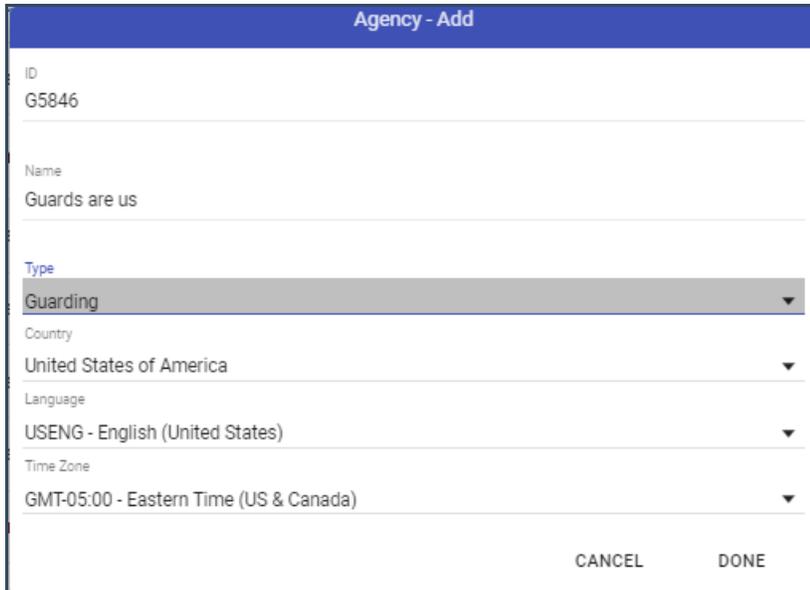


Add an Agency

For any guarding service, notification group, or other organization that needs to be applied to multiple customer records, they must be added to Manitou. The following steps detail how to create a new Agency.



The screenshot shows a form titled "Agency - Add" with the following fields and values:

Field	Value
ID	G5846
Name	Guards are us
Type	Guarding
Country	United States of America
Language	USENG - English (United States)
Time Zone	GMT-05:00 - Eastern Time (US & Canada)

At the bottom right of the form are two buttons: "CANCEL" and "DONE".

- Click the **Hamburger Icon** (≡) then choose **File, New, and Agency**.
- **Enter the Agency ID** - Examples of Agency IDs would be a letter followed by a group of numbers such as G for Guarding, C for Cleaners, CL for Call List group, etc. An example of a Guarding agency ID might be, "G1928." Please note, the agency ID must not exceed 32 characters.
- **Enter the Name of the Agency**
- **Select the Agency Type** - You may add additional types to the list within the Supervisor Workstation's Subtypes.
- Ensure the **Country, Language, and Time Zones** are correct, then click **Done**.

The Agency loads to screen and displays the newly created agency.

G5846 - Guards are us

Home

- My Dashboard

Current

- G5846 - Guards are us

Open: G5846 - Guards are us

- Details**
- Contact List
- Call Lists
- Comments
- General Schedules
- Maintenance Issues

Details

Agency ID: G5846

Name: Guards are us

Type: Guarding

Country: United States of America

Time Zone: Eastern Time (US & Canada)

Locale: English (United States)

Contacts

Verification

Question

Answer

Dispatch Charges

Charge Code