RMS Express Message Templates

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RMS Express Message Templates

- A template is a text file containing information to be inserted into a message as it's being written.
- You can use templates to insert "canned" portions of messages such as signature lines.
- Templates can have *insertion tags* that insert items such as call sign, date/time and GPS coordinates.
- Templates can prompt the user to enter information for the message.
- Templates can cause forms to be displayed.

Simple EEI Template

- EEI Report that fills in To, Subject and Location.
- Complete template:

To: TEMAEMI *(fictitious address)*

Subject: EEI from <Callsign>

Msg:

EEI report from <Callsign> composed at <UDateTime>.

Current location: <Position>

Message Created by EEI Template

Making a Template File

- Templates are simple text files.
- Templates can be created with Notepad or the template editor built into RMS Express.
- The name of the file is the template name. The file type must be .txt
- Callsign-specific templates go in C:\RMS Express*callsign*\Templates\
- Global templates for all callsigns go in
- C:\RMS Express\Global Folders\Templates\

Using the Template Manager and Editor

- Click Message/Templates on the main menu bar to open the Template Manager screen.

Template Manager Screen

- Use the template manager screen to (1) select a template, (2) edit an existing template, (3) add a new template, or (4) delete a template.

Click Add to create a new template

Specifying Template Name and Type

- Enter the name of the new template.
- Select whether the template is callsign-specific or global and available to all callsigns.

The Template Editor Screen

- The template editor screen is used to enter a new template and to edit an existing template.
- Click Save to save the changes or Cancel to cancel changes.

Click Save or Cancel when you're finished

Shows name and location of template file

Template Control Fields

- Control fields have a keyword followed by ":"
- They can specify the subject, To, message body.
- **Subject:** -- Set the subject of the message
- **To:** -- Specify to whom the message is being sent
- **CC:** -- Specify carbon copy addresses
- **Attach:** *file1,file2…* -- Specify file attachment(s)
- **ReadOnly:** Yes/No – Specify whether user can edit.
- **Def:** ***variable=value*** – Define the value of a variable.
- **Form:** ***formname*.html** – Display a form.
- **Msg:** -- Start of message body. All text following Msg: is placed in the body of the message.

Template Insertion Tags

- Insertion tags are replaced by data values. They can be embedded in Subject, Message and other locations.
- Enclose tag fields with “<“ and “>”.
- <Callsign> -- Inserts the current callsign.
- <UDateTime> -- UTC date and time.
- <Date> <Time> -- Local date and time.
- <Position> -- Current or last known latitude and longitude
- <Var variable> -- Inserts the value of a variable previously specified by “Def:” or by a form.
- There are many other insertion tags. See the help file.

Prompting User to Enter Information

- A template can display pop-up screens asking the operator to enter information.
- <Ask *prompt*[,*options*]> -- Ask for a field value.
  <Ask Your state:> -- Prompts for "Your state:"
  <Ask Description:,MU> -- Prompt for multiline entry.
- <Select *prompt*,*item1*[=*value1*],*item2*[=*value2*]...> -- Display a selection list.
- <Select state:,TN,GA>
  <Select State:,Tennessee=TN,Georgia=GA>

Ask and Select Examples

- <Ask Enter your name:>

- <Select Select your state:,AR,GA,KY,NC,SC,TN>

Using a Template to Initialize a Message

- Begin creating a new message, then click Select Template on menu bar.

Click Select Template

Select Template from Template Manager

- Select (highlight) the template you want to use, then click “Select” or double-click the template name.

Click Select or double-click template name

Adding Template Short-Cuts to Menu Bar

- Click Message/Set Favorite Templates

Select Favorite Templates for Short-Cuts

- Specify the short-cut name and the template file for one, two or three “favorite” templates.

Template Short-Cuts On New Message Screen

- The short-cut names are added to the New Message screen menu bar. Click short-cut to select template.

Short-cut entries for favorite templates

Setting a Default Template

- A default template is selected automatically whenever a new message is started. It could be used for a signature block.

Launching an HTML Form from a Template

- RMS Express supports using HTML forms to collect input for messages. This is an elegant and professional-looking approach, but designing forms is more complex than creating templates.
- To launch a form, use the template command:
- Form: *inputformname*.html[,*displayformname*.html] in the template. For example:

Form: ICS-213_Input.html,ICS-213_Viewer.html

- Thank you!
- Questions?

- Information about Winlink can be found at www.winlink.org
- White papers about Winlink can be found at www.qrz.com/db/W4PHS