

# User Guide ECR Online Tire Management

ECR Solutions Servicegesellschaft mbH



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## **General Organization**

#### **Preliminary remarks**

The system allows the electronic creation of tire orders. Therefore, the service provider should settle the tire orders in the online tool.

After creation of the order in the online tool, the order will be released either immediately after completion by the tire dealer automatically by the system or by the ECR Service Center, if further investigation with the tire dealer is necessary.

#### Address and Availability ECR Service Center Support ECR System

ECR Solutions Servicegesellschaft mbH Grubenhof 16 26188 Edewecht

Phone: +49 (0)4405 98 77 130 Fax: +49 (0)4405 – 98 77 29 E-mail: reifen@ecr-solutions.de

Service hours ECR Service Center:

Monday - Friday from 07:30 am to 05.30 pm Saturday from 08.30 am to 12.00 am



## Overview of Application/Screen mask

## **Explication of navigation bar (Standard)**

Home	Home Back to homepage.
Orders	Back to nomepage.
Create new order	Orders Order Overview.
Stored tires	Create new order  Opens the page to ask for a vehicle to create a new tire order.
Casing storage	Stored tires Shows all tires which are stored for the respective fleet. Also the tires on this page can be stored.
Му	
account	Casing storage Shows all carcasses which were removed from the vehicles and are picked up
Services Master	by Michelin.
data	My Account
Help	Is divided in Services and Master Data.
Logout	Services
	Shows the agreed price for the respective fleet customers.
	Master Data Shows the saved master data and provides the ability to correct or change the password.
	Logout



**Home page ECR Web Portal** 



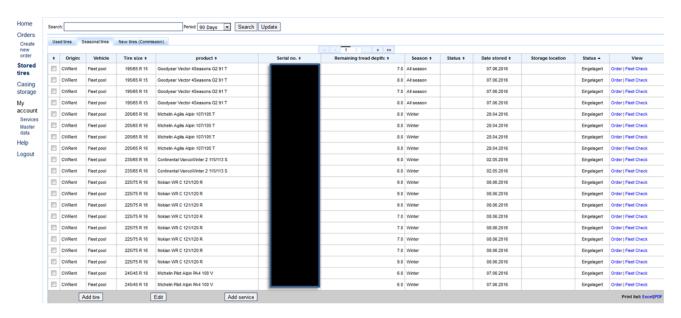
#### Order



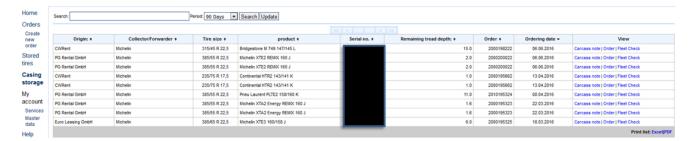
#### Create new order



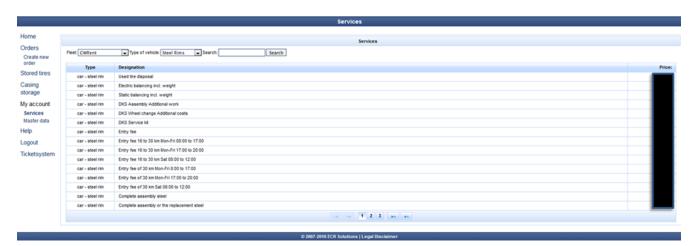
#### **Storages**



#### **Carcass Storage**

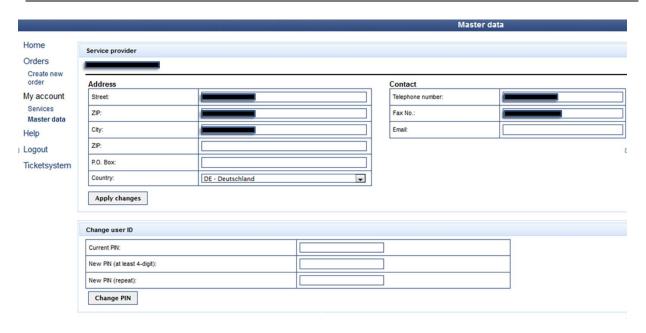


#### My Account - > Services

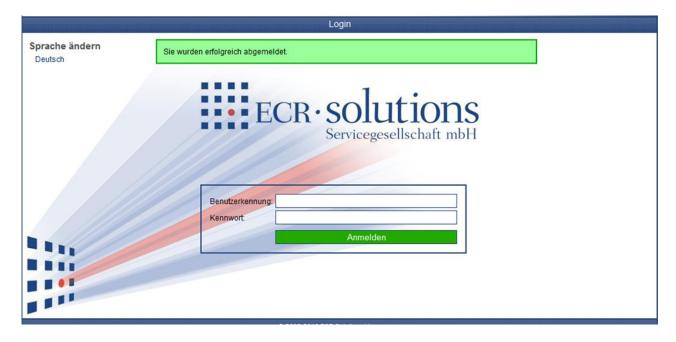


#### My Account - > Master Data





## Logout





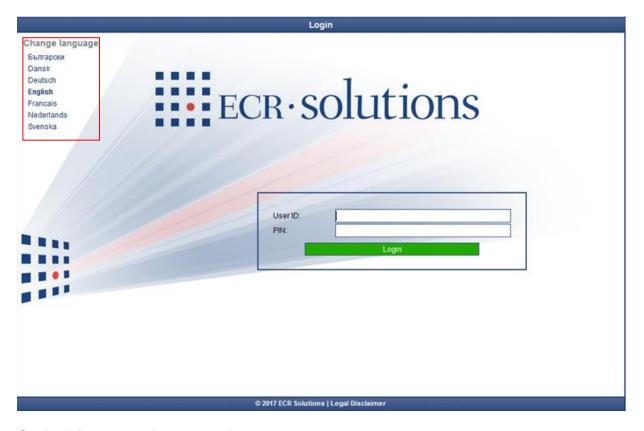
## **User Guide Login**

#### **Access Authorization**

User identification: For each operation, a 5-digit user ID is run by ECR.

PIN Code: The Company can register one or more PIN codes at ECR. The PIN code is to manage independently.

After entering the ECR Web-Address <a href="https://ecr-solutions-order.de/reifen/">https://ecr-solutions-order.de/reifen/</a> The following page will be shown:

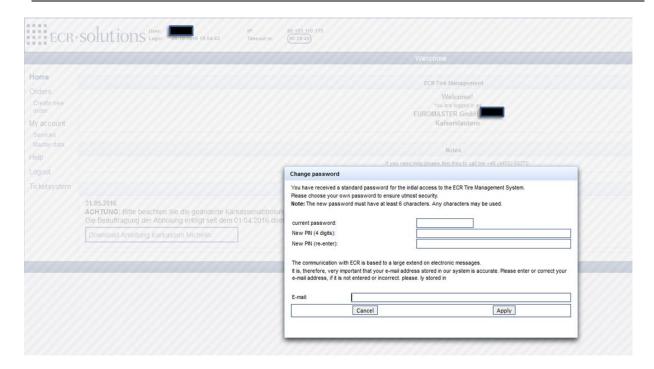


On the left you can choose your language.

After logging in with your default password, you will be asked to put in your new password.

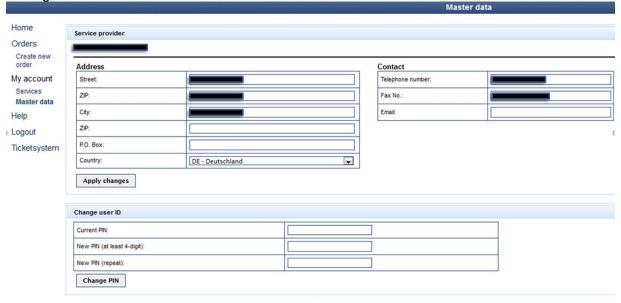
In no case you can avoid the process. With the entry of your individual password (min. 6 digits) you are registered and you can take full advantage of the capabilities of the Web platform. Please specify your e-mail address also.





# Master Data Page (My Account) [Master Data]

Shows the data of branch office as they are registered in the system. In addition, a new PIN for the login can be set.

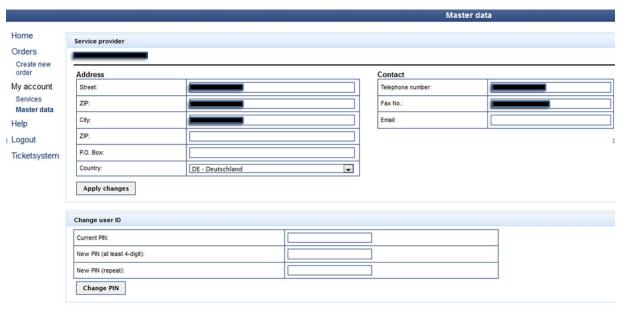


The address, the telephone and fax number and E-mail address can be changed here.

The data of the bank account cannot be changed by the operation. In the case you want to, please send a fax to the ECR Service Center: 04405 - 98 77 29 or by E-mail to: <a href="mailto:reifen@ecr-solutions.de">reifen@ecr-solutions.de</a>



## **Change of the User PIN Code**



The 6-digit password can be changed here. Enter the current password and enter the new password twice. You can change any password.



#### Page (My Account) [Services]

For a better coordination and to look up, you can find here the service agreements between you and ECR Solutions. The prices are divided into fleets and can be called after goods and vehicle groups. Also a special search is possible for service items.

Explanations regarding masks/overviews of storages and carcasses you will find the on page 30.

# Order Overview Page (Home) [Orders]

This overview lists all orders settled with ECR Solutions with respective status. It is useful to limit the time period for orders or intended retrieval.



With the search function, you can search specifically for vehicles or orders.

You will find the orders for a better overview and information for the ECR Service Center under following headings:

- New / Opened Fleetchecks
- Released / In progress
- Executed / Credit note requested
- Credit note issued
- Canceled

Here you will always find the respective order status and how you can continue working, or find information which steps need to be done further. The functions for the operation of the program are displayed in the action column.

#### Workflow

#### **Basic Instructions for "Create new order"**

The ECR Online-System is always in the same <u>workflow</u> and tries to create orders automatically because of the deposited **share rules**.

#### Workflow

It is always the same workflow!



- Choose vehicle 1.
- 2. 3. Choose type of service
- Check the axle configuration and the tire size
- 4. Put in the condition of the tire into the Fleetcheck
- 5. Create a pre-order or edit the existing pre-order
- 6. Wait for release
- Carry out, confirm and request credit note, please indicate the tire number and 7. the delivery note number
- Fax the signed order back to ECR Service Center, if necessary used as a 8. storage note with or without rim

#### Release rules

The following examples can cause that a release must be granted by ECR:

#### Order

Order date differs from the service date

#### Master data

Axle configuration is not set yet

#### Fleetcheck

Change of product

Removal of spare wheel Change of tire number

#### • Pre-order

Modification of product

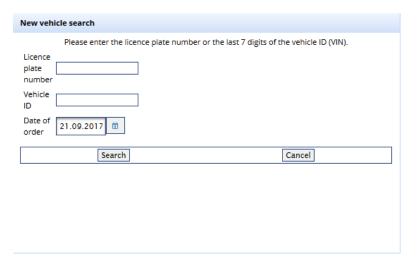
Addition of service

Addition of rims

#### **Create New Order**

Homepage (Home) → [Create new order]

The following page will be shown (Zoom):



With the input of the identification plate or the last 7 digits of the vehicle identification number, you will get access to the data of the vehicle and can create an order.



The vehicle can be found only if one of the above mentioned information is done correctly. If the vehicle is not found, because it is not maintained by ECR or it is no longer in the inventory of fleet customers, an error message will appear.

If the vehicle is served by ECR and no other operation is already open for that vehicle, following page opens after entering the data:



In the vehicle overview you will find all relevant data of the vehicle, so as

- Service package with the product specifications and allowed services
- Pre-orders (already issued by the ECR Service Center)
- Stored tires at tire service partner stock

To create an order four major categories are important:

#### Page (Create order) →

[Button > Normal Service<> Mobile Service<>> Breakdown<> Saison change<]

#### Normal Service (with Fleetcheck)

Service which takes place on-site in the workshop will be handled as a normal service, and always a full indication of the condition of tires in the Fleetcheck is necessary.

#### Mobile Service

Every service outside the workshop, at a save place like near the customer. The complete Fleetcheck must be filled in.

#### Breakdown

Breakdowns are handled another way, because a complete Fleetcheck is not possible and it is based on another demand. For breakdowns only the data of the tire on which a service is executed must be recorded.

#### > Season change

For a season change order you will create an order by changing the summer or winter tires. Stored tires will be taken preferably. A complete Fleetcheck is necessary. The storage with or without rim must be confirmed.

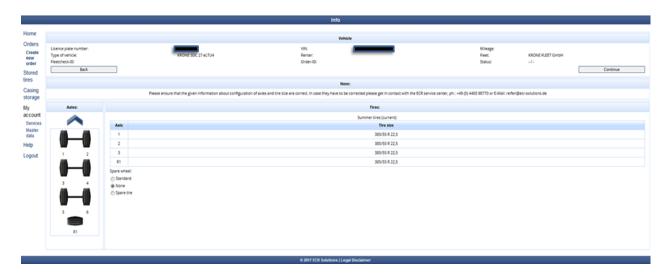
#### **Create a New Order**

- Homepage (Home) [Create new order]
- Button [Normal Service]

#### Check axle and the tire size

First of all you have to check the axle configuration and the tire size.



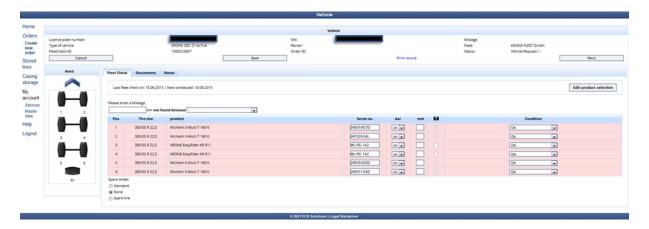


If the axle configuration or the tire size is not correct, please contact the ECR Service Center.

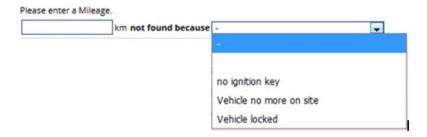
You can reach the Fleetcheck by clicking [continue].



#### Collect tires and fill in the Fleetcheck



If a vehicle with an odometer is to be handled, it is very important for the documentation to mention this. If the mileage cannot be determined, you have various choices in the drop box.



For the determination of the condition of tires, the ECR worksheet can be printed out. This registration form is also used by the telephone handling or the handling by fax.



#### voertuigregistratie

service-telefoon: +49 (4405) 98770

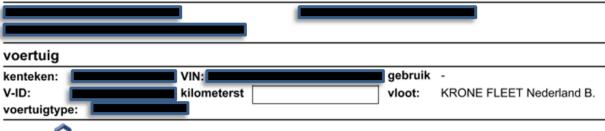


fax: +49 (4405) 9877-29 1000225264000440

web: https://ecr-solutions-order.de/reifen/

**voertuigcheck-** 1000225264 **datum:** 8-jul-2017 blad 1 / 2

#### Dienstverlener die opdracht heeft



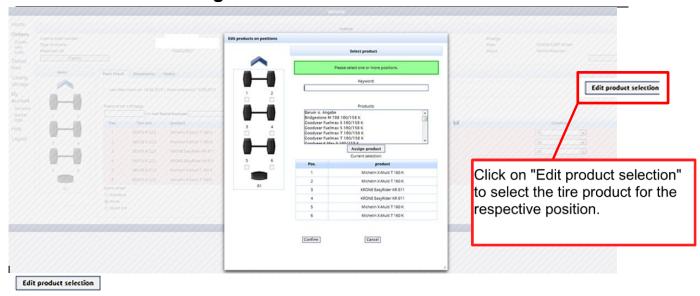


pos.	bandenmaat	produkt	serie-nr.	mm	{nb}	toestand
1	385/55 R 22,5	Michelin X-Multi T 385/55 R 22,5 160			X	
2	385/55 R 22,5	Continental HTR2 385/55 R 22,5			<u> </u>	
3	385/55 R 22,5	Continental HTR2 385/55 R 22,5			-	
4	385/55 R 22,5	Michelin X Multi T 385/55 R 22,5			X	
5	385/65 R 22,5	Michelin XTE3 REMIX 385/65 R 22,5			X	
6	385/65 R 22,5	Michelin REMIX X Multi T 385/65 R			X	

Filling out the Fleetcheck by a simple input of manufacturers and profile makes it easy. If a vehicle was already registered before, the Fleetcheck contains all information of mounted products.

You have to adjust the current profile and serial number of the tire in case of deviations. Level of air pressure, profile depth and condition of tire must be entered by you. These data are the basis for the complete release and handling process. The information is used to create the pre-order. You will find your application of carcass return, storage, as well as the claim procedure.





The indication of the condition of the tire requires your professional assessment and determines how the pre-order looks like. Specification of whether it is a "one-sided wear"; a "repair", a "claim", "scrap" or "premature replacement", is very important and even mandatory for the damage reasons.



When everything is filled in correctly, you can create the pre-order.

#### **Pre-order**

The system has now created an order on basis of the specifications of the Fleetcheck and the specification of the customer.

You find the explications of the tab in the order mask.

Product Services
 All selected services and products are listed here.



Images

Uploads of images (formats: gif, png, jpg) can be found here.

Documents

Here you will find all the documents belonging to the order. In addition, you can upload documents as PDF Files.

Notes

You can write and receive notes/information to/from ECR. Every modification or operation is documented in the notes.

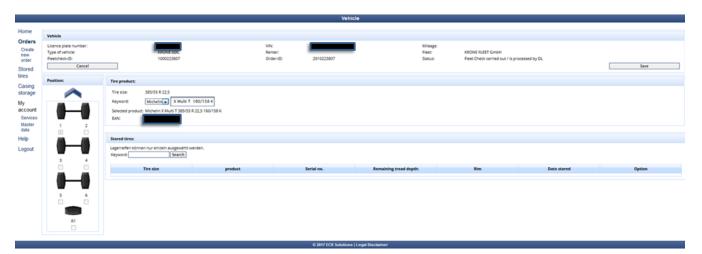




#### Modification and Extension of the pre-order

It can be necessary to change the tire product.

If necessary you can add or remove rims or services.



If all entries are saved, click [next]. You will get the hint immediately, whether your order has been released or a release by the ECR Service Center is required.

#### Order release

If the order gets "green" it has been released.



If the order is released you can start execution of service. You will see a green bar with the binding release of the order. Working in the ECR Online Tool can be done independent of opening hours of the ECR Service Center – Releases can be obtained automatically.



#### A Release is necessary -> the order will be "red"

Usually an order will be released automatically as long as the workshop observed the specifications and no modification has been made which need further investigations. The following circumstances/examples cause, that an approval of the ECR Service Center is necessary:

The service date has been dated back
Services have been changed/added
A non-approved manufacturer's tire product was chosen
You added a rim to the order
Existing data in the Fleetcheck was modified
The last Fleetcheck was done less than 3 months ago
Within working hours

The order is immediately checked by the ECR Service Center and a release or a refusal will be communicated to you.

#### Order (released) as a document for the tire dealer

After the release, the order is available in two copies as a PDF File to print. The first part is for the tire dealer and the second part for the customer to sign. One copy includes the price and the other only the service and quantity details. Now you can request the credit note.





2000225264-00-01-6



ECR Solutions Service GmbH Postfach 1120 26181 Edewecht

tel.: +49 (4405) 9877-0 fax: +49 (4405) 9877-29

info@ecr-solutions.de Referentie: AS RE RC

I

Opdracht terug aan ECR Fax-nr.: +49 (4405) 9877-29



#### onderschreven opdracht

Opdrachtsgegevens:

pdracht actuur-n Dienstve	2000225264 frachtsnr.: 2000225264 sdatum: 12-sep-2017 ir.: rfener-id.: r/Gebruike	vloot: kenteken: V-ID: kilometerstand: VIN:	blad: KRONE FLEET Nederland
		voertuigmerk: jaar:	
pos.	produkt	aan	ital
4	Michelin X Multi T 385/55 R 2	2,5 160/158 K	
pos.	service	aaı	ntal
	online fleetcheck		1
4	Karkas aan Michelin verderleid	den	1
4	band(en) vervangen		1
Position) Aub aa	nvullen met uw faktuurnummer, eerde banden:	en - loopvlak - /; 10.0mm restprofieldiepte de aktuele km-stand (zodien aanwezig kilometerstand:	) en de serienummers van de - km
	produkt	serienum	mer
pos.		2.5 160/158 K	
pos.	Michelin X Multi T 385/55 R 22		

#### **Signature Tire Order**

When the tire service has been executed, the printed order (updated or if necessary including supplements) shall be signed by the customer/driver and sent to the following fax number: ECR Service Center 04405 98 77 29.

The signature by the driver is considered as a confirmation that the service has been carried out correctly. This confirmation is required in case of additional charges of fleet customers by having damage or violence injuries.



Deviation: in the following cases:

- The driver does not want to sign the order or
- The vehicle is picked up outside opening hours or only provided.

In these cases, the signature must be made by the tire dealer. The name of the driver must be written in block letters and the company has to sign and made the company stamp After sending the signed order, the tire dealer can request the credit note and the ECR Service Center will grant the credit note.



## **Type of Orders**

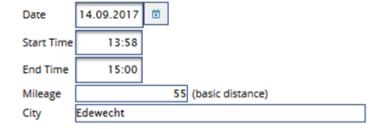


#### **Create a New Order**

- Homepage (Home) [Create new order]
- Button [mobile service]

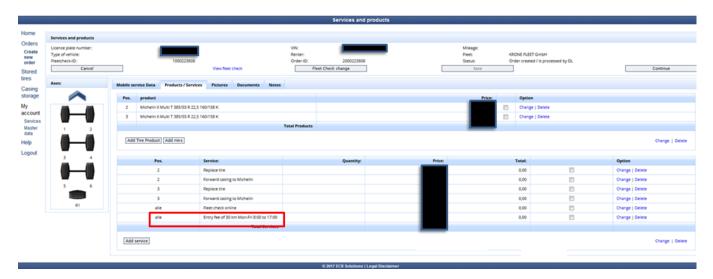
The mobile service is different from the normal service only by the fact that the service is not carried out on-site of the workshop.

After the vehicle has been selected, the date of service have to be put into the system:





After entering the complete Fleetcheck, you will receive a pre-order with a service lump-sum. This service lump-sum is calculated on basis of your information at the beginning of the process.



The further treatment of the order corresponds to the treatment of an order with normal service (Fleetcheck), which you can see on page 18.



## **Type of Orders**



#### Create a new order

- Homepage (Home) [Create new order]
- > Button [Breakdown]

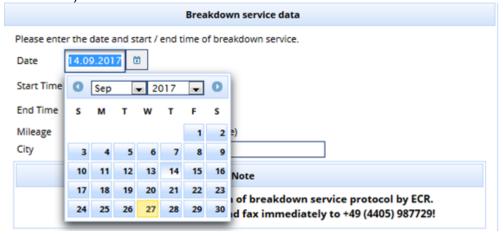
The service in case of a breakdown differs only to the normal service in that way that the order has already been granted, and the work is already done. The commissioning of a breakdown is done in many cases by the emergency call centre.

## Important notes to "Create Breakdown Order"

The ECR Service Center requires the **Breakdown record (Emergency call centre)** and the **signed breakdown order** by the driver. In this case the ECR Online System is only used for creation of invoice.

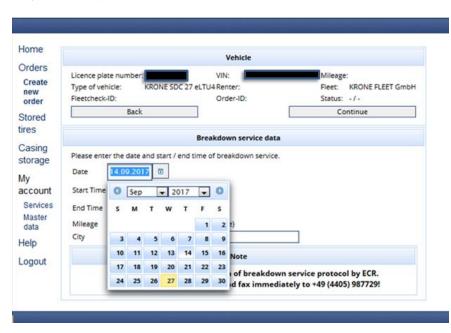


Please set already the date when you create the order (when the breakdown service has been carried out).



The input is relieved by a calendar.

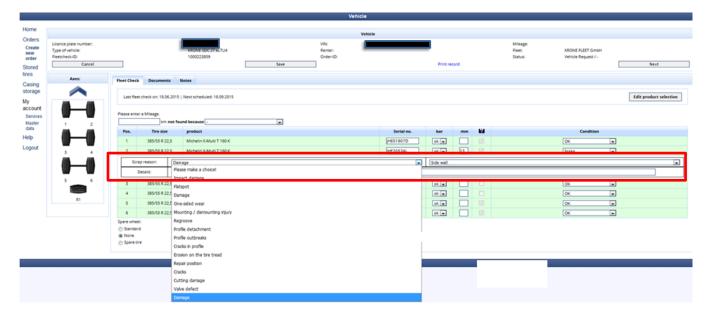
In the order itself please enter the date again, the start and end time, driven kilometers (one-way) and the place of the breakdown.



This information is used to determine the breakdown lump-sum later in the pre-order.



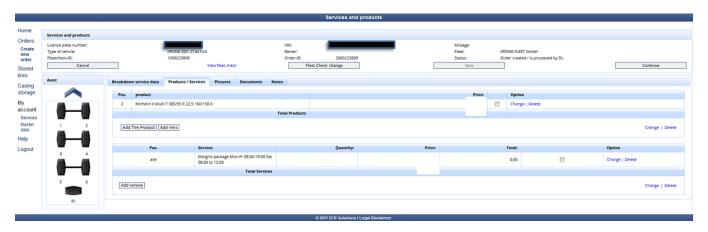
Please fill in the data of the affected tire in the Fleetcheck. It is important that you choose the reason and details that have led to the damage of the tire.



You can skip the FleetCheck when you have filled in all the data of the tire. The remaining positions of the tires must not be filled in.

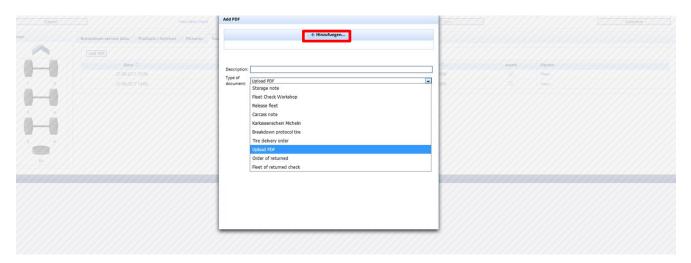
To get to the pre-order, click [next] button.

As pre-order, you will receive the breakdown service rate and the installed tire.





The breakdown protocol can be uploaded as a PDF under the tab of [documents].



The further treatment of the order corresponds to the treatment of an order with normal service (Fleetcheck), which you can see on page 18.



## **Type of Orders**



#### Create a new order

- Homepage (Home) [Create new order]
- Button [Season change]

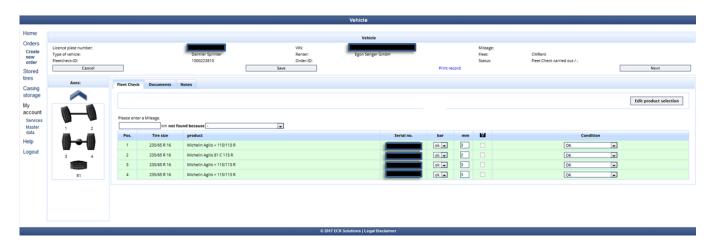
Directly after opening a vehicle, you can see below "vehicle-related storages" if tires/wheels are mounted for the requested vehicle. The stored tires have to be used during a season change. So far click the button [season change]. The system extends the needed tires and put automatically the dismounted tires in your used tire storage.

Then you will see a screen with tires (summer and winter) which could or should be mounted. The data have to be checked or if necessary modified. (Info to ECR). The sizes can be made according to the specifications of the fleet even speed index based.



You can reach the Fleetcheck by clicking [next]. Handling is like a normal service as described. From this input, the data transfer is carried out in your virtual storage.





#### **Basic instructions for storage:**

The ECR Online System documented the basic information of fleet and vehicle, regardless of storages which are the fleet-or vehicle-related one.

The difference is made as follows:

• Vehicle-related storage:

The license plate is tracked in the column "vehicle"

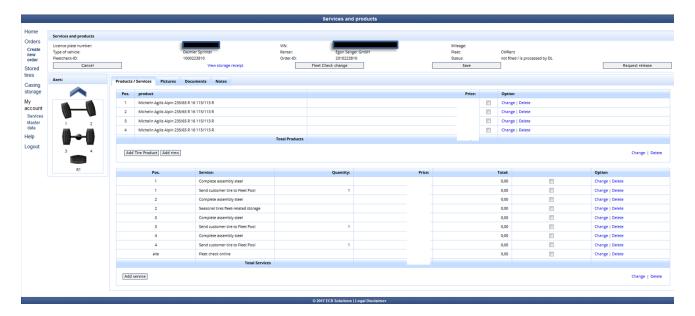
• Fleet-related storage:

The license plate is tracked in the column "serial number"

This ensures that the vehicles can be equipped with previous tires as well as tires of the fleet.



You reach the pre-order by clicking [next]. In case of vehicle-related stored tires, the system will automatically taken the stored wheels/tires for the related vehicle in the order. If tires are stored only fleet-related, you will see an overview of the tires with the corresponding size.

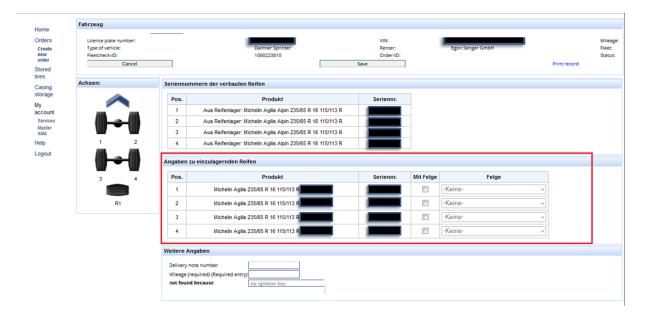


If you do not want to mount the tires selected by the system, a release by ECR Service Center will be required.

Please check if everything is filled in and request for release.

Please keep in mind that you can leave a note/comment which is documented with the order.

You will be asked during requesting the credit note, if wheels/tires should be stored. Please check if the tires are tire sets with rims or tires without rims.



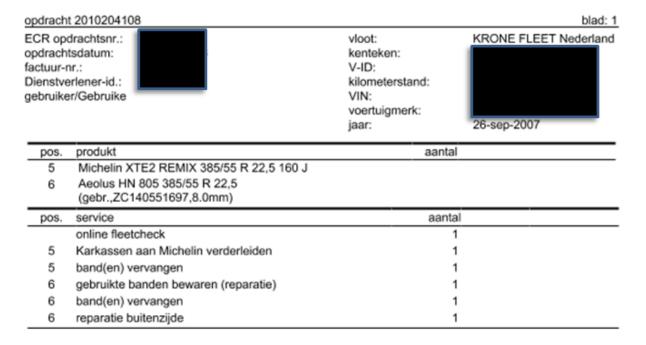
By sending us the signed order, you confirm that you will store the dismounted wheels/tires.

The signed order is also used as the storage note/receipt for ECR.



onderschreven opdracht

#### Opdrachtsgegevens:



opdracht 2010204108 blad: 2

Opslag						
pos.	bandenmaat	produkt	serienummer	mm <sup>1</sup>	met velg Velgentype	_
6	385/55 R 22,5 160/158 K	Goodyear K Max T 385/55 R 322,5 160/158 K	1925114185	11,00		
_	datum	Inzamelaar	/verwerker		Inzamelaar/verwerker	-

The remaining process of the order is still the same as a normal service (Fleetcheck) which you can see on page 18.



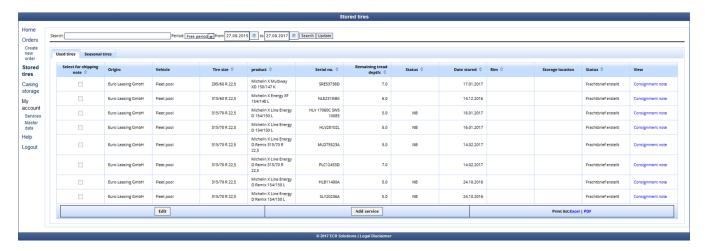
## **Storage**

## **Handling of Storages**

Homepage (Home) [Storages]

#### **Definition:**

The difference between storages and carcasses is that the stored tires will be mounted again. Therefore all stored tires are usable tires, which are dismounted earlier from a vehicle of a fleet or because of a seasonal change. The storage is, depending on the fleet, either vehicle- or fleet-related.



For a vehicle-based storage, the tires can be reinstalled only to the vehicle from which it was demounted. You can identify such a tire in the storage overview by considering the license plate in the column "vehicle".

#### Input [Search]

In the overview you can search for storages by following terms:

- Name of the fleet (CWRent, etc.)
- License plate
- Tire products
- Serial number
- Tread depth
- Date of receipt

Therefore a complete overview and a detailed search can be executed.



## > Button [Add services ]

With this feature you can create storage orders. If tires are defected, you can add a service to generate a storage order, where the tires could be picked up by Michelin for example.

## Button [Print lists ]

With this feature you can print lists for editing.



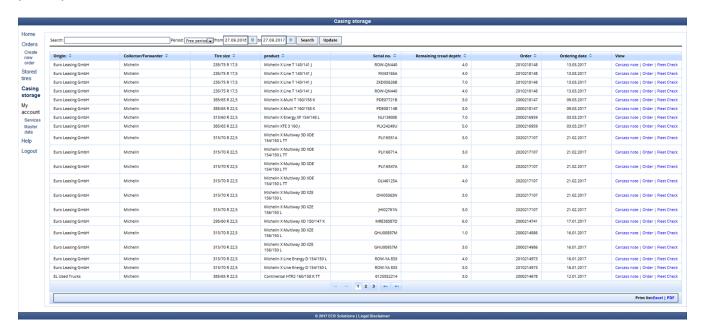
#### **Carcass Storage**

#### **Explanation of the carcass storage**

#### Homepage (Home) [Carcass storage]

The ECR system manages every carcass. A separate carcass note will be created in every order in which carcasses are demounted.

This carcass note is printable and can be used for a return receipt for the driver of the pick-up service.



## > Input [Search]

In the overview you can search for storages by following terms:

- Name of the fleet (EURO-Leasing, CWRent, etc.)
- License plate
- Tire products
- Serial number
- Tread depth
- Date of receipt

Therefore a complete overview and a detailed search are given.

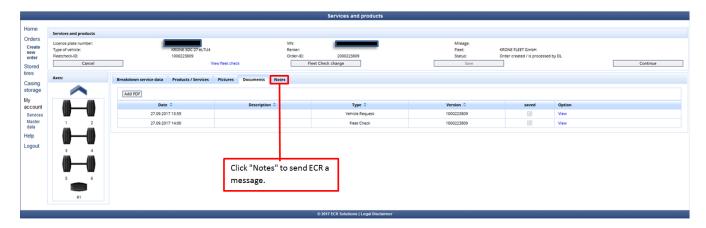


#### **Note Function**

#### Notes for the order

All processes in the order are documented so that all involved person could easily understand what is going on.

Also the service centre is able to transmit information concerning the order.



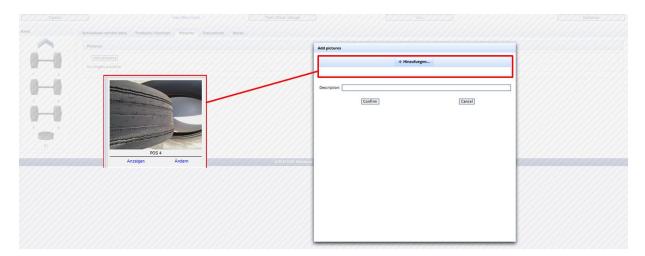
You can also use this feature to communicate own information.





## **Upload Images**

Images can be selected and uploaded under the "Images" tab. This is important especially in violence damages or complaints.



#### **Request Credit Note**

You can inform the Service Centre in two ways about finishing the order: Either you send the signed order to the already known fax number or you can request a credit note by asking under the tab "authorized/in progress".

