

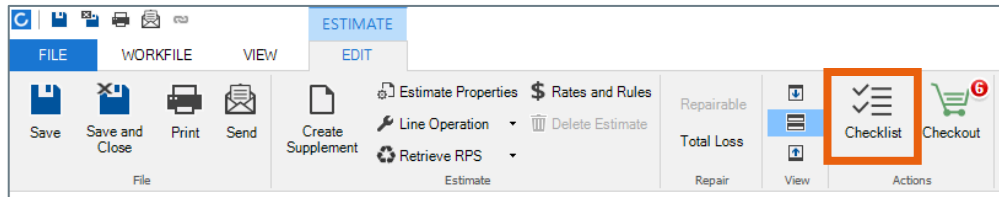
Checklists – Documenting Prior Damage

Overview

The Prior Damage checklist item is used to document prior damage a vehicle may have before the vehicle repairs are started, such as a scratch, dent, or sun fade. A Prior Damage report can be created using a checklist or Workfile.

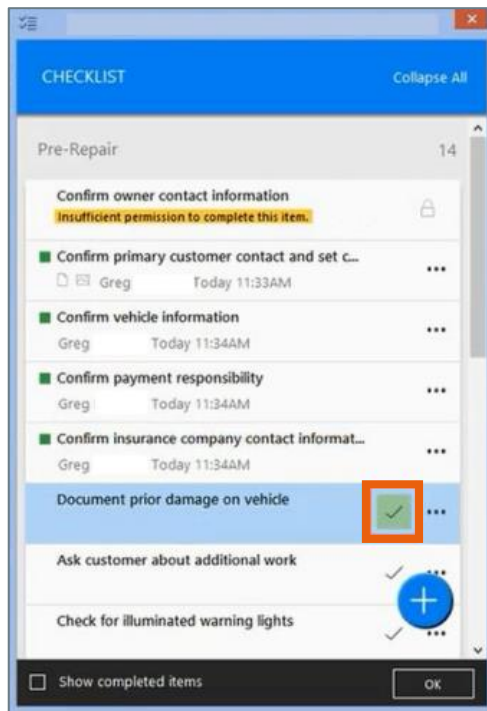
Open Checklist

In an open workfile, select the **Checklist** button, to open the Checklist dialogue box.



Documenting Prior Damage From the Checklist Menu

To document prior damage from the **Checklist** menu, select the checkmark for the **Document prior damage on vehicle** located in the **Pre-Repair** section. This will open the **Document prior damage on vehicle** dialogue box.



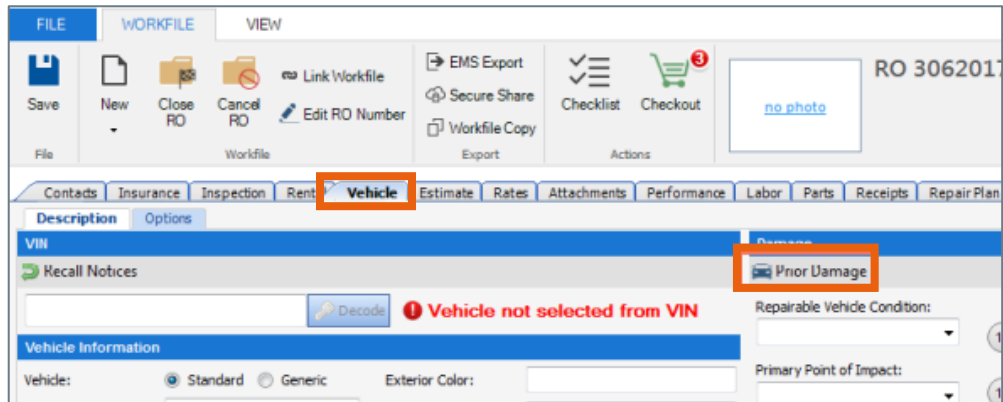
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Checklists – Documenting Prior Damage, Continued

Documenting Prior Damage From the Workfile

To document prior damage from the Workfile, select **Prior Damage** from the **Vehicle** tab. This will open the **Document prior damage on Vehicle** dialogue box.

Note: If the Prior Damage is completed through the workfile the Prior Damage checklist item will be automatically completed.



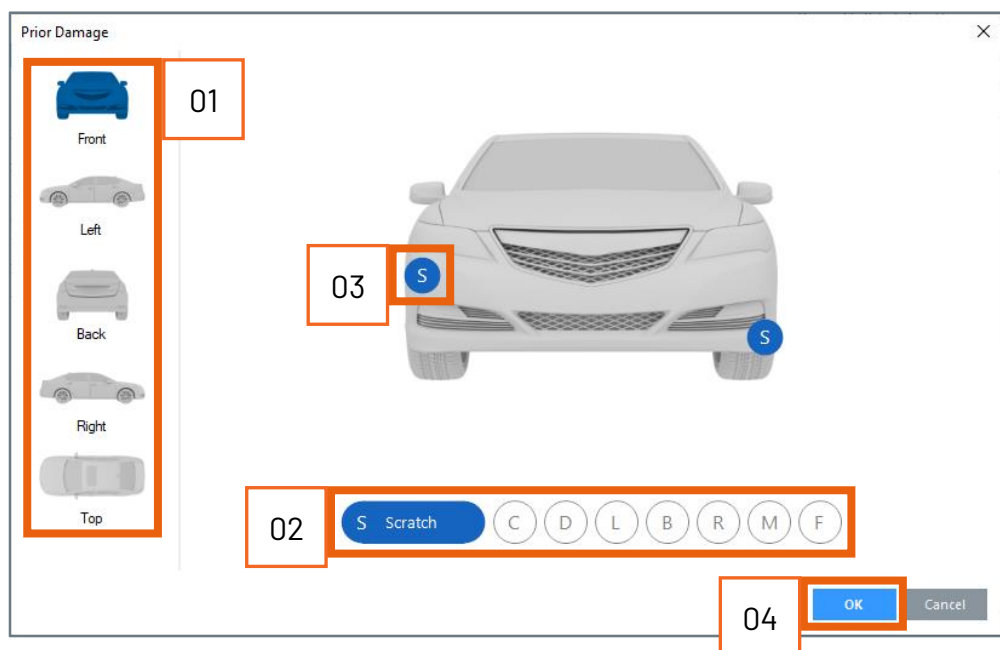
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Checklists – Documenting Prior Damage, Continued

Adding Prior Damage

The **Document prior damage on Vehicle** dialogue box opens. Here you can add prior damage to the vehicle. When a damage type is selected, an icon will appear in the area selected indicating the kind of damage.

Step	Action
1	Select side of vehicle where the damage is located.
2	Select the type of damage, such as a scratch, sun fade, etc.
3	Click to select where the damage is located on the vehicle.
4	When finished click OK , to complete this checklist item.

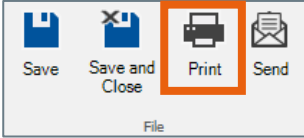
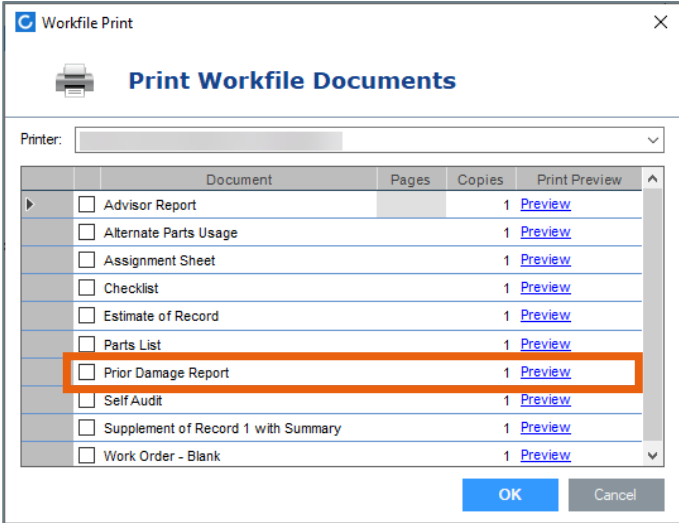


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Checklists – Documenting Prior Damage, Continued

Printing Prior Damage Report

When a prior damage report has been created, the report can be printed for the customer to sign acknowledging the prior damage on their vehicle. To print the report:

Step	Action
1	<p>Click the Print icon from the Workfile.</p> 
2	<p>The Workfile Print dialogue box opens. Select Preview next to the Prior Damage Report document type.</p> 

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Checklists – Documenting Prior Damage, Continued

Printing Prior Damage Report, continued

Step	Action
3	<p>The Print Preview opens. Click the printer icon and then select a printer.</p> 