Attachments & Checklists

Changes to Attachments and Checklist Functions

Overview: To further enhance the user experience version 3.5.4 introduces an improved method of handling service checklists. The lists are now printed in an improved format plus they can be made active or inactive, selecting a list as active will allow for the entry against each item indicating whether the test or inspection has passed, failed or is none applicable.

Note: For reference purposes from the lists menu we have changed the title attachments to Checklists and the checklists (for tasks) to To-Do-Lists

Checklists, Accessing: Checklists can be accessed from two areas of the application firstly the service form by selecting the Parts/Service Text tab, secondly from the lists you can select Checklists.

Checklists, Creating: To create a new checklist select new from the bottom of the display, place the title of the check into the title field, then move to the body of the form and enter your checks on single lines with the actual title of the service on the first line. Note the checklist will be inactive by default, inactive means you will not be able to flag each individual line as pass / fail / NA the list will simply print excluding these columns.

P Checklist		X
Title	Hi Tech Tune Efi 6 Cyl.	
Туре	Text O Active	
Details	Efi Tune Service. Cranking Test 71. Battery Test 72. Starter Draw 73. Charge Rate Oscilloscope 74. Coil Polarity 75. Dwell Angle 76. Initial Timing 77. Timing Advance 78. Condenser Pattern* 79. Plug & Coil Leads Cylinder Balance	^
	80. No 1 Cylinder No 2 Cylinder	

To convert a checklist to active simply select the active option from the top of the form, this action will change the format of the display presenting you with a table layout.

Attachments & Checklists

Checklist				×
Title	Ні Тес	h Tun	ie Efi 6 Cyl.	
Туре	⊖ Tex	d 🖲	Active	
Details	He	#	Item	~
			Efi Tune Service.	
	\checkmark		Cranking Test	
		1	Battery Test	
		2	Starter Draw	
		3	Charge Rate	
	\checkmark		Oscilloscope	
		4	Coil Polarity	
		5	Dwell Angle	
		6	Initial Timing	
		7	Timing Advance	
		8	Condenser Pattern*	
		9	Plug & Coil Leads	

You have further options from this display, firstly you can select the title line to print on the checklist form, to do this click on the checkbox to the left of the text plus you can drag and drop items into a different order, point at a line to highlight, hold down the left hand mouse button then move the pointer to where you want the text to appear.

Checklist, Adding To A Service: To be accessible checklists must be attached to a service, to do this open the service form, select the Parts & Text option, select add from the bottom of the checklists section of the service form, select a single or multiple checks from the list by clicking in the checkbox to the right, to save your selections select OK.

Service details	TextItems		×
Control Interation	Title	Description	^
Service Hi-tech Tun	Airconditioning Service	Air Conditioning Service.	
	Automatic Transmission Service	Automatic Transmission Service.	
Det	Brake Shoe Replacement	Brake Shoe Replacement.	
Parts included	Brake System Flush	Brake System Flush	
Quantity Dart N	Cooling System Service	Cooling System Service	
Qualitity Part I	Disc Brake Service	Disc Brake Service.	
	Disc Pad Replacement	Disc Pad Replacement	
	Drum Brake Service	Drum Brake Service.	
	Efi System Clean	Injector System Clean	
	Engine Diagnosis Carburettor	Engine Diagnosis. Checked /	
	Engine Diagnosis Efi	Efi Tune Service. Checked /	
	Hi Tech Tune Carburettor 4 Cyl	High - Tech Tune Service 4cyl	
	Hi Tech Tune Carburettor 6 Cyl	High - Tech Tune Service 6 Cyl	
Checklists	Hi Tech Tune Carburettor 8 Cyl	High - Tech Tune Service 8cyl	
Hi Tech Tune Efi 6	Hi Tech Tune Efi 4cyl.	Efi Tune Service.	
	Hi Tech Tune Efi 6 Cyl.	Efi Tune Service.	
	Hi Tech Tune Efi 8 Cyl	Efi Tune Service.	
	Lube, Oil & Filter Change	Special Minor Service	
	Major Service Carburettor	Major Service. Checked	
	Major Service Efi	Efi Major Service	□ ×
Add Cancel	Cancel e	ow inactive Catalog Inventory Buy-Ins Rebuild	ОК

Attachments & Checklists

Checklists, Accessing From The Job Card: To access active checklists from the job card select the checklist option located at the bottom of the display.



For the checklists to be visible you will need to have saved the job card, this can be done by selecting the save option or the OK button. If the job has not been saved a warning is displayed.

Checklists, Active: To populate an active checklist point and click in the appropriate cell, if you wish to pass all and then edit the items that need changing to fail or NA select the pass all option at the bottom of the list.

Sob checklists							×
Checklists			Checklist details				
Checklist	Туре	Class	Item	Pass	Fail	N/a	^
Hi Tech Tune Efi 6 Cyl.	Active	Service	Efi Tune Service.				
			Cranking Test				
			1. Battery Test	~			
			2. Starter Draw	~			
			3. Charge Rate	~			
			Oscilloscope				
			4. Coil Polarity			~	
			5. Dwell Angle			~	
			6. Initial Timing			~	
			7. Timing Advance			~	
			8. Condenser Pattern*			~	
			9. Plug & Coil Leads		×		
			Cylinder Balance				
			10. No 1 Cylinder	~			
			11. No 2 Cylinder	~			
			12. No 3 Cylinder	~			
			13. No 4 Cylinder	~			
			14. No 5 Cylinder	~			
			15. No 6 Cylinder	~			
			Compression Test				
			16. No 1 Cylinder	~			
			17. No 2 Cylinder	~			
			18. No 3 Cylinder	~			
			19 No 4 Cvlinder				<u> </u>
Cancel	Ema	2 il Prin	t Remove Pass all Clear all	····································			

Checklists, Printing: Checklists on selection can be printed with the job card and the invoice, select print from the bottom of the job card, to print the job card with a checklist ensure the print checklist option is flagged. The procedure is the same when printing the final invoice.

Checklists	Jo	b: 79	Cli	ient: Vanderwacht Rego: 7TT712			
Hi Tech Tune Efi 6 Cyl.				20. No 5 Cylinder			
Efi Tune Service.				21. No 6 Cylinder			
Cranking Test	Pass	Fail	N/a	Fuel System Check	Pass	Fail	N/a
1. Battery Test				22. Co Cruise / Idle			
2. Starter Draw				23. Hc Cruise / Idle			
3. Charge Rate				24. Co Cruise / Idle			
Oscilloscope	Pass	Fail	N/a	25. Co2 Cruise / Idle			
4. Coil Polarity				26. Throttle Body			
5. Dwell Angle			\checkmark	27. Manifold Gaskets			
6. Initial Timing				28. Fuel Lines			
7. Timing Advance			\checkmark	Emmision Control	Pass	Fail	N/a
8. Condenser Pattern*				29. Air Pre Heat*			
9. Plug & Coil Leads				30. E F E. Valves*			

Checklists, Repco ASQ: When service checklist are attached to data imported from ASQ you are presented with 3 options:

- 1. Add To Work Done: On selection the items are placed in the work done section of the job card.
- 2. Create Inactive Checklist: This option will attach an inactive checklist to the job card for the imported service.
- 3. Create Active Checklist: To attach an active checklist select this option

65 Point Safety Check & Disclaimer, Repco: Version 3.5.4 during the update process will add a new entry to the Checklists and the Vehicle Faults list. The checklist is titled 65 Point Safety Check, the checklist is active by default, and this can of course be changed to inactive if you wish. Accompanying this import is an entry in the vehicle faults list titled Repco Disclaimer, if you wish you can use this text when presenting the client with any checklist available. To access select the add option adjacent to the vehicle report section of the job card, highlight the entry and select OK to insert. The disclaimer reads as follows:

Every care has been taken to ensure the accuracy of this Report, however some assessment is by visual and/or noise appreciation only and does not take into account defects or conditions that may only be discoverable by dismantling components. The Repco Authorised Service centre accepts no liability for defects or conditions related to anything that may not be reasonably obvious during inspection and anything that occurs after the date of this report. Any road test will be conducted within the traffic laws of the test area, for a period not exceeding 15 minutes and no responsibility will be accepted in respect of any defect or condition that did not or could not be reasonably expected to become apparent during the test. Assessment of any drive belt is based on visual inspection and evidence provided in the vehicle log book that replacements have been made at the manufacturer's specified intervals. ©Repco Limited 2014