**\*\*\*\* The wording below will be copied and pasted into the body of your email and then attach the clients Property Cat/Type workbook \*\*\***

**Property Category/ Property Type selections**

The next configuration we will complete on your YouConnect site will be your Property Categories and Property Types that will be selected when a new Request/Order is being created.  On a property record you have fields that are related fields, Property Category and Property Type (also known as Property Type and Property Sub-Type for some).

When entering information about a property you will select the appropriate Property Category (Property Type) and it will present you with the available Property Type (Property Sub-Type) related to that Category.

This is ONLY to describe the actual property condition at the time of the order being created. Other items like… Is it *Owner Occupied* or is an *Inspection needed* and others will be captured elsewhere on the property record.

Attached you will find our Property Category/Property Type workbook which has our default selections that are in your site now. Please work through the document (instructions at the top) to make edits, adds or removals to this default list.