

Specifications for

GarageKeeper® 2000

Automotive Software



GarageKeeper 2000 is the top product in the GarageKeeper automotive software line. It is the 20th anniversary edition of GarageKeeper software. It provides inventory control, invoicing, and service management capabilities designed to solve the problems of independent garages, automotive specialty shops, and fleet maintenance organizations. GarageKeeper 2000 is year 2000 compliant. All years are stored in the full 4 digit format.

Professionalism

GarageKeeper helps you organize your inventory and customer service records. It saves you time by using the electronic estimating capability of the CD-ROM database from Mitchell International or the automatic service jobs. It reduces paperwork by billing warranty providers directly from customer invoices. It saves you money by charging the correct prices, and helps you optimize your inventory investment by identifying overstocked, understocked, and underpriced items. It builds your business by remembering when important services are due and helping to send out service reminders. It helps you be a better manager by making reports detailing service work, parts movement, and profits, and employee efficiency by person and by job type.

Quality

To be truly useful, a computer program must perform quickly and reliably. Execution speed and data integrity are top priorities in the design and programming of GarageKeeper 2000. This starts with the choice of programming tools and carries through to the choice of hardware and software for the operating environment. Each item is chosen to give you the best performance with the best protection for your information.

Designed for Automotive Repair Shops and Dealerships

GarageKeeper 2000 provides invoicing, customer tracking, inventory control, and service management to mechanical repair shops and small new car dealerships. By making your invoices on a local area network or on a single-user computer using GarageKeeper 2000, you can automatically update information on parts usage, services done to the vehicle, mechanics' labor dollars, weekly sales and profit figures, and accounts receivable. GarageKeeper 2000 is available in versions for any number of stations. It goes from a single user to an unlimited number of users.

GarageKeeper 2000 gives you the tools you need to manage your inventory, write estimates and work orders, track parts and service history, and keep in touch with your customers.

Professional, Accurate Estimates & Work Orders

- Generate printed, accurate estimates quickly and then turn them into work orders with a single command. Start out with work orders when no estimates are needed. Turn work orders into invoices with a single command when the work is finished.
- Paste information from the Mitchell International CD-ROM Mechanical Parts & Labor Estimating Guide (available separately) into your estimates and work orders.
- Estimates and work orders can include parts, labor, sublet labor, advance payments, and sales tax.
- GarageKeeper pulls current prices from inventory and applies proper customer discounts automatically when you add parts to estimates and work orders.
- You don't have to know the exact part number to put an inventory item on an estimate or work order. You can specify the beginning of the part number or part name, and browse through inventory to find the part you need, all from within the work order.
- Items you don't stock can be added to estimates as comments. When estimates are converted to work orders, these comments are turned into special-order purchase orders automatically.
- Estimates stay on file until they are erased or turned into work orders. Work orders stay on file until you erase or invoice them. You can add to and change work orders while the

work is in progress.

- Add parts discounts by percentage or amount to any work order.
- Track 5 different categories of sublet labor.
- Sales taxes on parts, labor, discounts on labor, and each type of sublet labor are calculated according to sales tax rates and rules you set up in advance.
- Display work in progress by date and time promised, status, license#, or customer code.
- Assign specific line items on estimates or work orders to warranty providers, and let GarageKeeper figure the correct prices and make separate invoices for the customer and each warranty provider.
- Express shop labor in hours, and GarageKeeper will calculate the labor amount from the hourly rate of the mechanic and job class you assign.

Inventory Management

- GarageKeeper helps you manage your inventory with up-to-date information about parts, prices, and profits.
- Define up to five part number/vendor combinations for each part in inventory. Use any of the five part numbers to refer to that part.
- Print inventory counter pads with your choice of 26 facts about each part you stock.
- Browse through the inventory in four sequences: by part number, location, part name, or application.
- Print the inventory and purchase orders in part number order or in VW-Porsche-Audi or Mercedes sequence.
- The average cost is maintained for each inventory part. When new parts are received, their cost is averaged with the cost of items already in stock to compute the new weighted average cost.
- Use the + key to calculate list price from cost according to your own cost + table.
- Various customer pricing levels are available on parts: list price, 3 prices based on percentages of markup for each of 10 inventory types, cost plus 1 to 99 percent, and list minus 1 to 99 percent. You can designate individual parts as never discounted and/or exempt from sales tax.
- When you pay invoices, receive parts, or change the cost, price, or number on hand of an inventory part directly, GarageKeeper logs the activity in parts history. You can view and print the log in several ways, including a Bosch report and top special order items.
- You indicate that a part has a core by filling in a core value when you add the part to

inventory. After that, GarageKeeper automatically adds the core charge to work orders when you sell the part, and prompts you for a core charge whenever you receive it.

- You set up the minimum stocking level and reorder quantity for each part. When the number on hand falls below the minimum, GarageKeeper puts the part on a purchase order.
- You issue purchase orders when you actually order parts, and you can request a printed copy if needed. Purchase orders remain open until they are received or canceled.
- Receivings for stock are checked against purchase orders. This protects you from accepting parts that were not ordered.
- The receivings task can handle parts returns to your suppliers, in addition to incoming parts.
- Receive special order parts, either with or without purchase orders, directly onto work orders and estimates in progress, without going through inventory.
- Year-to-date number sold and profit, and the date of last sale, is maintained for each part. The sales analysis reports use this information to recommend changes to your inventory. Sales can be analyzed for the entire inventory or for parts from any supplier.
- Keep a free form page of notes for each item to document things like oversizes or color codes
- Worksheets printed in location sequence make it easy for you to count your inventory periodically. The inventory load task makes it easy to enter your counts into GarageKeeper.
- You can adjust inventory list prices by percentage, by amount, or by your cost + table for parts selected by vendor, date of last activity, application, and range of locations or part numbers.

Customers and Service History

- Whenever you pay an invoice, GarageKeeper records it. At the beginning of the next business day, this paid invoice is copied a special area of the hard disk for permanent storage. You can display and reprint these paid invoices.
- GarageKeeper keeps up to 500 MB of paid invoices in a "megadisk" area. You decide how much hard disk space to use for this. You can display and reprint these paid invoices very easily, even from within a work order in progress.
- You define service jobs for the services you want to track. These service jobs can apply to certain makes, models, and dates of manufacture of vehicles, or they can be more general.
- You use service jobs on estimates and work orders by entering the job name you defined.

GarageKeeper finds the service job which goes with the particular vehicle. If you don't know the exact name of the service job, you can browse through the appropriate jobs.

- Service jobs can include labor, specific inventory parts, and "generic" parts. With generic parts, the description of the part helps you select the specific part number from your inventory when you use the job.
- You define service intervals for each service category. Service intervals can be miles, months, or both.
- Each service job can be tracked by the service category. This tracking number shows on the work order screen when you use this type of service job. You can also assign service categories "on the fly" to jobs that were taken from the Mitchell CD-ROM.
- When you pay invoices containing service categories, GarageKeeper records these services and reaverages the monthly mileage for the vehicle. You can choose to calculate a lifetime average, an average over the last two services, or an average over a number of months for each vehicle. You can view this service history.
- Print customer lists, mailing labels, and letters for all your customers, or for customers you select using criteria such as postal codes, customer type, date of last invoice, and vehicle make.
- Put the selected customers to an ASCII disk file, if you want to use the information with another program.
- You can print a variety of customer reminders according to the service intervals you have defined. You can use the reminder letter which comes with GarageKeeper, or you can use reminder letters of your own.
- Print reminders for services done or due in any time interval. For services that are due by mileage, GarageKeeper projects the due date based on average miles driven, if possible.
- Each work order is associated with a customer. You can add a new customer when you start the first work order for that customer. You can start subsequent work orders without re-entering the customer information.
- Each customer record allows for two customer names. This helps for families with different last names. It also helps to track both the company name and contact person for commercial accounts.
- Each customer record allows four phone numbers up to 20 characters long. These phone numbers can be titled work, home, fax, and cell. These titles can be changed for individual customers.
- Browse through your customers by full or partial license #, customer code, postal code, or vehicle serial number.
- Maintain an odometer offset for any vehicle. GarageKeeper will add this figure to the

current odometer reading you enter on a work order to arrive at the actual mileage.

- Keep free-form notes on each customer, and access them easily from any customer screen or work order.

Business Management and Accounting

- Each time you close a day or week, GarageKeeper helps you balance your cashbox. You correct mistakes the day they happen, not weeks later.
- The daily report prints when you end the day, and summarizes the invoices paid, sales tax collected, and cashbox activity for the day.
- The weekly report prints whenever you exit from GarageKeeper as "end of week." This can be weekly, or daily if you prefer.
- The weekly report recaps all your business for the past week, including details on invoices paid, parts profit on every invoice paid, and parts and sublet labor received.
- The weekly report includes a breakdown of labor billed by each mechanic, and an efficiency report to help you see how your workers are doing by person and by job class.
- Use the ASCII Accounting Export to feed selected weekly report details into many popular accounting programs and spreadsheets. An interface to Quicken for your accounts payable and other accounting information is included.
- Accumulate parts, labor, other charges, and tax totals for each invoice paid during the last 99 months, for use in custom reports.
- The monthly report, showing totals of invoices, sales tax collected, and receivings by vendor for the month just finished, prints automatically on the first day of each new month.
- You can display the sales tax collected today, this week, this month, and this year.
- The integrated Accounts Receivable tracks your fleet charge accounts, makes account statements and aging reports, and prints a weekly recap of A/R activity. Journals of A/R activity can be displayed or printed.
- A/R activity is grouped into fleets for billing purposes. Each fleet account can include one or several vehicles. Customer charges are recorded automatically when you pay invoices by charge.
- Service charges can be applied to overdue accounts.
- Set up a recurring charge for any vehicle, and GarageKeeper will make an A/R invoice for the vehicle at the interval you specify.
- Print a report of work in progress, showing the labor hours on selected work orders and/or estimates by mechanic and by job class. This helps you schedule labor, and points

out overbooking and underbooking.

- Attach a cash drawer to a serial port on the cashier's workstation, and have GarageKeeper pop the drawer open when appropriate.

Information Security

- GarageKeeper helps eliminate incorrect information before it ever gets into your data. For example, if you press a letter key while entering an amount, GarageKeeper ignores it.
- The Btrieve® record manager helps GarageKeeper recover from most power outages without any damage to your data.
- File rebuilders are included to help you recover from unforeseen problems.

Customized for Your Business, by You

- You have some control over the appearance of printed estimates, work orders, and invoices. Specify the vertical placement of the heading, labor, parts, and totals on the page. Include blocks of text with warranty information or advertising messages.
- Choose your printers: Epson/IBM, Okidata, C. Itoh, Toshiba, or Hewlett-Packard LaserJet 4, 5, 6 or later model. We Recommend the HP LaserJet 2200D. You can route your reports to as many as three printers.
- If you use a LaserJet printer, you can customize GarageKeeper's standard invoice, purchase order, and account statement forms, or have us do it for you.
- Define as many mechanic codes as you need, and decide whether the labor for each mechanic will be entered as hours or dollars on estimates and work orders. GarageKeeper supports multiple job classes for each person. This helps you to charge different rates for different classes of jobs and/or track the income separately.
- Decide how you want your parts margins to be displayed on the totals screens for work in progress. Choose a margin percentage, or a more subtle indicator to flag margins above or below a certain percentage.
- Define up to 18 passwords for getting into GarageKeeper, and restrict access by function key.
- Set up ten sets of sales tax rates for up to 3 taxing authorities, define how the taxes are calculated, and specify which set of rates and rules applies to each customer. GarageKeeper uses this information to calculate the sales tax on estimates, work orders, and invoices. If you have multiple taxing authorities, you can specify that the tax for each be printed separately on orders and invoices. This feature allows Canadian shops to comply with the GST laws.
- Define the names of the 5 types of sublet labor to track.

- Set up the cost + table with the markup percentages you want to charge for parts, and use it to calculate list price from cost.
- Set the percentage to charge for customer returns, from 0 to 100%.
- Select the way parts receivings affect inventory prices: average with existing price, replace current price, or no price change.
- Decide whether the labor for each mechanic will be entered as hours or dollars on estimates and work orders.
- Set a percentage variance for parts receivings. GarageKeeper will warn you when a new part comes in at a cost or price which varies from the current cost or price by more than this percentage.
- Decide whether you want automatic customer pricing discounts to apply to special order parts.
- Select the screen colors for each major task, if you have an EGA or VGA color monitors on any workstations. You can mix monochrome and color stations on the network, if desired.
- Define layouts for the bin labels and customer mailing labels you want to print, including sheets of labels on LaserJet printers.
- Print code 39 bar codes for part numbers on purchase orders, if you have a LaserJet printer.

GarageKeeper 2000 Major Functions

GarageKeeper is designed to handle the paperwork for your repair shop without changing the way you do business. GarageKeeper is an interactive program, made to run on the service counter, on the parts counter, on the shop floor, at the cashier's window, and in the office as you perform your daily tasks. Start work orders when the work actually begins, and keep them up to date as the work progresses. Issue purchase orders when you are ready to order parts, and receive them when they arrive. Look up inventory parts and prices whenever you need to, and always know what you have on hand. View old paid invoices for a customer's vehicle without leaving the current work order.

You get around in GarageKeeper by pressing function keys to select the major tasks, and by selecting items from numbered menus where appropriate.

Function		Description
F1	Work Orders	start estimates and work orders, update estimates and work

		orders in progress, pay invoices
F2	Inventory	add new parts to inventory, look at or update parts you stock
F3	Purchase Orders	issue and cancel PO's for stock and special orders
F4	Receivings	record parts (stocking items and special orders) and sublet work as they come in
F5	Customers	add new customers, look at or update existing customers, review the vehicle service history and paid invoices stored on line
F6	Service Management Menu	maintain and print the service jobs and service categories, view and print customer service history, view and reprint invoices paid today or old invoices from the megadisk, look at the parts history log
F7	File Maintenance Menu	add and update vendors, customize GarageKeeper for your shop, load physical inventory counts, adjust inventory prices, maintain the table of vehicle makes and models
F8	Reports Menu	print inventory, customers, sales analysis, bin labels, purchase orders, physical inventory worksheets, the Bosch report, top special orders sold, other parts log details
F9	Accounts Receivable	manage charge accounts for individuals and fleets, print statements, print aging reports, apply service charges
F10	Exit	balance your cashbox, print the daily and weekly reports

GarageKeeper 2000 Printed Reports

Report Title	Description
Estimates, Work orders, Invoices	accurate, legible copies of estimates and work orders in progress and of invoices paid previously
Weekly report	invoices paid this week and this year, productivity by mechanic and job class, receivings, inventory value, orders in progress, cashbox activity; latest weekly report is stored on hard disk as an ASCII file

Report of work in progress	hours assigned to each mechanic on selected estimates and work orders in progress
Inventory reports	reports you design by choosing from 26 facts about each part you stock, output to the printer or to a disk file for use by other programs
Bin labels for parts	labels for the parts bins and boxes in your stock room
Customer letters	letters which notify customers of services due or done in the period you specify, and reminder letters of your own design
Customer lists	lists of selected customers with name, address, and vehicle information, output to a printer or to disk
Customer labels	labels for pre-printed customer mailings, output to a printer or to disk
Customer phone book	a list of all active customers with their phone numbers
Customer cross reference	a list of all active customers in customer code order (usually by last name) with their license numbers
Inactive customers	a list of all inactive customers
Report of makes & models	a list of all makes and models
Pulling lists	lists of parts and locations produced when you convert estimates to work orders
Put away lists	lists showing where to store the inventory parts just received, and what vehicles have received special orders and/or sublet labor
Inventory worksheets	worksheets for counting physical inventory, in location or part number order, for the whole inventory or a selected portion
Inventory shrinkage	variances between inventory counted and inventory records
Daily report	totals of invoices, sales tax, and cashbox for today
Monthly report	recap of invoices, sales tax, receivings activity for the previous month
Year end report	recap of invoices, receivings, and inventory totals for the year
Purchase orders	hard copy (including 3 of 9 bar codes on your laser printer, if desired) and/or an ASCII file for your dealer communication

	system or fax/modem when you issue a PO; lists of issued or unissued PO's
No sales this year Items to return if possible Increase minimums Underpriced items Decrease minimums Overstocked items Top items sold by quantity Top items sold by profit	a selection of sales analysis reports with parameters you can define, to help you fine-tune your inventory based on sales history, profit margin, and re-supply time
Negatives in inventory	parts which need attention
Service job index	a list of your service job titles with makes, models, and dates of manufacture that they cover
Service job book	a list of your service jobs with current parts and labor totals
Service categories	a list of service management categories with service intervals
Service management analysis	a list of selected service categories showing the number of times each service was performed in any of the last 48 months
Inventory prices adjusted	a list of the parts whose prices were just adjusted, showing both the old and new prices
Customer statements	charge account statements showing the invoices, payments, and service charges over any period; one statement per fleet
A/R aging report	a list of all open accounts receivable invoices, with aged totals
A/R journals	lists of A/R activity between any dates, by fleet, open invoice, or vehicle
A/R payment receipt	a simple payment receipt for your charge customer, if needed

GarageKeeper 2000 Service Management

The service management categories are the basis of service management. You can define the service interval for each category. GarageKeeper remembers how many times you performed each service in each of the last 48 months. Reference# 110 on these 3 sample screens relates the service interval, job description, and the vehicle service history.

```

SERVICE MANAGEMENT REFERENCE # 110      TITLE  MAINTENANCE

SERVICE INTERVAL  72000 MILES OR  12 MONTHS,  WHICHEVER FIRST

9/96  2          9/95  6          9/94  4          9/93  4
8/96  3          8/95  5          8/94  4          8/93  3
7/96  4          7/95  5          7/94  5          7/93  3

```

You set up service jobs for the services you do often and/or want to track. You can limit a service job to cover only a certain make, model, and range of years. For example, you could define several different maintenance jobs which refer to different types of cars. Then when you enter the labor code MAINT on a work order, GarageKeeper uses the service job which matches the customer vehicle.

```

SERVICE JOB 1.LABOR CODE MAINT
              2.MAKE SAAB MODEL 2L YEARS 73-77
              3.REF# 110  4.HOURS/AMOUNTS H

--QTY--PARTNO-----NAME OF PART-----
1. 7 SAE75          GEAR OIL
2. 1 W92021        OIL FILTER
3. 4 5317129       10-40 OIL CAN

---TYPE--LABOR DESCRIPTION-----HOURS--
1. J  CHANGE ENGINE OIL AND TRANS OIL      1.5
2. L  LUBE CHASSIS AND ALL HINGES, SAFETY
3. L  CHECK, ELECTRICAL CHECK, ROAD TEST

```

When you pay an invoice containing a service job, GarageKeeper records the service. You can view and print this customer service history at any time. You can use the service history to select customers for reminder letters and other mailings. You can ask to see the services due on work orders for this customer.

```

CUSTOMER SERVICE HISTORY FOR BLG985  RICHARD JONES

FIRST SERVICE DATE  10/01/90          AVG MILES PER MONTH      641
FIRST SERVICE MILES  53456            TYPE OF AVERAGE         LIFETIME

REF#  SERVICE      DUE          LATEST          PRIOR
110  MAINTENANCE    02/05/96    94565    01/31/95    86707
505  BRAKE FLUSH    12/14/95    93200           0           0
170  WINTERIZE      *    09/15/95    91533    10/07/94    83892
311  TUNEUP          05/29/95    89325           0           0

```

GarageKeeper 2000 Customer Selection Example

GarageKeeper 2000 includes the ability to print customer lists, reminder letters, and mailing labels. You can select the customers for printing by specifying the characteristics of the customers you want. You do this by entering information on the screen, as illustrated below.

For example, suppose you want to send out reminder letters to BMW customers who have had services done at your shop, but not for the last 6 months. You decide to limit these reminders to certain zip codes. Today's date is 9/1/96.

```
INCLUDE ALL CUSTOMER CODES?  Y
      INCLUDE ALL LICENSES?  Y
      INCLUDE ALL POSTAL CODES?  N  97401 THROUGH 97405
      INCLUDE ALL TYPE CODES?  Y
      INCLUDE ALL PRICE CODES?  Y
      INCLUDE CHARGE CUSTOMERS?  Y
CONSIDER LAST INVOICE DATE?  N

      INCLUDE ALL VEHICLE MAKES?  N  BMW  ALL MODELS?  Y
      INCLUDE ALL YEARS?  Y
      INCLUDE ALL SERIAL NO'S?  Y
      INCLUDE ALL ENGINES?  Y

      CONSIDER PAST SERVICES?  Y  WHICH SERVICES?  0000 THROUGH 9999
      DONE WHEN? 00/00/00 THROUGH 3/01/96
      CONSIDER SERVICES DUE?  N

change Customers      make Report      change Services      change Vehicles
```

GarageKeeper will select only those customers who meet all your selection criteria. You can select up to 4 vehicle make/model combinations at a time, if desired.

GarageKeeper will print the selected customers on your choice of service reminder letters, mailing labels, or plain lists. The output can be sorted by license#, by customer code, or by postal code. You can choose to send the customers to an ASCII disk file instead of the printer.

You can compose your own reminder letters with most text editors and word processors, using the standard letter which comes with GarageKeeper as a model. You can have access to hundreds of your own customized letters. You can instruct GarageKeeper to insert the current date, the customer name, address, and other information, the services due, and/or the vehicle make, model, and year into each letter as it prints.

On laser printers, GarageKeeper prints sheets of mailing labels according to the spacing parameters you specify. If you use a dot-matrix printer, GarageKeeper prints one-up mailing labels with the vertical spacing you specify. You can also put the labels to a disk file, for use with other programs.

GarageKeeper 2000 Sample Inventory Report

You can design your own inventory reports using 26 facts that GarageKeeper maintains for the parts you stock. The following is a fragment of an inventory report produced by GarageKeeper 2000:

A GOOD EXAMPLE INC.
INVENTORY ON 03/27/96

PARTNO	VN	NAME OF PART	COST	LIST	CORE	LOC	STK	APPL	YTD	PROFIT
01045	GE	POINTS	2.42	5.46	.00	KD06	9	IGN	1	3.10
02031	GE	CONDENSER	1.81	4.00	.00	KE30	4	IGN	1	2.19
03019	GE	DIST CAP	2.50	5.50	.00	KC32	2	IGN	4	12.00
03074719	GE	BRAKE MASTER	16.73	27.00	.00	EC24	0	BRAK	1	10.27
04004	GE	DIST ROTOR	2.55	5.28	.00	KE36	8	IGN	2	5.26
20/10	PA	WIND CLEANER	.08	.25	.00	OO15	62	SUPP	1	.17
230090005	GE	TRIGGER CONT	18.59	40.85	.00	KK03	2	FI	1	22.26
24F36	IB	BATTERY	28.39	47.62	5.00	BD06	1	STRT	1	18.50
280120036	GE	THROTTLE SW	17.06	37.50	.00	KK06	2	FI	1	20.44
480349	GE	AIR FILTER	3.61	5.79	.00	KN06	2	SERV	1	2.18
50193	FU	16 FUSE	.10	.40	.00	BC21	41	ELEC	12	3.22
6467125	JO	10-40 MT OIL	.82	1.14	.00	OO02	246	LUBE	12	3.67

[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]
-----	-----	-----	-----	-----	-----	-----	-----	-----	------	------

[1] the part number, up to 20 characters long

[2] the vendor from whom you buy this part

[3] the part name, up to 30 characters (the sample uses 12 out of the 30 characters available)

[4] the average unit cost, between 0 and 999999.99

[5] the unit list price (the price paid by an A customer), between .01 and 999999.99

[6] the core charge for the part, between 0 and 999999.99

[7] the location at which the item is stored, up to 4 characters

[8] the current number on hand, up to 9999

[9] the application for the part, up to 4 characters

[10] the number used on work orders so far this year, up to 9999

[11] the year-to-date profit on this part, up to 999999.99

In addition to these facts, you can also choose to include:

- the date of last sale
- the B, C, and D prices

- the minimum number to keep in stock, up to 9999
- the number to order when the number on hand falls below the minimum, up to 9999
- the extended cost or list price of the number currently on hand
- the number on issued and unissued purchase orders G
- a cost+ price or a list- price, where you specify the percentage over cost or below list
- the report type, discount type, and tax-exempt switch

GarageKeeper 2000 Sample Work in Progress Report

The Work in Progress report is a tool for figuring out if you are overcommitted or undercommitted on shop labor. Every work in progress report has one column for each mechanic, with the total hours at the bottom. You can choose additional information for each report according to your needs at the moment. In the samples which follow, notice that each report is sorted by whatever is in the first column.

You could print this report first thing in the morning to see a summary of today's labor by job type. In the sample, D stands for diagnosis, M for regular maintenance, R for rebuild. The report helps you answer the questions: Can we take any other jobs today? What kind of jobs? This tells you if it's a good idea to sell additional work to customers as they drop off their cars this morning.

```
After the morning rush, you could WORK IN PROGRESS ON
          9/12/96
INCLUDES ALL ORDERS FOR 9/12/96 AT 8 AM
          TO 9/12/96 AT 6 PM
```

J	LICENSE#	JG	MS	PS	RC	RS
D	FRL292				2.0	1.5
M	JNT169	2.0		2.6		
M	BLG985	1.5	2.2	2.2		
R	JNT169		4.0			
R	ABC123	.5				4.5
		4.0	6.2	4.8	2.0	6.0

Run another report to help fine-tune your labor assignments. Typically, the hours will be higher due to extras found during teardown. This report points out any labor you can swap for efficiency, to help you to balance the hours better.

Around mid-afternoon, you could make a third report to see which labor items promised for delivery today are not finished yet. This would enable you to give extra attention to these jobs, to be sure you meet the deadlines.

GarageKeeper 2000 Connects to the Outside World

GarageKeeper 2000 has facilities for bringing information in from other sources and for putting information out for use with other programs.

Mitchell Interface

You can use Mitchell's Mechanical Parts & Labor Estimating Guide on CD-ROM (available separately from Mitchell International) to make estimates and work orders in GarageKeeper 2000. You simply highlight the parts or labor information you want, and GarageKeeper copies it onto the estimate or work order.

Merge

With the GarageKeeper Merge utility, your inventory and customer files can be created and updated without typing. We use the American Standard Code for Information Interchange (ASCII) to automatically put data into your GarageKeeper files.

- Get inventory parts, pricing, and supersession information from your parts suppliers or vehicle manufacturers and put it into GarageKeeper.
- Import inventory items and customer info from other software.
- Get vehicle registration information from your state DMV or other information provider, and put it into GarageKeeper for mailings.

Accounting Export

With the Accounting Export utility, you can transfer important details from GarageKeeper's weekly report to many popular accounting programs and spreadsheets without retyping.

The Accounting Export puts accounts receivable, accounts payable, and payroll information from the latest weekly report into three separate ASCII files. You can choose these formats:

- AccPac Plus
- fixed-format, tab-delimited, or comma-delimited ASCII
- Quicken and Quick Books

ASCII Reports

Several of GarageKeeper's reports can be saved as fixed-format ASCII files on disk instead of being printed out. All you do is specify that output should be put to a disk file, and make the report as usual. The inventory report, customer lists, parts history reports, and A/R statements, journals, and aging reports can be saved to disk.

Purchase orders can make an ASCII file for use by your dealer communications systems software. The file can also be used by computer-based fax cards to transmit orders to your suppliers.

Custom Reports

Since GarageKeeper uses the Btrieve® record manager for many of the major files, some third-party report writers can be used to make custom reports. Contact your GarageKeeper dealer for more information.

GarageKeeper 2000 Support

You'll find that GarageKeeper reflects your way of doing business and speaks your language. Comprehensive documentation and tutorials help you become productive quickly. For those times when you need help, we provide support several ways. Our support helps you remain independent, because you pay only for what you need, when you need it. There are no monthly or annual maintenance charges.

Includes Support for 90 Days

GarageKeeper 2000 includes 90 days of telephone, modem, and fax support. We can help your Certified NetWare or Microsoft Engineer install GarageKeeper on your Novell or Windows 95/98/NT network, or help your DOS expert install GarageKeeper on your single-user computer. We can help you understand the features of your new GarageKeeper program. We are happy to help you become productive with our products.

Internet Support

You can visit our home page by pointing your browser at <http://www.cohenconsulting.biz> click on software and GarageKeeper. Our Internet site contains a list of Frequently Asked Questions, which may help you solve your problem. You can also E-mail support questions to scohen5957@aol.com, and you will receive an answer at your E-mail address.

On-Line Support

You can use your modem and PC-Anywhere or Close-Up® Host or Customer to connect to our support computer while you are running GarageKeeper. We can see your computer screen. We work with you, and we run your computer from our office to help you operate GarageKeeper successfully. After the initial 90-day support period, you pay our regular hourly rate for GarageKeeper support. Networking and other operating system support are also available for an additional fee. There is a 10 minute minimum on paid support calls.

Warranty

We warrant that GarageKeeper 2000 performs as specified in the User's Manual. Reproducible errors will be corrected at no charge for one year from date of purchase.

GarageKeeper 2000 Hardware Requirements

Multi-user versions of GarageKeeper 2000 (GarageKeeper 2000-2 and up) are supported on Windows 95/98/NT/2000/XP and Novell networks. GarageKeeper 2000-1 provides all the features of GarageKeeper 2000 to one user at a time.

File Server	Any current version of Windows 98/2000/XP for smaller networks or Windows 2000 Server or Novell NetWare® for 10 or more users
	Microsoft or Novell certified hardware for main computer
	64 megabytes of RAM for Windows 95/98 networking, 256 MB for Windows 2000/XP networks, 128 MB for NetWare 4 or 5
	Hard drive with 500MB minimum free space for independent shops, or 2GB minimum free space for large shops and authorized dealerships
	3Com or Intel network interface card
	Uninterruptible power supply
Workstations	Intel Pentium or 100% compatible with at least 512K of low RAM available. Windows 98 Windows 2000 or XP Pro.
	Network interface card
	A high-capacity backup device.
Stand Alone Computer	Intel Pentium or 100% compatible with at least 640K of RAM. GarageKeeper 2000 needs at least 512K free conventional memory to run. The program will also use extended or expanded memory, if you have it.
	Windows 98 or 2000 Pro or XP Pro
	Hard drive with at least 500MB free,
	Uninterruptible power supply
Printer(s)	80-column dot matrix printers with compressed print: Epson®/IBM,

	Okidata , or a Hewlett-Packard LaserJet printer all printers can be local to each workstation or spooled. We recommend the HP LaserJet 2200 or better.
CD-ROM (Optional)	CD-ROM reader and interface card on Windows
	NetWare: NLM with CD-ROM reader attached to server, or Map Assist with CD-ROM attached to workstation., or Windows 98/2000/XP Pro CD-ROM host
Installation & Configuration	Network installation and configuration by a Certified Microsoft or Netware Engineer
	GarageKeeper installation and configuration by your GarageKeeper dealer

Cohen Consulting - The Automotive Software Specialists

When you buy GarageKeeper, you're buying software that has been proven at independent garages, small dealerships, and automotive specialty shops throughout North America since 1979. And you're buying from a company that is dedicated to your success. Cohen Consulting has 22 years experience installing business systems. We sell only high quality business computers, proven products that work for you.

Computer Assistance Inc. has focused on providing affordable, effective solutions to the automotive repair industry since 1979. People who owned and operated an independent repair shop and who developed inventory control software formed the company.

For more information, contact:

Steven H. Cohen

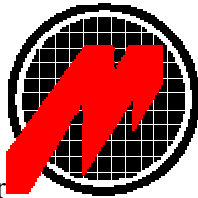
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ASSOCIATE MEMBER



Motive Power



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Quicken is a registered trademark of Intuit.

Btrieve is a registered trademark of Btrieve Technologies Inc. ,NetWare is a registered trademark of Novell, Inc