

FasTrack Web User Guide

1. Login using your unique username and password.
2. Choose “**Modify Account Info**” from menu and check all information to be sure it is correct. Make changes as necessary. Changes can be made to password, address, phone numbers, city, state, zip code and email address only. Username can be changed (if needed) by contacting administrator at 1-800-354-9816 ext 103 or email mabrams@auveco.com.
3. Under “**Shop Admin functions**”, choose “add technicians”. You **MUST** enter something in all fields. (Can use employee number in Tech ID, initials, ect.) Once information is entered click on “Continue Processing” and you are done. Add as many Technicians as needed.

Technician Information	
Tech ID	<input type="text" value="Mike"/> *
LastName	<input type="text" value="Abrams"/> *
FirstName	<input type="text" value="Mike"/> *
* Asterisks denote required entries !	
<input type="button" value="Continue Processing ..."/>	

4. Under “**Shop Admin Functions**” choose “Add Insurance Co”. There are only 2 fields required which are marked with an *, other fields are there to distinguish between companies with same name.

Contact Info.	
Account ID	<input type="text" value="State Farm"/> *
Contact	<input type="text"/>
Company	<input type="text" value="State Farm"/> *
Address	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
* Asterisks denote required entries !	
Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.	
<input type="button" value="Continue Processing ..."/>	

5. **After** you have entered at least **one tech** and **one insurance company** you can now create an invoice. Invoicing feature will **not function** until this is complete.

Creating an Invoice

1. Under **“Shop Invoicing Functions”** choose **“Add new Invoice”**.
 - a. Enter an RO Number
 - b. Date is automatic or you can change it
 - c. Choose a Technician by clicking on drop down arrow
 - d. Choose Manufacture Make by clicking on drop down arrow. (Note: Lincoln & Mercury listed under **Ford**, All Chrysler, Dodge, Plymouth listed under **Chrysler**)
 - e. Enter Model (optional). Can also enter customers last name (if desired) with model
 - f. Choose year from drop down arrow
 - g. Enter odometer (optional)
 - h. Choose Insurance Company by clicking on drop down arrow
 - i. Enter any special instruction (optional)
 - j. Click **“Continue Processing”** after information is entered.

Please provide the following information to begin the invoice process. After submitting this information, you will be directed to the detail input screen where you can enter the actual products to be billed.

Invoice Information	
RO Number	<input type="text" value="5551212"/> *
Invoice Date	<input type="text" value="09/01/2015"/> *
Technician	<input type="text" value="Abrams, Mike"/> ▼
Make	<input type="text" value="FORD"/> ▼
Model	<input type="text" value="Mustang"/>
Year	<input type="text" value="2007"/> ▼
Odometer	<input type="text" value="25461"/>
Ins Company	<input type="text" value="State Farm Insurance"/> ▼
Special Instructions	<input type="text" value="Use floor protectors and wash when done."/>

* Asterisks denote required entries !

Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

Enter Detailed Invoice Information			
RO Number	5551212	Make	FORD
Invoice Date	09/01/2015	Model	Mustang
Invoice Number	0951132041785	Year	2007
Technician	MIKE	Odometer	25461
SubTotal	\$19.40	Ins. Company	State Farm Insurance
Tax	\$0.49	<input type="button" value="Print Invoice (PDF) ..."/>	
Total	\$19.89	Review/Edit Invoice Header	

Item	Qty	Price	Description	Total
<input type="text"/>	<input type="text"/> <input type="button" value="Submit..."/>	2.13	FENDER SHEILD PUSH-TYPE RETAINER	0
Item Detail Posted !				
<u>Item</u>	<u>Qty</u>	<u>Price</u>	<u>Description</u>	<u>Total</u>
11705	4	\$2.13	FENDER SHEILD PUSH-TYPE RETAINER OEM #: 387843-S	(R) \$8.52* 0
14213	6	\$0.80	BODY SIDE MOULDING OEM #: D42B-6021066-BA	(R) \$4.80* 0
20965	4	\$1.52	MOULDING CLIP OEM #: F4ZZ-6310182-AA	(R) \$6.08* 0
* Auveco Authorized Price				
(R) NOTE: This link will remove a specific line of detail from this invoice.				

- k. Enter Item numbers, then quantity, hit enter button or click on submit.
- l. If item is wrong or quantity is wrong, click on “(R)” to remove line then re-enter correct item and or quantity.
- m. Once all items are entered, click “Print Invoice”. This will create a PDF formatted file that can be saved to a file location to print at a later time or printed now.

Shop Invoicing Functions

“View/Edit Open Invoices

From this screen you can click on **RO number** (in green box) to align RO’s in alphabetical order or click on **Invoice Date** (in green box) to align beginning with current date.

Click on “**Review/Edit** to make any changes needed.

Click on the “**E**” to edit or Click on the “**P**” to print.

To remove Invoice simply click on “**Remove**”



Review UnPrinted Invoices

Fastrack Demo Company
100 Homan Drive
Cold Spring, KY 41076

Ro Number:

RO Number	Invoice Date	Make	Model	Invoice Number		
99991	2/1/2010	OTHER	n/a	1604331122367	Review/Edit	Remove E P
test	12/2/2009	Acura		08384432915	Review/Edit	Remove E P
10120902	11/24/2009	Honda	Odyssey	1217442412149	Review/Edit	Remove E P
bsbdkishd	11/19/2009	OTHER		152449112857	Review/Edit	Remove E P
j99915	11/16/2009	ford	falcon	1001131692931	Review/Edit	Remove E P
JOE	11/6/2009	CHRYSLER	Lebaron	151427120937	Review/Edit	Remove E P
shckishchkih	11/6/2009	FORD		175652123005	Review/Edit	Remove E P
45678	8/25/2009	CHRYSLER	n/a	2509111722884	Review/Edit	Remove E P
34567	8/21/2009	Ford	Taurus	174210122958	Review/Edit	Remove E P

View/Edit Printed Invoices

Click on **RO Number** (in green box) to align RO's in alphabetical order.

Click on **Review/Edit** to make any changes necessary.

Click on **Remove** to delete Invoice.

Click on "**E**" to edit Invoice, Click on "**P**" to Print Invoice



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100 Homan Drive
Cold Spring, KY 41076

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99991	2/1/2010	OTHER	n/a	1604331122367	Review/Edit	Remove E P
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bsbdkishd	11/19/2009	OTHER		152449112857	Review/Edit	Remove E P
j99915	11/16/2009	ford	falcon	1001131692931	Review/Edit	Remove E P
JOE	11/6/2009	CHRYSLER	Lebaron	151427120937	Review/Edit	Remove E P
shckishchkih	11/6/2009	FORD		175652123005	Review/Edit	Remove E P
45678	8/25/2009	CHRYSLER	n/a	2509111722884	Review/Edit	Remove E P
34567	8/21/2009	Ford	Taurus	174210122958	Review/Edit	Remove E P

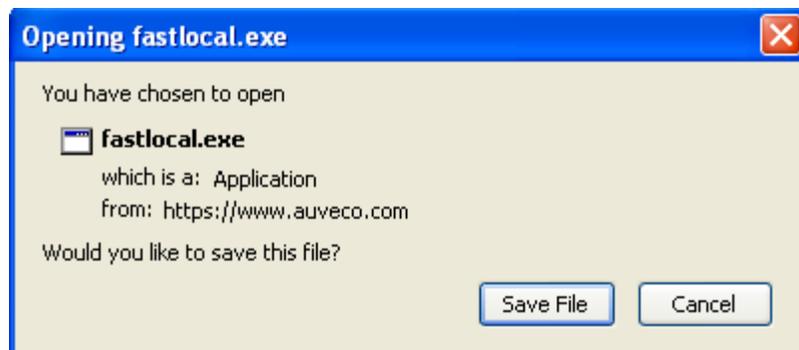
Item Usage Form

Download item Usage form for techs to use and keep at their tool box to simplify the RO process

 <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center; margin: 0;">ITEM USAGE FORM</p> <p>Repair Order: _____</p> <p>Tech ID: _____</p> <p>Date: _____</p> </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">ITEM # / DESCRIPTION</th> <th style="text-align: right; border-bottom: 1px solid black;">QTY</th> </tr> </thead> <tbody> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> </tbody> </table>	ITEM # / DESCRIPTION	QTY																					 <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center; margin: 0;">ITEM USAGE FORM</p> <p>Repair Order: _____</p> <p>Tech ID: _____</p> <p>Date: _____</p> </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">ITEM # / DESCRIPTION</th> <th style="text-align: right; border-bottom: 1px solid black;">QTY</th> </tr> </thead> <tbody> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="text-align: right; border-bottom: 1px solid black;"> </td></tr> </tbody> </table>	ITEM # / DESCRIPTION	QTY																				
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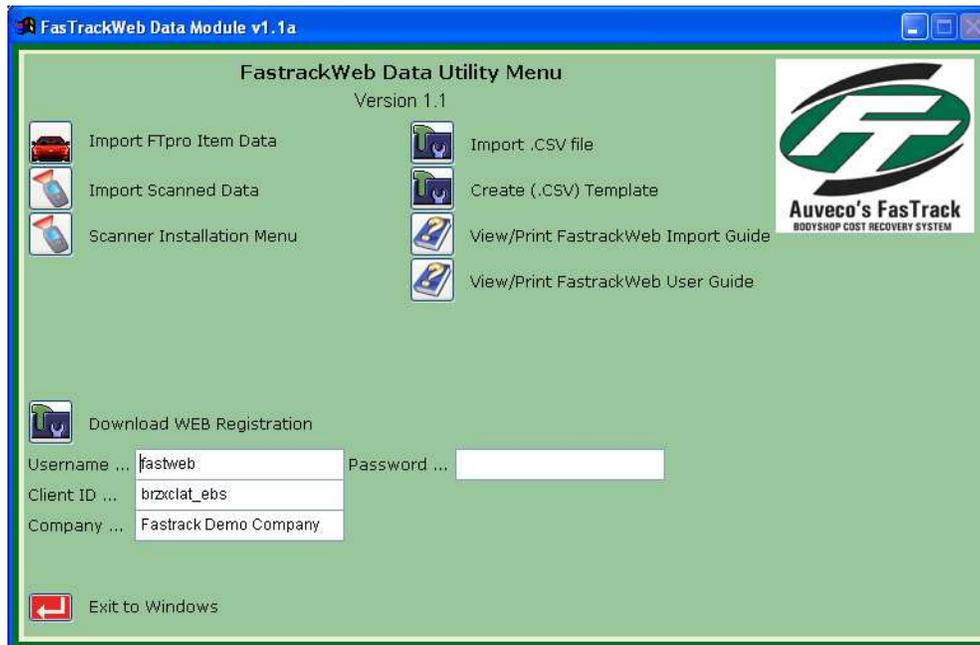
Local Data Utility

- Click on Local Data Utility, then choose to **save file**.
Note: If you are not using the Socket Mobile Scanner or have no items you wish to import you do not need to download the Data Utility Menu.



Once file is uploaded, an icon will be created on your desktop as pictured. Click on Icon

 to open up data utility. The screen below will appear.



2. Enter your username and password (in data utility menu) then click on **“Download Web Registration”**. This will enter your unique client ID and company name for importing file documents with your unique items and part numbers. **Note: If you are not using the Socket Mobile Scanner or have no items you wish to import you do not need to download the data utility menu.**
3. If you have a previous version of FasTrack Pro installed on your computer and you wish to import files into the web program you can do this by clicking on **Import FTpro Item Data**
4. If you are using the Socket Mobile Scanner and are ready to upload items click on **“Import Scanned Data”**
5. **Scanner Installation Menu** to be used to install Socket Mobile Scanner.
6. **Import .CSV file** used to import shop items that you would like to add which would have to be created in the .CSV format as outlined below. *Note: This format is the same as was used in FasTrack Pro.*

Batch Add New Items

If you would like to add many new items in one batch you may do so following the following example.

1. Create a file in a spreadsheet program (like excel) with 12 columns: Item No., Ref Num, Blank, Blank, Blank, Description, Invoice Cost, Purchase Cost, Qty. On-hand, Reorder Point, Blank, Location. The rules are as follows:

<u>Field</u>	<u>Length</u>	<u>Data Type</u>
Item	10	Character
Refnum	15	Character (If blank, same as Item)
System Field1	24	Character (Leave Blank)
System Field2	24	Character (Leave Blank)
System Field3	25	Character (Leave Blank)
Description	40	Character (Defaults to Auveco Description if none is added or Refnum refers to Auveco number)
Invoice Cost	9	Numeric 2 decimals
Purchase Cost	9	Numeric 2 decimals
Qty On Hand	10	Numeric 2 decimals
Reorder Point	10	Numeric 2 decimals
System Field4	10	Numeric (Key in 0.00)
Location	10	Character

2. Save this in comma separated value format with the filename **avft_import.csv** into the c:\avft_data directory/file folder.

File "avft_import.csv" must be a comma separated values file structure. There must NOT be any quotes, double-quotes, commas, or special characters in your data as it will interfere with the import process.

Shop Inventory Functions

1. To add your own unique items choose "Add misc. (shop) Items", then enter Item number, description, cost and selling price and click on continue processing. Repeat for each item.

The screenshot shows the 'Create Item Record' page for 'Fastrack Demo Company'. The page header includes the Auveco logo and contact information. A navigation menu on the left lists 'Home', 'Add Misc. Items', 'Review Misc. Items', and 'Administration'. The main content area contains the following text: 'Please provide the following information to setup a new item record.' Below this is a form titled 'Item Information' with the following fields:

Item Information	
Item Number	<input type="text" value="3M-2"/> *
Description	<input 2="" sided="" tape"="" type="text" value="1" wide=""/> *
Cost	<input type="text" value="1.25"/> *
Price	<input type="text" value="2.25"/> *

* Asterisks denote required entries !

At the bottom of the form is a button labeled 'Continue Processing ...'.

2. **Review Shop Items** to see a complete list of items, or delete items.
3. **Delete ALL (Shop) Items.** If you want to delete all with one click, here's your button!
4. **Review Dealer Items.** See all dealer added items
5. **Review (Master OEM) Items.** All Auveco Numbers are here with OEM Crossover number and item descriptions. You can scroll through page by page or enter item number in Item#/Keyword box and click on lookup

Item#/Keyword:

Shop Reports



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- ▶ Home
- ▶ Printed Invoices Report
- ▶ UnPrinted Invoices Report
- ▶ Shop Profit Report
- ▶ Technician Usage Report
- ▶ Shop-Added Items Report
- ▶ Dist-Added Items Report
- ▶ Administration



Auveco's FasTrack Web
BODYSHOP COST RECOVERY SYSTEM

Shop Reporting Functions ...

Fastrack Demo Company

Fastrack Web (v1.20)

- **Printed Invoices Report** - shows all Supplemental Invoices that have been printed for submission for Insurance Company payment.
- **UnPrinted Invoices Report** - shows all Supplemental Invoice that are (in-process), but yet to be printed for submission for Insurance Company payment.
- **Shop Profit Report** - shows the Shop Profit for a selected period as the difference between the Shop cost and the OEM price an item is billed for.
- **Technician Usage Report** - shows how much each identified Shop Technician is billing through the FasTrack Web system for a selected period.
- **(Shop-Added) Items Report** - shows all of the Non-FasTrack Items that the Shop has added to the Inventory Database.
- **(Distributor-Added) Items Report** - shows all of the Non-FasTrack Items that your FasTrack Distributor has added to the Inventory Database.

Look for more reports to be added in the near future.

Generate Technician Usage Report to keep track of techs using the program. Simply enter the dates then select **“run selected report”**



Technician Usage Report
Date Selection ...

Item Information

Start Date

End Date

Detail/Summary



Technician Usage Report
From: 20100201 To: 20100228
Fastrack Demo Company

Technician	Make	Model	Order Dt	RO Number	Total for RO	Total Cost	Total Profit
ED	CHRYSLER		2/11/2010	212121	\$6.04	\$0.22	
Total Billing for Technician ... ED					\$6.04	\$0.22	\$5.82
# of Orders ... 1					Avg Bill/RO ... \$6.04		
MIKE	FORD	Mustang	2/10/2010	123456789	\$33.14	\$0.00	
MIKE	HONDA	Prelude	2/2/2010	77777	\$3.70	\$0.00	
MIKE	FORD	Taurus	2/10/2010	test9999999	\$11.50	\$0.00	
Total Billing for Technician ... MIKE					\$48.34	\$0.00	\$48.34
# of Orders ... 3					Avg Bill/RO ... \$16.11		

Many other reports are here and coming soon including Inventory reports.