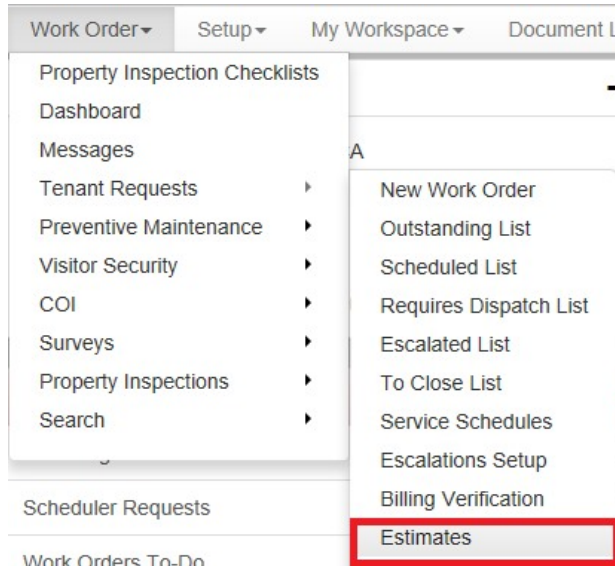
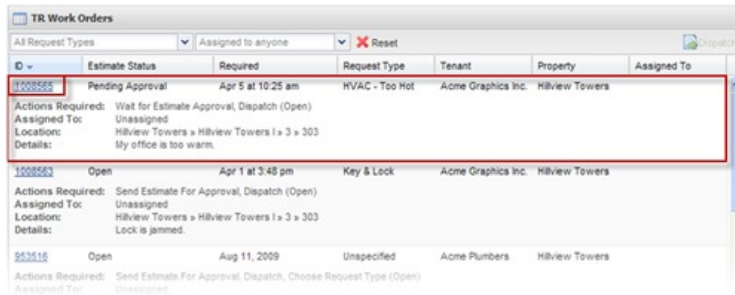


Printing Estimates

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.



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.



