Parts**Source**°

Downloading a Service Report Quick Reference Guide

One of the biggest benefits of purchasing a Depot Repair through PartsSource is the ability to access your service reports online at any time.

To learn how to access your service reports online, follow the links below:

- <u>Accessing a Service Report for a Recent Depot Repair</u>
- <u>Accessing a Service Report for an Older Depot Repair</u>

Accessing a Service Report for a Recent Depot Repair

Note: Depot Repairs that have been completed and returned to you will stay on the *Delivered* tab for approximately two business days after they delivered by the carrier. To view service reports for older Depot Repairs, see <u>Accessing a Service Report for an Older Depot Repair or On-Site Service</u>.

To access a report for a recent Depot Repair:

- 1. From the PartsSource home page, click My Account | Repairs.
- 2. From the *Repairs* screen, select the *Delivered* tab.

| PARTSSOURCE* Search Keyword or Item Number Departments × PRO × Browsing History × Buy it Again | Q Quick Order Tracility Cart Request Quote My Lists ~ Q Your Facility S Hello, Sales Dept My Account ~ |
|--|--|
| My Account > Repairs only Me | View: 🖩 🔍 🍄 |
| Initiated 344 Shipped Outbound 36 Evaluating 23 Que | oted 347 Repairing 396 Shipped Inbound 25 Delivered 181 |
| ORDER #4731423 <u>View Details</u> CREATED 02/16/2022 TRANSDUCER, X8-2T - Repair | ORDER #4727466 <u>View Details</u> CREATED 02/15/2022 Repair module failure - Repair - Repair |
| \$999.00 Qty: 1 Item #: X8-2T Condition: Aftermarket Quoted Repair Facility: Requester: Ref #: Serial Number: | \$1,150.00 Qty: 1 Item #: E-SCAIOV-00 Condition: Aftermarket Quoted Repair Facility: Requester: Ref #: Serial Number: |
| | |

3. Find the card for the Depot Repair you'd like to print the service report for, then click **View Details**.

| 4000 00 | |
|--------------------------------------|--|
| \$999.00 | |
| Qty: 1 | |
| item #: X8-21 | |
| Condition: Aftermarket Quoted Repair | |
| Facility: | |
| Requester: | |
| Ref #: | |
| Serial Number: | |

4. The *Repair Details* screen is displayed. Scroll down and click the **Attachments** link.

| My Account > | Repairs | |
|--|--|------------------|
| < Back to Repairs | | |
| Order #: | | |
| Date Created: 2/2/: Facility: Requester: | 2022 | |
| Cart Summa | ry | |
| Delivered | | |
| | MEDLEY 8100 - Blue safety sensor replacement - Repair by CareFus Item #: MEDLEY/8100 INFUSION REPAIR Condition: Aftermarket Flat Rate Repair Outright Warranty: 6 Month Return Status: Returnable Reference: Asset Information Edit Equipment Serial #: Repair Reason: Damaged Shipping Address: Shipping Address: Shipping Method: UPS Ground | ion Alaris / 303 |
| | Shipping Insurance: No | |
| | Notes (2) 2/9/2022 WEB SERVICE - Your estimated ship date is 02/17 based on product lead time | |

5. The *Attachments* dialog box is displayed. Click the link to your service report and it is downloaded to your computer as a PDF.

| | × |
|--|---|
| < Back to Info Center | |
| Attachments | |
| 2 MB max file size | |
| CHOOSE FILE | |
| | |
| Description | |
| SAVE FILE | |
| Service Partner Field Service Report (005).pdf | |
| Uploaded: Wednesday, February 9, 2022 Description: SERVICE REPORT | |
| |) |

Accessing a Service Report for an Older Repair or Service

To access a report for an older Depot Repair:

- 1. From the PartsSource home page, click My Account | Orders.
- 2. From the Orders screen, select the View All Orders link.

| Parts Source " | Search Keyword or Item Number | | Q Qu | ick Order 🛛 📜 Cart |
|-----------------------------|--|----------------------------|----------------------|-------------------------------|
| Departments V PRO V Brow | ∕sing History ∨ Buy it Again | Request Quote My Lists ~ | Vour Facility | My Account ~ |
| My Account > My Open C | Orders View All Orders | | | View: 🖩 🔍 🔅 |
| Awaiting Approval 0 | Ordered 0 Shipped 0 Deliver | ed 0 | | dback |
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| | No Active orders in A | waiting Approval | | |
| | Your currently have no active o | rders in Awaiting Approvai | | |
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| - | | | 651.0 (%) | |
| Shop and Manage Your Medica | Il Replacement Parts from One Convenient App. <u>Learn 1</u> | More | Soogle P | ay Available on the App Store |

3. The *All Orders* screen is displayed. Use the Filter Bar options to find the Depot Repair you want to view the service report for.

| | RCE Search Keyword or Item Number | | | | | | Quick Order 🗮 Cart |
|---|--|---|--|--|--------------|----------------|---|
| partments ~ P | RO V Browsing History V Buy it Again | | | R | equest Quote | e My Lists 🗸 🕻 | Your Facility My Account V |
| y Account > A | II Orders | | | | | | View: 🔛 🏻 🔍 🕊 |
| Filter Order Date | v 01/28/2022 | | | 02/28/2022 | | | ti di |
| | YFILTERS | | | | | | |
| APPL | | | | | | | |
| Requester | Description | Order # | OEM Price | Ref # | PO # | Tracking # | Facility |
| DOUG MERKER | MCB AND SOC D21 CONTROL BOARD | 4749944 | \$9,246.00 | 5857280 | | | Chatham Memorial Hospital |
| | | | | | | | |
| DOUG MERKER | DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 F | T 4748281 | \$250.00 | 5855469 | | | Chatham Memorial Clinic |
| DOUG MERKER | DS-100A SP02 SENSOR WITH FINGERCLIP, ADULT, 3 F ON-SITE SERVICE | T 4748281 4748062 | \$250.00 | 5855469 5855220 | | | Chatham Memorial Clinic Chatham Memorial Clinic |
| DOUG MERKER DOUG MERKER DOUG MERKER | DS-100A SP02 SENSOR WITH FINGERCLIP, ADULT, 3 F ON-SITE SERVICE BEDS, FURNITURE & TRANSPORT - NEXT DAY | T 4748281 4748062 4748023 | \$250.00 | 5855469 5855220 5855170 | | | Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic |
| DOUG MERKER DOUG MERKER DOUG MERKER DOUG MERKER | DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 F ON-SITE SERVICE BEDS, FURNITURE & TRANSPORT - NEXT DAY DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 F | T 4748281 4748062 4748062 4748023 4748555 | \$250.00 \$250.00 | 5855469 5855220 5855170 5852483 | | | Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic |
| DOUG MERKER DOUG MERKER DOUG MERKER DOUG MERKER DOUG MERKER DOUG MERKER | DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 F ON-SITE SERVICE BEDS, FURNITURE & TRANSPORT - NEXT DAY DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 F DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 F | T 4748281 4748062 4748023 T 4745555 T 4736886 | \$250.00 \$250.00 \$250.00 | 5855469 5855220 5855170 5852483 5843162 | | | Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic |
| DOUG MERKER | DS-100A SP02 SENSOR WITH FINGERCLIP, ADULT, 3 F ON-SITE SERVICE BEDS, FURNITURE & TRANSPORT - NEXT DAY DS-100A SP02 SENSOR WITH FINGERCLIP, ADULT, 3 F | T 4748281 4748062 4748023 4748023 4745555 T 4745555 T 4736886 T 4722267 | \$250.00 \$250.00 \$250.00 \$250.00 | 5855469 5855220 5855170 5852483 5843162 5827180 | | | Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Hospital |
| DOUG MERKER | DS-100A SP02 SENSOR WITH FINGERCLIP, ADULT, 3 F ON-SITE SERVICE BEDS, FURNITURE & TRANSPORT - NEXT DAY DS-100A SP02 SENSOR WITH FINGERCLIP, ADULT, 3 F DS-100A SP02 SENSOR WITH FINGERCLIP, ADULT, 3 F | T 4748281 4748062 4748062 474803 4748053 T 4745555 T 4736886 T 4722267 4717569 | \$250.00 \$250.00 \$250.00 \$250.00 | 5855469 5855220 5855170 5852483 5843162 5843162 5827180 5822087 | | | Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Hospital Chatham Memorial Hospital |
| DOUG MERKER DOUG MERKER DOUG MERKER DOUG MERKER DOUG MERKER DOUG MERKER DOUG MERKER | DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 F ON-SITE SERVICE BEDS, FURNITURE & TRANSPORT - NEXT DAY DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 F DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 F REPAIR - Q-CORE SAPPHIRE INFUSION PUMP | T 4748281 4748062 4748062 4748023 4748023 T 4745555 T 4736886 T 4722267 4717569 | \$250.00 \$250.00 \$250.00 \$250.00 | 5855469 5855220 5855170 5852483 5843162 5827180 5822087 | | | Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Clinic Chatham Memorial Hospital Chatham Memorial Hospital |

4. Once you've found the Depot Repair you'd like to view the service report for, click on it to view its *Order Details* page

| Delivered | | 1 | \$409.84 | \$409.84 | CHECK IN |
|-----------|---|---|----------|----------|---------------|
| | REPAIR - PHILIPS INTELLIVUE X2 MMS (M3002A) PATIENT MONITOR by Philips Healthcare | | | | RETURN |
| | Item #: INTELLIVUE X2 MMS (M3002A) REPAIR | | | | TRACK PACKAGE |
| | Condition: Aftermarket Flat Rate Repair Outright | | | | |
| | Warranty: 12 Month | | | | BUY IT AGAIN |
| | Return Status: Returnable | | | | |
| | Reference: | | | | |
| | Asset Information Edit | | | | |
| | Asset ID: | | | | |
| | Work Order: | | | | |
| | Equipment Serial #: | | | | |
| | Repair Reason: insert battery error | | | | |
| | Shipping Information | | | | |
| | Shipping Address: | | | | |
| | Shipping ATTN: | | | | |
| | Carrier: United Parcel Service | | | | |
| | Shipping Method: UPS Next Day Air Saver® | | | | |
| | Shipping Insurance: No | | | | |
| | 연 Attachments (1) | | | | |
| | ➡ Notes (3) | | | | |
| | 2/8/2022 | | | | |
| | CASEY NUNN - Your estimated ship date is 02/15 based | | | | |
| | on product lead time | | | | |
| | | | | | |

- 5. From the *Order Details* page, scroll down and click the **Attachments** link.
- 6. The *Attachments* dialog box is displayed.

Click the link to your service report and it is downloaded to your computer as a PDF.

| < Back to Info Center |
|--|
| Attachments |
| 2 MB max file size |
| CHOOSE FILE |
| |
| Description |
| SAVE FILE |
| Service OrderRPR 0234404.pdf |
| Uploaded: CASEY NUNN - Tuesday, February 8, 2022 |
| Description: Service OrderRPR 0234404.pdf |