

4. SERVICES SUB-SYSTEM

Edit Service Type

Screen Controls

Edit Service Type Screen - Details

- ▶ The [Edit Service Type Screen](#) is used to edit a service type on the system.
- ▶ All the service type details are required to edit a service type.

Edit Service Type Screen - Layout

The screenshot shows a window titled "Edit Service Type" with a standard Windows title bar (minimize, maximize, close buttons). The window contains two main input fields and two buttons at the bottom.

Name : A text box containing the word "Event". A blue number "1" is positioned to the right of the text box, and a green checkmark is to its right.

Description : A text area containing the text "These services are used for events only". A blue number "2" is positioned to the right of the text area, and a green checkmark is to its right.

Buttons: At the bottom of the window, there are two buttons: "Edit" (labeled with a blue number "3") and "OK" (labeled with a blue number "4").

Edit Service Type Screen – Controls

| No | Control Name | Description |
|----|-------------------------------------|---|
| 1 | Name Textbox | This textbox is used to enter the name of the service type. |
| 2 | Description Textbox | This textbox is used to enter the description of the service type. |
| 3 | Edit Button | This button is disabled on this screen. |
| 4 | OK Button | This button saves the service type and its new details to the system. |

Tutorial

Description

- ▶ This tutorial will show you how to maintain (update or delete) a service type on the system.
- ▶ Before maintaining a service type, the service type has to be added or already exist on the system.

Learning Outcomes

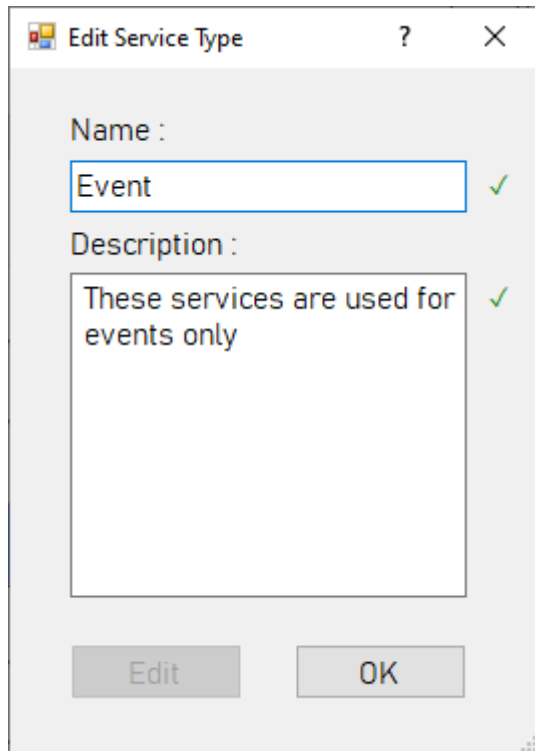
AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Edit Service Type Screen](#).
2. Successfully edit a service type on the system.
3. Successfully delete a service type from the system.

Process of Execution

EDITING A SERVICE TYPE ON THE SYSTEM:

1. Enter the service type's name and description into the on the [Edit Service Type Screen](#).



The screenshot shows a Windows-style dialog box titled "Edit Service Type". It has a standard title bar with a question mark icon and a close button (X). The dialog contains two input fields. The first is labeled "Name :" and contains the text "Event"; a green checkmark is visible to the right of the text. The second is labeled "Description :" and contains the text "These services are used for events only"; a green checkmark is also visible to the right. At the bottom of the dialog are two buttons: "Edit" and "OK".

2. Click the [OK Button](#).