



# WellAware Walk Through

**Summary: This walk through will assist with managing users for your groups and alarms (or notifications). You have the ability to give users access to specific sites and groups and customize which user will receive alarm notifications via email or SMS (text).**

[Click here for a video demonstration!](#)

## Updating/Managing Users from All Sites

1. Make sure you are on the All Sites group.
2. Click the tab called "Settings."
3. This will produce a drop-down box that has the option to "Manage Users." Click on this option.
4. A box will populate that will list all the possible users and their current settings. Here you can:
  - **Group Access:** Grant or remove access to the group for a user.
  - **Email:** Allow the user to receive an email for any alarm that goes off for All Sites.
  - **SMS:** Allow the user to receive a text for any alarm that goes off for All Sites. (Note: User needs to have a number on file for this option. Contact the Client Success team if you wish to add one or check to see if one is on file by emailing [support@wellaware.us](mailto:support@wellaware.us))
5. Once you have made your changes, hit save.

## Updating/Managing Users from a Created Group

The steps to manage users for a created group are the same. However, you must give a user group access to view the created group as this will not happen automatically.

1. Make sure you are on the created group for which you want to manage the users.
2. Click the tab called "Settings."
3. This will produce a drop-down box that has the option to "Manage Users." Click on this option.
4. A box will populate that will list all the possible users and their current settings. Here you can:
  - **Group Access:** Grant or remove access to the group for a user.
  - **Email:** Allow the user to receive an email for any alarm that goes off for the group.
  - **SMS:** Allow the user to receive a text for any alarm that goes off for All Sites. (Note: User needs to have a number on file for this option. Contact the Client Success team if you wish to add one or check to see if one is on file by emailing [support@wellaware.us](mailto:support@wellaware.us))
5. Once you have made your changes, hit save.

User Name	Group Access	Email	SMS
Jason Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heather Blake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phillip Parker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tony Harper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>