## 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**. Docum ents can be assigned to individual user roles and groups.

#### Create user groups

You can create and edit user groups in user management.

INTERS USERS LOCATION			Admini	stration	
EVALARM USERS / E	MPLOYEES	USER GROU	PS		
Name	Actions	Name	Members	Shared 🟮	Action
Test IOS Sales Manager 1 / Buchhallung	C O O	1) Security	3		0
Test Android Chef / Buchhaltung	00	2) First Aiders	0		0
Admin Groupkom Administrator / Groupkom Support	C O O	3) Management	0	~	0
		4) Technical team	0		0
		5) Crisis team	1		0

WORKFLOWS USERS LOCATION MANAGEMENT LOGS					Administration Coopt
USER G	ROUPS			Cres	ate a new user group
Filters: Internal gro	ups	<ul> <li>Type to search</li> </ul>			Q
Name	Description		Users	Shared	Actions
1) Security	intern		3		00
2) First Aiders			0		00

MANAGEMENT LOGS	Administration Cockpd
	1 - 2
Press	
-	
Membersigt the press team	
	Next
	Pres

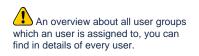
When you create a new user group, you can specify the name and description for it in the first step and whether the user group should be shared.

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 int ernal user groups.

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

		Administration Cockpt
User Management Create a new User Group > Add User		1 - 2
Q		
AVAILABLE USERS	ASSIGNED USERS	
Name	Name	
Test IOS Sales Manager 1 / Buthlatung	Test Android Chef / Buchhaltung	
Admin Groupkom		Remove all -
Add all +		
Back		Create



# 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 Horac corro odento		
USERS OVERVIEW > ADMIN GROU	РКОМ	
DETAILS USER GROUPS	ON-CALL GROUPS PERMISSIONS CONTACT LISTS WORKFLOWS	
Name		Actions
First Aiders		0

	montal Lonio	USER MANAGEMENT	LOCATION MANAGEMENT	LOGS	Administration Co
LOCATION	MANAGEMENT >	DOCUMENT GROUPS	EMERGENCY PLAN		
DETAI	LS DOCUMENT	TARGET			
2					
	er groups emal:				
IT D	epartment, Security				
1	er roles				

HOME WORKFLOWS USER MANAGEMENT LOCATION MANAGEMENT LOGS

### (i) WORKFLOW DETAILS

C	DETAILS TARGET A	DTION	Read confirmation requir
0	Users		
2	User groups Internal: IT Department, Security		
0	User roles Administrator		
0	On-call groups		
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