Create a Mobile Provider

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

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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.
- 2. To add a new vehicle:

 Click New Vehicle. The row opens in the table.
 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.