

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 **Tenant Request**.

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

1. Locate the work order from the **Tenant Request** list found under **My Work**. The work order details will be displayed.



2. From the **Details** screen, select **Reject**.



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 **Reject**. You have now rejected the work order.

