



CATEGORIES – What are they and why does SynergyMMS need them?

If you have started creating Work Requests with **SynergyMMS V3**, you may be wondering: “What is this new Category field is and why is it needed?”

This new feature in **SynergyMMS V3** and has two purposes: one is to allow roll up reporting at a corporate level, and the other is to help filter down the list of Task Codes.

As part of the update to **SynergyMMS V3**, SAI provides the corporate Categories (listed below), and through a database update a connection is made to your existing Task Codes. As a result of this update, some Task Codes may not display the correct Category based on descriptions used in your Task Codes.

One of the things you must do after your update to **SynergyMMS V3** is check your Task Codes and make sure they all have been assigned a Category, if not, a Category must be added to the Task Code. You can do this within Setup for Task Codes (*Toolbox > Setup > Task Codes*).

No need to perform extra steps to create Work Requests if you don't want to. While selecting a Category does filter the list of choices for Task Codes, which makes it master to find the right Task Code, you can still select your Task Code as you always have and SynergyMMS will automatically fill in the corresponding Category.

List of Categories provided by SAI:

Amenities	HVAC	Room Service
Artwork	Ice Machines	Safe
Categories	Internet	Safety
Cleanup	Lights	Sink
Clock/Radio	Locks	Telephone
Delivery/Pickup	Minibar	Television
Doors/Windows	Outlets/Switches	Toilet
Drapes	Paint	Tub/Shower
Electronics	Plumbing	Valet
Flooring	PM's	Vehicle
Furniture	Pool	Vending
		Walls/Ceilings



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