

# Managing Properties and Assets

Sytewise is a powerful asset management tool that has a property-centric view of fixtures and devices that need maintenance and regular service.

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# Create a New Work Order

# Establishing your Vendors

Getting your vendors you use associated with the properties you manage can take some time.

The benefits for work tracking and insurance tracking are well worth the effort. Sytewise keeps a record of your Vendor's work, properties, insurance, and contact credentials.

# Establishing a Recurring Work Flow System

Let's face it, no matter what you are managing with Sytewise, there are always emergencies. Things that happen that take you out of the normal and productive workflow of your day. Having the information to respond to the emergencies and get back to the productive steady workflow is the Sytewise Mission. Setting up a workflow for a your day to day, month to month, and year to year is possible with Sytewise. That way when the fires have been put out, the system is there and waiting for you to pick up where you left off.

# Reporting on Your Properties

Property managers and real estate professionals in general work with lots of data types. Having a way to store and access your data in meaningful ways is at the core of the Sytewise platform. Every fixture on every property will have a make, model, and serial number. But do you know if it needs to be inspected? Like a water backflow or a fire panel. If so, who inspects it? What was the last inspection date? Do you have the report for the inspection? Are you responsible for maintaining the HVAC or the Landlord? How many roof leaks occurred on this specific roof in the last month? The last year? Since the roof was installed?

# Parts: Create, Edit and Clone

Sytewise Parts are attached to [Fixtures](#). A parts list is associated with fixtures. To create a new part:

1. Go to the Fixture that will have the part being created.
2. In the right column below the Fixture details and click "New Part"
3. Fill out the form and click "Save".

Parts have the following attributes.

- **A Part Number:** (Required, 60 characters) You can use a serial number or something descriptive. Both the Part Number and Description appear on the part list on the fixture page so descriptions can be confined to the description field
- **Description:** (Required) Here is where you give useful descriptive text like Fan Belt.
- **Installed Date:** (Required) Default: day the part was entered. You can change this to an earlier date if the part was installed at a different time.
- **Position:** (Optional, 12 characters) A short description of the location of the part on the fixture: "Front", "Left", "Top" or simply "A" works. This field sorts the parts list after Part Number and Description.
- **Model Number:** (Optional, 80 characters)
- **Warranty Expiration Date:** (Optional) If a warranty is applicable, enter the expiration date.
- **Warranty Description:** (Optional) Who services the warranty or other terms.
- **Table Details:** (Optional) use this field to create a table of additional data if needed. Each table row per line. Column breaks with commas.



**[Front] HVAC SN 4518P29363** 2018 20 Ton 410A GAS Package Unit



**MFG:** Carrier **MDL#:** 48HCFD24B2M6A0A4jp

**[wo]** Mon Mar 29, 2021 12:01:19 AM

## Parts are either Status “On” or “Off”

Admins can change the status of any part simply by clicking the green or red toggle. Once you've changed the all the part statuses make sure to click "Save" at the top of the list.

[Surveys](#) and [Work Orders](#) can affect changes to parts statuses as well.

## Cloning Parts

You can clone any part already created in your account. This may come in handy if you have redundant parts, especially ones with a lot of detail. Cloning parts places the cloned part within the original Fixture. To copy a part (or a select set of parts) into another fixture look into create a Library of that part (or parts) to reuse elsewhere.

### To Clone a Part:

1. Navigate to the fixture where the part is going to be cloned.
2. In the listing of parts check the checkbox on the right side next to the print icon.
  1. You can only check one part to clone.
  2. To copy more than one part use the Library feature
3. Click "Clone" at the top of the Parts list.
4. Enter a position if necessary for this copy of the part.
5. Change the part number to help identify this part from the original. Alternately, position can serve as the differentiator.

Clone This Part



Position

Part No