

# Delete a Work Order Type

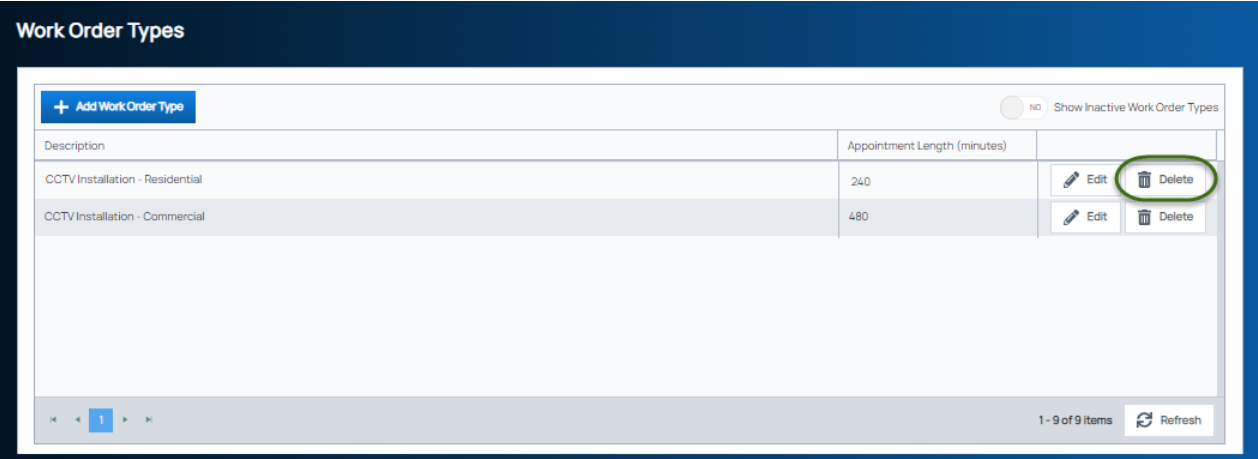
Last Modified on 04/27/2022 3:14 pm EDT

You may only delete a Work Order Type if it has never been selected on an existing Work Order record.

To delete a Work Order Type, from the main menu, arrive at the Work Order Types setup with this path: Setup > Operations > Work Order Types.

The Work Order Types list will be displayed. Locate the Work Order Type you want to delete, and then click on the Delete button.

*Note:* When the User selects Yes to accept the deletion of the record, this does not delete the value from the database, however marks the record as "Inactive". In most cases, if a setup value was previously marked as "deleted", a user is able to re-activate the deleted [inactivated] record. When selecting to view Inactive Only records, items that were previously "deleted", will appear in the inactive list.

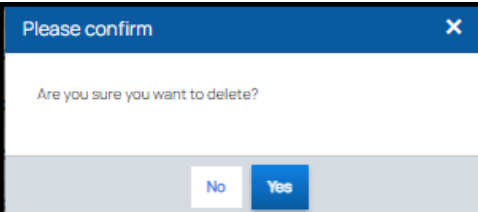


The screenshot shows the 'Work Order Types' configuration page. At the top left is a '+ Add Work Order Type' button. On the right, there is a toggle for 'Show Inactive Work Order Types' set to 'NO'. The main area contains a table with the following data:

Description	Appointment Length (minutes)	Actions
CCTV Installation - Residential	240	<a href="#">Edit</a> <a href="#">Delete</a>
CCTV Installation - Commercial	480	<a href="#">Edit</a> <a href="#">Delete</a>

At the bottom of the table, there is a pagination control showing '1' and a 'Refresh' button. The 'Delete' button for the residential type is circled in green.

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



The screenshot shows a confirmation dialog box with a blue header 'Please confirm' and a close button (X). The main text asks 'Are you sure you want to delete?'. At the bottom, there are two buttons: 'No' and 'Yes'.