



Workshop Loading (WL01)

Course Objectives

The course aims to give attendees the knowledge and understanding of how to create and load bookings into point of sale, how to receive customers, allocate work to technicians, and clock them on and off jobs for invoicing. In addition attendees will know how to create resources, groups, calendars and understand controls.

Who should attend?

After Sales Managers, Service Managers, Service Supervisors, Cost Clerks, Service Reception Advisors, Workshop Controllers.

Prerequisites

Attendees must have keyboard skills and a thorough understanding of the Autoline Service Point-of-Sale module and have attended a Service Point-of-Sale training course.

Programme

- Module introduction
- Creation of resources, calendars and skills
- Explanation of system controls
- Explanation and operation of use within the Point of Sale module.
- Technicians – Clocking routines
- Tracking vehicles through the workshop
- Automatic costing of repairs
- Using the Diary system
- Operation of time clocks

Duration

1 Day

Starting time

9 am

Cost per course

R1 147.98 per person