LEARN THE TASK. CHECK THE RESULT.

Your first confident shift

A practical workbook for the 18-lesson AutoLander course.

START HERE

Choose your role on page 2. Find a task on page 3. Each lesson gives you a click path, a short practice and a result to check.

FOLLOW THE PATH

1. **Save your own copy.** Use a form-capable desktop PDF reader, or print only the pages you need.
2. **Watch beside the app.** Use a laptop or desktop. Pause the lesson when you need time to follow the path.
3. **Try, record, reopen.** Write a brief result, choose a practice outcome, then save, close and reopen the PDF to check your answers were kept.

PRACTICE WITHOUT CREATING UNNECESSARY LIVE WORK

Locate, inspect, explain or draft approved listing text. Stop before posting, deleting, paying, changing access, sending an invitation or contacting a buyer just for practice. Verify an intended job's actual result separately.

HOW TO USE THE OUTCOME FIELD

Independent: this check without prompting. **Needs coaching:** help with the task. **Blocked:** setup/access prevents trying. **Not my role:** not assigned.
No work waiting is not a failure; a watched lesson is not a verified operation.

ASK THE RIGHT PERSON

Dealership setup/access/shared inventory: your manager or account administrator. Individual-account setup: the AutoLander administrator. App issue: **Support**. Before sign-in: **support@autolander.ai** or autolander.ai/contact.

Use role labels and brief task notes only. Never enter passwords, codes, private invitation links, payment data or real buyer contact details.

Choose my route / p2   Find a task / p3

CHOOSE YOUR ROUTE

Start with your role

Follow the IDs in order; your role and permissions still apply.

Invited dealership salesperson

A0 > A1 > A2 > B1* > A3 > A4 > A5 > A6 > C1* > C4 > C5 > C6

B1 checks the existing feed only. C1 is only if assigned. Ask before changing shared inventory, wording or access.

Individual account owner

A0 > A1 > A2 > B1 > B2 > A3 > A4 > A5 > A6 > B5 > C1 > C2* > C3* > C4 > C5 > C6

Set up your source and wording before posting. C2 groups and C3 AI backgrounds are optional.

Manager or owner

A0 > A1 > B1 > B2 > B3 > B4 > B5 > A4 > A5 > C1 > C5 > C6

Focus on setup, access and coaching. A manager-only seat does not need a live posting task.

Returning user: use the task index for your current question, then check that result.
Extra assigned practice: add relevant B2 wording or optional C2/C3 tasks only when your manager/admin assigns them.

My assigned lesson IDs / account path (no credentials)

Non-sensitive location label I should recognize

Roles responsible for feed/access and IT/help (no private contacts)

If a needed screen is missing, confirm the account and assigned access. An owner/admin view may differ from the Manager Dashboard shown.

CHOOSE A TASK

Your task index

Click a row or use PDF bookmarks. Match the same ID in your course.

Stable lesson IDs work even when video timing changes. Use the measured chapter map supplied with your course for exact times.

LESSON A0 / REP DAY ONE

Start with the right account

FIND IT

autolander.ai > top-right Download > open the app > Sign In or Register

FOLLOW THE PATH

1. **Choose your account path.** New individual: Register below Sign In. Invited teammate: use the invitation; check inbox/spam, then ask your manager. Returning user: use the existing account and Forgot password if needed. Do not create a duplicate.
2. **Use the official download.** On a Windows or Mac laptop or desktop, visit autolander.ai > top-right Download. Use the trusted, expected installer. A new individual selects a subscription inside the app.
3. **Finish Windows setup.** Choose Only for me for your Windows login unless IT directs otherwise > Next > keep the default folder > Install. Wait, leave Run AutoLander checked, then Finish. These Windows steps do not apply to Mac.

CHECK THE RESULT

Say which account you will use and why. If the dealership already connected inventory, use that setup rather than adding another feed.

If something differs: Browser Downloads > expected official installer > Keep only if offered and trusted > Show in Folder/Open Containing Folder > double-click. Windows SmartScreen may appear: More info > Run anyway only if offered and permitted. Malware warnings, managed blocks or no continue option: stop and ask IT/AutoLander; never disable protection. Normal setup pages are not security warnings.

PAUSE AND TRY IT

An invited teammate moves to a new computer. Explain the account path without entering credentials.

Account path + one reason it avoids a duplicate (no login details)

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A1 / p5 B1 / p11

LESSON A1 / REP DAY ONE

Find your way around

FIND IT

Left sidebar > Post to Market / Listing Updates / Configuration / Product Tour

FOLLOW THE PATH

1. **Start in the sidebar.** From Sales Hub, find Post to Market for vehicles and Listing Updates for price or sold work.
2. **Open the task area.** Inside Post to Market, find Available, Queue and Posted to FB. Use Configuration for setup.
3. **Find help again.** Find Product Tour at the bottom left and Support in the sidebar. Your role may show a different set of pages.

CHECK THE RESULT

Without replaying, point to the screen for selecting a vehicle, checking a waiting job and changing setup. Read the status label with its number.

If something differs: If an assigned screen is missing, check the account and ask your manager/account administrator about access. Do not register or upgrade just to copy the video.

PAUSE AND TRY IT

Locate three task destinations, then return to the starting screen.

Vehicle / waiting job / setup question: which screen for each?

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A2 / p6 C4 / p19

LESSON A2 / REP DAY ONE

Check the Facebook connection

FIND IT

Sales Hub > sidebar Configuration > Facebook > Connect Facebook

FOLLOW THE PATH

1. **Find the first connection.** Sales Hub > sidebar Configuration > Facebook > Connect Facebook, before the first post.
2. **Use the intended profile.** Connect the personal Facebook profile used for Marketplace, not a dealership business Page. Complete sign-in privately.
3. **Read the actual state.** Return to AutoLander. Check Facebook Connected at the top right and the intended profile. Reconnect an expired session through the displayed Configuration route.

CHECK THE RESULT

Explain first-time connection versus reconnection. A connected state alone does not prove that any particular listing published.

If something differs: An unclear account/profile goes to the manager/admin. Facebook login or Marketplace access uses Facebook recovery; an app problem goes to AutoLander Support. Never record passwords or codes.

PAUSE AND TRY IT

Find the connection route and explain the status. Leave a healthy session connected.

First-time route / status observed / what it does not prove

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A3 / p7 C4 / p19

LESSON A3 / REP DAY ONE

Select the right vehicle and post

FIND IT

Post to Market > Available > select vehicle(s) > Post to Marketplace

FOLLOW THE PATH

1. **Check the inventory.** Open Post to Market > Available. Confirm the intended location and source, then read the vehicle facts and original images.
2. **Make the selection clear.** Select the intended cards. Check the selected count and the original-image or optional AI choice and displayed cost.
3. **Find the start control.** Point to Post to Marketplace. For practice, stop here. For intended work, start once, keep AutoLander running and follow A4.

CHECK THE RESULT

Name exactly which vehicles would start. Generated AI output is checked after posting; there is no separate pre-publish result-inspection step in this workflow.

If something differs: Wrong source, price or equipment: dealership users tell their manager; individual users contact the AutoLander administrator. The filmed batch is not a required practice size.

PAUSE AND TRY IT

Choose a vehicle and explain your selection without starting a practice job.

Selected count / facts checked / intended image choice

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A4 / p8 B1 / p11 C3 / p18

LESSON A4 / REP DAY ONE

Read the queue and verify the result

FIND IT

Post to Market > Queue > affected vehicle; then Posted to FB / matching Facebook listing

FOLLOW THE PATH

1. **Read one vehicle row.** Open Post to Market > Queue. Read the individual stage and message, not only the total.
2. **Separate the states.** Preparation, waiting and processing are unfinished work. Read published and failed states separately. Keep the app running for an intended job.
3. **Verify real work.** After an intended post, match the vehicle in Posted to FB and the seller-side Facebook listing. Inspect its details and any generated output.

CHECK THE RESULT

For two posted, zero failed and four remaining: identify the two finished items and the four still unresolved. Do not treat zero failures as all finished.

If something differs: Do not duplicate slow or waiting work. Read the affected message and check whether the result exists before a retry. Use C4 if the state remains unclear.

PAUSE AND TRY IT

Explain the two-posted/four-remaining example, then change it to one failed row.

Finished / unfinished / the specific result to check next

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A5 / p9 C4 / p19

LESSON A5 / REP DAY ONE

Review listing changes

FIND IT

Listing Updates > select the intended rows > Process Updates > Queue / Done

FOLLOW THE PATH

1. **Review the proposed change.** Open Listing Updates. Match the vehicle, source facts and price or sold change.
2. **Check the selection.** Select only intended rows. Use Select All only if every displayed change is intended. Read the count before Process Updates.
3. **Follow the result.** For an intended job, follow Queue to the final state. Check the affected listing and the particular change it needed.

CHECK THE RESULT

A selected row or moving percentage is not success. Check the new price for a price job; check that the matching listing reflects the intended sold action for a sold job.

If something differs: No updates waiting is valid. Read a failed row before retrying and confirm source/Facebook readiness. Delete & Repost is a separate C2 workflow.

PAUSE AND TRY IT

One price change is pending and a sold update failed. Explain why neither is verified complete.

Expected change / observed stage / where success would be verified

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A4 / p8 C2 / p17 C4 / p19

LESSON A6 / REP DAY ONE

Five readiness checks

FIND IT

Account/access > Facebook > inventory > vehicle > computer/app > exact message

FOLLOW THE PATH

1. **Name the symptom.** Say what you expected and what actually happened before changing anything.
2. **Check the relevant basics.** Account/access; Facebook state; inventory source; vehicle facts/images; computer online with AutoLander running.
3. **Read the exact message.** Look at the affected Queue or Listing Updates row. Choose the next useful check, not repeated reinstalls or a second account.

CHECK THE RESULT

Identify one check that fits the symptom and who owns it. A setup/access block is different from not yet knowing the task.

If something differs: Dealership access/shared inventory goes to the manager/admin; individual-account setup goes to AutoLander. Use the C4 report for an app issue.

PAUSE AND TRY IT

Pick one symptom and name the next two checks in a sensible order.

Symptom / first check / second check and responsible role

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

B1 / p11   C1 / p16   C4 / p19

LESSON B1 / SETUP AND ADMINISTRATION

Connect and verify the right inventory

FIND IT

Sales Hub > sidebar Configuration > Inventory Feeds > Add Feed > Website Scrape or Data Feed

FOLLOW THE PATH

1. **Look for an existing feed.** Sales Hub > Configuration > Inventory Feeds. Invited reps verify the assigned feed; do not create another shared feed.
2. **Choose the correct source.** For Cars.com or CarGurus, copy the dealership inventory-page URL. Add Feed > Website Scrape > Enter a URL > Website URL; add dealer name if useful, then Verify and read the result.
3. **Connect and verify.** For intended setup, choose Connect Website. In Post to Market, check location, source/filters and three recognizable vehicles.

CHECK THE RESULT

Recognizable inventory and the correct location matter more than a plausible count. A custom dealership website must first be supported by AutoLander.

If something differs: Custom or dealer/team provider/SFTP feeds, such as vAuto, use assisted setup. Ask the feed owner/AutoLander; do not share provider passwords or delete a working feed to troubleshoot.

PAUSE AND TRY IT

Inspect an existing feed or explain your source route. Identify three recognizable vehicles without posting.

Source/location / three vehicles checked / any mismatch

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A3 / p7 A6 / p10

LESSON B2 / SETUP AND ADMINISTRATION

Write the words buyers should see

FIND IT

Sales Hub > sidebar Configuration > Post Style > Dealership Playbook / My Listing Additions

FOLLOW THE PATH

1. **Separate shared and personal text.** Sales Hub > Configuration > Post Style. Dealership Playbook holds approved dealership facts. My Listing Additions holds the personal closing.
2. **Write buyer-facing words.** Use approved financing, trade-in and fee facts, not instructions to an AI. Read the two sections together for contradictions. My Posting Language, if shown, is not the app-menu language.
3. **Check the finished output.** After an intended post, read the full description: features, optional emojis, fees and closing. Updating your actual Facebook bio is a separate action.

CHECK THE RESULT

Example closing, only when accurate: "Please message me for more pictures and information. My phone number is in my bio." Use only an approved contact email.

If something differs: Ask the manager/admin to approve shared facts and fee wording. Do not guess when two statements disagree. Keep real customer details out of this workbook.

PAUSE AND TRY IT

Draft one approved dealership fact and a short personal closing. Do not save a practice change to shared settings.

Fictional Playbook fact + personal closing (no real contact details)

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A4 / p8 C5 / p20

LESSON B3 / SETUP AND ADMINISTRATION

Give each teammate the right access

FIND IT

Sidebar Configuration > Team > intended teammate > read each access label

FOLLOW THE PATH

1. **Start with the assigned job.** Authorized managers/admins: Configuration > Team > intended teammate. Confirm the account and responsibility before changing anything.
2. **Read both access labels.** Review Posting Access separately from Manager Dashboard Access. A manager-only teammate may not need posting.
3. **Check the invitation path.** For a real invitation, the recipient uses the invited account and finds the assigned task. Seat/billing responsibility is a separate check.

CHECK THE RESULT

Explain the difference between a posting rep and a reports-only manager without granting access or sending a practice invitation.

If something differs: A missing screen goes to the account administrator, not a shared login or new registration. When someone leaves, access and billing seats require separate checks.

PAUSE AND TRY IT

Describe the access for a reports-only manager, then a posting rep.

Assigned task / access needed / billing owner role

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A0 / p4 B4 / p14 B5 / p15

LESSON B4 / SETUP AND ADMINISTRATION

Use the dashboard to coach the next task

FIND IT

Manager Dashboard or assigned admin view > period > metric > specific next check

FOLLOW THE PATH

1. **Read the view you have.** Open Manager Dashboard or your assigned admin view. Identify the metric and reporting period together.
2. **Make a fair comparison.** Compare like periods. A Today count and a This Week count do not describe the same window.
3. **Coach the next task.** Check assigned work, access, inventory, Facebook and Queue before judging a low count. Ask for one task demonstration and choose a recheck.

CHECK THE RESULT

State one observation the number supports and one question it cannot answer. A count alone does not explain effort or prove a sale was caused by AutoLander.

If something differs: Owner/admin views can differ. Confirm required access with the account administrator rather than forcing the screen to match the video.

PAUSE AND TRY IT

Turn one dashboard question into a neutral coaching prompt.

Metric + period / useful question / observable next task

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A4 / p8 B3 / p13 C6 / p21

LESSON B5 / SETUP AND ADMINISTRATION

Posting allowance and optional credits

FIND IT

Configuration > Billing; Post to Market > posts remaining / AI Background cost

FOLLOW THE PATH

1. **Find current terms.** If billing is your job, open Configuration > Billing. Otherwise identify the account billing owner.
2. **Read the allowance.** In Post to Market, find posts remaining today. Use the current applicable plan terms, not a number from an older recording.
3. **Separate optional AI costs.** Read the displayed cost beside the chosen AI Background treatment. A credit pack does not itself increase the plan posting allowance.

CHECK THE RESULT

Explain subscription, daily posting allowance and optional AI credits as three different things. A credit balance is not a count of finished listings.

If something differs: Check current terms before a real purchase. Practice may use original images and stops before payment. Do not buy another account to reveal a missing screen.

PAUSE AND TRY IT

Explain which number changes with AI use and which is controlled by the plan.

Allowance / optional credit cost / where I checked or who owns billing

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A3 / p7 B3 / p13 C3 / p18

LESSON C1 / DAILY OPERATION

Manual selection or Auto-Pilot

FIND IT

Post to Market > Auto-Pilot > Configure > review the window and choices

FOLLOW THE PATH

1. **Choose the workflow.** Use manual selection for specific vehicles. For Auto-Pilot, open Post to Market > Auto-Pilot > Configure.
2. **Review before enabling.** Check the window, eligible inventory and optional photo choices. Enable the routine only when intended and confirm its active state.
3. **Keep the conditions in place.** Computer on, internet connected, AutoLander running, intended mode/window active. Minimizing is different from closing or shutting down.

CHECK THE RESULT

Explain what you will check after a restart or connection interruption: app, Facebook state, active mode/window and unfinished Queue work.

If something differs: Auto-Pilot can handle supported price and sold maintenance as well as posting. Check daily. Ask IT about sleep/lid policy; do not bypass managed settings.

PAUSE AND TRY IT

Find Configure and explain the four conditions without changing the live mode.

Intended mode / four conditions / next daily check

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A4 / p8 A5 / p9 A6 / p10

LESSON C2 / DAILY OPERATION

Use relevant groups and refresh carefully

FIND IT

Configuration > My Groups; Post to Market > Posted to FB > Repost

FOLLOW THE PATH

1. **Choose relevant groups.** Configuration > My Groups > Load From Facebook. Select permitted groups and Save Groups only when the selection is intended.
2. **Review the older vehicle.** Confirm it is still available and accurate. Open Post to Market > Posted to FB > Repost on the intended vehicle.
3. **Read the consequence.** The blue Delete & Repost control removes the old listing and creates a new one. Check the current allowance/cost. Practice stops before deletion.

CHECK THE RESULT

Group selection is not administrator approval. Delete & Repost is not a price or sold update, and it does not guarantee ranking or responses.

If something differs: Do not repeatedly submit a pending group post or repost a sold/inaccurate vehicle. If the action is unclear, ask the manager/admin before proceeding.

PAUSE AND TRY IT

Explain the blue control, then decide what changes if the vehicle has sold.

What is deleted / what is created / when I should stop

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A5 / p9   B5 / p15

LESSON C3 / DAILY OPERATION

Choose and check an AI background

FIND IT

Configuration > Post Style > background style; Post to Market > AI Background

FOLLOW THE PATH

1. **Find the style.** Configuration > Post Style > background style. Return to Post to Market > AI Background.
2. **Choose the scope.** First Photo treats the lead image; other displayed options cover more exterior photos. Read the current credit cost. Leave AI Background off to use originals.
3. **Check the actual result.** Generated output is available after posting, not in a separate pre-publish preview. Compare a completed example with its original.

CHECK THE RESULT

The result must still represent the same vehicle accurately. A cleaner background does not make a changed wheel, hidden damage or incorrect detail acceptable.

If something differs: Correct an inaccurate affected listing through the available workflow and ask the manager/admin or AutoLander if needed. Do not assume a background guarantees more leads.

PAUSE AND TRY IT

Find the style and First Photo controls without posting. Compare an already completed image with its original; no new post or credit spend is needed.

Image option / displayed credit cost / after-post accuracy check

One next step / helping role / when to recheck

My outcome for this practice check

Not assessed

A3 / p7 A4 / p8 B5 / p15

LESSON C4 / DAILY OPERATION

Read the error before changing the setup

FIND IT

Read the exact message > relevant checks > manager/admin or Support

Name the task and read the message first. Use Quick help (page 22) for a relevant check. Shared account, access, inventory and wording questions start with your manager/admin.

DRAFT ONE USEFUL HELP REPORT

Task / screen / what I expected

Actual status or exact message (remove private details)

Date / time zone / version from Configuration > Updates

Relevant checks already tried (no secrets)

Work still unfinished / next helping role

Before sign-in: support@autolander.ai or autolander.ai/contact/. For a real report, send only a relevant cropped screenshot through the approved private route. Do not cause an error or send a practice ticket.

My outcome for this practice check

Not assessed

A6 / p10 Quick help / p22

LESSON C5 / DAILY OPERATION

Daily routine and better buyer conversations

FIND IT

Facebook Messenger on desktop and phone > notification settings > incoming conversations

Start with buyer commitments, Facebook, inventory, Queue and Listing Updates. Locate Messenger on desktop and phone. Check permitted notification settings without exposing private conversations.

HELPFUL COMMUNICATION STARTS WITH CHECKED FACTS

Understand what the buyer needs. Verify availability and approved price/fee information before making a commitment. Do not invent a hold, approval or urgency. Respect the buyer's preferences, including a request to stop.

PAUSE AND CHECK - NO MESSAGE-WRITING EXERCISE

Desktop / phone notification locations and settings checked

Facts to verify for availability or price / reliable source

What remains unknown / who can confirm it

Helpful next action / how I will follow through

Record the check, not a buyer's words or contact details. No practice message needs to be sent. AutoLander handles listing work; the salesperson handles the conversation.

My outcome for this practice check

Not assessed

B2 / p12 Daily card / p24

LESSON C6 / DAILY OPERATION

First-day readiness and your next practice

FIND IT

Choose a missed task > hide the answer > try a different example > check again

FOLLOW THE PATH

1. **Choose one task.** Pick a lesson that needed help; write its ID below.
2. **Change the example.** Hide the answer. Use a different vehicle or status and explain the next check in your words.
3. **Check again.** Show what you can now locate or explain. Use the readiness record on page 23 and recheck on a later normal shift.

Task / lesson ID / changed example

What I can now show without prompting

Setup/access still preventing the task

Next recheck / helping role / when

Record the observed task, not a confidence score. A real intended post or update needs its own specific outcome check.

My outcome for this practice check

Not assessed

Readiness / p23 Daily card / p24

FIND THE NEXT USEFUL CHECK

Quick help

Choose the symptom. Check before repeating a job or changing setup.

SYMPTOM	FIRST CHECK	LESSON / OWNER
Download / sign-in	Verify official source and account path. Use normal permitted prompts; a managed block goes to IT.	A0 / p4 Manager / IT
Screen missing	Check intended account and assigned access. Do not register again or buy a second plan.	B3 / p13 Account admin
Wrong cars / count	Check location, source, filters and recognizable vehicles before changing a feed.	B1 / p11 Feed owner
Facebook disconnected	Open Configuration. After connecting, read Facebook Connected at the top right.	A2 / p6 Admin / Support
Queue unfinished	Read the affected vehicle stage and message. Check the result before retrying.	A4 / p8 Manager / Support
Price / sold job failed	Check source facts, Facebook state and the specific final row result.	A5 / p9 Manager / Support
Auto-Pilot inactive	Check power, internet, app, mode/window, Facebook and unfinished work.	C1 / p16 Manager / IT
Wording / language	Compare Playbook, My Listing Additions and posting language with finished output.	B2 / p12 Wording owner
Group pending / rejected	Read the rules and actual status. Selection is not approval; avoid repeat submissions.	C2 / p17 Group rules
Inaccurate AI result	Compare with the original and correct the affected listing. Do not leave a false image.	C3 / p18 Manager / Support
Allowance / charge	Separate plan allowance from AI credits and read current applicable terms.	B5 / p15 Billing owner

Individual-account setup: AutoLander administrator. App problem: Support. Before sign-in: support@autolander.ai / autolander.ai/contact/. Keep screenshots free of secrets and private buyer messages.

RECORD WHAT YOU CAN SHOW

Your first-shift record

Choose an outcome for each assigned check; add one observed detail or next step.

I = independent check. C = coaching. B = setup/access blocked. N = not my role.
A blank or blocked row is follow-up, not a pass. Viewing is not an actual-job result.

A0/A1 Right account and task screen

Not assessed	

A2/B1 Facebook and intended inventory

Not assessed	

A3/B2/B5/C3 Vehicle, wording and optional costs

Not assessed	

A4 Queue and specific result

Not assessed	

A5/C2 Updates versus Delete & Repost

Not assessed	

C1 Mode and operating conditions

Not assessed	

C5 Notifications, checked facts and daily routine

Not assessed	

A6/C4 Useful checks and help report

Not assessed	

B3/B4 Role-specific access/dashboard task

Not assessed	

Use brief task notes, not private account or buyer records. If you cannot attempt a task, record the responsible role and next check; do not invent a completed result.

KEEP THIS BESIDE YOUR SCREEN

Your daily desk card

A short routine for the next normal shift.

START

Check buyer commitments, intended inventory, Facebook, Queue and Listing Updates. Choose the manual work or Auto-Pilot routine you intend to run.

A2 / A4 / A5 / C1

DURING

Monitor Messenger. Answer the question using checked facts, then agree on one helpful next step. Inspect unfinished jobs before repeating them.

A4 / C5

FINISH

Check unfinished app work and messages you promised to answer. Decide whether posting should continue.

C1 / C5

IF SOMETHING DIFFERS

Read the exact message. Shared setup goes to your manager/admin; individual setup goes to AutoLander. Use the C4 report for an app problem.

A6 / C4

AUTO-PILOT OPERATING CONDITIONS

Computer on + internet connected + AutoLander running + intended mode/window active.
Minimized is not closed. Check again after a restart or connection interruption.

My next daily check / responsible role

One task to revisit next shift

An intended post or update is complete only when its specific vehicle result has been checked. The workbook is a practice record, not a certificate.