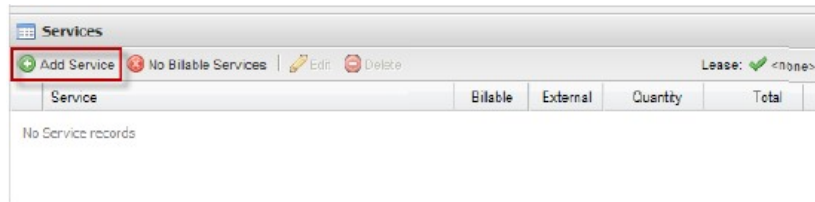


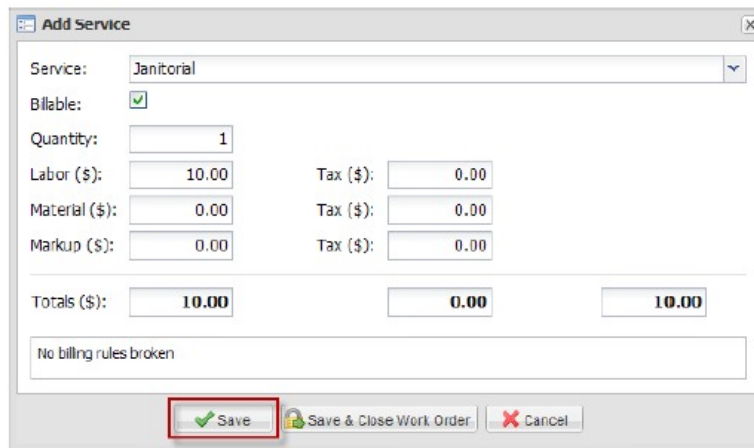
Adding a Service

1. To add a service to a work order, click **Add Service**. A popup window will open.



The screenshot shows a window titled "Services" with a toolbar containing "Add Service" (highlighted with a red box), "No Billable Services", "Edit", and "Delete". A "Lease" dropdown is set to "<none>". Below the toolbar is a table with columns: Service, Billable, External, Quantity, and Total. The table is currently empty, displaying "No Service records".

2. In the window that opens, select a service using the dropdown list provided. Please note that the service amounts are predetermined based on your service configuration.
3. If the service is billable, place a checkmark beside **Billable**.
4. Enter the Quantity in the field provided.
5. You may also optionally modify the labor, material, markup, and tax amounts for each if custom billing is required; if you have billing rules enabled, a section at the bottom of the screen will inform you if any billing rules have been broken.
6. When you are finished, click **Save** to add the service; or, if you are finished with the work order, click **Save & Close Work Order**.



The screenshot shows the "Add Service" popup window. The "Service" dropdown is set to "Janitorial". The "Billable" checkbox is checked. The "Quantity" field contains "1". The "Labor (\$)" field contains "10.00", and the "Tax (\$)" field contains "0.00". The "Material (\$)" field contains "0.00", and the "Tax (\$)" field contains "0.00". The "Markup (\$)" field contains "0.00", and the "Tax (\$)" field contains "0.00". The "Totals (\$)" section shows "10.00" for Labor, "0.00" for Tax, and "10.00" for Total. A message box at the bottom states "No billing rules broken". The "Save" button is highlighted with a red box.