

How to Configure Outpost for Automated ICS 309 Printing

When running a packet station, it is recommended to print the ICS 309 Communications Log at regular intervals to insure that you have a fairly recent log even if your PC completely dies. This paper explains how to configure Outpost to automatically print the ICS 309 at regular intervals

Step 1: Verify ICS 309 Setup

Go to: **ICS Reports > ICS 309 > Communications Log**

- Header information
 - Verify Task # (activation number), name, etc. are set properly
 - The Operational Period will be set according to your selections in the “Period” tab
- Period
 - For drills and public service events, selecting “Today” is an easy choice
 - For real incidents, typically select “Range” and specify the operational period
- Content
 - Check all boxes according to the type of messages you want to include in the log
- Sort
 - The ICS 309 is typically sorted by “DateTime”
 - The other sorting methods are helpful when analyzing traffic or when searching for specific messages
- Layout
 - Typically, check all boxes
- Output
 - For printed output, verify “Output report to Printer” is selected
 - You can also check other output types, but these will probably not help you if your PC is down unless they are saved to a remote server
- File > Print Setup
 - Select the printer to be used to print the log

Step 2: Manually Print the Log

- Click on “Build Data Set” to search the Outpost database and build the ICS 309 log
- Click on “Print” to print the log

Step 3: Automatically Print the Log

Go to: **Tools > Report Settings > ICS 309**

- Click on “Schedule a report run every [] minutes
- Fill in the amount of time between runs.
- Select a time interval based on your traffic level to ensure that you will have a recent log if your PC dies

This will print the entire log at the specified interval.

Step 4: Reduce Paper Usage

You can reduce paper usage when printing the log automatically as follows:

- Print the initial log as described above
- Set automation as described above
- Go back to: ICS Reports > ICS 309 Communications Log
- Set Reporting Period to “Since last report run”

This will print only those messages which which have a date and time since the last scheduled run of the report.

Note: If there are no new messages since the last scheduled run of the report, no page will be printed.