

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.

SAR Command Assistant – 🗆 X				
File Edit IAF		tics Planning Ne	twork and Internet U	tilities Help UNSAVED
ASSIS	Incident Actoin Plan Incident Objectives (202) Communications Plan (205) Additional Contacts (205A) Medical Plan (206) Organization Chart (207) Air Operations Summary (220) Subject Profile (301)	nation n example S Agency Commander (SAR) d Z View Log	File # © Role Help Outstanding	Operational Period 1 From 2024-Oct-06 14:05 To 2024-Oct-07 02:05 Prepare Next Op Period
Shortcu	Related Documents Safety Plans (305)	v Team 🖍 gnment 💼	Add Shortcut	Add Shortcut
▲ Incid ✓	Operations Plan (215) Transport Plan (307)			
SMEAC	Print Print the Incident Action Plan	nmunications Plan (205)	Medical Plan (206)	
Organiza (2	Print This Operational Period 1 Print This Task to Date	vir Operations ummary (220)	Subject Profile (301)	board 🐮 Sync Log
Safety Plans (305) Transportation Plan (307)				
Pr	int Incident Action Plan	Print Operational Period		
SAR Command Assistant ver 7.5.1 Not connected to another local computer				

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.