



## Document Control

Category	Operations
Version	3.0
Effective Date	Dec 2020 (last reviewed September 2021)
Authorised By	Unit Commander
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### 1. Purpose

- 1.1 To provide Marine Rescue Sydney – State Communications Centre (MRS- SCC) members with guidelines on the use of the Telstra Desktop Messaging System (TDMS) to call out MRS -SCC Radio Operators when extra help is needed at the MRS -SCC Base or to call all Boat Crew as requested by Regional Operation Manager (ROM) or their delegate.
- 1.2 This LOP OP should be read with SOP OP36 Telstra Messaging System for SAR Call Outs
- 1.3 This LOP OP is divided into 2 sections. The first section sets out the guidelines on **“Using TDMS to call out to Radio Operators for a Watch” at MRS – SCC**. The second section provides guidelines on **“Using TDMS to call out Boat Crew”** as requested by the ROM or their delegate.

## Section 1 Call out to Radio Operators for a Watch

### 2. Using TDMS to call out to Radio Operators for a Watch

- 2.1 In the event "last minute" help is needed on a watch, call out for assistance can be instigated using the TDMS.
- 2.2 A call out can be made prior to a watch commencing if it is felt extra support is forecasted to be needed OR during a watch given unexpected work flow arising requiring extra support.
- 2.3 Generally a Duty Officer (DO), Roster Officer or member of the Executive will request a call out.

### 3.0 Procedure to activate a TDMS call out

1. Log into TDMS for Terrey Hills
2. Selecting from the TDMS Menu Option **Send > Send SMS**
3. Select **Personal Groups**
4. Select one of the following **group call out** options by scrolling down the list:

**"All Members Call Out"** – use if you feel an extra member, irrespective of a member's depth of experience, is needed to support “basic routine” your watch.

or

**"DO Call Out"** - use if you feel the events on your watch (eg high volume of incidents/fast paced/heavy workflow) requires more experienced members

5. Select template > **RO Emergency Operator Availability**
6. Press **Send** (SMS will be sent to all Members on the respective call out list)
7. Await for response – refer to the **TDMS Inbox**
8. Respond to **ONLY** the member(s) you wish to accept by reply by text OR call their mobile.

### 3. Responding to a Call Out

- 3.1 Upon receiving a text message, follow the text instructions - especially those who are able to respond with a "Y" (ie "yes" can assist).
- 3.2 If you are NOT able to assist, response is not necessary.
- 3.3 After responding with a "Y", if you do not get a response within 10 minutes, you will not be required. The person requesting the call out will *only* respond to the number of Member(s) required.
- 3.4 **Do not phone the Base** irrespective of your response.

### 4.0 Other

1. The reason why a call out was made is because extra support is needed therefore please do not phone the Base even if you responded "Y".
2. **Drive carefully and safely to the Base – our Member's safety is priority.**
3. Please do not be offended, upset or be deterred from responding to future call outs if you are not selected as you could be one of a number of amazing Members who have accepted the last minute call out. As circa 50% of our Members live in the local government area it would not be unusual for a Member to be in the vicinity of the Base or perhaps driving pass the Base shortly after the call out.
4. Uniform is standard dress code, however under an emergency call out any Members who have responded and have been accepted to assist and is able to arrive at the Base without uniform will be granted an exception as timeliness of attendance at the Base under an emergency call out is paramount.

Here is the address:

<https://onlinesms.telstra.com> (note not .au)

Username: [terreyhills@mrnsb.com.au](mailto:terreyhills@mrnsb.com.au)

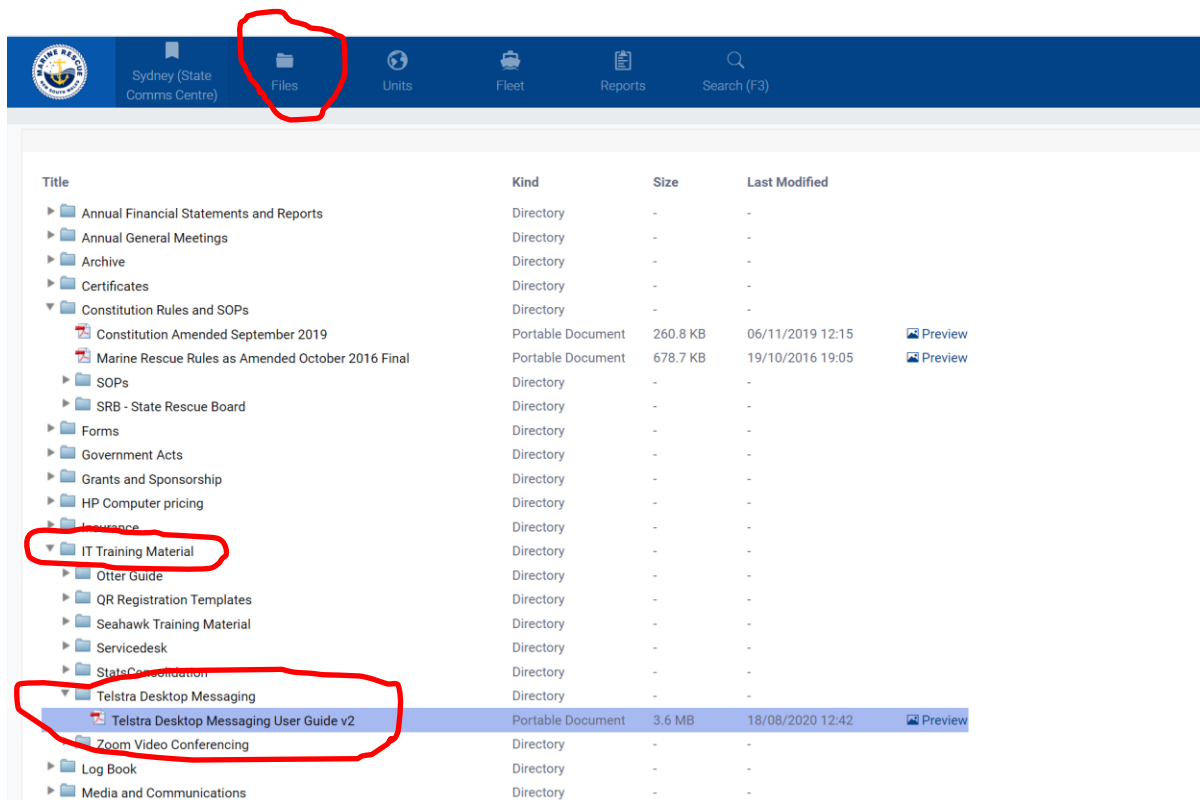
P'word: "Usual one"

## Section 2 Call out to Boat Crew

### 5. Using TDMS to call out to Radio Operators for a Watch

5.1 ROM may call to provide incident details and requests MRS – SCC to task the vessel if on duty or otherwise call out a boat crew for a specific Marine Rescue Boat Base (MRB).

5.2 Page 7 of “Telstra Desktop Messaging User Guide for all MRNSW Units” located on OTTER <https://otter.marinerescuensw.com.au/file/list>) provides high level guidance on sending SMS to “Bulk Numbers” (ie a Group such as a Boat Crew). Refer Screen below on destination of the Guide on Otter:



5.3 Please ensure the user guide referred to above is read in conjunction with the following guiding procedure.

1.0 Log on using the username and password for the correct base.

**IMPORTANT: The correct Marine Rescue Base is to be logged on to ensure the correct Base's boat crew is called out.**

**Welcome to Telstra Desktop Messaging**

Username: ulladulla@mrns.com.au

Password: \*\*\*\*\*

[LOGIN](#)

Forgotten your password? [Click here](#) to have your password emailed to you.

[Terms & Conditions of Use](#)

**New Features:**

SMS / MMS & VIDEO

Campaign Management Tools

Outlook / Lotus Notes Integration

New Simple User Interface

**Download Desktop Messaging**

The Desktop software installs directly onto your Windows Tray, and can link with Microsoft Outlook or Lotus Notes!

File size: 6.88 MB

**Trial or Buy?**

[TRIAL USER ACCOUNT](#)

[APPLICATION FORM](#)

[ONLINE DEMO](#)

**Your new messaging solution now incorporates fantastic new features and a great new user interface.** This can help your business:

**Deliver better customer service:**  
You already use group messaging via SMS... now you can deliver messaging to customers, suppliers and employees via MMS & Video. You can alert staff to shift openings, customer requests and other fast-changing information.

**Save Time:**  
Now you can integrate Telstra Desktop Messaging with your Outlook/Lotus Notes calendar to set mobile messaging appointments with customers and minimise your time on the phone. Receive Outlook/Lotus notes calendar reminders, to ensure important meetings are not missed.

**Promote your Business:**  
With our new Campaign Management tool you can set up a customer promotion that can interact intelligently with incoming messages. Saving you time. The rules based wizard can compose new replies based on the contents of an incoming message and run your promotions without the need for an expensive third party.

- If the Base's username and password is not located on the respective TDMS fields, please type in the details in the relevant fields then click on log on.
- This list view for Base's may vary between each work station.
- A list of the Username and Password for every MRNSW Base to access TDMS is located in the Watch Officer Reference Folder.

## 2.0. Select Boat Crew

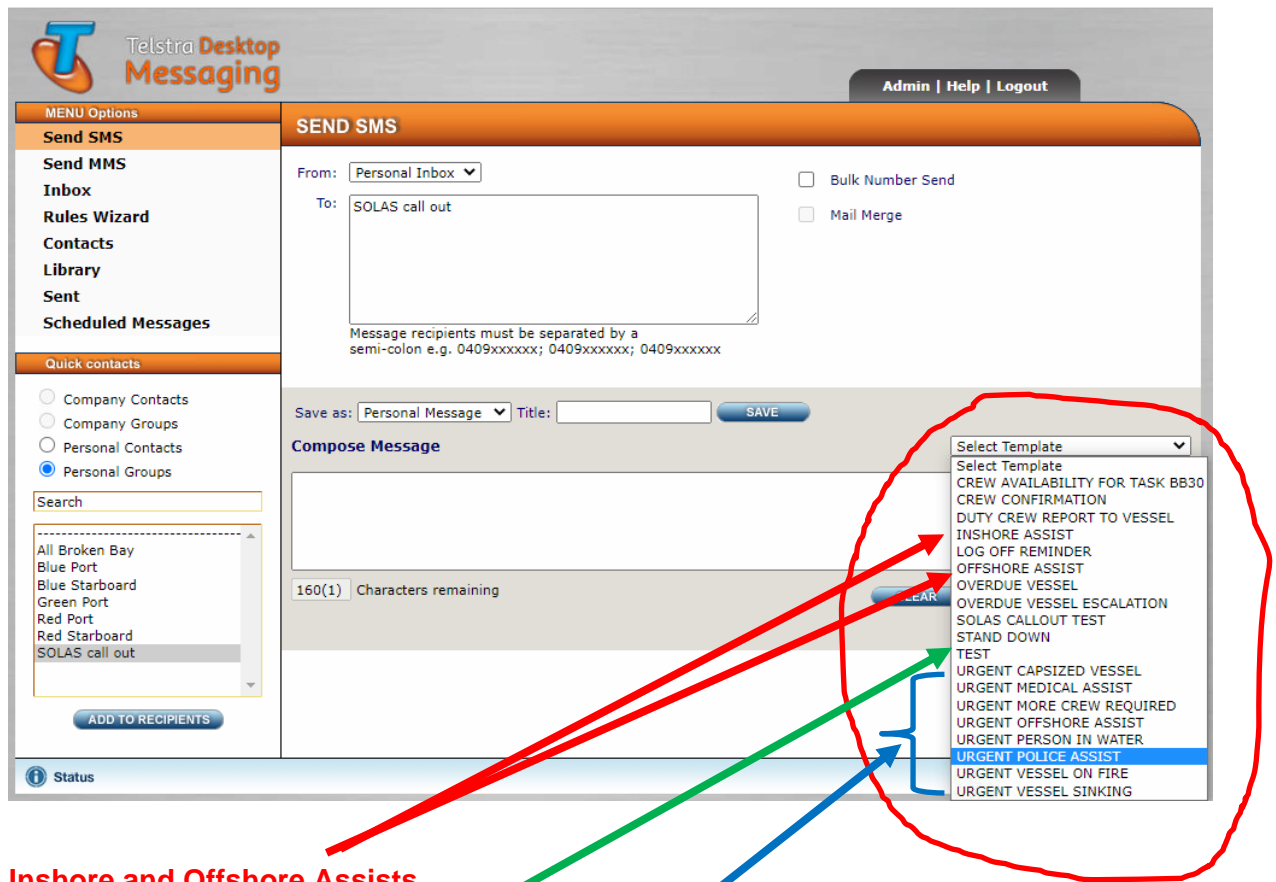
- The ROM is responsible to provide instructions on which Boat Crew to call out.
- Each MRB has been set up with "SOLAS CALL OUT", select this option if ROM has not specify a specific boat crew.

**There could be many options to select from and the view may differ from Base to Base. There should always be at least SOLAS Call Out to select.**

- After highlighting the right crew, either click on “Add Recipients” or just double left click on mouse
- The Group name will appear in the box that says “To” and all members which are listed in the group will be sent the TDMS message. Individual member’s name in each group will not be displayed.
- It is not MRS – SCC’s responsibility to maintain the MRB Group call outs.

### 3.0 Message – select from template

- Templates are made available in TDMs (Select Template drop down box) and are to be used.
- Each MRB has available a number of templates and view may differ from Base to Base. The ROM may specify which template MRS – SCC is to use.
- If no specific instructions are given select either “OFFSHORE ASSIST” or “INSHORE ASSIST”.
- If after calling a Boat Crew and incident has been resolved, a “STAND DOWN” message may need to be sent to the original group selected.



Inshore and Offshore Assists

Stand Down – crew no longer required

Other call out message template options – use only if ROM requests

- Only one template can be selected for insertion.
- Whilst there is an ability to free type. On almost all occasions, there **should not** be a need to provide additional information.
- If ROM instructs or if the Duty Officer felt it is prudent to add information, ensure it is very succinct and precise. (Refer Screen shot below)

In the above example the words “CAPSIZED VESSEL” was free typed in after inserting a TDMS template “OFFSHORE ASSIST”

#### 4.0 Send, Monitor and Respond

- To send, click “SEND NOW” (see above)
- MRS – SCC is to dedicate a RO to monitor for TDMS response(s) in the TDMS **INBOX** after the call out has been sent and to revert to the ROM with details of those who have responded with “Y”/“YES” .
- To update the TDMS Inbox to see new messages, the RO is required to refresh the screen periodically.
- The timing to revert to the ROM after the TDMS call out message was sent should be understood at the initial call with the ROM.
- Irrespective of the volume of responses, MRS – SCC will revert to the ROM **no later** than the time requested by the ROM or no later than 10 minutes if a time was not stipulated by the ROM. The ROM may be called sooner than the agreed time if the DO feels sufficient volume of “yes” responses have been received.
- MRS – SCC is not to respond to any responses received unless directed to do so by the ROM.

**IMPORTANT: After sending the SMS, click on INBOX and monitor responses.**

**Telstra Desktop Messaging**

Admin | Help | Logout

**INBOX**

Personal Company Please Note: Only the previous 12 months are available for searching.

Date From: 26 September 2020 To: 26 September 2021

Mobile Number [ ] SEARCH

26-09-2020 To 26-09-2021

	Text	Attachments	Time	View Messages
<input type="checkbox"/>	61429639632 Taber		22-09-2021 05:16	
<input type="checkbox"/>	61490049941 No, Samulski		17-09-2021 16:08	
<input type="checkbox"/>	61411280135 Yes king crew 1620		17-09-2021 16:08	
<input type="checkbox"/>	61438339928 On way d catton		17-09-2021 16:08	
<input type="checkbox"/>	61402836189 No Greenwood Crew if required am available		17-09-2021 16:08	
<input type="checkbox"/>	61427723918 Greathead, WO/RO. YES. 1620		17-09-2021 16:03	
<input type="checkbox"/>	61481057370 Gregory WO No		17-09-2021 16:03	
<input type="checkbox"/>	61418831239 Yes hall skipper		17-09-2021 16:03	
<input type="checkbox"/>	61404142556 No Haslam crew		17-09-2021 11:34	
<input type="checkbox"/>	61447147713 Sorry no Horton crew		17-09-2021 11:34	
<input type="checkbox"/>	61402836189 No Greenwood Crew but if required can do		17-09-2021 11:34	
<input type="checkbox"/>	61411280135 King crew 1130		17-09-2021 11:34	
<input type="checkbox"/>	61490049941 Yes Samulski LC now		17-09-2021 11:34	
<input type="checkbox"/>	61487210151 No Southey crew		17-09-2021 11:33	
<input type="checkbox"/>	61429639632 Taber		17-09-2021 05:05	
<input type="checkbox"/>	61429639632 Taber		09-09-2021 05:32	
<input type="checkbox"/>	61488786794 Yes I'm sure the markets will be back with a bang. :-)		04-09-2021 21:57	
<input type="checkbox"/>	61408157950 Take your time - stop and smell the roses.		04-09-2021 17:32	
<input type="checkbox"/>	61438339928 Stay safe,enjoy the trip back home, David c.		04-09-2021 17:08	
<input type="checkbox"/>	61423935025 Thanks. stav safe		04-09-2021 16:39	

Example: The above shows the inbox. A number of messages are shown including a “crew” member responding with a “YES” + name+Rating+ETA to a call out.

Double click to open message if all details cannot be viewed. Refer screen displayed below will appear.

**Telstra Desktop Messaging**

Admin | Help | Logout

**MENU Options**

- Send SMS**
- Send MMS
- Inbox
- Rules Wizard
- Contacts
- Library
- Sent
- Scheduled Messages

**Quick contacts**

- ☐ Company Contacts
- ☐ Company Groups
- ☒ Personal Contacts
- ☐ Personal Groups

Search

ALEC BEACH (Stallholder)  
ALEX Stallholder  
ANNA BABIS (Stallholder)  
Aaron Dwers (URS295)  
Adam Gumley (URS936)  
Adam Nicol  
Adam Stanford  
Adrian Foord (URS1291)  
Adrian Warren (URS1163)

**SEND SMS**

From:

To:

Message recipients must be separated by a semi-colon e.g. 0409xxxxxx; 0409xxxxxx; 0409xxxxxx

☐ Bulk Number Send

☐ Mail Merge

Save as:  Title:

**Compose Message**

Greatest, WO/RO. YES. 1620

133(1) Characters remaining

**Status** Credit remaining: 35365

**IMPORTANT:** Go back to **INBOX** to review the listing of messages including any **NEW** responses

**IMPORTANT:** Refresh screen periodically by clicking on the “refresh screen” icon to get updated messages in INBOX

← → ↻ onlinesms.telstra.com/inbox.do?do=display

**Telstra Desktop Messaging**

Admin | Help | Logout

**MENU Options**

- Send SMS
- Send MMS
- Inbox**
- Rules Wizard
- Contacts
- Library
- Sent
- Scheduled Messages
- Message Preview

**INBOX**

Personal Company Please Note: Only the previous 12 months are available for searching.

Date From:    To:

Mobile Number

26-09-2020 To 26-09-2021

	Text	Attachments	Time	View Messages
<input type="checkbox"/>	61421277536 We are back and have notified Ballina marine rescue		10-09-2021 21:19	<input type="button" value="View"/> <input type="button" value="Reply"/>
<input type="checkbox"/>	61467555733 ok thanks		15-08-2021 06:07	<input type="button" value="View"/> <input type="button" value="Reply"/>