

Set Up Event Restrictions

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If you want to identify people who can manage an event type, you can do so on the event template. The users you specify in the template's *Event Security* page are allowed to activate and update this type of event.

Springfield, USA (DEMO) Event Event Setup

Heat Advisory

Event Templates

+ CREATE NEW EVENT TEMPLATE

Search...

Active ▼	Event Template	Restricted ↓	Event Type
✓	Amber Alert		Safety
✓	Public Health Alert		Other
✓	Disaster Information		
✓	MCI		
✓	MCI with HazMat		
✓	HAvBED Query		
✓	Hospital Asset Query		
✓	Winter Storm Advisory		

This feature is available if security is enabled from within the template (that is, if the **Restricted** checkbox is selected when [creating](#) or [editing](#) a template). If enabled, the **Restricted** icon appears locked in the template's Restricted column on *Event Templates*.

Springfield, USA (DEMO)
Event
Event Setup

Heat Advisory

Edit Event Template: Amber Alert

X CANCEL
✓ SAVE

Default End Event Message

Standard Event Type *

Alert Audio *
Buzz
PLAY

Associated Icon *
Amber Alert / Missing Child

Event Color *
Amber

☒ Active
☐ **Restricted**
☒ Multi-Region
☐ Mandatory Address

Resource Types
SELECT RESOURCE TYPES

To set up event restrictions

1. In the main menu, click **Event** and then click **Event Setup**. The *Event Templates* page opens.
2. Take one of these actions.

If you want to...	Then...
Create a new event restriction	<ol style="list-style-type: none"> a. Click Edit. The <i>Edit Event Template: (event template name)</i> page opens. b. Select the Restricted checkbox. c. Select the Standard Event Type. d. Click Save. The <i>Event Templates</i> page reopens. e. Locate the template and, on that row, click (event template name). The <i>View Event Template: (event template name)</i> page opens.

Manage/update event restrictions	a. Locate the template and, on that row, click (event template name) . The <i>View Event Template: (event template name)</i> page opens.
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3. Click **Restrictions**. The *Event Security for (event template name)* page opens.
4. Select the checkboxes for people you want to have event management rights (users who may activate/update event).
5. Click **Save**.