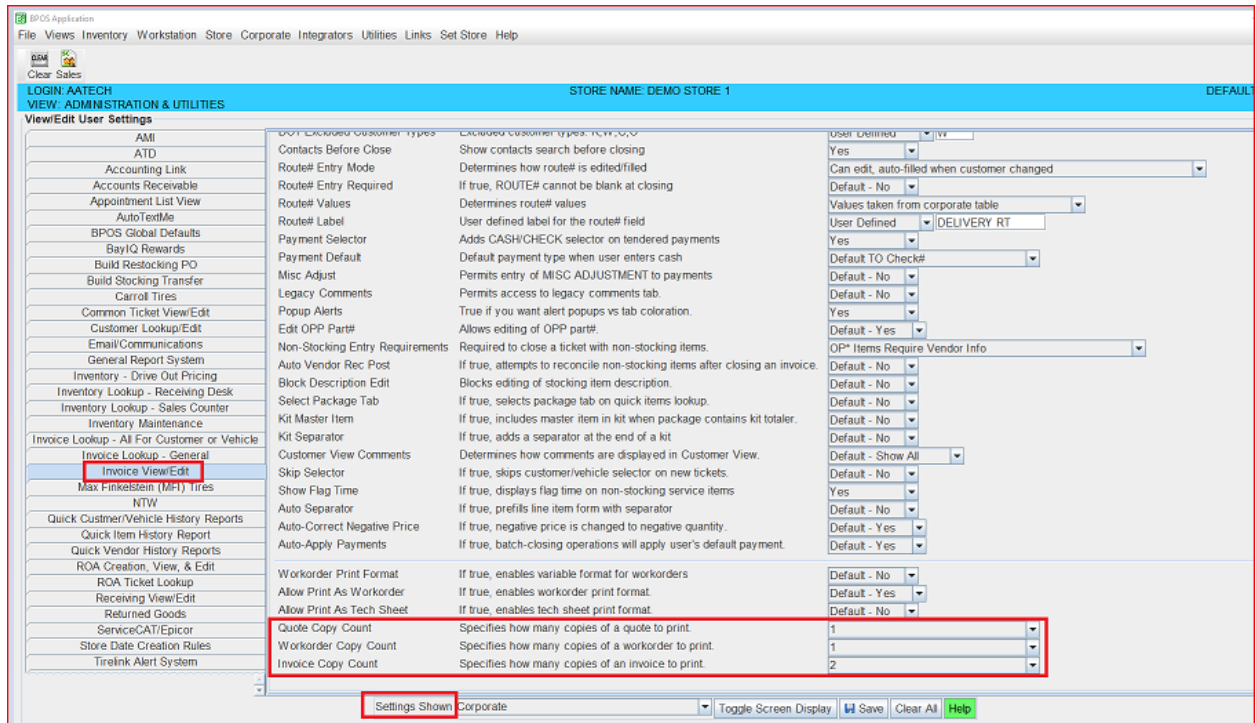


Set Default # of Copies

HITS can be set to default the number of copies by ticket type. Most shops usually print 1 Workorder and 2 Invoices. By editing this setting in your default settings, it will keep you from needing to edit the pull-down box on the Print screen.

To Edit Default # of Copies:

1. Click on **Views → Administration & Utilities**
2. Click on **Store → View/Edit Default Settings**
3. Click on **Invoice View/Edit** in the left-hand column
4. Select the store location at the bottom of the screen beside **Settings Shown**
5. Scroll to the bottom of the list
6. Select the number of desired copies per ticket type
7. Click **Save** at the bottom of the screen:



SPDS Application

File Views Inventory Workstation Store Corporate Integrators Utilities Links Set Store Help

LOGIN: AATECH STORE NAME: DEMO STORE 1

VIEW: ADMINISTRATION & UTILITIES

View/Edit User Settings

Setting	Description	User Defined
AMT		
ATD		
Accounting Link		
Accounts Receivable		
Appointment List View		
AutoTextFile		
BPOS Global Defaults		
BayIQ Rewards		
Build Restocking PO		
Build Stocking Transfer		
Carroll Tires		
Common Ticket View/Edit		
Customer Lookup/Edit		
Email/Communications		
General Report System		
Inventory - Drive Out Pricing		
Inventory Lookup - Receiving Desk		
Inventory Lookup - Sales Counter		
Inventory Maintenance		
Invoice Lookup - All For Customer or Vehicle		
Invoice Lookup - General		
Invoice View/Edit		
Max Finkelstein (MFT) Tires		
NTW		
Quick Customer/Vehicle History Reports		
Quick Item History Report		
Quick Vendor History Reports		
ROA Creation, View, & Edit		
ROA Ticket Lookup		
Receiving View/Edit		
Returned Goods		
ServiceCAT/Epicor		
Store Date Creation Rules		
Tirelink Alert System		
Contacts Before Close	Show contacts search before closing	Yes
Route# Entry Mode	Determines how route# is edited/filled	Default - No
Route# Entry Required	If true, ROUTE# cannot be blank at closing	Default - No
Route# Values	Determines route# values	Values taken from corporate table
Route# Label	User defined label for the route# field	User Defined
Payment Selector	Adds CASH/CHECK selector on tendered payments	Yes
Payment Default	Default payment type when user enters cash	Default TO Check#
Misc Adjust	Permits entry of MISC ADJUSTMENT to payments	Default - No
Legacy Comments	Permits access to legacy comments tab.	Default - No
Popup Alerts	True if you want alert popups vs tab coloration.	Yes
Edit OPP Part#	Allows editing of OPP part#.	Default - Yes
Non-Stocking Entry Requirements	Required to close a ticket with non-stocking items.	OP* Items Require Vendor Info
Auto Vendor Rec Post	If true, attempts to reconcile non-stocking items after closing an invoice.	Default - No
Block Description Edit	Blocks editing of stocking item description.	Default - No
Select Package Tab	If true, selects package tab on quick items lookup.	Default - No
Kit Master Item	If true, includes master item in kit when package contains kit total.	Default - No
Kit Separator	If true, adds a separator at the end of a kit	Default - No
Customer View Comments	Determines how comments are displayed in Customer View.	Default - Show All
Skip Selector	If true, skips customer/vehicle selector on new tickets.	Default - No
Show Flag Time	If true, displays flag time on non-stocking service items	Yes
Auto Separator	If true, prefills line item form with separator	Default - No
Auto-Correct Negative Price	If true, negative price is changed to negative quantity.	Default - Yes
Auto-Apply Payments	If true, batch-closing operations will apply user's default payment.	Default - Yes
Workorder Print Format	If true, enables variable format for workorders	Default - No
Allow Print As Workorder	If true, enables workorder print format.	Default - Yes
Allow Print As Tech Sheet	If true, enables tech sheet print format.	Default - No
Quote Copy Count	Specifies how many copies of a quote to print.	1
Workorder Copy Count	Specifies how many copies of a workorder to print.	1
Invoice Copy Count	Specifies how many copies of an invoice to print.	2

Settings Shown: Corporate

Toggle Screen Display Save Clear All Help