

Quick Guide – Inventory 1

MVR to Dismantle

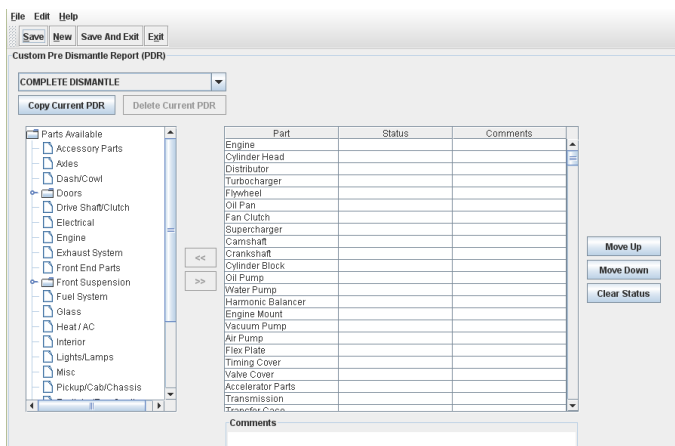
Introduction

This quick guide explains what actions are required on Pinnacle when a vehicle is received. This is a seven step process; the processes are written in a logical order but can be used as a standalone process.

Create Custom PDR

This step will only need to be done when adding or editing a new “worksheet” to evaluate what parts will be taken from the car.

1. Select *Inventory > Utilities > Custom PDR*.
2. Press the **New** button to create a PDR from scratch:
 - a. Or you can select a current PDR template and work from there.
3. Select parts and press the **>>** button:
 - a. Highlight multiple parts by using the Ctrl key and pressing the **>>** button after each part is moved over.
4. Change the Status:
 - a. The default status can be set from the drop-down menu, if not Pinnacle will suggest one based upon sales stats.
5. *Optional:* Change the order of the parts by selecting the **Move Up** and **Move Down** buttons.
6. *Optional:* Highlight a part and type in comments below. Press **Save** to preserve comments.
7. Press **Save and Exit** to complete.



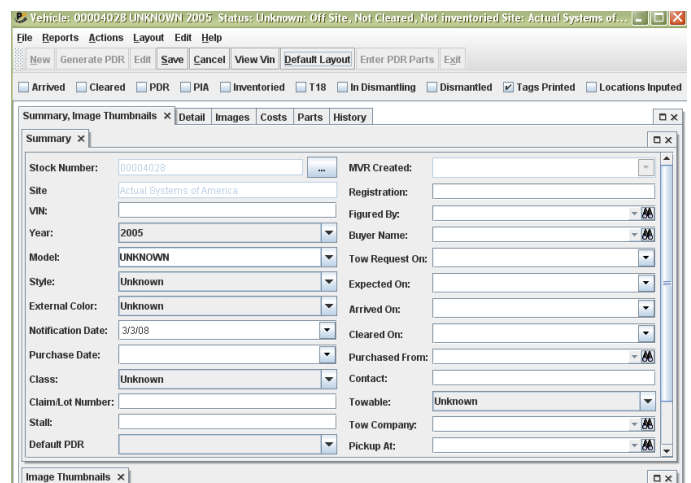
Step One - Enter New Vehicle

Select *Inventory > New Vehicle*

Summary Tab

1. The Stock number will be automatically entered on Save. In the case that you want to use a specific number press the **...** button next to **Stock Number** to enter an ID for the vehicle.
2. Type in the **VIN** to have information about the vehicle populated:

- a. If unknown, manually type **Year, Model, Style, and External Colour**.
3. Enter **Purchase Date** to indicate the date that you purchased the vehicle. Recommended but optional.
 4. Enter **Class** of either *Dismantle, Repairable, Scrap, Returned, Inactive*. E.g if you intend to dismantle vehicle then enter class *Dismantle*.
 5. Enter **Claim/Lot Number, Stall** from Auction if known.
 6. Enter **Default PDR** (most likely the custom PDR that you just entered). Only do this if you have selected *Dismantle* as class.
 7. **MVR Created** will default to today's date.
 8. **Registration** contains title information.
 9. Enter **Arrived On** as the date that the vehicle arrived to yard:
 - a. Affects the vehicle status.
 10. Enter **Cleared On** as the date that the vehicle's title was received:
 - a. If this is not done input parts will be on hold and in some cases cannot be selected – if preferences are set that way – due to law or business practices:



Detail Tab

The following fields are recommended but not mandatory.

1. Enter a **Location** for the vehicle.
2. Enter the **Prod Date** if known when the car was manufactured.
3. Enter **Trim Level, Interior Colour, Damage, Axle Code, Interior Trim Code, and External Colour Code**.
4. Enter **Mileage** of the vehicle:
 - a. Sets the conditions of the parts on the vehicle.
 - b. Will default to C condition if not updated.
5. Enter the **Title Number** of the title received for the vehicle:
 - a. Will update the clear date on the summary tab.

- Optional: Select any of the fields from the bottom for more details about the car.
- Press the **Save** button to complete the process.

Step Two - Enter PDR Parts

- Press the **Enter PDR Parts** button.

Locate the part you want to add by left clicking into the 'To Add' column to activate the field and then one more click to add +1. To increase the number continue to left click. To decrease the number right click in the column. All other columns that require a number entry can be operated the same. To change *Status* or *Condition* click onto the drop down and select from provided list.

- Press **Enter**.

Line #	Part Description	IC Description	To Add	Price	Status	Condition	Repair units	Comments	In Inver
1	Water Pump	58489	0	0.00	U	A	0		0/0
3	Cylinder Head	50219 w/o turbo, Fed	0	0.00	Y	A	0		0/0
4	Cylinder Head	50220 w/o turbo, Calif	0	0.00	Y	A	0		0/0
5	Cylinder Head	58240 w/turbo, w/8254T2 eng	0	0.00	Y	A	0		0/0
6	Oil Pan	58620A w/o oil sensor	0	0.00	U	A	0	clean after	0/0
7	Oil Pan	58620B w/oil sensor	0	0.00	W	A	0		0/0
8	Engine Mount	No interchange	0	0.00	Y	A	0		0/0
9	Oil Pump	No interchange	0	0.00	U	A	0		0/0

Viewing entered parts

- Check the **Show Selected** box on the **Enter PDR Parts** screen.
- Check **Inventory Only** to see parts that are not sold or deleted.
- Check **With Vehicle Only** to see parts that have the same location as the vehicle.

Pre-Dismantle Report Identification

- Status R/C**
 - Recommended (what you have indicated in custom PDR).
 - Calculated (what Pinnacle recommends).
- Stock**
 - Rec – how many parts we have received.
 - Tot – how many parts total we have.

- W/U/Y – how many parts total we have in the warehouse/unbolted/yard.

- Requests**
 - N/F # - how many times the part was looked up and not found.
- Lost Sale** – how many times a part has been quoted but never purchased.
- B Price** – the price that you have set for B parts.
- Rec Price** – the price you receive for that part.
- Avq Price** – the average price you get for that part.
- List Price** – the price set by ADP for that part.
- Core Price** – set in manual pricing.

Step Three - Dismantling Report

- Run report from the *Inventory > Dismantling Report* menu. If preference is set, type in the stock number to run the report for. Managers can change the default dismantling report under *Management > Utilities > Change Dismantling Schedule*.
- Print report and give to dismantler, once the report has been generated click onto **Print Tag** to print all warehouse parts tags.

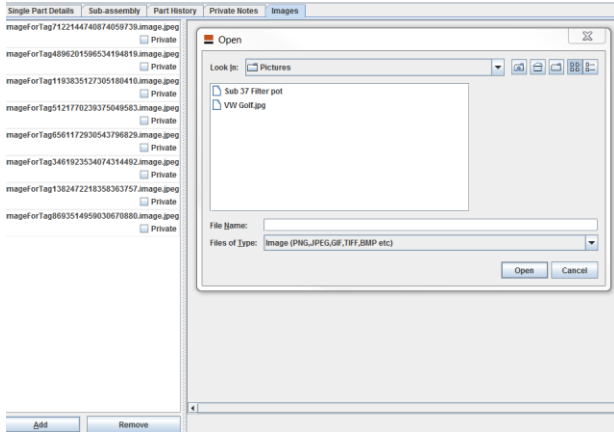
Step Four – Add images of parts

It is advisable at this point to add pictures of the parts into Pinnacle; once you have the pictures downloaded onto the PC you will then be able to upload them as follows:

- Select *Inventory > Modify Part* then search for part. In this example the tag number is being used for searching:

- Select the part then click onto **Edit**:

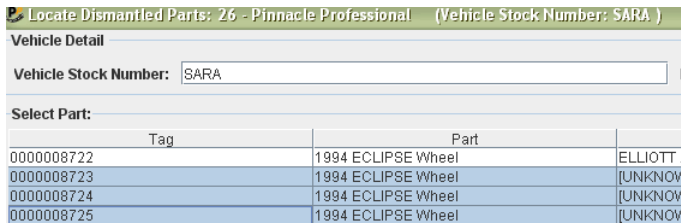
3. Click onto the Images tab then click onto the **Add** button:



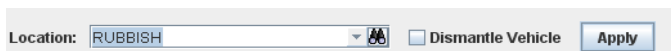
4. Locate the image required, select it, and then click onto the **Open** button. The image will now be added to the part.
5. Note that you can also remove a picture by selecting it in the left hand column and clicking onto the **Remove** button.

Step Five - Enter locations for parts

1. Find the vehicle by going to *Inventory > Located Dismantled Parts* OR:
 - a. Find the vehicle by going to **Find MVR** in the *Inventory* menu.
2. Highlight one or more parts from the *Select Part* section.



3. Find and enter a location and click the **Apply** button.



- a. To enter a location:
 - i. Type the first 3 characters of the location and press **Enter** or click on the binoculars.
 - ii. Press **Enter** three times to select.
- b. If there is no location in search results: right-click in the **Location** field and select *Open Location Maintenance* (see *Inventory II > Rack Label Maintenance* for more detailed information on adding a new location).

Note: You can also use the PDA Barcode reader or the Tricorder import if you have a laser barcode reader to enter locations.

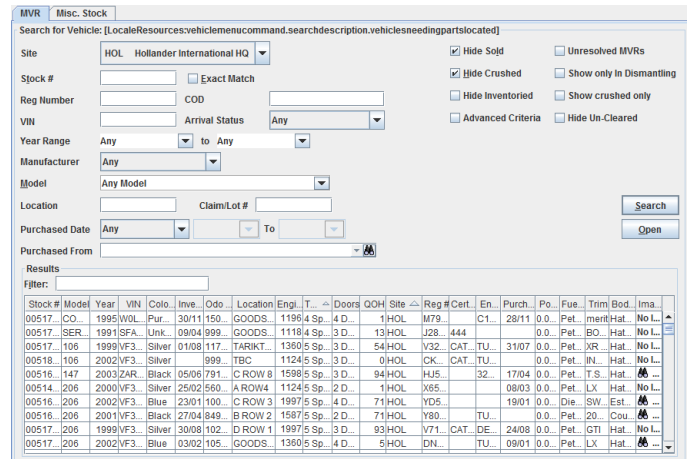
Step Six - Dismantle Vehicle

1. Select *Inventory > Change* to dismantle status and find vehicle:
 - a. Find the vehicle by going to **Find MVR** in the *Inventory* menu OR:

2. From the *Actions* menu, select **Change to Dismantle Status**.

Step Seven – Locate Dismantled Parts

To locate parts that have been dismantled, go to *Inventory > Locate Dismantle Parts*:



Note: In the MVR screen displayed above this screen is currently not looking for any vehicles that have been Sold or Crushed.

1. Highlight required vehicle and click onto **Open**. You will be presented with a screen displaying all parts that have been inventoried.

Part Descript.	Status	Age	Price	Type	Location	User	Date	Cor
COMPRESSOR Petrol 1.6/2.0 SD7 115TF 60663862	y		1344	Sold	C ROW 8	guest	10/06	Cor
ABS Pump/Module ABS Modulator w/V into Anti-Spn. 659	y		1476	Inventory	C ROW 8		05/10	A
Air Cleaner/Box Air Filter Assy. 958	y		1476	Inventory	C ROW 8		05/10	A
Air Flow Meter 1.5 Petrol. 285	y		1476	Inventory	C ROW 8		05/10	A
Alternator Petrol 1.6 16V/2.0 1054 MULTI-T-6W/D4 0124415015. B156	y		1482	Inventory	Unknown		29/09	A
Antenna Aerial. 29	y		1476	Inventory	C ROW 8		05/10	A
Bonnet BONNET. 417	y		96	Deleted	C ROW 8	robert	30/08	
Boot/Tailgate Lock Lock Assy. 259	y		1476	Inventory	C ROW 8		05/10	A

2. Here you will be able to locate the part checking its status and whether it has been sold or deleted. Also note that the Alternator on line 5, although in the Warehouse has also been placed on eBay (indicated by Web graphic).

3. You can change the following parameters by double clicking onto part:

- IC
- Location
- Comments
- User Condition
- Final Status
- Weight
- Price
- Cost

If you have any questions regarding this Quick Reference or have any issues regarding Pinnacle please contact Support using the follow information:

eMail: support@hollandereu.com

Tel: +44(0)131 538 8999

Note: Before calling support please ensure that you have TeamViewer loaded, as we will be required to log in remotely to your PC. This application can be uploaded from the following site: <https://www.teamviewer.com>.

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