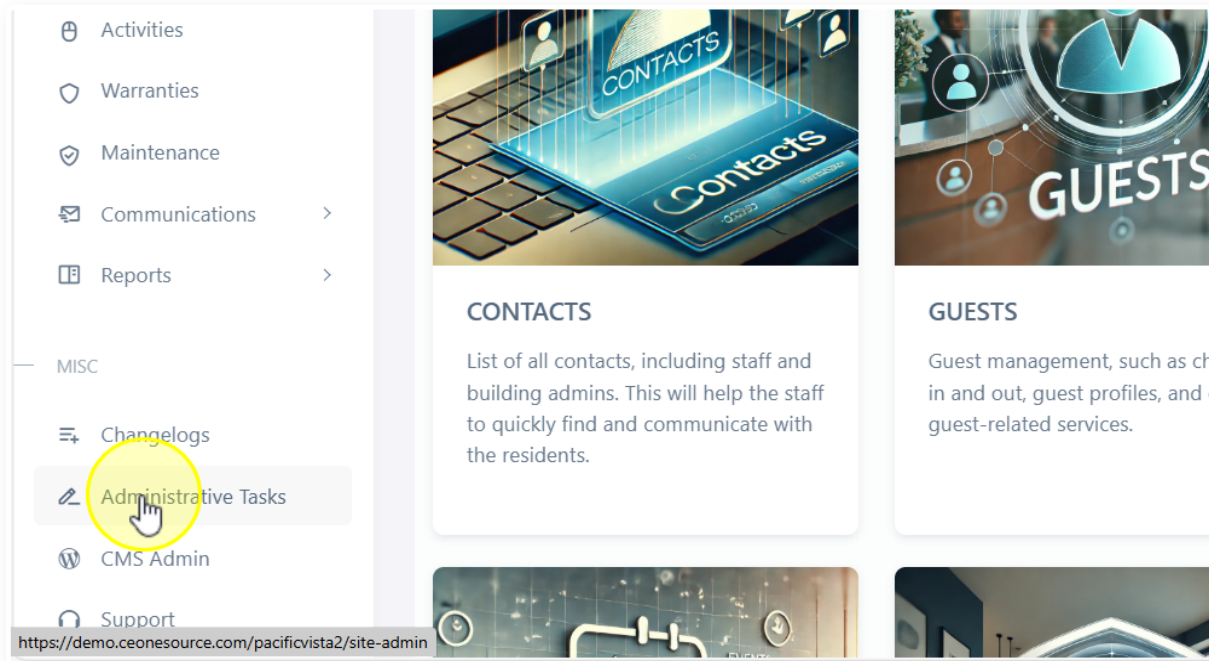


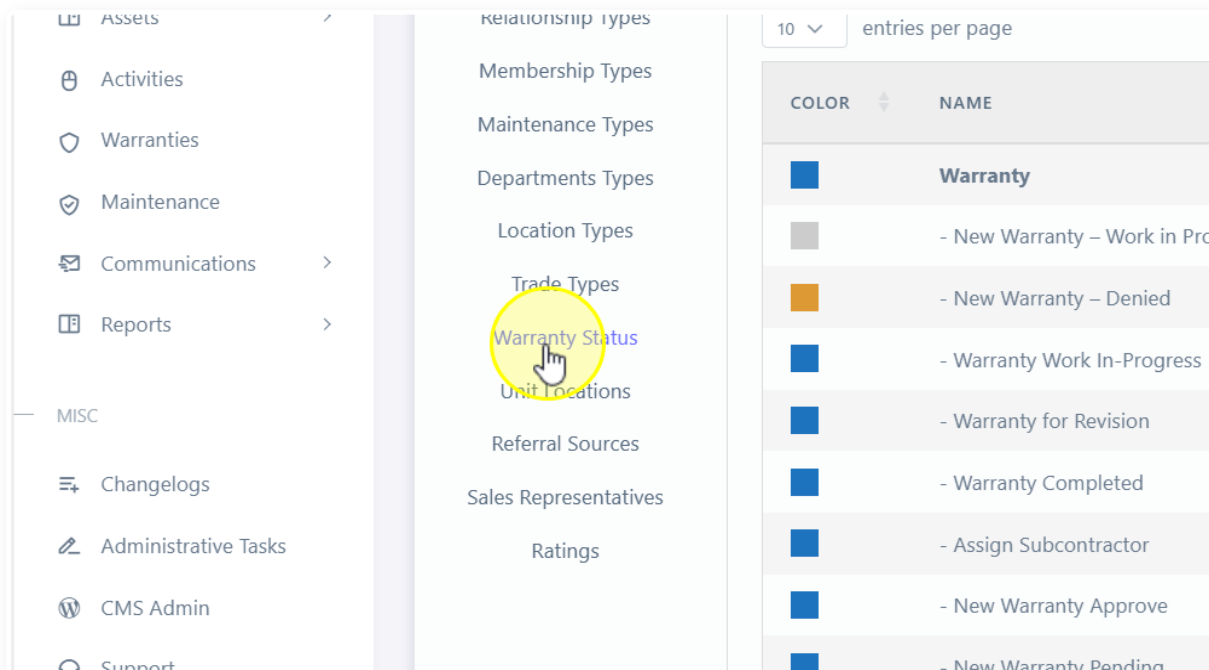
Creating a Warranty Status

1 Click "Administrative Tasks"



The screenshot shows a web application interface with a left sidebar menu and a main content area. The sidebar menu includes items like Activities, Warranties, Maintenance, Communications, Reports, MISC, Changelogs, **Administrative Tasks** (highlighted with a yellow circle and a hand cursor), CMS Admin, and Support. The main content area displays two cards: 'CONTACTS' and 'GUESTS'. The 'CONTACTS' card describes a list of all contacts, including staff and building admins. The 'GUESTS' card describes guest management, such as check-in and out, guest profiles, and guest-related services. The URL at the bottom is <https://demo.ceonesource.com/pacificvista2/site-admin>.

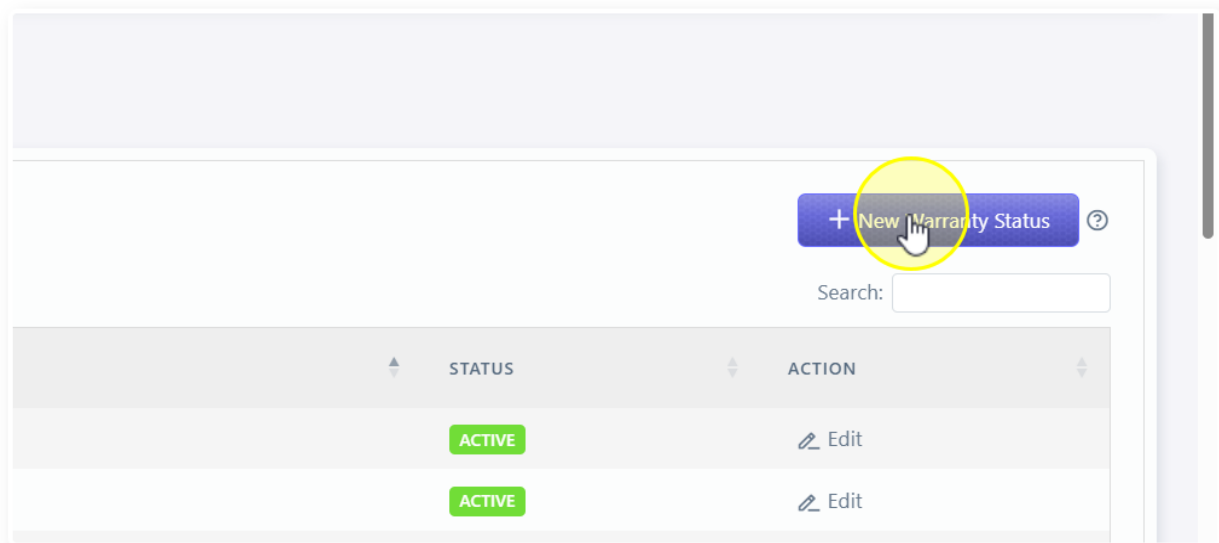
2 Click "Warranty Status"



The screenshot shows the 'Warranty Status' page. The left sidebar menu is the same as in the previous screenshot, with 'Warranty Status' highlighted in the main content area. The main content area displays a table of warranty statuses. The table has two columns: 'COLOR' and 'NAME'. The table lists various warranty statuses, including 'New Warranty - Work in Progress', 'New Warranty - Denied', 'Warranty Work In-Progress', 'Warranty for Revision', 'Warranty Completed', 'Assign Subcontractor', 'New Warranty Approve', and 'New Warranty Pending'.

COLOR	NAME
Blue	Warranty
Gray	- New Warranty – Work in Progress
Orange	- New Warranty – Denied
Blue	- Warranty Work In-Progress
Blue	- Warranty for Revision
Blue	- Warranty Completed
Blue	- Assign Subcontractor
Blue	- New Warranty Approve
Blue	- New Warranty Pending

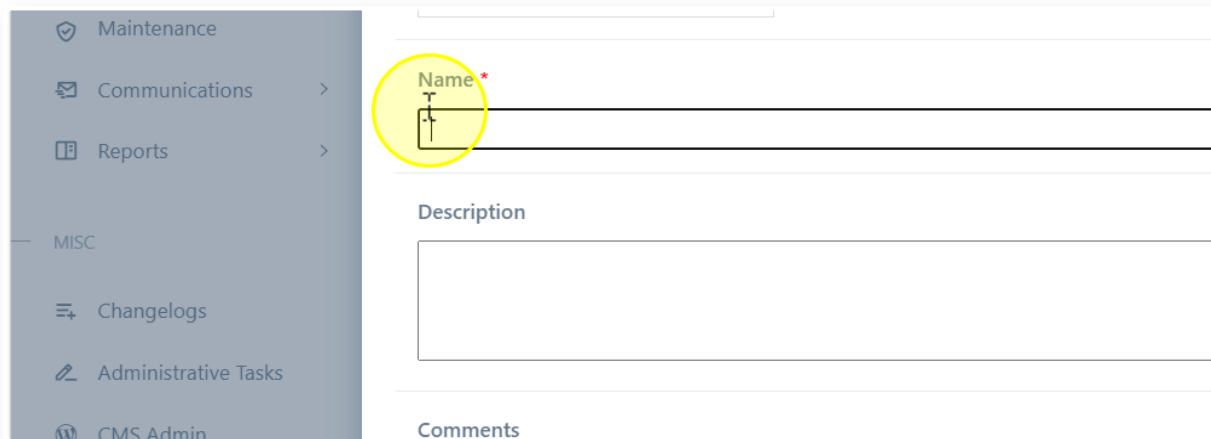
3 Click **"New Warranty Status"**



4 Please select the **Color** you would like to use for the color coding.

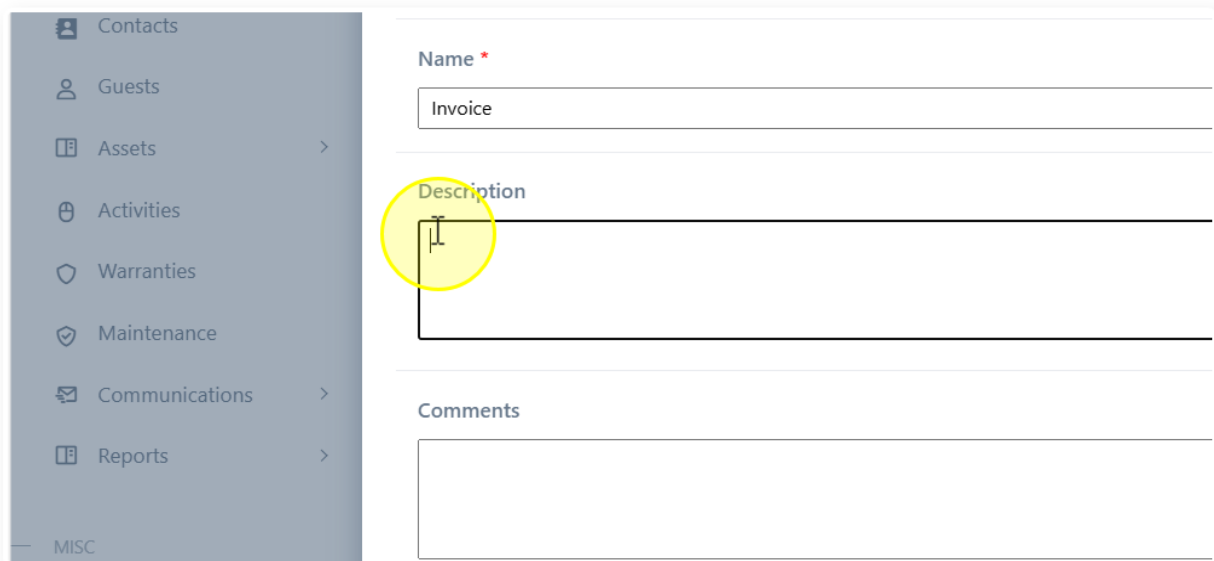
A screenshot of the "New Warranty Status" form. On the left is a sidebar with the "Pacific Vista" logo and a list of navigation items: "Intranet Dashboard", "Contacts", "Guests", "Assets", "Activities", and "Warranties". The main content area is titled "New Warranty Status". At the top of this area is a "Color" dropdown menu, which is highlighted with a yellow circle. A hand cursor is pointing at the "Select Color" button within the dropdown. Below the "Color" dropdown are two text input fields: "Name *" and "Description".

- 5 Ensure that the Warranty Status **Name** field is completed with the correct and relevant information.



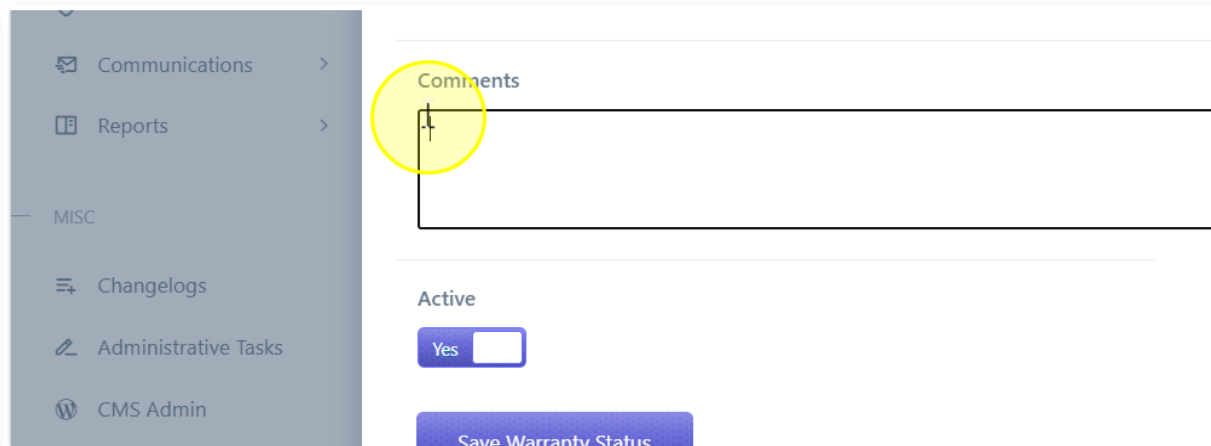
The screenshot shows a sidebar menu on the left with items: Maintenance, Communications, Reports, MISC, Changelogs, Administrative Tasks, and CMS Admin. The main content area has a form with three sections: 'Name' (with a red asterisk), 'Description', and 'Comments'. The 'Name' field is highlighted with a yellow circle and contains a cursor. The 'Description' field is a large empty text area. The 'Comments' field is also empty.

- 6 Please enter your desired **Description**.



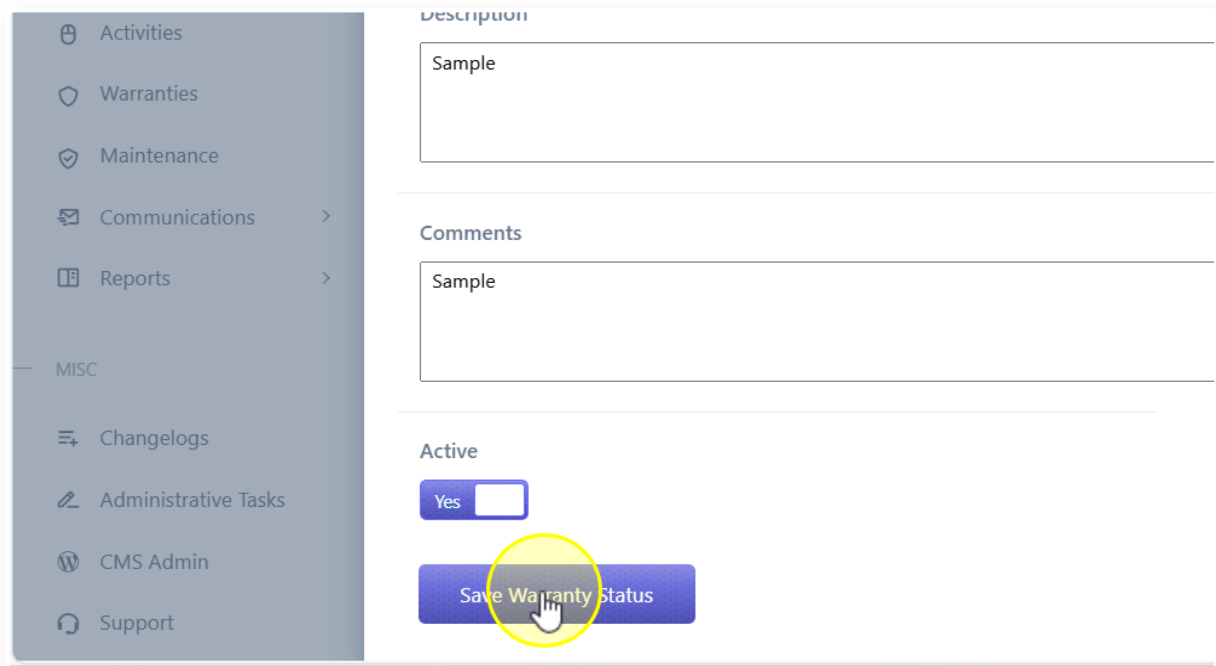
The screenshot shows a sidebar menu on the left with items: Contacts, Guests, Assets, Activities, Warranties, Maintenance, Communications, Reports, and MISC. The main content area has a form with three sections: 'Name' (with a red asterisk), 'Description', and 'Comments'. The 'Name' field contains the text 'Invoice'. The 'Description' field is highlighted with a yellow circle and contains a cursor. The 'Comments' field is empty.

7 Please enter your desired **Comments**.



The screenshot shows a sidebar menu on the left with items: Communications, Reports, MISC, Changelogs, Administrative Tasks, and CMS Admin. The main content area has a 'Comments' label above a large text input field, which is highlighted with a yellow circle. Below the input field is an 'Active' section with a 'Yes' checkbox and a 'Save Warranty Status' button.

8 Click "**Save Warranty Status**"



The screenshot shows the same sidebar menu. The main content area now includes a 'Description' field with the text 'Sample' and a 'Comments' field with the text 'Sample'. Below these fields is an 'Active' section with a 'Yes' checkbox and a 'Save Warranty Status' button. The button is highlighted with a yellow circle, and a hand cursor is pointing at it.

9 Here you can see that the new Warranty Status you created is now available.

asks

Maintenance Types

Departments Types

Location Types

Trade Types

Warranty Status

Unit Locations

Referral Sources

Sales Representatives

Ratings

NAME
APPROVED IN-PROGRESS
AWAITING SUB ASSIGNMENT
CLOSE
COMPLETED
INVOICE
PENDING GATEKEEPER
REOPEN
RETURNED FOR REVISIONS
VERIFY
WARRANTY EXPIRED