

PaintManager™

VOC Tracking

User Guide

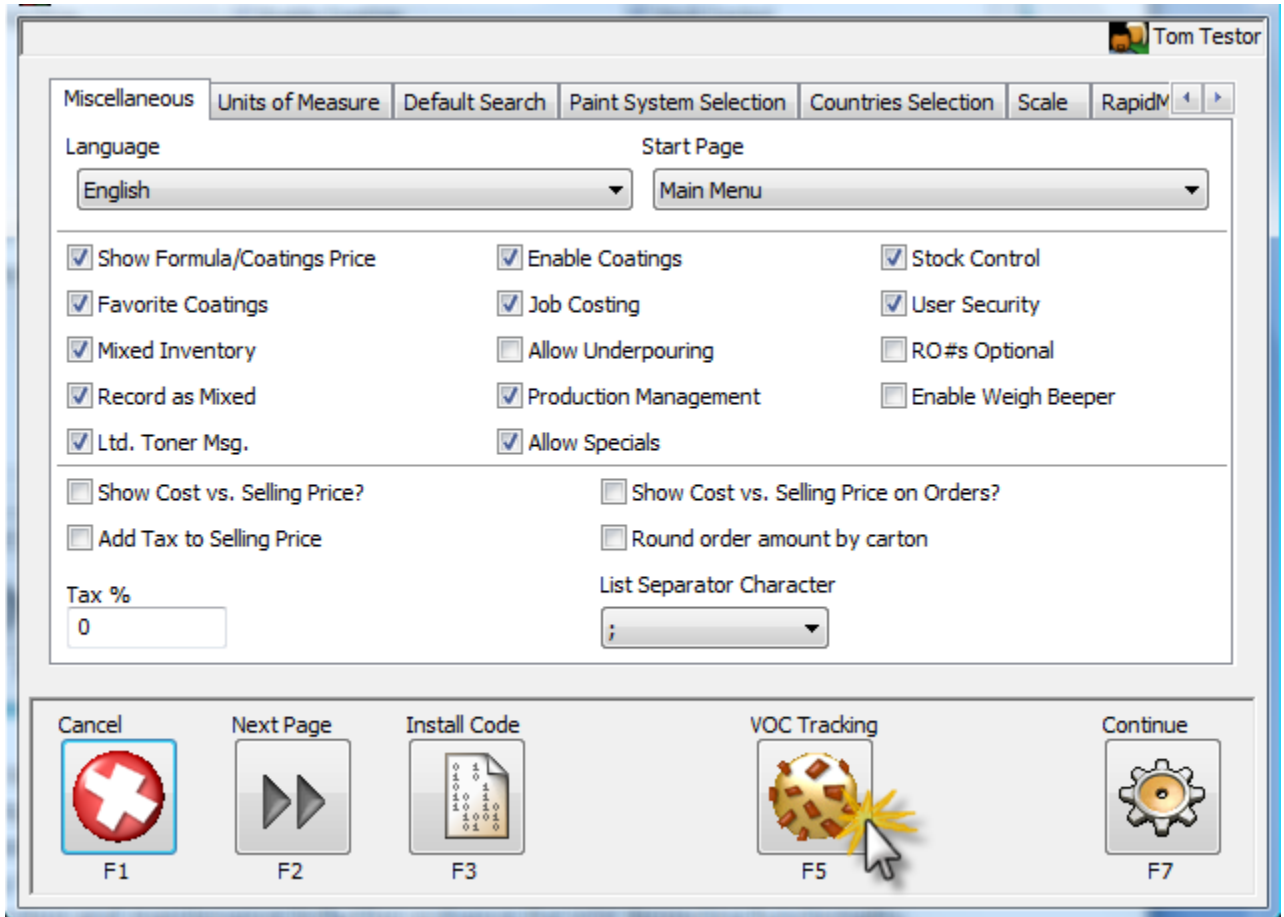




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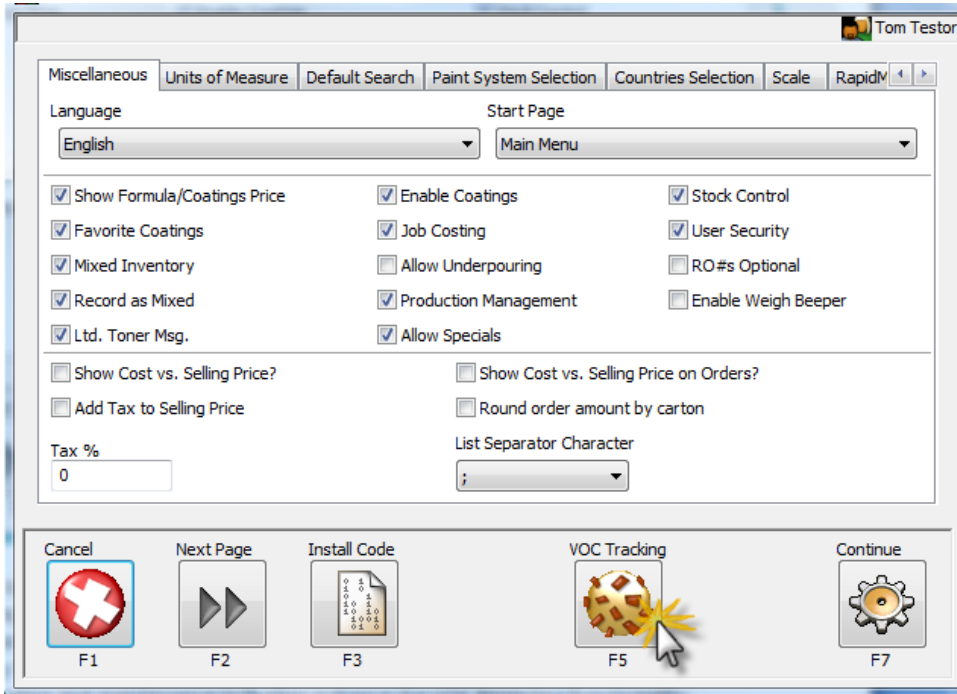
VOC Tracking



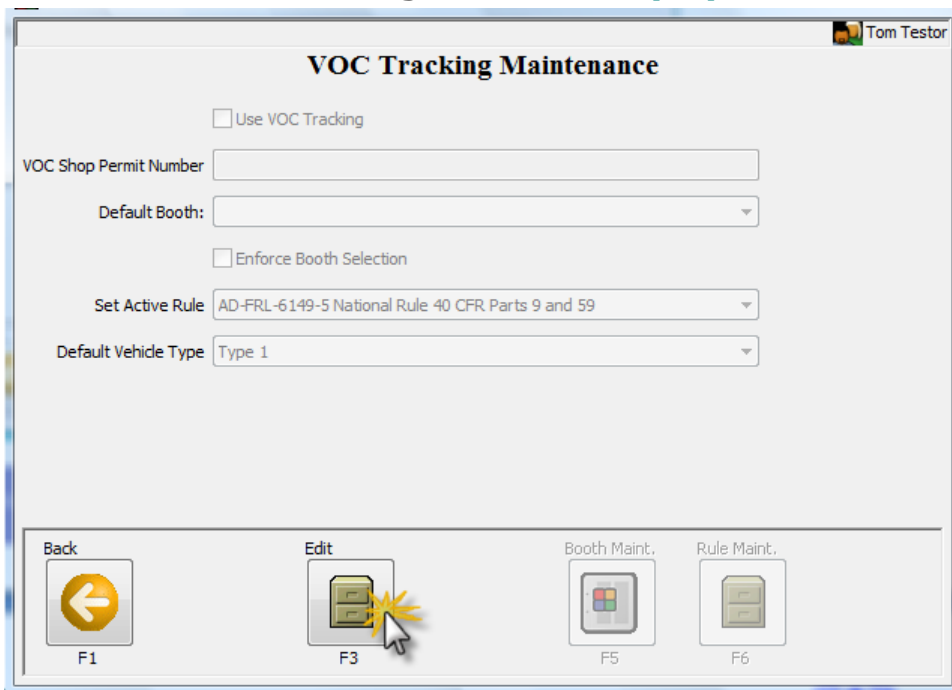
The VOC Tracking module is available for PaintManager™ users requiring to track and manage volatile component usage in the automotive repair center. This convenient and updated tool will provide the user with the standard legislation or “rule” per their location. Regular PaintManager™ software updates will ensure your local Rules are updated automatically. By following this guide, the user will be able select the correct Rule for their location as well as manage booth selection and maintenance to further enhance the VOC Reporting functionality.

Setup

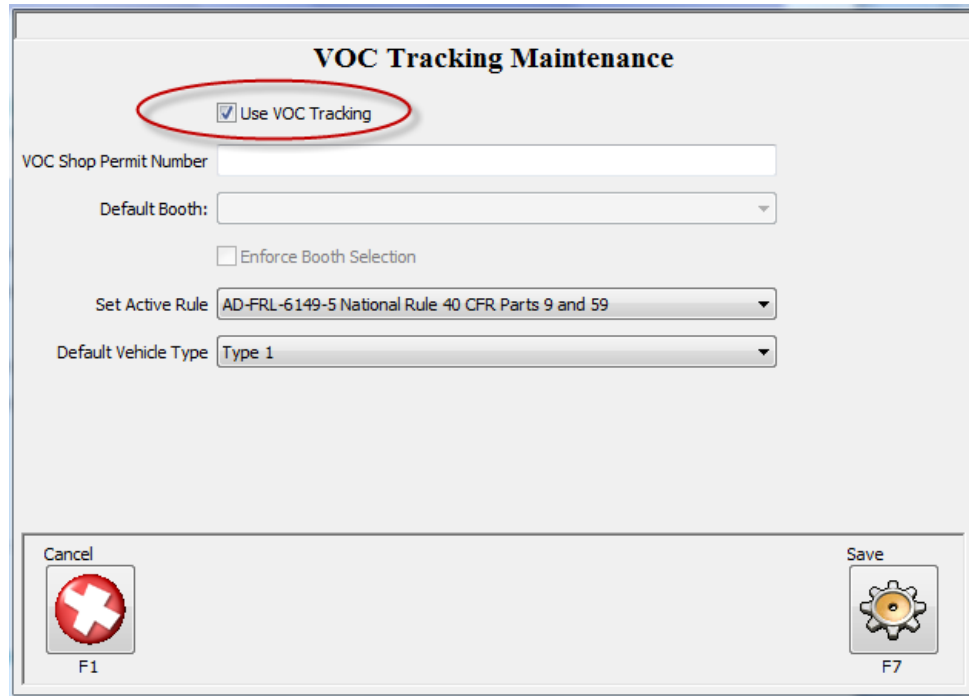
- Select **VOC Tracking (F5)** from the Options page.



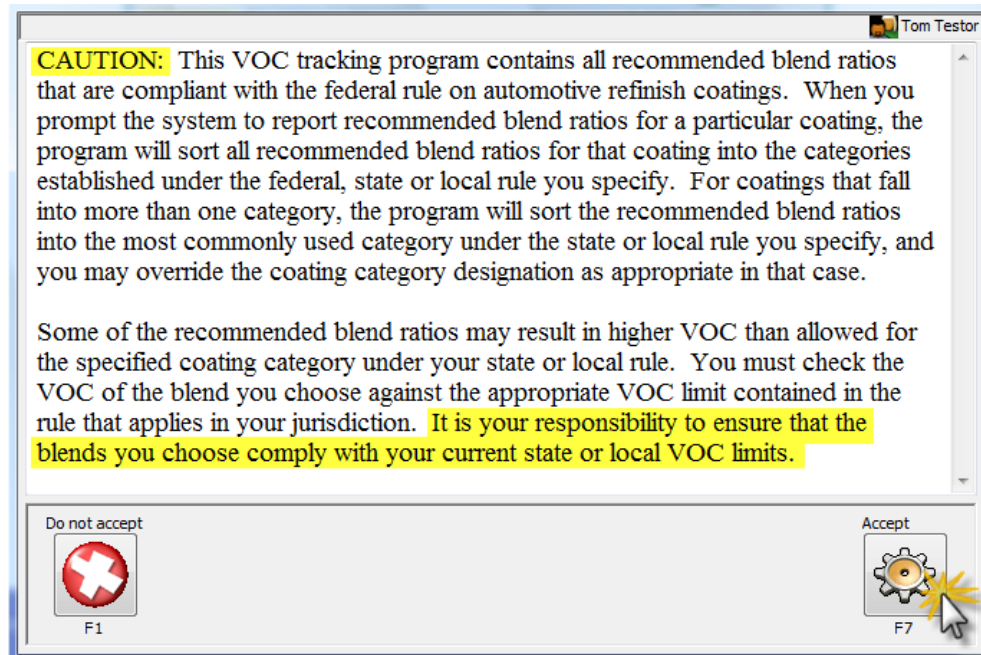
- To enable VOC Tracking, Select **Edit (F3)**



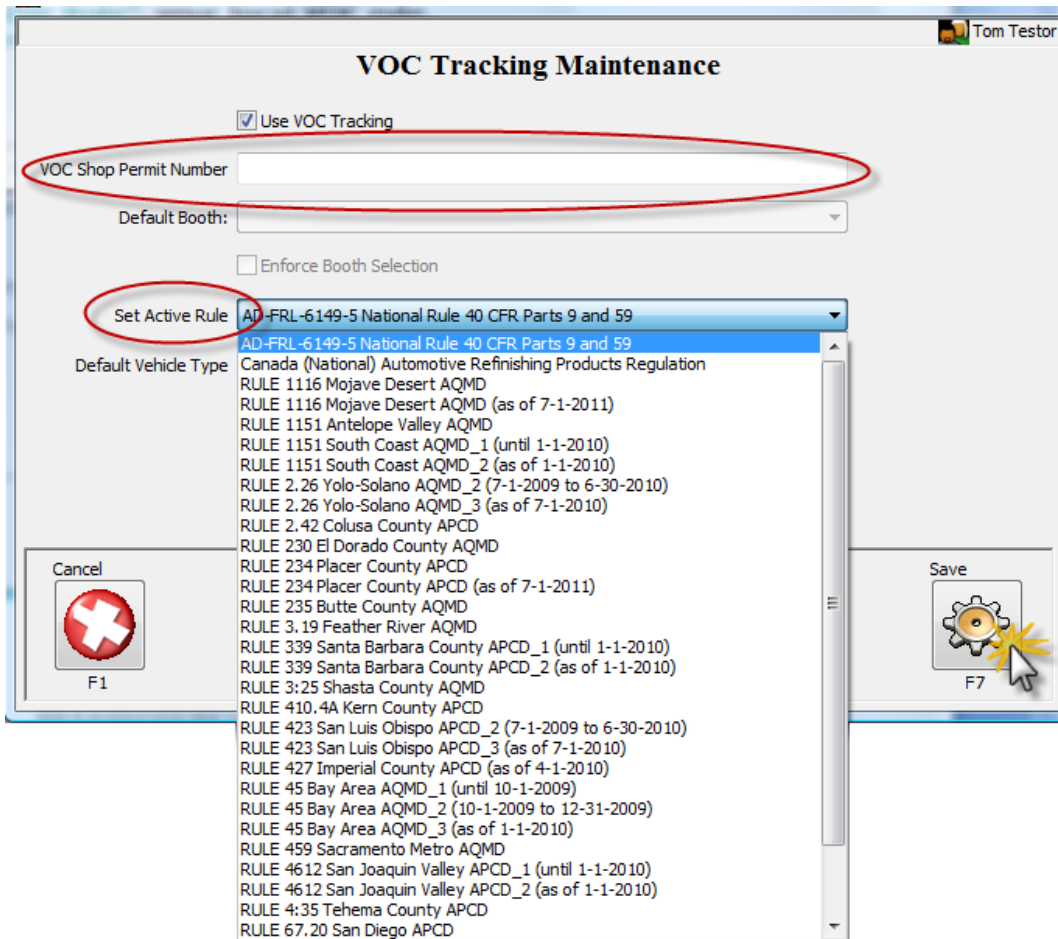
- Check the **Use VOC Tracking** box.



- The following "Caution" pops up. Please read and **Accept**.

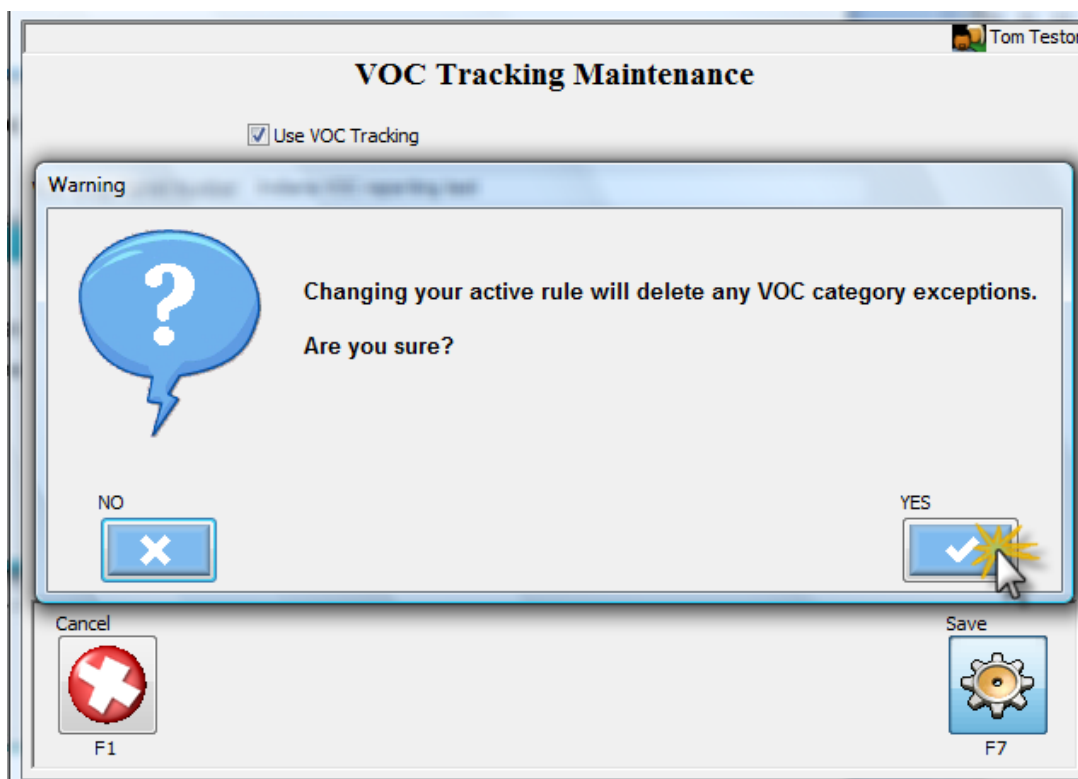


- Enter **VOC Shop Permit Number**, if applicable.
- Select **"Active Rule"**, your local VOC rule.



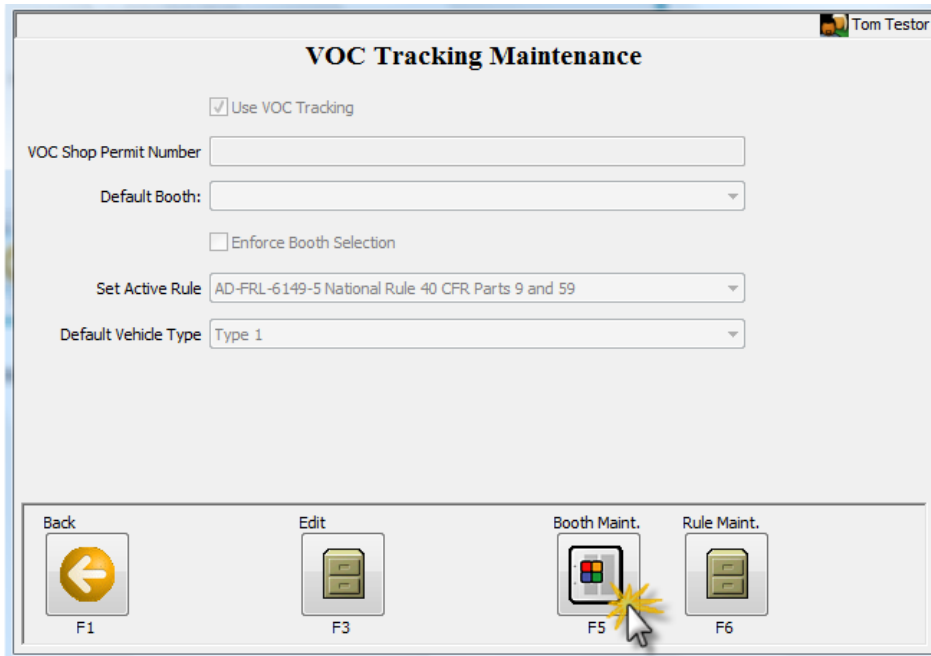
- Select **Save (F7)**.

- If changing or updating a Rule, after saving the "New Rule" this Warning may pop up (see below).
- Selecting **YES** will enable this "Selected Rule". The Warning indicates that the VOC categories of the previous rule will no longer be active. You will also get this message when selecting your rule on a new setup, if your rule is different than the default rule.

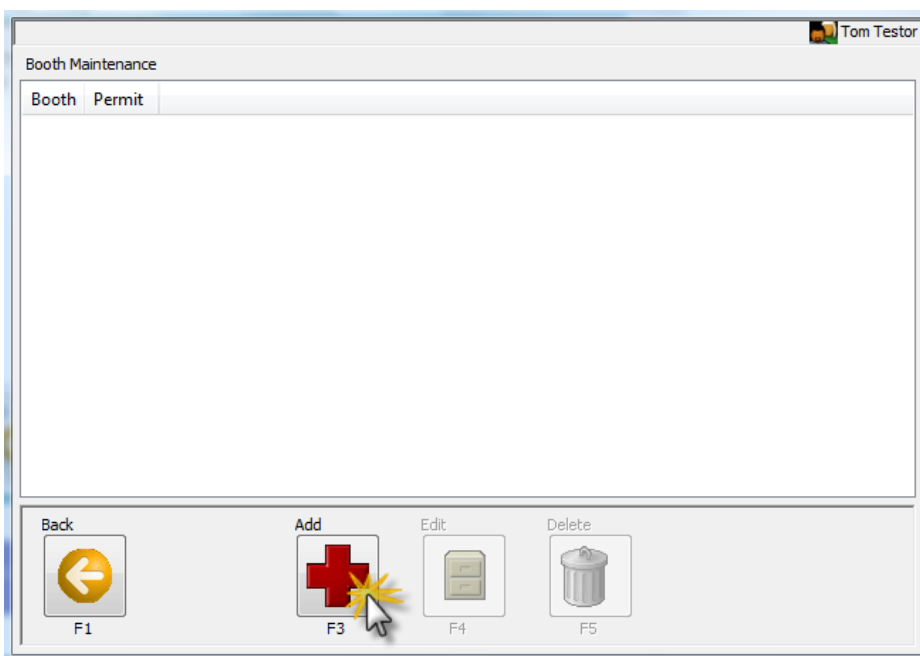


Booth Maintenance

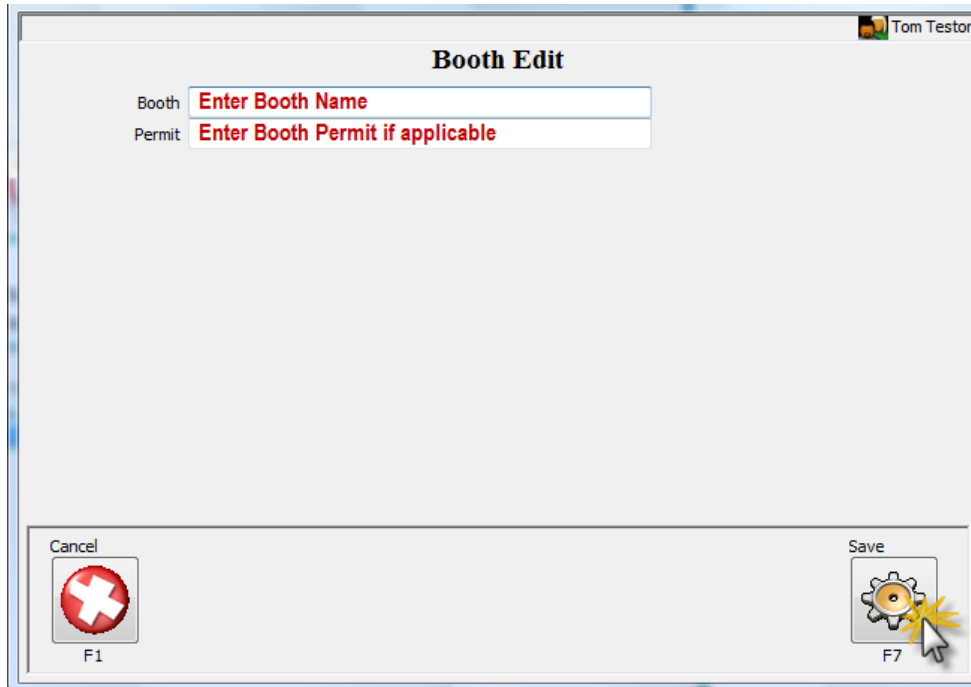
- Select "Booth Maint."



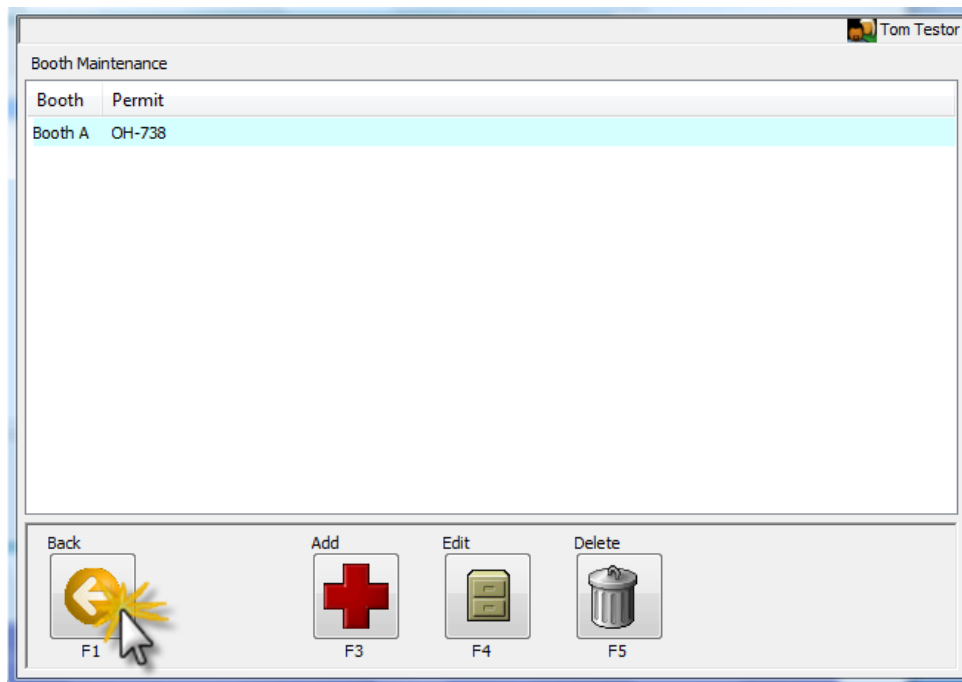
- Select "Add"



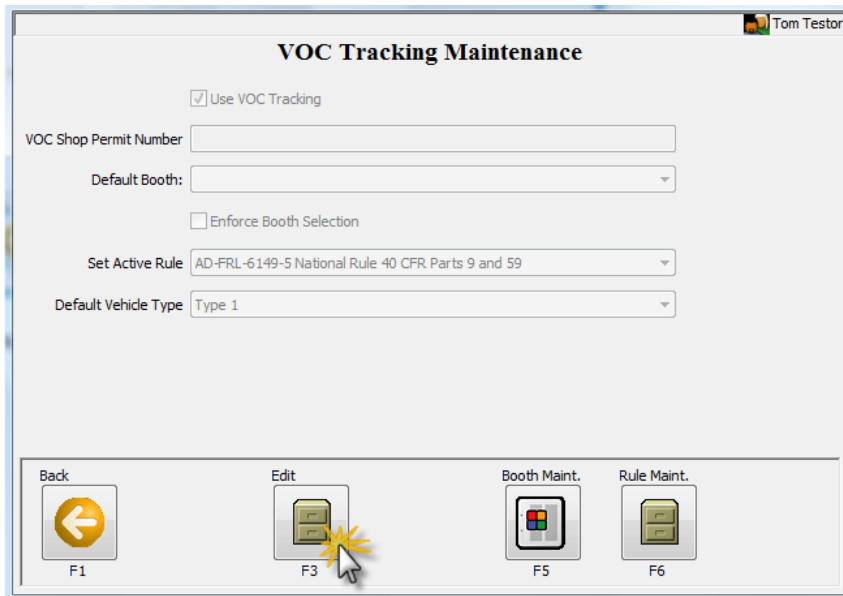
- Enter **Booth Name** and **Booth Permit** if applicable.
- Select **Save**



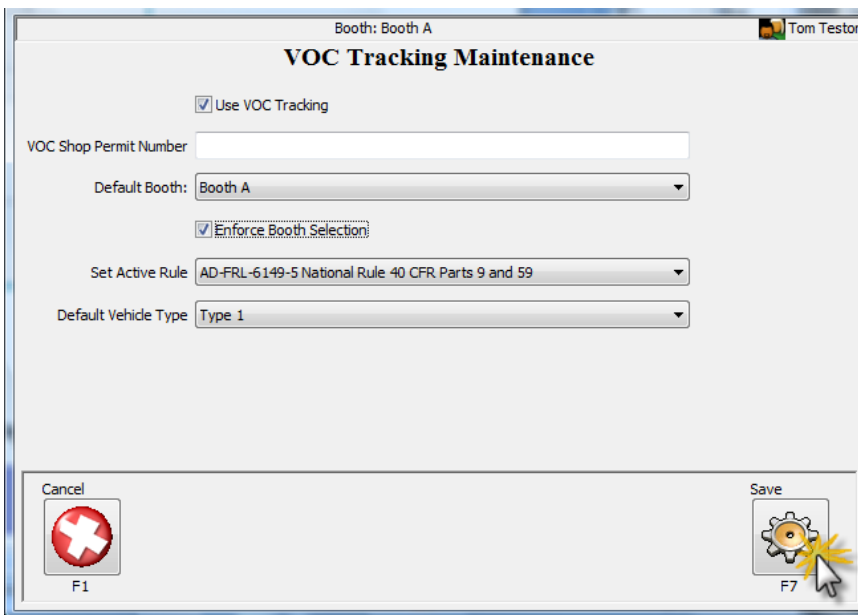
- Select **Add, Edit, Delete** as required to maintain Booths.
- Select **Back**



- To "Enforce Booth Selection" select **Edit**.



- Check **"Enforce Booth Selection"**.
 - Note; must have at least 2 Booths
- Select **Save**.



- **VOC Tracking is now setup.**

VOC Tracking Maintenance

It is always recommended to use the Standard Rules in PaintManager™. These Rules are in compliance with the locale they are used. Normal PaintManager™ updates will automatically update VOC Rules.

Rule Maintenance

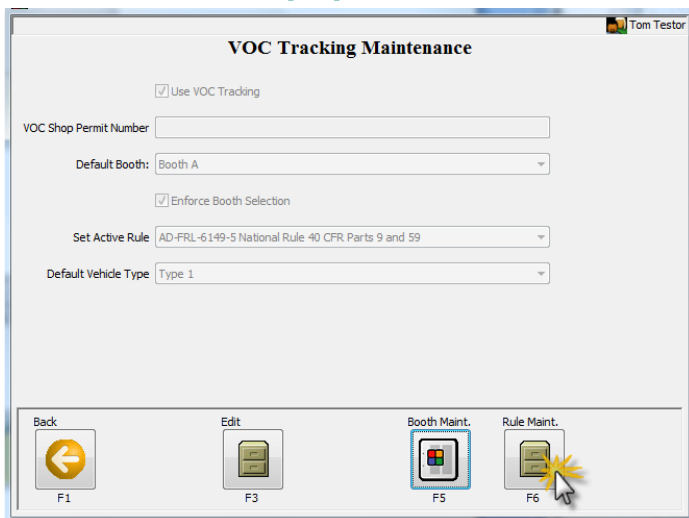
****It is your responsibility to ensure that the items you change or add comply with your current state or local VOC limits and VOC categories.****

It is always recommended to use the Standard Rules in PaintManager™. These Rules are in compliance with the locale they are used.

Rule Maintenance gives the user the ability to create, customize or change rule information.

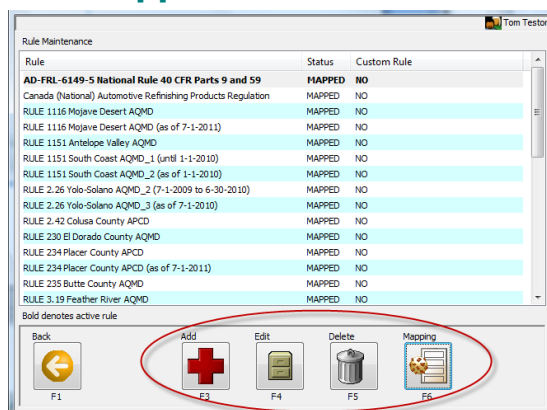
Note: If a "Standard" rule is changed, it will become a "Custom Rule". Custom Rules are not automatically updated.

- **Select Rule Maint. (F6)**



- **A Rule can Be:**

- **Added**
- **Edited**
- **Deleted**
- **Mapped**

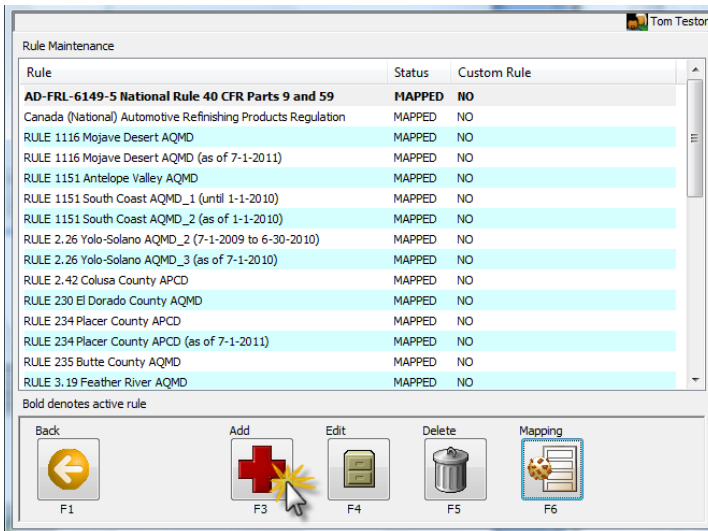


Adding a Rule

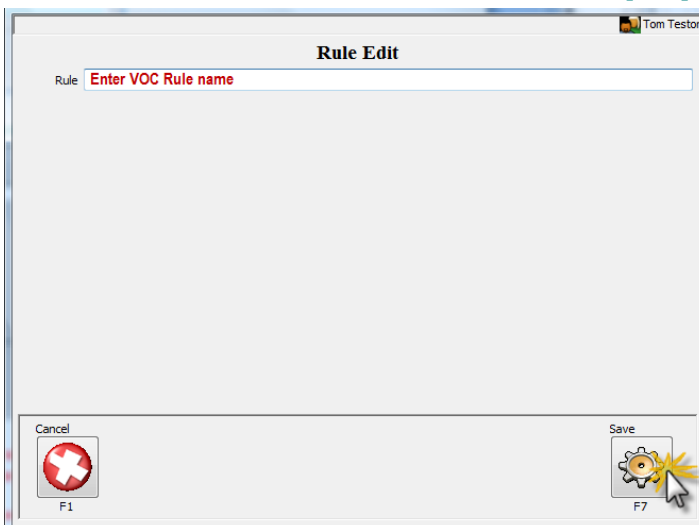
It is always recommended to use the Standard Rules in PaintManager™. These Rules are in compliance with the locale they are used. It is not recommended to manually add a rule.

If a rule is not listed, a rule can be added.

- To Add a Rule, select **Add(F3)**



- Enter VOC Rule Name, select **Save (F7)**

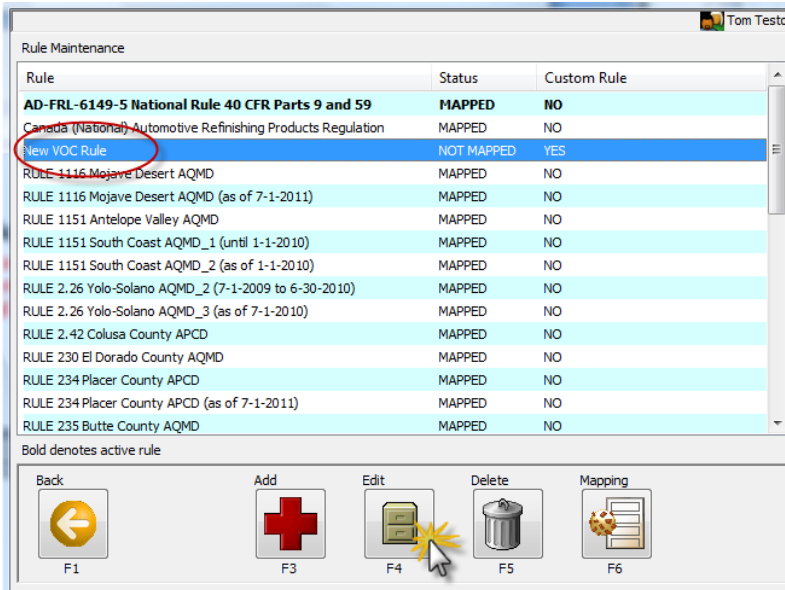


- **Note: After Adding a new rule, the VOC Categories & Limits must be set via "Edit" function.**
- **Note: This added rule will automatically be a custom rule and will not get updated.**

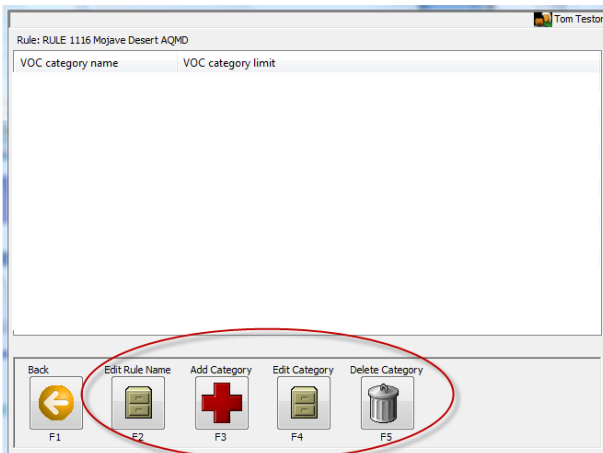
Editing

It is always recommended to use the Standard Rules in PaintManager™. These Rules are in compliance with the locale they are used. It is not recommended to manually Edit.

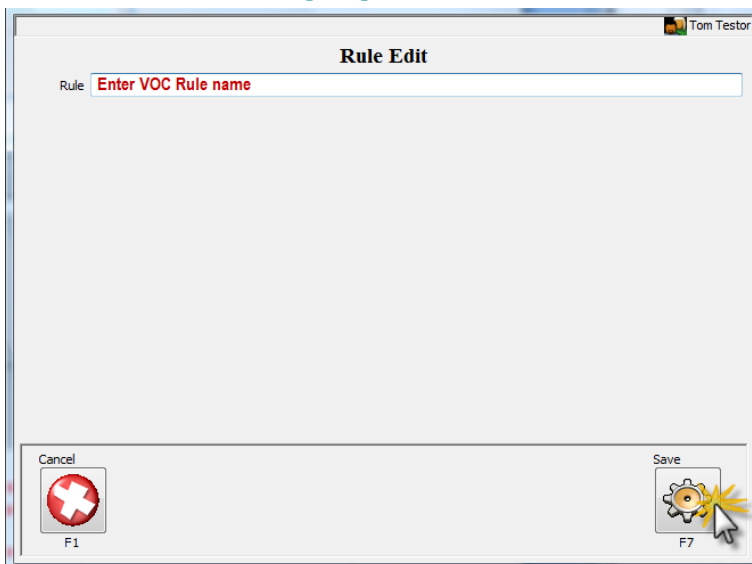
- Highlight the Rule to be Edited.
- Select **Edit (F4)**



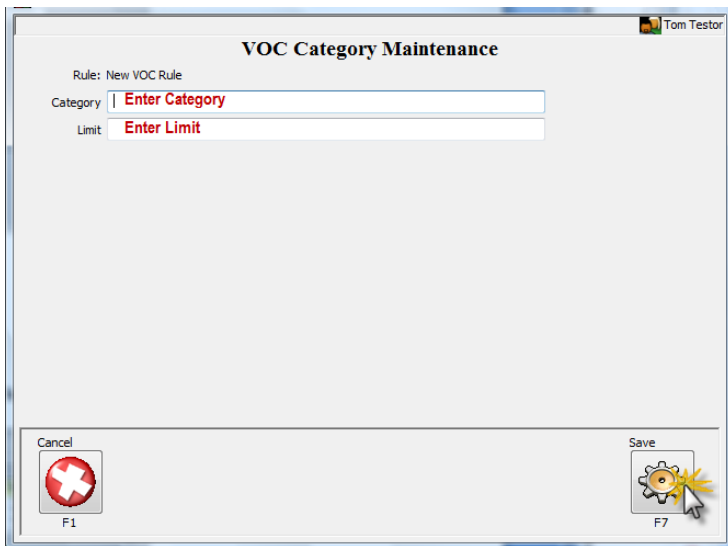
- **What can be Edited?**
 - **Rule Name**
 - **Rule Categories**
 - **Includes editing the Limit**
 - **Deleting**



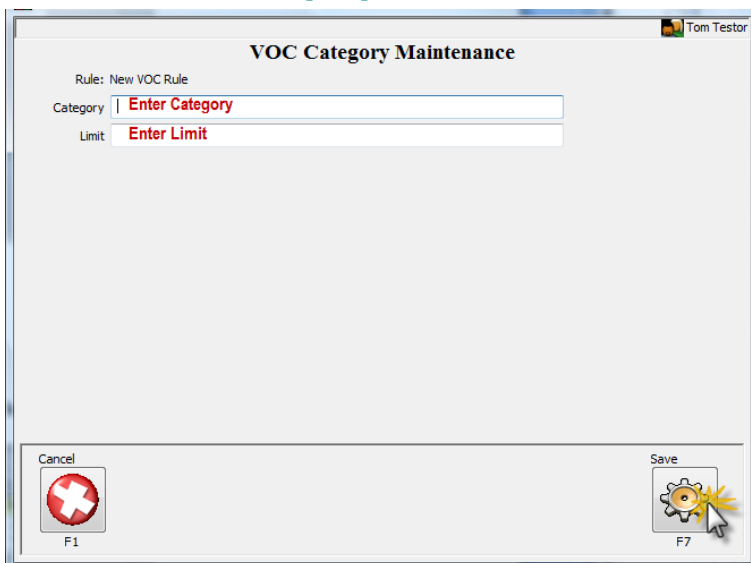
- From Edit screen, select **Edit Rule Name(F2)**
 - **Add or Make changes**
 - **Select Save(F7)**



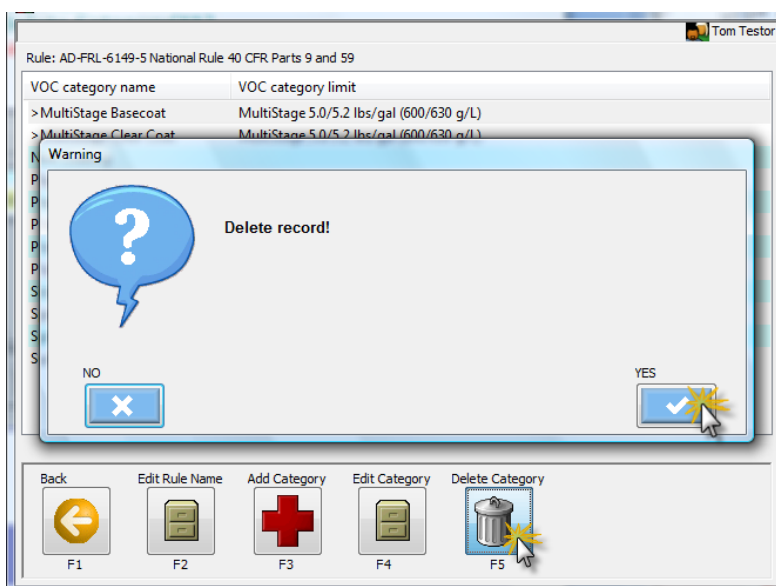
- From Edit screen, select **Add Category(F3)**
 - **Enter Category Name and Limit**
 - **Select Save(F7)**



- From Edit screen, select **Edit Category(F4)** or **Add Category (F3)**
 - **Add or Make your changes**
 - **Select Save(F7)**

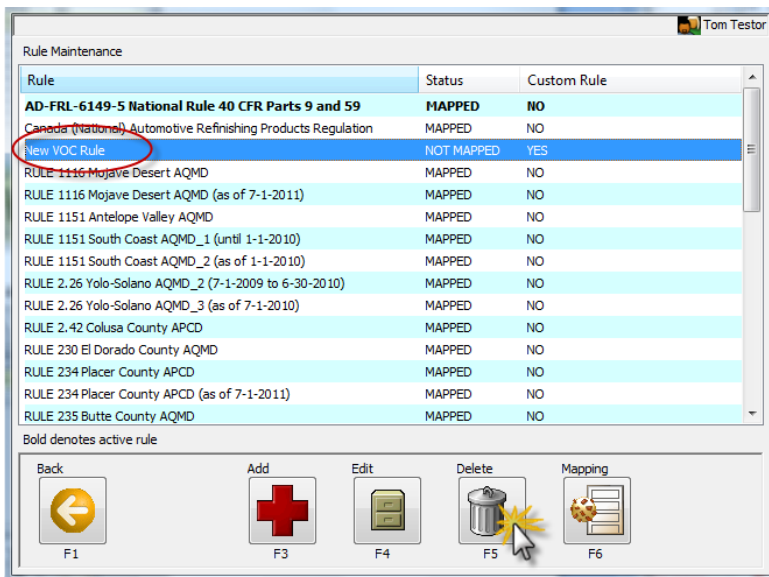


- **Highlight Category to be deleted**
- From Edit screen, select **Delete Category(F5)**
 - **Delete Record message (No, Yes)**
 - **Select Yes**

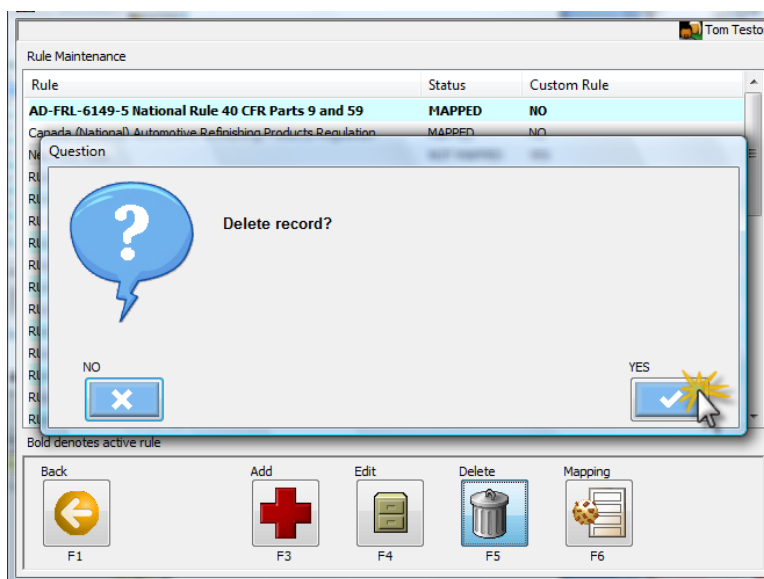


Deleting a Rule

- Highlight the Rule to be deleted.
- Select **Delete(F5)**



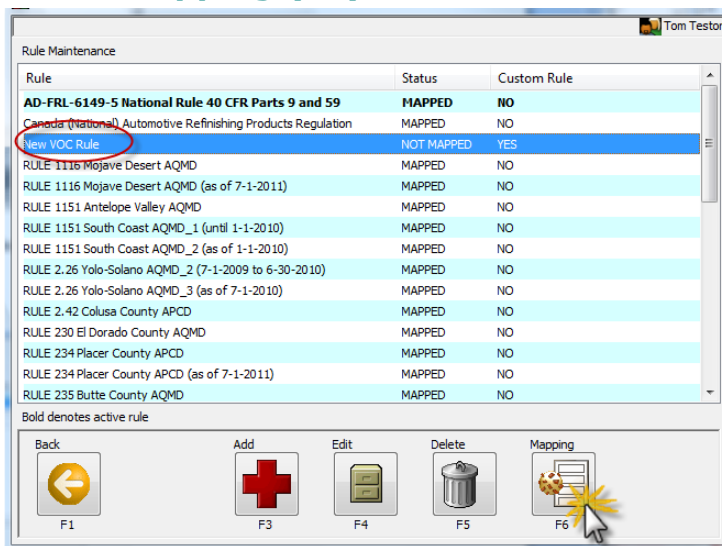
- Confirm "Delete Record" and Select **Yes**



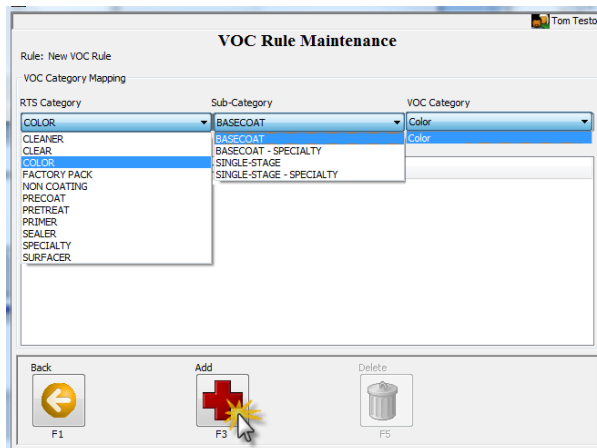
Mapping a Rule

VOC mapping insures the RTS Category, Sub-Category and VOC Category are linked properly for accurate VOC reporting.

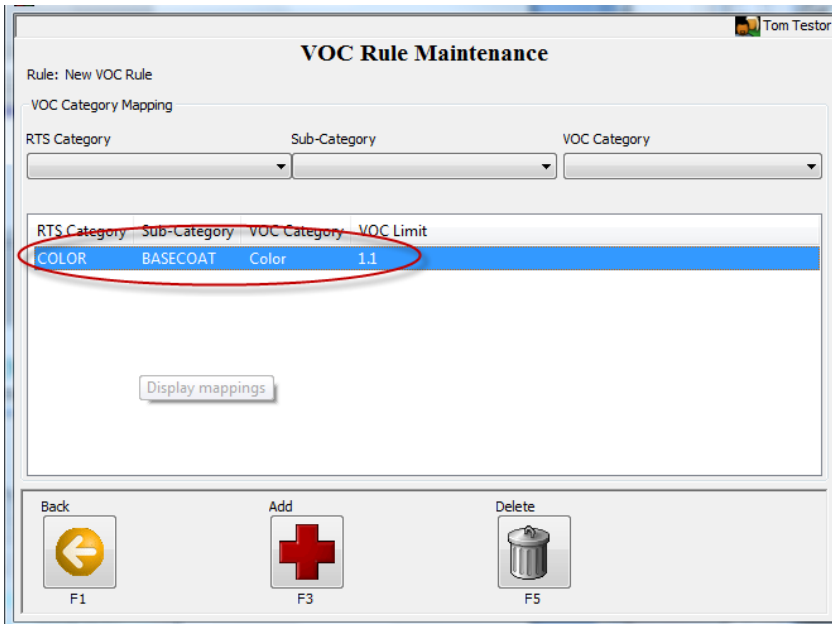
- Select the rule that needs to be Mapped (status will indicate "Not Mapped")
- Select Mapping (F6)



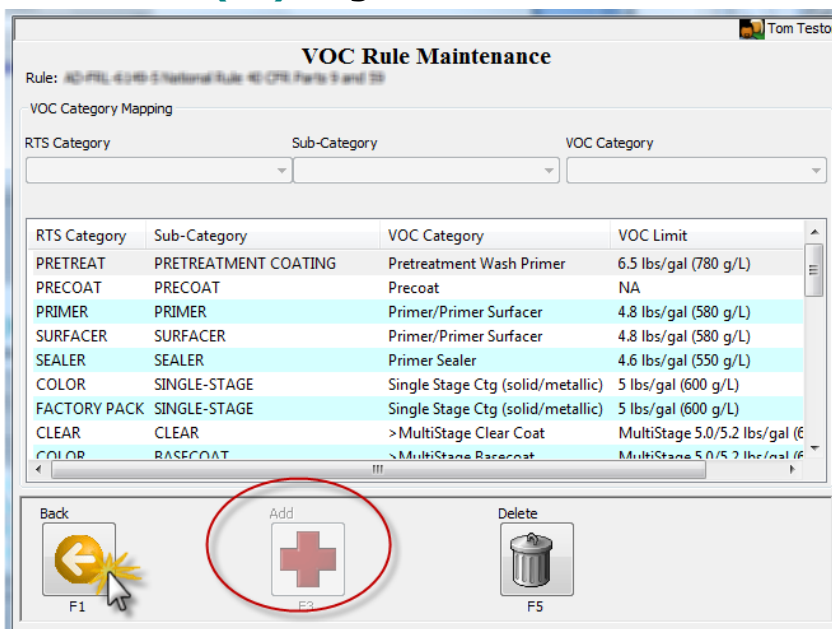
- From the drop down boxes select:
 - RTS Category
 - Sub-Category
 - VOC Category
- Select Add (F3)



- Here, (RTS Category)Color to (Sub-Category)Basecoat to (VOC Category)Color, is mapped.
- Continue until ALL RTS Categories, Sub-Categories and VOC Categories are mapped.



- When ALL are mapped, the Add(F3) button will become inactive.
- Select Back (F1) to get to desired location.



Rule Maintenance (customization) is now complete.