



## The Manual

Rev 3/20/2019

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Thank you for your purchase!

### About VinfoGarage

VinfoGarage is auto maintenance software written for the home mechanic by a guy who loves cars and writing software. A lot of us are somewhere between the occasional oil change in our home garages and a small start up shop. We do enough that it would be nice to keep track of everything in a clean, systematic way.

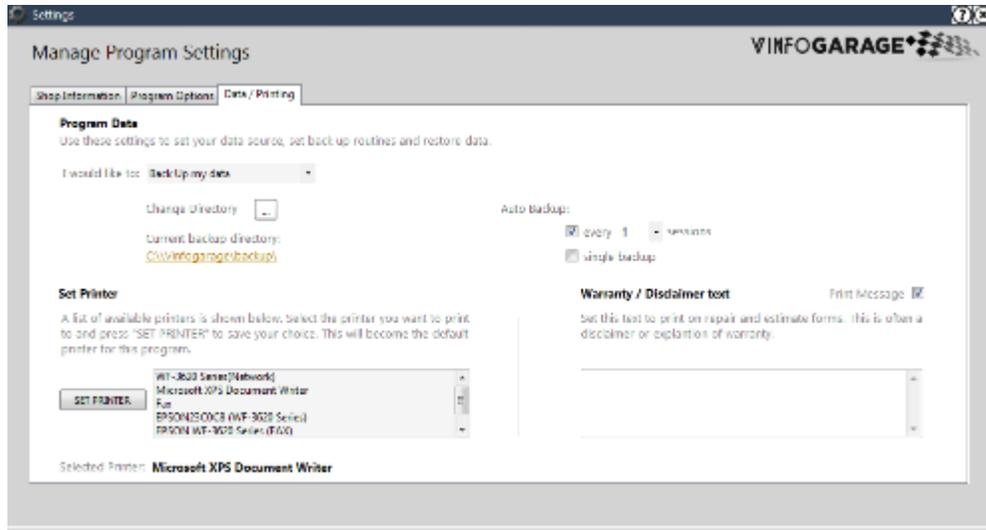
### Basic Program Features

- Powerful service database with line item detail.
- Inventory database (Stock,Supplies,Tools) - automatically adjusts when items are consumed.
- Customer database(Unlimited customers and vehicle)
- Contact database(Vendors,Customers,Employee,Other)
- VIN Search - View vehicle details and recall data from the NHTSA.
- Free software updates - PC software with web-based updates.
- Automatic data backup.
- Attach pictures to repairs.
- Apply Labor and Tax amounts (optional)
- Email repair and history reports to customer.
- XML backend.
- Windows based and requires .NET framework 4.5.1 or higher for VIN Search.

### Getting Started

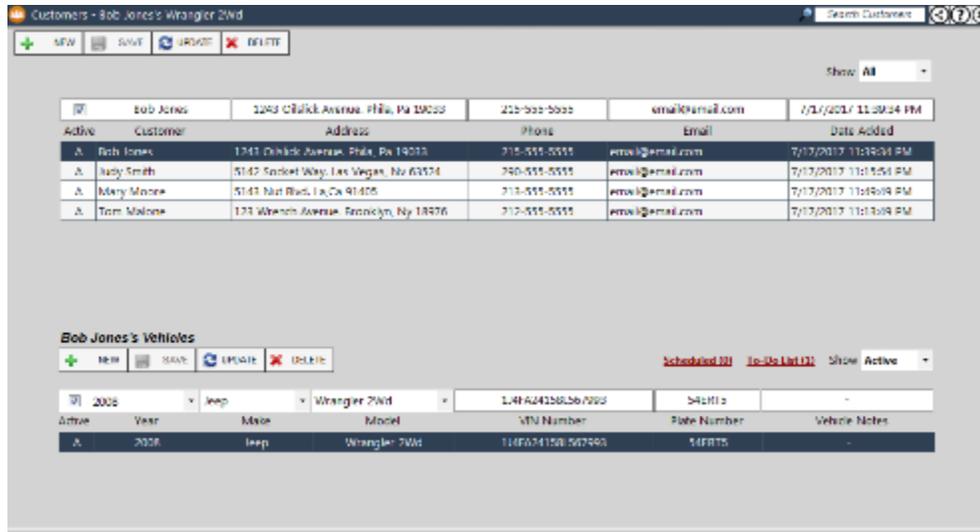
Below are the basic steps and details on how to get started with your VinfoGarage experience. Please feel free to reach out with your feedback at [vinfoDb@gmail.com](mailto:vinfoDb@gmail.com).

# Settings



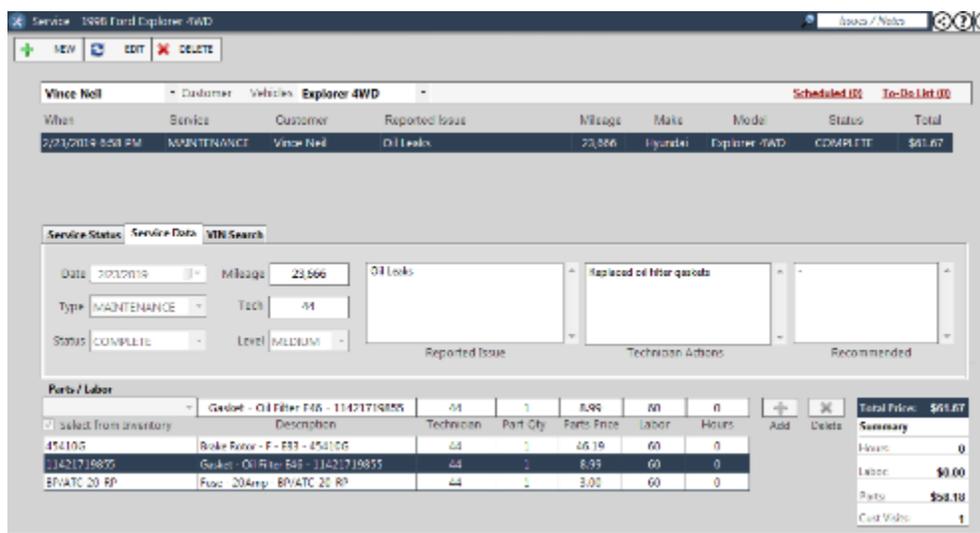
- **Shop Info** - Right click anywhere in the program and select "Settings". Enter your shop name and email. This is to identify you're your shop information.
- **Labor / Tax** - Not necessary... but adding labor and tax rates will auto populate these repair line item fields later when entering repairs.
- **Email Set Up** – This is needed for a lot of the features in the program such as sending service emails, recalls and schedule appointments to customers and your shop. Be sure to use an email account you want to associate with your shop. It's important to note you may need to set your security settings lower so the program can send emails from yor email address. There is a link to lauch a website to help you identify the SMTP and POP3 server for your email account.
- **Program Options** – Here are some pretty straight forward settings.
- **Data/Printing** - Here you can create a routine to backup and restore your data and locations. You can also have the program backup your data by the click of a button or automatically every time you exit the program. A flash drive, network location or Google Drive is advised in case of a system failure.

# Customers



- **New Customer** - The customer database is where all VinInfoGarage data is connected to. So, even if you are just using the program for yourself, enter yourself as a customer. For each customer added, you can add multiple vehicles. Customers can be activated or deactivated to exclude them from system drop downs. Deactivating a customer does not delete them; it only "hides" them.
- **Add Vehicles** - After entering new customer details, you can then add multiple cars for that customer. Here is where adding the VIN number brings additional features. When the VIN number is associated with a customer's car, you can view the VIN report data under the Service tab.

# Service



- **History** - Start by selecting an existing customer from the drop down. After selecting the customer, the customer history will display on the bottom of the page. Clicking on any of the history records will bring up the repair data. This data can be edited.
- **New Repair** - Clicking New will create a new repair for the selected customer. The Make and Model fields will populate with the cars added when the customer was entered. The input fields are straight forward.

## Service Data tab

**Adding Line Items** - Here you can add individual line items for parts and labor to the repair.

You can type the part number manually or check the box "Select Part from Inventory". This option will automatically populate the Part, Description and Price fields. This will also ensure the inventory is consumed when saving the repair. If you added tax and labor as described under Settings, those fields will auto-populate as well.

After each line is created, you need to "Add" each individual line before saving the repair record. For each repair record, you can attach pictures to save with the repair under Service Images tab.

Note: What I've done is use my Google Drive account for pics. I take pics on my phone when doing a repair and sync that Google drive to my laptop. This makes my pictures easily available when entering a service.

## Service Status tab

VinfoGarage will display your estimated current mileage and annual mileage. Listed to the right is a list of service items and intervals as entered under Scheduling . When a service item is past due, it will be highlighted in RED. A link will be created for you to email a reminder to the customer. When the service is performed, enter the new mileage to update the record.

## VIN Search tab

VinfoGarage will research your VIN number through the NHTSA to look for recalls and to pull available vehicle information (engine type, trim.. etc.)

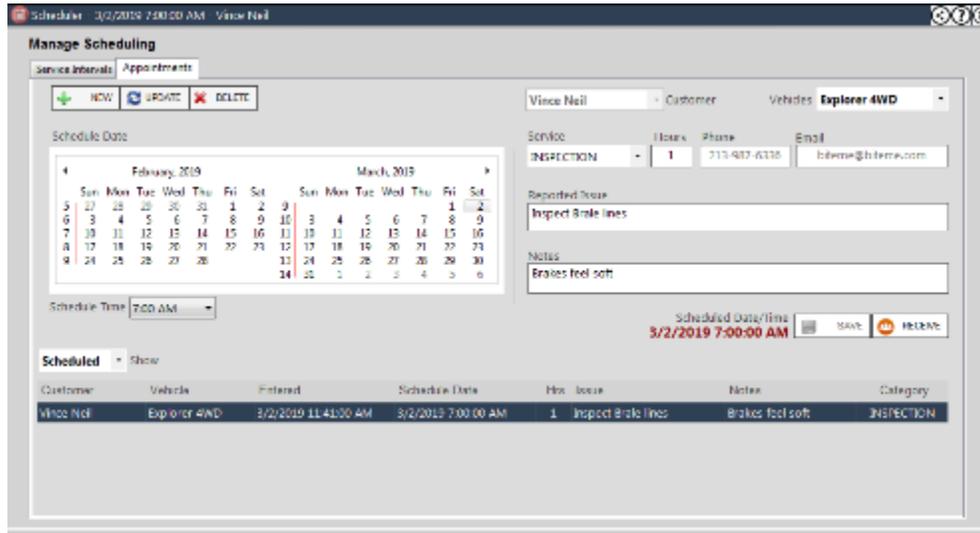
Clicking on the Recall Data link will display any recall data found as reported by the NHTSA.

Note: .NET Framework 4.5.1 is required for this function. VinfoGarage will install automatically if needed. This function is not available on Windows XP due to limitations of the .NET framework and XP.

## Service Images tab

Clicking on EDIT or adding a NEW repair will enable this tab.

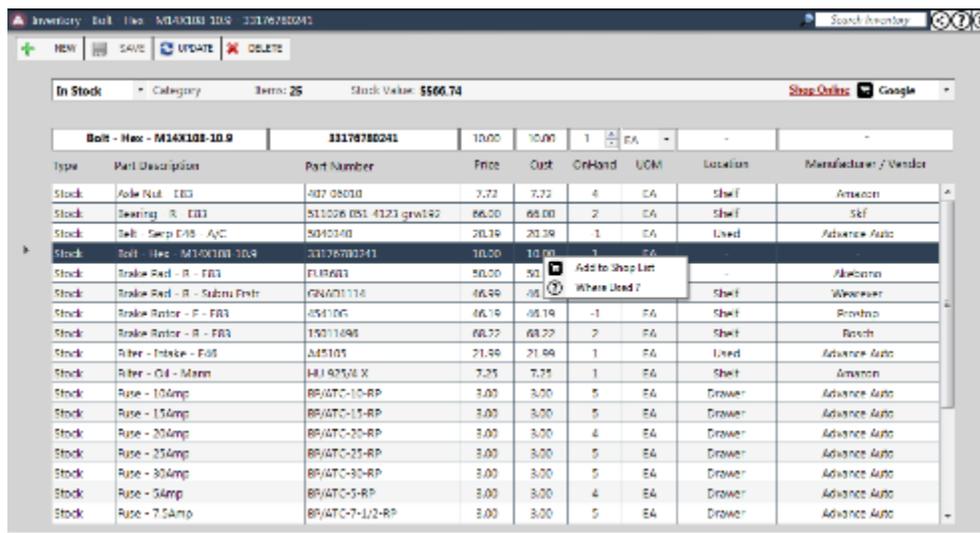
## Scheduling



The Scheduling page has two functions:

- **Service Intervals** – On this tab you can customize service intervals by customers and their vehicles. This needs to be set up first before you will see it under Service and the Service tab.
- **Appointments** – Here you can schedule customers for service and email them to remind them of an appointment.

## Inventory



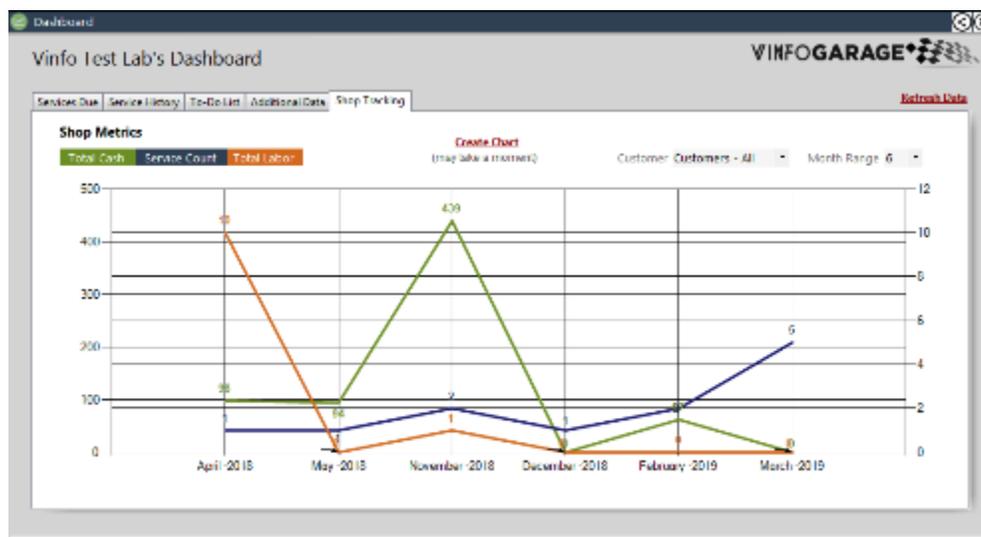
Here you can add inventory to your shop; supplies, stock and tools. Later when entering repairs, you can select items from your inventory instead of typing in each line item. Then, inventory levels will automatically be adjusted when a repair is saved.

The Inventory screen has a few tools to help you:

- **Shop Online** – Highlight an inventory item, select a popular site as listed in the top right drop down and click “Shop Online”. This will automatically launch a search for that part number on the site you selected.
- **Where Used** – This will show you on what cars the part number was used on.
- **Shopping List** - A simple form to quickly add items to your shopping list. Then email the list to your phone as you leave to pick up supplies.

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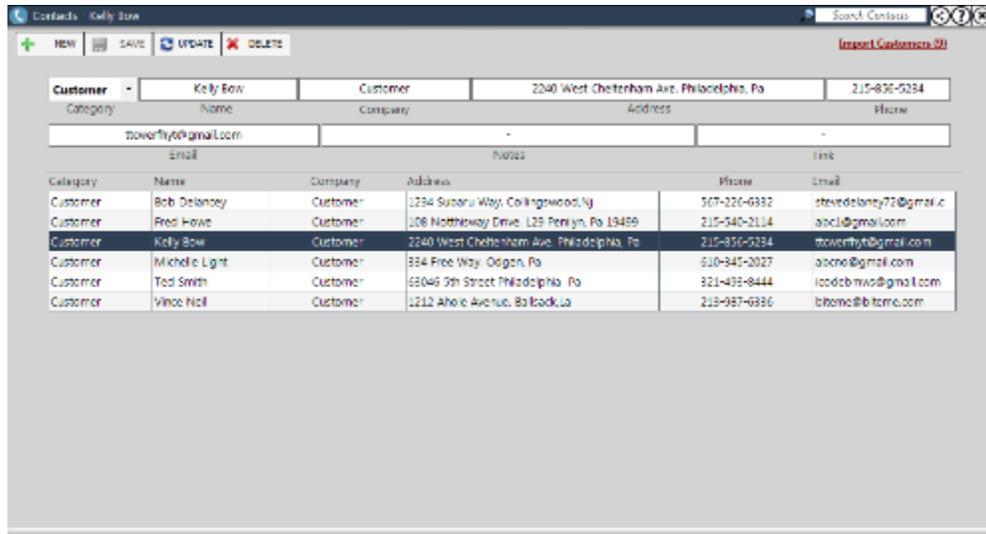
## Dashboard



- The Dashboard page displays a simple snapshot of key data including:
  - Services Due** – This tab is a list of customer vehicles who’s services are past due.
  - Service History** – This tab lists the most recent service activity at your shop (filters apply).
  - To-Do List** – This tab is a list of outstanding “To-Do” items.
  - Additional Data** – Basic counts (Customers, Vehicles, Inventory value etc...).
  - Shop Tracking** - Graphed Labor, Costs and Service Counts (filters apply).

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## Contacts



Use this to keep track of vendors, employees, customers and others. There is a simple Import function to add contacts from customers already entered.

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## Tools

- In addition to the help section, the following tools are part of the program...
  - Timer** - A built in timer to time services, cure times or anything you need to time.
  - Shopping List** - A simple form to quickly add items to your shopping list. Then email the list to your phone as you leave to pick up supplies.
  - To-Do List** - Part of the Service screen, this keeps track of to-do items for specific vehicles. A YouTube link is generated for quick online tutorials.
  - On Screen Keyboard** - Use this as an alternative to your keyboard if desired.
  - Where Used** - Use this feature to view what vehicles inventory items have been used on.
  - MyLinks** - Use this feature to create "Favorite" links to websites or programs within VinInfoGarage.

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## Recommended First Steps

- Start by setting up your "Shop" name and other settings.
- right click anywhere in the program and a small menu will pop up.

- Create a name for your shop and add a valid email address. This will be needed when you want to email VIN or repair results.
- Set your labor rate and tax (optional.. usually "0".. who charges friends?)
- Set Back Up options. I recommend a flash drive in a USB port. I have it set to back up every time I close the program.
- Start by creating a new customer.
  - Then add cars for that customer -- Be sure to include VIN. (you will be able to pull in VIN info with this)
- VIN Lookup - Clicking on the "Look Up" link will launch the VIN look up page below.
- On the above example, you can see 2 recalls were found. With a valid email address this info can be emailed.
  - Enter Repair
    - Enter basic repair data and SAVE
- -Click on Customer history to view repair details ( These can be edited later)