

# Location Types

1

Click "Administrative Tasks"

The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains the following menu items: Assets, Activities, Warranties, Maintenance, Communications, Time Clock, Reports, MISC, Changelogs, Administrative Tasks (highlighted with a yellow circle and a hand cursor), and CMS Admin. The main content area displays four cards: 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 check and out, guest profiles, and other related services.), and two other cards with building and security icons.

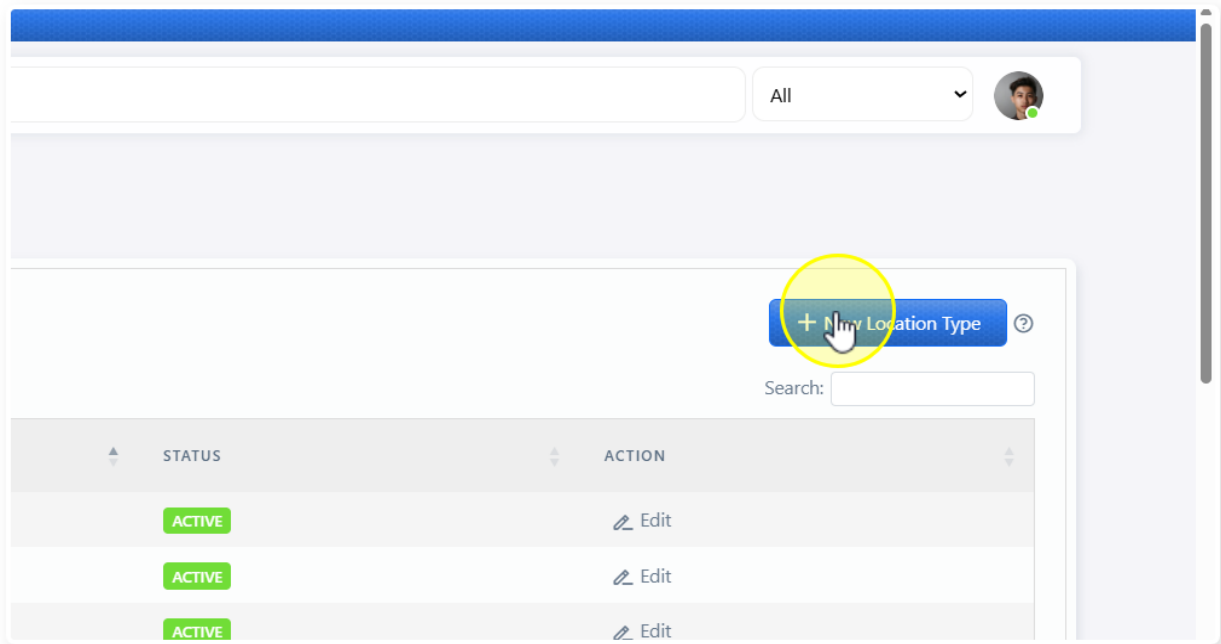
2

Click "Location Types"

The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains the following menu items: Reservations, Assets, Activities, Warranties, Maintenance, Communications, Time Clock, Reports, MISC, Changelogs, Administrative Tasks, and CMS Admin. The main content area displays a list of location types: Relationship Types, Membership Types, Preference Types, Maintenance Types, Pet Types, Departments Types, Location Types (highlighted with a yellow circle and a hand cursor), Trade Types, Warranty Status, Unit Locations, Referral Sources, Sales Representatives, and Ratings. To the right of the list is a table with two columns: COLOR and NAME.

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

3 Click "New Location Type"



4 Enter the desired "Location Type Name"

The screenshot shows the 'New Location Type' form. The form has a blue header bar. Below the header, the title 'New Location Type' is displayed. The form contains three input fields: 'Name', 'Description', and 'Comments'. The 'Name' field is highlighted with a yellow circle. The 'Name' field has a red asterisk next to it, indicating it is required. The 'Description' and 'Comments' fields are empty text areas.

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

### New Location Type

Name \*

4th Floor

Description

|

Comments

**6** Add a **Comment** if desired

Contacts

Guests

Delivery / Parcels

Reservations >

Assets >

Activities

Warranties

Maintenance

Communications >

Time Clock

Reports >

Description

Testing

Comments

|

Active

Yes ☐

Save Location Type

7 Click **"Save Location Type"**

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 'Testing' inside. Below this is an 'Active' section with a 'Yes' checkbox. The 'Save Location Type' button is highlighted with a yellow circle and a hand cursor. The bottom section of the main content area is a table with the following data:

| Unit Locations        | Showing 1 to 7 of 7 entries |
|-----------------------|-----------------------------|
| Referral Sources      |                             |
| Sales Representatives |                             |
| Ratings               |                             |