

User Role Labels

Super Administrator



Super Admins have administrative access across the entire account and complete the initial account set-up.

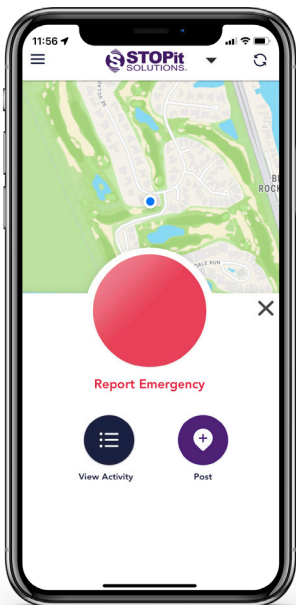
- Manage settings across the account
- Create and manage Internal Responders & Users across the account
- Create and manage geofences
- Create and manage emergency and announcement categories
- Add, remove, or edit emergency plans
- Create and manage lists

Internal Responder



Receive, view, and manage all emergencies across the account.

- If an emergency is declared, this group will receive the alert first. It will be up to this group to release, or not release the emergency alert to those in UL2, UL3, or UL4.
- View the status and location of all users
- Send messages and updates
- Go in or out of Lockdown
- Change emergency type
- Resolve the emergency



Decision: What do you want to name your roles? How labels are assigned depends on the organization.

Keep in mind that UL1 represents your Internal Responders. UL2, UL3, and UL4 are **user** roles. They **cannot** release an emergency, but they can report emergencies and view emergencies that are released to them.

When naming, think about your organization. You do not need to use all the roles available and you can always re-label if needed. For example, a school district might name UL2 – Faculty & Staff, UL3 – Students, and UL4 – SRO's. If an emergency is declared the Internal Responders will receive the emergency alert first. They can release it to only one user group or they can release to all, UL2 through UL4.

The following are **examples** of what you can name your roles depending on the type of organization you belong to:

School District	Workplace
UL1: Internal Responders	UL1: Internal Responders
UL2: Faculty & Staff	UL2: Staff
UL3: Students	UL3: Human Resources
UL4: SRO's	UL4: Security Officers