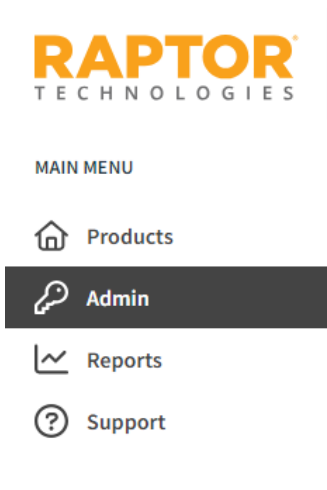


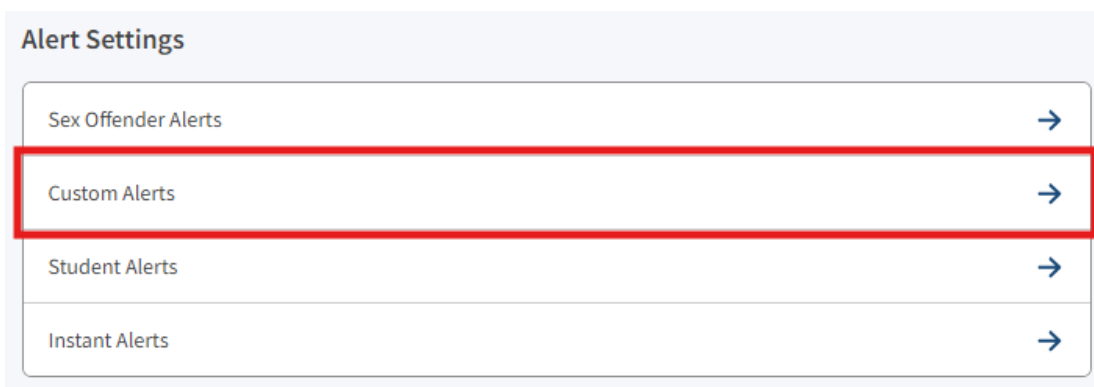
# Managing Alert Notifications

*This article explains how to manage Alert Notifications in Raptor Visitor Management*

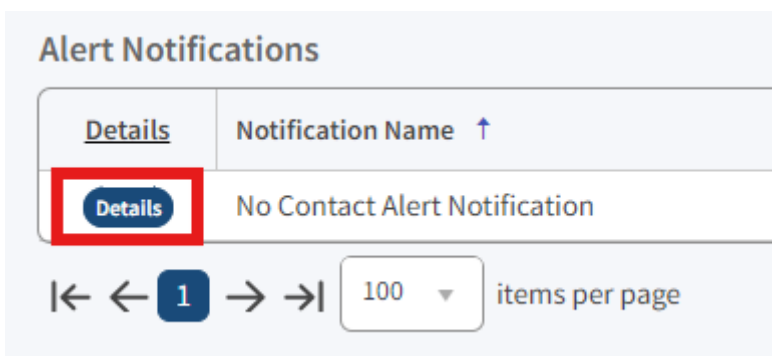
## 1. From the Raptor Main Menu panel, select "Admin"



## 2. Select the alerts that you would like to change, in this example we will use "Custom Alerts"



## 3. Under "Alert Notifications", select the alert that you would like to make changes for



#### 4. Add Email and Text Message Contacts by typing their name into the search bar

[Admin](#) > [Custom Alerts](#) > Notification Detail

Notification Name \*

No Contact Alert Notification

Buildings

+ Add Building ALL BUILDINGS ✕

Email Message Messa

A no contact alert for a visitor named %ALERTFULLNAME% was logged today %JUSTDATE% at %JUSTTIME% when signi  
at %BUILDINGNAME% building. Below is the visitor information that was logged. For more information, contact

Email Message Contacts

+ Add Contact TRAVIS LANNING ✕

Begin typing to search by first and/or last name

Text Message Messa

A no contact alert for a visitor named %ALERTFULLNAME% was logged today %JUSTDATE% at %JUSTTIME% when signi  
at %BUILDINGNAME% building. For more information, contact %USERFULLNAME%. The first 90 characters of the alert te

Text Message Contacts

+ Add Contact TRAVIS LANNING ✕

Begin typing to search by first and/or last name

Save Cancel

