

Extended Warranty Order – Cheat Sheet

Five-Step Extended Warranty Additions/Changes Process:

1. Enter Serial Nbr, or Order Nbr or Invoice Nbr of Unit.
2. Choose to Add or Cancel.
3. Select The Option to be Added or Cancelled.
4. Add comments if desired.
5. Always Positively Confirm your Selection before Exiting the application.

To Start: Select Extended Warranty Request from the Warranty Ownership Unit Sales

Edit Menu. (#Note – Numbers in parenthesis reference screen numbers displayed in the upper left corner of the screen you should be on to complete the action described.)

- **Enter a Serial Nbr, OR an Order Nbr OR an Invoice Nbr.** (*Screen #NOPRO372*)
- Press the **ENTER Key**.
- **Verify** the Information displayed. (*Screen# NOPRI372*)
- Press the **ENTER Key** to continue to the Order screen.
- To **ADD** a new option, press the **F14 Key** (Shift/F2) (*Screen# NOPRO373*)
- To Select an new option, enter a **'1'** in the Selection (?) field to the left of the desired option and press the **ENTER Key**. (*Screen# NOPRL373*)
- To add comments or request an option not displayed for Selection, Press the **F15 Key** (Shift/F3).
- Enter comments, press the **ENTER key**. (*Screen# NOPRE373*)
- **Always** Confirm Additions or Cancellations with a **'Y'** in the Confirm Prompt field before Exiting.