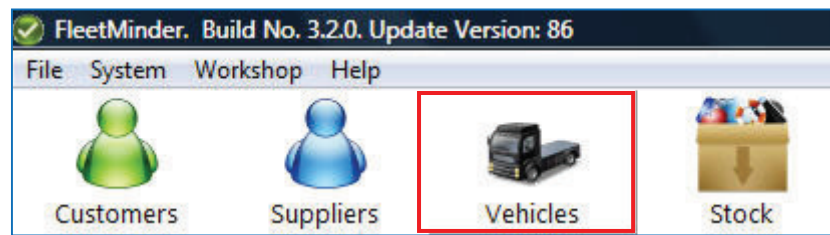


Chapter 5

Vehicles

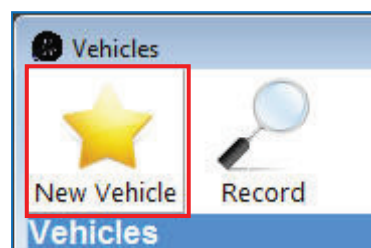
Create a New Vehicle:

Click **Vehicles** at top bar of buttons on the main FleetMinder screen.



Vehicles Section

To enter a new vehicle on the system, click **New Vehicles** in the Vehicles section.



New Vehicle

This will bring up the **Vehicle Wizard** screen which must be filled in with all the basic details regarding the vehicle. There are numerous extra optional details which will help you keep a comprehensive overview of each vehicle.

The screenshot shows the "Vehicle Wizard" screen in the FleetMinder application. At the top, there's a green checkmark icon and the "fleetminder" logo. Below the logo is a tabbed interface with four tabs: "Vehicle Details", "Optional Details", "Owner Details", and "Reminder". The "Vehicle Details" tab is selected. The form contains several input fields: "Registration Number" (09D12345), "VIN (Chassis Number)" (987667), "Engine Number" (empty, marked as optional), "Manufacturer" (DAF), "Model" (COACH), "Odometer" (10000), "Year of Manufacture" (2009, marked as optional), "Registration Date" (11/05/2009), and "Fleet Number" (empty, marked as optional). There are also radio buttons for "Kilometers" (selected) and "Mileage". At the bottom, there are "Cancel" and "Finish" buttons.

Vehicle Details

Vehicle Details

On the first screen, *Vehicle Details*, you fill in the basic necessary details of the vehicle:

- *Registration Number*
- *VIN (Chassis Number)*
- *Manufacturer*
- *Model*

You can also fill in the:

- *Engine Number*
- *Odometer (in Kilometres or Miles)*
- *Year of Manufacture*
- *Registration Date*
- *Fleet Number*

Click **Cancel** to exit this wizard at anytime.

Owner Details

To fill in the *Vehicle Owner* we need to search for a customer to see if they are on the system already.



Ac/No	Customer Name	Town
ALA09188	Alan McGee	Dundalk
ALA08035	ALAN MCGEE	Ardee

Vehicle Owner Search

Click on the text box below *Vehicle Owner* label and type in part, or all, of the customer's name and press **Enter** on keyboard.

If the customer is on the system, or there are a few customers with names containing the search input that you wrote (for example, if you only wrote in a surname, “*Jones*” then the system would display all your customers with Jones in the name, “*Jones Transport*”, “*Martin Jones*” and so forth) then the system will display a list of all relevant results.

If the customer is in the list, click on the customer’s name and then click **OK**.

If the system cannot find a customer of that name on the system, it will prompt you to add a new customer via the **Customer Wizard**. Likewise, if none of the customers in the result-list was the correct one and you want to add the customer, then click on **New** and carry out the steps as described in Customers section of the Manual.

In this example, there were two customers on the system with the name *Alan McGee* so we will choose the one from Ardee. We simply click on it and then click **OK**.

The screenshot shows the 'fleetminder' software interface. At the top, there's a green checkmark icon. Below it, a tabbed menu shows 'Vehicle Details', 'Optional Details', 'Owner Details', and 'Reminder'. The 'Vehicle Owner' section on the left has a text box with 'ALAN MCGEE', a multi-line address box with 'Ardee Business Park', 'Ardee', and 'C.o Louth', and a 'Vehicle ID' box with 'ALA08035'. A 'Change Address' button is next to the address box. The 'Invoice To' section on the right has a similar layout, with the 'Same as Owner' checkbox checked. At the bottom, there are 'Cancel' and 'Finish' buttons.

Vehicle Owner and Invoicee

Now you must select who is invoiced when any work is done on the vehicle.

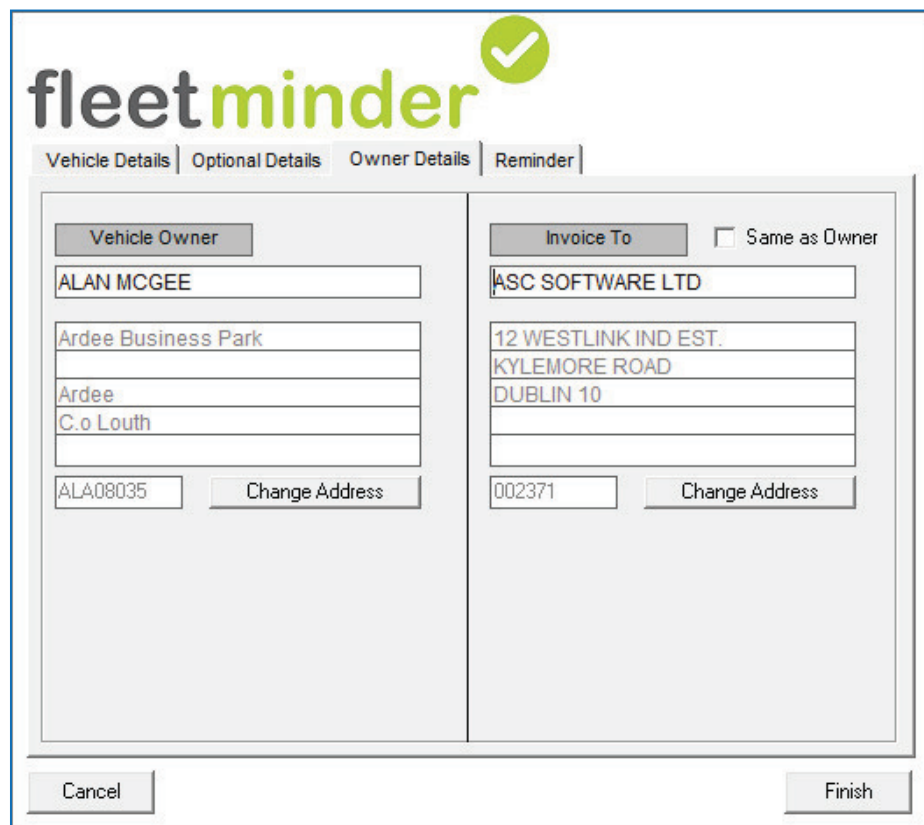
If the invoicee is the same as the Vehicle Owner, then click the **Same As Owner** box, as in this example.

However, if the customer who is invoiced, is different to that of the vehicle owner (in circumstances where vehicles are leased, for example) you must carry out a search on the *Invoice To* side of the owner details as you did with the *Vehicle Owner* section.

Type part, or all, of the invoicee's name in the text box beneath the *Invoice To* label and press **Enter** on the keyboard.

If the invoicee is on the system in the list of customers then it will bring up their details for your selection.

If not, it will point out that this customer is not on the system and bring you to the *Customer Wizard* as described in *Customers* section in this manual.

The screenshot shows the 'fleetminder' software interface with a green checkmark icon. The window has four tabs: 'Vehicle Details', 'Optional Details', 'Owner Details', and 'Reminder'. The 'Vehicle Owner' section on the left contains a text box with 'ALAN MCGEE', an address field with 'Ardee Business Park', another address field with 'Ardee', a third address field with 'C.o Louth', a text box with 'ALA08035', and a 'Change Address' button. The 'Invoice To' section on the right has a checkbox labeled 'Same as Owner' which is unchecked, a text box with 'ASC SOFTWARE LTD', an address field with '12 WESTLINK IND EST.', another address field with 'KYLEMORE ROAD', a third address field with 'DUBLIN 10', a text box with '002371', and a 'Change Address' button. At the bottom of the window are 'Cancel' and 'Finish' buttons.

Different Invoicee to Owner

If you find that either the vehicle owner or the invoice has the incorrect address you may change this by clicking on the "change address" button.

At this stage you can click **Finish** to complete the *Vehicle Wizard*.

However, you can also fill in the optional sections.

Optional Details

The tabs *Optional Details* and *Reminder* are optional and can be skipped. If you want to fill them in, some or all of the following details must be known.

The image displays two side-by-side screenshots of the fleetminder software interface. Both screenshots feature the fleetminder logo at the top left and a green checkmark icon at the top right. The top navigation bar includes tabs for 'Vehicle Details', 'Optional Details', 'Owner Details', and 'Reminder'.

The left screenshot shows the 'Optional Details' tab. It contains several input fields and dropdown menus:

- Colour: Blue
- Radio Code: 4439
- Key Number: 21019
- Basis of Assessment: 0 KG
- Gross Vehicle Weight: KG
- Tachograph Make: Select a Tachograph Make -->
- Road Speed Limiter Make: Select a Road Speed Limiter Make -->
- Body Type: Select a Body Type -->
- Vehicle Category: Select a Vehicle Category -->
- Number of Axles: 2

The right screenshot shows the 'Reminder' tab. It features a large text area with the text 'TAX BOOK NOT RECEIVED' entered. Both screenshots have 'Cancel' and 'Finish' buttons at the bottom.

Optional Sections

In the *Optional Details* section you can fill in:

- *Colour*
- *Radio Code*
- *Key Number*
- *Basis of Assessment*
- *Gross Vehicle Weight*
- *Tachograph Make*
- *Road Speed Limiter Make*
- *Body Type*
- *Vehicle Category*
- *Number of Axles*

In the *Reminder* section you can fill in any reminder for the vehicle that you wish to appear next time you are generating a Job Card. In this example, we noted that "*Tax book not received*".

When you generate a Job Card for this vehicle it will recognise this note and prompt you accordingly.

Search for a vehicle

From the vehicle's section, select the *Search Criteria Search Field*.

[illegible]

Search Criteria

You have an option between:

*Chassis number,
Fleet No,
Make,
Owner,
Reg No.,
Unit No,
VModel,
Hirer ID and
Client ID.*

Once you have selected the search field, you then have different options for input of the search criteria.

For *Chassis*, *Reg No.*, *Unit No.*, *Hirer ID* and *Client ID* you are given a text box to fill in the search details.

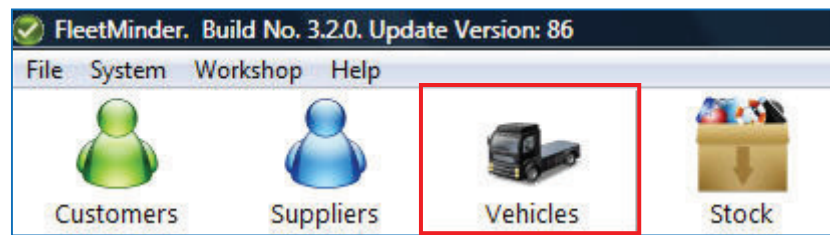
In *Make* and *VModel* you are given a drop-down box of all the previously inputted items.

If you select *Owner* from the search criteria area, start typing in the name of the customer for whom you wish to search.

In our example, we are using the first word of the customer's name to start our search: *mur*.

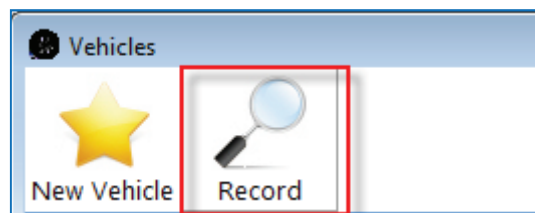
View Details of a Vehicle

Enter the *Vehicles* section from the main FleetMinder menu.



Vehicles Section

After carrying out a search for the vehicle you wish to view, you will be presented with the relevant vehicle or some vehicles that match your criteria.



Vehicle Record

Double-click on the vehicle you wish to select and then click ***Record***.

Details Tab:

Vehicle Record for Registration Number : 98D65439

Activity New Job Card

Details Optional Car Customer Warranty Lease Sales Diary Service Diary Images Catalogue Reminders

Registration Number 98D65439

VIN (Chassis Number) VSSZZZ9KZXR008348

Engine Number

Manufacturer SEAT

Model

Model Long Description

Odometer 59827 ☒ Shown In Miles

Year of Manufacture 1998

Year of First Registration ☐ Set Reg Date 1998

Fleet Number

Fleet Asset Repair Cost (Garage Side)

Parts Usage

Save Close

Details Tab

The first tab, *Details*, has the standard vehicle details information:

Registration Number,
VIN (Chassis Number),
Engine Number,
Manufacturer,
Model Long description,
Model,
Odometer,
Year of Manufacture,
Year of First Registration and
Fleet Number.

Optional Tab:

Vehicle Record for Registration Number : 98D65439

Activity New Job Card

Details Optional Car Customer Warranty Lease Sales Diary Service Diary Images Catalogue Reminders

Standard Custom Custom

Colour BLUE

Radio Code 3432

Key Number 21019

ULW 1105 KGs

Gross Vehicle Weight 1730 KGs

Tachograph Make

Road Speed Limiter

Body Type

Vehicle Category 0

Number of Axles 2

Unit Number 0

Hirer ID

Client ID

Save Close

Optional Details

The ***Optional*** tab displays pieces of information regarding the vehicle that are not necessary for a vehicle to be used on the system, but give the user a more complete description regarding the vehicle.

The fields available to fill in are:

Colour,
Radio Code,
Key Number,
ULW (Unladen Weight),
Gross Vehicle Weight,
Tachograph Make,
Road Speed Limiter,
Body Type,
Vehicle Category,
Number of Axles,
Unit Number,
Depot,
Hirer ID and
Client ID

Car Tab:

Vehicle Record for Registration Number : 01D12345

Activity New Job Card

Details | Optional | **Car** | Customer | Warranty | Lease | Sales | Diary | Service Diary | Images | Catalogue | Reminders

Car Model Code

Model Year

Security Code

Business Type

SONO

Defleet Date

PDI Date

Car tab details in Vehicle record

This tab contains places for

*Car Model Code,
Model Year,
Security Code,
Business Type and
SONO,
Defleet Date.*

Currently the field *PDI Date* is not for general use as it is imported from an alternative data source and so cannot be filled in directly by the user.

Customer Tab:

Click on tab **Customer** to view.

As you cannot enter the *Vehicle Record* section without the vehicle set up, this tab will always have a vehicle owner and invoicee filled in already.

However, you are able to edit the details.

The screenshot shows the 'Vehicle Record for Registration Number : 01D12345' window. The 'Customer' tab is selected. The 'Vehicle Owner' field contains 'ABBEY ELECTRICAL' and the 'Invoice To' field contains 'ALAN MCGEE'. Below these are fields for address: '255D ORRWELL PARK', 'GLADE', 'TEMPLEOGUE', 'DUBLIN 6', and '6'. There are also fields for 'Acc Ref' (CA0001), 'Contact', 'Trade Contact', 'Telephone' (087 8348 160 Mick), and 'Mobile' (086 389 2222 DARA). A 'Customer List' pop-up window is open, displaying a table with the following data:

Ac/No	Customer Name	Town
003195	ABBEY ELECTRICAL	TEMPLEOGUE

The 'Customer List' window has 'New' and 'OK' buttons at the bottom.

New Vehicle Owner

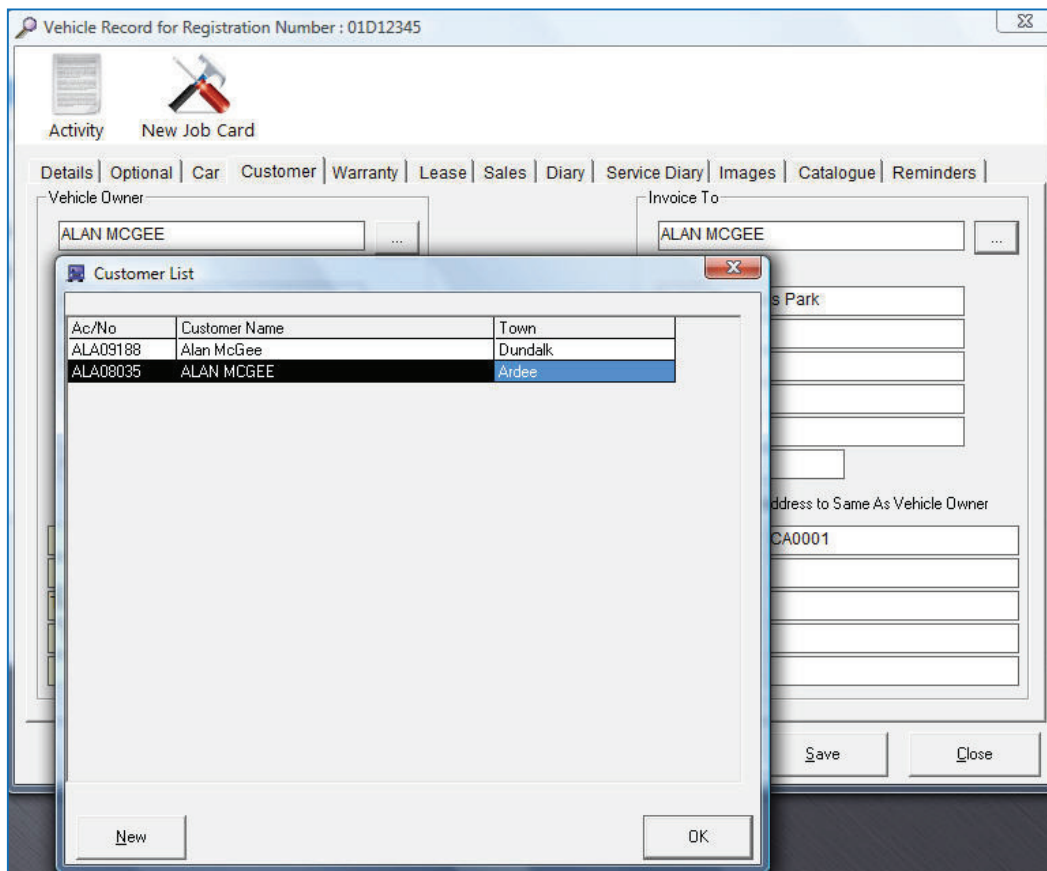
To change the *Vehicle Owner* we need to search for a customer to see if they are on the system already. Click on the text box below *Vehicle Owner* label and type in part, or all, of the customer's name and press **Enter** on keyboard.

If the customer is on the system, or there are a few customers with names containing the search input that you wrote (for example, if you only wrote in a surname, "Jones" then the system would display all your customers with Jones in the name, "Jones Transport", "Martin Jones" and so forth) then the system will display a list of all relevant results.

If the customer is in the list, click on the customer's name and then click **OK**.

If the system cannot find a customer of that name on the system, it will prompt you to add a new customer via the **Customer Wizard**. Likewise, if none of the customers in the result-list was the correct one and you want to add the customer, then click on **New** and carry out the steps as described in Customers section of the Manual.

In this example, there were two customers on the system with the name **Alan McGee**. We simply click on the customer we would like to use and then click **OK**.



Update Invoicee

Now you must select who is invoiced when any work is done on the vehicle.

If the invoicee is the same as the Vehicle Owner, then click the '**Set Invoice Address to Same as Vehicle Owner**' box.

However, if the customer who is invoiced, is different to that of the vehicle owner (in circumstances where vehicles are leased, for example) you must carry out a search on the *Invoice To* side of the owner details as you did with the *Vehicle Owner* section.

Type part, or all, of the invoicee's name in the text box beneath the *Invoice To* label and press **Enter** on the keyboard.

If the invoicee is on the system in the list of customers then it will bring up their details for your selection.

If not, it will point out that this customer is not on the system and bring you to the *Customer Wizard* as described in *Customers* section in this manual.

At this stage you can click *Save* to store the details you have altered.

Warranty Tab:

Vehicle Record for Registration Number : 01D12345

Activity New Job Card

Details | Optional | Car | Customer | **Warranty** | Lease | Sales | Diary | Service Diary | Images | Catalogue | Reminders

Warranty Expiry Date 14/07/2009 ☒ Set Warranty Expiry Date
Up to and including

Warranty Mileage 100000

Extended Warranty Date 14/07/2010 ☒ Set Extended Warranty Expiry Date
Up to and including

July 2010

28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: 14/07/2009

Save Close

Extended Warranty Date

Click on **Warranty** tab to view.

The *Warranty Expiry Date*, *Warranty Mileage* and *Extended Warranty Date* can be entered here.

In this example, the *Extended Warranty Date* is being changed to 14^h July 2010 by the easy-to-use calendar facility.

The same facility is provided to enter the *Warranty Expiry Date*.

Click **Save** to store any change in details.

Lease Tab:

Vehicle Record for Registration Number : 01D12345

Activity New Job Card

Details | Optional | Car | Customer | Warranty | **Lease** | Sales | Diary | Service Diary | Images | Catalogue | Reminders

Mileage Allowance Figure 0

Lease Number 0

Save Close

Lease Details

Click ***Lease*** tab to view.

In this section *Mileage Allowance Figure* and *Lease Number* can be altered.

Click *Save* to store alteration to details.

Sales Tab:

Click **Sales** tab to view.

Vehicle Record for Registration Number : 01D12345

Activity New Job Card

Details | Optional | Car | Customer | Warranty | Lease | **Sales** | Diary | Service Diary | Images | Catalogue | Reminders

Sales Person n/a

Delivery Date 14/07/2009 ☒ Set Delivery Date

Date of Sale 14/07/2009 ☒ Set Date of Sale

Finance Expiry Date 14/07/2009 ☒ Set Finance Expiry Date

Purchased From ASC Software Ltd Change Supplier

Save Close

Sales Tab

The following details can be entered or edited in this section:

*Sales Person,
Delivery Date,
Date of Sale,
Finance Expiry Date and
Purchased From*

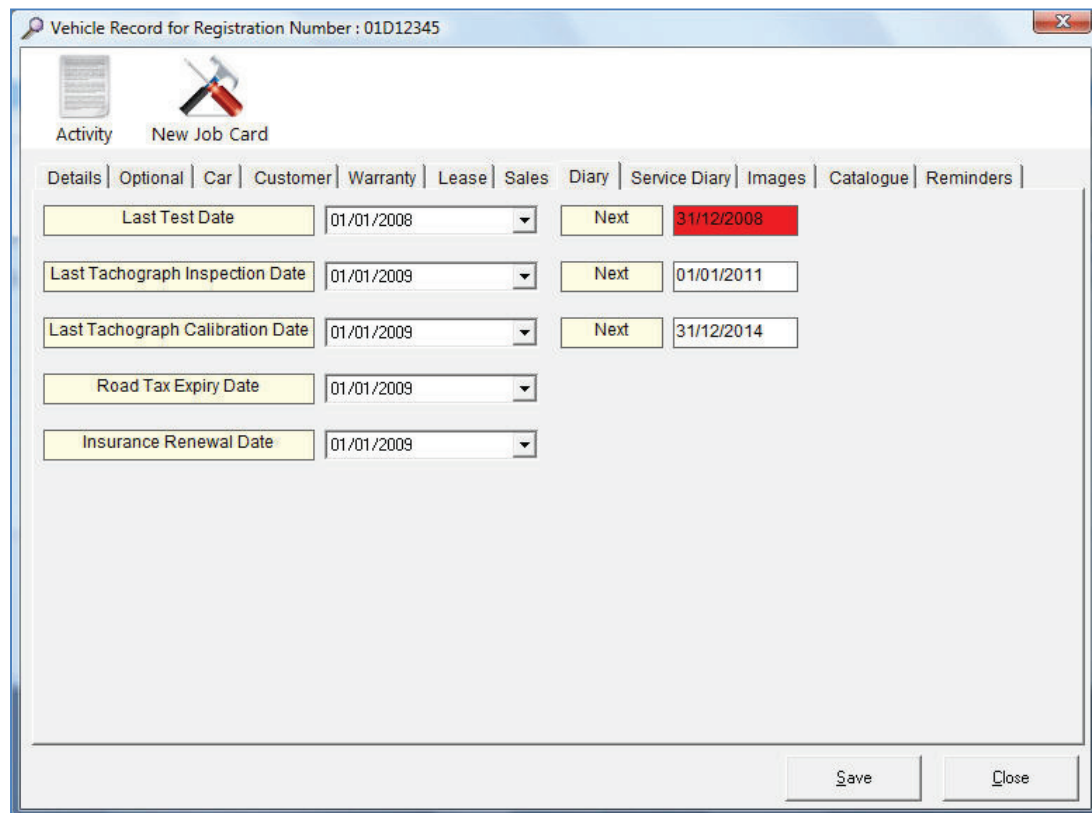
The *Delivery Date*, *Date of Sale* and *Finance Expiry Date* can all be entered using the calendar facility.

To denote who the supplier is, click **Change Supplier** and select the Supplier from the drop down list provided.

Click **Save** to store all altered details.

Diary Tab:

Click **Diary** tab to view.



Vehicle Record for Registration Number : 01D12345

Activity New Job Card

Details | Optional | Car | Customer | Warranty | Lease | Sales | **Diary** | Service Diary | Images | Catalogue | Reminders

Last Test Date	01/01/2008	Next	31/12/2008
Last Tachograph Inspection Date	01/01/2009	Next	01/01/2011
Last Tachograph Calibration Date	01/01/2009	Next	31/12/2014
Road Tax Expiry Date	01/01/2009		
Insurance Renewal Date	01/01/2009		

Save Close

Diary

In this tab we can add:

*Last Test Date,
Last Tachograph Inspection Date,
Last Tachograph Calibration Date,
Road Tax Expiry Date and
Insurance Renewal Date.*

If the *Last Test Date*, *Last Tachograph Inspection Date* or *Last Tachograph Calibration Date* is out of date then the expiration date will be denoted in red to alert the user that the vehicle needs to have one or more of these services carried out.

The test and tacho dates can be set to update automatically by choosing the appropriate VMRS codes when labour is being added to the job card. See the System Parameters section for more details.

Service Diary Tab:

Click **Service Diary** tab to view.

Service Diary

This is the section that shows the *Last Odometer Read Date* and the *Last Odometer Reading*.

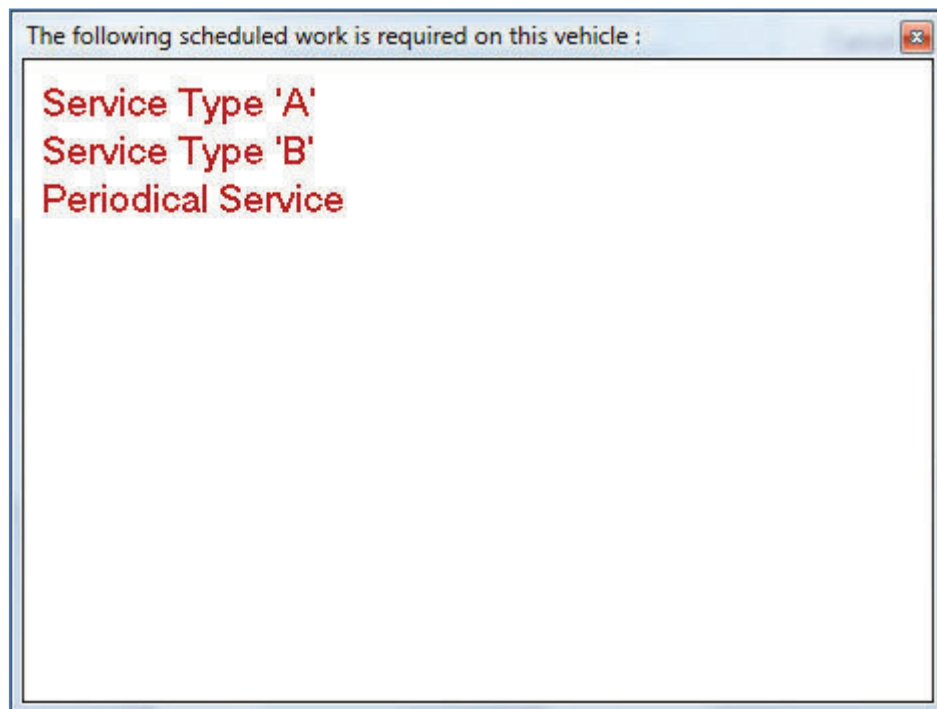
Each section displays the last date and odometer reading at the time of each of the services, how long an interval should be between each service and then the next estimated date for that type of service. If the due date for any of the services has been passed, then the box turns red to alert you.

If you alter the *Last Service 'A' Date*, *Last Service 'A' Odometer* reading, *Last Service 'B' Date*, *Last Service 'B' Odometer*, *Last Periodical Service Date* or *Last Periodical Service Odometer* then you must click **Update All** to ensure that the *Next Estimated Service Type 'A'*, *Next Estimated Service Type 'B'* and *Next Estimated Periodical Service* dates are all updated to correspond to their criteria. Likewise, if you alter the *Service Interval* of any of the criteria in either *Weeks* or *Miles/KMs/Hours* then you must click **Update All** again to update the criteria.

These dates can be set to update automatically by choosing the appropriate VMRS codes when labour is being added to the job card. See the System Parameters section for more details.

Click **Save** to record any alterations you have made.

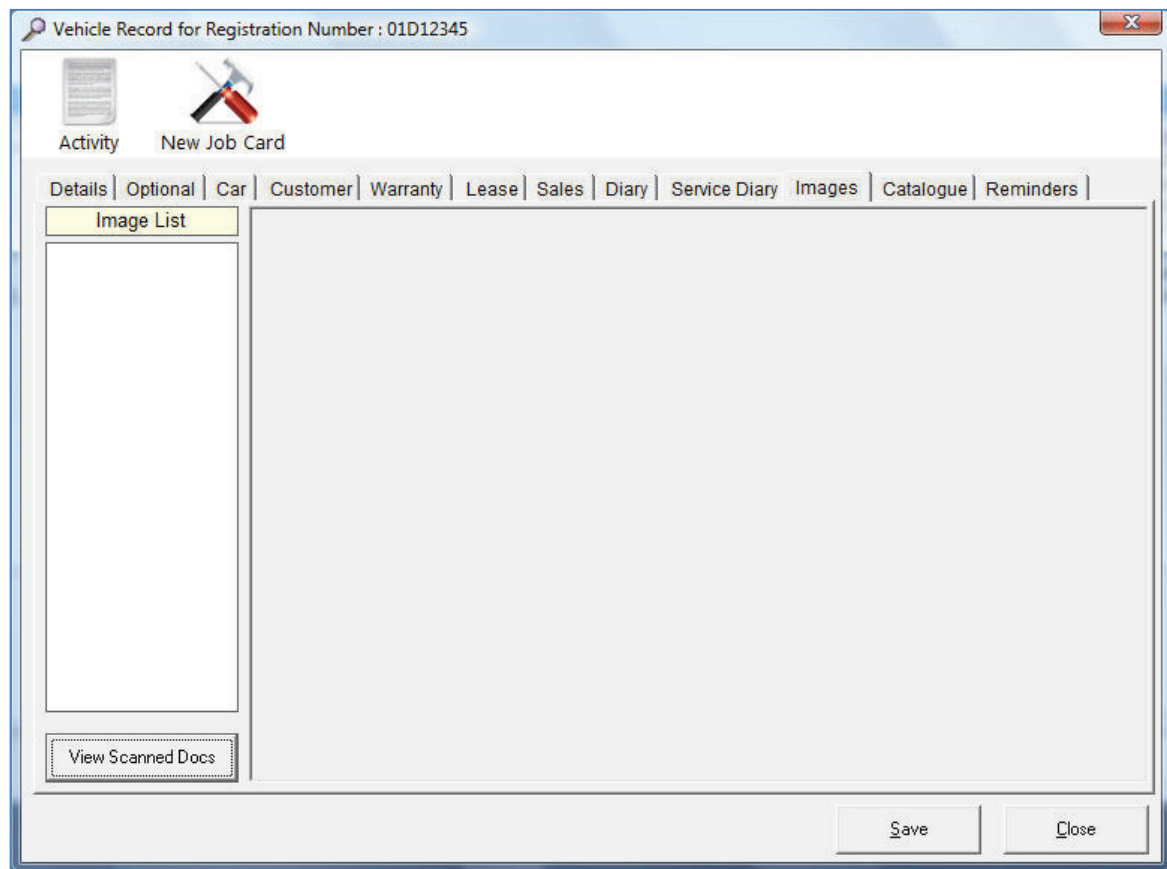
When a Job Card is created for a vehicle, the system checks to see if any of these dates have expired and it will prompt the user to acknowledge this before proceeding.



Service/Test Reminder

In the above example, you can see that *Periodical Service*, *Service Type 'A'* and *Service Type 'B'* are all due on this vehicle when the new job card was created.

Images Tab:



Images

Click **Images** tab to view.

If a picture file is present, click on the filename and then click on **View Scanned Docs** to view the picture of the vehicle.

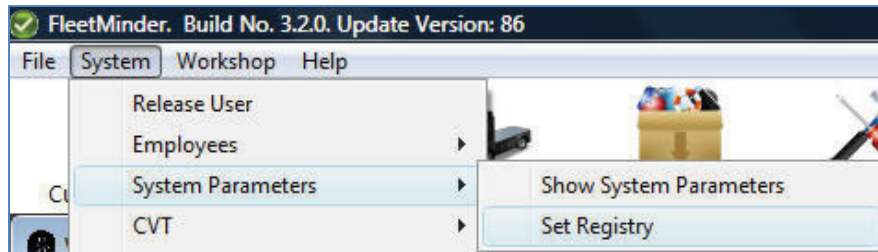
This is especially useful if damage has occurred to the vehicle and you wish to record it or wish to record the condition of a vehicle before rental or sale.

Set the Images Folder

Click on **System**.

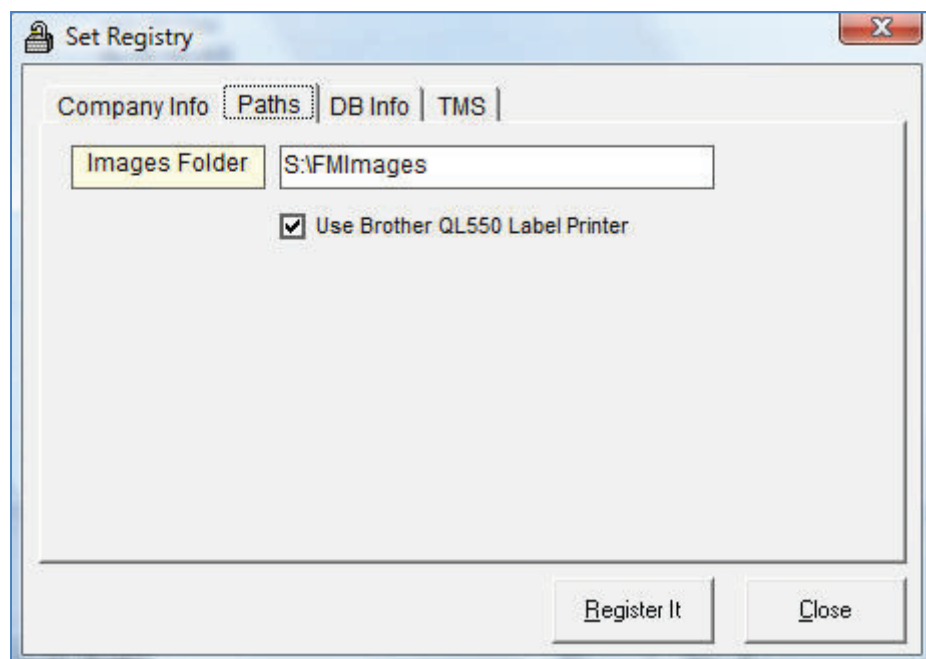
Click on **System Parameters**.

Click on **Set Registry**.



Set Registry

Click on *Paths* tab.



Images Folder Path

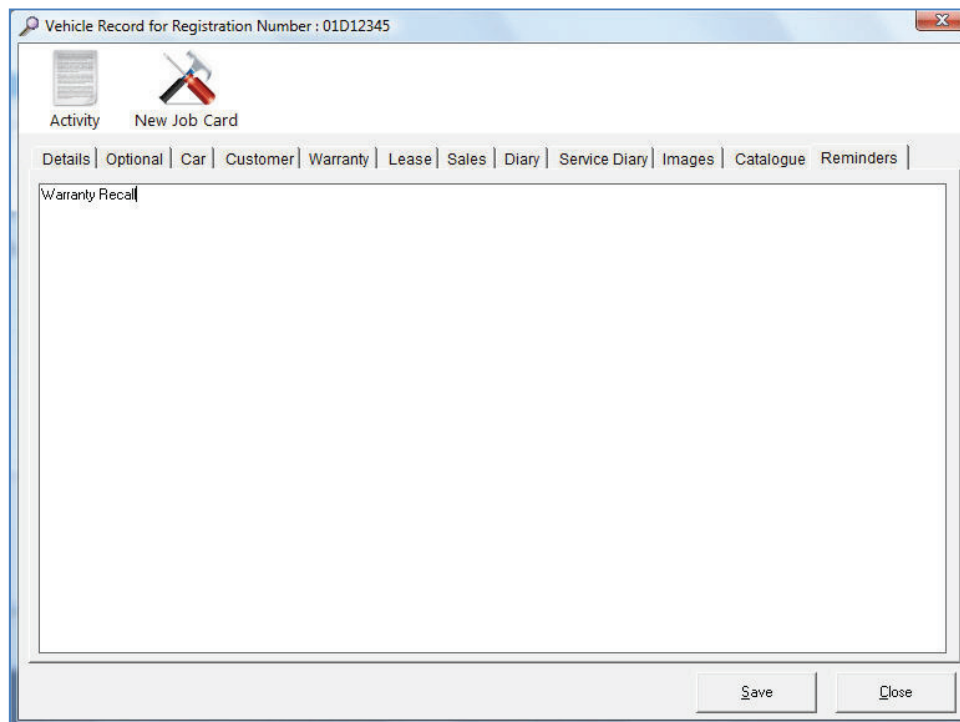
Set the Images path to a shared folder on the network and click **Register It**.

Save image files in this folder as Multiple TIF files and rename the file to the registration number of the vehicle.

e.g. 06D123456.TIF

Reminders Tab:

Click **Reminders** tab to view.

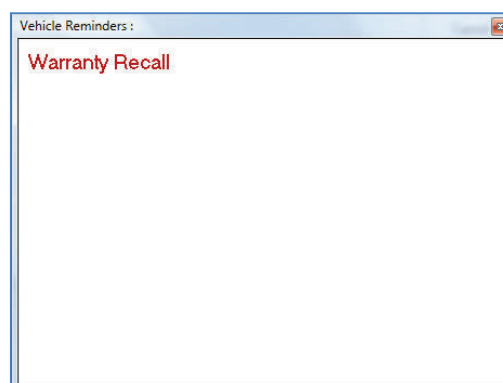
The screenshot shows a software window titled "Vehicle Record for Registration Number : 01D12345". Inside the window, there's a toolbar with icons for "Activity" and "New Job Card". Below the toolbar is a tabbed interface with several tabs: "Details", "Optional", "Car", "Customer", "Warranty", "Lease", "Sales", "Diary", "Service Diary", "Images", "Catalogue", and "Reminders". The "Reminders" tab is currently selected. The main content area of this tab is a large white text box containing the text "Warranty Recall". At the bottom right of the window, there are two buttons labeled "Save" and "Close".

Reminder Tab

You can add reminders into this screen by typing it into the white text box.

If there is already a reminder, just click at the end of the text; press **Enter** to bring you onto a new line and then type in the details.

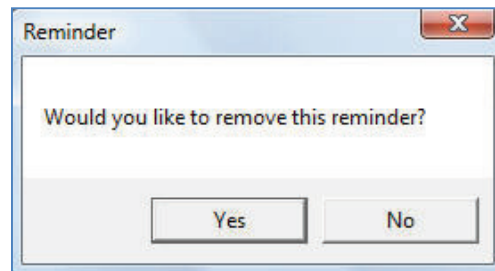
When a job card is being generated for a vehicle, there is a check to see if there are any *Reminders* and if there is, it is displayed as a message to alert the person creating the job card of this reminder.

The screenshot shows a smaller window titled "Vehicle Reminders :". It contains a single line of text "Warranty Recall" in red font, indicating an active or pending reminder.

Reminder Notes

In this example, the reminder is that of a "*Warranty Recall*".

The user can then acknowledge the reminder and delete it (thus removing it from the text box in this screen automatically) by clicking **Yes** or, if they click **No** to not delete it, it will be stored for the next time a job card is created against this vehicle, and so forth, until the user selects **Yes** and it is deleted.



Reminder Removal

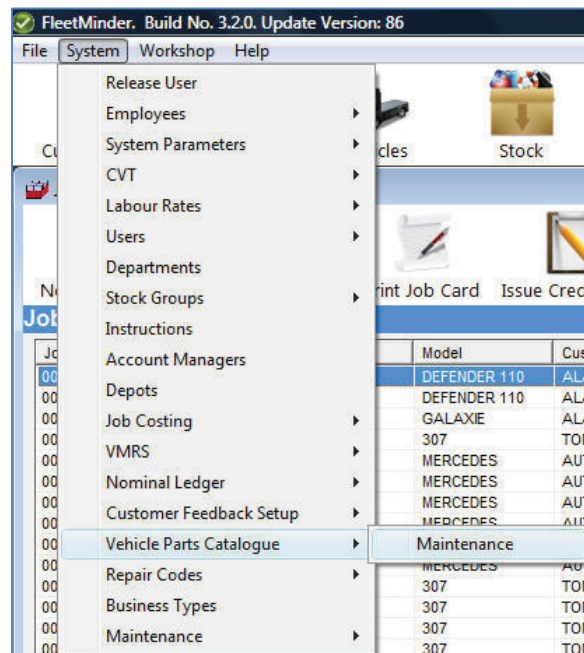
Add and Edit Parts Catalogue Headers

Before you can add items to a vehicle's Catalogue section you must have some *Parts Catalogue* headers set up from the *System* menu.

Click **System**.

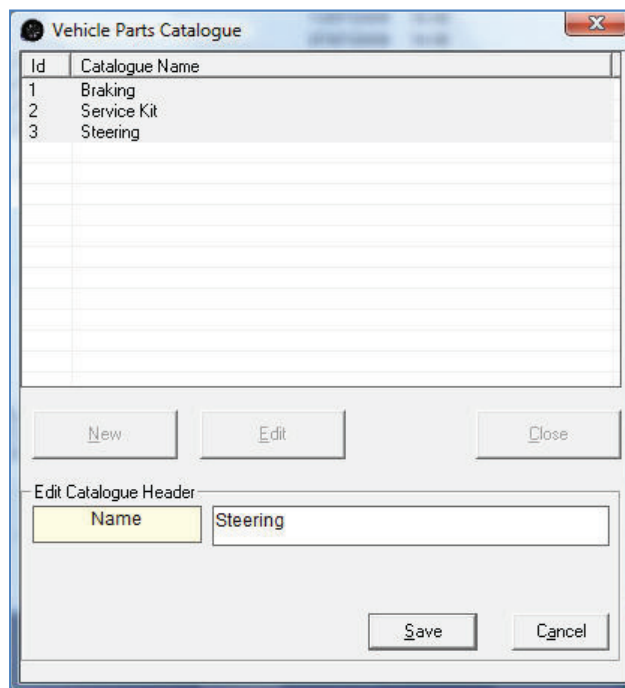
Click **Vehicle Parts Catalogue**.

Click **Maintenance**.



Vehicle Parts Catalogue

Click **New**.



Vehicle Parts Catalogue

In the *Name* box, type in the name of the *New Catalogue Header Name*.

In this example, *Steering* was written. Click **Save**.

The header has been added to the list.

If you are finished adding new headers, click **Close** to exit this screen.

Add Parts to the Catalogue for a Vehicle

Click **Catalogue** tab to view.

Vehicle Record for Registration Number : 01D12345

Activity New Job Card

Details | Optional | Car | Customer | Warranty | Lease | Sales | Diary | Service Diary | Images | Catalogue | Reminders

Parts Catalogue

Catg Header	Part No	Description	Location	Bin
Braking				
Service Kit				
Steering				

Print Full Catalogue Print Select Catalogue Add Remove Save Close

Parts Catalogue

The *Catalogue Headers* created in the *System* menu are displayed on the left side of the screen.

To add a relevant part to the catalogue for that vehicle, click **Add**.

Part Finder

Part No Description

81508030027 "Brake Disc 19.5mm

A0024202120 ... ?102 BRAKE PAD

74620 3RD BRAKE LIGHT

42536259 ADJUSTER KIT HANDBRAKE

GE03104 AHS ROLLER BRAKE TESTER VARIOFLEX

0096242 ANCHORAGE BRAKE PIN

D0293863 BALLJOINT EXHAUST BRAKE

6646859 BRACKET HAND BRAKE

3318 BRAKE & PARTS CLEANER

93161254 BRAKE ADJUSTER KIT

93161256 BRAKE ADJUSTER KIT

7701205525 BRAKE ADJUSTER KIT

9945894 BRAKE ADJUSTER KIT

^0004213006 BRAKE ANCHOR

Find Parts Use

Part Finder

To find the relevant part you can use any or all of the four criteria: *Part No.*, *Description*, *Stock Group* and *Sub Group*.

Once you have typed in the search criteria, click **Find Parts** and you will find a display of corresponding parts appear in the grid on the right.

Select the relevant part, in this example we used *Part No. 815078030027*.

Then click **Add**.

Part No	Description	Location	Bin
81508030027	Brake Disc 19.5"	N/S	0

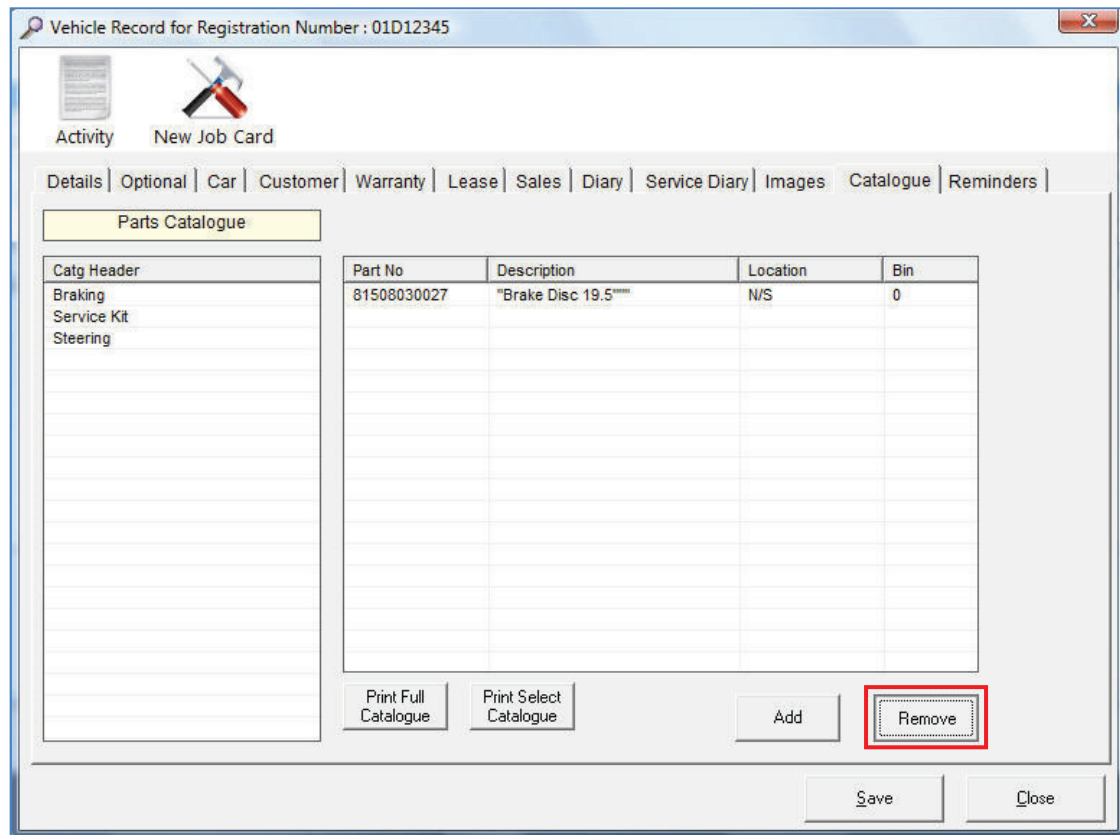
Part Item Added

The screen will close and then main *Catalogue* tab is displayed again.

The part has been added to the grid on the right allowing the user the ease of seeing what parts are suitable for that particular vehicle and whether there are any in stock.

Remove a part from a vehicle parts catalogue

In the *Catalogue* tab section, you may wish to delete a Part from the list of the catalogue.



Delete Part

Select the *Catalogue Header* item by clicking once on the item – in this example we clicked *Brakes*.

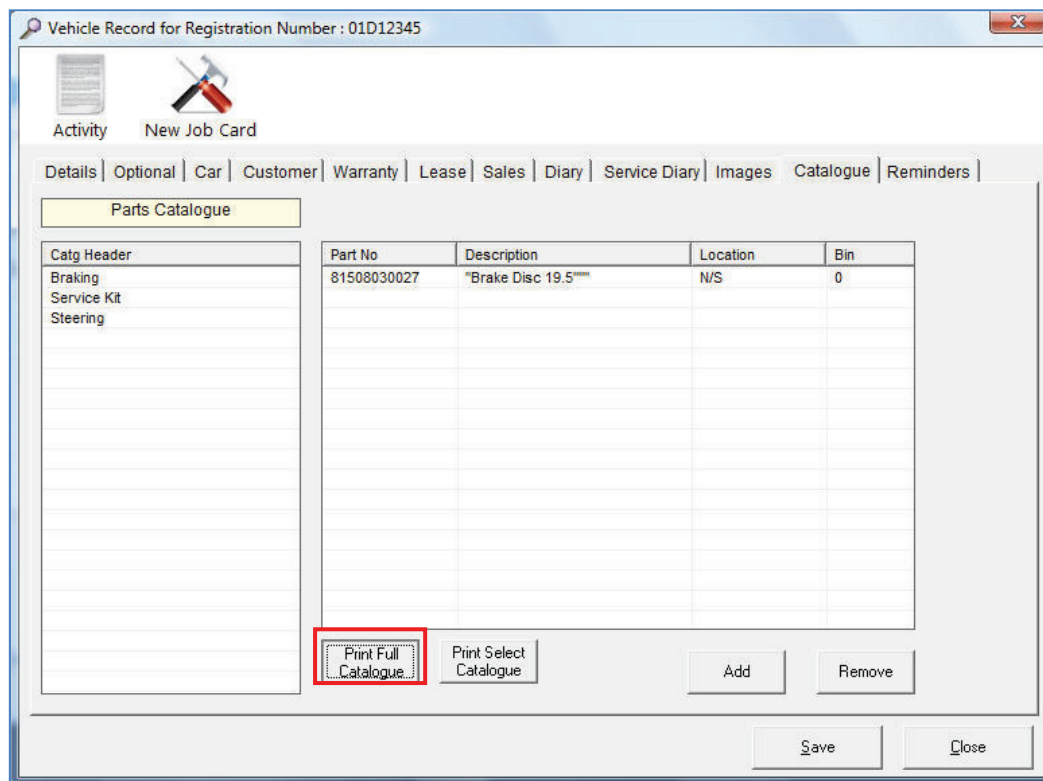
Then select the appropriate *Part* underneath that heading, by clicking on it once.

Once the row is highlighted click on **Remove**.

This will immediately remove the row from the list in the catalogue.

View a Full Catalogue of Parts for a Vehicle

In the *Catalogue* tab within the vehicle record, irrespective of what *Catg. Header* and *Parts* are selected; click ***Print Full Catalogue***.

[Print Full Catalogue](#)

A report will immediately display, showing the Full Catalogue of parts that have been associated to that vehicle and their part numbers. They are grouped under *Catalogue Headers*.



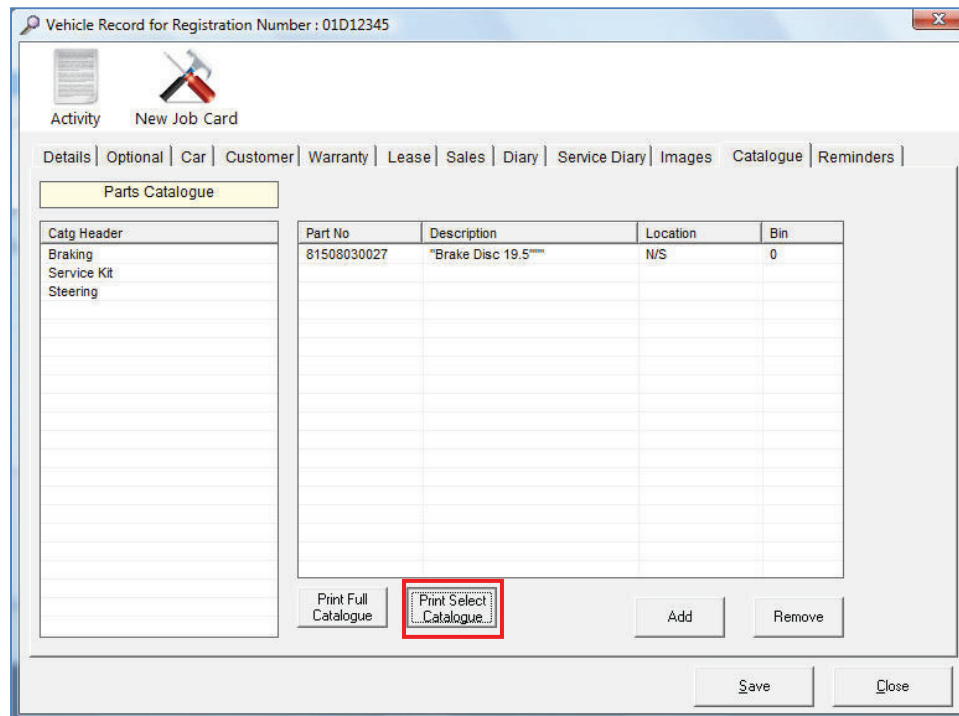
Vehicle Parts Catalogue Report

You can print this report by clicking on the **Print** button.

To close it, click the  in the top right corner.

Print a Selected Catalogue for a Catalogue Header

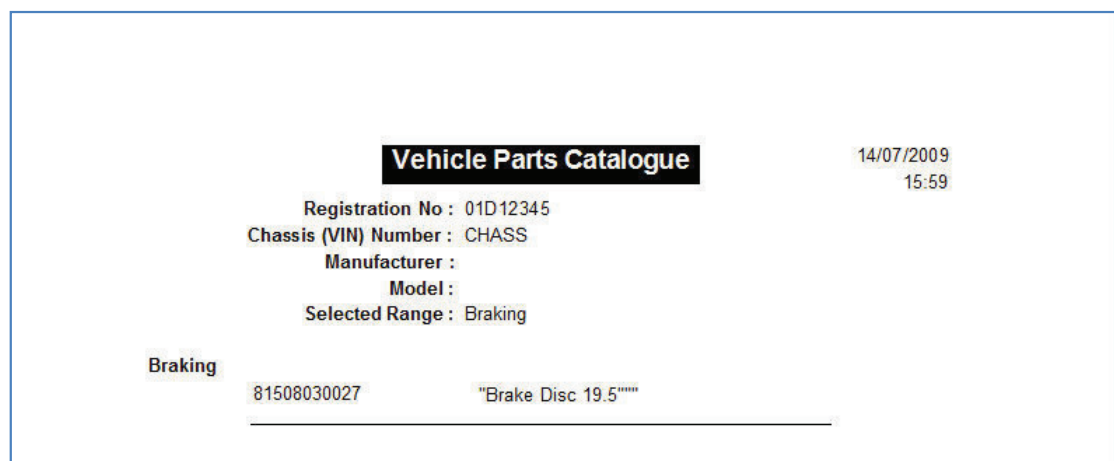
In the *Catalogue* tab click the *Catalogue Header* that you want to select. In this case, it is *Braking*.



Print Catalogue

This will display all the list of parts corresponding to this header.

Click ***Print Select Catalogue.***



Vehicle Parts Catalogue Report

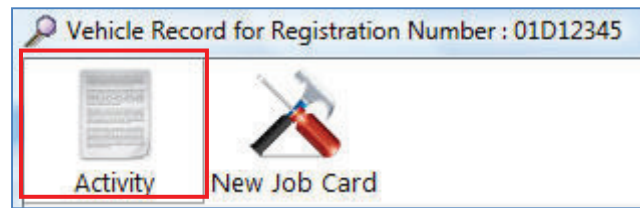
A report will appear, displaying all the parts under that *Catg. Header* heading.

If you wish to print this, click **Print**.

To close it, click the  in the top right corner.

View an Activity Report for a Vehicle

From the Vehicle Record, click **Activity**.



Vehicle History Activity

The *Vehicle Activity Report* is displayed.

Vehicle Activity		
Registration No. 01D12345		
Job No.	Date	Invoice No.
External Invoices		
1373376	14/07/2009	247049
Internal Invoices		

Vehicle Activity Report

It is split into two sections, *External Invoices* and *Internal Invoices*. All invoices pertaining to this vehicle will display, with their corresponding *Job No.* and the *Date* that it was signed off and any *Work Detail* that was recorded.

Clicking on the job number is blue will display the invoice for that job.

ALAN MCGEE
Ardee Business Park
Ardee
C.o Louth

Customer No : ALA08035
Starting Order No:
Completion Order No: n/a

Operator : ALAN MCGEE

Invoice No : 247049
Invoice Date : 14/07/2009
Account No : CA0001
Job Setup Date : 14/07/2009
Job No : 1373376

Workshop Invoice

Reg. Number : 01D12345 Chassis No : CHASS
Make : LANDROVER Engine No
Model : DEFENDER 110 Mileage: 0
Fleet No : 0

Labour Details

Labour Code	Description	VAT	Time	Price	% Disc	Charge	Total
1101	Std Labour	T1	1.00	60.00	0.00	60.00	60.00
Total Labour Value							60.00

Parts List

Part No	Description	VAT	Qty	Price	% Disc	Charge	Total
Total Parts Value							

Instruction List

Workshop Invoice

In our example, we have an external invoice, 247049 and it was issued from the work done on *Job No. 1373376*.

Click  in the top right corner to close the *Workshop Invoice* or click **Print** if you wish to print out a copy of the invoice.

Change the Depot for a vehicle

Enter the vehicles' section and select the appropriate vehicle.

Click **Optional** tab.

Vehicle Record for Registration Number : 01D12345

Activity New Job Card

Details Optional Car Customer Warranty Lease Sales Diary Service Diary Images Catalogue Reminders

Standard Custom Custom

Colour

Radio Code

Key Number

ULW 0 KGs

Tachograph Make 0

Road Speed Limiter

Body Type 00

Vehicle Category 0

Number of Axles 2

Unit Number 0

Depot

Gross Vehicle Weight 0 KGs

Hirer ID

Client ID

Save Close

Vehicle Depot

On the right hand side of this screen is the *Depot*.

Click the **Change Depot** button.

A drop down box of available depots appears.

Click on the appropriate one.

It will appear in the box as the allocated depot for that vehicle.

View the Depots section in the chapter 14 for details on adding and removing available depots from the list.

