
Create a Message and Send Now:

Home Page: Logon to the AlertFirst system. Select a message type (Send a phone call, Send a text message, Send an email message or Send a phone call, text message and email message) and click on the Begin button.

Step 1: Select Contacts –

- a. Select the Mapping Selection and click the Select Contacts button.
- b. A new screen, titled Mapping Audience Wizard, will open containing your map and you will see the Zoom-In Bar in the upper left corner of the map. Push the bar up one notch and you will see the map zoom in. Zoom in to your desired area. Using the Tools (Point, Circle, Ring, Rectangle, etc.), mark off the area on the map you wish to contact.
- c. Once your contacts in your desired area have been selected, click Finish located at the bottom right of your screen.
- d. A new screen will pop-up asking you to name the map and provide a short description. The name should be unique so that it can be easily identified for later use. Select which shape(s) to call, along with which layer(s) to notify. (Refer to the FAQs for more information on Shapefiles.) Click Save Settings.

Step 2: Provide Message Content –

- a. Fill in the Message Name or Subject box with a title that properly represents and easily identifies your message.
- b. Fill in the Message Text box with your message.
- c. In the Phone Call Message Options section, leave the default set to Let system convert typed message to speech. Speak message as... Select and choose the gender/language type you would like the message to be spoken in from the drop down menu.
- d. In Alternate Text Message/Page Message, click on the arrow to expand. If there are more than 140 characters in Message Text box, or you wish to create a different message, you can provide the message here. Select the Enabled box.
- e. In Alternate Email Message, click on the arrow to expand. If you wish to create a different message, you can provide the message here. Select the Enabled box.

Step 3: Set Message Delivery Options –

- a. Either leave the selected options as the default, or adjust them to your preferences.

Step 4: Payment Information –

- a. The number of credits you will need is displayed. If you need additional credits, you can purchase them now or when you are ready to send your message.

Quick Start Sheet

Message Activation Mapping Contacts Continued

Step 5: Finish –

- a. You must check the Permissions box stating you have permission to call the numbers in the database.
- b. Click the Send button. **Create and Save a Message for Later Use:**

Send a Phone Call to Mapping Contacts

Home Page: Logon to the AlertFirst system, click the Messages tab in the top tool bar. Click the Manage Predefined Messages tab at the top. Click the Predefine button. Select which message type you wish to predefine from the list of message types, click the Continue button.

Step 1: Select Contacts –

- a. Select Mapping Selection and click the Select Contacts button.
- b. A new screen, titled Mapping Audience Wizard, will open containing your map and you will see the Zoom-In Bar in the upper left corner of the map. Push the bar up one notch and you will see the map zoom in. Zoom in to your desired area. Using the Tools (Point, Circle, Ring, Rectangle, etc.), mark off the area on the map you wish to contact.
- c. Once your contacts in your desired area have been selected, click Finish located at the bottom right of your screen.
- d. A new screen will pop-up asking you to name the map and provide a short description. The name should be unique so that it can be easily identified for later use. Select which shape(s) to call, along with which layer(s) to notify. (Refer to the FAQs for more information on Shapefiles.) Click Save Settings.

Step 2: Provide Message Content –

- a. Fill in the Message Name or Subject box with a title that properly represents and easily identifies your message.
- b. Fill in the Message Text box with your message.
- c. In the Phone Call Message option section, leave the default set to Let system convert typed message to speech. Speak message as.... Select and choose the gender/language type you would like the message to be spoken in from the drop down menu.
- d. In Alternate Text Message/Page Message, click on the arrow to expand. If there are more than 140 characters in Message Text box, or you wish to create a different message, you can provide the message here. Select the Enabled box.
- e. In Alternate Email Message, click on the arrow to expand. If you wish to create a different message, you can provide the message here. Select the Enabled box.

Quick Start Sheet

Message Activation Mapping Contacts Continued

Step 3: Set Message Delivery Options –

- a. Either leave the selected options as the default, or adjust them to your preferences.

Step 4: Set Message Schedule –

- a. Set Start and End time.

Step 5: Payment Information –

- a. The number of credits you will need is displayed. If you need additional credits, you can purchase them now or when you are ready to send your message.

Step 6: Finish –

- a. You must check the Permissions box stating you have permission to call the numbers in the database.
- b. Click the Predefine button.

Send a Saved Message:

Home Page: Logon to the AlertFirst system, click the Messages tab in the top tool bar. Click the Manage Predefined Messages tab at the top.

Step 1: Select the message you wish to activate and click the Send button at the bottom of your screen.

Step 2: In the Set Message Schedule section, select the Start and End Time.

Step 3: In the Payment Information section, the number of credits will be displayed. If you need additional credits, you can buy more credits by clicking the Buy More Credits button.

Step 4: In the Cell Phone and Do Not Call section, check the box stating you have permission to call the numbers in the database.

Step 5: Click the Send button.