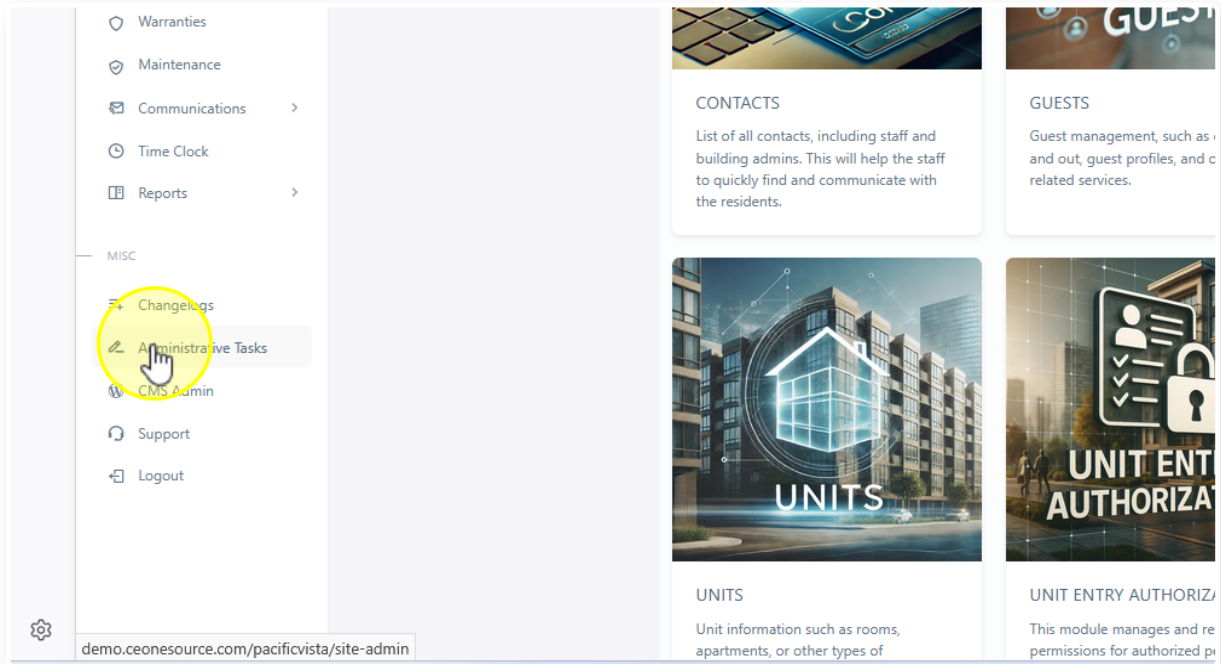


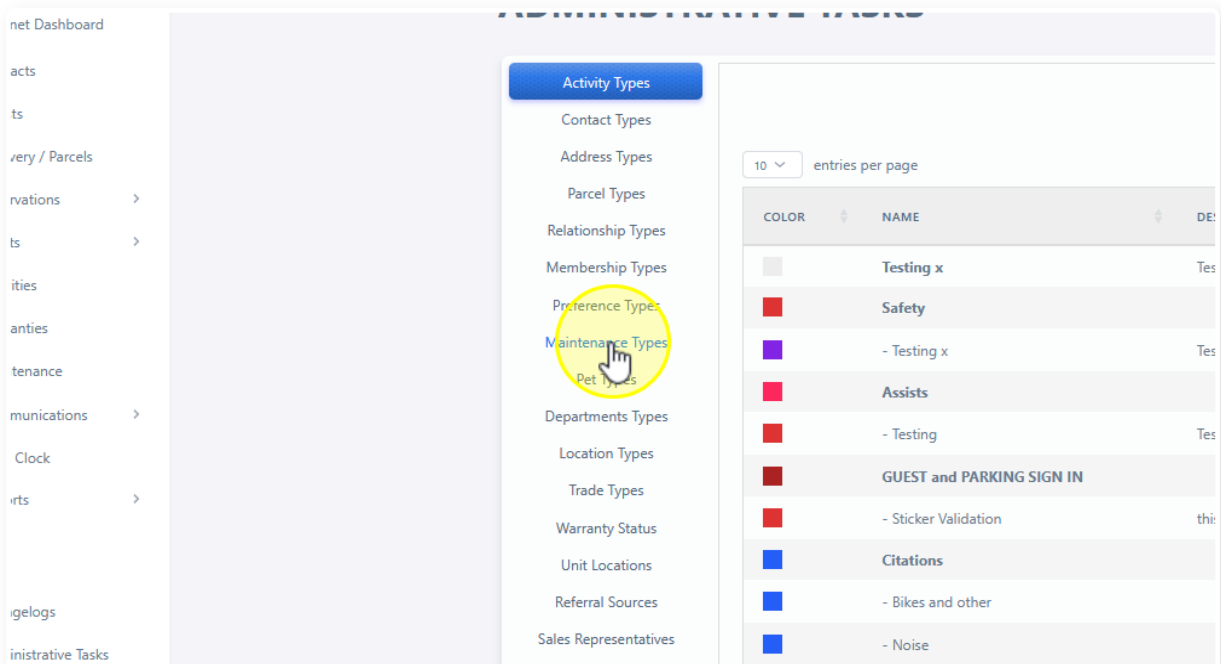
Maintenance

1 Click "Administrative task"



The screenshot shows a dashboard with a left sidebar and a main content area. The sidebar contains the following menu 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 displays four cards: CONTACTS, GUESTS, UNITS, and UNIT ENTRY AUTHORIZATION. The URL at the bottom is demo.ceonesource.com/pacificvista/site-admin.

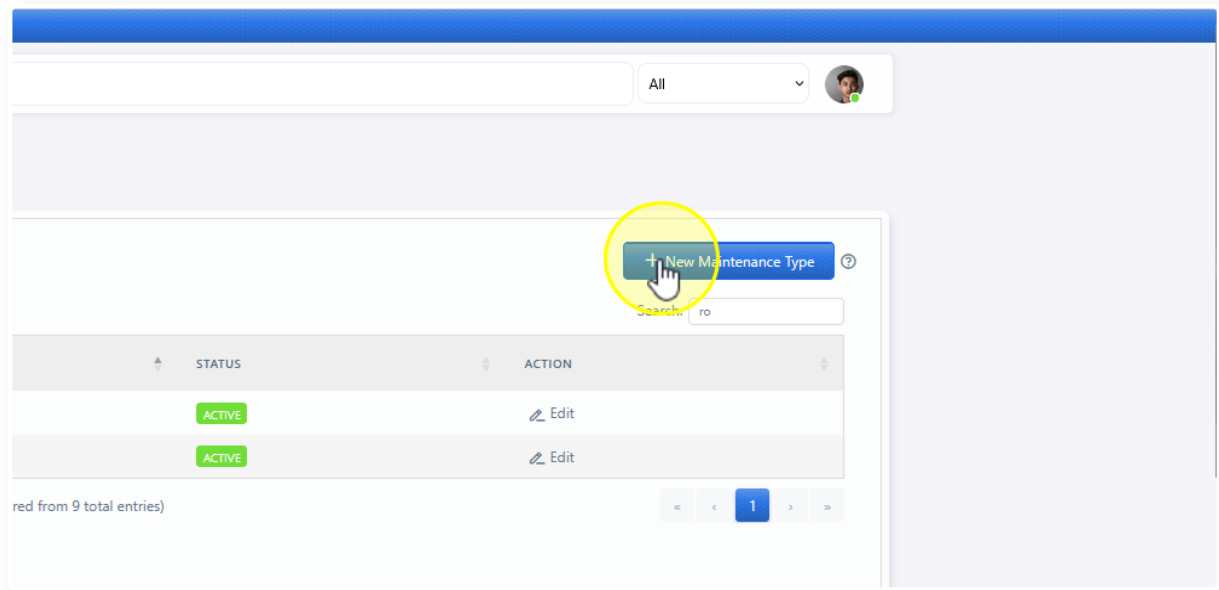
2 Click "Maintenance Types"



The screenshot shows the 'Administrative Tasks' page. The left sidebar contains the following menu items: net Dashboard, acts, ts, /ery / Parcels, rvations, ts, ities, anties, tenance, munications, Clock, rts, gologs, and inistrative Tasks. The main content area displays a list of 'Activity Types' on the left and a table of 'Maintenance Types' on the right. The 'Maintenance Types' table has columns for COLOR, NAME, and DE. The table contains the following rows:

COLOR	NAME	DE
	Testing x	Tes
	Safety	
	- Testing x	Tes
	Assists	
	- Testing	Tes
	GUEST and PARKING SIGN IN	
	- Sticker Validation	this
	Citations	
	- Bikes and other	
	- Noise	

3 Click **"New Maintenance Type"**



4 Enter the desired "Preference Type **Name**"

The screenshot shows the 'New Maintenance Type' form. The form has a title 'New Maintenance Type' and a 'Name' input field with a red asterisk indicating it is required. A yellow circle highlights the 'Name' input field. Below the 'Name' field is a 'Description' text area, followed by a 'Comments' text area. At the bottom of the form is an 'Active' checkbox.

5 Add a **Description** if desired

demo.ceonesource.com/pacificvista/site-admin/

New Maintenance Type

Name *

Peters Marierose

Description

I

Comments

Active

Yes ☐

6 Add **Comments** if desired

Name *

Peters Marierose

Description

Testing x

Comments

I

Active

Yes ☐

Save Maintenance Type

Unit Locations

Referral Sources

7 Click **"Save Maintenance 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 items, each with a right-pointing chevron. The main content area has a white background and contains the following elements:

- A text input field at the top.
- A section titled "Comments" with a text area containing the text "Testing x".
- A section titled "Active" with a "Yes" label and an unchecked checkbox.
- A blue button labeled "Save Maintenance Type" which is highlighted with a yellow circle and a hand cursor.
- A list of links: "Unit Locations", "Referral Sources", "Sales Representatives", and "Ratings".
- A footer bar with three tabs: "Admin Options", "User Custom Fields", and "Warranty Settings".