

Manage Instant Alerts

Instant alerts provide the ability for an administrator with the *Can Manage Alerts* permission to broadcast a message to all users that are logged into the Raptor System. This message is displayed in the lower portion on all workspaces in the product until the expiration date and time have elapsed, or the administrator disables the alert.

Active Alert: School shutting down early today. [Click here for more information.](#)

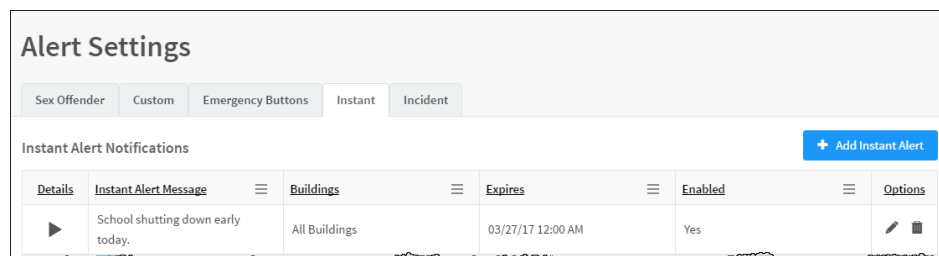
Typically, instant alerts are used to notify users of an early dismissal of students (for example, due to weather) or to immediately inform front desk employees of a special situation.

View Instant Alert Notifications

Perform the following steps to view all instant alerts:

1. In the navigation menu, select **Admin > Alert Settings** and click the **Instant** tab.
2. In the **Instant Alert Notifications** area, view the **Instant Alerts**.

The alert message, the buildings where it is applicable, the expiration date and time, and whether the alert is enabled display in the data grid.



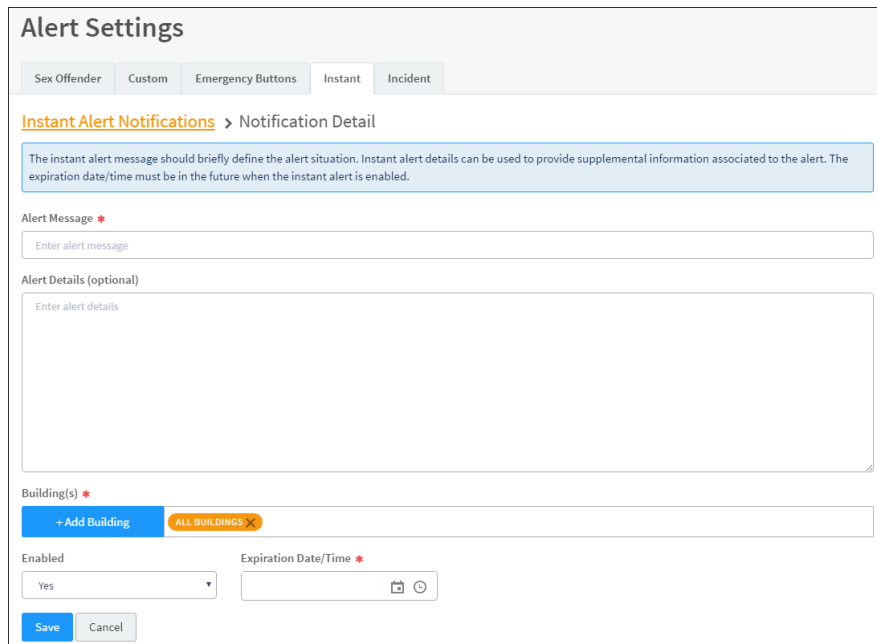
Alert Settings							
Sex Offender	Custom	Emergency Buttons	Instant	Incident			
Instant Alert Notifications							+ Add Instant Alert
Details	Instant Alert Message	Buildings	Expires	Enabled	Options		
	School shutting down early today.	All Buildings	03/27/17 12:00 AM	Yes			


Add Instant Alert

Perform the following steps to create an instant alert.

1. In the navigation menu, select **Admin > Alert Settings** and click the **Instant** tab.
2. In the **Instant Alert Notifications** area, click **Add Instant Alert**.

- On the **Notification Detail** workspace, enter the **Alert Message*** and optional **Alert Details**. The Alert Message field should contain a short message that displays in the instant alert at the bottom of the screen. More details and supporting information can be entered in the Alert Details field.




- In the **Buildings*** field, click **Add Building** and select the buildings where the alert is active.
- In the **Enabled** field, select **Yes** or **No** to indicate whether the alert is enabled immediately after saving it.
- In the **Expiration Date/Time*** field, click the  icon and select the date and time when the instant alert will expire. The expiration/date must be in the future when the instant alert is enabled.
- Click **Save**.



A confirmation message displays in the lower right corner of the screen indicating the alert was successfully added.

Modify Instant Alert

Perform the following steps to modify the details of an instant alert.


1. In the navigation menu, select **Admin > Alert Settings** and click the **Instant** tab.
2. In the **Instant Alert Notifications** area, click  icon for the alert to be modified.
3. On the **Notification Detail** workspace, modify the alert details and click **Save**.

You can also modify the Expiration Date/Time or Enable/Disable an instant alert from the **Instant Alert Notifications** data grid.

1. In the navigation menu, select **Admin > Alert Settings**.
2. Click the **Instant** tab.
3. In the **Instant Alert Notifications** area, click  icon for the alert to be modified.
4. Modify the date and time in the **Expires** column, or select or clear the **Enabled** check box.
5. Click the  icon to save your changes.

Delete Instant Alert

Perform the following steps to delete an instant alert.

1. In the navigation menu, select **Admin > Alert Settings**.
2. Click the **Instant** tab.
3. In the **Instant Alert Notifications** area, click  icon for the alert to be deleted.
4. On the confirmation dialog, click **OK** to confirm the delete.