

## Rental Leasing Services

<b>Subject:</b>	Vehicle Repair Order Screen
<b>Procedure No.</b>	F 0401 – 0207
<b>Distribution:</b>	Branch Managers, CSC's, DM's, GM, Traffic, Reservations, Risk Dept, Sales, Accounting, Training Dept. & President
<b>Date:</b>	February 6, 2007
<b>Company Wide Implementation Date:</b>	February 19, 2007
<b>Replaces Procedure:</b>	F 0401 – 1205, Dated December 13, 2005
<b>Other References:</b>	Procedure No. F 0101 -1204, Vehicle Damage Definitions and Vehicle Movement Process, F 0201 – 1204, Vehicle Service Delivery Standards, R 0101 – 0104, Vehicle Incident Reports & Claims Set Up
<b>Purpose</b>	<p><b>To Communicate:</b></p> <ul style="list-style-type: none"> <li>• How To Complete the Repair Order Screen for Vehicles Going To A Vendor</li> <li>• How To Complete the Repair Order Screen for Vehicles Returning From A Vendor</li> </ul>

## Rental Leasing Services

How To Complete the Repair Order Screen for Vehicles Going To A Vendor

- Click on the “Add a Record” Icon
- Type in the “Unit #” and Tab Out of the field – the vehicles’ mileage will show in the “Odometer Out” field
- Click on the Binoculars in the “Shop Name” field

**Repair Orders**

General

Repair Order ID: 68595      Product: Vehicles      Unit #: 10001

Shop Name: MERCHANT'S TIRE & AUTO CENTERS      Create

Repair Type: 60-Oil Filter Air Pres & Rotate Tire

Loc. Out: HGR      Date Out: 04/09/2005      8.00      Odom. Out: 16,577

Date Due: 04/19/2006      8.18

Loc. In: HGR      Date In: 04/11/2005      8.18      Odom. In: 16,577

Repair Summary: OIL CHANGE      Problems      Status In:

Notes: DONE

Total Parts Cost: 0.00      Total Labor Cost: 0.00

Choose this option to view existing records

The Vendor Lookup screen will appear.

- Change the Company Type field to “All”
- In the Name Begins field type in the first name or the first three letters of the shop’s name
- Tab out of the field
- Select the Shop

**Lookup**

Company Type: All      Name Begins: JUST       Direct Bill Companies Only

A/R#:      Phone:     

Green rows indicate (C)orporate local companies with associated sales rep.

Company	Type	City	Company Address	Billing Phone#	A/R#
JUST A MITE INC	C	WASHINGTON	3107 WESTOVER D	2024387439	
JUST IN TIME CATERING	C	Rosedale	1559 STONEWOOD	4432776642	
JUST MAKING CHILDREN INF	C	BALTIMORE	2502 EUTAW PLACE	4438021007	
JUST RIGHT TRUCKING	C	BALTIMORE	4602 WILLSHIRE AV		
JUST SATELLITES AND CABL	C	RUXTON	3615 OAK AVENUE	4438384437	
JUST TIRES OF LAUREL	R	LAUREL	131 SECOND ST		

OK      Cancel

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The Repair Order screen will return.

- Select the “Repair Type” using the drop down arrow
- Select the vehicle’s new status in the “Status In” field using the drop down arrow

Repair Orders

General

Repair Order ID: 45716 Product: Vehicles Unit #: 47018

Shop Name: JUST TIRES OF LAUREL Create

Repair Type: 60-Oil Filter Air Pres & Rotate Tire

Loc. Out: LR Date Out: 02/06/2007 12.27 Odom. Out: 18,020

Date Due: 02/07/2007 12.27

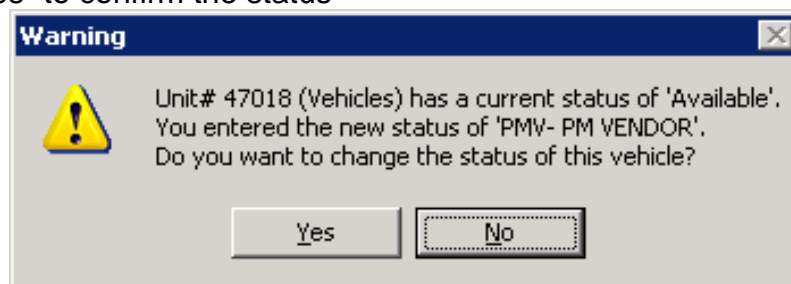
Loc. In: LR Date In: / / 0.00 Odom. In: 0

Repair Summary: Problems Status In: PMV- PM VENDOR

Notes:

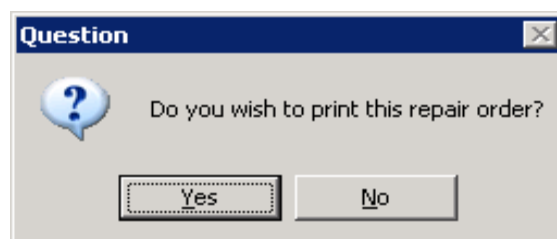
Total Parts Cost: 0.00 Total Labor Cost: 0.00

- Save the Repair - a pop up message will appear for you to confirm the vehicle’s new status
- Click “Yes” to confirm the status



A print – pop up message will appear

- You may click “No” to the print message



## Rental Leasing Services

How To Complete the Repair Order Screen for Vehicles Returning From A Vendor

- Click on the Binoculars to get to the unit Lookup screen

The screenshot shows the 'Repair Orders' window with a 'Lookup a record' button at the top. The 'General' tab is active, displaying various input fields for repair order information. The 'Unit #' field is highlighted with a binoculars icon, indicating it is the focus of the current step.

Repair Order ID:	68595	Product:	Vehicles	Unit #:	10001	
Shop Name:	MERCHANT'S TIRE & AUTO CENTERS	Repair Type:	60-Oil Filter Air Pres & Rotate Tire			
Loc. Out:	HGR	Date Out:	04/09/2005	8.00	Odom. Out:	16,577
		Date Due:	04/19/2006	8.18		
Loc. In:	HGR	Date In:	04/11/2005	8.18	Odom. In:	16,577
Repair Summary:	OIL CHANGE	Problems		Status In:		
Notes:	DONE					
Total Parts Cost:	0.00	Total Labor Cost:	0.00			

Choose this option to view existing records

- Type in the Unit# - Tab Out of the field
- Select the Open Repair Order for the unit

The screenshot shows the 'Lookup' window with radio buttons for 'Open Repair Orders' (selected) and 'All Repair Orders'. The 'Unit #' field is set to 47018. A table below displays the search results, with the first row highlighted in blue. An arrow points to the 'Unit #' field in the top right corner.

Product	Unit #	Repair ID#	Date Out	Date In	Repair Summary
Vehicles	47018	45716	02/06/2007		60-Oil Filter Air Pres & Rotat

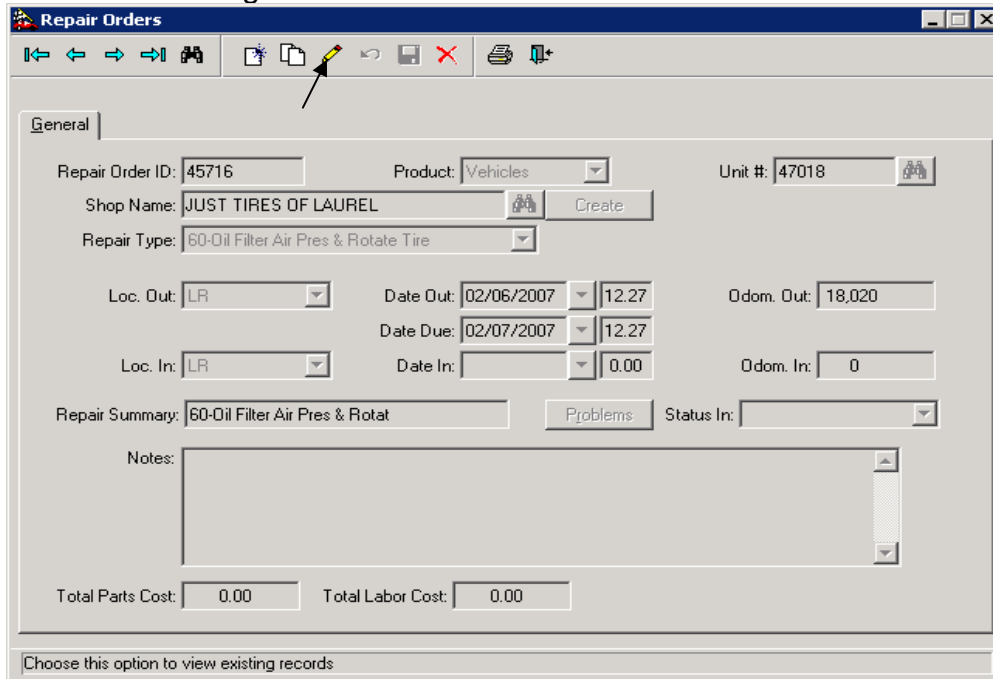
Sold Vehicles are shown in color.

OK Cancel

## Rental Leasing Services

The Repair Order screen will return

- Click on the “Change this record” icon



The screenshot shows the 'Repair Orders' application window. The 'General' tab is active. The form contains the following fields and values:

- Repair Order ID: 45716
- Product: Vehicles
- Unit #: 47018
- Shop Name: JUST TIRES OF LAUREL
- Repair Type: 60-Oil Filter Air Pres & Rotate Tire
- Loc. Out: LR
- Date Out: 02/06/2007 12.27
- Odom. Out: 18,020
- Loc. In: LR
- Date In: (empty)
- Odom. In: 0
- Repair Summary: 60-Oil Filter Air Pres & Rotat
- Status In: (empty)
- Notes: (empty text area)
- Total Parts Cost: 0.00
- Total Labor Cost: 0.00

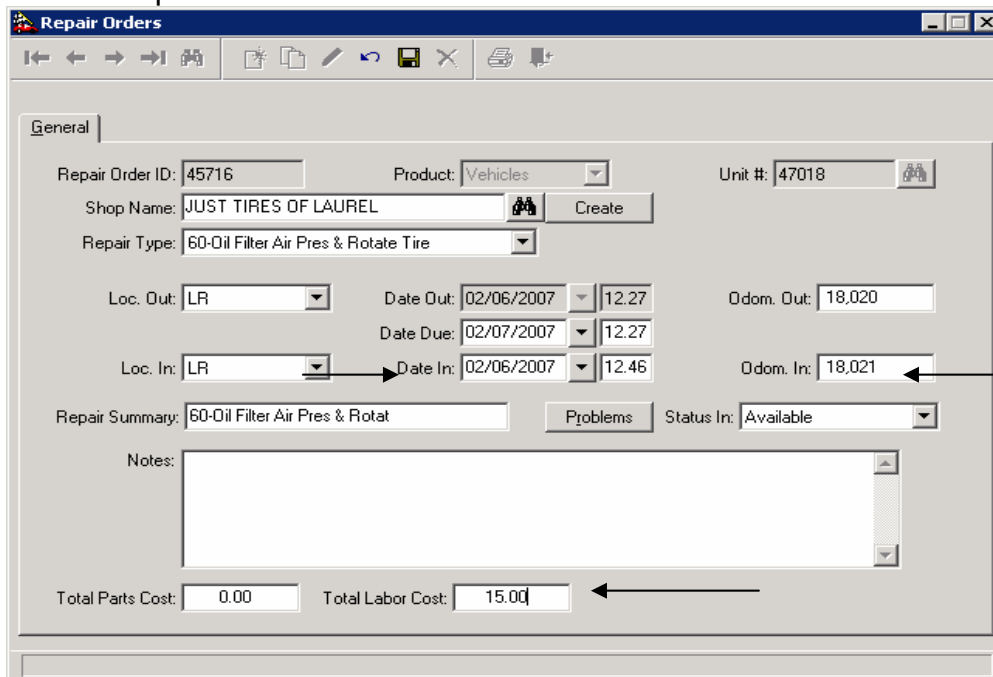
At the bottom of the window, there is a checkbox labeled 'Choose this option to view existing records'.

The “Repair Summary Field” will automatically populate with the Repair Type chosen when you vended the vehicle out.

- Type in Today’s Date in the “Date In” field and the current time

The “Status In” field will automatically status the vehicle to “Available”.

- Type in the current mileage in the “Odom In” field
- Type in the total amount from the vendor’s bill in the “Total Labor Cost” field
- Save the Repair Order



The screenshot shows the 'Repair Orders' application window after data entry. The 'General' tab is active. The form contains the following fields and values:

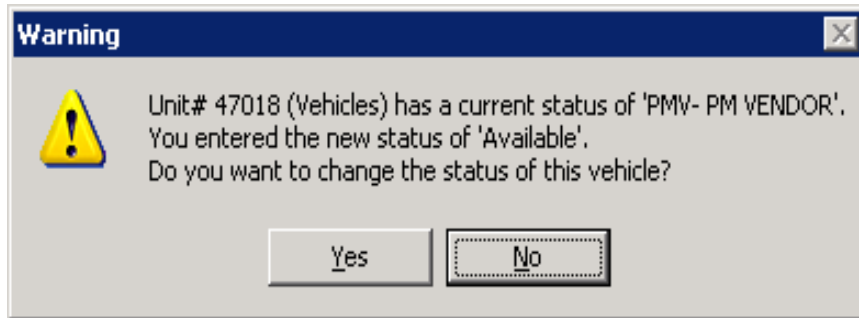
- Repair Order ID: 45716
- Product: Vehicles
- Unit #: 47018
- Shop Name: JUST TIRES OF LAUREL
- Repair Type: 60-Oil Filter Air Pres & Rotate Tire
- Loc. Out: LR
- Date Out: 02/06/2007 12.27
- Odom. Out: 18,020
- Loc. In: LR
- Date In: 02/06/2007 12.46
- Odom. In: 18,021
- Repair Summary: 60-Oil Filter Air Pres & Rotat
- Status In: Available
- Notes: (empty text area)
- Total Parts Cost: 0.00
- Total Labor Cost: 15.00

Arrows in the image point to the 'Date In' field (02/06/2007 12.46), the 'Odom. In' field (18,021), and the 'Total Labor Cost' field (15.00).

## Rental Leasing Services

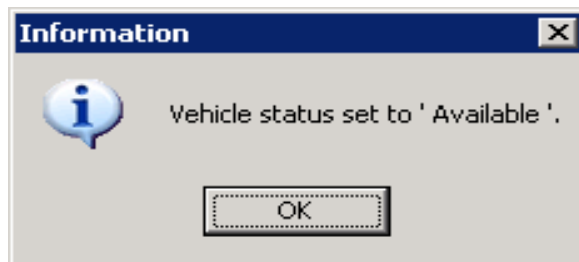
A pop up message will appear for you to confirm the vehicle's new status

- Click "Yes" to confirm the status



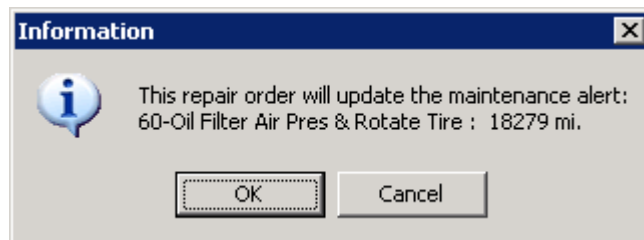
A pop up message will appear informing you of the status you've confirmed

- Click "Yes" to exit the Information message



A pop up message will appear informing you the system will update the vehicle's maintenance record

- Click "OK" to have the system update



The Repair Order is complete.