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Change Role to Admin

- 1. Go to <u>www.shopbackroom.com</u> and login.
- 2. Locate the user **Role** on the top left side of screen above the menu bar.



- When the user is logged in as an Admin user, the Role shows Admin.
- When the user is logged in as a **User**, then the user role shows **User**.

Note: Admin role has all the same functions as a User role, with administrative functions.

3. Click the Change icon of the User role.



4. Select Admin from the drop-down list.



The page will refresh and the Role will change to Admin.



Note: When this icon **to** is not present, then there is only one role assigned to the user account. Some users may be set up with an Admin role or a User role only. When a user has one role assigned to them, they will not be able to modify their assigned role.



Add a New Vehicle Repair Order

- 1. Click the **Utility** tab.
- 2. Click the **Add Vehicle** tab.
- 3. Complete the required Vehicle Information fields.
- 4. Click the Add Vehicle button.

Welcome ryann.brege@audaexplore.com Body Shop: <u>Your Collision Center</u> Role: Admin &	Shop BackRoom
Home Claims Reports Email Utility Estimating Settings Logout	
Assignments Add Vehicle Print Queue Upload Photos Settings	
Vehicle Information Year: * 2006 Vehicle RO: * Make: * INFINITI Advisor: * Select Technician: Select Carrier: * ESURANCE Claim Number: * EXP3974-01 Progress: * 1 - Estimate Vrojected Delivery Date: Message: Projected Delivery Date: Select Vehicle Owner Information Customer Name: * William Smith Owner Phone: * 654-654-8888	
Email Address: testone@lab.esurance.com	

Add a New RO from an Assignment

- Click the Utility tab.
 Click the Assignments tab.
- 3. Click the **Key** icon.

me	Claims Reports	Email Utility Estimating Setting	s Logout	
As	signments Add Vehicle	Print Queue Upload Photos Setti	ings	
lame	Claim Number	VIN:	License:	Insurance
Comp	sany: Any	Repair Orders Any		
As	signments			
Page	1234567	8 9 10 11 12 13 14 15 16 1	7 18 19 20	21 22 23 24 25 5
Add	Owner	Vehicle	Insurer	Assignment Date
,	Test One Phone: (654) 654-4566 Elk Grove, CA 95624	2006 INFINITI M35 SEDAN/SPORT VIN: JNKAY01E66M105161	Esurance EXP3974-01	10/26/2015 12:00 AM
~	Test One Phone: (654) 654-4566 Elk Grove, CA 95624	2006 INFINITI M35 SEDAN/SPORT VIN: JNKAY01E66M105161	Esurance EXP3973-01	10/26/2015 12:00 AM
,	Ken Noll Phone: (879) 879-8789 Roseville, CA 95747	2005 HONDA ACCORD EX VIN: 1HGCM66545A054573	Esurance EXP4065-01	10/26/2015 12:00 AM
,	Ken Noll Phone: (879) 879-8789 Roseville, CA 95747	2005 HONDA ACCORD EX VIN: 1HGCM66545A054573	Esurance EXP4053-01	10/25/2015 12:00 AM
,	Satheshhh Ssselvam Phone: (245) 554-5454 Adell, WI 53001	2014 FORD C-MAX PREMIUM VIN: 1FADP5CU3E1111111	Esurance EXP4054-01	10/25/2015 12:00 AM
	Test One	2006 INFINITI M35 SEDAN/SPORT	Esurance	

- 4. Complete all required information.
- 5. Click the Add Vehicle button.



Add a New RO from an Estimate

- 1. Click the **Utility** tab.
- 2. Click the **Estimates** tab.
- 3. Click the Key icon.

Assignmen	ts Estimates /	Add Vehicle Print Queue Uple	oad Photos Settings		
First Name:	Last Name:	Claim Number:	VIN:	License:	
Insurance Com	oany: Any	▼ Repair Orders: Wi	thout ROs 🔻 Estimates: Nev	v •	
Estimates					
Page: 1	2 Owner	Vehicle	Insurer E	stimate Date	
\bigcirc	Tom Jones	11 HONDA ACCORD VIN: 12345678912345678	E	stimate)7/26/2017 03:03 PM	<u>Remove</u>
P	Sam Jacobs	11 HONDA ACCORD VIN: 12345678912345678	E	stimate 17/26/2017 03:03 PM	<u>Remove</u>
P	Sarah Smith	10 HONDA ACCORD VIN: 12345678912345678	E	stimate)7/26/2017 02:43 PM	<u>Remove</u>
ø	Rachael Owens	10 HONDA ACCORD VIN: 12345678912345678	E	stimate)7/26/2017 02:43 PM	<u>Remove</u>
	Greg Sova	12 CHRYSLER 200 License: LIC001	E	stimate)7/26/2017 02:38 PM	<u>Remove</u>
P	Matt Saganski	12 CHRYSLER 200 License: LIC001	E	stimate)7/26/2017 02:38 PM	<u>Remove</u>
P	Frank Bellagio	12 CHRYSLER 200 License: LIC001	E	stimate)7/26/2017 02:38 PM	<u>Remove</u>
ø	Carl Jandernoa	12 CHRYSLER 200 License: LICOO1	E	stimate)7/26/2017 02:38 PM	<u>Remove</u>

- 4. Complete the required information.
- 5. Click the Add Vehicle button.

Print Vehicle ID Sheet

- 1. Click the **Utility** tab.
- 2. Click the **Print Queue** tab.
- 3. Click the Printer icon.





Upload Photos for a RO

- Click the Utility tab.
 Click the Upload Photos tab.
- 3. Click the **Add Files** button.

ome Claims Reports Email	Utility Estimating Settings Logout		
Photo Submission To upload vehicle photos to AutoWatch simply dick the Add files button on the bottom of the	Add files to the upload queue and click the start button.		
queue to the right. This brings up a file dialog on your computer. Navigate to your photos directory and select all the photos you want to upload. After selecting your photos, dick the OK button to add those files to the upload queue.	Filename	Size	Status
Once you're ready to upload the files to AutoWatch, click on the Start upload button and your file transfer will begin. You can see the progress of your uploads by			
Sorolling through the queue, or simply by looking at the Status column in the queue. Once the status row states that 100% of your uploaded has processed, your upload is complete and you will have the option to upload more files.	Add files Start upload	0 b	0%

4. Click the Start Upload button.



Remove a Duplicate RO

- 1. Click the **Claims** tab.
- 2. Locate the vehicle to remove.
- 3. Click the **Admin** icon.
- 4. Click Delete RO.

Vehicle Info	Vehicle Informa	stion	Year: *	1				
Notes (4)	Vehicle RO: Advisor: *	1040151 Body Shop Manaper	Make: "	HOND	A			
Alerts (4)	Insurance Co: *	ABC Insurance	Model: *	CIVIC				
Frank	Claim Number: *	10-1700194-02	Color:	<u></u>		2	_	
Emails	Progress: "	6 - Rody Renairs	> VIN:	_				
Delay Dates (2)	Keys In Date: *	01/14/2010	License Plate:	: Cal				
Photos (6)	Projected	11000010	Message:		e Default			
Upload Photos	Delivery Date:	11/30/2013	(resurge)	Vehic	e is in the	body sh	op	
Attachments	Rental Co:	Hertz	Vehicle Own	er Inf	ormatio	1		_
Accounterio	- Carlos	0 0 0	Customer Nar	me: *	SHARON	FRIEDM	AN	
History	Primary Damage Area:	0000	Owner Phone:	6 T	954-815-8	888	-0	
Communication		Personal States	Alt Phone:	- 4				
Surveys	_	0 0 0	Other Option Keys Out: 01/	15 /29/20	10			
			Mark Comp Mark Totall	plete				
			x Delete RO	2				
					Sau	e Chang		
					344	e chang	le s	

5. Click the **OK** button on the confirmation message.



Mark a Vehicle Complete

- 1. Click the **Claims** tab.
- 2. Click the **Admin** icon of a single RO.
- 3. Click Mark Complete.

Notes (4) Vehicle R0: 1040151 Advisor:* Body Shop Manager • Insurance Co: * ABC Insurance Claim Number: * 10-1700194-02 Delay Dates (2) Progress: * Photos (6) Progress: * Delay Dates (2) Rental Co: Metz * Weicle RD: 11/30/2013 Delay Dates (2) Insurance Co: * Progreted 11/30/2013 Delivery Date: 11/30/2013 Rental Co: Hertz Vehicle Nome: * SHARON FRIEDMAN Owmer Phone: * 954-815-8888 Alt Phone: * 054-815-8888 Alt Phone: * 054-815-8888 Alt Phone: * 054-815-8888 Alt Phone: * 054-815-8888 Alt Phone: * 04-815-8888 Barbaile 11/4/2010 Primary 0 0 Damage Area: 0 0 Barbaile 0 0 Barbaile 11/4/2010 0 Barbaile 0 0 Damage Area: 0 <td< th=""><th>Vehicle Info</th><th>Vehicle Informa</th><th>ation</th><th>Year: "</th><th></th></td<>	Vehicle Info	Vehicle Informa	ation	Year: "	
Alerts (4) Insurance Co: * ABC Insurance Emails Claim Number: * 10-1700194-02 Progress: * 6 - Body Repairs Keys In Date: * 01/14/2010 Projected 11/30/2013 Delay Dates (2) Projected Photos (6) Projected Upload Photos Rental Co: History Primary Damage Area: 0 Surveys 954-815-8888 Alter Ro Model: * Color: Upload Photos Rental Co: Hertz Model: * 0 Wehicle is in the body shop Vehicle Owner Information Customer Name: * \$H4RON FRIEDMAN Owner Phone: * 954-815-8888 Alt Phone: Email: Other Options Keys Out: 01/29/2010 Mark Complete * * Mark Totalled	Notes (4)	Advisor: *	1040151 Body Shop Manager Y	Make: *	HONDA
Claim Number: 10-1700194-02 Emails Progress: Delay Dates (2) Photos (6) Upload Photos Attachments History Communication Surveys Communication Surveys Communication Communication Communication Communication Co	Alerts (4)	Insurance Co: *	ABC Insurance	 Model: * 	CIVIC
Emails Delay Dates (2) Photos (6) Upload Photos Attachments History Communication Surveys		Claim Number: *	10-1700194-02	Color:	
Delay Dates (2) Progress. 6 - Body Repairs License Plate: Photos (6) Projected 11/13/02013 Driveable: -Select - • Upload Photos Rental Co: Hertz • Message: Use Default • Attachments Primary Damage Area: • • • • Surveys • • • • • • Surveys • • • • • • Surveys • • • • • • • Surveys • </td <td>Emails</td> <td>Drograms: *</td> <td>G</td> <td>VIN:</td> <td></td>	Emails	Drograms: *	G	VIN:	
Photos (6) Keys In Date: * 01/14/2010 Projected 11/30/2013 Delivery Date: 11/30/2013 Rental Co: Hertz Attachments History Ommunication Surveys Surveys Other Options Surveys Surveys	Delay Dates (2)	Progress.	6 - Body Repairs	License Plate:	·
Upload Photos Primary Date: 11/30/2013 Attachments Hertz Image Area: Primary Damage Area: Image Area: Image Area: Surveys Image Area: Image Area: Surveys Image Area: Image Area: Image Area: Image Area: I	Photos (6)	Keys In Date: *	01/14/2010	Driveable:	Select •
Copposed Process Rental Co: Hertz Vehicle is in the body shop Attachments Primary Damage Area: Image Area: Im		Delivery Date:	11/30/2013	Message:	Use Default •
Attachments History Primary Damage Area: Image Area:<	Upload Photos	Rental Co:	Hertz 🔹	Vahicla Own	venicle is in the body shop
History Communication Surveys Primary Damage Area: Owner Phone: Primary Alt Phone: Primary Owner Options Reys Out: 01/29/2010 Primary Reys Out: 01/29/2010 Primary Save Changes	Attachments	and an	0 0 0	Customer Nar	me: * SHARON FRIEDMAN
Communication Surveys Alt Phone: Email: Other Options Keys Out: 01/29/2010 Mark Complete Mark Totalled x Delete RO Save Changes	History	Primary	P-79-1-80	Owner Phone	954-815-8888
Surveys	Commenter Man	Damage Area:	OF NO	Alt Phone:	
Surveys Other Options Keys Out: 01/29/2010	communication		0 0 0	Email:	
Kevs Out: 01/29/2010 Mark Complete Park Totalled x Delete RO Save Changes	Surveys			Other Option	15
* Mark Totalled & Delete RO Save Changes				Kevs Out: 01/	/29/2010
x Delete RO Save Changes				! Mark Total	led
Save Changes				x Delete RO	
					Save Channes
					sere charges

4. Click OK.



Reinstate a RO to a Not-Complete Status

- 1. Click the **Claims** tab.
- 2. Locate the completed vehicle to reinstate.
- 3. Click the **Admin** icon.
- 4. Click Reinstate.

Vehicle Info	Vehicle Information	Year: *	
Notes (4)	Vehicle RO: 1040151 Advisor: "BManager	Make: HONDA	
Werts (4)	Insurance Co: * ABC Insurance Claim Number: * 10-1700194-02	Color: VIN:	
Emails	Progress: * 10 - Delivery (Completed)	License Plate:	
Delay Dates (2)	Keys In Date: * 01/14/2010	Driveable: Mercana: Your vehicle is ready for delivery!	
Photos (6)	Delivery Date: 11/30/2013 Rental Co: Hertz	Vehicle Owner Information Customer Name: * SHARON FRIEDMAN	
Upload Photos	× × ×	Owner Phone: 954-815-0018	
Attachments	Primary Primary	Alt Phone: Other Options	
History	Damage Area:	© Reinstate	
Communication	X X X		
Surveys			
	-		

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