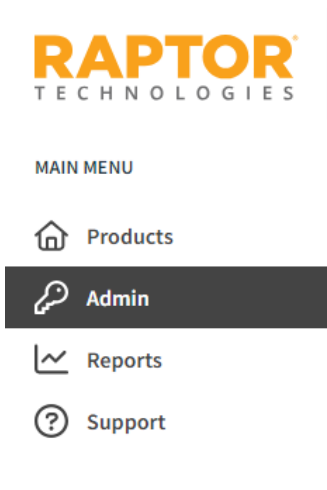


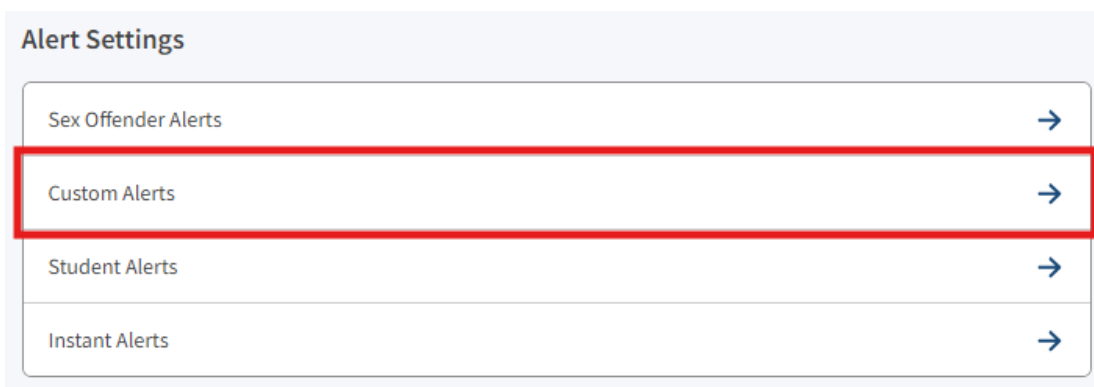
# Managing Alert Notifications

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

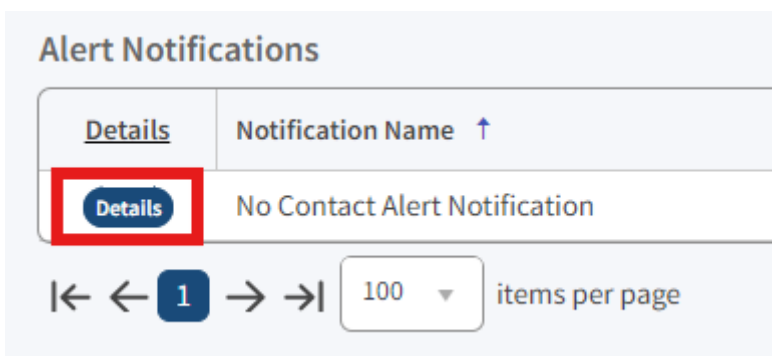
1. From the Raptor Main Menu panel, select "Admin"



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

