



SUMMITCRS
COLLISION REPAIR SYSTEMS

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PDQ Training & Reference Guide

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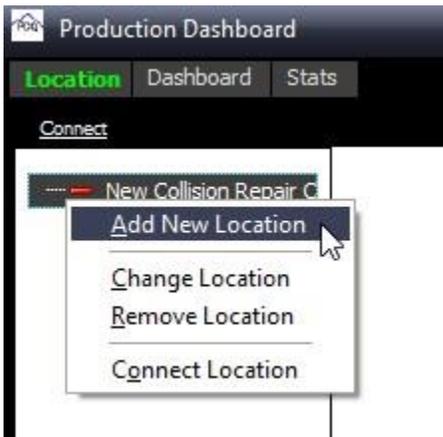
What Is PDQ

Production Department Quickview (PDQ) is a shop floor Dashboard. PDQ allows you (at a glance) to see some Key Performance Indicators for your shop. Simple customization of reports to fit specific users' needs allowing adding/removing columns and unlimited grouping and filtering. In short, it allows you to customize the current report list the way YOU want them. It can also be used as an MSO (Multi Shop Operating system) enabled advanced reporting system.

ReportPro generally mirrors the Reporting tab. Because of the flexibility in customizing reports, some reports have been combined.

Set up

To set up PDQ, simply click on the shortcut icon and the Dashboard will appear. Simply right click on the "New Collision Repair" box and choose the "Change Location" option.



This will launch the Setup screen

Type in your "Location" information.

HINT: You can find this information by clicking on the blue "Location" link at the bottom of your Login screen.

4	NewDB	172.17.1.48	3306	summ	Software Version: 8.1.3.0
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Then click "OK." Highlight the shop name and click "Connect."

User Name:

Location: NewDB
(Fridley Auto Body)

Dates

Double click on the connected shop name; Go to the "Dates" tab and insert your Fiscal Month-End and Daily sales goals and your # Work Days/Week.

The screenshot shows a software window titled "Setup" with a tabbed interface. The "Dates" tab is selected. The window displays configuration options for a location named "New Collision Repair Center".

Location: New Collision Repair Center

<u>Fiscal Month-End:</u>		<u>Daily Sales Goal</u>	<u>Fiscal Month-End:</u>		<u>Daily Sales Goal</u>
Jan:	7/12/2016	<input type="text"/>	Jul:	<input type="text"/>	<input type="text"/>
Feb:	<input type="text"/>	<input type="text"/>	Aug:	<input type="text"/>	<input type="text"/>
Mar:	<input type="text"/>	<input type="text"/>	Sep:	<input type="text"/>	<input type="text"/>
Apr:	<input type="text"/>	<input type="text"/>	Oct:	<input type="text"/>	<input type="text"/>
May:	<input type="text"/>	<input type="text"/>	Nov:	<input type="text"/>	<input type="text"/>
Jun:	<input type="text"/>	<input type="text"/>	Dec:	<input type="text"/>	<input type="text"/>

Work Days/Week:

Buttons: OK, Cancel

Departments

Click the dropdown arrow for each DEPARTMENT space and select your 5 critical production departments.

You can also set minimums and maximums for hours and units per department. This will allow you to see a visual indicator when the numbers are below or above the minimums and maximums.

The final department can be set to trigger Takt time and Sales as it enters the final (6th) selected department.

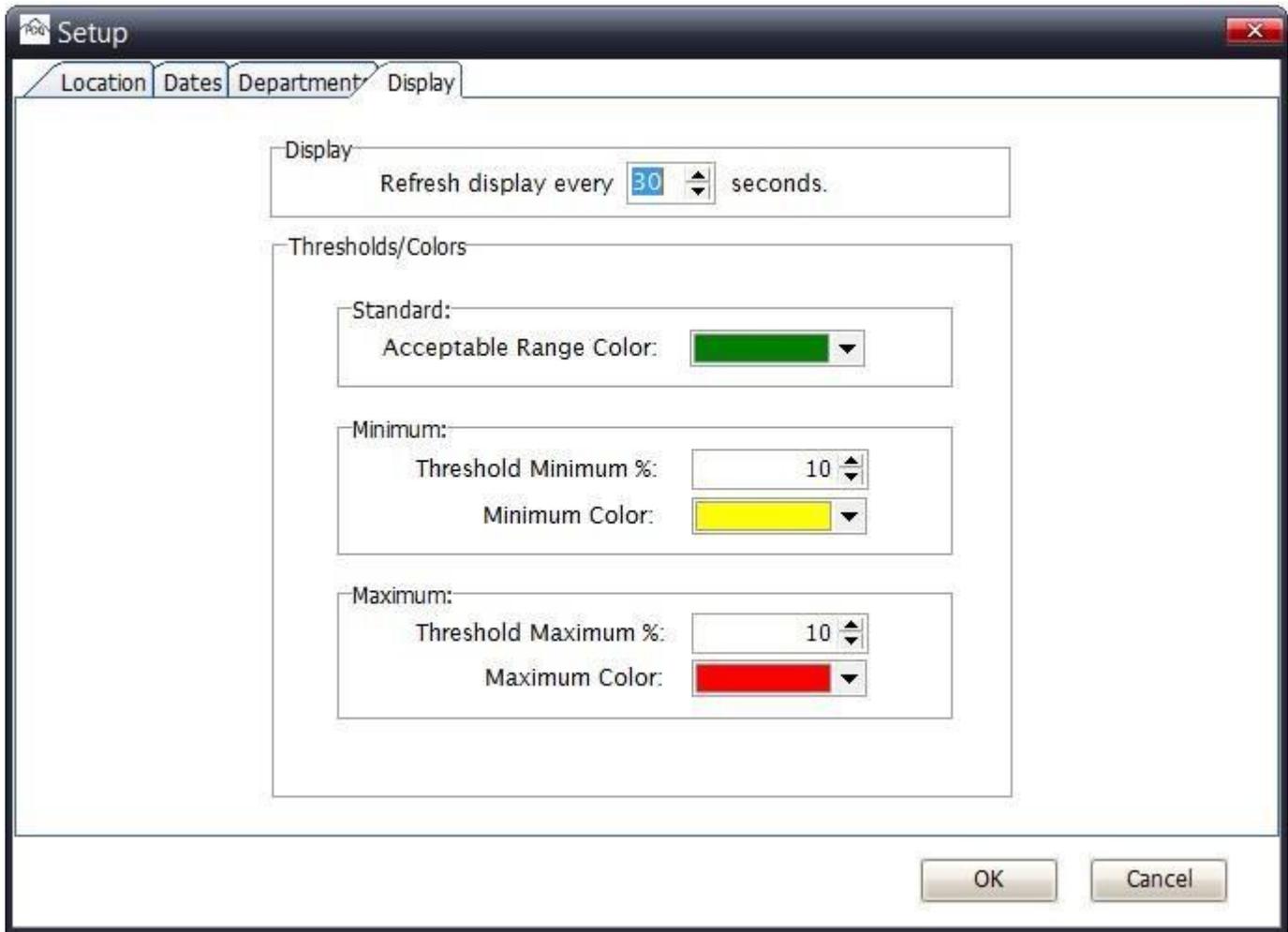
The screenshot shows the 'Setup' window with the 'Departments' tab selected. The 'Status Settings' section contains a table with the following data:

DEPARTMENT	Hours		Units	
	Min	Max	Min	Max
Scheduled In	1	30	5	10
Needs Estimate	1	30	5	10
Parts on Order	1	30	5	10
Body	1	30	5	10
Disassemble	1	30	5	10

Below the table, there is a dropdown menu and two checked checkboxes: Trigger Sales and Trigger Takt Time.

Display

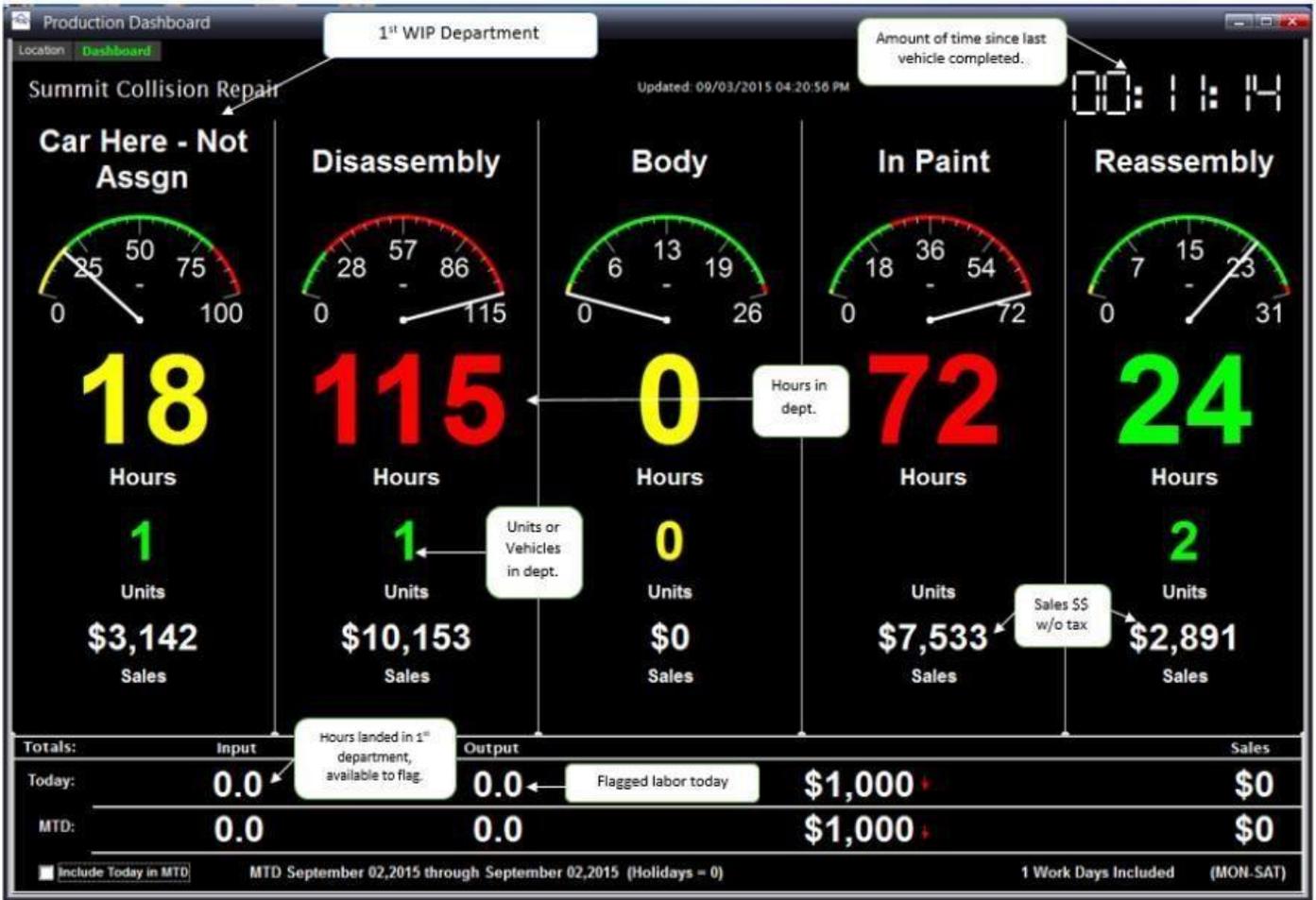
You can customize the Refresh Times and change the colors that show on the “Dials” as well as setting Threshold Minimum and Maximum percentages in the Display tab.



The screenshot shows a 'Setup' window with a 'Display' tab selected. The window title bar includes 'Setup' and a close button. The 'Display' tab is active, showing the following settings:

- Display:** Refresh display every 30 seconds.
- Thresholds/Colors:**
 - Standard:** Acceptable Range Color: Green
 - Minimum:** Threshold Minimum %: 10, Minimum Color: Yellow
 - Maximum:** Threshold Maximum %: 10, Maximum Color: Red

At the bottom right of the window are 'OK' and 'Cancel' buttons.



The hours reflect the total number of hours of each unit (vehicle).

You can also check the “Include Today in MTD” and it will include those numbers.