

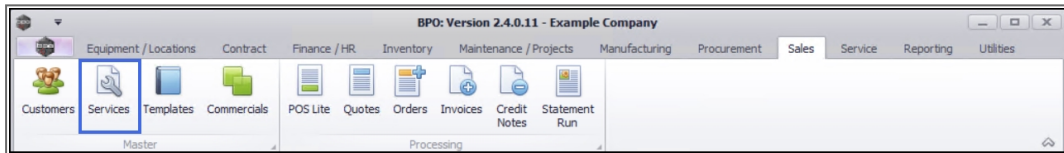
We are currently updating our site; thank you for your patience.

SALES

SERVICES – DELETE A SERVICE

A service can be removed from the Service Listing screen when it is no longer required.

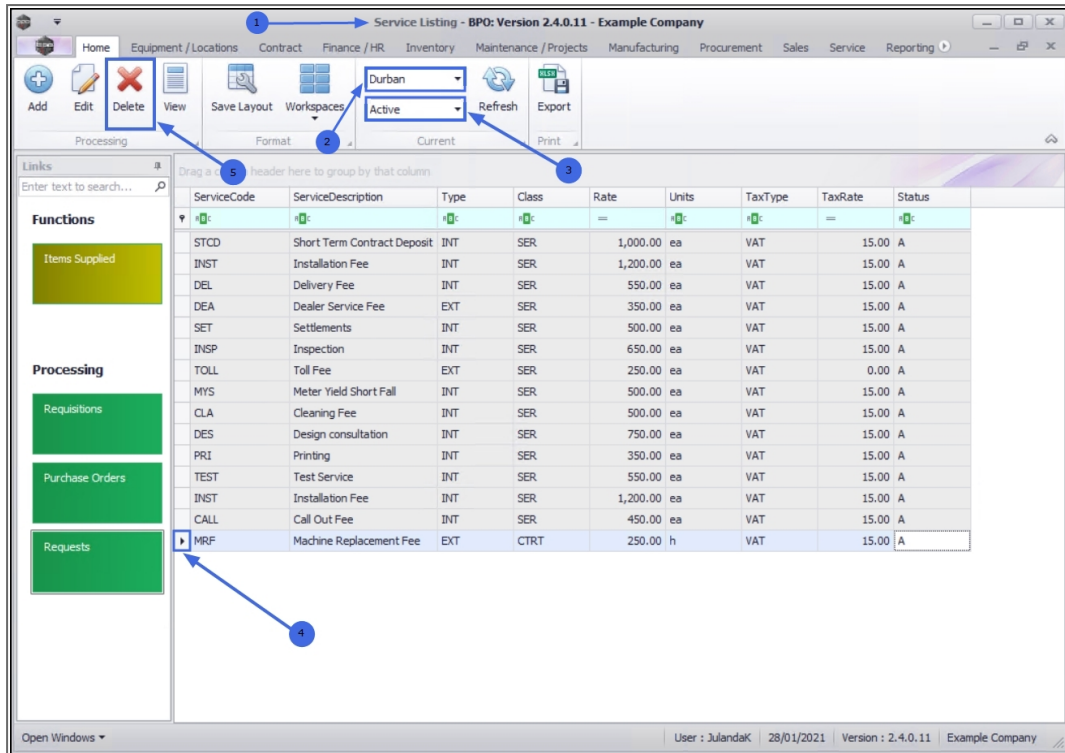
Ribbon Access: Sales > Services



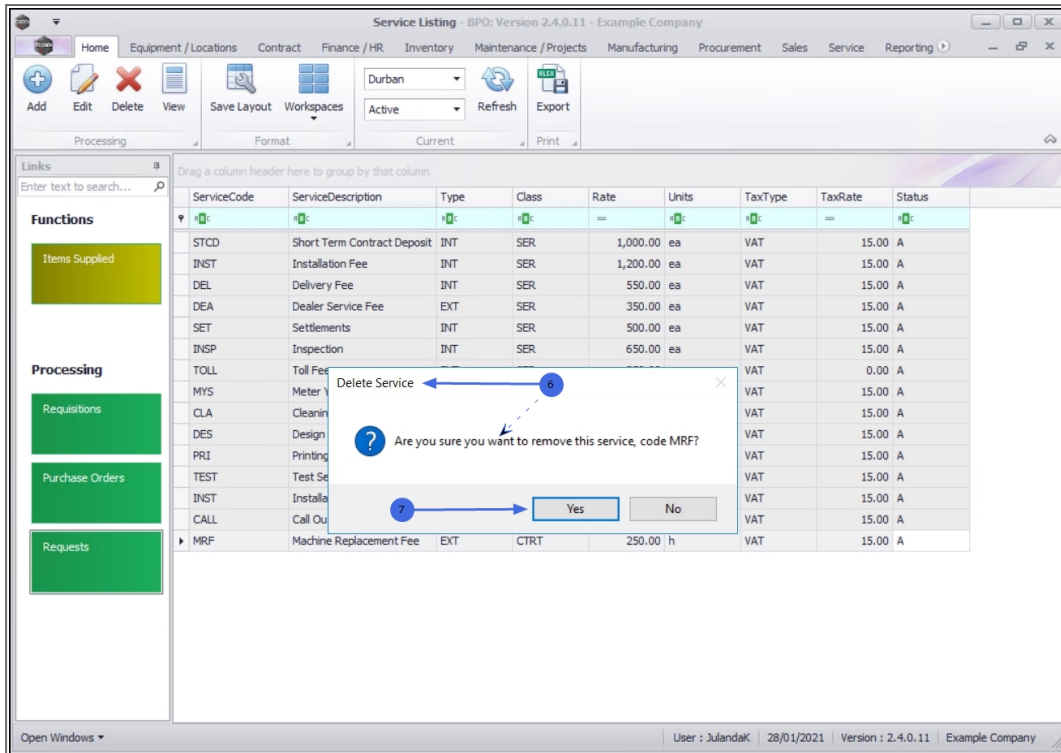
1. The **Service Listing** screen will display.
2. Select the **Site** where the service can be located.
 - The example has **Durban** selected.
3. Select the **Status** for the service.
 - The example has **Active** selected.
4. Click on the **row** of the service you wish to remove.
5. Click on **Delete**.



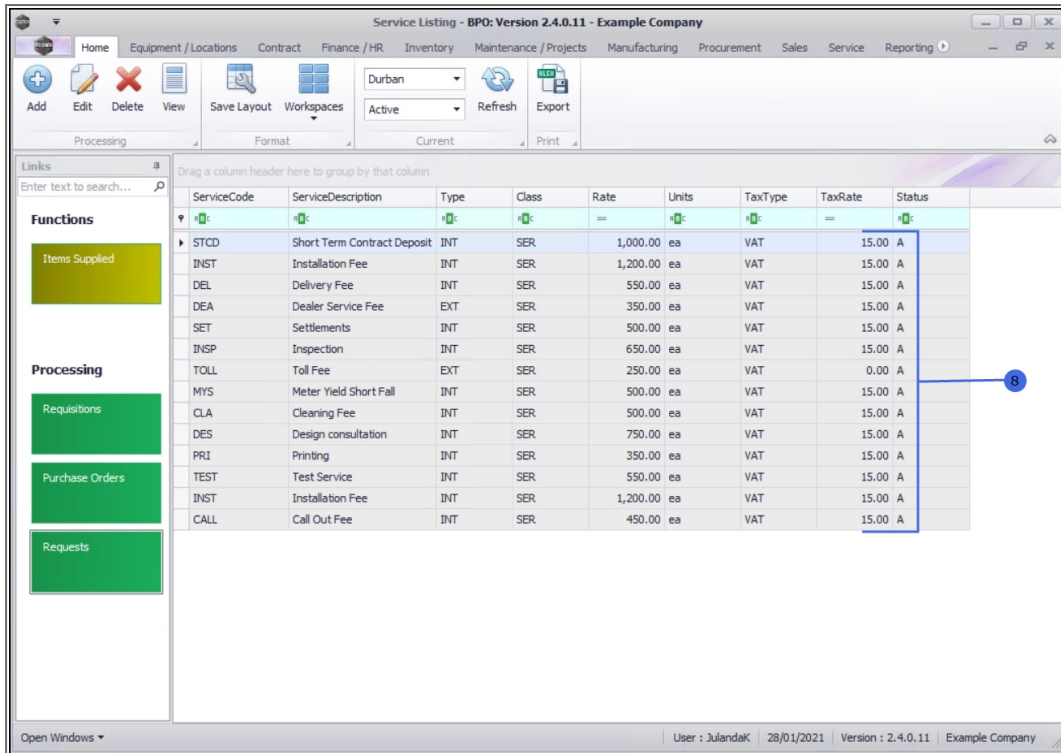
Short cut key: Right click to display the **Process** menu list. Click on **Delete**.



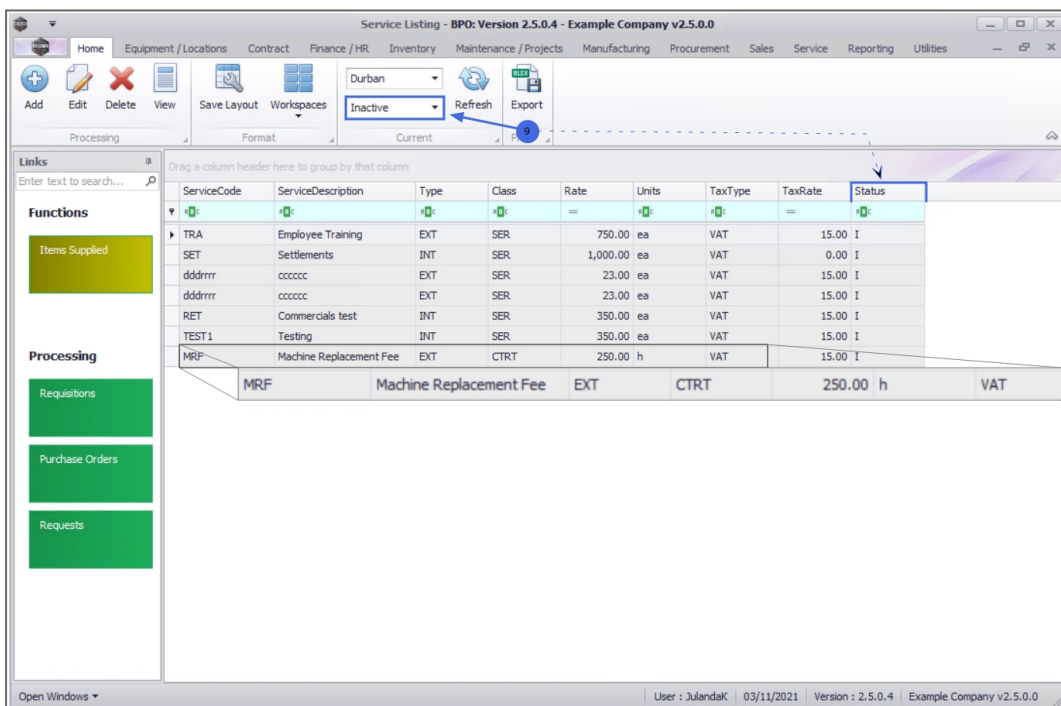
6. When you receive the **Delete Service** message to confirm;
 - **Are you sure you want to remove this service, code [service code]?**
7. Click on **Yes** if you are certain about your selection.



8. The **Service Listing** screen has been updated and the service will no longer be available.



9. The service can now be viewed on the **Service Listing** screen where the **Status** has changed to **Inactive**.





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