

Sending a Message from Notification Template with EDITS

1. Select the Notification tab

The screenshot shows the Everbridge Notifications dashboard. The top navigation bar has 'Notifications' highlighted in red. Below the navigation bar, there are tabs for 'Active/History', 'Scheduled', 'Notification Templates', and 'Message Templates'. A search bar is on the right. The main content area displays a table of notifications with columns: Published, Title, Type, Category, Created On, Created By, Contacts?, and Settings?. A red pencil icon is visible over the first row of the table.

Published	Title	Type	Category	Created On	Created By	Contacts?	Settings?
<input type="checkbox"/>	Hazmat Dispatch	Polling	Hazmat	2015-06-05 10:02:44 EDT	Steve Dobson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. Select the notification to be edited and sent by selecting the appropriate pencil icon

This screenshot is identical to the previous one, but with a red pencil icon overlaid on the first row of the notification table, indicating the selection of a notification to edit.

3. A notification template will appear

[Notifications](#) > [Edit notification template](#)

The 'Update Message' form contains the following fields and options:

- High priority message
- * Title: Hazmat Dispatch
- Body Include a separate message for email notifications: Hazmat Team is being dispatched to [LOCATION] Page:[MAP]
- Message type: Polling
- * Text Response: 1 Responding to GSC, 2 Responding to scene, 3 Unavailable
- Use Quotas

4. Make changes as need: as for this example add location and map page

[Notifications](#) > [Edit notification template](#) ?

Update Message

High priority message i i [Use a message template](#)

* Title
Hazmat Dispatch

Body Include a separate message for email notifications i

All delivery methods

Hazmat Team is being dispatched to 123 Main Street ~~At~~len Borough Page:1234

Email/Fax : 2410, SMS : 30, Estimated # of SMS : 1 i

5. Scroll to the bottom of the message

6. The default will be set to SAVE, Select SEND to send immediately Note: This will not save changes to the Notification Template unless you press the SAVE button as seen above.

Send & Save

Send: Now Later Recurring

- Or - Save as a notification template

Category

Include as part of an event