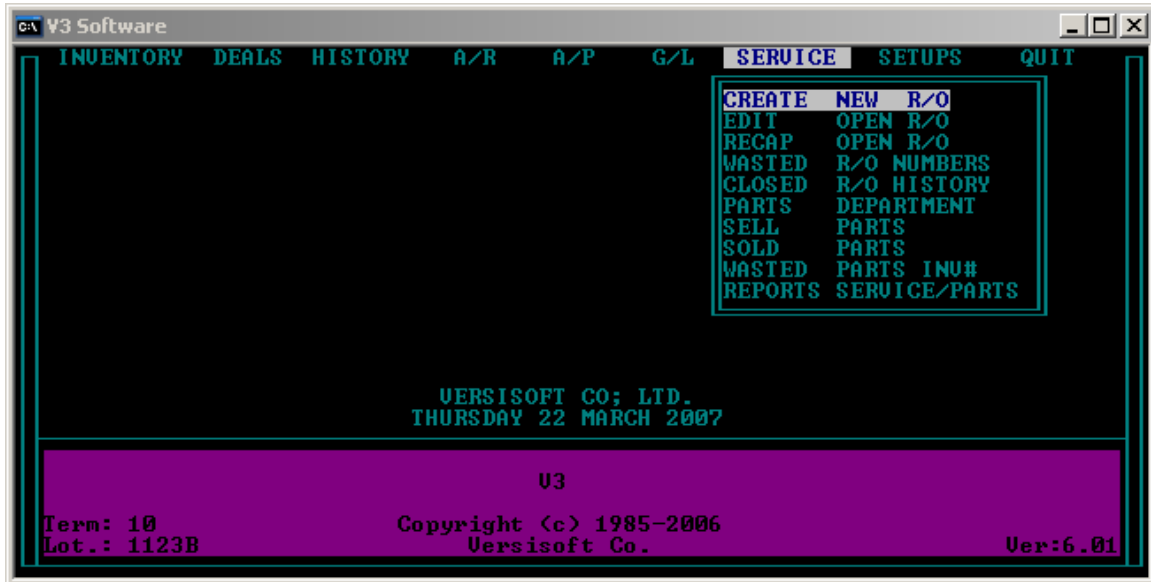


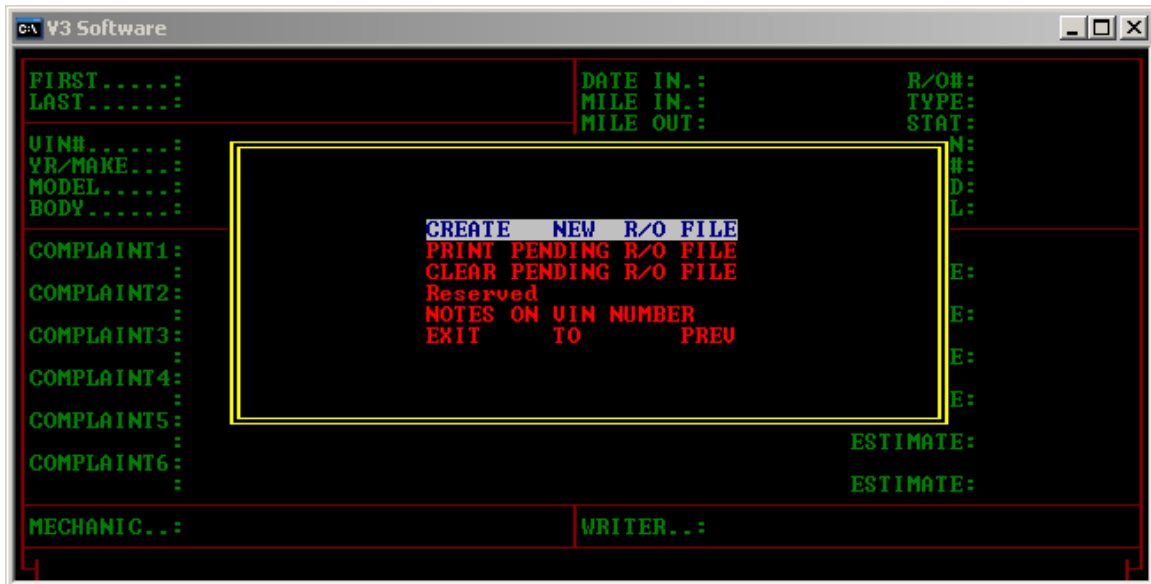


Create New R/O

The Service Department has two invoicing modules. The R/O module to create invoices with labor and the (POS) Point of Sale module to create parts only invoices.

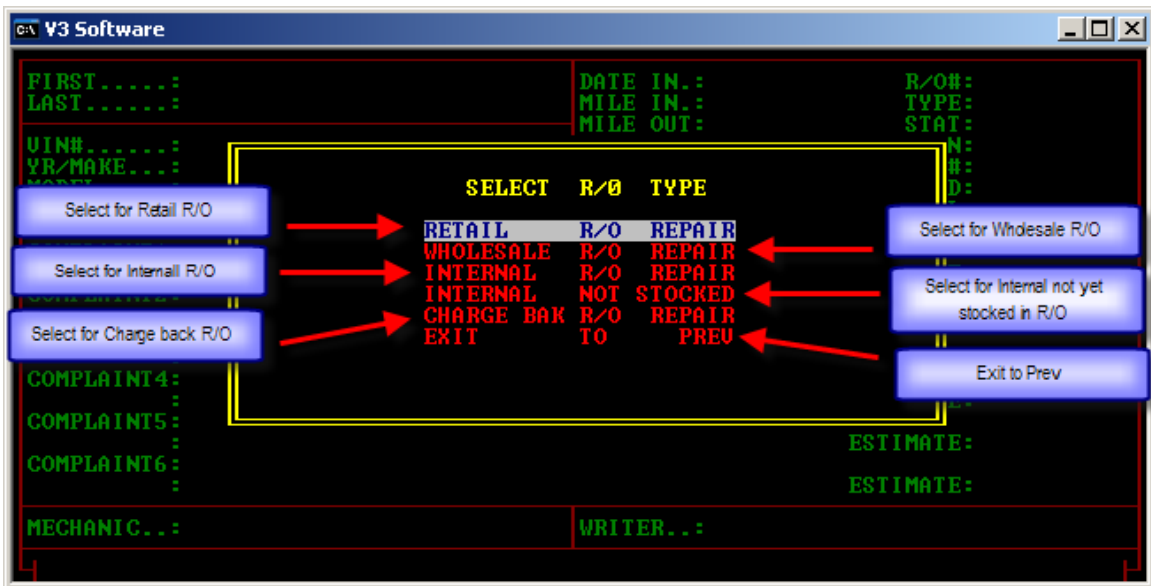


The systems allows for internal, retail and wholesale R/O's. To create a R/O highlight and press enter on **CREATE NEW R/O FILE**.

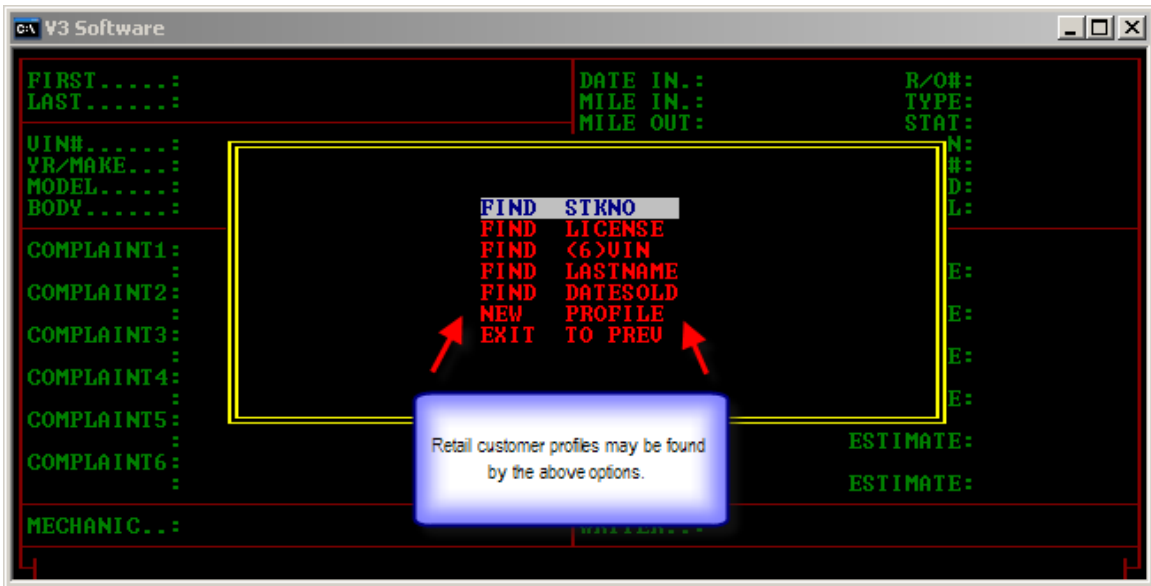




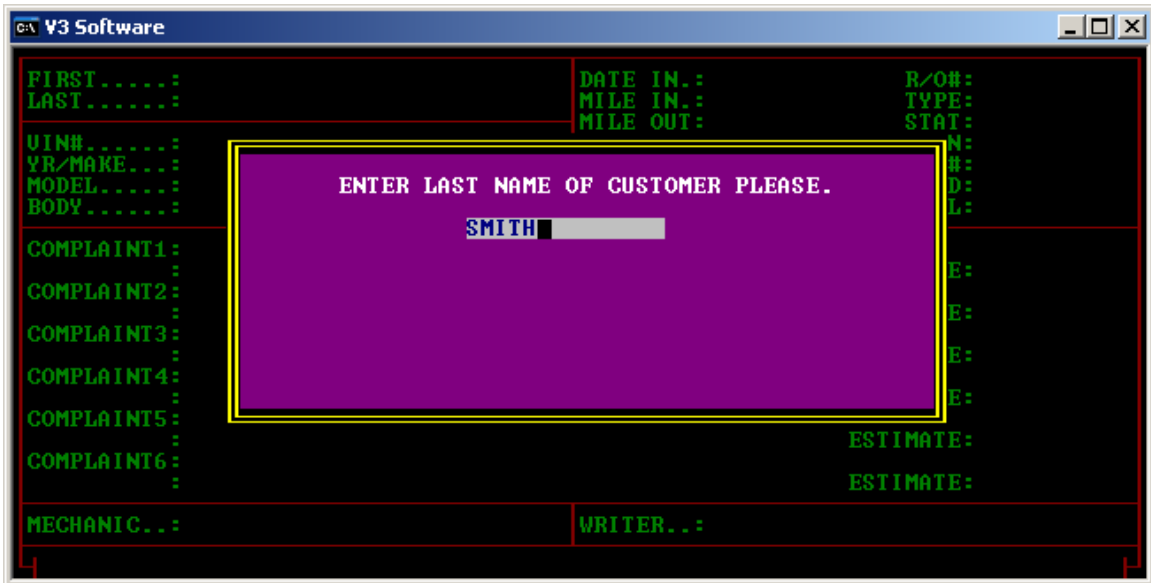
Select **NEXT R/O# IS USED AUTO**.



Select **RETAIL R/O REPAIR**.



To create a NEW PROFILE for a customers vehicle highlight and press enter on **NEW PROFILE**, otherwise you may find the customers profile by LASTNAME or LAST SIX of the VIN.



Type in customer last name to find existing profile.

FIRST.....: KYLE	DATE IN.: 03/16/2007	R/O#: 100006
LAST.....: SMITH	MILE IN.: 12,534	TYPE: RETAIL
VIN#.....: 1JH4T75GL65425698	MILE OUT: 0	STAT: PENDING
YR/MAKE...: 06 TOYOTA	DATE PRM: 03/18/2007	STKM: 2460
MODEL.....: CAMRY	TIME PRM: 15:00	LIC#: 751GJK
BODY.....: SEDAN	LOCATION: USED CARS	SOLD: 12/10/2006
	TAG NUM: 1256	TILL: 0
COMPLAINT1: CUSTOMER STATES VEHICLE STALLS AT LIGHTS.	ESTIMATE: 95.	
COMPLAINT2: LOF AND FILL FLUIDS AS NEEDED.	ESTIMATE: 0.00	
COMPLAINT3:	ESTIMATE: 0.00	
COMPLAINT4:	ESTIMATE: 0.00	
COMPLAINT5:	ESTIMATE: 0.00	
COMPLAINT6:	ESTIMATE: 0.00	
MECHANIC..:	WRITER..: ZMASTER	

Complete the fields Date in, Date promised and the separate complaints on the complaint lines available including any estimates that were given.

FIRST.....: KYLE	DATE IN.: 03/16/2007	R/O#: 100006
LAST.....: SMITH	MILE IN.: 12,534	TYPE: RETAIL
VIN#.....: 1JH4T75GL65425698	MILE OUT: 0	STAT: PENDING
YR/MAKE...: 06 TOYOTA	DATE PRM: 03/18/2007	STKM: 2460
MODEL.....: CAMRY	TIME PRM: 15:00	LIC#: 751GJK
BODY.....: SEDAN	LOCATION: USED CARS	SOLD: 12/10/2006
	TAG NUM: 1256	TILL: 0
COMPLAINT1: CUSTOMER STATES VEHICLE STALLS AT LIGHTS.	ESTIMATE: 95.00	
COMPLAINT2: LOF AND FILL FLUIDS AS NEEDED.	ESTIMATE: 0.00	
COMPLAINT3:	ESTIMATE: 0.00	
COMPLAINT4:	ESTIMATE: 0.00	
COMPLAINT5:	ESTIMATE: 0.00	
COMPLAINT6:	ESTIMATE: 0.00	
MECHANIC..: FRANK PIERCE	WRITER..: ZMASTER	

Enter the mechanic to perform the work. The mechanic must be listed in the **EMPLOYEE SETUPS** as a mechanic.

FIRST.....: KYLE	DATE IN.: 03/16/2007	R/O#: 100006			
LAST.....: SMITH	MILE IN.: 12,534	TYPE: RETAIL			
VIN#.....: 1JH4T75GL65425698	MILE OUT: 0	STAT: PENDING			
YR/MAKE...: 06 TOYOTA	DATE PRM: 03/18/2007	STKN: 2460			
MODEL.....: CAMRY	TIME PRM: 15:00	LIC#: 751GJK			
BODY.....: SEDAN	LOCATION: USED CARS	SOLD: 12/10/2006			
	TAG NUM: 1256	TILL: 0			
COMPLAINT1: CUSTOMER STATES VEHICLE STALLS AT LIGHTS.	ESTIMATE:	95.00			
COMPLAINT2: LOF AND FILL FLUIDS AS NEEDED.	ESTIMATE:	0.00			
COMPLAINT3:	ESTIMATE:	0.00			
COMPLAINT4:	ESTIMATE:	0.00			
COMPLAINT5:	ESTIMATE:	0.00			
COMPLAINT6:	ESTIMATE:	0.00			
MECHANIC..:	WRITER..: ZMASTER				
<table border="0"> <tr> <td>CONTINUE ON</td> <td>EDIT SCREEN</td> <td>DISPLAY HISTORY</td> </tr> </table>			CONTINUE ON	EDIT SCREEN	DISPLAY HISTORY
CONTINUE ON	EDIT SCREEN	DISPLAY HISTORY			

To complete the creation of the R/O highlight and press enter on **CONTINUE ON**.

FIRST.....: KYLE	DATE IN.: 03/16/2007	R/O#: 100006
LAST.....: SMITH	MILE IN.: 12,534	TYPE: RETAIL
VIN#.....: 1JH4T75GL65425698	MILE OUT: 0	STAT: PENDING
YR/MAKE...: 06 TOYOTA	DATE PRM: 03/18/2007	STKN: 2460
MODEL.....: CAMRY	TIME PRM: 15:00	LIC#: 751GJK
BODY.....: SEDAN	LOCATION: USED CARS	SOLD: 12/10/2006
	TAG NUM: 1256	TILL: 0
COMPLAINT1: CUSTOMER STATES VEHICLE STALLS AT LIGHTS.	ESTIMATE:	95.00
COMPLAINT2: LOF AND FILL FLUIDS AS NEEDED.	ESTIMATE:	0.00
COMPLAINT3:	ESTIMATE:	0.00
COMPLAINT4:	ESTIMATE:	0.00
COMPLAINT5:	ESTIMATE:	0.00
COMPLAINT6:	ESTIMATE:	0.00
MECHANIC..:	WRITER..: ZMASTER	
OK TO CREATE PERMANENT R/O.: N		

Confirm by typing "Y" for yes and press enter.

V3 software notes:
