

# WEB-BASED LOCATER 6.8 FAX

LOCATER Helpdesk 1-877-446-2632 ext.6389

## To Enable your Fax Distribution Feature

From the LOCATER homepage,

- Under LOCATER Resources, click **Agency Information**
- Click on **Enable Fax**
  - Click on the **How to apply for fax account link**, you will be prompted with an informational display of the fax account creation process.

-The process for creating fax accounts:

Complete the Protus Credit Application Form and fax into my MyFax toll-free fax number at 1-866-260-7197.

Once received, Protus Client Services will create the account and an auto-generated email will be sent containing the attached Term and Conditions. The account owner must click on the hyperlink within that email to agree to those terms and conditions and thus unlock the account.

Once unlocked, Client Services will fully activate the account and send a Welcome email with the new UserID. Also sent will be an auto-generated email requesting that the account owner assign a password by clicking on a link.

- Click OK.
- Click on the **Protus Credit Application Form link**, the application form will open in Adobe Acrobat Reader. You will need to complete the form by using the print option within Adobe Acrobat Reader and fax into MyFax at 1-866-260-7197.
- You will receive 2 (two) emails from Protus
  1. Protus Terms and Conditions
  2. Protus Account Information
- Once you receive your account information, click **Enable Fax** and enter your account information in the required fields.
- You have successfully enabled the Fax when the Enable Fax button becomes grayed out.

## Fax Manager Options

To create a Fax Address Book (Individual Address')

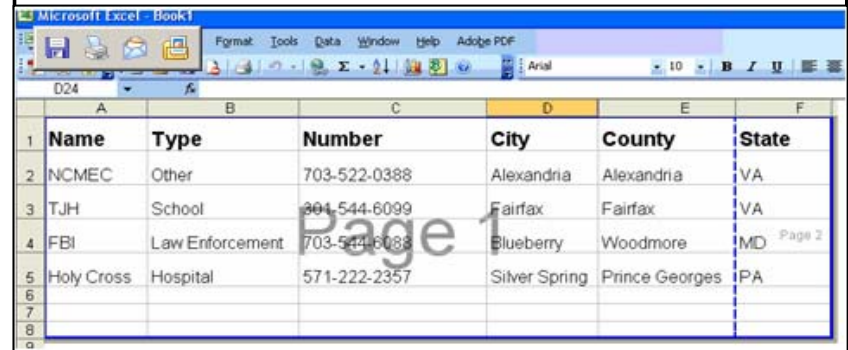
- Click on Fax Manager
- Click on Add
- Enter individual Organizations with Fax Numbers
- Click Save
- Click Close

To upload a Fax Address Book

- Click Upload

**\*Only .xls and .fxd files can be uploaded into the address book.** The .fxd file is the file format generated from LOCATER 5.6 Version. The fax file format for uploading an Excel (.xls) file is demonstrated in the picture below. The field names and order must be imported exactly as pictured.

- Browse for the saved file
- Click Open, then Upload
- Click Close



	A	B	C	D	E	F
1	Name	Type	Number	City	County	State
2	NCMEC	Other	703-522-0388	Alexandria	Alexandria	VA
3	TJH	School	804-544-6099	Fairfax	Fairfax	VA
4	FBI	Law Enforcement	703-544-6088	Blueberry	Woodmore	MD
5	Holy Cross	Hospital	571-222-2357	Silver Spring	Prince Georges	PA
6						
7						
8						
9						
10						

Fax Upload Worksheet Format

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## Fax Invoice & Plan

- Click Fax Invoice & Plan
- Choose the date range you wish to view
- Click View

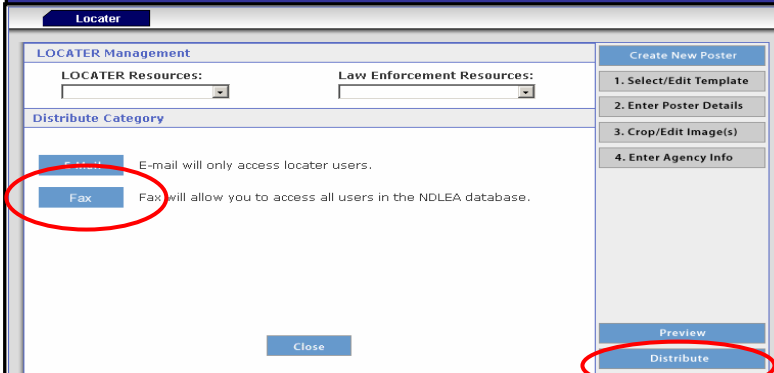
\*\*The displayed information will provide an agency the fax usage of the poster types, the NCMEC terms of Free fax allowance, number of faxes sent within date range, and the number of faxes charged for.

View Past Usage: Between  And

Fax Usage	Paid by NCMEC	Number of Faxes Sent	Faxes charged
Amber Alert	(Unlimited)	31	0
Missing Children	10 Pages / Poster	78	1
Other type		134	134
<b>Total faxes for the period</b>		243	
<b>Total faxes w/applied charges(\$0.05/fax)</b>			135

Fax Usage	Faxes charged
<b>Total faxes w/applied charges(\$0.05/fax)</b>	135
<b>Balance Due</b>	\$ 6.75

## FAX Distribution



- Click Distribute
- Click Fax
- Select an Option from the Select Fax Number By drop-down menu

\*\*Sending a fax costs \$0.05 per page. All charges estimate based on 1 page poster.

### Select Fax Number By:

- Zip/Postal Code- plus mileage radius
- County- Counties within a State
- Clearinghouse
- My Address Book- Fax previously stored in Fax Manager
- Add New Fax Number
- Upload List- Fax list already saved in .xls or .fxd files
- Previously Sent Faxes- Saved fax number from a previous distribution

Choose from the list:

Choose from the list:

- Zip/Postal Code
- County
- Clearinghouse
- My Address Book
- Add New Fax Number
- Upload List
- Previously Sent Faxes