

How to Turn on Central Station Tracking and Copy to CS in SedonaOffice

07/18/2025 10:43 am EDT

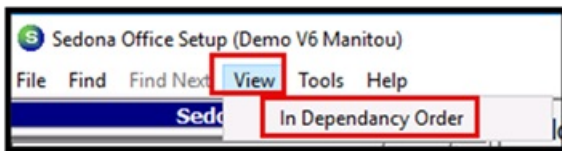
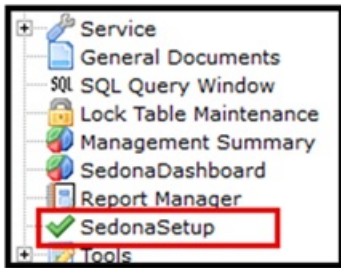
This documentation will go over how to turn on Central Station Tracking when there is integration between SedonaOffice and an Alarm Monitoring Software.

Overview

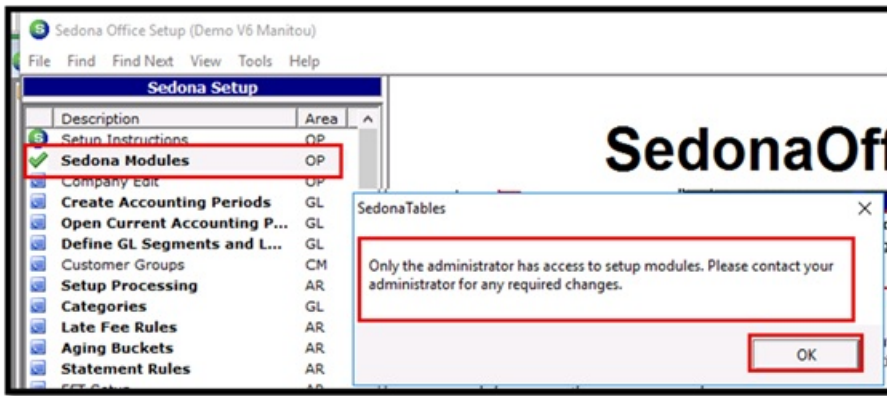
The steps below will use Manitou Alarm Software as the example Alarm Monitoring Software. The user performing the steps will need to be logged into SedonaOffice as an admin who has permissions to be able to change the Sedona Modules Options in SedonaSetup.

Steps:

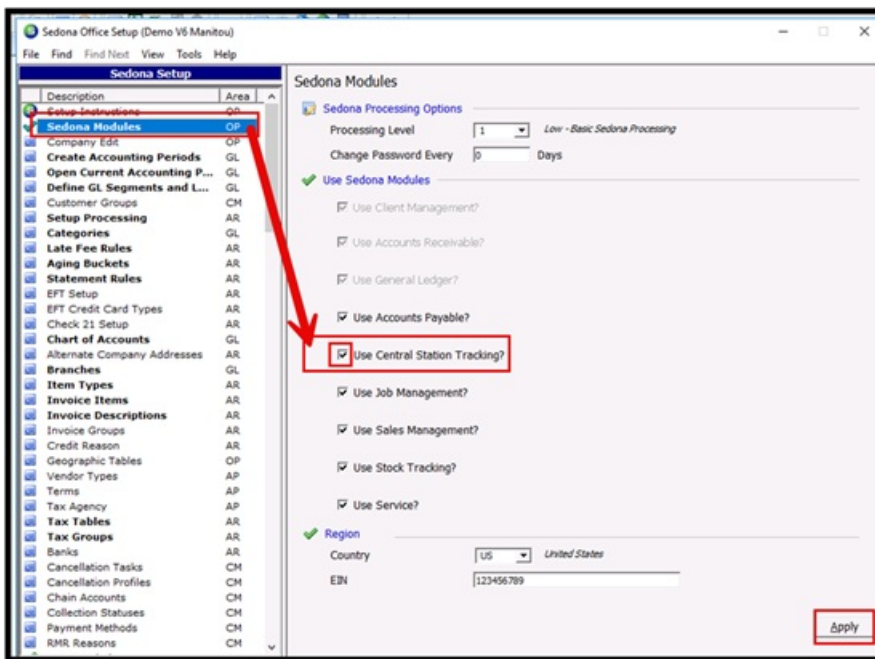
1. After logging into SedonaOffice, click on SedonaSetup, click on View, and select In Dependency Order.



2. After the descriptions are reordered, click on Sedona Modules / OP (If a popup opens showing Only the administrator has access to setup modules, then the user **DOES NOT** have the permissions needed), click OK, and have the user who has the correct administrator permission to log in. Otherwise, move to the next step.



- Look at the Sedona Modules and verify that Use Central Station Tracking is checked. If it is not, check it so the Systems Tab will show the button CS Data Tracking, and click Apply after checking.



NOTE: After Apply is selected, users will need to log out of Sedona Office and back in for the permission to take effect.

- Below are examples to show what the System tab will look like with and without the option marked from Step 3.

562-562-0-2 Fire System

Customer: 562 Smokey Treats BBQ Address: PO BOX 542 Main Office - A Garfield Heights, OH 44125

System Custom Fields Recurring Equipment Inspections Notes & Comments

System Information

System Account 562-0-2

System Type Fire

Panel Type XR150 Fire Panel

Location

Memq

Monitored By / CS Integration SedonaSecurity

CS System Link 50839-2

Contract Information

Contract Form 3 Year

Contract Number

Contract Date

Contract Length 0 Renewal Months 0

OK to Rate Increase After Cycle P.O.

Cycle PO Expires

Secondary Information

System Account

Panel Type

Transmission Format

Service Information

Warranty Full Warranty

Warranty Start

Service Level T&M-Res

Primary Service Co MJ-T&M

Alt Service Co 1

Alt Service Co 2

Require PO

Critical Message Expires On

WITH THE OPTION CHECKED

CS Data Tracking ☒ Inactive

Save Close

562-561-2 Intrusion System

Customer: 562 Smokey Treats BBQ Address: PO BOX 542 Main Office - A Garfield Heights, OH 44125

System Custom Fields Recurring Equipment Inspections Transmitters Notes & Comments

System Information

System Account 561-2

System Type Intrusion

Panel Type

Location

Memq

Monitored By / CS Integration SedonaSecurity

CS System Link 50839-1

Contract Information

Contract Form 3 Year

Contract Number

Contract Date

Contract Length 0 Renewal Months 0

OK to Rate Increase After Cycle P.O.

Cycle PO Expires

Service Information

Warranty Full Warranty

Warranty Start

Service Level T&M-Res

Primary Service Co MJ-T&M

Alt Service Co 1

Alt Service Co 2

Require PO

Critical Message Expires On 12/31/2025

MUST HAVE VACCINATED TECHNICIAN!! SYSTEM CRITICAL MESSAGE

WITHOUT THE OPTION CHECKED

☐ Inactive

Save Close

- The CS Data Tracking Button will show details of that account that is linked to the Alarm Monitoring Software (examples: Transmitter information, Zone lists, Instructions, etc).

Central Station Data Tracking

Customer: 562
Smokey Treats BBQ

Address: PO BOX 542
Main Office - A
Garfield Heights, OH 44125

System No: 562-0-2

Detail | Zone List | Instructions | Call List | Access Cards | Monitoring Services |

Alarm Account Information

Transmission Format []

UL Grade []

System Password []

Duress Password []

Key Pad Code []

Panel Phone []

2nd Panel Phone []

Keys on File ☐

Key Number []

Has Sounder ☐

Schedules

OP/CL Schedule

View Test Schedule

Save Close

6. In the Site tab, the option to Copy to CS can either be automatically marked or not, by having the Integration Setup option marked.

562 (562) Smokey Treats BBQ - Main Office

Customer # 562
Name Smokey Treats BBQ

Smokey Treats BBQ
PO BOX 542
Main Office - A -UPD

Site | Custom Fields | Systems | Jobs | Contacts | Invoices | Service Tickets | Items |

Site Name and Address

Site Number 562

Site Name Smokey Treats BBQ

Add'l Name Main Office

Address... PO BOX 542
Main Office - A
Garfield Heights, OH 44125

Phone 1 (330) 555-9987

Phone 2 []

Fax []

☐ Copy Site Address to Billing

Comments

Site Information

Branch OH

Cross Street []

Map Code []

Customer Since 7/13/2021

Monitored By / CS Integration SedonaSecurity

☐ New ☒ Existing

Customer ID 562

Tax Information

Tax Group OH-Cuyahoga County

OH-Cuyahoga County 7.75%

Cycle Tax Group OH-Cuyahoga County

OH-Cuyahoga County 7.75%

Tax Exempt # []

☐ Inactive ☒ Copy to CS

Save Apply Close

7. In SedonaSetup - Integration Setup - the user will need to make sure the option Update Common Fields is marked for the option to be automatically marked.
8. In older versions of SedonaOffice, the Integration information looked different for both Site and System tabs;

below are examples:

Sodona Setup

Integration Setup

Integrators List

Description	User Name	Server Name	Database Name	SQL User	U	C	Alt Server Name
Manitou	integration	EG-MAN-APP01	MANITOU01	sa	N	N	
MANITOU21					N	N	
Rapid Response					Y	N	
Stages CS Rapid					N	N	
Stages CS UCC					N	N	

Integration Edit

Description: Alternate Server:

User Name: Server Name:

User Password: Database Name:

Primary Server:

Server Name: SQL User:

Database Name: SQL Password:

☒ Update Common Fields

☒ Create Credit RMR for RMR Cancels

☒ Log Service to Manitou

Apply

Customer # 48026

Name: Garry Bolt

Garry Bolt
45185 Joy Rd
Canton, MI 48187 - 1729

Site Authorities Systems Jobs Contacts Invoices Service Tickets Items

Site Name and Address

☐ Residential ☒ Commercial

Site Number:

Site Name:

Add'l Name:

Address:

Phone 1:

Phone 2:

Fax:

☐ Copy Site Address to Billing

Site Information

Branch:

Cross Street:

Map Code:

Customer Since:

Manitou ID:

Tax Information

Tax Group:

MI 6% 6.625%

Cycle Tax Group:

MI 6% 6.625%

Tax Exempt #:

Comments:

☐ Inactive ☒ Copy to Manitou

Save Apply Close

OLD VERSION would say Copy to Manitou - Now shows Copy to CS

System

Custom Fields

Recurring

Equipment

Inspections

Transmitters

System Information

System Account10233

System TypeIntrusion

Panel Type

Location

Memg

Monitored ByManitou

Manitou Customer #

Contract Information

Contract Form5 Year

Contract Number

Contract Date

Contract Length0Renewal Months0

OK to Rate Increase After Cycle P.O.

Cycle PO Expires

Service Info

Warranty

Warranty S

Service Lev

Primary Ser

Alt Service

Alt Service

Require PC

Critical M

Expires C

OLD VERSIONS used to say Manitou Info

- New versions say CS Data Tracking

Inactive

Manitou Info