





If the system is unable to locate the specified repair order number, it will display an error message. Otherwise, a screen similar to this one will be displayed.

**TECHNICIAN'S STATION**

Login: MIKE Last name: MIKE First name: SMITH Empl. number: 102 BODY

10546 AYOTTE RONALD GREEN 1994 FORD MUSTANG APG501 EXPORTED

Post labor hours: Date: 4/30/2003 Prod.: 0.00 Act.: 0.00 Dept.: BODY SHOP Save

Assembly	Operation / part #	Hrs	Line status	Operation	Completed
MIRROR, OUTER R/C LT	F4ZZ17682B	0.3	0	BODY/FRAME	<input type="checkbox"/>
DOOR SHELL, FRONT LT	REPAIR	1.0	0	BODY/FRAME	<input type="checkbox"/>
DOOR SHELL, FRONT LT	REF 010.3V	2.0	0	REFINISH	<input type="checkbox"/>
MLDG, FRONT DOOR BELT LT	R&I ASSEMBLY	0.1	0	BODY/FRAME	<input type="checkbox"/>
HANDLE, FRONT DOOR OTR LT	R&I ASSEMBLY	0.7	0	BODY/FRAME	<input type="checkbox"/>
MLDG, FRONT DOOR SIDE LT	R&I ASSEMBLY	0.6	0	BODY/FRAME	<input type="checkbox"/>
CLEAR COAT	ICBC REFINISH	0.5	0	REFINISH	<input type="checkbox"/>
BLEND INC CLEAR COAT	ICBC REFINISH	0.7	0	REFINISH	<input type="checkbox"/>
ENVIRONMENTAL ALLOWANCE	SUBLET	0.0	0	SUBLET	<input type="checkbox"/>
LOCK CYL.	R&I ASSEMBLY	0.1	0	BODY/FRAME	<input type="checkbox"/>

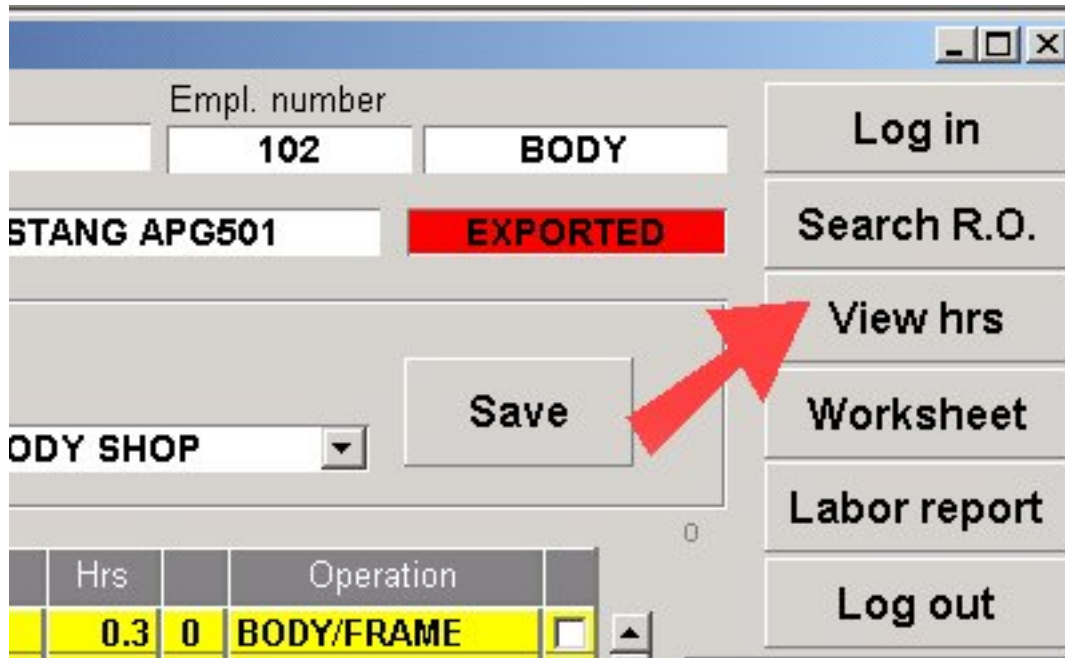
Hours left: 4  
 Body: 0.6  
 Paint: 0.7

Adjustments:  
 Pinstripe  
 Mouldings  
 Glass  
 A/C  
 Used parts  
 Other

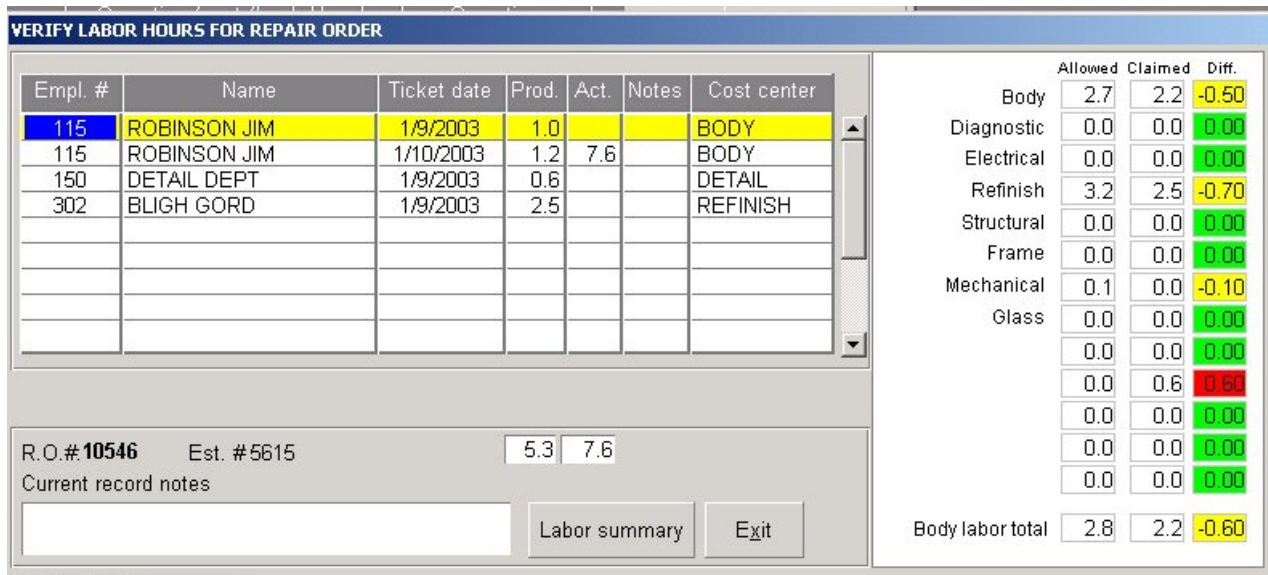
What does it all mean?

1. Repair order number
2. Customer reference and vehicle description
3. Status of the repair order. Orders marked “EXPORTED” or “INVOICED” have limited function on the tech station.
4. Number of body hours remaining
5. Number of paint hours remaining
6. Adjustments made to the estimate and number of hours used for adjustments
7. Assembly description
8. Operation or part number
9. Hours for this operation
10. Line status (0 – original estimate, 1 – supplement 1, 2 supplement 2 and so on)
11. Yellow denotes body labor, green – paint, red – sublet
12. Checkbox denotes whether the operation has been marked as completed

To view details showing labor time posted, click the “View hrs” button.



The screen showing time tickets entries is shown.



Click “Exit” to return to tech station.

Click "Worksheet" to view description of repair operations to be completed.

The screenshot shows a software window with the following elements:

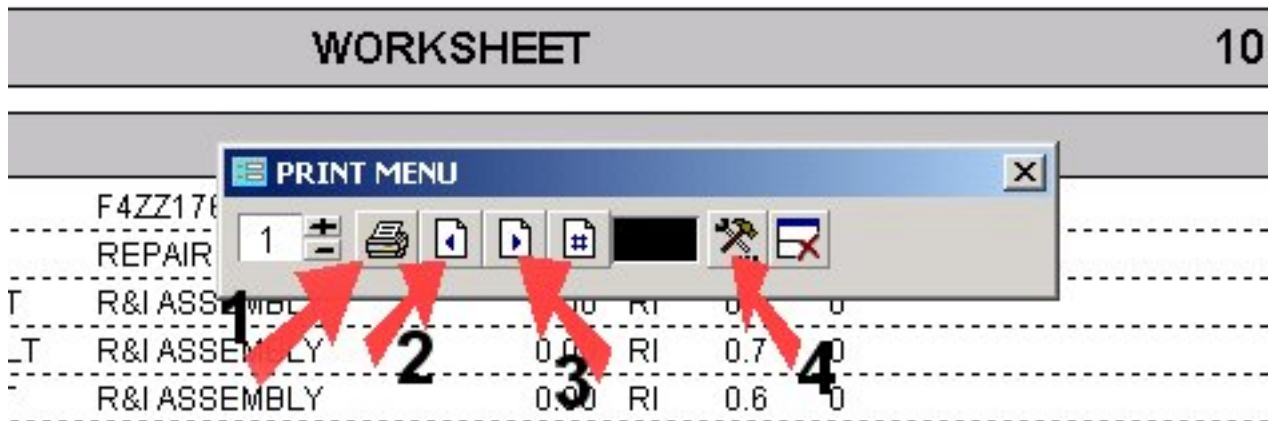
- Empl. number: 102
- Category: BODY
- Item: STANG APG501
- Status: EXPORTED
- Location: BODY SHOP
- Buttons: Log in, Search R.O., View hrs, **Worksheet** (highlighted with a red arrow), Labor report, Log out
- Table:
 

Hrs	Operation
0.3	BODY/FRAME

Worksheet displayed.

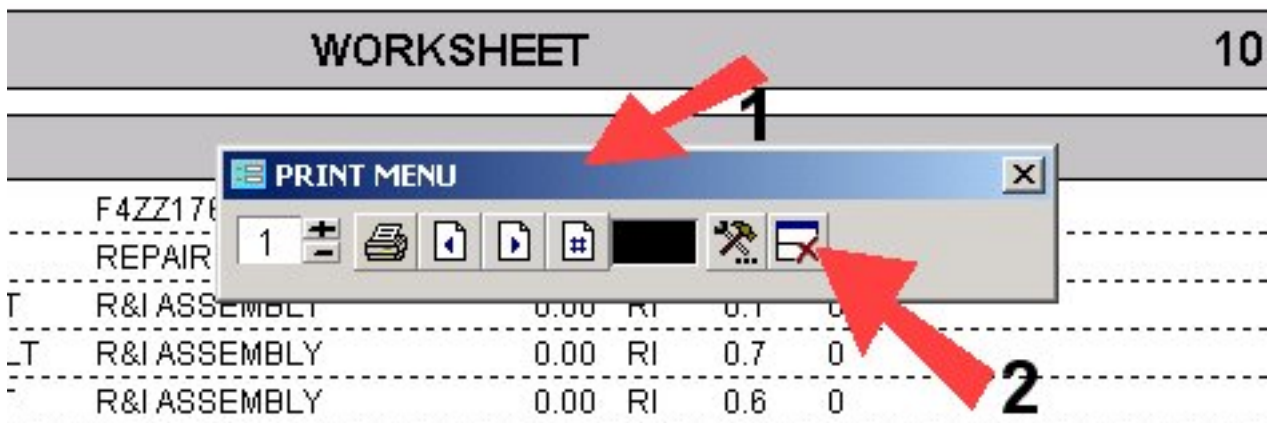
Page	1	of 1	WORKSHEET	10546	
<b>Operation: BODY/FRAME</b>					
1	MIRROR, OUTER R/C	LT	F4ZZ17682B	183.63 E 0.3* 0	<input type="checkbox"/>
2	DOOR SHELL, FRONT	LT	REPAIR	0.00 I 1.0* 0	<input type="checkbox"/>
3	MLDG, FRONT DOOR BELT	LT	R&I ASSEMBLY	0.00 RI 0.1 0	<input type="checkbox"/>
4	HANDLE, FRONT DOOR OTR	LT	R&I ASSEMBLY	0.00 RI 0.7 0	<input type="checkbox"/>
5	MLDG, FRONT DOOR SIDE	LT	R&I ASSEMBLY	0.00 RI 0.6 0	<input type="checkbox"/>
6	LOCK CYL.		R&I ASSEMBLY	0.00 RI 0.1* 0	<input type="checkbox"/>
<b>Total hours for this operation</b>				<b>2.8</b>	
<b>Operation: REFINISH</b>					
7	DOOR SHELL, FRONT	LT	REF 010.3V	0.00 L 2.0* 0	<input type="checkbox"/>
8	CLEAR COAT		ICBC REFINISH	0.00 L 0.5* 0	<input type="checkbox"/>
9	BLEND INC CLEAR COAT		ICBC REFINISH	0.00 L 0.7* 0	<input type="checkbox"/>
<b>Total hours for this operation</b>				<b>3.2</b>	
<b>Operation: SUBLET</b>					
10	ENVIRONMENTAL ALLOWANCE		SUBLET	5.25 SB 0.0 0	<input type="checkbox"/>
<b>Total hours for this operation</b>				<b>0.0</b>	
<b>End of report</b>					

The worksheet toolbar can be used for the following functions:



1. Print the worksheet
2. View previous page
3. View next page
4. Printer setup

The worksheet toolbar can be moved by dragging the area indicated by arrow 1 or closed by clicking a button indicated by arrow 2.



To post time tickets entries:

The screenshot shows the 'TECHNICIAN'S STATION' interface. At the top, there are fields for Login (MIKE), Last name (MIKE), First name (SMITH), and Empl. number (102). Below this, the current repair order is identified as '10546 AYOTTE RONALD GREEN 1994 FORD MUSTANG APG501' with a status of 'EXPORTED'. The main form area contains fields for 'Post labor hours' with sub-fields for Date (4/30/2003), Prod. (.6), Act. (.5), and Dept. (BODY SHOP). A 'Save' button is located to the right of these fields. Below the form is a table of operations with columns for Assembly, Operation, and other details. The table includes entries like 'MIRROR, OUTER R/C LT', 'DOOR SHELL, FRONT LT', and 'ENVIRONMENTAL ALLOWANCE'. On the right side, there is a sidebar with buttons for 'Log in', 'Search R.O.', 'View hrs', 'Worksheet', 'Labor report', and 'Log out'. Below these buttons are 'Hours left' (Body: 0.6, Paint: 0.7) and 'Adjustments' (Pinstripe, Mouldings, Glass, A/C, Used parts, Other).

1. Enter time ticket date
2. Enter number of productive hours claimed
3. Enter number of actual hours spent on the operation
4. Select the department (“BODY SHOP”)
5. Click “Save”

Note: The systems will reject duplicate entries. Entries with productive hours exceeding the remaining hours will also be rejected. Please see front office staff for help if needed.

To post a time ticket entry for a different repair order, you must locate the repair order first by clicking the “Search R.O.” button.

