SALES

SERVICES - VIEW A SERVICE

The **View a Service** screen only allows you to **View** detailed information related to the selected **Service**, including linked suppliers, purchase requisitions, purchase orders, and service requests.

Ribbon Select **Sales > Services**

- The **Service** listing screen will be displayed.
- The **Site** filter will be set according to your company configuration. If required, select the **Site** you wish to work in.

> **Note**: Refer to Site Selection for more information.

- The State filter will default to '**Active**' upon opening. You can change this status to view **Inactive** services.

> **Note**: Refer to State/Type Selections for more information.

- In this example, **Active** has been selected.
- Select the **row** of the Service you wish to View.
- Click on **View**.

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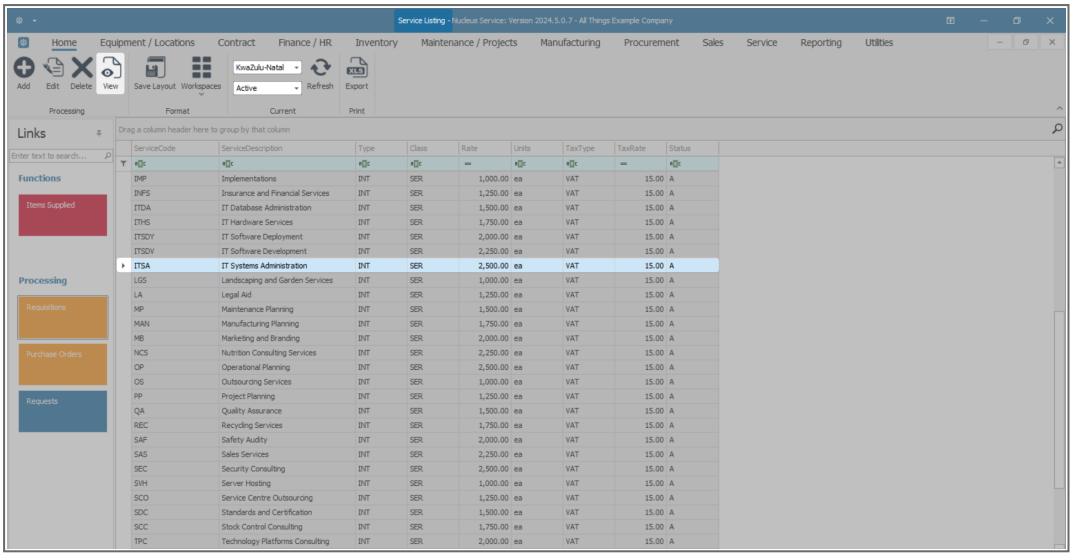
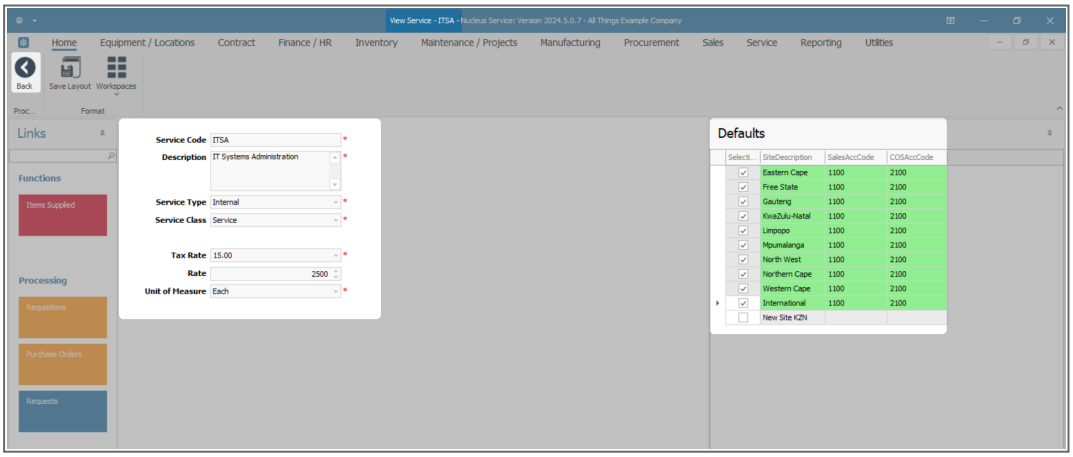


The **View Service - [ ]** screen will be displayed.

SERVICE DETAILS

- Here you can view detailed information about the **Service**, **Pricing** and **Reference** details for the selected service.
- The **Defaults** frame will show which **site(s)** have been linked to this service.



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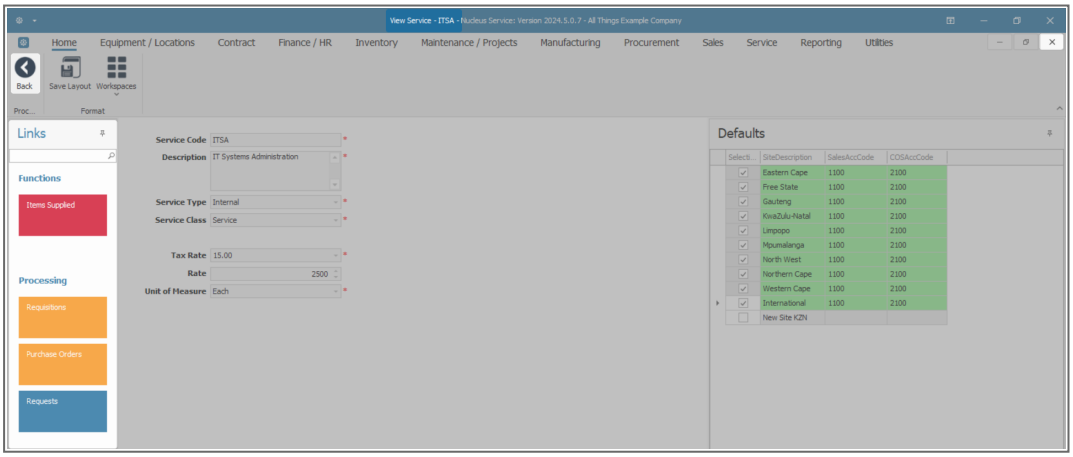
LINKS PANEL

- The **Functions** Tile:
    - **Items Supplied:** Provides a list of which suppliers are linked to the selected Service.
- The **Processing Tiles:**
    - **Requisitions:** View a list of Purchase Requisitions linked to the Service.
    - **Purchase Orders:** The Purchase Orders tile from this screen will display a list of all the Purchase Orders linked to the Service.
    - **Requests:** Service Requests raised for a Purchase Order or Purchase Requisition, where a Third Party Sub Contracting Service is required.

You will note that there is only a **Back** button on this screen as this is a **view only** screen and no changes can be made or saved.

When you have finishing viewing the required details, click on **Back** or **close** the screen to return to the **Service Listing** screen.



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

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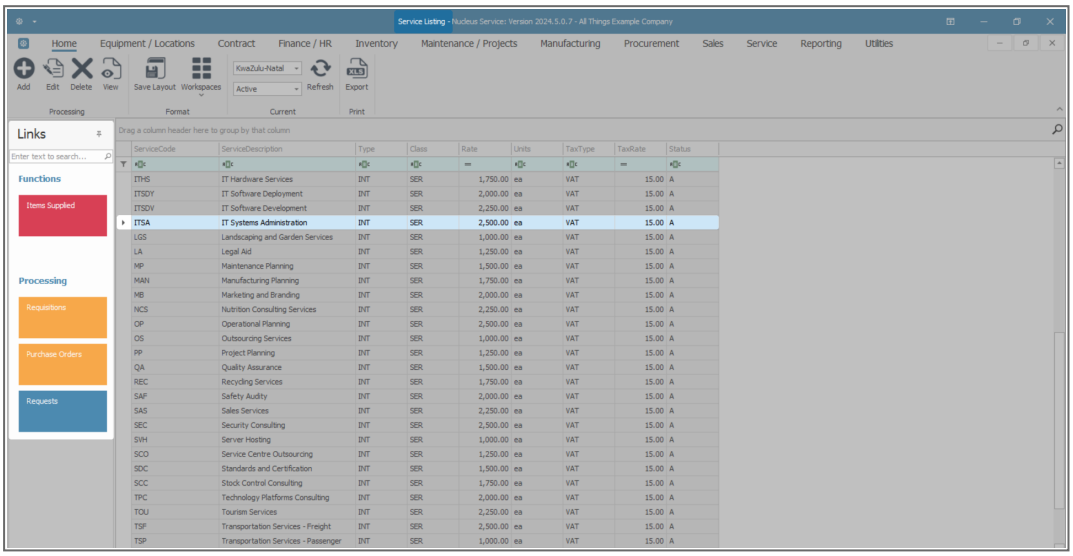
The **Links** panel can also be accessed from this screen. Refer to the links above for detailed information.

Ensure that you have selected the correct **Service Code** before clicking on any tile in the **Links** panel.



Related Topics

Sales Services - Add a Service

Sales Services - Edit a Service

Sales Services - Delete a Service

Sales Services - View a Service

Sales Services - Link a Supplier

Sales Services - Add a Purchase Requisition

Sales Services - Purchase Orders

Sales Services - View Service Request List

Sales Services - Items Supplied Add / Link Supplier

Sales Services - Items Supplied Edit Supplier

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Sales Services - Items Supplied Delete Supplier

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