

Warranty Status

The **Warranty Status** section allows administrators to define and manage the different statuses used to track warranty requests, warranty claims, and warranty-related processes. Clear status definitions ensure consistent reporting, smooth workflow transitions, and accurate communication between users, residents, and administrators.

When adding or editing a Warranty Status, you typically fill out the following fields:

- **Color** - Color coding helps users quickly identify the status of warranty requests, improving visibility, reducing errors, and speeding up workflow decisions. Each status is assigned a distinct color to represent its meaning at a glance.
- **Name** - Identifies the specific warranty status (e.g., Pending, Approved, Completed). Used across all warranty modules for selection and reporting.
- **Description** - Provides a detailed explanation of what the status represents to ensure proper usage throughout the warranty process.
- **Comments** - Allows additional notes or internal instructions related to the status for improved clarity and communication.
- **Save Warranty Status** - Finalizes and records the new or updated warranty status, making it available for system-wide use.

Please find attached the video for the Warranty Status.

Follow these Steps to navigate and use **Warranty Status**:

- 1. Click "Administrative Task"**
- 2. Click "Warranty Status"**
- 3. Click "New Warranty Status"**
- 4. Assign a distinct color to each Warranty Status to facilitate quick and easy identification.**
- 5. Enter the desired "Warranty Status Name"**
- 6. Add a Description if desired**
- 7. Add a Comment if desired**

8. Click "Save Warranty Status"

□ **Tips for Warranty Status:**

- **Use clear and concise names**

Choose status names that are easy to understand (e.g., *Pending, Approved, In Progress, Completed, Rejected*). This ensures users can quickly select and recognize the appropriate status.

- **Provide meaningful descriptions**

Include a description that clearly explains the purpose of each status and when it should be applied. This reduces confusion and ensures consistent usage.

- **Leverage the Comments field**

Use comments for internal notes, special instructions, or workflow clarifications that help team members handle warranty requests correctly.

- **Maintain a logical workflow**

Define statuses in a sequence that reflects the actual warranty process to make tracking progress intuitive.

- **Avoid duplicates**

Ensure each status is unique to prevent reporting errors and maintain clean system data.

- **Review periodically**

Regularly update or refine warranty statuses to reflect changes in procedures, policies, or system requirements.

- **Validate before saving**

Check that all required fields (Name, Description) are correctly filled and that the status aligns with organizational standards before saving.

- **Restrict editing access**

Limit creation and modification of warranty statuses to authorized personnel to maintain data integrity.

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