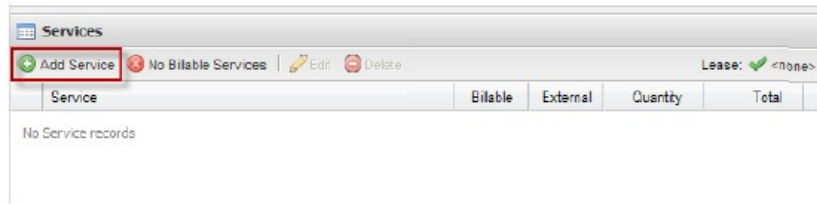


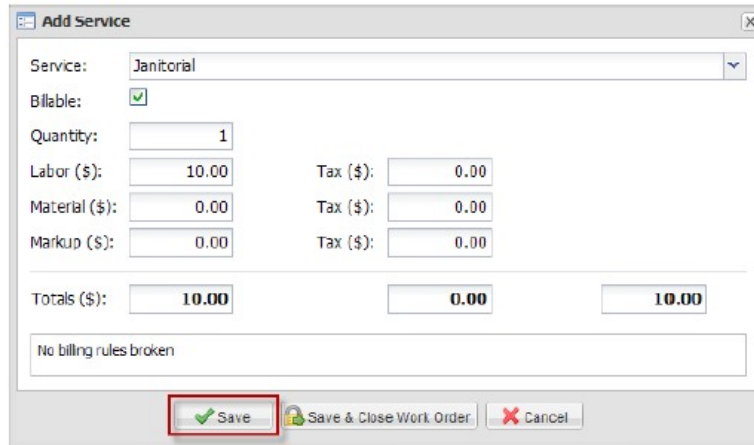
Adding a Service

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



The screenshot shows a window titled "Services". At the top, there is a toolbar with a green plus icon and the text "Add Service" (highlighted with a red box), a red minus icon and the text "No Billable Services", a yellow pencil icon and the text "Edit", and a red trash can icon and the text "Delete". To the right of the toolbar, it says "Lease: <none>". Below the toolbar is a table with the following headers: "Service", "Billable", "External", "Quantity", and "Total". The table body is empty, and the text "No Service records" is displayed below the headers.

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 a popup window titled "Add Service". It contains the following fields and controls:

- Service:** A dropdown menu with "Janitorial" selected.
- Billable:** A checkbox that is checked.
- Quantity:** A text input field with the value "1".
- Labor (\$):** A text input field with the value "10.00".
- Tax (\$):** A text input field with the value "0.00".
- Material (\$):** A text input field with the value "0.00".
- Tax (\$):** A text input field with the value "0.00".
- Markup (\$):** A text input field with the value "0.00".
- Tax (\$):** A text input field with the value "0.00".
- Totals (\$):** A section with three text input fields: "10.00", "0.00", and "10.00".
- No billing rules broken:** A text area at the bottom.
- Buttons:** At the bottom, there are three buttons: "Save" (highlighted with a red box), "Save & Close Work Order", and "Cancel".