

Rearranging Line Items On Tickets AV #750

In BPOS, you are able to move your line item or a group of line items up or down on your ticket without deleting and then re-adding the lines.

To Rearrange Line Items:

1. Make sure that you are on the **Line Items** tab of your ticket.
2. Find the line item(s) you wish to move. Highlight them if they are altogether or hold down the **CTRL** key and use your mouse to click on the line items in question.
3. Hold down your **ALT** key and, using your **UP** or **DOWN** arrow key, move your line items wherever you would like for them to be on the ticket:

Before with the Tire package at the bottom of the ticket:

Ref#	Product #	Description	Qty	Unit Price	Unit FET	Amount	Tec
1004	OPP (ACT465A)	Front Ceramic Pads	1.0	92.9500		92.95	0
1006	OPP (KC1043A26)	Front Disc Brake Kit	1.0	604.9500		604.95	0
1008	OPP (15137)	Front Caliper Kit	1.0	16.9500		16.95	0
1010	OPP (13480)	Front Disc Hardware Kit	1.0	51.9500		51.95	0
1012	OPL_B	Remove & Install and Overhaul Caliper - Bo	2.0	98.5600		197.12	0
1014	OPL_B	Remove & Replace Brake Shoes & Or Pads - B	1.0	98.5600		98.56	0
1016	OPL_B	Remove & Replace Disc Rotor - Front, Both	1.0	98.5600		98.56	0
1018	.	* LUBE OIL & FILTER SERVICE (LOFS) *	1.0				0
1020	.	*** SPEC: Recommended Viscosity (0W-20)	1.0				0
1022	.	*** SPEC: Recommended Engine Oil (API)	1.0				0
1024	.	*** SPEC: Engine Oil Capacity Quarts (3.9)	1.0				0
1026	0W20KB	0W20 KENDALL 76 SUPER SYNTH BLEND	3.9				0
1028	PG4612F	ENGINE OIL FILTER	1.0				0
1030	.	LOFS (ADD-ON PACKAGES) NOT SELECTED	1.0				0
1032	17415	195/65R15 UNIROYAL TIGER PAW AWP 3 91T	4.0	72.8800		291.52	0
1034	99MB	MOUNT / BALANCE WHEELS & TIRES	4.0	15.0000		60.00	0
1036	VATIRETAX	VA STATE TIRE TAX	4.0	0.5000		2.00	0
1038	*	COMPLEMENTARY LIFETIME ROTATION & BALANCE	1.0				0
1040	DIS	TIRE DISPOSAL FEE	4.0	3.0000		12.00	0
1042	99RH	NATIONWIDE TIRE PROTECTION PLAN	4.0			No Charge	0
1044	S999-1	ENVIRONMENTAL DISPOSAL / SHOP SUPPLIES	1.0	39.7300		39.73	0

After with the Tire package moved to the top of the ticket:

Ref#	Product #	Description	Qty	Unit Price	Unit FET	Amount	Tec
1000	17415	195/65R15 UNIROYAL TIGER PAW AWP 3 91T	4.0	72.8800		291.52	0
1002	99MB	MOUNT / BALANCE WHEELS & TIRES	4.0	15.0000		60.00	0
1004	VATIRETAX	VA STATE TIRE TAX	4.0	0.5000		2.00	0
1006	*	COMPLEMENTARY LIFETIME ROTATION & BALANCE	1.0				0
1008	DIS	TIRE DISPOSAL FEE	4.0	3.0000		12.00	0
1010	99RH	NATIONWIDE TIRE PROTECTION PLAN	4.0			No Charge	0
1012	.	* COMPLETE BRAKE JOB (BCBJ) *	1.0				0
1014	OPP (YH145232C)	Front Disc Brake Rotor	2.0	80.9500		80.95	0
1016	OPP (ACT465A)	Front Ceramic Pads	1.0	92.9500		92.95	0