

SALES

SERVICES - EDIT A SERVICE

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 edit.
- 5. Click on *Edit*.

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



		1	Service List	ting - BPO: Ver	sion 2.4.0.11 - E	kample Co	ompany						a x
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	STCD	Short Term Contract Deposit	EXT	SER	1.000.00	Pa	VAT	15.00	A				
Items Supplied	INST	Installation Fee	INT	SER	1,200.00	ea	VAT	15.00	A				
	DEL	Delivery Fee	INT	SER	550.00	ea	VAT	15.00	A				
	DEA	Dealer Service Fee	EXT	SER	350.00	ea	VAT	15.00	A				
	SET	Settlements	INT	SER	500.00	ea	VAT	15.00	A				
	INSP	Inspection	INT	SER	650.00	ea	VAT	15.00	A				
Processing	TOLL	Toll Fee	EXT	SER	250.00	ea	VAT	0.00	A				
	MYS	Meter Yield Short Fall	INT	SER	500.00	ea	VAT	15.00	A				
Requisitions	CLA	Cleaning Fee	INT	SER	500.00	ea	VAT	15.00	A				
	DES	Design consultation	INT	SER	750.00	ea	VAT	15.00	A				
	PRI	Printing	INT	SER	350.00	ea	VAT	15.00	Α				
Purchase Orders	TEST	Test Service	INT	SER	550.00	ea	VAT	15.00	Α				
	INST	Installation Fee	INT	SER	1,200.00	ea	VAT	15.00	Α				
	CALL	Call Out Fee	INT	SER	450.00	ea	VAT	15.00	Α				
Requests													
Open Windows 🕶]						Us	er : JulandaK 2	7/01/2021	Version : 2	.4.0.11 E	xample Con	npany

- 6. The *Edit Service Code[service code]* screen will display.
- Make the changes required to the *Service Details* and *Defaults* frame
 (s) as required.
 - In this image the *Service Type* has been changed from
 External to *Internal*, and *Cape Town* has been added to the
 Defaults list.
- 8. Click on *Save*.



*			6	Edi	Service - Code	STCD - BPO: Ve	rsion 2.	4.0.	11 - Exa	mple Compa	ıy						x
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- 9. You will return to the *Service Listing* screen.
- 10. The *Service Type* for the Short Term Contract Deposit has been updated to *INT* (Internal).

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INST	Installation	Fee IN	r i	SER	1,200.00	ea	VAT	15.00	A		
CALL	Call Out Fee	IN		SER	450.00	ea	VAT	15.00	A		
Requests	Machine Rep	placement Fee EX	T	CTRT	250.00	h	VAT	15.00	A		



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