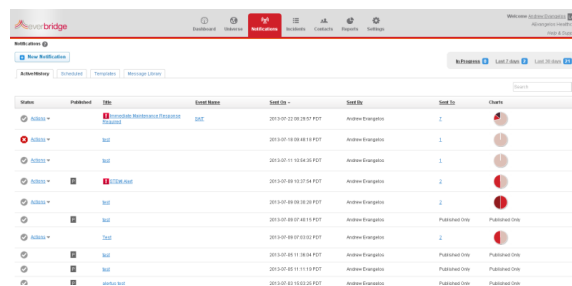


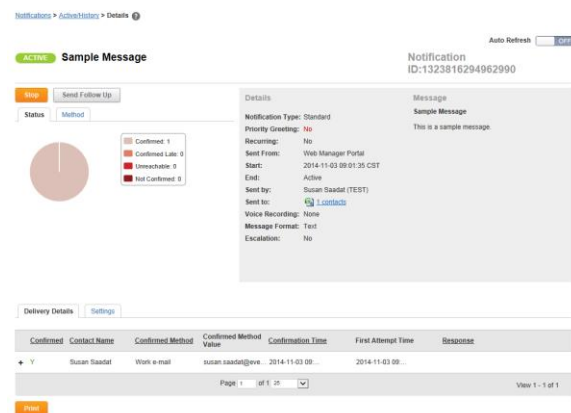
Quick Sheet MN: Notification Monitoring and Reporting

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. By clicking actions, you can stop a broadcast in progress, send follow ups 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.



Status	Priority	Title	Last Status	Sent To	Sent To	Count
Active	High	Emergency Response Exercise	Active	2015-07-22 09:29:57 PST	Andrew Engstrom	2
Active	High	Test	Active	2015-07-22 09:29:57 PST	Andrew Engstrom	1
Active	High	Test	Active	2015-07-22 09:29:57 PST	Andrew Engstrom	1
Active	High	Test	Active	2015-07-22 09:29:57 PST	Andrew Engstrom	2
Active	High	Test	Active	2015-07-22 09:29:57 PST	Andrew Engstrom	2
Active	High	Test	Active	2015-07-22 09:29:57 PST	Andrew Engstrom	2
Active	High	Test	Active	2015-07-22 09:29:57 PST	Andrew Engstrom	2
Active	High	Test	Active	2015-07-22 09:29:57 PST	Andrew Engstrom	2
Active	High	Test	Active	2015-07-22 09:29:57 PST	Andrew Engstrom	2
Active	High	Test	Active	2015-07-22 09:29:57 PST	Andrew Engstrom	2



Notification ID: 1323816294962990

Details

Notification Type: Standard
 Priority: High
 Recipient: Web Manager Portal
 Start: 2014-11-03 09:01:35 CST
 End: Active
 Sent By: Susan Sandoz (TEST)
 Sent To: Susan Sandoz (TEST)
 Voice Recording: None
 Message Format: Text
 Escalation: No

Message

Sample Message
 This is a sample message.

Delivery Details

Confirmed	Contact Name	Confirmed Method	Confirmed Method Value	Confirmation Time	First Attempt Time	Response
Y	Susan Sandoz	Work e-mail	susan.sandoz@ever	2014-11-03 09:01:35 CST	2014-11-03 09:01:35 CST	

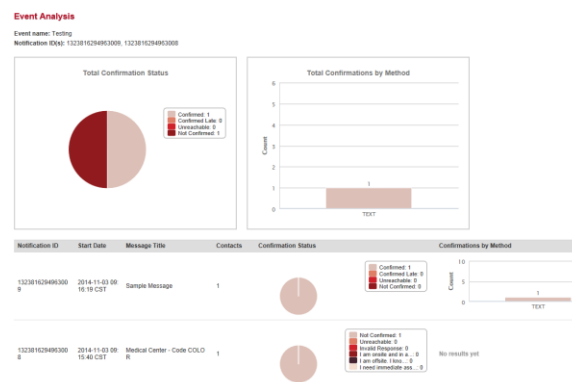
Page: 1 of 1 View: 1 of 1

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. The Status tab is the default and shows detailed information about the notification, including a graphic representing recipients' confirmation status, the details of the notification itself, and the delivery details for individual recipients. The Method tab provides a graphic representing the methods that were used to confirm receipt. Settings shows the settings used for the notification. The information can be printed using the print button, and details can be downloaded by clicking on the link next to the Sent To: field.

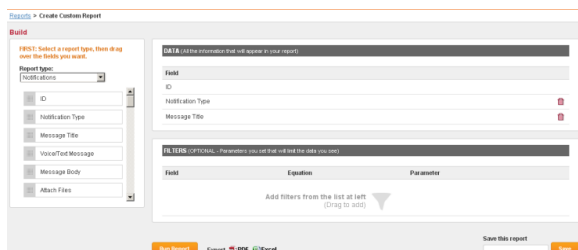
Quick Reports

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 notification summary quick report that will show recent broadcasts within a date range. An event analysis will show a summary of all the notifications that are part of a specific event. A detailed notification analysis will help you determine how quickly your message was delivered. Escalation summary provides information about escalation messages. These reports provide a visual with high level information that analyzes 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.



Build

REPORT: Select a report type, then drag any the fields you want.

Report Type: Notifications

Fields:

- ID
- Notification Type
- Message Title
- Voice/Text Message
- Message Body
- Attach Files

INFORM: Confirmed. However you can add other data you want.

Field: Equations

Parameter: Add filters from the list at left (Drag to add)

Buttons: Run Report, Export PDF, Excel, Save this report, Save