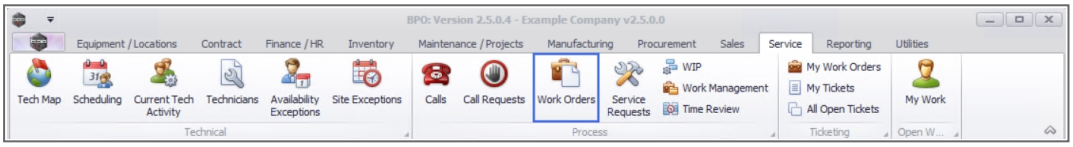
We are currently updating our site; thank you for your patience.

SERVICE

WORK ORDERS – DELETE WORK ORDER

Ribbon Access: Service > Work Orders



1. The **Work Order Listing** screen will display.
2. Select the **Site** where the work order was raised.
    - The example has **Durban** selected.
3. Set the **Status** to **Open**.
    - You can only delete a work order when it is in an **Open** status.

If you are not sure of the **site** or **status** of the work order you require, use the Find WO feature to search for it.

4. Click on the **row** of the work order that you wish to **remove**.
5. Click on **Delete**.

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

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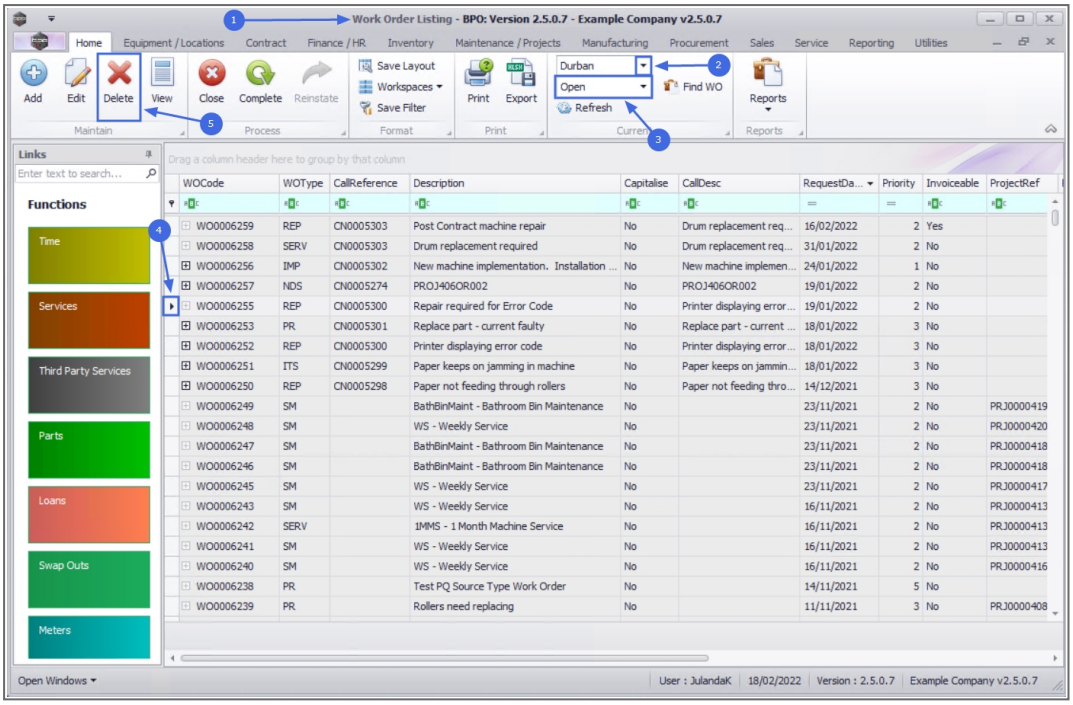

6. When you receive the **Input Validation** message to confirm;
    - **Are you sure you want to delete this work order, no.** [work order number]**? Answer 'Yes' to delete the work order.**
7. Click on **Yes**.

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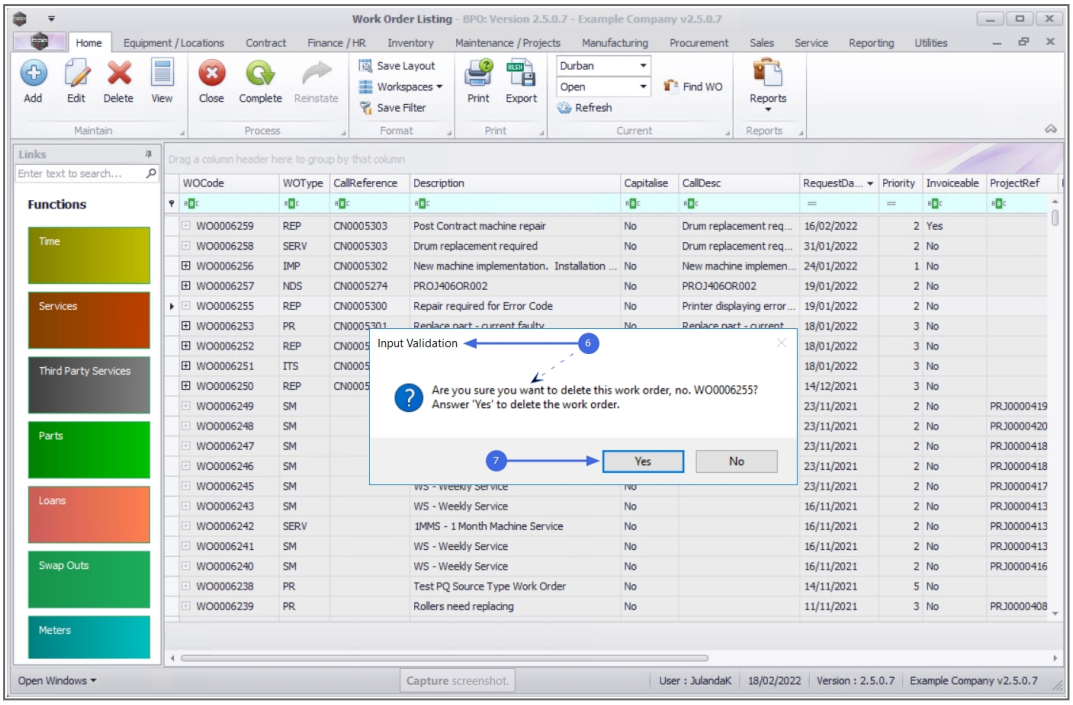
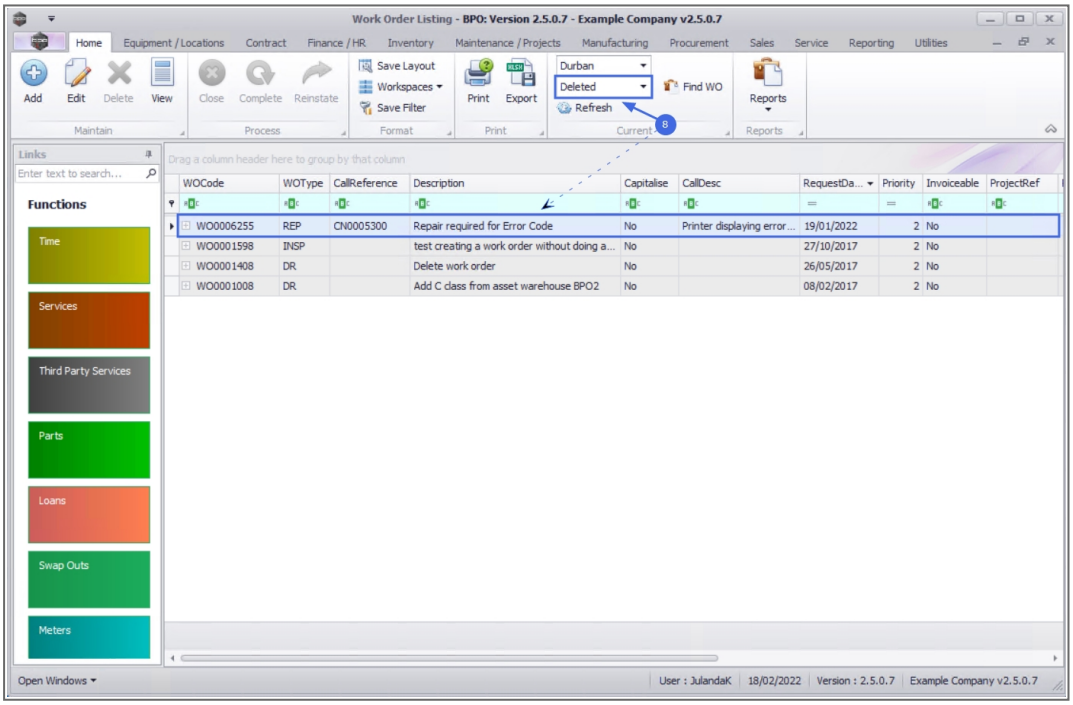


8. To **view** the work order you have removed, change the **Status** to **Deleted**.



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