

Add Separator Lines To Tickets AV#751

Using Line Separators on your tickets allows you to easily keep your jobs divided on your tickets so that when you print the customer's invoice, it is neater and easier to read. You can add Separator Lines to your workorders, Packages, you can add them after Kit Pricing and they can be turned on as a default for ServiceCAT to separate each job.

Instead of this:

| Quantity | Product # | Size/Description/Mfr# | TC | MC | DP | BIN# | Unit Price | F.E.T. | Ext.Amount |
|----------|-----------|--|----|----|----|------|------------|--------|------------|
| 4 | 17415 | 195/65R15 UNIROYAL TIGER PAW AWP 3 91T | 1 | | 6 | | 72.88 | | 291.52 |
| 4 | 99MB | MOUNT / BALANCE WHEELS & TIRES | 1 | | N | | 15.00 | | 60.00 |
| 4 | VATIRETAX | VA STATE TIRE TAX | | | X | | 0.50 | | 2.00 |
| | * | COMPLEMENTARYLIFETIME ROTATION & BALANCE | | | X | | | | |
| 4 | DIS | TIRE DISPOSAL FEE | 1 | | V | | 3.00 | | 12.00 |
| 4 | 99RH | NATIONWIDE TIRE PROTECTION PLAN | | | C | | | | NO CHARGE! |
| | | * COMPLETE BRAKE JOB (BCBJ) * | | | | | | | |
| 2 | YH145232C | Front Disc Brake Rotor | 1 | | J | | 80.95 | | 161.90 |
| 1 | ACT465A | Front Ceramic Pads | 1 | | J | | 92.95 | | 92.95 |
| 1 | KC1043A26 | Front Disc Brake Kit | 1 | | J | | 604.95 | | 604.95 |
| 1 | 15137 | Front Caliper kit | 1 | | J | | 16.95 | | 16.95 |
| 1 | 13480 | Front Disc Hardware Kit | 1 | | J | | 51.95 | | 51.95 |
| 2 | OPL_B | Remove & Install and Overhaul Caliper - Bo | | | 0 | | 98.56 | | 197.12 |
| 1 | OPL_B | Remove & Replace Brake Shoes &/Or Pads - B | | | 0 | | 98.56 | | 98.56 |
| 1 | OPL_B | Remove & Replace Disc Rotor - Front, Both | | | 0 | | 98.56 | | 98.56 |
| | | * LUBE OIL & FILTER SERVICE (LOFS) * | | | | | | | |
| | | *** SPEC:Recommended Viscosity [0w-20] | | | | | | | |
| | | *** SPEC:Recommended Engine Oil [API] | | | | | | | |
| | | *** SPEC:Engine Oil Capacity Quarts [3.9] | | | | | | | |
| 3.9 | 0w20KB | 0w20 KENDALL 76 SUPER SYNTH BLEND | 1 | | D | 111 | | | |
| 1 | PG4612F | ENGINE OIL FILTER | 1 | | D | 999 | | | |
| 1 | SS99-1 | ENVIRONMENTALDISPOSAL / SHOP SUPPLIES | 1 | | V | | 39.73 | | 39.73 |

You could have this:

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| 4 | VATIRETAX | VA STATE TIRE TAX | | | X | | 0.50 | | 2.00 |
| | * | COMPLEMENTARYLIFETIME ROTATION & BALANCE | | | X | | | | |
| 4 | DIS | TIRE DISPOSAL FEE | 1 | | V | | 3.00 | | 12.00 |
| 4 | 99RH | NATIONWIDE TIRE PROTECTION PLAN | | | C | | | | NO CHARGE! |
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| 3.9 | 0w20KB | 0w20 KENDALL 76 SUPER SYNTH BLEND | 1 | | D | 111 | | | |
| 1 | PG4612F | ENGINE OIL FILTER | 1 | | D | 999 | | | |
| 1 | SS99-1 | ENVIRONMENTALDISPOSAL / SHOP SUPPLIES | 1 | | V | | 39.73 | | 39.73 |

There are 4 different methods for adding a Separator Line to a ticket.

Method #1 - If you want to add a Separator easily as you build your ticket, your system can be configured so that all you need to do is press the <enter> key to add a line separator.

Contact the HITS Technical Support Department and we can configure your system so that when you are on the Line Items tab, and you see a “-“ in the Product # field, all you have to do is press the <enter> key once and it will add a separator line for you:

The screenshot shows a software interface for adding line items to a ticket. At the top, there are summary fields: Ticket GP% (50.9), Ticket GPS (879.11), and Store GP% (100.0). Below this is a table with columns: Line #, Product #, Description, Quantity, Price Code, Unit Price, Unit FET, and Tax Code. The Product # field is highlighted with a red box and contains a minus sign. The Quantity field is 1.00, Price Code is 0 - No Price Code, Unit Price is 0.0000, Unit FET is 0.00, and Tax Code is 0 - No Tax. Below the table are fields for Technician (0 - HOUSE TECHNICIAN), Salesrep (5 - LISA), and Dept (Select Department...). At the bottom of the form are buttons: Kit Price, Add Separator, Set Tech, Set Sales, Set Vendor Info, Item History, Return Goods, and Togg. Below the buttons are icons for Full View, CARFAX Tools, ServiceCAT, VSOC, Inspection, Specs, and Customer Histor.

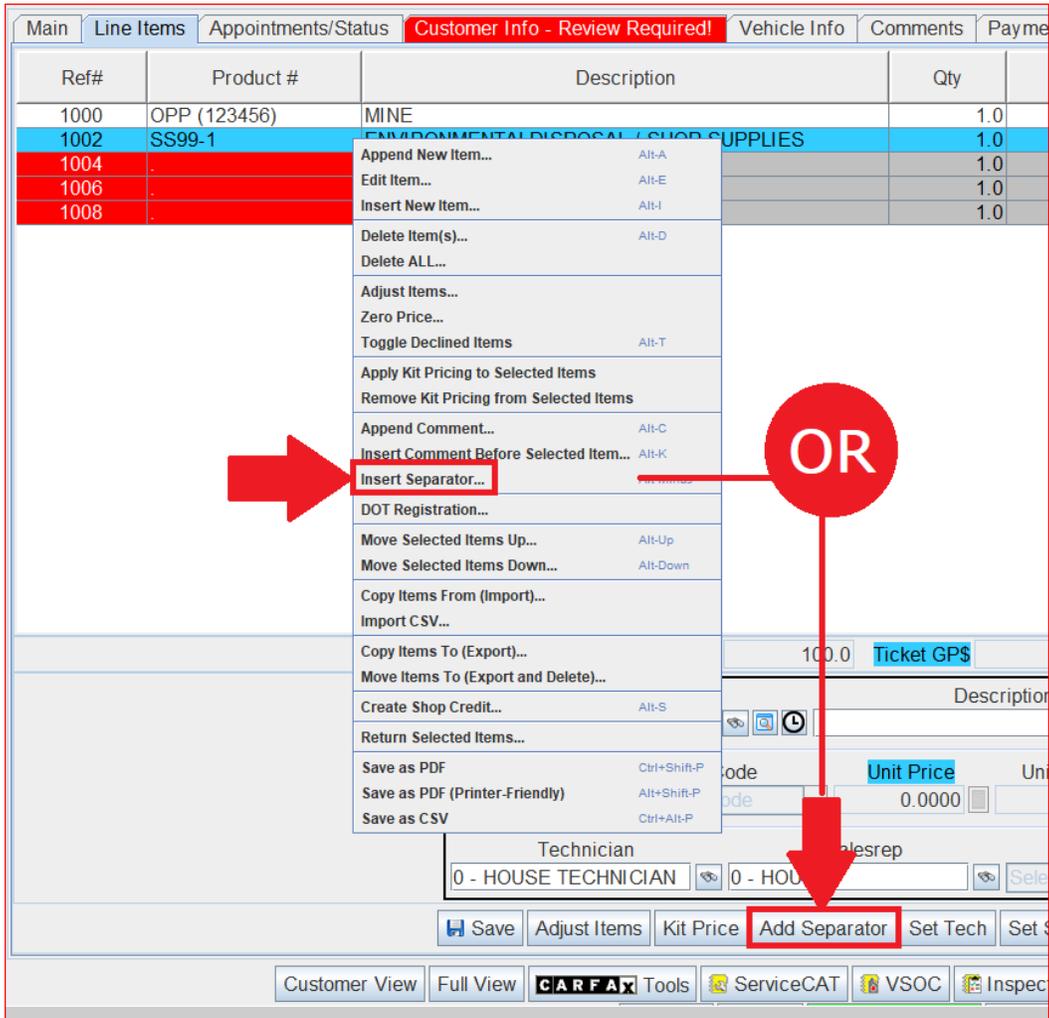
1. Add line items
2. <Enter> to add a separator line
3. Add more line items
4. <Enter> to add a separator line
5. Repeat as needed

Method #2 - You can manually type a minus sign “-“ in the Product # field and then press <enter> which will add a line to your ticket

Method #3 – Use your accelerator key by pressing the Alt key plus the minus key (**Alt -**)

Method #4 – Adding Separator Lines after you have added all or most of your line items:

1. When you are on the **Line Items** tab of your ticket, click on the line you would like to add your separator line above
2. Right-click and click on the option to **Insert Separator** OR click on the **Add Separator** button at the bottom of the ticket:



3. Repeat as needed