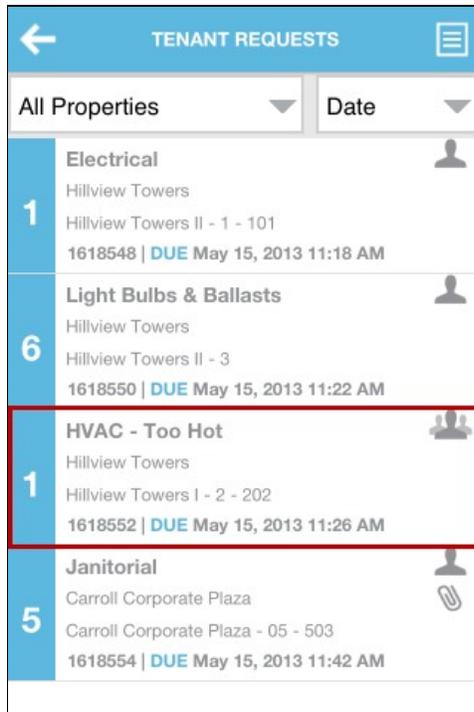


Rejecting a Broadcasted Work Order

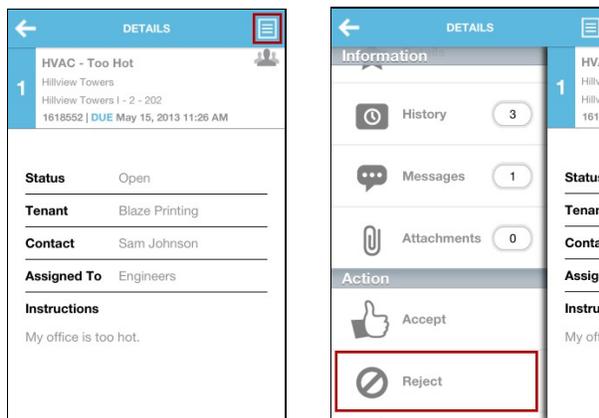
Rejecting a Broadcasted Work Order:

Broadcasted work orders are displayed in your Tenant Request list and marked with a special icon ().

1. Open the Broadcast list and select the work order you would like to reject. The work order details will be displayed.



2. From the work order details, press the Options button (), and then select Reject. Depending on the size of your mobile device's screen, you may need to scroll down to view all available options.



3. Enter any applicable notes and then press Submit. The work order has now been rejected.

← REJECTED

HVAC - Too Hot

Hillview Towers

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Note