

## INTRODUCTION

The WaterWatch PRO Contact Manager is a tool that allows users to assign contacts in their account to monitored locations easily. This tool lets users define contacts and change a contact's phone number or email address. Additionally, users can add and remove monitored locations.

Users access the tool on a computer or tablet using a web address, the phone number assigned to their account, and the access code.

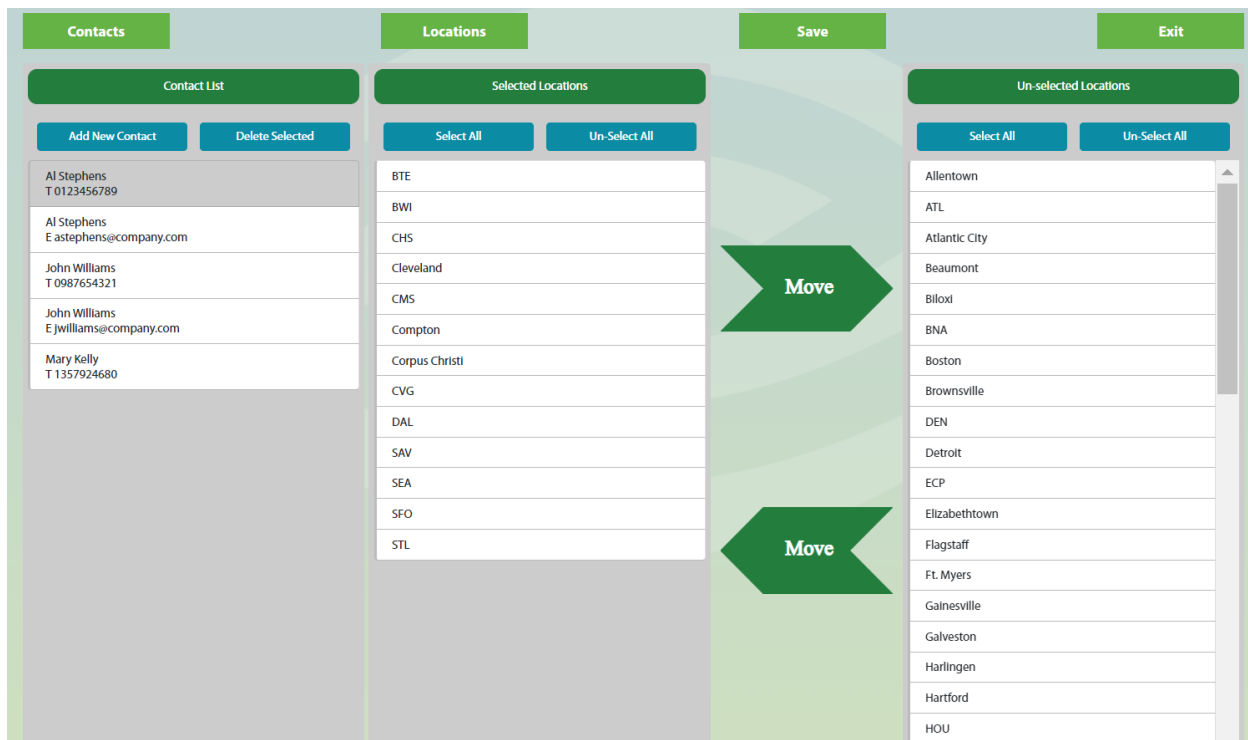
These are the only access controls for the Contact Manager, so only someone authorized within your organization to make changes should use this tool. WaterWatch PRO is not responsible for inadvertent deletions of users' contact information or defined locations.

## LOGGING IN

Open a web browser and go to this address: [http://cmapp.swimprod2.com/cm\\_app/](http://cmapp.swimprod2.com/cm_app/).

Click on the Login button and enter the phone number and access code provided by WaterWatch PRO customer support.

The main display screen of the Contact Manager looks like this:



The far left column contains a list of each contact defined in your account, sorted by first name. The middle column contains a list of assigned locations, and the far right column contains a list of unassigned locations.

### ASSIGNING LOCATIONS

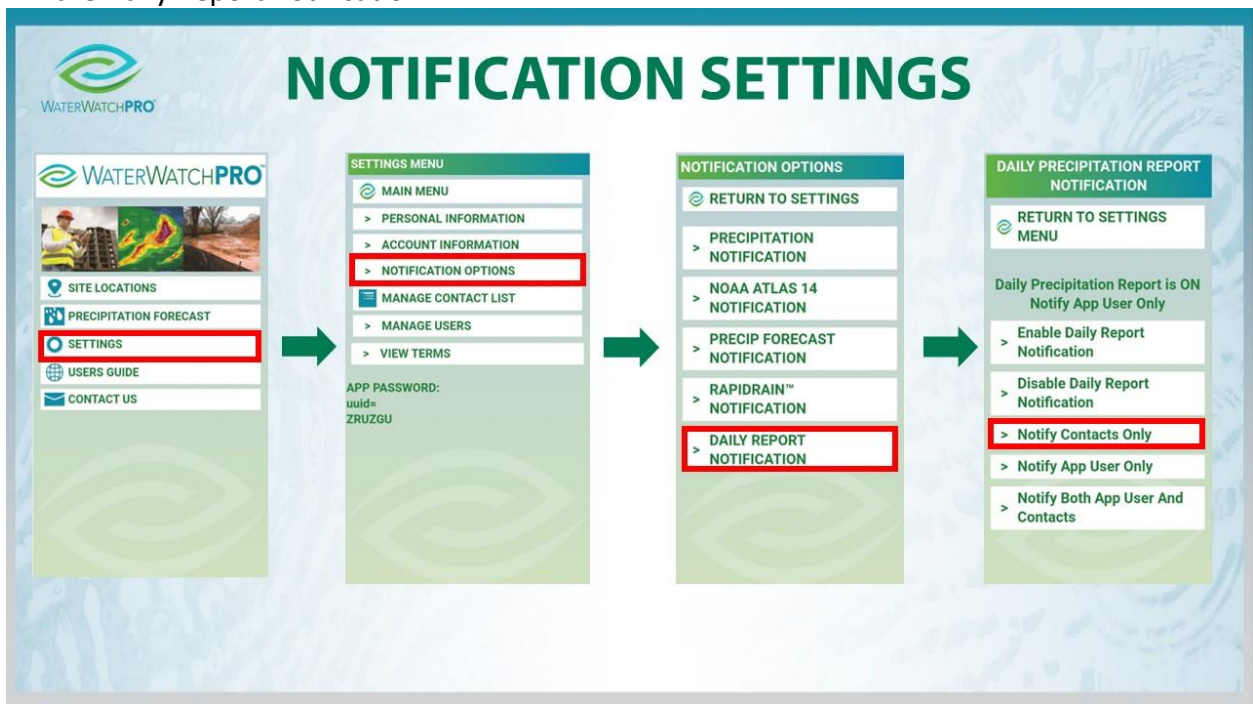
When you select a contact, the locations assigned to that contact appear in the middle column. Change them by highlighting a location or locations (using the shift and ctrl keys) and then use the green move arrows to move selected locations to the un-selected column and vice versa.

For bulk selections for all the locations, click the blue Select All buttons.

### ACCOUNT OWNER

WaterWatch PRO automatically assigns all locations to the account owner, which is why that contact **does not** appear in the contact list. If the account owner does not wish to receive daily reports or other notifications for **all** locations, you will need to:

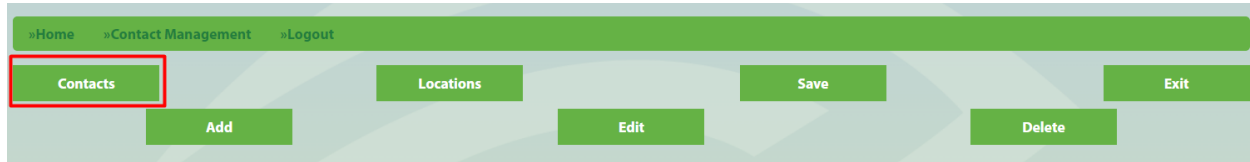
- 1) Log out of the Contact Manager
- 2) Open the WaterWatch PRO app and change a Setting:  
In the Settings section of the Main Menu, select Notification Options. Then, change the notification to Notify Contacts Only for each notification option. Here is the example for the Daily Report notification:



- 3) Log back into the Contact Manager. The owner's contact information should now appear in the column with the list of other contacts.

## CONTACTS

Manage the contacts in your account from the green Contacts button in the top array of green buttons.

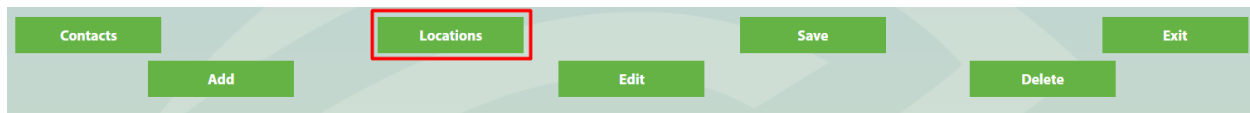


To add a contact, enter the name, and a 10-digit phone number without dashes, hyphens, or parentheses. Note that the system sees a contact's phone number and email address as separate entities. This way, you can define the notification method for a contact.

Also, you can change an existing contact's phone number or email address using the green Edit button in the top array of green buttons. Use the green Delete button to delete a contact.

## LOCATIONS

Manage the locations in your account from the green Locations button in the top array of green buttons.



To add a location, enter the name, decimal latitude and longitude and threshold limits.

You can only edit the threshold limit for an existing location, you cannot change the name or latitude or longitude. Use the green Delete button to delete a location.

### **\*IMPORTANT\***

Whenever you make **ANY** change to a contact's location assignment, add or edit a contact or location, click on the green Save button to save the changes. Exiting the Contact Manager before doing this could cause unpredictable results.