

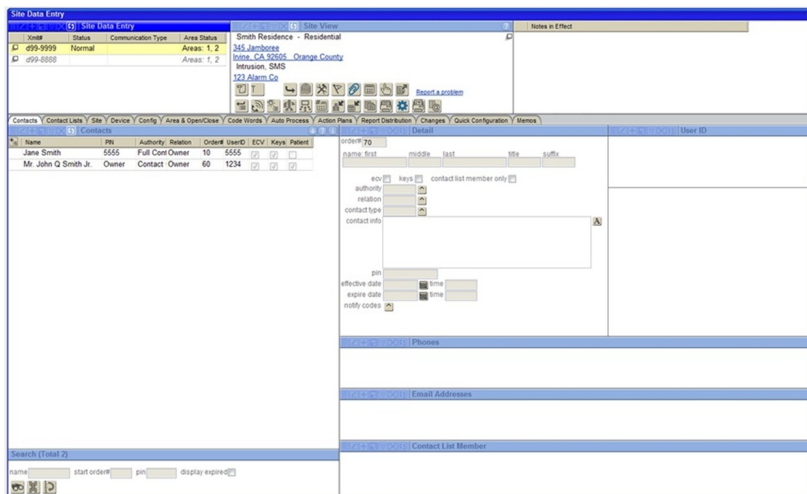
# Site Data Entry

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## Site Data Entry

Site Information is edited on the Site Data Entry tabs. Data Entry is accessed from any of the Site Lookup windows or from the Alarm Dispatch, Quick Call, and Site Activate windows by pressing the Data Entry button. Data Entry can also be accessed from various lists in the utilities menu.



The top left pane displays the transmitter number of the site devices. If the site has multiple devices, they can be switched by double-clicking the row. Data Entry tabs that relate to the Device specifically (Device, Config, Area & Open Close) apply to the device that is on the top row in the list. The Site View pane in the center displays the site information and buttons to open additional information or data entry functions. [Site Notes](#) are displayed in the top right.

[Site Groups](#) can enforce that users marked as Operators cannot perform data entry. A [stages® Option](#) can be set so that only one user can have write access to Site Data Entry at a time.

## Function Buttons

### Notes



Temporary site information is added in the Site Notes window. Site Notes can be set to require acknowledgment to generate a modal message when accessing the Alarm Dispatch window.

### In Service / Out of Service



[Devices](#) can be placed in or [out of service](#) (OOS). The In Service button appears when the Device is out of service. The

Out of Service button appears when the Device is in service. The In or Out of Service Date displays in the fly out of the device list in both the Site Data Entry and Alarm Dispatch windows.

### Alarm Dispatch

If the Site Data Entry window was entered from a search, the [Alarm Dispatch](#) window can be accessed from the Site Data Entry window. If the Site Data Entry window was entered from the Alarm Dispatch window, this button will not appear.


### Verify Contact



[Contacts](#) can be verified from the Site Data Entry window when set by [astages® Option](#). If the site is accessed from a search using a PIN / Code Word, the verification will be logged automatically. The Code Word or Contact that is verified displays in the Status Bar.

### Device Test / Runaway



Placing a Device [On Test](#) from the Data Entry window can be activated by [astages® Option](#). When a Test is in effect, the image displays in blue. 

### Follow Up



[Follow ups](#) can be entered and edited. When there is a pending follow up, the image displays in red. 

### Documents



Add/View Site Documents. When there are site documents, the images displays in blue. 

### Add Device



A new device can be entered with the Add Device Button. Once the device has been added, it is set up with the Data Entry tabs.

### Manual Event



Manually log an event for this Site/Device. The event will be logged to the in focus device.

### Send Memo



Send a [memo](#) regarding this site to a Central Station department or a Site Group.

#### Report a Problem



Create a Quality Assurance ticket for this site.

#### History



*Shift+Ctrl+H*

Site [History](#) is search-able by date and Report Code.

#### Quick Call



*Shift+Ctrl+Q*

Opens the Quick Call window to process an incoming call.

#### Alarm History



*Shift+Ctrl+L*

[Alarm History](#) displays a Site History by Alarm #.

#### Site Effective Action Plans



[Action Plan](#) Rules that apply to the site are listed.

#### Site Device Summary



Devices, Contacts, and UDFs for the site are displayed in one window.

#### Alternate Xmit



Displays the history of transmitters associated with this site by Alt Xmit#.

#### Action Plan Import



*Shift+Ctrl+A*

A Global or Site Specific [Action Plan](#) is copied as a new Site Action Plan.

### Device Relocate



A Device from another Site is transferred to this Site.

### Device Copy



A Device can be copied from another site to this site.

### Site Database Report



Creates a file with the site information in a printable and storable format.

### Rules in Effect



When there are Site Rules applied on the Site or the Site Group, the Rules in Effect button is available to focus on the Rules tab.

### 24 HR Detailed Activity



Automatically generate a Detailed Activity [report](#) for the last 24 hours.

### Email Report



Opens the Email Report window with the Site and the last 24 hours defaulted.

For Site Data Entry tabs, go to this [article](#).