



# **DQT ASSET MANAGEMENT LOCATION CONTACT SETUP**

Subject: AM Location Contact Setup

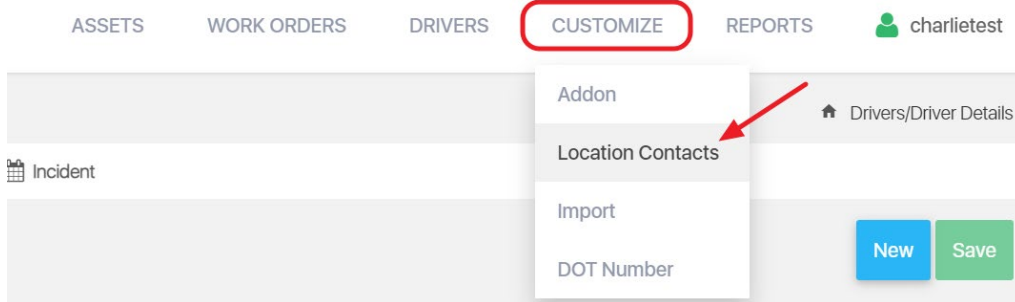
Created: 12/18/2020

Updated: 6/7/2022

Version: 1.1

## Location Contact Setup

1. Login to Asset Management – <https://dqtech.com/AM/>
2. Select Customize from the top of the screen and then select Location Contacts.



3. Enter all required fields highlighted below. All other fields are optional.

A screenshot of the 'Location Level Contact' form in the DQ Tam application. The form title is 'Location Level Contact' and it includes a sub-header 'Manage your Contacts'. The form contains several input fields: 'First Name : \*', 'Last Name : \*', 'Email : \*', and 'Location :'. Below these are 'Contact Mail Type :', 'Home Phone :', 'Notes :', 'Mobile Phone : \*', and 'Business Phone :'. The 'Contact Mail Type' dropdown is set to '8 checked'. At the bottom left, there is an 'Active' section with a 'YES' button and a list icon. A 'Save' button is located at the bottom right of the form.

**NOTE:** Contact Mail Type - There are 8 types of reports you can receive. The system defaults to send all 8 so if you want the location contact to receive only a select few then you will need to uncheck the ones you do not want them to receive.

4. Once completed, select save.

A screenshot of the 'Location Level Contact' form, identical to the previous one, but with the 'Save' button at the bottom right highlighted with a red rectangular box.