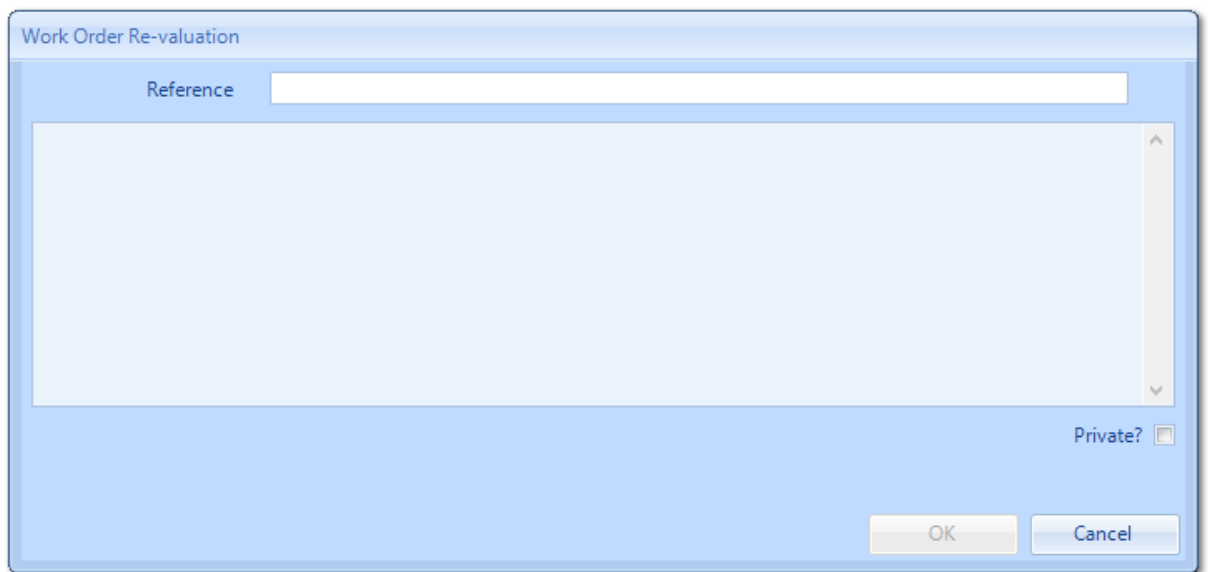


Request Re-valuation

📅 Wed, Jan 17, 2024 📁 [Viewing Authorisations](#)

In some cases, the authoriser may not agree with the value of the fixed cost set on a Reactive Work Order as it may be too expensive. If so, they have the ability to request that the fixed cost be reviewed and sent through again. This is done using the "Request Re-valuation" button.

Clicking the button will display the below screen. Here, the user must provide a Reference and any Notes relating to why the Work Order needs re-valuating. Once that is all done, click "OK" send the Work Order out for re-valuation.



The screenshot shows a dialog box titled "Work Order Re-valuation". It features a "Reference" label followed by a text input field. Below this is a large, empty text area for notes, with a vertical scrollbar on the right. In the bottom right corner, there is a "Private?" checkbox and two buttons labeled "OK" and "Cancel".

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=348>