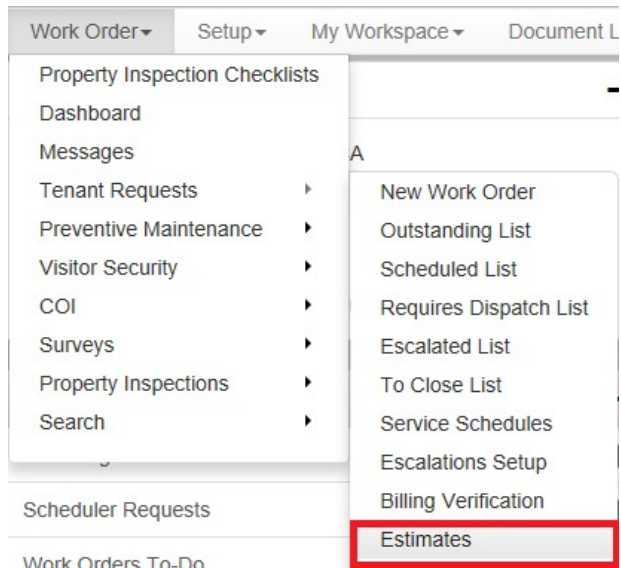


Cancelling Estimates

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.

The screenshot shows a table titled 'TR Work Orders' with columns: ID, Estimate Status, Required, Request Type, Tenant, Property, and Assigned To. The first row is highlighted with a red box. Below the table, there are details for the selected work order.

ID	Estimate Status	Required	Request Type	Tenant	Property	Assigned To
1008565	Pending Approval	Apr 5 at 10:25 am	HVAC - Too Hot	Acme Graphics Inc.	Hilview Towers	
1008563	Open	Apr 1 at 3:45 pm	Key & Lock	Acme Graphics Inc.	Hilview Towers	
953516	Open	Aug 11, 2009	Unspecified	Acme Plumbers	Hilview Towers	

Details for 1008565:
Actions Required: Wait for Estimate Approval, Dispatch (Open)
Assigned To: Unassigned
Location: Hilview Towers » Hilview Towers | x 3 » 303
Details: My office is too warm.

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.

The screenshot shows a screen titled 'ESTIMATE # 1008565 HISTORY'. It has a table for 'Current Services' and a row of buttons at the bottom.

Service	Quantity	Billable	External	Amount (\$)	Tax (\$)	Total
HVAC - Too Hot	1	✓		100.00	8.00	\$108.00

Buttons: Approved by Tenant, Rejected by Tenant, Send for Approval, **Cancel Estimate**, Return to Work Order

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%