

# Service Department Suggested Duties

## Daily

### **You must balance your till at the end of the day - EFT slips, Cheques and Cash**

Repair orders to account clients are closed after vehicle collected by driver.

Cost up warranty jobs

Account payment processed for till to balance

Sublet purchases orders are invoiced and costed to the repair order

Submit warranty claims

Check Service History batch sent to manufacture.

## Weekly

Review expired repairs orders

Submit any outstanding warranty claims

Close weekly/monthly workshop repair order for unapplied time.

Re-open new r/o for the unapplied time.

Run Technician Analysis report

Check productivity and efficiencies of Technicians

## Monthly

Run an Open repair order report and review.

Run a service performance report for the month