## AUTOLAND S C I E N T E C H

## **CRM: How To**

## Before you begin

You must be registered as a Member to download Autoland Utility

• For a detailed guide please review 'How to register as a Member'

Autoland Utility must be fully installed on the PC

• For a detailed guide please review 'Autoland Utility Setup'

If you do not have a printer you will need PDF software

• ie Adobe Reader or Foxit Reader

## Introduction

**CRM is a Customer Relationship Management tool** 

- Edit your Garage details
  - Attach thumbnail/image
- Manage customer/vehicle record
- Assign scanner screen captures to a customer/vehicle
- Configure customer/vehicle record sheet
  - Print or Save As PDF

## **CRM from Autoland Utility**



## **Customer List**

<sup>8</sup> Custo	Customer -									
8 New										
ID	Plate No.	First name	Telephone	VIN	Year	Mileage	Make	Model		
1	Default	Default name								
3	SHKNBAKE	RICKY	5128675309		1969	399999	Chevrolet	Chevelle		

## CRM will open to your Customer list

### **New Customer**

Autoland	CRM		
New Edi		- • • ×	<b>е</b> к
	ate Plate No.: First name: Last name: Telephone: Zip: Address: Memo:		Year Mi

•

## Click on 'New' to add and edit a new Customer profile

## **Edit Customer Profile**

<sup>8</sup> Autolar	nd CRM	
8 New	Image: Second system     Image: Second system       Image: Second system     Ima	ОК
ID	Customer OBX	Year Mi
1	Plate No.: 3365152 First name: Autoland Last name: Scientech Telephone: (512) 336-5152 Zip: 78613	
	Address: 1001 Cypress Creek Road # 101	
	Memo: Assigning Screen Captures Other OK Cancel	

•

# Click on 'Edit' to add or change Customer details

## **Edit Customer Vehicle**

<sup>8</sup> Autola	and Cl	RM	
New	Edit	<sup>ອ</sup> Cເ <sup>ອ</sup> Other	ОК
ID	Plate	VIN:	'ear Mi
1	33651	Mileage:	
		Year:	1 1
		Make:	1
		Model:	1 1
		Engine type:	
		Color:	
		OK Cance	
		Other OK Cancel	
•		Click on 'Other' on the screen to add or cha Customer Vehicle de	nge

## **Search Customer List**

Autola	and CRM	1						- 8
8 New	Bdit	8 Query	Delete (	Option v1.0.7				✓
ID	Plate N	lo.	First nan	ne	Telephone	VIN	Year	Mi
1	3365152	<sup>€</sup> Q	uery			-=×		
			Plate First n Telepł		OK	• • • Cancel		
[1]		Se			ne Quer hrough	-		

## Garage/Shop Profile

<sup>8</sup> Autola	and CRM	N						- <b>•</b> ×
8 New	Bedit	(2) Query	🛞 Delete	Option V1.0.7				✓
ID	Plate N	No. I	-irst na	ime	Telephone	VIN	Year	Mi
1	3365152	Opt	ion			- • *		
		Garag	7	m tools				
		Add	Dele	te Edit	Set default garage			
		ID	Gara	ge name				
		1	AUTO	LAND SCIEN	TECH CO. LTD.			
		Default	garage: <i>A</i>	AUTOLAND S	CIENTECH CO. LTD	-		
•		Cli			Option r Gara			ni

## **Edit Garage Details**

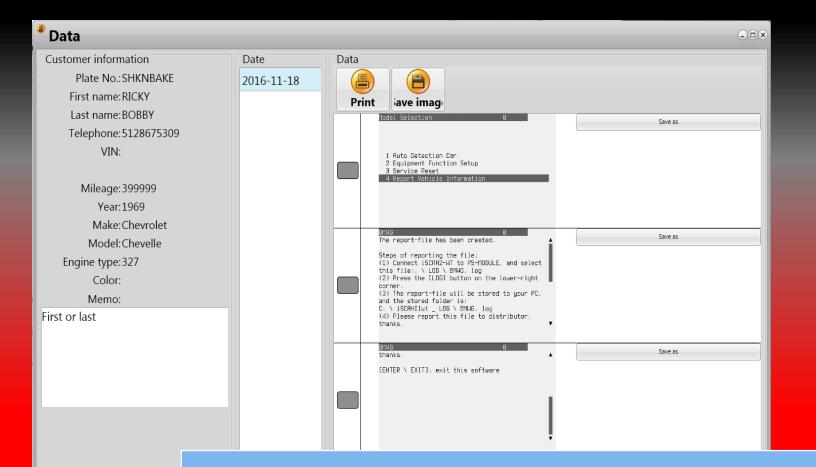
<sup>8</sup> Auto	land C	RM		
8 New	8 Edit	<sup>®</sup> Garage -□×		<b>У</b> ок
ID 1	Plate 33651		Year	Mi
		Telephone:       512-336-5152         Website:       http://www.autolandscientechusa.com         EMail:       support@autolandsicentech.com         Address:       1001 Cypress Creek Road # 101, Cedar Pa         Logo:       Select image         CITENTECH       OK		
•		By Clicking Edit you ca	an a	dd

Garage/Shop contact details and logo

## System Tools

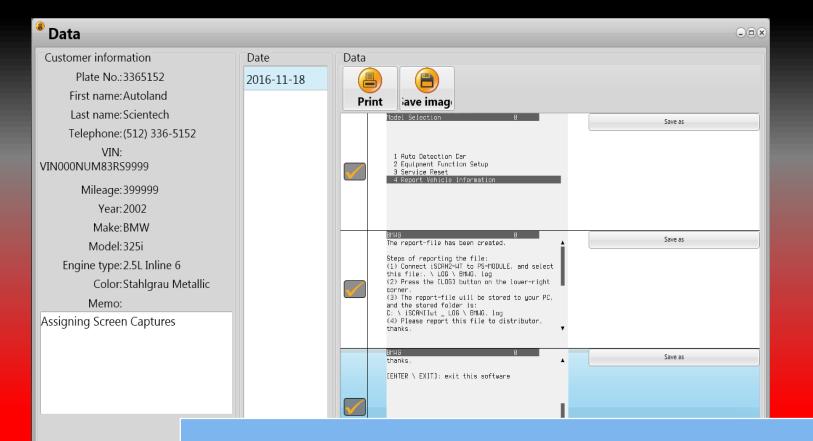
Autol	and CRN						- <b>•</b> ×
8 New	Edit   C	2 Query	Delete Option V1.0	7			<b>е</b> к
ID	Plate N	0.	First name	Telephone	VIN	Year	Mi
1	3365152	Op	tion		-=*		
			abase Backup abase Restore				
•				tem Too re vour			

## **Customer Data**



Customer Data will sort image sessions by date (center column). Images will be listed on the right hand column

## **Managing Customer Data**



### Select the images you would like to print or save (Checkbox)

\*\*Images are saved by date, click on the corresponding date of your PrintScreen session

## **Saving Screen Captures**

Data					
Customer information Plate No.:3365152 First name:Autoland	Date 2016-11-18	Data	iave imag		
Image: Computer → OS (C:) → CRM → PSM			✓ 4y Search PSM	<u>×</u>	Save as
Organize       New folder         Image:       BetaFMan         Calls       Custom Offic         FMUpd       Freshdesk         Guides       Images         CreatingE       DriverSign         FDImage       FileMana         Outdated       PDF         UpdatedPP       File name:         Save as type:       All File Types(*.*)	No items n	natch your search.			Save as
Hide Folders			Save	Cancel	
					d choose a he images
		**De	fault location	on [C:`	\CRM\PSM]

## **Preview Customer Report**

Preview			- 0 <mark>- ×</mark>
	Close		
	SCIENTECH 1001 Cypress Creek R Tel: Website:http://www	SCIENTECH CO. LTD. oad # 101, Cedar Park, TX 78613 512-336-5152 w.autolandscientechusa.com @autolandsicentech.com	
	Plate No.: 3365152	Maker: BMW	
	Telephone No.: (512) 336-5152 Name: Autoland	Model: 325i Year: 2002	E
	Name. Autoland	rear. 2002	
	VIN: VIN000NUM83RS9999		
	Address: 1001 Cypress Creek Road # 101		
	Model Selection 1 Auto Detection Car 2 Equipment Function Setup 3 Service Reset 4 Report Vehicle Information	BHUG B The report-file has been created. CRM Order number Order number	Cancel
	BMi46 Ø thanks, ▲		
Page 1 of 1		he customer o d click 'OK' to	

## Saving Customer Report as PDF

Proview			
100% -	3, 🔲   🔄 🔝 🔎     🖌 🔺 1	Close	
	Print		
	Printer		
	Name: 🚔 Foxit Reader PDF	Printer	Properties
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	Pages	Copies	
	All	Number of copies	1 51
	Current page		2)
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	Enter page numbers and/or page separated by commas. For examp	ranges,1111111 _	
	Other	Print mode	00
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	Duplex Default	<ul> <li>Print on sheet</li> </ul>	Default 👻
			OK Cancel
			4 Neport Vehicle info

- Click on the Printer icon (top-left)
- Select your PDF Reader program
- Click 'OK' to save the customer report as PDF

## **Print Customer Report**

O Preview				Summer of
🎒 🚹 🔍 100% 🕶 🤤	, 🔲 📴 🔛 🖬 🖬 🖌 🕇 1	Close		
	Print Name: Srother DCP-9055 Where:	iCDN Printer	Pro	perties
	Pages <ul> <li>All</li> <li>Current page</li> <li>Pages:</li> <li>Enter page numbers and/or page r separated by commas. For example</li> </ul>	e, 1,3,5-12	Collate	5152 2) 336-515 bland 000NUM8 1 Cypress
	Other Print All pages Order Direct (1-9) Duplex Default	Print mode	1 Default	Cancel
	L			tormaticn

- Click on the top-left Printer icon
- Select your Printer
- Click 'OK' to print

## Conclusion

Each Customer Report page will include the Garage Header

Only the first page will include the customer/vehicle details

#### The first page will allow you to fit up to 6 screenshots

Subsequent pages can fit 8 screenshots

\*\* If you are still experiencing issues: Take a screenshot of the error message and contact Autoland Scientech USA, Inc. at (512)336-5152