



Black and Associates LLC

MaintCo Maintenance Company Billing Module

MaintCo enhances the Tops Professional™ Work Order System by combining all of the communities in your portfolio into a global maintenance system. Manage the maintenance arm of your management company with integration to TOPS Professional™, or manage your maintenance company with the standalone version of this program.

MaintCo provides the following benefits:

- Import owner and association data from TOPS Professional™
- Track work for associations, owners, or non-managed customers.
- Select the location of the job site, add a description of the work, and classify the work for reporting.
- Assign work to internal employees or outside vendors. Proposals may be generated and sent to customers prior to the start of the job.
- Maintain a maintenance worker schedule to assign work to employees and set up schedules for work to be done. This allows multiple employees to be assigned to one job and to schedule their time over multiple days.
- Bill in multiple ways. You can bill the homeowner directly, the community directly, or bill an owner's community account.
- Allow multiple employees to charge time to one work order.
- Use the phone messenger to promote phone calls to work orders.

The screenshot displays the MaintCo software interface. At the top, there is a 'Global Work Order Search' window with a list of work orders. Below it, the 'Global Work Order' window shows details for work order 11, including its status (Open), priority (High), cost (\$950.00), and target date (12/20/2013). The 'Customer Info' section shows details for 'Sample Condominium'. A 'Work Order Schedules' window is open, showing a calendar for December 2013 with a 'Work Order Manager View' for Friday, December 06, 2013. The calendar shows a grid of dates with a summary for 12/06/2013 indicating 2 scheduled work items and 12.00 work hours. A table below the calendar shows employee assignments for work order 11 on December 6th.

Employee	W/O #	Start Time	Hours	End Time
David Black	11	08:00 AM	9:00	05:00 PM
John Brown	10	09:00 AM	3:00	12:00 PM

logged on as Work Order Manager: David Black