

# Trades

A Trade is a type of work conducted on your property locations. It can be work conducted by your staff or outside Vendors. Establishing a Trade for a property allows you to do the following:

- Establish a location to store Work Orders and Information for Similar Types of Work. (HVAC, Plumbing, Roofing, etc..)
- Establish a default Vendor for Certain Types of Work at Certain Properties. (Who's our Plumber in TN? What's his number?)
- See all of a specific type of Fixtures on your Property in One Place.
- Quickly access trade specific notes about your properties. (Does the Landlord maintain the HVAC units or the Tenant?)

Below is a Property Header showing several Trades. Notice that the Keys Trade is Highlighted. The Preferred Vendor and Surveyor are listed just below the Property info. Your Client for this Property is listed along with any special notes. Moving from one Trade to another is as simple as clicking the Trade tab at the top of the Header.

Dashboard
>
Properties
>
031 HSV Huntsville AL Huntsville West Plaza

Access Control
CCTV
Dock
Doors
Electrical
Facilities
Flooring
Glass
HVAC
Intrusion
Janitorial
Keys
Landscaping
Life Safety

Lights
Masonry
Misc
Pest Control
Plumbing
Restoration
Roofing
Safe Mgt
Signage
Solid Waste

Edit
Library

★ 031 HSV Huntsville AL Huntsville West Plaza

4710 University Dr STE O, Huntsville, AL 35816, USA

**Prop Email:** retail.huntsville@bargainhunt.com

**Prop Phone:** (256) 837-3342

Client

Select a different client.

+ Survey
+ Contract
+ WOs

Enter a note and hit return

2021-03-11 08:32 PM Charlotte Williams, user: Charlotte Williams

HVAC PM SCHEDULE: Feb (filters), May, Aug (filters), Nov - Coils last cleaned Feb 2021

+ Vendor: Locktec, Inc.

+ Surveyor:

Revision #3

Created Fri, Apr 2, 2021 12:46 AM by Joe Smith

Updated Mon, Apr 5, 2021 2:46 AM by [Jeff Thornhill](#)