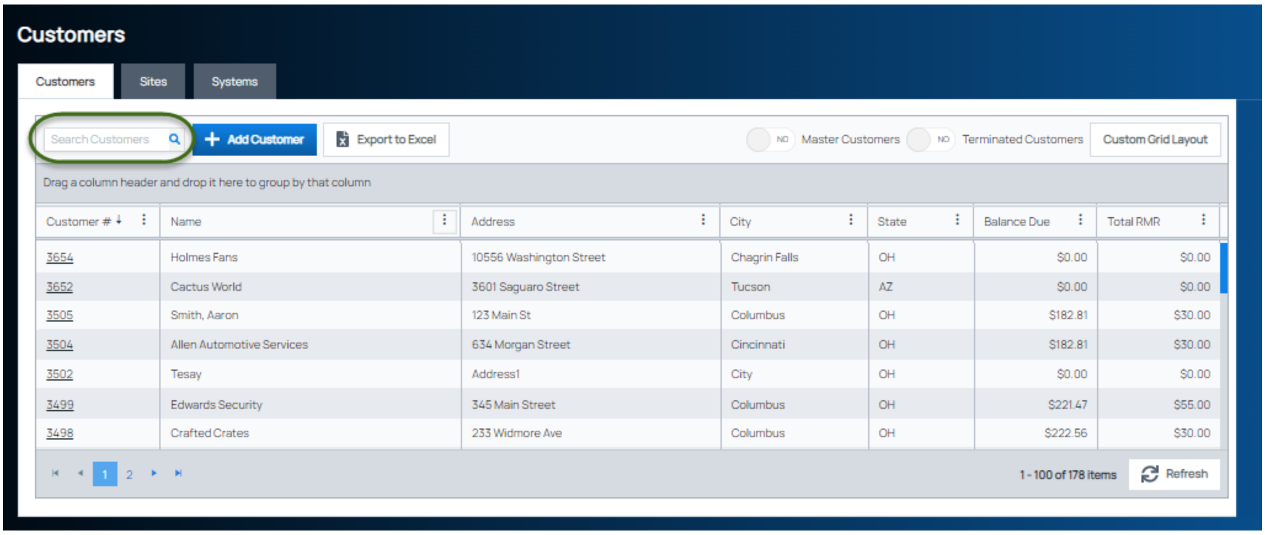
Edit System Zones

Last Modified on 05/01/2022 6:21 am EDT

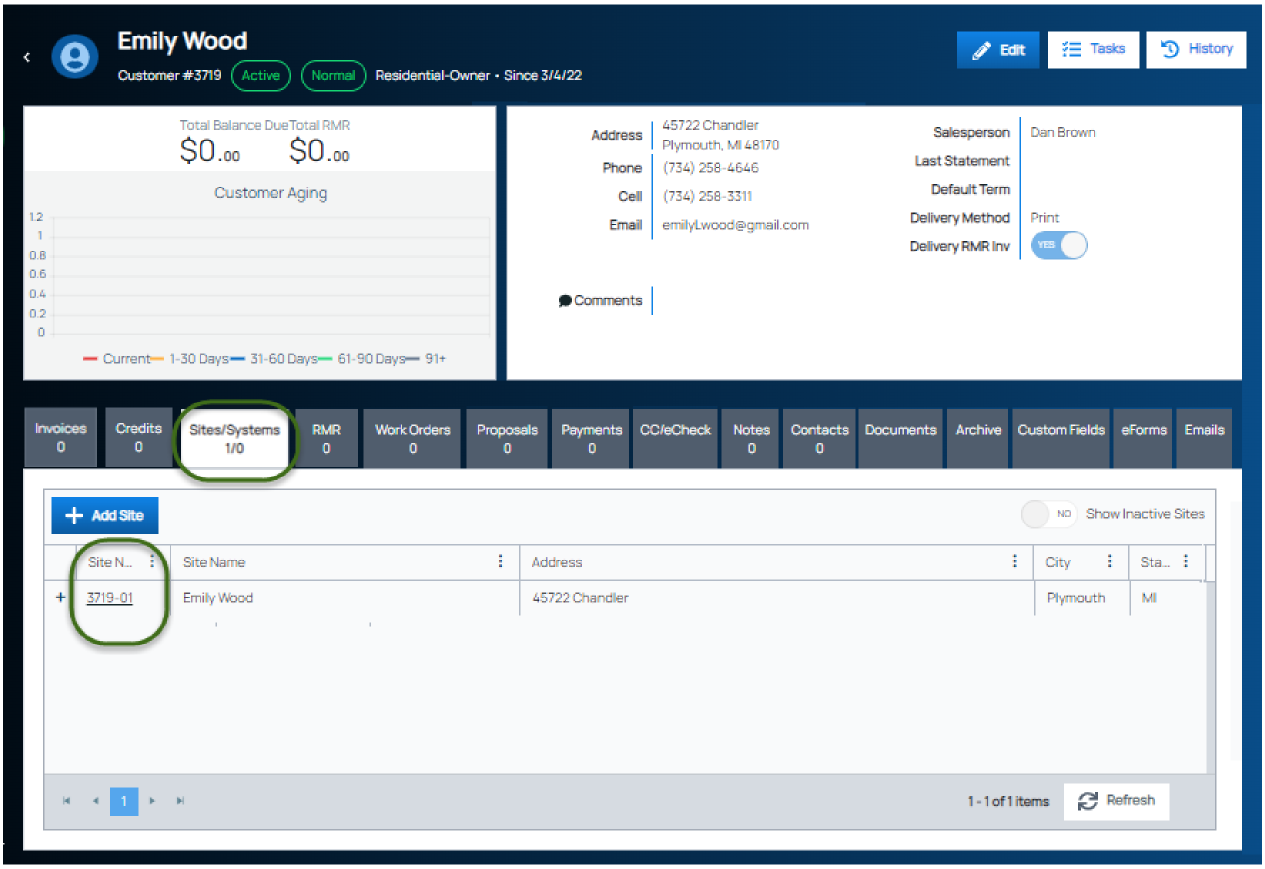
To edit a Zone List to an existing System, you must begin by accessing a Customer record. If you are entering zones at the Site level, then follow the instructions below and on the following pages.

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

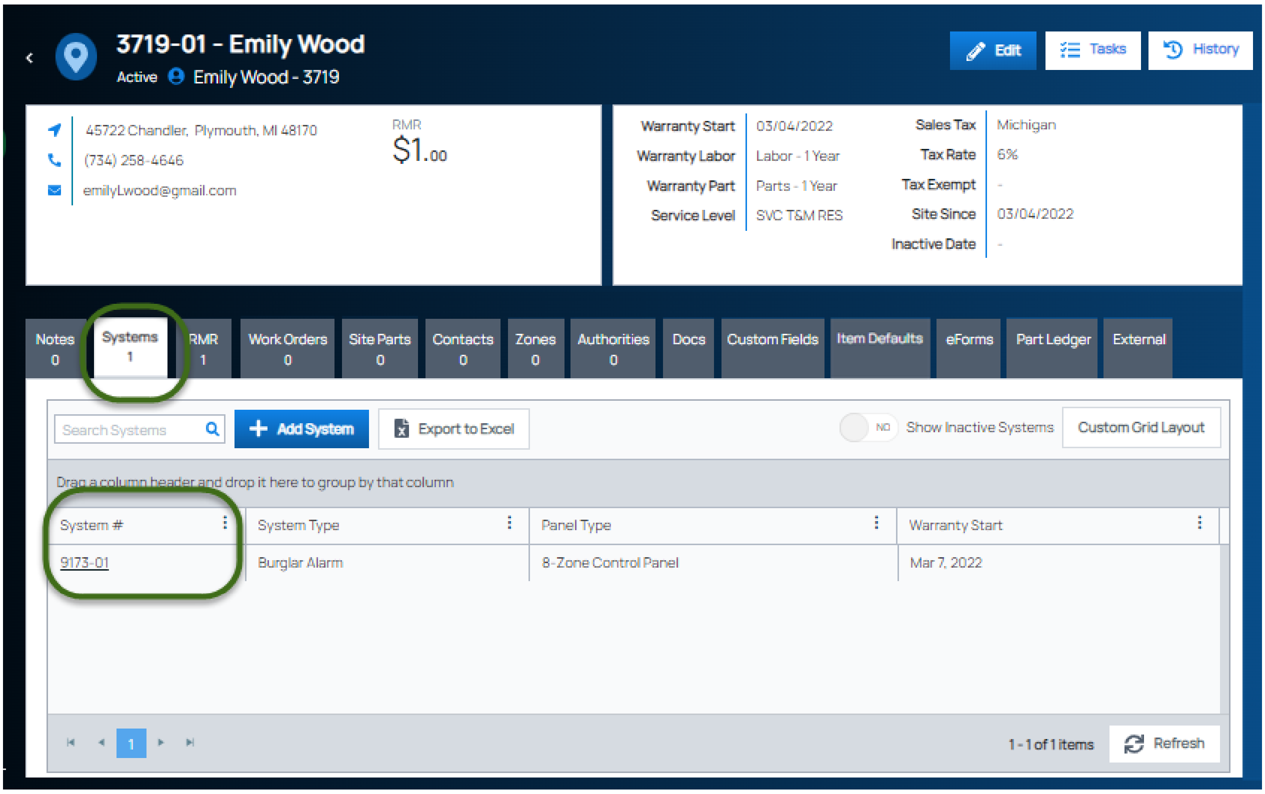


The Customer record will be displayed. Click on the Sites/Systems tab, and then in the Site Number column, click on the hyperlink of the desired Site.

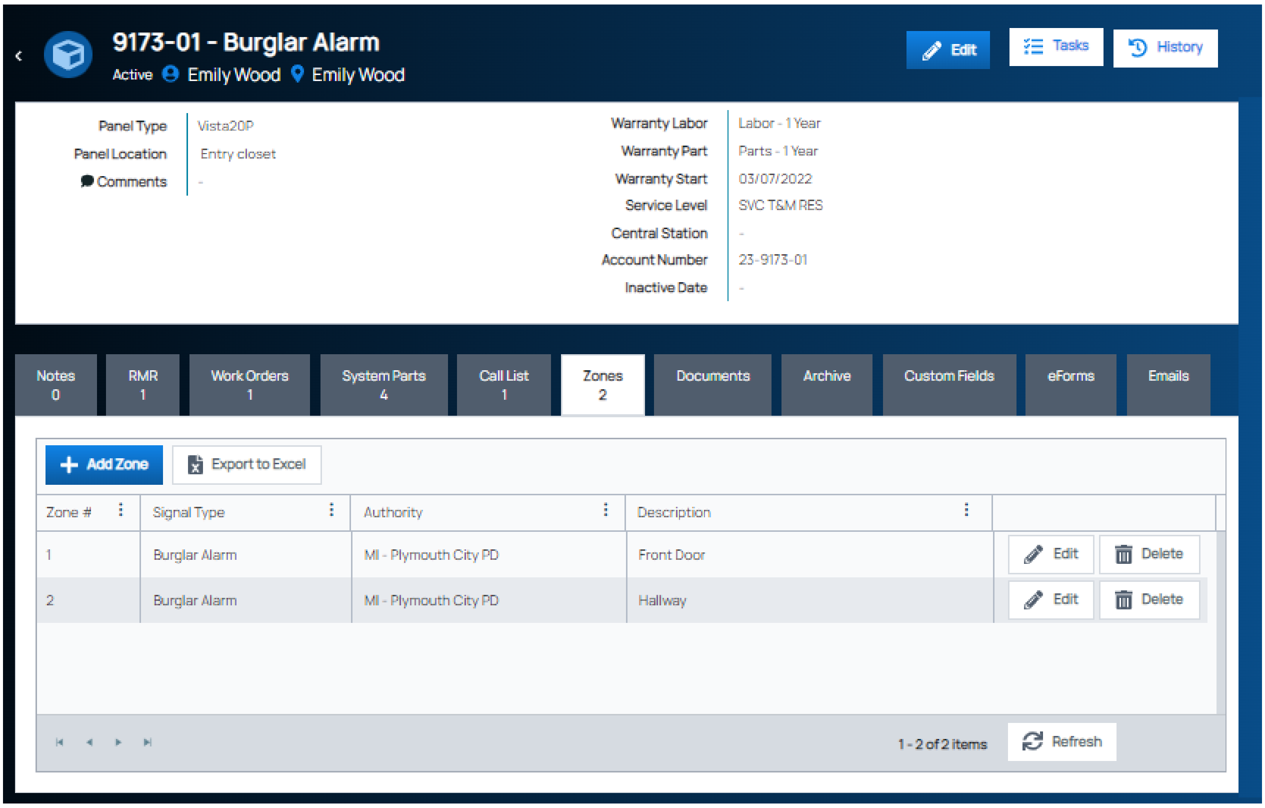


The Site record will be displayed. If you are entering zones at the Site level, click on the Zones tab. Follow the instructions for adding zones at the system level.

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



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



The edit form will be displayed. Make the necessary changes, and then click on the Save button at the bottom of the form.