

## Tech station procedures

- To begin operating the technician's station, you have to log into the system. Click the "Log in" button.

The screenshot shows the 'TECHNICIAN'S STATION' application window. At the top, there are input fields for 'Login', 'Last name', 'First name', and 'Empl. number'. A red arrow points to the 'Log in' button in the top right corner. Below these fields are 'Post labor hours' input fields for 'Date' (set to 4/30/2003), 'Prod.', 'Act.', and 'Dept.', with a 'Save' button. The main area is a table with columns: 'Assembly', 'Operation / part #', 'Hrs', 'Operation', and a checkbox column. On the right side, there is a vertical menu with buttons: 'Log in', 'Search R.O.', 'View hrs', 'Worksheet', 'Labor report', and 'Log out'. Below this menu are 'Hours left' input fields for 'Body' and 'Paint', and an 'Adjustments' section with checkboxes for 'Pinstripe', 'Mouldings', 'Glass', 'A/C', 'Used parts', and 'Other'.

Enter your login name, then the password.

The 'USER'S LOGON' dialog box is shown. It has a title bar with a close button. Inside, there is a 'Login' field containing the text 'MIKE' and a 'Password' field containing five asterisks '\*\*\*\*\*'. At the bottom, there are 'OK' and 'Cancel' buttons.

Click the "Done" button

Note: See front office staff for help in changing your password.

After verifying your credentials, the following screen will be displayed. Notice that your login, last name, first name, employee number and your default function is shown. Click the “Search R.O.” button to locate the proper repair order number. A valid repair order number must be located before any functions can be completed on the tech station.

The screenshot shows the 'TECHNICIAN'S STATION' software interface. At the top, there are fields for 'Login', 'Last name', 'First name', 'Empl. number', and 'BODY'. The values entered are 'MIKE', 'MIKE', 'SMITH', and '102'. Below these fields is a 'Log in' button. To the right of the login fields is a vertical stack of buttons: 'Search R.O.', 'View hrs', 'Worksheet', 'Labor report', and 'Log out'. A red arrow points to the 'Search R.O.' button. Below the login fields is a 'Post labor hours' section with fields for 'Date' (set to 4/30/2003), 'Prod.', 'Act.', and 'Dept.', and a 'Save' button. The main area of the interface is a table with columns: 'Assembly', 'Operation / part #', 'Hrs', and 'Operation'. The table is currently empty. On the right side, there are 'Hours left' fields for 'Body' and 'Paint', and an 'Adjustments' section with checkboxes for 'Pinstripe', 'Mouldings', 'Glass', 'A/C', 'Used parts', and 'Other'.

Enter desired repair order number, click “Done”

The screenshot shows the 'ENTER CRITERIA' dialog box. It has a title bar with a close button. Inside the dialog, there is a text input field containing the number '10456'. A red arrow labeled '1' points to the input field. Below the input field are two buttons: 'Done' and 'Exit'. A red arrow labeled '2' points to the 'Done' button.

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"/>

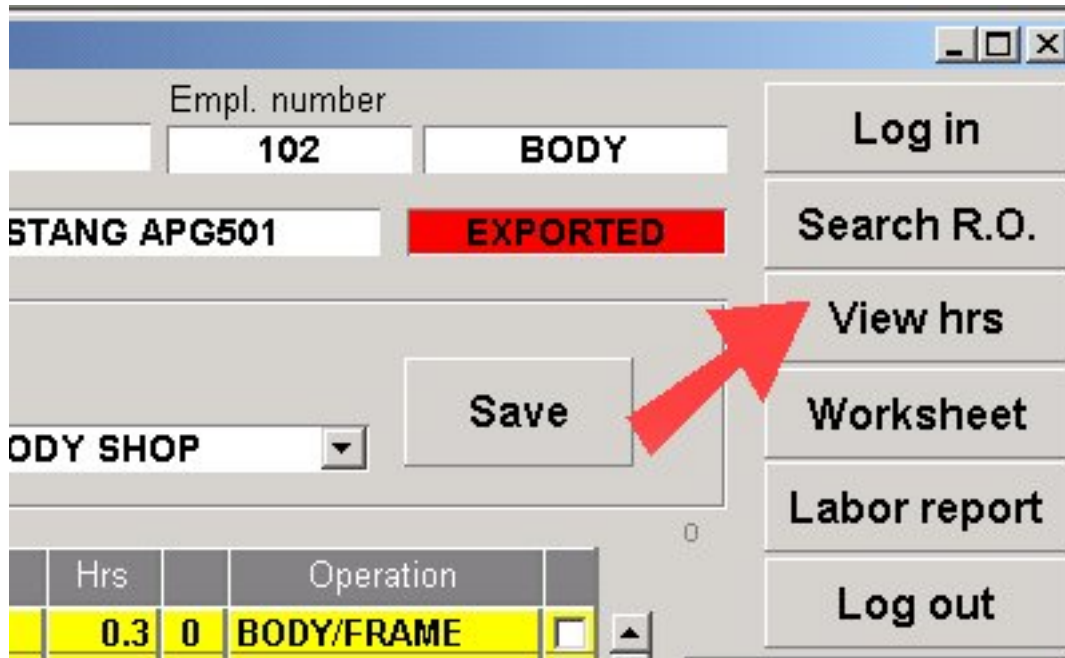
Hours left: 4  
Body: 0.6  
Paint: 0.7

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.



Empl. number: 102 BODY

STANG APG501 EXPORTED

Save

Log in

Search R.O.

View hrs

Worksheet

Labor report

Log out

Hrs	Operation
0.3	BODY/FRAME

The screen showing time tickets entries is shown.

VERIFY LABOR HOURS FOR REPAIR ORDER

Empl. #	Name	Ticket date	Prod.	Act.	Notes	Cost center
115	ROBINSON JIM	1/9/2003	1.0			BODY
115	ROBINSON JIM	1/10/2003	1.2	7.6		BODY
150	DETAIL DEPT	1/9/2003	0.6			DETAIL
302	BLIGH GORD	1/9/2003	2.5			REFINISH

	Allowed	Claimed	Diff.
Body	2.7	2.2	-0.50
Diagnostic	0.0	0.0	0.00
Electrical	0.0	0.0	0.00
Refinish	3.2	2.5	-0.70
Structural	0.0	0.0	0.00
Frame	0.0	0.0	0.00
Mechanical	0.1	0.0	-0.10
Glass	0.0	0.0	0.00
	0.0	0.0	0.00
	0.0	0.6	0.60
	0.0	0.0	0.00
	0.0	0.0	0.00
	0.0	0.0	0.00
Body labor total	2.8	2.2	-0.60

R.O.# 10546 Est. #5615 5.3 7.6

Current record notes

Labor summary Exit

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:

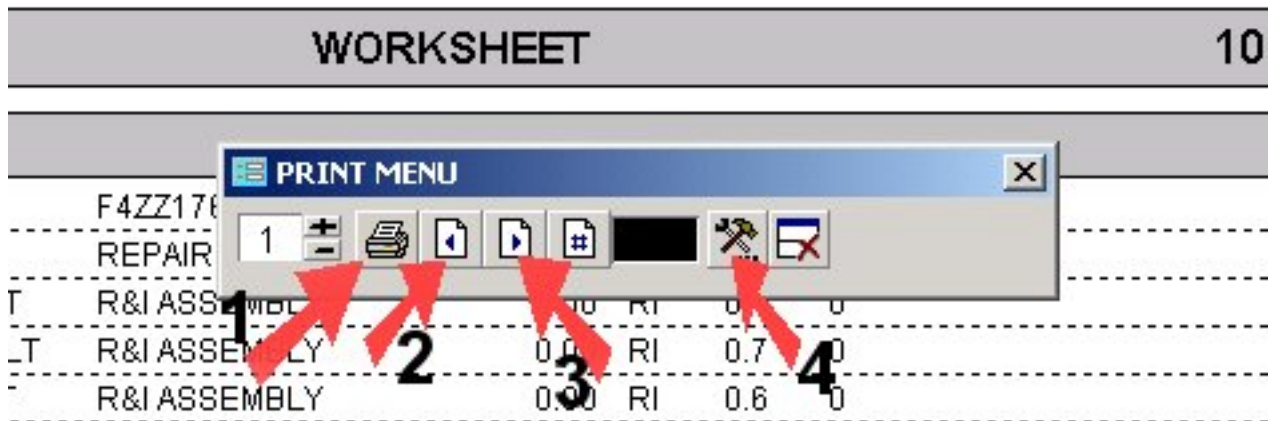
- Empl. number: 102
- Category: BODY
- Item: STANG APG501
- Status: EXPORTED
- Location: BODY SHOP
- Buttons: Log in, Search R.O., View hrs, **Worksheet** (highlighted with a red arrow), Labor report, Log out
- Table:
 

Hrs	Operation
0.3	BODY/FRAME

Worksheet displayed.

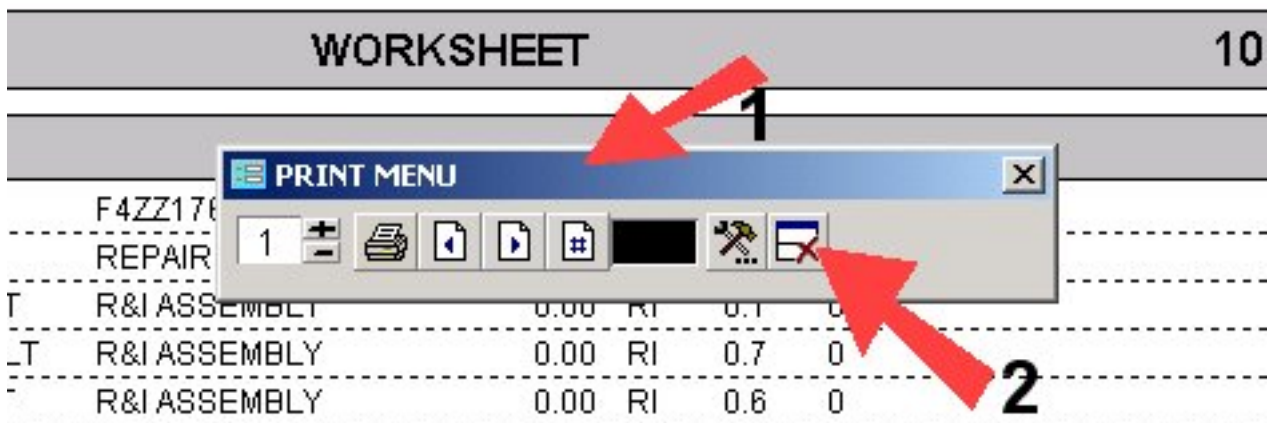
Page	1	of 1	WORKSHEET	10546	
<b>Operation: BODY/FRAME</b>					
1	MIRROR, OUTER R/C	LT	F4ZZ17682B	183.63 E 0.3* 0	<input type="checkbox"/>
2	DOOR SHELL, FRONT	LT	REPAIR	0.00 I 1.0* 0	<input type="checkbox"/>
3	MLDG, FRONT DOOR BELT	LT	R&I ASSEMBLY	0.00 RI 0.1 0	<input type="checkbox"/>
4	HANDLE, FRONT 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:

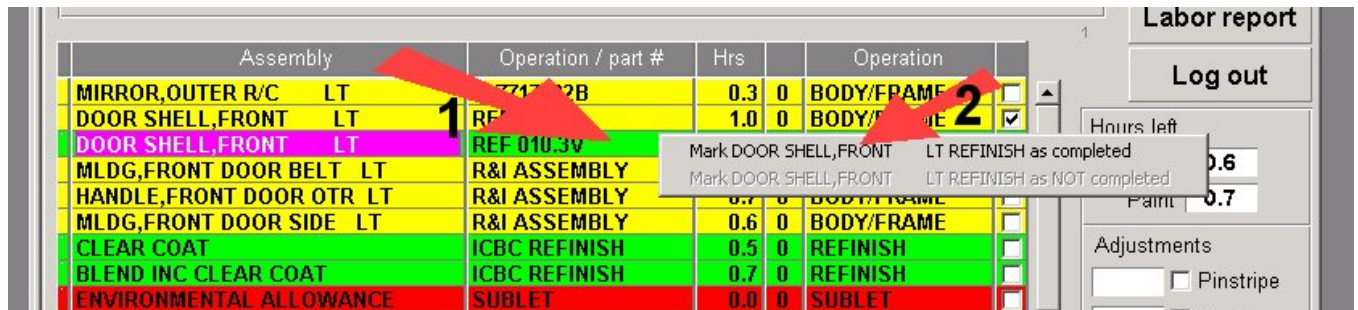
The screenshot shows the 'TECHNICIAN'S STATION' interface. At the top, there are fields for Login (MIKE), Last name (MIKE), First name (SMITH), and Empl. number (102). Below this, the current repair order is identified as '10546 AYOTTE RONALD GREEN 1994 FORD MUSTANG APG501' with a status of 'EXPORTED'. 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 present. A dropdown menu for the department is open, showing 'BODY SHOP'. 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 are buttons for 'Log in', 'Search R.O.', 'View hrs', 'Worksheet', 'Labor report', and 'Log out'. There are also 'Hours left' fields for Body (0.6) and Paint (0.7), and an 'Adjustments' section with checkboxes for Pinstripe, Mouldings, Glass, A/C, Used parts, and 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.

To mark repair lines as “Completed”:



Position the mouse on the line you wish to mark as “Completed”

Click the Right mouse button

Click the LEFT mouse button on the proper menu item

The line will be marked as completed.

The line can be marked as NOT completed by following the same procedure on previously marked line.

After finishing your activities, simply log off.

Note: The system will automatically log you off after certain period of inactivity. You must log in again for the tech station to function.