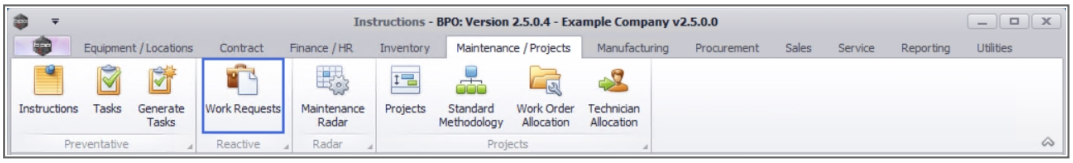
# MAINTENANCE

## WORK REQUESTS – DELETE A WORK REQUEST

Work requests are instructions for work to be done, which can then be checked by a technical / service manager and approved or rejected as required.

***Ribbon Access:*** *Maintenance / Projects > Work Requests*

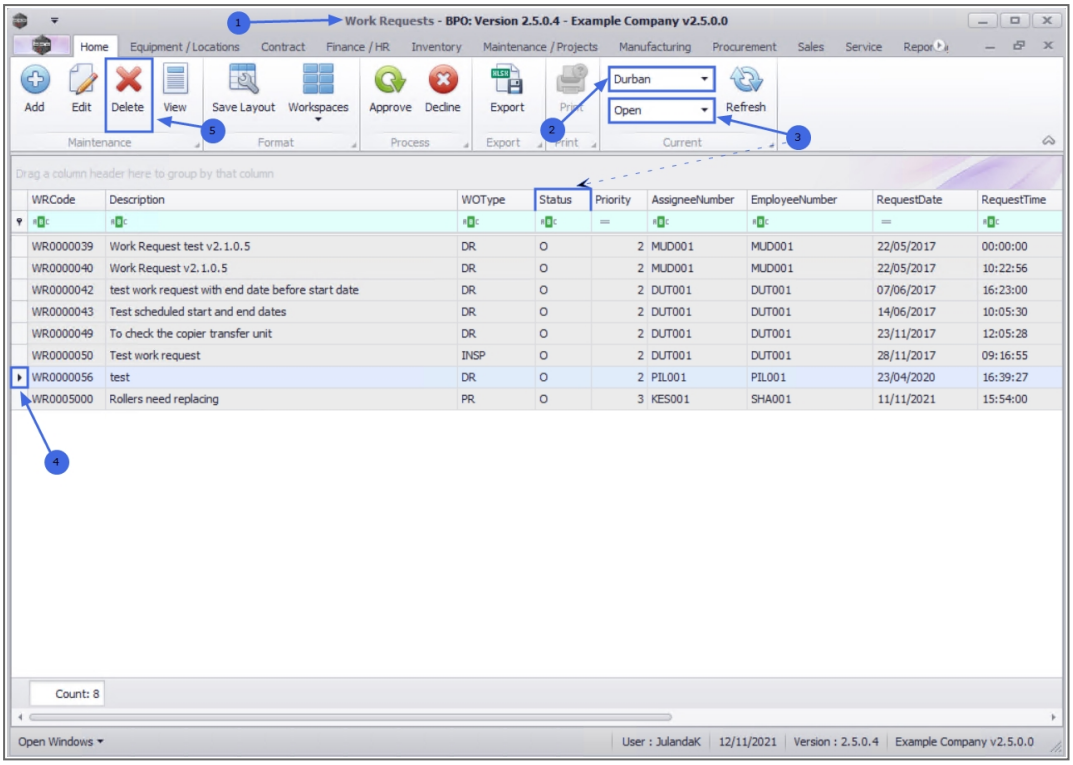



1. The ***Work Requests*** listing screen will be displayed,
2. Select the ***Site*** where you would like to remove the work request from.
    - The example has ***Durban*** selected.
3. You can only delete a work requests with an O - Open ***Status***.
4. Select the ***row*** of the work request you wish to remove.
5. Click on ***Delete***.

> **Short cut key:** ***Right click*** to display the ***All groups*** menu list. Click on ***Delete***.



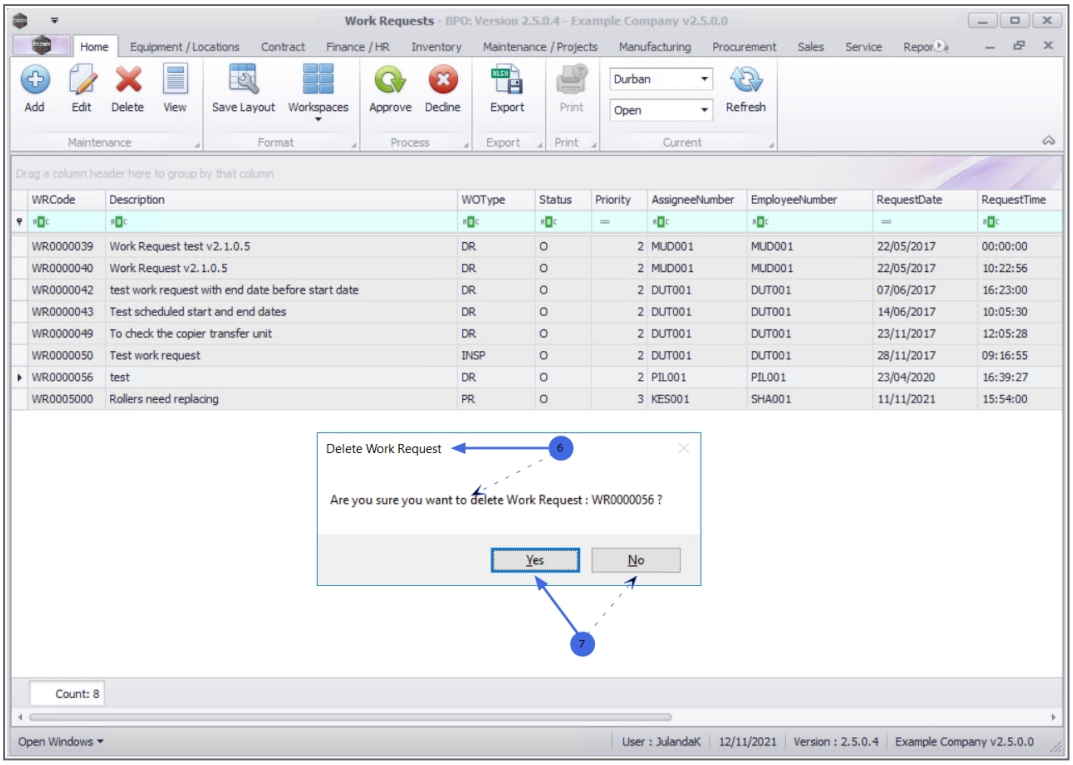
CO3 Technologies (Pty) Ltd © Company Confidential




6. When you receive the ***Delete Work Request*** message to confirm;
    - ***Are you sure you want to delete Work Request: WR [work request number]?***
7. Click on ***Yes*** if you are certain about your selection, or
    - Click on ***No*** to ignore the request and to leave the work request in the Open status.



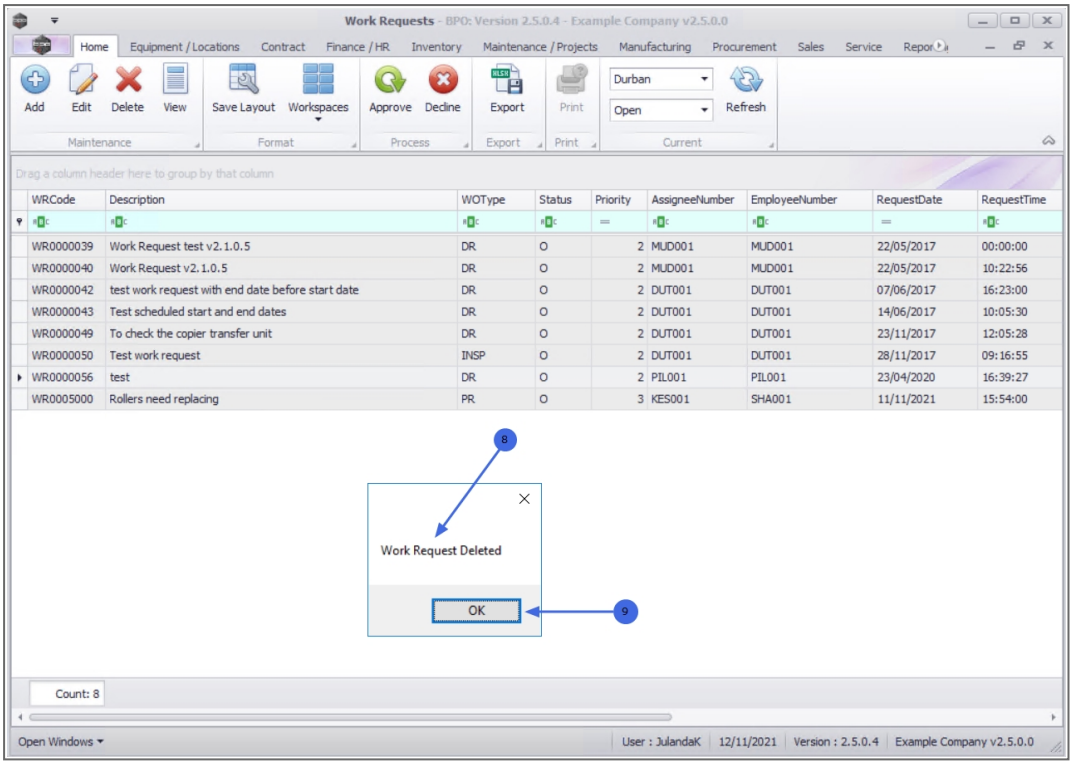
CO3 Technologies (Pty) Ltd © Company Confidential




8. When you receive the message to confirm that;
    - ***Work Request Deleted.***
9. Click on ***OK***.



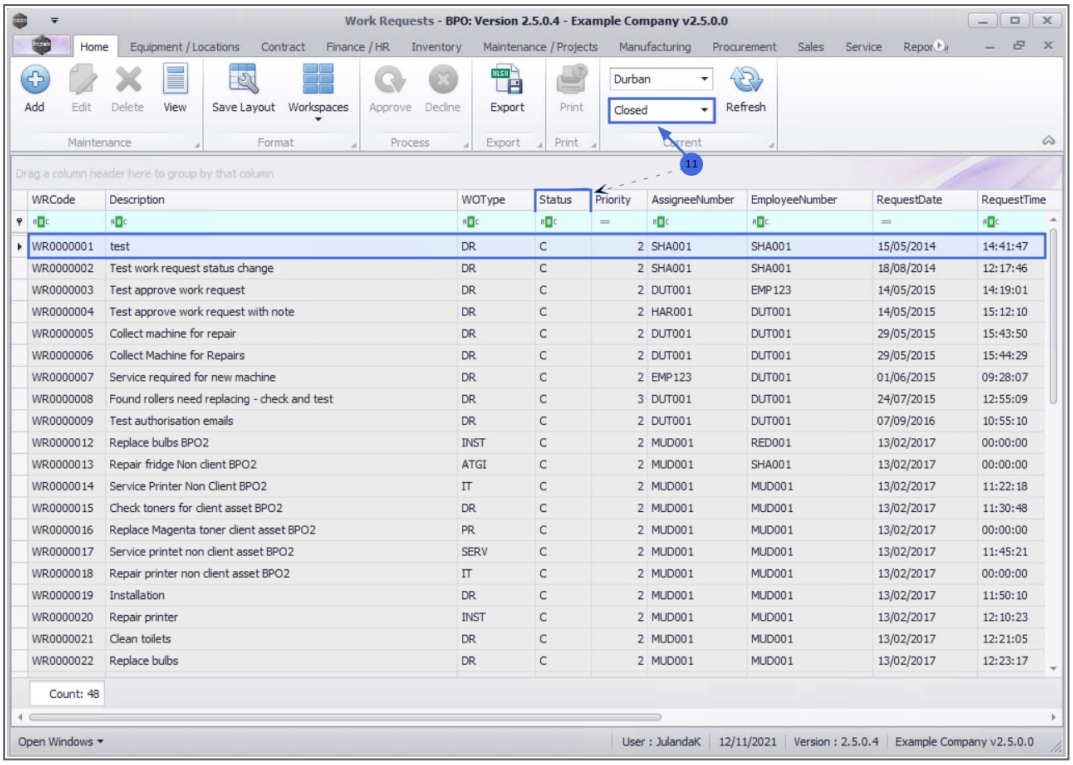
CO3 Technologies (Pty) Ltd © Company Confidential




10. The deleted work request will now be ***removed*** from the ***Work Requests*** listing screen where the status is set to ***Open***.
11. To view the ***Work Requests*** change the status to ***Closed***.



CO3 Technologies (Pty) Ltd © Company Confidential




MNU.002.006



CO3 Technologies (Pty) Ltd © Company Confidential