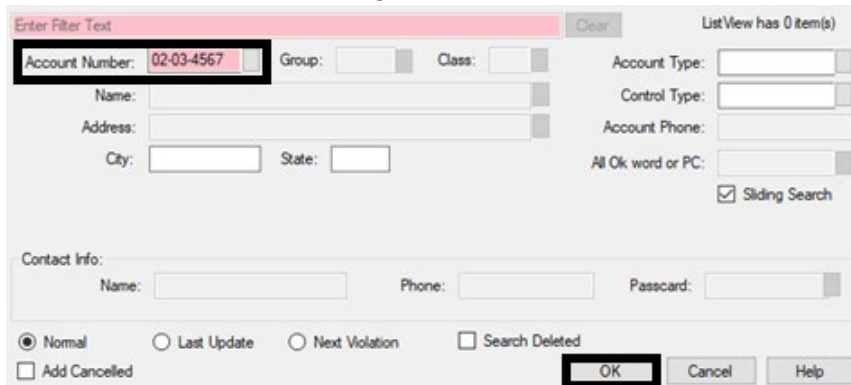


SIMS III for Windows – Adding a New Account

The following details adding a new account:

Instructions:

1. Go to Edit>Account>Add Account.
2. Enter the new Account Number (i.e. 02-03-4567). Hit OK. (If the account already exists in the database, then an error indicating “Duplicate Record Exists” will generate).



Enter Filter Text Clear List View has 0 item(s)

Account Number: Group: Class: Account Type:

Name: Control Type:

Address: Account Phone:

City: State: All Ok word or PC:

Sliding Search

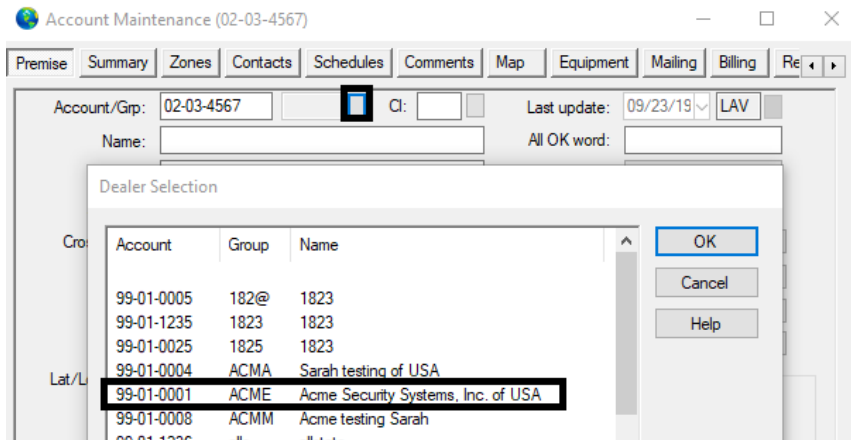
Contact Info:

Name: Phone: Passcard:

Normal Last Update Next Violation Search Deleted

Add Cancelled

3. Add the Group ID by clicking on the button next to the Group ID field.



Account Maintenance (02-03-4567)

Premise Summary Zones Contacts Schedules Comments Map Equipment Mailing Billing Rej

Account/Grp: 02-03-4567 Cl: Last update: 09/23/19 LAV

Name: All OK word:

Dealer Selection

Account	Group	Name
99-01-0005	182@	1823
99-01-1235	1823	1823
99-01-0025	1825	1823
99-01-0004	ACMA	Sarah testing of USA
99-01-0001	ACME	Acme Security Systems, Inc. of USA
99-01-0008	ACMM	Acme testing Sarah
99-01-1236	all	all state

4. Enter the name and any other information that needs to be saved initially, then click on OK.
5. After saving the New Account, it can be searched via Edit to update the account.



Additional Information:

- To add a new dealer see the SIMS III for Windows – Adding a New Dealer Quick Reference Guide.