



VERDUGO FIRE COMMUNICATIONS CAD FIELD USERS GUIDE

Rev 01-2015

USER SIGN-ON & SIGN-OFF FROM CAD

Purpose: To sign-on or off of a terminal.

Command: **OP & OP OFF.**

Procedure: To sign-on a user, type the **OP** command and enter.

The **SIGN-ON** mask will be displayed. Type the user **ID** in the **OP ID** field, and the user password in the **PASSWORD** field.

To sign-off a user, type the **OP OFF** command and enter. User is now signed off from initiating terminal. A user can only be signed on to one terminal at a time--a terminal is automatically signed off when a user signs off at a different terminal.

Note: Information typed into **PASSWORD** field is not visible on the terminal.

An "ACCEPTED" message displays at the bottom of the terminal to indicate a successful entry.

CHANGE PASSWORD

Purpose: To change CAD user's password.

Command: **PASSWORD.**

Procedure: Type the **PASSWORD** command and enter. The password mask will be displayed.

Enter current password into the **OLD PASSWORD** field. Enter the new password into the **NEW PASSWORD** field. Enter the new password (exactly as entered into the **NEW PASSWORD** field) into the **CONFIRM** field and enter.

The old password has now been changed to the new password.

An "ACCEPTED" message will be displayed at the bottom of the terminal to indicate a successful entry.

IDENTIFY USER

Purpose: To identify the user currently signed-on at the specified terminal(s).

Command: **WHO.**

Procedure: Type the **WHO** command followed by a valid terminal **ID** and enter.

The users system ID, name and terminal currently signed on to will be displayed.

Example: **WHO FD02, WHO E14, WHO ALL**, etc.

Note: **WHO ALL** will return a list of all terminals in the system and display personnel currently signed on. When doing a **WHO** on an apparatus, the first person logged on will be the only person displayed.

An "ACCEPTED" message displays at the bottom of the terminal to indicate a successful entry.

LOCATE USER

Purpose: To identify the terminal and/or where an individual is signed-on.

Command: **WHERE.**

Procedure: Type the **WHERE** command followed by a last name, partial last name or user system ID number and enter.

The users system ID, name and terminal currently signed on to will be displayed.

Example: **WHERE KAUFMAN; WHERE LA** (all users with the first two letters of LA will be listed); **WHERE #G525.**

An "ACCEPTED" message displays at the bottom of the terminal to indicate a successful entry.

TERMINAL-TO-TERMINAL MESSAGE

- Purpose: To send a message to the specified terminal or group of terminals or apparatus.
- Command: **TO**.
- Procedure: Type the **TO** command followed by a valid terminal(s) ID or unit ID and message text and enter.
- Example: **TO**/FD01/message text; **TO**/FD02, REC2, E33/message text;
TO/MPFD/message text; **TO**/E61/ message text

This will cause the message text to be sent to the specified terminal(s) or apparatus'. Additionally, the following broadcast groups could be used: **BUFD** (BRK); **GLFD** (GLN); **PAFD** (PAS); **SPFD** (SPS); **SMFD** (SNM); **MOFD** (MRV); **ARFD** (ARC); **SIFD** (SMD); **SGFD** (SGB); **MPFD** (MPK); and **MBFD** (MTB)--these commands will send a message to all terminals (and printers?) within the specified agency.

An "ACCEPTED" message displays at the bottom of the terminal to indicate a successful entry.

NOTE: "TO" messages MAY NOT be used for PERSONAL communications; to request unit status changes, e.g. go out of service, last up, etc.; to request/advise additional call information; or to make notification requests. "TO" messages are monitored by dispatch supervisory personnel.

TO messages may be used to communicate confidential information that may not be verbalized over the radio system.

DISPLAY TIME

- Purpose: To display current **system** time.
- Command: **TIME**.
- Procedure: Type **TIME** command and enter.
- System will display current time in HH:MM:SS, the date and the Julian date.

LOCATION VERIFICATION

- Purpose: To verify a location within the Verdugo System.
- Command: **LV.**
- Example: **LV 350 W. Newmark; LV GARFIELD/ELMGATE; LV STATION 62**
- Procedure: Type **LV** command followed by location to be verified and enter. The system will also validate intersections and common places. The system will display the follow information:
- a. Location address.
 - b. Cross street information.
 - c. Map page and Target hazard number
 - d. Class (F=fire), BLK (FBLK number), Dispatch group/city (e.g. BRK, GLN, PAS) station order (run card) for verified location.

LOG-ON UNIT WITH UNIT INFORMATION

- Purpose: To update a unit with personnel and portable radio information.
- Command: **UI.**
- Procedure: Type **UI** command followed by unit id of unit to be updated and enter.
- The LUI mask will be returned displaying personnel currently logged onto the specified unit. Input system **ID** of personnel to be updated and portable radio number assigned to respective personnel. After all information has been changed on the mask, push enter. Unit will be re-logged into the system and show personnel currently logged unto that unit.
- Example: **UI E61.**
- Note:** DO NOT alter or remove alphanumeric number listed in the MDT field. When changing over into apparatus with or without an MCT, Verdugo must be notified—Verdugo will then modify your MCT information.
- The “Vehicle Radio ID” field is left blank.
- An "ACCEPTED" message displays at the bottom of the terminal to indicate a successful entry.

UNIT STATUS SUMMARY

- Purpose: To display unit status summary for dispatch group or unit specified.
- Command: **US.**
- Procedure: Type **US** command followed by the dispatch group or unit to be displayed (SMD; MPK; ALH, E73, E56, etc.) The system will display a current unit status of all unit(s) logged onto the dispatch group specified. Using ALL will display a current unit status of all units logged onto CAD.
- Example: **US BRK, US SGB, US E105, US E91, US ALL.**

UNIT HISTORY

- Purpose: To display a unit history for either the current shift or for a specified date and/or time range.
- Command: **UH, UHR.**
- Procedure: Type **UH** command with unit ID and enter; type **UH** command alone and enter; type **UHR** command with unit ID and enter
- Type **UH** command followed by unit ID and enter, this will return the unit history for specified unit starting from log on time.
 - Type **UH** command and enter, this will return the UHQ (unit history query) mask. Enter appropriate information into UHQ mask and return.
 - The **UHR** command followed by a unit ID will return unit history for specified unit in *reverse chronological* order starting from log on time.
- Example: **UH E37, UH RA51, UH** (command alone will return UHQ mask), **UHR RA13.**

UNIT ROSTER SUMMARY

- Purpose: To display unit roster summary for dispatch group specified.
- Command: **UR.**
- Procedure: Type **UR** command followed by dispatch group to be displayed (BRK, ARC, MPK.)
- The system will display a current unit roster of all unit(s) logged on dispatch group specified, which will include unit id, unit type, current date/time, personnel system ID/name, and vehicle ID logged onto respective equipment.
- Example: **UR SMD, UR MRV, UR PAS, UR ALL.**

INFORMATION INDEX

Purpose: To display index of information file(s) within system.

Command: **INFO/INDEX.**

Procedure: Type **INFO/INDEX** and return.

The information file index will be displayed. Move cursor to the info file that you would like to review and enter. The selected file will be displayed.

Note: If you know how the file is labeled (index/topic), you can by-pass reviewing the info index and just enter the file as follows: **INFO PERS/MPK; INFO BULLETIN/INFO; INFO SYSTEM/STATUS.**

INCIDENT HISTORY

Purpose: To display an incident history.

Command: **IH, IHQ,IHR.**

Procedure: Type **IH** or **IHR** with unit ID and enter. Type **IH** alone and enter.
Type **IHQ** alone and enter.

- a. The IH command with unit ID will return the specified units' current or previous incident history.
- b. The IHR command with the unit ID will return the specified units' current or previous incident history in *reverse chronological* order.
- c. The IH command alone will return the Incident History Mask. Fill in appropriate information and return. System will display information requested.
- d. The IHQ command alone will display a list of all the incidents for the current day beginning at 0000 hrs. Move cursor to incident you are wishing to review and enter. Incident will be displayed.

Example: **IH E37, IHR RA34, IH, IHQ.**

Note: The IHQ list of incidents will reflect **ALL** incidents entered into the system and will display *system* numbers only.

CASE NUMBER INQUIRY

Purpose: To search for and display an incident history by Case Number (CFIR number.)

Command: **CNS, CNQ.**

Procedure: Type in **CNS** and enter. Type in **CNQ** and enter.

The CNS command displays the CNQ mask. Type in appropriate information and enter. Information requested will be displayed.

Note: The CNQ command will display all **DISPATCHED** incidents and list all case numbers assigned for the current 24-hr. period.

DISPLAY PREMISE INFORMATION

Purpose: To display premise information (premise history.)

Command: **PI.**

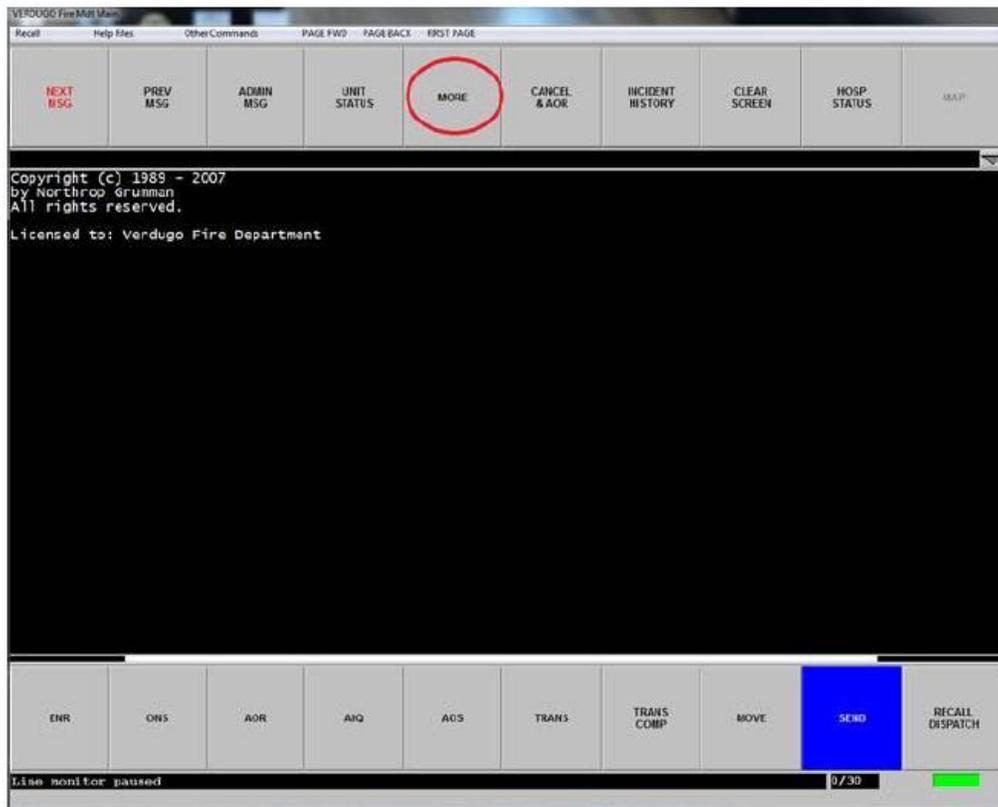
Procedure: Type in **PI** [location address/common place name.

The system will display any Premise Information associated with the location specified. The " [" must precede the location information to process command.

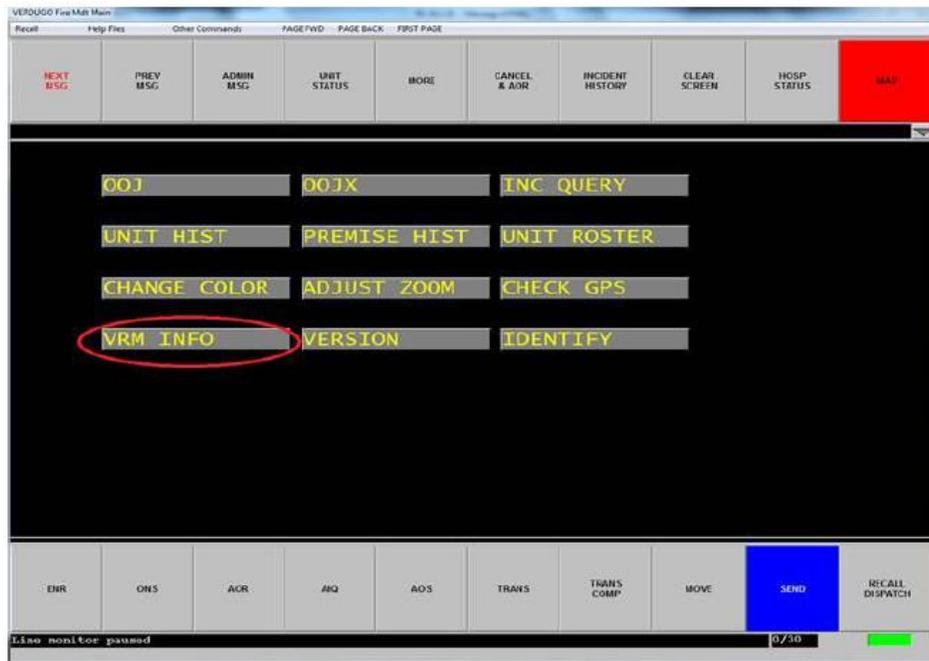
Example: **PI** [800 E ACACIA; **PI** [550 E COLORADO; **PI** [300 Monterey Pass.

HOW TO FIND THE MCT NUMBER

1. Click "MORE" on MCT upper button bar;



2. Then click "VRM INFO";



3. Under the VRM info screen you will find the "MODEM LLI" number, which is an eight character code beginning with the number 8. This is your "MCT number."

