

# MaintainXtra — User Manual

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Version 1 2025— Final

## Quick Start Overview

MaintainXtra simplifies property maintenance management for small to medium property managers.

Below is the basic workflow that guides users through daily operations:

1. Sign Up or Log In – Access your account via the homepage.
2. Add Properties – Register your properties in the dashboard.
3. Add Technicians & Assistants – Invite your maintenance and support team.
4. Submit Requests – Tenants or managers can create maintenance requests through QR codes or links.
5. Assign Work Orders – Review and assign incoming requests to technicians.
6. Complete & Document Work – Technicians perform work, upload photos, and update statuses.
7. Review & Close – Managers add comments and close completed requests.
8. Reporting – Generate reports to track performance and costs.
9. Account & Billing – Manage subscription plans and billing settings.

Use this overview to understand the MaintainXtra workflow before exploring each section in detail.

## 1. Product Overview & Values

MaintainXtra is a property maintenance management software built for small to medium property managers.

It helps track repairs, assign technicians, and organize communication across teams.

Mission: Simplify property maintenance for independent property managers and rental operators.

Vision: To be the most trusted maintenance management software globally.

Values: Simplicity, Transparency, Efficiency, and Reliability.

## 2. User Roles & Permissions

Property Manager – Manages properties, approves requests, assigns technicians, and tracks progress.

Technician – Receives and completes assigned maintenance tasks, adds photos and notes.

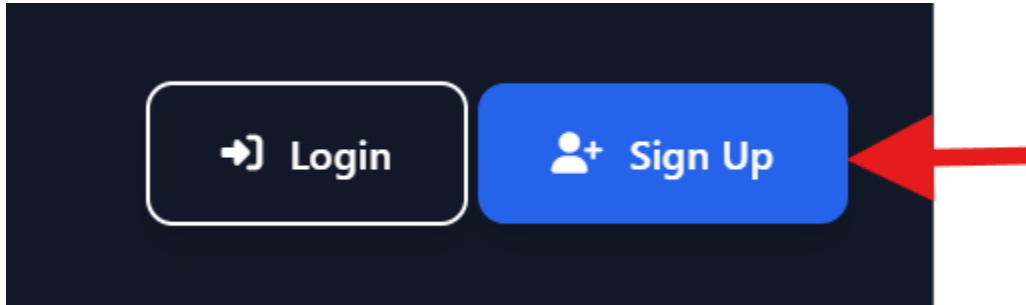
Requester – Can submit requests without logging in via QR code or link.

Assistant – Supports daily coordination and communication with limited permissions.

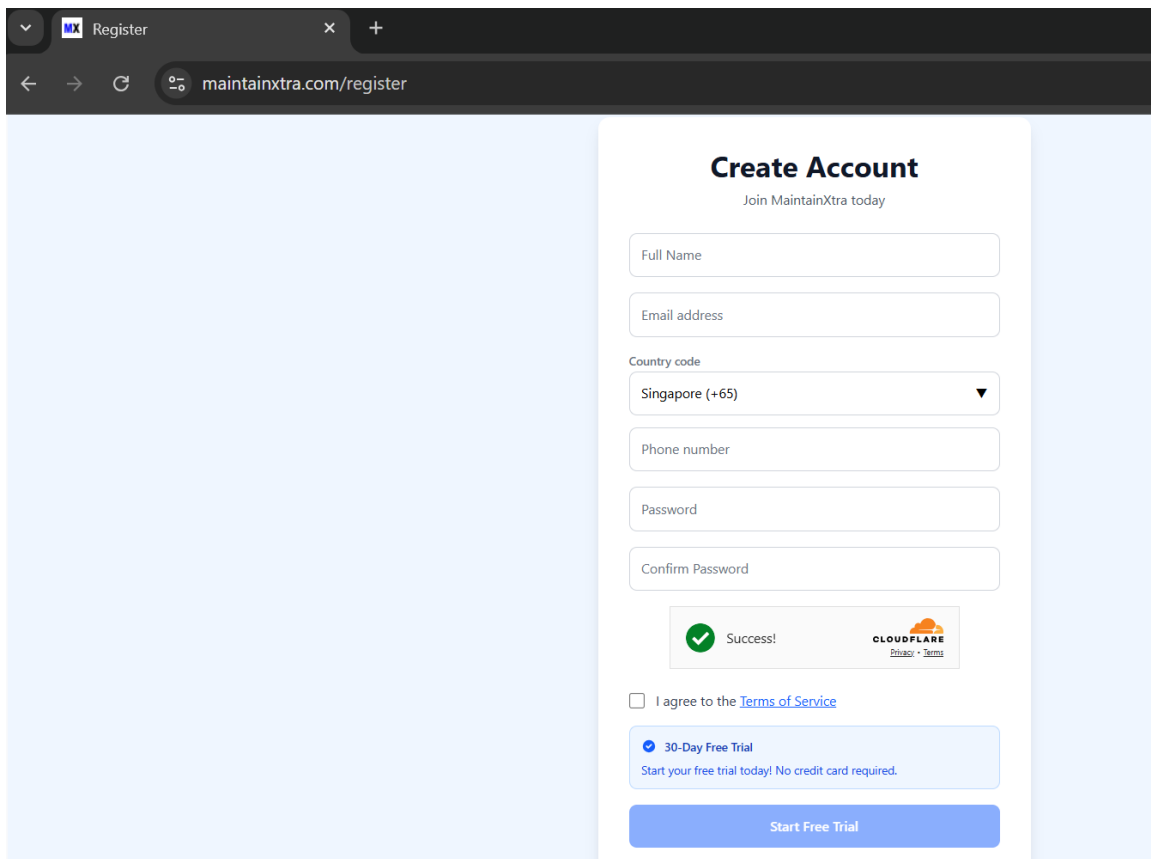
### 3. Getting Started (Sign Up, Login, Password Reset)

#### Sign Up

Click 'Sign Up' on the homepage to start your 30-day free trial. No credit card required.



Once you have selected 'Sign Up' on homepage you will be redirected to register an account:

A screenshot of a web browser showing the registration page at maintainxtra.com/register. The browser's address bar shows the URL. The page has a light blue background. On the right side, there is a white box titled 'Create Account' with the subtext 'Join MaintainXtra today'. Inside this box are several input fields: 'Full Name', 'Email address', 'Country code' (a dropdown menu currently showing 'Singapore (+65)'), 'Phone number', 'Password', and 'Confirm Password'. Below these fields is a green checkmark icon with the text 'Success!' and the Cloudflare logo. Underneath is a checkbox labeled 'I agree to the Terms of Service'. Below that is a blue button with a white checkmark icon and the text '30-Day Free Trial', with the subtext 'Start your free trial today! No credit card required.' At the bottom of the white box is a solid blue button with the text 'Start Free Trial'.

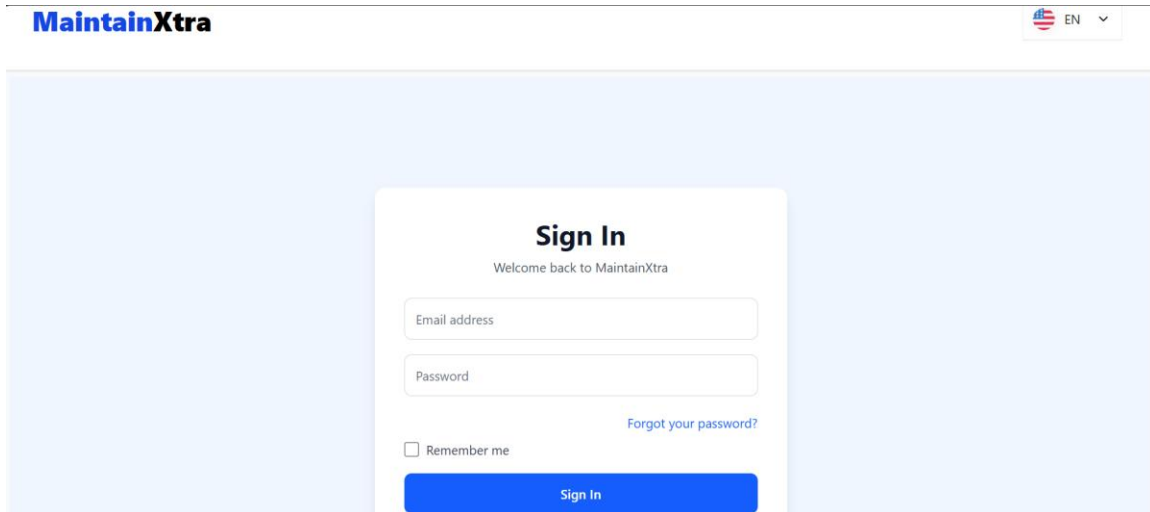
Once registered, verify your email to activate your account and access your dashboard.

#### Login

Click 'Login' on the top right of the homepage.



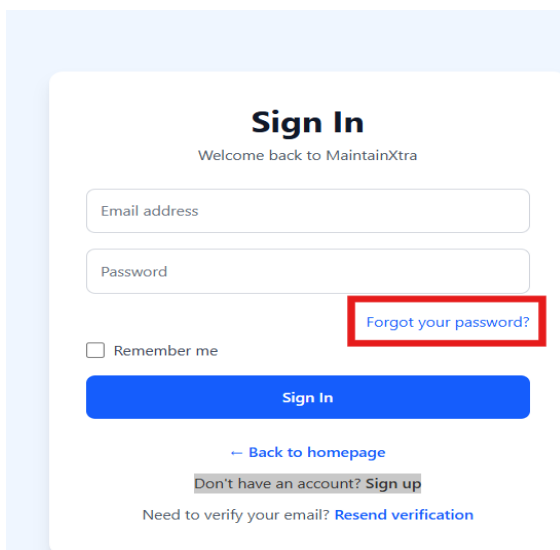
Select 'Remember me' to remain signed in for future visits.



## Password Reset

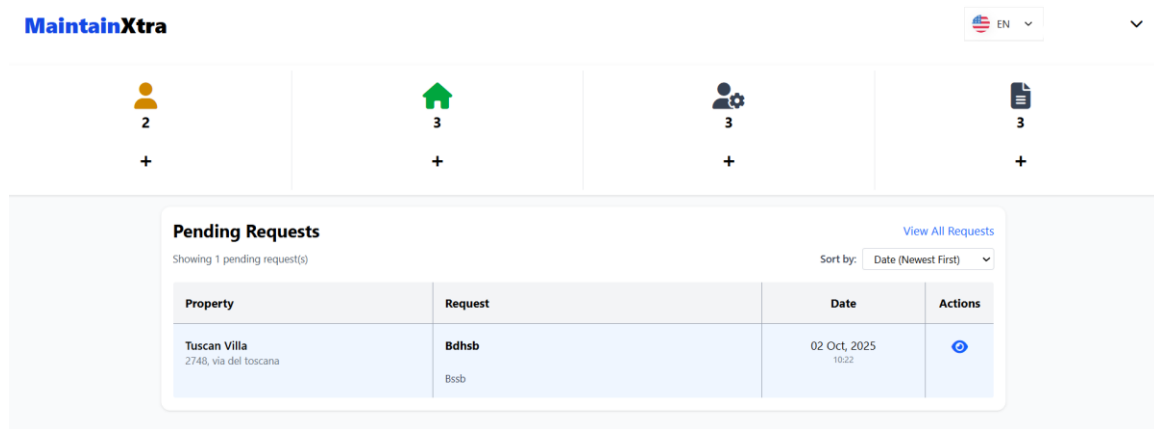
Click 'Forgot Password?' and submit your email to receive a reset link.

The link expires after 60 minutes.



## 4. Your Dashboard:

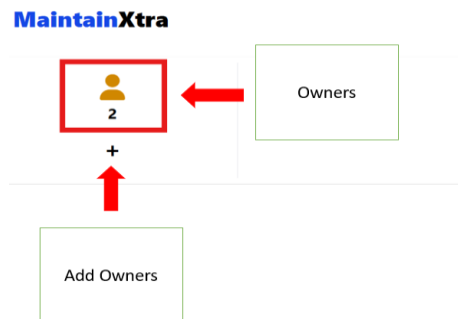
When you log into MaintainXtra, you will be directed to your Dashboard. This is your central control hub where you can manage all core functions — from adding users and properties to submitting new maintenance requests.



### 4.1 Dashboard Symbols

At the top of the dashboard, you'll see a series of symbols representing key functions. Each icon allows you to quickly access or add new items to your account:

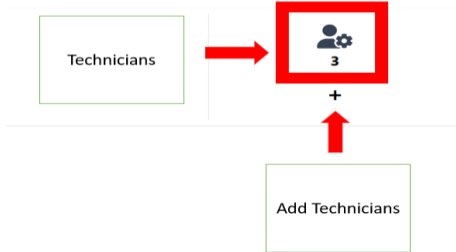
- Owners – Add or manage property owners.



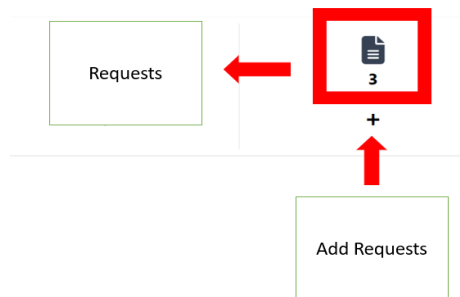
- Properties – Add new properties or edit existing property details.



- Technicians – Add or update technician profiles.



- **New Request – Submit a new maintenance request.**



Each symbol opens a form or list view where you can manage details and monitor updates.

#### 4.2 Pending Requests:

Beneath the dashboard symbols, you'll find a table displaying all your pending maintenance requests. Each row includes key details such as property name, assigned technician, request type, and current status.

Pending Requests			
Showing 1 pending request(s)		Sort by: <span>Date (Newest First)</span> <span>▼</span>	
Property	Request	Date	Actions
Tuscan Villa 2748, via del toscana	Bdhsb Bssb	02 Oct, 2025 10:22	

You can use the 'Sort By' button (see screenshot) to organize your requests by date, priority, property.



**MaintainXtra** EN

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**Pending Requests**

Showing 1 pending request(s)

[View All Requests](#)

Property	Request	Date
Tuscan Villa 2748, via del toscana	Bdhsb Bssb	02 Oct, 20 10:22

Sort by: Date (Newest First)

- Date (Newest First)
- Date (Oldest First)
- Priority (High to Low)
- Priority (Low to High)
- Property (A-Z)
- Property (Z-A)

You can also select view all requests by selecting 'View all Requests' which will include closed requests in the table.

**All Requests**

Pending <b>1</b>	Assigned <b>0</b>	Accepted <b>0</b>	Started <b>0</b>	Completed <b>2</b>
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Showing 3 request(s) Sort by: Date (Newest First)

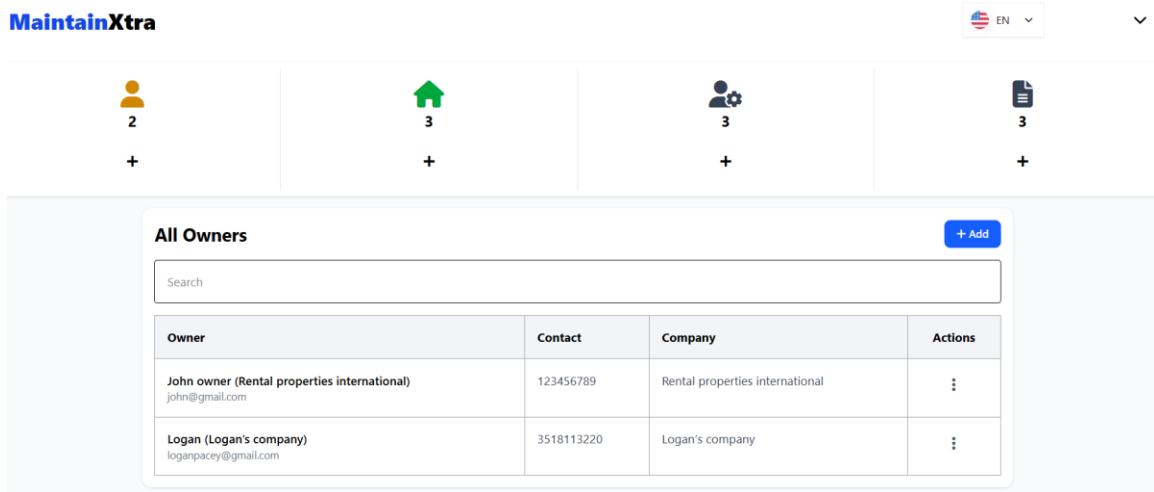
Property	Request	Date ↓	Status	Actions
Tuscan Villa 2748, via del toscana	Bdhsb Bssb	02 Oct, 2025 10:22	Pending	
Tuscan Villa 2748, via del toscana	Leaky faucet Upstairs	02 Oct, 2025 08:06	Completed	
Tuscan Villa 2748, via del toscana	Leaky bathroom faucet Write a description here	30 Sep, 2025 09:31	Completed	

## 5. Workflow Operations

### 5.1 Add Owners

Owners must be created first so that properties can be linked to the correct owner. This ensures accurate assignment, reporting, and communication throughout the software.

Add new owners from the dashboard. Owners can be added by selecting the '+' symbol under the owners symbol or by selecting 'owners' under the drop down menu which will redirect you to the owners page:



From the owners page you must select the 'add' button to add properties.

When you add a new property, you will be prompted to enter key details including:


- Full Name (required)
- Email Address (required)
- Phone Number
- Company
- Address
- Notes


You can also choose which team member manages the owner by using the dropdown menu. It lists all existing team members, allowing you to assign management responsibility directly.


Once saved, the owner appears in your Owners list and becomes selectable when adding or editing a property.


## Managing Owners

From the Owners list, you can view, edit, or remove owner profiles as needed. If you select the property it will redirect you to a dedicated page to that owner.


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[< Back](#)

### John owner (Rental properties international)

**Owner Details**

Name: John owner  
Email: john@gmail.com  
Phone: 123456789

Company: Rental properties international  
Address: 113, via del vicolo, Roma, Italia  
Properties: 2  
Managed by: Not assigned

**Notes:**

Property in Rome City Centre

From this dashboard you can:

- Edit the owner
- Assign this owner to be managed by existing team members
- Create a public link or QR code associated with this owner
- Delete the owner

You can also see all the properties this owner is associated with through this page.

#### Owner Details

Name: John owner  
Email: john@gmail.com  
Phone: 123456789

Company: Rental properties international  
Address: 113, via del vicolo, Roma, Italia  
Properties: 2  
Managed by: Not assigned

#### Notes:

Property in Rome City Centre

[Edit Owner](#)
[Assign to](#)
[Public Link](#)
[QR Code](#)
[Delete Owner](#)

#### Properties (2)

Property	Address	Actions
Via dell'Argilla property	Via dell' Argilla 6	<a href="#">🔗</a>
Tuscan Villa	2748, via del toscana	<a href="#">🔗</a>

Owner Dashboard Actions:

Directly from the owners dashboard page you will see an actions column for each owner. By selecting the three dots in the actions column a menu will appear for quick actions. This will allow you to select actions without redirecting to the dedicated owner page. The actions are view, edit, public link, qr code, delete

The screenshot shows the 'All Owners' dashboard. At the top, there are four icons with counts and plus signs: a person icon with '2', a house icon with '3', a person with a gear icon with '3', and a document icon with '3'. Below these is a section titled 'All Owners' with a search bar. A table lists two owners:

Owner	Contact	Company	Actions
John owner (Rental properties international) john@gmail.com	123456789	Rental properties international	⋮
Logan (Logan's company) loganpacey@gmail.com	3518113220	Logan's company	⋮

A dropdown menu is open from the first row's actions column, showing the following options: View, Edit, Public Link, QR Code, and Delete.

## 5.2 Add Properties

Add new properties from the dashboard. Properties can be added by selecting the '+' symbol under the properties symbol or by selecting 'properties' under the drop down menu which will redirect you to the properties page:

The screenshot shows the 'All Properties' dashboard. At the top, there are four icons with counts and plus signs: a person icon with '2', a house icon with '3', a person with a gear icon with '3', and a document icon with '3'. Below these is a section titled 'All Properties' with a '+ Add' button. A filter dropdown is set to 'Filter by Owner: All Owners'. It shows 'Showing 3 properties'.

Name	Address	Owner	Managed by	Actions
LS Logan Studio	Via dell' Orsini	Logan (Logan's company)	-	⋮
Tuscan Villa	2748, via del toscana	John owner (Rental properties international)	-	⋮
VP Via dell' Argilla property	Via dell' Argilla 6	John owner (Rental properties international)	-	⋮

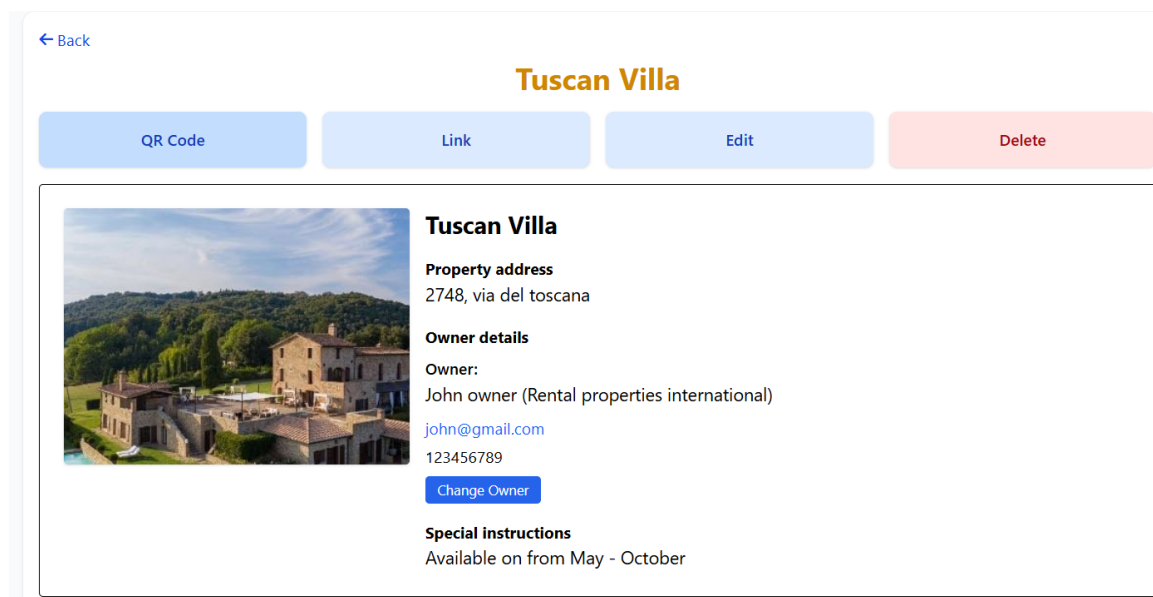
From the properties page you must select the 'add' button to add properties.

When you add a new property, you will be prompted to enter key details including:

- Property Name
- Property Address
- Owner (select from the list of owners you have added)
- Property Image (optional upload)

Once submitted, the new property will automatically appear under your dashboard view, allowing you to monitor and manage all associated maintenance requests.

After a property is added, you can generate a unique link for maintenance requests specific to that property. This can be done by selecting the property in the dashboard. You will be redirected to a page dedicated to the selected property:



From this page you can access the maintenance request link, and QR code.

This link allows tenants or staff to submit requests without signing in, streamlining the reporting process.

Additionally, you can create a QR code linked directly to that property's maintenance form. When scanned, this QR code will open the property's maintenance request page instantly — making it ideal for display in common areas or near building entrances.

From this window you also have the ability to edit, delete, or change owner of the property. You also have the ability to add team members to this property as well as see all maintenance requests associated with this property.

Team Member Assignments

Manage

No team members assigned to this property  
Team members assigned here will receive email updates for requests related to this property

## Maintenance requests

Title	Date created	Date completed	Actions
Leaky bathroom faucet	30 Sep, 2025 09:31	30 Sep, 2025 13:41	
Leaky faucet	02 Oct, 2025 08:06	02 Oct, 2025 10:22	

Directly from the properties dashboard page you will see an actions column for each property. By selecting the three dots in the actions column a menu will appear for quick actions. This will allow you to select actions without redirecting to the dedicated owner page. The actions are view, edit, assign team member, public link, qr code, delete

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All Properties

+ Add

Filter by Owner: All Owners

Showing 3 properties

Name	Address	Owner	Managed by	Actions
LS Logan Studio	Via dell' Orsini	Logan (Logan's company)	-	⋮
Tuscan Villa	2748, via del toscana	John owner (Rental properties international)	-	⋮
VP Via dell'Argilla property	Via dell' Argilla 6	John owner (Rental properties international)	-	⋮

View  
 Edit  
 Assign Team  
 QR Code  
 Public Link  
 Delete

## 5.3 Add Technicians

Add new technicians from the dashboard. Technicians can be added by selecting the '+' symbol under the properties symbol or by selecting 'Technicians' under the drop down menu which will redirect you to the technicians page:

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4  
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3  
+

### All Technicians

+ Add

Search

Photo	Name	Contact	Actions
	John Luca	<a href="mailto:jlbs@gmail.com">jlbs@gmail.com</a> 374827	...
	Steve Smith	<a href="mailto:smith@gmail.com">smith@gmail.com</a> 113456789	...
	Harold Dona	<a href="mailto:gbt@gmail.com">gbt@gmail.com</a> Hcc	...

From the technicians page you must select the 'add' button to add properties.

When you add a new property, you will be prompted to enter key details including:

- Full Name (required)
- Email Address (required)
- Phone Number (required)
- Profile Picture

## 5.3 Add Assistants

Assistants can be added by selecting 'Invite Assistant' from the drop down menu in the top left corner.

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Requests  
Checklists  
Team Assistants  
Invite Assistant  
Profile  
Logout

← Invite Team Assistant

Send an invitation to join your workspace as a team assistant

Full Name

Enter full name

Email Address

Enter email address

Assistant Role

Select a role

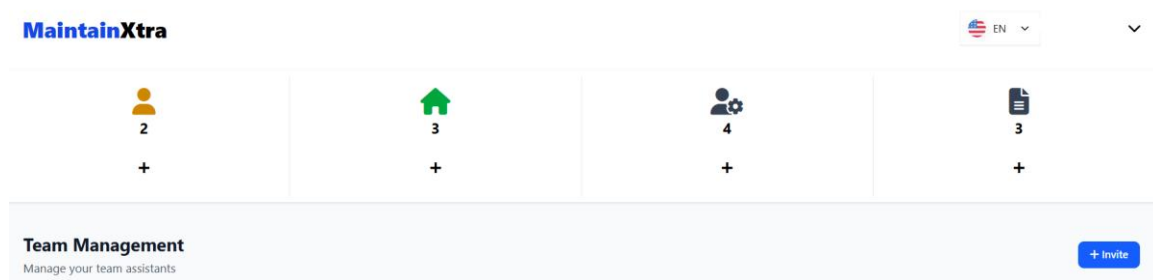
After selecting this option you will be redirected to the team assistant invitation page where you will be prompted to enter:

- Full Name
- Email Address
- Assistant Role

Under the assistant role you will be prompted to select if the assistant will have editing or viewer access.

You will also have the option to add a personal message to the invite.

Can you also add assistants by selecting 'Team Assistants' in the top left drop down menu. This will redirect you to your Team Assistant dashboard.





From here you can select 'Invite' to invite assistants.

### 5.3 Submit & Manage Maintenance Requests

Requests can be submitted by scanning a QR code or using a direct link.





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 ▼
Login

### Submit a Maintenance Request

Property: Tuscan Villa

**Request Title \***

e.g., Leaky faucet in kitchen

**Description \***

Please describe the issue in detail...

**Location \***

e.g., Kitchen, Unit 2B, Basement


**Priority \***

**LOW**  
 You can fix after we leave, just wanted to let you know.

**MEDIUM**  
 You can fix the next cleaning day is fine.

**HIGH**  
 Fix asap please.

**Images (Optional)**


  
 Upload images or drag and drop
   
PNG, JPG, GIF up to 2MB

**Contact Information (Optional)**

Add your details if you would like to be updated.

Your Name
 
 Email Address

Phone Number

You can easily submit a maintenance request online—no sign-in or subscription required.

1. **Open the Request Form**  
Visit your property's unique maintenance request link. Each property has its own dedicated form that connects directly to the manager or technician.
2. **Provide Your Contact Information**  
Enter your name, email, and phone number (optional) so the maintenance team can reach you with updates or questions.
3. **Describe the Issue**  
Clearly explain what needs to be fixed or serviced. You can also attach photos or videos to help show the problem.
4. **Select the Property (if applicable)**  
If you manage or occupy multiple properties, choose the correct property from the dropdown menu. If you're using a public link or QR code, the request will automatically be linked to that property, so there's no need to select one manually.
5. **Submit the Request**  
Once the form is complete, click Submit Request. Your report will be sent directly to the property manager or assigned technician.

6. Receive Updates

You'll receive notifications by email (and Whatsapp if enabled) as your request is received, scheduled, and resolved—all without needing to log in.

Property Managers review incoming requests and convert them into work orders.

## 6. Work Order Management

### 6.1 Turning Maintenance Requests into Work Orders

From your dashboard, you can easily manage and process incoming maintenance requests into actionable work orders.

#### 1. Access Pending Requests

Under your dashboard, you'll find a list of all pending requests. Each request will appear with its status, property, and action options.

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**Pending Requests** [View All Requests](#)

Showing 1 pending request(s) Sort by: Date (Newest First)

Property	Request	Date	Actions
<b>Tuscan Villa</b> 2748, via del toscana	<b>Bdhsb</b> Bssb	02 Oct, 2025 10:22	

**IMPORTANT NOTE:** Statuses of maintenance requests will only convert to pending once the technician has accepted the work order. This means that recently requested work order may not be visible on your dashboard until you have selected

## All Requests

Create Report

+ Add

Pending 1	Assigned 1	Accepted 0	Started 0	Completed 2
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Showing 4 request(s)

Sort by: Date (Newest First) ▼

Property	Request	Date ↓	Status	Actions
Tuscan Villa 2748, via del toscana	<b>Broken Window</b> Window broken in upstairs bedroom.	13 Oct, 2025 12:24	Assigned	⋮
Tuscan Villa 2748, via del toscana	<b>Bdhsb</b> Bssb	02 Oct, 2025 10:22	Pending	⋮
Tuscan Villa 2748, via del toscana	<b>Leaky faucet</b> Upstairs	02 Oct, 2025 08:06	Completed	⋮
Tuscan Villa 2748, via del toscana	<b>Leaky bathroom faucet</b> Write a description here	30 Sep, 2025 09:31	Completed	⋮

## 2. View and Manage Requests


In the Action column, select the eye icon to view the details of a specific request. This opens the full request view, where you can review the issue description, contact details, and any attached media.

### Pending Requests

[View All Requests](#)

Showing 1 pending request(s)

Sort by: Date (Newest First) ▼

Property	Request	Date	Actions
Tuscan Villa 2748, via del toscana	<b>Bdhsb</b> Bssb	02 Oct, 2025 10:22	

[← Back](#)

Pending

## Maintenance Request

Tuscan Villa

Low

Created: 02 Oct, 2025 10:22

Started: -

Finished: -

### Property name

Tuscan Villa

### Property address

2748, via del toscana

### Special instructions

Available on from May - October

### Request title

Bdhsb

### Location

Bsne

### Description

Bssb

Bssb

## Requester Info

Requester name: Not provided

Email: Not provided

Phone: Not provided

### 3. Add Comments and Attach Media

From this view, you can add comments, upload additional media, or provide further context to assist with the repair or inspection process.

### Requester Info

Requester name: Not provided

Email: Not provided

Phone: Not provided

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📎 Attach Media (Optional)

Choose Files No file chosen

Images: JPG, PNG, GIF (max 10MB) | Videos: MP4, MOV, AVI (max 50MB)

Add Comment

---

Assign Technician\*

Select Technician

Assign

Decline

Mark as Complete

Delete Request

#### 4. Assign Technicians

Use the assignment options to select and assign a technician responsible for the task. Once assigned, the technician will receive the work order immediately.

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📎 Attach Media (Optional)

Choose Files No file chosen

Images: JPG, PNG, GIF (max 10MB) | Videos: MP4, MOV, AVI (max 50MB)

Add Comment

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Assign Technician\*

Select Technician

Assign

Decline

Mark as Complete

Delete Request

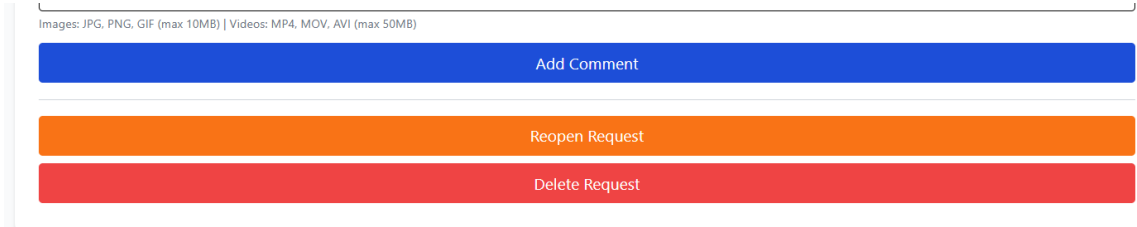
#### 5. Technician Actions

Assigned technicians can view the full request, make their own comments, upload photos or videos, and mark the request as complete once finished.

*Placeholder: [Insert Screenshot of Technician View]*

## 6. Reopen Completed Requests

If additional work is required, the property manager can reopen requests that have been marked as done. This ensures ongoing visibility and accountability until the issue is fully resolved.



## 7. Notifications & Collaboration

MaintainXtra sends email notifications for status changes and new assignments.

SMS notifications are available upon configuration.

## 8) Technician Workflow (Dashboard Interface)

Technicians use MaintainXtra to view assigned tasks, update progress, upload photos, and complete work orders directly inside the platform. This section explains how technicians manage jobs from their dashboard.

### 8.1 Accessing the Dashboard

Technicians log in using the same method as property managers and assistants.

Once logged in, the technician will see the **Technician Dashboard**, which includes:

- **My Work Orders**
- **Profile**
- **Notifications**
- **Language Selector**

EN
 Test Technician

Assigned  
1

Accepted  
0

Completed  
0

Requests  
1

Assigned

Property	Request	Date ↓	Actions
Tuscan Villa <a href="#">2748_via_del_toscana</a>	<b>Leaky Faucet</b> Slow dripping all day and night	20 Nov 2025 09:54	

Technicians do **not** have access to owners, team assistants, or system settings.

## 8.2 My Work Orders

This is the primary workspace for technicians.

The page includes:

### Filters

- **Assigned** – assigned but not yet accepted
- **Accepted** – work has begun
- **Completed** – finished jobs
- **Requests** – manager requested your work

### Work Order Cards

Each card displays:

- Property name
- Task title
- Status (assigned as the first status)
- Timestamp
- “Actions” button which is the symbol.

Technicians open any work order by clicking on the



Assigned  
**1**


Accepted  
**0**

Completed  
**0**

Requests  
**1**

### Assigned

Search

Property	Request	Date ↓	Actions
Tuscan Villa <a href="#">2748_via_del_toscana</a>	<b>Leaky Faucet</b> Slow dripping all day and night	20 Nov 2025 09:54	

### 8.3 Viewing Job Details

Inside a work order, technicians will see:

- Task description
- Location details (property + unit, if applicable)
- Photos uploaded by manager/requester
- Notes
- Priority
- Status history
- Checklist (if assigned)

Assigned

## Maintenance Request

(Tuscan Villa)

Low

Created: 20 Nov, 2025 08:54  
Started: -  
Finished: -

Decline

Accept

Request title

Leaky Faucet

Description


Slow dripping all day and night

Location

Upstairs bathroom

Images

Property Details



Tuscan Villa

Property address  
2748, via del toscana

Special instructions  
Available on from May - October

Requester Info

Requester name

Email

Phone

Comments

Logan Pacey · 1 hour ago

Request approved and assigned to Test Technician.

Add a comment...

📎 Attach Media (Optional)

Choose Files No file chosen

Images: JPG, PNG, GIF (max 10MB) | Videos: MP4, MOV, AVI (max 50MB)

Add Comment

Below this, technicians have access to:

### Buttons

- **Accept Work**
- **Decline Work**
- **Upload Photos**

- **Add Notes**

---

## 8.4 Starting Work

To start a job:

1. Open the work order
2. Click **Accept**, after you accept the work order a **Start** button will appear.
3. Select **Start**.

[← Back](#)

Accepted

### Maintenance Request

(Tuscan Villa)

Low

Created: 20 Nov, 2025 08:54  
Started: -  
Finished: -

Start

The status automatically updates to:

**Pending → In Progress**

This helps managers and assistants monitor real-time progress.

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## 8.5 Uploading Photos & Notes

Technicians can upload:

- Before photos
- After photos
- Additional documentation
- Written notes

**How to upload photos:**

1. Open the work order
2. Select **Upload Photos**
3. Choose photos from device

4. Save

#### How to add notes:

1. Select **Add Note**
2. Enter the update, explanation, or comment
3. Save

All uploads appear in the job timeline.

#### Comments

Logan Pacey · 1 hour ago

Request approved and assigned to Test Technician.

Add a comment...

 **Attach Media (Optional)**

Choose Files No file chosen

Images: JPG, PNG, GIF (max 10MB) | Videos: MP4, MOV, AVI (max 50MB)

Add Comment

## 8.6 Completing Work Orders

When the job is finished:

1. Open the work order
2. Upload after photos (highly recommended)
3. Add a completion note
4. Click **Finish**

[← Back](#)

Started

## Maintenance Request

(Tuscan Villa)

Low

Created: 20 Nov, 2025 08:54

Started: 20 Nov, 2025 10:15

Finished: -

Finish

Status changes to:

**In Progress → Completed**

The property manager and/or assistant will receive a notification inside the platform.

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### 8.7 Reopened Work Orders

If additional corrections or follow-up work is needed, the manager may reopen a closed job.

Technicians will see:

- The job move from “Completed” back to “Assigned”
- A note from the manager explaining what needs to be fixed

To resolve:

1. Open the reopened work order
2. Read the manager’s message
3. Complete the extra steps
4. Upload updated photos/notes
5. Click **Mark as Completed** again

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### 8.8 Technician Permissions

Technicians **can**:

- View and complete assigned work orders
- Upload photos and notes
- Change status of their own work orders

- View assigned properties

Technicians **cannot**:

- Edit property information
- Assign or reassign work orders
- Delete or remove work orders
- Modify manager/assistant comments
- Add owners or team members
- Access other users' dashboards

This keeps workflows clean and controlled.

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## 8.9 Best Practices for Technicians

To maintain consistency:

- Always start the job using **Start**
- Upload before & after photos
- Leave clear, concise notes
- Update the status the moment the job is completed
- Use the timeline inside the work order for communication
- Notify the manager in notes if a job cannot be completed

## 9) WhatsApp Integration (Optional Feature)

MaintainXtra includes an optional WhatsApp automation layer designed to speed up communication between Property Managers and Technicians. This feature allows both sides to accept tasks, update work order status, and receive real-time alerts directly through WhatsApp — without needing to log into the dashboard.

This chapter explains how the WhatsApp integration works and the exact commands available.

---

### 9.1 Technician WhatsApp Integration

When enabled for a user:

- The system sends automated WhatsApp notifications for key events
- Both Property Managers and Technicians can reply with simple commands
- Replies automatically update the work order inside MaintainXtra

WhatsApp does **not** replace the dashboard — it simply provides a faster way to confirm, update, and close tasks.

---

## 9.2 Messages Technicians Receive

Technicians receive WhatsApp notifications for:

### 1. New Work Order Assigned

The message includes:

- Property name
- Work Order ID
- Brief description
- Link to view the task
- Command to accept

### 2. Work Order Reopened

Sent when a manager reopens a completed job.

### 3. Confirmation Messages

When a technician accepts or completes a job, WhatsApp sends a confirmation.

---

## 9.3 Technician WhatsApp Commands

Action	Command
Accept most recent work order	<b>ACCEPT</b>
Accept a specific work order	<b>ACCEPT [ID]</b>
Mark most recent work order completed	<b>COMPLETED</b>
Mark a specific work order completed	<b>COMPLETED [ID]</b>

Command Notes:

- Commands without an ID apply to the most recent work order
  - The system always replies with a confirmation
  - All updates instantly sync to the dashboard
-

## 9.4 Messages Property Managers Receive

Managers receive WhatsApp notifications for:

### 1. New Maintenance Request Created

Includes property, title, priority, link to view, and LIST command.

### 2. Work Order Completed by Technician

Sent instantly once the technician finishes.

---

## 9.5 Manager WhatsApp Commands

Action	Command
View request lists	<b>LIST</b>
View pending requests	<b>Pending</b> or <b>1</b>
View accepted requests	<b>Accepted</b> or <b>2</b>
View request details	<b>[Request ID]</b>
Accept a request	<b>ACCEPT [ID]</b>
Assign a technician	<b>[Technician ID]</b>
Leave unassigned	<b>NONE</b>
Mark completed	<b>COMPLETED [ID]</b>
Return to previous list	<b>BACK</b>

---

## 9.6 Example WhatsApp Flows

Flow 1: Technician Accepts a Work Order

System notifies → Technician replies **ACCEPT** → System confirms

Flow 2: Manager Assigns a Request

Manager sends **LIST** → **Pending** → **ACCEPT [ID]** → chooses technician → System confirms assignment

Flow 3: Technician Marks Job Completed

Technician sends **COMPLETED** → System confirms → Manager notified



## 9.7 Error Messages

Common messages include:

- Invalid command
  - Work order not found
  - Not assigned to this work order
  - Invalid technician ID
  - No pending requests available
- 

## 9.8 Best Practices for WhatsApp Use

- Keep commands simple
- Use dashboard for detailed updates and photo uploads
- Use WhatsApp only for fast confirmations and status changes
- Always check the link if unsure which job you're updating
- For detailed communication, use comments inside the dashboard

## 10.) MaintainXtra Message Flow Guide


This guide shows all the messages you'll receive and send through MaintainXtra, presented as simple conversation flows.

---

### 10.1 Registration & Account Setup

New User Registration

**System sends:**

 Account Verification Required

Hello [Your Name],

Thank you for registering with MaintainXtra! To complete your registration and activate your account, please verify your email address.

Verification link: [Link]


This link will expire in 24 hours.

If you did not create an account, please ignore this message.

---

## 10.2 Technician Welcome (When Manager Adds You)

### System sends:

 Welcome to MaintainXtra!

Hello [Technician Name],

You have been added as a technician by [Manager Name].

To get started, please verify your account and set up your password:

Verification link: [Link]


This link will expire in 24 hours.

Once verified, you can log in and start managing maintenance requests.

---

## 10.3 Technician Registration Complete

### System sends:

 Welcome to MaintainXtra, [Technician Name]!

Your account has been successfully activated. You're all set to receive work orders and start managing maintenance tasks.

We'll notify you via WhatsApp whenever a new task is assigned to you.

Thank you for joining our team!

---

## 10.4 Maintenance Request Notifications

New Request Created (Sent to Manager & Team)

**System sends:**

 New Maintenance Request

Property: [Property Name]

Title: [Request Title]

Priority: [Low/Medium/High]

Location: [Location]


View request: [Link]

Reply LIST to manage requests via WhatsApp.

---

## 10.5 Work Order Assigned to Technician

**System sends:**

 Welcome! You have a new work order assigned.

 Property: [Property Name]

 Work Order ID: [ID]

Reply ACCEPT [Work Order ID] to confirm, or just ACCEPT for the most recent order.

View details: [Link]

---

## 10.6 Work Order Completed (Sent to Manager)

**System sends:**

Work order for [Property Name] has been completed by [Technician Name].

---

## 10.7 Work Order Reopened (Sent to Technician)

**System sends:**

Your previous work order for [Property Name] has been reopened. Reason: [Reason].  
Please review and update.

## 10.8 WhatsApp Conversations

### 10.8.1 For Technicians

#### *Accepting a Work Order*

**You send:** ACCEPT or ACCEPT [ID]

**System replies:**

Thank you! Work order #[ID] for [Property Name] has been accepted.

View your work order here: [Link]


Reply COMPLETED [Work Order ID] when finished, or just COMPLETED for the most recent order.

---

#### *Completing a Work Order*

**You send:** COMPLETED or COMPLETED [ID]

**System replies:**

 Work order #[ID] has been marked as completed. Thank you for your work!

---

### 10.8.2 For Managers & Editors

#### *Viewing Requests*

**You send:** LIST

**System replies:**

Please choose:


1. Pending
2. Accepted

Reply with the number or name.

### *Viewing Pending Requests*

**You send:** Pending or 1

**System replies:**

 Pending Requests:

[List of pending requests with IDs and titles]

Reply ACCEPT [ID] to accept and assign, or [ID] to view details.

---

### *Viewing Accepted Requests*

**You send:** Accepted or 2

**System replies:**

 Accepted Requests:

[List of accepted requests with IDs, titles, and assigned technicians]


Reply [ID] to view details or mark as completed.

---

### *Viewing Request Details*

**You send:** [ID] (a specific request ID)

**System replies:**

 Request #[ID]

Property: [Property Name]

Title: [Title]

Priority: [Priority]

Status: [Status]

Assigned To: [Technician Name or "Unassigned"]

Location: [Location]

Reply COMPLETED [ID] to mark as completed, or BACK to return to list.

### *Accepting a Request*

**You send:** ACCEPT [ID]

**System replies:**

✓ Request #[ID] accepted. Assign to technician:

[List of available technicians with IDs]

Reply with technician ID, or NONE to leave unassigned.

---

### *Assigning a Technician*

**You send:** [Technician ID]

**System replies:**

✓ Request #[ID] has been assigned to [Technician Name]. The technician has been notified.

---

### *Marking Request as Completed*

**You send:** COMPLETED [ID]

**System replies:**

✓ Request #[ID] has been marked as completed.

---

### Error Messages

If you send an invalid command, the system will reply with helpful messages like:

- "Invalid command. Please reply ACCEPT, COMPLETED, or LIST."
- "No pending work orders found."
- "Work order not found or not assigned to you."
- "Invalid request ID. Please try again."

- "You don't have permission to perform this action."

---

## 10.9 Quick Reference

### Technician Commands

- ACCEPT or ACCEPT [ID] - Accept a work order
- COMPLETED or COMPLETED [ID] - Mark work order as completed

### Manager/Editor Commands

- LIST - View all requests
- Pending or 1 - View pending requests
- Accepted or 2 - View accepted requests
- [ID] - View details for a specific request
- ACCEPT [ID] - Accept and assign a request
- COMPLETED [ID] - Mark a request as completed
- [Technician ID] - Assign a technician to a request
- NONE - Leave request unassigned
- BACK - Return to previous list

---

## 10.10 Tips

1. **You can use just the command** (like ACCEPT) for your most recent work order, or include the ID for a specific one.
2. **All links in messages** take you directly to the relevant page in the system.
3. **Messages are sent via WhatsApp** when possible, with SMS as a backup.
4. **You'll receive notifications** automatically when:
  - New requests are created
  - Work orders are assigned to you
  - Work orders are completed

Work orders are reopened

## 11. Reporting & Analytics

Generate reports to monitor maintenance activity, technician performance, and property metrics.

Export data in CSV or PDF format.

You can generate reports by first selecting 'View all Requests' from your main dashboard. From there you will be taken to the requests dashboard. From here the 'Create Report' button will be visible.

### All Requests

[Create Report](#) [+ Add](#)

Pending <b>0</b>	Assigned <b>1</b>	Accepted <b>0</b>	Started <b>0</b>	Completed <b>3</b>
---------------------	----------------------	----------------------	---------------------	-----------------------

Showing 4 request(s)

Sort by: Date (Newest First) ▼

Property	Request	Date ↓	Status	Actions
Tuscan Villa 2748, via del toscana	<b>Broken Window</b> Window broken in upstairs bedroom.	13 Oct, 2025 12:24	Assigned	⋮
Tuscan Villa 2748, via del toscana	<b>Bdhsb</b> Bssb	02 Oct, 2025 10:22	Completed	⋮
Tuscan Villa 2748, via del toscana	<b>Leaky faucet</b> Upstairs	02 Oct, 2025 08:06	Completed	⋮
Tuscan Villa 2748, via del toscana	<b>Leaky bathroom faucet</b> Write a description here	30 Sep, 2025 09:31	Completed	⋮

After selecting the Create Report button, you will be redirected to a new window where you can customize your report details.

1. **Select Owner**  
Begin by choosing the owner for whom you want to generate the report.
2. **Select Properties and Technicians**  
Once the owner is selected, you'll be prompted to choose the properties associated with that owner, along with the technicians you'd like to include in the report.
3. **Set the Date Range**  
Finally, select the date range for the report to define the time period you wish to analyze.



### Create Report

Generate maintenance reports with custom filters

**Owner**

John owner (Rental properties international) ▼

**Properties**

☐ Select All Properties

☐ Tuscan Villa

☐ Via dell'Argilla property

Tap to select one or more properties

**Technicians**

☐ Select All Technicians

☐ John Luca

☐ Steve Smith

☐ Harold Dona

Tap to select one or more technicians

**Date Range**

Select Date Range ▼

After all selections are made, the system will generate a detailed report based on your chosen filters.

### Report for John owner

Properties: Tuscan Villa, Via dell'Argilla property  
Technicians: John Luca, Steve Smith, Harold Dona, Stephen

Last 7 Days

Export ▼

Generate AI summary

Declined	Assigned	Accepted	Started	Completed
0	1	0	0	0

Property	Date	Status	Actions
Tuscan Villa 2748, via del toscana	13 Oct, 2025 12:24	Assigned	

Create New Report

Within the report view, you can choose how you'd like to save or share your data. Reports can be exported in multiple formats — CSV, PDF, or Word — or sent directly to print.

You also have the option to generate an AI summary, which provides a quick overview of key insights and trends from your report.



## 12. Plans, Billing & Account Management

All plans include 30-day free trial, no setup fees, mobile responsive access, and 24/7 support.

Basic — €9.99/month: 3 Properties, 5 Technicians, Unlimited Requests.

Standard — €19.99/month: 10 Properties, 15 Technicians, Unlimited Requests.

Premium — €29.99/month: 100 Properties, 30 Technicians, Analytics & Priority Support.

Billing and subscription management available under account settings.

### PRICING

## Simple, transparent pricing

Choose the plan that fits your property management needs. All plans include our core features with no hidden fees.

#### Basic

Monthly subscription for small property managers.

**€9.99** /month

Free one month trial

- ✓ 3 Properties
- ✓ 5 Technicians
- ✓ Unlimited Maintenance Requests
- ✓ QR Code Generation
- ✓ Email Notifications

Get Started

Most Popular

#### Standard

Monthly subscription for medium-sized property management companies.

**€19.99** /month

Free one month trial

- ✓ 10 Properties
- ✓ 15 Technicians
- ✓ Unlimited Maintenance Requests
- ✓ QR Code Generation
- ✓ Email Notifications

Get Started

#### Premium

Monthly subscription for large property management companies.

**€29.99** /month

Free one month trial

- ✓ 100 Properties
- ✓ 30 Technicians
- ✓ Unlimited Maintenance Requests
- ✓ QR Code Generation
- ✓ Email Notifications
- ✓ Advanced Reporting & Analytics
- ✓ Priority Support

Get Started

### **13. Support & Legal**

Email and in-app assistance are available during business hours.

Security measures include encrypted connections and role-based access.

Refer to Terms & Conditions on the website for privacy and data retention policies.

