Service Writer Check in Procedure

1. Car comes into shop with customer or is dropped in dropbox
2. Add labor lines for each concern that customer has about vehicle
3. Walk around vehicle to take note of any damage done
4. Add mileage in and add inspection for Complimentary Safety Check
5. Take a picture of the license plate to decode vin, verifying vehicle and transmission type
6. Take a picture of the vehicle for technician identification
7. Have customer approve via text or sign tablet for authorization of work to be performed
8. Check history of vehicle for proper technician assignment and previously mentioned work that needs to be performed.
9. Assign service advisor to repair order