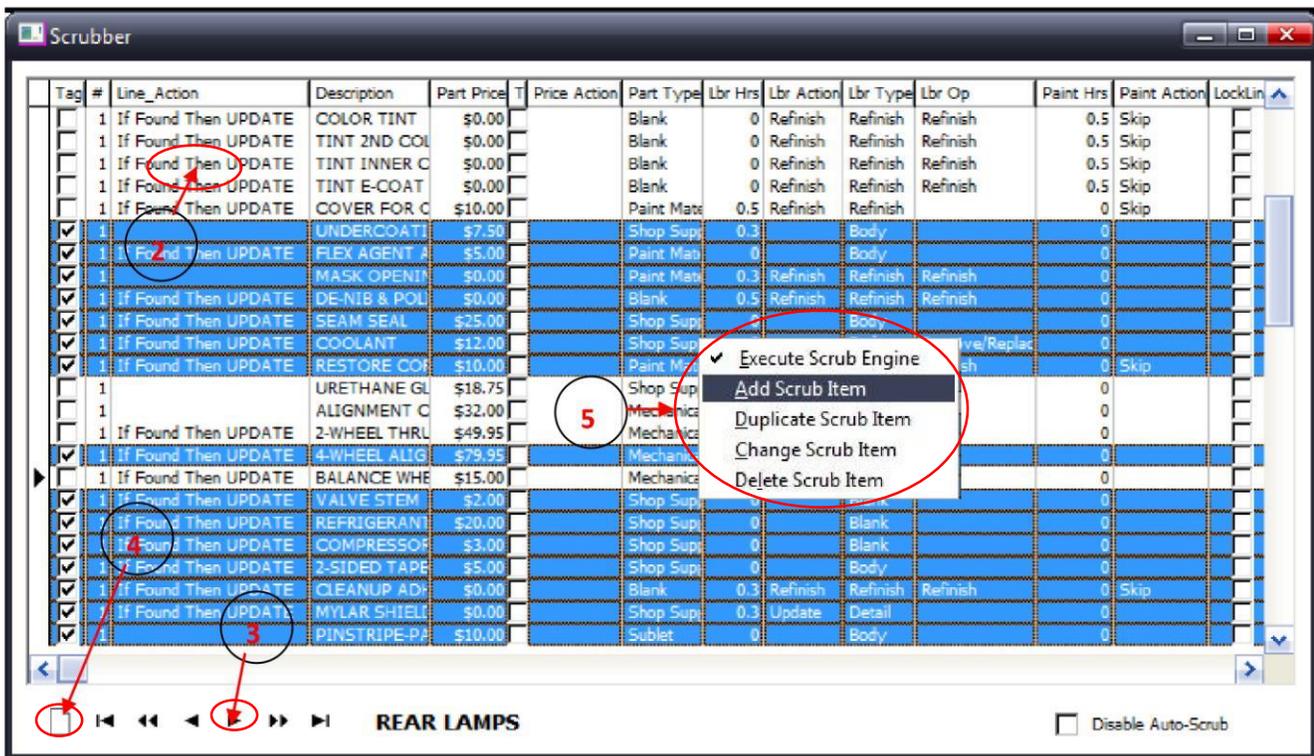
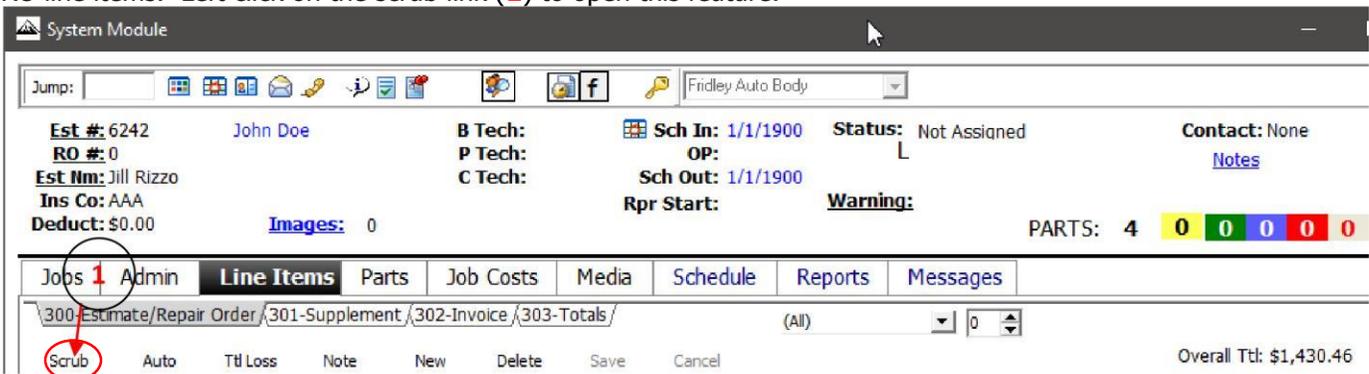


Scrubber Guide

TRAINING AND REFERENCE MANUAL

The Scrubber:

An automated scrubber is now available in the Line Items tab. The scrubber allows you to automatically add or change your RO line items. Left click on the scrub link (1) to open this feature.



Once in the Scrubber, you will see your list of Scrub Items (2). Use the arrows at the bottom of the screen (3) to add a Scrub Item based on an existing line item. Arrow over to the desired line item and select the

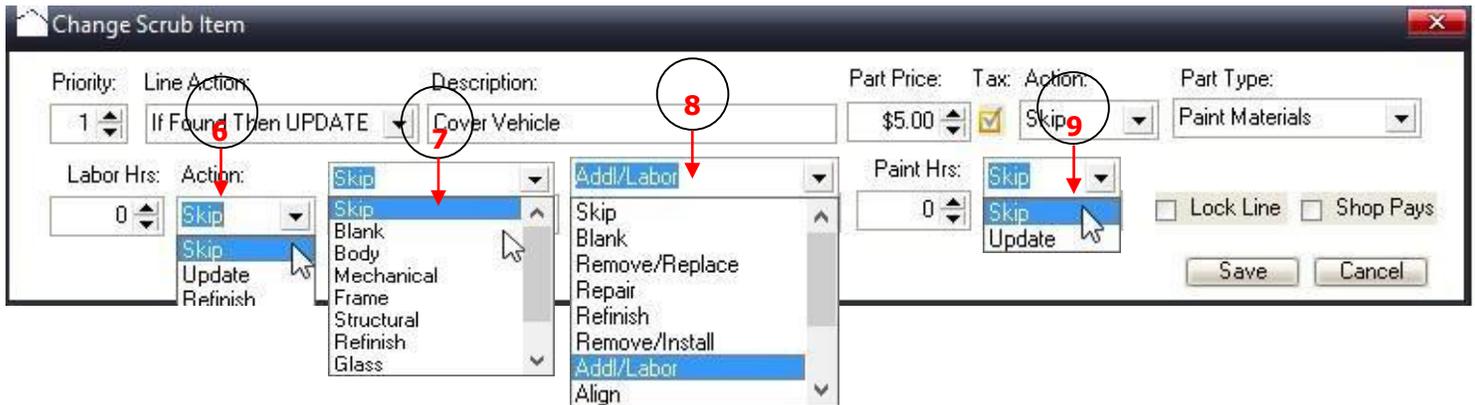
Once in the Scrubber, you will see your list of Scrub Items (2). Use the arrows at the bottom of the screen (3) to add a Scrub Item based on an existing line item. Arrow over to the desired line item and select the new button (4) to add the Scrub Item. You can also Add, Change, Delete, or Execute your Scrub Items by r clicking on your current Scrub Items. (5)

When you select the New Button, Add Scrub Item, or Change Scrub Item, you will be taken to the Change Scrub Item screen:



You will find several options that are the same in most of the drop down boxes. **Skip** will leave the field untouched, as imported from the estimating system. **Blank** will erase what has been imported from the estimating system, leaving the field empty.

If you use the new button to add an existing line, most of the information will be filled out for you, as shown above. The Priority number (1) shows the order the Scrub Items are executed in. The three options available in Line Action (2) determine what the Scrub Item will accomplish. Your Description (3) needs to match the way it will be imported from your estimating system. Each Action (4) box applies to the numeric value entered just before it. You can set the line's Part Type (5) to be anything in the drop down list.



The Refinish option under the Labor Hrs Action box (6) will transfer any hours you have entered to Refinish Labor. Labor Type (7) and Labor Operation (8) can be set to anything in the drop down list. The Paint Hrs Action (9) also applies only to the numbers entered in the Paint Hours box before it.