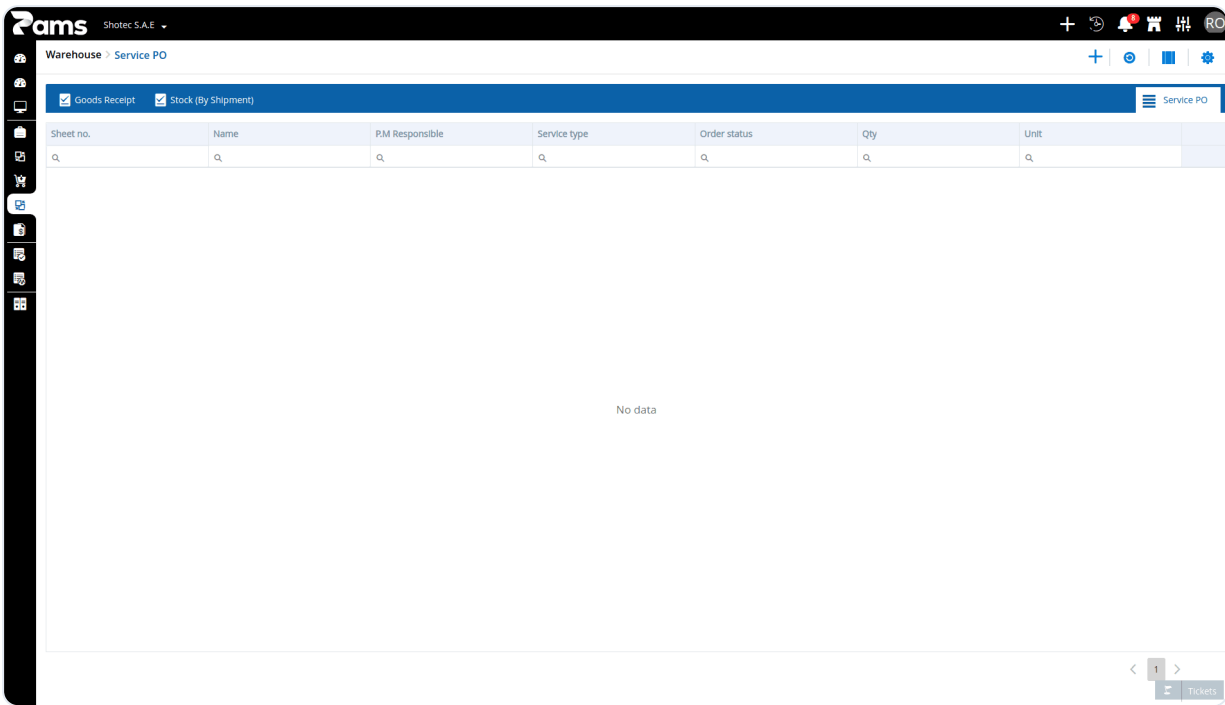


External Service

August 8, 2026

External Service

Applications > Warehouse > List



External Service

Overview

Use the External Service list in the Warehouse application to review external service records and organize the information displayed for your work. Warehouse and inventory users can search the list, apply available filters, review key details such as sheet number, responsible project manager, service type, quantity, unit, and order status, and export the displayed information when required.

Workflow

1. Open **Warehouse**, then select **external-service** to open the External Service list.

2. Review the external service records in the list. Use the available columns to identify the relevant entry, including **Sheet no.**, **Name**, **P.M Responsible**, **Service type**, **Order status**, **Qty**, and **Unit**.

Tip: Use **Order status** together with the responsible project manager and service type to focus your review on the appropriate external service work.

3. Decide whether you need to find a specific record or narrow the displayed results:
 - Enter a keyword in **Search** to locate matching records.
 - Select **Apply filter** to apply the selected filter criteria.
 - Select **Tickets** when you need to work with the available ticket view or filter option.
4. Decide whether the current list layout is suitable:
 - Select **Standard Layout** to use the standard list arrangement.
 - Select **Columns Chooser** to choose which columns are displayed.
 - Select **Add Layout** when you need an additional layout. Enter a name in **Layout name**, then select **Save**.
 - Select **Update Current** to save changes to the current layout.

Note: Use clear layout names that identify their purpose, such as “External Service by Project Manager” or “External Service Status Review”.

5. Decide whether a saved layout should be retained or removed:
 - Select **Cancel** to stop editing without saving the current changes.
 - Select **Delete Current** to remove the current layout.
 - Select **Delete** to remove the selected item when applicable.

Warning: Deleting a layout removes that saved arrangement. Review the selected layout before using **Delete Current** or **Delete**.

6. When the list contains the information you need, select **Export** to produce an export of the displayed external service data.

Examples

A warehouse manager needs to review external services assigned to a particular project manager before preparing a weekly operational update.

1. Open **Warehouse** and select **external-service**.
2. Enter the project manager's name in **Search** and select **Apply filter**.
3. Review the resulting records using **Sheet no.**, **Service type**, **Order status**, **Qty**, and **Unit**.
4. Select **Columns Chooser** and retain the columns needed for the update, such as sheet number, responsible project manager, service type, order status, quantity, and unit.
5. Select **Add Layout**, enter **Weekly External Service Review** in **Layout name**, and select **Save**.
6. Select **Export** to create an export of the filtered external service list for the weekly review.

Tips

Tip: Search before exporting so that the export contains only the external service records relevant to your current review.

Tip: Create separate layouts for different operational purposes, such as service-type review, project-manager review, or status review.

Note: If you change the displayed columns in an existing layout, select **Update Current** to retain the revised arrangement.

Troubleshooting

Symptom	Likely cause	Fix
The required external service record is not visible.	The list contains more records than can be reviewed easily.	Enter a relevant value in Search and select Apply filter .
The list does not show the information needed for review.	The current layout does not include the required columns.	Select Columns Chooser , adjust the displayed columns, and select Update Current or save a new layout.

Symptom	Likely cause	Fix
An unwanted layout change is still being edited.	The layout has not yet been saved or cancelled.	Select Cancel to stop the current edit without saving it.
The exported information is broader than expected.	The list was exported before narrowing the results.	Use Search and Apply filter before selecting Export .

Related pages

- [Delivery Note](#)
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- [Warehouse — Learning Path](#)
- [Warehouse — Overview](#)
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