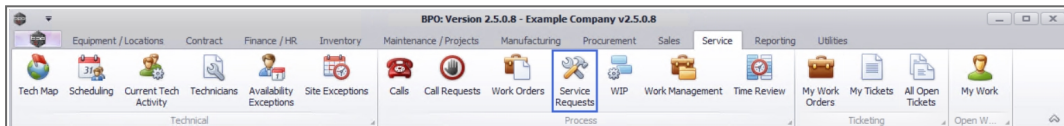


# SERVICE

## SERVICE REQUESTS – DELETE SERVICE REQUEST

*Ribbon Access: Service > Service Requests*

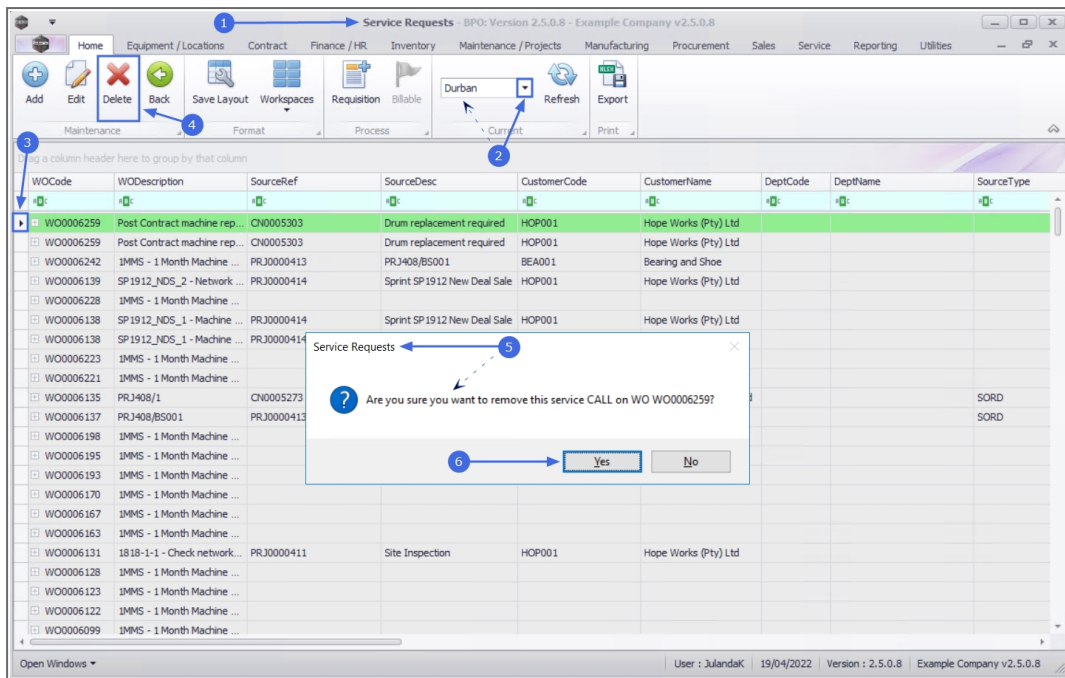


1. The **Service Requests** listing screen will be displayed.
2. Select the **Site** where the service request was created.
  - The example has **Durban** selected.
3. Click on the **row** of the service request you wish to remove.
4. Click on **Delete**.

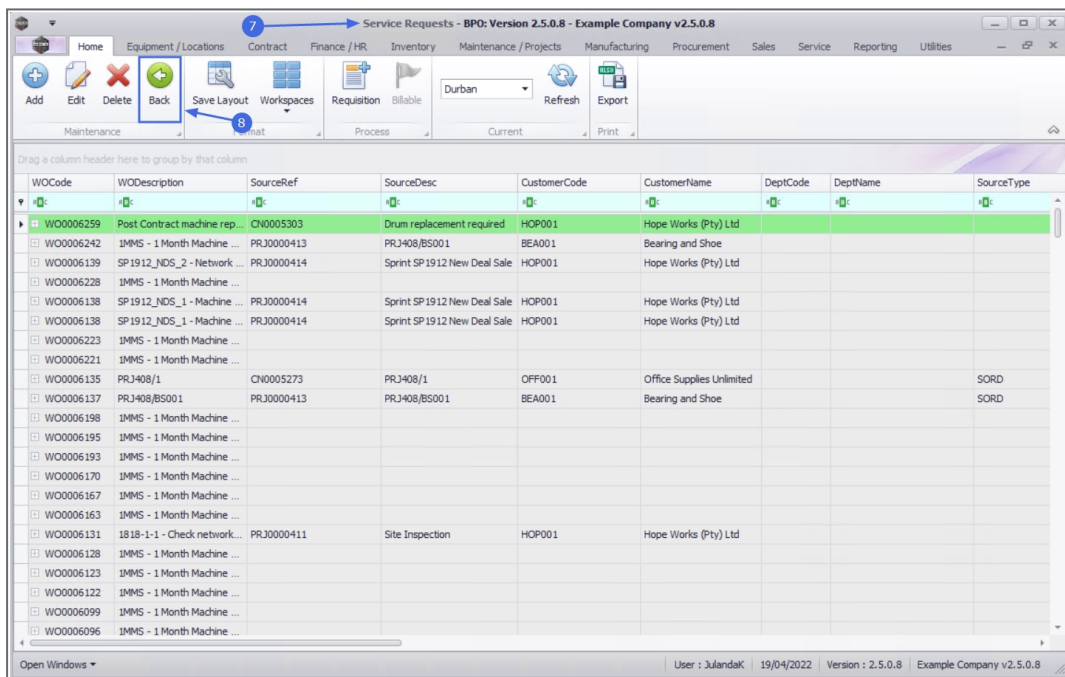


Short cut key: **Right click** to display the **Process** menu list. Click on **Delete**.

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



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



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