

Manage Ad-Hoc Notification Templates

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Notifications that you send frequently, share with others, or that you want to access quickly can be stored as templates. Templates contain predefined information that include the sender, subject, recipients, delivery methods, and messages. These values are inherited by notifications that you compose from the template.

To manage templates

1. In the **Ad Hoc Alerts** plugin, click **Templates**. The *Templates* page opens.
2. Locate the template and, on that row, click the ellipsis icon.
3. Perform any of the following actions:

If you want to...	Then...
Share a template with others	<ol style="list-style-type: none">a. Click Share. The <i>Template access</i> page opens.b. Select the checkboxes for recipients with whom you want to share the template or the Select all checkbox to share with all the recipients in the list.c. For each recipient, on the right, click can view or can edit.d. Click Continue. The template is shared.
Edit a template	<ol style="list-style-type: none">a. Click Edit. The template opens.b. Add, update, or delete information as appropriate.c. Click Save as Template.
Delete a template	<ol style="list-style-type: none">a. Click Delete. A confirmation window opens.b. Click Delete.

Helpful Links

- [Juvare.com](#)
- [Juvare Support Center](#)
- [Juvare Training Center](#)
- [Community Resources](#)