

Delete a Work Order Note

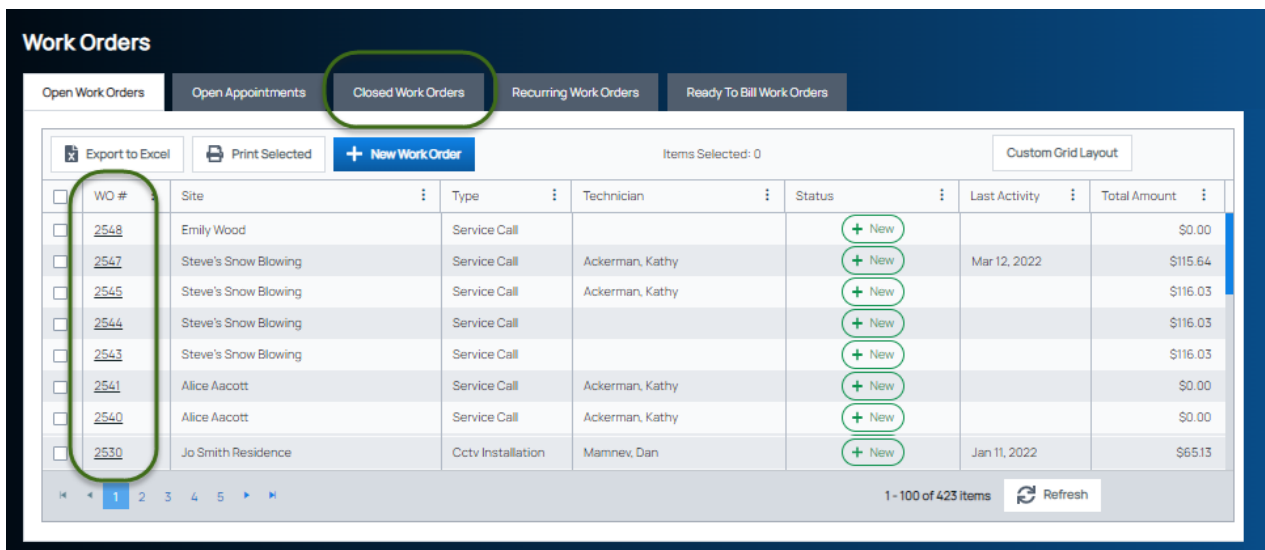
Last Modified on 05/05/2022 2:26 pm EDT

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

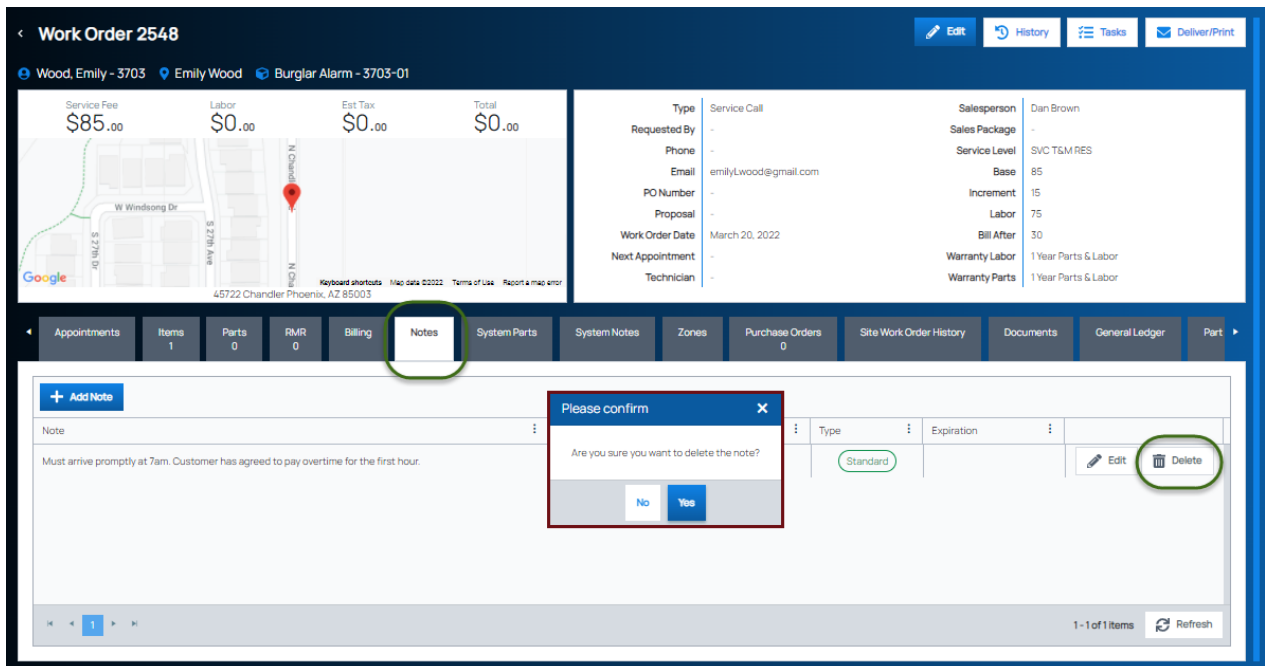
From the main menu, arrive at the Work Orders list with this path: Accounts Receivable > Work Orders.

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.



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).



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

