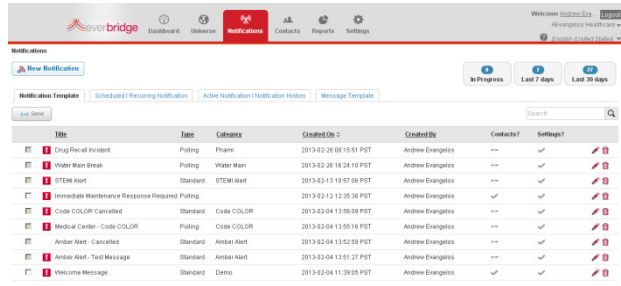
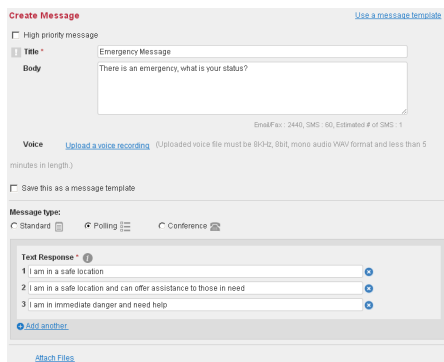


Quick Sheet MN: Creating a Notification Template

To create a Notification Template in the Everbridge platform, simply go to the notifications tab and click new notification. You can also select an existing message template and click the pen to edit it. This will bring you into the message creation workflow and allow you to begin creating your notification. Templates can be given message content and preselected individuals, groups and rules for notification targeting.



Item	Type	Category	Created On	Created By	Contacts?	Settings?
Drug Recall Incident	Polling	Pharm	2013-02-26 08:15:51 PST	Andrew Energetics	---	✓
Water Main Break	Polling	Water Main	2013-02-26 16:24:10 PST	Andrew Energetics	---	✓
STEMI Alert	Standard	STEMI Alert	2013-02-13 19:57:56 PST	Andrew Energetics	---	✓
Immediate Maintenance Response Required	Polling		2013-02-12 12:35:36 PST	Andrew Energetics	✓	✓
Code COLOR - Cancelled	Standard	Code COLOR	2013-02-04 13:56:59 PST	Andrew Energetics	---	✓
Medical Center - Code COLOR	Polling	Code COLOR	2013-02-04 13:56:59 PST	Andrew Energetics	---	✓
Amber Alert - Cancelled	Standard	Amber Alert	2013-02-04 13:52:59 PST	Andrew Energetics	---	✓
Amber Alert - Text Message	Standard	Amber Alert	2013-02-04 13:51:27 PST	Andrew Energetics	---	✓
Welcome Message	Standard	Demo	2013-02-04 11:39:05 PST	Andrew Energetics	✓	✓



Create Message [Use a message template](#)

High priority message

Title * Emergency Message

Body There is an emergency, what is your status?

Email Fax: 2445, SMS: 60, Estimated # of SMS: 1

Voice [Upload a voice recording](#) (Uploaded voice file must be 80-k, 8bit, mono audio WAV format and less than 5 minutes in length)

Save this as a message template

Message type:
 Standard Polling Conference

Text Response *

- I am in a safe location
- I am in a safe location and can offer assistance to those in need
- I am in immediate danger and need help

[Add another](#)

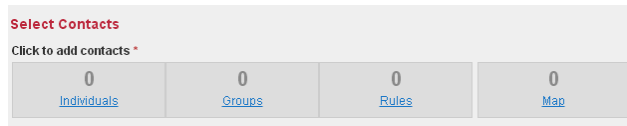
[Attach Files](#)

Step 1: Create Message (optional)

A notification template can have the full message, or a part of the message included. You may include message templates that may include voice recordings or uploaded audio files. Everbridge supports the ability to include attachments to notifications which can be deployed email accounts. A notification template can be any type: standard, polling, or conference notification.

Step 2: Select Contacts (optional)

A notification template allows you to preselect recipients if you wish. You may select Individual Members, Groups, Rules, or use the map to target members. If groups, rules or the map are used, the system will automatically use the most current database when broadcasting the message at a later time.



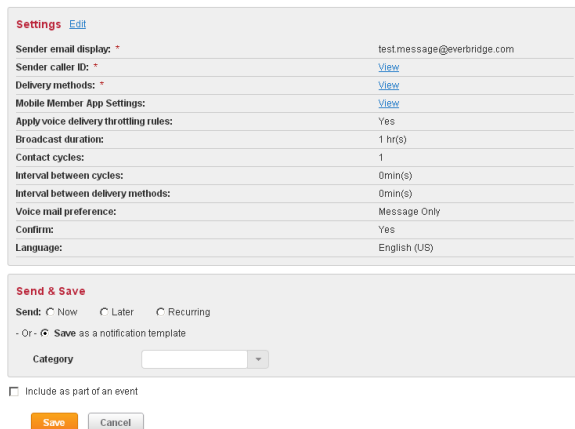
Select Contacts

Click to add contacts *

0 Individuals	0 Groups	0 Rules	0 Map
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Step 3: Settings, Send & Save

On the final step of the notification creation process, use the default options or adjust any options that you wish including caller ID, email address, delivery methods, throttling and delivery options. These settings will be saved as part of the template.



Settings [Edit](#)

Sender email display: * test.message@everbridge.com

Sender caller ID: * [View](#)

Delivery methods: * [View](#)

Mobile Member App Settings: [View](#)

Apply voice delivery throttling rules: Yes

Broadcast duration: 1 hr(s)

Contact cycles: 1

Interval between cycles: 0min(s)

Interval between delivery methods: 0min(s)

Voice mail preference: Message Only

Confirm: Yes

Language: English (US)

Send & Save

Send: Now Later Recurring

- Or - Save as a notification template

Category

Include as part of an event

Instead of sending the notification you will be saving the notification as a template for later use. Select Save as a template, and click the save button below. The template can be given a category which will help with sorting when selecting it from the list of templates.