ManageBridge User Guide

Everbridge Suite

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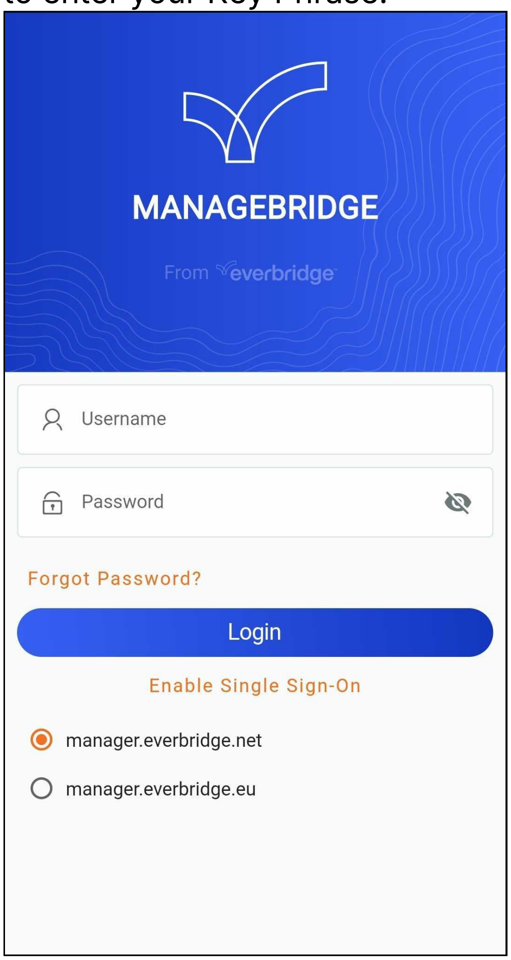
Getting Started

Logging In to ManageBridge

You will find the **Everbridge ManageBridge** application in the App Store for your mobile phone. Download and install it as you would for any other app for your device. For example, locate the app and tap **Install**.

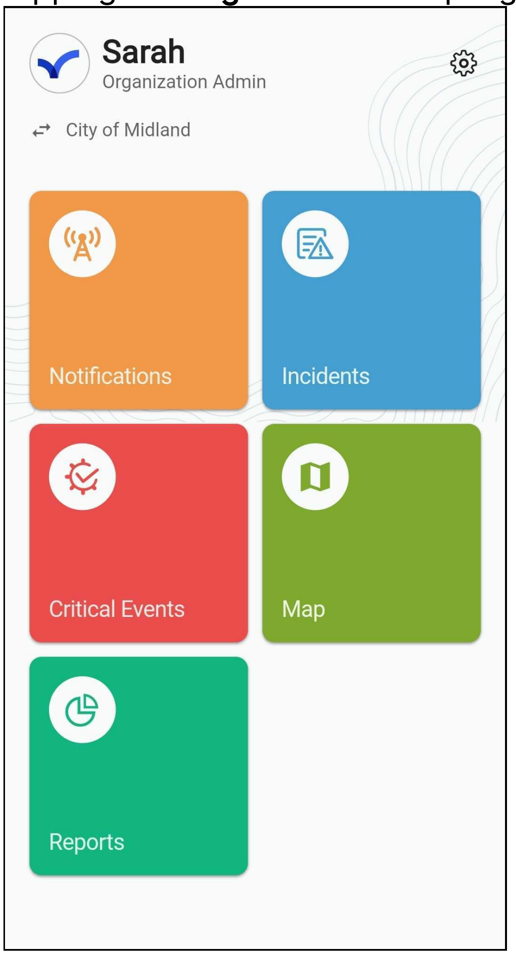
To log in to ManageBridge:

1. Once installed, open ManageBridge on your device to display the **Login** screen. Your login credentials for ManageBridge are the same as those for the Manager Portal.
    - If your Organization requires the use of Single Sign-On, tap that option to enter your Key Phrase.



2. Type your username and password. If applicable, you can also toggle to the EU version of the Manager Portal.

3. Tap **Login**. If you have permission to use multiple Organizations, the app will default to the last Organization that it accessed.
4. You'll land on the main menu, which contains any modules available for you based on your given role within the Organization, as well as the Organization's purchased products. You'll see your **username**, **role**, and **Organization** at the top of the page. The **Settings** menu can be accessed by tapping the **cog** icon in the top-right corner.



ManageBridge Biometric SSO Options

If Single Sign-On (SSO) has been enabled by an Account Administrator, users who utilize it to log in to ManageBridge can do so with biometric data, allowing them to save time by logging in with fingerprint or face identification rather than entering their username or password.

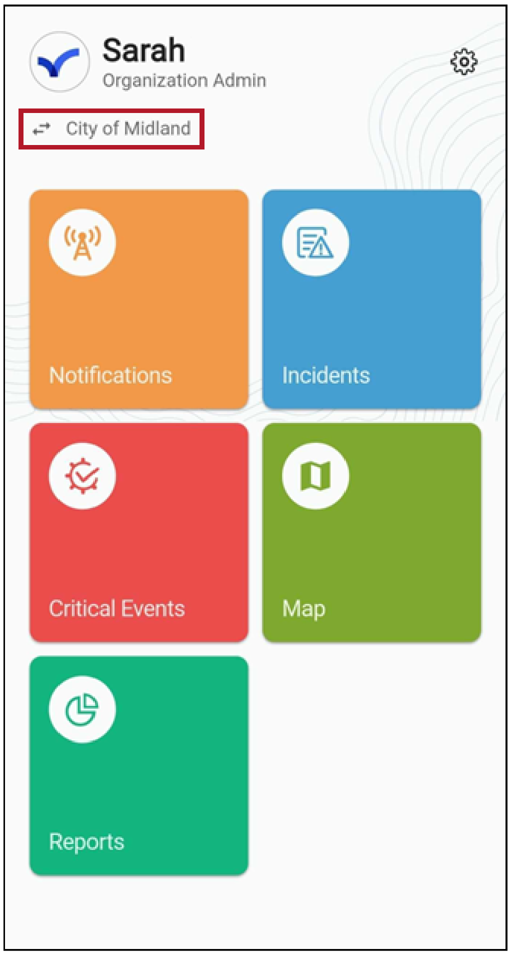
These options can be enabled from the **Settings** menu, then by tapping **Face ID** or **Touch ID** depending on the device model. You'll then be prompted to enter your username and password before the biometric option is turned on.

Switching Organizations in ManageBridge

If you are registered to more than one Organization within an Account, you can switch to the Organization you want to manage.

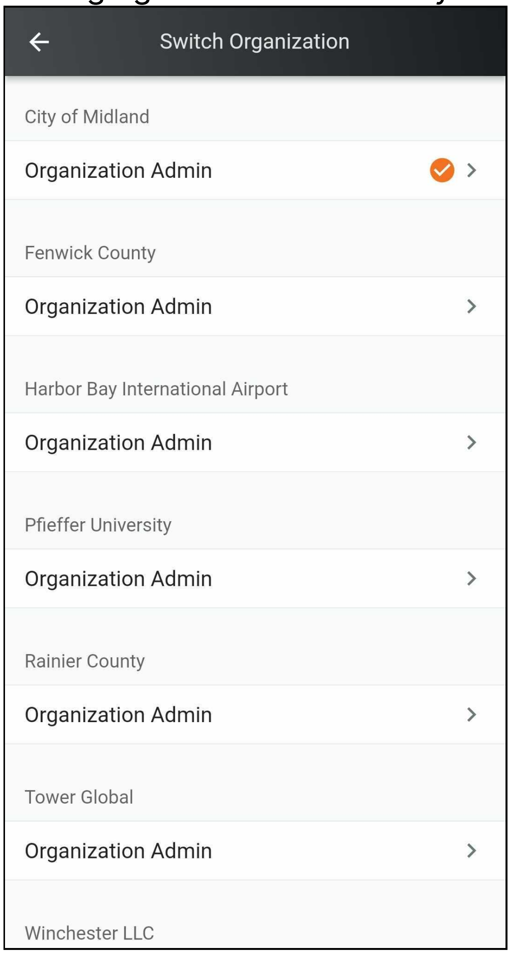
To switch Organizations in ManageBridge:

1. From the **Main Menu**, tap the name of your current Organization beneath your username.



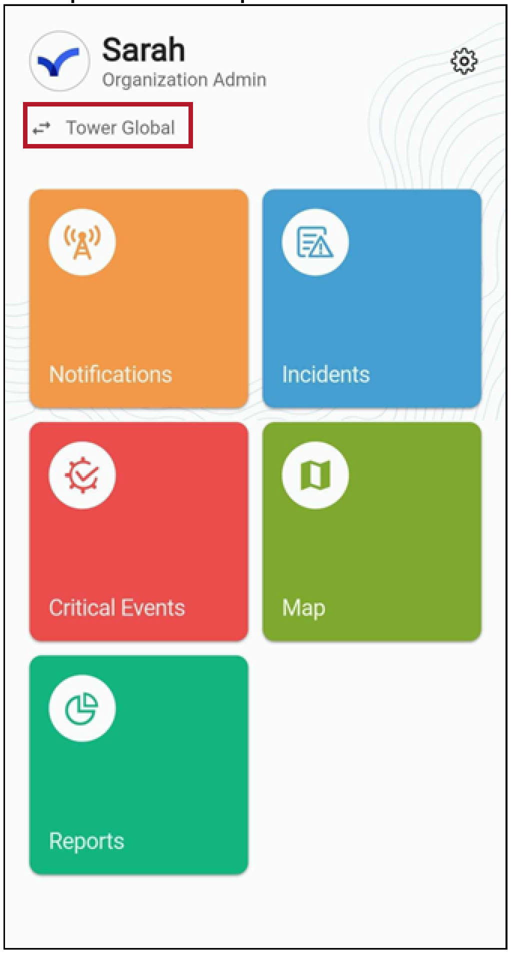
2. The **Switch Organization** page will appear, which lists all of your associated Organizations and your role within them. The Organization you are currently

managing will be indicated by a checkmark.



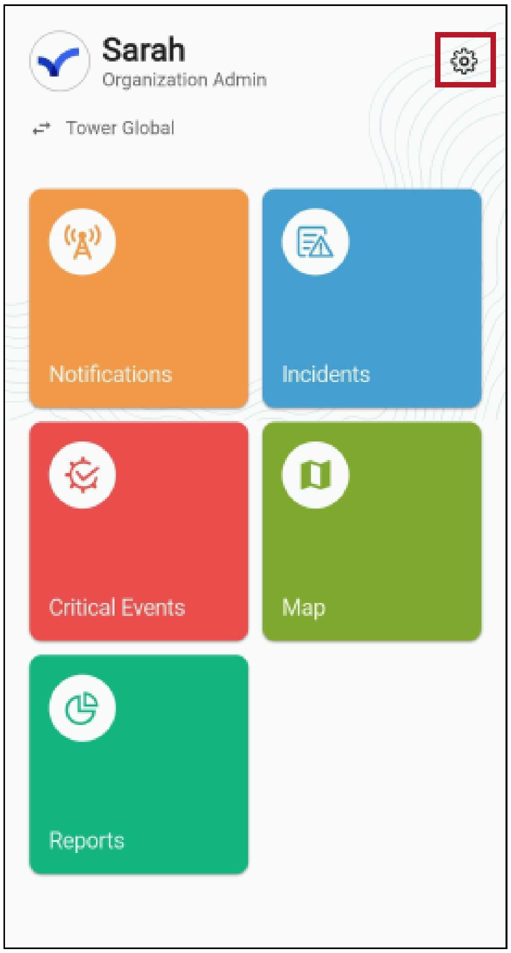
3. Tap the Organization you'd like to switch to. You'll be returned to the main menu, where you'll see the new Organization listed at the top. Note that the available tiles may change depending on the Organization's configuration

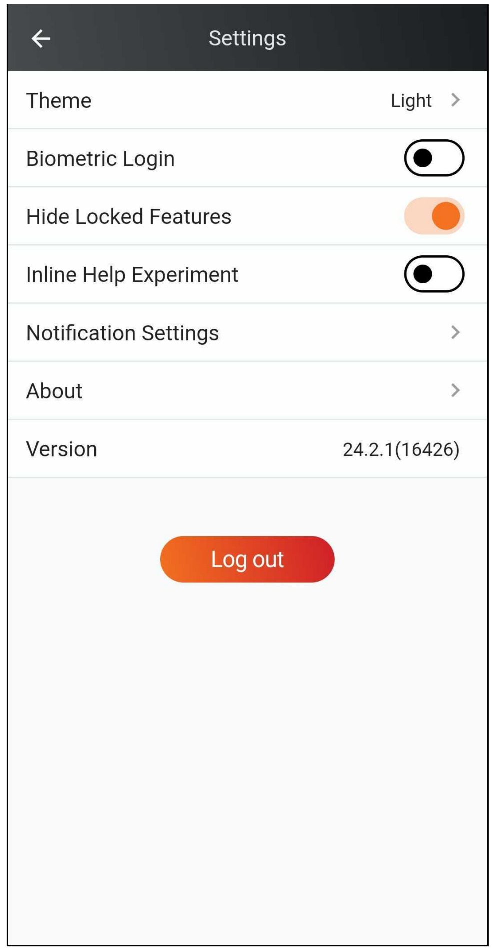
and purchased products.



ManageBridge Settings

The **ManageBridge Settings** page can be accessed by tapping on the cog icon in the top-right corner of the **Main Menu**.





Several Settings can be viewed or configured from here, including:

- **Theme** - Choose between System, Dark, or Light themes to customize the viewing experience.
- **Biometric Login** - Allows users to log in via biometric verification methods, such as facial recognition or fingerprint scanning. See ManageBridge Biometric SSO Options for more details.
- **Hide Locked Features** - Users can toggle this option ON to hide features that are inaccessible for their role.
- **Inline Help Experiment** - When this is enabled, users can long-press on items in the Notifications module to see an inline help popup that provides further context and information.
- **Notification Settings** - Specify the **Sender Email** and **Sender Caller ID**.

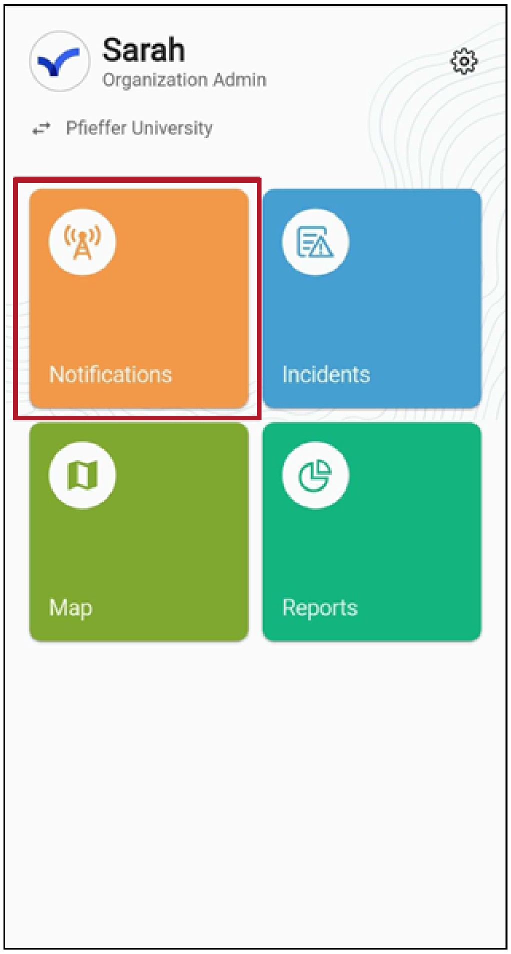
- **About** - Tap this to view the Terms of Use, Privacy Policy, Rate in the app store, and browse Customer Support Options.
- **Version** - Displays the installed application version.

Logging Out of ManageBridge

To sign out of the app, simply tap the orange **Log Out** button at the bottom of the **Settings** page. You'll be returned to the login screen once you've been logged out.

Notifications

An Organization's Notifications can be viewed and sent by tapping on the **Notifications** tile on the home page.



NOTE: For more on Notifications in Everbridge Suite, see the [Everbridge Suite User Guide].

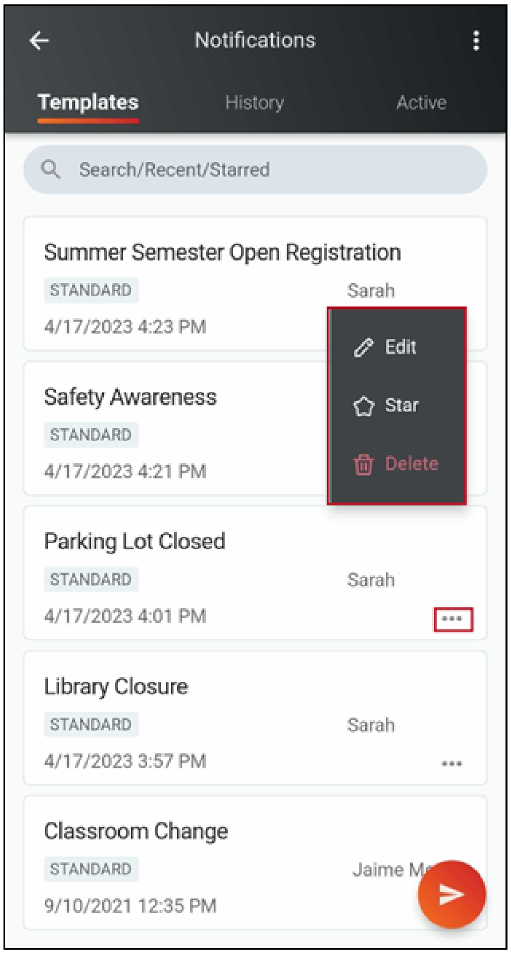
The **Notifications** section is broken into three tabs:

1. Templates
2. History
3. Active

Templates Tab

Any Notification templates available to you will be found under the **Templates** tab. Tap one to start creating a new Notification from it. Users with the necessary permissions can also tap on the three-dot icon to open a dropdown menu that reveals additional actions:

- Edit
- Star
- Delete

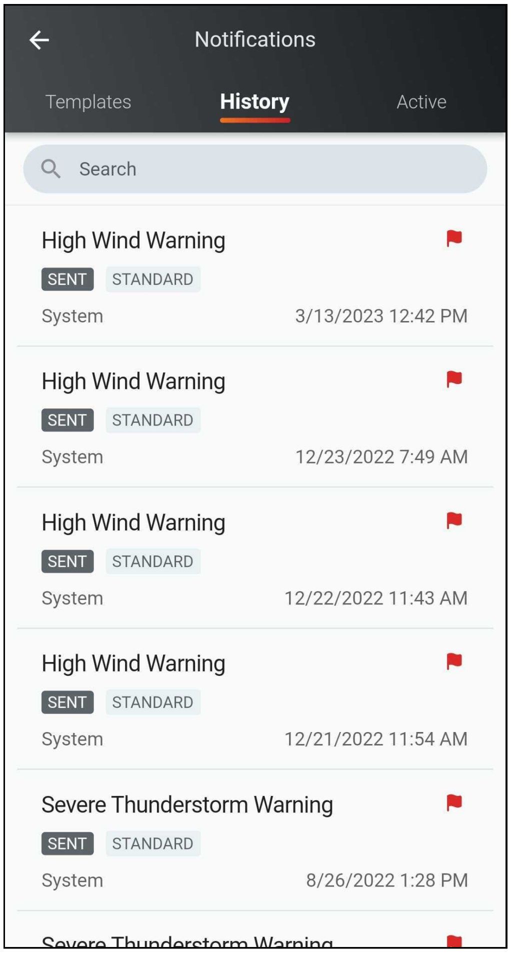


The Templates tab also contains a hamburger menu in the top-right corner. Tap it to reveal the following actions:

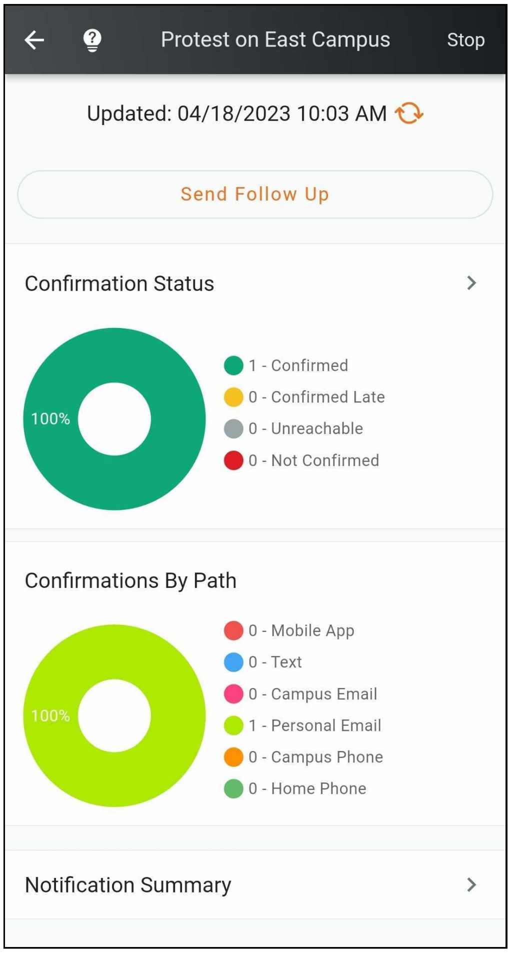
- New Template
- Batch Send

History Tab

Any previous Notifications can be viewed under the **History** tab.



Tap on a Notification from the list to view its key details, such as the **Confirmation Status** and **Confirmations by Path**. You'll also find the **Send Follow-Up** and **Stop** options here when applicable.



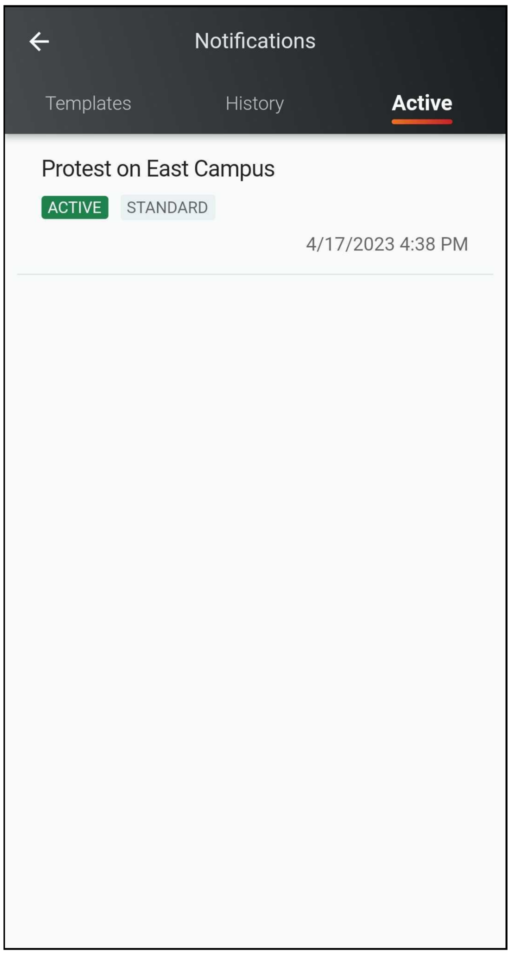
Tapping **Notification Summary** at the bottom will provide even more details, such as:

- Notification ID
- Message Title
- Message Text
- Initiated By
- Start Date
- End Date
- Throttling (Yes/No)
- Emergency (Yes/No)
- Notification Mode
- Imminent Threat to Life (Yes/No)
- Sender Email
- Delivery Methods
- Duration
- Contact Cycles
- Voicemail Preference
- Confirm (Yes/No)
- Member Settings

  - Request Location (Yes/No)
  - Request Image (Yes/No)
  - Request Additional Info (Yes/No)
  - Enable Sharing Options (Yes/No)
- Language
- Override Device Time frame (Yes/No)

Active Tab

Any active Notifications can be found on the **Active** tab. Tap on one to view the same information available for Notifications found in the History tab.

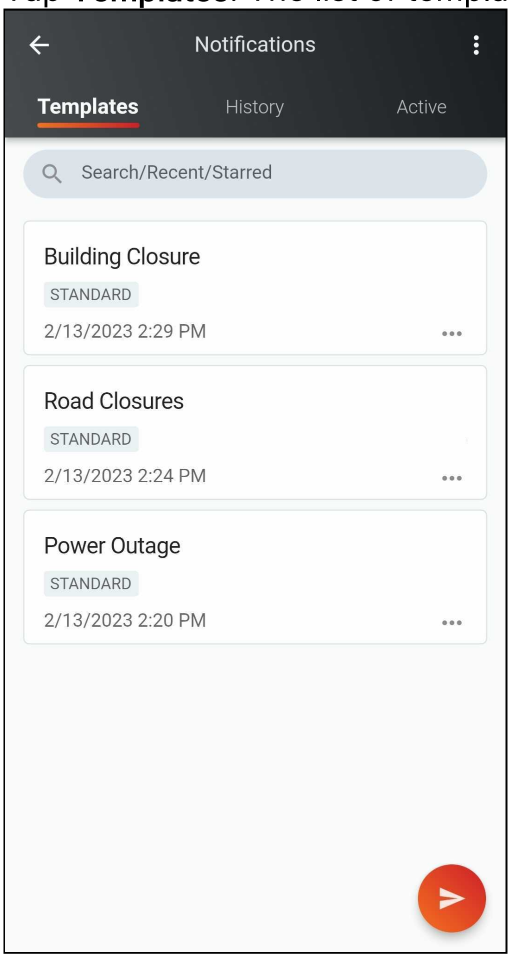


Sending Notifications From ManageBridge

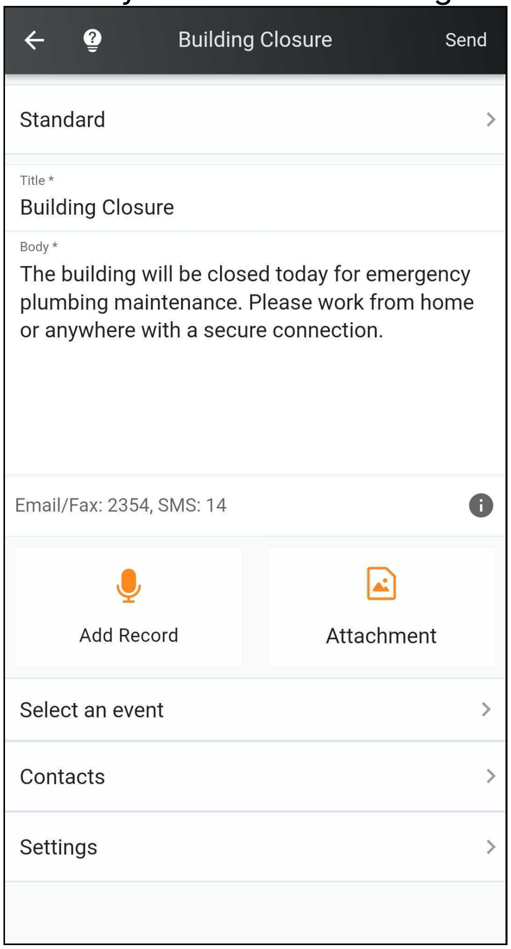
Users can perform all the tasks of sending and monitoring Notifications from the ManageBridge app just as they would from the desktop Manager Portal.

To send a new Notification from ManageBridge using a template:

1. From the home screen, tap **Notifications**.
2. Tap **Templates**. The list of templates available to you is displayed.



3. Tap the template you want to use. Your message is displayed. You can also manually enter a new message if you don't have a template to use.

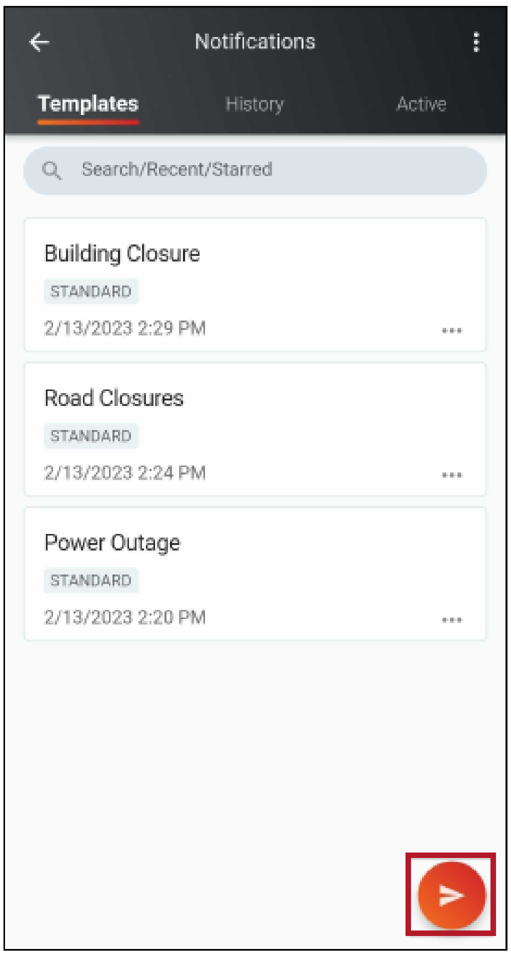


4. Add a voice recording or attachment, if desired.
5. Tap **Select an event** to assign your notification to an event. See Notification Events.
6. Click the back arrow to return to your message.
7. Tap **Next** to be taken to the **Contacts** page. Contacts can be added via Groups, Individuals, Rules, Map, or by utilizing the Search bar. Return to your message once the contacts have been selected.
8. Tap **Settings** to configure and preview the **Final Settings** page, including:
    - Delivery methods
    - Sender Information
    - Voicemail Preference
    - Confirmation preference
    - Delivery Throttling
    - Member App Settings
    - Additional Notifications settings
9. Tap **Send**. The summary page is displayed.
10. Tap **Stop** to stop this notification.

11. Tap **Send Follow-Up** if you want to send a follow-up message for this notification.
12. Click the back arrow to return to **Notifications**.
13. From **Notifications**, you can tap:
    - **History** to see a history of all your notifications both active and sent.
    - **Active** to see your active notifications.

Sending a New Notification Without a Template

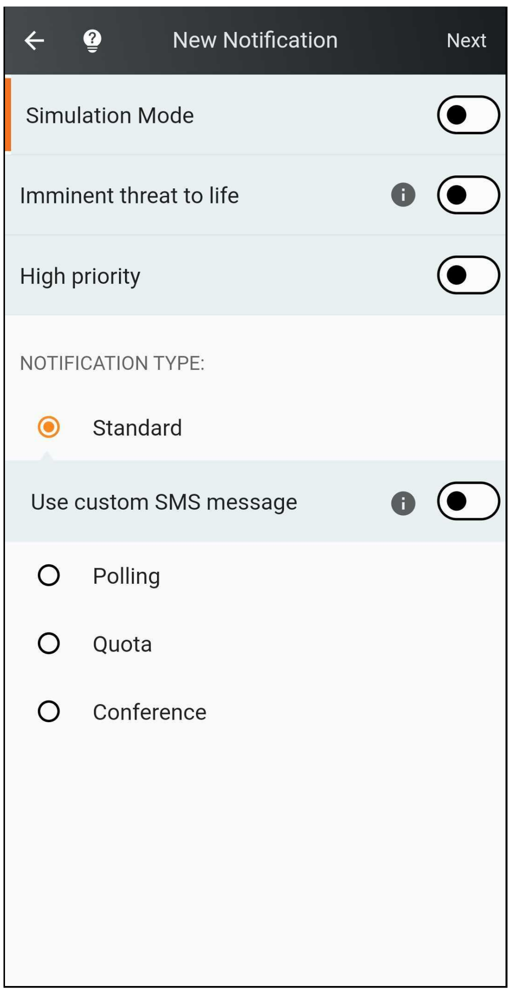
If there are no applicable templates to use, you can manually create a new Notification on the fly by tapping the orange message icon in the bottom-right corner of the Templates Page.



The New Notification page will appear, where the following settings can be configured:

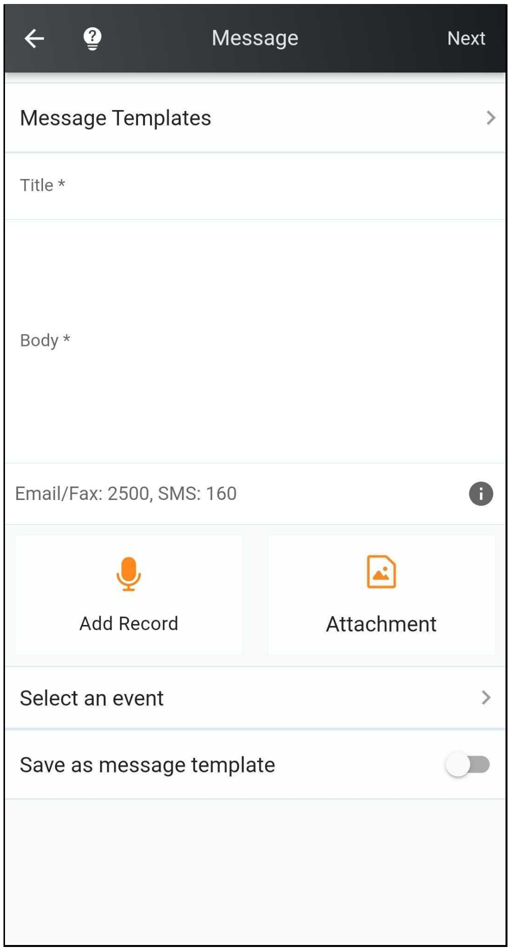
- **Simulation Mode:** Message senders can practice the entire Notification workflow without sending out live Notifications. Access to simulation mode will be restricted based on the permissions provisioned in Manager Portal.

- **Imminent Threat to Life:** When selected, the Notification will be set to High Priority. Messages will also override the recipients' silent switch or "Do Not Disturb" mode on Apple devices.
- **High Priority:** Toggle ON to indicate to the recipient that this is a priority issue.
- **Notification Type:**
    - Standard
    - Polling
    - Quota
    - Conference
- **Use Custom SMS Message:** Use this option to create a separate message for SMS delivery methods. When selected:
    - Text entered directory below will only go to non-SMS delivery methods (such as email, Everbridge Mobile App, etc.)
    - The title will not be included in your SMS message.
    - Only available for the Standard message type.

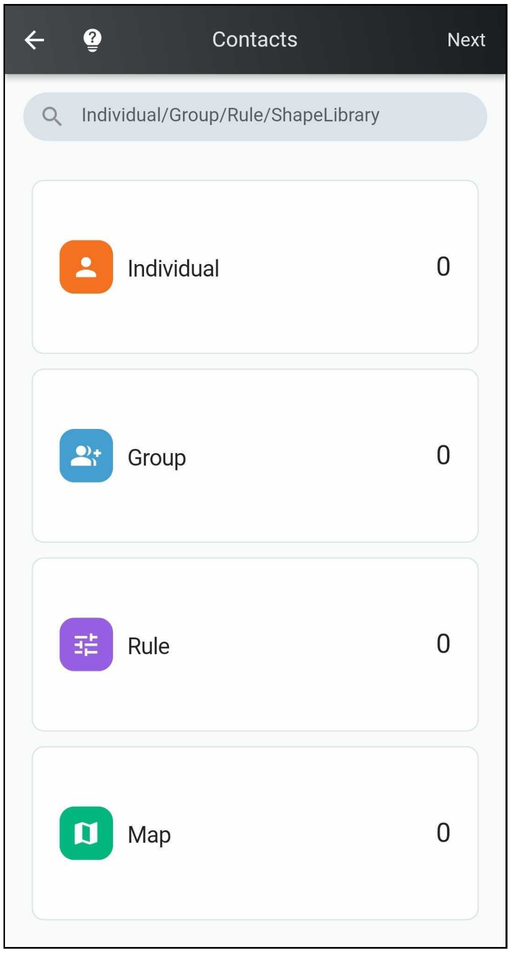


After the above choices have been made, you'll proceed to the Message page. Here, you will:

- Select a Message Template (if applicable)
- Enter the message body
- Add a voice recording or attach a file
- Select an Event
- Save as a Message Template



Once the information has been filled in, tap **Next** to specify the recipients of this message. This can be done by choosing individual Contacts, entire Groups, via Rules, or from the Map.

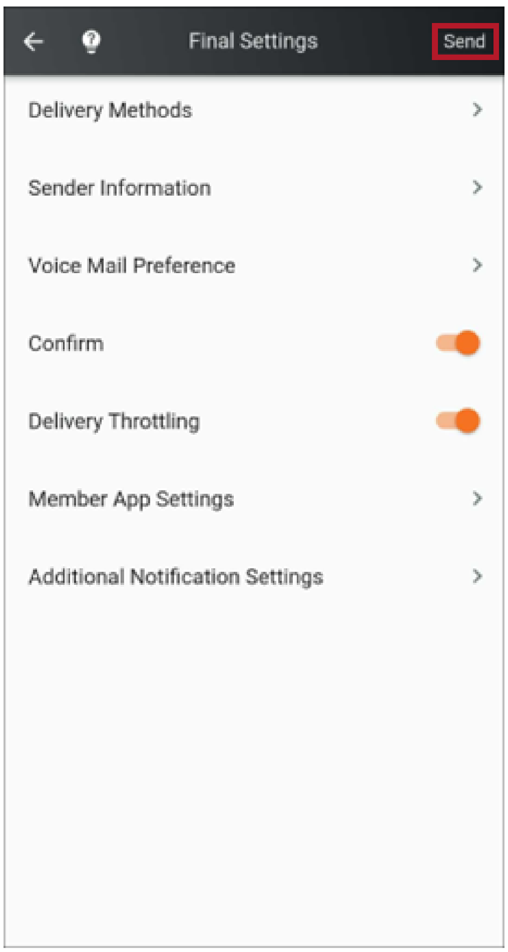


When the recipients have been selected, tap the **Back** arrow at the top, and then **Next**. You'll be taken to the **Final Settings** page, where you can configure:

- **Delivery Methods**
  - Text Paths
  - Voice Paths
  - Primary SMS
  - Primary Email
  - Primary Mobile
  - Everbridge Mobile App
- **Sender Information**
  - Sender Email
  - Sender Caller ID)
- **Voice Mail Preference**
  - Message Only
  - No Message
  - Message with Confirmation
- **Confirmation Preference (Enabled/Disabled)**
- **Delivery Throttling (Enabled/Disabled)**
- **Member App Settings**

    - Request Location
    - Request Image
    - Request Additional Information
    - Enable Sharing Options
- **Additional Notification Settings**
    - Language
    - Duration
    - Contact Cycles
    - Cycle Interval
    - Path Interval

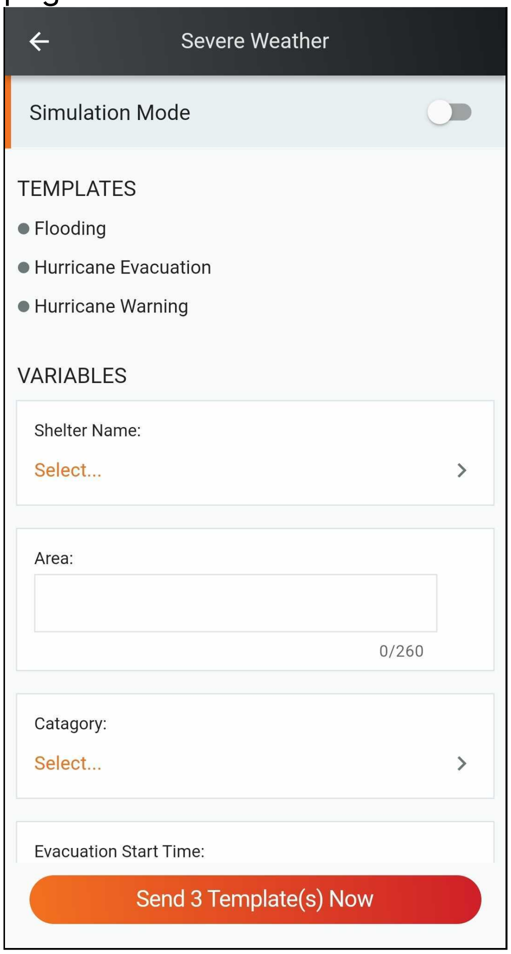
Once all of the Final Settings have been specified, tap **Send**.



Launching a Scenario from ManageBridge

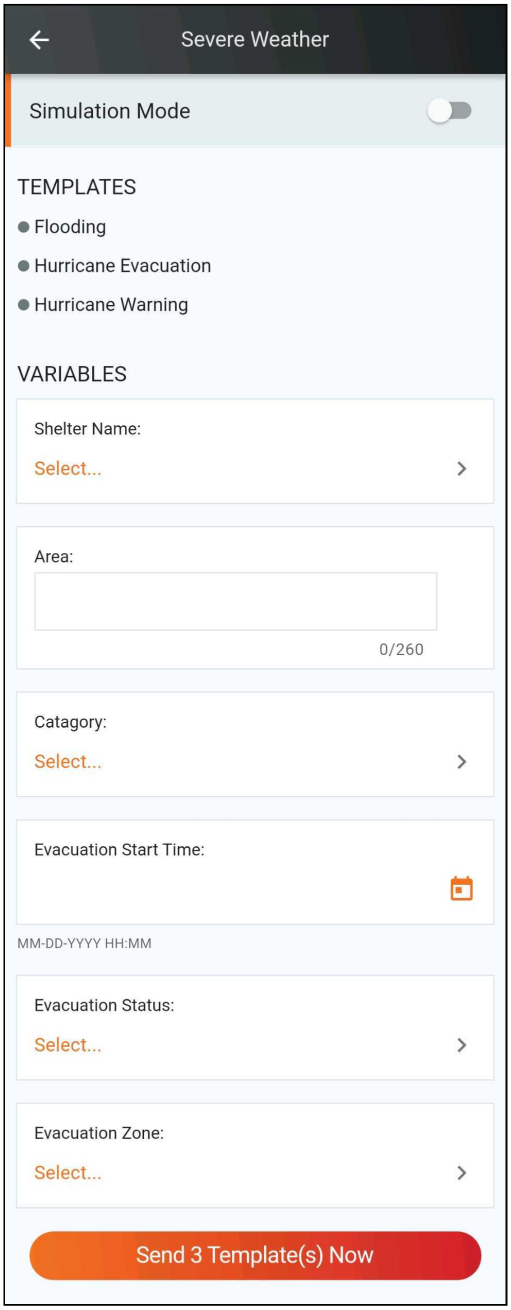
To launch a Scenario:

1. Tap on a Scenario from the list to prepend its details to the form on the next page.



2. Specify if this Scenario should be launched in **Simulation Mode**.
3. Review the preselected templates for this Scenario under the **Templates** heading.

4. Fill in the inherited variables for the Scenario. The example below is for a Severe Weather Scenario that calls for local evacuations.



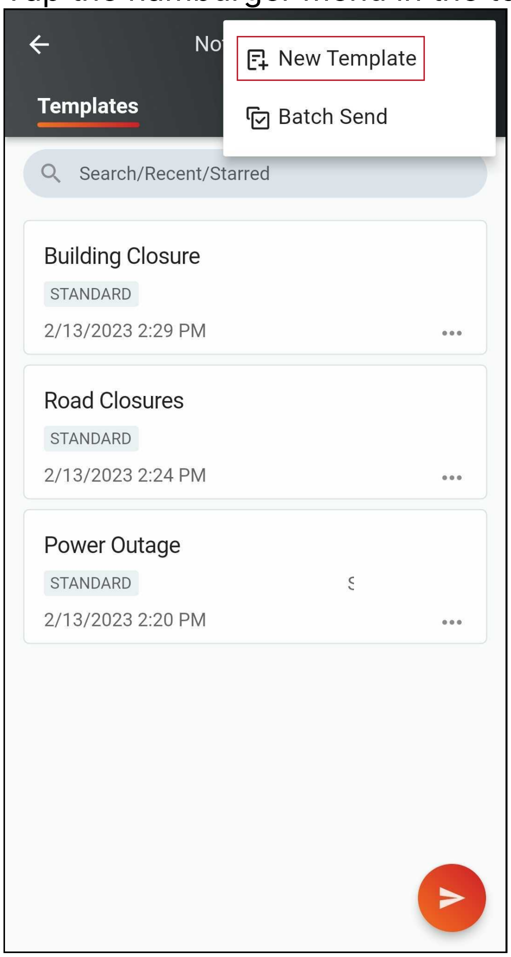
5. Tap **Send**.

Creating a Notification Template

Notification templates can be created within ManageBridge from the **Notifications** > **Templates** page.

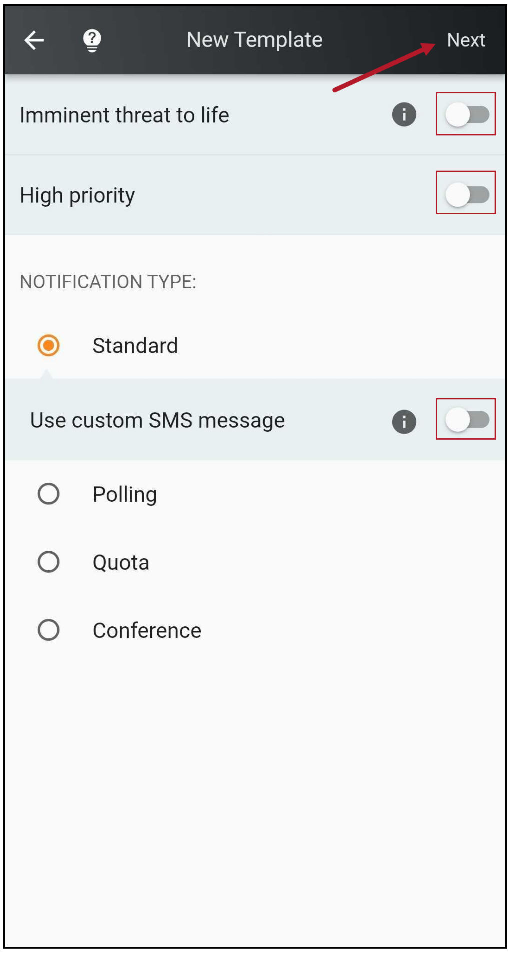
To create a Notification Template:

1. Tap the hamburger menu in the top-right corner and select **New Template**.



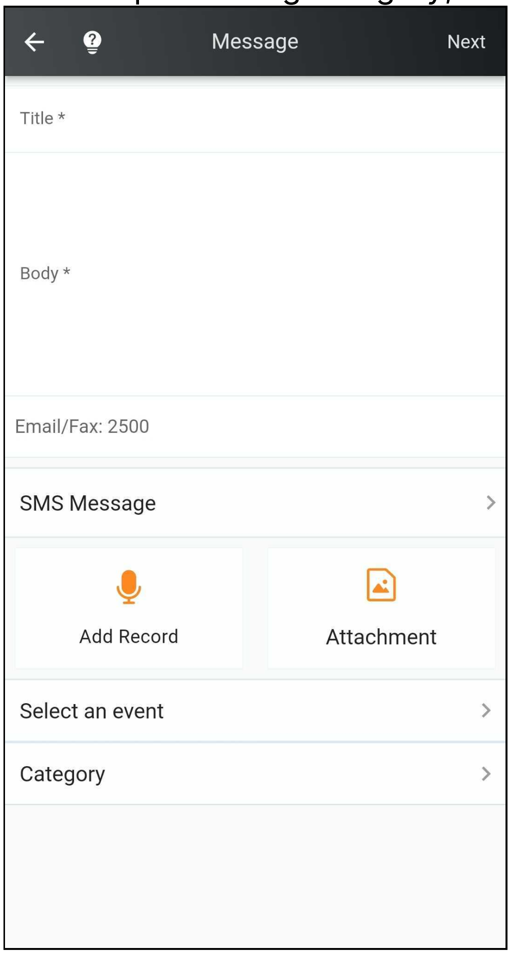
2. The first page of the **New Template** flow appears. Tap **Next** to continue after filling in the following details:
    - Imminent threat to life (Yes/No)
    - High Priority (Yes/No)
    - Notification Type:
        - Standard
            - Use Custom SMS Message (Yes/No)
        - Polling
        - Quota

- Conference

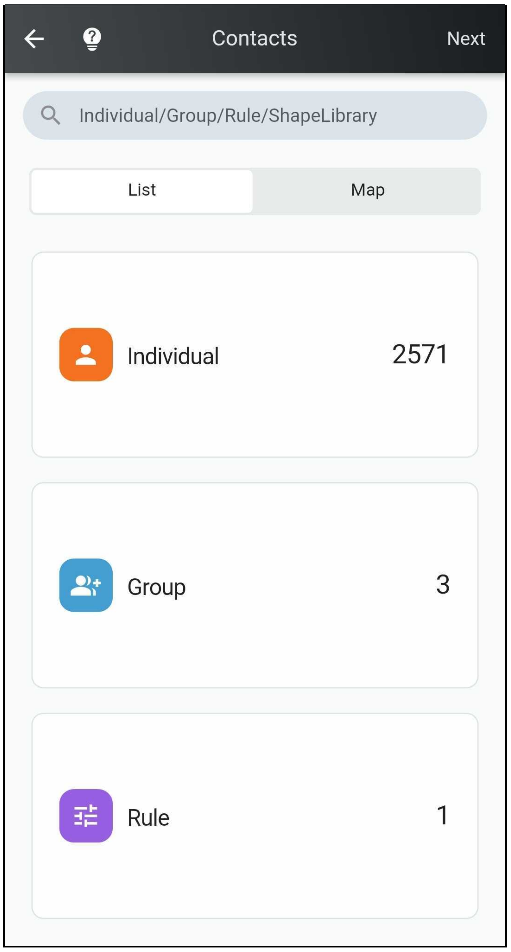


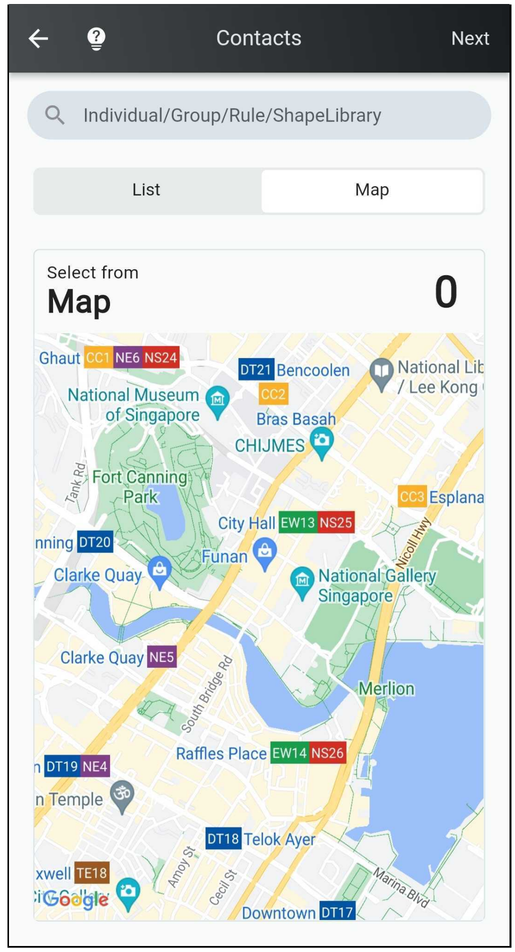
3. On the next page, complete the following details before tapping **Next**:
   - Message Title
   - Message Body
   - SMS Message (if the **Use Custom SMS Message** option was selected on the previous screen)
   - Attach a recording or attachment as desired
   - Select a related Event, if applicable

- Select a preexisting category, or create a new one



4. Next, select the intended contact recipients by searching for individuals, groups, or rules. Tapping the **Map** tab will open the **Map View** if you'd prefer to select contacts by area, instead.

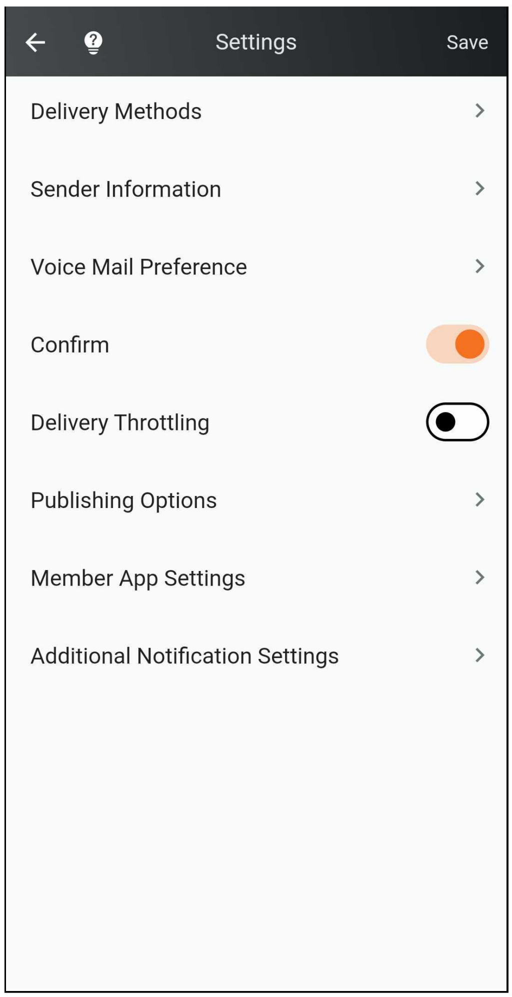




Once the contacts have been chosen, tap **Next**.

5. The Settings page will appear. Configure the following options for your message:
    - **Delivery Methods**
        - All Contact Paths
        - Text Paths
        - Voice Paths
        - Primary SMS
        - Primary EMS
        - Primary Email
        - Primary Mobile
        - Everbridge Mobile App
    - **Sender Information**
        - Sender Email
        - Sender Caller ID
    - **Voice Mail Preference**
        - Message Only
        - No Message
        - Message with Confirmation
    - **Confirm (Yes/No)**

- **Delivery Throttling (Yes/No)**
- **Publishing Options**
  - Everbridge Network
- **Member App Settings**
  - Request Location (Yes/No)
  - Request Image (Yes/No)
  - Request Additional Info (Yes/No)
  - Enable Sharing Options (Yes/No)
- **Additional Notification Settings**
  - Language
  - Duration
  - Contact Cycles
  - Cycle Interval
  - Path Interval



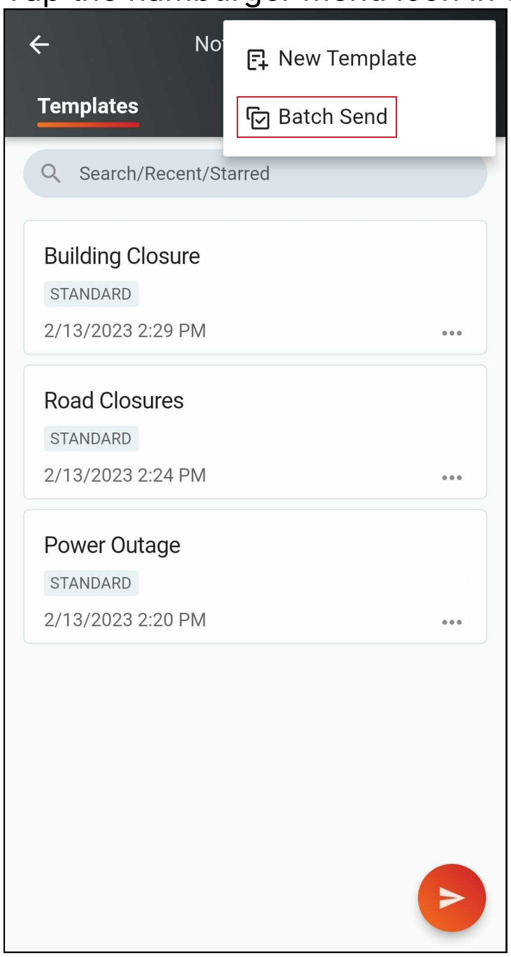
6. Tap **Save** to complete your template. It can now be seen in the **Templates** tab in-app.

Batch Send Templates

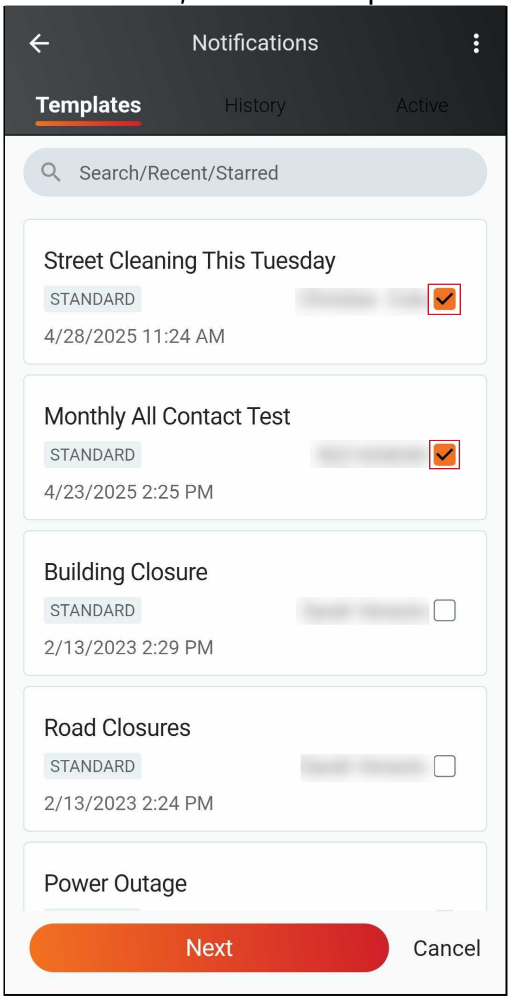
Multiple Notification templates can be sent simultaneously from ManageBridge by utilizing the **Batch Send** option under **Notifications** > **Templates**.

To send a batch of templates:

1. Tap the hamburger menu icon in the top-right corner, and select **Batch Send**.

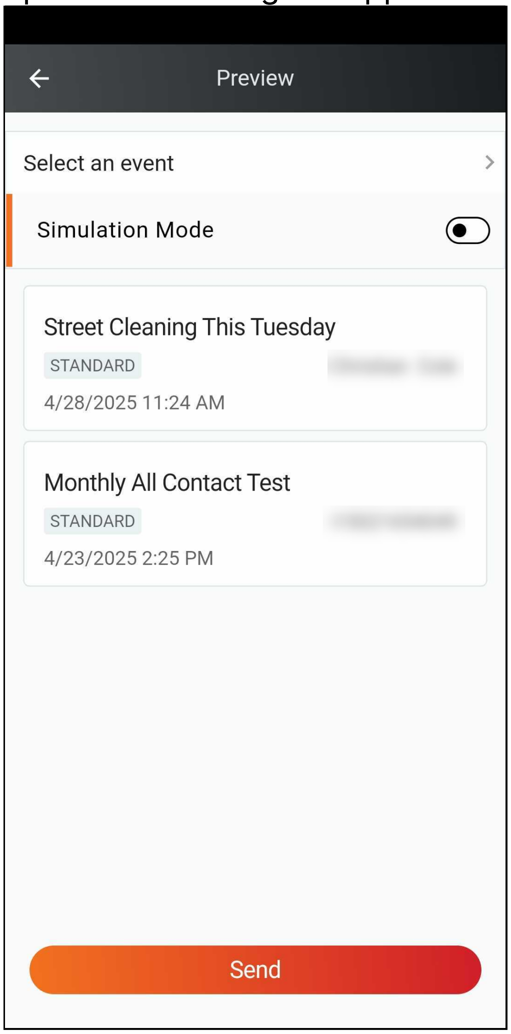


2. Tap the checkmarks next to the templates that should be sent as a batch to select them, and then tap **Next**.



3. You'll land on the **Preview** page, where the selected templates are displayed. If applicable, tap **Select an Event** to associate this batch with a specific event.

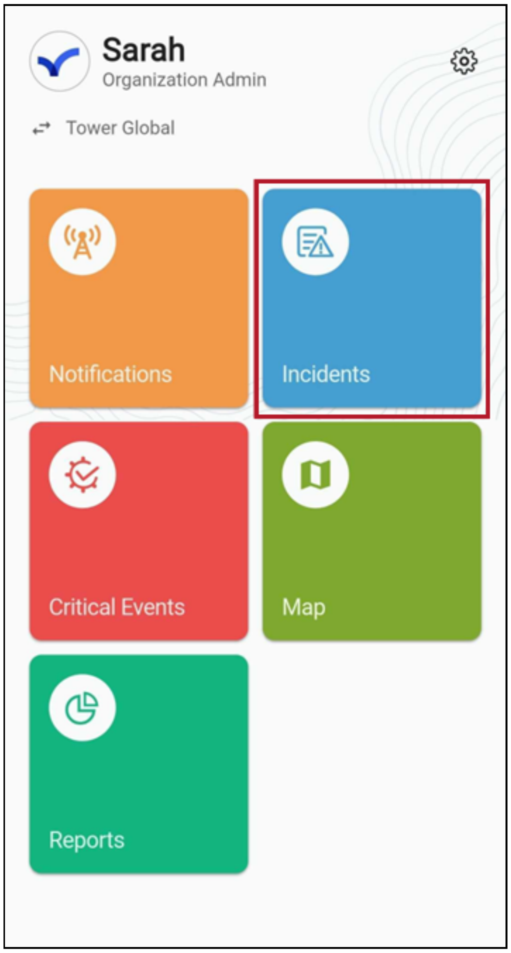
   The batch can also be sent in **Simulation Mode** to provide practice for operators learning the app without sending a batch of real Notifications.



4. Tap **Send** when finished to send the batch of templates.

Incidents

Tap the **Incidents** tile from the home page to view all Incidents within an Organization, and launch new ones.



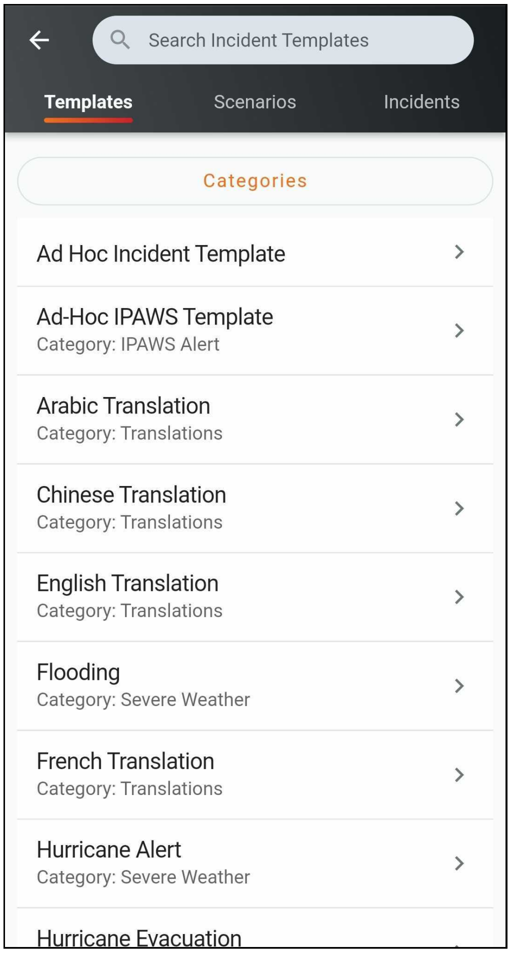
NOTE: For in-depth information on Incidents, templates, and scenarios, see the Incident Communications User Guide.

You'll be taken to the **Incidents** menu, which is broken down into three tabs:

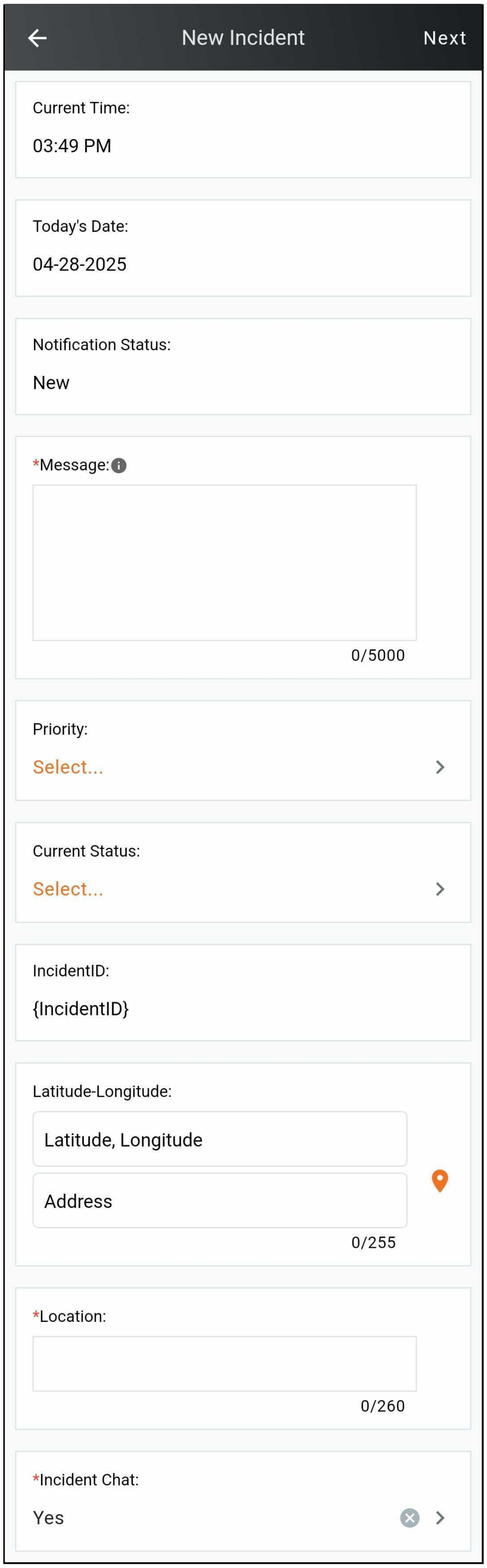
1. **Templates**
2. **Scenarios**
3. **Incidents**

Templates

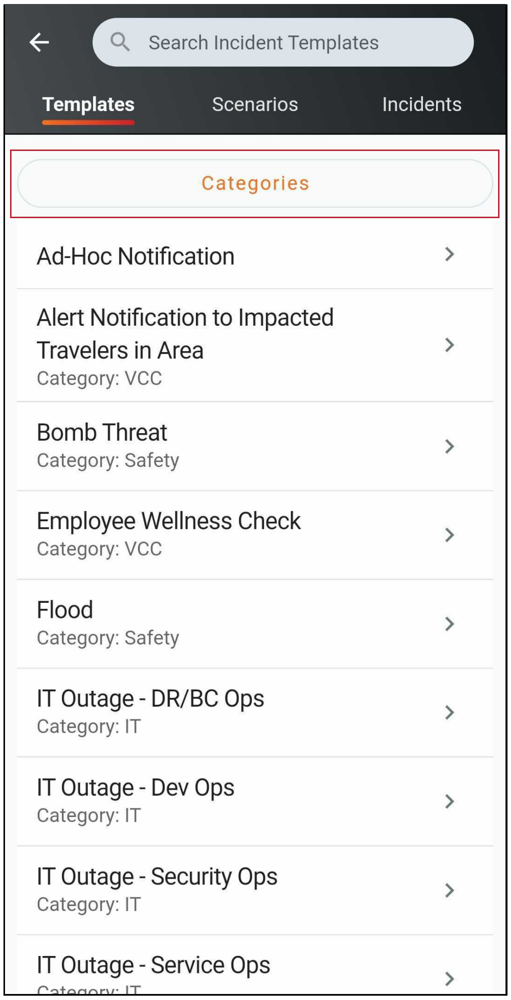
Incident Templates used by an Organization can be found under the **Templates** tab.

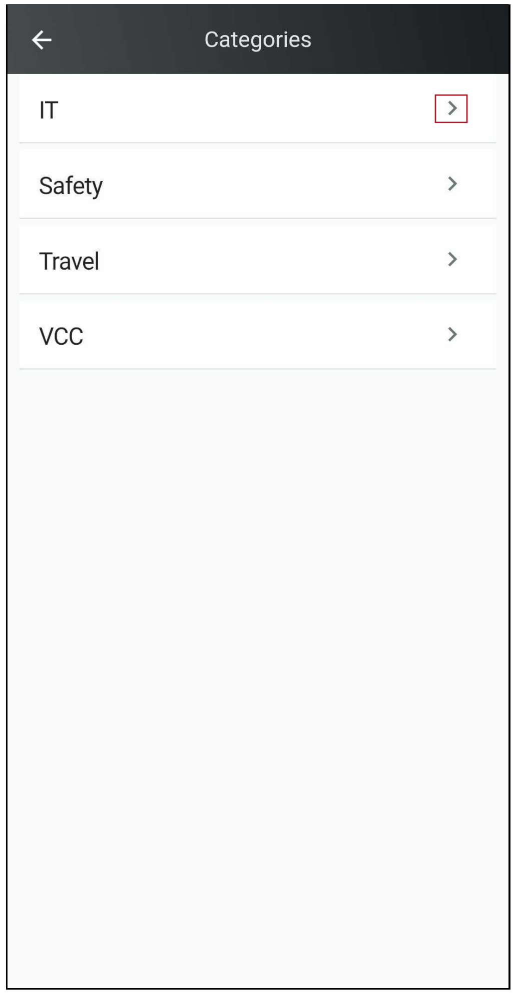


Tap on any of them to open the **New Incident** page, customized based on the selected template.


New Incident
Next
Current Time:
03:49 PM
Today's Date:
04-28-2025
Notification Status:
New
*Message:
0/5000
Priority:
Select...
Current Status:
Select...
IncidentID:
{IncidentID}
Latitude-Longitude:
Latitude, Longitude
Address
0/255
*Location:
0/260
*Incident Chat:
Yes

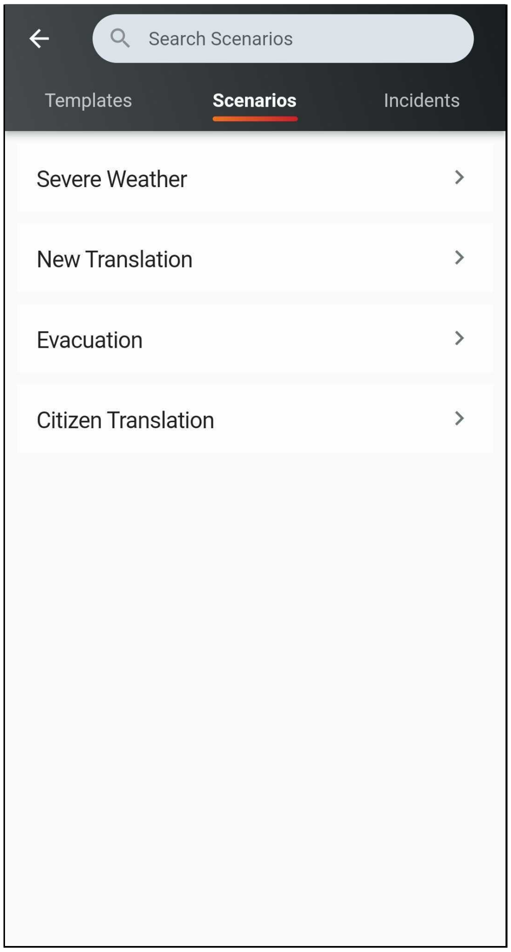
Tapping the **Categories** button at the top of the page will display any categories these templates may fall into. Tap on a category to see which templates apply.





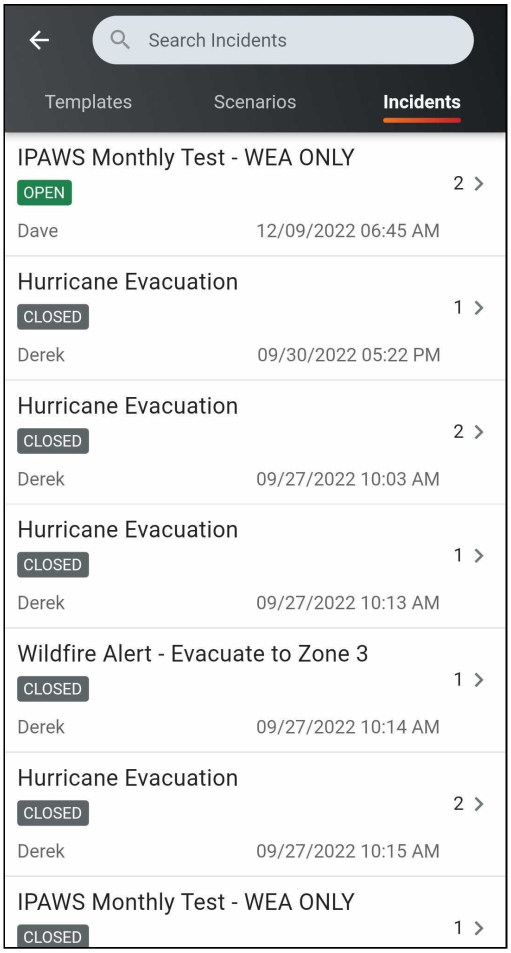
Scenarios

An Organization's Scenarios can be found and launched from the **Scenarios** tab.

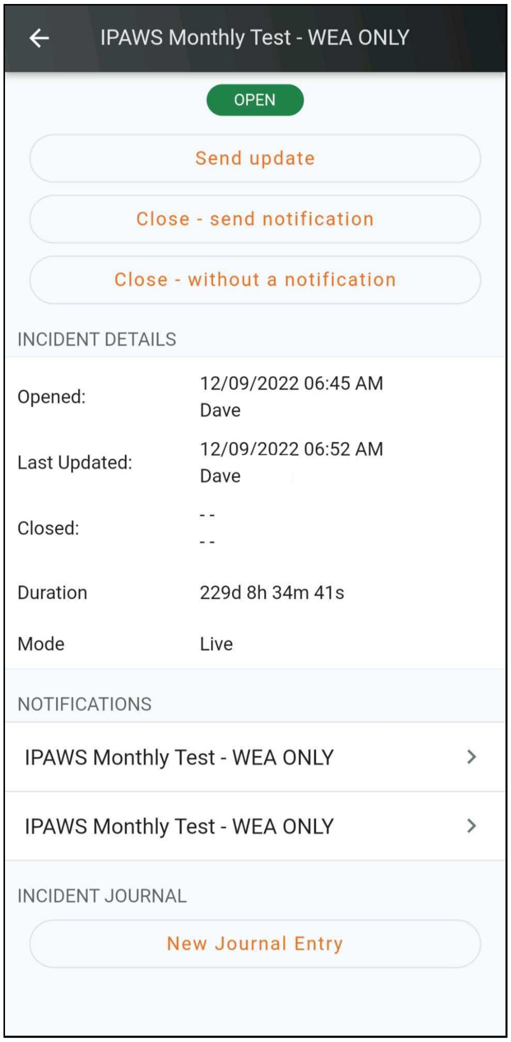


Incidents

Any Incidents that have been launched by an Organization can be found under the **Incidents** tab.



Tapping an Incident from the list will take you to the **Incident Details** page, which displays critical information about the Incident. An Incident update can be sent from here, and Incidents can be closed with or without communication, as well.

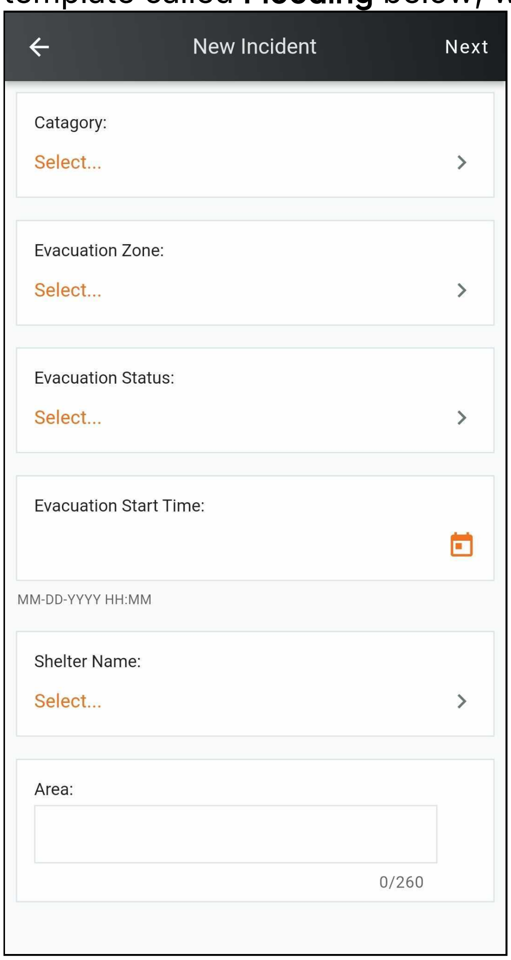

IPAWS Monthly Test - WEA ONLY
OPEN
Send update
Close - send notification
Close - without a notification
INCIDENT DETAILS
Opened: 12/09/2022 06:45 AM Dave
Last Updated: 12/09/2022 06:52 AM Dave
Closed: - - - -
Duration 229d 8h 34m 41s
Mode Live
NOTIFICATIONS
IPAWS Monthly Test - WEA ONLY
IPAWS Monthly Test - WEA ONLY
INCIDENT JOURNAL
New Journal Entry

Launching a New Incident From ManageBridge

Users can perform all of the tasks surrounding the sending and monitoring of Incidents from ManageBridge that they would within the desktop Manager Portal.

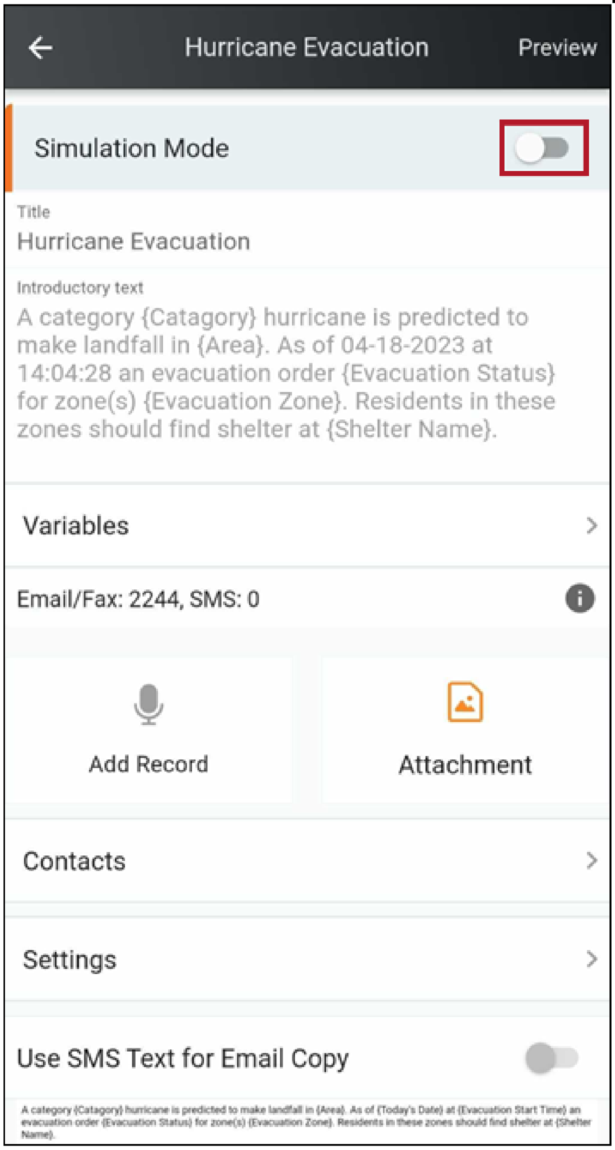
To launch a new Incident from ManageBridge App:

1. Tap the **Incidents** tile from the home menu. You'll arrive in the **Incidents** section.
2. Select an **Incident Template** under the **Templates** tab. Note that this differs from the desktop version of the Manager Portal in that a template **must** be selected when sending an Incident from ManageBridge.
    - Organizations may want to consider creating a basic ad hoc Incident template to be quickly used in ManageBridge when preexisting templates don't apply to a specific situation.
3. Fill in the variable fields of the selected Incident template. We used a template called **Flooding** below, which calls for local evacuations.



4. Tap **Next** to proceed to the next page, where more details and settings can be configured. If needed, when enabled to send this Incident as a test, toggle

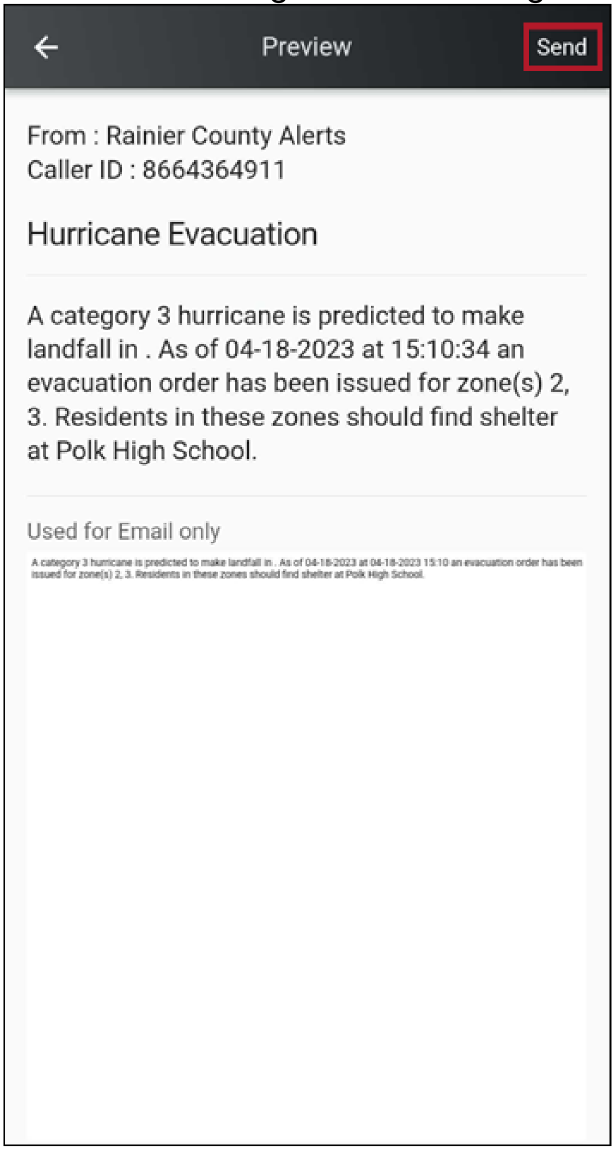
the **Simulation Mode** button **ON** at the top of the page.



5. Tap **Variables** to review the variables established on the previous page and make any adjustments as needed.
6. If desired, tap **Add Record** to record a voice message, or tap **Attachment** to add a file.
7. Tap **Contacts** to review the recipients of this Incident.
8. Adjust the Incident's settings by tapping **Settings** and specifying the following options:
    - Imminent threat to life (Yes/No)
    - Priority Notification (Yes/No)
    - Hide list of variables (Yes/No)
    - Close after sending (Yes/No)
    - Use custom SMS Message (Yes/No)
    - Delivery Methods
        - All Contact Paths

    - Text Paths
    - Voice Paths
    - Everbridge Mobile App
    - Primary SMS
    - Primary Email
    - Primary Mobile Phone
- Sender Information
    - Sender Email
    - Sender Caller ID
- Voicemail Preference
    - Message Only
    - No Message
    - Message with Confirmation
- Confirm (Yes/No)
- Delivery Throttling (Yes/No)
- Member App Settings
    - Request Location (Yes/No)
    - Request Image (Yes/No)
    - Request Additional Info (Yes/No)
    - Enable Sharing Options (Yes/No)
- Additional Notification Settings
    - Language
    - Duration
    - Contact Cycles
    - Cycle Interval
    - Path Interval

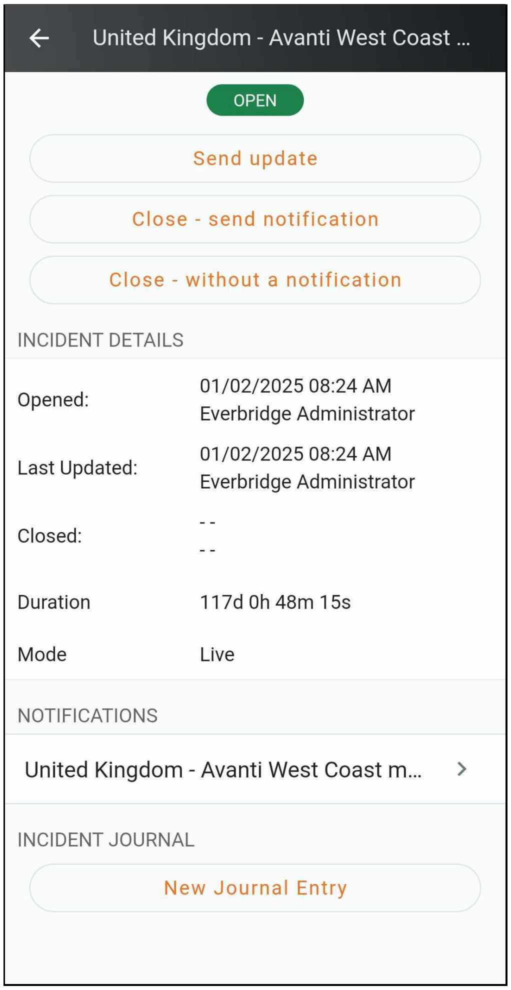
9. Once the settings have been specified, tap **Preview** in the top-right corner to review the message before sending it.



10. If everything looks correct in the Preview, tap **Send**.

Reviewing Incident Details in the ManageBridge App

After tapping **Send**, the **Incident Details** screen is displayed. This offers a communication history for a particular Incident.



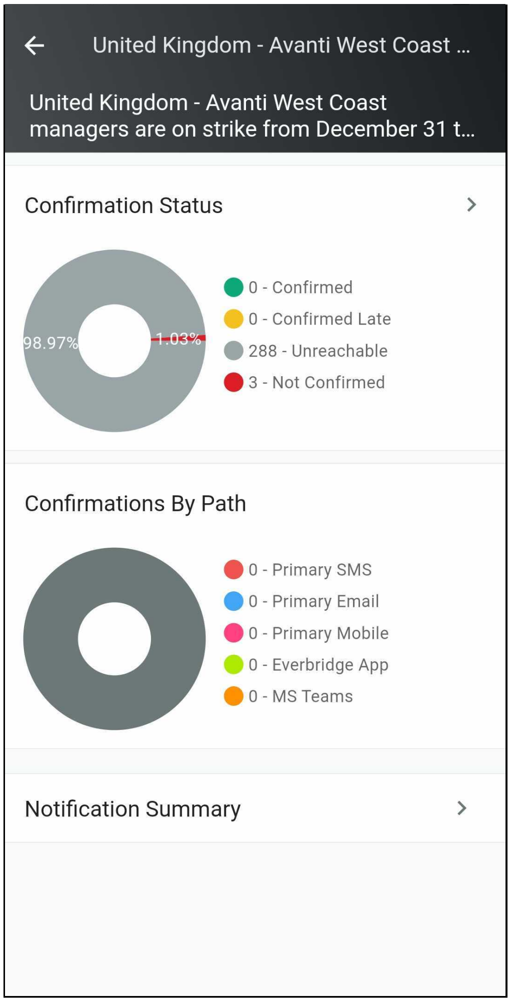
The table describes the sections, from top to bottom, of the **Incident Details** screen.

Field Name or Area	Description
Incident Name	The Incident name appears in the title bar at the top of the screen just above the Status (OPEN or CLOSED) button. The Incident Name is copied from the title of the first Notification.
Status	An Incident is either OPEN (green background) or CLOSED (gray background).
Send Update	Select one of these buttons to send an update or close the Incident. See:

Close - send Notification Close - without a Notification	• Sending an Update Notification in ManageBridge • Closing an Incident in ManageBridge
Opened	Displays the time stamp of the first Notification, including the full name of the person who sent that first message.
Last Updated	Displays the time stamp of the last modification and the full name of the user who made that modification. Modifications include: sending subsequent Notifications, changing the name of the Incident, closing the Incident, and adding entries to the Incident Journal.
Closed	Displays the time stamp of when the Incident was closed and the full name of the user who closed the Incident.
Notifications	Under **Notifications**, all Notifications are listed in reverse chronological order, sorted by the **Sent On** time stamp.
Incident Journal	To record notes about the Incident that are not sent with the Notification. You might want to record the reason for sending the Notification, peripheral information about the Incident, management of the Incident, or any communication issues or communication with external parties such as utilities, vendors, or regulators. You can post any number of journal entries, even when the Incident is closed. You could post follow-up information denoting conversations or anything to ensure that it is documented on the Incident Report where the entire life cycle is recorded. (All Incident information is recorded up to the instant the Incident Report link is selected.) Journal entries are displayed on the Incident Details page in reverse chronological order. However, journal entries for an Incident are listed on the Incident Report in chronological order. 1. Tap **New Journal Entry**. The **New Journal Entry** screen appears. Type your journal entry in the text box (maximum 500 characters). 2. Tap **Save**. The journal entries are displayed in **Incident Details** and also individually when you tap an Incident journal entry name.

Notification Details

Tap the included Notification to see the Notification details.



Details include:

a. **Confirmation Status** - For each of the confirmation states (Confirmed, Not Confirmed, Confirmed Late, and Unreachable), a list of the contact names appears.
b. **Confirmation Status by Path** - The **Confirmation Status by Path** chart shows the number of contacts that have confirmed by delivery method.
c. Tap **Notification Summary** to see the following details:
   - Notification ID
   - Message Title
   - Message Text
   - Initiated By
   - Start Date
   - End Date
   - Throttling (Yes/No)
   - Emergency (Yes/No)
   - Notification Mode
   - Imminent Threat to Life (Yes/No)
   - Sender Email

- Sender Caller ID
- Delivery Methods
- Duration
- Contact Cycles
- Voicemail Preferences
- Confirm (Yes/No)

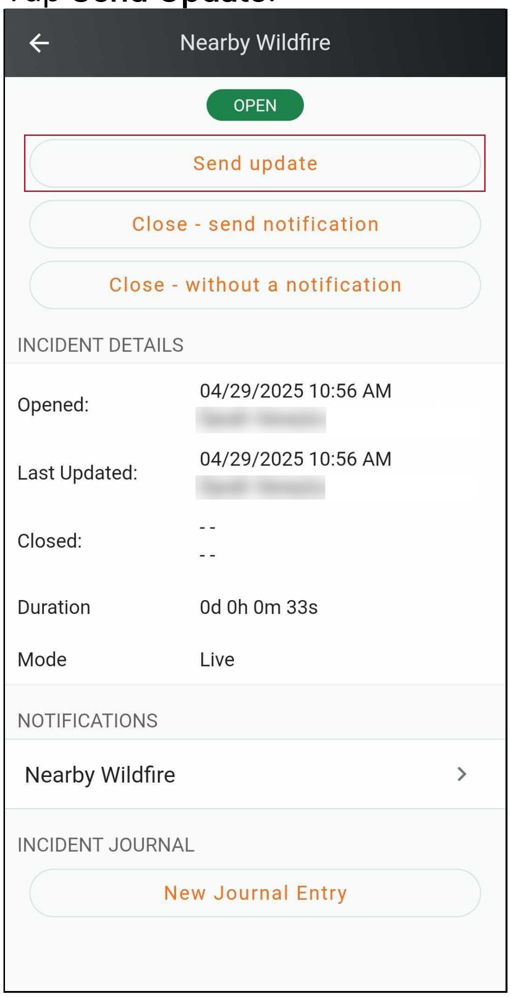
Tap **Back** to return to the **Incident Details** page.

Sending an Incident Update Notification

Recently opened Incidents are located at the top of the **Incidents** tab. While an Incident is active (Open), you can send update messages.

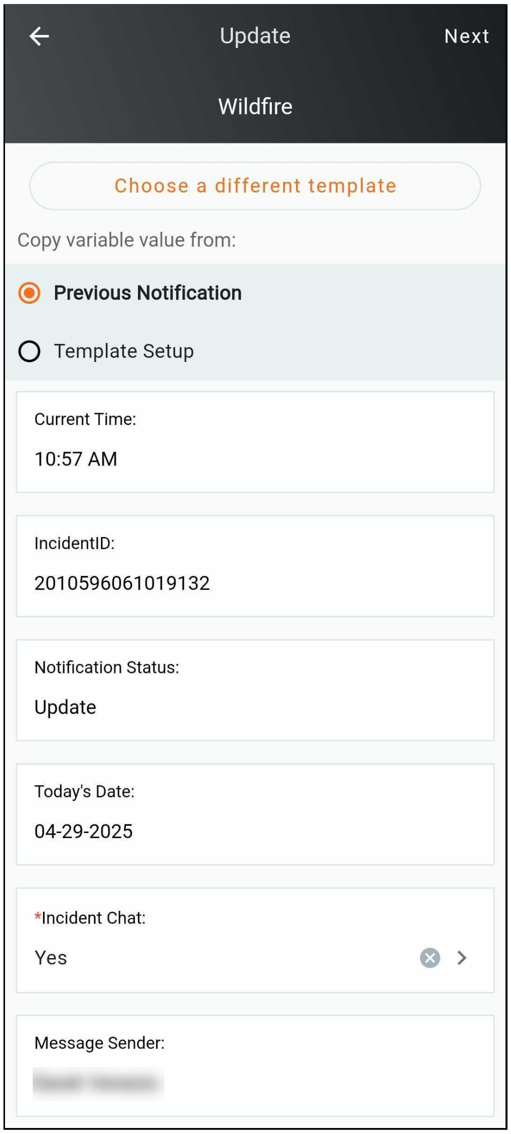
To send update messages via ManageBridge:

1. From **Incidents,** tap on the name of the Incident in question.
2. Tap **Send Update**.



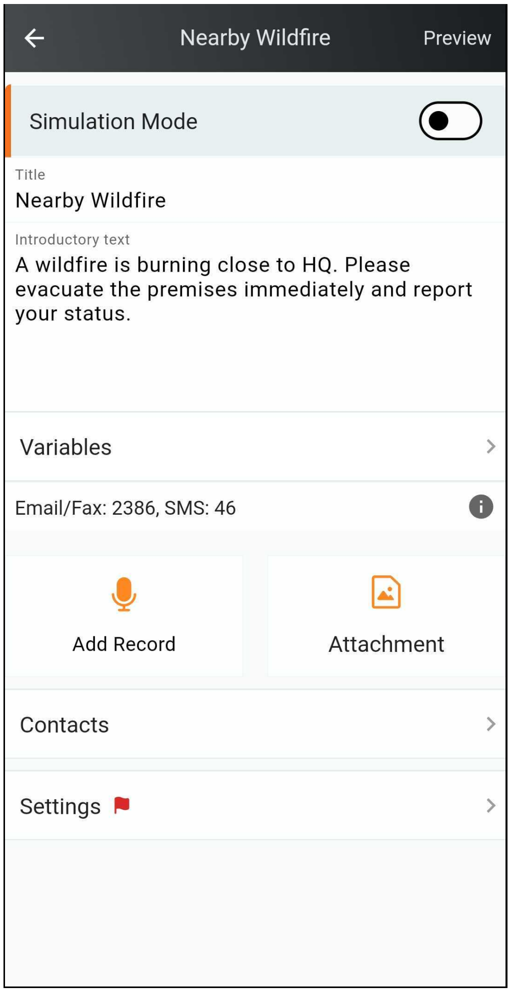
3. The **Update Incident** screen appears. If needed, you can select a different Incident Template for the follow-up than what was used for the original

Incident.



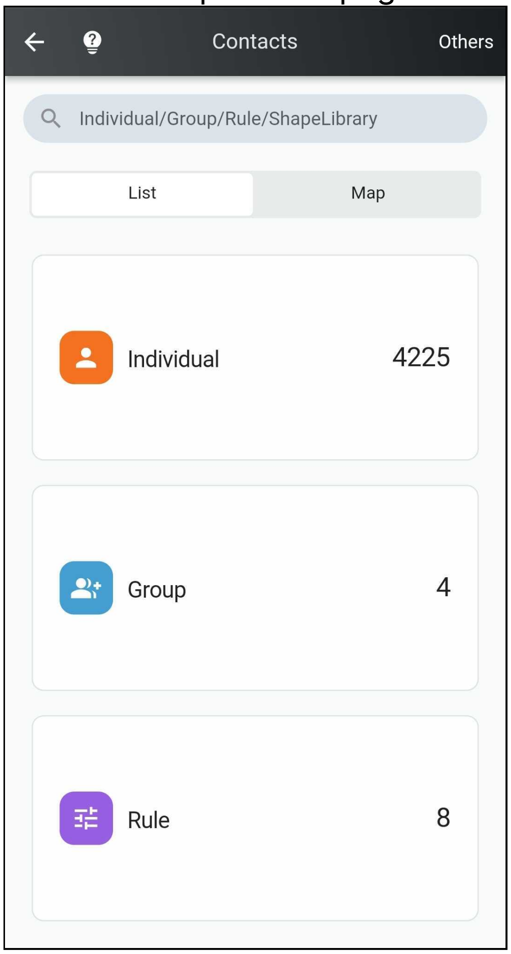
4. Under **Copy variable value from...** select either **Previous Notification** to retain the information entered in these variable fields from the original Incident, or choose **Template Setup** to clear them entirely.
5. Change the value of any fields as needed.
   - You can fill in the fields in any order.
   - Editable fields are white. The values in the gray fields cannot be changed.
   - Required fields are indicated with *.
   - There might be spinner lists offering solutions from which you select a value. The values and their order are defined by your administrators. Select the desired value and tap **Confirm**.
6. After you have finished configuring your information variables, tap **Next**. Here, you can:
   - Enable Simulation Mode.

- Edit the Title and Introductory Text.
- Double-check the variables.
- Review the remaining available character count.
- Add a voice recording.
- Add an attachment.

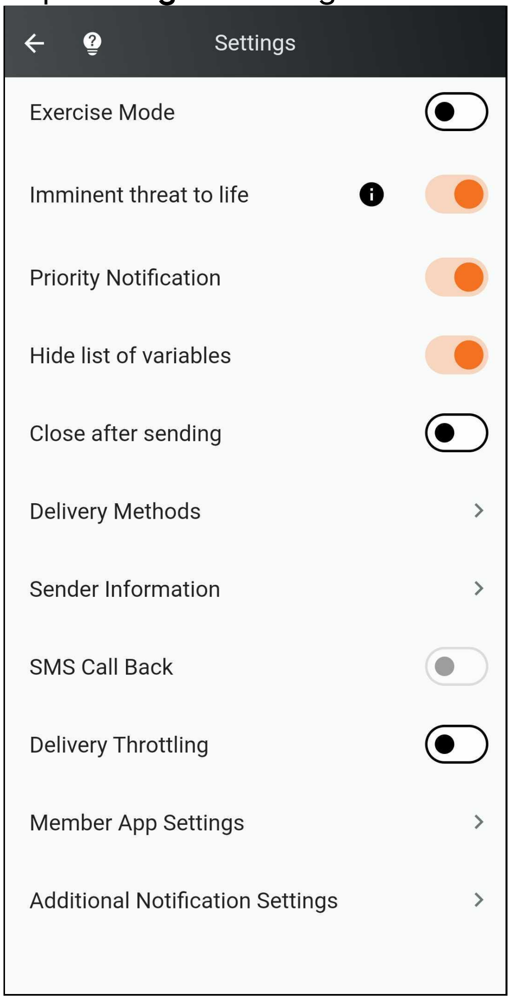


7. Tap **Contacts** to specify who should receive the follow-up by Individuals, Groups, Rules, or the Map. Once they've been chosen, tap the back arrow to

return to the previous page.



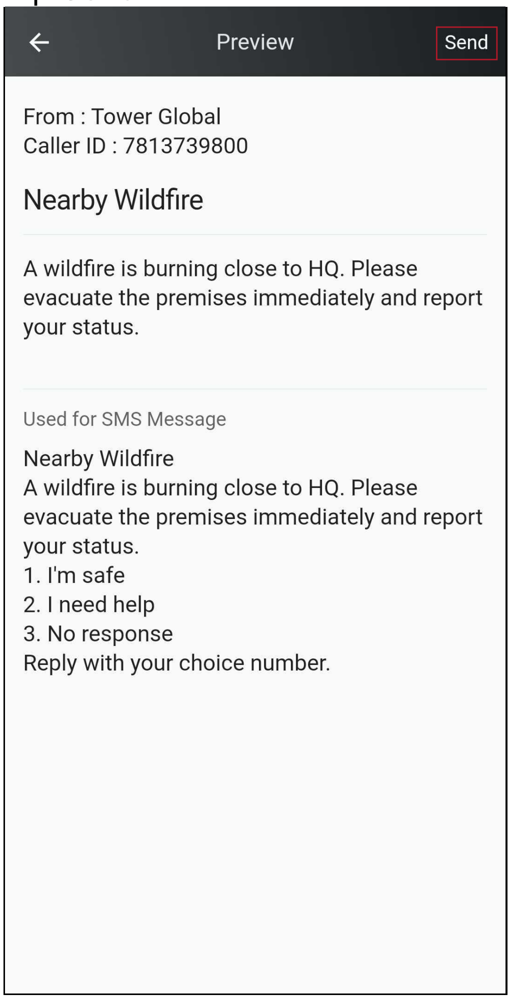
8. Tap **Settings** to configure the following preferences:



- Imminent threat to life (Yes/No)
- Priority Notification (Yes/No)
- Hide list of variables (Yes/No)
- Close after sending (Yes/No)
- Use custom SMS message (Yes/No)
- Delivery Methods
  - All Contact Paths
  - Text Paths
  - Voice Paths
  - Everbridge Mobile App
  - Primary SMS
  - Primary Email
  - Primary Mobile Phone
- Sender Information
  - Sender Email
  - Sender Caller ID
- Voice Mail Preference
  - Message Only

        - No Message
        - Message with Confirmation
    - Confirm (Yes/No)
    - Delivery Throttling (Yes/No)
    - Member App Settings
        - Request Location (Yes/No)
        - Request Image (Yes/No)
        - Request Additional Info (Yes/No)
        - Enable Sharing Options (Yes/No)
    - Additional Notification Settings
        - Language
        - Duration
        - Contact Cycles
        - Cycle Interval
        - Path Interval
9. Review the information from the Incident.
10. Tap **Back** at any time to return to the previous screen when you need to modify any information variables.

11. Tap **Preview** to review the details of the follow-up message. Once satisfied, tap **Send**.

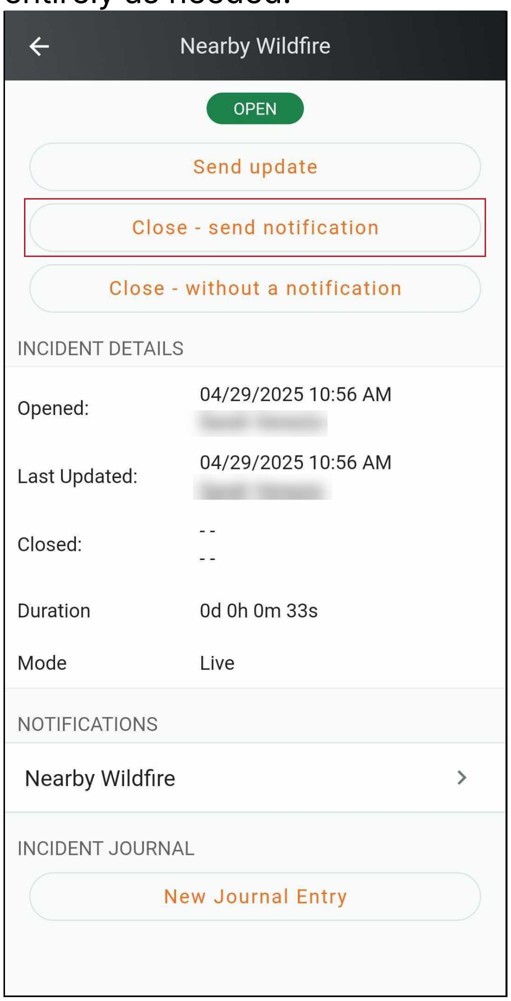


Closing an Incident in ManageBridge

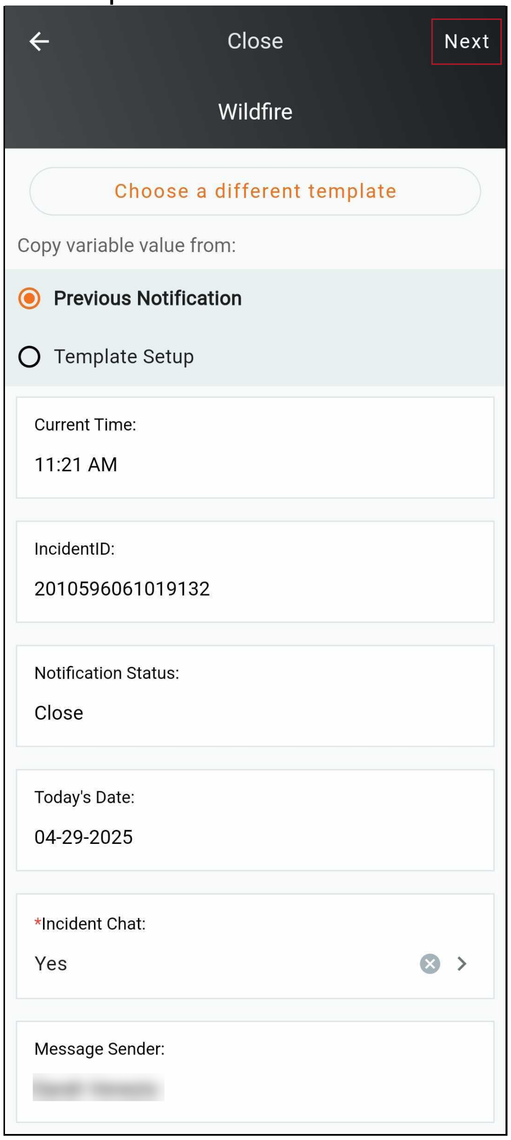
There are two ways to close an Incident in ManageBridge: Closing with or without a Notification.

Closing With a Notification

1. Tap on the desired Incident from the **Incidents** tab. You'll land on the **Incident Details** page.
2. Tap **Close - send notification.** The **Close Incident** screen is displayed, where you can choose to import variables from either the Previous Notification or from the Template Setup. You can also use a different Incident template entirely as needed.



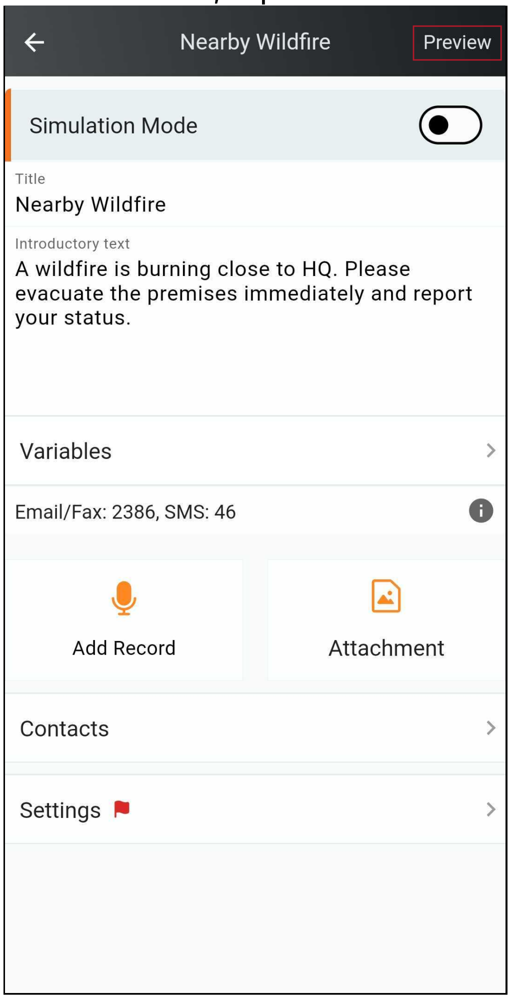
3. Fill out the status, time frames, and other data points included on this page, then tap **Next**.



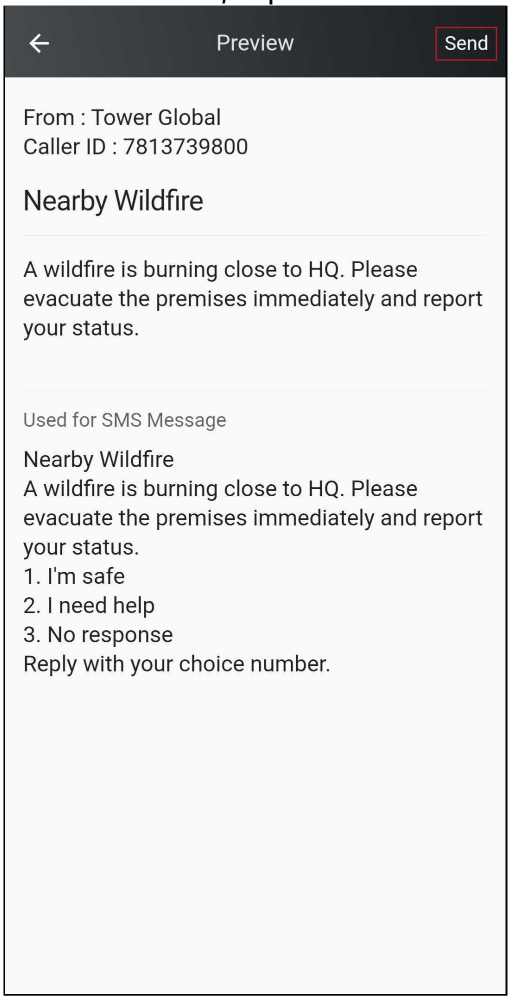
4. On the next page, you can:
    - Enable Simulation Mode
    - Review used variables
    - Add a voice recording
    - Add an attachment
5. Tap **Contacts** to review the Notification's recipients.
6. Review other crucial configurations by tapping on **Settings**. Here you can specify:
    - Exercise Mode (Yes/No)
    - Imminent threat to life (Yes/No)
    - Priority Notification (Yes/No)
    - Hide list of variables (Yes/No)
    - Use Custom SMS Message (Yes/No)

- Delivery methods
    - All Contact Paths
    - Text Paths
    - Voice Paths
    - Primary SMS
    - Primary Email
    - Primary Mobile
    - Everbridge Mobile App
- Sender Information
    - Sender Email
    - Sender Caller ID
- Voicemail Preference
    - Message Only
    - No Message
    - Message with Confirmation
- Confirm (Yes/No)
- Delivery Throttling (Yes/No)
- Member App Settings
    - Request Location (Yes/No)
    - Request Image (Yes/No)
    - Request Additional Info (Yes/No)
    - Enable Sharing Options (Yes/No)
- Additional Settings
    - Language
    - Duration
    - Contact Cycles
    - Cycle Interval
    - Path Interval

7. Once finished, tap **Preview** to review the Notification.

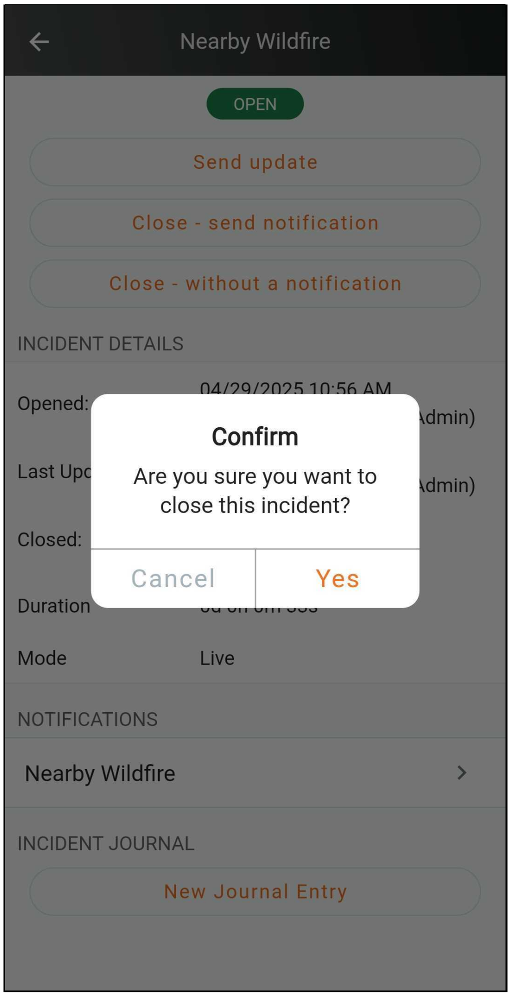


8. Once satisfied, tap **Send**.



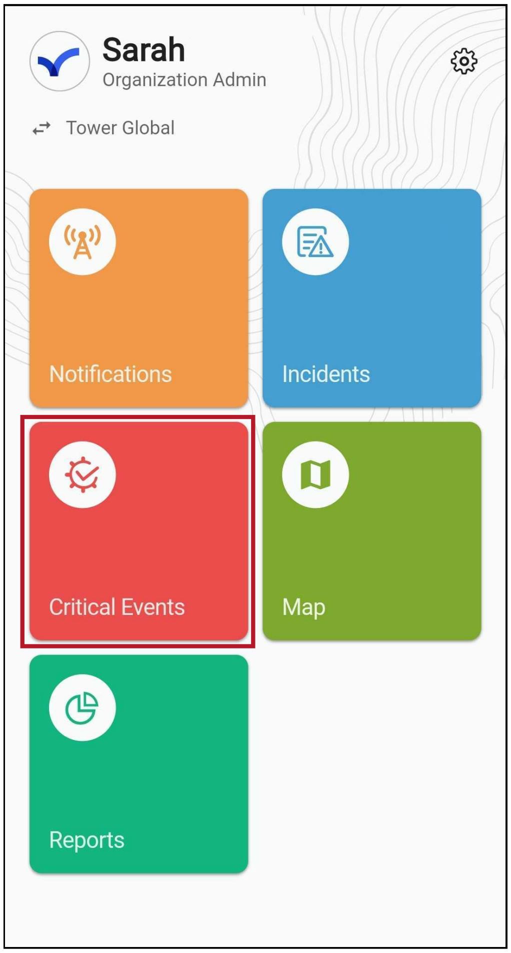
Closing Without a Notification

To close an Incident without sending a Notification, simply tap **Close - without a Notification**. A confirmation message will appear. Tap **Yes**, and the Incident will be closed without any further communication.


Nearby Wildfire
OPEN
Send update
Close - send notification
Close - without a notification
INCIDENT DETAILS
Opened:
Last Upd
Closed:
Duration
Mode
Live
Confirm
Are you sure you want to close this incident?
Cancel
Yes
NOTIFICATIONS
Nearby Wildfire
INCIDENT JOURNAL
New Journal Entry

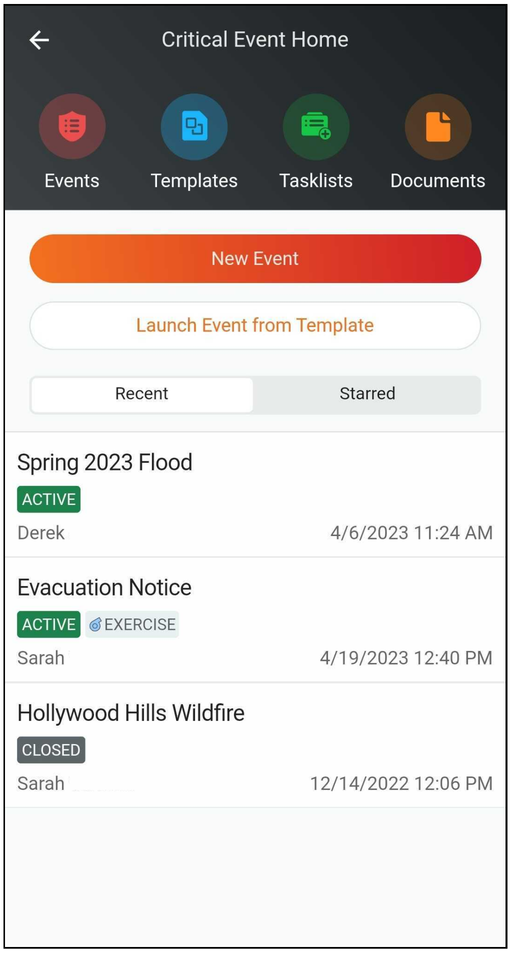
Critical Events

The **Critical Events Home** page can be reached by tapping the **Critical Events tile** on the home page.



From there, it's divided into four tabs:

1. Events
2. Templates
3. Task Lists
4. Documents



You can launch a new Critical Event directly from the Home Page, as well as view recent and starred events.

NOTE: This section is only available for **Crisis Management** customers. For an in-depth overview of Critical Events, see the Crisis Management User Guide.

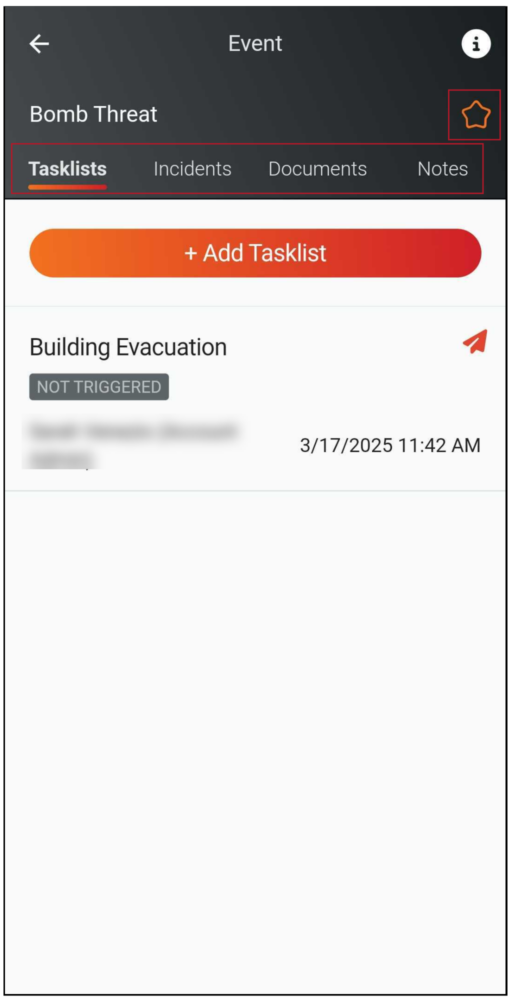
Events

The **Events** tab is broken into three subtabs:

- **Active** - Displays any Active Critical Events.
- **All** - Displays all Critical Events regardless of status.
- **Closed** - Displays any Closed Critical events.

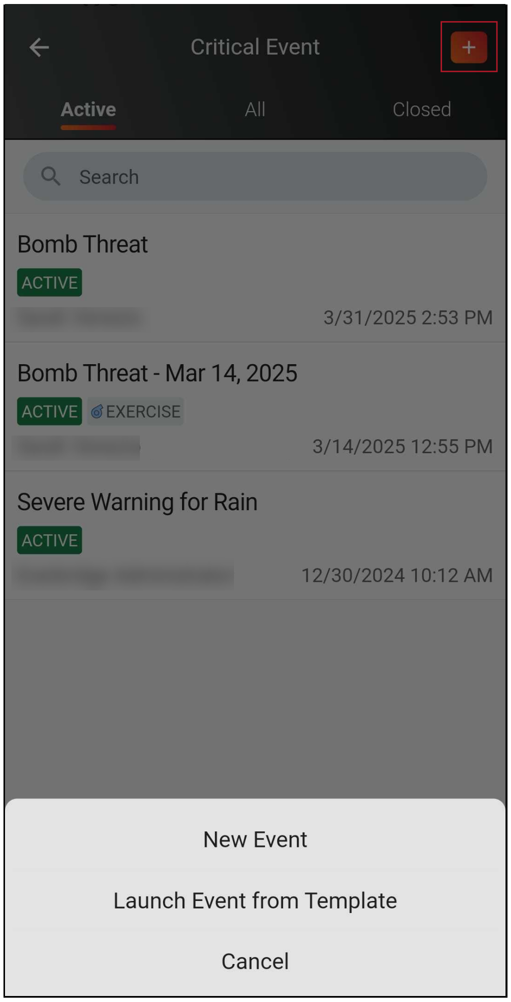
Viewing Critical Events

Tapping on an Event on the Events tab will show a breakdown of its Tasklists, Incidents, Documents, and Notes as separate subtabs.

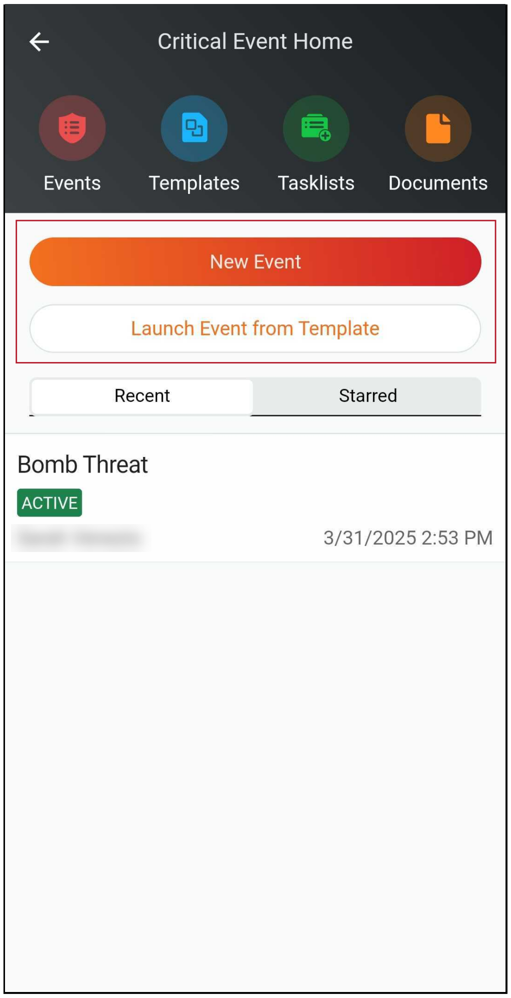


Creating a New Critical Event

A new Critical Event can be created by tapping the **+** icon at the top of each of these subtabs, then selecting either **New Event** or **Launch Event from Template**.


Critical Event
Active
All
Closed
Search
Bomb Threat
ACTIVE
3/31/2025 2:53 PM
Bomb Threat - Mar 14, 2025
ACTIVE
EXERCISE
3/14/2025 12:55 PM
Severe Warning for Rain
ACTIVE
12/30/2024 10:12 AM
New Event
Launch Event from Template
Cancel

It can also be performed by tapping **New Event** or **Launch Event from Template** on the **Critical Event Home Screen**.

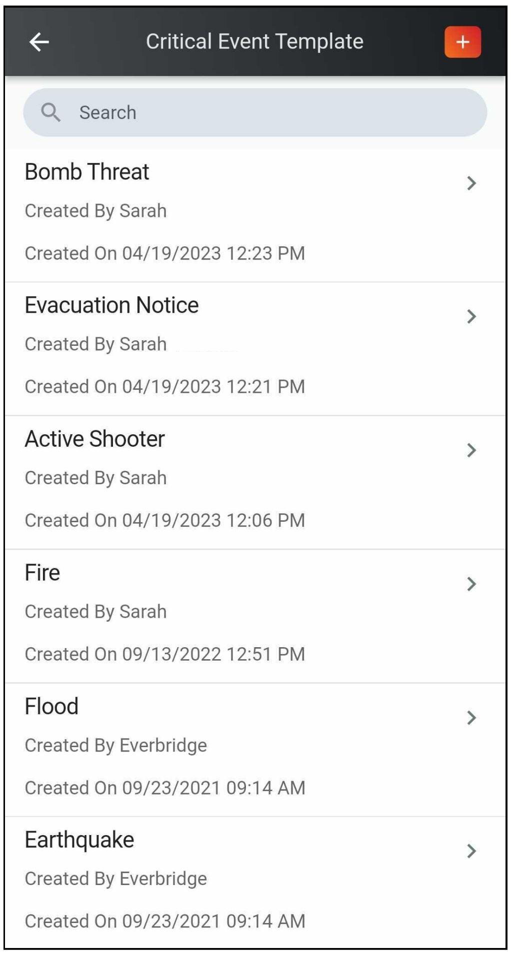


Templates

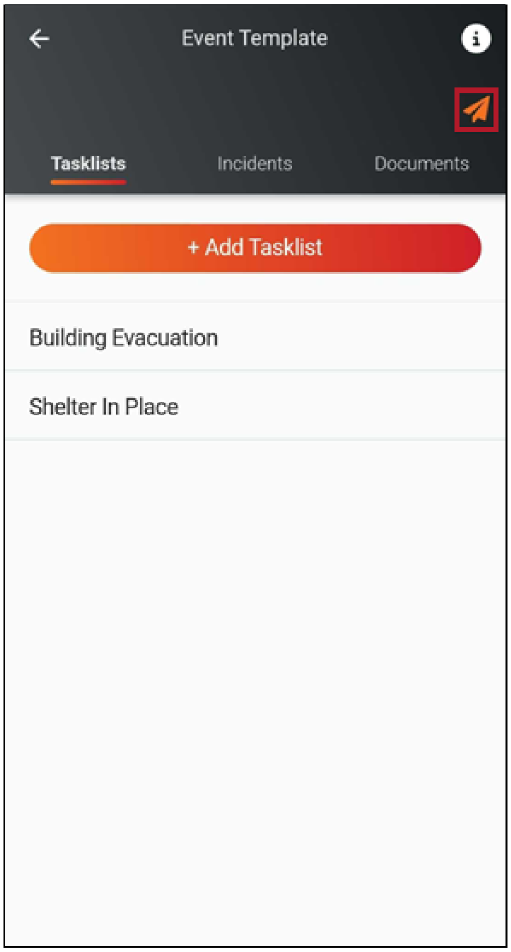
Any available Critical Events template can be found under the **Templates** tab.

> **NOTE:** For more on Critical Event Templates, see the [Crisis Management User Guide]().

The Search Bar helps users quickly locate the template they need, while the **+** button in the top-right corner allows them to create a new template on the fly.



Tap on any template to view or add to its details, including its Tasklists, Incidents, and Documents. Tap the **Create Event** button in the top-right corner to create a new Critical Event using the selected template.


Event Template
Tasklists
Incidents
Documents
+ Add Tasklist
Building Evacuation
Shelter In Place

Tasklists

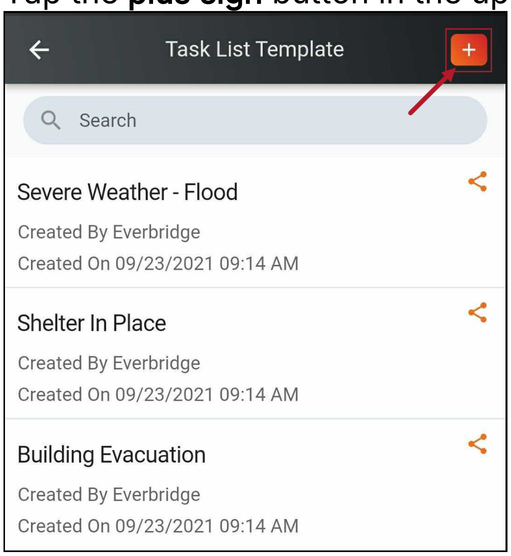
Task Lists can be created, edited, shared, and deleted in ManageBridge under the **Task Lists** tab.

NOTE: For a detailed explanation of Tasks and Task Lists, refer to the Crisis Management User Guide.

Creating a Task List

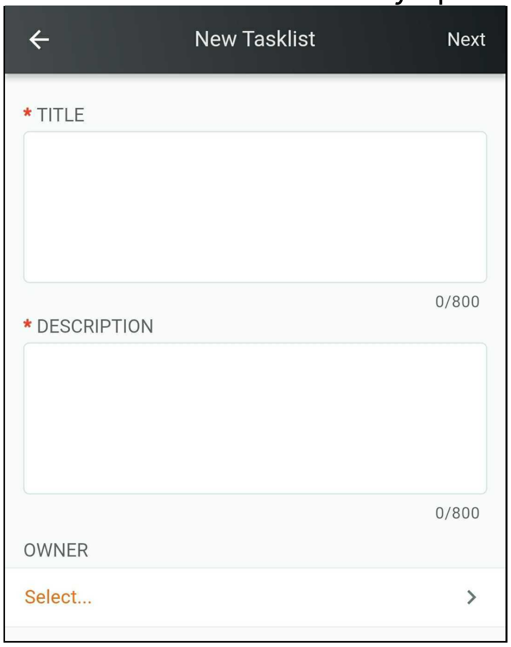
To create a Task List within ManageBridge:

1. Tap **Task Lists** at the top of the **Critical Event Home** page to be routed to the **Task List Template** page.
2. Tap the **plus sign** button in the upper right corner.



The **New Task List** page appears.

3. Add a title, description, and if desired, an owner of the Task List. Multiple owners can be selected by specifying an individual, group, or rule.



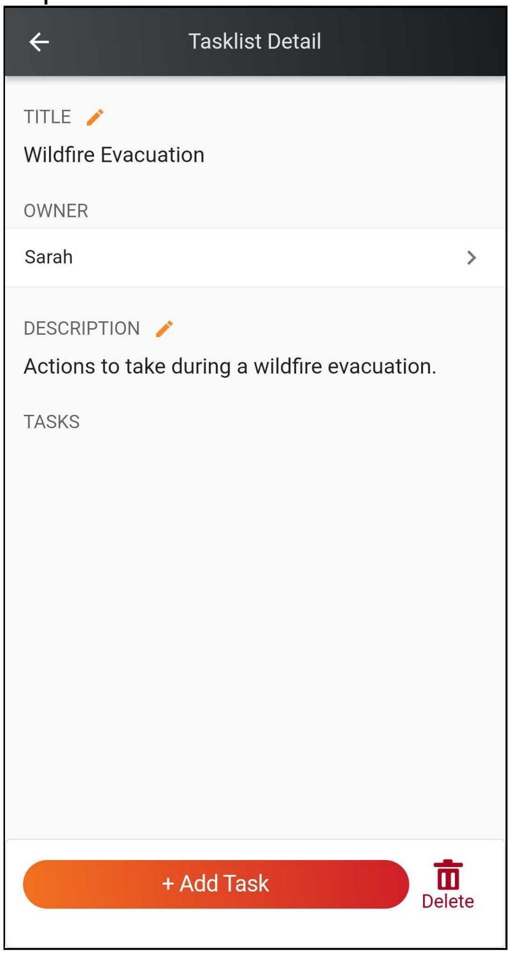
4. Tap **Next** to finish creating the Task List.
5. The **Task List Detail** page for the new Task List appears. The addition will also appear on the **Task List Template** page.

Adding a Task to a Task List Template

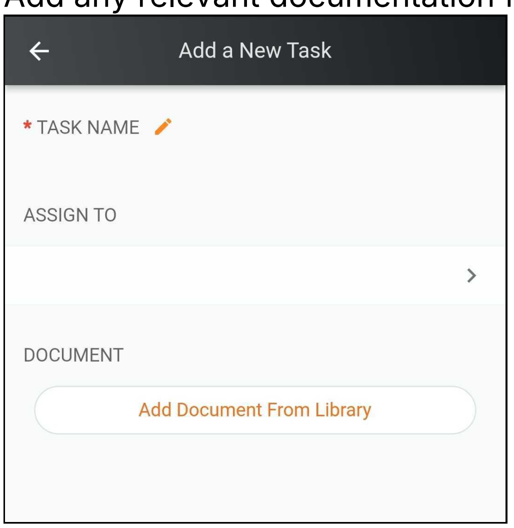
Now that there's a new Task List, it's time to add the first task. To do so:

1. Select the desired Task List from the **Task List Template** page.

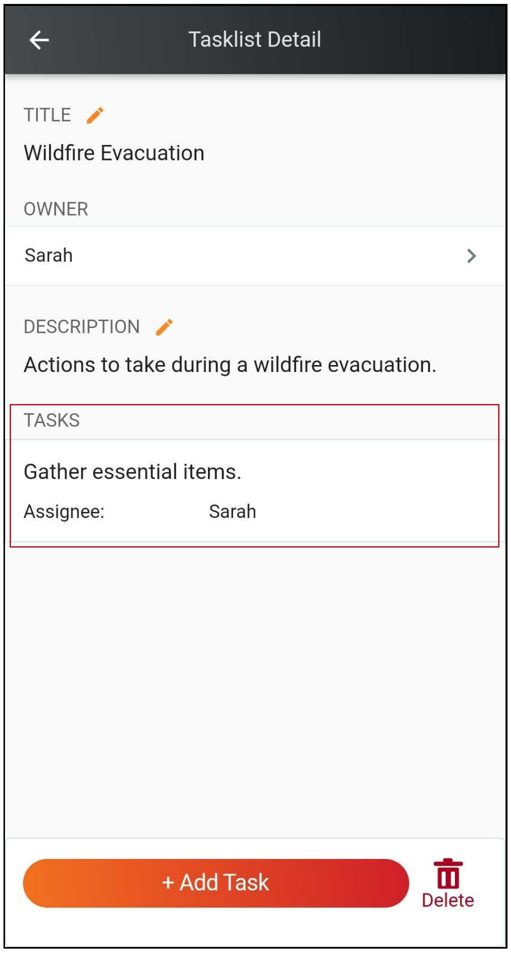
2. Tap **Add Task** at the bottom of the screen.



3. Fill in the task details.
    - Add a name, which is the only required data point to proceed.
    - If desired, specify an assignee by selecting individuals, groups, or rules.
    - Add any relevant documentation from the **Document Library**.



4. Tap the **Back** button at the top to return to the Task List. The new task can now be seen in the **Tasks** section.



5. Repeat this process for as many tasks as needed.

Edit Task List

To edit a Task List:

1. Tap on it from the **Task List Template** page.
2. From the **Task List Detail** page, tap on the **Pencil** icons near the title or description to edit them, or on the **Owner** field to change Task List ownership.
3. Tap the **Back** button to save the changes and return to the **Task List Template** page.

Edit Task

To edit an individual task:

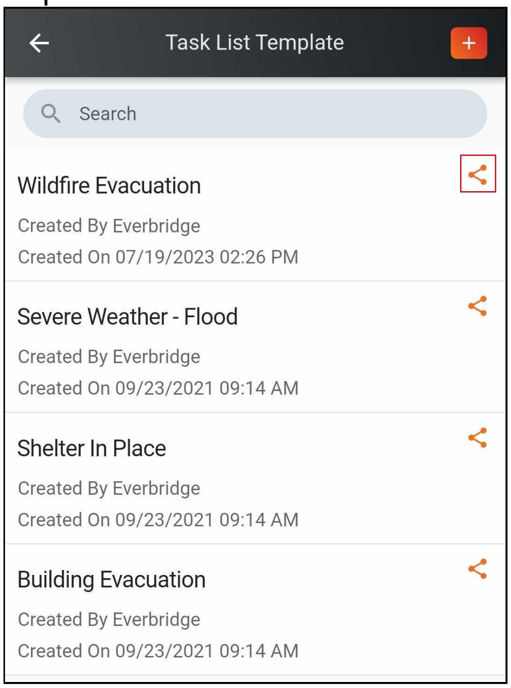
1. Select its parent Task List from the **Task List Template** page.
2. Tap on the task that needs to be edited.

3. Tap the **Pencil** icon next to the **Task Name** to edit it, or on the **Assign To** field to change the assignees. Documents can be added and removed from the task here, as well.
4. Tap the **Back** button to save your changes and return to the parent Task List.

Share Task List

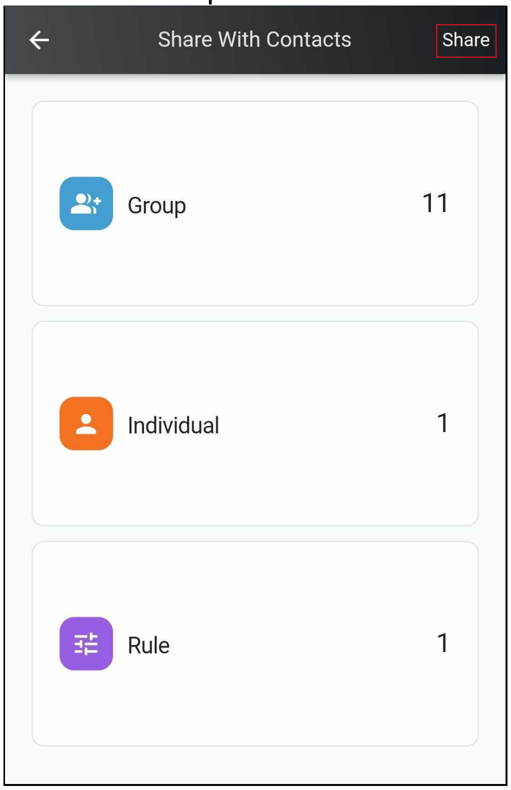
To share a Task List:

1. Tap the **Share** icon for the Task List that should be shared.

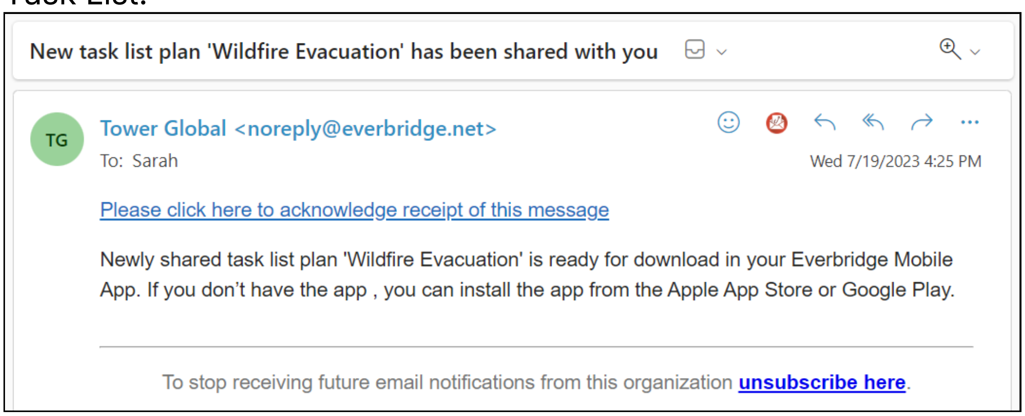


2. Choose the recipients from individuals, groups, or rules.

3. Once the recipients have been selected, tap **Share**.



4. The recipients will receive an emailed notification about the newly-shared Task List.



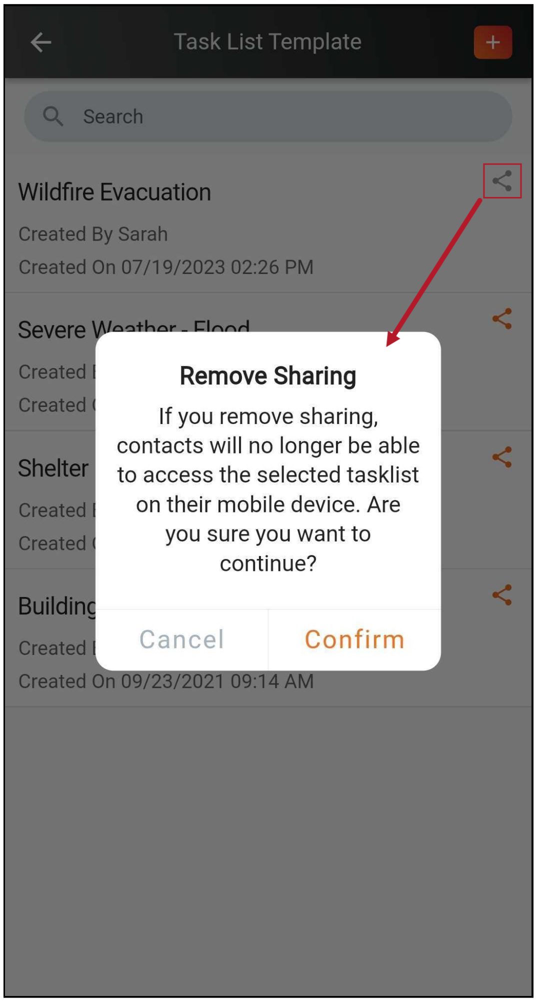
5. When returning to the **Task List Template** page, you'll see that the **Share** icon next to the previously-shared Task List has turned from orange to grey, indicating that sharing has been enabled.

Remove Sharing from Task List

If needed, sharing can be removed from a shared Task List, rendering it inaccessible to the previous recipients via the Everbridge Mobile App.

To do this:

1. Tap on the grey **Share** icon next to the desired Task List. A warning message will appear that informs the user that the recipients will no longer be able to access this Task List from the Everbridge Mobile App if sharing is removed.



2. Tap **Confirm** to proceed with removing sharing from the specified Task List.
3. The **Share** icon on the **Task List Template** page for the unshared Task List has returned from grey to orange, indicating that it's no longer being shared.

Delete Task List

To delete a Task List:

1. Select the desired Task List from the **Task List Template** page.
2. Tap the **Delete** button at the bottom.

Delete Task

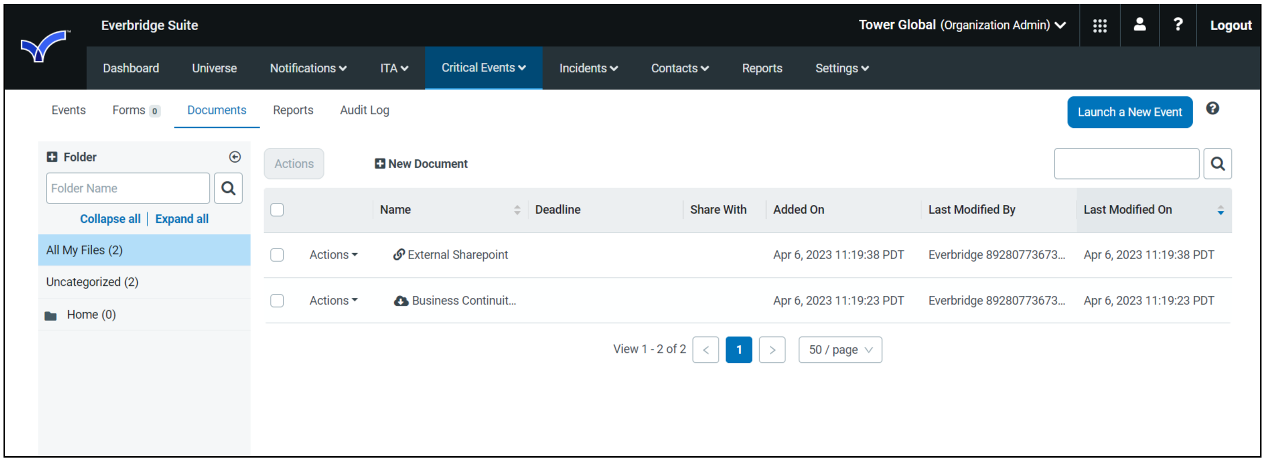
To delete a task from a Task List:

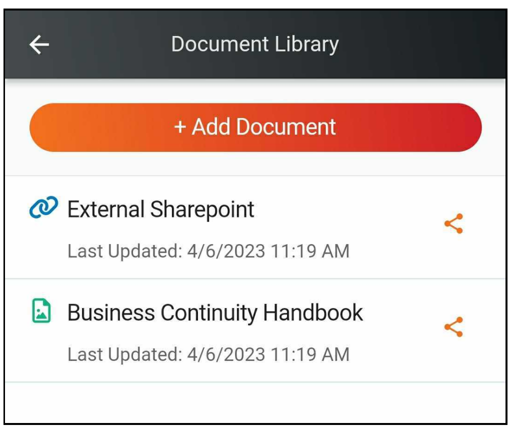
1. Select the parent Task List from the Task List Template page.
2. Tap on the task that needs to be deleted.

3. Tap **Delete Task**.
4. A confirmation message will appear. Tap **OK** to proceed with deleting the task.

Documents

Files that have been uploaded to the Manager Portal from **Critical Events** > **Documents Library** can also be found within ManageBridge under the **Critical Events** > **Documents** tab.





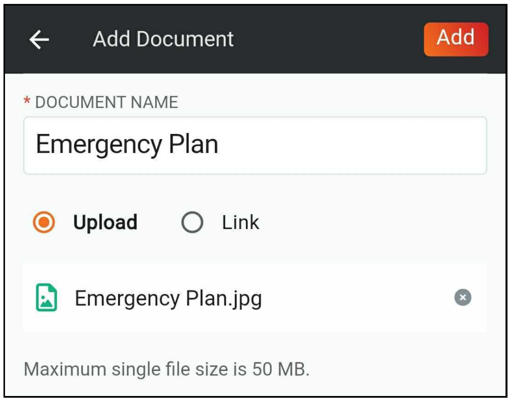
NOTE: For more on Documents, see the Crisis Management User Guide.

Adding a Document

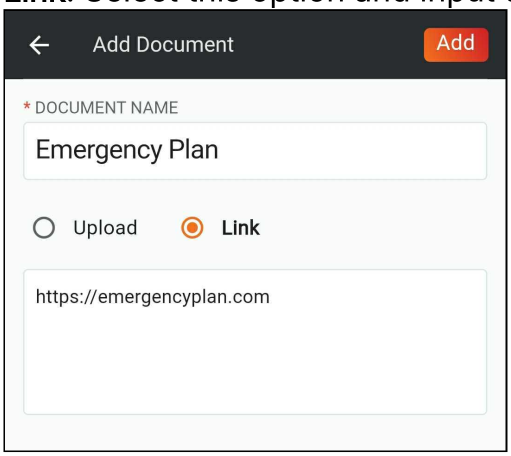
Documents can also be added within ManageBridge. To do so:

1. Tap the **Add Document** button. The **Add Document** page appears.
2. Give the document a name.
3. There are two ways to find a document: Via **Upload** or **Link**.
    - **Upload**: Select this option and tap **Browser...** to open the file manager on your device. Note that you may need to grant additional device

permissions to ManageBridge. Find the desired file to prepend it to the form.



- **Link**: Select this option and input the desired URL.

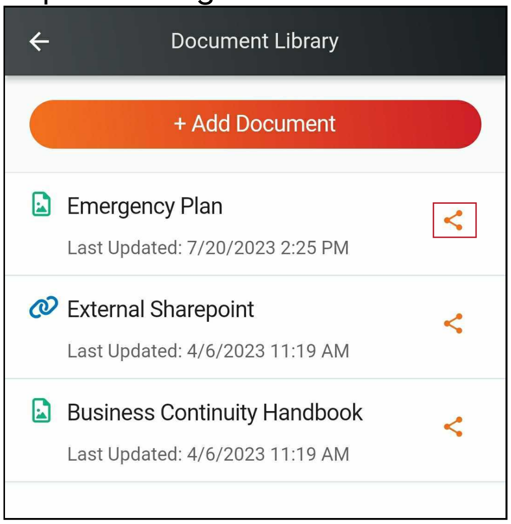


4. Once the file is included in the form, tap **Add** to create the document.

Sharing a Document

To share a document:

1. Tap the orange **Share** button for the document that should be shared.



2. Select the recipients by specifying individuals, groups, or rules.
3. Tap **Share**. When returning to the **Document Library**, the newly-shared document will now have a grey **Share** button to indicate that it's been shared.

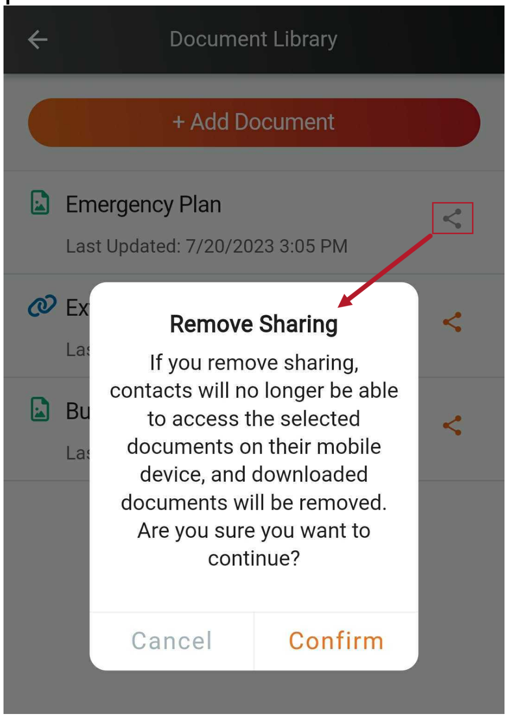
Removing Sharing from a Document

Sharing can be disabled once you no longer want the recipients to have access to a document.

To remove sharing:

1. Tap the grey **Share** button for the document that should no longer be shared.
2. A popup message will appear with a warning that removing sharing will disable access to that document for the previous recipients. Tap **Confirm** to

proceed.



3. The **Share** icon next to the specified document has returned from grey to orange.

Reports

The **Reports** tab serves as a quick report for Notifications, Safety Events, and Incidents by combining the data points available for selection in the **Reports** section in the desktop version of the **Manager Portal**.

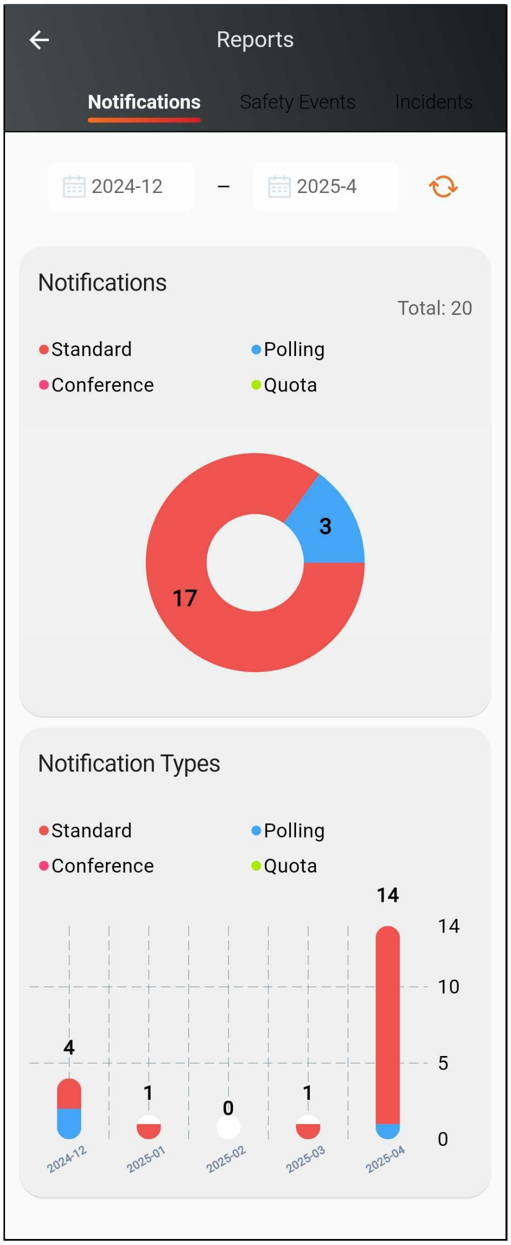
Notifications from the past seven days are displayed by default, but each section of the Reports tab comes with a **date range picker** at the top to specify the desired report time period. Once the time period has been entered, tap the **Refresh** button to pull the updated results.

NOTE: For more details on Reports, see the Everbridge Suite User Guide

Notifications

Provides details on the following Notification Types:

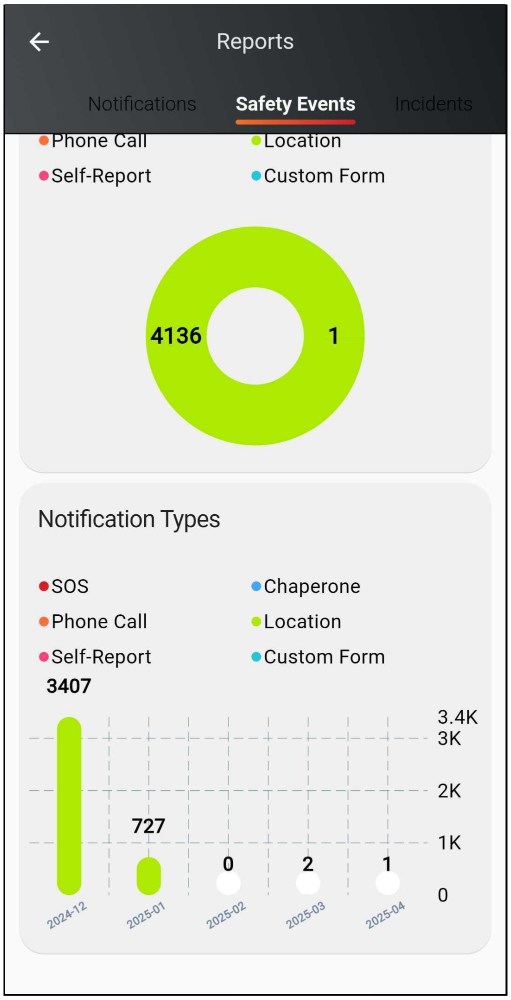
- Standard
- Conference
- Polling
- Quota



Safety Events

Provides the numbers of the following events:

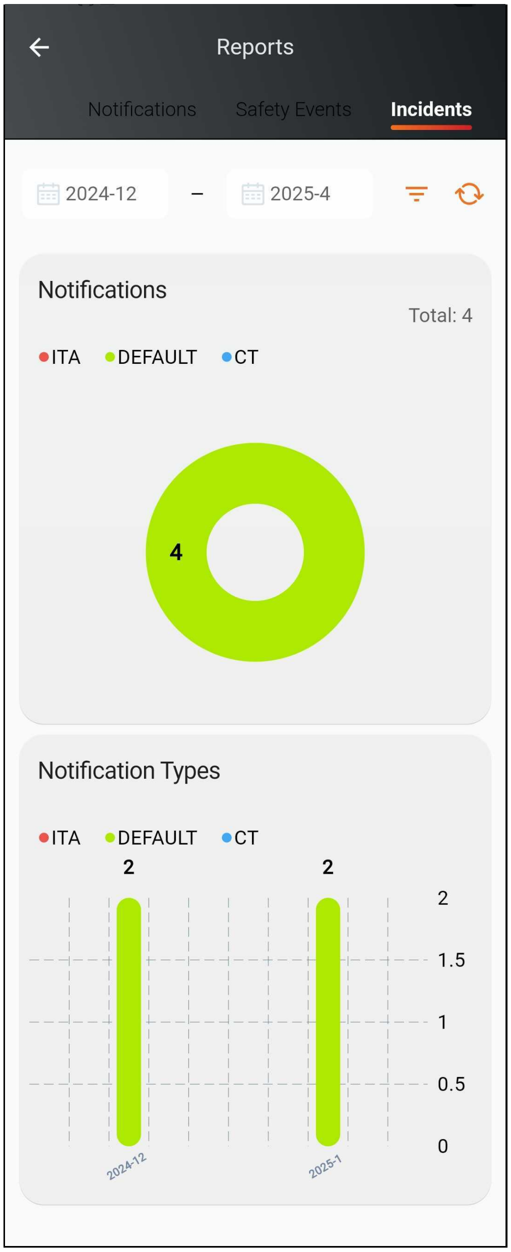
- SOS
- Phone Call
- Self-Report
- Chaperone
- Location
- Custom Form



Incidents

Includes data on the following Incident types:

- ITA
- Default
- CT


Reports
Notifications
Safety Events
Incidents
2024-12
–
2025-4
Notifications
Total: 4
ITA
DEFAULT
CT
4
Notification Types
ITA
DEFAULT
CT
2
2
2
1.5
1
0.5
0
2024-12
2025-1