Quick Start: Tech Central

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TechCentral Overview

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.
Finding and Accessing RO’s

To find an RO click on the Find RO button.

Then type in the RO# and click on OK.

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

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

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

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

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.
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!

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