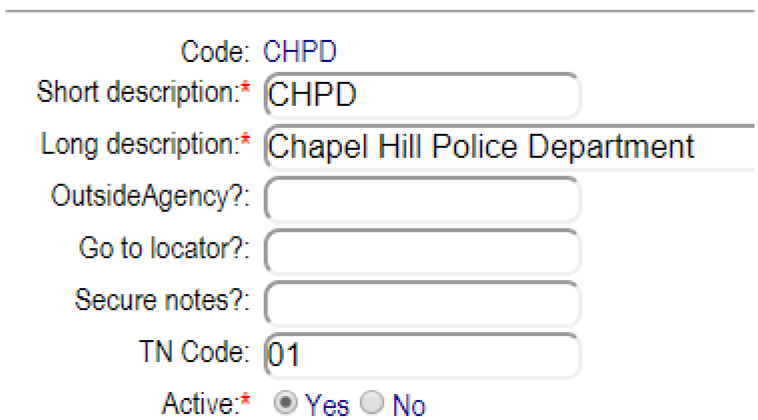
Agencies

What it does:

Allows you to set up different agencies used throughout the system. You select an agency when you add a case, an incident, or an agency person. You use Agencies to set up the Pay To in the Chart of Accounts. Many reports can be pulled by selecting an Agency. You can secure case notes by agency and determine if a user from this agency must go directly to the locator screen.

Adding the table entry

Menu | Tables | Generic Validation Tables | Agency



- **Code** – Choose a code. It can be 1-15 characters.
- **Short description** – The short description can be up to 15 characters. The short description is displayed on the history screen.
- **Long description** – The long description is what the users see, it can be up to 50 characters long.
- **Outside Agency**? - If Y, then this agency is considered out of county (from another jurisdiction)
- **Go to locator**? - If Y, then the user will be taken to the locator screen when they sign on, then the List Messages screen.
- **Secure notes**? - If Y, then this agency will show up on the authority screen to have its case notes secured separately, rather than simply by 'All agencies'.
- **TN Code** – This is for the monthly statistical report used in TN to determine what type of a referring agency this is.

Click the **Update** button to save your work.