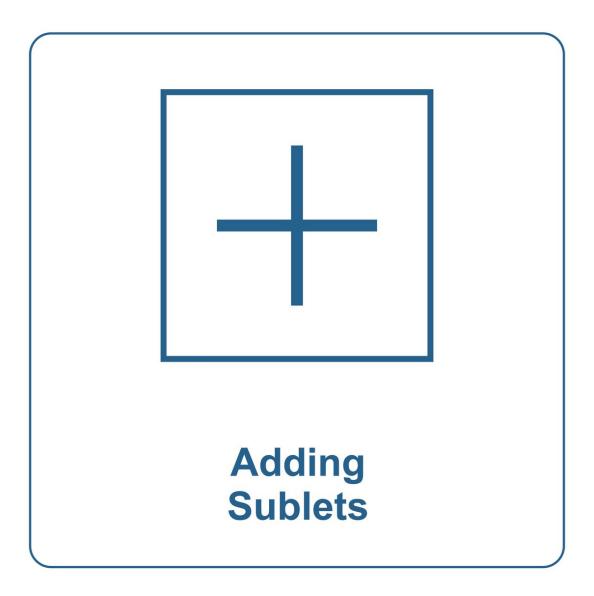


Adding Sublets to Tickets

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

Written By: Dylan Berichon



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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

			(] 8	uick 🕒 New sole 📄 Ticket 🧯	Daily Report			🛛 🖗 /łedo ownee@onneigu
ASHBOARD	CUSTOMER 0		VEHICLE 0		TICKET INFO 0		FEES/COUPON	
	Suzy Greenburg 6605 SE Lake Road		1996 TOYOTA AVALON XL 3.0L V6 24-valve DOHC Natural	v Associated GAS 1M7.FF	Appointment: Mileage:	100300 / 100301	Parts	\$0.00
OPPOINTMENTS	Portland OR 97222		4 Spd Automatic A541E	Papillate and line te	Market Source:	New Customer	Labor	\$0.00
USTOMERS	Phone Number(s)		4T1BF12B2TU118927		Sub Market Source: Customer PO:		Subtotal	\$0.00
ICKETS	(503) 227-3952		Vehicle History		Tax Exempt Number:	-	Coupons	\$0.00
			QuickChart		Service Adv: Default Tech:	Colleen DeBoer Tire Guy	Misc. Charges 🗸	
MECLOCK					Estimated Comp:	The Guy	TOTAL	\$0.00
ARTSLABOR					Location: Pricing Level:	Default Pricing Level	Ticket Deposit	\$0.00
EPORTS					Ticket Type:	Customer Pay	Remaining	\$0.00
DMINISTRATION								
ONFIGURATION	PARTS & LABOR							SUBTOTAL: \$0.00
	Part #	Qty:	1	+ Q Quick	Parts - QuickPa	arts Ordering		
SER GUIDES		_				-		
UNE HELP	0 TICKET	VENDORS	TECHS	DISCOUNTS/COUPONS	WARRANTY	COMMENTS	EXTRA	DECLINED
			-				CHINA	
	Buik Edit							Hide All Non-Outside Purchases
	Number Descriptio	a			Qty	Parts Labor	Other	Sublotal Actions
	Sublet							3_
			Inv	OP	1.00	\$0.00 \$0.00	\$0.00	so.oo <table-cell></table-cell>
	Sublet Sublet				PO	Number:	Core:	Invoice No Edit OP
	Part Number:	Cost:	Cost of	Labor: Vendor:			0.00	
		\$0.000		50.00 Select Supplier	0-4	129	0.00	
	Part Number: Sublet				0-4	129	0.00	Enter Invoice #
*** 🟹	Part Number: Sublet Recvid:	\$0.000		50.00 Select Supplier	0-4	129	0.00	Enter Invoice #
1650 Junio 2	Part Number: Sublet Recvd: 0.00 Enter City	50.000 Enter Cost		50.00 Select Suppler Select Suppler	0-4	129		Enter Isvoice #
RED Jong	Part Number: Sublet Recvd: 0.00 <u>Enter City</u> Payment Type:	\$0.000		50.00 Select Suppler Select Suppler	Post to AP	129		Enter Invoice #

- Click the **Vendors** tab.
 - Click the action (...) Menu.
- Select Edit OP.

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Step 3

ASHBOARD	5555 SE Lake Road Portland OR 97222	4 Spd Autom	Quick Quote New Ticket alve DOHC Naturally Aspirated GAS 1MZ-FE alsc A541E U119327	Daily Report Mileage: Market Source: Sub Market Source:		0000 / 100001 New Customer	Labor	uninmo@service of all all all all all all all all all al
PPOINTMENTS	Phone Number(s) (503) 227-3962	CL68425 / O Vehicle Histo	R	Customer PO: Tax Exempt Number		-	Coupons	\$0.00
USTOMERS		Vehicle Histo GuickChart	N,	Service Adv:		 olieen DeBoer	Misc. Charges 🗸	\$0.00
ICKETS				Default Tech: Estimated Comp:		Tire Guy	TOTAL	\$0.00
				Location:		-	Ticket Deposit	\$0.00
MECLOCK ARTSILABOR				Pricing Level: Ticket Type:		t Pricing Level Customer Pay	Remaining	\$0.00
EPORTS	PARTS & LABOR							SUBTOTAL: \$0.0
DMINISTRATION	Part #	Qty: 1	+ a a	QuickParts - Quick	kParts Ordering			
ONFIGURATION	O TICKET	VENDORS	DISCOUNTSICOUPO	NS WARRANTY	COM) ENTS	O EXTRA	DECLINED
	Bulk Edit							Hide All Non-Outside Purchase
3 LMEHELP	Number Description			Qty	Parts	Labor	Other	Sublotal Actions
	Sublet				_	_		7
	Sublet Sublet		Inv OP	1	\$0.00	\$0.00	\$0.00	× ×
	Sublet Sublet Part Number:	Cost:	Cost of Labor: Vendor:		PO Number:	\$0.00	Core:	Invoice Number:
	Sublet Sublet Part Number: Sublet					\$0.00		
	Sublet Sublet Part Number:		Cost of Labor: Vendor:		PO Number:	50.00	Core:	Invoice Number:
	Sublet Sublet Part Number: Sublet Recvd:		Cost of Labor: Vendor:		PO Number:	50.00	Core:	Invoice Number:
ND 200	Sublet Sublet Part Number: Sublet Recvd: 1.00	\$100.000	\$ Cost of Labor: S0.00 Tint guy		PO Number:	\$0.00	Core:	Invoice Number:
	Sublet Sublet Part Number: Sublet Recvdt: 1.00 Payment Type:	\$100.000	\$ Cost of Labor: S0.00 Tint guy		PO Number:	50.00	Core:	Invoice Number:

- 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.

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