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.

÷	TENANT	REQUES	STS	E
All I	Properties		Date	-
1	Electrical Hillview Towers Hillview Towers II - 1 1618548 DUE May	- 101 15, 2013	11:18 AM	+
6	Light Bulbs & Bal Hillview Towers Hillview Towers II - 3 1618550 DUE May	llasts 15, 2013	11:22 AM	+
1	HVAC - Too Hot Hillview Towers Hillview Towers I - 2 1618552 DUE May	- 202 15, 2013	11:26 AM	le le
5	Janitorial Carroll Corporate Pla Carroll Corporate Pla 1618554 DUE May	za za - 05 - 5 15, 2013	503 11:42 AM	0

2. From the work order details, press the Options button (三), 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.

÷	DETAILS		÷			
HVAC - Too Hillview Tower Hillview Tower 1618552 DUI	Hot s s I - 2 - 202 E May 15, 2013 11:26 AM	. <u></u> .	Inform	ation History	3	1
Status	Open		φ	Messages	1	
Tenant	Blaze Printing					
Contact	Sam Johnson		0	Attachment	s 이	
Assigned To	Engineers		Action		-	
Instructions My office is to	o hot.		3	Accept		
			0	Reject		

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

4	REJECTED	Ξ
	HVAC - Too Hot	- 44
	Hillview Towers	
1	Hillview Towers I - 2 - 202	
	1618552 DUE May 15, 2013 11:26 AM	
N	lote	
	Cancel Submit	