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:

- Locate the work order from the Tenant Request or Broadcast list found under My Work. The work order details will be displayed.
- 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.



 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.

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	Light Bulbs & Ballasts				
~	Hillview Towers				
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