

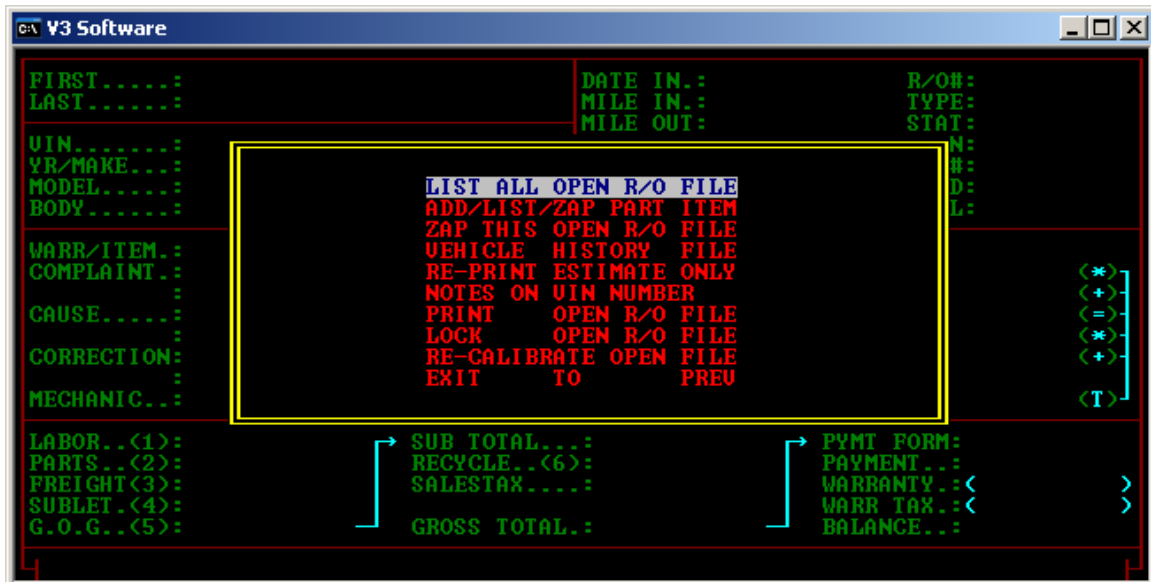


## EDIT OPEN R/O

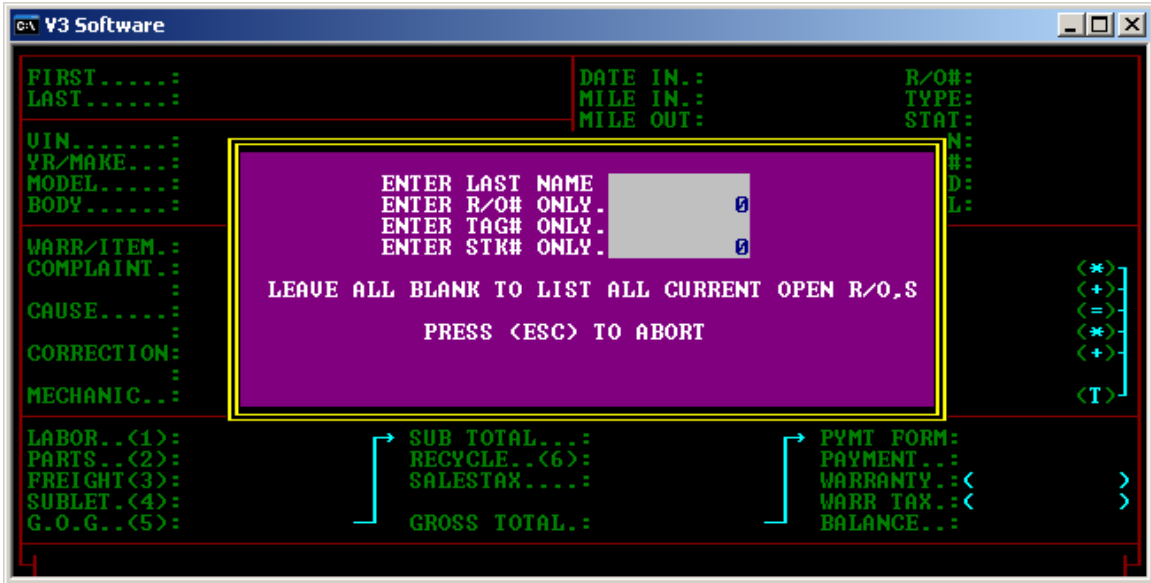
In the first step of the R/O process we created the R/O with the customer complaints. In the second step of the R/O process we will add parts and labor, cost out actual time worked, and separate out the labor by mechanic in the **EDIT OPEN R/O** module.



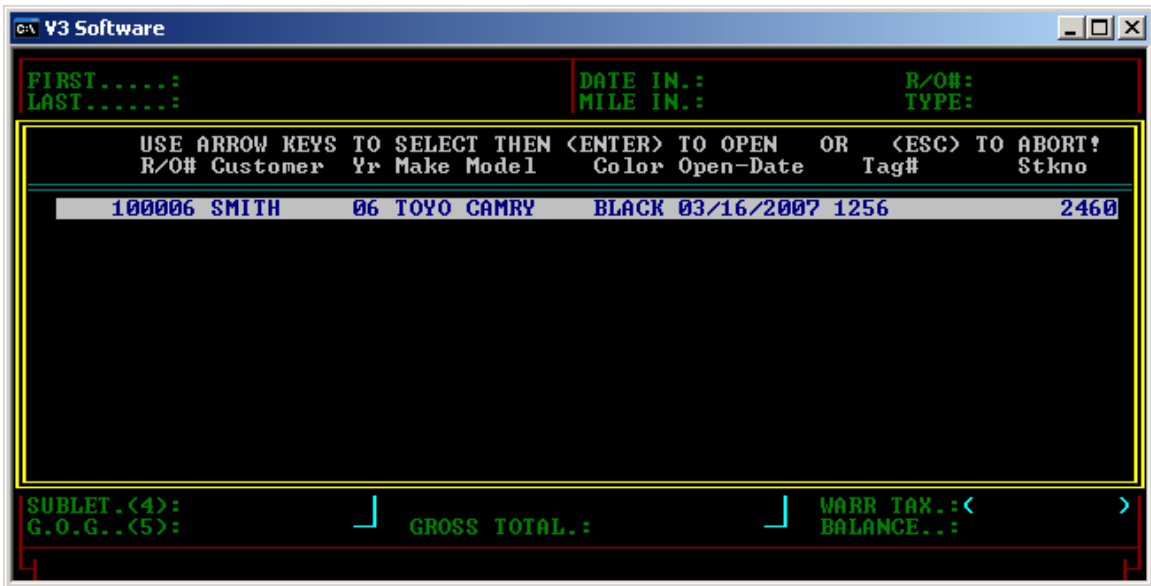
Highlight and press enter to continue.



To continue with the R/O we have created highlight and choose **LIST ALL OPEN R/O FILE**.



To find a specific R/O, find by one of the filters listed or press enter through the filters to LIST ALL.



Highlight and press enter on the target R/O.

<b>FIRST.....: KYLE</b> <b>LAST.....: SMITH</b>		<b>DATE IN.: 03/16/2007</b> <b>MILE IN.: 12,534</b> <b>MILE OUT: 0</b>	<b>R/O#: 100006</b> <b>TYPE: RETAIL</b> <b>STAT: OPEN</b>
<b>VIN.....: 1JH4T75GL65425698</b> <b>YR/MAKE...: 06 TOYOTA</b> <b>MODEL.....: CAMRY</b> <b>BODY.....: SEDAN</b>		<b>DATE PRM: 03/18/2007</b> <b>TIME PRM: 15:00</b> <b>LOCATION: USED CARS</b> <b>TAG NUM: 1256</b>	<b>STKM: 2460</b> <b>LIC#: 751GJK</b> <b>SOLD: 12/10/2006</b> <b>TILL: 2</b>
<b>WARR/ITEM.:</b> <b>COMPLAINT.:</b> <b>CAUSE.....:</b> <b>CORRECTION:</b> <b>MECHANIC...:</b>	<b>DONE:</b> <b>TIME: (*)</b> <b>RATE: (+)</b> <b>SUB.: (=)</b> <b>TAXR: (*)</b> <b>TTAX: (+)</b> <b>TOTAL (T)</b>		
<b>LABOR..(1): 80.00</b> <b>PARTS..(2): 0.00</b> <b>FREIGHT(3): 0.00</b> <b>SUBLET.(4): 0.00</b> <b>G.O.G..(5): 0.00</b>	<b>SUB TOTAL...: 80.00</b> <b>RECYCLE..(6): 3.50</b> <b>SALESTAX....: 6.85</b> <b>GROSS TOTAL.: 90.35</b>	<b>PYMT FORM:</b> <b>PAYMENT...: 0.00</b> <b>WARRANTY..(&lt; 0.00)</b> <b>WARR TAX..(&lt; 0.00)</b> <b>BALANCE...: 90.35</b>	
<b>PAYMENT/MISC    LIST ITEMS    MORE OPTIONS    EXIT TO MAIN</b>			

To list the complaint lines highlight and choose **LIST ITEMS**.

<b>FIRST.....: KYLE</b> <b>LAST.....: SMITH</b>		<b>DATE IN.: 03/16/2007</b> <b>MILE IN.: 12,534</b> <b>MILE OUT: 0</b>	<b>R/O#: 100006</b> <b>TYPE: RETAIL</b> <b>STAT: OPEN</b>
<b>VIN.....: 1J</b> <b>YR/MAKE...: 06</b> <b>MODEL.....: CA</b> <b>BODY.....: SE</b>		<b>DATE PRM: 03/18/2007</b> <b>TIME PRM: 15:00</b> <b>LOCATION: USED CARS</b> <b>TAG NUM: 1256</b>	<b>STKM: 2460</b> <b>LIC#: 751GJK</b> <b>SOLD: 12/10/2006</b> <b>TILL: 2</b>
<b>WARR/ITEM.:</b> <b>COMPLAINT.:</b> <b>CAUSE.....:</b> <b>CORRECTION:</b> <b>MECHANIC...:</b>	<b>LIST COMPLAINT LINE(1)</b> <b>LIST COMPLAINT LINE(2)</b> <b>ADD COMPLAINT LINE (*)</b> <b>DEL COMPLAINT LINE (+)</b> <b>ORDR COMPLAINT LINE (=)</b> <b>EXIT COMPLAINT LINES (*)</b> <b>(T)</b>		
<b>LABOR..(1): 80.00</b> <b>PARTS..(2): 0.00</b> <b>FREIGHT(3): 0.00</b> <b>SUBLET.(4): 0.00</b> <b>G.O.G..(5): 0.00</b>	<b>SUB TOTAL...: 80.00</b> <b>RECYCLE..(6): 3.50</b> <b>SALESTAX....: 6.85</b> <b>GROSS TOTAL.: 90.35</b>	<b>PYMT FORM:</b> <b>PAYMENT...: 0.00</b> <b>WARRANTY..(&lt; 0.00)</b> <b>WARR TAX..(&lt; 0.00)</b> <b>BALANCE...: 90.35</b>	

**LIST COMPLAINT LINE(1).**

```

V3 Software
FIRST.....: KYLE          DATE IN.: 03/16/2007  R/O#: 100006
LAST.....: SMITH         MILE IN.: 12,534    TYPE: RETAIL
                               MILE OUT: 0         STAT: OPEN
VIN.....: 1JH4T75GL65425698  DATE PRM: 03/18/2007  STKM: 2460
YR/MAKE...: 06 TOYOTA     TIME PRM: 15:00     LIC#: 751GJK
MODEL.....: CAMRY        LOCATION: USED CARS  SOLD: 12/10/2006
BODY.....: SEDAN         TAG NUM: 1256      TLL: 2

```

R/O#	Item	Warr	Complaint	Estimate	Total	Done
100006	1	N	CUSTOMER STATES VEHICLE ST	95.00	43.28	N
100006	2	N	LOF AND FILL FLUIDS AS NEE	0.00	43.28	N

```

PARTS..(2): 0.00 RECYCLE..(6): 3.50 PAYMENT..: 0.00
FREIGHT(3): 0.00 SALESTAX....: 6.85 WARRANTY..: ( 0.00)
SUBLET.(4): 0.00 GROSS TOTAL.: 90.35 WARR TAX..: ( 0.00)
G.O.G..(5): 0.00 BALANCE...: 90.35

```

Highlight the target complaint line to edit the labor time/costs.

```

V3 Software
FIRST.....: KYLE          DATE IN.: 03/16/2007  R/O#: 100006
LAST.....: SMITH         MILE IN.: 12,534    TYPE: RETAIL
                               MILE OUT: 0         STAT: OPEN
VIN.....: 1JH4T75GL65425698  DATE PRM: 03/18/2007  STKM: 2460
YR/MAKE...: 06 TOYOTA     TIME PRM: 15:00     LIC#: 751GJK
MODEL.....: CAMRY        LOCATION: USED CARS  SOLD: 12/10/2006
BODY.....: SEDAN         TAG NUM: 1256      TLL: 2

```

WARR/ITEM	COMPLAINT	CAUSE	CORRECTION	MECHANIC	DONE	TIME	RATE	SUB	TAXR	TTAX	TOTAL
N 1	CUSTOMER STATES VEHICLE STALLS AT LIGHTS.	DIRTY AIR FILTER COMBINED WITH BAD GAS	INSTALLED NEW AIR FILTER AND FLUSHED TANK		Y	2.50	40.00	100.00	8.20	8.20	108.20

```

LABOR..(1): 80.00 SUB TOTAL...: 80.00 PYMT FORM:
PARTS..(2): 0.00 RECYCLE..(6): 3.50 PAYMENT..: 0.00
FREIGHT(3): 0.00 SALESTAX....: 6.85 WARRANTY..: ( 0.00)
SUBLET.(4): 0.00 GROSS TOTAL.: 90.35 WARR TAX..: ( 0.00)
G.O.G..(5): 0.00 BALANCE...: 90.35

```

Complete the **CAUSE AND CORRECTION** lines. Change the **DONE** flag to "Y" to reflect the work is complete and enter the labor time to charge.

FIRST.....: KYLE	DATE IN.: 03/16/2007	R/O#: 100006
LAST.....: SMITH	MILE IN.: 12,534	TYPE: RETAIL
UIN.....: 1JH4T75GL65425698	MILE OUT: 0	STAT: OPEN
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: 2
WARR/ITEM.: N 1	DONE: Y	
COMPLAINT.: CUSTOMER STATES VEHIC	TIME WORK: 1.20	TIME: 2.50 (*)
CAUSE.....: DIRTY AIR FILTER COMB	COST HOUR: 15.00	RATE: 40.00 (+)
	TTL COST: 18.00	SUB.: 100.00 (=)
CORRECTION: INSTALLED NEW AIR FIL	GROSS.....: 82.00	TAXR: 8.20 (*)
MECHANIC..:		TTAX: 8.20 (+)
		TOTAL 108.20 (T)
LABOR..(1): 80.00	SUB TOTAL...: 80.00	PYMT FORM:
PARTS..(2): 0.00	RECYCLE..(6): 3.50	PAYMENT..: 0.00
FREIGHT(3): 0.00	SALESTAX....: 6.85	WARRANTY.: < 0.00>
SUBLET.(4): 0.00		WARR TAX.: < 0.00>
G.O.G..(5): 0.00	GROSS TOTAL.: 90.35	BALANCE..: 90.35

Enter the **COST** time worked and hour. Note that the gross reflects upon editing the labor costs.

FIRST.....: KYLE	DATE IN.: 03/16/2007	R/O#: 100006
LAST.....: SMITH	MILE IN.: 12,534	TYPE: RETAIL
UIN.....: 1JH4T75GL65425698	MILE OUT: 0	STAT: OPEN
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: 2
WARR/ITEM.: N 1	DONE: Y	
COMPLAINT.: CUSTOMER STATES VEHICLE STALLS AT LIGHTS.	TIME: 2.50 (*)	
CAUSE.....: DIRTY AIR FILTER COMBINED WITH BAD GAS	RATE: 40.00 (+)	
	SUB.: 100.00 (=)	
CORRECTION: INSTALLED NEW AIR FILTER AND FLUSHED TANK	TAXR: 8.20 (*)	
MECHANIC..:	TTAX: 8.20 (+)	
	TOTAL 108.20 (T)	
LABOR..(1): 140.00	SUB TOTAL...: 140.00	PYMT FORM:
PARTS..(2): 0.00	RECYCLE..(6): 3.50	PAYMENT..: 0.00
FREIGHT(3): 0.00	SALESTAX....: 11.77	WARRANTY.: < 0.00>
SUBLET.(4): 0.00		WARR TAX.: < 0.00>
G.O.G..(5): 0.00	GROSS TOTAL.: 155.27	BALANCE..: 155.27
PAYMENT/MISC    LIST ITEMS    MORE OPTIONS    EXIT TO MAIN		

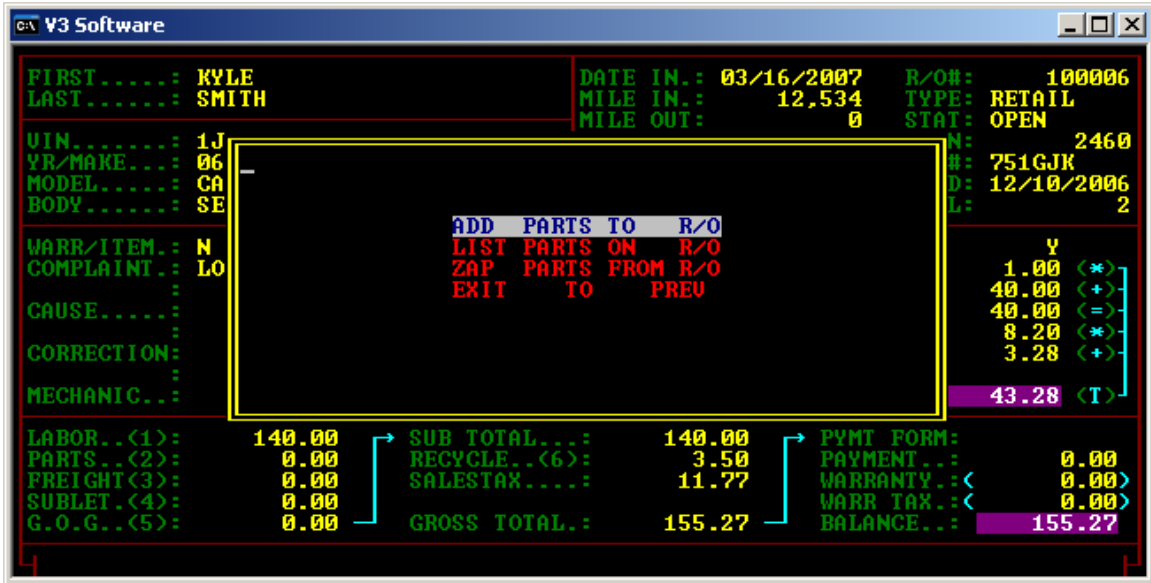
Repeat the last steps until all the complaint lines have been costed out.

<b>FIRST.....: KYLE</b> <b>LAST.....: SMITH</b>		<b>DATE IN.: 03/16/2007</b> <b>MILE IN.: 12,534</b> <b>MILE OUT: 0</b>		<b>R/O#: 100006</b> <b>TYPE: RETAIL</b> <b>STAT: OPEN</b>	
<b>VIN.....: 1JH4T75GL65425698</b> <b>YR/MAKE...: 06 TOYOTA</b> <b>MODEL.....: CAMRY</b> <b>BODY.....: SEDAN</b>		<b>DATE PRM: 03/18/2007</b> <b>TIME PRM: 15:00</b> <b>LOCATION: USED CARS</b> <b>TAG NUM: 1256</b>		<b>STKM: 2460</b> <b>LIC#: 751GJK</b> <b>SOLD: 12/10/2006</b> <b>TILL: 2</b>	
<b>WARR/ITEM.: N 2</b> <b>COMPLAINT.: LOF AND FILL FLUIDS AS NEEDED.</b> <b>CAUSE.....:</b> <b>CORRECTION:</b> <b>MECHANIC...:</b>		<b>DONE: Y</b> <b>TIME: 1.00 (*-&gt;)</b> <b>RATE: 40.00 (+-&gt;)</b> <b>SUB.: 40.00 (=-&gt;)</b> <b>TAXR: 8.20 (*-&gt;)</b> <b>TTAX: 3.28 (+-&gt;)</b> <b>TOTAL 43.28 (T-&gt;)</b>			
<b>LABOR..(1): 140.00</b> <b>PARTS..(2): 0.00</b> <b>FREIGHT(3): 0.00</b> <b>SUBLET.(4): 0.00</b> <b>G.O.G..(5): 0.00</b>		<b>SUB TOTAL...: 140.00</b> <b>RECYCLE..(6): 3.50</b> <b>SALESTAX...: 11.77</b> <b>GROSS TOTAL.: 155.27</b>		<b>PYMT FORM:</b> <b>PAYMENT...: 0.00</b> <b>WARRANTY..(&lt; 0.00)</b> <b>WARR TAX..(&lt; 0.00)</b> <b>BALANCE...: 155.27</b>	
<b>PAYMENT/MISC</b>		<b>LIST ITEMS</b>		<b>MORE OPTIONS</b>	

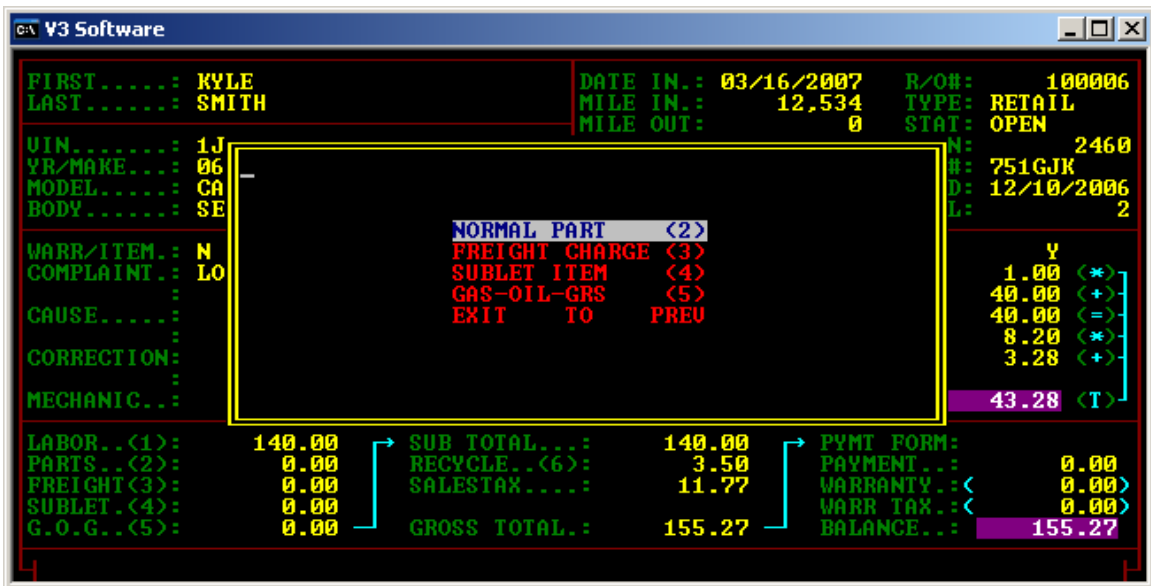
Go to **MORE OPTIONS** to add parts.

<b>FIRST.....: KYLE</b> <b>LAST.....: SMITH</b>		<b>DATE IN.: 03/16/2007</b> <b>MILE IN.: 12,534</b> <b>MILE OUT: 0</b>		<b>R/O#: 100006</b> <b>TYPE: RETAIL</b> <b>STAT: OPEN</b>	
<b>VIN.....: 1J</b> <b>YR/MAKE...: 06</b> <b>MODEL.....: CA</b> <b>BODY.....: SE</b>		<b>N: 2460</b> <b>#: 751GJK</b> <b>D: 12/10/2006</b> <b>L: 2</b>			
<b>WARR/ITEM.: N</b> <b>COMPLAINT.: LO</b> <b>CAUSE.....:</b> <b>CORRECTION:</b> <b>MECHANIC...:</b>		<b>LIST ALL OPEN R/O FILE</b> <b>ADD/LIST/ZAP PART ITEM</b> <b>ZAP THIS OPEN R/O FILE</b> <b>VEHICLE HISTORY FILE</b> <b>RE-PRINT ESTIMATE ONLY</b> <b>NOTES ON VIN NUMBER</b> <b>PRINT OPEN R/O FILE</b> <b>LOCK OPEN R/O FILE</b> <b>RE-CALIBRATE OPEN FILE</b> <b>EXIT TO PREV</b>		<b>DONE: Y</b> <b>TIME: 1.00 (*-&gt;)</b> <b>RATE: 40.00 (+-&gt;)</b> <b>SUB.: 40.00 (=-&gt;)</b> <b>TAXR: 8.20 (*-&gt;)</b> <b>TTAX: 3.28 (+-&gt;)</b> <b>TOTAL 43.28 (T-&gt;)</b>	
<b>LABOR..(1): 140.00</b> <b>PARTS..(2): 0.00</b> <b>FREIGHT(3): 0.00</b> <b>SUBLET.(4): 0.00</b> <b>G.O.G..(5): 0.00</b>		<b>SUB TOTAL...: 140.00</b> <b>RECYCLE..(6): 3.50</b> <b>SALESTAX...: 11.77</b> <b>GROSS TOTAL.: 155.27</b>		<b>PYMT FORM:</b> <b>PAYMENT...: 0.00</b> <b>WARRANTY..(&lt; 0.00)</b> <b>WARR TAX..(&lt; 0.00)</b> <b>BALANCE...: 155.27</b>	

Highlight and press enter on **ADD/LIST/ZAP PART ITEM**.



Highlight and press enter on **ADD PARTS TO R/O**.



Choose the type of part to enter by highlighting and pressing enter.

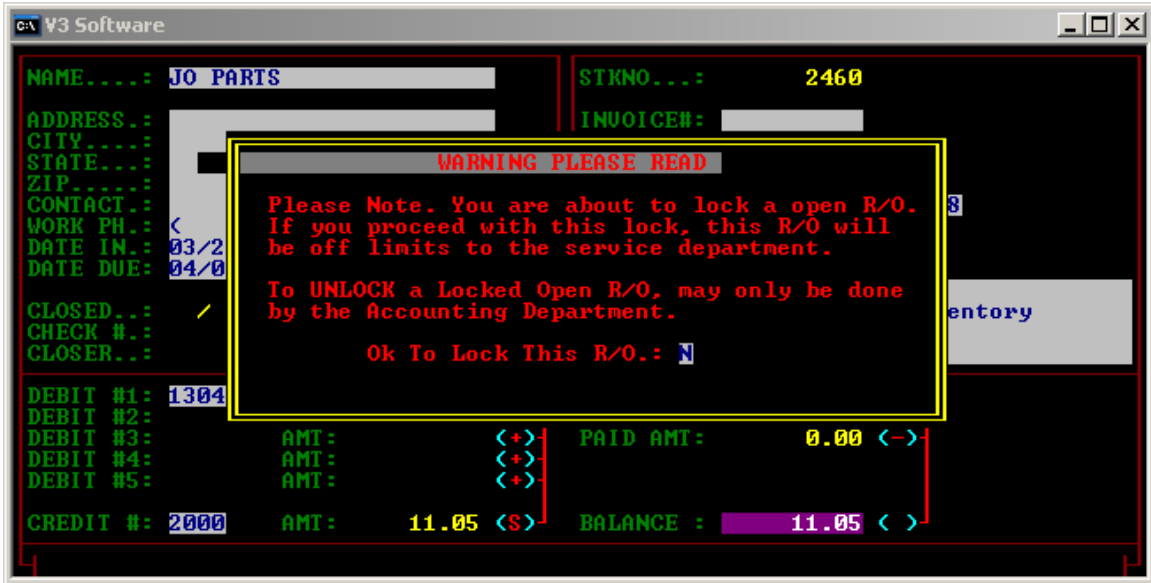
QTY	PART #	PART DESC	UNIT EACH	SUB TTL	
1.00	FILTER	AIR FILTER	25.00	25.00	
INU#:			11.05		
TAXRATE:	8.20	SALES TAX:	2.05	NET AMOUNT:	27.05
OK TO POST PART TO OPEN R/O: Y					

Enter the parts and key in the COMPLAINT LINE # into the ITEM # for cross reference. Confirm part posting with “Y”.

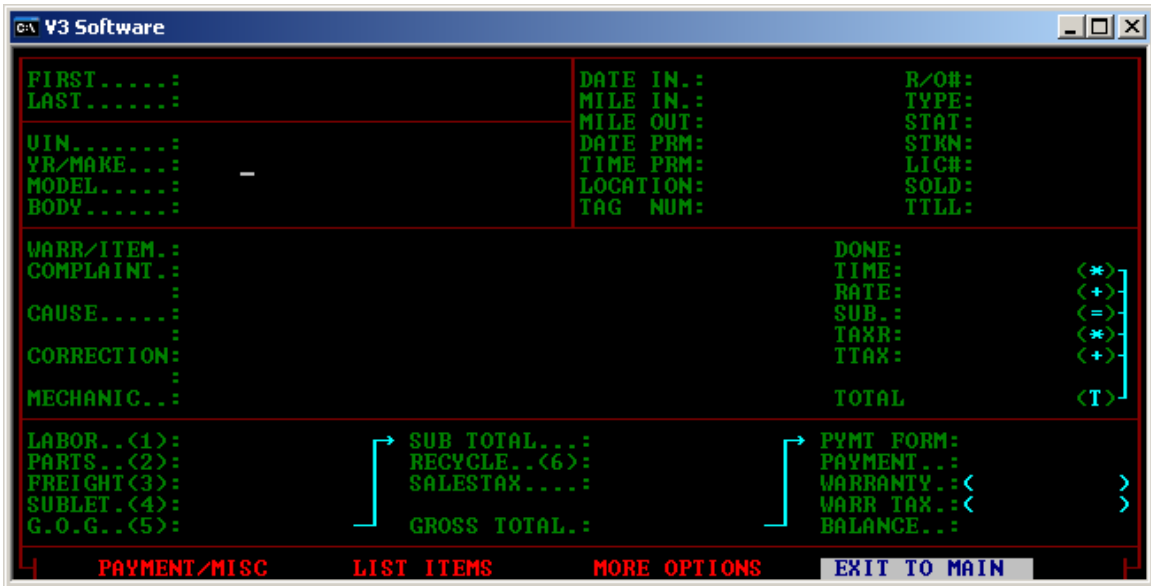
QTY	PART #	PART DESC	UNIT EACH	SUB TTL	
1.00	FILTER	AIR FILTER	25.00	25.00	
INU#:			11.05		
TAXRATE:	8.20	SALES TAX:	2.05	NET AMOUNT:	27.05
<input type="button" value="ADD MORE PARTS"/> <input type="button" value="RE-EDIT PART"/> <input type="button" value="EXIT TO MAIN"/>					

Repeat ADD MORE PARTS until all parts are entered to R/O.





Confirm LOCK by entering “Y” for yes.



**EXIT TO MAIN** and continue on to **RECAP OPEN R/O** to close and post to history and accounting.

V3 software notes:

---

---

---

---

---