

LINCOLN COUNTY USER GUIDE

Lincoln Alerts: Mobile App – Sending Messages “Managebridge”



Revised: 05/23/19



Public Health
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Lincoln County

OVERVIEW

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SECTION A – BACKGROUND



MANAGEBRIDGE APP VS. EVERBRIDGE APP

Logo	Name	Functions
	Managebridge	Allows authorized* users to send Everbridge messages
	Everbridge	Allows users to receive messages

***AUTHORIZATION TO SEND MESSAGES:**

To receive authorization to use the managebridge app for sending messages, your organization administration (i.e. Chief, Lt. or Supervisor) should send an email request to Lincoln County Emergency Management for access.

SECTION B – INSTRUCTIONS

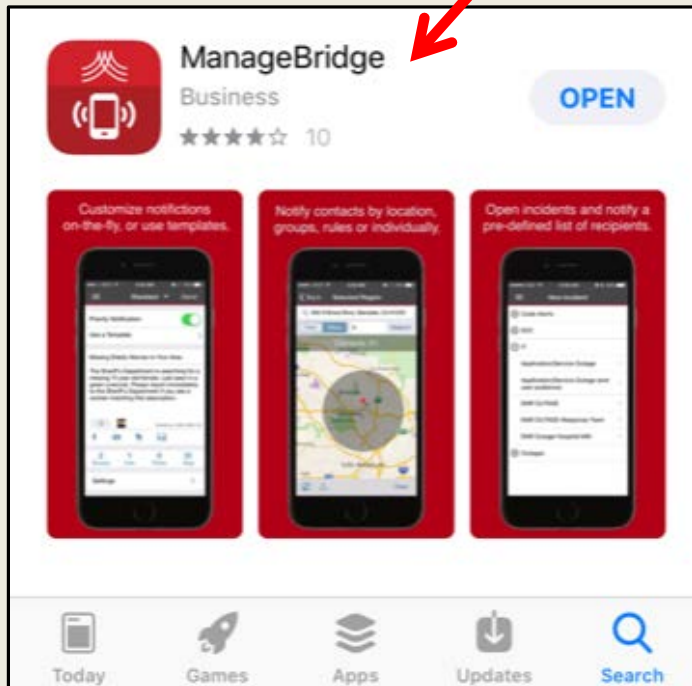


USING DESKTOP/INTERNET ACCESS

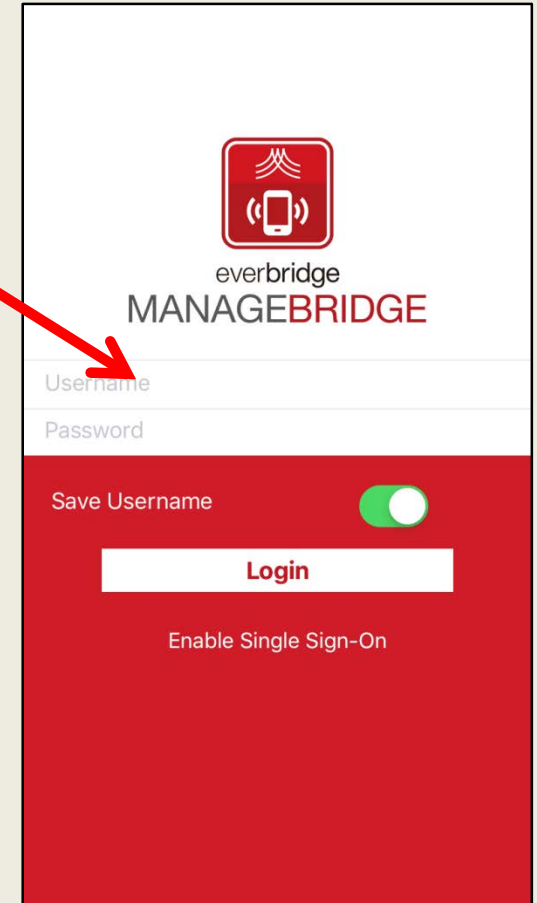
- You can access our Everbridge account and send messages via a traditional desktop internet application.
- Go Everbridge website at: <https://www.everbridge.com/>
 - Click on the “log in” button at the top right hand side
 - Log in with your user name/password
 - Follow the steps outlined in the following mobile screen instructions

DOWNLOADING THE APP

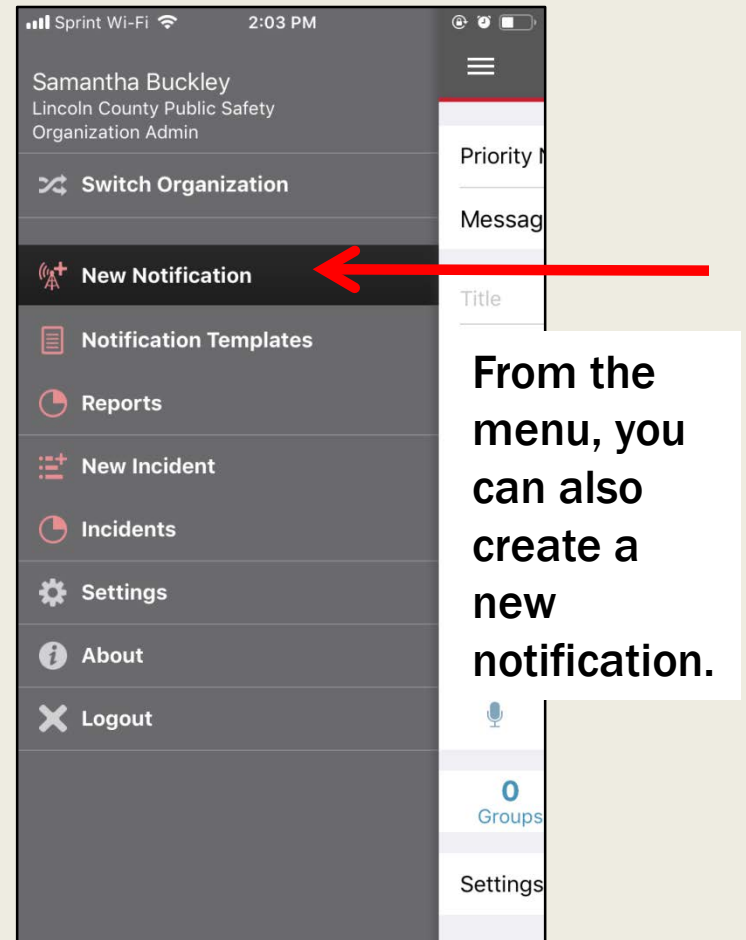
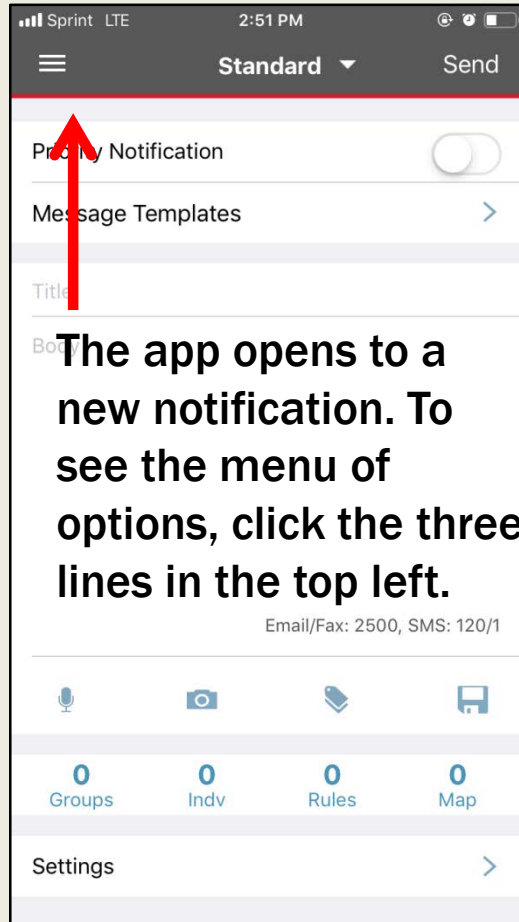
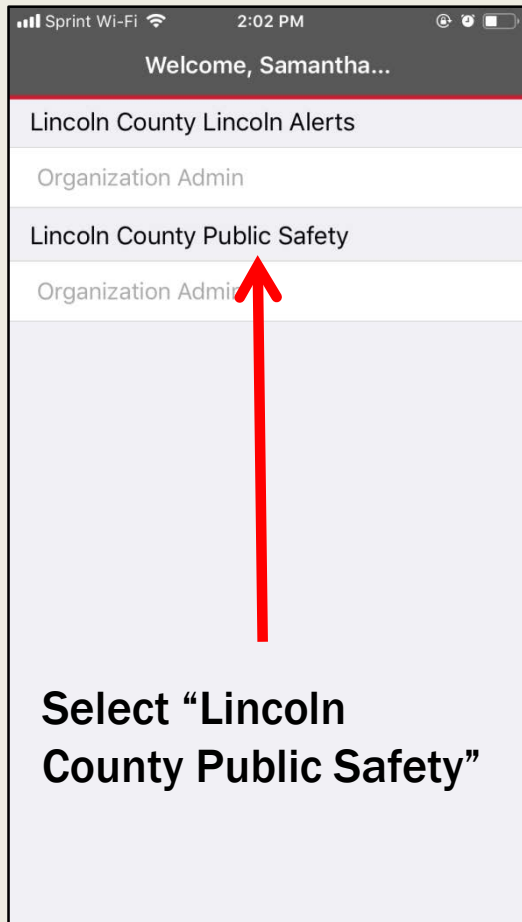
Download the “Managebridge” App using the app store or google play.



Open the app and log in using your username and password.



SENDING A NEW NOTIFICATION



SENDING A NEW NOTIFICATION

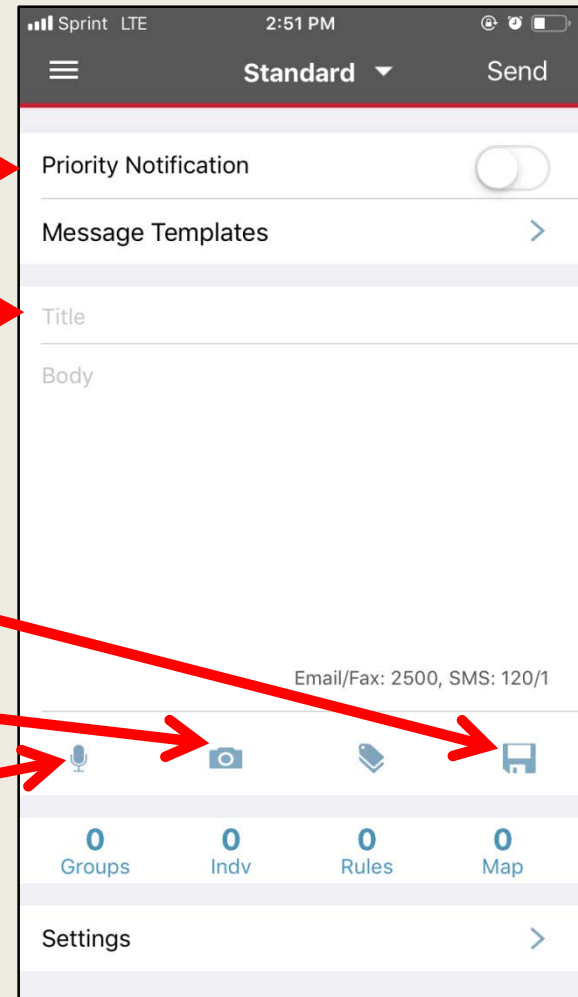
Select priority notification – if message is a priority.
we send so few messages we generally don't use this

Fill in the message title and body using the format:
Agency Abbrev. – Purpose of Message.
Example: "SAR – Activation Missing 30 YO Male"

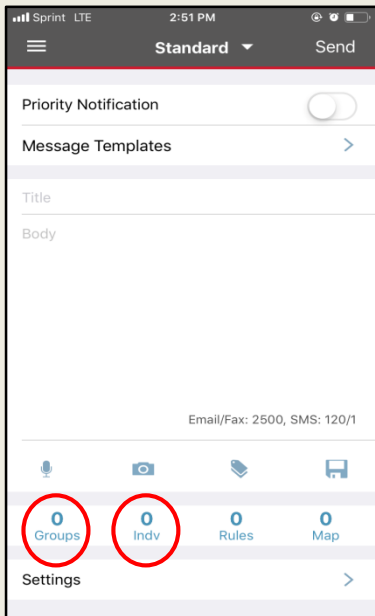
Save the message as a template using the floppy disk icon if you regularly send messages.

Attach a photograph using the camera icon. *This only delivers in emails.

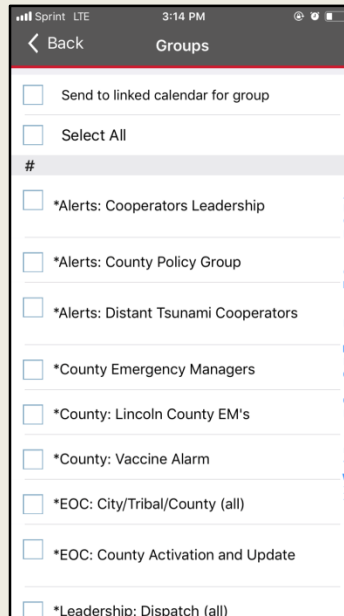
Record a message using the microphone icon for calls to mobile/landline numbers.



SELECTING RECIPIENTS

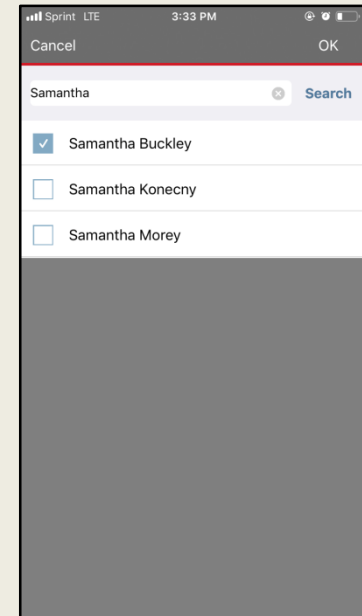


You can send messages to groups or individuals you are authorized for



For Groups

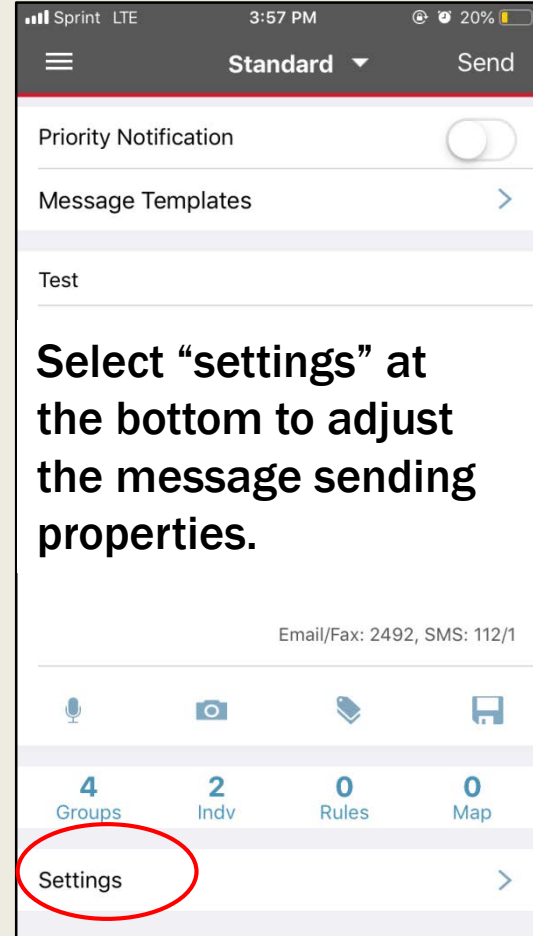
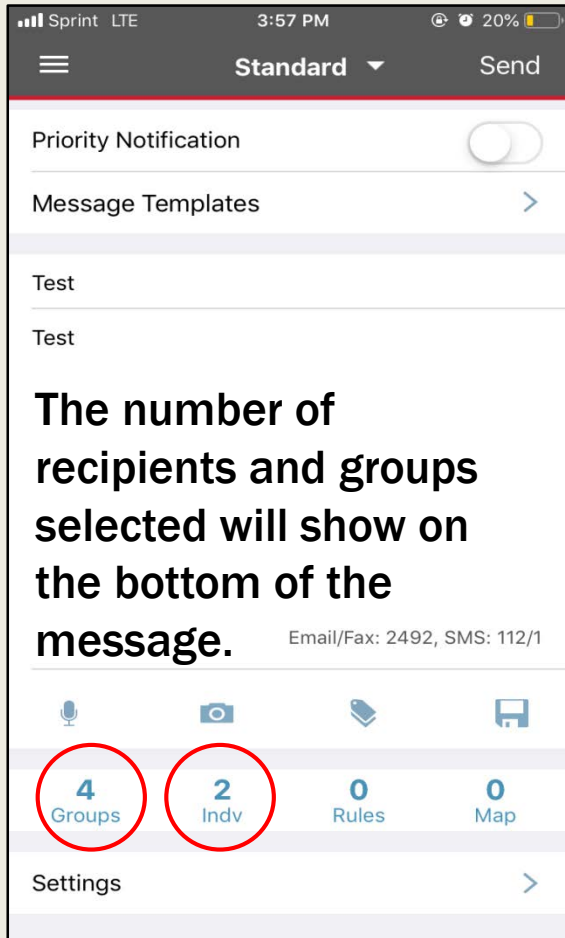
Scroll through and select the group lists you want to send to; you will only see those you are authorized to send to. Teams are at top with a (*).



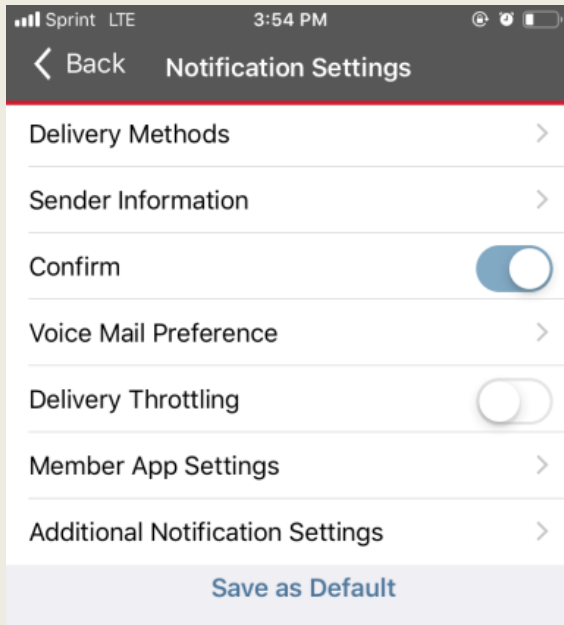
For Individuals

Search for the individual's name in the search bar and select them from the list. Repeat for multiple people.

CHANGING THE DELIVERY SETTINGS



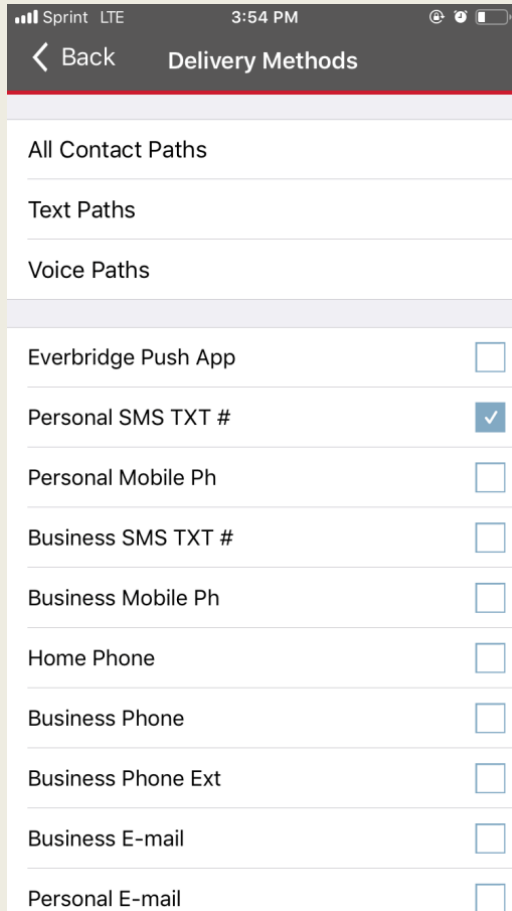
CHANGING THE DELIVERY SETTINGS



- Select specific Delivery Method Types (go to next page)
- Sender Information – *leave at default* unless you want to show your specific agency email and phone number
- Confirm Message - *leave at default* (yes). Yes will stop the notices going to the other devices in receivers profile if they confirm the message.
- Voice Mail Preference – *leave at default*

- Delivery Throttling – do not change/use, *leave at default*
- Member App Settings – adjust as needed
- Additional Notification Settings – generally not used – *leave at default*

CHANGING THE DELIVERY SETTINGS



Select Delivery Method Type:

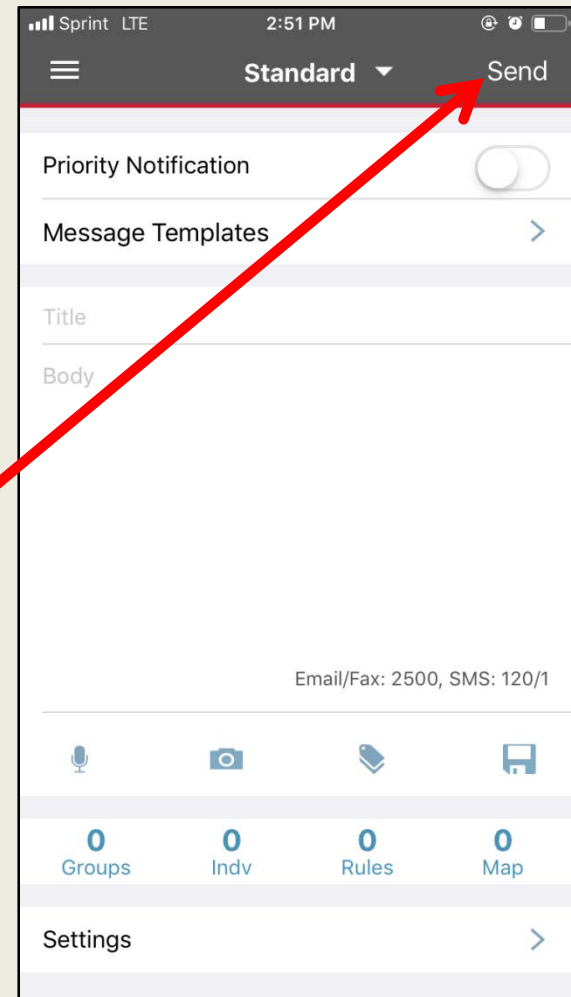
- You can select Text only (email, Push App and Text devices)
- You can individually select the devices or pathways the notifications will go to (if you want TEXT only choose both business and personal SMS TXT options)
- Unless you have a specific reason to change settings we suggest you leave them defaulted as they will go in the order the receiver has set up their own profile. Most profiles are in this order:
 - Text personal mobile then call that number
 - Text business mobile then call that number
 - Office number then home number
 - Email and/or Fax # if listed

SENDING THE MESSAGE

Review your message, including:

- Recipients
- Message
- Delivery Settings

Select send in the top right corner



QUESTIONS OR ASSISTANCE

- **County Emergency Manager(s)**
 - Jenny Demaris, vdemaris@co.lincoln.or.us, 541-265-4199, 541-270-0702
 - Samantha Buckley, sbuckley@co.lincoln.or.us, 541-265-0657, 541-270-5746
- **Dispatch – For urgent message for “team activations” contact your sponsoring Dispatch Center**

