

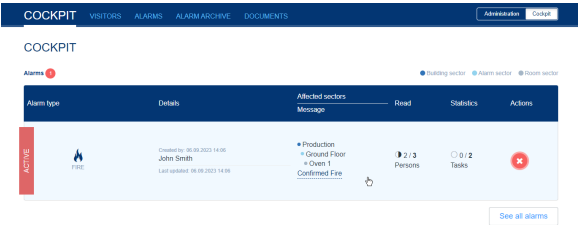
1.3 Receiving Alarms in the Cockpit



As soon as a new alarm has been created, it appears in the overview of the **cockpit**.

You will be shown what kind of alarm it is (alarm type), who created the alarm, where the alarm is located (building), the number of participating users and the number of tasks within the alarm.

To get to the details view of an alarm, press on the respective alarm.

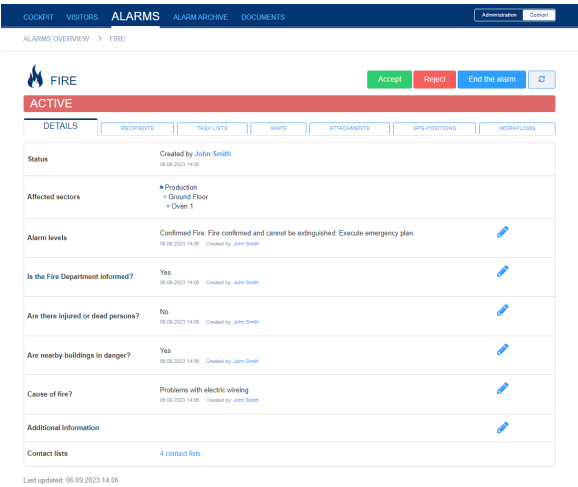


In the **"Details"** tab you will always find all current information about the alarm and can edit or update it (depends on your [permissions](#) for this alarm).

You will be shown the alarm location, the system message (if the alarm was created by a connected system), the alarm levels already selected and all additional information. If a number is specified in the additional information, it is displayed in blue and can be clicked.

In the upper right area you can "Accept" or "Reject" the alarm (if configured accordingly via the [workflows](#)) and thus give the other participants feedback about your availability.

You will also find all the [contact lists](#) assigned to the alert at the bottom.

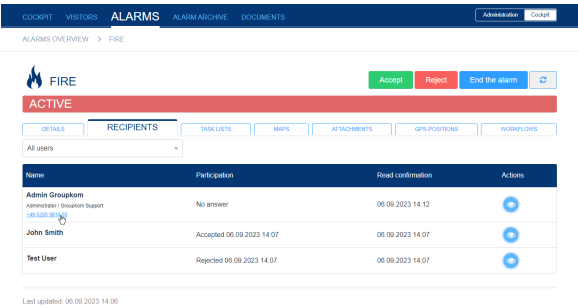


In the **"Recipients"** tab you can see all alerted users.

You can see which users have **read the alert** and whether they have **accepted** the alert, **rejected** it, or **not yet responded**.

You will also automatically see the contact details of the relevant persons. For more contact information on users, click on the eye on the right.

In addition, you have the option of dialing the number of the person concerned directly.



In the **"Task Lists"** tab you can see the task lists assigned to you via the [workflows](#) (the exception to this is administrators, who always see all the task lists of the alarm).

You can complete tasks yourself and also see when other users who also have access to the corresponding task list have completed a task (with time stamp).

Notes, on the other hand, cannot be acknowledged and are for information only.

The screenshot shows the 'ALARMS OVERVIEW' page for a 'FIRE' alarm. The 'ACTIVE' status is highlighted in red. The 'TASK LISTS' tab is selected, showing a table of tasks:

Task	Description	Status	Actions
Contact Fire Department	Contact Fire Department under ...	✓	06.09.2023 14:17 Admin-Dispatch
Shut down the elevators	Shut down the elevators	✓	06.09.2023 14:31 John Smith

Below the tasks, there is a 'Reminder' section with a table:

Reminder	Description	Actions
Close all the windows	Close all the windows	

Last updated: 06.09.2023 14:06

Under the "Maps" tab you can view plans, detailed maps and route maps (if this has been configured accordingly for the building selected in the alarm)

You can call them up using the respective button (eye).

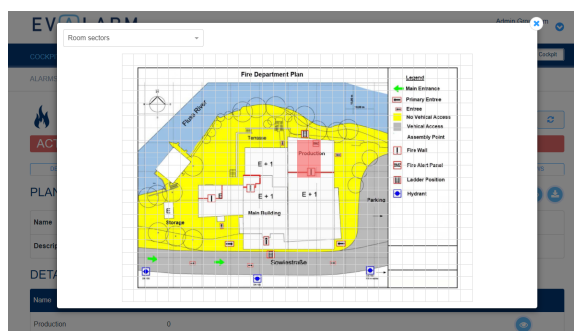
The screenshot shows the 'ALARMS OVERVIEW' page for a 'FIRE' alarm. The 'MAPS' tab is selected, showing a 'PLAN' section with an 'Overview plan' and a 'DETAILED MAPS' section with a table:

Name	Floor	Actions
Production	0	👁️
Storage	0	👁️

Below the detailed maps, there is a 'ROUTE MAPS' section with a table:

Name	Description	Front	Back
Route Map 07		👁️	👁️

In the overview plan, the alarm location is shown to you in more detail by a red flashing (if configured).



In the "Attachments" tab you can upload attachments (photo, documents, ...) to the alarm or view attachments that have already been uploaded.

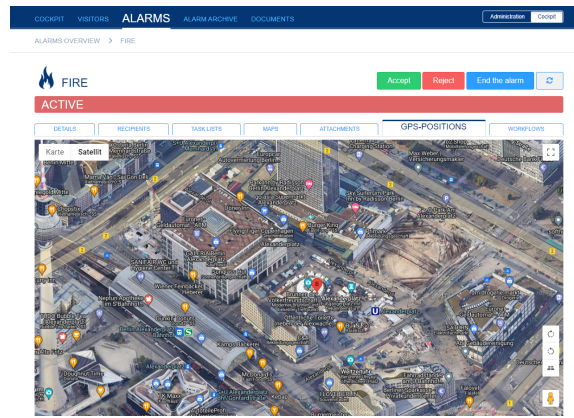
If you click on the attachment, it will be downloaded and will then be available in your Downloads folder.

The screenshot shows the 'ALARMS OVERVIEW' page for a 'FIRE' alarm. The 'ATTACHMENTS' tab is selected, showing a table of attachments:

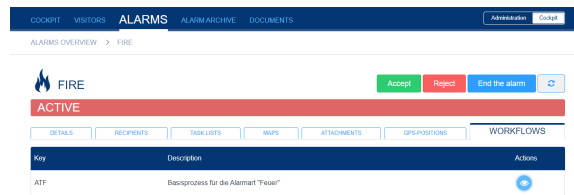
Attachments	attachment_03_56.04.jpg	Uploaded by: John Smith	06.09.2023 14:56	👁️ Edit

Last updated: 06.09.2023 14:56

In the "GPS-Positions" tab you can see all GPS positions for the alarm. This can be the GPS position of your location, the affected building or the alarm creator, depending on what has been configured.

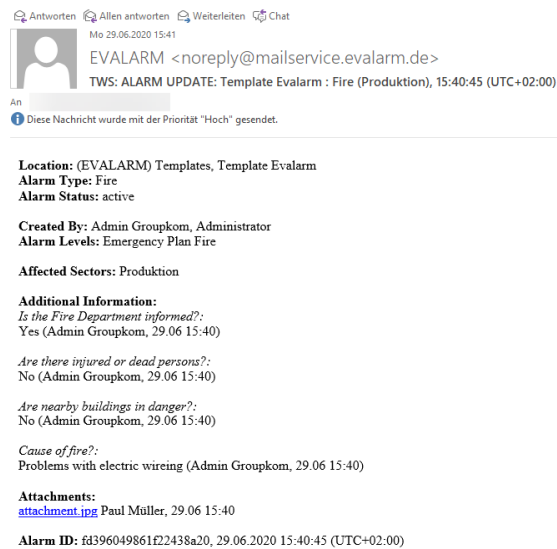


In the last tab "**Workflows**" you can see all workflows triggered for this active alarm.




Alarm E-mail

If you have [configured](#) the additional alerting via e-mail, the receivers of the alert receive an e-mail like you can see on the right.



If you want to **end the alarm**, click on the "End the alarm" button at the top right.

 To end an alarm, you must have the appropriate [permission](#).

You will be asked to give a reason for ending the alarm. After confirming your entry, the alarm is ended.

COCKPIT VISITORS **ALARMS** ALARM ARCHIVE DOCUMENTS Administration Control

ALARMS OVERVIEW > FIRE

FIRE Accept Reject **End the alarm(s)**

ACTIVE

DETAILS REQUISITES TASK LISTS MAPS ATTACHMENTS GPS POSITIONS WORKFLOW

Status	Created by John Smith 06.09.2023 14:06
Affected sectors	• Production • Ground Floor • Crane 1
Alarm levels	Confirmed Fire: Fire confirmed and cannot be extinguished. Execute emergency plan. 06.09.2023 14:06 Created by John Smith
Is the Fire Department informed?	Yes 06.09.2023 14:06 Created by John Smith
Are there injured or dead persons?	No 06.09.2023 14:06 Created by John Smith
Are nearby buildings in danger?	Yes 06.09.2023 14:06 Created by John Smith
Cause of fire?	Problems with electric wiring 06.09.2023 14:06 Created by John Smith
Additional Information	
Contact lists	4 contact lists

Last updated: 06.09.2023 14:06

In the "**Alarms**" tab you will find an overview of the current alarms. Alarms with the **priority 3** can be ended with **multiple selection**. Select the appropriate alarms. To end the alarms, press the "End alarm(s)" button at the bottom right.

ADMIN GROUP/TEAM Administrator

COCKPIT VISITORS **ALARMS** ALARM ARCHIVE DOCUMENTS Administration Control

RECENT ALARMS New EVALARM

⚠️ Ended alarms and info messages are automatically moved to the archive after 12 hour(s)

ALARMS EXTERNAL ALARMS

Filters: All alarm types

Building sector Alarm sector Room sector

Alarm type	Details	Affected sectors	Read	Statistics	Actions
ACTIVE	PATROL ROUND Created by: 06.09.2023 11:09 Admin Group/Team Administrator / Group/Team Support Last updated: 06.09.2023 11:09		0 / 0 Persons	0 / 0 Tasks	
ACTIVE	PATROL ROUND Created by: 06.09.2023 11:09 Admin Group/Team Administrator / Group/Team Support Last updated: 06.09.2023 11:09	• Production Maintenance	0 / 0 Persons	0 / 0 Tasks	

End 2 alarm(s)