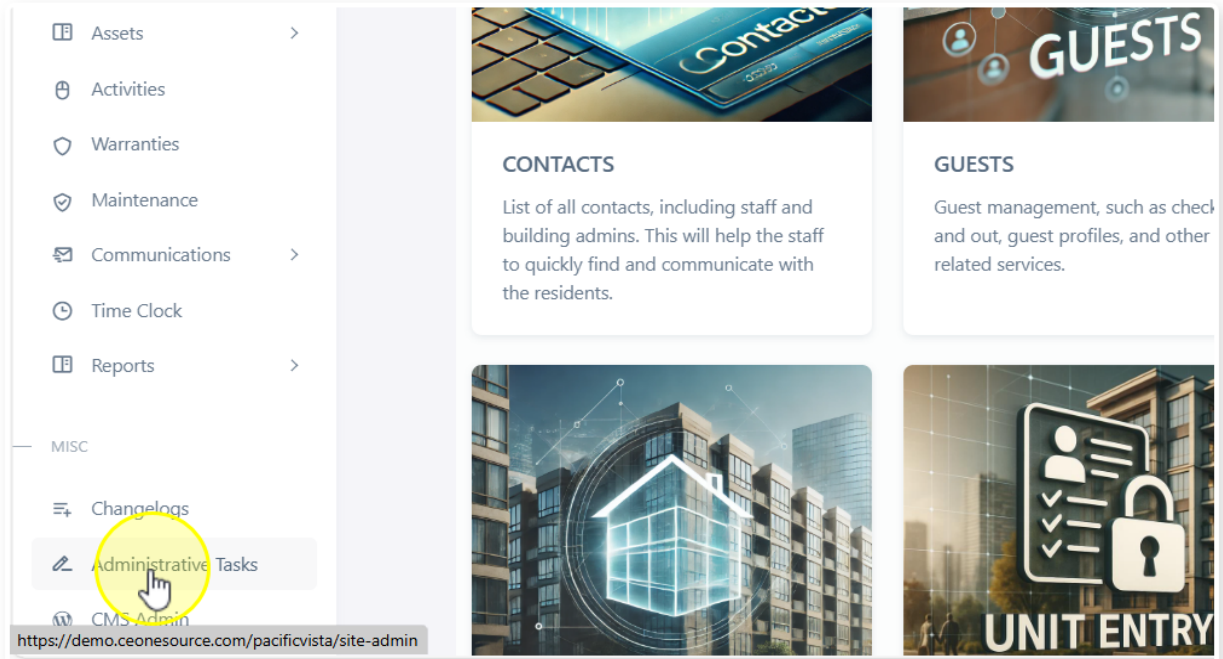


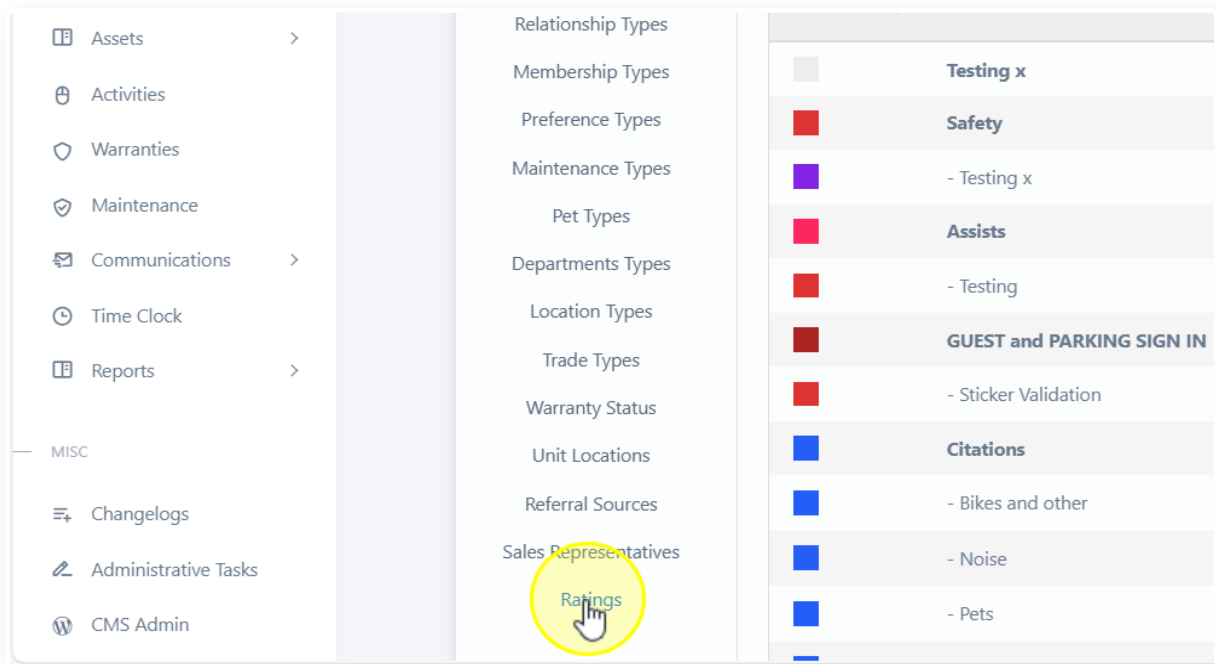
# Ratings

## 1 Click "Administrative Tasks"



The screenshot shows the site admin interface. On the left, a sidebar menu lists various categories: Assets, Activities, Warranties, Maintenance, Communications, Time Clock, Reports, and a 'MISC' section. Under 'MISC', 'Changelogs', 'Administrative Tasks' (highlighted with a yellow circle and a hand cursor), and 'CMS Admin' are listed. The main content area displays four cards: 'CONTACTS' (with a keyboard icon), 'GUESTS' (with a person icon), 'UNIT ENTRY' (with a house icon), and another 'UNIT ENTRY' card (with a padlock icon). The URL at the bottom is <https://demo.ceonesource.com/pacificvista/site-admin>.

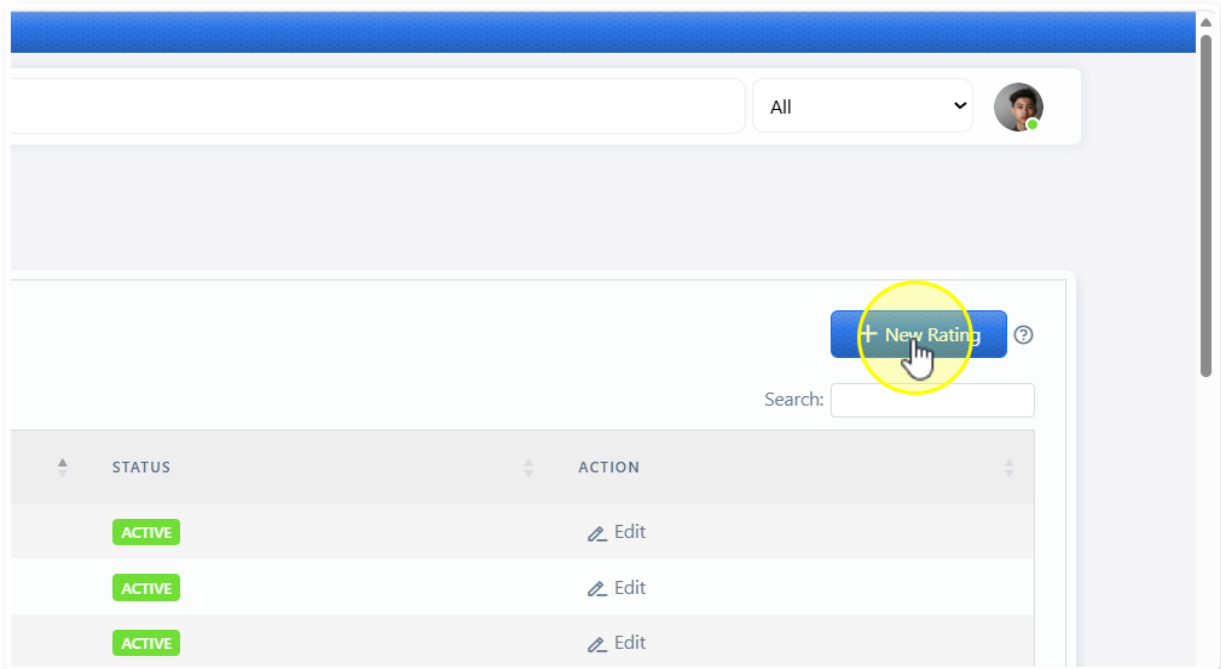
## 2 Click "Ratings"



The screenshot shows the site admin interface. On the left, the same sidebar menu is visible. In the main content area, a list of categories is displayed: Relationship Types, Membership Types, Preference Types, Maintenance Types, Pet Types, Departments Types, Location Types, Trade Types, Warranty Status, Unit Locations, Referral Sources, and Sales Representatives. The 'Ratings' item is highlighted with a yellow circle and a hand cursor. To the right of this list is a table with various rating categories and their corresponding colors.

Color	Category
Gray	Testing x
Red	Safety
Purple	- Testing x
Pink	Assists
Red	- Testing
Dark Red	GUEST and PARKING SIGN IN
Red	- Sticker Validation
Blue	Citations
Blue	- Bikes and other
Blue	- Noise
Blue	- Pets

3 Click "New Rating"



4 Enter the desired "Rating" Name

A screenshot of the 'New Rating' form in the Pacific Vista system. The form is titled 'New Rating' and includes a sidebar with navigation links: Intranet Dashboard, Contacts, Guests, Delivery / Parcels, Reservations, Assets, and Activities. The form fields are: 'Name\*' (highlighted with a yellow circle), 'Description', and 'Comments'. The 'Name\*' field is a text input with a small icon on the left. The 'Description' field is a larger text input. The 'Comments' field is a text input.

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

**Pacific Vista**  
BY THE BEACH

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

### New Rating

Name \*

F

Description

Comments

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

**Pacific Vista**  
BY THE BEACH

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

### New Rating

Name \*

F

Description

Test

Comments

Active

Yes ☐

Save Rating

7 Click **"Save Rating"**

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 and a 'Save Rating' button. The 'Save Rating' button is highlighted with a yellow circle and a hand cursor. The bottom section of the main content area contains a table with columns for 'Unit Locations', 'Referral Sources', 'Sales Representatives', and 'Ratings'. The table is currently empty, and the text 'Showing 1 to 9 of 9 entries' is displayed at the bottom right.

Assets >

Activities

Warranties

Maintenance

Communications >

Time Clock

Reports >

MISC

Changelogs

Administrative Tasks

CMS Admin

Comments

Test

Active

Yes ☐

Save Rating

Unit Locations

Referral Sources

Sales Representatives

Ratings

Y

Z

Showing 1 to 9 of 9 entries