

Archiving event documentation

1. Create the ICS 309 Communication Log

- a) Outpost, **Forms > ICS 309 Comm Log.**
- b) Select **Period** Tab, then **Range** for when *your shift* (or event) occurred.
- c) Select **Output** Tab, then which printer
NOTE: If you do not have a printer, then select the *Microsoft Print to PDF* printer to produce a .pdf file.
- d) Press **Build Data Set**, then press **Print.**
- e) If you paper-print this form, then sign the ICS 309.
- f) **Deliver this report to your supervisor.**

ICS 309					
COMMUNICATIONS LOG			TASK #	Date	
Operational Period: 11/20/21 00:00 to 11/29/21 23:59			CUP-19-00T	11/20/21	
Radio Operator Name: Jim Oberhofer			Task Name: CUP-21-39T	Station ID: KN6PE	
LOG					
Time	From	To	Msg ID	Local ID	Subject
11/20 08:36	WA6VFD@W2X...	PKTTUE@W2X...	RKS-140P	CUP-547P	RKS-140P Jose.11/20/21
11/20 08:36	WA6VFD@W1X...	PKTTUE@W4X...	RKS-144P	CUP-548P	RKS-144P Jose.11/20/21
11/20 08:36	WA6VFD@W1X...	PKTTUE@W2X...	RKS-149P	CUP-549P	RKS-149P Jose.11/20/21
11/20 08:37	XSCEOC@W1X...	XSCPERM		CUP-550P	SCCo Pac
11/20 08:38	XSCEOC@W1X...	XSCPERM		CUP-551P	SCCo Pac
11/20 08:38	CUPEOC	WA6VFD@W2X...			DELIVER RKS-140P Jose.11/20/21
11/20 08:39	CUPEOC	WA6VFD@W1X...			DELIVER RKS-144P Jose.11/20/21
11/20 08:39	CUPEOC	WA6VFD@W1X...			DELIVER RKS-149P Jose.11/20/21
11/20 08:49	KJ6OHT@W1X...	CUPEOC	OHT-220P	CUP-552P	OHT-220P DELIVER OHT-220P
11/20 08:49	CUPEOC	KJ6OHT@W1X...			
11/20 08:58	KJ6OHT@W1X...	CUPEOC	BVD-102	CUP-553P	BVD-102 DELIVER
11/20 08:58	CUPEOC	KJ6OHT@W1X...			
11/20 09:08	KJ6OHT@W1X...	CUPEOC; KJ...	OHT-225P	CUP-554P	OHT-225P DELIVER BVD
11/20 09:09	CUPEOC	KJ6OHT@W1X...			
11/20 09:11	CUPEOC	KJ6OHT@W1X...		CUP-555P	RE: BVD; FW: BVD; DELIVER Cupertino
11/20 09:11	KJ6OHT@W1X...	CUPEOC			
11/20 09:12	CUPEOC	KJ6OHT@W1X...			
11/20 09:30	CUPRSA@W1X...	CUPEOC	RSA-343P	CUP-556P	RSA-343P
11/20 09:30	CUPDZA@W1X...	CUPEOC@W1X...	DZA-200P	CUP-557P	DZA-200P
11/20 09:31	CUPEOC	CUPRSA@W1X...			DELIVER Regnart A De Anza A
11/20 09:31	CUPEOC	CUPDZA@W1X...			
11/20 09:40	CUPRSA@W1X...	CUPEOC	RSA-116	CUP-558P	RSA-116 DELIVER
11/20 09:41	CUPEOC	CUPRSA@W1X...			
11/20 09:41	CUPEOC	CUPRSA@W1X...			RE: RSA- RE: RSA- RE: RSA-
11/20 09:55	CUPEOC	CUPRSA@W1X...			
11/20 09:56	CUPRSA@W1X...	CUPEOC	RSA-344P	CUP-559P	RSA-344P Down bloc DELIVER Cupertino
11/20 09:56	CUPRSA@W1X...	CUPEOC@W1X...			
11/20 09:57	CUPEOC	CUPRSA@W1X...			DELIVER ARK - Tr RE: RSA- Tree Dow
11/20 09:58	CUPEOC	CUPRSA@W1X...			

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2. Create a printable message listing

- a) From Outpost, **File > Save All**.
- b) Creates an Ascii-formatted file of all messages in the current folder with a **Page Break** between each message.
- c) Repeat for any other folder where event messages were stored.
- d) This file could be printed to generate one message per page or cut-n-paste out a specific message.
- e) ***Deliver this file to your supervisor.***

```
Printable Message Listing2.txt - Notepad
File Edit Format View Help
started =
to smell gas outside my house and\nthink it is
hous=
e. -- People Trapped: negative\nLast Seen:n/a
DEVD=KJ6OHT
DATM=211120 0849
EVNT=BVD21324.102
!/ADDON!

From:    kj6oht@w1xsc.ampr.org
To:      CUPEOC; KJ6OHT
Sent:    11/20/2021 09:01
Subject: OHT-225P_R_Downed Tree KJ6OHT BVD

The earthquake brought down a tree at the end
blocking the road. Cars cannot pass. Some neigh
clear it.

Location: 0 Puddling Stoen Way, Cupertino, cro
Pacifica.
Reported by: Lou Grant, 21603 La Playa Ct, 408

From:    kj6oht@w1xsc.ampr.org
To:      CUPEOC
Sent:    11/20/2021 09:10
```

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3. Create a Message Archive

- a) From Outpost, **File > Export**, then select "**All Folders**" (for your entire system).
- b) Use meaningful file names.
- c) The Export process will create an Outpost Archive File (.oaf).
- d) This file later can be imported back into Outpost to restore the archived messages to their original folders.
- e) ***Deliver this file to your supervisor.***

