

GETTING STARTED GUIDE

Superservice Menus empowers you to create quick and accurate quotes. Here's how:

VEHICLE SELECTION


Start creating a quote by identifying a vehicle by VIN or by selecting a model from the vehicle index.

The screenshot displays the 'VEHICLE SELECTION' screen of the Superservice Menus application. The top navigation bar includes 'VEHICLE SELECTION', 'OPERATION SELECTION', 'QUOTE DETAILS', and 'SAVED QUOTES'. A search bar is located below the navigation bar, with a search icon and a reset button. Below the search bar are three dropdown menus for 'Vehicle Type', 'Model', and 'Model Year', along with a 'Reset' button. The main area of the screen is a grid of 18 vehicle models, each with a car image and a label (e.g., 'A 450 (2000 - 2006)').

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- 1 Navigate through the main screens of Superservice Menus.
- 2 Identify the vehicle by customer name, VIN or registration number.
- 3 Use the drop-down menus to filter the vehicles down by vehicle type, model and model year.
- 4 Identify a vehicle by selecting the model from the vehicle index.
- 5 Access all quotes for the dealership in one easy-to-find location.

GOOD TO KNOW:

- All settings and saved quotes will be carried over from your previous version of Superservice Menus.
- To access your settings and training resources, click the  icon.
- For more information on the settings, refer to the Superservice Menus Settings Guide.

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OPERATION SELECTION

Find the operation you want by searching for an operation or by simply selecting from the graphic index and the list of operation descriptions.

1 Search for an operation by operation code, category or keyword

Supply and fit rear parking assist

2 Select the operation you want from the graphic index

3 Choose from the available options to find the operation you need.

GOOD TO KNOW:

- To view model and vehicle details, click the icon.
- To access and add customer information, click the icon.
- To go to the Operation Selection screen, click the icon.

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OPERATION DETAILS

View the operation details such as the labour time, the parts required and the sundries.
You can then add the operation to the quote.

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VEHICLE SELECTION OPERATION SELECTION QUOTE DETAILS SAVED QUOTES

Vehicle: A 450 2WD 1.6L 4 Cyl Petrol 5 sp Manual (2000 - 2006)
23232 - ABCDEFGHIJ1234567 - 12AB34

Total Inc. Tax: \$235.86
Total Labour Time: 0.60hrs
Add to Quote

Operation Selection | Search Results | Supply and Fit Roof Spoiler

ARRSPOIL: Supply and fit roof spoiler.
BAS: Basic Operation

Customer Type ▼

| Details | Labour - Retail | Qty | Unit Price | Discount | Tax | Total Exc. Tax | Total Inc. Tax |
|--|-----------------|---------|-----------------|----------|--------|----------------|----------------|
| ARRSPOIL: Supply and fit roof spoiler. | | 0.60hrs | Labour - Retail | 0.00% | 20.00% | \$40.80 | \$48.96 |
| Warranty Code: N/A | | | | | | | |

Invoice Lines

| Parts | Dealer | Qty | Unit Price | Discount | Tax | Total Exc. Tax | Total Inc. Tax |
|-----------------|-----------------|------|------------|----------|--------|-----------------|-----------------|
| AB9876C543 | BCKDOOR SPOILER | 1.00 | \$140.75 | | 20.00% | \$140.75 | \$168.90 |
| Sundries | | | | | | | |
| SS | Shop Supplies | 1.00 | \$15.00 | | 20.00% | \$15.00 | \$18.00 |
| Total | | | | | | \$196.55 | \$235.86 |

- 1 Use the section breadcrumbs to go back a level or two.
- 2 View the operation details and change the labour rate.
- 3 Expand the invoice lines and view parts and sundries.
- 4 View the total cost of the operation.
- 5 Preview the cost and add the operation to the quote.
- 6 Change the customer type (if available).

GOOD TO KNOW:

- To view alternate part information, click the ↔ icon.
- To view supersession information, click the ↑↓ icon.
- To change the labour or parts price level, click the ▼ icon.

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QUOTE DETAILS

View and edit quotes before printing or emailing them directly to your customers. You can also add more operations to the quote by returning to the Operation Selection screen.

SUPERSERVICE™ Menu

IFM-Menu Training

VEHICLE SELECTION OPERATION SELECTION QUOTE DETAILS SAVED QUOTES

Job No. 2

Quote Status **Created** **Expires** **Joe Spares**

| | | | |
|-----------|------------------|-----------------|--------------|
| Quotation | 11 December 2019 | 11 January 2020 | 123 456 7890 |
|-----------|------------------|-----------------|--------------|

Price Summary

| |
|-------------------|
| Total |
| Inc. Tax |
| Total Labour Time |

Quote Actions

- Transfer
- Clear
- Delete
- Print
- Email
- Recalculate Pricing

Notes

Please call 1234567 to book in with the Service Department.

Customer questions or comments

Polish out scratch on front guard.

Expand All

| | | |
|---|-------------------|----------------|
| ARRSPOIL: Supply and fit roof spoiler. | 0.6hrs | \$235.86 |
| Warranty Code: N/A | Total Labour Time | Total Inc. Tax |
| ARPSA: Supply and fit rear parking assist. | 1hrs | \$363.79 |
| Warranty Code: N/A | Total Labour Time | Total Inc. Tax |

Add Operation

- 1 Click the title bar on the **Job No.** box to view and edit job, vehicle and customer details.
- 2 Add notes and view customer questions or comments.
- 3 Expand or collapse the operation details.
- 4 Access your saved quotes.
- 5 Click **Quote Actions** for a range of useful options.
- 6 Add more operations to the quote.

GOOD TO KNOW:

- To delete an operation line, click the icon.
- To expand the Price Summary, click the icon.
- To go to the Operation Selection screen, click the icon.

SAVED QUOTES

Click the **Saved Quotes** tab to access saved quotes from a centralised location for all users in the dealership.

The screenshot shows the SUPERSERVICE™ Menu interface with the 'SAVED QUOTES' tab selected. The interface includes a search bar, filter dropdowns, and a table of saved quotes. Numbered callouts 1 through 6 point to specific UI elements:

- 1. Saved Quotes tab
- 2. Search bar
- 3. Filter dropdowns
- 4. Date Created dropdown menu
- 5. A row in the table
- 6. Close button

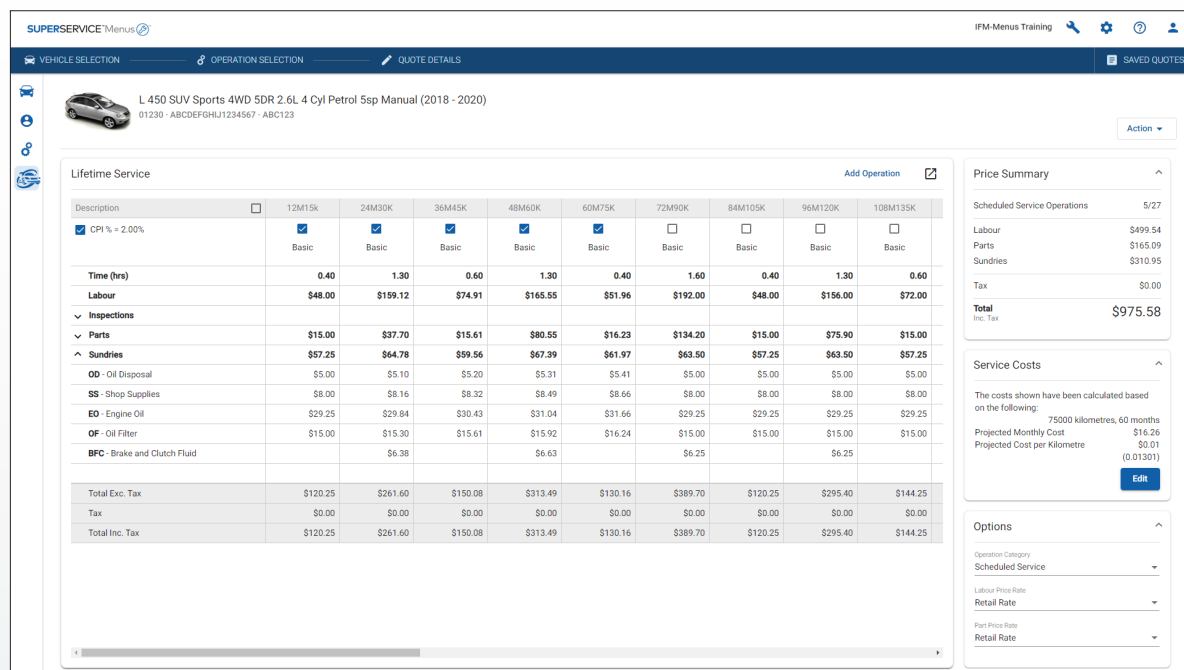
| Job No. | Date Created | Customer | Vehicle | Registration Number | VIN | Total Inc. Tax | Quote Status | Source |
|---------|---------------------|----------|----------------------------------|---------------------|-------------------|----------------|--------------|-------------------|
| 3 | Last 7 Days | | 2WD 1.6L 4 Cyl Petrol 5sp Manual | 91EF011 | ABCCEEHILL1234567 | \$120.00 | Quotation | Superservice Menu |
| 2 | Last 30 Days | | 2WD 1.6L 4 Cyl Petrol 5sp Manual | 56CD78 | AADDFFGGII1234567 | \$245.89 | Quotation | Superservice Menu |
| 1 | Selected Date Range | | 2WD 1.6L 4 Cyl Petrol 5sp Manual | 12AB34 | ABCDEF GHU1234567 | \$321.65 | Quotation | Superservice Menu |

- 1 Click the **Saved Quotes** tab to access your saved quotes.
- 2 Search for saved quotes by customer name, VIN or registration number.
- 3 Filter your list of saved quotes with the drop-down list.
- 4 Click the icon to filter your saved quotes by a date range.
- 5 Click a line to open up a saved quote.
- 6 Close the Saved Quotes screen.

GOOD TO KNOW:


- Click the < > icons to page through your list of saved quotes.
- To delete a saved quote, click the icon.

Generate estimates of lifetime service costs for scheduled service operations and maintenance repairs based on time and distance. For best results, identify the vehicle by VIN. You can view the projected total price and the monthly costs.



- To print or export the lifetime service costs, use the **Action** drop-down.
- To apply CPI adjustments, select the ☐ **CPI %** checkbox.
- To add expected repair operations, click **Add Operation**.

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- 1 Click the  icon to open the Lifetime Service module.
- 2 Use the checkboxes to deselect and select the scheduled services.
- 3 Expand Inspections, Parts and Sundries lines to view the details.
- 4 View and expand the Price Summary.
- 5 View or edit the Projected Service Costs by month and per kilometre.
- 6 Choose the Operation Category, Labour and Parts Price Rate.