Create an Ad-Hoc Template

If you have notifications that you send frequently, want to share with others, or that you want to access quickly, you can create and use them as templates.

To create an Ad-Hoc template

1. In the *Ad-Hoc Alerts* plugin, click **Templates**. The templates page opens.
2. Click **New Template +**. The *New Template* page opens.
3. Enter this information, and then click **Save Template**.

Field	Description	Valid Values or Example
Template name	The name or title of the template.	200 alphanumeric characters
Sender	The originator of the notification.	• Myself • Select Organization
Subject	The subject of the notification.	200 alphanumeric characters
Message type	The reason or purpose of the notification. The message type appears in front of the subject to quickly indicate the purpose of the notification.	• Alert • Advisory • Exercise • Test
Recipients	The intended recipients of the notification. **Tip:** The number of recipients displays below the **Recipients** field. Click the link to view details.	Select from available individuals, positions, groups, organization groups, and notification groups
External Recipient Options	Allows you to download a template and/or upload a list of external recipients via a comma-separated values (CSV) file.	• Download CSV Template • Upload CSV
Delivery Methods	The channels you want to use to send the notification. The standard notification channels include internal messages and emails. Other channels such as voice messages, text messages, and so on, can be set up as an upgrade.	Actual setup depends on your configuration but can include: • Email • Voice messages • Text messages • Others
Send this message internally	Sends the notification to the user's WebEOC Inbox.	• Selected =Yes • Not selected = No

- Numbered list

Email	The contents of the email notification. **Note**: Use the ${responseUrl} placeholder to insert a link that recipients can click to enter their response. If you do not insert the placeholder, the link is automatically added to the end of the notification.	2500 alphanumeric characters
Text /Voice	The contents of the text or voice notification.	2500 alphanumeric characters
Responses	Whether you want recipients to respond to the notification.	Select the checkbox to allow responses.
Response options	If you allow responses, add one or more options that the recipient can select for the response. Click **Add Response** to add fields that you can populate.	100 alphanumeric characters
Available for response	The number of hours the recipient has to respond to the notification.	1 – 24
Voice follow-up options	If you are sending a voice notification, select the number of times to call and the time between the calls.	Number of times to call: • Do not repeat • 1 • 2 • 3 Time between calls: • 1 minute • 2 minutes • 3 minutes • 5 minutes • 10 minutes
Send date & time	Whether you want to send the notification immediately, or specify a later date and time.	• Selected = Send immediately • Not selected = Schedule for a later date and time
Delivery order	Whether you want to send the notification to all delivery channels at the same time, or separately (for example, first send the email, next send the text message, and then send the voice message).	• Blast = Send to all delivery methods at the same time • Escalation = Send to one delivery method at a time