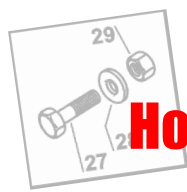


# Honda Global Infotech

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## 1. STARTING

### 1.1 Contents of CD-ROMs

CD-ROMs are organized into four different product groups:

Group N°	Group	CD-ROM concerned
1	Garden	1a, 1b, 1c, 1d, 1-1, 1-2
2	Industry	2, 2-1, 2-2
3	Marine	3, 3-1
4	Motors	4, 4-1

Each CD-ROM covers various product families, as follows:

CD-Rom N°	Type	Families covered
1a	Parts catalogue	Lawnmowers, Brushcutters on wheels, Carried brushcutters
1b	Parts catalogue	Riding lawnmowers, Front-cutting lawnmowers, Tractors
1c	Parts catalogue	Tillers
1d	Parts catalogue	Snowthrowers
1-1	Documents	Lawnmowers, Brushcutters on wheels, Carried brushcutters, Riding lawnmowers, Front-cutting lawnmowers, Tractors, Tillers, Snowthrowers
1-2	Documents	
2	Parts catalogue	Generator sets, Motor-driven pumps, Caterpillar track power carriers
2-1	Documents	
2-2	Documents	
3	Parts catalogue	Outboard motors
3-1	Documents	
4	Parts catalogue	Motors
4-1	Documents	

DVD-Roms are organized as follows:

The Global Infotech DVD-Rom contains all of the parts catalogues for the four different product groups (Garden, Industrial, Marine, Motors).

The Infotech Documentation System DVD-Rom contains all of the documents other than the parts catalogues as well as the Infotech Documentation System software.



# Honda Global Infotech














## 1.2 Starting Honda Global Infotech



From the "Start", click on the "Infotech" icon.

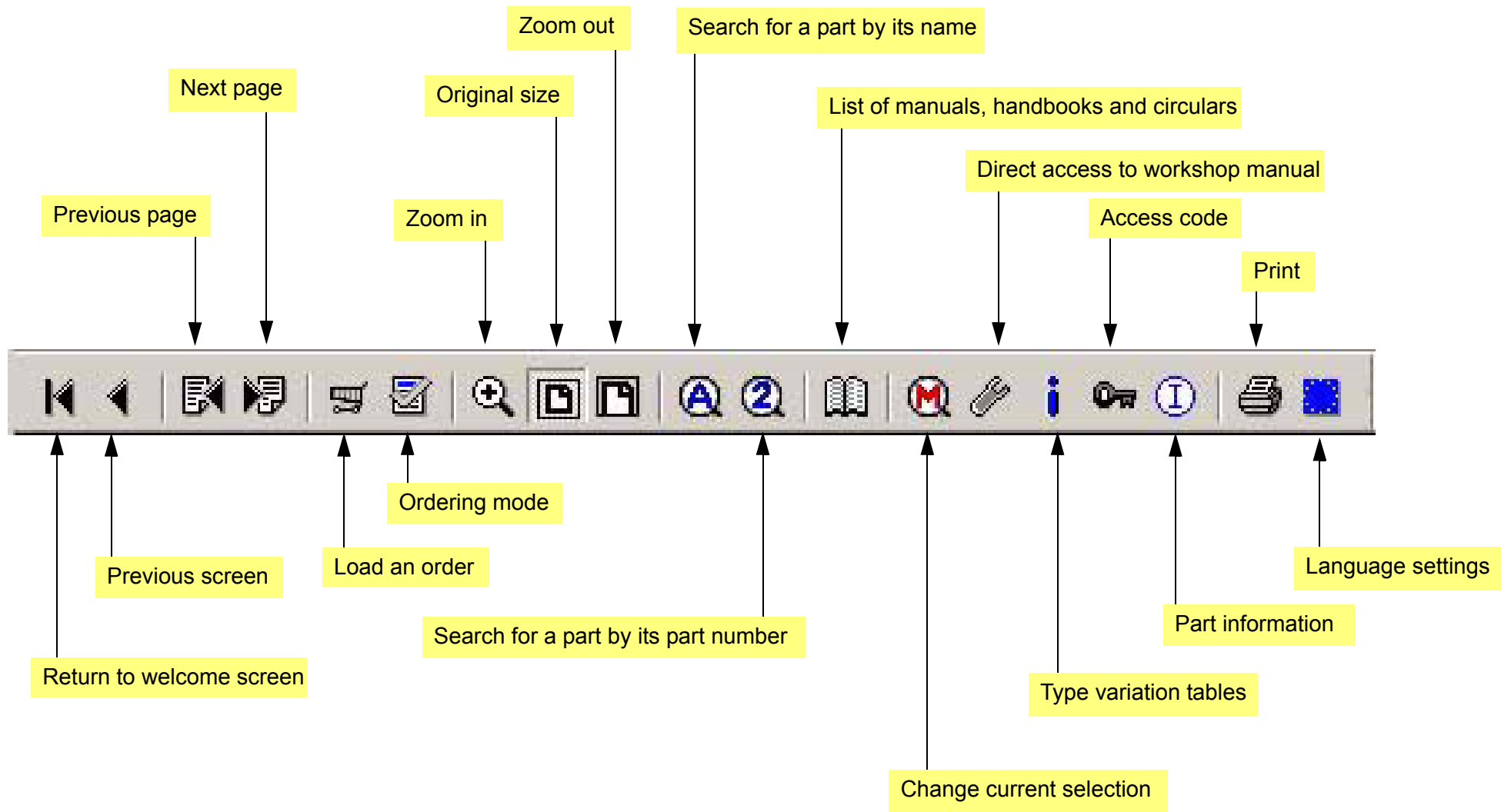
A "Honda The Power of Dreams" welcome screen is displayed for about two seconds. Then the product family selection window is displayed.

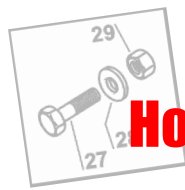
## 1.3 Identifying product families

CD-ROM	ICON	FAMILY	ICON	FAMILY	ICON	FAMILY
1A		LAWNMOWERS		BRUSHCUTTERS ON WHEELS		CARRIED BRUSHCUTTERS
1B		RIDING LAWMOWERS		FRONT-CUTTING LAWMOWERS		TRACTORS
1C		TILLERS				
1D		SNOWTHROWERS				
2		GENERATOR SETS		WATER PUMPS		CATERPILLAR TRACK CARRIERS
3		OUTBOARD MOTORS				
4		MOTORS				



## 1.4 Global Infotech toolbar

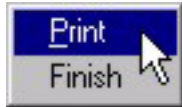




# Honda Global Infotech

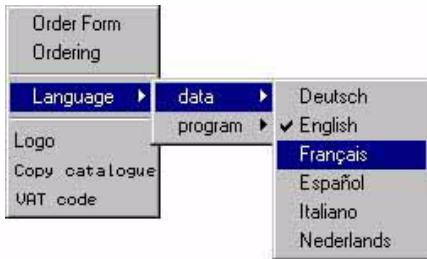
## 1.5 Menu bar

### 1.5.1 "File" menu



Print: to print the whole page (drawing, F.R.T, parts list), the drawing only, or the parts list only.  
Finish: to quit Global Infotech.

### 1.5.2 Menu "Ajustements"



Order Form: opens the "order form" dialogue box.

Ordering: switches to ordering mode.

Language: changes the language for data and/or the program interface.

Logo: indicates the path to the image representing the logo to be printed on Order Forms and Estimates.

Copy Catalog: copies the parts catalogues on the DVD to your hard disk drive (refer to the Installation Manual).

VAT code: lets you enter the VAT code that will be printed on your estimates and invoices.

### 1.5.3 "View" menu



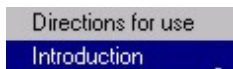
Toolbar: hides or shows the toolbar.

Order: hides or displays the status bar.

Standard service: resets the layout of the windows in the active screen or in all screens.

Note: This function is useful when you have used the "Maximize" function in the context menu. (See section 2.2.4).

### 1.5.4 "Help" menu



Directions for use: opens the directions on how to use Global Infotech (Acrobat document).

Introduction: opens the general introduction to parts catalogues (Acrobat document).



## 2. SPARE PARTS CATALOGUE

### 2.1 Select one or more machines

Before you can display a parts catalogue, you have to select one or more machines. To help you do this, Global Infotech provides many very useful functions.

1. **Click on the icon for the family containing the model you are looking for** (See table in section 1.3).  
The models/types selection window appears above the families selection window. (See illustration below).

**Optional catalogue selection window.**  
**Note:** This window is only visible if there is more than one parts catalogue for the main model selected

**Main model selection window**

**Honda reference of corresponding parts catalogue**

**Filters**

**Models/types selection window**

**Field containing additional information on the Model/Type selected.**  
**Note:** This is only visible if only one model/type has been selected

**View all the models/types available in the catalogue**

**Select all the models/types visible in the left-hand window**

**Enter, here, the motor serial number for your machine (optional)**

**Enter, here, the chassis serial number for your machine (optional)**

**Click here to validate your selection**

**Click here to cancel everything and return to the families selection screen**

Model	Type	Engine model	Engine type
HR173	PB	GV100K1	LY1
HR173	PDB	GV100K1	LY2
HR173	PDE	GV100K1	LY4
HR173	PDF	GV100K1	LY4
HR173	PDG	GV100K1	LY4
HR173	PDL	GV100K1	LY4
HR173	PDM	GV100K1	LY4
HR173	PDS	GV100K1	LY4
HR173	PE	GV100K1	LY5
HR173	PF	GV100K1	LY5
HR173	PG	GV100K1	LY5
HR173	PL	GV100K1	LY5
HR173	QDE	GV100K1	LY4
HR173	QE	GV100K1	LY1

Application engine serial N°: \* [ ]

Application frame serial N°: \* [ ]

LY4 GV100K1 2000001 - 0000000  
PDM MA2R 8000001 - 0000000



# Honda Global Infotech

## 2. First select a model in the main model selection window (See page 6).

If the model selected appears in more than one parts catalogue, a new window is displayed to the right. Select the model you require in that window.

Note: You only select one model in this window.

## 3. Now select the desired models/types in the models/types selection window.

Note: If you want to select more than one model/type, hold down the "Control" key on your keyboard and click on the lines to be selected.

Several tools are provided to help you find your model/type:

- Filters: Click on the button in the dropdown menu and choose the filter criterion. Only models/types matching that criterion will be displayed in the models/types window.

Modèle:	Type:	Modèle de moteur:	Type de moteur:
*	*	*	LY4
HR173	PDE	GV100K1	LY4
HR173	PDF	GV100K1	LY4
HR173	PDG	GV100K1	LY4
HR173	PDL	GV100K1	LY4
HR173	PDM	GV100K1	LY4
HR173	PDS	GV100K1	LY4
HR173	QDE	GV100K1	LY4
HR173	SDE	GV100K1	LY4
HR173	SDF	GV100K1	LY4
HR173	SDG	GV100K1	LY4
HR173	SDL	GV100K1	LY4
HR173	SDM	GV100K1	LY4
HR173	SDS	GV100K1	LY4

- Serial numbers: These fields can be used to find the model and type of a machine ver quickly when you have its motor and/or chassis serial numbers.

Application engine serial N°:	
GJ03	8256587
Application frame serial N°:	
MZAP	8526584

Note: You can combine filters and serial numbers to obtain a more accurate result.

## 4. Validate your choice by clicking on the "OK" button.



The parts catalogue navigation screen is displayed. The left half contains the table of contents of the parts catalogue and the right half shows thumbnail views of the group selected.



**IMPORTANT:** In Global Infotech, when a text is displayed in blue, this means you can click on it.

**Contents:**

*1st column:*

- **Click on button:**  to display thumbnail views in full-screen return to this screen, press themode. Then, to "Previous screen" button in the toolbar. (See section 1.4).
- **Click on button**  to display the corresponding thumbnail views in the right-hand part of the screen.

*2nd column:* Block number.

*3rd column:* block title

**Click on the blue** text to go to the corresponding page in the parts catalogue.

Main Groups	Block	Content
	B1	CYLINDER HEAD
	B2	OIL PAN-CYLINDER BARREL
	B3	CRANKSHAFT-PISTON
	B4	CRANKSHAFT-PISTON
	B5	CAMSHAFT
	B6	RECOIL STARTER
	B7	RECOIL STARTER
	B8	FAN COVER
	B9	FAN COVER
	B10	CARBURETOR
	B11	AIR CLEANER
	B12	AIR CLEANER
	B13	AIR CLEANER
	B14	MUFFLER
	B15	MUFFLER
	B16	MUFFLER
	C1	FUEL TANK
	C2	FUEL TANK
	C3	FLYWHEEL
	C4	FLYWHEEL
	C5	STARTER MOTOR
	C6	STARTER MOTOR
	C7	GOVERNOR ARM-CONTROL
	C8	GOVERNOR ARM-CONTROL
	C9	GOVERNOR ARM-CONTROL
	C10	GASKET KIT
	D1	HANDLE PIPE
	D2	HANDLE PIPE
	D3	THROTTLE LEVER
	D4	THROTTLE LEVER
	D5	THROTTLE LEVER
	D6	CONTROL PANEL-WIRE HARNESS
	D7	TRANSMISSION
	D8	TRANSMISSION
	D9	TRANSMISSION
	D10	TRANSMISSION
	D11	JOINT
	D12	REAR WHEELS
	D13	REAR WHEELS
	D14	REAR WHEELS
	D15	FRONT WHEELS
	D16	FRONT WHEELS
	E1	FRONT WHEELS
	E2	CUTTER HOUSING

Block B1 - B9

SERVICE ITEM

- HR1950
- HR1950K1
- HR2150
- HR2150K1
- HR2160
- HRA2160

Thumbnail views:  
**Click on a view** to go to the corresponding page in the catalogue.

Photos of models:  
**Click on the blue** text to display the corresponding image





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5. Click on the name of the block or on its thumbnail view to go to the corresponding page of the parts catalogue.

### Assembly drawing:

Note: When the mouse is placed over a part number, the corresponding part numbers are overscored in black.

SERVICE ITEM	F.R.T.
PISTON	1.8
ROD ASSY., CONNECTING	
CRANKSHAFT COMP.	*1.9
GEAR, TIMING	*2.0

### Repair time

(F.R.T.):

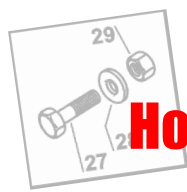
Note: You can copy the contents of the table or one of its lines and then paste in another document (such as in a Word or Excel document, or as a note in an estimate - See section 4.7).

### Parts list:

Note: When the mouse is placed over a line, it is overscored in black, as is the corresponding part number in the drawing.

Note: Click on the blue button to display the types concerned.

REF N°	PART N°	DESCRIPTION	ENGINE N° FROM	TO	GXY 140	GXY 160	HR 1950	HR 1950 K1	HR 2150	HR 2150 K1	HR 2160	HRA 2160
1	<b>13012-ZG9-100</b>	RING SET, PISTON (0.50)			(1)							
1	<b>13012-ZG9-003</b>	RING SET, PISTON (0.50) (NIPPON)			(1)							
1	<b>13012-ZG9-004</b>	RING SET, PISTON (0.50) (TEIKOKU)			(1)							
1	<b>13013-ZG9-100</b>	RING SET, PISTON (0.75)			(1)							
1	<b>13013-ZG9-003</b>	RING SET, PISTON (0.75) (NIPPON)			(1)							
1	<b>13013-ZG9-004</b>	RING SET, PISTON (0.75) (TEIKOKU)			(1)							
2	<b>13101-ZG9-000</b>	PISTON (STD.)			1							
2	<b>13102-ZG9-000</b>	PISTON (0.25)			(1)							
2	<b>13103-ZG9-000</b>	PISTON (0.50)			(1)							
2	<b>13104-ZG9-000</b>	PISTON (0.75)			(1)							
3	<b>13111-ZE0-000</b>	PIN, PISTON			1							
4	<b>13200-ZE6-010</b>	ROD ASSY., CONNECTING			1							
4	<b>132A0-ZE6-305</b>	ROD ASSY., CONNECTING (0.25 UNDER SIZE)			(1)							
5	<b>13310-ZG9-000</b>	CRANKSHAFT COMP.			1							
5	<b>13310-ZG9-780</b>	CRANKSHAFT COMP.			1							
5	<b>13310-ZG9-M10</b>	CRANKSHAFT COMP.			1							
5	<b>13310-ZG9-P30</b>	CRANKSHAFT COMP.			1							
6	<b>14311-ZE6-300</b>	GEAR, TIMING			1							
7	<b>90001-ZE1-000</b>	BOLT, CONNECTING ROD			2							
8	<b>90459-357-000</b>	WASHER C, THRUST, 25MM			1							
9	<b>90551-ZE0-000</b>	CLIP, PISTON PIN, 13MM			2							
10	<b>91001-878-003</b>	BEARING, RADIAL BALL, 62/22			1							



## 2.2 Parts catalogue tool

### 2.2.1 Moving



Use the "next page" and "previous page" buttons to move from one block to another.



If you want to go to a block that is further away, it is preferable to return to the catalogue navigation screen. (See page 8).

### 2.2.2 Magnifying and reducing a drawing



To magnify part of the image, click on the "Zoom" button. Click and hold down the left mouse button and then drag with the mouse to frame the area to be magnified. Then release the mouse button.



Click on this button to fit the image to the size of the frame.



Click on this button to fit the image to the width of the frame.

### 2.2.3 Changing the selected model / type

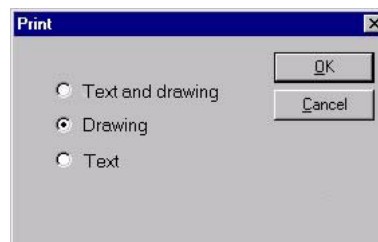


Click on the "Model" button. The models / types selection window appears. Proceed as described in section 2.1 to select another model / type. When you have validated your selection, you return directly to the block you were on.

### 2.2.4 Printing a block



Click on this button to print a block. A new window is displayed, asking you to specify the type of printout you require:





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## 2.2.5 Context menu

The context menu is displayed when you click the right mouse button. The contents of this menu vary according to where you click.

Displays the information window for the selected part.

Part information

Ordering

Link

Start zoom

Total view

Pagewidth

Maximize

Copy into the clipboard

Switch to order

Adds the selected part to the order.

Zoom functions (See section 2.2.2).

Maximizes the window to full-screen mode.

Copy all or part of the contents of the selected window onto the clipboard.

Opens the order form.

## 2.2.6 Information on parts

The Part information dialogue box is used to order a part, obtain its price and access personal notes.

Selected part display window.

Part Number	Qty	Description
90505-SD3-000	1	RONDELLEDE MONTAGE MOTEUR AR

Price of part. EUR : 2,19

VAT-group 20,00%

discount group: BA

Button to access personal notes.

Click here to add the part to the current order.

Order

Cancel

Order quantity 5

VAT rate.

Discount group.

If you want to order this part, enter the quantity to be ordered here.

Click here to close the window and return to the parts catalogue.



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## Personal notes:

### - Add a note:

Click on the "Notes" button in the "Part information" dialogue box. A new window opens and you can use it to enter your note. When you have finished, save your note by selecting "Save" in the "File" menu.

The note will then be saved on your hard disk, in directory "\\Infotech\Notizen\Teile". The file name of the note will be the relevant part number.

It is possible to swap notes between several computers equipped with Infotech. All you have to do is directly copy the files contained in the "Teile" directory.

### - Consult a note:

Click on the notes access button in the "Part information" dialogue box. When a note is available, the button icon is read.



Note not available



Note available



## 2.3 Part search functions

You can search for a part by its part number or its name to identify which machines it is used on.

**Note:** These functions are only available when you have selected a model. The part search will be carried out on all the catalogues on the CD-ROM you are using. If you have selected a lawn mower, the search will be carried out in all the available catalogues on CD-ROM "1a").

### 2.3.1 Search for part number



1. Click on the "search for part number" button.

The following dialogue box is displayed:

Check this box if you want the system to use lower case/upper case characters.

Enter the part number you

2. Validate by clicking on "OK".

The search result is displayed in the form of a table listing all the blocks in catalogues containing the part searched for as well as the corresponding model.

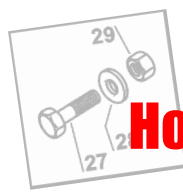
12150-ZE6-000		1	F11	FILTRE A AIR	HR194
12150-ZE6-000		1	F11	FILTRE A AIR	HR194
12150-ZE6-000		1	F11	FILTRE A AIR	HR194
12150-ZE6-000		1	F11	FILTRE A AIR	HR194
12150-ZE6-000		1	F11	FILTRE A AIR	HR194
12150-ZE6-000	■	1	F11	FILTRE A AIR	HR194K1
12150-ZE6-000	■	1	F11	FILTRE A AIR	HR194K1
12150-ZE6-000	■	1	F11	FILTRE A AIR	HR194K1
12150-ZE6-000	■	1	F11	FILTRE A AIR	HR194K1
12150-ZE6-000	■	1	F11	FILTRE A AIR	HR194K1
12150-ZE6-000	■	1	F11	FILTRE A AIR	HRA214JPN
12150-ZE6-000	■	1	F11	FILTRE A AIR	HRA214JPN
12150-ZE6-000	■	1	F11	FILTRE A AIR	HRA214JPN
12150-ZE6-000	■	1	F11	FILTRE A AIR	HRA214JPN
12150-ZE6-000	■	1	B16	FILTRE A AIR	GXV120 -> HR194K1
12150-ZE6-000	■	1	F11	FILTRE A AIR	HR214JPN
12150-ZE6-000	■	1	F11	FILTRE A AIR	HR214JPN
12150-ZE6-000	■	1	B16	FILTRE A AIR	GXV120 -> HR214
12150-ZE6-000	■	1	F11	FILTRE A AIR	HR214JPN
12150-ZE6-000	■	1	F11	FILTRE A AIR	HR214JPN
12150-ZE6-000	■	1	F11	FILTRE A AIR	HR214JPN
12150-ZE6-000	■	1	F11	FILTRE A AIR	HR214JPN

Click on the button to view the block for the part catalogue.

Lines without a button correspond to the model currently selected. To view the relevant block, click on the blue title of the block.

Part number in the block.

Number of the corresponding block.



## 2.3.2 Search for part name

### 1. Click on the "Search for name" button.

The following dialogue box is displayed:

Check this box if you want the system to use lower case/upper case characters.

Search for name

Name: CARBURETOR ASSY\*

Use capitalization

OK Cancel

Enter the name you require here.  
**Note:** You can use the \* character to replace part of the text. For example: enter \*CARBU\* to search for all names containing the letters "CARBU".

### 2. Validate by clicking on "OK".

If you used the "\*" symbol in the name, an intermediate dialogue box appears (see below). All the names matching the criterion entered are listed. Select from the names matching your search and then validate with "OK".

Search for name

CARBURETOR ASSY.
CARBURETOR ASSY. (BB07A A)
CARBURETOR ASSY. (BB07A B)
CARBURETOR ASSY. (BB31A A)
CARBURETOR ASSY. (BB31A B)
CARBURETOR ASSY. (BB60A A)
CARBURETOR ASSY. (BB62A C)
CARBURETOR ASSY. (BB62A D)
CARBURETOR ASSY. (BB62B C)
CARBURETOR ASSY. (BB62B D)
CARBURETOR ASSY. (BB64A B)
CARBURETOR ASSY. (BE03A A/B)
CARBURETOR ASSY. (BE03A C)
CARBURETOR ASSY. (BE03A D/F)
CARBURETOR ASSY. (BE40A A)

34 Records

OK Cancel

### 3. The result is displayed directly in the form of a table in the same way as for a search for part reference (See section 2.3.1).

**Tip:** This search for a name is especially useful when you want to find a machine model by its carburettor number. type the number of the carburettor between two "\*", in the search field. The result will consist of a table containing the models on which that carburettor is fitted.



## 3. MANUALS, HANDBOOKS AND CIRCULARS

With Global Infotech, you can display various types of documents: user manuals (**OM**), workshop manuals (**SM**), workshop manual supplements (**SUP**), fitting instructions (**SU**), workshop manual updates (**SMN**) and technical circulars (**SB**). All these documents are in Adobe Acrobat Reader®. Global Infotech therefore uses the Adobe Acrobat Reader® software to display them. This software, supplied with Global Infotech, is free of charge and is installed automatically when you install Global Infotech.

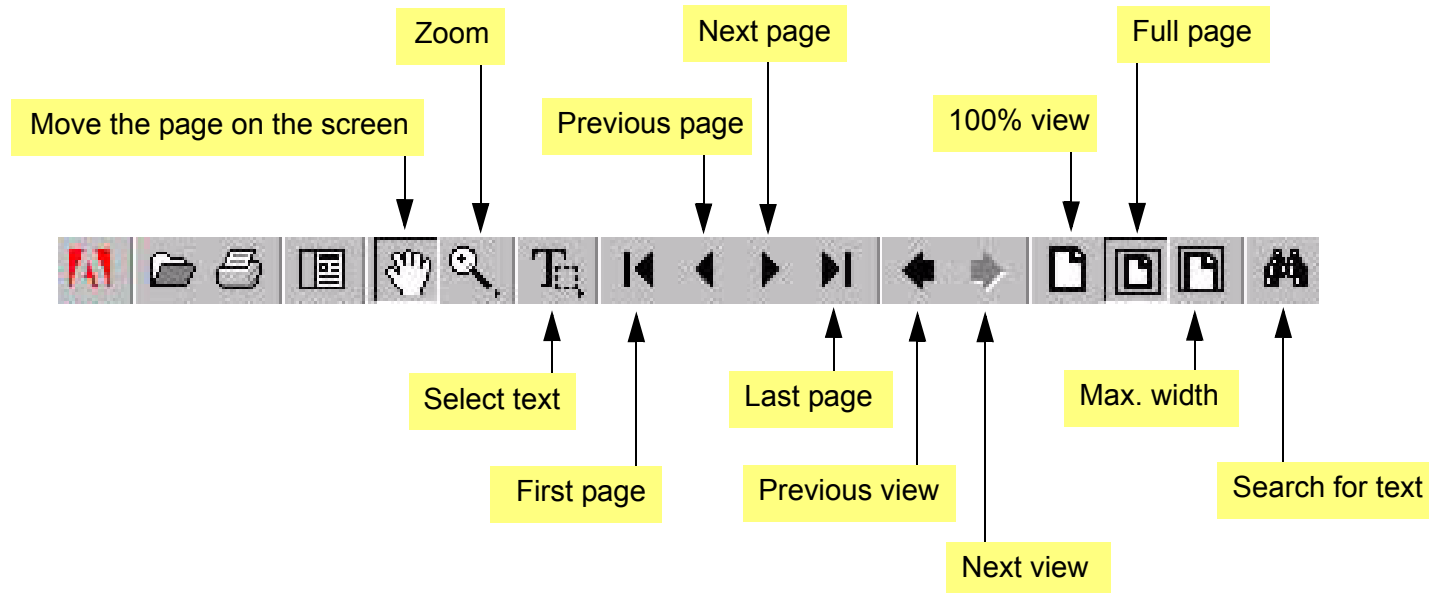
### 3.1 Introduction to Adobe Acrobat Reader®

This software is very simple to use. It allows you to consult and print all the documents included in Global Infotech (except for spare parts catalogues). The Adobe Acrobat Reader® software is automatically started up as soon as you select a document in Global Infotech. (See section 3.2). By default, when a document is opened under Adobe Acrobat Reader®, the opening page is always the table of contents. Click on the chapter you require: the document opens at the corresponding page. Use the Adobe Acrobat Reader® toolbar to move in the document.

There are two ways of returning to Global Infotech:

1. If you want to leave the current document open so that you can consult it later: use the key combination "Alt" + "Tab" to switch from one software to the other or click on the Infotech button in your Windows taskbar (at the bottom of your screen).
2. If you want to close the current document and return to Global Infotech: select "Quit" in the "File" menu under Adobe Acrobat Reader®.

#### 3.1.1 Toolbar





## 3.2 Searching for a document

**Note:** You can only search for a document when you have selected a model. The part search is carried out on the catalogues on the CD you are using. (If you have selected a lawn mower, the document search window displays all the documents available for the models included on CD-ROM 1a).



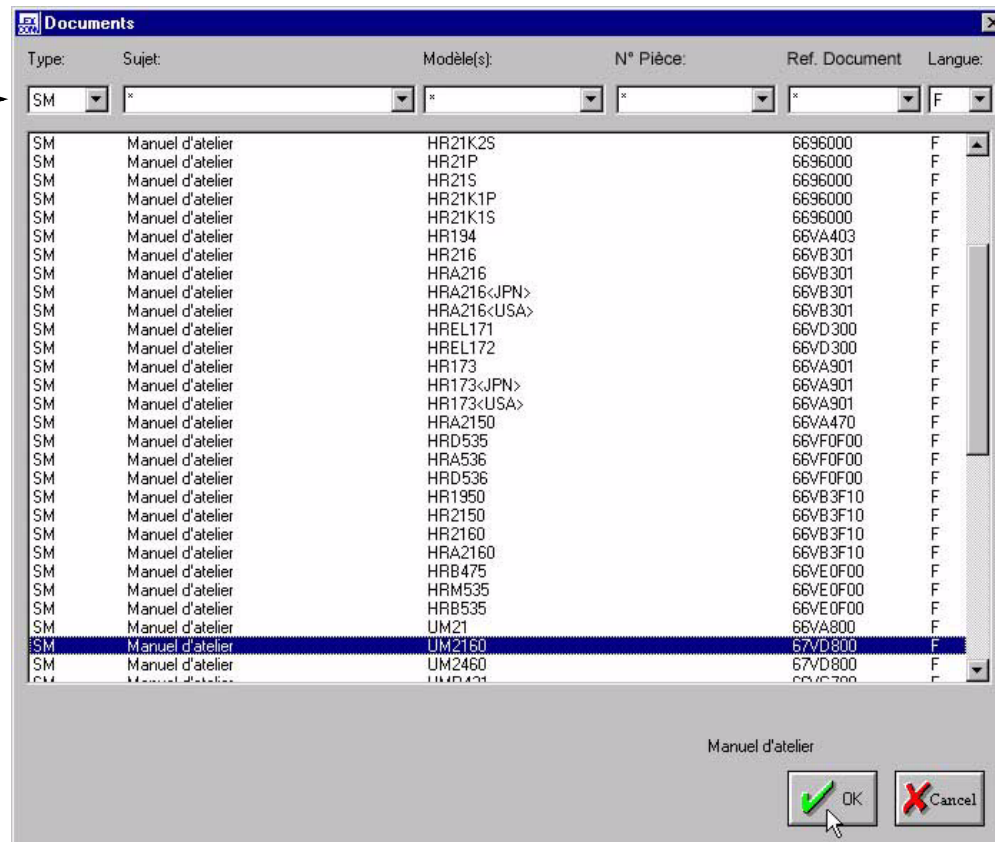
1. After selecting a model, click on the "Documents" button.

The "Documents" dialogue box appears:

### Filters:

Use filters in the same way as selecting models (see section 2.1) to refine your search.

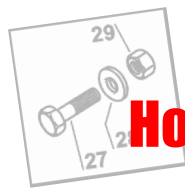
For example: choose the type of document to be searched for by using the "Type" filter and the language by using the "Language" filter.



2. Use the mouse to select the document you require and then validate with "OK".

Global Infotech then opens the corresponding documents under Adobe Acrobat Reader®. (See section 3.1).





## 3.3 Direct access to workshop manuals



You can access the workshop manual corresponding to the model selected at any time and at any location in a parts catalogue. Simply click on the icon representing a wrench.

If there is more than one document for this model, you are asked to select the desired document in an intermediate dialogue box.

## 3.4 Direct access to technical circulars



Icons of this type are sometimes displayed under the line following a reference when you consult the spare parts catalogue. These icons indicate that a technical circular has been published for the part concerned. Click on this button to access the document.

Note: These documents are not available in all countries. Please contact Honda to find out whether technical circulars are available in your country.

## 3.5 Introduction to parts catalogues

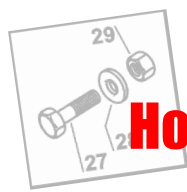
In the introduction to a parts catalogue, you will find general information on how to use the spare parts catalogue (colour codes, calculation of repair times, etc.).

You can access it by selecting "Introduction" in the "Help" menu. (See section 1.5.4).

## 3.6 Viewing variation tables



Variation tables are used to view the available options for various types of machine. These tables are accessed via the "I" button located in the Global Infotech.



## 4. ORDER / ESTIMATE

### 4.1 "Order form" window

To open the "Order form" window, click on the "Order form" button in the Global Infotech toolbar.

If you have already selected the parts to be ordered from the parts catalogue section, they will be displayed in this window.

Menu bar

Toolbar

List of parts ordered

Display/Hide details

Réf. pièce	Qte	Désignation	Retail (EUR)
113A1-ZE6-010	1	CARTER INFERIEUR COMP.	181,71
113A1-ZE6-010	1	CARTER INFERIEUR COMP.	181,71
15620-ZE6-680	1	JAUGE COMP. NIVEAU D'HUILE	10,51

Nombre de positions 3

Montant total 373,93 EUR

Total, y compris TVA 373,93 EUR

Total excl. VAT

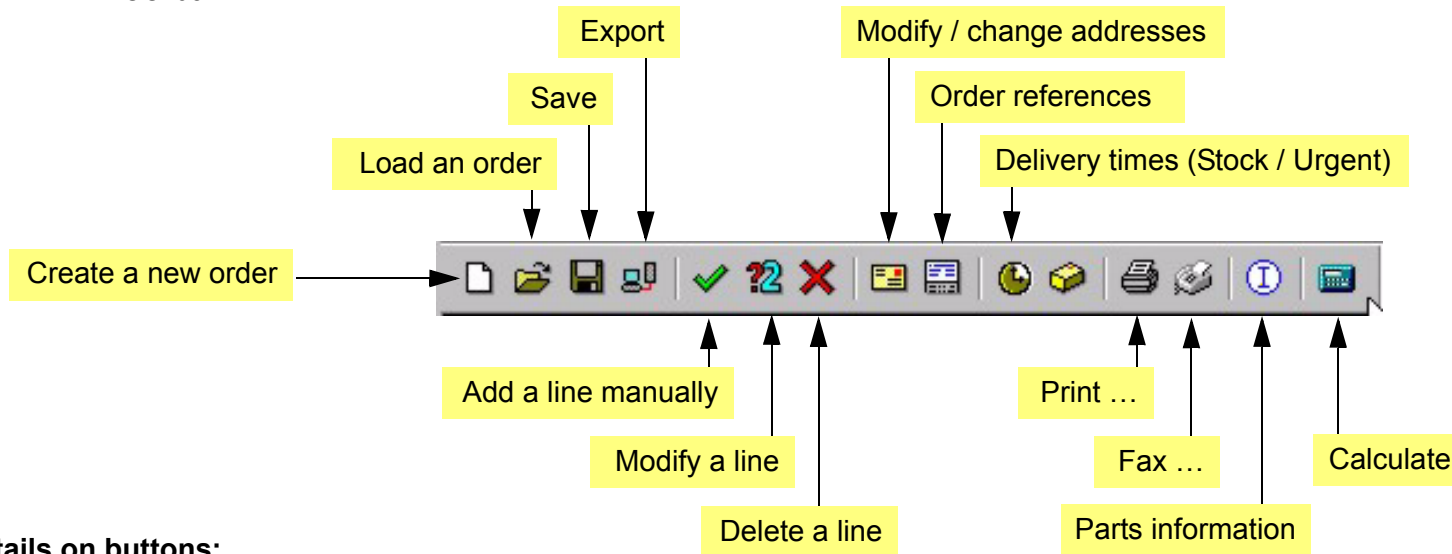
Total incl. VAT

Afficher/Masquer

NUM



## 4.1.1 Toolbar



### Details on buttons:

<i>Icon</i>	<i>Name of button</i>	<i>Function</i>
	New	Open a new order
	Load	Load an existing order
	Save	Save the current order (in directory C:\Infotech\protokoll)
	Export an order form	Open the dialogue box for the export function (See section 4.8)
	New position	Add a line manually (labor, oil, accessories and miscellaneous supplies)
	Edit position	Change the quantity of parts to be ordered
	Delete position	Delete the selected line
	Address	Access address books and select the customer for the current order
	Order data	Specify an order number and add a comment
	Order type	Specify whether an order is of the "Stock" or "Urgent" type
	Shipment type	Not used
	Print	Start the printout of the order
	Fax	Send the order by fax (This requires fax transmission software)
	Part information	Access the "Part information" dialogue box (See sections 4.3, 4.4 and 2.2.6)
	Calculate	Open the calculation window to change the lines, change discount codes or add discounts, etc.



## 4.2 Setting system parameters

### 4.2.1 Address book

1. In the "Settings" menu, click on "Order form" (or click on the "Order form" button in the toolbar).  
The "Order form" window is displayed.
2. Select the "Address" submenu in the "Edit" menu (or click on the "Address" button in the toolbar)  
The "Address" window is displayed

**Customer address:**  
To select the customer's contact details to be indicated on the order form or estimate.

**Supplier address:**  
Not used

**Delivery address:**  
Not used

**Customer address:**  
To select the customer's contact details to be indicated on the order form or estimate.

3. Click on the corresponding "Addresses" button to display the address input window.  
You can now enter the contact details of your customers and create a complete address book of your customers. (See the next page for details of the features of the address book).

#### Notes :

- Customer addresses and the retailer address are in two different address books.
- When you perform an Infotech update, the address book is preserved.

**Tip:** If you want to copy the complete address book for the benefit of another user, simply copy file "kunden.adr" located under your directory C:\INFOTECH\protokoll and place it in the same location on the desired workstation.



# Honda Global Infotech

Data entry form:

Click on "Change" to modify an existing sheet.

Click on "Delete" to delete a customer sheet.

Click on "New" to add a new customer sheet.

Use "Search" to find a sheet by means of key words.

Example:  
Click on "Search", a blank sheet is displayed. In the "Number" field, type the whole customer number or just the beginning of it (followed by the wildcard character "\*"). Then click on the validation button. The corresponding sheet appears on the screen. You can use the same method with any other field in the sheet, such as the name or telephone, etc..

**Customer address** [X]

New Change Delete Search

Number: 04521y

Name: Dupont

First name: Jacques

Company:

Department:

Street: 15 rue despres

ZIP: 72450

Town: Les barres

Country: France

Tel.: 02-89-89-75

Fax:

e-mail: jdupont@barres.net

Address 2 of 3

◀ ▶

transmit Cancel

Previous sheet

Next sheet

**"Validation"** button: The title of this button varies according to the actions performed on the sheet. Its general function is to validate the current action.

Cancel the current action



# Honda Global Infotech

## 4.2.2 Logo

If you have a logo, you can show it on the order forms or estimates that you print out. To do this, you must have your logo in the form of an image file in "tif" format (Tagged Image Format). You then simply specify its location on your hard disk using the "logo" function in the Global Infotech "Settings" menu. (See section 1.5.2).

## 4.2.3 Discount codes (countries concerned)

It is possible to set the Global Infotech parameters so that the system takes discount codes into account. These codes are normally provided with the price floppy disk supplied by Honda, independently of Global Infotech CD-ROMs.

### Enter your discount codes:

1. Open the calculation window by clicking on the "Calculate" button in the toolbar of the "Order form" window.  
The following window appears on the screen:

N° Pièce	Description	Prix	Rem. %	Prix vente	Qté	Total
17211-ZE7-W02	ELEMENT DE F...	17,34	0,00	17,34	1	17,34
98079-55855	BOUGIE D'ALL...	3,52	0,00	3,52	1	3,52
72511-VD8-000	"LAME DE ROT...	26,54	0,00	26,54	1	26,54
90105-VA6-000	BOULON HEX,...	3,40	0,00	3,40	1	3,40

Total commande		50,80	EUR		
Deviser	EUR	Remise	0,00 (%)	0,00	EUR
Total (H.T.)		50,80	EUR		
T.V.A		9,96	EUR		
Total (T.T.C.)		60,76	EUR		

Buttons: Code rem. (circled), Affiche/Cache, Fermer, Annuler

2. Click on the "Disc Codes" button (See the illustration above).  
The data entry window for discount codes is displayed.



# Honda Global Infotech

- Click on the "Search" button and the system will search your price file for the list of discount codes available.
- All you have to do then is to complete this window with the information on the discount codes that you benefit from.  
To add a new discount code, click on "New". To modify an existing discount code, double-click on the corresponding line.

**Discount** for the corresponding code (expressed as %).

**Markup** (expressed as %):

The markup applied to the recommended retail price to obtain the selling price.

### Discount codes:

This column includes the discount codes that you have entered.

#### IMPORTANT:

**Code "!" (default discount code) is used to specify a default discount / markup / margin to all parts that do not pertain to any specific discount group or to any part pertaining to a discount group for which no discount percentage has been defined.**

**Margin** (expressed as %):

The profit margin as a % between the selling price and the buying price.

**Search:** Searches your price file for the list of discount codes available.

**NOTE:** that the search process may take a while to complete (a number of minutes).

CR	Remise à l'achat	Majoration	Marge
!	30,00	15,00	13,04
BA	25,00	11,11	10,00
UT	10,00	30,00	23,08
CA	40,00	60,00	37,50
PM	30,00	25,00	20,00
RM	20,00	100,00	50,00
RD	35,00	17,65	15,00

Créer un nouveau code de remise

Nouveau

Supprimer

Annuler

Appliquer

Initialiser

Créer un nouveau code de remise

Annuler

Appliquer les modifications à l'estimation.

**Modifier les codes remise**

Codes de remise: RM

Remise à l'achat: 30

Majoration:

Marge:

Annuler Appliquer

Code de remise

Discount (%) correspondant au code de remise Honda accordé au détaillant pour l'achat de pièces

Markup (%) appliqué au prix de détail recommandé

Marge (%) entre le prix de vente et le prix d'achat

**NOTE:** Les champs Markup et Marge sont liés. Vous pouvez donc entrer **soit** un **markup** **ou** une **marge**



# Honda Global Infotech

## 4.2.4 VAT rate

Select "Value added tax" in the "Order form" dialogue box in the "Edit" menu.  
The next dialogue box appears. Enter the VAT percentage in force in your country.




**NOTE:**  
When this is a value containing decimals, the separator used must be a comma and not a point.

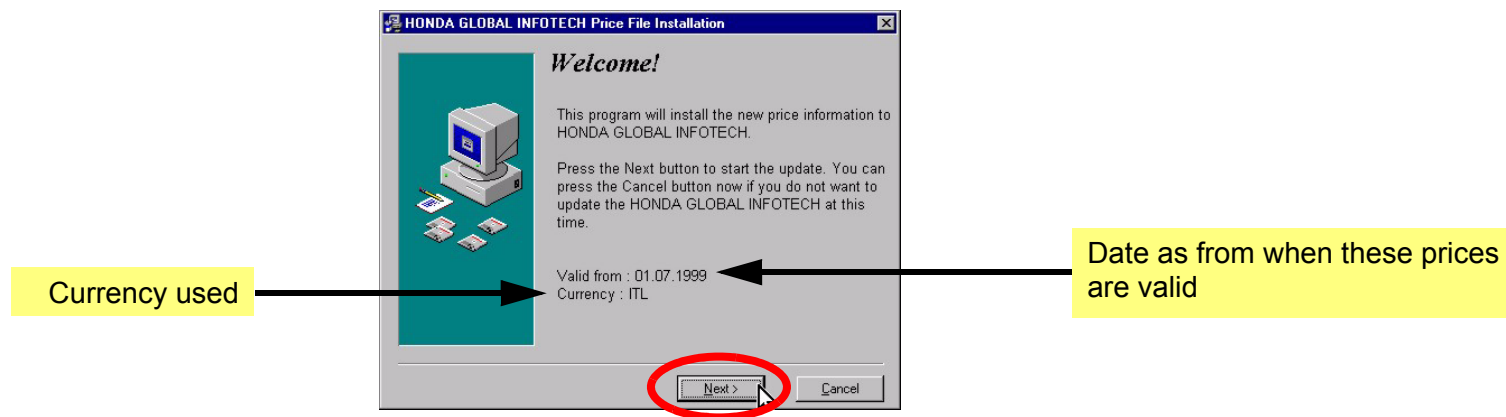
Validate with "OK".

## 4.2.5 Installing the price CD-Rom

A price CD-Rom will be supplied by Honda each time price rates are updated. Proceed as follows to update Global Infotech with the CD-Rom:

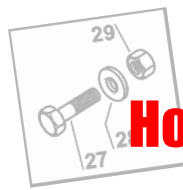
1. Insert the CD-Rom in your CD-Rom drive.
2. On your Windows desktop, double-click on the "Workstation" icon located in the top left corner of your screen.  
A new window appears.
3. Double-click on the icon representing your CD-Rom drive.
4. In the window listing the contents of the CD-Rom, double-click on file  setup.EXE .

The new prices installation window is displayed on the screen:



5. Click on the "Next" button to install the CD-Rom.
6. A new window will be opened to indicate that the installation has been completed. Then, click on the "Finish" button.






## 4.3 Adding parts to an order

There are several ways of selecting parts to be ordered:

- **If you want to order a lot of parts:**


You can switch to Ordering mode by clicking on the "Ordering" button  in the Global Infotech toolbar.

As long as you are in Ordering mode, the cursor changes to a "V" shape whenever you pass over a part number or a part index in a drawing. All you need to do is to click on the left mouse button to order the relevant part.

- **If you want to order only a few parts:**

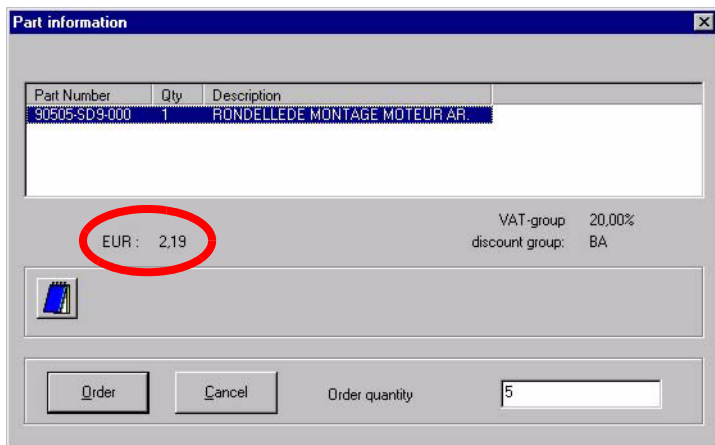
click the right mouse button on the corresponding part reference or index in the drawing. The context menu is displayed (see section 2.2.5). Then select "Ordering".

- **If you already know the part reference to be ordered:**

click on the "Part information" button . A new dialogue box opens and this must be used to enter the part number to be ordered. (The part number must always be typed without dashes). Validate with "OK". The part information window opens, showing the price of the relevant part and any personal notes. To order the part, click on the "Select" button after modifying the quantity as required (the default quantity being 1).


## 4.4 Searching for a part price

The prices of parts are displayed in the "Part information window".



This window can be opened in two ways:

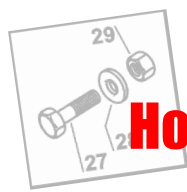
- **If you already know the part number:**

Click on the "Part information" button . A dialogue box opens and this must be used to enter the part number to be ordered (always typed without dashes and in capitals). Validate with "OK" to open the part information window.

**IMPORTANT:** The part number must always be typed WITHOUT DASHES

- **If you are consulting the parts catalogue:**

Click the right mouse button on the part. The context menu is displayed (See section 2.2.5). Select the "Part information" menu.



# Honda Global Infotech

## 4.5 Calculation window (Not available in the United Kingdom)

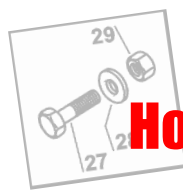
It is opened by clicking on the "Calculate" button  in the toolbar of the "Ordering" window.

The screenshot shows the 'GLOBAL INFOTECH Calculation' window. It features a table of parts with columns for Part No, Description, DC, Buy Price, Retail, Sell Price, Disc %, Price, Sales, Qty, and Total. Below the table are summary fields for Total Buy Price, Total Sell Price, and Total Margin. On the right, there are fields for Order Total, Total (Ex VAT), VAT, and Final Total. At the bottom, there are buttons for Disc Codes, Hide/Show, Close, and Cancel. A currency dropdown is set to EUR, and a discount of 5% is applied, resulting in a total discount of 3.88 EUR.

Part No	Description	DC	Buy Price	Retail	Sell Price	Disc %	Price	Sales	Qty	Total
14773-ZE1-000	FIXATION, RES...	RD	2,89	4,45	5,24	0,00	5,24	44,80	1	5,24
14781-ZE1-000	ROTOR DE SO...	RD	2,15	3,31	3,89	10,00	3,50	38,53	3	10,50
14791-ZE0-010	PLAQUE-SUPP...	RD	1,45	2,23	2,62	0,00	2,62	44,68	1	2,62
13010-ZG1-U11	JEU DE BAGUE...	(!)	7,23	10,33	11,88	0,00	11,88	39,13	1	11,88
13010-ZG1-004	JEU DE BAGUE...	(!)	14,44	20,63	23,72	0,00	23,72	39,12	1	23,72
13010-ZG1-003	JEU DE BAGUE...	(!)	14,44	20,63	23,72	0,00	23,72	39,12	1	23,72

Total buying price	Total Buy Price	46,90		Order Total	77,88	EUR
Total selling price	Total Sell Price	78,85	Currency: EUR	Discount: 5 (%)	3,88	EUR
Total margin as percentage	Total Margin	36,45%		Total (Ex VAT)	73,80	EUR
				VAT	0,00	EUR
				Final Total	73,80	EUR



# Honda Global Infotech

## Columns:

- **Part No.:**  
Part numbers ordered
- **Description:**  
Part description
- **Discount codes:**  
An exclamation mark (!) located to the right of a discount code means that the code has not been defined by the user. This therefore implies that the general discount code will be assigned to it by default. (See section 4.7.2.).
- **Buy price:** *(Displayed in detailed mode only)*  
The buying price is the retail price recommended by Honda after application of the discount granted to the retailer (discount code).
- **Recommended retail price:** *(Displayed in detailed mode only)*  
Retail price recommended by Honda.
- **Sell price:**  
Selling price recommended by Honda after applying the sales margin or markup via the discount code. (See section 4.7.2).
- **Disc. %:**  
Special discount (%) per line.
- **Price:**  
Selling price after applying the special discount.
- **Margin:** *(Displayed in detailed mode only)*  
Margin expressed as % taking into account the special discount.
- **Qty:**  
Quantity of parts.
- **Total:**  
Total amount per line.

## Buttons:


- **Disc Codes:**  
Accesses the dialogue box to add and modify discount code parameters (see section 4.2.3).
- **Hide / Show:**  
Hides or shows the "Buy price", "Recommended retail price" and "Margin" columns as well as the information on the total margin and the total buying price.
- **Close:** Closes the current calculation window.
- **Cancel:** Closes the current window and cancels all of the operations performed.



## 4.6 Editing an order

Open the "Order form" window by clicking on the "Order form" button in the Global Infotech toolbar. (See section 1.4).

### 4.6.1 Adding a line manually

Click on the "Part information" button  in the "Order form" window toolbar.  
Enter the part number and the desired quantity in the following dialogue box:

**NOTE:**

The part number must ALWAYS be typed without dashes.

### 4.6.2 Deleting a line

Select the line to be deleted by clicking on it.

Click on the "Delete position" button.

A dialogue box asks you to validate your choice: click on "Yes" to delete the line or "No" to cancel.

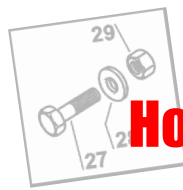
### 4.6.3 Modifying a line

The only parameter that can be modified with this function is the "quantity of parts to order".

The quantity ordered can be modified in the following two ways:

- Double-click on the line concerned.
- Click on the "Edit position" button in the toolbar in the "Order form" window.

Enter the desired quantity and validate with "OK".



## 4.7 Editing an estimate or an invoice

### 4.7.1 Adding labour / minor supplies / accessories, etc.. ("Order form" window)

Click on the "Add" button in the Calculation window. (See section 4.5.).

In the window that is displayed, you must enter the title of the product or service invoiced, its price, the quantity, the special discount rate and the VAT rate to be applied. The total is calculated automatically.

Validate with "OK".

A new line is then added to the list of parts ordered.

**IMPORTANT:** Always fill-out "Part Number" field with one "-" sign while adding labour, supplies or accessories.

Note: You can add as many lines as you wish.

### 4.7.2 Applying a discount or markup to a part ("Order form" window)

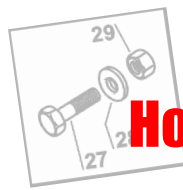
To modify the parameters for a part, simply click on the corresponding line.

The following window appears:

Enter your changes and validate them by clicking on "Update".

The screenshot shows a dialog box titled "Edit position" with a close button (X) in the top right corner. The dialog contains several input fields for part details and pricing, along with buttons for "OK", "Cancel", and "New".

Part number	90105-VA6-000
Qty	1
Description	BOULON HEX., 10X28
Discount	PM
Buy price (EUR)	1,90
Price (EUR)	2,72
Sell price (EUR)	3,40
Discount %	0,00
Retail (EUR)	3,40
Total (EUR)	3,40
Sales margin %	44,00
Value added tax	19,60



## 4.7.3 Applying a total discount to an estimate ("Calculation" window)

To add a discount to the total amount of an estimate or invoice, you simply specify the value as a percentage in the "Total discount" field in the "Calculation" window.

## 4.7.4 Displaying estimates ("Calculation" window)

There are two possibilities:

1. Your country is a member of the European Union:

In this case, the currency used by default is the euro.

The prices displayed in the order window are only available in euros.

These prices can only be converted into your local currency in the Calculation window, by using a dropdown menu. (See section 4.5).

2. Your country is not a member of the European Union:

In this case, only your local currency is used.

## 4.7.5 Saving orders and estimates / invoices ("Order form" window)

- Orders and estimates/invoices are saved in the "Protokoll" subdirectory under the "Infotech" directory. The corresponding files have the file extension "pro". If you want to exchange these orders or estimates between a number of computers, all you have to do is to copy the desired files into the directories specified above on the destination computer.




## 4.8 Exporting an order

The data contained in an order can be exported in the form of files. Those data can then be used in a stock management system. Data can also be exported in "OLO" format(\*).

(\*)"OLO" (On-Line Ordering system) is a software package developed by Honda. It lets you transmit your part orders via a modem link by using orders created with Global Infotech and exported in "OLO" format.

### 4.8.1 Export window

To open the export window, click on the "Export order form" button  .

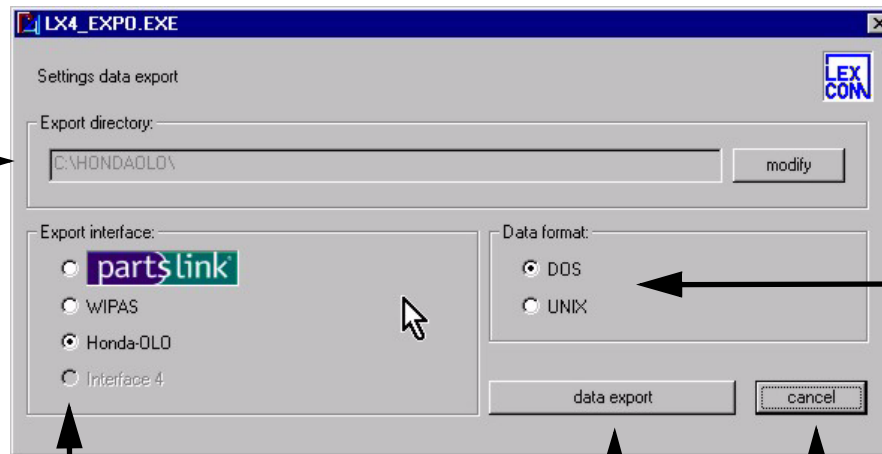
#### Export directory:

Path for the directory the data will be exported to

Click on the "Modify" button to change the destination directory.

#### IMPORTANT:

If you use the OLO system to place your orders, do not modify the export directory path. If you do, OLO will no longer be able to access the order to be sent.



#### Data format:

To export data in DOS/WINDOWS format or in UNIX format.

#### Export interface:

Select the desired type of export here.

#### Data export:

Click here to export your order.

#### Cancel:

Click here to return to the order form without exporting your data.



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## 4.8.2 Different export formats

"Parts link" : Standard file format recognized by a great many stock management systems.

"WIPAS" : Not used.

"Honda-OLO" : Exports your orders in "OLO" format. (See section 4.8).

## 4.8.3 Exporting in "OLO" format

To export your orders in "OLO" format, select the "Honda-OLO" export type in the Export window and validate by clicking on the "Data export" button. The following window appears:

The screenshot shows a dialog box titled "Interface Honda Global Infotech to DCS" with the following fields and callouts:

- Customer number:** A field with a callout: "Enter your country code here (See table below)." and another callout: "Enter your Honda dealer code here (supplied by Honda)." (This callout points to the second field in the sequence).
- Customer reference:** A field with a callout: "Not used. Leave this field blank."
- Order type:** Radio buttons for "stock" and "urgent". Callout: "Order type: Enter the type of order placed here: Urgent = Urgent Stock = Normal".
- Backorder mark:** Radio buttons for "yes" and "no". Callout: "Backorder: Yes: Indicates, in the order, that Honda must take the backorder into account. No: Indicates, in the order, that Honda must not take the backorder into account." A mouse cursor is pointing at the "yes" option.
- Customer No.:** A field with a callout: "Customer No.: The customer No. selected in the order window is automatically displayed in this field."
- Retailer number:** A callout box with an arrow pointing to the "Customer number" field.

Buttons at the bottom: "OK" and "Abbrechen".





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Enter the following codes in the "Customer number" field:

## First field: your country code

Code	Country
240	F
250	B
231	NL
261	D
201	GB
224	CH
272	A
284	I
256	SK

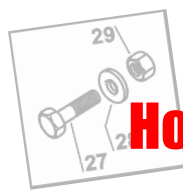
## Second field: your customer code

This code is supplied by Honda.

Note: Once you have entered these codes, you need not enter them again (as they are saved automatically).

Click on "OK" when you have entered the information required.  
The dialogue box appears to inform you that your order has been exported.

**IMPORTANT:** The fact that an order has been exported does not mean that it has been transmitted to Honda. It only means that your order is ready to be processed by the On-Line Ordering system (OLO).



## 4.9 Printouts

From the "Order form" window, select the File/Print menu. Five kinds of printouts are available for you to use:

1. Estimate with discount:

The printout includes the following fields:

Part number, Description, Quantity, Price, Discount, Sale price, Total, Overall discount (if different from 0), Remarks, Dealer's address, Dealer's logo, Customer's address, VAT number, Date, Estimate number.

2. Estimate without discount:

The printout includes the following fields:

Part number, Description, Quantity, Sale price, Total, Overall discount (if different from 0), Remarks, Dealer's address, Dealer's logo, Customer's address, VAT number, Date, Estimate number.

3. Invoice with discount:

The printout includes the following fields:

Part number, Description, Quantity, Price, Discount, Sale price, Total, Overall discount (if different from 0), Remarks, Dealer's address, Dealer's logo, Customer's address, VAT number, Date, Invoice number.

4. Estimate without discount:

Part number, Description, Quantity, Sale price, Total, Overall discount (if different from 0), Remarks, Dealer's address, Dealer's logo, Customer's address, VAT number, Date, Invoice number.

5. Order form:

Part number, Description, Quantity, Sale price, Total, Remarks, Dealer's address, Dealer's logo, Customer's address, VAT number, Date, Order number.

6. Detailed printout:

All of the fields available in the detailed view of your order.