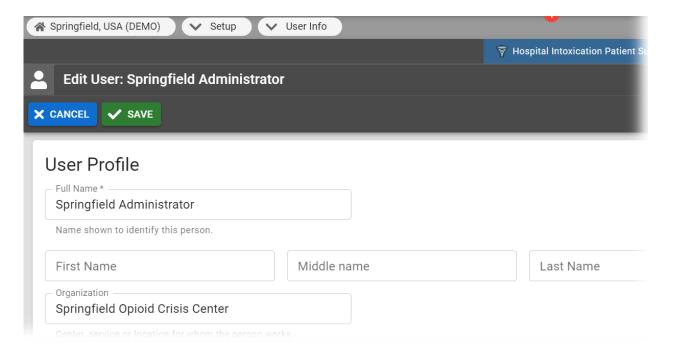


## **Update Your User Information**

You can update your user info in EMResource through the *Preferences* menu or through your badge (located on the upper right of the solution bar). We recommend that you review and update this information regularly to make sure you receive important notifications.



To update your information

- 1. In the main menu, click **Preferences** and then select **User Info**. The *Edit User Info* page opens.
- 2. Take any of these actions.

If you want to	Then
Update your personal information,	In the <i>User Profile</i> section, enter the requested information.
Use colors that may make the solution easier to view in certain lighting conditions (such as outside or on a large, wall-mounted monitor),	In the User Profile section, select the High Contrast View checkbox.
Add a contact method,	a. In the <i>Contact Information</i> section, click + <b>Contact Method</b> . A window opens.
	b. Click <b>Email</b> , <b>Text</b> , or <b>Pager</b> .
	c. Enter the corresponding address or number.
	d. Click <b>Save</b> . Your information appears in the list.
Edit or delete a contact method,	a. In the <i>Contact Information</i> section, locate the information you want to update.
	b. On that row, click the information to edit or click <b>Remove</b> to delete it.
Turn certain notification methods on or off,	In the <i>Notifications Preferences</i> section, locate the notification method and, on that row, select or clear the <b>Receive Notifications</b> checkbox.
Include updated statuses for all resources of the same resource type in your notifications,	In the <i>Notifications Preferences</i> section, locate the notification method and, on that row, select or clear the <b>Include Resource Summary</b> checkbox.
	<b>Note:</b> If you want to receive status change notifications only for certain resources, clear this checkbox and go to the procedure <u>Update Status</u> <u>Change Preferences</u> .
Receive notifications at any time or only a specific time range,	In the <i>Notifications Preferences</i> section, locate the notification method and, on that row, select or clear the <b>Exclude Time Range</b> checkbox.
	<b>Note:</b> If you click <b>Exclude Time Range</b> , you must enter the exclusion period in the <b>From</b> and <b>To</b> columns using the 24-hour format.
Identify your default landing page,	In the <i>Home</i> section, click the name of the view you want to open when you access EMResource.

## 3. Click **Save**.

## **Update Event Notification Preferences**

Through the *Notification Preferences* page, you choose how you want to be notified about different types of events.

For everything from regional Ad-Hoc events to Winter Storm Advisories, you can select the methods (email, text, pager, voice, or web page) through which you receive notifications. When an event is created, edited, or ended, the solution sends notifications through the selected methods using the details entered on your User Info page.

Event notifications sent via email and text pager contain high-level details, such as the name of the event, the name of the individual who created or edited the event, and the affected regions. To make event access even easier, the email notification also includes a link to EMResource that you can click to open the *Log In* page. Upon entering your credentials, the event detail page opens. Selecting the Web Page option means that when you are working in EMResource, a window opens, and an alert sounds to notify you about the event.

For some event types, you can limit notifications to only include you if the event involves resources you manage. If the event type supports this feature, the **My Resources**Only checkbox appears in the **Notification Limit** column.

**Note:** If resources are not identified in the event template, the notification limit is not supported by event type. In this case, N/A appears in the Notification Limit column.

For details on automated alerts and notifications, refer to <u>Types of Notifications</u>.

## To define event notification preferences

- 1. In the main menu, click **Preferences** and, in the list, select **Notification Preferences**. The *Notification Preferences for (user)* page opens.
- 2. In the Event Notifications section, for each *Event Type*, on that row, select the corresponding checkboxes to enable these *Notification Methods*:
  - o E-mail
  - Text
  - Pager
  - Mobile App
  - o **Voice** (available with the add-on)
  - Web Page

3.	For event types that have a Notification Limit, select the My Resources Only checkbox to
	only receive notifications about resources with which you are associated.

4. Click **Save**.