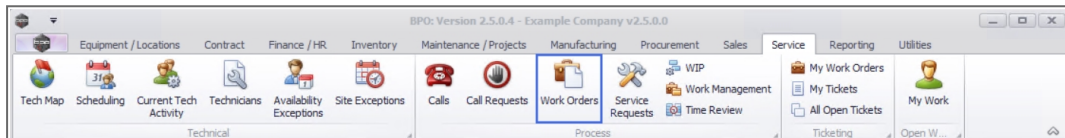


## SERVICE

### WORK ORDERS – DELETE WORK ORDER

**Ribbon Access:** *Service > Work Orders*



1. The **Work Order Listing** screen will display.
2. Select the **Site** where the work order was raised.
  - The example has **Durban** selected.
3. Set the **Status** to **Open**.
  - You can only delete a work order when it is in an **Open** status.

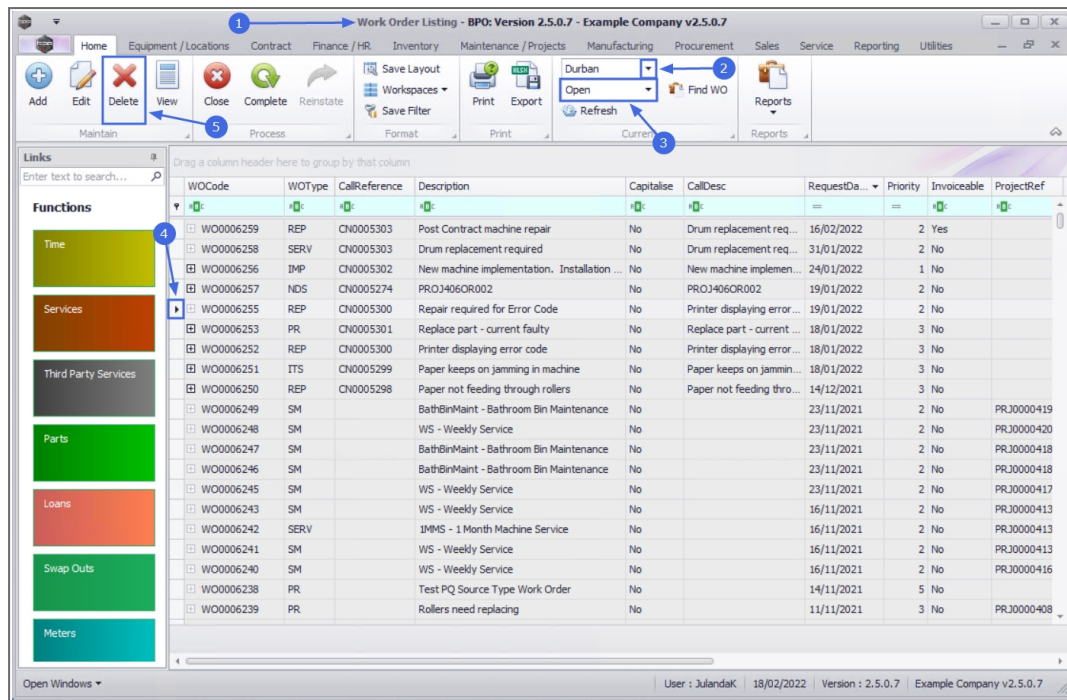


If you are not sure of the **site** or **status** of the work order you require, use the **Find WO** feature to search for it.

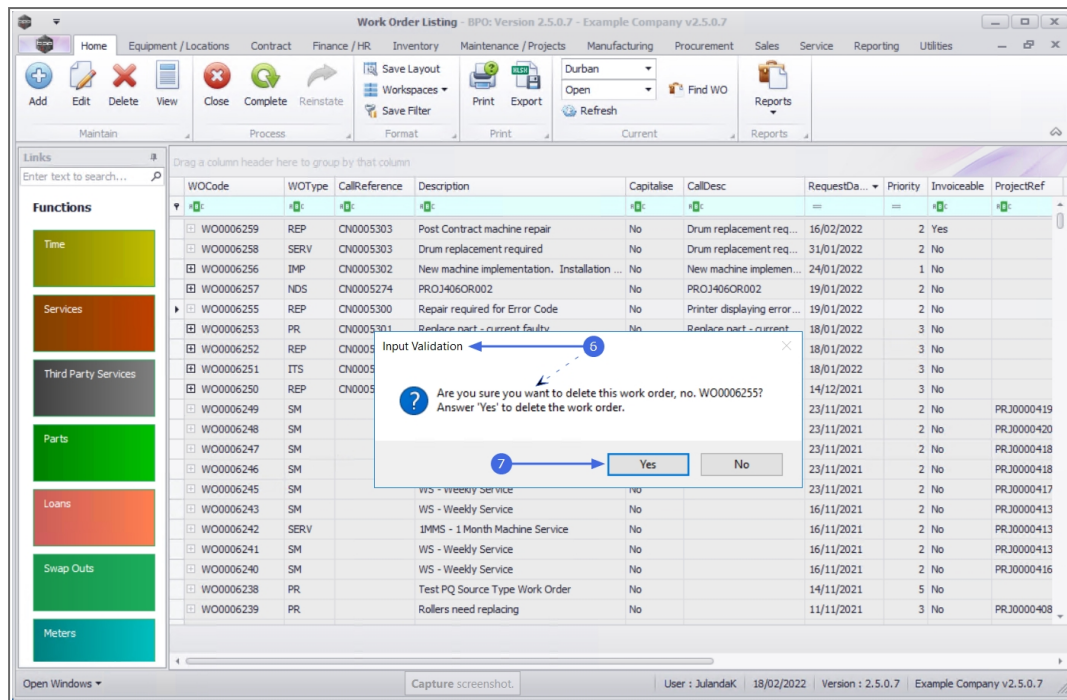
4. Click on the **row** of the work order that you wish to **remove**.
5. Click on **Delete**.



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



6. When you receive the **Input Validation** message to confirm;
  - **Are you sure you want to delete this work order, no. [work order number]? Answer 'Yes' to delete the work order.**
7. Click on **Yes**.



8. To **view** the work order you have removed, change the **Status** to **Deleted**.

