PSA Recorder Process

August 18, 2020

Prerequisites

- 1. Must have an operational AX.25 Packet System with Outpost installed.
- 2. Must have a spreadsheet program installed and be familiar with its use
- 3. Must have a voice ham station capable for hearing most CARES members (VHF, W6TDM)

Before the Event

| 1. Review this procedure regularly. |
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| 2. Participate in the CARES weekly Net. |
| 3. Participate in the SCCo RACES weekly packet check-ins. |
| 4. With your Spreadsheet program, verify or create a spreadsheet as follows: NOTE: <i>Microsoft Excel</i> is shown here. The <i>Free Libre Calc</i> program works the same. |
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| A B C D E F G H I J K L M N O P Q R S T |
| 1 Call Sign Msg ID Time Grid Surveyed 1.1 1.2 1.3 1.4 2.1 2.2 2.3 3.1 4.1 4.2 4.3 4.4 5.1 MikeMike 2 |
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| PSA-Packet-Template + : • |
| Make sure vou have Columns "A" thru "S" set up. |
| Save this spreadsheet in a location you can easily find. Save the File as a .csv (comma delimited), as follows: a File > Save As |
| b Select a location you can easily find |
| c. In the Field Name Field, enter a name, like PSA-Packet-Template |
| d. In the Save As Type Field, select CSV (Comma Delimited)(*.csv) |
| e. Press Save . |
| 6. Participate in all on-air PSA recorder training when offered. |
| 7. Be Ready to volunteer as PSA recorder during activations. |

During an Event

| 8. Check in to the CARES Emergency Net. |
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| 9. If Net Control is looks for a PSA Recorder, you are available, and your packet station is ready, volunteer to act as the PSA Recorder. |
| 10. Start up your Packet Station. |
| 11. Open your PSA-Packet-Template.csv file and immediately save the spreadsheet with a new name: PSA-CUP-YY-##.csv. For instance: PSA-CUP-20-31T.csv a. File > Save As b. Select a location you can easily find c. In the Field Name Field, enter a name, like PSA-CUP-YY-##.csv d. In the Save As Type Field, verify CSV (Comma Delimited)(*.csv) is still selected. e. Press Save. |
| TAKE THE MESSAGE |
| Listen for Net Control to direct PSA traffic to you. Opportunistically fill in fields as Net Control sets up the next station to pass in their PSA traffic (call sign, Msg ID, time). |
| 13. The best method to move from field to field is to use the TAB key or Left/Right arrow keys. For instance, enter a number, then press Tab; enter a number, then press Tab; etc. This keeps your fingers on the keyboard. |
| E SA-CUP-20-31T.csv - Excel Jim Oberhofer E E - E X |
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| Send the PSA reports to the EOC. |
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| 17. When directed by Net Control to pass the PSA summary to the EOC, do the following: |
| a. Press Save to save the file. |
| b. From Outpost, Press New to open a new message. |
| c. On the message form, press File > Open a File |
| d. Navigate to the directory with you are saving the PSA .csv file. |
| e. At the bottom, change the selection "Text Files (*.txt)" to "All Files (*.*)" |
| Select your PSA .csv file, and press OK. The file contents are loaded in the message form. |
| g. In the subject line, fix the spacing by adding a space between the Message ID and the File Name. |
| 18. Press Send. Press Send/Receive. |
| 19. Continue taking PSA reports on the same file below the entries already collected. |
| 20. Continue in the role of PSA recorder until this function is handed off to the EOC. |

After the Event

| 21. At the end of the exercise, archive all messages as follows: |
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| a. From Outpost, File > Export > All folders |
| b. When prompted, enter the name with the activation, i.e.: XSC-18-34T.oaf |
| 22. Delete all packet messages as follows: |
| a. Except for the SCCo Notices folder, open each folder and delete its contents. |
| b. Delete the contents of the Deleted Folder last. |
| 23. Update your ICS 214 Unit Log. |
| 24. Report to the Shift Supervisor that Packet Operations are secure. |