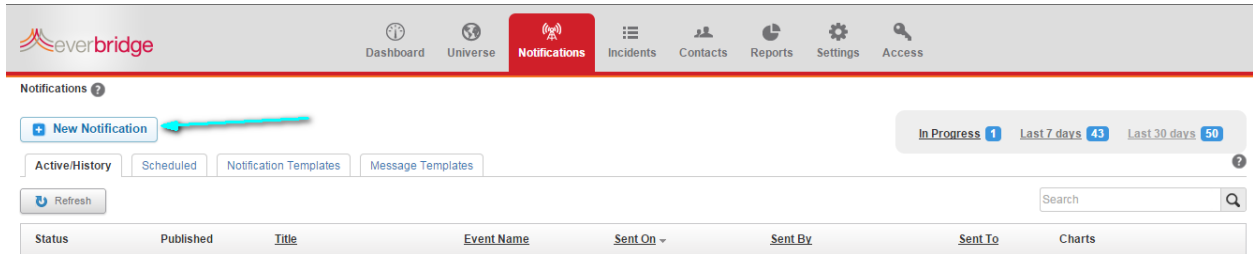


Creating a new notification

1. Click on Notifications on the top dashboard
2. Select the New Notification Button



3. Start creating message
 1. Mark High Priority if needed
 2. Title
 3. Body

[Notifications](#) > [New Notification](#)

Create Message

High priority message ? ? [Use a message template](#)

* Title

Body Include a separate message for email notifications ?

All delivery methods

Email/Fax : 2500, SMS : 120, Estimated # of SMS : 1 ?

Include a Voice Recording


Save this as a message template

Message type:


Standard Polling Conference Bridge


[Attach Files](#) ?

4. Adding a separate message to an email
 1. Check box, located under Body heading, if you would like to make a separate more detailed email
 2. Body box is delivered to all methods if not checked














Body Include a separate message for email notifications 

SMS Text, Fax, Pager, Text-to-speech conversion

Fax : 2500, SMS : 120, Estimated # of SMS : 1 

 Remember to select **at least one** email delivery method for this notification.

Email only [Clear Contents](#) [Expand](#)

B *I* U abc x₁ x²
T T H L
  
 
 
 
 
 

4. Voice recording

1. Voice recording can be accomplished by one of three methods
 1. Use Everbridge recorder (must have microphone on computer or use Manager app.
 2. Telephone – system will provide you a number to call and record
 3. Upload a file
 4. **NOTE** if you are using a number it may not read as you are expecting. Use spaces between 1 2 3 instead of 123.

Include a Voice Recording

Use Everbridge recorder
 Use a telephone
 Upload a file

5. Saving as a template




1. If you would like to save as a template for future use mark the box


Save this as a message template

6. Select Message type

1. There are three options for message type
 1. Standard – just the message is sent

Message type:




Standard 
 Polling 
 Conference Bridge 



[Attach Files](#) 

2. Polling

- a. This allows you to poll the receivers
- b. Multiple questions can be added

Message type:

Standard 
 Polling 
 Conference Bridge 




*** Text Response**  Use Quotas 



1

[+ Add Another](#)

- c. Files can be attached to the message by selecting the Attach Files selection at the bottom


Message type:

Standard 
 Polling 
 Conference Bridge 

*** Text Response**  Use Quotas 


1 **# Needed**

[+ Add Another](#)

[Attach Files](#) 

7. Select contacts

1. This can be accomplished by several methods

Select Contacts Use notification escalation 

*** Click to add contacts**

0 Individuals	0 Groups	0 Rules	0 Map
----------------------------------	-----------------------------	----------------------------	--------------------------

[Preview contacts](#)

1. Individuals allows you to select single contacts you want to receive the message

Select | [Preview](#)

Individuals | [Groups](#) | [Rules](#) | [Manage Contacts](#)

Advanced Search

Field	Condition	Value
Contact Last Name	starts with	emmons

Add Filter Search:

Save as a rule

[Advanced Search](#)

<input type="checkbox"/>	First Name	M.I.	Last Name	Suffix	External ID
<input type="checkbox"/>	Patty		Emmons		pemmons@chesco.org
<input type="checkbox"/>	Will H.		Emmons		will@emmons.org
<input type="checkbox"/>	Will		Emmons		wemmons@chesco.org
<input type="checkbox"/>	Jesse		Emmons		jmemmons@chesco.org
<input checked="" type="checkbox"/>	Jeff		Emmons		jmemmons@chesco.org

Individuals [Remove](#)

- Jeff Emmons(jmemmons@chesco.org)

Groups [Remove](#)

Rules [Remove](#)

2. Groups allows you to select pre-established groups you want to send to

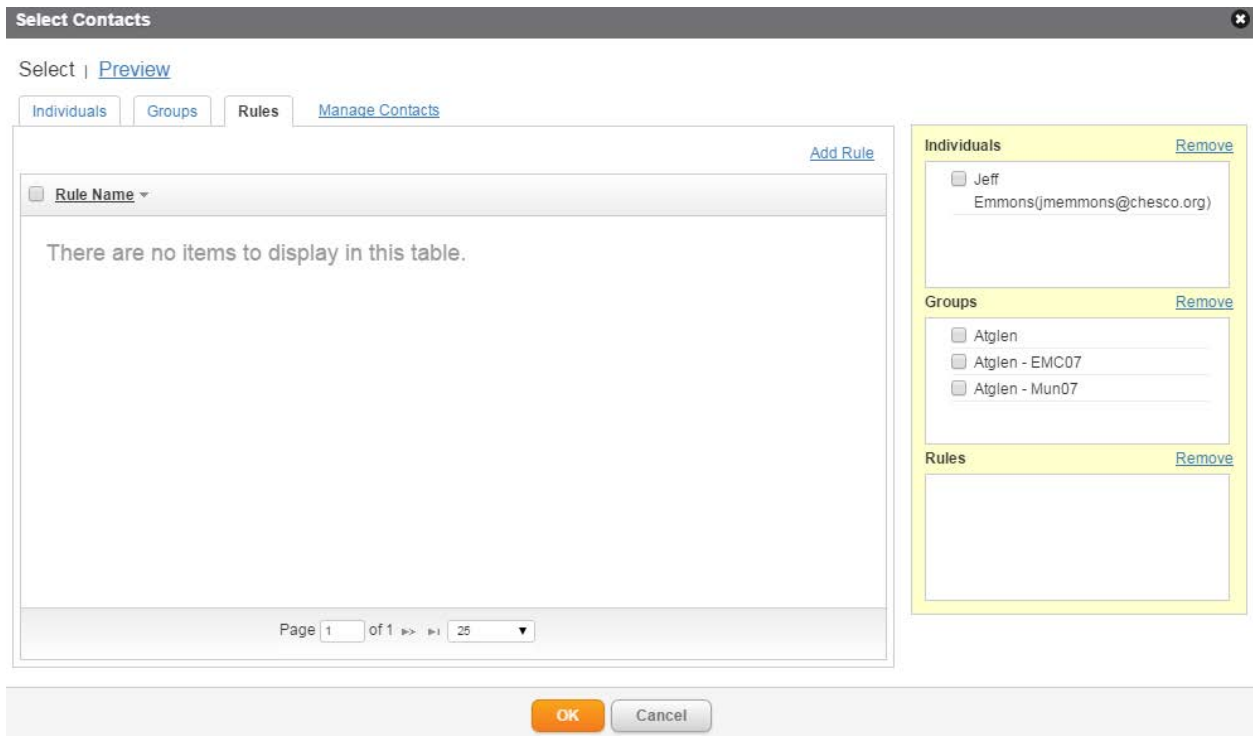
Select | [Preview](#)

Individuals | **Groups** | [Rules](#) | [Manage Contacts](#)

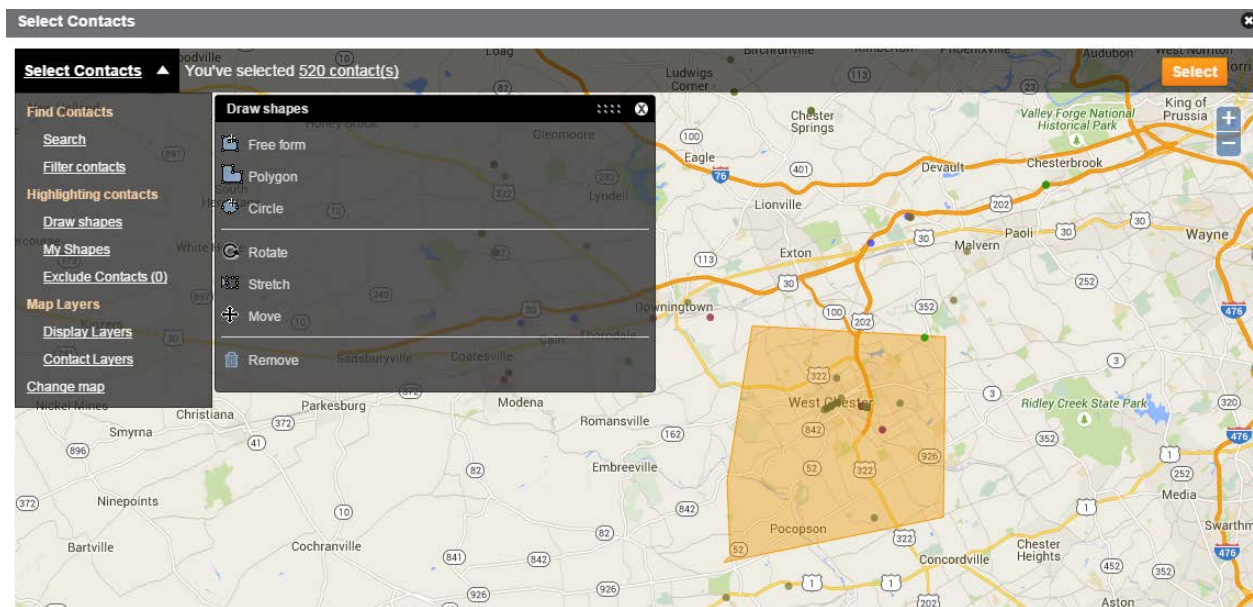
- All Contact Groups
 - Chester County Associations
 - Chester County Departments
 - D/O IV's
 - Dam Notification
 - EMA - Regional Groups
 - Fire Marshal
 - Fire/EMS Departments
 - Health Department
 - Hospital
 - KOVA Corp
 - Metro Communications
 - Municipalities
 - Atglen
 - Avondale
 - Birmingham
 - Cain
 - Charlestown
 - Coatesville

Individuals [Remove](#)**Groups** [Remove](#)**Rules** [Remove](#)

3. Rules allows the send to send to a rule group that is created in the system



4. Maps allows the sender to draw shapes to locate an area to sent message



8. Settings

1. Setting are pre-set in the system based on best practices, there is the option to edit settings if needed for a message

Settings [Edit](#)

* Sender E-Mail Display:	ChescoAlert
* Sender caller ID:	View
Delivery Order:	Contact Preferred
* Delivery methods:	Mobile Member App Text Primary Cell Primary Email Call Primary Cell Office Phone Secondary Email Text Secondary Cell Call Secondary Cell Home Phone Fax Alpha Pager
Mobile Member App Settings:	View
Apply voice delivery throttling rules:	No
Broadcast duration:	2 hr(s)
Contact cycles:	2
Interval between cycles:	10min(s)
Interval between delivery methods:	2min(s)
SMS Call Back:	Yes
Language:	English (US)

2. Send & Save



1. Sending gives you three option (Now, Later, or Recurring)

- a. Now sends message Immediately
- b. Later will provide window for date and time

	Home Phone
	Fax
	Alpha Pager
Mobile Member App Settings:	View
Apply voice delivery throttling rules:	No
Broadcast duration:	2 hr(s)
Contact cycles:	2
Interval between cycles:	10min(s)
Interval between delivery methods:	2min(s)
SMS Call Back:	Yes
Language:	English (US)

Send & Save

Send: Now Later Recurring

Date  

- Or - Save as a notification template

Include as part of an event


c. Recurring will allow sender to schedule the message


Send & Save


Send: Now Later Recurring

Repeats: ▼

Every: Day(s)

Start Date: 

End Date: 

Send Time: 

- Or - Save as a notification template

Include as part of an event

2. Save will allow sender to create as a template

Send & Save

Send: Now Later Recurring

- Or - Save as a notification template

Category

Include as part of an event