

New Service Parts functionality

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One of the features within the new CAP Designer 3 and 20-20 Worksheet programs is the introduction of Service Parts. This feature is also available to any Giza user that decides to use 20-20 Worksheet in conjunction with the new Giza Designer 2006 program.

This feature will allow you to view and order all service parts related to Kimball Office and National products. Please be aware that not every model has this feature included at this time. We are continuing to add to it on a regular basis.

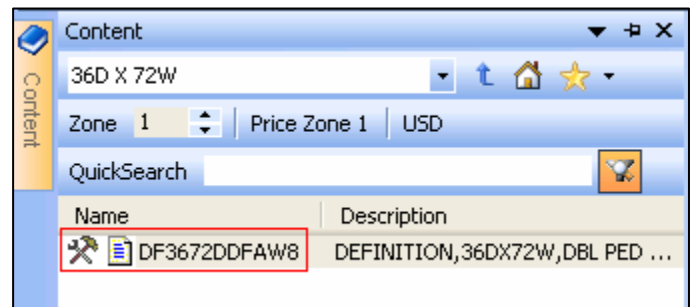
The intent of this document is to help familiarize you with this new feature and its' functionality.

Always be sure to review and check your drawing and specifications for content and accuracy. These steps will help insure that you get your desired results.

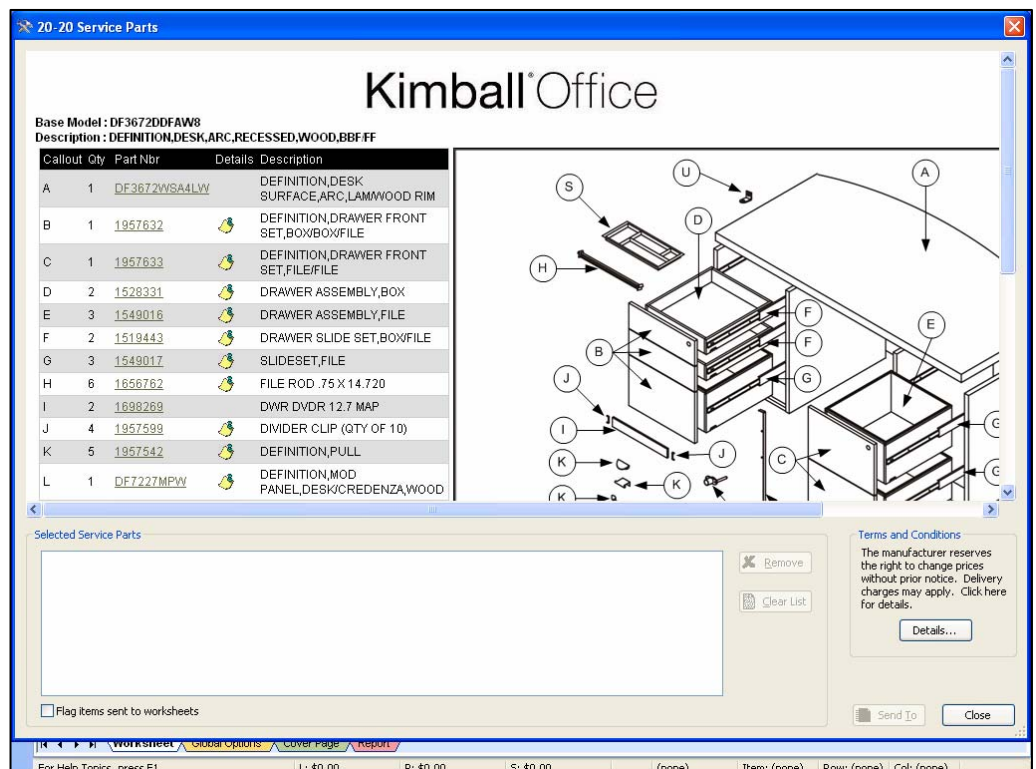
Getting started

We will use the need to replace drawer pulls on an existing Definition desk as an example.

To start, find the model number of the desk. Notice the **Hammer and Wrench** icon that appears in front of our example model number shown to the right. Any item that shows this new icon includes the Service Parts functionality.



Click once with your left mouse button on this icon and the 20-20 Service Parts window opens.



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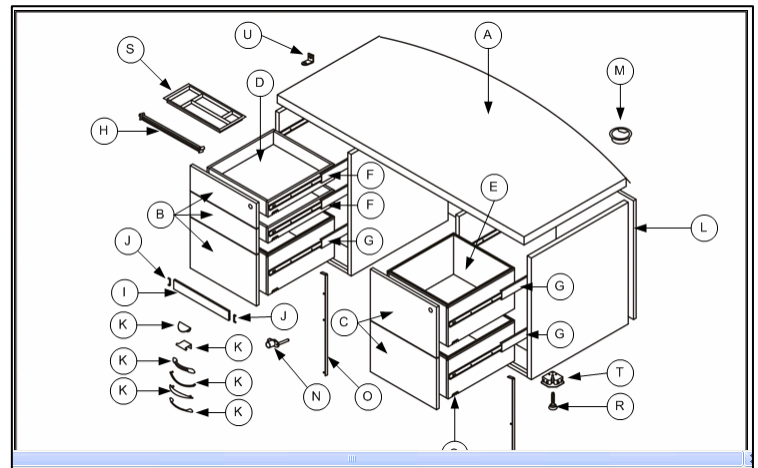
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This window contains four areas. The service parts list is located in the top left corner and includes the following:

- Reference number or letter (Callout).
- Quantity of items include with this item.
- Service part number.
- Description.

Base Model : DF3672DDFAW8			
Description : DEFINITION,DESK,ARC,RECESSED,WOOD,BBFF			
Callout	Qty	Part Nbr	Details Description
A	1	DF3672WSA4LW	DEFINITION,DESK SURFACE,ARC,LAMMWOOD RIM
B	1	1957632	DEFINITION,DRAWER FRONT SET,BOX/BOX/FILE
C	1	1957633	DEFINITION,DRAWER FRONT SET,FILE/FILE
D	2	1528331	DRAWER ASSEMBLY,BOX
E	3	1549016	DRAWER ASSEMBLY,FILE
F	2	1519443	DRAWER SLIDE SET,BOX/FILE
G	3	1549017	SLIDASET,FILE
H	6	1656762	FILE ROD .75 X 14.720
I	2	1698269	DWR DVDR 12.7 MAP
J	4	1957599	DIMDER CLIP (QTY OF 10)
K	5	1957542	DEFINITION,PULL
L	1	DF7227MPW	DEFINITION,MOD PANEL,DESK/CREDENZA,WOOD
M	999	ACG7MB	ACCESSORIES,GROMMET,FIELD INSTALL

The exploded drawing in the top right corner shows you the location of each service part.



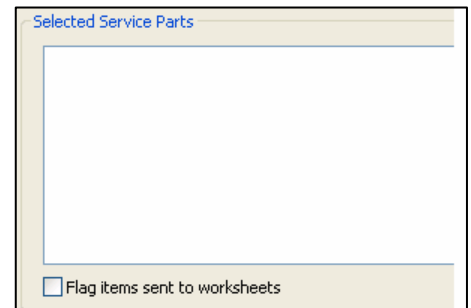
A legend can be viewed and it appears below the service parts list (you will need to scroll down).

Legend	
999	Quantity varies based on configuration selected;
OPT	Optional Part
QTY	This column represents how many of that part are included with the base model. It does not necessarily represent how many are sent when the service part is ordered
<u>ZZZ</u>	Service part not shown on drawing

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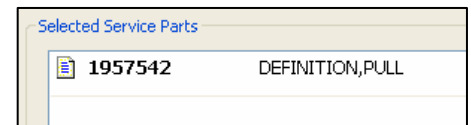
The **Selected Service Parts** area covers the bottom of the window. It is currently blank because we have not selected any items as of yet.



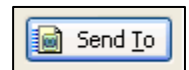
Now, let's go back up in the service parts list. Our drawer pull is referenced with the letter **K** and has a quantity of **5**.

J	4	<u>1957599</u>		DIVIDER CLIP (QTY OF 10)
K	5	<u>1957542</u>		DEFINITION,PULL
L	1	<u>DF7227MPW</u>		DEFINITION,MOD PANEL,DESK/CREDENZA,WOOD

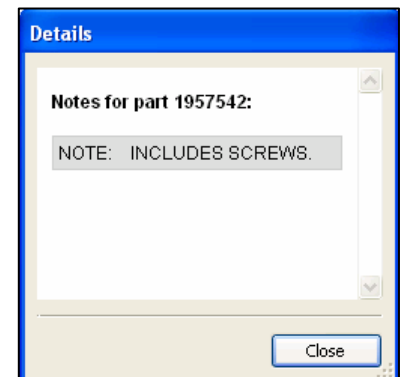
Click once on the part number with your left mouse button and it will appear in the Selected Service Parts window. You may select the same item more than once or multiple items from the service parts list.



When you are finished selecting items select the **Send to** button in the lower right corner. This will allow you to send your selected service parts to a worksheet file.



There is also a **Details** column in the service parts list. If an icon appears in this column, there are some details or notes associated with the part. After selecting the icon a window will appear. The note for the pulls is shown to the right.



20-20 Worksheet

After you have made all your necessary service part selections, click on the **Send To** icon. This will close the service parts window and take you back into the 20-20 Worksheet program. I then updated the quantity to **5**.

Item				Mfg	Cat	Qty	Part Number	Part Description	Unit List	List
1				KIM	KSP	5	1957542	DEFINITION,PULL	\$ 12.02	\$ 12.02
							...	Skipped Option	\$ 0.00	

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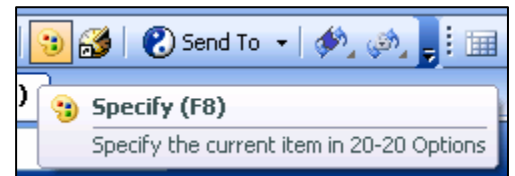
The second column is new and includes a green check mark in the header. This column reflects the option status for each line item in your file. Our item shows a paint pallet which indicates that there are options that need to be selected. Once we have made the necessary selections it will change to a green check mark.



The third column is new as well and has a padlock in the header. Our item includes one with a dollar sign. This indicates that the unit list price is locked and can not be changed. **The reason for this is that most pricing associated with service parts is net pricing.** Discounts can not be applied to any line item that includes this icon.



To specify the options select the **Paint Pallet** icon in the second column or from the toolbar or pres the **F8** key.



Item	✓	🔒	🔗	Mfg	Cat	Qty	Part Number	Part Description	Unit List	List
1	✓	🔒		KIM	KSP	5	1957542	DEFINITION,PULL	\$ 12.02	\$ 12.02
		🔒					10BB	TAB,BRUSHED BRONZE	\$ 0.00	

Please Note: It is recommended that you create a separate worksheet file for service parts. Do not place them in a file that includes standard product items. Each of these has a different lead time and if they are both included in the same worksheet file that is submitted as an order, the service parts will be shipped at a lead time based off the standard product.

Additional information regarding this new feature can be found within the 20-20 Worksheet program. From the **Help** pull-down menu select **What's New** and then **Software Updates**.