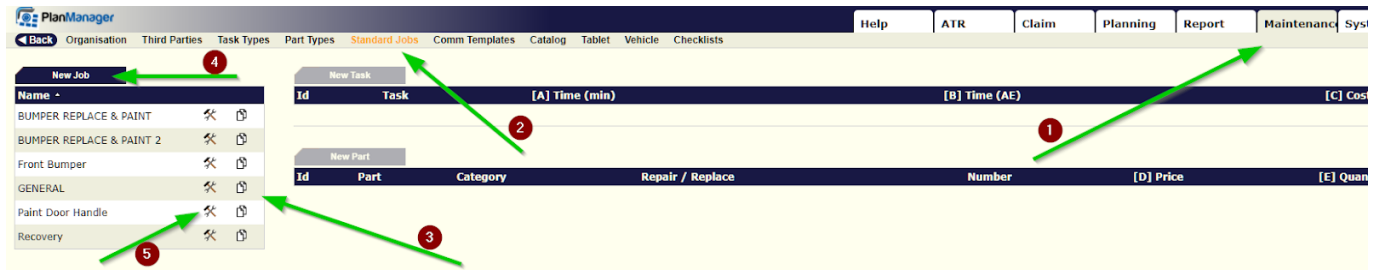


How to create a standard job.

A standard job is a very powerful tool. It allows you to very rapidly create manual quotes. You can create standard jobs through the menu maintenance ① > standard jobs ②.

Create a standard job.

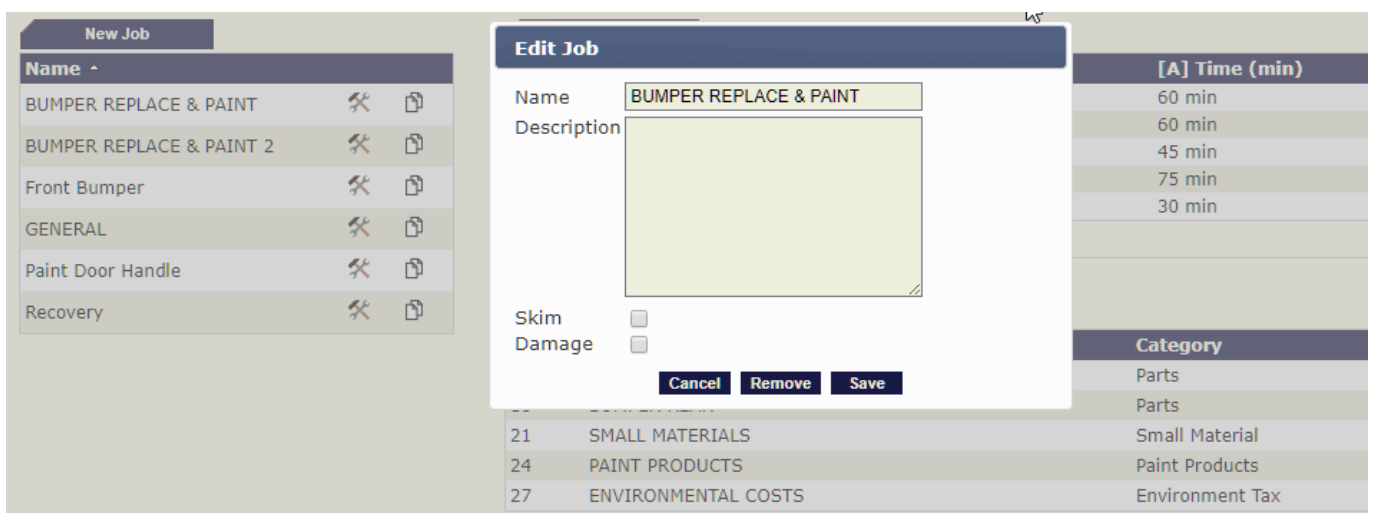


On the left side of the screen is a list ③ of all jobs in the standard system. To create a new job, click the button "New Job" ④. You can also rename or delete an existing job by clicking on the icon ⑤ to the right of the job name.

By clicking on the name of a job you activate this standard job. This means that you can edit and add new rules to that job.

So there are two actions in each line in the list: Click on the name to activate the job or click on the icon to rename or delete the job.

When you click on the 'new job' button or click an icon of an existing job, the name and the description can be entered. Click 'save' to save the job. You can delete an existing job by clicking the "delete" button.



In the popup you will find a field "Skim" & "Damage". This field affects how tasks are scheduled in the system. (if you are not using the planning, you won't use this function)

When you tick the "Skim" box, the system will adjust the specified time of the task lines to the global efficiency rate during the plan. If you leave blank the initial period

will be maintained throughout the plan.

The efficiency rate per employee is always taken into account when planning.

Edit / add lines to a standard job.

Click on the name of the standard job in the list to activate the job. All existing rules of that job will be displayed in the tables right. If you do not have rules, you may notice that the buttons on top of the tables are active. The table top are tasks and the table below contains the parts.

New Job

Name
BUMPER REPLACE & PAINT
BUMPER REPLACE & PAINT 2
Front Bumper
GENERAL
Paint Door Handle
Recovery

New Task

Id	Task	[A] Time (min)	[B] Time (AE)	[C] Cost
21	Stripping	60 min	10 AE	
24	PREPARATION	60 min	10 AE	
27	PAINT WORK	45 min	7.5 AE	
30	Re-assemble	75 min	12.5 AE	
33	Quality check	30 min	5 AE	

New Part

Id	Part	Category	Repair / Replace	Number	[D] Price	[E] Quantity
15	BUMPER FRONT	Parts	- / ✓			1
18	BUMPER REAR	Parts	- / ✓			1
21	SMALL MATERIALS	Small Material	✓ / -			1
24	PAINT PRODUCTS	Paint Products	✓ / -		€ 75.00	1
27	ENVIRONMENTAL COSTS	Environment Tax	✓ / -		€ 15.00	1

You can add new tasks and items by clicking the "New Task", respectively. Clicking 'New Item' topped the charts. To edit an existing rule in one of the tables, click on the appropriate line in the table. You will then see one of these pop-ups:

New Job

Name
BUMPER REPLACE & PAINT
BUMPER REPLACE & PAINT 2
Front Bumper
GENERAL
Paint Door Handle
Recovery

New Task

Id	Task
21	Stripping
24	PREPARATION
27	PAINT WORK
30	Re-assemble
33	Quality check

New Part

Id	Part	Category	Repair / Replace
15	BUMPER FRONT	Parts	- / ✓
18	BUMPER REAR	Parts	- / ✓
21	SMALL MATERIALS	Small Material	✓ / -
24	PAINT PRODUCTS	Paint Products	✓ / -
27	ENVIRONMENTAL COSTS	Environment Tax	✓ / -

New Task Rule

Task Type

Time (min)

Time (AE)

Cost

Stripping

Stripping

PAINT WORK

Re-assemble

Replacement Car

PREPARATION

PANEL WORK

MISCELLANEOUS

Quality check

Work third party

FIXED PRICE

MECHANICS

POLISHING

SMART REPAIR

Aluminium

- / ✓

- / ✓

✓ / -

✓ / -

✓ / -

✓ / -

✓ / -

✓ / -

✓ / -

✓ / -

✓ / -

✓ / -

✓ / -

✓ / -

New task rule

Select the task type and adjust the time and costs to. If you enter the time in minutes, the field in AE will be adjusted automatically, and vice versa.

New Task Rule

Task Type: POLISHING

Time (min): 60 =

Time (AE): 10 =

Cost: £ 25.00 =

Cancel Save

Then click save to create the new line or save the changes to the existing rule. The fields with the "=" - sign are formula fields to calculate the data when the default values are adjusted by applying the job.

New part rule

Select item type and give the item a name and a number. Enter a price and quantity, and check the box if it is a component to be replaced.

New Part Rule

Category: Parts

Name:

Number:

Price: £ =

Quantity: =

Replace: ☐

Cancel Save

New Part		
Id	Part	Category
15	BUMPER FRONT	Parts
18	BUMPER REAR	Parts
21	SMALL MATERIALS	Small Material
24	PAINT PRODUCTS	Paint Products
27	ENVIRONMENTAL COSTS	Environment Tax

Again, you find formula fields back for the price and quantity.

For a job with fixed values, you do not need formulas. However, if the job template has no fixed values, it can be useful to calculate related values when the user passes the amounts and times.

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