

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 — 🗗	
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# 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						
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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 – 🗗
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WOCode	WODescription	SourceRef	SourceDesc	CustomerCode	CustomerName	DeptCode	DeptName	SourceType
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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							

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