

Submitting Work Orders – Hunter Engineering Site

For equipment maintenance (balancers), submit work orders through the Hunter Engineering site.

Prepare

- Get the equipment's Serial / FAT #.
- Identify the bay number/location.

Navigate to the site

- [Hunter Engineering login page](#)
- From the KC: [Forms](#) > Service Area > [Request for Service on Hunter Equipment](#)

Enter Login Credentials

**Case-sensitive
 Username: discounttire
 Password: **Discounttire!1**

Enter Store Details and Select Equipment Serial Number (FAT #)

HUNTER Engineering Company Central Service Work Order / Reporting

User: Discount Tire Log Off

Account: Discount Tire Work Order Entry Open Work Orders Store Data Equipment Data

Store # 1016 GO 1 Enter Store #, click Go.

Click on a FAT number to request service

Show Inactive Equipment

Model #	Description	Serial / FAT #	Installed
SW000DIS	BAL-SMRTWIT BASIC	FAT-03941	
QM100DIS	BAL-QUICKMATCH WL	FAT-09213	03/2013
QM100DIS	BAL-QUICKMATCH WL	FAT-09226	01/29/2016

2 Select the FAT # (the serial number of the balancer you are requesting work for).

Create the Work Order

HUNTER Engineering Company Central Service Work Order / Reporting

User: Disc

Account: Discount Tire Work Order Entry Open Work Orders Store Data Equipment Data

Serial / FAT # FAT-03941 3 Verify the Serial / FAT # details

4 Click Create Work Order

Call ID	Service Date	Invoice #	Service Category	ServiceRep	Co
230453	2016-01-15	PHX024230453	Monitor - no video	Schmitt, Tom	\$190
222397	2015-09-04	PHX024222397	Dataset Arm(s) Not Functioning	Schmitt, Tom	\$439
206869	2015-01-02	PHX024206869	Dataset Arm(s) Not Functioning	Schmitt, Tom	\$331
193468	2014-05-30	514193468	Other	Schmitt, Tom	\$326
175672	2013-08-26	Z24175672	Inner data set arm failure	Schmitt, Tom	\$200
162678	2013-01-14	Z24162678	Balancer is Failing Calibration - Jeff	Schmitt, Tom	\$243

HUNTER Engineering Company Central Service Work Order / Reporting

Account: Discount Tire Work Order Entry Open Work Orders Store Data Equipment Data

Store # 1016 Get Store Data Reset 5 Enter information into required fields.

Location Name: Discount Tire #1016
 Location Address: 4455 W Bell Rd
 Location City: GLENDALE
 Location State: AZ
 Location Zip Code: 85308
 Hunter Service Rep: Schmitt, Tom (PHX024)
 P.O. Number:
 Contact Name: John Smith * Required field
 Phone Number: 602-978-9686 * Required field
 Bay Number/Location: past
 Serial / FAT Number: FAT-03941 * Required field
 Problem Category: Chasing Weights
 Comments: balancer is chasing weights * Required field

6 Click Submit.

Contact

For questions, contact Terry Riggs (Ph. Ext. 66103)