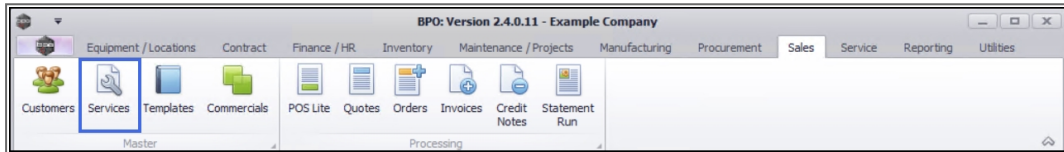


SALES

SERVICES – EDIT A SERVICE

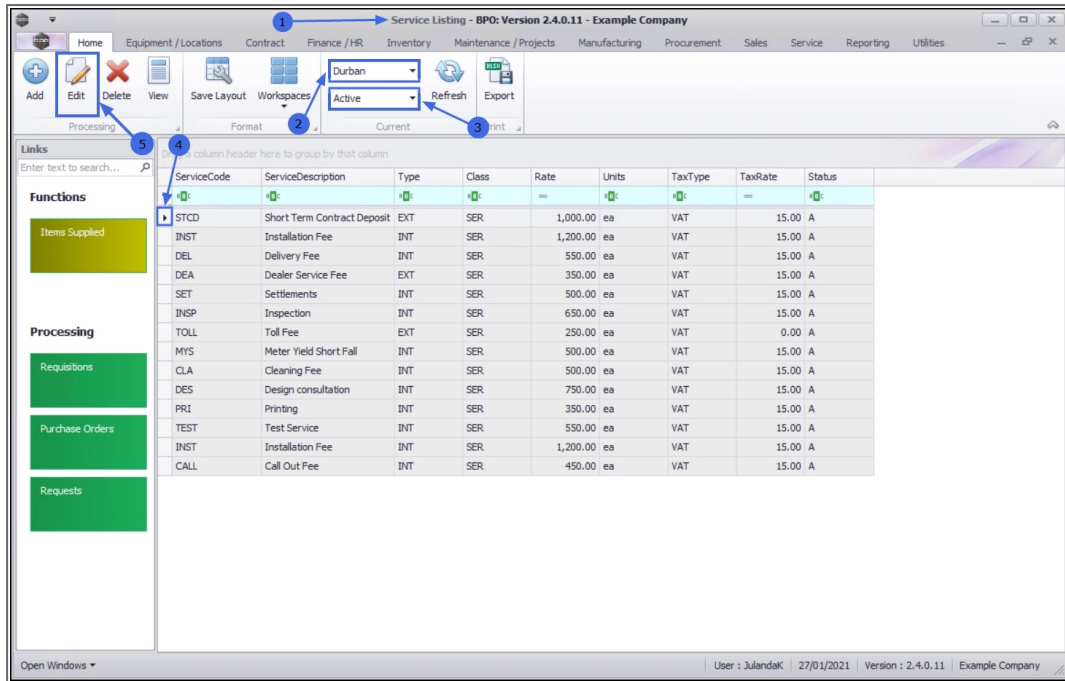
Ribbon Access: *Sales* > *Services*



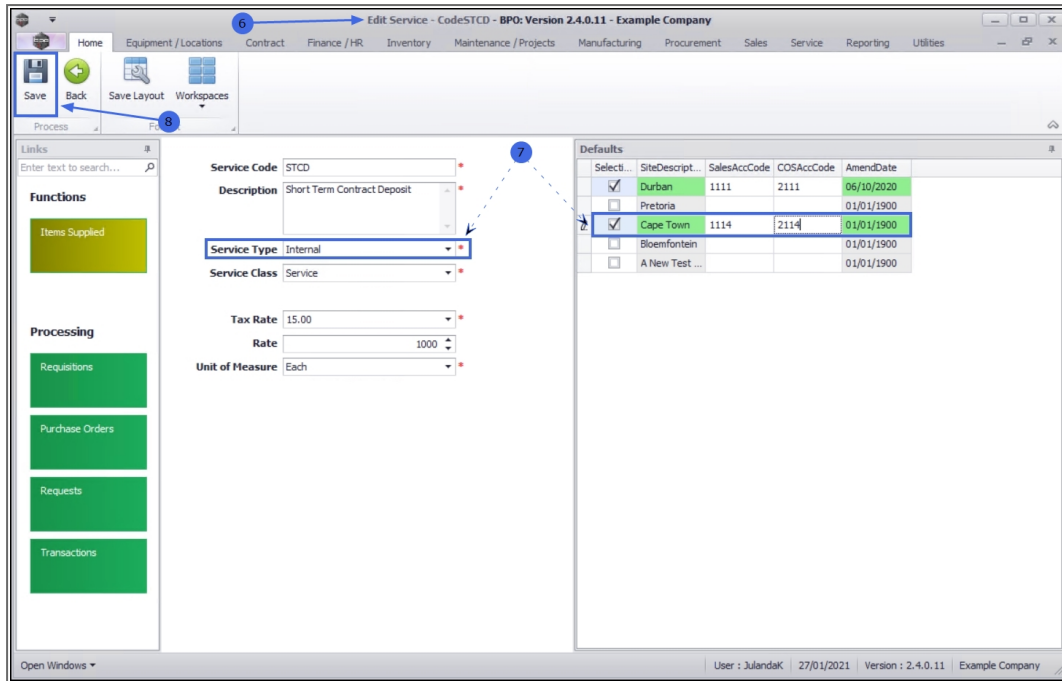
1. The **Service Listing** screen will display.
2. Select the **Site** where the service can be located.
 - The example has **Durban** selected.
3. Select the **Status** for the service.
 - The example has **Active** selected.
4. Click on the **row** of the **service** you wish to edit.
5. Click on **Edit**.



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

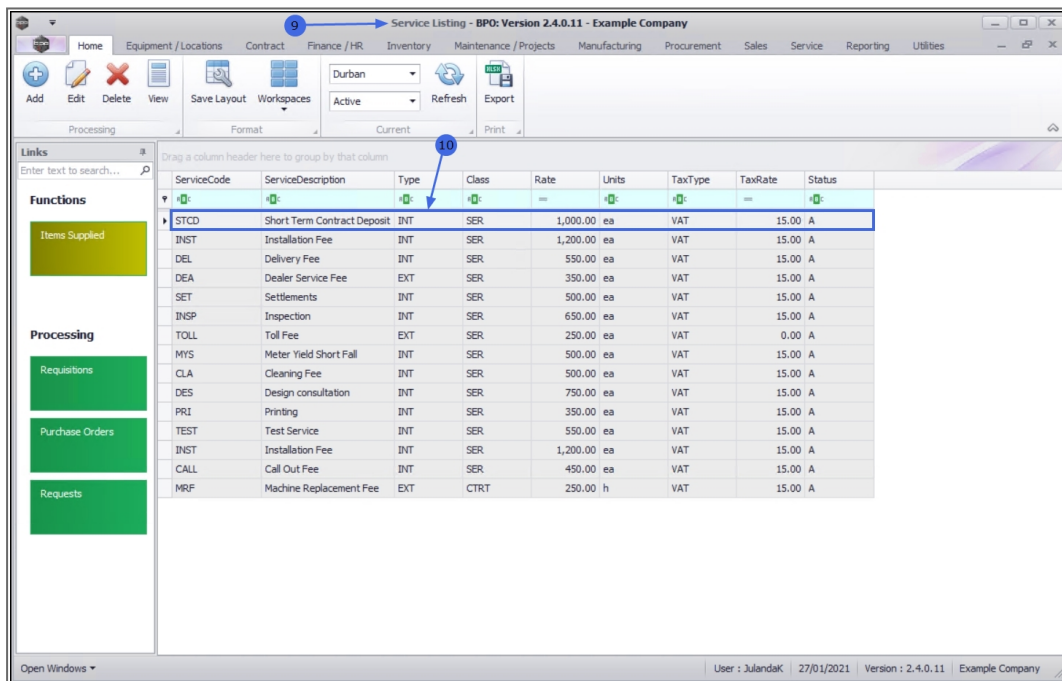


6. The **Edit Service - Code**[service code] screen will display.
7. Make the changes required to the **Service Details** and **Defaults** frame (s) as required.
 - In this image the **Service Type** has been changed from **External** to **Internal**, and **Cape Town** has been added to the **Defaults** list.
8. Click on **Save**.



9. You will return to the **Service Listing** screen.

10. The **Service Type** for the Short Term Contract Deposit has been updated to **INT** (Internal).





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