Mapping Hospital Bed Reports

Exercise Message Submission Window

- **April 14 00:00 UTC - April 18 15:00 UTC**

Difficulty Level: Intermediate

Purpose: This exercise will give the participant another opportunity to practice the ICS 213 reply facility and importing messages into Winlink Express (Refer to ETO March 2025 Exercise). In addition, this exercise aims to introduce you to the **Generate maps and CSV files for forms** feature of Winlink Express along with editing file attachments. One important purpose often overlooked is that continuous participation in ETO exercises leads to fine-tuning of the participant's skills in thoroughly reading and correctly interpreting instructions.

For this exercise, ETO is the served agency. ETO requirements can and probably will be different from your other served agencies. If there is a conflict between your previous training and the ETO instructions, follow the ETO instructions to complete this exercise.

Objectives:

Import and review an ICS 213 Message. Generate a map utilizing an imported Hospital Bed Report XML file and save the map as JPEG. Properly complete the entries for the ICS 213 General Message Reply and attach edited map.

1. Import an ICS 213 message into Winlink Express. *Refer to ETO March 2025 Exercise.*
2. Import an XML file containing Hospital Bed Report messages.
3. Use the **Form Map and CSV file** button or **generate maps and CSV files for forms** in the Message drop-down box to generate, make use of the 'Set Filters' feature, and save a map from the imported Hospital Bed Report XML file.
4. Correctly reply to the ICS 213.
5. Crop, resize, and attach the saved jpeg map.
6. Transmit the completed ICS 213 General Message Reply with the attached jpeg map to your **ETO Clearinghouse** and the tactical address **ETO-BK.**

NOTE: When sending messages with form data, located in Settings - Form settings, you must check both boxes and save before sending this type of message. See below.

Resources:

· General Notes on Frequently-Seen Mistakes:
https://emcomm-training.org/Winlink_Thursdays.html

· Finding your ETO clearinghouse:
https://emcomm-training.org/General-Drill-Info.html

· ETO Location Instructions — With or Without a GPS Receiver for your Computer [PDF]

· How a GIS map-capable form's default position is determined:

· From within Winlink Express Click on Help ⇒ Help Contents…, expand Operation, click on GIS Mapping Forms & Catalog Items

Exercise Instructions:

To respond to the ICS 213 for this exercise, the participant must **SIMULATE** receiving the **ICS 213 message**. ETO will use the Message/Export facility, and you will use the Message/Import facility of Winlink Express. If you normally use an alternative client to Winlink Express (Radio Mail, WoAD, PAT, etc.) you are "on your own" – ETO strongly recommends using the Winlink Express client for this exercise to take advantage of the built-in tools.

Before starting this exercise, you must download the following two XML files from the EmComm Training website, and save them to a folder of your choice, *but remember where you saved it*.

ETO-April-ICS 213-Exported_messages.xml
ETO-CO-16-HB-Exported_messages.xml

> **Important!** You need to download the XML files to your computer and follow the instructions below, to import the XML files into Winlink Express. If you use these files as described in this exercise, they will not do any damage, so you can safely override any warnings from your browser.

On the Winlink Thursdays website, look for the "**Important! You will need this file…**" link, and use it to obtain a copy of the REQUIRED XML files needed to complete this month's assignment of "Reply to an ICS-213" and to generate a map of Hospital Bed Reports.

Importing messages into Winlink has occasionally corrupted the message database. If you have this concern and don't already have your databases automatically backed up, follow the below backup procedures:

Optional: Backup databases
1. Open the Winlink Express application. 2. Click on **Settings** and select **Backup and Restore databases**. 3. Select **Backup databases now**. 4. Click **OK** when the "backup was successful" dialog box appears. 5. Close Backup Options.

To import the ETO-Drill ICS 213 message into Winlink Express perform the following steps

Open and import the ETO-Drill ICS-213 message
1. Open the Winlink Express application. 2. Click on **Message** and select **Import messages**. (**Not** Import form xml file) 3. Select **Browse** and go to the folder that contains the saved **ETO-April-ICS-213-Exported_Message** message. 4. Select the downloaded message and click **Open**. 5. Select **Import.** 6. In the **Import finished** pop-up confirm that the **Number of messages imported = 1**, then click **OK**.

NOTE: At this point, the imported **ETO-April-ICS 213** message should be in your inbox even if the **Inbox shows (0 unread)**. Click on the Inbox folder to see the message. The Recipient for the ICS-213 is **ETO-ALL**.

Open and read the ETO-Drill ICS-213 message

1. Click on the blue paperclip of the ETO-April-ICS 213 Message.
2. Read the message, then continue with the instructions to accomplish the task.

Clear existing Hospital Bed Reports

1. Click on the **Magnifying Glass** icon on the Winlink express Menu bar.
2. Type 'Hospital Bed Report' in the Search text window.
3. **Field to search:** select **Subject**
4. Click on the *Select Matching Messages* button.
5. If messages are found, select all of the messages. (Ctrl A or holding down Ctrl button select each message)
6. Click on the *Delete* on the Winlink express Menu bar.
7. Repeat Step 1 and click on Cancel Message Selection

Open and import the Hospital Bed Report forms

1. Click on *Message* and select *Import Messages*.
2. Select *Browse* and go to the folder that contains the saved Hospital Bed Reports (*ETO-CO-16-HB-Exported_Messages*).
3. Select the downloaded file and click *Open*.
4. Select *Import*.
5. In the *Import finished* pop-up confirm that the *Number of messages imported = 16*, then click *OK*.

NOTE: At this point, the 16 imported Hospital Bed Report messages should be in your inbox.   The Recipient for the Hospital Bed Reports is **ETO-DRILL**. Reviewing each message is necessary to make the message available for the Mapping system

Open and read the Hospital Bed Report messages

1. *Double-click* on each of the Hospital Bed Report Messages.
2. Close each message after review.

Generating Map

1. Open the *Maps and CSV/KML Files for Forms* using one of the following methods:
   a. Click on the *Globe* icon on the Winlink express Menu bar.
   b. Click on *Message and select Generate maps and CSV files for forms.*
2. **Select from:** Select *General Hospital Bed Report* from drop down menu.
3. **Map provider:** Select *Bing* from drop down menu.
4. Click on the *Display Map* button.
5. Click the Maximize button to expand the window to full screen.
6. Locate the state of Colorado by right clicking and dragging your mouse to center Colorado.
7. Zoom in until the top and bottom borders of Colorado are just inside the window of the map.
8. In the **Map** window click on *Set Filters*.
9. Under **Age and date Limits on Reports** select *Limit to this date range:*
   a. **Limit start date/time:** 2025-05-04 00:00
   b. **Limit end date/time:** 2025-05-05 23:00
10. Under **Filter Map by field Values:**
    a. *Enable map filtering* Check
    b. *Include text fields such as comments as filter items* Uncheck
    c. Radio button *Select reports that match ANY enabled filter item*
    d. In **Form field** box, for **Emergency Beds**
       i. Set the equality operator: Less Than or Equal To (<=)
       ii. Selection Value: 5
       iii. Marker Color: Red
    e. Under **Which markers to show on map** select Radio button *Display all markers using colors to indicate selected ones*
11. Click the *Save* button.
12. Take note of the number of red markers on the map for input into ETO-Drill ICS 213 Reply.
13. In the **Map** window click on *Save as jpeg*. Click on *Browse* to select a file location and name the file "eto-exercise.jpg".
14. Close the **Map** window.
15. Close the *Maps and CSV/KML Files for Forms* window.

Reply to the ETO-April- ICS-213 message

1. Select the ETO-April-ICS 213 Message with the subject 'ICS-213: Instruction summary - 2025-04-01 04:01'.
2. Double click to open the message.
3. Select *Reply* to bring up the ETO-April-ICS 213 Message in your browser.
4. **9. Reply:** Enter the numerical number of red markers.
5. **10.**
   a. **Replied By:** Participant's first name
   b. **Position Title:** ETO Participant
   c. **Date / Time:** Use autofill. Must be within the exercise submission window listed on page 1.
6. Click the **Save ICS213 REPLY Data** button.
7. Click the **Submit** button.
8. **Do not** Post to Outbox yet.

Attach map to the ETO-Drill ICS-213 Reply message

1. In the message window menu, select *Attachments.*
2. In the **Attachments** window, click *Add*.
3. Find and select the JPEG file in the Open dialog window.
4. Click on the **Open** button.
5. In the **Attachments** window, highlight the jpeg file.
6. Click on **Edit/Resize-Image.**
7. Select the region within the boundaries of the state of Colorado.
8. Click **Crop**.
9. Click on **Resize**. In the **Desired size (kb):** enter 50.
10. Click on the **Change Size** button.
11. Click the **Save** button.
12. Click on **Save changes**.
13. Validate the jpeg size is now close to 50 kb.
14. Click **Finished**.

Sending the message

1. Verify that the Send as: is set to **Winlink Message.**
2. **To:** Participant's **ETO Clearinghouse.**
3. **Cc:** enter **ETO-BK.**
4. **Optional:** Enter your internet email address in the *CC*: line.
5. Click on *Post to Outbox* on the menu bar.
6. Select your session type from the drop-down list to the right of the *Open Session* button.
7. Click the *Open Session* button. Due to map size it is suggested to use Telnet or Vara FM. Please do not use HF.
8. If applicable, pick an appropriate *Channel Selection.*
9. Click Start to send your message.
10. On completion, close the Session window.
11. Close the Winlink Express window.

End of Exercise Instructions

Example of Completed ICS 213 Reply

General Message (ICS 213)
EmComm Training Organization
** THIS IS AN EXERCISE **

1. Incident Name: ETO 2025-04-17 Exercise		
2. To (Name/Position): ETO Participants		
3. From (Name/Position): ETO		
4. Subject: Instruction summary	5. Date: 2025-04-01	6. Time: 04:01

7. Message:

Read and follow the exercise instructions!
1) Download and Import the Hospital Bed exported messages

2) Create a Hospital Bed map, showing locations with Emergency Bed count <= 5 with Red pins. Save that map.

3) Reply to this message
   a) put the count of locations with Emergency Bed count <= 5 (Red pins) in Box 9
   b) attach the map that you saved
      i) crop the borders of the map to just the state of Colorado
      ii) resize the map to 50 kbytes

4) address the reply to your regular ETO clearinghouse AND TO ETO-BK, as usual.

5) Send the message via a Telnet or Vara FM session due to the message size

8. Approved by: ETO   8a. Position / Title: Emergency Manager
   [Sender: KM6SO Lat: 47.537197, Lon:-122.238907, MGRS: 10TET5727965144; Location source: GPS]

9. Reply: [Load ICS213 REPLY Data]

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10. Replied By: Yvette	Position/Title: ETO Participant	Date / Time: 2025-04-17 16:34

[Submit] [Save ICS213 REPLY Data] [Reset Reply Form]   Ver 43.7