

Advanced Reporting Guide

Everbridge Suite May 2025



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Everbridge software is covered by US Patent Nos. 6,937,147; 7,148,795; 7,567,262; 7,623,027; 7,664,233; 7,895,263; 8,068,020; 8,149,995; 8,175,224; 8,280,012; 8,417,553; 8,660,240; 8,880,583; 9,391,855. Other patents pending.

Introduction 4 Availability 4 Supported Roles 4 Data Refresh 5 Time Zones 5 Accessibility 7 Dashboards 8 Filters 8 Download Dashboard Data 9 Download Dashboard Data 9 Download Widget Data 10 Incidents Dashboard 12 Incidents Dashboard Filters 12 Incidents Dashboard Widgets 13 Notifications Dashboard Gilters 15 Notifications Dashboard Filters 16 Critical Events Dashboard Widgets 16 Critical Events Dashboard Widgets 17 Schedule Dashboard Filters 18 Critical Events Dashboard Widgets 19 Create New Dashboard Oilevery 26 Reports 30 Default Reports 30 Communications Reports 30 Communications Reports 31 View Reports 31 View Reports 31 Schedule Report 42	Advanced Reporting	. 4
Supported Roles4Data Refresh5Time Zones5Accessibility7Dashboards8Filters8Download Dashboard Data9Download Widget Data10Incidents Dashboard12Incidents Dashboard Midgets12Incidents Dashboard Midgets13Notifications Dashboard15Notifications Dashboard Filters15Notifications Dashboard Filters16Critical Events Dashboard Midgets18Critical Events Dashboard Filters18Critical Events Dashboard Midgets19Create New Dashboard Midgets19Create New Dashboard Delivery26Reports30Default Reports30Communications Reports30Save Reports34View Reports35Save Reports35Delete Reports35Save Reports35Save Reports35Save Reports35Save Reports35 <th></th> <th></th>		
Data Refresh5Time Zones5Accessibility7Dashboards8Filters8Download Dashboard Data9Download Widget Data10Incidents Dashboard12Incidents Dashboard Filters12Incidents Dashboard Widgets13Notifications Dashboard Filters15Notifications Dashboard Widgets16Critical Events Dashboard Widgets16Critical Events Dashboard Widgets18Critical Events Dashboard Widgets19Create New Dashboard21Schedule Dashboard Delivery26Reports30Communications Reports30Communications Reports30Save Reports31View Reports34Create Reports39Send and Schedule Reports39Send and Schedule Reports31Delete Reports54Data Explorer55	Availability	4
Time Zones5Accessibility7Dashboards8Filters8Download Dashboard Data9Download Widget Data10Incidents Dashboard12Incidents Dashboard Filters12Incidents Dashboard Widgets13Notifications Dashboard15Notifications Dashboard Widgets16Critical Events Dashboard Widgets18Critical Events Dashboard Widgets19Create New Dashboard Widgets19Create New Dashboard Widgets19Create New Dashboard Widgets19Create New Dashboard Delivery26Reports30Default Reports30Communications Reports30Resilience Insights Reports31View Reports35Save Reports35Delete Reports42Schedule Reports51Delete Reports54Data Explorer55		
Accessibility 7 Dashboards 8 Filters 8 Download Dashboard Data 9 Download Widget Data 10 Incidents Dashboard 12 Incidents Dashboard Filters 12 Incidents Dashboard Widgets 13 Notifications Dashboard 15 Notifications Dashboard Midgets 16 Critical Events Dashboard Filters 16 Critical Events Dashboard Filters 18 Critical Events Dashboard Midgets 18 Critical Events Dashboard 18 Critical Events Dashboard 12 Schedule Dashboard 18 Critical Events Dashboard 18 Critical Events Dashboard 18 Critical Events Dashboard 19 Create New Dashboard 21 Schedule Dashboard Delivery 26 Reports 30 Default Reports 30 Communications Reports 30 Resilience Insights Reports 31 View Reports 35 Save Reports 35 Save		
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Create Reports	•	
Save Reports39Send and Schedule Reports42Send Report42Schedule Report44Download Reports51Delete Reports54Data Explorer55		
Send and Schedule Reports 42 Send Report 42 Schedule Report 44 Download Reports 51 Delete Reports 54 Data Explorer 55		
Send Report		
Schedule Report	Send and Schedule Reports	42
Download Reports		
Delete Reports		
Data Explorer	Download Reports	51
Data Explorer	Delete Reports	54
Create Visualizations		55
	Create Visualizations	56
Download a Visualization		
Explore Assistant		
Using Explore Assistant	•	
Explore Assistant Feedback		



Advanced Reporting

Introduction

Everbridge **Advanced Reporting** is a next-generation reporting solution that enables users to evaluate their Organization's many important use cases. Built on <u>Google Looker</u>, Advanced Reporting is a unified interface that aims to provide consistent reporting capabilities across all of the Everbridge products leveraged by an Organization.

For full instructions on the more complex aspects of Looker, see their <u>documentation</u>.

Availability

Advanced Reporting is available to customers who have purchased the following Everbridge Suite/CEM-based solutions:

- Incident Management
- CEM Business Operations
- CEM People Resilience

Supported Roles

While support for additional user roles will be added in later iterations, the launch version of Advanced Reporting is available for the following roles:

- Organization Administrator
- Incident Administrator

For additional flexibility, Advanced Reporting also supports Custom Role configuration for the following permissions:

- View/Run Reports
- Create, Edit, and Delete Reports
- Export Data
- Schedule Report Delivery

For more on Custom Roles, see the <u>Custom Roles Guide</u> and the Custom Roles Permissions Grid on the **Roles** page in the Manager Portal.



Data Refresh

The Incident, Notification, and contact data is refreshed every four hours. The default dashboards come with a timestamp displaying when it was last refreshed.

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Time Zones

All data found within the dashboards, reports, or data explorer are displayed in the viewer's time zone by default. If needed, this can be changed by clicking on the kebab menu icon and selecting the Time Zone that the data should be displayed in.

ADVANCED REPORTING GUIDE



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NOTE: The data within a scheduled report will still be displayed in UTC regardless of the selected time zone.



Accessibility

Advanced Reporting can be accessed in two ways, depending on the applied Manager Portal user interface:

• Everbridge 360 UI - Found under Reports + Analytics > Advanced Reporting.

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• Classic UI - Found under Dashboard > Advanced Reporting.

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Dashboards

Dashboards, which can be found under the **Dashboards** tab of Advanced Reporting, refer to the preconfigured and user-defined interfaces that present a comprehensive overview of an Organization's actionable data. Each dashboard consists of **Widgets**, which are standalone visualizations built off of attributes in the data. Reporting data goes back in an 18-month rolling time window. Resilience Insights customers can also see up to three years of historical data for Incidents and Notifications.

Custom dashboards can be created from different data points, and preconfigured Incidents and Notifications dashboards are provided to all applicable users. See <u>Create New Dashboard</u> for more information.

NOTE: Resilience Insights customers can also utilize Risk Event and Alert-specific dashboards.

The following table contains the descriptions of these preconfigured dashboards:

Dashboard	Description
Incidents	Displays all the Incidents launched by an Organization over a specific period. The Incident data can be filtered across ID, Template, Variables, and Contacts, among other filters.
Notifications	Displays all the Notifications generated by an Organization over a specific period. The Notification data can be filtered across ID, Status, Type, Source, Priority, Escalation, and Contacts, among other filters.
Critical Events	Displays all Critical Events generated by an Organization over a specific period.

Filters

Each dashboard contains a row of filters. Each dashboard filter selected will affect the data displayed in each report widget and table. Use the filters to narrow the data to the criteria that meet your use case.

ADVANCED REPORTING GUIDE



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NOTE: Each dashboard has a set of default filters.

Download Dashboard Data

Each dashboard contains a **Download** menu item, allowing users to download the dashboard as a static PDF to share with the stakeholders in their Organization. Dashboard downloads are currently limited to 5,000 rows.

ADVANCED REPORTING GUIDE



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Download Widget Data

Each widget within the dashboard also contains a **Download** menu item. Widget downloads are currently limited to 5,000 rows.

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Data can be downloaded in the following formats:





- TXT (tab-separated values)
- Excel spreadsheet (Excel 2007 or later)
- CSV
- JSON
- HTML
- Markdown
- PNG (image of visualization)

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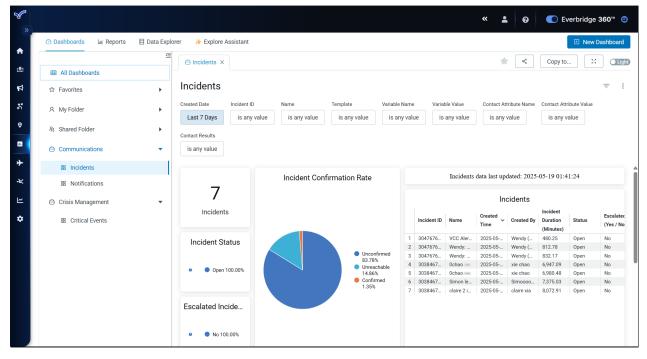


Incidents Dashboard

The **Incidents Dashboard** displays all the Incidents launched in an Organization over a specific period. The Incident data can be filtered across ID, Template, Variables, and Contacts among other filters.

This dashboard helps users understand the Incidents that have been launched in their Organization, and how recipients responded. Users can answer the following types of questions through this preconfigured dashboard:

- How many Incidents did our Organization launch historically?
- How did our contacts respond to these Incidents?
- How effective were different delivery methods in confirmation of the Incidents?



· How many Incidents were escalated?

Incidents Dashboard Filters

The following filters can be applied to the Incidents Dashboard:

Filters	Description
Created Date	The date when the Incident was created.
Incident ID	The ID of the Incident that was created.

Name	The name of the Incidents that were created.
Template	The template that was used to launch the Incident.
Variable Name	The name of the variable attached to the Incident.
Variable Value	The corresponding value of the variable attached to the Incident.
Contact Attribute Name	The name of the attribute attached to a contact.
Contact Attribute Value	The corresponding value of the attribute attached to a contact.
Contact Results	The result of sending an Incident to a contact; whether they have confirmed, not confirmed, or were unreachable.

Incidents Dashboard Widgets

The Incidents Dashboard is comprised of the following widgets:

Widget	Data	Visualization Type	Description
Incidents Count	Incidents	Single Value	The total count of Incidents that were launched over a time period.
Incidents Status	Incidents	Pie Chart	Displays the status of the Incidents that were launched over a time period; whether they are open or closed.
Escalated Incidents	Incidents	Pie Chart	Displays whether the Incidents launched over a time period are escalated or not.
Incident Confirmation Rate	Incidents	Pie Chart	Displays how contacts responded to Incidents launched over a time period (Yes or No).
Incidents	Incidents	Table	Tabular view of individual Incidents launched over a time period containing granular details including duration,



			average time to acknowledge, status, and more.
Confirmation Rate by Delivery Method	Incidents	Pie Chart	Displays different delivery methods to reach contacts and how they responded (Yes or No) to Incidents launched over a time period.
Confirmation Rate by Attribute	Incidents	Bar Chart	Displays different user-defined contact attributes and the percentage of contacts that confirmed Incidents launched over a time period.
Incident Contacts	Incidents	Table	Tabular view of individual contacts, their attributes, and their responses to Incidents launched over a time period.



Notifications Dashboard

The **Notifications Dashboard** displays all of the Notifications generated in an Organization over a specific period. The Notification data can be filtered across ID, Status, Type, Source, Priority, Escalation, and Contacts, among other filters.

The Notifications Dashboard helps users understand the Notifications that have been launched in their Organization, and how recipients responded. Users can answer the following types of questions through this preconfigured dashboard:

- How many Notifications did our Organization launch historically?
- How did our contacts respond to these Notifications?
- How much time did it take our contacts to respond to the Notifications?
- What were the confirmation results for these Notifications?

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Notifications Dashboard Filters

The following filters can be applied to the Notifications Dashboard:

Filters	Description
Created Date	The date when the Notification was created.
Notifications ID	The ID of the Notification that was created.

Title	The title of the Notifications that were created.
Status	The status of the Notifications that were created; whether they were completed or not.
Туре	The type of Notifications that were created; whether they were polling, standard, or conference.
Source	The source of the Notifications that were created.
Priority	The priority of the Notifications that were created.
Escalated	Whether the Notifications that were created were escalated or not.
Content Type	The type of content within the Notifications that were created.
Contact Attribute Name	The name of the attribute attached to a contact.
Contact Attribute Value	The corresponding value of the attribute attached to a contact.
Contact Results	The result of sending a Notification to a contact; whether they have confirmed, not confirmed, or were unreachable.

Notifications Dashboard Widgets

The widgets below make up the Notifications Dashboard:

Widget	Data	Visualization Type	Description
Notification Results	Notifications	Bar Chart	Displays the results of the Notifications that were launched over a time period; whether contacts confirmed, confirmed late, did not confirm, or were unreachable.
Notification Response	Notifications	Bar Chart	Displays the responses of contacts that confirmed for Notifications launched over a time period.



Notifications	Notifications	Table	Tabular view of individual Notifications launched over a time period containing granular details including time, status, source, priority, and more.
Notification Contacts	Notifications	Table	Tabular view of individual contacts, their attributes, and their responses to Notifications launched over a time period.



Critical Events Dashboard

The **Critical Events Dashboard** displays all the Critical Events launched in an Organization over a specific time period. The Critical Event data can be filtered across time, status, Event Type, Severity, Location, and more.

This preconfigured dashboard helps users answer the following types of questions:

- What trends can we determine by looking at Critical Event Severity or Event Type?
- How long does it take to resolve Critical Events on average?
- How many Communications have been sent out connected to a Critical Event?
- How many Task Lists have been assigned and to whom?

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		Event Name	Event ID	Event Status	Mode	Location	Critical Event Type	Events Event Owner	Address	Event	Created V	Completed	Local
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Critical Events Dashboard Filters

The following filters can be applied to the Critical Events Dashboard:

Filters	Description
Launched	When the Critical Event was launched.
Event Status	The status of the Critical Event.
Event Type	The Critical Event's Event Type.

Severity	The Critical Event's Severity.
Owner	The Owner of the Critical Event.
Event Name	The name of the Critical Event.
Event Description	The description of the Critical Event.
Location	Where the Critical Event occurred.

Critical Events Dashboard Widgets

The Critical Events Dashboard is comprised of the following widgets:

Widget	Data	Visualization Type	Description
Critical Events	Critical Event	Single Value	Shows the number of active Critical Events.
Average Duration	Critical Event	Single Value	The average duration of Critical Events for this Organization.
Communications	Critical Event	Single Value	The number of Communications sent for active Critical Events.
Task Lists	Critical Event	Single Value	The number of Task Lists launched with Critical Events.
Critical Event Trend by Severity	Critical Event	Column	Critical Event trends by Severity.
Critical Event Trend by Event Type	Critical Event	Column	Critical Event trends by Event Type.
Critical Event Details	Critical Event	Table	A table displaying Critical Events and their key details: • Event Name • Event ID • Event Status • Mode • Location Name • Event Type

			 Event Owner Address Event Description Created Completed Local Timezone
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Create New Dashboard

In addition to the preconfigured dashboards, users can create their own custom dashboards to display the data that matters most to them.

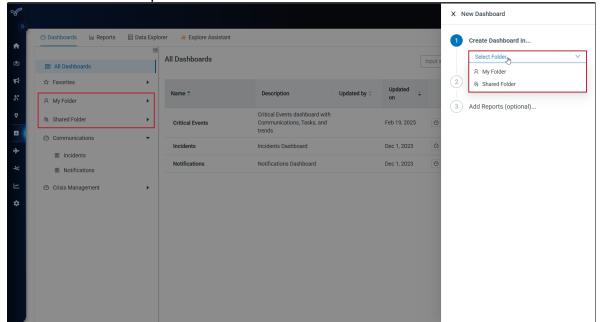
To create a dashboard:

1. From the **Dashboards** tab in Advanced Reporting, click **New Dashboard** in the top-right corner.

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₽	용 Shared Folder	► Critical	Events	Critical Events dashboard with Communications, Tasks, and trends		Feb 19, 2025	Everbridge Template	Save a copy	🔺 Add to favorites
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2. The **New Dashboard** side panel will open. Select the desired destination folder from the dropdown menu.



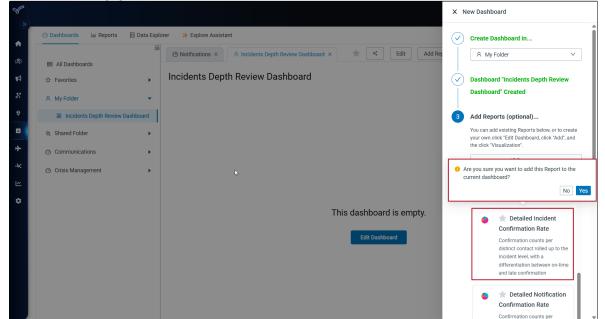
3. Enter a title for your new dashboard, and if desired, give it a brief description.

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51	오 My Folder	•	Name ≑	Description	Updated by 🗘	Updated 🗘		Provide a Title and optional Description and then click Save to create your new Dashboard.
ę	象 Shared Folder	•	Critical Events	Critical Events dashboard with Communications, Tasks, and		Feb 19, 2025	9	* Title Incidents Depth Review Dashboard
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7 -¥	器 Incidents 器 Notifications		Notifications	Notifications Dashboard		Dec 1, 2023	3	A dashboard showing in-depth Incident data
~	 Crisis Management 	•						Cancel Save
۰								Galicer
							3	Add Reports (optional)

- 4. Click **Save** to advance to the optional **Add Reports** section. The preview of the new dashboard can be seen to the left of the panel.
- 5. The **Add Reports** section of the modal expands, offering a list of Communication and (if purchased) Resilience Insights reports that can be attached to this dashboard. Use the filters or locate any desired reports, and



then click any you wish to add. Click Yes to confirm the selections.



6. The report will appear in the preview to the left of the panel. Add as many reports as needed (if any), then close the side panel by clicking the **X** at the top.

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	舟 Shared Folder			You can add existing Reports below, or to create your own click "Edit Dashboard, click "Add", and the click "Visualization".
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~	Crisis Management	• Time 0.02%		Filter by name or description
۵				or shape) are available.
				Detailed Incident Confirmation Rate
				Confirmation counts per distinct contact rolled up to the incident level, with a differentiation between on-
				time and late confirmation
				Confirmation Rate

7. Click **Add** > **Visualization** to create a visualization for this dashboard. See <u>Create Visualizations</u> for more details. Text, buttons, and markdown



content can be added to the dashboard, as well.

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8. Click the **Settings** tab in the header bar.

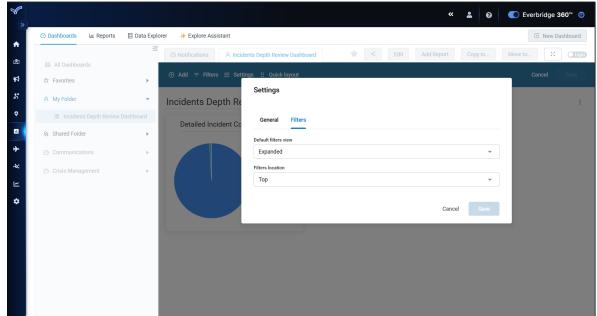
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Configure the following items as needed under the General subtab:

- Timezone
- Run on load
- Allow full-screen mode for visualizations
- Automatically refresh dashboard
- 9. Set the refresh frequency for the individual tiles on the dashboard.
- 10. Click Save once the selections have been made on the General subtab.



11. Click the **Filters** subtab to set the default filters view and filters location.

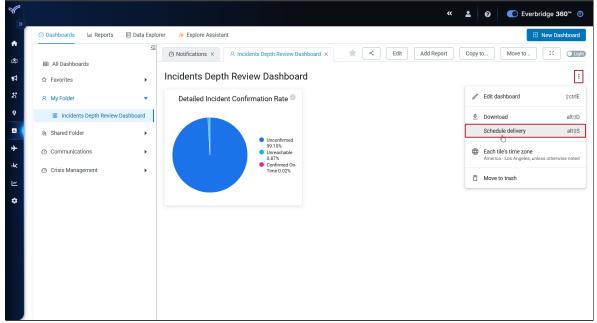


12. Once satisfied with the content and layout of the dashboard, click **Save**. It can always be edited again later as needed.

Schedule Dashboard Delivery

Dashboards can be scheduled to be sent out to stakeholders at specified intervals. To do so:

1. Locate the desired dashboard in the **Dashboard** tab, then click the kebab menu icon to open the **Actions** menu.



2. The Schedule Delivery modal appears with the Settings subtab open.

Settings	Filters	Advanced o	otions		
Schedule Name					
Custom Das	hboard				
Recurrence				Time	
Daily			-	06:00	•
Destination					
🚩 Email					•
Email addresses	*			All ⁽¹⁾ Exte	ernal (0)
	@everbridge.co	om ×			×
Format					
PDF					-

Specify the following:

- Schedule Name
- Recurrence
 - Send Now
 - Monthly
 - Weekly
 - Daily
 - Hourly
 - Minutes
 - Specific Months
 - Specific Days



- Time
- Email addresses
- Format
 - CSV ZIP file
 - PDF
 - PNG visualization
- 3. If needed, click Advanced Options for additional options.

Settings Filters	Advanced options	
Custom Message		0/150
Add a message to be	included in the body of the email.	
Include links		
🗹 Include links		
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- Custom message
- Include links



- Expand tables to show all rows
- Arrange dashboard tiles in a single column
- Paper size
- Delivery Timezone
- 4. Click **Save**. The dashboard will refresh, and the scheduled delivery will appear. Optionally, click **Send now** to send the dashboard out immediately, or click **New** to create an additional delivery schedule for this dashboard.

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& Shared Folder		Daily • 06:00 • Email 1 recipient • PDF		
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5. Once finished, click **Done** to close the modal.



Reports

The **Reports** tab consists of a library of premade visualizations and tables that answer common Communications and Resilience Insights questions in a standalone, shareable format.

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4		Delivery Path	 Total Number of Attempts 	Total Number of Successful Attempts	Total Number of Failed Attempts	Percent of Successful Attempts
కి	📄 🔺 Attempts Overview	1 Email	28,467	27	28,443	0.09%
	Number and percentage of	2 MS Teams	38	0	38	0.00%
Q	attempts by delivery path	3 Phone	16,917	0	16,917	0.00%
_		4 Plain Text Email	21	0	21	0.00%
13		5 Mobile App 6 Slack	33	16	17	48.48% 72.65%
	Communications Report for an Event	7 SMS	212	22	190	10.38%
* 또 *	Communications within an Event Confirmation Rate by Contact Groups Percent of contacts confirmed by contact group					
	Kitical Events					
	Location Map					
	Heat map of Critical Events when location details (address or shape) are available.					
	Tetailed Incident Confirmation Rate					
	Confirmation counts per distinct					

Default Reports

The following reports have been preconfigured for ease of access and use. Note that the default reports cannot be edited. However, users can save their own versions of these reports (including their data points, filters, and visualizations), enabling them to make modifications as needed. These saved versions will appear in a specified folder.

See <u>Save Reports</u> for more information.

Communications Reports

Communications	Description
Attempts Overview	Number and percentage of attempts by delivery path.
Confirmation Rate by Contact Groups	Percent of contacts confirmed by contact group.

Most Used Templates	Number of times Incident Templates were used.
Open Incidents by Duration	Open Incidents and how long they have been open for (beyond seven days).
Trends of Failed Attempts	Failed attempts over time via delivery path.

Resilience Insights Reports

NOTE: Resilience Insights reports are only available to Resilience Insights customers.

Resilience Insights	Description
Affected Assets Alerts	Count of alerts for each Asset affected by Risk Event.
Alert Rate	Percentage of Risk Events that got converted into alerts.
Alert Rate by Source	Percentage of Risk Events that got converted into alerts by source.
Alert Trend	Trend of total number of alerts by created date.
Alerts	Total number of alerts created.
Alerts Tend by Category	Trend of total alerts created each day by category.
Attempt Acknowledgement Rate per Delivery Path	Percent of acknowledged attempts by day per delivery path.
Attempt Average Time to Acknowledge per Delivery Path	Average acknowledgment time in minutes per delivery path.
Attempt Failure Rate	Percent of failed attempts by day per delivery path.
Attempt Success Rate	Percent of successful attempts by day per delivery path.
Average Alert Acknowledge Time (in hours)	Average hours to alert acknowledgment per severity.
Average Incident Launched Time (in hours)	Average hours to Incident creation in hours per severity.
Average Time to Acknowledge (in minutes)	Average acknowledgment time in minutes per severity.

Critical Events Created	Total number of Critical Events created.
Cumulative Count of Impacted Assets	Total number of impacted Assets.
Details	Details and status of each alert created.
Escalation Notification	Percentage breakdown of Incidents that were and were not escalated.
Incident Mean Time to Acknowledge (MTTA)	Mean time to acknowledgment in minutes by creation date.
Incident Mean Time to Resolve (MTTR)	Mean time to resolution in minutes by creation date.
Incidents Closed	Total number of Incidents closed by date.
Incidents Created Count	Total number of Incidents created by date.
Incidents Created Trend	Trend of total Incidents created by date.
Incidents Status	Total number of Incidents created by current status.
Notification Count by Incident	Trend of maximum, minimum, average, and mean Incident Notification count.
Risk Event Categories	Percent of total Risk Events by category.
Risk Event Severity	Count of Risk Events by severity.
Risk Event Trend	Trend of total number of Risk Events by date per severity.
Risk Events	Heat map of total Risk Events.
Risk Events Alerts	Details of Risk Event alerts.
Risk Events Alerts Map	Heat map of Risk Event alerts and impacted Assets count.
Risk Events Count	Total number of Risk Events.
Risk Events Source	Total Risk Events by source.
Top 10 Incidents by Notification Count	Incident name and Notification count for top Incidents by Notification count.
Top 10 Most Used Templates	Top 10 Incident Templates by count of Incidents created.
Top 10 Most Used Variable Name & Value Combinations	Top 10 variable name and value combinations with a count of Incidents created.



Top 5 Categories	Total number of Risk Events for top 5 categories.	
Total Alerts	Total alerts by severity.	
Total Alerts Created	Total number of alerts created.	
Total Number of Risk Events	Total number of Risk Events created.	

View Reports

To view a report from the **Reports** tab:

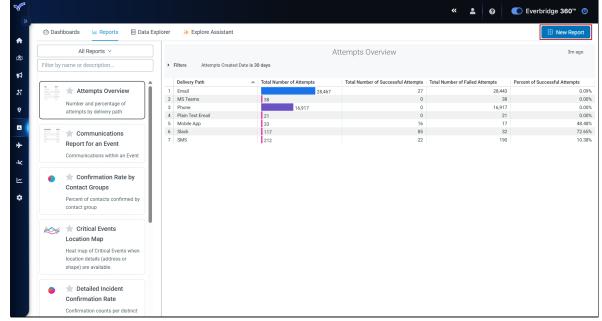
- 1. Scroll down the list to find a specific report, or, optionally, enter search terms to find it. You can also hover the cursor over **All Reports** and choose from one of the following options to filter the results:
 - All Reports
 - Favorites
 - My Folder
 - Shared Folder
 - Quick Reports
 - Communications
 - Resilience Insights
- 2. Click the desired report. It will populate to the right with the built-in visualization and data associated with the selected report.

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	Number and percentage of	2 MS Teams 3 Phone		38	0	38 16,917	0.00%
ę	attempts by delivery path	4 Plain Text Email		21	0	21	0.00%
		5 Mobile App		33	16	17	48.48%
0.0	★ Communications	6 Slack		117	85	32	72.65%
*	Report for an Event	7 SMS		212	22	190	10.38%
	Communications within an Event						
- X							
<u>۲</u>	Confirmation Rate by Contact Groups						
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	Critical Events						
	Location Map						
	Heat map of Critical Events when						
	location details (address or shape) are available.						
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	Confirmation Rate						
	Confirmation counts per distinct						

Create Reports

Users can also create new reports in addition to using the preconfigured reports. To do so:

1. Click New Report in the top-right corner of the Reports tab.



2. The **Report Builder** appears. Select the **Report Type** from the drop-down menu to populate available data points and filters to be used in this report.

eport Builder	DATA TO DISPLAY (Required - Drag one or more fields to the area below to add columns to your report. You can drag to re-order.)		Remove All
Select a Report Type, then drag fields into the D (and optional Filter) areas at right.	Data		
Report Type:	FILTERS (Optional - Drag fields to area below to config	ra filtare to be used with your report)	Remove Al
Notifications		ine inters to be used with your report?	Remove A
Risk Index Analysis			
Assets A	Preview Report	Save Report:	
Assets	Preview Report	* Title	
 Response Analytics (Analyze Incidents, Notifications and Response data) 		Enter a title for your report	
Attempts		Description	
N Incidents		Enter an optional description	
Notifica [∰] pns			
Notification Summary >			
Notifications >			
Template >			Cancel Save
Variable >			

- 3. Once the Report Type has been selected, add data points to display as columns in the report by either clicking the **Display** toggle or dragging the data point to the **Data to Display** section. They can be rearranged as needed once they've been added.

We're trying to create a report that shows the number of Notifications sent by Priority in the image below, so the **Priority** field and **Notification Count** measure have been included.

Analytics > Create Cust	om Report			
Report Builder		DATA TO DISPLAY (Required - Drag one or more fields to	the area below to add columns to your report. You can drag to re-order.)	Remove All
Select a Report Type, th (and optional Filter) area	en drag fields into the Data as at right.	■ Priority■ Notification Count		X
Report Type: Notifications	V	FILTERS (Optional - Drag fields to area below to	configure filters to be used with your report)	Remove All
■ Last Modified Name ■ Launch Type	Display Filter			
Notification ID	Display Filter Display Filter	Preview Report	Save Report: * Title	
Priority Sender Username	Display Filter		Enter a title for your report	
E Source	Display Filter		Description	
► Start Date ■ Status	Display Filter		Enter an optional description	
≡ Text Message	Display Filter			
■ Title ■ Type	Display Filter			Cancel Save
MEASURES Notification Count	Display Filter			

4. Give the report a title and an optional description.

Save Report:	
Title	
Notification Count by Priority	۲
Description	
A report displaying the amount of Notifications sent by Pri-	ority. 🛛
	/
Cancel	Save

5. Click **Preview Report** for a quick review of how the report will appear once it's finished.

[≪] everbridge ⁻	» 🛓	, • Pfieffer University (Organization Admin) • 😡 💽 Everbridge 360° (Ð
 A Home (₺) Situational Awareness (₺) Situational Awareness (₺) Communications (□) Crisis Management (₽) Contacts + Assets (□) Reports + Analytics (□) Reports 	Analytics > Create Custom Report Report Builder Select a Report Type, then drag fields into the Data (and optional Filter) areas at right. Report Type: Notifications	DATA TO DISPLAY (Required - Drag one or more fields to the area below to add columns to your report. You can drag to re-order.) Remove A Notification Count IX Image: Priority IX FILTERS (Optional - Drag fields to area below to configure filters to be used with your report)	<
Notifications Priority		Notifications Notification Count	
NonPriority		6	



6. Once satisfied with the previewed results, click **Save**. This report can now be accessed and run from **My Folder**.

🕑 Dashboards 🔛 Reports 🗐 Data Explorer		New Report
My Folder V	Notification Count by Priority	2m ago
Filter by name or description Filters Not	tifications Created Date is 30 days	
Priority Notification Count by	Notification Count	6
A report displaying the amount of		
Notifications sent by Priority.		



Save Reports

Both default and custom reports can be saved to a user's folder or an Organizational folder. Once saved, these copied reports can be further customized by inheriting the data points and visualizations from the uneditable default report to better meet specific use cases.

To save a report:

- 1. Select the desired report from the **Reports** tab. In this example, we selected a default report: Latest Used Templates.
- 2. Click the cogwheel icon to open the **Actions** menu, then select **Save** > **Save**

	Communications V]		Lates	t Used Templates			just nov
lter by nar	ne or description	j .	Filters					
	11 A 117 11		cidents Created Date				Explore from	here CTRL + ALT +
m	ore than 1 notifications		onditionally Required	is any time 👻	+		Edit	
•	Incidents With				As a new dashboard	tr + CTRL + S	Save	
A	ttachments		Template ID	Temp	 To an existing dashboa 	rd 압+CTRL+A	✤ Download	î + CTRL +
		1	1559899372781679 1007635297992750	Dama Misce				T+CIKL+
. 1	Incidents With Map	3	1714142922670087	Ad-Ho	Garchion		Send	ALT + 11 +
		4	1725962672668684	SOSA			Schedule	ALT + CTRL
	Latest Used							
Т	emplates						Merge result:	S
	Most Used Templates						Move to tras	h
In	Open & Closed cidents							
- 1	Opened incidents							

3. The **Save Look** modal appears. Enter a title and an optional description that will populate in the list view.

Save Look	×
A Temporary changes to fi	ters will not be reflected in saved version.
Title	Latest Used Templates
Description optional	
Folder	My folder
My folder	Filter by title
Group	
	Save & View Look

- 4. Choose which folder the report should be saved in.
- 5. Click Save & View Look once the selections are made.
- 6. Check the folder that this report was saved to. Once located, click the **Actions** menu, which has more options now on this version of the report than the default, unchangeable version. It's now editable and can be adjusted to



meet different use cases.

🕑 Dashboards 🔟 Reports 🗏 Data Exp	blorer					New Report
My Folder 🗸		La	atest Used Templates			47m ago
Filter by name or description	▼ Filters				Explore from he	ere CTRL + ALT + E
Latest Used Templates	Incidents Created Date Conditionally Required	is in the year	2024 +		Edit	
Notification Count by	Template ID		Template Name	Re	Save	•
Priority	1 1559899372781679		Damaged Building		✤ Download	12 + CTRL + L
A report displaying the amount of Notifications sent by Priority.					Send	ALT + ☆ + S
					Schedule	ALT + CTRL + S
					Edit settings	CTRL + CTRL + E
					Merge results	
					Move to trash	



Send and Schedule Reports

Reports can be sent to recipients immediately or scheduled to be sent at a recurring date and time.

Send Report

To send a report immediately:

1. Click the cogwheel icon to open the drop-down Actions menu, and select **Send Report**.

🕑 Dashboards 🔟 Reports 🗐 Data Ex	plorer		New Report
All Reports V	Notifica	ation Count by Priority	38m ago
Filter by name or description	Filters Notifications Created Date is 30 days Priority	Notification Count	Explore from here CTRL + ALT + E
Notification Count by Priority	1 NonPriority	Notification Count	Edit
A report displaying the amount of Notifications sent by Priority.			Save >
			<u>Download</u> ℜ+CTRL+L <u>Send</u> الس
- 🔶 Active Incidents			Schedule ALT + CTRL + S
Affected Asset Alerts Count Count of alerts for each asset affected by risk event			Edit settings CTRL + CTRL + E Merge results
			Move to trash
Alert Rate Percentage of risk events that got converted into alerts			
Alert Rate by Source Percentage of risk events that got converted into alerts by source			

2. The **Send Report** modal opens. Enter a title and the recipients' email addresses. Note that the sender's email address is included by default but



can be removed by clicking the X.

nd Notification Count by Priorit	/	
Title	Give your schedule a name. Notification Count by Priority	
Where should this data go?	Ver ail	
Who should it be emailed to?	Add recipients, use commas for multiple addresses	Add
Format data as	Data Table Visualization CSV XLSX JSON – Simple Text HTML HTML	
Filters Notifications Created Date Advanced options	matches the user attribute "default_explore_time_period"	
		Ser

- 3. Select the data format for the report from one of the following options:
 - Data Table
 - Visualization
 - CSV
 - XLSX
 - JSON Simple
 - Text
 - HTML

4. If more granularity is needed, consider applying some optional data filters:

Notifications Crea	matches a user attril	Default explore Time Per	iod (30@	€i≡ +
	is in the past is on the day			
 Advanced options 	is in range is before			
Limit	is on or after is in the year	Email options	🗹 Include	links
🔵 Results in Table All Res	is null is any time	Format options		isualization options
	is not null	Format Options		ted data values
	matches a user attribute			
			Formatt	ted data values

- 5. Additional optional settings can be configured under Advanced Options:
 - Limit
 - Results in table
 - All results
 - Email Options
 - Include links
 - Format Options
 - Apply visualization options
 - Formatted data values
- 6. Click **Save** once all of the selections have been made. The report will be sent to the recipients' email addresses using the specified parameters.

Schedule Report

Reports can be scheduled to be sent to recipients at specific intervals or as a datagroup update. To schedule a report:

1. Click the cogwheel icon to open the drop-down **Actions** menu, and select **Schedule**.

🖄 Dashboards 🔟 Reports 📃 Data	Explorer		🗄 New Repor
All Reports \vee	Notif	ication Count by Priority	2h ago
Filter by name or description	Filters Notifications Created Date is 30 days Priority	Notification Count	Explore from here CTRL + ALT +
Notification Count by Priority A report displaying the amount	1 NonPriority		Edit Save
of Notifications sent by Priority.			Download 8+CTRL+
Active Incidents			Send ALT + 8 + Schedule Im ALT + CTRL +
Affected Asset Alerts Count Count of alerts for each asset affected by risk event			Edit settings CTRL + CTRL + Merge results
Alert Rate			Move to trash
Percentage of risk events that got converted into alerts			
🔺 Alert Rate by Source			
Percentage of risk events that got converted into alerts by source			

2. The **Schedule Report** modal appears. Enter a title and the recipients' email addresses. Note that the sender's email address is included by default but can be removed by clicking the **X**.

Schedule Notification Count by Priority			
Schedules New	Give your schedule a name.	Give your schedule a name.	
Iotification Count by Priority mail (1) > HTML Table > Daily		Notification Count by Priority	Add
	Where should this data go?	Email	
	Who should it be emailed to?	Add recipients, use commas for multiple addresses .com ×	Add
	Format data as	Image: Data Table Image: DataTable Image: DataTable	
	Trigger	Repeating interval O Datagroup update	
	Deliver this schedule	● Daily ○ Weekly ○ Monthly ○ Hourly ○ By minute	
		Send At Every day • 6 • : 00 • AM •	
	Filters Notifications Created Date	matches the user attribute "detault_explore_time_period"	
	Advanced options		

- 3. Select the data format for the report from one of the following options:
 - Data Table
 - Visualization
 - CSV
 - XLSX
 - JSON Simple
 - Text
 - HTML
- 4. Specify if a repeating interval or a datagroup update should trigger the schedule. For this example, we'll set the trigger to **Repeating interval**.
- 5. Choose from one of the following delivery intervals:

Deliver thi	s schedule				
O Daily	Weekly	O Monthly	O Hourly	\bigcirc By minute	
Send					
Friday	ŧ				
At					
	00 \$ A				

- Daily
 - Every day
 - On weekdays only
 - On specific days of the week
- Weekly
 - Select from Sunday through Saturday
- Monthly
 - Every month
 - At the start of every quarter
 - In specific months
- Hourly
 - ∘ 1hour
 - 2 hours
 - 3 hours
 - 4 hours
 - 6 hours
 - 8 hours
 - 12 hours
- By minute



- 5 minutes
- 10 minutes
- 15 minutes
- 20 minutes
- 30 minutes
- 6. <u>If more granularity is needed, consider applying some optional data filters:</u>

Notifications Crea	I	matches a user attril		+
		is in the past 😞	£≣	
		s in range s before		
Advanced options	i	s on or after s in the year s null		
Send Test		is any time is not null		
		matches a user attribute matches (advanced)	Canc	el Save



7. Additional optional settings can be configured under Advanced Options:

	Email options	links
there are either results or no resu \$		Apply
there are results there are no results there are either results or no results	Format options	visualization options
Limit		 Formatted data values
Results in Table All Results		data values
	Timezone	America 🕏

- Limit
 - Results in table
 - All results
- Email Options
 - Include links
- Format Options
 - Apply visualization options
 - Formatted data values
- Timezone

8. If desired, click **Send Test** to receive a test version of the report as a preview.

Send this schedule if		Include
there are either results or no resu \$	Email options	links
and results changed since last run		Apply
	Format options	visualizatior options
Limit		Formatted
● Results in Table ○ All Results		data values
	Timezone	America 🕈
Send Test 🗸 On its way!		

9. Click **Save All**. If multiple schedules need to be set for the same report, more can be created by clicking the **New** button at the top of the **Schedules**



column.

chedules		
	Give your schedule a name.	
otification Count by Priority	Give your schedule a name.	
nail (1) > HTML Table > Daily	Notification Count by Priority	••••]
	Where should this data go?	
	()	
	Email	
	Who should it be emailed to?	
	Add recipients, use commas for multiple addresses	Add
	sarah.venezio@everbridge.com ×	
	Include a custom message	
	Format data as	

Download Reports

Reports can be downloaded in a variety of data formats and visualizations. To do so:

- 1. Select the report in question from the **Reports** tab.
- 2. Click the cogwheel icon to open the Actions menu, then select Download.

All Reports V	NL	otification Count by Priority		57m ag
		Stillcation Count by Frionty		5711 ay
ter by name or description	Filters Notifications Created Date is 30 days		Explore from he	ere CTRL + ALT +
	Priority	Notification Count		
Notification Count by	1 NonPriority		Edit	
Priority			Save	
A report displaying the amount			Save	
of Notifications sent by Priority.			👲 Download 🕅	tr + CTRL ·
📥 📩 Active Incidents			Send	ALT + 11 +
			Schedule	ALT + CTRL -
🛉 📩 Affected Asset Alerts			Edit settings	CTRL + CTRL -
Count				office office
Count of alerts for each asset affected by risk event			Merge results	
			Move to trash	
👝 🔺 Alert Rate				
Percentage of risk events that				
got converted into alerts				
🔺 Alert Rate by Source				
Percentage of risk events that				
got converted into alerts by				

3. The Download modal appears.

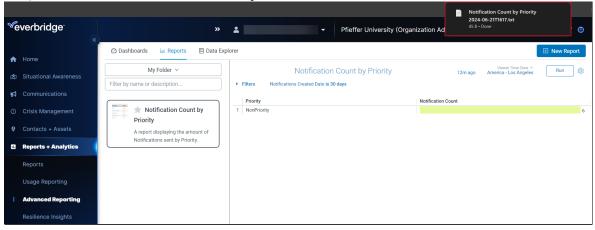
Format		
TXT (tab-separated values)		•
Filename		
Notification Count by Priority 2024-06-21T1608		
Results		
With visualizations options applied 1		
As displayed in the data table		
Data values		
Formatted		
O Unformatted (no rounding, special characters, etc.)		
Number of rows and columns to include		
Current result table		
O All results		
Custom		
Open in Browser	Cancel	Download

Make the following selections:

- Format
 - TXT
 - Excel Spreadsheet
 - CSV
 - JSON
 - HTML
 - Markdown
 - PNG (image of the visualization)
- Filename
- Results
 - With visualizations options applied
 - As displayed in the data table
- Data values
 - Formatted
 - Unformatted (no rounding, special characters, etc.)



- Number of rows and columns to include
- 4. If desired, click **Open in Browser** to see a web-based version of the report. If not, click **Download** to save it to your device.



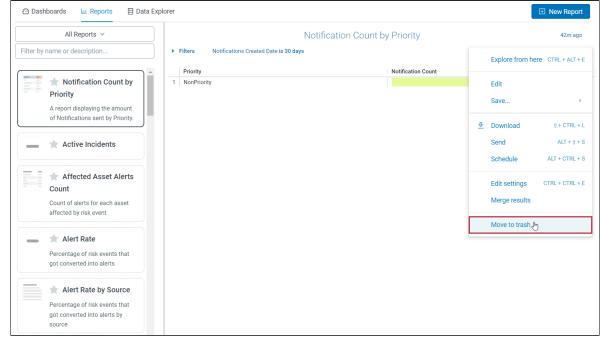
Delete Reports

A custom report can be deleted if it's no longer needed.

NOTE: The default, out-of-the-box reports cannot be deleted.

To delete a report:

- 1. Select the report in question from the Reports tab.
- 2. Click the cogwheel icon to open the Actions menu and select Move to trash.



3. Click **OK** on the popup modal at the top of the page to confirm the deletion.

		An embedded page at looker.everbridge.net says		🕒 All Bookm
[«] everbridge ⁻		Are you sure you want to move this Look to the trash?	ty (Organization Admin) 👻	Image: General control of the second sec
🔶 Home	🕐 Dashboards 🕍 Reports 🗏 Dat			🗄 New Report
🖄 Situational Awareness	All Reports V	Notification Filters Notifications Created Date is 30 days	n Count by Priority	45m ago
Communications	Filter by name or description	Priority	Notification Count	Explore from here CTRL + ALT + E
① Crisis Management	Notification Count by	1 NonPriority		Edit
• Contacts + Assets	A report displaying the amount			Save >
Reports + Analytics	of Notifications sent by Priority.			Download 8 + CTRL + L
Reports	🕳 🄺 Active Incidents			Send ALT + 1) + S
Usage Reporting				Schedule ALT + CTRL + S
Advanced Reporting	Affected Asset Alerts Count			Edit settings CTRL + CTRL + E
Resilience Insights	Count of alerts for each asset affected by risk event			Merge results
Travel Risk Management	Alert Rate			Move to trash

Data Explorer

New visualizations and table widgets can be created from the **Data Explorer** tab by pulling information from multiple data stores across Everbridge Suite.

The following data stores can be used in the Data Explorer tab:

- Attempts
- Notifications
- Incidents
- Assets

Resilience Insights customers also have access to additional items:

- Risk Events
- Risk Events and Alerts
- Risk Index Analysis



Create Visualizations

To create a new visualization or widgets:

- 1. Navigate to Advanced Reporting > Data Explorer.
- 2. Select the desired data type from the drop-down menu.

°€	everbridge ⁻	>> ▲ Pfieffer University (Organization Admin) → 🛛 O Everbridge 360 [™] O
*		⊘ Dashboards ⊌ Reports E Data Explorer
ർ	Situational Awareness	Choose Data Type V
4	Communications	Analyze Risk Events and Alerts Risk Events
0	Crisis Management	Risk Events and Alerts
¢	Contacts + Assets	Risk Index Analysis Assets
ıl.	Reports + Analytics	Assets
	Reports	Response Analytics (Analyze Incidents, Notifications and Response data)
	Usage Reporting	
- I	Advanced Reporting	
	Resilience Insights	
*	Travel Risk Management	
-*		
٠	Settings	

- 3. The **Explore** panel for the selected data type (Notifications, in this example) will appear, including a list of available fields to the left. Two items are required to create a visualization (bar chart, pie chart, line graph, etc.):
 - **Dimension** Used to group or identify data for analysis. Think of dimensions as the x-axis or the independent variable.
 - **Measure** Measures represent the quantities of the data (total counts, sums, or averages). A measure acts as the y-axis or the dependent

variable.

🕑 Dashboards 🛛 🔟 Reports 🗧 Data Explo	rer
Choose Data Type 🗸	
Explore	Run tật
Notifications ⓒ	Filters Notifications Created Date is 30 days
Find a Field Search Options	► Visualization
Q Start typing to search	Totals Add calculation Row Limit Totals
All Fields In Use	
Custom Fields + Add	
 Attempts 	
Contact Attributes	
 Contact Log 	
Notification Responses	
Notification Results	
Notification Summary	르미
 Notifications 1 	Select some dimensions or measures.
Template	
→ Variable	

- 4. Choose a Dimension and a Measure, which will appear on the list to the right once selected. In this example, we want to create a visualization representing the breakdown of the Notifications launched by an Organization by Type. To do this apply:
 - **Dimension**: Notifications > Type
 - **Measure**: Notifications > Measure

🙆 Dashboards 🛛 🕍 Reports	s 🗏 Data Explo	rer
Choose Data Type	~	
Explore		Run 🔅
Notifications	()	Filters Notifications Created Date is 30 days
Find a Field	Search Options	➤ Visualization
Q Start typing to search		▼ Data Results Add calculation Row Limit ■ Totals
All Fields	In Use	Notifications Type 🛞 Notifications Notification Count 🛞
A resist DMANSION Content Type Created Created Name Delivery Path Order End Escalated (Yes / No) Incident ID Last Modified Last Modified Last Modified Last Modified Last Modified Source Start Start Status Tele Type MetAsures Medimetion Modified Type Status Tele Type MetAsures MetAsures Modified Source Status Tele Type MetAsures MetAsures Modified Source Status Tele Type MetAsures Modified Source Status Tele Type MetAsures Modified Source Status Tele Type MetAsures Modified Source Source Status Tele Type MetAsures Modified Source Source Source Status Tele Type MetAsures Modified Source Source	3 *	Press "Run" to explore this data.



5. Choose what kind of visualization should be created from the **Visualization** dropdown. We'll choose a **Pie Chart** for this example.

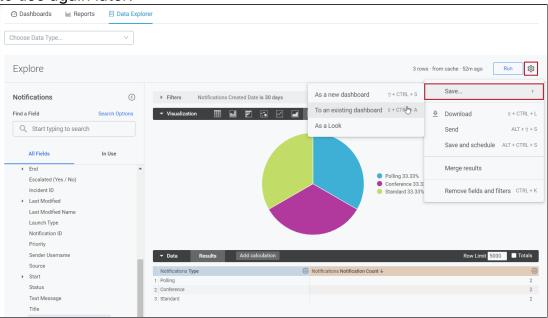
🕐 Dashboards 🛛 🔟 Repo	rts 🗄 Data Explorer		
Choose Data Type	~		
Explore			Run
Notifications	\bigcirc	Filters Notifications Created Date is 30 days	
Find a Field	Search Options	Visualization 🏢 🖬 📰 🗹 🖬 🔯 🛛 6 🚥	🔅 Forecast 🔄
Q Start typing to search	h		
All Fields	In Use		
 End 	•		
Escalated (Yes / No)		Press "Run" to explore this data.	
Incident ID Last Modified			
Last Modified Name			

6. Once the Dimension, Measure, and Visualization values have been applied, click **Run** in the top-right corner of the page to generate the visualization, which will appear below.

🕑 Dashboards 🛛 🔟 Repor	ts 🗄 Data Explore			
Choose Data Type	~			
Explore				3 rows · 0.477s · just now Run
Notifications	\bigcirc	Filters Notifications C	reated Date is 30 days	
Find a Field	Search Options	▼ Visualization	J 🗉 🖸 🖬 🖸 🕫 6	
Q Start typing to search	I			
All Fields	In Use			
 End Escalated (Yes / No) Incident ID 	-			Polling 33.33%Conference 33.33%
 Last Modified 				• Standard 33.33%
Last Modified Name Launch Type				
Notification ID				
Priority				
Sender Username		✓ Data Results	Add calculation	Row Limit 5000
Source		Natifications Ture		Notification Count J
 Start 		Notifications Type 1 Polling	ser Notifications	Notification count V
Status		2 Conference		
Text Message		3 Standard		
Title				
Туре				
MEASURES				
Notification Count				

- 7. This visualization can be saved by clicking on the cogwheel to open the menu, hovering over **Save**, and then selecting one of the following options:
 - As a new dashboard Save this visualization as a dashboard.
 - To an existing dashboard Save and add this visualization to an existing dashboard.

• As a Look - This saves applied filters, visualizations, fields, sorting, etc. to use again later.





Download a Visualization

To download a visualization:

- 1. Repeat **Steps 1-6** of <u>Create Visualizations</u> or navigate to an existing visualization.
- 2. Click the cogwheel to open the menu, then select **Download**.

🙆 Dashboards 🛛 🔤 Report	s 🗏 Data Explo	rer					
Choose Data Type	\vee						
Explore					3 rows	s · from cache · 23m ago	Run
Notifications	\odot	Filters Notifi	cations Created Date is 30 days			Save	+
Find a Field	Search Options	▼ Visualization		☑ ◎ ◎ …			Ռոյ 🕆 + CTRL + L
Q Start typing to search					-	Send	ALT + 11 + 5
All Fields	In Use					Save and sche	dule ALT + CTRL + S
▶ End	•				Conference 33.3	Merge results	
Escalated (Yes / No) Incident ID					 Polling 33.33% Standard 33.33% 	Remove fields	and filters CTRL + I
 Last Modified Last Modified Name 							
Launch Type							
Notification ID							
Priority							
Sender Username		✓ Data Resu	Add calculation			Row Lim	it 5000 🗌 Totals
Source		Notifications Type		Notifications Notification	on Count ↓		(
 Start 		1 Conference					2
Status		2 Polling					2
Text Message		3 Standard					2
THE							



3. The **Download** modal will appear.

Format		
TXT (tab-separated values)		v
Filename		
response_analytics_risk notifications 2024-06-18T1232		
Results		
With visualizations options applied 1		
\bigcirc As displayed in the data table		
Data values		
Formatted		
O Unformatted (no rounding, special characters, etc.)		
Number of rows and columns to include		
O Current result table		
O All results		
◯ Custom		
Open in Browser	Cancel	Download

Set the following options:

- Format
 - TXT
 - Excel Spreadsheet
 - CSV
 - JSON
 - HTML
 - Markdown
 - PNG
- Filename
- Results
 - With visualization options applied
 - As displayed in the data table
- Data Values
 - Formatted
 - Unformatted
- Number of rows and columns to include
 - Current result table
 - All results
 - Custom



4. Click **Download**, or optionally, **Open in Browser** to view a browser-based version of the file, instead.

Explore Assistant

The AI-powered **Explore Assistant** helps users automatically create visualizations based on their Incident and Alert history, Assets, and Risk Events by entering a text-based prompt to be parsed into applicable fields and filters.

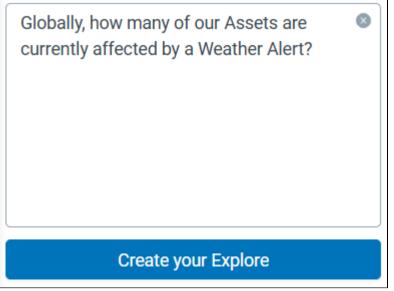
			< 💄 👩 💽 Everbridg	ge 360™ ⊜
»				
	🙆 Dashboards 🛛 🔟 Reports 🗧 Data Ex	plorer 🛛 🔅 Explore Assistant		
f				
du 	Globally, how many of our Assets are currently affected by a Weather Alert?	Explore	Viewer Time Zone ↔ 456 rows - 26.95s - 10m ago - America - New York	Run
R				
s "		Risk Events and Alerts	ⓒ Filters	
ę		Find a Field Search O		
Ŷ		Q Start typing to search	is not blank v + ×	
		C otart typing to ocaron	Risk Events Alerts Category is weather × × + >	×
	Create your Explore	All Fields In Use		· · · · ·
*	Disclaimer: The Al-generated "Explore" is a starting point and results will vary. Customize the fields, filters, or visualization		🗸 Visualization 🔠 🖬 🗐 🔂 🖉 🖬 🔘 🗞 6 🚥 🔅 Forecast] Edit
	or try again if it does not meet your needs!	✓ Alerts	Name Total Number of Alerts	
÷		Total Number of Alerts	1 Route Label	95
1	Examples Recent History	Total Number of Alerta	2 Murchison & El Camino - Burlingame 74	93
[∼		✓ Assets	3 Broadway & Laguna - Burlingame 74 ····	
•	Data Type:	Name	4 Parkway Centre 17	
~	Risk Events v	Name -	5 California To Hub 13	
		 Risk Events Alerts 	6 California From Hub 13	
			7 Albertsons-Tracy #7295 11 ····	
	What were the most common types of risk	Category		
	near Cairo, EG the last 2 quarters?	Effective Date • Effective Date 😑	9 South West From Hub 8 mm	•
	Show me the trend of risk events by type for	Clear all Clear fields keep filters	✓ Data Results Add calculation Row Limit 5000	Totals
	the last guarter.		Assets Name	© <u>^</u>
			1 Route Label	95
			2 Murchison & El Camino - Burlingame	74 📖
	What were the most common types of crime risk events in Istanbul the last 4 weeks?		3 Broadway & Laguna - Burlingame	74 🚥
	Tisk events in Istalibul the last 4 weeks?		4 Parkway Centre	17 📖
			5 California To Hub	13
	What does the severity of the risk events in the		6 California From Hub	13
	Rome area look like over the past 7 weeks?		7 Albertsons-Tracy #7295	11 🚥
			8 South West To Hub	8 📖
	What were the sources of risk events for last	4 fields 4 displayed	9 South West From Hub	8 🚥 💌
	week?		Pow	vered by 🖏 Looker
L				

IMPORTANT: The Al-generated Explore serves as a starting point, and results may vary. Adjust the automated fields, filters, or visualization as needed to isolate the desired data or clarify the wording in the prompt and try again.

Using Explore Assistant

To start using Explore Assistant, navigate to **Advanced Reporting** > **Explore Assistant**. From there:

1. Enter a prompt in the field in the top-left corner describing the type of data that should be received, then click **Create Your Explore**.



• Refer to the **Examples** section below for effective prompts to use in Explore Assistant. Examples are organized by data type: Risk Events, Assets, and Alerts. Simply click an example to run the corresponding

prompt.

Examples Recent History	
Data Type:	
Risk Events V	
What were the most common types of risk near Cairo, EG the last 2 quarters?	
Show me the trend of risk events by type for the last quarter.	
What were the most common types of crime risk events in Istanbul the last 4 weeks?	
What does the severity of the risk events in the Rome area look like over the past 7 weeks?	
What were the sources of risk events for last week?	

• Click **Recent History** to see a list of the most recently used prompts. A prompt can be run again by clicking on it, or the list can be wiped by

selecting Clear.

Examples	Recent History	clear
Globally, how n affected by a V	nany of our Assets are o Veather Alert?	currently
How many Ale Assets?	rts are currently affectir	ng our
How many acti Ukraine right n	ive Risk Events are there ow?	e in
How many Ale three years?	rts were sent out within	the last
-	ifications were sent but a targeted audience in th years?	

- 2. Explore Assist will automatically apply any relevant filters or fields based on the query and display the preliminary results in the **Explore** section. Review the following areas and adjust the criteria as needed:
 - The applied fields can be seen under the **In Use** tab. Switch to the **All Fields** tab to add more as needed.

Veverbridge

Ris	k Events and Alerts		\langle
Find	a Field	Search Op	tions
C	C Start typing to search		
	All Fields	In Use	
- A	lerts		
	Total Number of Alerts		
- A	ssets		
	Name	Ŧ	
≁ R	isk Events Alerts		
	Category	Ŧ	
	Effective Date • Effective Date	Ŧ	
Clear a	II Clear fields keep filters		
4 field	s 4 displayed		

Risk Events and Alerts	\odot
Find a Field	Search Options
Q Start typing to search	
All Fields	In Use
Custom Fields	+ Add
Alert Action Summary	
Alerts	1
Alerts Action History	
Alerts Affected Asset By Proxir	nity
Assets	1
Assets Properties	
Crisis Event Incident	
Crisis Events	
 Crisis Task 	
 Incidents 	
Notifications	
Risk Events Alerts	2

 Under Filters, check that the correct data points and filters were applied from the prompt. If not, adjust as needed.

➡ Filters	3		
	ô Assets Name	is not blank 👻 + 🗙	
AND	Risk Events Alerts Category	is ▼ Weather ×	× • ×
	Risk Events Alerts Effective Date Conditionally Required	matches a user attribute 👻	Default explore Time Period (30 days) 👻
	+ Filter		
+ New g	roup + Custom expression		

 Explore Assistant will choose a visualization that best meets the prompt's criteria, but it can easily be changed by clicking any of the different options in the Visualization section. Some visualizations provide more detailed information by clicking on the elements they contain.

					<u>96</u>]				
SKI	EVENTS AND A Alert Acknowledge Date	LERTS (4 Filter Category	rs) 🗸	Effective Date	Source	Headline	Description	Explore 4	Download Time to Acknowledge (in minutes)	>
SK I	Alert			Effective Date	Source OPERATORENT EREDRISK	Headline Label: risk_items_quer y Automation Polygon: Create REI OER Polygon: All data test Weather - Sev: Extreme 1731679612		Affected Asset	Time to	>

3. Once satisfied with the data and format of the Explore, it can be utilized in several ways by clicking the **Options** cogwheel in the top-right corner.

ADVANCED REPORTING GUIDE



V			« 💄	 € Everbridge 360[™]
*	🕐 Dashboards 🔟 Reports 🖹 Data Ea	plorer		
ഷ ₽	Globally, how many of our Assets are Currently affected by a Weather Alert?	Explore	449 rows - from cache - 8m a	Viewer Time Zone ~ Run 🕸
នា		Risk Events and Alerts ⓒ	Filters Assets Name is not blank AND Risk Events Alerts Category is Weather	Save >
€		Find a Field Search Options Q Start typing to search	- Visualization 🏢 🖬 🖹 🔂 🖉 🖬 🔘 🛛 🚺 …	<u>⊕</u> Download ⊕ + CTRL + L Send ALT + ⊕ + S
*	Create your Explore Disclaimer: The Al-generated "Explore" is a starting point and results will vary. Customize the fields, filters, or visualization	All Fields In Use		Save and schedule ALT + CTRL + S
¥	or try again if it does not meet your needs! Examples Recent History clear	Custom Fields + Add Alert Action Summary		Merge results Remove fields and filters CTRL+K
⊻ ✿	Globally, how many of our Assets are curree	Alerts 1 Alerts Action History	96	
	affected by a Weather Alert? How many Risk Events occurred Tampa,	Alerts Affected Asset By Proximity Assets 1	20	
	Florida during Hurricane Helene in September?	Assets Properties Crisis Event Incident		
	How many Risk Events occurred Tampa, Florida during Hurricane Helene a couple months ago?	Crisis Events Crisis Task		
		Incidents Netifications		

Select one of the following options:

- Save
 - As a new Dashboard
 - To an existing Dashboard
 - As a Look



• **Download** - Choose a file format, data format, result types, and data values to download the results.

Format	
TXT (tab-separated values)	•
Filename	
risk_events_look_ml risk_events_alerts 2024-11-18T1119	
Results	
With visualizations options applied 1	
 As displayed in the data table 	
0	
Data values	
Data values Formatted Unformatted (no rounding, special characters, etc.) 	
Data values Formatted Unformatted (no rounding, special characters, etc.) 	
Data values Formatted Unformatted (no rounding, special characters, etc.) Number of rows and columns to include 	
Data values Formatted Unformatted (no rounding, special characters, etc.) Number of rows and columns to include Current result table 	
Data values Formatted Unformatted (no rounding, special characters, etc.) Number of rows and columns to include Current result table All results 	
Data values Formatted Unformatted (no rounding, special characters, etc.) Number of rows and columns to include Current result table All results 	

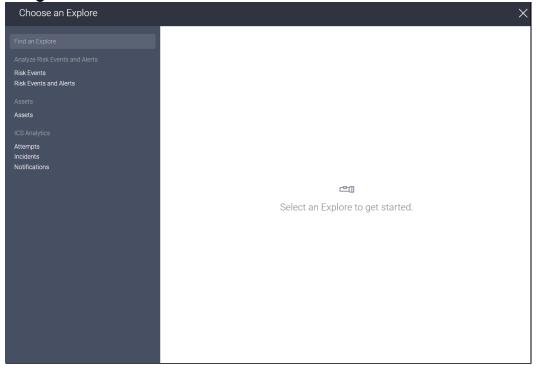
• Send - Add a name, data format, and recipient email addresses to send the results to other users.

Send Risk Events Look MI Risk Ev	ents Alerts)	×			
Title	Give your schedule a name.					
	Risk Events Look MI Risk Events Alerts	••••				
Where should this data go?	email					
Who should it be emailed to?	Add recipients, use commas for multiple addresses × Include a custom message	Add				
Format data as	Data Table Visualization CSV XLSX JSON - Simple Text HTML HTML					
Advanced options						
		Send				

• Save and schedule - Add a title, optional description

Save Look			×
You must save a Look before	e it can be scheduled.		
Title			
Description optional			li di
Folder	My folder		
My folder	Filter by title		
Group			
		This folder is empty.	
			Save & View Look

• Merge Results





• Remove fields and filters

Explore Assistant Feedback

Explore Assistant may not immediately provide the desired content, and learns from user input. If users are dissatisfied with a response, they're encouraged to leave detailed feedback in the field found at the top of the page, and then adjust their prompt or manually apply the desired fields as needed.

ł	Help improve future results by rating the response:	🖞 Looks good	₽ Needs improvement		
	Optional: Share your thoughts				×
					le
				Send Canc	el