
MCFRS Tech Training – MDC Lab CAD Cheat Sheet

Logging onto Windows

In the event you need to reboot CAD, logon with the following:

- Username: **TRAIN60**
- Password: **TRAIN60**
- Domain: **Local Machine** (not MCGOV)

Logging onto CAD Train

In the event that the CAD application is not already running, double-click the shortcut labeled **Start CADTrain**.

If CAD is already running and the previous user logged off, simply use the **OPS** command and logon with the following:

- Agency: **F**
- Username: **FRSTRAIN**
- Password: **FRSTRAIN**

As in the stations, the Caps Lock must be turned on for the login to work correctly.

Creating an Incident/Event

- Type **EVA** in a command line.
- Input a location, event type and event text. (Note: If you choose an event type that is a combined event for Police and Fire, you'll need to erase the Police information in the override section.)
- Press the **Enter** key and then click the **OK** button.
- Click the **OK** button in the popup window that provides the event number.

Dispatching an Incident/Event

- Find and double-click the event number in the **Pending Events Monitor (MPE)**.
- Wait for the suggestion screen to appear.
- Deselect any units which you do not want to include on the call, then type in the names of the units which you would like to dispatch.
- Press the **Enter** key and fix any problems that CAD may identify with units you would like to dispatch.