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