

Microsoft Word Dispatching

To start a dispatch log:

- 1) Double click on the Dispatch Log icon on the right of the screen.
- 2) Select "Save as..." from the File menu and name the file:
 - Year-Month-Day (e.g. 00-JUN-08)
- 3) Save the file under My Documents.
- 4) Fill in the Incident Alert Information at the beginning of the log. Do not let this hamper getting people on the road quickly. If necessary, return to the alert information later.
- 5) When a find has been made (or the search suspended) please follow the instructions in the End of Search Checklist and Incident Summary.
 - Please take the time to compile the requested information—we need the statistics for search histories, grant applications, SAF budgets, etc.
- 6) Print two copies of the Dispatch Log. Put each copy in a folder and put one folder in the BRMRG ADC box and one folder in the ASRC ADC box.
- 7) If you have any questions, contact your DS (marked on GDO board) or the ADC (Becky Schooley PIN # 756).

Templates:

ALT-I = Time Stamp (incoming call)	ALT-B = - BASE -	ALT-S = - SMRG GDO -
ALT-O = Time Stamp (outgoing call)	ALT-U = - UVA MEDCOMM -	ALT-T = - TSAR GDO -
ALT-P = Time Stamp (page)	ALT-A = - AMRG GDO -	ALT-M = - MSAR GDO -
ALT-N = Not Available	ALT-C = - PSAR GDO - <input type="checkbox"/>	ALT-V = - PVRG GDO -
ALT-D = - VADEM - <input type="checkbox"/>	ALT-R = - MARG GDO -	ALT-W = - SWVaMRG GDO -

Last Updated 04 -Apr -13 RAS

IMPORTANT DISPATCHING TIPS

BRMRG's Locker numbers:

- 434-924-3472 (line 1)
 - 434-924-3473 (line 2 and fax - when line 1 is busy, incoming calls are forwarded to line 2)
 - 1-800-800-ASRC (2772)
- o1 When you answer the phone say: "ASRC Dispatch. This is _____."

To get an outside line for local calls:

- You must first dial 9, followed by the seven digit phone number

To dial long distance:

- Press the Mission FAC button on the phone, or dial **8-7968660** to get a dial tone. Then dial 1 + the 10 digit phone number.

To set off pagers using the telephone:

- ASRC: **972-7840**
- BRMRG: **923-5440**
- Wait for three beeps then dial:
XXX * YYY * YYY * YYYY * XXX
where XXX is the three digit code, and YYY is the ten digit phone number. For example,
123-434-924-3472-123 would be a test page where members should call the locker.
- If you mess up, do not hang up, just hit ***, and start over.

Forwarding Dispatch:

- To forward Dispatch locally, dial #99 + XXX-XXXX
- To forward dispatch to a long distance number, dial #98 + FAC code + (XXX) XXX-XXXX
- To unforward, dial ##9 and hang up.
- To forward dispatch you must have approval by the ADC

Last Updated 04 -Apr - 13 - RAS