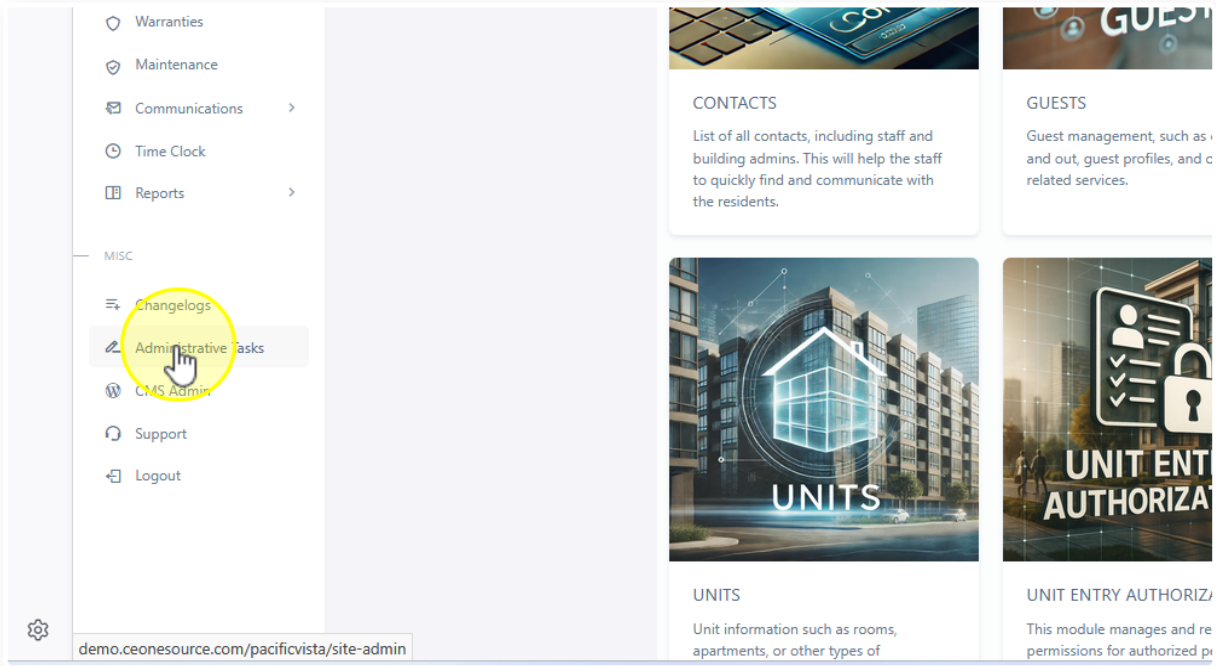


Maintenance Type

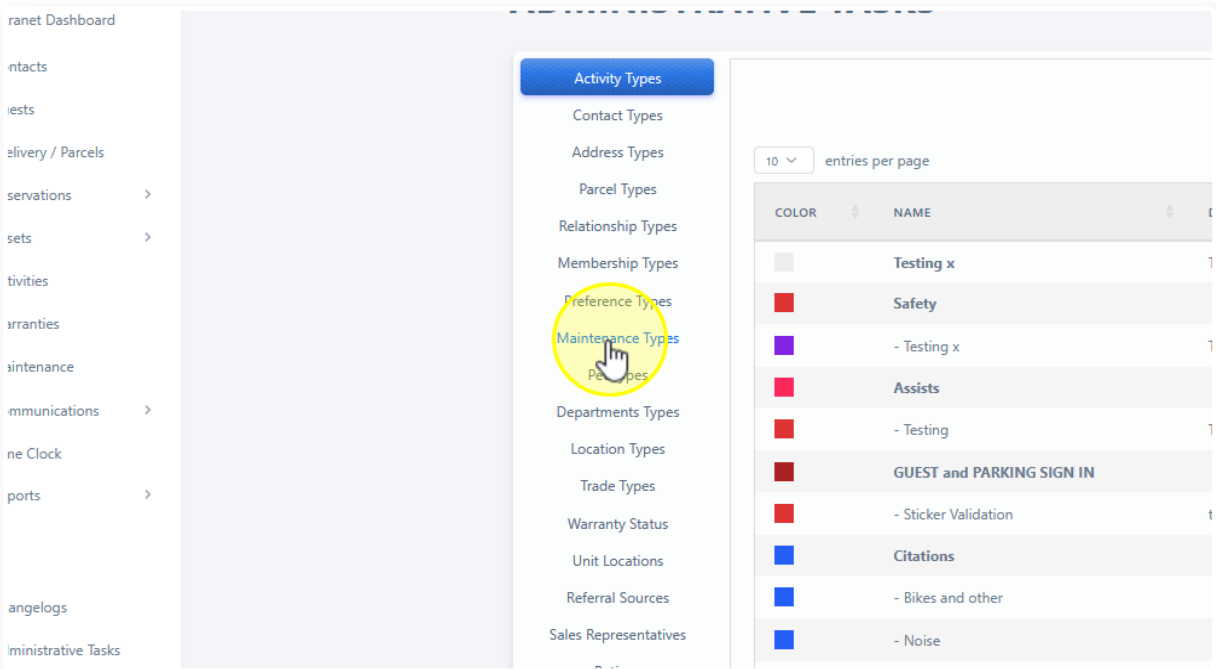
batun | 7 steps | 1 minute

Thursday, 13 November 2025

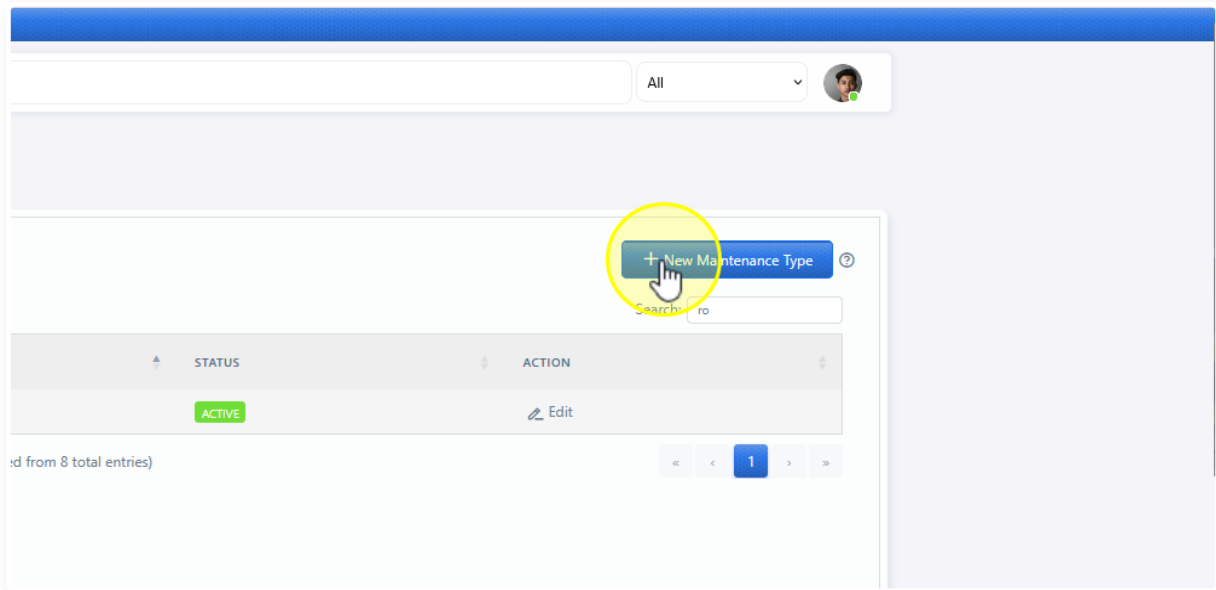
1 Click "Administrative Task"



2 Click "Maintenance Types"



3 Click **"New Maintenance Type"**



4 Enter the desired Maintenance Type **Name**

A screenshot of the 'New Maintenance Type' form. The form has a title 'New Maintenance Type' and a sidebar on the left with a logo 'Pacific Vista BY THE BEACH' and a list of navigation items: Intranet Dashboard, Contacts, Guests, Delivery / Parcels, Reservations, Assets, Activities, Warranties, and Maintenance. The form fields include 'Name' (highlighted with a yellow circle), 'Description', 'Comments', and 'Active'.

5 Add a **Description** if desired

The screenshot shows the 'New Maintenance Type' form in the Pacific Vista admin interface. The form is titled 'New Maintenance Type' and includes the following fields:

- Name ***: A text input field containing 'Marierose Peters'.
- Description**: A text input field, highlighted with a yellow circle, containing a cursor.
- Comments**: A text input field.
- Active**: A checkbox labeled 'Yes'.

The left sidebar shows the 'Pacific Vista BY THE BEACH' logo and a navigation menu with items: Intranet Dashboard, Contacts, Guests, Delivery / Parcels, Reservations, Assets, Activities, Warranties, Maintenance, and Communications.

6 Add **Comments** if desired

The screenshot shows the 'New Maintenance Type' form in the Pacific Vista admin interface. The form is titled 'New Maintenance Type' and includes the following fields:

- Name ***: A text input field containing 'Marierose Peters'.
- Description**: A text input field containing 'Testing Maintenance Type Capture'.
- Comments**: A text input field, highlighted with a yellow circle, containing a cursor.
- Active**: A checkbox labeled 'Yes'.
- Save Maintenance Type**: A blue button.

The left sidebar shows the 'Pacific Vista BY THE BEACH' logo and a navigation menu with items: Intranet Dashboard, Contacts, Guests, Delivery / Parcels, Reservations, Assets, Activities, Warranties, Maintenance, and Communications.

7 Click **"Save Maintenance Type"**

The screenshot displays a software interface for managing maintenance types. On the left is a dark sidebar with menu items including 's', '>', '>', 'e', 'tions', '>', '>', 'ive Tasks', and 'e'. The main content area is white and contains a form with the following elements:

- A text input field at the top.
- A 'Comments' section with a text area containing the text 'Testing Maintenance Type'.
- An 'Active' section with a 'Yes' label and an unchecked checkbox.
- A blue button labeled 'Save Maintenance Type' which is highlighted with a yellow circle and a hand cursor.
- A list of links below the button: 'Unit Locations', 'Referral Sources', 'Sales Representatives', and 'Ratings'.
- A footer bar with three tabs: 'Admin Options', 'User Custom Fields', and 'Warranty Settings'.