

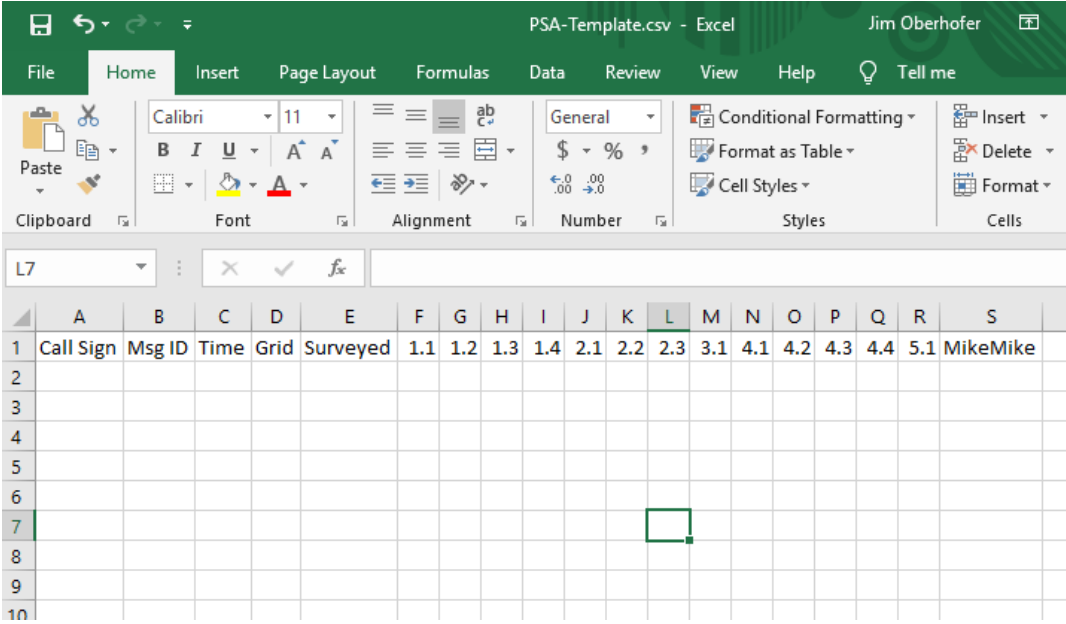
PSA Recorder Process

December 4, 2018

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.
	2. Participate in the CARES weekly Net.
	3. Participate in the SCCo RACES weekly packet check-ins.
	<p>4. With your Spreadsheet program, verify or create a spreadsheet as follows: NOTE: Microsoft Excel is shown here. The Free Libre Calc program works the same.</p>  <p>Ensure you have Columns "A" thru "S" set up.</p>
	<p>5. Save this spreadsheet in a location you can easily find. Save the File as a .csv (comma delimited), as follows:</p> <ol style="list-style-type: none"> a. File > Save As b. Select a location you can easily find c. In the Field Name Field, enter a name, like PSA-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.
_____	9. If Net Control looks for a PSA Recorder, you available, and your packet station is ready, volunteer to act as the PSA Recorder.
_____	10. Start up your Packet Station
_____	11. Open your PSA-Template Program. Immediately save the spreadsheet with a new name: PSA-CUP-YY-##.csv. For instance: PSA-CUP-18-34T.csv <ol style="list-style-type: none"> File > Save As Select a location you can easily find In the Field Name Field, enter a name, like PSA-CUP-YY-##.csv In the Save As Type Field, verify CSV (Comma Delimited)(*.csv) is still selected. Press Save.
_____	TAKE THE MESSAGE 12. 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. This keeps your fingers on the keyboard.
_____	14. At the last column, record any special conditions that the PSA submitter may have. No Details!
_____	15. Acknowledge message reception: "Message Received. This is "call sign>.
_____	16. Press Save to save the file.
_____	Send the PSA reports to the EOC. 17. Wait for a lull in the reports, or if directed by Net Control to pass the PSA summary to the EOC. <ol style="list-style-type: none"> Press Save to save the file. From Outpost, Press New to open a new message. On the message form, press File > Open a File Navigate to the directory with your PSA file. At the bottom, change the selection "Text Files (*.txt)" to "All Files (*.*)" Select the PSA file, and press OK. The file contents is loaded in the message form. 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: 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.