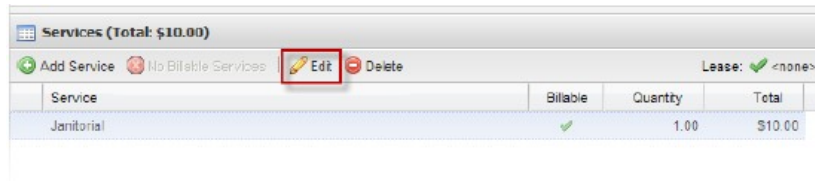


Editing a Service

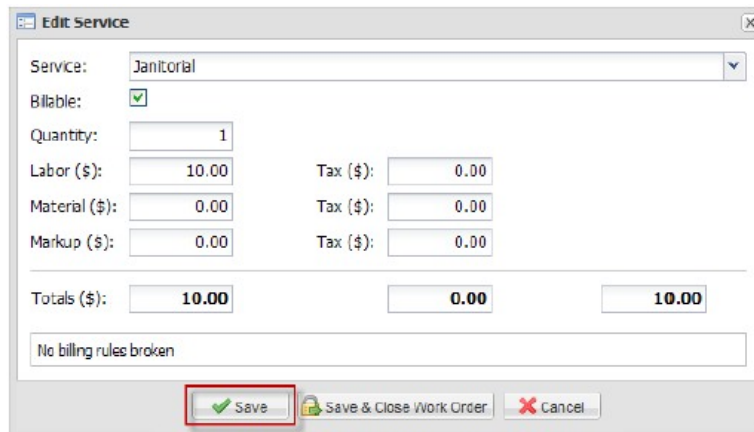
1. To modify a service that has been added, select the service from the list and click **Edit**. A popup window will appear.



The screenshot shows a window titled "Services (Total: \$10.00)". At the top, there are buttons for "Add Service", "No Billable Services", "Edit" (highlighted with a red box), and "Delete". On the right, there is a "Lease" dropdown menu set to "<none>". Below this is a table with the following data:

Service	Billable	Quantity	Total
Janitorial	<input checked="" type="checkbox"/>	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**.



The screenshot shows the "Edit Service" popup window. It contains the following fields and controls:

- Service: Janitorial (dropdown menu)
- Billable:
- Quantity:
- Labor (\$): Tax (\$):
- Material (\$): Tax (\$):
- Markup (\$): Tax (\$):
- Totals (\$):
- No billing rules broken (text area)
- Buttons: **Save** (highlighted with a red box), Save & Close Work Order, Cancel