


# 4.3 User groups

? Unbekannter Anhang

User groups will facilitate the handling of EVALARM. With user groups, you can map your emergency organization and integrate these into the alerting processes.

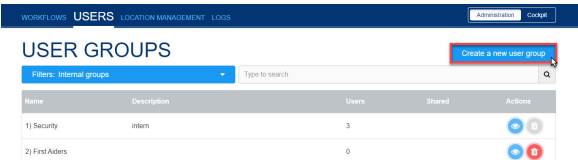
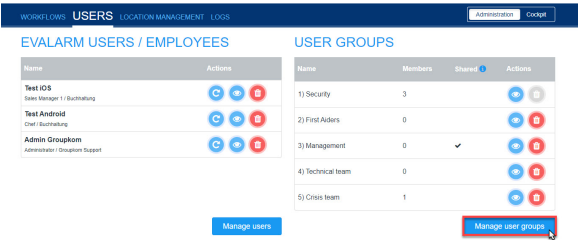
The use of user groups has the advantage that, in the event of changes in the organization or users, only the respective user group has to be adapted. The alert processes, on the other hand, do not need to be adapted when user groups are used.

 User groups can be used for the configuration of user rights. This allows you to define which alerts can trigger individual user groups.

Likewise, user groups are also used for distributing documents. Documents can be assigned to individual user roles and groups.

## Create user groups

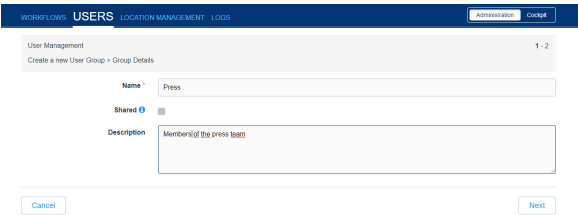
You can create and edit user groups in user management.



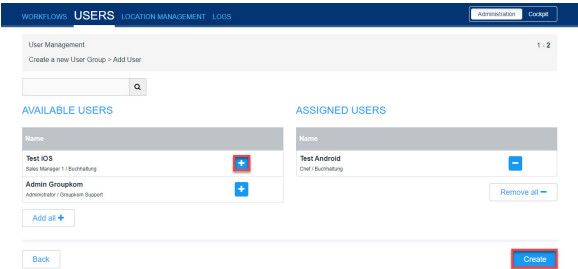
When you create a new user group, you can specify the name and description for it in the first step and whether the user group should be shared.

With this option you can enable user groups to other locations. This is a good idea if a team has to work in an overlapping manner.

The user groups, which were created in the current location are marked as internal user groups.



In the second step, you can add existing users to the new user group.





An overview about all user groups which an user is assigned to, you can find in details of every user.

## Link user groups to workflows and documents

You can also link specific **workflows** or **documents** or **document groups** to user groups very easily.

This facilitates the alerting processes and ensures the targeted provision of all information.

The user groups can be added later but through the **target** of the process or document group, either directly or by creating a new one.

HOME WORKFLOWS **USERS** LOCATION MANAGEMENT LOGS Administration Logout ?

USERS OVERVIEW > ADMIN GROUP/ROLE

DETAILS **USER GROUPS** ON-CALL GROUPS PERMISSIONS CONTACT LISTS WORKFLOWS

Name	Description	Actions
First Aid		

HOME WORKFLOWS USER MANAGEMENT LOCATION MANAGEMENT LOGS Administration Logout

LOCATION MANAGEMENT > DOCUMENT GROUPS > EMERGENCY PLAN

DETAILS DOCUMENTS **TARGET**

2 **User groups**  
Internal:  
IT Department, Security

1 **User roles**  
Administrator

Last updated 01.03.17 11:15 **Edit**

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WORKFLOWS OVERVIEW > INFOS

**WORKFLOW DETAILS**

DETAILS **TARGET** ACTION Read confirmation required

0 **Users**

2 **User groups**  
Internal:  
IT Department, Security

1 **User roles**  
Administrator

0 **On-call groups**

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