

# Getting Started with CACTUS Wing Level WT Messages

Aug 2023

# Wing Level WT Message System

- Generate WT Messages for local exercises.
- For each Wing, appoint several WT “Admins” that can create “WT Messages”

# NHQ eServices WT Message System

The screenshot displays the NHQ eServices WT Message System interface. On the left is a dark blue sidebar menu with the following items: Home (with a red 'X' icon), Messages (with 'Enter Received Message' highlighted), and Reports (with 'Accuracy/Elapsed Time', 'Test/Exercise', 'No Corresponding Entries', and 'Overall Snapshot' listed). The main content area has a dark blue header 'ENTER WT MESSAGE' and a sub-header 'Instructions for Entering WT Messages you Received Over the Air'. The instructions text reads: '...ing the Hq. addressed in the "TO" field of the message should enter the WT Message using this form. ...u received in the form below and in the order you received them. There will be at least one group, but will not be more than twenty. Once you have entered the groups as you received them, ...and press the Enter button. ...he system will compare your entry with the original message and return either a "Message Accepted" or "Message Rejected" response, along with additional instructions as applicable.' Below the text is a grid of 20 input fields labeled 'Group 1' through 'Group 20'. The first three fields are partially visible as 'up 2', 'up 9', and 'up 16'.

# Enter NHQ WT Message

## ENTER WT MESSAGE

### Instructions for Entering WT Messages you Received Over the Air

ONLY the intended recipient, representing the Hq. addressed in the "TO" field of the message should enter the WT Message using this form.

Enter the encoded message groups you received in the form below and in the order you received them. There will be at least one group, but will not be more than twenty. Once you have entered the groups as you received them, leave the remaining fields blank, if any and press the Enter button.

After submitting the coded message the system will compare your entry with the original message and return either a "Message Accepted" or "Message Rejected" response, along with additional instructions as applicable.

Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7
Group 8	Group 9	Group 10	Group 11	Group 12	Group 13	Group 14
Group 15	Group 16	Group 17	Group 18	Group 19	Group 20	

Enter Clear Form

# Access Local WT Message System in CACTUS



## CACTUS

Computer Assisted Command Tracking Utility System




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<a href="#">Mission AAR Survey</a>	<a href="#">Training Request</a>	<a href="#">Sortie Search</a>
<a href="#">OPS Quals Search</a>	<a href="#">Mission Calendar</a>	<a href="#">My Mission Availability</a>
<a href="#">Suggestion Box</a>		<a href="#">Search Mission Availability</a>
<a href="#">My Account Information (Change Password or Cell Phone Number)</a>	<a href="#">Sign Out</a>	

Mission Number	Description	Type
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[FORM 309 - COMMUNICATIONS LOG](#)

[ICS 205a - \(COMMUNICATIONS LIST\)](#)

[Wing Level WT Message System](#)



# WT Menu Options

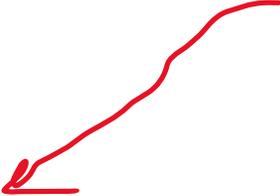
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[Add Inbound WT Message](#)

[WT Master Messages](#)

[WT System Admins](#)

Recipients enter messages here.



WT Admins create new "WT Messages"



Add/Remove WT Admins. WT Admins can create new messages.



# Add / Remove WT Admins

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**InActive Users List**

▲ ▼	CAP ID ▲ ▼	Name ▲ ▼	Action ▲ ▼
1	<a href="#">679398</a>	Abney, Lisa J	<a href="#">Add</a>
2	<a href="#">527526</a>	Alegre, David M	<a href="#">Add</a>
3	<a href="#">674871</a>	Alegria, Eugene R	<a href="#">Add</a>
4	<a href="#">148729</a>	Anker, Iver J	<a href="#">Add</a>
5	<a href="#">668195</a>	Assan Lantz, Grace	<a href="#">Add</a>
6	<a href="#">582785</a>	Baker, Richard W	<a href="#">Add</a>
7	<a href="#">669233</a>	Barber, Gerald R	<a href="#">Add</a>
8	<a href="#">697679</a>	Barber, Susan E	<a href="#">Add</a>

**Active WT Admins List**

▲ ▼	CAP ID ▲ ▼	Name ▲ ▼	Action ▲ ▼
1	<a href="#">399048</a>	Kafenbaum, Ruben E	<a href="#">Remove</a>
2	<a href="#">632042</a>	Peters, Gregory A	<a href="#">Remove</a>
3	<a href="#">398536</a>	Roberts, Gregory N	<a href="#">Remove</a>

Click “Add” or “Remove” to move member to other list. WT Admins can create new “outbound” WT Messages and Add/Remove WT Admins.

# WT Master Messages (Outbound Messages)

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## WT Master Messages

WING	MSG ID	DATE TIME (ZULU)	FROM	TO	INFO	ACTIVE	MESSAGE COUNT	ACTION
AZ	MSG42	2023.08.02 20:39	ME	YOU	INFO	True	<u>1</u>	<a href="#">Deactivate</a> <a href="#">Delete</a> <a href="#">Edit</a>
AZ	MSG1	2023.08.01 20:16				True	0	<a href="#">Deactivate</a> <a href="#">Delete</a> <a href="#">Edit</a>
AZ	MSG4	2023.07.31 21:59	from	to	info	True	0	<a href="#">Deactivate</a> <a href="#">Delete</a> <a href="#">Edit</a>
AZ	MSG4	2023.07.31 21:59				True	0	<a href="#">Deactivate</a> <a href="#">Delete</a> <a href="#">Edit</a>
AZ	MSG3	2023.07.31 21:58				False	0	<a href="#">Activate</a> <a href="#">Delete</a> <a href="#">Edit</a>

[Add New Wing Level WT Master Message](#)

WT Admins can DeActivate (no more inbound messages) or Activate (accepts inbound messages) or “Edit/Modify” an existing Master Message.

Click number in MESSAGE COUNT column to view all the inbound messages to match that Master message.

# Inbound message recorded for Master Message “MSG42”

## WT Messages

WING	MSG ID	DATE TIME (ZULU)	FROM	TO	INFO	BY	TIME TO RECEIVE (MIN)	TIME TO RECORD (MIN)	MODIFY COUNT
AZ	<a href="#">MSG42</a>	2023.08.03 18:02				Combellick, Michael Paul	1283	1232	2

Messages should be logged by the intended receiver “BY”.

Notice that the elapsed time in minutes is recorded for the difference of the time when the outbound message was created and when the inbound message was received.

Also notice the elapsed time in minutes is recorded for the difference of the time when the outbound message was created and when the inbound message was recorded in this system.

# Add new Master Message

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## WT Master Messages

WING	MSG ID	DATE TIME (ZULU)	FROM	TO	INFO	ACTIVE	MESSAGE COUNT	ACTION
AZ	MSG42	2023.08.02 20:39	ME	YOU	INFO	True	<u>1</u>	<a href="#">Deactivate</a> <a href="#">Delete</a> <a href="#">Edit</a>
AZ	MSG1	2023.08.01 20:16				True	0	<a href="#">Deactivate</a> <a href="#">Delete</a> <a href="#">Edit</a>
AZ	MSG4	2023.07.31 21:59	from	to	info	True	0	<a href="#">Deactivate</a> <a href="#">Delete</a> <a href="#">Edit</a>
AZ	MSG4	2023.07.31 21:59				True	0	<a href="#">Deactivate</a> <a href="#">Delete</a> <a href="#">Edit</a>
AZ	MSG3	2023.07.31 21:58				False	0	<a href="#">Activate</a> <a href="#">Delete</a> <a href="#">Edit</a>

[Add New Wing Level WT Master Message](#)



# If only 1 message group, it can contain up to 1000 characters

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**WT Master Message**

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**CAP RADIO MESSAGE FORM** Page 1 of 1 Pages

*WSC NUMBER:	INCOMING: <input type="text"/> OUTGOING: <input type="text"/>
*TRANSMISSION INSTRUCTIONS:	<input type="text" value="Enter up to 200 characters."/>
*PRECEDENCE TIME:	ROUTINE: <input type="text"/> 4 <input type="text"/> 10 <input type="text"/> 15 <input type="text"/> 20 <input type="text"/> 2000
FROM:	<input type="text"/>
TO:	<input type="text"/>
WFO:	<input type="text"/>
*GROUPS:	<input type="text"/>

BREAK

Group #1

BREAK

MESSAGE RECEIVED FROM:		*Approved to Receive	
DATE:	TIME:	BY:	OFFICE:
MESSAGE SENT TO:		NOTES:	
		<input type="text"/>	

CAP FORM 105 11 Dec 20 PREVIOUS EDITIONS WILL NOT BE USED Optional Field

Questions?