

View, Edit, or Delete a Service Request

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To view, edit, or delete a service request:

1. Click the  icon in the **Service Requests** column of the **Dispatches** panel.



You can also open an existing service request by double-clicking the dispatch in the **Dispatches** panel to open **Details** then clicking  **Service Requests**.

2. Click on an existing service request in the pane to the left or use the **Search requests** field to locate the request.
3. Make changes to any of the fields as needed.
4. To delete a service request, Click the  icon next to the service request you want to delete.
5. Click **Yes** to confirm.