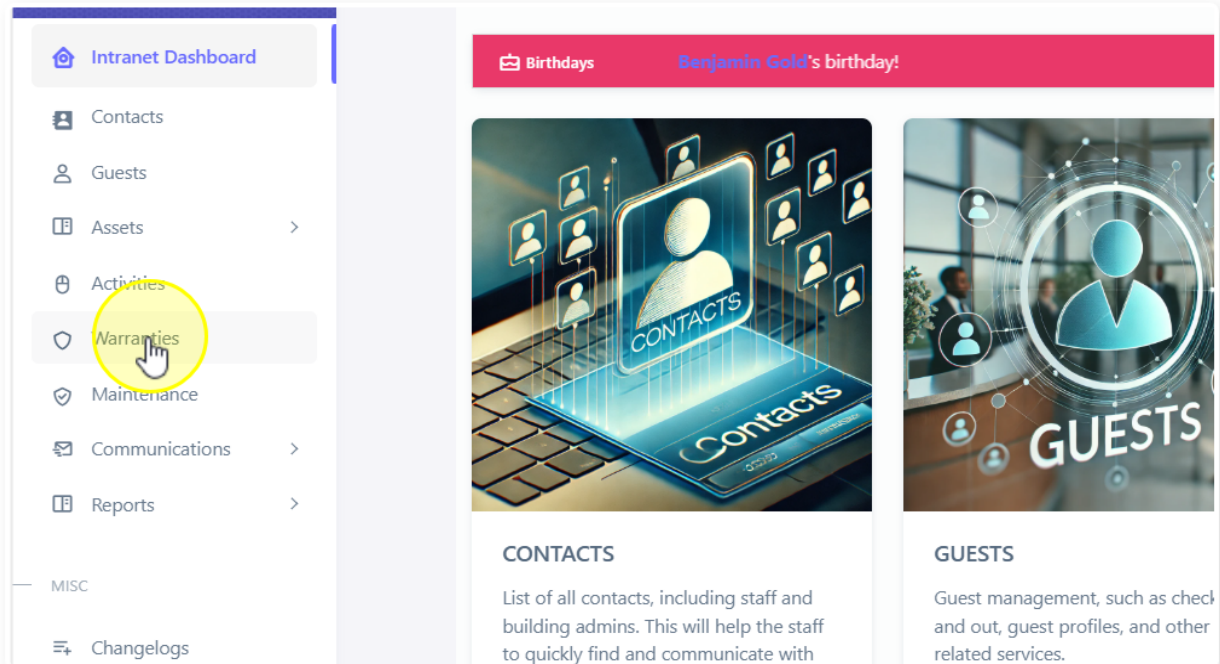


Warranties Dashboard

1

Click **"Warranties"**



The screenshot shows the Intranet Dashboard with a sidebar menu on the left. The 'Warranties' item is highlighted with a yellow circle and a hand cursor. The main content area features a pink header with 'Birthdays' and 'Benjamin Gold's birthday!'. Below this are two cards: 'CONTACTS' and 'GUESTS'. The 'CONTACTS' card has a blue background with a grid of person icons and the word 'CONTACTS' in a glowing font. The 'GUESTS' card has a blue background with a person icon and the word 'GUESTS' in a glowing font.

CONTACTS

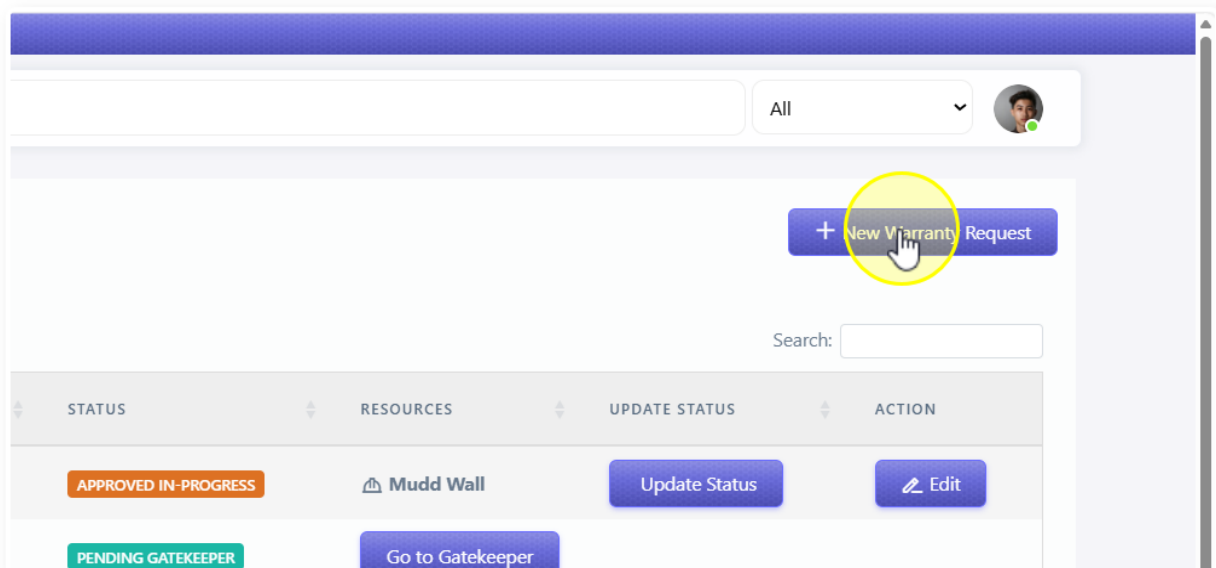
List of all contacts, including staff and building admins. This will help the staff to quickly find and communicate with

GUESTS

Guest management, such as check and out, guest profiles, and other related services.

2

Click **"New Warranty Request"**



The screenshot shows the Warranties Dashboard. At the top, there is a search bar and a dropdown menu set to 'All'. Below this is a large blue button with a white plus sign and the text 'New Warranty Request', which is highlighted with a yellow circle and a hand cursor. Below the button is a search bar labeled 'Search:'. The main content area is a table with columns: STATUS, RESOURCES, UPDATE STATUS, and ACTION. The table contains two rows of data. The first row has a status of 'APPROVED IN-PROGRESS', a resource of 'Mudd Wall', and buttons for 'Update Status' and 'Edit'. The second row has a status of 'PENDING GATEKEEPER' and a button for 'Go to Gatekeeper'.

STATUS	RESOURCES	UPDATE STATUS	ACTION
APPROVED IN-PROGRESS	Mudd Wall	Update Status	Edit
PENDING GATEKEEPER	Go to Gatekeeper		

3

Under “**Type**,” choose the appropriate option from the list.

Pacific Vista

Intranet Dashboard
Contacts
Guests
Assets
Activities
Warranties
Maintenance

New Warranty Request

Type
Units
Areas

Unit Recipient *
Select

Telephone Number *

Describe your request *

4

In the “**Unit Recipient**” field, enter the correct recipient unit

New Warranty Request

Type
Units

Unit Recipient *
Select

First Name *

Email Address *

Telephone Number *

Entry Dates *
Entry Date Star

Describe your request *

5 Accurately enter the **First Name**

Warranty Request

<input type="text"/>	Unit Recipient *	First Name *	Last Name *
<input type="text"/>	201	<input type="text"/>	<input type="text"/>
ess *	Telephone Number *	Entry D	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
our request *			

Saved info

Chris [Last used](#)

Stonesteel · cbatungbacal@dayonesolutions.io · 1...

unknown unknown

will@excelmechanicalinc.com

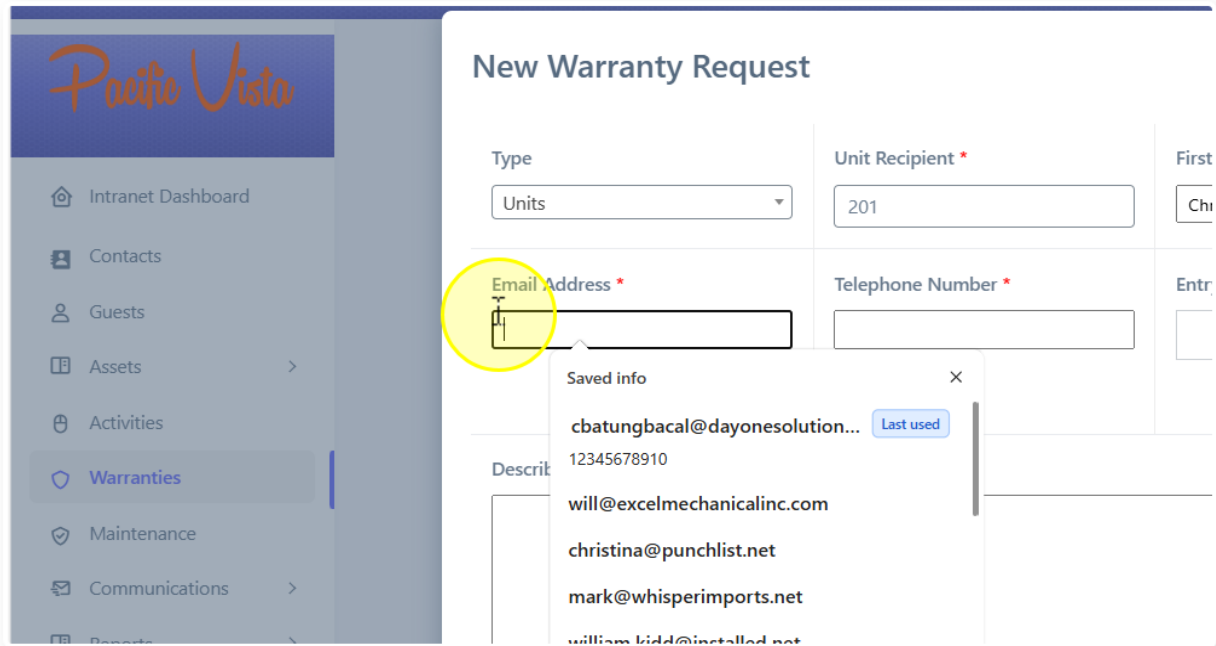
Christina Batungbacal

christina@punchlist.net

6 Accurately enter the **Last Name**

ent * First Name * | Last Name * || | Chris | |
Number *	Entry Dates *	
	Ent	
	Stonesteel · cbatungbacal@dayonesolutions.io · 12345678910	
	Christina Batungbacal	
	christina@punchlist.net	
	Christian Connor	
	christian.connor@hpmhawaii.com	

7 Provide the **Email Address**



Pacific Vista

Intranet Dashboard

Contacts

Guests

Assets

Activities

Warranties

Maintenance

Communications

Reports

New Warranty Request

Type: Units

Unit Recipient *: 201

Email Address *: **[Highlighted]**

Telephone Number *

First Name: Chris

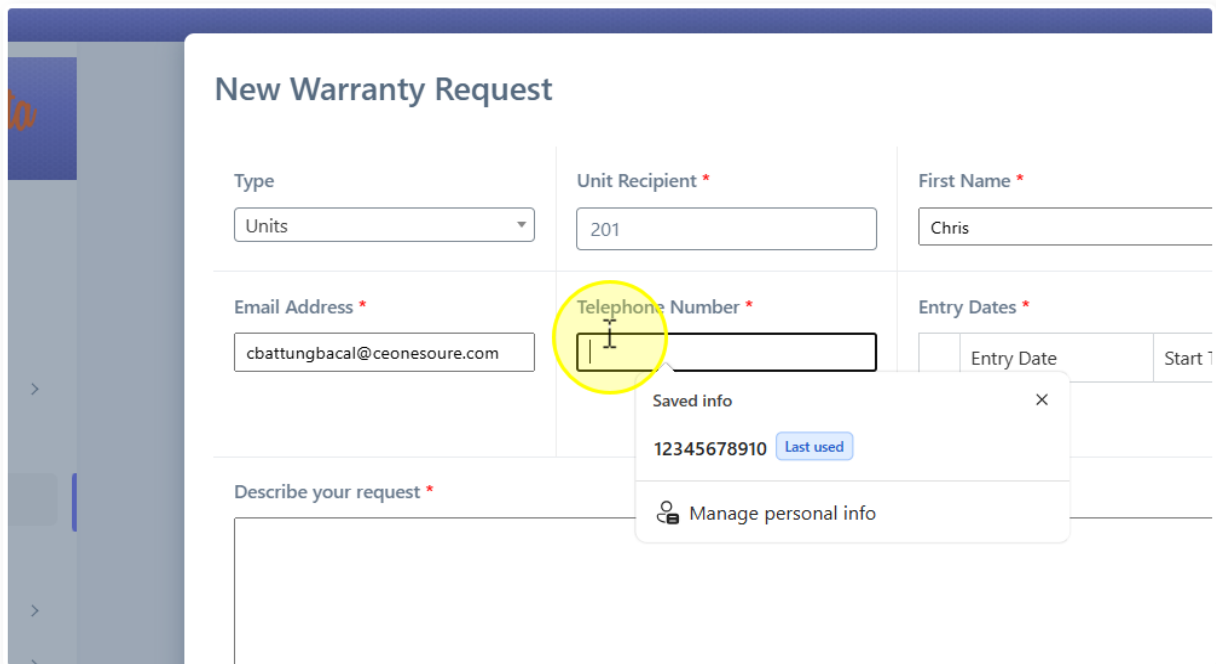
Entry Date: Start 1

Describe your request *

Saved info

- cbatungbacal@dayonesolution... Last used
- 12345678910
- will@excelmechanicalinc.com
- christina@punchlist.net
- mark@whisperimports.net
- william.kidd@installed.net

8 Provide the **Telephone Number**



Pacific Vista

Intranet Dashboard

Contacts

Guests

Assets

Activities

Warranties

Maintenance

Communications

Reports

New Warranty Request

Type: Units

Unit Recipient *: 201

First Name *: Chris

Email Address *: cbatungbacal@ceonesoure.com

Telephone Number *: **[Highlighted]**

Entry Dates *: Entry Date Start 1

Describe your request *

Saved info

- 12345678910 Last used
- Manage personal info

9 Click “Add Date.”

The screenshot shows a form with the following fields: First Name (Chris), Last Name (Stonesteel), and Entry Dates. The Entry Dates section contains a table with columns for Entry Date, Start Time, and End Time. A yellow circle highlights the 'Add Date' button located at the bottom right of the Entry Dates table. To the right of the form, a sidebar is visible with a 'New Warranty Request' button and a list of requests, each with an 'Edit' button.

Entry Date	Start Time	End Time
------------	------------	----------

Add Date

10 Select “Entry Dates.”

The screenshot shows a form titled 'Request' with the following fields: Unit Recipient (201), First Name (Chris), Last Name (Stonesteel), Telephone Number (12345678910), and Entry Dates. The Entry Dates section contains a table with columns for Entry Date, Start Time, and End Time. A yellow circle highlights the 'Entry Date' field in the first row of the table. To the right of the table, there are '+' and '-' buttons and an 'Add Date' button.

Entry Date	Start Time	End Time
1		

Add Date

11

Complete the **Entry Date** field

nesource.com

Telephone Number * 12345678910

Entry Dates *

	Entry Date	Start Time	End Time
1			

est *

10/11/2025 9:00 pm

Today Done

Add Date

12

Enter the **Start Time**

First Name * Chris

Last Name * Stonesteel

Entry Dates *

	Entry Date	Start Time	End Time
1	10/11/2025		

er *

Choose Time

Time 12 am : 00 : 00

Now Select

1 am

2 am

3 am

4 am

5 am

6 am

7 am

8 am

Add Date

+ New Warranty Request

Search:

ACTION

Edit

Edit

Edit

Edit

13 Enter the **End Time**

The screenshot shows the 'New Warranty Request' form. The 'Entry Dates' table has the following data:

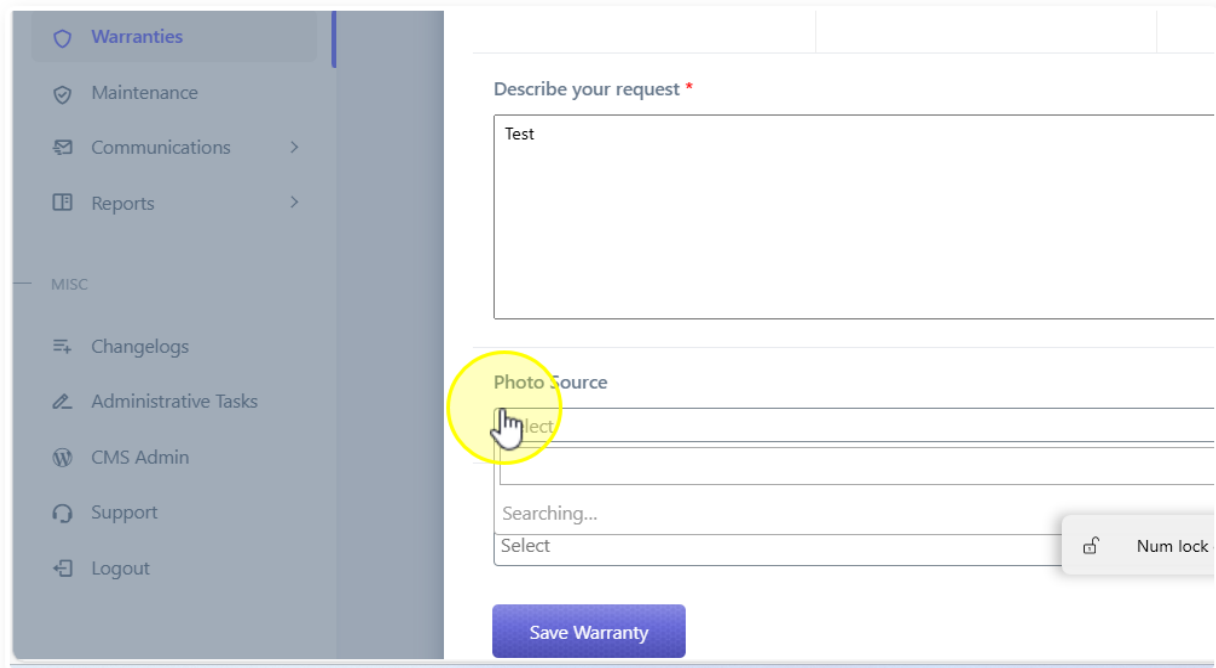
	Entry Date	Start Time	End Time
1	10/11/2025	9:00 am	

A 'Choose Time' dropdown menu is open for the 'End Time' field, showing a list of times from 1 am to 8 am. The time 12 am is highlighted. The dropdown also includes a 'Now' button and a 'Select' button.

14 Clearly state your request in the “**Describe Your Request**” field

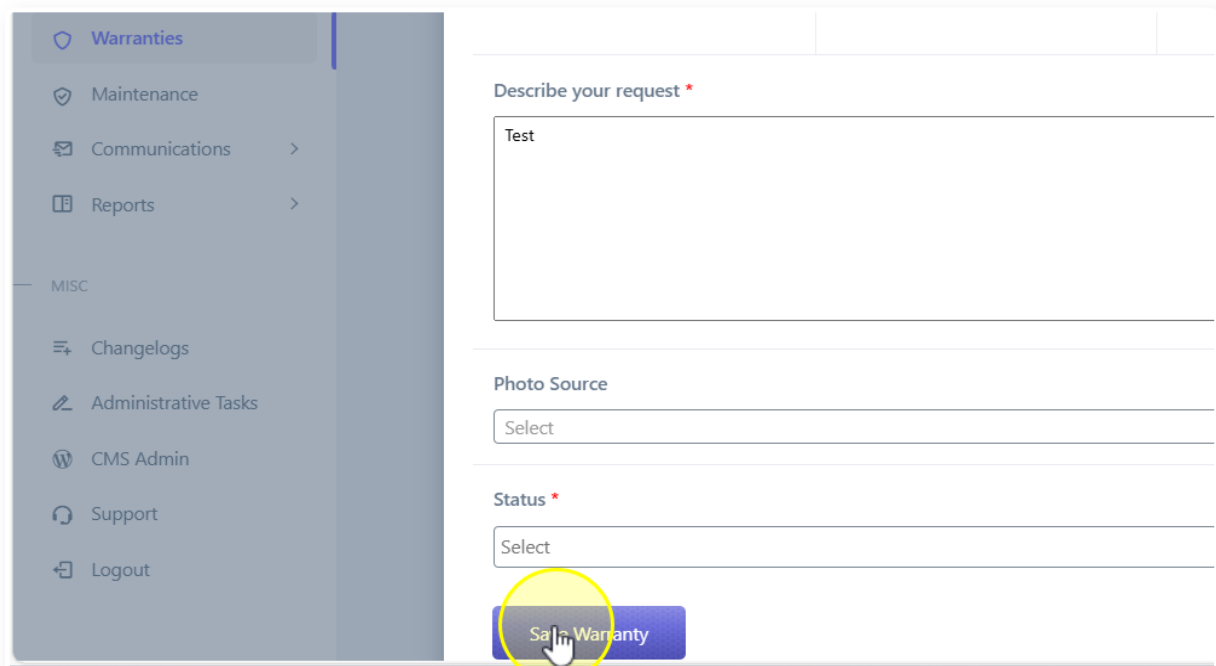
The screenshot shows the 'Describe Your Request' field in the warranty request form. The field is a large text area with a yellow circle highlighting the cursor. The form also includes fields for 'Email Address' (cbattungbacal@ceonesoure.com) and 'Telephone Number' (12345678910). A 'Photo Source' dropdown menu is visible at the bottom, with 'Select' as the current option.

- 15 (Optional) Upload or capture a photo in the **Photo Source** section if needed.



The screenshot shows a web application interface with a sidebar on the left and a main form area on the right. The sidebar contains a list of menu items: Warranties (selected), Maintenance, Communications, Reports, MISC, Changelogs, Administrative Tasks, CMS Admin, Support, and Logout. The main form area has a section titled "Describe your request *" with a text input field containing the word "Test". Below this is the "Photo Source" section, which has a dropdown menu with the word "Select" highlighted by a yellow circle and a hand cursor. To the right of the dropdown is a button labeled "Num lock". At the bottom of the form is a blue button labeled "Save Warranty".

- 16 Click "**Save Warranty**"



The screenshot shows the same web application interface as the previous one. The sidebar is identical. The main form area has the "Describe your request *" section with the text input field containing "Test". Below this is the "Photo Source" section with a dropdown menu showing "Select". Below the "Photo Source" section is the "Status *" section with a dropdown menu showing "Select". At the bottom of the form is a blue button labeled "Save Warranty", which is highlighted with a yellow circle and a hand cursor.