



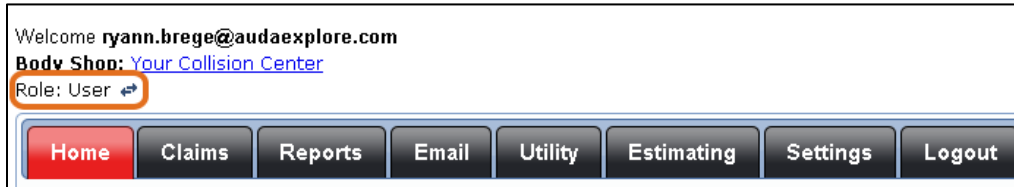
AutoWatch Shop Backroom

Table of Contents

Change Role to Admin	2
Add a New Vehicle Repair Order	3
Add a New RO from an Assignment	4
Add a New RO from an Estimate	5
Print Vehicle ID Sheet	5
Upload Photos for a RO	6
Remove a Duplicate RO	7
Mark a Vehicle Complete	8
Reinstate a RO to a Not-Complete Status	9

Change Role to Admin

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



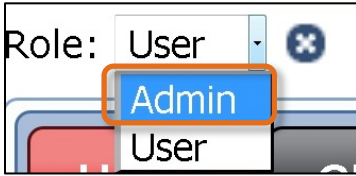
- When the user is logged in as an Admin user, the Role shows **Admin**.
- When the user is logged in as a **User**, then the user role shows **User**.

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  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: [Your Collision Center](#)
 Role: Admin

Shop BackRoom

Home Claims Reports Email **Utility** Estimating Settings Logout

Assignments **Add Vehicle** Print Queue Upload Photos Settings

Vehicle Information

Vehicle RO: *

Advisor: * -- Select --

Technician: -- Select --

Carrier: * ESURANCE

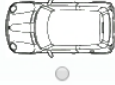
Claim Number: * EXP3974-01

Progress: * 1 - Estimate

Keys In Date: *

Projected Delivery Date:

Rental Co: -- Select --

Primary Damage Area: 

Year: * 2006

Make: * INFINITI

Model: * M35 SEDAN/SPORT

Color:

VIN: JNKAY01E66M105161

License Plate:

Driveable: * Driveable

Message: --- Use Default ---
Working on the estimate

Vehicle Owner Information

Customer Name: * William Smith

Owner Phone: * 654-654-8888

Alt Phone:

Email Address: testone@lab.esurance.com

Add Vehicle

Add a New RO from an Assignment

1. Click the **Utility** tab.
2. Click the **Assignments** tab.
3. Click the **Key** icon.

Welcome ryann.brege@audatex.com
 Body Shop: [Your Collision Center](#)
 Role: Admin


Home Claims Reports Email **Utility** Estimating Settings Logout

Assignments Add Vehicle Print Queue Upload Photos Settings

Name: Claim Number: VIN: License: Insurance
 Company: Any Repair Orders: Any

Assignments

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

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 Sselvam Phone: (245) 554-5454 Adell, WI 53001	2014 FORD C-MAX PREMIUM VIN: 1FADPSCU3E11111111	Esurance EXP4054-01	10/25/2015 12:00 AM
Test One Phone: (654) 654-4566	2006 INFINITI M35 SEDAN/SPORT	Esurance	10/26/2015 12:00 AM

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.

Home Claims Reports Email **Utility** Estimating Settings Logout










Assignments **Estimates** Add Vehicle Print Queue Upload Photos Settings

First Name: Last Name: Claim Number: VIN: License:

Insurance Company: Any Repair Orders: Without ROs Estimates: New

Estimates

Page: 1 2

Add Vehicle	Owner	Vehicle	Insurer	Estimate Date
	Tom Jones	11 HONDA ACCORD VIN: 12345678912345678	Estimate	07/26/2017 03:03 PM Remove
	Sam Jacobs	11 HONDA ACCORD VIN: 12345678912345678	Estimate	07/26/2017 03:03 PM Remove
	Sarah Smith	10 HONDA ACCORD VIN: 12345678912345678	Estimate	07/26/2017 02:43 PM Remove
	Rachael Owens	10 HONDA ACCORD VIN: 12345678912345678	Estimate	07/26/2017 02:43 PM Remove
	Greg Sova	12 CHRYSLER 200 License: LIC001	Estimate	07/26/2017 02:38 PM Remove
	Matt Saganski	12 CHRYSLER 200 License: LIC001	Estimate	07/26/2017 02:38 PM Remove
	Frank Bellagio	12 CHRYSLER 200 License: LIC001	Estimate	07/26/2017 02:38 PM Remove
	Carl Jandernoa	12 CHRYSLER 200 License: LIC001	Estimate	07/26/2017 02:38 PM Remove
		12 CHRYSLER 200	Estimate	Remove

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.

Home Claims Reports Email **Utility** Estimating Settings Logout

Assignments Estimates **Print Queue** Add Vehicle Upload Photos Settings

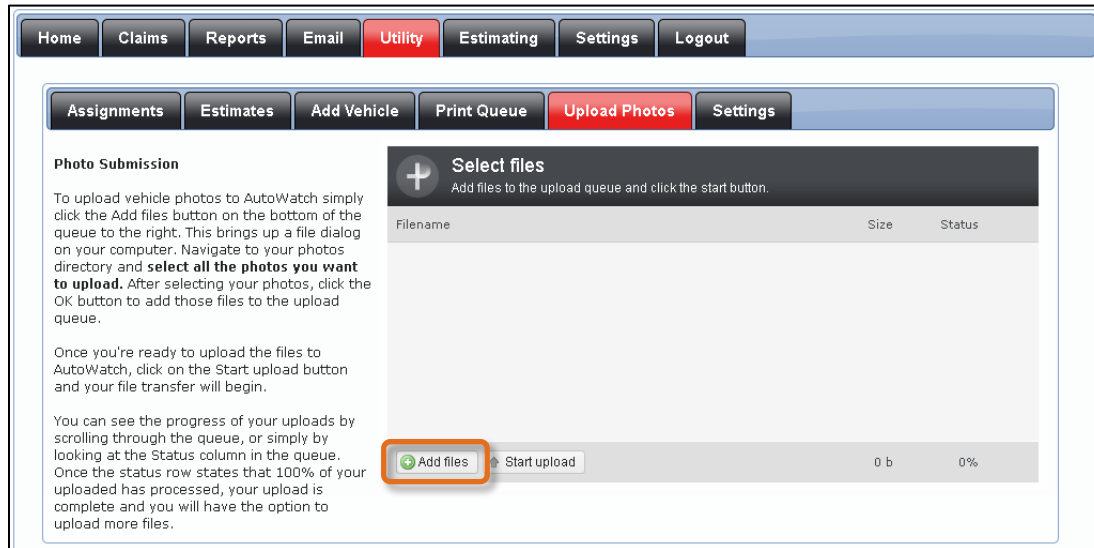
Show: ID Sheets Ready To Print Advisor: Nick W Customer Name: Vehicle RO:

Shop Vehicles

Select	Customer	Vehicle Info	Status
	NEAL KREISLER 216-904-0551	2014 GREY HONDA ODYSSEY RO: 74397 Claim Number: 019943424	Print Request: 8/16/2017 10:52:51 AM Last Printed: never Advisor: Nick W
	SUSAN GOLDEN 216-464-9700	2010 SUBARU LEGACY RO: 74577 Claim Number: 00000000	Last Printed: never Advisor: Nick W

Upload Photos for a RO

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



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**.

Claim Details for RO 1040151

Vehicle Info

- Notes (4)
- Alerts (4)
- Emails
- Delay Dates (2)
- Photos (6)
- Upload Photos
- Attachments
- History
- Communication
- Surveys

Vehicle Information

Vehicle RO: 1040151

Advisor: * Body Shop Manager

Insurance Co: * ABC Insurance

Claim Number: * 10-1700194-02

Progress: * 6 - Body Repairs

Keys In Date: * 01/14/2010

Projected Delivery Date: 11/30/2013

Rental Co: Hertz

Primary Damage Area:

Vehicle Owner Information

Customer Name: * SHARON FRIEDMAN

Owner Phone: * 954-815-8888

Alt Phone:

Email:

Other Options

Keys Out: 01/29/2010

✓ Mark Complete

† Mark Totalled

x Delete RO

Save Changes

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**.

Claim Details for RO 1040151

Vehicle Info

- Notes (4)
- Alerts (4)
- Emails
- Delay Dates (2)
- Photos (6)
- Upload Photos
- Attachments
- History
- Communication
- Surveys

Vehicle Information

Vehicle RO: 1040151

Advisor: * Body Shop Manager

Insurance Co: * ABC Insurance

Claim Number: * 10-1700194-02

Progress: * 6 - Body Repairs

Keys In Date: * 01/14/2010

Projected Delivery Date: 11/30/2013

Rental Co: Hertz

Primary Damage Area:

Year: *

Make: * HONDA

Model: * Civic

Color:

VIN:

License Plate:

Driveable: -- Select --

Message: -- Use Default --

Vehicle is in the body shop

Vehicle Owner Information

Customer Name: * SHARON FRIEDMAN

Owner Phone: * 954-815-8888

Alt Phone:

Email:

Other Options

Keys Out: 01/29/2010

Mark Complete

Mark Totalled

Delete RO

Save Changes

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**.

Claim Details for RO 1040151

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

Contact Us

24/7 Training & Technical Support

MySupportGarage.com

Email Support

Support@autowatch.com

Contact Us

(877) 977-6473
