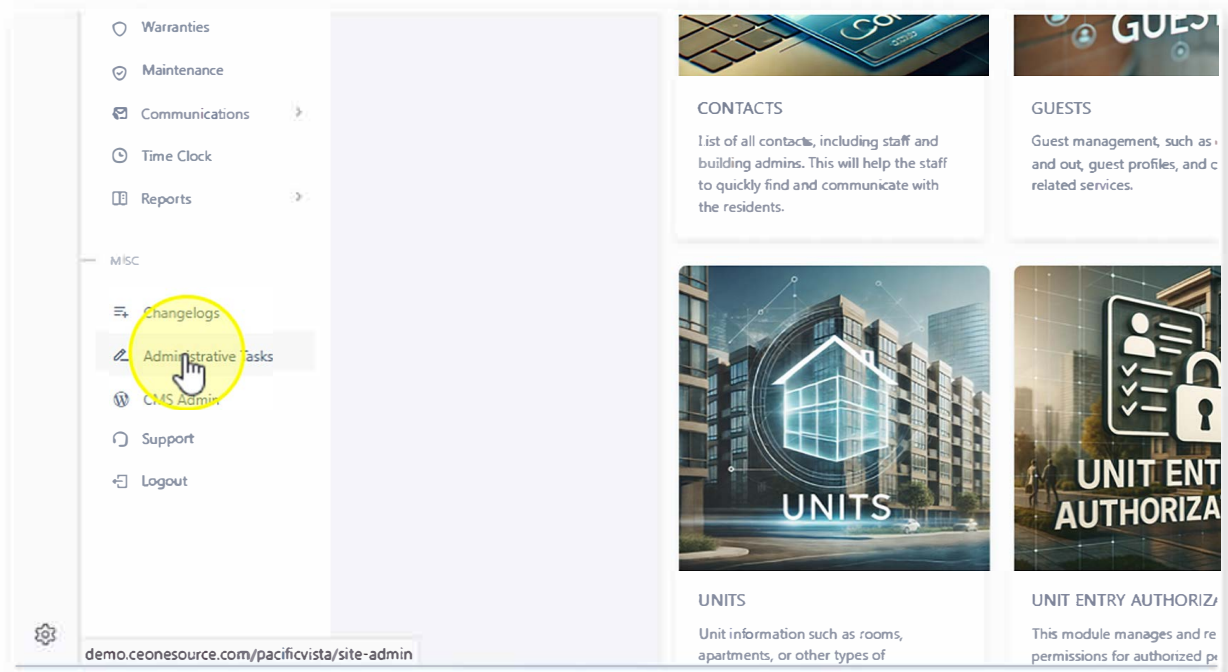


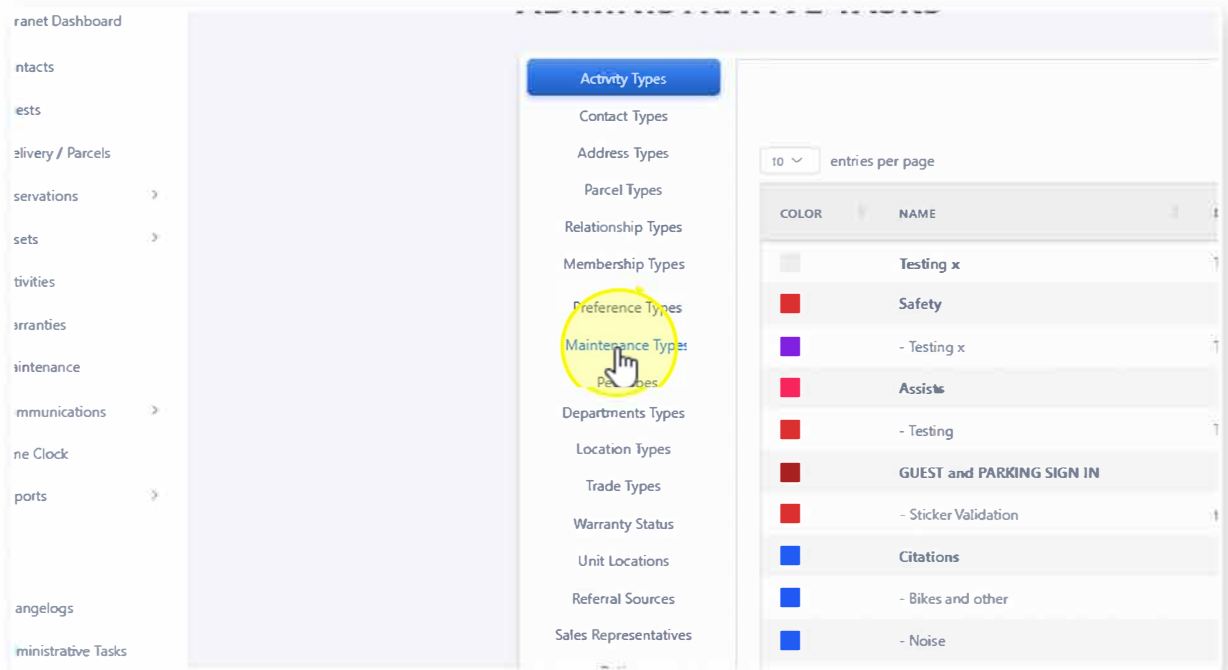
Maintenance Type

1 Click "Administrative Task"



The screenshot shows a dashboard interface. On the left is a sidebar menu with the following items: Warranties, Maintenance, Communications, Time Clock, Reports, MISC, Changelogs, Administrative Tasks (highlighted with a yellow circle and a hand cursor), CMS Admin, Support, and Logout. The main content area on the right contains four cards: CONTACTS (with a keyboard icon), GUESTS (with a person icon), UNITS (with a house icon), and UNIT ENTRY AUTHORIZATION (with a person and key icon). Each card has a brief description of its function. At the bottom left of the dashboard, the URL 'demo.ceonesource.com/pacificvista/site-admin' is visible.

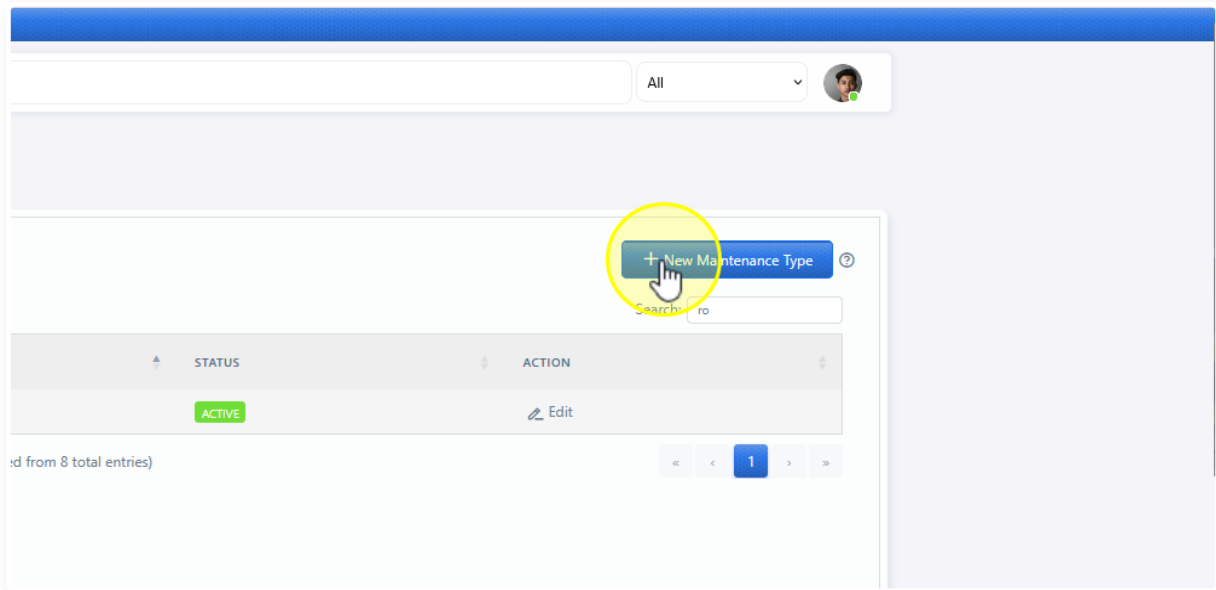
2 Click "Maintenance Types"



The screenshot shows the 'Maintenance Types' page. On the left is a sidebar menu with items: Contact Types, Address Types, Parcel Types, Relationship Types, Membership Types, Preference Types, Maintenance Types (highlighted with a yellow circle and a hand cursor), Departments Types, Location Types, Trade Types, Warranty Status, Unit Locations, Referral Sources, and Sales Representatives. The main content area on the right features a table of activity types. Above the table is a dropdown menu set to '10 entries per page'. The table has two columns: 'COLOR' and 'NAME'. The data rows are as follows:

COLOR	NAME
	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

3 Click **"New Maintenance Type"**



4 Enter the desired Maintenance Type **Name**

A screenshot of the 'New Maintenance Type' form. The form has 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 main form area has a title 'New Maintenance Type' and four input fields: '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 list of navigation 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 list of navigation 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 for 'Testing Maintenance Type'. At the top is an empty text input field. Below it is a 'Comments' section with a text area containing the text 'Testing Maintenance Type'. Underneath the comments is an 'Active' section with a 'Yes' label and an unchecked checkbox. The 'Save Maintenance Type' button, which is blue with white text, is highlighted by a yellow circle and a hand cursor. Below the button is a list of links: 'Unit Locations', 'Referral Sources', 'Sales Representatives', and 'Ratings'. At the bottom of the interface are three tabs: 'Admin Options', 'User Custom Fields', and 'Warranty Settings'.

Testing Maintenance Type

Active

Yes ☐

Save Maintenance Type

Unit Locations

Referral Sources

Sales Representatives

Ratings

Admin Options User Custom Fields Warranty Settings