

Manage Ad-Hoc Notification Drafts

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When you do not have time to complete a notification, you can save it as a draft. Draft notifications are stored in the **Drafts** tab. They can be searched, edited, or deleted.

To edit a draft notification

1. In the **Ad Hoc Alerts** plugin, click **Drafts**. The draft page opens.
2. Locate the draft you want to edit.
 - Use the **Filter** to narrow the results.
3. On the draft line, click the ellipsis, and then select **Edit**. The draft opens.
4. Add, update, or delete information as appropriate.
5. Click one of the three options:
 - **Template Options: Save as Template** to save the notification for reuse. The template is stored in the *Templates* folder.
 - **Save as Draft** to save the notification to your *Drafts* folder. In your *Drafts* folder, click the ellipsis to edit or delete the draft.
 - **Review and Send** to test the notification by sending it to a recipient, and/or review the notification and send it. In your *Sent* folder, click the notification to view notification delivery statuses and recipient responses.

To delete a draft notification

1. In the **Ad Hoc Alerts** plugin, click **Drafts**. The draft page opens.
2. Locate the draft you want to delete.
 - Use the **Filter** to narrow the results.
3. Click the ellipsis, and then select **Delete**.
4. Click **Delete** to confirm the action.

Helpful Links

[Juvare.com](#)

[Juvare Support Center](#)

[Juvare Training Center](#)

[Community Resources](#)