

# QUICK REFERENCE GUIDE SENDING CRIME ALERTS

The screenshot shows the 'Send Alert Page' of the Wisconsin Crime Alert Network. The interface includes a navigation bar with 'Home', 'Devices', 'My Alerts', 'Send Alert', 'Alert Tracker', and 'Help'. The main content area is titled 'Sending Messages to Groups' and features a 'Quick Alerts' section with 'Standard' and 'Standard with Suspect Info' options. A red banner reads 'Enter Alert Standard' with the instruction 'If uploading photos please upload first before filling out alert form'. The form includes fields for 'Alert Category', 'Send to' (with a 'Groups' list), 'Subject', and 'E-mail Accounts Alert Content'. Below these are sections for 'Incident Information' and 'Agency Contact Information'. At the bottom, there are fields for 'Cell phones Alert Content', 'Attach' (with a file list), and 'Send time' (with radio buttons for 'Immediately' and 'Delay until').

**1) Select Quick Alert**  
If all you see is computer code click on this link and follow the instructions: <http://www.wisconsincrimealert.gov/RemoveCode.pdf>

**2) Upload Photos and Highlight**

**3) Select Geographic Area**

**4) Select Business Group(s) and/or Law Enforcement Group(s)**

**5) Do not change Subject Line**

**6) Place an "X" next to Original, Updated or Canceled Alert**

**7) Enter Incident Details**

**8) Enter your Agency Contact Information (Email is optional)**

**9) IF APPROPRIATE**  
Enter information sent as cell phone text alert (Be sure to provide Agency Name and Phone Number - 200 character limit)

**10) SEND THE ALERT**  
First verify that everything is correct as alerts cannot be recalled

**Select ONE county, region, or statewide (if justified)**

**To select multiple groups hold down "Ctrl" key**

**Click to upload photo then highlight**