



QuickStart Guide

Repair Order History

October 2004

Repair Order History

ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to review the repair order history on a vehicle.

- There are three ways to look at history from service:
 1. Before you select a vehicle for a repair order.
 2. After you select a vehicle, but before you open the repair order.
 3. After you open the repair order.

Before you select a vehicle for a repair order:

1. Get to the Open Repair Order list screen.
 - a. Take option **1=Repair Orders** from the Service Department menu.
 - b. Key in your service writer password and hit [FIELD EXIT] to display the Open Repair Orders list screen.
2. Search for vehicle by any of the 5 search methods.
3. Take option **5=History** by the vehicle on the screen that displays the results of your search to display the repair order history for the vehicle.
 - **To review a repair order from history**, take option **1=Display** by a repair order to see it on the screen.
 - **To reprint a copy of the repair order**, take option **6=Reprint Invoice** by the repair order.
 - **To print a report of all the history**, use function **F18=Listing**.

After you select a vehicle, but before you open the repair order:

1. Get to the Open Repair Order list screen.
 - a. Take option **1=Repair Orders** from the Service Department menu.
 - b. Key in your service writer password and hit [FIELD EXIT] to display the Open Repair Orders list screen.
2. Search for vehicle by any of the 5 search methods.
3. Take option **1=Select** by a vehicle to display the Customer Vehicle Information screen.
4. Use function **F10=History** to display the repair order history for the vehicle.

After you open the repair order:

1. Get to the Open Repair Order list screen.
 - a. Take option **1=Repair Orders** from the Service Department menu.
 - b. Key in your service writer password and hit [FIELD EXIT] to display the Open Repair Orders list screen.
2. Retrieve a repair order by keying in the repair order number.
3. Use function **83=Service History** from the Service Repair Order screen to display the repair order history for the vehicle.