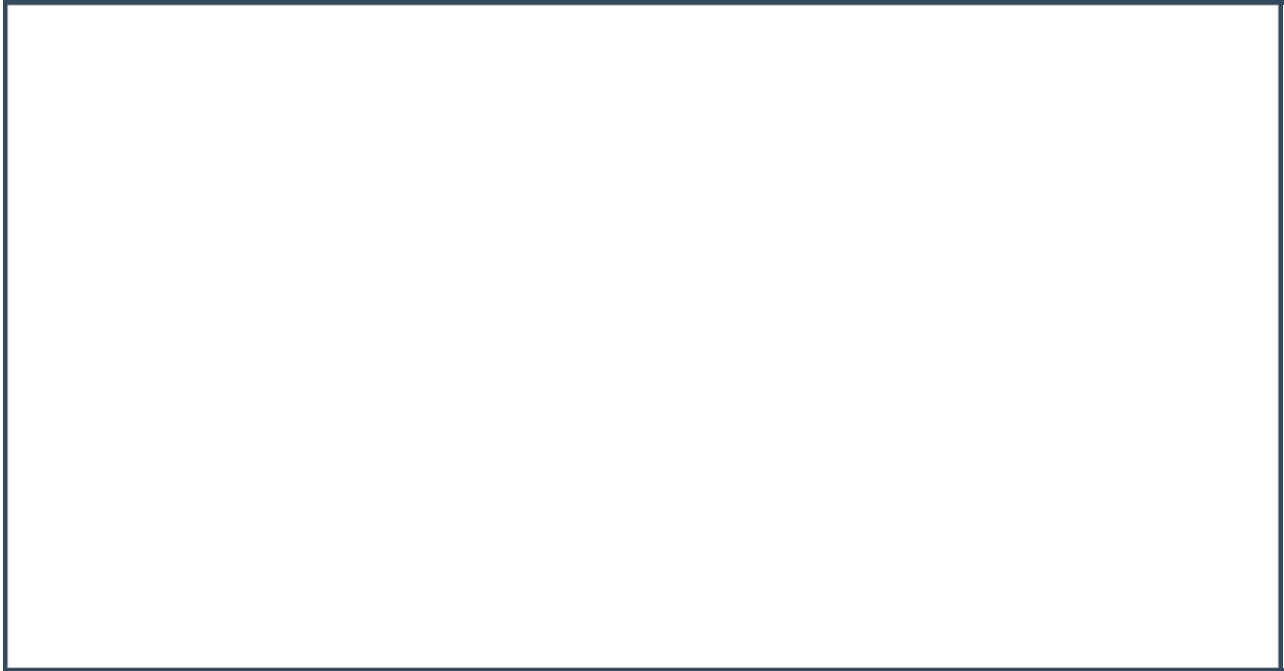


Customer Wizard - Contacts (Step 6)

Last Modified on 07/19/2024 12:04 pm EDT

The Contacts form is for the entry of all the persons and entities that have access to the property.



Contacts

The top portion is for Contacts. This includes those that should be called in the event of an alarm.

The person icon to the right of each line will launch the Contact Add window. For more details on what's included, see [New Customer Entry in the Manitou Web Client](#)

Related Entities

The lower portion of the form contains the Related Entities section including:

- Police
- Fire
- Medical
- Dealer (which will auto-populate if selected at the beginning of the Wizard)
- Branch

Each of these will either be a drop-down or a look-up depending on the number of each entity in your database.

Agency

Agencies are any commercial or public entities that may be applied to more than one customer. Agencies are always a lookup because there are different types.

Other types of Agencies may be any of the following:

- Alternate Fire Authority
- Alternate Medical Authority
- Alternate Police Authority
- Cash In Transport
- Cleaner/Janitorial
- Electrical/Lighting
- HVAC
- Inspectors
- Keys/Locks
- Lawn/Garden
- Mechanical Service
- Plumbing

This list is not limited to these alone! If you have any commercial or public entities that may be listed on more than one customer, they may be added in the Supervisor Workstation.

When all information is correctly in place, click NEXT. Move on to the Call Lists section.