

RUN WORKSHOP JOBS AND GET QUOTES APPROVED

Keep your parts stock on the web portal, open a job card for a driver's kart, quote it, get the driver's approval in the app, then complete it and charge them.

For: Team managers, Drivers · App and Web portal · 7 min read · Updated 11 October 2026

A driver has come off at the hairpin and the kart needs a new track rod, a chain and an hour of your time. You want to note the work against that kart, take the parts off your shelf, tell the driver what it will cost before you pick up a spanner, and make sure the bill lands on their account when you are done. The driver wants to see the price and say yes or no from their phone.

Managers run the workshop on the web portal, which has the full job admin, including the parts shelf and cancelling jobs. Drivers approve quotes in the app.

BEFORE YOU START

- **Manager:** a team on AVB RaceLabs and access to the web portal.
- **Driver:** the app, and membership of the team. Only the driver a job is billed to can approve its quote.
- Your hourly labour rate, if you charge one.

MANAGER: SET THE APPROVAL GATE AND LABOUR RATE

The approval gate decides which quotes need the driver's say-so before work can start.

1. On the web portal, open **Team > Overview** in the sidebar and find **Team settings**.
2. Set **Labour rate per hour (optional)**. New labour lines use it unless you type a different rate.
3. Set **Approval threshold**. Quotes at or above this figure wait for the driver's approval. Leave it blank or at zero and any quote above zero needs approval.
4. To let every job start as soon as you quote it, tick **Never ask the driver to approve** instead.
5. Click **Save settings**.

The line under the box tells you what your choice means, for example "Quotes of £50.00 or more will wait for the driver's approval."

Good to know: Only the driver being billed can approve a quote. You cannot approve on their behalf, even as manager.

MANAGER: STOCK YOUR PARTS SHELF

1. Open **Team > Workshop** in the sidebar, then the **Parts** tab.
2. Under **Add a part**, fill in **Name**, and if you like **SKU**, **Category**, **Opening stock** and **Reorder level**.
3. Enter **Cost price** and **Sale price**. The form shows your margin as you type.
4. Click **Add part**.

Opening stock is set once. After that, stock moves only when a job uses a part or you adjust it. To count in a delivery or write off a broken part, click **Adjust stock** on the part's row, enter **Change by** (a negative number for stock leaving) and a **Reason**, then click **Apply adjustment**.

The table shows each part's **In stock**, **Reorder at**, **Cost**, **Sale** and **Margin**. Parts at or below their reorder level are marked **Low**. Tick **Low stock only** to see what to order. A part you no longer carry can be retired with **Discontinue**: it stays in the history but is no longer offered on jobs.

Tip: Cost price and margin are yours alone. Drivers never see them, only the price you charge.

MANAGER: RAISE A JOB

1. On **Team > Workshop**, open the **Job board** tab.
2. Under **Raise a job**, choose the **Kart**. Pick **No kart (general labour)** for work that is not on a kart.
3. Choose who is **Billed to**. If the kart is out with a driver, they are filled in for you.
4. Pick the **Kind**: **Service**, **Repair**, **Crash damage**, **Rebuild**, **Setup**, **Transport** or **Other**.
5. Give it a **Title**, such as "Track rod and chain after Sunday's off", and add a **Description** if it helps.
6. Tick **Goodwill — do not charge for this** if the work is on the team. The job still records the parts and labour, but raises no charge.
7. Click **Raise job**. The **Job card** opens straight away.

Billed to and **Title** are required.

MANAGER: ADD PARTS AND LABOUR TO THE JOB CARD

Parts fitted:

1. In **From stock**, choose a part. Each option shows how many are on the shelf and the sale price.
2. Set **Qty**. **Unit price** fills in from the sale price; change it if you are giving a discount.
3. Check the line total and the stock note, for example "4 in stock now, 3 after this line."
4. Click **Add part line**.

A part from stock comes off the shelf the moment you add the line, not when the job is finished. If the shelf would go below zero, the portal warns you but still lets you add it, and the part is flagged **Negative** on the **Parts** tab.

For something you do not keep in stock, choose **Free-text line (not from stock)** in **From stock** and type a **Description**. It shows as **Not from stock** and moves no stock.

Labour:

1. Under **Labour**, enter a **Description** and the **Hours**.
2. **Hourly rate** fills in from your team rate. Type a different rate to override it for this line.
3. Click **Add labour line**.

The card shows the **Parts**, **Labour** and **Job total** as you go. You can also add up to 8 photos with **Add photo**.

MANAGER: QUOTE THE JOB

The card tells you what quoting will do, for example "The lines come to £86.00, so quoting will ask Sam to approve before work can start."

1. Click **Quote and ask for approval**. If the total is under your gate, the button reads **Quote** instead.
2. Confirm. The quote is frozen at the current total.

If no approval is needed, the card reads "Quoted £86.00. No approval needed — work can start." Go straight to **Start work**.

MANAGER: WHILE YOU WAIT FOR THE DRIVER

A job waiting on the driver shows on the **Job board** with "Waiting on Sam to approve £86.00.", and a banner across the top of the board counts every job that is waiting.

On the job card, the approval box reads **Waiting on** and the driver's name. There is no approve button for you, because only the driver can say yes. **Start work** and **Complete** are both greyed out until they do, so a job that needs approval cannot be started or charged without it. Goodwill jobs never ask for approval, because nobody is charged.

DRIVER: APPROVE OR DECLINE IN THE APP

1. On the **Home** tab, open **MY TEAM**. The **Workshop** card shows how many quotes are waiting for you.
2. Tap **My jobs**. Quotes needing you are marked **Needs your approval**.
3. Open the job and read **What's included**: the parts and labour, with the **Quoted total**.
4. Tap **Approve** and confirm, or tap **Decline**, give a **Reason** and tap **Decline** again.

Nothing is charged when you approve. The charge is raised when the team completes the job.

MANAGER: START AND COMPLETE THE WORK

Once the driver approves, the board shows "Approved by Sam on" and the date, and the job card reads "Sam approved £86.00 on" the date, "Work can start."

1. Open the job and click **Start work**. The job moves to **In progress**.
2. Add any further lines as you work.
3. When the kart is done, click **Complete** and confirm "Complete this job and charge Sam £86.00?"

The job moves to **Done** and one charge goes on the driver's account. You see it on **Team > Money, Charges** tab, with the source **Workshop**, ready for the next invoice. A goodwill job completes with nothing charged.

Good to know: The charge is the job total when you click **Complete**, not the frozen quote. If you add or remove lines after the driver has approved but before you click **Start work**, the approval is cancelled and the job goes back to **Quoted** with the new total: the driver sees it in **My jobs** again and approves the new figure before work can start. Once work has started, a total at or below the figure the driver approved completes as normal. If the total rises above it, **Complete** is greyed out until you click **Quote and ask for approval** again and the driver approves the new total in the app. The same applies to a job started without a quote. If you change lines before anyone has approved, the card warns that the lines no longer match the quote; click **Quote and ask for approval** again.

CORRECTING A JOB

- **A wrong part line:** click **Remove** on the line and confirm. A part from stock goes straight back on the shelf.
- **A wrong labour line:** click **Remove** on it.
- **The driver declined:** the job goes back to **Requested**, and the board shows the driver's reason. Change the lines and quote again, or cancel the job.
- **The job is not happening:** click **Cancel job**. Every part from stock on it goes back on the shelf.

You can change lines while a job is **Requested, Quoted, Approved** or **In progress**. Once it is **Done** the lines are frozen, and once it is **Invoiced** the job can no longer be changed or cancelled.

READING THE RESULT

The **Job board** groups jobs by status: **Requested, Quoted, Approved, In progress, Done, Invoiced** and **Cancelled**. Filter it by **Status, Driver** or **Kart**. Each card shows the driver, the kart and the total: **Running** before a quote, **Quoted** once frozen, **Charged** after completion.

Service history shows the completed work on one kart, newest first, with the parts fitted and hours of labour. Parts sold over the counter from the **Sales** tab do not appear there.

In the app, the driver can open any of their jobs from **My jobs**. Once a job is completed, **What's included** shows its **Final total**.

If Start work stays greyed out, the job is waiting on the driver: only they can approve the quote, from the app. If a part's stock looks wrong, check the job lines first, because adding and removing lines moves stock. For anything else, send us a message. The contact form is at <https://avbracelabs.com/contact>.

This guide is also at <https://avbracelabs.com/guides/run-workshop-jobs-on-the-web-portal>, where it is kept up to date. AVB RaceLabs gives setup guidance, not guarantees: every adjustment is your call, so check it yourself or with a qualified mechanic before the kart goes out.