

Quick Start: Tech Central

TRAINING AND REFERENCE MANUAL

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TechCentral Overview

The screenshot shows the TechCentral interface for 'Fridley Auto Body' on 'Monday, June 13, 2016'. The interface includes a search bar for technicians (currently showing 'SUBLET'), a list of repair orders (ROs) with details like target dates and estimators, a 'Tech Status' section, a clock face showing the current time, and a 'Clock In' button. Annotations with red boxes and arrows point to these features.

Technicians click here to find their name

Technicians click here to show jobs assigned to them

These are the repair orders that have been assigned to this technician.

RO List, Production, History, and Internet Tabs offer additional information for technician.

This area provides info to the specific tech on their status and the repair order status.

This is the actual time of day.

This is the area where the technicians clock in and out for the day as well on repair orders. The *Clock In* button is used to clock in and out of all Repair Orders.

RO#	Customer	Year	Model	Target Date	Estimator
19199	NEWMAN YOLANDA	2003	Taurus	3/28/2015	Yolanda Newman
19224	BUNKER MIKITA G	2010	Fusion	11/3/2015	Jill Rizzo
19239	Erickson Wayne	2006	Ranger	11/13/2015	Jill Rizzo
19260	PUGACHOV IVAN	2005	Avalon	11/6/2015	FRIDLEY AUTO BC
19265	NACHATILLO ASHLEY	2005	Malibu	11/20/2015	Rizzo, Jill
19268	YERKS SAMANTHA	2010	Edge	11/20/2015	Jill Rizzo

Finding and Accessing RO's

To find an RO click on the Find RO button.

The screenshot shows the TechCentral interface for 'Fridley Auto Body' on 'Monday, June 13, 2016'. The main window displays a list of ROs (Repair Orders) for 'SUBLET' and 'Structural' jobs. A search dialog box titled 'Search for RO#' is open, showing a numeric keypad and buttons for '<<', 'X', and 'OK'. A red arrow points from the 'Find RO' button in the top toolbar to the search dialog. Another red arrow points from the 'OK' button in the search dialog to a text box.

RO#	Target Date	Estimator
19136	9/23/2015	Jill Rizzo
19184	9/25/2015	Jill Rizzo
19199	3/28/2015	Yolanda Newman
19224	11/3/2015	Jill Rizzo
19239	11/13/2015	Jill Rizzo
19260	11/6/2015	FRIDLEY AUTO BC

Search for RO#

0	1	2	3	4
5	6	7	8	9
.		<<	X	OK

Unit # RO

Then type in the RO# and click on OK.

The screenshot shows the TechCentral interface with the 'Structural' job selected. The RO# 19199 is circled in red. A red arrow points from the circled RO# to a text box. The interface shows details for RO# 19199, including the target date, estimator, and status. The status is 'Paint/GLASS SUBLET' and 'Parts Also in CUE-IN'. The interface also shows a 'Clock In' button and a 'Parts Also in CUE-IN' button.

RO#	Target Date	Estimator
19199	3/28/2015	Yolanda Newman
19224	11/3/2015	Jill Rizzo
19239	11/13/2015	Jill Rizzo
19260	11/6/2015	FRIDLEY AUTO BC
19265	11/20/2015	Rizzo, Jill
19268	11/20/2015	Jill Rizzo

RO# 19199

Target Date: 3/28/2015

Estimator: Yolanda Newman

Status: Paint/GLASS SUBLET

Parts Also in CUE-IN

To look at the details of the RO and, the status of the Parts on the RO click on the actual RO#.

Assigning Labor

Job Line Items

My Assignments | My Assignments + Unassigned

Print Prev Next Last Split Assign Edit Save Cancel Note Print Labor Hours Paint Hours

T #	LbrOp	LbrTyp	Description	Status	LbrHrs	Tech	PntHrs	Tech
6	Remove/	Body	Filler,Front Bumper	RT	Received	0.0	0.0	
6	Refinish		Filler,Front Bumper	RT		0.0	0.4	
7	Remove/	Body	Grille Assembly	RT	Received	1.1	0.0	
8	Remove/	Body	Headlamp Assembly	LT		0.0	0.0	
9	Remove/	Body	Headlamp Assembly	RT		0.0	0.0	
10	Remove/	Body	Parklamp Assembly	LT		0.0	0.0	
12	Remove/	Body	Parklamp Assembly	RT		0.0	0.0	
13	Remove/	Body	Parklamp Assembly	RT	Received	0.0	0.0	
13	Remove/	Body	Lamp,Side Marker	LT		0.0	0.0	
14	Remove/	Body	Lamp,Side Marker	RT		0.0	0.0	
17	Refinish		Fender,Front	RT		0.0	0.0	
18	Remove/	Body	Antenna	RT	Received	0.8	0.0	
19	Remove/	Body	Antenna	RT		0.0	0.0	
19	Remove/	Body	Fender,Front	RT	Received	1.4	0.0	
20	Remove/	Body	Mast,Antenna	RT	Received	0.1	0.0	
20			Paint Materials			0.0	0.0	
21	Remove/	Body	Mast,Antenna	RT		0.0	0.0	
22	Remove/	Body	Guard,Fender Mud	RT		0.0	0.0	
23	Remove/	Body	Skirt,Inner Fender	RT		0.0	0.0	
24	Blend		Pnl,Front Door Outer	RT		0.0	1.3	
25	Remove/	Body	W/Strip,Frt Door Body	RT		0.5	0.0	
26	Remove/	Body	N/Plate,Front Door	RT	Received	0.2	0.0	
27	Remove/	Body	Mirror,Outer R/C	RT		0.3	0.0	
28	Remove/	Body	Handle,Front Door Otr	RT		0.6	0.0	
29	Repair	Body	Panel,Bedside Outer	LT		2.0	0.0	
30	Refinish		Panel,Bedside Outer	LT		0.0	2.7	
31	Blend		Door,Fuel Filler	LT		0.0	0.2	
32	Remove/	Body	Door,Fuel Filler	LT		0.3	0.0	
33	Remove/	Body	Shield,Bedside Panel	LT		0.5	0.0	
34	Remove/	Body	Guard,Mud	LT		0.0	0.0	
35	Remove/	Body	Brkt,RR License Plate			0.0	0.0	
36	Remove/	Body	Taillamp Assembly	LT		0.3	0.0	
37	Remove/	Body	Taillamp Assembly	RT		0.3	0.0	
38	Remove/	Body	Lamp,License	LT		0.2	0.0	
39	Remove/	Body	Lamp,License	RT		0.2	0.0	
40	Remove/	Body	Accessory RR Bmpr Kit		Received	1.4	0.0	
41		Body	Pad,Rear Bumper Step			0.0	0.0	
42	Remove/	Body	Pad,Rear Bumper Step			0.0	0.0	
43	Repair	Body	Corrosion Protection			0.0	0.3	
44	Repair	Body	Hazardous Waste Removal			0.0	0.0	
45	Repair	Body	Car Cover			0.2	0.0	
46	Repair	Body	Body Pull			1.0	0.0	
47	Repair	Body	Remove Tapestripes			2.0	0.0	
48	Remove/	Body	Deflector, But			0.3	0.0	

This will launch the *RO Line Item View*, which lists what needs to be done, who has been assigned, and the status of parts and sublet.

Sending a Message

TechCentral

Fridley Auto Body

Monday, June 13, 2016

SUBLET

Structural

Reset Tech

Show Jobs

SOP

Tech Status: NOT currently clocked in.

Sch In: 9/8/2015

Company: Grinnell Select

Status: INS/Final Suop Adoro

Body: DONNY

Refinish:

Frame:

RO# 19136 Schilling Roer 2001 Tacoma Estimator: Jill Rizzo

RO# 19184 Sanda Kelly 2003 Town Car Estimator: Jill Rizzo

RO# 19199 NEWMAN YOLANDA 2003 Taurus Estimator: Yola

RO# 19224 BUNKER NIKITA G 2010 Fusion Estimator: Jill R

RO# 19239 Erickson Wayne 2006 Ranger Estimator: Jill Rizzo

RO# 19260 PUGACHOV IVAN 2005 Avalon Estimator: FRIDLEY AUTO BC

24 jobs for SUBLET.

RO List Production History Internet

Message to Send

Estimator Production Mgr Parts Mgr

Save Cancel

Start Day AM Break Lunch PM Break End Day Non-RO Hourly Update

Clock In

To send an e-mail to the Estimator or Production Manager click on the *Estimators Name* and then select an e-mail from the drop down menu.

Status of Assigned Vehicle

TechCentral
CSN CARLAW COLLISION

Monday, June 13, 2016

Scheduled Available Repair Hold Auth Hold For All Parts Build Prep Refinish Detail e-Assembl Sublet Ready Gone

None	In	Planning	Parts	Name	Vehicle	Total	TP\$
Sch Out:	RO# 5741.9	Unit:		Name: BOIRE ANDREW	Vehicle: 2000 Dodge Ram 1500	Total: \$0.00	TP\$: \$0.00
LABOR: Wks		E:0	M:0	E:0	D:0	E:0	PARTS: 0
Sch Out:	8/5/2015	RO# 8733.9	Unit:	Name: Burrell Nancy & Stephen	Vehicle: 2008 Hyundai Accent	Total: \$0.00	TP\$: \$0.00
LABOR: Wks		E:0	M:0	E:0	D:0	E:0	PARTS: 0
Sch Out:	RO# 10740.9	Unit: Y		Name: SHAW RALPH, W	Vehicle: 2010 Mazda Mazda3	Total: \$0.00	TP\$: \$0.00
LABOR: Wks		E:0	M:0	E:0	D:0	E:0	PARTS: 0
Sch Out:	8/5/2015	RO# 10808	Unit:	Name: BURRELL NANCY & ST	Vehicle: 2008 Hyundai Accent	Total: \$747.88	TP\$: \$0.00
LABOR: Wks		E:1.9	M:3.1	E:0	D:0	E:0	PARTS: 4
Sch Out:	8/7/2015	RO# 10828	Unit:	Name: TWEEDIE ADAM	Vehicle: 2014 Ram Pickup 2500	Total: \$1,155.08	TP\$: \$0.00
LABOR: Wks		E:10.4	M:6.2	E:0	D:0	E:0	PARTS: 0
Sch Out:	RO# 10842.7	Unit:		Name: Pontoni Alex	Vehicle: 2015 Mercedes-Benz C	Total: \$0.00	TP\$: \$0.00
LABOR: Wks		E:0	M:0	E:0	D:0	E:0	PARTS: 0
Sch Out:	RO# 10842.8	Unit:		Name: Pontoni Alex	Vehicle: 2015 Mercedes-Benz C	Total: \$0.00	TP\$: \$0.00
LABOR: Wks		E:0	M:0	E:0	D:0	E:0	PARTS: 0

RO List Production History Internet

To view the repair status of the RO's that have been assigned to a technician, click on the *Production Tab*. The tech can also sort by these choices.

History of Clocked Time

TechCentral
Cherokee Collision Center, Inc.

Monday, June 13, 2016

View History From: 6/12/2016 Through: 6/28/2016 Go!

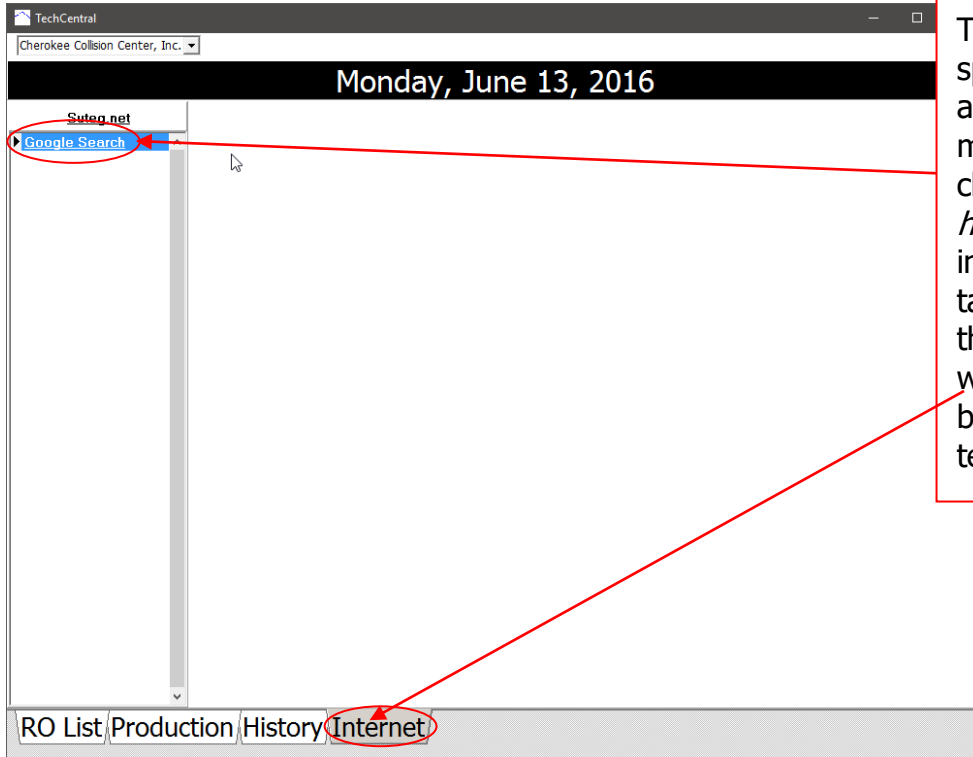
For: AARON WOODS Clocked Hrs: Flagged Hrs:

Timesheet Entries Flagged Labor

RO List Production History Internet

To view how many hours the logged in tech has been flagged during a specific period, click on the *History Tab*. Select the appropriate *Date Range* and then click on the *Go* button.

Web Page Access

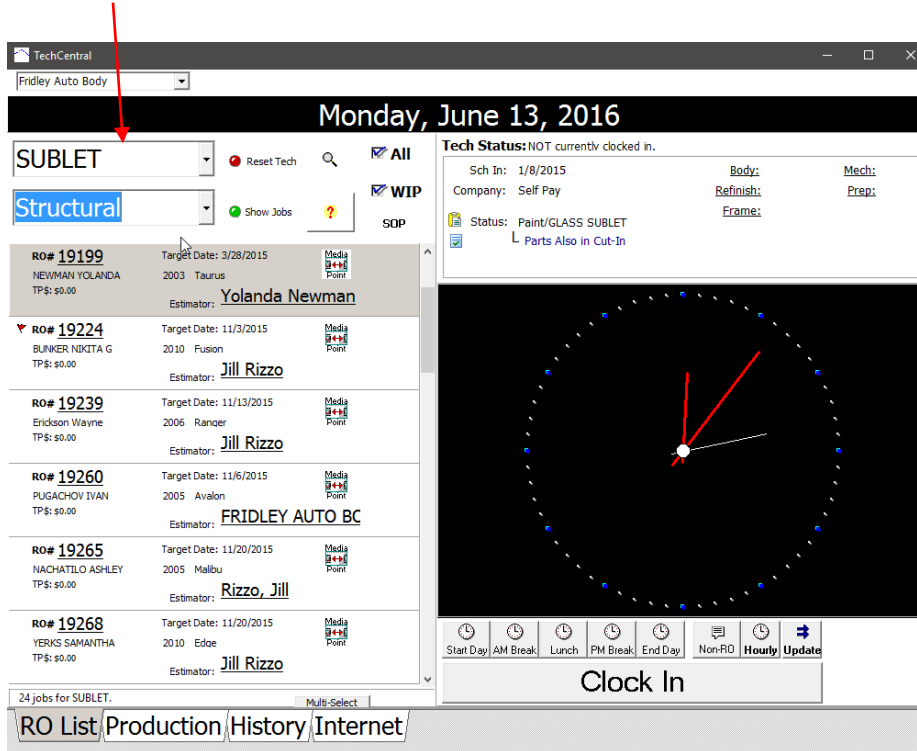


To access specific web sites allowed by management, click on any *hyperlink*, found in the *Internet* tab, which will then launch the web site selected by the technician.

Using TechCentral

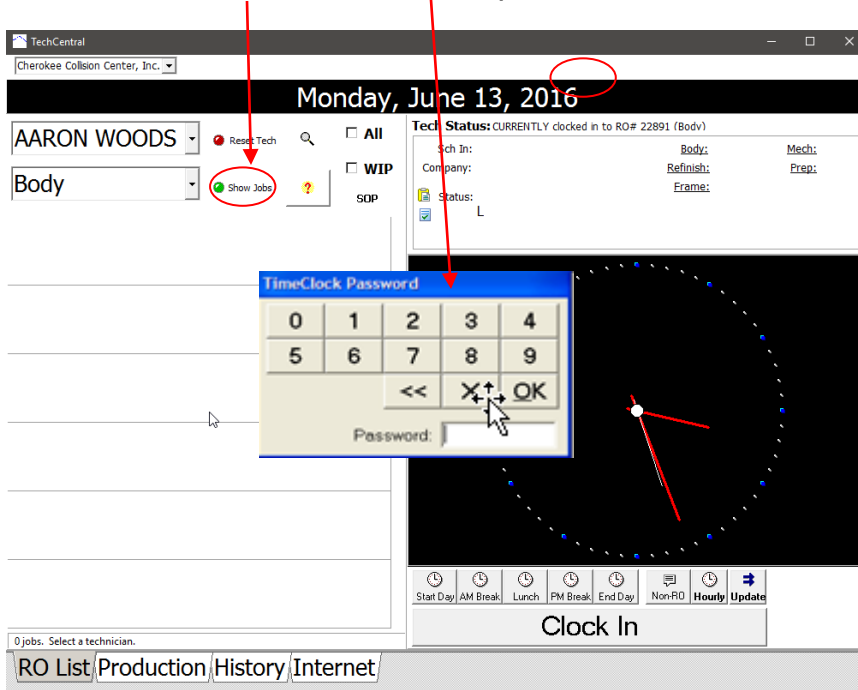
Step One: Select Employee

Technician selects his name from the drop down menu.



Step Two: Show Jobs

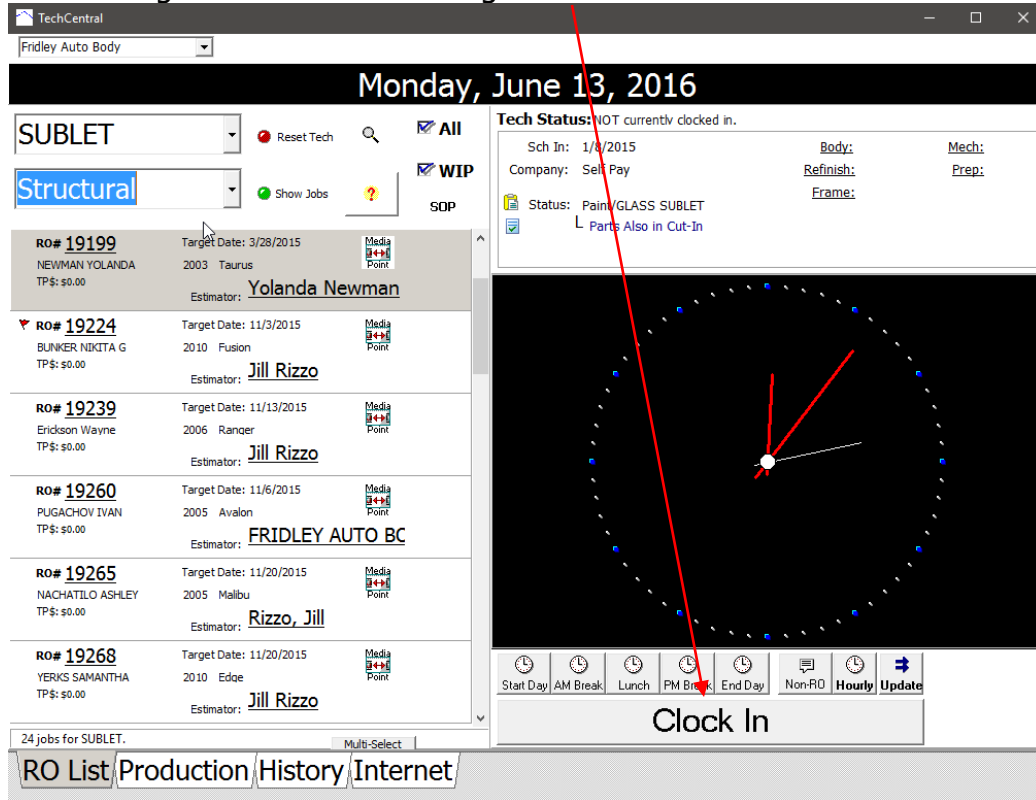
Technician selects Show Jobs, enters in password, and clicks on OK.



Step Three: Select RO

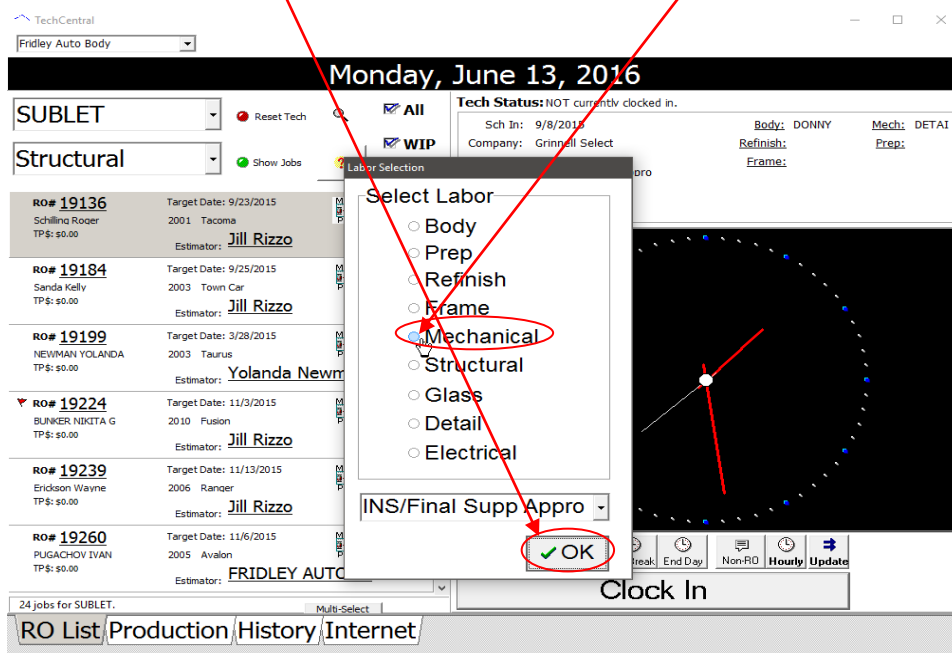
Technician selects specific RO by clicking on the box with the RO info inside and turning it *blue*. (1)

After selecting the RO click on the large *Clock In* bar at the bottom of the screen.



Step Four: Select Labor Department

Technician selects specific Department by clicking on the *circle* next to Department Name and then click on *OK*.



Step Five: Moving the Vehicle

Technician needs to review vehicle information, put a checkmark in the *Check this box to flag labor* box (1) then click on picture of vehicle (2) and drag to the next Department. Do **not** bypass a department. Vehicles **must** be dragged into and out of each department for flag payroll to be correct!

TechCentral
Fridley Auto Body

Monday, June 13, 2016

Darios McRae-C-
Body

Tech Status: NOT currently clocked in.
Sch In: 1/8/2015
Company: Self Pay
Status: Paint/GLASS SUBLET
Parts Also in Cut-In

RO# 19199
NEWMAN YOLANDA
2003 Taurus
Estimator: Yolanda Newman

RO# 19224
BUNKER NIKITA C
TP\$: \$0.00

RO# 19239
Erickson Wayne
TP\$: \$0.00

RO# 19260
PUGACHOV IVAN
TP\$: \$0.00

RO# 19265
NACHATILO ASH
TP\$: \$0.00

RO# 19268
YERKS SAMANTHA
2010 Edge

Move Vehicle To New Department

Move Vehicle To New Department:

Status: Clocking IN to RO#:19199
NEWMAN YOLANDA
2003 Taurus
Color: 2003

Check this box to flag labor.

Scheduled Damage Ins/Auth paint/GLASS/Body/Nick Paint assembly/Diet/Mechanody/Danui INS/Final Vehicle Del/Waiting/EL/Waiting/Delivered
None In Analysis Hold SUBLET

RO# 19199
NEWMAN YOLANDA
2003 Ford
3/28/2015 2045.42
LABOR: Wks B:20.5 R:18.9 M:1.2 E:0 S:0 Q:0 E:0 PARTS: 5 On Order: 0 Rec'd: 5 BO: 0 OCR: 0 Ret: 0

(If the vehicle is ready to be moved, drag it to the next department.)

Next

Once a vehicle is dragged into the department the technician will view the following prompt.

TechCentral
Fridley Auto Body

Monday, June 13, 2016

Darios McRae-C-
Body

Tech Status: NOT currently clocked in.
Sch In: 1/8/2015
Company: Self Pay
Status: Paint/GLASS SUBLET
Parts Also in Cut-In

RO# 19199
NEWMAN YOLANDA
2003 Taurus
Estimator: Yolanda Newman

RO# 19224
BUNKER NIKITA C
TP\$: \$0.00

RO# 19239
Erickson Wayne
TP\$: \$0.00

RO# 19260
PUGACHOV IVAN
TP\$: \$0.00

RO# 19265
NACHATILO ASH
TP\$: \$0.00

RO# 19268
YERKS SAMANTHA
2010 Edge

Move Vehicle To New Department

Move Vehicle To New Department:

Status: Clocking IN to RO#:19199
NEWMAN YOLANDA
2003 Taurus
Color: 2003

Check this box to flag labor.

Scheduled Damage Ins/Auth paint/GLASS/Body/Nick Paint assembly/Diet/Mechanody/Danui INS/Final Vehicle Del/Waiting/EL/Waiting/Delivered
None In Analysis Hold SUBLET

RO# 19199
NEWMAN YOLANDA
2003 Ford
3/28/2015 2045.42
LABOR: Wks B:20.5 R:18.9 M:1.2 E:0 S:0 Q:0 E:0 PARTS: 5 On Order: 0 Rec'd: 5 BO: 0 OCR: 0 Ret: 0

(If the vehicle is ready to be moved, drag it to the next department.)

Next

Confirm
Move Vehicle from Paint/GLASS SUBLET to Body/Nick?
Yes No