

Release Notes Version 3.5.4

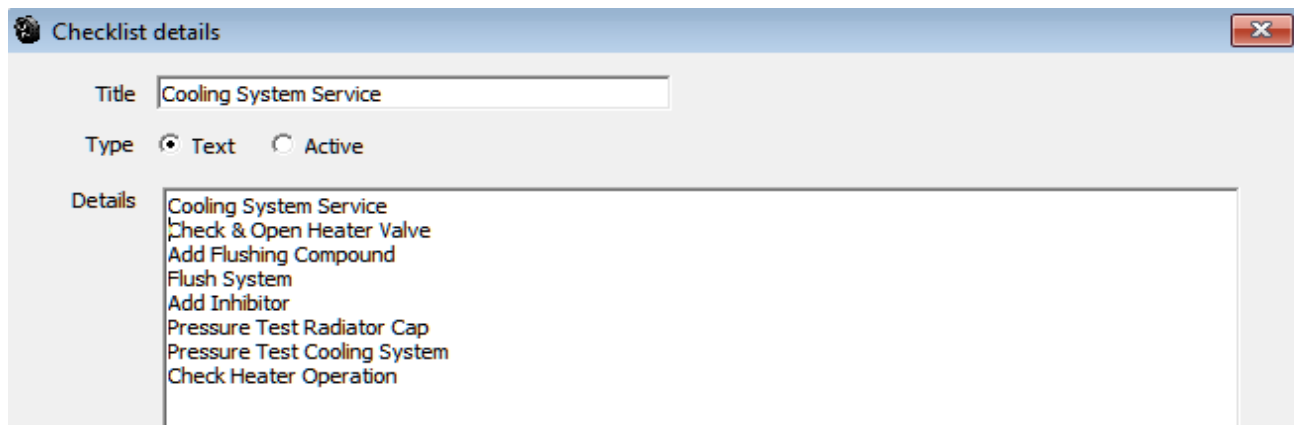
Changes to Attachments and Checklist Functions

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.

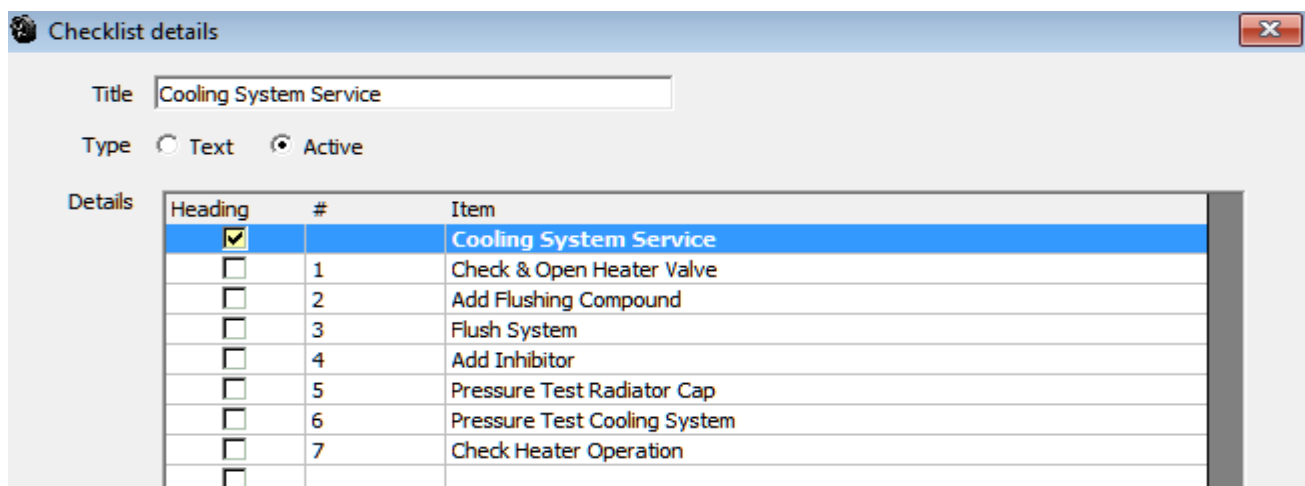
Checklists, Creating: To create a new checklist select new from the bottom of the display, place the title of the check into the title field, then move to the body of the form and enter your checks on single lines with the actual title of the service on the first line. Note the checklist will be inactive 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.



The screenshot shows a window titled 'Checklist details' with a close button (X) in the top right corner. The 'Title' field contains 'Cooling System Service'. The 'Type' section has two radio buttons: 'Text' (selected) and 'Active'. The 'Details' section contains a list of items:

- Cooling System Service
- Check & Open Heater Valve
- Add Flushing Compound
- Flush System
- Add Inhibitor
- Pressure Test Radiator Cap
- Pressure Test Cooling System
- Check Heater Operation

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.

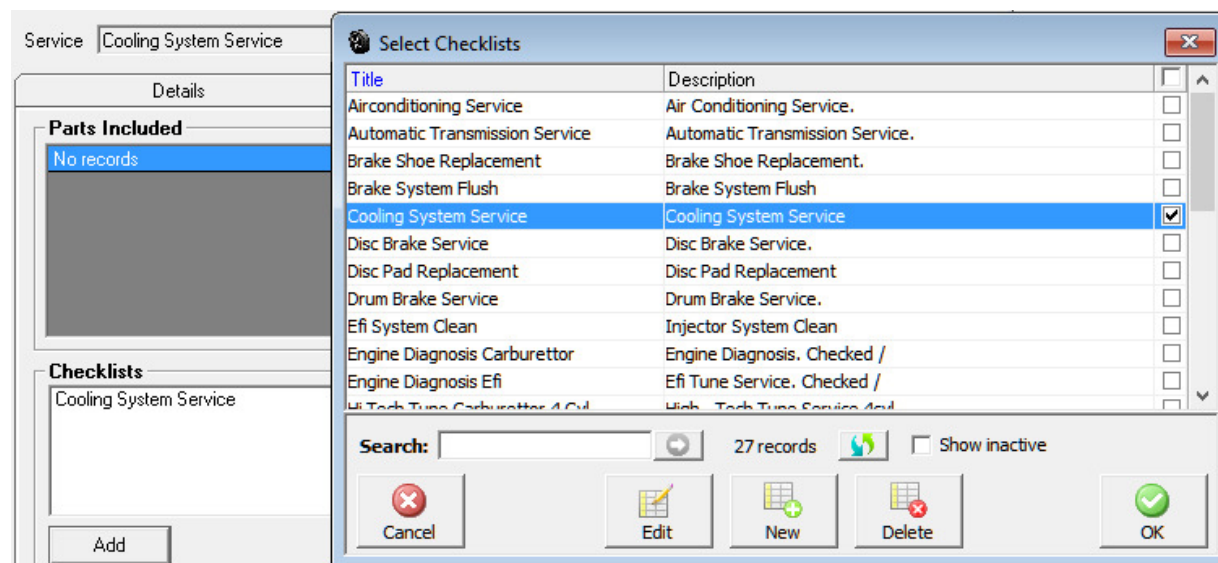


The screenshot shows the same 'Checklist details' window, but the 'Type' section now has 'Active' selected. The 'Details' section is now a table with the following structure:

Heading	#	Item
<input checked="" type="checkbox"/>		Cooling System Service
<input type="checkbox"/>	1	Check & Open Heater Valve
<input type="checkbox"/>	2	Add Flushing Compound
<input type="checkbox"/>	3	Flush System
<input type="checkbox"/>	4	Add Inhibitor
<input type="checkbox"/>	5	Pressure Test Radiator Cap
<input type="checkbox"/>	6	Pressure Test Cooling System
<input type="checkbox"/>	7	Check Heater Operation
<input type="checkbox"/>		

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.

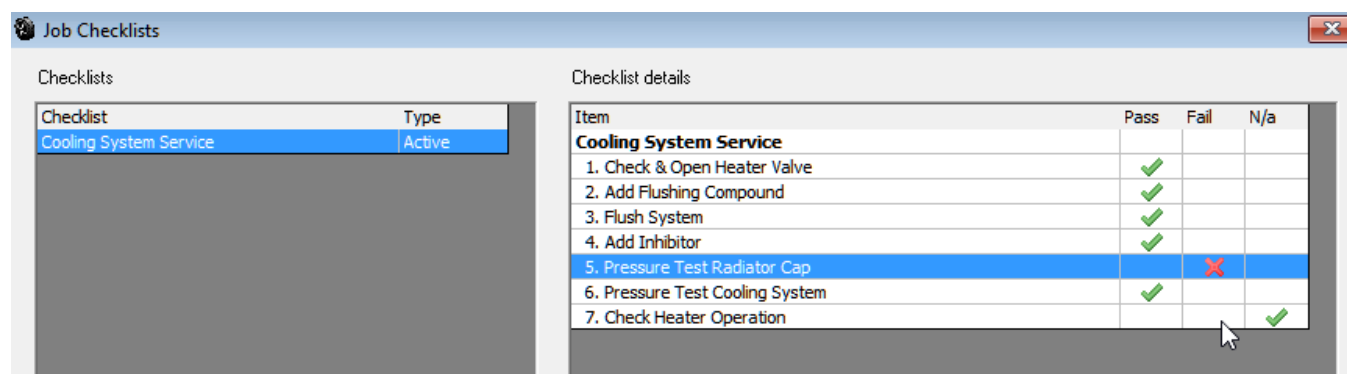


Checklists, Accessing From The Job Card: To access active checklists from the job card select the checklist option located at the bottom of the display.

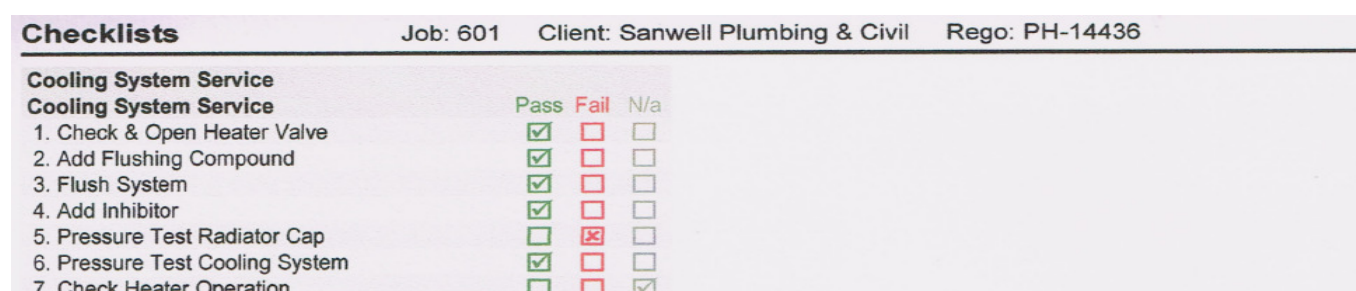


For the checklists to be visible you will need to have saved the job card, this can be done by selecting the save option or the OK button. If the job has not been saved a warning is displayed.

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.



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, 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:

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