
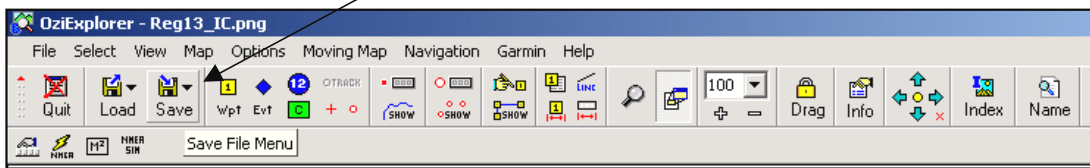



SAVING A FILE

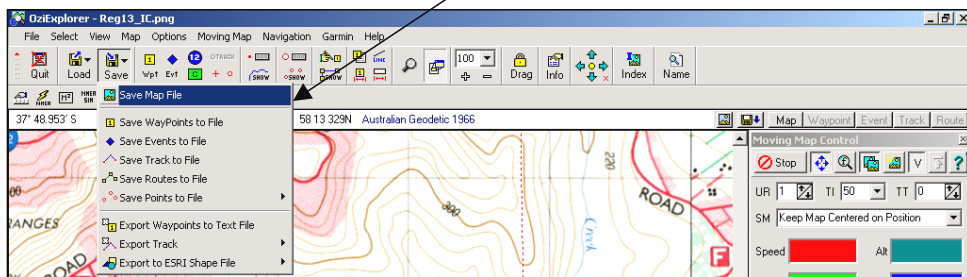
Saving a Track File


When creating a file name for the file plot strict business rules need to be applied. The plot will be sent statewide and will be archived by CFA GIS Services.

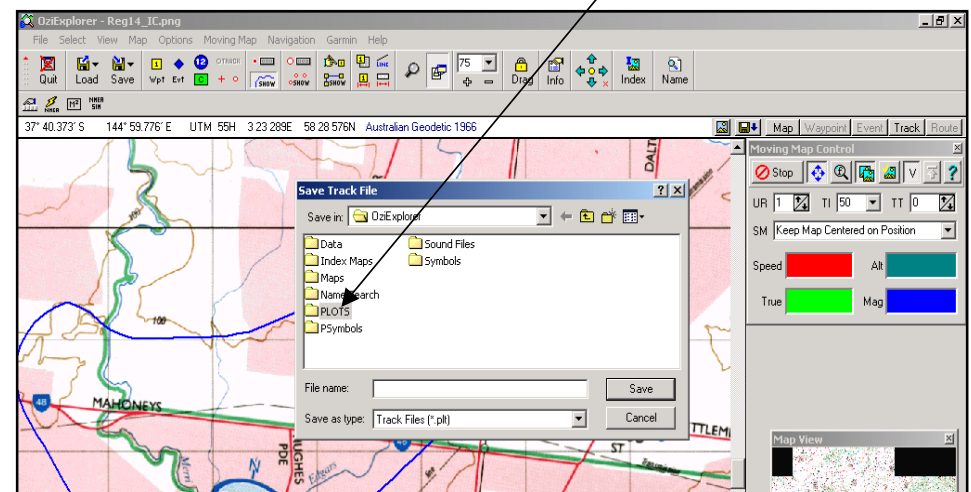
1.  Click Mouse on the **SAVE** Icon



2.  Click Mouse on **Save Map File**



3.  Click Mouse on the **PLOTS** Folder



4. Create a File name for the Plot/Track.

Business rules for file naming is as follows:

- (a) Date (YYYYMMDD) eg 20030118
- (b) Map - (Region Map Book number) eg rgn13
- (c) Fire Name, Prominent landmark eg Lysterfield
- (d) Time 24 hour eg 1532 (LAST OBSERVATION TIME)

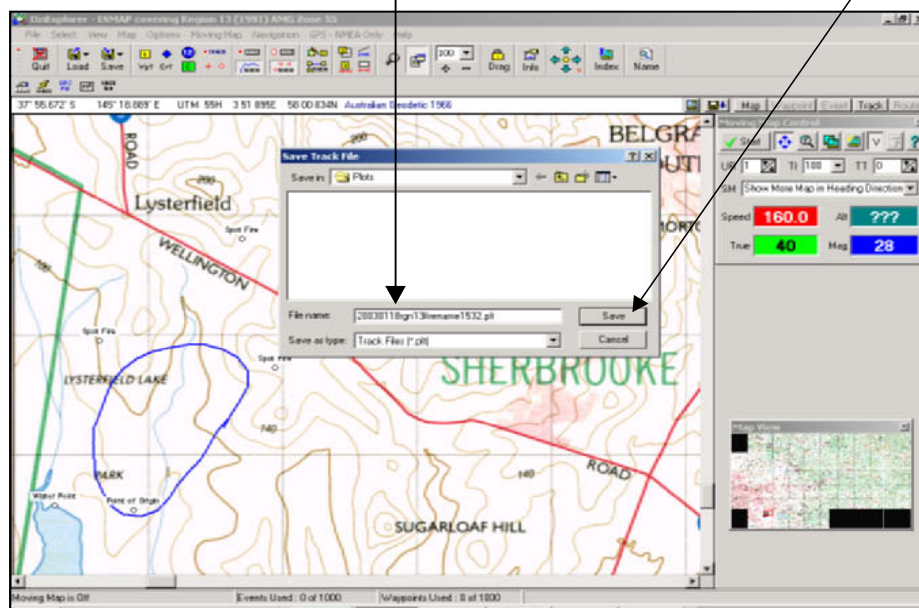
Note: The File name will then be in the following format: [20030118rgn13filename1532.plt](#)

The File Extension will be Automatically generated, eg .plt for plot file.

4. Create File name

[20030118rgn13filename1532.plt](#)

5. Click Mouse on the SAVE Button.



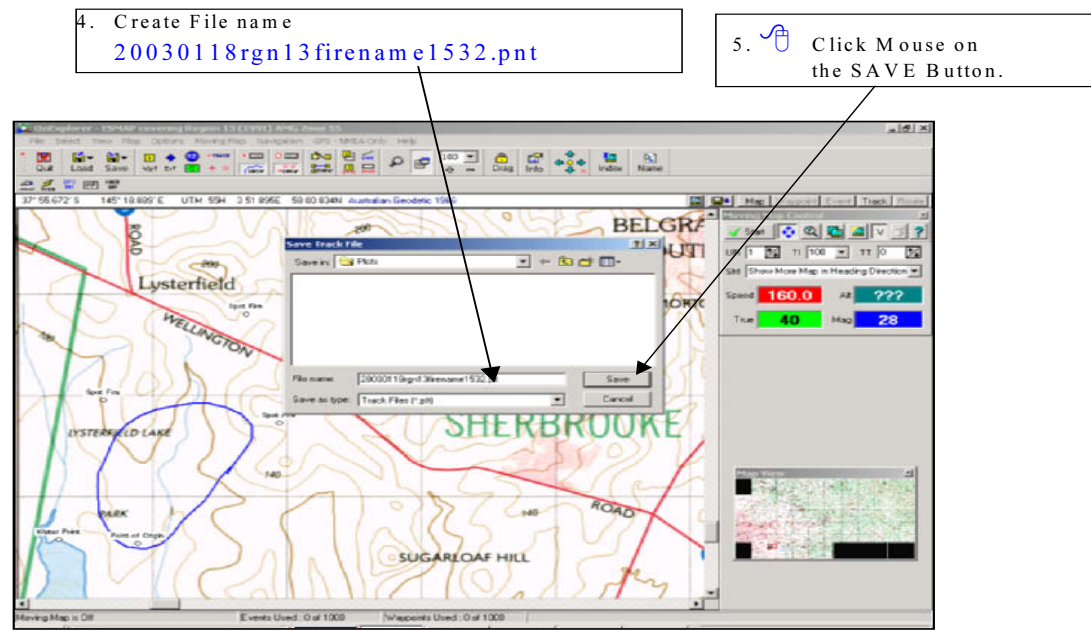
Saving a Points File

Saving a Points file is similar to saving a Track File.

1. Click on SAVE Button.
2. Click on Save Points to File - Save Points to Points File.
3. The Plots Folder will open automatically, if not Select the Plots Folder by Clicking on the PLOTS Folder.
4. Create the File name for the Plot/Track.
Business rules for file naming is as follows:
 - (a) Date (YYYYMMDD) eg 20030118.
 - (b) Map - (Region Map Book number) eg rgn13.
 - (c) Fire Name, Prominent landmark eg Lysterfield.
 - (d) Time 24 hour eg 1532 (LAST OBSERVATION TIME)

Note: The File name will be in the following format: [20030118rgn13firename1532.pnt](#)

The File Extension will be Automatically generated, eg **.pnt** for point file.



SENDING TRACK AND POINT FILES


1. Connect power to modem by plugging the Power Jack into the Modem.
Check that the red lights on the modem are illuminated.
2. Press **PLANET Key**: to **Launches CDMA Dial Up**.
(Located above the F9 Key).




OR



Double Click on Connect to CFA HQ CDMA Modem Icon on desktop.
*This will bring up the Connect to CFA HQ - CDMA Modem Window followed by "Dialling"
"Verifying username and password"
"Authenticated"*

3. Press the  **Key**: *Located above the F10 Key.*
This Launches Compose Email box through Netscape Navigator.

Note: The email group address will automatically appear.
(To: arms@cfa.vic.gov.au)

4. CLICK on the  Attach (Paperclip) icon
5. Click on FILE in the Drop down Box.
6. Select the Track or Points File from the Plots Folder using the Mouse button.
7. Click on the OPEN Button
8. Complete the email subject field with the Region map book the plot was created in. Eg: Region 13, and if time permits the allocated fire-name.
9. Click the **SEND** Button.