APPLICATION USER MANUAL

OUTBACK AUTO REPAIR

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Diamond Hand Solutions

Add a new Customer

Step 1: Click Customers in the header
Step 2: Click Add New Customer
Step 3: Fill out all required customer information
Step 4: Press Add New to add customer to the database

Edit and Delete Customer Data

Step 1: Find the customer you would like to edit using the search box in the customer list

Step 2: Double click on the customer you would like to edit

Step 3: Edit any customer field that needs to be updated and press the update button

Step 3a: If the customer data is no longer needed you can use the delete button to delete the customer

Add a new Service Part

Step 1: Click on Service Parts in the header

Step 2: Click Add New Service Part

Step 3: Enter the required part information

Step 4: Click Add New to add part to the database

Edit and Delete Service Part Data

Step 1: Find the service part you would like to edit using the search box in the customer list

Step 2: Double click on the service part you would like to edit

Step 3: Edit any service part field that needs to be updated and press the update button

Step 3a: If the service part data is no longer needed you can use the delete button to delete the service part

Add a Customer Car

Step 1: Click on Customer in the header

Step 2: Find the customer that brought in the vehicle using the search feature in the customer list

Step 3: Double click the customer

Step 4: Press Add Car

Step 5: Enter the required information to add a new customer car

Step 6: Press Add Car to Customer to finish

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Create a Service Order

Step 1: Click on Customer in the header

Step 2: Filter for your customer

Step 3: Double click on your customer

Step 4: Click Create Service Order.

Step 5: Fill out the required information (Note: You can only add one service line at the time of service order creation. You will need to edit the service order after words if additional service lines are needed.)

Step 6: Finish by pressing Add Service Order to Customer

Edit and Delete Service Orders

Step 1: Click on Service Orders in the header

Step 2: Filter to find your Service Order by using the search bar

Step 3: Double click on the service order

Step 4: Edit any information needing an update

Step 5: Press update, additionally press delete to delete the service record

Add additional Service Lines to the Service Order

Step 1: Click on Service Orders in the header

Step 2: Filter to find your Service Order by using the search bar

Step 3: Double click on the service order

Step 4: Press Add Service Order Line Item

Step 5: Fill out the required information

Step 6: Press Add Service Order Line Item to confirm

Edit Service Lines of a Service Order

Step 1: Click on Service Orders in the header

Step 2: Filter to find your Service Order by using the search bar

Step 3: Double click on the service order

Step 4: Double click on the service order line item

Step 5: Update any needed information for the service order line

Step 6: Press update, additionally press delete to delete the service record