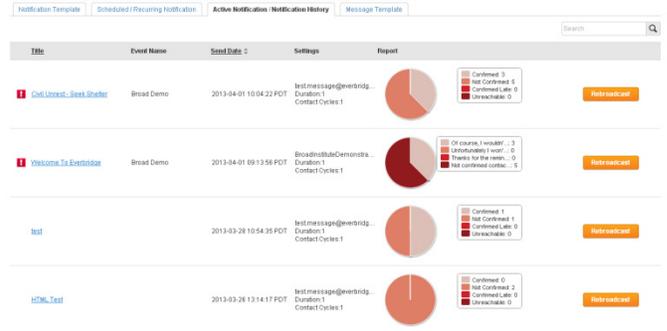# Quick Sheet MN: Notification Monitoring and Reporting

Active Notification/Notification History

Under the notifications tab you can view all active notifications and see a history of all notifications from the last 18 months. With a single click you can stop a broadcast in progress or rebroadcast a completed broadcast. The system provides you with summary information about each broadcast on this screen. You can search for a past notification using the search bar in the top right corner. If you wish to see details about a broadcast you can click the title on the left.
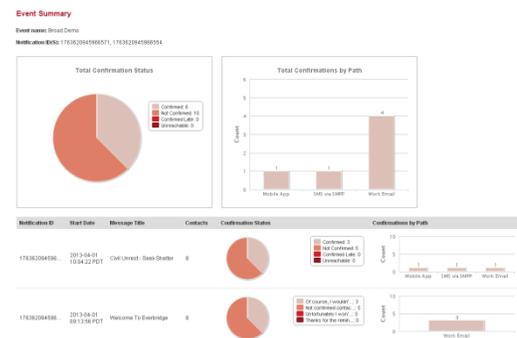
Live Notification Reporting

When looking at the Notification report for a broadcast you can see all the important information about a broadcast quickly and easily. There are two tabs included on this page. The Broadcast Summary tab is the default and allows you to quickly Send a Follow Up message and target those that have responded or not responded to a broadcast. The Delivery Details tab shows detailed information about each recipient including results of each contact attempt. You can sort the contacts by name, confirmation status, and confirmation time. The information on this page can be exported using the buttons on the bottom of the page.

Quick Reports

Through the main Reports tab Everbridge has many options that will help you get the information you need about a broadcast. You can launch a quick report that will show recent broadcasts within a data range. An event analysis will show a summary of all the notifications that are part of a specific event. These reports provide a visual with high level information that help analyze how the system was used after an incident.

Custom Reports (Notifications/Contacts)

With Custom Reports you can create a report that contains any information that is needed for analysis. All information within the Everbridge system can be used to create a report that can be exported and downloaded. Filters can be created to limit the data that is produced in the report. Reports can be created based on notifications or the contact database. You can also name and save a report to run it at a later time.