


Let us show you how to set up a site in EVA Emergency and start using the app in just five easy steps. Let's go!

 You can consult the full User Manual ([evaemergency.com/user-manual](http://evaemergency.com/user-manual)) for a more complete understanding of the app.

### 1. REGISTER YOUR COMPANY


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In your web browser, go to [admin.evaemergency.com/register](http://admin.evaemergency.com/register) and fill in the registration form to create a Company. Now you have access to the back-end application (in English: the website used to manage the app.) Good!

 To access the back-end application on another occasion go to [admin.evaemergency.com/users/sign\\_in](http://admin.evaemergency.com/users/sign_in) and enter your details and password.


### 2. CREATE A SITE


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In the back-end application, scroll down to SITES and click .

Fill in the NEW SITE form and save it. Now that you have a site it's time to describe it.

Scroll down to the SITE MAP section and click .

Define the site boundary by clicking the polygon button  and marking each corner of the perimeter.

 Draw the site boundary outside of the actual premises to account for GPS inaccuracies. This also adds a safe zone around your site where the app is fully functional.



Too tight



Just right!




To finish defining the site, you can also select emergency icons and place them on the map. Click and click.

Now save the site map and we're done here.

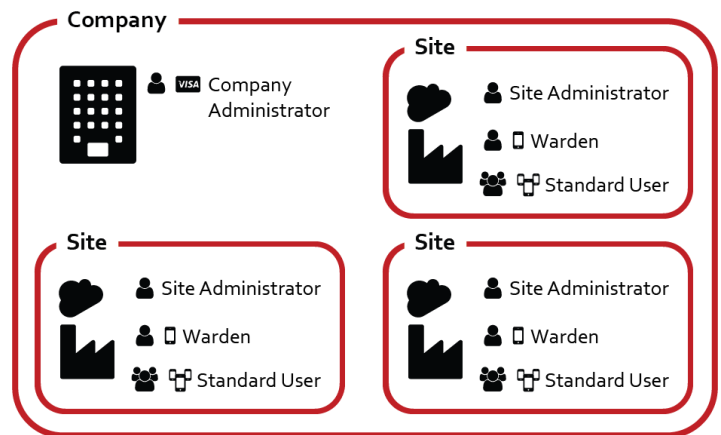
### 3. REGISTER SITE USERS


Go to SITE USERS and click **+ New**.

Fill in the NEW SITE USER form and save it.



 You have to assign a role to each user. Options are:

- Site Administrator (like you)
- Warden (can trigger alarms)
- Standard User (can only receive alarms and share location.)



 Anybody with the app -whether registered or not- can see the site and alarm description if they are physically within the site boundary. We call this Public Mode. If you don't want this feature, edit your site and tick the 'HIDE FROM PUBLIC' checkbox.


### 4. DOWNLOAD THE APP (IT'S FREE)

Download and install EVA Emergency in your phone from the Play Store (Android ) or the App Store (iOS )

Launch the app tapping the EVA icon  and accept the disclaimer. You are almost there!

To work properly, the app needs the following phone settings / permissions:

- Location services (high accuracy)
- Data (no plane mode, data turned on, sufficient data available etc.)
- Send and receive push notifications
- Ignore battery saving mode / run in the background

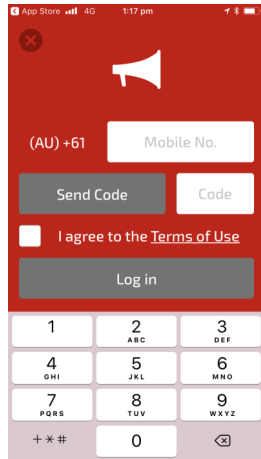
 Some people may be hesitant to have these settings in their phones. No worries, they can simply stay logged out and only log-in if necessary in case of alarm!

### 5. LOG IN, FINALLY :-)

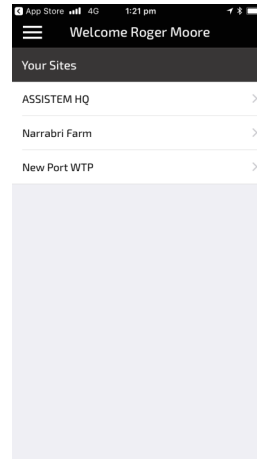
Tap 'Log in' (top-right corner of the public mode view) and fill in the fields. Only registered users can log in.



Public mode



Log in with a code



I have 3 sites!



Ready to trigger one?

iPhone users: DO NOT FORCE-QUIT THE APP (i.e. do not swipe it up). If you do so, your iPhone may impact the app ability to alert the user of an active alarm (and you don't want that.)

The following table summarises the features you get depending on your log-in status.

### Features depending on user status

Status	Site map and contacts	Alarm notification	Alarm information	Emergency sms	Location and status
Logged-in	Yes	Yes (if on-site)	Yes	Yes	Yes (during alarm & on-site)
Logged-out (Public Mode)	Yes (unless site hidden from public)	No	Yes (unless site hidden from public)	Registered: Yes Unregistered: No	No

Need help? Email us at [contact@assistem.com.au](mailto:contact@assistem.com.au)