

Roadpost Support Center

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Deleting Global Event Notifications from the Options tab [GPv3]

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Global Event Notifications allow Administrators and Monitors to configure notifications which are sent to **Contacts** or **Distribution Lists** when specific events have been triggered from the device or GeoPro web app. These notifications include, **when an emergency is declared or cancelled, when a check-in schedule has been enabled or disabled, when a device has checked-in or missed a check-in, when a device has crossed a geofence**, and many more. The Global Address Book is used to create Contacts and Distribution Lists so that they are available when creating or managing your Global Event Notifications.

At the time of registration, we took the liberty to pre-configure some of the most common types of Global Event Notifications using your Escalation Contacts. Depending on the device types that were activated at the time of registration, these notifications include, **Emergency, Missed Check-In** and **Man-Down** event notifications.

This article explains how to delete Global Event Notifications.

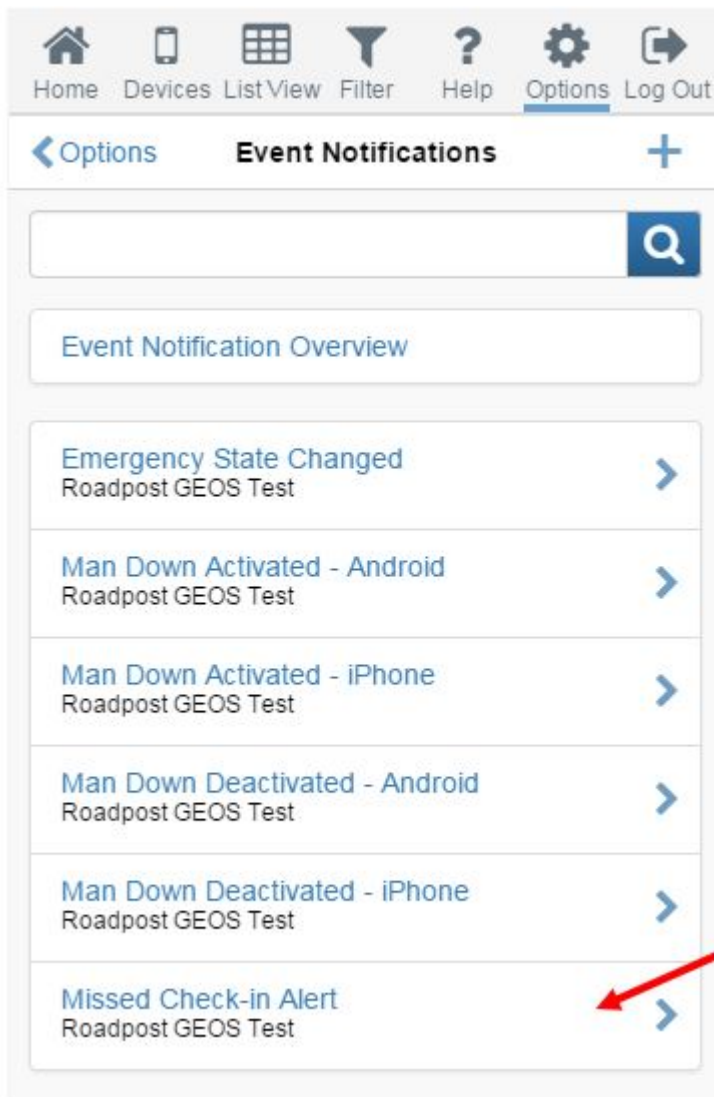
1. To delete an existing global event notification, navigate to the **Options** tab and select **Global Event Notifications**.

Options

- My Profile >
- Users >
- Groups >
- Global Address Book >
- Global Event Notifications >
- Global Canned Messages >
- Check-In Schedules >
- Synchronization Tools >
- Tracks >
- Geofences >
- Points of Interest >
- Account Management >
- Log a Support Request

2. The Global Event Notifications page will be displayed. You now have the ability to **add, edit, delete** Global Event Notifications.

To delete a Global Event Notification, select notification you wish to delete.



3. The event notification details will be displayed. Select **Delete** to delete the notification.

Note: Careful when deleting Global Event Notifications which are related to emergencies as this will impact notifications in the event of an emergency is triggered. An Emergency notification should always exist in your list!

[← Event Notifications](#) **Edit Event Notification**

Events	Applies to	Actions	Name	Summary
EVENTS When the device becomes overdue	APPLIES TO This event notification applies to all devices from tenant LP Demo PRD [Test Acct]	ALERT An alert will be raised on the dashboard.	RECIPIENTS Send a message to EscalationContacts	NAME The notification is named Missed Check-in Alert

[← Previous](#) [OK](#) [Delete](#)

4. You will then be prompted to confirm the deletion of the selected notification. Select **Yes, Delete** to continue.

[Home](#) [Devices](#) [List View](#) [Filter](#) [Help](#) [Options](#) [Log Out](#)

[← Edit Event](#) **Delete Event Notification**

Do you want to delete notification **Missed Check-in Alert**?

[Yes, Delete](#) [Cancel](#)