

Create a Notification Group

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You can create three types of groups:

- Standard: See [About Notification Groups](#).
- Filter based: See [About Notification Groups](#).
- Organizations: See [About WebEOC Organizations](#).

This procedure details standard and filter-based groups. For organizations, see [Define an Organization](#).

Tip: In the *Contacts* plugin, group types are identified in the **Notification Groups** tab, in the **Type** column.

Helpful Links

[Juvare.com](#)

[Juvare Support Center](#)

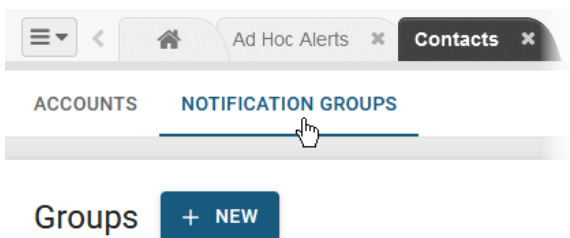
[Juvare Training Center](#)

[Community Resources](#)

Name ↑	Type	Shared With
Fire Rescue Managers	Filter based	Everyone
Fire Rescue Training Attendees	Users	Myself
Fire Rescue Unit #54	Users	Everyone

To create a group

1. In the *Contacts* plugin, select **Notification Groups**.



2. Click **+ New**.
3. In the *New Group* window, enter a **Name** and **Description** for the group.

New Group

Name *

Fire Rescue Team

Description

Member of the Fire Rescue Team, shift B.

☐ Filter based

CANCEL SUBMIT

4. If you want to create a filter-based group, select the **Filter based** checkbox; otherwise, skip this step.
5. Click **Submit**. The new group is created and appears in the **Notification Groups** tab. The next step is to add accounts to the group. See [Add Members to a Standard Group](#) and [Manage Members of a Filter-Based Group](#).