Estimates

About Estimates:

Tenants can request Estimates when submitting a service request via a Tenant Services Interface (TSI). Administrators can create Estimates in response to requests made via TSI, telephone or e-mail. The Property Management Office may also choose to create Estimates proactively in order to inform Tenants of unusual charges associated with their requests. Estimates can be formulated by means of pre-configured services if the work to be done corresponds to existing services that are provided for the property.

The main home page displays both created and approved estimates for Work Orders. Work Orders for which an estimate has been requested are displayed on the Estimates list under Tenant Request.

The history of Estimates is tracked and once approved, Estimate line items are automatically copied into the Work Order in the Services section. Estimates can also be printed when a Tenant wishes to provide a signature of approval on a hard-copy.