

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

5112 Property

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

+ 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.

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