

Last Modified on 11/07/2016 11:14 am EST

#### View zones linked to the site in this tab.

| Notes    | Systems  | RMR  | Work Orders | Site Parts | Contacts | Zones       | Authorities | Docs 0 |   |
|----------|----------|------|-------------|------------|----------|-------------|-------------|--------|---|
| Zones    |          |      |             |            |          |             |             |        |   |
| Add 3    | Zone     |      |             |            |          |             |             |        |   |
| Zone # 🔺 | y Signal | Туре | T Au        | thority    | T        | Description | ı           |        | T |
| 1        | BURG     |      | Fire        | 2          |          | FIRE        |             |        |   |
| 2        | PANIC    |      | Fir         | 2          |          | sensor      |             |        |   |

# Adding a Zone

Click "Add Zone" on the left side of the page.

| Notes          | Systems | RMR  | Work Order | rs Site Parts | Contacts | Zones      | Authorities | Docs 0 |   |   |
|----------------|---------|------|------------|---------------|----------|------------|-------------|--------|---|---|
| Zones          |         |      |            |               |          |            |             |        |   |   |
| O Add Zone # ▲ |         | Туре | <b>T</b>   | Authority     | Ţ        | Descriptio | n           |        | Ŧ |   |
| 1              | BURG    |      | F          | ire           |          | FIRE       |             |        |   | × |
| 2              | PANIC   |      | F          | ire           |          | sensor     |             |        |   | × |

## **Complete Fields**

| Zone # 🔺 🔻 | Signal Type 🔻 🔻 | Authority T | Description T |   |
|------------|-----------------|-------------|---------------|---|
| 1          | BURG            | Fire        | FIRE          | ; |

#### Zone #

Enter a zone number to identify the zone.

### Signal Type/Authority

Select Signal Type and Authority for the zone from the dropdown box.(hyperlinks)

### Description

If you would like, add a description of the zone.

### Save

Click the check mark on the right side of the screen to save.

| lotes    | Systems | RMR  | Work Orders | Site Parts | Contacts | Zones       | Authorities | Docs 0 |   |
|----------|---------|------|-------------|------------|----------|-------------|-------------|--------|---|
| Zones    |         |      |             |            |          |             |             |        |   |
| O Add    | 2one    |      |             |            |          |             |             |        |   |
| Zone # 🔺 | Signal  | Туре | Ţ Aut       | thority    | Ŧ        | Description | n           |        | Ŧ |
| 1        | BURG    |      | • Fir       | е          | •        | FIRE        |             |        |   |

# Edit

To edit a zone, click the pencil icon to the right of the zone you wish to adjust.

| Notes    | Systems  | RMR  | Work Orders | Site Parts | Contacts | Zones       | Authorities | Docs 0 |   |
|----------|----------|------|-------------|------------|----------|-------------|-------------|--------|---|
| Zones    |          |      |             |            |          |             |             |        |   |
| O Add    | Zone     |      |             |            |          |             |             |        |   |
| Zone # 🔺 | ▼ Signal | Туре | ▼ Aut       | hority     | T        | Description | ı           | T      |   |
| 1        | BURG     |      | Fire        |            |          | FIRE        |             |        | × |