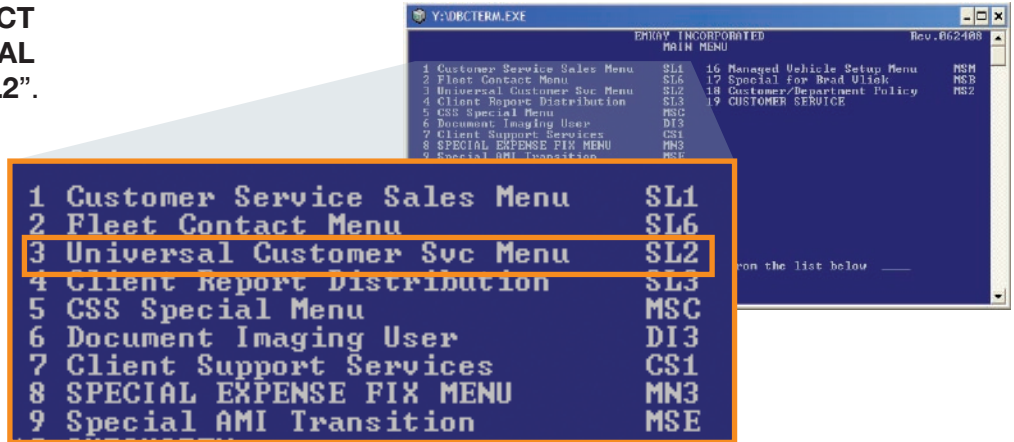




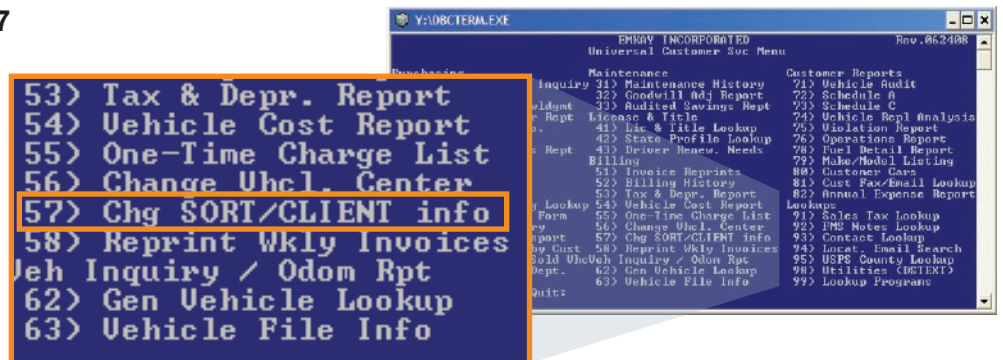
HOW TO UPDATE VEHICLE BILL SORTS

HOW TO UPDATE VEHICLE BILL SORTS

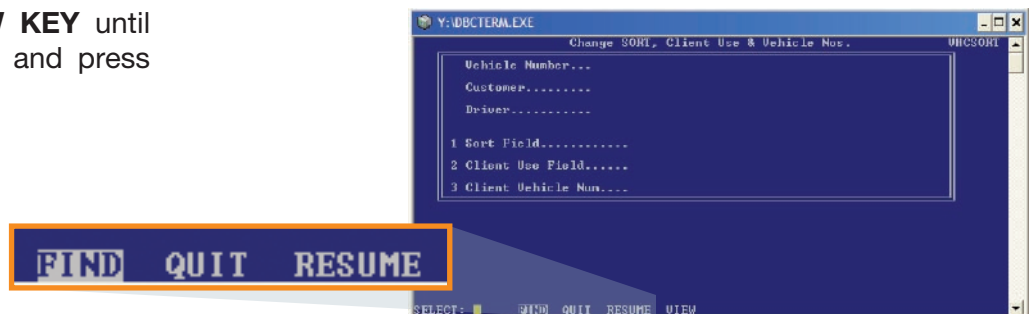
- 1** From the main menu **SELECT** the option for the “**UNIVERSAL CUSTOMER SVC MENU SL2**”.



- 2** Then, **SELECT** option 57 “**CHG SORT/CLIENT INFO**”.

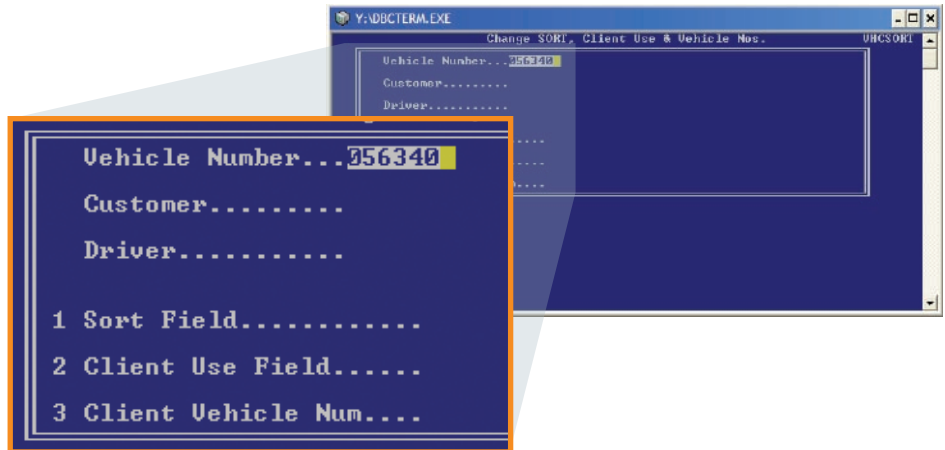


- 3** Press the **RIGHT ARROW KEY** until you have selected “**FIND**” and press **<ENTER>**.

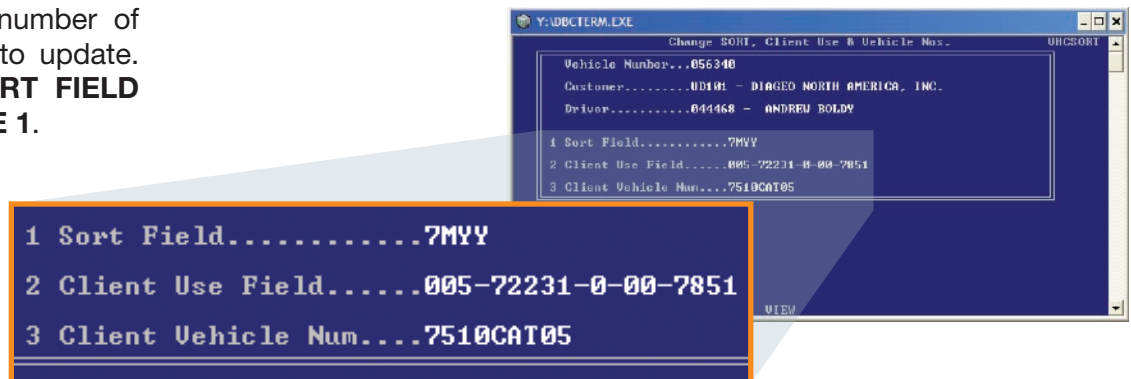


HOW TO UPDATE
VEHICLE BILL SORTS

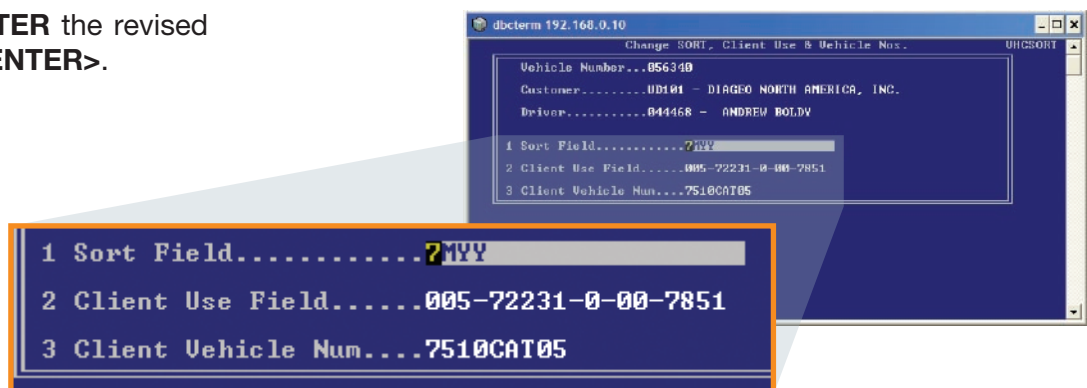
- 4** Input the **VEHICLE NUMBER** in which you are changing the sort for and press **<ENTER>**.



- 5** Next, choose the number of the field you wish to update. To update the **SORT FIELD** we will choose **LINE 1**.



- 6** Once **SELECTED**, **ENTER** the revised sort code and press **<ENTER>**.



HOW TO UPDATE
VEHICLE BILL SORTS

Input **DI4468** and then press
<ENTER>.

```
1 Sort Field.....DI4468
2 Client Use Field.....005-72231-0-00-7851
3 Client Vehicle Num....7510CAT05
```



Upon trying to **EXIT THE PROGRAM**, or update another vehicle the system will prompt you to note who **REQUESTED THE CHANGE**.

```
Who requested this change? ..
```



TYPE the name of the person that requested the change be made. This will leave a note in the **F8 NOTES** to show when the change was made, what the sort was changed from as well as the **NEW SORT**, and **WHO REQUESTED THE CHANGE**.

```
Who requested this change? ..Pat Smith
```

NOTES