

## Ticket – Time Entry Line Item AV Ref # 614

## There is also a video showing how to perform this function: Ticket – Time Stamp Line Item (2:25) – AV Ref# 340

## About:

If you find the need to put a time stamp on your tickets to notate when a vehicle arrived, when the work was begun, when work was completed, etc., you have the ability with the Time Entry/Stamp. (To **create** new Time Stamp line items, see AV 652.)

## How:

 From the line item tab on a ticket (shown below), click on the Clock button beside the Product # field OR hit your F5 function key at the top of your keyboard:



(Continued on next page)

2. On the **Quick Items Lookup** screen (shown below), select the **Time Stamp** line you want by double-clicking on it:

| C Quick Items Lookup ×          |           |  |                                       |  |  |  |  |  |  |  |  |
|---------------------------------|-----------|--|---------------------------------------|--|--|--|--|--|--|--|--|
| Ourick Lookup Services Packages |           |  |                                       |  |  |  |  |  |  |  |  |
|                                 | Product # | Description                              | Raw Size                              |  |  |  |  |  |  |  |  |
| TIME: CALLED                    |           | CALL/TEXT                                | · · · · · · · · · · · · · · · · · · · |  |  |  |  |  |  |  |  |
| TIME:END                        |           |  |                                       |  |  |  |  |  |  |  |  |
| TIME:IN                         |           |  |                                       |  |  |  |  |  |  |  |  |
| TIME:OUT                        |           |  |                                       |  |  |  |  |  |  |  |  |
| TIME: STARTED                   |           |  |                                       |  |  |  |  |  |  |  |  |
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|                                 |           | OK Create Time Items Cancel Suggest Hale |                                       |  |  |  |  |  |  |  |  |
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3. You will get a pop up box to verify/edit the time entry (shown below). Click on **Accept** to add the line item to your ticket:

| 🔀 Add Date/Time > |                   |           |  |  |  |
|-------------------|-------------------|-----------|--|--|--|
| Date              | 10/11/2016 💿 Time | 7:56 PM 🔊 |  |  |  |
|                   | Accept Cancel     |           |  |  |  |

4. Click the **Save** button to add it to your ticket:

|   |                          | Ticket GP                                    | <mark>%</mark> 100.0 <mark>Tic</mark> | ket GP\$               | Store GP%                 | 5.2 Store G | <b>P\$</b> 36 |  |  |  |  |
|---|--------------------------|--|---------------------------------------|------------------------|---------------------------|-------------|---------------|--|--|--|--|
|   | Line # Product #         | Description 10/11/2016 7:56 PM               |                                       |                        |                           | _           |               |  |  |  |  |
|   | Quantity Price           | e Code Unit Price                            | Unit FET                              | Tax Code               | Amount                    |             |               |  |  |  |  |
|   | 1.00 0 - No Price        | e Code <u>~</u> 0.000                        | 0 0.00                                | 0 - No Tax             | 0.00                      | _           |               |  |  |  |  |
|   | Technician<br>-2 - HOUSE | Salesrep     Salesrep     B - CHETT BOSCHELE | S Z - FUEL S                          | Dept<br>SURCHARGE V No | Packa<br>Package Selected | age         |               |  |  |  |  |
| Save Adjust Items Zero Price Set Tech Set Sales Set Vendor Info Item History Toggle Declined Item Audit Clear   |                          |  |                                       |                        |                           |             |               |  |  |  |  |
| Full View CIAR F A x Tools ServiceCAT RVSOC Image: Service Carteria in the service content i |                          |  |                                       |                        |                           |             |               |  |  |  |  |

\*\**Note* – Users must have password permission to invoice (P16). If you need to give a user permission to have the permission setting, please contact your system administrator.