

How to Configure Outpost for Inbound Message Numbering

Outpost can automatically assign a message number to received messages. This is an essential feature if the served agency assigns their own message number to all messages, whether sent or received. This paper explains how to set up and use the incoming message numbering feature.

Step 1: Verify Message Numbering Components

Go to: **Tools > Report Settings > Variables**

- Next Message Number
 - Set this to the next message number that you want to assign
 - Most locations use 3 digits, but you can use more if you need to
- Tactical ID (3 char):
 - Enter the three character tactical ID
 - For agency EOCs, use the assigned 3-letter prefix
 - For other sites with assigned tactical IDs (such as locations within a city), the last three characters of the tactical ID will be unique within the city

Step 2: Turn on Inbound Message Identification

Go to: **Tools > Message Settings > Msg Numbering**

- **Check:** Assign a local message number to inbound messages
- Note the message number shown, which consists of:
 - The 3-character tactical ID configured above
 - The number configured above
 - The letter “P” (for “packet”)

The “P” suffix insures that whatever message number you pick will not duplicate a message number that may exist on a preprinted form somewhere in your agency.

That’s it!

Incoming messages will now be assigned a local message number according to the settings above. The message number will appear as “Local ID” in several places:

- In the message lists of folders, such as the “In Tray”
- In the message detail view (when you double click on a message)

- When you print the message
- In the ICS 309 Communications Log
- In Auto-Delivery receipts that Outpost sends when it receives messages (so the sender of the message will know what message number you assigned)