

# KiS ONLINE 2



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**UNIPART**  
**AUTOMOTIVE**

More than moving parts

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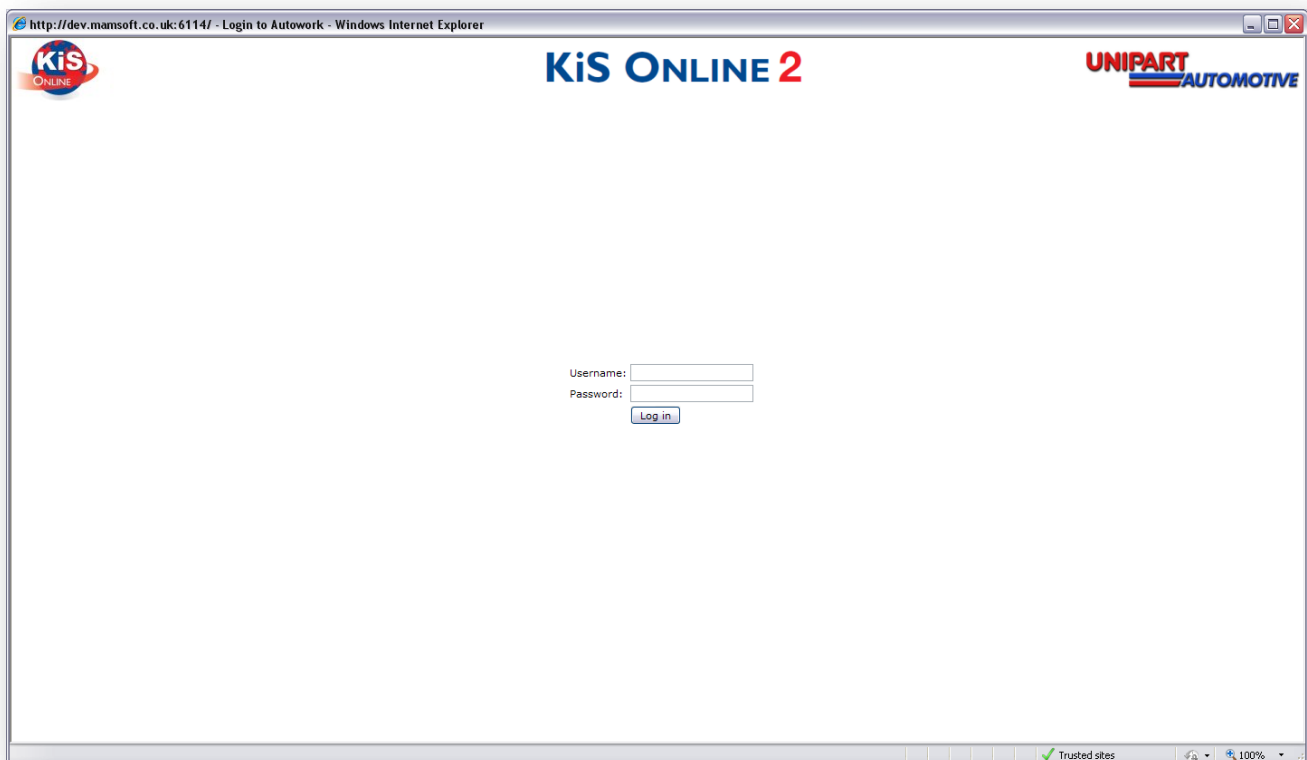
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# Getting Started

To log into KiS ONLINE go to [www.kis-unipart.co.uk](http://www.kis-unipart.co.uk)

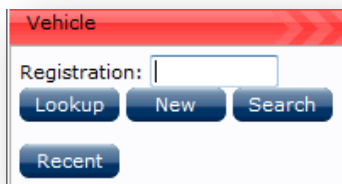
Select the login button and enter the username and password details you have been provided.



Select the Log In button and if the details are correct the following screen will appear.



### Creating a new Vehicle



First enter the vehicle registration number in the Registration field and select **Lookup**

**Lookup** - Use this option when entering a full registration number. Lookup first searches your vehicle database and returns the customer and history if seen before. If not seen before retrieves the DVLA vehicle data

**New** - Opens a blank vehicle database for manual vehicle entry

**Search** - Use this option when entering a partial registration number. Search will look in your vehicle database for matches to the partial registration number but will not go to the DVLA if no matches are found

**Recent** - Shows recently looked up vehicles (24 hour cycle)



The **vehicle search screen** should return the correct vehicle details. To edit these details select the **Edit** button

Details should include

- Make, Model
- Engine size
- Fuel type
- Colour
- Trim spec
- Exact CC, Valves & BHP
- Chassis and Engine number
- Date of registration

### Hint

Click to display any safety recall information from VOSA

- Refresh** - Refreshes the VRM data and repopulates
- Docs** - Opens any related documents for the vehicle
- Edit** - Opens the vehicle database to edit vehicle details

If the registration number is unknown or the vehicle type is not catered for by the VRM data we supply select the **New** button and follow the screen on the next page

## Hint

The screenshot shows a 'Vehicle' form with various input fields. The 'Transfer' button at the bottom is highlighted with a red box and a red arrow pointing to it. Other buttons include 'Update', 'Cancel', 'Change VRM', 'Search', and 'Print'.

If the registration number is unknown, build the vehicle using the dropdown boxes for Make and Model etc.

For vehicles outside the RVM database (mopeds and motor-homes) use the non indexed option to free type the information. **\*Vehicles created as non indexed will not access the catalogues\***

To edit the vehicle data select the **Edit** button from the vehicle search screen

If the vehicle is to be moved to a new customer select the **Transfer** button. This will open the customer database for selection

Once all data is correct use the **Update** button to save the new data

This screenshot shows three date fields: 'MOT Due' (07/04/2010), 'Service Due', and 'Timing Belt Due'. Each field has a small calendar icon to its right.

Reminder dates can be set in the vehicle creation screen or when creating a document. Clicking on the red box button will display a calendar page

This screenshot shows four checkboxes for vehicle attributes: 'Power Steering' (checked), 'CAT' (checked), 'ABS' (checked), and 'Air Con' (unchecked).

Additional vehicle attributes can be highlighted although these are not used to qualify parts lookup

This screenshot shows two text input fields: 'Original Reg' and 'First Reg Date'.

Original registration numbers can be stored where cherished plates are used

## Transferring a vehicle to a new customer

This screenshot shows a row of buttons: 'Update', 'Cancel', 'Transfer', and 'Search'. The 'Transfer' button is highlighted.

If the selected vehicle is to be moved to a new customer select the **Transfer** button

This will open the customer database and the new customer can be searched for. To select the required customer select **✓**

The 'Customer Search' form has fields for 'Customer' (Smith), 'Address', and 'Max Matches' (25). Below the fields are 'Clear', 'Cancel', and 'Search' buttons. A table below shows a search result for 'SMI001 Smith 100 High Street Tonbridge Kent TN2 4LR' with a green checkmark in the 'Select' column.

If the customer is not in the database (see page7) **Creating a new customer –**

Once the new customer is created, enter the vehicle registration number in the registration number box followed by **Lookup** and the following message should appear

The message dialog box says: 'Vehicle S657D30 is currently assigned to SMI001. Do you want to transfer it permanently to BUR001?' with 'OK' and 'Cancel' buttons.

## Creating a new Customer

New vehicles will automatically sit against the Cash Account

If a new account is required select **New** and the create customer screen will show (see below). Fill in all appropriate fields

- Search** - Will open the customer database.
- Docs** - Opens existing documents associated with the customer
- Edit** - Opens to the screen below

Account numbers will automatically generate

To save new data select **Update**

## Customer Creation: Additional fields

The system incorporates a postcode search facility using the **Lookup** button

Additionally clicking the **G** symbol will show you the postcode location using Google mapping

Indicators can be used to select a "preferred" contact number for the customer




The preferred number will be starred in the customer contact field

Contact by: Customers can be contacted in a variety of ways. Use this option to select how individual customer contact is to be made

Shows all vehicles attached to the customer account

## Creating a new document

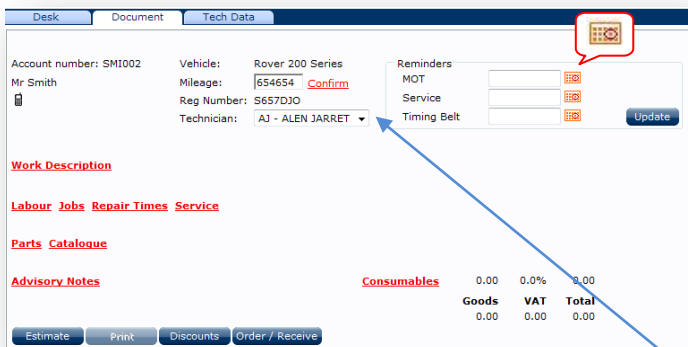
Once a customer and vehicle have been entered as new or selected from the database, a new document can be created. Selecting the Document tab will open the document screen

- Hint -  Use this if you want to **edit** a pre saved entry.  Use this if you want to **select** a pre saved entry.
-  Use this if you want to **remove** a selected entry.



- Estimate** Saves current document as an estimate - This will give a print preview to print, email or fax
- Print** Print/reprint the current document format - This will give a print preview to print, email or fax
- Discounts** Allow discounts to be added and margins to be recalculated (See page 16)
- Order / Receive** Allow multi line stock level enquiries and goods receipts to take place (See page 14)

## The Document Screen

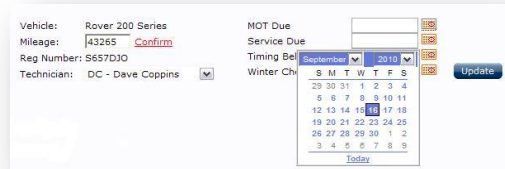


### Mileage, technicians and reminders

Once all the options have been used you should have a document that looks something like this

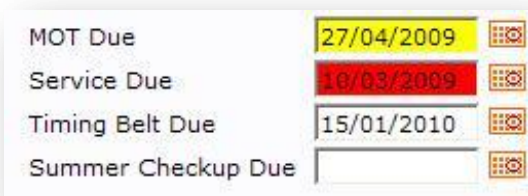
Reminder dates can be added by selecting the diary page next to the reminder (see below) and selecting **Update** to save changes

Mileage can be entered and **confirm**ed to update



A main technician can be added

## Reminder Information

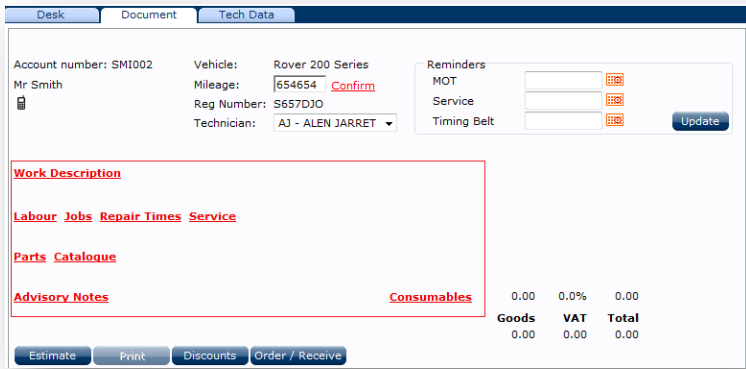


### Reminder detail

Documents opened that have reminders due within 1 month will highlight yellow.

Reminders past due will highlight red

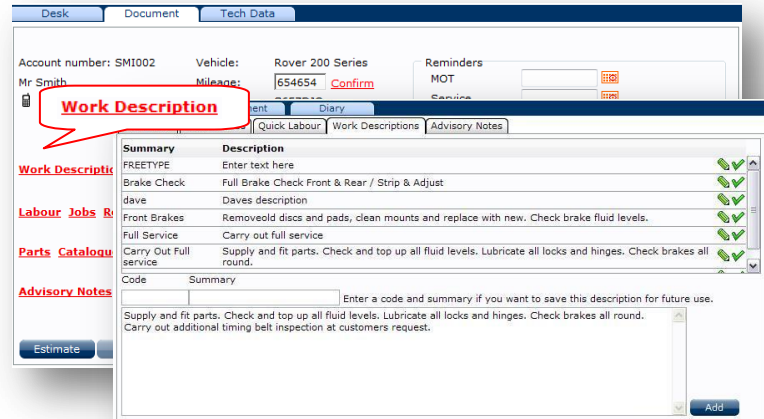




## The Document Screen Options

By selecting the underlined headers for Work Descriptions, Labour, Parts and Advisory the user is taken from the Document screen to the Desk screen. The desk screen will be different depending on which link is selected

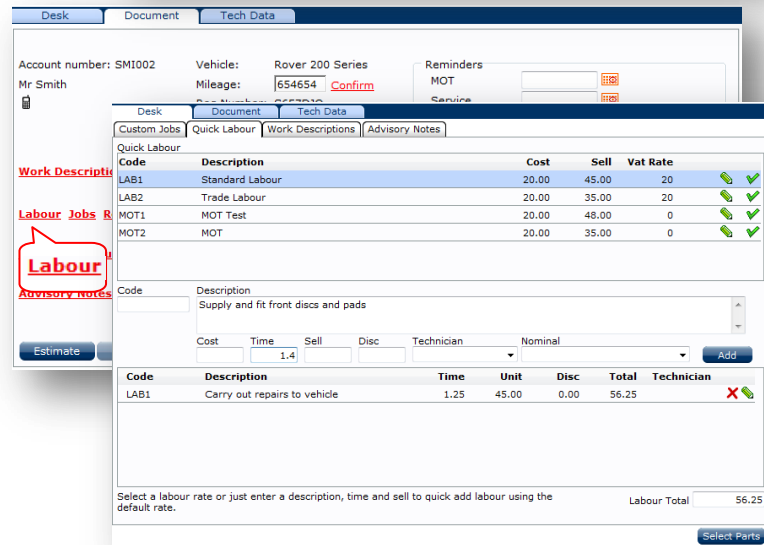
[Work Description](#)    [Labour](#)    [Jobs](#)    [Catalogue](#)    [Repair Times](#)  
[Service](#)    [Consumables](#)    [Advisory Notes](#)



**Work Descriptions** can be selected from a pre-defined list or manually created using the "free text" option. The new description can be stored for use again by entering a job code and summary

The **Add** button will add the line to the document and return you to the document screen

If a job code and summary have been added then the job will be saved when the **Add** button is used



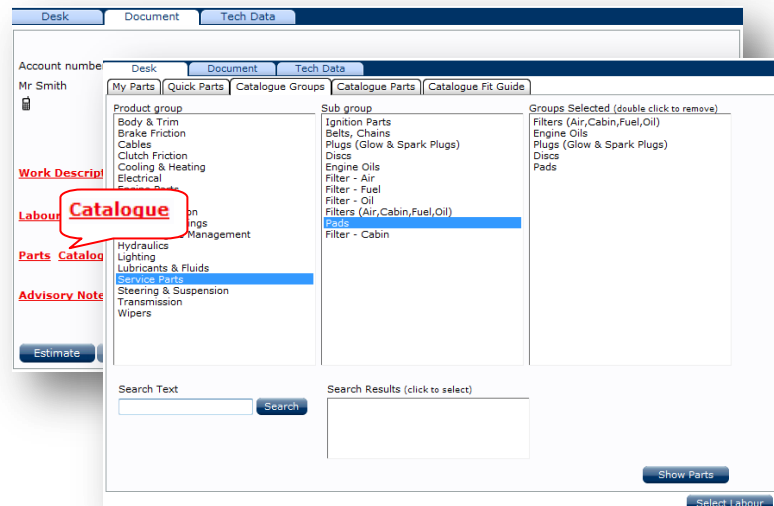
**Labour** is selected in addition to the **Work Description**

Blue highlighted lines signify the customers default labour rate set up in the customer database. Use the option to change rate, time and technician

MOTs are also picked from the Labour section. Multiple additions can be made on this screen

The **Add** button will add the line to the document and return you to the document screen

**Select Parts** Will take you directly to the parts screens

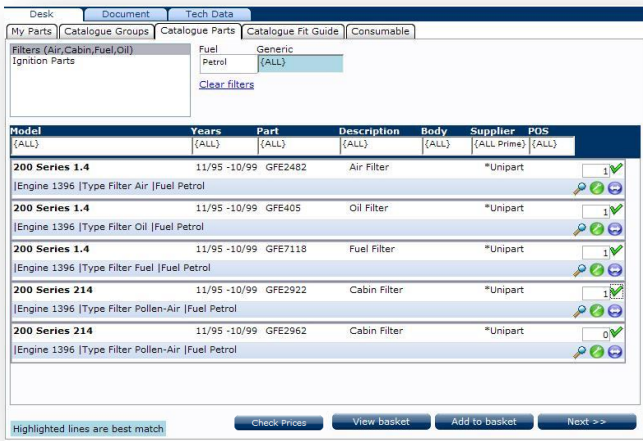


**Catalogue** will open the parts catalogue. Use the menus to pick the part groups required. Once all required groups have been selected click the button **Show Parts**

Groups picked by accident can be removed by double clicking them

Enter partial descriptions in the Search Text box to look for items

**Select Labour** Will take you directly to the labour screens



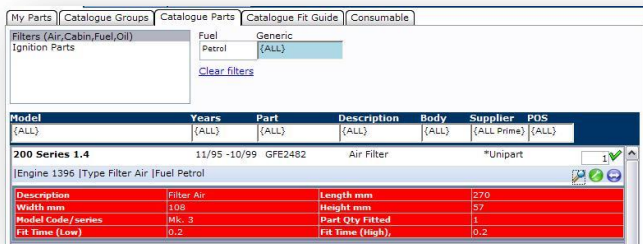
## Selecting parts

Select the required parts and quantities by product group

Search filters can be used to narrow searches where additional information is known

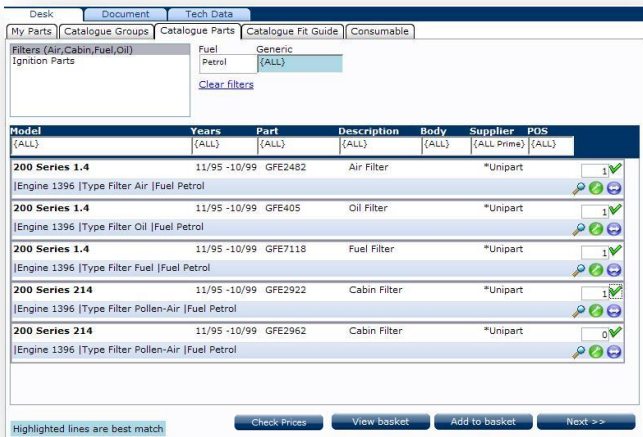
Use to see if other information/images/dimensions are available

Will move the selection to the next product group. After the last group is added it will return to the document screen



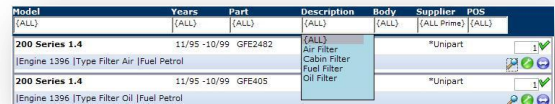
## Additional Information

Additional information such as diagrams and dimensions can be found by selecting



## Catalogue Options

The choice range can be narrowed by selecting criteria from the drop down headings



To select the parts required click the tick and the correct quantity will be added. The quantity can be changed by over typing the default amount. Quantities can also be changed from the main document screen

## If multiple sub groups have been selected:

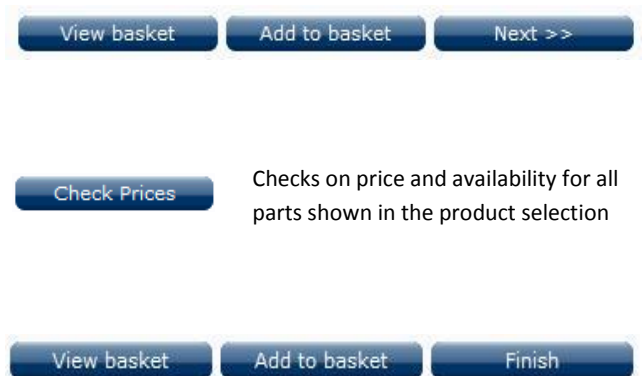
Adds items to the shopping basket

Views currently picked items including pricing and availability



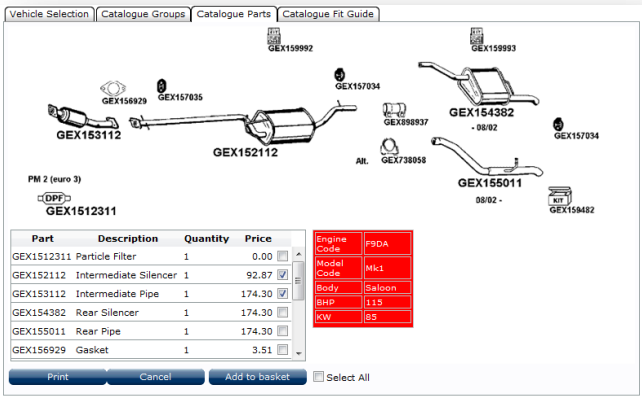
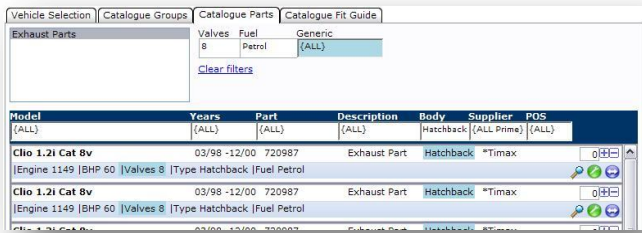
Moves to the next product sub group

When all sub groups have been picked the button will change to which adds the parts to the document



Checks on price and availability for all parts shown in the product selection

## Picking Exhaust Parts



## Exhaust Parts

If the exhaust parts you require are for a complete system or there are multiple parts that make up the exhaust system the will be replaced with

By selecting the button the exhaust image will be displayed along with a pick box to select the required parts.

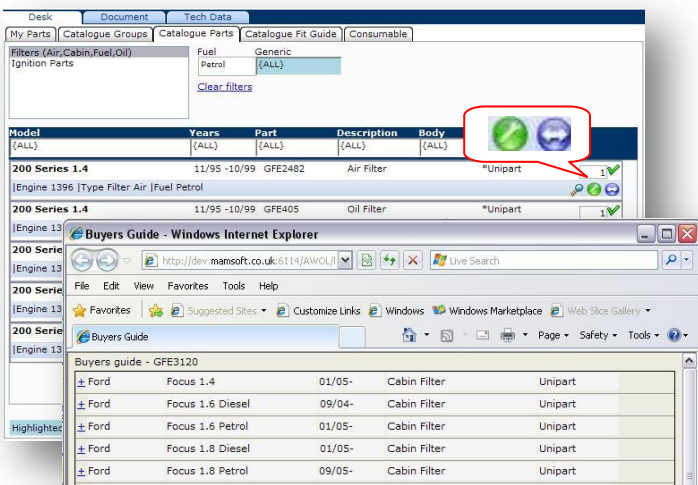
Once all parts have been selected click the button and a confirmation box will appear.



Once order is complete select

Prices displayed in the Exhaust screen are retail prices

## Buyers Guide and Cross Reference



## Buyers Guide

By selecting the buyers guide will display

The buyers guide will show a list of vehicles that also use this part application

## Cross Reference

By selecting the cross reference screen will display

The cross reference guide will cross refer the Unipart number to other makes

## Adding Manual Parts

Account number: SMI002 Vehicle: Rover 200 Series Reminders  
Mr Smith Mileage: 654654 Confirm MOT

Part Description Qty Unit Disc Total Stocked

Part	Description	Qty	Unit	Disc	Total	Stocked
GFE2482	Filter - Air	1.00	6.28	0.00	6.28	<input type="checkbox"/>
GFE405	Filter - Oil	1.00	4.80	0.00	4.80	<input type="checkbox"/>
GFE7118	Filter - Fuel	1.00	15.00	0.00	15.00	<input type="checkbox"/>
GULS15	Semi Syn 10W40 5 Ltr	0.90	28.80	0.00	25.92	<input type="checkbox"/>
BKR6E	Spark Plug (4591) 3 - VG	4.00	3.73	0.00	14.92	<input type="checkbox"/>
GBD840	Brake - Discs	2.00	47.99	0.00	95.98	<input type="checkbox"/>

Parts Total 203.09  
In Stock Partial Stock Out of Stock

## My Parts

The My Parts system allows the user to add *their own* parts or 3<sup>rd</sup> party parts to a document. Unipart parts can also be added using this screen without having to use the catalogue

To search Unipart, enter the part number and select **Branch Stock** this will check the part number at the branch and return the price and availability

To check your own stock, enter the part number and select **My Parts** and your local stock will be checked

To create a one off manual part number, enter the part details and select **Add**

To create a manual part to add to your stock database for future use fill in all the details and select **Save**

Part	Description	Stock	Cost	Sell	Qty
12345	Air filter	2	4.00	10.00	
57890	tyre	0	15.00	35.00	
ANTIF	Anti Freeze	0	0.00	2.25	2.5
BAT075	BATTERY	0	30.94	52.00	
HP13	bat1	0	20.00	35.00	
HP17	FILTER	0	6.00	10.00	
OIL10/40	10w 40 Engine Oil	0	0.00	5.95	4.5
Part1	Test Part	0	1.00	2.00	
SCREENW	Screenwash	0	0.00	1.95	1.00
SUMPP	Sump Plug Washer	0	0.00	1.25	1.00
CON1	Sundries & Consumables	0	1.00	2.99	1.00

Add to Document

## My Parts – Quick Parts

Parts that are flagged as **Quick Parts** in the Product Database (see page23) can be brought into the **My Parts** database by selecting the **Quick Parts** tab

Either add quantity if more than 1 or tick the box to select 1

Prices can also be over written before adding

When finished use **Add to Document**

## Catalogue Fit Guide

Part Number Search: GFE405

Make	Model	Reg Years	Fitment	Supplier
Land Rover	Discovery 2.0	07/93-09/97	Oil Filter	Unipart
Land Rover	Freelander 1.8	01/98-	Oil Filter	Unipart
LDV	200 1.7	04/89-08/92	Oil Filter	Unipart
LDV	200 2.0 Petrol	04/89-12/94	Oil Filter	Unipart
LDV	400 2.0	04/89-08/94	Oil Filter	Unipart
LDV	Sherpa 1.7	09/78-04/89	Oil Filter	Unipart
LDV	Sherpa 2.0 Petrol	09/80-04/89	Oil Filter	Unipart
Lotus	Elise	06/96-	Oil Filter	Unipart
Rover	100 Series 1.1	12/94-07/98	Oil Filter	Unipart
Rover	100 Series 1.4	12/94-07/98	Oil Filter	Unipart
Rover	200 Series 1.1	02/98-10/99	Oil Filter	Unipart
Rover	200 Series 1.4	10/89-02/96	Oil Filter	Unipart
Rover	200 Series 1.4	11/95-10/99	Oil Filter	Unipart
Rover	200 Series 1.6	03/96-08/99	Oil Filter	Unipart
Rover	200 Series 1.6	11/95-10/99	Oil Filter	Unipart
Rover	200 Series 1.8 Petrol	03/96-08/99	Oil Filter	Unipart
Rover	200 Series 1.8	01/95-10/99	Oil Filter	Unipart
Rover	200 Series 2.0 Inj., not Turbo	06/91-02/96	Oil Filter	Unipart
Rover	2000	01/82-10/86	Oil Filter	Unipart
Rover	25 1.1	11/99-10/05	Oil Filter	Unipart
Rover	25 1.4	11/99-10/05	Oil Filter	Unipart
Rover	25 1.6	11/99-10/05	Oil Filter	Unipart
Rover	25 1.8	11/99-12/01	Oil Filter	Unipart
Rover	400 Series 1.4	03/90-07/95	Oil Filter	Unipart
Rover	400 Series 1.4	05/95-11/99	Oil Filter	Unipart
Rover	400 Series 1.6 Manual g/box	05/95-11/99	Oil Filter	Unipart

## Catalogue Fit Guide

Enter a part number – Select the **Search** button and the screen will show the other vehicle makes and models that the selected part fits

# Document Screen – Additional Information

Account number: SMI002      Vehicle: Rover 200 Series  
 Mr Smith      Mileage: 654654 Confirm  
 Reg Number: S657DJO  
 Technician: AJ - ALEN JARRET

Reminders  
 MOT  
 Service

**Work Description**

**Labour Jobs Repair**

LAB1	Carry	45.00	1.25	0.0%	20.0%	67.50	X
L	Suppl	45.00	1.40	0.0%	20.0%	75.60	X
MOT1	MOT	0	0	0.0%	0.0%	20.00	X

**Parts Catalogue**

GFE2482	Filter	0	0	0.0%	20.0%	7.54	X	●
GFE7118	Filter	0	0	0.0%	20.0%	18.00	X	●
GULS15	Semi	0	0	0.0%	20.0%	31.10	X	●
BKR6E	Spark	0	0	0.0%	20.0%	17.90	X	●
GBD840	Brake	0	0	0.0%	20.0%	115.18	X	●
GBP336AF	Brake - Pad Set	0	0	0.0%	20.0%	48.23	X	●
GFE405	Filter - Oil	0	0	0.0%	20.0%	5.76	X	● S

**Summary**

Goods	VAT	Total
342.34	64.47	406.81





Buttons: Estimate, Print, Discounts, Order / Receive




Selecting the Labour code or Part Number will open an edit screen where specific information can be edited and updated.

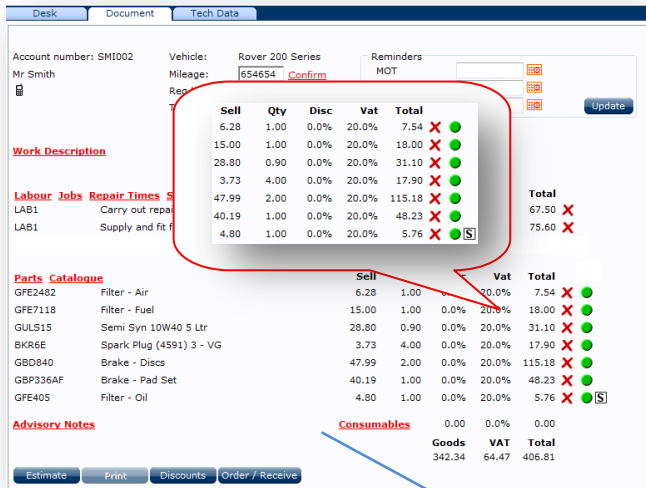
Labour and part lines can be deleted from the main document screen by selecting X

# Stock Information

## Visual Indicators – Unipart Product

-  Required part available from branch
-  Required part low stock available
-  Available from branch and stock
-  Item saved as a stock part


-  Ordered from branch
-  Received from branch
-  Non Unipart unknown product




Sell	Qty	Disc	Vat	Total	Status
6.28	1.00	0.0%	20.0%	7.54	Green circle, X
15.00	1.00	0.0%	20.0%	18.00	Yellow circle, X
28.80	0.90	0.0%	20.0%	31.10	Green circle, X
3.73	4.00	0.0%	20.0%	17.90	Green circle, X
47.99	2.00	0.0%	20.0%	115.18	Green circle, X
40.19	1.00	0.0%	20.0%	48.23	Green circle, X
4.80	1.00	0.0%	20.0%	5.76	Green circle, X, S icon
				<b>Total</b>	67.50 X
					75.60 X

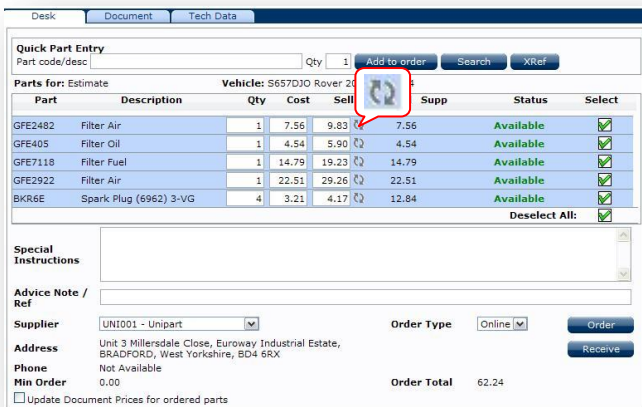
### Product check

When product is picked from the catalogue and placed on the document an automatic check is done on stock availability. Green shows that stock is available; yellow shows that stock may be available and the branch will advise once the order has been received

Where **S** is shown in place of  then the part is listed as a stocked item, the stocked item price will be shown. These items will also be included in the order/receive screen

Where  **S** are shown together, the part is available from both stock and branch

## Order/Receive




### Order/Receive

The Order/Receive button is located at the bottom of the main Document screen

Using the **Order / Receive** button the order/receive screen will open. Select the items to be ordered and select the **Order** button

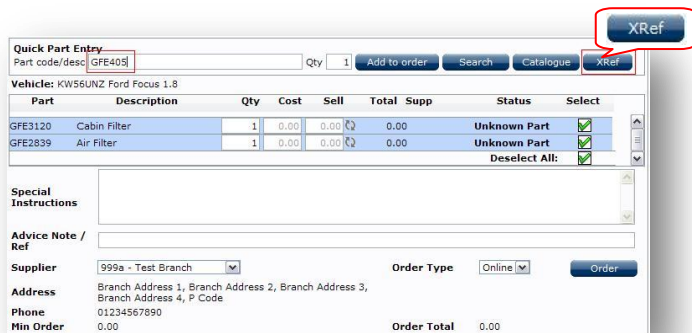
If parts are available they can be received directly into the document at the point of ordering by selecting **Receive**

If the quantities have been changed, use the refresh button to check availability of the new quantities 

Additional information can be added to the order by filling in the **Special Instruction** and **Order Ref** box

**\*\*\*If prices have changed or Markon has been applied before ordering remove the tick from Update Document Prices for ordered parts to stop the latest prices being added to the document\*\*\***

Update Document Prices for ordered parts



### Adding manual parts

Parts can be manually added to the order by entering the details in the Part Code/Desc box and selecting **Search** to look up the part number. Use **XRef** to cross refer numbers

**Quick Part Entry**  
 Part code/desc: XXX999123 Qty: 1 **Add to order** Search Catalogue XRef

Vehicle: KW56UNZ Ford Focus 1.8

Part	Description	Qty	Cost	Sell	Total	Supp	Status	Select
GFE3120	Cabin Filter	1	0.00	0.00	0.00		Unknown Part	<input type="checkbox"/>
GFE2839	Air Filter	1	0.00	0.00	0.00		Unknown Part	<input type="checkbox"/>
GFE405	Filter Oil	1	4.54	3.02	4.54		Available	<input type="checkbox"/>
XXX999123	NA	5	0.00	0.00	0.00		Unknown Part	<input checked="" type="checkbox"/>

Special Instructions:   
 Advice Note / Ref:   
 Supplier: 999a - Test Branch Order Type: Online **Order**  
 Address: Branch Address 1, Branch Address 2, Branch Address 3, Branch Address 4, P Code 01234567890  
 Phone:   
 Min Order: 0.00 Order Total: 0.00

### Adding unrecognised part numbers

Unknown part numbers or general part descriptions can be added by entering the details in the Part Code/Desc box and selecting **Add to order**

Parts for: Estimate Vehicle: KW56UNZ Ford Focus 1.8

Part	Description	Qty	Cost	Sell	Total	Supp	Status	Select
GWP2976	Water Pump	1.00					P001022	<input type="checkbox"/>
GKT1541XS	Timing Belt Kit	1.00					P001022	<input type="checkbox"/>
GFE3120	Cabin Filter	1.00					P001022	<input type="checkbox"/>
GFE586	Oil Filter	1.00					P001022	<input type="checkbox"/>
GULF15	Engine Oil	1.00					P001022	<input type="checkbox"/>

Message from webpage: Your order has been received. **OK**

### Order Detail

Once an order has been received at the branch an order received box will appear and an order number will be allocated to each part number

Desk Document Tech Data

Account number: SM1002 Vehicle: Rover 200 Series  
 Mr Smith Mileage: 654654 Confirm  
 Reg Number: S657DJO  
 Technician: AJ - ALEN JARRET **Update**

Reminders: MOT, Service, Timing Belt

**Work Description**

Labour	Jobs	Repair Times	Service	Sell	Hrs	Disc	Vat	Total
LAB1	Carry out repairs to vehicle			45.00	1.25	0.0%	20.0%	67.50 X
LAB1	Supply and fit front discs and pads			45.00	1.40	0.0%	20.0%	75.60 X

**Parts Catalogue**

Part	Description	Sell	Qty	Disc	Vat	Total
GFE2482	Filter - Air	6.28	1.00	0.0%	20.0%	7.54 X ✓
GFE7118	Filter - Fuel	15.00	1.00	0.0%	20.0%	18.00 X ✓
GULS15	Semi Syn 10W40 5 Ltr	28.80	0.90	0.0%	20.0%	31.10 X ✓
BKR6E	Spark Plug (4591) 3 - VG	3.73	4.00	0.0%	20.0%	17.90 X ✓
GBD840	Brake - Discs	47.99	2.00	0.0%	20.0%	115.18 X ✓
GBP336AF	Brake - Pad Set	40.19	1.00	0.0%	20.0%	48.23 X ✓
GFE405	Filter - Oil	4.80	1.00	0.0%	20.0%	5.76 X ✓ S

**Advisory Notes**

Consumables	Goods	VAT	Total
0.00	322.34	64.47	386.81

Estimate Print Discounts Order / Receive

Parts that have been ordered will be indicated on the document screen by ✓

Sell	Qty	Disc	Vat	Total
6.28	1.00	0.0%	20.0%	7.54 X ✓
15.00	1.00	0.0%	20.0%	18.00 X ✓
28.80	0.90	0.0%	20.0%	31.10 X ✓
3.73	4.00	0.0%	20.0%	17.90 X ✓
47.99	2.00	0.0%	20.0%	115.18 X ✓
40.19	1.00	0.0%	20.0%	48.23 X ✓
4.80	1.00	0.0%	20.0%	5.76 X ✓ S

Part	Description	Qty	Cost	Sell	Total	Supp	Status	Select
GWP2976	Water Pump	1.00	89.63	58.09	001A		RECEIVED	<input type="checkbox"/>
GKT1541XS	Timing Belt Kit	1.00	0.00	78.56	0.00	001A	RECEIVED	<input type="checkbox"/>
GULF15	Engine Oil	1.00	0.00	29.36	0.00	001A	RECEIVED	<input type="checkbox"/>
GFE3120	Cabin Filter	1.00	0.00	21.89	0.00	001A	RECEIVED	<input type="checkbox"/>
GFE586	Oil Filter	1.00	0.00	5.99	0.00	001A	RECEIVED	<input type="checkbox"/>

### Receive Detail

Once an order has been marked as received the status will change to Received

Desk Document Tech Data

Estimate: Q001039 **Cancel Estimate**

Account number: SM1002 Vehicle: Rover 200 Series  
 Mr Smith Mileage: 654654  
 Reg Number: S657DJO  
 Technician: AJ - ALEN JARRET **Update**

Reminders: MOT, Service, Timing Belt

**Work Description**

Labour	Jobs	Repair Times	Service	Sell	Hrs	Disc	Vat	Total
LAB1	Carry out repairs to vehicle			45.00	1.25	0.0%	20.0%	67.50 X
LAB1	Supply and fit front discs and pads			45.00	1.40	0.0%	20.0%	75.60 X

**Parts Catalogue**

Part	Description	Sell	Qty	Disc	Vat	Total
GFE2482	Filter - Air	6.28	1.00	0.0%	20.0%	7.54 X ✓
GFE7118	Filter - Fuel	15.00	1.00	0.0%	20.0%	18.00 X ✓
GULS15	Semi Syn 10W40 5 Ltr	28.80	0.90	0.0%	20.0%	31.10 X ✓
BKR6E	Spark Plug (4591) 3 - VG	3.73	4.00	0.0%	20.0%	17.90 X ✓
GBD840	Brake - Discs	47.99	2.00	0.0%	20.0%	115.18 X ✓
GBP336AF	Brake - Pad Set	40.19	1.00	0.0%	20.0%	48.23 X ✓
GFE405	Filter - Oil	4.80	1.00	0.0%	20.0%	5.76 X ✓ S

**Advisory Notes**

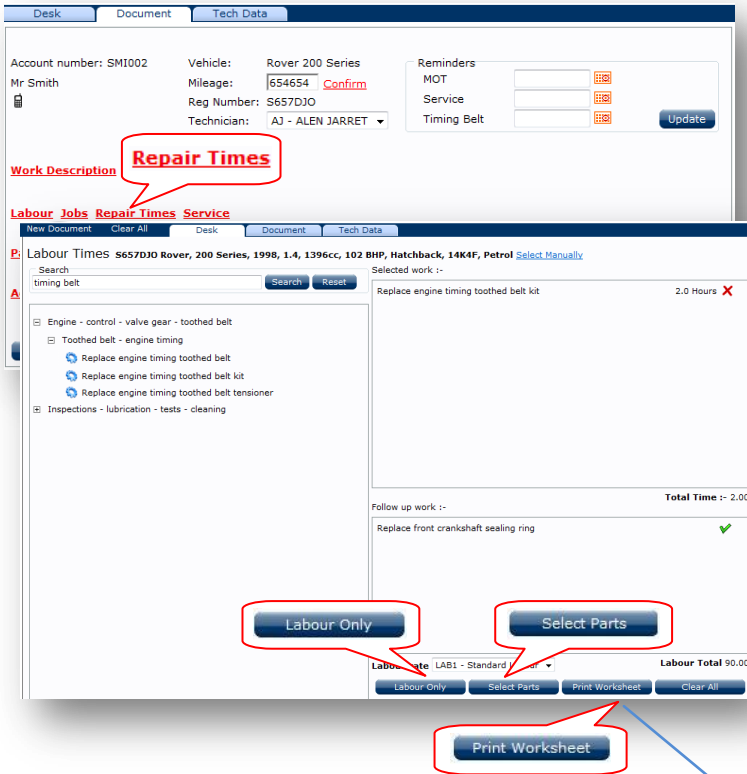
Consumables	Goods	VAT	Total
0.00	322.34	64.47	386.81

Estimate Print Discounts Order / Receive

Parts that have been received will be indicated on the document screen by ✓

Sell	Qty	Disc	Vat	Total
6.28	1.00	0.0%	20.0%	7.54 X ✓
15.00	1.00	0.0%	20.0%	18.00 X ✓
28.80	0.90	0.0%	20.0%	31.10 X ✓
3.73	4.00	0.0%	20.0%	17.90 X ✓
47.99	2.00	0.0%	20.0%	115.18 X ✓
40.19	1.00	0.0%	20.0%	48.23 X ✓
4.80	1.00	0.0%	20.0%	5.76 X ✓ S

# Using Repair Times



## Repair Times

Selecting Repair Times from the document screen will open the repair time menu. The example left is for a timing belt kit

Basic descriptions can be added to the search box and searched for

Use the [+ ] buttons to expand the menu options

The labour rate shown will be the customers default labour rate

Follow up work can also be added and the time will be recalculated to include this information ✓

**Labour Only** Will add the labour only to the document

**Select Parts** Will take you to the parts catalogue and add the labour to the document

# Work Sheet Print

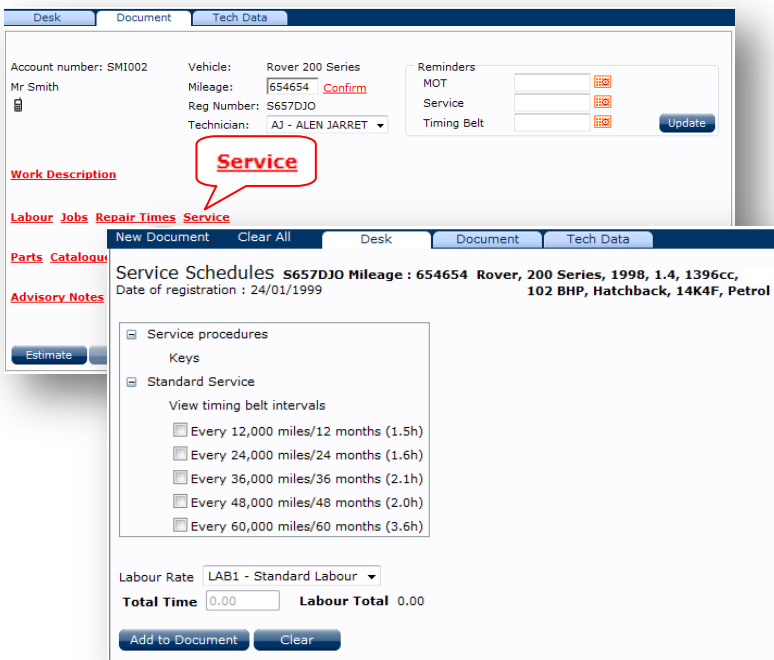
Job Details		Job Sheet :	Technician :
		Booked :	
<b>Customer and Vehicle Details</b>			
Customer	SM1001	MR Smith	Reminders
Reg No.	KWS6UNZ	Engine 1.8	21/06/2010 - MOT
Make	Ford	Year 2006	14/06/2010 - Service
Model	Focus	Chassis No.	WF05XXWFD956G54137
Body	Hatchback	Engine No.	6G54137
Colour	GREY	Radio Code	
Fuel Type	Diesel	Mileage	0
<b>Schedule of Work</b>			<b>Time</b>
Replace engine timing toothed belt KIT			2.70
Remove/fit drive belt			<input type="checkbox"/>
Remove/fit alternator			<input type="checkbox"/>
Remove/fit valve cover			<input type="checkbox"/>

## Work Sheet

A work sheet can be printed giving step by step instructions on what is to be done

To select a work sheet to print select **Print Worksheet**

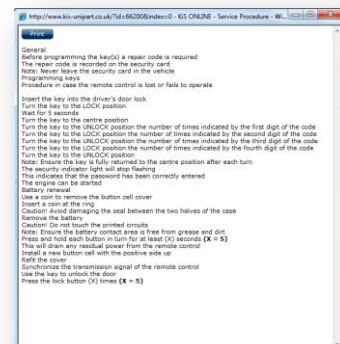
# Using Service Schedules



## Service Schedules

Selecting Service from the document screen will open the Service Schedule menu. The example left is for an Every 60000 mile service

Service procedures will be displayed to show additional information on remote key reprogramming and service light reset guides if available







## Applying Discounts to a Document

Code	Description	Cost	RRP	Disc	Margin	Qty	Total	Block Margin
LAB1	Replace engine timing toothed belt KIT	20.00	46.00	0.00	56.52	2.70	124.20	No Cost Price
LAB1	Replace water pump	20.00	46.00	0.00	56.52	0.70	32.20	
GWP2976	Water Pump	41.26	83.26	0.00	50.44	1.00	83.26	
GKT1541XS	Timing Belt Kit	36.89	75.26	0.00	50.98	1.00	75.26	
LAB1	Service - Every 25,000 miles/24 months	20.00	46.00	0.00	56.52	0.00	0.00	
GULF15	Engine Oil	15.26	29.75	0.00	48.71	0.80	23.80	
GFE3120	Cabin Filter	8.25	19.56	0.00	57.82	1.00	19.56	
GFE586	Oil Filter	2.69	7.53	0.00	64.28	1.00	7.53	

Customer discounts		Labour	Parts	Total
Labour	0%	0.00	101.30	169.30
Parts	0%	0.00	209.41	365.81
Total Cost		0.00	101.30	169.30
Total Sell		0.00	209.41	365.81
Margin £		0.00	108.11	196.51
Margin %		0.00	51.63	53.72
Vat Inc		0.00	240.82	420.68

Customer discounts  
 Labour   
 Parts

Zero sell prices

## Discounts

The **Discounts** button is located at the bottom of the main Document screen

The **Discounts** button will open discount manager. By applying amounts in the Disc box and selecting the **Update** button the margin % and margin £ will change

Lines that are below the required minimum margin will highlight in red

Discounts can be applied to total parts or total labour

Parts and/or labour retail prices can be set to zero

## Advisory Notes

Account number: SM1002 Vehicle: Rover 200 Series Reminders: MOT, Service

Mileage: 654654 Confirm Reg Number: S657DJ0

Work Description: Brakes, Exhaust, Lighting, test, Tyres Worn

Advisory Notes: This estimate is valid for 7 days only, This estimate is valid for 14 days

NP (Number Plate) Enter a code and summary if you want to save this description for future use.

Number plate is not to legal standards

## Advisory notes

Advice notes can be added to the document to highlight additional future work

Additional advice notes can be created by adding a code, summary and detail then **Add**

## Consumables

Account number: SM1002 Vehicle: Rover 200 Series Reminders: MOT, Service, Timing Belt

Mileage: 654654 Confirm Technician: AJ - ALEN JARRET

Consumables: 0.00 0.0% 0.00

Goods VAT Total: 0.00 0.00 0.00

## Consumables

Consumables can be added to the document by selecting the **Consumables** link. This will give options such as:

Type - % of Total, % of Parts, % of Labour or Fixed Amount

Percent amount

Amount (Max %) will cap the percentage at a given amount

Nominal – select which nominal code to use

KIS ONLINE - Consumables -- Webpage Dialog

Consumables

Apply consumable charge

Type: % of Total

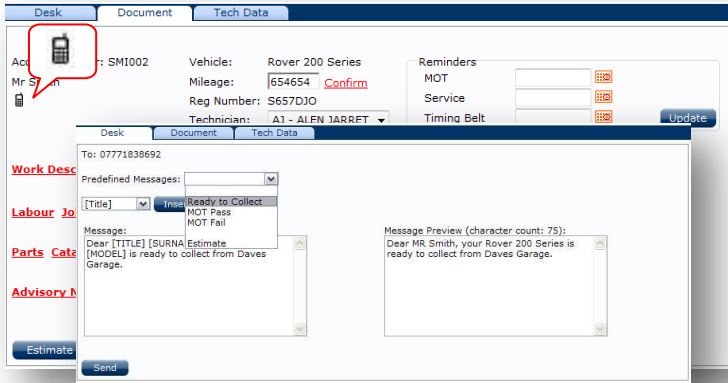
Percent: 0

Amount (Max %): 0

Nominal:

htt Trusted sites | Protected Mode: Off

## Contact Options

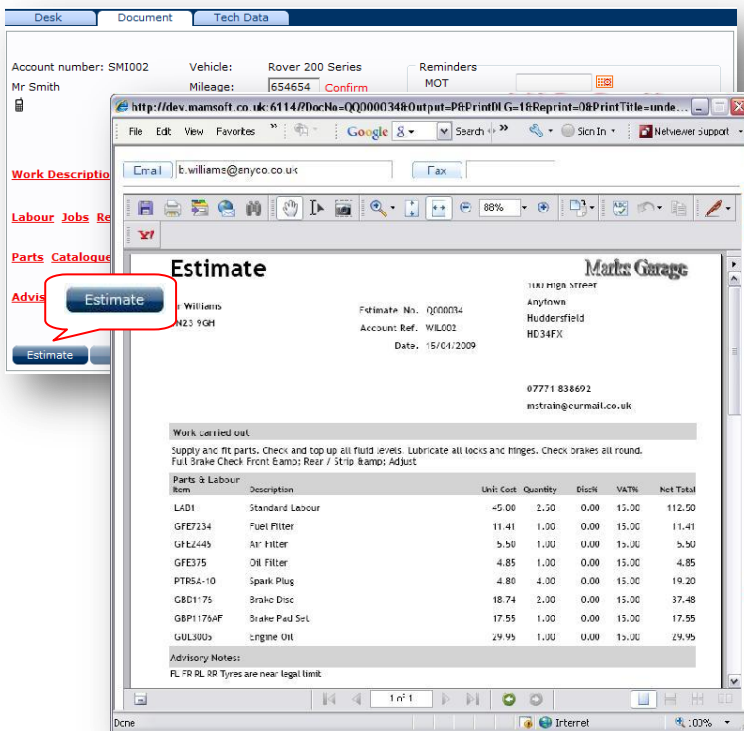


### Contact by SMS Text Messaging

If you subscribe to the SMS module you can contact your customer by text message. Messages can be pre created and picked from a drop down list (see page 27) or ad-hoc messages can be created by typing in the message body and using the **Insert** button to add merge fields where appropriate

When the message has been created a preview appears in the right hand screen. To send the message select **Send**

## Printing an Estimate



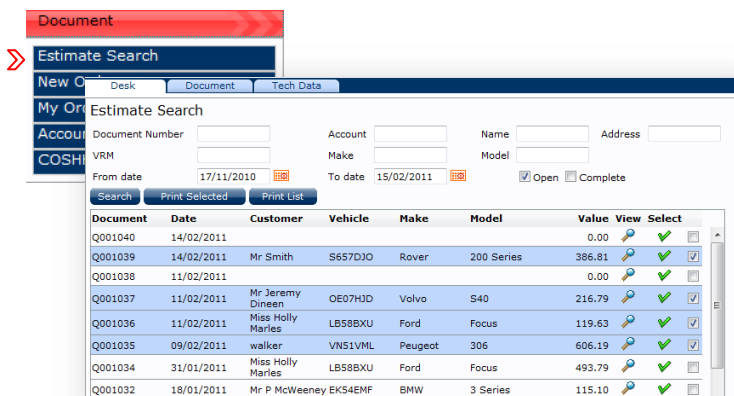
### Estimate print

From the main Document screen select **Estimate** to create the document. Select **Print** to print it

This will show a print preview of how the document will look

Options at the top of the print screen will allow the document to be sent to a printer, emailed or sent to a fax service

## Estimate Search



### Searching for Estimates

From the left hand drop down menu select Document and Estimate Search

Estimates can be searched for using any of the following criteria

- Document #, Account #, Name, Address
- VRM, Make, Model
- Date from & Date to

Use to view or to edit.

If multiple estimates are to be printed, tick the required boxes and select **Print Selected**

## Transferring Documents

## Transferring Documents

If a document has been created using the Cash Account and it needs to be moved to a customer use the **X** button.

A prompt will ask if you wish to change the customer – select yes and either create a new customer or pick one from the customer database

## My Orders

Order No.	DateTime	Supplier	Job #	Vehicle	Status	Value	Delete	View	Select
P001023	09/07/2009 11:00:22	001A		ST04CVX	Open	66.59	X		
P001022	08/07/2009 16:42:17	001A		KW56UNZ	Open	66.80	X		
P001019	01/07/2009 13:22:46	001A			Open	27.03	X		

## Searching for Orders

From the Database drop down menu select Document and My Orders

Orders can be searched for using any of the following criteria

- Date from and to
- By Part number
- By Supplier

Part	Description	GRN	Cost	Sell	Qty Ord	Qty Out	Qty Rec	Delete
GWP2976	Water Pump	G000023	58.00	54.63	1.00	0.00	0.00	X
GKT1541XS	Timing Belt Kit	G000023	0.00	0.00	1.00	0.00	0.00	X
GFE3120	Cabin Filter	G000022	0.00	0.00	1.00	0.00	0.00	X
GFE586	Oil Filter	G000022	0.00	0.00	1.00	0.00	0.00	X
GULF15	Engine Oil	G000022	0.00	0.00	1.00	0.00	0.00	X

## Receiving Orders

Open orders can be viewed by selecting or received by selecting . If the quantities received differ from those on the order the **Qty Rec** box's can be adjusted to reflect this and the order status will change from open to partial. A GRN number will be allocated to the parts once received

An order can be deleted by using **X**

GRN No.	DateTime	Supplier	Job #	Vehicle	Order No.	Value	View
G000020	08/07/2009 16:36:04	001A	Q001026	KW56UNZ	P001021	66.80	
G000018	07/07/2009 15:12:03	001A	J001008	FE04CNC	P001020	19.69	
G000017	03/07/2009 20:32:45	001A	J001006	FE04CNC	P001017	27.03	
G000016	02/07/2009 09:19:26	001A	Q001015	FE04CNC	P001013	27.03	
G000015	02/07/2009 09:11:21	001A	Q001007	QU02FYI	P001005	44.44	
G000014	01/07/2009 12:23:44	001A	Q001020	FE04CNC	P001018	64.58	
G000013	01/07/2009 11:40:09	001A	J001005	FE04CNC	P001015	27.03	

## GRN

Once an order has been received, searches can be carried out by GRN

A GRN can be viewed by selecting

## Account Enquiry

Type	Document	Date	Order #	Vehicle	Value	Paid	View	Post
I	8631087255	04/11/2009	P001004	T255OKU	20.39	No		<input type="checkbox"/>
I	8631087243	04/11/2009	P001004	T255OKU	14.47	No		<input type="checkbox"/>
I	8631087181	04/11/2009	P001003	LB51XPT	31.02	No		<input type="checkbox"/>
I	8631087168	03/11/2009			29.98	No		<input type="checkbox"/>
I	8631087144	03/11/2009	P001002	S263EPN	23.28	No		<input type="checkbox"/>
I	8631086701	29/10/2009		T295 ARG	22.33	No		<input type="checkbox"/>
C	863C086233	29/10/2009		MERC SLK	-12.11	No		<input type="checkbox"/>
I	8631086592	29/10/2009	00000364		1.77	No		<input type="checkbox"/>
I	8631086555	28/10/2009			46.77	No		<input type="checkbox"/>
I	8631086451	28/10/2009	00000363		49.69	No		<input type="checkbox"/>
I	8631086442	28/10/2009	00000362		3.61	No		<input type="checkbox"/>
I	8631086437	28/10/2009	00000360		31.60	No		<input type="checkbox"/>
I	8631086436	28/10/2009	00000361		2.14	No		<input type="checkbox"/>

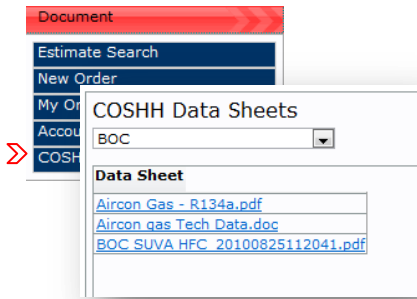
## Account Enquiry

The account enquiry screen is used to view your Unipart Automotive invoices and credits issued by the branch

This screen will enable you to see which documents are paid or unpaid

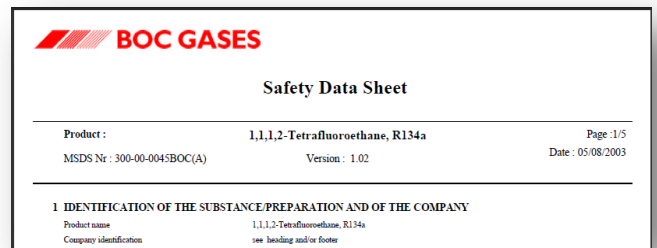
Invoice and credit reprints can be done by selecting

## COSHH Database



## Care of Substances Hazardous to Health

The COSHH database contains detailed information on the safe handling, storage, health risks and composition for commonly used workshop chemicals



## Customer Relationship Manager



## Customer Relationship Manager

From the Reports drop down menu select Customer Relationship Manager

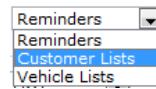
The main function is to produce customer reminders. Select the type of reminder and the date from and date to fields then **Display**



Customers highlighted blue indicate that a reminder can be sent by the selected contact method. By changing the contact method, different information is displayed such as mobile number or email address. If using SMS, select the message you wish to use or create one in **User Options** under Messages (page28)



Additional reports/customer & vehicle lists can be created by changing type to

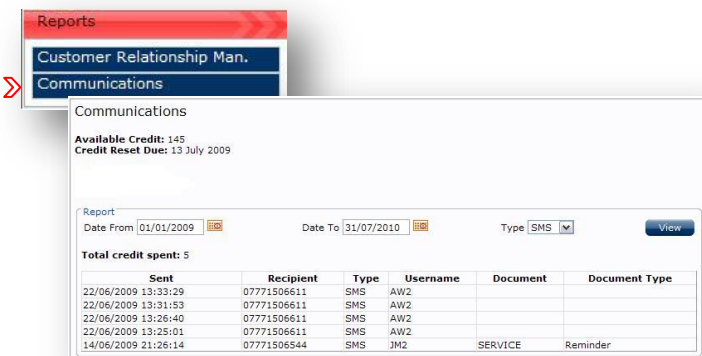


## File Export

The reminder/contact information can be downloaded from KIS ONLINE and merged with your internal word processing systems to generate letters

See additional **Customer Relationship Manager** training guides available from the help desk

## Communications



## Communications

From the Reports drop down menu select Communications

Enter the date range and contact method followed by **View** to display all customers that have been contacted by the selected method between the selected dates

## Customer and Vehicle Database Menu – Additional Functions

**Customer**

Account #:

Lookup New Search

---

**Vehicle**

Registration:

Lookup New Search

Although customers and vehicles are created by entering the details in the customer and vehicle databases it is not possible to delete customers and vehicles from these locations

To delete a customer or vehicle open the relevant database located under the main **Database** menu

**Database**

Customer

Vehicle

Search for the required customer or vehicle and select the **Delete** button. Once the item has been deleted the action cannot be reversed

Any documentation stored against the deleted customer or vehicle can still be accessed

The screenshot shows two overlapping windows. The top window is the 'Customer Database' form with fields for Account Number, Contact, Cust Type, Surname/Business, Telephone Work, and VAT Code. The bottom window is the 'Vehicle Database' form with fields for Registration, Mileage, Original Reg, Make, Model, Year, and many others. A red circle highlights the 'Delete' button at the bottom of the Vehicle Database form.

## Adding, Editing, Deleting Labour Rates

KIS ONLINE will cater for as many labour descriptions/rates that you wish to create. These can be used to distinguish between retail and trade, diagnostic and electrical, body-shop and mechanical, the choice is endless.

The labour database is also used to create MOT work if your garage is an MOT testing station. If your garage is not an MOT testing station but you still carry out MOT work for your customers additional information is required see page 8

### Creating a New Labour Rate

From the **Database** drop down menu select **Labour**

Enter the Labour code you wish to use, Labour description, nominal and VAT codes, cost and retail price.

Select update and the new labour rate will be created

To edit an existing labour rate select

To save changes select **Update**

To delete a labour rate select edit then **Delete**

The screenshot shows the 'Database' menu with 'Labour Database' selected. Below the menu is a table with the following data:

Labour Code	Description	Nominal Code	VAT Code	Cost	Selling	MOT	Edit
Dia1	Diagnostic Work	4000	1 - Standard	35.00	55.00	<input type="checkbox"/>	
LAB1	Standard Labour	4001		20.00	45.00	<input type="checkbox"/>	
LAB2	Trade Labour	4001		20.00	35.00	<input type="checkbox"/>	
MOT1	MOT Test	4002		20.00	40.00	<input checked="" type="checkbox"/>	
MOT2	MOT	4002		20.00	30.00	<input checked="" type="checkbox"/>	

## Adding, Editing and Deleting an MOT Rate

Labour Code	Description	Nominal Code	VAT Code	Cost	Selling	MOT	Edit
MOT3	Trade MOT Test						
4002 - MOT Sales			2 - Tax free	20.00	35.00	<input checked="" type="checkbox"/>	
Dia1	Diagnostic Work	4000		1	35.00	55.00	<input type="checkbox"/>
LAB1	Standard Labour	4001		1	20.00	45.00	<input type="checkbox"/>
LAB2	Trade Labour	4001		1	20.00	35.00	<input type="checkbox"/>
MOT1	MOT Test	4002		2	20.00	40.00	<input checked="" type="checkbox"/>
MOT2	MOT	4002		2	20.00	30.00	<input checked="" type="checkbox"/>
MOT3	Trade MOT Test	4002		2	20.00	35.00	<input checked="" type="checkbox"/>

### Creating an MOT

From the Database drop down menu select **Labour**

Enter the MOT code, MOT description, nominal and VAT codes, cost and retail price

Select update and the new MOT rate will be created

To edit an existing labour rate select

To save changes select **Update**

To delete an existing rate select edit then **Delete**

## Creating Suppliers

### Creating Suppliers

From the Database drop down menu select Supplier

Enter all relevant details and when complete select the **Update** button

Suppliers no longer required can be removed by selecting **Delete**

## Creating Product

### Product Database

From the Database drop down menu select Product

Enter all relevant details and when complete select the **Update** button

Parts no longer required can be removed by selecting **Delete**

Parts created as quick parts will display under the quick part option in the **Parts** link on the documents screen

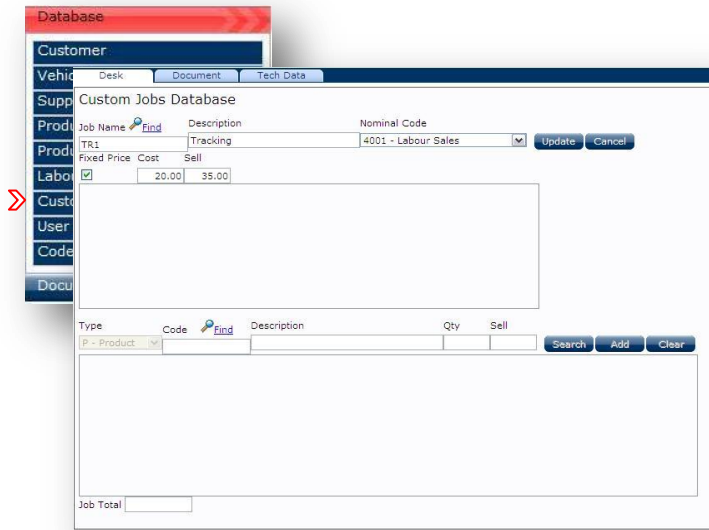
Parts created as stocked parts can be searched for under the Parts link on the document screen by selecting **My Parts**

Parts that have both options ticked can be searched for by both options

Stocked parts will display on the document screen with by placing an **S** on the part line

To create the part as a consumable tick the "Set as a consumable" option with either a price or % of job

## Creating Custom Jobs – Fixed Price

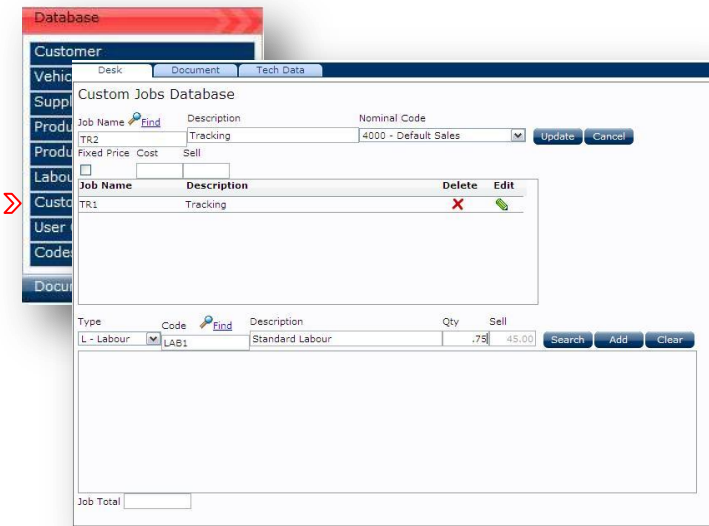


### Custom Jobs – Fixed Price

Fixed price jobs can be created to cover off everyday work

To create a fixed price job, enter a job name, description and nominal code followed by a cost and sell price ensuring the fixed price box is ticked and **Update** to confirm

## Creating Custom Jobs – Basic Labour Jobs



### Custom Jobs – Basic Labour Jobs

Basic labour jobs can be created to cover off everyday work

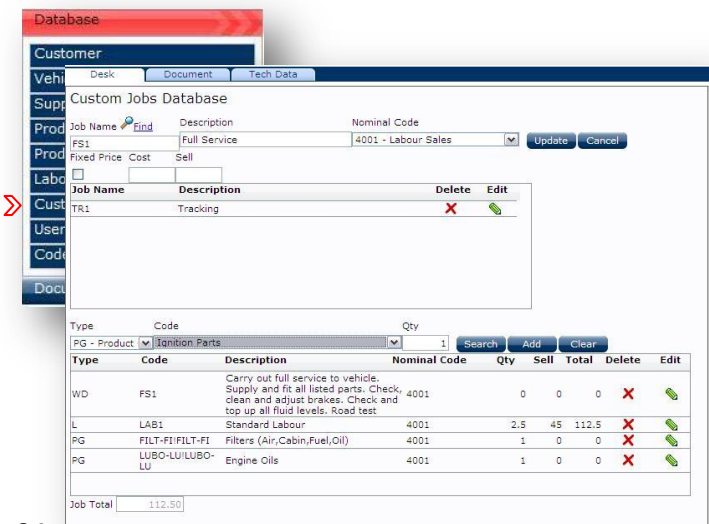
To create a basic labour job, enter a job name, description and nominal code in the top section. To add labour, select **L-Labour** from the **Type** dropdown and choose the **Labour Code** you wish to sell out at and **Find** to fill in the Labour Description.

Enter the quantity and the job will be sold out at a fraction of the hourly rate chosen.

Select **Add** to add the labour line to the job

To confirm **Update**

## Creating Custom Jobs – Advanced Labour Jobs



### Custom Jobs – Advanced Labour Jobs

To create an advanced labour job, enter a job name, description and nominal code in the top screen section.

In the lower screen, additional criteria such as **Work Descriptions, Product, and Product Groups** can be added in the same way as **Labour** in basic labour jobs.

Where Product Groups are added, if the job is selected through the Document screen, the catalogue will open to choose the correct part numbers.

Select **Add** to add the additional lines to the job

**Update** To confirm and save



## Using Custom Jobs

Account number: SMI002    Vehicle: Rover 200 Series  
 Mr Smith    Mileage: 654654 **Confirm**  
 Reg Number: S657DJO  
 Technician: AJ - ALEN JARRET

Reminders: MOT, Service, Timing Belt

**Jobs**

Labour Jobs Repair Times Service

Parts Catalogue

Advisory Notes

Consumables: 0.00 0.0% 0.00  
 Goods VAT Total: 0.00 0.00 0.00

Buttons: Estimate, Print, Discounts, Order / Receive

Job Name	Description	Select
FP51	Fixed price Service	<input checked="" type="checkbox"/>
FS1	Full Service	<input checked="" type="checkbox"/>
Job100	Tracking	<input checked="" type="checkbox"/>

Account number: SMI002    Vehicle: Rover 200 Series  
 Mr Smith    Mileage: 654654 **Confirm**  
 Reg Number: S657DJO  
 Technician: AJ - ALEN JARRET

Reminders: MOT, Service, Timing Belt

**Work Description**

Labour Jobs Repair Times Service

LAB1	Carry out repairs to vehicle	Sell	Hrs	Disc	Vat	Total
		45.00	1.25	0.0%	20.0%	67.50 X

Parts Catalogue

	Sell	Qty	Disc	Vat	Total
GFE2482 Filter - Air	6.28	1.00	0.0%	20.0%	7.54 X
GFE7118 Filter - Fuel	15.00	1.00	0.0%	20.0%	18.00 X
GULS15 Semi Syn 10W40 5 Ltr	28.80	0.90	0.0%	20.0%	31.10 X
BKR6E Spark Plug (4591) 3 - VG	3.73	4.00	0.0%	20.0%	17.90 X
GBD840 Brake - Discs	47.99	2.00	0.0%	20.0%	115.18 X
GBP336AF Brake - Pad Set	40.19	1.00	0.0%	20.0%	48.23 X

Advisory Notes

Consumables: 0.00 0.0% 0.00  
 Goods VAT Total: 342.34 64.47 406.81

Buttons: Estimate, Print, Discounts, Order / Receive

## Using Custom Jobs

From the Document screen select the **Jobs** link which will open all the custom jobs created, use  to select the required job

Basic and fixed price jobs will pull the correct information on to the document screen

Advanced labour jobs that have product groups listed against them will take the user through the catalogue to select the correct parts

Once all the correct parts have been selected the user will be returned to the document screen where any additional text and descriptions will be added

## Setting up the User Options

The User Options menu sets the system up to work in different ways

Database

- Customer
- Vehicle
- Supplier
- Product
- Product Import
- Labour
- Custom Jobs
- User Options**
- Codes
- Document

**User Options & Settings**

Options Home

- General
- Emailing
- Printing
- Company Info
- Document Footer
- Reminder Types
- Messages
- Housekeeping
- Markon

Buttons: Update, Cancel

## User options

User options can be set by selecting the **Database** dropdown and **User Options**

This will open a menu grid

Use **Update** to save changed information

Once individual sections are complete use **Update** to save changes

## General

The general section lets you customise some of the default setting in the application – Not all options are available in KiS ONLINE 2

After creating an estimate the document screen will clear

**Hide costs** removes the cost price box from view.

**Estimate/Quote** determines if a document is names either estimate or quote

**Parts margin** – sets the minimum parts margin required

**Labour margin** – sets the minimum labour margin required

**Total margin** – sets the minimum total margin required

If margins are breached a red warning will display on the documents screen

**Document start number** – set your next document number if moving over from a different system

**Bought in MOT** – If you take vehicles to a 3<sup>rd</sup> party for MOT tests the vat to be paid between cost and retail is worked out for you. Create a code, description and allocate a nominal code

**Start menu** – If you prefer to start by taking vehicle details first select vehicle

If you prefer to start by taking customer details first select customer

**Default labour rate** – Sets this value to all customers unless otherwise selected in the customer database

**Document Search** – Automatically loads the selected amount of day's worth of estimates when the Estimate Search screen is opened

## Emailing

With KiS ONLINE you can email documents directly to your customers or suppliers. These emails can be tailor made to say whatever you decide and will automatically add your garage detail to them

When documents are emailed the user can determine the message that will be sent with the specific document type. This information appears in the body of the email along with the garage detail and reply email address picked up from the **Company Info** section

## Printing

If you have a company logo, a Car Care Centre logo or you can create your own document banner to upload onto your documents

**Print Settings**  
 Print Layouts  
 Labour Summarised  
 Itemised (Grouped)

**Document Logo Upload**  
 Do not print garage information.  
 Use image in documents  
 Upload Image [Browse...]  
 Current Image: UNIPART AUTOMOTIVE™

To add an image or logo to your document prints use the browse button to select it from your computer then click upload.  
 For the best results images should be 230 pixels wide and 160 pixels high.

**Document Banner Image Upload**  
 Use banner image in documents  
 Upload Image [Browse...]  
 Current Image: UNIPART AUTOM

**Margins**

	Header	Footer	
Estimate	0	0	mm
Everything Else	0	0	mm

**Automatically popup print preview**  
 Estimate  Job  Invoice / Credit

Print layouts change the way labour lines are printed on estimates and invoices

**Labour Summarised** will just show the labour amount per line  
**Labour Itemised** will show time, rate, discount and amount per line

If using headed paper select **Do not print garage information**

**Use Image in document** allows the user to upload own logo to appear on the top right corner of documents

**Use Banner Image in document** allows the user to upload a banner to appear across the top of documents

Document **margins** can be set to help centralise the print layout when using pre printed (headed) paper

Automatic popup of document types can be turned on or off. If you require the estimates to automatically popup for print or email when created tick the estimate box

## Company Information

**Company Settings**

Registered VAT No. 123 4567 89  
 Registered No. [ ]

**Registered Address**  
 McMillans Garage  
 Baileyfield Road  
 Portobello  
 Edinburgh  
 Eh15 1sd

Name McMillans Garage  
 Work Telephone 0131 456 9999  
 Fax 0131 456 9998  
 Email mcmillan@yahoo.com  
 Website [ ]  
 Address Baileyfield Road  
 Portobello  
 Edinburgh

Post Code EH15 1SD  
 Sender Email UNIP2@awol.co.uk

Fill in all required contact information to appear on documentation and in email text body.

## Document Footers

Document footers can be a great way to tell customers of additional services that you offer or of any promotions that you are running

**User Options & Settings**

Document Footer Text

Estimate: All Quotes / Estimates valid for 30 days  
 Purchase Order: Please advise of any shortages

Goods Received Note (GRN)

[Update] [Cancel]

Enter your own messages to appear on the bottom of documents

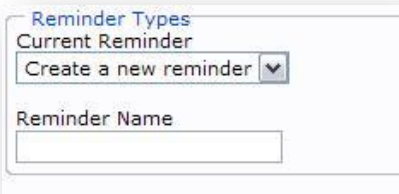
Estimates valid for XX days

We would like to wish all our customers a very happy Christmas

We are now able to service your air conditioning unit

## Reminder Types

Sending reminders can be a great way of generating repeat business and is an even better way of showing your customers that their business means a great deal to your business



Create reminders for other work. New reminder types will appear on the document screen and in the vehicle database

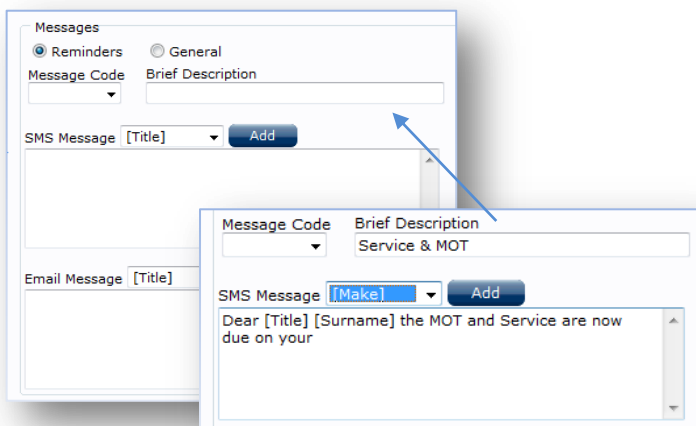
Type the reminder name and select update and the new reminder will appear in the drop down options



To delete a reminder type, select the reminder you want to delete from the drop down options and a delete button will appear

## Messages

KIS ONLINE can be set to communicate to your customers in many different ways. It can send out text messages for reminders or just to tell your customer that their car is ready to collect



Select the type of message to create (Reminder/General)

Enter the message name in the Brief Description box

Using the **Add** button select the merge fields to appear in the message

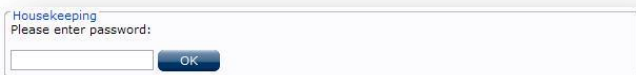
Enter free text around the valid fields to create the message

The message is accessible when the SMS button is selected

SMS messages are sent from our SMS bureau so you need to add the company name/number to any messages you create

## Housekeeping

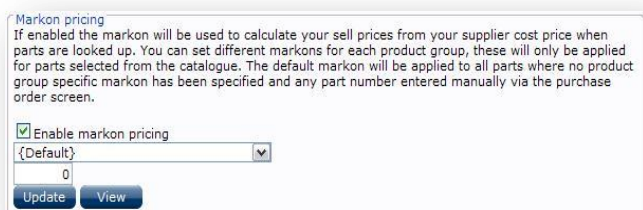
To access housekeeping you will need to contact Unipart Business Services on 01865 383868 for a password. Before a password is given we will warn you of the damage that can be done if not used correctly



A password needs to be obtained in order to run housekeeping as vital data can be lost.

## Markon

The markon option will allow you to tailor the retail prices that you charge. This can be done across the board on all Unipart retail prices or for specific product groups



Rather than using Unipart retail prices, a markon as a percentage of cost can be applied either as a default across the board or by specific product groups

Select the product group and add the percentage on cost and update. You can apply different percentage rates to different product groups – **Markon will only be applied to product picked from the Unipart Catalogue**

## Setting up Codes

User codes are used to change other aspects of KiS ONLINE



### Code maintenance

All codes for KiS On-Line are controlled under the Code Maintenance Screen

This code option screen is located under the database header

### VAT Codes

VAT Codes

Code	Desc	Percent%	SageVatCode

Update Cancel Delete

Code	Desc	Percent	SageVatCode	Edit
1	Standard	15.00	T1	
2	Tax free	0.00	T0	
3	5%	5.00	T5	
4	Exempt	0.00	T9	

To create new VAT codes enter the code, description and percentage and Sage VAT code

To edit an existing code select

To save changes select [Update](#)

To delete select edit then [Delete](#)

### Account Types

Customer Account Types

Code	Description

Update Cancel Delete

Code	Desc	Edit
1	Private (Cash)	
2	Private (Account)	
3	Business	
4	Insurance	
5	Internal	
6	Bodyshop	
7	Internal	

Customer account types are used for generating reports for work carried out on specific customer categories

To create new account type, enter the code and description

To edit an existing code select

To save changes select [Update](#)

To delete select edit then [Delete](#)

### Technicians

Technicians

Code	Name	MOT Tester
		<input type="checkbox"/>

Update Cancel Delete

Code	Name	MOT Tester	Edit
CJ	Chris	<input checked="" type="checkbox"/>	
JD	Joe	<input type="checkbox"/>	
PT	Pete	<input type="checkbox"/>	

To create new Technician enter the code, technicians name and flag if MOT tester qualified

To edit an existing technician select

To save changes select [Update](#)

To delete select edit then [Delete](#)

## Advice Notes

Advisory Notes

Code      Summary      Description

Update   Cancel   Delete

Code	Summary	Description	Edit
BRK1	Brakes	Front / Rear Brakes are worn and will require attention soon	
TYRES	Tyres Worn	FL FR RL RR Tyres are near legal limit	

To create new advisory note enter the code and summary followed by a detailed description statement.

To edit an existing technician select

To save changes select [Update](#)

To delete select edit then [Delete](#)

## Work Descriptions

Work Description

Code      Summary      Description

Update   Cancel   Delete

Code	Summary	Description	Edit
BRA001	Brake Check	Full Brake Check Front & Rear / Strip & Adjust	
D1	dave	Daves description	
FRBRA	Front Brakes	Remove old discs and pads, clean mounts and replace with new. Check brake fluid levels.	
FREETYPE	FREETYPE	Enter text here	
SERV1	Full Service	Carry out full service	
SERVICE	Carry Out Full service	Supply and fit parts. Check and top up all fluid levels. Lubricate all locks and hinges. Check	

To create new work description, enter the code and summary followed by a detailed description of work to be done.

To edit an existing technician select

To save changes select [Update](#)

To delete select edit then [Delete](#)

## Customer Title

Customer Title

Title

DOCTOR

Update   Cancel   Delete

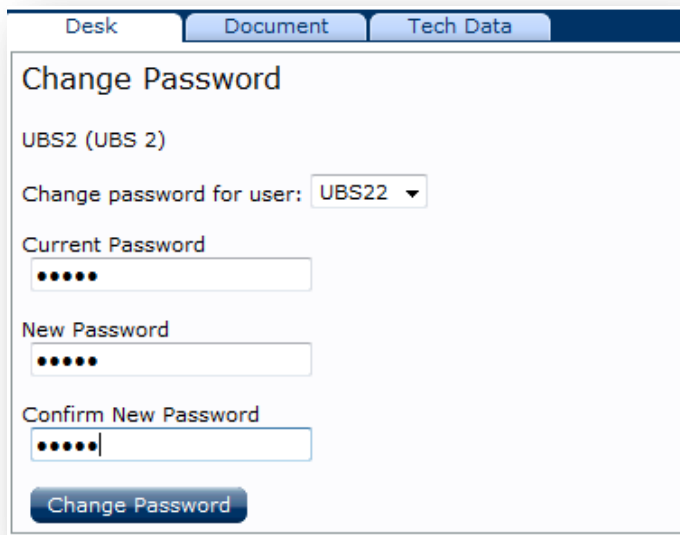
Title	Edit
MADAM	
MAYOR	
MISS	
MR	
MR & MRS	
MRS	
SIR	

To create new customer title, enter the description in the title box and select [Update](#)

To edit an existing title select

To delete select edit then [Delete](#)

## Resetting Your Password



The screenshot shows a web browser window with three tabs: 'Desk', 'Document', and 'Tech Data'. The 'Document' tab is active, displaying a 'Change Password' form. The form is titled 'Change Password' and includes the following elements:

- A header 'UBS2 (UBS 2)'.
- A dropdown menu labeled 'Change password for user:' with 'UBS22' selected.
- A text input field for 'Current Password' containing six dots.
- A text input field for 'New Password' containing six dots.
- A text input field for 'Confirm New Password' containing six dots.
- A blue button labeled 'Change Password' at the bottom.

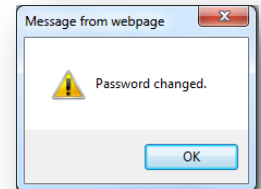
### Changing passwords

Select the password to change from the drop down list

Enter your current password.

Enter your new password and confirm it

Select **Change Password** to activate



You will then be given the option to change the password for all accounts

