

# 4.2 Creating Users



Basically EVALARM works with two types of users: **EVALARM users** and **employees**.

An **EVALARM user** receives his own login for EVALARM, whereas an **employee** only is a deposit person in the system. He/she for example only gets displayed on the evacuation list (if configured). **Employees** do not have active permissions and you can create as many as you want.

The function of **users**, on the other hand, depends on their **user role**. The number of users you can set depends on your license.



**What is the difference between an employee and an EVALARM user with the user role "employee"?**

An employee only gets stored in the system and can be captured on the evacuation list. The EVALARM user can be part of the alerting and trigger alarms.

For **creating users**, there are two possibilities:

- Manual creation
- [Excel Import](#)


## Create user manually

Creating and managing users is done in **user management**.

You can see all EVALARM users and employees here.










In the overview of EVALARM users you can see all users with their email address, who have an account in the location.

Users without an active session (not logged into EVALARM) are greyed out.

 For users who are logged into EVALARM via web ([web.evalarm.de](http://web.evalarm.de)), we cannot guarantee this tracking if the user does not actively log out of the portal, but simply closes the browser, for example.

With the arrow symbol you can send the user a link for a password reset.

You can also create new users or employees here.

EVALARM USERS / EMPLOYEES	
Name	Actions
Admin Groupkom Administrator / Groupkom Support	  
John Smith Location Administrator	  
test web	  
<a href="#">Manage users</a>	

EVALARM USER	
<a href="#">Import</a> <a href="#">Export</a> <a href="#">Create a new user</a>	
Filters: All roles	<input type="text"/> <a href="#">EVALARM users</a> <a href="#">Employees</a> <a href="#">Visitors</a>
Name	Position / Department
Admin Groupkom	Administrator / Groupkom Support
John Smith	Location Administrator
test web	

EVALARM USER	
<a href="#">Import</a> <a href="#">Export</a> <a href="#">Create a new user</a>	
Filters: All roles	<input type="text"/> <a href="#">EVALARM users</a> <a href="#">Employees</a> <a href="#">Visitors</a>
Name	Position / Department
Admin Groupkom	Administrator / Groupkom Support
John Smith	Location Administrator
test web	

EMPLOYEES	
<a href="#">Import</a> <a href="#">Export</a> <a href="#">Create a new employee</a>	
Type to search	<input type="text"/> <a href="#">EVALARM users</a> <a href="#">Employees</a> <a href="#">Visitors</a>
Name	Position
Simon Smith	Chief Technical Officer / Production
Maria Friedrich	Secretary / Office

When creating a new user, you must always specify the following information:

- Name
- Email (which is also the login)
- [User role](#)
- Language

In addition, it is important to add further identifying information:

- Function/Department
- Phone/mobile number



Although you can create the user even without this information, you cannot add users to [contact lists](#) without it.

In addition, you can add additional information and a company internal ID as required. This is useful if you have a time-tracking system.

Further you can set the call- and/or sms device. That means you can set to which of the numbers the alarm call or the alarm sms gets sent. There is the possibility to set "None", "Phone", "Mobile Phone" or "Both". "Both" means that the alarm call or the alarm sms gets sent to both numbers. The settings can also be done by the user later on in his profile settings.



There is only the possibility to set the call- and/or sms device if the voice message- or the sms module is activated on your location.

"Phone" and "Mobile Phone" can only be chosen, if in the corresponding fields are numbers entered.

## Import users via Excel

If you add more than one **user** to EVALARM, it would be easier to use the EVALARM import function. Existing user lists can also be exported to an Excel spreadsheet.

It is important to fill in the same information for users, as when creating a user manually.

To add more employees, you can use the Import button. Here you download "this sample file" to fill in the relevant data. The same applies to the import of EVALARM users.



The form automatically adapts to the activated modules. Correspondingly, columns for SMS and call device are added if necessary. If rows have been filled out incorrectly during the import, these will be skipped during the import process.

When importing users via the excel file, besides the mandatory fields (marked with a \*) you have also the option to add users to one or more user and/or on-call groups. Just add the relevant group names to the corresponding columns.

After completing the excel file you can select it via the import button in the user administration. The added file will be checked for the correct format and if all the cells are correctly filled.

In that case you have two options:

**1) Regular import which only adds new users**

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User group names (sep. by comma)	Oncall group names (sep. by comma)
Group 1	Group 2, Group 3

**2) Import incl. updating of existing users**

With this import you have the possibility to influence already created users. If the checkmark is only set for "Update existing entries", only user data such as the telephone number or name will be updated if new data from an existing user are being imported.

With the selection "Restore deleted users" you also have the possibility to check whether a user has already been created in the system and later deleted. In this case, the user would be restored.

Finally, a list is also generated with all existing users who are not listed in the import table. If you want to do this, you can now select from these users those who should be deleted when importing.

**On request, users can also be imported via an interface. If you are interested in this, please contact our service contact: [info@evalarm.de](mailto:info@evalarm.de)**