

What is Authority Contact List?

From these cards, you can add and edit detailed information for a selected Authority.

The **Contact List** contains all persons and entities that have access to a property. Not everyone may be contacted in the event of an alarm. However, if a person has any sort of access to the property, the person must be listed on the **Contact List**.

You make most entries under contacts. It is possible to associate another Authority as a contact for an Authority record. For example, the Fire Authority might be associated with the police Authority to prepare for complex emergency situations. Having everyone with access listed allows for tracking as well as contact should a particular individual set off an alarm.

Notes:

- To see the **Temp Open Time** for a selected technician, the **Can Open/Close Within Temp Open Window** option must be selected on the **Contact Edit** card.
- Removing persons from the Contact List will also remove any Asset Tracking entries that are linked to the individual. When you remove a tracking entry, Manitou 2.0 removes all Transmitter and Event Programming for that Tracking ID.

Contacts Card

- You can add a contact by clicking **Add**. When adding a contact, you can use the **Advanced Edit** mode, which takes you through the **Initial Setup**, **Profile**, **Contact Points**, and **Name & Address** cards, similar to the **Customer Wizard**.
- You can double-click a current contact from the list to edit the contact's information. Again, Manitou takes you through the Add/Edit process, similar to the **Customer Wizard**, where you edit **Profile**, **Contact Points**, and **Name & Address** information.
- You can arrange the order of Contacts by clicking **Sort** on the **Contacts** card. The **Contact List Ordering** dialog box appears where you can order Contacts as you want.
- Bold Group recommends that the contact photo be no larger than 300 pixels for optimum display. Manitou scales down anything larger and scales up anything smaller with a possible loss in clarity.

Notes:

- - You can create Script Messages and General Schedules through the cards as well.
 - You can select **Suppress** on the **Name & Address** card if the contact should be prevented from displaying on the **Call List** card. The default is the **Suppress** check box being selected when the contact has no Contact Points.
 - Bold Group recommends that the contact photo be no larger than 300 pixels for optimum display. Manitou scales down anything larger and scales up anything smaller with a possible loss in clarity.

Contact Points Card

The **Contact Points** card lists all the different Contact Point types available within the system. These include telephone

numbers, email addresses, pager and fax numbers, and web addresses.

You can add and edit Contact Points by clicking **Edit**. Adding a Contact Point takes you through the **Profile**, **Contact Points**, and **Name & Address** cards, similar to the **Customer Wizard**.

Notes:

- You can create Script Messages and General Schedules through the cards as well.
- You can select **Suppress** on the **Name & Address** card if the contact should be prevented from displaying on the **Call List** card. The default is the **Suppress** check box being selected when the contact has no Contact Points.

Attentions

Use Attentions for the purpose of printing and mailing paper copies of invoices, reports, and shipping information run through Manitou. If you enter an Attention, Manitou will print that Attention prior to printing out the physical address of the recipient.
