* Car comes into shop with customer
* Add labor lines for each inspection attached ok with vehicle
* Deleted all lines added before to check for change
* Status is changed to “Waiting on Tech”
* Verbal assignment of car in Cue to be worked on
* Technician finds key on key board in location relevant to vehicle parked
* Clock in on labor line
* Read all labor and inspections and test drive if appropriate
* Verify customer complaints on road test if possible, listening for odd noises and note any warning lights or damage
* Upon return to shop, perform inspection per Repair order line
* While inspecting car, take picture of anything red and take notes on TECh NOTES LINE ONLY with severity of repair needed…
* Add any items that need attention that are not on inspection list under misc.
* Share via work order note
* Let service advisor know of safety issue(s) that needs attention right now before performing pre-approved jobs
* After evaluation of Inspection list and approval for repairs on RO, perform necessary repairs above the “Above repairs approved” note
* Clock on each line when performing that repair, complete repair and clock off of that job
* Verify repairs and take final test drive
* Place Keys on board in relevant location and mark repair order status completed