## Create and publish an AtHoc alert

12 steps to get you started

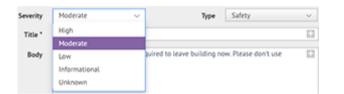
BlackBerry Docs > BlackBerry AtHoc > BlackBerry AtHoc Quick Action Guides > Create and Publish an Alert

Quick Publish You will be able to confirm before publishing the stert.		All Alert Templates		plates (
			Create a Bla	nk Alert
Ready to Publish	Alert Template Name 🔺			
Publish	1 Test Alert - Alert atlachment	+ 0	/tdt	*
Publish	Campus wide - Fire Aiert		//Edit	
	Code BLUE!	8	//Edit	
Publish	Disable response options		/Idt	-

#### 1. Create a new alert

Click Create a Blank alert.

*Tip: You can save time by making and using alert templates. For more information, see the <u>BlackBerry AtHoc Create and Publish Alerts User Guide</u>.* 



## 2. Choose the alert severity

You can customize the alert behavior for each severity level. For example, you can set a custom alert sound.

Severity	High $\vee$	Type	Fire	~
Title *	Evacuate Immediately		CBRNE Environmental	Î
Body	Fire in the campus. You are required to leave building no	Fire		
	elevators.	Geophysical Health		

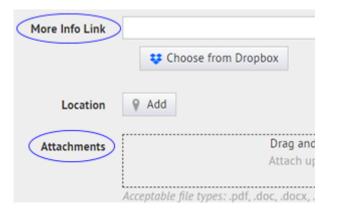
Title * Evacuate Immediately	
Body	Fire in the campus, you are required to lea elevators.
Response Options	Custom Response Options       1     I am leaving now
	2 I am not on campus Add Response Option

# 3. Choose the alert type

The alert type tells the user what the alert is about.

# 4. Add a message and response options

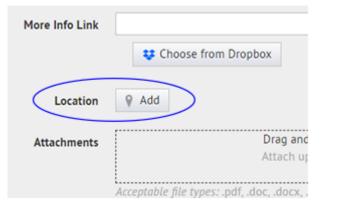
Type a title and message body and add response options for the user.



#### 5. Add a URL or attachment

If you want to, you can use the **More Info Link** and **Attachments** sections to give users additional information.

#### 6. Send the alert to users in a specific



Sponsors (353)	Dependents (0)		
By Groups			Groups
By Users		;	All User Base Distribution List Fol
By Location			

# location

If you want to, you can click Add to define a location on the map.

# 7. Choose who will receive the alert

You can use the Target Users section to send the alert to the right users.

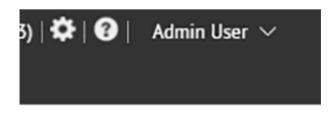
By Groups	Personal Devices	
By Users	Phone	
By Location	8 Work number	1 •
	8 Phone - Home	1 *
By Advanced Query	TTY/TD0 Phone	1 *
Select Personal Devices	Email	
	Email - Personal	

# 8. Choose which devices will receive the alert

Use the **Select Personal Devices** tab to choose how to send the alert. For example, you choose to send the alert of the AtHoc app and to work email.

*Tip: The Targeting Summary shows how many users can be reached with your current settings.* 

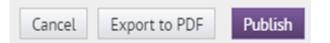
- Schedule		
Alert Timing		
Alert Start Time	As soon as I click the	'Publish' button
	◎ Set date and time 0	8/23/2019 10:08:45
Alert Duration	4 Hou	r 🔍 from start of alert



# 10. Click Review and Publish

9. Set a start time and duration





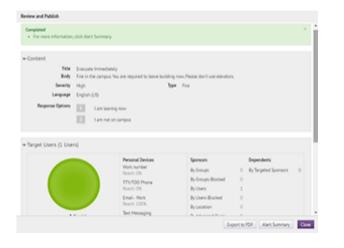
## 11. Review the alert and click Publish

Tip: If you send an alert by mistake, you can send another alert to correct it.

#### 12. That's it!

You have successfully published an AtHoc alert!

Go to the AtHoc home screen and click on the alert name under **Live Alerts** to continue following updates on user responses.



To learn more about publishing an AtHoc alert, see the *BlackBerry AtHoc Create and Publish Alerts User Guide*.

