## **Create an Authority Record**

There are many ways to create a new Authority within the Manitou Web Client.

- Hamburger (≡) icon New Authority
- Maintenance Menu Authority

The following steps walk through creating an Authority using the Maintenance Menu.

Advanced Search				
Authority ID	▼ =		Ē	
ADD				
		Max Rows Per Query 2000	CANCEL	SEARCH

- 1. Select Authority from the Maintenance menu.
- 2. Click on the magnifying glass (II) icon. Click Add in the Advanced Search box.
- 3. Enter a unique ID into the Authority ID field. Authority IDs are specific to central station standards.
  - Common standards are Pnnnn for Police, Fnnnn for Fire, and Mnnnn for Medical. Such as:
    - P0001
    - **F**0004
    - M0020
- 3. Enter the Name of the Authority.
  - Common standards include the municipality and type of authority such as the Springfield Police Department.
- 4. Select the Type of Authority from the drop-down menu.
- 5. Select the Country, Language, and Time Zone from the drop-down menus.
- 6. Click OK.
- 7. If necessary, enter the address information in the Address section.
- 8. In the Contact section, enter the Authority Phone Number(s) into the appropriate fields.
- 9. If available, enter an Email address and/or Web Address