



Product Management

**Time-Saving Tip:
Adding Multiple Parts to Repair Orders**

Get More Out Of MPK®

A Quicker Way to Add Parts to a Repair Order (RO)?

Sometimes you want to add multiple part numbers to a Repair Order during one Part No. lookup, simply do the following

1. Create or open a Repair Order:

<<screen 1>>

2. Select 'Function', 'Add Part' or press Shift-F3 (as usual):

<<xscreen 2>>

3. Choose the Task No. to add a Parts/Parts to:

<<screen 3>>

4. Now, use your normal method of searching for a part e.g. typing the first few characters of a Part No., or pressing F7 to set a filter on the Part Description, etc.

5. When the desired Part is displayed on screen press **Ctrl-F1** to 'mark' the Part i.e. include it in your selection.

6. Now, continue selecting Parts, repeating steps 4 and 5 until you have selected all the desired Parts:

7. Then, simply press '**Ok**' and all the 'marked' or selected Parts will be copied into your Repair Order, as follows:

We hope this Time-Saving Tip helped you: send suggestions for improvements to: support@mpkauto.com