Edit System Zones

To edit a Zone List to an existing System, you must begin by accessing a Customer record. If you are entering zones at the Site level, then follow the instructions below and on the following pages.

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

The Customers list opens. Locate the Customer, and then click the hyperlink in the Customer # column to open the customer record.
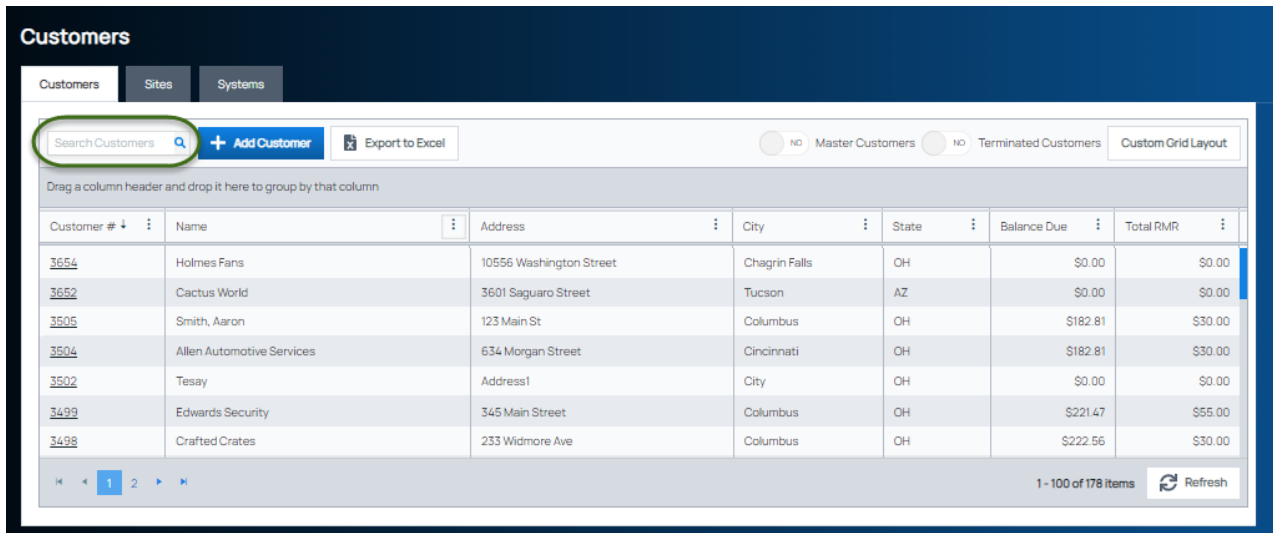
The Customer record opens. Click the Sites/Systems tab, and then in the Site Number column, click the hyperlink of the desired Site.

The Site record opens. If you are entering zones at the Site level, click the Zones tab. Follow the instructions for adding zones at the system level.

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

The System record opens. Click the Zones tab. Locate the zone to edit, and then click the Edit button (pencil icon).

The edit form opens. Make the necessary changes, and then click the Save button at the bottom of the form.