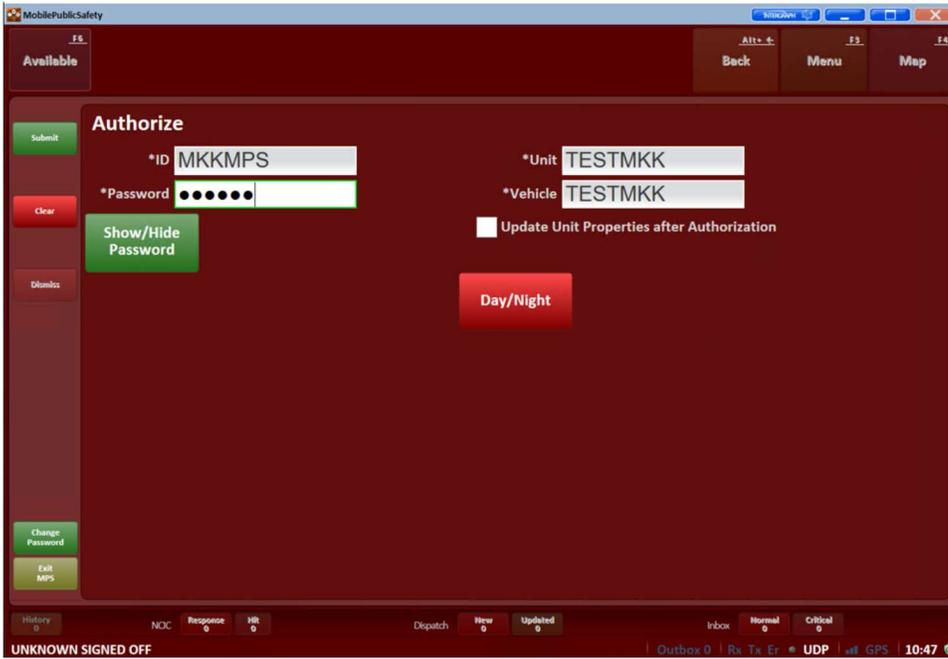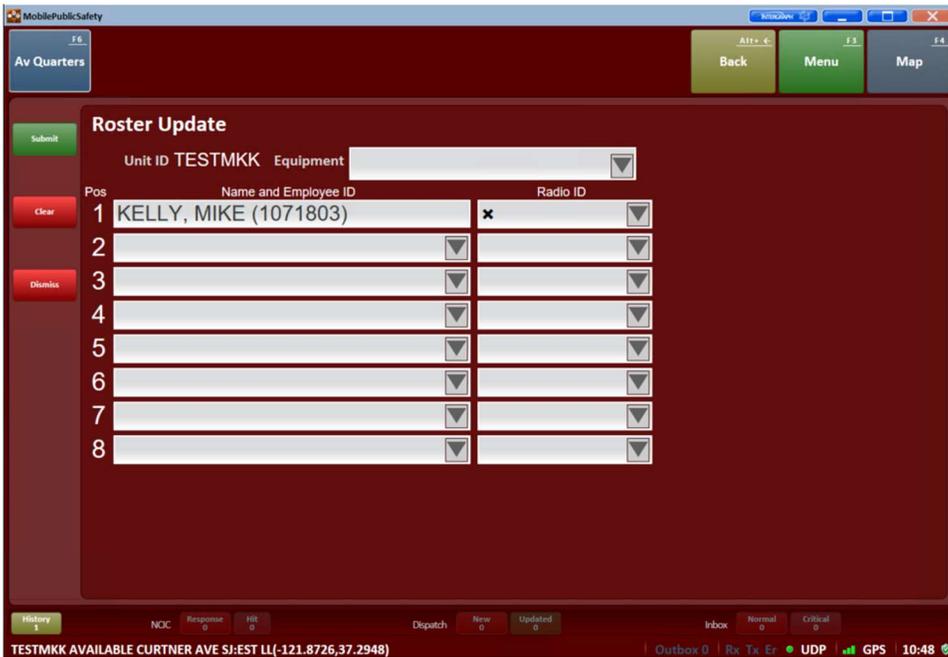# Entering GMR MPS Pager List using Equipment List from MPS

Users will use the equipment field at the log on process to list pagers associated with the unit. Here is a demonstration:
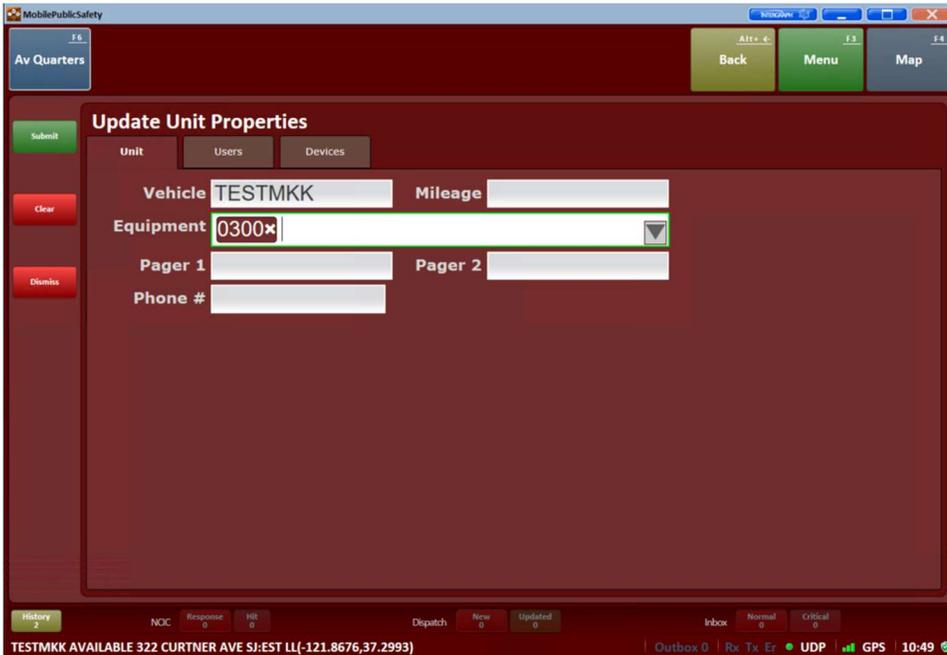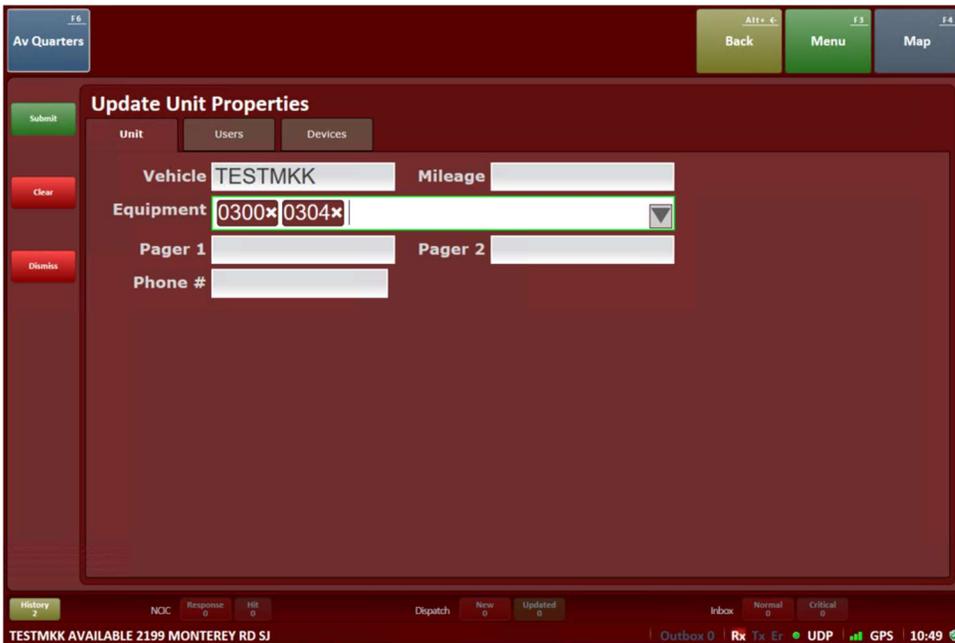
1. Log into MPS – same as usual

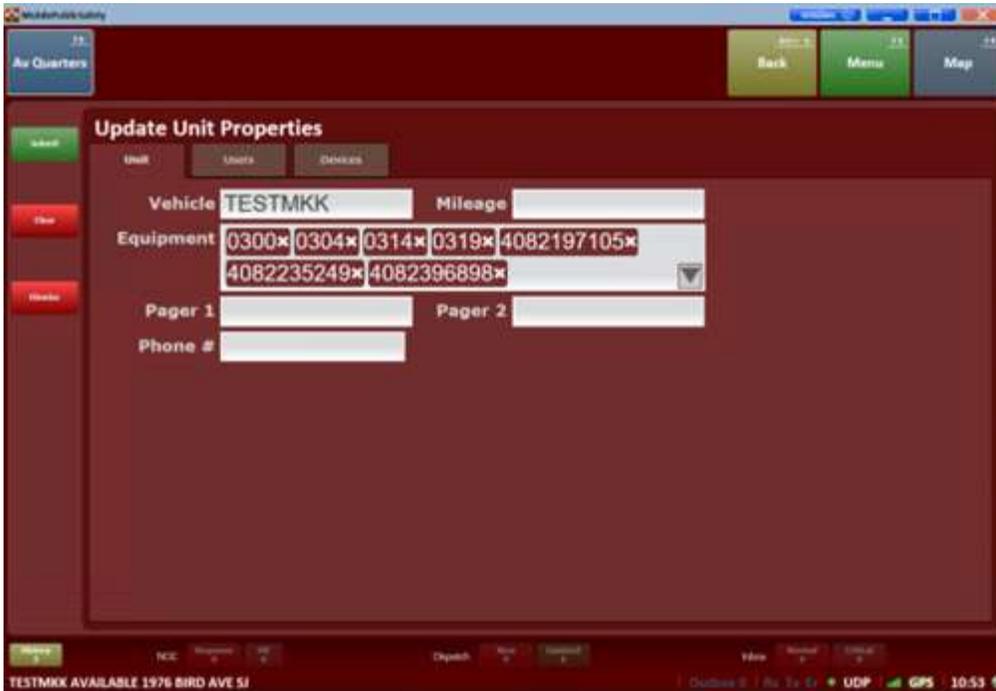2. Associate radios with users on Roster – same as usual.

3. Enter a pager ID in the Equipment field and hit the **Enter Key**. Hitting the enter key will place a box around it with an X on the right. You can hit the X and key in the pager again if you make a mistake. Alpha page shown here, but it will work with any pager ID (there is a field limitation of 10 characters).

4. Repeat the process described in #3 to add another pager.

5. Repeat the process described in #3 to add all the pagers needed. Remember to hit the Enter key after each one.
   a. Alpha-pagers are entered with the last 4 digits of the assigned number (0300)
   b. System cell phones are entered with the full 10-digit cell phone number (4082396898)
6. ==Leave Pager1 and Pager2 BLANK.==

7. In Phone#: Enter a phone number to display in CAD for you to receive voice calls on. If using a system cell phone for both text notifications and primary voice notification it will need to be entered in both the Equipment list and the Phone # field.
8. Submit.