

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.

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



Work Orders - Delete Work Order

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er text to search ۶		WOCode	WOType	CalReference	Description	Capitalise	CallDesc	RequestDa	Priority	Invoiceable	ProjectR
inctions		*Dc	REC .	RDC		REC	REC	=	=	ROC	REC
		· WO0006259	REP	CN0005303	Post Contract machine repair	No	Drum replacement reg	16/02/2022	2	Yes	
Time	Ψ	· WO0006258	SERV	CN0005303	Drum replacement required	No	Drum replacement req	31/01/2022	2	No	
		₩O0006256	IMP	CN0005302	New machine implementation. Installation .	No	New machine implemen	24/01/2022	1	No	
	ł	WO0006257 WO0006257	NDS	CN0005274	PROJ406OR002	No	PROJ406OR002	19/01/2022	2	No	
Services	•	WO0006255	REP	CN0005300	Repair required for Error Code	No	Printer displaying error	19/01/2022	2	No	
			PR	CN0005301	Replace part - current faulty	No	Replace part - current	18/01/2022	3	No	
		WO0006252	REP	CN0005300	Printer displaying error code	No	Printer displaying error	18/01/2022	3	No	
Third Party Services		WO0006251	ITS	CN0005299	Paper keeps on jamming in machine	No	Paper keeps on jammin	18/01/2022	3	No	
			REP	CN0005298	Paper not feeding through rollers	No	Paper not feeding thro	14/12/2021	3	No	
		· WO0006249	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PR.3000
Dasha		· WO0006248	SM		WS - Weekly Service	No		23/11/2021	2	No	PR.3000
Parts		· WO0006247	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PR.3000
		· WO0006246	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PR.3000
		· WO0006245	SM		WS - Weekly Service	No		23/11/2021	2	No	PRJ000
Loans		· WO0006243	SM		WS - Weekly Service	No		16/11/2021	2	No	PRJ000
		· WO0006242	SERV		1MMS - 1 Month Machine Service	No		16/11/2021	2	No	PR.3000
		WO0006241	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.3000
Swap Outs		WO0006240	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.3000
		· WO0006238	PR		Test PQ Source Type Work Order	No		14/11/2021	5	No	
		· WO0006239	PR		Rollers need replacing	No		11/11/2021	3	No	PR.3000
Meters											

- 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.



Work Orders - Delete Work Order

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inctions	٩	* 0 ¢	a 🖬 c	REC	R C		REC No	Drum replacement req		= 16/02/2022	= 2	۲es	REC
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Time		· WO0006258	SERV	CN0005303	Drum replacement required		No	Drum replac	ement req	31/01/2022	2	No	
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		E ₩00006253	PR	CN0005301	Replace part - current faulty		No	Replace par	t - current	18/01/2022	3	No	
		E ₩00006252	REP	CN0005 Input	Validation 🚽	6			\times	18/01/2022	3	No	
Third Party Services		⊞ WO0006251	ITS	CN0005		100				18/01/2022	3	No	
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		· WO0006249	SM	Answer 'Yes' to delete the work order.					23/11/2021	2	No	PRJ000	
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Parts		· WO0006247	SM							23/11/2021	2	No	PR.3000
		· WO0006246	SM		7	▶ _	Yes	N	0	23/11/2021	2	No	PR.3000
		· WO0006245	SM		ws - weekly service		140			23/11/2021	2	No	PRJ000
Loans		· WO0006243	SM		WS - Weekly Service		No			16/11/2021	2	No	PRJ000
		· WO0006242	SERV		1MMS - 1 Month Machine Ser	vice	No			16/11/2021	2	No	PR.3000
		· WO0006241	SM		WS - Weekly Service		No			16/11/2021	2	No	PR.3000
Swap Outs		WO0006240	SM		WS - Weekly Service		No			16/11/2021	2	No	PR.3000
		· WO0006238	PR		Test PQ Source Type Work (Order	No			14/11/2021	5	No	
		· WO0006239	PR		Rollers need replacing		No			11/11/2021	3	No	PR.30000
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To view the work order you have removed, change the Status to Deleted.

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				WO0001408	DR		Delete w	ork order		No			26/05/2017	2	No		
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