

How to edit repair price, tax, and additional details

Use **Edit Price and Tax** when the approved repair amount or tax treatment changes.

1. Open the Repair Profile.
2. Review subtotal, sales tax, total, paid, and balance due.
3. Select **Edit Price and Tax**.
4. Enter the approved price and choose the correct tax.
5. Save and confirm the updated balance.

Use Additional Information to maintain bin location, serial information, alternate contact details, and technician assignment when applicable.

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