



# IT Alerting Guide

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Everbridge Suite

Everbridge Suite  
2025  
Printed in the USA

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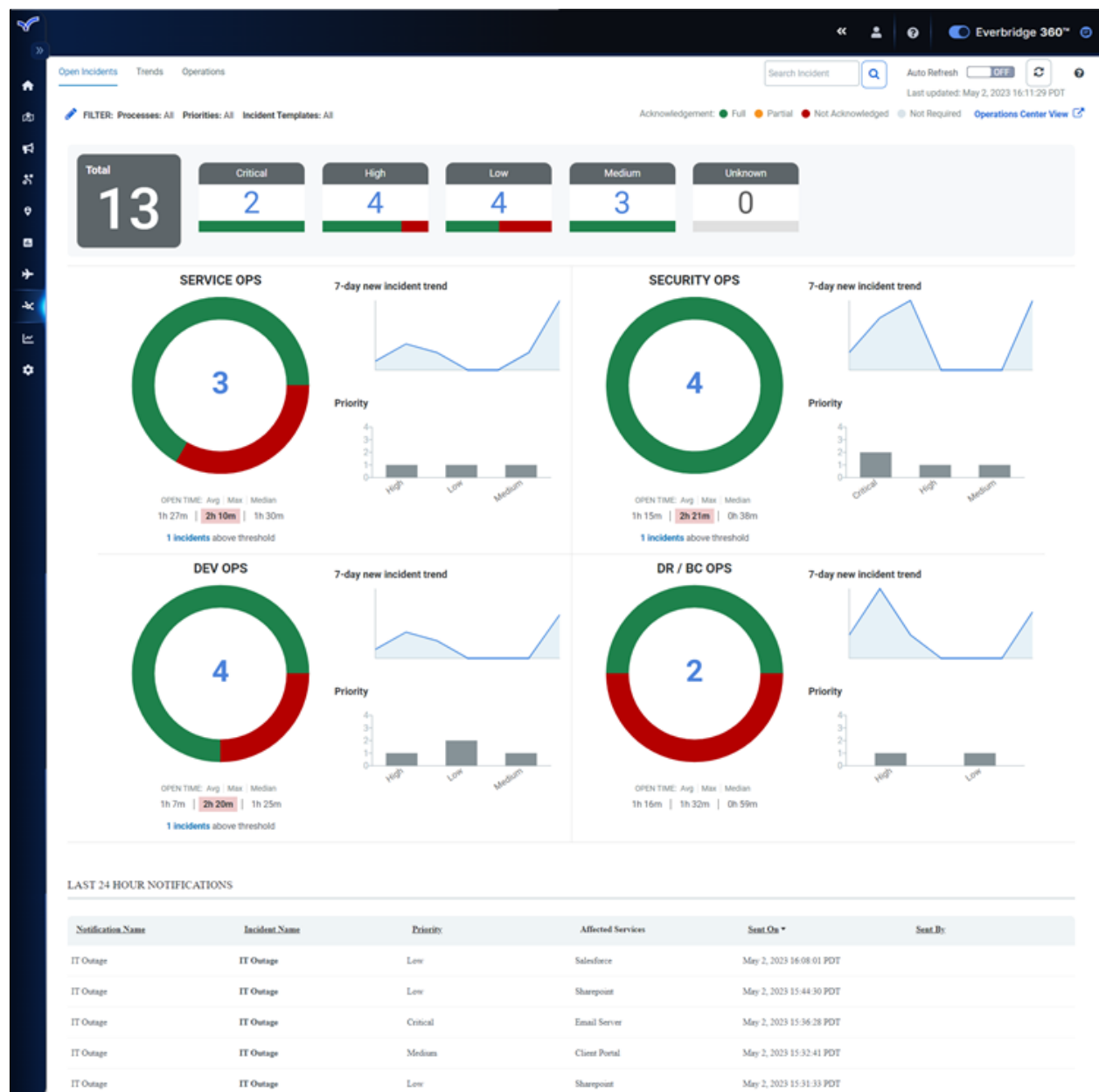
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# IT Alerting

IT Alerting automates and streamlines the way IT communicates during major IT Incidents to resolve issues faster and minimize their impact on the business. IT Alerting provides consistent messages to the right IT experts and keeps all stakeholders and impacted customers informed on resolution progress.

## Open Incidents

When you first click on the ITA tab, you'll land on **Open Incidents**. This is also called the **ITA Dashboard**, where you can see your open ITA Incidents by priority and/or by process.



## Searching for an Incident

To search for an Incident:

1. In the **Search Incident** field, enter any one of the following:

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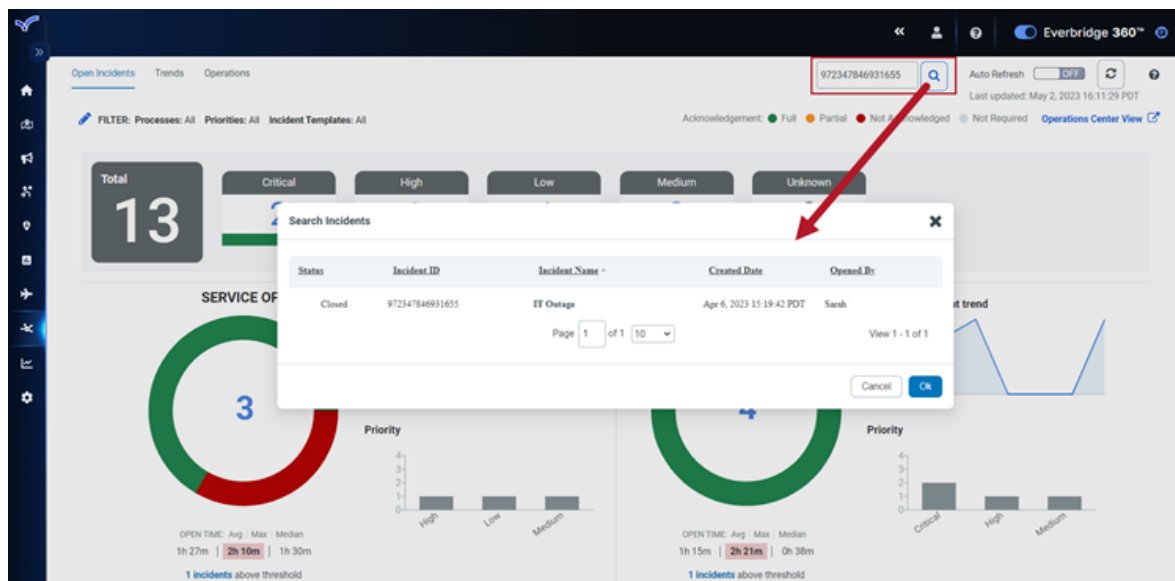


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- **Incident ID** - Must be an exact match (the entire ID).
  - **Incident Name** - Can be a partial match.
  - **Opened By** - Can be a partial match.
  - **Resolved By** - Can be a partial match.
2. Click the **Search** icon. The **Search Incidents** dialog displays your search results.



## Refreshing the Overview Page

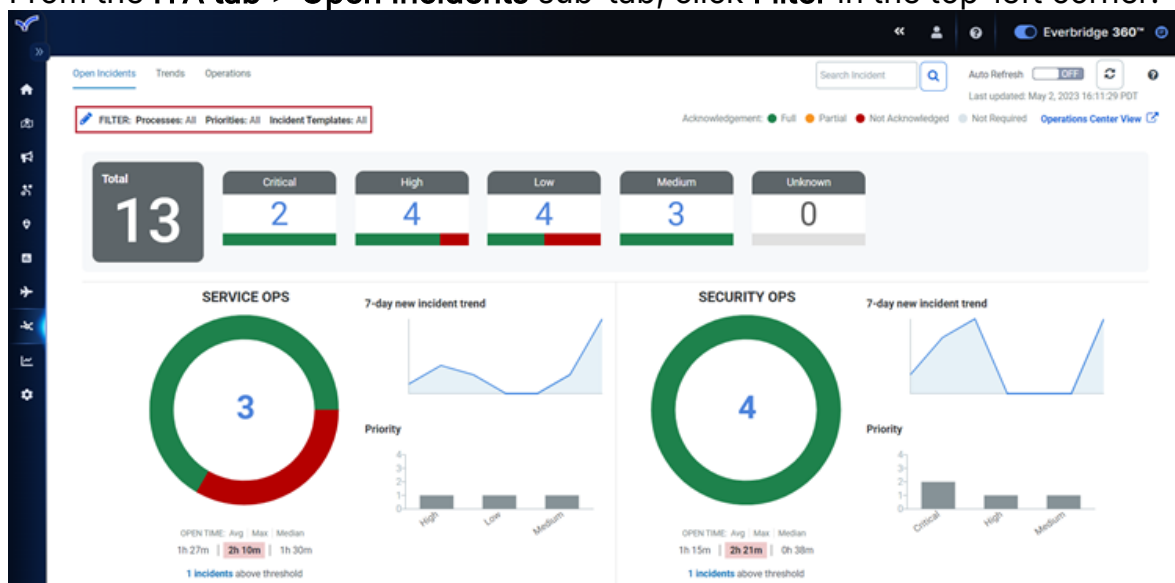
To refresh the Overview page:

1. Manually refresh by clicking the **Refresh** button.
2. Alternatively, toggle Auto-Refresh to ON to refresh the page every minute. (To turn it off, toggle Auto-Refresh to OFF.)

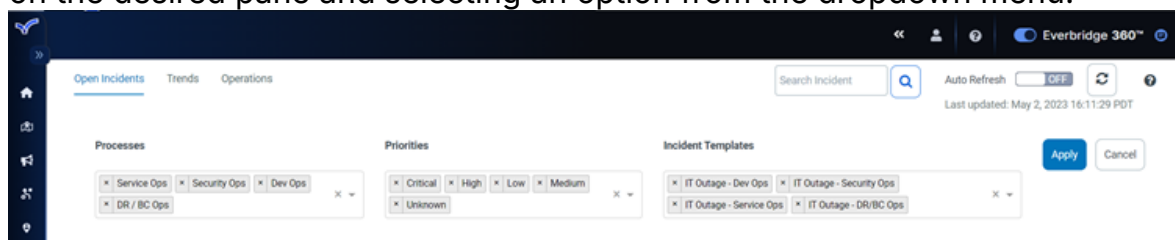
## Filtering Your Open Incidents

You can change your filter as often as you want. To change the filters on your Incidents:

1. From the ITA tab > Open Incidents sub-tab, click **Filter** in the top-left corner.



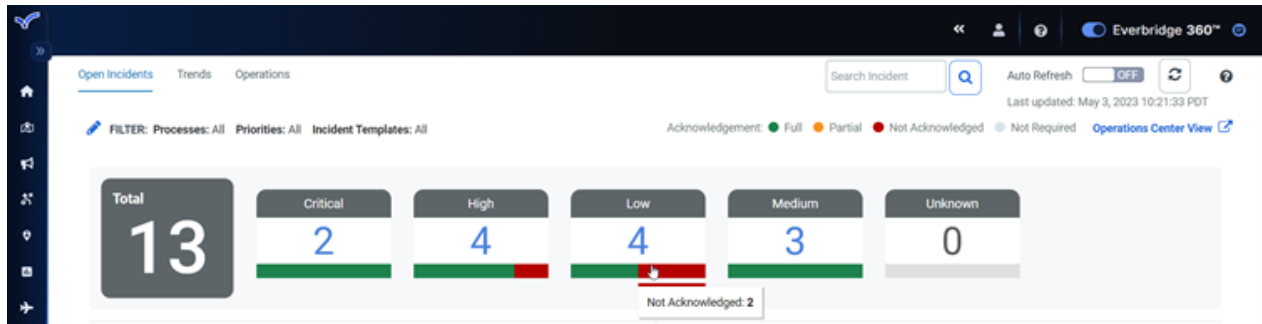
2. Add a process, priority, and/or Incident Template by clicking the down arrow on the desired pane and selecting an option from the dropdown menu.



3. Clear individual processes, priorities, and/or Incident Templates by clicking the X, or click the X on the center right-hand side of the pane to clear all at once.
4. When done, click **Apply**.

## Open Incidents by Priority

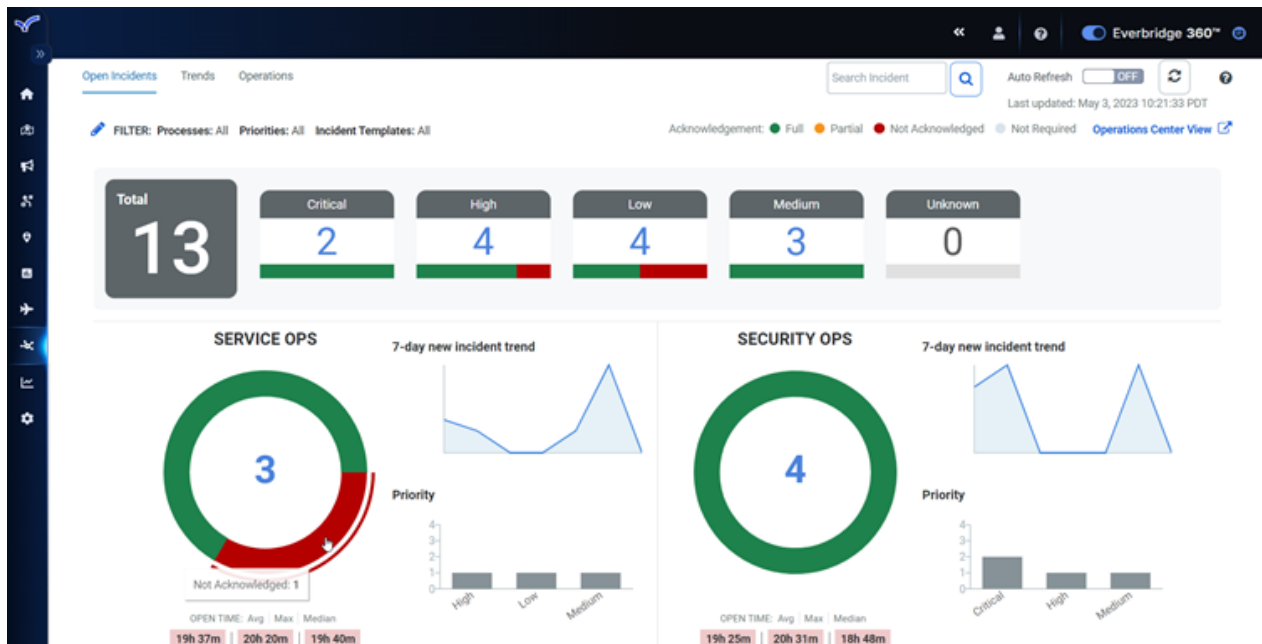
Depending on the priorities you have chosen via FILTER, you can see all of them individually, or filter your choices to only selected priorities. The Priority Boxes are listed alphabetically from left to right; uppercase alphabet before the lowercase alphabet. Each priority box displays the number of open Incidents with that Priority.



You can also find the legend of acknowledgment types near the top for reference.

Acknowledgement: ● Full ● Partial ● Not Acknowledged ● Not Required

When you hover the mouse over a color on a pie chart, the number of open Incidents for that acknowledgment type is displayed.



A priority box might display a 0 (zero). Other than 0 (zero), you can click a number in the center of a priority box to see the Operations view.

## Variables for ITA Incidents

To set up your variables in Incident Management:

1. From your Organization's Incidents tab, select the Variables sub-tab.
2. Click **New Variable**. The New dialog is displayed.
3. Enter the following fields:
  - Type: Single Selection or Textbox
  - Name: Priority
4. Click **OK** to close the New dialog.



## Creating an ITA Incident Template

To create an ITA Incident Template:

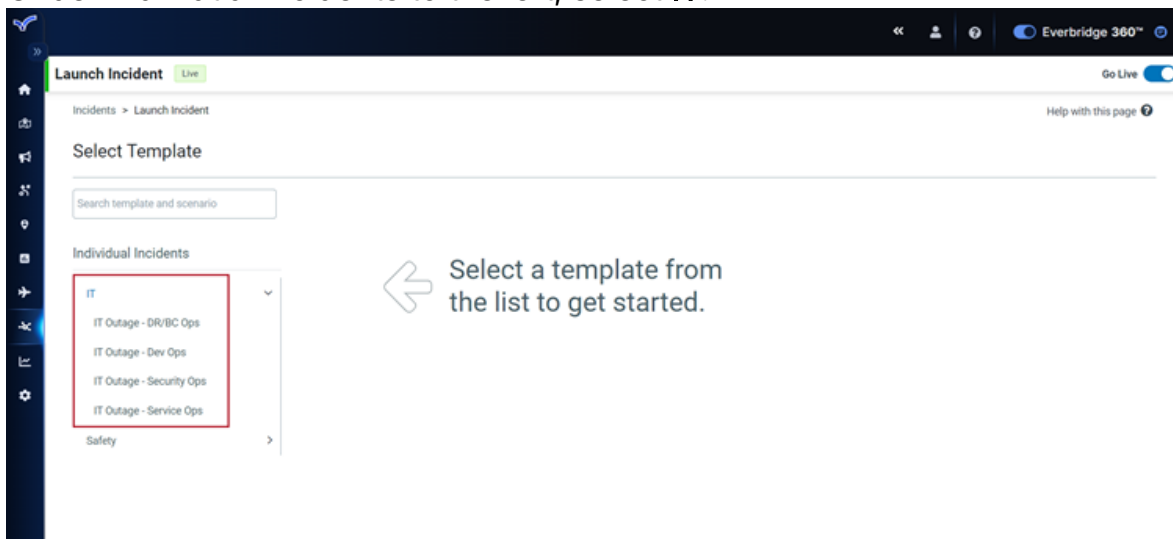
1. From your Organization's Incidents tab, select the **Templates** sub-tab.
2. Click **New Incident Template**.
3. Give your Incident Template:
  - Name: type a name for your Template (required)
  - ITA Process: select the desired process from the drop-down list (required)
4. Set up your Template, making sure to include the "Priority" variable on the Operator's Form among any other variables.

For more details on creating an Incident Template, see the [Incident Communications User Guide](#).

## Launching an ITA Incident

To launch an ITA Incident:

1. From your Organization's Incidents tab, click **Launch Incident**. The **Launch Incident** screen is displayed.
2. Under Individual Incidents to the left, select IT.

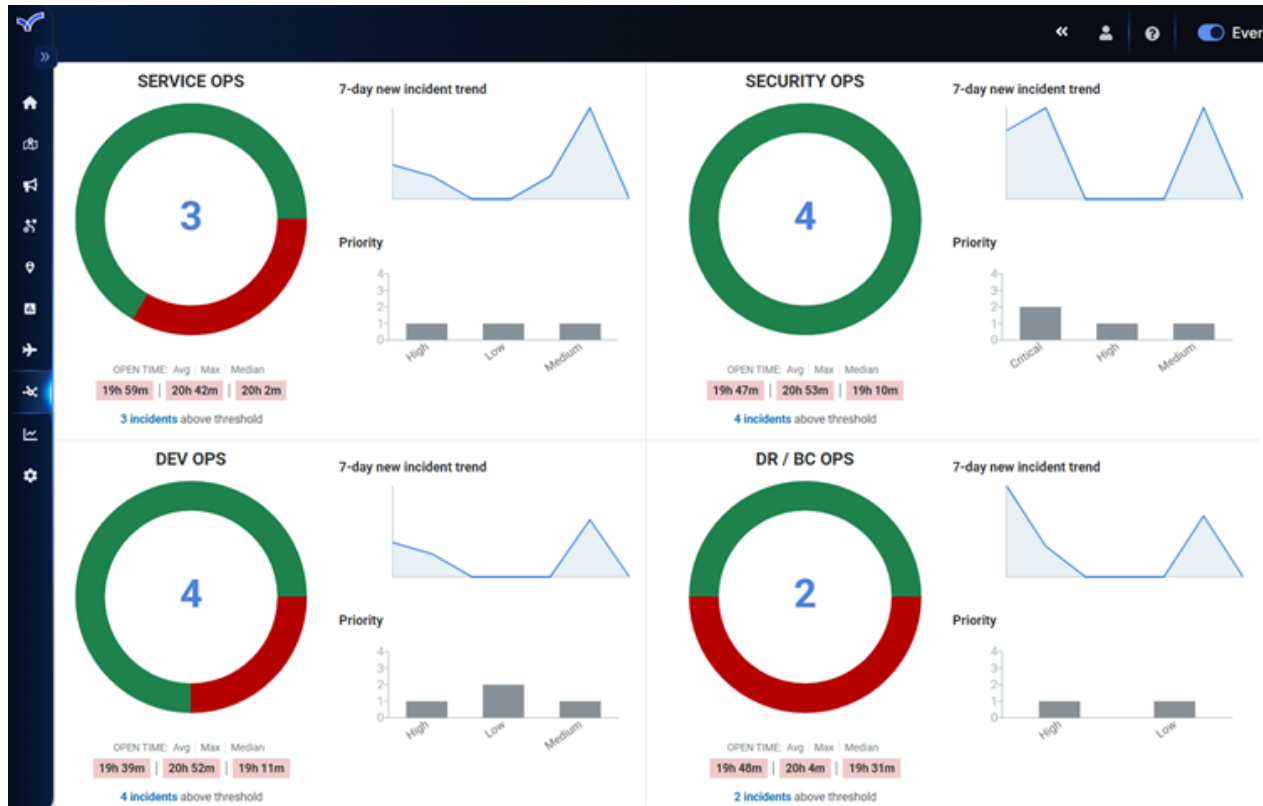


3. Select the desired ITA template.
4. In the Operator's Form, enter your priority heading in the Priority field.
  - If a **Single Selection**, select the Priority heading from the drop-down menu.
  - If a **Textbox**, the text you type here will display as a Priority heading on the ITA tab.
5. Continue to fill in the fields of your Incident. For details on launching an Incident, see the [Incident Communications User Guide](#).

- Click **Send**. Once sent, the Incident is added to the ITA database, and you can see the status of your open Incident from the ITA tab.

## Open Incidents by Process

Under the individual priority boxes, you see up to four dashboard donut charts, each representing a process you have configured. You can have one to four processes, and you can rename each process in **Settings > ITA > Processes**.

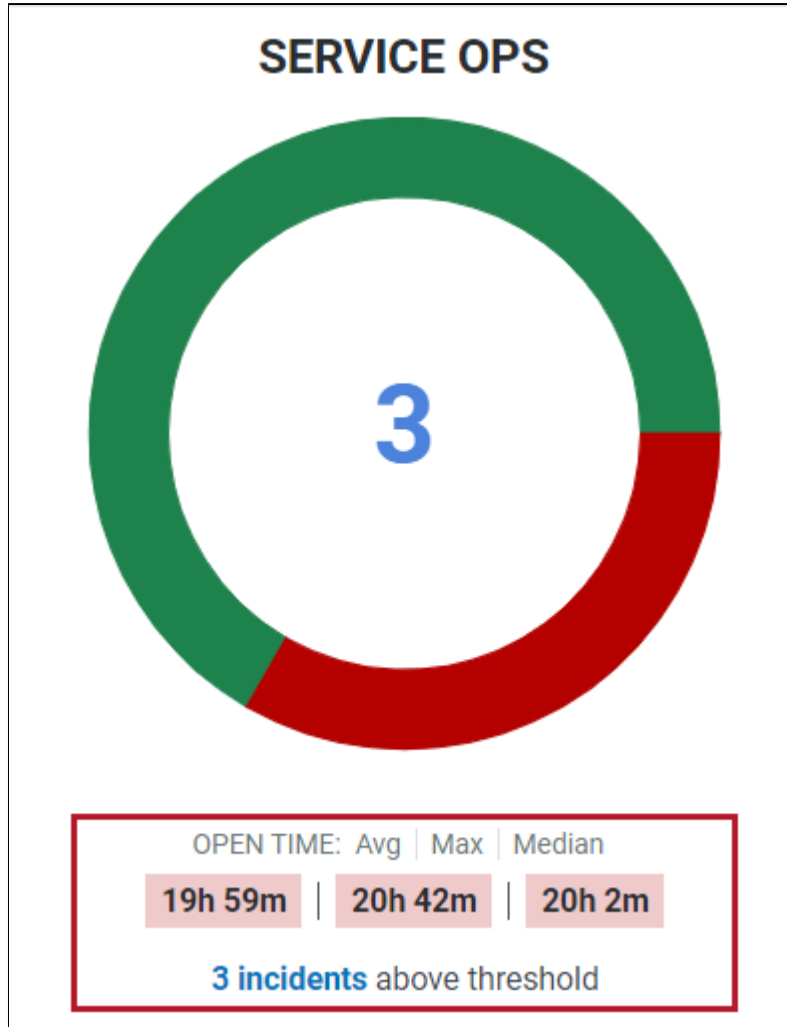


As in the individual priorities, each process shows its acknowledgment status on the outer circle, and the total number of Incidents per process. Also as in the individual priority boxes, if you click the number in the center of the chart, the Operations (sub-tab) view is displayed. Furthermore, if you click an Incident name, its Incident Details are displayed.

**NOTE:** You can see the Operations Center View by clicking the link in the upper right-hand corner of the ITA Dashboard. See [Operations Center View](#).

Under the process charts, the Open Time of each process is displayed. First is an Average time of an Incident, then the Maximum time of an Incident, and lastly the

Median time of an Incident. If a time is shown with a red background, it is over the threshold. You can set thresholds in **Settings > ITA > Thresholds**.



To the right of each process is a **7-day New Incident Trending** chart and a **Priority** chart. Hover the mouse over a chart and you see:

- **7-day new Incident Trend** - The number of newly created Incidents, by day, during the last 7 days
- **Priority** - The number of open Incidents by priority



## Trends

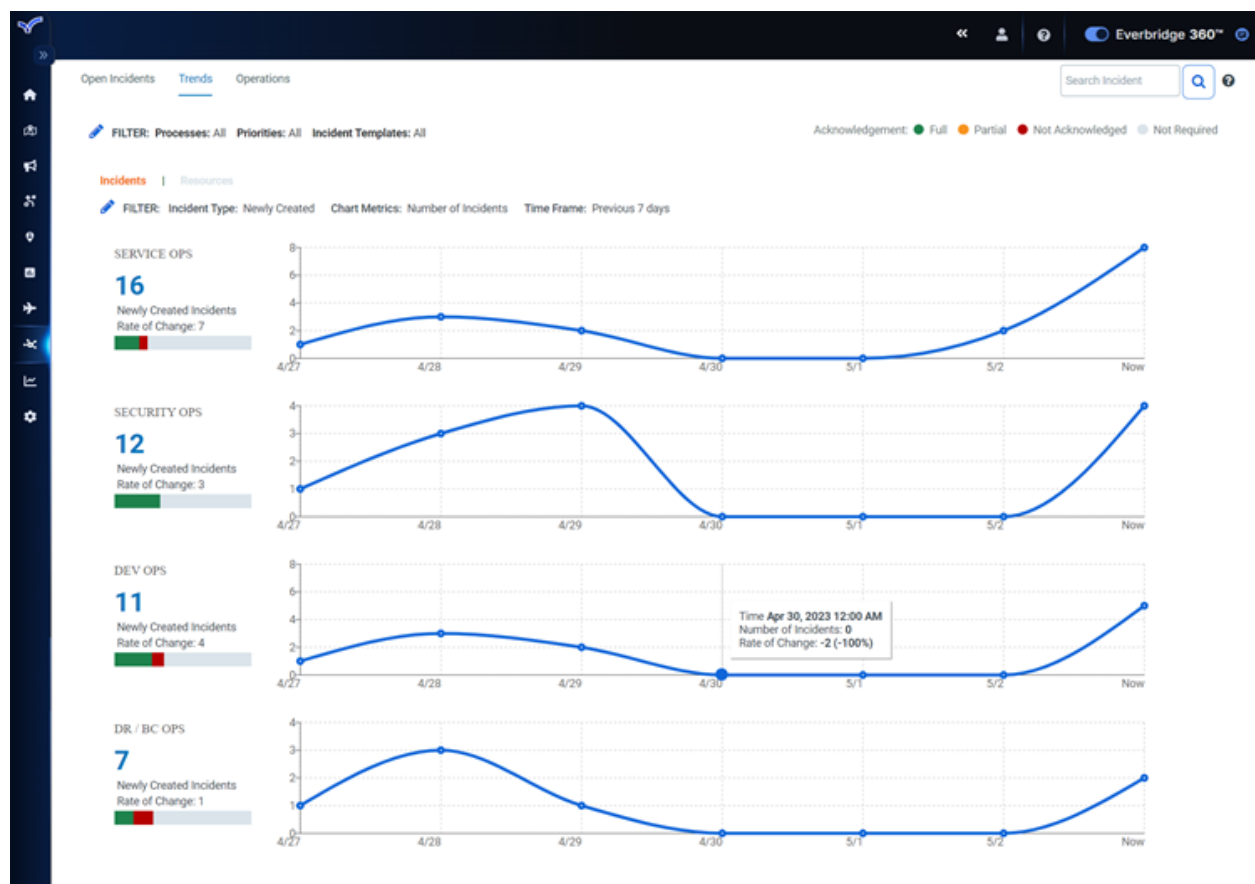
From the **Trends** sub-tab, you can see Trends via Incidents or Resources. Each process shows a summary section on the left-hand side of the Trends.

### Trends by Incidents

You can filter the following:

- **Incident Type:** Newly Created or Closed
- **Chart Metrics:** Number of incidents
- **Time Frame:** Today, Yesterday, Previous 24 hours, Previous 7 days, Week-to-date, Month-to-date, Quarter-to-date, Year-to-date, Last Week, Last Month, Last Quarter, or Custom

Each data point on a line indicates the end of a unit. Click on a data point to go to the next page to see the Time and the Number of Incidents.



## Trends by Resources

You can filter the following:

- **Resource Name:** Select up to five resource names from the drop-down list.
- **Chart Metrics:** Number of incidents, TTR Respond (Average), TTR Respond (Maximum), or TTR (Median).
- **Time Frame:** Today, Yesterday, Previous 24 hours, Previous 7 days, Week-to-date, Month-to-date, Quarter-to-date, Year-to-date, Last Week, Last Month, Last Quarter, or Custom

Each data point on a line indicates the end of a unit. Click on a data point to go to the next page to see the Time and the Number of Incidents.

## Last 24-Hour Notifications

The bottom of the Open Incidents sub-tab shows the **Last 24-Hour Notifications**. You can click the elements on the table to reorder the selected column data.

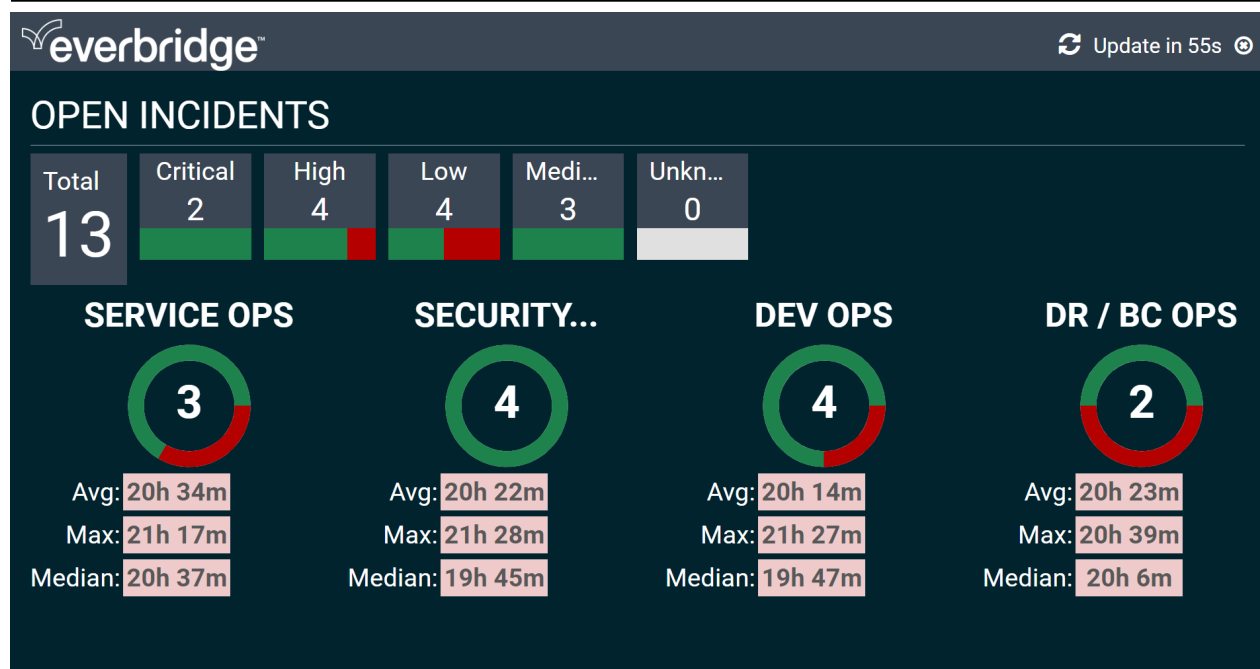
LAST 24 HOUR NOTIFICATIONS					
Notification Name	Incident Name	Priority	Affected Services	Sent On ▾	Sent By
IT Outage	IT Outage	Medium		Apr 27, 2023 10:37:37 PDT	
IT Outage	IT Outage	Low		Apr 27, 2023 10:36:45 PDT	
IT Outage	IT Outage	High		Apr 27, 2023 10:35:58 PDT	
IT Outage	IT Outage	Critical		Apr 27, 2023 10:07:33 PDT	
IT Outage	IT Outage	Medium		Apr 27, 2023 10:03:02 PDT	
IT Outage	IT Outage	Low		Apr 27, 2023 09:56:11 PDT	
IT Outage	IT Outage	Medium		Apr 27, 2023 09:55:10 PDT	
IT Outage	IT Outage	High		Apr 27, 2023 09:49:47 PDT	
IT Outage	IT Outage	Unknown		Apr 27, 2023 09:24:13 PDT	
IT Outage	IT Outage	Unknown		Apr 26, 2023 17:07:58 PDT	
IT Outage	IT Outage	Unknown		Apr 26, 2023 17:06:19 PDT	
IT Outage	IT Outage	Unknown		Apr 26, 2023 17:02:30 PDT	
IT Outage	IT Outage	Unknown		Apr 26, 2023 16:36:44 PDT	
IT Outage	IT Outage	Unknown		Apr 26, 2023 16:21:19 PDT	

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View 1 - 14 of 14

## Operations Center View

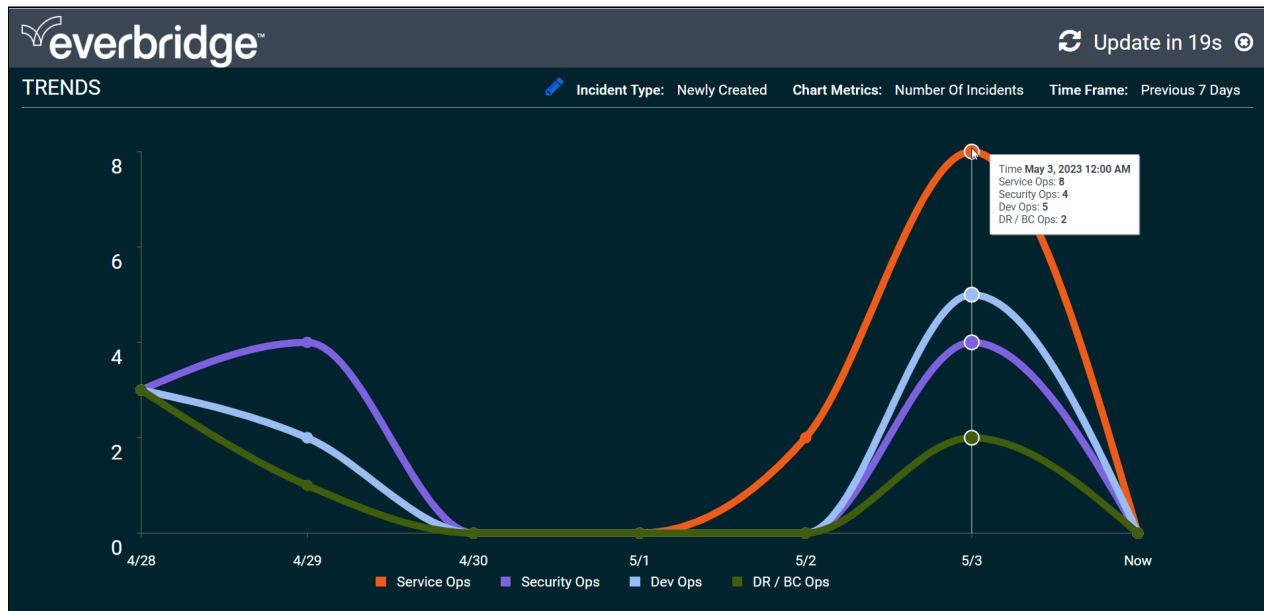
Click **Operations Center View** to see the Open Incidents in a display-only view. Every 30 seconds the view flips between the Open Incidents and the Trends. If needed, scroll to see everything in Open Incidents or Trends.

**NOTE:** Unlike the Open Incidents sub-tab, you can only view the processes, their open Incidents, and Trends. Although identical to the Open Incidents sub-tab, you cannot modify this view.





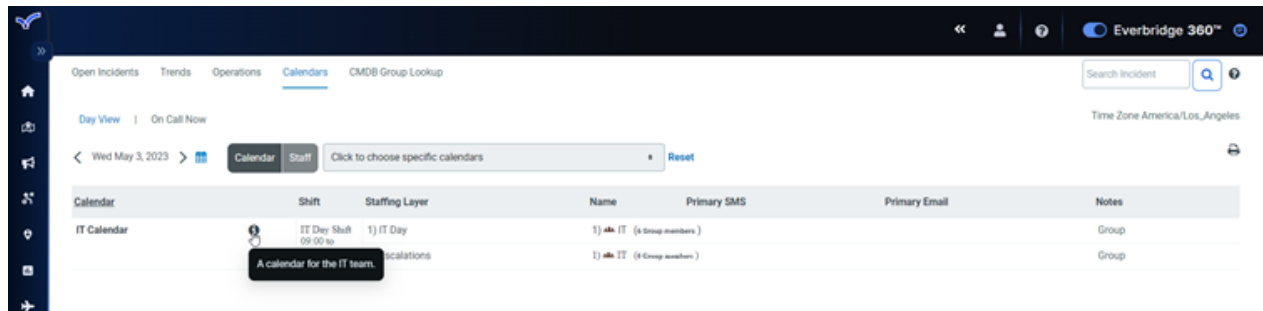
## Trends



## Calendars

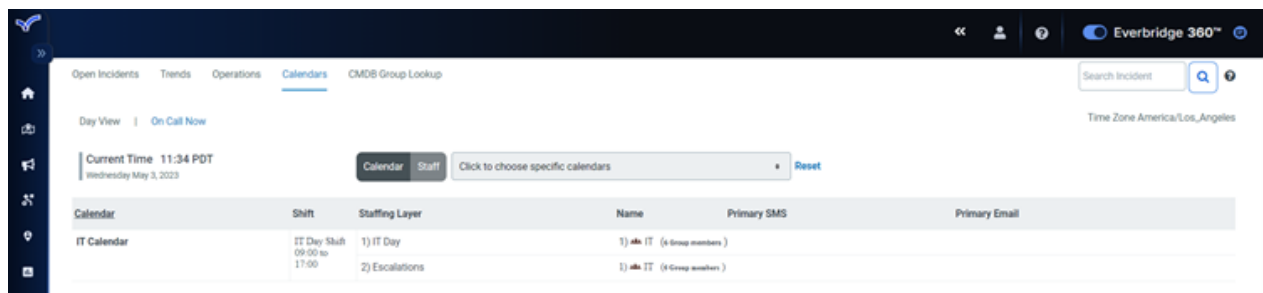
If your Organization has **Scheduling**, you can see a display-only view of Day View or On-Call Now once these options have been enabled in **Settings > Organization > ITA > Settings**. If a calendar was given a description, it can be read by hovering the mouse over the **Information** icon.

### Day View



Calendar	Shift	Staffing Layer	Name	Primary SMS	Primary Email	Notes
IT Calendar	IT Day Shift 09:00 to 17:00	1) IT Day	1) IT (4 Group members)			Group
		2) Escalations	1) IT (4 Group members)			Group

### On-Call Now



Calendar	Shift	Staffing Layer	Name	Primary SMS	Primary Email
IT Calendar	IT Day Shift 09:00 to 17:00	1) IT Day	1) IT (4 Group members)		
		2) Escalations	1) IT (4 Group members)		

## CMDB Group Lookup

You can display a read-only view of the CMDB Group Lookup table. This mapping is configured in **Settings > Contacts and Groups > CMDB Group Lookup**. You can scroll to see all the properties.

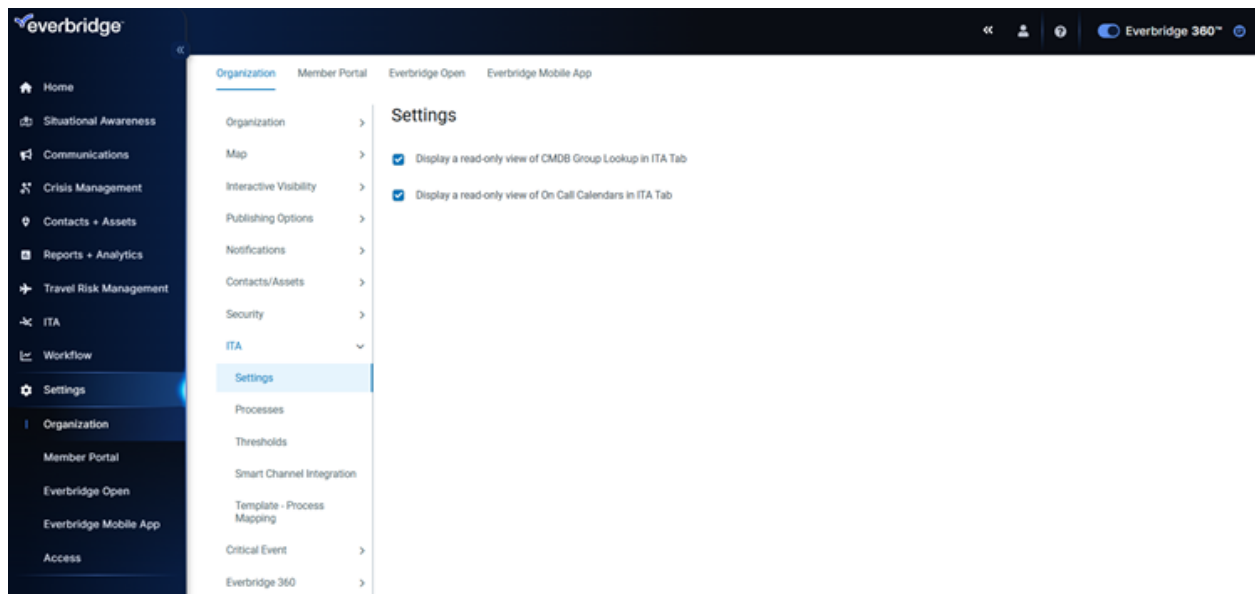
## Smart Orchestration

You can display the Overview of the Smart Orchestration dashboard. This mapping is configured in **Settings** > **ITA** > **Settings**.

See the [Smart Orchestration Cockpit User Guide](#) for details about the Overview dashboard.

# Settings

If your Organization has ITA, you can select to display read-only views of **Scheduling** (Day View and On Call Now) and/or the **CMDB Group Lookup** mapping in the ITA tab.

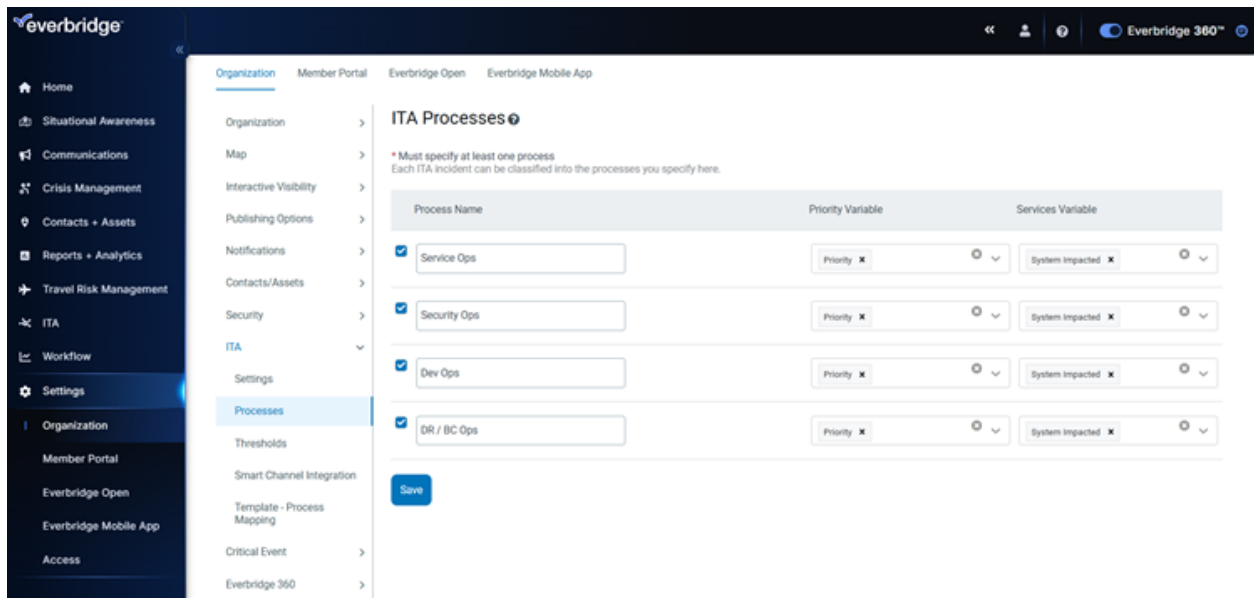


If applicable, you can also select to display the Smart Orchestration view in the ITA tab. Selecting this option allows authorized users (Incident Operators and Incident Administrators with proper Smart Orchestration permissions) to access the Smart Orchestration dashboards in a separate tab in the ITA dashboards.

From the ITA dashboards, you can access the workflows in the **Smart Orchestration Overview**, as well as more detailed monitoring.

## ITA Processes

Each ITA Incident can be classified into the processes and variables you specify here.



Organization

Member Portal

Everbridge Open

Everbridge Mobile App

Home

Situational Awareness

Communications

Crisis Management

Contacts + Assets

Reports + Analytics

Travel Risk Management

ITA

Workflow

Settings

Organization

Member Portal

Everbridge Open

Everbridge Mobile App

Access

Organization

Map

Interactive Visibility

Publishing Options

Notifications

Contacts/Assets

Security

ITA

Settings

Processes

Thresholds

Smart Channel Integration

Template - Process Mapping

Critical Event

Everbridge 360

### ITA Processes

\* Must specify at least one process  
Each ITA incident can be classified into the processes you specify here.

Process Name	Priority Variable	Services Variable
<input checked="" type="checkbox"/> Service Ops	Priority <input type="text"/>	System Impacted <input type="text"/>
<input checked="" type="checkbox"/> Security Ops	Priority <input type="text"/>	System Impacted <input type="text"/>
<input checked="" type="checkbox"/> Dev Ops	Priority <input type="text"/>	System Impacted <input type="text"/>
<input checked="" type="checkbox"/> DR / BC Ops	Priority <input type="text"/>	System Impacted <input type="text"/>

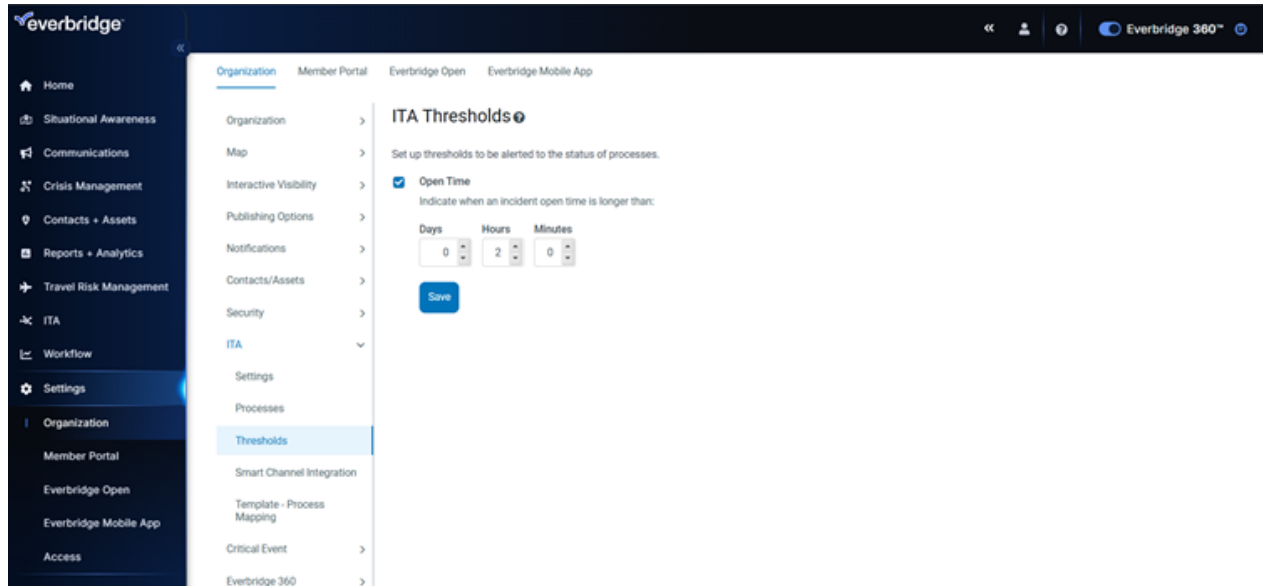
Save

To configure your ITA processes:

1. Select the checkbox of 1-4 processes to display on the ITA Dashboard.
2. Optionally, change the process names.
3. Change the Priority Variable and Services Variable names.
  - Click the Down Arrow to view the list of all Incident variables in the Organization. Then select the variables you want used as your Priority or Services variables.
  - Click the "x" next to the Down Arrow to clear all the variables.
  - Select the "x" next to a variable name to remove just that variable.
4. Click **Save**.

## ITA Thresholds

Set up thresholds to be alerted to the status of processes. When an incident has been open longer than the threshold you set, the ITA Dashboard displays the Open Time with a red background.



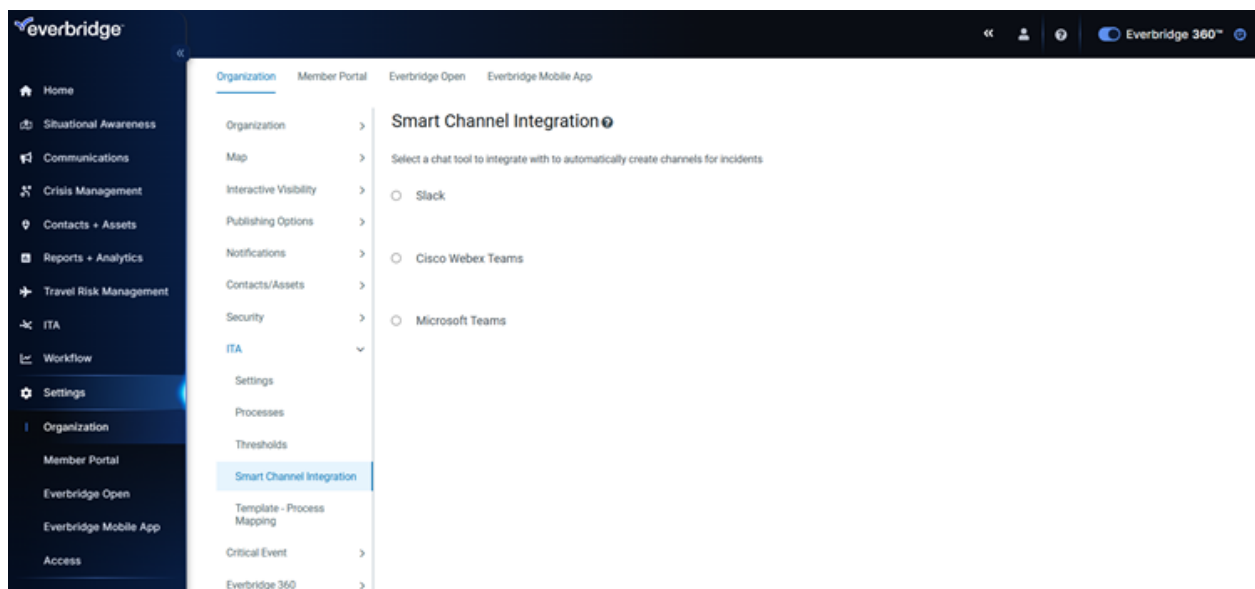
To set up ITA thresholds:

1. Select the **Open Time** checkbox.
2. Set the Days, Hours, and Minutes of your threshold.
  - Maximum Days: 99
  - Maximum Hours: 23
  - Maximum Minutes: 59

## Smart Channel Integration

Administrators can integrate with a chat tool to automatically create and associate a Channel for a specific Incident from **Settings > ITA > Smart Channel Integration**. The available chat tools are:

- Slack
- Cisco Webex Teams
- Microsoft Teams



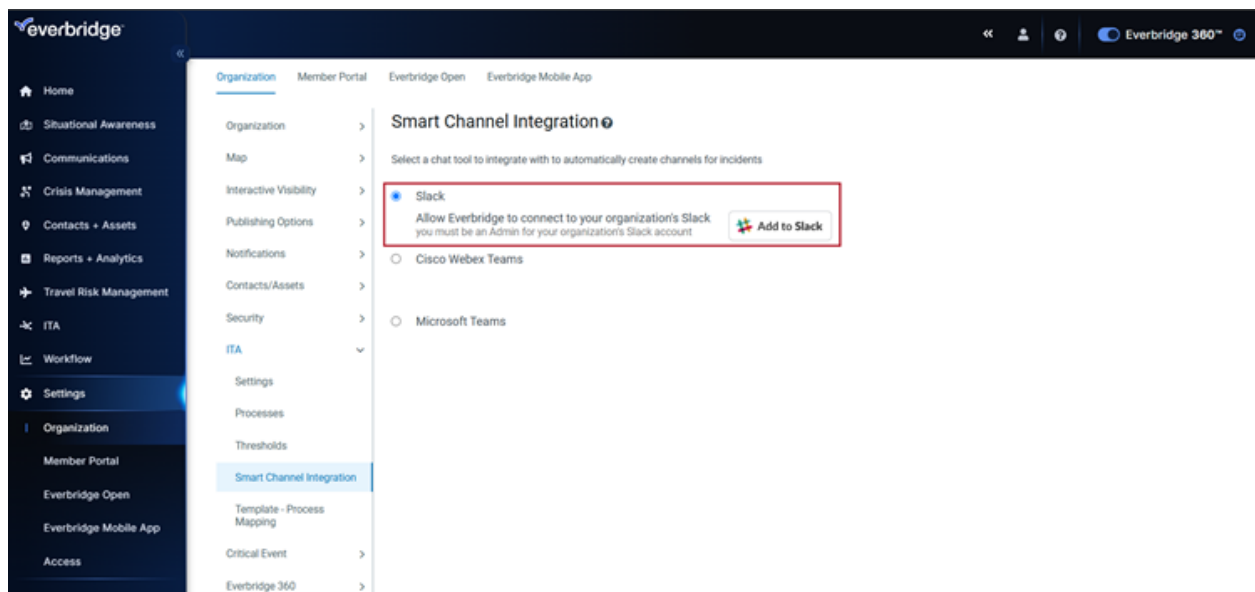
## Automatic Channel Creation

Once an integration is created, users will see a variable when creating or updating an Incident template called "Smart Channel". This variable is only available if an integration has been set up. It cannot be modified and is not visible from the **Incident Variable** list. This variable must be added to the template and set to **Include** for it to automatically create a Smart Channel when launching the Incident.

## Slack Integration

Administrators can connect Everbridge with Slack to automatically create and associate a Channel for a specific Incident. Then, from the **Operations** sub-tab, you can see Slack Activities in the **Incident Details**.





## Connecting Everbridge with Slack

To connect Everbridge with Slack:

1. Click the radio button: **Slack**.
2. Click **Add to Slack**.
3. Type your Team's Slack URL and click **Continue**.
4. Follow the on-screen instructions to access the Slack account and confirm/authorize your identity.

From **Settings > ITA > Smart Channel Integration > Slack**, you will see the Slack account to which you are connected. You can create and join Slack Channels for Incidents from the **Operations** or **Incident Details** page.

## Creating, Viewing, and Archiving an ITA Incident's Slack Channel

A Channel can be created manually for an Incident from the **Operation** sub-tab or the **Incident Detail** in the **ITA Dashboard**. To create, view, and archive a Slack Channel for a specific ITA Incident:

1. Navigate to the **ITA dashboard > Operations table**.
2. From the **Channel** column, select **Create**.

You are asked to authenticate to Slack.

- A Channel named inc-**<last 6 digits of the Incident number>** is automatically created and is linked to the Incident.
  - The Channel name cannot be changed during or after creation, as doing so may break its connection with Everbridge Suite.

- You can later navigate to the Channel from the **Operations** table by selecting the **Go To** link in the **Channel** column. Alternatively, you can navigate to the detail page of the Incident where the Channel details (name and URL) are indicated. (If no Channel exists, a create action will be available.)
- All Channel activity will be available to view from the **Incident Detail** page under the **Activities** tab. You can refresh the view by selecting **Refresh**. If any attachments have been added to the Channel, they can be downloaded from the **Activities** tab.

Upon closing of the Incident, the Channel will automatically be archived.

### Fetch On-Call Now Information

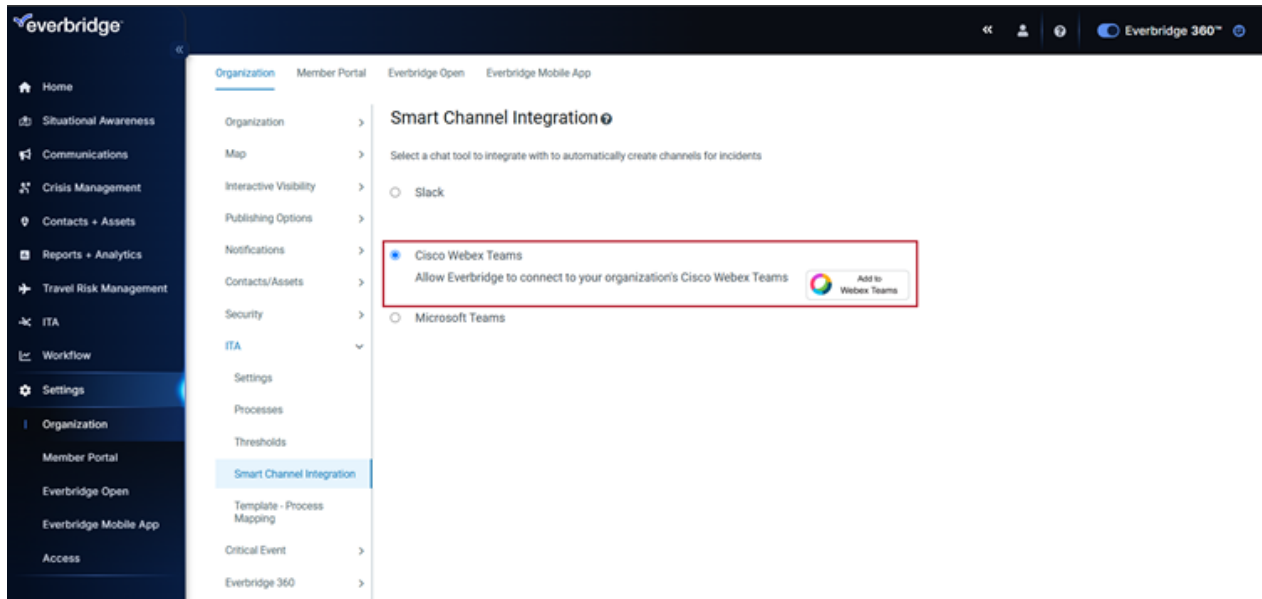
To fetch the On-Call Now information using the Everbridge-Slack integration:

1. After connecting Everbridge with Slack, type **/eboncallnow**.  
If you have more than one calendar, the system returns the calendar list (maximum 100).
2. If you have more than 100 calendars, and if one is not found in the list, you can type  
**/eboncallnow calendarname**

**NOTE:** If you have already set up the smart Channel integration between Everbridge and Slack, you might need to revoke the original configuration and re-do the new integration so that a new authentication token is secured.

### Cisco Webex Teams Integration

Administrators can connect Everbridge with **Cisco Webex Teams** to automatically create and associate a Team for a specific Incident. Then, from the **Operations** sub-tab, you can see Webex Team activities in **Incident Details**.



## Connecting Everbridge with Cisco Webex Teams

To connect Everbridge with Cisco Webex Teams:

1. Click the radio button: **Cisco Webex Teams**.
2. Click **Add to Webex Teams**.
3. Type your email address and click **Next**.
4. Type your password and click **Sign In**.
5. Follow the on-screen instructions to access the Spark account and confirm/authorize your identity.
6. From **Settings > ITA > Smart Channel Integration > Cisco Webex Teams**, you will see the Webex Teams account to which you are connected. You can create and join Webex Channels for Incidents from the **Operations** or **Incident Details** page.
7. Select the space in which you want your Channels to be created by default. You can later select a different Space upon creation of the Team from the **ITA Dashboard**.

## Creating, Viewing, and Archiving an ITA Incident's Webex Team

A Team can be created manually for an Incident from the **Operations** sub-tab or the **Incident Detail** in the **ITA Dashboard**.

To create, view, and archive a Webex Team for a specific ITA Incident:

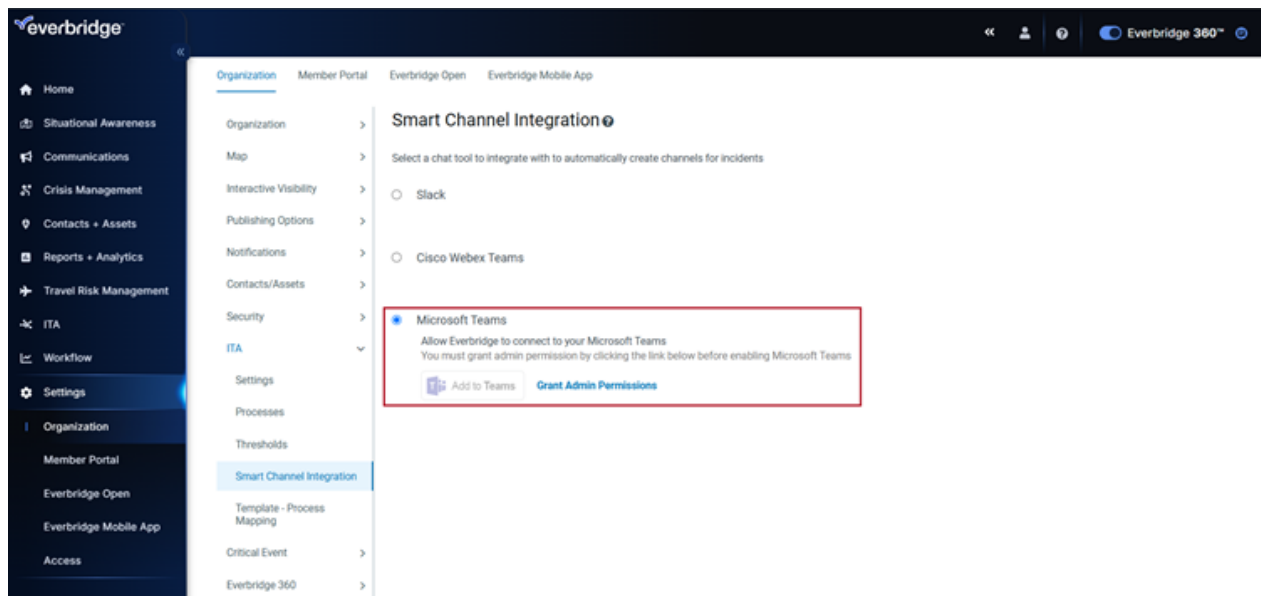
1. Navigate to the **ITA dashboard > Operations** table.
2. In the Channel column, select **Create**. You are asked to authenticate to Webex.

- A Channel named <Incident name><Incident ID> is automatically created and is linked to the Incident.
  - The Channel name cannot be changed during or after creation, as doing so may break its connection with Everbridge Suite.
- You can later navigate to the Team from the **Operations** table by selecting the **Go To** link in the **Channel** column. Alternatively, you can navigate to the detail page of the Incident where the Team details (name and URL) are indicated. (If no Team exists, a create action will be available.)
- All Team activity will be available to view from the **Incident Detail** page under the **Activities** tab. You can refresh the view by selecting **Refresh**. If any attachments have been added to the Team, they can be downloaded from the **Activities** tab.

Upon closing of the Incident, the Team will automatically be archived in Webex.

## Microsoft Teams Integration

Administrators can connect Everbridge with Microsoft Teams to create either a specific Team or a specific Channel in an existing Team for a specific Incident. Then, from the **Operations** sub-tab, you can see MS Team activities on the **Incident Details** page.



Follow the on-screen instructions to connect Everbridge with Microsoft Teams. Note that the first three steps must be completed by the Entra ID Admin before regular Entra users can proceed.

## Connecting Everbridge with Microsoft Teams

To connect Everbridge with Microsoft Teams:

1. The Entra ID Global Administrator should click the radio button: **Microsoft Teams**.
2. Click **Grant Admin Permission**.
3. The Global Admin should then sign in with their Microsoft credentials and authorize admin consent to grant the permissions required by the Everbridge integration app.
4. Once authorized by the Entra ID Global Administrator, any user in your Entra ID Tenant can log in to the Everbridge Manager Portal and set up the integration by clicking the **Add to Teams** button and signing in with their Microsoft credentials.
5. Click the **Add to Teams** button on the Smart Channel Integration.
6. From there, you will see the Microsoft account to which you are connected.
7. Select the default creation option for your Channel. You can either create a Team with a general Channel or a Channel in an existing Team for a specific Incident. If you select to create a Channel in a specific Team, you can select the default Team in which the Channels will be created. You can later select a different option upon the creation of the Team from the **ITA Dashboard**.
  - Click [here](#) to review Microsoft's limitations to help decide between using a Channel or a Team.

**NOTE:** If Steps 4–7 above are completed by the same Global Admin user, that user's permissions will be applied.

## Creating, Viewing, and Archiving an ITA Incident's Microsoft Teams Channel

A Channel can be created manually for an Incident from the **Operations** sub-tab or the **Incident Details** in the **ITA Dashboard**. To create, view, and archive a Microsoft Teams Channel for a specific ITA Incident:

1. Navigate to the **ITA dashboard > Operations** table.
2. In the Channel column, select **Create**.
3. You are asked to authenticate to Microsoft Teams. Depending on the option chosen during the creation of the Channel, the following happens:
  - If you selected to create a Team and a Channel for your Incident, a Team named INC-<Incident ID> is automatically created. It will include a general Channel that will be linked to the Incident.
  - If you selected to create a Channel within an existing Team, a Channel named INC-<Incident ID> is automatically created and linked to the Incident.

- If you selected to create a Channel using an existing Team, a Channel named INC-<Incident ID> is automatically created and linked to the Incident.
- You can later navigate to the Channel from the Operations table by selecting the **Go To link** in the **Channel** column. Alternatively, you can navigate to the detail page of the Incident where the Channel details (name and URL) are indicated. (If no Team exists, a **Create** action will be available.)
- All Channel activity will be available to view from the **Incident Detail** page under the **Activities** tab. You can refresh the view by selecting **Refresh**. If any attachments have been added to the Channel, they can be downloaded from the **Activities** tab.

**NOTE:** The Channel name cannot be changed during or after creation, as doing so may break its connection with Everbridge Suite

Upon closing the Incident:

- If you selected to create a Team and a Channel for your Incident, the Team will be renamed to RES-<IncidentID> and archived.
  - **NOTE:** The Team will not be deleted.
- If you selected to create a Channel in a specific Team for your Incident, the Channel will be renamed RES-<Incident ID>. Note, however, the Team will not be archived.

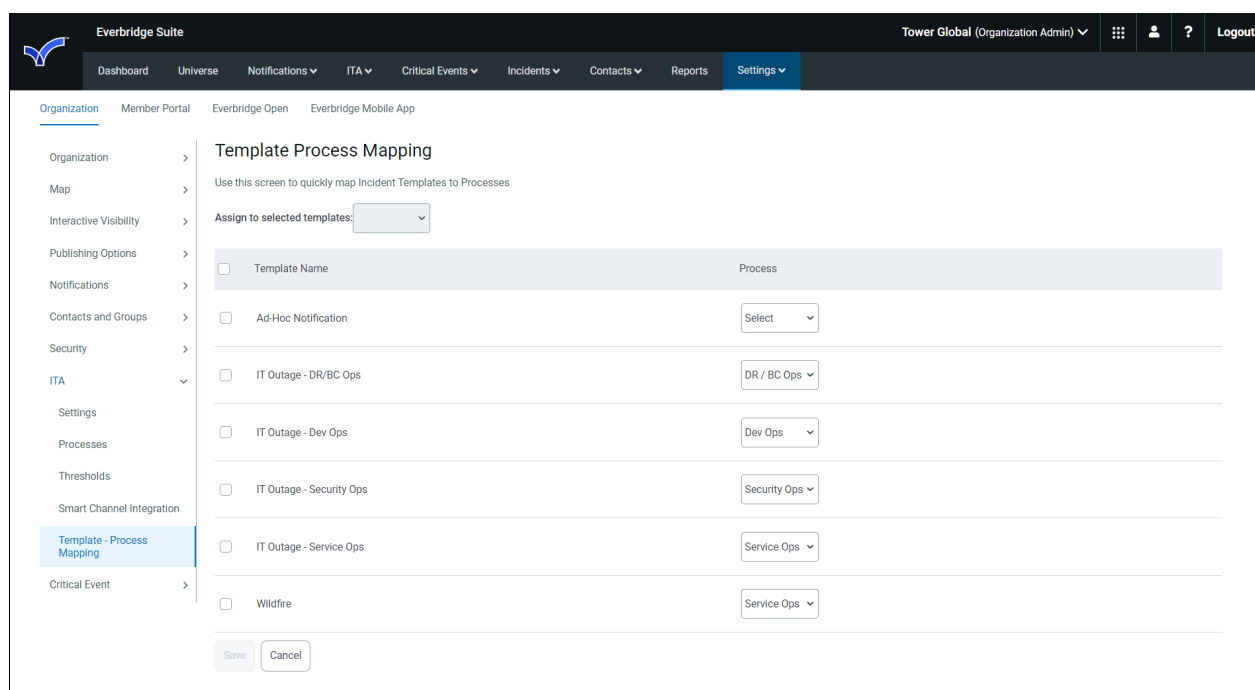
## Template - Process Mapping

Use this page to quickly map existing Incident Templates to Processes.

There are two ways you can map the Incident Templates to Processes:

1. Select the checkbox(es) of the templates, then select a process from the **Assign to selected templates** drop-down list. Select one of the processes.
2. From the Process drop-down list, select a process next to the desired individual template.

Click **Save**.



Everbridge Suite

Tower Global (Organization Admin) Logout

Dashboard Universe Notifications ITA Critical Events Incidents Contacts Reports Settings

Organization Member Portal Everbridge Open Everbridge Mobile App

Organization Map Interactive Visibility Publishing Options Notifications Contacts and Groups Security ITA Settings Processes Thresholds Smart Channel Integration Template - Process Mapping Critical Event

### Template Process Mapping

Use this screen to quickly map Incident Templates to Processes

Assign to selected templates: [Dropdown]

Template Name	Process
<input type="checkbox"/> Ad-Hoc Notification	Select
<input type="checkbox"/> IT Outage - DR/BC Ops	DR / BC Ops
<input type="checkbox"/> IT Outage - Dev Ops	Dev Ops
<input type="checkbox"/> IT Outage - Security Ops	Security Ops
<input type="checkbox"/> IT Outage - Service Ops	Service Ops
<input type="checkbox"/> Wildfire	Service Ops

Save Cancel

# ITA Operations

From the ITA Dashboard, there are various ways to access the Operations view:

- Click the **Operations** sub-tab
- Click a number in a **Priority Box**
- Click a number in one of the **process charts**

**NOTE:** To refresh the Operations view, click a different tab, then click the ITA tab to restart from the ITA Dashboard. You can also refresh the Operations view by refreshing the browser.

## Incidents View

From the Operations view (Incidents), you can:

- See the number of Incidents in each process.
- Reorder the underlined column headings (see [Reordering Elements in the Columns](#)).
- Filter your Incidents (see [Filtering Your Incidents or Resources in Operations View](#)).
- Click an Incident name to see its Incident details (see [Incident Details](#)).
- Click the number in the Notifications column to see notification details (see [Notification Details](#)).
- If available under the Slack column, click one of the following:
  - Go to — to see the Incident in the Slack channel
  - Create — to create the Incident in the Slack channel

## Resources View

From the Operations view (Resources), you can:

- See the number of Incidents in each process
- Reorder the underlined column headings
- Filter your resources
- Click the Chart icon to see chart metrics for a resource

## Services View

From the Operations view (Services), you can:

- Filter your services



- See the number of Incidents in each process
- Reorder the underlined column heading

## Operations: Incidents

From the ITA Dashboard, click the **Operations** sub-tab.

Open Incidents Trends **Operations** Calendars CMDB Group Lookup

Search Incident

FILTER: Priorities: All Incident Templates: All Acknowledgement Status: All Incident Type: Open Time Frame: Now

View affected: Incidents (3) Resources (2) Services (3)

Status	Incident ID	Incident Name	Priority	Open Time	ACK Status	Onened By	Notifications
Open	1009696882395274	IT Outage	Medium	10d 3h 21m	Fully Acknowledged	Sarah Venezia	1
Open	1009662522657764	IT Outage	High	10d 2h 41m	Fully Acknowledged	Sarah Venezia	2
Open	1009765601873876	IT Outage	Low	10d 1h 53m	Not Acknowledged	Sarah Venezia	2

Page 1 of 1 25 View 1 - 3 of 3

Likewise, clicking a number in a Priority Box shows you only that priority.

Open Incidents Trends Operations Calendars CMDB Group Lookup

Search Incident  Auto Refresh  Last updated: May 12, 2023 17:24:12 PDT

FILTER: Processes: All Priorities: All Incident Templates: All Acknowledgement: Full Partial Not Acknowledged Not Required Operations Center View

Total 13

Critical 2 High 4 Low 4 Medium 3 Unknown 0

**SERVICE OPS**

7-day new incident trend: No new incidents

Priority: High Low Medium

OPEN TIME: Avg | Max | Median: 10d 2h 40m | 10d 3h 23m | 10d 2h 42m

3 incidents above threshold

**SECURITY OPS**

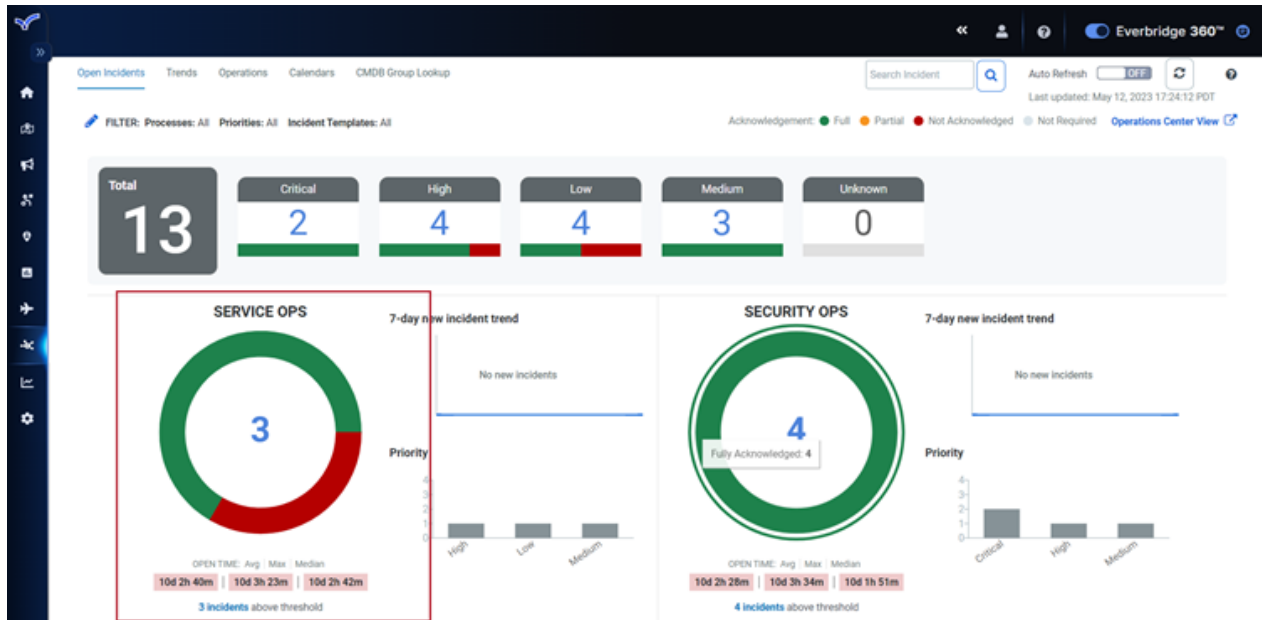
7-day new incident trend: No new incidents

Priority: Critical High Medium

OPEN TIME: Avg | Max | Median: 10d 2h 28m | 10d 3h 34m | 10d 1h 51m

4 incidents above threshold

Clicking a number in a donut chart also shows you the operations view for that process.



## Reordering Elements in the Columns

You can reorder the elements in any column whose column heading is underlined. This applies to both Operations view: Incidents and Resources.

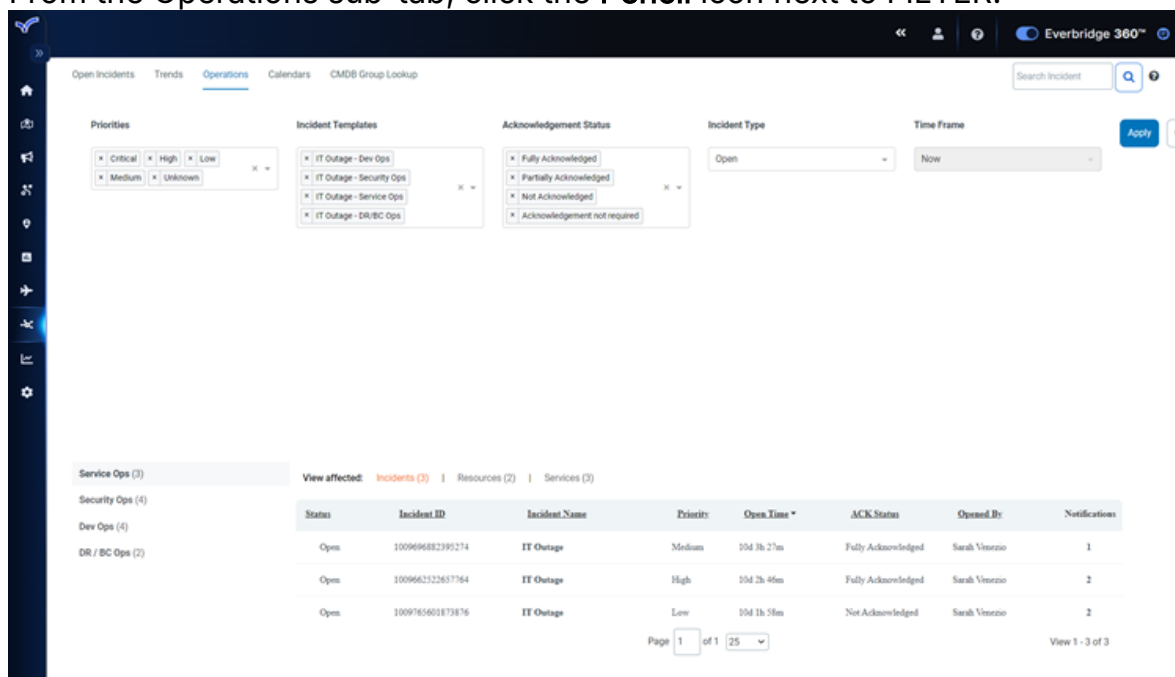
To reorder elements in a column:

1. From the Operations sub-tab, click an underlined column heading.
2. Review the following information regarding each column heading in the Operations view (Incidents):
  - **Status** - Lists the Incidents by status (Open).
  - **Incident ID** - Lists the Incidents by numerical Incident ID.
  - **Incident Name** - Lists the Incidents by alphabetic Incident name.
  - **Priority** - Lists the priorities by "P", High-Medium-Low, Unknown, then lowercase priorities.
  - **Open Time** - Lists the Incidents by time (least amount to most amount).
  - **ACK Status** - Lists the Incidents by Acknowledgment status (None, Acknowledged, Partial, Not Acknowledged, and "-").
  - **Opened By** - Lists the Incidents alphabetically by the person's first name, or "-".
3. Click the Up/Down arrow next to the column heading to reverse the order.

## Filtering Your Incidents or Resources in Operations View

You can change the filters as often as you want. To change the filters on your Incidents or resources:

1. From the Operations sub-tab, click the **Pencil** icon next to FILTER.



2. Add a priority, Incident template, acknowledgment status, Incident type, and/or time frame by clicking the down arrow at the center right-hand side of the desired pane, and click the desired priority.
3. Clear individual elements by clicking the X, or click the X on the center right-hand side of the pane to clear all at one time.
4. When done, click **Apply**. There are three views from which to see the Operations: Incidents, Resources, and Services. Incidents is displayed by default.
5. Click **Resources** to see the Resources view. For details, see [Operations: Resources](#).
6. Click **Services** to see the Services view. For details, see [Operations: Services](#).

## Incident Details

When you are in Operations view, you can select an Incident name to see its Incident details.

Be sure you have the desired filters, then select the process and click the Incident Name of the Incident that you want to see its Incident details. In Incident Details, you can see the Timeline or the Activities.

## Activities

If there are Slack Channel details, you can see them in the Activities. Likewise, if there are Cisco Spark details, you can see them in the Activities after you sign in.

## Notification Details

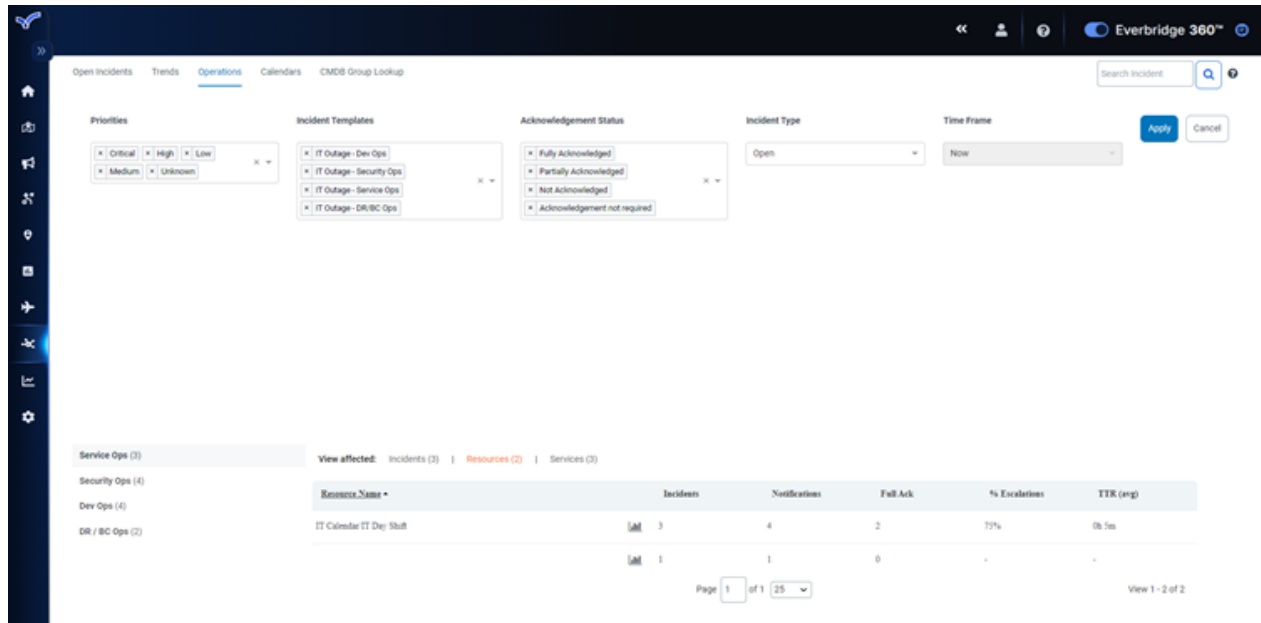
From the Operations view, you can see Notification details of an Incident. To see Notification details of an Incident:

1. From the Operations view, locate the Incident that you want to see its Notification details. In the Notifications column, if there is a number, you can see the details.
2. Click the number in the Notifications column. The Notification details appear under the selected Incident.
3. Optionally, reorder any of the following underlined column headings:
  - Notification Title
  - Priority
  - Notified Resources
  - Affected Services
  - ACK Status
  - ACK By
  - Sent On

## Operations: Resources

From the Operations view (Resources), you can:

- Filter your resources.
- See the number of Incidents in each process.
- Reorder the underlined column heading.
- Click the **Chart** icon to see chart metrics for a resource.



The screenshot shows the Everbridge 360 Operations view (Resources). The interface includes a sidebar with navigation icons, a top navigation bar with tabs for Open Incidents, Trends, Operations (selected), Calendars, and CMDB Group Lookup. A search bar is located in the top right corner.

Filters are applied to the view:

- Priorities:** Critical, High, Low, Medium, Unknown
- Incident Templates:** IT Outage - Dev Ops, IT Outage - Security Ops, IT Outage - Service Ops, IT Outage - DR/BC Ops
- Acknowledgement Status:** Fully Acknowledged, Partially Acknowledged, Not Acknowledged, Acknowledgement not required
- Incident Type:** Open
- Time Frame:** Now

The **View affected:** section shows Incidents (3), Resources (2), and Services (3).

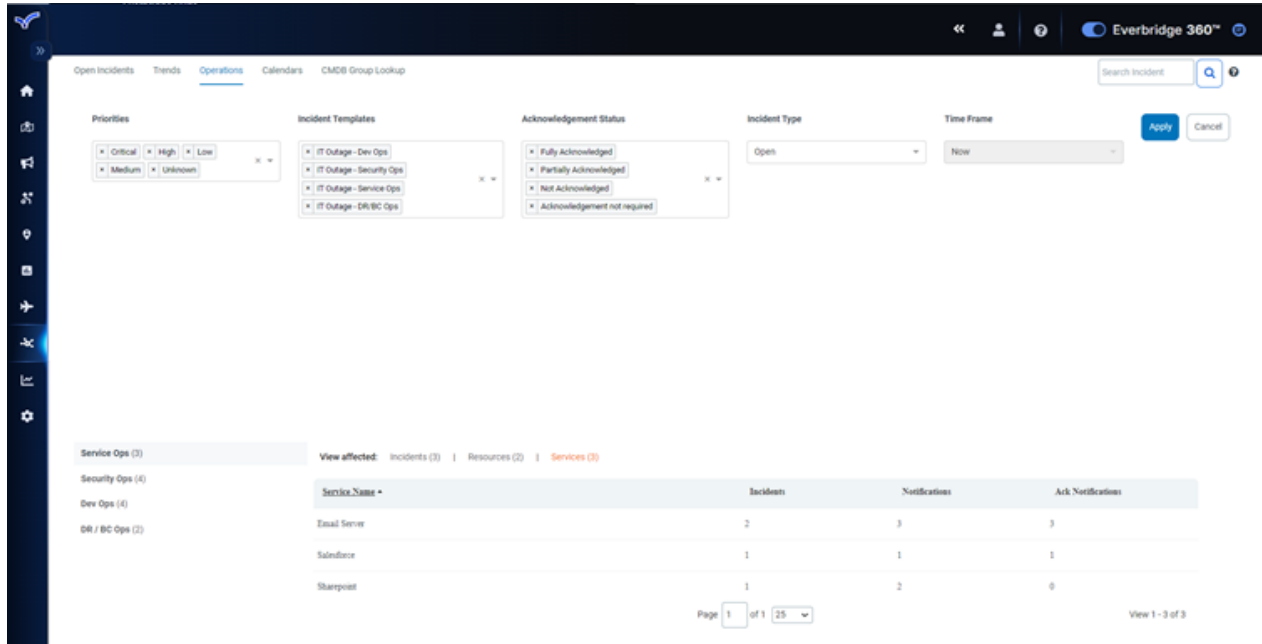
Resource Name	Incidents	Notifications	Full Ack	% Escalations	TTR (avg)
IT Calendar IT Day Shift	3	4	2	75%	0h 5m
IT Calendar IT Night Shift	1	1	0	-	-

Page 1 of 1 25 View 1 - 2 of 2

## Operations: Services

From the Operations view (Services), you can:

- Filter your services.
- See the number of Incidents in each process.
- Reorder the underlined column heading.

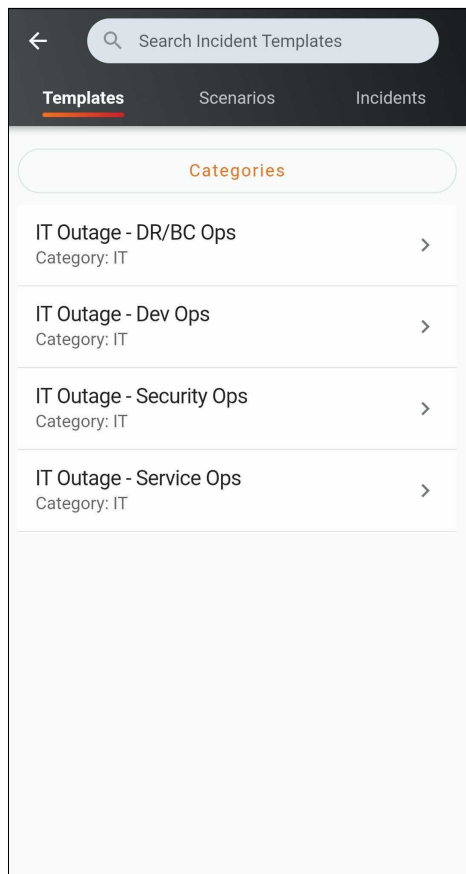


The screenshot shows the Everbridge 360 interface in the 'Operations' view. The top navigation bar includes 'Open Incidents', 'Trends', 'Operations' (selected), 'Calendars', and 'CMDB Group Lookup'. A search bar for incidents is on the right. Below the navigation bar, there are four filter sections: 'Priorities' (Critical, High, Low, Medium, Unknown), 'Incident Templates' (IT Outage - Dev Ops, IT Outage - Security Ops, IT Outage - Service Ops, IT Outage - DR/BC Ops), 'Acknowledgement Status' (Fully Acknowledged, Partially Acknowledged, Not Acknowledged, Acknowledgement not required), and 'Incident Type' (Open). A 'Time Frame' dropdown is set to 'Now'. An 'Apply' button is next to the filters. On the left sidebar, a list of services is shown: 'Service Ops (3)', 'Security Ops (4)', 'Dev Ops (4)', and 'DR / BC Ops (2)'. The main content area displays a table titled 'View affected: Incidents (3) | Resources (2) | Services (3)'. The table has columns: 'Service Name', 'Incidents', 'Notifications', and 'Ark Notifications'. The data rows are: 'Email Server' (2 incidents, 3 notifications, 3 ark notifications), 'Salesforce' (1 incident, 1 notification, 1 ark notification), and 'Sharepoint' (1 incident, 2 notifications, 0 ark notifications). At the bottom, there is a pagination control showing 'Page 1 of 1' and a 'View 1-3 of 3' link.

Service Name	Incidents	Notifications	Ark Notifications
Email Server	2	3	3
Salesforce	1	1	1
Sharepoint	1	2	0

# Integration with ManageBridge

Launch ManageBridge when you need to launch an IT Incident Template while on the go.





## Virtual Incident Rooms

Enable your resolvers and responders to view the most updated and relevant information for a single incident in one place:

- Group all notifications for the same Incident together.
- View basic metadata like Incident status and duration.
- Find the most recent values for Incident variables front and center in the room.

Jump from the Incident room into the Slack channel for that Incident (refer to [Integration with Slack](#) for more details).

By default, this feature is OFF. To enable this feature, an authorized Administrator can select the **Group Notifications by Incidents** flag in their Organization Settings.

## Integration with Slack

IT Alerting users can jump into that Incident's Slack channel from the Everbridge Mobile App's virtual Incident room if a Slack channel has been enabled for an Incident.

## IT Alerting Process Counters

Display your virtual incident rooms aggregated by the IT Alerting process. Incident Notification recipients will see the incidents and processes for which they have been notified, and can easily navigate between different processes.