

Add an Authority

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To add a new Authority record, from the main menu, arrive at the Authorities setup with this path: Setup > Other > Authorities.

The Authorities list will be displayed. Click on the Add Authority button at the upper left of the form.

Authority	State	County	City	Phone1	Phone2	
Bainbridge Police	OH	Geauga County	Chagrin Falls	(123) 123-1112		Edit Delete
Fire	OH		Chagrin Falls	(877) 877-8777		Edit Delete
MI - Plymouth City PD	MI	Wayne County	Plymouth	(734) 453-1234		Edit Delete
MI - Plymouth City FD	MI	Wayne County	Plymouth	(734) 453-1235		Edit Delete
MI - Plymouth City EMT	MI	Wayne County	Plymouth	(734) 453-1231		Edit Delete

The Edit Authority form will be displayed. Each data entry field will be described below.

Authority *

State

County

Email

City

Phone1

Phone2

Data Entry Fields

Data entry fields preceded by an asterisk are required.

- ***Authority** – Enter a code for the authority. Maximum of 200 characters allowed.
- **State** – Select the state from the drop-down list.
- **County** – Select the county from the drop-down list (not required).
- **Email** – Enter an email address if available.
- **City** – Enter the city or town for the authority.
- **Phone1** – Enter the primary telephone number for the authority.
- **Phone2** – Enter the secondary telephone number if available.

After filling in the form, click on the Save button.