Void a Work Order

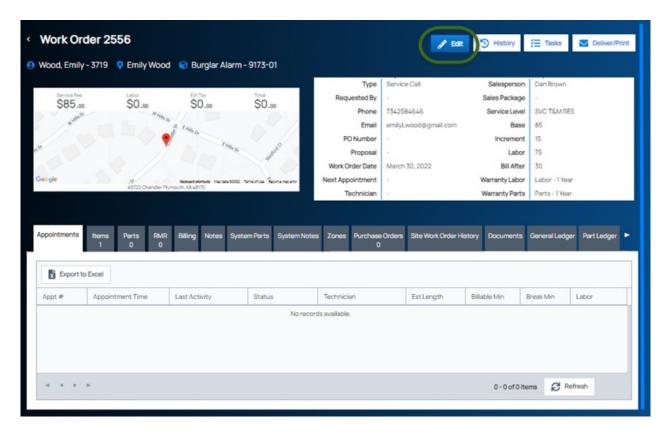
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A Work Order may be voided if necessary. Typically, this option is used if the work has been cancelled, but you still want to keep the history associated with the work order.

If there are any scheduled appointments that have not been fully dispatched, you will need to complete the dispatch or delete the appointments before the software will allow you to void the work order.

To void a work order, you may access the work order from the customer record or by selecting the work order from Accounts Receivable > Work Orders > Open Work Orders tab.

Once the work order is open on your screen, click the Edit button at the upper right of the page.



The Work Order will be displayed in edit mode. At the upper right of the page, click the Void button.

