ROME

2022 WORKBOOK

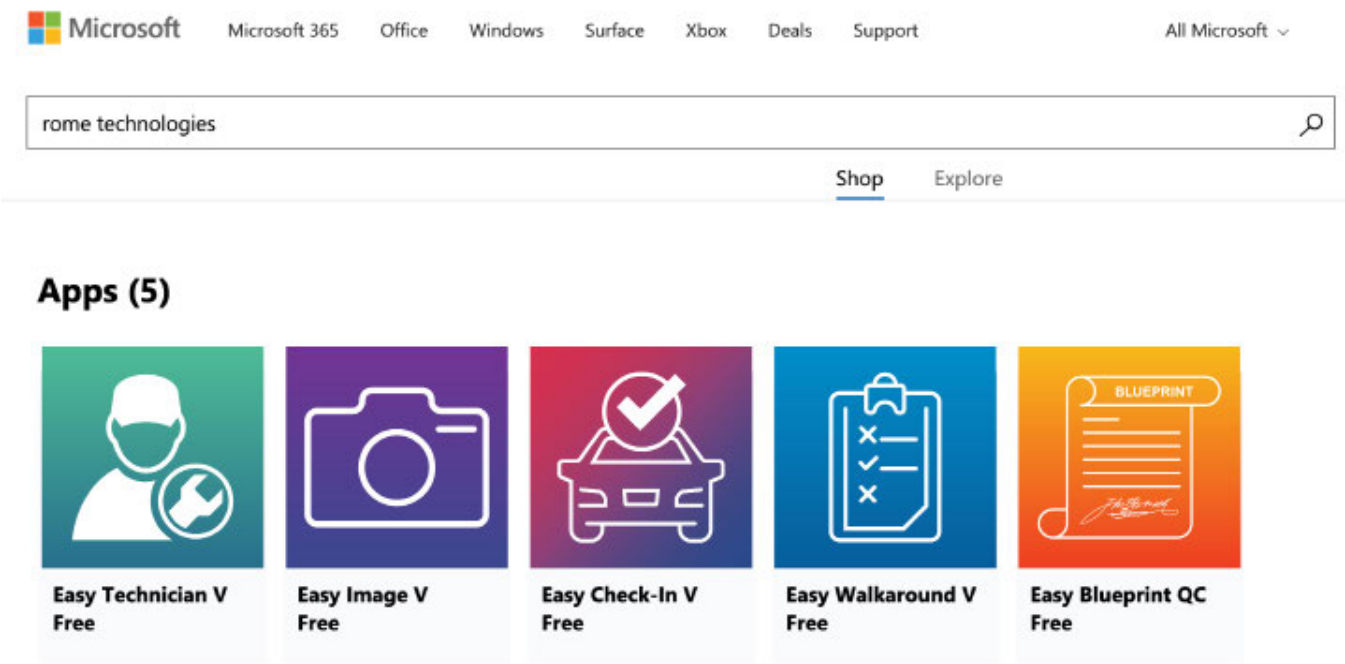
CANONS OF SUCCESS

2022

APP GUIDE

HOW TO FIND THE ROME APPS ON THE WINDOWS APP STORE

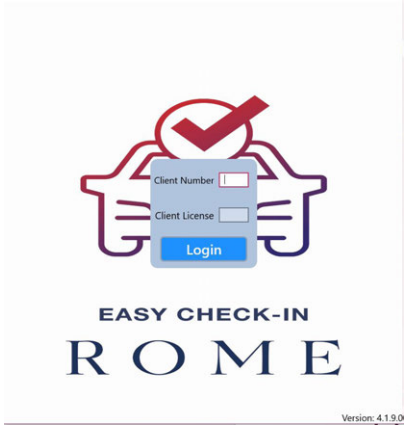
In the Windows App Store search for “Rome Technologies.” For better search results set the filters to “Apps” under Departments and “Business” under Category. Rome apps include Easy Check-In V, Easy Image V, Easy Walkaround V, and Easy Technician V.



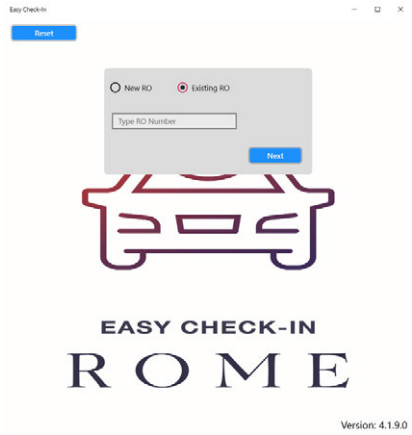
EASY CHECK-IN V

EASY CHECK-IN

1. Login to the APP with your Shop ID and Password to connect to your body shop. Go to “File”, “View Tablet Setup” on the main program screen to see your shop’s ID and Password.



2. The app will open a window asking you to enter an existing RO or create a new RO.



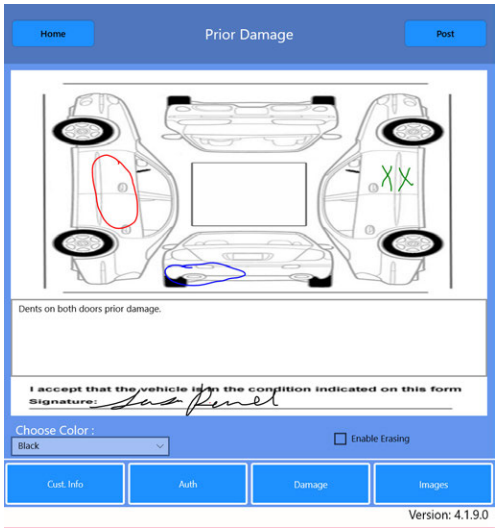
3. In this example we have a customer that is dropping off. Here you can enter information such as name, phone number, address, email address, and preferred contact methods.

From the Customer Info screen we can notify the Parts department to begin the ordering process for the vehicle. To begin the process, press the Order/Pre-Order button. When it is green, the parts have been ordered.

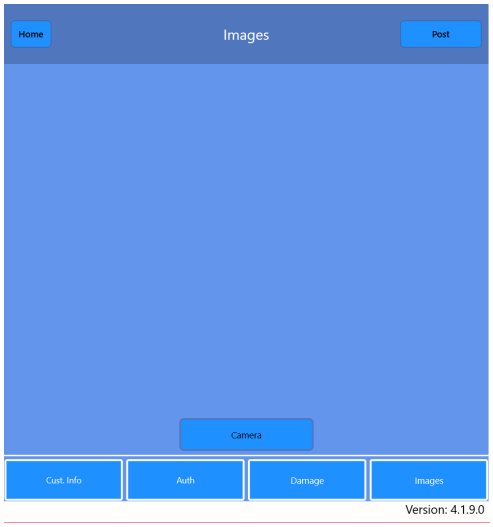
EASY CHECK-IN

4. The next button is the Customer Authorization, we support four different types of authorizations or legalize that your shop provides the customer. We can have the customer sign the authorizations for your shop. This is also an opportunity to upsell to the customer a detail, or additional work on the vehicle. This becomes a permanent record within the RO. Going back to the Customer Info screen you can also mark the Cust Auth and Insurance Auth buttons Yellow or Green

5. We can go ahead and walk the vehicle with the customer to mark damage within the app utilizing our prior damage sheet. There are a few colors you can select to help designate the type of damage on the vehicle, rust, scratches and dents that are prior damage to the vehicle. You can also mark here any additional fixes that the customer is requesting to be done.



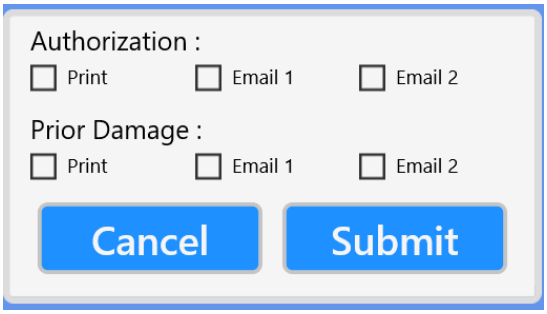
6. You can take pictures right at the vehicle with the Easy Check-In app. You can take photos of these spots on the vehicle, during the tear down process so your parts department can mirror-match and see what parts they need to purchase. Photos can also be taken by the technician if damage has been found on a specific part or if an aftermarket part does not fit.

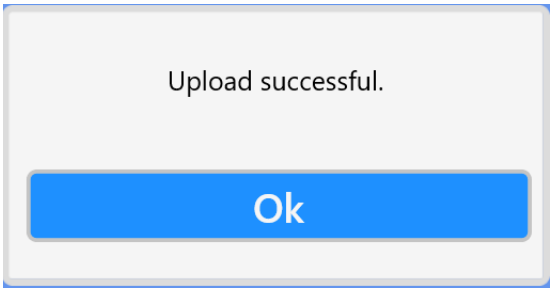


EASY CHECK-IN

7. Once you hit Post, all this information gets loaded into the RO in Rome. If you have gathered the customer's email and phone number, you can send the authorization information to the customer from the app.

8. You can go back into the RO in Rome, see the up dates, the File Jacket with all the forms and photos taken at the vehicle. When you click the File Jacket you can see the different folders created. There're all the folders the information has been stored into.



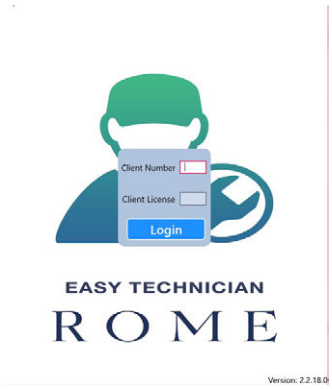


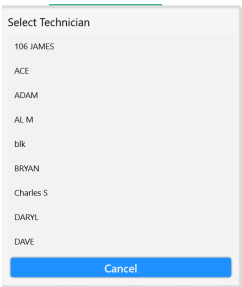
EASY TECHNICIAN

EASY TECHNICIAN

Once we have completed the Blueprinting process we will go ahead and dispatch or assign the labor to the technicians who are going to be working on the job. This will lead us into the Easy Technician V app.

1. After logging in for the first time with the Client Number and License (Note: This is your Shop ID and Password for Rome), users will be greeted by a list of usernames to select from. Select the desired username and use the password assigned to the selected user-name to log in. Go to “File”, “View Tablet Set-up” on the main program screen to see your shop’s ID and Password.





2. After logging in the tech will see jobs sort-ed by priority, then by Date Due if no priority has been set in the Big Board.

Flagged hours are displayed at the bottom left to show what is remaining for the work week.

This screen also shows information for each job including the RO number, customer name, the Writer assigned to the job(s), insurance company assigned, and tech priority.

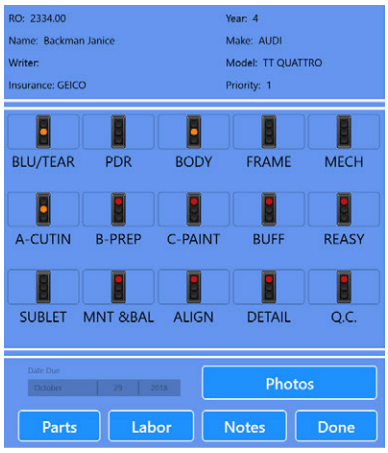
EASY TECHNICIAN

3. Selecting a job will show the same stoplight designations for tasks as seen in Rome's Big Board.

Red: Task has not been started.

Yellow: Task is in-progress and what the Production Manage / Estimator wants completed that work day.

Green: Task has been 100% completed.



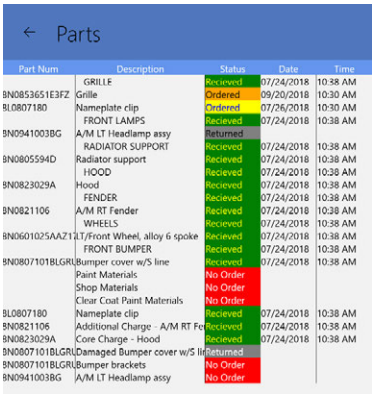
4. The Labor screen will display the dates lines of labor were flagged for payroll purposes.

Labor

Est	Date	Team	Operation	Description	Units
0		GORDON	REPAIR	Damaged Bumper cover w/S li	1.19
0		LARRY	REFINISH	Damaged Bumper cover w/S li	1.19
1		GORDON		GRILLE	0
2		GORDON	Repair	O/H front bumper	2.4
3		GORDON	Rem/Repl	Grille	0
5		GORDON		FRONT LAMPS	0
6	7-24-2018	GORDON	Rem/Repl	A/M LT Headlamp assy	0.5
7	7-24-2018	GORDON	Repair	Aim headlamps	0.5
8		GORDON		RADIATOR SUPPORT	0
9	7-24-2018	GORDON	Rem/Repl	Radiator support	4.8
10	7-24-2018	GORDON	Repair	Evacuate & recharge	1.4
11	7-24-2018	GORDON	Repair	Refrigerant recovery	0.4
12		GORDON		HOOD	0

5. The Parts screen will show whether parts have been ordered, not ordered, or received similar to the main Rome Parts screen.

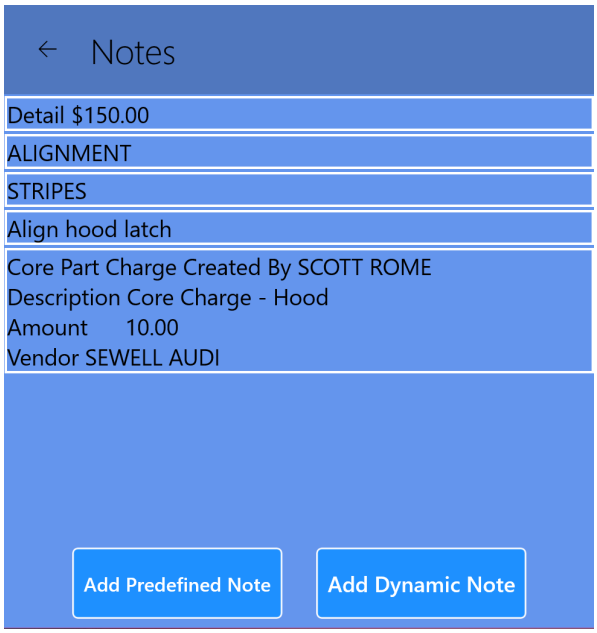
If a technician finds damage to specific parts or an aftermarket part does not fit, they can take pictures for reference to this screen. (See Easy Image V section for details on how to take pictures for documentation in Rome apps.)



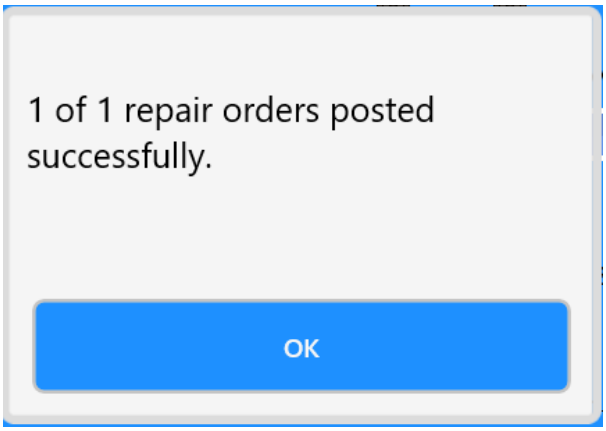
Parts

Part Num	Description	Status	Date	Time
	GRILLE	Recieved	07/24/2018	10:38 AM
BN0853651E3FZ	Grille	Ordered	09/20/2018	10:30 AM
BL0807180	Nameplate clip	Ordered	07/26/2018	10:30 AM
	FRONT LAMPS	Recieved	07/24/2018	10:38 AM
BN0941003BG	A/M LT Headlamp assy	Returned		
	RADIATOR SUPPORT	Recieved	07/24/2018	10:38 AM
BN0805594D	Radiator support	Recieved	07/24/2018	10:38 AM
	HOOD	Recieved	07/24/2018	10:38 AM
BN0823029A	Hood	Recieved	07/24/2018	10:38 AM
	FENDER	Recieved	07/24/2018	10:38 AM
BN0821106	A/M RT Fender	Recieved	07/24/2018	10:38 AM
	WHEELS	Recieved	07/24/2018	10:38 AM
BN0601025AAZ1L	T/Front Wheel, alloy 6 spoke	Recieved	07/24/2018	10:38 AM
	FRONT BUMPER	Recieved	07/24/2018	10:38 AM
BN0807101BLGRL	Bumper cover w/S line	Recieved	07/24/2018	10:38 AM
	Paint Materials	No Order		
	Shop Materials	No Order		
	Clear Coat Paint Materials	No Order		
BL0807180	Nameplate clip	Recieved	07/24/2018	10:38 AM
BN0821106	Additional Charge - A/M RT Fe	Recieved	07/24/2018	10:38 AM
BN0823029A	Core Charge - Hood	Recieved	07/24/2018	10:38 AM
BN0807101BLGRL	Damaged Bumper cover w/S li	Returned		
BN0807101BLGRL	Bumper brackets	No Order		
BN0941003BG	A/M LT Headlamp assy	No Order		

6. The Notes screen will show additional details on Core Charges made by the Parts department if needed.



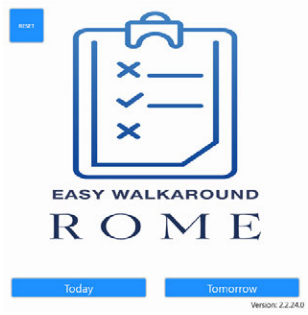
7. Once the steps needed to be completed on a job are finished, the job can be flagged in Production as green status and the next step(s) can begin.



EASY WALKAROUND

EASY WALKAROUND

1. After logging in for the first time with your Client Number and Client License, you will be greeted by a screen that has options for Today and Tomorrow. Go to “File”, “View Tablet Set-up” on the main program screen to see your shop’s ID and Password.
If you are performing a walkaround in the morning, select Today. If you are performing a walkaround in the afternoon, select Tomorrow.



Log in using your assigned username and password.

2. Easy Walkaround will display all cars currently on the lot. In the top row of the first screen there will be options to show cars flagged as in Staging or In-Shop. Other sorting and filter options include searching by RO number, selecting a specific Writer, or selecting a specific Technician assigned to the vehicle.

Displayed at the bottom is the number of vehicles available for selection overall or depending upon the filters set as described

3. Clicking or tapping anywhere in the RO box will open the detailed RO information screen. This screen displays information such as RO number, customer name, the assigned Writer to the vehicle, and vehicle information like make and model.

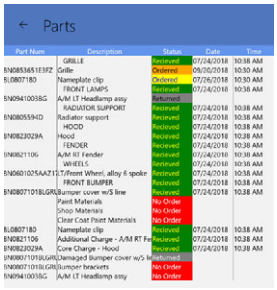
The Schedule is also shown here in a similar format to Rome’s Big Board with stoplight designations.

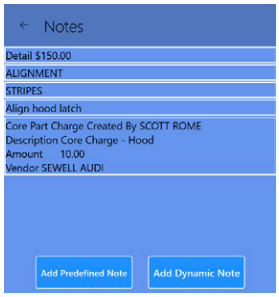
EASY WALKAROUND

4. Selecting the respective button in the RO screen will bring you to the Labor, Parts, Notes, or Assign / Priority screens.

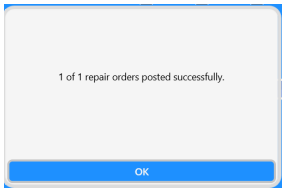
Labor can be assigned from within the Labor screen along with moving the vehicle to In-Shop status.

On the Assign / Priority screen, priority can be assigned to individual jobs on the vehicle.





Once you have finished updating from the main screen, make sure to hit “Post”. Posting uploads all of your recent changes to the main program. All of the Rome Apps are designed to login where there is wifi coverage, walk to and update where wifi coverage may be weak and then return to good wifi coverage to “Post” the changes.

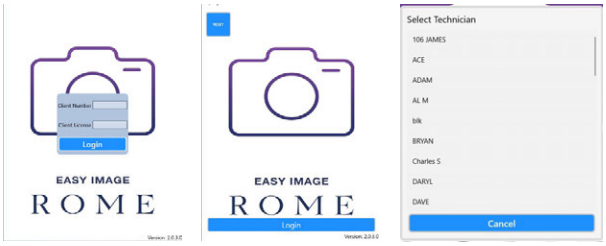


EASY IMAGE

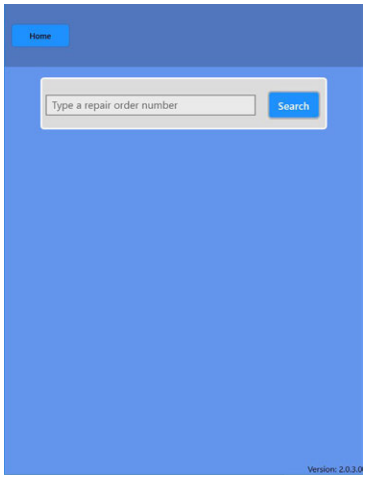
EASY IMAGE

Easy Image is exactly what it says it will do. It is an easy to use app that lets you take pictures of vehicles and documents to add to the Electronic File Jacket of a Repair Order.

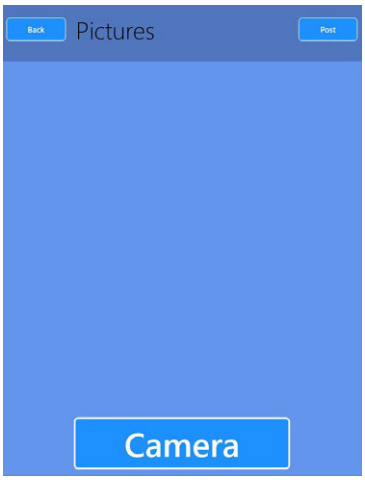
1. When logging into the app for the first time, you will be prompted to use your Client Number and Client License. Then select a username from the list and log in using the Rome password for the selected username. Go to “File”, “View Tablet Setup” on the main program screen to see your shop’s ID and Password.



2. Search for the RO by typing the RO number in the search bar and pressing Search.

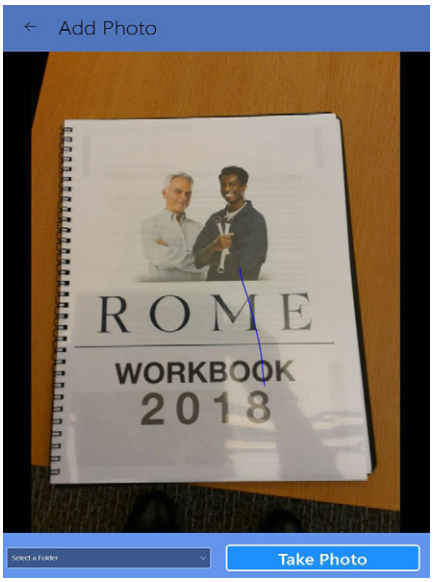


3. The app will then bring you to the Pictures screen. Press the Camera button to bring up your device’s camera and take or select a photo.



EASY IMAGE

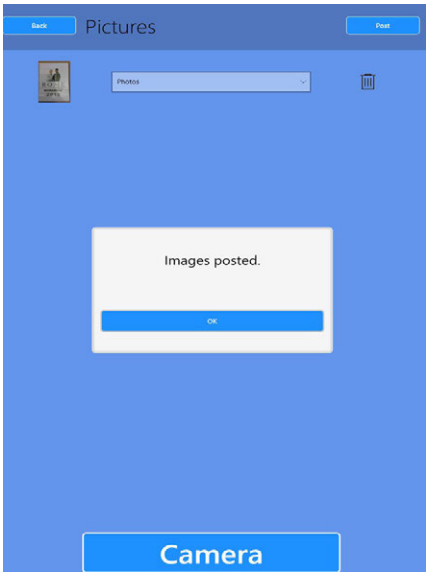
4. In the Add Photo screen you can either choose to assign a photo from an existing folder on your device or pressing Take Photo will bring up your device's camera.



5. Pressing the Back button will bring you to the Pictures screen with all of the selected photos from the Add Photo screen.

You can assign images to the Electronic File Jacket of an RO using the drop-down menu next to each selected photo.

Once you are finished selecting and assigning photos, press the Post button to commit the photos and update the Electronic File Jackets.

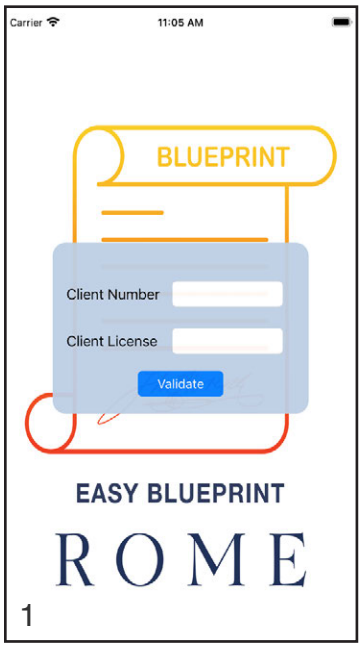


EASY BLUEPRINT QC

EASY BLUEPRINT QC

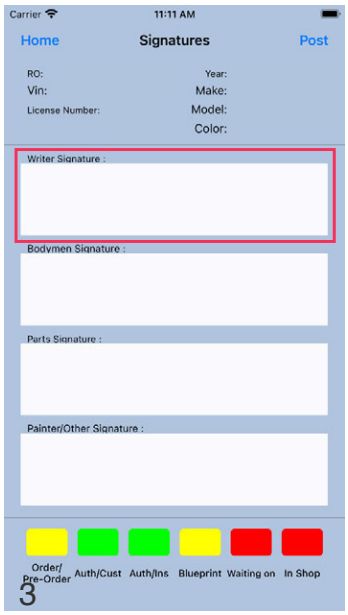
1. Once the app has been installed on your device you will need to register it with your Shop ID and password, found in Rome. Go to “File”, “View Tablet Setup” on the main program screen to see your shop’s ID and Password.

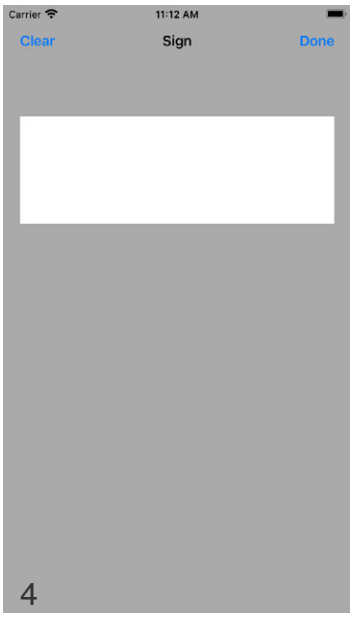
2. Once registered, open the app and you will receive a prompt to enter the Repair Order number you would like to complete the Estimate QC sheet for.



3. Once entered, there will be 4 signature blocks to enter in specific signatures

4. Tap on the signature block and it will bring up the signature capture screen





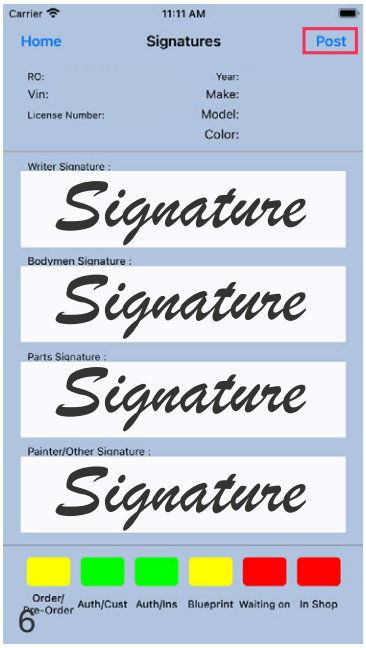
EASY BLUEPRINT QC

5. Use your finger or stylus to sign your name and hit save

6. Repeat step 5 for each signature block

7. When finished signing make sure to use the POST button to send the signatures to Rome.

8. Once posted it will bring you back to the opening screen to enter in another Repair Order number.



To view and print the document, access the RO in Rome and then navigate to the File Jacket. While selected on one of the signatures in the View function, select the print option and print the document.

* You also have the ability to update vehicle designation by using the designation buttons at the bottom of the screen.

ROME

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