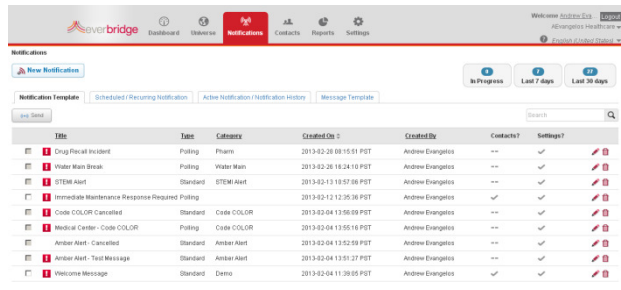
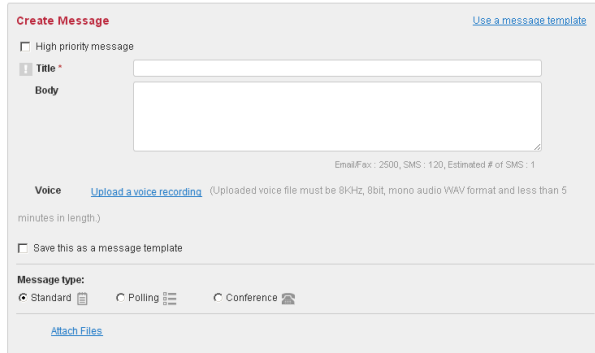


Quick Sheet MN: Sending a Standard Notification

Your chosen notification platform should afford a quick and easy method to launch a standard notification that can be confirmed by a recipient. To create a Standard Notification in the Everbridge platform, simply go to the notification tab and click new notification. You can also select a message template and click the pen to edit an existing template. This will bring you into the message creation workflow and allow you to begin creating your notification.



Title	Type	Category	Created On	Created By	Contacts?	Settings?
Drug Recall Incident	Poling	Pharm	2013-02-28 08:15:51 PST	Andrew Energetics	---	✓
Water Main Break	Poling	Water Main	2013-02-26 18:24:10 PST	Andrew Energetics	---	✓
STEM Alert	Standard	STEM.Alert	2013-02-13 10:57:58 PST	Andrew Energetics	---	✓
Immediate Maintenance Response Required	Poling		2013-02-12 12:35:36 PST	Andrew Energetics	✓	✓
Code COLOR - Cancelled	Standard	Code COLOR	2013-02-04 13:56:09 PST	Andrew Energetics	---	✓
Medical Center - Code COLOR	Poling	Code COLOR	2013-02-04 13:56:16 PST	Andrew Energetics	---	✓
Amber Alert - Cancelled	Standard	Amber Alert	2013-02-04 13:51:27 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 *

Body

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

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

Save this as a message template

Message type:

Standard Polling Conference

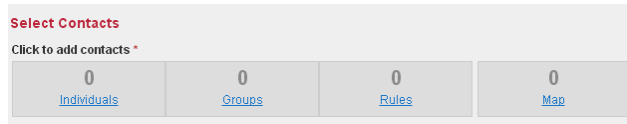
[Attach Files](#)

Step 1: Create Message

You may either create the message content “on the fly” or choose from message templates that may include voice recordings. Clients also have the ability to utilize text and/or voice (using the Upload Message option). Everbridge supports the ability to include attachments to notifications which can be deployed email accounts. Select standard as the message type.

Step 2: Select Contacts

On this step of the process, simply select the target audience to which you would like to send the notification. You may select Individual Members, Groups, Rules, or use the map to target members.



Select Contacts

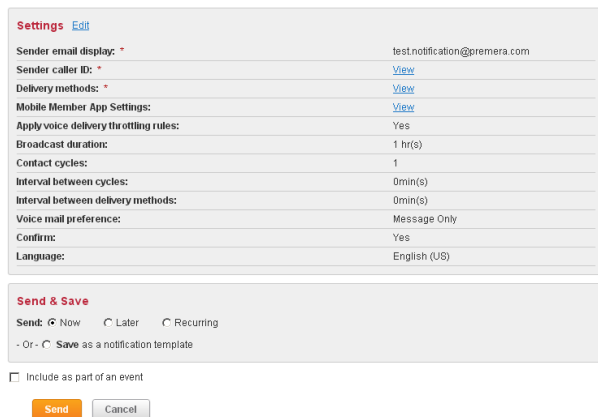
Click to add contacts *

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. Note that polling responses can be recorded via phone, email and mobile application.

To send the notification select Send: Now and include as part of an event if many broadcasts are going to be grouped together. Click the send button and the message will be sent to the target recipients.



Settings [Edit](#)

Sender email display: * test.notification@premera.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

Include as part of an event

[Send](#) [Cancel](#)