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

INVENTORY

PART REQUESTS – DELETE

You can **delete** a part request directly from the '**Part Requests for the Site**' listing screen. If there is more than one item linked to the part request then the system will give you the option to remove either, **all** the items on the request, or only the **selected** item.

Ribbon Select **Inventory > Part Requests**

- The **Part Requests for the Site** screen will display.
- The **Site** filter will be set according to your company configuration. If required, select the **Site** you wish to work in.

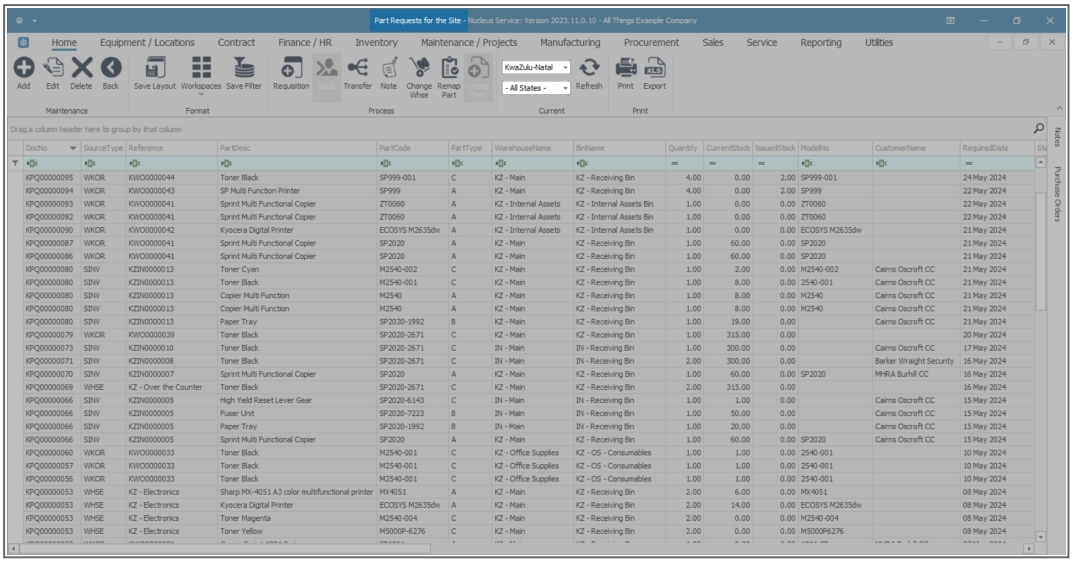
For a detailed handling of this topic refer to Site Selection.

- The **State** filter will default to '**All States**' upon opening. You do not need to select a specific **State** to proceed with the **delete** process. However, if you wish to narrow your search parameters, select the **State** that contains the part request you wish to delete.

For a detailed handling of this topic refer to State/Type Selection.

- The list of **part requests** displayed will be dependant on the **Site** and **State** selected.

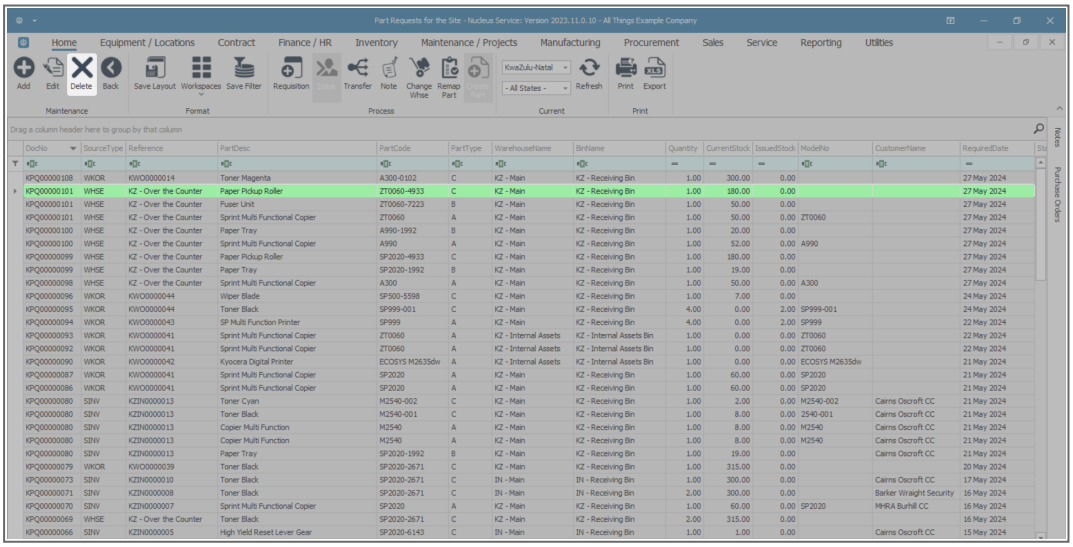
CO3 Technologies (Pty) Ltd © Company Confidential



DELETE A SINGLE ITEM FROM THE PART REQUEST

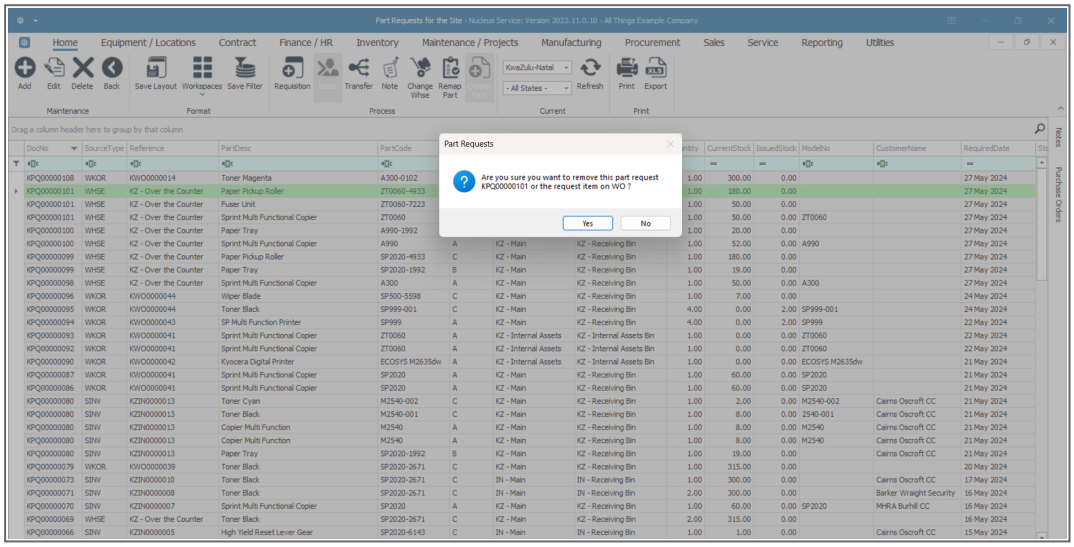
You may wish to delete only one item from a part request.

- Select the **row** of the part request item that you wish to remove.
- In this example, you will note that there are **3** items linked to the part request.
- Click on **Delete**.



CO3 Technologies (Pty) Ltd © Company Confidential

- A **Part Requests** message box will pop up with the following prompt:
    - **Are you sure you want to remove this part request [ ] or the request item on WO?**
- Click on **Yes**.

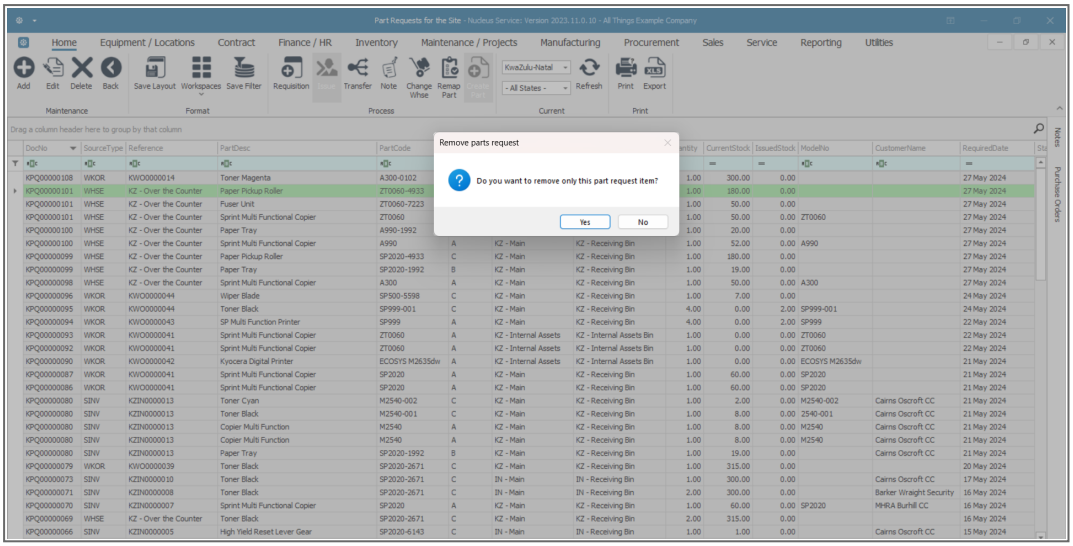


- A **Remove parts request** message box will pop up with the following prompt:
    - **Do you want to remove only this part request item?**

> Remember: For this process, only the selected item on the part request is to be removed.

- Click on **Yes**.

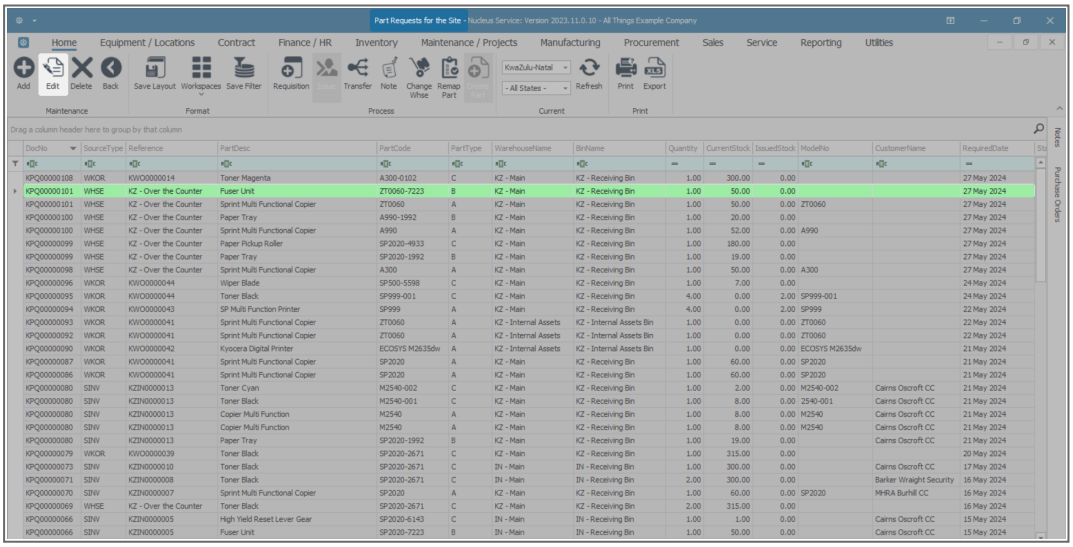
CO3 Technologies (Pty) Ltd © Company Confidential



- The screen will **refresh** and the selected part request item will be **removed** from the data grid.
- Note the remaining **2** items are still listed here.

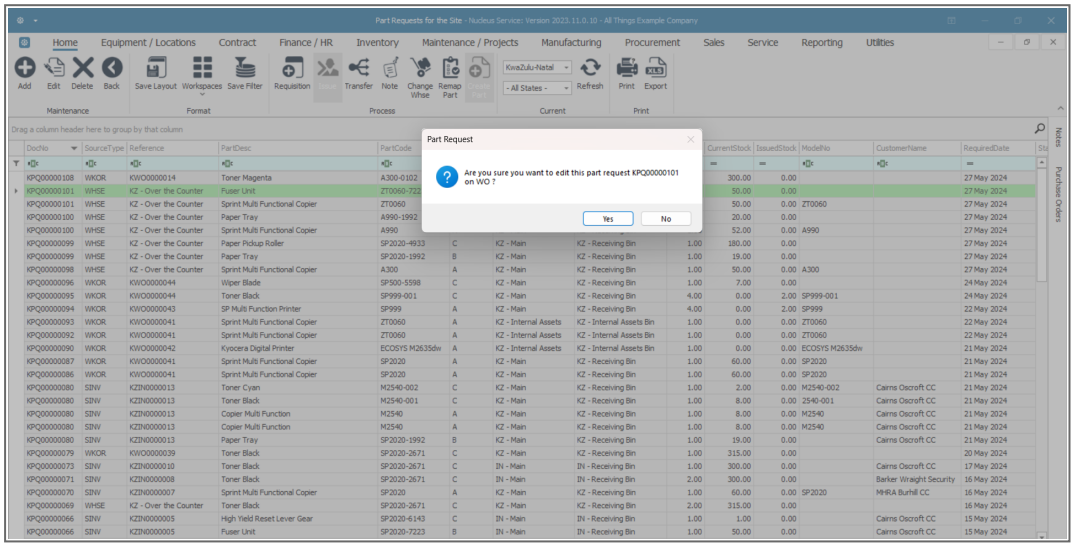
VIEW UPDATED PART REQUEST

- Select any one of these remaining rows.
- Click on **Edit**.



CO3 Technologies (Pty) Ltd © Company Confidential

- A **Parts Request** message box will pop up with the following prompt:
    - **Are you sure you want to edit this part request [ ] on WO?**
- Click on **Yes**.

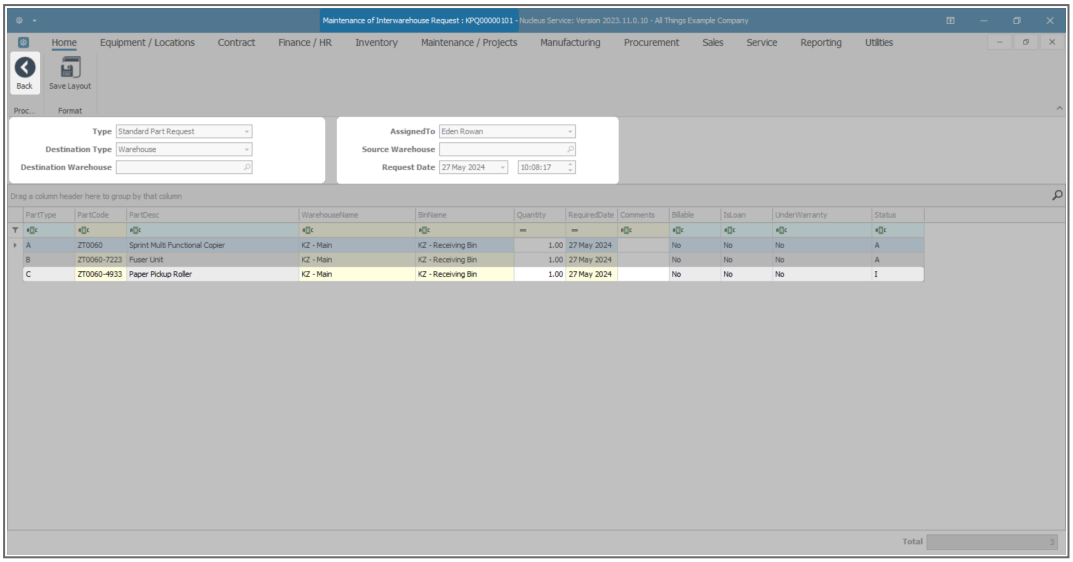


- The **Maintenance of Interwarehouse Request: [ ]** screen will open.
- Although the removed item remains in the Parts data grid, note that the item row status is **I** - **Inactive**.

When a requisition is raised for this part request, the removed item will not be added to the requisition.

- **Close** the screen or click on **Back** to return to the **Part Requests for the Site** screen.

CO3 Technologies (Pty) Ltd © Company Confidential

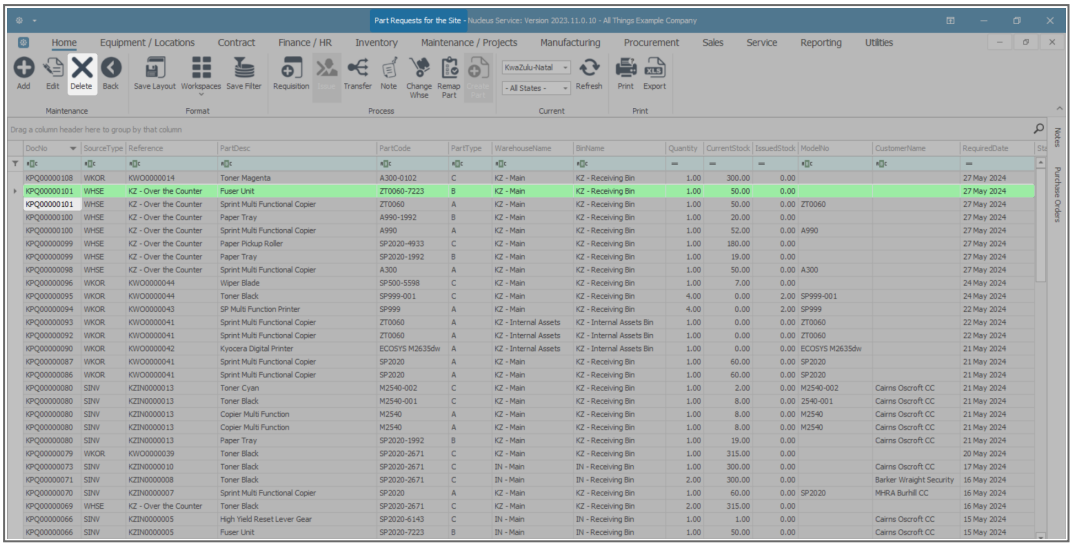


DELETE ALL ITEMS FROM THE PART REQUEST

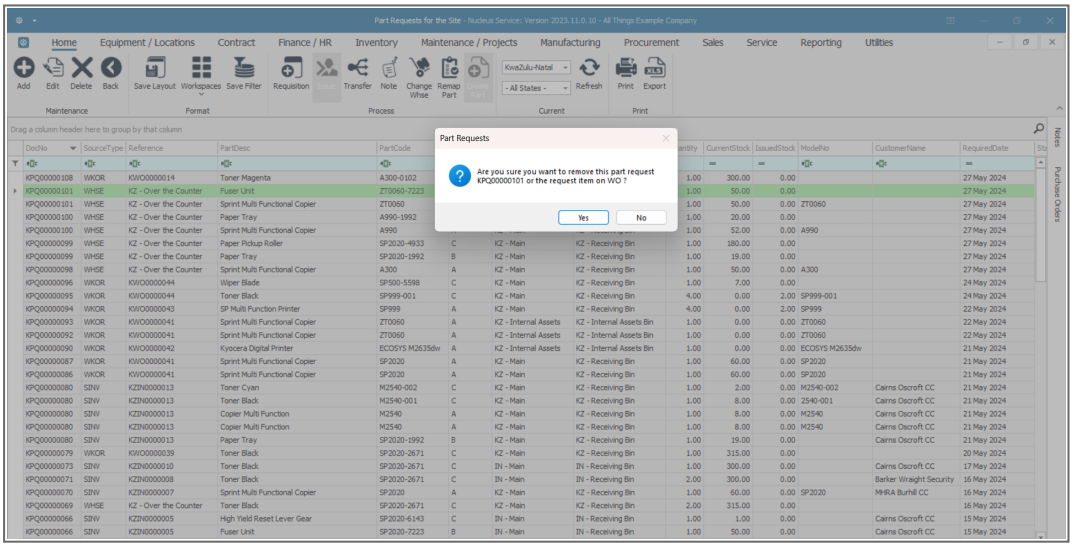
You may wish to delete all the items linked to a part request.

- In the **Part Requests for the Site** listing screen -
- Search for the part request where you wish to delete all the linked items.
    - In this example, you will note that there are **2** items linked to the part request.
- Select the row of either item.
- Click on **Delete**.

CO3 Technologies (Pty) Ltd © Company Confidential



- A **Part Requests** message box will pop up with the following prompt:
    - **Are you sure you want to remove this part request [ ] or the request item on WO [ ]?**
- Click on **Yes**.



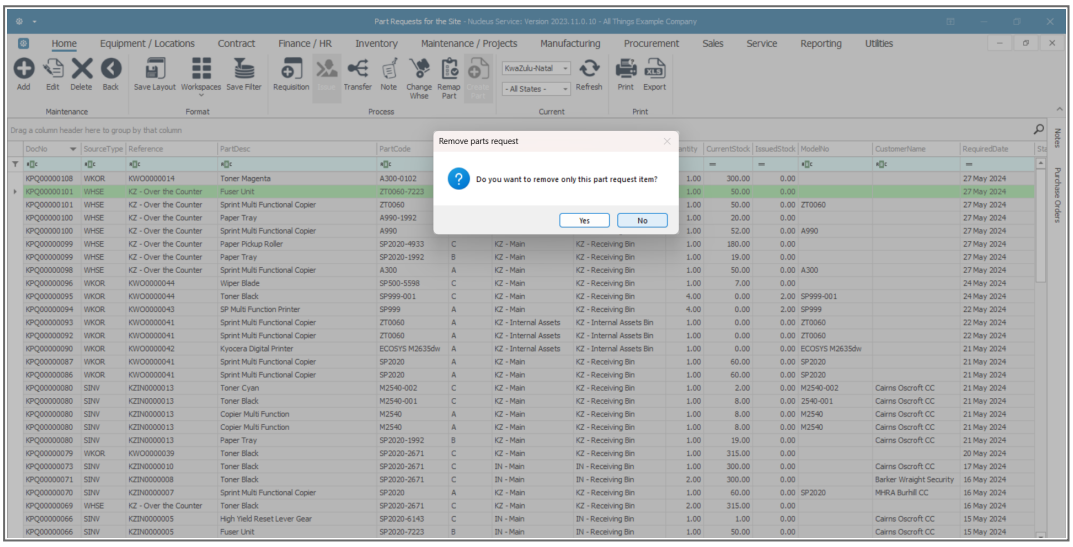
- A **Remove parts request** message box will pop up with the following prompt:
    - **Do you want to remove only this part request item?**

CO3 Technologies (Pty) Ltd © Company Confidential

Note: Now that you have viewed the entire part request (see above), you can make an informed decision as to whether you wish to delete all the items or the selected part only.

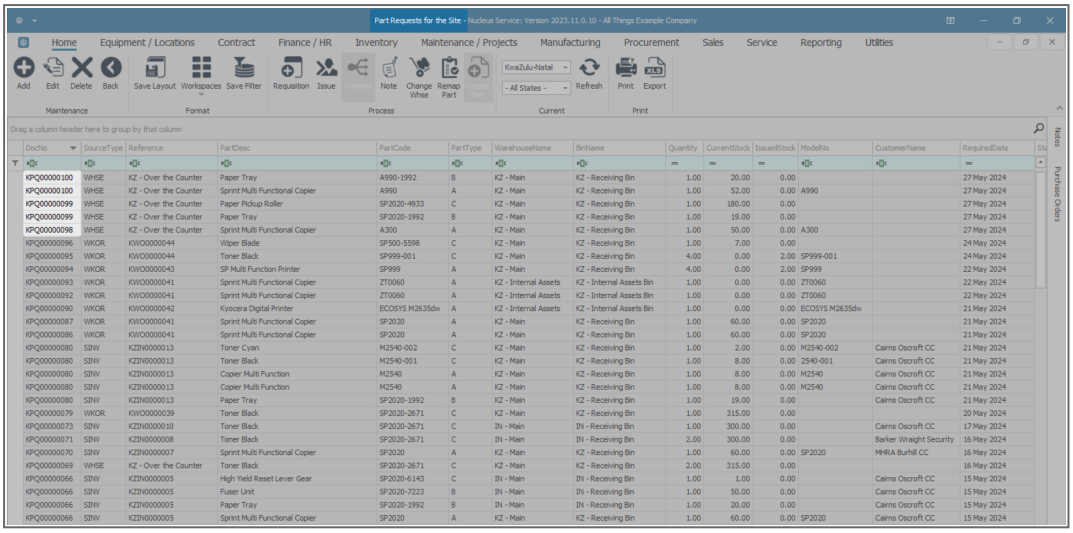
Remember: For this process, all the items on the part request are to be removed.

- Click on **No**.



- The screen will **refresh** and all the part request items will be **removed** from the data grid.
    - Note **both** items linked to the part request have been removed from the data grid.

CO3 Technologies (Pty) Ltd © Company Confidential



Related Topics

Part Requests - Add

Part Requests - Edit (View)

MNU.032.004

CO3 Technologies (Pty) Ltd © Company Confidential