

Porches Skills Documentation

Please initial next to each item. Be prepared to explain your responses to your trainer. Sign at the bottom along with the trainer who confirmed your skills demonstration.

You will find the material needed to successfully complete this checklist in the following Chateau Knowledge Base [Sections](#)/[Articles](#):

- [Porches](#)
- [Owner's Porch Processing](#)
- [Porches Terms](#)
- [Email Alerts](#)

	Task	Initial
1.	Turn on a porch	
2.	Identify and explain 5 different porches (see Knowledge Base)	
3.	Set an alert for a Porch Event: 1) Create, 2) Add recipients	
4.	Open a current porch	
5.	Clear an item on a porch with a comment	
6.	Put a comment on a porch item without clearing it	
7.	Edit the same porch item comment and clear it	
8.	Retrieve an historical porch for a currently active porch	
9.	Retrieve a historical porch with no alerts	

Technician Name

Technician Signature

Date

Trainer Name

Trainer Signature

Date