Delete a Work Order Note

Last Modified on 05/05/2022 2:26 pm EDT

To delete a Work Order Note, you must first access the work order record.

From the main menu, arrive at the Work Orders list with this path: Accounts Receivable> Work Orders.

The Work Orders List will be displayed. In the WO# column, click on the hyperlink of the Work Order for which you want to delete a Note.

If the Work Order has been closed, click on the Closed Work Orders tab to locate the work order.

en \	Work Orders	Open Appointments	Closed Work Or	ders Recun	ring Work O	ders Ready To R	Bill Work	Corders				
Export to Excel Print Selected New Work Order Items Selected: 0								Custom Grid Layout				
1	WO #	Site	:	Туре	: Tech	nician	÷	Status	÷	Last Activity	: 1	Total Amount
	2548	Emily Wood		Service Call				+ New				\$0.00
1	2547	Steve's Snow Blowing		Service Call	Acke	man, Kathy		+ New		Mar 12, 2022		\$115.64
1	2545	Steve's Snow Blowing		Service Call	Acke	man, Kathy		+ New				\$116.03
1	2544	Steve's Snow Blowing		Service Call				+ New				\$116.03
1	2543	Steve's Snow Blowing		Service Call				+ New				\$116.03
1	<u>2541</u>	Alice Aacott		Service Call	Acke	man, Kathy		+ New				\$0.00
	2540	Alice Aacott		Service Call	Acke	man, Kathy		+ New				\$0.00
	2530	Jo Smith Residence		Cctv Installation	Mam	nev, Dan		+ New		Jan 11, 2022		\$65.13

The Work Order record will be displayed. Click on the Notes tab. Locate the note you want to delete, and then click on the Delete button (trashcan icon).

Work Order 2548						🧨 Edit 🧐 H	istory 🔚 Tasks 💟 Deliver/Print						
😌 Wood, Emily - 3703 🔮 Emily Wood 😰 Burglar Alarm - 3703-01													
Service Fee \$85.co W Windsong Dr Google	Labor \$0.00 Stores and a store of the store	Est Tax \$0.00 Keyecert shortcuts May data 22 http://22.8503 Billing Note	Total \$0.00 222 Temsofilas Reportemperent 9 System Parts	Type Requested By Phone Email PO Number Proposal Work Order Development Next Appointment Technician System Notes Zone	Service Call	Selesperson Sales Package Service Level Base Increment Labor Bill Atter Warranty Labor Warranty Parts Stet Work Order History Doo	Dan Brown - SVC T&M RES 85 15 75 30 1 Year Parts & Labor 1 Year Parts & Labor 1 Year Parts & Labor						
H 4 1 H	tomer has agreed to pay ow	ertime for the first hour.	:	lease confirm Are you sure you want to dela No Yos	x i Type te the note?	e i Expiration	Edit Delete						

A confirmation message will be displayed. Click the Yes button to proceed with the deletion of the record.