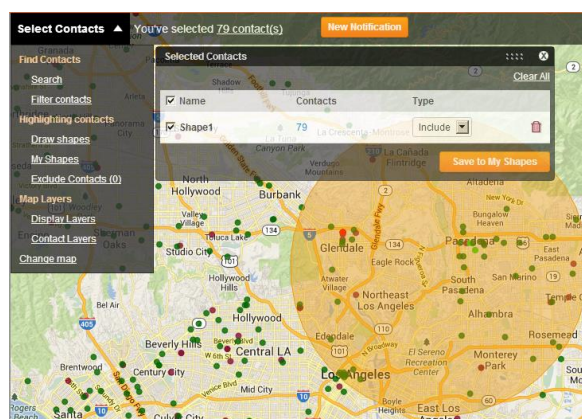
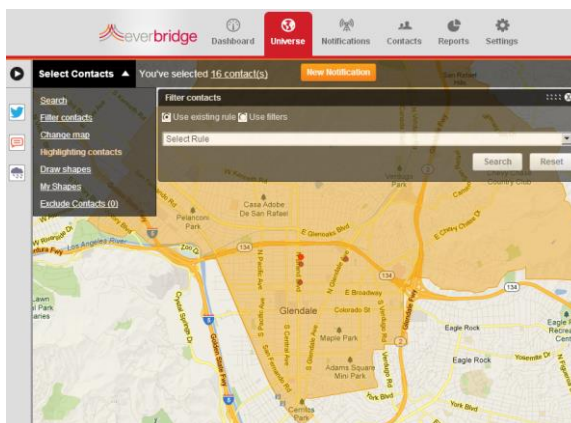


## Quick Sheet MN: Using the Universe Tab for Notifications

### Targeting Using the Map

Everbridge has powerful geographic notification capabilities that allow you to reach your contacts based on a location that is registered as part of their member record. Contacts can be selected by drawing a shape manually or pulling in a shape that has been saved as part of the shape library.

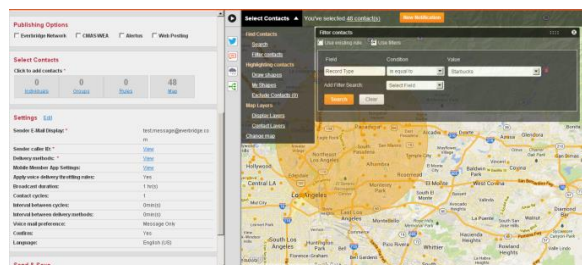
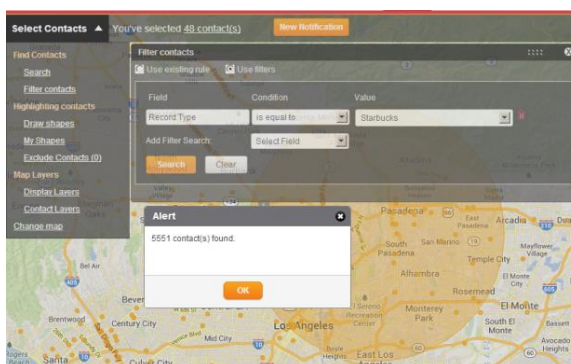


### Display Options + Shape Files

The Everbridge Universe will display each contact record type with a dot that is the same color determined in the settings for their record type. This allows you to see your contacts on the map. You can turn specific record types on and off under Contact Layers. Shape files can be retrieved from the “my shapes” or saved once they have been drawn by clicking the link above that says “XX contact(s)” and then selecting the shape and clicking “Save to My Shapes.” This allows you to create your own shape library within the user interface.

### Filtering Using the Map

Once you have selected contacts geographically, you can narrow your search by filtering the contacts and invoking predefined rules or creating custom filters. You can also exclude contacts by name or address. This enables you to combine geographic information with the information that is available in the contact database and contact the correct recipients for the situation.



### Sending Your Broadcast

Once you have selected the intended contacts, you can click “New Notification” at the top of the page, and the contacts will be pulled into the notification workflow to be targeted in a notification. You can continue to work on the map while completing any other functions associated with the notification process.