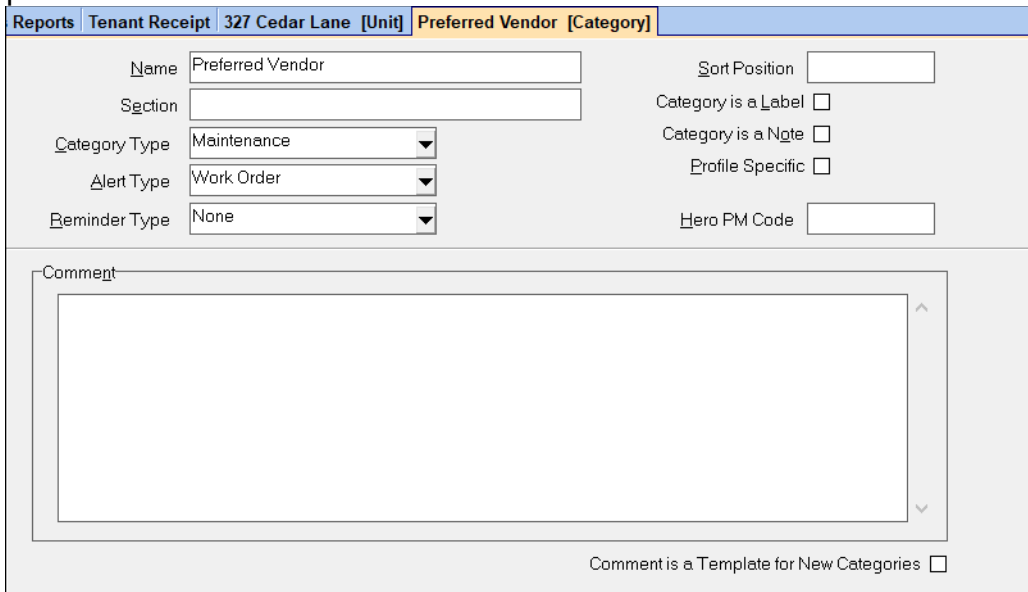


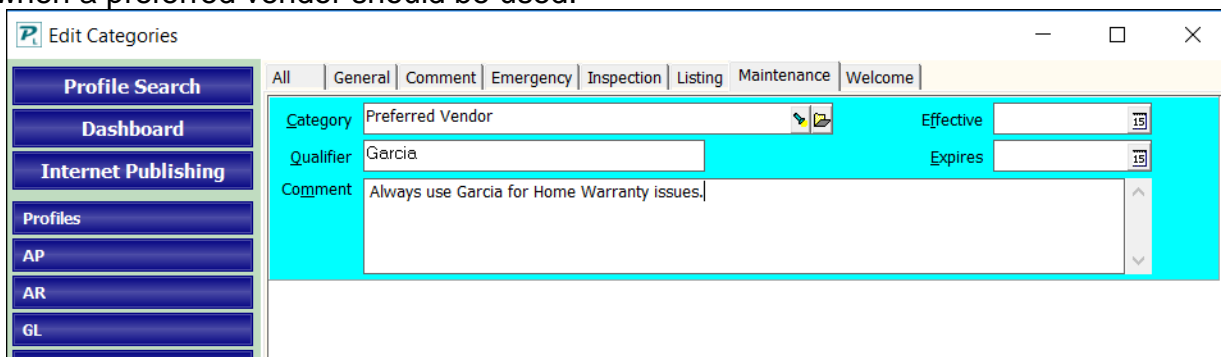
Overview

Here is a way to track information about units who have preferred vendors and home warranties.

1. Create a Category of Preferred Vendor. It will have a Category Type of Maintenance and an Alert Type of Work Order.



2. Enter that Category in the Unit Profile with any information you have about the circumstances when a preferred vendor should be used.



- Set up a Maintenance Type under Maintenance, Maintenance Type. Make the ID the same as the Unit ID, with a suffix if there are multiples. Put the preferred vendor in the Vendor field.

When entering a work order, choosing the unit will bring up the category alert screen.

On tab 2, select the appropriate ID from the maintenance type Find List – that will enter the vendor in the vendor field.

To print a list of Maintenance Types, go to Maintenance, Miscellaneous Reports, Maintenance Type.