## Adding a New Service

Control Panel > Work Order > Tenant Requests > Service Schedules

## Adding a New Service:

1. Go to Control Panel > Work Order > Tenant Requests > Service Schedules.



- In the Filter section, click on the Property field and select the desired property from the dropdown list.
- 3. In the Services section, click on New Service.

Property Hillview Towers			Request Type All		~	
SERVICES				New Service	Refresh	
Dequest Tupe	Carvina		Labor (4) Material (4) Madam (4) Cub.3	Tabal (A) Tay (A)	Total (d)	

- 4. Click on the Request Type field and select the desired request type.
- 5. Click on the Service field and enter the name of the service.
- The Billable checkbox is selected by default. If this service is not billable, clear the Billable checkbox.
- 7. Enter the costs in the Labor and Material fields, if applicable. Click on the Tax (%) field and enter the tax amount.
- If markup costs apply to this service, enter the amount in the Markup field. If the amount is a
  percentage of labor and materials, click on the Percentage checkbox to select it. Click on the
  Tax (%) field and enter the tax amount.
- If Administrative costs apply to this service, the Admin field may be visible (this field is optional and is set up for the entire company). Enter the amount in the Admin field. If the amount is a percentage, click on the Percentage checkbox to select it.
- 10. Click on Save Service.

NEW SERVICE		
Property:	Hillview Towers	
Request Type:	Plumbing	~
Service:	General Maintenance	
	Bilable	



## Note:

• If billing rules have been enabled for your company, they will be visible in the **New Service** section.