

Create a New Alarm Alert

Last Modified on 10/01/2019 3:00 pm EDT

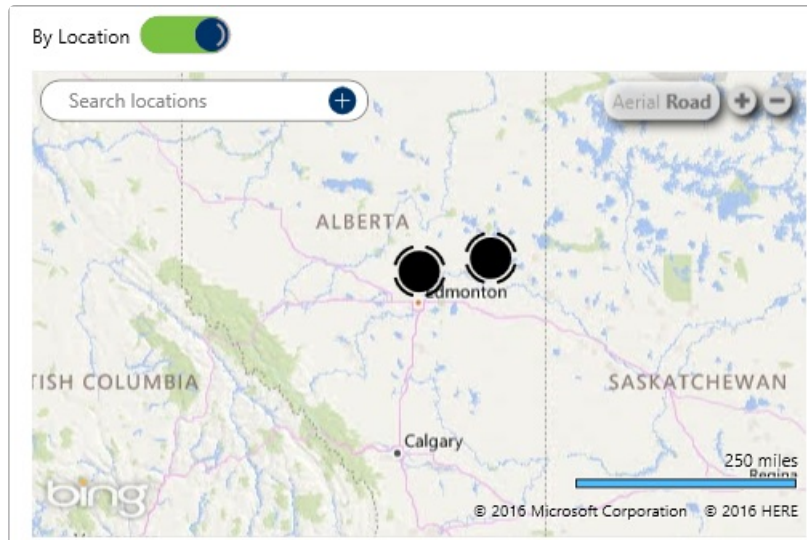
A new blank Alarm Alert.

To create a new alarm alert:

1. Click **Settings** > **Alarm Alerts**.
2. Click the **Create** icon in the pane to the left.
3. If this alarm alert should be inactive, click the icon under **Active**. Inactive alarm alerts will appear with the icon.
4. Select the alarm state you want to create the alert for.

Alarm states.

5. Under **Time Allowed**, type or use the arrows in the **Hours**, **Minutes**, and/or **Seconds** fields to specify how long the alarm can remain in that state.
6. To create an alarm alert for a specific location:
 - a. Click the icon next to **By Location**.
 - b. Enter the name of a previously saved location or indoor location in the **Search locations** field. To create a new location, click the icon, click an area on the map, then enter the location name in the **Location Name** field.



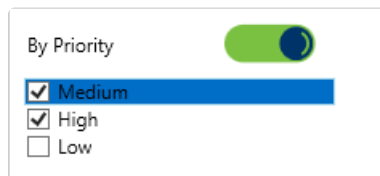
The By Location section. The map is displayed after clicking the By Location icon.



If you need to select an indoor location for the alert, you must enter keywords in the **Search locations** field, then select the indoor location from the search results.

7. To create an alarm alert for a priority:

- a. Click the  icon next to **By Priority**.
- b. Select the checkboxes next to the busy priority or priorities you want to create the alarm alert for.



The By Priority section. This section is displayed after clicking the icon.

8. To create an alarm alert for a Call Category:

- a. Click the  icon next to **By Call Category**.
- b. Search for a call category in the search field or select a category from the dropdown menus.

By Call Category

Motor Vehicle Accident

Emergency Response

Motor Vehicle Accident

The By Call Category section. This section is displayed after clicking the By Call Category icon.