Adding Sublets to Tickets
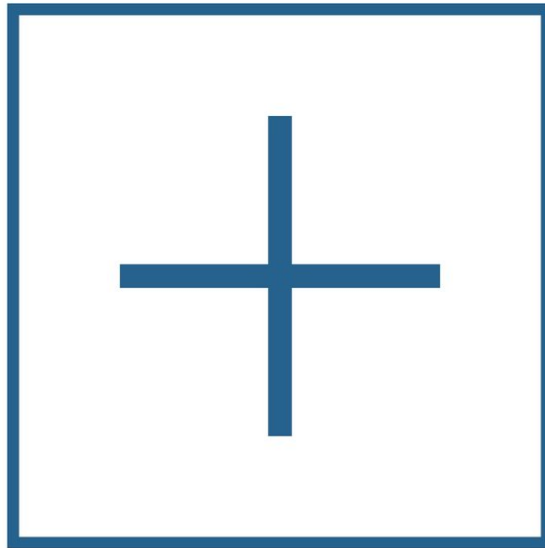
This guide will outline how to add a cataloged sublet item on to a service ticket.

Written By: Dylan Berichon

This document was generated on 2020-05-17 12:14:45 AM (MST).

© 2020
omnique.dozuki.com/
Page 1 of 3

Step 1 — Add the Sublet to the Ticket

- Enter the cataloged Part # for a Sublet item. In this example the part # "Sublet" is used.

- Click the "+" to add the sublet to the ticket.

Step 2

- Click the **Vendors** tab.

- Click the action (⋯) Menu.

- Select **Edit OP**.

This document was generated on 2020-05-17 12:14:45 AM (MST).

Step 3

- If there are parts sold on the sublet, the cost of parts is noted under **Cost**.

- If there is labor sold on the sublet, the cost of labor is noted under **Cost of Labor**.

- Fill out additional OP info including Vendor, Invoice Number and the quantity received.

- Click the **Green Check Mark** to save.

This document was generated on 2020-05-17 12:14:45 AM (MST).