Instructions for copying a missing Damage Assessment Form template into Winlink Express (formerly RMS Express).

A couple of weeks ago, an updated template list published with Winlink Express software removed the “Damage Assessment Form” that we had planned to use in the Cache County ARES SET. Below are the instructions to copy the template back into Winlink Express, into a protected area of your computer where future software updates cannot remove it.

Please go to <https://barconline.org/ares/> to download the zipped file Damage Assessment Form under the **Winlink – Global Radio Email** subtitle (about half way down the page).

Unzip the file and copy the three resulting “Damage Assessment” files for placement back into the Winlink Express folder, (normally found in "C:\RMS Express"). Open the RMS Express folder to find the folder with your call sign. Open your call sign folder to find the “Templates” folder. Open the “Templates” folder and paste the three files that you unzipped (“C:\RMS Express\*callsign*\Templates”).

If forms need to be accessible to all call signs on the same computer, they need to be stored in C:\RMS Express\Global Folders\Templates\.

Open your Winlink Express Program to make sure you have the template. Under the tab “Message” at the top of the page, open the “Templates” and you will see your call sign templates. Push the plus sign next to your call sign templates to find The Damage\_Assessment.txt template.