

everon™

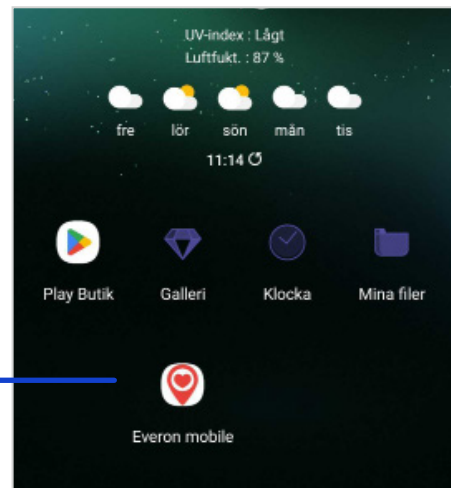
EMA User guide



Sign in to EMA

1

Tap the icon to open the app.

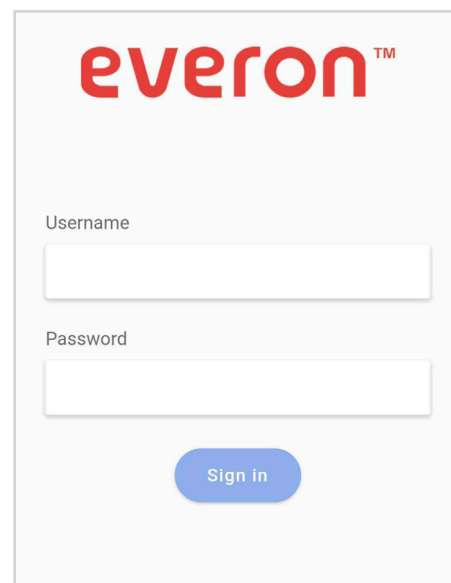


2

This is what it looks like when you have opened the app on your phone.

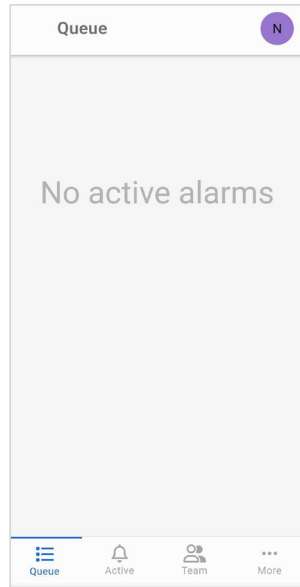
To log in, first enter your username and password. Then press Log in.

[Forgot your username or password?](#)
Contact the one of your colleagues who is the alarm administrator.



Receiving an alarm

1 Once you've logged into the app, you'll be taken to the **Queue** page. All incoming alarms and camera visits are collected on this page.

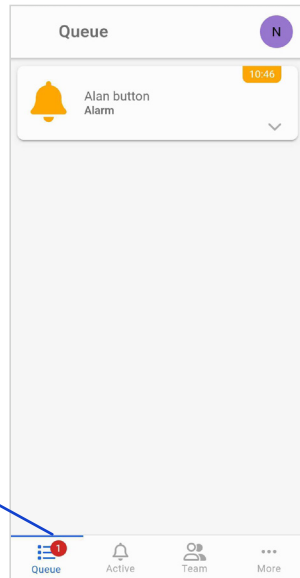


2 This is what it looks like when an alarm comes in.

The phone rings and the alarm appears on the display.

To take the alarm, press on it.

The number in the red circle shows the number of alarms in the list.

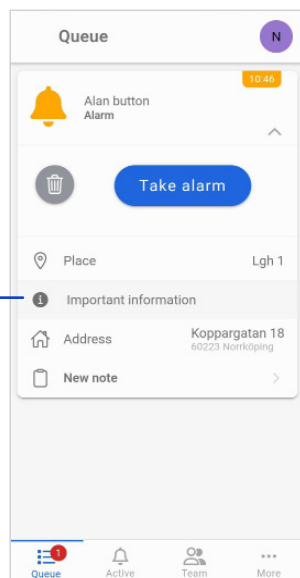


3 Possible actions and more info are now visible.

Take the alarm by pressing the **Take alarm** button.

Important information about the user is displayed here.

To write a note, tap **New note**.

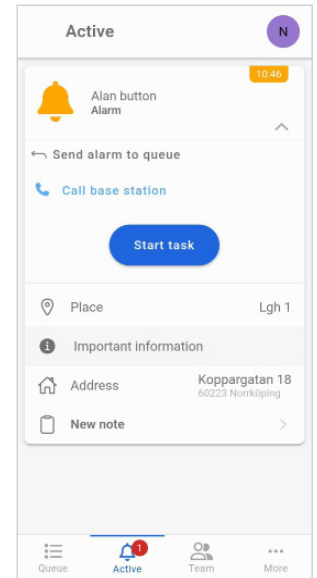
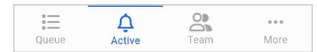


4 After you pressed **Take alarm**, you reserve the alarm. It is then automatically moved to the Active page to show your co-workers that you are on your way.

When you have arrived at the residence, mark your presence by pressing **Start task**.

To call the base station, press **Call base station**.

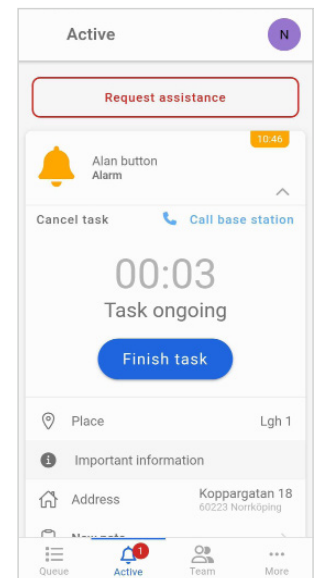
If you want to remove the reservation, e.g. if you took the alarm by mistake, select **Send alarm to queue**.



5 This is what it looks like when you press **Start task**.

When you are finished alarm, press **Finish task**.

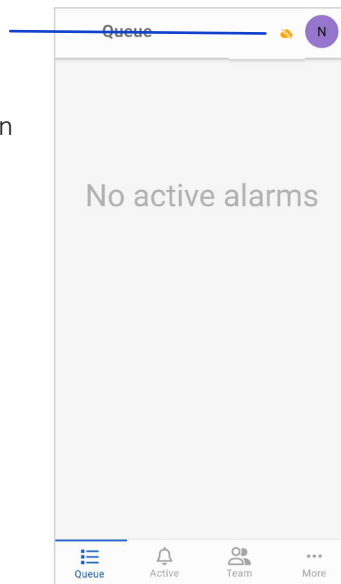
If you want to cancel, press **Cancel task**. You will then return to step 4.



Internet

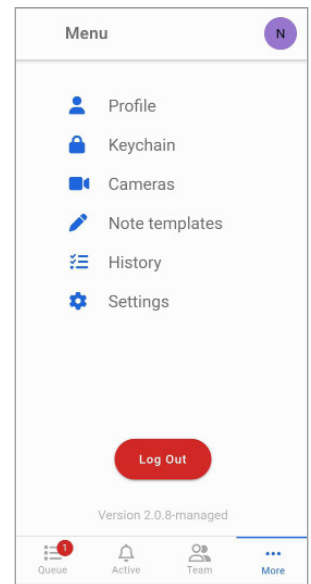
1 If you see a yellow cloud, it indicates that you are not receiving the alarms in time. This can be due to various things.

If you have wifi, you can try disconnecting from it. If it does not work, we recommend that you contact your IT manager.

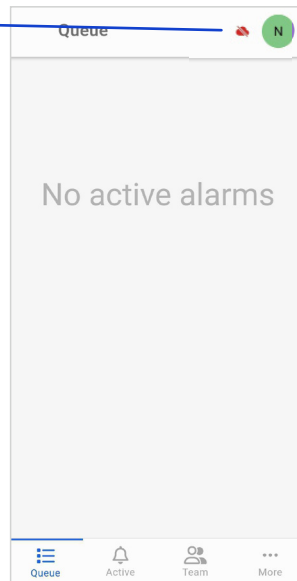


Profile

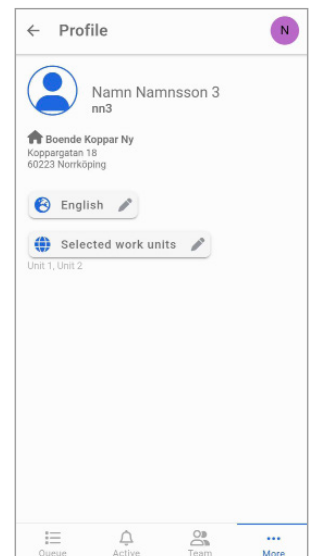
1 To get to Profile, first go to the **More** page and then click on **Profile**.



2 If you see a red cloud, it means that you have no connection to the server, you will not receive new alarms, in some cases the phone will also freeze. This happens when you don't have an internet connection on your phone.

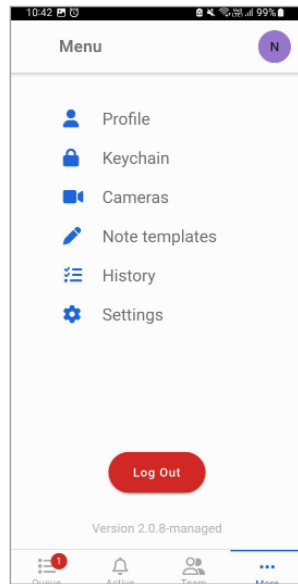


2 On the profile page, you can change language and change department. To change language or department click on the respective button.



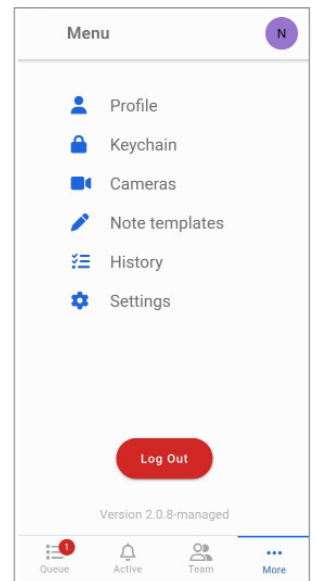
Phone Number

- 1 You change your phone number on the **Settings** page.

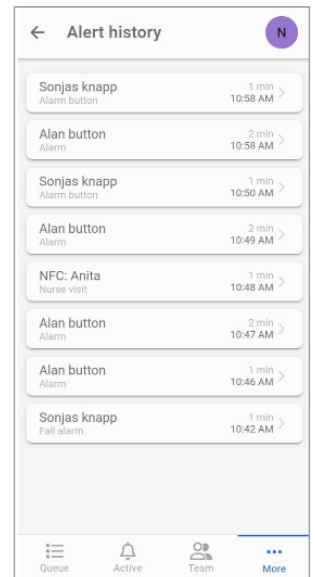


History

- 1 To see the alarms that have been carried out in your department since you logged in, click on **History** on the **More** page.



- 2 When you click, you will see a list of all cleared alarms since you logged in. Click on an alarm to see more information.



- 3 Here you can see a timeline of the alarm, who took it and what time, etc.

