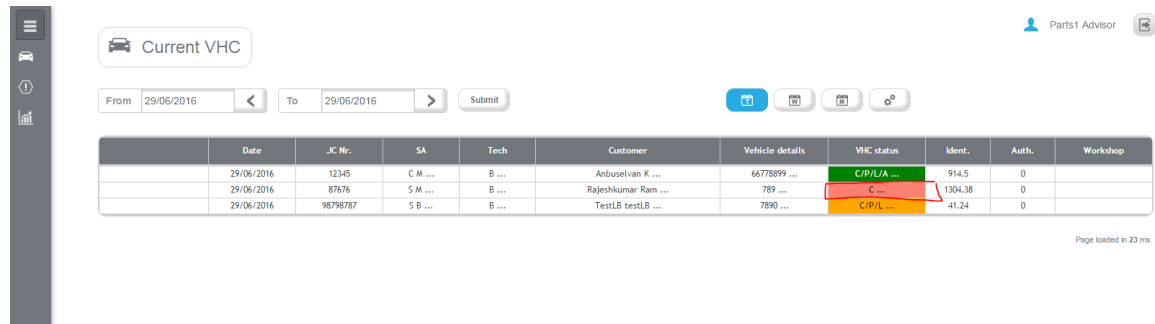


# Quick Start Guide – Parts Pricing

## Parts 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”.

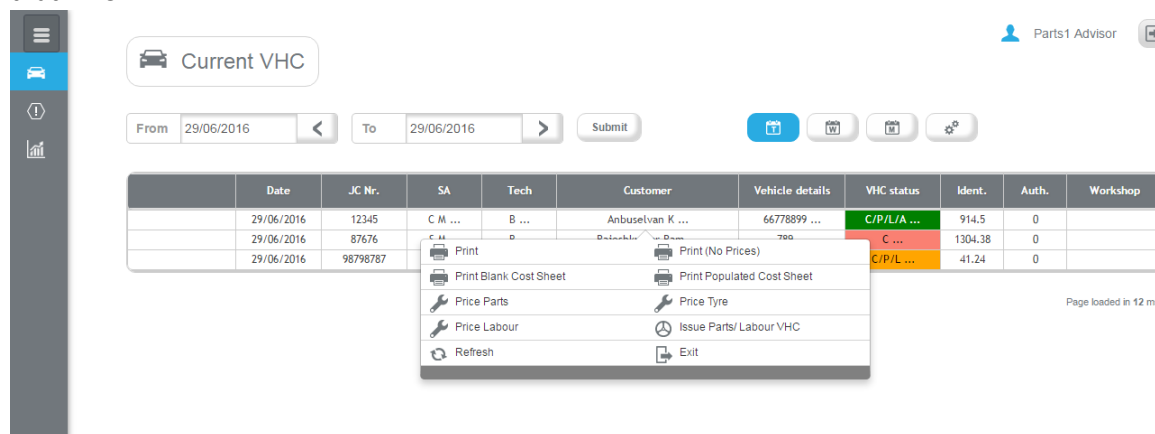


The screenshot shows the 'Current VHC' screen. At the top, there's a 'Current VHC' button and a date range filter set to 'From 29/06/2016' to 'To 29/06/2016'. Below this is a table with columns: Date, JC Nr., SA, Tech, Customer, Vehicle details, VHC status, Ident., Auth., and Workshop. The table contains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

Date	JC Nr.	SA	Tech	Customer	Vehicle details	VHC status	Ident.	Auth.	Workshop
29/06/2016	12345	C M ...	B ...	Anbuselvan K ...	66778899 ...	C/P/L/A ...	914.5	0	
29/06/2016	87676	S M ...	B ...	Rajeshkumar Ram ...	789 ...	C ...	1304.38	0	
29/06/2016	98798787	S B ...	B ...	TestLB testLB ...	7890 ...	C/P/L ...	41.24	0	

## 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.



The 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 page is loaded in 12 ms.

Date	JC Nr.	SA	Tech	Customer	Vehicle details	VHC status	Ident.	Auth.	Workshop
29/06/2016	12345	C M ...	B ...	Anbuselvan K ...	66778899 ...	C/P/L/A ...	914.5	0	
29/06/2016	87676	S M ...	B ...	Rajeshkumar Ram ...	789 ...	C ...	1304.38	0	
29/06/2016	98798787	S B ...	B ...	TestLB testLB ...	7890 ...	C/P/L ...	41.24	0	

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

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

## How to access the Parts Pricing Screen

To access the Parts Pricing screen simply left click on the required job, and then select Price Parts, 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' (highlighted with a red circle), 'Price Labour', 'Refresh', 'Print (No Prices)', 'Print Populated Cost Sheet', 'Price Tyre', 'Issue Parts/ Labour VHC', and 'Exit'.

## The Parts 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 'Parts Costing' interface. At the top, there's a header with 'Parts Costing' and a user profile 'ADMIN ADMIN'. Below this is a header bar with vehicle details: 'Make: Jaguar', 'Model: ML-990', 'Reg. No.: 789', 'JC.No: 87676', and 'VIN: SAJAC05N6DPS67092'. A table lists items with columns: Item Description, Net, VAT, Total, Part Cost, Discount, Lab.Time, Lab.Cost, and Lab.Discount. The table contains several rows of items with their respective costs.

To add a part to an item left click on the line, this will open up the Parts Pricing Screen as below. The item name and technician comments will appear in the header bar.

The screenshot shows the 'Parts Pricing' interface. At the top, there's a header with 'Parts Pricing - Front Suspension - O/S/F suspension lower arm defective.' (highlighted with a red circle). Below this is a header bar with vehicle details: 'Make: Jaguar', 'Model: ML-990', 'Reg. No.: 789', 'JC.No: 87676', and 'VIN: SAJAC05N6DPS67092'. A table lists parts with columns: Part Category, Part Description, Part Number, Price, P. Disc, Qty, Bin, Stk, Opt, View, and Delete. Below the table is a 'Search Via DMS' button. The main area contains a form to add a part, with fields for 'Part Category', 'Part Description', 'Part Number', 'Bin', 'Price', 'Qty', 'P.Dis (%)', and 'Parts'. There are also checkboxes for 'Stock' and 'Option', and a 'VAT' dropdown menu.

## How to Price a Regular Part

To do this, the process below needs to be followed:

1. Select the Category of the Part that is to be added (i.e. Brakes)
2. Enter the Part Description (i.e. Front Pads)
3. Enter the Part No (i.e. 337474)
4. Enter the Bin Location (if known)
5. Tick to say if it is in stock
6. Enter the Part Price (i.e. 78.99)
7. Enter the Quantity
8. Enter Discount (if applicable)
9. Click the Save Icon
10. To add a further part to the VHC item just repeat steps 1-9
11. Once all parts have been added click the Confirm Parts button

Parts Pricing - Front Suspension - O/S/F suspension lower arm defective.

Make: Jaguar Model: ML-990 Reg. No.: 789 JC.No: 87676 VIN: SAJAC05N6DPS67092

Part Category	Part Description	Part Number	Price	P. Disc	Qty	Bin	Stk	Opt	View	Delete
SUSPENSION ARM S/BUSHES	Suspension	1236	80.00	0.00	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Parts : 80.00 Labour : 0 Id : 80.00

Search Via DMS

Confirm Parts

Parts Pricing

Part Category \* **1** Part Description \* **2** Part Number **3** Bin **4**

Select **5**

☒ Stock ☒ Option

Price \* **6** Qty \* **7** P.Dis (%) **8** Parts

0.00 1 0.00 0.00

VAT 21 Excl. 0.00 Incl. 0.00

**9**

### How to Price an Option Part

To price an Option Part is straight forward, simply repeat steps 1-9 the same as when pricing a regular part, only place a tick in the Option Part box, see below:

Parts Pricing - Front Suspension - O/S/F suspension lower arm defective.

Make: Jaguar Model: ML-990 Reg. No.: 789 JC.No: 87676 VIN: SAJAC05N6DPS67092

Part Category	Part Description	Part Number	Price	P. Disc	Qty	Bin	Stk	Opt	View	Delete
SUSPENSION ARMS/BUSHES	Suspension	1236	80.00	0.00	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Parts : 80.00 Labour : 0 Id : 80.00

Search Via DMS

Confirm Parts

Parts Pricing

Part Category \* Part Description \* Part Number Bin

Select

☒ Stock ☒ Option

Price \* Qty \* P.Dis (%) Parts

0.00 1 0.00 0.00

VAT 21 Excl. 0.00 Incl. 0.00

### Viewing/Amended a Part

To edit an existing part click on the Pencil Icon at the end of the parts line. When you have made the changes click the save icon

Part Category	Part Description	Part Number	Price	P. Disc	Qty	Bin	Stk	Opt	View	Delete
SUSPENSION ARMS/BUSHES	Suspension	1236	80.00	0.00	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Parts : 80.00 Labour : 0 Id : 80.00

Search Via DMS  
Confirm Parts

## Deleting a Part

To delete an existing part click on the Recycle Bin Icon at the end of the parts line. You will be asked to confirm the deletion.

Part Category	Part Description	Part Number	Price	P. Disc	Qty	Bin	Stk	Opt	View	Delete
SUSPENSION ARMS/BUSHES	Suspension	1236	80.00	0.00	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Parts : 80.00 Labour : 0 Id : 80.00

Search Via DMS  
Confirm Parts

## DMS Parts Lookup

To add a part using the DMS parts lookup function when in the Parts Pricing Screen, click on the “Search Via DMS” button.

Parts Pricing - Front Suspension - O/S/F suspension lower arm defective.

Make: Jaguar Model: ML-990 Reg. No.: 789 JC.No: 87676 VIN: SAJAC05N6DPS67092

Part Category	Part Description	Part Number	Price	P. Disc	Qty	Bin	Stk	Opt	View	Delete
No Parts..										

Search Via DMS

## DMS Parts Pricing Screen

This screen will pull through all parts from CDK that are in “M” status. There is a step by step guide on this screen to assign the parts to the relevant item.

**DMS Parts Lookup**

1. Select a VHC Item from the VHC Item window
2. Select a Part Category, VAT details and whether in Stock
3. Select the parts from the Parts window
4. Click the Checkbox in parts window to assign parts to an item
5. Select a VHC Item from the VHC Item window to assign new parts to another VHC Item
6. Click the Save button to add the parts to the job

**VHC Items**

Audible timing chain / timing belt check

**Part Categories**

Select

VAT Rate

20

☒ In Stock

**Parts**

Part Number	Part Description	Part Price	Bin Location
<input type="checkbox"/> V1K0 511 115 BG	SPRING	66.34	N/STK
<input type="checkbox"/> VJ2W 615 301 H	BRAKE DISC	28.07	C148B
<input type="checkbox"/> VJ2W 698 151 B	BR. LINING	23.74	G47A

Technician Comments

English

## Complete Parts Costing

Once you have added parts costings to the VHC click on the Complete Parts Costing button

ADMIN ADMIN

Parts Costing

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Make: CITROEN

Model: PICASSO

Reg. No.: CA15NUP

JC.No: 56423

VIN: SALVA2AG0EH897137

	Item Description	Net	VAT	Total	Part Cost	Discount	Lab.Time	Lab.Cost	Lab.Discount
	Left Bush	£ 0	£ 0	£ 0	£ 0	£ 0	0	£ 0	£ 0
	Front Brakes	£ 1426.16	£ 1711.89	£ 826.16	£ 826.16	£ 0	5	£ 120	£ 0
	N/S Rear Tyre	£ 70	£ 84.7	£ 70	£ 70	£ 0	0	£ 0	£ 0
	Mandatory Lights Rear (external)	£ 0	£ 0	£ 0	£ 0	£ 0	0	£ 0	£ 0
	Glass/Mirrors/Door Locks	£ 0	£ 0	£ 0	£ 0	£ 0	0	£ 0	£ 0
	O/S Front Tyre	£ 70	£ 84.7	£ 70	£ 70	£ 0	0	£ 0	£ 0
	N/S Front Tyre	£ 70	£ 84.7	£ 70	£ 70	£ 0	0	£ 0	£ 0
	O/S Rear Tyre	£ 70	£ 84.7	£ 70	£ 70	£ 0	0	£ 0	£ 0

This will then change the VHC status to C/P or C/P/L to indicate Parts Costings have been completed.