

SIS 10 User Guide



**THE ASSEMBLY
PROFESSIONALS**



SIS10 User Guide

INDEX

Add New Items to Inventory	28	Purchase Orders	29
Add Parts to a Close Repair Order	26	Receive Items to a Purchase Order	32
Create and Edit Repair Orders	22	Set up a SIS 8.x or 9.x Customer	2
Create Barcodes for Inventory	29	Set up Customer Information	9
Create Purchase Orders Manually	30	Set up Insurance Companies	21
Customer Help Desk on the Internet	37	SIS Activation	12
Customer Registration	10	Software & Hardware Installation	2
Data Conversion	8	Software Set Up'	19
Install SIS 10	3	Statistics and Reports	35
Main Screen and Tool Bars	16	Tools	33
Manual Update	14	Trouble Shooting	38
Print Invoices	25	Update SIS 10 Software	13



SIS10 User Guide

1. Set up a SIS 8.x or 9.x Customer

Your SIS software must be Version 8.3.6 or Version 9.x for the data conversion tool to work. The new version of the software will automatically ask if you want to convert the data upon installation.

You must complete all Open Repair Orders in the old version of the SIS Software before doing the data conversion.

Purge the Repair Orders by clicking on the button in the Invoicing Menu in the older versions of SIS.

Back up the Data Files for the old version of SIS to a folder called SIS backup. You are now ready to install SIS 10.

The old laminated sheets from SIS 9 WILL NOT WORK WITH SIS 10. The techs must enter a QTY on the scanner. DO NOT USE THE LAMINATED SHEETS from SIS Version 9.x or lower.

2. Software & Hardware Installation

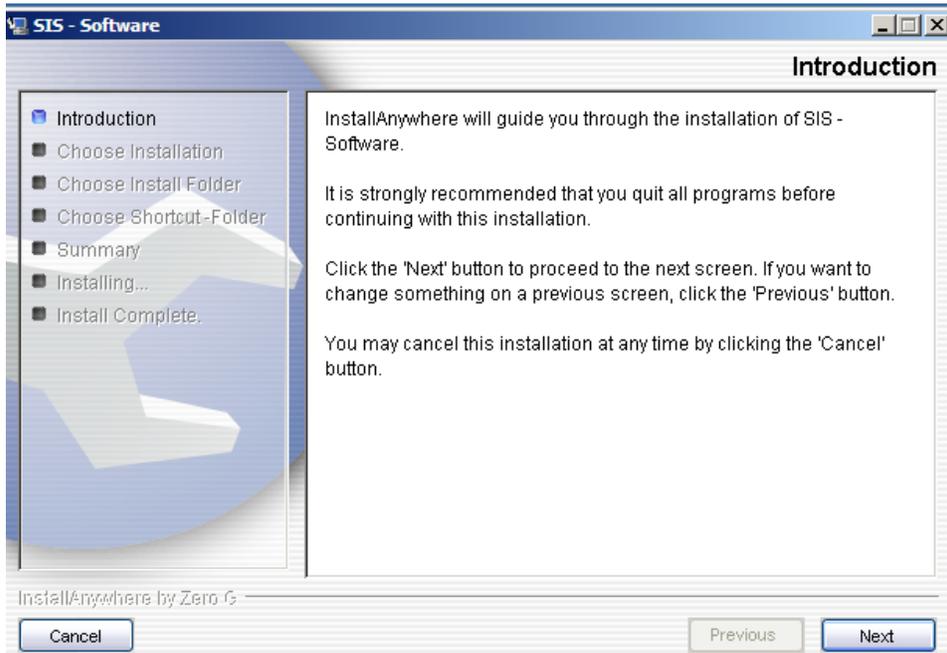
To hook up the Phaser:

- a. Insert the cable underneath the cradle.
- b. Plug in the power underneath the cradle and plug the other end into the wall

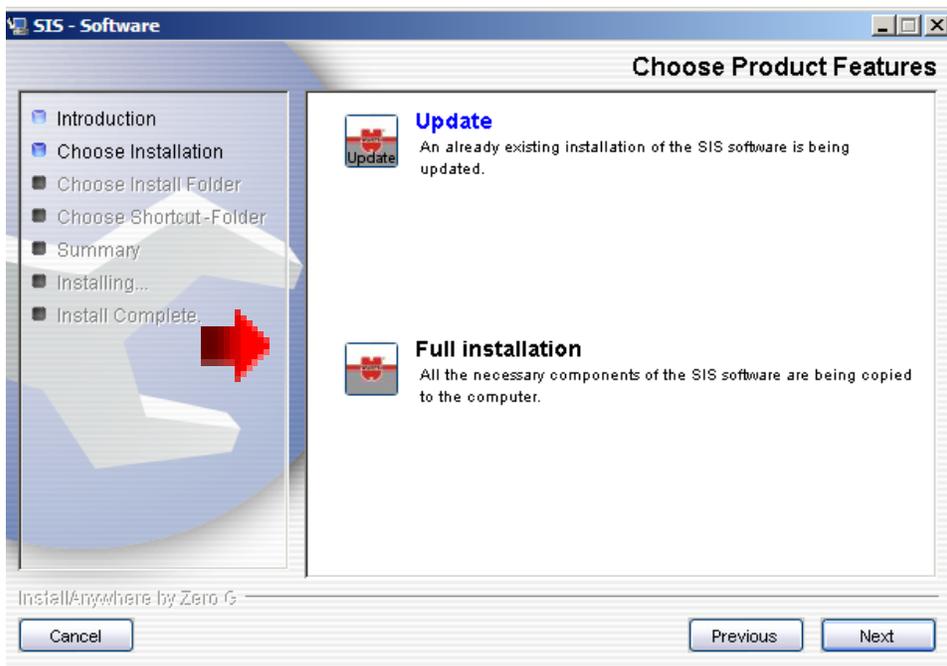


3. Install SIS 10

Insert CD into CD Drive. The software will automatically start to load.

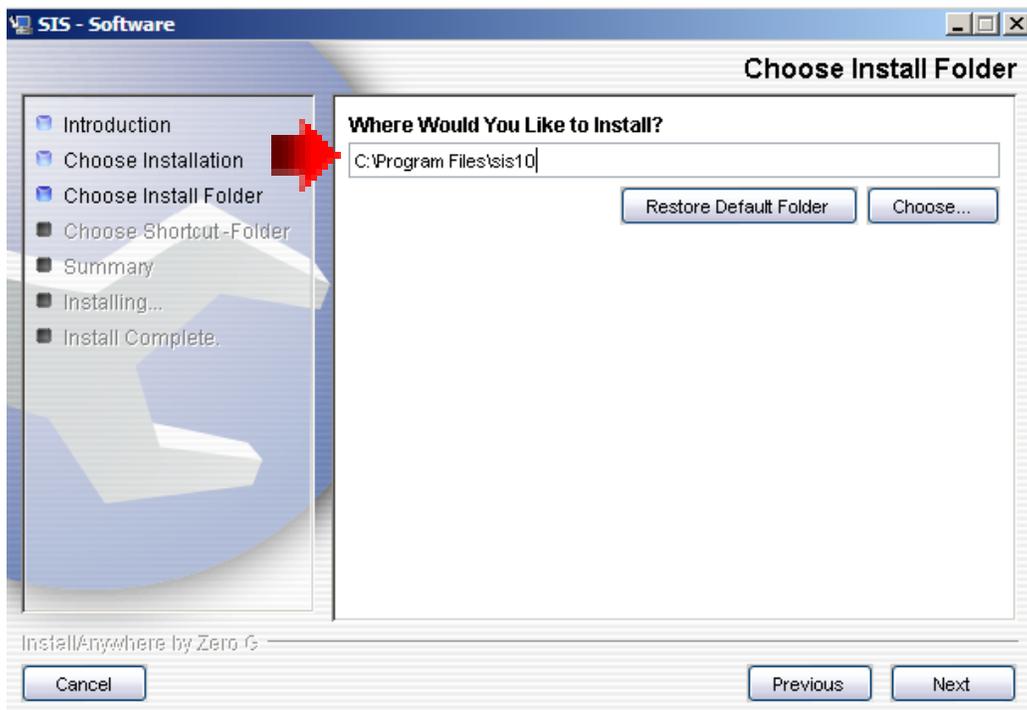


The first screen will be the introduction to the installation. Click NEXT



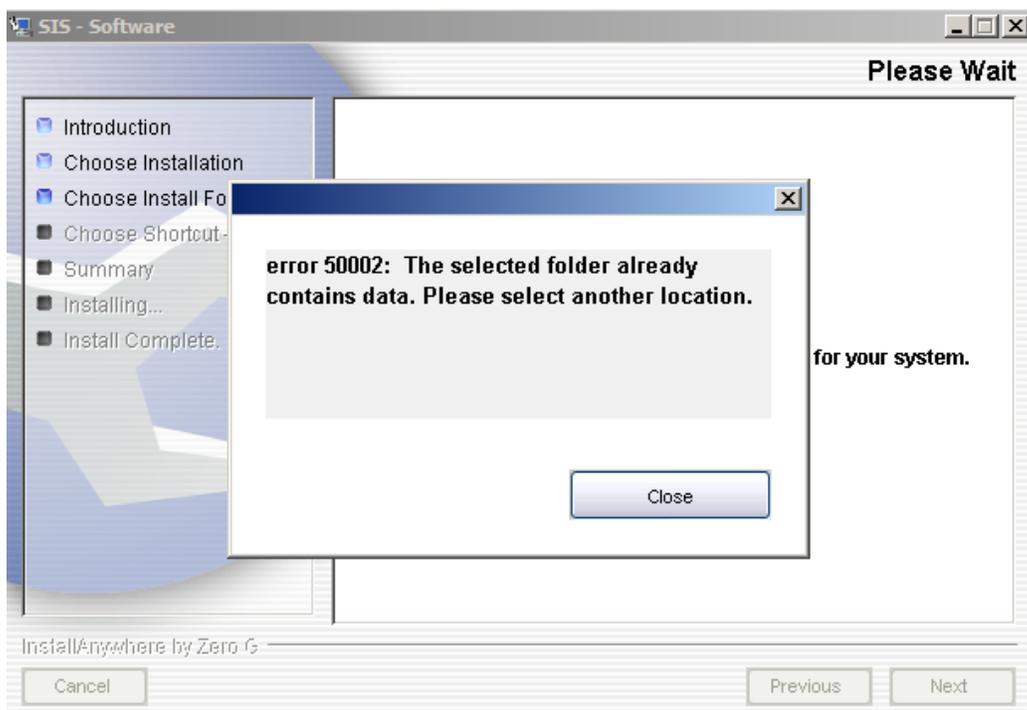
Click on the FULL INSTALLATION button. Click NEXT

This next step will ask you where you want to install the SIS 10 Software. If you have a previous version of SIS already on your computer, you may want to change the destination to SIS10.

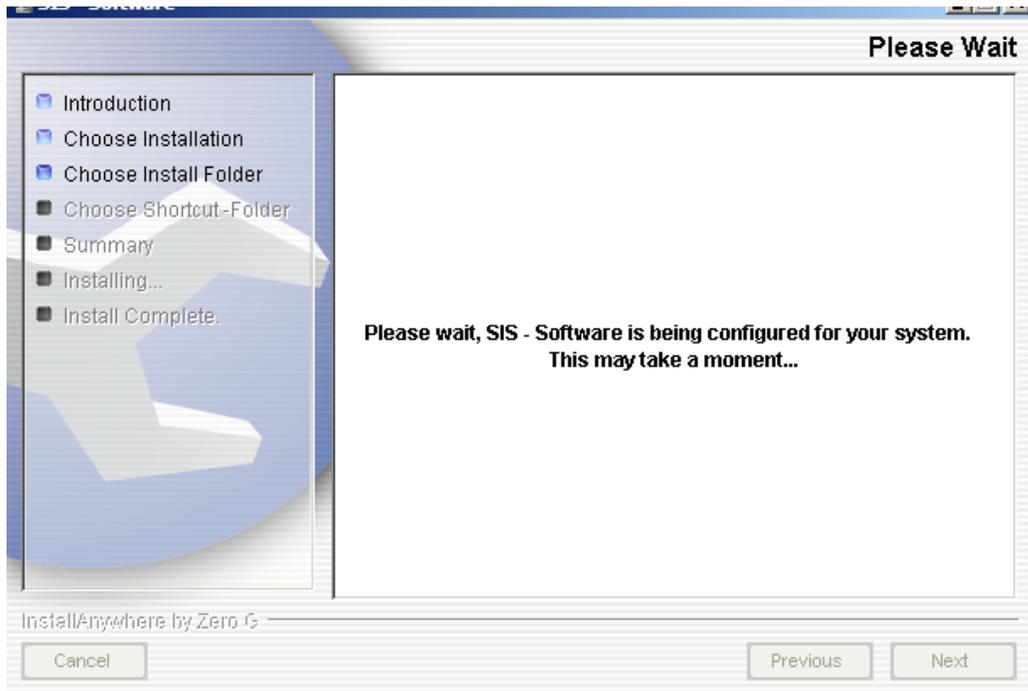


If you already have data in the selected destination, the software will show a warning and close.

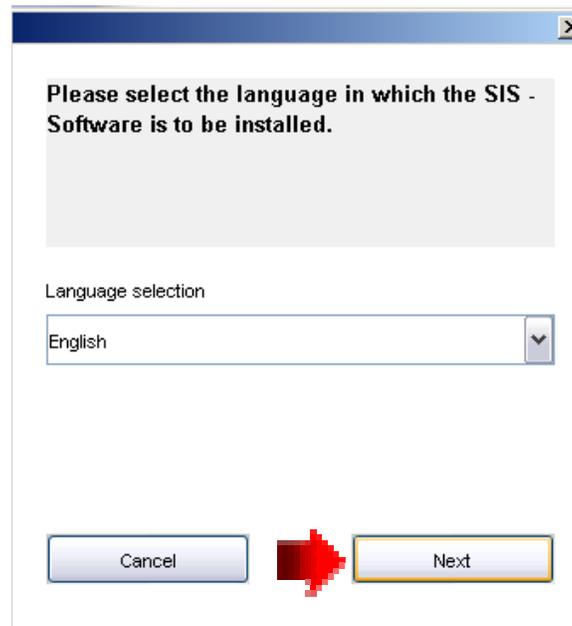
You will have to begin the installation process over.



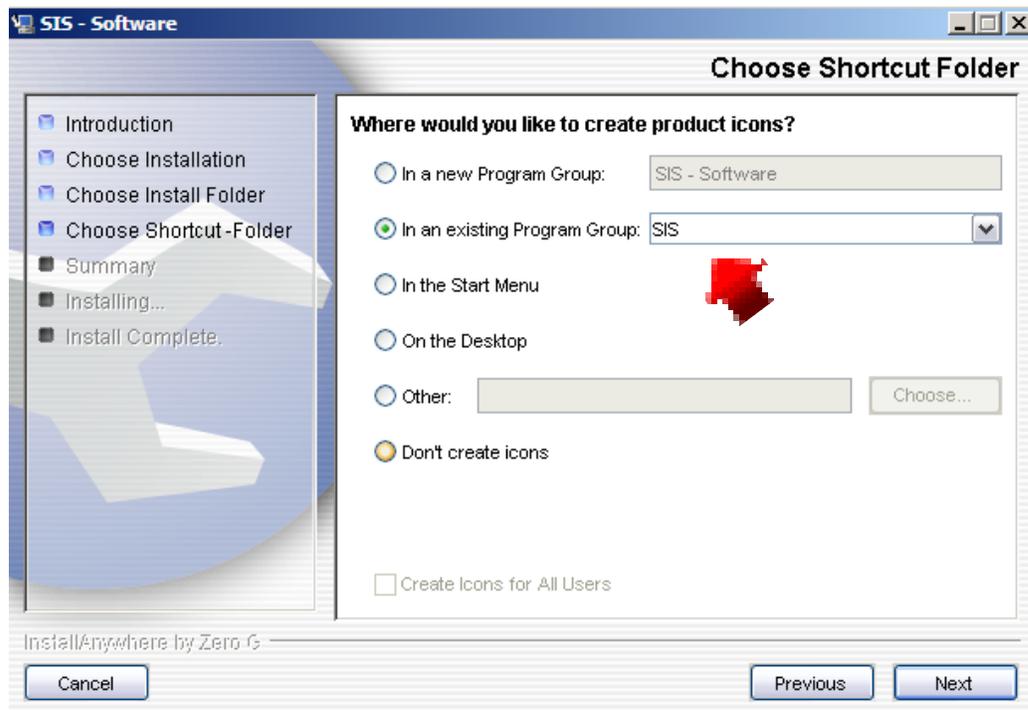
If you are successful in your installation, this next screen will appear.



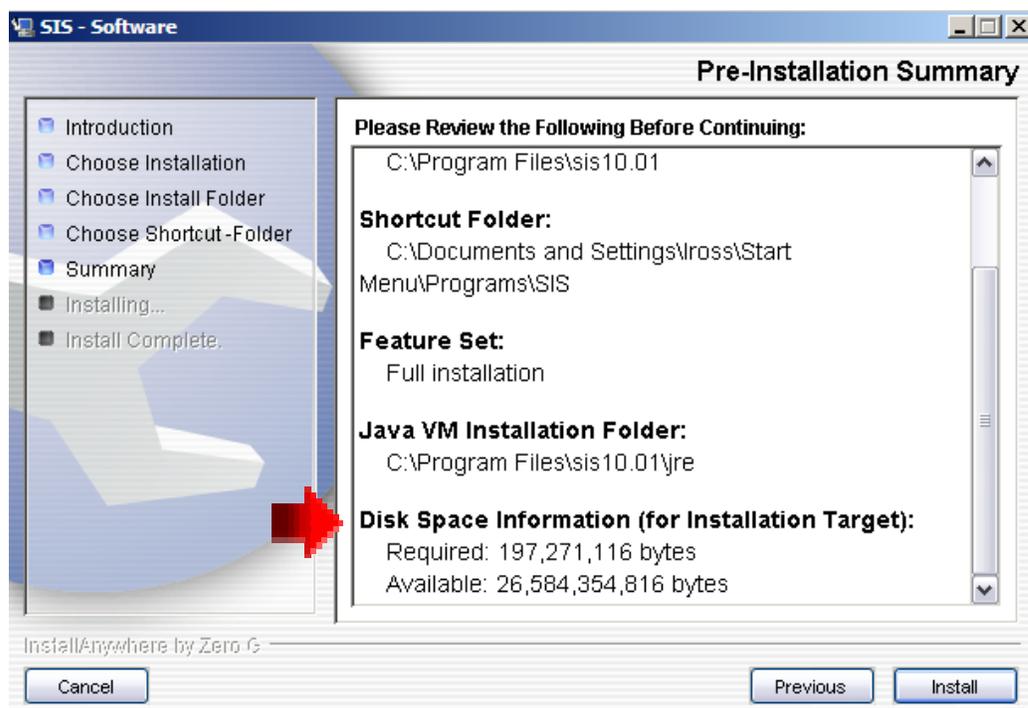
You will next be asked to choose a language. Click NEXT



Choose the location of the SIS Program and files. It is usually best to locate them in a program group called SIS. This will place an icon on your desktop for easy access.



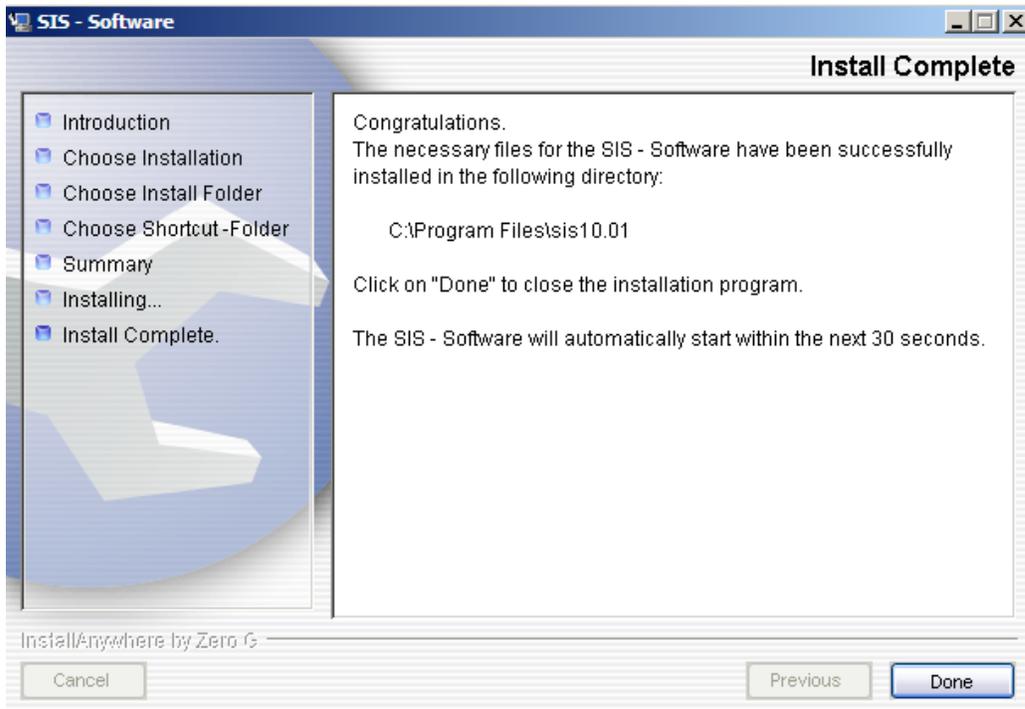
The next screen will give you information about the installation and how much disk space is required...



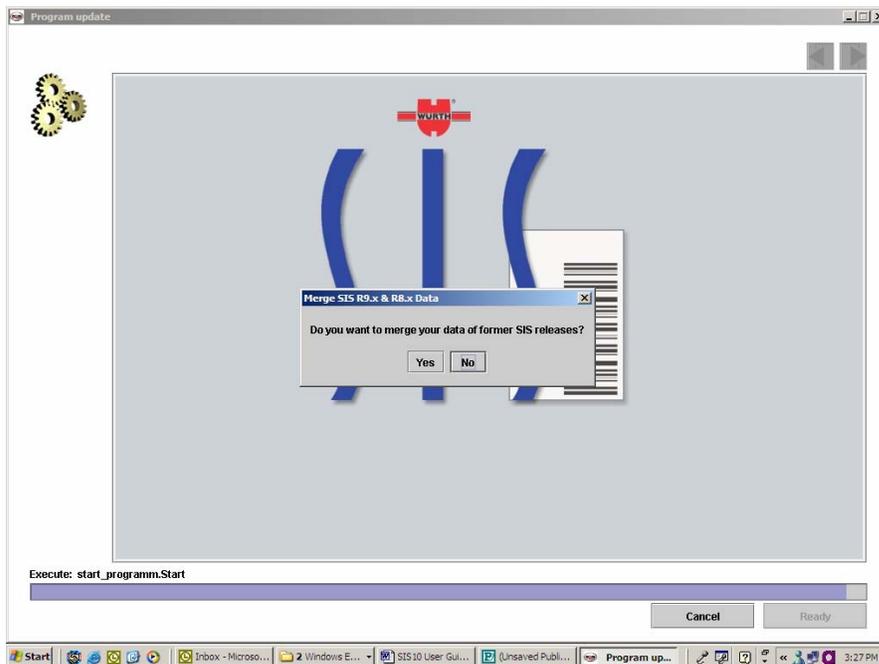
To complete the installation, click on INSTALL

The software will begin the installation and the installation screen will be displayed.

When the installation is complete, click DONE



The software will load and ask you if you want to merge data from a previous version of SIS.



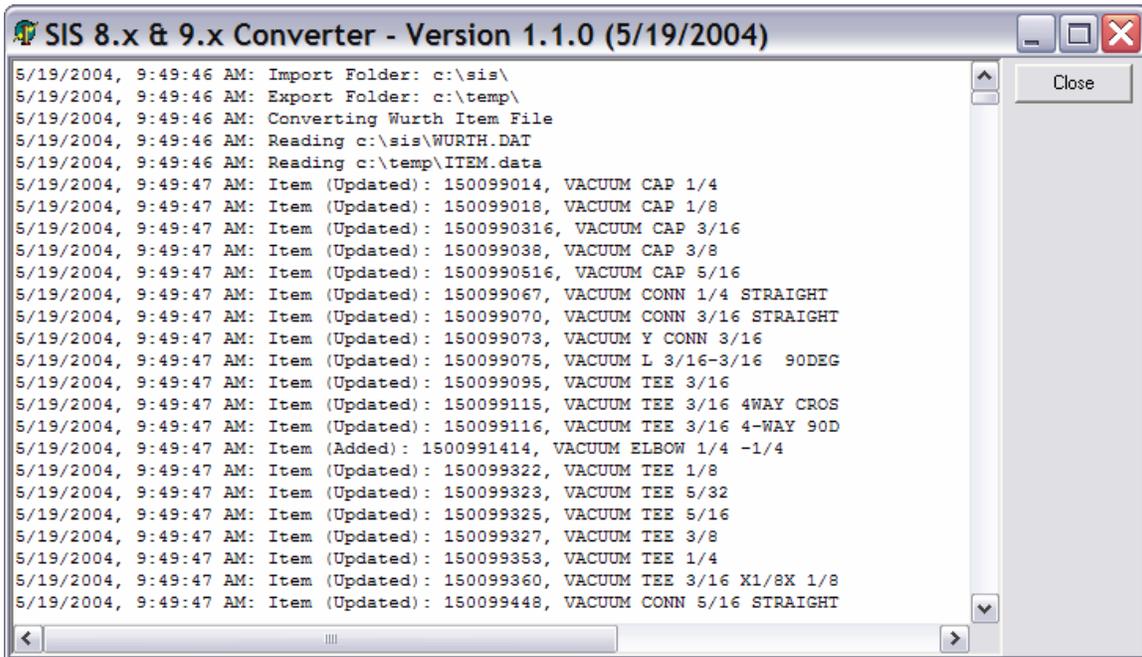
If you choose not to merge the data, click NO and READY.

If you choose to merge your data, make sure you have completed all Repair Orders in the old system and you have purged your Data. If you want to begin the data conversion for earlier versions of SIS to SIS 10, click YES.

4. Data Conversion

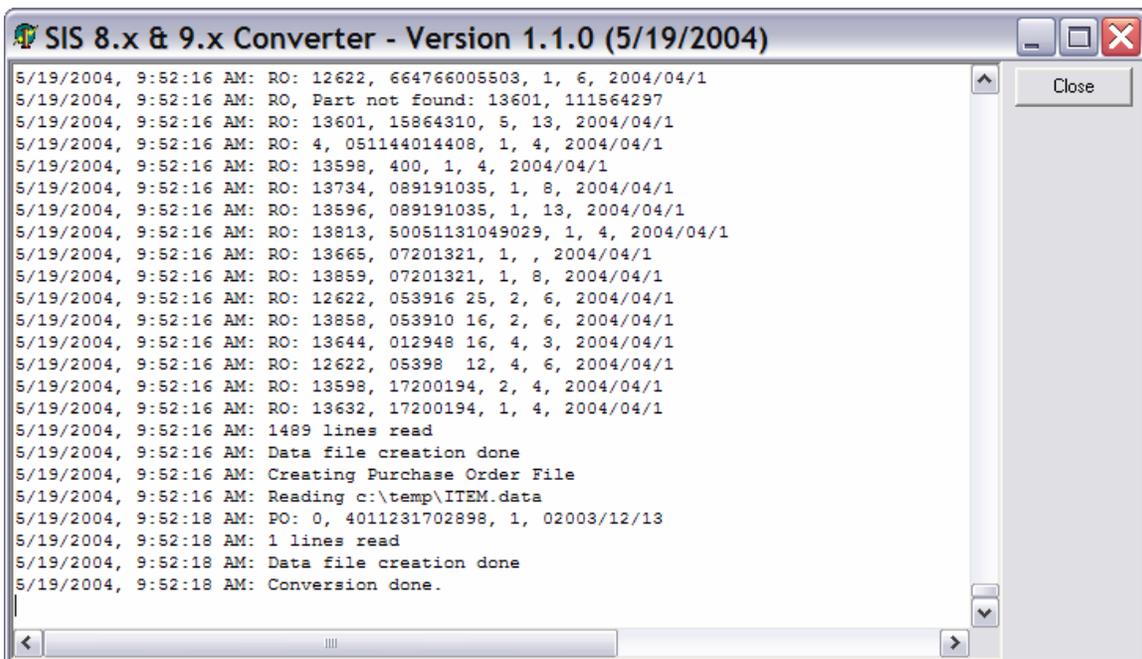
The data converter will appear and begin the process.

Start:



```
SIS 8.x & 9.x Converter - Version 1.1.0 (5/19/2004)
5/19/2004, 9:49:46 AM: Import Folder: c:\sis\
5/19/2004, 9:49:46 AM: Export Folder: c:\temp\
5/19/2004, 9:49:46 AM: Converting Wurth Item File
5/19/2004, 9:49:46 AM: Reading c:\sis\WURTH.DAT
5/19/2004, 9:49:46 AM: Reading c:\temp\ITEM.data
5/19/2004, 9:49:47 AM: Item (Updated): 150099014, VACUUM CAP 1/4
5/19/2004, 9:49:47 AM: Item (Updated): 150099018, VACUUM CAP 1/8
5/19/2004, 9:49:47 AM: Item (Updated): 1500990316, VACUUM CAP 3/16
5/19/2004, 9:49:47 AM: Item (Updated): 150099038, VACUUM CAP 3/8
5/19/2004, 9:49:47 AM: Item (Updated): 1500990516, VACUUM CAP 5/16
5/19/2004, 9:49:47 AM: Item (Updated): 150099067, VACUUM CONN 1/4 STRAIGHT
5/19/2004, 9:49:47 AM: Item (Updated): 150099070, VACUUM CONN 3/16 STRAIGHT
5/19/2004, 9:49:47 AM: Item (Updated): 150099073, VACUUM Y CONN 3/16
5/19/2004, 9:49:47 AM: Item (Updated): 150099075, VACUUM L 3/16-3/16 90DEG
5/19/2004, 9:49:47 AM: Item (Updated): 150099095, VACUUM TEE 3/16
5/19/2004, 9:49:47 AM: Item (Updated): 150099115, VACUUM TEE 3/16 4WAY CROS
5/19/2004, 9:49:47 AM: Item (Updated): 150099116, VACUUM TEE 3/16 4-WAY 90D
5/19/2004, 9:49:47 AM: Item (Added): 1500991414, VACUUM ELBOW 1/4 -1/4
5/19/2004, 9:49:47 AM: Item (Updated): 150099322, VACUUM TEE 1/8
5/19/2004, 9:49:47 AM: Item (Updated): 150099323, VACUUM TEE 5/32
5/19/2004, 9:49:47 AM: Item (Updated): 150099325, VACUUM TEE 5/16
5/19/2004, 9:49:47 AM: Item (Updated): 150099327, VACUUM TEE 3/8
5/19/2004, 9:49:47 AM: Item (Updated): 150099353, VACUUM TEE 1/4
5/19/2004, 9:49:47 AM: Item (Updated): 150099360, VACUUM TEE 3/16 X1/8X 1/8
5/19/2004, 9:49:47 AM: Item (Updated): 150099448, VACUUM CONN 5/16 STRAIGHT
```

End:



```
SIS 8.x & 9.x Converter - Version 1.1.0 (5/19/2004)
5/19/2004, 9:52:16 AM: RO: 12622, 664766005503, 1, 6, 2004/04/1
5/19/2004, 9:52:16 AM: RO: Part not found: 13601, 111564297
5/19/2004, 9:52:16 AM: RO: 13601, 15864310, 5, 13, 2004/04/1
5/19/2004, 9:52:16 AM: RO: 4, 051144014408, 1, 4, 2004/04/1
5/19/2004, 9:52:16 AM: RO: 13598, 400, 1, 4, 2004/04/1
5/19/2004, 9:52:16 AM: RO: 13734, 089191035, 1, 8, 2004/04/1
5/19/2004, 9:52:16 AM: RO: 13596, 089191035, 1, 13, 2004/04/1
5/19/2004, 9:52:16 AM: RO: 13813, 50051131049029, 1, 4, 2004/04/1
5/19/2004, 9:52:16 AM: RO: 13665, 07201321, 1, , 2004/04/1
5/19/2004, 9:52:16 AM: RO: 13859, 07201321, 1, 8, 2004/04/1
5/19/2004, 9:52:16 AM: RO: 12622, 053916 25, 2, 6, 2004/04/1
5/19/2004, 9:52:16 AM: RO: 13858, 053910 16, 2, 6, 2004/04/1
5/19/2004, 9:52:16 AM: RO: 13644, 012948 16, 4, 3, 2004/04/1
5/19/2004, 9:52:16 AM: RO: 12622, 05398 12, 4, 6, 2004/04/1
5/19/2004, 9:52:16 AM: RO: 13598, 17200194, 2, 4, 2004/04/1
5/19/2004, 9:52:16 AM: RO: 13632, 17200194, 1, 4, 2004/04/1
5/19/2004, 9:52:16 AM: 1489 lines read
5/19/2004, 9:52:16 AM: Data file creation done
5/19/2004, 9:52:16 AM: Creating Purchase Order File
5/19/2004, 9:52:16 AM: Reading c:\temp\ITEM.data
5/19/2004, 9:52:18 AM: PO: 0, 4011231702898, 1, 02003/12/13
5/19/2004, 9:52:18 AM: 1 lines read
5/19/2004, 9:52:18 AM: Data file creation done
5/19/2004, 9:52:18 AM: Conversion done.
```

5. Set up Customer Information

The Customer Information screen will automatically come up after installation of SIS 10. Please fill out the information exactly as it is on the customer profile and invoices. This must match SAP information exactly.



The screenshot shows a window titled "Client Information" with a blue header bar. The window contains the following fields and controls:

- Name:** A text input field with a black border.
- Address 1:** A text input field.
- Address 2:** A text input field.
- City, State, ZIP:** Three separate text input fields.
- Country:** A text input field containing "USA".
- Phone:** A text input field.
- Fax:** A text input field.
- eMail:** A text input field.
- Business License:** A text input field.
- Standard Tax:** A text input field containing "0" followed by a percentage sign.
- Standard Markup:** A text input field containing "100" followed by a percentage sign.
- Buttons:** A "Save" icon (floppy disk) and an "OK" button.

The SIS logo is visible in the top right corner of the window. A red arrow points to the "Standard Markup" field.

All fields except fax and email must be completed.

In this box, you can set up the first mark up for the products. This will be the first default mark up. (The option to mark up by insurance company and by specific products is also available in other areas of the program)

To find this information again, click on File and on Program and Settings then on Client Information. You can make corrections or changes in these fields and change the mark up or sales tax.

6. Customer Registration

SIS10 comes with a free 30 day trial period. At the end of 30 days, the customer must register the software.

Apply for Registration in SIS

In SIS, go to menu File\Registration and hit the button “Register”

Activated Registration	Registration Date	Expiration Date
Requested Activation		
SIS Software	02.04.2004	

Enter the customer’s data, including the Client number (Wurth customer number). Click NEXT

*Client Number: JPTEST

*Company: JP

*Address: 10100 85th Ave N

*City, State, ZIP: Maple Grove - 55326

Country: USA

*Contact: Jan Pöhland

*Phone: 763 493 0811

Fax: 763 493 0800

eMail: Jan.Poehland@wuerth-phoenix.com

Registration Code: SIS-341-016-541-167746-5233118

*Username: sis *Password: sis

* - REQUIRED FIELDS

Select a profile and a product and hit the button "Add"

Registration Status | Registration Form | **Select License**

*Profile Description: **Select Profile** (dropdown)

*Products: **Select Time** (field)

Buttons: Add, Remove

Line It...	Product Num...	Description
1.	1999747	SIS Software - Open License

* - REQUIRED FIELDS

Buttons: Back, Print

You will get the following registration form which needs to be sent to Wurth USA
 Fax to 888-258-0158 and the Help Desk will fax you back an activation code

SIS 10

File Master Data ROS Print Preview 100% Close

Welcome To SIS

Search, Get Price, New, Edit, Print Invoices, Data Upload, Create POs

WURTH THE ASSEMBLY PROFESSIONALS

SIS Registration May 14, 2004

To activate your WURTH SIS 10 Registration, please fax this registration page to 888-258-0158 or call 1-800-892-3268 extension 2746 or 2759

For:
 Leslie Ross
 1486 E Cedar Street
 Ontario, - 91761

Client Information:
 Company: Leslie Ross
 Address: 1486 E Cedar Street
 City, State, ZIP: Ontario, - 91761
 Contact: Leslie Ross
 Phone: 909-923-2442
 Fax: 888-258-0158
 eMail: Leslie.ross@wurthusa.com
 Client Number: LESLIE1
 Registration Code: SIS-399-995-071-180789-0378834
 Username: leslie
 Password: leslie

Line Item	Art. Nr.	Description	Quantity	Price
1.	19990020	SIS Software - Annual Subscription	1	\$495

Leslie Ross

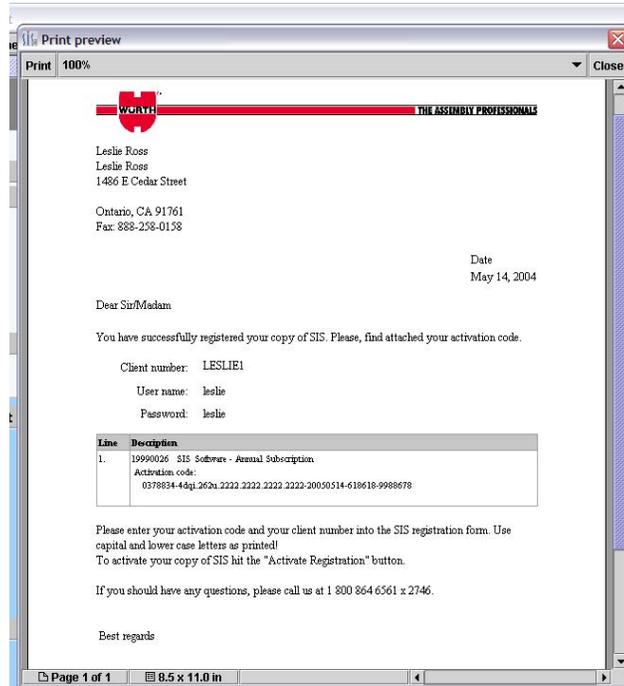
Page 1 of 1 8.5 x 11.0 in

Wurth USA Supplier List

Print, Delete

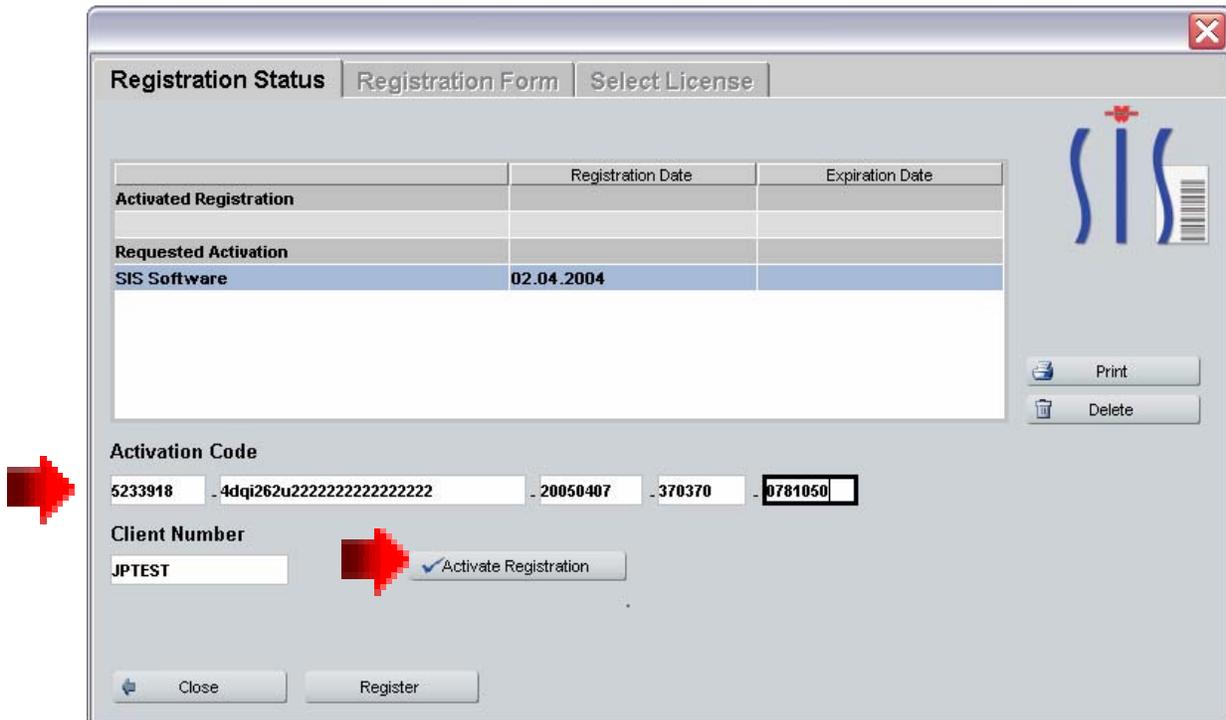
Windows Taskbar: Start, SIS10 User..., SIS 10, 2 SAP Lo..., 2 Microso..., 2 Interne..., 9:48 AM

The SIS Help Desk will fax back an activation confirmation and code



7. SIS Activation

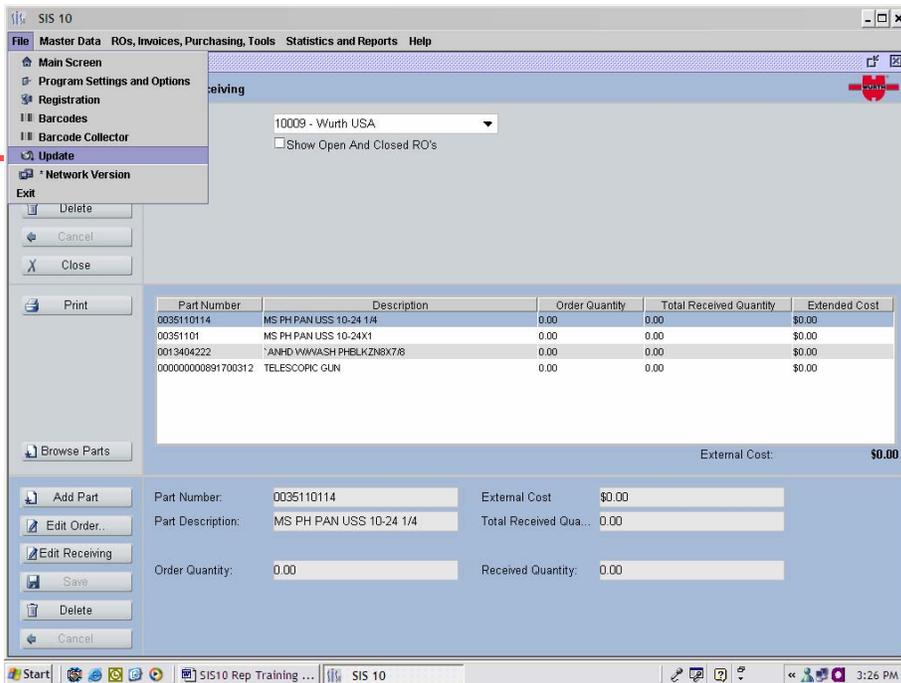
Enter the activation code and the client number (Wurth customer number) into the registration form



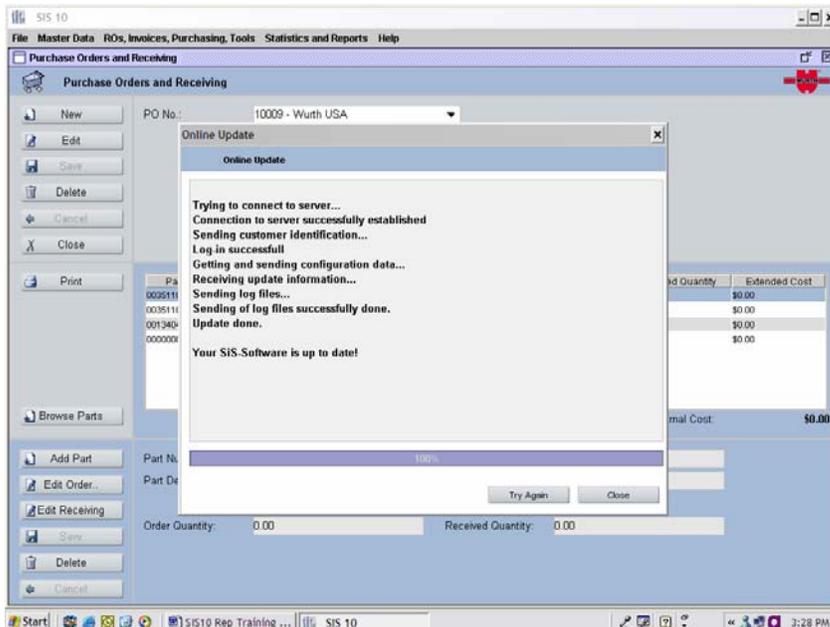
Click on "Activate Registration"

8. Update SIS 10 Software

From time to time, there will be updates made to the software to enhance performance to resolve bugs in the system. To update the program by the internet, click on FILE and click on UPDATE.

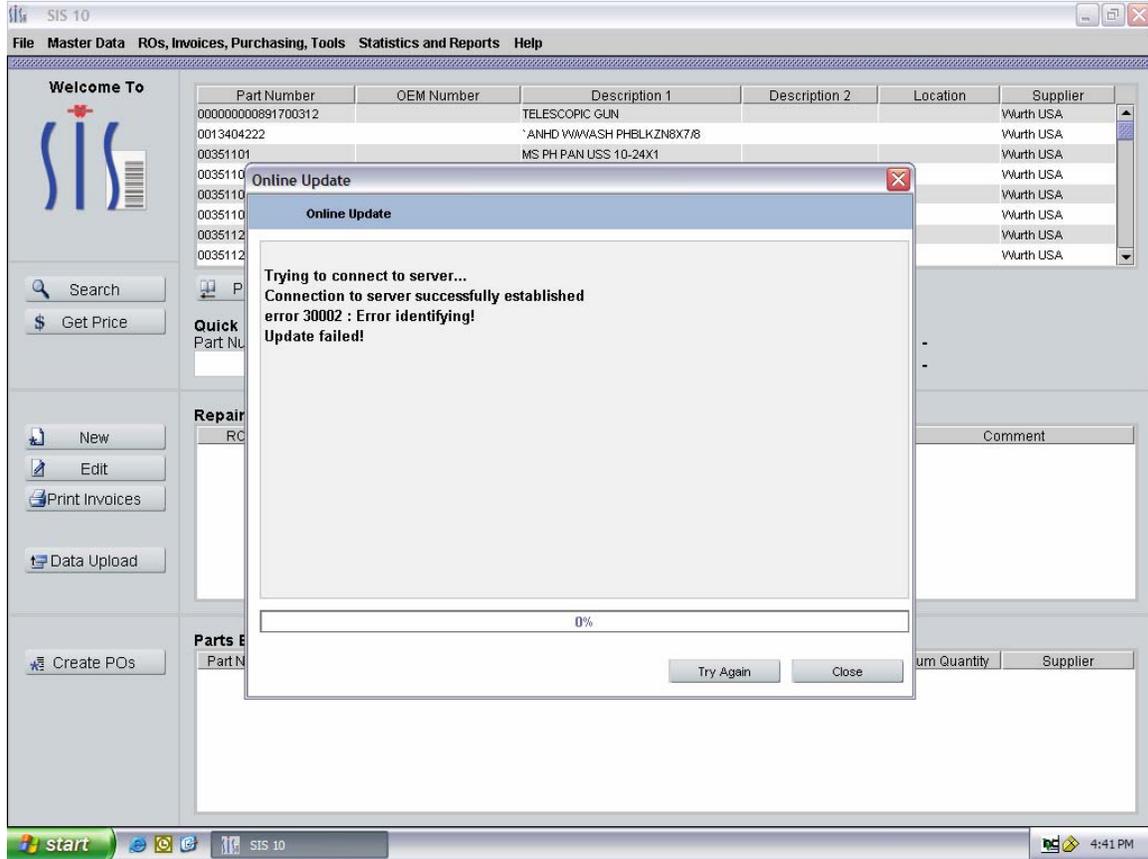


A screen will appear that says "ONLINE UPDATE". Click on the START button. The customer must be registered to download updates.



A message from the server will appear in the message box. This message will show that the update is successful.

If the software is not registered or if the activation code is entered in wrong, the message will show that the update failed as shown below. If this message appears, register your software or if you have, re-enter your activation code. Pay close attention to all the numbers and letters in the activation code.



9. Manual Update

To update the program on a computer that does not have internet access, obtain the latest release on CD from your WURTH Sales Professional or call 1-800-864-6561. Place the CD in your CD Drive. The CD will begin the automatic installation.

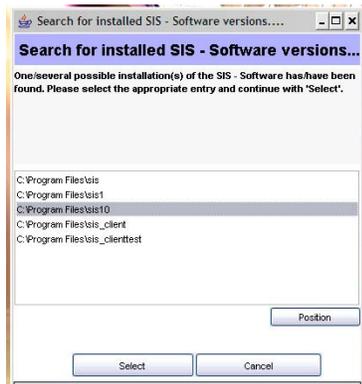
The first screen to appear is the Introduction screen. Click on the NEXT button.

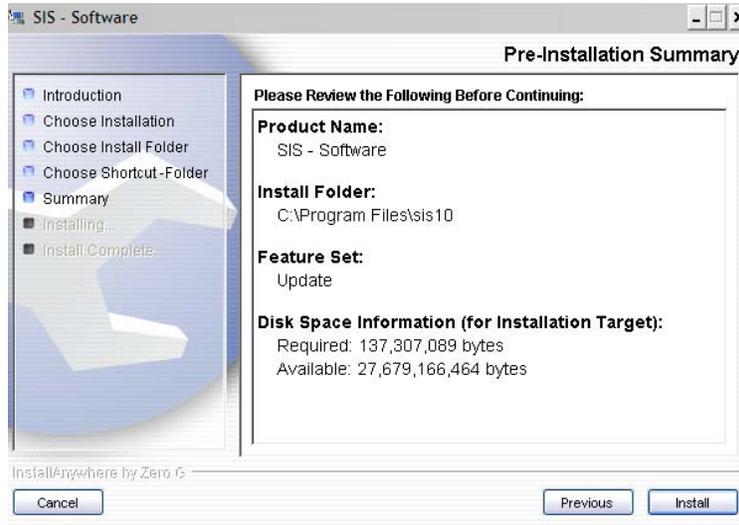


The next screen to appear will ask if you want to do a FULL INSTALLATION or UPDATE.



Click on UPDATE and click on NEXT. The system will search for existing versions of SIS on your computer. Choose the version you wish to update and click on SELECT, This update only applied to SIS10 and will not effect older versions of SIS..





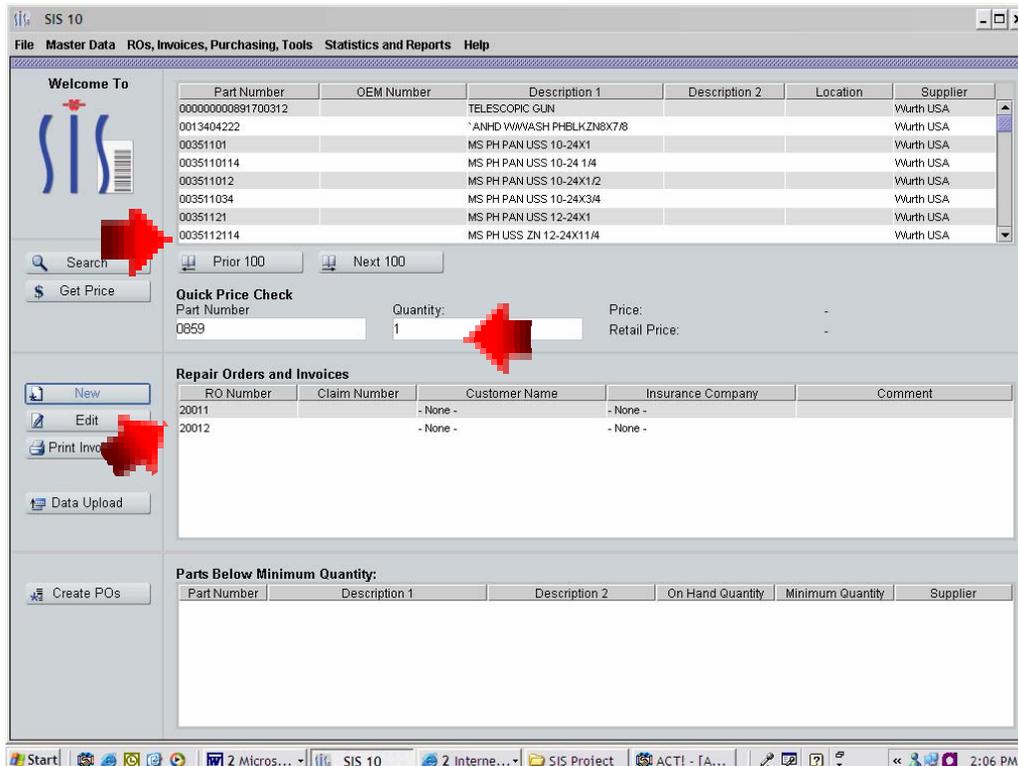
The next screen shows the information on the update and how much disk space is required.

Click on **INSTALL**. When the update is complete, a dialog box will ask you to restart your software. Click on **YES**.

10. Main Screen and Tool Bars

The Main Screen has three sections. The first section is Quick Check. This allows the customer to check prices on their products. This section shows the List and the cost.

To Search for a Price, Either click on a number from above or enter a product number and hit search. You can scroll through the database by clicking on Prior 100 or Next 100.



If you do not know the part number, you can click on the description column and it will sort this alphabetically

The screenshot shows the SIS 10 software interface. The main window has a menu bar with 'File', 'Master Data', 'ROs, Invoices, Purchasing, Tools', 'Statistics and Reports', and 'Help'. On the left, there is a 'Welcome To' section with the SIS logo and a search bar. The central area contains a table of parts with columns for Part Number, OEM Number, Description 1, Description 2, Location, and Supplier. A red arrow points to the 'Description 1' column header. Below the table are buttons for 'Search', 'Get Price', 'Prior 100', and 'Next 100'. The 'Quick Price Check' section has input fields for 'Part Number', 'Quantity', 'Price', and 'Retail Price'. The 'Repair Orders and Invoices' section has a table with columns for RO Number, Claim Number, Customer Name, Insurance Company, and Comment. The 'Parts Below Minimum Quantity' section has a table with columns for Part Number, Description 1, Description 2, On Hand Quantity, Minimum Quantity, and Supplier. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 2:07 PM.

Part Number	OEM Number	Description 1	Description 2	Location	Supplier
0893109		ZINC WELD PRIMER 400ML			Wurth USA
196400009		ZINC PAN HD SHT MTL SCREW 1200 ...			Wurth USA
964407		ZINC METRIC FLAT WASHER ASST			Wurth USA
X0893114		zinc bright u label			Wurth USA
X893114		zinc bright			Wurth USA
0603300133		ZEBRAR HHS BIMETAL SAW BLADES ...			Wurth USA
060330013		ZEBRAR HHS BIMETAL SAW BLADES ...			Wurth USA
0893166		ZEBRAR CLAY			Wurth USA

RO Number	Claim Number	Customer Name	Insurance Company	Comment
20011		- None -	- None -	
20012		- None -	- None -	

Part Number	Description 1	Description 2	On Hand Quantity	Minimum Quantity	Supplier
-------------	---------------	---------------	------------------	------------------	----------

The second section is Open Repair Orders. You will see a list of Open Repair Orders that are waiting to be invoiced. You can create new Repair Orders, Edit existing Repair Orders or Print Invoices.

To Create a New Repair Order from the main screen, click on New. If you would like to edit a repair order, select a repair order from the grid by clicking on the number and clicking on EDIT. To print invoices for one or several RO's, you can select an RO by clicking on the number in the grid and holding down the Control Key on your keyboard, you can click on other RO numbers.

The screenshot shows the SIS 10 software interface. On the left, there is a sidebar with buttons for 'New', 'Edit', 'Print Invoices', 'Data Upload', and 'Create POs'. A red arrow points to the 'Print Invoices' button. The main area contains a table of parts with columns: Part Number, OEM Number, Description 1, Description 2, Location, and Supplier. Below this is a 'Quick Price Check' section with input fields for Part Number and Quantity. Further down is a 'Repair Orders and Invoices' table with columns: RO Number, Claim Number, Customer Name, Insurance Company, and Comment. At the bottom is a 'Parts Below Minimum Quantity' table with columns: Part Number, Description 1, Description 2, On Hand Quantity, Minimum Quantity, and Supplier.

Highlighted the repair orders you want to print invoices. Click on the PRINT INVOICES button. A dialog box will appear asking you want to print all or selected.

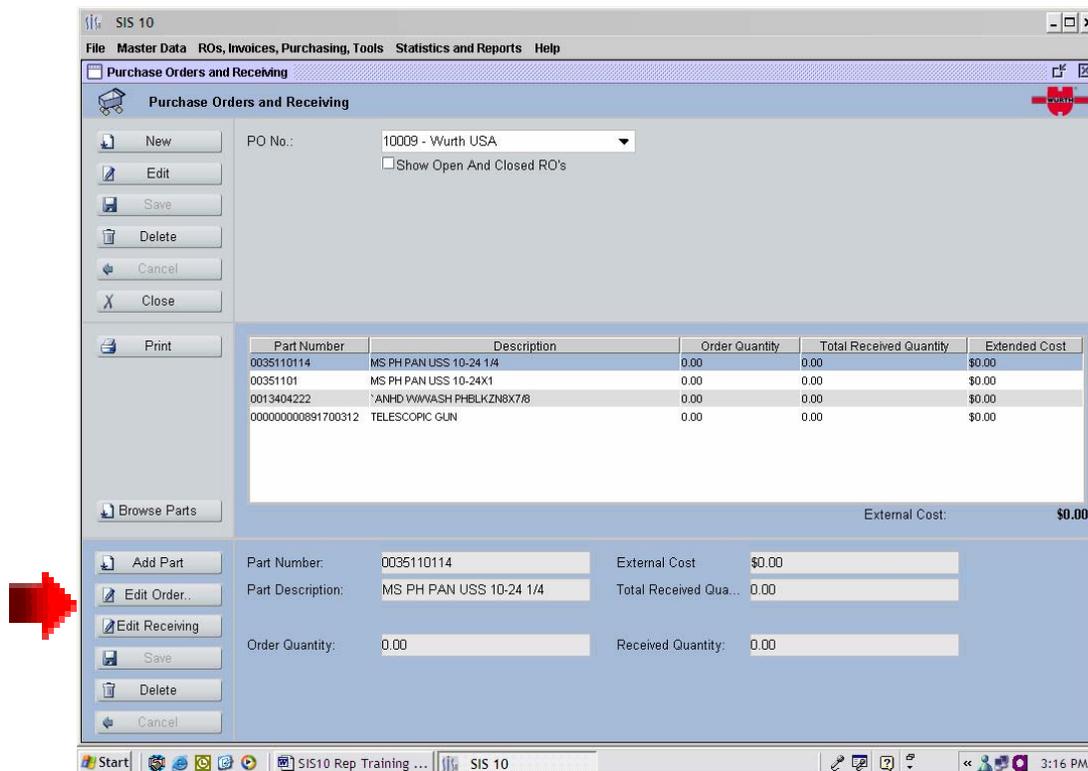
This screenshot shows the same SIS 10 interface as the previous one, but with a dialog box titled 'Print Selected?' open. The dialog box contains the text 'Print only highlighted items?' and three buttons: 'Yes', 'No', and 'Cancel'. A red arrow points to the 'Yes' button. In the background, the 'Repair Orders and Invoices' table has two rows highlighted in blue.

To print the highlighted items click on YES. If you want to print all the invoices for all the Open Repair Orders, click on NO.

The third section of the Main Screen is for Parts Below Minimum Quantity and Creating Purchase Orders.

You can select the items listed in the grid by selecting the first item you want to purchase and by holding down the Control Key on your keyboard and clicking on the next item. Holding the Shift Key down on your keyboard and clicking on the last item will select all items in the grid. When you have all the items you want on your purchase order, click on CREATE PO. This will take you to the Purchase Order Screen.

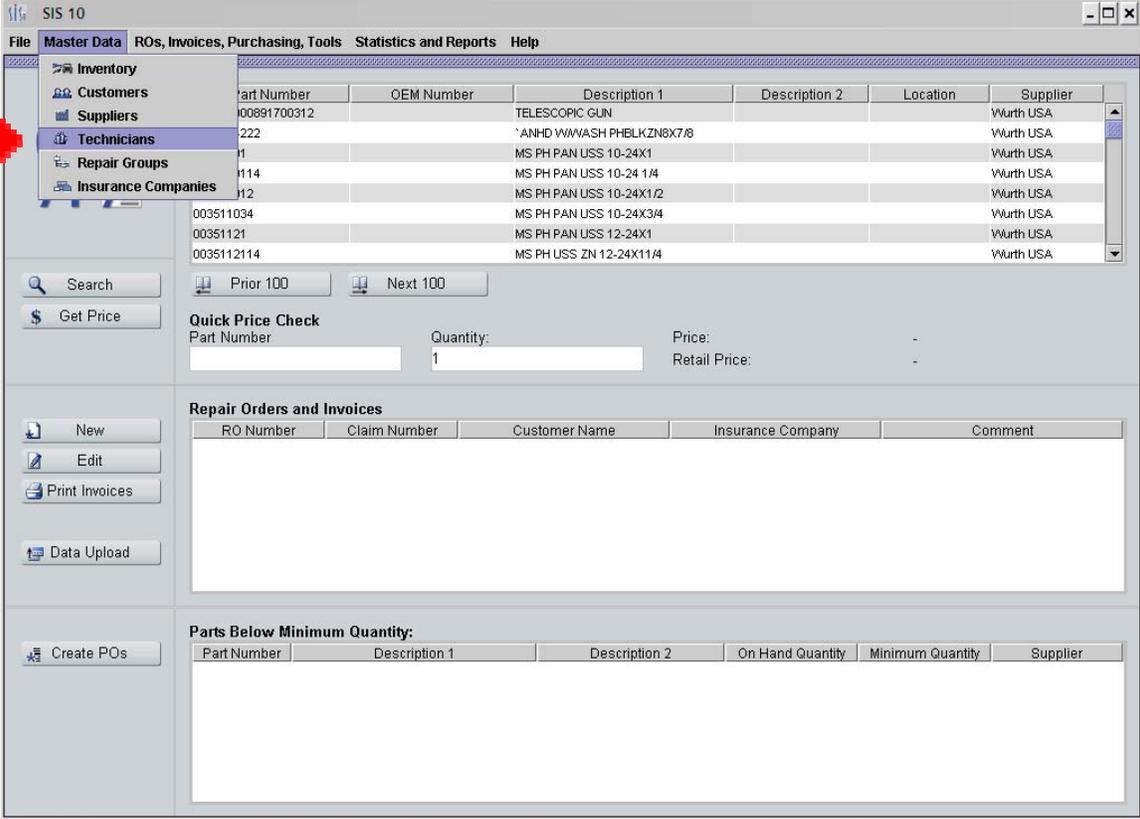
On the PURCHASE ORDER screen, to edit the quantity of the items to order, click on the part number in the grid and click on the EDIT ORDER button on the bottom left hand side.



11. Software Set Up'

Set up Technicians, Print Technician Barcodes, and Set up Insurance Companies must be done before Repair Orders are entered or scanning data.

To enter a Technician, click on MASTER DATA then click on TECHNICIANS

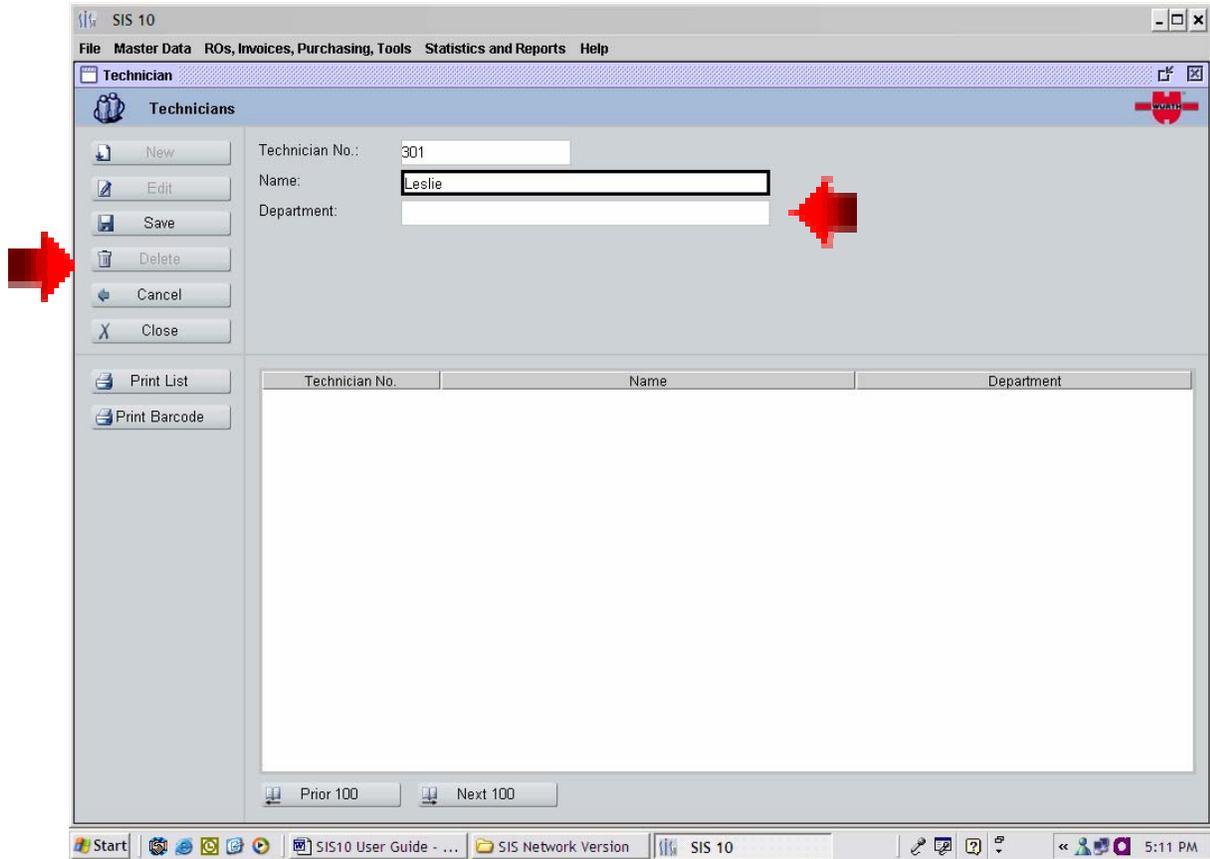


The screenshot shows the SIS 10 software interface. The 'Master Data' menu is open, and the 'Technicians' option is selected. A red arrow points to the 'Technicians' menu item. The main window displays a table of technicians with the following data:

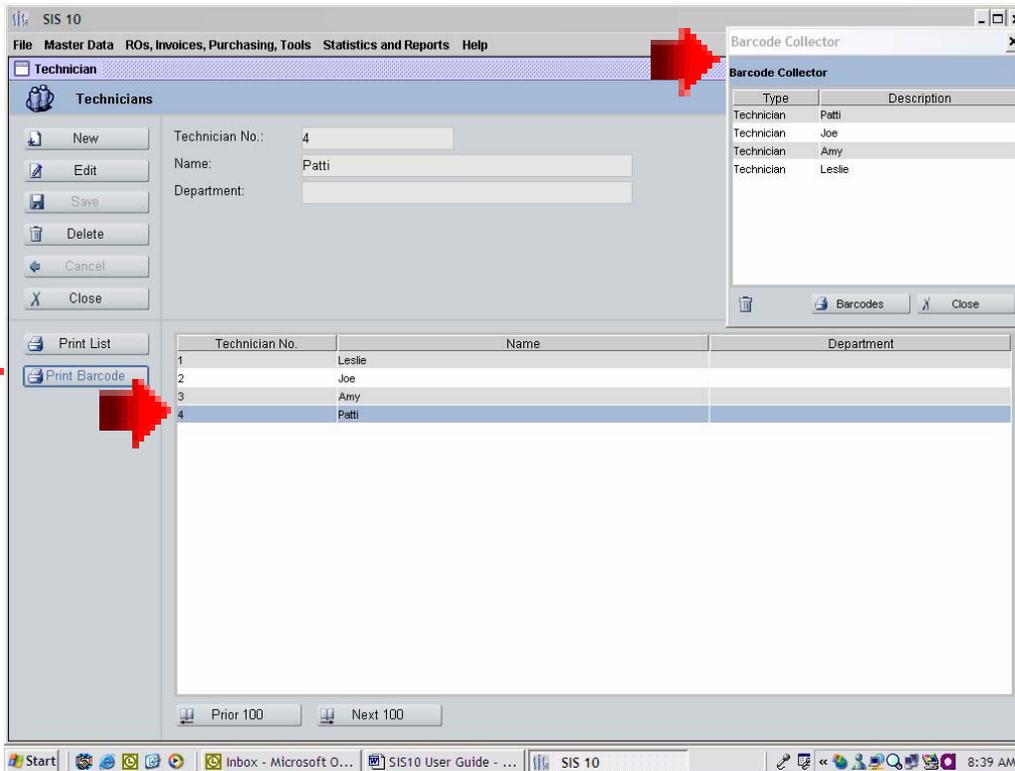
Part Number	OEM Number	Description 1	Description 2	Location	Supplier
00891700312		TELESCOPIC GUN			Wurth USA
222		* ANHD W/WASH PHLKZ6X7/8			Wurth USA
11		MS PH PAN USS 10-24X1			Wurth USA
114		MS PH PAN USS 10-24 1/4			Wurth USA
112		MS PH PAN USS 10-24X1/2			Wurth USA
003511034		MS PH PAN USS 10-24X3/4			Wurth USA
00351121		MS PH PAN USS 12-24X1			Wurth USA
0035112114		MS PH USS ZN 12-24X11/4			Wurth USA

Below the table, there are buttons for 'Search', 'Get Price', 'New', 'Edit', 'Print Invoices', 'Data Upload', and 'Create POs'. The 'Quick Price Check' section is also visible, with fields for Part Number, Quantity, Price, and Retail Price. The 'Repair Orders and Invoices' section contains a table with columns for RO Number, Claim Number, Customer Name, Insurance Company, and Comment. The 'Parts Below Minimum Quantity' section contains a table with columns for Part Number, Description 1, Description 2, On Hand Quantity, Minimum Quantity, and Supplier.

The Technician Screen will appear. Click on NEW and assign a number to your tech. When done, Click on SAVE



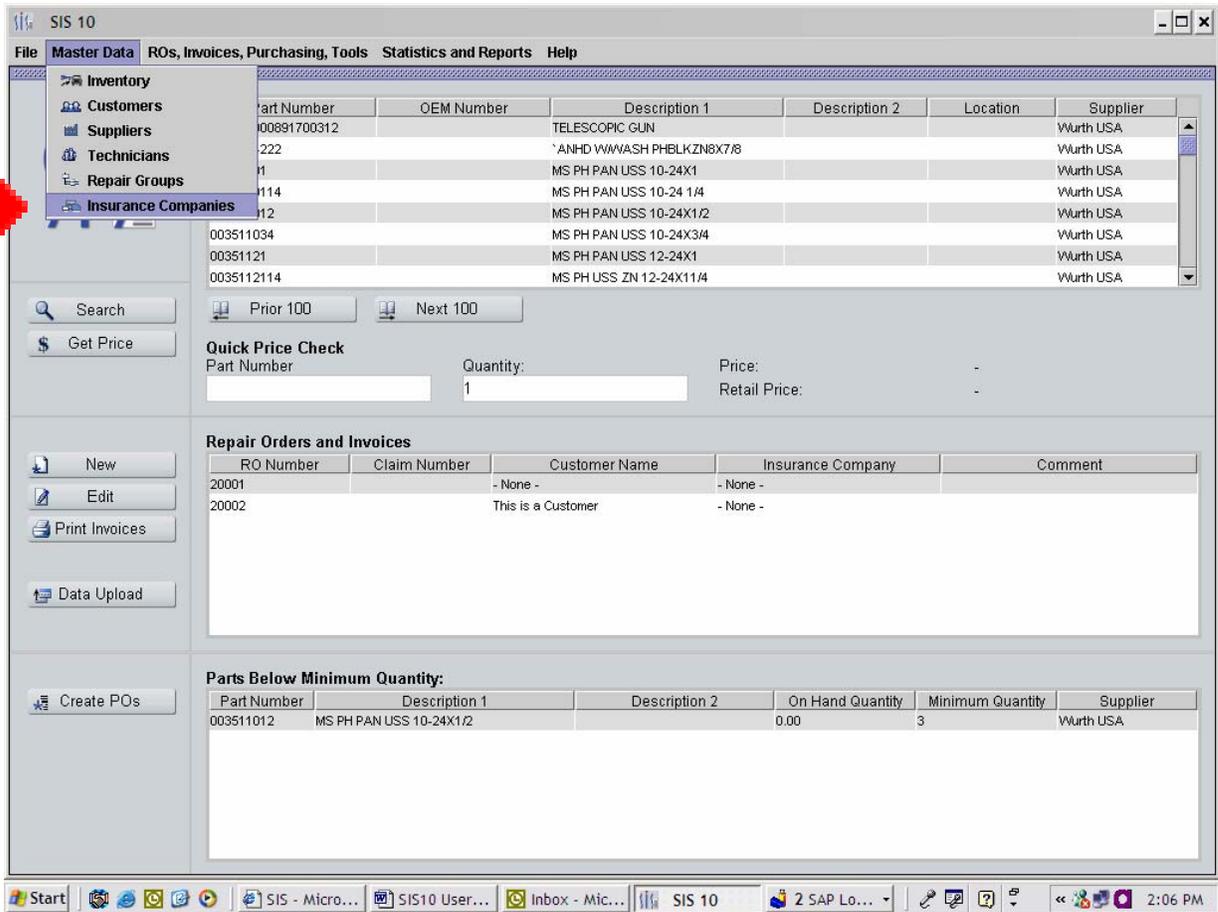
To help the techs scan their tech numbers, you should create a Technician Barcode Scan Sheet. To Print Technician Barcodes, choose the tech from the grid and click on the PRINT BARCODE. Button. Continue down the list until you have completed this task for all Technicians. A barcode collector will appear.



Click on the button BARCODES on the Barcode Collector. Regular Avery Labels 5160 for laser printers or 8160 for Ink Jet printers. To print the Scan Sheet you can use a plain sheet of paper.

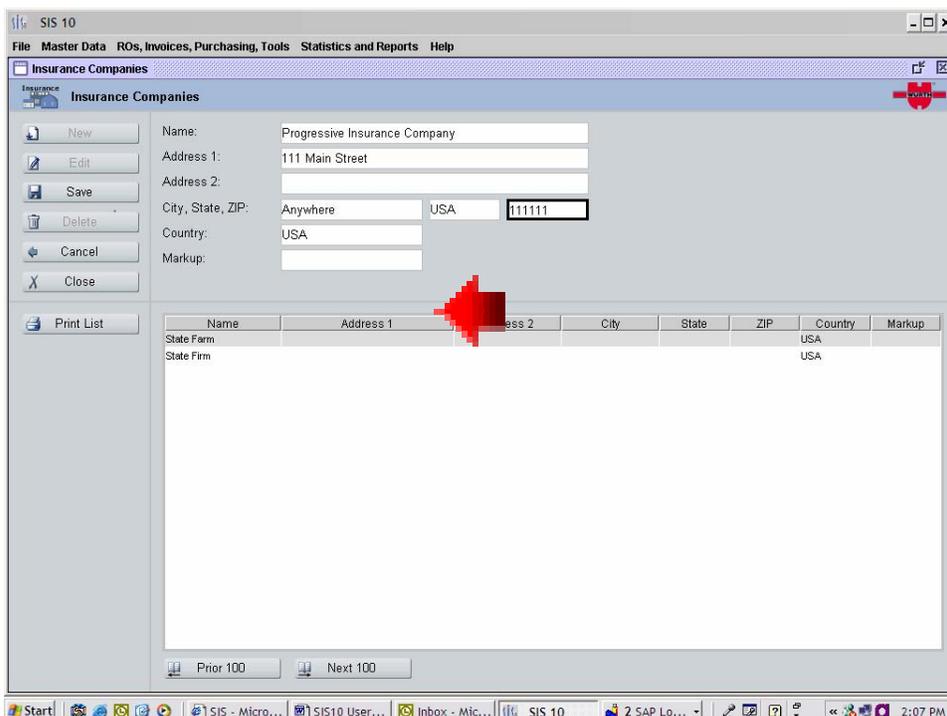
12. Set up Insurance Companies.

Click on Master Data then click on Insurance Companies.



The screenshot shows the SIS 10 software interface. The 'Master Data' menu is open, and 'Insurance Companies' is selected. The main window displays a table of parts with columns: Part Number, OEM Number, Description 1, Description 2, Location, and Supplier. Below the table is a 'Quick Price Check' section with fields for Part Number, Quantity, Price, and Retail Price. The 'Repair Orders and Invoices' section shows a table with columns: RO Number, Claim Number, Customer Name, Insurance Company, and Comment. The 'Parts Below Minimum Quantity' section shows a table with columns: Part Number, Description 1, Description 2, On Hand Quantity, Minimum Quantity, and Supplier.

Click the NEW button to set up a new Insurance Company. . You can set the MARKUP on an individual insurance company if you have a contract with them that only allows a certain markup.



The screenshot shows the 'Insurance Companies' form in the SIS 10 software. The form has fields for Name, Address 1, Address 2, City, State, ZIP, Country, and Markup. The 'Name' field is filled with 'Progressive Insurance Company', 'Address 1' is '111 Main Street', 'City' is 'Anywhere', 'State' is 'USA', and 'ZIP' is '11111'. The 'Save' button is highlighted with a red arrow. Below the form is a table with columns: Name, Address 1, Address 2, City, State, ZIP, Country, and Markup. The table contains two entries: 'State Farm' and 'State Firm', both with 'USA' in the Country column.

This markup will override all other markups.

Click on Save after you have completed your entry.

13. Create and Edit Repair Orders

To create Repair Orders using the scanner, follow the instructions below:

1. Display Reads “ 1. Repair Order” – Hit Red Enter Button
2. Display Reads “ Technician Number” – Scan your Tech Number
3. Display Reads “ Repair Order” – Type Repair Order Number
4. Scan Part
5. Enter Qty – Hit Red **Enter** Button
6. Continue to scan until completed
7. Hit Blue Function (**Func**) button and then the Star (*) Key

To create Repair Orders Manually:

1. Click on the Heading ROs, Invoices, Purchasing, Tools
2. Click on REPAIR ORDERS AND INVOICES

The screenshot displays the SIS 10 software interface. The main menu bar includes 'File', 'Master Data', 'ROs, Invoices, Purchasing, Tools', 'Statistics and Reports', and 'Help'. A dropdown menu is open under 'ROs, Invoices, Purchasing, Tools', showing options for 'Repair Orders and Invoices', 'Purchase Orders and Receiving', and 'Tool Tracking'. The 'Repair Orders and Invoices' option is selected, and a table of parts is displayed below it.

OEM Number	Description 1	Description 2	Location	Supplier
0013404222	TELESCOPIC GUN			Wurth USA
00351101	* ANHD VWWASH PHLKZN8X78			Wurth USA
00351101	MS PH PAN USS 10-24X1			Wurth USA
0035110114	MS PH PAN USS 10-24 1/4			Wurth USA
003511012	MS PH PAN USS 10-24X1/2			Wurth USA
003511034	MS PH PAN USS 10-24X3/4			Wurth USA
00351121	MS PH PAN USS 12-24X1			Wurth USA
0035112114	MS PH USS ZN 12-24X11/4			Wurth USA

Below the parts table, there are buttons for 'Search', 'Get Price', 'Prior 100', and 'Next 100'. A 'Quick Price Check' section contains input fields for 'Part Number', 'Quantity', 'Price', and 'Retail Price'. The 'Repair Orders and Invoices' section shows a table with columns for 'RO Number', 'Claim Number', 'Customer Name', 'Insurance Company', and 'Comment'. Below this, there is a 'Parts Below Minimum Quantity' section with a table showing parts that are below their minimum quantity.

Part Number	Description 1	Description 2	On Hand Quantity	Minimum Quantity	Supplier
003511012	MS PH PAN USS 10-24X1/2		0.00	3.00	Wurth USA
0035112114	MS PH USS ZN 12-24X11/4		0.00	4.00	Wurth USA

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 2:34 PM.

Click on the NEW button. Enter your corresponding repair order number. At this time, you may if you choose, assign an insurance company, enter the claim number, enter the customer name, and give a brief description of the car. Click on the SAVE button when complete.

SIS 10

File Master Data ROs, Invoices, Purchasing, Tools Statistics and Reports Help

Repair Orders and Invoices

Repair Orders and Invoices

New Edit Save Delete Cancel New Custom..

Repair Order No.: 5069 Claim Number: Show Open And Closed RO's Customer Name: Leslie Ross Invoice No.: All Insurance Company: State Farm Description: 2004 Mini Cooper S Closed:

5/14/04 2:38 PM

Part Number	Description	Quantity	Technician	Price	Total Price	Supplier
-------------	-------------	----------	------------	-------	-------------	----------

Total Price: \$0.00

Add Repair.. Browse Parts

Add Part Edit Save Delete Cancel

Part Number: Technician: - None - Part Description: Supplier: Quantity: Price: Total Price:

Start SIS - Mi... 2 Micr... 2 SAP ... SIS 10 Bonus Microso... 2:38 PM

To Edit this information in the repair order click the EDIT button.

There are two ways to add parts manually to a repair order. The first is to click on the Add Part button, enter the part number, hit the ENTER key on your keyboard and enter the technician number. Hit the ENTER key on your keyboard again and enter the quantity. Hit the ENTER button on your keyboard and this part will be added to the repair order. Continue to add parts until completed and click on the SAVE button when completed.

If you do not know the part number, but have a partial description, click on the BROWSE PARTS button. This will take you to the Inventory Screen.

SIS 10

File Master Data ROs, Invoices, Purchasing, Tools Statistics and Reports Help

Inventory

Inventory

New Edit Save Delete Cancel Search Close

Part No.: Desc. Hex Bolt

OEM No.: Desc. 2:

Cost: Markup: Location:

Sell: Usage Size: Barcode:

On Hand Qty.: Min. Qty.:

On Order Qty.: Max. Qty.:

Supplier: All

Taxable: Billable: Active:

Part Number	OEM Number	Description 1	Description 2	Location	Supplier	Cost
00000000891...		TELESCOPIC GUN			Wurth USA	\$17.90
0013404222		ANHD W/WASH PHLBK ZN8X7/8			Wurth USA	\$0.29
00351101		MS PH PAN USS 10-24X1			Wurth USA	\$0.12
0035110114		MS PH PAN USS 10-24 1/4			Wurth USA	\$0.11
003511012		MS PH PAN USS 10-24X1/2			Wurth USA	\$0.10
003511034		MS PH PAN USS 10-24X3/4			Wurth USA	\$0.10
00351121		MS PH PAN USS 12-24X1			Wurth USA	\$0.12
0035112114		MS PH USS ZN 12-24X11/4			Wurth USA	\$0.12
003511212		MS PH USS ZN 12-24X1/2			Wurth USA	\$0.24
003511234		MS PH USS ZN 12-24X3/4			Wurth USA	\$0.15
00351141		M/S PH.PAN HD. 14-20X1			Wurth USA	\$2.07
0035114112		M/S PH.PAN HD. 14-20X1 1/2			Wurth USA	\$2.07
0035114114		M/S PH.PAN HD. 14-20X1 1/4			Wurth USA	\$2.07
003511412		M/S PH.PAN HD. 14-20X1/2			Wurth USA	\$3.31
003511434		M/S PH.PAN HD. 14-20X3/4			Wurth USA	\$0.08

Prior 1000 Next 1000 0 - 1000 / 18320

Type in a partial description (see example) and click on the SEARCH button. This will bring up all the Hex bolts and their part numbers that are in the database.

SIS 10

File Master Data ROs, Invoices, Purchasing, Tools Statistics and Reports Help

Inventory

Inventory

New Edit Save Delete Cancel Search Clear Results Close

Part No.: Desc. 1:

OEM No.: Desc. 2:

Cost: Markup: Location:

Sell: Usage Size: Barcode:

On Hand Qty.: Min. Qty.:

On Order Qty.: Max. Qty.:

Supplier: All

Taxable: Billable: Active:

Part Number	OEM Number	Description 1	Description 2	Location	Supplier	Cost
0091512		HEX HEAD BOLT 5X12 SS			Wurth USA	\$0.32
0091620		HEX HEAD BOLT 6X20 SS			Wurth USA	\$0.50
0091630		HEX HEAD BOLT 6X30 SS			Wurth USA	\$0.96
0091640		HEX HEAD BOLT 8X40 SS			Wurth USA	\$1.16
00951045		USE 00961045 HEX HD BOLT A2 M10x45			Wurth USA	\$0.00
00951240		HEX HD BOLT A2 M12x40			Wurth USA	\$0.84
00951260		HEX HD BOLT SS M12X60 PT			Wurth USA	\$0.92
0095310		HEX HD BOLT SS M3X10			Wurth USA	\$0.18
00954 16 999 ...		HEX HD BOLT SS M4X16			Wurth USA	\$17.90
00954 25 999 ...		HEX HD BOLT SS M4X25			Wurth USA	\$17.90
00955 10 999 ...		HEX HD BOLT SS M5X10			Wurth USA	\$17.90
0095522		HEX HD BOLT A2 M5X22			Wurth USA	\$5.44
009595163499...		USS HEX BOLT SS 5/16X3/4			Wurth USA	\$17.90
00961020		HEX BOLT F THRD SS 10X20			Wurth USA	\$0.97
00961025		HEX BOLT F THRD SS 10X25			Wurth USA	\$0.93

Prior 1000 Next 1000 177 / 177

Click on the part number you want and it will highlight the part. By holding down the Control key on your keyboard, you may select several items. By holding down the Shift key on your keyboard you may select a block of items. When you have finished selecting the item, click the ADD TO RO button.

Occasionally, you will need to edit a quantity or a part. To edit a part, open the repair order and click on the part number in the grid. This will highlight the part. Click on the Edit button in the lower left corner of the repair order.

This will allow you to edit the technician or qty. You can also delete a part that doesn't belong on the repair order by clicking on the Delete Button on the lower left hand side of the screen. You can enter partial quantities of products in the Quantity area by simply entering .75 or .25.

To print a barcode for the Repair Order, click on the button PRINT BARCODE. Repair Order barcodes can be used to label incoming parts for cars and for the technician to scan.

14. Print Invoices

There are two ways to print invoices. The first is from the Main Screen. See Section 5. Main Screen/Toolbars. The second is from the Repair Order itself.

Once you have printed an invoice, you can not add additional parts to the Invoice. The SIS system will create another invoice for the new parts. SIS will print a separate invoice for each supplier.

If you click on PRINT INVOICES button from the repair order, you will print all the invoices that are assigned to this repair order. This allows reprinting of invoices. Each invoice assigned to the repair order will be given a different number.

15. Add Parts to a Close Repair Order

Once all the invoices are printed on a Repair Order, the repair order is “Closed” in the system. If you need to reactivate a Repair Order, there are two ways to achieve this.

Scan a part to the repair order. This will automatically reopen the repair order.

Click on the Heading ROs,Invoices,Purchasing,Tools

Click on REPAIR ORDERS AND INVOICES

Click on the box SHOW OPEN AND CLOSED RO's

The screenshot shows the SIS 10 application window titled "Repair Orders and Invoices". The interface includes a menu bar (File, Master Data, ROs, Invoices, Purchasing, Tools, Statistics and Reports, Help) and a toolbar with various icons. The main area is divided into several sections:

- Left Panel:** Contains buttons for "New", "Edit", "Save", "Delete", "Cancel", "New Custom..", "Data Export", "Print Barcode", "Repair Order", "Print Invoices", "Add Repair..", "Browse Parts", "Add Part", "Edit", "Save", "Delete", and "Cancel".
- Form Fields:** Includes "Repair Order #:" (with a dropdown menu and a red arrow pointing to the "Show Open And Closed RO's" checkbox), "Invoice No.:", "Description:", "Claim Number:", "Customer Name:", "Insurance Company:", and "Closed:" (with a checkbox).
- Table:** A table with columns: Part Number, Description, Quantity, Technician, Price, Total Price, and Supplier. The table is currently empty.
- Summary:** A "Total Price:" field showing "\$0.00".
- Bottom Section:** Includes fields for "Part Number:", "Technician:" (with a dropdown menu showing "- None -"), "Quantity:", "Price:", "Part Description:", "Supplier:", and "Total Price:".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "3:29 PM".

Select from the pull down menu the repair order you wish to edit.

SIS 10

File Master Data ROs, Invoices, Purchasing, Tools Statistics and Reports Help

Repair Orders and Invoices

Repair Orders and Invoices

New Edit Save Delete Cancel New Custom..

Repair Order No.:
20001 -
20002 -
20003 - 2204 Mini Cooper
20004 - 2005 Altima
5069 - 2004 Mini Cooper S

Claim Number:
Customer Name:
Insurance Company:
Closed:

Data Export
Print Barcode
Repair Order
Print Invoices
Add Repair..
Browse Parts

Part Number	Description	Quantity	Technician	Price	Total Price	Supplier
-------------	-------------	----------	------------	-------	-------------	----------

Total Price: \$0.00

Add Part Edit Save Delete Cancel

Part Number: Technician: - None - Quantity: Price: Part Description: Supplier: Total Price:

Start | SIS - Microsoft ... | SIS10 User Guid... | Joe Castro - Mi... | SIS 10 | 3:30 PM

Click the EDIT button and uncheck the CLOSED box on the repair order. Click on the SAVE button.

Repair Orders and Invoices

Repair Order No.: Claim Number:

Show Open And Closed RO's Customer Name:

Invoice No.: Insurance Company:

Description: Closed:

5/14/04 3:07 PM

	Part Number	Description	Quantity	Technician	Price	Total Price	Supplier
P	003511212	MS PH USS ZN 12-24X1/2	1.00	- None -	\$0.48	\$0.48	Wurth USA
P	0035112114	MS PH USS ZN 12-24X11/4	1.00	- None -	\$0.24	\$0.24	Wurth USA
P	00351121	MS PH PAN USS 12-24X1	1.00	- None -	\$0.24	\$0.24	Wurth USA
P	003511034	MS PH PAN USS 10-24X3/4	1.00	- None -	\$0.20	\$0.20	Wurth USA
P	003511012	MS PH PAN USS 10-24X1/2	1.00	- None -	\$0.20	\$0.20	Wurth USA
P	0035114114	M/S PH.PAN HD. 14-20X1 1/4	1.00	- None -	\$4.13	\$4.13	Wurth USA
P	0035114112	M/S PH.PAN HD. 14-20X1 1/2	1.00	- None -	\$4.13	\$4.13	Wurth USA
P	00351141	M/S PH.PAN HD. 14-20X1	1.00	- None -	\$4.13	\$4.13	Wurth USA
P	003511234	MS PH USS ZN 12-24X3/4	1.00	- None -	\$0.29	\$0.29	Wurth USA
Total Price:						\$14.06	

Part Number: Part Description:

Technician: Supplier:

Quantity:

Price: Total Price:

16. Add New Items to Inventory

Some customers like to keep track of their inventory. Some even track shop supplies such as paper towels and sandpaper. To add a new item to inventory, click on MASTER DATA and click on INVENTORY.

The screenshot shows the SIS 10 software interface. The 'Inventory' menu is selected in the left sidebar. The main window displays a table of inventory items. Below the table are sections for 'Quick Price Check', 'Repair Orders and Invoices', and 'Parts Below Minimum Quantity'.

Part Number	OEM Number	Description 1	Description 2	Location	Supplier
00891700312		TELESCOPIC GUN			Wurth USA
222		*ANHD VWWASH PHLKZN8X7/8			Wurth USA
1		MS PH PAN USS 10-24X1			Wurth USA
114		MS PH PAN USS 10-24 1/4			Wurth USA
12		MS PH PAN USS 10-24X1/2			Wurth USA
003511034		MS PH PAN USS 10-24X3/4			Wurth USA
00351121		MS PH PAN USS 12-24X1			Wurth USA
0035112114		MS PH USS ZN 12-24X11/4			Wurth USA

RO Number	Claim Number	Customer Name	Insurance Company	Comment
20003				
20004		- None -		

Part Number	Description 1	Description 2	On Hand Quantity	Minimum Quantity	Supplier
003511012	MS PH PAN USS 10-24X1/2		0.00	3.00	Wurth USA
0035112114	MS PH USS ZN 12-24X11/4		0.00	4.00	Wurth USA

Click on the NEW button and fill out all the information. Be sure to choose a supplier. Click Save when complete,

Inventory

Part No.: 11111 Desc. 1: This is a New Part

OEM No.: Desc. 2:

Cost: 3.00 Markup: 100 Location:

Sell: Usage Size: 1 Barcode:

On Hand Qty.: 2 Min. Qty.: 3 Supplier: This is non WURTH supp...

On Order Qty.: Max. Qty.: 4

Taxable: Billable: Active:

Part Number	OEM Number	Description 1	Description 2	Location	Supplier	Cost
00000000891...		TELESCOPIC GUN			Wurth USA	\$17.90
0013404222		ANHD WASH PHEBLKZ8X7/8			Wurth USA	\$0.29
00351101		MS PH PAN USS 10-24X1			Wurth USA	\$0.12
0035110114		MS PH PAN USS 10-24 1/4			Wurth USA	\$0.11
003511012		MS PH PAN USS 10-24X1/2			Wurth USA	\$0.10
003511034		MS PH PAN USS 10-24X3/4			Wurth USA	\$0.10
00351121		MS PH PAN USS 12-24X1			Wurth USA	\$0.12
0035112114		MS PH USS ZN 12-24X11/4			Wurth USA	\$0.12
003511212		MS PH USS ZN 12-24X1/2			Wurth USA	\$0.24
003511234		MS PH USS ZN 12-24X3/4			Wurth USA	\$0.15
00351141		MS PH PAN HD. 14-20X1			Wurth USA	\$2.07
0035114112		MS PH PAN HD. 14-20X1 1/2			Wurth USA	\$2.07
0035114114		MS PH PAN HD. 14-20X1 1/4			Wurth USA	\$2.07
003511412		MS PH PAN HD. 14-20X1/2			Wurth USA	\$3.31
003511434		MS PH PAN HD. 14-20X3/4			Wurth USA	\$0.08

Prior 1000 Next 1000 0 - 1000 / 18321

17. Create Barcodes for Inventory.

Click on a part in the grid. By using the Control key on the keyboard or the Shift key on the keyboard, you can either select a few or a block of items.

The screenshot shows the SIS 10 Inventory application. The main window is titled "Inventory" and contains a form for entering part details and a table of inventory items. The form fields include Part No., OEM No., Cost, Sell, On Hand Qty., On Order Qty., Taxable, Desc. 1, Desc. 2, Markup, Usage Size, Location, Barcode, Min. Qty., Max. Qty., Supplier, Billable, and Active. The table has columns for Part Number, OEM Number, Description 1, Description 2, Location, Supplier, and Cost. The "Print Barcode" button is highlighted with a red square. The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 3:44 PM.

Part Number	OEM Number	Description 1	Description 2	Location	Supplier	Cost
00000000891...		TELESCOPIC GUN			Wurth USA	\$17.90
0013404222		ANHD W/WASH PHEBLKZIN8X7/8			Wurth USA	\$0.29
00351101		MS PH PAN USS 10-24X1			Wurth USA	\$0.12
0035110114		MS PH PAN USS 10-24 1/4			Wurth USA	\$0.11
003511012		MS PH PAN USS 10-24X1/2			Wurth USA	\$0.10
003511034		MS PH PAN USS 10-24X3/4			Wurth USA	\$0.10
00351121		MS PH PAN USS 12-24X1			Wurth USA	\$0.12
0035112114		MS PH USS ZN 12-24X1 1/4			Wurth USA	\$0.12
003511212		MS PH USS ZN 12-24X1/2			Wurth USA	\$0.24
003511234		MS PH USS ZN 12-24X3/4			Wurth USA	\$0.15
00351141		M/S PH.PAN HD. 14-20X1			Wurth USA	\$2.07
0035114112		M/S PH.PAN HD. 14-20X1 1/2			Wurth USA	\$2.07
0035114114		M/S PH.PAN HD. 14-20X1 1/4			Wurth USA	\$2.07
003511412		M/S PH.PAN HD. 14-20X1/2			Wurth USA	\$3.31
003511434		M/S PH.PAN HD. 14-20X3/4			Wurth USA	\$0.08

Click on the PRINT BARCODE button. This will add these items to the Barcode Collector to be printed on Avery 5160 for Laser labels or 8160 for Inkjet labels.

18. Purchase Orders

Purchase Orders can be issued from the SIS software for any Inventory Item. This feature allows you to receive inventory using the scanner as well as manually creating and receiving purchase orders.

To create a Purchase Order using the Scanner:

- Display Reads “1. Repair Order” – Use the White Down Arrow Button till Display Reads “2. Purchase Orders”. Hit Red **Enter** Button
- Display Reads “PO Number” – Enter PO Number. Hit Red **Enter** Button
- Display Reads “Part” – Scan Part
- Enter Qty – Hit Red **Enter** Button
- Continue to scan until completed
- Hit Blue Function (**Func**) button and then the Star (*) Key to reset the scanner.

To create a Receive Goods using the Scanner:

- Display Reads “1. Repair Order” – Use the White Down Arrow Button till Display Reads “3. Receiving”. Hit Red **Enter** Button
- Display Reads “PO Number” – Enter PO Number. Hit Red **Enter** Button
- Display Reads “Part” – Scan Part
- Enter Qty – Hit Red **Enter** Button
- Continue to scan until completed
- Hit Blue Function (**Func**) button and then the Star (*) Key to reset the scanner.

19. Create Purchase Orders Manually

Click on the Heading ROs,Invoices,Purchasing,Tools then click on Purchase Orders

The screenshot displays the SIS 10 software interface. The main menu includes 'File', 'Master Data', 'ROs, Invoices, Purchasing, Tools', 'Statistics and Reports', and 'Help'. The 'Purchase Orders and Receiving' menu is open, showing options for 'Repair Orders and Invoices', 'Purchase Orders and Receiving', and 'Tool Tracking'. The 'Tool Tracking' option is selected, displaying a table of tool data.

OEM Number	Description 1	Description 2	Location	Supplier
	TELESCOPIC GUN			Wurth USA
0013404222	ANHD VVVASH PHEBKZN8X7/8			Wurth USA
00351101	MS PH PAN USS 10-24X1			Wurth USA
0035110114	MS PH PAN USS 10-24 1/4			Wurth USA
003511012	MS PH PAN USS 10-24X1/2			Wurth USA
003511034	MS PH PAN USS 10-24X3/4			Wurth USA
00351121	MS PH PAN USS 12-24X1			Wurth USA
0035112114	MS PH USS ZN 12-24X11/4			Wurth USA

Below the table, there are buttons for 'Search', 'Get Price', 'Prior 100', and 'Next 100'. A 'Quick Price Check' section includes input fields for 'Part Number' and 'Quantity' (set to 1), and output fields for 'Price' and 'Retail Price'.

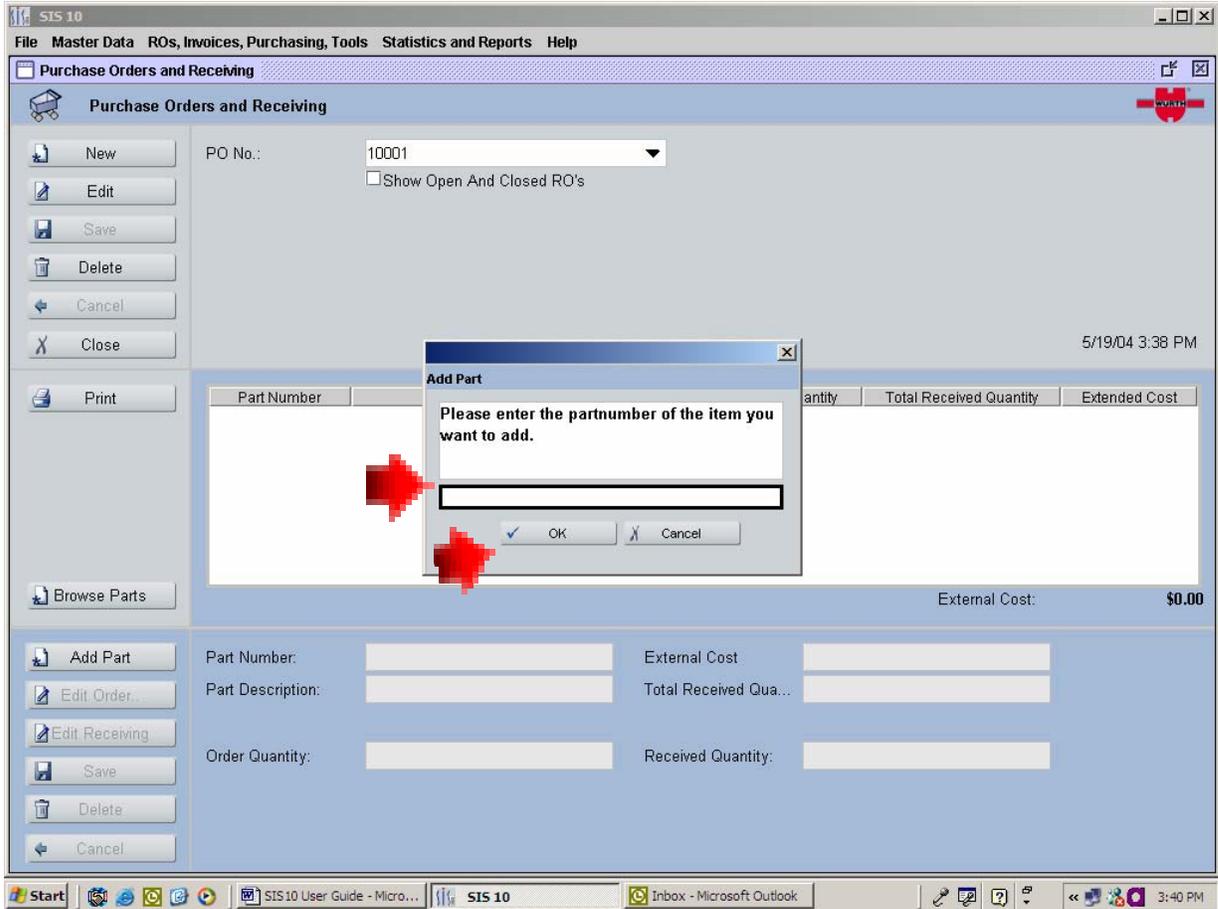
The 'Repair Orders and Invoices' section contains a table with columns: 'RO Number', 'Claim Number', 'Customer Name', 'Insurance Company', and 'Comment'. Below this is a 'Parts Below Minimum Quantity' section with a table containing columns: 'Part Number', 'Description 1', 'Description 2', 'On Hand Quantity', 'Minimum Quantity', and 'Supplier'.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 3:25 PM.

Click on NEW. Give the PO a number or use the one already assigned and click SAVE

The screenshot displays the 'SIS 10' software interface for 'Purchase Orders and Receiving'. The main window features a menu bar with 'File', 'Master Data', 'ROs, Invoices, Purchasing, Tools', 'Statistics and Reports', and 'Help'. The title bar reads 'SIS 10'. The main content area is titled 'Purchase Orders and Receiving' and includes a 'New' button, a text input field for 'PO No.' containing '10001', and a checkbox for 'Show Open And Closed RO's'. A sidebar on the left contains buttons for 'New', 'Edit', 'Save', 'Delete', 'Cancel', 'Close', and 'Print'. Below the main area is a 'Browse Parts' button and a table with columns for 'Part Number', 'Part Description', 'Order Quantity', 'External Cost', 'Total Received Qua...', and 'Received Quantity'. The 'External Cost' field shows '\$0.00'. The bottom status bar shows the Windows taskbar with the Start button, several application icons, and the system clock at 3:38 PM.

Begin adding parts by either clicking on ADD PART, if you already know the part numbers, or by clicking on BROWSE PARTS, if you only have a partial number or name.



The ADD PART button will bring up a pop up screen. Add your part number and Click OK.

When you are done adding parts, Click on SAVE and PRINT if you wish to have a copy.

Print Preview

Print 100% Close

WÜRTH THE ASSEMBLY PROFESSIONALS

Purchase Order

PO Number: 10001
 PO Date: May 19, 2004
 Supplier: Würth USA
 1486 E. Cedar Street
 Ontario, CA 91761
 USA

Part Number	Description	Order	Received	Extended Cost
007238214	USS HEX BT 3.8X2.1/4 GRD5	1.00	0.00	\$0.99
003511034	MS PH PAN USS 10-24X3/4	1.00	0.00	\$0.20
003511234	MS PH USS ZN 12-24X3/4	1.00	0.00	\$0.29
003511212	MS PH USS ZN 12-24X1/2	1.00	0.00	\$0.48
003511214	MS PH USS ZN 12-24X1/4	1.00	0.00	\$0.24
003511211	MS PH PAN USS 12-24X1	1.00	0.00	\$0.24
Total:				\$2.44

5/19/04 3:40 PM

Quantity	Total Received Quantity	Extended Cost
0.00		\$0.99
0.00		\$0.20
0.00		\$0.29
0.00		\$0.48
0.00		\$0.24
0.00		\$0.24

External Cost: **\$2.44**

Page 1 of 1 8.5 x 11.0 in

Cancel

Start | SIS10 User Guide - Micro... | SIS 10 | Inbox - Microsoft Outlook | 3:49 PM

20. Receive Items to a Purchase Order.

Choose a PO# in the drop down menu

The screenshot displays the 'Purchase Orders and Receiving' window in the SIS 10 application. The window title bar includes 'SIS 10' and a menu bar with 'File', 'Master Data', 'ROs, Invoices, Purchasing, Tools', 'Statistics and Reports', and 'Help'. The main area is titled 'Purchase Orders and Receiving' and features a 'PO No.' dropdown menu currently showing '10004'. The dropdown list includes '10001 - Wurth USA', '10002', '10003', and '10004'. On the left side, there are buttons for 'New', 'Edit', 'Save', 'Delete', 'Cancel', 'Close', and 'Print'. Below these is a 'Browse Parts' button. The main content area contains a table with the following columns: 'Part Number', 'Description', 'Order Quantity', 'Total Received Quantity', and 'Extended Cost'. The table is currently empty. At the bottom right of the main area, it displays 'External Cost: \$0.00'. Below the table, there are input fields for 'Part Number', 'Part Description', 'Order Quantity', 'External Cost', 'Total Received Qua...', and 'Received Quantity'. A second set of buttons is located at the bottom left: 'Add Part', 'Edit Order...', 'Edit Receiving', 'Save', 'Delete', and 'Cancel'. The Windows taskbar at the bottom shows the Start button, several application icons, and the current time '3:52 PM'.

Click EDIT and click on a Part Number in the Grid. Click the Button Edit Receiving and enter in quantity' and click SAVE. When all items are received, the PO is considered Closed.

Purchase Orders and Receiving

PO No.: 10001
 Show Open And Closed RO's

5/19/04 3:40 PM

Part Number	Description	Order Quantity	Total Received Quantity	Extended Cost
007238214	USS HEX BT 3/8X2 1/4 GRD5	1.00	0.00	\$0.99
003511034	MS PH PAN USS 10-24X3/4	1.00	0.00	\$0.20
003511234	MS PH USS ZN 12-24X3/4	1.00	0.00	\$0.29
003511212	MS PH USS ZN 12-24X1/2	1.00	0.00	\$0.48
0035112114	MS PH USS ZN 12-24X11/4	1.00	0.00	\$0.24
00351121	MS PH PAN USS 12-24X1	1.00	0.00	\$0.24

External Cost: \$2.44

Part Number: 00351121 External Cost: \$0.24
 Part Description: MS PH PAN USS 12-24X1 Total Received Qua... 0.00
 Order Quantity: 1.00 Received Quantity: 0.00

21. Tools

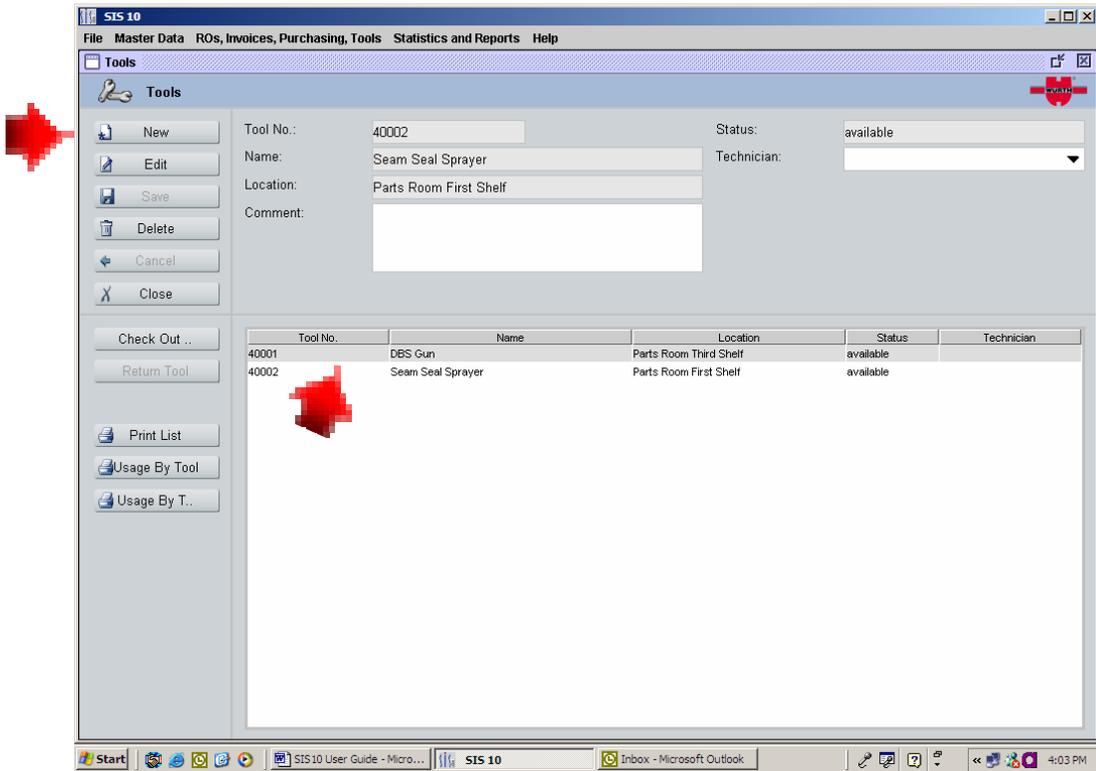
SIS 10 allows shops to track their tools. This feature is useful if a particular tool seems to disappear or is an expensive piece of equipment and needs to be kept well maintained.

To get to the Tool Menu, click on the Heading ROs,Invoices,Purchasing,Tools and click on Tool Tracking.

The screenshot displays the SIS 10 software interface. The main menu bar includes 'File', 'Master Data', 'ROs, Invoices, Purchasing, Tools', 'Statistics and Reports', and 'Help'. The 'Tools' menu is expanded, showing 'Repair Orders and Invoices', 'Purchase Orders and Receiving', and 'Tool Tracking'. The 'Tool Tracking' option is selected, displaying a table of tools with columns for OEM Number, Description 1, Description 2, Location, and Supplier. The table lists several tools, all supplied by 'Wurth USA'. Below the table are buttons for 'Search', 'Get Price', 'Prior 100', and 'Next 100'. A 'Quick Price Check' section contains input fields for 'Part Number' and 'Quantity' (set to 1), and output fields for 'Price' and 'Retail Price'. The 'Repair Orders and Invoices' section has buttons for 'New', 'Edit', 'Print Invoices', and 'Data Upload', and a table with columns for 'RO Number', 'Claim Number', 'Customer Name', 'Insurance Company', and 'Comment'. The 'Parts Below Minimum Quantity' section has a 'Create POs' button and a table with columns for 'Part Number', 'Description 1', 'Description 2', 'On Hand Quantity', 'Minimum Quantity', and 'Supplier'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 4:02 PM.

OEM Number	Description 1	Description 2	Location	Supplier
0013404222	TELESCOPIC GUN			Wurth USA
00351101	* ANHD VAWASH PHBLKZN8X78			Wurth USA
0035110114	MS PH PAN USS 10-24X1			Wurth USA
0035110114	MS PH PAN USS 10-24 1/4			Wurth USA
003511012	MS PH PAN USS 10-24X1/2			Wurth USA
003511034	MS PH PAN USS 10-24X3/4			Wurth USA
00351121	MS PH PAN USS 12-24X1			Wurth USA
0035112114	MS PH USS ZN 12-24X11/4			Wurth USA

Click the NEW button and begin entering your information. You can enter in the location of the tool and the comment section gives you another place to enter any information that is important about the tool.



You can check out a tool simply by clicking on the tool you select from the grid and click on the button CHECK OUT. To check in a tool, click on the tool from the grid and click on RETURN TOOL. Be sure to choose the shop technician when checking in and out tools.

Reports can be run from the TOOLS menu. You can print a list of your tools, a history of the tools usage and a history of tools by technician. This can be useful in deciding what tools need to be purchased or replaced.

Print Preview

Print 100% Close

Usage By Technician

Technician Number: 1
Name: Leslie
Department:

Date	Tool Number	Tool Name	Action
May 19, 2004 4:09:46 PM	PH40002	Seam Seal Sprayer	Returned
May 19, 2004 4:09:06 PM	PH40002	Seam Seal Sprayer	checked out

Page 1 of 1 8.5 x 11.0 in

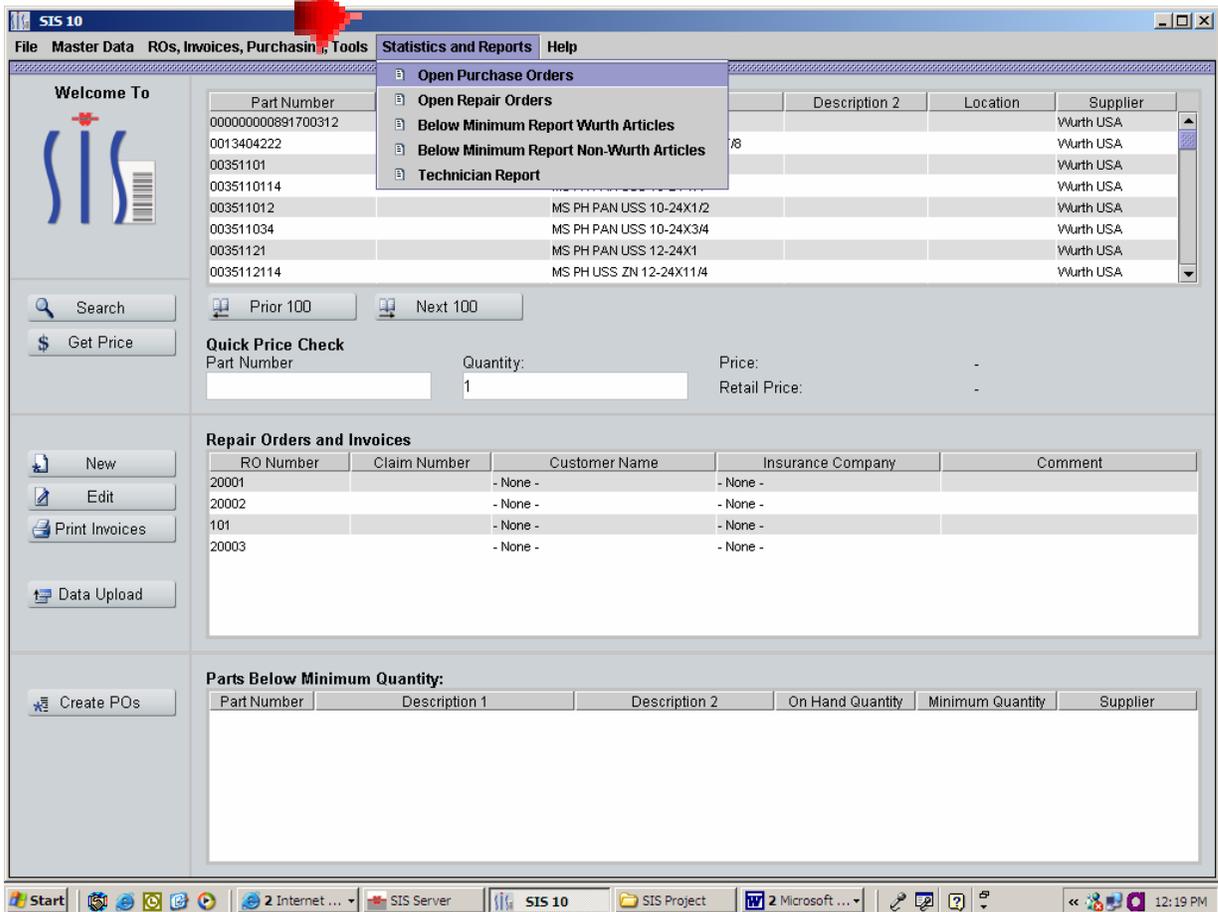
Status: available
Technician: Joe

Location	Status	Technician
Self	available	
Self	available	

Start | SIS10 User Guide - Micro... | SIS 10 | Inbox - Microsoft Outlook | 4:10 PM

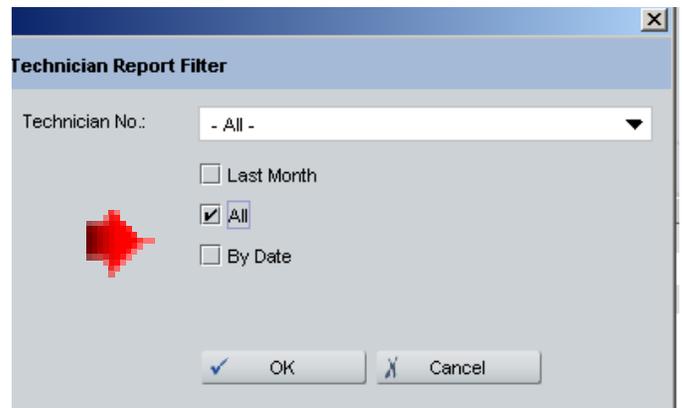
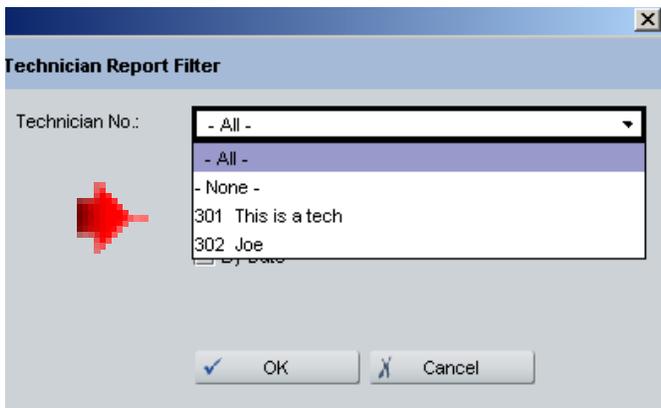
22. Statistics and Reports

From this menu, lists of Open Purchase Order, Open Repair Orders, Below Minimum Quantity reports, and Technician Reports can be printed.



By Selecting Open Purchase Order, Open Repair Orders, Below Minimum Quantity reports, these reports will automatically send a report to the printer without a Print Preview.

The Technician Report gives you options to print by ALL Techs or Individual Techs and it gives you the option to choose which time frame you would like to review.



The Technician Report will give you all the Repair Order numbers and each line item the tech has scanned or entered in the given time frame. The report will also show the Gross Profit Dollars and Gross Profit percentage that this technician has generated.

Print Preview

Print 100% Close

WURTH THE ASSEMBLY PROFESSIONALS

Technician Report

Technician Number 301
 Name This is a tech
 Department - None -

RO Number	Part Number	Description	Supplier	Quantity	Cost	Sell Price
20001	927	A Part	This is a supplier	1.00	\$1.00	\$2.00
20002	1720990089	9096 CRYSTAL BLUE	Wurth USA	4.00	\$12.20	\$98.04
20002	07201111	H1 12V-55W HALOGEN (841	Wurth USA	2.00	\$6.34	\$25.34
20002	104758	P-HD SCR JAPM-CYCLE 5X	Wurth USA	10.00	\$0.20	\$4.08
101	0502151	TIESTRAP BLACK 4.8X275 (1	Wurth USA	20.00	\$0.20	\$8.16
101	104758	P-HD SCR JAPM-CYCLE 5X	Wurth USA	10.00	\$0.20	\$4.08
101	07201111	H1 12V-55W HALOGEN (841	Wurth USA	1.00	\$6.34	\$12.67
				Total		\$154.37
				Gross Profit		\$77.18
				Gross Profit		50.00 %

Supplier	Sell Price
This is a supplier	\$2.00
Wurth USA	\$152.37

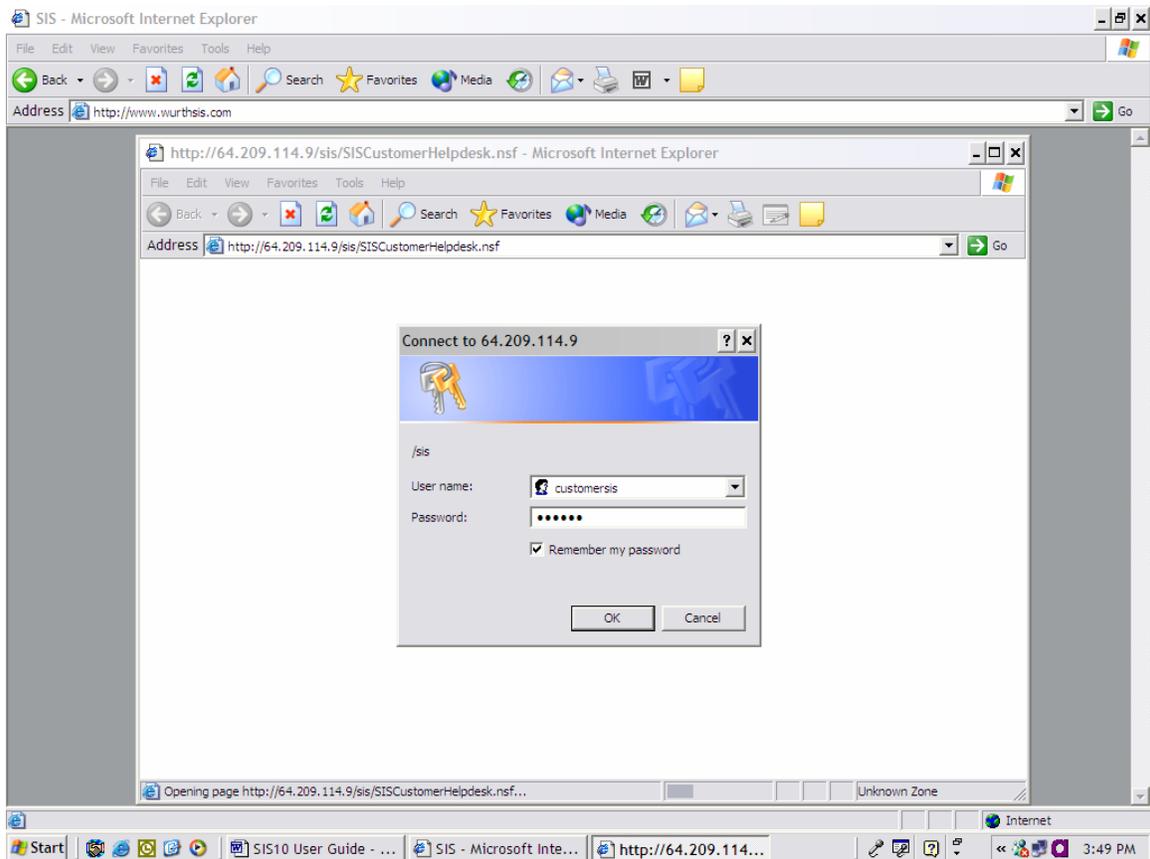
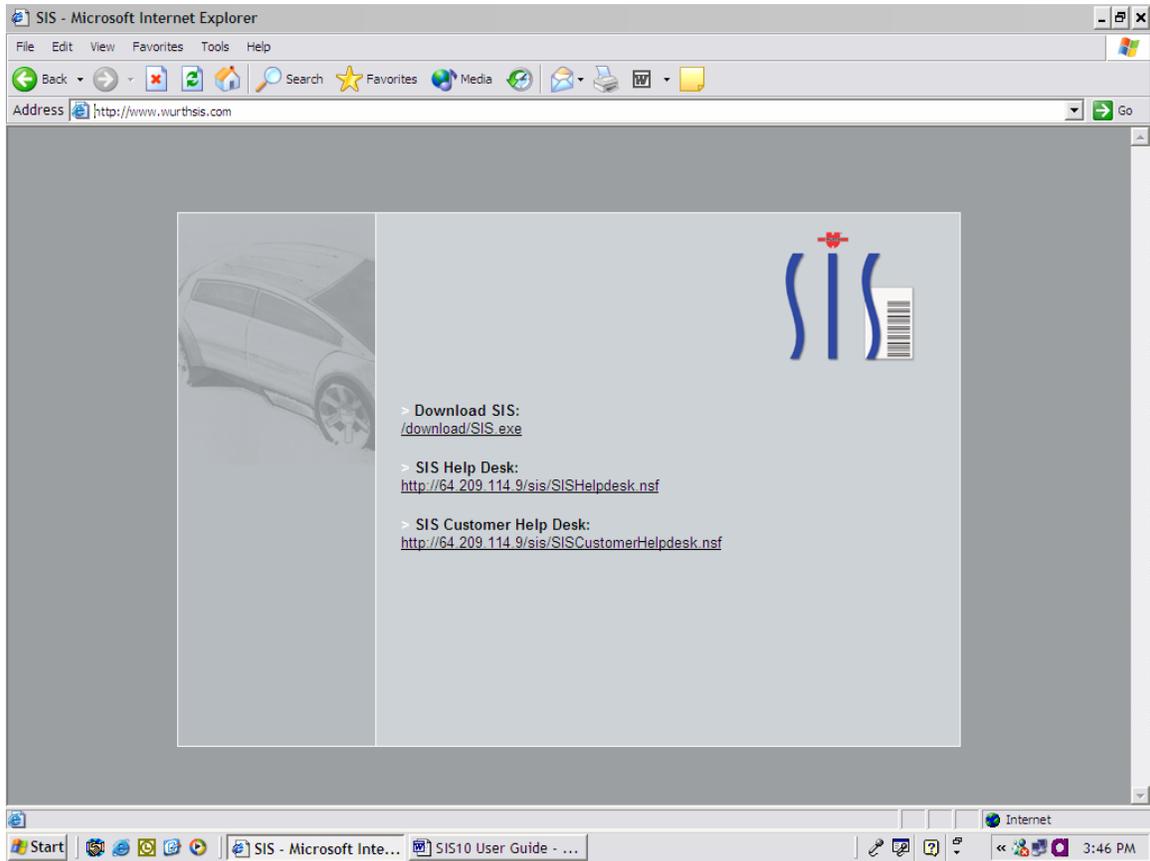
Page 1 of 1 8.5 x 11.0 in

Insurance Company Comment

On Hand Quantity Minimum Quantity Supplier

Start | 2 Inter... | SIS Server | SIS 10 | SIS Project | 2 Micro... | (Unsave... | 12:28 PM

23. Customer Help Desk on the Internet



The password the customer help desk is SISR10. This will allow the customer to post questions regarding the SIS 10 Software. The SIS Team constantly monitors this site.

24. Trouble Shooting

1. Scanner Errors

- a. Screen popped up with tech#, barcode, quantity and RO. Why?
- b. Scanner said "Communication error" Possible reasons are:
 - i. Part not found. Check the inventory to see if the part is in the system. If not in inventory add the part. Then manually add the part back to the RO.
 - ii. Check barcode – Is it old? If so replace it. Create a new Barcode using the SIS 10 software and Avery Labels.
 - iii. Check technician – Is tech set up in the software? If not, add the tech.
TECHS MUST BE SET UP FIRST BEFORE USING THE SOFTWARE

2. Out of range

- a. Try scanning again closer to cradle

3. The update didn't work

- a. Is the computer connected to the Internet?
- b. Is the software registered? If not, go to File Register. See the Installation Instructions available from WURTHSIS.COM or as part of the User Guide.
- c. Is the client number correct and all fields filled in? Call 800-864-6561 for help with registration or updating the software.

4. There is an RO in the list on the main screen that doesn't correspond to a RO number in the shop

- a. Did the shop tech enter wrong number? If so, follow these steps:
 - i. Print out RO (not invoices)
 - ii. Delete RO
 - iii. Find out which parts belong to which RO
 - iv. Add parts to correct RO