

# Service Advisor Tune-Up



ADP has developed the Service Advisor Tune-Up particularly with you in mind. The Tune-Up will help you make the most of your position and assist you in increasing your knowledge and productivity levels as a new Service Advisor.

Below, we've outlined the details that will be covered in this on-the-job training session. The Service Advisor Tune-Up will be completed by an ADP professional trainer in 2 days of on-site training.

- Service Write-up Menu
- Display Customer and Vehicle
- Look up Service History
- Display RO from History
- Display Recommended Service
- Setting up Workorder Printer
- Print Pre-Workorders
- How to open a New Repair Order
- Add a Vehicle
- Add a Customer
- Modify Vehicle and Customer Information
- Modify Repair Orders
- Reprint a Repair Order
- Void a Repair Order
- Make Appointments
- Display Appointments
- Report Appointments
- Look up Repair Orders
- Make Repair Order Quotes
- Service Pricing