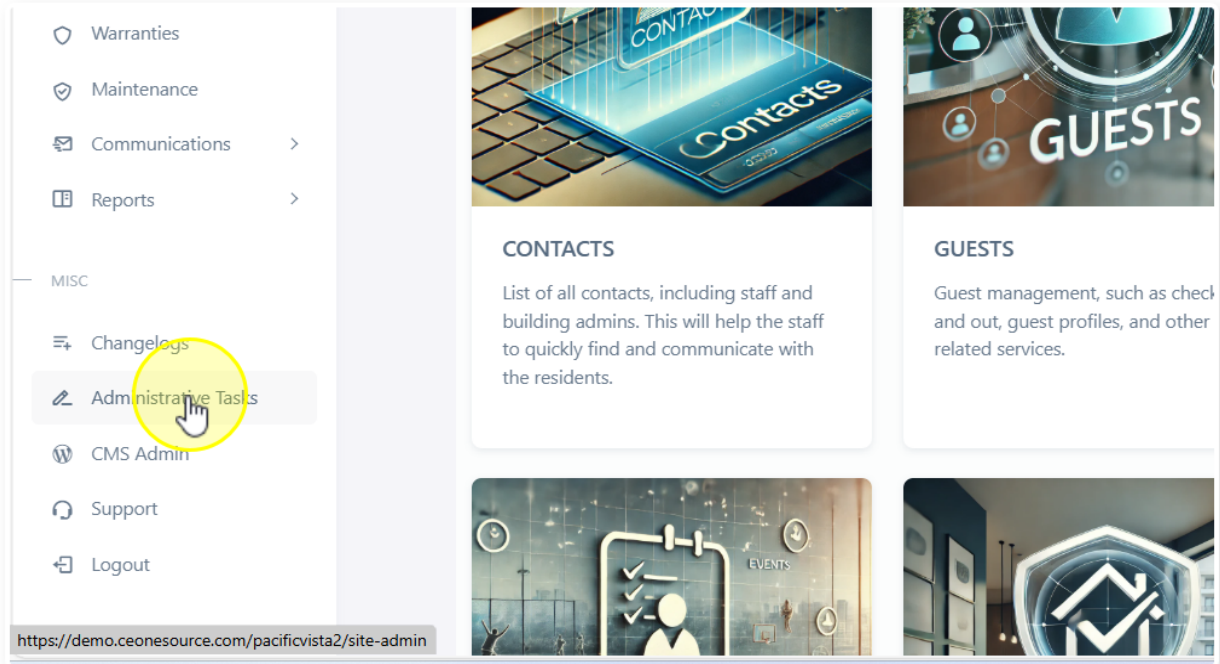


Warranty Activity

1 Click "Administrative Tasks"

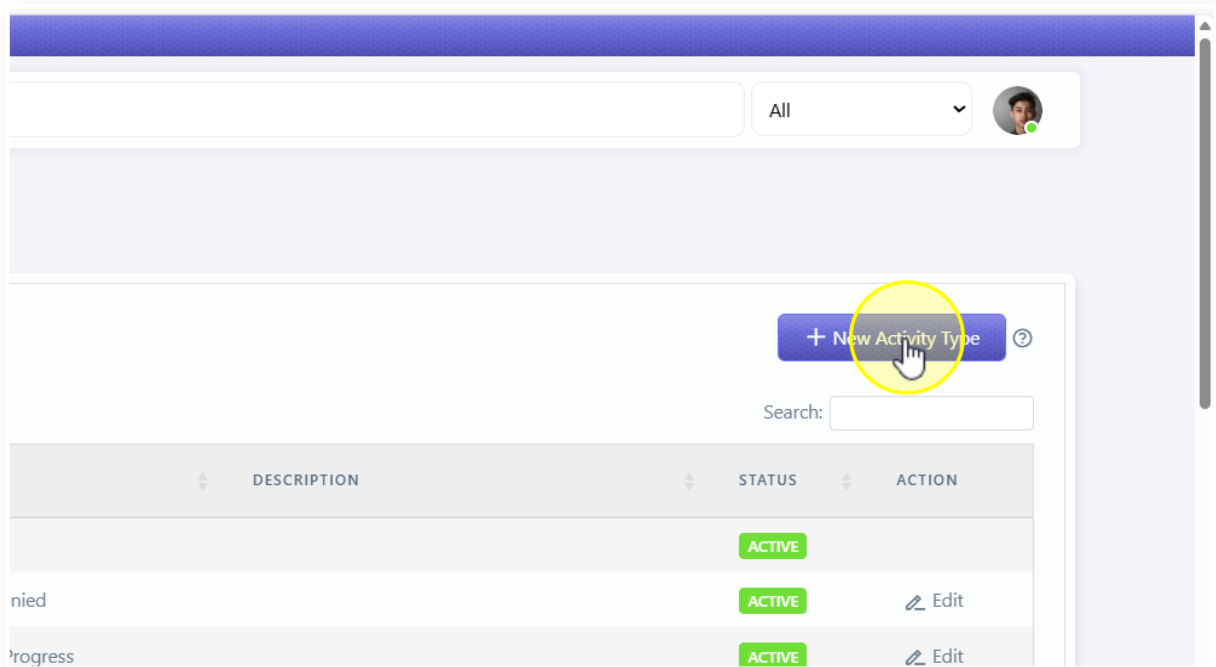


The screenshot shows the site admin dashboard. On the left, a sidebar menu lists various options: Warranties, Maintenance, Communications, Reports, MISC, Changelogs, Administrative Tasks (highlighted with a yellow circle and a hand cursor), CMS Admin, Support, and Logout. The main content area displays four cards: CONTACTS, GUESTS, EVENTS, and a fourth card with a house icon. The URL at the bottom is <https://demo.ceonesource.com/pacificvista2/site-admin>.

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.

2 Click "New Activity Type"



The screenshot shows the 'New Activity Type' button highlighted with a yellow circle and a hand cursor. The button is located in the top right corner of the main content area, next to a search bar and a user profile icon. Below the button is a table with columns: DESCRIPTION, STATUS, and ACTION. The table contains three rows of data, each with an 'ACTIVE' status and an 'Edit' link.

DESCRIPTION	STATUS	ACTION
nied	ACTIVE	Edit
progress	ACTIVE	Edit

- 3 Ensure that the **Activity Type Name** field is completed with the correct and relevant information.

The screenshot shows the 'New Activity Type' form in the Pacific Vista system. The 'Activity Type Name' field is highlighted with a yellow circle. A 'Saved info' popup is visible, showing 'New Warranty - Denied'. The form includes fields for 'Parent', 'Color', 'Description', 'Image', and 'Active'.

- 4 Select the appropriate **Parent** as desired

The screenshot shows the 'New Activity Type' form in the Pacific Vista system. The 'Parent' dropdown menu is open, and 'Warranty' is selected, highlighted with a yellow circle. The form includes fields for 'Activity Type Name', 'Color', 'Description', 'Image', and 'Active'.

5

Choose a **Color** to apply for color-coded categorization

The screenshot shows a modal window for selecting a color. It has three main sections: 'Parent' with a dropdown set to 'Warranty', 'Color' with a color picker and a text input showing '#cccccc', and 'Default Responsible' with a 'Select' button. A yellow circle highlights the color picker's selection tool. The background shows a sidebar with 'Warranties' selected and a '+ New Ad' button.

6

Click "**Submit**"

The screenshot shows the main interface of the warranty management system. On the left is a sidebar with menu items: Guests, Assets, Activities, Warranties, Maintenance, Communications, Reports, MISC, Changelogs, Administrative Tasks, and CMS Admin. The main area has a 'Description' field with 'Sample' entered. Below it is an 'Image' section with the text 'No image selected' and a link 'Add Image'. A yellow circle highlights the 'Submit' button. At the bottom, there is a table with columns for 'Unit Locations', 'Referral Sources', 'Sales Representatives', 'Ratings', and a list of actions: '- Warranty Completed', '- Assign Subcontractor', '- New Warranty Approve', and '- New Warranty Pending'.