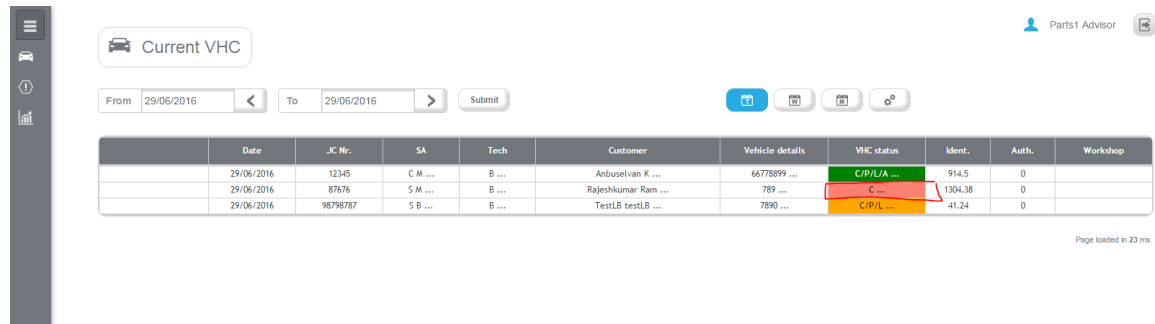


Quick Start Guide – Labour Pricing

Labour Process Explained

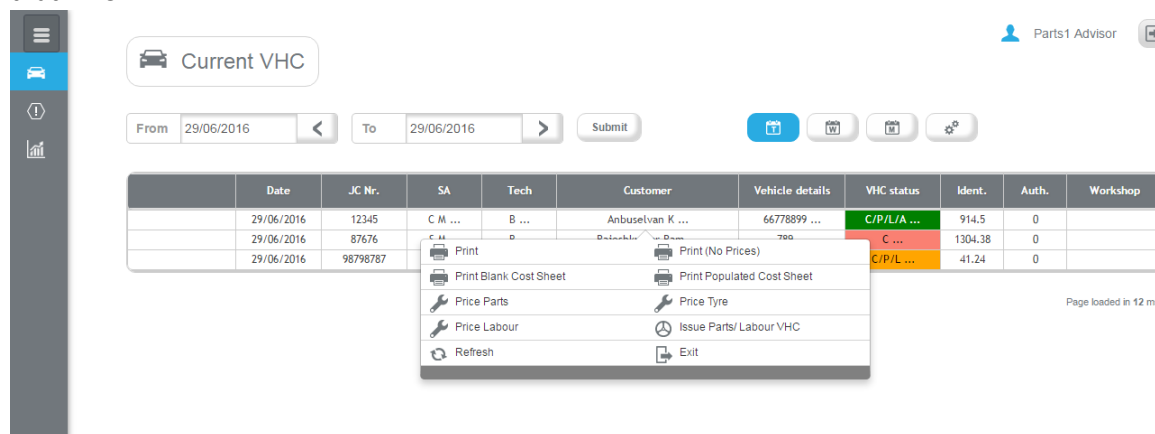
Once logged in to the system as a Parts Advisor click on the Current VHC Tile. This will then take you to the current list of VHCs, there will not be any records that need to be actioned. Once a job has been completed by a technician in the workshop the status will change from “New” to “C”.



The screenshot shows the 'Current VHC' screen. At the top, there's a 'Current VHC' button and a date range filter set to 'From 29/06/2016' to 'To 29/06/2016'. Below this is a table with columns: Date, JC Nr., SA, Tech, Customer, Vehicle details, VHC status, Ident., Auth., and Workshop. The table contains three rows of data. The first row has a status of 'C/P/L/A ...', the second 'C ...', and the third 'C/P/L ...'. A red box highlights the 'C/P/L/A ...' status in the first row. The bottom right corner indicates 'Page loaded in 23 ms'.

The Left Click Menu

Left-clicking an item on the Current VHC Screen will display a list of all of the actions available for that VHC.



This screenshot shows the 'Current VHC' screen with a right-click menu open over the first row of the table. The menu options are: Print, Print (No Prices), Print Blank Cost Sheet, Print Populated Cost Sheet, Price Parts, Price Tyre, Price Labour, Issue Parts/ Labour VHC, Refresh, and Exit. The table data is the same as in the previous screenshot. The bottom right corner indicates 'Page loaded in 12 ms'.

The following table briefly explains each of the items on the Right Click Menu.

Command	Description
Print	This will print a copy of the Vehicle Health Check
Print (No Prices)	This will print a copy of the Vehicle Health Check without prices
Print Blank Cost Sheet	Prints a blank copy of a standard VHC cost sheet
Print Populated Cost Sheet	Prints a copy of a cost sheet with all the priced parts on it
Price Parts	Opens the Parts Costing Screen, where the user can price parts for identified work
Price Tyre	Opens the Tyre Pricing Screen For that VHC, where the user can price identified tyres
Price Labour	Opens the Labour Costing Screen (not applicable to parts)
Issue Parts/Labour VHC	Opens the Issue Parts/Labour Screen where users can notify other users which parts have been issued
Refresh	This will refresh the Current VHC Screen
Exit	

How to access the Labour Pricing Screen

To access the Labour Pricing screen simply left click on the required job, and then select Price Labour, see below:

The screenshot shows the 'Current VHC' interface. At the top, there's a header with 'Current VHC' and a user profile 'Parts1 Advisor'. Below this is a date range filter set to 'From 29/06/2016' to 'To 29/06/2016' with a 'Submit' button. A table lists jobs with columns: Date, JC Nr., SA, Tech, Customer, Vehicle details, VHC status, Ident., Auth., and Workshop. A context menu is open over the table, listing options like 'Print', 'Print Blank Cost Sheet', 'Price Parts', 'Price Labour' (highlighted with a red circle), 'Refresh', 'Print (No Prices)', 'Print Populated Cost Sheet', 'Price Tyre', 'Issue Parts/ Labour VHC', and 'Exit'. The page footer indicates 'Page loaded in 12 ms'.

The Labour Pricing Screen

This is where the user will see the items that have been identified by the Technician and an overview of the prices assigned to each item.

The screenshot shows the 'Labour Costing' interface. At the top, there's a header with 'Labour Costing' and a user profile 'ADMIN ADMIN'. Below this is a form with fields for 'Make: Jaguar', 'Model: JU-100', 'Reg. No.: 190', 'JC No: 8890', and 'VIN: SALVA2AG0EH897137'. A table lists items with columns: Item Description, Net, VAT, Total, Part Cost, Discount, Lab.Time, Lab.Total, Lab.Discount, and Due. The table contains one row: 'Mandatory Lights Front (external)' with values: £ 47.7, £ 55.81, £ 55.81, £ 33.7, £ 0, 1.4, £ 14.00, £ 0.00, and 10/07/2016. At the bottom right, there are buttons for 'X', 'Undo', 'Save', and 'Add'.

To add a labour price to an item left click on the line, this will open up the Labour Pricing Screen as below.

The screenshot shows the 'Labour Pricing' modal form. It has a title bar 'Labour Pricing' with a close button. The form contains several input fields and buttons: 'Labour Time' (0), 'Labour Price' (120.00), 'Vat Rate' (20), 'Labour Discount' (0), 'SRO Code' (empty), 'Labour Total' (0.00), 'Part Total' (0), 'Net' (0.00), 'VAT' (0.00), 'Total' (0.00), 'Warranty' (checkbox), and 'Pre-Identified' (checkbox). A 'Save' button is at the bottom right.

How to add Labour

Whilst in the Labour Costing Screen, the process below needs to be followed:

1. Enter the Labour Time
2. Enter the Labour Price
3. Select the VAT Rate (if multi Vat is enabled)
4. Enter the Labour Discount (if applicable)
5. Enter the SRO Code (if applicable)
6. Select Warranty (if applicable)
7. Select Pre-identified (if applicable)
8. Click the Save Icon

The screenshot shows the 'Labour Costing' form with the following fields and values:

- Labour Time** (1): 0
- Labour Price** (2): 120.00
- Vat Rate** (3): 20
- Labour Discount** (4): 0
- SRO Code** (5): (empty)
- Labour Total**: 0.00
- Part Total**: 0
- Net**: 0.00
- VAT**: 0.00
- Total**: 0.00
- Warranty** (6): (empty checkbox)
- Pre-Identified** (7): (empty checkbox)
- Save Icon** (8): (bottom right)

Labour Costing Complete

Once Labour has been added to each of the VHC item lines click on the Labour Costings Complete button

The screenshot shows the 'Labour Costing' screen with the following details:

- Make:** CITROEN
- Model:** PICASSO
- Reg. No.:** CA15NUP
- JC No:** 56423
- VIN:** SALVA2AG0EH897137

	Item Description	Net	VAT	Total	Part Cost	Discount	Lab. Time	Lab. Total	Lab. Discount	Due
📷	Left Bush	£ 0	£ 0	£ 0	£ 0	£ 0	0	£ 0.00	£ 0.00	01/11/2016
📷	Front Brakes	£ 1426.16	£ 1711.89	£ 1711.89	£ 826.16	£ 0	5	£ 600.00	£ 0.00	01/11/2016
⚙️	N/S Rear Tyre	£ 70	£ 84.7	£ 84.7	£ 70	£ 0	0	£ 0.00	£ 0.00	01/11/2016
⚙️	Mandatory Lights Rear (external)	£ 0	£ 0	£ 0	£ 0	£ 0	0	£ 0.00	£ 0.00	01/11/2016
⚙️	Glass/Mirrors/Door Locks	£ 0	£ 0	£ 0	£ 0	£ 0	0	£ 0.00	£ 0.00	01/11/2016
⚙️	O/S Front Tyre	£ 70	£ 84.7	£ 84.7	£ 70	£ 0	0	£ 0.00	£ 0.00	01/11/2016
⚙️	N/S Front Tyre	£ 70	£ 84.7	£ 84.7	£ 70	£ 0	0	£ 0.00	£ 0.00	01/11/2016
⚙️	O/S Rear Tyre	£ 70	£ 84.7	£ 84.7	£ 70	£ 0	0	£ 0.00	£ 0.00	01/11/2016

The 'Labour Costings Complete' button (represented by a person icon) is circled in red at the bottom right of the screen.

This will change the VHC status to C/L or C/P/L to indicate Labour has been costed.