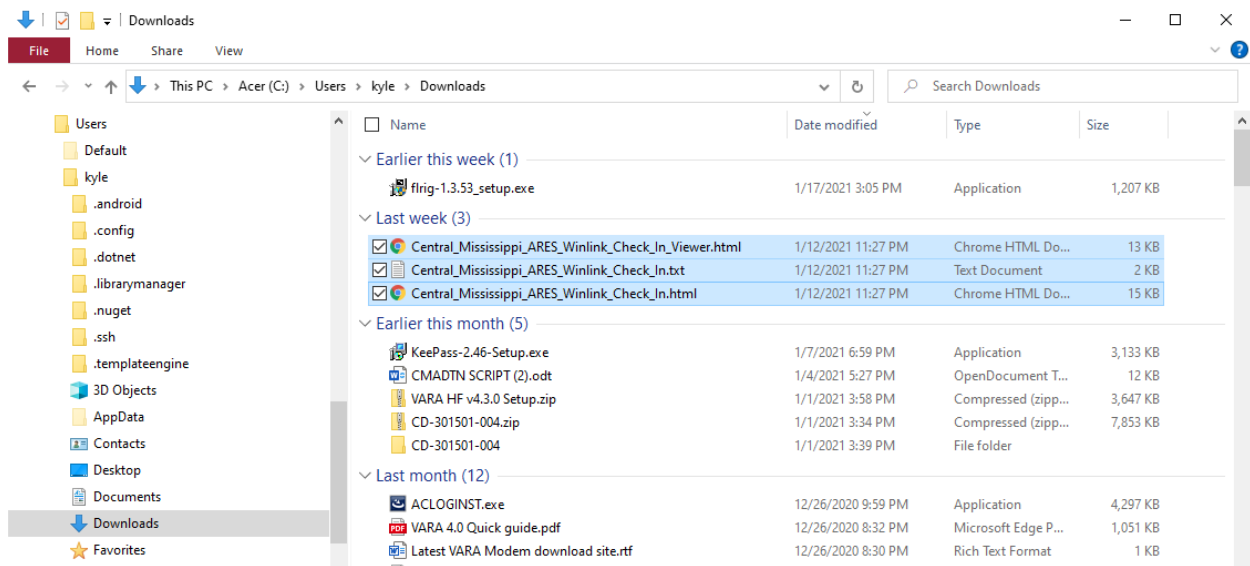1. Download the three template files created by K1REZ. These will likely download to your Downloads folder specific to your windows user. For my user "kyle" that file path is "C:\Users\kyle\Downloads"


2. Find your RMS Express installation folder. I believe the default is "C:\RMS Express". From there you need to find the templates folder and copy the files there. There are two options either the "Global Folders" or a folder specific to your callsign. I chose the global folders. Under there you will find the "Templates" folder. This results in a target folder path of "C:\RMS Express\Global Folders\Templates". After copying the download files to this location, it should look like the screenshot below.
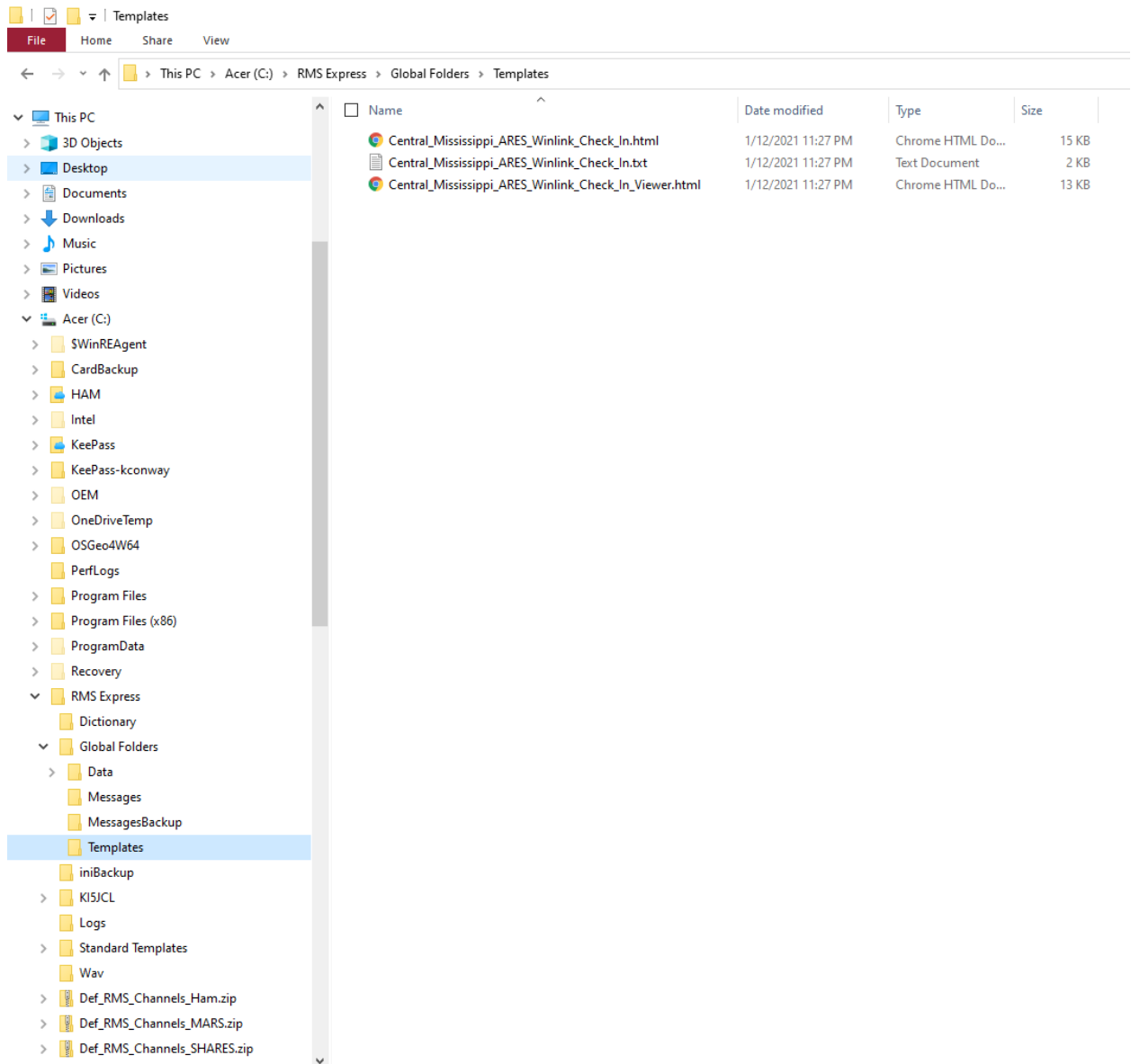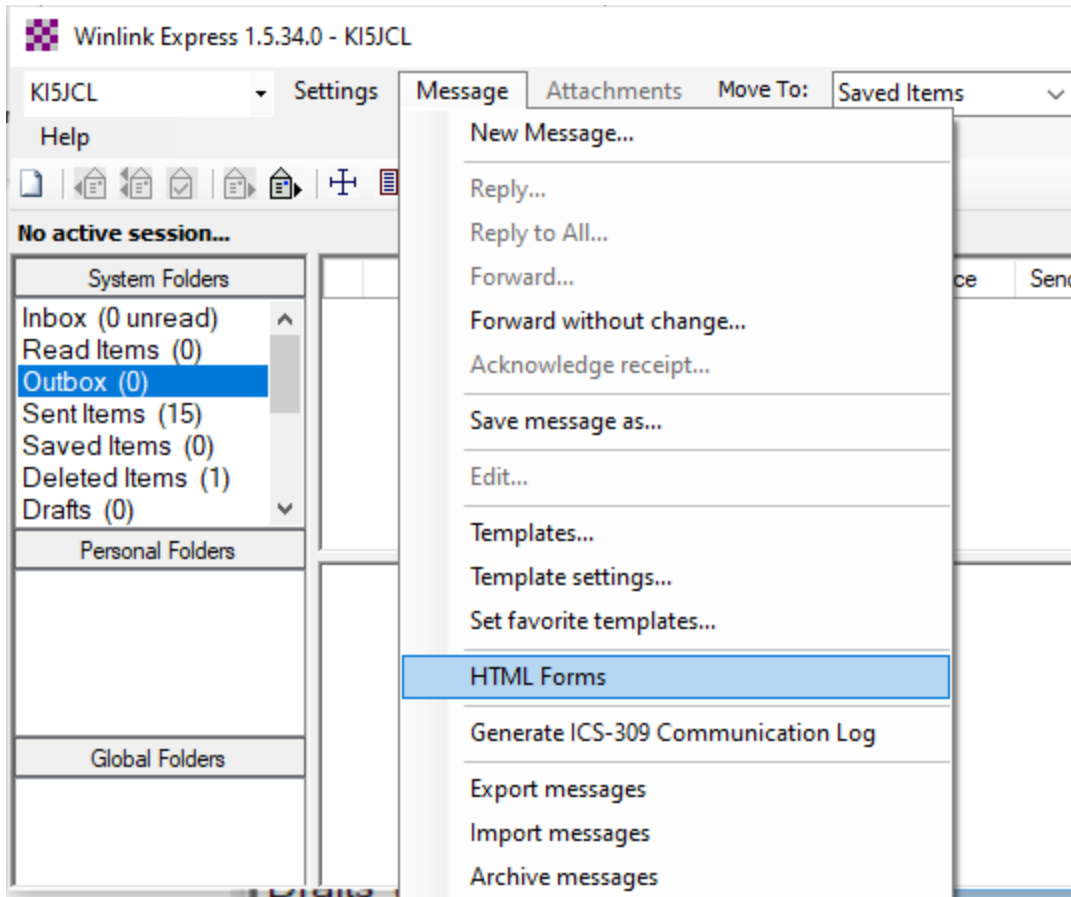
3. Now open up Winlink Express as normal.
4. To verify the template is installed from the "Message" menu select "Templates".
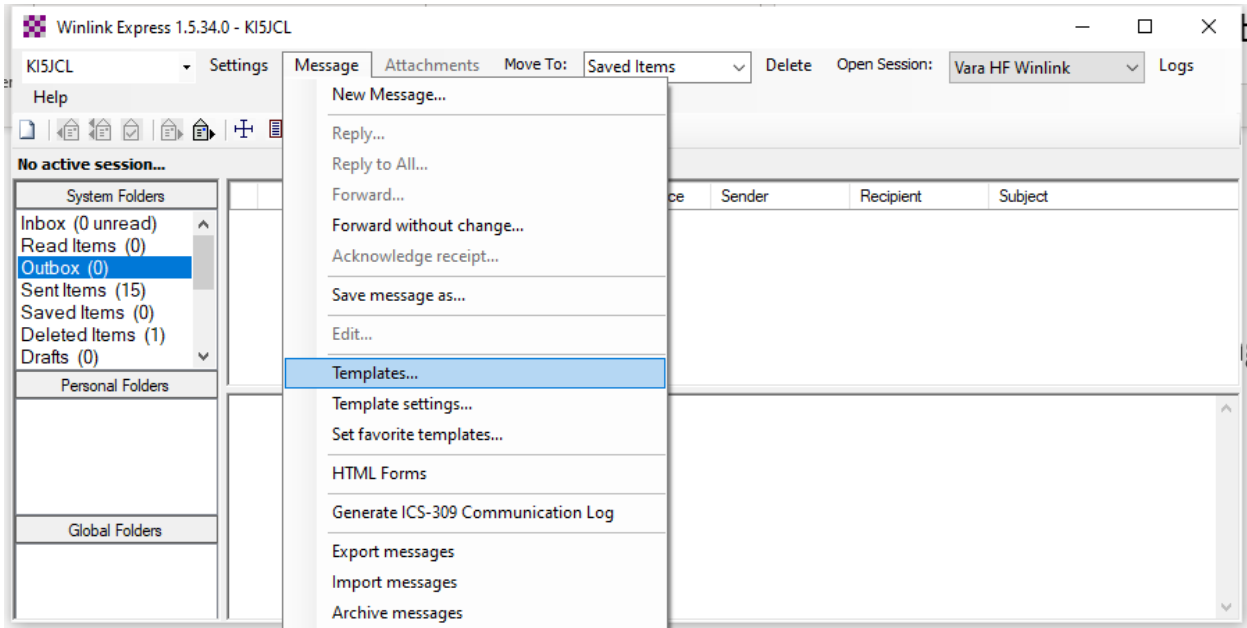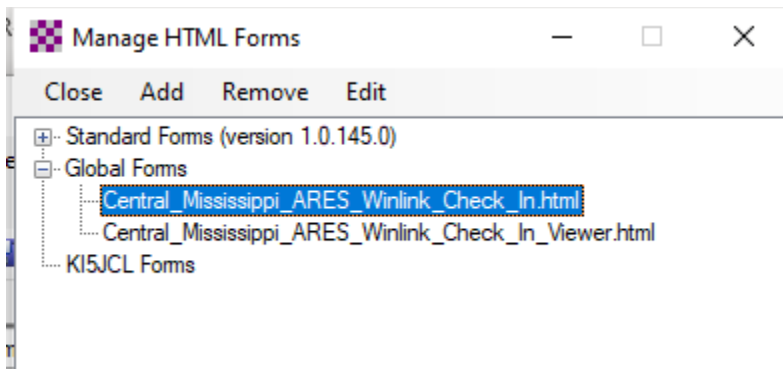
5. From here you should be able to expand "Global Templates" and see an entry for the new template.
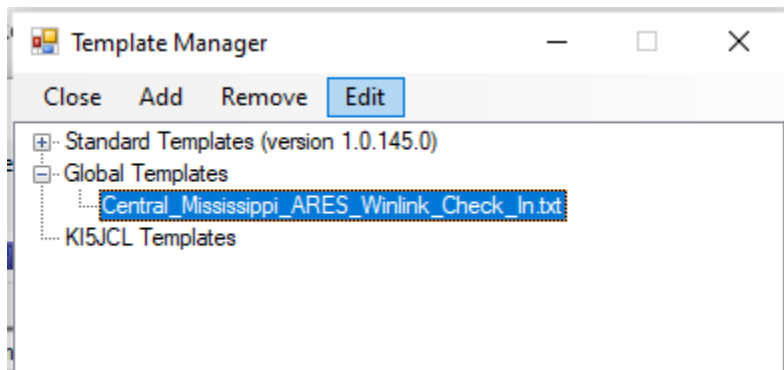
6. Now close the Template Manager window and select the "Message" menu and select "HTML Forms"

7. In the HTML Forms manager window, expand the "Global Forms" and you should see 2 forms. One is the "In" or input version of the form and the other is a read only "Viewer" version of the form.
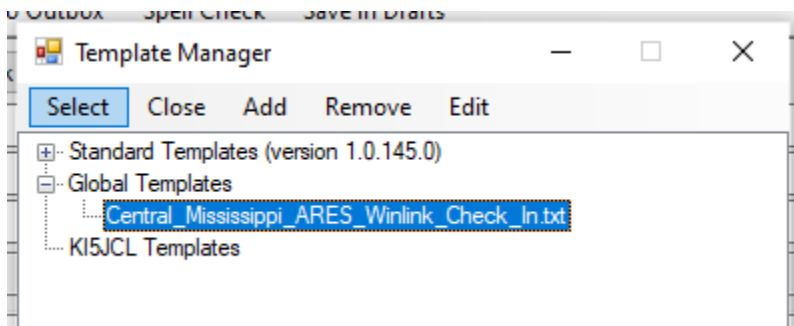
8. If everything checks out up to this point, the template and forms are installed. It is time to use them. Select the "New Message" option from the main window.
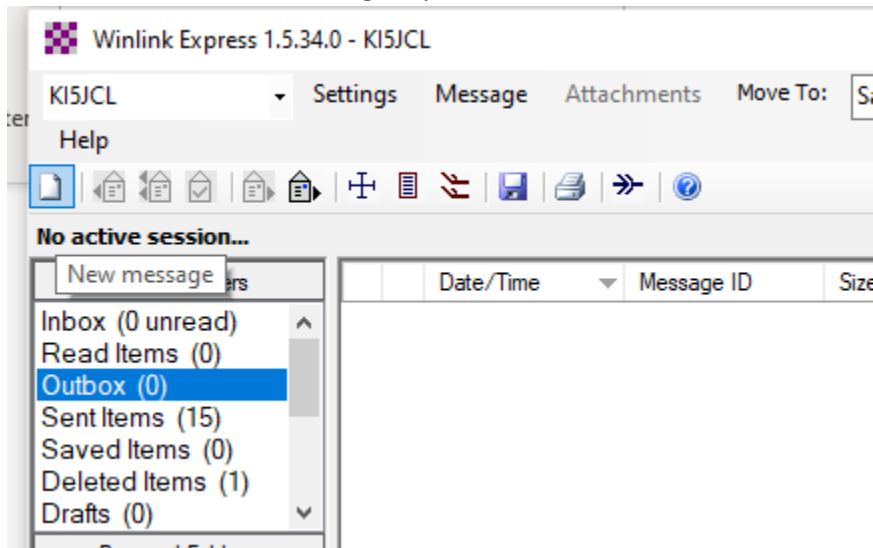
9. From the message window click on "Select Template"
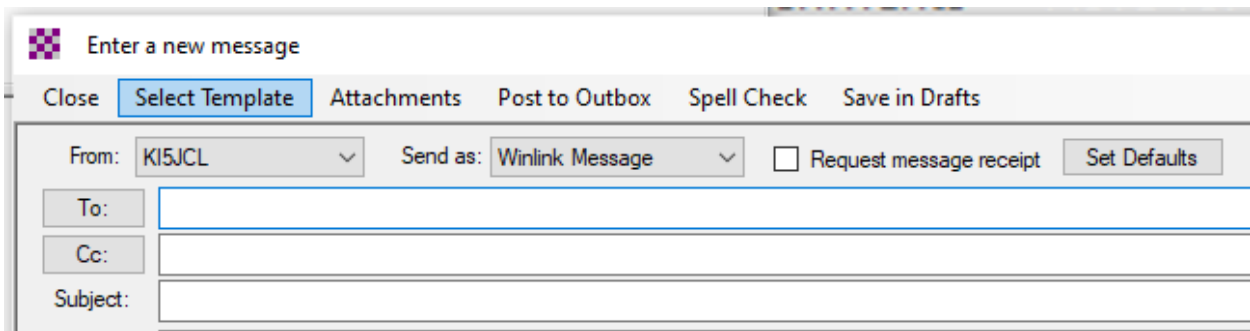
10. Highlight the template, then click "Select" (or just double click the template)

11. At this point the input form will open in the browser and allow you to fill in the information. Once filled in, click the submit at the bottom.

12. A message box will appear similar to below, but may vary depending on your browser. Click ok, and close the blank tab in your browser.

This page says

To complete your form submission, click OK and close open blank browser window. You will return to the New Message window to post your mail to the outbox. You can also make address changes at this time.

[**OK**] [Cancel]
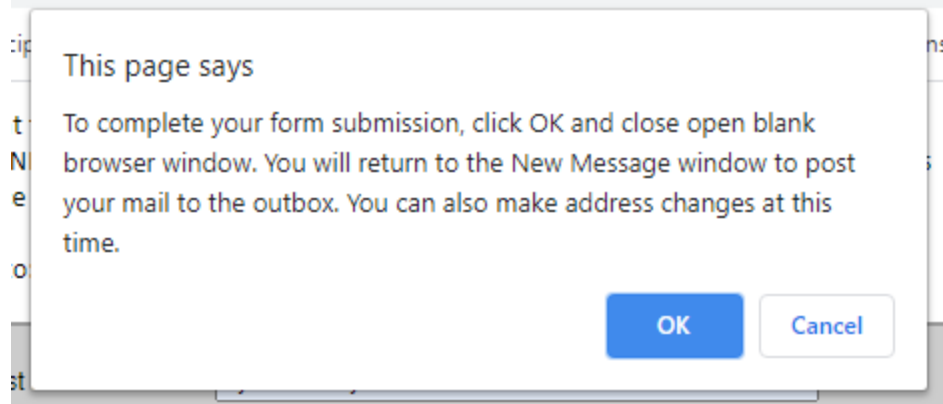
13. Now return to your Winlink message window, which should be populated.

Enter a new message   — ☐ ✕

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

From: KI5JCL ▾   Send as: Winlink Message ▾   ☐ Request message receipt   Set Defaults

To: K1REZ; KI5JCL; KG5SQZ;

Cc:

Subject: CENTRAL MS ARES WINLINK NET CHECK IN: KI5JCL, Madison, Madison, MS, Station Test

Attach: RMS_Express_Form_Central_Mississippi_ARES_Winlink_Check_In_Viewer.xml;

Check In Type: Station Test
Date/Time: 2021-01-19 18:57:42

Location: Madison, Madison, MS
Activation Assignment: NONE
Deployment Location: Cross Creek Subdivision, City of Madison

Call Sign (or Tactical Call) SENDING: KI5JCL
Name: Kyle Conway
Official Position: ARES Level One Member

Session Type: P2P: Vara FM
Winlink Gateway Call if Used: -
Band Used: 40 Mtrs

ARES Activation Report:

Comments:

Example for documentation

Winlink Express Registered Call Sign: KI5JCL

14. From this point the message should act like any other. Post to your outbox, then open a session to send the message.