

Service Booker Tune-Up



ADP has developed the Service Booker 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 Booker.

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

- Booker Menu
- Setup the Invoice Printer
- Post Final Charges
- Sublet Lube and Miscellaneous Charges
- Command Shortcuts
- Labor Operation Commands
- Moving Parts
- Incomplete Lines
- Comments, Complaints, Causes and Stories
- Commands to Print Invoices
- Display Invoices
- Reprint Invoices
- Taxes and Shop Charges
- Multiple Technicians
- Discounts and Multiple Charge Distributions
- Automated Labor Time Guides
- Warranty Download
- Warranty Wizard