



# How to Do Controlled Drills.

Test your system safely without alerting live devices

Controlled drills let you test your alert system realistically **without triggering live devices or alarming staff**. This guide walks you through tagging a few drill machines, then sending an alert that only those machines respond to.

**Please note:** Drill tagging is set in the Windows Registry on each drill device, so you will need local admin rights on those machines.

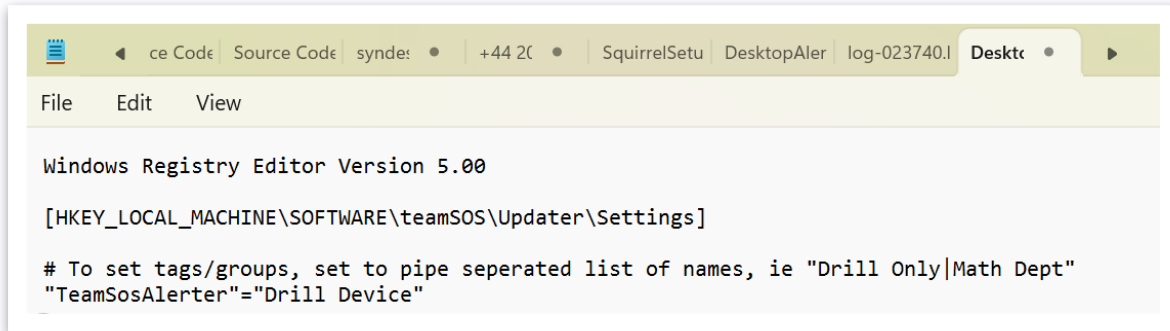
## Choose Your Drill Devices

Select a few machines to act as drill-only devices. These will be the only devices that respond to drill alerts — all others remain completely unaffected.

## Edit and Run the .reg File

Rather than editing each machine by hand, download the ready-made registry file, set your drill tag once, then run it on each drill device.

- 1 Download the .reg file**  
Download [DesktopAlerts - Tags.zip](#) to your computer, then unzip it to get the .reg file.
- 2 Open in Notepad and set the TeamSosAlerter value**  
Right-click the .reg file and choose Open with > Notepad. Find the TeamSosAlerter entry and set its value to your chosen drill tag — for example, 'Drill Device'.  
Save the file, then double-click it to run it. Click Yes if a User Account Control prompt appears.



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File Edit View

Windows Registry Editor Version 5.00

[HKEY_LOCAL_MACHINE\SOFTWARE\teamSOS\Updater\Settings]

# To set tags/groups, set to pipe seperated list of names, ie "Drill Only|Math Dept"
"TeamSosAlerter"="Drill Device"

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*The .reg file open in Notepad — set TeamSosAlerter to your drill tag*

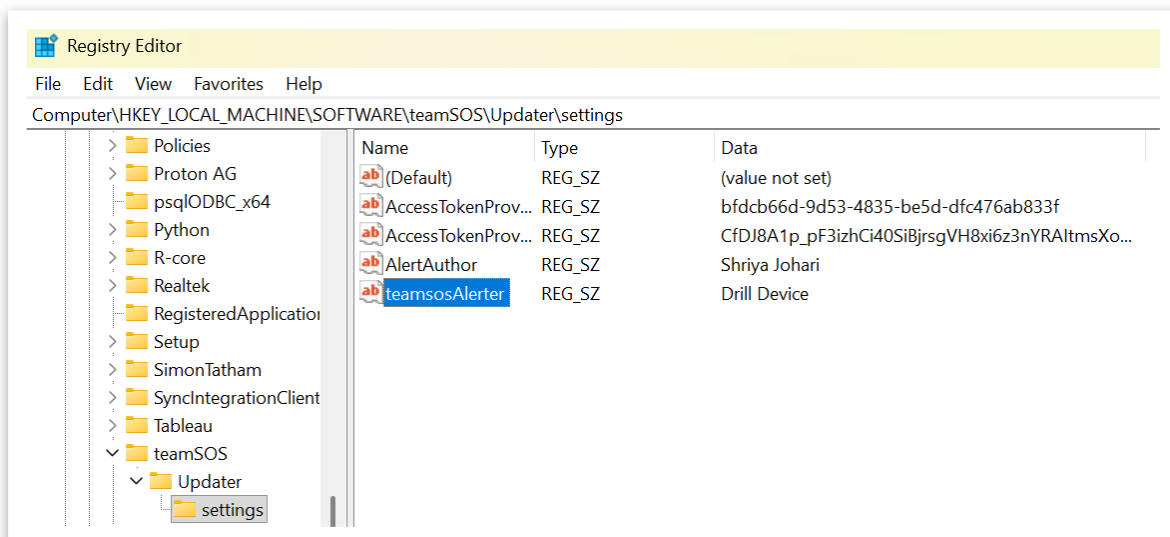
**Tip:** To tag a device into more than one group, separate the names with a pipe — for example **Drill Only| Maths Dept**.

## Update the teamSOS Alerter Entry

### Open Registry Editor and verify the value

Press Windows + R, type regedit and press Enter. In the left-hand panel, browse to HKEY\_LOCAL\_MACHINE › SOFTWARE › teamSOS › Updater › settings.

Confirm the TeamSosAlerter value reflects the tag you saved in the .reg file.



*Registry Editor — the TeamSosAlerter value set to Drill Device*

### Distribute on all devices

Run the same edited .reg file on every device you want to act as a drill machine, or distribute the file to those machines and have users run it themselves.

## Run a Controlled Drill

1

### Create a new announcement or incident in teamSOS

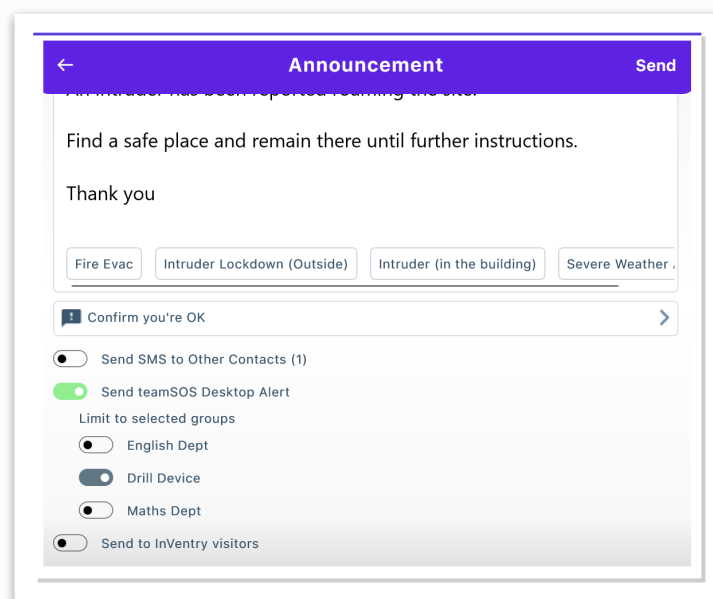
Set it up exactly as you would for a real incident.

2

### Toggle the Drill Devices sign

Before sending, scroll down to Send teamSOS Desktop Alert and expand the groups. Enable the Drill Device toggle — this flags the alert as a drill.

Only the machines configured will respond; all other live devices remain undisturbed.



*Expand the groups under Send teamSOS Desktop Alert, then enable your drill tag*

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### Send the alert

Tap Send — only the drill devices you configured will activate.

### What you should do

- Set aside two or three machines as permanent drill devices so you can test any time without disturbing staff.
- Use the same tag name across all drill machines, so one toggle covers the whole set.
- Run a drill after any change to your alert setup — new devices, new groups, or a teamSOS update.

### Need help?

If you encounter any issues, please contact [help@teamsos.co.uk](mailto:help@teamsos.co.uk)