# ASR PRO

New Store Setup Checklist

STORE: _____ ASR Store #:_____

SCHEDULED INSTALL DATE: _____

_____ ASR Subscription License Agreement

_____ Data Request Authorization Form

_____ Ensure "Read This First Doc" has been received

_____ Introduction and store setup process explanation (Welcome email)

_____ Confirm with Salesman and Store # of Franchises (Brands), # of Rooftops, and # of DMS logins (how many stores do they have in the DMS for a given rooftop)

_____ Create store setup ticket in Unfuddle(Ticket #_____)

_____ Setup store in ASR Pro, Loop, and CSA

_____ Copy service guide into Service Guide Custom Store

_____ Send request for list of Employees, Service Commitment, Labor Grid/Door Rate, Menu Items, and PayTypes.

_____ Contact the parts manager for source and matrix information needed for the PLPG and send Matix Compliance Notice

_____ Enter Employees into ASR Pro and ClassMarker

_____ Enter Service Commitment

_____ Enter Pay Types/Labor Grid/Door Rate

_____ Enter Menu items/OpCodes into Store Service Guide

_____ Enter source matrix info into ASR Pro

_____ Install CM

_____ Request store specific account from AllData

_____ 2 weeks prior to install, request integration from SIS

_____ Send exams email with user guides and login info to ASR Pro

_____ Complete testing prior to installation team arriving at dealership

_____ All of the above complete and dealership is ready