## **Emergency Warning**

Control Panel > Communication > Emergency Communication > Emergency Warning

## Activate / Deactivate Emergency Warning:

Through the Emergency Communication tool, you can set a warning notification to popup whenever users visit your portal or login to their **My Workspace** page. The warning includes a link that redirects users to the <u>Emergency Communication</u> page for further details on the building emergency.



- 1. Go to Control Panel > Communication > Emergency Communication.
- 2. Click on the Emergency Warning tab.
- 3. Enter a Warning Message into the text box.
- 4. Click on the Show Warning checkbox to activate/deactivate the warning notification.

Emergency Warning	Updates Emergency Contacts Tracking Information General Information Property Tea
	This Emergency Warning will appear on the overlay box when the Show Warning box is checked.
	🐡 🐴 Font Name 🔹 Size • A • 🔏 🖏 🖏 🦓 🆓 🖏 🥙 • 🕶 •
	B Z U E E E E E E E C • S • S S A M
	Building Emergency! Please click on the link below to view One Corporate Towers Emergency Communication Page.
Warning Message *	Building Emergency! Please click on the link below to view One Corporate Towers Emergency Communication Page.

## Note:

Since the Warning Message includes a link that redirects users to the Emergency

<u>Communication</u> page, you may also want to add a new <u>Emergency Update</u> further explaining the building emergency.

5. Click Submit.