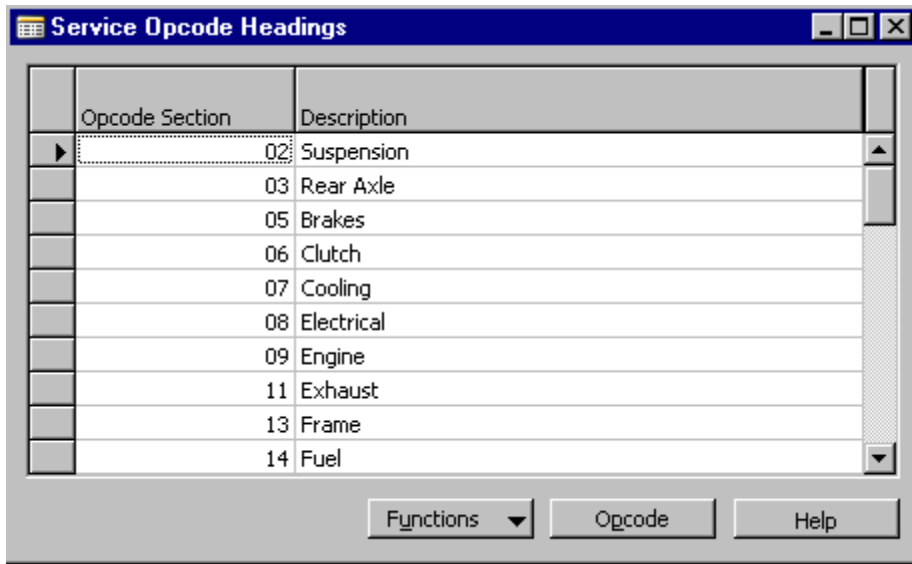




How to make a LOP code – Quick Notes

Main Menu > Service Management > Set Up > Opcode Set Up

The first table you will see will be the major Opcode groups:

A screenshot of a software window titled "Service Opcode Headings". The window contains a table with two columns: "Opcode Section" and "Description". The table lists several categories: 02 Suspension, 03 Rear Axle, 05 Brakes, 06 Clutch, 07 Cooling, 08 Electrical, 09 Engine, 11 Exhaust, 13 Frame, and 14 Fuel. The "02 Suspension" row is selected. Below the table are three buttons: "Functions" (with a dropdown arrow), "Opcode", and "Help".

Opcode Section	Description
02	Suspension
03	Rear Axle
05	Brakes
06	Clutch
07	Cooling
08	Electrical
09	Engine
11	Exhaust
13	Frame
14	Fuel

If you need to make a new group – press Functions button and click edit then select any line, and press F3 to make a new line. In the Opcode Selection column make a unique name or number, then tab over to the Description column and give it a name that will allow users to know what Opcodes will be under this code.

Once you made your group – or if you wish to add to an existing group – find the group you wish to add an Opcode to and give that Opcode Selection code focus (click one time on that cell). Then press the opcode button and you will see the sub table to the major group:

Opcode	Description	Part No.	Part Price	Default Hours	Default Price	Default Estimate	Complaint	Cause	Correction
LBWR-8QZ...	2011,2012 Belk Study			0.00	0.50	0.00	0.00	Preform LX (300C) Beltline Study Only - Lou	PQRC Campaign Study
LBWR-8SVHTK	AC Liquid Line Torque			0.00	0.50	0.00	0.00	Preform AC Liquid Line Torque Study - Lou	PQRC Campaign Study
LBWR-8Y3PD2	2008-2013 Trallinf Arm Bushin...			0.00	0.00	0.00	0.00	Preform RT Trassling Arm (R/T) Bushing Study - Lou	PQRC Campaign Study
PRBK-8MZNP	09-12 PM/MK 2.4 Fuel Line			0.00	0.30	0.00	0.00	Preform PM/MK fuel supply line inspection (.3) / Replac...	PQRC Campaign Study
PRBK-8NHHS5	2012 Fiat 500 Camber			0.00	2.50	0.00	0.00	Preform CT Alignment check per standard Operating Pro...	PQRC Campaign Study
PRBK-8RJM3L	MK AWDCVT Fluid Leak			0.00	0.50	0.00	0.00	Preform Visual Inspection for PTU leaks without remova...	PQRC Campaign Study
PRBK-8TQP...	2013 PF Alignment / Ride Height			0.00	1.00	0.00	0.00	Preform FF Align / Ride Heigh check per standard Oper...	PQRC Campaign Study
PRBK-8UJHYH	2013 PF Potential Leak			0.00	0.50	0.00	0.00	Preform Half shaft seal leak inspection - Paul	PQRC Campaign Study
PRBK-8V6N8C	FF500 A/C Clip			0.00	0.30	0.00	0.00	Preform FF A/C clip install (Paul)	PQRC Campaign Study

Add or hide columns to make your table look like above.

Click the Function button and then click edit to allow you to make changes, Give focus to any existing Opcode and press F3 to make a new line.

Columns:

Opcode – you must enter a unique code; this can be numbers, letters or a combination of both. You will be limited to 20 characters. This is a mandatory field – all others could be left blank (but don't!)

Description – Enter a friendly name for the opcode that users will know what it is for.

Part number – if you want the opcode to charge out a part (or parts kit) add the number.

Part Price – if you are charging out one part number you can enter the Sale amount you want it to sell it for on just this Opcode (overrides price group).

Default hours – the flag time that will be charged,

Default Price – Labor Sale amount (overrides flag x hourly rate).

Default Estimate – Will appear as customer estimate.

Complaint – Tech instructions (if you leave blank the Service advisor will have a opportunity to add, edit this as well)

Cause – only fill in if you don't need the tech to (i.e. "maintenance or an oil change)

Correction – only fill in if you don't need the tech to.

Go to the next line and add as many as you have UNDER THIS GROUP (tip – the Opcodes will sort when you leave the line – don't let this confuse you).

Hint – F8 will copy the cell above your current location – very handy when adding an Opcodes that has the same Complaint (i.e. Recall 123) or the same Cause (Campaign).

Exit all the tables and go back to the main menu – the Opcodes are saved and ready to be used.

Additions or change request – jack.holden@mpkauto.com