

How To Move A System From One Site To Another – Same Client

11/15/2024 7:36 am EST

Question: How do you move a system from one site to another for the same client?

Answer: You can move a System from one Site to Another Site within the same Customer Account.

How To:

Step 1 - Click on the "+" next to the Site you want to move the System From and then click on "Systems." You do not need to click the "+" next to Systems. The Systems for that Site should be listed on the right side of the screen.

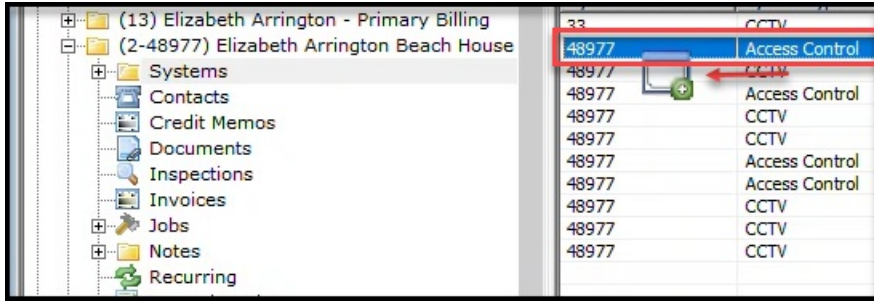
Elizabeth Arrington Beach House
4455 Beachside Blvd
Daphne, AL 36526

System Account	System Type
33	CCTV
48977	Access Control
48977	CCTV
48977	Access Control
48977	CCTV
48977	CCTV
48977	Access Control
48977	Access Control
48977	CCTV
48977	CCTV
48977	CCTV

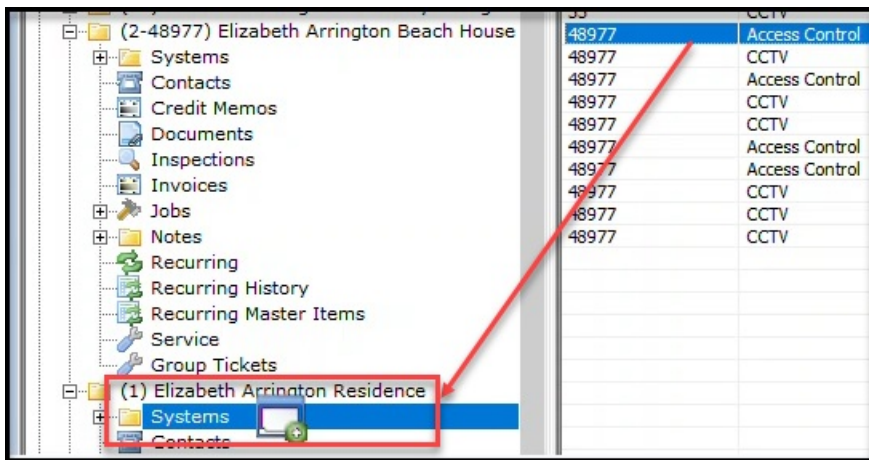
Step 2 - Then click on the "+" next to the Site you want to move the System To.

Step 3 - Now highlight the System you want to move and left-click your mouse and hold while you drag that system. An

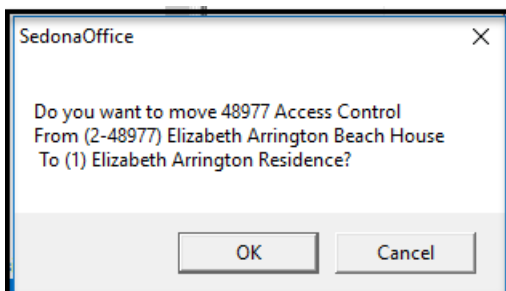
Icon with a green plus sign will appear and continue to drag that Icon to "Systems" under the Site you are moving it to.



If the Icon turns Red then move the Icon back over "Systems" until it turns green. Release the button on the Mouse.



Step 4 - You will receive a message confirming moving that System to and from those Sites. Select Ok.



That System will now be listed under the New Site.
