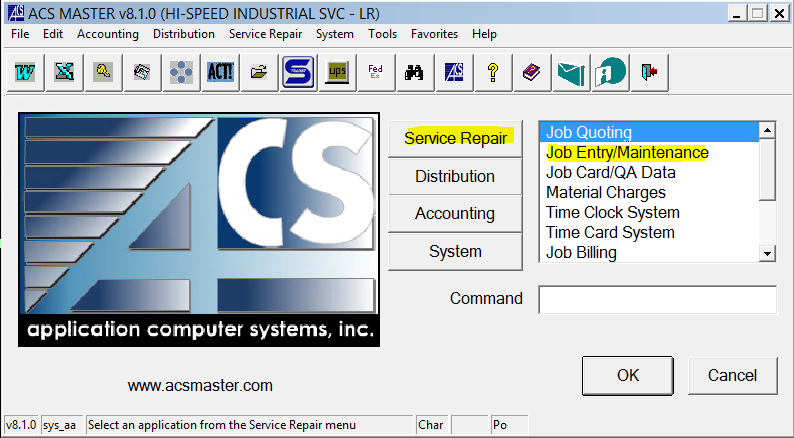
PROCEDURE FOR WRITING UP A MOTOR JOB ORDER:

Hi-Speed White Tag

1. Customer Name
2. Contact Information (Name, Phone #, Email)
3. Work to be done
4. Job # (After ACS)

ACS

1. In the Service Repair menu, select Job Entry/Maintenance

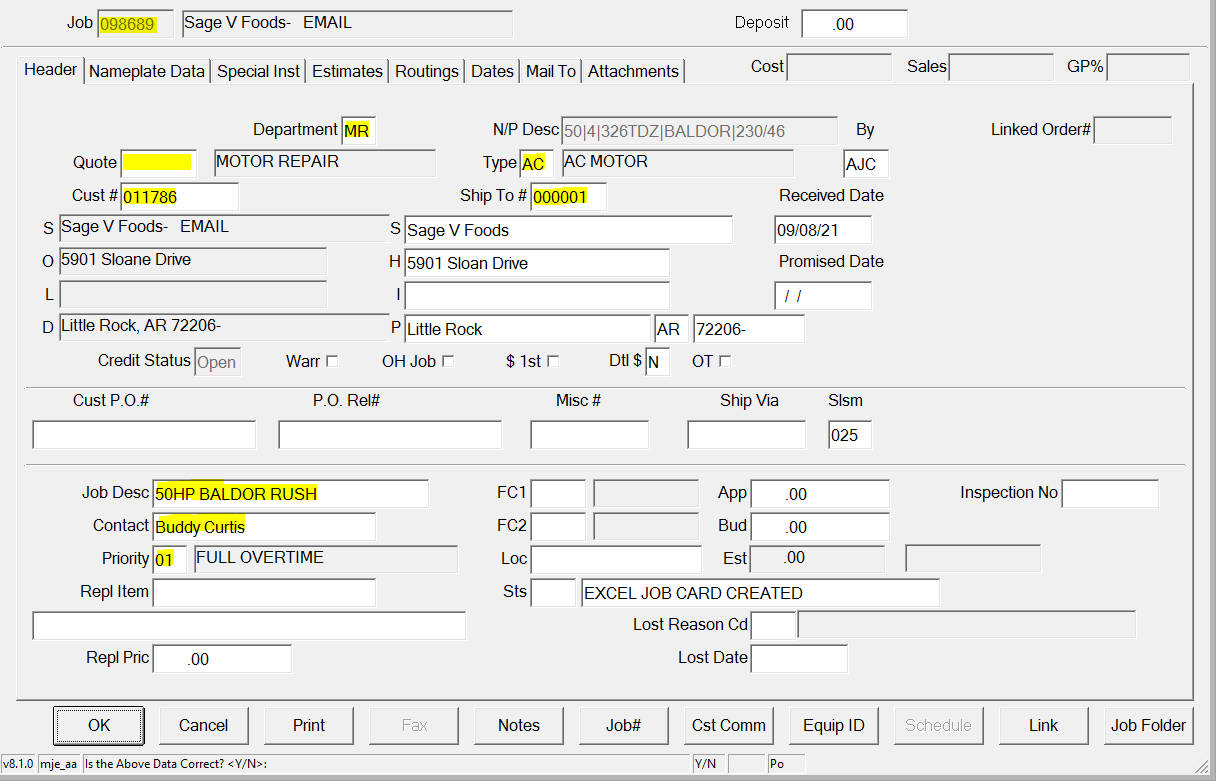


1. In the Processing menu, select Job Entry

Graphical user interface, text, application

Description automatically generated

1. In the Job box, press F2 to assign new job number
2. Header Tab
   1. Department – press F3 and select Hoist Repair (or type HR)
   2. Quote – *if this is a quoted job, you can enter the quote number and it will auto fill the customer details and estimates tab*
   3. Type – press F3 and select type (EH/AH/HM etc.)
   4. Cust # - press F3 and look up customer name
   5. Ship To # - press F3 and select the correct shipping address
   6. Promise Date – When you think the job will be complete
   7. Customer PO
   8. Job Desc – Important info about job
   9. Contact – Type contact name (contact email in
   10. Priority – put 3 for standard
   11. Approved amount – will be different
   12. Click OK



1. Nameplate Data Tab
   1. MFG (Manufacturer)
   2. Voltage (Low/High)
   3. Model
   4. Serial
   5. Phase (3)
   6. Hz (60)

Graphical user interface, table

Description automatically generated

1. Special Inst Tab
   1. Type in any special instructions about the job
2. Mail-To Tab
   1. Select default mail-to information
   2. Change Name to customer contact name

Graphical user interface, text, application

Description automatically generated

# Inspectall

1. Click Folders tab

Graphical user interface, text, application

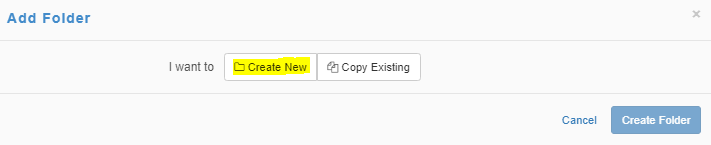
Description automatically generated

1. Click Add Folder

Graphical user interface, text, application, email

Description automatically generated

1. Click Create New



1. Select Folder Type – In Shop Hoist Repair
2. Account – Enter Customer # from ACS Printout and select the customer from the dropdown
3. User – Select your user name
4. Click Create Folder

Graphical user interface, text, application

Description automatically generated

1. Click the pencil icon in the header to Edit Folder

Graphical user interface, application, chat or text message

Description automatically generated

1. Change the auto-generated ID to the ACS Job number and select Update Folder

Graphical user interface, text, application

Description automatically generated

# IN HOUSE TAGGING & SCHEDULING PROCESS

1. Write the ACS job number down on a tag and tag the item that has been sent in for inspection/repair or replacement
2. Notify customer of inspection fee and get verbal or written approval before scheduling the inspection
3. Schedule a technician to inspect or start working on replacement quote
4. One Inspection has been completed notify customer of repair/replacement cost
5. Get PO before proceeding