

Assets

- Units/Areas (With Brochure PDF/Image and Appliances Information)
- Unit Entry
- Parking Stalls
- Lockers
- Wine Storage

Units/Areas (With Brochure PDF/Image and Appliances Information)

Information about the available units, such as rooms, apartments, or other types of accommodation. This section includes details about unit availability, features, and maintenance status.

Please find attached the video for the **Unit/Areas**.

Please find the attached video for adding information to the **Brochure (PDF)**

Please find the attached video for adding information to the **Brochure (Image)**

Please find the attached video for adding information to the **Appliances**

- **New Unit/Area** - Simply fill out all necessary information fields and click "Submit."

New Unit

Type: Units

Unit # / Unit Name *

Current Resident: Select

Current Owner: Select

Property Manager: Select

Corporate Owner: Select

Start Lease Date:

End Lease Date:

Warranty Start Date:

Warranty End Date:

Description:

Comments:

Unit / Area Location: Select

Upload Brochure: Select

Appliances

Make	Model	Warranty information	Year

Active: Yes

Save Unit

- **All Units** - You will find the unit number/unit name, access to view the resident's profile, check the status, and update the unit as needed by clicking the three-dot icon under "Action."

ALL UNITS

Units Areas

10 entries per page

Search:

UNIT # / UNIT NAME	CURRENT RESIDENT	CURRENT OWNER	UNIT LOCATION	ACTION
901	Angela Ortega	Rosemarie Peters Philip Peters		Edit
205	Alfred Giraldo	Angela Ortega	7th Floor	Edit
207	Chad Brandoniso	Bobbyjo Ward		Edit

Showing 1 to 3 of 3 entries

Excel CSV PDF Column visibility

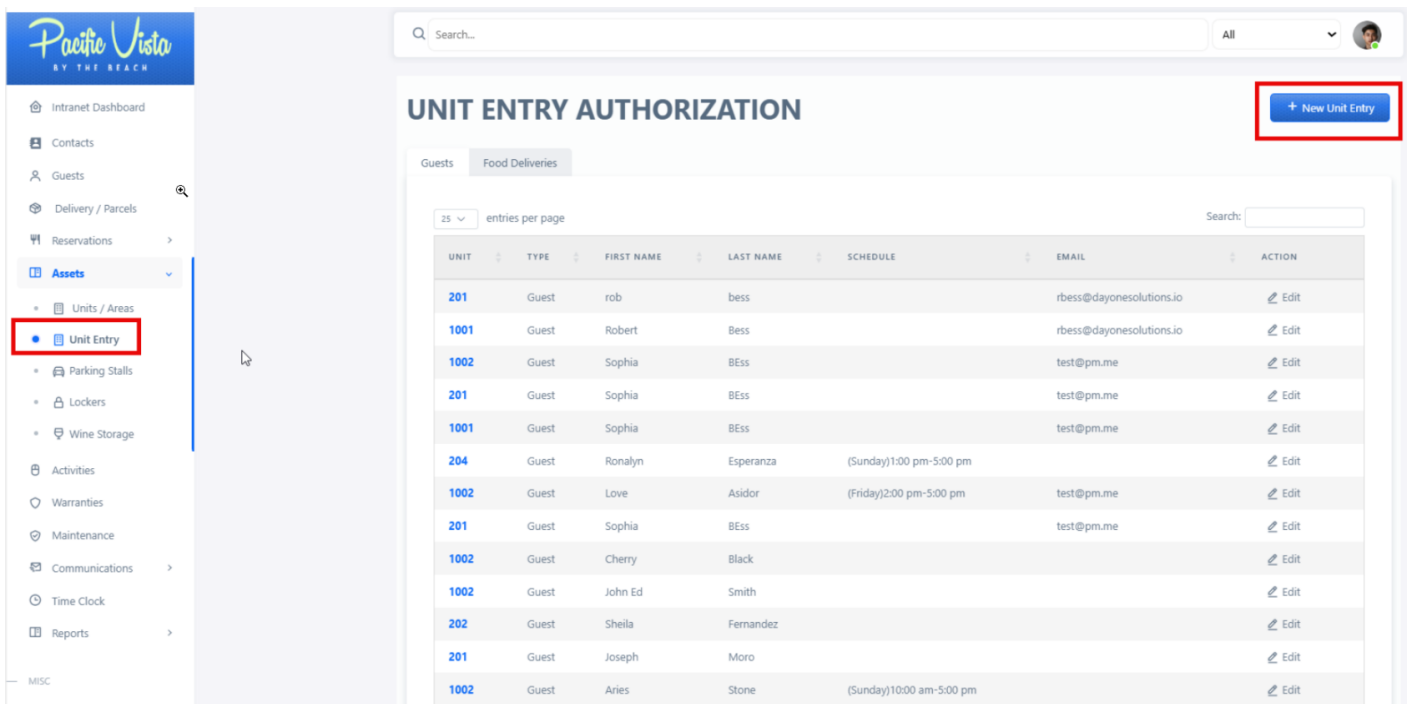
Unit Entry

Serves to outline the access permissions granted to individuals. The purpose of this authorization is to enable selected individuals to carry out assigned tasks or personal matters. May be undertaken in representation of an **Admin/Staff member or Resident/User**.

1. **Admin/Staff member** - This refers to the part of the system or process where **administrators or staff members manage and control the Unit Entry Authorization**. (Creating and approving entry authorization. Editing or deleting existing entries, Managing user permissions and roles, Monitoring Entry Logs and Reports).

Please find attached the video for the **Unit Entry**.

Click on '**Unit Entry**,' click on '**New Unit Entry**' to add or create a new entry.



The screenshot shows the Pacific Vista Intranet interface. The left sidebar contains a navigation menu with 'Unit Entry' highlighted. The main content area is titled 'UNIT ENTRY AUTHORIZATION' and features a '+ New Unit Entry' button in the top right corner. Below the title, there are tabs for 'Guests' and 'Food Deliveries'. A table displays a list of unit entries with the following columns: UNIT, TYPE, FIRST NAME, LAST NAME, SCHEDULE, EMAIL, and ACTION. The table contains 13 rows of data, including entries for units 201, 1001, 1002, and 204, with various guest names and schedules.

UNIT	TYPE	FIRST NAME	LAST NAME	SCHEDULE	EMAIL	ACTION
201	Guest	rob	bess		rbess@dayonesolutions.io	Edit
1001	Guest	Robert	Bess		rbess@dayonesolutions.io	Edit
1002	Guest	Sophia	BEss		test@pm.me	Edit
201	Guest	Sophia	BEss		test@pm.me	Edit
1001	Guest	Sophia	BEss		test@pm.me	Edit
204	Guest	Ronalyn	Esperanza	(Sunday)1:00 pm-5:00 pm		Edit
1002	Guest	Love	Asidor	(Friday)2:00 pm-5:00 pm	test@pm.me	Edit
201	Guest	Sophia	BEss		test@pm.me	Edit
1002	Guest	Cherry	Black			Edit
1002	Guest	John Ed	Smith			Edit
202	Guest	Sheila	Fernandez			Edit
201	Guest	Joseph	Moro			Edit
1002	Guest	Aries	Stone	(Sunday)10:00 am-5:00 pm		Edit

Fill in the required information, such as '**Unit**' (you can either type it in manually or click the dropdown arrow to select from the options).

New Unit Entry

Unit *

Select

- 201
- 203
- 205
- 206
- 301
- 302

Entry Type *

Select

Save Unit Entry

Choose if the authorization is to be made for **'Food Deliveries'** or for a **'Guest'**.

You may add a specific **"Note."**

Once you have filled in all the necessary details, you may click **"Save Unit Entry"**.

New Unit Entry

Unit *

Select

Entry Type *

Select

- Guest
- Food Delivery

Required ID

Yes

Notes

Uber Eats delivery

Save Unit Entry

2. Resident/User - Residents can request or approve entry authorizations for guests or deliveries related to their unit, Review notifications about incoming guests or deliveries, provide additional instructions or notes for the authorization, ay verify or confirm identities).

Select '**My Account**' by clicking on it.

A screenshot of a websiteAI-generated content may be incorrect.

Click the '**Unit Entry Authorization**' button.

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Fill in the required information, such as '**Unit**'.

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Choose if the authorization is to be made for '**Deliveries**' or for a '**Guest**'.

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Select the correct or applicable '**Entry Date**'.

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Next, select the '**Expiry Date**'.

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After completing the initial steps, you may attach a photograph by selecting the blue '**Add Image**' button. Please ensure all mandatory fields—'**First Name,**' '**Last Name,**' '**Email,**' and '**Phone**'—are accurately completed. There is an option to require identification; simply enable this by toggling the '**Require ID**' switch. Additionally, you may include any relevant instructions in the '**Notes**' section. Finally, be sure to click '**Add Unit Entry**' to save your submission.

Please note: Upon verification and registration as an authorized visitor, the guest will be issued a Card Key. This Card Key will remain active only for the dates specified in the authorization form and will be automatically deactivated following the expiration date.

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Parking Stalls

Please find attached the video for the **Parking Stalls**.

This section displays comprehensive information about all parking stalls, including their identifiers, locations, statuses, and assigned users (if applicable). It also includes a built-in feature that enables authorized personnel to register or add new parking stalls through a dedicated input form. This functionality helps maintain accurate parking data and supports efficient system management.

The screenshot displays the 'PARKING STALLS' section of the Pacific Vista Intranet. The page features a search bar at the top, a '+ New Parking Stall' button, and a table listing various parking stalls. The table columns are: PARKING STALL #, OCCUPANT, OWNER, LOCATION, DESCRIPTION, and ACTION. The table lists 10 parking stalls, with some having assigned occupants and owners.

PARKING STALL #	OCCUPANT	OWNER	LOCATION	DESCRIPTION	ACTION
1001-P-A	Not available	Not available	2nd Floor Parking	Unit - 1001-P-A	Edit
1001-P-B	Anna Red	Anna Red		Unit - 1001-P-B	Edit
1002-P-A	William Black	William Black		Unit - 1002-P-A	Edit
1002-P-B	Jennifer Black	Jennifer Black		Unit - 1002-P-B	Edit
101-P-A	Not available	Not available		Unit - 101-P-A	Edit
102-P-A	Not available	Not available		Unit - 102-P-A	Edit
103-P-A	Not available	Not available		Unit - 103-P-A	Edit
104-P-A	Not available	Not available		Unit - 104-P-A	Edit
105-P-A	Not available	Not available		Unit - 105-P-A	Edit
106-P-A	Not available	Not available		Unit - 106-P-A	Edit

Lockers

The **Lockers** section displays comprehensive details of all registered lockers, including the "**Locker Name**", "**Renter**", "**Owner**", "**Description**", and "**Action**" options. This feature allows administrators or authorized users to monitor and manage locker assignments efficiently.

Please find attached the video for the **Lockers**.

A "**New Locker**" button is also provided to add additional lockers. By selecting this option, users can input the required information and register new lockers in the system.

The screenshot displays the Pacific Vista By The Beach Intranet interface. The left sidebar contains a navigation menu with 'Assets' and 'Lockers' highlighted. The main content area is titled 'LOCKERS' and features a '+ New Locker' button in the top right. Below the title is a search bar and a table of lockers. The table has the following columns: LOCKER NAME, RENTER, OWNER, DESCRIPTION, and ACTION. The table contains 10 rows of data, with the first four rows having specific renters and owners, and the remaining six rows marked as 'Not available' for renter and owner. Each row has an 'Edit' link in the ACTION column. A pagination bar at the bottom shows page 1 of 9.

LOCKER NAME	RENTER	OWNER	DESCRIPTION	ACTION
1001-S-A	Charles Red	Charles Red	Locker description	Edit
1001-S-B	Anna Red	Anna Red	Locker description	Edit
1002-S-A	William Black	William Black	Locker description	Edit
1002-S-B	Jennifer Black	Jennifer Black	Locker description	Edit
101-S	Not available	Not available	Locker description	Edit
102-S	Not available	Not available	Locker description	Edit
103-S	Not available	Not available	Locker description	Edit
104-S	Not available	Not available	Locker description	Edit
105-S	Not available	Not available	Locker description	Edit
106-S	Not available	Not available	Locker description	Edit

After completing all required details, click "**Save Locker.**"

New Locker

Locker # / Locker Name *

Current Renter

Current Owner

Locker Property Manager

Corporate Owner

Description

Comments

Active

Save Locker

Wine Storage

This section presents detailed information on each wine storage unit, including **Wine Storage Number, Renter, Owner, Description**, and available **Actions**. It serves as a centralized reference for managing and overseeing all wine storage assignments.

Please find attached the video for the **Wine Storage**.

To add a new wine storage unit, select the **“New Wine Storage”** button and provide the required information to properly register and manage the unit.

The screenshot displays the Pacific Vista Intranet interface. The main content area is titled "WINE STORAGES" and features a table with the following data:

WINE STORAGE #	RENTER	OWNER	DESCRIPTION	ACTION
1002-W-B	Jennifer Black Anna Red	Jennifer Black	Demo wine description	Edit
1002-W-A	William Black	William Black	Demo wine description	Edit
1001-W-B	Anna Red	Anna Red	Demo wine description	Edit
1001-W-A	Charles Red Chad Rodick Cindy Castle	Charles Red	Demo wine description	Edit
903-W-B	David Vasquez	David Vasquez	Demo wine description	Edit
903-W-A	Karen Vasquez	Karen Vasquez	Demo wine description	Edit
902-W-B	Steven Ward	Steven Ward	Demo wine description	Edit
902-W-A	Bobbyjo Ward	Bobbyjo Ward	Demo wine description	Edit
901-W-B	Phillip Peters	Phillip Peters	Demo wine description	Edit
901-W-A	Rosemarie Peters	Rosemarie Peters	Demo wine description	Edit

The sidebar on the left includes the following navigation items: Intranet Dashboard, Contacts, Guests, Delivery / Parcels, Reservations, Assets (highlighted), Units / Areas, Unit Entry, Parking Stalls, Lockers, Wine Storage (highlighted), Activities, Warranties, Maintenance, Communications, and Time Clock. The top right of the page features a search bar, a dropdown menu set to "All", and a user profile icon. A "+ New Wine Storage" button is located in the top right corner of the main content area.

After completing all required details, click **“Save Wine Storage”**

New Wine Storage

Wine Storage # / Name *

Current Renter

Current Owner

Locker Property Manager

Corporate Owner

Description

Comments

Active

Save Wine Storage