

# Roadpost Support Center

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## Editing Global Event Notifications from the Options tab [GPv3]

Lu Parente - 2017-12-05 - in How-To

**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 edit Global Event Notifications.

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

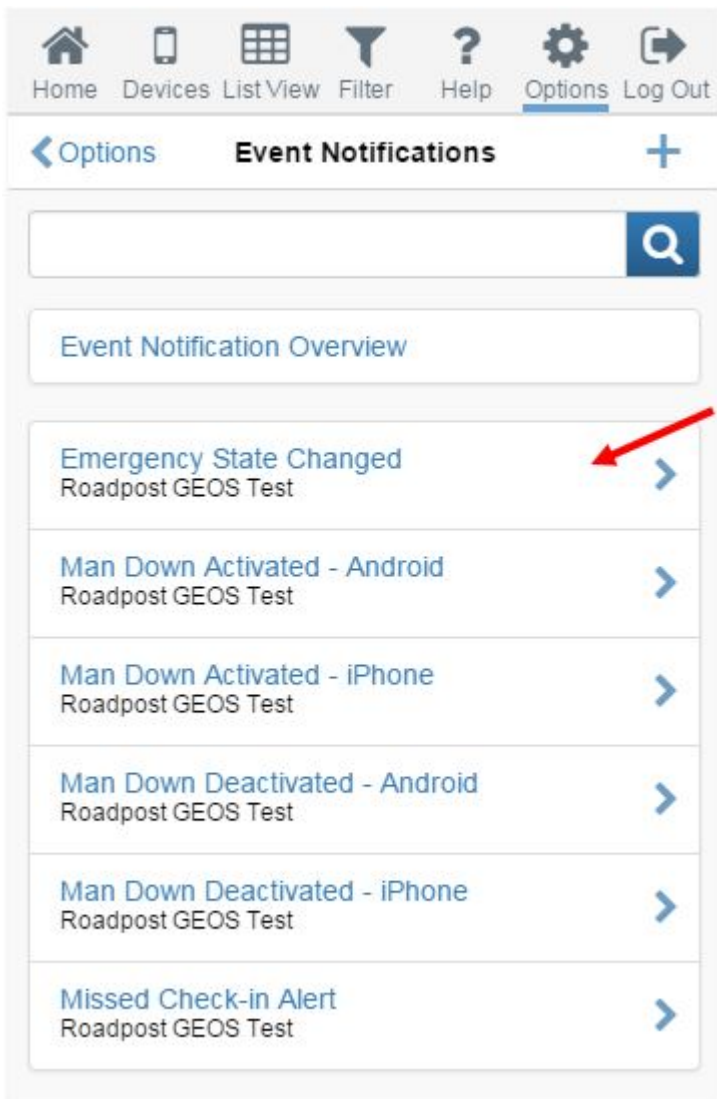
### Options

- 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 edit a Global Event Notification, select notification you wish to modify.



3. The event notification wizard will appear and your notification details will be displayed.

← Event Notifications **Edit Event Notification**

Events	Applies to	Actions	Name	Summary
<b>EVENTS</b> When the device sends an emergency message				
<b>APPLIES TO</b> This event notification applies to all devices from tenant LP Demo PRD [Test Acct]				
<b>ALERT</b> An alert will not be raised on the dashboard.				
<b>RECIPIENTS</b> Send a message to EscalationContacts				
<b>NAME</b> The notification is named SOS Alert Initiated				

← Previous **OK** **Delete**

4. Select the **Events** tab to begin modifying the notification. Press **Next** to review the details on each of the tabs and revise accordingly.

← Event Notifications **Edit Event Notification**

Events	Applies to	Actions	Name	Summary
Match the following event <input type="text" value="When the device sends an emergency message"/>				
<b>+ Add Event</b>				

Cancel **Next >**

5. Once all changes have been completed and you're on the **Summary** tab, press **OK** to save your changes.

Events	Applies to	Actions	Name	Summary
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**EVENTS**

When the device sends an emergency message

**APPLIES TO**

This event notification applies to all devices from tenant LP Demo PRD [Test Acct]

**ALERT**

An alert will not be raised on the dashboard.

**RECIPIENTS**

Send a message to EscalationContacts

**NAME**

The notification is named SOS Alert Initiated

[← Previous](#)

[OK](#)

[Delete](#)