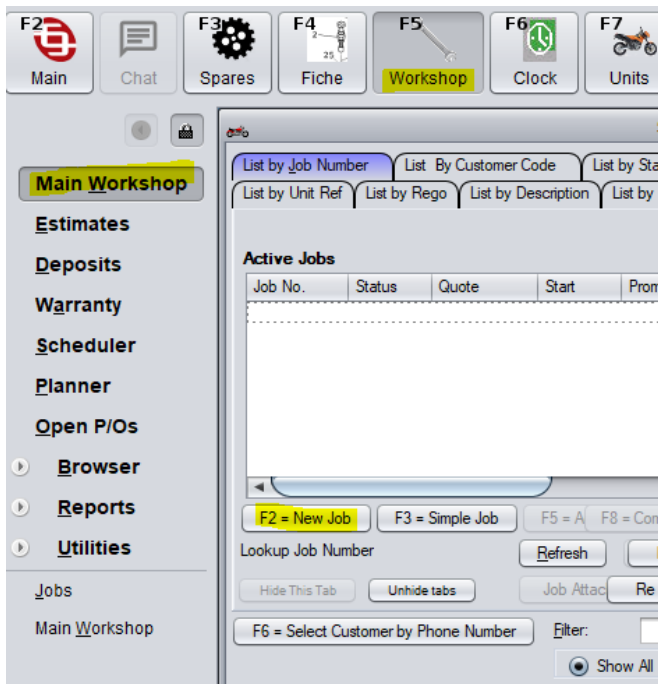


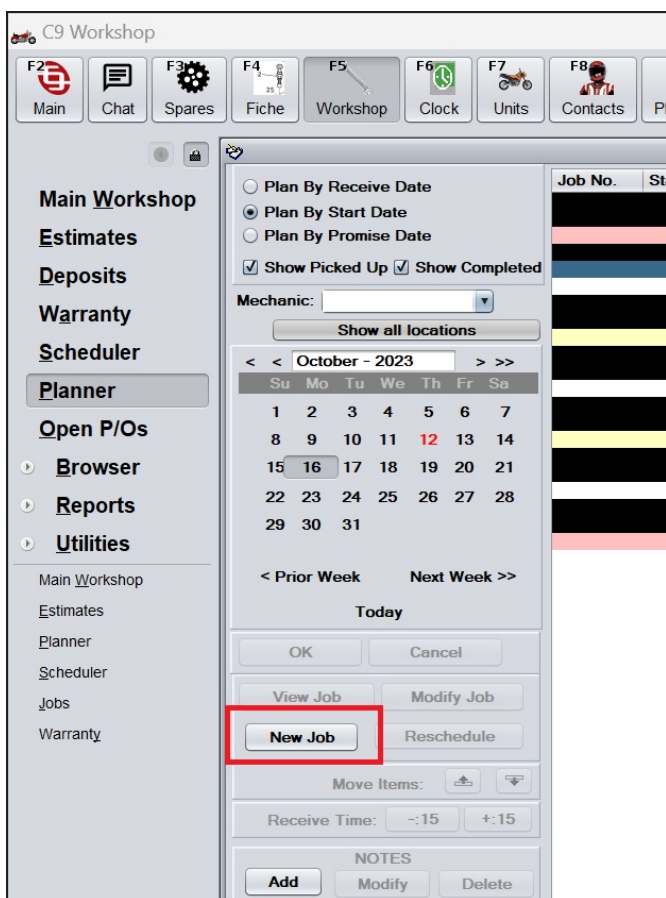
## WORKSHOP JOB

TO CREATE A NEW WORKSHOP JOB GO TO WORKSHOP->MAIN WORKSHOP  
SELECT NEW JOB AT BOTTOM LEFT



ALTERNATIVELY IF YOU ARE USING THE PLANNER GO WORKSHOP > PLANNER.

FIND WHAT DAY YOU WANT TO BOOK JOB IN FOR, HIGHLIGHT THIS DAY AND SELECT "NEW JOB".



CLICK SELECT CUSTOMER AND SELECT THE CUSTOMER FROM THE LIST OR ADD A NEW CUSTOMER

**Add a new Job**

This job is based on Estimates:

The Dealership  
 **Customer**

Insurance Job:

Claim Number:

No Unit for this job  
 Select Unit Later  
 Unit

Types: <unknown>

**Select Customer**

All Customers Account Customers Trade Customers

Type	Code	Name	Mobile	Phone (Main)	Address
Cash	AAAC	AAA CONCRETE PUMPING - FXDWC		0422113720	8 PANTHEON A
Cash	AAPE	AA & PE ROWE		0418928283	20 REVERIE ME
Cash	AARC	CHERRINGTON, AARON		0408052245	7 LOWLANDS I
Cash	AARE	AAREND FRANCOIS LE ROUX			36 HIBBERTIA F
Cash	AARO	AARON DAVID FLOOD			132 MCLARTY S
Cash	AAR00	AARON DEAN - XVS650		0427256615	2 QUORN CL H
Cash	AAR01	AARON GARY HOEK YAMYFM700			3 RAINBIRD ST
Cash	AAR010	AARON MATTHEW BOLWELL YAM1			3 SNAPPER LO
Cash	AAR011	AARON MCMAHON YAMYZF450F			189 WEST ROA
Cash	AAR012	AARON R GORBUNOW - HON XR25		0477346619	8 HARRIS ST P
Cash	AAR013	AARON RICHARD HOLBROOK			U2/ 9 HACKETT
Cash	AAR014	AARON ROBERT LEA		0410661131	LOT 1 PATTERT
Cash	AAR015	AARON SKALECKI KTM50SXM			96 VIAVISTA DF
Cash	AAR016	AARON TOM JAMES KTM125SX			10 PURCELL G/
Cash	AAR017	AARON TRUEMAN - HD 883		0432901118	15/48 HAVELOC
Cash	AAR018	AARON W LEWIS - YZF R1			3 SUSSEX PLAC
Cash	AAR019	AARON WRIGHT - M109R		0426151608	20 KENTON WA
Cash	AAR02	AARON J DAVIS - WR450F		0417789095	58 THATCHER
Cash	AAR020	AARON		95820472	

Code Lookup:   Filter:   Press ESC for Dealership job

F6 = Find By Phone Number F7 = Find By Query F8 = Select by Unit

SELECT CUSTOMRE UNIT FROM LIST OF OWNED UNITS OR ADD NEW UNIT IF UNIT IS NOT IN LIST AND YOU HAVE THE VIN

**Browse Units**

By Reference By Rego **All units currently owned by AARON J DAVIS - WR450F**

Reference	Type	Make	Model	Year	Reg	Colour
005226		YAMAHA	WR450FF		1HP262	

Lookup:  Filter:   Press ESC for more options

YOU CAN ONLY ADD A NEW UNIT IF YOU HAVE A VIN. IF YOU DO NOT HAVE THE VIN OR IF IT IS NOT AN ENTIRE UNIT (IE. THE CUSTOMER IS ONLY BRINGING IN A WHEEL OR FORK LEGS) SELECT CLOSE AND THEN "SELECT UNIT LATER" IF IT IS A COMPLETE MOTORCYCLE BUT YOU DON'T HAVE THE VIN OR "NO UNIT FOR THIS JOB" IF IT IS NOT A COMPLETE MOTORCYCLE.

Claim Number:

No Unit for this job  
 Select Unit Later  
 Unit

Types: <unknown>

SELECT WORK TYPES FOR PRE-DETERMINED INFORMATION RELATING TO THE WORK BEING DONE. YOU CAN SELECT UP TO 3 WORK TYPES. SET THE DATE THE JOB IS DUE TO START VIA START DATE AND USING THE BUTTON TO THE RIGHT OF THE FIELD. SET DATE UNIT TO BE BOOKED INTO SHOP TO DETERMINE DATE THE UNIT WILL BE DROPPED OFF BY CUSTOMER. SET PROMISE DATE FOR WHEN CUSTOMER WANTS TO HAVE THE BIKE FINISHED. SELECT THE STATUS OF THE JOB – BOOKING ONLY WILL TRIGGER A BOOKING REMINDER FOR THE CUSTOMER – RECEIVED BUT DOES NOT START INDICATES THE BIKE IS HERE BUT NOT BEING WORKED ON YET- JOB STARTS IMMEDIATELY INDICATES THE JOB WILL START IN THE NEXT DAY OR SO – WORK ALREADY COMPLETED IS GENERALLY USED OFR PD JOBS OR TYRE FITMENT JOBS (USUALLY JOBS WHERE THE CUSTOMER IS WAITING IN THE SHOP). SELECT PRINT JOB CARD IF YOU ARE READY TO PRINT A PHYSICAL COPY. EFFORT FOR PLANNING IS TO BE FILLED OUT TO GIVE A GUIDELINE (BEST GUESS) OF TIME REQUIRED TO COMPLETE THE JOB. THIS IS FOR PLANNING PURPOSES ONLY.

**Add a new Job**

New Job - General | Details | Check Lists

This job is based on Estimates:

The Dealership  
 Customer

AARON J DAVIS - WR45  
 AARON J DAVIS - WR45

Insurance Job:  Not an insurance job

Claim Number:

No Unit for this job  
 Select Unit Later  
 Unit

YAMAHA WR450FF (1HP262)  
 Current Odo:  Unit Recall Date: ...  
 Current Hour:

Types: <unknown>

Short Description:

Status:

Order Nbr:

Default Labour Rate: \*\* None Selected \*\*

Start date:   Promise Date:

Date+Time Unit booked into the shop:   Effort (for planning):

Booking Only - work will not start immediately  
 Received - but work doesn't start yet  
 Work starts immediately  
 Job already completed. (Labour+Parts to be added)

Scheduled Mechanic:

Upfront Initial Cash Payment:

Final Fixed Price:

Print New Job card  2 Copies  Notify Pickup Ready via SMS  
 Print Repair Authority  2 Copies  Pre sales Assembly (pass cost onto eventual buyer)  
 Email one of the authority forms  Print Pick List for Parts Already Sold to Job  
 Print Label

Location:  Main Store Key Location:

SELECT DETAILS AT THE TOP OF THE JOB CARD TO ENTER ANY FURTHER INFORMATION REQUIRED. ENTER ANY SPECIAL INSTRUCTIONS OR EXTRA ITEMS THAT REQUIRE ATTENTION ON THIS SCREEN AND CLICK CREATE JOB.

ems Add a new Job

New Job - General **Details** Check Lists

REPLACE ENGINE OIL AND FILTER. CHECK CLEAN AND OIL AIR FILTER. CHECK NUTS AND BOLTS. INSPECT SUSPENSION FOR LEAKS. INSPECT BRAKE OPERATION. CHECK LIGHTS IF FITTED. LUBRICATE ALL PIVOTS. CHECK TYRE PRESSURES. CHECK CHAIN AND SPROCKETS AND ADJUST TENSION. CHECK SPOKES. TEST REMOVE SHOCK FROM BIKE. DISASSEMBLE AND CLEAN COMPONENTS. REPLACE BULK HEAD. REASSEMBLE SHOCK AND FILL OIL AND RE-GAS. FIT SHOCK INTO BIKE AND TEST.

CUSTOMER HAS NOTICED VIBRATION AT 35-40KPH. INSPECT AND DIAGNOSE

Weekly Planner Create Job Cancel