

# Management User Guide: Emergency Numbers

## 1. Introduction

This guide is created to ensure the efficient management of emergency contact information. It provides step-by-step instructions for utilizing the emergency numbers management system, helping you keep critical information accurate and accessible.

## 2. Emergency Numbers

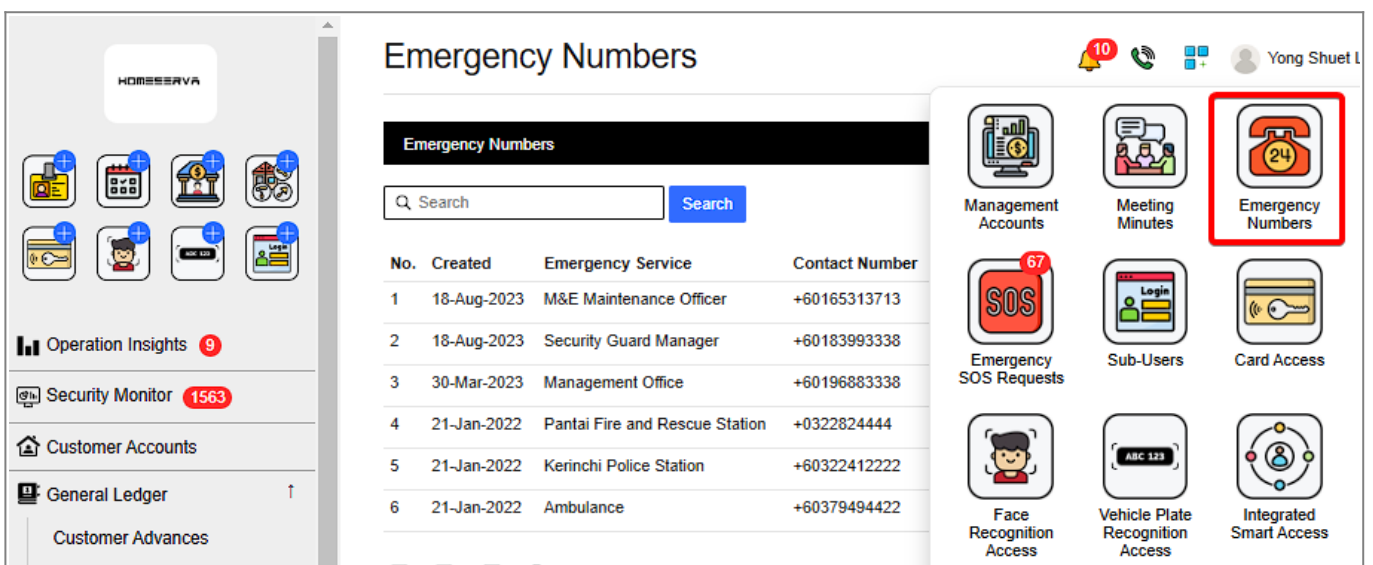
This section delivers a complete overview of the tools and features for managing emergency numbers. From adding new contacts to editing or removing outdated ones, the functionalities are designed to maintain reliable emergency resources.

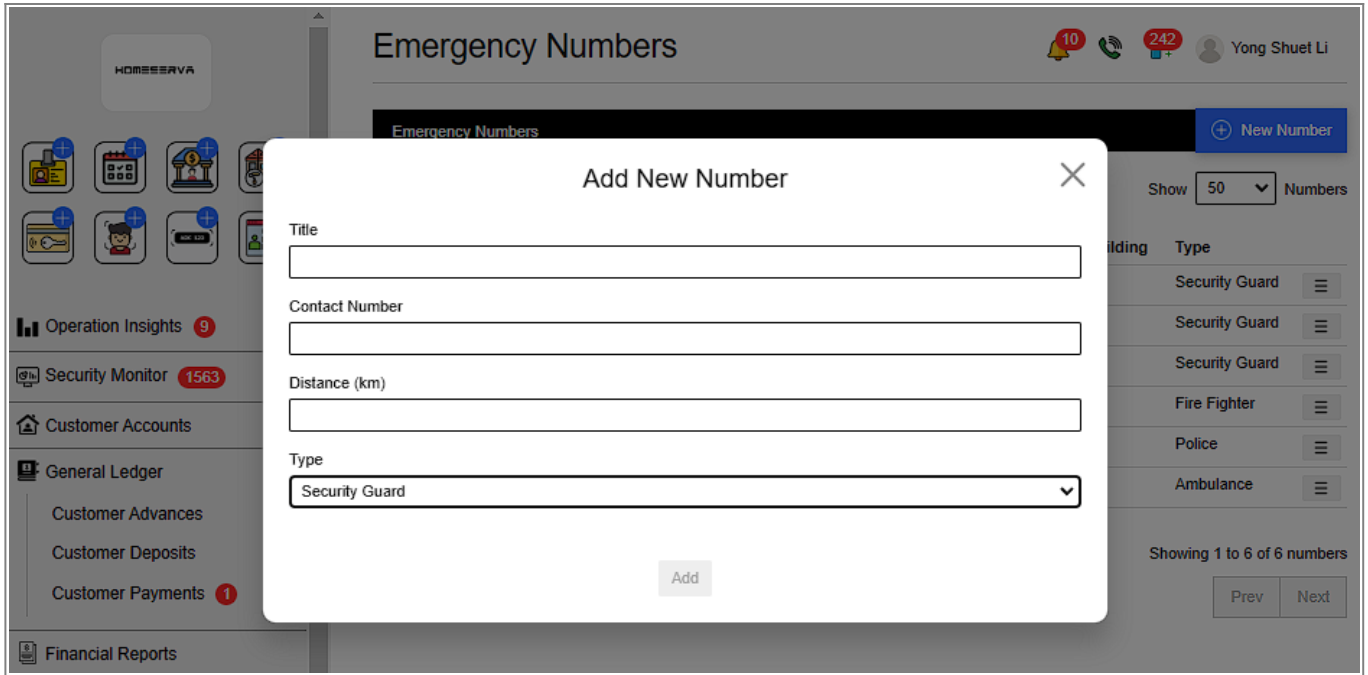
### 2.1 Add New Emergency Numbers

Goto **Emergency Numbers > New Number > Fill in details > Add**

Details include:

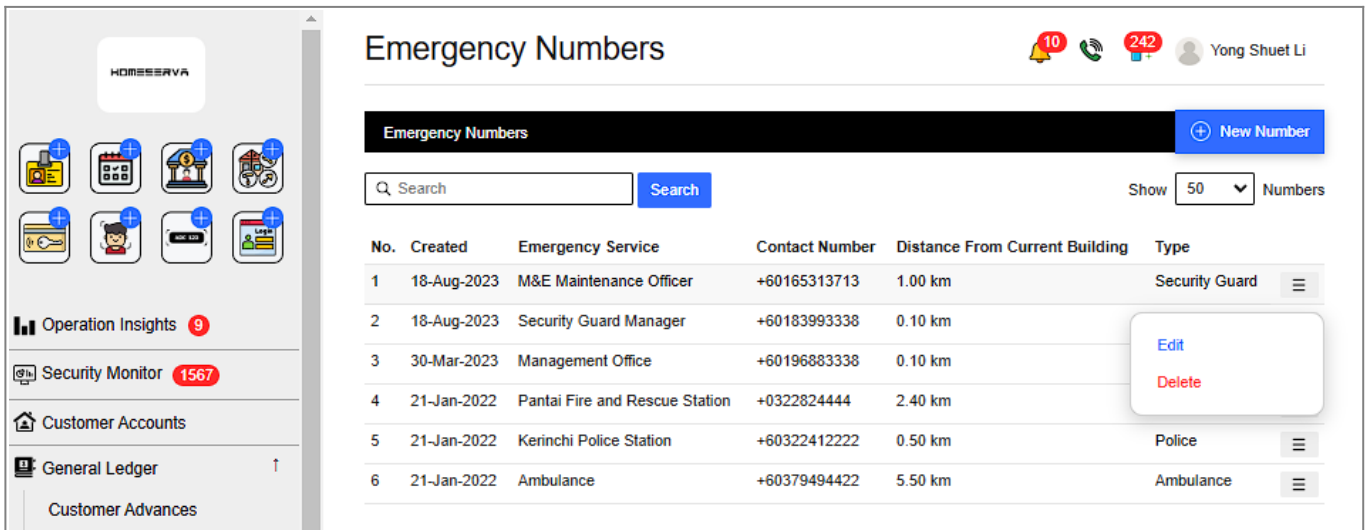
- 1. Title
- 2. Contact Number
- 3. Distance (km) from current building
- 4. Type of Emergency Numbers





## 2.2 Edit and delete Emergency Numbers

Go to **Emergency Numbers** > select the triple bar icon for selected Emergency Numbers > select **Edit** or **Delete**



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Last update: **2024/12/31 05:26**

