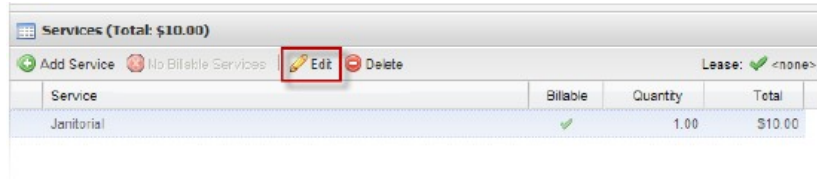


Editing a Service

1. To modify a service that has been added, select the service from the list and click **Edit**. A popup window will appear.

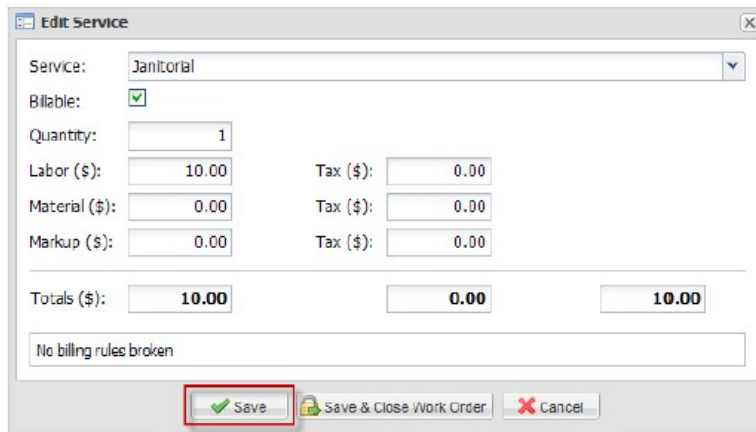


Services (Total: \$10.00)

+ Add Service No Billable Services **Edit** Delete Lease: <none>

Service	Billable	Quantity	Total
Janitorial	✓	1.00	\$10.00

2. In the window that opens, dropdown list provided to change the service if required.
3. If the service is billable, add or remove a checkmark beside **Billable** to indicate whether the service can be billed.
4. If the service was performed multiple times, enter the Quantity in the field provided.
5. You may also optionally modify the labor, material, markup, and tax amounts for each if custom billing is required; if you have billing rules enabled, a section at the bottom of the screen will inform you if any billing rules have been broken.
6. When you are finished, click **Save** to apply your changes; or, if you are finished with the work order, click **Save & Close Work Order**.



Service: Janitorial

Billable:

Quantity: 1

Labor (\$): 10.00 Tax (\$): 0.00

Material (\$): 0.00 Tax (\$): 0.00

Markup (\$): 0.00 Tax (\$): 0.00

Totals (\$): 10.00 0.00 10.00

No billing rules broken

Save Save & Close Work Order Cancel