

Edit a Mobile Provider

[Home](#) > [EMTrack](#) > [EMTrack Providers](#) > Edit a Mobile Provider



You can edit a mobile provider record at any time.

Editing a mobile provider involves the following steps:

- Access the provider
- Edit general information
- Edit location information
- Add or change units
- Change 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 Mobile Organization Labels.

To access a mobile provider

1. On the upper right, click **System Settings**.
2. On the left, under *Providers*, click **Mobile Providers**. The *Mobile Providers* page opens.
3. Locate the provider and click its edit icon. The *Edit mobile provider* window opens.
4. If appropriate, make changes to the **Name** and **Description**.

To edit general information

1. Click the **General Information** tab.
2. Enter or change 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.
5. To edit a phone number:
 - a. If appropriate, change the **Phone Number**.
 - b. If appropriate, change the **Description**.
6. To delete a phone number, click its delete icon.

To edit location information

1. Click the **Location Information** tab.
2. If appropriate, change the provider's **Street Address**, **City**, **State**, and/or **Postal Code**.

To add or change units

1. Click the **Units** tab.
2. 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.
3. To edit an existing vehicle
 - a. If appropriate, change its **Name / Number**.
 - b. If appropriate, enter or change its **Description**.

To change preferred provider lists

1. Click the **Preferred Providers** tab.
2. If appropriate, select a list's check box to add this provider to it and clear the check box to remove it from the list.
3. Click **Save**.