

## Drill Manager Notification Guide

As a *District Admin*, you can send any *Contact* of your choice automated notifications. *Building Admins* can also send automated notifications to any *Contact* of their choice. To set up these automated notifications you will need to navigate to the *Emergency Mgmt. Drill Manager Settings* located in the *Modules Settings* of the *Admin* menu in the Navigation Menu.

Once at the Drill Manager Settings you will see the *Notification Management* area with the automated notifications. Let's dive into these notifications:

Notification Name	Purpose	Delivery Date	Recommend Recipient
Upcoming Drill Summary (Per Building)	To provide <i>Contact(s)</i> with a summary of a building's upcoming drill requirements for the month and beyond.	Sent on the first day of the month	Building Admin District Admin
Drill Reminder (Per Requirement)	To remind <i>Contact(s)</i> of a single upcoming drill requirement that has yet to be completed.	Sent five days prior to drill due date	Building Admin
Summary of Drill Reminders	To provide <i>Contact(s)</i> with a building summary of upcoming drill requirements that have yet to be completed.	Sent five days prior to drill due date	District Admin
Prior Month Summary	To provide <i>Contact(s)</i> with a building summary of drill requirements that were due the previous month.	Sent on the first day of the month	District Admin

To add a *Contact* to a Drill Manager Notification you will need to select the details of the notification. Next you will need to enable the notification. The *Email Text* contains the default message that your *Contacts* will receive. To add a *Contact*, select *+Add Contact* and a drop-down list of all your *Contacts* will appear; from there, just select the appropriate contacts. Once you have selected the *Contacts*, select *Save*, and now your notification is set up and aligned with your drill schedule (see Figure 1).

Name	Description
<input type="text" value="Upcoming Drill Summary (Per Building)"/>	<input type="text"/>
<b>Enabled</b>	
<input type="text" value="Yes"/>	
<b>Email Notifications</b>	
<b>Email Text</b>	
<div style="border: 1px solid #ccc; padding: 5px;"><p>To Whom It May Concern,</p><p>This is an automated message from Raptor Technologies providing your building's customized upcoming drill summary.</p></div>	
<input type="button" value="+ Add Contact"/> <a href="#">Click here to select one or more contacts</a>	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 1