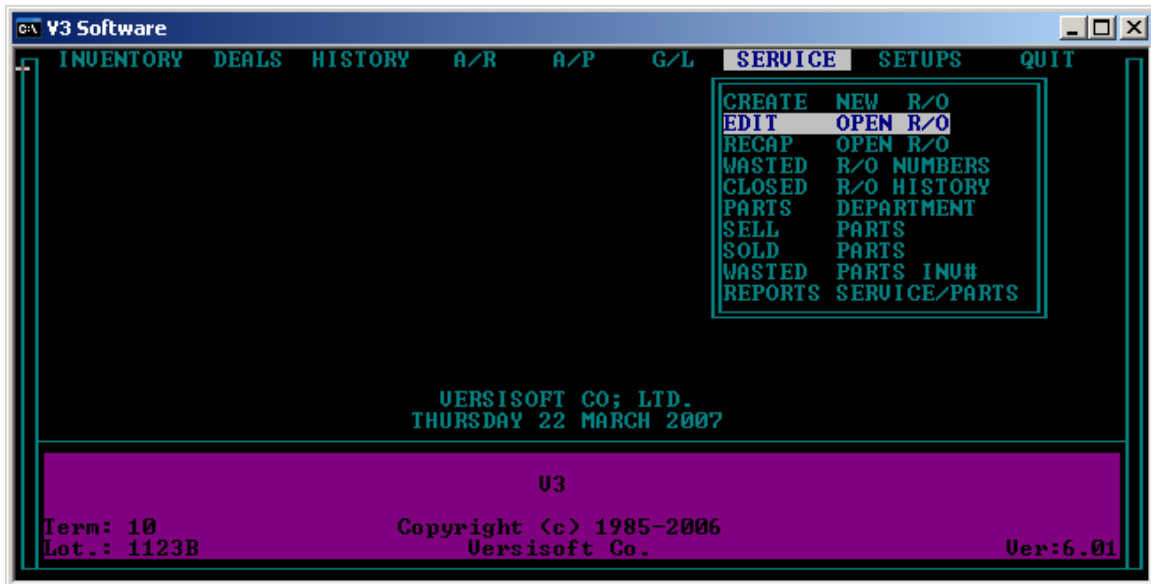


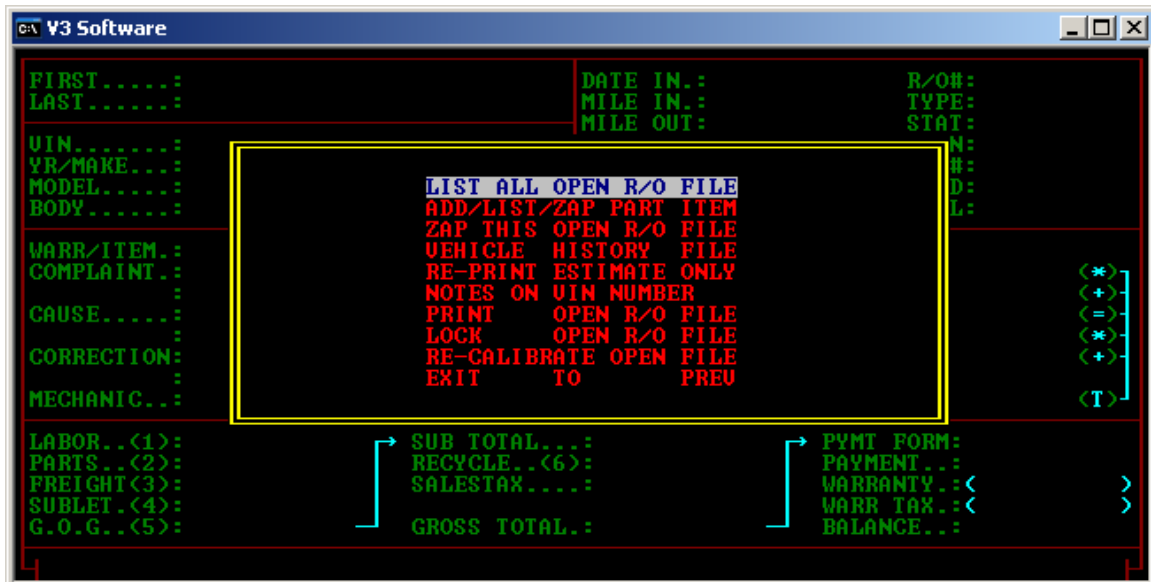


EDIT OPEN R/O

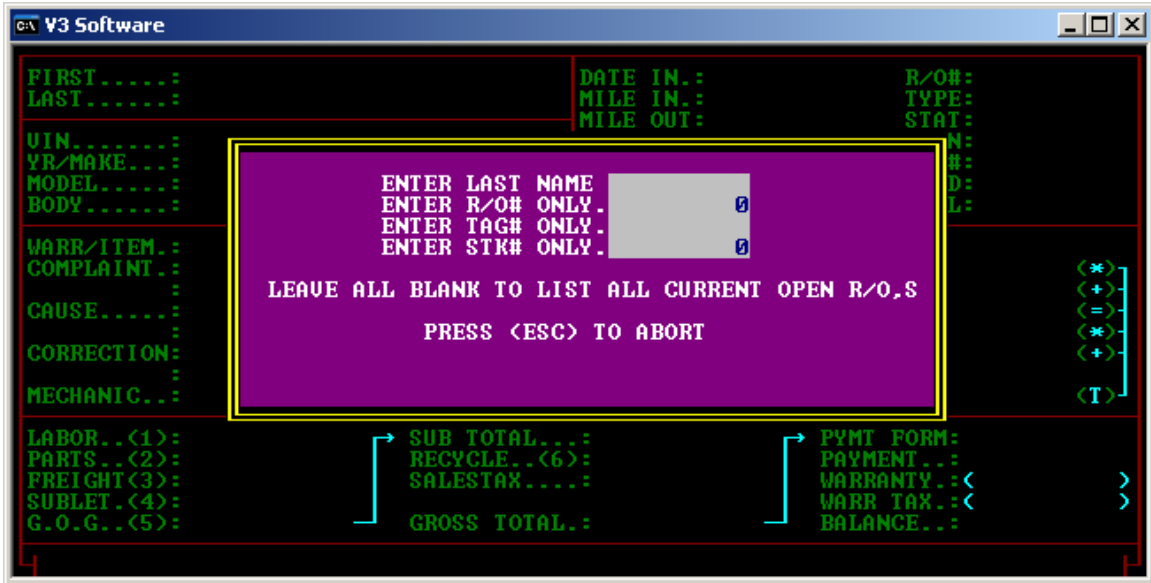
In the first step of the R/O process we created the R/O with the customer complaints. In the second step of the R/O process we will add parts and labor, cost out actual time worked, and separate out the labor by mechanic in the **EDIT OPEN R/O** module.



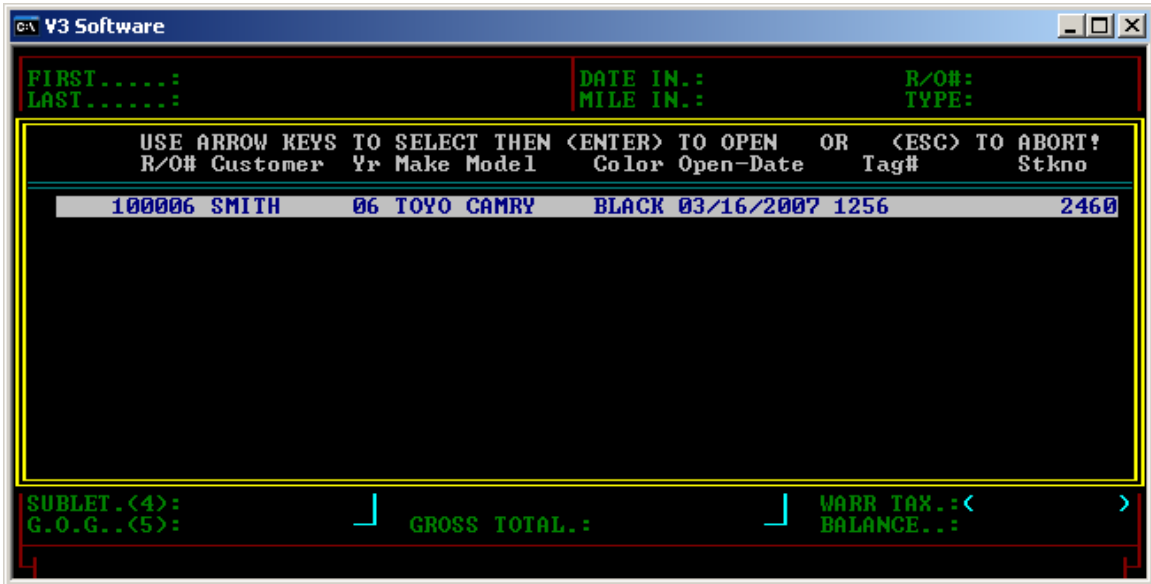
Highlight and press enter to continue.



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.


```

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		

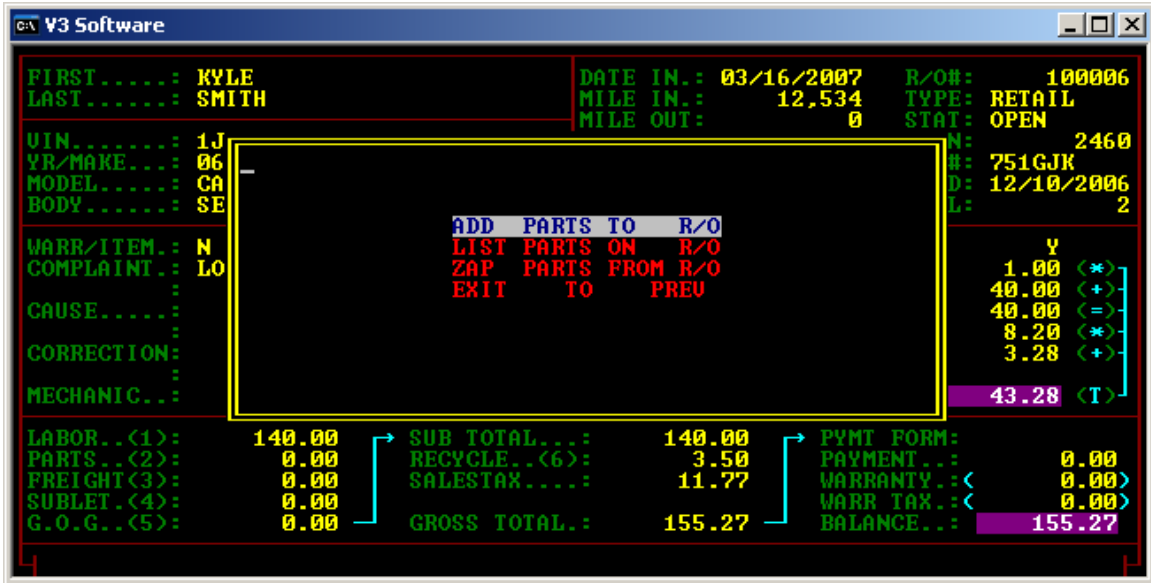
Repeat the last steps until all the complaint lines have been costed out.

FIRST.....: KYLE		DATE IN.: 03/16/2007	R/O#: 100006
LAST.....: SMITH		MILE IN.: 12,534	TYPE: RETAIL
VIN.....: 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 2	DONE: Y		
COMPLAINT.: LOF AND FILL FLUIDS AS NEEDED.	TIME: 1.00 (*->)		
CAUSE.....:	RATE: 40.00 (+->)		
CORRECTION:	SUB.: 40.00 (=->)		
MECHANIC...:	TAXR: 8.20 (*->)		
	TTAX: 3.28 (+->)		
	TOTAL: 43.28 (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	GROSS TOTAL.: 155.27	WARR TAX..:	< 0.00
G.O.G..(5): 0.00		BALANCE...:	155.27
<div style="display: flex; justify-content: space-between;"> PAYMENT/MISC LIST ITEMS MORE OPTIONS EXIT TO MAIN </div>			

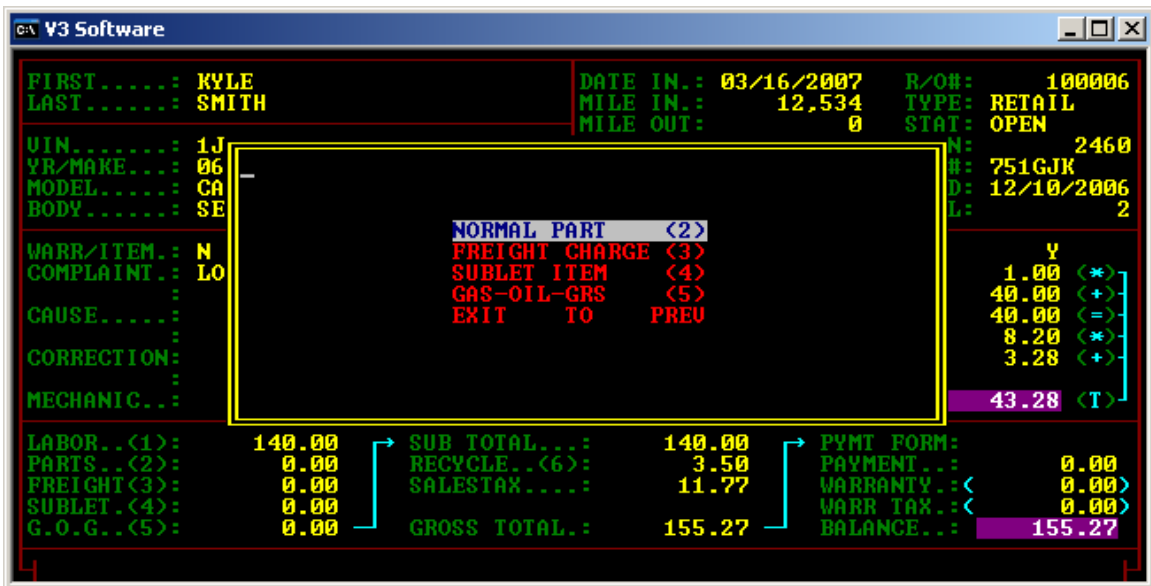
Go to **MORE OPTIONS** to add parts.

FIRST.....: KYLE		DATE IN.: 03/16/2007	R/O#: 100006
LAST.....: SMITH		MILE IN.: 12,534	TYPE: RETAIL
VIN.....: 1J		MILE OUT: 0	STAT: OPEN
YR/MAKE...: 06	N: 2460		
MODEL.....: CA	#: 751GJK		
BODY.....: SE	D: 12/10/2006		
	L: 2		
WARR/ITEM.: N	DONE: Y		
COMPLAINT.: LO	TIME: 1.00 (*->)		
CAUSE.....:	RATE: 40.00 (+->)		
CORRECTION:	SUB.: 40.00 (=->)		
MECHANIC...:	TAXR: 8.20 (*->)		
	TTAX: 3.28 (+->)		
	TOTAL: 43.28 (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	GROSS TOTAL.: 155.27	WARR TAX..:	< 0.00
G.O.G..(5): 0.00		BALANCE...:	155.27
<div style="border: 2px solid yellow; padding: 5px;"> <p>LIST ALL OPEN R/O FILE</p> <p><u>ADD/LIST/ZAP PART ITEM</u></p> <p>ZAP THIS OPEN R/O FILE</p> <p>VEHICLE HISTORY FILE</p> <p>RE-PRINT ESTIMATE ONLY</p> <p>NOTES ON VIN NUMBER</p> <p>PRINT OPEN R/O FILE</p> <p>LOCK OPEN R/O FILE</p> <p>RE-CALIBRATE OPEN FILE</p> <p>EXIT TO PREV</p> </div>			
<div style="display: flex; justify-content: space-between;"> PAYMENT/MISC LIST ITEMS MORE OPTIONS EXIT TO MAIN </div>			

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



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



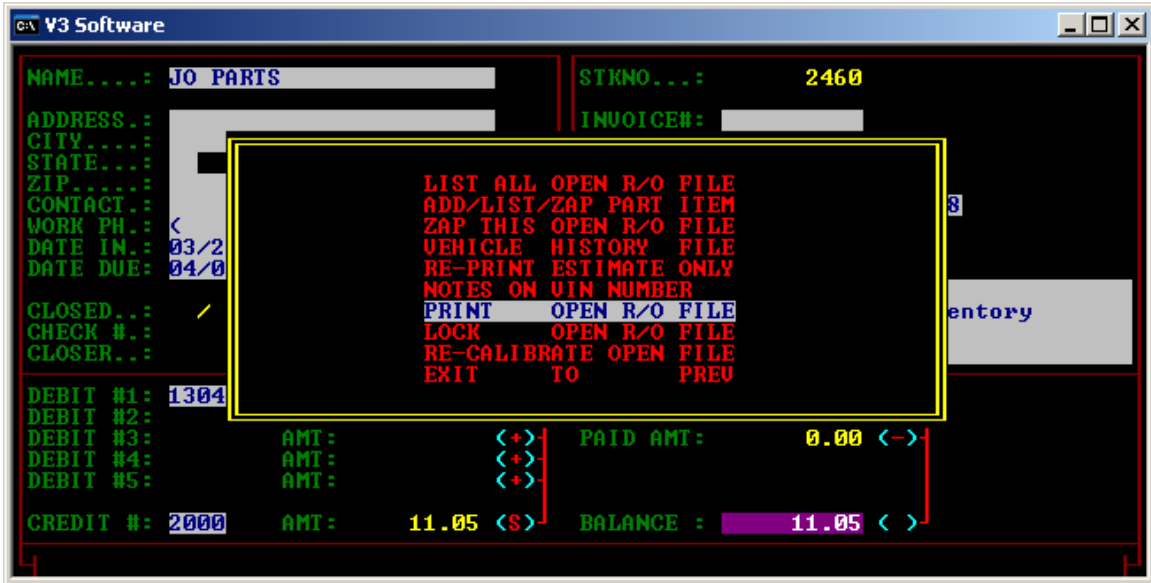
Choose the type of part to enter by highlighting and pressing enter.

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				

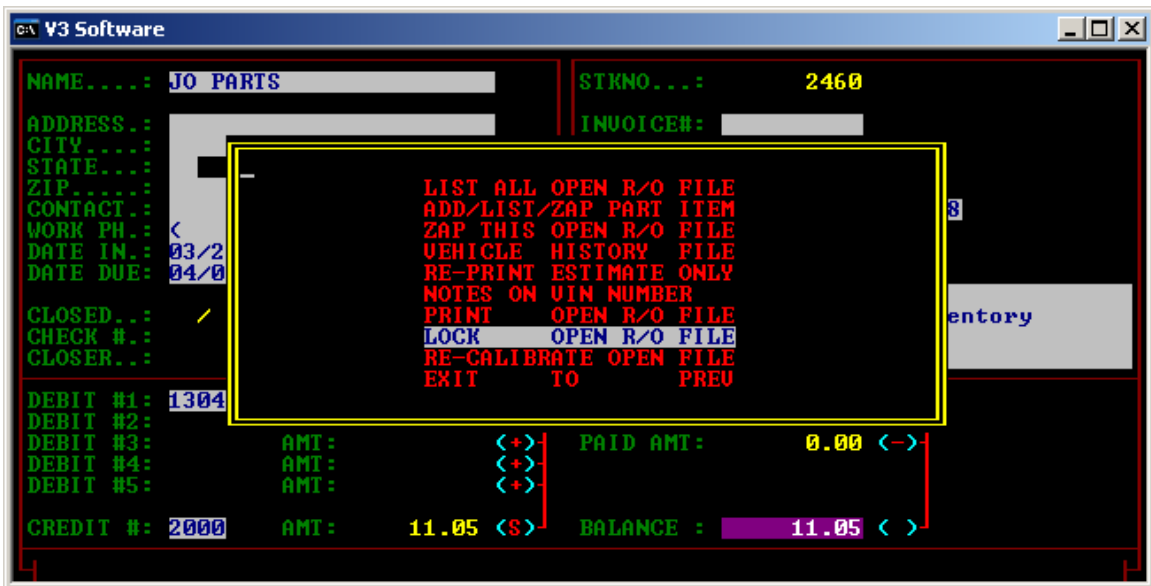
Enter the parts and key in the COMPLAINT LINE # into the ITEM # for cross reference. Confirm part posting with “Y”.

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		
ADD MORE PARTS RE-EDIT PART EXIT TO MAIN				

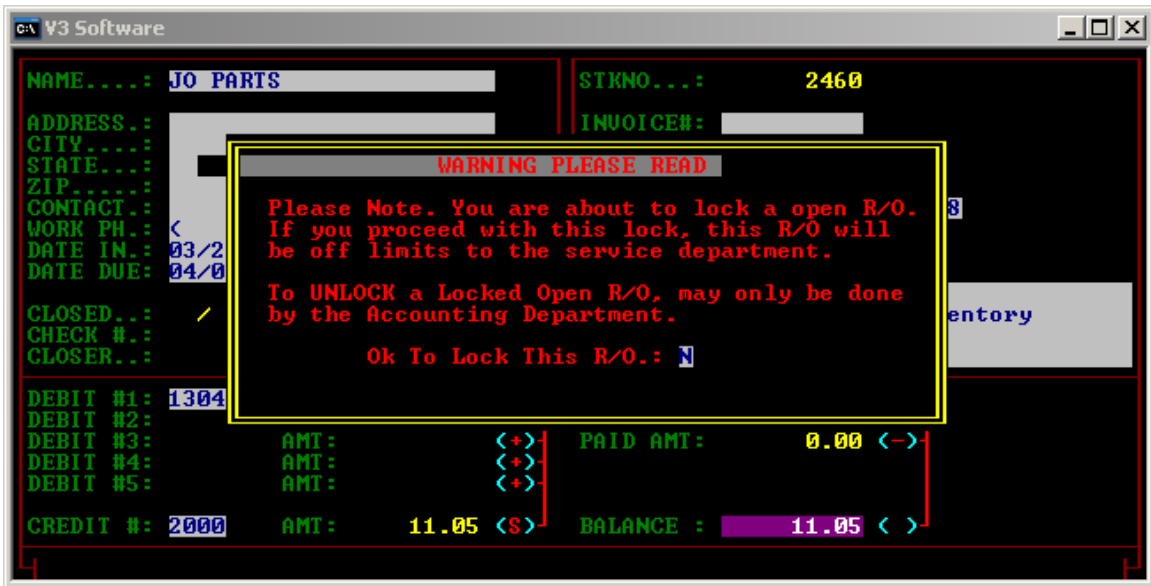
Repeat ADD MORE PARTS until all parts are entered to R/O.



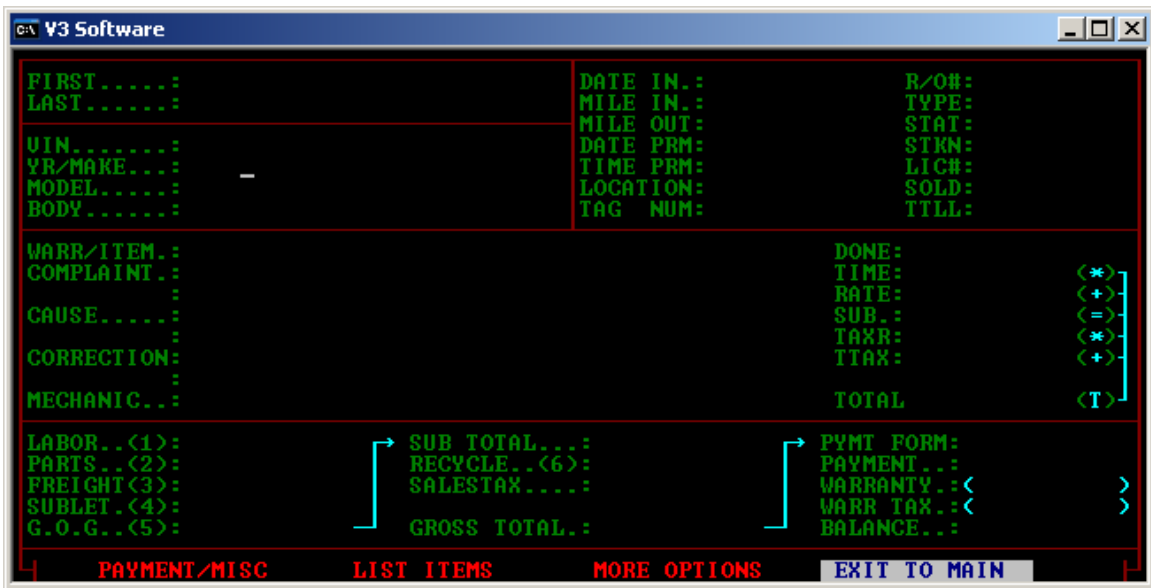
You may now print your R/O.



When the R/O is complete highlight and press enter on **LOCK OPEN R/O FILE** to send to the recap (accounting dept).



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:
