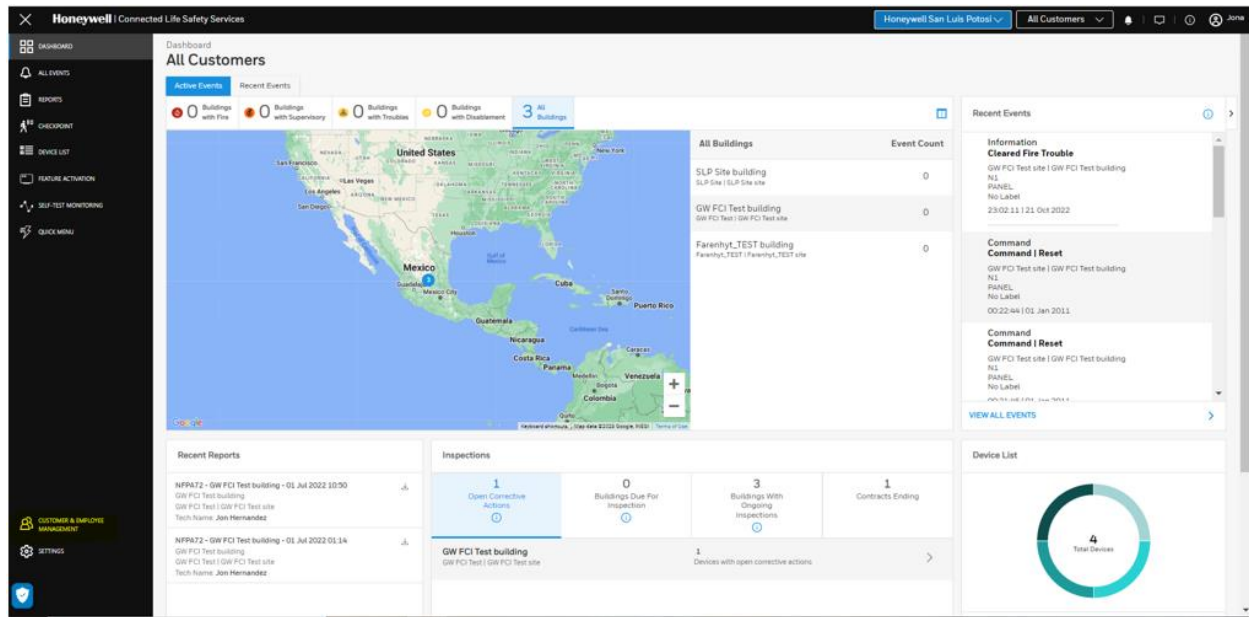


Vaya a <https://www.fire.honeywell.com/>

Inicie sesión con sus credenciales

Ahora vaya a la pestaña “Customer and employee management” en el menú Izquierdo.

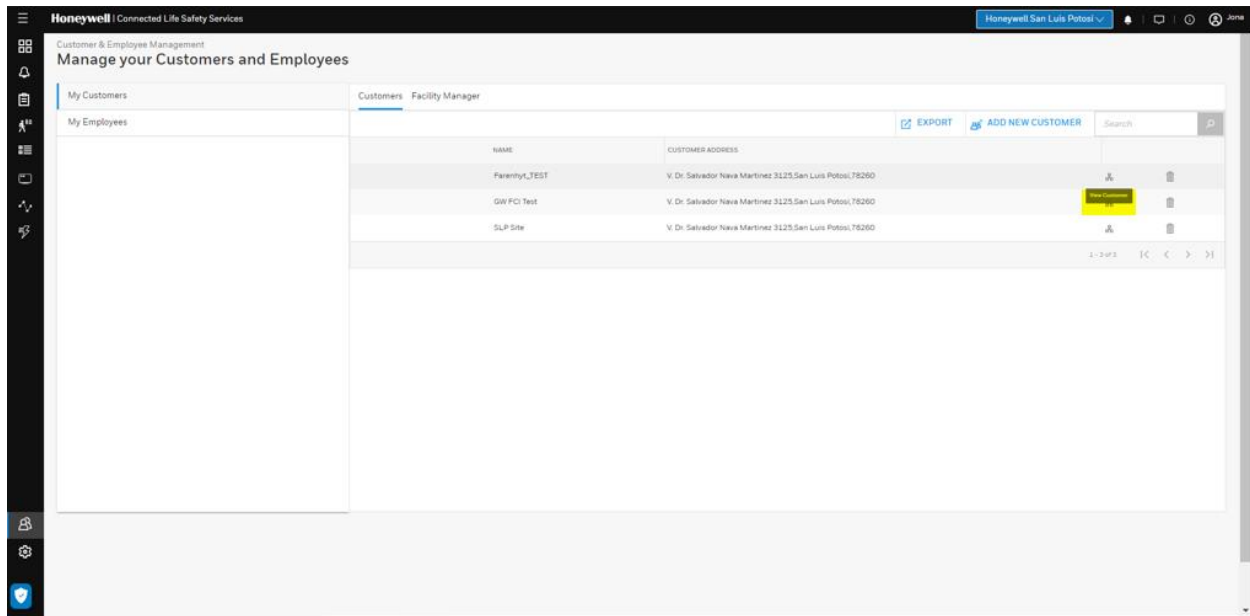


Ahora elija la parte “Customers”, si usted no tiene aun un cliente, deberá de crearlo antes de poder crear una cuenta de facility manager

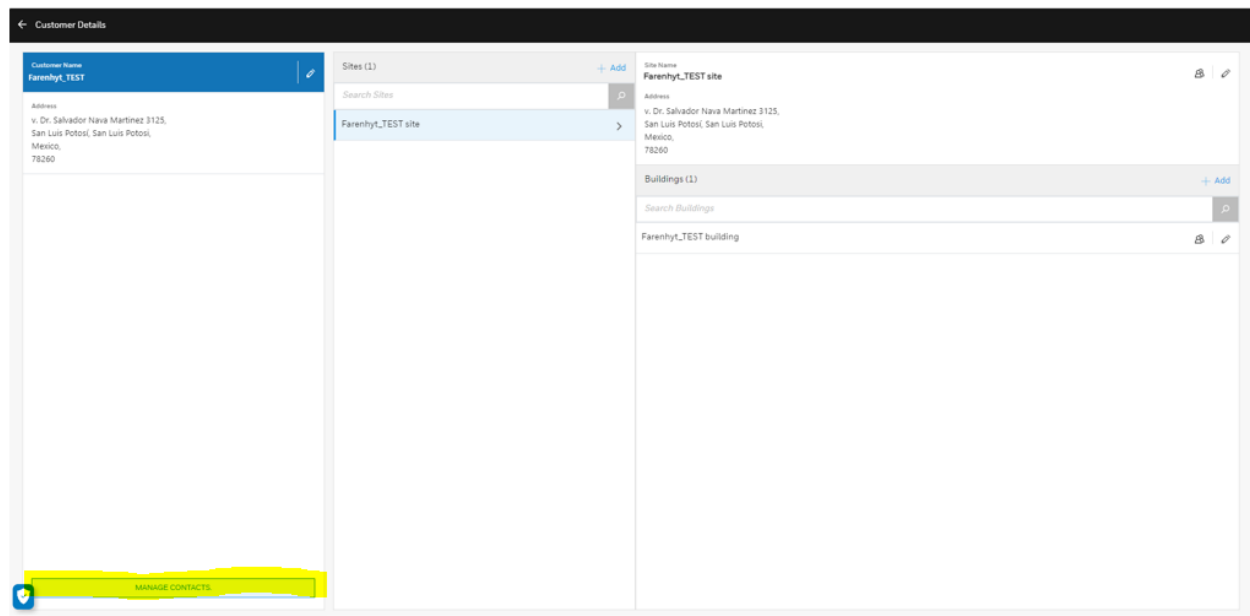
The screenshot displays the Honeywell Customer & Employee Management interface. The left sidebar contains navigation options: CUSTOMER & EMPLOYEE MANAGEMENT, SETTINGS, and a user profile icon. The main area is titled "Manage your Customers and Employees" and features a "Customers" tab. Below the tab, there is a table of customers with columns for NAME and CUSTOMER ADDRESS. The table lists three customers: Farentht_TEST, GW FCI Test, and SLP Site. The table also includes an "EXPORT" button and an "ADD NEW CUSTOMER" button. The table is paginated, showing 1-3 of 3 items.

NAME	CUSTOMER ADDRESS
Farentht_TEST	V. Dr. Salvador Nava Martinez 3125, San Luis Potosi, 78260
GW FCI Test	V. Dr. Salvador Nava Martinez 3125, San Luis Potosi, 78260
SLP Site	V. Dr. Salvador Nava Martinez 3125, San Luis Potosi, 78260

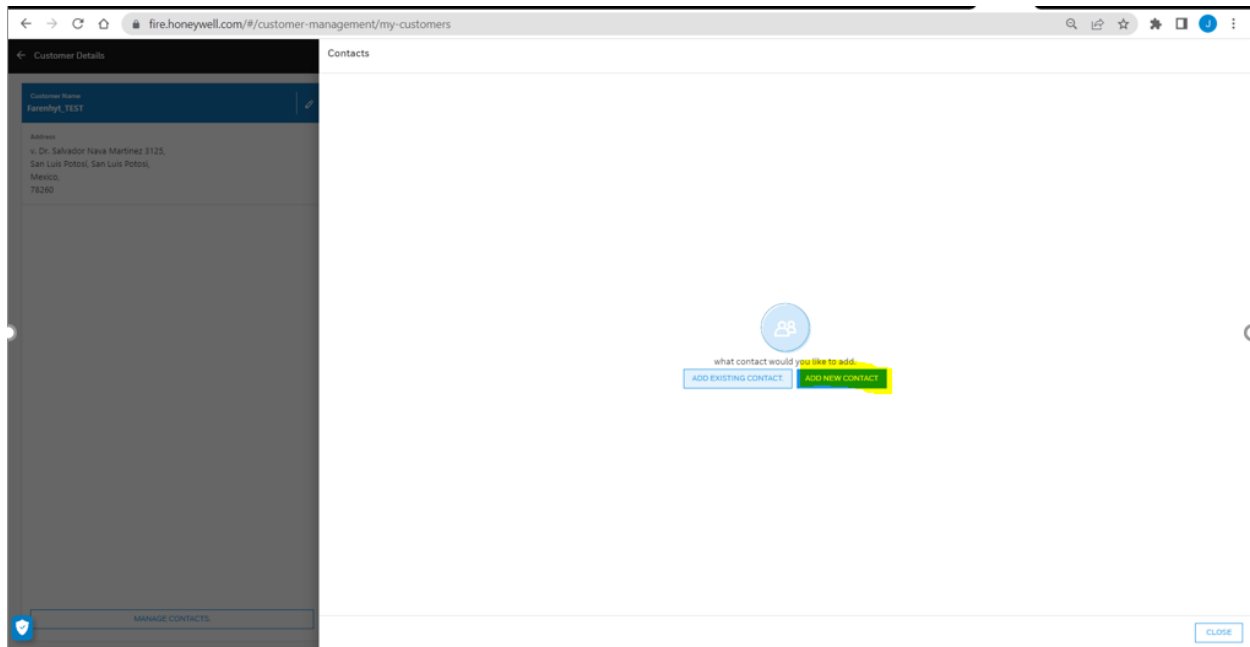
Una vez tenga su cliente creado, de clic en “View customer”.



De clic en el botón, “manage contacts”



Clic en “add new contact”



Llene los campos relacionados con la información de su cliente.

Los campos con punto rojo son mandatorios.

En la **primera pestaña** se debe llenar la información general del usuario, un email será enviado con sus credenciales temporales.

En la **segunda pestaña** se debe escoger el tipo de suscripción, elija suscripción básica.

En la **tercera pestaña** se asigna la visibilidad de clientes y edificios para el cliente final

En la **cuarta pestaña** se configurará la administración de eventos y notificaciones para la cuenta (app o email)

A screenshot of the 'Add Contact' form in the Honeywell customer management interface. The form is divided into four tabs: 'Contact Information', 'Choose Subscription', 'Assign Roles & Permissions', and 'Notification Settings'. The 'Contact Information' tab is active. The form contains the following fields: 'First Name' (with a red asterisk), 'Last Name' (with a red asterisk), 'Email' (with a red asterisk), and 'Phone Number'. Below these fields are two checkboxes: 'I have received consent from the contact to add personal details on their behalf into the system.' and 'This employee requires panel programming capabilities'. At the bottom right, there are 'CLOSE' and 'SAVE & NEXT' buttons. The left sidebar is identical to the one in the previous screenshot.