OverNet Computer Services
## Mechanic helpdesk query

How to create and use a warranty form.

Mechanic is able to print warranty forms for customers, checklists for job cards, reminders for customers and other types of forms.

The following procedure shows how to create and use a new warranty form.
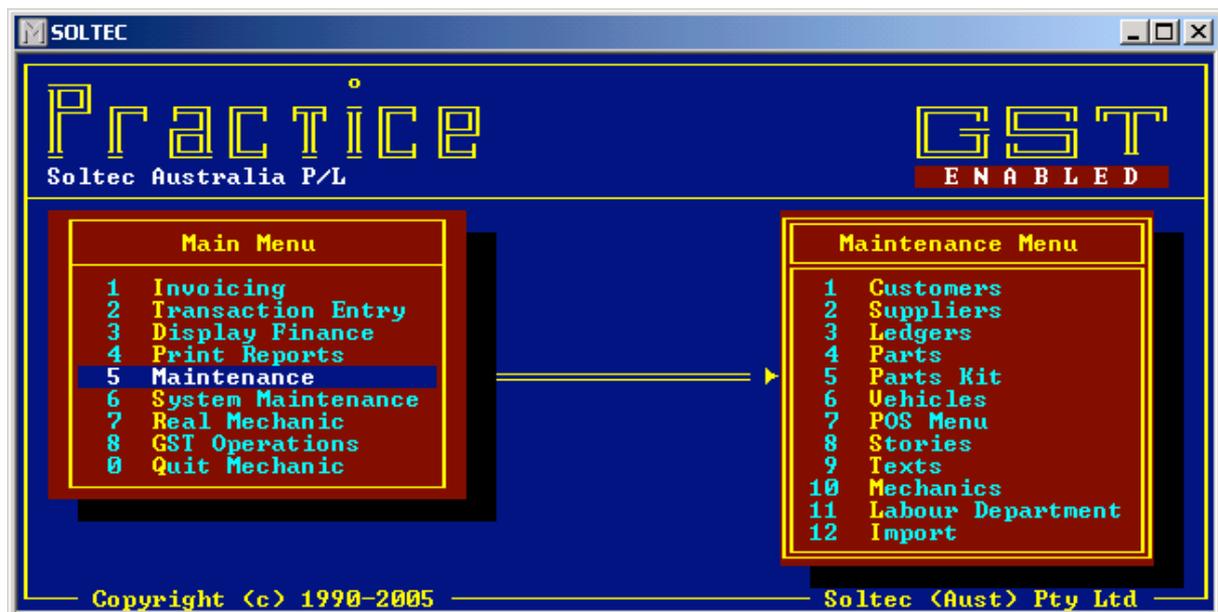

From the main menu select maintenance – option 5.
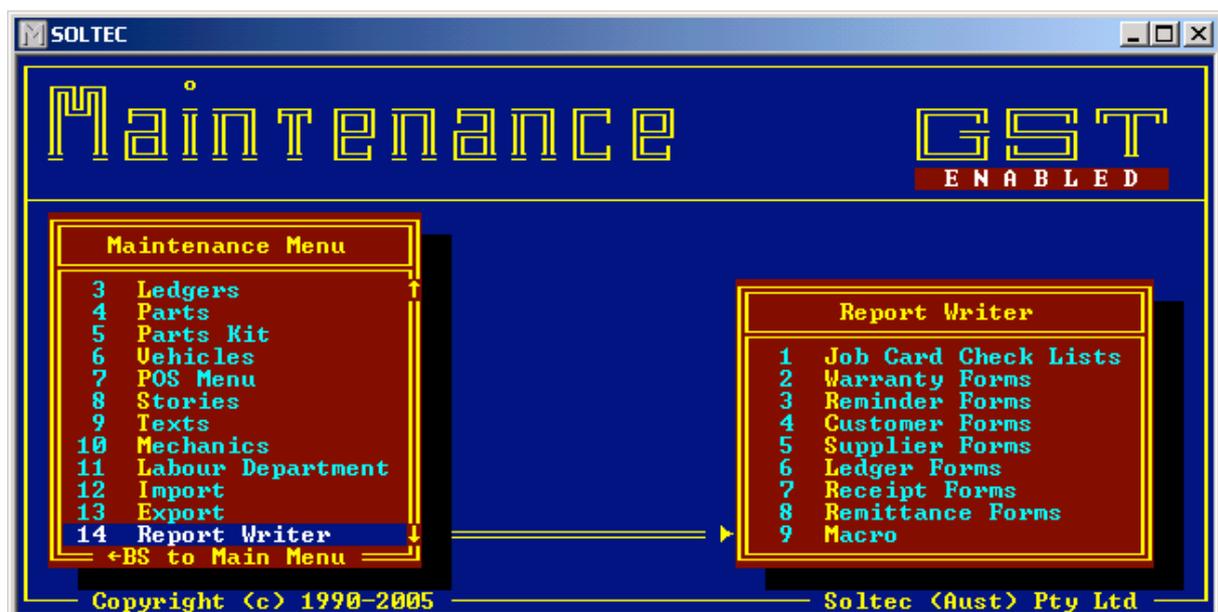
From the maintenance menu select report writer – option 14.
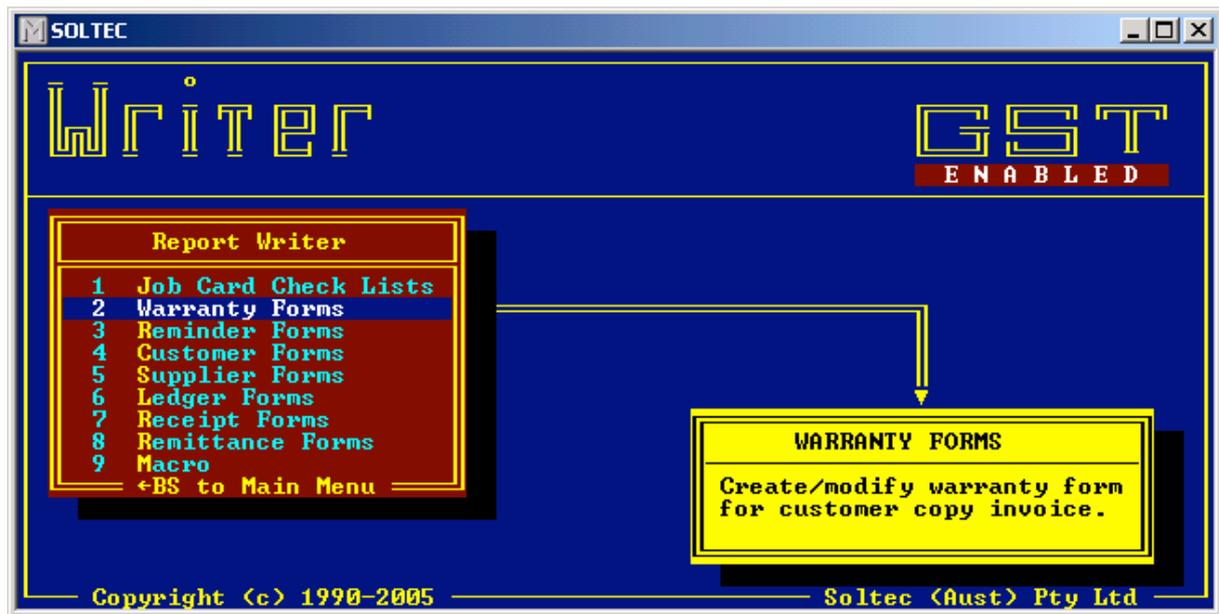
From the report writer menu select warranty forms – option 2.
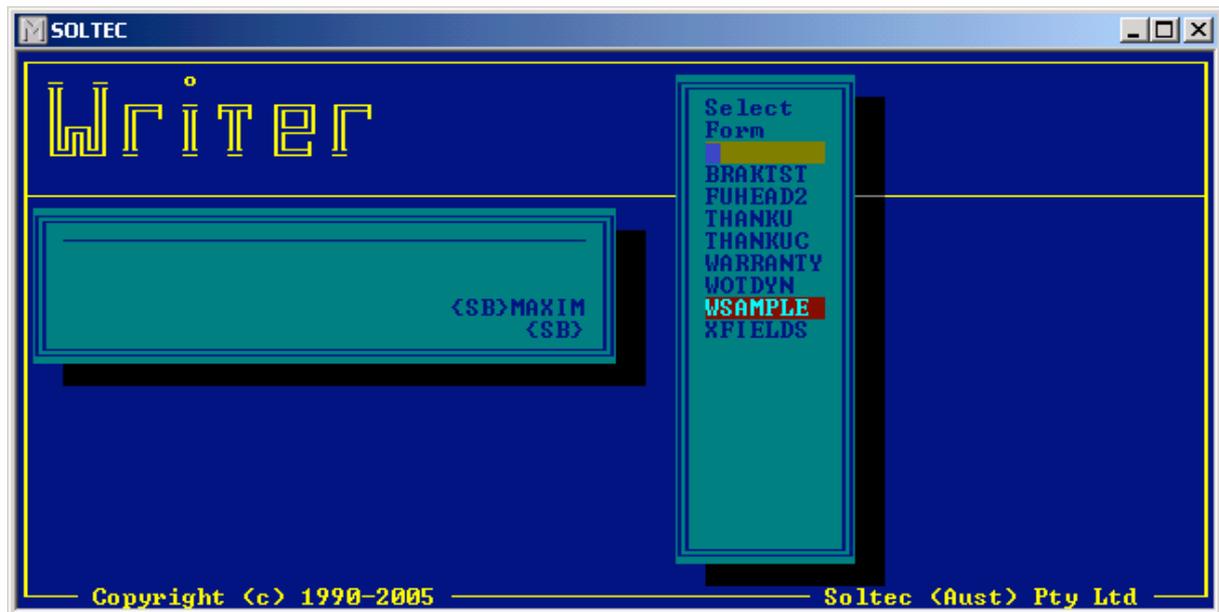
In this example we will copy an existing form to create our own.
Arrow down to "wsample" and press [ENTER].
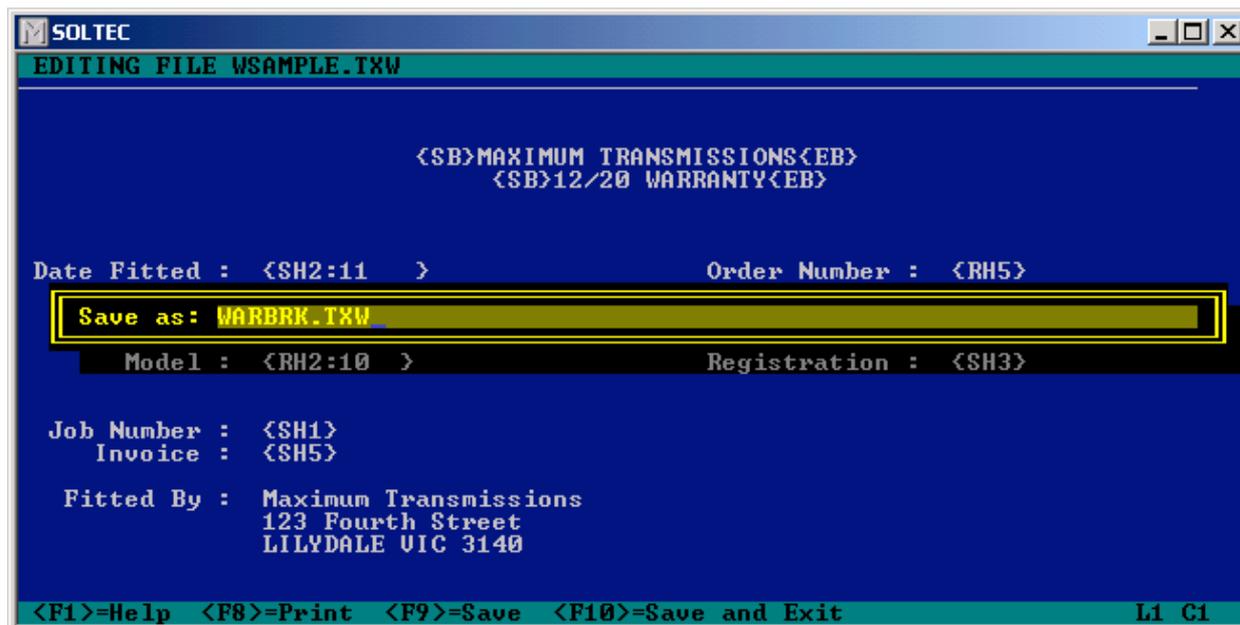
To copy the existing form press Ctrl-F9 and type in the name of the new form including the file extension that is shown at the top of the screen. We called this new form WARBRK.TXW because this warranty form is for servicing brakes.

NOTE: The new name cannot be more than eight characters long.
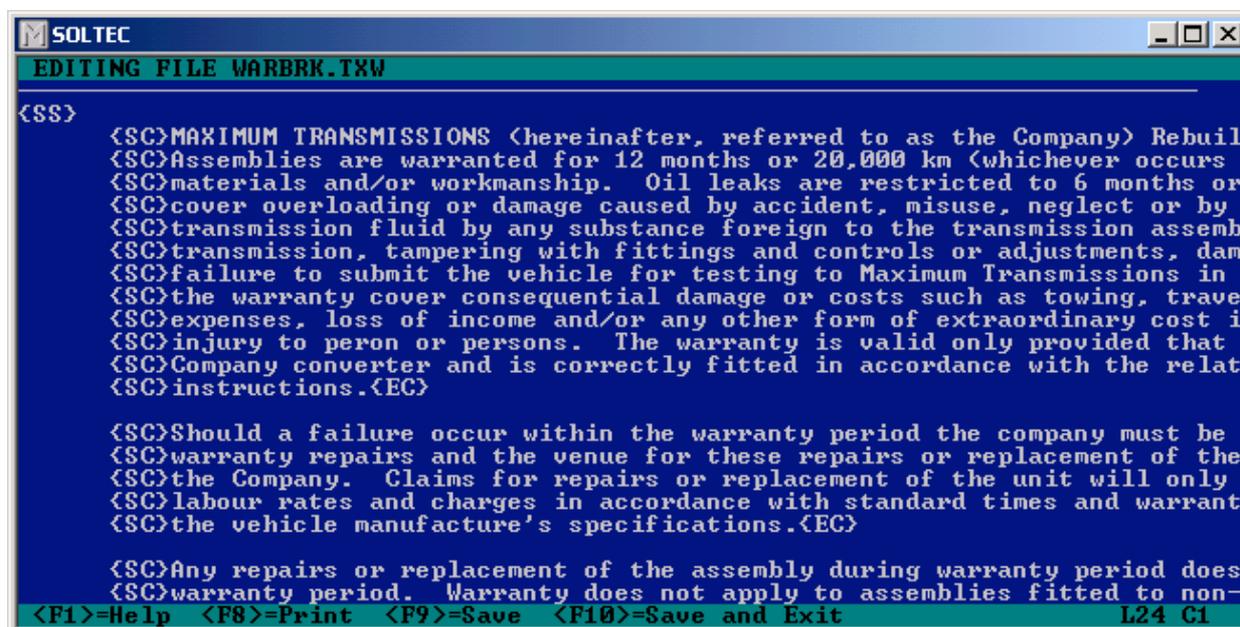
Edit the text to suit your requirements, note that all the format {??} symbol meanings can be found on your keyboard cheat sheet.

You can press F8 at any time to print the form and verify the content and format.

When you have finished, press F10 to save the warranty form.

To use you new warranty form and attach it to an invoice, start a new job as per normal and in the work to be done area place an exclamation mark (!) on the far left hand side.

Press F3 to display the warranty form select ladder. Arrow down to the form that you require and press [ENTER].

The chosen warranty form is now attached to this job.

NOTE: that the warranty sheet will not print out with the job card. It will only be printed out with the invoice.

Job card forms are very similar but use the @ sign to be attached to the job and are printed when the workshop job card is printed.