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# **INTRODUCTION**

#### **Overview of Vehicle Service System (VSS)**

Vehicle Service System (VSS) is a truly unique system that handles the vehicle service industry from Job Sheet Control, Stock Inventory Control, Front Desk Customer Billing & Collection, right up to the Financial Section. This system is easy to handle because it is "Windows Based Application" and User Friendly Computerized System specified designed for the Local and International Vehicle Service Centre & Tyre Industry.

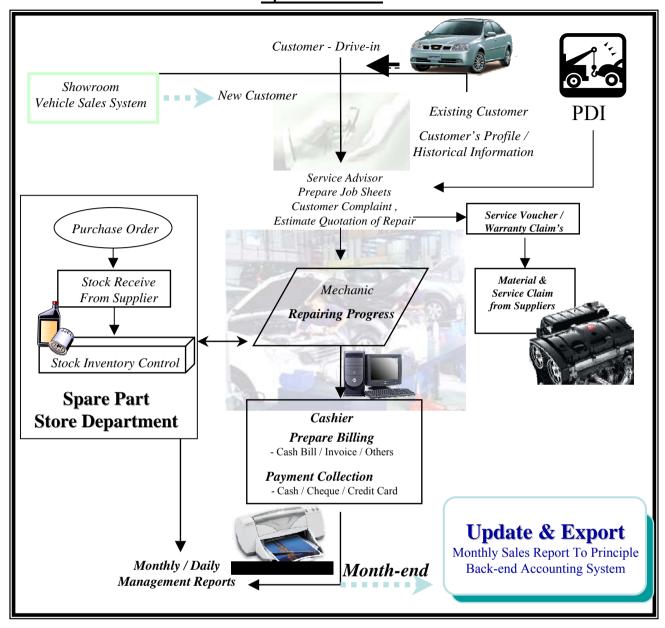
For your information, upon our research, to maintain the "Vehicle Service History" transaction works such as accounting, billing , delivery order, warranty tracking, service coupon tracking, billing history, stock inventory control etc. by daily manual paper works or inefficient computerized application system, from time to time, it has given them a lot of redundant works and just simply too much headache.

This system is design, base-on the Vehicle Service Industry daily operation and every modules are fully integrated.

#### Standard Module

- 1. Centralized Database Control
- 2. Customer Profile ( Individual / Corporate )
- 3. Vendor Information.
- 4. Vehicle Model Database
- 5. On-Line stock Inventory Control with Stock Take Function
- 6. On-Line Billing such as Cash Sale/Invoice, Internal Bill Delivery Order & Payment Receipt Billing
- 7. Counter Sales Module
- 8. Warranty Tracking Module
- 9. Service Coupon Bill Tracking Module
- 10. Sublet Order Module
- 11. Barcode Function
- 12. Vehicle Service History
- 13. Credit Note Module
- 14. Quotation Module
- 15. Purchase Order Module
- 16. Individual Vehicle Service Profit & Loss
- 17. Management Reports
- 18. Data Backup & Restore
- 19. Integrated with VSS (Vehicle Sales System)
- 20. Multi-Level Security Control
- 21. Daily / Up-to-dated On-Screen Inquiries with Reports
- 22. Single / Multi-user Application

#### <u>Computerized Vehicle Service System</u> Operation Flow





This is the User Logon Screen. This will be first screen that you will see if the VSS application is executed properly. You are require to key-in User-ID and Password. In order to proceed if the combination of the User-ID and Password was correct.

If the User-ID or Password is invalid, it will automatically exit from the system.

Note : Please obtains your User-ID and Password from the designated Administrator.

Default	Login User ID	: ADMIN
Default	Login Password	: ADMIN

# <u>MAIN MENU SCREEN</u>

Switch					
Quit 😫 Switch	VSS AUTOSOFT SDN. B	HD.	Sector States	Version 5.0.1	
Service	۲				
Jobsheet					
Counter Soles Quotation					
Collection					
Credit Note					
Wasanty Tracking					
Sublet Order					
Service Coupon Bill Track	lung				
Inventory	8				
Inventory					
Maintain :	()				
Enquiry	8				
Reports					
Tools					
Setting	8				

### VEHICLE SERVICE SYSTEM Main Menu

This is the main menu screen, highlighting all the major modules available to user for selection. In o order to proceed, user are require to select the on screen icon.

oceed, user are require to select	the on screen 1con			
•SERVICE	- Jobsheet		- Collection	
	- Warranty Tracl	king	- Sublet Order	
	- Counter Sales		- Credit Note	
	- Quotation		- Service Coupor	n Bill Trackng
• INVENTORY	- Purchase Order	-	- Inventory Trans	saction
	- Stock Take		- Update Stock T	<b>Take</b>
• MAINTAIN	= Maintain Mas	ster Details		
	-Account	-Vehicle	- Customer	- Vendor
	-Mechanic	-Service Advisor	- Srv Procedure	- Sales Delaer
	- Vehicle Model	- Vehicle Color	-Vehicle Brand	- Vehicle Group
	- Location	- Bin		-Stock
	-Brand	-Model	-Account Type	
	-UOM	-Next Service Da		- Credit Card
	- Currency	- Insurance	- Ins Setting	-Memo Setting
	-Next Service M	ileage		
•ENQUIRY	- Vehicle Enquir	y – Inventory En	quiry – Paymen	nt Enquiry
•REPORTS	= Management	Reports & Servic	e Dealer Submis	sion Reports
•TOOLS	= System Backu	p & Restore	= Data Tools	
•SETTING	- Company Profi - User Profile	le	- System Setting -Accounting Inte	
			0	

# GENERAL FUNCTION

#### The Standard Utilities - Hot-Keys & Common Button

Mouse Pointer : Mouse.

💢 <u>D</u>elete

0K

Cancel

Alt-?	: Select the Under line wording at the first line menu bar, the pop-down	n menu will be display.

- ENTER : Select the section where you want to proceed.
- TAB : Skip the current selection to the next selection.
- ESC : Exit / Cancel and go to the previous screen.
- .: Select when need to add new data.
- : Modify the existing data.
  - : Delete the selected data.
    - : Save the current data and close the current screen.
    - Cancel & un-save the current data & exit the current screen.
  - Close : Close the current screen.

# <u>How To Do Sorting / Searching Data ?</u>

Search :	(° )	Parts C Material C Tyre	C Sport Rim	C Lubricant	C Labour C	Package
Stock ID	Description	Alternate ID	Category	Brand ID	Model ID	Spec /
000000000N54	SCREW, SUBFRAME-W220	000000000N54	Parts	MB	MB	
0000000001N90	SCREW	000000001N90	Parts	MB	MB	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
0000000002N68	BULB, HIGH/LOW BEAM-W14	000000002N68	Parts	MB	MB	
0000000003N75	BULB	000000003N75	Parts	MB	MB	
0000000005N48	SCREW, INST-W210/220/AL	000000005N48	Parts	MB	MB	
000000006N48	SCREW PLUG-ALL MODELS	000000006N48	Parts	MB	MB	
0000000006N74	CLAMP	000000006N74	Parts	MB	MB	
000000006N96	FUSE,40A(MAXI)-W140/20	000000006N96	Parts	MB	MB	
000000006N98	FUSE,60A-W220	000000006N98	Parts	MB	MB	
0000000009N77	BULB.ILLUMINATED 1.3W	000000009N77	Parts	MB	MB	
0000070061N0	PIN	0000070061N0	Parts	MB	MB	
0000070061N32	CYLINDRICAL PIN	0000070061N32	Parts	MB	MB	
0000070061N9	CYLINDRICAL PIN-M102/A	0000070061N9	Parts	MB	MB	
0000176912A	NOZZLE-OM615/616-UTE	0000176912A	Parts	MB	MB	
0000700818A	PISTON-102,116,117	0000700818A	Parts	MB	MB	
0000944155A	FASTENER AIR FILTER	0000944155A	Parts	MB	MB	
0004293695A	A/CLEANER AIR DEHYD-17	0004293695A	Parts	MB	MB	
0012604757A	3/2-WAY VALVE-1619	0012604757A	Parts	MB	MB	B
0012604957A	2-WAY VALVE-1722/1827	0012604957A	Parts	MB	MB	
0018204156A5076	3RD BRAKE LIGHT-W124/B	0018204156A5076	Parts	MB	MB	
0018204156A8412	3RD BRAKE LIGHT-W124/C	0018204156A8412	Parts	MB	MB	
043236200A	ABSORBER, FRT-LA911B/C	0043236200A	Parts	MB	MB	
0135459332A	ABS CONTROL UNIT-400SE	0135459332A	Parts	MB	MB	

### Sorting (Ascending)

Click on the Header bar will sort the data in ascending order.

Click on the 'By Description' header bar will sort the Description in ascending order.

#### Searching

Click on the category header to sort an category.

Then, type in the text / number that you wish to search for. The cursor will automatically narrow down the selection and jump to the text / number that you are searching.

E.g.: Search the "Oil Filter" under Description category.

First, Click on the "By Description" Header to sort the word you wish to search, which is "Oil Filter", the cursor will automatically jump to the row "Oil Filter".

# SETTING SECTION

🌲 Company Prof	ile		
General			
Registration No	» 12345678		
Company Name 1	INFOPAQ VEHICLE S	ERVICE SYST	TEM DEMO SET
Company Name 2			
Address 1	LOT 2-G-43D, WISM/	A RAMPAL	
Address 2	TAMAN SRI RAMPAI		
Address 3	SETAPAK		
City	KUALA LUMPUR	State	WILAYAH PERSEK
Country		Postal	53300
Office Phone 1	03-41490695	_	
Office Phone 2		Fax No 1	03-41490695
Office Phone 3		Fax No 2	
E-Mail Address 1			
E-Mail Address 2			
URL			
			V OK 🗙 Cancel

### **Setting Menu Screen**

Select SETTING button in the Main Menu screen to get into Setting Section.

This is the screen allow user to set-up all the management related data or information, such as :

i)	Company Profile
ii)	System Setting - Prefix Setting & System background picture
iii)	User Profile - User's) Log-In Control & Password.

### **Company Profile Setup**

Define the Company related information.

Registration No. :	Registration Number of the company.
Company Name 1 :	Name of the company. (Pre-define by software provider)
Company Name 2 :	Other (Chinese) name of the company. (Max 50 Characters)
Address, Post Code:	Address and Post Code of the company.
Office Telephone No.:	Up to 3 Office Telephone number can be set.
Fax No. :	Up to 2 Office Fax number can be set.
E-Mail Address :	Up to 2 E-Mail Address can be set.
URL :	Company web-site address.
Press 🧹 OK	to save the information & return to previous menu.
Press 🗙 Cancel	to un-save the information & return to previous menu
× 00.000	

	SETTING SECTION	
	Cont Service Dealer ID Part Dealer ID HM.P.01	
Company	<ul> <li>OK × OK</li> <li>Profile Cont</li> <li>Service Dealer ID : Service Dealer ID Assign by Principal (Franchise Dealer) Part Dealer ID : Part Dealer ID Assign by Principal (Franchise Dealer)</li> </ul>	Cancel
	Press       ✓ OK       to save the information & return to previous menu.         Press       ➤ Cancel       ➤ to un-save the information & return to previous menu	1

* System Setting			
General Printing Optio	on User [	Defined Info Inventory C	ommission/Greeting   Invoice Print Option   Warranty Printing Option
	Prefix	Last Running No Postfix	
Jobsheet >	JS	000169	
Invoice	INV	000082	🔽 One Invoice No
eash Sales	CS	000096	🔽 One Cash Sales No
Internal Bill	IB	000003	🔽 One Internal Bill No
Counter Invoice	CIV	000000	
Counter Cash Sales	CCS	000000	
Counter Internal Bill	CIB	000000	
Quotation	QUO	000019	-
Delivery Order	DO	000004	*
Warranty Bill	WB	000079	*
Service Coupon	SC	000080	•
Service Coupon Bill	SCB	000000	
Sublet Order	SO	000010	*
Purchase Order	PO	000013	
Official Receipt	OR	000145	
Credit Note	CN	000007	- Using Barcode Scan

### **System Setting - General**

Define all the prefix & sequence number. The maximum of 3 characters are allowed & 8 Numeric computer auto generated

number for last running number.

Jobsheet Prefix & Postfix : Prefix & Postfix for the **Jobsheet** Number.

Cash Sales Prefix & Postfix : Prefix & Postfix for the Cash Sales Number.

**Counter Invoice Prefix & Postfix :** Prefix & Postfix for the **Counter Invoice** Number.

**Counter Internal Bill Prefix & Postfix :** Prefix & Postfix for the Counter Internal Bill Number.

**Delivery Order Prefix & Postfix :** Prefix & Postfix for the Delivery Order Number.

Service Coupon Prefix & Postfix : Prefix & Postfix for the Service Coupon Number.

Sublet Order Prefix & Postfix : Prefix & Postfix for the Sublet Order Number.

**Credit Note Prefix & Postfix :** Prefix & Postfix for the Credit Note Number.

Press  $\sqrt{OK}$  to save the information & return to previous menu.

Press 🗙 Cancel 🔣 to un-save the information & return to previous menu

**Invoice Prefix & Postfix :** Prefix & Postfix for the **Invoice** Number.

Internal Bill Prefix & Postfix : Prefix & Postfix for the Internal Bill Number.

**Counter Cash Sales Prefix & Postfix :** Prefix & Postfix for the Counter Cash SalesNo.

**Ouotation Prefix & Postfix :** Prefix & Postfix for the Quotation Number.

Warranty Bill Prefix & Postfix : Prefix & Postfix for the Warranty Bill Number

Service Coupon Bill Prefix & Postfix : Prefix & Postfix for the Service Coupon Bill No.

Purchase Order Prefix & Postfix : Prefix & Postfix for the Purchase Order No.

**Official Receipt Prefix & Postfix :** Prefix & Postfix for the Official Receipt No.

# SYSTEM SETTING - PRINTING OPTION

📽 System Setting	V		
General Printing Option	User Defined Info	Inventory Commission/Greeting Invoice Print Option Warrar	nty Printing Option
Print Jobsheet In	» Customized 💌	Report Name vsJobsheet.rpt	
Print Job Procedure In	Standard 💌	Report Name	
Print Invoice In	Customized 💌	Report Name vsInvoiceCashSales.rpt	
Print Cash Sales In	Customized 💌	Report Name vsInvoiceCashSales.rpt	
Print Internal Bill In	Customized 💌	Report Name	
Print Insurance Bill In	Customized .	Report Name vsInsuranceBillATOZ.rpt	
Print Quotation In	Customized 💌	Report Name vsQuotation-WAWASAN.rpt	
Print D/O In	Standard	Report Name	— B
Print Service Coupon In	Standard .	Report Name	Ba
Print Sublet Order In	Standard •	Report Name	
Print Purchase Order In	Standard •	Report Name	— <u>B</u>
Print Official Receipt In	Standard •	Report Name	
Print GRN In	Standard •	Report Name	
Print Contra In	Standard .	Report Name	
Print Credit Note In	Standard •	Report Name	
Fint Jobsheet Without	t Item Details	Use Fixed Format For Cash Sales and Invoice	
✓ Print Insurance Bill For	Insurance Jobsheet		
			V OK 🗙 Cancel

#### **System Setting – Printing Option**

Standard

Customized

Select all the printing format for all the billing such as : Jobsheet, Invoice, Cash Sales, Quotation, Delivery Order, Warranty Bill, Service Coupon, Sublet Order, Purchase Order, Official Receipt, Goods Received Note, Contra Note, Credit Note. & Etc.

#### Select :

- Standard system report design. (In A4 paper size)

- Customized printing format.

Click on "Print Jobsheet Without Item Details" if User do not want to itemize Stock in jobsheet.

Click on "Use Fixed Format For Cash Sales and Invoice" for Cash Sales & Invoice print out to match certain format such as preprinted form.

Click on "Print Insurance Bill for Insurance Jobsheet" for Cash Sales / Invoice to be bill to Insurance Company.

 $\checkmark$  OK to save the information & return to previous menu.



Press

Ś	SYSTE	<u>M SETTING – USER DEFINED INFO</u>	
	System Setting	ion User Lefined Info Inventory Commission/Greeting Invoice Print Option Warranty Printing Option	
	Text 1	SALESMAN ID Standard Next Service Day 180	
	Text 2	Standard Next Colvector Bay 100	
	Text 3	Service Tax Rate 0.00%	
	Text 4	Default Location ID	
	Number 1	Default Cash Sales Accounts ID W0001	
	Number 2 Number 3	□ Block Excess Credit Limit □ Block Excess Term □ Block Negative Quantity □ Allow Zero Amount Invoice	
	Number 4	One Warranty Group Per Warranty Bill      Auto Number For Problem ID	
	Billing Comment 1		
	Billing Comment 2		
	Billing Commect 3		
	D/0 Commect 1 D/0 Comment 2		
	D/O Comment 2 D/O Commect 3		
	Quotation Commect 1		$\mathbf{X}$
	Quotation Commect 2		1
	Quotation Comment 3	Vehicle Security Code > Radio Security Code	
		Sales Dealer ID	
System	Setting _ `	User Defined Info	
		var ta dafina yayır ayın fialda far	
		scount fields & other information.	
• <u>Text Head</u>			- 1
		Il show in the Vehicle screen.	
	or additional Ter	at information.	
	leader 1 To 4	Il show in the Vehicle screen.	
		in show in the venicle screen.	
Billing Con			incel
		ll show in the Vehicle screen.	
•Fe	or additional Bil	lling Comment information.	
	rder Comment		
		Il show in the Vehicle screen.	
		elivery Order information.	
	<u>Comment 1-3</u> his all fields will	ll show in the Vehicle screen	
-		iotation information.	
		y - To automatic add up Next Service Day while print.	
		lileage - To automatic add up Next Service Mileage while print.	
		up service tax rate if applied.(For Labour Only)	
		Default the Location for Stock Receive.	
		<ul> <li>Int ID - To Default the Account ID for Cash Sales.</li> <li>it – To block the account which excess credit limit.</li> </ul>	
		block the account which excess term.	
		- To block from issuing for stock which do not have balance.	
		ice – To allow user to issue zero amount invoice.	
		<b>r Warranty Bill</b> – To separate the warranty item into different group from claim.	
• Auto Num	ber For Proble	em ID – To enable auto numbering for problem ID.	
	Droce	$\sim$ OK to save the information & return to previous menu.	
	Press	$\sim$ OK to save the information & return to previous menu.	
	Prece	$\times$ Cancel K to un-save the information & return to previous menu	13
	11035		10

1

	<u>SETTING – IN</u>	VENTORY SETT
🏘 System Setting	le l	
General Printing Option	User Defined Info Inventory Commission/Greeting	Invoice Print Option Warranty Printing Option
	Prefix Last Running No Postfix	
Purchase Received	REC 000018	» 🔽 Service Tax Apply On Service Coupon
Purchase Return	RET 000001	
Sales Issued	ISS 000478	
Sales Return	SRE 000001	
Adjustment In	ADI 000001	
Adjustment Out	ADO 000001	
		V OK 🗙 Cance

#### **System Setting – Inventory**

Define all the prefix & sequence number. The maximum of 4 characters are allowed & 10 Numeric computer auto generated

number for last running number.

**Purchase Received Prefix. :** Prefix for the **Purchase Received** Number.

**Purchase Return Prefix :** Prefix for the **Purchase Return** Number.

Sales Issued Prefix : Prefix for the Sales Issued Number.

Sales Issued Prefix : Prefix for the Sales Issued Number.

Adjustment In Prefix: Prefix for the Adjustment In Number.

Adjustment Out Prefix: Prefix for the Adjustment Out Number.

Service Tax Apply on Service Coupon

 $\checkmark$  0K to save the information & return to previous menu.

Press X Cancel X to un-save the information & return to previous menu

Press

G

		<u>SE</u>	TTIN	G	
😫 System Setti	ng				
General Printing C Base On * Printing C Apply On Part Material Season Greeting	Manager Commission	Inventory     Commission/G       Service Advisor Commission/G       Profit     ●       0.00     RM       □     Lubricant       □     Service	sion <u>Mechanic</u>	<u>c Commission</u>	nting Option
Application Backs	round C:\Documents a	nd Settings\Ng Wei Keong\M	y Documents\Car Pic	ture\Chev	

## System Setting – Commission Setting

Commission Setting is to let user to define Commission for the Manager, Service Advisor and Mechanic. Those commission user can define base on either Profit or Sales. Then Apply On Part, Tyre, Sport Rim, Lubricant, Service. Check the BOX when needed.

### **Season Greeting**

The content will appear as the footer of the Cash Bill / Invoice.

## **Application Background**

Let user to predefine own picture for viewing purpose



OK to save the information & return to previous menu.

Press 🗙 Cancel

			l	SET	$\mathbb{TIN}$	G			
📽 System Setting	8								
General Printing Op Normal Item Free Service Item Warranty Item Sublet Item Trade In Item	Parts Item Tyre Item Lubricant Iter Sport Rim Ite Service Item Non Stock It 4 F 5 V 6 S 7 T	Adder METERIAL 2 em 2 em 2 m 3 them 2 FREE SER WARRANT SUBLET SE TRADE IN	SECTION PART S PART S PART S PART S PART S LABOUT PART S VICE SECTION Y SECTION CTION	ECTION ECTION ECTION ECTION R SECTION ECTION			eee havallali	y r mong Option	
								🗸 ок	🗙 Cance

Show Unit Price For Free Item – This let the user to display price for Free item in bill.

Press 🗸

OK to save the information & return to previous menu.

Press X Cancel X to un-save the information & return to previous menu

# <u>SYSTEM SETTING – WARRANTY PRINTING</u> <u>OPTION</u>

💜 System Setting					
General Printing Option User Defi	ined Info   Inventory	Commission/Greeting Invoice Print Option	Warranty Pri	nting Option	
Print Warranty Bill In Stand	dard 💌	Report Name		-	
Print Approval Request In Stand	lard 💌	Report Name			
Print Warranty Claim In Stand Stand Custo		Report Name			
				🗸 ок	🗙 Cancel

### **System Setting – Warranty Printing Option**

This Section serve the same function as Printing Option on page 12.

Select :

Standard	- Standard system report design. (In A4 paper size)
Customized	- Customized printing format.

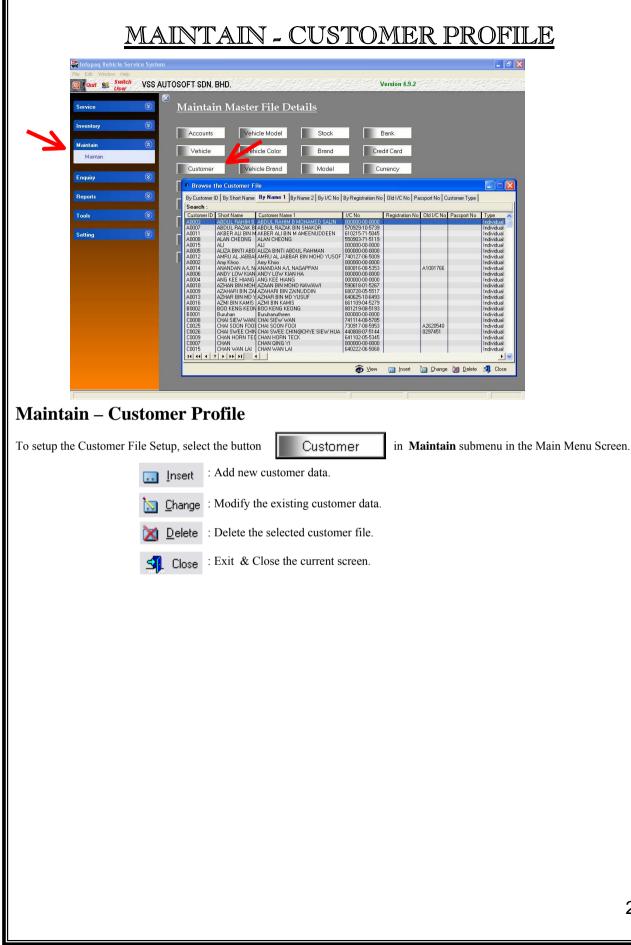


OK to save the information & return to previous menu.

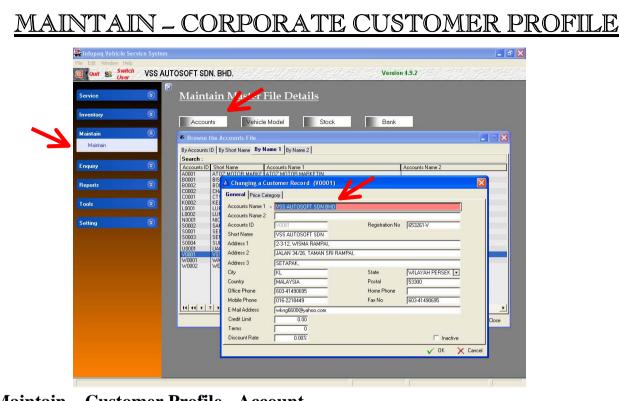
Press 🗙 Cancel

	<u>SETTIN</u>	IG - USE	<u>R PROF</u>	ILE	
🗱 Infopaq Vehicle Service System	$\Delta$ Adding a User Profile Re	cord (New)			
Cour Statch VSS AUTOSOFT SDN. B					
Service (8)	User Name »		😪 C	iopy From User 🖕 Granted All 💻 D	enied All
Inventory	User ID Password	<b>_</b>			
Maintain 8 Browse the User Profile File Enquiry By User Profile	1				
Reports Search : User Name ADMIN	_ Setting				
Tools	Maintain Company Profile	Maintain System Setting	🔽 Maintain User Profile	Maintain Accouting Interface	
Setting	Tools				
System Setting     Liver Profile     S Accounting Interface	🔽 Backup	Restore			
	✓ Data Tools	Purge Data		Export To Accounting Chan	ige Master File ID
	Enquiry				
1	Enquiry Vehicle	Enquiry Inventory	Enquiry Payment		
	🔽 Change Bill No	🔽 Change D/O No	🔽 Allow Negative Stock		
	Allow SMS				
	4			🗸 ОК	Cancel 🗙
Setting – User Prof	ile				
Ta astur Usar Drafila, aslast th	- Lleen Des file hetter :	n tha Catting Mana			
To setup User Profile, select th		in the Setting Menu.			
Press	Insert to login the U	ser Profile Record m	enu & to create a	new record .	
Press 🔄	Change to login the U	ser Profile Record m	enu & modify info	ormation.	
(M)	Delete		-		
Press	to delete the u	inwanted user profile	2.		
Press 3	Close to close the cu	urrent screen & retur	n to previous menu	1	
User Name	· Full Nama a	of the new user.			
	inique user ID for the p		ne maximum lengt	h of 10 .	
	E.g., ANDY,	NELSON, NG	-		
Password Special Password		for security purpose. ment level only. For		e displayed when the user leave the the ser leave the second s	cey in.
-	-		- -		
Access Level the check box for				er definable level of access to accept & login to the pa	
menu screen &		for data entry.	to allow new user	to accept & login to the pa	liticulai
Press	$\checkmark$ OK to save the	e information & retu	rn to previous mer		
	·		_		
Press	🗙 Cancel 🛛 🔀 to u	in-save the informati	on & return to prev	vious menu	
					18
					10

MAINI	<u>TAIN MASTER FILE DETAILS</u>
File Edit Window Help	
Cont Service Service	SOFT SDN. BHD. Version 4.9.2
Inventory 🛞	<u>Maintain Master File Details</u>
Haintain 🛞	Accounts Vehicle Model Stock Bank Vehicle Vehicle Color Brand Credit Card
Mairtán Enquiry ()	Customer Vehicle Brand Model Currency
Reports (S)	Vendor Vehicle Group Accounts Type Insurance
Took	Mechanic Location Non-Stock Ins. Setting ServiceAdvisor Bin UOM Memo Setting
Setting 🛞	Shr Procedure Problem List NextSenviceDay NextSenvAlleage
	Soles Dealer
J. The second se	
Maintain	
To setup the Maintain Setup, select t	he Maintain 💿 button in the Main menu screen.
Account	: Define the Customer Account related information.
Vehicle	: Database for all vehicle information.
Customer	: Define the Customer related information.
Vendor	: Define the Vendor related information.
Mechanic	: Define the Mechanic information.
Service Advisor Srv. Procedure	: Define the Service Advisor information. : Define the Service Procedure to use in Jobsheet.
Sales Dealer	: Define the Sales Dealer information.
Vehicle Model	: To define all the vehicle model coding & related information with picture.
Vehicle Color	: To define all the vehicle color coding
Vehicle Brand	: To define brand of vehicle.
Vehicle Group	: To define Group (Model) of Vehicle.
Location	: To define Location of the Goods
Bin	: To define Bin of the Goods
Problem List	: To define the Problem & Solution for the complaint of the customer.
Stock	: To define Stock Code such as Part, Tyre, Sport Rim, Lubricant, Service, & Package.
Brand	: To define Brand of the Stock Code.
Model	: To define Model of the Stock Code.
Account Type	: To define Account Type of Transaction.
Non-Stock	: To define Non Stock Item. : To define Unit of Measure.
UOM Next Service Day	
Text Service Day	
Bank	: To define Bank Info for cheque collection.
Credit Card	: To define the credit card information & charges %.
Currency	: To define currency for transaction.
Insurance Ins. Setting	: To define all the insurance company related information. : To define the Insurance calculation rate format.
Memo Setting	: To define a Memo for the description of service.
	Exp. 20 points inspection for $1^{st}$ service.
Next Service Mil	eage: To define Next Service Mileage in order to inform customer for next visit.
	1
	1



	SETT	ING - CUSTO	MERI	PROFILE	a <u>4</u>
• •	A Chanoino a Cus	tomer Record (N0005)			
	General Cont Pri				
	Customer Name 1 »				1
	Customer Name 2				
	Customer ID	N0005			
	Short Name	NG WEI KEONG	Customer Type	Individual 💌	
	I/C No Old I/C No	000000-00-0000	Company Reg No Passport No	у <u>і</u>	
	Date Of Birth		1 disportino	1	
	Sex		Race	T	
	Address 1	E-3-1, JALAN 6/21D,			
	Address 2	IDAMAN PUTERA CONDO,			
	Address 3	MEDAN IDAMAN, SETAPAK, K.L	_		
	City	K.L	State	WILAYAH PERSEK	
	Country Office Phone	MALAYSIA 41490695	Postal Home Phone		
	Mobile Phone	001-6218449	Fax No	<u> </u>	
	E-Mail Address	WKNG6600@YAHOO.COM		,	
	·	<u></u>		🗸 ок 🗙	Cancel
					Cancer
Maintain –	Customer P	rofile			
To insert a new Cus	stomer data file, sele	ect the button 🛄 Insert in C	Customer File s	submenu.	
	Customer Name 2 Customer ID Short Name I/C No Old I/C No Passport No Company Reg No	<ul> <li>Key-in the customer name.</li> <li>Any other name for customer.</li> <li>Automatic generate by system.</li> <li>Customer short name.</li> <li>New NRIC number.</li> <li>Old NRIC number.</li> <li>Foreign customer's passport nu</li> <li>Company Registration number</li> <li>Individual / Corporate / Army</li> <li>Customer driving license.</li> <li>Customer address.</li> <li>City name of customer address</li> <li>State of city.</li> <li>Country of City.</li> <li>Area Postcode.</li> <li>Customer nobile contact numl</li> <li>Customer fax number.</li> <li>Customer fax number.</li> </ul>	. ( For Corporat / Foreigner ( T)		
	Press V OK Press X Cancel	to save the information & return to un-save the information	-		



## Maintain – Customer Profile - Account

Select the Account at the Maintain.

#### <u>General</u>

Account Name 1	: Name for the Company.
Account Name 2	: Another Name for the company.
Account ID	: Automatic generate by computer.
Short Name	: Customer short name.
Address 1, 2, 3	: Corporate customer address.
City	: City name of corporate customer address.
State	: State of city.
Country	: Country of city.
Postal Code	: Postcode of address.
Office Phone	: Corporate customer office's telephone contact number.
Mobile Phone	: Corporate customer mobile telephone contact number.
Fax No	: Corporate customer fax number.
E-Mail address	: Corporate customer e-mail address.
Credit Limit	: Set up the Credit Limit for the Account.
Terms	: Set up the terms for the Account
Discount Rate	: Specify Account will enjoy the rate of discount when apply.
Inactive	: This function is to inactive the customer which is no longer dueling with the workshop.



to save the information & return to previous menu.

MAINTAIN – VENDOR PROFILE
File Edit: Window Help
Service     Maintain Master File Details
Inventory  Accounts Vehicle Model Stock Bank Maintain
Maintain     Vehicle          ® Browse the Vendor File           Customer         2 Vehicle          Browse the Vendor File           Customer         2 Vehicle          Browse the Vendor File           Customer         2 Vehicle          By Name 1 By Name 2 By Branch            Customer         2 Vehicle          By Name 1 By Name 2 By Branch
Enquity     Vendor ID     Short Name     Vendor Name     Vendor Name     A       Reports     Vendor     Automotive Speel Automotive Automotive Speel Automotive Automotive Speel Automotive Speel
Tools     General
Sky Procedu         Vendor Name 2           Vendor ID         A0002           Seles Deele         Shot Name         Automotive Specials
Address 1 Wangsa Maju Address 2 Address 3 Addr
City         Kuala Lumpur         State         WILAYAH PERSEK           Countby         MALAYSIA         Postal         50450           Ollice Phone 1         03 4149 1394         Ollice Phone 2         Fax No 1
Office Phone 2 Fax № 1 Office Phone 3 Fax № 2 E-Mail Address 2 E-Mail Address 2
URL VICE Cancel
Maintain – Vendor Profile
To setup the Vendor File, select the Vendor in Maintain submenu in the Main menu screen.
To insert a new Vendor data file, select the button . Insert in Vendor File submenu.
<u>GENERAL</u> Vendor Name 1 : Vendor name.
Vendor Name 2: Any other name of vendor.Vendor ID: Automatic generate by computer.
Short Name : Short name of vendor.
Branch : Branches for vendor. Address 1, 2, 3 : Vendor address.
City : City name of vendor address.
State     : State of city.       Country     : Country of city.
Country: Country of city.Postal: Postcode of address.
Office Phone 1, 2, 3 : Vendor office's contact number.
Fax No 1, 2: Vendor fax number.E-Mail address 1, 2: Vendor e-mail address.
URL : Vendor e-man address.
<u>GENERAL (CONT.)</u>
Contact Person 1, 2, 3 : Name of contact person. Remark : Any remark.
Remark: Any remark.Terms: Period of terms
Credit Limit : Credit limit facilities from vendor.
<u>Setting</u>
A section which user set to use standard or customized warranty form from Vendor.
Press $\sqrt{OK}$ to save the information & return to previous menu.
Press $\times$ Cancel $\overline{\times}$ to un-save the information & return to previous menu
2

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	Achicle Service System (VSS) Edit Wodow Help Court 22 Super VSS AUTOSOFT SDN. BHD. avvice S wentary S avrice S avrice S wentary S avrice S a	ADDECCHARNIC PROOFUI      Instrument of the second of	
	<b>et-Up Mechanic Fil</b> e Salesman File, select the butto		the Main menu
screen.			
To insert a new Sales	man data file, select the button	in Mechanic submenu.	
I I S I I I I I I I I I I I I I I I I I	Old I/C No: Mechanic Cex: Mechanic Gcace: Mechanic RIome Phone: Mechanic hMobile Phone: Mechanic rCmail Address: Mechanic E	name. NRIC Number. DId NRIC Number Gender	rts.
	_	information & return to previous menu. -save the information & return to previous menu	

<u>MAINTAIN – SERVICE ADVISOR PROFILE</u>
Maintain – Set-Up New Service Advisor File To setup the Service Advisor File, select the button ServiceAdvisor in Maintain submenu in the Main
To insert a new Service Advisor data file, select the button in Service Advisor File submenu.
GENERALService Advisor ID : Service Advisor ID.Name: Service Advisor name.I/C No: Service Advisor NRIC Number.Old I/C No: Service Advisor Old NRIC NumberSex: Service Advisor GenderRace: Service Advisor RaceHome Phone: Service Advisor nome telephone contact number.Mobile Phone: Service Advisor mobile telephone contact number.Email Address: Service Advisor Email AddressInactive: Click this to deactivate the Service Advisor in future transaction & reports.
Press          ✓ OK        to save the information & return to previous menu.          Press          ✓ Cancel            Visition             Visition             Visition             Visition             Visition             Visition             Visition             Visition             Visition               Visition               Visition               Visition               Visition               Visition               Visition               Visition               Visition

# MAINTAIN - VEHICLE MODEL

3y Local/Import   Transmissi Loc/Imp Automatic Import-DB
By Local/Import
By Local/Import
Automatic Import-CBI Automatic Import-CBI
Automatic Import-CBI Automatic Import-CBI
Automatic Import-CBI
Automatic Import CBI
Automatic Import-CBI
Automatic Import-CBI Automatic Import-CBI
Automatic Import-CBI
Automatic Local-CKE
Automatic Local-CKD
Automatic Import-CBI
Automatic Import-CBI
Automatic Local-CKE Automatic Local-CKE
Automatic Local-CKE
Automatic Local-CKE
Automatic Local-CKD
Automatic Import-CBI
Automatic Import-CBI Automatic Import-CBI
Automatic Local-CKE
Automatic Import-CBI
Automatic Local-CKD
Automatic Local-CKE Manual Local-CKE
Automatic Local-CKL Manual Local-CKD

## Maintain – Set-Up Vehicle Model File

To setup the Vehicle Model File, select the button

in Maintain submenu from the Main menu screen.

To insert a new Vehicle Model, select the button	<u>.</u> Insert	in Vehicle Model submenu.	
To modify a Vehicle Model setting, select the butt	on 🐚 <u>C</u> ha	in Vehicle Model submenu.	
To delete a Vehicle Model setting, select the butto	n 🐹 <u>D</u> ele	ete in Vehicle Model submenu.	
To exit & close the current screen, select the butto	n <u> </u> Clo	ose	

	<u>MAINTAIN – VEHICLE MODEL</u>	
	Changing a Vehicle Model Record (OPTRA 1.8 DOHC A/T)	
3	General       Service Price         Model ID       DPTRA 18 DOHC A/T         Description       •         Brand ID       CHEVROLET OPTRA 18 DOHC A/T         Brand ID       CHEVROLET         Group ID       DPTRA         Dors       4         4       8.0.M         000       Seat Capacity         4       8.1.M.         Cocal/Impot       Import-CBU         Remarks       Import-CBU	
	Add New Vehicle Model File hicle Model, select the button [] Insert in Vehicle Model submenu	
	GENERALVehicle Model ID: Vehicle model ID code.Description: Vehicle model description.Brand ID: Select the brand of the vehicle.Engine: Select the engine & cc of the vehicle.Door: Select how many door of the vehicleSeat Capacity: Select fuel types of the vehicle.Fuel: Select fuel types of the vehicle.Transmission: Select transmission types of the vehicle.Local/Import: Vehicle manufacturer (CKD or CBU).Weight: Vehicle weightRemarks: Any remark (s).Picture: User can insert Vehicle picture for viewing purposeInactive: For discontinue model	
	Press       It is save the information & return to previous menu.         Press       It is cancel         It is cancel       It is cancel         It is cancel       It is cancel	

General Service Coupon Pri	ce Service Proced	ure Warranty				
1st Service » 106.40	Package ID	CHEVROLET	AVEO 1.5A	AVE01.5A/T1STSERVICE		
	Memo ID					
2nd Service 106.40	Package ID	CHEVROLET	AVEO 1.5A	AVE01.5A/T2NDSERVICE		
	Memo ID		-			
3nd Service 106.40	Package ID	CHEVROLET	AVEO 1.5A	AVE01.5A/T1STSERVICE		
	Memo ID					
4th Service 106.40	Package ID	CHEVROLET	AVEO 1.5A	AVE01.5A/T1STSERVICE		
	Memo ID					
5th Service 0.00	Package ID	CHEVROLET	LUMINA			
	Memo ID		-			
6th Service 0.00	Package ID					
	Memo ID					
7th Service 0.00	Package ID					
	Memo ID					
8th Service 0.00	Package ID					
	Memo ID					
					🗸 ок 🗙 с	Cancel
					🗸 ОК 🗙 С	Cancel

This Section is to setup Service coupon Price specify for the particular vehicle model. The specify price will display out during the Jobsheet being issue by service advisor



to save the information & return to previous menu.



ΟK

# MAINTAIN – VEHICLE MODEL – WARRANTY

▲ Changing a Vehicle Model Record (OPTRA 1.6 DOHC A/T)		$\mathbf{X}$
General Service Price Procedure Warranty		
Warranty Mileage > 400001 km		
	🗸 ОК	🗙 Cancel

## Maintain – Define The Warranty Period/Mileage in Vehicle Model Files

Select the Warranty at the top of Vehicle Model submenu.

This Section is to setup Warranty Period & Mileage specify for the particular vehicle model. The specify period & mileage will display out during add new record for Vehicle number.



to save the information & return to previous menu.



OK.

# MAINTAIN – VEHICLE COLOR

By Color II	By Description By Malay Des	ciption By Type				
Search :						1-
Color ID 10U 13U 2AU	Description CASABLANCA WHITE QUICK SILVER STAR SILVER		Malay Descriptio	n		Туре
2HU 32U	BLACK SAPPHIRE PASTEL BLUE					
33U 34U 3SU 3TU 49U 5HU 5KU 67U 72U 73L 77U 79U	SPORTS BLUE MODERN GREEN THAI GOLD POLAR SEA BLUE YELLOWISH GREEN DENIM BLUE SHANGHAI RED GOLDISH BEIGE PHANTHOM SUPER RED ACTIVE RED MAGMA RED	Changing a Chicle General Vehicle Color ID 2H Description 8 BL Malay Description Type		(2HU)		
87U 95U	PEARL BLACK DOVE SILVER				/ OK 💙 Cam	
300	DOVE SILVER			V	🖌 OK 🗙 Can	
14 44 4	?         >         >         ↓         ↓         ↓					
					🔄 Change 🕅 D	elete ᆀ Close
			<b>a</b>			
nin _						
	Set-Up Vehicl	e Color File				
	Set-Up Vehicl					
	Set-Up Vehicl le Color File, select the			in <b>Maintain</b>	submenu from	the Main me
	-			in <b>Maintain</b>	submenu from	the Main mer
	-	button	utton 🗔		submenu from hicle Color sub	
	le Color File, select the To insert a new Vehic	button le Color, select the b		nsert in Vel	<b>hicle Color</b> sub	menu.
	le Color File, select the	button le Color, select the b		nsert in Vel		menu.
	le Color File, select the To insert a new Vehic	button le Color, select the b Color setting, select t	he button	nsert in Vel	<b>hicle Color</b> sub	menu. submenu.
	le Color File, select the To insert a new Vehic To modify a Vehicle C To delete a Vehicle C	button le Color, select the b Color setting, select t olor setting, select th	he button 👔	nsert in Vel Change in Delete in V	hicle Color sub Vehicle Color	menu. submenu.
	le Color File, select the To insert a new Vehic To modify a Vehicle (	button le Color, select the b Color setting, select t olor setting, select th	he button 👔	nsert in Vel	hicle Color sub Vehicle Color	menu. submenu.
	le Color File, select the To insert a new Vehice To modify a Vehicle C To delete a Vehicle C To exit & close the cu Vehicle Color ID : Y Description : Y Malay Description : Y	button le Color, select the b Color setting, select t olor setting, select th rrent screen, select th Vehicle color code . Vehicle color descrip Vehicle color descrip	he button in the button.	nsert in <b>Vel</b> <u>Change</u> in <u>Delete</u> in V Close	nicle Color sub Vehicle Color Vehicle Color s Vehicle Color s	menu. submenu. ubmenu.
	le Color File, select the To insert a new Vehice To modify a Vehicle C To delete a Vehicle C To exit & close the cu Vehicle Color ID : Y Description : Y Malay Description : Y	button le Color, select the b Color setting, select t olor setting, select th rrent screen, select th Vehicle color code . Vehicle color descrip	he button in the button.	nsert in <b>Vel</b> <u>Change</u> in <u>Delete</u> in V Close	nicle Color sub Vehicle Color Vehicle Color s Vehicle Color s	menu. submenu. ubmenu.
	le Color File, select the To insert a new Vehice To modify a Vehicle C To delete a Vehicle C To exit & close the cu Vehicle Color ID : V Description : V Malay Description : V Type : V	button le Color, select the b Color setting, select t olor setting, select th rrent screen, select th Vehicle color code . Vehicle color descrip Vehicle color descrip	he button in the button is the	nsert in Vel Change in Delete in V Close	nicle Color sub Vehicle Color Vehicle Color s Vehicle Color s uetter & Govern	menu. submenu. ubmenu.
	le Color File, select the To insert a new Vehice To modify a Vehicle C To delete a Vehicle C To exit & close the cu Vehicle Color ID : V Description : V Malay Description : V Type : V	button le Color, select the b Color setting, select t olor setting, select th rrent screen, select th Vehicle color code . Vehicle color descrip Vehicle color descrip Vehicle color type. E	tion. tion by Malay xample : ME	nsert in Vel <u>Change</u> in <u>Delete</u> in <u>Close</u> (For Sales L CALIC / SOLI previous men	nicle Color sub Vehicle Color Vehicle Color s Vehicle Color s Letter & Govern	menu. submenu. ubmenu.
	le Color File, select the To insert a new Vehice To modify a Vehicle C To delete a Vehicle C To exit & close the cu Vehicle Color ID : V Description : V Malay Description : V Type : V	button le Color, select the b Color setting, select t olor setting, select th rrent screen, select th Vehicle color code . Vehicle color descrip Vehicle color descrip Vehicle color type. E	tion. tion by Malay xample : ME	nsert in Vel <u>Change</u> in <u>Delete</u> in <u>Close</u> (For Sales L CALIC / SOLI previous men	nicle Color sub Vehicle Color Vehicle Color s Vehicle Color s Letter & Govern	menu. submenu. ubmenu.
	le Color File, select the To insert a new Vehice To modify a Vehicle C To delete a Vehicle C To exit & close the cu Vehicle Color ID : V Description : V Malay Description : V Type : V	button le Color, select the b Color setting, select t olor setting, select th rrent screen, select th Vehicle color code . Vehicle color descrip Vehicle color descrip Vehicle color type. E	tion. tion by Malay xample : ME	nsert in Vel <u>Change</u> in <u>Delete</u> in <u>Close</u> (For Sales L CALIC / SOLI previous men	nicle Color sub Vehicle Color Vehicle Color s Vehicle Color s Letter & Govern	menu. submenu. ubmenu.
	le Color File, select the To insert a new Vehice To modify a Vehicle C To delete a Vehicle C To exit & close the cu Vehicle Color ID : V Description : V Malay Description : V Type : V	button le Color, select the b Color setting, select t olor setting, select th rrent screen, select th Vehicle color code . Vehicle color descrip Vehicle color descrip Vehicle color type. E	tion. tion by Malay xample : ME	nsert in Vel <u>Change</u> in <u>Delete</u> in <u>Close</u> (For Sales L CALIC / SOLI previous men	nicle Color sub Vehicle Color Vehicle Color s Vehicle Color s Letter & Govern	menu. submenu. ubmenu.

MAINTAIN – VEHICLE BRAND
Service Imatain   Martain Imatain   Martain Imatain   Enquiry Imatain   Tools Imatain   Setting Imatain   Imatain
Maintain – Set-Up Vehicle Brand File
To setup the Vehicle Brand File, select the button Vehicle Brand in Maintain submenu from the Main menu screen.
To insert a new Vehicle Brand, select the button <b>Insert</b> in <b>Vehicle Brand</b> submenu.
To modify a Vehicle Brand setting, select the button 🐚 Change in Vehicle Brand submenu.
To delete a Vehicle Brand setting, select the button 🔀 Delete in Vehicle Brand submenu.
To exit & close the current screen, select the button Close
Vehicle Brand ID : Vehicle brand code. Origin : Description of the vehicle brand supplier. Since : Year since the vehicle. Base on Brand Format, Use Fixed Format for Cash Sales and Invoice & Customize bill format will decide on which bill format / design user using.
Press $\checkmark$ OK to save the information & return to previous menu.
Press X Cancel K to un-save the information & return to previous menu
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MAINTAIN – VEHICLE GROUP
E Vehicle Service System (VSS)
Court State VSS AUTOSOFT SDN. BHD.     Version 5.0.1
Service S Maintain Master File Details
Maintain         Accounts         Vehicle Model         Stock         Bank           Maintain         Vehicle         Vehicle Color         Brand         Credit Card
Enquiry (S) Customer Vehicle Brand Madel Currency
Reports         Vendor         Vehicle Group         6 Browse the Vehicle Group File           Mechanic         Location         By Group ID         By Group ID
Tools         ServiceAdvisor         Bin         Secription         Brand ID           MxE0         AVE0         CHEVROLET
Srv Procedure Problem List LUMINA LUMINA CHEVROLET NABIRA NABIRA CHEVROLET
Sales Dealer DPTRA 1.8A DPTRA 1.8A DPTRA 1.8A DPTRA 1.8A DPTRA 1.8A DPTRA 1.8A CHEVROLET CHEVROL
General Vehicle Group ID OPTRA 1.6A
Description > CPLTAA 168 Brand ID CHEVROLET
IL ( ( ( ) ) ) ) ( ) ( ) ( ) ( ) ( ) ( )
Maintain – Set-Up Vehicle Group File
To setup the Vehicle Group File, select the button Vehicle Group in Maintain submenu from the Main menu screen.
To insert a new Vehicle Group, select the button <b>Insert</b> in <b>Vehicle Group</b> submenu.
To modify a Vehicle Group setting, select the button 🐚 Change in Vehicle Group submenu.
To delete a Vehicle Group setting, select the button 🔯 Delete in Vehicle Group submenu.
To exit & close the current screen, select the button
Vehicle Group ID: Vehicle group code.Description: Description of the vehicle group
Brand : Vehicle brand of the group.
Press $\sqrt{OK}$ to save the information & return to previous menu.
Press X Cancel I to un-save the information & return to previous menu
32

	MAINI	CAIN - LO	CATION	
Vehicle Service Syste File Edit Window Hep Service Inventory Maintain Enquiry Report: Tools Setting Maintain —		Version Details  Control D By Short Name By Name 1 Search: Cocation ID Short Name Location Ne WOOD WORKSHOP Cocation Ne WOOD WORKSHOP Cocation Ne Cocation ID Short Name Location Ne Cocation I		Address 1 Ad
	tion File, select the button To insert a new Location, sele To modify a Location setting, To delete a Location setting, s To exit & close the current scr	Location in 1 ect the button . Insert select the button	Maintain submenu from the M in Location submenu. hange in Location submenu. elete in Location submenu.	lain menu screen.
	General Location Name 1, 2 Location ID Short Name Address 1, 2, 3 City State Country Postcode Office Phone 1, 2, 3 Fax No 1, 2 E-Mail address 1, 2 Contact Person 1, 2, 3 Remark	: Short name of : Location addr : City name of : State of city. : Country of cit : Postcode of a : Branch locativ : Branch locativ : Branch locativ : Contact perso	y generate by computer. f location. ress. branch location address. ty. ddress. on office's contact number.	
	Press V OK to save the Press Cancel	n-save the information &		33

	<u>MAINTAIN – BIN</u>	
Vehicle Service System (VSS) Fie Edt Window Help Contractions Switch VSS AU Service V Inventory V Maintain (C) Maintain (C) Reports (C) Setting (C)	JUDSOFT SDN. BHD.       Version 5.0.1         Maintain Master File Details         Accounts       Vehicle Model         Vehicle       Vehicle Color         Brand       Credit Card         Customer       Vehicle Group         Browse the location Bin File       Poblecopition         Search:       Bin         Bin       Poblecopition         Search:       Bin         Bin       Poblecopition         Search:       Bin         Bin       Poblecopition         Search:       Bin         Bin       Poblecopition         BerviceAdvisor       Bin         Bin       Poblecopition         Vehicle       Vehicle Group         BerviceAdvisor       Bin         Bin       Poblecopition         Bin       Poblecopition         Vehicle       Vehicle         Vehicle       Vehicle	
Maintain – Se To setup theBin File, s	et-Up Bin File select the button Bin in Maintain submenu from the Main menu screen.	_ <b>)</b> Close
To To	o insert a new Bin, select the button in Insert in <b>Bin</b> submenu. o modify a Bin setting, select the button in <b>Change</b> in <b>Bin</b> submenu. o delete a Bin setting, select the button in <b>Delete</b> in <b>Bin</b> submenu. o exit & close the current screen, select the button in <b>Close</b>	
Bi	General         in ID       : Stock Bin ID         vescription       : Bin Description	
Pre	ess $\sqrt{OK}$ to save the information & return to previous menu.	
Pre	ess $\times$ Cancel $\boxed{\times}$ to un-save the information & return to previous menu	34

<u>MAINTAIN – PROBLEM LIST</u>	
Weidel Startice System (US)       Version 5.0.1         Source       Image: Comparison of the system of the s	
Maintain – Set-Up Problem List To setup the Problem List, select the button Problem List in Maintain submenu from the Main menu screen. To insert a new Problem, select the button in Problem List submenu. To modify a Problem setting, select the button in Problem List submenu. To delete a Problem setting, select the button in Problem List submenu. To exit & close the current screen, select the button in Problem List submenu.	
GeneralProblem ID: Generate Problem IDDescription: Problem DescriptionSolution: Problem Solution	
Press       V       OK       to save the information & return to previous menu.         Press       X       Cancel       Image: Cancel	35

<u> MAINTAIN – STOCK (GENERAL STOCK)</u>
Browse the Stock File      By Stock ID By Description By Alternate ID By Brand By Model By Inactive      Search:
0012604757       Stock Category       ● Parts       Material © Tyre © Sport Rim © Lubricant © Labour © Package         2028200855       Stock Brand ID       MB       MB       Sub-Type         1248200555       Stock Model ID       MB       MB       O II Filter         1248200555       Stock ID       0012604957A       O II Filter         1248200555       Stock ID       0012604957A       O II Filter         1248200556       Description       2/WAY VALVE-1722/1827       O II Filter         120820055       Bar Code       Stock ID       0012604957A         0018204155       Alternate ID       0012604957A       O II Filter         0018204155       Bar Code       Stock ID       O II Stock 957A         1018204155       Bar Code       Stock ID       O II Stock 957A         1018204155       Bar Code       Stock ID       O II Stock 957A         1018204155       Location ID       Stock ID       INIT         1018204155       Location ID       L0001       III         101824155       Location ID       L0001       IIII         1013445832       Location ID       L0001       IIII         101444       Bin ID       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
□ Inactive □ Update Price To BDM □ Update Price To Vehicle Model Service Package √ 0K × Cancel
Maintain – Set-Up Stock Code
To setup the Stock Code, select the button Stock in Maintain submenu from the Main menu screen.
To insert a new Stock Code, select the button . Insert in <b>Stock</b> submenu.
To modify a Stock Code, select the button in <b>Stock</b> submenu.
To delete a Stock Code, select the button 🔯 Delete in Stock submenu.
To exit & close the current screen, select the button Close
General         Stock Category       : Select the Stock category either Parts, Tyre, Lubricant, Sport Rim, Service or Package         Stock Brand ID       : Select the brand of the Stock         Stock Model ID       : Select the model of the Stock         Stock ID       : Create a new Stock code (Maximum 30 alphanumeric)         Description       : Description of the Stock (Maximum 35 alphanumeric)         Alternate ID       : Alternate Code of the Stock ID (Maximum 30 alphanumeric)         Bar Code       : Bar Code for the Stock ID (Maximum 20 alphanumeric)         Special Code       : Special Code for Stock ID         Account Type ID       : Select Account Type ID         Location ID       : Select Docation ID         Bin ID       : Select Din ID         UOM ID       : Select Unit Of Measure         Inactive       : Click on the Check Box for discontinue Stock         Update Price to BOM & Vehicle Model Service Package : To update the price into the package which item involved.         Press       OK
Press $\times$ Cancel $\times$ to un-save the information & return to previous menu 36

File Edit Window Hi Quit 👷 Swin Use	
Service	Maintain Master File Details
Inventory	
Maintain	Accounts Vehicle Model Stock Bank
Maintain	A Shanging a Stock Record (0012604957A)
Enquiry	Tueneral Quantity/Costing/Pricing Price Quoted
	Min Level » 0.00 Warranty Price 0.00
Reports	Max Level 0.00 Warranty Base On
Tools	Reorder Level 0.00 C Standard Unit Cost
Setting	Lead Time 0.00 Warranty Type
	Cost Price 0.00 C Add
	C Discount
	Warranty Percent 0.00%
	Standard Price 451.00 Discount 0.00% Warranty Profit Margin 0.00%
	List Price 1 451.00 Discount 0.00%
	List Price 2 0.00 Discount 0.00%
	List Price 3 0.00 Discount 0.00%
	List Price 4 0.00 Discount 0.00%
	List Price 5 0.00 Discount 0.00%

### Maintain – Set-Up Stock Code

#### Quantity/Costing/Pricing

2 manual Costing/2	The mag
Min Level	: Enter Minimum Level Stock Quantity you want to keep
Max Level	: Enter Maximum Level Stock Quantity you want to keep
Reorder Level	: Enter Reorder Level of the Stock Quantity
Lead Time	: Enter Lead Time that request
Cost Price	: Enter Cost Price
Standard Price	: Enter Standard Price
List Price1,2,3,4,5	: Enter List Price & Discount for different of customer
Warranty Price Ind	ividual : Price will automatic calculate based on the user setting in this section. (Depend
on Dealership). (Al	so can apply in Stock Brand Setting)

Press	$\checkmark$	ΟK

to save the information & return to previous menu.

Press 🗙 Cancel

X to un-save the information & return to previous menu

MAD	<u>NTAIN – STOCK (PRICE QUOTED)</u>
Vehicle Service System (VSS) Fie Edt Window Help Or Our Se Switch VSS Service Service Inventory S Maintain	AUTOSOFT SDN. BHD. Version 5.0.1          Maintain Master File Details         Accounts       Vehicle Model         Stock       Bank         Changing a Stock Record (CL 8307)       X
Enquiny (*) Reports (*) Tools (*) Setting (*)	General Quantity/Costing/Pricing Price Quoted
	General           Vendor ID           Unit Cost           Discount           0.00%           Date Quoted           0 0 0
	VOK X Cancel Insert Delete

### **Maintain – Price Quoted**

This section is let user to record price quoted from supplier from time to time basis, for a reference purpose.



Press

OK to save the information & return to previous menu.

Press 🗙 Cancel

X to un-save the information & return to previous menu

MAINTAI	IN – STOC	K (PACKAGE)

By Stock ID By Desc	jeven I. n., alkemeter in I. n.,				, ,
Search : 1s	$\Delta$ Changing a Stock	Record (AVEO1.5A/	T1STSERVICE)	×	
Stock ID AVEO1.5A/T1STSER*	General Quantity/Costin	g/Pricing Package/Group	o Details	1	D Model ID OLET AVEO 1.5A
LUMINA1STSERV NABIRA181STSERV	Stock ID	Description		Quantity Required	OLET LUMINA
NABIRA221STSERV	96458873	FILTER A-OIL ENGINE		1.000000	OLET NABIRA
OPTRA161STSERVIC OPTRA181STSERVIC		ENGINE OIL LABOUR CHARGE		1.000000	OLET OPTRA OLET OPTRA 1.6A
Adding a UO	M Record (New)				
Stock Brand ID	CHEVROLET				
Stock Model ID	AVEO 1.5A				
Stock ID	AVE01.5A/T1ST				
Part Brand ID	CHEVROLET			F	
Part Model ID	OPTRA 1.6A	V	🗽 🖸	hange 🕅 <u>D</u> elete	
Part Stock ID	09128738	ROLLER A-GUIDE		nange 🔯 <u>D</u> elete	
Quantity Required	1.00 🜩			/ OK 🗙 Cancel	
		🗸 ОК	X Cancel		<u> </u>

### Maintain – Set-Up Stock Code (Package)

If Create a **Package Code**, additional information will require to enter.

#### <u>General</u>

Stock Brand ID	: Select the brand of the Stock
Stock Model ID	: Select the model of the Stock
Stock ID	: Create a new Stock code (Maximum 30 alphanumeric)
Direct go to Part S	tock ID to Select or Key in the Stock Code, then enter the quantity in Quantity Required.

Press

OK.

X to un-save the information & return to previous menu

to save the information & return to previous menu.

Browse the	e Stock Bra	and File	
By Stock Bran	nd ID By Dr		
Search :		🔺 Changing a Stock Brand Record (CHEVROLET)	
Stock Brand ID ALARM BACFLUID BATTERY BP CAR WASH CASTROL CHEVROLET CHEVROLET COOLANT DISC BRAKE ENGINEOIL DISC BRAKE ENGINEOIL GENERAL KIA LABOUR MB OIL FILTER TINT AUTO TOWING	Description MASTERD BRAKE/CL Battery Wa BP CAR WINSE CAR WINSE CAR WINSE CAR WINSE CHEVROLL COOLANT DISC BRAF ENGINEOI GENERAL KIA LABOUR C MB OIL FILTEF TINT AUT( TOWING T	Stock Brand ID CHEVROLET Description CHEVROLET Warranty Section Warranty Base On © Standard Unit Cost © Standard Selling Price Warranty Type © Add © Discount	
14 44 4 ?		□ Update All Stock ✓ OK X Cancel	

### Maintain – Set-Up Brand File

To setup the Brand File, select the button Brand in Maintain submenu from the Main menu screen.
To insert a new Brand, select the button <b>Insert</b> in <b>Brand</b> submenu.
To modify a Brand setting, select the button 🗽 Change in Brand submenu.
To delete a Brand setting, select the button 🐹 Delete in <b>Brand</b> submenu.
To exit & close the current screen, select the button
Stock Brand ID Description: Key In Stock brand ID. : Description of the Stock brand. : Price will automatic calculate based on the user setting in this section. (Depend on Dealership). : Click on this will update all the warranty price for this stock brand.Update All Stock: Click on this will update all the warranty price for this stock brand.PressImage: CancelPressImage: CancelImage: Cancel </td

<u>MAINTAIN – MODEL</u>	
Index System (VIS) Version 5.0.1 Service 100 Version 5.0.1 Version 5.0.1 Version 5.0.1 Version 7.0.1 Service 100 Version 7.0.1 Service 100 Version 7.0.1 Service 100 Version 7.0.1 Version 7.0.1 Service 100 Version 7.0.1 Version 7.	
Maintain – Set-Up Model	
To setup the Model, select the button Model in Maintain submenu from the Main menu screen.	
To insert a new Model , select the button in Model submenu. To modify a Model setting, select the button in Model submenu. To delete a Model setting, select the button in Model submenu. To exit & close the current screen, select the button in Model submenu. Stock Model ID : Define the Stock Model ID. Description : Description of the Model.	
Press V OK to save the information & return to previous menu. Press X Cancel X to un-save the information & return to previous menu	
	4

## MAINTAIN – ACCOUNT TYPE

ck Accounts Type Description		e ID By Description
AMON     COMMON       SALES OF PART             Changing a Stock Accounts Type Record (COMMON)          General          Accounts Type ID         COMMON          Description         >         COMMON          Debit         Credit         Purchase Account         Sales Account	Search :	
SALES OF PART		
	SP	SALES OF PART
		General       Accounts Type ID       COMMON         Description       >       COMMON         Purchase Account
		🐼 View 🗔 Insert 🐚 Change 🕅 Delete ᆀ Close

To insert a new Account Type, select the button Image   To modify a Account Type setting, select the button Image   To delete a Account Type setting, select the button Image   To exit & close the current screen, select the button Image   Account Type ID Define the Account Type ID.   Description Image   Purchase Account Image   Account Type ID Define the Account Type ID.   Sales Account Image   Account Code of Purchase Account (Debit & Credit).   Sales Account Image   Press Image   Image Image   Imag		
To delete a Account Type setting, select the button To exit & close the current screen, select the button Account Type ID : Define the Account Type ID. Description : Description of the Account Type Purchase Account : Account Code of Purchase Account (Debit & Credit). Sales Account : Account Code of Sales Account (Debit & Credit) Press Press Close Press Close	Te	o insert a new Account Type, select the button Insert in Account Type submenu.
To exit & close the current screen, select the button Account Type ID : Define the Account Type ID. Description : Description of the Account Type Purchase Account : Account Code of Purchase Account (Debit & Credit). Sales Account : Account Code of Sales Account (Debit & Credit) Press OK to save the information & return to previous menu.	Т	o modify a Account Type setting, select the button 🐚 Change in Account Type submenu.
Account Type ID : Define the Account Type ID. Description : Description of the Account Type Purchase Account : Account Code of Purchase Account (Debit & Credit). Sales Account : Account Code of Sales Account (Debit & Credit) Press OK to save the information & return to previous menu.	Т	o delete a Account Type setting, select the button 🐹 Delete in Account Type submenu.
Description       : Description of the Account Type         Purchase Account       : Account Code of Purchase Account (Debit & Credit).         Sales Account       : Account Code of Sales Account (Debit & Credit)         Press       V         OK       to save the information & return to previous menu.	Т	b exit & close the current screen, select the button
	D Pu	escription : Description of the Account Type urchase Account : Account Code of Purchase Account (Debit & Credit).
Press 🔀 Cancel 🔀 to un-save the information & return to previous menu	Pres	s $\checkmark$ OK to save the information & return to previous menu.
	Pres	s $\times$ Cancel $\mathbf{X}$ to un-save the information & return to previous menu

# MAINTAIN – NON-STOCK

	Browse the Non-Stock Item File
	By Non-Stock ID By Description
	Search :
	Non Stock ID Description
	NSK02 BULB REAR STOP LAMP NSK03 CLUTCH COVER
	△ Changing a Non-Stock item Record (NSK01)
	General Line Control C
	Non Stock ID NSK01
	Estimate Cost 5.00
	Estimate Price 9.00
	Estimate Time 000 UOMID UNIT
	V OK X Cancel
	🔕 View 🛄 Insert 🐚 Change 🕅 Delete 🗐 Close
Maintain	– Set-Up Non-Stock
To gotup the Me	on Stock calest the button
To setup the No	on-Stock, select the button Non-Stock in <b>Maintain</b> submenu from the Main menu screen.
	To insert a new Non-Stock, select the button in Non-Stock submenu.
	_
	To modify a Non-Stock setting, select the button Data in Non-Stock submenu.
	To delete a Non-Stock setting, select the button 🕅 Delete in Non-Stock submenu.
	To exit & close the current screen, select the button
	Non-Stock ID : Define the Non-Stock ID.
	Description : Description of the Non-Stock
	Estimate Cost : Estimate the cost of Non-Stock
	Estimate Price : Estimate the Price of Non-Stock Estimate Time : Estimate the time of Non-Stock
	UOMID : Define the Unit of Measure ID
	Press $\checkmark$ 0K to save the information & return to previous menu.
	Press X Cancel X to un-save the information & return to previous menu

|--|

By UOM ID	easurement File						
Search :							
DAY							
HOUR							
PAC							
PAIR SERVE	The second second second				-		
	$\Delta$ Changing a UO	M Record (HOUR)					
	General						
	UOM ID	HOUR					
				[2000.000000000000000000000000000000000			
				ОК	🗙 Cancel		
I4 44 4 ? F FF FI	<u> </u>		<b>⊛</b> ⊻iew	📊 Insert	bange	🔀 <u>D</u> elete	<b>31</b> c
ntain – Set-Up	OUOM (U	nit Of Me	asure)				
ip the UOM, select the	button	UOM	in <b>Mainta</b>	<b>in</b> submen	u from the M	Main menu	ı scree
To insert	a new UOM, sel	ect the button	🛄 <u>I</u> nsert	in UOM	submenu.		
		, select the butto	-		<b>)M</b> submen	11	
	-	select the button			M submenu		
						•	
To exit &	close the curren	t screen, select tl	he button	SIL Clos	e		
	Ð						
UOM ID	: Defii	ne the Unit Of M	leasure ID.				
UOM ID	: Defii	ne the Unit Of M	leasure ID.				
UOM ID	: Defii	ne the Unit Of M	leasure ID.				
UOM ID Press		ne the Unit Of M the information &		revious me	enu.		
Press 🗸	OK to save t	the information δ	¢ return to p			1	
Press 🗸	OK to save t		¢ return to p			1	
Press 🗸	OK to save t	the information δ	& return to p			1	
Press 🗸	OK to save t	the information δ	& return to p			1	
Press 🗸	OK to save t	the information δ	& return to p			1	
Press 🗸	OK to save t	the information δ	& return to p			1	
Press 🗸	OK to save t	the information δ	& return to p			1	
Press 🗸	OK to save t	the information δ	& return to p			1	

<u>MAINTAIN – NEXT SERVICE DAY</u>	
Browse the Next Service Day File  By Service day  Search :  Service Day  30  60	<
90 120 150 180 General Service Day Record (120) General Service Day » 120 C V OK Cancel	
IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	<u>F</u>
Maintain – Set-Up Next Service Day         To setup the Next Service Day, select the button       NextServiceDay       in Maintain submenu from the Main menu	scre
To insert a new Next Service Day, select the button in NextServiceDay submenu. To modify a Next Service Day setting, select the button in NextServiceDay submenu To delete a Next Service Day setting, select the button in NextServiceDay submenu. To exit & close the current screen, select the button in NextServiceDay submenu.	I.
Service Day : Define Next Service Day (This is in order to let user to make selection while pr bill to remind customer)	int
PressImage: CancelImage: CancelPressImage: CancelImage: Cancel	

Fie Edk Window H O Court Strain Service Inventory	ep ten VSS AUTOSOFT SDN. BHD. Maintain M. Accounts	MAINTA aster File Details Vehicle Model Stock	Version 5.0.1			
Maintain Maintain Enquiry Report: Tools Setting	<ul> <li>Vehicle</li> <li>Customer</li> <li>Vendor</li> <li>Vendor</li> <li>Vendor</li> <li>ServiceAdvisor</li> <li>Siv Procedure</li> <li>Sales Dealer</li> </ul>	C0001 CITIBANK CITIBAN	ARE I AND	NG LEONG BANK BERHAD	Branch Branch State Postal Fax No 1 Fax No 2	Address 1
Maintain -	- Set-Up Bank		-		V 0	K 🗙 Cancel
To setup the Ban	k, select the button To insert a new Banl To modify a Bank se	Dank		nenu from the nk submenu. Bank submer		creen.
	To delete a Bank se	tting, select the button current screen, select th	Delete in	Bank submen		
	General Bank Name 1, 2 Bank ID Short Name Branch Address 1, 2, 3 City State Country Postcode Office Phone 1, 2, 2 Fax No 1, 2 E-Mail address 1, 2 Contact Person 1, 2, Remark	: A : SI : B : B : C : St : C : P : C : P : C : S : B : B : B : B : B : B : S : C : S : SI : SI : B : S : SI : B : S : SI : B : S : SI : B : SI : SI : SI : SI : SI : SI : SI : SI	ank name. utomatically gener nort name of Bank ank branch locatio ank branch address ity name of Bank l ate of city. puntry of City. ostcode of address ank branch office' ank branch fax nui ank branch e-mail pontact person nam emark of the bank	branch. on area. s. branch address s contact numl mber. address. e of the bank b	s. ber.	
		o save the information			enu	

	MAINTAIN - CRED	IT CA	RD
Vehicle Service System (VSS) File Edit Window Help Or Court Se Switch VSS Service S Inventory S Maintain S Maintain S Reports S Yools S	AUTOSOFT SDN. BHD. Version          Maintain Master File Details         Accounts       Vehicle Model       Stock       Bank         Vehicle       Vehicle Color       Brand       Credit Card         Search :       Credit Card ID       Description         AMEX       AMERICAN EXPRESS       EXPRESS	Percent Charge Fina 4.50% P000	nce ID Finance Name 1 IT PUBLIC FINANCE
Setting (S)	MAS MASTERCARD VISA VISACARD Credit Card ID AMEX Description > AMERICAN EXPRESS Percent Charge 4.50% Finance ID P0001 & PUBLIC FINANC	3.00% M00 3.50% M00	DI MAYBAN FINANCE MAYBAN FINANCE

### Maintain – Set-Up Credit Card File

To setup the Finance File, select the button Credit Card in Maintain submenu from the Main menu screen.
To insert a new Credit Card, select the button in <b>Credit Card</b> submenu.
To modify a Credit Card setting, select the button in <b>Credit Card</b> submenu.
To delete a Credit Card setting, select the button in <b>Credit Card</b> submenu.
To exit & close the current screen, select the button Science Close
GeneralCredit Card ID: Automatically generate by computer.Description: Description of the credit card ID code.Percent Charge: Key-in the percentage of credit card charge.Finance ID: Select the credit card provided services bank.
Press $\checkmark$ $\Box K$ to save the information & return to previous menu.
Press $\times$ Cancel $\mathbf{X}$ to un-save the information & return to previous menu
4

	<u>MAINTAIN – CURRENCY</u>	
File Edit Window Help		'X
O Quit 🔮 Switch User	VSS AUTOSOFT SDN. BHD. Version 5.0.1	
Service	Maintain Master File Details	
Inventory Maintain	Accounts     Vehicle Model     Stock     Bank	
Maintain	Vehicle Vehicle Color Brand Credit Card	
Enquiry	Customer Vehicle Brand Model Currency     Browse the Currency File	
Reports	By Currency ID By Description	
Tools	Currency ID Description Rate RM RINGGIT MALAYSIA 0.0000	
Setting	△ Changing a Currency Record (RM)	
	Currency ID RM Description FINGGIT MALAYSIA	
	Rate 0.0000	
	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
	S Ten I liver M Signed M Second Th close	
 Maintain – S	Set-Up Currency	
ro solup ine current	cy, select the button Currency in <b>Maintain</b> submenu from the Main menu screen.	
	To insert a new Currency, select the button in <b>Currency</b> submenu.	
	To modify a Currency setting, select the button Dange in Currency submenu.	
	To delete a Currency setting, select the button 🐹 Delete in Currency submenu.	
	To exit & close the current screen, select the button Close	
	GeneralCurrency ID: Define Currency ID.Description: Description of the Currency ID code.Rate: Define the Rate.	
Pr	ress $\sqrt{OK}$ to save the information & return to previous menu.	
Pr	ress 🗙 Cancel 🔀 to un-save the information & return to previous menu	
		48
		40

MAIN	VTAIN – INSURANCE
🗱 Vehicle Service System (VSS)	
File Edit Window Help	Version 5.0.1
Service Service Maintain Ma	<u>ister File Details</u>
Inventory  Accounts Maintain	Vehicle Model Stock Bank
Maintain Vehicle	Vehicle Color Brand Credit Card Vehicle Brand Model Currency
Enquity 🛞 Vendor	Venicle Group Accounts Type Insurance
Reports  Mechanic Tools	Browse the Insurance File           By Insurance ID           By Short Name           By Name 1           By Branch
Setting	Search : Insurance ID Short Name Insurance Name 1 🖄 Changing a Insurance Record (S0001)
Siv Procedure Sales Dealer	S0001 SEA UNI. ASIA GENERAL INS T0XI0 MARINE T0XI0 MARINE SI [General [General [cont.]]
	Insurance Name 2 Insurance ID 50001 Short Name (SEA Branch [HQ
	Addess 1 NO.2. JALAN SULTAN ISMAIL, Addess 2
	Address 3 City KUALA LUMPUR State WILAYAH PERSEK V Country Postal
	0///ice Phone 1 103/22876556 Fax No 1 103/22896678
	Office Phone 3 Fax No 2 E-Mail Address 1
	E Mai Address 2 URL V OK X Cancel
Maintain – Set-Up Insurar	
To setup the Insurance, select the button	in <b>Maintain</b> submenu from the Main menu screen.
To setup the insurance, select the button	insurance in wantan subnend from the Want mend select.
To insert a new Insuran	ce, select the button . Insert in Insurance submenu.
To modify a Insurance	setting, select the button 🗽 Change in Insurance submenu.
To delete a insurance se	etting, select the button 🐹 Delete in Insurance submenu.
To exit & close the curr	rent screen, select the button
<u>General</u> Insurance Name 1, 2 Insurance ID Short Name Branch Address 1, 2, 3 City State Country Postcode	<ul> <li>: Insurance company name.</li> <li>: Automatically generate by computer.</li> <li>: Short name of Insurance company.</li> <li>: Insurance company branch location area.</li> <li>: Insurance company address.</li> <li>: City name of Insurance company address.</li> <li>: State of city.</li> <li>: Country of city.</li> <li>: Postcode of address.</li> </ul>
Office Phone 1, 2, 3	: Insurance company office's contact number.
Fax No 1, 2 E-Mail address 1, 2	<ul><li>: Insurance company fax number.</li><li>: Insurance company e-mail address.</li></ul>
Contact Person 1, 2, 3 Remark	<ul><li>: Contact person name of the Insurance company.</li><li>: Remark of the Insurance company.</li></ul>
	e the information & return to previous menu.
Press 🗙 Cancel 🔀	to un-save the information & return to previous menu 49

MAINTAIN – INS	SURANCE SETTING	
👺 Vehicle Service System (VSS)		- FX
File Edit Window Help Switch VSS AUTOSOFT SDN. BHD.	Version 5.0.1	
Service S Maintain Master File D	Details	
	······································	
Accounts Vehicle Model	Stock Bank	
Maintain Vehicle Color	Brand Credit Card	
3 Browse the Insurance Setting File By Insurance Type ID		
Search : Vehicle Insurance Type For Every 10 Prace Exceeding 1000		
NO INSURANCE 0.00 PRIVATE 28.00 PUBLIC 28.00 POPULIC 28.00 PUBLIC 28.0	Ins. Setting	
SPECIAL INSURANCE 0.00	ord (PRIVATE)	3
General General A Changing a Insurance Sett Kite Isonance Type		
General 1000 Value Exceeding 1000 >	26.00	
From Capacity (c. c.) 1,401 To Capacity (c. c.) 1,650 1,401 1,401 1,401	Cms)         Comprehensive         Third Party (Endorsement No. 3(P) must be used)           225.20         72.00           251.50         81.00	
Comprehensive         251.50         1.651         2.200           Third Party         81.00         3.051         4.100	277.90 90.00 304.20 99.00 330.50 108.00	
4,101 4,250 4,251 4,400 4,401 999,999	356.80 117.00 383.20 126.00 409.50 135.00	
	🛄 Insert 🔝 Change 🐹 Delete	
	V OK X Cance	4
Maintain – Set-Up Insurance Table S	V OK X Cance	
	V OK X Cance	
	V OK X Cance Setting File	screen.
To setup the Insurance Table, select the button Ins. S	Setting File Setting in Maintain submenu from the Main menu lect the button I lect	screen.
To setup the Insurance Table, select the button Ins. S	V OK       X Cance         Setting       in Maintain submenu from the Main menu         Setting       in Maintain submenu from the Main menu         Setting       in Maintain submenu from the Main menu         Setting       in Insurance Setting subme         ect the button       Insurance Setting subme         in Insurance Setting subme       in Insurance Setting subme	screen. enu. enu.
To setup the Insurance Table, select the button Ins. 5 To create a new Insurance Table file, sel To modify a Insurance Table setting, sel	V OK       X Cance         Setting       in Maintain submenu from the Main menu         Setting       in Maintain submenu from the Main menu         lect the button       Insert         in Insurance Setting subme       in Insurance Setting subme         ect the button       Insurance Setting subme         in Insurance Setting subme       in Insurance Setting subme	screen. enu. enu.
To setup the Insurance Table, select the button To create a new Insurance Table file, sel To modify a Insurance Table setting, sel To delete a Insurance Table setting, sele To exit & close the current screen, selec <u>General</u> From Capacity (c.c.) To Capacity (c.c.) Comprehensive	V OK       X Cance         Setting       in Maintain submenu from the Main menu         Setting       in Maintain submenu from the Main menu         lect the button       Insert         in Insurance Setting subme       in Insurance Setting subme         ect the button       Insert         in Insurance Setting subme       in Insurance Setting subme         ct the button       Insert         in Insurance Setting subme       in Insurance Setting subme	screen. enu. enu.
To setup the Insurance Table, select the button To create a new Insurance Table file, sel To modify a Insurance Table setting, sel To delete a Insurance Table setting, sele To exit & close the current screen, selec <u>General</u> From Capacity (c.c.) To Capacity (c.c.)	VOK       Cance         Setting File       In Maintain submenu from the Main menu         Setting       in Maintain submenu from the Main menu         Setting       in Maintain submenu from the Main menu         Setting       in Insurance Setting subme         Sett the button       Image         Image       in Insurance Setting subme         Sett the button       Image         Image       in Insurance Setting subme         Sett the button       Image         Setting       Image         Image       Image<	screen. enu. enu.
To setup the Insurance Table, select the button Ins. S To create a new Insurance Table file, sel To modify a Insurance Table setting, sel To delete a Insurance Table setting, sele To exit & close the current screen, selec <u>General</u> From Capacity (c.c.) To Capacity (c.c.) Comprehensive Third Party	VOK       Cance         Setting File       In Maintain submenu from the Main menu         Setting       in Maintain submenu from the Main menu         Setting       in Maintain submenu from the Main menu         Setting       in Insurance Setting subme         Sett the button       Image         Image       in Insurance Setting subme         Sett the button       Image         Image       in Insurance Setting subme         Sett the button       Image         Setting       Image         Image       Image<	screen. enu. enu.
To setup the Insurance Table, select the button To create a new Insurance Table file, sel To modify a Insurance Table setting, sele To delete a Insurance Table setting, sele To exit & close the current screen, selec <u>General</u> From Capacity (c.c.) To Capacity (c.c.) Comprehensive Third Party	Setting File Setting in Maintain submenu from the Main menu lect the button in Insurance Setting subme ect the button in Insurance Setting subme in Insurance Setting subment t the button in Insurance Setting subment t the button insurance Setting subment	screen. enu. enu.

<u>MAINTAIN – MEMO SETTING</u>
File       Edit Wendow Help       Image: Switch VSS AUTOSOFT SDN. BHD.       Version 5.0.1         Service       Image: Switch VSS AUTOSOFT SDN. BHD.       Version 5.0.1
Inventory       Bank         Credit Card       Credit Card         By Memo ID       By Description         Search :       Currency         20POINTS       20 points inspection for 1st service of AVED 1.5 A/T         Memo ID       20POINTS         General       Ins. Setting         Memo ID       20 points inspection for 1st service of AVED 1.5 A/T         Memo ID       20 points inspection for 1st service of AVED 1.5 A/T         Memo ID       20 points inspection for 1st service of AVED 1.5 A/T         Memo ID       20 points inspection for 1st service of AVED 1.5 A/T         Memo ID       20 points inspection for 1st service of AVED 1.5 A/T
Maintain – Set-Up MEMO Setting
To setup the Memo Setting, select the button Memo Setting in Maintain submenu from the Main menu screen.
To insert a new MEMO, select the button <b>Insert</b> in <b>MEMO</b> submenu.
To modify a MEMO, select the button in <b>MEMO</b> submenu.
To delete a MEMO, select the button Delete 1 MEMO submenu.
To exit & close the current screen, select the button
GeneralProblem IDDescriptionSolution: Problem DescriptionSolution
Press $\sqrt{OK}$ to save the information & return to previous menu.
Press Cancel To un-save the information & return to previous menu

MAINTAIN -	NEXT	SERVICE	MILEAGE
<u> </u>			

	User X	TOSOFT SDN. BHD.		Version 5.0.1
	Service 🛞	<u>Maintain Master Fi</u>	<u>le Details</u>	
Browse the Next Service Mile	ge File		X	Bank
By Next Service Mileage				Credit Card
Search :				
Next Mileage 5,000				Currency
10,000 20,000				Insurance
30,000				Ins. Setting
40,000				
				Memo Setting
				NextServMileage
🔺 🛆 Chanei	ng a Next Service Mileage Record	I (20000) 🛛 🔀		
General				
	3e≫ <b>20.000 ≑</b>			
General	ge» 20000			
General	ge≫ <mark>201001 ‡</mark>	√ OK 🗙 Cancel		
General	je⊳ <u>20000 ≎</u>	V DK 🗙 Cancel		
General	je⊳ <u>20000 ≎</u>	V DK 🗙 Cancel		
General Next Miles	ge≫ 20000 €	✓ OK 🗙 Cancel		
General		View 📻 Insert 🐚 Chanc	L	

# Maintain – Set-Up Next Service Mileage

To setup the Next Service Mileage, select the button screen.	NextServMileage in Maintain submenu from the Main n	nenu
--	---	------

To insert a new Next Service Mileage, select the button . Insert in NextServiceMileage submenu.
To modify a Next Service Mileage setting, select the button in NextServiceMileage in NextServiceMileage submenu.
To delete a Next Service Mileage setting, select the button <b>Close</b> in <b>NextServiceMileage</b> submenu.
To exit & close the current screen, select the button
Service Mileage : Define Next Service Mileage (This is in order to let user to make selection while print the bill to remind customer)
Press       V       OK       to save the information & return to previous menu.         Press       V       Cancel       V         to un-save the information & return to previous menu
52

Rever       Name       Name       Name         Name       Name	
Purchase Order	
To entry the Purchase Order File, selects the button Purchase Order in <b>Inventory</b> submenu from the Main men screen.	u
To create a record of Purchase Order, select the button <b>Insert</b> in <b>Purchase Order</b> submenu.	
To modify the record, select the button Defining in Purchase Order submenu.	
To delete a record, select the button <b>Delete</b> in <b>Purchase Order</b> submenu.	
To exit & close the current screen, select the button	
	53

	PURCHA	SE ORDER
Changing a General P/0 No Ext. P/0 No Ext. P/0 Date Vendor ID Stock ID 202820005644		Jnit Price Total Price Quantity Received 28.90 289.00 0.00
	Total P/O	Inset Change Delete
Purchase	Order	V OK X Cancel
General P/O No Ext P/O No. P/O Date Vendor ID Vendor Name	<ul> <li>Automatically generate by computer.</li> <li>External reference number.</li> <li>Purchase Order Date.</li> <li>Select the vendor from database.</li> <li>Name of vendor will automatically display</li> </ul>	when calling vendor ID.
-	ate multiple stock in a single record Drder – Insert New Item (s) : Automatic appear while select Stock ID : Automatic appear while select Stock ID : Select the Stock ID for Stock to order. : Quantity to order. : Purchase cost. : Total amount of purchase costs.	Changing a Purchase Order Detail Record (202820005      General Warranty Chevrolet     Stock Brand ID MB     Stock Model ID MB     Stock ID >> 2028200056A905076
	_	& return to previous menu.
		5

## **INVENTORY TRANSACTION**

	۲							
Inventory	۲							
Purchase Order		• Browse the	e Inventory T	ransaction File				
Inventory Control Stock Take		🚽 By Releter	ice No By Dat	e By Detail 1 By De	tail 2 By Stock ID By Stock D	Stomer ID By Cust	omer Name   By Ver	idor ID {
Update Stock Take		Search :	23			Put/Ret C Sal/Iss		
		Reference No Vehicle No	Date	Detail 1 Detail 2	Stock ID Description	Quantity	Unit Price	Total Cost
Maintain		REC00008	02/07/2006	12345	96183108 V BELT	6.00	75.14	450.84
		REC000008	02/07/2006		9195191 CW BELT	5.00	0.00	0.00
Enquiry	۲	REC000000	02/07/2006	12345	96309968 V-BELT	3.00	107.50	322.50
		REC000008	02/07/2005	12345	90531666	2.00	0.00	0.00
Reports	۲	REC000008	02/07/2006	12345 12345	Hose Radiator 96553316	2.00	32.25	64.50
Tools	(3)	REC000008	02/07/2006	12345 12345	HOSE RAD LWR 96553267	2.00	23.91	47.82
1 COIS		REC000008	02/07/2006	12345 12345	HDSE-RAD UPR 96553247	2.00	21.50	43.00
Setting		BEC000008	02/07/2005		HOSE-RAD.UPR 96553353	2.00	28.63	57.26
		REC000008	02/07/2006	12345 12345	HOSE-RAD LWR 96536598	4.00	28.63	114.52
		REC000000	02/07/2006	12345	H0SE RAD LWR 96536641	4.00	17.22	68.08
		REC000008		12345 12345	HDSE-RAD.UPR 9195562	10.00	0.00	0.00
				12345	Wiper	10.00	0.00	
		14 44 4 2	1 11 11	<u>1</u>				<u>• • •</u>
		🍏 Pint			🚳 Yew	🛄 Inset 🔯 🖓	ange 🐹 Delete	S Close

### **INVENTORY TRANSACTION**

To entry the Inventory Transaction File, selects the button	Inventory Transaction	in Inventory submenu from the Main
menu screen.		

To create a record of Inventory Transaction, select the button in **Inventory Transaction** submenu.

To modify the record , select the button 🐚 Change in Inventory Transaction submenu.

To delete a record, select the button 🕅 Delete in Inventory ransaction submenu.

To exit & close the current screen, select the button

## INVENTORY TRANSACTION

General		Purobasa Batum	C Sales Issued	C Salas Patura	C Adiu	PURCHAS	Adjustment(-
Reference No	RECO00019		<ul> <li>Sales Issued</li> </ul>	so bales neturn	- Auju	isunenų+j	Aujusunenų-
Date	21/11/						
Invoice No	21/11/	2006	Vendor ID				
D/O No			Vendor Name		<b>EX</b>		-
			venuuriname				
Stock ID		scription			antity	Unit Price	Total C
Stock ID 1248200656A7 2028200856A8I	101 3RD		GREY-T W202 F	1	antity   2.00 60.00	Unit Price 45.00 23.90	540
1248200656A7 2028200856A8	101 3RC F30 3RC	D BRAKE LIGHT ( D BRAKE LIGHTA		1	2.00	45.00	Total C 540 1,434
1248200656A7	101 3RC F30 3RC	D BRAKE LIGHT,0		1	2.00	45.00	540

Select type of transaction such as Purchase Received, Purchase Return, Sales Issued, Sales Return, Adjustment In, Adjustment Out.

#### General

Reference No	: Automatically generate by computer.
Date	: Date of transaction
Invoice No	: Vendor invoice reference
D/O No	: Vendor delivery order reference.
Vendor ID	: Select the vendor from database.
Vendor Name	: Name of vendor will automatically display when calling vendor ID.

To create a stock transaction, select the button insert

To modify the stock transaction, select the button in the stock transaction is the button in the stock transaction is the button is the stock transaction is the stock transaction.

To delete the stock transaction, select the button 🛛 🕅 Delete



to save the information & return to previous menu.



X to un-save the information & return to previous menu

## INVENTORY TRANSACTION

🔺 Changing a Ir	oventory Transaction Detail () 🛛 🛛 🔀
General	
Stock Brand ID	МВ
Stock Model ID	МВ
Stock ID	2028200856A8F30
	3RD BRAKE LIGHT-W202 F
Quantity »	60.00 🗢
Unit Cost	23.90
Discount Type	• % C RM
Discount Amount	0.00
Total Cost	1,434.00
	🗸 OK 🛛 🗙 Cancel

#### <u>General</u>

Stock Brand ID	: Automatic appear while select Stock ID
Stock Model ID	: Automatic appear while select Stock ID
Stock ID	: Select the Stock ID for Stock to receive.
Quantity	: Quantity to receive.
Unit Cost	: Stock cost.
Discount Type	: Select trade discount by % or RM
Discount Amount	: key in the value either by % or in figure
Total Cost	: Total amount of stock costs.

to save the information & return to previous menu.

Press 🗙 Cancel

OK.

Press

X to un-save the information & return to previous menu

<u>SERVICE - JOBSHEET</u>
Industry   Indus
Create New Jobsheet
To entry the Jobsheet File, selects the button Jobsheet in Service submenu from the Main menu screen.
To create a New Jobsheet, select the button in Jobsheet submenu.
To modify the record, select the button in <u>Change</u> or double click on the record in <b>Jobsheet</b> submenu.
To delete a record, select the button $\bigotimes$ Delete $\times$ Cancel J/S in Jobsheet submenu.
To exit & close the current screen, select the button 🗐 Close
To Print Cash Sales, Select the button 🥩 Cash Sales To Print Invoice, Select the button 🗳 Invoice
To Print Internal Bill, Select the button 🥩 Inter-Bill To Print D/O (Delivery Order), Select the button 🥩 D/O
To Print J/Sheet, Select the button 🥥 J/Sheet To Print J/S Proc, Select the button 🥥 J/S Proc
To go to warranty section, Select the button 🔣 Warranty For Sublet Section, select the button 🔀 Sublet
To View Billing History, Select the button 🚰 Billing History To View Vehicle Info, Select the button Vehicle Info
To record customer payment, Select the button K Collection To Change the billing for the bill only, Select 🔯 Change Account
To cancel a Jobsheet select X Cancel J/S , reason and password must be provide in order to cancel.
To closed a jobsheet without issue any bill, select Close J/S , normally this is for CBJ (Come Back Job) status.

## **SERVICE - JOBSHEET**

General Billing Deta	il Payment Details Extra Complaint & Memo Extra		WLW895
	5000182	Bill No	000
Date	21/11/2006	D/0 No	
Mechanic ID P		Туре	• Walk In • Appointment
Service Advisor ID R		Mileage	87,690
Registration No 🛛 🕅	/LW8952 😹 Chassis No TR56T67T7T7T 🛃	Time In	11:09 PM Out 0 0 0
Accounts Name 🛛 🕅		Estimated Day	To Complete 0
Customer Name 🛛 🛛 🔊	G WEI KEONG	Estimated Time	e To Complete 000
Complaint 1	ENGINE VIBRATE		
Complaint 2 »	ENGINE CABIN SOUND NOISY		
Complaint 3			
Complaint 4			
Complaint 5			
	Service Type	🗟 🗖 War	ranty Repair
	General Service / Cash Repair Come Back Job		k Down Repair
	Towing Repair Insurance Claim F	Repair Insuranc	e ID 🔬
	Service Day	180 💌	Next Service Date 20/05/2007
Warranty Form	Sublet Form Service Mileag	e 10,000 💌	Next Service Mileage 97,690
			V OK 🗙 Cancel
ding a Jobs	heet Record		
t Mechanic ID by	Click on the 🛼 Button, if you know the ID Code ty	ne it directly	
t Weenanie ID by	Check on the mark button, it you know the iD code ty	pe it uncerty.	
t Service Advisor	ID by Click on the 📑 Button, if you know the ID Co	ode type it direc	tly.
Desistuation No.	by Click on the 😽 Button, if you know the ID Cod	la trima it direath	OR
Registration No	by Click on the M Button, if you know the ID Cod	le type it difecti	
t <b>Chassis No</b> by C	lick on the 🔜 Button, if you know the ID Code type	e it directly.	
f this is the first -	isit for the mehicle of more as will more the shore	(XTaliala NTa	4 6 199
	isit for the vehicle, a message will prompt to show	"Vehicle No no	t found", system will request
	isit for the vehicle, a message will prompt to show , refer to following page for detail.	"Vehicle No no	t found", system will request
eate a Vehicle file	, refer to following page for detail.	"Vehicle No no	t found", system will request
eate a Vehicle file		"Vehicle No no	t found", system will request
e <b>ate a Vehicle file</b> t Complaint 1-5 by	, refer to following page for detail.		
eate a Vehicle file t Complaint 1-5 by n the mileage of th	<b>, refer to following page for detail.</b> y Click on the 🔜 Button, or type it manually.	ave the jobsheet	

0K to save the information & return to previous menu.

to un-save the information & return to previous menu

Press

## **SERVICE - JOBSHEET**

🛆 Adding a Job	sheet Record (New)	$\mathbf{X}$
General Billing D	etail Payment Details Extra Complaint & Memo Extra	WLW8952
Job Sheet No	JS000182	Bill No 000
Date	21/11/2006 🔳	D/0 No 00 0
Mechanic ID	PETER 💦 PETER	Type 💿 Walk In 🔿 Appointment
Service Advisor ID	RAMA	Mileage 87,690
Registration No	WLW8952 📑 Chassis No TR56T67T7T7T 📑	Time In 11:09 PM Out 0 0 0
Accounts Name	WALK IN CUSTOMER	Estimated Day To Complete 0
Customer Name	NG WEI KEONG	Estimated Time To Complete 000
Complaint 1	ENGINE VIBRATE	
Complaint 2	» ENGINE CABIN SOUND NOISY	
Complaint 3		
Complaint 4		
Complaint 5		
	Service Type	🗧 🗖 Warranty Repair
	General Service / Cash Repair Come Back Job	Break Down Repair
	Towing Repair Insurance Claim R	epair Insurance ID 👘 👘
_	Service Day	180 Next Service Date 20/05/2007
Warranty Form	Sublet Form Service Mileage	e 🛛 10,000 💌 Next Service Mileage 🦳 97,690
		V OK 🗙 Cancel

### Adding a Jobsheet Record

Select the Service Type such as Maintenance Service, Service Coupon, Warranty Repair & etc. This is in order S.A to indicate type of Service Jobsheet for Analysis of Reports. Same special function will be carry out by selection such as Service Coupon & Insurance Claim Repair.

• Maintenance Service must be select before select Service Coupon. Or else the button will be blur.

• If this is an insurance claim, click on the Insurance Claim Repair & select Insurance Company to be claim. The bill will issue to the selected insurance company.

• Next Service Day & Next Service Mileage will be generate automatic based on the setting, if user want to be another date or mileage, just change the value.

 $\checkmark$  OK to save the information & return to previous menu.

Press

to un-save the information & return to previous menu

### **SERVICE - JOBSHEET**

Service Coupon Er	itry
General	OPTRA 1.8 DOHC A/T
Service Coupon No	SC000087
Vendor ID	H0001
Vendor Name	HICOMOBIL SDN.BHD.
Service Type	1st ○ 2nd ○ 3rd ○ 4th ○ 5th
	O 6th O 7th O 8th O 0thers
Amount	104.60
Remarks	
Int Service Cou	pon Bill 🗸 <u>O</u> K 🔀 <u>C</u> ancel

### Adding a Jobsheet Record

\* Once user click on the Service Coupon, this screen will pop-up, this let user to fill up some information such as vendor & Service type.

### Service Coupon Entry

General Service Coupon No: Automatic generate by system or key in manually. Vendor ID : Enter Vendor ID Service Type : Select service type, the amount will automatic call out based on the setting of vehicle model. Remarks : Type if required. You can Print Service Coupon Bill by Click on Service Coupon Bill

OK to save the information & return to previous menu.

to un-save the information & return to previous menu

🗙 Cancel

Press

Press

Property of VSS AUTOSOFT SDN.BHD. (653261-V)

	Changing a Jobsh	eet Record (JS000182)						
_		Payment Details Extra Complaint 8	k Memo Ext	ra				WLW8952
*	Stock ID	Description		Quantity	Unit Price	Disc Discount	Total Pi	rice S
	•							
	🛄 Insert 🛛 🔯 Dha	ange 🔣 <u>D</u> elete				Gross Sales		0.00
	Remarks :-					Trade In Amount	:0	0.00
			_ Discr	ount Type <sub>1</sub>		Tax Amount (+)		0.00
			C RI	M • %	0.00	Discount Amoun	t (-)	0.00
						Net Selling Price		0.00
	_	_	Ser	vice Day	180	Next Servic	e Date 🛛	20/05/2007
E	Warranty Form	Sublet Form	Ser	vice Mileage	10,000	Next Servic	e Mileage	97,690
						、 、	/ ОК	🗙 Cancel

## SERVICE - BILLING DETAIL

### **Enter the Item for Billing**

To enter a new item, select the button	<u>.</u> Insert	a screen will pop up to let you make selection.
To modify the record, select the button	🐚 <u>C</u> hang	a screen will pop up to let you make selection.
To delete a record, select the button	🔀 <u>D</u> elet	e a screen will pop up to let you make selection

OK to save the information & return to previous menu.

Press 🗙 Cancel

X

to un-save the information & return to previous menu

Press

Adding a Jobsheet General Stock Brand ID Stock Model ID Stock ID >		Stock Category :  C C	I Category Stock Av Normal Item Reorder I Free Service Qty On H	_evel	0.00		
Stock Brand ID Stock Model ID Stock ID >	9	Stock Category :  C C	Normal Item Reorder L	_evel			
Description 1			Warranty Item Quantity <sup>1</sup> Sublet Item Availabl Trade-In Item exing 1	wip	0.00 0.00 0.00		
Description 2							
Description 3							
Quantity	1						
Unit Price	Browse the Sto	ick File					
	By Stock ID By Di	escription   By Alternate ID   By Brand   By M	Aodel   By Inactive				
	M C Search :		Parts C Material C	Ture C Sport	Bim C Lubr	ricant C Labour	C Packag
Discount	Stock ID	Description	Alternate ID	Brand ID	Model ID	Qty On Hand	Std Price
Total Price	000000000N54	SCREW SUBFRAME-W220	00000000000000000000000000000000000000	MB	MB	20.000000	30.00
Service Tax 5.00%	000000001N90	SCREW	000000001N90	MB	MB	-2.000000	5.00
	000000002N68	BULB, HIGH/LOW BEAM-W14	000000002N68	MB	MB	-5.000000	52.00
	000000003N75	BULB	000000003N75	MB	MB	-2.000000	93.00
	000000005N48	SCREW, INST-W210/220/AL	000000005N48	MB	MB	-3.000000	3.00
	000000006N48	SCREW PLUG-ALL MODELS	000000006N48	MB	MB	35.000000	12.00
	000000006N74	CLAMP	000000006N74	MB	MB	53.000000	33.00
	000000006N96	FUSE,40A(MAXI)-W140/20	000000006N96	MB	MB	-1.000000	20.00
	000000006N98	FUSE,60A-W220	000000006N98	MB	MB	-2.000000	18.00
	000000009N77	BULB,ILLUMINATED-1.3W	000000009N77	MB	MB	-2.000000	32.00
	0000070061N0	PIN	0000070061N0	MB	MB	-1.000000	2.00
	0000070061N32	CYLINDRICAL PIN	0000070061N32	MB	MB	-4.000000	4.00
	0000070061N9	CYLINDRICAL PIN-M102/A	0000070061N9	MB	MB	0.000000	5.00
	0000176912A	NOZZLE-OM615/616-UTE	0000176912A	MB	MB	-1.000000	127.00
	0000700818A	PISTON-102,116,117	0000700818A	MB	MB	-2.000000	205.00
	0000944155A	FASTENER AIR FILTER	0000944155A	MB	MB	-1.000000	11.00
		A/CLEANER AIR DEHYD-17	0004293695A	MB	MB	5.000000	441.00
	0004293695A				Lun .	-10.000000	1,756.00
	0004293695A 0012604757A	3/2-WAY VALVE-1619	0012604757A	MB	MB		
	0004293695A 0012604757A 0012604957A	3/2-WAY VALVE-1619 2-WAY VALVE-1722/1827	0012604757A 0012604957A	MB	MB	17.000000	451.00
	0004293695A 0012604757A	3/2-WAY VALVE-1619		MB MB	MB MB	17.000000	
	0004293695A 0012604757A 0012604957A	3/2-WAY VALVE-1619 2-WAY VALVE-1722/1827	0012604957A	MB	MB	17.000000	451.00
	0004293695A 0012604757A 0012604957A 0018204156A5076	3/2-WAY VALVE-1619 2-WAY VALVE-1722/1827 3RD BRAKE LIGHT-W124/B	0012604957A 0018204156A5076	MB MB	MB MB	17.000000	451.00 225.00
	0004293695A 0012604757A 0012604957A 0018204156A5076 0018204156A8412 0043236200A	3/2-WAY VALVE-1619 2-WAY VALVE-1722/1827 3RD BRAKE LIGHT-W124/B 3RD BRAKE LIGHT-W124/C ABSORBER,FRT-LA911B/C	0012604957A 0018204156A5076 0018204156A8412 0043236200A	MB MB MB MB	MB MB MB MB	17.000000 18.000000 -2.000000 -1.000000	451.00 225.00 225.00 827.00
	0004293695A 0012604757A 0012604957A 0018204156A5076 0018204156A8412 0043236200A 0135459332A	3/2-WAY VALVE-1619 2-WAY VALVE-1722/1827 3RD BRAKE LIGHT-W124/B 3RD BRAKE LIGHT-W124/C ABSORBER,FRT-LAS11B/C ABS CONTROL UNIT-400SE	0012604957A 0018204156A5076 0018204156A8412	MB MB MB	MB MB MB	17.000000 18.000000 -2.000000	451.00 225.00 225.00 827.00 6,697.00
	0004293695A 0012604757A 0012604957A 0018204156A5076 0018204156A8412 0043236200A	3/2-WAY VALVE-1619 2-WAY VALVE-1722/1827 3RD BRAKE LIGHT-W124/B 3RD BRAKE LIGHT-W124/C ABSORBER,FRT-LAS11B/C ABS CONTROL UNIT-400SE	0012604957A 0018204156A5076 0018204156A8412 0043236200A	MB MB MB MB	MB MB MB MB	17.000000 18.000000 -2.000000 -1.000000	451.00 225.00 225.00 827.00

### **Enter the Item for Billing**

To enter a new item, select the button **Insert** selection.

a screen will pop up to let you make

Select either Part, Material, Tyre, Sport Rim, Lubricant, Labour or Package.

### <u>Hints</u>

### Sorting (Ascending)

Click on the Header bar will sort the data in ascending order.

Click on the 'By Stock ID' header bar will sort the Stock code in ascending order.

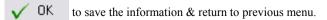
### Searching

Click on the category header to sort an category.

Then, type in the text / number that you wish to search for. The cursor will automatically narrow down the selection and jump to the text / number that you are searching.

E.g.: Search the "90156197" under Stock ID category.

First, Click on the "*By Stock ID*" Header to sort the code you wish to search, which is "90156197", the cursor will automatically jump to the row "90156197".





to un-save the information & return to previous menu

Press

## SERVICE - BILLING DETAIL

Stock Category :     Item Category     Stock Available       Stock Brand ID     Stock Model ID     Free Service     Qty On Hand     O       Stock ID     Stock ID     Stock ID     Stock ID     Available Qty     O	Stock Brand ID     Stock Category :     Item Category     Stock Available       Stock Model ID     C     Free Service     Qty On Hand     0.       Stock ID     C     Stock ID     C     Stock ID	Adding a Jobsheet Detail Record	(nom)		
Description 2         Description 3         Quantity         1.00 ♥         Vinit Price         0.00         Discount Type         6 RM C \$\$         Discount         0.00         Total Price         0.00	Service Tax 5.00% 0.00	Stock Model ID Stock ID > Description 1 Description 2 Description 3 Quantity 1.00 © Unit Price 0.00 Discount Type $\bigcirc$ RM $\bigcirc$ % Discount 0.00 Total Price 0.00		Normal Item Reorder Level     Free Service Uty Un Hand     Warranty Item Quantity WIP     Sublet Item Available Qty	0.00 0.00 0.00 0.00

### General

Stock Brand ID Stock Model ID	: Automatic appear while select Stock ID : Automatic appear while select Stock ID
Stock ID	: Select the Stock ID
Description 1	: Automatic appear while select Stock ID
Description 2,3	: Let user type any extra description
Quantity	: Quantity of stock then unit of measure next to it.
Unit Measure	: Select how you sell this item in measurement.
Unit Price	: Automatic appear while select Stock ID OR enter manually if different amount apply.
Discount type	: Choose either RM or %
Discount	: Discount amount or percentage
Total Price	: Automatic calculate.
Service Tax	: Apply when needed

Material Requisition No : Key in the material requisition no if available.

Mechanic Id : Select mechanic if this item service by different mechanic, by default, mechanic selected in jobsheet will be use.

\*\*\* Stock Available screen will display the stock quantity information when the stock ID selected

Press 🗸 OK

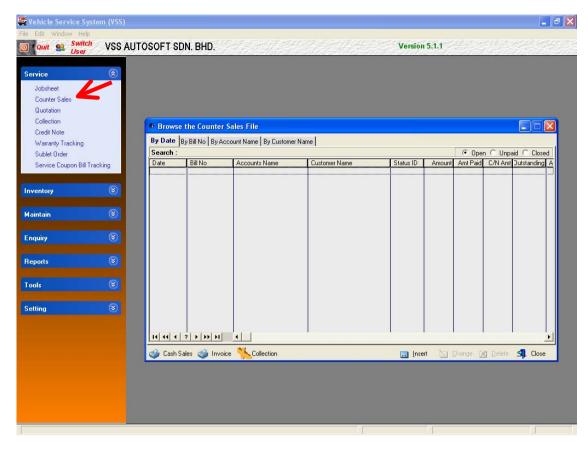
to save the information & return to previous menu.

Press X Cancel

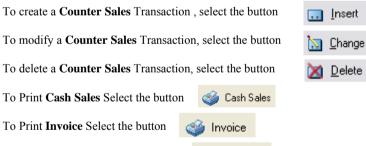
X to un-save the information & return to previous menu

	Stock Brand ID Stock Model ID Stock Model ID Stock ID Description 1 Description 2 Description 3 Quantity Unit Price 0.00 Discount Type FRM % Discount 0.00 Total Price 0.00 Service Tax 5.00% 0.00	egory :
		Mechanic ID PETER
em Categ		V OK X Cancel
	r Warranty Item or Sublet Item, a screen will po	Item Category Stock Available C Normal Item Reorder Level 0.00
General		C Free Service Qty On Hand 20.0
endor ID	: Select Vendor ID	Warranty Item     Quantity WIP     O.0     Sublet Item     Available Qty     20.0
endor Name nit cost	: Automatic appear after selected : Enter Cost of Stock	Trade-In Item
rofit	: Automatic calculate by system	🗤 Vendor ID 🛛 🔂 🗖 Sublet
		Vendor Name
		Bill No Unit Cost 20.00
		Profit 1.00
		Material Requisition No
		Mechanic ID PETER 🔜
		V OK 🗙 Can

## SERVICE - COUNTER SALES



To entry the Counter Sales screen, selects Counter Sales in Service submenu from the Main menu screen.



To settle customer outstanding, select





## SERVICE - COUNTER SALES

🔺 Adding a Jobs	sheet Record (New)						
General							
Bill No							
Date »	22/11/2006						
Account ID	W0001						
Account Name	WALK IN CUSTOMER		]				
Customer ID							
Customer Name			]				
Stock ID	Description		Quantity	Unit Price Disc	Discount	Total Price	ax
•							
🛄 Insert 📉	Change 🕅 Delete			Gross S	ales		0.00
				Trade I	n Amount (-)		0.00
		⊢ Discount 1	une –	Tax An	nount (+)		0.00
		C RM	• %	0.00 Discou	nt Amount (-)		0.00
				Net Se	lling Price		0.00
🏐 Cash Sales 🔇	실 Invoice				~	ок 🗙	Cance

#### **General**

Select Account ID and the Account Name will appear automatic after selected

Select Customert ID and the Customer Name will appear automatic after selected

To insert a stock ID , select the button insert To modify a stock ID , select the button in Change To delete a stock ID , select the button in Change To Print Cash Sales Select the button is Cash Sales To Print Invoice Select the button is Invoice

## SERVICE - QUOTATION

Service	۲							
Jobsheet								
Counter Sales								
Quotation Collection		6						
Credit Note		Browse	the Quotation	File				
Warranty Tracking		By Date	By Reference N	lo By Accounts Name By Cust	omer Name By Registration No	By Chassis No	By Accounts ID By Cu	stomer ID
Sublet Order	_	Search :					Activ	e 👔
Service Coupon Bill T		Date	Job Sheet No	Accounts Name	Customer Name	Registration No	Chassis No	Status ID
Service Loupon Bill 1	racking	12/08/2006	QU0000022	WALK IN CUSTOMER	KALYANA SUNDRAM A/L ALI	AFE5211	PL82F54XR41001204	OPEN OPEN
		06/06/2006 29/05/2006	QUO000021 QUO000020	WALK IN CUSTOMER WALK IN CUSTOMER	ANG KEE HIANG CHAI SIEW WAN	AFE5276 AFE5444	PL82F54XR41000728 PL82A53DR41101424	
nventory	$\otimes$	19/04/2006	QU0000017	WALK IN CUSTOMER	Amy Khoo	AFE3113	KMHBT51BR4U2027	26 OPEN
		19/04/2006 19/04/2006	QU0000018 QU0000019	WALK IN CUSTOMER	NG WEI KEONG ANG KEE HIANG	WLW8952 AFE5276	TR56T67T7T7T PL82F54XR41000728	OPEN
laintain	$\otimes$	19/12/2005	QU0000016	WALK IN CUSTOMER	SYARIFAH BINTI MD NOR	BHK2220	PL82F54XR41002300	
aintain	w l	16/10/2005	QU0000015	WALK IN CUSTOMER		AFE5886	PL82F54XR41001954	OPEN
		11/10/2005 26/09/2005	QU0000014 QU0000013	WALK IN CUSTOMER	SAW TEIK CHUAN	AFE5886 AFE5444	PL82F54XR41001954 PL82A53DR41101424	OPEN
Enquiry	$\otimes$	23/09/2005	QU0000012	WALK IN CUSTOMER	CHAI SIEW WAN Amy Khoo	AFE3113	KMHBT51BR4U2027	OPEN 0 OPEN
		14/09/2005	QU0000011	WALK IN CUSTOMER	KHALIJAH BINTI SAHARUDD	AFE5276	PL82F54XR41000728	OPEN
		12/09/2005	QU0000010	WALK IN CUSTOMER	KHALIJAH BINTI SAHARUDD	AFE5276	PL82F54XR41000728	
Reports		06/09/2005 25/08/2005	QU0000009 QU0000008	LUFFA AUTO (SUNGAI TIRAN WALK IN CUSTOMER	PENTAMASTER ENGINEERIN PEY TIONG SENG	PFX7329 AFE6167	KLANA196E4H10679 PL82F54XR41000177	OPEN
		24/08/2005	000000007	BISON STORES SDN BHD	WALK IN CUSTOMER	WME6558	KMHBT51HR4U2182	
Fools		28/01/2005	QU0000006	WALK IN CUSTOMER	NORITA BINTI MOHAMED	PFS7849	KLANA193E44101861	
8								
Setting	<b>(</b>							
		14 44 4	2 <b>3 3 3</b>	<b>(</b>			1	1
			n					
		🙈 Quotatio						
		Quotatio						

To entry the Quotation screen, selects Quotation in Service submenu from the Main menu screen.

 To create a Quotation Transaction, select the button
 Insert

 To modify a Quotation Transaction, select the button
 Image

 To delete a Quotation Transaction, select the button
 Image

 Delete
 Image

To Print Quotation Select the button i Quotation

If customer confirm with the quotation, you can select the Update To Jobsheet , This action will convert the quotation into jobsheet. A message will be prompt after success of conversion.

X
UPDATE PROCESS COMPLETED!
<u> </u>

# SERVICE - COLLECTION

🜉 Vehicle Serv	ce System (VSS)						
File Edit Window	Help	OFT SDN. BHD.			Version 5.1	1.1	
	)ser (2)						
Service Jobsheet							
Counter Sales Quotation							
Collection Credit Note		Browse the Collection	File				
Warranty Trac Sublet Order		By Date By Receipt No By Search :	Invoice No   By I	Customer ID By customer Name By Re	gistration By Chass	is No By Invoice No By (	Cheque No
	n Bill Tracking	Receipt No Date 3R000150 12/08/2006	Invoice No CS000101	Customer Name ANG KEE HIANG	Registration N AFE5276	o Chassis No PL82F54XR4100072	Amount 1 A
Inventory		DR000149 09/08/2006 DR000127 07/07/2006 DR000146 06/06/2006	CS000099 CS000045 CS000097	NG WEI KEONG TAN POH HUA PEY TIONG SENG	WLW8952 PFU6333 AFE 6166	TR56T67T7T7T KLASA48YE3B10941 PL82F54XR4100017	244.00 ( 215.00 ( 3,000.00 (
		DR000147 06/06/2006 DR000148 06/06/2006	CS000097 INV000019 CS000096	PEY TIONG SENG JASON LIM SIU BIN NG WEI KEONG	AFE 6166 PFV7891 WLW8952	PL82F54XR4100017 KLASA48YE3B12579 TR56T67T7T7T	699.50 C 152.04 C
Maintain		DR000145 29/05/2006 DR000142 02/04/2006	WB000074 INV000076	NG WEI KEONG JOHN	WLW8952 MAA1212	TR56T67T7T7T FR3F3FE3FF432YFR	433.20 ( 234.00 ( 74.70 (
Enquiry		DR000143 02/04/2006 DR000140 01/04/2006 DR000141 01/04/2006	WB000071 WB000037 WB000029	JOHN ANDY LOW KIAN HA PHEE CHIEW PHAIK	MAA1212 WLV2862 PFW6126	FR 3F3FE 3FF432YFR 43243242323 KLANA196E 4H10385	100.00 ( 300.00 ( 7.00 ( 76.68 (
Reports	S 10	DR000089         30/03/2006           DR000090         30/03/2006           DR000091         30/03/2006	CS000029 INV000050 CS000070	UNREGESTED Amy Khoo	521345453 AFE3113	521345453 KMHBT51BR4U2027	76.68 C 96.00 C 345.00 C
Tools	$\odot$	DR000092 30/03/2006 DR000093 30/03/2006 DR000094 30/03/2006	CS000077 CS000054 CS000072	ANG KEE HIANG SAW TEIK CHUAN SAW TEIK CHUAN	AFE5276 AFE5886 AFE5886	PL82F54XR4100072 PL82F54XR4100195 PL82F54XR4100195	389.00 C 210.00 C 439.00 C
Setting	()	DR000095 30/03/2006 DR000096 30/03/2006	INV000002 CS000034	SHAHRYL B ABD LATIFF MD ZAIN BIN MOHD	BCJ55 PFT1013	KLASA48YE3B10561 W0L0TGF753H0250	152.04 ( 556.73 (
	0	DR000097 30/03/2006 DR000098 30/03/2006 DR000099 30/03/2006	INV000043 CS000043 INV000055	CHEW CHOOI HOON CHEW CHOOI HOON CHEK AH YING @ CHEK CHIEW CHO	PFS6389 PFS6389 00 PFS8200	KLANA193E4H10113 KLANA193E4H10113 KLASA48YE3B09851	155.54 C 617.36 C 2.00 C
		I4 44 4 ? F FF FI	•				
		Official Receipt			Insert	🔄 🔯 Change 🕅 Delet	te SIL Close
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ollection		_		1			
	screen selects	s the button	Collec	tion in Se	<b>rvice</b> sub	menu from th	ne Main menu screen
ollection entry the Collection	screen, selects	the button	Collec	tion in Se	e <b>rvice</b> sub	menu from th	ne Main menu screen.
				tion in Se	e <b>rvice</b> sub	menu from th	ne Main menu screen.
entry the Collection	select the buttor	n 🛄 Insert	in Co	illection submenu.	e <b>rvice</b> sub	menu from th	ne Main menu screen.
entry the Collection	select the buttor	n 🛄 Insert	in Co		e <b>rvice</b> sub	menu from th	ne Main menu screen.
entry the Collection insert a collection, modify the record ,	select the buttor select the buttor	n 🛄 Insert	in Co e in Co	illection submenu.	ervice sub	menu from th	ne Main menu screen.
entry the Collection insert a collection, modify the record , delete a record, selo	select the buttor select the butto ect the button	n 🛄 Insert on 🗽 Chang 🗙 Delete in	in Co e in Co n Collec	ollection submenu.	e <b>rvice</b> sub	menu from th	ne Main menu screen.
entry the Collection insert a collection, modify the record , delete a record, selo	select the buttor select the butto ect the button	n 🛄 Insert	in Co e in Co n Collec	ollection submenu.	ervice sub	menu from th	ne Main menu screen.
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entry the Collection insert a collection, modify the record , delete a record, sele ect button <u>of</u> Off exit & close the cur <u>General</u> Receipt No Date Job Sheet No Invoice	select the buttor select the buttor ect the button icial Receipt t rent screen, sele : Receipt numl : Payment date : Select which : Appear after : Select payme	n Insert on Insert on Insert Delete in to print the Off ect the button ber e. job Sheet to co select job shee ent type	in Co in Collect icial Rec SJ ( Dillect.	ction submenu. ction submenu. ceipt. Close	Changing a eneral leceipt No Jate ob Sheet No twoice No 'ayment Methoo Cheque Details	Collection Reco OR000001 > 24/07/2004 CS00000 d Cash	ord (0R000001)
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Training and Implementation Guide for Vehicle SERVICE System Property of VSS AUTOSOFT SDN.BHD. (653261-V)

<u></u>	<u>ERVICE - CREDIT NOTE</u>	
Service (S) Jobsheet Counter Sales Quarter Sales Quarter Sales Quarter Sales Quarter Sales Quarter Sales Collection Credit Note V/arrarby Tracking Sublet Order Service Coupon Bill Tracking Inventory (S) Browse the Collection File	SOFT SDN. BHD. Version 5.1.1	×
Receipt No         Date         Invoice No         Customer Name           CN000002         27/01/2005         CS000033         ANDY'LDW HAN I           CN000001         06/01/2005         CS000035         EDWARD THEN           CN000005         23/09/2005         CS000036         MG Well KEDNS           CN000005         23/09/2005         CS000068         NG Well KEDNS           CN000005         02/07/2006         CS000068         NG Well KEDNS           CN000005         12/09/2006         CS000068         NG Well KEDNS           CN000005         12/09/2006         CS000068         NG WEL KEDNS           CN000005         12/09/2006         CS000011         ANG KEE HIANG           CN000005         12/07/2006         INV000020         CH00 MARY           CN000003         24/08/2005         INV000059         JOHN	WLA9090         34657743         4.54         Cast         Date         ≥         25/07/2004           WLW8952         TR5616717171         0.00         Cast         Invoice No         CS00001         W/W WDY 4498           WLW8552         TR5616717171         206.00         Cast         Invoice No         CS00001         W/W WDY 4498           VLW8552         TR5616717171         75.40         Cast         Payment Method         Cash         ✓           AFE5276         PL82754/R4100072         0.00         Cast         Payment Method         Cash         ✓           QSK1234         T541TR547545         100.00         Cast         Cheque Details         Cheque No         Cheque No	
14 44 4 7 2 2 22 2 2 2 2 2 2 2 2 2 2 2 2	Credit Card Details Credit Card Details Credit Card ID Credit Card No Expire Date Approval Code	
Credit Note Credit Note To entry the Credit Note File, selects		Cancel
	of Credit Note, select the button in Credit Note submenu. ord , select the button in Credit Note submenu. , select the button in Credit Note submenu.	
Select button Select button To exit & close the General	Credit Note to print the Credit Note for Customer.	
Receipt No Date Invoice No Payment Method Cheque No. Cheque Date Credit Card ID Credit Card No Expire Date Approve Code. Amount Being 1,2	<ul> <li>Credit Note number.</li> <li>Date of Transaction</li> <li>Select Invoice involved.</li> <li>Select the credit note payment method.</li> <li>Cheque number.</li> <li>Cheque date.</li> <li>Credit card types.</li> <li>Credit card number.</li> <li>Expire date of credit card.</li> <li>Credit card payment approve code.</li> <li>Credit note amount</li> <li>Remarks to print in the Credit Note.</li> </ul>	
Press V OK Press X Cance	to save the information & return to previous menu.	0

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	SEI	$\mathbb{K}\mathbb{V}$	ICE ,	- W	AR	KRA	NTY		KACK	<u> IING</u>	
	🚝 Vehicle Service Syst	em (VSS)								- 2 2	<
	File Edit Window Help	VSS AL	TOSOFT SDN. E	знп				/ersion 5.	1.242.5		
	User	100110	1000110011.1	SHD.	a an an tha a						
	Service	۲									
	Jobsheet Counter Sales										
	Quotation Collection	- 8	Browse the	W	21-						
	Credit Note	4				y Registration I	No Bu Chassis No Bu Ve	ndor ID   Bv1	/endor Name By Approval		
	Warranty Tracking Sublet Order		Search :		-				( Ac		
	Service Coupon Bill Tra	acking	Warranty No WB000074	Date 02/04/2006	Job Sheet No	Registration No AFE 5444	Chassis No PL82A53DR41101424	Vendor ID H0001	Vendor Name HICOMOBIL SDN.BHD.		
	Inventory	8	WB000077 WB000078 WB000075	21/04/2006 22/05/2006 18/04/2006	JS000166 JS000159	AFE5444 AFE6242 BCJ55	PL82A53DR41101424 KMHBT51HR5U276515 KLASA48YE3B105612	H0001 H0001 H0001	HICOMOBIL SDN.BHD. HICOMOBIL SDN.BHD. HICOMOBIL SDN.BHD.		
	Inventory		WB000071 WB000072	02/04/2006 02/04/2006	JS000155 JS000156	MAA1212 MBA 9080	FR3F3FE3FF432YFR KLASA48YE3B121861	H0001 H0001	HICOMOBIL SDN.BHD. HICOMOBIL SDN.BHD.		
	Maintain	$\otimes$	WB000073 WB000018	02/04/2006 20/08/2004 20/08/2004	JS000157 JS000062 JS000064	MBD 7772 PFU3378 PFU4598	WOLOTGF755H000076 KLASA48YE38111750	H0001 H0001 H0001	HICOMOBIL SDN.BHD. HICOMOBIL SDN.BHD. HICOMOBIL SDN.BHD.		
	Enquiry	8	WB000021 WB000034 WB000027	20/08/2004 21/08/2004 20/08/2004	JS000084 JS000075 JS000042	PFU9618 PFV3020	KLASA48YE3B110217 KLANA193E4H105236 KLANA193E4H105242	H0001 H0001	HICOMOBIL SDN.BHD. HICOMOBIL SDN.BHD.		
			WB000017 WB000019	17/08/2004 20/08/2004	JS000059 JS000063	PFV5439 PFX7329	KLASA48YE3B105306 KLANA196E4H10679	H0001 H0001	HICOMOBIL SDN.BHD. HICOMOBIL SDN.BHD.		
	Reports		WB000022 WB000060 WB000036	20/08/2004 21/11/2005 04/11/2004	JS000065 JS000120 JS000085	PGA5133 WFT978 WJQ 8894	KLASA48YE4B261108 5RD6RCFY6RCF6YTR R435346363653	H0001 H0001 H0001	HICOMOBIL SDN.BHD. HICOMOBIL SDN.BHD. HICOMOBIL SDN.BHD.		
	Tools		WB000037 WB000035	15/12/2004 01/11/2004	JS000087 JS000078	WLV2862 WLW 8952	43243242323 213454REWR	H0001 H0001	HICOMOBIL SDN.BHD. HICOMOBIL SDN.BHD.		
	Setting		WB000038 WB000039 WB000041	04/01/2005 04/01/2005 16/08/2005	JS000094 JS000095 JS000104	WLW8952 WLW8952 WLW8952	TR56T67T7T7T TR56T67T7T7T TR56T67T7T7T	H0001 H0001 H0001	HICOMOBIL SDN.BHD. HICOMOBIL SDN.BHD. HICOMOBIL SDN.BHD.		
				29/05/2006		WLW8952	TR56T67T7T7T	H0001	HICOMOBIL SDN.BHD.	• 💌	
			I Apporval Rec	quest 🍏 W	arranty Service Cl	aim / TRF 🍏 F	ield Product Report				
			🥩 Warranty Bill	🥩 W	arranty Bill (Labour	) 🥩 Complai	nt Sheet	🛄 [nsert	🔄 Change 🐹 Delete	e 🗐 Close	
	1										1
To entry th menu scree	e Warranty Tr	acking	screen, sele	ects the	button	Warran	ty Tracking	in	Service sub	menu from	the Main
menu selet	-11.										
To create a	a Warranty Tra	nsactio	n , select th	e butto	n		<u>I</u> nsert				
To modify	a Warranty Tr	ansacti	on, select tl	he butt	on	Ľ.	🛐 <u>C</u> hange				

#### **Printing**

In Warranty Tracking, User can print those document related with Warranty such as : Approval Request, Warranty Service Claim / TRF, Field Product Report, Warranty Bill, Warranty Bill (Labour) or Complaint Sheet. This depend on requirement on principal or management.

🔀 <u>D</u>elete

To delete a Warranty Transaction, select the button

$\Delta$ Changing a Warranty Record (WB000034)	X
General Chevrolet Details Chevrolet Field Product Kia Details Naza C	Corp Details
Warranty No WB000034 Registration No PFU9618	size w Close
Job Sheet No JS000075 Vendor ID H0001	HICOMOBIL SDN.BHD.
Date 21/08/2004 Approval Date 0.0.0	Approval Code Approved By
Report No Not Approved 🗖	
Stock ID Description	Quantity Unit Price Total Price Service Tax Sto
N227100 MOTOR FRONT DOOR WIN REPL 96549516 MOTOR A-P/WD0 ,FRT,LH	L N227100 1.00 28.00 28.00 0.00 CH 1.00 163.09 163.09 0.00 CH
	191.09 0.00
	Total Amount 191.09
Payment Received Reference No Date Cheque No Amount Pay	Quantity Received Trans Date Stock ID Quantity St
🛄 Insert 🕅 Change 🐹 Delete	🛄 Insert 🗽 Change 🛣 Delete
	🗸 OK 🛛 🗙 Cancel

#### <u>General</u>

Warranty No	: Display Warranty No
Jobsheet No	: Display Jobsheet No
Date	: Date of receive
Vendor ID	: Supplier of the Stock
Approval Date	: Key in the approval date
Approval Code	: Key in the approval code
Approval by	: Key in person name in approval by column
Not Approved	: If this warranty was rejected. Click on the box and user can record the season.
Close	: Click when the case was closed

#### Payment Received

\* Update the record when receive payment from vendor or principal.

#### **Quantity Received**

•Update the record when parts from vendor or principal.

\* Fill up the information in other Tab such as Chevrolet Details, Chevrolet Field Product, KIA Details or NAZA Corp Details. Those information will be request by principal/vendor in order to generate reports or form for the warranty claim purpose.

## SERVICE - SUBLET ORDER

Service Jobsheet	۲							
Counter Sales								
Quotation Collection	- 8							
Credit Note	- 8	Browse the	Sublet Or	der File				
Warranty Tracking		By Date By Su	iblet Order N	lo By Jobsheet	No By Registration	n No   By Chassis No   By <sup>v</sup>	√endor ID   By \	fendor Name By Invoice No
Sublet Order		Search :			In the second			CActive C Ck
Service Coupon Bill	Tracking	Sublet Order No S0000013	22/08/2006	Job Sheet No JS000177	Registration No WLW8952	Chassis No TR56T67T7T7T	Invoice No	Vendor Name HICOMOBIL SDN.BHD.
Inventory	۲	\$0000011 \$0000009 \$0000005 \$0000003	05/06/2006 12/09/2005 16/12/2004 16/12/2004	JS000123 JS000062	AFE6242 WLW8952 PFU3378 PFY8272	KMHBT51HR5U276515 TR56T67T7T7T KLASA48YE3B111750 KLASA48YE4B242787		Automotive Specialist Centre Sdn Bh Automotive Specialist Centre Sdn Bh Automotive Specialist Centre Sdn Bh
Maintain	<b>I</b>							
Enquiry	3							
Reports								
Tools								
Setting	8							
		14 44 4 ?	+ ++ +1	•				
								🗽 Change 🗐 Clo

🛄 Insert

💢 <u>D</u>elete

🐚 <u>C</u>hange

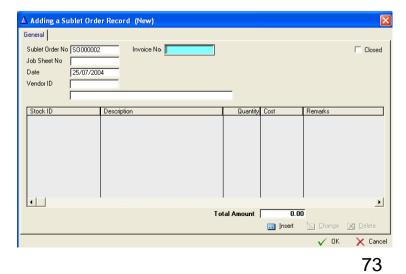
To create a Sublet Order Transaction , select the button

To modify a Sublet Order Transaction, select the button

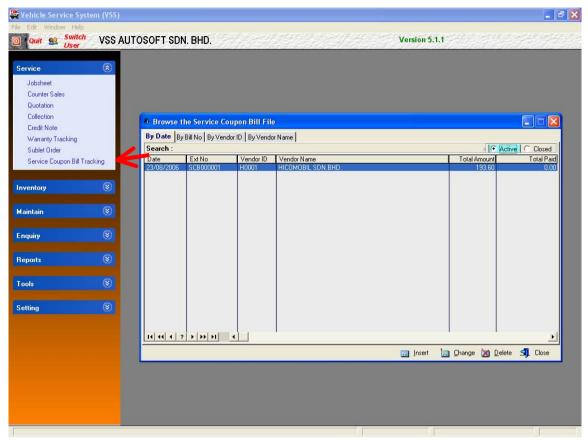
To delete a Sublet Order Transaction, select the button

#### <u>General</u>

Sublet Order No	: Display Sublet Order No
Jobsheet No	: Display Jobsheet No
Date	: Date of receive
Invoice No	: Type Invoice from
	Supplier
Vendor ID	: Supplier of the Stock
Close	: Click when Closed



## SERVICE – SERVICE COUPON BILL TRACKING



To entry the Service Coupon Bill Tracking screen, selects the button Service Coupon Bill Tracking in Service submenu from the Main menu screen.

To create a Service Coupon Bill Tracking Transaction, select the button

To modify a Service Coupon Bill Tracking Transaction, select the button Dange

To delete a Service Coupon Bill Tracking Transaction, select the button 🛛 🕅 Delete

#### <u>General</u>

Sublet Order No	: Display Sublet Order No
Jobsheet No	: Display Jobsheet No
Date	: Date of receive
Invoice No	: Type Invoice from
	Supplier
Vendor ID	: Supplier of the Stock
Close	: Click when Closed

## SERVICE - SERVICE COUPON BILL TRACKING

$\Delta$ Changing a Service Coupon Bill Record (SCB000001)	×
General	
Bill No » SCB000001	Service Coupon List
Date 23/08/2006	Date Service Coupon Job Sheet No Amount Ve
Vendor ID H0001	05/05/2006 SC000073 JS000164 96.80 H0 29/05/2006 SC000081 JS000167 96.80 H0
Vendor Name HICOMOBIL SDN.BHD.	
Bill Amount 193.60	
Service Coupon Payment	
Reference No Date Cheque No Amount	
Total Paid 0.00	
<b>Insert</b> Insert Information Insert	
	🗸 OK 🗙 Cancel

#### General

 Bill No: Display Service Coupon Bill No

 Date
 : Date of claim

 Vendor ID
 : Display name of vendor

 Bill Amount
 : Display total amount of this batch of service coupon.

### Step to Generate a Service Coupon Claims

- Before generate a claim, user need to print out a Service Coupon Claim Form/List in Report Section. (Reports→ Stock/Submission→ Service Coupon) \* User need to print out the report in hardcopy, preview will not generate the transaction.
- 2. Service Coupon List Screen display all of the transaction of this batch of service coupon, user can based on this to verify the transaction.
- 3. Once payment received from vendor, user can update the information in Service Coupon Payment Section. Once the figure match with the amount of claims, this batch of claim will closed automatically.