

BlackBerry Alert

Manage Users Guide

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Manage users

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This document describes how to manage users within the BlackBerry Alert system. Users can be the end users that receive alerts, dependents of users, operators with varying degrees of privileges, or administrators that configure BlackBerry Alert settings.

The Users screen lists all users associated with an organization and provides you with tools to manage the status and details for those users.

For detailed information about operator roles and permissions, see the [BlackBerry Alert Manage Operators and Administrators Guide](#) or the [BlackBerry Alert Roles and Permissions Matrix](#).

Create a user

Note: You must have end user manager permissions to create users.

Note: If the "Enterprise Features" setting is enabled in the General Settings of an enterprise organization, the BlackBerry Alert system enforces user uniqueness in the enterprise organization and its suborganizations. Users created in the enterprise organization or in any of its suborganizations must have a unique username and Mapping ID.

1. In the navigation bar, click **Users**.
2. Click **Users**.
3. At the top of the **Users** screen, click **New**.

Note: Fields marked with an asterisk (*) on the New User screen are required.

4. In the **Basic Information** section, enter the following details about the user:
 - **Username:** The name the user is assigned by the system. Usernames are frequently imported from external systems and cannot be edited later.
 - **First and Last Name**
 - **Display Name:** The name used to refer to the user within the system, such as bsmith or Jack Jones. This field can be edited later by the end user.
 - **Organizational Hierarchy:** If the organizational hierarchy is available, click the forward slash (/) link. On the pop-up screen, navigate to the specific organization the user belongs to. Click **Apply** to add the organization information to their record in the system.
 - Any custom fields added by the administrators, including details such as CPR certification status, Emergency Community membership, or special skills.
 - Enter a work location and (if applicable) temporary work location.
5. In the **Numbers** section, enter the work number, mobile number, pager numbers, and any other numbers that could be used to contact the user.

Note: International numbers and numbers with extensions are supported.

BlackBerry Alert then runs a validation check to make sure the number is valid. If it is not, an "Invalid Phone Number" error appears under the text field. You cannot save the new user information until you correct or remove the number.

Note: For pagers, only devices that are enabled for the organization appear in the list.

6. In the **Online Addresses** section, enter work and home email addresses.
7. In the **Physical Addresses** section, enter work and home addresses.
8. In the **Distribution List Membership** section, specify the distribution lists in which the user is a member.

Note: Required memberships are provided by default and cannot be deleted. If you do not have management permissions for a group, the group is read-only.

9. In the **Advanced Information** section, which is configurable for each system, complete any required fields plus any of the non-required fields you want to include in the account details for the user.
10. Provide a password that meets the displayed rules, if required.
11. Click **Save**.

The details of the new user appear in summary form on the screen. You can return to the Users screen or grant the user operator permissions.

Create dependents for a user

You can add dependent accounts for users with family members or others that should receive alerts when they do. Users with dependents are referred to as sponsors. Sponsors and administrators can add a dependent account for anyone who should receive alerts but does not have an account in the system.

A dependent is a sub account of a sponsor user. The sponsor user has full control to create, edit, and delete their dependents from Self Service.

The operator has the option to include dependents when sending out an alert or requesting accountability status.

Dependents can respond to alerts and update their status for events from the Self Service inbox if a password is added to their user profile and manual user authentication is enabled for Self Service in the organization.

If a dependent does not respond to an accountability event, the sponsor user may be requested to provide the status of the dependent through the Self Service Inbox.

The layout of the user page for dependent users is different than the layout for sponsors. If there are attributes that should be included for dependents, the administrator must modify the page layout for dependents from **Settings > General Settings**.

1. Log in to the BlackBerry Alert management system as an administrator.
2. In the navigation bar, click **Users > Users**. The users screen opens.
3. Search or scroll down the users list to find the sponsor user you want to add a dependent for.
4. Click the row with the sponsor user's name.
5. On the **user details** screen, click **More Actions > View Dependents**.
6. On the **Dependents** screen, click **New**.
7. On the **New Dependent** screen, in the **Basic Information** section, enter a Username, First Name, Last Name, and Display Name. Only a Username is required.
8. Optionally, in the **Online Addresses** section, add contact information for the dependent.
9. Optionally, in the **Password** section, enter and confirm a password for the dependent. You must enter and confirm a password if you want the dependent to be able to log in to Self Service to view and respond to alerts and events.
10. Click **Save**.
11. Click **Back** to return to the Dependents screen.
12. Repeat Steps 6 to 11 to add additional dependents for the sponsor user.

Import users from a .csv file

Important: When you import user details into BlackBerry Alert using a .csv file, the values that exist in the .csv file overwrite any existing values in the database. If the file contains blank fields, the current values in the database are replaced by empty values. You should make sure that all required fields are populated before you upload the file.

To import users from a file, the file must be correctly formatted. If you do not know how to format the file, see [Format a user import file](#).

To import operators from a file, see "[Importing and exporting operators](#)" in the *BlackBerry Alert Operators and Administrators Guide*.

If duplicate users (identified by username or mapping ID) are found in the .csv file, they are not imported and one of the following error messages is displayed:

```
[Username]: <username> already exists in the payload
```

```
[Mapping ID]:<mapping id> already exists in the payload
```

The remaining non-duplicate users in the .csv file are imported.

If a username contains a space or one of the following characters, the user is not imported and an error message is displayed:

```
[ ] ; | = , + * ? < >
```

If the username contains leading or trailing spaces, the spaces are ignored and trimmed during the import process. After the spaces are trimmed, the user is imported.

1. In the navigation bar, click **Users**.
2. Click **Users**.
3. Click **More Actions > Import > Users**.
4. Select the **Import** option.
5. If you want to download a blank .csv file to use as a template for your import user file, click the **Download a template CSV file** link. Save the file to your computer and fill in the appropriate user information.

Note: Using the template ensures that all of the mandatory attribute columns are included in the import file.

6. Click **Browse**.
7. Navigate to the location of the import user file on your computer.
8. Open the file to enter or modify the user data.
9. Ensure that columns with multiple values have the correct format to import correctly.
 - The entire entry must be enclosed within double-quotes. This rule is true even if the multi-select picklist has only a single entry.
 - A comma must be used to separate each of the values. There can be no spaces before or after the comma.

Examples:

- This example shows two column names, separated by a comma (no space before or after the comma). POSITIONS is a multi-select picklist column:

```
USERNAME , POSITIONS
```

- This example shows a multi-select picklist attribute column with multiple entries:

```
Cadiz , "ESH Team Tech Supv , FMT Coordinator , SITE 300 , Exercise Call Out , Field Monitoring Team , Coordinator DOC"
```

- The entire entry starts and ends with regular double-quote characters (not the "smart quotes" used by some word-processors).

- Each picklist entry is separated by a comma (no spaces before or after the comma).
- An entry can have a space within it. For example: `Field Monitoring Team`
- This example shows a multi-select picklist attribute with a single entry:

`East, "LEDO"`

10. Optionally, make sure that any geolocation attributes in the .csv file are in the correct string address, "Latitude,Longitude" or Point(long,lat) format. For example, 311 Fairchild Drive, Mountain View, CA, "37.538226,-122.32726", or POINT(-122.32726,"37.538226).
11. (Optional, for enterprise organizations with user uniqueness enabled.) If you want to prevent users from being moved between organizations after you have imported them, include the **Prevent User Move** column, and enter **Yes** for all users.
12. After you have entered your data, save and close the file.

Note: Microsoft Excel hides some characters from view. If you edit the file in Excel, it might format your entries with extra characters. The incorrect format might cause the import operation to fail. If you are using anything other than a text editor for the above steps, complete steps 13 through 15. Otherwise, skip to Step 16.
13. Optionally, save and close the file.
14. Optionally, open the file in a text editor such as Microsoft Notepad, review the syntax for problems, then save the modified file as a .txt file.
15. Optionally, edit the file name and manually change the extension from .txt to .csv.

The import function requires a .csv file type. This method preserves the formatting in the text file.
16. Click the filename, and click **Open** to upload the file into the system.

The filename appears in the User CSV File field on the Import User File screen. Each of the columns from the import file are listed in the **Select the columns to import** section.
17. Optionally, select the **Partial User Import Enabled** check box to enable partial user data to be imported. When selected, if a user entry contains an invalid value, the rest of the user's data is still imported.

Note: Even if you do not select this option, partial user import is still applied when importing geolocation attributes that use a physical address.
18. Select each of the columns of data you want to import or click **Select All**.
19. Review the **Columns that cannot be imported** list to make sure it does not contain important data that you must be able to view within BlackBerry Alert. If the list contains important columns of information, contact BlackBerry Alert customer support for help.
20. Click **Import**. The Importing Users window opens. The import happens in batches of 5000 users.
21. While the import is in progress, a **Stop Import** button appears on the **Importing Users** window. Clicking this button stops the import process immediately and prevents the next batch of users from being imported from the file. However, records that have already been added are not removed and records that have been updated are not restored to previous values.

When the import completes, an import summary screen appears, listing the following information:

- Total number of users in the import file
- Total number of users who were processed
- Number of users who were successfully processed
- Number of users who were partially processed
- Number of users who failed to be processed
- Username of the person who imported the file
- Time the file import process started and ended

Note: To import and export operators, see the [BlackBerry Alert Operators and Administrators Guide](#).

Import dependent users

To import dependent users, include the username of the sponsor in a Sponsor column in the import .csv file.

The following conditions apply to importing dependent users with a .csv file:

- The dependents feature must be enabled for your organization.
- The username of the sponsor must already exist in the BlackBerry Alert system before attempting the import.
- You cannot import a user as a dependent if they are already in the system as a sponsor.
- Dependents can only be imported into the organization of their sponsor.
- Dependents must have unique usernames in the BlackBerry Alert system.
- If partial user import is enabled and there is an error in the sponsor user row, the dependent user is imported as a standalone user, not as a dependent of the sponsor.
- You can change the sponsor of a dependent to another sponsor in the BlackBerry Alert system.
- You can change a sponsor user into a dependent user by setting their sponsor attribute to the username of another sponsor user.
- You cannot import both the organization attribute and the sponsor attribute in the same file. This prevents a dependent from being created in a different organization than their sponsor.

Format a user import .csv file

In order to import a .csv user file, the following formatting standards are required:

Field Name	Description	Is Mandatory?
Username	<p>The Username is a value that can be used to identify a user within the BlackBerry Alert system and the user repository (for example, LDAP or Microsoft Active Directory) within your organization. The Common Name field must contain a unique value, such as an Employee ID or a Windows user name. After the Common Name is registered with the BlackBerry Alert system, the user is linked to the user profile within your organization.</p> <p>The username cannot contain spaces or any of the following characters: [] : ; = + * ? < > . Leading or trailing spaces are trimmed during the import process. After the leading or trailing spaces are trimmed, the username is accepted and the user is imported.</p>	Yes
Status	<p>Use the Status column to enable, disable, or delete a user. The following attribute values can be used:</p> <ul style="list-style-type: none">• Enabled—Enable the user• Disabled—Disable the user• Deleted—Delete the user <p>The import file must contain a Status column, but the column can be empty. Note that if the Status column is empty but the database contains Status information, the current Status information is overwritten and replaced by the empty values in the import file on import.</p>	Yes

Field Name	Description	Is Mandatory?
HRCHY: Hierarchy Name	Use the prefix "HRCHY:" to specify the location in your User Base Hierarchy where the user is a member. You can view your organizational hierarchy by going to Users > Users and clicking on 🔗 .	No
SDL: Static Distribution List Name	Use the prefix "SDL:" to specify the name of the static distribution list to which users will be added. You can view your distribution list hierarchy by going to Users > Users and clicking on 🔗 . There can be multiple "SDL: list name" columns. If the user does not already exist, this option can only be used to add the user to a static distribution list. A valid value is "Yes" (the user will be added to this static list). If the user already exists, this option can be used to add or remove the user from a static distribution list. Valid values are "Yes" (the user will be added to this static list) or "No" (the user will be removed from this list).	No
User Attribute Name	Specify user attribute as column heading to update user attribute value.	No
Device: Device Name	Use prefix "Device:" for specifying any device name in the import file. For pager addresses, specify pager carrier ID followed by a colon (:) before the pager number. For example, to import pager number, "5551222" with pager carrier ID 3, use "3:5551222" as the pager address in the .csv file. To view the list of pager carrier IDs and names, see "Pager carrier IDs and names" in the <i>BlackBerry Alert Create and Publish Alerts Guide</i> .	No
Password	Passwords must conform to the password rules set in Settings > Security Policy > Password Update Rules .	No
Organization	Only available for enterprise organizations with user uniqueness enabled. Specify the display name for each organization. New users are created in the specified organization and existing users are moved to the specified organization. Note: If the following error occurs while importing users in the Enterprise, "[Organization]: Column was not recognized as an attribute or device", it is because user uniqueness is not enabled. You can enable user uniqueness in Settings > General settings .	No

Stop the import users process

Important: When you import user details into BlackBerry Alert using a .csv file, the values that exist in the .csv file overwrite any existing values in the database. If the .csv file contains blank fields, the current values in the database are replaced by empty values.

While the import user process is underway, the import happens in batches of 5000 users and a Stop Import button appears on the Importing Users window. Clicking this button stops the import process immediately and prevents the next batch of users from being imported from the file.

The Stop Import button stops the import, but does not undo it. Records that have already been added are not removed and records that have been updated are not restored to previous values. To download a .csv file that contains information about the users that were imported before the import was stopped, on the **Import Details: Stopped** window, click **Download Log**.

Bulk-update users' physical locations

You can use the BlackBerry Alert .csv file import process to bulk-update your organization's users physical addresses without the need to convert the addresses to the latitude,longitude or POINT(longitude latitude) format. When the import process begins, a query is sent to the Bing geolocation API to calculate the longitude and latitude of the user's physical address provided in the input file. Only addresses that the Bing API returns with a match code of High Confidence or Good are processed and added to the database. The latitude,longitude and POINT(longitude latitude) formats are still supported.

After the .csv file user import updates users' physical locations, a preprocessor job performs the following functions:

- Checks for duplicate entries in the input .csv file and removes any duplicates before sending the request to the Bing API.
- Checks the database for existing addresses before sending the request to the Bing API. Existing addresses are not sent to the Bing API for processing.
- Sends the job to the Bing API for processing.

The preprocessor job runs automatically every 8 hours. The BlackBerry Alert management system makes three attempts to submit failed requests to the Bing API at 8 hour intervals.

The post processor job pings the Bing API every 4 hours to check the status of submitted jobs. If a job is complete, the postprocessor job performs the following functions:

- Gets the translated geolocations in latitude,longitude from the Bing API.
- Records the results in the database.
- Updates the Geocoding Summary and Logs settings page in the BlackBerry Alert management system.
- Sends an email to the operator who initiated the bulk update that provides the status of the update including the total number of records processed, records successfully processed, and the number of records that were not processed. The email contains a link to the Geocoding Summary and Logs settings page in the BlackBerry Alert management system.
- Adds a record of the update to the operator audit trail in the BlackBerry Alert management system.

The postprocessor job runs automatically every 4 hours. The BlackBerry Alert management system makes three attempts to download the postprocessor job at 4 hour intervals.

Note: For more information about the Geocoding Summary and Logs settings page, see "[View geolocation transactions and logs](#)" in the *BlackBerry Alert System Administrator Configuration Guide*.

Undo the import users process

The import users process cannot be undone after it runs. The only way to undo the import is to re-import the original data that was overwritten.

Troubleshooting tips for user import

This topic describes some of the issues that may cause a user import to fail, and how to resolve those issues.

Include mandatory fields

Make sure your .csv file contains a column for the mandatory Username field. The Username field must contain a unique value, such as an Employee ID or a Windows user name.

Populate required fields

Before uploading a .csv file to import users, make sure that the file includes columns that match the mandatory user fields in the organization's Users list. If the import file contains a Status column, it must contain a status value.

Use the correct column formatting

Ensure that columns with multiple values have the correct format to import correctly.

- The entire entry must be enclosed within double-quotes. This rule is true even if the multi-select picklist has only a single entry.
- A comma must be used to separate each of the values. There can be no spaces before or after the comma.

Examples:

- This example shows two column names, separated by a comma (*no* space before or after the comma). POSITIONS is a multi-select picklist column:

```
USERNAME , POSITIONS
```

- This example shows a multi-select picklist attribute column with multiple entries:

```
Cadiz , "ESH Team Tech Supv,FMT Coordinator ,SITE 300 ,Exercise Call Out ,Field Monitoring Team,Coordinator DOC"
```

- The entire entry starts and ends with regular double-quote characters (not the "smart quotes" used by some word-processors).
- Each picklist entry is separated by a comma (no spaces before or after the comma).
- An entry can have a space within it. For example: `Field Monitoring Team`
- This example shows a multi-select picklist attribute with a single entry:

```
East , "LEDO"
```

- Make sure that any geolocation attributes in the .csv file are in the correct string address or "Latitude,Longitude" format. For example, 311 Fairchild Drive, Mountain View, CA or "37.538226,-122.32726".

Enable user uniqueness for enterprise organizations

If you are importing users in an enterprise organization, user uniqueness must be enabled. Otherwise, the import fails with the following error: "[Organization]: Column was not recognized as an attribute or device".

For instructions on how to enable user uniqueness, see ["Enable enterprise features"](#) in the *BlackBerry Alert Enterprise Features User Guide*.

User import errors

The following table describes possible error messages that may be encountered when importing users from a file:

Error Message	Notes/Workaround
Errors were found when parsing the CSV file, such as duplicate column names.	Generic message for unexpected errors. If your .csv file contains a column for organization hierarchy, make sure that it includes the prefix "HRCHY:" to specify the location in your User Base Hierarchy where the user is a member.
[Status]: Attribute is mandatory but no value has been provided.	Make sure that the Status column contains a value. Valid values are Enabled and Disabled.
Unable to locate upload directory.	This error occurs when the import file upload path does not exist on the application. The correct path is: %AtHocENS_home%\ServerObjects\uploadStage
The uploaded CSV file does not have a username column. The username column is required.	Update the .csv file to include a username column.
The uploaded CSV file has no user rows.	Update the file to include user rows. Update the .csv file to include columns.
There was some error in processing the request.	Check the .csv file for duplicate columns.
[Username]: The following characters are not allowed in Username [] : ; = , + * ? < > space.	The username contains one or more invalid characters.

Export users to a file

1. In the navigation bar, click **Users**.
2. Click **Users**.
3. Select the check boxes next to the usernames you want to export.
4. Click **More Actions > Export > Users**.
5. On the **Export Users** window, click **Add** to select the columns you want to include in the export file.

Note: The export process allows you to export up to 79 columns of user data into a .pdf file.

Note: You cannot include the password column in the export file.

6. Optionally, use the **Move Up** and **Move Down** buttons next to the **Selected Columns** field to change the order in which the information appears in the export file.

Note: At any time during this process, you can reset the Selected Columns field to its default values by clicking the **Reset to columns displayed in User List** link that appears at the bottom of the field.

7. Optionally, in the **Advanced** section, select **Include all Dependents of selected Sponsors** to export dependent users.
8. When you are finished selecting columns, click **Export PDF** or **Export CSV**.

Note: If you include a geolocation attribute in the export, if the user profile contains a physical address in the geolocation attribute, it is exported to two columns. The first column displays the geolocation attribute in the POINT(longitude latitude) format. The second column displays the attribute as the text string the user entered in their profile. For example, if you have a geolocation attribute called Office Location, a column with a heading Office Location is exported that contains the address in the POINT (longitude latitude) format. A second column with a heading Office Location (Physical Address) is exported that contains the text string the user entered in their profile.

Search for users

Search engine overview

By default, the users search engine uses an AND operator between the search criteria that appear in the search field. All search results will contain both criteria. For example, entering `john smith` returns all users containing both `john` and `smith`. For a basic search, the system looks for matches in the user's display name, last name, first name, and username.

To use an OR operator, separate the search criteria by a comma in the search field. For example, entering `john, smith` returns all users containing `john`, or `smith`, or both.

To search for an exact string, enclose the search criteria in quotes. For example, entering `"smith, john"` returns only users containing the exact string `smith, john`.

Each criteria pill under the Search field has an AND relationship to other criteria. For example, if you have two existing pills, `John` and `jSmith` and then enter the search string `Smith` in the Search field and click the Search icon, all search results will contain `John`, `jsmith`, and `Smith` in at least one of the following fields: display name, first name, last name, or username.

In Advanced Searches, when multiple attributes are included in a search, you can select the AND or OR operator. AND is selected by default. The AND/OR operator applies within a search condition and between multiple search conditions. For example, if AND is selected, and the search conditions `Last Name starts with smi` and `First name contains joh` are entered, both conditions must be met for a username to appear in the search results. When OR is selected, users with any of the conditions appear in the search results.

The search engine matches any set of letters or numbers anywhere in a word or ID. For example, a search for `man` returns values such as `Manager`, `Germany`, and `John Hilman`, and a search for `134` returns `134506`, `721349`, and `863134`.

The search is not case-sensitive. For example, searching for `Man` or `man`, produces the same results.

Wildcards are not supported in searches.

Run a basic search for a user

Note: Before you run a search, see [Search engine overview](#) for important information on how the search engine works.

1. In the navigation bar, click **Users**.
2. Click **Users**.
3. Optionally, in the **Search** field, type or paste into the text box all or part of any of the following user-related search criteria: display name, first name, last name, username.
4. Optionally, in the **Search** field, type or paste into the text box all or part of any of the following group-related search criteria: hierarchy node name, distribution list name.
5. Click  to view the results.

The criteria you used so far appear within a pill beneath the Search field. Each time you add new criteria and click the Search button, a new pill appears next to the previous pills under the Search field.

Note: If the search criteria is too long to fit within the pill, the pill will display ellipses.

Each time a new pill is added, the total count of matching results is updated in the field below the Search field.

6. To remove a pill, click the **X** icon in it. The search results update to display all users that match the remaining search criteria.

Include groups as search criteria

The  (groups) button launches the groups dialog, which enables users to include distribution lists, organization hierarchy nodes, or targetable groups as additional search criteria.

1. On the **Search** screen, click .
2. On the **Select Groups** screen, select the group or groups you want to include in the search.
3. After selecting all of the groups, subgroups, distribution lists, and organizational hierarchy nodes you want to include in the search, click **Apply**.

Each of the groups, lists, or nodes you selected then appears as a separate pill beneath the search field.

Run an advanced search for a user

Note: Before running an advanced search, see [Search engine overview](#) for important information on how the search engine works and [Advanced search attribute types](#) for a complete list of user attributes you can use to create advanced searches.

You can run an advanced search for a user using user attributes and organizational hierarchies as search criteria.

1. In the navigation bar, click **Users**.
2. Click **Users**.
3. Click **Advanced**.
4. On the **Create Conditions** window, select the AND/OR operator. When AND is selected, users must meet all search conditions to be included in the search results. When OR is selected, users that match any of the search conditions are included. The default is AND.
5. Click **Select Attribute** and select the first attribute you want to add to the search.

Note: The list that appears contains all organizational hierarchies and attributes you have access to in the system.

6. After you make an attribute selection in Step 5, a **Select Operation** field appears. Select an operation.
7. After you make an operation selection in Step 6, a third field appears. Depending on the attribute type selected in Step 5, the third field can be a text-entry field, a drop-down list, a date field, or any of the other field types listed in [Advanced search attribute types](#). Enter or select a value in the field.
8. Optionally, click **Add Condition** to add another attribute condition to the search, then repeat steps 5 through 7.
9. After you have finished adding conditions to the search, click **Apply**.

The search results display all users who match the attribute conditions you created.

Advanced search attribute types

The following table lists the different attribute types, operators, and values you can use to construct advanced search criteria. It also provides examples to illustrate how each attribute criteria would appear in the Advanced search field.

Attribute Type	Operator	Value	Examples
Checkbox	is	Yes	<ul style="list-style-type: none"> Currently Online is Yes CPR Certified is No
Date	equals, not equals, before, after	Date Panel (showing date value + Past & Next x days value)	<ul style="list-style-type: none"> Joining Date equals 5/4/201 CPR Expiration Date older than Sysdate - 30 days
Date	is empty, is not empty	Hide	<ul style="list-style-type: none"> Expiration Date is empty
Date Time	before, after	Date Time Panel (showing date value + Past & Next x days value)	<ul style="list-style-type: none"> Age is empty Age is not empty
Date Time	is empty, is not empty	Hide	—
Geolocation	is inside, is outside	Map screen to show selections	<ul style="list-style-type: none"> Home Location is inside shape on the map
Geolocation	is empty, is not empty	Hide	<ul style="list-style-type: none"> Office Location is empty
Memo	—	—	—
Multi-select Picklist	equals, not equals, is empty, is not empty	Multi-value selection options	<ul style="list-style-type: none"> Emergency Community not equals Fire Rank equals Commander, Captain
Number	equals, not equals, great than, less than	Whole number without decimals	<ul style="list-style-type: none"> Age equals 30 Age greater than 18 Age less than 65
Number	is empty, is not empty	Hide	<ul style="list-style-type: none"> Age is empty Age is not empty
Single-select Picklist	equals, not equals, is empty, is not empty	Single-value selection option	<ul style="list-style-type: none"> Building is not empty
Status	equals, not equals, is empty, is not empty	—	—

Attribute Type	Operator	Value	Examples
Text(String)	equals, not equals, starts with, ends with, contains, does not contain	Alphanumeric text	<ul style="list-style-type: none"> • First Name equals John • First Name starts with A • First Name contains andy
Text(String)	is empty, is not empty	Hide	<ul style="list-style-type: none"> • First name is empty
Org Hierarchy	at, at or below, not at, not at or below	Multiselection of node in hierarchy	<Node name or names>

Filter search results by user type

Either before running a search or after generating search results, you can limit the types of users you want to include in the search results. By default the search screen is set to display enabled users in search results.

The following other user combinations are available and can be selected by clicking the users link below the search field and then selecting the option you want on the drop-down list that appears.

- **Enabled Users:** Search results include enabled users only, exclude disabled users.
- **All Users:** Search results include everyone.
- **Enabled Users with Operator Permissions:** Search results include all enabled users who have been granted operator permissions. Results exclude disabled users with operator permissions and all users without operator permissions.
- **All Users with Operator Permissions:** Search results include all users who have been granted operator permissions regardless of whether the user is enabled or disabled. Results exclude all users without operator permissions.

Customize search results columns

1. Click **Add** in the header row of the **Users** list. A blank column appears in the table.
2. Click  in the new column to view all of the available user details you can add to the results list.
3. Click to select one of the options. The table refreshes to display the new column.

Note: To remove any of the search result columns that you added, click the X icon beside the column header. The Display Name/Username column appears by default and cannot be removed.

Select search results

After you run a search, you can select users individually or all at the same time from the search results list.

- To select individual users, select their corresponding check box in the first column.
- To select all search results, select the check box in the column header for the first column.

As soon as the users are selected, you can perform any of the following actions on them using the More Actions drop-down list above the Search field.

- Enable the selected users
- Disable the selected users
- Delete the selected users
- Export the user information to .csv
- Export the user information to .pdf

Note: Subscribed users from other organizations that appear in the search results can be viewed but not edited, disabled, deleted, or exported.

Note: The Users list also contains a link that allows you to import users from a spreadsheet or other file, which would not require the selection of users from the search results.

Sort search results

To sort search results, click once in any of the column headers to sort the results based on the data in the selected column. Note that after you click the column header, a small  (**Up**) or  (**Down**) icon appears next to the name, letting you tell at a glance which column the data is being sorted by and which direction the sort is going.

Click the same column header again to sort the data in the other direction: for example, ascending or descending, alphabetical or reverse alphabetical, or largest or smallest value.

Reset the search field

To reset the search field, which removes all search criteria and returns the search table to its default state, click **Clear all** next to the user link after you have run a search with at least one search criteria.

Note: Clicking this button does not remove any filtering you have set up on the search screen. For example, if users are filtered by a specific kind of user (Enabled, Operator), clicking **Clear all** does not affect those settings.

View user details

Note: You must have end users manager privileges to view detailed information about users in the system, including contact address, memberships, login information, and location information.

1. In the navigation bar, click **Users**.
2. Click **Users**.
3. Click the user name.

The detail screen for the user appears. The details screen displays the following information about the user:

- Basic information including:
 - Username
 - Display name
 - First and last name
 - Date the user was created
 - Sponsor (if dependents are enabled). If the user is a dependent, their sponsor's Display Name is displayed. If the user is a sponsor, the Sponsor field displays their Display Name with (Self).
- Numbers
- Online addresses
- Physical addresses. Displays the time the user's location was last updated.
- Distribution list membership
- Password
- Organization Subscriptions
- Permissions
- Login and location
- Alert Apps: Shows whether the user is active on the BlackBerry Alert desktop app or mobile app. If the user is logged in, the number of instances they are logged in to on each app is displayed. If the user is not logged in, the field displays the phrase *Not Available*.
- User activity, including:
 - Self Service last sign-on, profile updated, and device information updated dates
 - Do not auto delete or disable settings
 - User move information including date the user was moved, who moved the user, and what organization the user was moved from
- Any user attributes defined by administrators

View operator roles in multiple organizations

If an operator has roles and permissions in multiple organizations, you can view the operator's roles in the organization you are currently logged in to from the Permissions section of the operator's profile page. You can also view the operator's roles in other organizations from the user manager page and from the operator's profile page.

1. In the navigation bar, click **Users**.
2. Click **Users**.
3. On the **Users** page, do one of the following:
 - In the **Roles** column, click **Roles in {x} other organizations**.
 - Click the row for the operator you want to view. In the user profile page, in the **Permissions** section, click **This user has roles in {x} other organizations**.

The **Roles in other organizations** window opens and displays the roles the operator has in each additional organization.

View user activity

The Activity List screen enables authorized users to view all activities for individual users in the system. Clicking on a specific user activity opens an activity details screen that provides information about the activity and any response the user made.

1. In the navigation bar, click **Users**.
2. Click **Users**.
3. Click the user name.

The user details screen opens, displaying information for the user in the system.

4. Select **More Actions > View Activities**.
5. Click a specific activity to view more details.

The details of that activity appear to the right of the activities list.

For each activity, the following details are displayed:

- The title of the activity
- The content of the activity
- The date and time the activity was initiated or created.
- The publisher of the activity
- The timeline for the activity, listing all of the devices to which the activity has been sent along with the time the alert was sent and received. The timeline also lists details about instances where the alert was responded to, but ignored by the system.
- If the alert was responded to, a Responded section appears above the Activity Timeline, displaying the date and time and responding device of the first response received.

Export user activity details

You can export the user activity details to a .pdf file. You can export one or all activities for a user.

1. In the navigation bar, click **Users**.
2. Click **Users**.
3. Click the user name.
4. Click **More Actions > View Activities**.
5. Choose which activities to export:
 - To export all of the activities, click **Export PDF**.
 - To export a specific activity:
 - a. Click the specific activity that you want to export. The details of that activity appear next to the activities list.
 - b. Click the  in the corner of the activity details field.

View dependents

1. Log in to the BlackBerry Alert management system.
2. In the navigation bar, click **Users > Users**. The users screen opens.
3. Search or scroll down the users list to find the sponsor user whose dependents you want to view.
4. Click the row with the sponsor user's name. The user details screen opens.
5. Click **More Actions > View Dependents**. The Dependents screen opens.
6. Optionally, enter a name in the **Search by name** field to find a specific dependent.
7. Click the row for a dependent to view dependent user's account details.

Edit user details

The following instructions explain how to make changes to the details of an individual in the system. To make a global change to all users, such as changing the work address of all users to display a new address, see [Make mass changes to user details](#).

Note: You must have end user manager privileges to edit user details.

1. In the navigation bar, click **Users > Users**.
2. Click beside the name of the user whose details you want to edit.
3. Make changes to any of the user fields in the following sections:
 - Basic Information
 - Numbers
 - Online Addresses
 - Physical Addresses. Displays the time the user's location was last updated. To view the user's location on a map, click .
 - Distribution List Membership
 - Login and Location
 - Alert Apps: See [Delete unused mobile devices from a user profile](#).
 - Organization subscriptions (if enabled): This section appears when the organization subscription feature is enabled and organizations are configured for subscription. This section displays the user's subscribed organizations, the start and end dates, and the assigner for each subscription.
 - Any user attributes defined by administrators

Note: System-generated user details such as Desktop Software Session Information, Mobile Device Location, and most of the User Activity information cannot be edited.

4. Click **Save**.

Delete unused mobile devices from a user profile

To prevent reaching the user device limit, the operator can remove unused mobile devices from their user's profile page in the BlackBerry Alert management system.

1. In the navigation bar, click **Users > Users**.
2. Click **Users**.
3. Click beside the name of the user.
4. On the user's profile page, in the **Alert Apps** section, beside **Mobile App**, click **Active (x)**.
5. On the **User Mobile Devices** window, click  beside the mobile device you want to delete.
6. On the confirmation window, click **Delete**.

The mobile device is removed from the user's profile and can no longer be targeted in alerts and events.

Prioritize personal devices

Operators can set the priority of alert delivery by device type for end users. When enabled, the device delivery preference feature prevents end users from receiving the same alert on multiple devices. When device delivery preference is enabled, and user preferred is selected as the device delivery preference in an alert or event template, end users receive alerts on their enabled devices in the order specified in the user's profile.

Before you begin:

- Device delivery preference must be enabled for the organization.
- At least one personal device must be enabled in the organization.
- The user must have at least one enabled device with an address in their profile.
- You must have enterprise administrator, organization administrator, end user manager, alert manager, or advanced alert manager permissions to prioritize personal devices for a user.

1. Log in to the BlackBerry Alert management system.
2. Click **Users > Users**.
3. On the **Users** page, select the user you want to update.
4. On the user details page, click **More Actions > Prioritize Personal Devices**.
5. On the **Prioritize personal device** window, click  and drag to reorder the device. Personal devices are prioritized according to their position in the list, with the highest priority device appearing on top.
6. Click **Save**.

Prioritize personal devices for dependents

Before you begin:

- Device delivery preference must be enabled for the organization.
- At least one personal device must be enabled in the organization.
- The dependent must have at least one enabled device with an address in their profile.
- You must have enterprise administrator, organization administrator, end user manager, or advanced alert manager permissions to prioritize personal devices for a dependent.

1. Log in to the BlackBerry Alert management system.
2. Click **Users > Users**.
3. On the **Users** page, select the user whose dependents you want to update.
4. On the user details page, click **More Actions > View Dependents**.
5. On the **Dependents** screen, click **Prioritize personal device**.
6. On the **Prioritize personal device** window, click  and drag to reorder the device. Personal devices are prioritized according to their position in the list, with the highest priority device appearing on top.
7. Click **Save**.

Make mass changes to user details

Note: The following instructions explain how to make global changes to details about users in the system. If you want to make a change to an individual user, see [Edit user details](#).

The quickest and easiest way to make mass changes to users in the system is to export the user details as a .csv file, open and modify that file, and then import the file back into the system.

Export the user details

1. In the navigation bar, click **Users**.
2. Click **Users**.
3. If the users already appear in the results table, select the check boxes next to their names. Otherwise, use the **Search** field to locate them, and then select the corresponding check boxes.
4. Click **More Actions > Export > Users**.
5. In the **All Columns** field, select the columns you want to modify outside of the system, and then click **Add >** to move them to the **Selected** field. To include all columns, click **Add All** at the top of the **All Columns** field.
6. When you are finished selecting columns, click **Export CSV**.
7. Save the file to your desktop or to a location you can access easily.

Modify the export file

1. Open the export file.

Note: In most cases you will be viewing the file through Microsoft Excel.

2. Locate the column of information that you want to update.
3. If you are replacing the current values in the column with different values for each user, type or paste the values in each cell individually.

If you are replacing the current values in the column with the same value for every user (for example, replacing an old office address with a new one) do the following:

- a. Type or paste the new value in the cell immediately below the header cell.
 - b. Position your cursor over the bottom right corner of the cell and click and hold as you drag the cell downward to the end of the column.
 - c. When you release the cursor, all of the values will be replaced by the entry you typed in the first cell.
4. Save the file.

Import the modified user details

1. In the navigation bar, click **Users**.
2. Click **Users**.
3. Click **More Actions > Import > Users**.
4. Click **Browse**.
5. Navigate to the location of the file you modified on your computer.
6. Click **Open**.

Enable users

You can enable a user if the following conditions are true:

- You have end user manager permissions for the organization.
 - You have end user manager permissions for the user. In some cases, the user may be outside of your user base and appears as read-only.
1. In the navigation bar, click **Users**.
 2. Click **Users**.
 3. If the **Status** column is not visible in the user list, click **Add** in the header row to add a column.
 4. Click the  in the new column heading, and then select **Status**.
 5. Select the check box or check boxes next to the user or users whose status you want to change.
 6. Click **More Actions**.
 7. Select **Enable**.

The user or users are then enabled and the Status column updates for each of the affected users.

Note: If the sponsor or sponsors have dependents, those dependents are also enabled.

Note: If you have selected users that you do not have permission to enable, a warning message appears.

Disable users

Disabling a user temporarily removes them from alert target lists or groups but keeps them in the system so that they can be re-enabled again. Users are commonly disabled when they take a leave or temporarily join another organization.

You can disable a user if the following conditions are true:

- You have end users manager permissions for the organization.
- The user is in your user base. Your user base may be restricted to exclude the user and the user is hidden from view.

It may be more efficient to identify the users that you want to disable based on a specific user attribute or set of attributes they have in common. For instructions, see [Automatically disable users based on attributes](#).

1. In the navigation bar, click **Users**.
2. Click **Users**.
3. Select the check box or check boxes next to the user or users whose status you want to change from Enabled to Disabled.
4. Click **More Actions**.
5. Select **Disable**. A confirmation dialog appears.
6. Click **Disable**. The user or users are then disabled.

Note: If the sponsor or sponsors have dependents, those dependents are also disabled.

Note: If you have selected users that you do not have permission to disable, a warning message appears.

Note: If a user is logged in to the system when they are disabled, on their next page navigation they are logged out and redirected to the login screen with the following message: "You do not have the required Operator Permissions to access this page. Contact your administrator."

Delete users

You can delete a user if the following conditions are true:

- You have end users manager permissions for the organization.
- The user is in your user base. Your user base may be restricted to exclude the user and the user is hidden from view.

Note: It might be more efficient for you to identify the users you want to delete based on a specific user attribute or set of attributes they have in common. For more information, see [Automatically delete users based on attributes](#).

1. In the navigation bar, click **Users**.
2. Click **Users**.
3. Select the check box or check boxes next to the user or users you want to delete.
4. Click **More Actions**.
5. Select **Delete**.

A confirmation screen opens.

6. Click **Delete** to permanently remove the users from the system.

The screen refreshes and the User list no longer displays the user or users.

Note: If the sponsor or sponsors have dependents, those dependents are also deleted.

Note: If you have selected users that you do not have permission to delete, an advisory message appears.

Note: If a user is logged in to the system when they are deleted, on their next page navigation they are logged out and redirected to the login screen with the following message: "You do not have the required Operator Permissions to access this page. Contact your administrator."

Note: When a user is deleted, all personally identifiable information about the user is deleted from the BlackBerry Alert system. In historic user tracking reports, the deleted user's details are replaced with DEL_[GUID].

Purge deleted users

When users are deleted, they no longer appear in the BlackBerry Alert management system, but data for those users is still held in the database until purged. Deleted users are purged once a day by default. Purging deleted users ensures that the user base is kept current and database performance is maximized. Do not disable purging deleted unless your organization has a data retention requirement. You can change the purge interval.

1. In the navigation bar, click .
2. In the **Users** section, click **Disable and Delete Users**.
3. On the **Disable and Delete Users** screen, scroll down to the **Purge Deleted Users** section.
4. From the **Purge deleted users after** list, select the purge interval.
5. Click **Save**.

Important: After a purge occurs, it cannot be undone.

Edit or delete a dependent

1. Log in to the BlackBerry Alert management system as an administrator.
2. In the navigation bar, click **Users > Users**.
3. On the **Users** screen, search or scroll down the users list to find the sponsor user whose dependents you want to edit or delete.
4. Click the row with the sponsor user's name.
5. On the user details screen, click **More Actions > View Dependents**. The Dependents screen opens.
6. Optionally, enter a name in the **Search by name** field to find a specific dependent.
7. Click the row for a dependent.
8. On the **Edit Dependent** screen, edit the basic user information, contact information, or password as needed.
9. Optionally, in the **Alert Apps** section, click **Active (x)** beside **Mobile App** to delete the dependent's unused mobile device. On the **User Mobile Devices** window, click **X** beside the mobile device you want to delete.
10. Click **Save**.
11. Optionally, click **Delete** to delete the dependent. Click **Delete** on the confirmation window that appears.

Managing organization subscriptions

This section describes how to manage organization subscriptions for users in enterprise organizations.

Use organization subscriptions to enable users in an enterprise organization to receive alerts and accountability events from other suborganizations in their enterprise organization. This feature enables users to subscribe on a temporary basis to up to three suborganizations. The subscribed user can then receive any alerts or events that are targeted to them in their home organization as well as in their subscribed organizations. The user's home organization is the organization where their profile is stored. A user's subscribed organization is an organization that a user can be targeted in, but their profile does not get moved to.

Subscribed users can be targeted from their subscribed organization using email, SMS, phone, and mobile app devices and can be targeted using any targeting criteria such as location, groups, or attributes. Targeted devices must be enabled on both the home and subscribed organizations. When targeting subscribed users by attributes, those attributes must be enterprise-level attributes.

The organization subscription feature is disabled by default and must be enabled by a system administrator. Enterprise administrators select the suborganizations within their enterprise organization that are available for subscription. Users can be subscribed to a maximum of 10 available organizations.

Once organization subscriptions are enabled, operators can subscribe users from the BlackBerry Alert management console or by using the .csv user import process. Users in suborganizations can subscribe themselves to enabled suborganizations from Self Service. If the organization subscription feature is disabled, any existing subscriptions are cancelled. Administrators and users can set a start date, set an end date, or cancel their subscriptions.

The profiles of users who are subscribed to organizations remain on the home organization.

On the subscribed organization, subscribed users are visible in search results, can be added to distribution lists, and can be targeted in alerts or events. Their profiles can be viewed, but not edited or deleted, from the subscribed organization. Two new standard user attributes "Temporary work location" and "Subscribed Organizations" have been added to enable searching and targeting subscribed users.

Standalone users and sponsor users can subscribe to organizations. Dependents cannot be subscribed to other organizations.

User uniqueness must be enabled on the enterprise organization before organization subscriptions can be enabled. For more information, see the [BlackBerry Alert Enterprise Features User Guide](#).

Subscribe users to organizations

This section describes how to subscribe users to suborganizations other than their home organization using the BlackBerry Alert management console or the .csv user import process. For instructions on subscribing to organizations from Self Service, see the [BlackBerry Alert Self Service User Guide](#).

Before you begin: Before users can be subscribed to organizations, the following conditions must be met:

- The Organization Subscriptions feature must be enabled on the enterprise organization.
- The enterprise administrator must select the organizations that are available for subscription.

Subscribe a single user

1. Log in to the BlackBerry Alert management system.
2. Click **Users > Users**.
3. On the **Users** screen, select a user from the list.

4. On the user profile screen, click **Edit User**.
5. On the user profile screen, in the **Organization Subscriptions** section, click **Add Subscription**.
6. On the **Subscribe Organization** screen, select an organization from the list.
7. Click **Apply**.
8. In the **Organization Subscriptions** section, enter a date or click  to select a start date for the subscription.
9. Optionally, click  to set an end date for the subscription.
10. Optionally, repeat Steps 5 to 9 to subscribe the user to additional organizations. You can subscribe the user to a maximum of 10 available organizations.
11. Click **Save**.

The user can now be targeted in alerts and events from the subscribed organizations.

Subscribe multiple users

You can also use the .csv user import process to delete or modify organization subscriptions for multiple users.

1. Log in to the BlackBerry Alert management system.
2. Click **Users > Users**.
3. On the **Users** screen, select the users you want to subscribe to organizations.
4. Click **More Actions > Users > Export**.
5. On the **Export Users** window, in the **All Columns** list, select **Subscribed Organizations**.
6. Click **Export CSV**.
7. Save the .csv file to your local system.
8. Open the .csv file.
9. Update the **Subscribed Organizations** column to add, remove, or modify the organizations for each user. You can subscribe each user to a maximum of 10 available organizations.
10. Save the .csv file.
11. In the BlackBerry Alert management system, on the **Users** screen click **More Actions > Users > Import**.
12. Select the .csv file you updated.
13. In the BlackBerry Alert management system, click **Back** to return to the Users screen.
14. Click **More Actions > Users > Import**.
15. On the **Import User File** screen, click **Browse** and select the .csv file on your local system.
16. Click **Open**.
17. In the **Select the columns to import** section, select **Subscribed Organizations**.
18. Click **Import**.

The updated users can now be targeted in alerts and events from their subscribed organizations.

View subscribed users

Subscribed users can be viewed in their subscribed organization from the user manager and from search results. Subscribed users cannot be edited or deleted from the subscribed organization.

1. In the navigation bar, click **Users > Users**.
2. On the Users page, click **Add**.
3. In the **Select a column to add** list, select **Subscribed Organizations**.

A sortable Subscribed Organizations column is added to the user manager window.

Manage user settings

The following sections describe tools for managing users, whether they are administrators, operators, or end users.

- Create or edit user attributes that are used to filter, sort, or target users.
- Disable or delete users by user attributes, such as by status or last login date; and then specify when users targeted for deleted are actually purged from the system.
- Define organizational hierarchies that can be selected as alert or event targets.

Manage user attributes

User attributes provide powerful ways to organize, filter, and manage users. For example, you can create user attributes to describe characteristics of end users, and then use the attributes to target users for alerts through dynamic distributions lists.

The following sections describe how to view, create, edit, and translate user attributes.

User attributes can also be configured as preset response options in alerts and events. For more information about creating user attributes as response options, see "[Configure a response option as a user attribute](#)" in the *BlackBerry Alert Create and Publish Alerts Guide*.

View a list of user attributes

1. In the navigation bar, click .
2. In the Users section, click **User Attributes** link.
3. The **User Attributes** screen opens, displaying all user attributes in the system.

For each attribute, the following information is displayed:

- **Name:** The name that is displayed when the attribute appears in lists or on fields within the system.
- **Type:** The kind of data that corresponds to the attribute: text, number, memo, date, dates and time, single-select picklist, multi-select picklist, geolocation, or check box.
- **Organization:** Specifies in which organization the attribute was created.
- **Updated On:** Specifies the date on which the attribute was last modified.

You can sort the by any of the columns.

4. Click on the name of an attribute to view the details.

Create a user attribute

Note: User attributes can be managed at the system, Enterprise, or organizational level. Inheritance rules can have an impact on who can use them, so verify that you are creating them at the correct organization level. For more information, see "[Manage common content with inheritance](#)" in the *BlackBerry Alert Enterprise Planning and Management Guide*.

1. In the navigation bar, click .
2. In the **Users** section, click **User Attributes**.
3. On the **User Attributes** screen, click **New** and select one of the following attribute types:
 - Checkbox
 - Date
 - Date Time
 - Geolocation

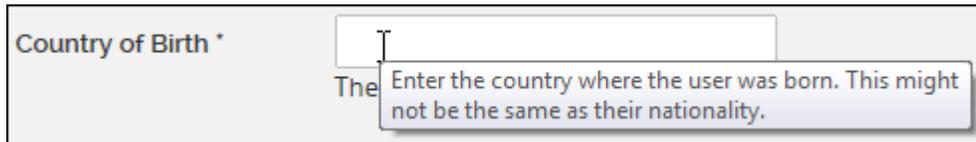
- Memo
- Multi-select Picklist
- Number
- Single-select Picklist
- Status
- Text

The New Attribute screen displays all of the fields required to create a user attribute.

4. In the **Name** field, enter the name that will be displayed when the attribute appears in lists or on fields within the system. The attribute name has a 128 character limit.

Note: If the user attribute will be used for preset response options, enter “RO” before the name. Operators can identify it as a response option when publishing an alert.

5. Optionally, in the **Tooltip** field, enter a hint that will pop up when users hover their cursor over the attribute field.



6. Optionally, in the **Help Text** field, enter text that will appear under the corresponding field within the application.



7. Optionally, modify the **Common Name** value.

Note: The value of the Common Name field is by default the same as the Attribute Name value. You can change it, but typically it is not changed. The common name has a 128 character limit.

8. Select **Users Can Update** if users need to modify the value.
9. Select **Mandatory** if the attribute is a required field in the user profile.
10. Optionally, select **Use as a Response Option**.

Note: Only Single-select Picklist, Status, and Checkbox attribute types can be used as a response option. Attributes used as response options can have up to 9 values.

11. Complete the **Values** section.

Depending on the attribute type that you selected, one of the following fields appears below the Data Type screen:

- **Length:** For text attribute types, enter the minimum and maximum number of characters that end users will have to enter in the attribute field.
- **Minimum Value (number)/Maximum Value (number):** Set the range for the field by entering the minimum and maximum number a user may enter.
- **Minimum Value (date)/Maximum Value (date):** Set the date-range for the field by entering the first and last dates it covers.
- **Minimum Value (date/time)/Maximum Value (date/time):** Set the date-range and time-range for the field by entering the first and last dates and times it covers.
- **Picklist values:** For single- and multi-select picklist types, enter each of the values that a user will be able to select in the attribute field. Specify the order in which the values appear in the list.

The sort order will be the same anywhere the attribute is displayed. This is also the order users will be sorted when sending an alert that contains escalation rules.

Note: User attributes that have a data type of single-select picklist appear in the Response Options list in the alert’s Content section.

- **Selected by Default:** For Checkbox type attributes, select Yes in this field if you want the attribute to be selected by default whenever it appears.
- **Map Icon:** For Geolocation type attributes, you can select the icon that you want to display on maps to represent the attribute. For this option, the optional Save Location History option appears beside the Map Icon. Select it if you want to keep track of where the icon is located on the map over time.

12. Optionally, complete the **Page Layout** section:

- Select the pages and sections on which you want the user attribute to appear.
- For each page listed in the section, click the drop-down list and select the location where you want the user attribute to appear or select **Do not show** to avoid having it appear anywhere on the corresponding page.

13. Optionally, complete the **Personnel Reports** section:

- For the following attribute types, select **Available for reporting**.
 - Single- and multi-select picklist
 - Checkbox (Yes/No)

You can create a personnel report based on the attribute and its values.

- Enter a report name and description. You can view this report from **Reports > Personnel**.

14. Click **Save**.

Edit a user attribute

Note: User attributes that are created prior to the deployment of the organization cannot be edited within the organization. If editing user attributes on System Setup, do not modify the common name.

- In the navigation bar, click .
- In the **Users** section, click **User Attributes**.

The **User Attributes** screen opens, displaying all of the attributes available to users in the organization.

- Click the **user attribute** you want to edit.

Note: If the list of attributes is extensive, you can filter it by searching by attribute name and further filter it by opting to display only the attributes that are defined within the organization. This will cut out all enterprise and system attributes that are inherited.

- Make whatever changes you want on the **Basic, Values, Page Layout, and Personnel Reports** sections.

Note: The **Info** section cannot be edited. It lists the name of the user who created the attribute, the date it was created, the last user to update the attribute, and the last date the attribute was updated.

- Click **Save**.

Prevent users from editing System Setup attributes

To preserve the integrity of user data and improve security, administrators can prevent end users from editing the following System Setup attributes from their Self Service profile:

- Username
- First Name
- Last Name
- Mapping ID
- Display name

By default, users can edit these System Setup attributes in Self Service.

- In the navigation bar, click .
- In the **Users** section, click **User Attributes**.

3. Optionally, click the **Organization** column to sort the list of attributes or use the **Search** field to find the attribute.
4. On the **User Attributes** screen, click the System Setup attribute you want to update.
5. On the attribute details page, in the **Basic** section, deselect the **Users Can Update** option.
6. Click **Save**.

Delete a user attribute

Note: User attributes use inheritance. To delete the attribute, it must be in the organization from which you are performing the delete action. If you do not see the Delete button, verify that you are deleting the attribute from the correct organization level in the Enterprise. For more information, see "[Manage common content with inheritance](#)" in the *BlackBerry Alert Enterprise Planning and Management Guide*.

If a user attribute becomes obsolete, you have the ability to delete it and all records of the attribute that are associated with end users.

When you try to delete a user attribute that is currently being used in alert targeting, alert template targeting, preset response options, dynamic distribution lists, or disable and delete users conditions, a popup box appears, listing all locations where the attribute appears. Removing an attribute in a user query can have unintended consequences, such as changing the target audience of an alert. To avoid these effects, you must remove the attribute from each of the dependencies manually before you can delete the attribute itself.

1. In the navigation bar, click .
2. In the **Users** section, click **User Attributes**.

The **User Attributes** screen opens, displaying all of the attributes available to users in the organization.

3. In the **Attribute Name** column, click the name of the attribute that is defined in the organization.
4. Click **Delete**.
5. On the confirmation screen, click **OK**.

Note: If the attribute is being used for alert targeting, preset response options, or any other purpose, you must manually remove the attribute from each dependency before you can access the delete confirmation screen.

After you click OK, the value is removed from the system and no longer appears in the User Attributes list.

Translate custom attributes

Operators with enterprise administrator, organization administrator, alert manager, or system administrator permissions can add translation strings for custom attribute names, values, and tooltips in any of the following supported locales:

- Deutsch (Deutschland)
- English (UK)
- English (US)
- Español (España)
- Español (México)
- Français (Canada)
- Français (France)
- Italiano (Italia)
- Nederlands (Nederland)

1. In the navigation bar, click .
2. In the **Users** section, click **Translate Custom Attributes**.
3. On the **Custom Attributes Translation** screen, from the **Select Attribute** list, select an attribute.
4. Enter a custom translation for the attribute.

5. If the custom attribute has values, select the value from the **Attribute Value** list.
6. Optionally, enter a translation for the attribute tooltip.
7. Click **Save**.

Automatically disable users based on attributes

In organizations where changes to the user base occur frequently, it is often more efficient to automatically disable users based on one or more user attributes. This helps ensure the user base is kept current and database performance is maximized by reducing the number of active users.

For instructions on how to disable users directly from the Users list, see [Disable users](#).

Note: Automatically disabling sponsors also disables their associated dependents users.

1. In the navigation bar, click .
2. In the **Users** section, click **Disable and Delete Users**.
3. On the **Disable and Delete Users** screen, select the AND/OR operator. When AND is selected, users must meet all conditions to be added. When OR is selected, users that match any of the conditions are added. The default is AND.
4. In the **Disable Users** section, click the drop-down list in the **Select Attribute** column and select the first attribute you want to use to identify users to be disabled.
5. As soon as you make a selection in the **User Attribute** drop-down list, the **Select Operator** drop-down list appears. Select an option from the list.
6. In the field that appears to the right of the **Select Operator** field, enter or select a value.
7. Optionally, to include another condition to the list of criteria that must be met in order for a user to be disabled, click **Add Condition** below the **Disable Users** section, and then repeat steps 3 through 6.

Note: When the AND operator is selected, if more than one condition appears in the Disable Users section, *all* of the conditions must be met in order for a user to be disabled.

8. Select **Disable users automatically every 7 day(s)** to enable a database job that disables users every week.

Note: If you do not select this option, you will have to navigate to this screen and click the **Disable Now** button each time you want to disable users

9. If you are unsure how many current users will be impacted by the criteria you set in steps 3 through 6, click **Calculate** to see the total number.
10. Optionally, consult the **Last Run** field to see the date and time the most recent disable action was carried out.
11. Optionally, click **Download Log** in the **Last Run Result** field to download a list of all of the users who were disabled during the last disable action.
12. Click **Save**.
13. Optionally, click **Disable Now** if you want to disable the list of users immediately.

Automatically delete users based on attributes

In organizations where changes to the user base occur frequently, it is often more efficient to automatically delete users based on one or more user attributes. For instructions on how to delete users directly from the Users list, see [Delete users](#).

Note: Automatically deleting sponsors also deletes their associated dependent users.

1. In the navigation bar, click .
2. In the **Users** section, click **Disable and Delete Users**.
3. On the **Disable and Delete Users** screen, select the AND/OR operator. When AND is selected, users must meet all conditions to be added. When OR is selected, users that match any of the conditions are added. The default is AND.

4. In the **Delete Users** section, click the drop-down list in the **Select Attribute** column and select the first attribute you want to use as a means of identifying users to be deleted.
5. As soon as you make a selection in the **User Attribute** drop-down list, the **Select Operator** drop-down list appears. Select an option from that list.
6. In the field that appears to the right of the **Select Operator** field, enter or select a value.
7. Optionally, click **Add Condition** below the **Delete Users** section, then repeat steps 3 through 6 to include another condition to the list of criteria that must be met in order for a user to be deleted.

Note: When the AND operator is selected, if more than one condition appears in the Deleted Users section, *all* of the conditions must be met in order for a user to be deleted.
8. Select **Delete users automatically every 7 day(s)** to enable a database job that will delete users every week.

Note: If you do not select this option, you will have to navigate to this screen and click the Delete Now button each time you want to delete users.
9. If you are unsure how many current users will be impacted by the criteria you set in steps 3 through 7, click **Calculate** to get the total number.
10. Optionally, consult the **Last Run** field to see the date and time the most recent delete action was carried out.
11. Optionally, click **Download Log** in the **Last Run Result** field to download a list of all of the users who were deleted during the last delete action.
12. Optionally, in the **Purge Deleted Users** section, select the **Purge deleted users after** option and select an interval from the pull-down menu to purge deleted users from the system. For more information, see [Purge deleted users](#).
13. Click **Save**.
14. Optionally, click **Delete Now** if you want to delete the list of users immediately.

Configure an Organizational Hierarchy attribute

Organizational Hierarchy attributes define organizational hierarchies that can be selected as alert or event targets. Organizational hierarchies are commonly created by integrating an external user directory, such as LDAP or Microsoft Active Directory.

You can also create an organizational hierarchy by importing it from a .csv file. For more information, see [Import an organizational hierarchy](#).

Note: The BlackBerry Alert AD Module for synchronizing users creates the organizational hierarchy from Active Directory. If you are using the AD Module and you make changes to the organizational hierarchy manually, those changes may be lost when the next user synchronization occurs.

Note: The organizational hierarchy attribute is not available in enterprise organizations. Organizational hierarchy attributes are available only in suborganizations or stand alone organizations.

Note: If you update an existing organizational hierarchy and a mapped node is not included in the new hierarchy, any user that is mapped to the excluded node is automatically mapped to the root node. Users can be mapped to the correct node by using a new organizational hierarchy during a user import or user sync.

1. In the navigation bar, click .
2. In the **Users** section, click **User Attributes**.
3. Select **Organizational Hierarchy**. The Organizational Hierarchy Attribute page opens.
4. Optionally, select **Users Can Update** if users need to modify the value.
5. Optionally, select **Mandatory** if the attribute is a required field in the user profile. If this check box is selected, users must select a node in the organizational hierarchy, and cannot select the root directory.
6. Click **Add Node** to add a new node to the organizational hierarchy. If no nodes are selected, the new node is added to the bottom of the organizational hierarchy. Select an existing node and click **Add Node** to add a new node under it.
7. Type the node name in the new field and press **Enter**. The node name has a 128 character limit.

8. Optionally, to move a node, drag the node to the new location.
9. Optionally, to edit a node name, double-click on the node name and type your changes.
10. Optionally, to delete a node, select the name and click **Delete Node**.
11. Optionally, to revert your changes, click **Remove Changes**.
12. Click **Save**.

All new and modified nodes are displayed in italics until saved.

Note: When you make changes to the organizational hierarchy, you must click **Save** to save your changes. If you navigate to another page, your changes are not saved. If you attempt to export the organizational hierarchy before saving, your changes are not exported.

Import an organizational hierarchy

You can create a new organizational hierarchy or update an existing one using an import .csv file. Include the hierarchical node in the Node Name column and the path in the Node Path column of the import file.

Tip: To modify an existing organizational hierarchy, follow the steps in [Export an organizational hierarchy](#), save and update the downloaded .csv file, then import the updated organizational hierarchy.

- The import .csv file must have the two required columns Node Name and Node Path.
 - Both required columns must contain a value. Empty cells in the .csv file will result in an error.
 - The import process replaces the existing organizational hierarchy.
 - Do not include double slashes (//) in the node path or node name.
 - Do not include duplicate records in the import .csv file.
 - The first level of each path should be the root node and represented as a forward slash (/).
 - Up to 30 levels are allowed in one node path.
 - Up to 500 nodes can be imported in a single import.
1. Log in to the BlackBerry Alert management system as an administrator.
 2. In the navigation bar, click **Users > User Attributes**.
 3. On the **User Attributes** screen, find and click the **Organizational Hierarchy** attribute.
 4. On the **Organizational Hierarchy** screen, in the **Values** section, click **Import**.
 5. Optionally, on the **Import Organizational Hierarchy** screen, click **Download Template CSV file** or **View Instructions**.
 6. On the **Import Organizational Hierarchy** screen, click **Browse**, then browse to and select the .csv import file.
 7. Click **Import**.
 8. When the import is complete, the **Import Organizational Hierarchy results** window opens. Click **Close** or **Download Log**.
 9. Click **Save**.

When you make changes to the organizational hierarchy, you must click **Save** to save your changes. If you navigate to another page, your changes are not saved. If you attempt to export the organizational hierarchy before saving, your changes are not exported.

Export an organizational hierarchy

To update an existing organizational hierarchy, you can export it to a .csv file, make updates, and then import the file.

1. Log in to the BlackBerry Alert management system as an administrator.
2. In the navigation bar, click **Users > User Attributes**.
3. On the **User Attributes** screen, find and click the **Organizational Hierarchy** attribute.

4. On the **Organizational Hierarchy** screen, in the **Values** section, click **Export to CSV**.

Any changes you make to the organizational hierarchy must be saved before you export the organizational hierarchy.

A .csv file containing the organizational hierarchy is downloaded to your local computer.

Manage advanced settings for operators

For information on how to manage advanced settings for operators, see the [BlackBerry Alert Manage Operators and Administrators Guide](#).

Manage user authentication

Note: Do not modify the following settings without first consulting BlackBerry Alert customer support.

The user authentication settings establish the login protocol and user authentication rules used for BlackBerry Alert.

Enable authentication methods

1. In the navigation bar, click .
2. In the **Users** section, click **User Authentication**.
3. On the **User Authentication** window, in the **Enabled Authentication Methods** section, select the check boxes next to the authentication methods you want to use in the BlackBerry Alert management system.

The following authentication methods are available:

- **LDAP Attribute:** Applicable for the desktop app only.
- **Smart Card:** When this option is selected, the operator must select a valid certificate on their device.
- **Username and Password:** When this option is selected, you can also enable two-factor authentication for operators and Self Service. For more information, see [Enable two-factor authentication](#).
- **Windows Authentication:** Select an option to authenticate with a username only, or with a domain and username.
- **Single Sign-On (SSO):** Enable single sign-on. This option is not available for the Desktop App.

4. Click **Save**.

Note: The options selected in this section determine the options available for selection in the Assign Authentication Methods to Applications section.

Assign authentication methods to applications

You can specify the authentication method to use for the [Mobile app](#), [Desktop app](#), [Self Service](#), and the [BlackBerry Alert management system](#).

Mobile app

1. In the navigation bar, click .
2. In the **Users** section, click **User Authentication**.
3. On the **User Authentication** screen, in the **Assign Authentication Methods to Applications** section, select one of the following authentication methods for Mobile App from the **Authentication Method** list:

- **Smart Card:** This option enables smart card authentication. When smart card authentication is enabled, when an operator starts the alert publishing, report summary, or accountability officer respond-on-behalf-of-others (ROBO) flows, a window appears for the operator to select a valid certificate. The certificate must already be present on the operator's device. When a valid certificate is selected, the operator can then complete the flow. If the selected certificate is not valid, the operator is redirected to the username and password login screen. When the operator selects a valid certificate, they are redirected to the mobile app to complete the flow. If the selected certificate is not valid, or the smart card authentication fails, the operator is redirected to authenticate using their username and password.
- **Username and Password:** This option requires operators to authenticate using their BlackBerry Alert username and password. This option is selected by default and cannot be changed.

Note: This section appears only when the mobile app gateway is enabled and configured.

4. Click **Save**.

Desktop app

1. In the navigation bar, click .
2. In the **Users** section, click **User Authentication**.
3. On the **User Authentication** window, in the **Assign Authentication Methods to Applications** section, select one of the following authentication methods for the Desktop App from the **Authentication Method** list:

- **LDAP Attribute:** This option enables the desktop app to authenticate with a Microsoft Active Directory attribute that you provide in the **Attribute** field. The desktop app queries this attribute directly from the signed-in user's directory profile and sends it to the server. This option allows the desktop app to operate while sending less user information to the server. When this option is selected, the desktop app does not send Windows user names or domain names in sign on or check update query strings.

Note: This option requires desktop app version 6.2.x.271 or later.

- **Smart Card:** This option enables smart card authentication.
 - From the **Number of Certificates** list, select the number of client certificates to collect. The recommended value is 3.
 - Optionally, in the **Regular Expression** field, enter a regular expression in the following format: `UID=(?<edipi>\d{8,10})`. Contact BlackBerry Alert customer support to configure this field.
 - Optionally, in the **Client Regular Expression** field, enter a client regular expression in the following format: `. *?(^)(?:(!\s-[A|E|S]).)*`. This format extracts information from the client certificate subject name to find the identical certificates for authentication. The regular expression provided in the UI is a sample expression that may not be suitable for your environment. You can build your own regular expression or contact BlackBerry Alert customer support to configure this field.
 - Optionally, select **Create new user if an account is not found** to configure the desktop app to create a user at sign on if the user does not already exist.
- **Defer to Self Service:** This option requires users to sign in using a registration window determined by the authentication type configured for Self Service.
 - If the Self Service authentication method is set to Username and Password, the user sees a registration window and must provide their first name, last name, username, password, confirm their password, and fill in a captcha. The user has the option to register as a new user or to sign in with their existing user credentials.
 - If the Self Service authentication method is set to SmartCard, the user sees a CAC Certificate selection screen and must pick a certificate.
 - If the Self Service authentication method is set to Windows Authentication, the user sees a Windows credentials screen and must provide their username and password.
 - If the Self Service authentication method is set to Single Sign-On, the user is sent to a configured external URL for single sign-on.

- **Windows Authentication:** This option configures the desktop app to use only the Windows username or to use both the Windows username and the domain.
4. If LDAP Attribute, Smart Card, or Windows Authentication is selected, you can select **Create new user if an account is not found** to configure the desktop app to create a user at sign on if the user does not already exist.
 5. Click **Save**.

Self Service

1. In the navigation bar, click .
2. In the **Users** section, click **User Authentication**.
3. On the **User Authentication** window, in the **Assign Authentication Methods to Applications** section, select one of the following authentication methods for Self Service from the **Authentication Method** list:
 - **Smart Card:** This option enables smart card authentication. Select the number of client certificates to collect. The recommended value is 3.
 - **Username and Password:** This option requires users to sign in to Self Service using their BlackBerry Alert username and password.
 - **Windows Authentication:** This option configures Self Service to use only the Windows username or to use both the Windows username and the domain.
 - **SSO Single Sign-On (SSO):** This option enables the use of an external URL for single sign-on. For more information, see "[Enable single sign-on](#)" in the *BlackBerry Alert Single Sign-On Administrator Guide*.
4. Optionally, if you selected **Single Sign-On** as the authentication method, select **Username and Password** from the **Alternative Authentication Method** list. This option enables both SSO and Username/Password to be used for user authentication.
5. Optionally, if you selected **Username and Password** as the authentication method, select any of the following options:
 - Select the **Option to Save Username on User's Compute** option.
 - Select the **Self Registration for New Users** option.
 - Select the **Require Email for Self Registration** option, then select an email device from the pull-down menu. When this option is selected, users must provide an email address when registering for Self Service. This email address is added to the user's profile and can be used to target the user in alerts and events.
 - Select the **Enable Two-factor Authentication** option, then select a delivery method for sending the verification code from the pull-down menu. Click **Calculate** to view the number of users who do not have one of the selected delivery methods.
6. Click **Save**.

BlackBerry Alert management system

1. In the navigation bar, click .
2. In the **Users** section, click **User Authentication**.
3. On the **User Authentication** window, in the **Assign Authentication Methods to Applications** section, select one of the following authentication methods for Management System from the **Authentication Method** list:
 - **Username and Password:** This option requires users to sign in to the BlackBerry Alert management system using their BlackBerry Alert username and password. This option is selected by default and cannot be changed.
 - **Single Sign-On:** This option enables the use of an external URL for single sign-on. When this option is selected, the Sign In URL is auto populated. If an organization code is available, the URL format is: `<server>/client/organization-code`. If an organization code is not available, the URL format is: `<server>/client/provider-ID`. For more information, see "[Enable single sign-on](#)" in the *BlackBerry Alert Single Sign-On Administrator Guide*.

4. Click **Save**.

Configure SDK access security

The SDK Access Security setting allows you to specify a list of IP addresses that are authorized to call the SDK. If no IP addresses are specified, any computer can send API requests (subject to username and password restrictions.) Each API request must include a username and password to provide secure access to the API and to define the rights of specific API requests.

You must have the required operator role to submit an API request. For more information, see the [BlackBerry Alert Roles and Permissions Matrix](#).

1. In the navigation bar, click .
2. In the **Users** section, click **User Authentication**. The User Authentication window opens.
3. Scroll down to the **SDK Access Security** section.
4. In the **Allowed IP Addresses** field, enter a list of IP addresses, separated by commas, that are authorized to access the SDK.
5. Click **Save**.

Enable two-factor authentication

You can require all end user or operators in your organization to use two-factor authentication when logging in with a username and password to Self Service or to the BlackBerry Alert management system.

When two-factor authentication is enabled for your organization, when a user or operator logs in, they first enter their username and password. They are then presented with a screen to select a verification code delivery method (email, text, or phone). The user or operator then receives a verification code on their selected device which they enter to continue the login process.

The verification code expires if not used after five minutes. If the verification code expires, or the user or operator does not enter the verification code correctly, they can request a new verification code. If the user or operator attempts to log in with a second verification code, they will need to fill in a captcha field. They can request up to three verification codes. If a user or operator requests more than three verification codes, they are returned to the login page, and an unsuccessful login attempt is logged. This may result in the user or operator account becoming locked if they exceed the number of login attempts defined in the organization's security policy settings.

1. Log in to the BlackBerry Alert management system as an administrator.
2. In the navigation bar, click .
3. In the **Users** section, click **User Authentication**. The User Authentication window opens.
4. In the **Enabled Authentication Methods** section, select the Username and Password **Enable** check box.
5. In the **Two-Factor Authentication** section, select the **Require for Operators** and **Require for Self Service** options as needed.
6. Select one or more methods from the **Verification Code Delivery Methods** list.
7. Next to **Users Unable to Log In**, click **Calculate** to see the number of users who do not have any of the selected delivery methods. If you enable two-factor authentication, users who do not have one of the selected delivery methods will not be able to log in to Self Service.
8. Optionally, click **User(s)** to open the **Users Unable to Log In** window, where you can see which users will not be able to log in. You can export this list to a .csv file, add any missing delivery method information, and import the updated information into your BlackBerry Alert system.
9. Click **Save**.

Documentation feedback

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BlackBerry Alert Customer Support Portal

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The BlackBerry Alert Customer Support Portal also provides support via computer-based training, operator checklists, best practice resources, reference manuals, and user guides.

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