

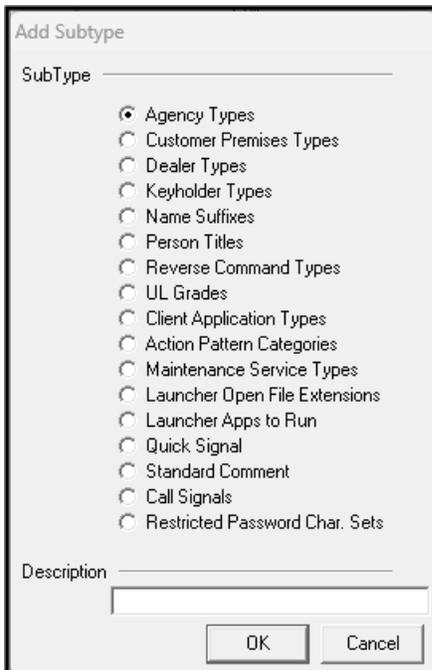
SWS - Maintenance Menu - Setup - Subtypes - Adding Subtypes

The following walks through how to add a **Subtype** to Manitou for use in alarm operations.

1. Navigate to the **Maintenance** menu → **Setup** → **Subtypes**
2. Click **Edit**.
3. Select the **Subtype Group**, then click **Add**.



4. **Confirm** the correct **Subtype group** within which to add a new **Subtype**.



A screenshot of a dialog box titled "Add Subtype". At the top, there is a label "SubType" followed by a horizontal line. Below this is a list of radio buttons, each followed by a category name. The "Agency Types" radio button is selected. The categories listed are: Agency Types, Customer Premises Types, Dealer Types, Keyholder Types, Name Suffixes, Person Titles, Reverse Command Types, UL Grades, Client Application Types, Action Pattern Categories, Maintenance Service Types, Launcher Open File Extensions, Launcher Apps to Run, Quick Signal, Standard Comment, Call Signals, and Restricted Password Char. Sets. At the bottom of the dialog, there is a label "Description" followed by a text input field. Below the input field are two buttons: "OK" and "Cancel".

5. Enter the **description** for the new Subtype.

6. Click **OK**
 7. **Repeat** as required.
 8. **SAVE** the record.
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