small enough to be sent via radio, to an Express user on an operational event that may not have it. Or it can be downloaded from the radio only catalog feature. If it is sent to a non Express user or one without the needed form pack, the data is formatted as text in the message body, so nothing is lost.

This is open source and HTML forms can be created or modified by anyone with the talent to do so. HOWEVER, the official forms library on the Winlink website and radio only catalog, will contain the latest universal versions. If you modify a template pack with changes to meet local use, it may not work with other templates. A good option is to submit the modified form to the Winlink Forms Manager for consideration of inclusion in the library, unless the form is kept within your group.

http://www.winlink.org/RMSExpressForms

More info is within the help files of Express or post questions on the Winlink Programs Group in Yahoo. There are how-to videos and more information on the WebSite in the forms library.

 You need to decide if you want the templates to be used by all base call signs or just individual. Templates placed in the folder _Global_ and its _Template_ sub-folder can be used by all call signs and associated tacticals. If a template is to be used only by a specific call sign, then place it in that call sign's template sub-folder.

The screen shot below shows I have two base call signs. I placed the template packs in the _Global Folders_ area so both can use.

| Name		Date modified	Type
Dictionary		8/25/2015 7:08 AM	File folder
Global Folders	@	8/25/2015 7:08 AM	File folder
iniBackup		9/7/2015 5:42 AM	File folder
Logs		8/29/2015 11:55 AM	File folder
MMTemp		9/7/2015 5:51 AM	File folder
N6KZB	@	8/29/2015 6:06 AM	File folder
Wav		8/25/2015 7:10 AM	File folder
XE2BNC	@	8/27/2015 1:12 PM	File folder

The following screen shot shows the _Templates_ sub-folder which the files are unzipped. Unless you have a need to restrict templates, we recommend you always use Global.

Name	Date modified	Type	Size
Data	8/25/2015 7:08 AM	File folder	
Messages	8/25/2015 7:08 AM	File folder	
MessagesBackup	8/25/2015 7:08 AM	File folder	
Templates @	8/29/2015 6:51 AM	File folder	

And here you see all my templates unzipped within this _Global Forms-Template_ folder.

|			
HICS-213_Display	6/6/2015 6:29 AM	Firefox HTML Doc...	9 KB
HICS-213_Form	6/6/2015 6:29 AM	Firefox HTML Doc...	11 KB
HICS-213_Input	6/6/2015 6:30 AM	Text Document	1 KB
ICS205_Input	8/29/2015 6:48 AM	Firefox HTML Doc...	16 KB
ICS205_Input	8/29/2015 6:50 AM	Text Document	3 KB
ICS205_Viewer	8/28/2015 6:44 AM	Firefox HTML Doc...	16 KB
ICS205A_Input	8/30/2015 12:41 PM	Firefox HTML Doc...	10 KB
ICS205A_Input	8/29/2015 2:20 PM	Text Document	3 KB
ICS205A_Viewer	8/30/2015 12:41 PM	Firefox HTML Doc...	12 KB
ICS213_Input	8/29/2015 7:04 AM	Firefox HTML Doc...	5 KB
ICS213_Input	8/28/2015 7:19 AM	Text Document	1 KB
ICS213_Viewer	8/29/2015 7:02 AM	Firefox HTML Doc...	6 KB
Radiogram_INPUT	4/7/2015 2:34 AM	Firefox HTML Doc...	16 KB
Radiogram_INPUT	3/17/2015 12:14 PM	Text Document	1 KB
Radiogram_Viewer	4/7/2015 2:37 AM	Firefox HTML Doc...	9 KB

Under the Message pull down menu is _Set favorite templates._ Open this to bring up a menu to help establish three of your favorite templates for easy access, which you can change at any time. The Express help files can explain the other sub menus listed, but I would recommend not changing anything, unless you are sure of the results.
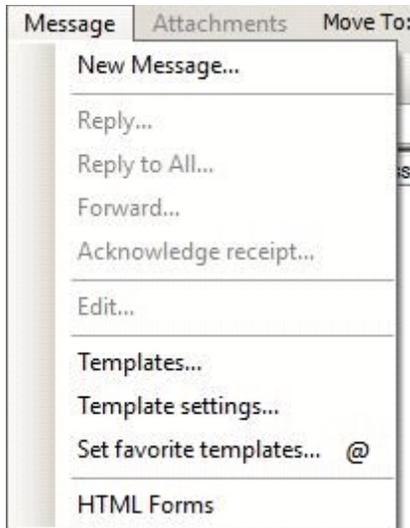
Here is the Set Favorite Template menu and you can see examples of how to pre-select your favorite templates. What you are doing is assigning a name to that templates associated text file.
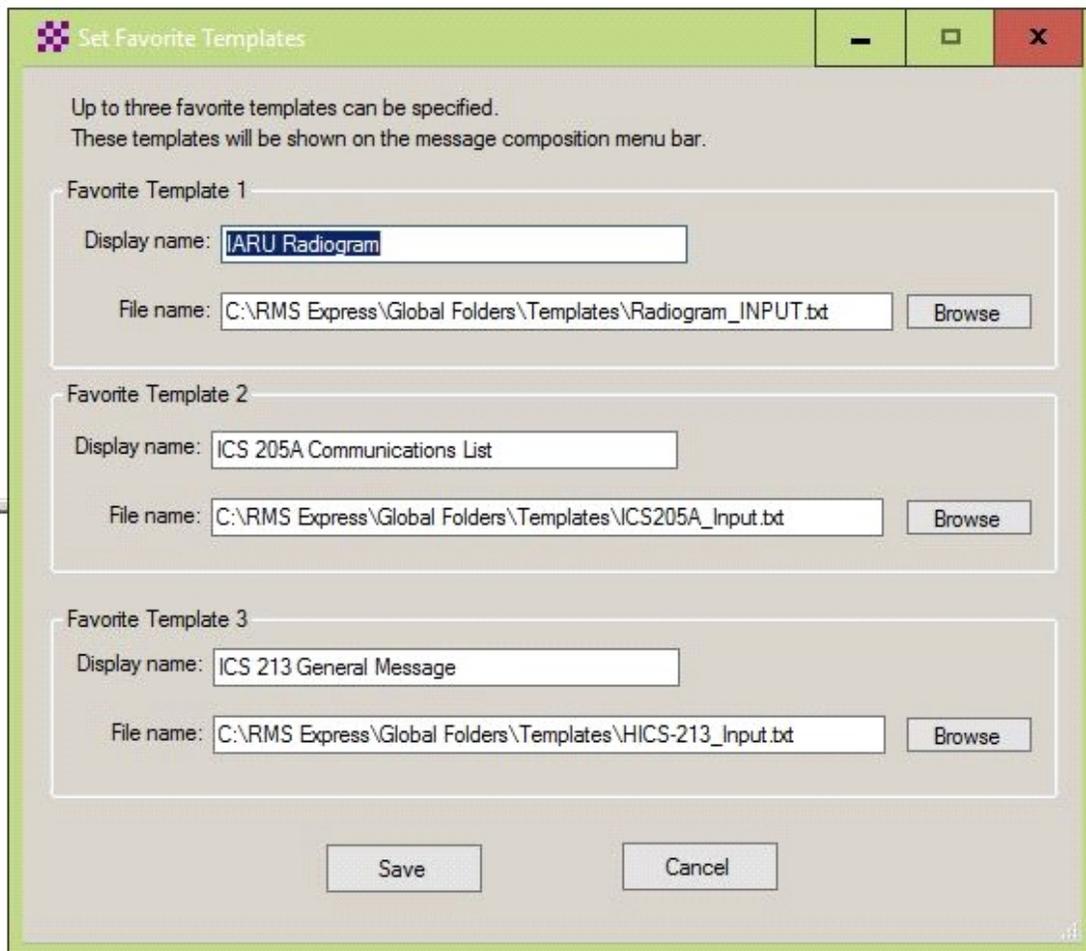
The favorite list is seen across the top bar of the _Enter a new message_ screen, to the right of the _Select Template_ shown in yellow. You can also use the _Select Template_ button to see ALL installed templates beyond your favorite three, and select any for use.
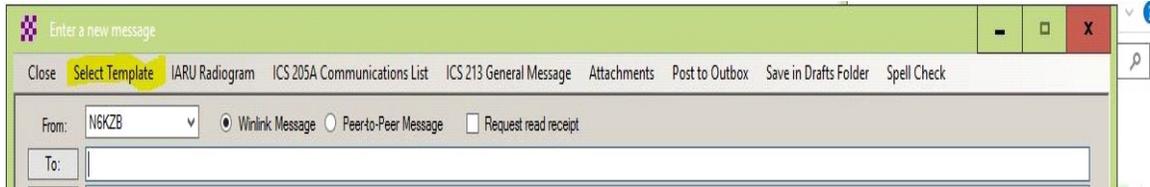

This is what you see when you use _Select Template_ button. Just click on the one you need within this _Template Manager_. This is if what you want is not in your favorite three, or you choose not to use that option.
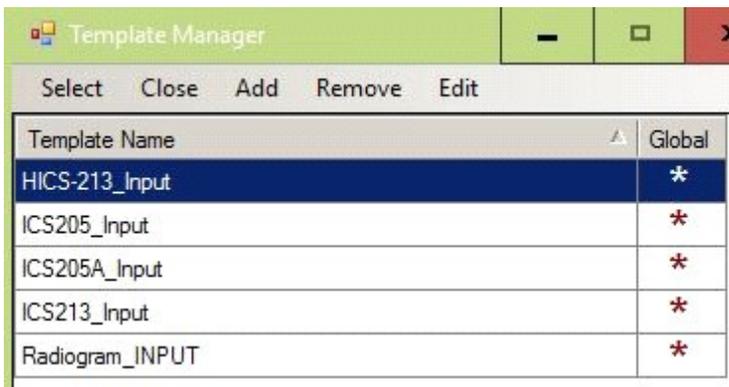

Now just fill in the data in the HTML entry form that pops up via your default browser. You have to try each form to see its features and then it becomes clear as to its data entry aspects.

Note: The file you will open to start the form process for data entry is a "text" file.

When done, forms will have a **SUMBIT** button at the bottm, just click it. You may have to close your browser after you do this.
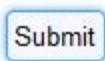

Now you will get the _Enter a new message_ screen where you can add or modify the address fields or the subject line. DO NOT modify the data text info in the body as it is formatted according to the XML data file. But you can add lines above it such as extra instructions or information to send along in the body.
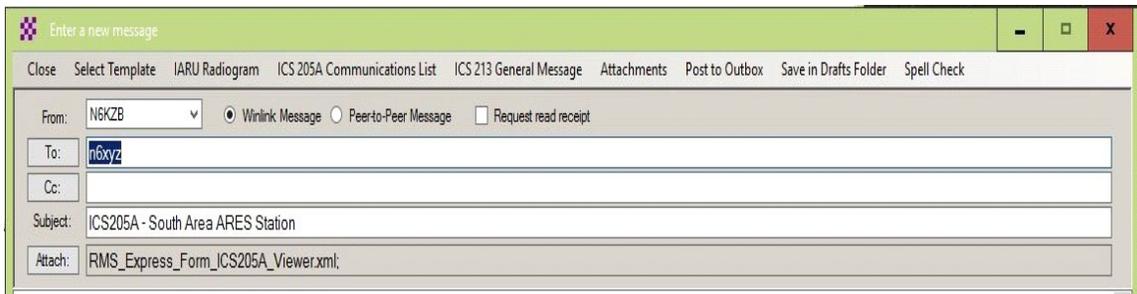
If this pops up be sure to click NO, and post your message.
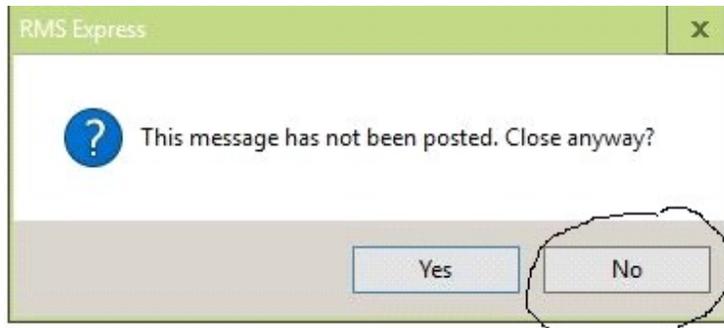
Now your message is posted and ready to send.
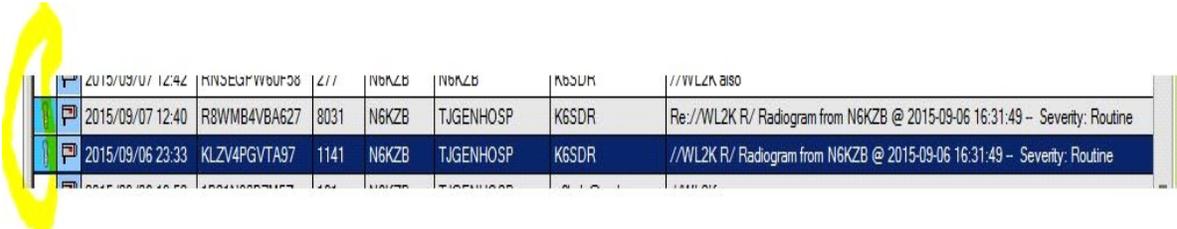
The HTML at the receivers end will pop up one time in their default browser. After that they have to click the *File paper clip icon* to the left of the message to see the HTML.

HTML files at this point can be printed, saved, or sent on in full HTML "larger" file size if desired. If the original message is forwarded to another RMS Express user, the data is again a small .xml file, and as long as the other end has the same template pack, they too will see the HTML file.

100% browser size is what the forms are developed under.

We suggest testing with a friend and send back and forth a few times. Once you see the process it becomes clear and easy to do.

Here is an example of the IARU RadioGram, by OE3VRW, sent by RMS Express to another RMS user with the template pack on his end.

RADIOGRAM

Number:	Priority:	Station of Origin:	# of words (check):	Place of origin:	Filing Date/Time:
1	Routine	XE2/N6KZB	47	Baja Calif. Mexico	2015-09-07 09:25:03

To Name: Ed Sack   **Tel:** 619 444-4444   **Email:** w3nrg@winlink.org

Address: 123456 La Perla Place   **City:** Coronado

Subject: //WL2K R/ Radiogram from XE2/N6KZB @ 2015-09-07 09:25:03 -- Severity: Routine

Message Text:

This is a short note Ed from your friend John Simmon. He wants you to know all is well. They will be back in about 1 wee
He will call by phone when they reach a harbor in the next day or so.

No reply is needed.

From: XE2/N6KZB
Radiogram Download and Help

Hope you find these HTML Express template packs of use. Feel free to join the team to help create them if you have the talent, or submit for review what you have done.

n6kzb at outlook.com   Adios, Mike   Winlink Forms Manager