

Quick Start Guide & Suggested Reading Order

Where to Start

The articles below cover the core features of Sytewise. If you're new to the system, reading them in order is a reasonable path. If you're looking for something specific, feel free to browse the topics and jump straight to the subject that interests you.

- **What Is Sytewise** — An overview of the platform and how it serves property managers, vendors, and AV integrators
- **A Tour of the Dashboard** — Understanding your stats, map, property list, and navigation at a glance
- **Setting Up Vendors** — How to add vendors, build out their contact records, and assign them as defaults for specific property trades
- **Creating a Property** — Adding a property to the system, validating its location, and using the Library to build a fully populated property from a saved template
- **Adding Parts to Fixtures** — How to document the equipment inside a fixture by hand, by cloning, or from a Library item, and why that record pays off over time
- **Creating and Sending a Work Order** — Building a work order, selecting fixtures, assigning a vendor, sending the job, and managing it through completion
- **Using Checklists on Work Orders** — How checklists and work orders work together, when to attach versus send directly, and what happens when a work order is reassigned or deleted
- **Fixture Checklists: From Assignment to Archive** — The full lifecycle of a checklist from creation through vendor completion, media download, and archive
- **Creating Checklist Templates** — How to build reusable checklist templates with required photos, signatures, notes, and custom checkboxes
- **Building an Annual Workflow with Reminders** — Setting up recurring work orders, surveys, and inspections so your planned work runs on a calendar instead of on memory
- **Reporting in Sytewise** — Property reports, fixture reports, work order and survey reports, CSV exports, and how to use a checklist as a fully customizable inspection report
- **The Left Menu: A Guide to Every Page** — A quick reference to every page in the navigation and what it does

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