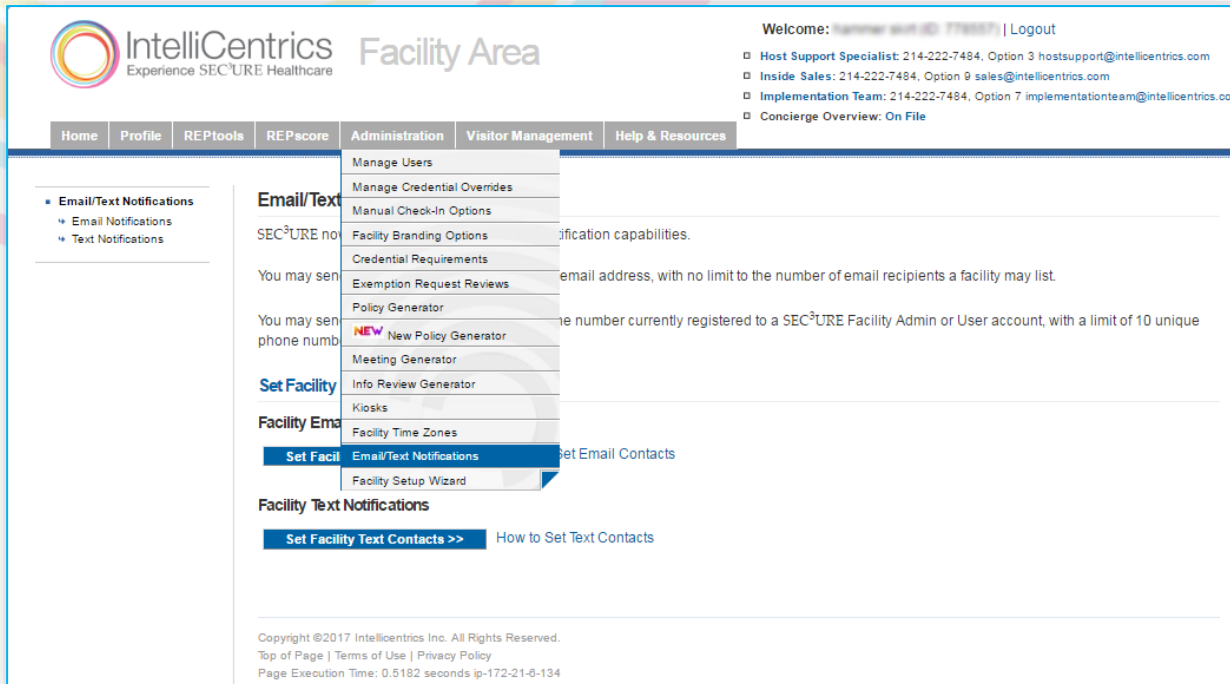# SEC³URE Facility Administrator | Set Email & Text Alerts

SEC³URE streamlines your facility notifications by sending automated alerts and reminders. Facility Host Administrators set as much (or as little) communications to notify facility employees when certain events occur.

ⓘ SEC³URE tracks the people who are entering and leaving your facilities as well as matches them to the policies and credentials you want enforced. SEC³URE alerts help track facility activities so you can make informed decisions about your security. The key to *your facility security* is EVERYONE doing their part to enforce your policies.

To set SEC³URE facility email and text alerts:

Administration > **Email/Text Notifications**

This takes you to the *Email/Text Notifications* page where you can then designate who should receive notifications.

✉ How to set SEC³URE Email Notifications:

Administration > Email/Text Notifications > Set Facility Email Contacts >> Set Email Contacts

Rep Category Specific (Optional)
Selecting anything in this section overrides all email notifications set in the Default section above. This will set email alerts for specific HCIR / Rep category(ies) types.

Start by choosing the HCIR / Rep categories [*hold down the Ctrl (PC) / Command (Mac) and click to select multiple*]. Next, type the first few letters of the employee's name or SEC³URE user ID and select the name. You may also enter and then add a full email address. Check the email alerts this person should receive and then **Update Emails >>**.

❌ Select the red X in the person's row to remove from alerts.

On the *Facility Email Contacts* page, there is a summary of facilities and which email notifications are already *Assigned* or *Not Set*. Select the **Set Email Contacts** link next to the facility name.

There are two sections on the *Email Notifications* page for setting alerts.

Default (Recommended)
This will set email alerts for every HCIR / Rep category type visiting your facilities. Start by typing the first few letters of the employee's name or SEC³URE user ID and selecting the name. You may also enter and then add a full email address. Check the email alerts she/he should receive and then **Update Emails >>**.

How to set SEC³URE Text Notifications:

Administration > Email/Text Notifications > Set Facility Text Contacts >> Set Text Contacts

On the *Text Notifications* page, there is a summary of facilities and which text notifications are already *Assigned* or *Not Set*. Select the **Set Text Contacts** link next to the facility name.

There are two sections on the *Text Notifications* page for setting alerts.

Default (Recommended)
This will set text alerts for every HCIR / Rep category type visiting your facilities. Start by typing the first few numbers of the employee's mobile or name (*this must be setup in the SEC³URE user accounts already*). Select the person's *Name [mobile]*, check the alert texts she/he should receive, and then **Update Mobiles >>**.

If the employee is using a personal mobile device, standard carrier service charges will apply.

Rep Category Specific (Optional)
Selecting anything in this section overrides all text notifications set in the Default section above. This will set email alerts for specific HCIR / Rep category(ies) types.

Start by choosing the HCIR / Rep categories [*hold down the Ctrl (PC) / Command (Mac) and click to select multiple*]. Next, type the first few numbers of the employee's mobile or name (*this must be setup in the SEC³URE user accounts already*). Select the person's *Name [mobile]*, check the alert texts she/he should receive, and then **Update Mobiles >>**.

❌ Select the red X in the person's row to remove from alerts.