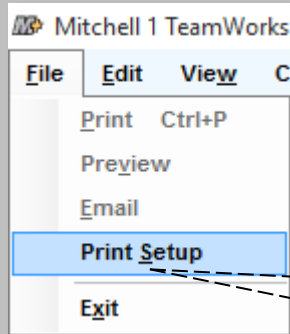


# **Lube Sticker Printer**



# Step 1: Configure Lube Sticker Printer



Report/Printer Selection

☐ Estimate

☐ Repair Order

☐ Invoice

☐ Counter Sale

☐ Default Printer

☐ Labels

☐ Follow-up Letters

☐ Tech Worksheet

☐ Fax Printer

☒ **Lube Sticker Printer**

**Print Options**

Printer: DYMO LabelWriter 450

Paper Size: MITC250

Orientation: Landscape

Template: With Logo - Horizontal Layout

**Default Settings**

Oil Quality	Odometer	Months
Standard Motor Oil	3000	3
Premium Motor Oil	5000	5
Synthetic Motor Oil	7000	6
Blended Motor Oil	10000	8

Category: Engine Performance/Tuneup

LOF / Category Names

**Print Margins (Inches)**

Left: 0.10 Top: 0.05

Right: 0.10 Bottom: 0.05

Tagline: Tagline

Select Logo:

**Print Preview**

Print Sample

Next Mileage: 72,000 Next Date: 9/28/2018

© 1998-2008 Mitchell 1, Inc. All Rights Reserved.

Cancel OK

Adjust window size to better view the sample sticker.

# Configure Lube Sticker Printer (cont.)

**Printer:** Dymo / Godex

**Paper Size\*:** MITC D450 / MITC250 - MITC260

**Orientation:** Portrait / Landscape

**Template:** Horizontal (logo) / Vertical (no logo)

\*Printer and paper size will be available after the printer has been installed on the computer.

**Print Margins:** manually adjust margins. Settings will automatically adjust to fit best based on the selected paper size.

Report/Printer Selection

- ☐ Estimate
- ☐ Repair Order
- ☐ Invoice
- ☐ Counter Sale
- ☐ Default Printer
- ☐ Labels
- ☐ Follow-up Letters
- ☐ Tech Worksheet
- ☐ Fax Printer
- ☒ Lube Sticker Printer

**Print Options**

Printer: DYMO LabelWriter 450

Paper Size: MITC250

Orientation: Landscape

Template: With Logo - Horizontal Layout

**Default Settings**

Oil Quality	Odometer	Months
Standard Motor Oil	3000	3
Premium Motor Oil	5000	5
Synthetic Motor Oil	7000	6
Blended Motor Oil	10000	8

Category: Engine Performance/Tuneup

LOF / Category Names

**Print Margins (Inches)**


Left: 0.10 Top: 0.05

Right: 0.10 Bottom: 0.05

Tagline


Tagline

Select Logo



**Print Preview**

Print Sample



Cancel OK

# Configure Lube Sticker Printer (cont.)

Report/Printer Selection

☐ Estimate  
☐ Repair Order  
☐ Invoice  
☐ Counter Sale  
☐ Default Printer  
☐ Labels  
☐ Follow-up Letters  
☐ Tech Worksheet  
☐ Fax Printer  
☒ Lube Sticker Printer

**Print Options**

Printer: DYMO LabelWriter 450  
Paper Size: MITC250  
Orientation: Landscape  
Template: With Logo - Horizontal Layout

**Default Settings**

Oil Quality	Odometer	Months
Standard Motor Oil	3000	3
Premium Motor Oil	5000	5
Synthetic Motor Oil	7000	6
Blended Motor Oil	10000	8

Category: Engine Performance/Tuneup  
LOF / Category Names

**Print Margins (Inches)**

Left: 0.10 Top: 0.05  
Right: 0.10 Bottom: 0.05

**Tagline**

Tagline  
Select Logo

**Print Preview**

Print Sample

Cancel OK

**Default Settings:** settings that will display when launching the Print LOF option from the Order tab.

**Note:** The LOF /Category Names are the same ones used in your LOF Packages.

**Tagline:** enter custom text onto your stickers.

**Select Logo:** browse and select logo image file. Maximum file size is 98 KB.

**Print Preview:** changes to the sticker template will display in real-time.

# Step 2: Print the Sticker

The screenshot shows the main application window with several tabs: Order, Revision, and History. The 'Order' tab is active. Below the tabs are buttons for Jobs, PartKits, Promos, Estimator, Maint., Fluids, TSBs, Open Recalls, and Print LOF. The Print LOF button is highlighted with a red rectangle. Below these buttons are input fields for Ref #, Odometer (In/Out), and Engine Hours (In/Out). A table with columns Qty, Extended, Sale, Price, List, Part No., MfgCode, Added From, and Tech Name is visible. At the bottom, there are buttons for Options, View PO, Worksheet, Email, and Text. The Options button is also highlighted with a red rectangle. A dashed line connects the Options button to the 'Order Options' dialog box.

Qty	Extended	Sale	Price	List	Part No.	MfgCode	Added From	Tech Name
	\$29.99	\$29.99						<None>
0.00	\$0.00	\$0.00	\$0.00	\$0.00				<None>

Supplies	Tax	Total	Inv. Bal.
0.00	0.00	29.99	29.99

Print the LOF sticker by clicking on **Print LOF** or **Print LOF Sticker** buttons.

The 'Order Options' dialog box is shown. It has a title bar with a close button. Inside, there are sections for 'Default Technicians' and 'Include:'. The 'Default Technicians' section has dropdowns for Labor and Parts, both set to '<none>'. The 'Include:' section has checkboxes for 'Shop Supplies' and 'Hazard Materials', both checked. Below these are several buttons arranged in a grid: Convert to Order, Apply Payments, Revision History, Convert to Invoice, Discounts, Tech WorkSheet, Post Invoice, Confirm All Parts, Maintenance, Appointment, Check Profit, Tag Rates Applied, Pick List, Purchase Order, Tech. Observations, and Print LOF Sticker. The Print LOF Sticker button is highlighted with a red rectangle. A 'Done' button is at the bottom right.

# Step 3: Select Oil Quality and Print

Print Sticker

Print Lube Oil Sticker?

Oil Quality

<input checked="" type="radio"/> Standard Motor Oil	3000 Miles or 3 months
<input type="radio"/> Premium Motor Oil	5000 Miles or 5 months
<input type="radio"/> Synthetic Motor Oil	7000 Miles or 6 months
<input type="radio"/> Blended Motor Oil	10000 Miles or 8 months

Cancel OK

## Order Mileage

In  Out

(Mileage Out) + (Oil Quality) => Next Mileage  
(Today's Date) + (Oil Quality) => Next Date



## Sticker Output

Next Mileage	Next Date
13,001	7/19/2018



# Print LOF Actions

## 1. Prints LOF Sticker.

Next Mileage	Next Date
13,001	7/19/2018



## 2. Prompts for future appointment in the Scheduler.

Next oil change occurs at 13,001 Miles - Standard Motor Oil

Would you like to schedule an appointment for:  
Mitchell1 - 2010 Chevrolet Silverado

7/19/2018: Mitchell1 - Next oil change occurs at 13,001 Miles - Conventional Oil

Save & Close Delete Create... Cancel ☒ Auto Adjust End Time ☐ Match Drop-Off to Start Time

Subject: Mitchell1 - Next oil change occurs at 13,001 Miles - Conventional Oil Appointment State: Open (OPEN)

Drop Off: 7/19/2018 8:00 AM Reminder: 0 minutes Service Advisor: HUBEL, MIKE

Promised: 7/19/2018 5:00 PM Technician: <None>

Starts: 7/19/2018 8:00 AM Scheduled Hours: 0.50 Resource: <None>

Ends: 7/19/2018 8:30 AM All day event Order Hrs: 0.00

Shop Comments: ☐ Print on order as Note Customer Comments/Special Requests: ☐ Print on order as Note

Customer: Membership: -- Phone: (Home) 888-724-7662 Email: tech.support2@mitchell1.com Company: Mitchell1 Address: 51145 Sanikison St Poway, CA 92064

Vehicle: 2010 Chevrolet Silverado 1500 [5 Recommendations](#) VIN: -- License Plate: OMGL0LZ Engine: 5.3L V8 (253CI) VIN(0) Rat: -- Odometer In: None Yearly Mileage: -- Color: --

Job Hours: 0.00 Source: <None> Category: OIL CHANGES Jobs: Add Delete

Description

## 3. Creates Vehicle Recommendation.

Recommendations

Date Recommended: 4/19/2018 Followup Date: None Clear Followup Date

Date Work Needed: 7/19/2018

Work Recommended: Standard Notes Category: OIL CHANGES

Next oil change occurs at 13,001 Miles - Conventional Oil

Cancel OK

# The Appointment

7/19/2018: Mitchell1 - Next oil change occurs at 13,001 Miles - Standard Motor Oil

Save & Close Delete Create... Cancel ☒ Auto Adjust End Time ☐ Match Drop-Off to Start Time Send Text

**Subject** Mitchell1 - Next oil change occurs at 13,001 Miles - Standard Motor Oil

**Drop Off** 7/19/2018 8:00 AM ☐ Reminder 0 minutes

**Promised** 7/19/2018 5:00 PM

**Starts** 7/19/2018 8:00 AM **Scheduled Hours:** 0.50

**Ends** 7/19/2018 8:30 AM ☐ All day event **Order Hrs:** 0.00

**Appointment State** Open (OPEN)

**Service Advisor** <None>

**Technician** <None>

**Resource** <None>

**Shop Comments** ☐ Print on order as Note


**Customer Comments/Special Requests** ☐ Print on order as Note

**Customer - N/A**

Membership: --

Phone: --

**Vehicle - 2017 BMW 230i**

 [3 Recommendations](#)

VIN: --

License Plate: --

A future Appointment is generated based on the date and mileage of the selected Oil Quality. Click **Save & Close** to save the Appointment.



# The Recommendation

The screenshot shows a 'Recommendations' dialog box with the following fields and values:

- Date Recommended:** 4/19/2018
- Date Work Needed:** 7/19/2018
- FollowUp Date:** None
- Clear FollowUp Date:** (button)
- Work Recommended:** Standard Notes
- Category:** Engine Performance/Tuneup
- Text Area:** Next oil change occurs at 13,001 Miles - Standard Motor Oil

At the bottom right, there are 'Cancel' and 'OK' buttons.

A Recommendation is created based on the date and mileage of the selected Oil Quality.

# **Supported Printers**

- [GoDex](#)
- [Dymo](#)
- [National Document Solutions](#)
- [Oil Sticker Supply](#)