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.

	k Orders	134 A						
All Request 1	ypes		 Assigned to anyone 	✓ X Reset				
D -	Estim	ate Status	Required	Request Type	Tenant	Property	Assigned To	
1008565	Pend	ing Approval	Apr 5 at 10:25 am	HVAC - Teo Hot	Acme Graphics Inc.	Hillview Towers		in in
Actions Re Assigned 1 Location: Details:	quired: foc	Wait for Estima Unassigned Hiltview Towe My office is to	ste Approval, Dispatch (Open) rs > Hillview Towers I > 3 > 303 o warm.					2
1008563	Oper		Apr 1 at 3:48 pm	Key & Lock	Acme Graphics Inc.	Hillview Towers		
Actions Re Assigned 1 Location: Details:	quired: lo:	Send Estimate Unassigned Hillview Towe Lock is jammer	For Approval, Dispatch (Open) rs » Hilview Towers I » 3 » 303 d.					
953516	Oper		Aug 11, 2009	Unspecified	Acme Plumbers	Hillview Towers		
Actions Re	quired:	Send Estimate	For Approval, Dispatch, Choose	e Request Type (Open)				

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

Workflow	Messages (0)	\$ View Estimate
Click here f	to view the Estima	te
Click here t	to view the Estima	te

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

Service Qu	ntity	Bilable	External	Amount (\$)	Tax (\$)	Total
HVAC - Too Hot	1	~		100.00	8.00	\$108.00

 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.



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to provide estimate feedback are notified that s	such feedback is no longer required.
Notes:	
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	~
Submit	Cancel
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