

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 Request**s message to confirm;
 - Are you sure you want to remove this service [service
 - code] on WO [work order number]?
- 6. Click on **Yes**.



Service Requests - Delete Service Request

Home	Equipment / Locations	Contract Finance /	Durban			Sales Serv	ice Reporting Util	ities — 🗗	
dd Edit I	Delete Back Save Layou	ut Workspaces Requ	isition Billable	Refresh Expor	rt				
Maintena	nce 📌 Fo	ormat 4	Process _ Curry	nt 🔺 Print	4				
ig a column head			2						
WOCode	WODescription	SourceRef	SourceDesc	CustomerCode	CustomerName	DeptCode	DeptName	SourceType	
R C	R C	R C	R C	* 0 4	* 0 *	* 0 ¢	a 🗖 c	R C	
# WO0006259	Post Contract machine rep	. CN0005303	Drum replacement required	HOP001	Hope Works (Pty) Ltd				
WO0006259	Post Contract machine rep	. CN0005303	Drum replacement required	HOP001	Hope Works (Pty) Ltd				
WO0006242	1MMS - 1 Month Machine	PRJ0000413	PRJ408/BS001	BEA001	Bearing and Shoe				
WO0006139	SP1912_NDS_2 - Network	PRJ0000414	Sprint SP1912 New Deal Sale	HOP001	Hope Works (Pty) Ltd				
· WO0006228	1MMS - 1 Month Machine								
WO0006138	SP1912_NDS_1 - Machine	PRJ0000414	Sprint SP1912 New Deal Sale	HOP001	Hope Works (Pty) Ltd				
WO0006138	SP1912_NDS_1 - Machine	. PRJ0000414 Sopuico I	Requests 🗲 💦 5						
WO0006223	1MMS - 1 Month Machine	Service	(equesis						
WO0006221	1MMS - 1 Month Machine		Ľ						
WO0006135	PRJ408/1	CN0005273	Are you sure you want to remo			SORD			
WO0006137	PRJ408/BS001	PRJ0000413					SORD		
WO0006198	1MMS - 1 Month Machine								
WO0006195	1MMS - 1 Month Machine		6						
· WO0006193	1MMS - 1 Month Machine			<u>Y</u> es	<u>N</u> o				
WO0006170	1MMS - 1 Month Machine								
WO0006167	1MMS - 1 Month Machine								
WO0006163	1MMS - 1 Month Machine								
WO0006131	1818-1-1 - Check network	PRJ0000411	Site Inspection	HOP001	Hope Works (Pty) Ltd				
WO0006128	1MMS - 1 Month Machine								
• WO0006123	1MMS - 1 Month Machine								
B WO0006122	1MMS - 1 Month Machine								
WO0006099	1MMS - 1 Month Machine								

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

Home	Equipment / Locations	7 Contract Finance / H	Service Requests - BPO: Versi R Inventory Maintenance			ales Servi	ce Reporting Util	ities – 🗗
🕀 🍃	Back Save Layou	t Workspaces Requis	Durban	Refresh Export				
WOCode	WODescription	SourceRef	SourceDesc	CustomerCode	CustomerName	DeptCode	DeptName	SourceType
9 A. C.	R C	R C	4 0 4	R C	4 0 0	* 0 0	8 0 0	a 🗖 c
WO0006259	Post Contract machine rep	CN0005303	Drum replacement required	HOP001	Hope Works (Pty) Ltd			
· WO0006242	1MMS - 1 Month Machine	PRJ0000413	PRJ408/BS001	BEA001	Bearing and Shoe			
WO0006139	SP1912_NDS_2 - Network	PRJ0000414	Sprint SP1912 New Deal Sale	HOP001	Hope Works (Pty) Ltd			
WO0006228	1MMS - 1 Month Machine							
WO0006138	SP1912_NDS_1 - Machine	PRJ0000414	Sprint SP1912 New Deal Sale	HOP001	Hope Works (Pty) Ltd			
WO0006138	SP1912_NDS_1 - Machine	PRJ0000414	Sprint SP1912 New Deal Sale	HOP001	Hope Works (Pty) Ltd			
WO0006223	1MMS - 1 Month Machine							
WO0006221	1MMS - 1 Month Machine							
WO0006135	PRJ408/1	CN0005273	PRJ408/1	OFF001	Office Supplies Unlimited			SORD
WO0006137	PRJ408/BS001	PRJ0000413	PRJ408/BS001	BEA001	Bearing and Shoe			SORD
WO0006198	1MMS - 1 Month Machine							
🕀 WO0006195	1MMS - 1 Month Machine							
WO0006193	1MMS - 1 Month Machine							
	1MMS - 1 Month Machine							
WO0006167	1MMS - 1 Month Machine							
	1MMS - 1 Month Machine							
WO0006131	1818-1-1 - Check network	PRJ0000411	Site Inspection	HOP001	Hope Works (Pty) Ltd			
WO0006128	1MMS - 1 Month Machine							
WO0006123	1MMS - 1 Month Machine							
· WO0006122	1MMS - 1 Month Machine							
· WO0006099	1MMS - 1 Month Machine							
■ WO0006096	1MMS - 1 Month Machine							

MNU.052.003