

# escertaide

Please familiarise yourself with this document

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## A. LOGGING IN & ACCOUNT SETTINGS

## 1. Log In

> Open your web browser and enter in the following URL:

For Australia: <u>http://www.thatchamescribe.com.au</u> For New Zealand: <u>http://www.thatchamescribe.co.nz</u>

- > From this screen, please click on the Log in button located in the top right hand side of the page.
- > You will be presented with the Portal screen:

Thatcham Research # Por	tal		
		Portal Login     The online gateway to Thatcham's expertise in Safe products and services for the insurance and autom Username/Email:	sty. Security and Crash Repair; providing focused researched information, otive communities.
Quick Links Control or Terms and Canaditional	Thatcham details Thatcham Research Colitingp Way	Password: LOGIN Forgotten password Company Information Company Number: 967763	Copyright © Thatcham Research 2019
Frinacy Polloy	Thatcham Berks RG19 4NR, UK		





> You will be asked to log in to the portal:

The online gateway t products and service	Thatcham's expertise in Safety, Security and Crash Repair; providing focused re s for the insurance and automotive communities.	searched information,
Jsername/Email:		
Password:		

- > Enter your username (**your email address**) and your password and click the "Login" button:
- > Click the escribe tile to enter the escribe application:



am Research Compan	Number: 967763
p Way	
am	
G19 4NR, UK	
	G19 4NR, UK

> When you log in for the first time the System will ask you to choose a new password for security reasons:



A Change Password	1	
Please use the following r Your password must be at English uppercase c English lowercase cl Number between 0-9 Non-alphabetic char	ules to reset your password. t least 9 characters long and contain the follo haracters haracters acter (#, £, \$)	wing:
Current Password		
Forgotten Password? New Password		
Confirm Password		
Change Password		
k Links lot ve cy Palicy	Thatcham details Thatcham Research Colthrop Way	Company Information Company Number: 967763

- > Enter new chosen password in "New Password" & "Confirm Password" then click "Save"
- > Remember this new password as it will be used every time you log in.
- Passwords need to be at least 9 Characters long and contain at least 1 English uppercase character, 1 English lowercase character, 1 number and 1 non-alphabetic character.
- > Passwords do not reset unless reset by the user themselves.



## 2. Log Out

Whenever you need to log out of the product, all you need to do is click on the dropdown menu in the top right of the screen:

1

> You will be presented with the following options:



- > Just click on the "Logout" option and you will exit the application.
- > Click on the "Return to Portal" option to return to Thatcham Portal.





## 3. Forgotten Password

If you forget your password or need to request a new password at any time you can do this from the main portal screen. Just click the "Forgotten password" link beside the login box:

he online gateway to	Thatcham's expertise in Safety, Security and Crash Repair; providing focused researched information
roducts and services	for the insurance and automotive communities.
Isername/Email:	
E	
assword:	
24414252	
LOGIN	

> Here enter your username/email address and details will be emailed to you on how to reset your password:

Please enter your username/email	address below and instructions on how to reset your password will be sent to you.
E-Mail Address	Back to Portal



## 4. Account Settings

You are able to view your settings and change your password yourself by <u>returning to the portal home</u> <u>page</u> and clicking on your user name at the top right-hand corner of the of the screen:

Thatcham Research	🖷 Thatcham Research Portal			🛦 User name 🕒 S(g) Dut
Repair Data				1
Full Repair Specification	Methods Direct			
Quick Links PrivileThe Universe Unity East Last Australian I and Australian	Thatcham details Traicham Research Oallings Way Hatcham Binka 0019 408, UK	Company Information Company Number: 957763	Copyright © Thatcham Research 2019	

> You will be presented with the following screen:

Luser Details	
Edit your own details.	
Email/Username	
	C
Firstname	
Surname	

- Here you can edit your details to:
  - Update your username / name by completing the required fields and clicking save. This will generate the message below. Click ok and you will be taken to the login page to log in once again.

Thatcham Research	<table-of-contents> Portal</table-of-contents>
You will be logged ou for the new personal	ut in order to get a new CAS token settings!
	OK

• Change your password – by clicking on change password.



# **B. THE HOME SCREEN**

There are two main operations which can be carried out on the Home screen; viewing an existing repair specification and creating a new repair specification

## 1. Home Screen Overview

> When you first log into the system you will see the following screen:

Selected Vehicle: No Vehicle Selected	escribe.thatcham+general.company@gmail.com ⊙
Thatcham escribe Home	
Welcome to escribe	
News View your existing news	
View your existing repair specification See your jastion saved repair specifications in the table below, or search for an order one	
Greate a new repair specification How would you like to find a vehicle?	
Help Terms & Conditions	Copyright @ Molor Insurance Repair Research Centre 2014.

Here you can see where any saved repair specifications are stored, and below it, where to create a new repair specification.

#### 1.1. Expand/collapse sections

When you first log all three sections will be expanded. You can simply reduce or collapse them by clicking on the title:



second while an include Selected	t				· providence	them togs
Thatcham es	rihe					
natchames	cine "	ine .				
distant for a secretion						
News	100					
View your existing news	-					
		Message	Message	Tope Date	d De l	CHICAL J
filing's new in the November 2013	upfale? Click have		New Vid	iciau 2042608	14 88.97	No
Mhat's new in the December 2953	I update? Click have		Nave Val	101ks 27/52/25	14 08.37	-
Ahat's nov in the January 2014 o	phen? Click here		New Val	icies 2142/26	IN 68.37	Tes
View your existing repair	specification		-			
See your last ten saved repair	specifications in the table	below, or search for an older or	e <b>*</b>			
APCR .	to Harbo	ence				infresh L
homming 9 the 105 of 1187			(a) (b) (b) (b)	3 4 6 6 7	8 9 10	
Reference	Reportation Mark	240	Causeptern	Sand Or	Aust	and to
Reference	SP SP SP SP Y	Deduce	Audi A1 2010 - 3 Door Hatchback Competition Line Febral 121bhg Manuel 2011 (AU0366)	1011202013-22.93	- Marke	
Tave VECHY	18.91	TextFREI	Fund Fiends 2013 - 5 Dear Hatchback Titamum X Fiendi 1220/g Manual 2012 (FOK364)	05/03/2014 12:08		
safeet	Pellui .	chefathe	Ford 8-Max 2012 - M PTV Zenec Diesel 74389 Miensel 2012 (FO4190)	WARDON'S NEET		
WCHN16-03-05	MAGNEH	METHERSPICIF NAMES	Manda & 2013 - A Door Saloon SE-L Dannel 1500ng Manual 2013 (MA2354) IBAN 5 Same 2015 - 2013 4 Door Saloon 5264 M Sand Daniel 2013 (MA2354)	44/03/2954 NE 32		
nef sile 001	RECREAGET	NUA_STREE	EN3047	06/03/2014 09 57		
HOWINGS !	ECCHEN.	WF9K00ER,#0107744	Fant D Max 2012 - M P'V John Permit Ething Manual 2013 (FO4192) IBMV 5 Junior 2011 - 2011 5 Days Salara S204 SE Classed 1816aa Automatic 2019	83/03/2014 15.24		
WCHY94/03-05	VANDERC	WEAVWCDUCAN/TU	SM(917) Ford Facto 2001, 2008 5 Core Members Tone Closely Facto Manual 2008	8343/2014 14 11		
WERVIAUS-64	HERE/GOR	WE DECOMPOSED AND ADDRESS	POINT	#5050014 C2.08		
WERY14/03-03	DEGK21	WIRPOZECKCOB54773	Vaudual Antre GTC 2011 - 3 Deer Croge Sport Petral 1400hg Marual 2011 (GMBEE7)	ESES2014 12.68		
New \$3120194-63	STREED.	TESTAN	Fant Huge 2013 - 5 Dear Estate Zeter, TDO Desel 1408by Menual 2013 (F04203)	824235H 1111		
Create a new repair spec	ilication					
	NR.	Vertical Information				
	9	Selected Vehicle Re Vehicle Selected				
earch via vehicle Lockup		1				
All available workflow onto	ns 🔹					
and the second second second second	•					
Choose One	and the second se					
Choose One Choose One	(-)					
Choose One Choose One Choose One	0					
Choose One Choose One Choose One Choose One						
Choose One Choose One Choose One Choose One Choose One						
Choose One Choose One Choose One Choose One Choose One						

- Whatever you choose to do, when you go into a specification and return to the Home screen, or if you log off and log back on again your preferences will be saved (as long as you use the same machine).
- So if you want to always have the "Create new" expanded for easy access to quick repair specification creation, then you can do this:



Thatcham escrib	e Horr		
Welcome to escribe			
News View yold settling news			
View your existing repair specifical See rour last ten saved repair specifically	lion cha in the table o	ow, èr search ter an cider ona	
Create a new repair specification New world you that to find a vehicle?			
Search via Vehicle Lookup.		Vehicle information	
All available workflow options		Selected Vehicle	
Car	•	In Manual Material	
Ford	•		
Fiesta	•		
Choose One			
Choose One			
Choose One			
Help			Copyright & Motor Insurance Report Presentith Centre 2014





# **C.News**

> This section will advise on Thatcham updates, i.e. new vehicles that have been researched during the last month.

Vew your existing news			
Showing 51 to 56 of 56		<< < 1 2 3 4 5	6 > 30
	Message	Message Type Saved On =	Critical e
What's new in the July 2018 update? Click here		New Vehicles 13/07/2018 13:55	No
What's new in the August 2018 update? Click here		New Vehicles 02/08/2018 13:55	No
What's new in the September 2018 update? Click here		New Vehicles 03/09/2018 13:55	No
What's new in the October 2018 update? Click here		New Vehicles 03/10/2018 13:55	No
What's new in the November 2018 update? Click here		New Vehicles 14/11/2018 14:55	No
What's new in the December 2018 update? Click here		New Vehicles 03/12/2018 14:55	No

News items can be marked as critical, if they are, and the first time you enter the News screen the item which has been added it will show a pop-up which you will need to accept before you carry on working with escribe. You will only be required to confirm each critical item once.

ews report	×
2014-02-27	
What's new in the January 2014 update? Click here	
	Confirm

> Click on "Click here" to access the latest news on Thatcham Research.



## **D. STARTING A NEW REPAIR SPECIFICATION**

> First make sure the "Create a new repair specification" section of the Home screen is expanded:

Salacted Vehicla: No Vehicla Selacted			escribe thatcham+aus test@gmail.com
Thatcham escribe	е ног	e	
/elcome to escribe			
News View your existing news			
View your existing repair specificate See your last ten saved repair specificate	tion ions in the table t	tive, or search for an older one	
Create a new repair specification How would you like to find a vehicle?			
Search via Vehicle Lookup.		Vehicle information	
All available workflow options	•	Selected Vehicle	
Choose One	•		
Choose One	•		
Choose One	•		
Choose One			
Choose One			
Choose One			
10 -			Copyright & Motor Insurance Repair Research Centre 20

## 1. Vehicle selection

- Fill out each highlighted dropdown and once you have selected your derivative from the last dropdown you will be presented with a selected vehicle and details in the Vehicle Information table.
- Entries shown in orange are the ones with the most Thatcham information on them. This option should be selected if you are not sure of which one to choose.

arch via Registration Mark or VIN		Vehicle Information	
	٩	Selected Vehicle No Vehicle Selected	
arch via Vehicle Lookup.			
All available workflow options	~		
Car	~		
oyota	~		
Camry (Aus)	~		
006 - 2011	~		
Des Colors	151		





> This is now your "selected vehicle". escribe will tell you the Thatcham times source used:

earch via venicle Lookup.		Vehicle Information				
All available workflow options	~	Selected Vehicle				
Car	~		Manufacturer: Model:	Toyota Camry (Aus)		
Toyota	~	130	Mark: Vehicle Base:	2006 - 2011 4 Door Saloon		
Camry (Aus)	~		Trim	CV40 Altise Petrol 2.4I 165bhp Automatic 2006 (TO2995)		
2006 - 2011	~					
4 Door Saloon	~	Thatcham times data is based on the following vehicle:				
			ies against parters.			
rkflow Selection		50 panels with 'Repair Aware - Av	oid Additional Cost a	and Effort by using these Exclusive Methods' elements		
rkflow Selection		50 panels with 'Repair Aware - Av	oid Additional Cost a	and Effort by using these Exclusive Methods' elements		
rkflow Selection d the enformation we have is. . Tenes. . Methods (130 par	inels available)	50 panels with 'Repair Aware - Av	oid Additional Cost a	and Effort by using these Exclusive Methods' elements		
rkflow Selection d the enformation we have 5: - Tennes - Methods (130 par hal would ynu Jêng lo do?	inels available)	50 panels with 'Repair Aware - Av	oid Additional Cost a	and Effort by using these Exclusive Methods' elements		
rkflow Selection d the information we have is. . Times - Methods (130 par sel would yeak lies to do? O Times only work O Methods only work	inels available)	50 panels with 'Repair Aware - Av	old Additional Cost a	and Effort by using these Exclusive Methods' elements		

- > At this stage, you can quickly identify if the vehicle has Repair Aware notes against panels (in orange).
- > It will also what types of information Thatcham hold for the vehicle.
- If the vehicle currently only has a technical profile style document available then the only option open to you will be "General Details Only". This will allow you to access the available document for the vehicle

.



## 2. Elements of a workflow

Based on the types of information that Thatcham holds and the subscription level which you hold, the system will give you a choice of workflows:

	_	Vahisla Information			
Search via Vehicle Lookup.		venicie mornation			
All available workflow options	~	Selected Vehicle			
Car	~		Manufacturer: Model:	Toyota Camry (Aus)	
Toyota	~	130	Mark: Vehicle Base	2006 - 2011 4 Deer Saleen	
Camry (Aus)	~		Trim	CV40 Altise Petrol 2.4I 165bhp Automatic 2006 (TO2995)	
2006 - 2011	~				
4 Door Saloon	~	Thatcham times data is based on the	following vehicle:		
CV/40 Alting Datrol 2 41 165bbb Au	In the local division of the local divisiono	Toyota Camry (Aus) 2006 - 2011 4	Door Saloon CV40 Al	Ities Datrol 2 4I 165hbp Automatic 2006 (TO2005)	
Cover Allise Feltor 2 er Trainp Au	nomanc 💌	The vehicle has the following no	es against panels: old Additional Cost a	and Effort by using these Exclusive Methods' elements	
Contraine Ferrir s in troning An		The vehicle has the following no	es against panels: old Additional Cost a	and Effort by using these Exclusive Methods' elements	
orkflow Selection		The vehicle has the following no 50 panels with 'Repair Aware - Av	es against panels: oid Additional Cost a	and Effort by using these Exclusive Methods' elements	
rkflow Selection nt the information we have is: . Times . Methods (130 pa	inels available)	The vehicle has the following no 50 panels with 'Repair Aware - Av	tes against panels: old Additional Cost a	and Effort by using these Exclusive Methods' elements	
orkflow Selection of the information we have is. . Times . Methods (130 pa hal would you lies to do?	inelis available)	The vehicle has the following no So panels with 'Repair Aware - Av	es against paneis: oid Additional Cost a	and Effort by using these Exclusive Methods' elements	
vrkflow Selection of the information we have is. . Times . Methods (130 pa hal would yns lim to do? . Times only wor . Times only wor	inels available)	The vehicle has the following no So panels with 'Repair Aware - Av	es against panels: old Additional Cost a	and Effort by using these Exclusive Methods' elements	
rkflow Selection d the information we have is. - Times - Methods (130 pa hall would you like to do? O Methods only wo @ Times and Met	Inels available)	The vehicle has the following no <u>50 panels</u> with 'Repair Aware - Av	es against panels:	and Effort by using these Exclusive Methods' elements	



## **E. TIMES WORKFLOW**

> Select the "Times Only" and click on the blue "Start" button in the bottom right of the page:



## 1. General Details

This step captures some basic details about the vehicle and repair. It also shows you some generic documents which may assist with any repair:

Thatchan	nescribe Home					
1 - General Determine	2 - Damage Appraisal 3 Co	re Operations	4 - Supporting Operations	5 - Summary		
Step 1 - General Please, complete the fields	Details a below to capture details about the vehicl	e.				••
Reference Details						-
Reference	JOB001					
Registration Mark	RE61KEY					
VIN	BER123456789					
Refinish Details						
Paint Type	2 Stage Solid Clear Over Bas	se				
					Save Progress	Step 2 - Damage Apprasal 💿

#### 1.1. Reference Details

- > There are 3 fields here which must have details in them:
  - **Reference** Please enter a meaningful reference for your repair specification here. This can be used to search for the repair specification in the future. For example this could be job card number or claim number.
  - Registration Number -- Please fill in this mandatory field to keep the repair vehicle specific.
  - VIN –Please fill in this mandatory field to keep the repair vehicle specific.

Reference Details	
Reference	JOB001
Registration Mark	RE61KEY
VIN	BER123456789

When you are happy click on the blue button in the bottom right of the screen "Damage Appraisal" to advance.



# 2. Damage Appraisal

Here, you can add the various panels which you need times for to complete a repair specification. You can also select each individual panel, where present, by clicking on the checkbox.

🧭 1 - General Details 🛛 💽	2 Lamage Appriated 3 - Core Operations	4 - Supporting Operations 5 - Summary			
Step 2 - Damage A Select the relevant area of the	ppraisal vehicle to view associated panels. Please, note you can se	iect predefined damage combinations from the Combination drop down Panels care	t be viewed as a list or as Service Image Condition images		
Appraisal Zone					
CP Centre Front		Combination Damage View List View	27 27 17 17		
Service Condition		Panel	* Method Style	Include Informatio	n Note Previe
13	Bonnet		Methods	8	
18	Bonnet Hinge LH		Methods		1
74	Bonnet Hinge RH		Methods	<b>B</b> .	10
73	Bumper Front		Methods		B
74	Bumper Front R&R		Methods		13
78	Bumper Front Reinforcement Panel		Methods		0
18	Engine and Suspension R&R		Methods	10	23
14	Front Panel		Methods		8
+ Step 1 - Géneral Details				Save Progress Step	3 - Core Operations 😁

#### 2.1. Appraisal Zone

Select your list of panels by clicking on an appraisal zone of the vehicle. The vehicle is split into 9 different areas:





> You can see which area of the vehicle is highlighted as it will show with an orange outline:



Once you have highlighted an area all the panels for that area of the vehicle will be shown on the bottom half of the screen.

#### 2.2. Damage View

> There is a dropdown which allows you to select how you view the panels for selection:

		Combination Light						
CF Centre Front		*						
Service Condition		Panal		Method Style	Include	Information	Note	Preview
12	Bonnet		Methods		10			8
12	Bonnst Hings LH		Methods		. EJ.			8
14	Bonnet Hings RH		Methods		60			13

#### 2.3. Damage View

> There is a dropdown which allows you to select how you view the panels for selection:

CF Centre	Front							
Service Condition			Panel	4	Method Style	Include	Information	Preview
	12	Bonnet		Methods		[ <b>V</b> ]		8
	74	Bonnet Air Intake		Methods		10		1
	12	Bumper Front		Methods		(2)		10

For every panel you have a **Preview** option which will show you information on Times for the panel you've selected:





> These values are before overlap has been removed and therefore should just be looked at as a guide.



> List View is good for easily seeing what you have selected at a glance:

Service Condition		Panel		Method Style	Include	Information	Note	Preview
78	Bonnet		Methods					
74	Bonnet Hinge LH		Methods					0
74	Bonnet Hinge RH		Methods					
1	Bumper Front		Methods		E			E
12	Bumper Front R&R		Methods					0
1	Bumper Front Reinforcement Panel		Methods		E			8
12	Engine and Suspension R&R		Methods		<b></b>			
13	Front Panel		Methods					
Step 1 - General Details	k.				Save Progre	ss Slep 3 - Co	ant Operation:	•

Service Condition Image View is good for selecting by Thatcham produced panel images – particularly handy if you are using a tablet:

SRS Seet Airbeg RH	3	1		1
include 🗐 SRS Seat Arbag RH	Include 📄 Botnet Hunge RH (tts)	Include 🛅 Chassis Leg Front RH	Include   Chassie Leg Front RH Front Section	Include Chasses Leg Front Extension I
6				1

#### 2.4. Adding Combinations of Damage

escribe can gather a combination of suggested panels for you for either a Light, Medium or Heavy collision on one of the 9 appraisal zones of the vehicle. The System will add panels across the vehicle which Thatcham believes will need to be reviewed following the impact. For example a heavy collision on the Right Front of the Vehicle will also pull in panels from the Centre Front of the vehicle.





- Select from the Combination dropdown:
  - Light : Low speed/energy
  - o Heavy: High speed/energy
- > Full details of combination information can be found in Appendix A

🔗   - General Datails 🛛 🧿	2 - Damaga Appraisal 3 - Core Operations	4 - Supporting Operations 5 - Summary			
Step 2 - Damage A Select the relevant area of the	ppraisal vehicle to view associated panels. Please, note you can se	ect predefined damage combinations from the Combination drop down. Pariets	can be viewed as a list or as Service Image Condition images		• •
Appraisal Zone					
Gentre Front		Combinator Heavy Damage View			
Service Condition		Panel	* Method Style	Include Information	Note Preview
1	Bonnet		Methods		13
12	Bonnot Hinge LH		Methods	1.1	100
1	Bonnet Hinge RH		Methods		13
2	Bumper Front		Melhods	12	
1	Bumper Front R&R		Methods		
73	Bumper Front Reinforcement Panel		Methods	EL.	
74	Engine and Suspension R&R		Methods		10
18	Front Panel		Methods	8	0
Step 1 - General Details	1			Save Progress Step 3	Core Operations 🕡

The "Add" button will now become active. Click the "Add" button and click "Yes" to accept and add the panels to your repair specification:

Combination	Heavy	•	Add
)amage View	Service Condition Image View	•	

You can review/update/deselect each panel for the selected appraisal zone in the list underneath. You do not have to use the Combination selector – if you want to select individual panels you are able to do this. You can also double check everything that has been added for the vehicle in Core Operations.

#### 2.5. Selecting/Deselecting Individual Panels

- > You can select or unselect any panels using by ticking/unticking the Include checkbox.
- When you are happy with the panels you have added for your repair specification click on the Core Operations button in the bottom right of the page to advance.



		RF CF LF							
		Combination	Heavy	Add	ie.				
		Damage View	List View						
LEF Left Front									
Service Condition		Panel			÷	Method Style	Include	Information	Note Preview
12	Chassis Leg Front Assembly LH				Methods				
12	Chassis Leg Front End Closing LH				Methods		10		
包	Chassis Leg Front Section Front LH				Methods				6
12	Headlamp Assembly LH				Methods		8		
包	Wing Front Inner Side Reinforcement Closing LH				Methods				
The second se	Wing Front Inner Side Reinforcement Front Section LH				Methods		8		
包	Wing Front Inner Side Reinforcement LH				Methods				
12	Wing Front Inner Side Reinforcement Rear Section LH				Methods		8		1
包	Wing Front Inner and Chassis Leg Closing LH				Methods				
18	Wing Front Inner and Chassis Leg Closing Section LH				Methods		8		6
12	Wing Front LH				Methods		(B)		(2)
12	Wing Front Quarter Light LH				Methods			~	
+ Step 1 - General Details							Save Progre	ss Step 3 - C	tore Operations 😐
Market Street							Contract	at the Manhoe Language Day	ania Restances Contas 20



## 3. Core Operations

This is a chance for you to review the panels selected for the repair specification. It also allows you to select the **Repair/Refinish** option (if applicable). Overview of the Step:

ervice Condition		Panel		Method Style	Repair/Refinish	Triclude	Information	Note	Previe
	Chassis Leg Front Assembly LH		Methods						13
	Chassis Log Front End Closing LH		Methods						18
	Engine and Suspension R&R		Methods			1	Recommended		E
	Facia Panel R&R		Methods				Recommended		12
	Headiamp Assembly LH		Methods						Val

## 3.1. Selecting Repair/Refinish

You will see that some panels have an option for Repair/Refinish. Here you can click the checkbox and your repair specification will include the time and materials cost for repainting a repaired panel (No MET or Panel time will be included). The panel will be Repaired/Refinished rather than replaced and the Method is removed from the pack (if available).

vice Condition	Pane		Method Style Repa	air/Refinish Include	Information	Note Pre
TH.	Chassis Leg Front Assembly LH	Methods				1
12	Chassis Leg Front End Closing LH	Methods	-			
73	Engine and Suspension R&R	Methods			Recommended	1
1	Facia Panel R&R	Methods		2	Recommended	1
1	Headlamp Assembly LH	Methods				- 1
14	Wing Front Inner Side Reinforcement Closing LH	Methods		*		1
74	Wing Front Inner Side Reinforcement Front Section LH	Methods				1
TH.	Wing Front Inner Side Reinforcement Rear Section LH	Methods				1
14	Wing Front Inner and Chassis Leg Closing Section LH	Methods		1		1
14	Wing Front LH	Methods		11 M		1
14	Wing Front Quarter Light LH	Methods				1
				_		

#### 3.2. Removing Panels from the Final Repair Specification

- You can choose to remove panels if you want at this stage. To do this you need to untick the Include checkbox and the panel will be removed.
- If you have a large number of panels selected you may need to view multiple pages on this step to see all the panels you require. When you are happy with the information on this Step click Supporting Operations in the bottom right of the screen to proceed to the next step.





## 4. Supporting Operations

This step allows you to add 2 extra options to your summary report: JIG Type and any panel paint blending you may need to do.

Supporting Operat	tions		
Jig Type	NONE	5	
vallable Blend	5		
		Blend Panel	* Include
A Post Outer LH			2
A Post Outer RH			E.
Door Front LH			8
Door Front RH			(U)

## 4.1. Jig Type

If you need to add a JIG type to your repair specification you can choose here from either Bracket or Universal: This will add the standard Thatcham jig time for the chosen system. Any opinion times such as pulling is not included

Supporting Operation	ions	
Jig Type	NONE	-
	NONE	
	BRACKET UNIVERSAL	Lot

#### 4.2. Available Blends

Here the System will display to you any panels which you may wish to select for blending as a part of the repair specification. Just tick the checkbox and these will be selected for your summary report: This will generate a paint and material cost along with the paint time. Any MET time required is not included

Available Blends		
	Blend Panel	= Include
A Post Outer LH		
A Post Outer RH		
Door Front LH		
Door Front RH		

Once you are happy with the information filled in for any supporting operations you have, then click on the blue button to continue to the **Summary** step.



## 5. Summary

- > This Step displays back to you all the information you have entered for your repair specification together with calculations the System has made and demonstrable breakdowns of how any Times have been achieved.
- > You will find three different options:
  - o View Methods Pack
  - View Summary Report
  - View M.E.T. Strip and Refit Report

#### 5.1. View Methods Pack

Here you can select what sections you view in your Methods Pack. The checkbox list shows you all the panels you have selected plus all the standard and safety sections based on the choices which you made in Damage Appraisal:

) 1 - General Details 🛛 🧭 2 - Damage Appraisal	3 - Core Operations	4 - Supporting Operations	🔗 5 - Parts	6 - Summary	
ep 6 - Summary alise the Repair Specification to ensure detail can n	ot be changed.				۲
iew Methods Pack					
Methods Explained - Methods VIN Information - Methods Paint - Methods Jacking - Methods Alignment - Methods ECU - Methods Safety - Methods Welding - Methods Corrosion Protection - Vehicle Specific - Met Wing Fornt Inner Side Reinforcement LH - M Bumper Front - Methods Bumper Front Reinforcement Panel - Method Sacia Panel R&R - Methods SRS Drivers & Passengers Airbag - Method	thods lethods ds s				
iew methods pack in a PDF file.					

The default selection is to include only the selected panels from Damage Appraisal section. If you want to include some of the standard sections, or don't want to view all the Methods for panels you have selected, all you need to do is tick or untick the checkbox:



Selected Vehicle: Ford Focus 2008 - 2010 4 Door Saloon Titanium Diesel 109bhp Manual 2007 (FO3417)	sonia.gutierrez@thatcham.org 💌
Thatcham escribe Home	
🧭 1 - General Details 🔗 2 - Damage Appraisal 🔗 3 - Core Operations 🔗 4 - Supporting Operations 🧭 5 - Parts 💿 6 - Summary	
Step 6 - Summary inalise the Repair Specification to ensure detail can not be changed.	$\bullet \oslash$
View Methods Pack	
Methods Explained - Methods           VIN Information - Methods           Jacking - Methods           Jacking - Methods           Jacking - Methods           COU- Methods           Safety - Methods           Corrosion Protection - Methods           Corrosion Protection - Vehicle Specific - Methods           Wing Front Inner Section LH - Methods           Wing Front Inner Section LH - Methods           Bumper Front - Methods           Bumper Front Reinforcement LH - Methods           Facia Panel R&R - Methods           SRS Drivers & Passengers Airbag - Methods	
View methods pack in a PDF file.	
Help	Copyright © Motor Insurance Repair Research Centre 2013.

- When you are happy with your selection click on the button to view all the latest methods you have selected in your repair specification in a single PDF file. The PDF will open in a new tab on your internet browser.
   You can choose to save or print this file; however the only way to guarantee the latest Thatcham methods is to click on the "View Methods Pack" button of your saved repair specification:
  - Wing Front Inner Side Reinforcement LH Methods
  - Bumper Front Methods
    - Bumper Front Reinforcement Panel Methods
    - Facia Panel R&R Methods
    - SRS Drivers & Passengers Airbag Methods

View methods pack in a PDF file.



- > You can update your selection and view an updated Methods Pack as many times as you need
- When you save or move to another screen your current selections will be retained so that the next time you view the page your settings will be remembered
- Safety sections relating to a selected panel will always be shown to you as this is important information for you to be aware of every time you view the Methods Pack.

#### 5.2. View Summary Report

This is exactly the same information offered in Summary presented in a printer friendly format with an option on the screen to print:





# Thatcham escribe



#### Print Report

#### Details

Dotano	
ltem	Details
TIM Job	0
Repair Specification Reference	Guide 1
Repair Specification Date	24/09/2013
Vehicle	Ford Focus 2008 - 2010 4 Door Saloon Titanium Diesel 109bhp Manual 2007 (FO3417)
Times Source	Ford Focus 2008 - 2010 4 Door Saloon Titanium Diesel 136bhp Manual 2007 (FO3419)
TTS Version	02/2013
TPS Version	02/2013
Paint Type	2 Stage Solid Clear Over Base

#### 5.2.1. Details Summary

- The Details Summary provides an overview of all the information you need to know on your repair specification. Some of the information provided includes:
  - Repair Specification Reference
  - Date of repair specification (this will be locked in by finalising the repair specification)
  - TTS version used for calculations
  - TPS version used for calculations
  - Vehicle used by the System as the times source for calculations
  - Paint type
  - Jig information
  - Total time
- Please see the section for all the items.





#### 5.2.2. Panels Summary

This section shows all of the panels selected in the repair specification. If you have selected any panels for repair/refinish these will show with an X in the Repair/Refinish column. Sizes and any corrosion information are also displayed here.

#### 5.2.3. M.E.T. Times Breakdown Summary

This section shows the Times breakdown for M.E.T. To view the contents of each area you can click on the '+' to expand the selection:

Description		
🕀 🧰 Engine &	Suspension R&R	
🕀 🧰 Facia Par	el R&R	
🕀 🧰 Bonnet		
🕀 🧰 Bumper F	ront Reinforcement Panel	
🕀 🦳 Wing From	t LH	
E Door From	t R&R LH	

If there are any overlapping operations for a panel these can also be viewed by clicking on the '+ "Overlap" option:

🖻- 🔄 Overlap	
– A/C Pipes Condenser	3.46797
- 🗋 Airbag ECU	6.45846
─☐ Battery	0.75206
─□ Battery Box	8.87287
— Battery Retaining Clamp	3.84093
Centre Console Duct LH	1.62996

#### 5.2.4. Panel Times Breakdown Summary

This section shows the Times breakdown for Panels. To view the contents of each area you can click on the "+" to expand the selection:





Panel Times Breakdown

Description			
🗄 🧰 Bonnet			
E Bumper Front Reinfo	orcement P	anel	
Wing Front LH			
⊖- ☐ Door Front R&R LH			
-Door Front Hinge	Lower LH		
- Door Front Hinge	Upper LH		
OU-Door Front L	Н		

If there are any overlapping operations for a panel these can also be viewed by clicking on the "+ Overlap" option:



#### 5.2.5. Methods Operation Detail Summary

Here you can see any method operational detail for selected panels to successfully complete your job. Just click on the panel to see the operation advice:

anel	
Wing Front Inn	er Assembly RH
Apply Adhe	sive
Chassis Leg Fi	ront RH
Drill Out UH	SS Spot Welds
- Wing Front Inn	er Side Reinforcement Rear RH
Apply Adhe	sive

#### 5.2.6. Blends Summary

If you selected any panel blends then you will see them here with an X marked in the Selected column. Panel and reference are also given.

Blends	
Reference	Panel
LAP000	A Post Outer LH
LFD000	Door Front LH
RAP000	A Post Outer RH





#### 5.3. View M.E.T. Strip and Refit Report

This is exactly the same information offered in Summary presented in a printer friendly format with an option on the screen to print:



# Thatcham escribe

M.E.T Strip and Refit Report

#### Print Report

Guide 1 (24/09/2013 22:55) Ford Focus 2008 - 2010 4 Door Saloon Titanium Diesel 109bhp Manual 2007 (FO3417) Description Time ABS Sensor Front LH 1.49 Airbag Drivers Side 10.75 Airbag Passenger Side 9.55 10.53 Airbag Passenger Support Bracket(s) Anti Roll Bar Front Link LH 2.41 Ashtray/Cigar Lighter Assembly 3.73 3.82 Battery Battery Box 8.32 Battery Cover 2.51 Battery Retaining Clamp 3.84





## 5.4. Finalise Repair Specification

Once you are happy with your Repair Specification click this button to lock in all System calculations including all Times calculations.



> To begin a new repair specification or search for an existing specification just click the "Home" option at the top of the screen.



## F. METHODS WORKFLOW

> Select the "Methods Only" and click on the blue "Start" button in the bottom right of the page:



## 1. General Details

This step captures some basic details about the vehicle and repair. It also shows you some generic documents which may assist with any repair:

Selected Vehi	icle: Audi A4 20	108 - 2011 5 Door Estate D	iesel 141bhp CVT 2008 (AU2594)		ę	scribe thatcham+guide.company@gmail.com 🍷
I hato	cham	escribe H	ome			
) 1 - Genera	al Donailis	2 - Damage Appraisal	3 - Core Operations 4 - Summary			
tep 1 - G	General De ate the fields bel	tails ow to capture details about th	e vehicle.			•
Reference D	Details					
Reference						
Registration	Mark					
VIN						
General Tec	chnical Docume	nts Supporting Methods	Technical Profile			
eneral Te	chnical Do	cuments				
howing 1 to 10	0 of 22					<< < 1 2 3 > >>
	Code	4	Description	±	Reason	= Last Updated =
12	TL893	Blanking Plug Set		Initial		09/08/2013 10:12
1	TL847	Adhesives in the Vehic	le Body Panel Repair Process - Thatcham's Approach	Update Photo	Allustration	20/06/2013 14:03
124	TL854	Thatcham Quality Acci	redited Equipment	Update Photo	Allustration	20/06/2013 14:03
12	TL887	The new air conditionin	g gas R1234yl, what do you need to know	Update Photo	Allustration	20/06/2013 14:02
-		-		6.001		10/10/2012 10:00

#### 1.1. Reference Details

- > There are 3 fields here which must have details in them:
  - **Reference** Please enter a meaningful reference for your repair specification here. This can be used to search for the repair specification in the future. For example this could be job card number or claim number.
  - Registration Number Please fill in this mandatory field to keep the repair vehicle specific
  - VIN Please fill in this mandatory field to keep the repair vehicle specific.



Reference Details	
Reference	JOB001
Registration Mark	RE61KEY
VIN	BER123456789

#### **1.2. Generic Documentation**

- > For each vehicle you select there are 3 types of general documents you can view:
  - **General Technical Documents** (These are Thatcham Newsletters containing either generic information or information specific to your selected vehicle).
  - Supporting Methods
  - Technical Profile
- There may be more than one page of documents for each area; you can scroll through these page by page. If you want to view any of these documents just click on the description and a PDF will be opened in a new tab for you:

General Te	chnical Documents	Supporting Methods Technical Profile		
General Te	echnical Docu	ments		
Showing 1 to 1	Code	= Description	Reason	<< < 1 2 3 > >> ⇒ Last Updated ⇒
12	TL853	Thatcham Guidance on Tightening Torques	Updated	17/09/2013 05:19
12	TL896	The replacement of VIN markings after vehicle repairs	Initial	17/09/2013 05:05
12	TL897	Adaptor for Ford air-conditioning high-pressure service ports	Initial	17/08/2013 09:13
1	T1S045	Thatcham 1st Sight Maserati Ghibli	Inițial	10/08/2013 04:17
14	T1S044	Thatcham 1st Sight LaFerrari	Inițial	10/08/2013 04:17
12	T1S041	Thatcham 1st Sight Bentley Flying Spur	Initial	10/08/2013 04:16
12	TL893	Blanking Plug Set	Inițial	10/08/2013 04:12
74	TL847	Adhesives in the Vehicle Body Panel Repair Process - Thatcham's Approach	Update Photo/Illustration	21/06/2013 08:03
14	TL854	Thatcham Quality Accredited Equipment	Update Photo/Illustration	21/06/2013 08:03
74	TL887	The new air conditioning gas R1234yf, what do you need to know	Update Photo/Illustration	21/06/2013 08:02

Once you are happy with all the details on the screen you can press the button Damage Appraisal to advance to the next stage. If there are any parts of the screen which haven't been added but are needed to move on, the System will find them and ask you to fill them in.

## 2. Damage Appraisal

This step is where you can add the various panels which you need methods for to complete a repair specification. You can also view each individual method as a PDF, where present, by clicking on the description link. Overview of the step:

	vehicle to view associated panels. Please, note you can select	ct predefined damage combinations from the Combination drop down. Panels can					
Appraisal Zone							
CF Centre Front		Combination Choose One Damage View List View					
CF Centre Front		Combination Choose One Damage View List View Panel		Method Style	Include	Information	Note Prev
CF Centre Front Service Condition	Borne	Combination Choose One Damage View List View Panel	* * Methods	Method Style	Include	Information	Note Prev
CF Centre Front Service Condition	Bornet Bornet Hinge LH	Combination Choose One Damage View List View Panel	A Methods Methods	Method Style	Include	Information	Note Prev
CF Centre Front Service Condition	Bornet Bornet Hings LH Bornet Hings RH	Combination Choose One Damage View List View	A Methods Methods Methods Methods	Method Style	include	Information	Note Prev
CF Centre Front Service Condition	Bonnet Bonnet Hinge DH Bonnet Hinge DH Bumper Front	Combination Choose One Damage View List View Panel	Authods Methods Methods Methods Methods	Method Style	include III III III	Information	Note Prev
C Centre Front Service Condition	Bornet Bornet Hinge LH Bornet Hinge RH Burger Front Burger Front R&R	Combination Choose One Damage View List View Panel	A Methods Methods Methods Methods Methods Methods	Method Style		Information	Note Prev
CF Centre Front Service Condition	Bornet Bornet Hings LH Bornet Fings RH Burger Front RAR Burger Front RAR	Combination Choose One Damage View List View	A Motivas Matinais Matinais Matinais Matinais Matinais Matinais Matinais	Method Style	incluse III III III III	Information	Note Prev
CP Centre Front	Bornet Bornet Hings DH Bornet Front Burger Front RAR Burger Front RaR Burger Front RaRA	Combination Choose One Damage View List View Panel	Methods Methods Methods Methods Methods Methods Methods	Method Style		Information	Note Prev
C Centre Front	Bornet Bornet Hings LH Bornet Hings RH Burger Front Burger Front RAR Burger Front Rand Burger Front Rand Burger Rent Rand Front Rand	Combination Choose One Damage View List View Panel	Methods Methods Methods Methods Methods Methods Methods Methods Methods Methods Methods	Method Style		Information	Note Prev

### 2.1. Appraisal Zone

Select your list of panels by clicking on an appraisal zone of the vehicle. The vehicle is split into 9 different areas:



- > You can see which area of the vehicle is highlighted as it will show with an orange outline.
- Once you have highlighted an area all the panels for that area of the vehicle will be shown on the bottom half of the screen.

#### 2.2. Damage View

> There is a dropdown which allows you to select how you view the panels for selection:





CF Centre	Front							
Service Condition			Panel	÷	Method Style	Include	Information	Preview
	12	Bonnet		Methods		121		
	74	Bonnet Air Intake		Methods		13		1
	12	Bumper Front		Methods	ki l	12		10

- For every panel you have a **Preview** option which will show you an information on Times for the panel you've selected:
- > These values are before overlap has been removed and therefore should just be looked at as a guide.

Preview	
Chassis Leg Front En	d Closing RH
Times Informa	ation
M.E.T Time (hours):	1.4
Panel Time (hours):	0.8
Paint Time (hours):	2.1
Paint Cost:	76.64
	Close

> List View is good for easily seeing what you have selected at a glance:

Service Condition		Panél		Method Style	Include	Information	Note	Preview
78	Bonnet		Methods					
12	Bonnet Hinge LH		Methods					
12	Bonnet Hinge RH		Methods					
13	Bumper Front		Methods		E			0
12	Bumper Front R&R		Methods					
2	Bumper Front Reinforcement Panel		Methods					
12	Engine and Suspension R&R		Methods		10			
5	Front Panel		Methods		E			6
+ Step 1 - General Details	1				Save Progre	ss Step 3 - Ca	rn Operation	•

Service Condition Image View is good for selecting by Thatcham produced panel images – particularly handy if you are using a tablet:





SRS Seat Airbag RH	8	1		1
Include 11	Include 📄 Botnet Hunge RH (tts)	Include 🗂 Chasais Leg Front RH	Include Chassie Leg Front RH Front Section	Include Chassie Leg Front Extension RP
1	K	5	Headlamp Assembly RH (Its)	

#### 2.3. Adding Combinations of Damage

- escribe can gather a combination of suggested panels for you for either a Light, Medium or Heavy collision on one of the 9 appraisal zones of the vehicle. The System will add panels across the vehicle which Thatcham believes will need to be reviewed following the impact. For example a heavy collision on the Right Front of the Vehicle will also pull in panels from the Centre Front of the vehicle.
- > Select from the Combination dropdown:
  - o Light : Low speed/energy
  - o Medium: Medium/moderate speed/energy
  - Heavy: High speed/energy
- > Full details of combination information can be found in Appendix A

🧭 1 - General Details	💿 2 - Damagé Appreside	3 Core Operations	4 - Supporting Operations	5 - Summary
Step 2 - Damag Select the relevant area o	e Appraisal I the vehicle to view associated	panels. Please, note you can	select predefined damage combi	nations from the Combination drop down. Panels can be viewed as a list or as Service image Condition images
Appraisal Zone				
		38 20 11		
		Combinatio Damage Vi	n Choose One Light Heavy	

The "Add" button will now become active. Click the "Add" button and click "Yes" to accept and add the panels to your repair specification:



Combination	Heavy	Add
Damage View	List View	

You can review/update/deselect each panel for the selected appraisal zone in the list underneath. You do not have to use the Combination selector – if you want to select individual panels you are able to do this. You can also double check everything that has been added for the vehicle in Core Operations.

#### 2.4. Viewing Individual Methods

- When selecting methods for your repair specification you can view each individual method quickly by clicking on the blue description hyperlink.
- A new tab will open in your web browser which will show you the PDF of the method. You can save and/or print any PDF. Please note that saving or printing PDF will mean that you may not have the most up to date versions of the methods in the future. Every time you download a method from escribe you can be sure that this is the most up to date version that Thatcham have published.

#### 2.5. Viewing Available Method Types

- Where more than one method type is available you will be able to select a drop down list for the selected panel and tick the method type you need. The methods types available depend on what have been researched for your chosen vehicle. Possible method types are:
  - **Thatcham Methods**: A practically researched <u>panel replacement</u> method that provides Safe, efficient, best practice processes, which are consistent across all manufacturers.
  - **Thatcham Methods Extra:** A panel replacement method that is provided as a quick response to coverage analysis or customer feedback. Manufactures data is researched and provided in a consistent format.
  - Thatcham Ready2Repair: A vehicle specific recommendation document, to raise awareness of considerations and issues that may occur when <u>repairing</u> a panel.

Step 3 - Core Operati All selected panels for each appra	ONS isal zone has been added to the list below. Please, review the panels	for this Repair Specification. You can remove or select to repair/refinish panels.						•	
Service Condition		Panel		Method Style	Repair/Refinish	Include	Information	Note	Preview
18	Chassis Leg Front Assembly LH		Methods			*			1
73	Chassis Leg Front End Closing LH		Methods						13
73	Engine and Suspension R&R		Methods				Recommended		10
74	Facia Panel R&R		Methods			*	Recommended		60
1	Headlamp Assembly LH		Methods						10
74	Wing Front Inner Side Reinforcement Closing LH		Methods						
2	Wing Front Inner Side Reinforcement Front Section LH		Methods						13
12	Wing Front Inner Side Reinforcement Rear Section LH		Methods						0
12	Wing Front Inner and Chassis Leg Closing Section LH		Methods						
12	Wing Front LH		Methods		0				10
1	Wing Front Quarter Light LH		Methods						E
<ul> <li>Step 2 - Damage Appraisal</li> </ul>						Save Progre	Step 4 - Supp	orting Opera	ilions 😁



- When you click on the blue description hyperlink you will be shown the method matching your selection. If you have ticked two options they will both be displayed together when you click the link.
- > Where only one type of method is available this will be selected by default.

1	Headlining R&R	Methods	
1	Roof Panel	Ready2Repair	

Your selected method option will be included in you final method selection. If you have ticked two options they will both be included in the final methods selection.





#### 2.6. Selecting/Deselecting Individual Methods

> You can select or unselect any panels using by ticking/unticking the Include checkbox

Service Condition		Panel		Method Style	Include	Information	Note	Preview
78	Chassis Leg Front Assembly LH		Methods					10
1	Chassis Leg Front End Closing LH		Methods					
14	Chassis Leg Front Section Front LH		Methods			Conflict		E
2	Headlamp Assembly LH		Methods					
74	Wing Front Inner Side Reinforcement Closing LH		Methods		EI.			
12	Wing Front Inner Side Reinforcement Front Section LH		Methods		.10			
2	Wing Front Inner Side Reinforcement LH		Methods			Conflict		
72	Wing Front Inner Side Reinforcement Rear Section LH		Methods			1		
74	Wing Front Inner and Chassis Leg Closing LH		Methods			<i>r</i>		
12	Wing Front Inner and Chassis Leg Closing Section LH		Methods		1			
12	Wing Front LH		Methods		1			
克	Wing Front Quarter Light LH		Methods					

- > You may also see two terms appear in the information column Conflict and Recommended
- Conflict against a panel means that it is a sub panel of an already selected panel. This means it is greyed out and unavailable for selection. This prevents from accidently including the same panel (or sub panel) twice which would have an implication on the Times calculation later on in the Repair specification. A panel showing as **Conflict** (conflict is with Chassis Leg Front RH above it):
- The other term is recommended. These appear following the addition of a collision Combination (such as Heavy) where Thatcham believe the panel is absolutely necessary for the repair specification at the level of damage. These panels can be removed in Step 3 should you need to remove them. There is a check to make sure you definitely want to add a level of collision damage when you click "Add". If you have added these in error you must go to the Home screen and return to this repair specification. The System will return you to a blank Step 3 allowing you to make a new submission. A panel showing as Recommended:

12 Ch 12 Ch	assis Leg Front Assembly LH	Methods				
The Ch				*		1
	hassis Leg Front End Closing LH	Methods				13
79 En	gine and Suspension R&R	Methods		2	Recommended	10
🔁 Fa	cia Panel R&R	Methods		*	Recommended	0
The He	eadlamp Assembly LH	Methods				10
74 W	ing Front Inner Side Reinforcement Closing LH	Methods				
TH WI	ing Front Inner Side Reinforcement Front Section LH	Methods				13
🔁 Wi	ing Front Inner Side Reinforcement Rear Section LH	Methods		*		0
12 W	ing Front Inner and Chassis Leg Closing Section LH	Methods		1		1
🔁 Wi	ing Front LH	Methods	- 0	1		- 8
73 Wi	ing Front Quarter Light LH	Methods				(1)

When you are happy with the panels you have added for your repair specification click on the Core Operations button in the bottom right of the page to advance.



## 3. Core Operations

This step is a chance for you to review the panels selected for the final full methods pack of the repair specification. Overview of the Step:

ervice Condition		Panel	:	Repair/Refinish	Include	Information	Preview
•	Bonnet			10	V		
2	Chassis Leg Front Closing Section LH		-	Ū.	V		
1	Chassis Leg Front Closing Section RH			12	V		
	Chassis Leg Front End Closing LH				V		E
	Chassis Leg Front End Closing RH			1	V		E
6	Chassis Leg Front Section Front LH			12	1		
1	Chassis Leg Front Section Front RH				1		(2)
1	Front Panel Centre Brace				V		1
7	Wing Front Inner Support Bracket Front LH			10	121		
1	Wing Front Inner Support Bracket Front RH				17		
-	Wing Front Inner Support LH			21	12		
	Wing Front Inner Support RH				191		
*	Wing Front LH			12	V		
8	Wing Front Mounting Bracket Front LH				V		6
34	Wing Front Mounting Bracket Front RH			E .	V		
	Wing Front RH			13	V		E

#### 3.1. Removing Panels from the Final Repair Specification

- You can choose to remove panels if you want at this stage. To do this you need to untick the Include checkbox and the panel will be removed.
- If you have a large number of panels selected you may need to view multiple pages on this step to see all the panels you require. When you are happy with the information on this Step click the blue button in the bottom right to proceed to the **Summary.**



## 4. Summary

- > This Step displays back to you all the information you have entered for your repair specification together with calculations the System has made and demonstrable breakdowns of how any Times have been achieved.
- > You will find three different options:
  - o View Methods Pack
  - o View Summary Report
  - View M.E.T. Strip and Refit Report

#### 4.1. View Methods Pack

Here you can select what sections you view in your Methods Pack. The checkbox list shows you all the panels you have selected plus all the standard and safety sections based on the choices which you made in Damage Appraisal:



The default selection is to include only the selected panels from Damage Appraisal section. If you want to include some of the standard sections, or don't want to view all the Methods for panels you have selected, all you need to do is tick or untick the checkbox:



Selected Vehicle: Ford Focus 2008 - 2010 4 Door Saloon Titanium Diesel 109bhp Manual 2007 (FO3417)	sonia.gutierrez@thatcham.org 💌
Thatcham escribe Home	
🧭 1 - General Details 🔗 2 - Damage Appraisal 🔗 3 - Core Operations 🔗 4 - Supporting Operations 🧭 5 - Parts 💿 6 - Summary	
Step 6 - Summary inalise the Repair Specification to ensure detail can not be changed.	$\bullet \oslash$
View Methods Pack	
Methods Explained - Methods           VIN Information - Methods           Jacking - Methods           Jacking - Methods           Jacking - Methods           COU- Methods           Safety - Methods           Corrosion Protection - Methods           Corrosion Protection - Vehicle Specific - Methods           Wing Front Inner Section LH - Methods           Wing Front Inner Section LH - Methods           Bumper Front - Methods           Bumper Front Reinforcement LH - Methods           Facia Panel R&R - Methods           SRS Drivers & Passengers Airbag - Methods	
View methods pack in a PDF file.	
Help	Copyright © Motor Insurance Repair Research Centre 2013.

- When you are happy with your selection click on the button to view all the latest methods you have selected in your repair specification in a single PDF file. The PDF will open in a new tab on your internet browser. You can choose to save or print this file; however the only way to guarantee the latest Thatcham methods is to click on the "View Methods Pack" button of your saved repair specification:
  - Wing Front Inner Side Reinforcement LH Methods
  - Bumper Front Methods
    - Bumper Front Reinforcement Panel Methods
    - Facia Panel R&R Methods
    - SRS Drivers & Passengers Airbag Methods

View methods pack in a PDF file.



- > You can update your selection and view an updated Methods Pack as many times as you need
- When you save or move to another screen you current selections will be retained so that the next time you view the page your settings will be remembered
- Safety sections relating to a selected panel will always be shown to you as this is important information for you to be aware of every time you view the Methods Pack.

#### 4.2. View Summary Report

This is exactly the same information offered in Summary presented in a printer friendly format with an option on the screen to print:





View Summary Report
View the complete Repair Specification report, which co
View Summary Report

#### 4.2.1. Details Summary

- The Details Summary provides an overview of all the information you need to know on your repair specification. Some of the information provide includes:
  - Repair Specification Reference
  - Date of repair specification (this will be locked in by finalising the repair specification)
  - Vehicle used by the System as the times source for calculations

Details	
Item	Details
Repair Specification Reference	Test 3
Repair Specification Date	23/10/2013
Vehicle	Ford Focus 2008 - 2010 5 Door Estate Titanium Diesel 116bhp Manual 2007 (FO3429)

#### 4.2.2. Panels Summary

This section shows all of the panels selected in the repair specification. If you have selected any panels for repair/refinish these will show with an X in the Repair/Refinish column. Sizes and any corrosion information are also displayed here.

anels			
Reference	Panel	Size (dm <sup>2</sup> )	Corrosion
CRA000	Bumper Rear	79	
CM0041	Bumper Rear Reinforcement	0	
CFT000	Fuel Tank R&R	0	
LRW000	Quarter Panel (A) LH	71	CW
RRW000 Quarter Panel (A) RH		71	CW
LW1004	Quarter Panel Inner Extension LH	0	CW

#### 4.2.3. Methods Operational Detail

Here you can see any method operational detail for selected panels to successfully complete your job. Just click on the panel to see the operation advice:





Panel							
¢-⊖	Quarter Pa	anel Inr	ner U	pper	RH		
L	Apply A	Adhesiv	/e				
Ð- 🚞	Quarter Pa	anel (A	) LH				
Đ-🛄	Quarter Pa	anel (A	) RH				
Đ-🛄	Quarter Pa	anel Inr	ner U	pper	LH		

#### 4.3. View M.E.T. Strip and Refit Report

This is exactly the same information offered in Summary presented in a printer friendly format with an option on the screen to print:



# Thatcham escribe

M.E.T Strip and Refit Report

## Print Report

Guide 1 (24/09/2013 22:55)

Ford Focus 2008 - 2010 4 Door Saloon Titanium Diesel 109bhp Manual 2007 (FO3417)

Description	Time
ABS Sensor Front LH	1.49
Airbag Drivers Side	10.75
Airbag Passenger Side	9.55
Airbag Passenger Support Bracket(s)	10.53
Anti Roll Bar Front Link LH	2.41
Ashtray/Cigar Lighter Assembly	3.73
Battery	3.82
Battery Box	8.32
Battery Cover	2.51
Battery Retaining Clamp	3.84





#### 4.4. Finalise Repair Specification

Once you are happy with your Repair Specification click this button to lock in all System calculations including all Times calculations.

Classis Log From End Closing LH - Methods Classis Log From End Closing LH - Methods Headamp Assembly LH - Methods Wing Front LH - Methods Classic Light LH - Methods Classic LH - Methods Class	
View methods pack in a PDF file.	
12 Very Medium Parek	
View Summary Report	
View the complete Repair Specification report, which contains a summary of the entire Repair Specification in a printable format	
None Stammary Rispart	
View M.E.T. Strip and Refit Report	
View a list of the Strip route, for all panels included in the repair specification	
View Report	
Step 4 - Supporting Uperations	Finaliza Repair Specification
1940	Copyright @ Motor Insurance Repair Research Centre 2019

> To begin a new repair specification or search for an existing specification just click the word "**Home**" at the top of the screen.



# **G.WORKFLOW COMBINATIONS**

- In addition to the above workflows where one information type can be retrieved, the following combinations can also be accessed:
  - Times and Methods
- > The system will always default the workflow selection to the richest workflow type as per data held against the vehicle.



## H. VIEWING YOUR EXISTING REPAIR SPECIFICATION

The top section of the Home page shows you the ten most recently created repair specifications. You can search through and view **any** of the repair specifications which have been created by all Users that are a part of your Company or site.

## 1. Ways to Search for a Repair Specification

- You can search for an existing repair specification on the View your existing repair specification section. There are 3 ways to search:
  - By Reference
  - By Registration Mark
  - By VIN

View your existing Set your last ten save	repair specification d repair specifications in the table below	, or search for an pide	one			
Bearch	by Reference		* a			
Showing 1 to 10 of 1120						5 6 7
Reference	Registration Mark	VIN	~	Description		Saved On
			Toyota Prius+ 2012 - 2014 M P.V. T Spirit	Petrol Electric 1.8I 134bhp CVT 2012 (TO2613)	07	/02/2019 13:36
	1000		MINI Mini 2014 - 2018 5 Door Hatchback	Cooper S Petrol 2.01 189bhp Manual 2014 (MN2420)	07	/02/2019 12:00
			BMW 5 Series 2010 - 2013 4 Door Saloon	520d M Sport Diesel 2.0I 181bhp Automatic 2010 (BM3046)	04	/01/2019 09:59
		-	BMW 5 Series 2010 - 2013 4 Door Saloon	520d M Sport Diesel 2.0I 161bhp Automatic 2010 (BM3046)	04	1/01/2019 09:46
	1000		Vauxhall Zafira 2005 - 2010 M P.V. Design	Petrol 1 8I 138bhp Manual 2005 (GM2637)	20	/12/2018 14:34

- Please search for full terms in the textbox, for example for Registration Marks search without a space and in full capital letters.
- > You can only search by one term at a time; however the System will return all repair specifications which match that term. How to View an Existing Repair Specification
- Once you have returned some results from your search all you need to do to view the repair specification is click on the blue link in the description.
- > The System will return you to the last saved screen in the workflow of the repair specification.

## 2. Getting Back Home

If you need to get back to the Home screen at any time during the repair specification process all you need to do is click on the word "Home" or the "Thatcham escribe" icon:

Th	atcham escribe	Home	
Welcon	ne to escribe		
	News View your existing news		
٥	View your existing repair specification See your last ten saved repair specifications in the	table below, or search for an older one	

Please note that the Repair Summary Report and any Methods viewed will open in a new browser tab, maintaining the repair specification in the original tab. The easiest way to get back to the repair specification from PDF Methods or the Summary Report print view is to close the active browser tab.





## 3. Vehicle in Focus

At any time in the Repair Specification workflow you can see the vehicle you are working on by looking at the top left of the screen:

Thatchan	escribe	Hame			
Hatchan	I Courioc	Home			
L. Based Dealls	2 - Damage Appraisal	3 - Core Operations	4 - Supporting Operations	5 - Summary	

Please note that focus is lost from a Vehicle when you go to the Home screen as you have exited the workflow.

## 4. Refresh Home Screen

There is the option on the Home screen to refresh the listed existing repair specifications so that you can see the latest work completed by any colleagues:

View your existing a See your last fen saved	View your existing repair specification Bee your nat ten saved repair specifications in the table below, or search for an older one					
Search Showing 1 to 10 of 21	by Reference		•	Refresh List		
Reference	Registration Mark	VIN	Description	Saved On Alert Info		
			Ford S-Max 2010 - 2015 M P.V. Titanium X Sport TDCi Diesel 2.2I 175bhp Manual 2010 (F03725)	09/02/2019 24 13		
			BMW 5 Series 2013 - 2016 4 Door Saloon 535i M Sport Petrol 3.0I 302bhp Manual 2013 (BM4581)	08/02/2019 24:46		
			BMW 5 Series Hybrid 2017 - 4 Door Saloon 530e SE Petrol Electric 2.0I 248bhp Sequential Automatic 2017 (BM6001)	08/02/2019 24:37		
			Ford B-Max 2012 - M.P.V. Titanium TDCI Diesel 1 6i 95bhp Manual 2012 (FO4176)	16/01/2019 02:25		
			Ford B-Max 2012 - M.P.V. Titanium TDCI 95 S/S Diesel 1 5/94bhp Manual 2015 (FO5481)	16/01/2019 02:10		

## 5. Locked items on the Home Screen

If any other Users in your Company are completing a repair specification which has already been saved then you will see this on the Home screen – the description will be in grey text (not a link) and the information column will tell you that it is locked:

earch	by Reference	• •		Refresh
howing 1 to 10 of 21				nc < 1 2 3 ×
Reference	Registration Mark	VIN	Description	Saved On Alert Info
		Ford S-2010 - 2015 M.P	V. Titanium X Sport TDCi Diesel 2 2I 175bhp Manual 2010 (FO3725)	09/02/2019 24:13
		BMW 5 Series 2, 13, 2016 4	Door Saloon 535i M Sport Petrol 3.0I 302bhp Manual 2013 (BM4581)	08/02/2019 24 46
		BMW 5 Series Hybrid 2017 -	Door Saloon 530e SE Petrol Electric 2.0I 248bhp Sequential Automatic 2017 (BM6001)	08/02/2019 24:37
		Ford B-Max 2012 - M.P.V. Tit	nium TDCi Diesel 1.6195bhp Manual 2012 (FO4176)	16/01/2019 02:25
		Ford B-Max 2012 - M.P.V. Tit	nium TDCI 95 S/S Diesel 1.5I 94bhp Manual 2015 (FO5481)	16/01/2019 02:10

The repair specification will become unlocked once the other User has exited it. If you refresh the Home screen then the repair specification will then be available for you to view/update.



# 6. Saving Your Repair Specification Mid-Flow

You can save your repair specification at any of the Steps and return to it in the future to complete. There is a "Save Progress" button at the bottom of every step by the "Next Step" button:

Update Additional Information	06/06/2018 05:44
Initial	21/03/2018 07:42
Updated	19/01/2018 08:59
	<ul> <li>Save Progress</li> <li>Step 2 - Damage Appraisal</li> </ul>
	Copyright © Motor Insurance Repair Research Centre 201

> And there is an icon at the top of every step (there are also arrows to go back or forwards beside this icon):

Thatcham escribe Home		
🧭 1 - General Details 🕥 2 - Damago Appreidad 3 - Core Operations	4-Summary	
Step 2 - Damage Appraisal Select the relevant area of the vehicle to view associated panels. Please, note you o Appraisal Zone	in select predefined damage combinations from the Combination drop down. Panels can be viewed as a list or as Service Image Condition images	(*) @ (*

> Your repair specification is saved automatically by the System each time you advance to a new Step.

## 7. Unlocking & Creating a New Version

- If you have finalised a repair specification and you want to revisit it and create an updated version, you can do this without having to enter all the Vehicle information for a second time.
- > Go to **Summary** and click on the **"Unlock Repair Specification**" button in the bottom right:



Selected Solid A Add Ad 2009 - 2011 S Dear Loade Mesod Milling (LT 2008 (LL204))	notis hattan-polstorganj@prai.com
Thatcham escribe	Carnet Verson
₿ - unid (nam. ₿ / seage types). ₿ - an selener 0	
Step 4 - Summary France the House Start Starts and all our on the charged	
These Restrictions Parcel	
Statustus Expand. Statustus           Vita Externut: Statustus           PAR. Justicus: Statustus           PAR. Justicus	
M. Barager Funct RAHI.     Martinelli Fanation       B. Barager Funct Reduction Terrater - Martinulos       B. Fanation Function Terrater - Martinulos       M. Caller Fanation       M. Caller F	
Ver Sumary Report	
then the company from Spectration report which comming a sectory of the entity frage Spectration A is particular format	
Versiti2.2 this and fault Aspect	
Varie a bat of the Bosy mate for of person notices in the super specification	
	and the second
· Bu ) Can benden	Unlock Repair Specification
An Art I wanted	surged filters search David Search and S.

> You will be asked if you are sure you want to proceed:

- Click "Yes" and a new version will be created. The integrity of the original will be maintained but you will be able to create a new repair specification based on the Vehicle information you have already entered.
- You can visit any of the Steps to enter new data for your new version. The new version will be saved the next time you save a Step. You can see the new version and flick between version in the top right of the screen via a dropdown menu. Versions are easily identified by the date and time that they were finalised:





## I. SUPPORT INFORMATION

If you have any feedback, cannot find any of the answers to the queries you have in this or any of the other escribe user guides then you can contact escribe support:

Australia	New Zealand
Email: help@thatchamescribe.com.au	Email: help@thatchamescribe.co.nz
<b>Phone:</b> 1300 769 362	Phone: 0800 786925
www.thatchamescribe.com.au/escribe/help-centre	www.thatchamescribe.co.nz/escribe/help-centre



## J. APPENDIX A: COMBINATION INFORMATION

- Combinations are provided as starter points for damage assessment based on typical accident scenarios, applying Thatcham's unique research knowledge by providing relevant panel associations for inclusion within the repair specification.
- Standard combinations provided can also have single panels or combination panels added to or removed.
   (All work type time overlap will automatically be calculated by the system)
- When adding certain combination panels, a Methods advice function will advise and automatically add replacement or remove and refit panels (recommended panels) which Thatcham have deemed necessary to enable the correct fitment method of the selected panel.

## 1. Front Combinations

- Light (F1 R/L F2):
  - o RF/LF: Low speed/energy frontal- impact direction offset to corner
  - o CF: Low speed/energy frontal- impact direction central
- Medium (F5 R/L F6):
  - RF/LF: Medium energy frontal impact direction offset to corner bespoke to the vehicle design typically includes structural short section panels
  - CF: Medium energy frontal impact direction central bespoke to the vehicle design typically includes structural short sections for centre and both corners
- Heavy (F3 R/L F4):
  - RF/LF: High speed/energy frontal impact direction offset to corner typically including structural components
  - CF: High speed/energy frontal impact direction Central typically including structural components for centre and both corners

## 2. Side Combinations

- Light (S1 R/L S2 R/L):
  - RM/LM: Low speed/energy side impact offset to side
- Medium (S4 R/L):
  - RM/LM: Medium energy side/swipe impact direction typically including all cosmetic components/panels
- Heavy (S3 R/L):
  - RM/LM: High speed/energy side impact point central typically including structural component/panels in the B Post area





## 3. Rear Combinations

- Light (R1 R/L R6):
  - o RR/LR: Low speed/energy rear- impact direction offset to corner
  - CR: Low speed/energy rear- impact direction central
- Medium (R5 R/L, R2):
  - RR/LR: Medium energy rear direction offset to corner bespoke to the vehicle design typically includes section panels
  - CR: Medium energy rear impact direction centre bespoke to the vehicle design typically includes section panels for centre and both corners
- Heavy (R3 R/L R4):
  - RR/LR: High speed/energy rear impact direction offset to corner typically including structural components/panels
  - CR: High speed/energy rear impact direction centre typically including structural components/panels for centre and both corners