

WORKSHOP TRAINING

OVERVIEW

The training will consist of instructor led demonstrations of the functionality throughout r2c, this will include best practice workflows, work arounds for specific needs and overcoming any potential issues. Learners will be provided with training environments and exercises to perform throughout the day.



r2c Portal

Introduction to r2c allows all users to navigate the system and become familiar with the small tools including messaging and setting preferences.

Login

Navigation

Messaging System



Fleet Maintenance

Where the responsibility of maintaining the fleet falls to the workshop, fleet maintenance enables staff to build assets, maintain the details and schedule work.

Assets

Asset Details



Jobsheet Management

Jobsheet Management enables admin or technical staff to carry out all actions associated within the jobsheet lifecycle from creating new jobsheets, adding work to existing jobsheets through to completion or invoicing.

Ad Hoc Jobs/Workline

Forward Planning

Today's Work

Missed Work



Admin Setup

Maintaining organisations details, add/edit users, amend invoice details, view the customer list and setting up of new customers.

Organisation

Network



Admin Tasks

Maintaining documentation currently and previously associated with the organisation and run reports in accordance with business needs.

Documents

Reports



Planning & Monitoring

Planning and Monitoring the day to day running of the workshop and carry out the actions required to process jobsheets as work comes in from various routes.

Dashboard

Planner



Inspect

Inspect is a primary bolt on module enabling technicians to carry out all work electronically whilst directly linked in real time to the jobsheet screen.