Editing a Service

Control Panel > Work Order > Tenant Requests > Service Schedules

Editing a 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 dropdown list.
- In the Services section, click on the desired service. The Edit Service screen is now displayed.

Property Hillview Towers		Request Type	Request Type All				
SERVICES		New Service					
Request Type	Service	Labor (\$)	Material (\$)	Markup (\$)	Sub-Total (\$)	Tax (\$)	Total (\$)
Electrical	Electrical	0.00	0.00	0%	0.00	0.00	0.00
	Fuse Box	0.00	0.00	0.00	0.00	0.00	0.00
	Intermittent Power Cuts	30.00	50.00	0.00	80.00	0.00	80.00
	Power Outlets	0.00	0.00	0.00	0.00	0.00	0.00
Elevator	Elevator	0.00	0.00	0.96	0.00	0.00	0.00

4. Make any necessary changes, then click on **Save Service**.