

Workshop Equipment

Number: ATE-15-21

Subject: Tool Storage Application (TSA) – Startup Guide

Date: Sept. 18, 2015

Supersedes ATE-15-14 due to revised user access URL information.

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1.0 – Introduction

1.1 – General Information

The AoA **Tool Storage Application (TSA)** is a quick and easy way to organize and manage the use of **Mandatory Requirement Tools (MRTs)**, optional and additional special tools in dealerships.

After a one-time registration and initial setup process via the www.tools.audiusa.com website, the web-based tool storage application becomes specific and unique to each dealership. Assigned users can access its functions from any web-enabled computer in the dealership.

A dedicated software program is **not** required.

This Startup Guide describes how to register and set up the TSA, and provides an overview of its functions.

Please read this guide in its entirety before proceeding.

If you need assistance setting up or using the TSA, send an email to: toolstorage@audi.com

1.2 – User Role Assignments

User roles must be assigned to everyone in the dealership using the TSA. Users are assigned as either an **Administrator** or a **User**.

Before registering the dealership to use the TSA, a manager should review the role descriptions below and determine the dealership's **Administrators** and **Users**. We suggest asking selected users for their desired **user names**, **email addresses** and **passwords**, and to record these in a list to have on hand during setup. (If users choose not to share their password, ask them to enter it during initial setup.)

1.2.1 – Administrator Role

An **Administrator**:

- **Registers** the dealership and **assigns** user roles
- **Activates** and **deactivates** users when personnel changes occur
- **Manages** and monitors the MRT inventory status and adds optional or additional tools to the application inventory
- **Manages** out-of service or damaged tools in the application inventory
- **Monitors** user-generated comments via automatic alerts

1.2.2 – User Role

A **User**:

- Is typically a **dealership service technician**
- **Checks-out and checks-in** MRTs and optional/additional tools
- **Enters comments** pertaining to missing or damaged tools

Notes:

- *The person performing the one-time registration of the dealership is automatically assigned as an **Administrator**.*
- *We recommend assigning at least **one additional Administrator** as a backup to cover vacations, absences etc. Additional Administrator roles should be assigned to service department supervisory personnel, e.g.: Service Manager, Shop Foreman, Lead Tech etc.*

2.0 – Getting Started

2.1 – Dealership Registration

A **one-time dealership registration** must be completed before assigning users and using the TSA.

Prerequisites:

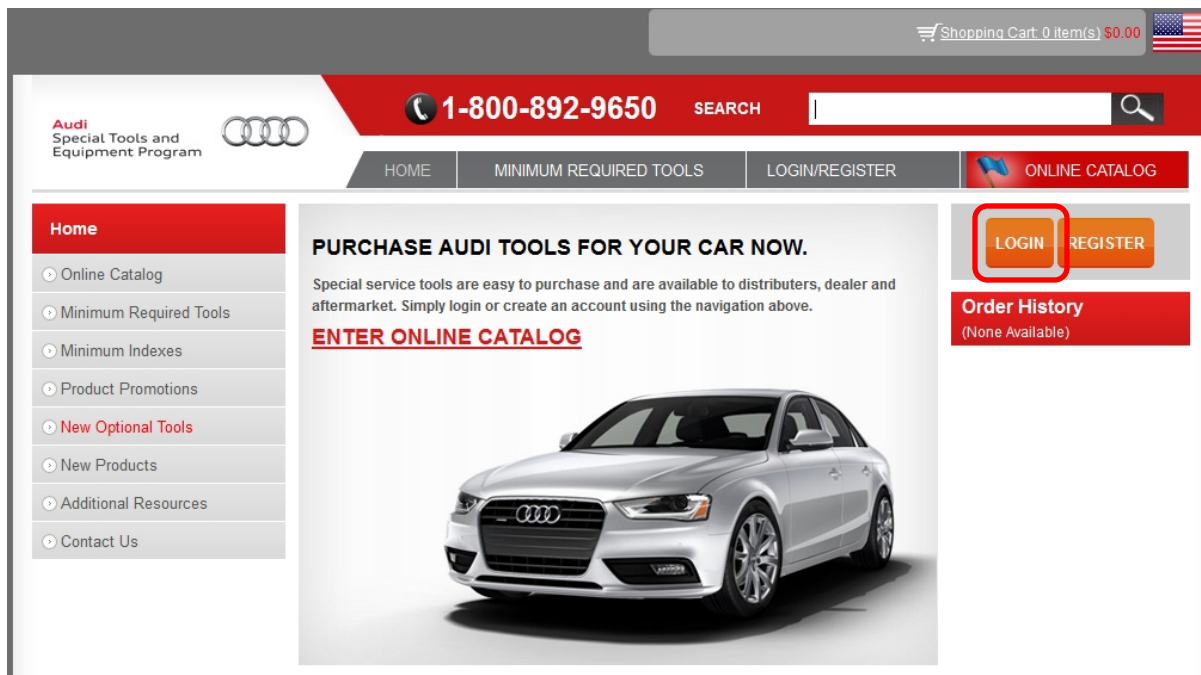
- *The individual registering the dealership must be able to access the www.tools.audiusa.com website by logging on with either the dealer ID and zip code or a previously-registered personal username and password.*
- *Additional Administrator(s) chosen and their desired login data obtained*
- *A list of Users created and their desired login data obtained*

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Service Information



1. Point a web browser to www.tools.audiusa.com and select **LOGIN**:

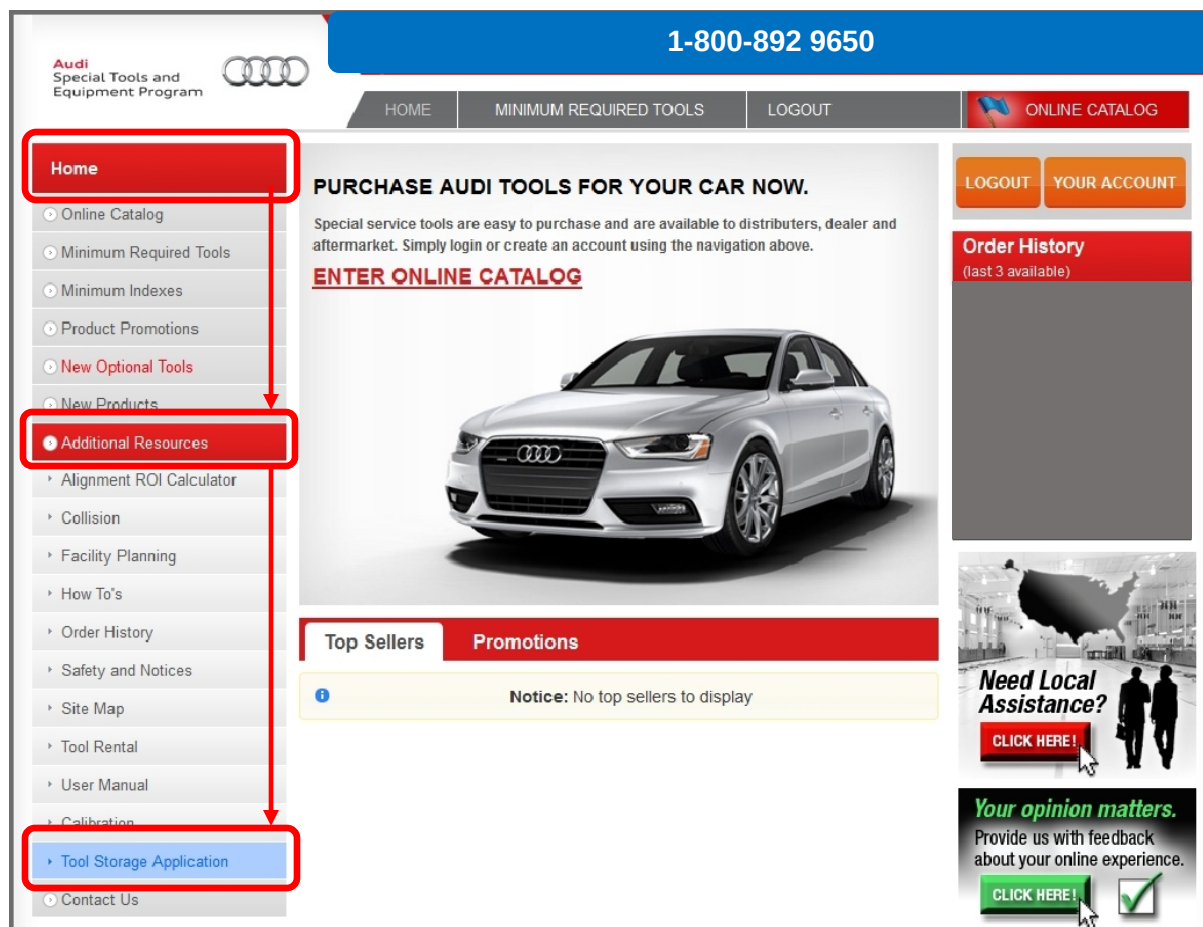


2. Enter the required data in the fields provided and select **Login**:

Continued... 4/



- From the **Home** menu, select **Additional Resources**: Then select **Tool Storage Application** from the drop-down menu:



A **New Dealership** registration form appears.

- Enter the **Dealership Information** as applicable:

- ☐ **Dealership Code***
- ☐ **Dealership Name***
- ☐ **Dealership Contact Email**

Note: This email address should be a **general contact address at the dealership**. In cases where Administrators are absent or their given address is no longer valid, follow-up emails will be sent to this address.

- ☐ **Confirm Program Code: Audi or VW/Audi** (as applicable)
- ☐ **Zip Code***

*Data must match that used to originally logon to the tools.audiusa.com website

Continued... 5/

5. Enter the **User Information** as applicable and note for future use:

- ☐ Choose and enter a unique **User Name**

Note: This user name is for the **TSA logon only**.

- ☐ **Full Name**

- ☐ **Email Address**

Note: Notifications on new MRTs and other important information will be sent to this (primary) email address. As a result, we recommend the email address of the **Administrator** performing the registration is entered.

- ☐ **New password**

Note: This password is for the **TSA logon only**.

- ☐ **Confirm new password**

6. When all fields are completed, select **Save**:

New Dealership

A manager at your dealership has not yet set-up an account.
The manager must first register an account before any users can access the application

Dealership Information

Dealership Code

Dealership Name

Dealership Contact Email

Program Code

Zip Code

User Information

User name

Full Name

Email Address

New password

Confirm new password

Continued... 6/



A **New Dealership** and **User name** confirmation appears. After logging in, the **Users** and additional **Administrators** can be added.

2.2 – Login & Initial Setup

2.2.1 – Add Users and Assign Roles

1. Select **Login**, ... then enter the **TSA user name and password** created above and select **Log in**:

New Dealership

Dealership Name
My Audi Autohaus

User name
XXXXXXXX

Dealership and user have been added.

Login

Log in.

User name

Password

☐ Remember Me

Log in

2. From the **Admin** dropdown menu, select **Maintain Users**:

Audi Special Tools and Equipment Program

Workshop Equipment Tool Storage Application

Home Tool Checkout Reports Admin

Hello, John Smith

Tool Checkout

Enter Tool to Check-in/Checkout

Go

Maintain Users

3. Select **Add User**:

Audi Special Tools and Equipment Program

Workshop Equipment Tool Storage Application

Home Tool Checkout Reports Admin

Hello, John Smith

Add User

Continued... 7/



4. Enter the first user's data in the fields provided. When complete, select **Save**:

Add User

User name
foreman14

Full Name
Mike Foreman

Email Address
mike.foreman@email.com

New password
.....

Confirm new password
.....

Save Cancel

Notes:

- If the user has chosen not to share their password, ask them to enter it themselves during **this step**.
- The user data illustrated in the following screens are examples only!

- 5a. **If** this user is a **User** only, select **Save:** A **Changes Saved** message appears:

- 5b. **If** this user is an additional **Administrator**, expand the **Is Administrator** prompt dropdown, select **Yes** and then **Save:** A **Changes Saved** message appears:

Edit User

User name
foreman14

Full Name
Mike Foreman

Email Address
mike.foreman@email.com

Is Administrator
No

Is Currently Active
Yes

Save Cancel

User Created

.....

Edit User

User name
foreman14

Full Name
Mike Foreman

Email Address
mike.foreman@email.com

Is Administrator
Yes

Is Currently Active
Yes

Save Cancel

Changes Saved

Continued... /8

6. **Repeat Steps 2 through 5** to add all additional users and assign their roles. **Steps:**

> **Admin > Maintain Users > Add User > Enter Data > Save > Confirm Role > Save**

7. Refer all Users and additional Administrators to the **Function Overview** information that follows.

After the dealership TSA registration is complete, Administrators and Users **access the TSA directly** by logging on via: <http://audi.snapon.com/TDA>

Notes:

- In order to use the TSA, all assigned users must use **their personal TSA login & password information entered during the setup steps above.**
- Only individuals assigned as **Administrators** can use the **Admin** functions.
- Administrators can manage existing user data at any time. For example: Temporarily assign a user as an Administrator or change a user's **Currently Active** status etc.

2.2.2 – Validate Existing Tool Inventory

A registered dealer's TSA is automatically pre-populated with an MRT list that includes illustrations, cabinet & drawer locations. We nonetheless recommend that an **Administrator** first perform a physical tool inventory, and then validate and/or amend the pre-populated MRT information accordingly.

If a dealership's tool inventory is already documented in an Excel spreadsheet, we recommend the Excel data be imported into the TSA. Refer to [Section 3.1.3](#) for more information.

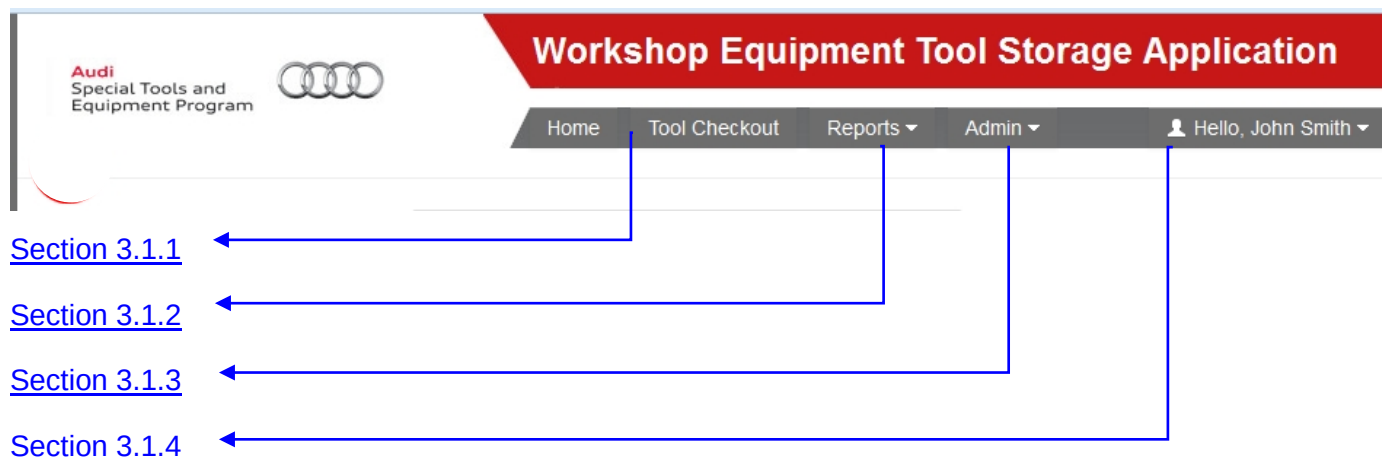
The recommended customizations of a dealer's TSA mentioned above ensure accuracy prior to technician use. Refer to [Section 3.1.3](#) for more information.

3.0 – Using the Application

3.1 – Function Overviews

TSA functions are organized via drop-down menus on its **Home** page. Click on the section links below for **overview descriptions** of these functions.

Contents:



3.1.1 – Home / Tool Checkout

The **Home / Tool Checkout** screen appears by default after logging in. Tool **checkouts and check-ins**, as well as tool status monitoring are performed here.

Select **Home** or **Tool Checkout** to return to this screen from any other TSA function.

- ☐ To **checkout or check-in a tool**, enter the desired tool number **in the space provided** and click **Go**.
- ☐ Select tab **Checked Out to Me** to monitor all tools you have checked-out
- ☐ Select tab **All Checkouts** to monitor location of tools checked-out by others

Audi

Special Tools and Equipment Program



Workshop Equipment Tool Storage Application

Home

Tool Checkout

Reports

Admin

Hello, John Smith

Tool Checkout

Enter Tool to Check-in/Checkout

Go

Checked Out to Me

All Checkouts

Tool	Checked Out On	Check In
------	----------------	----------

1

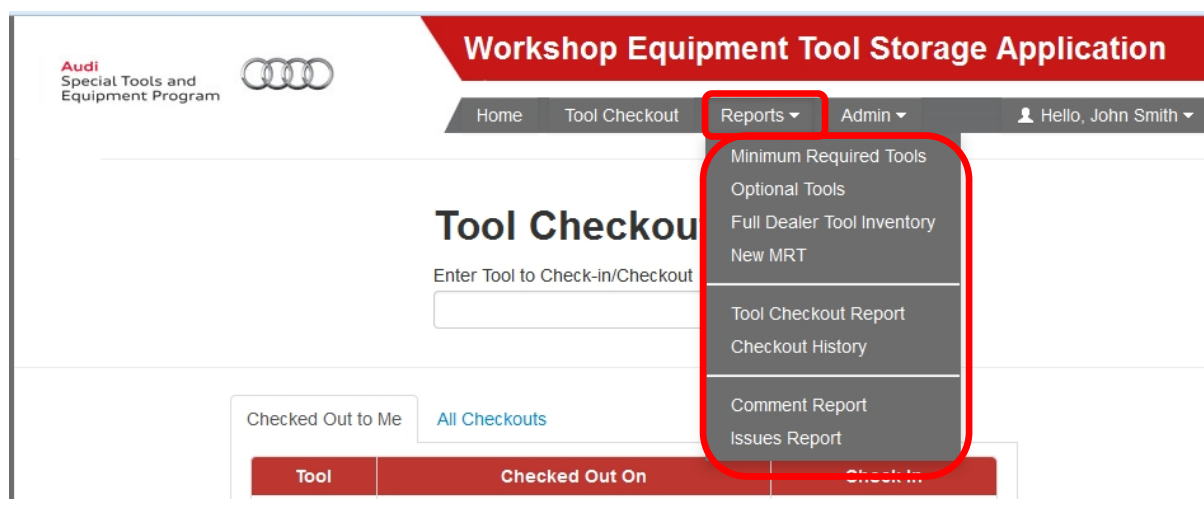
Go



3.1.2 – Reports

The **Reports** category functions allows users to **view** and **monitor** the dealership's TSA data.

- ☐ **Minimum Required Tools** – Displays a searchable list of MRTs, their location and any comments entered by others
- ☐ **Optional Tools** – Displays a list of optional tools added by an Administrator
- ☐ **Full Dealer Tool Inventory** – Displays a merged list of MRTs and optional/additional tools
- ☐ **New MRT** – Displays news on newly-issued MRTs when available
- ☐ **Tool Checkout Report** – Enables a customized checkout report
- ☐ **Checkout History** – Displays checkout history
- ☐ **Comment / Issues Report** – Displays user comments and any logged issues logged (e.g.: broken, repaired or missing tools)



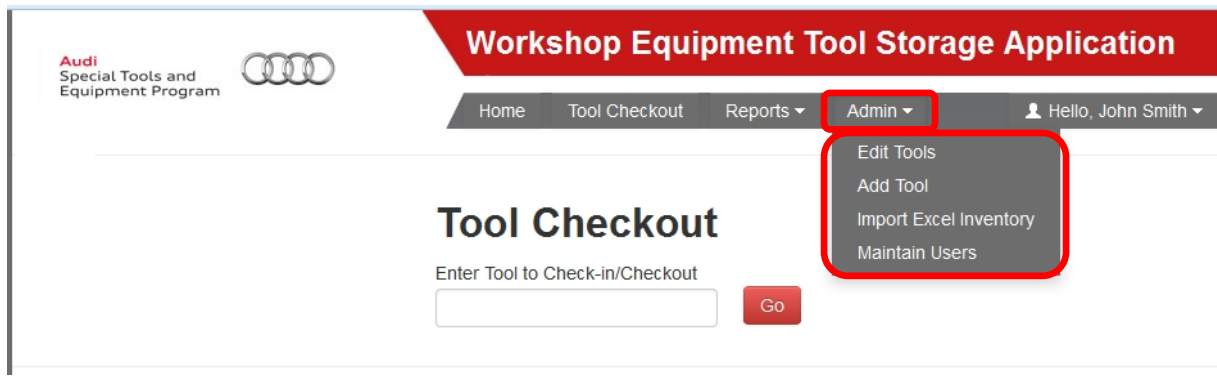
3.1.3 – Admin

The **Admin** category functions enable Administrators to **manage MRT contents and users**.

Note:

Admin functions are available to assigned Administrators only.

- ☐ **Edit Tools** – Opens an interface to modify an existing tool's storage location and add comments.
- ☐ **Add Tool** – Opens an interface to add a new tool, enter its storage location and add comments.
- ☐ **Import Excel Inventory** – Opens an interface to import existing Excel tool inventory data.
- ☐ **Maintain Users** – Opens the complete user list for the dealership and an interface to add new users and edit the status of existing users.



3.1.4 – Hello

Use this function to **sign off of the TSA or change the user's password**.

