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.*

22

Archiving event documentation

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 neig
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
```

23

Archiving event documentation

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.*

24