

# **USER MANUAL FOR Repair Software**



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## **Ordering Information**

I2htech

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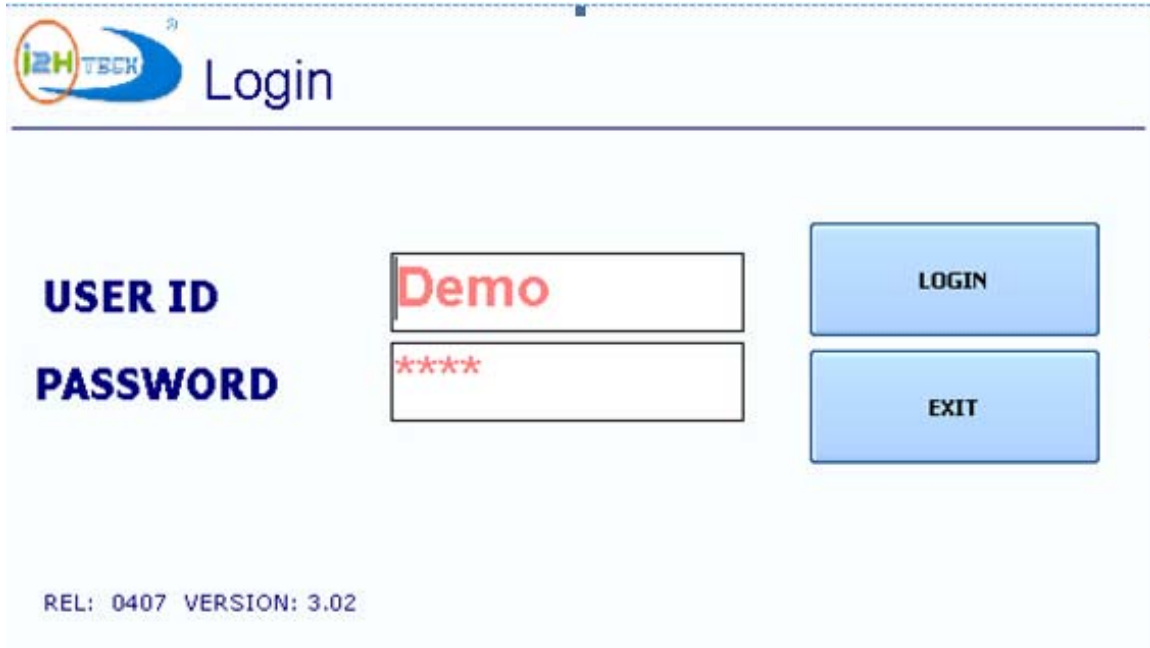
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### **Requirements:**

Repair Software works on Windows operating system.  
1024 x 768 resolution is preferred.

## Working :

When we open the project, LOGIN screen with default user name (Demo) and password (Demo) is displayed.



**i2H TECH** Login

**USER ID** Demo

**PASSWORD** \*\*\*\*\*

LOGIN

EXIT

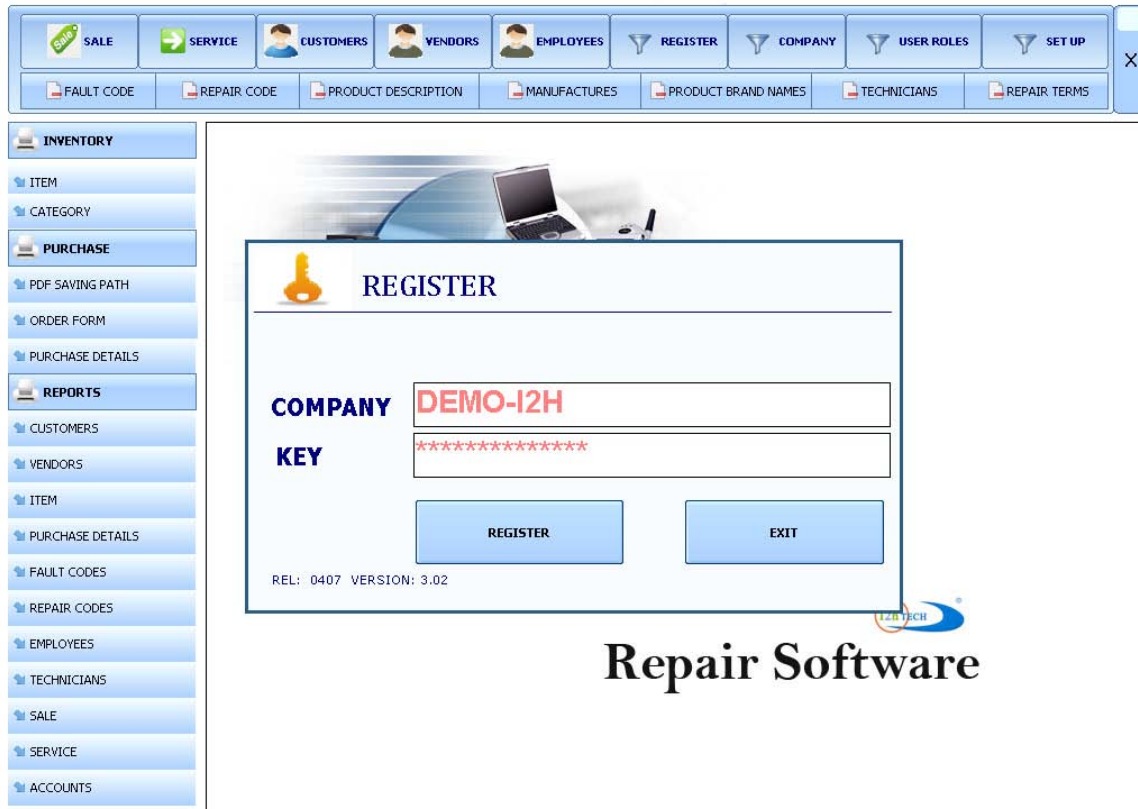
REL: 0407 VERSION: 3.02

Click on the login button. This leads to the main screen.

Only the register option is available for the demo user.

## REGISTRATION:

Click on the register.



The customer should enter his company name and the key provided by i2htech. Then click on register button. If the company name or key is invalid, it will show invalid key message.



If the key entered is correct then it leads to SET ADMIN USERNAME AND PASSWORD SCREEN.



## SET ADMIN USERNAME AND PASSWORD

<b>USER ID</b>	<input type="text"/>	<b>CREATE</b>
<b>PASSWORD</b>	<input type="text"/>	<b>EXIT</b>
<b>RETYPE PASSWORD</b>	<input type="text"/>	

REL: 0407 VERSION: 3.02

Enter the user name and password for admin. Then click on the CREATE button.

Now the admin with the given username and password is created.

Admin will have all permissions.

After setting the admin, the login screen will not have default username(Demo) and password(Demo).

### **HOW TO GIVE THE PERMISSIONS TO DIFFERENT USERS:**

Click on the user roles button. Click on the ADD NEW button to add a user role.

**Employee Types**

TYPE	EMPLOYEE TYPE
1	Admin
2	Manager
3	Employee

**ADD NEW** **EXIT**

Set the permissions for different forms.

Please note that the PERMISSIONS FOR ADMIN CANNOT BE DELETED OR EDITED. (pic below)



Click on the add button. Enter the details. There is a role field where admin can set the role. Depending on the roles, different permissions are given for employees. There is also a USERID and password fields.

### ITEMS:

Click on the item button on the main screen

The screenshot displays the 'ITEMS' application interface. At the top, the word 'ITEMS:' is written in blue. Below it is a table with the following columns: Code, Item Name, Category, Description, and Stock. The first row contains the values 'Item1', 'Item1Name', 'DIODE', 'Desc', and '18'. The remaining rows are empty and have a yellow background. Below the table is a horizontal scrollbar. Underneath the table is a form with two columns of input fields. The left column contains: Code (text box), Category (dropdown menu with 'Select' selected), Model (text box), Vendor (dropdown menu with 'Select' selected), Min Qty (text box), and Cost (text box). The right column contains: Item Name (text box), Description (text box), Brand (dropdown menu with 'Select' selected), In Stock (text box), Max Qty (text box), and Selling Price (text box). At the bottom of the form is a row of six buttons: ADD, EDIT, SAVE, DELETE, CANCEL, and EXIT.

Click on add button to add new details.

To edit an item, click on the edit button. Select the item to be edited, from ITEMS list. The details of the item are displayed in the fields. Edit the fields and click on SAVE.

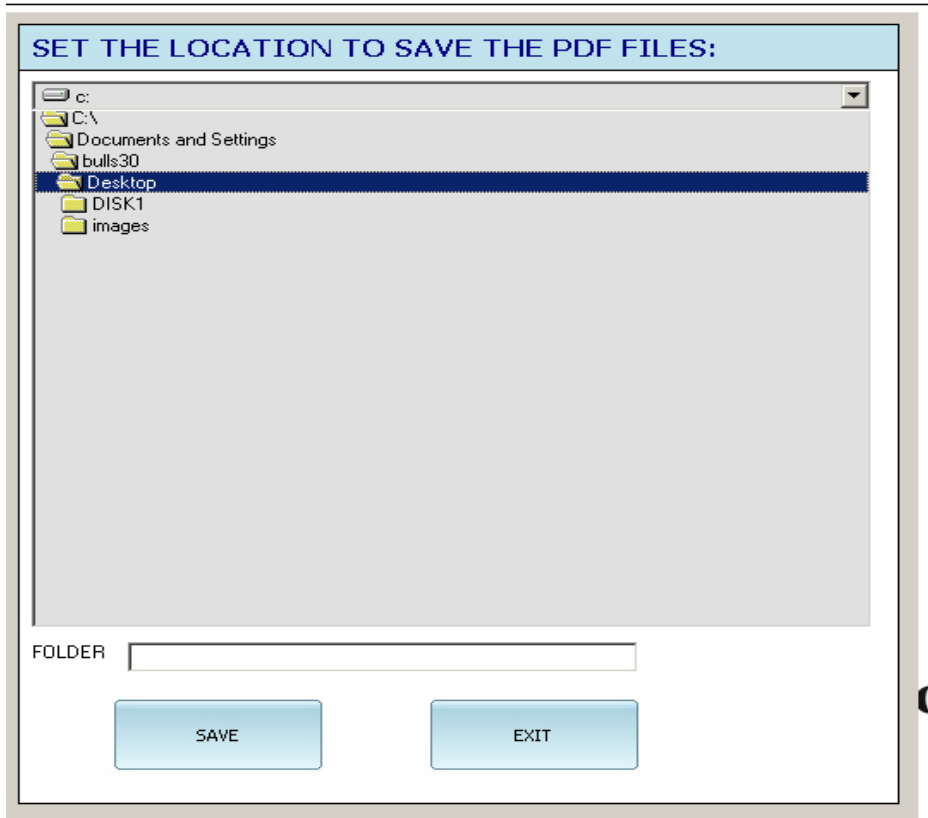
If you want to delete an item, click on EDIT, select it from ITEMS list and then click on DELETE.

**Customers, Vendors, Employees, fault code, repair code, product description, manufactures, product brand names, Technicians, Repair Terms, Item and Category, all work in the same manner.**

## PDF SAVING PATH:

We can create the pdf and save it.

Click on the PDF SAVING PATH button.



Select the location where we want to save the PDF files and then click SAVE.

## SALE:

**Sale** REFUND HOLED SALES

Invoice: 117 Sale Date: 24/08/2009

Customer Name: Thompson, Bill Bar code/ UPC:

ITEM NAME	QTY	PRICE	
1N4001	2	1000	X
1N4008	3	42	X
bc107	1	12	X
IN4008	1	1	X

**Select Department**

CAPASITOR DIODE **TRANSISTOR**

**Select Item** (Click Item to add it to cart)

bc107 IN4008 z007

Extra **END IRANS**

Add New Hold Delete Exit

<b>Amount</b>		1055.00
Discount(%)	0	0.00
<b>Gross Amt.</b>		1055.00
GST	<input checked="" type="checkbox"/>	105.50
PST	<input checked="" type="checkbox"/>	211.00
<b>Net Amount</b>		1371.50

Click on the sale button. The above sale form will be shown.

Select the customer and click on the department button. It shows the items under the selected department. Click on an item to add the item to the grid. If you want to add more, then click it again. The quantity will change. Another way to change the quantity is to click on the quantity field in the grid. You can delete an item by clicking on 'X'. After adding the sale items, you can add the discount percentage. Click on the sales tax check box to avoid/include the tax.

There are two options available on this form:

- End transaction - Opens a new form to enter the payment details
- Hold - Saves the details for later use.

**Sale**

Inv: **Payment**

Cu:

Payment Amount: \$1,371.50

Amount Tendered:

Change Due:

Payment method:  Cash  Check  Credit card

Ok Exit

GST	<input checked="" type="checkbox"/>	105.50
PST	<input checked="" type="checkbox"/>	211.00
Net Amount		1371.50

Buttons: Add New, Hold, Delete, Exit

We can use cash, check or Credit card payment mode.

Click on OK button. It will show a message "Do you want to take print out". Click on yes. It will print the invoice.

### SETTING THE AGREEMENT:

Click on the SET UP on main screen. A set up form will be shown, where we can set the agreement.

## HOLDED SALES:

**Hold List**

Customer Name

SINO	INVOICE	DATE	CUSTOMER NAME	Amount
1	2	6/7/2009		22.22

Clicking the HOLD button on sale screen leads to the hold list screen. It shows sales that are on hold. You can filter it by selecting the customer name.

## REFUND:

Click on the refund button on sale screen. It shows the list of billed items. Select the invoice. It shows the refund form. Select the items (same as in the sale screen). This form will also show the items that the customer purchased. After selecting the items, click on the refund button. It will show the payment screen and then the print out.

**SERVICE:**

Click on the SERVICE button. It will show the OPEN WO FORM. Click on add new button to add new service.

**SERVICE**      WO#       Customer:

---

**Item Details:**

Make	<input type="text"/>	Model	<input type="text"/>	Serial # *	<input type="text" value="123"/>
Technician	<input type="text" value="Dave Jones"/>	Date In	<input type="text" value="18/06/2009"/>	Estimate*	<input type="text" value="Call Over \$65"/>
Status	<input type="text" value="Select"/>	ETA	<input type="text" value="07/06/2009"/>	Date Out	<input type="text" value="07/06/2009"/>

Description

---

**Item Complaints:**

DAUD	Distorted audio	<input type="button" value="ADD"/>
		<input type="button" value="DEL"/>

**Repair Details:**

PTME	Part replaced - Mechanical	<input type="button" value="ADD"/>
		<input type="button" value="DEL"/>

---

**Sale Items:**

Sl.No	Itemcode	Item Name	Rate	Quantit	Amount
1	Item1	Item1Name	11	3	33

<b>Parts Amount</b>	33.00
<b>Other Charges</b>	0.00
<b>Discount(%)</b>	<input type="text" value="10"/> 3.30
<b>Gross Amt.</b>	29.7
<b>Sales tax</b>	<input checked="" type="checkbox"/> 0.30

<b>Total Amount</b>	30.00
<b>Deposit</b>	0.00
<b>Pay Amount</b>	30.00

Add the item details, item complaints, and estimate. The ETA will be current date+1 by default. There will be a description field to enter the description.

Click on the save button to add the item to repair section. It will ask for deposit.

**Make**  **Model**  **St**  
**Technician** Bill Thompson **Date In** 07/06/2009 **Est**  
**Status** Select **ETA** 08/06/2009 **Dal**

**Description**

Item Code	Description	Quantity	Amount
Item1	Item1	2	22

**Sale Items:**

Item No	Item Code	Item Description	Quantity	Amount
1	Item1	Item1	2	22

**CUSTOMER APPROVED SERVICE**

**Deposit**

**OK**

Enter the deposit and click OK. Then "Do you want to take print out" message will be shown. Click yes for print out.

**Demo-I2H**

**ESTIMATE**

Address: Add1 Phone: 2342323  
 Date In: 7/6/2009 Work Order No 1  
 Estimated Time For Repair 8/6/2009

<b>Item Description</b> Make : Model : Serial# : 122 Desc :	<b>Customer Details</b> LName : Lname FName : Fname Address : Add Email : mail
---	--

Complaints : Dead (intermittently)  
 Repair : Part replaced - Mechanical

**Part Details**

Part code	Quantity	Amount
Item1	2	22

**Amount Details :**  
 PartAmount : 22  
 Deposit : 0

This is a demo agreement. You can set the agreement in SETUP----> AGREEMENT

Signature

The WO will now be open WO.

After repair, to close a WO, select it from the OPEN WO list. And then double click on it.

The details will be filled in the service form. We can add the sale items, repair details etc. To add sale items, click on the add button. It will show a form similar to sale. Select the items and then click on the ADD TO SERVICE button to add it to the service form.

**ADD SALE ITEMS TO SERVICE**

**Sale Items:**

CODE	ITEM NAME	QTY	PRICE	
Item1	Item1 Name	2	22	X

**Categories** (Click categories to get items)

CAPASITER    **DIODE**    TRANSISTOR

**Select Item** (Click Item to add it to cart)

Item1Name

ADD TO SERVICE FORM    EXIT

Enter the discount percentage and other charges if needed. Then click on CLOSE WO.

**BILLING SCREEN**

By Cash  
 By Cheque  
 By Credit Card

\$22.22

1	2	3
4	5	6
7	8	9
.	0	CLS

AMOUNT TENDERED

OK CANCEL

Enter the amount and then click on OK. Repair receipt will be printed (Status: Work completed)

## REPAIR RECEIPT

Work Order No 1

<p><b>Item Description</b></p> <p>Make :          Model :          Serial# : 122          Desc :</p>	<p><b>Customer Details</b></p> <p>LName : Lname          FName : Fname          Address : Add          Email : mail</p>
--	---

Complaints : Dead (intermittently)

Repair : Part replaced - Mechanical

Sale Details

Part code	Quantity	Amount
Item1	2	22

<b>Amount Details :</b>			
PartAmount	22	Other : 0	Discount 0
		Gross Amount:	22
		Sales tax	0.22
Estimate	: Call Over		Bal Amt : 22.22
Status	: Work Completed		Deposit : 0
		Paid Amount:	22

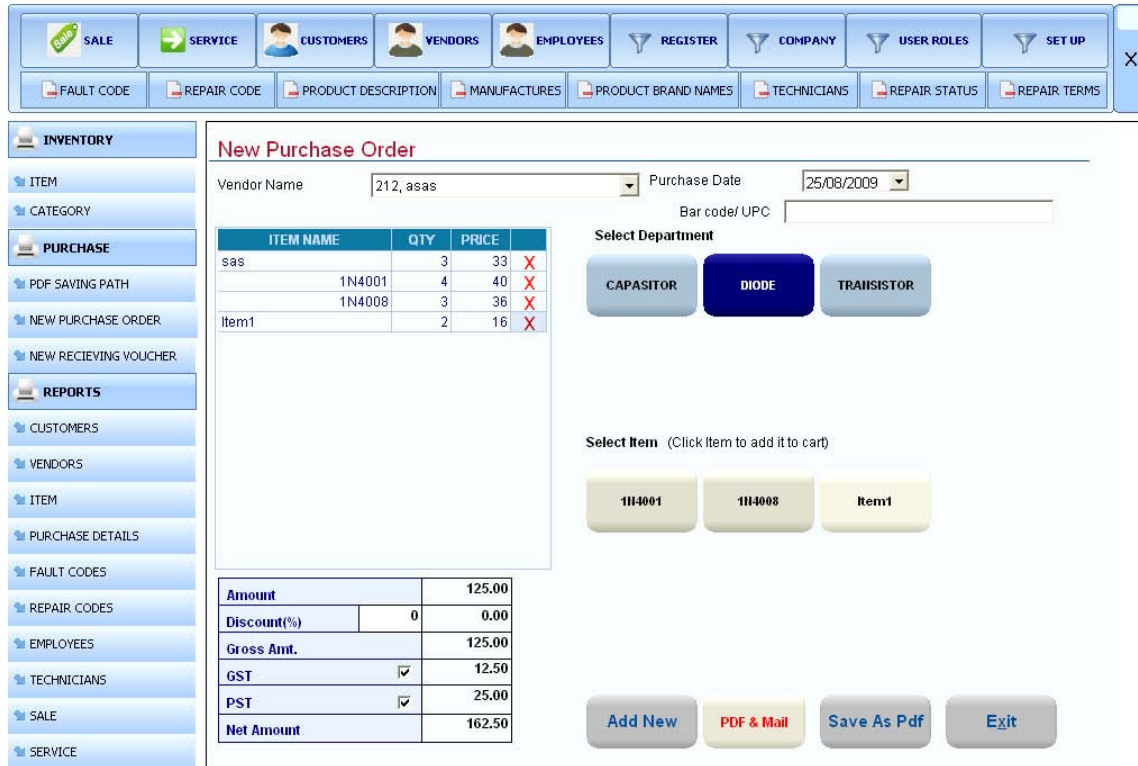
This is a demo agreement. You can set the agreement in SETUP----> AGREEMENT

Signature

## PURCHASE ORDER FORM:

**Aim:** If a user wants to send the details of sale items to vendor, then he can create a PDF and then send it to vendor.

Working is same as sale screen.



**INVENTORY**

- ITEM
- CATEGORY
- PURCHASE**
- PDF SAVING PATH
- NEW PURCHASE ORDER
- NEW RECEIVING VOUCHER
- REPORTS**
- CUSTOMERS
- VENDORS
- ITEM
- PURCHASE DETAILS
- FAULT CODES
- REPAIR CODES
- EMPLOYEES
- TECHNICIANS
- SALE
- SERVICE

### New Purchase Order

Vendor Name: 212, asas | Purchase Date: 25/08/2009 | Bar code/UPC: \_\_\_\_\_

ITEM NAME	QTY	PRICE	
sas	3	33	X
1N4001	4	40	X
1N4008	3	36	X
Item1	2	16	X

Select Department

CAPASITOR | **DIODE** | TRAIHSISTOR

Select Item (Click Item to add it to cart)

1N4001 | 1N4008 | Item1

Amount	125.00
Discount(%)	0
Gross Amt.	125.00
GST	12.50
PST	25.00
Net Amount	162.50

Add New | PDF & Mail | Save As Pdf | Exit

## NEW RECEIVING VOUCHER:

We can enter the purchased item details here(Same as sale) .



Select the same from date and to date to show the daily sales.

Three options are given.

All:

This will show all the sales between the given dates.

## **Demo-I2H**

**Address: Add1**

**Phone: 2342323**

### **SALES DETAILS**

#### **Sales Details**

<b>Invoice</b>	<b>Date</b>	<b>Customer</b>		<b>Amount</b>
<b>1</b>	<b>6/7/2009</b>	<b>Lname</b>	<b>Fname</b>	<b>33.33</b>
<b>3</b>	<b>6/7/2009</b>	<b>Lname</b>	<b>Fname</b>	<b>33.33</b>

By invoice:

If you want to get the details of a particular invoice, select the By invoice option. Select the invoice form the list and then click on the print.

## Demo-I2H

Address: Add1

### INVOICE

Phone: 2342323

Invoice No : 1  
Sale Date : 6/7/2009

Customer Details:  
LName : Lname  
FName : Fname  
Address : Add  
Email : mail

#### Item Details

Item code	Item Name	Quantity	Amount
Item1	Item1Name	3	33

#### Amount Details :

PartsAmount : 33  
Discount : 0  
Bal Amt : 33  
Tax : 0.33  
Pay Amount : 33.33

Signature

By customer:

If you want to get the sales by a particular customer, then click on By Customer. It will show the list of customers. Select the customer. Then click on print out. It will show the sales by that customer.

## Demo-I2H

Address: Add1

Phone: 2342323

### SALES DETAILS

#### Sales Details

Invoice	Date	Customer	Amount
1	6/7/2009	Lname Fname	33.33
3	6/7/2009	Lname Fname	33.33

SERVICE REPORTS:



To get the service done by a particular technician

ACCOUNTS:

Used for getting the total transactions:

**ACCOUNT SUMMARY**

**From Date** 07/06/2009 **To Date** 07/06/2009

(SELECT FROM DATE AND TO DATE AS SAME FOR DAILY REPORTS)

SALE  SERVICE  REFUND

**DISPLAY** **EXIT**

LZU TECH

4 options are given.

TOTAL:

To get the total amount.

SALE:

To get the total amount by sale between the given dates(billed sales only).

## Demo-I2H

Address: Add1

Phone: 2342323

### Total Sale Account Summary

**Sales Details**

<u>Invoice</u>	<u>Date</u>	<u>Customer</u>	<u>Amount</u>
1	6/7/2009	Lname Fname	33.33
Total :			33.33

**SERVICE:**

To get the total amount by service between the given dates. (Closed WO only)

**REFUND:**

To get the total amount by refund between the given dates.