Lube Sticker Printer



Step 1: Configure Lube Sticker Printer

Mitchell TeamWorks	
<u>File E</u> dit Vie <u>w</u> C	
Print Ctrl+P	
Preview	
<u>E</u> mail	
Print <u>S</u> etup	
Evit	
	Benort/Printer Selection – – ×
	Print Options Print Margins (Inches)
	Repair Order Printer DYMO LabelWriter 450 V Left 0.10 + Top 0.05 +
	O Invoice Paper Size MITC250 ✓ Right 0.10 🜩 Bottom 0.05 🜩
	Counter Sale Orientation Landscape Tagline
	C Labels Template With Logo - Horizontal Layout V Tagline
	Follow-up Letters Default Settings Gil Quality Odemater Neether
	C Tech Worksheet
	Fax Printer Premium Motor Oil 5000 5 \$
	Lube Sticker Printer Synthetic Motor Oil 7000 6 Next Mileage Next Date
	Blended Motor Oil 10000 8 +
	Category Engine Performance/Tuneup V 72,000 9/28/2016
	tor / Category Names Tagline
	<u>Cancel</u>
	Adjust window size to better view the sample sticker.

Configure Lube Sticker Printer (cont.)



Configure Lube Sticker Printer (cont.)

Estimate Repair Order Invoice Counter Sale Default Printer Labels Follow-up Letters Off Norksheet Fax Printer Lube Sticker Printer Lube Sticker Printer Lube Sticker Printer Lube Sticker Printer		Report/Print	er Selection	- - ×
	 Estimate Repair Order Invoice Counter Sale Default Printer Labels Follow-up Letters Tech Worksheet Fax Printer Lube Sticker Printer 	Print Options Printer DYMO LabelWriter 44 Paper Size MITC250 Orientation Landscape Template With Logo - Horizont Default Settings Oil Quality Standard Motor Oil Premium Motor Oil Synthetic Motor Oil Blended Motor Oil Category Engine Per	50 V V al Layout V 5000 3 ¢ 5000 5 ¢ 7000 6 ¢ 10000 8 ¢ formance/Tuneup V LOF / Category Names	Print Margins (Inches) Left 0.10 Top 0.05 Right 0.10 Bottom 0.05 Top Tagline Tagline Select Logo Print Preview Print Sample Tagline Tagline

Default Settings: settings that will display when launching the Print LOF option from the Order tab.

Note: The LOF /Category Names are the same ones used in your LOF Packages.

Tagline: enter custom text onto your stickers.

Select Logo: browse and select logo image file. Maximum file size is 98 KB.

Print Preview: changes to the sticker template will display in real-time.

Step 2: Print the Sticker

	<u>O</u> rder		<u>R</u> evisio	n	Н	lis <u>t</u> ory								
Jobs	PartKits Ref #	Promos	Estimator	r Maint. dometer -	Fluids Prev.	TSBs	In	Open Recall	Is Out	Print LOF 10001				
None>		•	En	igine Hours -	Prev.	0	In	0.0	Out	0.0				
one>	Entender	Cala	Deine	1:-4	Dev		6Cd	- Addadu	5	Tech Neme				
<i>a</i> ty	Extended	99 \$29.99	Price	LISI	Pal	пт но. м	igcou	e Addedi	riom	<none></none>	Print t	he LOF stick	cer by	clicking
0.00	\$0	.00 \$0.00	\$0.00	\$0.00)					<none></none>				C C Lieken
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Suppli	ies Tax	Total							Inv. E	Bal.				
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								Order C	Option	15			—	
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									.abor	<none></none>	•	Shop Supplies		
								Р	Parts	<none></none>	•	📝 Hazard Materials		
									Conv	vert to <u>O</u> rder	Apply Payments	<u>R</u> evision Histo	יזע	
									Conve	ert to <u>I</u> nvoice	Discou <u>n</u> ts	Tech WorkShe	et	
									Po	st Invoice	Confir <u>m</u> All Parts	Maintenance		
									Ар	pointment	<u>C</u> heck Profit	Ta <u>x</u> Rates Appli	ied	
									Print	Pick List	Purchase Order	Tech. Observatio	ons	
												C	Done	

Step 3: Select Oil Quality and Print

P	rint Sticker	×	1
	P	rint Lube Oil Sticker?	I
	Oil Quality		I
	Standard Motor Oil	3000 Miles or 3 months	I
	O Premium Motor Oil	5000 Miles or 5 months	I
	O Synthetic Motor Oil	7000 Miles or 6 months	I
	O Blended Motor Oil	10000 Miles or 8 months	I
			I
		Cancel <u>O</u> K	



Print LOF Actions

1. Prints LOF Sticker.





2. Prompts for future appointment in the Scheduler.

		1/15/2010. Wittene	ent intext on change occu	as at 15,001 miles - convention	
	- 🛛 💾 🔒 😫	🍖 🛛 🗹 Auto Adjust End T	Time		
	Save & Delete Crea Close	aate Cancel Match Drop-Off to	o Start Time		
Next oil change occurs at 13.001 Miles - Standard Motor Oil	Subject Mitchell1	1 - Next oil change occurs at <mark>13,001</mark> I	Miles - Conventional Oil	Appointment State	Open (OPEN) v
	Drop Off 7/19/2018	18 🔍 🛪 8:00 AM 🔻	Reminder 0 minutes	Service Advisor	HUBEL, MIKE V
	Promised 7/19/2018	18 🔍 🛛 5:00 PM 🔻		Technician	<none> v</none>
Would you like to schedule an appointment for:	Starts 7/19/2018	18 🔍 🔻 8:00 AM 👻	Scheduled Hours:	0.50 Resource	lione> v
Mitchell1 - 2010 Chevrolet Silverado	Ends 7/19/2018	18 💷 ▼ 8:30 AM 👻 🗌 All day	event Order Hrs:	0.00	
· ·	Shop Comments		Print on order as Note Cus	stomer Comments/Special Requests	8 Print on order as Note
			^		^
			~		~
<u>Y</u> es <u>N</u> o	Customer - ,		Ve	ehicle - 2010 Chevrolet Silverado 150	0
	Membership:	-		A 5 Recommendatio	ns
	Phone: (Ho	ome) 888-724-7662 v		VIN: icense Plate: OMGLOLZ	
/	Email: tech	ch.support2@mitchell1.com		Engine: 5.3L, V8 (325CI) VIN	(0)
/	Company: Mitc	tchell1		Hat:	
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	Construction	source. Chomes V	Category. OIL CHANGES	•	JODS. Huu Delete
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3. Creates Vehicle Recommendation.

			Recomm	nendations			_ □	×
Date Recommended Date Work Needed	4/19/2018 7/19/2018	•	FollowUp Date	None		Clear	FollowUp Date	
Work Recommended	Standar	d Notes		¥	Category	OIL CHANGES		¥
Next oil change occurs	s at 13,001 Miles	s - Conve	ntional Oil					^
								~
							Cancel	<u>o</u> k

The Appointment

7/19/2018: Mitchell1 - Next oil change occurs at 13,001 Miles - Standard Motor Oil											
Image: Save & Delete Create Cancel Image: Match Drop-Off to Start Time Send Text											
Subject Mitchell1 - Next oil change occurs at 13,001 Miles - Standard Motor Oil Drop Off 7/19/2018 7/19/2018 8:00 AM 7/19/2018 5:00 PM 7/19/2018 5:00 PM 7/19/2018 8:00 AM Starts 7/19/2018 7/19/2018 8:00 AM Starts 7/19/2018 8:00 AM Scheduled Hours: 0.50 Resource Resource None>											
Shop Comments Print on order as Note Customer Comments/Special Requests Print on order as Note Image:											
Customer - N/A Membership: Phone: V	Vehicle - 2017 BMW 230i <u>3 Recommendations</u> VIN: License Plate:										

A future Appointment is generated based on the date and mileage of the selected Oil Quality. Click **Save & Close** to save the Appointment.

The Recommendation

Recommendations				- 0	×
Date Recommended 4/19/2018 Date Work Needed 7/19/2018	FollowUp Date	None		Clear <u>F</u> ollowUp Date	
Work Recommended Standard Notes		\ \	Category	Engine Performance/Tuneup	~
Next oil change occurs at 13,001 Miles - Standa	ard Motor Oil				
				<u>C</u> ancel	<u>о</u> к

A Recommendation is created based on the date and mileage of the selected Oil Quality.

Supported Printers

- <u>GoDex</u>
- <u>Dymo</u>
- National Document Solutions