



\*\*\*\*\* **EARLY DRAFT** \*\*\*\*\*

# Instructions

## Initial Setup

1. **Copy** the folder named 2. YOUR NAME Work Folder and rename it with your name. This will be **your** work folder. No one else will touch files in your folder.
2. Edit the Copy Paste.txt text file that's in your work folder with your information. This will help you fill out the message files more quickly by allowing you to copy and paste information that is always the same.

## Receiving a Message

1. The folder named 1. Templates contains a list of serialized message template files. **Move** (don't copy) the file with the smallest serial number to your work folder. That way, it will no longer be available for others to use, and only you will be working on it as long as it's in your work folder.
2. As you receive the message, fill out the required information. See below for more info.
3. Save the file and rename it so that its name is exactly what is written on the forth line of the message. Ex.:  
2P | 2025-06-05 06:19 | 027.txt  
This will ensure that multiple files will be sorted by precedence first, then by creation date and time.
4. **Move** (don't copy) the message to the appropriate outbox folder (3. Landline Outbox or 3. Radio Outbox)

## Delivering a Message



- If you are using a phone or computer to send your messages, your message queue is 3. Landline Outbox
- If you are using a radio to send your message, your message queue is 3. Radio Outbox

1. Drag the first message in your queue to your working folder so that no one else grabs that message.
2. Use the information in the filled out by the message receiver to try and contact the person.
3. If you can't deliver the message, you can write yourself some extra notes in the space below the table and try again later. Leave that message in your working folder.
4. If a reply doesn't need to be sent back, move the message to the —4. Sent— folder.
5. Enter the —Date/Time— in the —5. Summary— file for your message.

## Replying to a Message:

If a reply is needed: 1\ Copy the —Reply— section and fill it out. 2\ Move the message to the appropriate folder —3. Landline Outbox— or —3. Radio Outbox—

## Workflow Diagram:

![Diagram.png](../\_resources/Diagram.png)