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.

pen \	Work Orders	Open Appointments	Closed Work Or	ders	Recurring	Work Orders Ready	y To Bill Worl	k Orders			
×	Export to Excel	Print Selected	+ New Work O	rder		Items Sele	ected: 0			Custom Grid	Layout
4	WO#	Site	÷	Туре	÷	Technician	:	Status	÷L	ast Activity	Total Amount
	2548	Emily Wood		Service C	all			+ New			\$0.00
d	2547	Steve's Snow Blowing		Service C	all	Ackerman, Kathy		+ New	N	Mar 12, 2022	\$115.64
d	2545	Steve's Snow Blowing		Service C	all	Ackerman, Kathy		+ New			\$116.03
d	2544	Steve's Snow Blowing		Service C	all			+ New			\$116.03
	2543	Steve's Snow Blowing		Service C	all			+ New			\$116.03
d	2541	Alice Aacott		Service C	all	Ackerman, Kathy		+ New			\$0.00
	2540	Alice Aacott		Service C	all	Ackerman, Kathy		+ New			\$0.00
٦	2530	Jo Smith Residence		Cctv Insta	llation	Mamnev, Dan		+ New	J	lan 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	iistory 🗄 Tasks 💟 Deliver/Print					
😌 Wood, Emily - 3703 🔍 Emily Wood 📦 Burglar Alarm - 3703-01												
Sprike Fee \$85.co W Windsong Dr Google	Labor \$0.00 A5722 Chandler Phoen Parts 0 RMR		Total \$0.00 222 Toms of Liss Record and prior 9 System Parts	Type Requested By Phone Email PO Number Proposal Work Order Date Next Appointment Technician System Notes Zone	Service Call emilyLwood@gmail.com - March 20, 2022 Purchase Orders 0	Sales Pickage Service Level Base Increment Labor Bil After Warranty Labor Warranty Parts	Dan Brown - SVC T&M RES 85 15 75 30 1 Year Parts & Labor 1 Year Parts & Labor 1 Year Parts & Labor 1 Year Parts & Labor					
Add Note Note Must arrive promptly at 7am. Cur	stomer has agreed to pay ov	ertime for the first hour.	÷	lease confirm Are you sure you want to dek No Yos	X ite the note?	e Expiration	Edit Delete					

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