

Deleting a Service

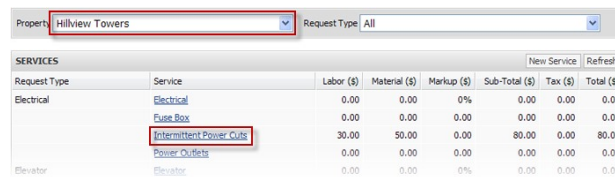
[Control Panel](#) > [Work Order](#) > [Tenant Requests](#) > [Service Schedules](#)

Deleting a Service:

1. Go to **Control Panel > Work Order > Tenant Requests > Service Schedules**.

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2. In the **Filter** section, click on the **Property** field and select the desired property from the drop-down list.



The screenshot shows a web interface for managing services. At the top, there are two dropdown menus: 'Property' set to 'Hillview Towers' and 'Request Type' set to 'All'. Below these is a table titled 'SERVICES'. The table has columns for 'Request Type', 'Service', 'Labor (\$)', 'Material (\$)', 'Markup (%)', 'Sub-Total (\$)', 'Tax (\$)', and 'Total (\$)'. The 'Intermittent Power Cube' service is highlighted with a red box.

Request Type	Service	Labor (\$)	Material (\$)	Markup (%)	Sub-Total (\$)	Tax (\$)	Total (\$)
Electrical	Electrical	0.00	0.00	0%	0.00	0.00	0.00
	Fuse Box	0.00	0.00	0.00	0.00	0.00	0.00
	Intermittent Power Cube	30.00	50.00	0.00	80.00	0.00	80.00
	Power Outlets	0.00	0.00	0.00	0.00	0.00	0.00
Elevator	Elevator	0.00	0.00	0%	0.00	0.00	0.00

3. In the **Services** section, click on the desired service. The **Edit Service** screen is now displayed.
4. Click on **Delete Service**. A pop up window will be displayed asking for confirmation. Click on **Yes** to delete service.