

# 1.6 Alarm Report



In EVALARM, you have the option of exporting every alarm as a PDF Report directly in the cockpit after ending. All the details stored in the alarm are clearly listed here and documented in an audit-proof manner.

The alarm report can be used for internal documentation or can also be used as evidence for insurance companies or customers.

In addition, alarm reports can be generated in the alarm archive up to three months after the end (standard storage period).



In order to be able to generate an alarm report, you must either be assigned the user role Administrator or have special permissions. You can find out how to assign such permissions as an administrator [here](#).

HOME COCKPIT VISITORS ALARMS ALARMARCHIVE DOCUMENTS Administrator Cockpit ?

ALARMS OVERVIEW > FIRE

**FIRE** ACCEPTED Generate alarm report

ENDED

DETAILS RECIPIENTS TASK LISTS MAPS ATTACHMENTS WORKFLOWS

Status	Created by Admin EVALARM 03.02.2020 10:51	Ended by Admin EVALARM 03.02.2020 12:04
Affected sectors	• Production • Ground Floor • Loading Bay	
Alarm levels	Emergency Plan Fire: Fire confirmed and cannot be extinguished. Escalate emergency plan 03.02.2020 10:52 - Admin User Exploration Fire: An exploration was started. Escalate or deescalate alarm level accordingly 03.02.2020 10:51 - Admin User	
Is the Fire Department informed?	Yes 03.02.2020 10:52 - Created by: Admin EVALARM	
Are there injured or dead persons?		
Are nearby buildings in danger?	No 03.02.2020 10:52 - Created by: Test User	

Generate alarm report

Landscape view

You also can generate the alarm report in landscap view.

The alarm report receives all details about the alarm executed:

- Who created the alarm
- Who ended the alarm
- Total number of recipients
- [Who accepted or rejected the alarm](#)
- [Change of detailed information](#)
- [Who generated the alarm report](#)
- Timestamp of all actions

You can download an example of the alarm report [here](#) as a PDF file.

The name of the downloaded file is always composed as follows:  
"Name of the customer access - ID of the alarm"

## Alarm report - templateen.evalarm

Alarm:	Fire	ID: d90bc2a0972c98c8e813
Created:	Admin EVALARM	03.02.2020 12:51:05
Stopped:	Admin EVALARM	03.02.2020 12:54:58   The fire is extinguished.

### Recipients

2 Persons
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### Accept / Reject

User	Status	Time
Admin EVALARM	Accepted	03.02.2020 12:51:17
Test User	Accepted	03.02.2020 12:51:14

### Alarm levels

Name	Created by	Time
Emergency Plan Fire: Fire confirmed and cannot be extinguished. Execute emergency plan.	Test User	03.02.2020 12:52:06
Exploration Fire: An exploration was started. Escalate or deescalate alarm level accordingly.	Test User	03.02.2020 12:51:25

### Affected sectors

Building sectors	Alarm sectors	Room sectors
Production	Ground Floor	Loading Bay

### Additional information

Question	Answers	Created by	Time
Is the Fire Department informed?	Yes	Admin EVALARM	03.02.2020 12:52:27
Are there injured or dead persons?			
Are nearby buildings in danger?	Nein	Test User	03.02.2020 12:53:17
Cause of fire?	Probleme mit der Elektrik	Test User	03.02.2020 12:53:17
Additional Information			

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### Tasks

Task list	Task	Status	User	Time
Fire	Contact Fire Department	Done	Admin EVALARM	03.02.2020 12:52:20
	Shut down the elevators	Done	Test User	03.02.2020 12:52:43
First Aid	Check the state of health and introduce preliminary measures	Not done		
	If necessary: Call the rescue service	Not done		
	Instruct the rescue service	Not done		

The report was automatically generated	Admin EVALARM	03.02.2020 12:56:46
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