

# Delete System Call List Contact

Last Modified on 05/03/2022 9:38 am EDT

To delete 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.

**Customers**

Customers Sites Systems

Search Customers  + Add Customer Export to Excel

NO Master Customers NO Terminated Customers Custom Grid Layout

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

Customer #	Name	Address	City	State	Balance Due	Total RMR
<a href="#">3654</a>	Holmes Fans	10556 Washington Street	Chagrin Falls	OH	\$0.00	\$0.00
<a href="#">3652</a>	Cactus World	3601 Saguaro Street	Tucson	AZ	\$0.00	\$0.00
<a href="#">3505</a>	Smith, Aaron	123 Main St	Columbus	OH	\$182.81	\$30.00
<a href="#">3504</a>	Allen Automotive Services	634 Morgan Street	Cincinnati	OH	\$182.81	\$30.00
<a href="#">3502</a>	Tesay	Address1	City	OH	\$0.00	\$0.00
<a href="#">3499</a>	Edwards Security	345 Main Street	Columbus	OH	\$221.47	\$55.00
<a href="#">3498</a>	Crafted Crates	233 Widmore Ave	Columbus	OH	\$222.56	\$30.00

1 - 100 of 178 items Refresh

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.

**Emily Wood**

Customer #3719 Active Normal Residential-Owner • Since 3/4/22

Edit Tasks History

Total Balance Due Total RMR  
\$0.00 \$0.00

Customer Aging

Address 45722 Chandler Plymouth, MI 48170 Salesperson Dan Brown  
Phone (734) 258-4646 Last Statement  
Cell (734) 258-3311 Default Term  
Email emilylwood@gmail.com Delivery Method Print  
Delivery RMR Inv YES

Comments

Invoices 0 Credits 0 **Sites/Systems 1/0** RMR 0 Work Orders 0 Proposals 0 Payments 0 CC/eCheck 0 Notes 0 Contacts 0 Documents Archive Custom Fields eForms Emails

+ Add Site NO Show Inactive Sites

Site N.	Site Name	Address	City	Sta.
<a href="#">3719-01</a>	Emily Wood	45722 Chandler	Plymouth	MI

1 - 1 of 1 items Refresh

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 delete, and then click on the Delete button (trashcan 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	Edit Delete

1 - 1 of 1 items Refresh

A confirmation message box will be displayed. Clicking the Yes button will permanently delete the call list contact.

