

# FINAL STAGE 8 TRAINING - PARTSCHECK INVOICING - UPDATED BRAD 10/10/2023

[LINK TO MAIN GUIDE](#)

[Link to master of all steps for partsccheck invoicing](#)

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## OVERVIEW?

At this stage the trainee should be 99% confident in there work  
Should be able to do the task with no trainer advise

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## SETUP

Same as stage 7

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## SETUP MODULES

[ALL TEAMS LINK](#) - mark cells green once completed

- FINAL STAGE 8 TRAINING - PARTSCHECK ORDER INVOICING
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## STEPS

### TRAINEE

No need to use training table anymore

If trainee has question, trainee is to look for the guide in [ZOHO](#) and [ALL TEAM](#)

If the guide is in ALL TEAMS make sure you mark your name off and mark the cell green

If you cannot find guide seek management for help

EMAIL MANAGER IF YOU NEED A REPLY WITHIN 1 HOUR

CHAT MANAGER IF YOU NEED A REPLY WITHIN 10 MINUTES

CALL MANAGER IF URGENT & YOU NEED AN ANSWER NOW - LANDLINE FIRST - PERSONAL MOBILE 2ND

### TRAINER

No further action required from Trainer

If a trainee asks a trainer for help, the trainer to refer the trainee to the manager.

Trainer needs to complete their own tasks and KPIs

No more time allowed for training

## **MANAGER**

To train to the doc  
To update guides

**LAST STEP OF TRAINING NO FURTHERS STEPS**

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## **FAQs**