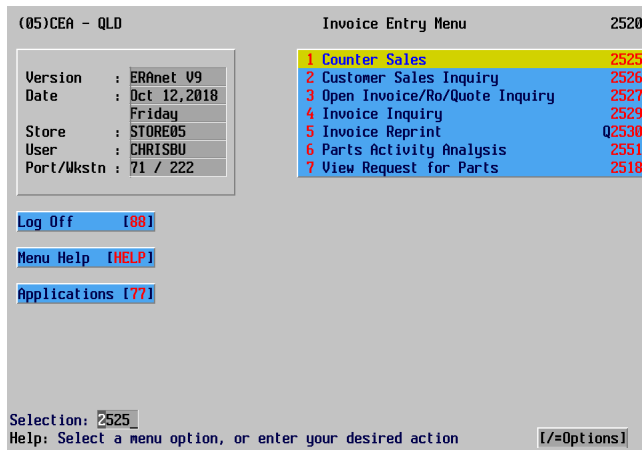


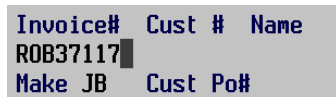
Processing an RO request

Workshop technicians and service staff will request parts for jobs that are either currently being worked on or are booked in for a future date. This procedure will show how to book parts to repair orders (RO's).

1. From the main screen, type "2525" and press enter.



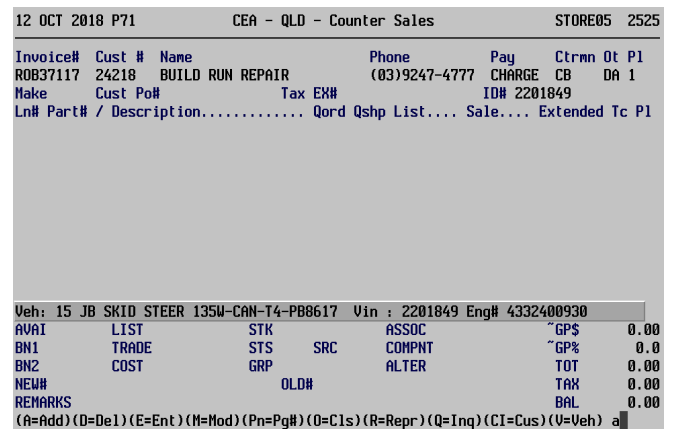
2. Type the RO number as shown and press enter twice.



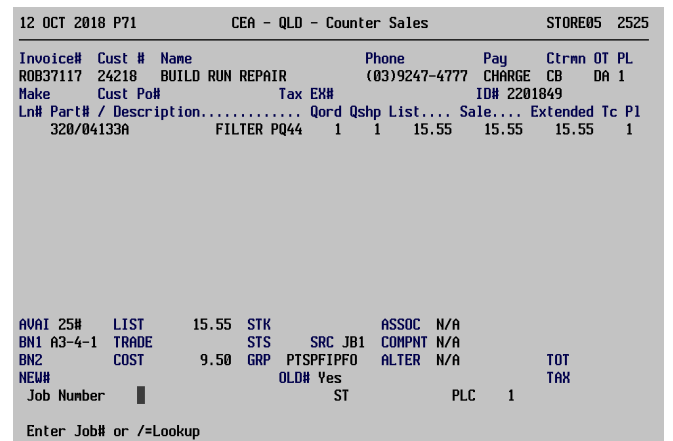
3. Occasionally a customer note will appear on the screen. Press "x" once the note has been read to clear it from the screen.



4. Enter you counterman ID and press enter, press enter again to skip the order type field. Your cursor should be at the bottom of the screen now. Type "a" and press enter to add parts to the RO.



5. Type the part number, press enter, then the quantity required and enter again.



6. The next step is to allocate the part to a job on that RO. This part is an oil filter so press "/" to lookup the jobs on the RO and find the one labelled service. Press enter to select it then enter two more times to return to the part addition screen.

7. After all the parts have been added to the RO, it's time to pick them. Press "e" and enter to go to the close out screen and press "e" and enter again, then "p" to print a picking ticket.

Picking parts for RO's

Once picked, parts for RO's are to be placed on the workshop shelves and the pick ticket is to be put with the parts using the magnetic bulldog clips provided.