

Vision POS - Adjustment - Wheel Defect

Purpose and Overview

How to write up and invoice for a wheel that has been adjusted due to defects.

Steps

| Step | Application | Action |
|------|--------------------|---|
| 1 | Customer / Vehicle | Input the customer phone number |
| 2 | Customer / Vehicle | Click the 'SEARCH BY CUSTOMER' button |
| 3 | Customer / Vehicle | Select the customer record |
| 4 | Customer / Vehicle | Click the 'SELECT CUSTOMER' button |
| 5 | Customer / Vehicle | Select the customer vehicle |
| 6 | Customer / Vehicle | Select 'Apply Customer / Vehicle' |
| 7 | Product Browse | Click 'Product Browse' |
| 8 | Product Browse | Select 'Shop for Wheels' |
| 9 | Product Browse | Search for the wheel article to be adjusted |
| 10 | Product Browse | Select 'Add to Cart' |
| 11 | Product Browse | Edit the quantity to adjusted quantity if needed |
| 12 | Product Browse | Select 'Adjustment' from the action drop down |
| 13 | Product Browse | Select same from the replacement drop down |
| 14 | Product Browse | Select 'Start Adjustment' |
| 15 | Adjustments | Select the defect reason |
| 16 | Adjustments | Enter the current mileage |
| 17 | Adjustments | Enter the installed mileage |
| 18 | Adjustments | Select the wheel position |
| 19 | Adjustments | Select 'Apply Adjustment' |
| 20 | Adjustments | Verify that the adjustment has been applied to the cart |

Contact

If you have any questions, please contact VisionStoreExperienceTeam@discounttire.com.