

Approving Estimates

When Estimates are submitted via the TSI, the Tenant is notified via e-mail with the Estimate information. The Tenant has the choice to either Approve or Reject the Estimate at this point.

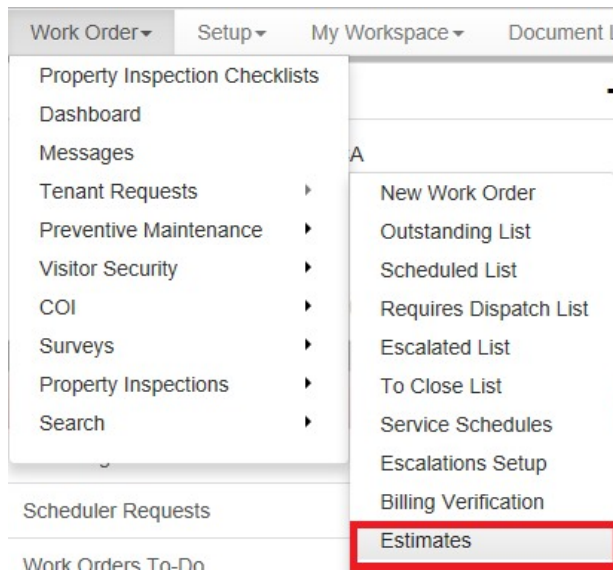
Approving an Estimate from the TSI:

1. Click **All Requests** and open the request.
2. Select **Approve Estimate**, and enter the notes as required. Indicate the time requirements.
3. Click **Save my Decision**.
4. Approved Estimates are displayed on the Estimates list.

Alternatively, Tenants may call in requests for Estimates, or may require a printed estimate. These Estimates are updated by Administrators by marking the Estimate Approved and entering any associated information directly in Axis Portal.

Approving Estimates using Axis Portal:

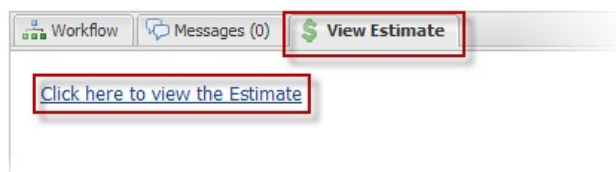
1. Click [Control Panel > Work Order > Tenant Requests > Estimates](#).



2. Locate the work order estimate to approve 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 the TR Work Orders table. The first row is highlighted with a red box. The table has the following columns: ID, Estimate Status, Required, Request Type, Tenant, Property, and Assigned To. The first row contains the following data: ID: 100856, Estimate Status: Pending Approval, Required: Apr 5 at 10:25 am, Request Type: HVAC - Too Hot, Tenant: Acme Graphics Inc., Property: Hibview Towers. The second row contains: ID: 100863, Estimate Status: Open, Required: Apr 1 at 3:48 pm, Request Type: Key & Lock, Tenant: Acme Graphics Inc., Property: Hibview Towers. The third row contains: ID: 953516, Estimate Status: Open, Required: Aug 11, 2009, Request Type: Unspecified, Tenant: Acme Plumbers, Property: Hibview Towers.

3. Click the **View Estimate** tab, then on [Click here to view the Estimate](#). The estimate is displayed.



4. At the Estimate screen, click **Approved by Tenant**. A window will popup where you can enter any approval notes communicated by the Tenant.

Save Estimate Details

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

ESTIMATE # 1008565 HISTORY

- You may want to enter information such as who approved the estimate, whether it was approved by phone, e-mail or in-person, or if the Estimate was printed and approved with a signature.
- Click **Submit**.

Approve Estimate # 1008565 - Windows Internet Explor...

http://pg1.angusanywhere.com/AAWeb/EstimateNoteEntry.aspx?action=Approve&Est

Approve Estimate # 1008565

Notes:

Required at: 4/5/2010 01:09 PM

- Now that the Estimate is approved, its status in the Estimates list will be marked as Approved. all estimate line items are automatically copied into the work order in the Services section, as shown below.

Services (Total: \$108.00)

Lease: ✓ <none>

Service	Billable	External	Quantity	Total
HVAC - Too Hot	✓		1.00	\$108.00