

# **BlackBerry AtHoc**Manage Incoming Alerts from the Inbox

7.15 FE-11

# **Contents**

M	anage incoming alerts from the Inbox	4
	Access the Inbox	
	View incoming alert details	
	Reply to an incoming alert	
	Reply directly from the Inbox list	
	Reply through the Alert Details section	
	Forward an incoming alert	
	Mark alerts as reviewed or not reviewed	
	View details about an alert creator	
	View live and incoming alerts on a map	
	Update the Inbox manually	
	Manage Connect requests and updates from the Inbox	
	Run a basic search for an alert	
	Run an advanced search for an incoming alert	
	Sort the Inbox	
	Export alerts from the Inbox	გ
Vi	iew external events in the Inbox	9
	Forward an external event as an alert	
	Supported external event types	
	3-pp	
Co	onfigure mobile alert settings	12
	Mobile alert types	12
	Create a field report for the mobile app	13
	Configure scheduled location access	13
NЛ	anage alert rules	15
141	View or edit alert rules	
	Create a Connect alert rule	
	Configure the processing order of rules	
	Create a weather alert rule	
	Weather types	
	Delete an alert rule	
	Delete dir diert rule	
Βl	ackBerry AtHoc Customer Support Portal	19
Do	ocumentation feedback	20
	egal notice	21
டம		

# Manage incoming alerts from the Inbox

The Inbox displays information about live and expired alerts from mobile users, Connect organizations, other agencies, and the Integrated Public Alert and Warning System (IPAWS). Alerts from mobile users and outside organizations are called incoming alerts. The Inbox provides organizations with a means of managing incoming alerts and monitoring what is happening in their system.

Updates to the Inbox are fully automated. When a new alert is received or an operator reviews or replies to an alert, the Inbox updates immediately to display the new item.

### **Access the Inbox**

BlackBerry AtHoc administrators and operators must be members of the Emergency Community to see items in the Inbox.

1. In the navigation bar, click **Alerts > Inbox**. The Inbox opens, showing all incoming alerts in the system. Alerts that have not been reviewed appear in bold.

In the left pane, the following items are displayed for each incoming alert in the Inbox:

- **Severity icon**: Hover your cursor over the icon to display the severity level. Available severities are: High, Moderate, Low, Informational, or Unknown.
- Alert title: Displays the subject of the alert.
- Source type icon: Displays \_ if the source is a person or \_ if the source is an organization.
- · Source name: Displays the name of the person or organization that created the alert.
- · Creation date and time: Displays the time and date stamp for the alert.
- Latitude, Longitude: Displays GPS coordinates (for incoming live mobile alerts only). Displays only if a valid location is found.
- Alert type: Displays the category of alert.
- Reply, Replied icon: If an alert requires a response, a Reply icon appears next to the alert type. Clicking
  anywhere in the alert line opens the alert details field containing a Reply button. After you or another
  authorized user respond to an alert, a Replied icon replaces the Reply icon.
- Location icon: Displays I if the alert includes a map.
- \* Attachments icon: Displays @ if the alert includes file, video, or image attachments.

## View incoming alert details

- 1. In the navigation bar, click Alerts > Inbox. The Inbox opens, displaying all incoming alerts in the system.
- 2. In the **Inbox**, locate the alert you want to view.
- **3.** Click anywhere in the alert row.

A detailed view of the alert appears in the right pane. The detailed view includes the following items:

- Alert title
- · Severity
- Type
- Source
- Creation time
- Expiration time (if any)

- GPS coordinates (for incoming live mobile alerts only). This item is displayed only when a valid location is found.
- Body
- Review status (reviewed or not)
- Reviewer's name (if applicable)
- Review time (if applicable)
- Reply status (replied to or not, if applicable)
- · Reply that was sent (if applicable)
- The name of the person who replied (if applicable)
- The time the event was replied to (if applicable)
- The location of the alert. Alerts with a location display  $\checkmark$  in the alert row. To view a full-sized map of the incoming alert location, click  $\checkmark$  next to the small map image.
- Any attachments to the alert. Incoming alerts with attachments have a @ in the alert row. To view an attached image, video, markup, or text file, click the thumbnail of the attachment to see it as a pop-up or click to download it.

### Reply to an incoming alert

Within the Inbox, *reviewing* refers to the action of looking at the details of an alert while *replying* refers to the action of responding to the alert by clicking a button and selecting a response option. You can reply to an alert if it meets all of the following criteria:

- · It requires a reply
- · It has not yet expired
- It has not yet been replied to
- · It was sent from another organization

**Note:** Reviewing is a *per alert* action, not a *per person* action. Only one person must review an alert for it to be marked as reviewed in the system. If another operator reviews an alert, their review is reflected on your screen. If you mark an alert as reviewed, that action will be reflected on the screens of all operators.

There are two ways to reply to an incoming alert. The method you chose will depend on how much information you need prior to replying.

#### Reply directly from the Inbox list

Replying to an event directly from the Inbox list is a fast and easy way to reply to an alert that you either know about already or that is not complex or detailed.

- 1. In the navigation bar, click **Alerts** > **Inbox**.
- 2. In the **Inbox**, locate the alert that you want to reply to.
- 3. Click **Reply** at the end of the alert row.

**Note:** The **Reply** button is disabled if the alert does not require a response, if it has expired, or if you have already responded to it.

A pop-up screen appears listing the response options for the alert.

4. Select a response option and then click Reply Now.

#### Reply through the Alert Details section

Replying to an alert from the Alert Details section is more appropriate for alerts that contain attachments, maps, or complex or detailed responses.

- 1. In the navigation bar, click Alerts > Inbox.
- 2. In the Inbox, locate the alert that you want to reply to.
- 3. Click anywhere in the alert row. The details of the alert appear in the right pane.
- **4.** Click **Reply** at the top of the details section.

**Note:** The **Reply** button is disabled if the alert does not require a response, if it has expired, or if you have already responded to it.

A pop-up screen appears listing the response options for the alert with the first option already selected by default.

**5.** Select a response option, and then click **Reply Now**.

### Forward an incoming alert

- 1. In the navigation bar, click Alerts > Inbox.
- 2. In the Inbox, locate the alert that you want to forward.
- **3.** Click anywhere in the alert row. The details of the alert appear in the right pane.
- 4. Click Forward Alert at the top of the details section.
- **5.** Optionally, if attachments are included in the alert, the **Select Attachments** window opens. Select the attachments that you want to include in the forwarded alert and click **Close**.

The Alert Details screen appears, displaying the title, message body, attachments, and the default response options for the alert.

- 6. Optionally, in the Content section, modify the title and message body if necessary.
- 7. Optionally, in the Attachments field, drag and drop or click Browse to include additional attachments.
- **8.** Optionally, add more response options if the current options do not include all of the possible responses that you want to make available to recipients.
- 9. In the Target Users section, select the people and organizations that you want to forward the alert to.
- **10.**In the **Target Users** section, click **Select Personal Devices** and select the check box beside each personal device you want to include.
- 11.Click Review and Publish.
- 12.On the Review and Publish screen, review the content of the alert.
- 13.Click Publish.

**Note:** For an alert triggered due to connect rule based on any condition selected, the severity and type values are retained from the original alert. The application overwrites the severity and type values selected in the alert template with the values from the alert forwarded from the Inbox.

### Mark alerts as reviewed or not reviewed

Reviewing is a *per alert* action, not a *per person* action. Only one person needs to review an alert for it to be marked as reviewed in the system. If another operator reviews an alert, their review is reflected on your screen. If you mark an alert as reviewed, that action will be reflected on the screens of the other operators.

- 1. In the navigation bar, click **Alerts > Inbox**. The Inbox opens, showing all incoming alerts in the system.
- 2. In the Inbox, locate the alert whose review status you want to change. If the list is extensive, you can narrow it down by filtering for alerts that are not reviewed yet or that have been reviewed already. For details on how to filter the list, see Run an advanced search for an incoming alert.
- **3.** Click the name of the alert. The details of the alert appear in the right pane.
- 4. Click Mark as Reviewed or Mark as Not Reviewed at the top of the details section.

The review status of the event is updated. Your identity and the time you made the update are recorded and displayed in the event details section below the source name field.

### View details about an alert creator

- 1. In the navigation bar, click **Alerts > Inbox**. The Inbox opens, showing all incoming alerts in the system.
- 2. In the Inbox, locate the alert whose creator details you want to view.
- 3. Click the name of the alert. The details of the alert appear in the right pane.
- 4. Under the alert title, click the name of the alert creator.

If the creator is a person, the screen that opens displays the contact details of the person, any information in the system that relates to the teams, communities, and lists they belong to and their mobile app details.

If the creator is an organization, the screen that opens displays a description of the organization, the organization type, and the Website URL (if available.) The screen also displays points of contact within the organization, the address of the organization, and a map that displays where the organization is located (if appropriate.)

### View live and incoming alerts on a map

For information about viewing live and incoming alerts on a map, see the BlackBerry AtHoc Map User Guide.

# Update the Inbox manually

The Inbox updates automatically as new alerts are added and existing alerts are updated. Click in the top corner of the screen to manually update the contents of the Inbox.

### Manage Connect requests and updates from the Inbox

You can view and respond to AtHoc Connect requests from the Inbox.

All requests, responses, and updates appear in the list and are labeled as Connect Update. Accept or Decline updates for invitations to outside organizations also appear in the Inbox.

To view invitations that you have sent to outside organizations, including the status, click **Organizations > Sent Invitations**.

### Run a basic search for an alert

- 1. In the navigation bar, click **Alerts** > **Inbox**.
- 2. In the Inbox, in the search field, type or paste a word or phrase found in the alert title or alert contents.
- 3. Click Search.

### Run an advanced search for an incoming alert

- 1. In the navigation bar, click **Alerts** > **Inbox**.
- 2. Optionally, in the search field, type or paste a word or phrase found in the alert title or alert contents.

- 3. Click **Advanced**. The search field expands to display additional search criteria.
- 4. Select from the criteria you want to use to find the event.
  - Source Name: The name of the person or organization that created the event.
  - Alert Type: To view a list of all available alert types, see Mobile alert types.
  - Date
  - Severity: Options include High, Moderate, Low, Informational, or Unknown.
  - Reviewed
  - Pending Reply: Select Yes or No.
  - Status: Select Live and Ended.
- 5. Click Search.

The screen refreshes to display the results of your search, with each of the search criteria you selected appearing as a separate pill under the search field.

**Note:** You can click **X** in any pill to remove it as a search criteria. If you do so, the search results field updates automatically.

### Sort the Inbox

- 1. In the navigation bar, click **Alerts** > **Inbox**.
- 2. In the Inbox, at the top of the list, click the Sort by list and select one of the following options:
  - Time
  - Severity: Each incoming alert is assigned one of the following severity types: High, Moderate, Low, Informational, or Unknown. Select this option to sort the alerts by level of severity.
  - Type: Sorts the list by each of the available incoming alert types in the system. To view a list of the types, see Mobile alert types.
  - Source: Sorts the list based on the person or organization that created each incoming alert.
  - Title
- Optionally, click Ascending/Descending next to the Sort by list to change the current sort order of the incoming alerts.

### **Export alerts from the Inbox**

- 1. In the navigation bar, click Alerts > Inbox. The Inbox opens, displaying all incoming alerts in the system.
- 2. Optionally, run a basic or advanced search to filter the contents of the Inbox.
- 3. Click Export to CSV.

The .csv file downloads to your computer. The export .csv file includes the following details for each event: Event Title, Message, Timestamp, UserID, Display Name, Alert Type, Severity, Physical Address, and Lat/Long address.

The export is recorded in the operator audit trail.

### View external events in the Inbox

BlackBerry AtHoc improves emergency managers' situational awareness by providing alerts for external events that impact their organization and employees. External event categories include: Earthquake, Fire, Hurricane, and Flood. To see the full list of supported external events, see Supported external event types.

BlackBerry AtHoc monitors external feeds and creates events that appear in the Inbox. System Administrators can enable the External Events feature in **Settings** > **Feature Enablement** in the BlackBerry AtHoc management system.

When external events are enabled, Organization Administrators can select the locations and external events they want to monitor. When an event occurs that impacts a selected location, it appears in the Inbox. Operators can also receive notifications on their chosen devices (email, SMS, and mobile app) when events that impact their selected locations appear in the Inbox. These notification events include a link to the event in the Inbox. In addition, when an external layer is enabled, the notification includes a link to the live map that displays the location of the event. For more information, see "External Events" in the *BlackBerry AtHoc System Administrator Configuration Guide*.

External events that appear in the Inbox include the event title, description, event start time, expiration time, severity, map, and feed source (name and URL.) External events also include the event geolocation and the number of impacted users. Click the **View on the Live Map** link in the event details to open the live map. The live map opens with the triggering event type selected in the External Layers panel. After evaluating the external event and its impact, the operator can forward the event as an alert to impacted employees.

### Forward an external event as an alert

You can forward external events from the Inbox in the BlackBerry AtHoc management system to users in the targeted event location.

- 1. Log in to the BlackBerry AtHoc management system.
- 2. Click Alerts > Inbox.
  - Tip: External events are marked with **Feed Service** in the Inbox.
- 3. In the left pane, select the external event you want to forward as an alert.
- **4.** Review the details of the external event alert in the details pane.
- **5.** Click **Forward Alert**. The following feed content is mapped to the forwarded alert: Severity, Title, Body, and Map. The Type is always Other.
- 6. On the Forward Alert page, review the alert details and make any changes you need.
- 7. In the **Target Users** section, click the **By Location** tab.
- 8. Select the Users in the defined location option.
- 9. Click Select Personal Devices, and select the personal devices to use to contact the targeted users.
- 10.Click Review and Publish.
- 11. Review the details of the alert.
- 12.Click Publish.

### Supported external event types

The following external event types are supported:

#### Earthquake

Earthquake

#### **Fire**

- Extreme Fire Danger
- Fire Warning
- Fire Weather Watch
- · Red Flag Warning
- Wildfire

#### Flood

- Flash Flood
- Flood Advisory
- Flood Statement
- Flood Warning
- Flood Watch

#### **Freeze**

- Amber Warning Ice
- Amber Warning Snow
- Blizzard Warning
- Freeze Warning
- Freeze Watch
- Freezing Fog Advisory
- Frost Advisory
- Heavy Freezing Spray Warning
- · Red Warning Ice
- Red Warning Snow
- Snow Squall Warning
- Winter Storm Watch
- Winter Weather Advisory
- Yellow Warning Ice
- Yellow Warning Snow

#### Heat

- Amber Warning Extreme Heat
- Excessive Heat Warning
- Excessive Heat Watch
- Heat Advisory
- Red Warning Extreme Heat
- Yellow Warning Extreme Heat

#### Hurricane

- · Hurricane Force Wind Warning
- Hurricane Warning
- Hurricane Watch

#### Storm

- · Amber Warning Lightning
- Amber Warning Rain
- Amber Warning Thunderstorms

- Red Warning Lightning
- **Red Warning Rain**
- Severe Thunderstorm Watch
- Severe Weather Warning
- **Snow Squall Warning**
- Storm Surge Warning
- Storm Surge Watch
- Storm Warning
- Storm Watch
- **Tornado Warning**
- **Tornado Watch**
- **Tropical Cyclone Statement**
- **Tropical Storm Warning**
- **Tropical Storm Watch**
- Winter Weather Advisory
- Yellow Warning Lightning
- Yellow Warning Rain
- Yellow Warning Thunderstorms

#### Wind

- Amber Warning Wind
- Gale Warning
- Gale Watch
- **High Wind Warning**
- High Wind Watch
- **Red Warning Rain**
- Wind Advisory
- Wind Chill Advisory
- Wind Chill Warning
- Wind Chill Watch
- Yellow Warning Wind

If you do not see the type of external event you need, you can submit a request to add it by submitting a request form at: https://www.blackberry.com/us/en/support/enterpriseapps/athoc/support-request. Include the event type and region. Include the source URL for a public feed source, when possible. For example: COVID-19, United States, https://tools.cdc.gov/api/v2/resources/media/404952.rss.

# **Configure mobile alert settings**

Configure mobile alert settings to configure the response to alerts. From the **Event Rules** tab, you can edit incoming alert types, manage report categories, and associate alert templates with incoming mobile alerts. From the **Scheduled Location Access** tab you can configure location access rules.

**Note:** To configure incoming alerts with standard types (such as geophysical, security, or fire), see Manage alert rules.

**Note:** For information about how to create a new incoming alert report that users can access through their mobile devices, see Create a field report for the Mobile App. For information about how to create location access, see Configure scheduled location access.

- 1. In the navigation bar, click ...
- 2. In the Basic section, click Mobile Alert Settings.

The Mobile Alert Settings screen opens with the **Event Rules** tab open. The Event Rules tab displays information about incoming alert types and any alert templates associated with incoming alert types.

3. Optionally, select an event rule to open it and view or edit the rule defaults.

The following characteristics apply to the Edit screens for incoming alert categories:

- Emergency, Checked In, and Checked Out event rule titles and icons are preset and cannot be changed.
- Report titles and icons are configurable and can edited by any authorized user. Report event categories also contain a Message field.
- For all types of event categories, the following are true:
  - The **Default Severity** option is preset and can be changed as needed. Options include High, Moderate, Low, Informational, or Unknown.
  - The Run Alert Template option is sometimes preset and can be changed as needed. Select None to avoid running an alert template.
- **4.** Enter or select values in each of the fields on the screen.
- 5. Click Save.

Note: When an administrator creates, deletes, or updates the mobile alert settings, it is captured in the operator audit trail. To view these entries in the operator audit trail, click . In the System Settings section, click Operator Audit Trail. Select Mobile Event Rules from the Entity list. Select the Search by Specific Actions(s) option and then select specific actions from the Action(s) list.

### Mobile alert types

The following event types are available in the system:

- Mobile Standard
  - Emergency (Duress)
  - · Check in
  - · Check out
  - · Report: Send a Message

### Create a field report for the mobile app

When a mobile user sends a field report, they can choose from a list of report types. These field reports types can trigger an alert template.

- 1. In the navigation bar, click ...
- 2. In the Basic section, click Mobile Alert Settings.
- 3. On the Mobile Alerts Settings screen, on the Event Rules tab, click New.
- 4. On the Event Rule details screen, add or select values in the following fields:
  - · Title: Enter a descriptive label that identifies the field report.
  - **Message**: Optionally, enter the default message you want to appear in the message field. This text can be edited by end users prior to them sending the field report.
  - Icon: Select the specific icon you want to use on maps to represent the event report.
  - **Default Severity**: Select the default severity of the field report. Severity options include High, Moderate, Low, Informational, or Unknown. End users can change the severity prior to sending the report.
  - Run Alert Template: Select an alert template to be published when a user sends the field report. Only alert templates that are ready to be published are displayed.
- 5. Click Save.
- **6.** Optionally, repeat steps 3 through 5 to add additional report types that end users can access when preparing to send an event report.

### **Configure scheduled location access**

The scheduled location access feature enables operators to actively track a group of users for a selected interval. Scheduled location access enables operators to more accurately track where mobile personnel are without relying on end users performing manual check-ins and check-outs from the mobile app. When location access is enabled, the last known location for all users in the selected distribution lists are updated at the configured interval. Operators can then target alerts and events by geolocation based on users' locations. End users receive a notification on their mobile app when tracking starts. By default, end users have the option to opt out from the location tracking.

If a user belongs to multiple distribution lists that are selected for tracking, the tracking interval for that user is set to the lowest selected tracking interval.

#### Before you begin:

- The Mobile App gateway and mobile app device must be enabled.
- Scheduled location access must be enabled in Settings > Feature Enablement.
- Distributions lists for targeting must be created.
- 1. In the navigation bar, click ...
- 2. In the Basic section, click Mobile Alert Settings.
- 3. On the Mobile Alert Settings page, click Scheduled Location Access.
- 4. Click New.
- 5. On the **Schedule Location Access** screen, select a distribution list.
- **6.** Optionally, select an **Interval**. The default is 24 hours.
- 7. Select one or more days of the week for the Recurrence. All days are selected by default.
- 8. From the Start Date and Start Time fields, select when to begin tracking.
- 9. From the End Date and End Time fields, select when to stop tracking, or select No End Date.

10.Optionally, select Enforce geolocation (No Opt-out). If this option is selected, the end user does not receive the
opt-out option on the mobile app when tracking begins.
11.Click Save.

# Manage alert rules

**Note:** This section provides rules for Connect and weather alert types. To configure mobile alerts, see Configure mobile alert settings. You must have a Enterprise Administrator, System Administrator, or Basic Administrator role to access alert rules.

Alert rules help determine which alert templates to run when an alert arrives in the Inbox.

Note: For Connect alerts, the Alert Rule Manager supports a maximum 150 rules per organization.

Two connect rules are provided for your use:

- · Urgent Alert Rule
- Informational Alert Rule

You can create alert rules to associate a condition and an action with an incoming alert. Each rule has one or more conditions specifying an alert attribute value, an operation, and the value of the attribute.

For example, an operator creates an alert rule for fire emergencies. The operator specifies two alert conditions for triggering an alert template:

- · Severity equals High
- · Title contains "Fire"

The operator then specifies the action to trigger an alert template called "Emergency: Fire" that publishes an alert to the Fire Department when the conditions are met.

### View or edit alert rules

You can view the list of rules for processing alerts. You can create, edit, or delete existing rules, and define the processing order of the rules.

- 1. From the navigation bar, click **Alerts** or **Organization**.
- 2. Click Alert Rules. The Connect tab is open by default. To view or edit a Weather Alert rule, click the Weather tab.
- **3.** Click the name of the rule that you want to view or edit.
  - **Important:** Only alert templates that are ready are listed. Each rule has a field for the associated alert template.
- **4.** Make changes to the rule and then click **Save**.

You can change the name and the conditions. You can also select a different alert template or change the processing actions.

### **Create a Connect alert rule**

Add a new rule to specify what happens when a Connect alert is received in the Inbox.

- 1. From the navigation bar, click Alerts or Organizations.
- 2. Click Alert Rules. The Connect tab is open by default.
- 3. Click New Rule.
- 4. On the New Rule screen, in the General section, enter a rule name in the Name.
- **5.** In the **Conditions** section, create a condition that triggers the rule:
  - a. Click Add Condition.

- **b.** Select from the list of existing attributes:
  - Severity: The importance of the incoming alert (High, Moderate, Low, Informational or Unknown.)
  - **Source Organization**: The list of your existing connections (the organizations that can send alerts to your organization.)
  - Title: The title of the incoming alert.
  - · Type: The type of alert, such as "Geophysical" or "Safety."

**Note:** In alerts triggered based on Connect rules, the severity and type is retained from the original alert. The severity and type in the selected template are overwritten.

- **c.** Select an operation that defines the relationship between the attribute and the value. For example, **equals** or **not equals**.
- **d.** Enter or select the value of the attribute, such as "Fire".

For example, the condition might look like the following:

```
Type equals "Fire"
```

Attribute values that contain multiple items are separated by commas. If one or more of the values is true, the condition is met.

**6.** In the **Actions** section, in the **Publish Alert** field, select an alert template to be published when the conditions of the rule are met.

For example, if the title of the incoming alert contains the word "fire", you might select a template called "Emergency: Fire" to publish an alert to the fire department.

7. To use the response options from the incoming alert, select **Use sender response options and return first response to sender**.

When this option is selected, the response options from the incoming alert are copied to the triggered alert. Additionally, the first response that is received is sent to the sender of the incoming alert.

- **8.** Select **Stop processing more rules** to prevent more rules from being processed after the current rule. This option prevents the processing of the next rule or rules that match the same incoming alert.
- 9. Click Save.

### Configure the processing order of rules

**Note:** This section applies only to Connect alert rules.

More than one rule can be run on a Connect alert when it arrives in the Inbox. The rules run in the order in which they appear in the list. You can specify the order in which the rules are run, and can indicate when processing stops.

- 1. Using the drag icon ♦ to drag rules to the order in which they should run.
- 2. Ensure that the last rule has the **Stop processing more rules** check box selected.

**Note:** When a rule has the **Stop processing more rules** check box selected, the processing stops at that rule and others are ignored.

### Create a weather alert rule

To begin processing Integrated Weather Alerts, you must create alert rules that are designed to trigger alert templates. Each weather alert rule must contain a selected county and an alert template before it can be enabled.

You must create weather alert rules for each organization you want to send integrated weather alerts from.

- 1. Log in to the BlackBerry AtHoc management system.
- 2. In the navigation bar, click Alerts > Alert Rules.
- 3. On the Alert Rules page, click the Weather tab.
- 4. Click New Rule.
- 5. On the **New Rule** page, in the **General** section, enter a name for the rule and select the option to enable the rule.
- 6. In the Condition section, click Select beside Counties.
- 7. On the **Select Counties** window, on the **All Counties** tab, select one or more counties. You can click **All States** to filter counties by state. You can also search for a specific zip code.
- 8. Optionally, click the **Selected Counties** tab to verify the counties you selected.
- 9. Optionally, click Modify to change your county selection.
- 10. Click Apply. You are returned to the New Rule page. The counties you selected appear in the Counties area.
- **11.**Optionally, select a **Weather Severity**. The following severities are available: Extreme, Severe, Moderate, Minor, and Unknown. You can select one, multiple, or all severities.
- **12.**Optionally, select a **Weather Type**. You can select one, multiple, or all weather types. See **Weather types** for the list of available weather types.
- **13.**Optionally, select a **Message Type**. The following message types are available: Alert, Cancel, and Update. You can select one, multiple, or all message types. Select **Alert** to send an initial alert to targeted users. Select **Update** to update and replace an existing alert. Select **Cancel** to cancel an earlier alert.
- 14.In the Action section, select an alert template.
- **15.**Optionally, select the **Override Geo Information** option. When selected, the map from the incoming weather feed overrides any map in the alert template. If the alert template has geo-targeting enabled, the alert is triggered for the location from the feed. If not selected, the map and geo-targeting from the original alert template is used in the triggered alert.
- 16.Click Save. The new weather alert rule is created and enabled by default.

One alert is generated per rule when an incoming feed matches the rule criteria. All conditions you specify must be met by a weather feed before an alert is triggered. For example, if you select Extreme for Weather Severity, and Coastal Flood Warning for Weather Type for San Mateo county, only weather feeds that are extreme severity coastal flood warnings that target San Mateo county trigger the selected alert template.

#### Weather types

The following weather types are available when creating a weather alert rule:

- Avalanche Warning
- Avalanche Watch
- Blizzard Warning
- Coastal Flood Warning
- Coastal Flood Watch
- Dust Storm Warning
- Earthquake Warning
- Extreme Wind Warning
- Fire Warning
- Flash Flood Statement
- Flash Flood Warning
- Flash Flood Watch
- Flood Statement

- Flood Warning
- Flood Watch
- High Wind Warning
- High Wind Watch
- Hurricane Statement
- Hurricane Warning
- Hurricane Watch
- Severe Thunderstorm Warning
- Severe Thunderstorm Watch
- Severe Weather Statement
- Snow Squall Warning
- Special Marine Warning

- Special Marine Statement
- Special Weather Statement
- Storm Surge Warning
- Storm Surge Watch
- Tornado Warning
- · Tornado Watch
- Tropical Storm Warning
- Tropical Storm Watch
- Tsunami Warning
- Tsunami Watch
- Volcano Warning
- Winter Storm Watch
- Winter Storm Warning

**Note:** BlackBerry AtHoc supports weather types from the National Weather Service (NWS.) For more information, see https://www.weather.gov/nwr/eventcodes.

# Delete an alert rule

When a rule becomes obsolete, you can delete it.

- 1. From the navigation bar, click Alerts or Organization.
- 2. Click Alert Rules. The Connect tab is open by default.
- 3. Click the Weather tab.
- **4.** Select the check box next to the rule to delete. To delete all rules, click the global check box in the heading of the list.
- 5. Click Delete.
- 6. On the Delete Weather Alert Rules dialog, click Delete.

# **BlackBerry AtHoc Customer Support Portal**

BlackBerry AtHoc customers can obtain more information about BlackBerry AtHoc products or get answers to questions about their BlackBerry AtHoc systems through the Customer Support Portal:

https://www.blackberry.com/us/en/support/enterpriseapps/athoc

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

# **Documentation feedback**

The BlackBerry AtHoc documentation team strives to provide accurate, useful, and up-to-date technical documentation. If you have any feedback or comments about BlackBerry AtHoc documentation, email athocdocfeedback@blackberry.com. Please include the name and version number of the document in your email.

To view additional BlackBerry AtHoc documentation, visit https://docs.blackberry.com/en/id-comm-collab/blackberry-athoc. To view the BlackBerry AtHoc Quick Action Guides, see https://docs.blackberry.com/en/id-comm-collab/blackberry-athoc/Quick-action-guides/latest.

For more information about BlackBerry AtHoc products or if you need answers to questions about your BlackBerry AtHoc system, visit the Customer Support Portal at https://www.blackberry.com/us/en/support/enterpriseapps/athoc.

# Legal notice

©2022 BlackBerry Limited. Trademarks, including but not limited to BLACKBERRY, BBM, BES, EMBLEM Design, ATHOC, CYLANCE and SECUSMART are the trademarks or registered trademarks of BlackBerry Limited, its subsidiaries and/or affiliates, used under license, and the exclusive rights to such trademarks are expressly reserved. All other trademarks are the property of their respective owners.

This documentation including all documentation incorporated by reference herein such as documentation provided or made available on the BlackBerry website provided or made accessible "AS IS" and "AS AVAILABLE" and without condition, endorsement, guarantee, representation, or warranty of any kind by BlackBerry Limited and its affiliated companies ("BlackBerry") and BlackBerry assumes no responsibility for any typographical, technical, or other inaccuracies, errors, or omissions in this documentation. In order to protect BlackBerry proprietary and confidential information and/or trade secrets, this documentation may describe some aspects of BlackBerry technology in generalized terms. BlackBerry reserves the right to periodically change information that is contained in this documentation; however, BlackBerry makes no commitment to provide any such changes, updates, enhancements, or other additions to this documentation to you in a timely manner or at all.

This documentation might contain references to third-party sources of information, hardware or software, products or services including components and content such as content protected by copyright and/or third-party websites (collectively the "Third Party Products and Services"). BlackBerry does not control, and is not responsible for, any Third Party Products and Services including, without limitation the content, accuracy, copyright compliance, compatibility, performance, trustworthiness, legality, decency, links, or any other aspect of Third Party Products and Services. The inclusion of a reference to Third Party Products and Services in this documentation does not imply endorsement by BlackBerry of the Third Party Products and Services or the third party in any way.

EXCEPT TO THE EXTENT SPECIFICALLY PROHIBITED BY APPLICABLE LAW IN YOUR JURISDICTION, ALL CONDITIONS, ENDORSEMENTS, GUARANTEES, REPRESENTATIONS, OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY CONDITIONS, ENDORSEMENTS, GUARANTEES, REPRESENTATIONS OR WARRANTIES OF DURABILITY, FITNESS FOR A PARTICULAR PURPOSE OR USE, MERCHANTABILITY, MERCHANTABLE QUALITY, NON-INFRINGEMENT, SATISFACTORY QUALITY, OR TITLE, OR ARISING FROM A STATUTE OR CUSTOM OR A COURSE OF DEALING OR USAGE OF TRADE, OR RELATED TO THE DOCUMENTATION OR ITS USE, OR PERFORMANCE OR NON-PERFORMANCE OF ANY SOFTWARE, HARDWARE, SERVICE, OR ANY THIRD PARTY PRODUCTS AND SERVICES REFERENCED HEREIN, ARE HEREBY EXCLUDED. YOU MAY ALSO HAVE OTHER RIGHTS THAT VARY BY STATE OR PROVINCE. SOME JURISDICTIONS MAY NOT ALLOW THE EXCLUSION OR LIMITATION OF IMPLIED WARRANTIES AND CONDITIONS. TO THE EXTENT PERMITTED BY LAW, ANY IMPLIED WARRANTIES OR CONDITIONS RELATING TO THE DOCUMENTATION TO THE EXTENT THEY CANNOT BE EXCLUDED AS SET OUT ABOVE, BUT CAN BE LIMITED, ARE HEREBY LIMITED TO NINETY (90) DAYS FROM THE DATE YOU FIRST ACQUIRED THE DOCUMENTATION OR THE ITEM THAT IS THE SUBJECT OF THE CLAIM.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW IN YOUR JURISDICTION, IN NO EVENT SHALL BLACKBERRY BE LIABLE FOR ANY TYPE OF DAMAGES RELATED TO THIS DOCUMENTATION OR ITS USE, OR PERFORMANCE OR NON-PERFORMANCE OF ANY SOFTWARE, HARDWARE, SERVICE, OR ANY THIRD PARTY PRODUCTS AND SERVICES REFERENCED HEREIN INCLUDING WITHOUT LIMITATION ANY OF THE FOLLOWING DAMAGES: DIRECT, CONSEQUENTIAL, EXEMPLARY, INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE, OR AGGRAVATED DAMAGES, DAMAGES FOR LOSS OF PROFITS OR REVENUES, FAILURE TO REALIZE ANY EXPECTED SAVINGS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, LOSS OF BUSINESS OPPORTUNITY, OR CORRUPTION OR LOSS OF DATA, FAILURES TO TRANSMIT OR RECEIVE ANY DATA, PROBLEMS ASSOCIATED WITH ANY APPLICATIONS USED IN CONJUNCTION WITH BLACKBERRY PRODUCTS OR SERVICES, DOWNTIME COSTS, LOSS OF THE USE OF BLACKBERRY PRODUCTS OR SERVICES OR ANY PORTION THEREOF OR OF ANY AIRTIME SERVICES, COST OF SUBSTITUTE GOODS, COSTS OF COVER, FACILITIES OR SERVICES, COST OF CAPITAL, OR OTHER SIMILAR PECUNIARY LOSSES, WHETHER OR NOT SUCH DAMAGES

WERE FORESEEN OR UNFORESEEN, AND EVEN IF BLACKBERRY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW IN YOUR JURISDICTION, BLACKBERRY SHALL HAVE NO OTHER OBLIGATION, DUTY, OR LIABILITY WHATSOEVER IN CONTRACT, TORT, OR OTHERWISE TO YOU INCLUDING ANY LIABILITY FOR NEGLIGENCE OR STRICT LIABILITY.

THE LIMITATIONS, EXCLUSIONS, AND DISCLAIMERS HEREIN SHALL APPLY: (A) IRRESPECTIVE OF THE NATURE OF THE CAUSE OF ACTION, DEMAND, OR ACTION BY YOU INCLUDING BUT NOT LIMITED TO BREACH OF CONTRACT, NEGLIGENCE, TORT, STRICT LIABILITY OR ANY OTHER LEGAL THEORY AND SHALL SURVIVE A FUNDAMENTAL BREACH OR BREACHES OR THE FAILURE OF THE ESSENTIAL PURPOSE OF THIS AGREEMENT OR OF ANY REMEDY CONTAINED HEREIN; AND (B) TO BLACKBERRY AND ITS AFFILIATED COMPANIES, THEIR SUCCESSORS, ASSIGNS, AGENTS, SUPPLIERS (INCLUDING AIRTIME SERVICE PROVIDERS), AUTHORIZED BLACKBERRY DISTRIBUTORS (ALSO INCLUDING AIRTIME SERVICE PROVIDERS) AND THEIR RESPECTIVE DIRECTORS, EMPLOYEES, AND INDEPENDENT CONTRACTORS.

IN ADDITION TO THE LIMITATIONS AND EXCLUSIONS SET OUT ABOVE, IN NO EVENT SHALL ANY DIRECTOR, EMPLOYEE, AGENT, DISTRIBUTOR, SUPPLIER, INDEPENDENT CONTRACTOR OF BLACKBERRY OR ANY AFFILIATES OF BLACKBERRY HAVE ANY LIABILITY ARISING FROM OR RELATED TO THE DOCUMENTATION.

Prior to subscribing for, installing, or using any Third Party Products and Services, it is your responsibility to ensure that your airtime service provider has agreed to support all of their features. Some airtime service providers might not offer Internet browsing functionality with a subscription to the BlackBerry® Internet Service. Check with your service provider for availability, roaming arrangements, service plans and features. Installation or use of Third Party Products and Services with BlackBerry's products and services may require one or more patent, trademark, copyright, or other licenses in order to avoid infringement or violation of third party rights. You are solely responsible for determining whether to use Third Party Products and Services and if any third party licenses are required to do so. If required you are responsible for acquiring them. You should not install or use Third Party Products and Services until all necessary licenses have been acquired. Any Third Party Products and Services that are provided with BlackBerry's products and services are provided as a convenience to you and are provided "AS IS" with no express or implied conditions, endorsements, guarantees, representations, or warranties of any kind by BlackBerry and BlackBerry assumes no liability whatsoever, in relation thereto. Your use of Third Party Products and Services shall be governed by and subject to you agreeing to the terms of separate licenses and other agreements applicable thereto with third parties, except to the extent expressly covered by a license or other agreement with BlackBerry.

The terms of use of any BlackBerry product or service are set out in a separate license or other agreement with BlackBerry applicable thereto. NOTHING IN THIS DOCUMENTATION IS INTENDED TO SUPERSEDE ANY EXPRESS WRITTEN AGREEMENTS OR WARRANTIES PROVIDED BY BLACKBERRY FOR PORTIONS OF ANY BLACKBERRY PRODUCT OR SERVICE OTHER THAN THIS DOCUMENTATION.

BlackBerry Enterprise Software incorporates certain third-party software. The license and copyright information associated with this software is available at http://worldwide.blackberry.com/legal/thirdpartysoftware.jsp.

BlackBerry Limited 2200 University Avenue East Waterloo, Ontario Canada N2K 0A7

BlackBerry UK Limited Ground Floor, The Pearce Building, West Street, Maidenhead, Berkshire SL6 1RL United Kingdom

Published in Canada