



SHOP TIME MANAGER BASICS

Delivery	Two One Hour sessions using an on-line connection and over the phone with a specialist.
Who should take the course	Shop or Service Manager along with a few head technicians who will be using the Shop Time Manager module.
Course Description	<p>Setting up the Shop Time Manager for basic operation and learning the options available, learning how to log in and out of a job and how to use the basic editing and reporting features</p> <ul style="list-style-type: none">• Go through Shop Time Manager Setup• Go through administrative Setup on Shop Time Manager• Learn how to Log In on Jobs using basic setup• Learn how to Log Out on Jobs using basic setup• Setup Parts for use from the Shop Time Manager• Setup Non-Productive items for tracking non-billed time• Basic Reporting on Technician efficiency and hours worked
Comments	The Shop Time Manager is a vital tool in the Service Department and can become the greatest time saver in your shop if setup and utilized properly.
Pre-requisites	Vision's Shop Time Manager Module activated and the Point of Sale class completed (The Labor Basic class is not a pre-requisite but is a suggestion if planning to use pre-scripted labor codes with Shop Time Manager)

