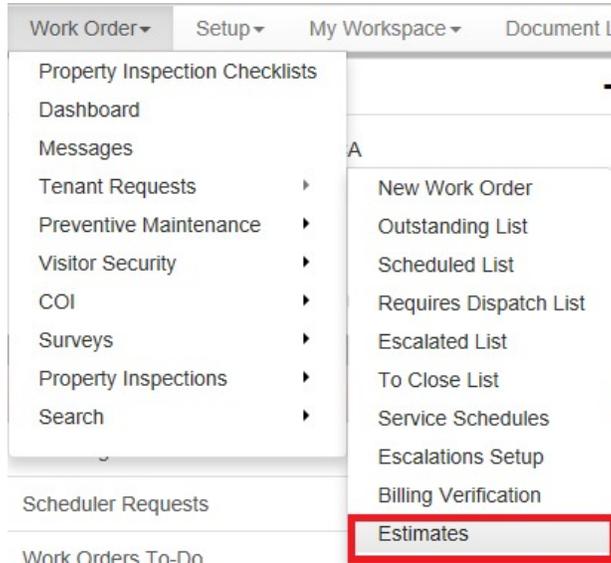
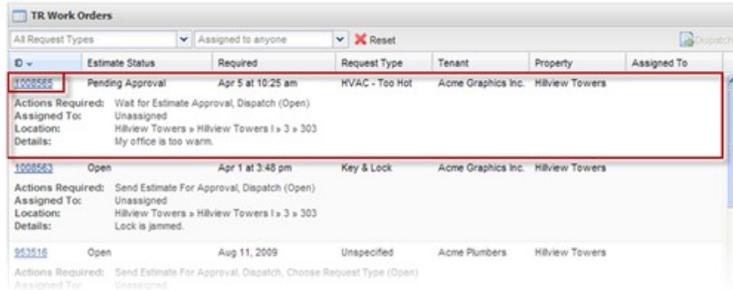


Cancelling Estimates

1. Click *Control Panel > Work Order > Tenant Requests > Estimates*.



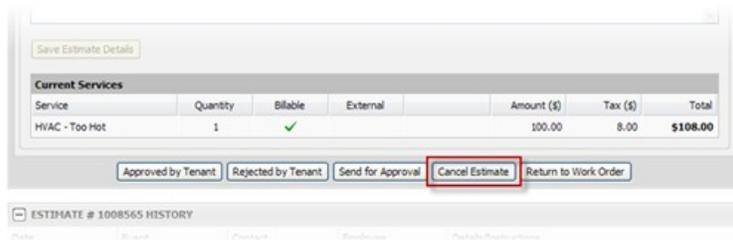
2. Locate the work order estimate to cancel from the list, then open the work order by either double-clicking on the row, or clicking on the work order ID number.



3. Click the **View Estimate** tab, then on **Click here to view the Estimate**. The estimate is displayed.



4. At the Estimate screen, click **Cancel Estimate**. A window will popup where you can enter any cancellation notes.



5. Click **Submit**. The estimate has now been rejected. This does not affect the Work Order creation process in any way. A link to the cancelled estimate will be displayed under the **View Estimate** tab.



Cancel Estimate # 95542

If you choose to cancel this estimate, please ensure that any tradesmen that were asked to provide estimate feedback are notified that such feedback is no longer required.

Notes:

Done

Internet

100%