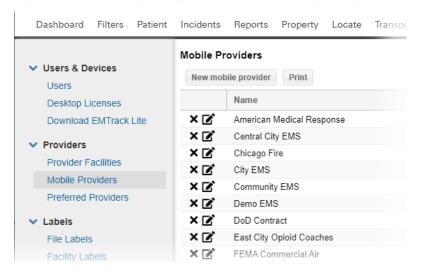
Create a Mobile Provider



As you create a new mobile provider, you can add it to one or more preferred provider lists.



Note: For information on adding this mobile provider to your preferred providers, refer to Preferred Providers. For information about labels, refer to Mob ile Organization Labels.

Creating a mobile provider includes the following steps:

- · Name and describe the provider
- Specify general information
- Specify location information
- Define units or vehicles
- · Add to preferred provider lists

To name the new provider

- 1. On the upper right, click System Settings.
- 2. On the left, under Providers, click Mobile Providers. The Mobile Providers page opens.
- 3. Click **New mobile provider**. The *New mobile provider* window opens.
- 4. Enter the Name.
- 5. Enter the **Description**.

To specify general information

- 1. Click the General Information tab.
- 2. Enter the Agency Number.
- 3. Select one or more Labels.
- 4. To add a phone number:
 - a. Click Add Phone Number. The section expands.
 - b. Enter the Phone Number.
 - c. If appropriate, enter a Description.
 - d. Repeat these steps to add another phone number.

To specify location information

- 1. Click the Location Information tab.
- 2. Enter the mobile provider's information in the Street Address, City, State, and Postal Code fields.

To define units

- 1. Click the **Units** tab.
- To add a new vehicle:
 a. Click **New Vehicle**. The row opens in the table.
 b. Enter the unit **Name / Number**.

 - c. If appropriate, enter a **Description**.d. Repeat these steps to add another vehicle.

To add to preferred provider lists

- Click the **Preferred Providers** tab.
 Select one or more preferred provider lists.
- 3. Click Save.