

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

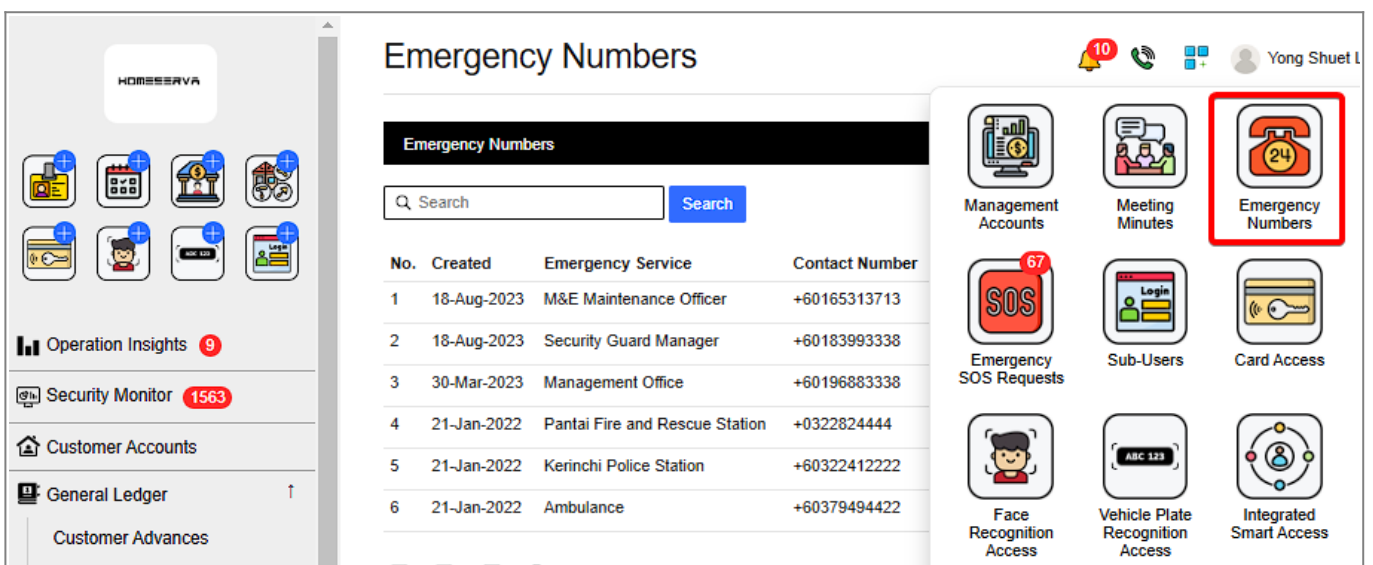
This section delivers a complete overview of the tools and features for managing emergency numbers. From adding new contacts to editing or removing outdated ones, the functionalities are designed to maintain reliable emergency resources.

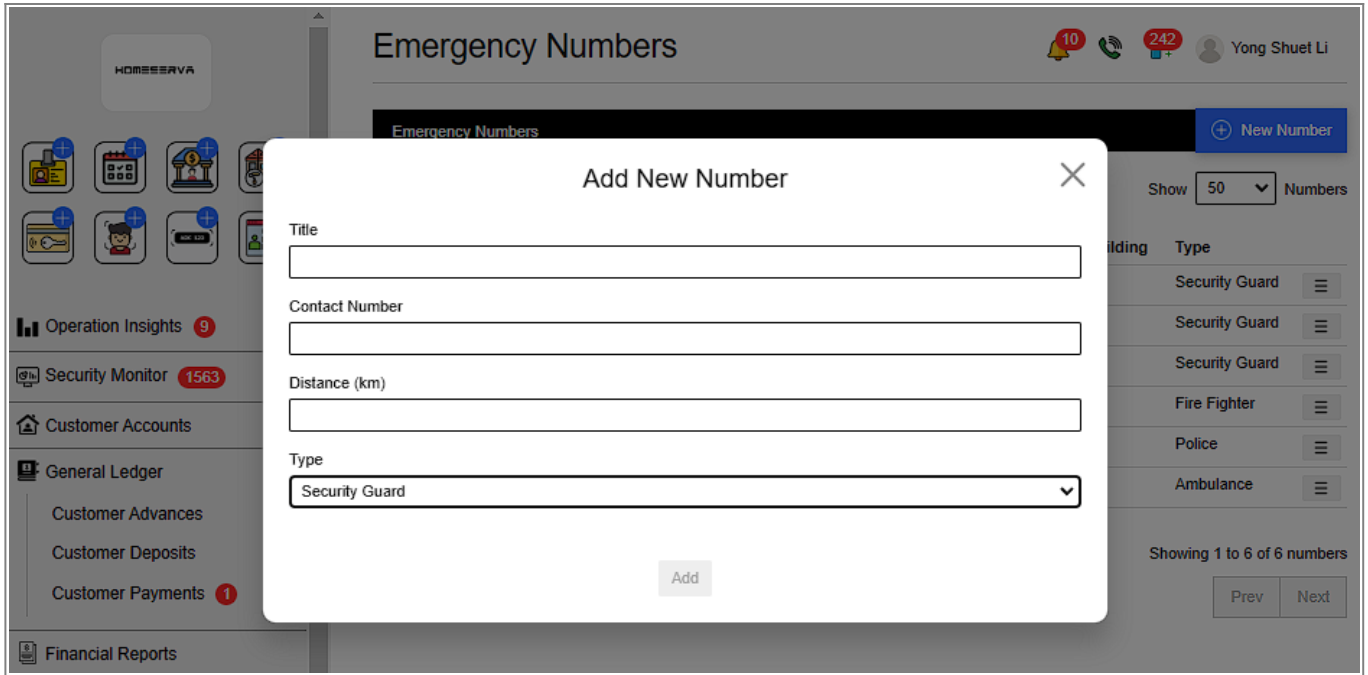
2.1 Add New Emergency Numbers

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

Details include:

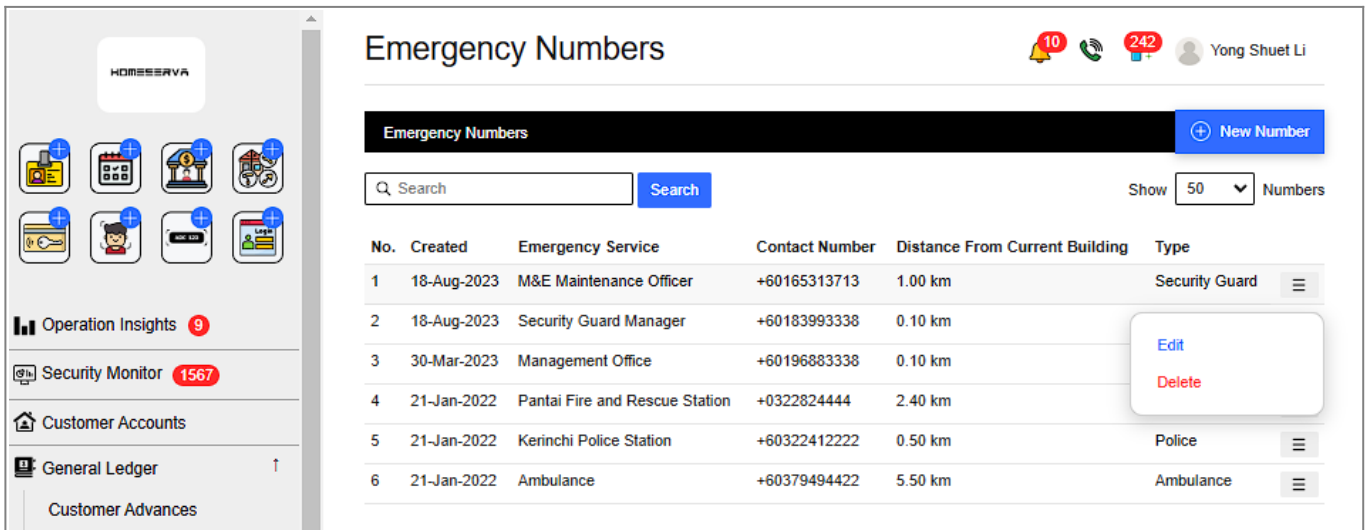
- 1. Title
- 2. Contact Number
- 3. Distance (km) from current building
- 4. Type of Emergency Numbers





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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