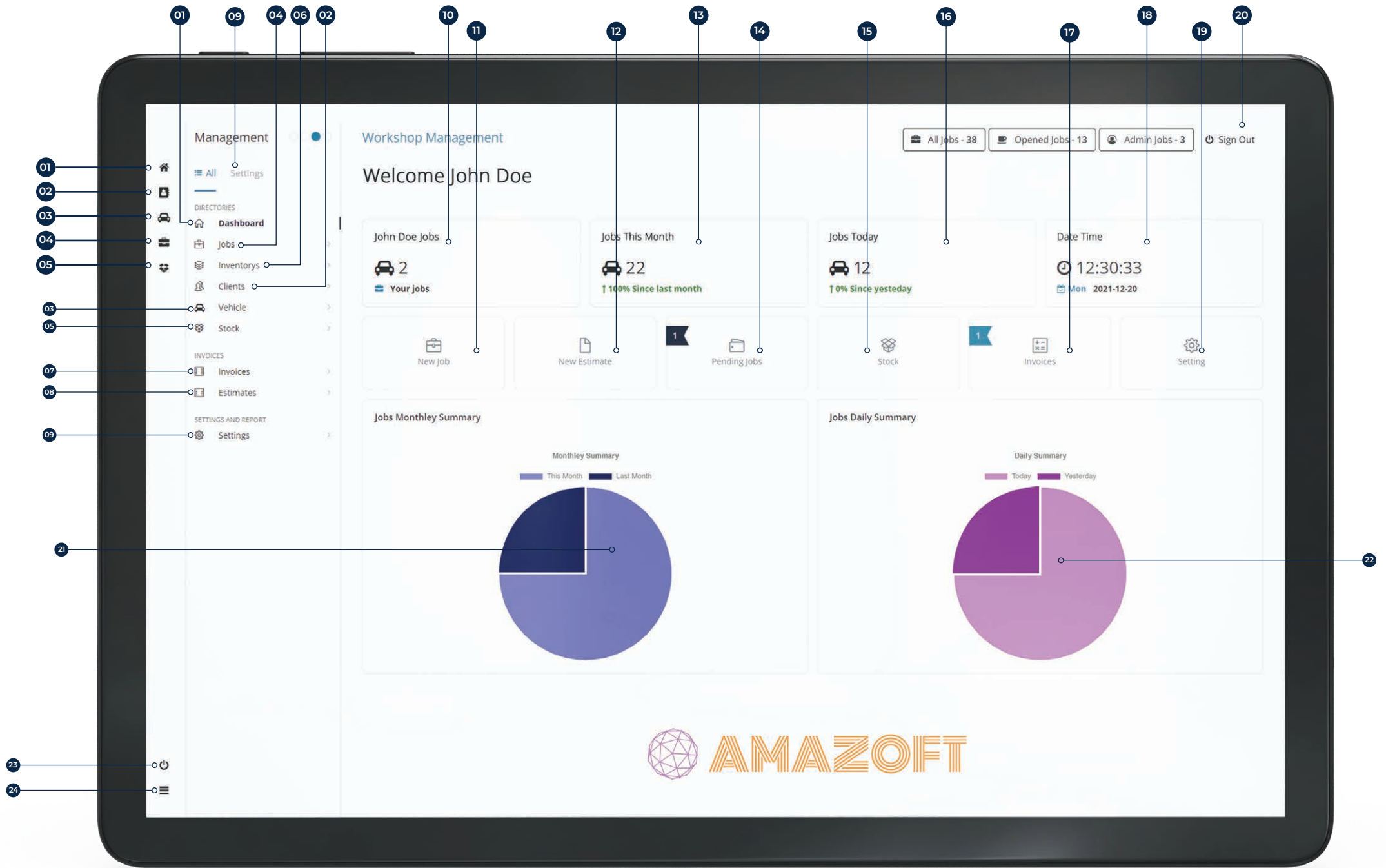


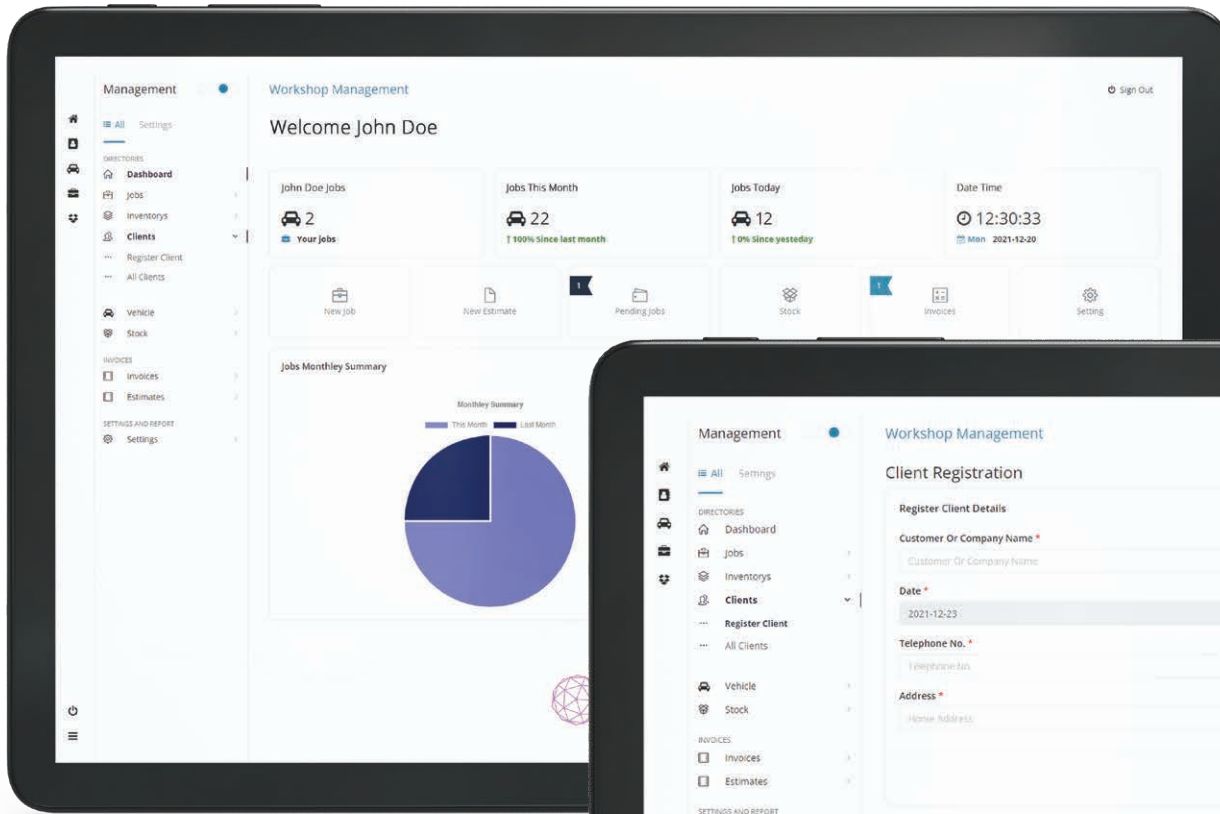
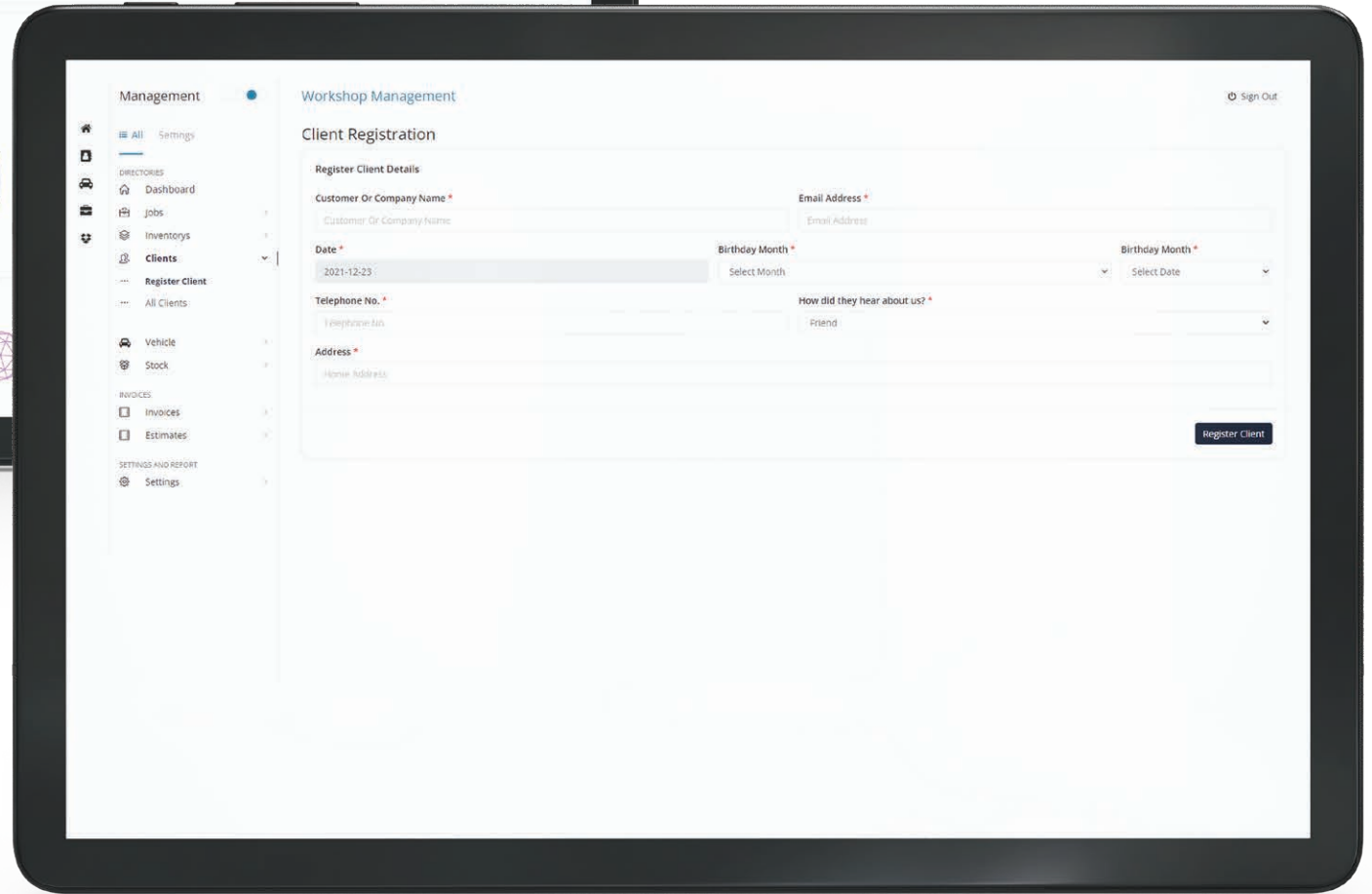


WORKSHOP MANAGER

User Manual



1. **Dashboard/Home**
2. **Clients**
3. **Vehicles**
4. **Jobs**
5. **Stock**
6. **Inventorys** - Pending and Closed Inventorys
7. **Invoices**
8. **Estimates**
9. **Settings**
10. **Your Jobs**
11. **New Jobs**
12. **New Estimates**
13. **Jobs this Month**
14. **Pending Jobs**
15. **Stock**
16. **Jobs Today**
17. **Invoices**
18. **Date Time**
19. **Settings**
20. **Sign Out**
21. **Monthly Summery**
22. **Daily Summery**
23. **Sign Out**
24. **Navigation**



Client Registration

Navigate to **Clients Tab**



Clients

and Select **Register Clients**

Register Clients

In the **Register Client Details** Section fill the below details

Client Registration

Register Client Details

Customer Or Company Name *

Customer Or Company Name

Email Address *

Email Address

Date *

2022-01-05

Birthday Month *

Select Month

Birthday Month *

Select Date

Telephone No. *

Telephone No.

How did they hear about us? *

Friend

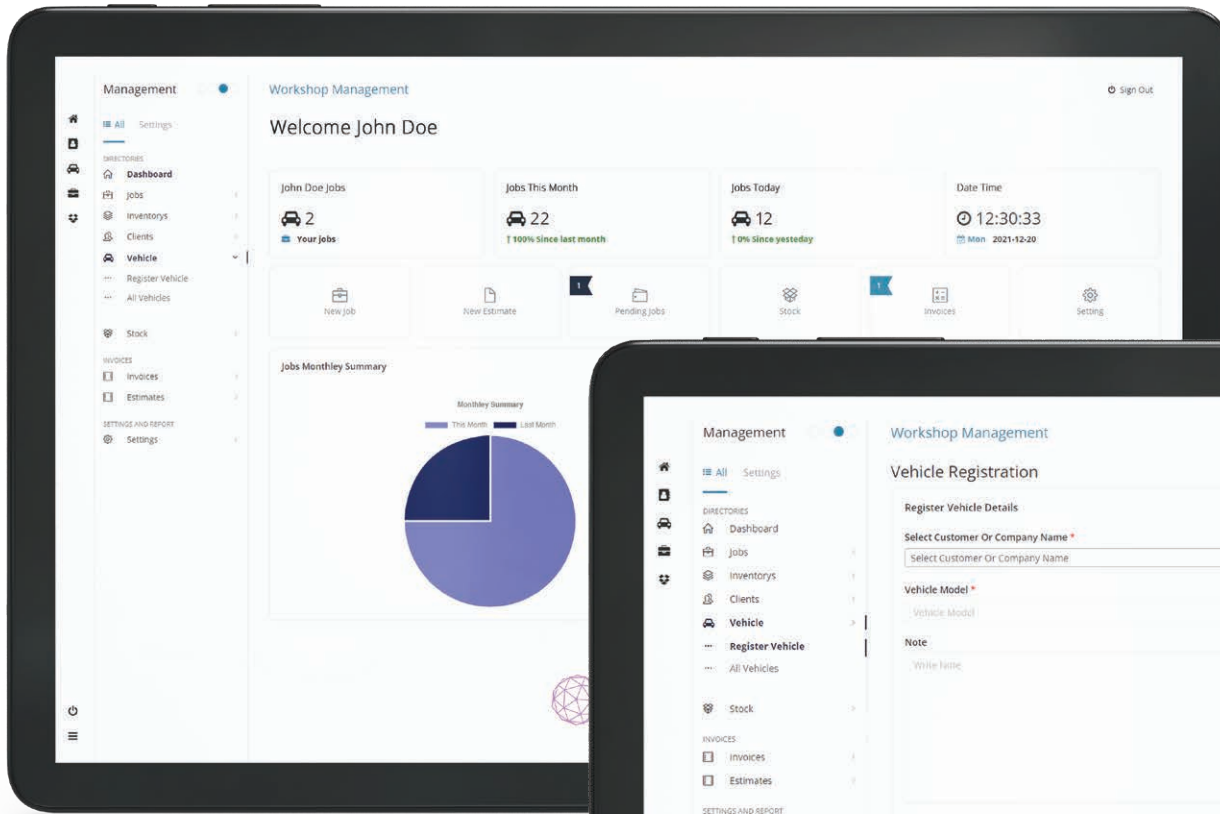
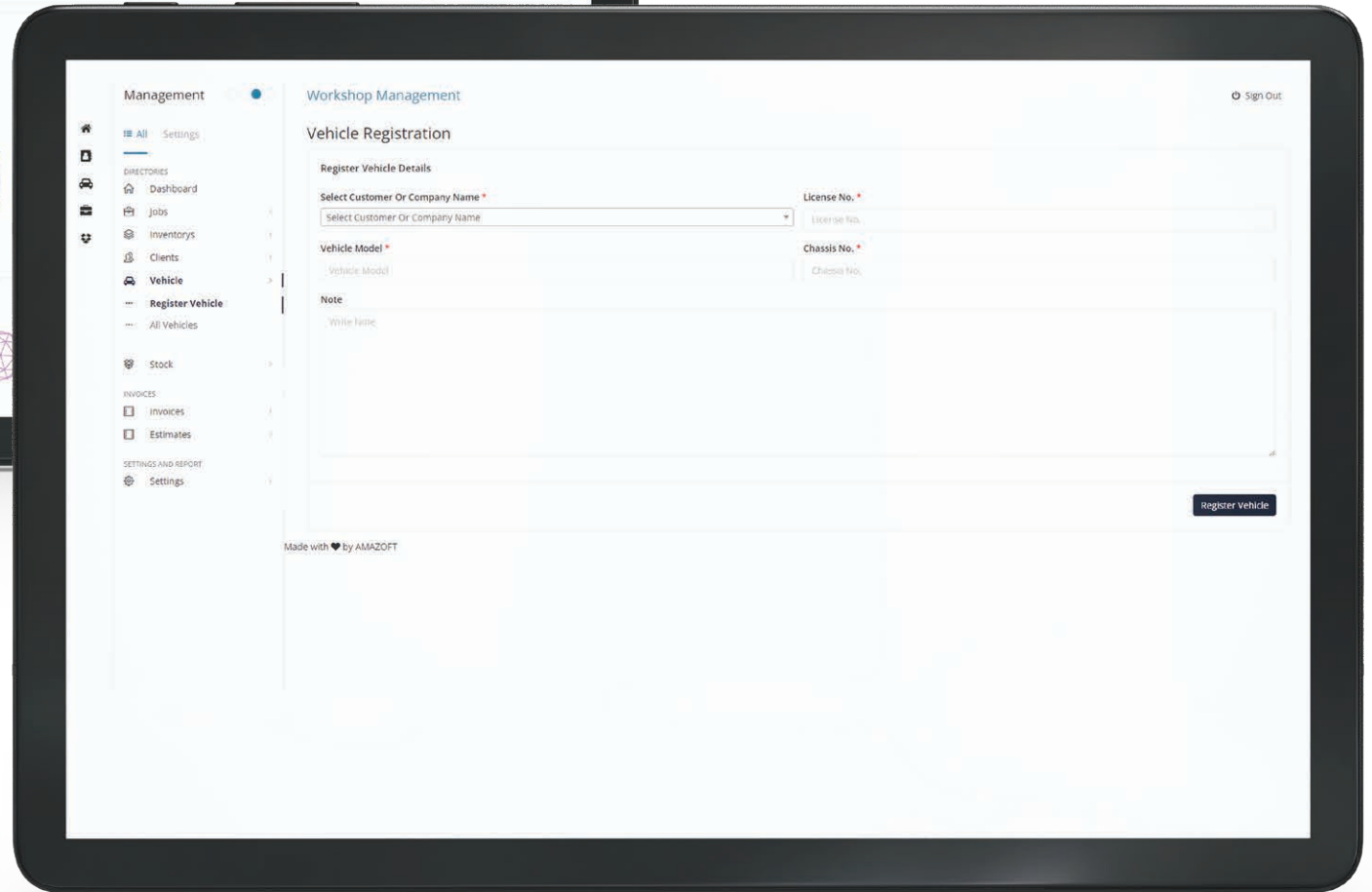
Address *

Home Address

Register Client

and Select **Register Clients**

Register Clients



Vehicle Registration

Navigate to **Clients Tab**



Vehicle

and Select **Register Vehicle**

Register Vehicle

Select **Customer or Vehicle Details** from the below droupdown menu

Register Vehicle Details

Select Customer Or Company Name *

Select Customer Or Company Name

Divya De Mel

Harith Senanayake

Taniya Premachandra

Shehan Karunaratne

Kosala De Silva

License No. *

License No.

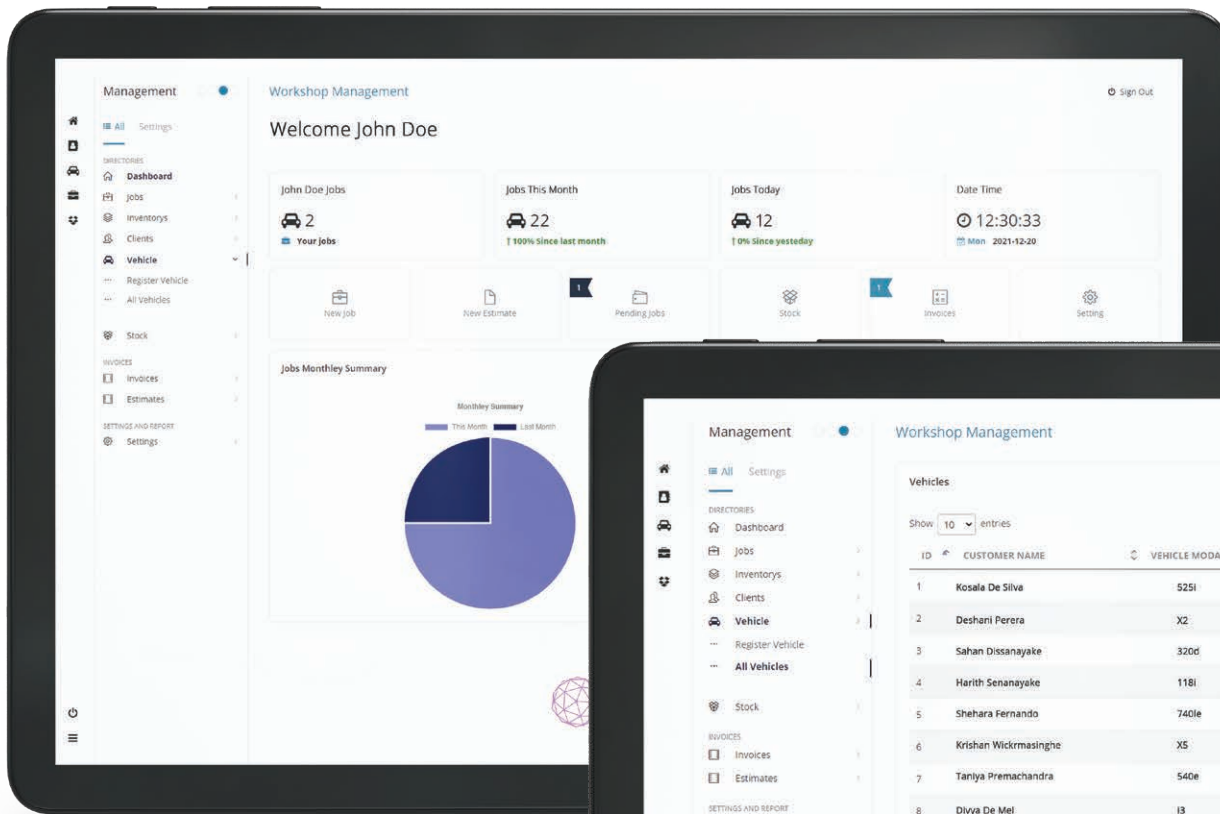
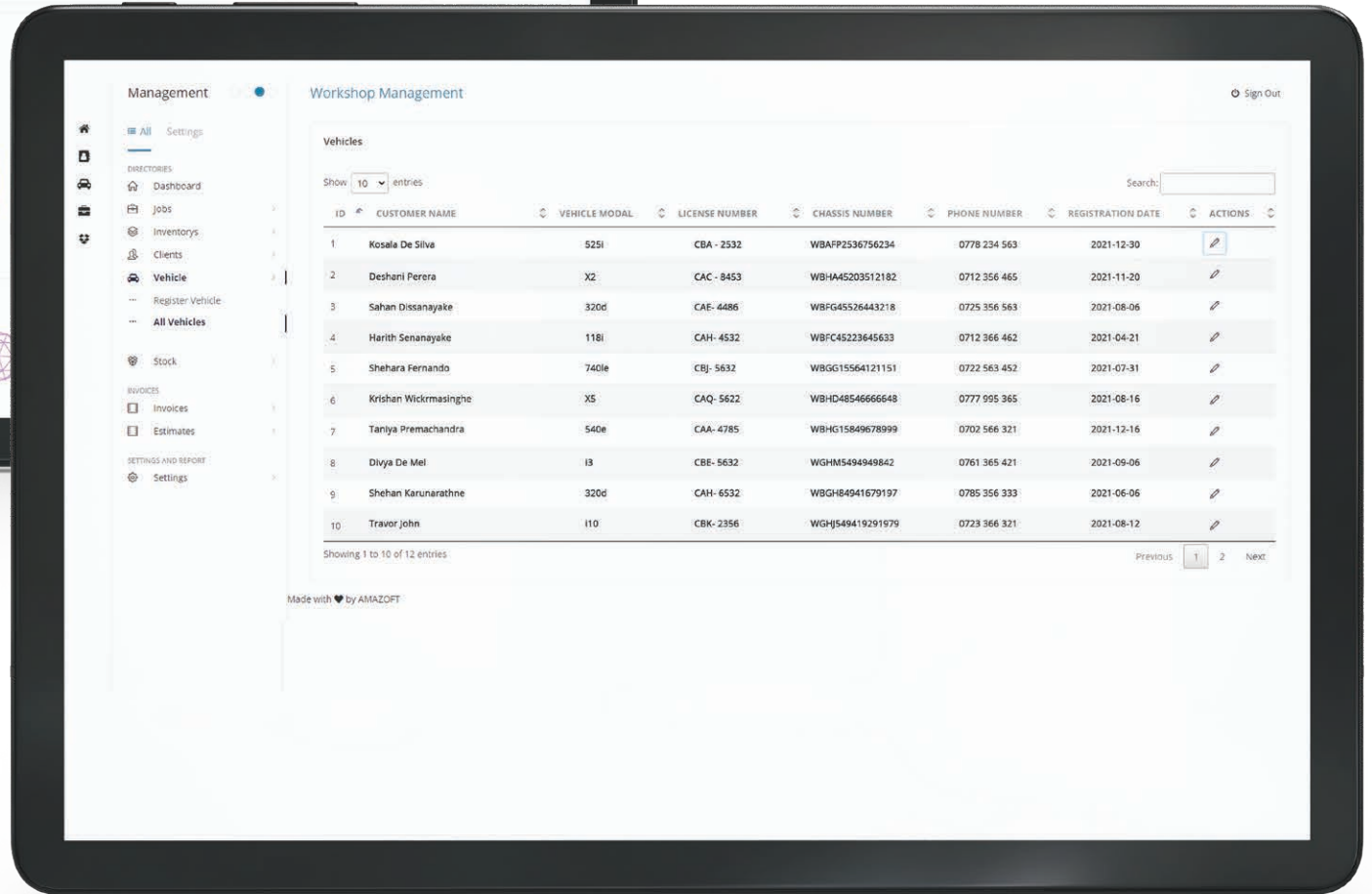
Chassis No. *

Chassis No.

Register Vehicle

and Select **Register Vehicle**

Register Vehicle



Update Vehicle details

Navigate to **Clients Tab**



Vehicle

and Select **All Vehicles**

All Vehicles

on Action section select the pencil mark



, edit vehicle details and Select **Update**

Update

Show 10 entries

Search:

ID	CUSTOMER NAME	VEHICLE MODAL	LICENSE NUMBER	CHASSIS NUMBER	PHONE NUMBER	REGISTRATION DATE	ACTIONS
1	Kosala De Silva	525i	CBA - 2532	WBAFP2536756234	0778 234 563	2021-12-30	
2	Deshani Perera	X2	CAC - 8453	WBHA45203512182	0712 356 465	2021-11-20	

Update CBA - 2532

Select Customer Or Company Name *

Kosala De Silva

License No. *

CBA - 2532

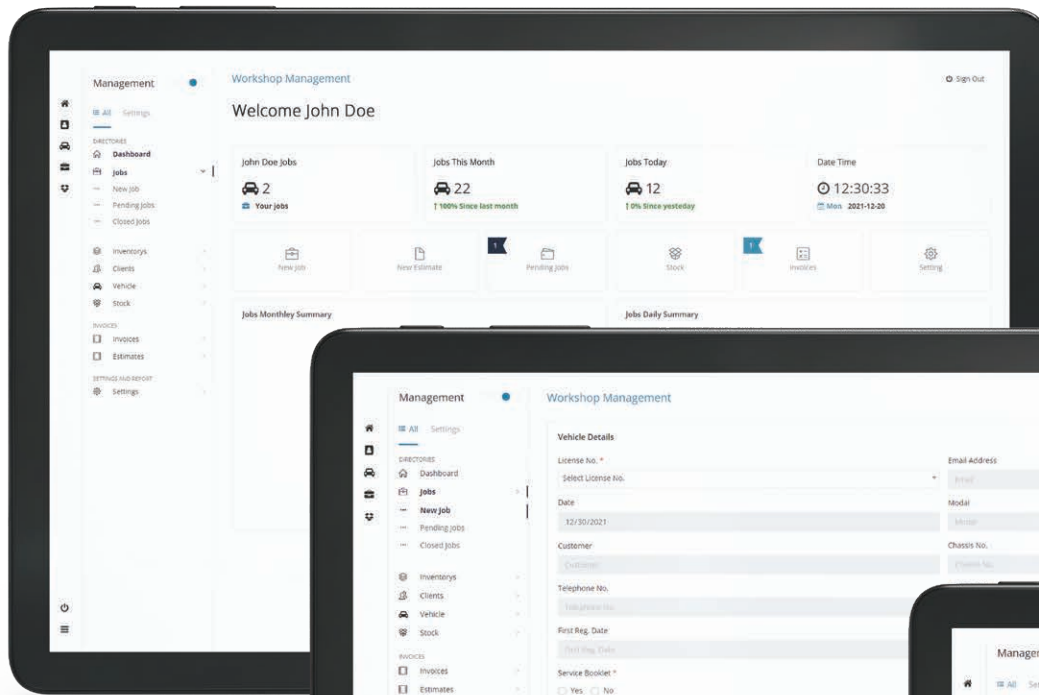
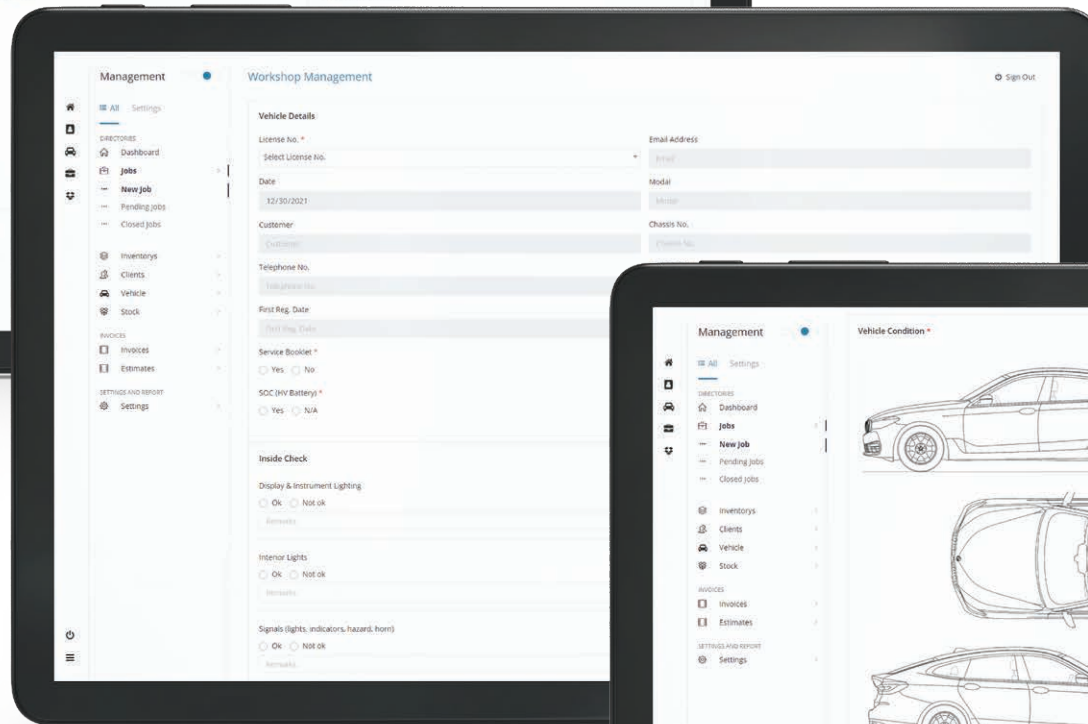
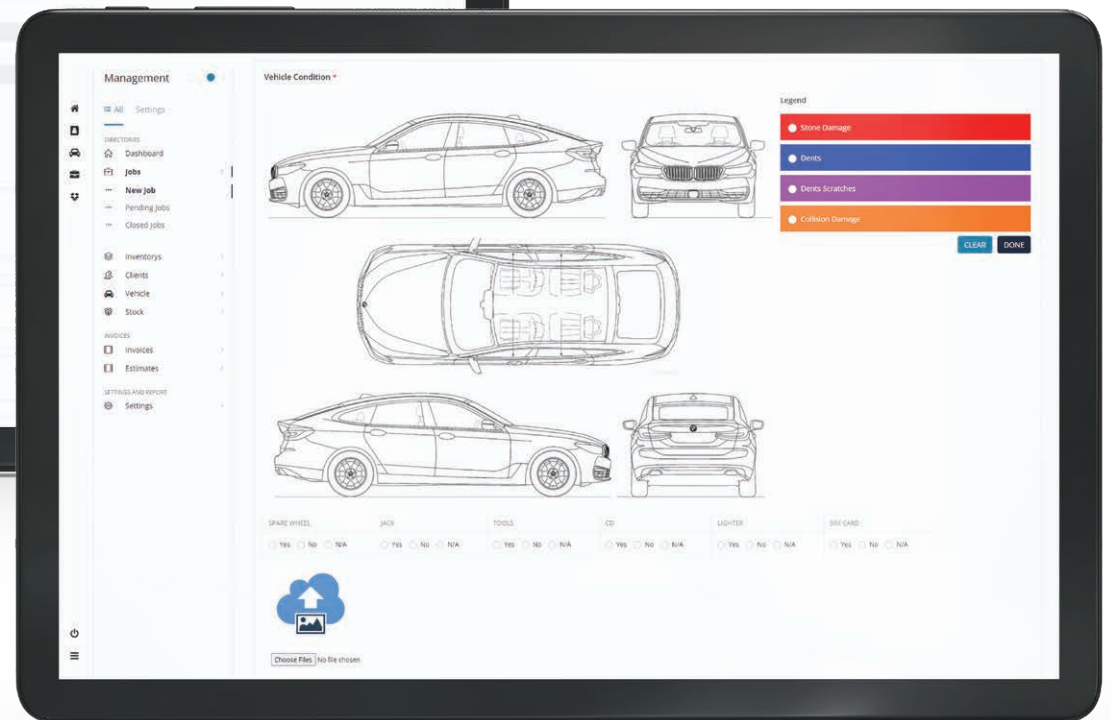
Vehicle Modal *

525i

Chassis No. *

WBAFP2536756234

Update



Create Jobs

Navigate to **Jobs Tab**



Jobs

and Select **New Jobs**

New Jobs

Fill the flowing form

and in the Vehicle Conditioned Section, Mark from selection and Select Done

Done

Vehicle Condition *

Legend

- Stone Damage
- Dents
- Dents scratches
- Collision Damage

CLEAR DONE

and Add Images of the vehicle from the below section



Choose Files No file chosen

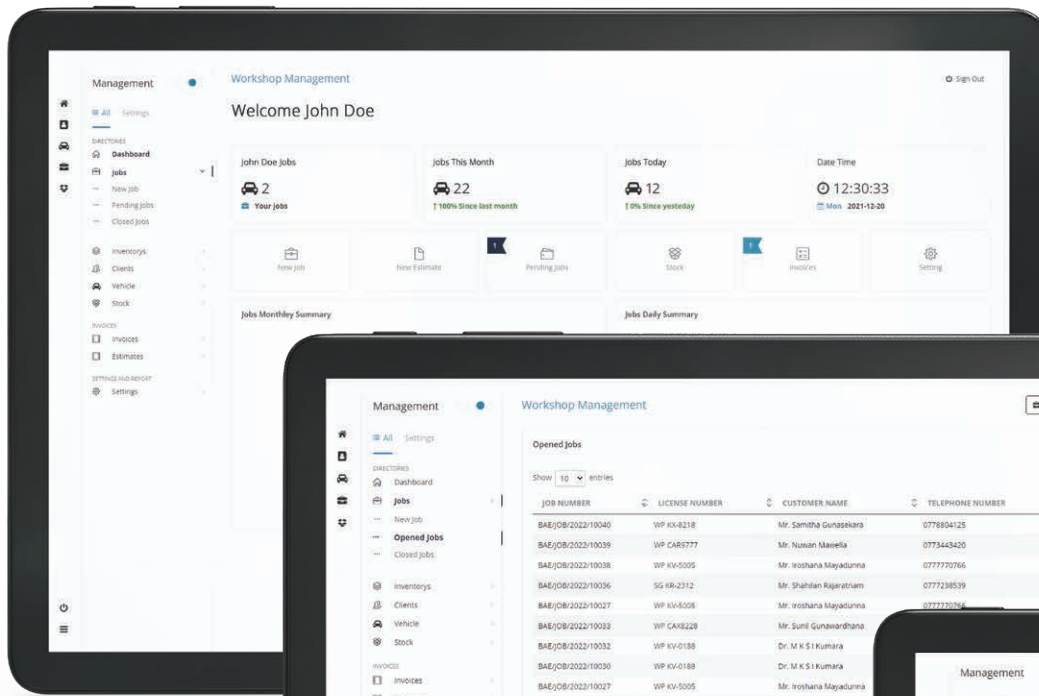
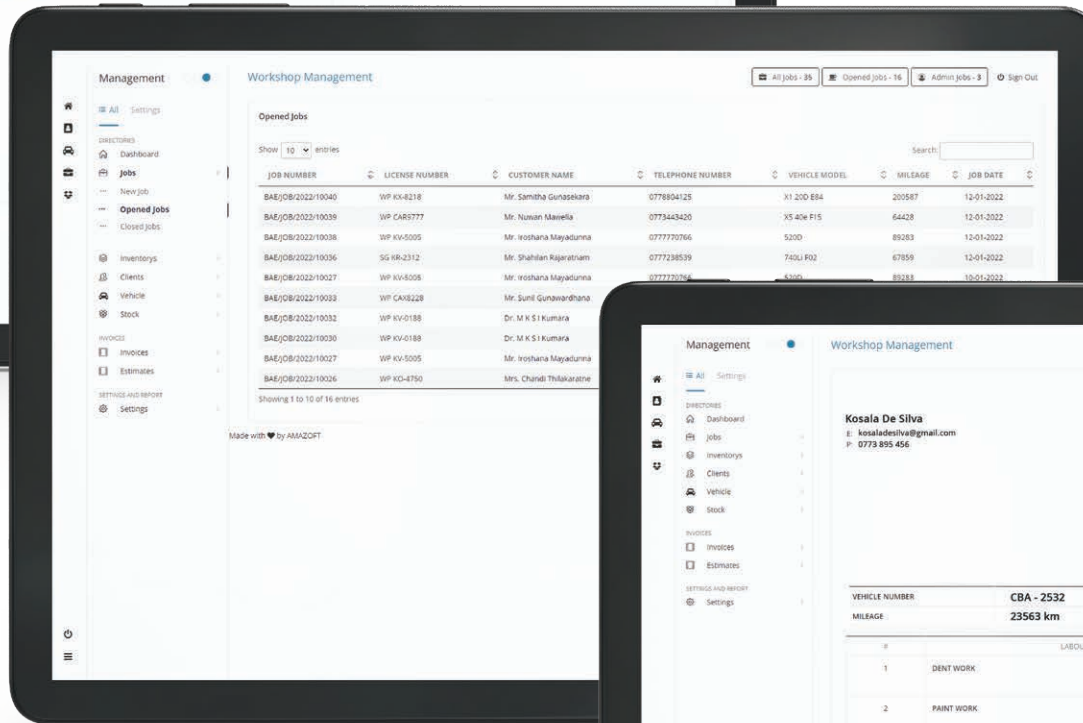
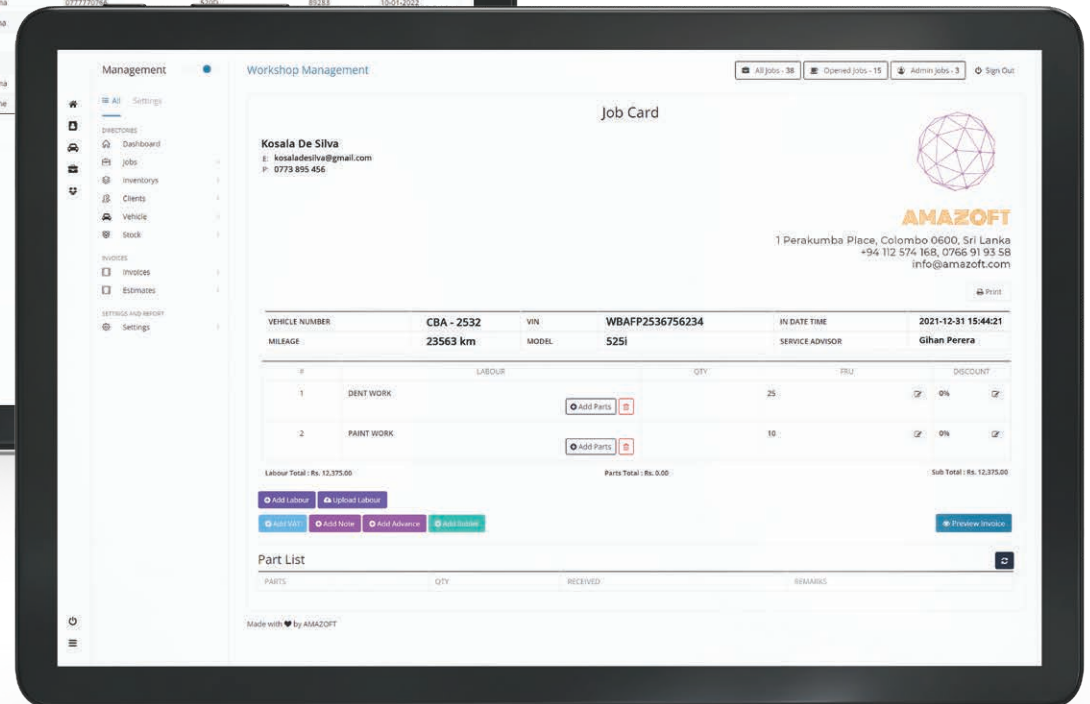
and Select Accept the below Terms

I/we agree to allow Bavarian Automobile Engineering (Pvt) Ltd to carry out the necessary diagnosis and/or repairs to the vehicle as specified in the repair order. All relevant labor charges and parts shall be paid by me/us prior to the release of the vehicle. Great care and attention is assured while the vehicle is in premises of Bavarian Automobile Engineering (Pvt) Ltd., and any damages on the vehicle which is beyond the control of Bavarian Automobile Engineering (Pvt) Ltd will not be the responsibility of Bavarian Automobile Engineering (Pvt) Ltd. No cash or valuables in the car, please remove any other personal goods. Bavarian Automobile Engineering (Pvt) Ltd., will not bear any responsibility for the customer's personal belongings. Bavarian Automobile Engineering (Pvt) Ltd will not keep old parts in the possession of Bavarian Automobile Engineering (Pvt) Ltd and the customer has to take all the parts at the time of collecting his/her vehicle.

☒ Accept *

and Select Register

Register



View Job Card and Invoicing

Navigate to **Jobs Tab**



and Select **Pending Jobs**

Pending Jobs

and Select any item on the open Jobs Section and you can get the **Job Card Section**

JOB NUMBER	LICENSE NUMBER	CUSTOMER NAME	TELEPHONE NUMBER	VEHICLE MODEL	MILEAGE	JOB DATE
BAE/JOB/2022/10040	WP KX-8218	Mr. Samitha Gunasekara	0778804125	X1 20D E84	200587	12-01-2022
BAE/JOB/2022/10039	WP CAR9777	Mr. Nuwan Mawella	0773443420	X5 40e F15	64428	12-01-2022
BAE/JOB/2022/10038	WP KV-5005	Mr. Iroshana Mayadunna	0777770766	520D	89283	12-01-2022

In the Job Card, to **add labour** select

+ Add Labour

to **upload labour** select

Upload Labour

Upload Labour From KSD

Upload KSD Labour File No file chosen

Upload File

upload KSD Labour file from

Choose file

and Select Upload File **Upload File**

to **add Vat** select

+ Add Vat

VAT & Advance

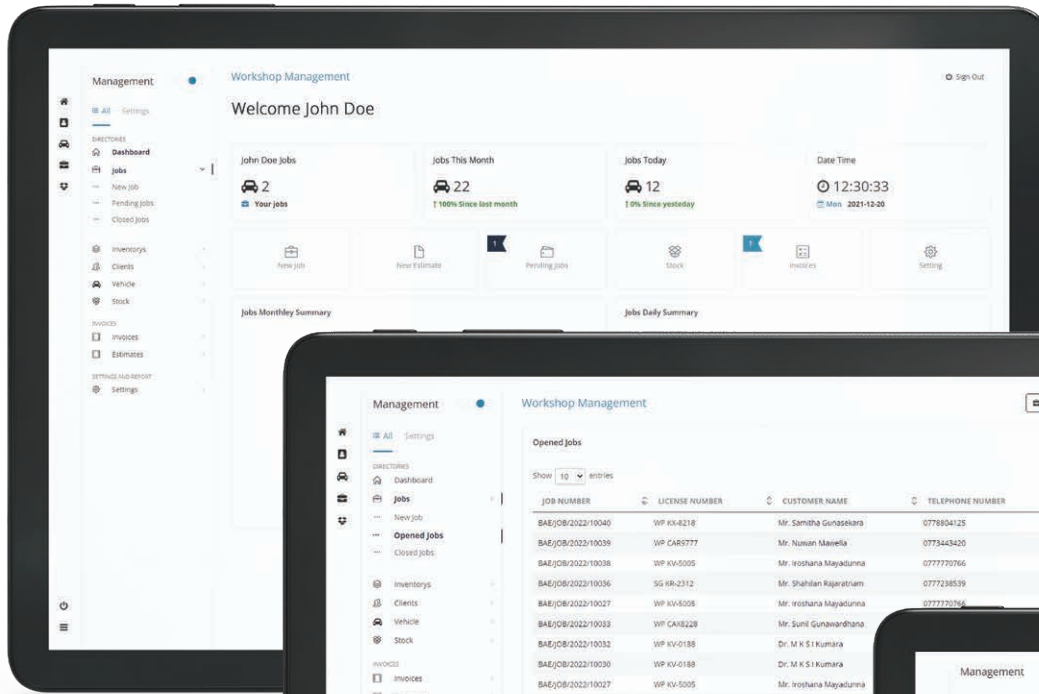
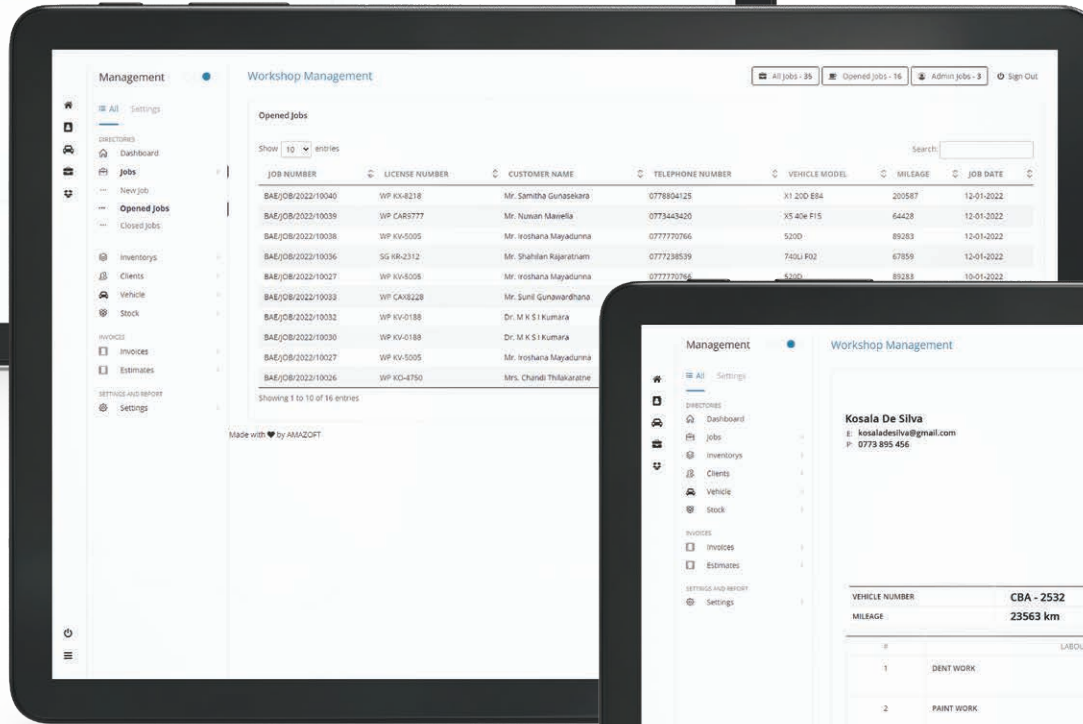
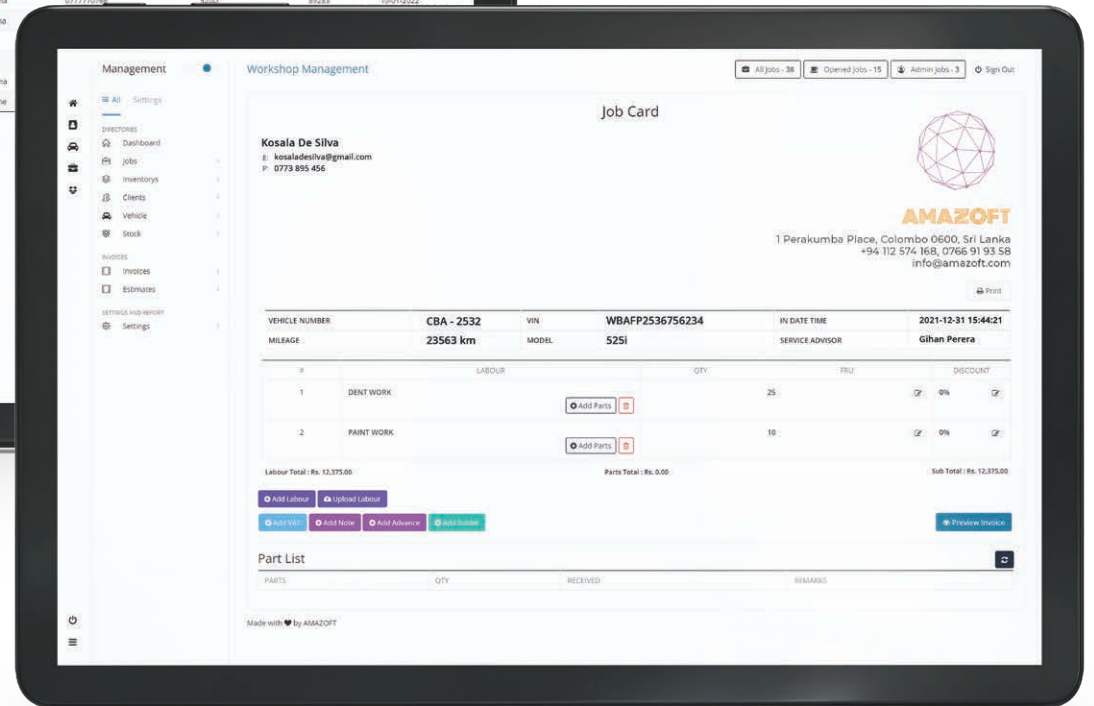
VAT %

0

Add VAT

Type VAT amount and select

Add Vat **Add Vat**



View Job Card and Invoicing

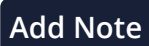
to add a Note select 

Write Note

Note

Write Your Note...

Add Note

Type your Noye and Select **Add Note** 

to Add Advance select 

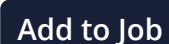
Add Advance

Advance Request

ADVANCE NUMBER	ADVANCE (.RS)	ADVANCE DATE	ACTION
BAE/AD/2022/10002	150.00	2022-01-09 01:40:24	
BAE/AD/2022/10003	120.00	2022-01-09 01:41:06	

Added Advance to this Job

ADVANCE NUMBER	ADVANCE (.RS)	ADVANCE DATE	ACTION
----------------	---------------	--------------	--------

Select a item and select Add to Job 

To add Sublet, Select **Add Sublet** 

Add Sublet

Small Description *

Small Description

Price *

0

Close

on Add Sublet Window fill the **Small Description** and **Price** and Select 

Add Sublet

Small Description *

Oil Filter

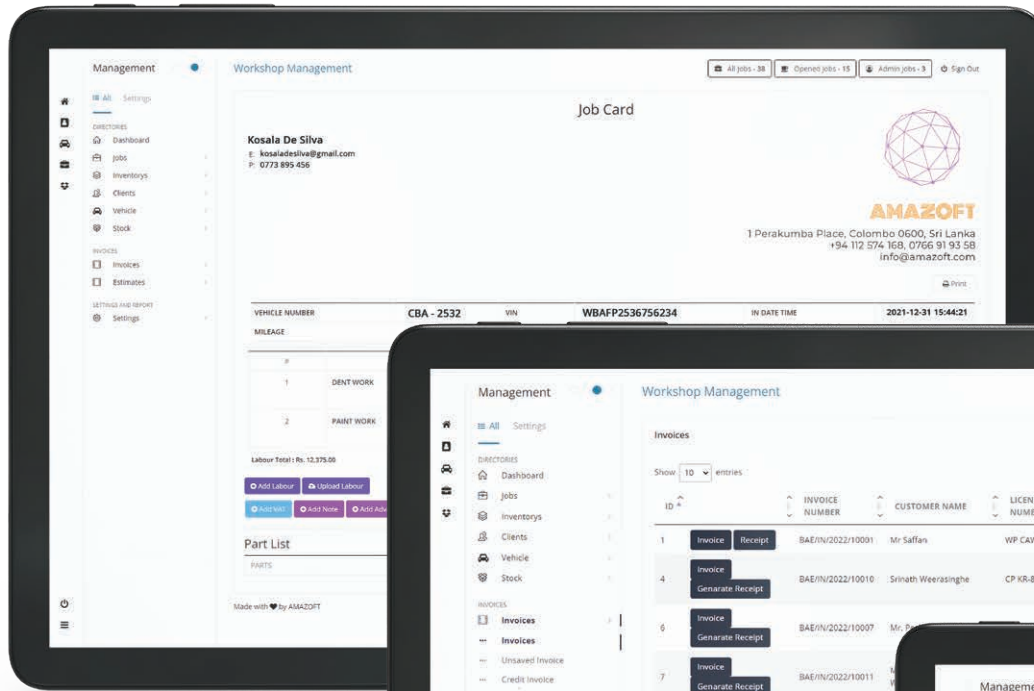
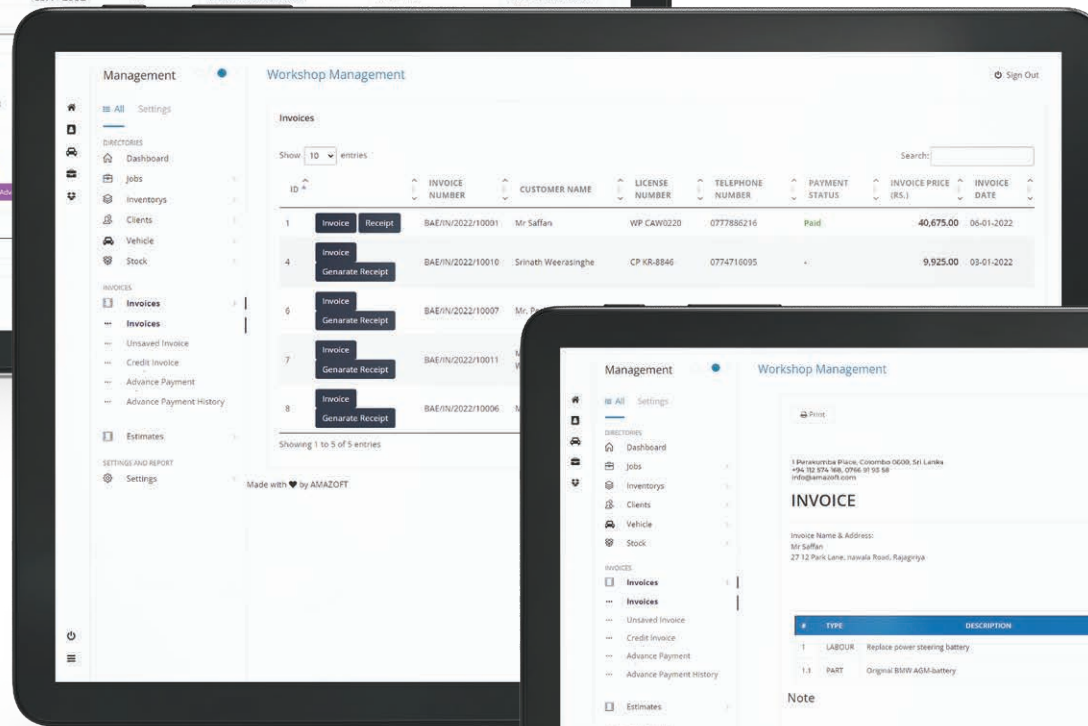
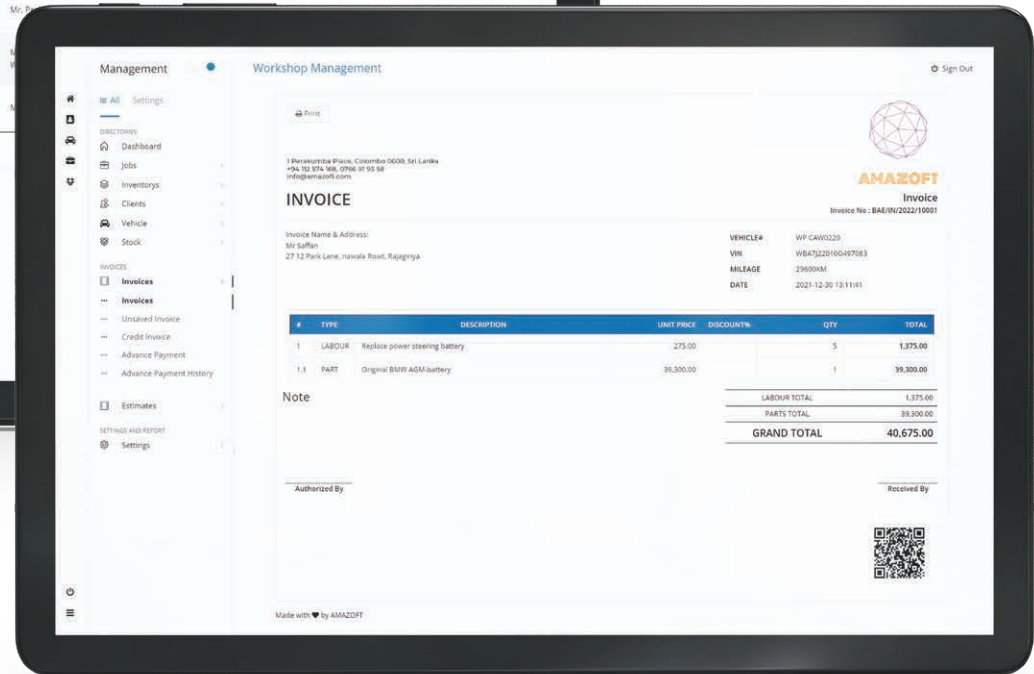
Price *

9500

#	DESCRIPTION	PRICE	
1	Engine Oil	4,500.00	
2	Oil Filter	9,500.00	

Close

To Remove Added Sublets Select  and Select Close 



Generate Invoice and Receipt

After the Above Select **Preview Invoice**  , the invoice generated automatically

To Create a Receipt Select **Generate a Receipt**

ID		INVOICE NUMBER	CUSTOMER NAME	LICENSE NUMBER	TELEPHONE NUMBER	PAYMENT STATUS	INVOICE PRICE (RS.)	INVOICE DATE
1	Invoice Receipt	BAE/IN/2022/10001	Mr Saffan	WP CAW0220	0777886216	Paid	40,675.00	06-01-2022
4	Invoice Generate Receipt	BAE/IN/2022/10010	Srinath Weerasinghe	CP KR-8846	0774716095	-	9,925.00	03-01-2022

Generate Receipt INVOICE
#BAE/IN/2022/10010

Grand Total
Rs. 9,925.00

Select Payment Method

Credit

Select Payment Method

Cash

Cheque

Visa

Master

AMEX

Credit

Generate

Generate Receipt INVOICE
#BAE/IN/2022/10010

Grand Total
Rs. 9,925.00

Select Payment Method

Cash

Note

Generate

after Select **Generate**
you can view the **Receipt and Gate Pass**

Print

1 Perakumbha Place, Colombo 0600, Sri Lanka
+94 112 574 168, 0766 91 93 58
info@amazoft.com

RECEIPT

Invoice Name & Address:
Mr Saffan
27 12 Park Lane, Nawala Road, Rajapaya
info@gmail.com
0777886216

VEHICLE #
VIN
MILAGE
DATE

WP CAW0220
WBA7J220105497083
29600KM
2021-12-30 13:11:41

An amount of Rs. 40,675.00 of Invoice #BAE/IN/2022/10001 was received through Cheque on 2022-01-06 09:57:29

Authorized By

1 Perakumbha Place, Colombo 0600, Sri Lanka
+94 112 574 168, 0766 91 93 58
info@amazoft.com

GATE PASS

Invoice Name & Address:
Mr Saffan
27 12 Park Lane, Nawala Road, Rajapaya
info@gmail.com
0777886216

VEHICLE #
VIN
MILAGE
DATE

WP CAW0220
WBA7J220105497083
29600KM
2021-12-30 13:11:41

Vehicle allowed to be released against Invoice #BAE/IN/2022/10001

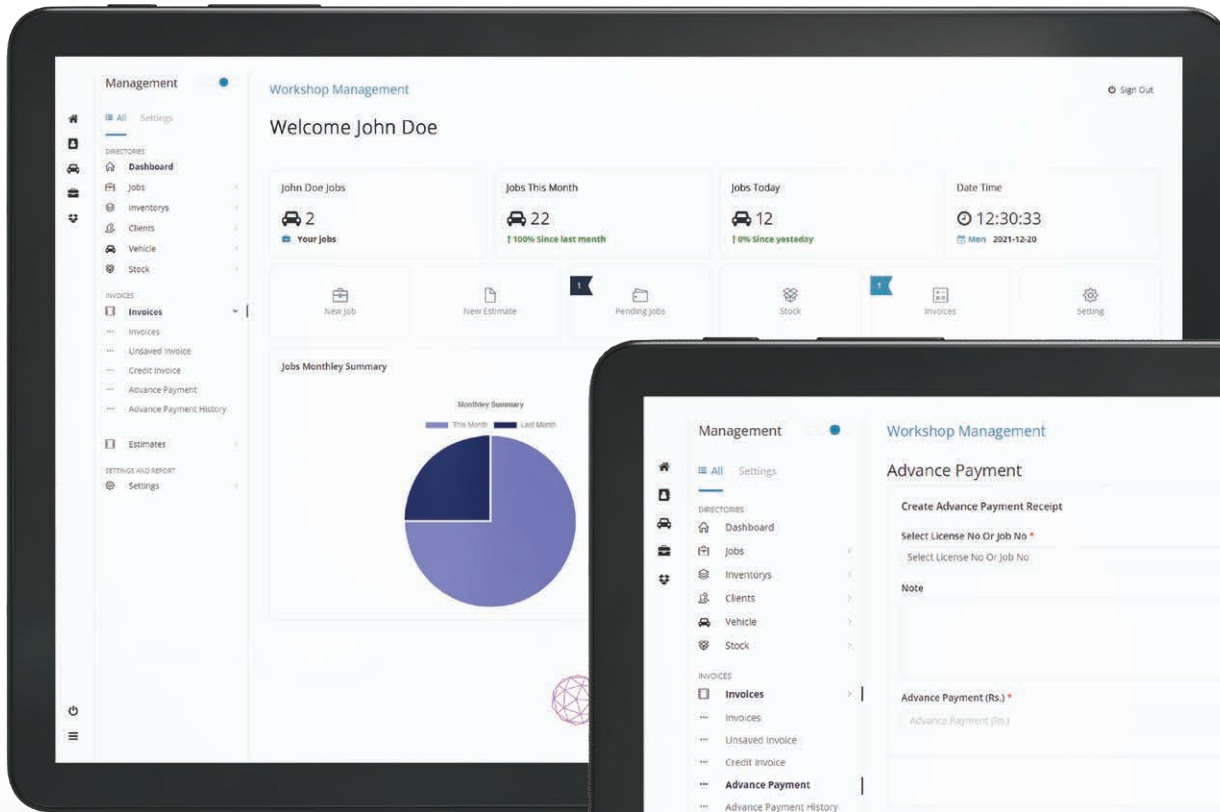
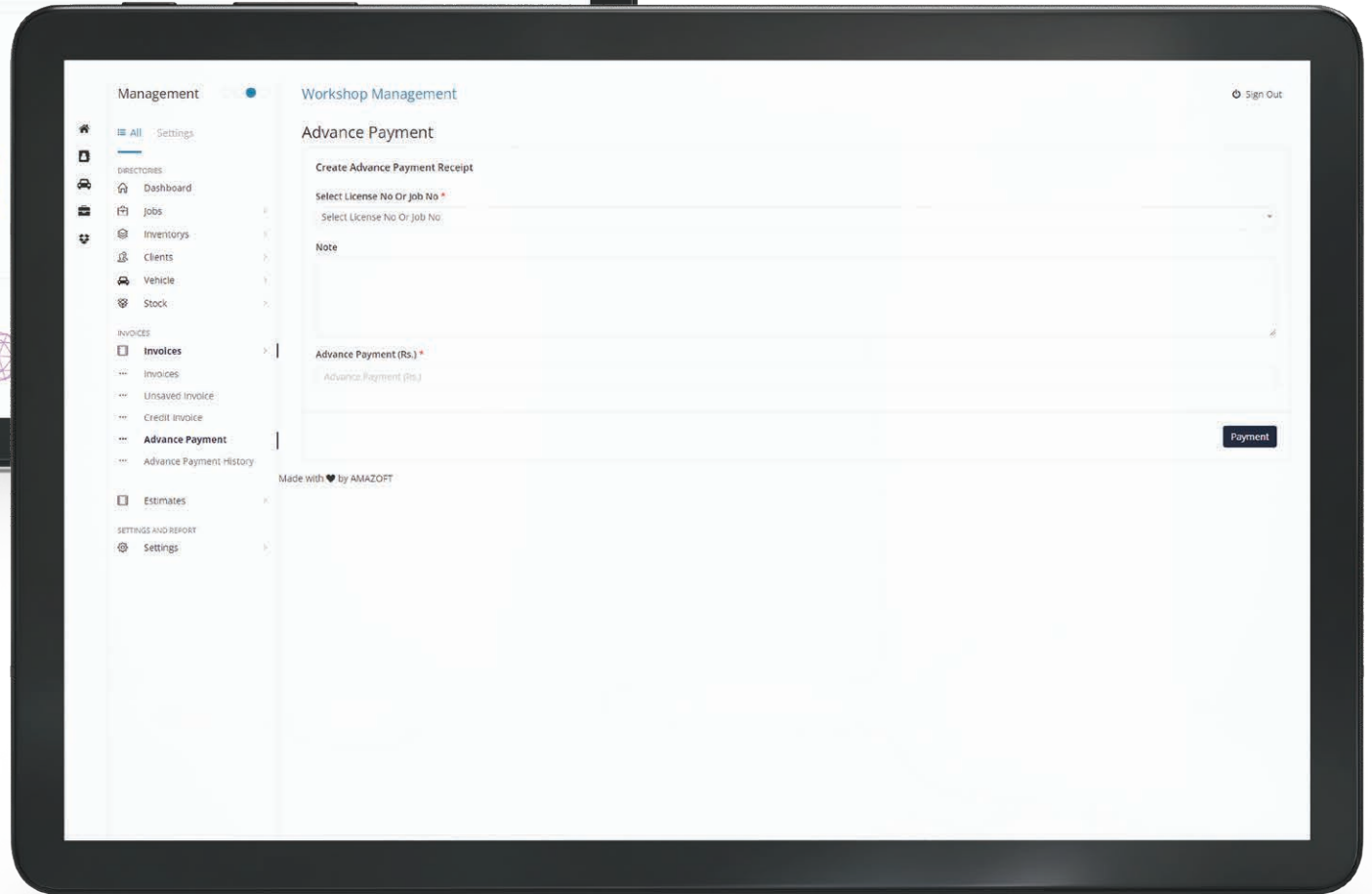
Authorized By

Select Payment Method, add a Note and Select **Generate**

If the Payment Method is Credit type the Date count

Date Count

Date Count



Advance Payment

Navigate to **Invoices Tab**



Invoices

and Select **Advance Payment**

Advance Payment

Select **Select License No Or Job No**

Create Advance Payment Receipt

Select License No Or Job No *

Select License No Or Job No

Select License No Or Job No

KJ-1086 (JOB ID - BAE/JOB/2022/10004)

WBAKM42090C232755 (JOB ID - BAE/JOB/2022/10005)

WP CAD2001 (JOB ID - BAE/JOB/2022/10009)

WP CBF1070 (JOB ID - BAE/JOB/2022/10012)

WP CBH 3238 (JOB ID - BAE/JOB/2022/10013)

and Fill **Advance Payment (Rs.) ***

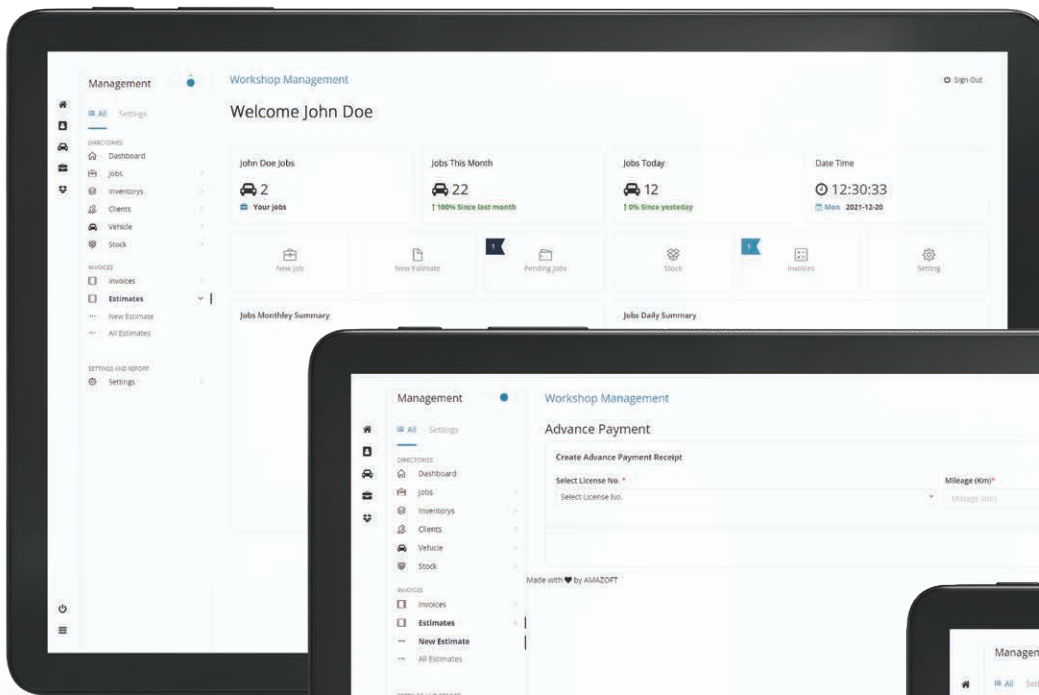
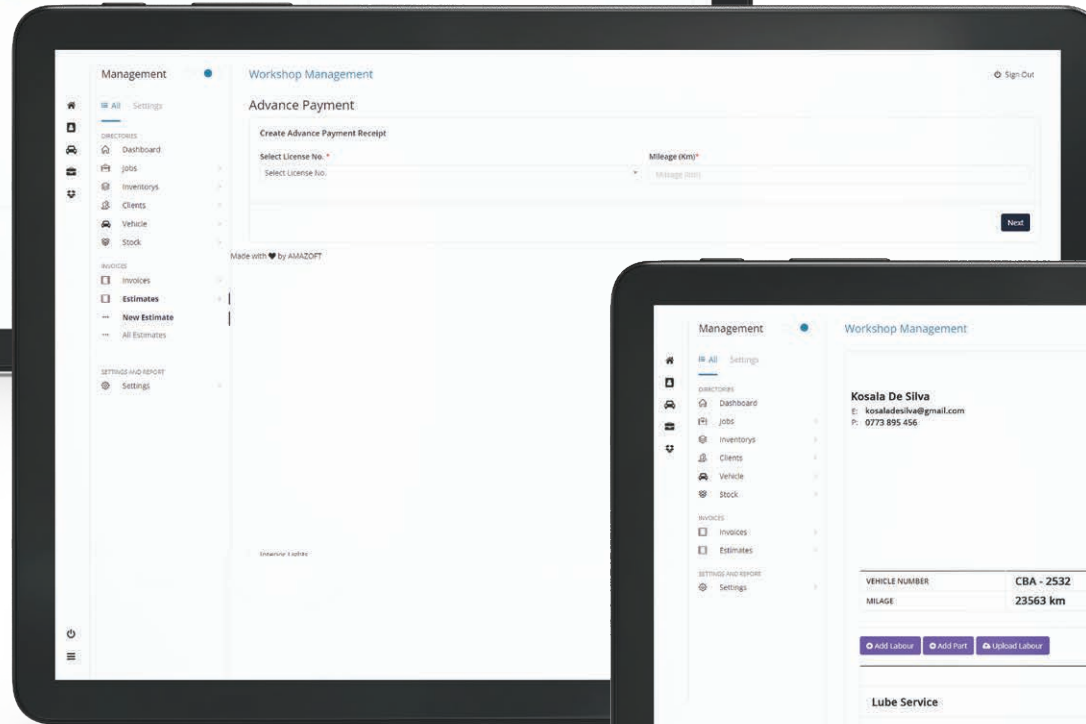
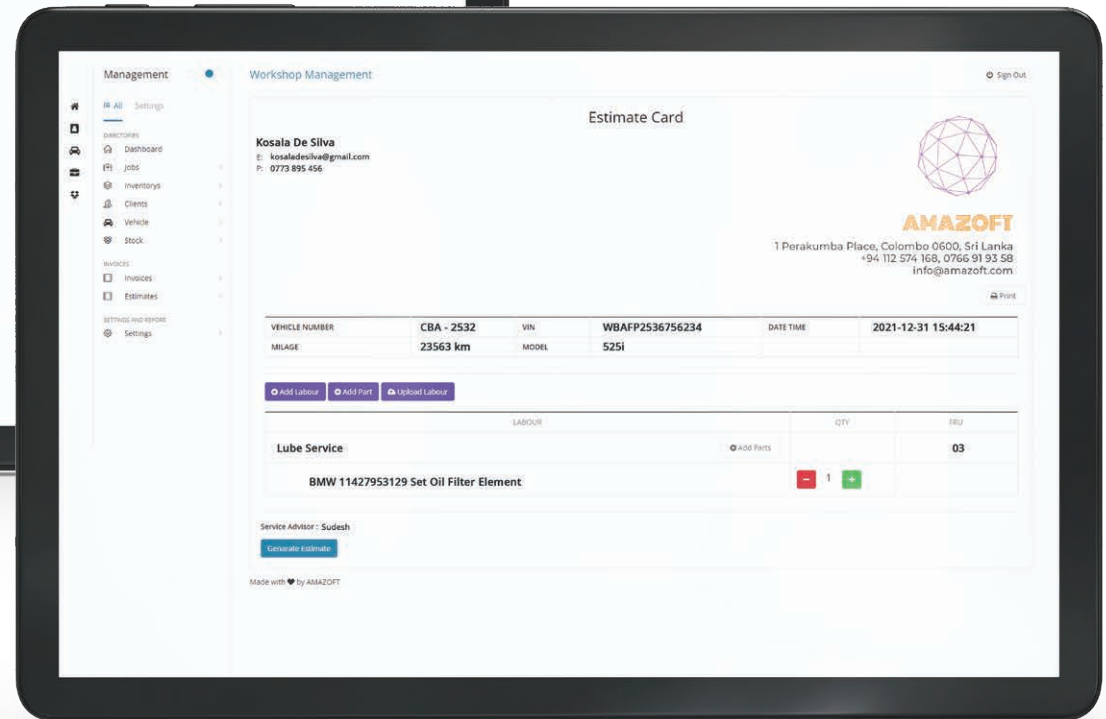
Advance Payment (Rs.) *

Advance Payment (Rs.)

Payment

and Select **Payment**

Payment



Create New Estimates

Navigate to **Estimate Tab**



Estimate

and Select **New Estimates**

New Estimate

on the Create **Advance Payment Receipt** fill the **Select License no** and **Mileage**

Create Advance Payment Receipt

Select License No. *

Select License No.

Mileage (Km)*

Mileage (Km)

Next

then Select

Next

In the Estimate Card, to **add labour** select

+ Add Labour

to **add a part** select

+ Add Part

, to **upload labour** select

Upload Labour

On the Labour section, to add parts select

+ Add Parts

and increase or decrease quantity from

- 1 +

LABOUR	QTY	FRU
Lube Service + Add Parts		03
BMW 11427953129 Set Oil Filter Element	- 1 +	

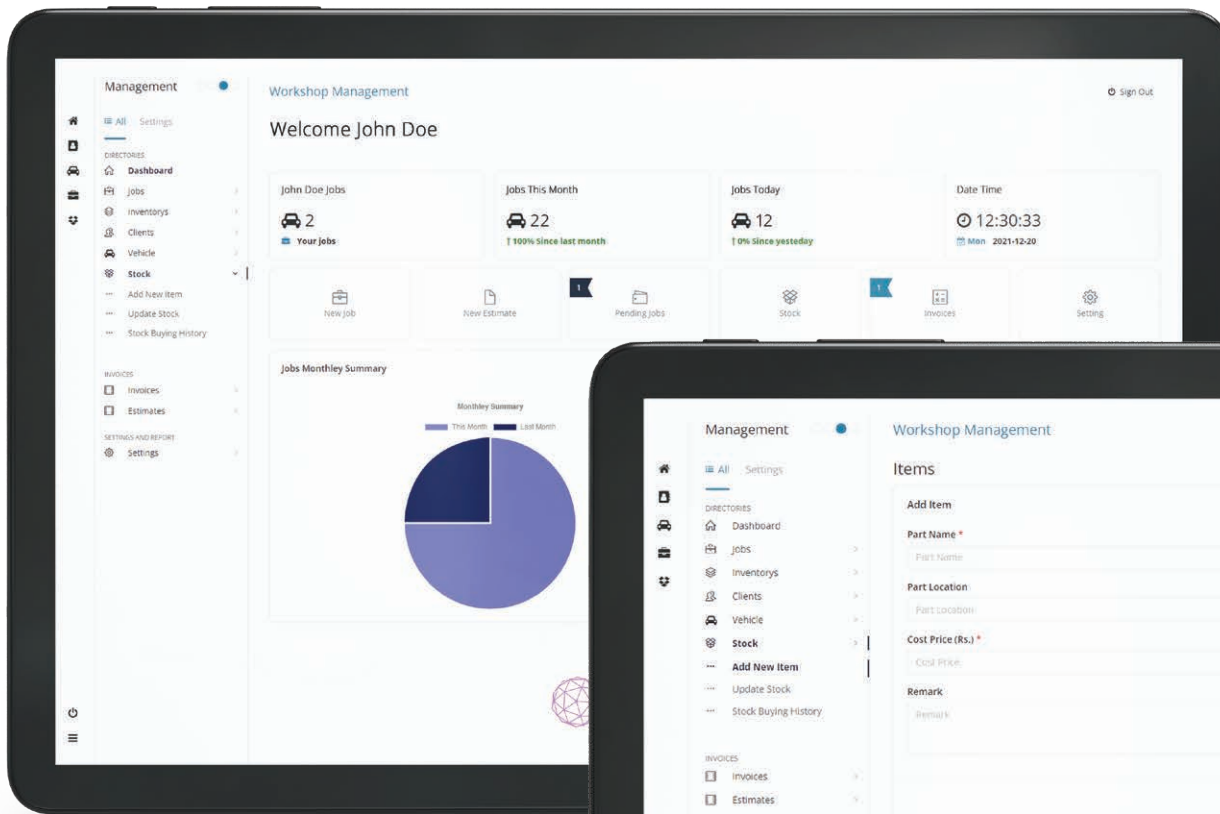
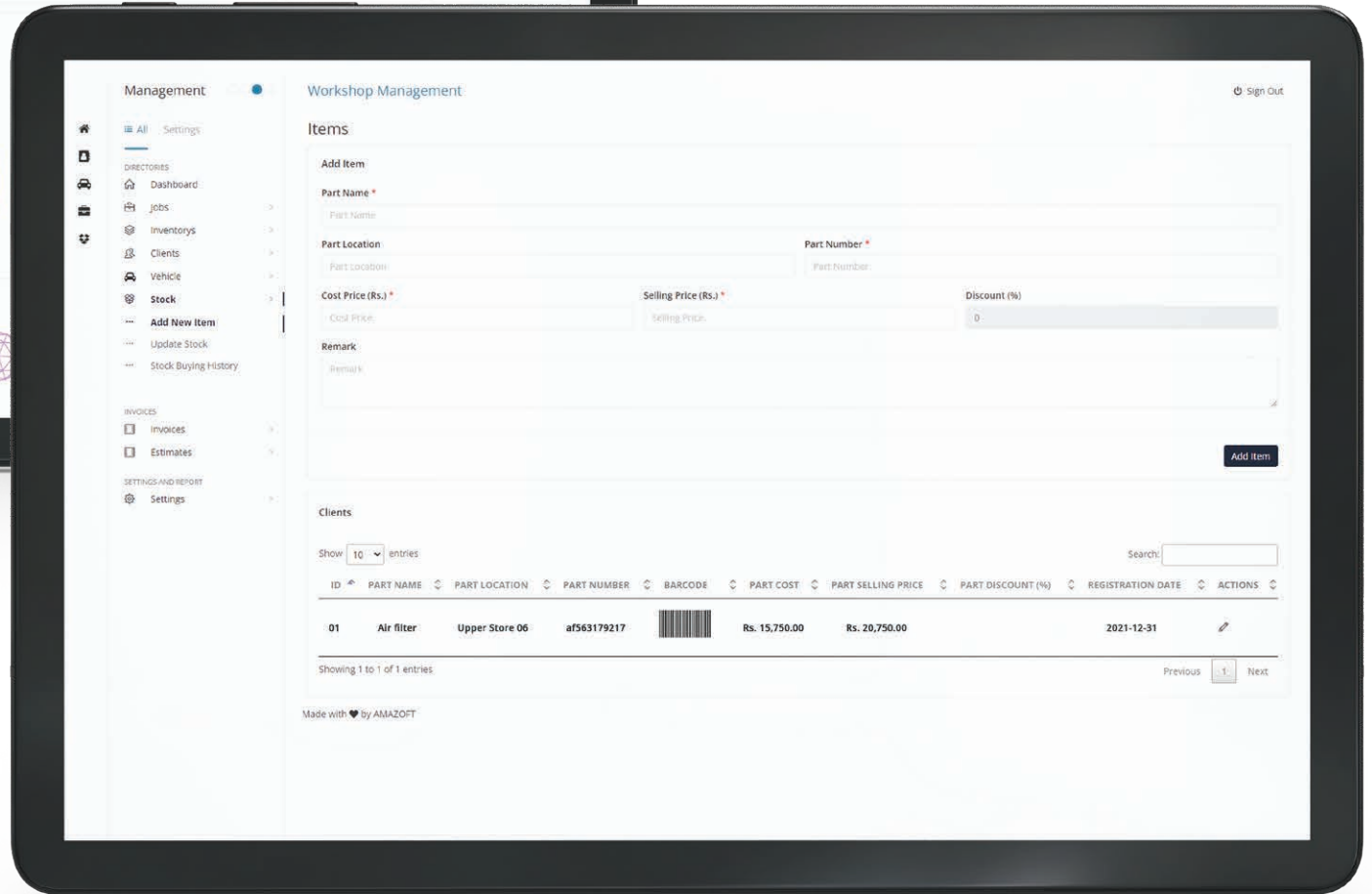
Select **Genarate Estimate**

Genarate Estimate

and on the Create Invoice Window fill the form and

Select **Create Estimate**

Create Estimate



01. Add New Item

Navigate to **Stock Tab**



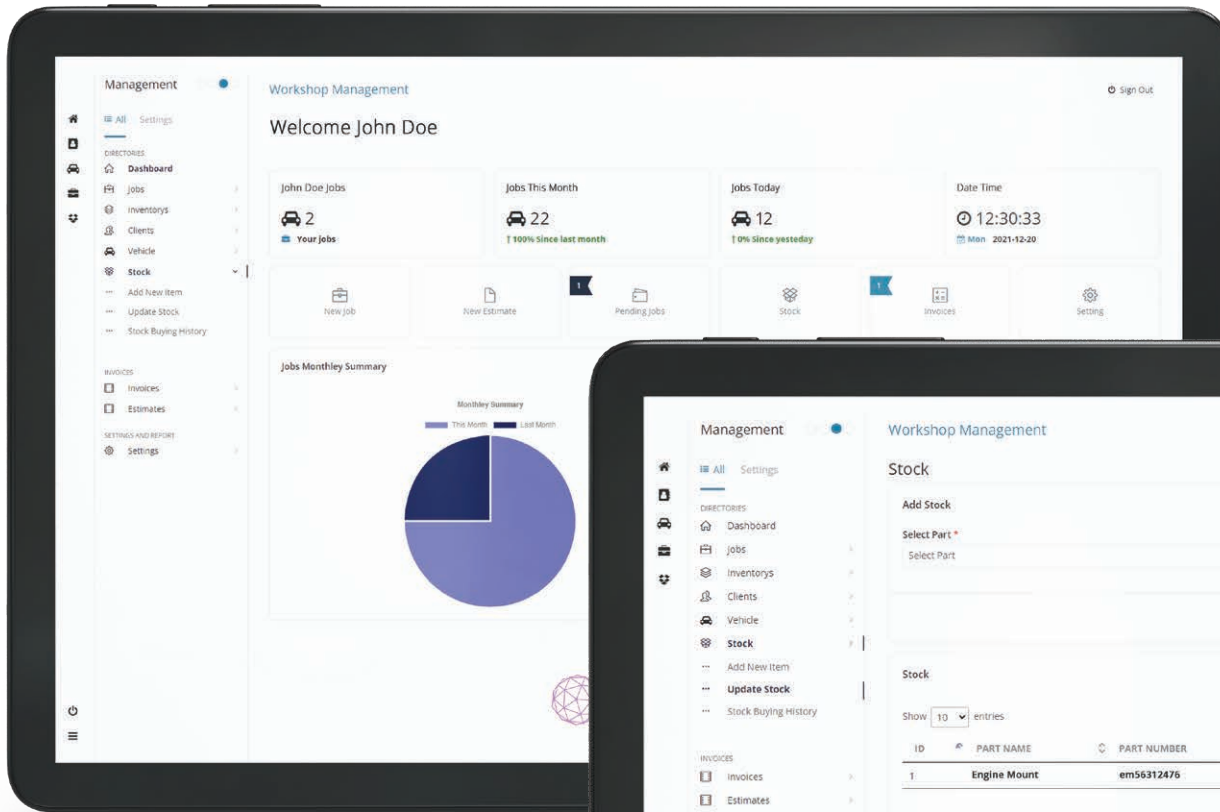
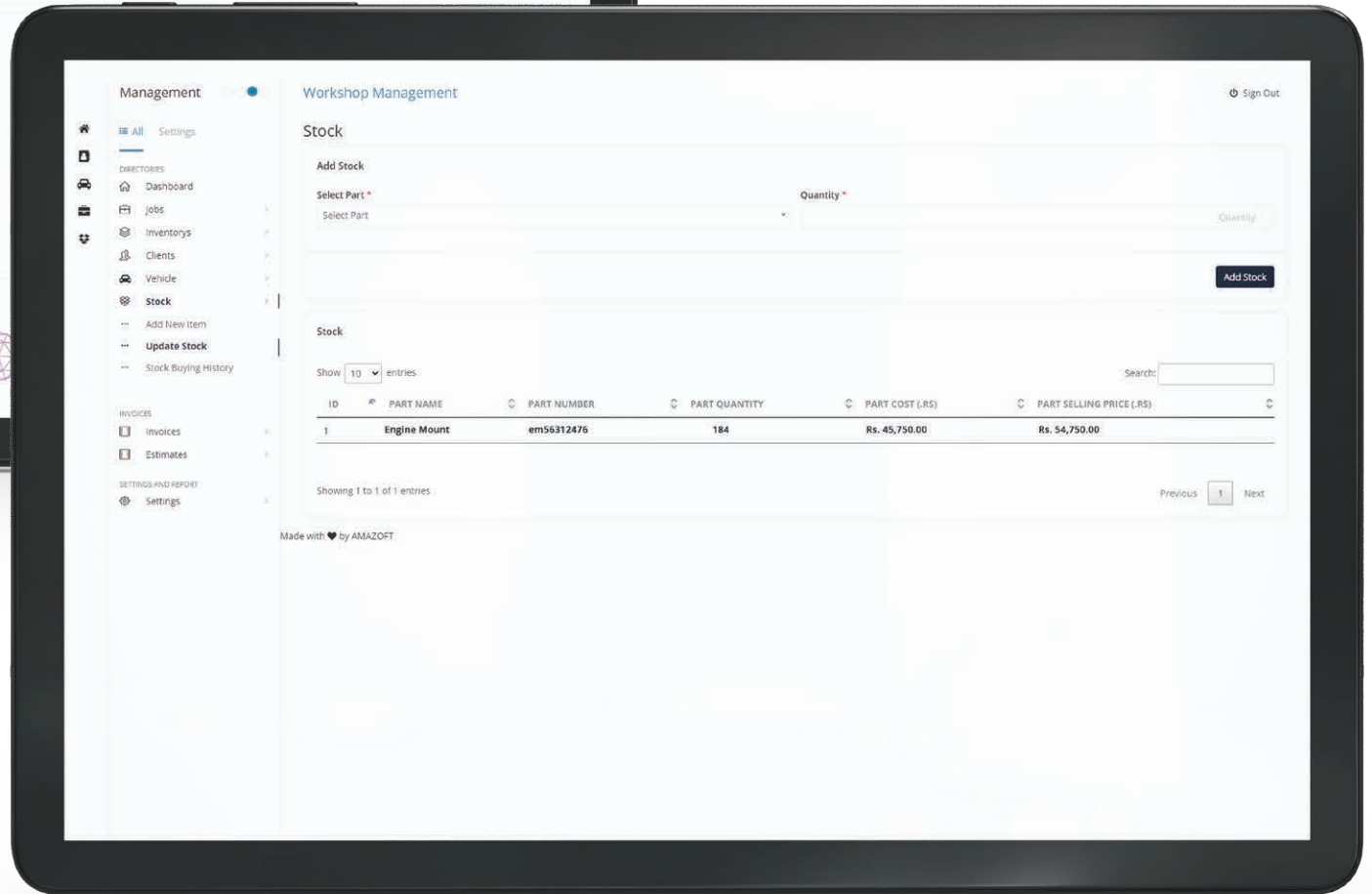
Stock

and Select **Add New Item**

Add New Item

On Items Fill the Form and Select **Add Item**

Add Item



02. Update Stock

Navigate to **Stock Tab**



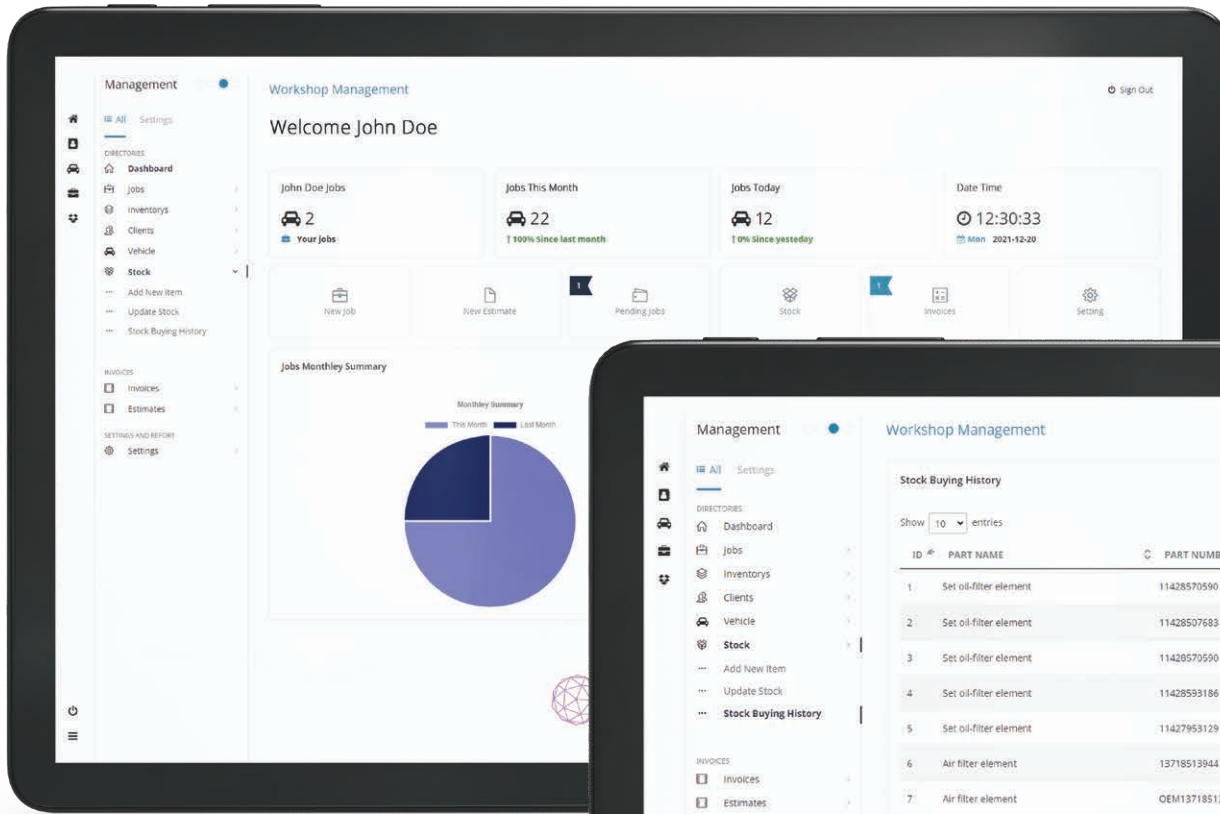
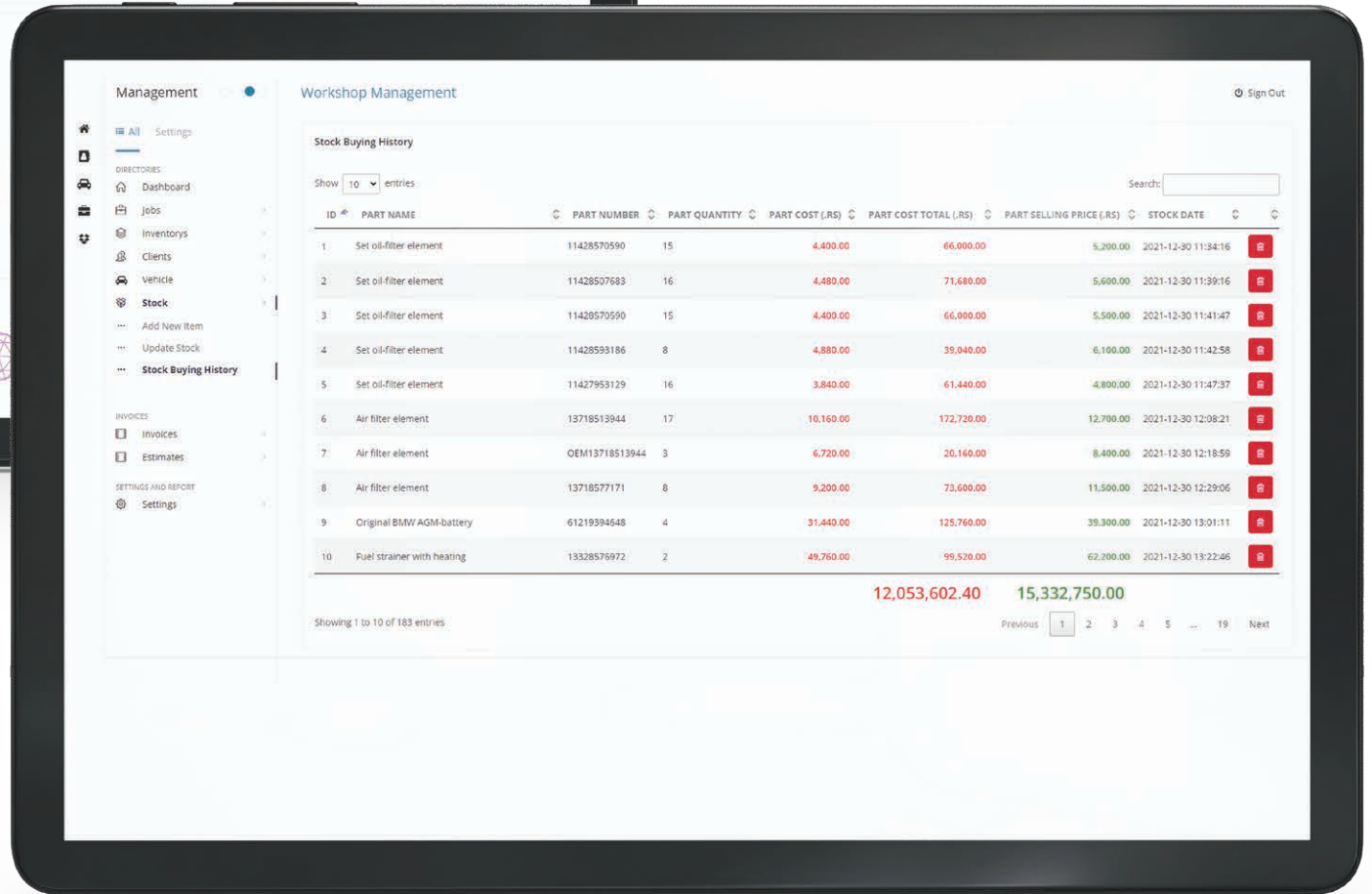
Stock

and Select **Update Stock**

Update Stock

On Stock Fill the Form and Select **Add Stock**

Add Stock



03. Check Stock buying history

Navigate to **Stock Tab**



Stock

and Select

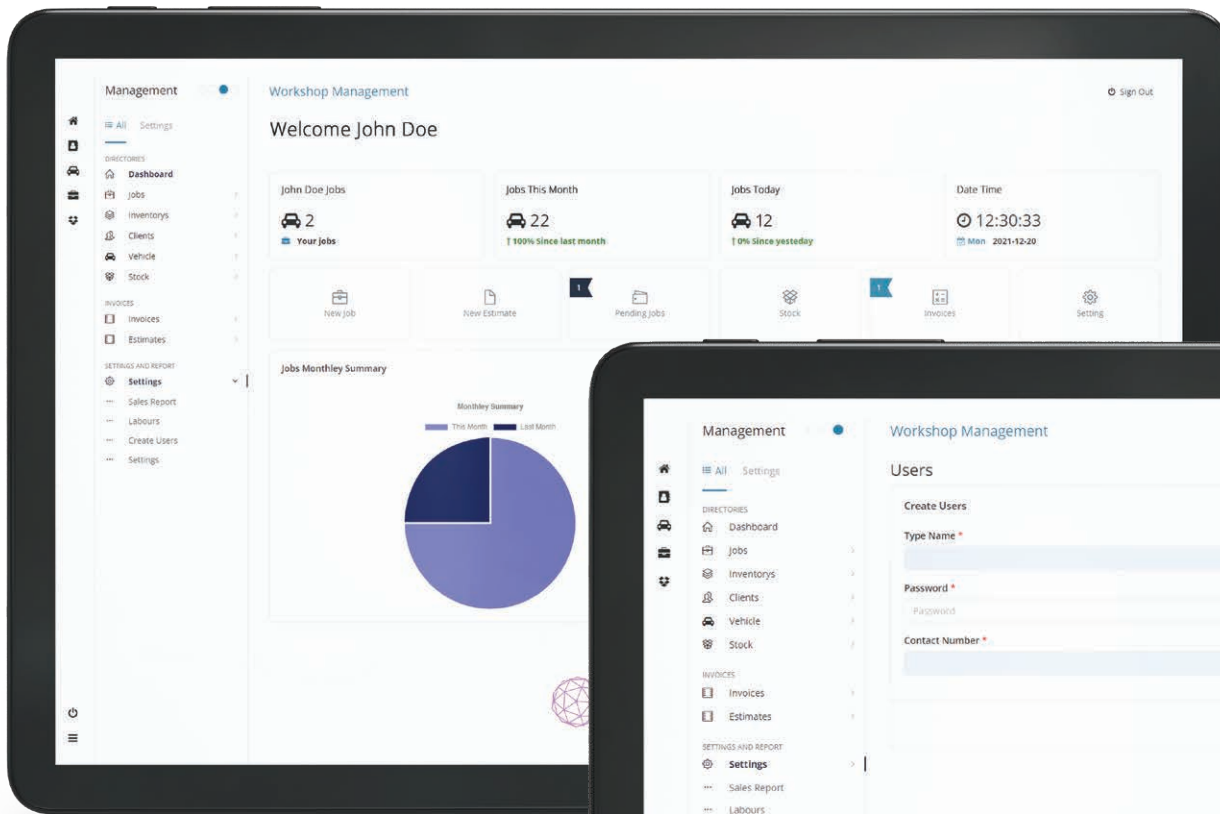
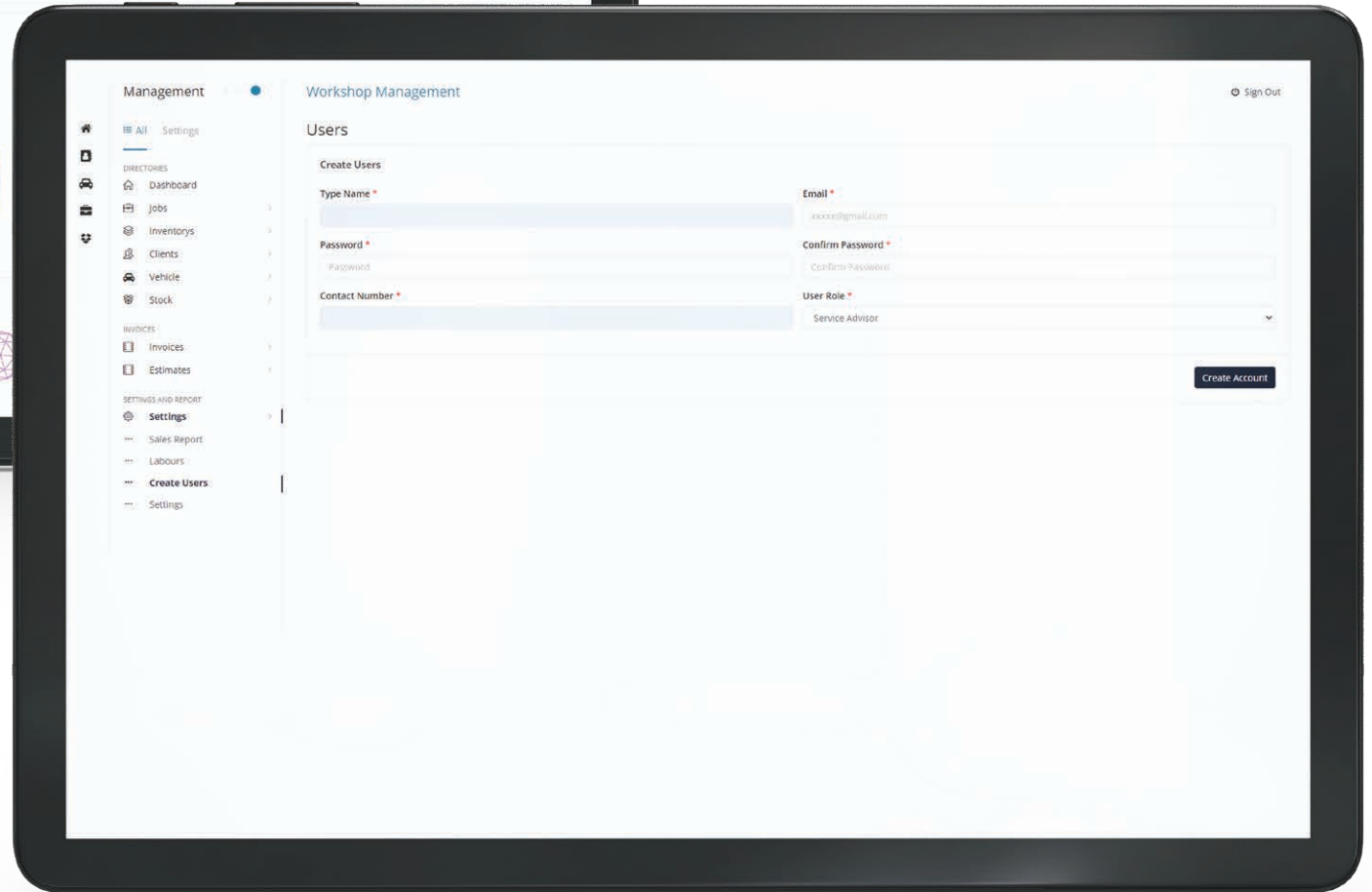
Stock Buying History

Stock Buying History

To Remove Stock Select **Delete**



Stock Buying History								
Show <input type="text" value="10"/> entries		Search: <input type="text"/>						
ID	PART NAME	PART NUMBER	PART QUANTITY	PART COST (.RS)	PART COST TOTAL (.RS)	PART SELLING PRICE (.RS)	STOCK DATE	
2	Set oil-filter element	11428507683	16	4,480.00	71,680.00	5,600.00	2021-12-30 11:39:16	
3	Set oil-filter element	11428570590	15	4,400.00	66,000.00	5,500.00	2021-12-30 11:41:47	
4	Set oil-filter element	11428593186	8	4,880.00	39,040.00	6,100.00	2021-12-30 11:42:58	
5	Set oil-filter element	11427953129	16	3,840.00	61,440.00	4,800.00	2021-12-30 11:47:37	



Create Users

Navigate to **Settings Tab**



Settings

and Select **Create Users**

Create Users

On Users section fill the form and select **Create Account**

Create Account

To remove users, select Remove

Remove

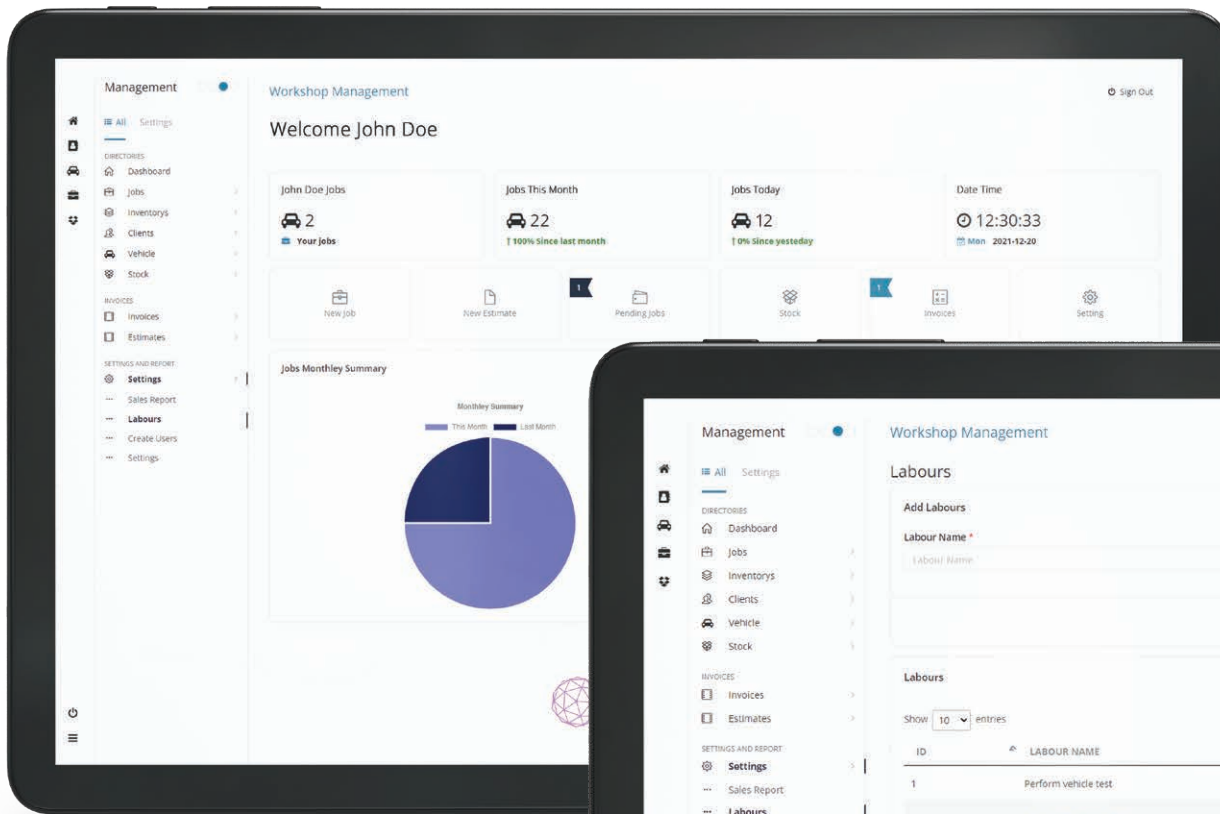
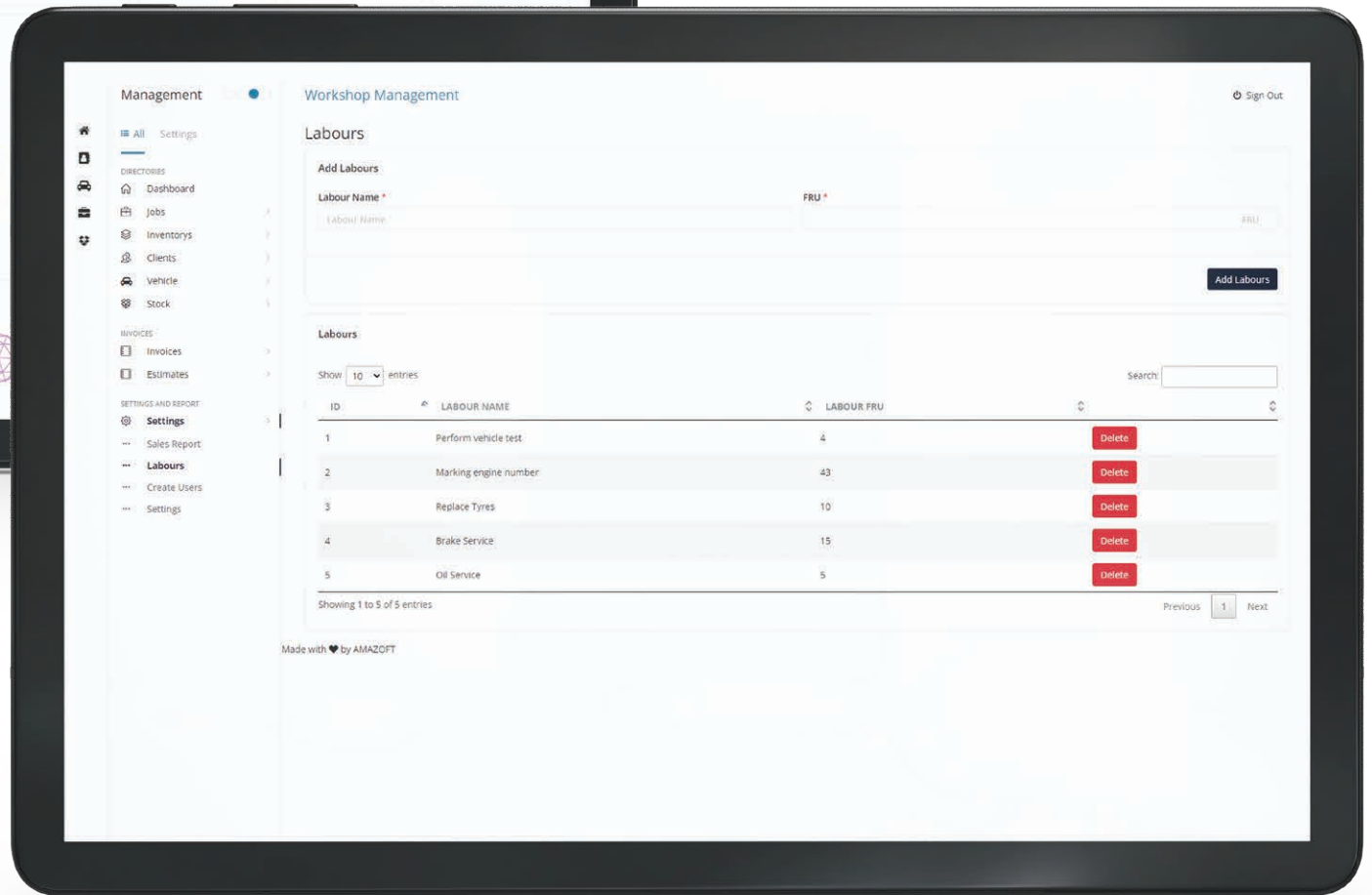
on User Section

User

Show entries Search:

ID	NAME	EMAIL	ROLE	TELEPHONE NUMBER	REGISTER DATE	
01	Sudath Tennakoon	sudath@techlanka.lk	Service Manager	0778 354 125	12-05-2021	Remove
02	Prakrma Perera	parakrama@techlanka.lk	Snr. Service Advisor	0712 562 236	18-09-2021	Remove
03	Lakshani De Silva	lakshani@techlanka.lk	Ast. Manager	0782 632 231	25-10-2021	Remove
04	Gayan Senanayake	gayan@techlanka.lk	Snr. Manager	0777 523 523	08-11-2021	Remove
05	Sadun Gomes	sadun@techlanka.lk	Service Advisor	0766 855 125	08-11-2021	Remove

Showing 1 to 6 of 6 entries Previous Next



Add and Delete Labours

Navigate to **Settings Tab**



Settings

and Select **Labours**

Labours

On **add labours** section fill the **Labour name and FRU** and select Add Labours

Add Labours

To **Delete Labours**, go **Labours pannel** select the labour want to delete and select **Delete**

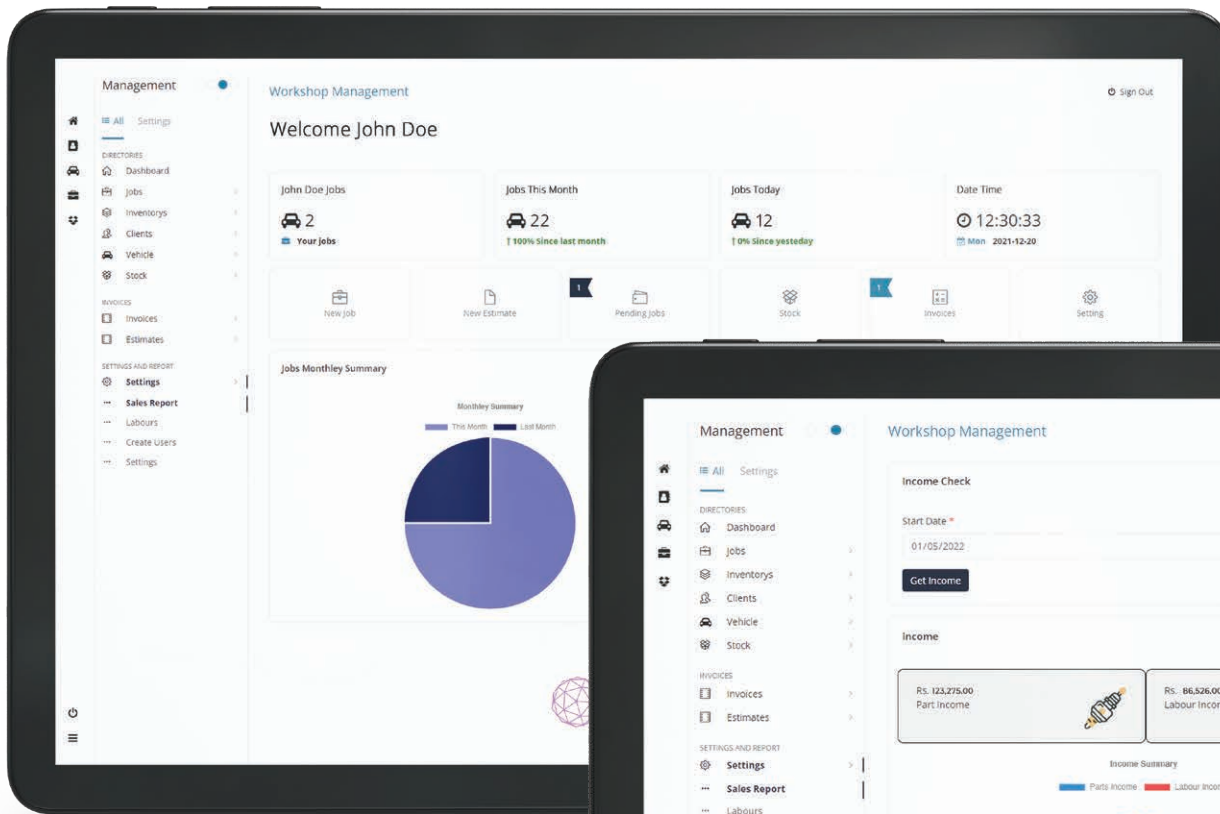
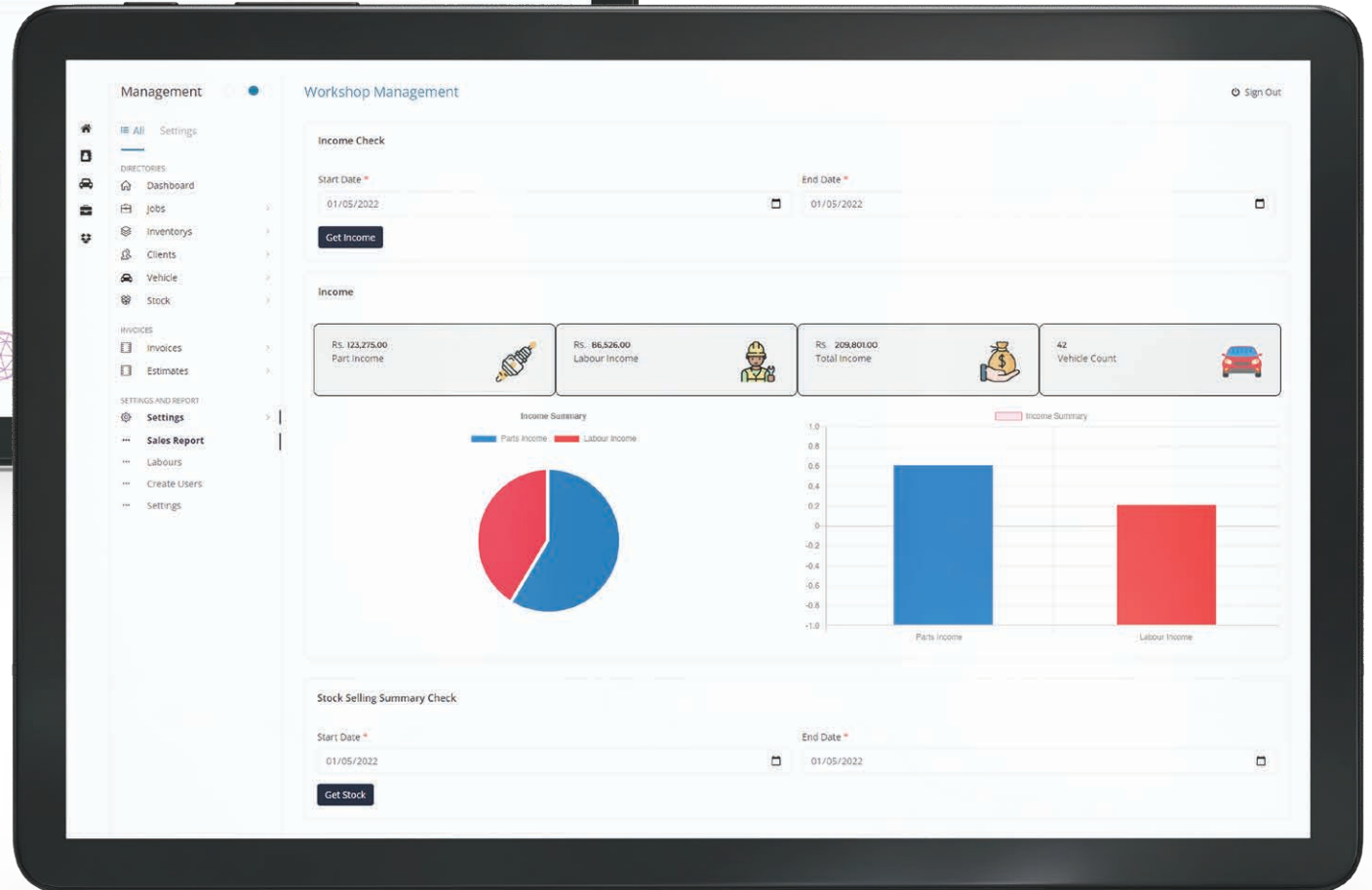
Delete

Labours

Show entries Search:

ID	LABOUR NAME	LABOUR FRU	
1	Perform vehicle test	4	Delete
2	Marking engine number	43	Delete
3	Replace Tyres	10	Delete
4	Brake Service	15	Delete
5	Oil Service	5	Delete

Showing 1 to 5 of 5 entries Previous Next



Sales Reports

Navigate to **Settings Tab**



Settings

and Select **Sales Report**

Sales Report

1 - To Check Income

In the Income Check pannel Select the Start and End Date

Income Check

Start Date *

01/05/2022

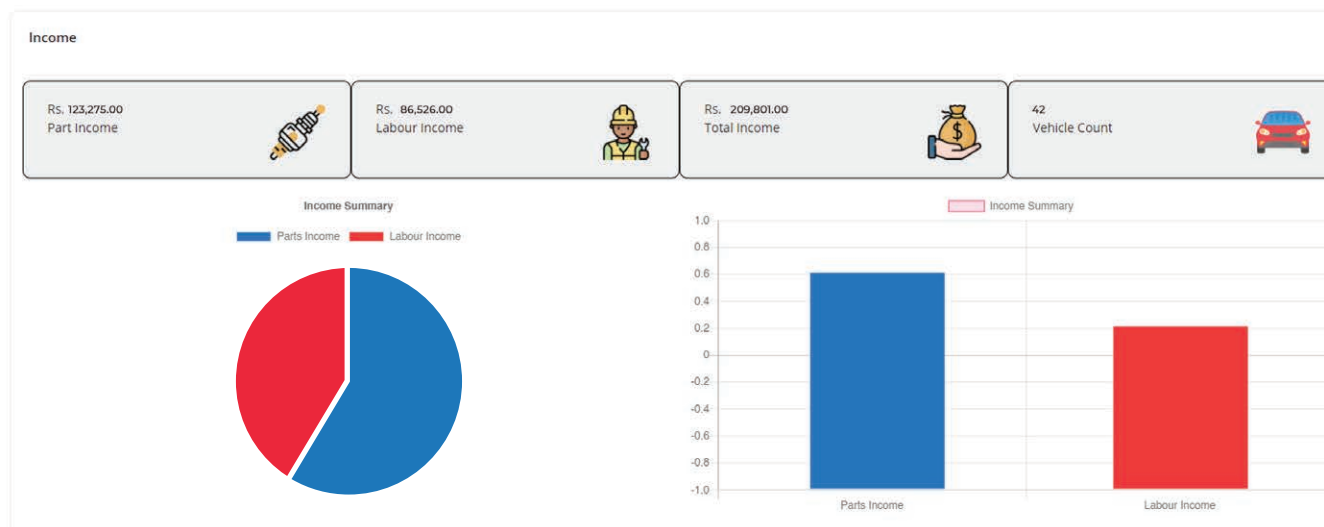
End Date *

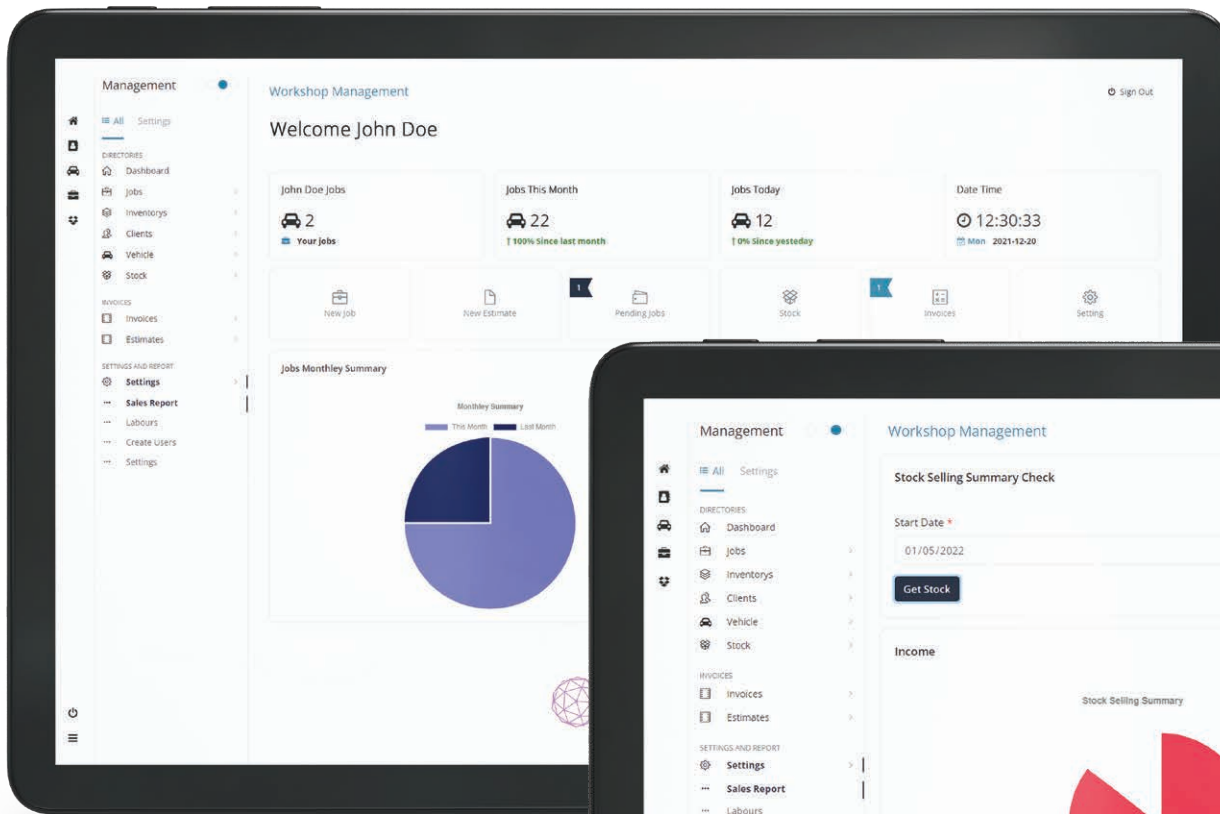
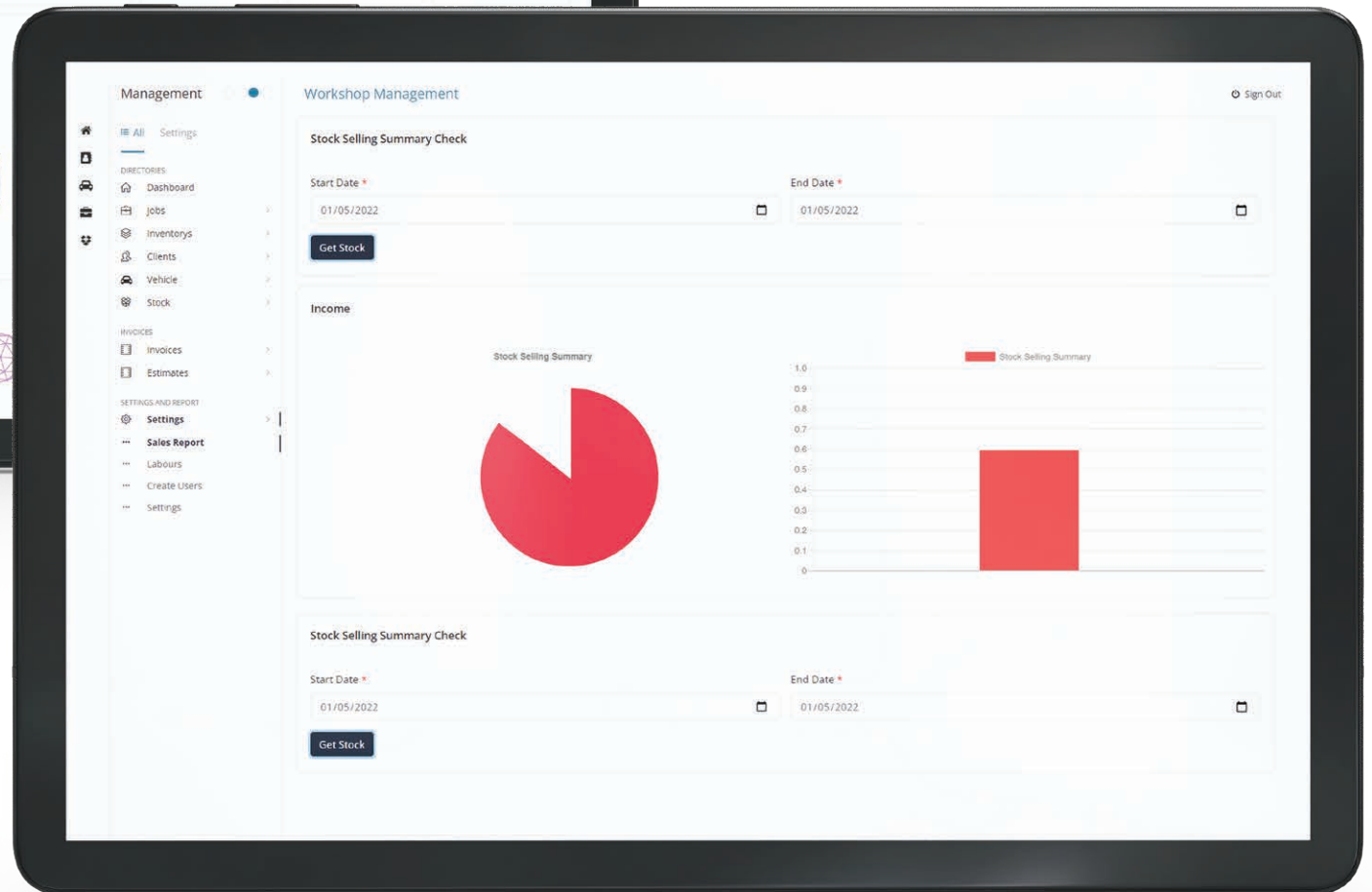
01/05/2022

Get Income

and Select Get Income

Get Income





2 - To Check Stock Selling Summary

In the Stock Selling Summary Check panel Select the Start and End Date

Stock Selling Summary Check

Start Date *

01/05/2022

End Date *

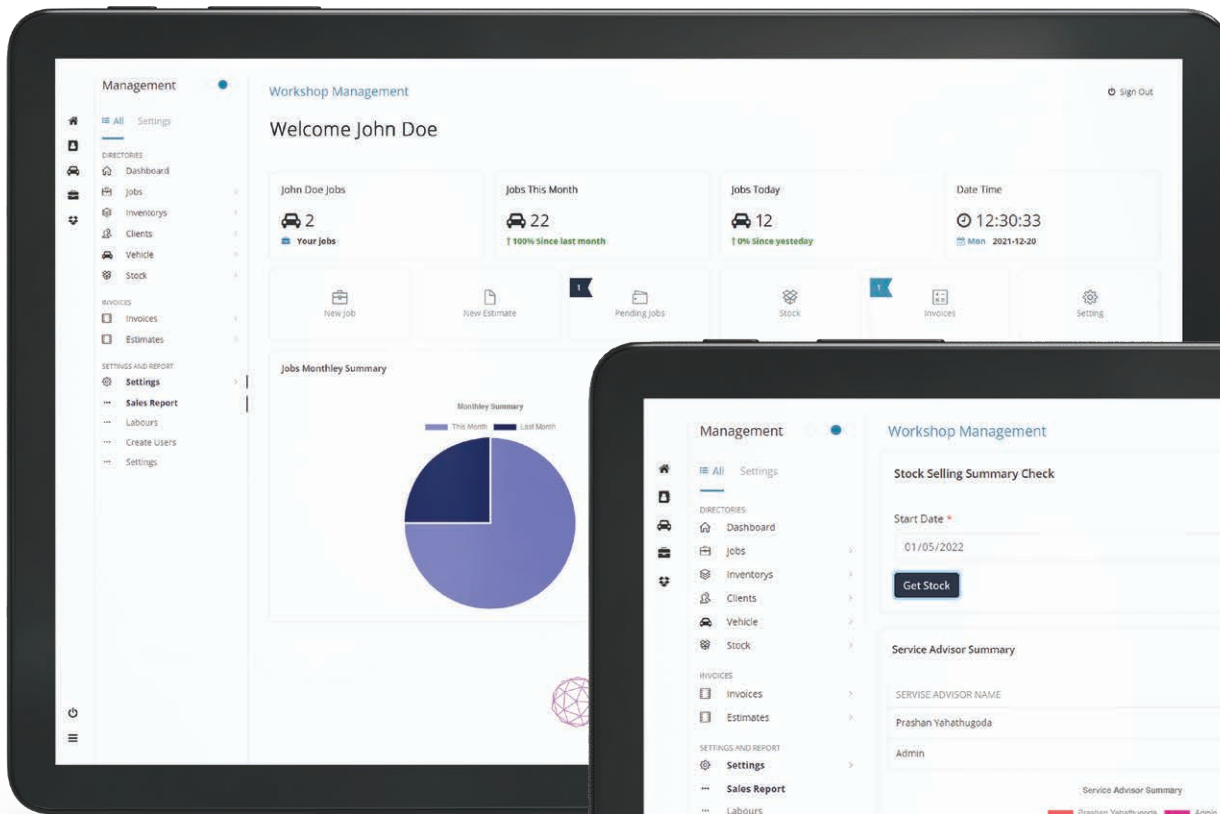
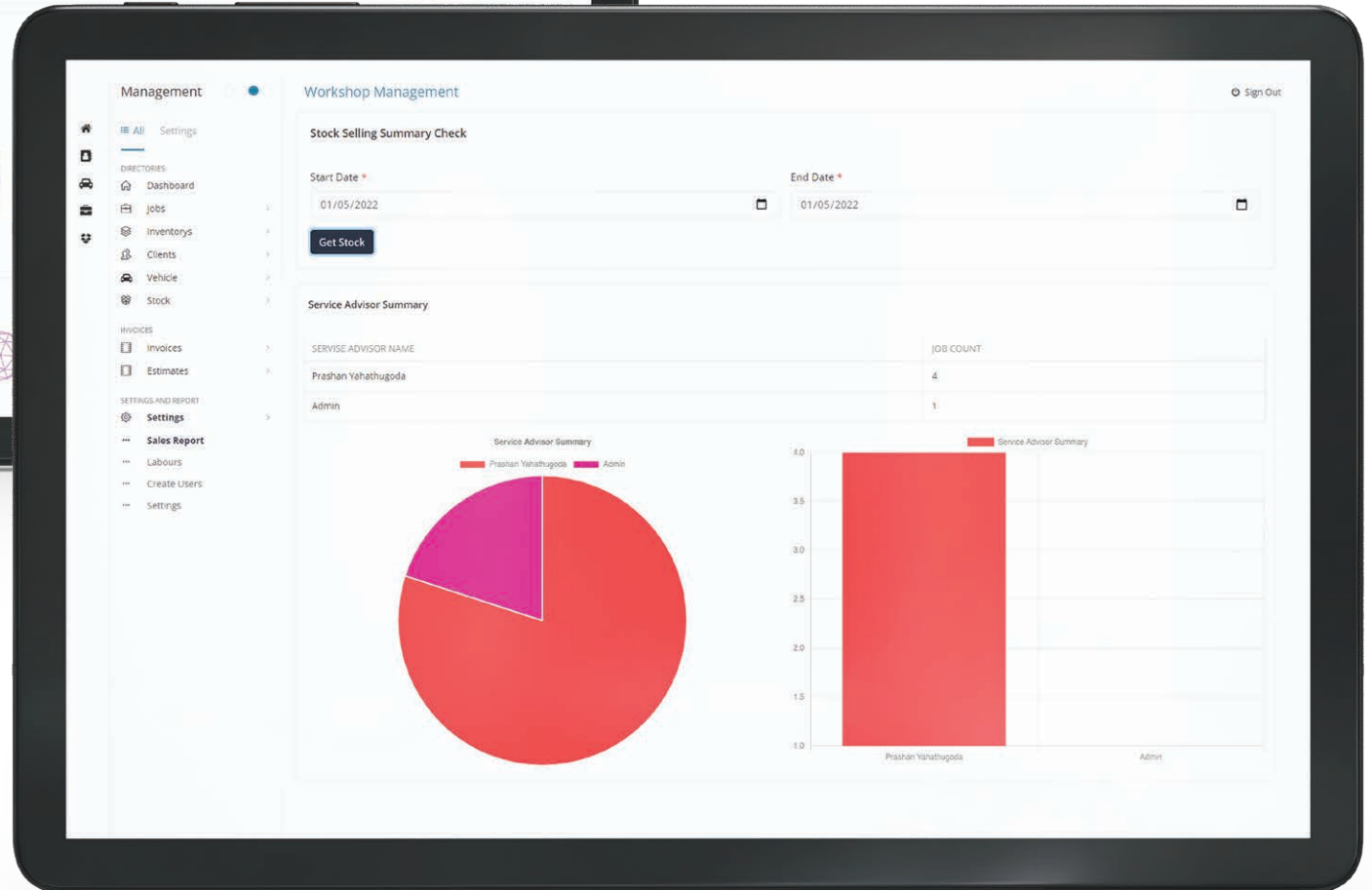
01/05/2022

Get Stock

and Select Get Stock

Get Stock





3 - To Check Service Advisor Summary

In the Service Advisor Summary Check pannel Select the Start and End Date

Service Advisor Summary Check

Start Date *

01/06/2022

End Date *

01/06/2022

Get Service Advisor Summary

and Select **Get Service Advisor Summary**

Get Service Advisor Summary





WORKSHOP MANAGER



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