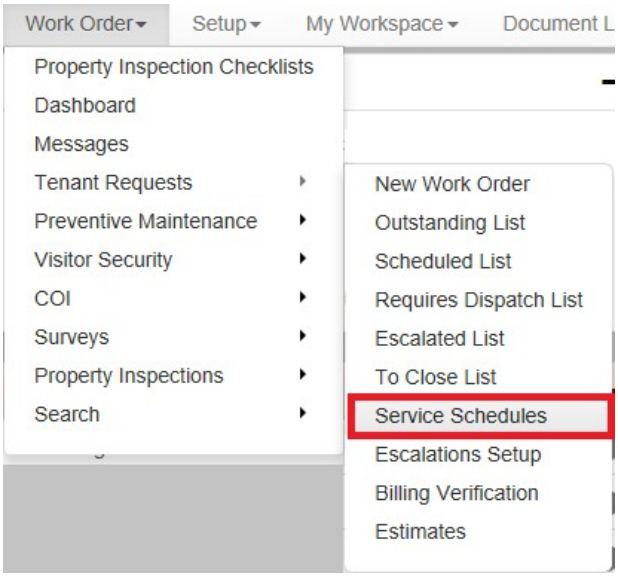
Adding a New Service

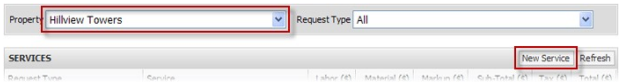
Control Panel > Work Order > Tenant Requests > Service Schedules

Adding a New Service:

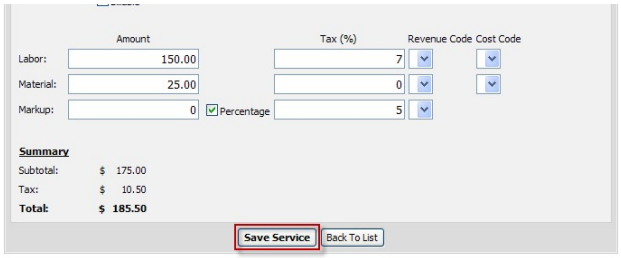
1. Go to **Control Panel** > **Work Order** > **Tenant Requests** > **Service Schedules**.



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



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.
6. 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.
8. 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.
9. 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**.



Note:

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