



## 29 Manual/"Analog" Processes That Cost Your Shop Unnecessary Money EVERY DAY!!!

- Assignment Management
- Appointments, Contact & Follow Up
- Scheduling Repairs and Other Appointments
- Repair Order File Creation and Distribution
- RO Paperwork
- Manual Line Item Categorization
- Parts & Procurement
- Technician Management, Assignment, & Work Orders
- Copies....Copies....Copies...EVERYWHERE!
- Parts Receiving (Invoices and Copies)
- Supplements
- More paper, another parts order, another technicians worksheet, etc.....
- Customer, Insurer Telephone Calls and Messages
- Repair Order Process Notes and Documentation
- Customer, Insurance, and Rental Car Status Communications
- Technician Data Entry at Measurement Systems
- Technician Data Entry at Paint System
- Morning Production Meetings
- Hourly, Commission, or Flat-Rate Payroll Calculation and Processing
- Technicians and/or Office Personnel Communications
- Quality Control and Audit Processes
- Repair Order Pre-Closing and Closing
- Filing and File Retrieval
- Cash and AR Tracking and Management
- Overall Financial Management
- Multi-location Data Access
- Multi-location Performance Measurement
- Multi-location Financial Reporting



## HERE ARE SOME EXAMPLES OF THE COSTS of STAYING WITH YOUR MANUAL/ANALOG BODY SHOP PROCESSES

If Each of the 29 Manual/Analog Processes **ONLY Wasted 1 Minute of Productive Time Per Day** that Would Equate to....

### **29 Wasted Minutes Per Day**

**652.5 Wasted Minutes or 16.3 Hours Per Month**

**7,830 Wasted Minutes or 130.5 Hours Per Year**

**\$9.06 Dollars of Productivity Wasted Per Day**

**\$203.91 Dollars of Productivity Wasted Per Month**

**\$2446.88 Dollars of Productivity Wasted Per Year**

### **What If Each Process ONLY Wasted 3 Minutes Each Per Day.....**

### **87 Wasted Minutes Per Day**

**\$27.18 Dollars of Productivity Wasted Per Day**

**\$608.73 Dollars of Productivity Wasted Per Month**

**\$7304.76 Dollars of Productivity Wasted Per Year**

**\*\*\*\*\* Average Yearly Office Salary: \$36,000.00 or \$3000.00 per month, \$750.00 per week, \$150.00 per day, \$18.75 per hour, \$0.3125 per minute....**

If you would like to know more about **How You Can Move from Manual/Analog Processes to Digital Processes** please contact Summit Software Solutions directly at **858.547.8697** or send us an e-mail at [sales@summitsoftwaresolutions.com](mailto:sales@summitsoftwaresolutions.com).

