

Refresh your Notification Skills:

Nixle Basics

Sara Babcock | 09/06/2018

Training Topics

- Login & Users
- Contacts
 - Subscribe
 - Organize Groups
 - Upload
- Notifications

Login

https://agency.nixle.com

 everbridge
NIXLE


User ID Secure Login 

Password

[Forget your password?](#)

By logging in, I certify that I am authorized to log into the Agency section of the Nixle.com website. I will not use the services to send prohibited communications.

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 everbridge
ENGAGEBRIDGE

Email

Password

[Forgot Password?](#)

Managing Users

The screenshot displays the Everbridge NIXLE user management interface. At the top, there is a navigation bar with the Everbridge NIXLE logo on the left and buttons for 'Home', 'My Account', and 'Support'. Below this is a sub-navigation bar with 'Everbridge Technical Support' and a menu of options: 'Plan Information', 'Products', 'Account Information', 'Personal Information', and 'Users' (which is highlighted). The main content area is titled 'Users Directory' and features a blue button labeled '+ Invite New User'. Below the title is a table with columns for 'User Details', 'Group Permissions', and 'Settings'. The table contains one row for a user named 'Nixle Admin Test'.

User Details			Group Permissions		Settings	
User	Username	Administrator	Private Groups	Public Groups	Is Active	Actions
Nixle Admin Test	NixleAdminTest15784	✓	✓	✓	✓	

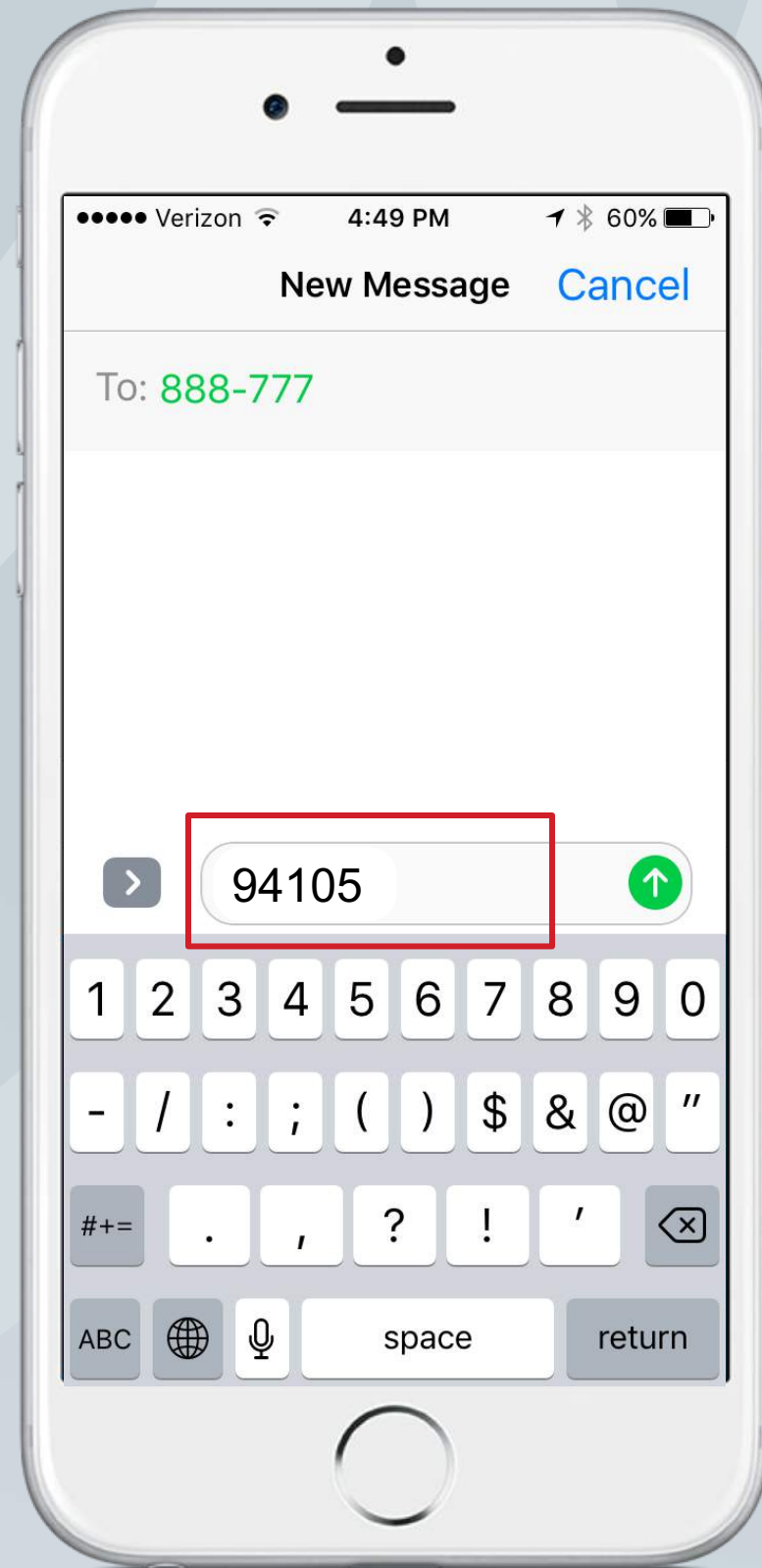
- Invite New Users
- Deactivate Users
- Edit Permissions

Contacts

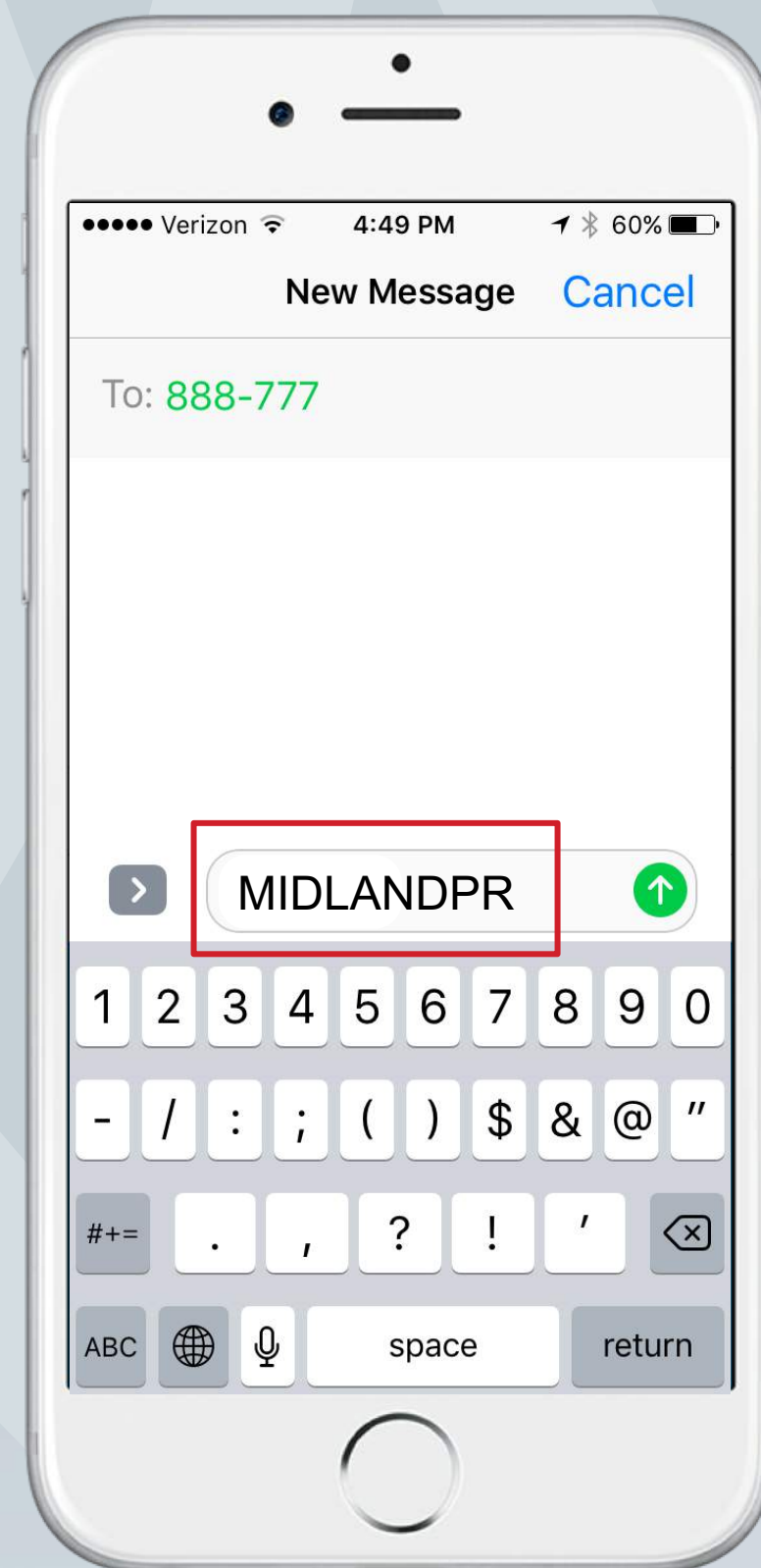
- Subscribe
 - Zip Code
 - Keyword
 - Widget
 - Nixle.com
- Organize Groups
- Upload Lists

SMS Opt-In

Zip Code



Keyword

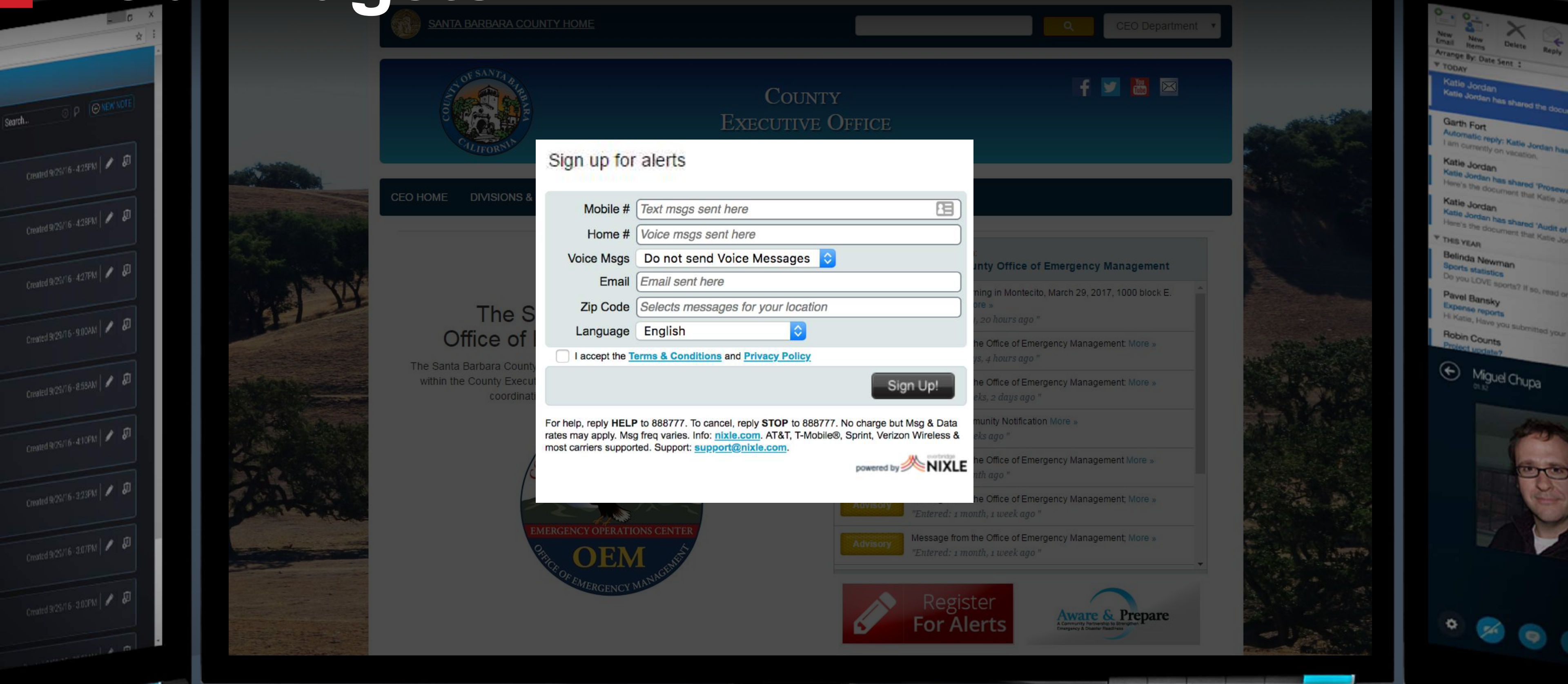


888-777 is the standard Nixle phone number.

333-111 is used by business customers for keywords only.

Text **PASSWORD** to login at nixle.com & manage settings

Web Widgets



Sign up for alerts

Mobile #

Home #

Voice Msgs

Email

Zip Code

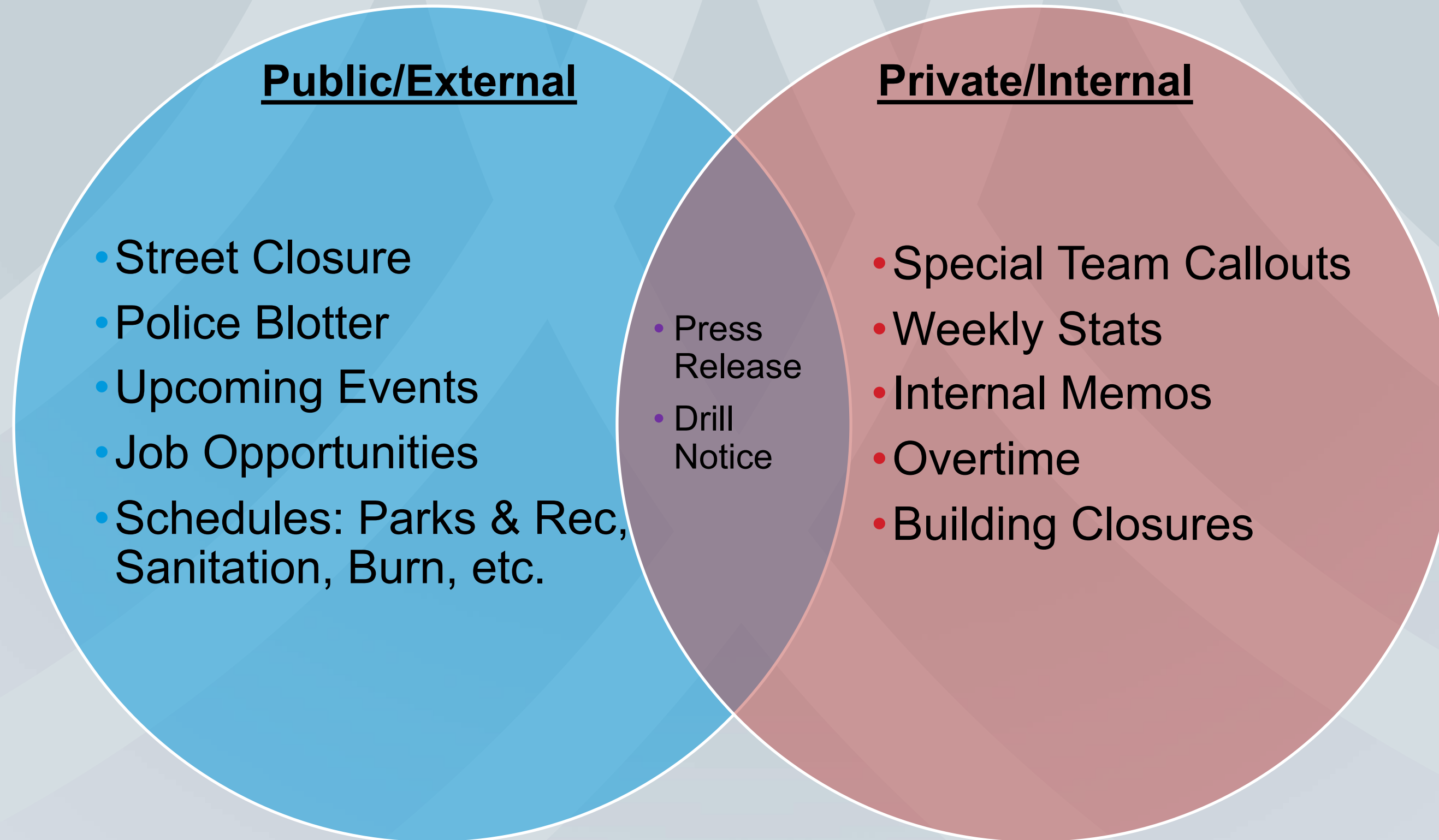
Language

I accept the [Terms & Conditions](#) and [Privacy Policy](#)

For help, reply **HELP** to 888777. To cancel, reply **STOP** to 888777. No charge but Msg & Data rates may apply. Msg freq varies. Info: nixle.com. AT&T, T-Mobile®, Sprint, Verizon Wireless & most carriers supported. Support: support@nixle.com.

powered by NIXLE

Audience & Use Cases



One Page Publication

1

CONTENT

2

AUDIENCE

3

FILTERS/SETTINGS

The screenshot shows the NIXLE web interface for the Sonoma County Sheriff's Office. The page is titled "Create New Message" and includes a navigation bar with "Home", "My Account", "Support", and "View Plan Upgrades". The main navigation menu includes "Overview", "Message Center", "Groups", "Collect Contacts", "Tipping", "Nixle 360", and "Reporting". The "Message Center" sub-menu is active, showing "New Message", "Sent Messages", "Scheduled Messages", "Email Template", "Message Widgets", and "Rebroadcasts".

The "Create New Message" form includes the following sections:

- Message Type:** Radio buttons for "Alert" (selected), "Advisory", and "Community". A "Need help choosing?" link is also present.
- Message Template (Optional):** A dropdown menu with the text "Select a Message Type first to see list of Templates".
- Reach Recipients by:** A checked checkbox for "SMS (Text Message)" with a language dropdown set to "English". A text area for the message content is shown with a character count of "(138 characters max, 138 left)". Below this are options for "Translate to:", "Request reply", "Email & Web Message (Attach images)", and "Voice Dialing".
- Message recipients:** A section for "Public Groups" with checkboxes for "Nixle Wire (Main Public Group)", "Nixle Dial (Public Group)", and "Everbridge Provided Wireless Data (Public Group)". A "Private Groups" section below it states "You have no private groups."
- Geographic Filtering:** Three unchecked checkboxes: "Custom Area", "Point and Radius", and "City/Town name or Zip Code".
- When would you like to send?:** Radio buttons for "Send Message Now" (selected) and "Schedule for Future Delivery".
- Web Message Expiration (Optional):** A checked checkbox for "Set Message Expiration" with a note: "The default expiration time is set to 24 hours after delivery". Below this are fields for "Date" (2017-11-13) and "Time" (09:50 a.m.).
- Also Send To Social Media:** Checkboxes for "Twitter™ (settings)" (SMS or Email required) and "Facebook™ (settings)" (Email required).

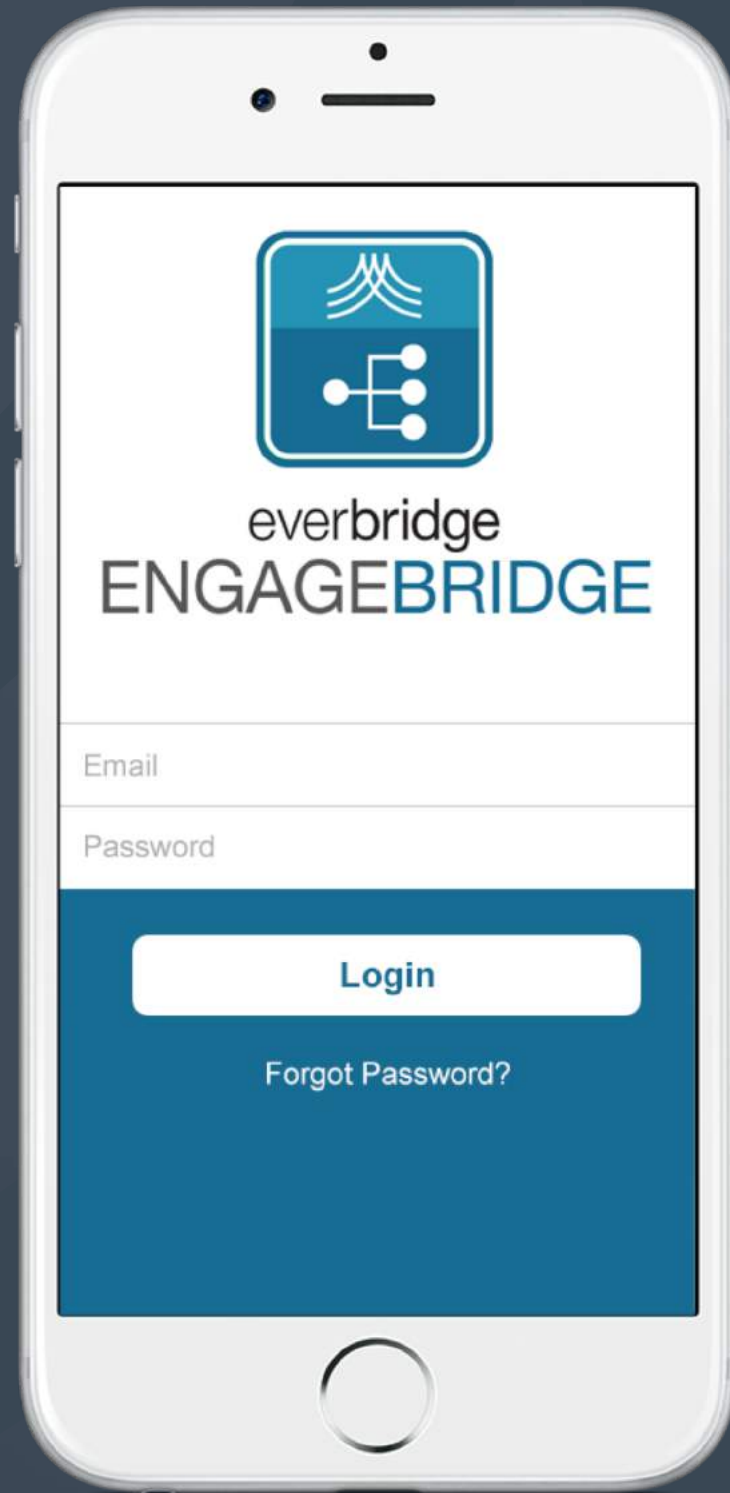
A "Preview Message" button is located at the bottom right of the form.

Message Content Best Practices

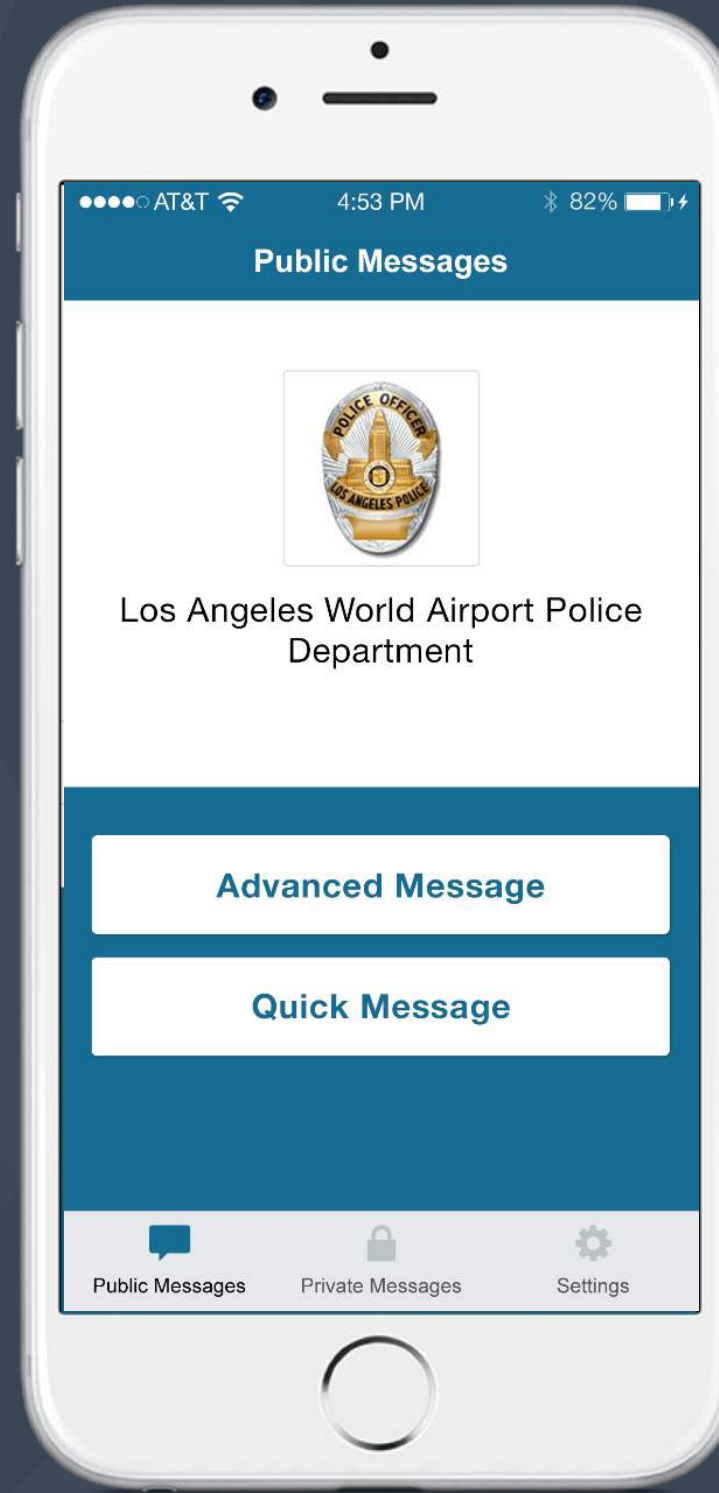
- Hazard: Label the hazard and **describe it**.
- Location Personalization: Explain the location so people can **clearly perceive and personalize the risk**.
- Consequences: Describe the **consequences** of the hazard.
- Instructions: Tell people **exactly what to do and how to do it** to protect themselves or minimize disruption.
- Protective Action Time: Include information about **when people should start** and/or complete the instructions.
- How Instructions Reduce Consequences: Link the instructions with **how they reduce the consequences**.
- Expiration Time: Set **when** the alert/warning message **expires**.

Components of an emergency notification, according to Dr. Dennis Mileti, director emeritus of the Natural Hazards Center at the University of Colorado Boulder.

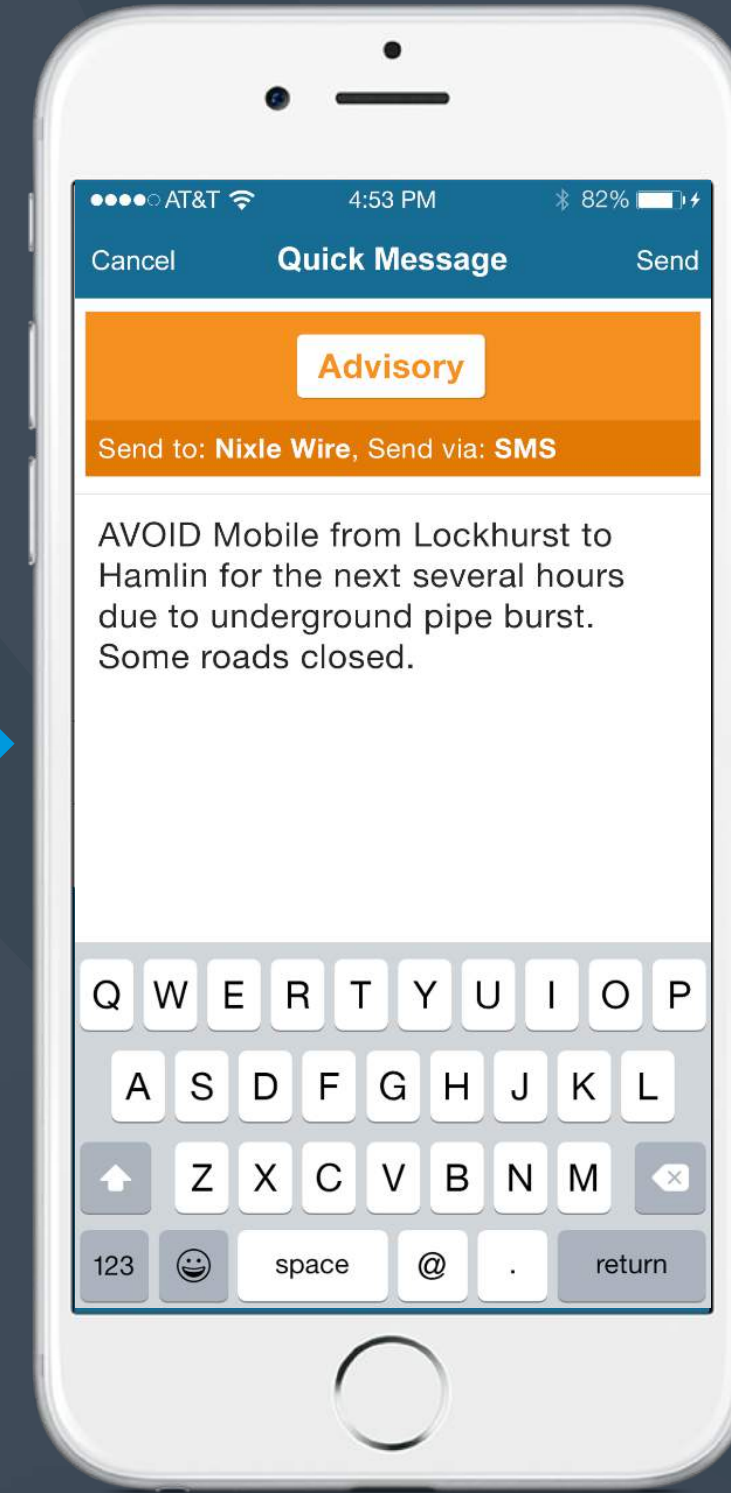
Mobile Publishing - Engagebridge



LOGIN SCREEN

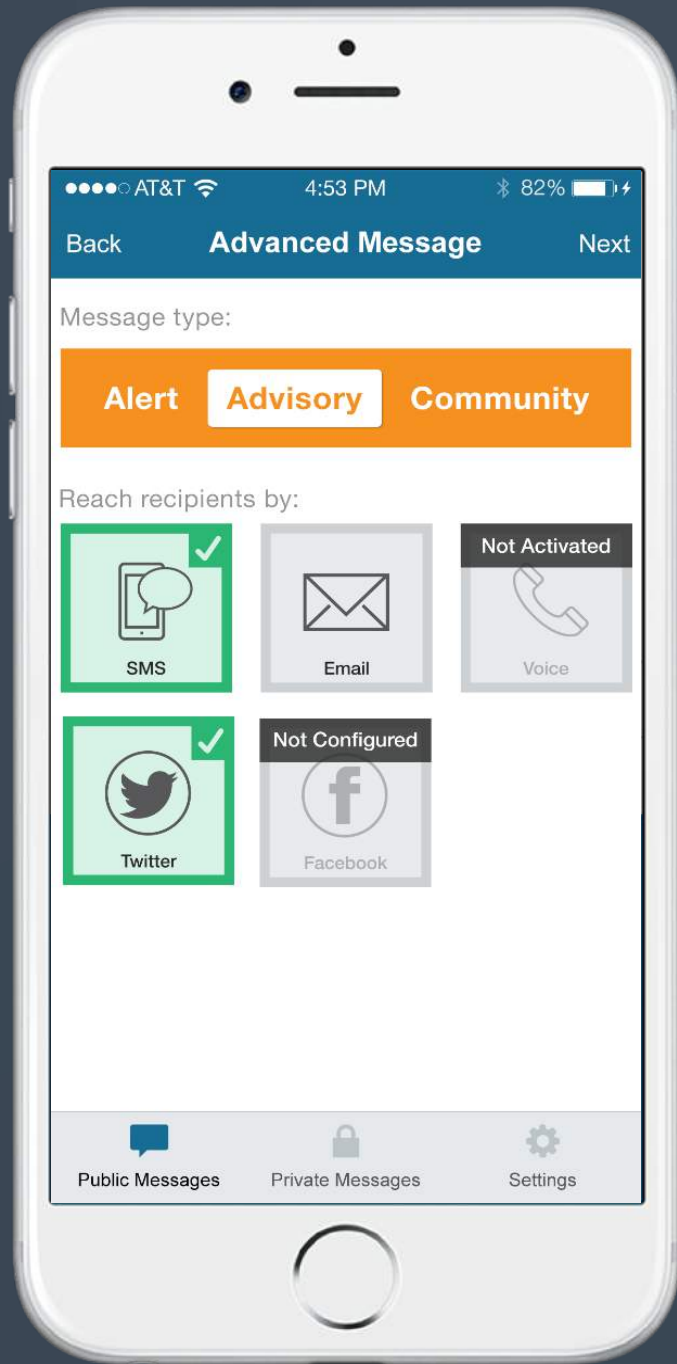


LANDING PAGE

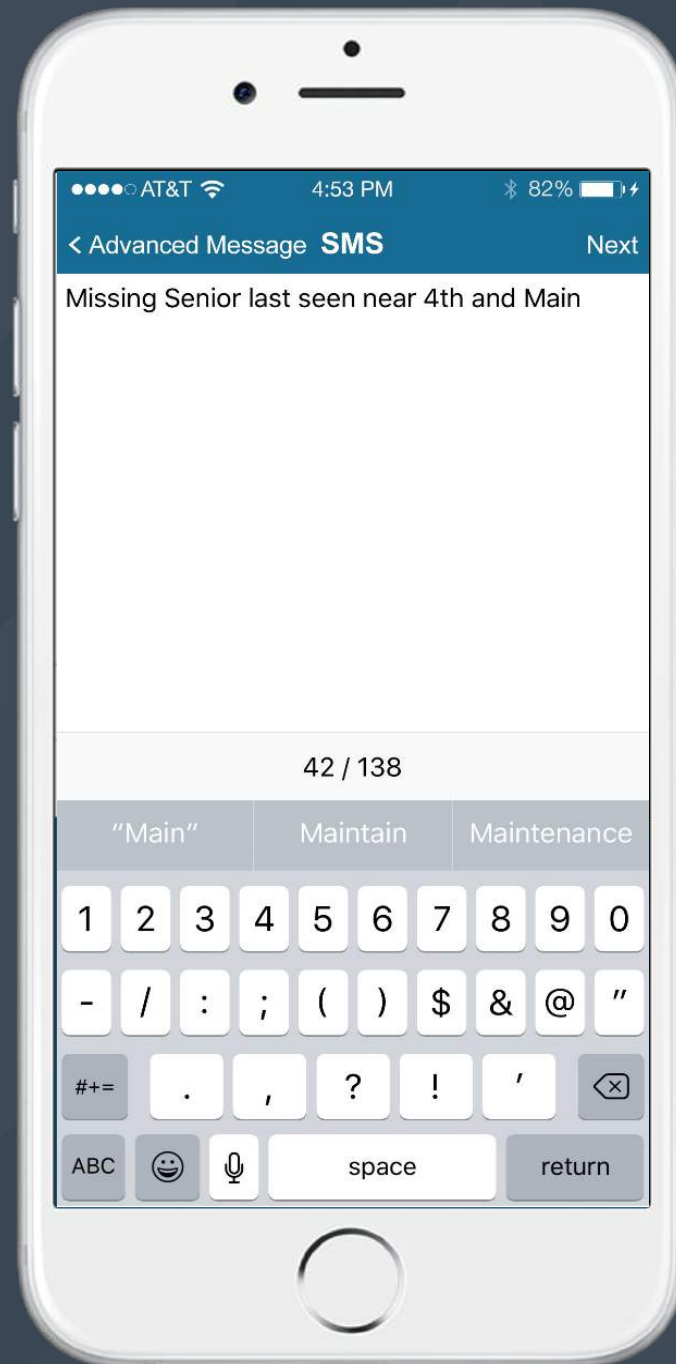


QUICK MESSAGE

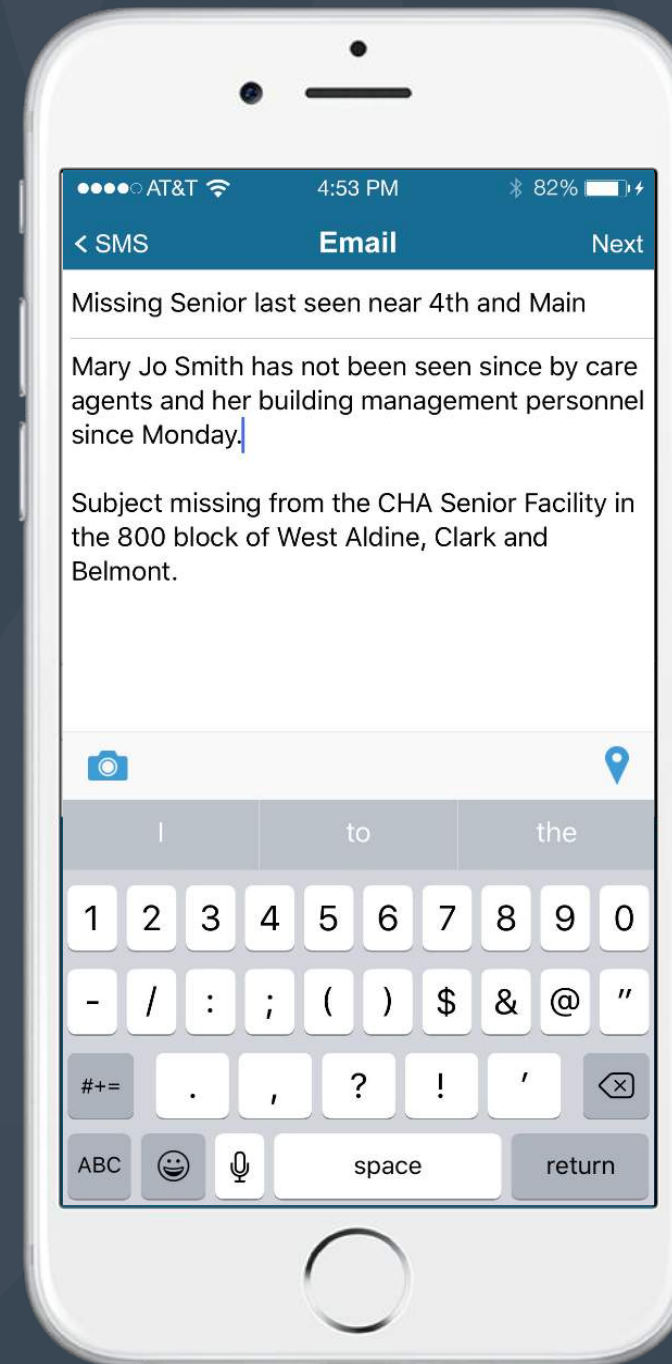
Engagebridge – Advanced Message



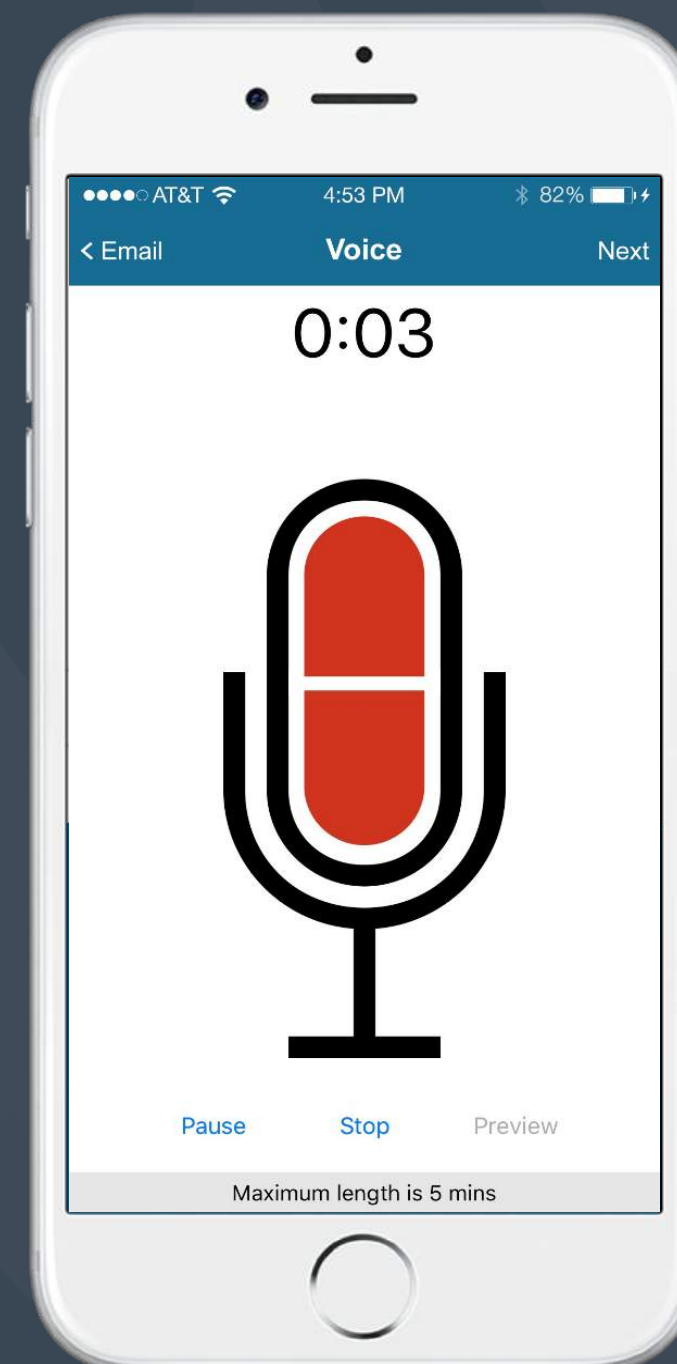
ADVANCED



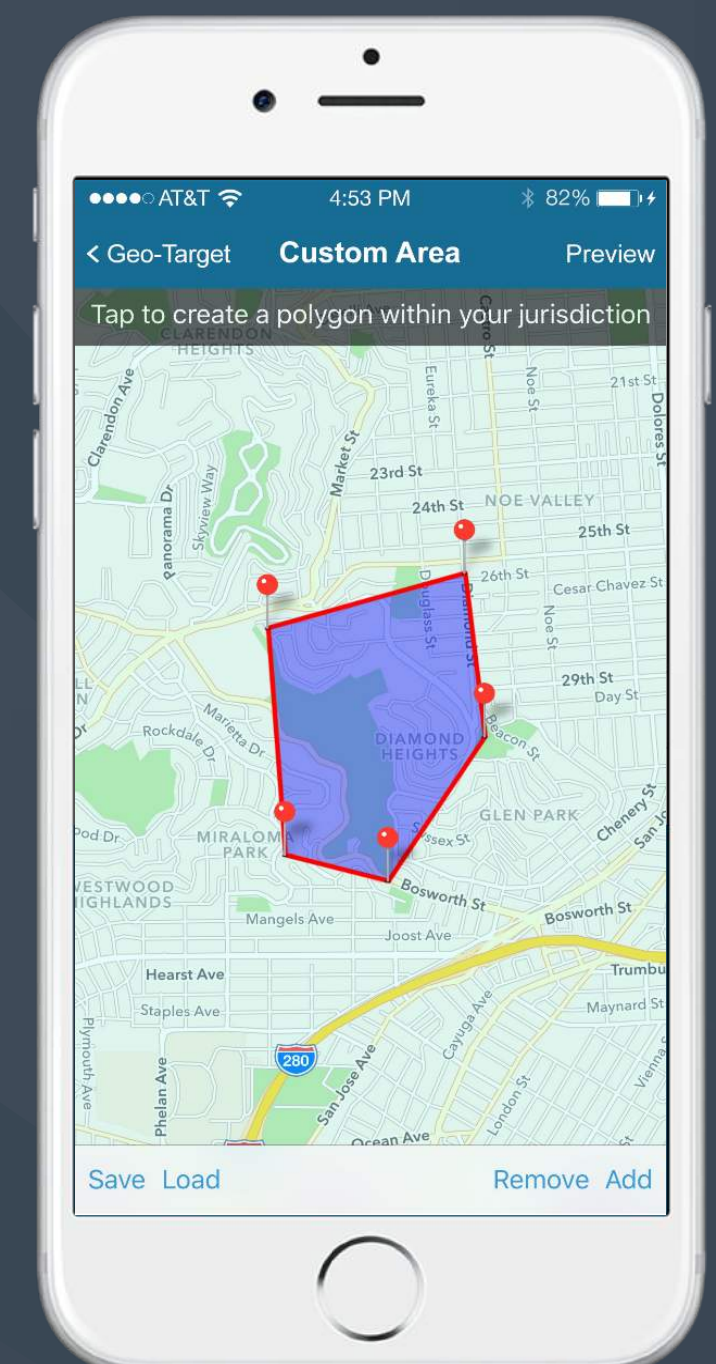
SMS



EMAIL/WEB



VOICE
RECORDING



GEO
TARGETING

Next Session: Advanced Topics

IPAWS

IPAWS (Integrated Public Alert & agency Warning System)

Please enter your IPAWS COG password:

COG password entered successfully

IPAWS connection confirmed

Response:

IPAWS message will be sent to:

San Francisco, CA

San Mateo, CA

Event Code:

WEA (Wireless Emergency Alerts)

The CMAS message will be automatically generated from your CAP message components

EAS (Emergency Alert System):

NWS

Overview **Message Center** Groups Collect Contacts Tipping Reporting

New Message Sent Messages Scheduled Messages Email Template Message Widgets **Rebroadcasts**

Rebroadcasts We'll notify you when messages are rebroadcast. [Settings](#)

NWS Warnings

NWS Advisories

NWS Watches

Select the NWS Warnings that will be rebroadcast

Select All Remove All

<input type="checkbox"/> 911 Telephone Outage	<input type="checkbox"/> High Surf Warning
<input type="checkbox"/> Administrative Message	<input type="checkbox"/> High Wind Warning
<input type="checkbox"/> Air Quality Alert	<input type="checkbox"/> Hurricane Force Wind Warning
<input type="checkbox"/> Extreme Cold Warning	<input type="checkbox"/> Severe Thunderstorm Warning
<input type="checkbox"/> Extreme Fire Danger	<input type="checkbox"/> Shelter In Place Warning
<input type="checkbox"/> Extreme Wind Warning	<input type="checkbox"/> Sleet Warning
<input type="checkbox"/> Fire Warning	<input type="checkbox"/> Special Marine Warning
<input type="checkbox"/> Flash Flood Warning	<input type="checkbox"/> Storm Warning
<input type="checkbox"/> Flood Warning	<input type="checkbox"/> Tornado Warning
<input type="checkbox"/> Freeze Warning	<input type="checkbox"/> Tropical Storm Warning
<input type="checkbox"/> Gale Warning	<input type="checkbox"/> Tropical Storm Wind Warning
<input type="checkbox"/> Hard Freeze Warning	<input type="checkbox"/> Tsunami Warning
<input type="checkbox"/> Hazardous Materials Warning	<input type="checkbox"/> Typhoon Warning
<input type="checkbox"/> Hazardous Seas Warning	<input type="checkbox"/> Volcano Warning
<input type="checkbox"/> Heavy Freezing Spray Warning	<input type="checkbox"/> Wind Chill Warning
<input type="checkbox"/> Heavy Snow Warning	<input type="checkbox"/> Winter Storm Warning

Message Type:

Alert Advisory Community

Reach Recipients by:

SMS (Required)

Email / Web Message (Required)

Voice Message

Facebook [Facebook Settings](#)

Twitter [Twitter Settings](#)

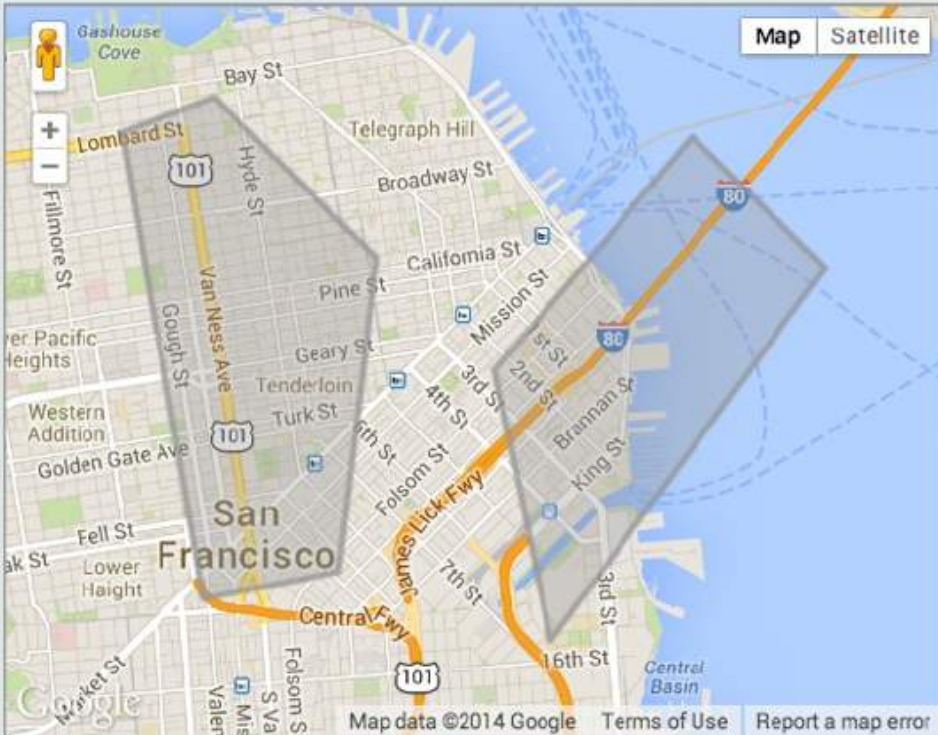
GEOFILTERING

Custom Area

Flood zones

Uncheck all above areas to create a new custom area

[Larger Map](#) [Clear Map](#)



Note Filtering Email and SMS subscribers in zip code(s) 94109, 94108, 94111, 94103, 94102, 94105, 94107, 94133 and 94123



Let's Connect!



Technical Support:

securedesk@nixle.com

888-366-3969



Account Management:

nixlearn@everbridge.com