

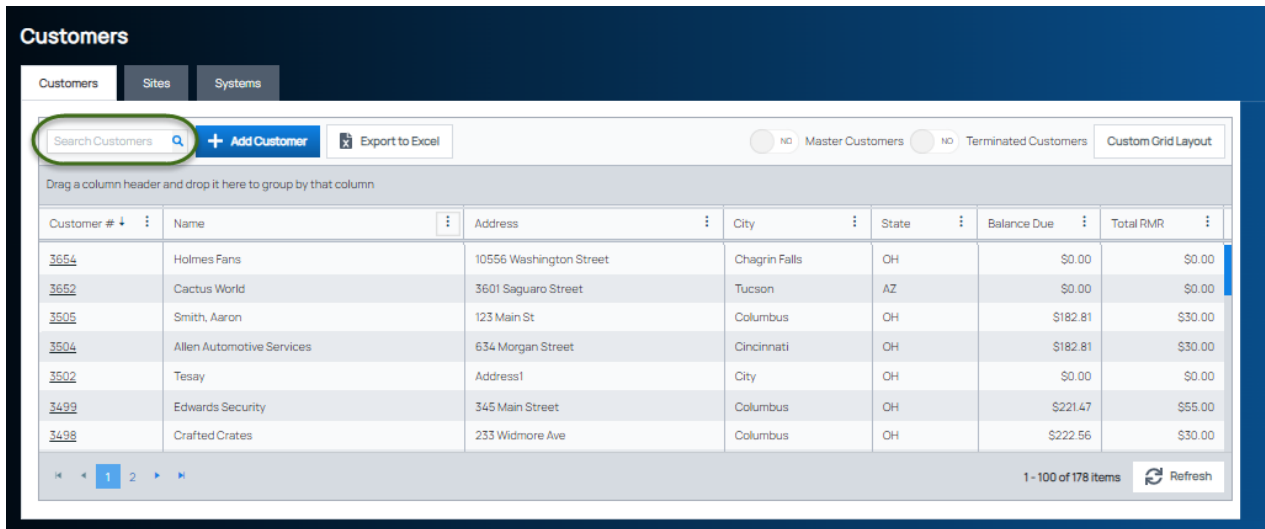
# Edit System Call List

Last Modified on 05/01/2022 6:20 am EDT

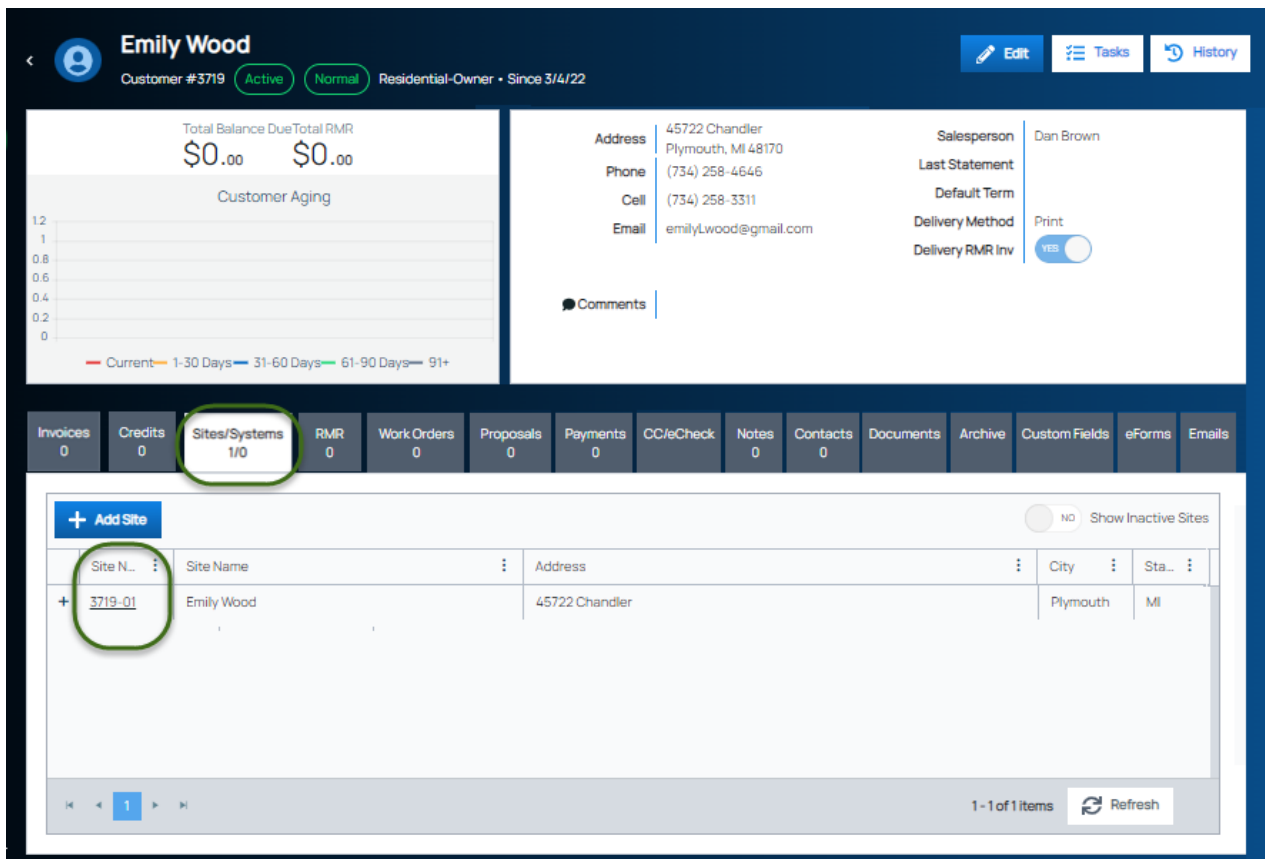
To edit a Call List to an existing System, you must begin by accessing a Customer record.

From the main menu, arrive at the Customers list with this path: Accounts Receivable> Customers.

The Customers list will be displayed. Locate the Customer, and then click on the hyperlink in the Customer # column to open the customer record.



The Customer record will be displayed. Click on the Sites/Systems tab, and then in the Site Number column, click on the hyperlink of the desired Site.



The Site record will be displayed. Click on the Systems tab. A list of Systems attached to the Site will be listed in the grid area. In the System Number column, click on the hyperlink of the desired System.

**3719-01 - Emily Wood**  
Active Emily Wood - 3719

45722 Chandler, Plymouth, MI 48170 RMR \$1.00  
(734) 258-4646  
emilyLwood@gmail.com

Warranty Start 03/04/2022 Sales Tax Michigan  
Warranty Labor Labor - 1 Year Tax Rate 6%  
Warranty Part Parts - 1 Year Tax Exempt -  
Service Level SVC T&M RES Site Since 03/04/2022  
Inactive Date -

Notes 0 **Systems 1** RMR 1 Work Orders 0 Site Parts 0 Contacts 0 Zones 0 Authorities 0 Docs Custom Fields Item Defaults eForms Part Ledger External

Search Systems [+ Add System](#) [Export to Excel](#)  Show Inactive Systems [Custom Grid Layout](#)

Drag a column header and drop it here to group by that column

System #	System Type	Panel Type	Warranty Start
<a href="#">9173-01</a>	Burglar Alarm	8-Zone Control Panel	Mar 7, 2022

1 - 1 of 1 items [Refresh](#)

The System record will be displayed. Click on the Call List tab. In the grid area, locate the call list contact to edit, and then click on the Edit button (pencil icon).

**9173-01 - Burglar Alarm**  
Active Emily Wood Emily Wood

Panel Type Vista20P  
Panel Location Entry closet  
Comments -

Warranty Labor Labor - 1 Year  
Warranty Part Parts - 1 Year  
Warranty Start 03/07/2022  
Service Level SVC T&M RES  
Central Station -  
Account Number 23-9173-01  
Inactive Date -

Notes 0 RMR 1 Work Orders 1 System Parts 4 **Call List 1** Zones 2 Documents Archive Custom Fields eForms Emails

[+ Add New Contact](#) [+ Add Existing Contact](#)

Sort	Name	Phone	Cell	Passcode	Relationship	Email	
0	Wood, Emily	(734) 258-4400	(734) 258-3131	thunderbird	Homeowner	emilyLwood@gmail.com	<a href="#">Edit</a> <a href="#">Delete</a>

1 - 1 of 1 items [Refresh](#)

The Edit Contact form will be displayed. Make the necessary changes, and then click on the Save button when finished.

**Edit Contact** ✕

<b>First Name</b>	<input type="text" value="Emily"/>	<b>Relationship</b>	<input type="text" value="Homeowner"/>
<b>MI</b>	<input type="text" value="Mi"/>	<b>Phone</b>	<input type="text" value="(734) 258-4400"/> <input type="text" value="ext."/>
<b>Last Name</b>	<input type="text" value="Wood"/>	<b>Cell Phone</b>	<input type="text" value="(734) 258-3131"/>
<b>Address</b>	<input type="text" value="45722 Chandler"/>	<b>Email</b>	<input type="text" value="emilyLwood@gmail.com"/>
	<input type="text" value="Address 2"/>	<b>Passcode</b>	<input type="text" value="thunderbird"/>
	<input type="text" value="Plymouth"/> <input type="text" value="Michigan"/> <input type="text" value="48170"/> <input type="button" value="Plus..."/>	<b>Sort Order</b>	<input type="text" value="0"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
<b>Description</b>	<input type="text" value=""/> <span style="float: right; color: red;">0/150</span>		