# Rejecting TR Work Orders

Rejecting TR Work Orders:

Note:

- After rejecting a TR work order, it is removed from your Tenant Request list under **My Work** and moved to the To Dispatch list found under Overview.

To reject a work order that has been assigned to you, or a broadcasted work order:

1. Locate the work order from the Tenant Request or Broadcast list found under **My Work**. The work order details will be displayed.
2. From the details screen, select the **Options** button (⊟). In the menu that appears, select **Reject**. You may need to scroll down to display all available actions.
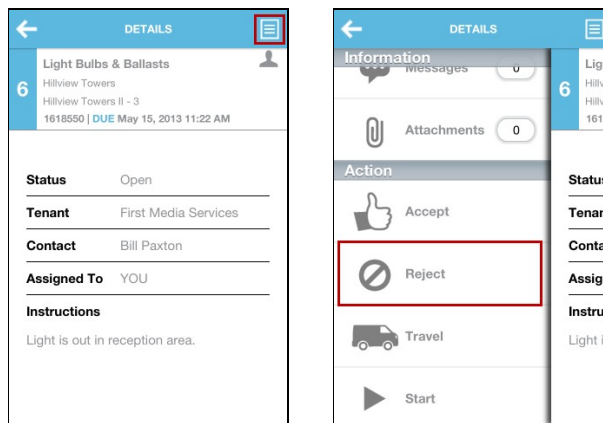
3. A message field (**Notes**) is displayed, allowing you to enter any notes concerning the work order (these notes will be attached to the status change). When you are finished, select **Submit**. You have now rejected the work order.