

R O M E

**2022 WORKBOOK**

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**CANONS OF SUCCESS**

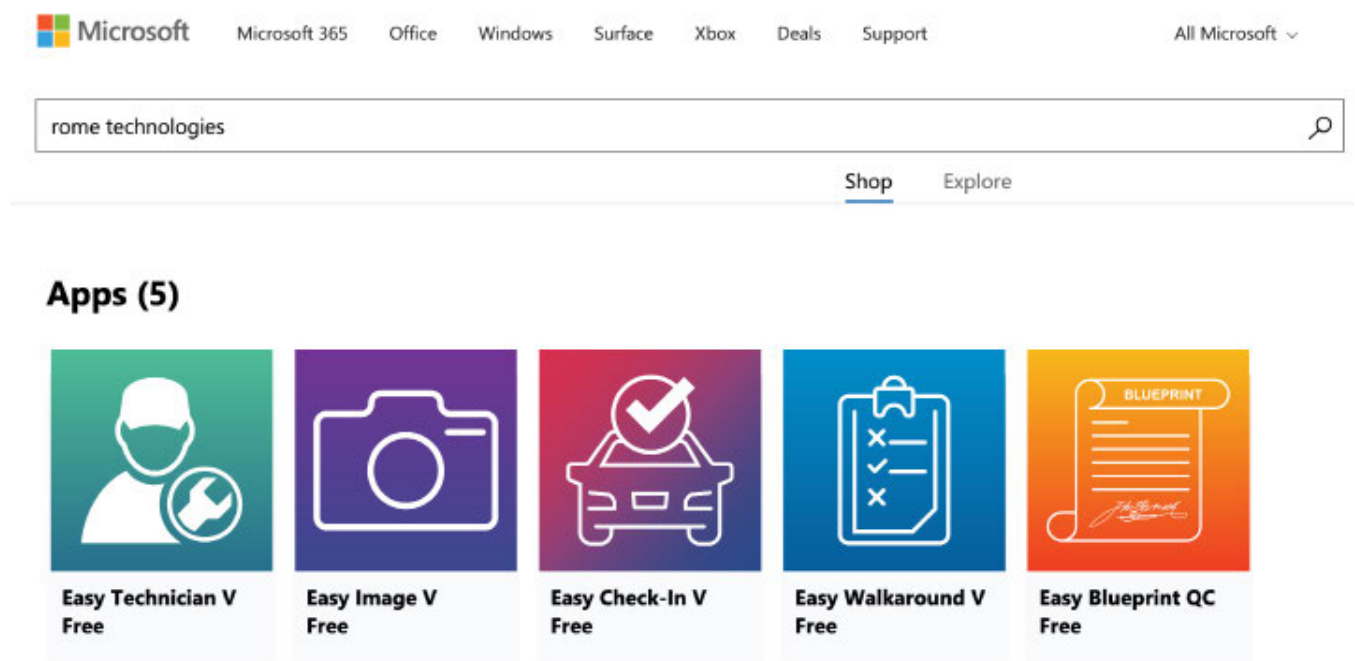
2022

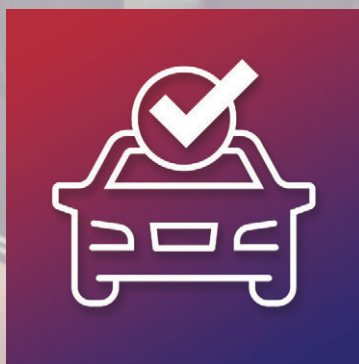


# **APP GUIDE**

## 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**



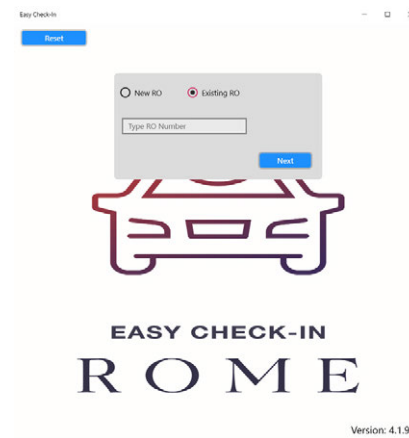
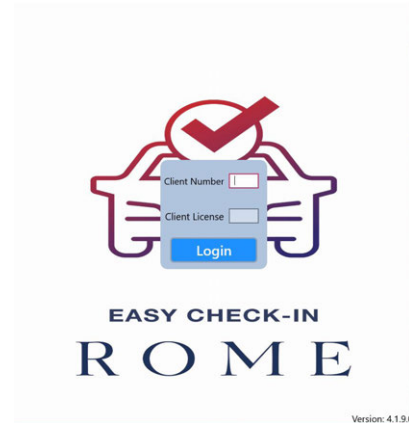
# EASY CHECK-IN

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.



Home		Customer Info		Post	
RO :	1234.00			<input type="checkbox"/> Come Back	
Vin :	1HGCM72674A009677				
First Name :	SUSAN				
Last Name :	ROWELL				
Address 1 :	4104 APPLE LEAF COURT				
Address 2 :	Address 2				
City, State, Zip :	PASADENA	MD	21122		
Home Phone :	410-437-5730				
Work Phone :	301-677-6416				
Cell Phone :	cell phone				
Cell Provider :	Choose Cell Provider				
Email Address 1 :	email 1				
Email Address 2 :	email 2				
Fax Number :	fax number				
Contact Method :	Not Known				
Insurance Provider :	Select Insurance Company				
Claim Number :	claim number				
Mileage :	0				
Order/Pre-Order	Customer Auth	Insurance Auth	Blueprint	Dispatch	In Shop
Cust. Info		Auth		Damage Images	

# 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

The screenshot shows the 'Customer Authorization' screen. At the top, there are 'Home' and 'Post' buttons. Below them is a 'Select Auth :' section with four buttons: 'AUTHORIZATION RO', 'farmers', 'USAA', and 'auth4'. The 'AUTHORIZATION RO' button is selected. Below this is a text area containing a legal authorization statement: 'I Hereby Authorize The Estimated Repair Work To Be Done Along With The Necessary Material And Hereby Grant You And/Or Your Employees Permission To Operate The Vehicle Herein Described On Street, Highways, Or Elsewhere For The Purpose Of Testing And/Or Inspection. An Express Mechanic's Lien Is Hereby Acknowledged On Above Vehicle To Secure The Amount Of Repairs Thereto.' Below the text area is a 'Signature :' section with a handwritten signature. At the bottom, there is a 'Notes :' section with a text area containing '\$150 Detail Service Department - Oil Change, Alignment'. At the very bottom, there are four buttons: 'Cust. Info', 'Auth', 'Damage', and 'Images'.

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.

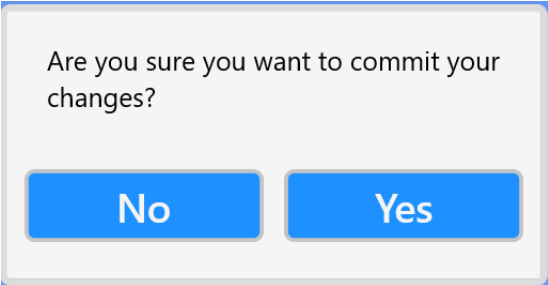
The screenshot shows the 'Prior Damage' screen. At the top, there are 'Home' and 'Post' buttons. Below them is a diagram of a car with various colored markings: a red circle on the front left fender, a blue circle on the front right fender, and green 'X's on the rear right fender. Below the diagram is a text area containing 'Dents on both doors prior damage.' Below this is a 'Signature :' section with a handwritten signature. Below the signature is a 'Choose Color :' section with a dropdown menu set to 'Black' and an 'Enable Erasing' checkbox. At the bottom, there are four buttons: 'Cust. Info', 'Auth', 'Damage', and 'Images'. The version number 'Version: 4.1.9.0' is displayed at the bottom right.

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.

The screenshot shows the 'Images' screen. At the top, there are 'Home' and 'Post' buttons. Below them is a large blue area with a 'Camera' button at the bottom center. At the bottom, there are four buttons: 'Cust. Info', 'Auth', 'Damage', and 'Images'. The version number 'Version: 4.1.9.0' is displayed at the bottom right.

# 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.

A light gray dialog box with a blue border. It contains the text "Are you sure you want to commit your changes?" at the top. Below the text are two blue buttons with white text: "No" on the left and "Yes" on the right.

Are you sure you want to commit your changes?

No Yes

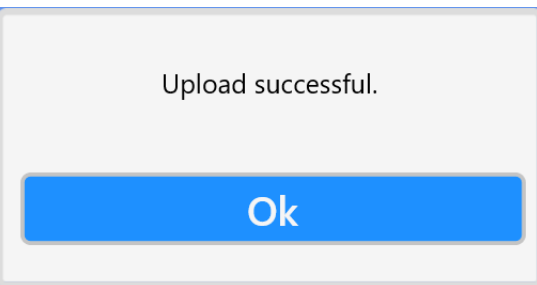
8. You can go back into the RO in Rome, see the up dates, the File Jacket with all the forms and photos taken at the vehicle. When you click the File Jacket you can see the different folders created. There're all the folders the information has been stored into.

A light gray form with a blue border. It has two sections: "Authorization :" and "Prior Damage :". Each section has three checkboxes: "Print", "Email 1", and "Email 2". At the bottom are two blue buttons with white text: "Cancel" on the left and "Submit" on the right.

Authorization :  
☐ Print ☐ Email 1 ☐ Email 2

Prior Damage :  
☐ Print ☐ Email 1 ☐ Email 2

Cancel Submit

A light gray dialog box with a blue border. It contains the text "Upload successful." at the top. Below the text is a single blue button with white text: "Ok".

Upload successful.

Ok



**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.

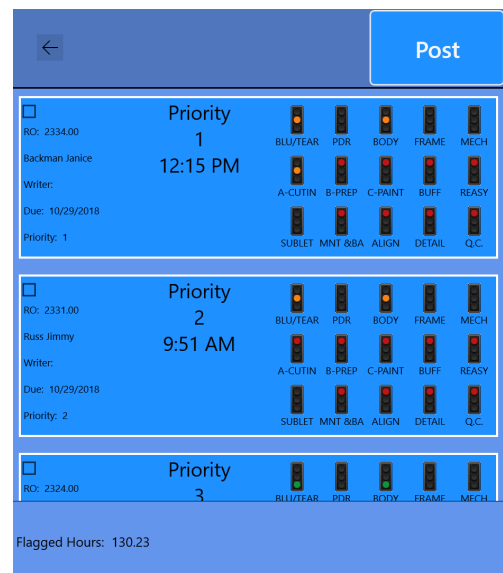
1. After logging in for the first time with the Client Number and License (Note: This is your Shop ID and Password for Rome), users will be greeted by a list of usernames to select from. Select the desired username and use the password assigned to the selected username to log in. Go to “File”, “View 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 sorted 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.

RO: 2334.00 Year: 4  
 Name: Backman Janice Make: AUDI  
 Writer: Model: TT QUATTRO  
 Insurance: GEICO Priority: 1

Task Status Indicators:

BLU/TEAR	PDR	BODY	FRAME	MECH
A-CUTIN	B-PREP	C-PAINT	BUFF	REASY
SUBLET	MNT & BAL	ALIGN	DETAIL	Q.C.

Buttons: Parts, Labor, Notes, Done

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	Arm headlamps	0.5
8		GORDON		RADIATOR SUPPORT	0
9	7-24-2018	GORDON	Rem/Repl	Radiator support	4.6
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.

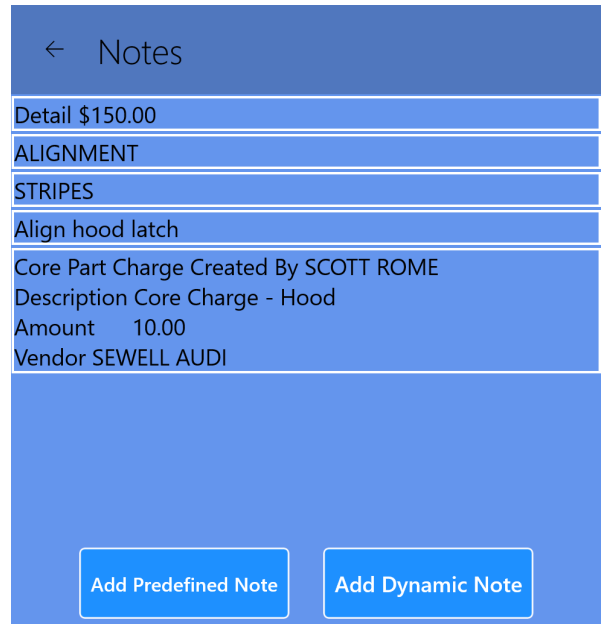
If a technician finds damage to specific parts or an aftermarket part does not fit, they can take pictures for reference to this screen. (See Easy Image V section for details on how to take pictures for documentation in Rome apps.)

← Parts

Part Num	Description	Status	Date	Time
BN0853651E3FZ	GRILLE	Received	07/24/2018	10:38 AM
BL0807180	Grille	Ordered	09/20/2018	10:30 AM
	Nameplate clip	Ordered	07/26/2018	10:30 AM
BN0941003BG	FRONT LAMPS	Received	07/24/2018	10:38 AM
	A/M LT Headlamp assy	Returned		
	RADIATOR SUPPORT	Received	07/24/2018	10:38 AM
BN0805594D	Radiator support	Received	07/24/2018	10:38 AM
	HOOD	Received	07/24/2018	10:38 AM
BN0823029A	Hood	Received	07/24/2018	10:38 AM
	FENDER	Received	07/24/2018	10:38 AM
BN0821106	A/M RT Fender	Received	07/24/2018	10:38 AM
	WHEELS	Received	07/24/2018	10:38 AM
BN0601025AAZ1	LT/Front Wheel, alloy 6 spoke	Received	07/24/2018	10:38 AM
	FRONT BUMPER	Received	07/24/2018	10:38 AM
BN0807101BLGR	Bumper cover w/S line	Received	07/24/2018	10:38 AM
	Paint Materials	No Order		
	Shop Materials	No Order		
	Clear Coat Paint Materials	No Order		
BL0807180	Nameplate clip	Received	07/24/2018	10:38 AM
BN0821106	Additional Charge - A/M RT Fender	Received	07/24/2018	10:38 AM
BN0823029A	Core Charge - Hood	Received	07/24/2018	10:38 AM
BN0807101BLGR	Damaged Bumper cover w/S li	Returned		
BN0807101BLGR	Bumper brackets	No Order		
BN0941003BG	A/M LT Headlamp assy	No Order		

# EASY TECHNICIAN

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



← Notes

Detail \$150.00

ALIGNMENT

STRIPES

Align hood latch

Core Part Charge Created By SCOTT ROME

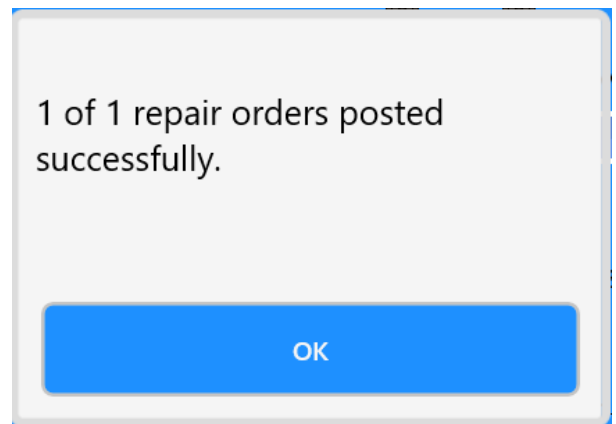
Description Core Charge - Hood

Amount 10.00

Vendor SEWELL AUDI

Add Predefined Note Add Dynamic Note

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.



1 of 1 repair orders posted successfully.

OK



**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.

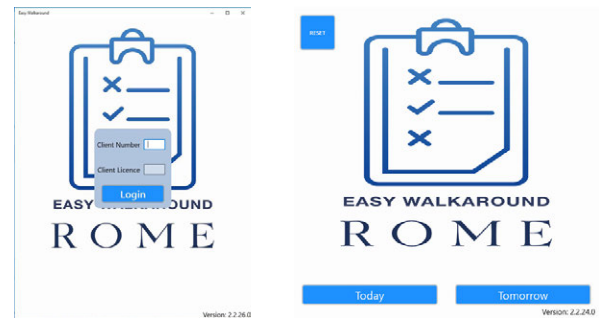
Log in using your assigned username and password.

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.



R O M E





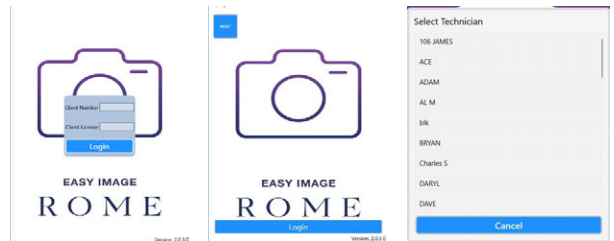


**EASY IMAGE**

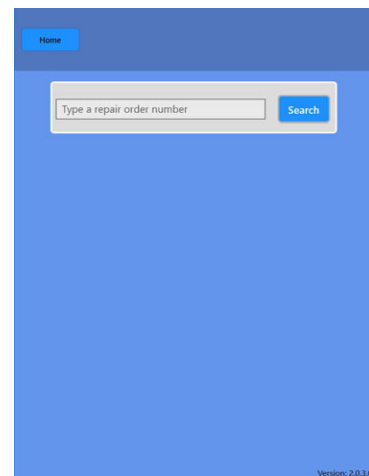
# EASY IMAGE

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.

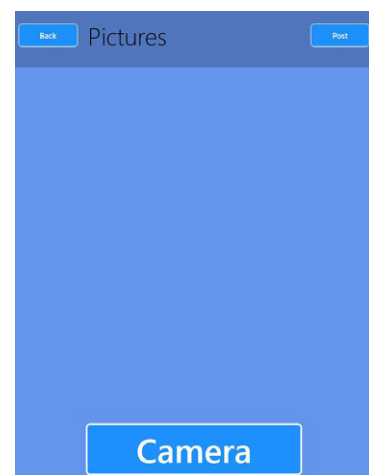
1. When logging into the app for the first time, you will be prompted to use your Client Number and Client License. Then select a username from the list and log in using the Rome password for the selected username. Go to “File”, “View Tablet Setup” on the main program screen to see your shop’s ID and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



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

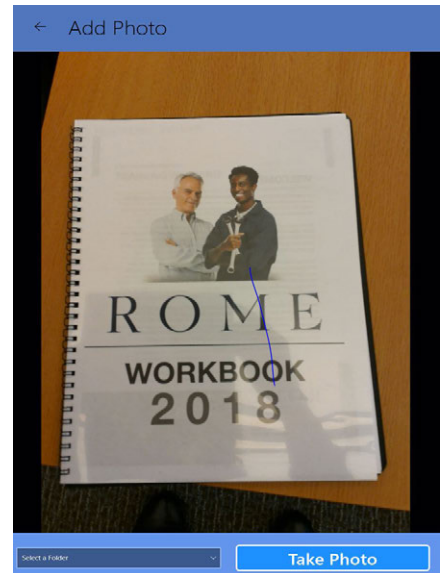


3. The app will then bring you to the Pictures screen. Press the Camera button to bring up your device’s camera and take or select a photo.



# EASY IMAGE

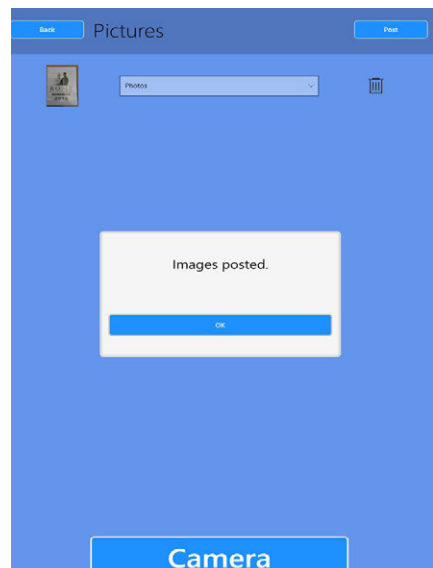
4. In the Add Photo screen you can either choose to assign a photo from an existing folder on your device or pressing Take Photo will bring up your device's camera.



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.





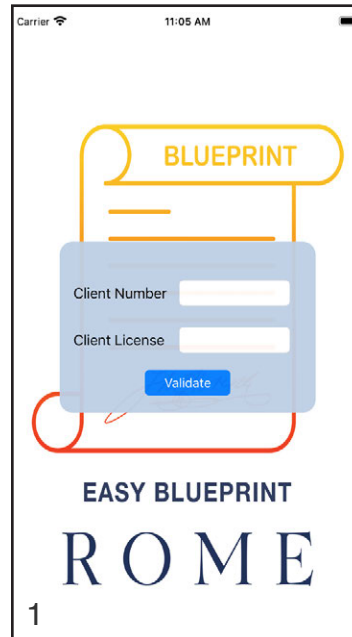


**EASY BLUEPRINT QC**



# 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.



Carrier 11:05 AM

BLUEPRINT

Client Number

Client License

Validate

EASY BLUEPRINT  
ROME

1



Carrier 11:09 AM

Reset

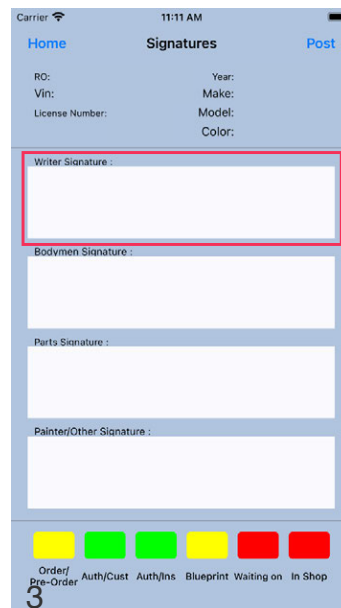
Type a ro number  Next

BLUEPRINT

EASY BLUEPRINT  
ROME

2

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



Carrier 11:11 AM

Home Signatures Post

RO: Year:  
Vin: Make:  
License Number: Model:  
Color:

Writer Signature :

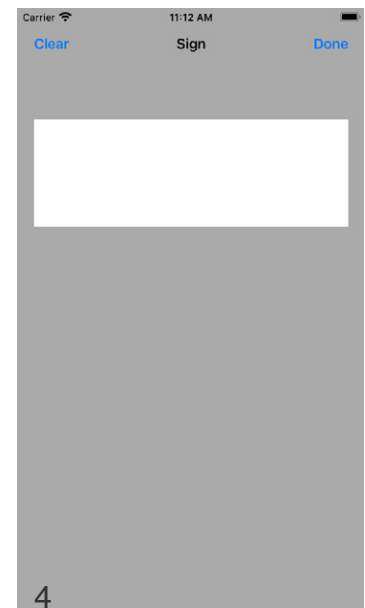
Bodymen Signature :

Parts Signature :

Painter/Other Signature :

Order/ Pre-Order Auth/Cust Auth/Ins Blueprint Waiting on In Shop

3



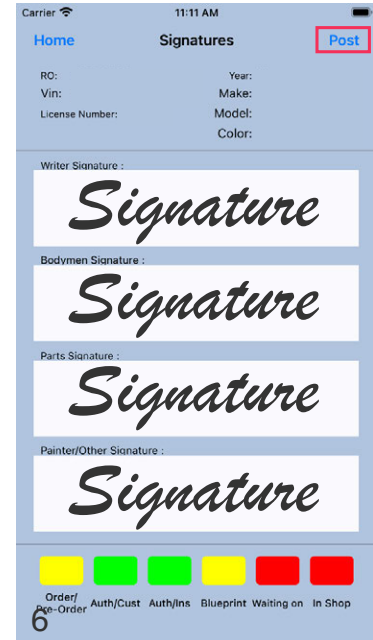
Carrier 11:12 AM

Clear Sign Done

4

# 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.

# R O M E

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