

Everbridge: How to Send a Message?

Sender (Charge RN) Guide

Video Tutorial:

1 Login to <http://myaccess.ucsf.edu> and login with your MyAccess account

- a. Click **Manage Favorites**
- b. Search **Everbridge Manger Portal**
- c. Click on the yellow star next to it to save as Favorites
- d. Click on **★ Everbridge Manager Portal** to launch platform

2 **+ Launch Incident**

3 **H_8s_Notification**

4 **5 Message** **Type Short Message Here** then click **Next >**

Contacts

Response Quota: None Use Escalation ?

! The contact selection may have been adjusted as per your role access. You will only be able to send notification to authorized contacts.

*** Always send to these contacts**

| | | | | |
|---|------------------------------------|-----------------------------------|---------------------------------|----------------------------------|
| 0 Individuals | 0 Groups | 0 Rules | 0 Map | Preview contacts |
|---|------------------------------------|-----------------------------------|---------------------------------|----------------------------------|

Enable the system to evaluate all the conditions for all levels

[More options](#)

5 Click →

Contacts

Select | [Preview](#)

Individuals | [Groups](#) | [Rules](#)

First Name | Last Name | **Advanced** | [Reset](#)

↑ Stay on Individual Tab

6 Click ↓

7

| Field | Condition | Value |
|--------------------|--------------|---------------------|
| Add Filter Search: | Select Field | |
| | Select → | Associated Group(s) |

8

| Field | Condition | Value |
|---------------------|--------------|---|
| Associated Group(s) | | <ul style="list-style-type: none"> <input type="checkbox"/> All Contact Groups <input type="checkbox"/> 8s <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Charge AM <input checked="" type="checkbox"/> Charge PM <input type="checkbox"/> HUSC <input type="checkbox"/> PCA Day <input type="checkbox"/> PCA Evening <input type="checkbox"/> PCA Night <input type="checkbox"/> RN AM <input type="checkbox"/> RN PM |
| Add Filter Search: | Select Field | |
| Search | Clear | |

a. Click on the + sign to expand list

b. Select group(s) by checking the box

c. and click search

9 Check here → First Name M.I. Last Name ▲ Suffix External ID

10

Individuals [Remove](#)

- JUDY HOANG([redacted])
- Jenny Ta([redacted])
- Elizabeth Sin([redacted])

to remove staff check box, click remove → **OK**

11 Check here → CLOSE incident after successful send

Send: Now Schedule

12 **Send**