Property Team

Control Panel > Communication > Emergency Communication > Property Team

Add / Edit / Remove Property Team Contacts:

The **Property Team** are emergency building contacts (as opposed to local fire and enforcement emergency contacts) that you wish to have displayed on the <u>Emergency Communication</u> page for convenience.



- 1. Go to Control Panel > Communication > Emergency Communication.
- 2. Click on the Property Team tab.
- To add or remove Property Team contacts, select the users and move them, as desired, between the Available Items list and the Selected Items list using the left and right arrows.
- To set the order that the Property Team will be displayed on your <u>Emergency Communication</u> page, select a user and move them up or down using the arrows.
- For the Contact Information to Display, select the Property Team member under the Selected Items list and select the checkbox(es) to display the following information for that member: Address, General Phone Number, Mobile Number, Fax Number, Pager Number, or Email.
- 6. Click on Submit.

