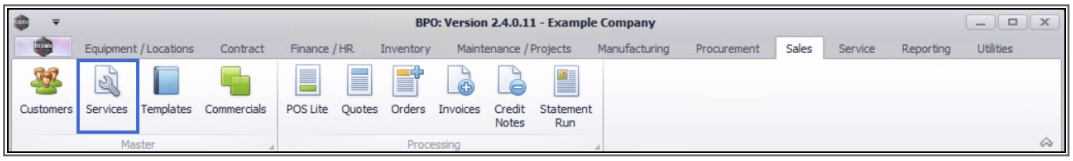
SALES

SERVICES - DELETE A SERVICE

A service can be removed from the Service Listing screen when it is no longer required.

Ribbon Access: *Sales > Services*



1. The ***Service Listing*** screen will display.
2. Select the ***Site*** where the service can be located.
    - The example has ***Durban*** selected.
3. Select the ***Status*** for the service.
    - The example has ***Active*** selected.
4. Click on the ***row*** of the service you wish to remove.
5. Click on ***Delete***.

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

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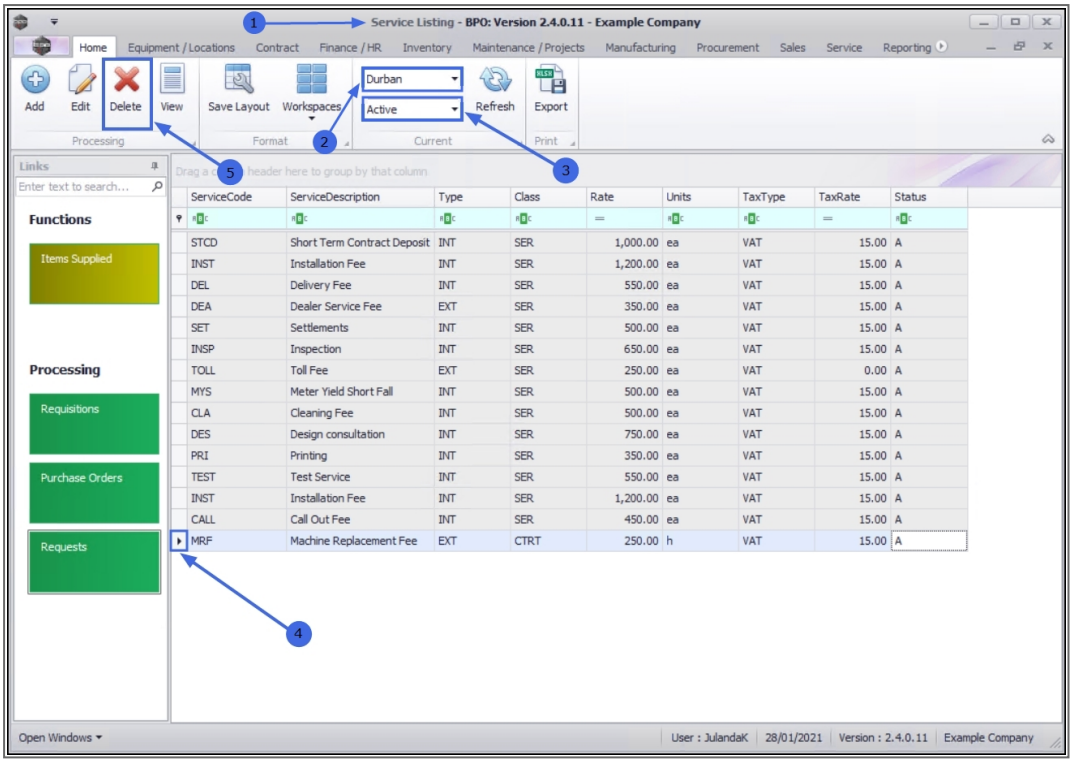

6. When you receive the ***Delete Service*** message to confirm;
    - ***Are you sure you want to remove this service, code*** *[service code]****?***
7. Click on ***Yes*** *if you are certain about your selection.*

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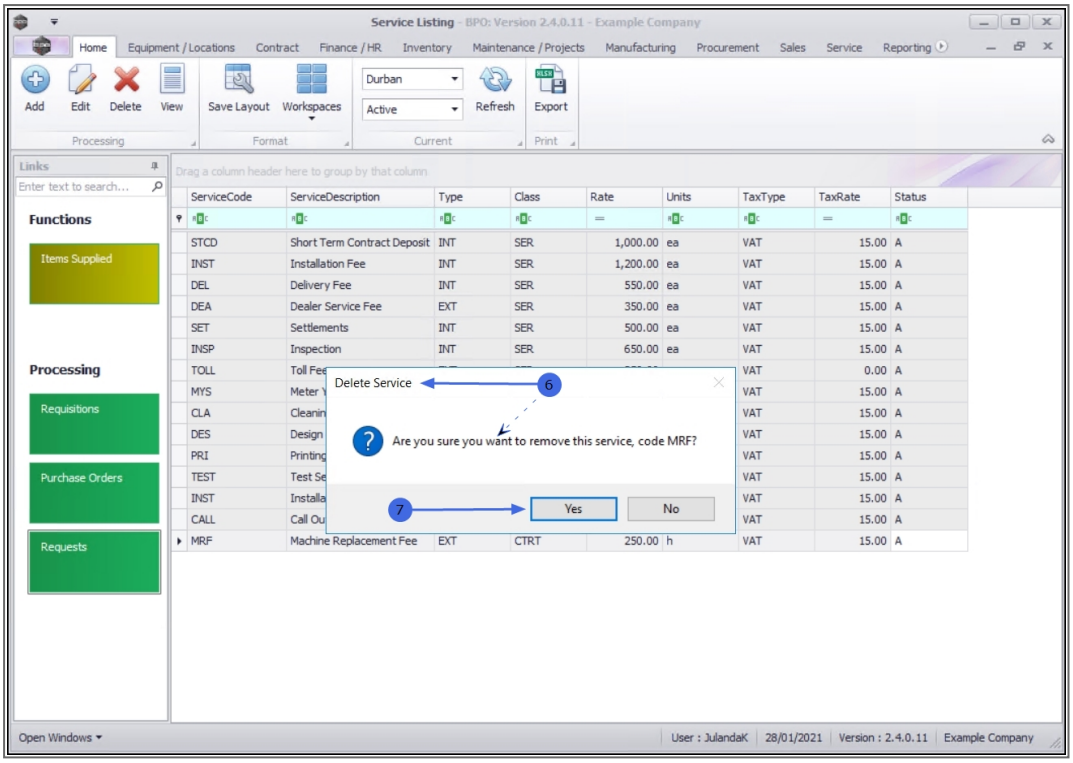

8. The ***Service Listing*** screen has been updated and the service will no longer be available.

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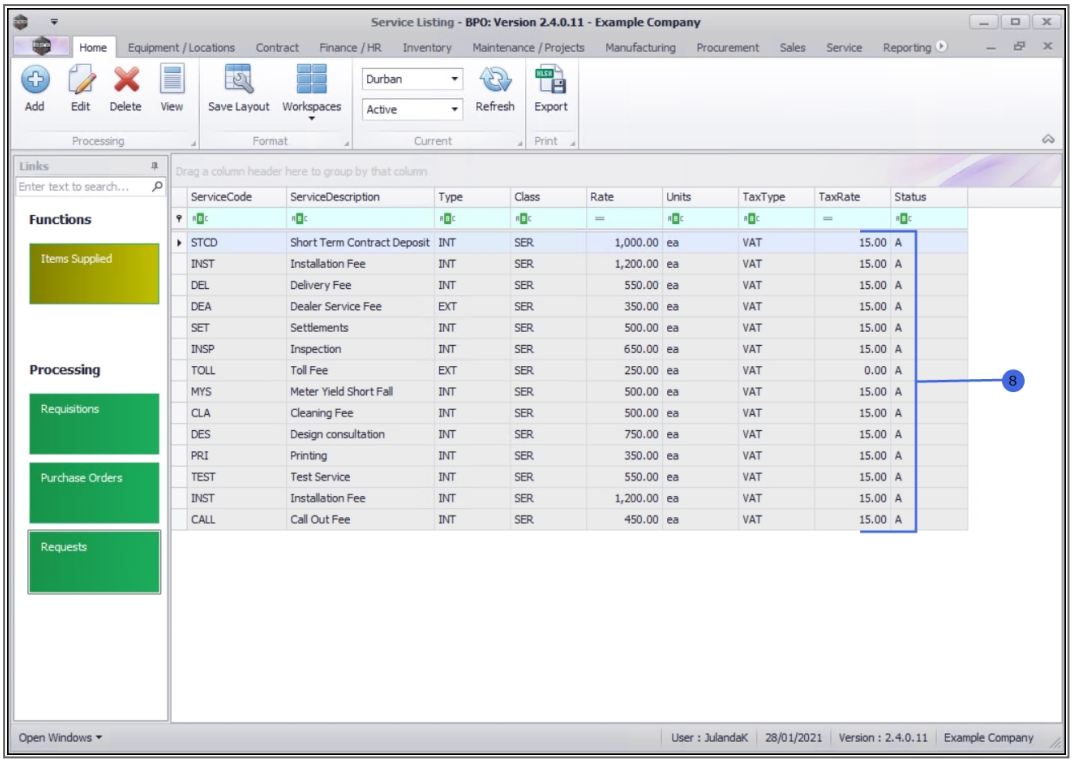
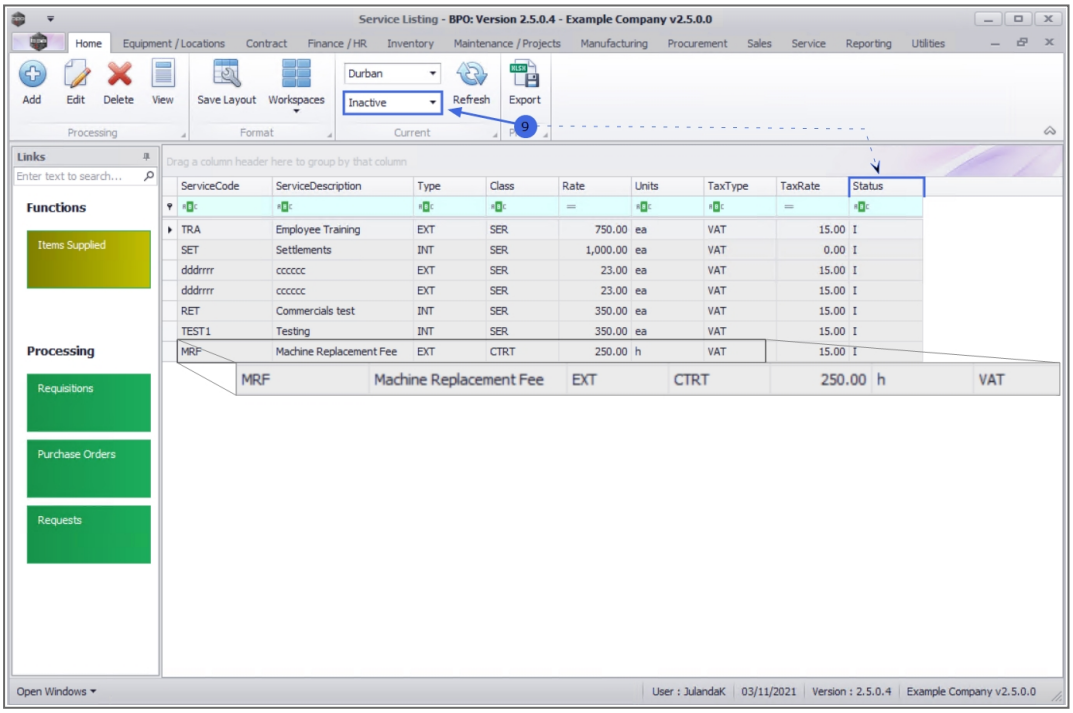


9. The service can now be viewed on the ***Service Listing*** screen where the ***Status*** has changed to ***Inactive***.



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