



**VOID JOBS**

In Mitchell Connect:

- Open the claim:
  - Mark the job as "Cancelled" under "Repair Assignment".
  - Leave a note in "Journals" for the reason why the claim has been cancelled.
  - Change the job status to "Closed".

In Repair Center:

- Open Repair Center and search for the RO.
- Review the following information:
  - All customer/vehicle information is correct.
  - Dates are updated to reflect the date it is being voided.
  - Note in HUB explaining why job is being voided.
  - Parts orders have been cancelled/returned.

**NOTE: Do not void the job until all credits have been received!**

- Go to the "Accounting", "Sales" tab.
- Click "VOID JOB".
- Click "Close Job".

Note: you do not need to transfer a voided job, but if you do not close it then it will remain on your open ROs list.