

## DTMI – Pre-Shift Preparation

**Note: Follow all existing Best Practices unless a change in process is identified in this document which takes precedence.**

**Pre-Shift Prep**

- Open Appenate and go to settings to perform a “Force Sync” to ensure all your jobs for the day are loaded.
  - Force syncing each morning will ensure that you see all the scheduled installations each day within the technician DTMI app.
- Complete Daily Pre-Shift Checklist in Appenate.
  - Completing the Daily Pre-Shift Checklist allows you to ensure that you will not have any problems operating throughout the day.
- Review each work order and its details before you leave the store so you know exactly what you will be doing on site.
- Ensure that you have all the consumables listed based on the vehicles you will be servicing, including:
  - TPMS rebuild kits
  - Rubber valves
  - High pressure rubber valves
  - Extra lug nuts
  - Wiper blades (Note: These will be recommended to the customer for purchase if their wipers do not pass the safety inspection)
- Verify you have the following tools:
  - Inflation rings (size will be determined by the tires the customer has purchased)
  - Cheetah air blaster (if inflation rings are not available)
  - Hearing protection
  - Eye protection
  - Center lock torque wrench (Note: This is only needed for vehicles that have center locking wheels. Place back in the store after the installation)
  - Safety cones
  - Safety vest
- Load tires for the jobs on your route in the van.

## Whys

- Ensuring that you have all of these parts allows you to complete the job and provide the best customer experience possible.
- Cheetahs have been approved for mobile use only. Hearing protection is required when in use.
  - The Cheetah has to be replaced if it is dropped, dented, or otherwise damaged and must be inspected and replaced at the intervals outlined.
  - The assembly needs to be on the ground outside of the van when using the Cheetah to inflate. This is important because it is counter to how we used to use the Cheetah many years ago on top of the changer. The manufacturer wants the legs to be used as backstop rather than the torso.
  - ALL SAFETY PPE IS REQUIRED WHILE USING THE CHEETAH! (ex. eye and ear protection)
  - Please keep yourself and customers safe while using the Cheetah.
- REMA rings allow you to safely seat the beads without the need of a bead blaster. (At this time, these are on order and have not yet been delivered to the stores)
- Tires in the van for the jobs on your route.

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