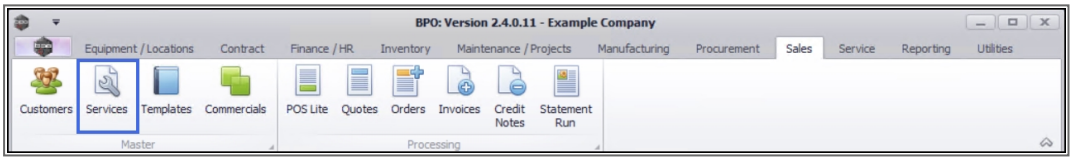
We are currently updating our site; thank you for your patience.

SALES

SERVICES - VIEW A SERVICE

The View a Service screen only allows you to View information related to the Service. In addition to viewing the information related to the service, you will also be able to view the Transactions linked to the service.

Ribbon Access: Sales > Services



1. The **Service Listing** screen will display.
2. Select the **Site** where the service can be located.
    - The example has **Durban** selected.
3. Select the **Status** for the service.
    - The example has **Active** selected.
4. Click on the **row** of the **service** you wish to view.
5. Click on **View**.

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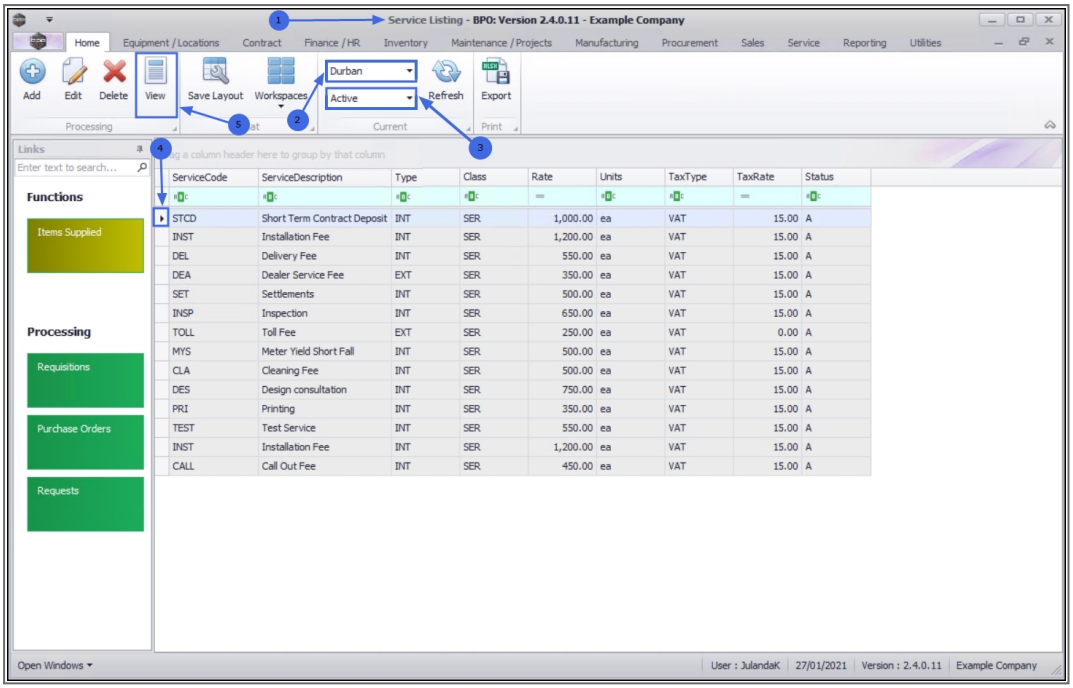

6. The **View Service - [**service code**]** screen will be displayed.

   The following details are available:

7. The **Service**, **Pricing** and **Reference** details for the selected service.
8. The **Defaults** frame, which will show which site(s) have been linked to this service.
9. Note the **Transactions** Processing tile has been added to the Links panel. Refer to Services - Transactions.
10. No changes can be made in View mode, click on **Back** to return to the **Service Listing** screen.

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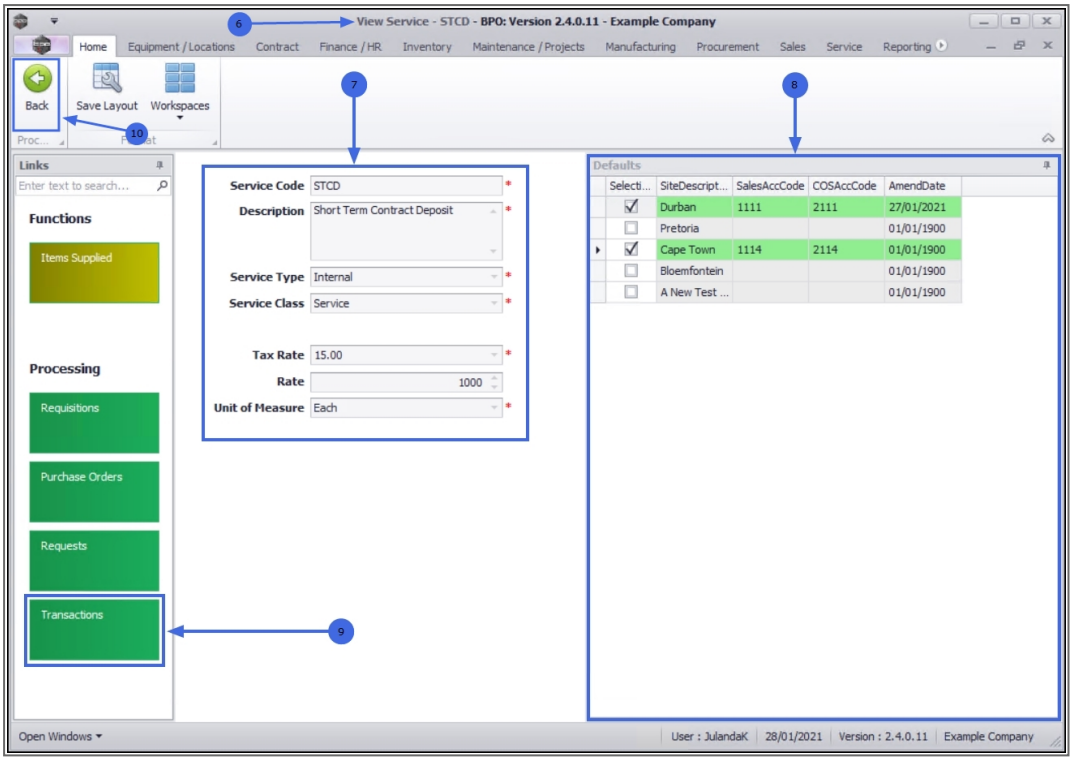

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