

# 6. Tasks and Hints

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In a crisis situation, there are specific and situation-dependent tasks and instructions for actions, which must be worked on or taken into account.

EVALARM supports you by creating **task lists** with important **tasks** and **reminders**, which can be assigned to users and alerts.

In the case of an alert, the relevant tasks and reminders are transferred to the mobile apps and are available there.

In this case, you determine which user groups, which tasks and instructions are given.

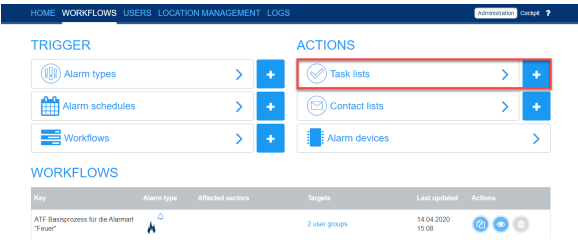
The following explains how to:

- Create task lists
- Create tasks and action reminders and assign task lists
- Link task lists with processes

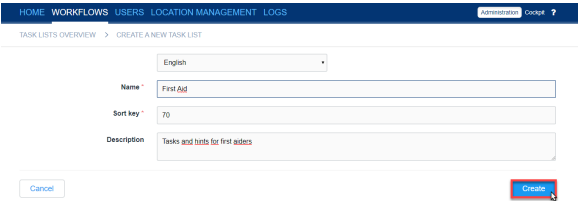
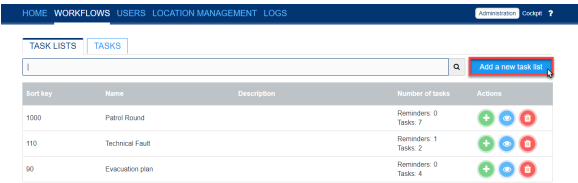
## Create lists of tasks and instruction lists

To assign tasks to the right people at the right time, you must first group them into a list.

For this purpose, see the **task lists** und er workflows.



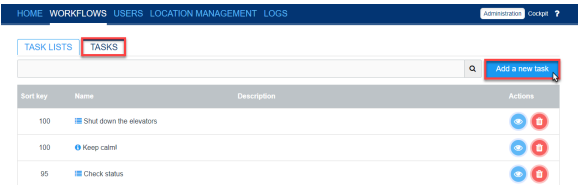
You will find an overview of existing task lists here, where you can edit, delete and create new ones.



The **sort key** determines at which position the task list will appear in the EVALARM App. The higher the sort key, the higher up the task list.

## Create tasks and reminders and assign task lists

You can then assign specific tasks to the task list created.



In addition to name, sort key and description, you must specify the task type.

There are two different types of tasks here: **tasks** and **reminders**.

**Tasks** are provided in the form of a “to be executed” list.

The processes can be carried out in parallel by several users and are automatically synchronized. Thus, all users always have an up-to-date overview of the status of all tasks. The current status of the tasks will also be displayed in the **cockpit**.



Only tasks include a read receipt.

With the **module patrol round** you can create tasks as checkpoints, this means that a scan via nfc, barcode or QR-code is required to mark the task as done.

The **reminders** are action instructions that are displayed on mobile devices and to those affected, providing important information.

You can then assign the existing tasks or reminders to the **task lists**.

The screenshot shows the 'CREATE A NEW TASK' form. At the top, there's a navigation bar with 'HOME', 'WORKFLOWS', 'USERS', 'LOCATION MANAGEMENT', and 'LOGS'. Below it, a breadcrumb trail reads 'TASKS OVERVIEW > CREATE A NEW TASK'. The form has two tabs: 'Administration' and 'Cockpit'. The 'Type' section has two radio buttons: 'Reminder' (unselected) and 'Task' (selected and highlighted with a red box). Below 'Type' is a language dropdown set to 'English'. The 'Name' field contains 'Close down area'. The 'Sort key' field contains '80'. The 'Description' field is empty. At the bottom, there are 'Cancel' and 'Next' buttons.

The screenshot shows the 'CREATE A NEW TASK' form with the 'Reminder' radio button selected and highlighted with a red box. The 'Name' field contains 'Inform service provider'. The 'Sort key' field contains '80'. The 'Description' field contains 'Tel: 0123456789'. At the bottom, there are 'Cancel' and 'Next' buttons.


The screenshot shows the 'AVAILABLE TASK LISTS' and 'ASSIGNED TASK LISTS' section. The 'AVAILABLE TASK LISTS' table has two rows: 'Patrol Round' and 'Evacuation plan', each with a blue plus icon. Below the table is an 'Add all' button. The 'ASSIGNED TASK LISTS' table has one row: 'Technical Fault', with a red minus icon. Below the table is a 'Remove all' button. At the bottom, there are 'Back' and 'Next' buttons.

## Add documents to tasks

Furthermore you have the possibility to add documents to tasks. These documents can be opened in the app directly in the task.

First you go into the task which you want to add an **document**.

Next you go to "Documents" and "Edit".

Then you can see all the documents which were created. For adding the document to the task, click on the  button and finish the process with "Update".

If the document you want to add is not shown in the list, you have to **create it under documents** firstly.

HOMEWORKFLOWSUSERSLOCATION MANAGEMENTLOGSAdministrationCockpit?

TASK LISTS OVERVIEW > FIRST AID

FIRST AID




EditDelete

Tasks for first aiders

TASKS WORKFLOWS

Add a new task

TASKS

Sort key	Name	Description	Actions
80	Check the state of health and introduce preliminary measures	Check the state of health and introduce preliminary measures	
70	If necessary, call the rescue service	If necessary, call the rescue service	
65	Instruct the rescue service	Instruct the rescue service	

HOMEWORKFLOWSUSERSLOCATION MANAGEMENTLOGSAdministrationCockpit?

TASK LISTS OVERVIEW > CHECK THE STATE OF HEALTH AND INTRODUCE PRELIMINARY MEASURES

DETAILS TASK LISTS DOCUMENTS

There are no documents at the moment

Last updated 23.01.2019 11:54







Edit

HOMEWORKFLOWSUSERSLOCATION MANAGEMENTLOGSAdministrationCockpit?

TASK LISTS OVERVIEW > CHECK THE STATE OF HEALTH AND INTRODUCE PRELIMINARY MEASURES


DETAILS TASK LISTS DOCUMENTS

AVAILABLE DOCUMENTS

Name	Files	
User Guide	DE EN	
Fire	EN DE	
Overview Plan	DE EN	
Escape Plan	EN DE	
Flyer Evalarm	EN DE	
Evalarm in schools	DE	

Add all +

ASSIGNED DOCUMENTS

Name	Files	
First Aid	EN DE	

Remove all -

Last updated 23.01.2019 11:54

CancelUpdate

Now the added document can be opened in the task by pressing the button in the right upper corner of the app.



## Link task lists to workflows

So that the right people have the right task lists at the right time, they must be linked with the alerts through the workflows.

For this you can select the appropriate workflow and click **view**, or simply create a new workflow, as desired.

In the **Action** panel, you can now add task and contact lists for the specific workflow.

[HOME](#)
[WORKFLOWS](#)
[USER MANAGEMENT](#)
[LOCATION MANAGEMENT](#)
[LOGS](#)
[Administration](#)
[Logout](#)

[WORKFLOWS OVERVIEW](#) > [WATER-NO THREAT](#)

## WORKFLOW DETAILS

[DETAILS](#)
[TARGET](#)
[ACTION](#)

[View Photo](#)
[View SMS](#)

☐ Send SMS on status update

0

Contact lists

0

Task lists

Last updated 27.02.17 15:42
 [Edit](#)

CHOOSE ONE OR MORE TASK LISTS

AVAILABLE TASK LISTS

Name	Description
Amok / Terror	Task in case of an attack
Fire	Task for the Fire Safety personal
First aid	Task if first aid is necessary

Add all +

ASSIGNED TASK LISTS

Name	Description
Water damage (Small)	Action to be taken in case of a small water damage

Remove all -

Save

Task lists

Browse

Last updated 27.02.17 15:42
 [Cancel](#)
[Update](#)