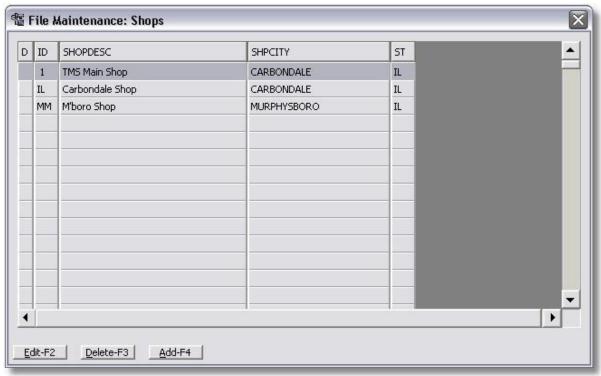
HOW TO ADD SHOPS AND MECHANICS

Shop Master File



From the "Setup Menu" then "Shops."

A Shop in MNWIN is defined as any company work center that shares a common parts inventory. This is very important. Shops that do not share a common parts inventory should be separate companies rather than separate shops. The ability to set up multiple shops is very beneficial. For example, if Shop # 1 is the Repair Shop and Shop #2 is the Body Shop, you can breakdown the costs and productivity of each one individually or together. If you are not using a parts inventory, you can track all of your shops in one company, regardless of location.

A shop may also be set up to represent any outside work. Work done while a vehicle is on the road may be tracked to a different shop ID to separate this cost from other costs.

From the Setup menu select the menu choice "Shops". Assigning a shop number is simply a matter of numbering them in a logical method (1-99) or using a two digit alpha code.

Fields in this record are explained below:

Shop Name - Enter the shop name to appear on the repair orders.

Shop Description - Enter a brief description of this shop (or work center).

Region, **Location** - Enter these if different from main shop.

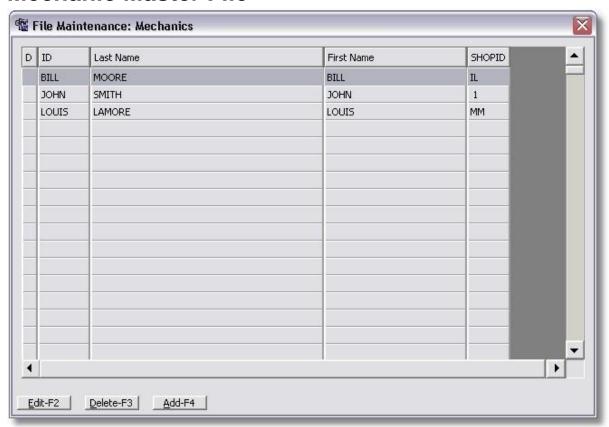
Shop Address (City, St, Zip) - Enter the address of this shop, if different from the main shop.

Shop Phone - Enter phone number if different.

of shifts, Shop Foreman - Enter the number of shifts this work center operates and the foreman's name.

Labor Rates (**At Least One**) - Up to 14 different labor rates may be entered for each shop. These labor rates may be selected by letter on each repair order. Labor rates are used ONLY on sales type repair orders. If you are strictly tracking costs, the mechanics pay rate will give you the cost of labor. In that case, you would not need Labor Rates. The labor category may be different for certain customers based on the "Default Labor Code" entered in the customer master file.

Mechanic Master File



From the "Setup Menu" then "Mechanics."

A Mechanic in MNWIN is any person who performs labor upon a vehicle and is compensated by you. At least one mechanic should be entered. Other employees may be entered even if they do not work on vehicles, but their labor should be recorded as indirect labor, i.e. clean up persons.

Mechanic ID: - A simple coding system should be devised for tracking your mechanics. Codes can be alpha or numeric.

Name, **Address**, **etc** - The fields in this file are self-explanatory. There are no fields required by the system, however, the mechanics name should be entered.

Date Hired, Title, Shop ID, Shift: - This information is optional, the system does nothing with this information.

Sick and Vacation Days: - This information may be tracked here, but the system does not feed this information to other modules.

Pay Type (H or S) - Is mechanic paid by the hour or salary? Wage information used to calculate COST on a repair order performed by this mechanic.

Normal Weekly Hours: - Used to calculate the hourly pay for salaried employees.

Pay Rate - Enter the hourly rate at which this mechanic is paid, OR the rate at which you want the company to accumulate cost.

Salary - Enter the gross salary for this mechanic. The system will calculate and hourly cost based on this salary divided by weekly hours entered earlier.

Terminated - A date can be filled in her if the Mechanic is terminated