

# LOCATER™ - Lost Child Alert Technology Resource



## Fax Quick Reference



### FAX SETUP PROCESS

#### To Enable the Fax Feature:

1. From the **LOCATER Resources** drop-down menu, select **Agency Information**. Click the **Enable Fax** button. This will open the **Apply for Fax Account** setup page.
2. Click the **Protus Credit Application Form** link, complete, and fax to MyFax toll-free number at **1-866-260-7197**.
3. An auto-generated email will be sent containing the attached **Terms 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.
4. This will activate the account and send a Welcome email with the user id. Also sent will be another separate email to setup a password for the account.
5. Once received, enter the user id/password in the **Account Information** section. Click **Confirm** to enable your fax account.

### AGENCY INFO SIDEBAR

- Enable Fax Button**  
Enable/Disable Fax Feature.
- Fax Manager Button**  
Create/Edit/Upload fax numbers  
Search/Sort fax list.
- Fax Invoice & Plan Button**  
Manage fax usage & charges.
- E-Mail Manager Button**  
Create/Edit e-mail distribution list & default e-mail address.
- Webmail Login**  
Open LOCATER WebMail.

### FAX INVOICE & PLAN

Fax Usage	Paid by NCMEC	Number of Faxes Sent	Faxes charged
Amber Alert	(Unlimited)	17	0
Missing Children	200 Pages / Poster	133	0
Other type		9365	9365
<b>Total faxes for the period</b>		<b>9515</b>	

  

Fax Usage	Faxes charged
Total faxes w/applied charges(\$0.05/fax)	9365
Balance Due	\$ 468.25

Sending a fax costs \$0.05(USD) per page.  
Note: All charges estimate based on 1 page poster.

#### Fax Usage (Poster Types)

Breakdown of all faxes sent by the Agency for the following poster types: Amber Alert, Missing Child, and all Other types.

#### Paid by NCMEC

Displays the number of faxes paid for by NCMEC for each poster type.

- **AMBER Alert:** All AMBER Alert posters faxed are paid by NCMEC
- **Missing Children:** The first 200 pages of every Missing Child poster faxed are paid by NCMEC

#### Number of Faxes Sent

Displays the number of faxes sent by the Agency for each poster type.

#### Faxes charged

Displays the number of fax pages charged to the Agency for each poster type

#### Fax Usage (Charges to Agency)

Total faxes w/applied charges  
Balance Due

#### To View Fax Invoice & Plan:

1. From the **LOCATER Resources** drop-down menu, select **Agency Information**.
2. Click the **Fax Invoice & Plan** button. Select a **Date Range**. Click the **View** button.

**FOR QUESTIONS/PROBLEMS REGARDING FAX DISTRIBUTION:  
(SENDING/RECEIVING FAX, FAX ADDRESS BOOK, UPLOADING FAX LISTS, ETC.)**

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

## FAX MANAGER

### To Setup Fax Manager:

1. From the **LOCATER Resources** drop-down menu, select **Agency Information**. Click the **Fax Manager** button.
2. Click the **Add** button. Enter the following information:  

Name	City
Type	County
Number	State
3. Click the **Save** button to update. Click **Close**.
4. Repeat steps 1-3 for each new fax number.

### To Import other fax lists into Fax Manager:

1. Click the **Upload** button. Browse to file.
2. Click **OK** to select.

**\*\*NOTE: Click the  icon to view details for uploading fax lists into Fax Manager\*\***

## FAX DISTRIBUTION

### To Distribute a Poster by Fax:

1. Click the **Distribute** button. The **Distribute Category** screen will appear.
2. Click on the **Fax** button to select **Fax**.
3. From the **Select Fax Number By** drop-down list, select an option to display the available fax numbers.
4. From each category (if applicable), select the desired fax numbers and click the **Add** or **Populate** button to add the numbers to the final distribution list.
5. **Sort/Edit** final distribution list. **\*\*See detailed instructions below\*\***
6. Review the **Selection Results** box to view all charges and balance for this poster.
7. Click **Fax** to distribute poster.

### Select Fax Number By Options

#### Zip/Postal Code

Zip/Postal code plus mileage or kilometer radius

#### County

Counties within a State

#### Clearinghouse

#### My Address Book

Fax numbers stored in Fax Manager

#### Add New Fax Number

#### Upload List

Import fax lists (.xls or .fxd format)

#### Previously Sent Faxes

Fax numbers from a previous distribution of the current poster

### To Sort Final Distribution list: **A**

1. Select the radio button with the desired **Sort by** option.
2. Click the **Sort** button.

### To Delete from the Final Distribution list: **B**

1. Click the box to check each entry to be removed.
2. Click the **Delete** button.

Organization Name	Type	Number	City	County	State	Delete
Locater	School	703-545-4021				<input checked="" type="checkbox"/>
Alexandria Police Dept	A Municipal Law Enforcement	703-699-0165	Alexandria	Alexandria City County	VA	<input type="checkbox"/>
Comm Corrections Prob & Parole	L State Correctional Agencies	703-616-8000	Alexandria	Alexandria City County	VA	<input checked="" type="checkbox"/>

## Selection Results Box

Fax From	
NDLEA Selection	312
Your Fax Book Selection	1
<b>Total</b>	<b>313</b>
Total Faxes are applied charges (\$0.05/fax)	113
Balance for this poster	5.65

**\*\*Example shown displays charges for MissingChild poster type\*\***

### \*\*NDLEA Selection

Number of fax selections from the NDLEA database

### Your Fax Book Selection

Number of fax numbers from Fax Manager

### Total

Total fax numbers selected

### Total Faxes are applied charges

Total fax pages that will have charges applied

### Balance for this poster

Total balance charged to your agency for this poster

**\*\*National Directory of Law Enforcement Administrators**

**FOR QUESTIONS/PROBLEMS REGARDING YOUR FAX ACCOUNT SETTINGS:  
(PASSWORD RESETS, BILLING QUESTIONS, ACCOUNT ACTIVATION, ETC.)**

**Protus Help Desk  
1-888-733-0000 ext. 2**