



LOCATER SIDEBAR

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POSTER CREATION

To Create a New Poster:

1. From the Welcome screen, click the **Create A New Poster** button. From the LOCATER Sidebar, click the **Create New Poster** button.
2. Select the following poster information:
 Language Poster Number
 Poster Type Number of Photos
 Poster Title Poster Layout
3. Click the **Save & Continue** button to continue.

POSTER DETAILS

To Enter Poster Details Information:

1. Enter the following Case information:
Missing From
Missing Since
Details
2. Enter the name and description information of the missing person.
3. Click **Browse** to select the image and then click **Upload** to preview the image.
4. Enter Case Details information. Click **Save**.
5. Repeat for each image.
6. Click the **Save & Continue** button or **3. Crop/Edit Image(s)** button on the sidebar.

EDIT IMAGE

To Crop an Image:

1. Click and drag the mouse to frame the image as it will appear on the poster.
2. Click the **Crop Image** button.
3. Click the **Save** button to accept changes; click **Undo** to remove changes.
4. Repeat for each image.
5. Click **Save & Continue** or the **4. Enter Agency Info** button on the sidebar.

AGENCY INFO

To Enter Agency Information:

1. Enter/Edit the following:
Agency Name Contact Name
Contact Number Date
2. In the "Agency Logos" section, review/upload your Agency logo.
3. Click the **Save & Finish** button to complete.

RESOLVE/REOPEN POSTER

To Resolve/Reopen a Poster:

1. Click the **Search Existing Posters** button. Open the desired poster to resolve/reopen.
2. From the sidebar, click the **Resolve Poster** or **Reopen Poster** button.
- **NOTE: If poster has already been resolved, button will read "Reopen Poster".
3. Answer each of the following questions, then click the button to continue:
 - Are you sure you wish to mark this case as RESOLVED?
 - Did the LOCATER poster assist with resolving this case?
 - Can we follow up with your agency regarding this success story?
 - Please Enter Your Name And Phone Number

- A Preview Button**
 Preview/print poster
B Distribute Button
 Distribute poster via email, broadcast fax, or as a text message
C Resolve/Reopen Poster Button
 Mark poster "Resolved" or reopen poster

- D Status Report Button**
 View detailed report the list of agencies that have received the poster
E Fax Manager Button
 Use to store/organize fax numbers
F Fax Invoice & Plan Button
 View detailed report of fax usage

- G Delete Button**
 Permanently delete a poster
H Close Button
I Search Existing Posters Button
 Use to search for poster(s)
J Webmail Login
 Launch LOCATER WebMail program

DISTRIBUTE POSTER

To Distribute a Poster:

1. From the LOCATER Sidebar, click the **Distribute** button.
2. To Distribute by E-Mail, click the **E-Mail** button.
To Distribute by Fax, click the **Fax** button (*see the Fax Quick Ref for details*).
3. From the **Add Address By** drop-down list, select each desired option to display agencies that fit the criteria.
4. Click the **Add** button to add the agencies to the final distribution list.
5. To add additional comments, click the **Comments** button.
****NOTE: Comments will be displayed in the body of the email ****
6. Click **Send** to distribute poster.

ADD ADDRESS BY OPTIONS

State

Individual states in the US

Province

Provinces in Canada

Metropolitan Area

US Metro Area plus mileage radius

Zip/Postal Code

Zip/Postal code plus mileage or kilometers

Clearinghouse

State Missing Child cases headquarters

State
State
Province
Metropolitan Area
Zip/Postal Code
Clearinghouse

POSTER SEARCH

To Search for Existing Posters:

1. From the Welcome Screen, click the **Search Existing Posters** button.
From the LOCATER Sidebar, click the **Search Existing Posters** button.
2. Enter all of the criteria to search by in each field.
Poster Number **Agency Name**
Name **Poster Type**
Age **Poster Title**
Sex **Missing from Country**
DOB **Missing From State/Province**
Race **Created**
**** NOTE: Search fields are case sensitive****
3. In the **Sort by** section, check the field to sort by.
4. Click the **Search Existing Posters** button. View search results.
5. Click on the **Poster Number** link to select desired poster.

LOCATER Management

LOCATER Resources: [dropdown] Law Enforcement Resources: [dropdown]

Search Existing Posters

Poster Number: [text]
Name: [text]
Age: [text] DOB: [text] (mm/dd/yyyy)
Sex: [dropdown] Race: [dropdown]
Agency Name: [text]
Poster Type: [dropdown]
Poster Title: [text]
Missing from Country: [dropdown]
Created: [text] and [text]

Sort by: Poster Number Agency Name Poster Type Creation Date

[Search Existing Posters]

LOCATER MANAGEMENT MENUS

LOCATER Resources

Default Agency profile information, quick references and user guide for LOCATER.

LOCATER Management

LOCATER Resources:

Law Enforcement Resources:

Law Enforcement Resources

General information, guides, checklists and publications for use by law enforcement.

LOCATER RESOURCES MENU

Agency Information

Contains the default agency information. Manage the Email, Fax, and default agency information.

View LOCATER User Guide

View/download the latest LOCATER user guide. pdf format

View Fax Quick Reference

View/download the LOCATER Fax quick reference card. pdf format

View Fax Guide

View/download the latest LOCATER fax user guide. pdf format

LAW ENFORCEMENT RESOURCES MENU

Contacts

Contact listings for various law enforcement resources.

General Publications

DOJ publications on child advocacy, abductions, and related laws.

Investigative Guides

Step-by-step guides and checklists for handling missing-child cases.

Leads Management Database

NCMEC Publications

Publications available to law enforcement from the National Center for Missing & Exploited Children (NCMEC).

Policies

Model law-enforcement policies and procedures for missing-child cases developed by FBI and NCMEC.

LOCATER™ TECHNICAL SUPPORT:

(HELPSDESK HOURS: MONDAY – FRIDAY 9 AM- 5PM EST)

LOCATER Helpdesk

1-877-446-2632 ext. 6389