AudaSync User Guide

Introduction

AudaSync is a program that runs in the background on the computer and uploads estimates to AutoWatch. From these estimates add a vehicle or repair order (RO) in AutoWatch. Adding a vehicle from an estimate saves keystrokes and ultimately time.

A one-time installation and setup are outlined below.

The information in this guide is complete and current as of January 9, 2020. Content is subject to change.
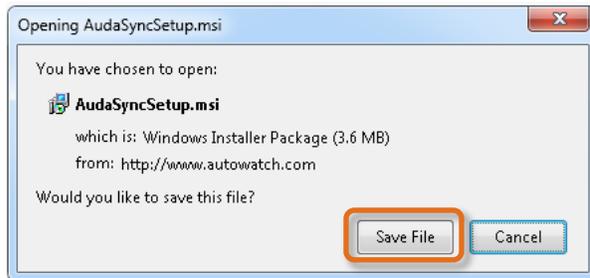
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Installation

The installation and setup should take about five minutes. When there are questions during the installation or setup, reach out to **AutoWatch Support** at **877-977-6473** or support@autowatch.com

1. Download the installation file from http://autowatch.com/install/audasync/AudaSyncSetup.msi.
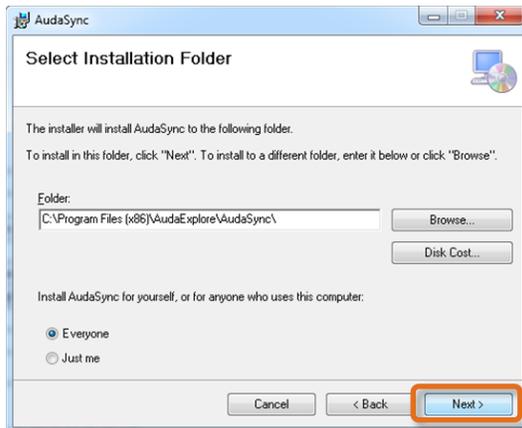2. Click the **Save File** button.

3. Double click the installation file, **AudaSyncSetup.msi**, to launch the install process.
4. Click the **Run** button, when prompted.
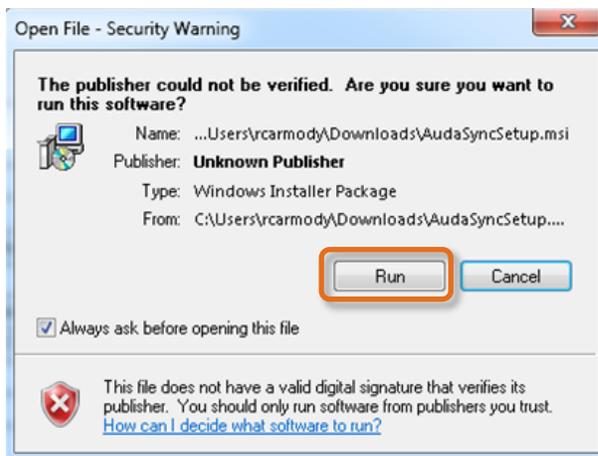
5. Click the **Next** button on the **AudaSync Setup Wizard** window.

6. Leave the default settings as is and click the **Next** button on the **Select Installation Folder** window.


7. Click the **Next** button on the **Confirm Installation** window.
8. Click the **Yes** button on the **User Account Contro**l window, when prompted.
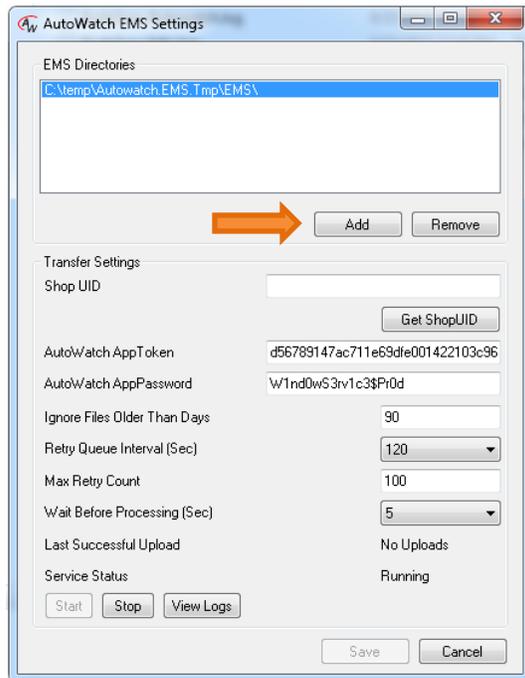9. Click the **Close** button.

Setup

Now that **AudaSync** is installed on the computer, there are a few steps to complete the setup process.

1. Click the **Start** menu.
2. Click **All Programs**.
3. Hover over **AutoWatch** and select **AutoWatch AudaSync Settings**.
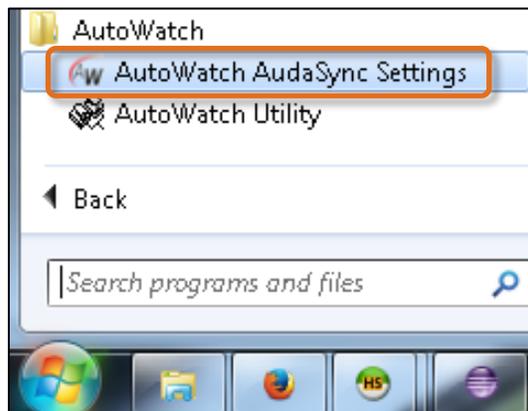
4. Click the **Yes** button on the **User Account Control** window, when prompted.
   The **AutoWatch EMS Settings** window opens.

5. Click the **Add** and Remove buttons in the **EMS Directories** section to set the EMS Directories.
   Note: *These are the directories where completed estimates are saved.*

6. Click the **Get ShopUID** button.

7. Type the Shop BackRoom or GoTime Repair **Username** (email address**)** and **Password**.
   Note: *A successful login will close the dialog and populate the Shop UID.*

8. Click the **Save** button.

9. Click the **Cancel** button.

GoTime Repair

Once **AudaSync** is installed and configured the user can begin creating vehicles from estimates in the **GoTime Repair** mobile app. You can find the GoTime Repair App by tapping your **App Icon** on your smart phone or go to **Play.Google.com** to find the app in the **Google Play Store®.** Users can also upload photos and update the vehicle status from the GoTime Repair app. For GoTime Repair App training, please click on http://gotimerepair.com/.
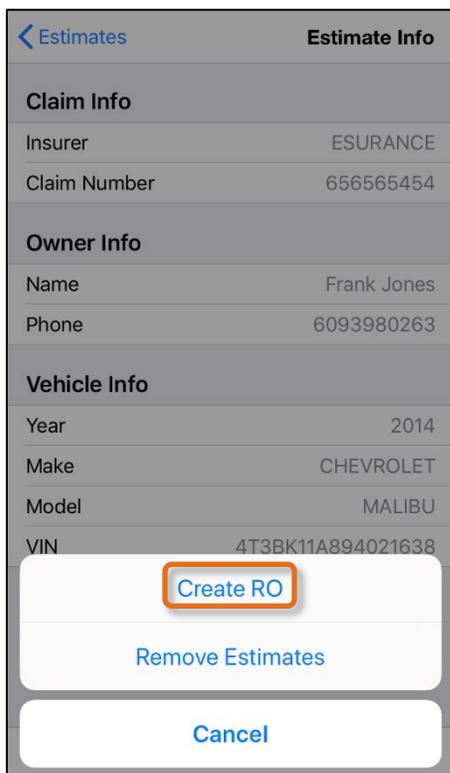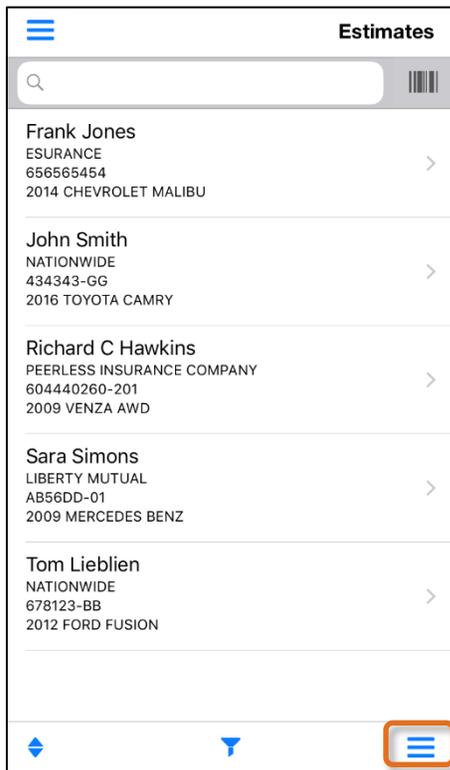
Add a new RO from an Estimate

1. Log into the **GoTime Repair** App with your **Username** (email address) and P**assword**.
2. Tap on the **Menu** hamburger icon in the top left.

Repair Orders

3. Tap on an **Estimate** to create a RO from.
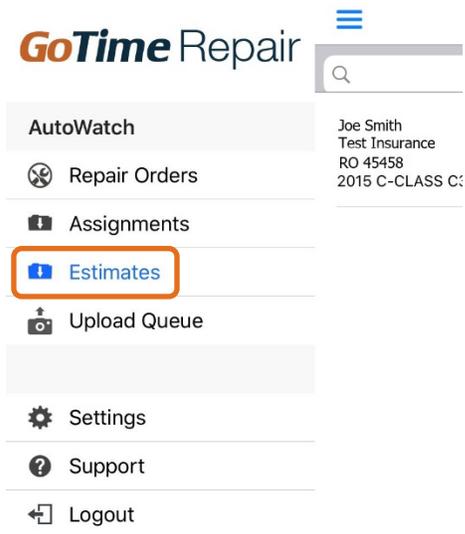
4. Tap on the **Menu** hamburger icon in the bottom right and tap on **Create RO.**

5. Complete the required information.
6. Tap on **Create Repair Order**.

Shop BackRoom Utility

While the **GoTime Repair app** is the preferred method, the user can also create vehicles from estimates and upload photos in **Shop BackRoom** (www.shopbackroom.com).

Add a new RO from an Estimate

1. Type www.shopbackroom.com in your browser.
2. Log in with your GoTime Repair **Username** (email address) and **Password**.
3. Click the **Utility** tab.
4. Click the **Estimates** tab.

5. Click the **Key** icon.
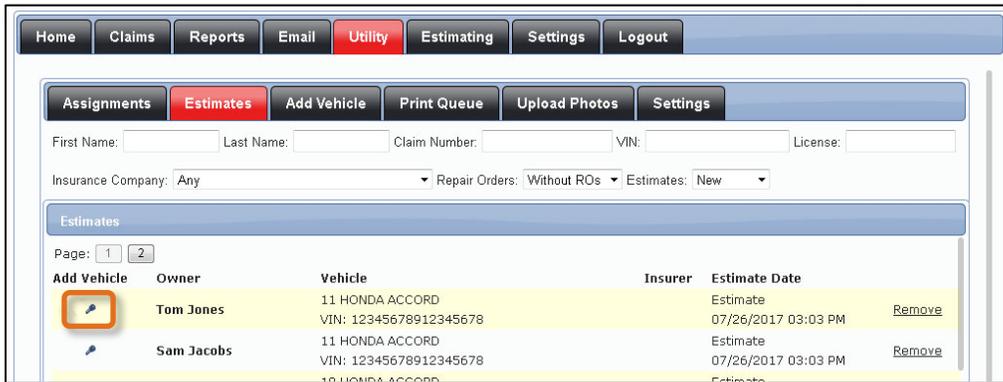
6. Complete the required information.
7. Click the **Add Vehicle** button.
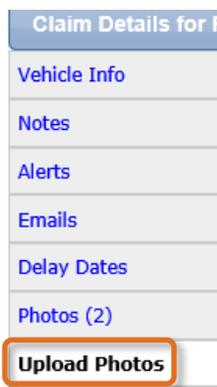

Upload Photos for a RO

1. Click the **Claims** tab.

2. Click the **Admin icon** to view the **Claim Details** for the vehicle to upload photos for.

3. Click the **Upload Photos** tab.

4. Follow the on-screen instructions to <u>upload</u> photos of the vehicle.

Contact Us

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