

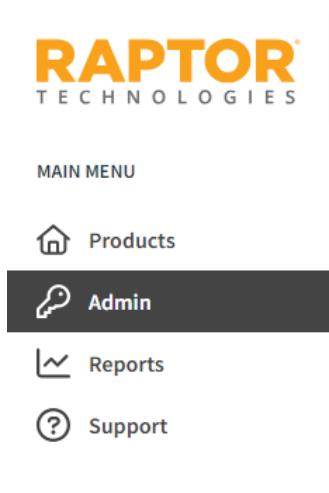
# Creating a Custom Alert

*This article explains how to create a Custom Alert in Raptor Visitor Management*

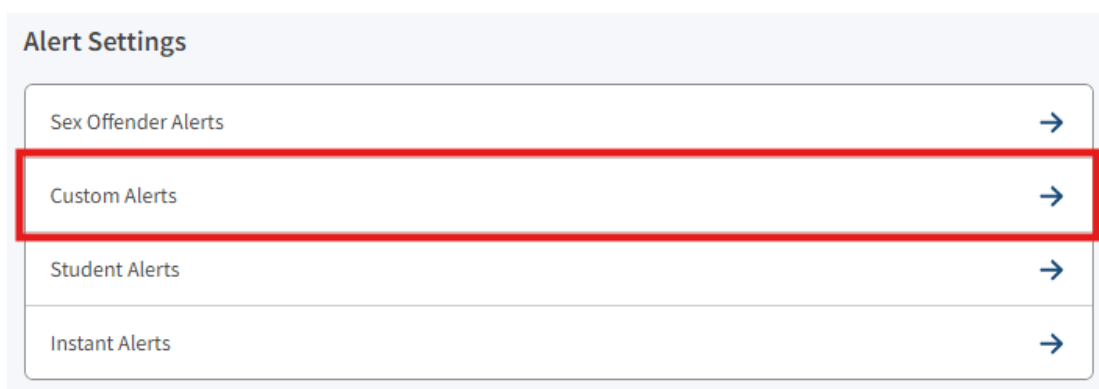
The Custom Alert will flag an individual person entering the building via Raptor Visitor Management. A notification will also be sent to the building Principal and Secretaries via email and text message.

To create a Custom Alert follow these steps:

## 1. From the Raptor Main Menu panel, select "Admin"



## 2. Select "Custom Alerts"



## 3. Select "Add Custom Alert"

Custom alerts are intended to be used for visitors, contractors, guardians and volunteers. For students, go to the Student Alerts page.

## Custom Alerts

[+ Add Custom Alert](#)

<a href="#">Details</a>	First Name		Last Name		Building Scope		Expiration Date
There is no data to show here							

|< < 0 > >| 100 items per page

**4. Enter the details of the person you would like to flag upon entry. Fill out the "Alert Text" that will be sent to the building Principal when this person is flagged.**

If you would like to add a Courtesy Notification, photo of the person, or have a document to attach, that can be added as well.

Here is an example of the Custom Alert Details page filled out:

[Custom Alerts](#) > Custom Alert Detail



Update Photo

**SELECT FILE**

First Name \*

Example

Middle Name

Last Name \*

Example

Date of Birth

1/1/1981



First Name Alias

Start Date \*

4/29/2024



Expiration Date



Notification Name

Building Principal Notification

Alert Text \*

PERSON\_NAME is not allowed to have contact with STUDENT\_NAME. Do not allow entry to the building.

Custom Alert Buildings \*

+ Add Building

ALL BUILDINGS ✕

Upload file must be Acrobat PDF format under 5 MB in size. This file can be viewed from the Possible Custom A

Document File Name

**SELECT FILES...**

Click Save, and that's it!

To manage the recipients of this alert, visit [Managing Alert Notifications](#)

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