

Adding your personal cell phone, home phone and email address to UCOPA/ert

After you log into UCOPA/ert, add your personal cell phone, home phone and email address to your profile by following these instructions:

1. Click "Profile"
2. Click on the "More Devices" button near the bottom of the page, and enter your phone number or email address. If you want to add multiple devices, click "More Devices" for each device you want to add. When you are finished, click "Save."

The screenshot shows the UCOP ALERT user profile editing interface. The page has a dark blue header with the UCOP ALERT logo and navigation buttons for "Notifications" and "Profile". A search bar is located below the logo. The main content area is titled "EDIT: USER" and contains a sidebar on the left with sections for "Profile", "Security", and "Locations". The main form area has tabs for "General", "Address", "Alternates", "Locations", "Preferences", and "User References". The "General" tab is active, showing fields for "Role: Recipient", "Language: English (US)", "First Name: John", "Last Name: Smith", "Company: University Affairs - Com", "Job Title:", "Division: Siemens Industry - University of California, Office of the President", "Time Zone: (-08:00) Pacific (N. America)", "Telephony ID: 819-757-759", "Employee ID:", "Login Access? [checked]", and "Username:". Below these fields is a table of devices with columns for "Device", "Number/Address", "Description", and "Private". The table contains three rows: "Work Phone" (123-456-7890, office phone, private), "Mobile Phone" (123-456-7890, cellular, not private), and "Home Email" (john.smith@gmail.com, personal email, not private). There are also "Send reports to this device:" dropdowns for each row. A "More Devices" button is at the bottom of the table. At the bottom right of the form are "Cancel" and "Save" buttons.

UCOP
ALERT

Notifications Profile

Go

EDIT: USER

Based on permissions, this page allows you to edit a contact in your User List. You must include an **area code** when entering a phone number. Click on **More Devices** to add additional phone and email addresses. Click **Save** to finish.

General Address Alternates Locations Preferences User References

Role: Recipient

* Language: English (US) ↓

* First Name: John

* Last Name: Smith

Company: University Affairs - Com

Job Title:

Division: Siemens Industry - University of California, Office of the President ↓

* Time Zone: (-08:00) Pacific (N. America) ↓

Telephony ID: 819-757-759

Employee ID:

Login Access?

* Username:

Device	Number/Address	Description	Private
Work Phone	123-456-7890	office phone	<input type="checkbox"/>
Mobile Phone	123-456-7890	cellular	<input checked="" type="checkbox"/>
Work Email	john.smith@ucop.edu	office email	<input type="checkbox"/>

Send reports to this device: None ↓

Home Email

john.smith@gmail.com

personal email

| Send reports to this device: | None | ↓ | |

More Devices

Cancel Save

3. Choose the "Locations" tab, then click on the "Default Location" link.

EDIT: USER

Based on permissions, this page allows you to edit a contact in your User List. You must include an area code when entering a phone number. Click on **More Devices** to add additional phone and email addresses. Click **Save** to finish.

General **Address** **Alternates** **Locations** **Subscriptions** **Preferences** **User References**

Custom Fields

Current Location: Default Location

Locations: **Default Location**

Add Location

Cancel Delete Save

4. The page will display each of the devices you have registered. Your work email address and office phone number is automatically in the system.

EDIT: LOCATION STATUS

Use this form to edit a Location Status. Click on the devices you wish to add to this location and select the Device Priority. Click **Save** when you are done.

User: **Bill Raymond**
Organization: **Business Continuity Inc**
Location Name: Default Location
Apply a Location Schedule?:

Device	Number/Address	Description	Device Priority
<input checked="" type="checkbox"/> Mobile Application	iPhone	MIR3 Mobile Recipient App	1
<input checked="" type="checkbox"/> Mobile Phone	1-958-335-1534	1-858-335-1534	2
<input checked="" type="checkbox"/> Work Phone	1-800-995-2000	1-800-995-2000	3
<input checked="" type="checkbox"/> Home Phone	1-958-675-9171	1-858-675-9171	5
<input checked="" type="checkbox"/> Home Email	braymond@san.rr.com	braymond@san.rr.com	6
<input checked="" type="checkbox"/> Work Email	braymond@mir3.com	braymond@mir3.com	4

Cancel Save

5. To activate a device for use (for example, Home Email), check the box to the left of the desired device. To deactivate a specific device (for example, Work Email), uncheck the box. This prevents inadvertent alerts from being sent to a device that you are not using.

6. For each device you want to use, assign a device priority by clicking the Device Priority drop-down menu and selecting the desired priority number for each device. This allows you to specify the order in which notifications will be sent to each device.

For example, select 1 for Home Phone, and 2 for Cellular Phone to specify that notifications should be sent first to your home phone number, and then to your cellular phone in the event that you do not respond to the first notification.

Because UCOPA/ert is intended to be an off-hours emergency notification system, it is best that you select a personal phone or email address as your first priority device.

When you are finished setting the default location, click “Save” to save your settings.