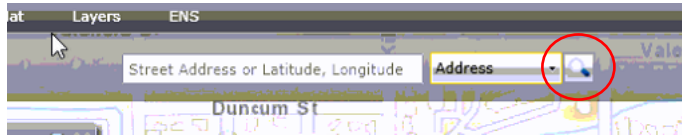# VESTA Alert

Step 1

Find area for ENS activation.

Use location search bucket to find the area needed for an ENS activation.

- You can search by address, Single Street, block number and street, or cross streets. No matter what method chosen you must include city and state. Address needs to be the selected option in the drop down.

    Example: 123 Apple St Houston TX

    Apple St & Childress Ave Houston TX

After entering the area to be searched click magnify glass.

Search options will appear on the left side of your screen. Choose your correct location by double clicking. It will drop a red TAC pin on your map. This is the location point/area.
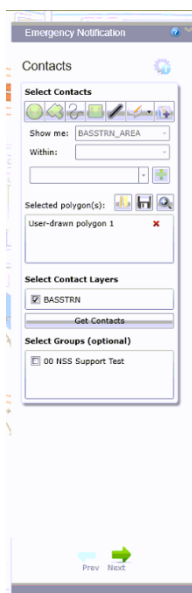
Step 2

**Click on ENS at the top of your screen.** ENS

You will now need to complete the contacts screen.

The contacts screen will appear on the left hand side of screen.

1. Click on the shape you would like to use to draw for your area of notification. (Square is easiest)

Selection button:		Description:
	Draw a circle	Click the map at the center point of an area to include in the notification group. In the **Prompt** dialog box that appears, enter the number of feet to use as a radius for the target area and click **OK**.
	Draw a polygon	Click on the map to draw the polygon. A single click adds a segment of the polygon's border. A double-click concludes the drawing.
	Draw a free hand polygon	Click on the map and hold to draw any shape or size polygon. Release to conclude the drawing.
	Draw a rectangle	Click on the map, hold and drag to draw a rectangular polygon. Release to conclude the drawing.
	Draw a line with a buffer	Click on the map to draw a line near the notification area. Double-click to conclude the line. In the **Prompt** dialog box, enter the number of feet to use as a buffer for the target area and click **OK**.
	Select a markup	Click the drop-down to display a list of saved markups. Select the markup that is to become the target area for notification.
	Select a polygon	**NOTE: This feature allows you to select contacts from existing**
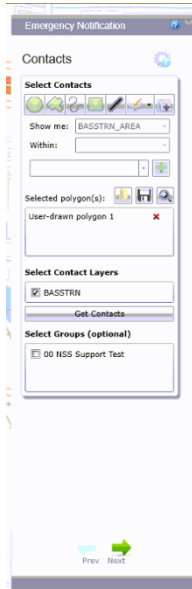
2. "Show me" and *"within"* fields are fixed. You will **not** be able to change them.

3. Selected polygons: the shape you drew will appear listed as "user polygon" with a number. If you need to remove or change it click the red X next to the User Polygon.

4. Leave your *"contact layers"* as is

5. "Groups" you can select if needed. Groups are preloaded by admin. (Groups for your agency contacts are found here)

6. Click *"Get contacts"*

On the bottom part of your screen a list of contacts in the "Notification Search" will appear for the area drawn.

Check the top right of your Notification Search to verify that there are **under 15,000 contacts selected**. The system **cannot** call **over** 15,000 contacts on one activation.

You also have the option, in the contact screen, to select or deselect contacts to notify by checking the box under the column notify.

After you verify the number of contacts and that you want and all contacts selected are those to be notified hit next arrow.
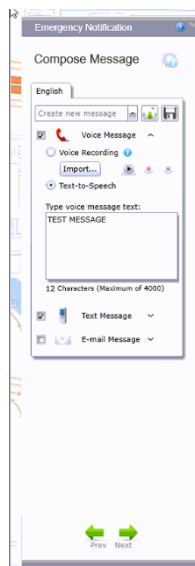
Step 3

Complete Properties window

1. Requires you to put a notification name.

2. *"Priority"* will always emergency

3. *"Emergency mass* call" is the only option.

4. *"Select call flow"* will always be blast or simple, this is also the only option.

5. *"Notification and duration" you will n*eed to specify time for the ENS to complete the calls. For every 3,000 contacts you need 1 hour.

> Example: 6,000 contacts would be 2 hours needed.

6. *"Number of attempts"* and *"Delay between attempts"* are fixed.

7. Click the next arrow.

Step 4

Compose message

1. If you had administration save messages you could click the drop down for "create new message" and select the title of the message you needed. If you do not need this feature leave it on create new message and move to 2.

2. You will check the "Voice Message" box then select the Text-to-speech bubble. Type out the message you wish to be sent. The system will require you to hit play and listen to message before moving on the next page.

3. Next click the check box next to "Text Message" and copy the message from voice message and paste it in the text message field. This ensures both messages are identical.

> Email is **not** a function that is available.

4. Click your next arrow.

Step 5

You are now ready to click the megaphone to start notification.

     You will get a notification summary screen that provides an overview of the information you entered. If it is all correct hit the *"yes"* to confirm you are ready to send the ENS notification.

   You will then get a box stating notification has started.
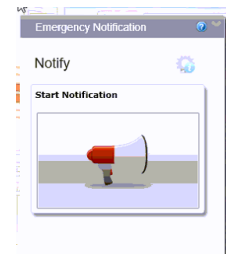
Status/Cancel

To view the status or possibly **stop** notifications. Click on settings wheel at the top of your Emergency Notifications window. The notification list will appear.

The Red bubble means that the call has not been completed yet. If you wish to cancel you can click on the red bubble. You will then be asked to confirm if you want to cancel notification.

If the system is able to stop the notification a message will appear telling you the activation was stopped successfully.
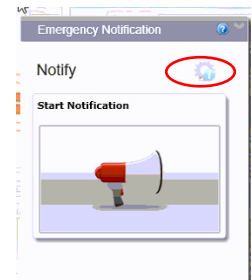
Reports

You can view a report of activations at the button of the notification list by selecting activation summary from drop down and clicking the check box next to the calls you would like to view. You will only be able to view, not print or export.