



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.

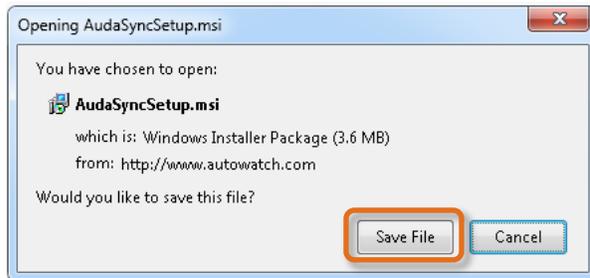
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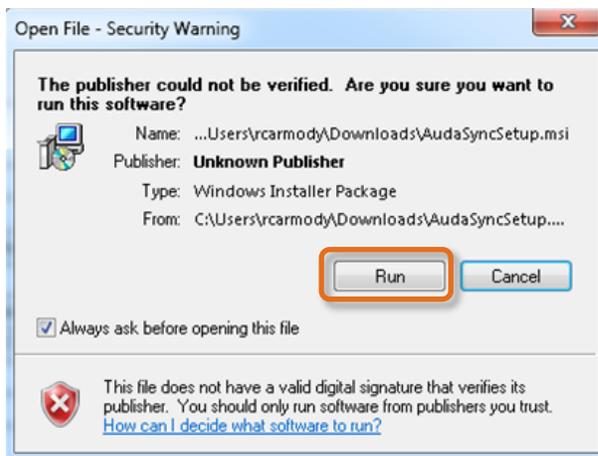
Installation

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.



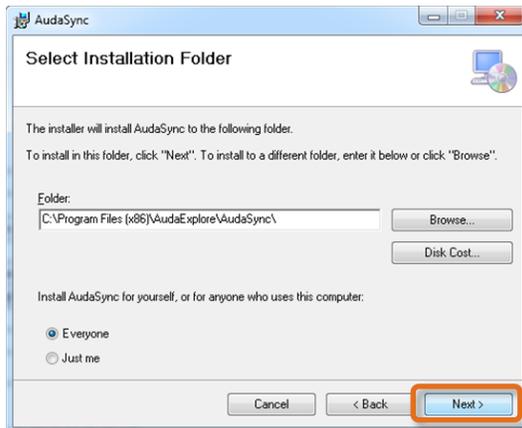
3. Double click the installation file, **AudaSyncSetup.msi**, to launch the install process.
4. Click the **Run** button, when prompted.



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.

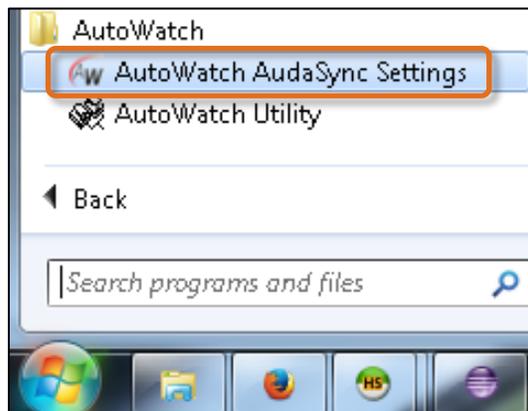


7. Click the **Next** button on the **Confirm Installation** window.
8. Click the **Yes** button on the **User Account Control** window, when prompted.
9. Click the **Close** button.

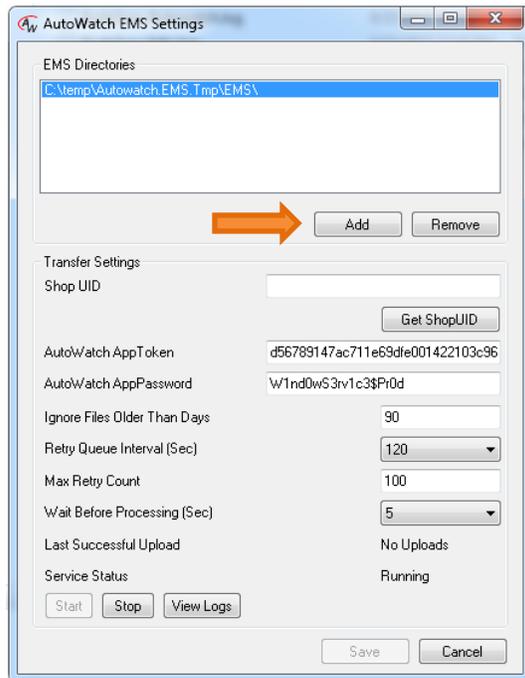
Setup

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**.



- Click the **Yes** button on the **User Account Control** window, when prompted. The **AutoWatch EMS Settings** window opens.



- 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.*
- Click the **Get ShopUID** button.
- 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.*
- Click the **Save** button.
- Click the **Cancel** button.

GoTime Repair

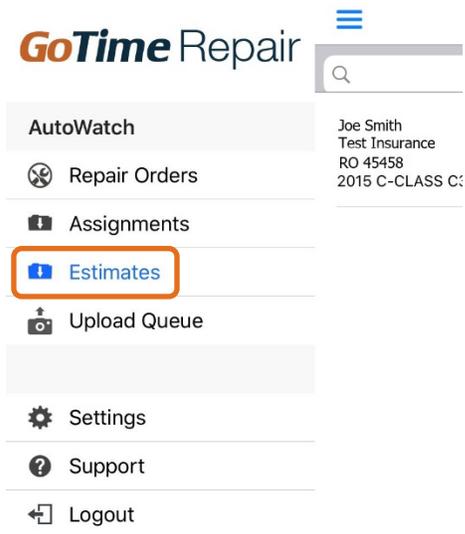
Once **AudaSync** is installed and configured the user can begin creating vehicles from estimates in the **GoTime Repair** mobile app. You can find the GoTime Repair App by tapping your **App Icon** on your smart phone or go to **Play.Google.com** to find the app in the **Google Play Store®**. Users 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

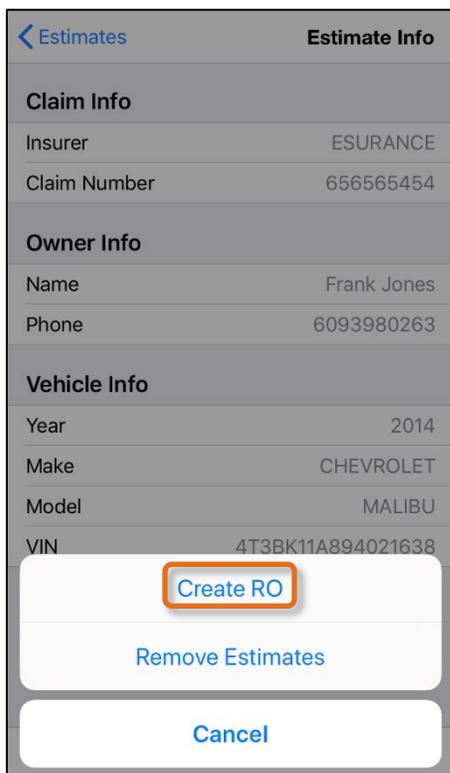
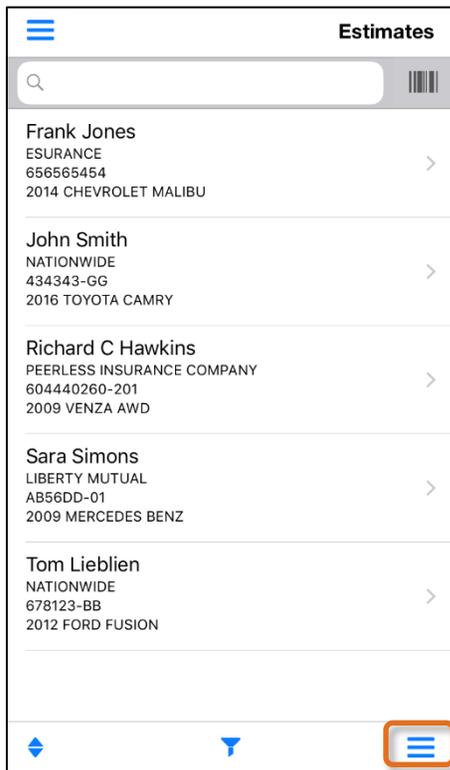
1. Log into the **GoTime Repair** App with your **Username** (email address) and **Password**.
2. Tap on the **Menu** hamburger icon in the top left.



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

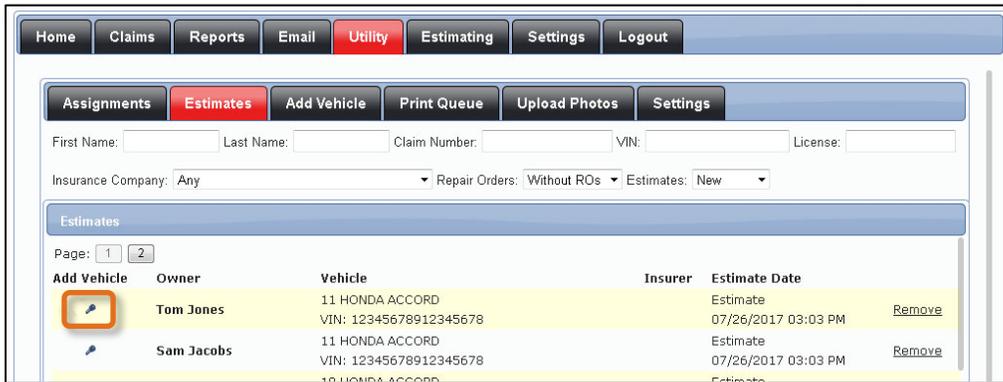
While the **GoTime Repair app** is the preferred method, the user can also create vehicles from estimates and upload photos in **Shop BackRoom** (www.shopbackroom.com).

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.



- Click the **Key** icon.



- Complete the required information.
- Click the **Add Vehicle** button.

Upload Photos for a RO

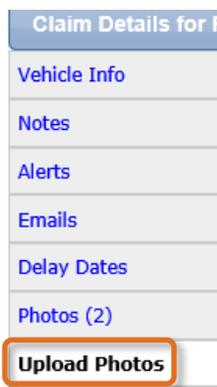
- Click the **Claims** tab.



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

Estimate	Ins. Approval	Dis-assembly	Order Parts	Structure Repair	Body Repairs	Paint	Re-Assembly	Detailing	Delivery	Days In System	Days Idle	Promise Date	Keys Out	Message	Complete	Admin
<input checked="" type="radio"/>	<input type="radio"/>	22	16	07/17/2018		--- Use Default --- Working on the estim	<input type="checkbox"/>									
<input checked="" type="radio"/>	<input type="radio"/>	22	16	07/18/2018		--- Use Default --- Working on the estim	<input type="checkbox"/>									

- Click the **Upload Photos** tab.



4. Follow the on-screen instructions to upload photos of the vehicle.

Claim Details for RO 76819

Customer: **STEPHANIE MORRIS** Carrier: Nationwide
 216-640-0963 Claim #: 501209-GH
 Vehicle: 2015 HYUN ACCENT G Status: Working on the estimate

Upload Photos | Review/Delete | Publish Photos

Upload Instructions:

- Click on the 'add files' button and select photos from the popup window.
- Press the 'Start Upload' button. Thumbnails of your photos will appear on the right.
- Click the 'Review/Delete' tab to inspect your uploads.
- To add the photo to the claim select the 'Publish Photos' button in the 'Publish Photos' tab.

Select files
 Add files to the upload queue and click the start button.

Filename	Status	Size

Add Files **Start Upload** 0% 0 kb

Contact Us

24/7 Training & Technical Support

MySupportGarage.com

Email Support

support@AutoWatch.com

Contact Us

(877) 977-6473