

4.3 ICS309 Reporting

INTRODUCTION

The job is not done until the paperwork is complete. Fortunately, there is an on-line ICS 309 Communications Log facility that automatically generates this log for you. The Ics309 Comm Log Builder program is scheduled from Outpost with specific parameters that makes filling in the report easier.

ACTIVITY

1. From Outpost, go to the menu **Tools > Reports**, then the **Ics309** Tab. Note some of the field areas:
 - a. **Automation.** You can schedule the report to run every so often.
 - b. **Other ICS 309 Fields.** You can enter the report data fields here, and they will automatically be sent to the report. Alternatively, you can enter them directly into the report.
 - c. The Radio Operator Name and Station ID are filled in from the Station ID form. Press **OK** when done.

Report Settings

Variables | Reports ICS 309

Automation

No Automation. Run the ICS 309 Comm Log Report manually.

Schedule a report run every minutes (1-999).

Other ICS 309 Fields

These fields are required by the ICS 309 Comm Log report and can be entered here or on the report form directly.

Task ID:

Task Name:

These fields are set on the Setup > Station Identification Form, or can be updated here.

Radio Operators Name:

Station ID:

OK Cancel

2. Now, let's run the report. **Select Forms > ICS 309 Communications Log.** The report opens. Note that the header fields have been filled in. You can also set them here if you want.
3. Before doing anything, press the **Build Data Set** button. This will load the preview field at the bottom. You can press this anytime to see what your report will look like as you change options.
4. Report options are set from tabs in the middle of the form.

- a. **Period.** Reporting Period for the report. Select each option and note how the Operational Period field values change. Usually, either pick **Today** or the custom **Range** for your operational period.
- b. **Content.** Selects what types of messages will be included; usually leave them all checked. You can also add subject line words that will flag a message to be excluded. For instance, if you **DO NOT** want Delivery receipts in your report, put the word "DELIVERED" in the exclusion area. Separate words by spaces.
- c. **Sort.** Sort by some different options. Also, for all options other than DayTime, check the Line Break option to add a space when a sort option value changes.
- d. **Layout.** These fields are usually included in the report, but can be unchecked at your discretion.
- e. **Output.** You can send your report to a printer, an ascii file, a .csv file, or any combination of the three. This occurs when you finally press the **Print** button at the top of the form.

ICS 309 Comm Log Builder

File Edit Help

Build Data Set Print Exit

Task #
CUP-18-35T

Task Name
Loma Prieta Earthquake

Station ID
KN6PE

Radio Operators Name
Jim Oberhofer

Period Content Sort Layout Output

Reporting Period

Today (08/27/2018)

Since last report run (05/18/17 14:25)

All (05/01/2017 to 08/27/2018)

Range

From Date:

From Time:

To Date:

To Time:

Preview

| Date/Time | From | To | Msg ID | Local ID | Subject |
|----------------|-------------|-------------|----------|-----------------|---------|
| 05/13/17 09:23 | CUP60C | +S2WC | CUP-374P | CUP-374P | S2WC |
| 05/13/17 09:41 | CUP60C | +S2WC | CUP-379P | CUP-379P | S2WC |
| 05/13/17 09:59 | CUP60C | +CUSD | CUP-381P | CUP-381P | CUSD |
| 05/13/17 09:59 | CUP60C | +S2WC | CUP-380P | CUP-380P | S2WC |
| 05/13/17 10:06 | CUP60C | +S2WC | CUP-382P | CUP-382P | S2WC |
| 05/13/17 10:15 | CUP60C | +CUSD | CUP-384P | CUP-384P | CUSD |
| 05/13/17 10:15 | JIM.WOLLEB- | CUP60C@WIX- | CUP-385P | Re: CUP-380P: S | |
| 05/13/17 10:16 | JIM.WOLLEB- | CUP60C@WIX- | CUP-386P | Re: CUP-382P: S | |
| 05/13/17 10:22 | CUP60C | +S2WC | CUP-383P | CUP-383P | S2WC |
| 05/13/17 10:29 | CUP60C | +CUSD | CUP-388P | CUP-388P | CUSD |
| 05/13/17 10:29 | CUP60C | +S2WC | CUP-389P | CUP-389P | S2WC |

18 messages found for reporting

5. Try different options, and press the Build Data Set button to see how the changes look.
6. Finally, press **Build Data Set**, then the **Print** button. This will send your report to the printer, or present file name fields for your .txt or .csv files.