Adding a Vendor

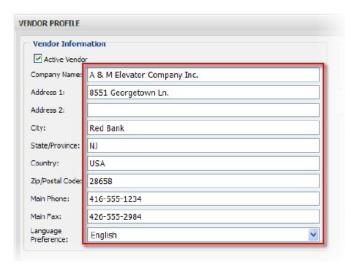
1. Click Control Panel > Setup > Vendors.



2. In the Vendors section, click **New Vendor**. The Vendor Profile screen is displayed.



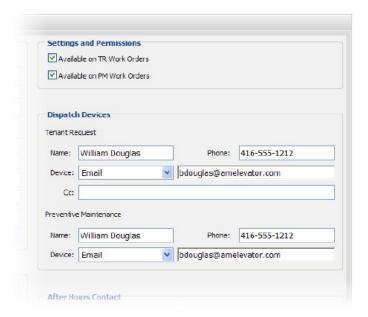
- 3. In the Vendor Information section, click the **Company Name** field and enter the company name.
- 4. Click the **Address 1** field and enter the company address. Click the **Address 2** field and continue entering the company address if more space is needed.
- 5. Click the ${f City}$ field and enter the city.
- 6. Click the State/Province field and enter the state or province.
- 7. Click the **Country** field and enter the country.
- 8. Click the ${\it Zip/Postal}$ ${\it Code}$ field and enter the ${\it Zip}$ or postal code.
- $9. \quad \hbox{Click the ${\bf Main \, Phone}$ field and enter the main phone number}.$
- 10. Click the ${\bf Main\ Fax}$ field and enter the main fax number.



11. If the vendor will receive dispatches for TR or PM, click the appropriate checkboxes in the Settings and

Permissions section.

- 12. Fill in the **Dispatch Devices** section for TR and/or PM.
- 13. Enter the Name and Phone number of the person who receives Work Orders.
- 14. Select the appropriate **Device type** and enter the e-mail address.
- 15. To send work orders to additional recipients, enter their address in the **CC**: field. (If there is more than one, separate each address with a semi-colon).



16. If there is an after-hours contact, enter their contact information in the **After Hours Contact section**.



- 17. In the Properties section, select the properties that the Vendor should be assigned to. Click the property name in the *Available Properties* list, then click ">" to move this property to the *Assigned Properties* list. To assign all properties to the Vendor, click ">>>".
- 18. To set a Default Property, which will be automatically displayed on the Home page and on the Tenant Requests and TR Work Orders screens when the vendor logs in, click the property name in the Assigned Properties list and move it over to the Default Vendor Property box using the directional arrows. Click Set Default Vendor Property.
- 19. Click Save Vendor.

