

Submit Concession – Mobile App

Concession Requests in the Mobile App always start at the child work order that requires the NTE increase. To start, tap the lightning bolt button and then tap Request Concession. Any work completed up to this point will already have an estimate line created. To add more lines, follow the below steps:

Add Travel

1. Tap the Add Travel radio button, then Next
2. Enter the Trip Number
3. Enter the Quantity
4. Select the Rate Type (Regular/OT)
5. Select the Travel Type (Hourly/Zone)
6. Tap Next - Repeat steps 1-6 for additional trips

Add Labor

1. Tap the Add Labor radio button, then Next
2. Enter the Trip Number
3. Enter the Quantity
4. Select the Rate Type (Regular/OT)
5. Tap Next - Repeat steps 1-5 for additional trips

Add Parts

1. Tap the Add Parts radio button, then Next
2. Enter the Trip Number
3. Enter the Quantity
4. Type a Part Number or Description
5. Tap Next to search for the part
6. Select the Part from the list
7. Tap Next - Repeat steps 1-7 for additional parts

Add Expenses

1. Tap the Add Expense radio button, then Next
2. Enter the Trip Number
3. Select the Expense Type
4. Enter the Quantity
5. Enter the Price
6. Tap Next - Repeat steps 1-6 for additional expenses

After following the above steps, tap the Review and Submit radio button, then tap Next.

Review the estimate WOLI lines for accurate entry. If changes are needed, tap Add More WOLI's. Otherwise, enter a summary of your concession request (**visible to the customer**) and then tap Submit Concession.