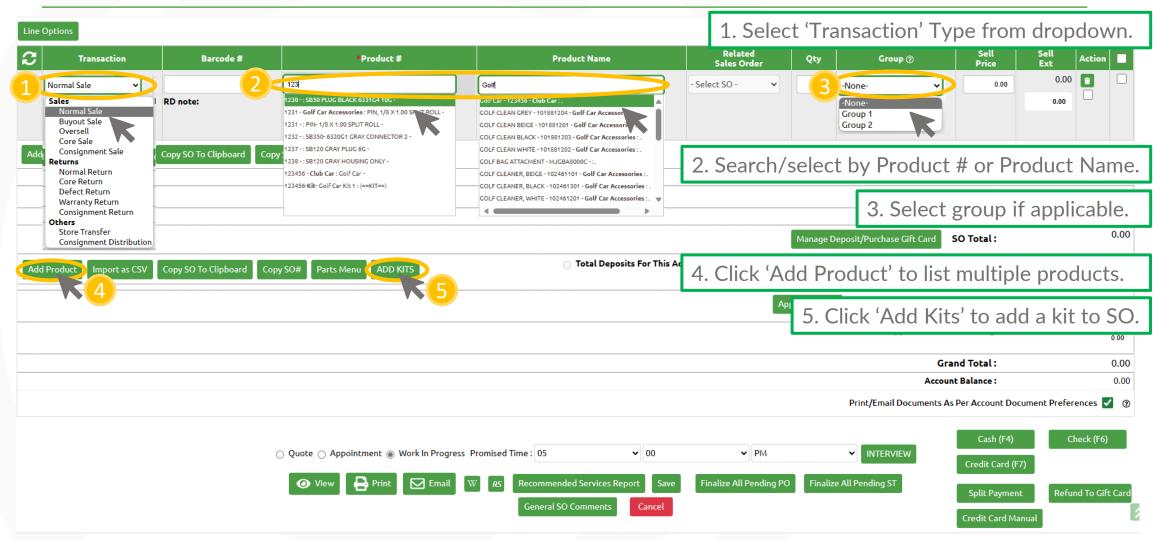
Creating a Customer Service Order

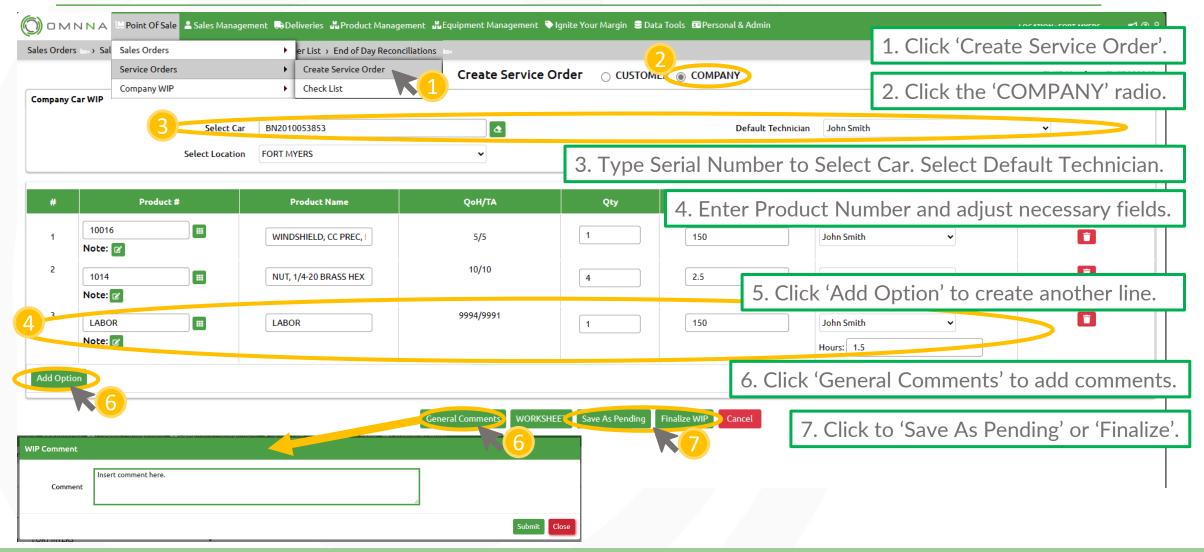
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	Point Of Sale Sales Manag	ement 💀 Deliveries 🏜 Product Management 🏜 Equipment Management 🗣 Ignite Your Mai	
Sales Orders	Sales Orders	er List > End of Day Reconciliations	1. Click 'Create Service Order' or the '+' icor
Service Orders - ,	Service Orders Company WIP	Create Service Order Check List Create Service Order Create Service Order	
Customer Order Inf	ormation	🗹 Acc. Phone 📃 Last Name 🗹 Fast Lookup 📄 Exact Match 🗌 Current Location	Quote Walk In SO Number: \$13434
	Customer Lookup	john smith	2. Ensure the 'CUSTOMER' radio is selected
			Service Manager 🗸
	Phone	NONE • + 2 2	4 3. Select customer from dropdown.
	Email		
			Multi-Sale Type Service 🗸
			Source OF SO Creation Weight Type 4. Complete required fields.
			Contact Name NONE + C
Customer Equipmer	nt		
	Customer Equipment	Add Customer Equipment More Details	5. Use the dropdown to select Customer Equipment or click 'Add Customer Equipment' to create new.
	SMU (Hours) In		Division
	SMU (Hours) Out		Default Technician V
	Engine Serial #		
	VIN Or Serial No.		(continued on next slide
	Year		
	Make		

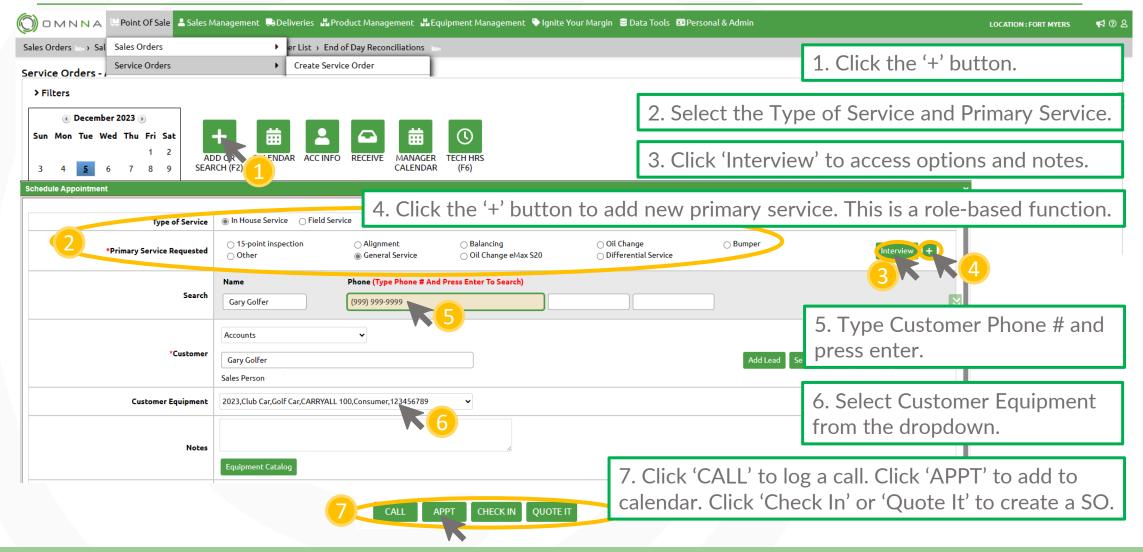
Creating a Customer Service Order (continued)



Creating a Company Service Order



Creating a Service Appointment



Service Quotes: View/Print/Email

