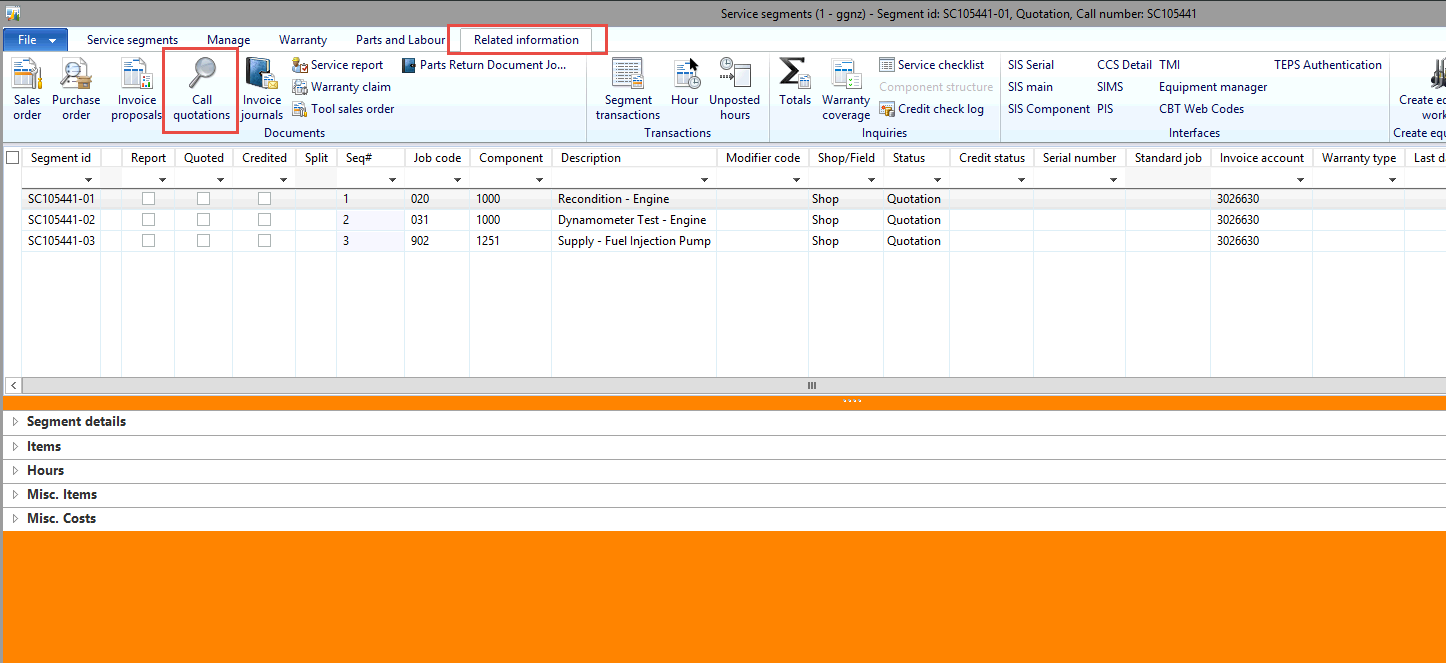
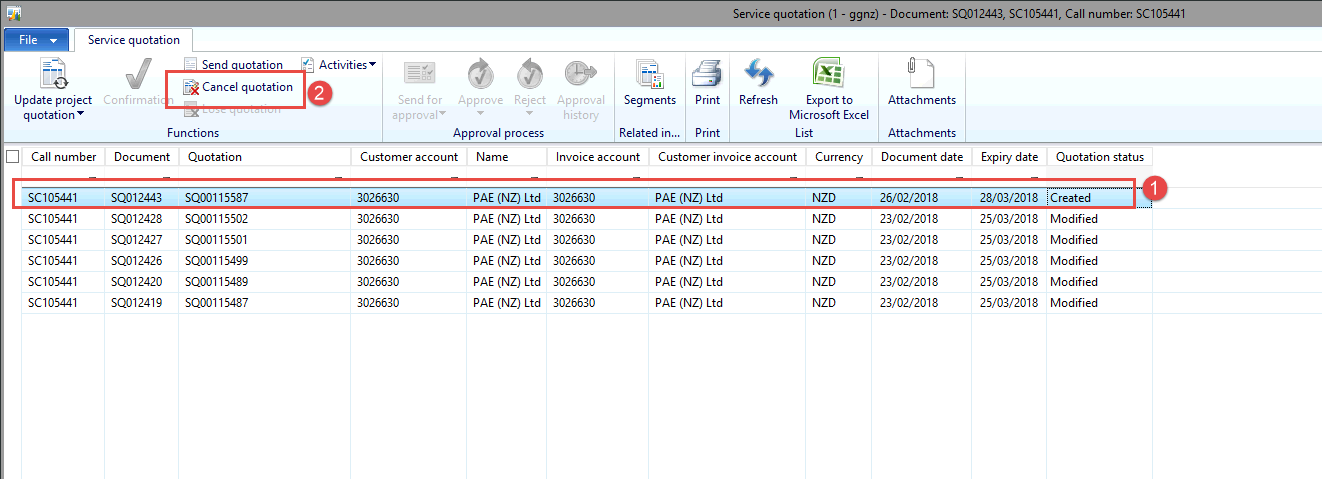
**Cancelling Quotations**

Search for the service call then select service segments

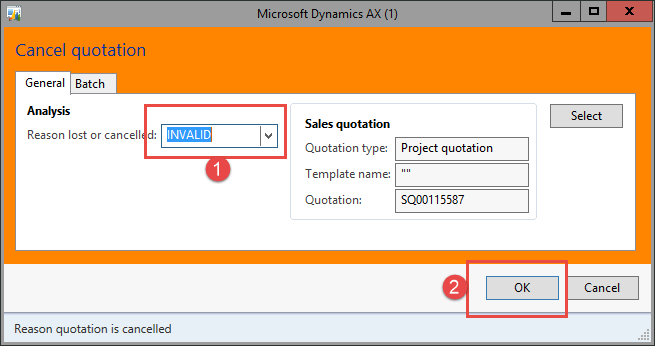
Select the segment > related info > call quotations

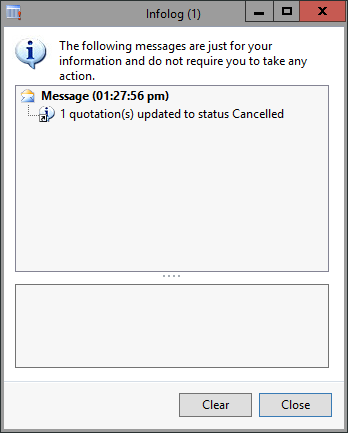


Select the quotation that says “**created”** > cancel quotation



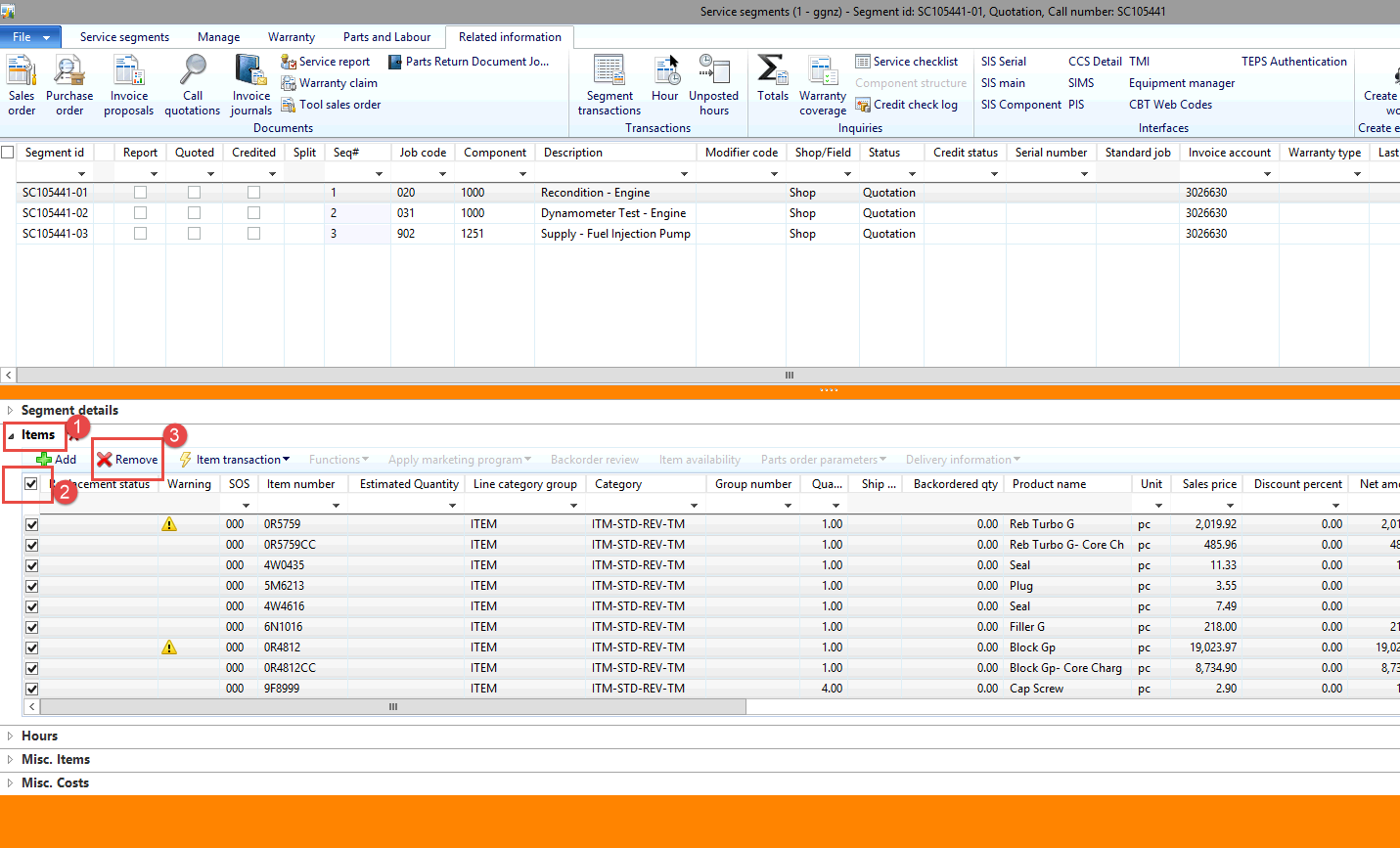
Put in the reason of **“INVALID”** > OK



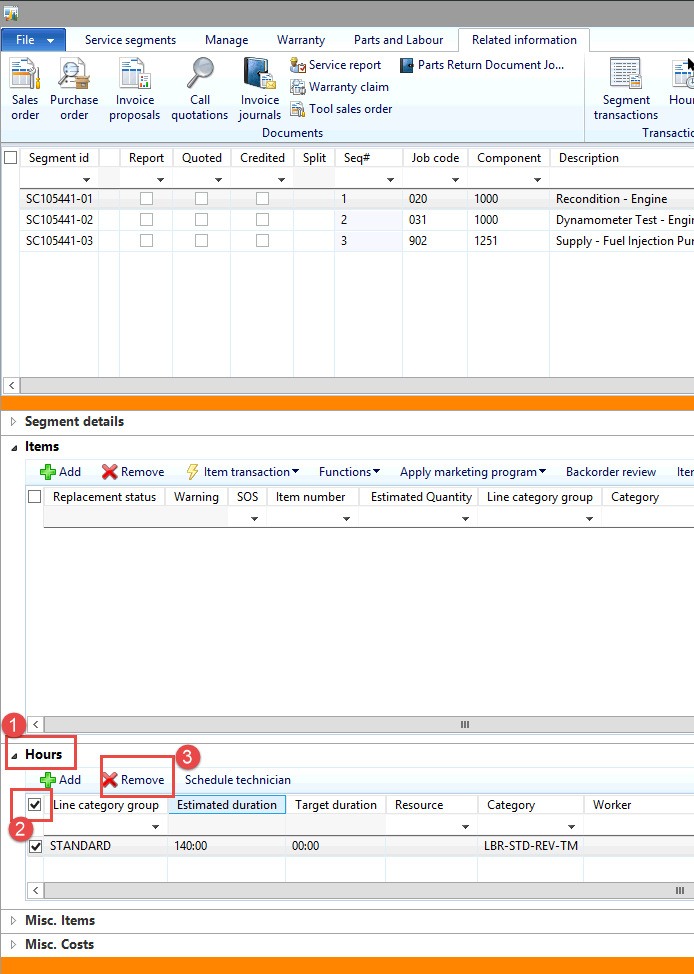


Close the quotation window and go back to the service segments

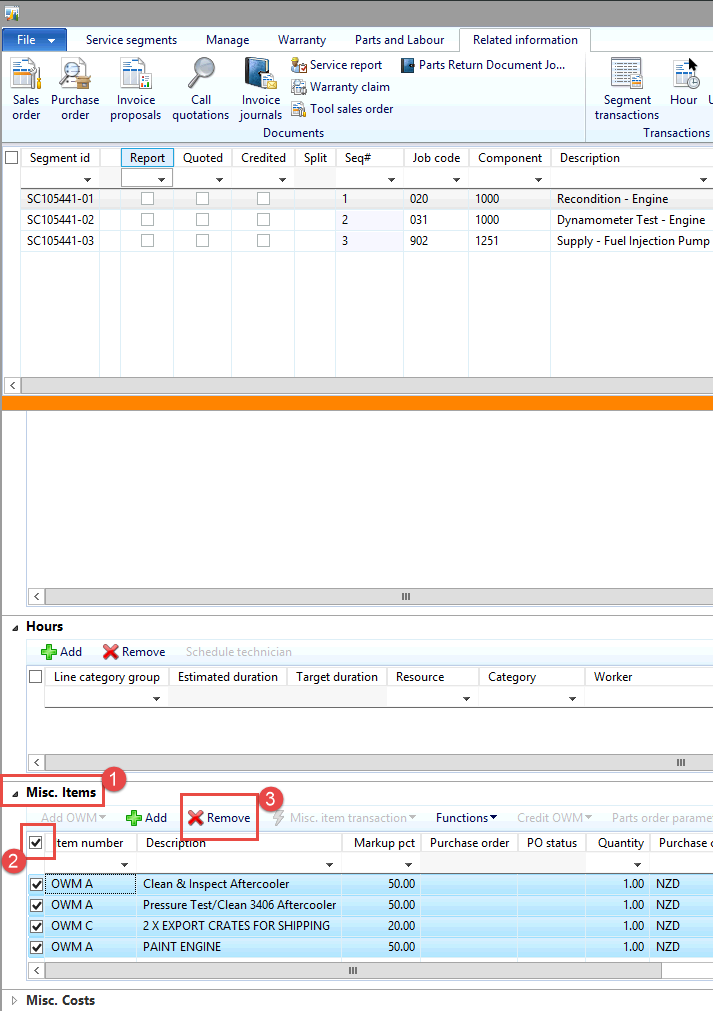
Expand “**Items**” > select all lines > select remove



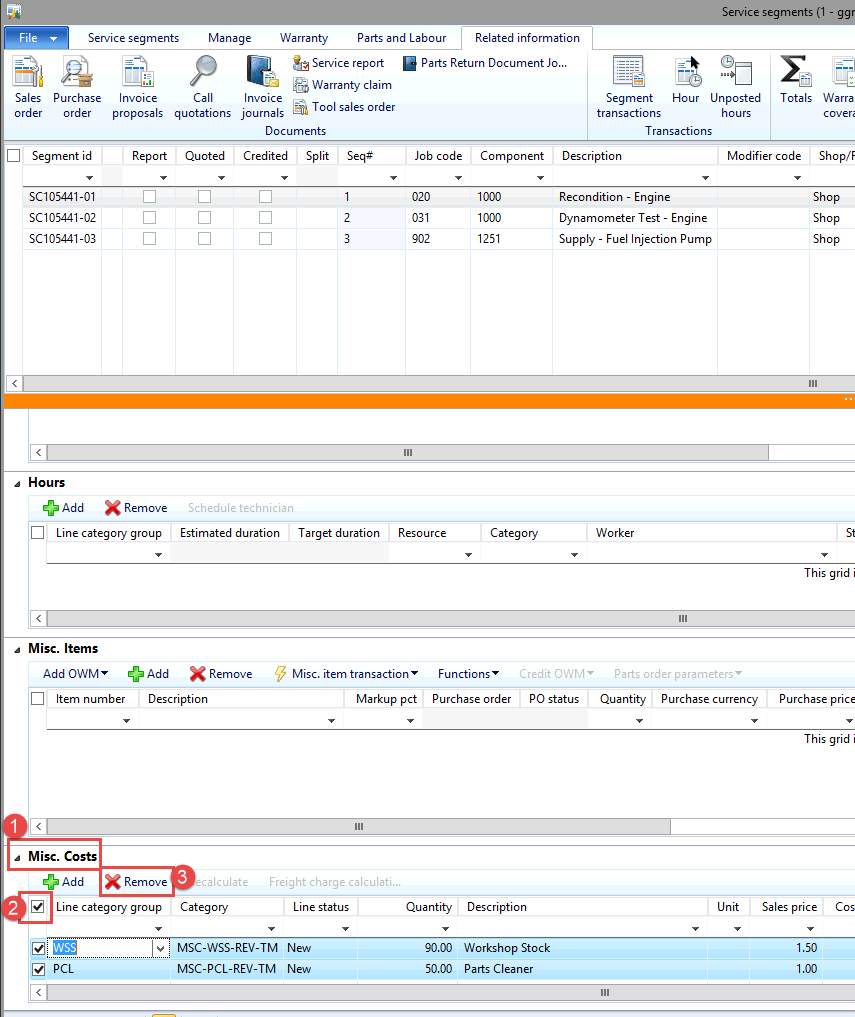
Expand **“Hours”** > select all > select remove



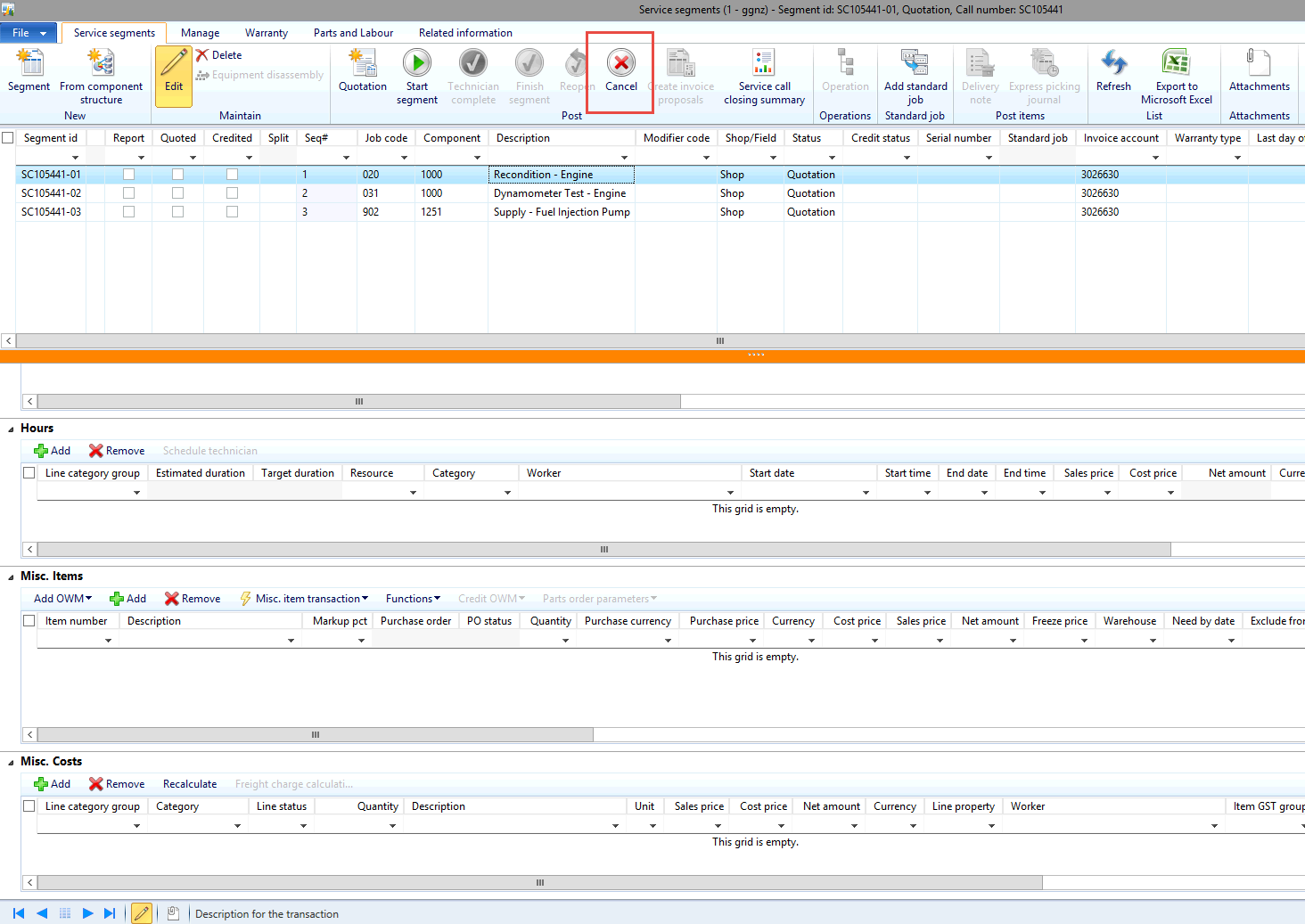
Expand **“Misc Items”** > select all > select remove



Expand **“Misc Costs”** > select all > select remove



Go to the service segments tab > cancel segment



Repeat the above steps for EACH segment on EACH service call