

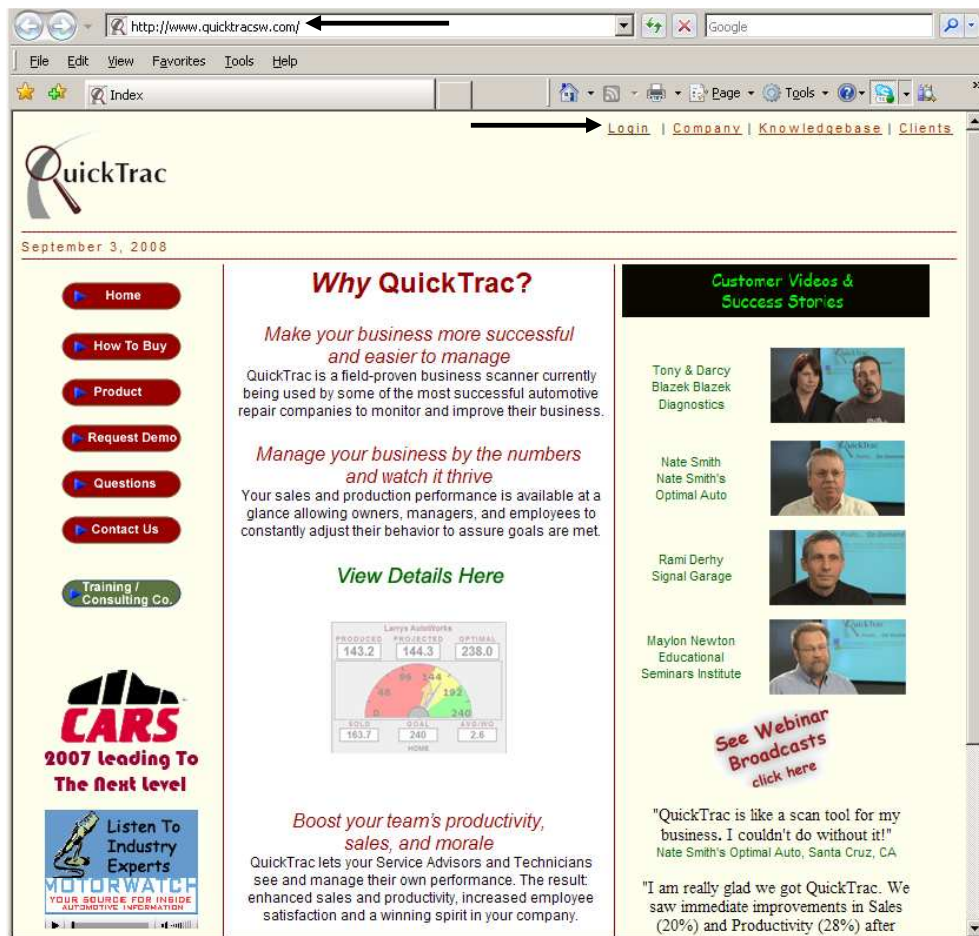
Service Technician - Enter and Complete a Work Order

Note: It is important that immediately after completing a job, the technician enters it into the QuickTrac system to allow real time tracking of numbers.

- 1) To open QuickTrac double click on the QuickTrac icon. Or type www.quicktracsw.com in the web address field in your browser.



- 2) Next, click on the LOGIN link at the top of the page.



September 3, 2008

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Why QuickTrac?

Make your business more successful and easier to manage

QuickTrac is a field-proven business scanner currently being used by some of the most successful automotive repair companies to monitor and improve their business.

Manage your business by the numbers and watch it thrive

Your sales and production performance is available at a glance allowing owners, managers, and employees to constantly adjust their behavior to assure goals are met.

[View Details Here](#)

Larry Kautzke		
PRODUCED	PRODUCTS	OPTIMAL
143.2	144.3	238.0

Boost your team's productivity, sales, and morale

QuickTrac lets your Service Advisors and Technicians see and manage their own performance. The result: enhanced sales and productivity, increased employee satisfaction and a winning spirit in your company.

Customer Videos & Success Stories

Tony & Darcy Blazek Blazek Diagnostics

Nate Smith Nate Smith's Optimal Auto

Rami Derhy Signal Garage

Maylon Newton Educational Seminars Institute

See Webinar Broadcasts click here

"QuickTrac is like a scan tool for my business. I couldn't do without it!"
Nate Smith's Optimal Auto, Santa Cruz, CA

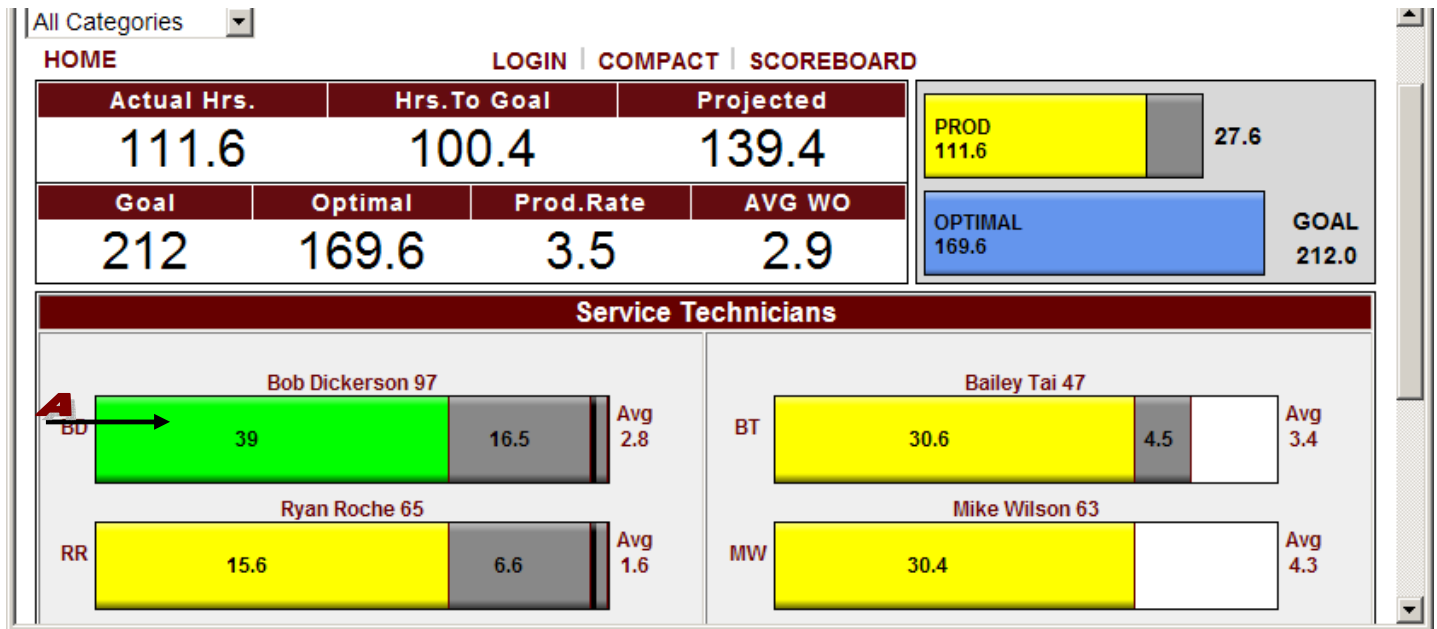
"I am really glad we got QuickTrac. We saw immediate improvements in Sales (20%) and Productivity (28%) after

Enter and Complete a Work Order

- 3) Enter your Shop's USER NAME and PASSWORD:



- 4) Click on the **A** TECHNICIAN BAR GRAPH for the specific Service Technician that will be entering produced time or completing a work order.



Enter and Complete a Work Order

- 5) To enter produced time or to complete a work order, click on the work order you want from the **A** AVAILABLE WORK BOX on the left hand side or enter the **B** WO NUMBER in the SEARCH box and click on the **C** SEARCH button. Each dispatch time will show the category color code (mouse over colored dispatch time box for category display). For each dispatch, enter the time produced and then click on the DONE button. If all work is completed for that work order, make sure time produced is entered and then click in the MARK WO COMPLETE checkbox. Finally, click on the DONE button to confirm entries.

The first **D** CHECK ALL BOX at the top enters and logs all time as being produced for all dispatches. The CHECK box for each dispatch marks all time produced for each individual dispatch.

Actual Hrs.	Hrs. to Goal	Projected	
0.0	50.0	0.0	
Goal	Optimal	Prod. Rate	AVG/WO
50.0	29.5	0.0	0.0

- 6) Click the **E** triangle to see work history against the dispatch record. The work history allows you to EDIT or DELETE the hours you entered, if necessary. Technician's daily production time is color-coded on the right under the WORK WEEK HISTORY BOX.

7)

Actual Hrs.	Hrs. to Goal	Projected	
0.0	50.0	0.0	
Goal	Optimal	Prod. Rate	AVG/WO
50.0	29.5	0.0	0.0