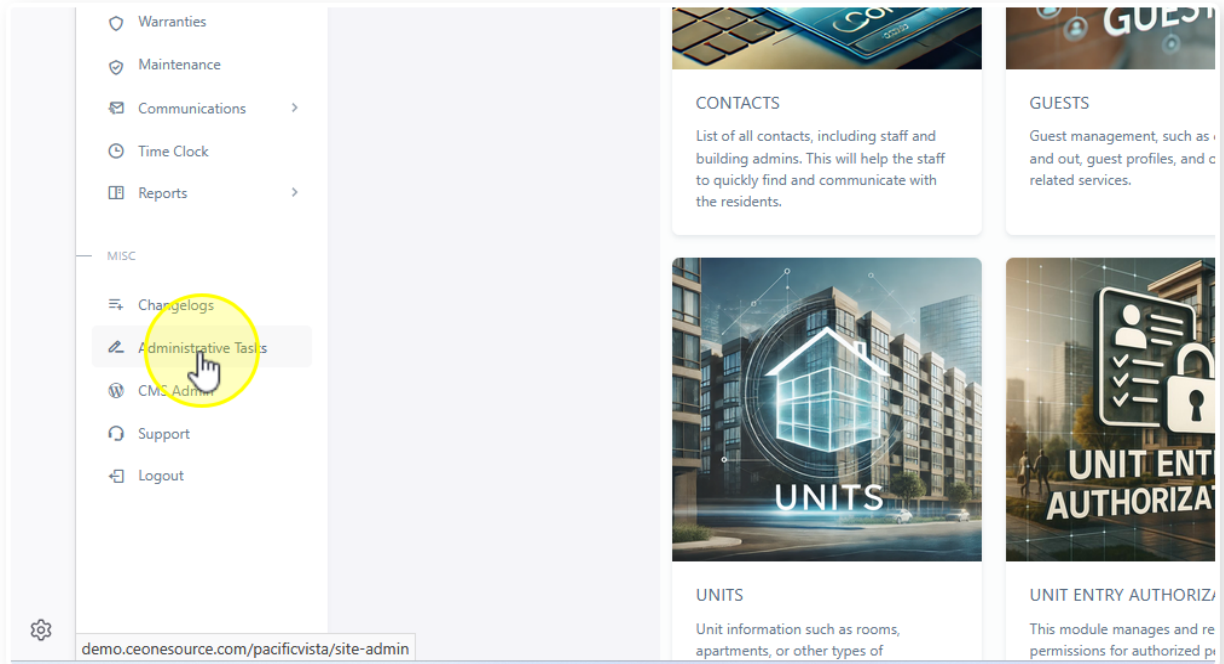


# Department Types

## 1 Click "Administrative Types"



The screenshot shows the site admin dashboard. On the left, a sidebar menu lists various administrative tasks. The 'Administrative Tasks' item is highlighted with a yellow circle and a hand cursor. The main content area displays four cards: 'CONTACTS', 'GUESTS', 'UNITS', and 'UNIT ENTRY AUTHORIZATION'. Each card has a brief description of its function.

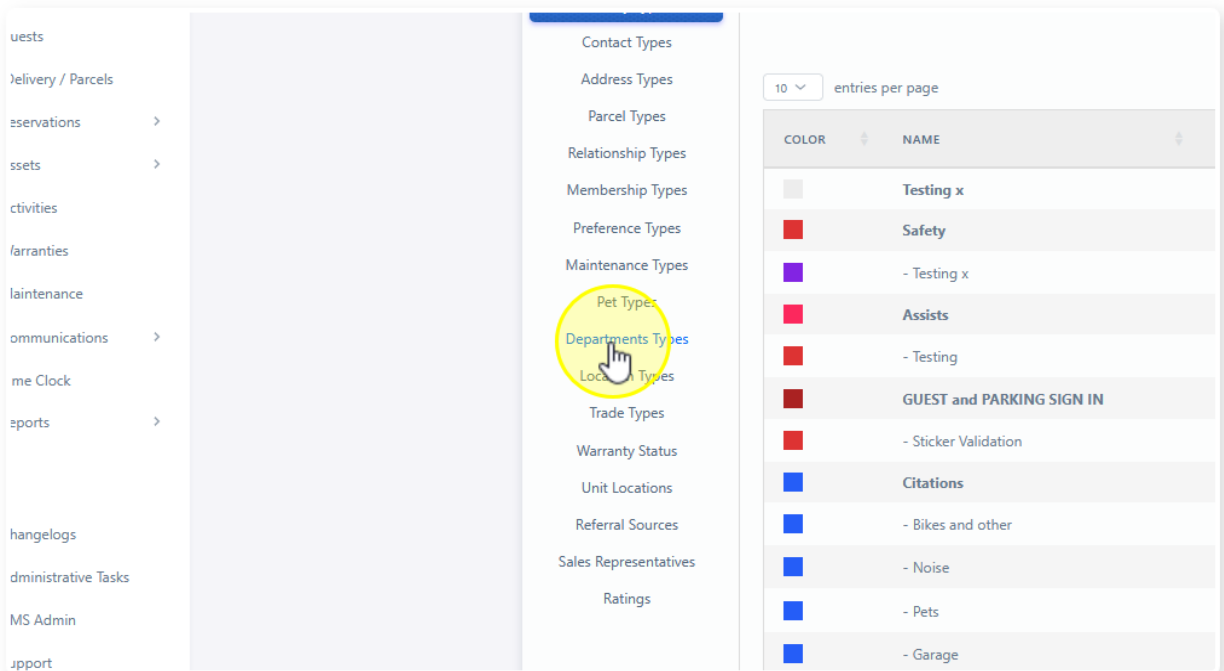
**CONTACTS**  
List of all contacts, including staff and building admins. This will help the staff to quickly find and communicate with the residents.

**GUESTS**  
Guest management, such as in and out, guest profiles, and other related services.

**UNITS**  
Unit information such as rooms, apartments, or other types of

**UNIT ENTRY AUTHORIZATION**  
This module manages and re permissions for authorized p

## 2 Click "Departments Types"

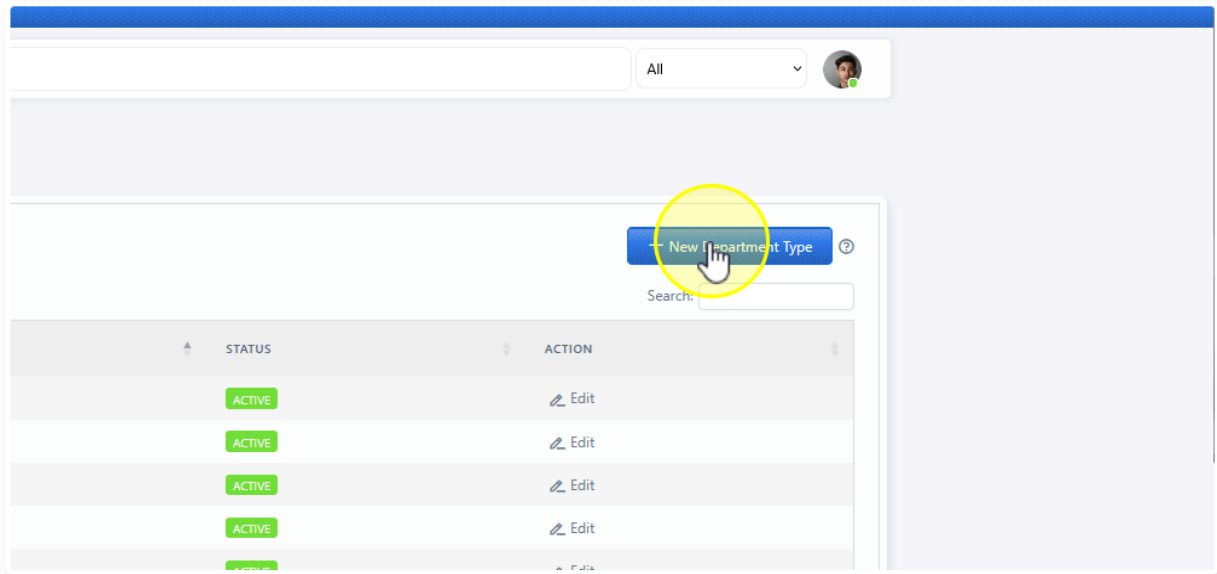


The screenshot shows the 'Departments Types' page. On the left, a sidebar menu lists various administrative tasks. The 'Departments Types' item is highlighted with a yellow circle and a hand cursor. The main content area displays a table of department types.

**Departments Types**

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

3 Click **"New Department Type"**



4 Enter the desired name for the new Department type

The screenshot shows the 'New Department Type' form. The browser address bar displays 'demo.ceonesource.com/pacificvista/site-admin/'. The form has a blue header bar and a grey sidebar. The form fields are: 'Name' (required, indicated by a red asterisk), 'Description', and 'Comments'. A yellow circle highlights the 'Name' input field, which contains a cursor. Below the form fields is an 'Active' checkbox.

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

demo.ceonesource.com/pacificvista/site-admin/

me ADMIN!!

Pacific Vista  
THE BEACH

Planet Dashboard

Contacts

ests

Delivery / Parcels

ervations >

ets >

ivities

rranties

aintenance

mmunications >

### New Department Type

Name \*

Audit

Description

Comments

Active

Yes ☐

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

Pacific Vista  
THE BEACH

Planet Dashboard

Contacts

ests

Delivery / Parcels

ervations >

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ivities

rranties

aintenance

mmunications >

e Clock

orts >

### New Department Type

Name \*

Audit

Description

Test

Comments

Active

Yes ☐

Save Department Type

Unit Locations

**7** Click **"Save Department Type"**

The screenshot displays a software interface with a sidebar on the left containing a list of menu items: "Parcels", "ions", "ions", "es", "ance", "ications", "ck", "ogs", "rative Tasks", and "min". The main content area is divided into two sections. The top section contains a text input field, a "Comments" section with a text area containing the word "Test", and an "Active" section with a "Yes" checkbox. The bottom section contains a "Save Department Type" button, which is highlighted with a yellow circle and a hand cursor. Below this button is a list of options: "Unit Locations", "Referral Sources", "Sales Representatives", and "Ratings". At the bottom of the interface, there are three tabs: "Admin Options", "User Custom Fields", and "Warranty Settings".