



QuickStart Guide

Voiding Repair Orders

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ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to void repair orders.

1. Return all of the parts.

- a. Have the parts department remove all of the parts from the repair order.
 - A repair order with parts may not be voided.

2. Retrieve the repair order.

- a. Take option **1=Repair orders** from the Service Department menu.
- b. Key in your service writer password and press [FIELD EXIT] to display the Open Repair Orders List screen.
- c. Call up the open repair order by repair order number or key tag number.
- d. Or position to the name of the customer on the Open Repair Orders List screen and take option **2=Change** by the repair order.

3. Delete all of the jobs.

- a. Take option **4=Delete** by a job and press [ENTER] to confirm.
- b. Repeat 3a until all jobs have been removed.
 - **When the last job is removed**, the system will ask if you want to void the repair order.
- c. Press [ENTER] to confirm the void.