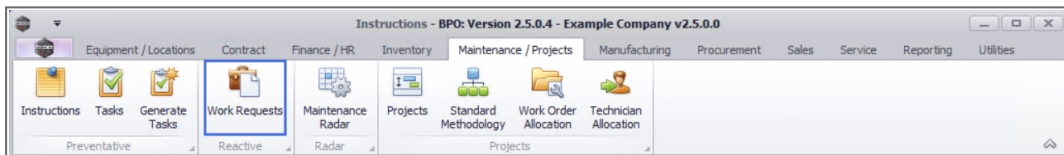


MAINTENANCE

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.

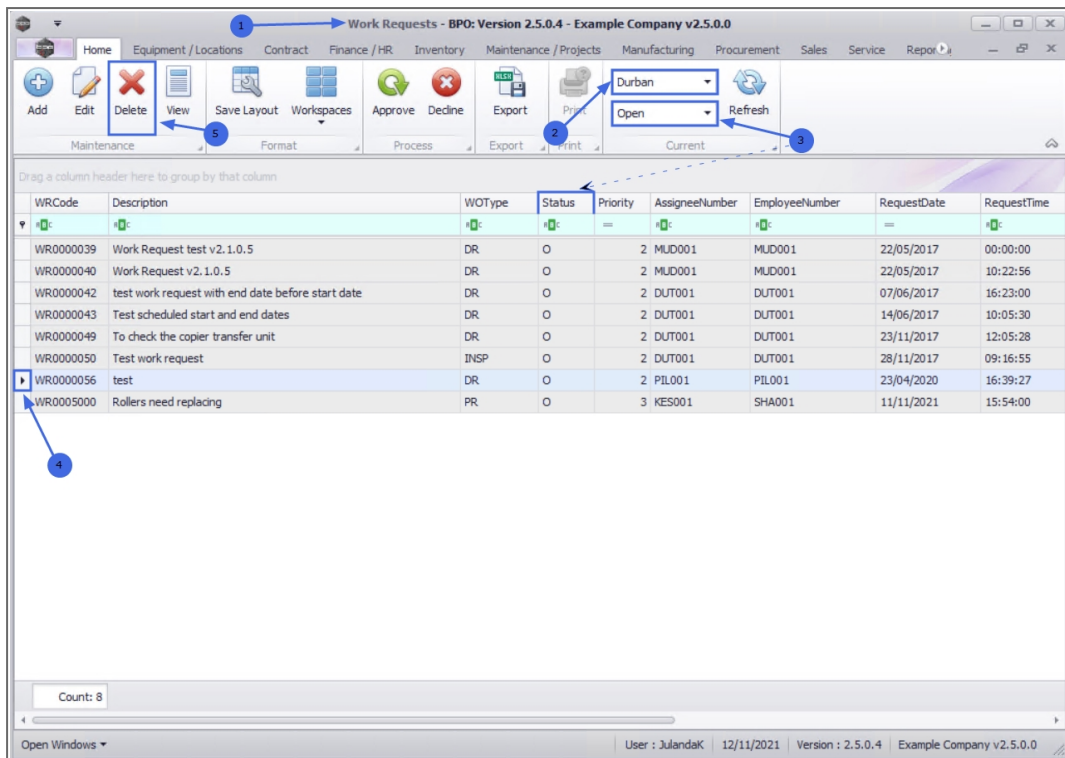
Ribbon Access: Maintenance / Projects > Work Requests



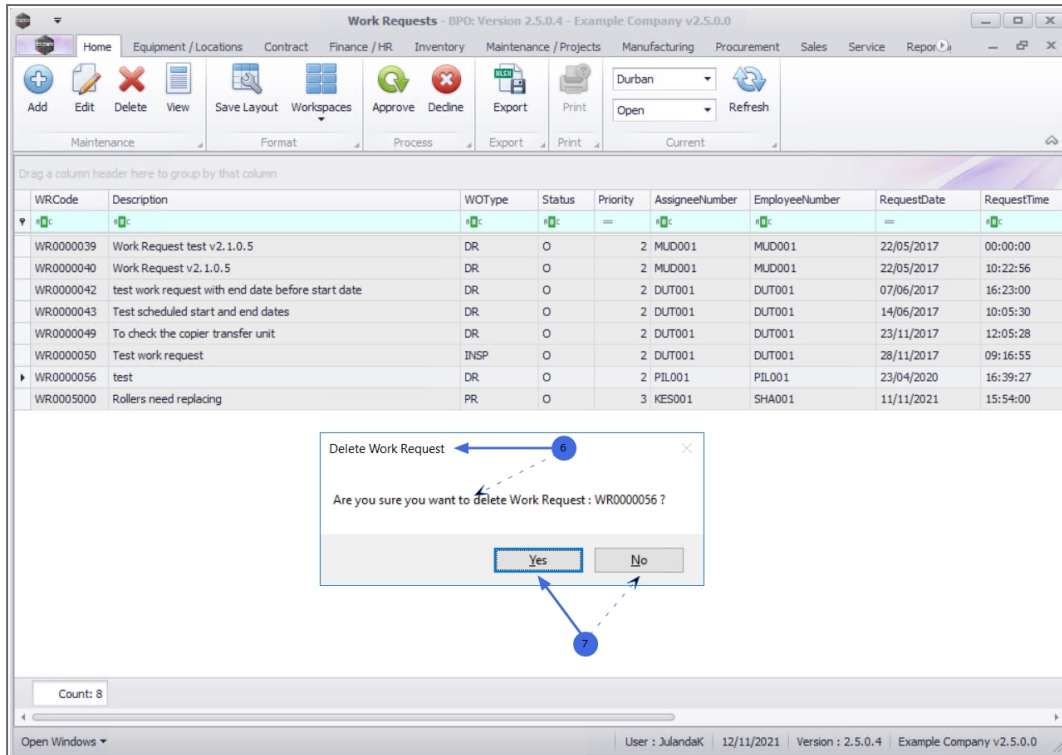
1. The **Work Requests** listing screen will be displayed,
2. Select the **Site** where you would like to remove the work request from.
 - The example has **Durban** selected.
3. You can only delete a work requests with an **O - Open Status**.
4. Select the **row** of the work request you wish to remove.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



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



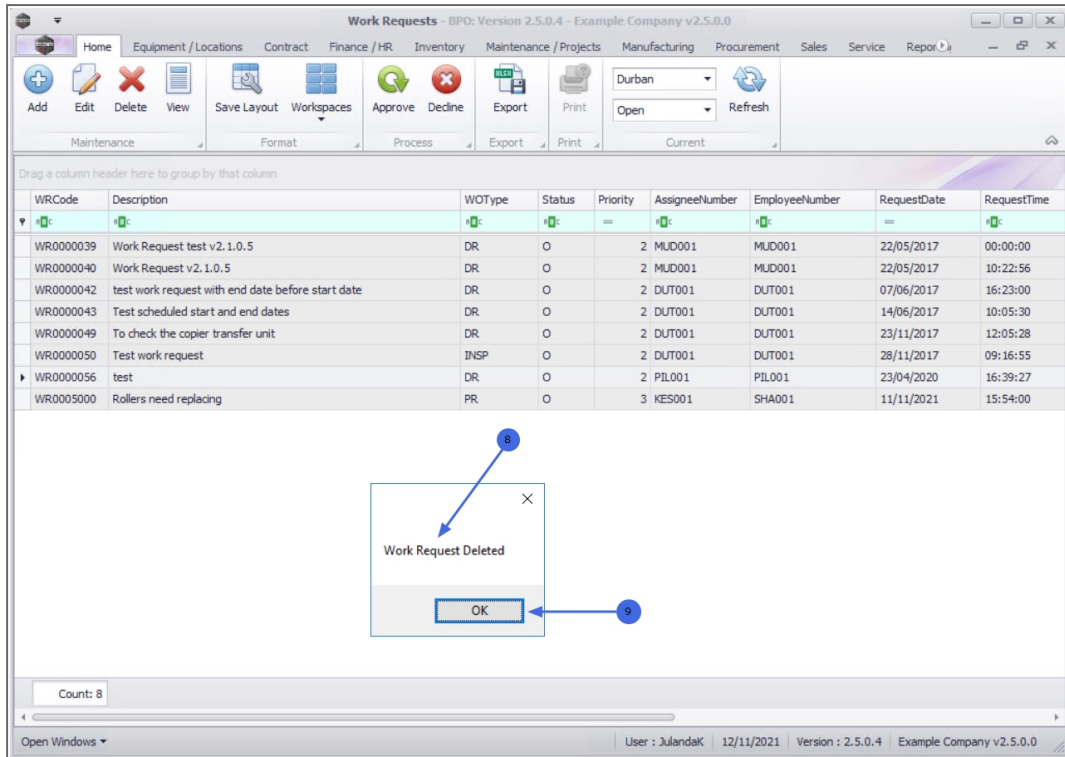
6. When you receive the **Delete Work Request** message to confirm;
 - **Are you sure you want to delete Work Request: WR [work request number]?**
7. Click on **Yes** if you are certain about your selection, or
 - Click on **No** to ignore the request and to leave the work request in the Open status.



8. When you receive the message to confirm that;

- **Work Request Deleted.**

9. Click on **OK**.



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**.

Work Requests - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reports

Add Edit Delete View Save Layout Workspaces Approve Decline Export Print Durban Closed Refresh

Drag a column header here to group by that column

WRCode	Description	WOType	Status	Priority	AssigneeNumber	EmployeeNumber	RequestDate	RequestTime
WR0000001	test	DR	C	2	SHA001	SHA001	15/05/2014	14:41:47
WR0000002	Test work request status change	DR	C	2	SHA001	SHA001	18/08/2014	12:17:46
WR0000003	Test approve work request	DR	C	2	DUT001	EMP123	14/05/2015	14:19:01
WR0000004	Test approve work request with note	DR	C	2	HAR001	DUT001	14/05/2015	15:12:10
WR0000005	Collect machine for repair	DR	C	2	DUT001	DUT001	29/05/2015	15:43:50
WR0000006	Collect Machine for Repairs	DR	C	2	DUT001	DUT001	29/05/2015	15:44:29
WR0000007	Service required for new machine	DR	C	2	EMP123	DUT001	01/06/2015	09:28:07
WR0000008	Found rollers need replacing - check and test	DR	C	3	DUT001	DUT001	24/07/2015	12:55:09
WR0000009	Test authorisation emails	DR	C	2	DUT001	DUT001	07/09/2016	10:55:10
WR0000012	Replace bulbs BPO2	INST	C	2	MUD001	RED001	13/02/2017	00:00:00
WR0000013	Repair fridge Non client BPO2	ATGI	C	2	MUD001	SHA001	13/02/2017	00:00:00
WR0000014	Service Printer Non Client BPO2	IT	C	2	MUD001	MUD001	13/02/2017	11:22:18
WR0000015	Check toners for client asset BPO2	DR	C	2	MUD001	MUD001	13/02/2017	11:30:48
WR0000016	Replace Magenta toner client asset BPO2	PR	C	2	MUD001	MUD001	13/02/2017	00:00:00
WR0000017	Service printet non client asset BPO2	SERV	C	2	MUD001	MUD001	13/02/2017	11:45:21
WR0000018	Repair printer non client asset BPO2	IT	C	2	MUD001	MUD001	13/02/2017	00:00:00
WR0000019	Installation	DR	C	2	MUD001	MUD001	13/02/2017	11:50:10
WR0000020	Repair printer	INST	C	2	MUD001	MUD001	13/02/2017	12:10:23
WR0000021	Clean toilets	DR	C	2	MUD001	MUD001	13/02/2017	12:21:05
WR0000022	Replace bulbs	DR	C	2	MUD001	MUD001	13/02/2017	12:23:17

Count: 48

Open Windows User: JulandaK 12/11/2021 Version: 2.5.0.4 Example Company v2.5.0.0

MNU.002.006

