

Archiving event documentation

Reset Outpost for the next event

4. Reset Outpost for the next event

STOP! Do not proceed until you have created a **Message Archive>All Folders** first.

STOP! Do not proceed until you have permission from your supervisor.

- a) If not already done, set up the SCC Notices message folder
 - a) **Tools > General Settings, Start** tab.
 - b) Set the name of one of the folders to **SCC Notices**.
 - c) Move or drag all SCC Notices into this folder.
- b) Export (backup) the SCC Notices folder:
 - a) click on this folder. Then **File > Export**, select **This Folder**
 - b) Give it a name, like "SCC_Notices-yymmdd". Press **OK**.
 - c) Verify that all messages (6 today) were processed.
 - d) FYI... your file is in the **C:\SCC Packet\archive** directory

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4. Reset Outpost for the next event (continued)

- c) Delete all Outpost messages:
 - a) Go to **File > Delete All Messages**, answer **Yes** at the prompt.
All your files are deleted.
- d) Restore the SCC Notices:
 - a) **File > Import**, select the file, press OK
- e) You now have a clean system for the next event or incident.
- f) Inform your supervisor that this task is complete.