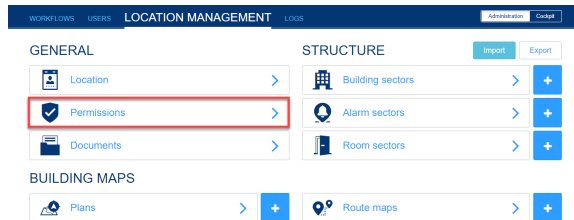# 8.3 Self-Management

With self-management you have the possibility that your employees / users can assign themselves to certain "assignments" (e.g. fire protection assistants, evacuation assistants, etc.). You can create these assignments yourself and define them completely freely. By selecting the assignment, the user role of the user can then be automatically changed or the user can be shifted to a specific user or on-call group. This feature is particularly suitable in combination with self-registration, since all your employees / users can first register themselves and then assign certain assignments after logging in. This can significantly reduce the administrative effort.
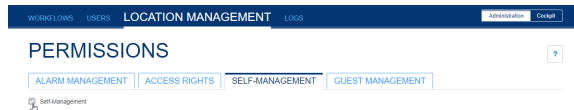
Activate Self-Management

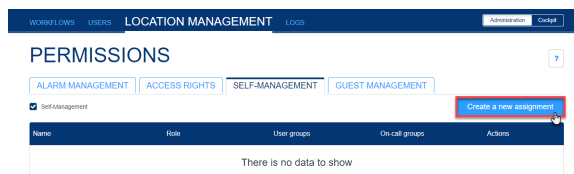To activate self-management, go to "Permissions" in the "Location Management".

In the area of the permissions, you will find the self-management tab.

Here you first activate the button "Self-management".

Create assignment

To create an new "assignment" click on the corresponding button.

#

In the first step you give the assignment a name.

Then optionally select a user role that should be automatically assigned to all users who assign themselves to this assignment.

> ⚠ This function only upgrades user roles! That is, if a user who already has the user role "Emergency & Crisis Team Supervisor" selects an assigment that contains the user role "Emergency & Crisis Team Member", his user role is not changed.
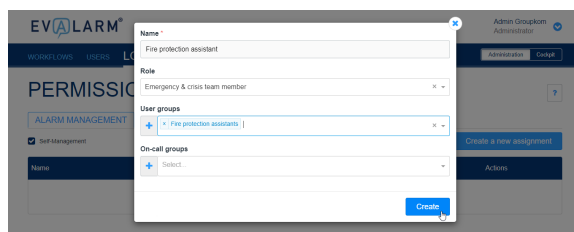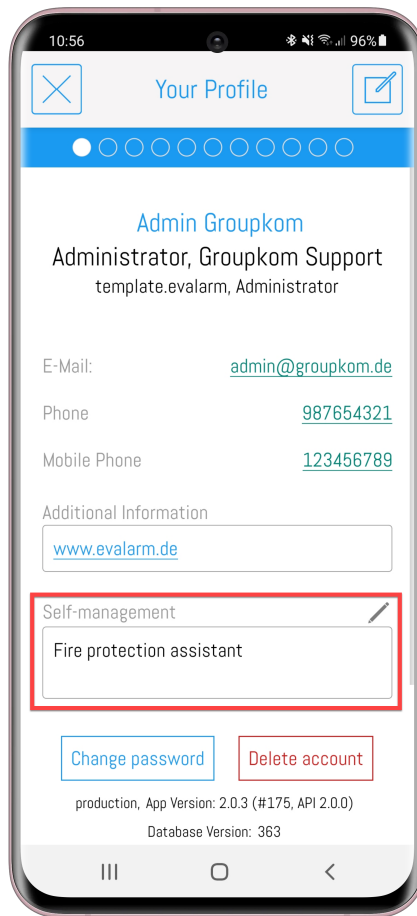
In the third step, please select one or more user or on-call group(s) to which the users who select the assignment will be automatically assigned.

Then click on "Create" to save the assigment.

If you have created one or more assignments, the users can select them after their first login or later in their app profile and assign themselves automatically.
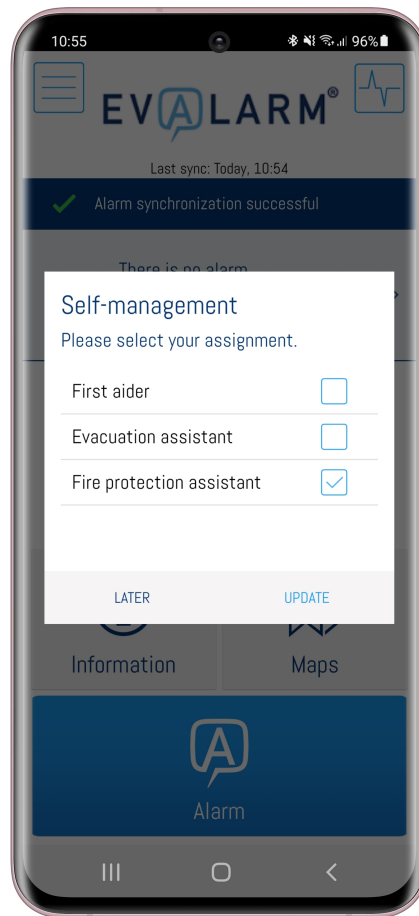
Further questions

ⓘ **What happens if a user deselects an assigment?**

If a user deselects an assigment, he is automatically removed from the corresponding user or on-call group(s) that are assigned to the assignment.

The user role of the user is not changed!

ⓘ **What happens if, as an administrator, I change the user role in an assignment?**

If you as administrator change the user role of an assignment, the user role is not changed for any user who has selected this functional area! Every new user who selects the assignment receives the newly set user role accordingly.

ⓘ **What happens if, as an administrator, I change the user or on-call group(s) for an assignment?**

If you as an administrator change the user or on-call group(s) for an assigment, the users who have selected this assignment will be removed from all user or on-call groups or added to all user or on-call groups that you have chosen for the assigment.

ⓘ

What happens if I delete an assigment as an administrator?

If you delete an assigment as an administrator, the users are automatically removed from the corresponding user or on-call group(s) assigned to the assigment.

The user roles of the users are not changed!