## 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:

File Views An	nointments Tickets Invent	ory Customers Contacts Vehicles VSR	Suppliers Links S	at Store Help									
L			La La		1	1		-					
Tracker# Clea	r Appt Tickets Fetch# Last	Recent Workorder Quote Inventory TireBran	ds RESET Custom	iers History Conta	icts Vehicles H	istory VSR CA	RFAX ServiceCAT	vsoc					
LOGIN: AATECH STORE NAME: 139218													
VIEW: SALES	S COUNTER	CUSTOM	ER: AAA AUTO'S [1	<ol><li>VEHICLE: 2</li></ol>	013 HONDA CI	VIC [TAG: BBR	8276] STORE: 1	1					
Ticket View/Edit (1167264)													
Main Line Items Appointments/Status Customer Info Vehicle Info Comments Payments													
Ref#	Product #	Description		Qtv	Unit	Unit	Amount	Tec					
					Price	FEI							
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 Pad	s - B	1.0	98.5600		98.56	0					
1016	OPL_B	Remove & Replace Disc Rotor - Front, Bot	h	1.0	98.5600		98.56	0					
1018		* LUBE OIL & FILTER SERVICE (LOFS) *		1.0				0					
1020		*** SPEC:Recommended Viscosity [0W-2]	0]	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 SYNTHE	E BLEND	3.9				0					
1028	PG4612F	ENGINE OIL FILTER		1.0				0					
1030		LOFS (ADD-ON PACKAGES) NOT SELEC	TED	1.0				0					
1032	17415	195/65R15 UNIROYAL TIGER PAW AW	P 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	4.0			No Charge	0					
1044	SS99-1	ENVIRONMENTALDISPOSAL / SHOP SUR	PPUES	1.0	39.7300		39.73	0					
		Ticket GP%	50.9 Ticket GP	879.11	Store GP%	100.0	Store GP\$						
	Line # Droduct # Description												

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

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

House in our	reprint the second colored coo	r Heedin Herkelder desse Friendig Heestende Frederich Basterier	o moory o	onibolo renoco na	owny rore							
LOGIN: AATE	ECH		STORE NAME: 13921B									
VIEW: SALE	S COUNTER	CUSTOMER: AAA AUTO'S [12]	VEHICLE	2013 HONDA CIV	VIC [TAG: I							
Ticket View/	Ticket View/Edit (1167264)											
Main Line Items Appointments/Status Customer Info Vehicle Info Comments Payments												
Ref#	Product #	Description	Qty	Unit Price	Unit FET							
1000	17415	195/65R15 UNIROYAL TIGER PAW AWP 3 91T	4.0	72.8800								
1002	99MB	MOUNT / BALANCE WHEELS & TIRES	4.0	15.0000								
1004	VATIRETAX	VA STATE TIRE TAX	4.0	0.5000								
1006		COMPLEMENTARYLIFETIME ROTATION & BALANCE	1.0									
1008	DIS	TIRE DISPOSAL FEE	4.0	3.0000								
1010	99RH	NATIONWIDE TIRE PROTECTION PLAN	4.0									
1012		* COMPLETE BRAKE JUB (BCBJ) *	1.0									
1014	OPP (YH145232C)	Front Disc Brake Rotor	2.0	80.9500								
1016	OPP (ACT465A)	Front Ceramic Pads	1.0	92.9500								