EARLY DRAFT

radiogram_txt_files_v20250606.zip

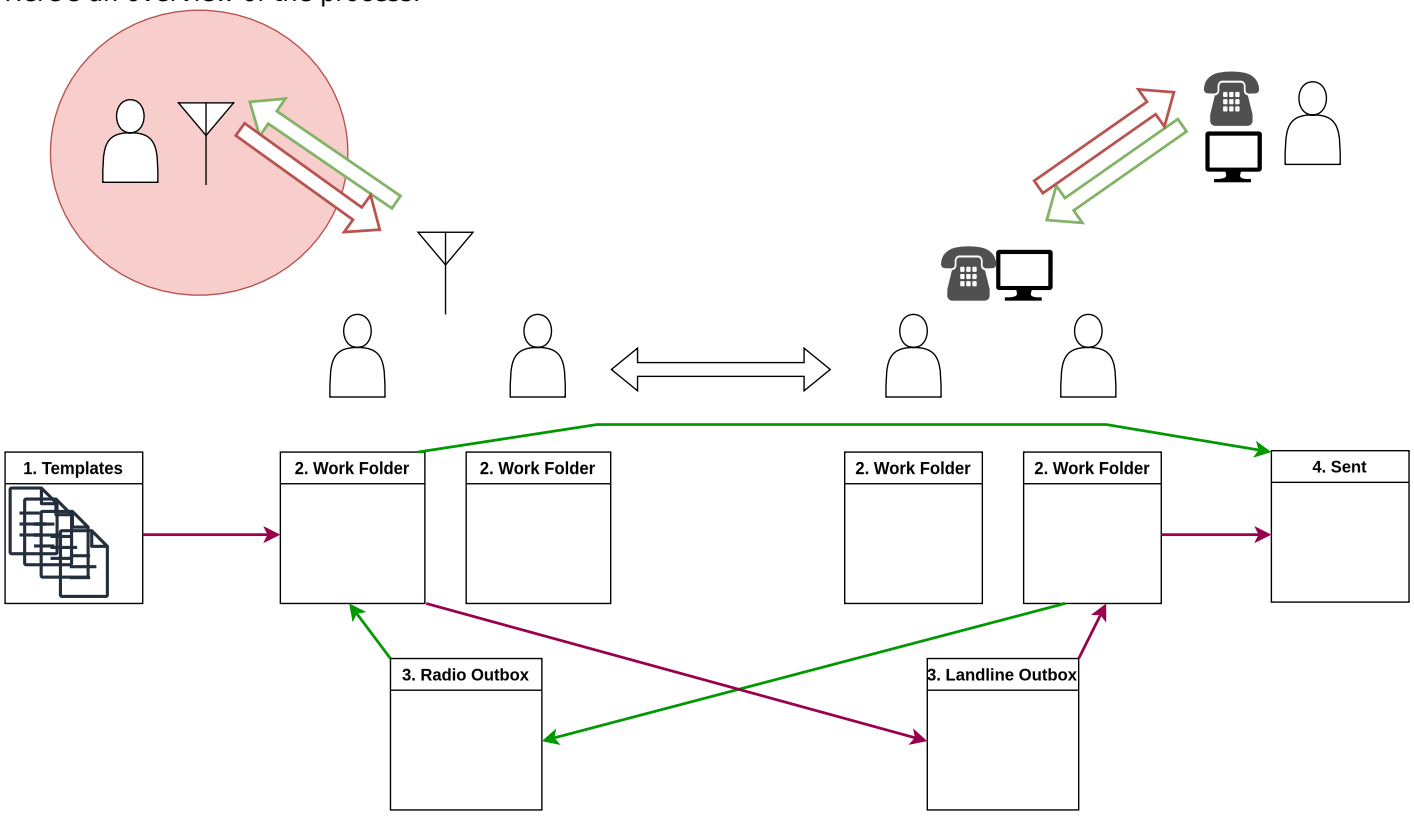
Radiogram txt

Overview

Radiogram_txt_files_v20250606.zip contains a folder structure with `txt` files that can be read and edited by any device. The purpose of these files is to provide a simple workflow to allow multiple operators to separate the tasks of receiving and delivering on traffic.

The workflow assumes that each operator has access to a computer with a shared drive (via LAN or otherwise).

Here's an overview of the process:



Scenario: A disaster zone (circled in red) only has access to radio comms, and various people check in to a net to pass traffic to the wider world. The net controllers are outside the disaster zone and have access to phones

and the internet.

On the disaster zone side:

1. Radio operators in the disaster zone check into the net to pass traffic.
2. Net controllers outside the disaster zone take checkins based on proper priority.
3. To log the traffic, they take a serialized template file from the `1. Templates` folder and move it to their individual `2. Work Folder` (which they renamed with their name).
4. They edit the template file with all relevant information, save it, and rename it to include the precedence, date and time, and serial number.
5. They then move the file to the `3. Landline Outbox` folder where a different operator will try and contact the recipient.
6. The net controllers continue to take check ins and file more traffic files to the `3. Landline Outbox`.

On the unaffected side:

1. Other volunteers (who don't need to be radio operators), move the first file from the `3. Landline Outbox` (which will automatically sorted by precedence and date-time) to their individual `2. Work Folder`.
2. Using the information in the file, they attempt to contact the recipient.
    1. If they can't deliver the message, they write some notes in the file and leave it in their work folder as a reminder to try again later.
    2. If they successfully sent the message and a reply doesn't need to be sent back, they move the file to the `4. Sent` folder where it is archived as part of the records.
    3. If they successfully sent the message and a reply needs to be sent back, they move the file to the appropriate `3. Radio Outbox`, where the net controllers will follow the same process to action it.

Instructions

Initial Setup

1. Download radiogram_txt_files_v20250606.zip and extract it to a shared folder.
2. Each operator should **copy** the folder named `2. YOUR NAME Work Folder` and rename it with their name. This will be **their** work folder. No one else should touch files in their folder.
3. Each operator should edit the `Copy Paste.txt` text file that's in their work folder with their information. This will help them fill out the message files more quickly by allowing them to copy and paste information that is always the same.

Receiving a Message

1. The folder named `1. Templates` contains a list of serialized message template files. **Move** (don't copy) the file with the smallest serial number to your work folder. That way, it will no longer be available for others to use, and only you will be working on it as long as it's in your work folder.
2. As you receive the message, fill out the required information. See below for more info.

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3. Save the file and rename it so that its name is exactly what is written on the forth line of the message. Ex.: `2P | 2025-06-05 06:19 | 027.txt`
   This will ensure that multiple files will be sorted by precedence first, then by creation date and time.
4. **Move** (don't copy) the message to the appropriate outbox folder (`3. Landline Outbox` or `3. Radio Outbox`)

Delivering a Message

- If you are using a phone or computer to send your messages, your message queue is: `3. Landline Outbox`
- If you are using a radio to send your message, your message queue is: `3. Radio Outbox`

1. Drag the first message in the queue to your work folder so that no one else grabs it.
2. Add the Date Time and your sender information.
3. Use the information entered by the message receiver to try and contact the person.
   1. If you can't deliver the message, write yourself some extra notes in the space below the message field and try again later. Leave that message in your working folder.
   2. If you successfully sent the message and a reply doesn't need to be sent back, move the message to the `4. Sent` folder.
   3. If you successfully sent the message and a reply needs to be sent back, move the message to the appropriate outbox folder.

Reference

Precedences

From: https://www.arrl.org/chapter-six-arrl-precedences-and-handling-instructions

1E: Emergency

Any message having **life and death urgency** to any person or group of persons. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief to stricken populace in emergency areas. During normal times, it will be very rare. When in doubt, do not use this designation.

2P: Priority

This classification is for important messages having a specific time limit, official messages not covered in the emergency category, press dispatches and emergency-related traffic not of the utmost urgency.

3W: Welfare

This classification refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared.

4R: Routine

Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine should be handled last, or not at all when circuits are busy with higher-precedence traffic.