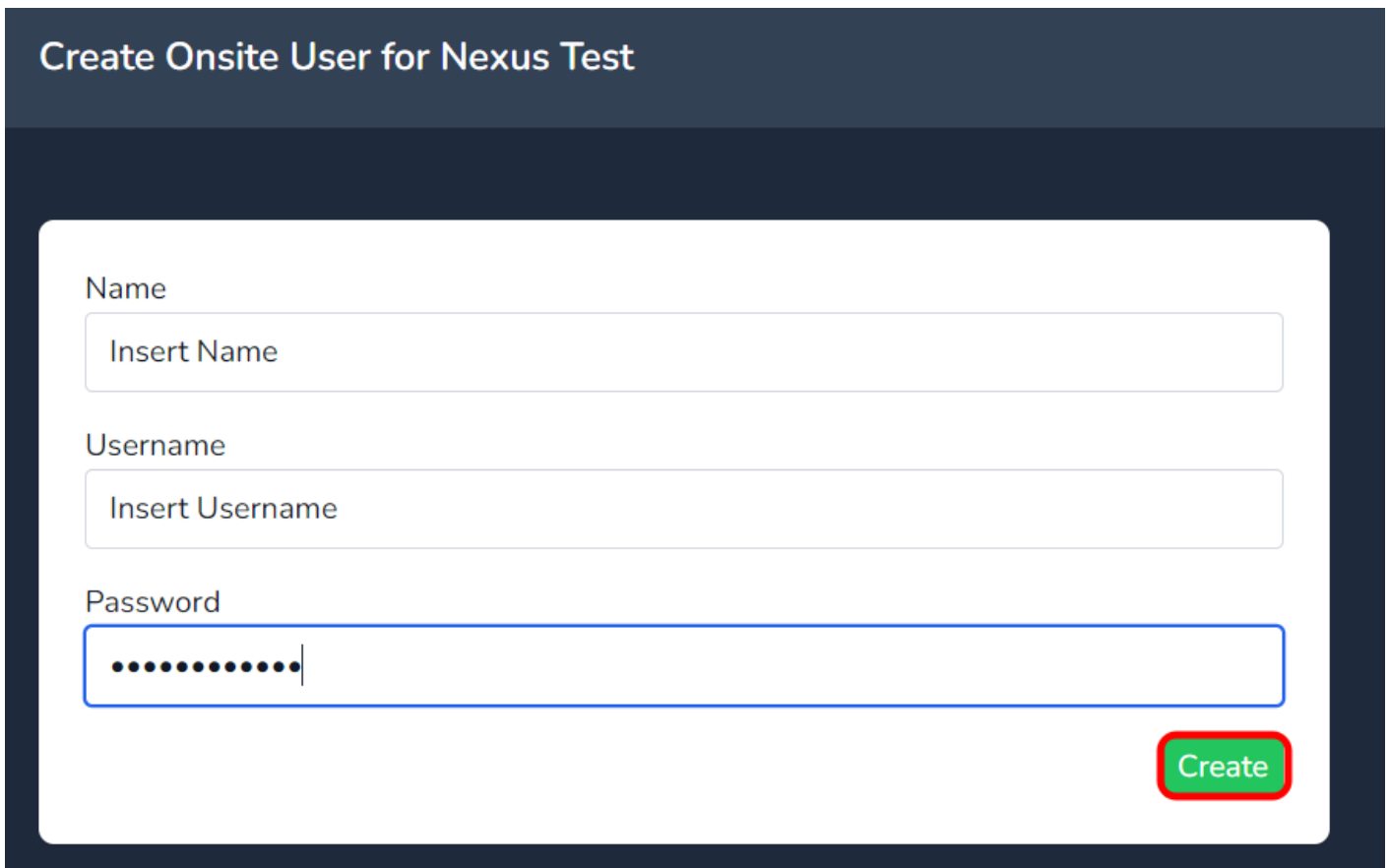


# Onsite Users

Onsite users play a crucial role in utilizing the mobile application to receive Nursecall alerts. These users are conveniently accessible under the “**Home**” tab. When it comes to creating Onsite user accounts, there are two options available: **manual creation** or **uploading via a CSV file** using the system template. Let’s explore both methods:

- **Manual User Creation:**

- To manually create a Onsite user, start by clicking the “**Create**” button under Onsite User tab.
- Input the necessary data into the fields as highlighted below.
- Once all relevant information is provided, press the “**Create**” button to complete the process.



- **CSV Upload for Multiple Users:**

- For bulk user creation, select the “**Import CSV**” button.

- **Download the CSV template** by following the link highlighted below.
- Review the downloaded CSV template to ensure data is inserted correctly (as per the table format).
- Save the file to a location on your PC.
- **Note:** Adding zones to the CSV document will automatically create those zones within the system when uploaded.

Onsite Users	Import CSV	Create
Name	Alerts	

## CSV Upload Onsite Users

Please upload your CSV below.  
You can download a template [here](#)

Choose file No file chosen

Upload

Cancel

	A	B	C	D
1	Name	Username	Password	Zone 1, Zone 2
2	Name	Username	Password	Zone 1, Zone 2
3	Name	Username	Password	Zone 1, Zone 2
4	Name	Username	Password	Zone 1, Zone 2
5	Name	Username	Password	Zone 1, Zone 2
6	Name	Username	Password	Zone 1, Zone 2
7	Name	Username	Password	Zone 1, Zone 2
8	Name	Username	Password	Zone 1, Zone 2
9	Name	Username	Password	Zone 1, Zone 2
10	Name	Username	Password	Zone 1, Zone 2
11	Name	Username	Password	Zone 1, Zone 2
12	Name	Username	Password	Zone 1, Zone 2
13	Name	Username	Password	Zone 1, Zone 2
14	Name	Username	Password	Zone 1, Zone 3
15	Name	Username	Password	Zone 1, Zone 3
16	Name	Username	Password	Zone 1, Zone 3

• **Uploading the CSV File:**

- Click the “**Choose file**” button to select the CSV document saved on your PC.
- Once the file appears next to the button, click “**Upload.**”
- Be patient during the short upload delay. **DO NOT** click the upload button more than once.
- You’ll receive a success message once the upload is complete.

### CSV Upload Onsite Users

Please upload your CSV below.  
You can download a template [here](#)

Choose file

No file chosen

Upload

Cancel

## CSV Upload Onsite Users

Please upload your CSV below.  
You can download a template [here](#)

Choose file

onsite\_users (45).csv

Upload

Cancel

Users imported successfully

- **Assigning Users to Zones:**
- To apply or view a user assigned to a specific zone, simply select the relevant zone(s) they need to be a member of.
- Press “**Update**” to save the changes.

Name

Password

Only enter a password here if you wish to change it.

Zones

Default Zone

Zone 1

Zone 2

Zone 3

Update

If you've not added **Zones** to the templates you'll need to add some manually, if you have, lets head to the **Rooms** page!

Revision #30

Created 18 January 2024 16:56:25 by Martin Thompson

Updated 9 April 2024 18:11:20 by Martin Thompson