




INSTRUCTIONS FOR EAUTOWIZ ON-LINE

Open Internet Explorer and log onto www.eAutoClub.com. (AOL users connect to AOL as usual. Then minimize AOL & open Internet Explorer in a separate window.)

ENTER SECURE SITE

1. Click the [**Log-In**] link at our home page.
2. Enter the **User Name**, **Password** and **ASP** supplied to you by eAutoClub:
(If you forgot your password, please call Customer Support toll free at 877/328-8625.)
To test **eAutoWiz** you can use:
 - User Name [Test]
 - Password [go]
 - ASP [PROLIANT01] (note it is "zero" 1 not the letter "O" 1)
 - Click on the [OK] button
3. **eAutoWiz** will open with a folder called  <- **Click folder to view samples**. Click on the yellow folder next to the arrow once to load the reports on the right side of the screen.


VIEW A REPORT

4. In the right window you will see a list of reports. Click once on the "+" sign beside **ReminderWiz** icon or the report you wish to view.
5. Select "**Success**" and then click the "**View**" tab across the top of the browser.
6. The report first loads on the right side of the browser and then on the left. Wait for the browser to finish loading. Some reports are very large (depending on your shop size) or your connection slow and may take 60 -90 sec.

NAVIGATE

7. Page one of the report will load in the right window, while a summary of the contents of the entire report appears on the left.
8. Click on any "+" sign on the left to reveal hidden information. If you are viewing **ReminderWiz**, open any of the 4 monthly groups on the left to see a list of vehicles selected for mailers based on how long they have been away from the service bays. Clicking on the sign beside a vehicle will expose services rendered.
9. Click once on the vehicle license plate to view that vehicle's report in the right window.
10. To minimize a group click the "-" sign in the left window. This will allow you to see and explore other groups.

PRINT

1. To print a report, use the printer icon above "**Preview**" and print **ONLY** the pages you want.
2. **CAUTION – DON'T PRINT "ALL"** – you will print **hundreds** of vehicle reports! If you do that, click the **Stop Loading** button  to stop the printing (across the top).

VIEWING OTHER REPORTS

1. Return to the **Desktop or Jobs** window by clicking on the "Desktop" tab across the top of the report.
2. View and navigate the other reports as instructed above.
3. Clicking on the "+" sign in the **ServiceWiz** report will reveal customers listed by last name. Clicking on the "+" sign beside a customer's name will reveal all vehicles in the database owned by that customer. As in the AutoSmarts report, clicking on the "+" sign beside a license plate reveals services performed for that vehicle.

HELP : If you require any help viewing a report, please call Customer Support toll free at 877/328-8625.