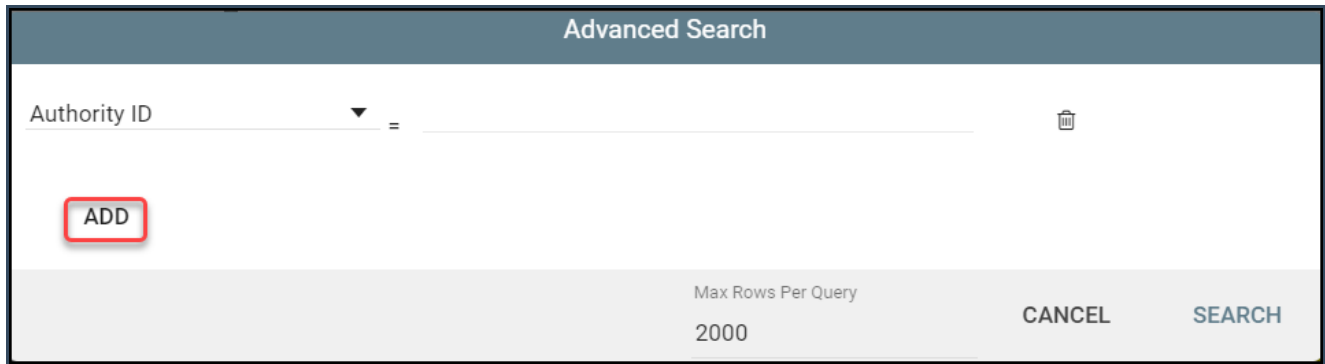


Create an Authority Record

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.



The screenshot shows the 'Advanced Search' interface. At the top, there is a header 'Advanced Search'. Below it, there is a search field labeled 'Authority ID' with a dropdown arrow and an equals sign. To the right of the search field is a trash icon. Below the search field is a red-bordered 'ADD' button. At the bottom of the search box, there is a 'Max Rows Per Query' setting set to '2000', and two buttons: 'CANCEL' and 'SEARCH'.

1. Select **Authority** from the Maintenance menu.
 2. Click on the magnifying glass (🔍) 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
 - F0004
 - 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**
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