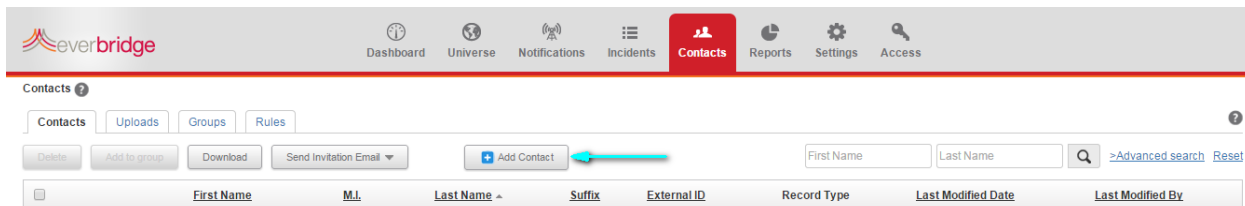


Creating a new contact

1. Select Contacts from top dashboard
2. From the Contacts tab select the “Add Contact” button




3. Complete general information

[Contacts](#) > [Add Contact](#) ?


General information

* First Name	<input type="text"/>	!	* Last Name	<input type="text"/>
M.I.	<input type="text"/>			
Suffix	<input type="text"/>			
* External ID	<input type="text"/>			
* Record Type	<input type="text" value="Select..."/>	!		
Country	<input type="text" value="Select..."/>			

- a. First Name
- b. Last Name
- c. External ID – this must be a unique ID, try to use the persons email address
- d. NOTE: If you get an error on a duplicate unique ID. Contact NotificationSupport@chesco.org to get the person added into the group you manage

[Contacts](#) > Add Contact 


General information

* First Name  * Last Name

M.I.


Suffix

* External ID


* Record Type 

Country

e. Record type – select from the drop down list

[Contacts](#) > Add Contact 


General information

* First Name  * Last Name

M.I.

Suffix

* External ID

* Record Type 

Country

Address Information

[Enter address](#)

- Select...
- County Employee Responder
- Municipal Staff
- Rapid Enroll
- Old Cooper Data
- Cooper 911
- Hospital

f. Country – select from the drop down list

4. Address

a. Multiple addresses can be entered: Work, home, children school, etc.

Address Information

✕

* Location Name

* Country

* Address

Apt/Suite/Unit

City

State/Province

Postal Code

Location Suggestion

Select a geo-coded location

123 Main St, Atglen, PA 19310 United States

[Find your location on a map](#)

5. Select your delivery method

Delivery Methods

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

Add a delivery method:

Select...

Text Primary Cell

Primary Email

Call Primary Cell

Office Phone

Secondary Email

Text Secondary Cell

Call Secondary Cell

Home Phone

Fax

Alpha Pager

Additional Information

Add an Additional Information

a. Add delivery method details

Delivery Methods

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

Order	Delivery Method	Device address	Country
1	Text Primary Cell	<input type="text" value="610-555-1212"/>	<input type="text" value="United States"/>

Add a delivery method:

6. Complete Additional information section

Additional Information

Add an Additional Information:

- Select..
- Responder Discipline
- County Employee: Work Location(s)
- County Employee: Primary Department

a. Responder discipline – this is a multi-select **please choice all that apply**

Additional Information

Additional Information	Value / Possible Values
Responder Discipline	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid blue; padding: 5px;"> Law Enforcement Public Works </div> <div style="border: 1px solid gray; padding: 5px;"> Fire Emergency Medical Services Emergency Management </div> </div>

Add an Additional Information:

b. County employee work location – this is a multi-select **please choice all that apply**

Additional Information

County Employee: Work Location(s)	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid blue; padding: 5px;"> Library - Atglen Public Library Library - Avon Grove Library Library - Bayard Taylor Library Library - Chester County Library Library - Chester Springs Library Pocopson Home Prison Parks Youth Center </div> <div style="border: 1px solid gray; padding: 5px;"> Government Services Center Public Safety Training Center </div> </div>
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Add an Additional Information:

c. County employee primary department

Additional Information

Additional Information	Value / Possible Values
Responder Discipline	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> Law Enforcement Public Works Select... Adult Probation Aging Archives and Records Assessment Office - Tax Claim Bureau Bail Agency Children, Youth and Families Clerk of Courts Commissioners Community Development Conservation District Controller Coroner Court Administration Court Reporters DCIS Detectives District Attorney Drug and Alcohol Services <li style="background-color: #007bff; color: white;">Emergency Services </div> <div style="width: 45%;"> <ul style="list-style-type: none"> Fire Emergency Medical Services Emergency Management </div> </div>
County Employee: Work Location(s)	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> Government Services Center Public Safety Training Center </div> <div style="width: 45%;"></div> </div>
County Employee: Primary Department	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> Select... </div> <div style="width: 45%; text-align: right;"> </div> </div>

7. Save the contact

Additional Information

Additional Information	Value / Possible Values
Responder Discipline	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> Law Enforcement Public Works </div> <div style="width: 45%;"> <div style="display: flex; align-items: center; gap: 5px;"> > < >> << </div> <ul style="list-style-type: none"> Fire Emergency Medical Services Emergency Management </div> </div>
County Employee: Work Location(s)	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> Government Services Center Library - Atglen Public Library Library - Avon Grove Library Library - Bayard Taylor Library Library - Chester County Library Library - Chester Springs Library Pocopson Home Prison Parks Youth Center </div> <div style="width: 45%;"> <div style="display: flex; align-items: center; gap: 5px;"> > < >> << </div> <ul style="list-style-type: none"> Government Services Center Public Safety Training Center </div> </div>
County Employee: Primary Department	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> Emergency Services </div> <div style="width: 45%;"></div> </div>

Save
Back