

TOPIC: Sending Messages in MPS Fire (Mobile for Public Safety)

Sending Messages in MPS to People, Units, Message Groups, Terminals & Events

- 1) Click on the green “MSG” button on the top toolbar.



Next to the “TO” field are checkboxes which are all checked by default. These are recipient types, defined as follows:

Type:	Example:
People	440, 103, 097, Williams, Smith (Rarely utilized by Fire)
Units:	E2, M31, L84, E440, K103, M097
Pagers:	Not utilized by MPS Clients
Msg Groups:	ALLMCT, ALLMCT-BFD / FIRE, NORTH, SOUTH (All workstations monitoring a dispatch group)
Terminals:	P2, P8 (Dispatch workstations)
Events:	F16000234 (Sends to all units dispatched to a specific event)

*SEND A MESSAGE TO YOUR DISPATCHER: Use of the following Message Group recipients: **BPD, FIRE, NORTH or SOUTH.**

*SEND A MESSAGE TO ALL MCT UNITS WITHIN AN AGENCY: Select one of the groups that begin with **ALLMCT** and end with the agency name (IE: ALLMCT-BPD).

*INVALID RECIPIENTS: Recipients that show up in the drop-down list as “(undefined)” are not valid recipients to choose from.

- 2) To Choose a recipient, **begin typing** in the TO field. Possible recipients display in a drop-down list. **Select a recipient** from the drop-down list. In this example, I’m sending a message to Ken Smith #43. Once I select this recipient he is added to the TO box, then I can start typing another recipient to add more recipients.



- 3) **Enter the subject** of the message in the Subject Field (Optional)
- 4) **Enter the text of the message** in the message field, on the Message Tab (Required)
- 5) **Click Submit Form** button to send message

At this time, the attachments feature is not available until applicable policies and procedures are created and implemented to support this feature