

Warranties Dashboard

Details about warranties related to the facility's equipment, units, or other services. This includes warranty periods, coverage details, and how to claim a warranty.

- **All Warranties** - Within the All-Warranties section, you can view the warranty title and date logged. You also have the option to view or update warranties by clicking "**Action.**"

Here is the Tutorial video on Warranties Dashboard:

Follow these Steps to navigate and use Warranties Dashboard:

1. Click "**Warranties.**"
2. Click "**New Warranty Request.**"
3. Under "**Type,**" choose the appropriate option from the list.
4. In the "**Unit Recipient**" field, enter the correct recipient unit.
5. Accurately enter the **First Name.**
6. Accurately enter the **Last Name.**
7. Provide the **Email Address.**
8. Provide the **Telephone Number.**
9. Click "**Add Date.**"
10. Select "**Entry Dates.**"
11. Complete the **Entry Date** field.
12. Enter the **Start Time**
13. Enter the **End Time**
14. Clearly state your request in the "**Describe Your Request**" field.
15. (Optional) Upload or capture a photo in the **Photo Source** section if needed.
16. Click "**Save Warranty.**"

Please find the link to the Step-By-Step reference guide for Warranties. [Warranties Dashboard.pdf](#)

? **Tips for Warranties Dashboard:**

- **Ensure Data Accuracy:** Confirm that all required fields—names, dates, contact information, and unit details—are entered correctly before submitting.
- **Provide Clear Descriptions:** Clearly outline the issue or request to facilitate faster evaluation and processing.
- **Include Supporting Photos When Relevant:** Uploading images can help provide context and improve the accuracy of the assessment.
- **Complete All Mandatory Fields:** Incomplete submissions may result in delays, so verify that all required sections are properly filled out.

- **Review Before Finalizing:** Take a final moment to review all entered information prior to selecting **“Save Warranty.”**

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