Online Self Check-in
Step by Step Guide

Self check-in step by step guide

When the registration or postcode is successfully entered, it will pull through the existing booking made by the customer through the RTC Link system.
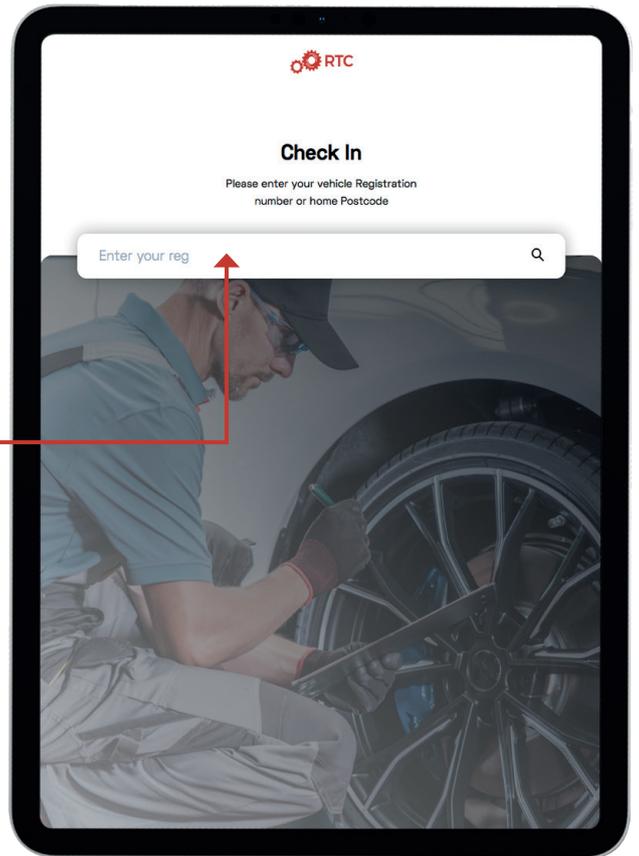
This information is collected from your dealer details configured within RTC under the Information button in Link system.

This information is collected from the customers booking. It will display slightly different narrative for collection, delivery and courtesy car customers.

Prices can also be shown against the work required, as this is configurable.

Check In

Please enter your vehicle Registration number or home Postcode

Enter your reg

Welcome
Mr Jones

Please confirm and sign the details below to save time on your arrival.

Booking Location
Real Time Communications

Suite 6, The Pavilion Suite Bridge Hall Lane Bury BL9 7NX

Call **01234567891**

Booking Time
08:20AM 07-05-2020
[Courtesy Car Script Goes Here]

Work Required
The below lists the work required to be carried out on the day

Carry out 1st Annual Service £125.00

Carry out Brake Fluid Change £46.99

************** COURTESY CAR BOOKED ************** £4.99

Check Oil Level

Tick terms below to continue

☐ I understand that the estimates furnished by you are tentative only and I agree to pay for the works, parts and materials necessary to the described work at your customary rates and charges and to pay for the same cash on delivery, unless arrangements satisfactory to you for credit are made in advance. It is understood that you shall not be responsible for loss or damage to the vehicle or contents in case of fire, theft or accident or other causes beyond your control.

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The tick box has to be clicked to agree the terms and conditions.

The terms box is configurable allowing individual dealer details.
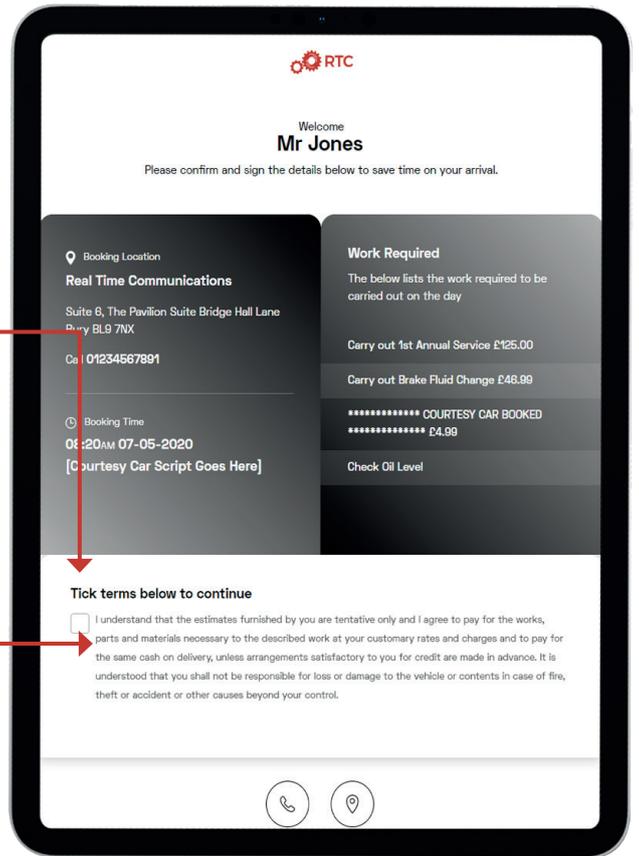
This box is presented for the customer to sign.

Once clicked it will complete the remote check in and will update your Workshop Manager system with your configured status.

It will also generate and store the signed Job Card in your Documents Tab in Workshop Manager.
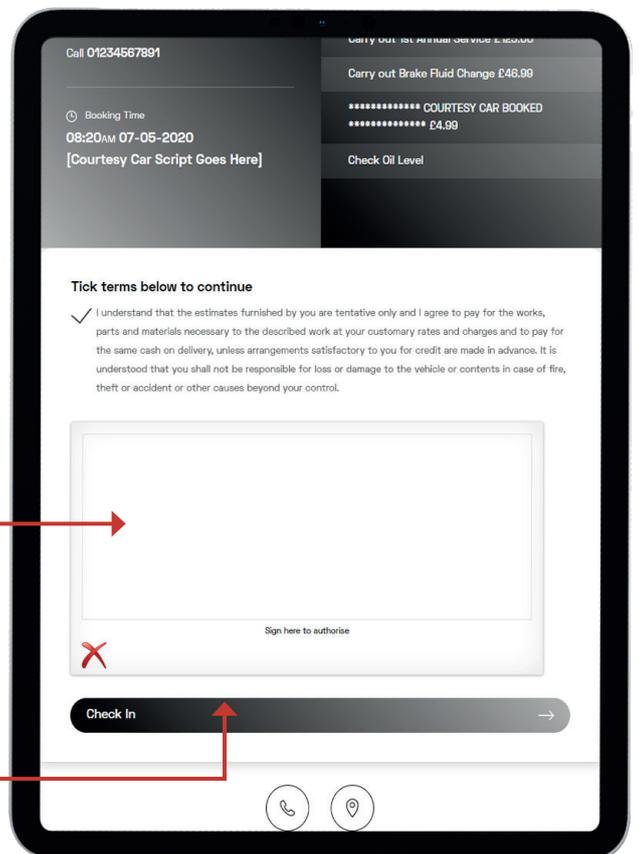
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Confirmation window will contain slightly different narrative for customers taking advantage of collection and delivery or courtesy car facilities.

This is configurable and will print a copy of the worksheet/job card.
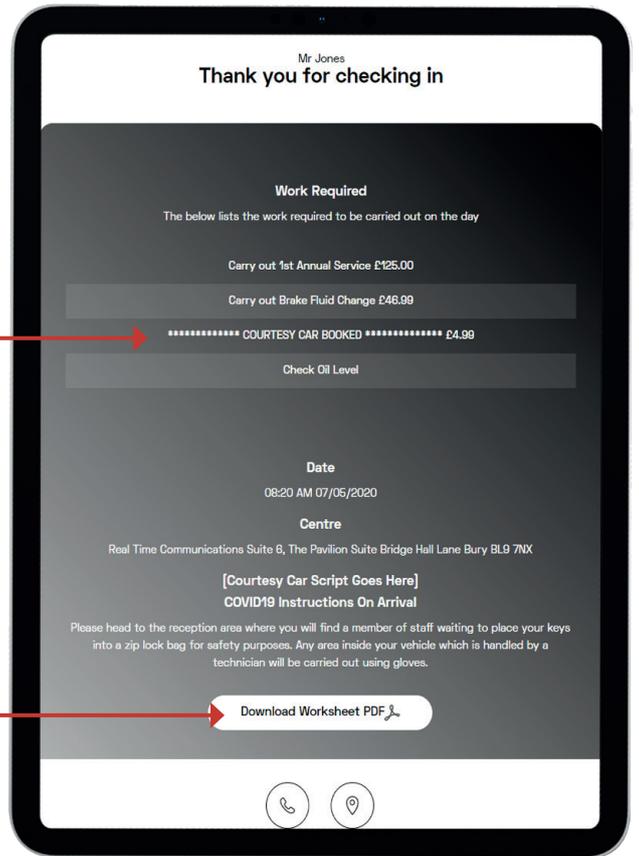
These two icons facilitate easy contact with your dealership and provide useful location details.