

QUICK REFERENCE



CONTRACTOR STATUS

- Connected
- Disconnected
- Paused

ACCESS SETTINGS

Login to TowMagic
 From the left navigation bar select **Settings**
 Select **Admin Portal**

ENABLE JOB REMINDERS

Reminder notifications that alert every 20 seconds that a job is waiting for your interaction
 From Settings - Profile
 Select the check-box for **Enable Job Timeout Reminders**
 Select **Update Company**

ACCEPT A JOB

Select the new **Job** and **Accept**
Enter ETA and required fields before the job timer expires select **Send**
 If a club awards you the job you will see a **green thumbs up!***
 If a club rejects your response you will see a **red thumbs down or canceled**
 *If you are a **Dispatch Anywhere** customer the job will be marked finished and imported automatically to **Dispatch Anywhere for Dispatch and Automated Motor Club Billing**

RESET CLUB CONNECTIONS

Login to TowMagic
 From the left navigation bar select the club you would like to reset
 Select **Reset Connections**
 If the reconnect was successful you will receive a notification on the bottom of the screen

ADD USERS

From **Settings** select **Users**
 Select **Add Users and Drivers**
 Enter the user information and password
 Select **Add User**

DELETE USERS

From **Settings** select **Users**
 Locate the user you would like to delete
 Select **Delete**

ASSIGN A JOB

Once a job is accepted select the **Check Mark Icon**
 Select the **User** that will receive the job
 The User/Driver will select the **Play Icon** and the job will be marked **In Progress**
 When the User/Driver completes the job they must select the **Finish Icon**
 *For timestamps with location, motor club reporting accuracy, and proper job status, each driver must have their own login for TowMagic.

ADD CONTRACTOR ACCOUNTS

From **Settings** select **Contractor Accounts**
 Select **Add New**
 Select the icon for the club you would like to add*
 Enter your contractor information
 Select **Add**
 *You must have an established account with the contractor before adding it to TowMagic

PAUSE/RESUME CONNECTIONS

From **Settings** select **Contractor Accounts**
 Select the **Pause Icon** next to the club
 The **Motor Club Connection Status** will change from **Connected** to **Disabled**
 *You must log back into settings and press the **Play/Resume Icon** next to the club to start receiving digital jobs again

ICONS

- | | | | |
|--|--|--|--------------------------|
| | ETA Approved/Accepted and job awarded | | Job Assigned |
| | Response Rejected by club | | Job In Progress |
| | Job is Waiting for your input before timing out | | Job Response Sent |
| | Job Finished | | Job Phone Call Requested |
| | Job Timed Out or Canceled | | |

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