



Service Salamander

User Guide

Cover image by - Yonahlossee_salamander_lightbox.jpg: Brian Gratwicke derivative work: B kimmel

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User Guide Revisions

Ver 0.1

- Added
 - Customer Tab – p. 4

Ver 0.2

- Added
 - Parts Tab – p. 4
- Modified
 - Customer Tab – move from p. 4 to p. 10; edit photographs, format text for consistency

Ver 0.3

- Added
 - Parts Tab – Delete Part, p.10
 - Customer Tab – Delete Customer, p. 29
 - Invoicing – p. 11
- Modified
 - Improved Documentation Table of Contents
 - Parts Tab –edit photographs to show new Create Part dialog
 - Customer Tab – move from p. 10 to p. 24; edit photographs to show new Create Customer dialog

Ver 0.5

- Fixes
 - The user can now delete a newly created object
- Added
 - Units tab – p. 31

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You can enter a search query into the search box to find parts by part number, part description, supplier, or category.

The screenshot shows the 'Service Salamander' application window. The 'Inventory' tab is selected. A search box at the top of the table contains the text 'tr'. Below the search box, a table displays search results for parts starting with 'tr'.

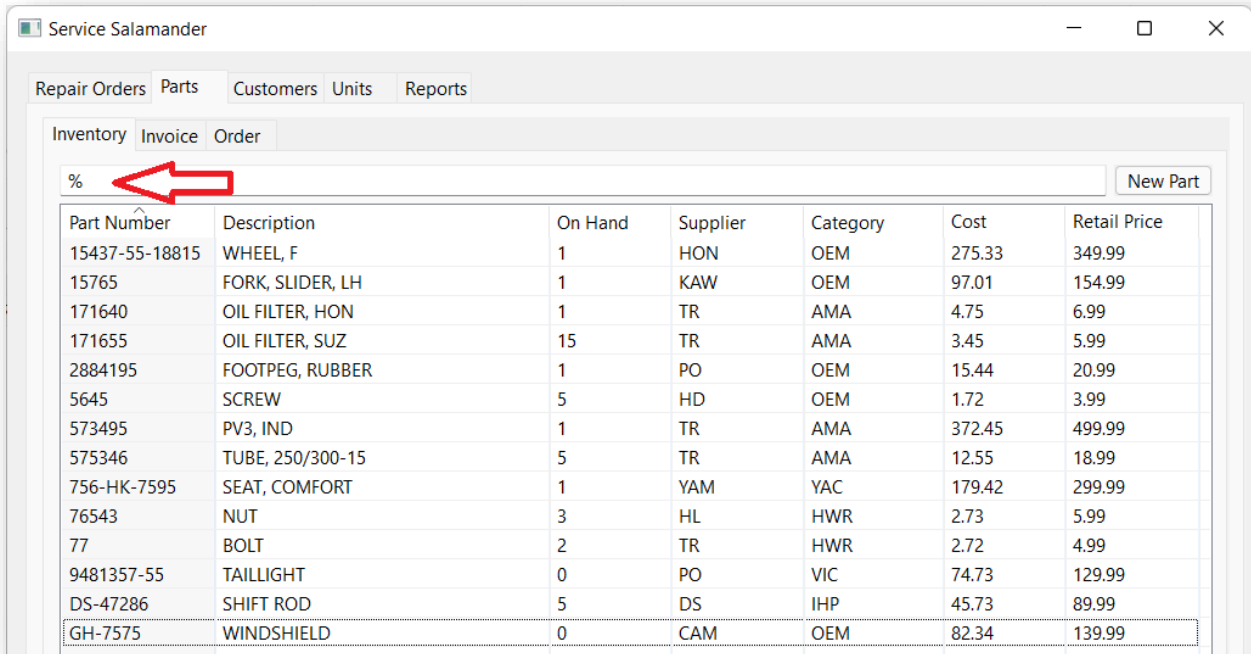
| Part Number | Description | On Hand | Supplier | Category | Cost | Retail Price |
|-------------|------------------|---------|----------|----------|--------|--------------|
| 171640 | OIL FILTER, HON | 1 | TR | AMA | 3.99 | 5.99 |
| 171655 | OIL FILTER, SUZ | 15 | TR | AMA | 3.45 | 5.99 |
| 573495 | PV3, IND | 1 | TR | AMA | 372.45 | 499.99 |
| 575346 | TUBE, 250/300-15 | 5 | TR | AMA | 12.55 | 18.99 |
| 77 | BOLT | 2 | TR | HWR | 2.72 | 4.99 |

Enter multiple search terms to further refine search results.

The screenshot shows the 'Service Salamander' application window. The 'Inventory' tab is selected. A search box at the top of the table contains the text 'tr oil'. Below the search box, a table displays search results for parts containing 'tr oil'.

| Part Number | Description | On Hand | Supplier | Category | Cost | Retail Price |
|-------------|-----------------|---------|----------|----------|------|--------------|
| 171640 | OIL FILTER, HON | 1 | TR | AMA | 3.99 | 5.99 |
| 171655 | OIL FILTER, SUZ | 15 | TR | AMA | 3.45 | 5.99 |


You can use the percent sign (%) as a search term wildcard. Enter just the percent sign to show all parts.



Service Salamander

Repair Orders | Parts | Customers | Units | Reports

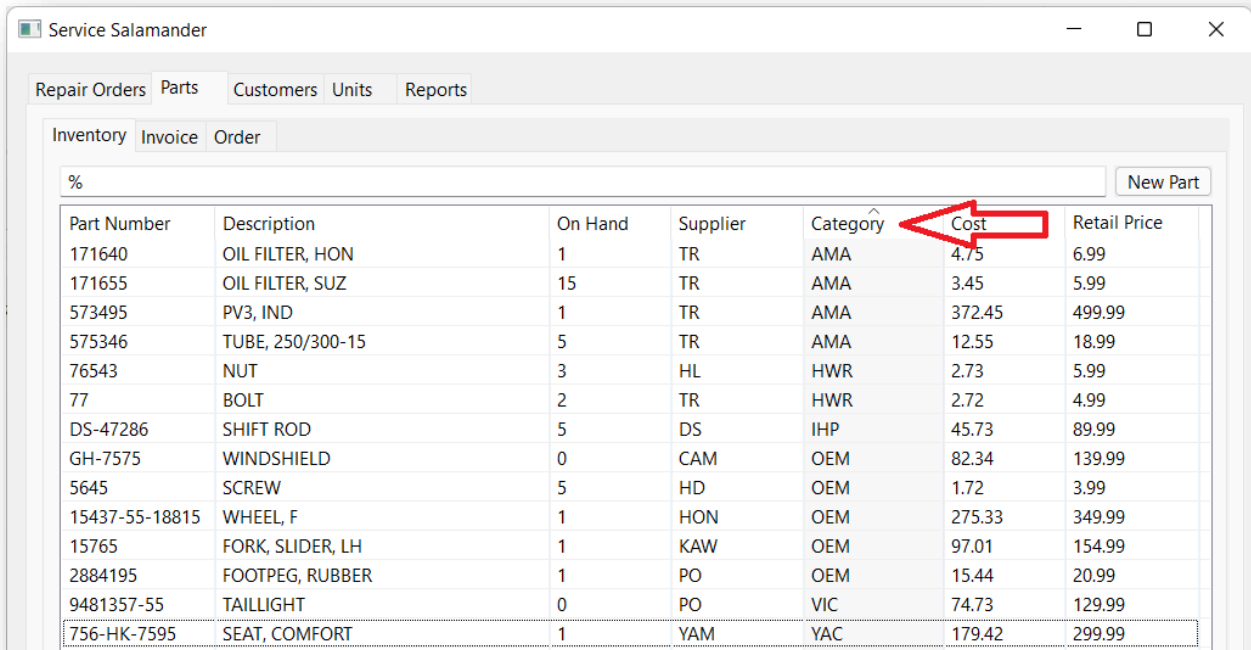
Inventory | Invoice | Order

% 

New Part

| Part Number | Description | On Hand | Supplier | Category | Cost | Retail Price |
|----------------|------------------|---------|----------|----------|--------|--------------|
| 15437-55-18815 | WHEEL, F | 1 | HON | OEM | 275.33 | 349.99 |
| 15765 | FORK, SLIDER, LH | 1 | KAW | OEM | 97.01 | 154.99 |
| 171640 | OIL FILTER, HON | 1 | TR | AMA | 4.75 | 6.99 |
| 171655 | OIL FILTER, SUZ | 15 | TR | AMA | 3.45 | 5.99 |
| 2884195 | FOOTPEG, RUBBER | 1 | PO | OEM | 15.44 | 20.99 |
| 5645 | SCREW | 5 | HD | OEM | 1.72 | 3.99 |
| 573495 | PV3, IND | 1 | TR | AMA | 372.45 | 499.99 |
| 575346 | TUBE, 250/300-15 | 5 | TR | AMA | 12.55 | 18.99 |
| 756-HK-7595 | SEAT, COMFORT | 1 | YAM | YAC | 179.42 | 299.99 |
| 76543 | NUT | 3 | HL | HWR | 2.73 | 5.99 |
| 77 | BOLT | 2 | TR | HWR | 2.72 | 4.99 |
| 9481357-55 | TAILLIGHT | 0 | PO | VIC | 74.73 | 129.99 |
| DS-47286 | SHIFT ROD | 5 | DS | IHP | 45.73 | 89.99 |
| GH-7575 | WINDSHIELD | 0 | CAM | OEM | 82.34 | 139.99 |

You can sort search results by clicking any column header.



Service Salamander

Repair Orders | Parts | Customers | Units | Reports

Inventory | Invoice | Order

%

New Part

| Part Number | Description | On Hand | Supplier | Category | Cost | Retail Price |
|----------------|------------------|---------|----------|----------|--------|--------------|
| 171640 | OIL FILTER, HON | 1 | TR | AMA | 4.75 | 6.99 |
| 171655 | OIL FILTER, SUZ | 15 | TR | AMA | 3.45 | 5.99 |
| 573495 | PV3, IND | 1 | TR | AMA | 372.45 | 499.99 |
| 575346 | TUBE, 250/300-15 | 5 | TR | AMA | 12.55 | 18.99 |
| 76543 | NUT | 3 | HL | HWR | 2.73 | 5.99 |
| 77 | BOLT | 2 | TR | HWR | 2.72 | 4.99 |
| DS-47286 | SHIFT ROD | 5 | DS | IHP | 45.73 | 89.99 |
| GH-7575 | WINDSHIELD | 0 | CAM | OEM | 82.34 | 139.99 |
| 5645 | SCREW | 5 | HD | OEM | 1.72 | 3.99 |
| 15437-55-18815 | WHEEL, F | 1 | HON | OEM | 275.33 | 349.99 |
| 15765 | FORK, SLIDER, LH | 1 | KAW | OEM | 97.01 | 154.99 |
| 2884195 | FOOTPEG, RUBBER | 1 | PO | OEM | 15.44 | 20.99 |
| 9481357-55 | TAILLIGHT | 0 | PO | VIC | 74.73 | 129.99 |
| 756-HK-7595 | SEAT, COMFORT | 1 | YAM | YAC | 179.42 | 299.99 |

To create a new Part, click the New Part button. The Part Number, Supplier, and Part Description are required.

The screenshot displays the 'Service Salamander' application window. The 'Parts' tab is selected, showing a table of existing parts. A 'New Part' button is located in the top right corner of the table. An 'Add Part' dialog box is open in the foreground, requiring the following information:

- Part Number: (Redacted)
- Supplier: (Redacted)
- Category: (Redacted)
- Part Description: (Redacted)
- Quantity On Hand: (Input field)
- Cost: (Input field)
- Retail Price: (Input field)
- Notes: (Text area)

Buttons for 'Save Part' and 'Cancel' are at the bottom of the dialog box.

| Part Number | Description | On Hand | Supplier | Category | Cost | Retail Price |
|----------------|-------------|---------|----------|----------|------|--------------|
| 15437-55-18815 | WHEEL | | | | 5.33 | 349.99 |
| 15765 | FORK, S | | | | 5.33 | 154.99 |
| 15856751 | WHEEL | | | | 5.33 | 379.99 |
| 171640 | OIL FIL | | | | 5.33 | 6.99 |
| 171655 | OIL FIL | | | | 5.33 | 5.99 |
| 171680 | OIL FIL | | | | 5.33 | 5.99 |
| 2884195 | FOOTPE | | | | 5.33 | 20.99 |
| 573495 | PV3, IN | | | | 5.33 | 499.99 |
| 575346 | TUBE, 2 | | | | 5.33 | 18.99 |
| 756-HK-7595 | SEAT, C | | | | 5.33 | 299.99 |
| 76543 | NUT | | | | 5.33 | 5.99 |
| 77 | BOLT | | | | 5.33 | 4.99 |
| 875415 | BLINK | | | | 5.33 | 7.00 |
| 9481357-55 | TAILLI | | | | 5.33 | 129.99 |
| DS-47286 | SHIFT | | | | 5.33 | 89.99 |

Fill in the relevant part details and click the Save Part button to save the New Part into the inventory.

Service Salamander

Repair Orders Parts Customers Units Reports

Inventory Invoice Order

% New Part

| Part Number | Description | On Hand | Supplier | Category | Cost | Retail Price |
|----------------|------------------|---------|----------|----------|--------|--------------|
| 15437-55-18815 | WHEEL | | | | 275.33 | 349.99 |
| 15765 | FORK, SLIDER, LH | | | | 97.01 | 154.99 |
| 15856751 | WHEEL | | | | 379.99 | 379.99 |
| 171640 | OIL FILTER, HON | 1 | TR | AMA | 4.75 | 6.99 |
| 171655 | OIL FILTER, SUZ | 15 | TR | AMA | 3.45 | 5.99 |
| 171680 | OIL FILTER, KAW | 1 | TR | AMA | 3.78 | 5.99 |
| 2884195 | FOOTPEG, RUBBER | 1 | PO | OEM | 15.44 | 20.99 |
| 573495 | PV3, IND | 1 | TR | AMA | 372.45 | 499.99 |
| 575346 | TUBE, 250/300-15 | 5 | TR | AMA | 12.55 | 18.99 |
| 756-HK-7595 | SEAT, C | | | | | 299.99 |
| 76543 | NUT | 3 | HL | HWR | 2.73 | 5.99 |
| 77 | BOLT | 2 | TR | HWR | 2.72 | 4.99 |
| 875415 | BLINKER | | | | | 7.00 |
| 9481357-55 | TAILLIGHT | 0 | PO | VIC | 74.72 | 129.99 |
| DS-47286 | SHIFT ROD | 5 | DS | IHP | 45.73 | 89.99 |

Edit Part Details

Part Number: 171680 Supplier: TR Category: AMA

Part Description: OIL FILTER, KAW

Quantity On Hand: 1 Cost: 3.78 Retail Price: 5.99

Notes:

Save Part Cancel

Service Salamander

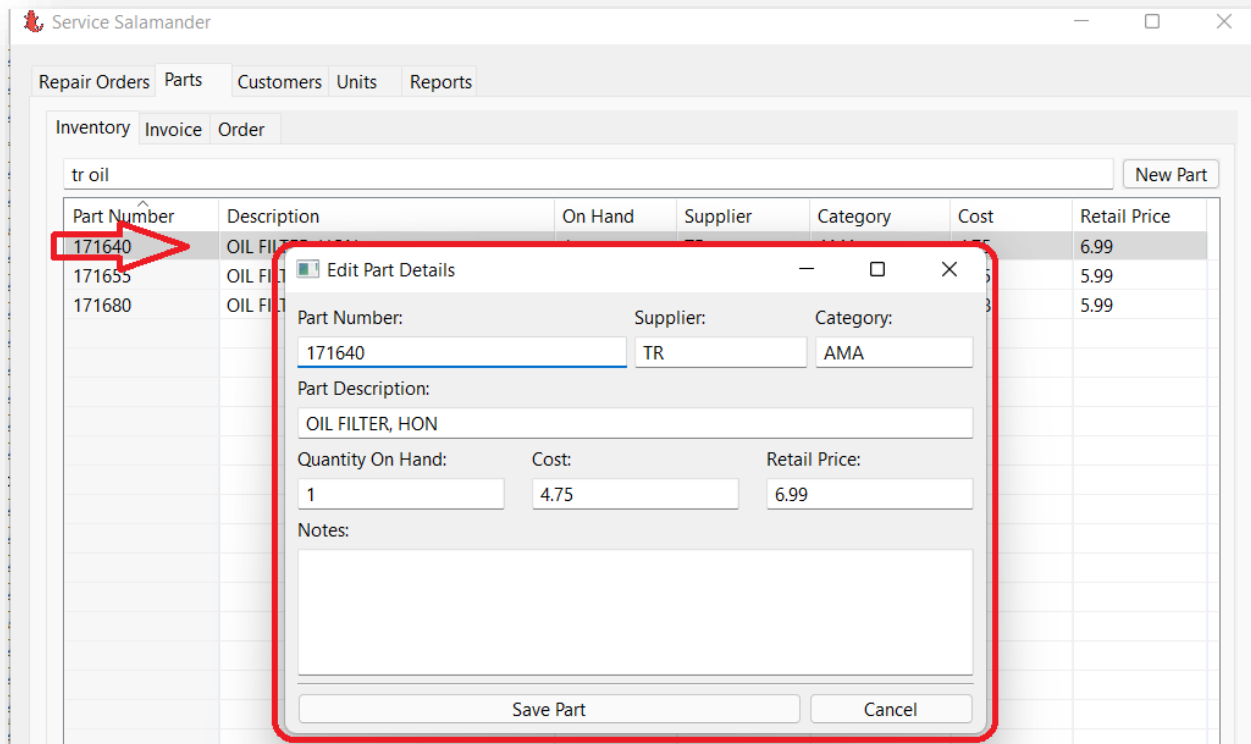
Repair Orders Parts Customers Units Reports

Inventory Invoice Order

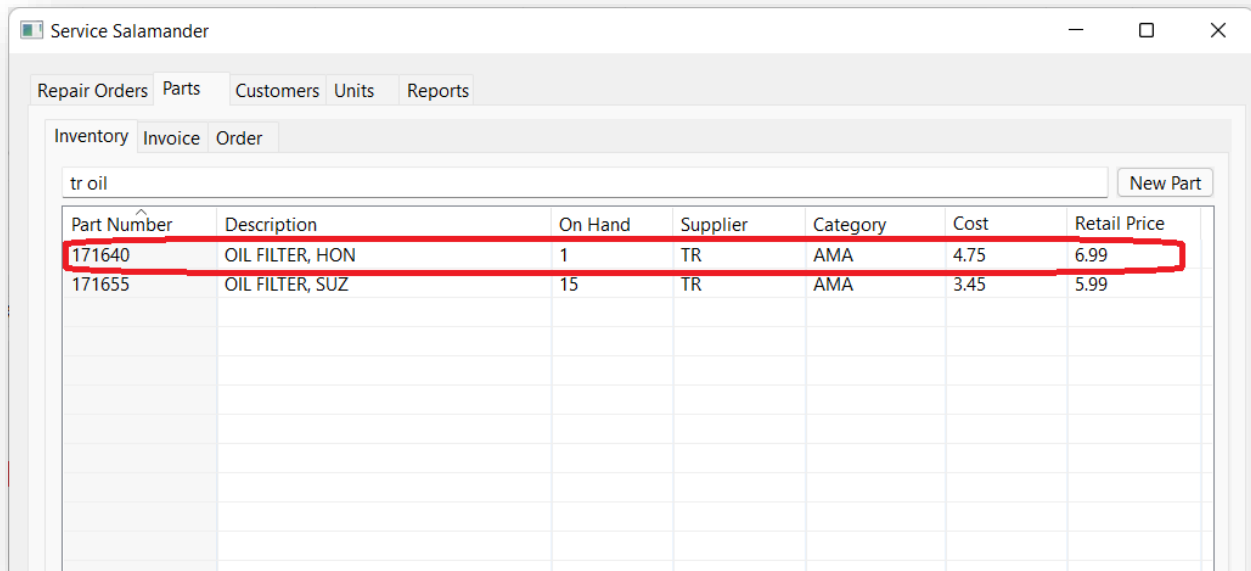
% New Part

| Part Number | Description | On Hand | Supplier | Category | Cost | Retail Price |
|----------------|------------------|---------|----------|----------|--------|--------------|
| 171640 | OIL FILTER, HON | 1 | TR | AMA | 4.75 | 6.99 |
| 171655 | OIL FILTER, SUZ | 15 | TR | AMA | 3.45 | 5.99 |
| 573495 | PV3, IND | 1 | TR | AMA | 372.45 | 499.99 |
| 575346 | TUBE, 250/300-15 | 5 | TR | AMA | 12.55 | 18.99 |
| 171680 | OIL FILTER, KAW | 1 | TR | AMA | 3.78 | 5.99 |
| 76543 | NUT | 3 | HL | HWR | 2.73 | 5.99 |
| 77 | BOLT | 2 | TR | HWR | 2.72 | 4.99 |
| DS-47286 | SHIFT ROD | 5 | DS | IHP | 45.73 | 89.99 |
| GH-7575 | WINDSHIELD | 0 | CAM | OEM | 82.34 | 139.99 |
| 5645 | SCREW | 5 | HD | OEM | 1.72 | 3.99 |
| 15437-55-18815 | WHEEL, F | 1 | HON | OEM | 275.33 | 349.99 |
| 15765 | FORK, SLIDER, LH | 1 | KAW | OEM | 97.01 | 154.99 |
| 2884195 | FOOTPEG, RUBBER | 1 | PO | OEM | 15.44 | 20.99 |
| 9481357-55 | TAILLIGHT | 0 | PO | VIC | 74.72 | 129.99 |

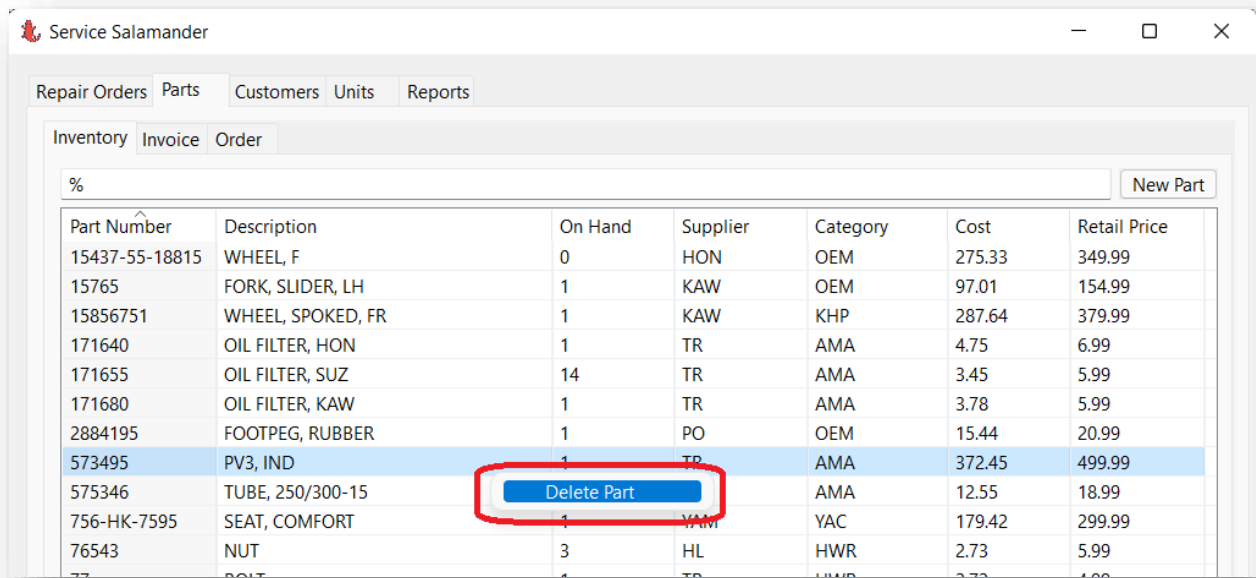
You can double click on any part in the Parts Inventory Search Results to edit the Part's details.



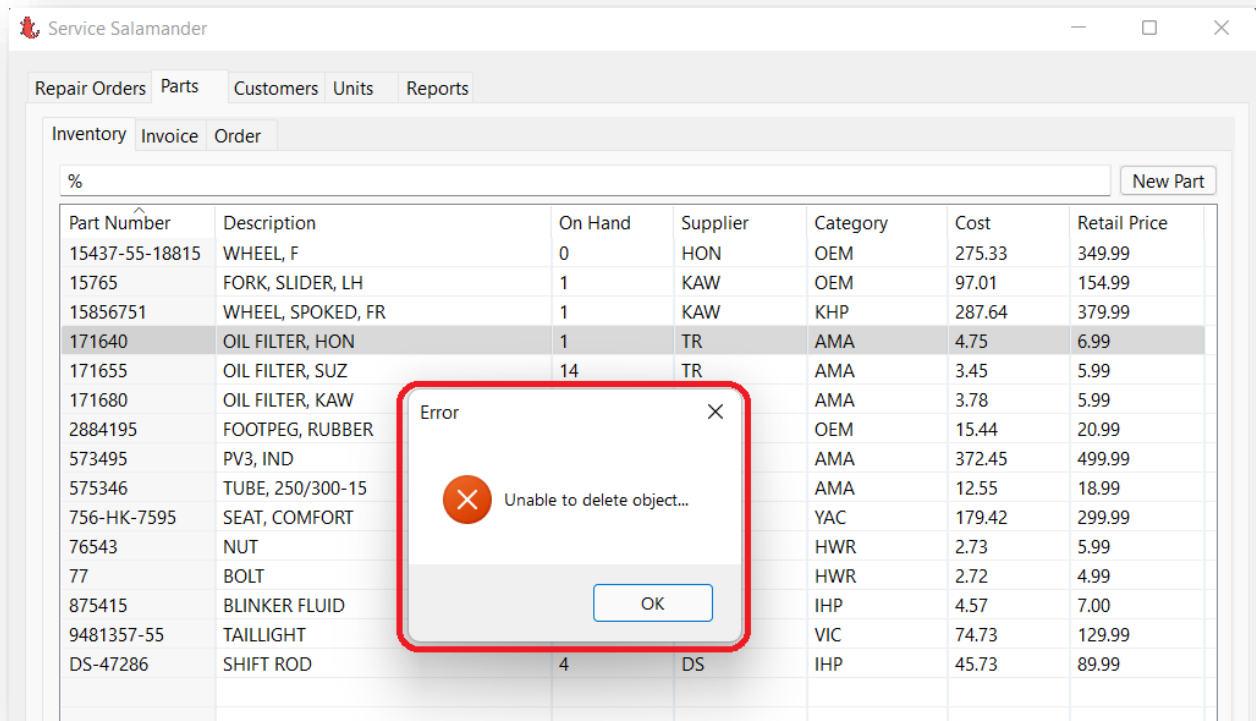
Edit the relevant text boxes and click the Save Part button to save your changes into the Inventory.



To delete a Part, right click on the Part you want to delete in the search results table and click Delete Part.



If the selected Part has been sold on an Invoice you will not be able to delete it.

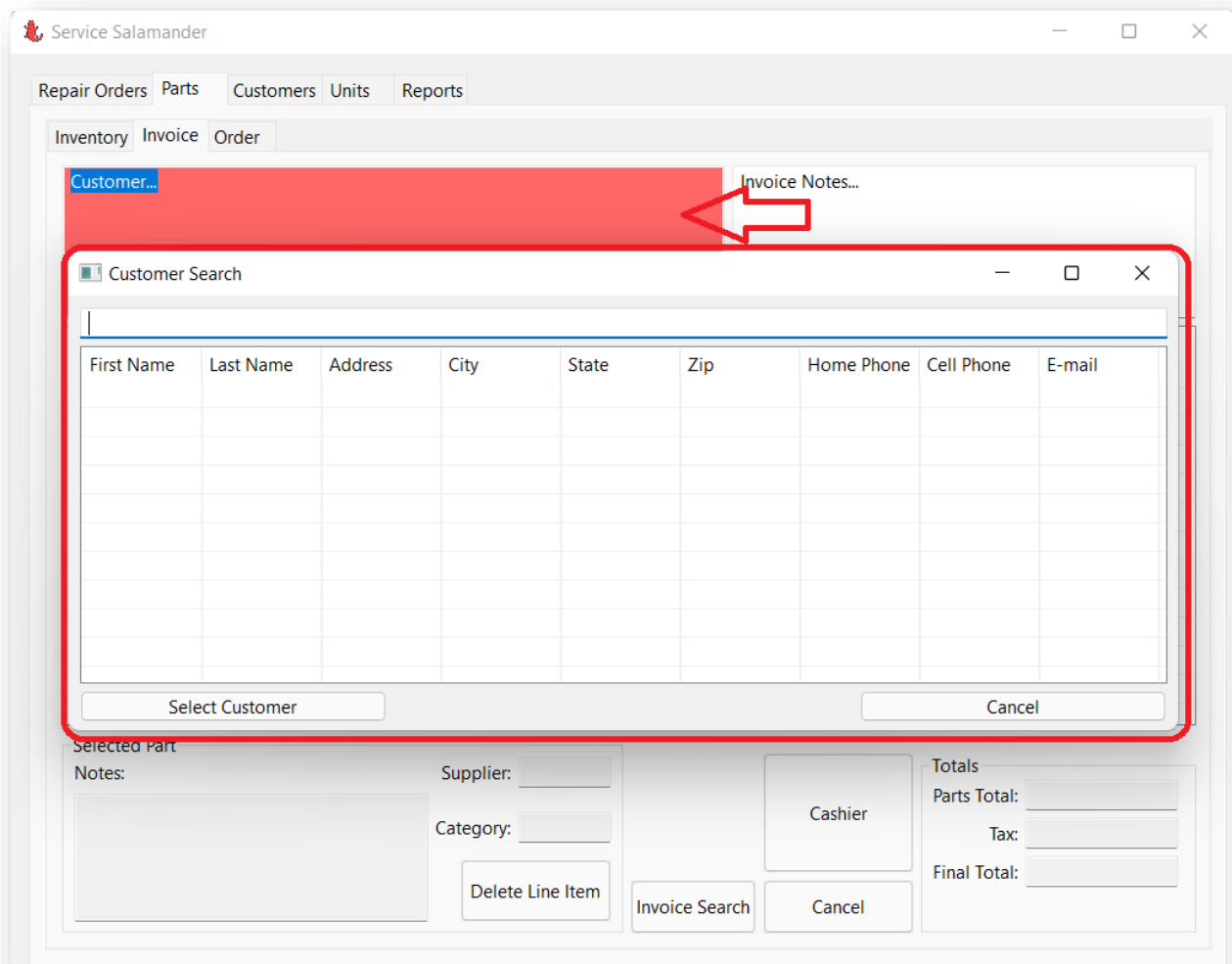


Invoice Tab

The Invoice tab allows you to sell parts to a Customer.

The screenshot displays the 'Service Salamander' application window. At the top, there are navigation tabs: 'Repair Orders', 'Parts', 'Customers', 'Units', and 'Reports'. Below these, a secondary set of tabs includes 'Inventory', 'Invoice', and 'Order'. A red arrow points to the 'Order' tab, which is currently selected. The main area of the window is divided into two sections. The top section has a large red rectangular area on the left labeled 'Customer...' and a white rectangular area on the right labeled 'Invoice Notes...'. Below these is a table with the following columns: 'Part Number', 'Description', 'Quantity', 'On Hand', 'Cost', 'Part Price', and 'Extended Price'. The table is currently empty. At the bottom of the window, there is a 'Selected Part' section with a 'Notes:' label and a text area. To the right of the notes are fields for 'Supplier:' and 'Category:'. Below the 'Category:' field is a 'Delete Line Item' button. Further right is an 'Invoice Search' button. To the right of the search button is a 'Cancel' button. On the far right, there is a 'Totals' section with three rows: 'Parts Total:', 'Tax:', and 'Final Total:', each followed by a text input field.

To add a Customer, double click on the Customer box. This will open a Customer Search dialog box.



You can search by name, address, or phone number. When you have found the Customer you would like to sell Parts to, you can select their entry in the search results table and click the Select Customer button, or you can double click their entry in the search results table.

Customer Search

bux

| First Name | Last Name | Address | City | State | Zip | Home Phone | Cell Phone | E-mail |
|------------|-----------|------------------|-------------|-------|-------|---------------|------------|--------|
| Bastian | Bux | 72 Fantastica... | Ivory Tower | FA | 99827 | 735-548-59... | | |

Select Customer Cancel

Once selected, the Customer's details will appear in the Invoice Customer box.

Service Salamander

Repair Orders Parts Customers Units Reports

Inventory Invoice Order

Bux, Bastian
72 Fantastica Ln
Ivory Tower, FA 99827
735-548-5961

Invoice Notes...

| Part Number | Description | Quantity | On Hand | Cost | Part Price | Extended Price |
|-------------|-------------|----------|---------|------|------------|----------------|
|-------------|-------------|----------|---------|------|------------|----------------|

Click in the Part Number column to begin adding parts to the Invoice.

| Part Number | Description | Quantity | On Hand |
|-------------|-------------|----------|---------|
| 171640 | | | |

If you enter a Part Number, the Part's details will be filled in.

| Part Number | Description | Quantity | On Hand | Cost | Part Price | Extended Price |
|-------------|-----------------|----------|---------|------|------------|----------------|
| 171640 | OIL FILTER, HON | 1 | 1 | 4.75 | 6.99 | 6.99 |

Additional details for the Part will appear in the Selected Part section.

| Part Number | Description | Quantity | On Hand | Cost |
|-------------|-----------------|----------|---------|------|
| 171640 | OIL FILTER, HON | 1 | 1 | 4.75 |
| 171680 | OIL FILTER, KAW | 1 | 1 | 3.78 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Selected Part

Notes:

Supplier: TR

Category: AMA

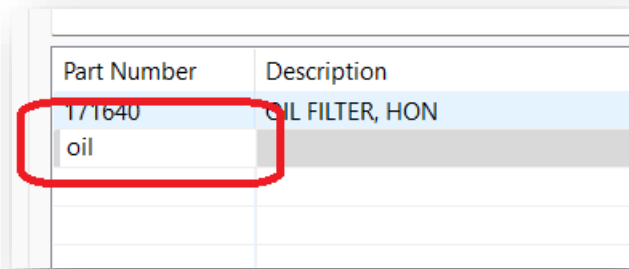
Delete Line Item

Cashier

Cancel

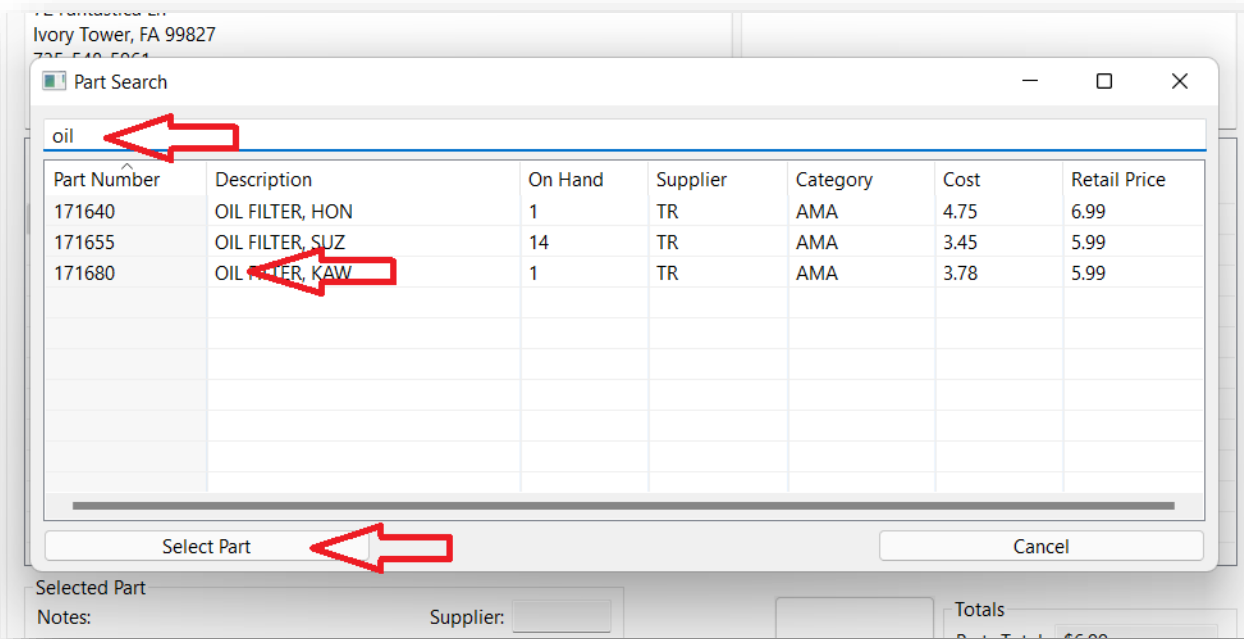
Invoice Search

You can also search by part description, supplier, or category.



| Part Number | Description |
|-------------|-----------------|
| 171640 | OIL FILTER, HON |
| oil | |

If your search has more than one result, the Part Search dialog will appear. You can refine the search by typing more into the Search text box. Once you've found the Part you want to sell, you can select its entry in the search results table and click the Select Part button, or you can double click its entry in the search results table.



Part Search

oil

| Part Number | Description | On Hand | Supplier | Category | Cost | Retail Price |
|-------------|-----------------|---------|----------|----------|------|--------------|
| 171640 | OIL FILTER, HON | 1 | TR | AMA | 4.75 | 6.99 |
| 171655 | OIL FILTER, SUZ | 14 | TR | AMA | 3.45 | 5.99 |
| 171680 | OIL FILTER, KAW | 1 | TR | AMA | 3.78 | 5.99 |

Select Part Cancel

Selected Part
Notes: Supplier: Totals


You can edit the quantity you are selling of each Part. Click in the Quantity column and type the new sell quantity.

| 72 Fantastica Ln Ivory Tower, FA 99827 735-548-5961 | | |
|---|-----------------|----------|
| Part Number | Description | Quantity |
| 171640 | OIL FILTER, HON | 1 |
| 171680 | OIL FILTER, KAW | 1 |
| | | |
| | | |
| | | |
| | | |

If you enter a Sell Quantity greater than the On Hand inventory for that Part, Service Salamander will warn you of such, and set the Sell Quantity to the On Hand amount.

| Description | Quantity | On Hand | Cost |
|-----------------|----------|---------|------|
| OIL FILTER, HON | 5 | 1 | 4.75 |
| OIL FILTER, KAW | 1 | 1 | 3.78 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Notice

 Quantity entered is more than On Hand Quantity
Quantity set to On Hand

OK

You can also change the individual Part Sell Price.

| Part Number | Description | Quantity | On Hand | Cost | Part Price | Extended Price |
|-------------|-----------------|----------|---------|------|------------|----------------|
| 171640 | OIL FILTER, HON | 1 | 1 | 4.75 | 6.99 | 6.99 |
| 171680 | OIL FILTER, KAW | 1 | 1 | 3.78 | 4.99 | 4.99 |
| 171655 | OIL FILTER, SUZ | 2 | 14 | 3.45 | 5.99 | 11.98 |

You can enter addition details about the Invoice in the Invoice Notes.

| Invoice Notes... | | | | |
|------------------|---------|------|------------|----------------|
| Quantity | On Hand | Cost | Part Price | Extended Price |
| 1 | 1 | 4.75 | 6.99 | 6.99 |
| 1 | 1 | 3.78 | 5.99 | 5.99 |

| Ship to customer | | | | |
|------------------|---------|------|------------|----------------|
| ty | On Hand | Cost | Part Price | Extended Price |
| 1 | 1 | 4.75 | 6.99 | 6.99 |
| 1 | 1 | 3.78 | 5.99 | 5.99 |

When you have entered all the Parts you would like to sell to the Customer, you can review the total price, including tax, in the Totals section.

Service Salamander

-□×

Repair OrdersPartsCustomersUnitsReports

InventoryInvoiceOrder

Bux, Bastian
72 Fantastica Ln
Ivory Tower, FA 99827
735-548-5961

Ship to customer

| Part Number | Description | Quantity | On Hand | Cost | Part Price | Extended Price |
|-------------|-----------------|----------|---------|------|------------|----------------|
| 171640 | OIL FILTER, HON | 1 | 1 | 4.75 | 6.99 | 6.99 |
| 171680 | OIL FILTER, KAW | 1 | 1 | 3.78 | 4.99 | 4.99 |
| 171655 | OIL FILTER, SUZ | 2 | 14 | 3.45 | 5.99 | 11.98 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Selected Part Notes:

Supplier: TRCategory: AMADelete Line ItemInvoice SearchCancel

TotalsParts Total: \$23.96Tax: \$1.56Final Total: \$25.52

Click the Cashier button to take payment from the Customer.

The screenshot shows a software interface with a table of parts and a dialog box. The table has columns for 'Description' and 'Part Price'. The 'Amount Due' dialog box is open, showing 'Total Amount Due: \$25.52' and 'Amount Tendered:' with an empty input field. Below the dialog box, there are fields for 'Supplier: TR' and 'Category: AMA', and a 'Cashier' button. A red arrow points from the 'Cashier' button to the 'Amount Due' dialog box.

| Description | Part Price |
|-----------------|------------|
| OIL FILTER, HON | 6.99 |
| OIL FILTER, KAW | 4.99 |
| OIL FILTER, SUZ | 5.99 |

Amount Due

Total Amount Due: \$25.52

Amount Tendered:

Cancel Cashier

Supplier: TR

Category: AMA

Cashier

Totals

Parts Total:

Tax:

Final Total:

Enter the total payment amount the Customer provides you, click the Cashier button, and return their change.

The screenshot shows the 'Amount Due' dialog box with 'Total Amount Due: \$25.52' and 'Amount Tendered: 30'. A red arrow points from the 'Amount Tendered' input field to the 'Cashier' button. Another red arrow points from the 'Cashier' button to the 'Change Due' dialog box. The 'Change Due' dialog box shows 'Change due to Customer: \$4.48' and an 'OK' button.

Amount Due

Total Amount Due: \$25.52

Amount Tendered: 30

Cancel Cashier

Change Due

Change due to Customer: \$4.48

OK

| Part Price | Extended Price |
|------------|----------------|
| 6.99 | 6.99 |

To clear the Invoice at any time, click the Cancel button.

Service Salamander

Repair Orders | Parts | Customers | Units | Reports

Inventory | Invoice | Order

Bux, Bastian
72 Fantastica Ln
Ivory Tower, FA 99827
735-548-5961

Ship to customer

| Part Number | Description | Quantity | On Hand | Cost | Part Price | Extended Price |
|-------------|-----------------|----------|---------|------|------------|----------------|
| 171640 | OIL FILTER, HON | 1 | 1 | 4.75 | 6.99 | 6.99 |
| 171680 | OIL FILTER, KAW | 1 | 1 | 3.78 | 4.99 | 4.99 |
| 171655 | OIL FILTER, SUZ | 2 | 14 | 3.45 | 5.99 | 11.98 |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |

Selected Part Notes:

Supplier: TR

Category: AMA

Delete Line Item

Cashier

Invoice Search

Cancel

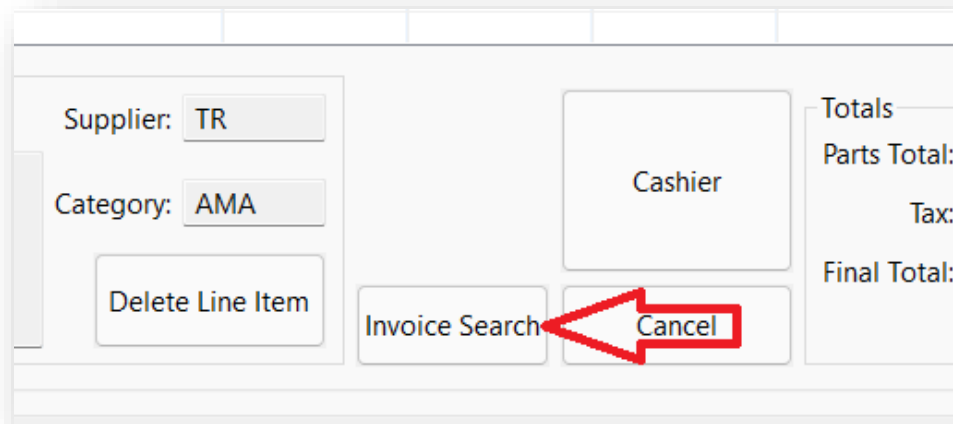
Totals

Parts Total: \$23.96

Tax: \$1.56

Final Total: \$25.52

To perform a simple Invoice Search, click the Invoice Search Button. This can show basic details of the Invoices you have cashiered.



Supplier: TR

Category: AMA

Delete Line Item

Invoice Search

Cancel

Cashier

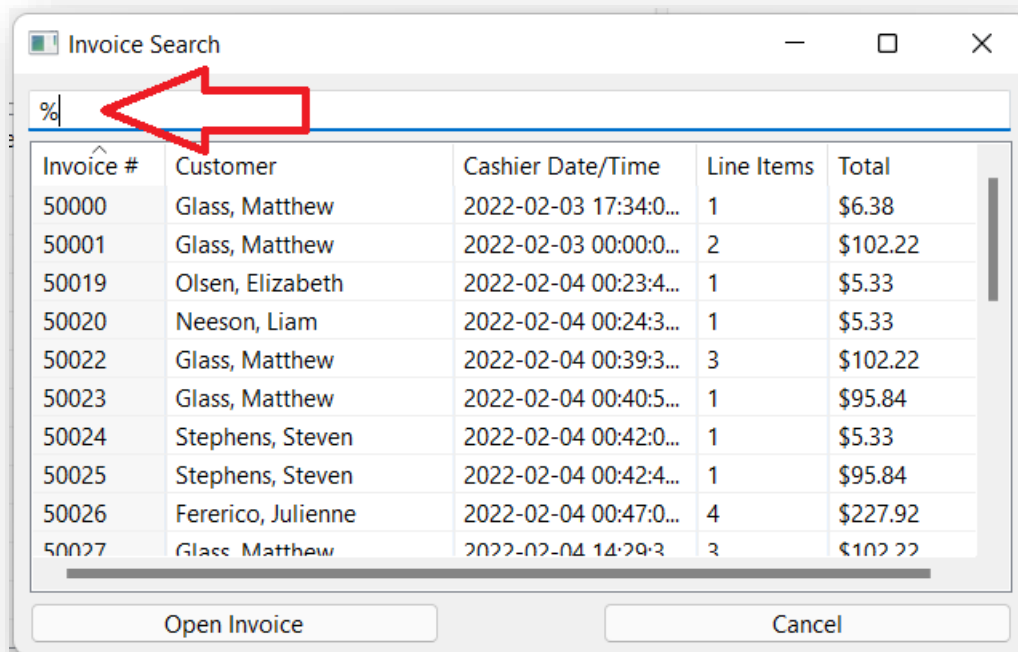
Totals

Parts Total:

Tax:

Final Total:

You can search by Invoice Number, Customer Name. You can use the percent sign (%) as a wildcard, or to show all Invoices.



Invoice Search

%

| Invoice # | Customer | Cashier Date/Time | Line Items | Total |
|-----------|---------------------|-----------------------|------------|----------|
| 50000 | Glass, Matthew | 2022-02-03 17:34:0... | 1 | \$6.38 |
| 50001 | Glass, Matthew | 2022-02-03 00:00:0... | 2 | \$102.22 |
| 50019 | Olsen, Elizabeth | 2022-02-04 00:23:4... | 1 | \$5.33 |
| 50020 | Neeson, Liam | 2022-02-04 00:24:3... | 1 | \$5.33 |
| 50022 | Glass, Matthew | 2022-02-04 00:39:3... | 3 | \$102.22 |
| 50023 | Glass, Matthew | 2022-02-04 00:40:5... | 1 | \$95.84 |
| 50024 | Stephens, Steven | 2022-02-04 00:42:0... | 1 | \$5.33 |
| 50025 | Stephens, Steven | 2022-02-04 00:42:4... | 1 | \$95.84 |
| 50026 | Ferericco, Julianne | 2022-02-04 00:47:0... | 4 | \$227.92 |
| 50027 | Glass, Matthew | 2022-02-04 14:29:3... | 3 | \$102.22 |

Open Invoice

Cancel

To return a Part, start an Invoice as normal, select the Customer and add the Part to be returned. Set its Sell Quantity to a negative number representing the quantity of the Part to be returned. The Invoice Totals will show a negative amount, indicating money is due back to the Customer. Click the Cashier button.

| Part Number | Description | Quantity | On Hand | Cost | Part Price | Extended Price |
|-------------|-------------|----------|---------|-------|------------|----------------|
| 9481357-55 | TAILLIGHT | -1 | 0 | 74.73 | 129.99 | -129.99 |

Selected Part
Notes:

Supplier: PO
Category: VIC
Delete Line Item

Cashier
Invoice Search
Cancel

Totals
Parts Total: \$-129.99
Tax: \$-8.44
Final Total: \$-138.43

The Cashier Invoice dialog will appear with \$0 already in the Amount Tendered text box. Click Cashier again to finalize the Invoice and return payment to the Customer.

Amount Due

Total Amount Due: \$-138.43
Amount Tendered: \$0

Cancel
Cashier

Change Due

Change due to Customer: \$138.43

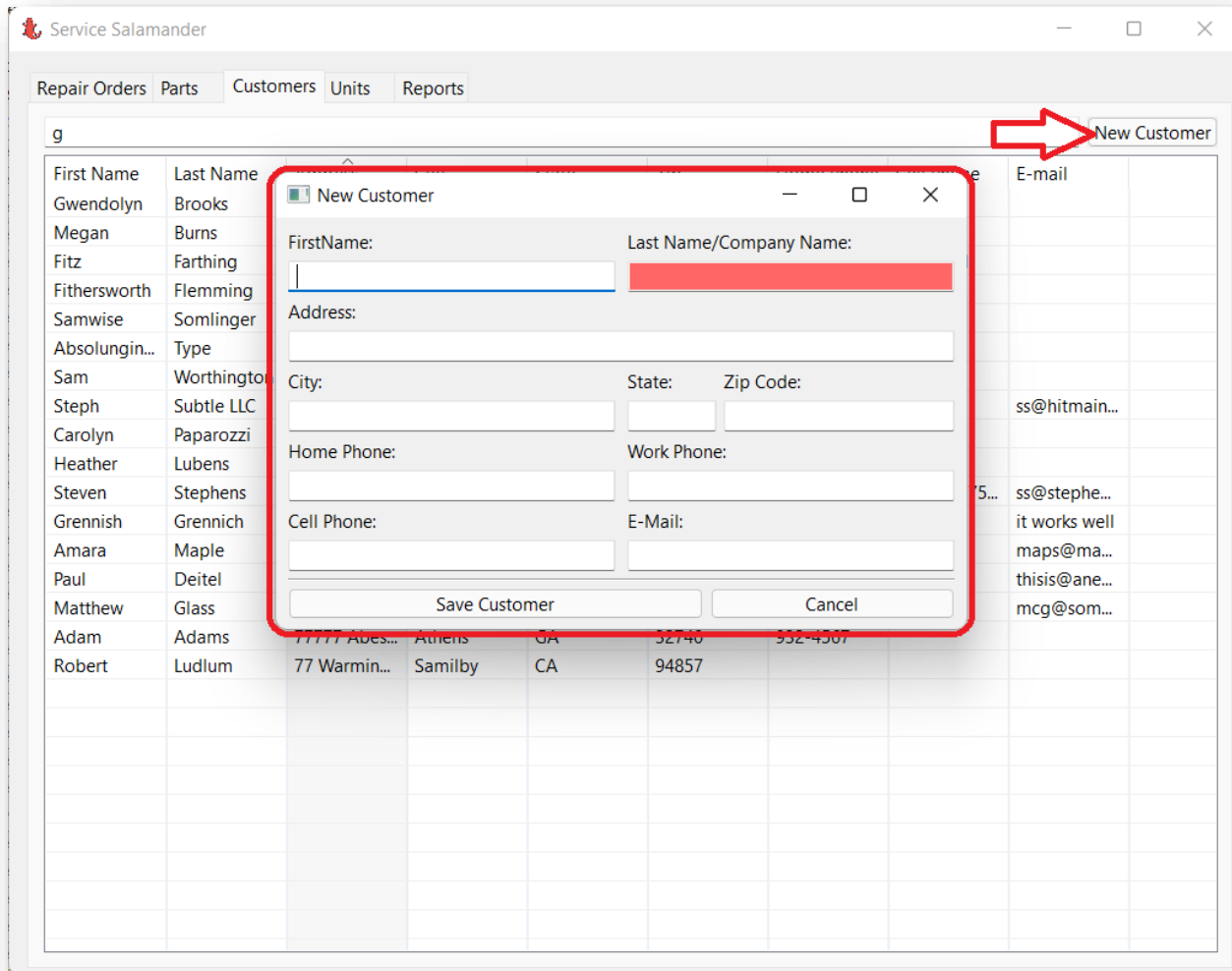
OK

Customer Tab

The Customer Tab allows you to Search for a Customer, edit a Customer, or create a New Customer.

[illegible]

To create a new Customer, click the New Customer button.



The screenshot shows the 'Service Salamander' application window. The 'Customers' tab is selected. A 'New Customer' dialog box is open, and a red arrow points to the 'New Customer' button in the top right corner of the main window. The dialog box contains the following fields:

- First Name: [Text Field]
- Last Name/Company Name: [Text Field, highlighted in red]
- Address: [Text Field]
- City: [Text Field]
- State: [Text Field]
- Zip Code: [Text Field]
- Home Phone: [Text Field]
- Work Phone: [Text Field]
- Cell Phone: [Text Field]
- E-Mail: [Text Field]

At the bottom of the dialog box are 'Save Customer' and 'Cancel' buttons.

The Last Name/Company Name is a required field. You must type something into the Last Name/Company Name field to save a new Customer.

The phone number fields will only accept numbers. Dashes will automatically be added where required for 7-digit, 10-digit, or international phone numbers.

After filling out the new Customer details, click the Save Customer button to save the new Customer into the program.

The screenshot shows the 'Service Salamander' application window. The 'Customers' tab is selected. A 'New Customer' dialog box is open, displaying the following fields:

- FirstName: Bastian
- Last Name/Company Name: Bux
- Address: 72 Fantastica Ln
- City: Ivory Tower
- State: FA
- Zip Code: 99827
- Home Phone: 735-548-5961
- Work Phone: (empty)
- Cell Phone: (empty)
- E-Mail: (empty)

At the bottom of the dialog box, there are two buttons: 'Save Customer' and 'Cancel'. A red arrow points to the 'Save Customer' button.

The background shows a table of existing customers with columns: First Name, Last Name, Address, City, State, Zip, Home Phone, Cell Phone, and E-mail. The table contains several rows of customer data.

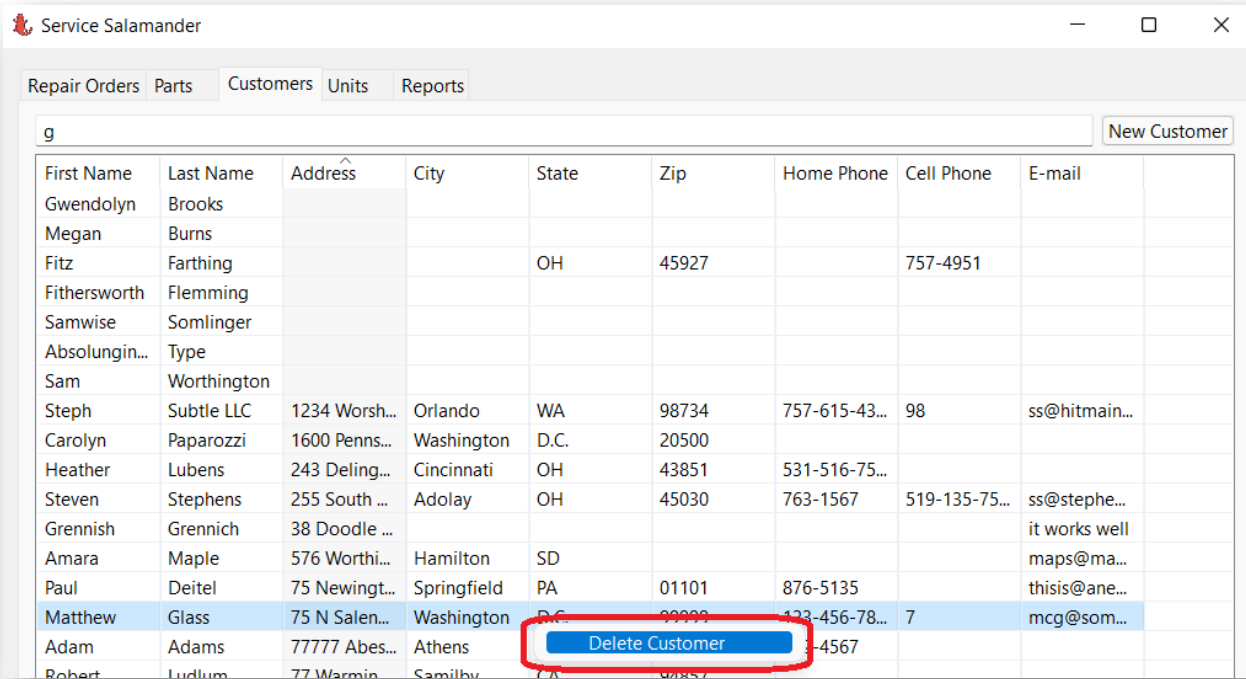
You can double click on any customer in the Customer Search Results to edit the Customer's details.

The screenshot shows the 'Service Salamander' application window. The 'Customers' tab is selected. A table of customer search results is displayed. A red arrow points to the 'Steven' entry in the table. An 'Edit Customer Details' dialog box is open, showing the details for Steven Stephens. The dialog box has a red border and contains the following fields:

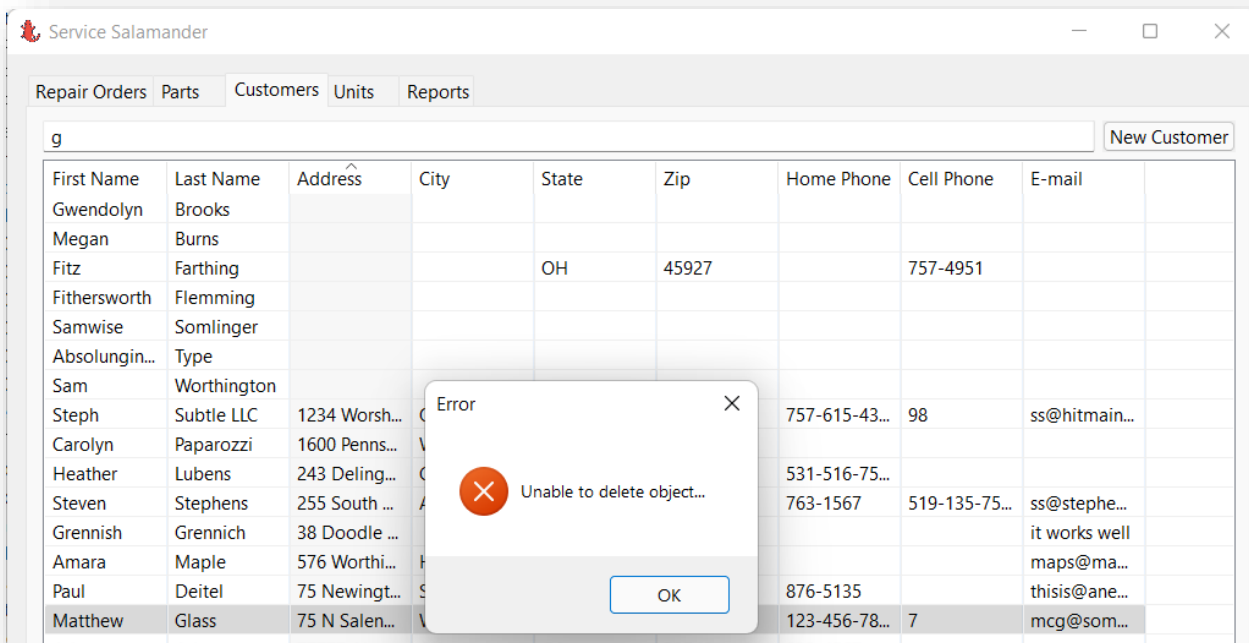
| First Name: | Last Name/Company Name: |
|--------------------------------------|----------------------------|
| Steven | Stephens |
| Address: 255 South Schlesinger St | |
| City: Adolay | State: OH |
| Zip Code: 45030 | |
| Home Phone: 7631567 | Work Phone: 2371537 |
| Cell Phone: 5191357513 | E-Mail: ss@stephens.com |

At the bottom of the dialog box are two buttons: 'Save Customer' and 'Cancel'.

To delete a Customer, right click on the Customer you want to delete in the search results table and click Delete Customer.



If the selected Customer has been used on an Invoice you will not be able to delete it.



Units Tab

The Units Tab allows you to Search for a Units, edit a Units, or create a New Units.

[illegible]

To create a new Unit, click the New Unit button.

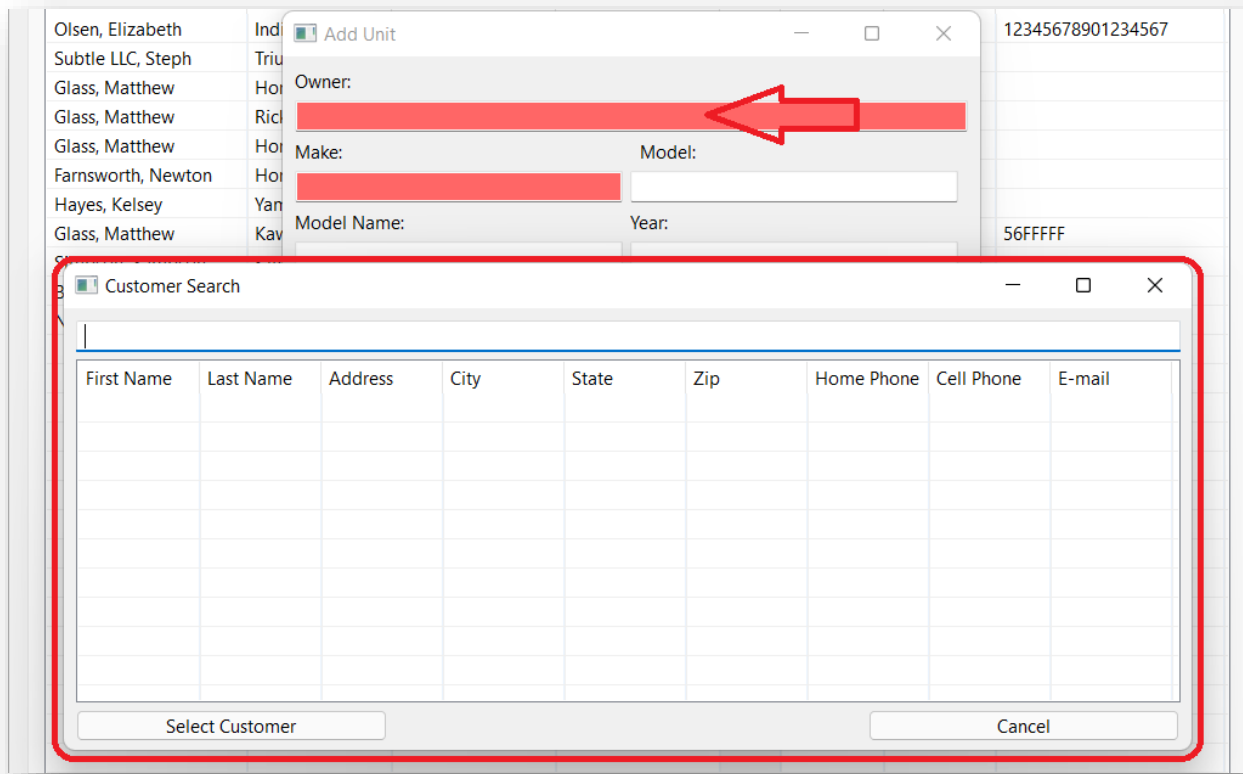
The screenshot shows the 'Service Salamander' application window. The 'Units' tab is selected in the top navigation bar. A red arrow points to the 'New Unit' button in the top right corner. The 'Add Unit' dialog box is open in the center, with a red border. The dialog box contains the following fields:

- Owner: (Required field, highlighted in red)
- Make: (Required field, highlighted in red)
- Model: (Optional field)
- Model Name: (Optional field)
- Year: (Optional field)
- Mileage: (Optional field)
- Color: (Optional field)
- Vin Number: (Optional field)
- Notes: (Optional field)

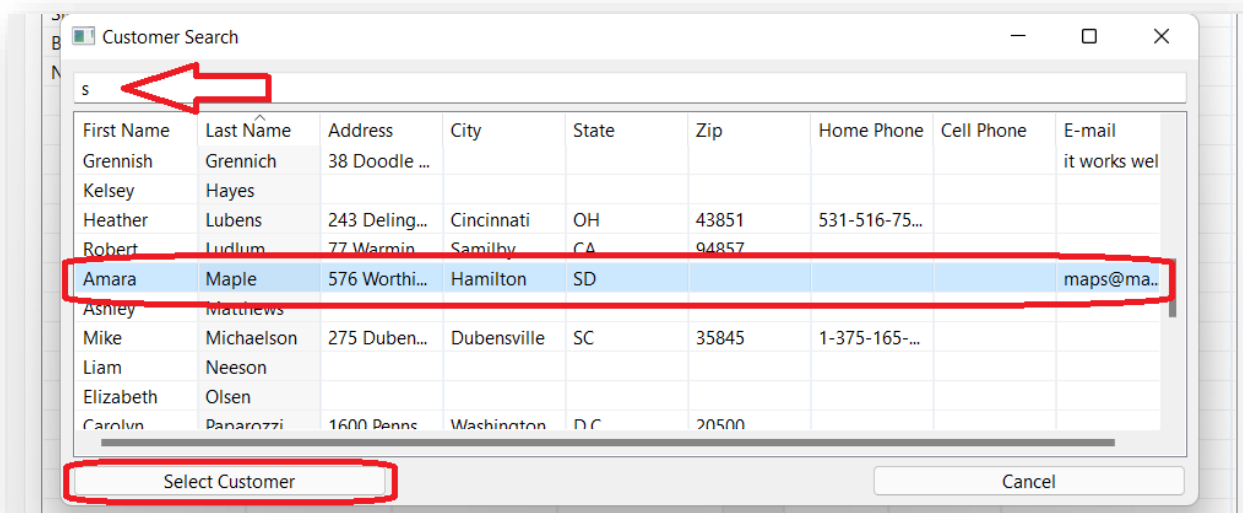
The 'Save Unit' and 'Cancel' buttons are at the bottom of the dialog box.

The Owner field and the Unit Make field are required.

To select a Unit's Owner double click in the Owner field. The Customer search box will appear.



Type in a customer name in the Customer Search box to find the desired Customer. To select a Customer, double click the desired result, or click the desired result and then click Select Customer.



After filling out the new Unit details, click the Save Unit button to save the new Unit into the program.

The screenshot shows the 'Service Salamander' application window. The 'Units' tab is selected, displaying a table of existing units. A 'New Unit' button is in the top right. An 'Add Unit' dialog box is open in the center, with a red arrow pointing to the 'Save Unit' button at the bottom.

| Owner | Make | Model | Model Name | Year | Mileage | Color | VIN |
|--------------------|------|-------|------------|------|---------|-------|-------------------|
| Olsen, Elizabeth | Indi | | | | | | 12345678901234567 |
| Subtle LLC, Steph | Triu | | | | | | |
| Glass, Matthew | Hor | | | | | | |
| Glass, Matthew | Ric | | | | | | |
| Glass, Matthew | Hor | | | | | | |
| Farnsworth, Newton | Hor | | | | | | |
| Hayes, Kelsey | Yan | | | | | | 56FFFFFF |
| Glass, Matthew | Kav | | | | | | |
| Simpson, Sampson | KAV | | | | | | |
| Burns, Megan | BM | | | | | | |
| Neeson, Liam | KTM | | | | | | |

Add Unit

Owner:

Make: Model:

Model Name: Year:

Mileage: Color:

Vin Number:

Notes:

Save Unit **Cancel**

You can double click on any unit in the Unit Search Results to edit the Unit's details.

