

Installation and use of Red Cross Forms

Installation

- Go to Sacvalleyares.org
- Go to "[Using Flmsg to support Digital Communications with Red Cross](#)"
 - o Click on "[new version of Flmsg](#)"
 - o Download Flmsg-4.0.1._setup.exe.
 - Install program and create shortcut on desktop
 - Note: mine saved to C:/Programfiles(x86)/Flmsg 4.0.1
 - o **Go back to Homepage, and then**
 - o Click on "[Custom Templates designed for use by Red Cross](#)"
 - o Click on "[ARC templates 20170127 1741.zip](#)"
 - Click "Save as" to desktop as "ARC_Templates_20170127_1741"
 - Right-click and extract to "ARC_Templates_20170127_1741"
 - o Open folder with Red Cross templates and select and copy all forms
 - o Go to C:/users/Rich(replace with your name)/NBems.files/Custom
 - Place copied forms into this folder
 - o Click on Flmsg shortcut you created on desktop.
 - o Click on "Tools" at top of Flmsg window
 - Select "Expert Dialog" from dropdown menu
 - Click on "Config" in new menu that pops up
 - Select user interface from drop down
 - Place check mark in "user interface=expert" box. Close all windows

Use

- Create Message
 - o Click on Flmsg shortcut you created on desktop
 - The "Flmsg config" window and another window will open. Close the "Flmsg Config" window.
 - Click on "Form" and then "Custom" in the remaining open window.
 - Select desired ARC template
 - Click "Edit Form" in open window
 - Selected Red Cross form will open in your default browser
 - Complete form with desired information
 - Press "Submit Form" when completed
 - Close window
 - Click file on open window
 - Press "Save As"
 - Save to "C:/users/Rich (your name)/NBems.files/ICS/messages"
 - Name file and then press "Save"
 - Close all windows
- Open Winlink Express
 - o Select "New Message" icon on far left
 - o Click "attach" button
 - o Click "add" on pop-up menu
 - o You should be taken to the "C:/users/Rich (your name)/NBems.files/ICS/messages" folder
 - Select desired file to be attached and click "Open", **then close "Attachments" window**
 - The desired file should now be listed as attached in the **message** window. ~~Close window~~
 - Attached file name should now appear in message window.
 - Complete message header and click on "Post to Outbox"
 - Send message via Winlink.