

# SALES

## SERVICES – EDIT A SERVICE

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.

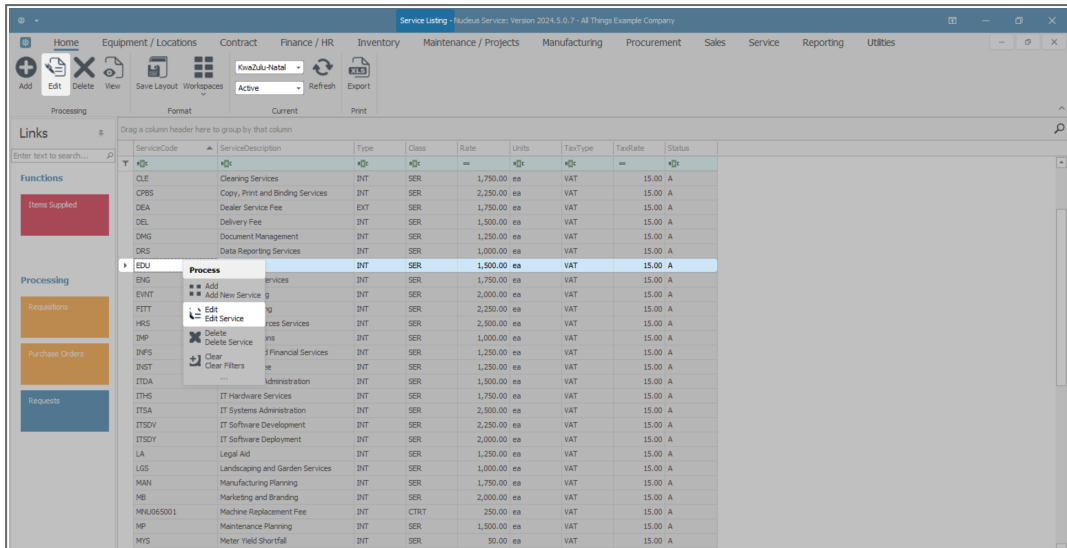
- The State filter will default to '**Active**' upon opening and must remain in this state to **Edit** a service.

Note: Refer to [State/Type Selections](#) for more information.

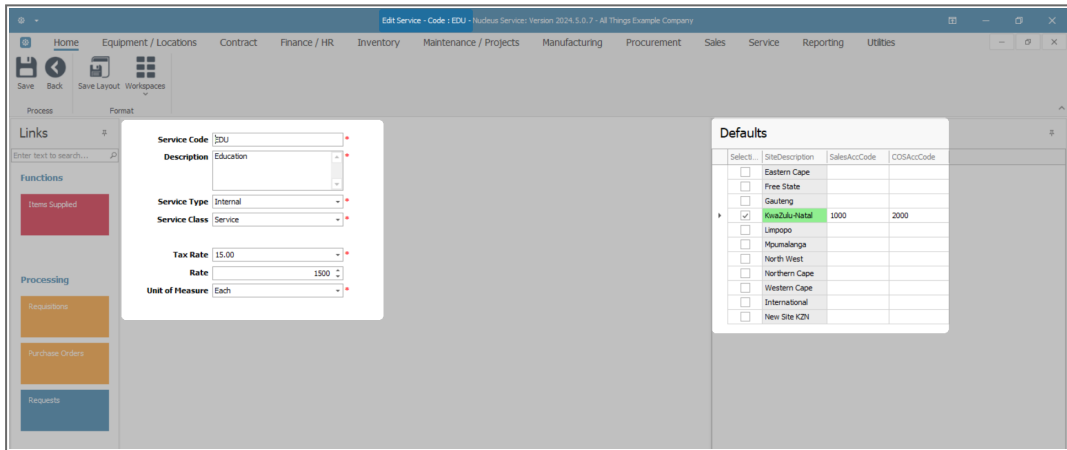
- Select the **row** of the Service where you wish to make changes.
- Click on **Edit**.



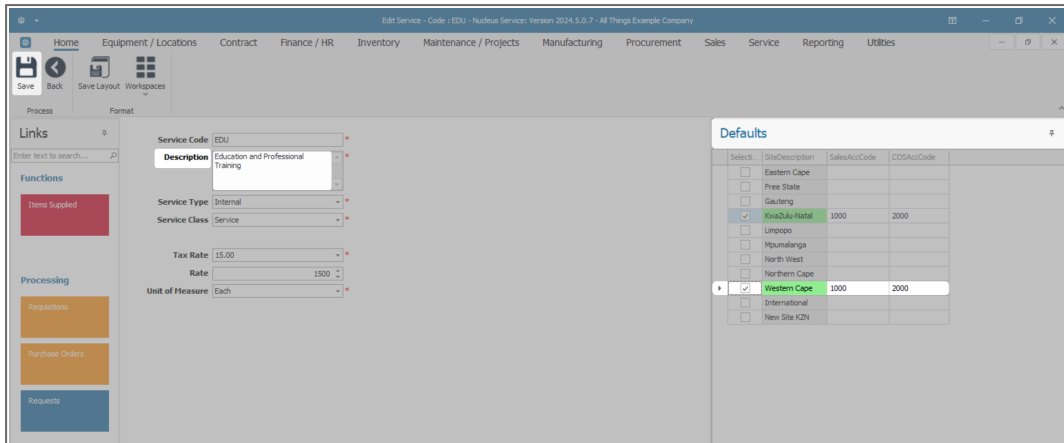
**Short cut key: Right click** on a row in the data grid to display the **Process** menu list. Click on **Edit**.



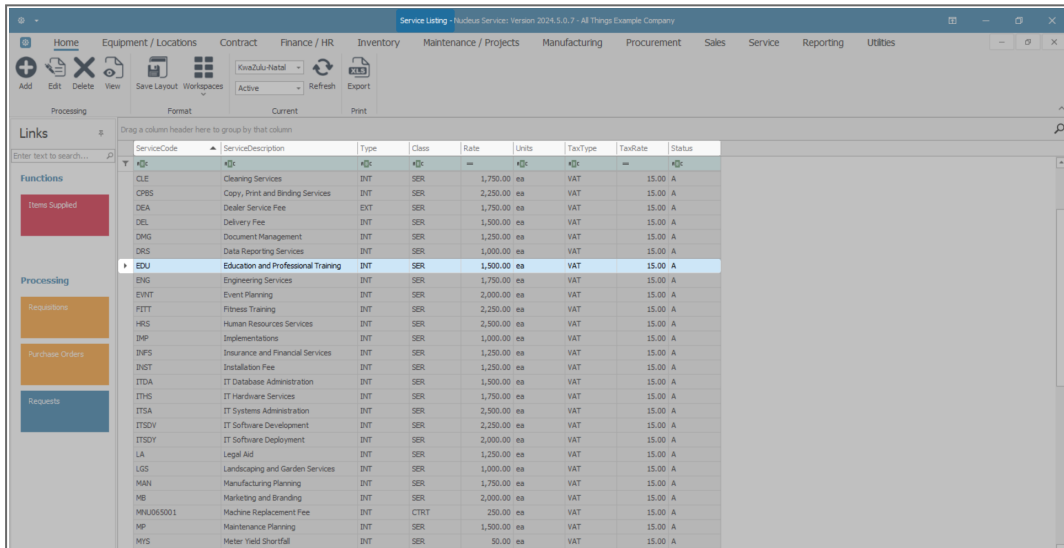
- The **Edit Service Code: [ ]** screen will display.



- Make the changes required to the **Service Details** and **Defaults** frame(s) as required.
  - In this image, the **Description** has been changed from **Education** to **Education and Professional Training**, and **Western Cape** has been added to the **Defaults** list.
- Click on **Save**.



- You will return to the **Service Listing** screen.
- The **Edited** Service has been updated.



## 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](#)

[Sales Services - Items Supplied Delete Supplier](#)

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