

Import Custom Alerts

Administrators with the *Can Manage Alerts* permission can also import custom alerts, which provides the flexibility to configure multiple custom alerts in one process. The import utility also includes the ability for unattended import of custom alerts by creating a manifest file that includes information about the field mapping and file to be imported.

Note To use this feature, you must first create an Excel spreadsheet or comma delimited file that contains the required information.

The file can contain the following custom alert information to be imported:

- First Name*
- Middle Name
- Last Name*
- Date of Birth
- First Name Alias
- Start Date
- Expiration Date
- Alert Text*
- Building Name (If you are importing at the All Buildings level.)
- Courtesy Notification – Name
- Courtesy Notification – Email
- Courtesy Notification – Text Messaging Phone
- Courtesy Notification – Relationship

*Indicates required information.

Perform the following steps to import custom alerts.

1. In the navigation menu, select **Admin > Alert Settings**.
2. Click the **Custom** tab.
3. In the **Custom Alerts** area, click **Import Custom Alerts**.

Custom Alerts					
Details	First Name	Last Name	Building Scope	Expiration Date	Options
	Tina	Jones	All Buildings	07/31/2016	

- On the **Import Custom Alerts** workspace, click **Select File** and navigate to the location where the file is saved on your computer.

Alert Settings

Sex Offender Custom Emergency Buttons Instant

[Custom Alert Settings](#) > Import Custom Alerts

Import file can be Windows Excel or CSV format with or without column headings. Mapping of the first name, last name, and alert text fields are required. Start date will default to current date time if empty or ignored.

Select File

File Name: CustomAlerts.xlsx Select Worksheet: Custom Alerts First Row Contains Column Headings: Yes

- Select the **Excel** or **CSV** file and click **Open**.
- If you used Excel and the file contains multiple worksheets, select the worksheet that contains the custom alert information from the **Select Worksheet** drop-down list.
- If the first row of the worksheet contains column headings, select **Yes** from the **First Row Contains Column Headings** drop-down list. Otherwise, select **No**.

Map Fields For Import (Not all data to import is shown)

Last Name	First Name	Date Of Birth	Alert Text	Building Name
Last Name	First Name	Date of Birth	Alert Text	Building
ABSHIRE	JOHN	29-Oct-1982	This person is not allowed in the school.	All Buildings
ACKERMAN	WILLIAM	19-Jan-1957	This person is not allowed in the school.	All Buildings
ACTION	ROBERT	20-Sep-1965	This person is not allowed in the school.	All Buildings

Queue Import Cancel Import

- Map each of the columns to be imported by selecting the appropriate fields in the drop-down menu above each column that displays.

Note First Name, Last Name, and Alert Text are required columns. The columns with **Ignore** selected with not be imported.

9. If you want to create a manifest file to schedule automatic imports, click **Save Manifest** and save the file. You can then schedule the imports using a scheduling utility.

10. Click **Queue Import**.

A message displays in the lower right corner of the screen stating that the import job was successfully added to the import queue for processing.

When the import has completed processing, an email will be sent to the email address of the user indicating the number of records successfully imported and any error that may have occurred.