

Editing a Service

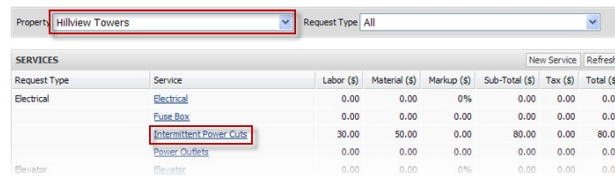
[Control Panel](#) > [Work Order](#) > [Tenant Requests](#) > [Service Schedules](#)

Editing a Service:

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

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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 the desired service. The **Edit Service** screen is now displayed.



The screenshot shows a web interface for editing a service. At the top, there is a 'Property' dropdown menu set to 'Hillview Towers' and a 'Request Type' dropdown menu set to 'All'. Below this is a table titled 'SERVICES' with columns for 'Request Type', 'Service', 'Labor (\$)', 'Material (\$)', 'Markup (\$)', 'Sub-Total (\$)', 'Tax (\$)', and 'Total (\$)'. The table lists several services under the 'Electrical' request type: 'Electrical', 'Fuse Box', 'Intermittent Power Cuts', 'Power Outlets', and 'Elevator'. The 'Intermittent Power Cuts' service is highlighted with a red box. The 'Elevator' service is listed under a different request type.

SERVICES		New Service Refresh					
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%	0.00	0.00	0.00

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