



# **Workshop Management System**

The Platinum Job Card is a purpose-designed package for use in administering motor trade workshops. Many of the unique attributes of this trade are easily dealt with. Using Platinum Workshop Job card to manage your workshop, you can book jobs into a diary, track their progress, work out profit and workshop efficiency, print job cards & produce invoices (including split invoices for insurance and warranty work). Full mail-shot facilities are built in, for servicing and MOT reminders. Details of jobs may be stored for as long as is required so that a comprehensive ongoing history is always available.

This software is purpose designed & developed to work within a motorcycle dealership.

### **Job File Maintenance**

- Allows entry & amendment of jobs and also relevant details for invoicing, estimates and so forth.
- Easy recall of jobs by any of: job number, registration, customer name, estimate number, reference or insurance claim number.
- Easy recall and display of history of work done on a vehicle.
- Jobs either allocated to account or as oneoffs to cash sales.
- Vehicle details stored: make/model, mileage etc.
- Both brief and detailed descriptions of work carried out are stored enabling quick identification of a job as well as comprehensive details for invoicing & job card.
- Dates started, estimated completion & completed entered.
- Details of insurance company, policy type etc, stored for invoicing.
- Standard job details may be stored & recalled.
- On screen estimate/invoice/payment summary by job.
- Log details of labour & materials used as these expenses are incurred.
- Limitless number of items may be allocated to a job.
- Integration with stock control to deduct stock used automatically.
- Prints estimates and stores details for future reference.
- Converts estimates to live jobs without reentry of details.
- Insurance details including excess stored, invoices may be split between owner & insurer.

### **Workshop Planning**

- On screen diary showing workshop capacity and loading allowing easy entry of new jobs. Ideal for the workshop reception.

### **Mail shots**

- Send out service & MOT reminders etc.
- Completely configurable letter formats, store as many standard letters as you wish.

### **Payments**

- Payment details may be logged as the job progresses, allowing numerous interim payments to be made should this be required.
- Full integration with sales ledger, updating appropriate accounts.

### **Labour File Maintenance**

- Input & amend labour rates & employee working hours.

### **Invoicing**

- Lists all parts used, labour items either listed or as a total.
- Prints brief or full job description as required.
- Invoice all items or choose specific items.
- Interim invoices may be produced if required.
- Split invoices for insurance work may be produced.
- Full integration with sales ledger, updating appropriate accounts.

### **Time Card Entry**

- Allows quick entry of labour used in timecard format.
- Automatically works out elapsed time from start & end times
- Allows any number of employee rates.
- Allows up to five overtime rates per employee.

### **Reporting**

- All standard reports may be ranged as required, thus avoiding listing unwanted information.
- Reports may be directed to screen or printer.
- Work in progress report
- List jobs in entry sequence
- List all overdue jobs or jobs to be completed by a given date
- Job costing report gives profit by job.
- Financial summary report gives details of value of jobs not invoiced, invoiced or paid for.
- Estimate report gives accuracy by category e.g., labour, materials etc.
- Extremely powerful report generator for creation of custom reports.
- Purchase Ledger Postings
- Allocate one-off items to jobs as the purchase invoices are posted to the ledger in one easy entry routine.