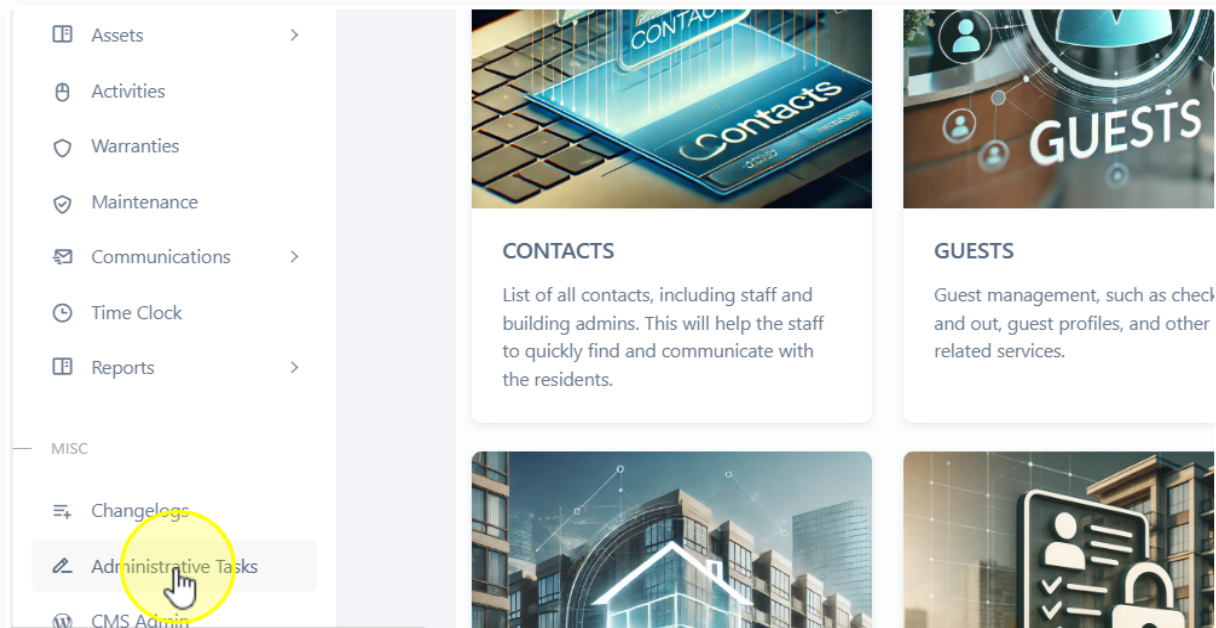


# Trade Types

1

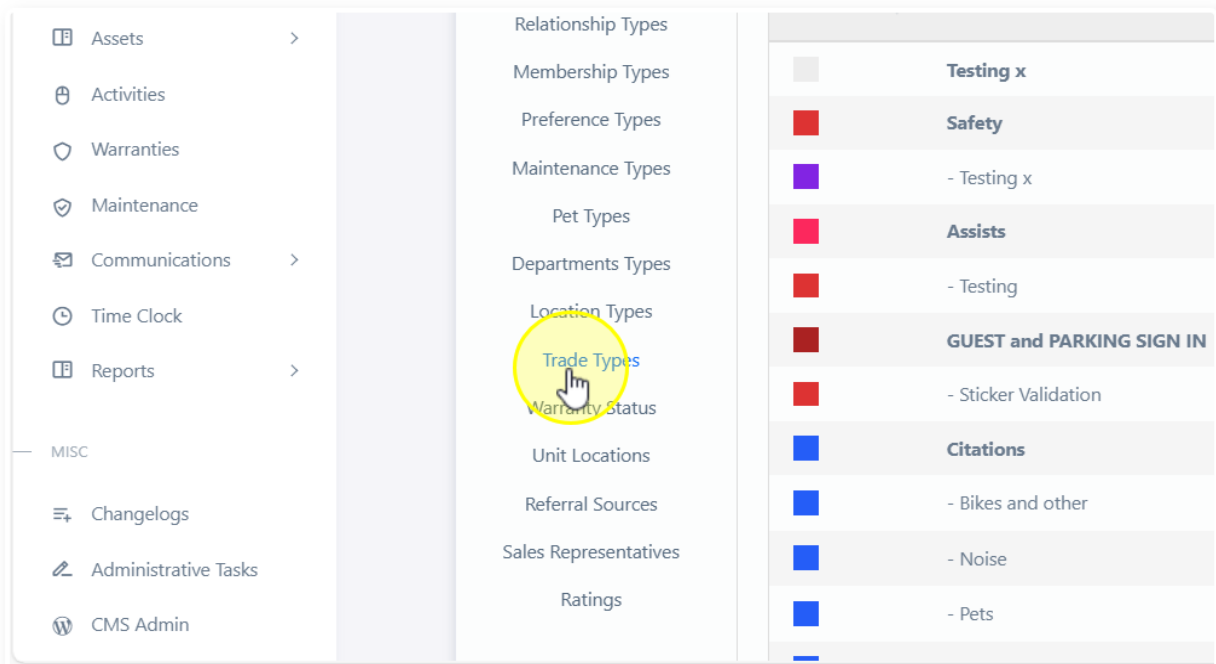
Click "Administrative Tasks"



The screenshot shows a software interface with a left sidebar containing a menu. The menu items are: Assets, Activities, Warranties, Maintenance, Communications, Time Clock, Reports, MISC, Changelogs, Administrative Tasks (highlighted with a yellow circle and a hand cursor), and CMS Admin. The main content area displays four cards: '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 two other cards with building and security icons.

2

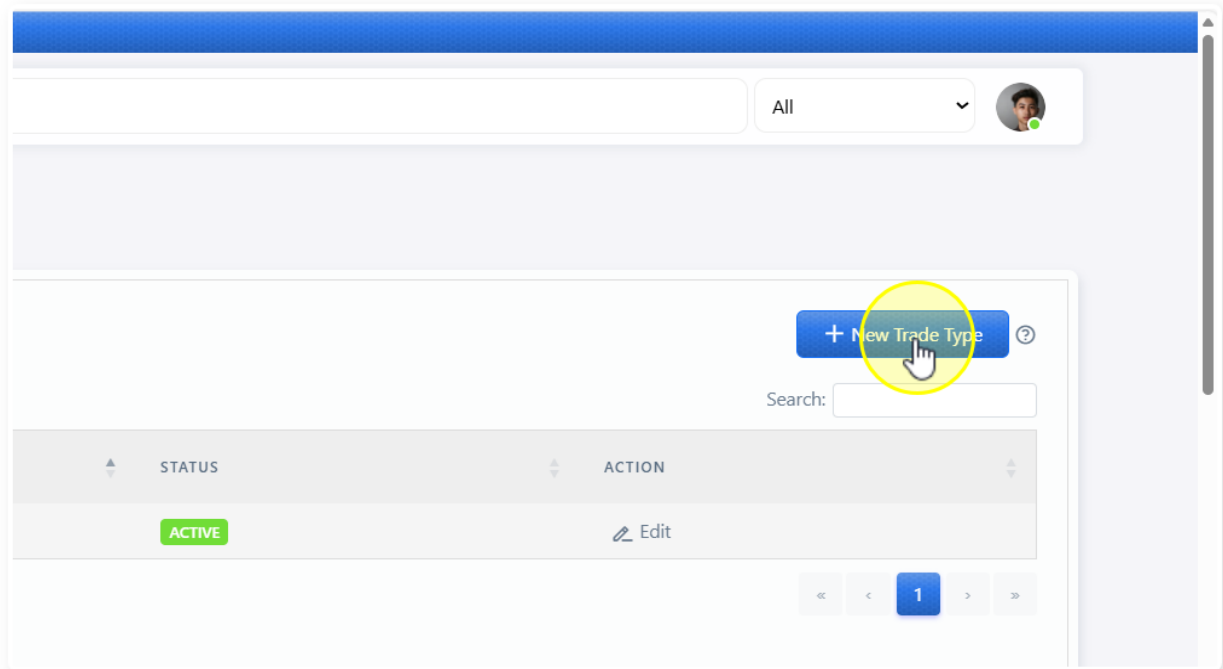
Click "Trade Types"



The screenshot shows the same software interface as before, but with the 'Trade Types' menu item highlighted in the left sidebar. The main content area displays a list of trade types: Relationship Types, Membership Types, Preference Types, Maintenance Types, Pet Types, Departments Types, Location Types, Trade Types (highlighted with a yellow circle and a hand cursor), Warranty Status, Unit Locations, Referral Sources, Sales Representatives, and Ratings. To the right of this list is a table with testing results.

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

3 Click "New Trade Type"



4 Enter the desired "Trade Type Name"

### New Trade Type

Name \*

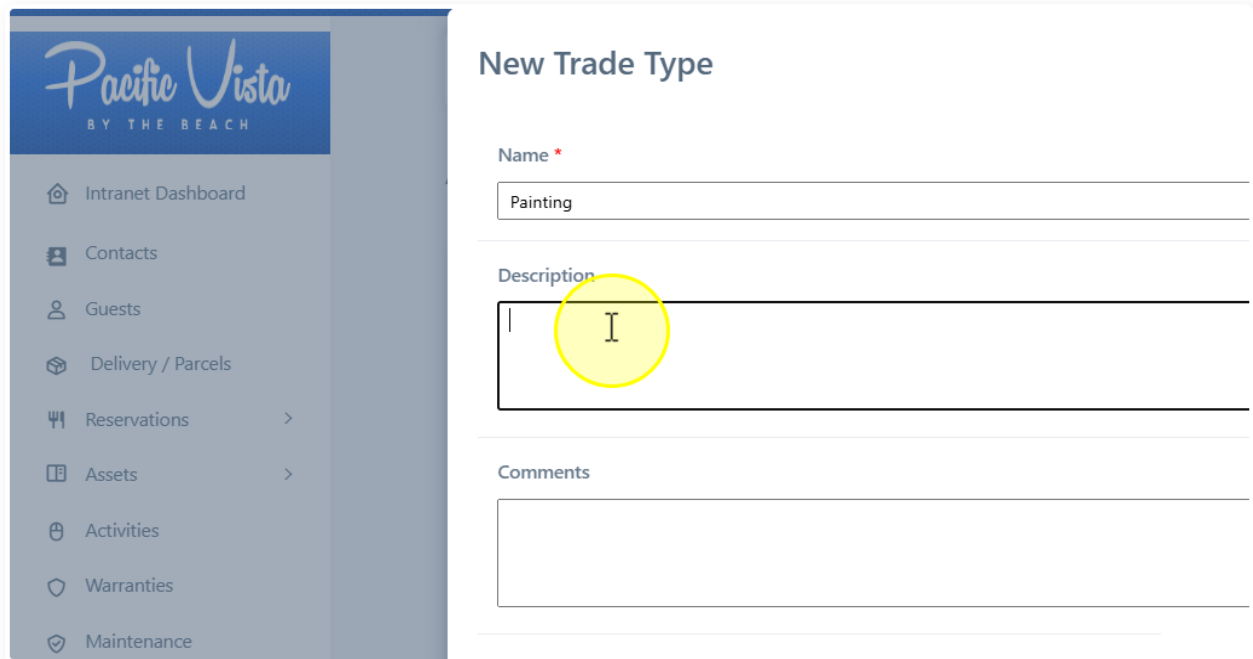
Plumbing Last used

Manage personal info

Comments

The screenshot shows the 'New Trade Type' form. The 'Name' field is highlighted with a yellow circle. Below the 'Name' field, there is a dropdown menu showing 'Plumbing' as the selected option, with a 'Last used' label. Below the dropdown, there is a 'Manage personal info' link. At the bottom of the form, there is a 'Comments' section with a text area.

**5** Add a **Description** if desired



**Pacific Vista**  
BY THE BEACH

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

### New Trade Type

Name \*

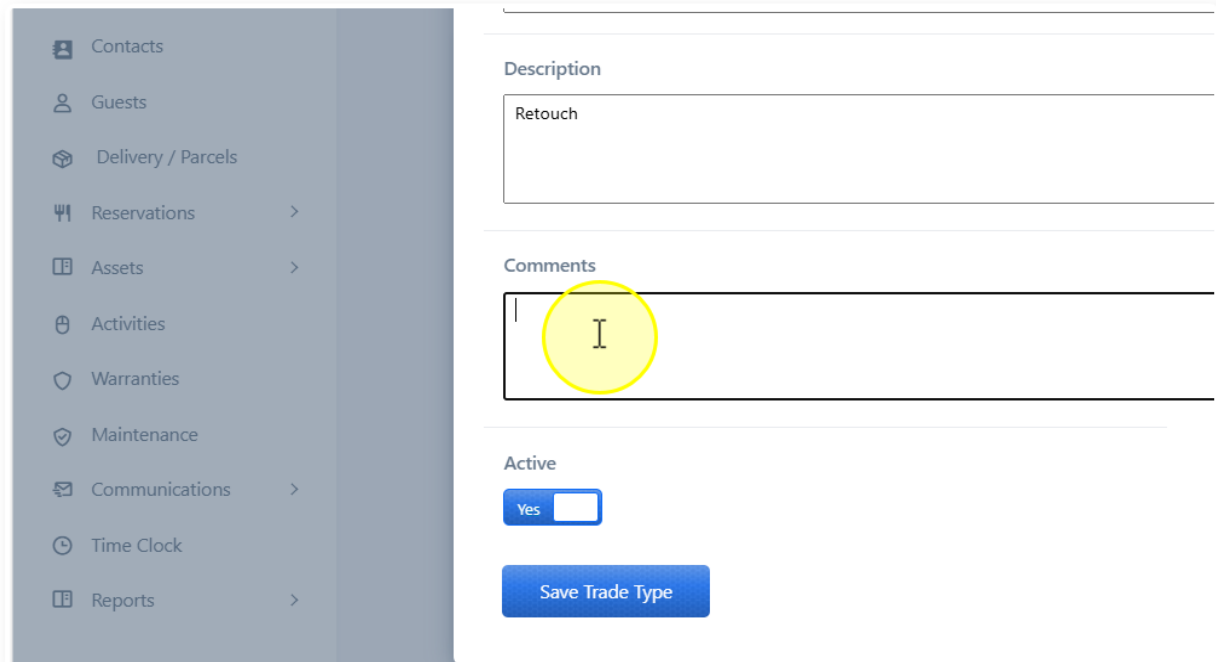
Painting

Description

I

Comments

**6** Add a **Comments** if desired



Contacts

Guests

Delivery / Parcels

Reservations >

Assets >

Activities

Warranties

Maintenance

Communications >

Time Clock

Reports >

Description

Retouch

Comments

I

Active

Yes ☐

Save Trade Type

7 Click **"Save Trade Type"**

The screenshot displays a software interface with a sidebar menu on the left and a main form area on the right. The sidebar menu includes the following items:

- Assets >
- Activities
- Warranties
- Maintenance
- Communications >
- Time Clock
- Reports >
- MISC
- Changelogs
- Administrative Tasks
- CMS Admin

The main form area contains the following sections:

- Comments**: A text input field containing the text "Testing".
- Active**: A section with a "Yes" checkbox and a "Save Trade Type" button. The "Save Trade Type" button is highlighted with a yellow circle and a mouse cursor.
- Unit Locations**: A section with a list of unit locations.
- Referral Sources**: A section with a list of referral sources.
- Sales Representatives**: A section with a list of sales representatives.
- Ratings**: A section with a list of ratings.