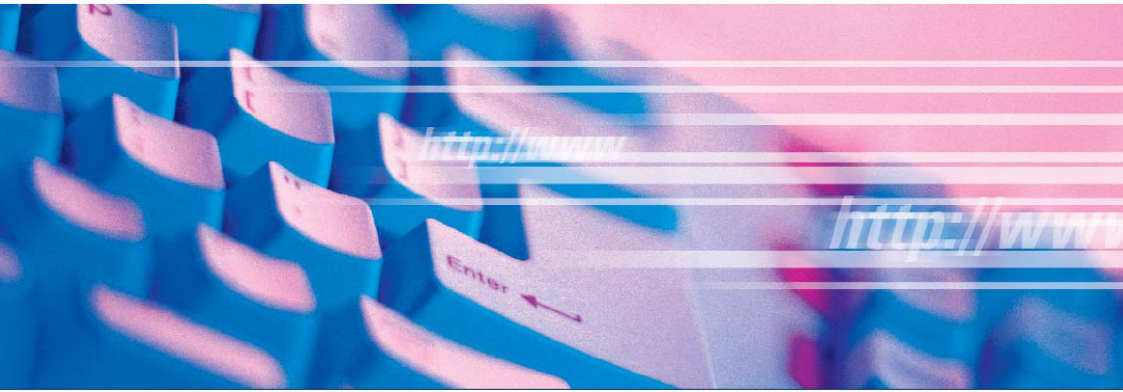


Workshop Loading L2 - Rev 8 (WSL8)



CREATING YOUR BUSINESS ADVANTAGE



Training Course Overview

Course Objectives:

This 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 and maintenance of resources, resource groups and calendars
- Explanation of system controls
- Explanation and operation of use within the Point-of-Sale module
- Technicians - clocking on/clocking off routines
- Tracking of vehicles through workshop
- Automatic costing of repairs
- Use as a diary system
- Operation of time clocks

Duration

1 Day

Please visit our website or call the ADP Training department on 01635 214460 for further information or to book you place on the next available course.

www.adpdsi.com