

SALES

SERVICES - DELETE A SERVICE

A service can be removed from the Service Listing screen when it is no longer required.

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 remove.
- 5. Click on *Delete*.

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



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	STCD	Short Term Contract Deposit	INT	SER	1,000.00	ea	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
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	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	A
Purchase Orders	TEST	Test Service	INT	SER	550.00	ea	VAT	15.00	A
	INST	Installation Fee	INT	SER	1,200.00	ea	VAT	15.00	A
	CALL	Call Out Fee	INT	SER	450.00	ea	VAT	15.00	A
Requests	MRF	Machine Replacement Fee	EXT	CTRT	250.00	h	VAT	15.00	A

- 6. When you receive the *Delete Service* message to confirm;
 - Are you sure you want to remove this service, code [service code]?
- 7. Click on **Yes** if you are certain about your selection.



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8. The *Service Listing* screen has been updated and the service will no longer be available.



Services - Delete a Service

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The service can now be viewed on the *Service Listing* screen where the *Status* has changed to *Inactive*.

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