## 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.

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Av Quarter	<u>6</u> 15			<u>Alt+ ←</u> Back	<u>F3</u> Menu	<u>- F4</u> Map
Submit	Roster Update					
	Unit ID TESTMKK Equipment					
	Pos Name and Employee ID		Radio ID			
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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).

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Av Quarter	<u>s</u>						<u>Alt+ ←</u> Back	<u>F3</u> Menu	<u>54</u> Map
Submit	Update Uni <sup>Unit</sup>	t Proper	t <b>ies</b> <sub>Devices</sub>						
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	Phone	Ŧ							
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4. Repeat the process described in #3 to add another pager.

F6 Av Quarters				Alt+ ¢ Back	F3 Menu	<u>F4</u> Map
Submit	Update Unit	Properties Users Devices				
Clear	Vehicle Equipment	TESTMKK 0300×0304×	Mileage			
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	AILABLE 2199 MONT	EREY RD SJ	Outbox 0 Rx Tx Er	• UDP at GP	S 10:49 🦁	

- 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.

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und .	Uniets Devices	R <sub>e</sub>			
Vehic	TESTMKK	Mileage			
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	4082235249×4	082396898×			
Pager	1	Pager 2			
Phone					
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AVAILABLE 1976 BIRD	AVESI				-

- 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.