

It's Free
www.crashzone.com.au

Crashzone system user manual

Email: support@crashzone.com.au

Phone: 1300 721 090

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Crashzone home page www.crashzone.com.au



Autorobot Automechanika Frankfurt 2010

9th November 2010



About Crashzone, Contact Crashzone - 1300 721 090

Get your insurance invoices paid within 24 hours.

Call 1800 850 509

OXFORD FUNDING

Sign in to Crashzone

Email

Password

Remember me

Login

[Forgot password.](#)

For your Free No Obligation Crashzone quoting system just fill in the details below and click on Sign Up

Your Email Address

Full name

Password

Password again

Sign Up

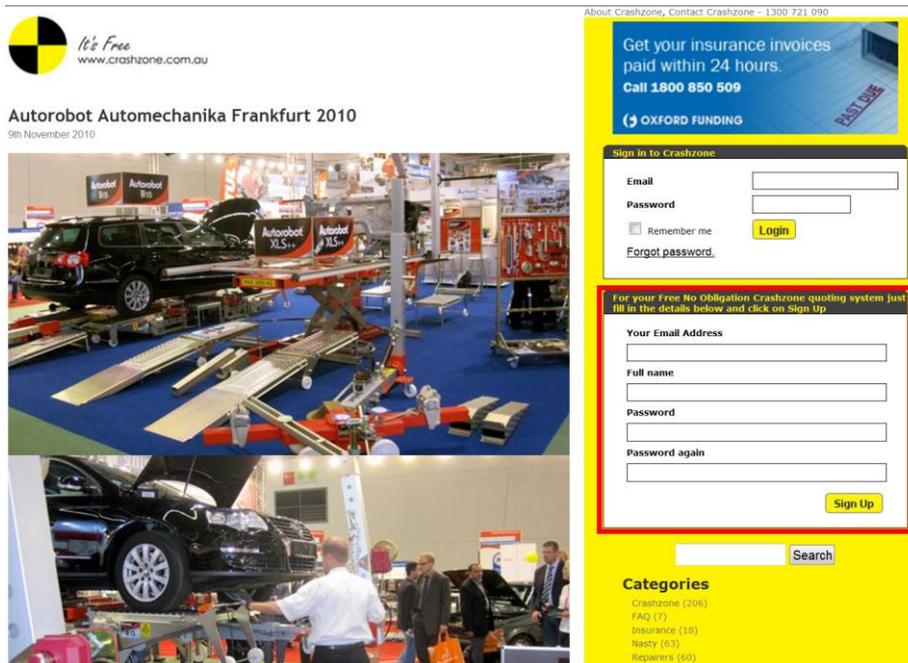
Search

Categories

Crashzone (206)
FAQ (7)
Insurance (18)
Nasty (63)
Repairers (60)

- To use Crashzone go to www.crashzone.com.au or search the word Crashzone from your Search engine.
- To login into Crashzone enter your email address and password
- If you don't have your own Crashzone system use the lower section to create your own free Crashzone system

Sign up a new account



When you first visit Crashzone www.crashzone.com.au you need to create a new account to get started.

- On the right side of the page in the yellow bar fill in the new account information
- Enter your email address
- Enter your name (this help us know who to speak to if you need support)
- Enter your password (don't make it to easy)
- Repeat the password for confirmation
- Click on sign up
- You will now be taken into a new live system

If you receive an error when trying to sign up a new account “user name not available”

This indicates that the account already exists within Crashzone, either trying logging into Crashzone or contact Crashzone support

For your Free No Obligation Crashzone quoting system just fill in the details below and click on Sign Up

Your Email Address

demosystem@crashzone.com.au

Full name

John Smith

Password

●●●●●

Password again

●●●●●

Sign Up

Your new Crashzone system

Once you sign up you will be taken to the main page of your new system



- Your newly created Crashzone system is live and ready to use
- By default we add 1 demo job for example (Kate Jones)
- Please use the demo job to familiarise yourself with the Crashzone system

When you click on “New” the first time it will take you the settings page (see user manual below regarding the settings page.

Settings page (new customer)

The screenshot shows the 'Crashzone Setting' page. At the top, there is a checkbox labeled 'I agree to the terms & conditions' which is checked. Below this is a text area containing the following text:

BACKGROUND
 (a) Crashzone is the provider of a web-enabled estimating system and various related services.
 (b) Customer (referred to in this Agreement)

Below the text area are two buttons: 'I agree' (highlighted with a red box) and 'Decline'. Underneath is a horizontal menu with tabs: 'Account', 'Company', 'Rates', 'Crashzone', 'Integration', and 'Backup'. The 'Account' tab is selected, showing a form with the following fields:

- Login account: demo@crashzone.com.au (Your email address)
- Fullname: demo
- Password: [masked with dots]
- Password again: [masked with dots]
- Crashzone email address: [input field] @crashzone.com.au

At the bottom of the form are 'Submit' and 'Cancel' buttons.

- To start using your new Crashzone system to write quotes you need to agree to the terms and conditions (please read the supplied information)
- From the settings page click on the “I agree to the terms & conditions” box
- If you accept the terms click on the I agree box

Please note you can't submit any changes made in the settings page until the terms and conditions have been ticked



Adding your letterhead details into the settings page

- From the settings page you add your letterhead head details and default settings

Below are the Key settings you should add to get started

- Trading name
- Address (street, city, state, postcode)
- ABN number
- Phone & fax
- Email address (address your customers should use)
- Repairer lic No.
- Crashzone email address (this is used for adding images)

You can revisit the settings page at any stage to add or update details

Trading name and ABN number are locked after 48hrs to avoid accidental deletion

Crashzone settings and options in the settings page

- Company letterhead has the option to select the location of the letterhead on the page **left**, **centre**, **right** or you can chose to have a **blank** letterhead or upload your own custom letterhead by selecting “**JPG**”
- “**Crashzone email address**” when you create your Crashzone system you should select a Crashzone email address (usually your business name @ crashzone.com.au. Crashzone email address is used when sending images to the quote



- **“Rates”** from the settings page select the default R&R, Repair & Paint rate that is used on new quotes
- **“Markup”** set a default markup on all parts on every quote this is mainly used by WA customers.
- **“Quote comment”** This is the default text that will appear at the bottom of printed or emailed quotes
- **“invoice comment”** This is the default text that will appear at the bottom of the printed or emailed quotes i.e banking details
- **“parts comment”** This is the default comment that will appear at the bottom of the printed or emailed parts sheet
- **“Our ref from”** This is used to set the starting point for new quotes i.e if you want to start you first quote from 5000 put 5000 in the our ref from and submit the settings and the next new quote will be 5000 and quotes will count up from there
- **“invoice from”** This is used to set the starting point for new invoices i.e if you want to start you first invoice from 5000 put 5000 in the our ref from and submit the settings and the next new invoice will be 5000 and quotes will count up from there.
- **“Header Style”** is used to select the type of job sheet you wish to use with Crashzone
- **“backup”** please refer to the backup section of the usermanual
- **“DOL settings”** is used to setup parts prices for DealerOnline customer should contact support@crashzone.com.au for setup and more information
- **“web TRIM settings”** This section is for customers using webTRIM with Crashzone <http://www.webtrim.com.au>
- **“ARNIE settings”** used to add repairer ID’s for ARNIE integration
- **“ORM settings”** is used for ORM integration these settings will be added by Crashzone for customers using ORM
- **“PNET settings”** is used for PNET integration these settings will be added by Crashzone for customers using PNET
- **“Estimage settings”** is used for Estimage integration these settings will be added by Crashzone for customers using Estimage
- **“PartsCheck”** Is used for www.partscheck.com.au integration customers need to sign up an account with partscheck to complete the setup
- **“GST”** is used by Crashzone to change the GST you will not need to use this setting unless your are not registered for GST
- **“Submit”** When you add or make any changes to the settings page you must press submit to save the changes

Navigating the pages in Crashzone

The screenshot shows the Crashzone web application interface. At the top left is the logo with the text "It's Free BETA". To the right of the logo is the email "demosystem@crashzone.com.au" and links for "Settings", "Help", "Contact Us", and "Sign Out". Below the logo is a search bar with "Search" and "Adv Search" buttons. A navigation bar contains "< Back", "New", a dropdown menu showing "2", and "Copy Quote". On the right side of the navigation bar are tabs for "Details", "Quote", and "View". Below the navigation bar are four numbered callouts: 1 points to the logo, 2 points to the "Details" tab, 3 points to the "Quote" tab, and 4 points to the "View" tab. The main content area is divided into several sections: "Owner" (with fields for Name, Address, Phone 1, Phone 2, Fax, Email), "Vehicle" (with fields for Rego, D.O.M., Make, Model, Colour, Body, Vin Number, Odometer, Transmission), "Shop" (with fields for Quote, Date in, Date out, Estimator, Total, Status), "Rates" (with fields for RR, Repair, Paint, Part Markup, Body, and a dropdown for NTAR vehicle list), "Invoice" (with buttons for "Create tax invoice -\$500.00" and "Create excess invoice \$500.00" with a "GST" checkbox, and a table with columns "Invoice No", "Type", "Amount", "Status"), and "Comment" (with a text area).

1. Click on the Crashzone **logo** to go back one page from anywhere in the system
2. Click on **details** to navigate to the details page. Clicking on the details tab while in the details page will prompt a system refresh this is used to check for new information or images
3. Click on the **Quote** tab to navigate to the quote page
4. Click on the **View** tab to navigate to the view page

Starting a new quote

The screenshot shows the main interface of the Crashzone system. At the top left is the logo with the text "It's Free BETA". To the right, there are navigation links: "demosystem@crashzone.com.au | Settings | Help | Contact Us | Sign Out". Below these is a search bar with "Search" and "Adv Search" buttons. A navigation bar contains buttons for "All", "Quote", "Job", "Invoice", and "Finished". In the center of this bar, the "New" button is circled in red. Below the navigation bar is a table with the following data:

Ref	Date	Owner	Rego	Make	Model	Colour	Insurance
1	09/11/2010	KATE JONES (DEMO QUOTE BT001		MITSUBISHI	MIRAGE	SILVER	NRMA

- From the main page of Crashzone click on **New** button to generate a new blank quote

The screenshot shows the "Details" page for a new quote. The top navigation bar includes "< Back", "New", "2", and "Copy Quote" buttons. The main content area is divided into several sections:

- Owner:** Fields for Owner, Address, Phone 1, Phone 2, Fax, and Email.
- Shop:** Fields for Quote (value: 2), Date in, Date out, Estimator, Total (\$0.00), and Status (Quote).
- Vehicle:** Fields for Rego, D.O.M, Make, Model, Colour, Body, Vin Number, Odometer, and Transmission.
- Rates:** Fields for RR (\$85.00), Repair (\$85.00), Paint (\$85.00), Part Markup, and Body. Includes a dropdown for "NTAR vehicle list" with the value "NEON LX 07/96 08/99 4C" and buttons for "Update quote" and "Estimage".
- Invoice:** Buttons for "Create tax invoice \$0.00" and "Create excess invoice \$0.00" with a "GST" checkbox. Below is a table with columns "Invoice No", "Type", "Amount", and "Status".
- Insurance:** Fields for Insurance, Address, ABN, and Email.
- Comment:** A text area for adding comments.

- A new quote has been generated and you are taken to the **details** page



The details page

- **Owner information**

Owner	
Owner:	<input type="text" value="BOB JONES"/>
Address:	<input type="text" value="1 MAIN RD BALMAIN 2046"/>
Phone 1:	<input type="text" value="0415 315 939"/>
Phone 2:	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text" value="bobjones@hotmail.com"/>

- **Vehicle information**

Vehicle	
Rego:	<input type="text" value="BTOO1"/>
D.O.M:	<input type="text" value="12/2003"/>
Make:	<input type="text" value="MITSUBISHI"/> <input type="button" value="E"/>
Model:	<input type="text" value="MIRAGE"/> <input type="button" value="E"/>
Series:	<input type="text"/> <input type="button" value="E"/>
Badge:	<input type="text"/> <input type="button" value="E"/>
Colour:	<input type="text" value="SILVER"/>
Body:	<input type="text"/>
Vin Number:	<input type="text" value="6MJTR49894100505"/>
Odometer:	<input type="text" value="44305"/>
Transmission:	<input type="text" value="AUTOMATIC"/>

- **Insurance information**

Insurance	
Insurance:	<input type="text" value="BEST VALUE INSURANCE"/>
Address:	<input type="text" value="GPO BOX 2000 SYDNEY 2001"/>
ABN:	<input type="text"/>
Email:	<input type="text"/>
Claim No. / Policy:	<input type="text" value="ABA13213131"/>
Assessor:	<input type="text" value="J.ROBERTS"/>
Assessment Date:	<input type="text" value="08/11/2010"/>
Excess:	<input type="text" value="500"/>
Contribution:	<input type="text"/>
Discount:	<input type="text"/>



• **Shop information**

Shop

Quote:

Date in:

Date out:

Estimator:

Total: \$0.00 Status:

• **Rates information**

Rates

RR:

Repair:

Paint:

Part Markup:

Body:

NTAR vehicle list:

- This section also contains the integration buttons for ORM, PNET, ARNIE, Estimage, WebTRIM . Once activated you will see the buttons in this section (refer to integration)
- “Update quote” has 2 functions
 - 1/ When you press update quote it will re calculate all the figures within the quote this is used when you change the rates on a quote
 - 2/ When pressed Crashzone will save all the quote information (please note Crashzone also saves quote information when you change screens between **Details, Quote & View**)
- NTAR vehicle list and body are used for NRMA jobs (please refer to NTAR user manual)

- **Invoice information**

Invoice

Create tax invoice -\$500.00

Create excess invoice \$500.00 GST

Invoice No	Type	Amount	Status
------------	------	--------	--------

- Create Tax invoice
- Create excess invoice with or without GST
- Mark invoices paid

- **Comments**

Comment

- Add comments about the quote (comment only appears on the details page does not show on the quote itself)

- **Notes section**

Note New

>demosystem@cras test note 09/11/2010 15:15  

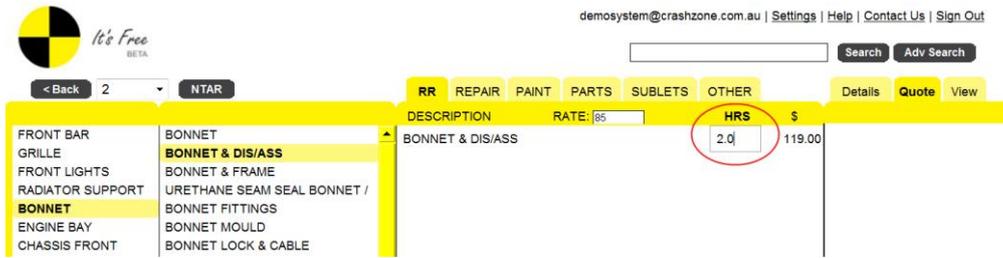
- Create notes with time and date stamp

Quote page

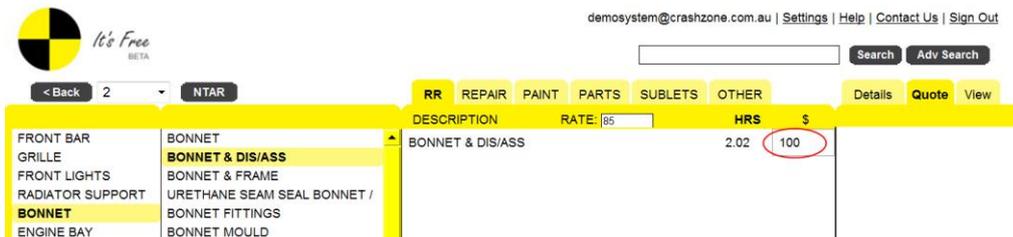
The screenshot shows the 'Quote page' interface. At the top, there is a navigation bar with tabs for 'RR', 'REPAIR', 'PAINT', 'PARTS', 'SUBLETS', and 'OTHER'. Below this is a search bar and a 'Quote' button. The main area is divided into three columns: a left choice list (1), a right item list (2), and a quote editor table (3). The left choice list includes categories like 'FRONT BAR', 'GRILLE', 'FRONT LIGHTS', 'RADIATOR SUPPORT', 'BONNET', 'ENGINE BAY', 'CHASSIS FRONT', 'L/H/F GUARD', 'R/H/F GUARD', 'L/H/F DOOR', 'R/H/F DOOR', 'L/H/R DOOR', 'R/H/R DOOR', 'L/H BODY SIDE PANEL', 'R/H BODY SIDE PANEL', 'L/H/R QTR PANEL', 'R/H/R QTR PANEL', 'TURRET', 'TAILGATE', 'BOOTLID', 'REAR BUMPER', 'REAR LIGHTS', 'BEAVER PANEL', 'BOOT FLOOR', 'FRONT MECHANICAL', 'REAR MECHANICAL', 'INTERIOR', 'MISCELLANEOUS', and 'TRUCK'. The right item list shows items like 'BONNET', 'BONNET & DIS/ASS', 'BONNET & FRAME', 'URETHANE SEAM SEAL BONNET /', 'BONNET FITTINGS', 'BONNET MOULD', 'BONNET LOCK & CABLE', 'BONNET SAFTEY CATCH', 'BONNET STRIKER', 'L/H BONNET HINGE', 'R/H BONNET HINGE', 'BONNET BADGE', 'BONNET PROP & CLIP', 'BONNET PROP CLIP', 'BONNET PROTECTOR', 'BONNET STONE GUARD', 'BONNET WASHER JETS', 'BONNET SOUND PAD', 'BONNET SOUND PAD & CLIPS', 'FRONT BONNET SEAL', 'REAR BONNET SEAL', 'BONNET GAS STRUTS', 'L/H BONNET STRUT', 'R/H BONNET STRUT', 'SCUTTLE PANEL', 'SCUTTLE PANEL FITTINGS', 'SCUTTLE GRILLE', 'SCUTTLE GRILLE LEFT', 'SCUTTLE GRILLE RIGHT', 'PLENUM CHAMBER', 'PLENUM CHAMBER OUTER', 'PLENUM CHAMBER SEAL', 'WASHER JETS', 'WIPER ARMS', and 'WIPER BLADES'. The quote editor table has columns for 'DESCRIPTION', 'RATE', 'HRS', and '\$'. A blue circle '3' is placed over the table area.

1. The left choice list is the general area of the vehicle, when you click on an description it will show the available items for that area in the right hand list
2. The right list is all items available for the area selected from the left list
3. Added items will go to the quote editor, you can also manually add items directly to the quote editor
4. Use the tabs across the top of the page to select between R&R, REPAIR, PAINT, PARTS, SUBLET & OTHERS

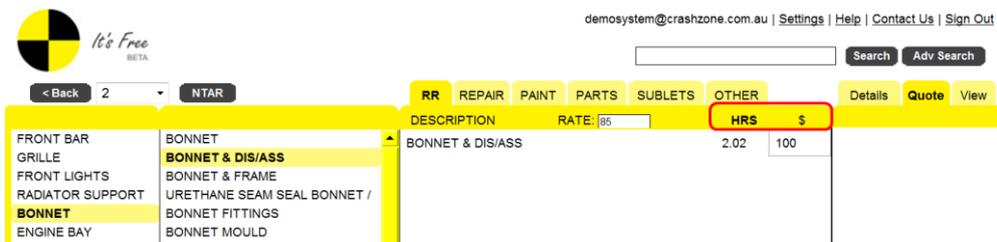
This screenshot shows the same interface as the previous one, but with one item added to the quote editor table. The left choice list has 'BONNET' selected. The right item list has 'BONNET & DIS/ASS' selected. The quote editor table now contains one row: 'BONNET & DIS/ASS' with a rate of 85, 1.40 hours, and a total cost of 119.00. A blue circle '4' is placed over the top navigation tabs.



- The labour time by default is just a generic time it is not make or model specific
- When an item is added the cursor will appear in the hour column so that you can adjust the time as necessary
- Add the operation time and press the enter key to move to the next line



- You can enter a \$ dollar figure for any individual item



- Select between hour and dollars by clicking on the **HRS** and **\$** symbol

Please note that the choice list will not add a value if you are quoting in \$ dollars all items must be manually added.

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It's Free BETA

< Back 2 NTAR

RR REPAIR PAINT PARTS SUBLETS OTHER

Details Quote View

FRONT BAR	FRONT BUMPER	DESCRIPTION	RATE: 50	HRS	\$
GRILLE	FRONT BUMPER BLEND	BONNET		4.00	340.00
FRONT LIGHTS	FRONT BAR SPOT REPAIR	FRONT BUMPER		2.50	212.50
RADIATOR SUPPORT	L/H/F BUMPER END	2ND COLOUR		0.00	0.00
BONNET	R/H/F BUMPER END	FRONT BUMPER LOWER		1.00	50.00
ENGINE BAY	FRONT BUMPER REINFORCEMENT				
CHASSIS FRONT	L/H/F BUMPER REINFORCEMENT				
L/H/F GUARD	R/H/F BUMPER REINFORCEMENT				
R/H/F GUARD	L/H/F BUMPER BRACKET				

- Adjust the labour rate for an individual item by entering the new rate into the rates box at the top of the page

To adjust all labour rates go to the details page and set the labour rate for the quote

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It's Free BETA

< Back 2 NTAR

RR REPAIR PAINT PARTS SUBLETS OTHER

Details Quote View

FRONT BAR	GRILLE	DESCRIPTION	RATE: 50	HRS	\$
GRILLE	GRILLE FILLER PANEL	BONNET		4.00	340.00
FRONT LIGHTS	GRILLE MOULD	FRONT BUMPER		2.50	212.50
RADIATOR SUPPORT	GRILLE SURROUND	GRILLE		0.80	40.00
BONNET	VERTICAL LOCK BRACKET	FRONT BUMPER LOWER		1.00	50.00
ENGINE BAY					
CHASSIS FRONT					

- Change the order of item on the quote by holding the left mouse button down and dragging the item to the new position
- To edit an item double click on the description you will see the cursor appear at the end of the description, change or add to the description as required
- To delete a complete line click on the description once and then use the **Delete** key on your keyboard to remove the line from the quote



The view page



It's Free
BETA

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Search

Adv Search

< Back 2

2

3

Details

Quote

View

Quoted

\$

All Images

Select Images

↑

Edit

Send

Invoice

Parts

Quote

Header

Clearance

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4

5

6

7

8

DEMO SMASH REPAIRS

47 GREEK ST GLEBE nsw 2037
Phone: 02 9660 1122 , Fax: 02 9660 1655
Repairer Licence No: 666666
Email: demosystem@crashzone.com.au
ABN: 123456789

Estimate No:2

Quote Date: 09/11/2010
Owner: BOB JONES, Ph 0415 315 939
Owner Address: 1 MAIN RD BALMAIN 2046
Vehicle: HOLDEN MONARO COUPE 2005
Reg No: ABC 123
VIN: 6HSVPF23449495050
Colour: BLACK
Odometer: 52300
Insurance: BEST VALUE INSURANCE
Claim #: ABA13213131
Estimator: JOHN

RR (Rate : \$85.00)	Hrs
FRONT BUMPER	1.00
GRILLE ASSY & DIS/ASS	0.40
FRONT GUARD SPLASHLINER LH	0.30
FRONT GUARD SPLASHLINER RH	0.30
BONNET & DIS/ASS	\$100.00
Sub Total Hrs	2.00
Sub Total	\$270.00

Repair (Rate : \$85.00)	Hrs
BONNET	4.00
Sub Total Hrs	4.00
Sub Total	\$340.00

- TO: email address box enter the email address to send to in this box
- Pressing the edit button allows you to adjust the subject and body of the email that you are sending from Crashzone
- Click on send to email the quote out of Crashzone, a new note will be added to the details page and a bcc copy will also be sent to your company email address as confirmation
- Click on the sub tab **Invoice** to view the tax invoice
- Click on the sub tab Parts to view a parts list for the vehicle
- Click on **Quote** to view the quotation (quote is the default view)
- Click on **Header** to view the jobsheet/worksheet
- Click on **Clearance** to view the clearance certificate

To print either click on the print button in your web browser or click on file and then select print from the drop down menu



demosystem@crashzone.com.au | Settings | Help | Contact Us | Sign Out

Search Adv Search

< Back 2

Details Quote View

Quoted \$ All Images Select Images Edit Send Invoice | Parts | Quote | Header | Clearance

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DEMO SMASH REPAIRS
47 GREEK ST GLEBE nsw 2037
Phone: 02 9660 1122 , Fax: 02 9660 1655
Repairer Licence No: 666666
Email: demosystem@crashzone.com.au
ABN: 123456789

Estimate No:2

Quote Date: 09/11/2010
Owner: BOB JONES, Ph 0415 315 939
Owner Address: 1 MAIN RD BALMAIN 2046
Vehicle: HOLDEN MONARO COUPE 2005
Reg No: ABC 123
VIN: 6HSVPF23449495050
Colour: BLACK
Odometer: 52300
Insurance: BEST VALUE INSURANCE
Claim #: ABA13213131
Estimator: JOHN

Table with 2 columns: Description and Amount. Rows include RR (Front Bumper, Grille Assy, etc.), Repair (Bonnet), and Paint (Bonnet, Front Bumper, etc.). Total Labour is \$1,252.50.

- 1. Clicking on the \$ symbol will convert an hours quote to dollars (AAMI style quote)
2. All hours and rates are removed from the quote only the dollar value is shown

Emailing the quote with images

demosystem@crashzone.com.au | Settings | Help | Contact Us | Sign Out

< Back 2

Quoted \$ All Images Select Images

Edit Send Invoice | Parts Quote | Header | Clearance

DEMO SMASH REPAIRS
 47 GREEK ST GLEBE nsw 2037
 Phone: 02 9660 1122 , Fax: 02 9660 1655
 Repairer Licence No: 666666
 Email: demosystem@crashzone.com.au
 ABN: 123456789

Estimate No:2

Quote Date: 09/11/2010
 Owner: BOB JONES, Ph 0415 315 939
 Owner Address: 1 MAIN RD BALMAIN 2046
 Vehicle: HOLDEN MONARO COUPE 2005
 Reg No: ABC 123
 VIN: 6HSVPF23449495050
 Colour: BLACK
 Odometer: 52300
 Insurance: BEST VALUE INSURANCE
 Claim #: ABA13213131
 Estimator: JOHN

RR	\$
FRONT BUMPER	85.00
GRILLE ASSY & DIS/ASS	34.00
FRONT GUARD SPLASHLINER LH	25.50
FRONT GUARD SPLASHLINER RH	25.50
BONNET & DIS/ASS	\$100.00
Sub Total	\$270.00
Repair	\$
BONNET	340.00
Sub Total	\$340.00
Paint	\$
BONNET	340.00
FRONT BUMPER	212.50
FRONT BUMPER LOWER @ 50.00	50.00
GRILLE @ 50.00	40.00
Sub Total	\$642.50
Total Labour	\$1,252.50

When emailing the quote you can select to email with all images or select images

1. To select all images click on the All images tick box then enter the To: email address and press send, all images and quote will be emailed

Please select the photo to send with the quote and click submit

Submit



2. To select images click on the select images tick box then enter the To: email address and press send. A new window will appear, click on the images you want to send (they will highlight with a red border. Click submit to send the email

Creating an Excess invoice

Insurance

Insurance: BEST VALUE INSURANCE

Address: GPO BOX 2000 SYDNEY 2001

ABN:

Email:

Claim No. / Policy: ABA13213131

Assessor: J.ROBERTS

Assessment Date: 08/11/2010

Excess: 500.00

Contribution:

Discount:

Invoice

Create tax invoice \$877.75

Create excess invoice \$500.00 GST

Invoice No	Type	Amount	Status
------------	------	--------	--------

Comment

1. From the details page enter the excess amount in the excess field
Please note only enter numbers not text or dollar symbol \$
2. Click on “**Create excess invoice**” to generate the excess invoice
3. For excess invoices that require GST click the “**GST**” tickbox before creating the excess invoice

Create a Tax invoice

Insurance

Insurance:

Address:

ABN:

Email:

Claim No. / Policy:

Assessor:

Assessment Date:

Excess:

Shop

Quote:

Date in:

Date out:

Estimator:

Total: \$1,377.75 1 Status: Quote

Invoice

Create tax invoice \$877.75 2

Create excess invoice \$500.00 GST

Invoice No	Type	Amount	Status	
1	Tax	\$877.75	Not Paid	4 ✕

1. Total shows the grand total cost
2. Click on **“Create tax invoice”**
3. The invoice has now been created. Click on the invoice number (blue text) to view/print/email tax invoice
4. Once the invoice has been created it is given the status of **“Not Paid”**
Clicking on not paid will change the status of the invoice to Paid

Invoice

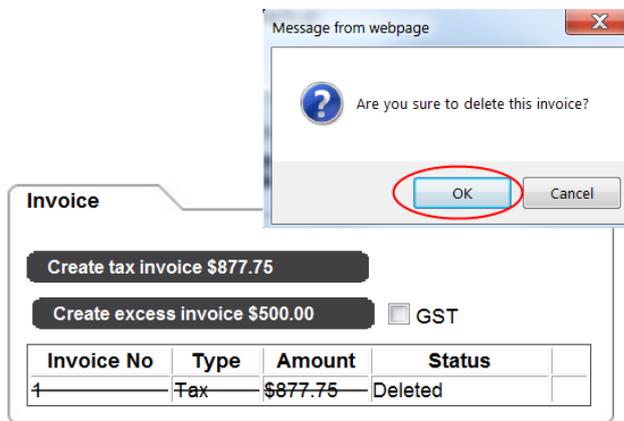
Create tax invoice \$877.75

Create excess invoice \$500.00 GST

Invoice No	Type	Amount	Status	
1	Tax	\$877.75	Paid 11/11/2010	✕

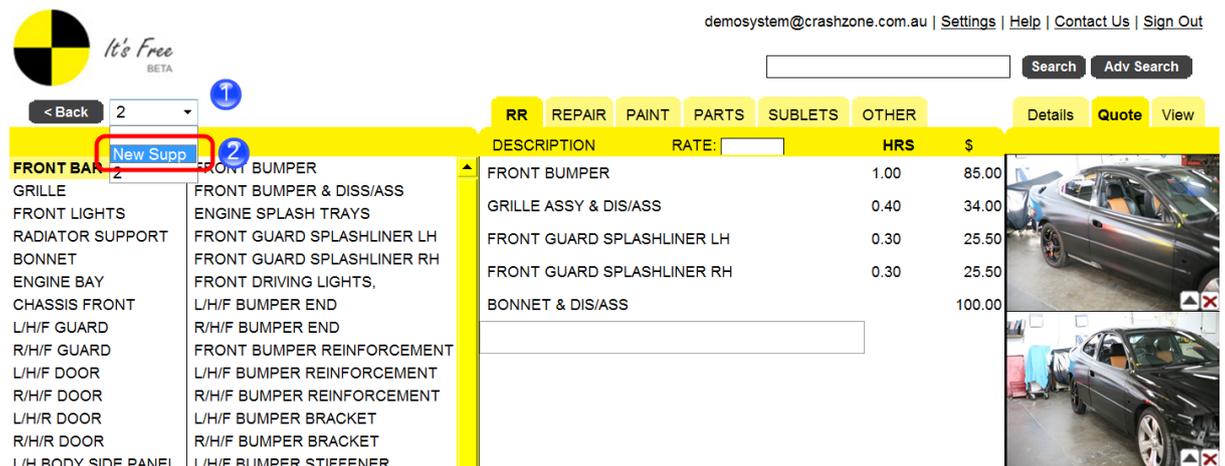
- Invoice status paid

5. Delete an invoice by clicking on the red cross next to the status



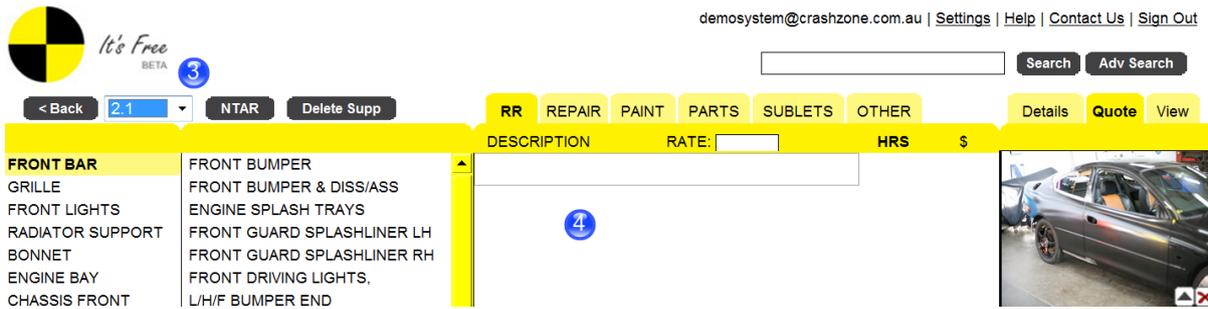
To make any changes to the invoice you must first delete the current invoice. Crashzone only creates 1 tax invoice per job so you can delete and recreate the invoice as required.

Supplementary quotes



Supplementary quotes are created from the quote page

1. Click on the drop down box to expand supp section
2. Click on "New Supp" to create the supplementary quote



3. New supplementary quote has been created (quote 2.1 in this example)

4. Add necessary items to the new blank supplementary quote



DEMO SMASH REPAIRS

47 GREEK ST GLEBE nsw 2037
 Phone: 02 9660 1122 , Fax: 02 9660 1655
 Repairer Licence No: 666666
 Email: demosystem@crashzone.com.au
 ABN: 123456789

Estimate No:2.1

Quote Date: 19/11/2010
 Owner: BOB JONES, Ph 0415 315 939
 Owner Address: 1 MAIN RD BALMAIN 2046
 Vehicle: HOLDEN MONARO COUPE 2005
 Reg No: ABC 123
 VIN: 6HSVPF23449495050
 Colour: BLACK
 Odometer: 52300
 Insurance: BEST VALUE INSURANCE
 Claim #: ABA13213131
 Estimator: JOHN

RR (Rate : \$85.00)		Hrs
L/H BOOTLID HINGE		0.20
R/H BOOTLID HINGE		0.20
	Sub Total Hrs	0.40
	Sub Total	\$34.00
	Total Labour Hrs	0.40
	Total Labour	\$34.00

Parts	Part No.	M/Up	\$
L/H BOOTLID HINGE	USED	5.00	25.00
R/H BOOTLID HINGE	USED	5.00	25.00
	Sub Total	\$10.00	\$50.00
	Sub Total + M/Up		\$60.00
	Total		\$94.00
	GST		\$9.40
	Grand Total		\$103.40

5. From the view page use the drop down box to select which quote you wish to view

* **All** – views the original quote and all supplementary quotes

* **Original** – (quote 2 in this example)

* **Supplementary quote** (quote 2.1 in this example)

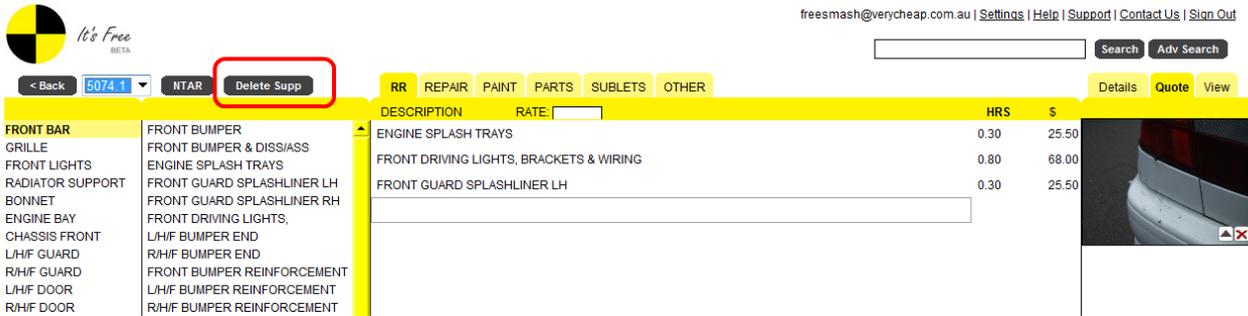
6. Supplementary quote viewed on page

- Please note supplementary quotes are automatically included when generating the tax invoice (supplementary quotes can't be invoiced separately)
- ORM and ARNIE quotes do not use sup quotes, any additional labour and parts are added to the first quote and resent

To delete a supplementary quote click on the **“Delete Supp button”**

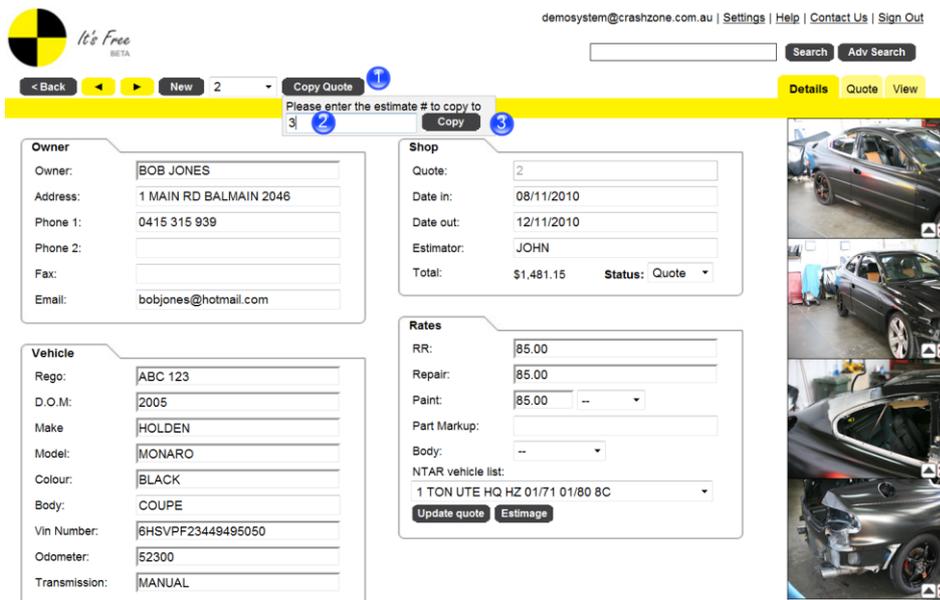
- From the quote page go into the supplementary quote you want to delete
- quote click on the **“Delete Supp button”**
- This will delete the supplementary quote from the system

Please note that the delete sup button only appears when you are in a supplementary quote.



Copy quote feature

Copy quote allows you to reuse the quote body (labour and parts) from any previous quote in the system. This can be useful on large quotes when you have previously done a similar quote.



1. Go to the previous quote that you want to duplicate and press **Copy quote** in the details page
2. Enter the new quote number (the labour and parts will be sent to quote)
3. Click on **Copy** to send the quote across to the new quote.

Main page searching function

Ref	Date	Owner	Rego	Make	Model	Colour	Insurance
3	19/11/2010	ALEX SMITH	TGE939	BEDFORD	FALCON	BLUE	
2	09/11/2010	BOB JONES	ABC 123	HOLDEN	MONARO	BLACK	BEST VALUE INSURANCE
1	09/11/2010	KATE JONES (DEMO QUOTE BTOO1		MITSUBISHI	MIRAGE	SILVER	NRMA

From the main page of Crashzone you can search for any quote in the system. The following fields can be used as a search criteria

Quote number

Owner

REGO

Make

Model

Colour

Insurance company

Claim number

1. From the main page enter the search criteria into the search box, as you enter information the system will start filtering the jobs that are relevant
2. The search button will search all jobs in the Crashzone system

- *To clear a previous search click on the search button with no text in the search bar, this will cause a refresh and all quote will be shown on the main page*

- *To search for an invoice put an **“*”** in front of the invoice number in the search box*

Quote status

demosystem@crashzone.com.au | [Settings](#) | [Help](#) | [Contact Us](#) | [Sign Out](#)

Search Adv Search

All Quote Job Invoice Finished

Ref	Date	Owner	Rego	Make	Model	Colour	Insurance
3	19/11/2010	ALEX SMITH	TGE939	BEDFORD	FALCON	BLUE	
2	09/11/2010	BOB JONES	ABC 123	HOLDEN	MONARO	BLACK	BEST VALUE INSURANCE
1	09/11/2010	KATE JONES (DEMO QUOTE BTOO1		MITSUBISHI	MIRAGE	SILVER	NRMA

- Quote status is used to help manage your quotes through the repair cycle. There are 5 Tabs on the main page
 - ALL** – Shows all quotes in the system
 - Quote** – Default status when quote is created
 - Job** – Used when the vehicle is in the shop as a job
 - Invoice** – Once an invoice has been created
 - Finished** – Used once the job has been completed and paid for

demosystem@crashzone.com.au | [Settings](#) | [Help](#) | [Contact Us](#) | [Sign Out](#)

Search Adv Search

< Back New 2 Copy Quote Details Quote View

Owner
 Owner: BOB JONES
 Address: 1 MAIN RD BALMAIN 2046
 Phone 1: 0415 315 939
 Phone 2:
 Fax:
 Email: bobjones@hotmail.com

Shop
 Quote: 2
 Date in: 08/11/2010
 Date out: 12/11/2010
 Estimator: JOHN
 Total: \$1,481.15
 Status: Quote
 Quote
 Job
 Invoice
 Finish

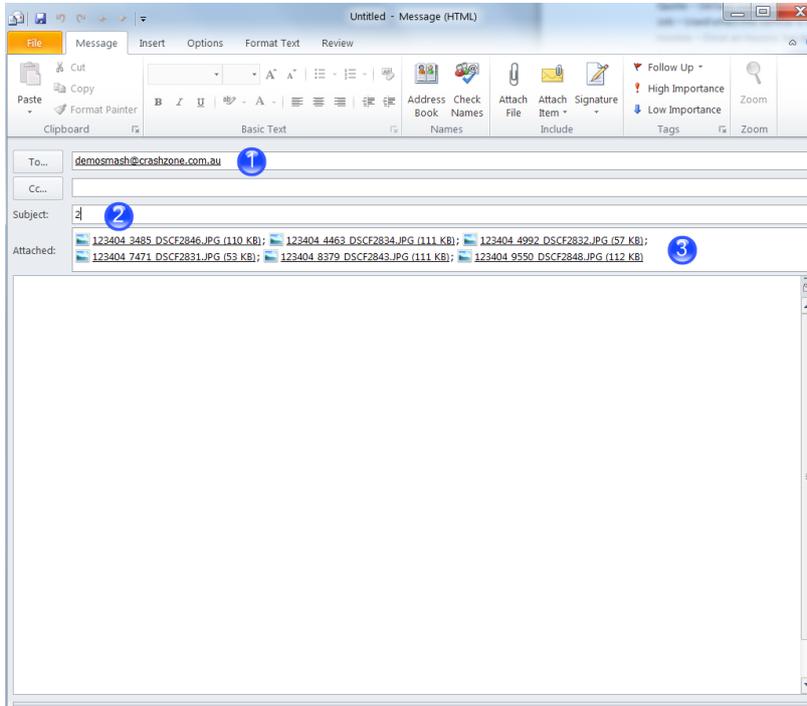
Vehicle
 Rego: ABC 123
 D.O.M: 2005
 Make: HOLDEN
 Model: MONARO
 Colour: BLACK
 Body: COUPE
 Vin Number: 6HSVVPF23449495050

Rates
 RR: 85.00
 Repair: 85.00
 Paint: 85.00 --
 Part Markup:
 Body: --
 NTAR vehicle list:
 1 TON UTE HQ HZ 01/71 01/80 8C
 Update quote Estimate

- Status is set from the details page of the quote

Images

Adding images to a quote (email method)

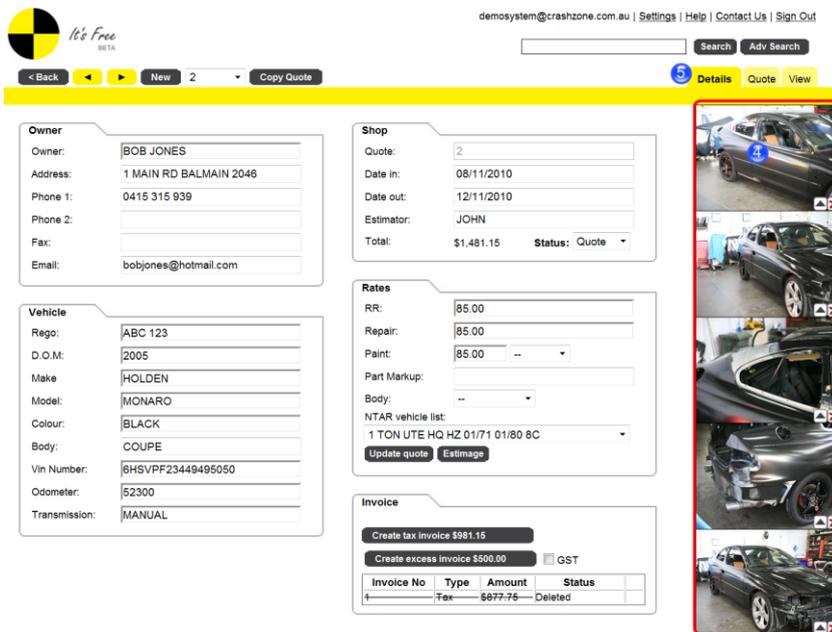


Images are added to a quote by emailing them to your Crashzone email address

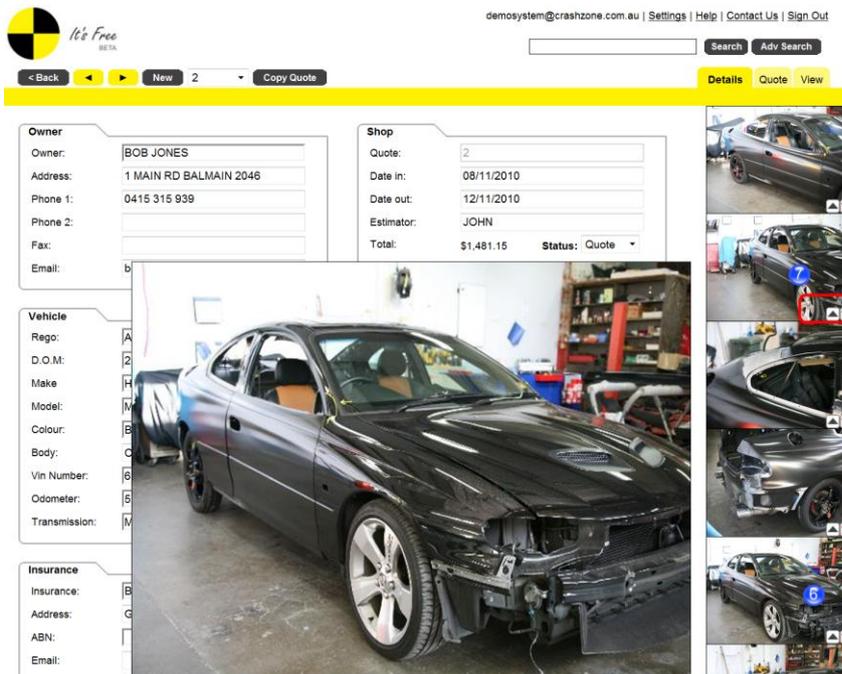
1. Open a new email and enter your Crashzone email address in the To... address
2. Enter the quote No. in the subject field (*just the number no other text in the subject field*)
3. Attach images to the email and send

Please check that image size is correct for emailing (refer to image size in the user manual)

Once the images have been emailed they will automatically update into your Crashzone quote, the process typically takes less than 30 seconds

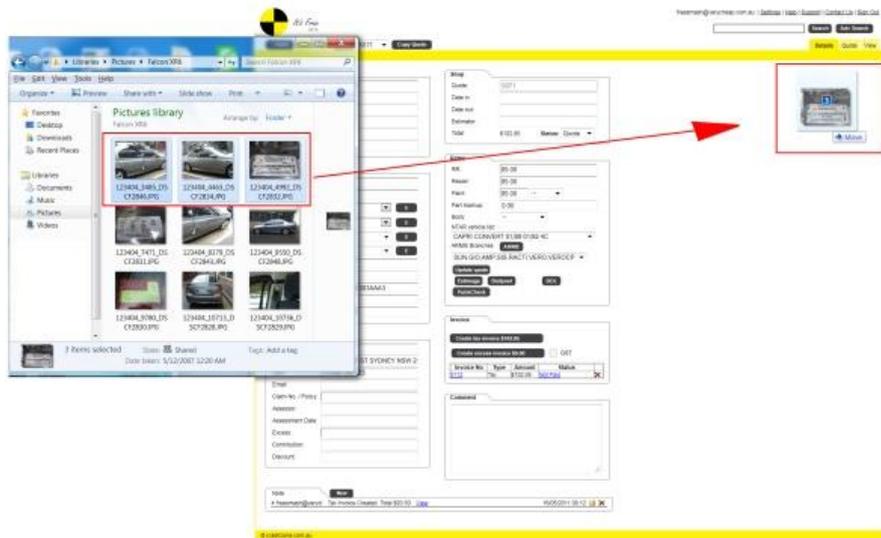


4. From the details page the images will appear down the right hand side of the page
5. If you are in the quote and don't see the images click on the **details Tab** to perform a system refresh which will add any new images that have been emailed



6. Scroll over the thumbnail image to enlarge the image on the screen.
* Click on the thumbnail image to lock it on/off the screen
7. The red X will delete the image from the quote and the up arrow is used to change the order or the image on the quote

Add images to the quote using drag and drop feature (Firefox)



- * Have you quote open in the details page of Crashzone
- * Open your Picture folder (where you save you images)
- * Highlight the image you want to add to the quote
- * Left click on the images and hold down the mouse and drag the images to the details page on Crashzone.



- * The images will upload to the quote, a green loading bar appears below the images while the upload is in progress.

Please note:

Maximum image size is 2mb per image

You can drag up to 10 images at once

This feature currently only works with Firefox web browser.

Image/photo size



With most digital point-and-shoot cameras, you can actually choose a lower resolution than the camera’s advertised maximum, which is where it’s set when you take it out of the box. You do this by entering the shooting menu and selecting the “Image Size” or “Resolution” option. When you do that, you’ll see a series of number pairs such as these:

- * 3648 x 2736 or 10 megapixel (1.1 MB to 2.2 MB approx)
- * 3264 x 2448 or 8 megapixel (970 KB to 1.9 MB approx)
- * 2048 x 1536 or 3.1 megapixel (500 KB to 1 MB approx)
- * 1600 x 1200 or 1.9 megapixel (250 KB to 700KB approx)
- * 1280 x 960 or 1.2 megapixel (240 KB to 490 KB approx)
- * 1024 x 768 or 0.8 megapixel (170 KB to 350 KB approx)
- * **640 x 480 or VGA (75 KB to 150 KB approx) - ORM, PNET, ARNIE setting**

Setting a lower resolution level creates a smaller-sized picture file. When you adjust the resolution downward, you’ll see the little number on the viewing screen and/or LCD panel that tells you how many more pictures you can fit on the card go up and up. Set 640 x 480, and you’ll be able to fit hundreds if not thousands of pictures on a decent-sized memory card.

When emailing images a lower/lowest setting on your camera is always best this will allow you send images quickly and make it easier for your customer to download and store the images you send to them.