

Configuration of Outpost

Ver. 1.5, May 21, 2015



Configuration of Outpost

Run Outpost to bring up the Station Identification Screen.



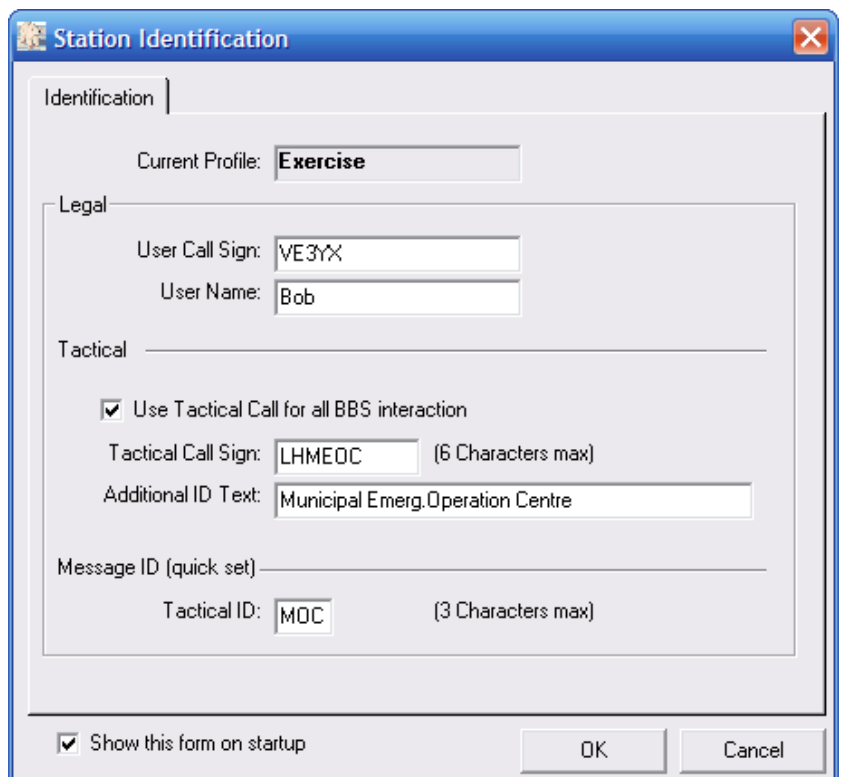
Note that as of V2.7, the startup **Profile** name is shown.

Under **Legal**, the **User Call Sign** and **User Name** should be modified to show the current operator.

If the User call sign is changed, (a new operator taking over), the signature will also have to be changed. See [Message Settings, New Messages](#).

Under **Tactical**, select **Use Tactical Call**, and set the **Tactical Call Sign** to reflect the current operating location from the list in *Appendix A*. In this case for demo purposes, we are using the MEOC. Fill in the **Additional ID Text**, and set the **Tactical ID** to 3 characters for that location.

Select **OK** to continue to the Outpost Packet Message Manager.

A screenshot of the "Station Identification" dialog box. The dialog has a title bar with a close button. The main area is divided into sections: "Identification" (Current Profile: Exercise), "Legal" (User Call Sign: VE3YX, User Name: Bob), and "Tactical" (Use Tactical Call for all BBS interaction: checked, Tactical Call Sign: LHMEOC (6 Characters max), Additional ID Text: Municipal Emerg. Operation Centre, Message ID (quick set): Tactical ID: MOC (3 Characters max)). At the bottom, there is a checkbox for "Show this form on startup" (checked) and "OK" and "Cancel" buttons.

Station Identification

Identification

Current Profile: **Exercise**

Legal

User Call Sign: **VE3YX**

User Name: **Bob**

Tactical

Use Tactical Call for all BBS interaction

Tactical Call Sign: **LHMEOC** (6 Characters max)

Additional ID Text: **Municipal Emerg. Operation Centre**

Message ID (quick set)

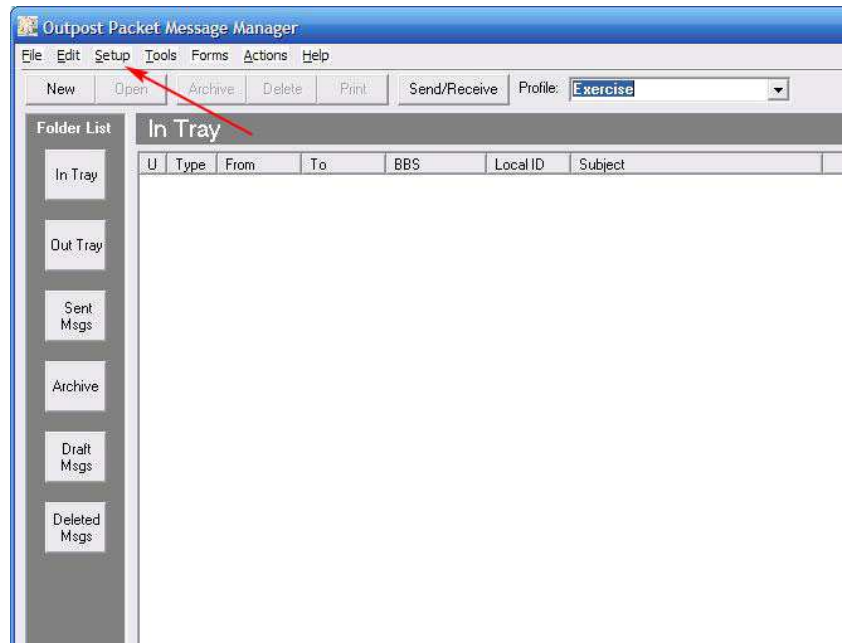
Tactical ID: **MOC** (3 Characters max)

Show this form on startup

OK Cancel

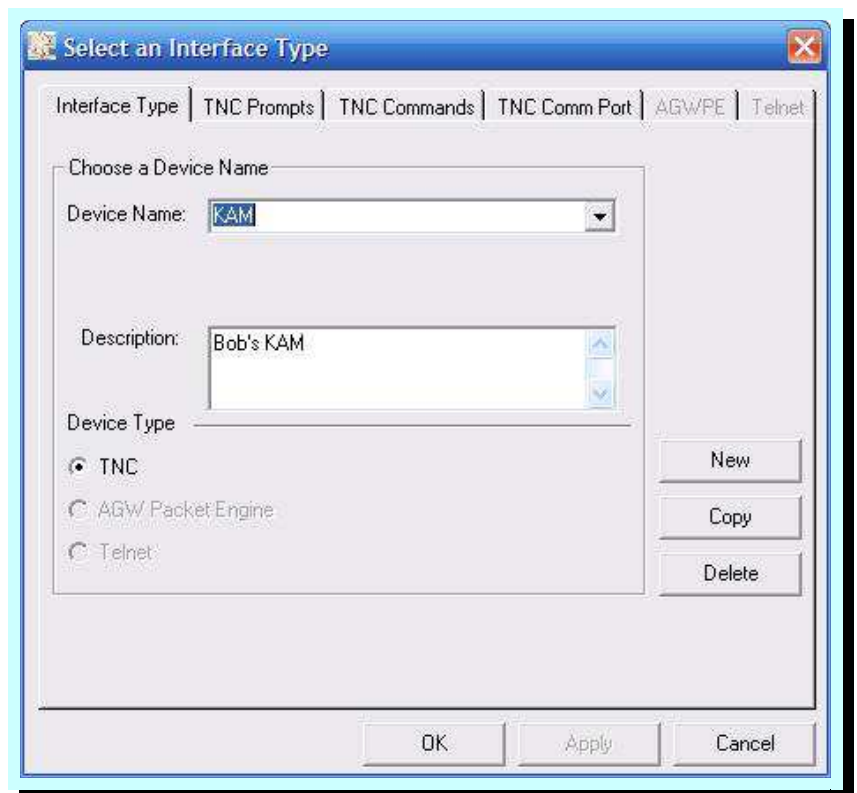
In the Outpost Packet Message Manager, click **Setup** to bring up the setup dropdown menu:
Select the first option **TNC** from that dropdown menu.

(Note the new **Profile** dropdown menu for selecting a profile.)



The following screen appears. Review the information under the **Interface Type** Tab. If the **Device Type** is not shown as TNC, consult the installation guide for instructions on the use of configuration files at installation time.
The **Device Name** and **Description** should reflect the hardware in use.

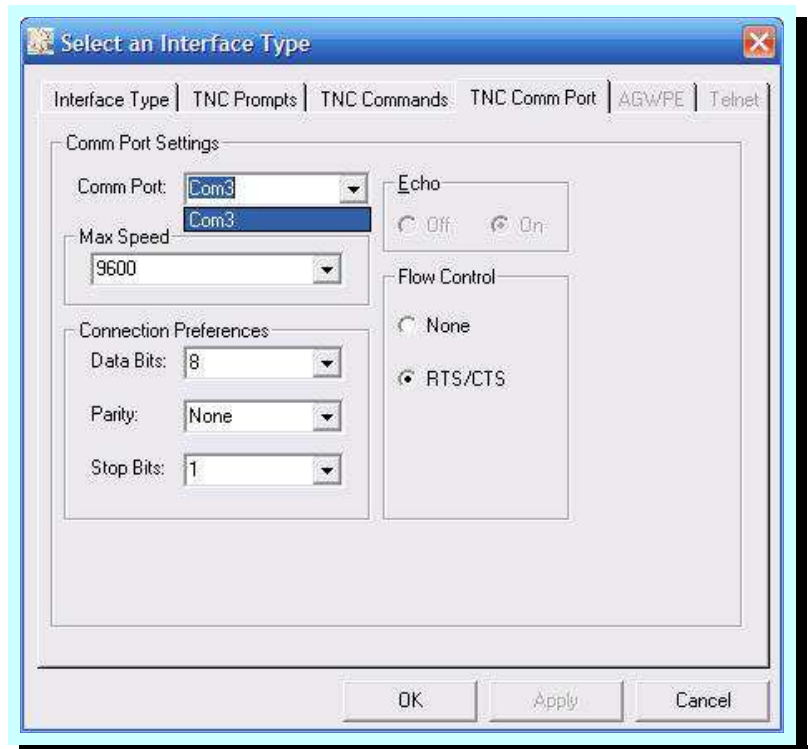
Select **Apply** to preserve any changes.



Select the **TNC Comm Port** Tab.

From the dropdown menu beside **Comm Port** select the port used. This may require some trial and error if you are not sure which port the TNC is connected to.

Select **Apply** to preserve any changes, then **OK** to continue.



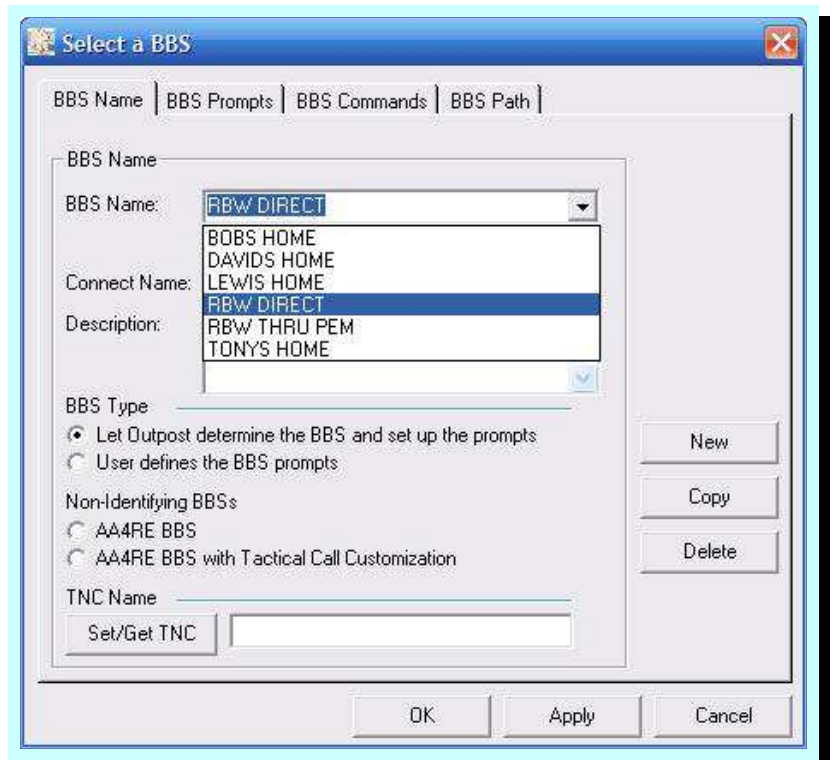
Back in the Outpost Packet Message Manager, click **Setup** and click on **BBS** from that dropdown menu.

The following **Select a BBS** screen will appear. Select the **BBS Name** Tab.

From the dropdown menu beside **BBS Name**, select **RBW DIRECT** if you can reach RBW from your location. If you can only reach PEM, select **RBW THRU PEM**.

Select **Let Outpost Determine the BBS and set up the prompts**.

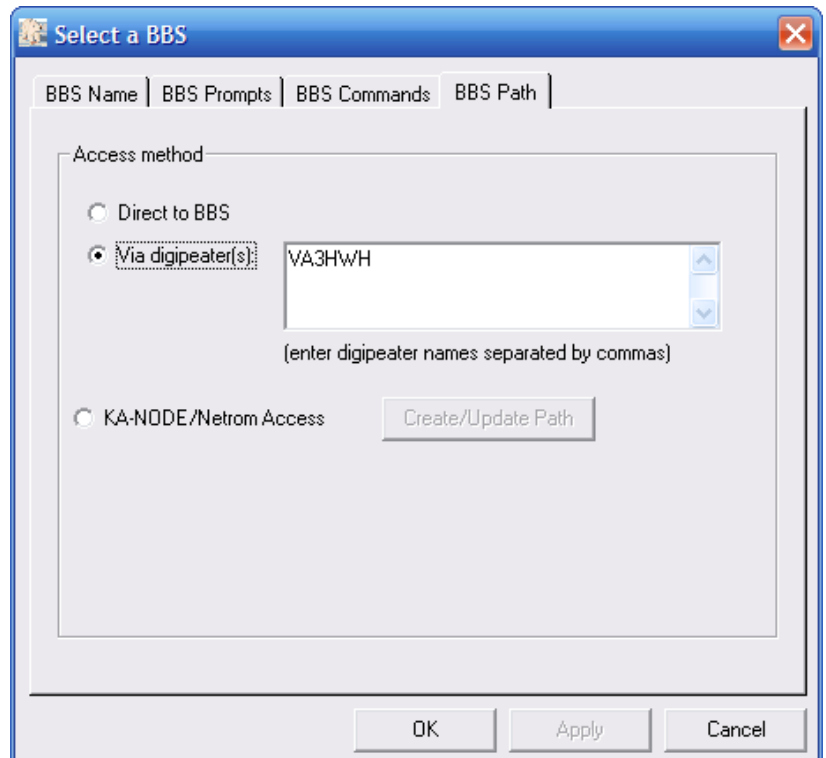
Select **Apply** to preserve any changes.



If you need to set up a new path using digipeaters to get to RBW:

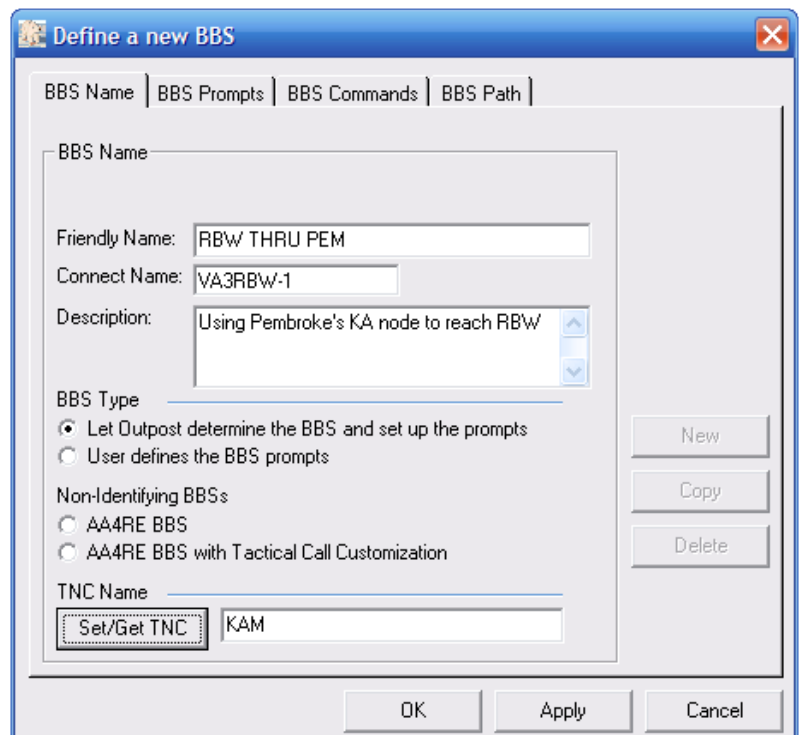
Under the **BBS Path** Tab select **Via digipeater(s)** and enter the call signs in the box.

See Appendix C for additional info about BBSs.

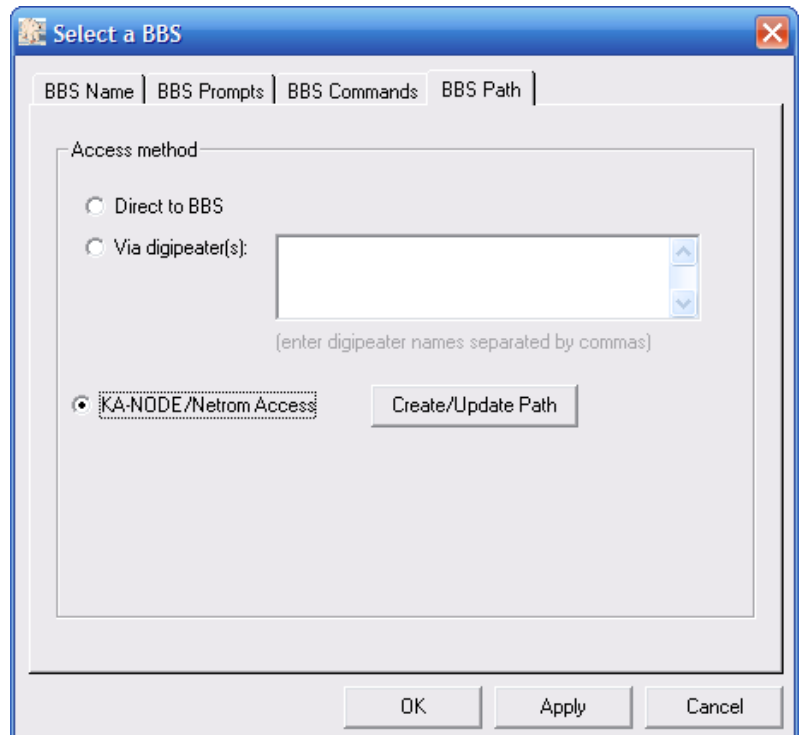


In some instances you may not be able to connect to RBW directly and will have to connect **Via node(s)**. In the example aside, VE3NRR-7 is being used for a node. This will likely be the situation for the Red Cross.

After filling in the Names, description and local TNC, click on the **BBS Path** tab.



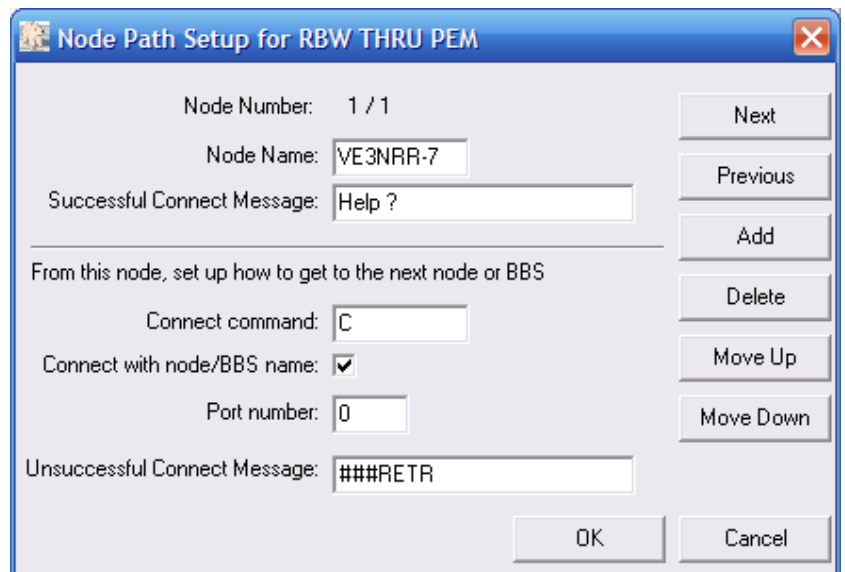
Click on the [KA-Node](#) button, then on [Create/Update Path](#).



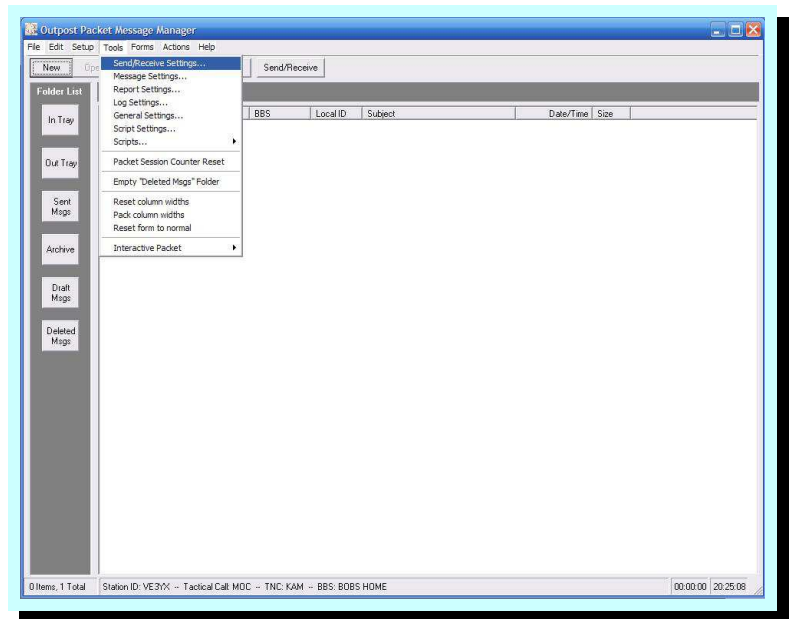
Here we are using the KA-node VE3NRR-7. The remaining fields are appropriate for a KA-node. If the node in use is not a KA type, then the remaining fields will have to be set differently. See:

<http://www.outpostpm.org/docs/Appnote-1001-node-setup.pdf>

Click [OK](#), [Apply](#), [OK](#).

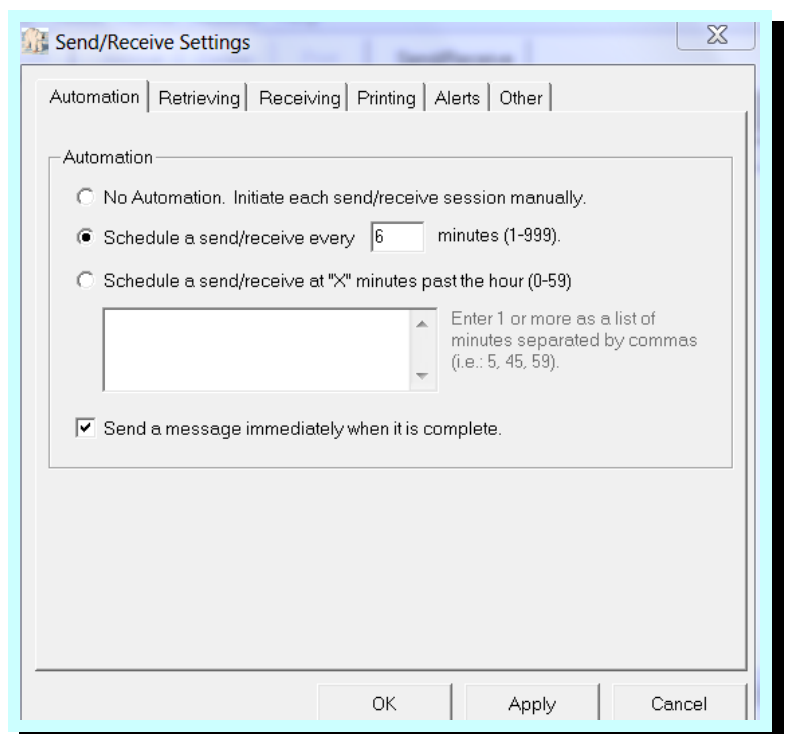


From the Outpost Packet Message Manager, select **Tools**, **Send/Receive Settings**.



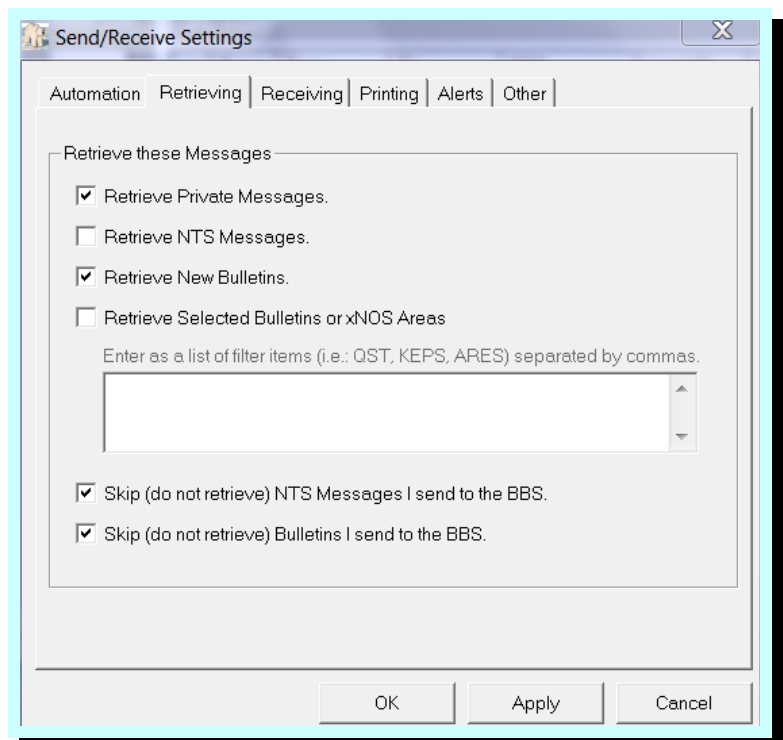
Under the **Automation Tab**, **Schedule a send/receive event every 6 minutes**. Select **Send a message immediately when it is complete**.

Select **Apply** to preserve any changes.



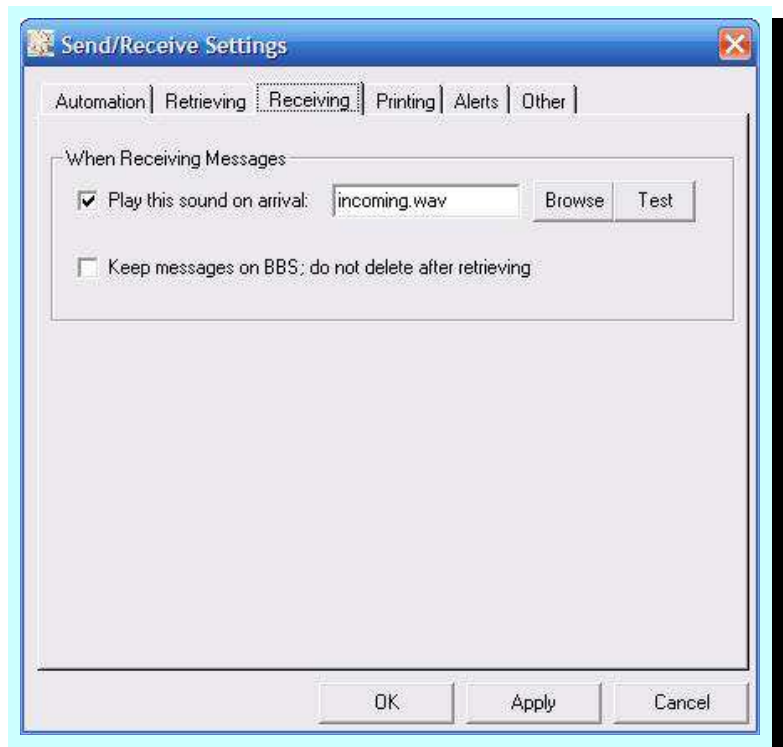
Under the **Retrieving Tab**,
Select **Retrieve Private Messages**,
and **Retrieve New Bulletins**,
and **Skip(do not retrieve)NTS Messages I send to the BBS**
and **Skip(do not retrieve) Bulletins I send to the BBS**.

Select **Apply** to preserve any changes.



Under the **Receiving Tab**,
select **Play this sound on arrival: incoming.wav**.

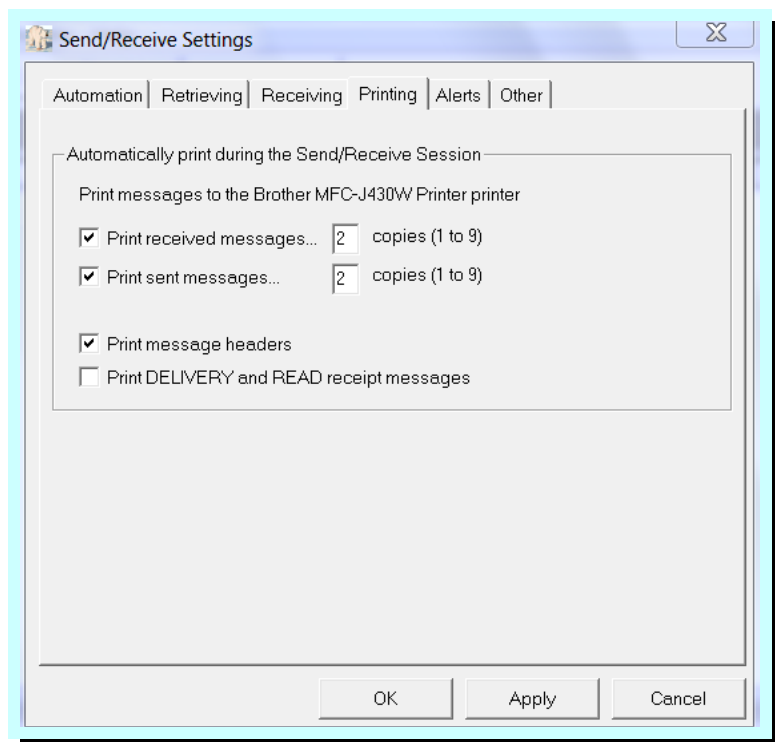
Select **Apply** to preserve any changes.



Under the **Printing** tab, select **Print received message (2)** and **Print send messages (2)**. Select **Print message headers**.

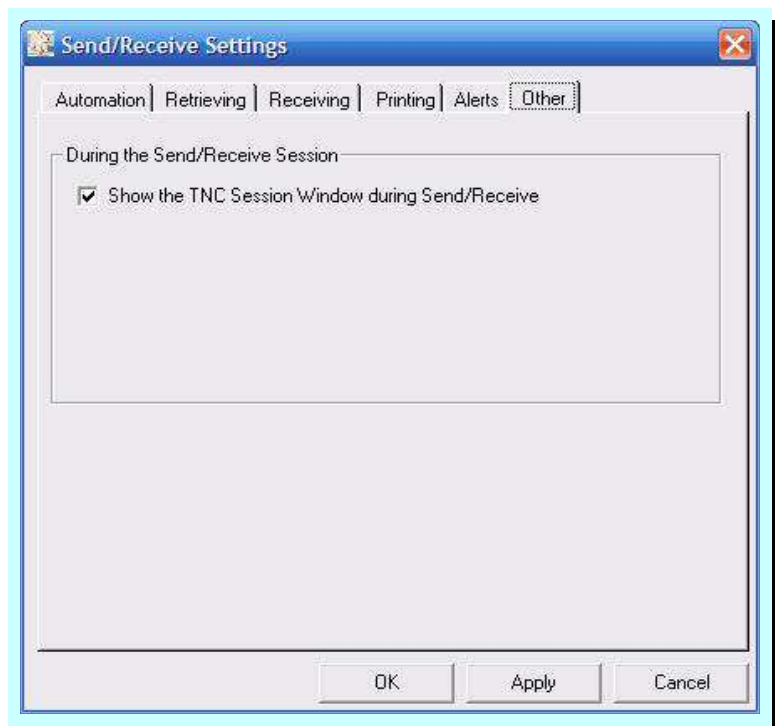
*One copy goes to centre staff.
One copy is for our records.*

Select **Apply** to preserve any changes.

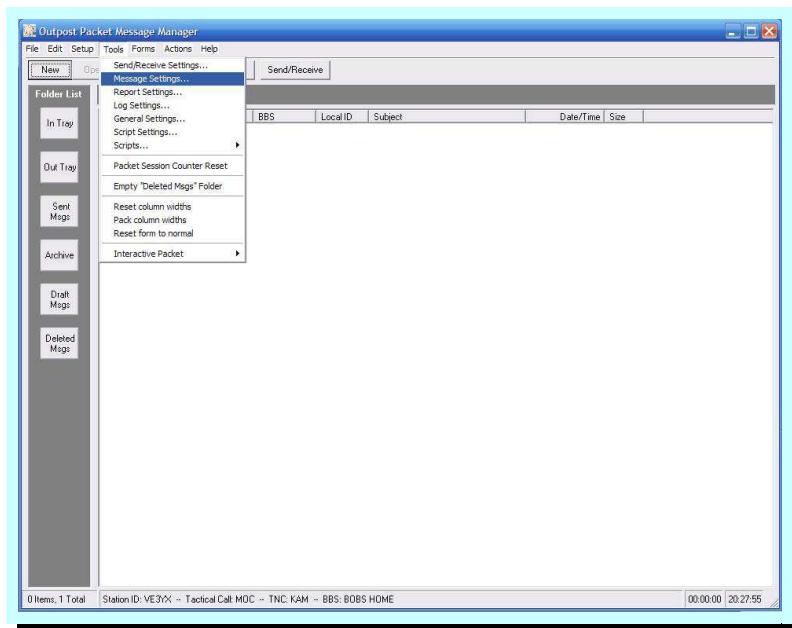


Under the **Other** tab, select **Show the TNC Session Window during Send/Receive**.

Select **Apply** to preserve any changes.



From the Outpost Packet Message Manager select **Tools, Message Settings.**

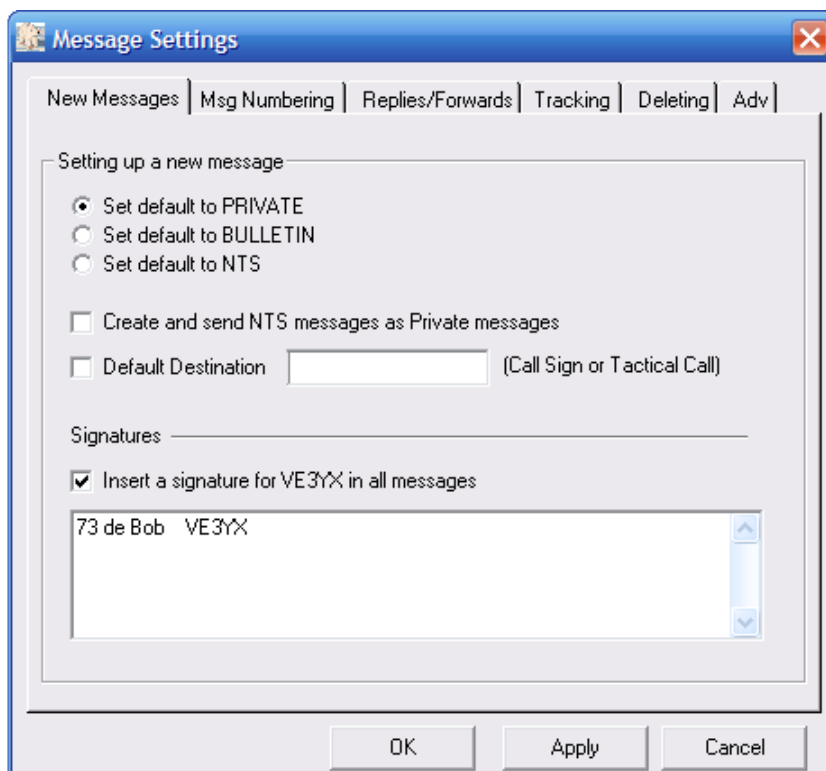


Under the **New Messages** tab, select **Set default to PRIVATE.** If you wish to add a signature at the bottom of your messages, select **Insert a signature for call sign in all messages.**

In the message window, insert the desired wording.

*(The signature is specific for the call sign. If the call sign on the Ident Page (**Setup, Identification**) is changed, a new signature is required).*

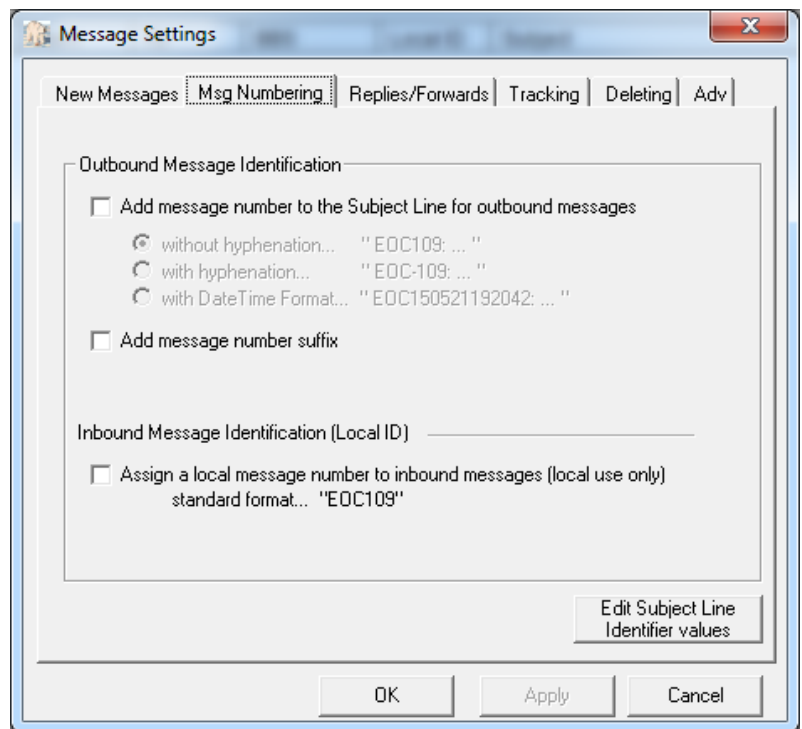
Select **Apply** to preserve any changes.



Under **Msg Numbering** tab, Ensure that both **Add message number...** boxes are UN-checked.

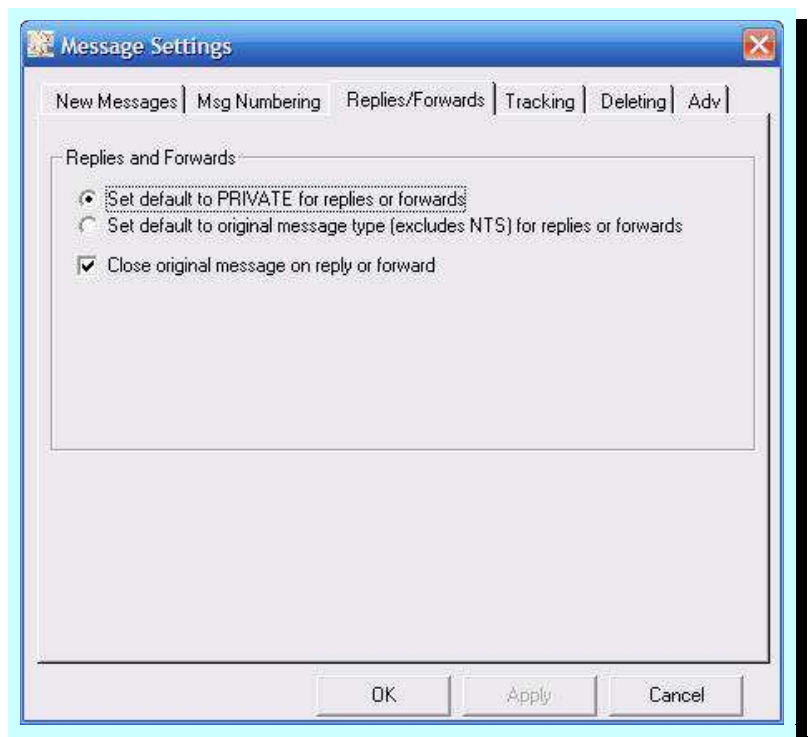
Select **Apply** to preserve any changes.

The message numbers will appear in the message text when using the report form.



Under **Replies/Forwards** tab select **Set default to Private for replies or forwards** and **Close original message on reply or forward**.

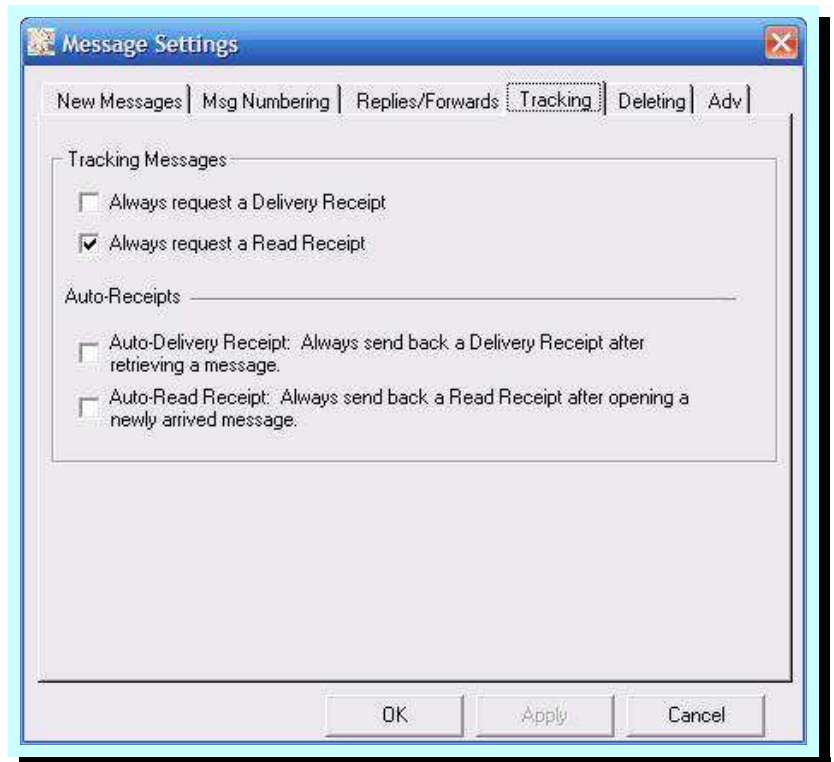
Select **Apply** to preserve any changes.



Under **Tracking** tab, select **Always request a Read Receipt**.

Select **Apply** to preserve any changes. Click **OK** if the station is not going to be used for ICS-213 Messages.

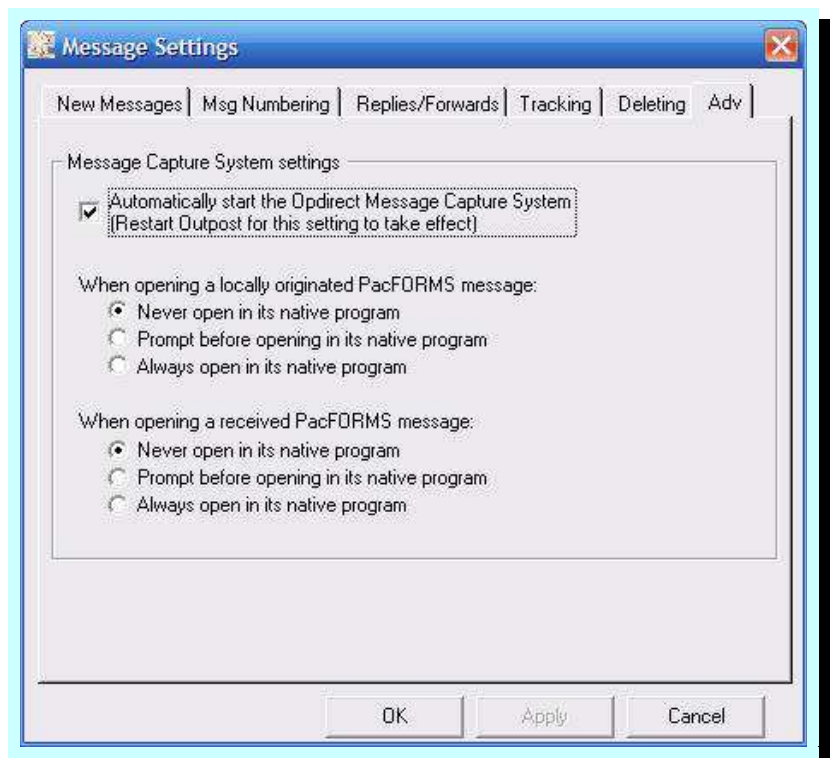
.....
Note that for Outpost to recognize that a message has been read and to send a **Read Receipt**, the message must be opened in a window. i.e. Double click on the message in the **In Tray** window.
.....



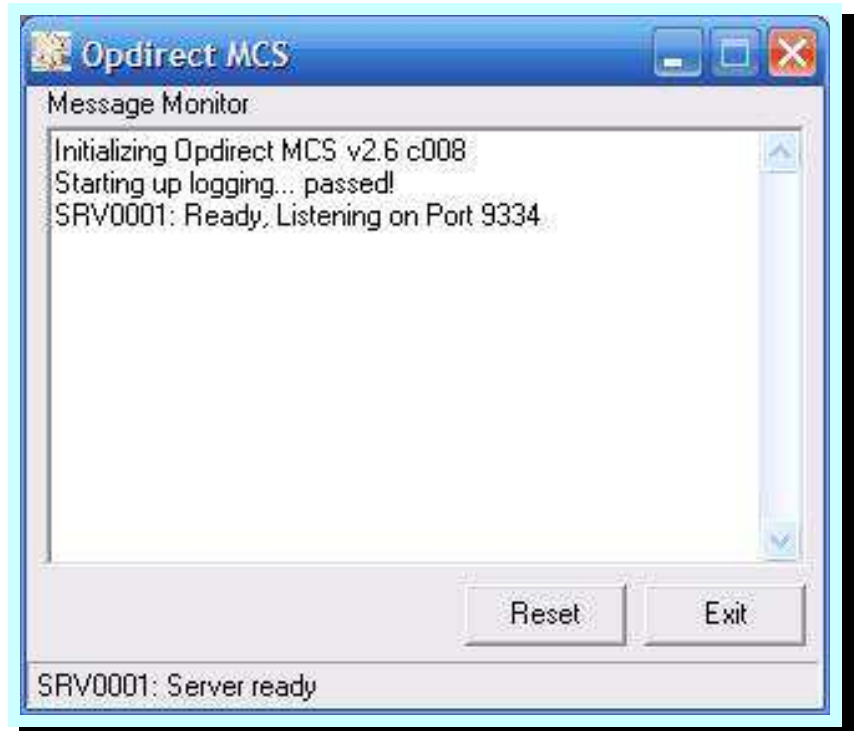
If this station is going to be used for ICS-213 messages:

Under **Adv** tab, select **Automatically start the Opdirect...** and **Never open in its native program** in the two places it appears.

Select **Apply** to preserve any changes and **OK** to close the window.



When the Opdirect Message System is set to automatically start (as configured in the previous step), this message will appear when Outpost is restarted and Opdirect will appear in the task bar.

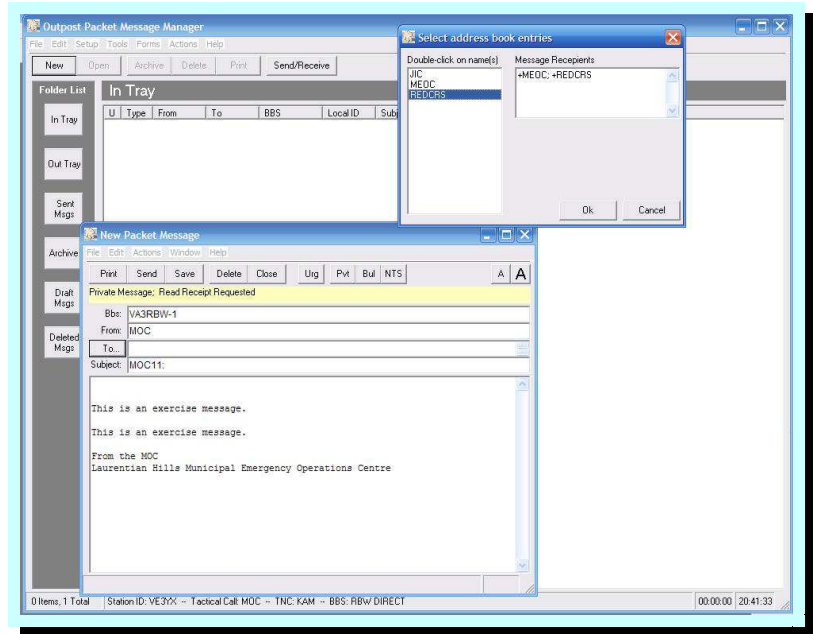


Sending an Outpost Message

Under the Outpost Packet Message Manger, select **New** to create a new Packet Message, or if you have a message form linked to a function key such as F5, type the key to bring up a New Message window with the form.

See Appendix D about message forms.

The New Packet Message window appears, with fields **BBS** and **From** completed, with the signature text in the message field. By default, the message will be private (**Pvt**). If you want to create an urgent message, which will appear in red, select **Urg** at the top of the New Packet Message window. To send a bulletin, select **Bul**. In the case of **Bul**, you can simply use your own tactical call in the **To** field. See Appendix B for instructions on deleting a bulletin from the BBS.



Note the **To** is highlighted. Click on **To** to bring up the Select address book entries window. **Double click** on one or more addresses to select message destination.

Fill in the subject field and the message text between the exercise notifications.

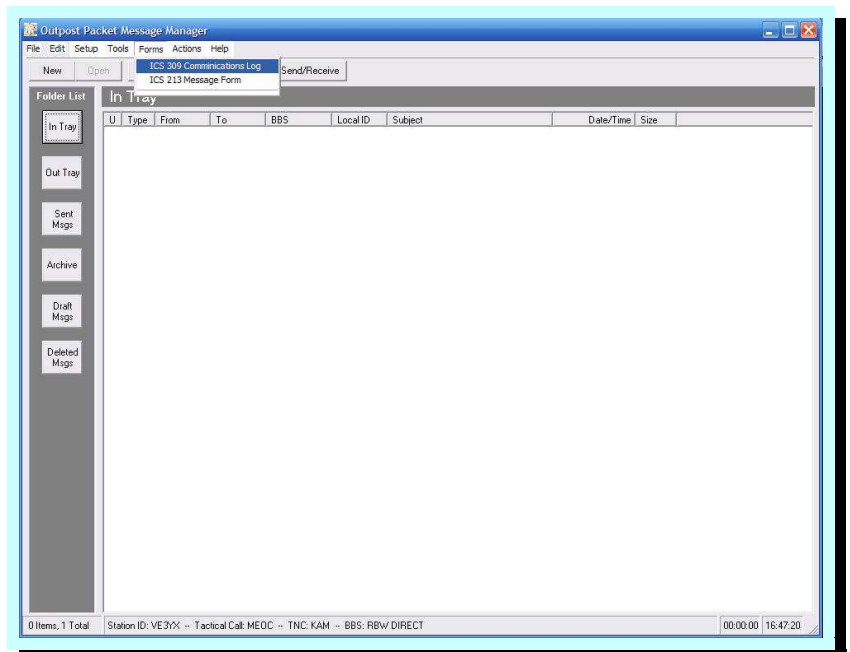
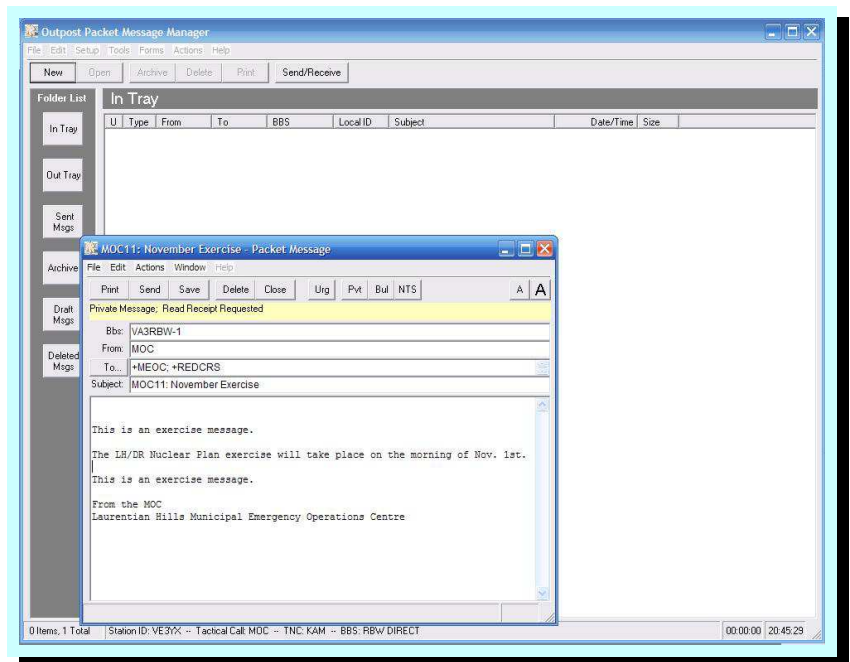
Select **Send** to put the message in the Out Tray.

The message will go immediately, because we have configured Outpost to send when the message is complete. (refer page 7, bottom screen)

The TNC session window will show the progress of the send.

Also two copies of the outgoing message will be printed.

At the end of the exercise or at the end of day, in the Outpost Packet Message Manager, select **Forms** and then **ICS 309 Communications Log**.

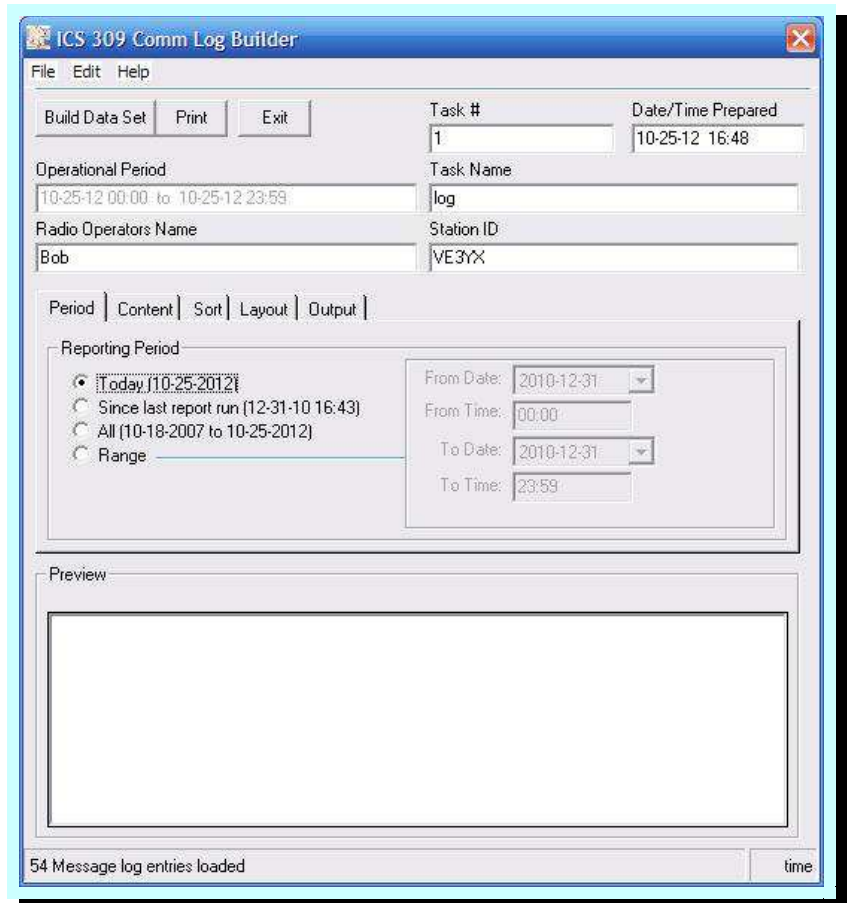


In the ICS 309 Comm Log Builder window, select **Reporting Period Today**.

Select **Build Data Set** at the upper left of the window.

Select **Print** to print the resulting data set.

At the end of the event, our records will include this data set printout, and our copies of all sent and received messages. This documentation should be handed to the EC.



Appendix A

Centre Name	Tactical Call Sign	Tactical ID (for message #s)
Municipal Emerg. Operation Centre	LHMEOC	MOC
LH/DR NP Joint Information Centre	LHJIC	JIC
LH/DR NP Joint Traffic Control Centre	LHJTCC	JTC
Red Cross Pembroke	RCPEMB	RDP
Red Cross Ottawa	RCOTWA	RCO
LH/DR NP Reception Centre	DRRECP	REC
LH/DR NP Evacuation Centre	DREVAC	EVA
Laurentian Valley EOC	LVEOC	LVE
Petawawa EOC	PETEOC	PTE
Deep River EOC	DREOC	DRE
Renfrew County	RNCNTY	RNC

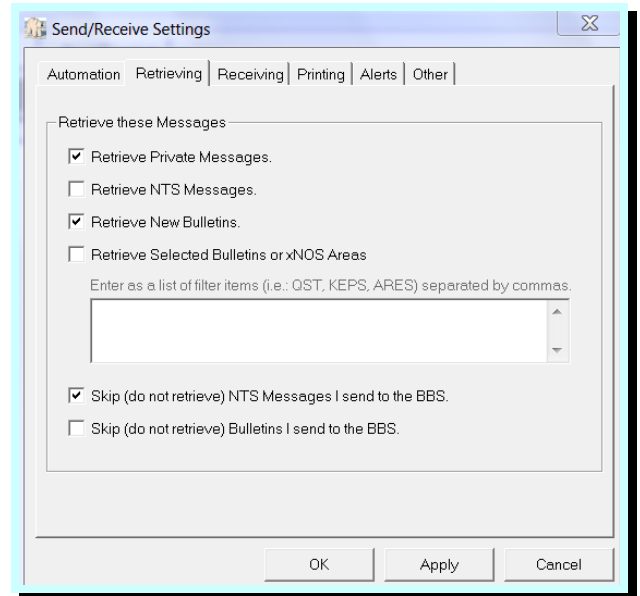
Appendix B

Deleting a Bulletin you have sent

A bulletin can only be deleted by the sender. To delete a bulletin you must select [Tools, Send/Receive Settings, Retrieving](#) from the Outpost Packet Message Manager.

Uncheck [Skip\(do not retrieve\) Bulletins I send to the BBS.](#)

Select [Apply](#) to save changes made and [OK](#) to exit the screen.

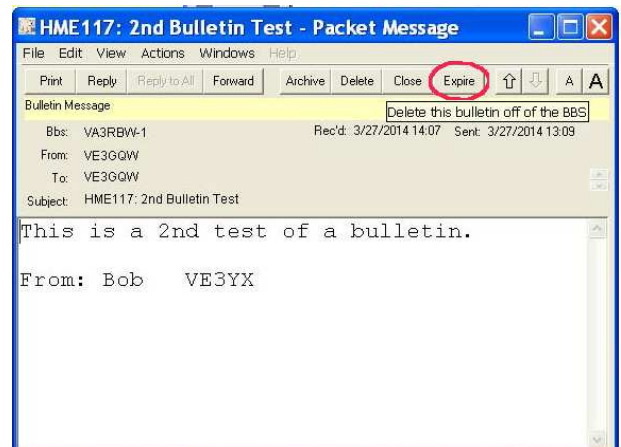


Select [Send/Receive](#) to deliver the Bulletin you wish to delete.

When the Bulletin message is delivered, select [Expire](#) on the Bulletin.

After deleting the Bulletin, you may want to change the Retrieving Settings back.

Follow with a [Send/Receive](#) to execute the delete command on the BBS.



Appendix C

Additional info on BBSs

VA3RBW and VE3NRR use the KPC3 plus for their TNCs. The big advantage of this TNC is that it is the only TNC that allows multiple connects at once. This means that when Outpost connects to RBW or NRR's TNC to send or receive messages, and someone else is already connected, Outpost won't receive a "Busy" response causing it to disconnect and wait for the next [Send/Receive](#) session to try again. That would cause a serious slowdown in the message rate.

RBW is designated as the primary BBS while NRR is the secondary. A script has been written that will do a Send/Receive with both BBSs, but it shouldn't normally be necessary.

Most of the other TNCs we are using are KAMs, for example, the Red Cross station, the MEOC station and some of the personal stations. If RBW or NRR was not available for some reason, we can switch to a different station for the central BBS, but we would then have to deal with the "Busy" issue. The preferred alternate station would be one of the KAMs.

In order to access a different BBS, the [Setup, BBS](#), window has to be accessed and the BBS selected from the drop down menu. If that BBS is not directly accessible from your station, you will have to set up a [Path](#) using some station you can get to as a node or Digi to bridge the gap.

For complete info on setting up node access, see the Application Note:
<http://www.outpostpm.org/docs/Appnote-1001-node-setup.pdf>

Appendix D

Message Forms

In order to encourage better formatting of messages, we should use message forms. Here is a suggested form:

MSG # <M>

To: =

Posn: =

From: =

Posn: =

Time of Origin: =

Message Typed: <t>

Message Text:

This is an exercise message.

=

This is an exercise message.

Authorized by: =

Signature: =

From the <tacloc>

The form is created with a text editor such as Notepad or Textpad. Note that by including a space after the : for fields that will have entries after the : eliminates the need to start the entry with a space.

The text file is saved with a filename like Message1.txt to the [Reports](#) subdirectory of the Outpost data directory. <CTRL> d will bring up an explorer window at the Outpost data directory.

In Outpost, under [Tools, Report Settings](#), under the [Variables](#) tab, put some description of the tactical location in the [Tactical Location](#) field. This text will replace <tacloc> in the message. Note that this is the window where you can set the next message number as a global variable.

Next, click on the [Reports](#) tab, and for the [F5](#) field, browse to the message file.

Click OK and you are done - almost.

From the main screen select [Tools, Message Settings, New Messages](#) tab and remove the signature or just uncheck [Insert a signature](#) etc.

Now from the Outpost main screen, if you type F5, a [New Packet Message](#) widow will appear with the cursor at the top " = " sign (highlighted) prompt.

Type the info for that field (backspace for errors), then mouse left click or [Ctrl] [Tab] and the cursor will move to the next field. Finish the fields, select [No](#) on the [End of Message](#) window, then click on [To](#) to set the address and then type in a subject. After all of the " = " prompts have been "satisfied", the mouse can then be used to navigate around the message to make any changes necessary.

If while filling in the prompts, the mouse is clicked outside the main message part of the window, the form filling will be cancelled. It can be re-started under [File, Process a Report](#).

Note that the message # now appears at the top of the message text
To: and From: is a person's name.

Posn: is their job title and perhaps physical location.

The Time of Origin: is the time shown on the originator's message form if there is one.

The message text is placed between the "This is an exercise." lines, assuming it is an exercise.

The Signature: would be the originator's.

Authorized by: In some sites such as EOCs, the centre manager vets the messages and signs them before passing to the radio ops. Authorized by: would be the name of the manager.

Change History

Date	Change
Oct 31, 2012	Draft 1.0 created YA and RH
Oct 31, 2012	Draft 1.1 - Bulletin and Urgent Messages described and Appendix B added YA
Nov 02 2012	Added notes about Call Sign and signature
Nov 02 2012	Corrections to bulletin deletions, appendix B
Nov 21 2012	Added Appendix C; notes about BBSs
Mar 10 2013	Added info about Profiles – introduced with V 2.7
May 20 2013	Added info about NRR’s KPC3+, and the use of nodes. Now 1.3
Oct 17 2013	Corrected Path NRR’s node. Added note about read receipts. Now Ver. 1.4
Mar 27 2014	Added Appendix D – Message forms
May-21-2015	Remove Msg# from subject, add new report info. Ver 1.5