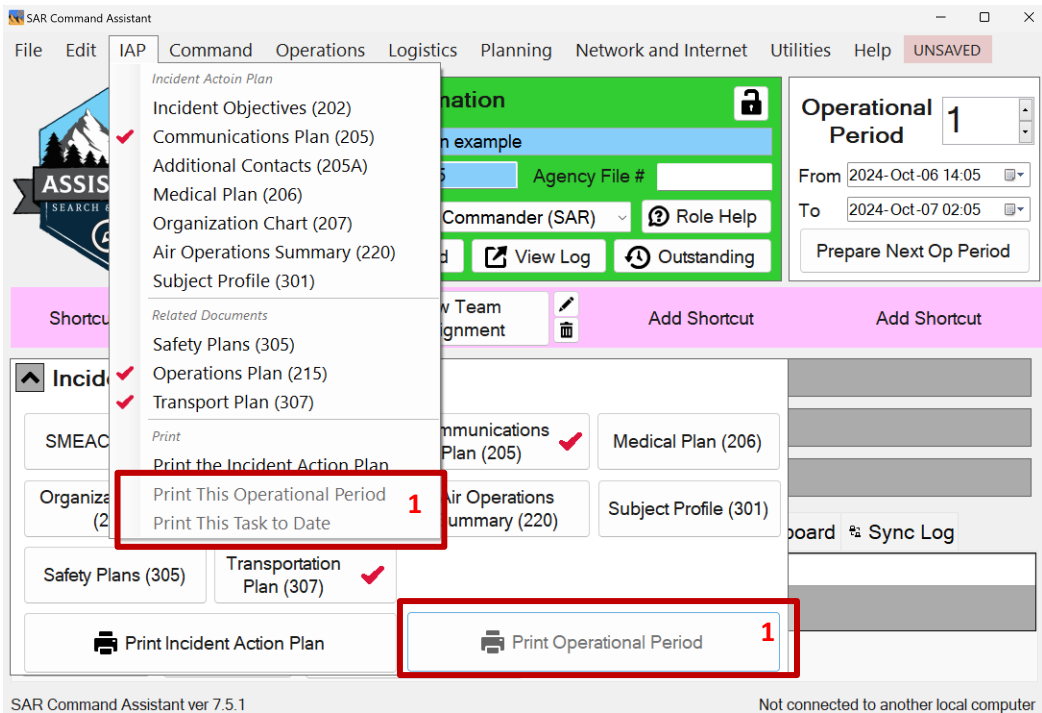




SAR Command Assist

Printing your Incident

Throughout the program you can print individual items like an assignment or a comms log, but sometimes you need to collect several documents together.



1. Go to IAP > Print Operational Period (or Task to Date) on the main menu of the main screen of the program
OR open the Incident Action Plan section on the main screen, and click “Print Operational Period”
2. The following screen allows you to customize a PDF the program will generate. This PDF is suitable for transmission to the requesting agency for their files, printing for your own backup, or perhaps leaving somewhere important for the next operational period’s incident management team to review.
3. Decide if you want the editable fields in the PDFs to be enabled (check box at the top of the screen).
4. Check the box to indicate which documents you want to include. Note that items with no content will be unavailable and can’t be checked.
5. When you’re happy, click “Save as a PDF”
6. The ensuing PDF will have a title page with your group logo and an index of contents, then a copy of all the documents you requested be included. Save this pdf wherever you’d like, and transmit it as appropriate.

If your logo didn’t appear correctly, go to Edit > Options on the main screen of the program and make sure the correct “Primary SAR Group” is selected.