

Resending a Notification/ Sending a Follow-Up

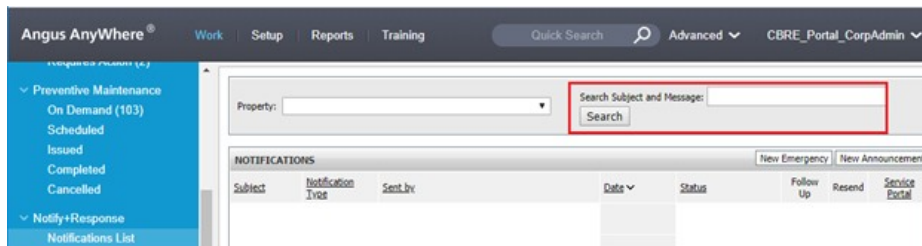
[Work > Notify+Response > Notifications List](#)

Resending a Notification/Sending a Follow-Up:

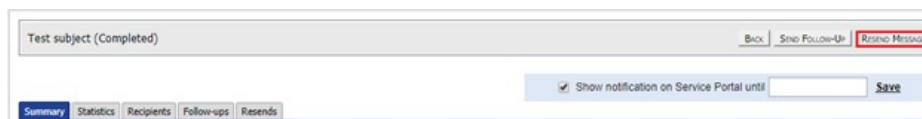
The Notifications List displays all regular announcements and emergency notifications that you have sent. From this list, you can review details and statistics related to notifications you have sent, send new announcement and emergency notifications, re-send or send follow-up notifications.

The list can be filtered by property or select All to show all notifications regardless of the property. You can also use the **Search Subject and Message** functionality to search through notifications.

This list allows you to view **Notification Details**, resend a notification to both the same or new recipients, send a follow-up message regarding a previous notification



Resending a Notification



1. Locate the notification you would like to re-send and click the Subject name.
2. In the Notification Details window that is displayed, click the **Resend Message** button. The Resend Message Wizard will be displayed. Depending on the type of notification you are sending, refer to the steps in [Sending an Announcement](#) or [Sending an Emergency Notification](#).

Sending a Follow-Up Notification

Follow-Up Notifications are a convenient method for keeping tenants and employees up-to-date on a situation as events unfold. If you would like to send a follow-up to a notification that you have previously sent:



1. Locate the Notification you would like to send a Follow-Up Notification for and click the Subject name. For additional information on sorting through the Notification List, see the [Reviewing Notifications](#) topic.
2. In the Notification Details interface, click the **Send Follow-Up** button and it will prompt the Follow-Up

Notification Wizard.

3. Depending on the type of Notification you are sending a follow-up to, refer to the steps outlined in either Sending an Announcement or Sending an Emergency Notification.