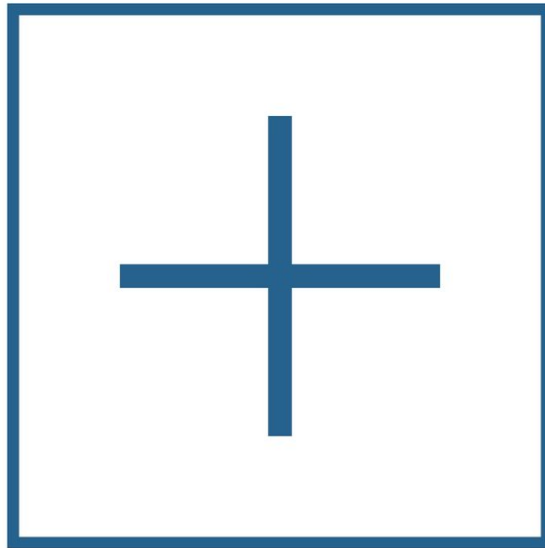




Adding Sublets to Tickets

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

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**Adding
Sublets**

Step 1 — Add the Sublet to the Ticket

The screenshot shows the 'PARTS & LABOR' section of the Omega Shop Mgmt interface. The 'Part #' field is highlighted with a red box, and the '+' button is highlighted with a blue box. The 'VEHICLE' and 'TICKET INFO' sections are also visible.

- 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

The screenshot shows the 'PARTS & LABOR' section of the Omega Shop Mgmt interface. The 'VENDORS' tab is highlighted with a red box. The 'Edit OP' button is highlighted with a blue box. The 'Sublet' item is visible in the table.

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

Step 3

The screenshot shows the 'PARTS & LABOR' section of the Omega Shop Manager. The interface includes a sidebar with navigation options like DASHBOARD, APPOINTMENTS, CUSTOMERS, TICKETS, TIME CLOCK, PARTS & LABOR, REPORTS, ADMINISTRATION, CONFIGURATION, and USER GUIDES. The main area displays vehicle information, a list of parts and labor items, and a detailed form for adding a sublet. The sublet form includes fields for Part Number, Cost, Cost of Labor, Vendor, PO Number, Core, Invoice Number, and Payment Type. A green checkmark icon is visible in the bottom right corner of the sublet form, indicating a save action.

- 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.