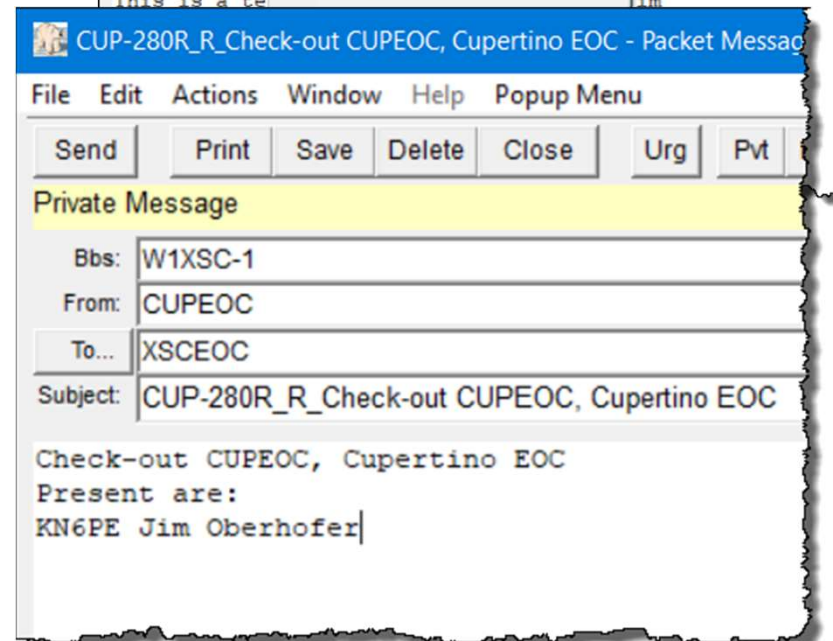
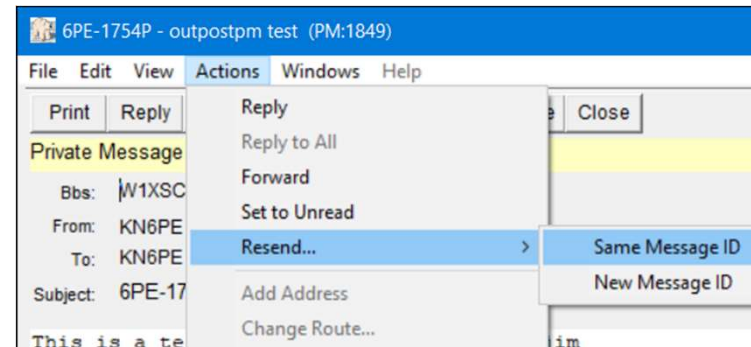


## Resend option – Text Messages

**Resend** a message previously sent.

- **Sent** folder, open the message
- **Actions > Resend...** choose option
- Edit the message.
- For **Resend, Same Msg ID**, manually change the Message ID from -###P to -###R for Resend.
- Make whatever other changes you need to make, then
- Press **Send**, then **Send/Receive**.



## Resend option – PackItForm Messages

### *Same Message ID...*

Resending *PackItForm Messages* depends on your option.

- Sent folder, **single-click** on the message to highlight it (not open it)
- **Actions > Open enhanced msg as text**
- Once the text opens, click on **Actions > Resend...** choose **Same Message ID**
- PackItForm opens a new copy in the Browser, ready for editing.
- **Manually** change the Message ID from **-###P** to **-###R** for **Resend**.
- Make other changes and continue as usual.

The screenshot shows the PackItForm interface. The 'Actions' menu is open, highlighting 'Open enhanced msg as text'. Below the menu, the 'Submit to Outpost' and 'Submit via Email' buttons are highlighted. The main form displays the following information:

**Santa Clara County EOC Resource Re**

Message Numbers: Origin: CUP-319R

Date: 11/24/2021 Time: 09:17 Handling

ICS Position: Logistics

Location: SCC EOC

Name:

Contact Info:

1. Incident Name  
Earthquake, Day 2

5. Requested by (name, agency, position, email, phone)  
Planning, Cupertino, EOC

## Resend option – PackItForm Messages

### *New Message ID...*

- Get the Next Message Number:
  - In Outpost, **Tools > Report Settings**
  - Note the **Next Message** value. This is the number to use. Do not change it!
- Sent folder, **single-click** on the message to highlight it (not open it)
- **Actions > Open enhanced msg as text**
- Once the text opens, click on **Actions > Resend...** choose **New Message ID**
- The PackItForm will open in the browser.
- **Manually** change the PackItForm **Origin** message number with the number you noted above.
- Make other changes and continue as usual.

The image shows two overlapping windows. The top window is titled 'Report Settings' and has tabs for 'Variables', 'Reports', and 'ICS 309'. Under 'Global Variables', the 'Next Message' field contains the value '321', which is highlighted with a red box and a red arrow pointing to the 'Origin' field in the bottom window. The bottom window is a 'PackItForm' for 'Santa Clara County EOC Resource Re'. It has fields for 'Message Numbers', 'Origin' (containing 'CUP-321P'), 'Date' (11/24/2021), 'Time' (09:17), and 'Handling'. Below these are sections for 'ICS Position' (DEC), 'Location' (SCC OEC), 'Name', and 'Contact Info'. At the bottom, there are sections for '1. Incident Name' (Earthquake, Day 2) and '5. Requested by'.