

## **Adding Declined Items Back onto Tickets**

This guide illustrates how to add previously declined services back onto a ticket.

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## Step 1 — Adding Declined Items Back onto Tickets

DASHBOARD APPOINTMENTS	TICKET DETAILS COMMENTS		C ERRORS	WARNING S			Customers > Service Histor		ervice History > Es			
CUSTOMERS TICKETS	Estimate 0-3689							Cre	ated: 08/29/2018	۲	-	
TIMECLOCK PARTISLABOR REPORTS ADMINISTRATION CONFIGURATION	CUSTOMER # Doe Keleman 123 Man 8 Adamatie #, 35005 Phone Number(s) *		VERCLE # 2019 Sinking 407 Sekarg CO Sekarg CO Secondaria			TICKET INFO # Appointment Appointment Appointment Appointment Appointment Appointment Appointment Appointment Appoint		Parts Labor Subteal Coupons Misc Charges ♥ T07AL Ticket Deposit Remaining			\$43.60 \$29.54 \$73.54 \$0.00 \$5.47 \$79.01 \$0.00 \$79.01	
	PARTS & LABOR									SUBTO	OTAL: \$73.54	
	Part #	Qty	1		+ Q	QuickParts •	QuickParts Ordering		Y		_	
	TICKET	VENDORS	Construction of the second sec	DISCOUNTS	COUPONS	WARRANTY	COMMENTS	EXTR		DECLIN	ED	
e 2019 Circle Industries and Technologies of Uise   Prilvacy Statement	Bulk Actions Number Description					Qty	Parts Labor	Other	Subtota	4	Actions	

• Within an Estimate or Repair Order, click on the **Declined** tab to view services declined from the ticket.

## Step 2 — Adding Declined Items Back onto Tickets

	Omnique East +					Quick Divertised	Daily Report			Helo owner@omnique
DA SHBOARD	Doug Kellen 123 Man St	man			it G37 Base		Appointment		- Parts	\$43.60
	Adamsville A			JIN1CV6FE 644ang/C	E7AM351067 👔		Meage: Market Source:	-	_ Labor	\$29.94
APPOINTMENTS	Phone Numi	haring		Vehicle His	istory		Sub Market Source:		- Sublotal	\$73.54
CUSTOMERS	-	ner(s)		QuickChar	n		Customer PO: Tax Exempt Number:		Coupons	\$0.00
TICKETS							Service Adv:		- Misc Charges 🗸	\$5.47
							Default Tech: Estimated Comp:		TOTAL	\$79.01
TIMECLOCK							Location:		Ticket Deposit	\$0.00
PARTSLABOR							Pricing Level: Ticket Type:	Default Pricing Le Ousformer P		\$79.01
REPORTS										
ADMINISTRATION	PARTS & LA	BOR								SUBTOTAL: \$73.54
CONFIGURATION	Part #			Qty: 1		+ Q	QuickParts •	QuickParts Ordering		
C INFHELP		DICKET	VENDORS		TECHS	DISCOUNTSICOUPONS	WARRANTY	COMMENTS	EXTRA	DECLINED
	Decline	ed Parts								
		su Faits								
	Bulk Actions									
	Number	Description					Qty	Parts Lal	or Other	Subtotal Actions
		Brakes / ABS								V -
	6P	Brake Parts					1	\$0.00 \$0	00 \$0.00	50.00 -
2019 Circle Industries and Technologies								\$0.00 \$0	00 \$0.0	Add To Parts

- Click the appropriate item's Actions
   Menu. (Each declined item will have it's own Actions Menu).
  - Click Add to Parts to add the declined part/service back onto the ticket.

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