

May/June
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Inside Traxx

Powerful Shop Management Software at a surprisingly affordable price

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Webinar Training Schedule:

Every Wednesday
11am - 12pm PDT

**Payroll Process
& Setup -
May 5, 2010**

**Marketing Tools -
May 12, 2010**

**MaxxBucks Review -
May 19, 2010**

**Sublet Workflow -
May 26, 2010**

See our Web site
under training for a
complete schedule
and information on
how to sign up for a
Webinar at:

www.scottsystems.com

*Class size is
limited!*

Letter from the Editor

Springtime is bringing new life and new business to our industry. How can we keep the momentum going? Maximizing your shop's production capacity is one of the ways to take advantage of a surge in new business. And often times, that starts with the Service Writer.

Increase Shop Productivity with Job Clock & Reports ~

What are some of the biggest challenges Service Writers face? Scheduling jobs, budgeting technicians' time, and setting an acceptable expectation for when the customer's vehicle will be ready.

We need to assign the work, order parts, obtain authorization, and continually manage the schedule to accommodate additional work that is found. If we have to reschedule those additional repairs, we might lose that business. So managing the customer expectation of when their vehicle will be ready and allowing the tech enough time to get it done right is the trick.

Flat rate technicians want to do as much work as they can find to make more money, and that's good for the shop, too!

Efficient communication is just what we need and MaxxTraxx Pro CE has just the tool to provide techs quick access to the information they need. The Time Clock/Job Clock feature is not only for management to track who is doing what in the shop; the Job Clock also provides technicians access to their job assignments, the status of those jobs, and promise time to have them done.

Now, the wealth of information gathered from the Job Clock is not only for calculating payroll. With the Employee Productivity Detail Report, we can see which jobs our technicians are getting hung up on, or identify delays from the service writing department; are they always waiting for a job assignment, for parts to show up, or work authorization?

Employee Productivity Report

Knowledge is power and making subtle changes in workflow including using the Job Clock can make the most of your production capacity to take advantage of the opportunity when business is good. Good communication combined with effective workflow can make all the difference. Let's make this summer golden! ☀

Latest Features

The latest MaxxTraxx Pro CE update will be released soon, version 5.0.2.0. We are excited about many new reports, here are just a few:

- **Income Statement Comparison**
- **Parts Purchased by Part Number**
- **Dead Stock Report**
- **Detail & Summary Check Register**

The Income Statement Previous Period Comparison Report is used to evaluate how your business is doing month-to-month to analyze the effectiveness of your marketing, operating, and shop management strategies.

We've added a Parts Purchased by Part Number Report to show results for a specific part number, not just the vendor purchases. And per user requests, we've created a Dead Stock Report so you can return stale parts and free up dollars tied up in inventory that is not moving.

Added to make managing your checking accounts easier, we now have a Detail and Summary Check Register Report.

And last but not least, we've updated the **Parts Search** to look for and match part numbers regardless if they have spaces or any special characters. Very exciting!

MotorTraxx to MaxxTraxx ~ Getting Ready

"I always end up learning at least one small thing [in the Webinar] that ends up being very important."

Dennis George,
Ridgecrest Automotive

Ridgecrest,
California

As the summer months are approaching, you are making plans for vacations and fun in the sun. However, before you know it, the end of the year will be approaching. Is 2010 the year you are going to step into the 21st century and convert to MaxxTraxx Pro CE? We're going to make it easy...

MotorTraxx to MaxxTraxx Four Part Webinar Series

This summer, we are offering a **four-part Webinar series** to review the steps for

converting from MotorTraxx to MaxxTraxx Pro CE. We will cover every aspect of the conversion from hardware specifications to training and setup as well as what data is converted over from MotorTraxx and what data needs to be manually entered.

This is a forum for you to ask questions, find out how other users are doing the conversion, and discuss all your concerns. Plus, learn how and why so many shops are making this investment in their shop. Plan ahead for *your conversion in the fall.*

Training & Support

We are getting close to completing our suite of training tools, here's what he have available online:

- ***Getting Started Workbook***
- ***MaxxTraxx User Manual***
- ***Training Videos***
- ***Live Webinars***
- ***Archived Webinars***

These training tools are designed to assist new and existing MaxxTraxx Pro CE users learn the features and workflow design of MaxxTraxx Pro CE to maximize their time and investment in software.

We don't take lightly the fact that you depend on Scott Systems' products and technical support to run your business. We are constantly looking for new ways to offer practical, informative, and impactful

shop management information whether it is tools to utilize MaxxTraxx Pro CE to its fullest or shop management suggestions.

We now offer Live Webinars to inform our user about features in MaxxTraxx Pro CE, how to use them effectively in your business, and provide a forum to discuss current issues shops face every day.

If you are not able to make the live weekly Webinars, we have them archived on the Web site so you can review them on your own time; or reference the information after you have attended the live Webinar.

Our next set of tools will be our Frequently Asked Questions library on our Web site. This will provide quick, searchable access to the common questions about how to use MaxxTraxx Pro CE to run your shop.

The Bottom Line

Entering Restock Vendor Invoices is just one of the primary data entries required for shops use the accounting portion in MaxxTraxx Pro CE. Often times, we have to write a check for a parts delivery, but having to enter all those part records on a Vendor Invoice first could take some time if you have ten parts! Then we still have to tag the invoice in AP and write a check.

So we've devised a feature to allow you to quickly cut a check for those parts without having to enter that Vendor Invoice first. It's called a Vendor Quick Check.

By simply using the Write a Check feature and posting that check to the 20000 G/L account, *if the payee is designated as a vendor account*, you then have a credit on that vendor's account to apply to the Restock Vendor Invoice, whenever you have a chance to enter it into MaxxTraxx.

This time-saving feature allows you to write a check for the parts driver without having them wait for you to enter that Restock Vendor Invoice. See our training video online, [Write a Vendor Quick Check](#). Until next time, keep on Traxx!

Want to get in on a discussion about how to use a feature or make a request?

Get in on our User Forums online at www.scottsystems.com

Just click on the Community Center tab and share your thoughts & ideas in our User Forums.

Don't have a user name & password? Chat with a Support Technician and get signed up today!