HICS-213 Help

HICS-213is an electronic form of the ICS 213 General Message form.

The file extension of the saved form is .ics.
The .ics file is an ASCII text file. Being an ASCII text file means that you can send this file very easily via digital modes.
The receiving station would need to run HICS-213in order to have the .ics file display as an HICS-213 form on their PC screen.
Yes they could use Notepad to read the file. But it would be some what jumbled.

Date-Time Menu:

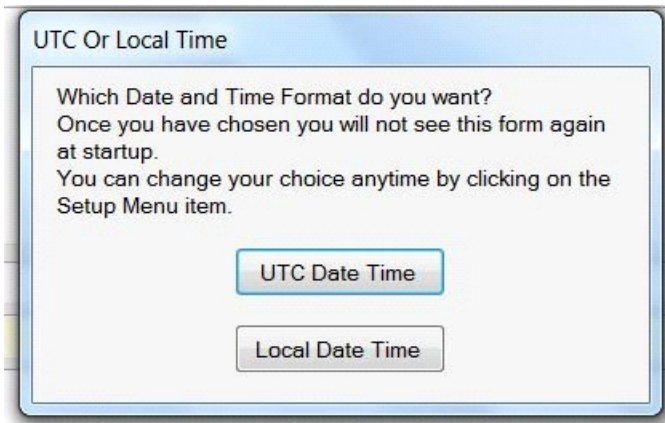All the date and time formats are user selectable. Either UTC or Local.

If the Date/Time are in UTC then the lower case letter z will be displayed the end of the time fields.

If the Date/Time are LOCAL then their will be no letter displayed at the end of the time fields.

The Date-Time menu item will fill in the From Date and Time fields.

When filling in a reply message therefore the From Date and From Time fields are already filled in. Clicking on the Date-Time menu item in this case will fill in the reply Date and Time fields.

When a user starts HICS-213for the first time the Setup dialog form is displayed.

UTC Or Local Time

Which Date and Time Format do you want?
Once you have chosen you will not see this form again
at startup.
You can change your choice anytime by clicking on the
Setup Menu item.

UTC Date Time

Local Date Time

The setup dialog is used to set the date and time format.
The setup dialog box is displayed only this one time.
The next time HICS-213is started HICS-213will remember
the users choice UTC or LOCAL time.

The choice of UTC or LOCAL Time can always be changed
at a later time by the user clicking on the Setup Menu Item.

Normal Flow of Program (E-Mail)

User is handed a paper copy of HICS-213 form.

User fills in the fields of the HICS-213form.
User clicks on the Email Menu Item.
The Save Dialog box opens.

    The default file name contains the message number and
    the name of the Incident.
    The user can save the ICS form using this default file name
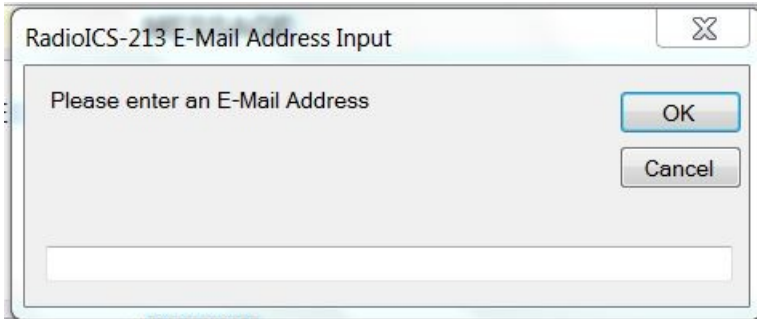   or the user can save the ICS form using a file name of their
    own design,

    Note: If the user starts their messages numbers with zeros
    then their saved ICS files will be in message number order.
    For example use 001 instead of 1.
    Use 010 instead of 10 and so on.

User saves the HICS-213 form to the formsgout directory.
The E-Mail dialog box is displayed.

RadioICS-213 E-Mail Address Input

Please enter an E-Mail Address

OK

Cancel

At this point the user has two choices.

Enter a valid E-Mail address or leave the E-Mail address dialog blank.
In either case the users default E-Mail program opens with a new E-Mail
displayed.
This new E-Mails first line contains the following line
Left Click Message area then Right Click message area and then select Paste
When the user follows the above instructions the contents of the HICS-213
form is pasted into the new E-Mail.

If the user leaves the E-Mail address dialog blank then the above E-Mail
is addressed to a fake E-Mail address (anyone@anywhere.com).
The user can now use his default E-Mail address book to change the fake
E-Mail address to the correct one.

If the user enters a valid E-Mail address into the E-Mail address dialog then
the above E-Mail is addressed using what the user entered into the
E-Mail address dialog box.
Also the next time the user clicks on the Email Menu Item the last valid
E-Mail address becomes the default answer for the E-Mail address dialog box.

Normal Flow of Program (RMS Express)

User is handed a paper copy of HICS-213 form.

User fills in the fields of the HICS-213form.
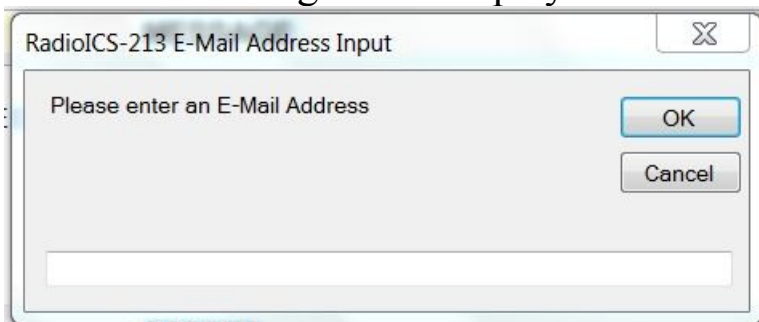User clicks on the RMS Express Menu Item.
The Save Dialog box opens.

 The default file name contains the message number and
 the name of the Incident.

The user can save the ICS form using this default file name
or the user can save the ICS form using a file name of their
own design,

Note: If the user starts their messages numbers with zeros
then their saved ICS files will be in message number order.
For example use 001 instead of 1.
Use 010 instead of 10 and so on.

User saves the HICS-213 form to the formsgout directory.
The E-Mail dialog box is displayed.
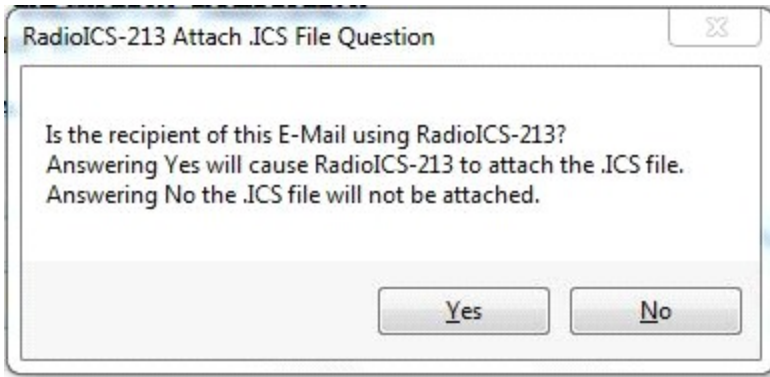

At this point the user has two choices.

Enter a valid E-Mail address or leave the E-Mail address dialog blank.

If the user leaves the E-Mail address dialog blank then the above E-Mail
is addressed to a fake E-Mail address (anyone@anywhere.com).
The user can now use his RMS Express address book to change the fake
E-Mail address to the correct one.

If the user enters a valid E-Mail address into the E-Mail address dialog then
the above E-Mail is addressed using what the user entered into the
E-Mail address dialog box.
Also the next time the user clicks on the RMS Express Menu Item the last valid
E-Mail address becomes the default answer for the E-Mail address dialog box.

After the E-Mail address dialog is finished then the following message dialog
box is displayed.

RadioICS-213 Attach .ICS File Question

Is the recipient of this E-Mail using RadioICS-213?
Answering Yes will cause RadioICS-213 to attach the .ICS file.
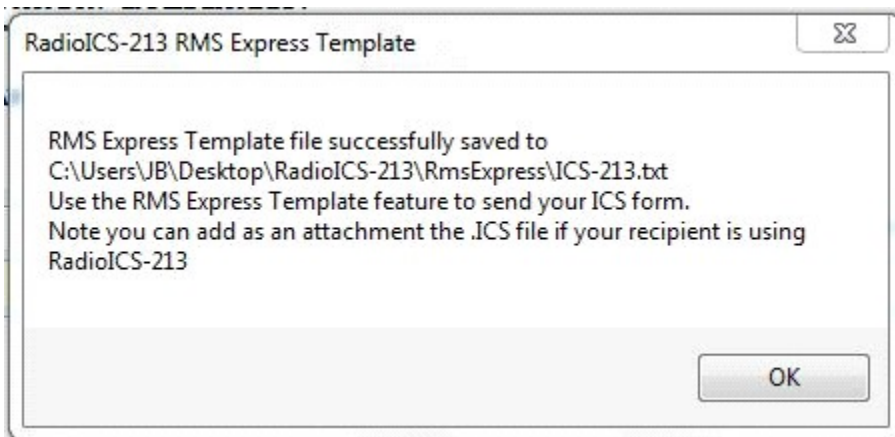Answering No the .ICS file will not be attached.

Yes   No

The above dialog box is asking the user if they want
to attach the current .ICS file to the out going
RMS Express E-Mail.
Answering Yes attaches the file.
Answering No does not attach the file.
Then the following dialog box is displayed.

RadioICS-213 RMS Express Template

RMS Express Template file successfully saved to
C:\Users\JB\Desktop\RadioICS-213\RmsExpress\ICS-213.txt
Use the RMS Express Template feature to send your ICS form.
Note you can add as an attachment the .ICS file if your recipient is using
RadioICS-213

OK

The Template file is always saved with the following file name
ICS-213.txt. This way every time you click on the RMS Express
menu item the new template file over writes the old template file.

Flow of Program when user opens a Saved HICS-213 Form:
User clicks on the File Menu Item.
User Clicks on the Open Menu Item.

User doubles clicks on the formsgin or the formsgout directory.
User doubles clicks on the .ICS file that they want to open.
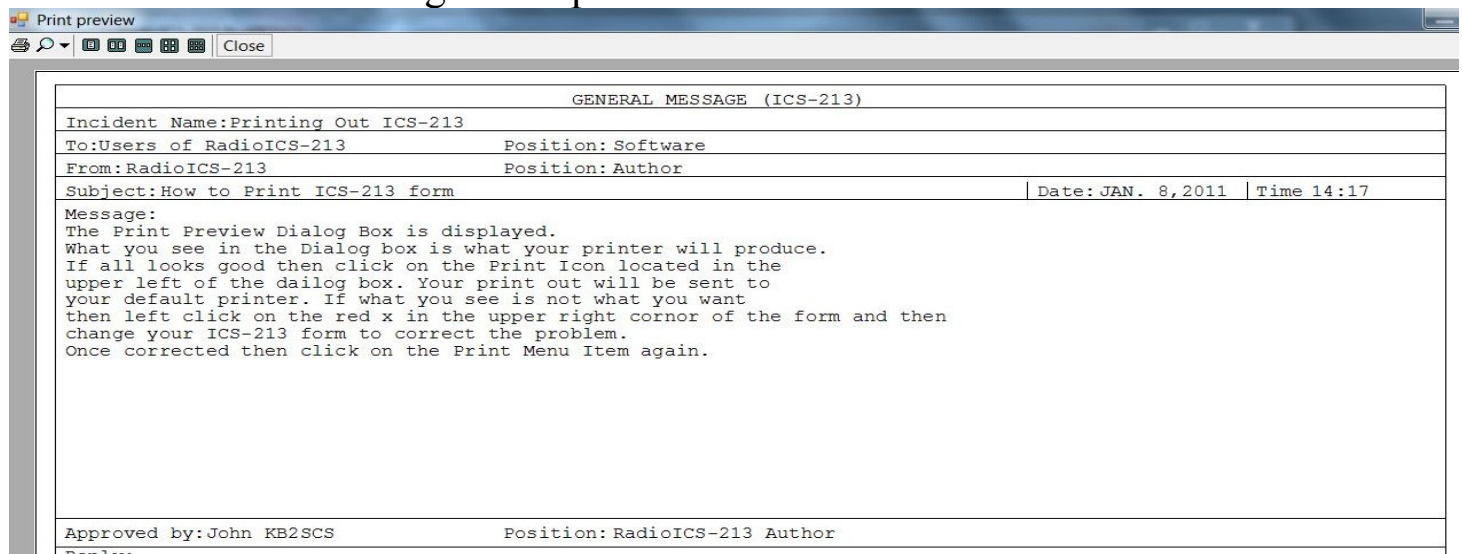HICS-213 displays the saved HICS-213 message.

If the user makes no changes to any of the HICS-213 form fields then
when the user clicks on the Email Menu Item the save dialog box is not
displayed just the E-Mail address dialog box is displayed.

If instead the user changes any of the HICS-213 fields then when the user clicks
on the Email Menu Item the Save dialog box is displayed before the E-Mail address
dialog.

Printing:

To print out the HICS-213 form the user would click on the File Menu Item

then the Print Menu Item.
The Print Preview Dialog form opens full screen with a zoom of 100%.

The Print Preview Dialog Box is displayed.

What you see in the Dialog box is what your printer will produce.
If all looks good then click on the Print Icon located in the
upper left of the dialog box. Your print out will be sent to
your default printer. If what you see is not what you want
then left click on the red x in the upper right corner of the form and then
change your HICS-213 form to correct the problem.

Once corrected then click on the Print Menu Item again.

Note Just like the Email Menu item if any of the fields of the HICS-213 form are changed when the Print Menu Item is clicked on the Save Dialog Box will be displayed before the Print Preview Dialog Box.

Clear Menu Item:

The clear Menu Item is used as the name implies to clear the fields

in the HICS-213 form.
Usage:
Any time you want to clear the form so you can start over again.
After printing a form and you want to start a new form.

John KB2SCS.
END-OF-FILE