

SERVICE

SERVICE REQUESTS - DELETE SERVICE REQUEST

Ribbon Access: Service > Service Requests



- 1. The *Service Requests* listing screen will be displayed.
- 2. Select the *Site* where the service request was created.
 - The example has *Durban* selected.
- 3. Click on the *row* of the service request you wish to remove.
- 4. Click on *Delete*.

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

- 5. When you receive the *Service Request*s message to confirm;
 - Are you sure you want to remove this service [service code] on WO [work order number]?
- 6. Click on Yes.



) -	1-		Service Requests - BPO: Versi	on 2.5.0.8 - Example C	ompany v2.5.0.8			
Home	Equipment / Locations	Contract Finance / HR	Inventory Maintenance	/ Projects Manufactu	iring Procurement	Sales Servi	ce Reporting	Utilities — 🗗 🗄
Add Edit De	elete Back Save Layou	t Workspaces Requisit	tion Billable Curry	Refresh t	-			
ag a column heade			2					
WOCode	WODescription	SourceRef	SourceDesc	CustomerCode	CustomerName	DeptCode	DeptName	SourceType
a 🗖 c	япс	R C	8 🖬 c	R C	a 🗖 c	8 0 0	a 🖸 c	s C
 WO0006259 	Post Contract machine rep	CN0005303	Drum replacement required	HOP001	Hope Works (Pty) Ltd			
WO0006259	Post Contract machine rep	CN0005303	Drum replacement required	HOP001	Hope Works (Pty) Ltd			
WO0006242	1MMS - 1 Month Machine	PRJ0000413	PRJ408/BS001	BEA001	Bearing and Shoe			
WO0006139	SP1912_NDS_2 - Network	PRJ0000414	Sprint SP1912 New Deal Sale	HOP001	Hope Works (Pty) Ltd			
WO0006228	1MMS - 1 Month Machine							
WO0006138	SP1912_NDS_1 - Machine	PRJ0000414	Sprint SP1912 New Deal Sale	HOP001	Hope Works (Pty) Ltd			
WO0006138	SP1912_NDS_1 - Machine	PRJ0000414 Service Rev	nuests		×			
WO0006223	1MMS - 1 Month Machine	bernee ner	, U					
WO0006221	1MMS - 1 Month Machine		Ľ					
WO0006135	PRJ408/1	CN0005273	Are you sure you want to remo	ve this service CALL on	WO WO0006259?			SORD
E WO0006137	PRJ408/BS001	PRJ0000413						SORD
WO0006198	1MMS - 1 Month Machine							
WO0006195	1MMS - 1 Month Machine		6	<u>Y</u> es	No			
WO0006193	1MMS - 1 Month Machine							
WO0006170	1MMS - 1 Month Machine							
WO0006167	1MMS - 1 Month Machine							
WO0006163	1MMS - 1 Month Machine							
WO0006131	1818-1-1 - Check network	PRJ0000411	Site Inspection	HOP001	Hope Works (Pty) Ltd			
WO0006128	1MMS - 1 Month Machine							
WO0006123	1MMS - 1 Month Machine							
B WO0006122	1MMS - 1 Month Machine							
141000000000	1MMS - 1 Month Machine							

- 7. The service request will be removed from the *Service Requests* screen.
- 8. Click on *Back* to exist the screen.

Ŧ			Service Requests - BPO: Versi	ion 2.5.0.8 - Example C	ompany v2.5.0.8			
Home	Equipment / Locations	Contract Finance / HF	R Inventory Maintenance	/ Projects Manufact.	uring Procurement S	ales Servi	ce Reporting Utilities	_ 8
Add Edit D	elete Back Save Layor	ut Workspaces Requise	bion Bilable	Refresh Export	4			
WOCode	WODescription	SourceRef	SourceDesc	CustomerCode	CustomerName	DeptCode	DeptName	SourceType
a 🗖 c	R C	R C	a 🗖 c	8 C	R C	8 0 0	# C	a 🗖 c
WO0006259	Post Contract machine rep.	CN0005303	Drum replacement required	HOP001	Hope Works (Pty) Ltd			
WO0006242	1MMS - 1 Month Machine	PRJ0000413	PRJ408/BS001	BEA001	Bearing and Shoe			
WO0006139	SP1912_NDS_2 - Network	PRJ0000414	Sprint SP1912 New Deal Sale	HOP001	Hope Works (Pty) Ltd			
WO0006228	1MMS - 1 Month Machine							
WO0006138	SP1912_NDS_1 - Machine	. PRJ0000414	Sprint SP1912 New Deal Sale	HOP001	Hope Works (Pty) Ltd			
WO0006138	SP1912_NDS_1 - Machine	. PRJ0000414	Sprint SP1912 New Deal Sale	HOP001	Hope Works (Pty) Ltd			
WO0006223	1MMS - 1 Month Machine							
WO0006221	1MMS - 1 Month Machine							
WO0006135	PRJ408/1	CN0005273	PRJ408/1	OFF001	Office Supplies Unlimited			SORD
WO0006137	PRJ408/BS001	PRJ0000413	PRJ408/BS001	BEA001	Bearing and Shoe			SORD
WO0006198	1MMS - 1 Month Machine							
WO0006195	1MMS - 1 Month Machine							
WO0006193	1MMS - 1 Month Machine							
· WO0006170	1MMS - 1 Month Machine							
WO0006167	1MMS - 1 Month Machine							
WO0006163	1MMS - 1 Month Machine							
WO0006131	1818-1-1 - Check network	. PRJ0000411	Site Inspection	HOP001	Hope Works (Pty) Ltd			
WO0006128	1MMS - 1 Month Machine							
· WO0006123	1MMS - 1 Month Machine							
WO0006122	1MMS - 1 Month Machine							
B WO0006099	1MMS - 1 Month Machine							
	1MMC 1 Month Machine							

MNU.052.003