



# **User Reference Guide**

Audatex Solutions Pvt Ltd

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New Delhi – 110025, 011-43120000

www.audatex.in

*Technical Support: 1800 102 8353* 

# Before we move ahead, please ensure that:

1. You have Internet Explorer version 8 or above installed in your computer.





BRE will not function properly on Google chrome, Firefox or any browser other than Internet Explorer (IE).

To download the latest version of internet explorer click on the link below <a href="http://windows.microsoft.com/en-in/internet-explorer/download-ie">http://windows.microsoft.com/en-in/internet-explorer/download-ie</a>

2. Java latest version 7 with update 67



To download the latest version of java click on the link below

### https://java.com/download

3. PDF file reader (Adobe preferably )



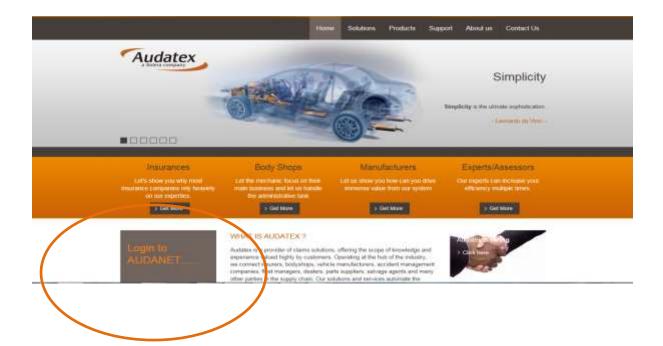
To download the latest version of acrobat reader click on the link below:

http://get.adobe.com/reader/

# Login



- Go to the Audatex website "www.audatex.in' and click on login to Audanet.
- Enter your username & password.



Audatex	
Sign In	Log in using your unique user name and password
Enter your Single Sign-On user name and password to sign in	
User Name	
Password	
Login Cancel	
Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecutio	n.
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Click to generate a new password Submitted text is not valid. Please try again.	Step 1
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Submit	
(refresh page to generate a new image)	
	Step 2
Password recovery	
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Customer ID will be Repeat password: Submit	
name & password. In	
case you don't have, mail us	
servicedesk@audatex.in	



# Work Grid

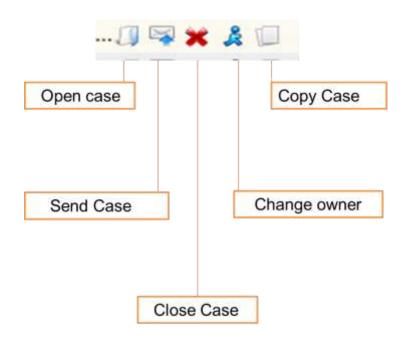
In work grid we can view all the active, copied, sent and closed cases. The columns in the work list can be customized as per user requirements. The work list can be exported to excel for viewing offline.

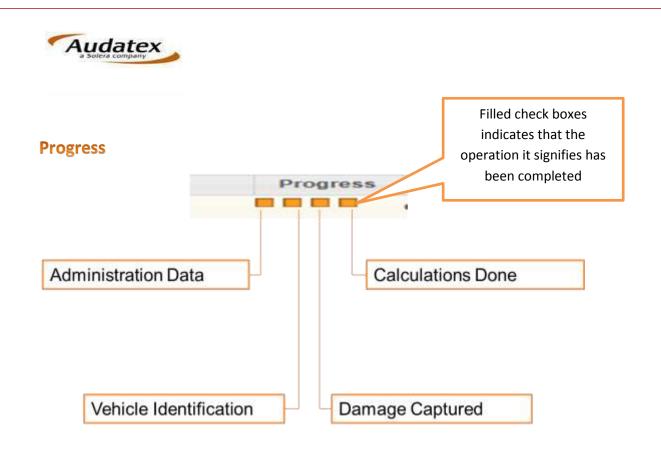
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Select Columns 🗙	
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<ul> <li>✓ Sender company</li> <li>✓ Grand Total</li> <li>✓ Task role</li> </ul>	
Ok × Cancel Reset	

# Actions





# Create

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For new assessment press the new case tab.



#### Pre Intake Page

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Complete the mandatory fields and click on create new case.

Note: The values entered in the pre intake page cannot be edited later, so please make sure that you enter the correct data.

- Signifies that the field is a mandatory field

### **Policy Data**

It is recommended to fill all the fields mentioned but you have the option to fill only the fields you require.

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To add name of insurer and the assessor, check the boxes in the other contacts options and fill the details.

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### **Accident Data**

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Accident Impact Points and direction can also be mentioned as shown. General condition of the vehicle can be selected from the drop down menu and required comments can be mentioned in the description filed.

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#### **Vehicle Identification**

The VIN entered in the pre intake page will be reflected in the VIN field, select the required model from the options.

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### Vehicle Data

# Fill in the vehicle details as required; the fields marked with are the mandatory fields.

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#### **Labour Rates**

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### **ID Block Codes**

To add various items like transportation cost, fixed paint material cost , cavity protection etc. click on the ID Block code tab and select the check box option and click add

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### **Damage Capturing**

After the admin information the next step is damage capturing where the AudaPad (Audagraphics) will open for the selected model.



Note: Loading of the graphics will depend upon the internet speed. Minimum recommended speed is 2mbps. Also initially the loading will take time as the system saves caches in your computer and it takes lesser time when the same model is selected for damage capturing again. For more information on this click on <u>http://youtu.be/EwpKFMFK2V8</u>

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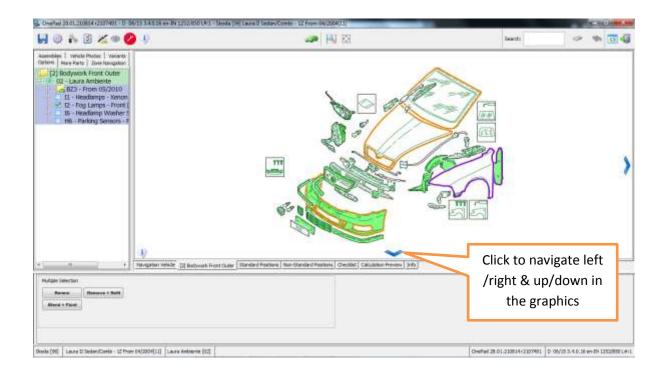
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# **Shortcuts**

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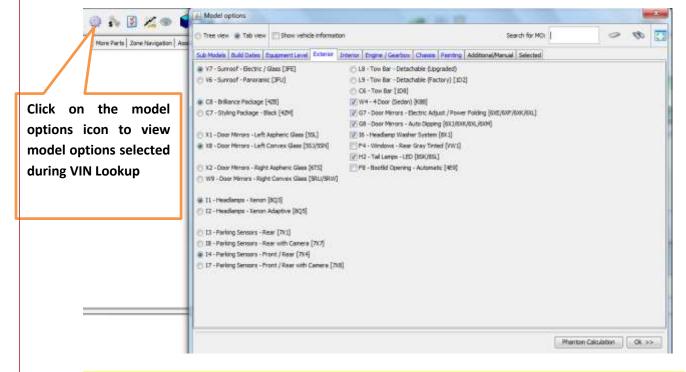


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# **Model Options**



Note: It is recommended not to change the selected options as this may change the calculations output.

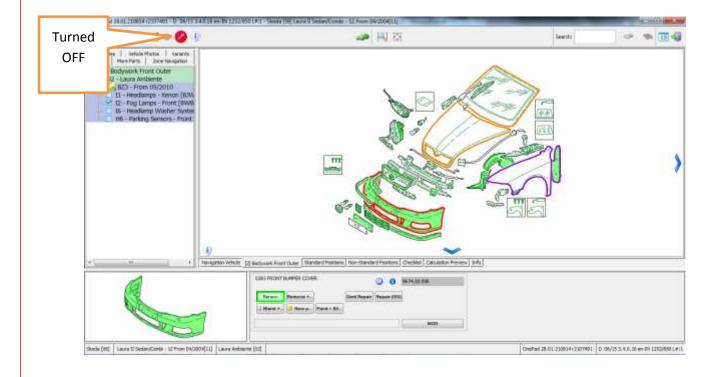
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# **Parts Composition**







### Renew

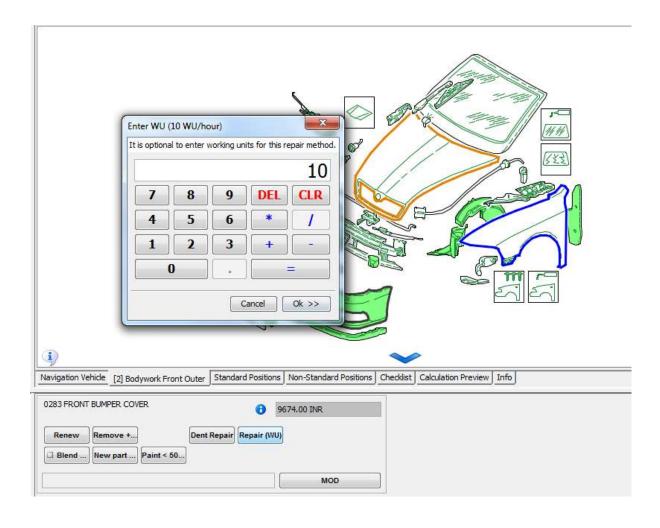
- Is used when a panel/part is to be replaced
- Includes the following operations
  - ➢ R+R of the part/Panel
  - > R+R of the child parts
  - > R+R of the associated parts
  - > Paint labour +Paint material cost (New Part Paint)
  - > Part number
  - > Part price

			~
Parts Compositio	n		
		Parts Composition:	
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### Repair

- Is used when part/Panel is repaired
- Includes the following operations
  - Denting /Repairing time (WU'S)
  - Paint labour +Paint material cost (Repair Paint<50%)</p>



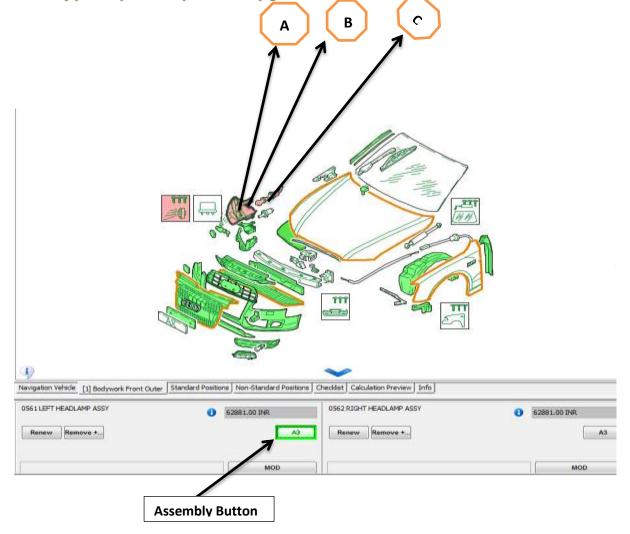
#### Note:

• In repair the user has to manually select whether the panel/part is requires removing & refitting and can be selected from the R+R tab.



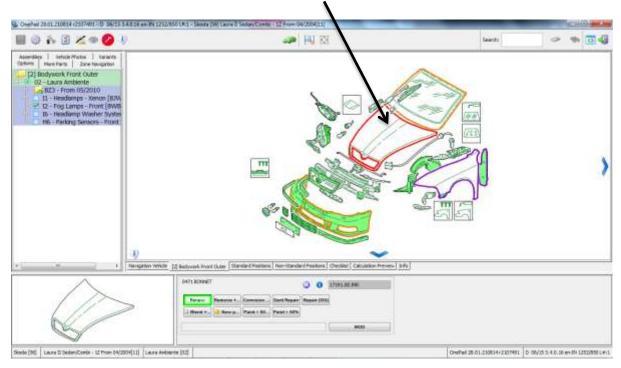
## A's and B's Assemblies and Sub-Assemblies

- "A" Identifies the main assembly
- "B" Identifies a sub-component to the main assembly
- "C" Identifies further sub-components to the main assembly
  - If you buy the "A" you will get the A, B's and C's If you buy the "B" you will get the B and C's If you buy the "C" you will only get the C \_\_\_\_





### Selected Panels will be highlighted with Red outlining



### Colour Coding of parts Green: Plastic parts Yellow: Aluminium Alloy White: Sheet Metal

# **Axles Suspension- Zone 32**

Deals with axle, suspension and some additional work. e.g.

- Front & Rear Axle R+R
- ABS Function
- Power steering
- Wiring Harness repair



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# Assemblies -Zone 31

Removing & refitting options for various assemblies

- Engine R+R
- Gearbox R+R

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# Alignment - Zone 30

Provides various alignment operations such as

- Front & Rear Alignment
- Floor Alignment
- Body Shell Alignment



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# Wheel Covers - Zone 34

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# Accessories - Zone 33

All the standard accessories supplied by the OEM with the vehicle can be selected in this zone. Some of the items considered as accessories are as under:

- Audio System
- Speakers
- Heater



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# Airbags- Zone 35

This zone gives you option to access the following:

- All Airbags
- Modules

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### **Non Standard Positions- NSP**

NSP is a free form part of the system that enables the user to manually enter the labour, parts and specialist costs to the assessment e.g. AC gas, Sealant kit, bolts , washers, machining, oil etc.

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To add a Non-	Assentides   Vehicle Photos   Vehiceth							
standard	Guide No.	Rep. Type Descrution	Sa	re NFO	knount	NU	۵	AGG
position (NSP)				-				
click here Four Washer Sy								
	Gude no.: 1000 📑 Description:	0	Spare part:	0				
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	Extra Values							
	New for dd.	unt: 📑 Work units:	Class: I • Appreparte	(g.,				
	Predefined NGP							
	Group: • 🥏							

### Add the NSP as required, from the available options

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pair Operations							
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tra Values							
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New for old:		and the second s				C- mont	
New for old: edefined NSP							

Note: System does not buy liquids & gases (engine oil, AC gas etc.) and these must be entered in NSP. It is recommended to change the guide number every time you add a new item to NSP.

### **NSP Memory Storage**

The facility exists to store and re-use NSP entries, click on the "add also to predefined NSP list "tab.



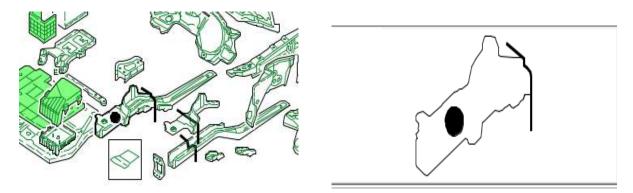
### The Audatex Paint and Methods Procedure

Audatex use paint schedule for all the painting operations as specified by Tata motors

### **Partial Panels**

A vehicle repair method may require that we purchase a body panel to replace the existing damaged panel. However, it is not always necessary to replace the panel in its entirety, and the estimator may choose to fit only a section of the purchased panel. It is these "sections" of the full panel that we refer to as partial panels.

# "To select a partial panel replacement Click into the small "spot" and depressing the Partial Replace Button"



#### **Labour Times**

The system will provide a separate time schedule to deal with the partial panel. Panel and Mechanical labour times will vary from that of the full panel option if the partial repair process is significantly different.

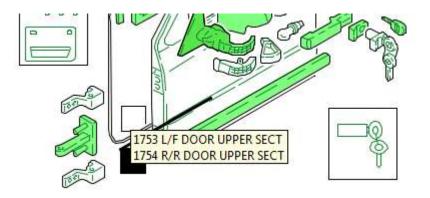
Don't forget: you buy the whole panel, fit the section you want and discard or reutilize the rest.



### **Partial Panel Repairs and Painting**

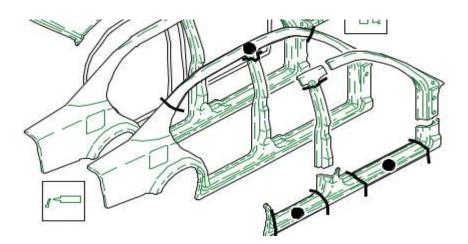
If Partial Panel Painting is available, the system will display selection squares for the relevant panel section, the user will be required to click on the appropriate square and then click the relevant Blend, Repair Painting or Partial repair buttons.







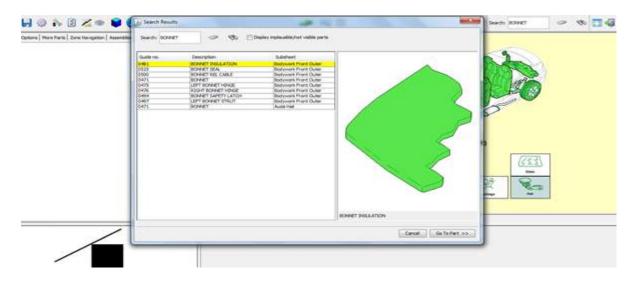
Partial Panel Repair or Renewal – Applicable on welded Panels





## **Part Search**

To search a part by name or part number, go to search option in the Audagraphics.



The selected part will be highlighted in the audagraphics

### **Modifications**

To modify the price or work units of a part in case of variation in part price or actual time taken to complete the job, click on the modifications tab and then enter the correct part price or labour time opinion in the mutations options as required.

0471 BONNET	64053	.00 INR
Renew       Remove +       Corrosion       Dent Repair         Blend       Image: New p       Paint < 50		
		Modifications
0471 BONNET		
MUT		
EM-Part price mutation	NfO	
MM-% increase on manufacturer RRP		REP
WM-% discount on manufacturer RRP		



(	0471 E	30NNET	
		MUT EM [INR]: 5000.00	
	$\checkmark$	EM-Part price mutation	NfO
		MM-% increase on manufacturer RRP	REP
-		WM-% discount on manufacturer RRP	

0471 BONNET			
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WU		NfO	
со			REP

# Paint Schedule

020900311443200068152	Open Daper S	eri Chune	Apply Paint Sp	
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A and an	Paint Split [Disabled	<u>v</u>		
(A) Contraction	Paint Schedule Options			Enter
Se	Gade Number	Description	Pres	missing
<b>N</b>	82814	FRONT DUMPER N-PART PAINT ST K48	4100	
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	9471	prevent work they to a	1240	values
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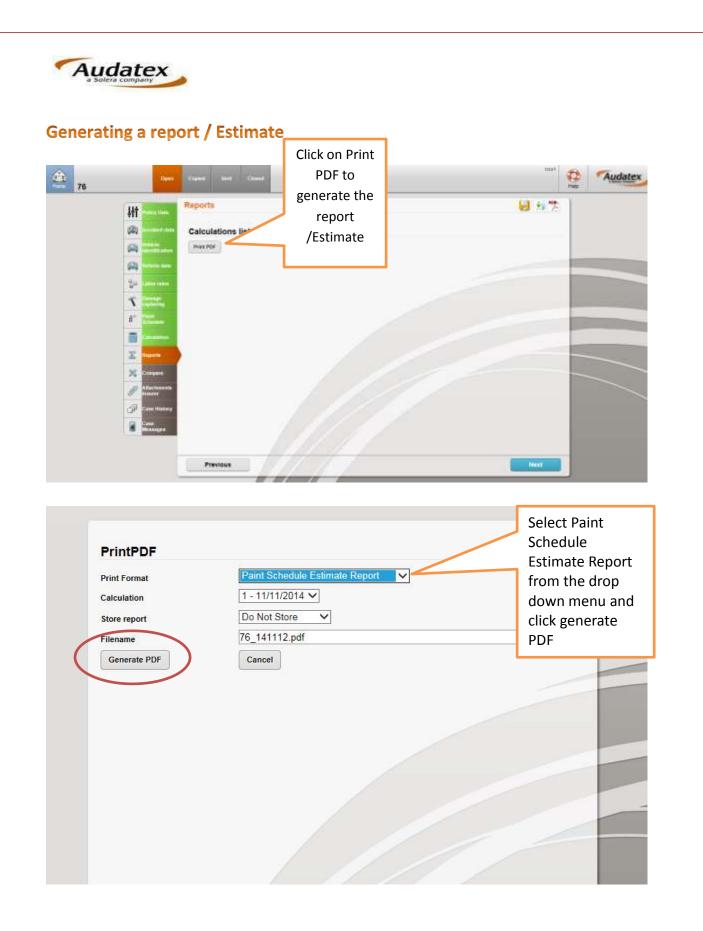
# **Calculations**

114	C. C. C. C.	Calculation				<b>1</b>	· 天
441 (A)	Punce Lista Accession	Calculation options	Спск са	lculate tab a salvage and ex	fter selecting t cess	he material t	ype, customer
0	vehicle admittheation	Customer Liability	Options				
-	Valietie date	Vehicle is 0 months old	×.				-
80	Labor rates	Guide Number	Description	Material	Depreciation %	Customer Liability	
*	demogra	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Paint Material	Plastic	✓ 50.00		
,	Contraction of the	0347	RONT CLOSING PART	Plastic	50.00	0	
	Calculation	0410	PRILLE	Plastic	¥ 10.00		
	SAULTS -	D471 1	DINNET	Metal	0.00	0	less little
Σ	Reports	0741	/F WING	Metal	✓ 0.00	G	
%	Compare	p742	UF WING	Metal	0.00		
P	Attachmenta	Salvage					
P	Case History	Salvage Type	% of Metal Parts Cost	✓ Salva	• 6		
	Case Messages	Policy Excess Clau	se				
		Compulsory Deductible	000				~
		Previous	1795/00	11-1		Nex	a

Material is classified as metal, plastic & glass by default. Material type can be changed form he drop down menu as required into unknown, metal, glass, Fibre glass. Depreciation will be calculated as under:

- 1. Unknown -0%
- 2. Metal as per age of the vehicle
- 3. Glass 0%
- 4. Fibre Glass 30%
- 5. Plastic- 50%

Check the customer liability box in case some part is not assessed/allowed by the surveyor.





### Comparison Report To compare 2 or more estimate reports.

łł	Palicy Data	Com	pare										H 1 7
-	Accident data	Com	pare										
-	Vitable demisedion	Base?	Compare?	Date	User	Grand total	Grand total with vat	Grand total vat	Rep total	Parts total	Labor total	Paint Labor Total	Paint Material Total
-	Vyhicke data	0		<u>5/21/14</u> 10:49:22	service1	300,346.94	300.346.94	0.00	300.346.94	275,059.32	5.000.00	13,400,00	6,887.62
80	Laboration"	0	0	<u>6/21/14</u> 11.09.45	service1	310,953.92	310,953,92	0.00	310,953.92	285,666.30	5,000.00	13,400.00	6,887.62
Ť	Damage	0		<u>8/21/14</u> 11:24:08	service5	305,352.62	305 352 62	0.00	305 352 62	280,065.00	5.000.00	13,400.00	6,887.62
-	grining	0		8/21/14 12:11:57	service !	310,953.92	310,953,92	0.00	310,953.92	205,066 30	5,000.00	13,400.00	6,887.62
-	Calculation	0		<u>9/2/14</u> 19/22-22	service1	314,402.90	314,402.90	0.00	314,402,90	285,666 30	4,800.00	15.200.00	8,736.60
Σ	reports	0	2	<u>9/2/14</u> 18/25-00	service1	901,884.63	901,864.63	0.00	901,664.63	864,289 13	12,200.00	16,400.00	8.775.50
×	Compare	•	2	3244	service1	303,795.92	303,795.92	0.00	303 795 92	275,058.32	4,800.00	15,200.00	6,736.60
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5	Case flistory	. His A	pplied	hig		1	14	1.1	_				
	Case Messages	Vehic Identi Calcu	ie fication dation	A6G2M9O	5P@V7W4Y4								
			Previous		NO	07	11-1					1	Next

### Attachments

Click add tab to attach documents and images to the case.

ļļţ	Policy Data	Attachments		😸 🕫 🕏
(24)	Acceleration of the	Attachments		
	Vehicle dentification	Other		
9	Vehicle data	🗆 🔁 🗟 modifications 140902.odf	37 Kb 02/06/14 20 35	8
20	Later Fales	Add Select/Deselect All		
7	Chinage capturing		1	
	Calculation	Select All		
X	Reports			
%	Company .			
Ø	Altechments			
P	Case History			
	Case Messages			
		Previous		Next



### **Case History**

Includes details like case status/ creation /modification/calculation date and time etc.

耕	Princy Data	Case History					5	2	
711	- COREN								
-	Accident data	Case data							
	Vehicle	Case Status	Open						
		Created By	Service1						
-	Vehicle data	Created On	8/21/14 10:37						
-	Man Montes	Last Modified By Service1							
00	Lailer rates	Last Modified On	9/2/14 19:30						
-	0 million	Reopen							
1	generating								
	Calculation	Case log							
Σ	Reports	Note	Event Status	Status	User	User Name	Date	1	
-		Celculation successful	Calculated	Created	service1	Service1	9/2/14 19:28		
144		Price Preview		Created	service1	Service 1	9/2/14 19:27		
%	Compare	Repair damage capturing executed		Created	service1	Service 1	9/2/14 19:26	0	
		Calculation successful	Calculated	Created	service1	Service1	9/2/14 19:25	18	
8	Attactements								
		Colc. Preview		Greated	service1	Service1	9/2/14 19:23		
		Celc. Preview 3D damage capturing executed		Created	service1 service1	Service1 Service1	9/2/14 19:23		
100	Cese History	A RECEIPTION OF PROPERTY.				2.2.2.1.1.1			
ð	Case History	3D damage capturing executed	Calculated	Created	service1	Service1	9/2/14 19:23		
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100	Part of the local division of the local divi	3D damage capturing executed Repair damage capturing executed Celculation successful	Calculated	Created Created Created	service1 service1 service1	Service1 Service1 Service1	9(2/14 19:23 9(2/14 19:23 9(2/14 19:23 9(2/14 19:22		
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### **Case Messages**

Details of messages/comments while sending, closing and reopening cases.

łł	Palicy Data	Case Messag	jes				🛃 🐮 🏷
(A)	Acceleration	Case Messa	iges				
-	Vehicle destification	Creation Subject	Message Sender	Sender F Organization	Receiver Organization		
-	Villacia date	No records found	1				
00	aller rates						
٢	Demogra	Case Comm			Local Asia	100010	
		Type No seconds found	Category	2	Author	 Oute	Text
Σ	Preside.						
%	-						
8	Atlantments						
ø	Case (Debuy						
	Case Wessages						
		Previous	B //	11/	1.1		

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Claims		Guen (N)	Copied	Set De							service?	C. F	Au	date
Nork List														
Work List		0				Views Op	en V				.e.,e.	Page 1	]d1	0
-		-	Task Status	Registration	Created on	Vers 0: Actions		Business	nta Beniress Pri	VIN Sender		Paga n r comp. Gr		- Antonio
۹.	a Reference N	Responsible			Greated on 2100014 15:07			Business		VIN Sender TESTWN	Last Edilot I. Sende 838554 (8:09			- Antonio
Q 🍪	AUNCERET	Responsible service1	Croated	TEST1			Progrees		General				and Talat	Taskro
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Calen Numb	AUNCOMPT AUNCOMPT AUNCOMPT AUNCOMPT	Responsible service1 service1 service1	Crosted Crosted	TEST1 0007 DLBGAD1700	2100044 45.67 2000044 42.07	Actions	Progress BBBB BBBD BBBD	Created Directed	General General General	TESTWN WWW.200599	634554 (649 1078/942540		and Talat	Task ro
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In case of any query, please feel free to reach our technical team <u>servicedesk@audatex.in</u> or 1800-102-8353 (Toll Free).