

# Freeway Bays Training Worksheet

## Orientation:

The bay module provides a single screen from which to perform the following actions:

- Enter and view vehicle defects,
- View scheduled events,
- Allocate defect and scheduled work,
- Create and Manage Jobcards,
- Filter all of the above by priority, vehicle, type of work, skill, trade, etc.

The majority of the actions are performed using the Bays screen which is designed to assist in managing and allocating work within the workshop based on:

- defect and schedule item priority, and
- resource availability.

Later in this document the screen functions will be looked at in more detail – but key functions and sections of the screen are highlighted below:

The screenshot shows the 'Bays Scheduling' window with two main data grids. The top grid is titled 'Outstanding Work' and the bottom grid is titled 'Outstanding Work by Bay and Date'. Both grids have columns for Vehicle, Date, Dur, Bay, Type, Source, Task, Labour Desc, Def/Sched Desc, Labour Note, Ini, Operator, Crit, and Trade. The top grid rows are color-coded: red (e.g., 243, 407), yellow (e.g., 454, 713), blue (e.g., 317, 117), and green (e.g., 130, 153). The bottom grid rows are also color-coded: blue (e.g., 135, 298), yellow (e.g., 183, 372), and green (e.g., 135, 298).

Callout boxes on the left side of the screenshot:

- Buttons to create **Remote, Driver or Inspection Defects.**
- Buttons to select summary or detail view for **ALL work for a workshop**
- Buttons to select summary or detail view for work for a workshop, bay and day.

Callout boxes on the right side of the screenshot:

- Buttons for a variety of filters that can be applied.
- Colour coded grid of all defects and schedule events for the selected **workshop.**
- Workshop select.**
- Bay select & day select.**
- Colour coded grid of all defects and schedule items for the selected **workshop, bay and day.**

## Colour code:



Items are typically managed in the following way:

- Red:** Awaiting allocation,
- Yellow/Orange:** Partially allocated,
- Blue:** Fully allocated,
- Green:** Work described – job-card yet to be closed,
- DONE:** (disappears from the screen and moves to history)