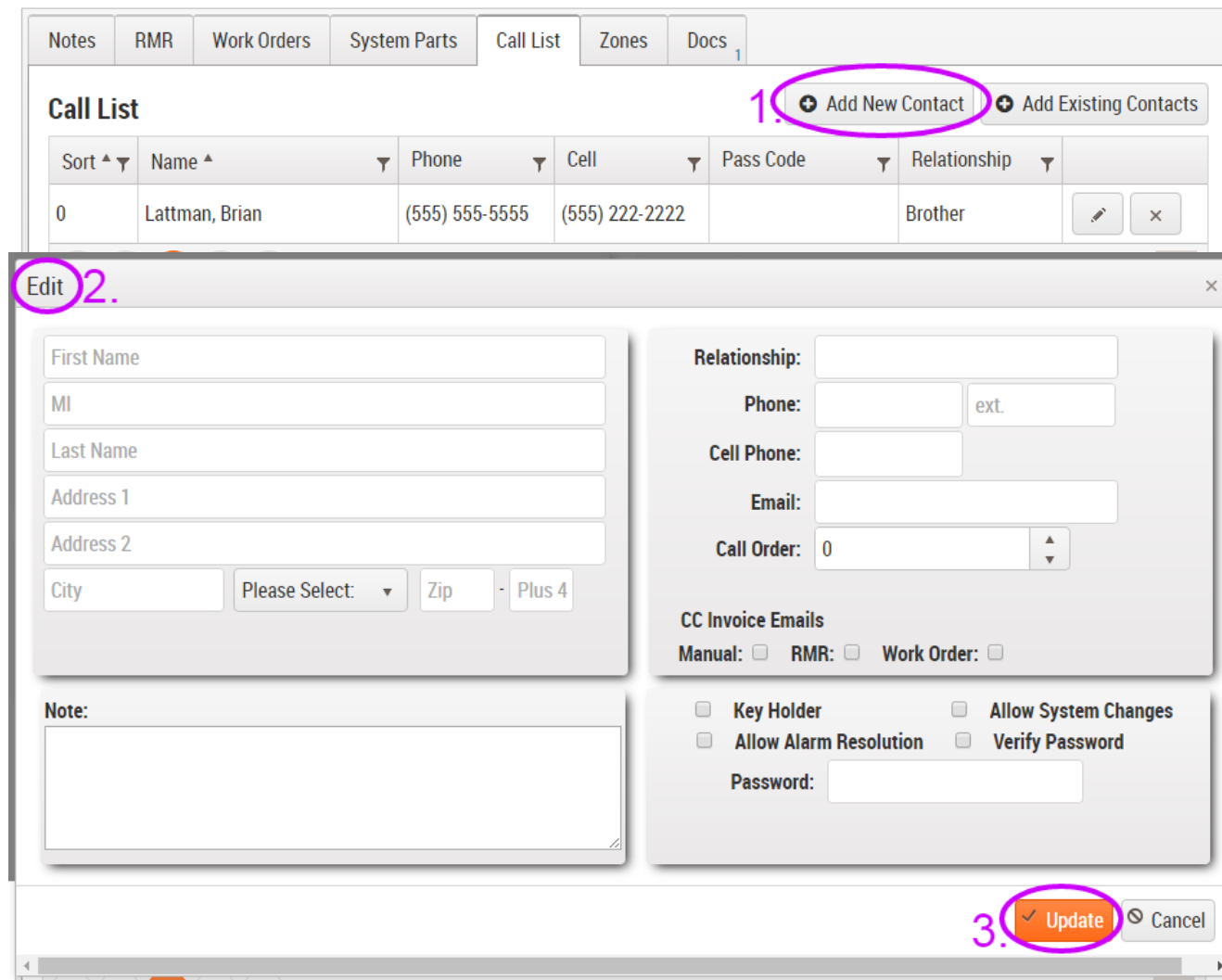


Call List Tab

Last Modified on 11/08/2016 9:35 pm EST

Create a list of contacts for the central station linked to this system.

Adding a New Contact



The screenshot shows the 'Call List' tab in a software interface. At the top, there are navigation tabs: Notes, RMR, Work Orders, System Parts, Call List, Zones, and Docs. The 'Call List' tab is active, displaying a table with columns: Sort, Name, Phone, Cell, Pass Code, and Relationship. A row is visible for 'Lattman, Brian' with phone numbers '(555) 555-5555' and '(555) 222-2222', and relationship 'Brother'. To the right of the table are two buttons: 'Add New Contact' and 'Add Existing Contacts'. The 'Add New Contact' button is circled in purple and labeled '1.'. Below the table, an 'Edit' dialog box is open, also circled in purple and labeled '2.'. The dialog box contains several input fields: First Name, MI, Last Name, Address 1, Address 2, City, Zip, and Plus 4. There is also a 'Note' text area. On the right side of the dialog, there are fields for Relationship, Phone (with an 'ext.' field), Cell Phone, Email, and Call Order (set to 0). Below these are checkboxes for 'CC Invoice Emails' (Manual, RMR, Work Order) and 'Key Holder', 'Allow System Changes', 'Allow Alarm Resolution', and 'Verify Password'. A 'Password' field is also present. At the bottom right of the dialog, the 'Update' button is circled in purple and labeled '3.', next to a 'Cancel' button.

1. Add New Contact

To add a new contact for this site, click "Add New Contact" on the right side of the page.

2. Edit

Fill out the fields in the "Edit" box that appears.

CC Invoice Emails

If your customer would like to send emailed copies of Manual, RMR or Work Order invoices to this contact check the corresponding boxes.

Call Order

The order the central station will reach out to contacts if the alarm is triggered for this system.

3. Update

Click "Update" in the bottom left corner to save.

Add Existing Contacts To System

The existing contact list is created on the "Customer Manager Page".

The screenshot shows a software interface with a 'Call List' tab selected. The 'Call List' table has one entry: Lattman, Brian, with phone (555) 555-5555 and cell (555) 222-2222, relationship Brother. A purple circle labeled '1' highlights the 'Add Existing Contacts' button. Below it, a dialog box titled 'Add Existing Contact to System' is open, showing a search bar and a table of contacts. The table has columns: Select, Name, Phone, Cell, Email, City, State. The contacts listed are: Smith, John (Arlington, OH), Smith, Andrew (Cell: (555) 555-5555), Westfield, Jake (Phone: (555) 555-5555, Huntington, NB), Shore, Peter (Phone: (555) 555-5555, Beachfront, CA), Smith, Olivia (Phone: (555) 555-5555, Miami, FL), and Brown, Eric (Phone: (555) 555-5555, New York, NY). A purple circle labeled '2' highlights the 'Select' column checkboxes. At the bottom of the dialog, the 'Add to System' button is circled in purple and labeled '3'.

Notes	RMR	Work Orders	System Parts	Call List	Zones	Docs
Call List						
+ Add New Contact + Add Existing Contacts						
Sort	Name	Phone	Cell	Pass Code	Relationship	
0	Lattman, Brian	(555) 555-5555	(555) 222-2222		Brother	<input type="text"/> <input type="text"/>
						1 - 1 of 1 items

Select	Name	Phone	Cell	Email	City	State
<input type="checkbox"/>	Smith, John				Arlington	OH
<input type="checkbox"/>	Smith, Andrew		(555) 555-5555			
<input type="checkbox"/>	Westfield, Jake	(555) 555-5555			Huntington	NB
<input type="checkbox"/>	Shore, Peter	(555) 555-5555			Beachfront	CA
<input type="checkbox"/>	Smith, Olivia	(555) 555-5555			Miami	FL
<input type="checkbox"/>	Brown, Eric	(555) 555-5555			New York	NY

1. Add Existing Contacts

click "Add Existing Contacts" on the right side of the page.

2. Select

Check the box(es) to the left of the customer(s) you wish to add.

3. Add to System

Click "Add to System" in the bottom right corner to update.