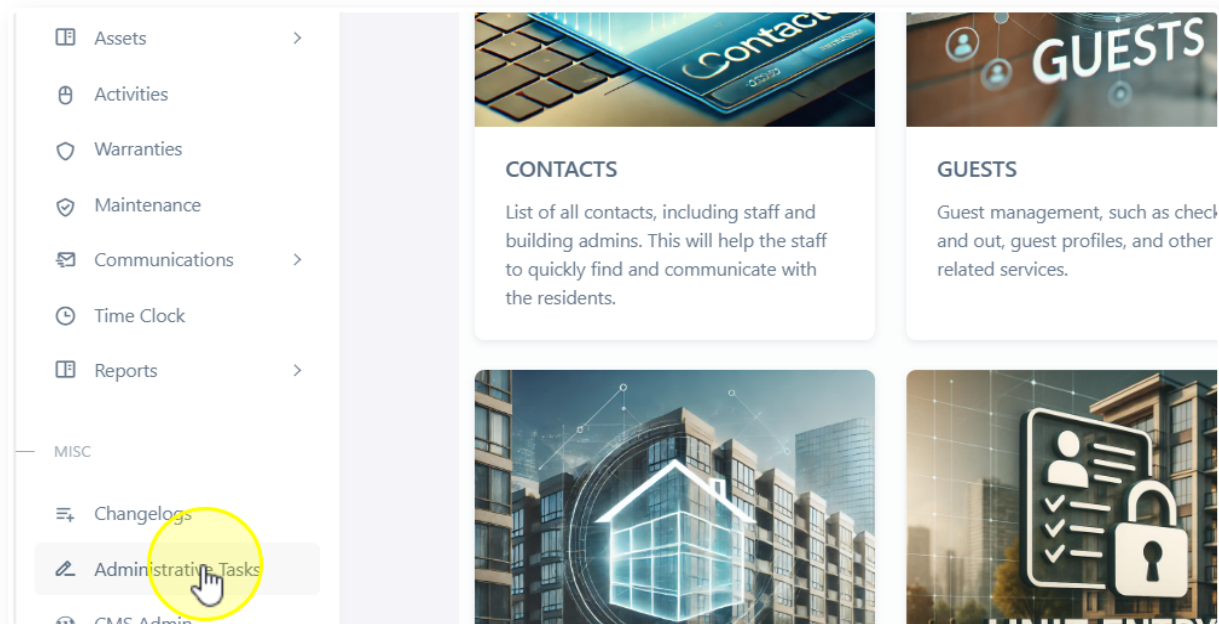
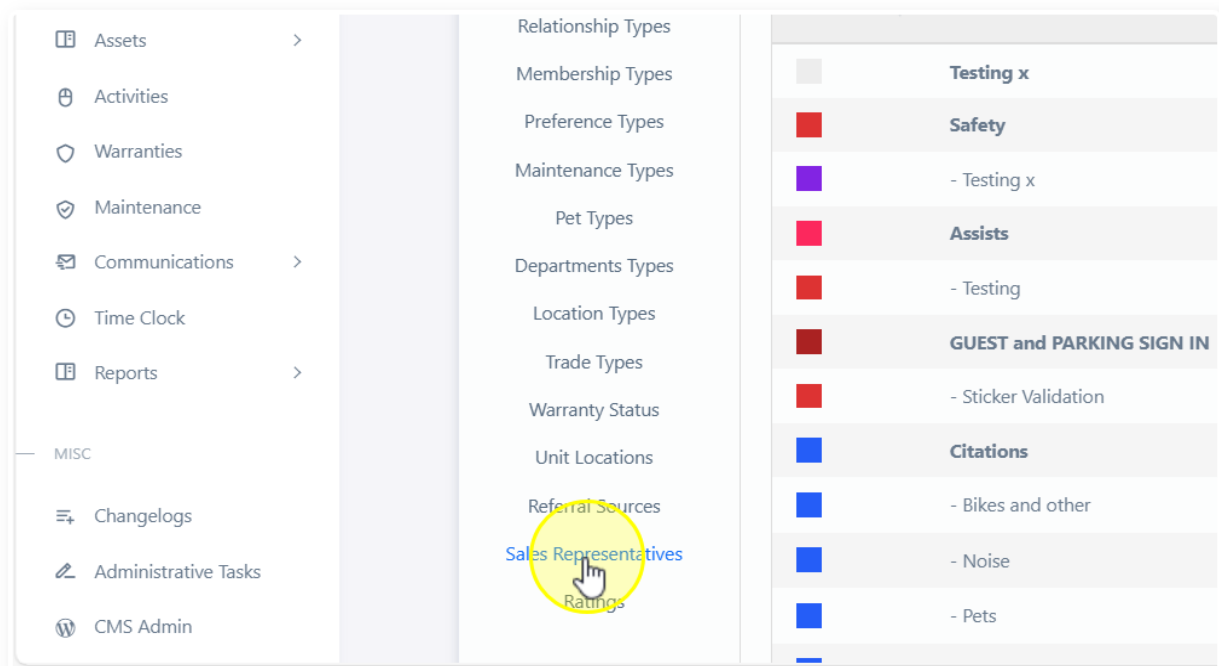


# Sales Representatives

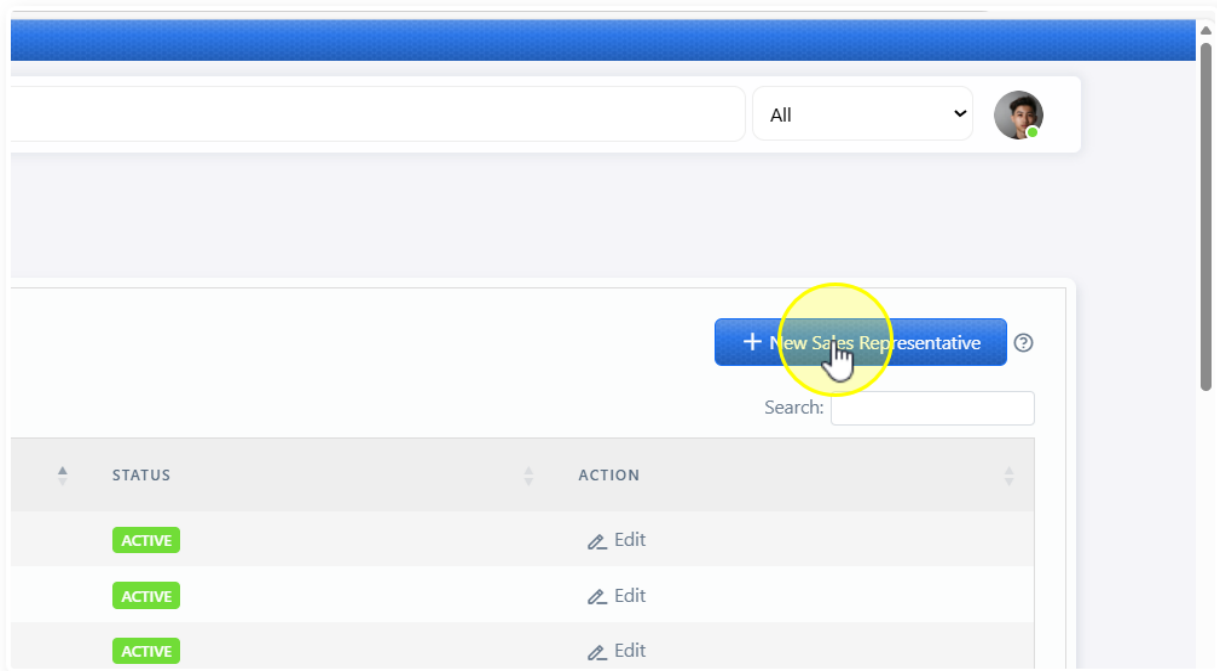
## 1 Click "Administrative Tasks"



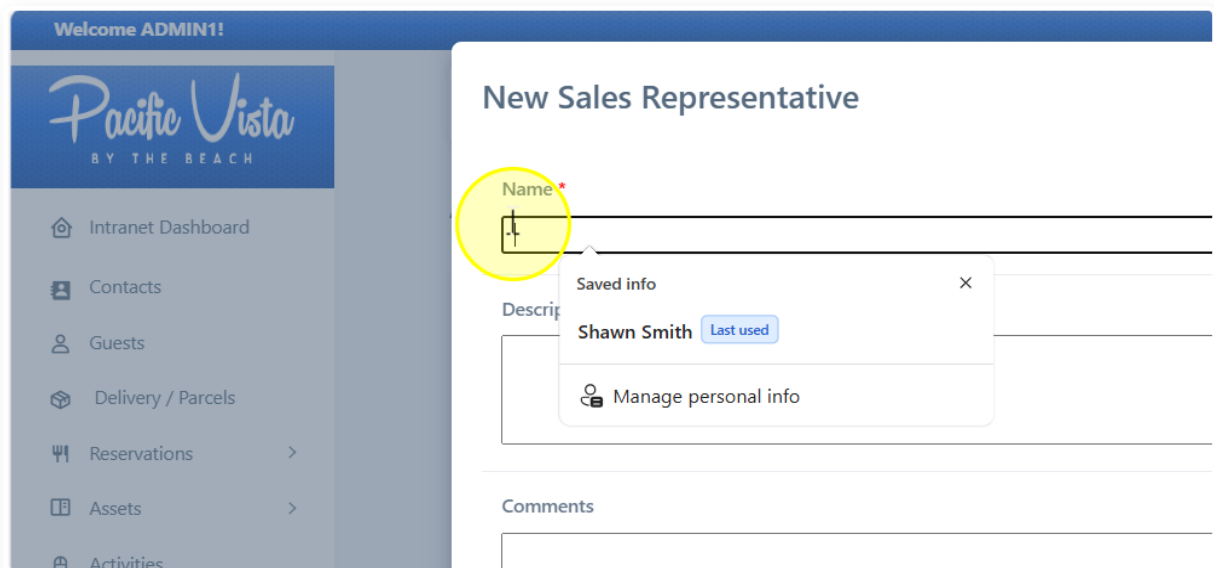
## 2 Click "Sales Representatives"



3 Click **"New Sales Representative"**



4 Enter the desired "Sales Representative" Name



5

Add a **Description** if desired

Welcome ADMIN1!

**Pacific Vista**  
BY THE BEACH

- Intranet Dashboard
- Contacts
- Guests
- Delivery / Parcels
- Reservations >
- Assets >
- Activities
- Warranties

### New Sales Representative

Name \*

Kate Milby

Description

Comments

6

Add a **Comments** if desired

Intranet Dashboard

- Contacts
- Guests
- Delivery / Parcels
- Reservations >
- Assets >
- Activities
- Warranties
- Maintenance
- Communications >
- Time Clock
- Reports >

Kate Milby

Description

Test

Comments

Active

Yes ☐

Save Sales Representative

7 Click **"Save Sales Representative"**

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 'Save Sales Representative' button is highlighted with a yellow circle and a hand cursor. The bottom section of the main content area contains a list of items: Unit Locations, Referral Sources, Sales Representatives (highlighted with a blue button), and Ratings.

Assets >

Activities

Warranties

Maintenance

Communications >

Time Clock

Reports >

MISC

Changelogs

Administrative Tasks

CMS Admin

Comments

Test

Active

Yes ☐

Save Sales Representative

Unit Locations

Referral Sources

Sales Representatives

Ratings