

Chapter 1: Opening Procedures

Opening Procedures for United Auto Supply Stores

Look around outside as you drive up to the building.

Check exterior lighting on the signs and any on the building itself. Be sure that all lights (bulbs) are working properly.

Visually inspect your vehicles as they are parked. Unlock all vehicles, load GPS units, clean any snow or ice during winter months.

Unlock front door & disarm the alarm system, lights on, and check thermostat.

Log on to computer for Universe and DCS grid.

Open programs for ODT, messaging, map tracking & email.

Clock into ADP as an employee, as a manager check your exception reports.

From the M12.1.3.1 screen, reprint copies of cores, defects & new returns to send back **daily** on your transfer truck. Print AR reports from your email. Complete any transfers.

Log into your scan gun.

Have your luggage prepared & ready to go back to corporate, this should have been done the previous evening.

Take the portable phone from the charger & put it on your belt.

Log into snap, on cataloging for GM applications, as well as any other site used for cataloging.

Clear all walkways, during the winter months. Salt as needed for safety.