

How to Generate an ICS-309 Form in WinLink

1. Select "Generate ICS-309 Communication Log" from the Message drop down menu.

2. Select the mailboxes to include. Inbox, Read, and Sent are normal, and should be all you need unless you've manually saved messages to another mailbox.

3. Select the beginning and ending date/time. Be sure to check the boxes to activate the filter.

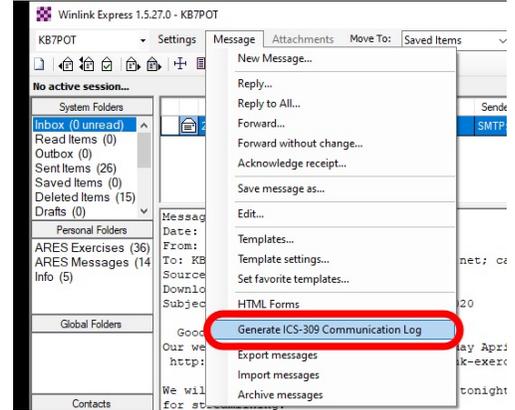
4. Select "Combine recipients into a single entry".

5. Fill out the form data fields TaskID, Task Name, Operational period, Operator name, and Station ID.

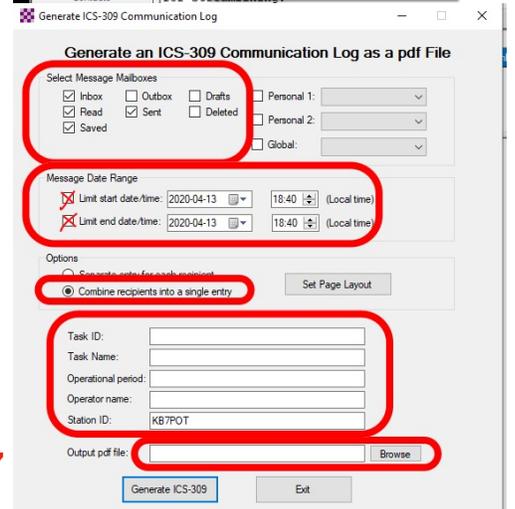
6. Use the Browse button to select a location for the PDF file to be saved.

7. Click the Generate ICS-309 button.

8. Print or send the PDF to the exercise coordinator.



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COMMUNICATIONS LOG		TASK #	DATE PREPARED: 2020-04-13
OPERATIONAL PERIOD #		TASK NAME:	TIME PREPARED: 18:43
RADIO OPERATOR NAME:		STATION ID: KB7POT	
TIME	FROM	TO	SUBJECT
2020-01-19 18:16	KB7POT	K7UNI	/WL2K Check in [Net Check In]-KB7POT-Milton-Freewater OR
2020-01-19 18:27	KB7POT	AL1Q	/WL2K AL1Q-12 Connection Script
2020-01-20 18:41	KB7POT	EWASEC	/WL2K Check in [Net Check In]-KB7POT-Walla Walla County
2020-01-21 19:40	KB7POT	AL1Q	/WL2K Washington State ICS213RR-19-T-115 / River City Winter Food-[Life Saving]
2020-01-22 14:30	KB7POT	N7ACW	Re: /WL2K Net check-ins?
2020-02-11 18:36	KB7POT	WA7WWC	Check in [Net Check In]-KB7POT-Milton-Freewater OR
2020-02-11 19:50	KB7POT	WA7WWC	Washington State ICS213RR-19-T-1151 / River City Winter Flood-[Life Saving]
2020-02-25 18:26	KB7POT	WA7WWC	Check in [Net Check In]-KB7POT-Milton-Freewater OR
2020-02-29 10:11	KB7POT	AL1Q	Washington State ICS213RR-20-T-1025 / EOC2EOC Exercise-[Property Preservation]
2020-02-29 11:47	KB7POT	AL1Q	After Action for EOC2EOC from KB7POT
2020-03-01 18:18	KB7POT	K7UNI	Check in [Net Check In]-KB7POT-Milton-Freewater OR
2020-03-02 18:34	KB7POT	W7HEE	Check in [Net Check In]-KB7POT-Walla Walla County
2020-03-15 17:55	KB7POT	mikelpotts@me.com	FW: Weekly Exercise Reminder 2020-03-15
2020-03-15 18:02	KB7POT	K7UNI	Check in [Exercise]-KB7POT-Milton-Freewater OR
2020-03-19 18:29	KB7POT	AL1Q	Check in [Exercise]-KB7POT-Milton-Freewater OR
2020-03-19 18:45	KB7POT	AL1Q	Re: 213-Post Office Test - 2020-03-19 18:29
2020-03-22 18:34	KB7POT	K7UNI	Check in [Exercise]-KB7POT-Milton-Freewater OR
2020-03-23 18:36	KB7POT	EWASEC	Check in [Net Check In]-KB7POT-Walla Walla County
2020-03-25 02:47	KB7POT	SERVICE	Re: Approval Needed for Message [APRVLMID.JC2RT7BWW5WP]
2020-04-05 18:02	KB7POT	K7UNI	Check in [Exercise]-KB7POT-Milton-Freewater OR
2020-04-05 18:40	KB7POT	K7UNI	213-Union County Winlink Exercise-SITREP - 2020-04-05 18:35

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