

SWS - Forms in the Maintenance Menu - SubTypes

The Subtypes form allows a user to add new subcategories (called "Subtypes") to the hierarchically-superior Manitou categories. Currently, the user can add a Subtype to any of the following Manitou categories:

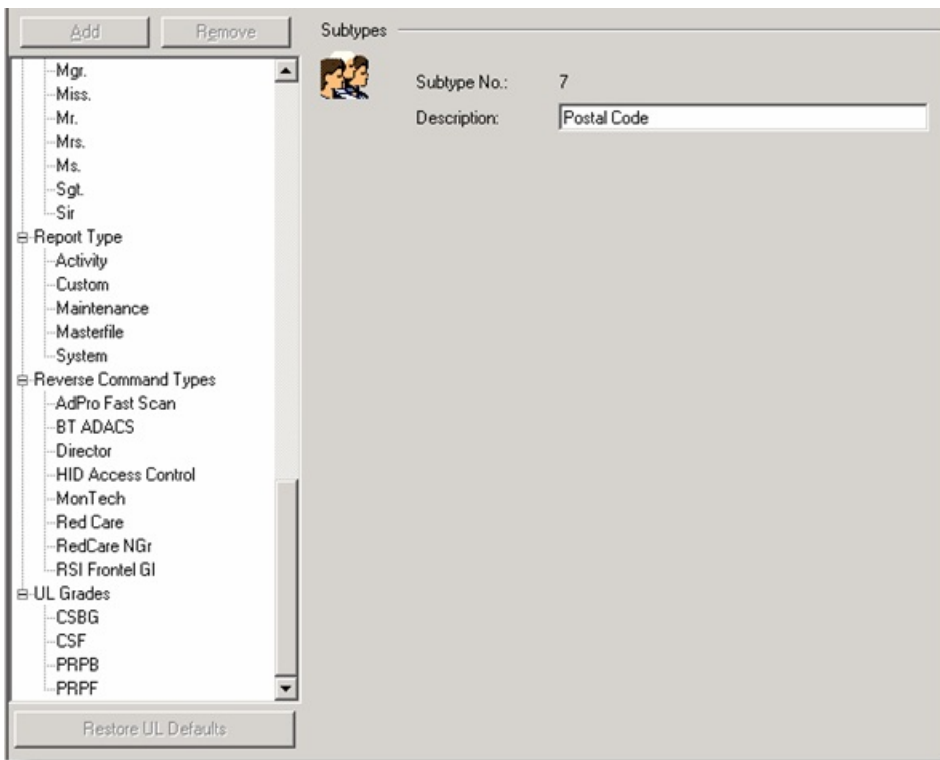
- Action Patterns
- Address Labels
- Address Types
- Agency Types
- Attention Table Types (for e.g., Invoice, Mailing, Reporting, etc.)
- Authority
- Client Application Types
- Customer Premises Types
- Dealer Types
- Keyholder Types
- Name Suffixes
- Person Titles
- Report Types
- Reverse Command Types
- UL Grades
- Workflow Component Categories

Adding a Subtype to Manitou

Perform the following steps to add a Subtype:

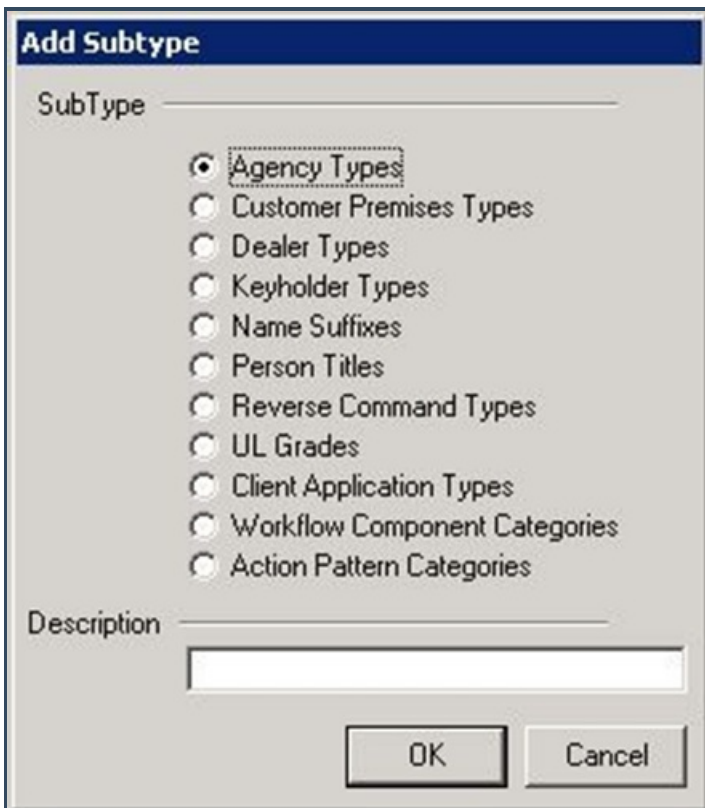
1. Navigate to the Maintenance menu, click "Setup " then click "Subtypes".

Result: The "Subtypes" form displays as shown in the following screenshot:



2. Click "Edit" then click "Add".

Result: The "Add Subtype" window displays as shown in the following screenshot:



3. Select a category under which you want to add a new Subtype.
4. Enter a description of your new Subtype into the "Description:" field and click "OK".

Result: Your new Subcategory displays in the list under the category you selected.

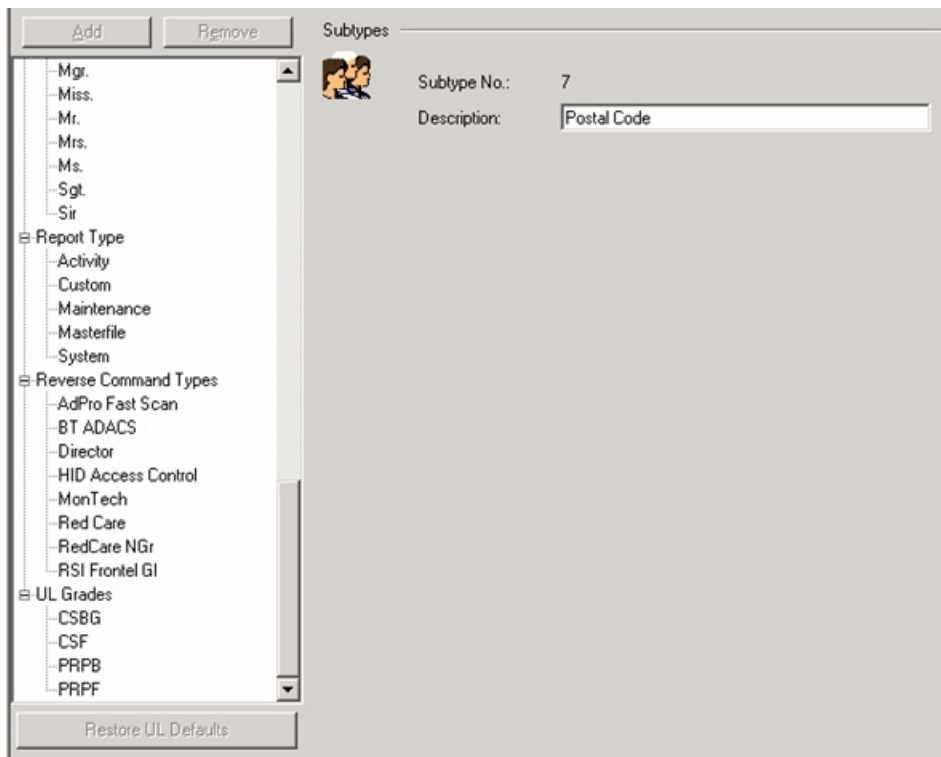
Restoring UL Defaults

UL is an abbreviation for Underwriter's Laboratories. The UL is a testing and certification body for alarm software development, as well as for Central Station alarm handling procedures. The UL has developed a list of categories and Subtypes that must be included in alarm software if the software is to be UL-certified. Manitou meets these basic UL standards but also allows users to add Subtypes in addition to the minimum requirements for UL certification. Thus, a user may, at some point, want to restore Manitou to only those Subtypes deemed necessary by the UL.

Perform the following steps to Restore UL Defaults:

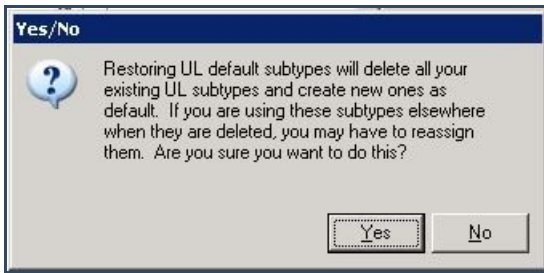
1. Navigate to the Maintenance menu, click "Setup " then click "Subtypes".

Result: The "Subtypes" form displays as shown in the following screenshot:



2. Click "Edit".
3. Click "Restore UL Defaults".

Result: The following window displays:



4. If you are sure you want to remove all the Subtypes that have been created since Manitou was originally installed, click "Yes".

Note: As the Restore UL Defaults confirmation window states, if you are currently using non-UL Default Subtypes, you will have to reassign the functions to which the existing Subtypes are connected back to the UL Defaults.