

The next section is for general RO information. The Shop ID can be set as a default. Remember you can have multiple shops! Repair Class and Delay Code are optional. They are also User Defined fields if you would like to change their label in order to use that field for an in-house code.

Shop Information

Shop ID	01		Order Date	
Promised	08/29/16	At	:	Completed
Down Date	08/29/16	At	:	Repair Class
				Delay Code

The next section is for meter information and is optional. If you are using one of the possible 3 meters on the vehicle the "last" line will fill in automatically; pulling from the last RO entered for that vehicle OR the optional fuel entry section OR Dispatch/Tickets if you use those modules. You fill in the current meter reading.

Meter Data

	Hub	Speed	Chr
Current	0.0	0.0	0.0
Last	0.0	0.0	0.0

The next sections are for Services and Parts. These are like our other browsers; the columns can be user defined and changed if so desired in the screen setup.

Services

SERVID	Service Desc	MCH_NO	Hours	Total Chg	SERV TAX
			0.00	0.00	

Add Edit Delete Services Total 0.00

Parts

PART_NO	PQTY	PRICE	PARTTOT	PCOST
	0.000	0.00	0.00	0.00

Add Edit Delete Parts Total 0.00

The bottom section has an optional User ID field, optional Miscellaneous charge field and optional Sales Tax area. If you are doing a Sales to Customer RO you can setup the tax rate in each Customer and Customers can of course have different tax rates! The tax is then automatically calculated on the Services and/or Parts that you have marked as taxable in their master files.

A screenshot of a software interface showing a form with the following fields and values:

- User: [Empty text box]
- Misc Chrg: 0.00
- Ok: [Button]
- Cancel: [Button]
- Tax Rate: 0.000
- Tax: 0.00
- RO Total: 0.00

The Repair Order Browser as with most of our browsers can be user defined as to what information you would like at your finger tips by choosing your own columns.

A screenshot of a 'Repair Orders' browser window. The window title is 'Repair Orders'. It displays a table with the following columns: D, T, Order #, Status, ID, MaintDate, Finished, Posted, Serv Chg, Parts Chg, TAX, N, CUSTNO, and TOTAL. The table contains 15 rows of data, with the first row highlighted in blue. Below the table is a toolbar with buttons for Edit-F2, Delete-F3, Add-F4, Index, Search, Notes, Print, Pgst, and Image.

D	T	Order #	Status	ID	MaintDate	Finished	Posted	Serv Chg	Parts Chg	TAX	N	CUSTNO	TOTAL
1		200117	OPEN...	CU-100	04/20/15	//	//	54.45	0.00	0.00		15110	54.45
V		200118	OPEN...	2407	04/20/15	//	//	30.00	5.00	0.00			35.00
1		200121	OPEN...	2001	08/24/16	//	//	100.00	0.00	0.00		15110	100.00
1		200122	POSTED	2002	08/24/16	01/24/17	01/24/17	100.00	1675.00	67.00		15110	1842.00
1		200123	OPEN...	2008	08/29/16	//	//	100.00	0.00	0.00		TEST01	100.00
1		200124	OPEN...	102	08/29/16	//	//	250.00	0.00	0.72		15110	250.72
1		200125	OPEN...	284155	08/29/16	//	//	100.00	0.00	0.00		45294	100.00
V		200126	OPEN...	MY HO...	12/28/16	//	//	56.35	0.00	0.00			56.35
1		200127	POSTED	MY HO...	12/28/16	01/17/17	01/17/17	79.00	0.00	0.00		15110	79.00
V		200128	OPEN...	9907	01/17/17	01/17/17	//	0.00	0.00	0.00			0.00
V		200129	OPEN...	9907	01/17/17	01/10/17	//	0.00	0.00	0.00			0.00
2		200130	POSTED	2001	01/31/17	01/31/99	01/31/17	0.00	505.00	0.00		TEST01	505.00
2		200131	OPEN...	2704	01/31/17	//	//	175.17	0.00	0.00		TEST01	175.17

By using the Index button you can choose to see ALL of your RO's or only your UNPOSTED ones, and you can choose to sort between 3 different options. You can have notes on repair orders and a column can be used to signify that a note exists. You can also have an Image associated with the RO. RO Images are handy for many situations, whether it is pictures of damage to the vehicle, or a scan of the Vendor Invoice or any idea you can think of! You are also not limited to image file types, you can use PDFs or Word documents too!

You have two choices when you Print a RO. The full RO Print option is handy to give your shop personnel on a clip board so they can note each item they need to attend to and make their own notes on the parts, services and time spent. You can choose to print Detailed or Summary. You can also print an Invoice. You can choose to add the RO notes to the invoice and there is a user defined RO disclaimer added to the bottom of the Invoice.

Posting once a RO once it is completed adjusts the Parts Master file as needed and sends information to your accounting module if you are set up accordingly.