

# RadioICS-213 Help

RadioICS-213 is 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 RadioICS-213 in order to have the .ics file display as an ICS-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.

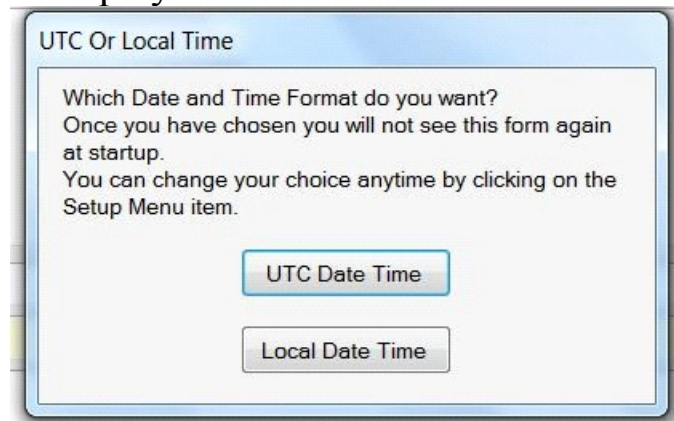
If the Date/Time are in UTC then the lower case letter z will be displayed the end of the time fields.

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 RadioICS-213 for the first time the Setup dialog form is displayed.



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 RadioICS-213 is started RadioICS-213 will 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 ICS-213 form.

User fills in the fields of the RadioICS-213 form.

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,

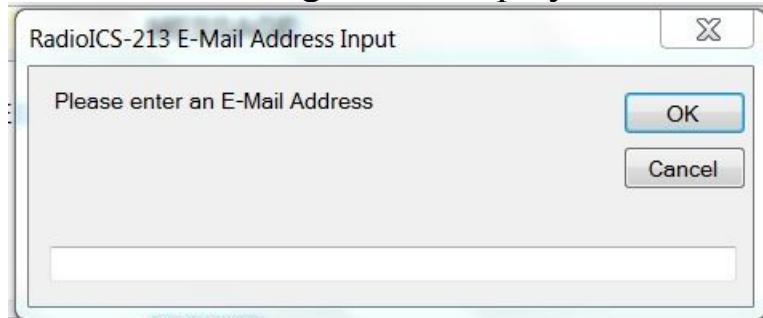
Note: If the user starts their messages numbers with zeros then their saved ICS files will be in message number order.

For example use 001 instead of 1.

Use 010 instead of 10 and so on.

User saves the ICS-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.

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 ICS-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 ICS-213 form.

User fills in the fields of the RadioICS-213 form.

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,

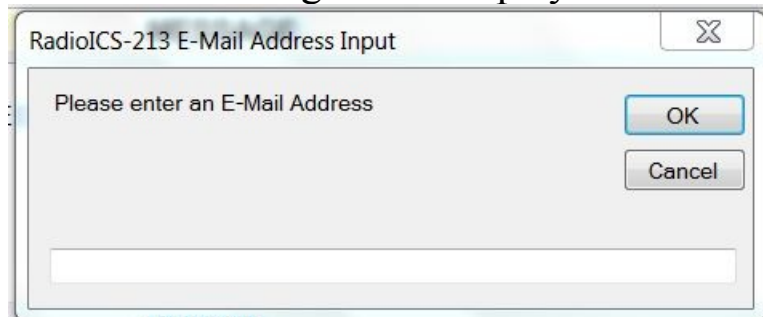
Note: If the user starts their messages numbers with zeros then their saved ICS files will be in message number order.

For example use 001 instead of 1.

Use 010 instead of 10 and so on.

User saves the ICS-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.

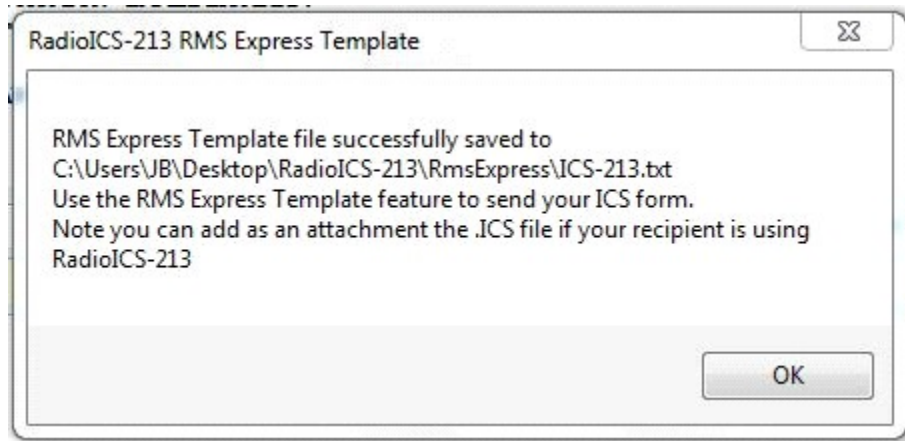
If the user leaves the E-Mail address dialog blank then the above E-Mail is addressed to a fake E-Mail address (anyone@anywhere.com).

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 Email 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.



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 ICS-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.

RadioICS-213 displays the saved ICS-213 message.

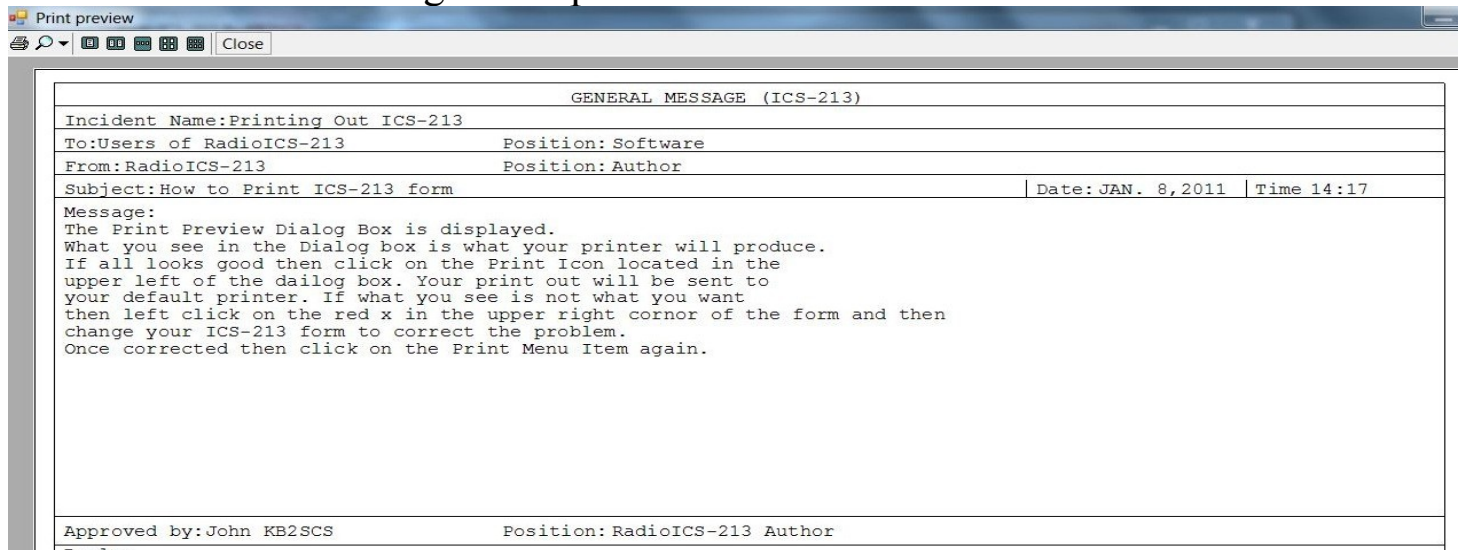
If the user makes no changes to any of the ICS-213 form fields then when the user clicks on the Email Menu Item the save dialog box is not displayed just the E-Mail address dialog box is displayed.

If instead the user changes any of the ICS-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 ICS-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 screenshot shows a window titled "Print preview" with a standard toolbar and a "Close" button. The main content area displays a "GENERAL MESSAGE (ICS-213)" with the following details:

Incident Name: Printing Out ICS-213		
To: Users of RadioICS-213	Position: Software	
From: RadioICS-213	Position: Author	
Subject: How to Print ICS-213 form	Date: JAN. 8, 2011	Time 14:17

Message:  
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 ICS-213 form to correct the problem.  
Once corrected then click on the Print Menu Item again.

Approved by: John KB2SCS      Position: RadioICS-213 Author

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 ICS-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 ICS-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 ICS-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