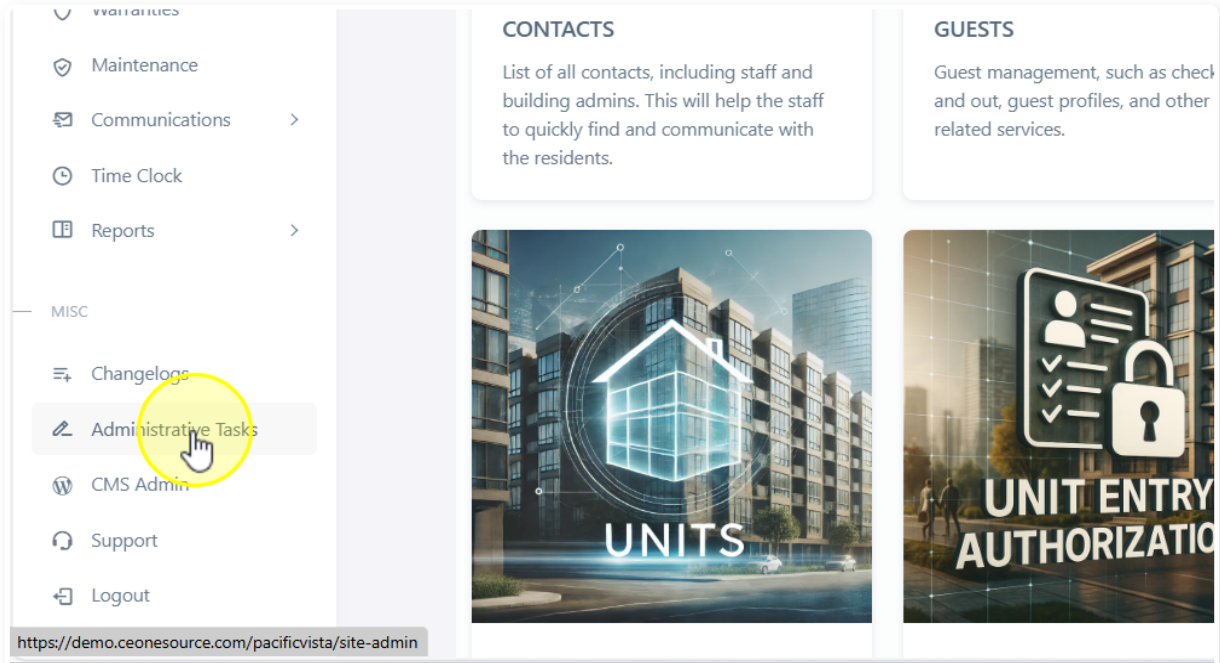


Unit Locations

1

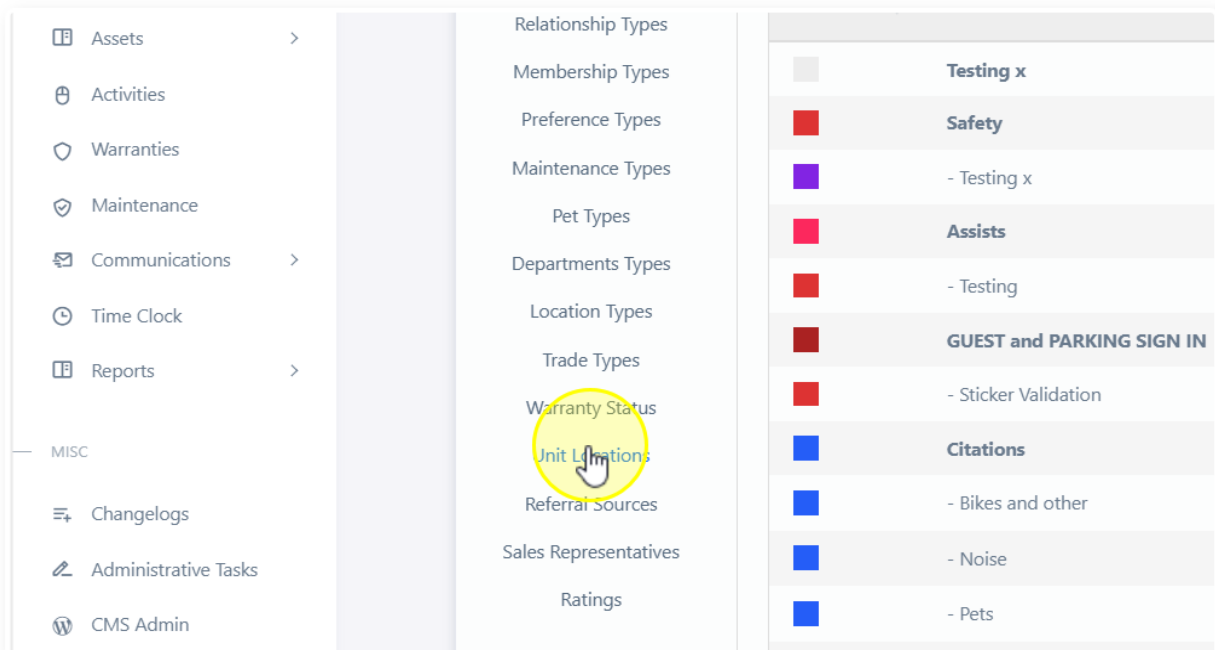
Click "Administrative Tasks"



The screenshot shows the site-admin interface. On the left, a sidebar menu lists various options: Warranties, Maintenance, Communications, Time Clock, Reports, MISC, Changelogs, Administrative Tasks (highlighted with a yellow circle and a hand icon), CMS Admin, Support, and Logout. The main content area is divided into three sections: CONTACTS (List of all contacts, including staff and building admins. This will help the staff to quickly find and communicate with the residents.), GUESTS (Guest management, such as check and out, guest profiles, and other related services.), and a large graphic for UNIT ENTRY AUTHORIZATION. The URL at the bottom is <https://demo.ceonesource.com/pacificvista/site-admin>.

2

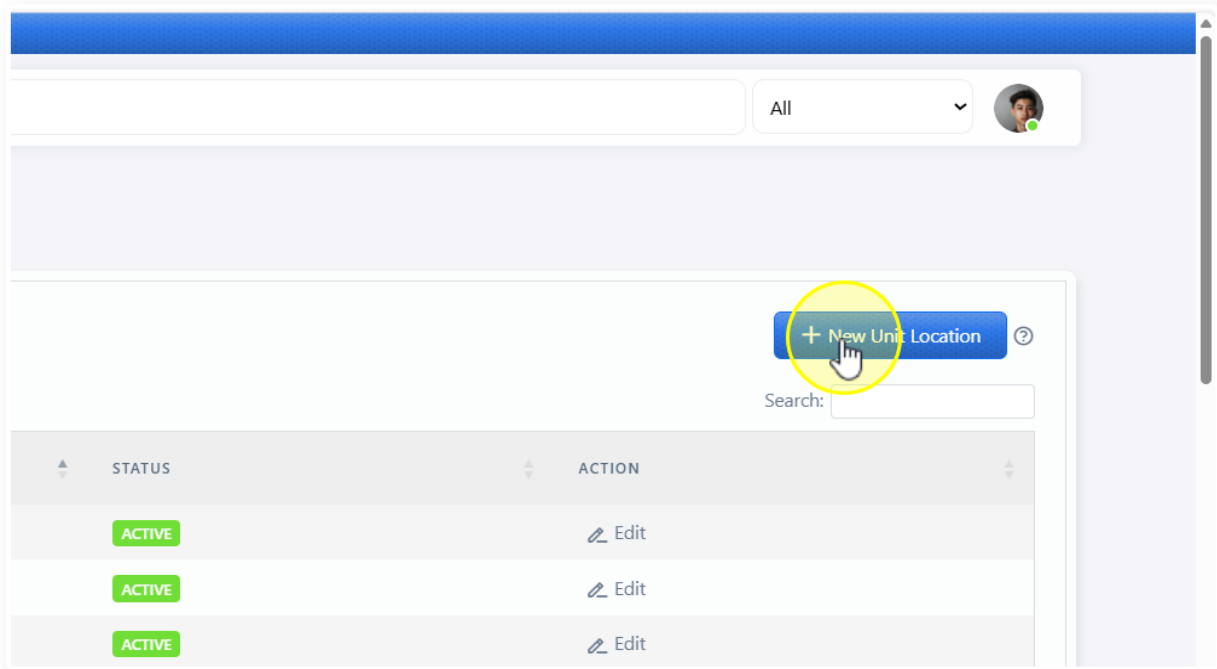
Click "Unit Locations"



The screenshot shows the site-admin interface. On the left, a sidebar menu lists various options: Assets, Activities, Warranties, Maintenance, Communications, Time Clock, Reports, MISC, Changelogs, Administrative Tasks, and CMS Admin. The main content area is divided into three sections: Relationship Types, Membership Types, Preference Types, Maintenance Types, Pet Types, Departments Types, Location Types, Trade Types, Warranty Status, Unit Locations (highlighted with a yellow circle and a hand icon), Referral Sources, Sales Representatives, and Ratings. On the right, there is a table with a list of items and their corresponding colors.

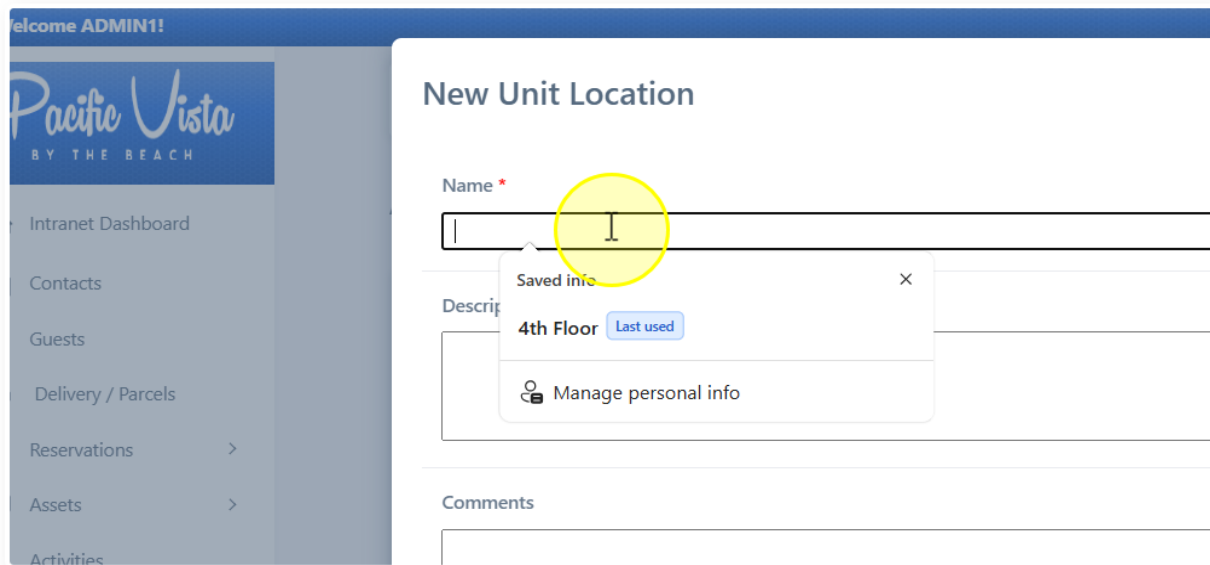
	Testing x
	Safety
	- Testing x
	Assists
	- Testing
	GUEST and PARKING SIGN IN
	- Sticker Validation
	Citations
	- Bikes and other
	- Noise
	- Pets

3

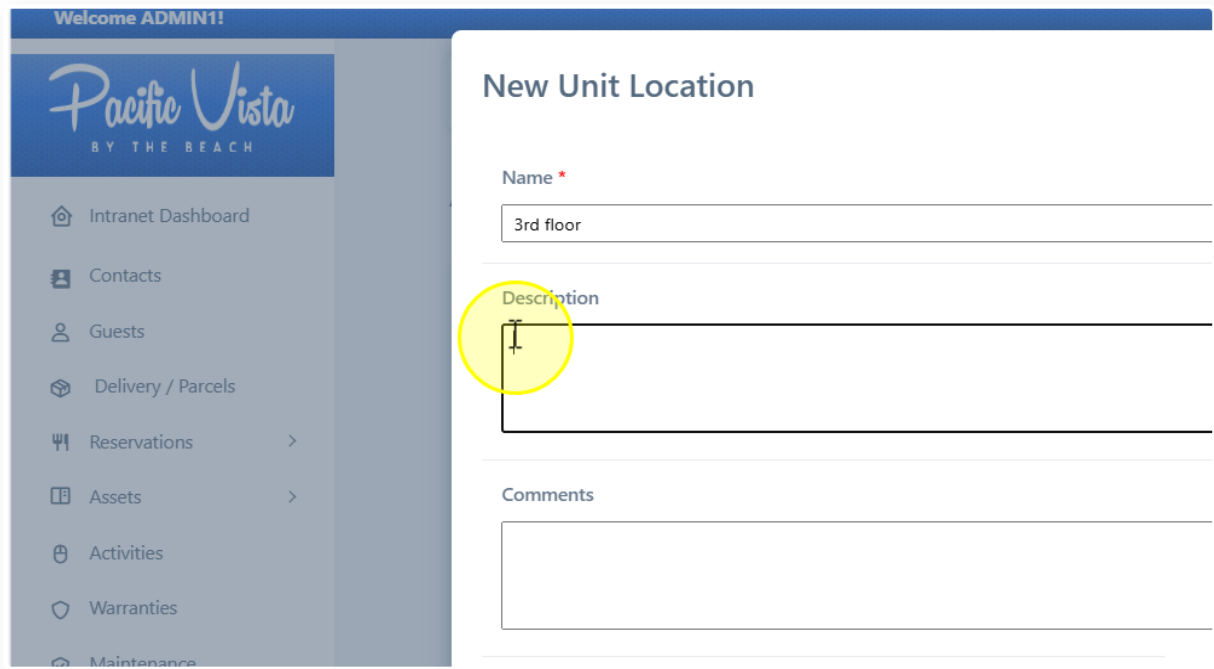
Click **"New Unit Location"**

4

Navigate to "Name " field, enter the desired name for the new Unit Locations.

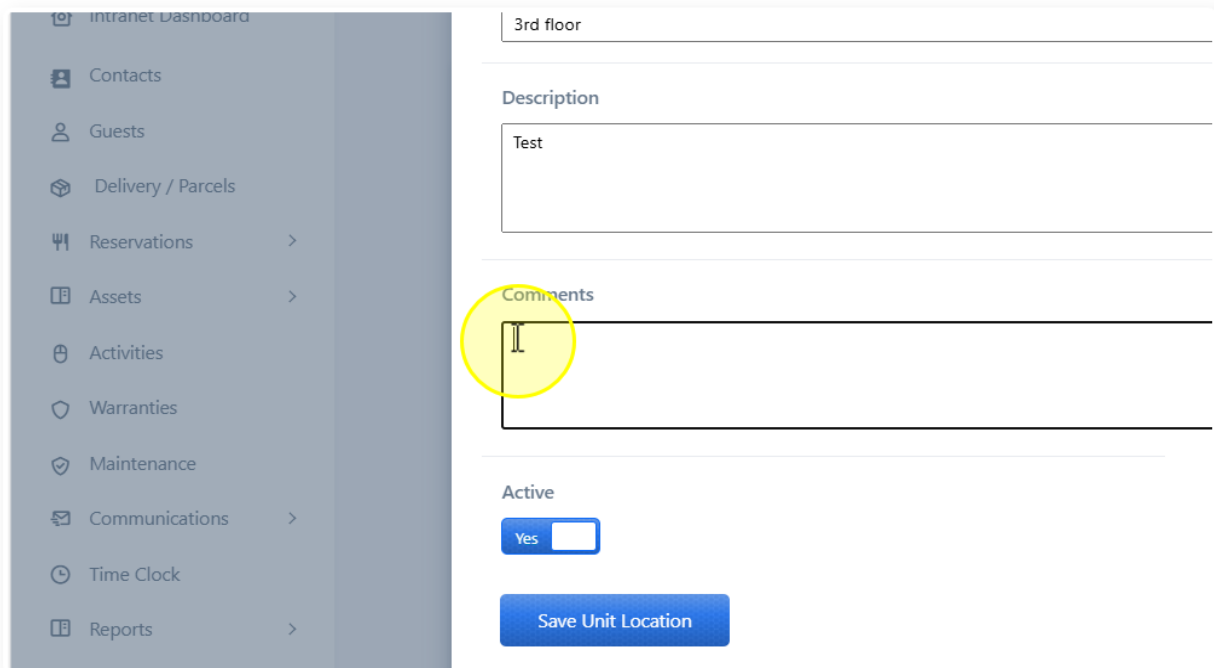


5 Add a **Description** if desired.



The screenshot shows the 'New Unit Location' form in the Pacific Vista system. The left sidebar contains a navigation menu with items: Intranet Dashboard, Contacts, Guests, Delivery / Parcels, Reservations, Assets, Activities, Warranties, and Maintenance. The main content area has a header 'Welcome ADMIN!' and a title 'New Unit Location'. Below the title, there is a 'Name' field with a red asterisk, containing the text '3rd floor'. Below that is a 'Description' field, which is highlighted with a yellow circle. At the bottom of the form is a 'Comments' field.

6 Add a **Comments** if desired.



This screenshot shows the same 'New Unit Location' form, but now the 'Comments' field is highlighted with a yellow circle. The 'Description' field now contains the text 'Test'. Below the 'Comments' field, there is an 'Active' section with a 'Yes' checkbox. At the bottom of the form is a blue button labeled 'Save Unit Location'.

7 Click "Save Unit Location"

The screenshot displays a software interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: Assets, Activities, Warranties, Maintenance, Communications, Time Clock, Reports, MISC, Changelogs, Administrative Tasks, and CMS Admin. The main content area is divided into two sections. The top section, titled 'Comments', contains a text input field with the word 'Test' inside. Below this is an 'Active' section with a 'Yes' checkbox. The bottom section, titled 'Unit Locations', contains a list of items: Unit Locations, Referral Sources, Sales Representatives, and Ratings. A yellow circle highlights the 'Save Unit Location' button, which is located below the 'Active' section. A hand cursor is pointing at the button.

Assets >

Activities

Warranties

Maintenance

Communications >

Time Clock

Reports >

MISC

Changelogs

Administrative Tasks

CMS Admin

Comments

Test

Active

Yes ☐

Save Unit Location

Unit Locations

Referral Sources

Sales Representatives

Ratings