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

©2017 Audatex North America, Inc.

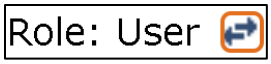
Change Role to Admin

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

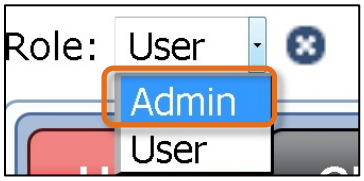
- When the user is logged in as an Admin user, the Role shows **Admin**.
- When the user is logged in as a **User,** then the user role shows **User.**

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

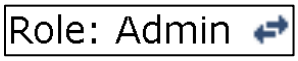
3. Click the **Change** icon of the **User** role.



4. Select **Admin** from the drop-down list.



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

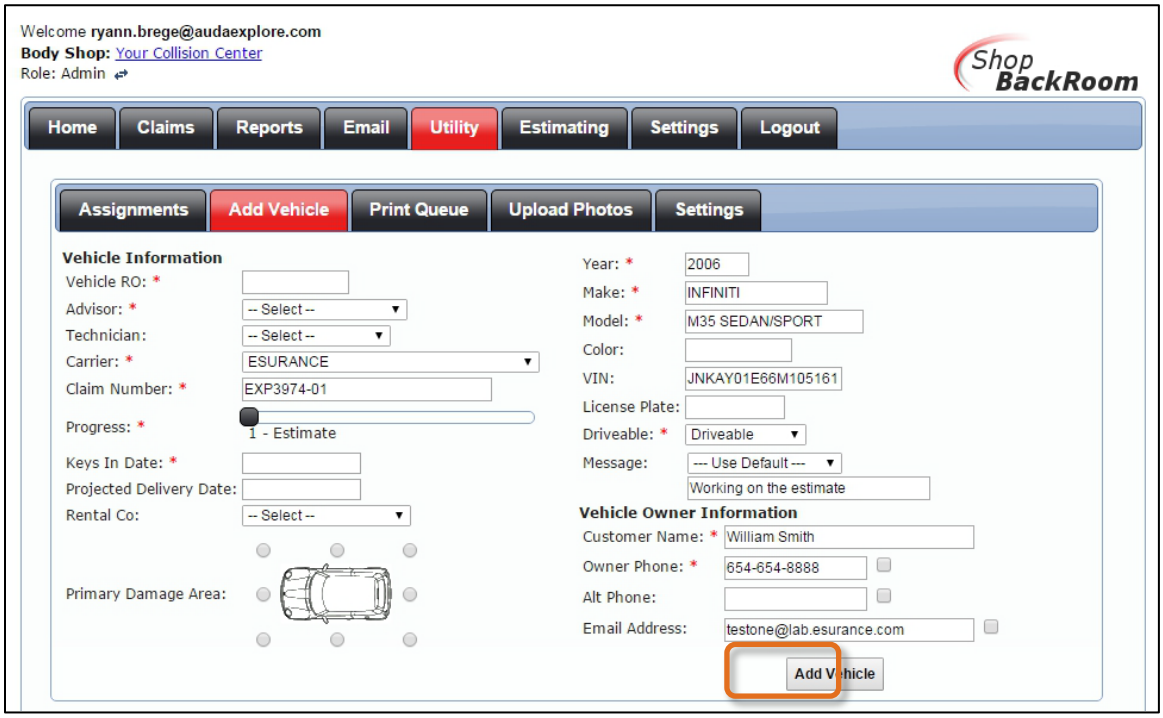


Note: *When this icon* *is not present, then there is only one role assigned to the user account. Some users may be set up with an Admin role or a User role only. When a user has one role assigned to them, they will not be able to modify their assigned role.*

©2017 Audatex North America, Inc.

Add a New Vehicle Repair Order

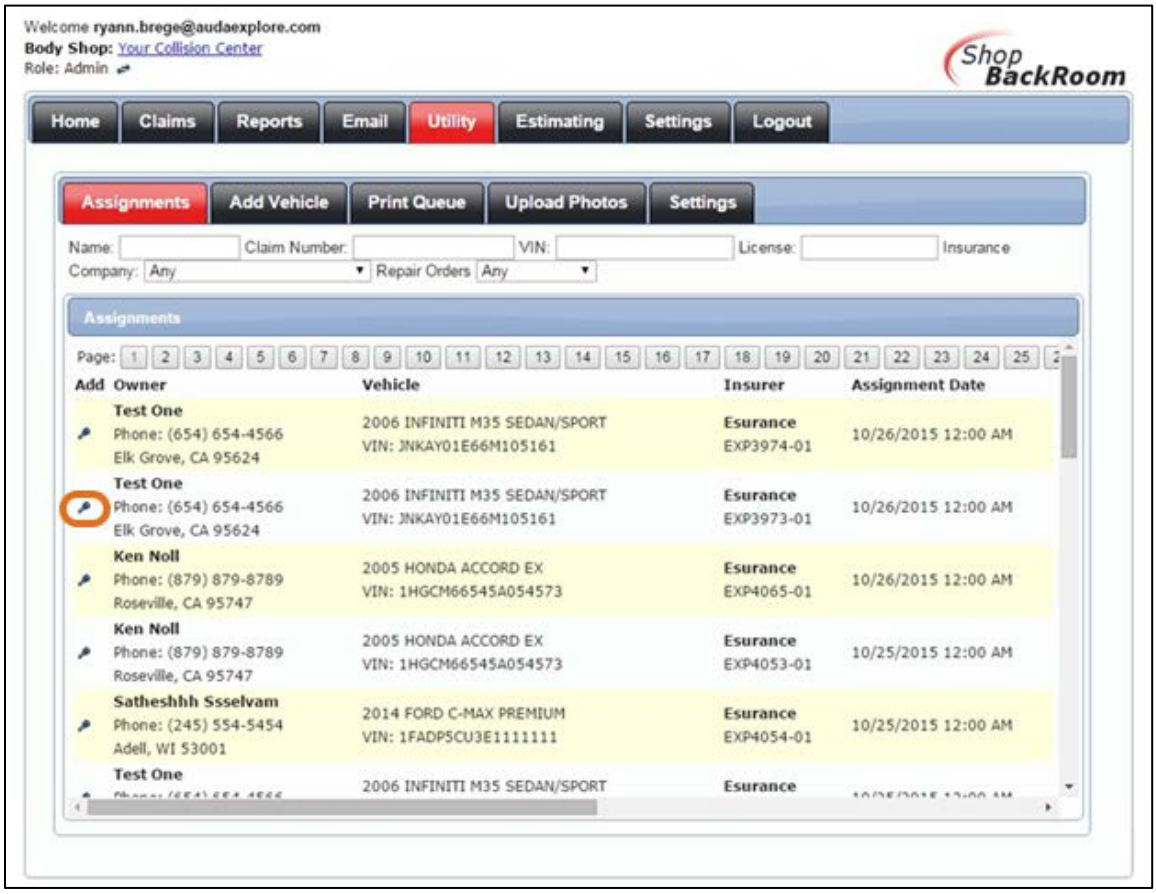
1. Click the **Utility** tab.
2. Click the **Add Vehicle** tab.
3. Complete the required **Vehicle Information** fields.
4. Click the **Add Vehicle** button.



©2017 Audatex North America, Inc.

Add a New RO from an Assignment

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

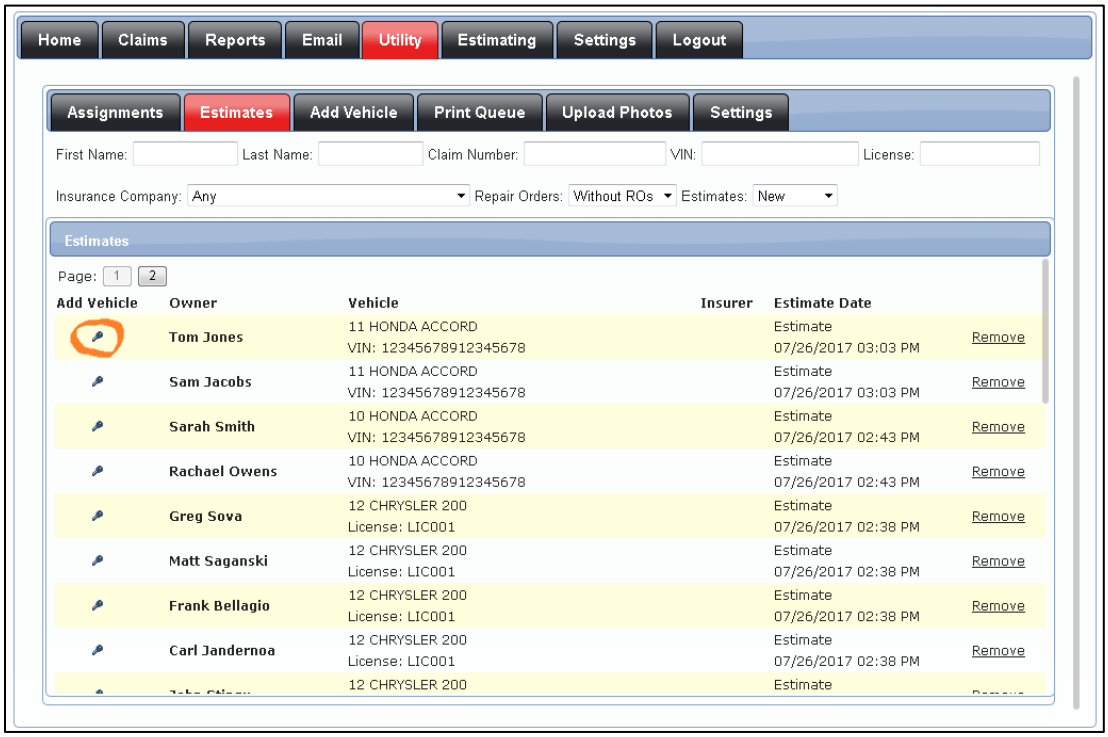


4. Complete all required information.
5. Click the **Add Vehicle** button.

©2017 Audatex North America, Inc.

Add a New RO from an Estimate

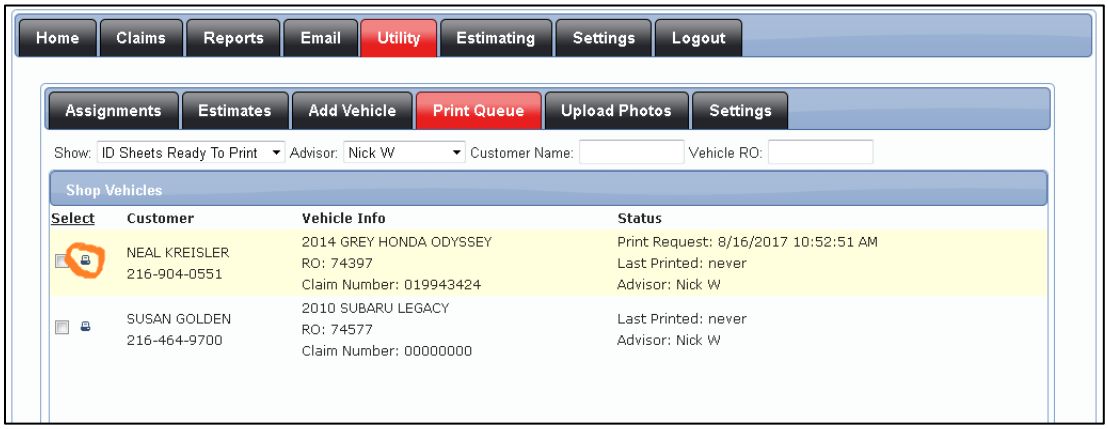
1. Click the **Utility** tab.
2. Click the **Estimates** tab.
3. Click the **Key** icon.



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

Print Vehicle ID Sheet

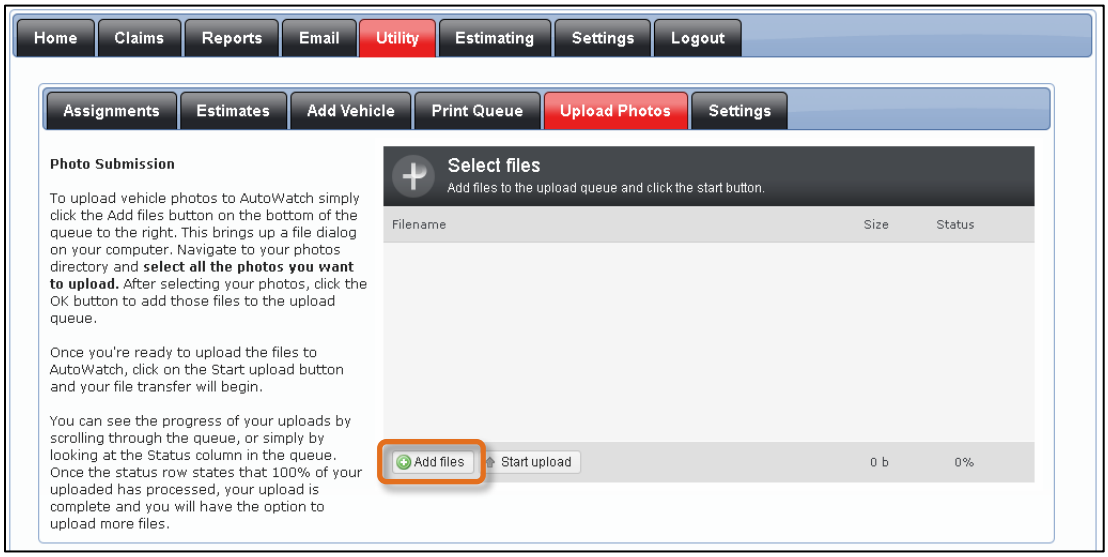
1. Click the **Utility** tab.
2. Click the **Print Queue** tab.
3. Click the **Printer** icon.



©2017 Audatex North America, Inc.

Upload Photos for a RO

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

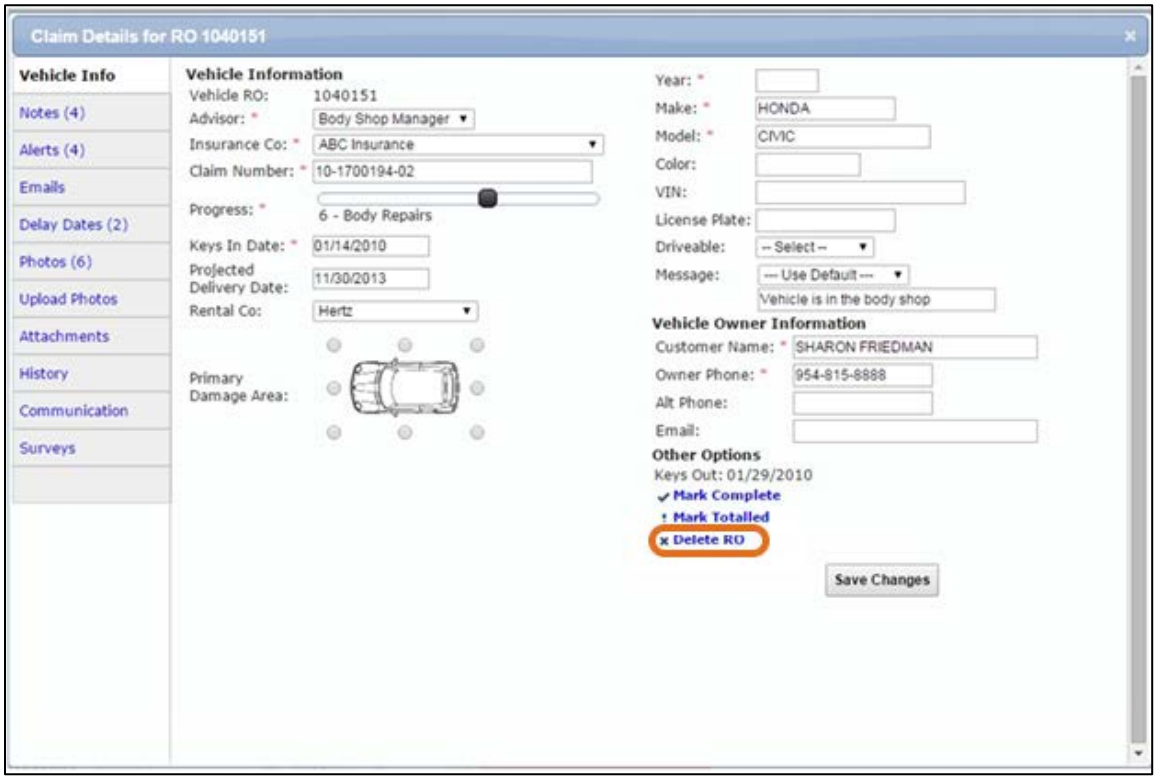


4. Click the **Start Upload** button.

©2017 Audatex North America, Inc.

Remove a Duplicate RO

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

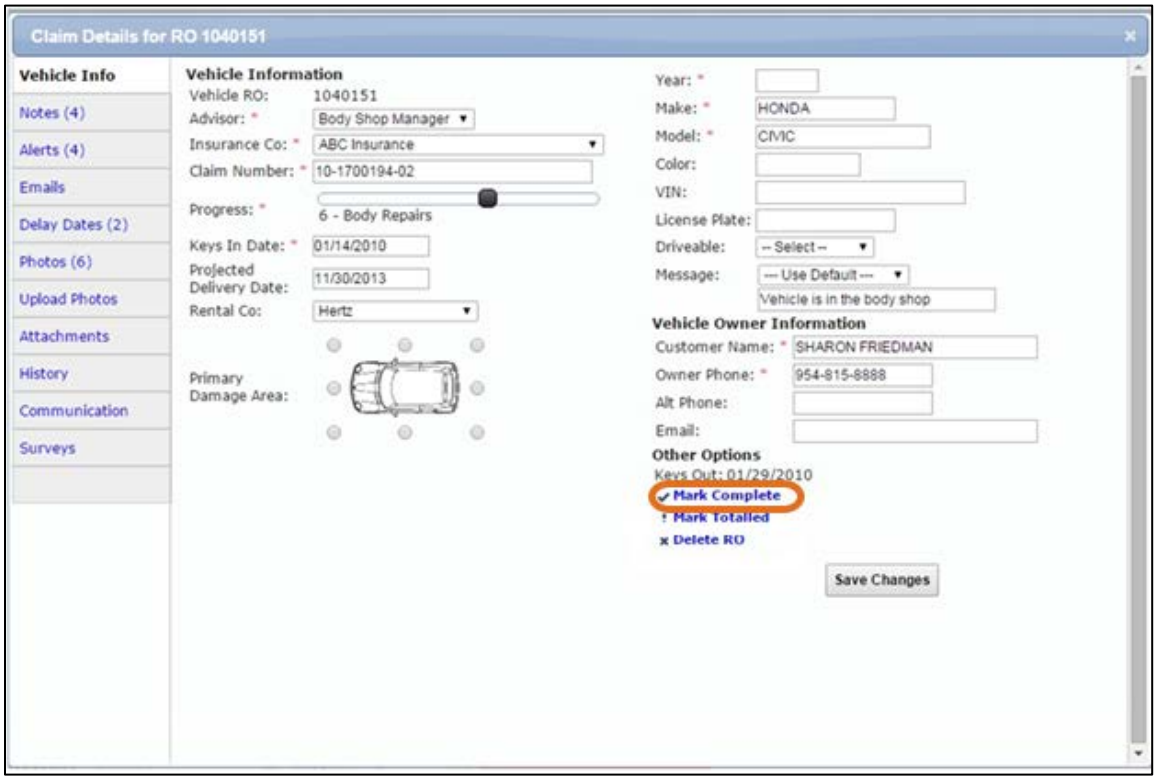


5. Click the **OK** button on the confirmation message.

©2017 Audatex North America, Inc.

Mark a Vehicle Complete

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

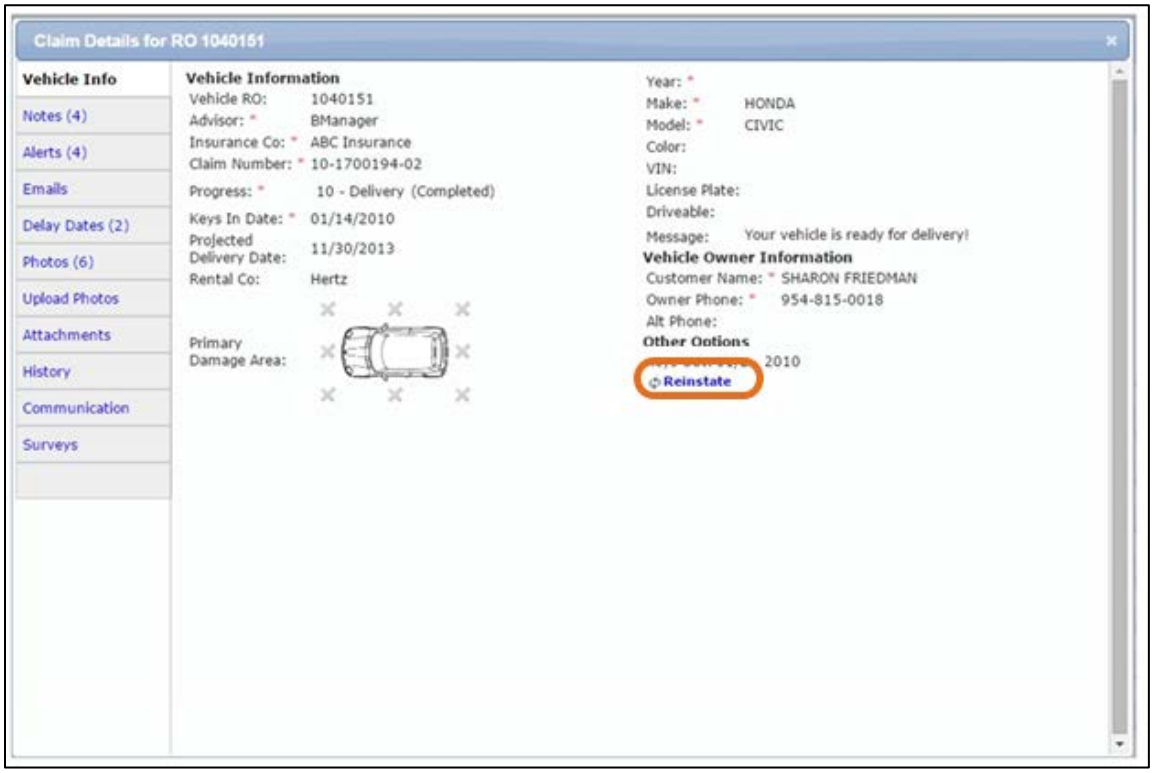


4. Click **OK**.

©2017 Audatex North America, Inc.

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**.



Contact Us

24/7 Training & Technical Support	MySupportGarage.com
Email Support	Support@autowatch.com
Contact Us	(877) 977-6473

©2017 Audatex North America, Inc.