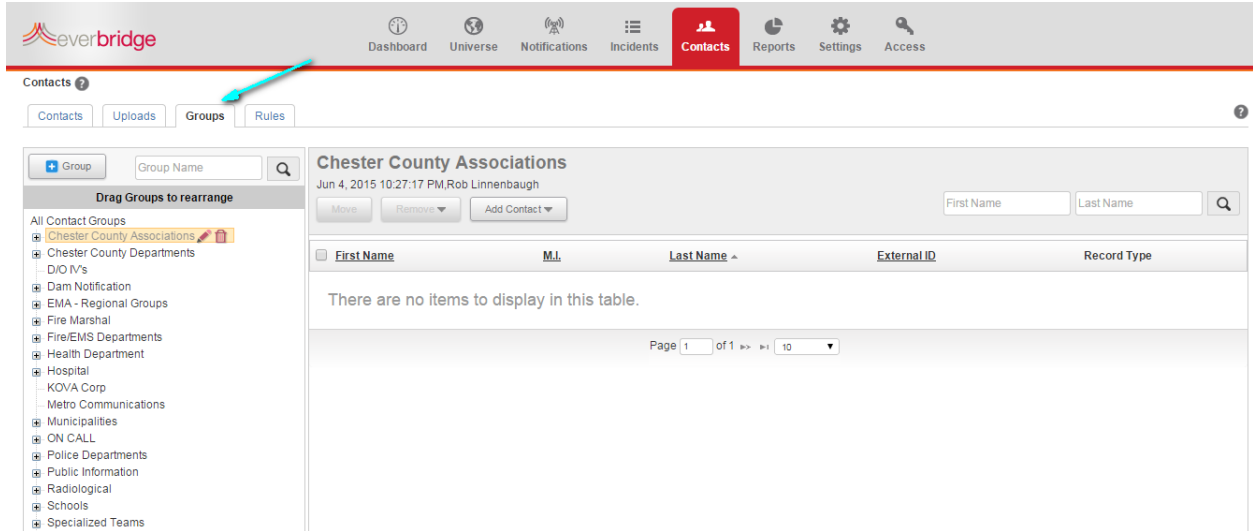


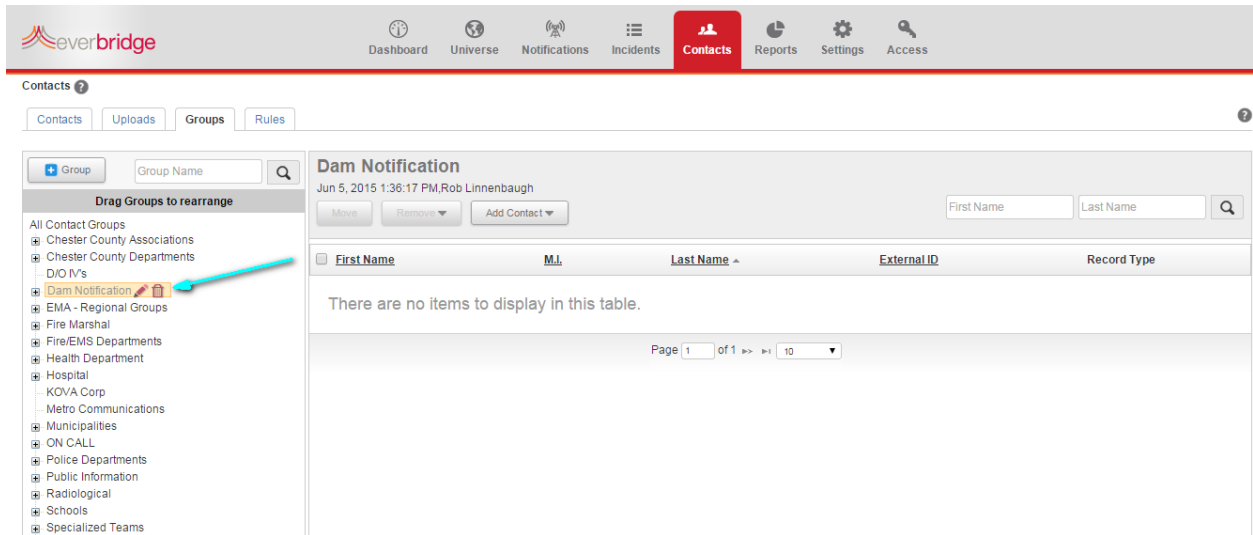
Creating a Group

1. Click Contacts from top dashboard
2. Select group on the Contacts tab



The screenshot shows the Everbridge web interface. At the top, there is a navigation bar with icons for Dashboard, Universe, Notifications, Incidents, Contacts (highlighted in red), Reports, Settings, and Access. Below this, the 'Contacts' section is active, and the 'Groups' tab is selected, indicated by a blue arrow. The main content area is titled 'Chester County Associations' and shows a search bar for 'Group Name'. A list of group categories is visible on the left, including 'Chester County Associations', 'Chester County Departments', 'DIO IV's', 'Dam Notification', 'EMA - Regional Groups', 'Fire Marshal', 'Fire/EMS Departments', 'Health Department', 'Hospital', 'KOVA Corp', 'Metro Communications', 'Municipalities', 'ON CALL', 'Police Departments', 'Public Information', 'Radiological', 'Schools', and 'Specialized Teams'. The main table area is empty, displaying 'There are no items to display in this table.' and a pagination control showing 'Page 1 of 1'.

3. Select the group category that you want to add your group under



The screenshot shows the Everbridge web interface. The 'Contacts' section is active, and the 'Groups' tab is selected. The main content area is titled 'Dam Notification' and shows a search bar for 'Group Name'. A list of group categories is visible on the left, with 'Dam Notification' highlighted by a blue arrow. The main table area is empty, displaying 'There are no items to display in this table.' and a pagination control showing 'Page 1 of 1'.

4. Select the "+ Group" Button

Contacts ?

Contacts Uploads Groups Rules

+ Group Group Name

Drag Groups to rearrange

All Contact Groups

- Chester County Associations
- Chester County Departments
- D/O IV's
- Dam Notification
 - Barneston Dam Warning
 - Beaver Creek Dam Warning
 - Blue Marsh Dam Warning
 - Hibernia Dam Warning
 - Marsh Creek Dam Warning
 - Pickering Creek Dam Warning
 - Pine Grove Dam Warning
 - Rock Run Dam Warning
 - Struble Dam Warning
 - Township Line Dam Warning

Dam Notification
Jun 5, 2015 1:36:17 PM, Rob Linnenbaugh

Move Remove Add Contact

First Name Last Name

First Name	M.I.	Last Name	External ID	Record Type
There are no items to display in this table.				

Page 1 of 1 >> >> 10

a. This will add a new group to the list – name the group

Contacts ?

Contacts Uploads Groups Rules

+ Group Group Name

Drag Groups to rearrange

All Contact Groups

- Chester County Associations
- Chester County Departments
- D/O IV's
- Dam Notification
 - Barneston Dam Warning
 - Beaver Creek Dam Warning
 - Blue Marsh Dam Warning
 - Hibernia Dam Warning
 - Marsh Creek Dam Warning
 - Pickering Creek Dam Warning
 - Pine Grove Dam Warning
 - Rock Run Dam Warning
 - Struble Dam Warning
 - Township Line Dam Warning
 - TEST FOR TRAINING

TEST FOR TRAINING
2015-06-05 11:25:17 EDT, Rob Linnenbaugh

Move Remove Add Contact

First Name Last Name

First Name	M.I.	Last Name	External ID	Record Type
There are no items to display in this table.				

Page 1 of 1 >> >> 10

5. Adding contacts to new or existing group

a. Adding an existing contact select this option under add contact

Contacts ?

Contacts Uploads Groups Rules

+ Group Group Name

Drag Groups to rearrange

All Contact Groups

- Chester County Associations
- Chester County Departments
- D/O IV's
- Dam Notification
 - Barneston Dam Warning
 - Beaver Creek Dam Warning
 - Blue Marsh Dam Warning
 - Hibernia Dam Warning
 - Marsh Creek Dam Warning
 - Pickering Creek Dam Warning
 - Pine Grove Dam Warning
 - Rock Run Dam Warning
 - Struble Dam Warning
 - Township Line Dam Warning
 - TEST FOR TRAINING

TEST FOR TRAINING
2015-06-05 11:25:17 EDT, Rob Linnenbaugh

Move Remove Add Contact

First Name Last Name

First Name	M.I.	Last Name	External ID	Record Type
There are no items to display in this table.				

Page 1 of 1 >> >> 10

b. Contact list will display with search option

Add contacts to this Group

First Name Last Name

<input type="checkbox"/> First Name	M.I.	Last Name ^	External ID	Record Type
<input type="checkbox"/> Supervisor		911	911supervisor@chesco.org	Old Cooper Data

c. Select the contact you want and the add to this group button

Add contacts to this Group

First Name Last Name

<input type="checkbox"/> First Name	M.I.	Last Name ^	External ID	Record Type
<input type="checkbox"/> Amy_test		Amer	00654	County Employee
<input checked="" type="checkbox"/> Amy	K	Amer	aamer@chesco.org	Old Cooper Data

Page 1 of 1 25 View 1 - 2 of 2

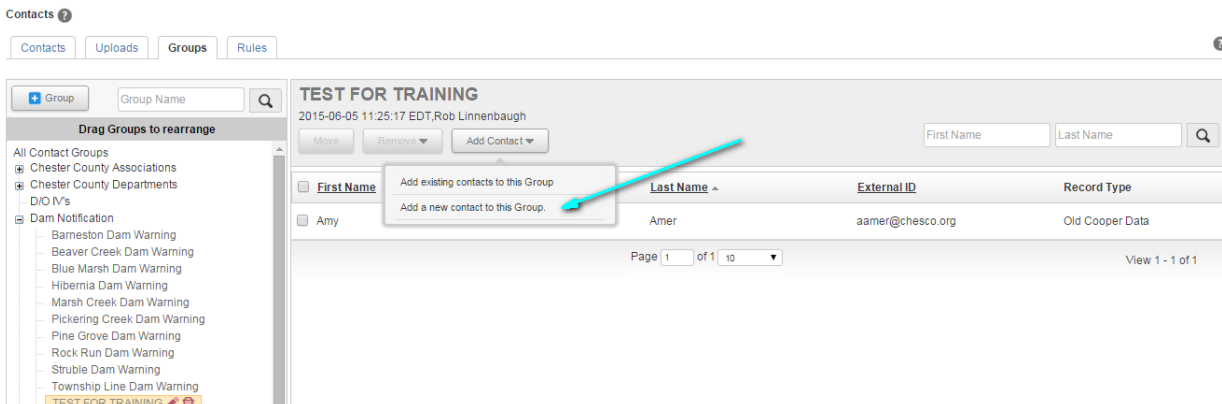


d. The contact will be added



The screenshot shows the 'TEST FOR TRAINING' group page. On the left, a sidebar lists various contact groups, including 'Dam Notification' and 'TEST FOR TRAINING'. The main area displays a table with one contact: 'Amy' (M.I. K, Last Name Amer, External ID aamer@chesco.org, Record Type Old Cooper Data). The page includes search filters for 'First Name' and 'Last Name', and pagination controls showing 'Page 1 of 1' and '10' items.

e. Adding a new contact select this option under add contact



The screenshot shows the 'TEST FOR TRAINING' group page with a tooltip for the 'Add Contact' dropdown menu. The tooltip contains two options: 'Add existing contacts to this Group' and 'Add a new contact to this Group'. A red arrow points to the second option. The main area displays the same table as in the previous screenshot, showing the contact 'Amy'.

f. Create contact as described in “Create a New Contact”

[Contacts](#) > Add Contact

General information

* First Name * Last Name

M.I.

Suffix

* External ID

* Record Type

Country

Address Information

[Enter address](#)

Delivery Methods

Everbridge will go down this list, in the order specified here, when attempting to reach this contact.

Add a delivery method:

g. When the contact is created it will be automatically added to the group

Group

Q

TEST FOR TRAINING

Jun 5, 2015 3:38:45 PM, Rob Linnenbaugh

Move
Remove
Add Contact

Q

Drag Groups to rearrange

- All Contact Groups
 - Chester County Associations
 - Chester County Departments
 - D/O IV's
 - Dam Notification
 - Barneston Dam Warning
 - Beaver Creek Dam Warning
 - Blue Marsh Dam Warning
 - Hibernia Dam Warning
 - Marsh Creek Dam Warning
 - Pickering Creek Dam Warning
 - Pine Grove Dam Warning
 - Rock Run Dam Warning
 - Struble Dam Warning
 - TEST FOR TRAINING
 - Township Line Dam Warning

First Name	M.I.	Last Name	External ID	Record Type
Amy	K	Amer	aamer@chesco.org	Old Cooper Data
Test		Rob	rob@Test911.org	County Employee

Page 1 of 1 10
View 1 - 2 of 2