## **Printing Estimates**

1. Click Control Panel > Work Order > Tenant Requests > Estimates.



2. Locate the work order estimate to approve from the list, then open the work order by either double-clicking on the row, or clicking on the work order ID number.

TR Wor	k Orders	5						
All Request 1	ypes		<ul> <li>Assigned to anyone</li> </ul>	I to anyone 🔽 Keset 🔛 🕞 Corportion				
D -	Estim	ate Status	Required	Request Type	Tenant	Property	Assigned To	
1008565	Pend	ing Approval	Apr 5 at 10:25 am	HVAC - Too Hot	Acme Graphics Inc.	Hilview Towers		in in
Actions Re Assigned 1 Location: Details:	quired: lo:	Wait for Estim Unassigned Hillview Town My office is to	ate Approval, Dispatch (Open) ers > Hilview Towers I > 3 > 303 so warm.	Marc 8 Jacob	A see Orachine has	UB days Taxaata		8
Actions Re Assigned T Location: Details:	oper quired: fo:	Send Estimate Unassigned Hillview Towe Lock is jamme	Apr 1 at 3:40 pm For Approval, Dispatch (Open) ers > Hillview Towers I > 3 > 303 id.	Key & Lock	Acme Graphics Inc.	Hillylew Towers		
953516	Oper	1	Aug 11, 2009	Unspecified	Acme Plumbers	Hillview Towers		
Actions Re Assigned 7	quired:	Send Estimate	For Approval, Dispatch, Choose	Request Type (Open)				

3. Click the View Estimate tab, then on Click here to view the Estimate. The estimate is displayed.



4. Click **Print** in the Estimate heading. The Estimate is displayed and the Print dialogue window is displayed by your computer.



5. Click Print. The estimate will now be printed.



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