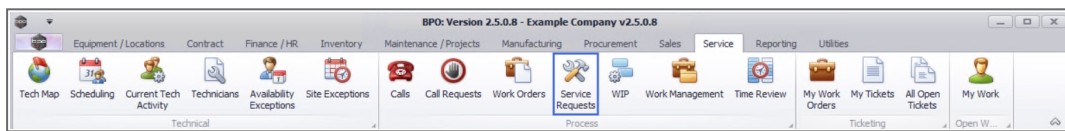


We are currently updating our site; thank you for your patience.

SERVICE

SERVICE REQUESTS – DELETE SERVICE REQUEST

Ribbon Access: Service > Service Requests

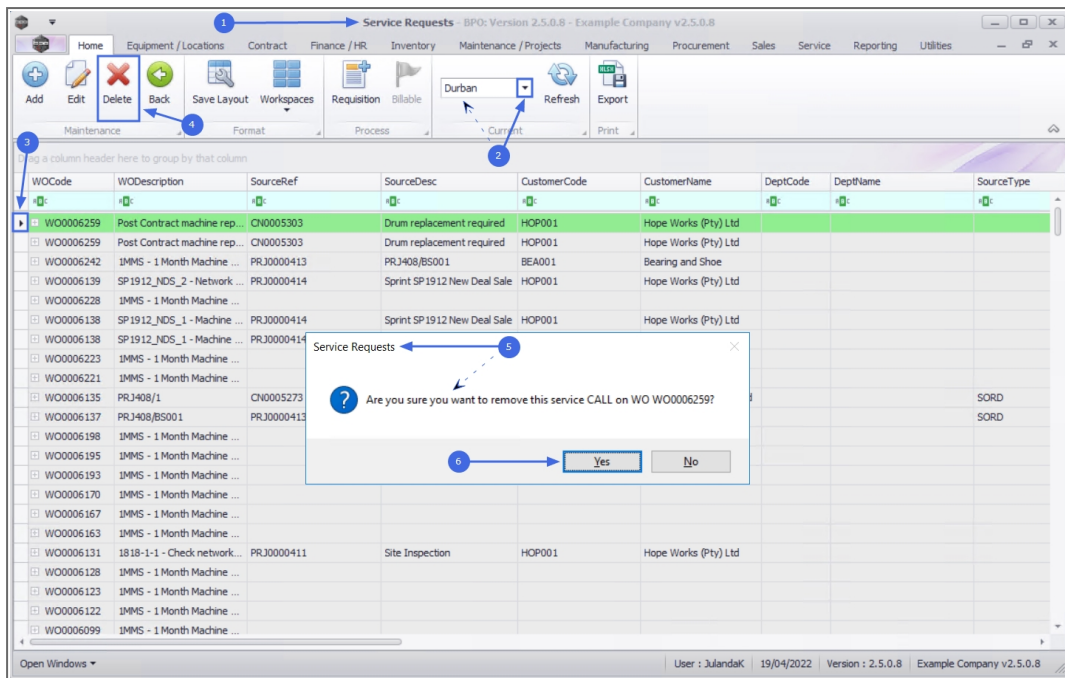


1. The **Service Requests** listing screen will be displayed.
2. Select the **Site** where the service request was created.
 - The example has **Durban** selected.
3. Click on the **row** of the service request you wish to remove.
4. Click on **Delete**.

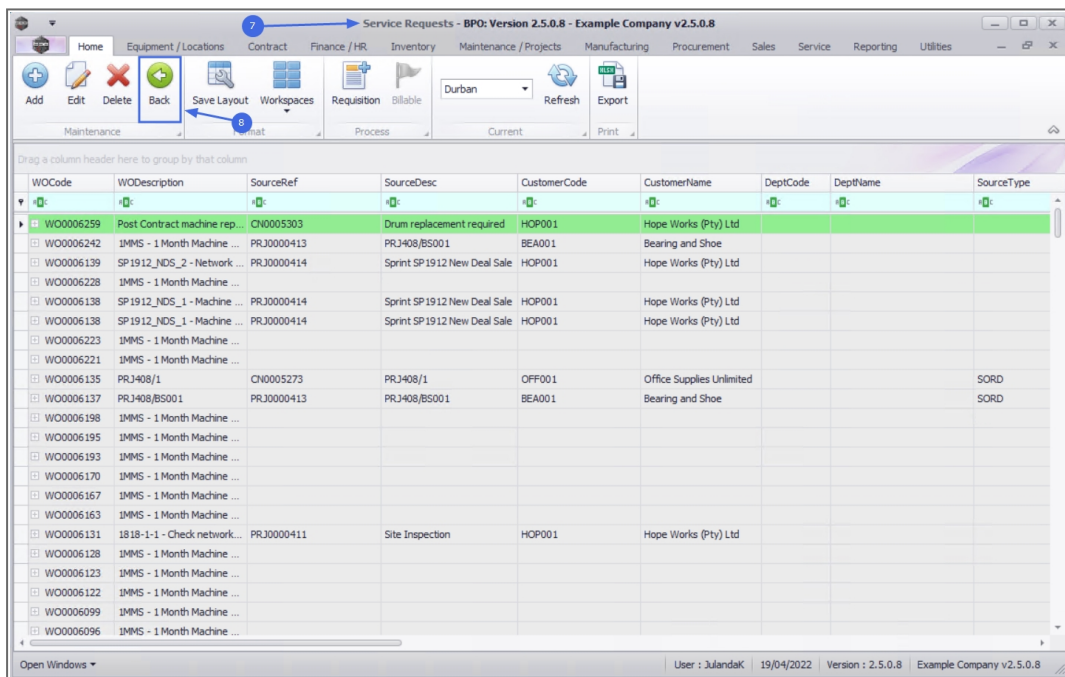


Short cut key: Right click to display the **Process** menu list. Click on **Delete**.

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



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