Rejecting TR Work Orders

Select this option to reject the work order. This action returns a message to Angus AnyWhere™ which will appear in the Work Order Message Center and the work order can be re-assigned and dispatched as needed.

To Reject a Work Order:

- 1. Open the desired work order. See the <u>Viewing Work Orders</u> topic for more information.
- 2. Click the track wheel to display the menu. Scroll to Reject and click the track wheel.



- 3. The message editor is displayed. Enter any information regarding the work order in the "Notes" section. This note will be appended to your response in Angus Anywhere.
- 4. Click the track wheel and select **Send** from the menu.

