



## **QuickStart Guide**

### **Booking**

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## Booking

ARKONA QuickStart Guide

*Use this QuickStart Guide to learn how to use the Booking application in the Dispatching environment.*

- The Booking application is used to flag time on lines that have been finished by the technicians in dispatching.

### 1. Get to the Booking Line Selection screen.

- a. Take option **6=Booking** from the Service Department to display the Booking Line Selection screen.
  - The jobs are sorted by the date and time they were finished by the technician.

### 2. Display the line you want to flag time for.

- a. Take option **1=Select** by the line.

### 3. Flag the technician time.

- a. Key in the number of hours and press [FIELD EXIT].
  - The hours may pull automatically from the labor op code setup.
  - Use decimals to enter a fraction of an hour.
- b. Code the warranty lines if required.
  - Labor Op Code\*, Complaint Code\*, Failure Code\* and Claim Type or generally reserved for warranty repair orders.
  - A booker can code these fields if it is required, or the warranty administrator will enter this information.
- c. Enter the cause and correction if not completed by the technicians.
  - Use function **F5=Extended Cause/Correction** if more lines are required for the cause or correction.
  - **To display the extended cause lines**, position your cursor anywhere on the cause lines and hit F5.
  - **To display the extended correction lines**, position your cursor anywhere on the correction lines and hit F5.

#### **4. Complete the line.**

- a. Press [ENTER] to save the changes.
  - Completed lines drop off the Booking Line Selection screen.
  
  - **To make changes to a completed line**, take the following steps:
    - Use function **F7=Correction** to display the selection window.
    - Key in the repair order number and hit [FIELD EXIT].
    - Key in the line number and press [ENTER] to display the Tech Time Flagging window.
    - Make the required changes and press [ENTER] to save.