

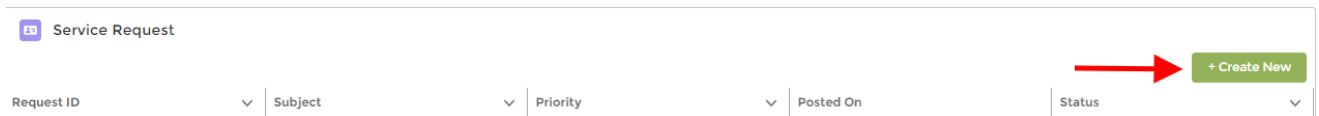
How to fill out a maintenance request form?

(Must be logged in/ONLY FOR APCHA MANAGED)

1. Once logged into HomeTrek, in the top right corner click on the person icon.
2. Go down to service requests



3. Click on the green +Create New button



4. A new maintenance request form will pop up
5. Make sure to fill out all required boxes, including "subject, description, category, subcategory, priority status, scheduled entry time & pet in unit?"

A screenshot of the "New Maintenance Request" form. The form is titled "New Maintenance Request" and contains several fields: "Person Account" (John Doe), "Tenant Phone", "Tenant Email", "Unit/Properties" (TRUSCOTT PL), "Subject" (Clogged Toilet), "Description" (Toilet is clogged. Tried plunging, didn't work.), "Category" (Plumbing), "Sub Category" (Clogged Toilet), "Pet in unit" (checkbox), "Priority" (High), and "Scheduled Entry Time" (1 pm - 4 pm). Red arrows point to the "Pet in unit" checkbox, the "Priority" dropdown, the "Category" dropdown, and the "Sub Category" dropdown. At the bottom, there are "Cancel" and "Submit" buttons.

6. Click on submit to complete.