



# ADP Dealer Training Schedule

May - June 2012



## Navigating the Road Ahead

[adpdealerservices.com/training](http://adpdealerservices.com/training)

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# ADP Dealer Training Schedule

May–June 2012

**To Register for Training:** Visit [adpdealerservices.com/training](http://adpdealerservices.com/training) or contact an ADP Training Coordinator at 866.535.8487  
**e-Learning is Available 24/7:** Just log on to [adpdealerservices.com/training](http://adpdealerservices.com/training) and click on 'Training Login'  
**On Demand Training:** See page 16 for a list of classes that are offered On Demand and details on requesting a course

TRAINING TYPE						SKILL LEVELS		
<input type="checkbox"/> COACH	<input type="checkbox"/> e-LEARNING	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> VIRTUAL CLASSROOM	<input checked="" type="radio"/> LEVEL 1	<input checked="" type="radio"/> LEVEL 2	<input checked="" type="radio"/> LEVEL 3		
COURSE NAME	Code	Type	Price	Duration	May	June		
<b>ACCOUNTING</b>								
*Accounting Desktop	1999	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>29</b> 10am			
Accounting User - Entering Customers and Vehicles	1494	<input checked="" type="radio"/> e-Learning	FREE		Self-paced			
Accounting User - Inquiries	1960	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*Accounts Payable	1558	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>24</b> 10am			
*Accounts Receivable	1559	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>25</b> 10am			
ADP Vehicle - Adding Vehicles to Inventory	2995	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
Automated Purchase Orders	2006	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>30</b> 10am			
Bank Reconciliation (AGRR)	1626	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>16</b> 10am			
Car!nk® 8300 Cash Tracking System	2854	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 30 minutes)			
Car!nk Accounting vs. Sales Gross Profit Report	2831	<input checked="" type="radio"/> e-Coach	FREE		30 minutes			
Car!nk Cash Balancing Report	2838	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 30 minutes)			
Car!nk Cash Collection Analysis Report	2844	<input checked="" type="radio"/> e-Coach	FREE		15 minutes			
Car!nk Floor Plan Analysis Report	2840	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 15 minutes)			
Car!nk Interface Tech Payroll into Accounting	2837	<input checked="" type="radio"/> e-Coach	FREE		30 minutes			
*Cash Receipts	2074	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>29</b> 2pm			
Correcting Stock Numbers	2891	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
DSDA for Windows - Common User Tasks	2442	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx 90 minutes)			
Electronic Time Clock (ETC)	2367	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>30</b> 10am			
*Entering Names and Vehicles	2064	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>29</b> 10am			
F&I Journal Templates	1633	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>7</b> 10am			
*Getting Ready for ADP DriveXL - Accounting Features	2689	<input checked="" type="radio"/> Coach	FREE	1 hour	<b>8</b> 10am <b>21</b> 10am			
Getting Ready for ADP DriveXL - Payroll Features	2695	<input checked="" type="radio"/> Coach	FREE	.5 hour		<b>5</b> 10am		
*GL Inquiry (AGRI)	1566	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>14</b> 10am			
*GL Posting Functions (AGJ menu)	1565	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>23</b> 10am			
Introducing ADP w.e.b.Suite - Accounting	2110	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30-45 minutes)			
Management Information System (MIS) Part 1	1571	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>21</b> 10am			
Management Information System (MIS) Part 2	1572	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>22</b> 10am			
Managing Purchase Orders	2007	<input checked="" type="radio"/> Coach	FREE	1 hour	<b>30</b> 2pm		<b>13</b> 10am <b>20</b> 10am	
*Name Consolidation Tool	1573	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>24</b> 10am			
*On-Demand Check Writing	1574	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>15</b> 10am			
Online Invoice Management - Advanced User Administration	2973	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
Online Invoice Management - Electronic Funds Transfer	3315	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
Online Invoice Management - Getting Started	2990	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			

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TRAINING TYPE						SKILL LEVELS		
<input type="checkbox"/> COACH	<input type="checkbox"/> e-LEARNING	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> VIRTUAL CLASSROOM	<input checked="" type="radio"/> LEVEL 1	<input checked="" type="radio"/> LEVEL 2	<input checked="" type="radio"/> LEVEL 3		
COURSE NAME	Code	Type	Price	Duration	May	June		
<b>ACCOUNTING « continued »</b>								
Payroll Desktop	1887	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
Payroll Desktop	2010	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>29</b> 10am			
Payroll Processing Cycle	2190	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
Posting Documents	2360	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx 90 minutes)			
Processing a Regular Payroll - Canada	2245	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
Purchase Orders	2314	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>4</b> 10am			
Purchase Orders - User	1495	<input checked="" type="radio"/> e-Learning	FREE		Self-paced			
Service Connect - Self Support Tools	2792	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30-45 minutes)			
Set Up Event Notification	3214	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
*Using adpdealerservices.com	2912	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>*29</b> 10am		<b>8</b> 10am	
Using the ADP Learning Management System	2207	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
VIN Cleanse Customization	2855	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 60 minutes)			
VIN Cleanse Overview	2832	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 30 minutes)			
<b>CTWizard (Canada Only)</b>								
*Best Practices for CTWizard	2204	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*BuzzTrak Integration	2801	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 15 minutes)			
*CTWizard e Overview	3342	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 20 minutes)			
*CTWizard F&I Manager	1926	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>*8</b> 2pm <b>15</b> 2pm		<b>*21</b> 2pm	
*CTWizard Integration to ADP CRM	3263	<input checked="" type="radio"/> e-Coach	FREE		15 minutes			
*CTWizard Integration to w.e.b.Suite 1000	2429	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*CTWizard Sales Manager	1927	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>*11</b> 10am <b>16</b> 2pm		<b>*22</b> 2pm	
*CTWizard Salesperson	1928	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>*7</b> 10am <b>14</b> 2pm		<b>*20</b> 2pm	
*CTWizard Vehicle Inventory	1918	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 40 minutes)			
*Front Office - Vehicle Inventory	1919	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 40 minutes)			
*Front Office Integration to ADP w.e.b.Suite 1000	2430	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 1 hour)			
*Introduction to CTWizard - F&I Manager	1916	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*Introduction to CTWizard - Sales Manager	1914	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*Introduction to CTWizard - Salesperson	1912	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*Introduction to Front Office - F&I Manager	1917	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*Introduction to Front Office - Sales Manager	1915	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*Introduction to Front Office - Salesperson	1913	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			

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COURSE NAME	Code	Type	Price	Duration	May	June		
<b>CUSTOMER RELATIONSHIP MANAGEMENT</b>								
ADP CRM - BDC Programs	3275	e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP CRM - BDC Programs	3277	Coach	FREE	2 hours	<b>11</b> 10am <b>30</b> 2pm	<b>15</b> 2pm <b>26</b> 2pm		
ADP CRM - BDC Templates	3288	Coach	FREE	2 hours	<b>10</b> 10am <b>29</b> 2pm	<b>14</b> 2pm <b>25</b> 2pm		
ADP CRM - Campaign Management	2987	e-Learning	FREE		Self-paced (approx. 60 minutes)			
ADP CRM - Campaign Management	2986	Coach	FREE	2 hours	<b>3</b> 2pm <b>9</b> 10am	<b>8</b> 10am <b>20</b> 2pm		
ADP CRM - Getting Started	3260	e-Learning	FREE		Self-paced (approx. 15 minutes)			
ADP CRM - Management Overview	3292	Coach	FREE	2 hours	<b>7</b> 2pm <b>18</b> 2pm <b>30</b> 10am	<b>4</b> 10am <b>11</b> 2pm		
ADP CRM - Orphan Management	3027	e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP CRM - Service Reminders	3042	e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP CRM - Templates and Surveys	3276	e-Learning	FREE		Self-paced (approx. 30 minutes)			
Service Connect - Self Support Tools	2792	e-Learning	FREE		Self-paced (approx. 30-45 minutes)			
*Using adpdealerservices.com	2912	Coach	FREE	1.5 hours	<b>*29</b> 10am	<b>8</b> 10am		
Using the ADP Learning Management System	2207	e-Learning	FREE		Self-paced (approx. 30 minutes)			
<b>EXECUTIVE</b>								
ADP Vehicle - Adding Vehicles to Inventory	2995	e-Learning	FREE		Self-paced (approx. 20 minutes)			
ADP Vehicle - Reports	3181	e-Learning	FREE		Self-paced (approx. 15 minutes)			
ADP Vehicle - Users and Permissions	2992	e-Learning	FREE		Self-paced (approx. 20 minutes)			
ADP w.e.b.Suite for Executives	2278	e-Learning	FREE		Self-paced (approx. 30-40 minutes)			
*Executive Desktop	2009	Coach	FREE	1.5 hours	<b>29</b> 2pm			
Service Connect - Self Support Tools	2792	e-Learning	FREE		Self-paced (approx. 30-45 minutes)			
*Using adpdealerservices.com	2912	Coach	FREE	1.5 hours	<b>*29</b> 10am	<b>8</b> 10am		
<b>MANUFACTURER SPECIFIC TRAINING</b>								
Ford ACE for Service Advisors	2872	e-Coach	FREE		Self-paced (approx. 30 minutes)			
Ford ACE for Service Managers	2907	e-Coach	FREE		Self-paced (approx. 30 minutes)			
Ford ACE for Technicians	2873	e-Coach	FREE		Self-paced (approx. 30 minutes)			
Ford ONE Warranty Solution Overview	3234	e-Coach	FREE		1 hour			
Freightliner Online Warranty Link	2827	Coach	FREE	1 hour	<b>4</b> 10am <b>7</b> 10am			
GM Global Warranty Management for GM of Canada	2554	e-Coach	FREE		Self-paced (approx. 30 minutes)			
GM Global Warranty Management for GM U.S.	2625	e-Coach	FREE		Self-paced (approx. 45 minutes)			
GM Parts Workbench Interface	2258	e-Coach	FREE		2 hours			

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COURSE NAME	Code	Type	Price	Duration	May	June		
<b>NETWORK PHONE (IPT)</b>								
Call Intelligence 4.x	2031	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
CallManager 4.1 Administration Basics	1092	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
CallManager 4.x Advanced Administration	1458	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
Unified Communications Manager - Adding an Employee	2225	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
Unified Communications Manager - Getting Started	2224	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
Unified Communications Manager - Replacing an Employee	2226	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
Unity 4.0 Administration Basics	1057	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
Unity 4.0 Advanced Administration	0681	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
<b>PARTS</b>								
*Core Management for Counterperson	1651	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>24</b> 10am			
*Core Management for Inventory Control	1652	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>24</b> 2pm			
*Core Management for Parts Manager	1653	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>25</b> 10am			
CustomerTouch	2199	<input checked="" type="radio"/> Product Spotlight	FREE		15 minutes			
CustomerTouch Release 3.0	1472	<input checked="" type="radio"/> Product Spotlight	FREE		15 minutes			
CustomerTouch Release 3.4	2415	<input checked="" type="radio"/> Product Spotlight	FREE		10 minutes			
CustomerTouch Release 3.5	2640	<input checked="" type="radio"/> Product Spotlight	FREE		15 minutes			
DSDA for Windows - Common User Tasks	2442	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 90 minutes)			
*Front & Back Counter Sales	1577	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>2</b> 10am			
*Getting Ready for ADP DriveXL - Parts Features	2686	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>29</b> 2pm			
Interactive Voice Response (IVR)	0917	<input checked="" type="radio"/> Product Spotlight	FREE		15 minutes			
Introducing ADP w.e.b.Suite - Parts	2112	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30-45 minutes)			
Parts Counter	1971	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*Parts Desktop	2000	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>29</b> 10am			
*Parts Inventory	1578	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>22</b> 10am			
Parts Inventory - Stocking Fundamentals	2193	<input checked="" type="radio"/> e-Coach	FREE		30 minutes			
Parts Inventory Control	1977	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 90 minutes)			
Purchase Orders - User	1495	<input checked="" type="radio"/> e-Learning	FREE		Self-paced			
Service Connect - Self Support Tools	2792	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30-45 minutes)			
Set Up Event Notification	3214	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			

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COURSE NAME	Code	Type	Price	Duration	May	June		
<b>PARTS « continued »</b>								
Special Order Requests (SOR)	1972	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*Using <a href="http://adpdealerservices.com">adpdealerservices.com</a>	2912	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>*29</b> 10am	<b>8</b> 10am		
Using the ADP Learning Management System	2207	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
<b>SALES</b>								
CarInk Accounting vs. Sales Gross Profit Report	2831	<input checked="" type="radio"/> e-Coach	FREE		30 minutes			
Correcting Stock Numbers	2891	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP CRM - BuzzTrak Integration for ADP CRM	2845	<input checked="" type="radio"/> e-Coach	FREE		7 minutes			
ADP CRM - Campaign Management	2987	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
ADP CRM - Campaign Management	2986	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>3</b> 2pm <b>9</b> 10am	<b>8</b> 10am <b>20</b> 2pm		
ADP CRM for Sales Managers	3289	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>8</b> 2pm <b>10</b> 10am <b>14</b> 2pm <b>24</b> 2pm <b>31</b> 10am	<b>6</b> 10am <b>13</b> 2pm <b>21</b> 2pm		
ADP CRM for Salespeople	3290	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>7</b> 8am <b>9</b> 8am / 10am <b>15</b> 2pm / 5pm <b>17</b> 2pm / 5pm <b>29</b> 2pm / 5pm	<b>8</b> 2pm / 5pm <b>13</b> 2pm / 5pm <b>18</b> 8am <b>20</b> 2pm / 5pm		
ADP CRM - Getting Started	3260	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 15 minutes)			
ADP CRM - iLeads	3291	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>4</b> 10am <b>7</b> 10am <b>8</b> 10am <b>24</b> 10am <b>30</b> 2pm	<b>5</b> 10am <b>7</b> 10am <b>19</b> 2pm		
ADP CRM - iLead - Setups	2953	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP CRM - iLeads - Respond and Manage	3259	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP CRM - Introducing SMDR Integration & Setups	3173	<input checked="" type="radio"/> Product Spotlight	FREE		15 minutes			
ADP CRM - Lead Intelligence - Maintenance Tasks	3218	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP CRM - Leads - Create and Manage	3243	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
ADP CRM - Management Overview	3292	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>7</b> 2pm <b>18</b> 2pm <b>30</b> 10am	<b>4</b> 10am <b>11</b> 2pm		
ADP CRM - Managing Customer Data	2516	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 15 minutes)			
ADP CRM - Tasks - Appointments, Calls and Letters	2535	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
ADP CRM - What's New for Release 4.5	2930	<input checked="" type="radio"/> e-Coach	FREE		25 minutes			
ADP CRM - What's New for Release 4.6	3215	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
Customer Touch 3.5 Spotlight	2640	<input checked="" type="radio"/> Product Spotlight	FREE		15 minutes			

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COURSE NAME	Code	Type	Price	Duration	May	June		
<b>SALES « continued »</b>								
ADP Desking - Finance Programs	3208	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
ADP Desking - Getting Started with Leases	3205	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP Desking - Profit Building	3207	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 40 minutes)			
ADP Desking - Search Inventory by Vehicle and Payment	3340	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
ADP Desking - Setting up GM Lease Rebates	3209	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 15 minutes)			
ADP Desking - Settings	3206	<input checked="" type="radio"/> e-Learning	FREE		15 minutes			
Desking Deals	1663	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
Desking Deals (WAQ) Part 1	1584	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>16</b> 10am			
Desking Deals (WAQ) Part 2	1585	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>17</b> 10am			
DSDA for Windows - Common User Tasks	2442	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 90 minutes)			
ADP F&I - Closing a Deal	3018	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
ADP F&I - Getting Started	3003	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
ADP F&I - Retail Deal Preferences	3194	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
ADP F&I - Tax & Fee Maintenance	3039	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
ADP F&I - User Maintenance	3010	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
ADP F&I - Vehicle Inventory Maintenance	3012	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
ADP F&I - What's New for Release 1.5	2969	<input checked="" type="radio"/> e-Coach	FREE		45 minutes			
ADP F&I - Working a Deal	2998	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
F&I Desktop	2002	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>29</b> 2pm			
F&I Purchase Deals	2351	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
Finance Online Overview	2820	<input checked="" type="radio"/> e-Coach	FREE		30 minutes			
Getting Ready for ADP DriveXL - Sales Features	2687	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>2</b> 2pm <b>29</b> 2pm			
Introducing ADP w.e.b.Suite - Sales	2113	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30-45 minutes)			
Menu Selling - ADP Menu	3341	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
Menu Selling - ADP w.e.b.Menu	1879	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
Pre-Owned Vehicle Analyzer	1679	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
Purchase Orders - User	1495	<input checked="" type="radio"/> e-Learning	FREE		Self-paced			
Quotes Online Configuration	3000	<input checked="" type="radio"/> e-Coach	FREE		30 minutes			
Quotes Online Overview	2819	<input checked="" type="radio"/> e-Coach	FREE		30 minutes			
Sales Contact Management - Administrator	3270	<input checked="" type="radio"/> e-Coach	FREE		30 minutes			
Sales Contact Management - Overview	3268	<input checked="" type="radio"/> e-Coach	FREE		15 minutes			
Sales Contact Management - Salesperson	3272	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			

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COURSE NAME	Code	Type	Price	Duration	May	June		
<b>SALES « continued »</b>								
Sales Desktop	2001	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>29</b> 10am			
Service Connect - Self Support Tools	2792	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30-45 minutes)			
Showroom Control Management	1616	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>22</b> 2pm			
Showroom Control Setups	1615	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>21</b> 2pm			
*Using adpdealerservices.com	2912	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>*29</b> 10am	<b>8</b> 10am		
Using ADP Credit	3338	<input checked="" type="radio"/> e-Coach	FREE		30 minutes			
Using ADP Credit with ADP Drive	3025	<input checked="" type="radio"/> e-Coach	FREE		30 minutes			
Using the ADP Learning Management System	2207	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP Vehicle - Adding Vehicles to Inventory	2995	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
ADP Vehicle - Appraisal & Decision Tool	2437	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP Vehicle - Creating & Using Templates	3195	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
ADP Vehicle - Getting Started	3170	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 15 minutes)			
ADP Vehicle - Inventory	3182	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>3</b> 10am <b>10</b> 2pm <b>17</b> 10am <b>24</b> 2pm	<b>5</b> 2pm <b>13</b> 2pm <b>19</b> 10am <b>28</b> 2pm		
ADP Vehicle - Manager	3203	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>2</b> 10am <b>11</b> 2pm <b>18</b> 10am <b>25</b> 2pm	<b>6</b> 2pm <b>14</b> 2pm <b>20</b> 10am <b>29</b> 2pm		
ADP Vehicle - Pre-Owned Vehicle Analytics	3262	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP Vehicle - Reports	3181	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 15 minutes)			
ADP Vehicle - Users and Permissions	2992	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
ADP Vehicle - Using Report Builder	3258	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP Vehicle - Using Vehicle Search	3240	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
ADP Vehicle - Using Vehicle Valuation	3266	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP Vehicle - Using VehicleScan	3267	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP Vehicle - What's New for Release 2.3	2476	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 30 minutes)			
ADP Vehicle - What's New for Release 3.0	2967	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 15 minutes)			
ADP Vehicle - Working with Orders	3224	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
Vehicle Online Overview	3175	<input checked="" type="radio"/> e-Coach	FREE		30 minutes			
VIN Cleanse Customization	2855	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 60 minutes)			
VIN Cleanse Overview	2832	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 30 minutes)			

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# ADP Dealer Training Schedule

May–June 2012

**To Register for Training:** Visit [adpdealerservices.com/training](http://adpdealerservices.com/training) or contact an ADP Training Coordinator at 866.535.8487  
**e-Learning is Available 24/7:** Just log on to [adpdealerservices.com/training](http://adpdealerservices.com/training) and click on 'Training Login'  
**On Demand Training:** See page 16 for a list of classes that are offered On Demand and details on requesting a course

TRAINING TYPE					SKILL LEVELS		
<input type="checkbox"/> COACH	<input type="checkbox"/> e-LEARNING	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> VIRTUAL CLASSROOM	<input checked="" type="radio"/> LEVEL 1	<input checked="" type="radio"/> LEVEL 2	<input checked="" type="radio"/> LEVEL 3	
COURSE NAME	Code	Type	Price	Duration	May	June	
<b>SERVICE</b>							
ADP CRM - Service Reminders	3042	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)		
Appointments and Quotes	1893	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)		
Booking Repair Orders Part 1	1883	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)		
Booking Repair Orders Part 2	1884	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)		
Car!nk Cash Balancing Report	2838	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 30 minutes)		
Car!nk Quick Repair Order	2841	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 8 minutes)		
Car!nk Split Repair Order	2839	<input checked="" type="radio"/> e-Coach	FREE		30 minutes		
Creating Repair Orders	1894	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)		
CustomerTouch	2199	<input checked="" type="radio"/> Product Spotlight	FREE		15 minutes		
CustomerTouch Release 3.0	1472	<input checked="" type="radio"/> Product Spotlight	FREE		15 minutes		
CustomerTouch Release 3.4	2415	<input checked="" type="radio"/> Product Spotlight	FREE		10 minutes		
CustomerTouch Release 3.5	2640	<input checked="" type="radio"/> Product Spotlight	FREE		15 minutes		
Dispatch Management	2021	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>29</b> 10am		
Dispatch User	2107	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)		
DSDA for Windows - Common User Tasks	2442	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 90 minutes)		
Electronic Repair Order (ERO) for Technicians	1637	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>25</b> 2pm		
Enterprise Service Menus - Service Advisor	2901	<input checked="" type="radio"/> e-Coach	FREE		10 minutes		
Enterprise Service Menus - Service Manager	2902	<input checked="" type="radio"/> e-Coach	FREE		15 minutes		
*Getting Ready for ADP DriveXL - Service Features	2684	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>17</b> 10am		
Interactive Voice Response (IVR)	0917	<input checked="" type="radio"/> Product Spotlight	FREE		15 minutes		
Introducing ADP w.e.b.Suite - Service	2111	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30-45 minutes)		
Purchase Orders - User	1495	<input checked="" type="radio"/> e-Learning	FREE		Self-paced		
Service Advisor	2371	<input checked="" type="radio"/> Virtual Classroom	FREE	2 sessions - 3 hours each	<b>7-8</b> 2pm		
*Service Advisor - Appointments	1958	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>25</b> 2pm		
*Service Advisor - Repair Orders	1956	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>25</b> 10am		
Service Booker	2372	<input checked="" type="radio"/> Virtual Classroom	FREE	2 sessions - 3 hours each	<b>9-10</b> 2pm		
*Service Cashier	1590	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>14</b> 10am		
Service Cashier	1661	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)		
Service Connect - Self Support Tools	2792	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30-45 minutes)		
*Service Desktop	2003	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>15</b> 10am		

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# ADP Dealer Training Schedule

May–June 2012

**To Register for Training:** Visit [adpdealerservices.com/training](http://adpdealerservices.com/training) or contact an ADP Training Coordinator at 866.535.8487  
**e-Learning is Available 24/7:** Just log on to [adpdealerservices.com/training](http://adpdealerservices.com/training) and click on 'Training Login'  
**On Demand Training:** See page 16 for a list of classes that are offered On Demand and details on requesting a course

TRAINING TYPE						SKILL LEVELS		
<input type="checkbox"/> COACH	<input type="checkbox"/> e-LEARNING	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> VIRTUAL CLASSROOM	<input checked="" type="radio"/> LEVEL 1	<input checked="" type="radio"/> LEVEL 2	<input checked="" type="radio"/> LEVEL 3		
COURSE NAME	Code	Type	Price	Duration	May	June		
<b>SERVICE « continued »</b>								
Service Online Configuration	3017	<input checked="" type="radio"/> e-Coach	FREE		30 minutes			
Service Online Overview	3016	<input checked="" type="radio"/> e-Coach	FREE		60 minutes			
Service Reminders & Mailers (CMU)	1655	<input checked="" type="radio"/> e-Learning	FREE		Self-paced			
ServicePricing™ - Service Manager	2456	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>8</b> 10am			
Set Up Event Notification	3214	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
Technician User	1480	<input checked="" type="radio"/> e-Learning	FREE		Self-paced			
Technician Workbench User	2344	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
*Using adpdealerservices.com	2912	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>*29</b> 10am	<b>8</b> 10am		
Using the ADP Learning Management System	2207	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
*Using the Service Daily Log	1959	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>21</b> 10am			
<b>SYSTEM ADMINISTRATION</b>								
*Administering Users - Understanding Job & User Profiles	2504	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>2</b> 2pm <b>*30</b> 10am			
adpdealerservices.com Administration	2698	<input checked="" type="radio"/> Coach	FREE	1.5 hours				
ADP Vehicle - Users & Permissions	2992	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
*Getting Ready for ADP DriveXL - System Administration Features	2688	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>9</b> 2pm <b>29</b> 2pm			
Interactive Voice Response (IVR)	0917	<input checked="" type="radio"/> Product Spotlight	FREE		15 minutes			
Optimizing ADP w.e.b.Suite®	2235	<input checked="" type="radio"/> Coach	FREE	2 hours	<b>14</b> 10am			
Service Connect - Self Support Tools	2792	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30-45 minutes)			
Set Up Event Notification	3214	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
Software Deployment Manager	2576	<input checked="" type="radio"/> e-Coach	FREE		30 minutes			
System Administrator Desktop	1892	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
*Using adpdealerservices.com	2912	<input checked="" type="radio"/> Coach	FREE	1.5 hours	<b>*29</b> 10am	<b>8</b> 10am		
Using the ADP Learning Management System	2207	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
VIN Cleanse Customization	2855	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 60 minutes)			
VIN Cleanse Overview	2832	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 30 minutes)			
<b>ADP CRM</b>								
ADP CRM - Generic Import Tool	2997	<input checked="" type="radio"/> Coach	FREE	1 hour	<b>3</b> 10am <b>7</b> 10am	<b>6</b> 10am <b>18</b> 10am		
ADP CRM - Introducing SMDR Integration & Setups	3173	<input checked="" type="radio"/> Product Spotlight	FREE		15 minutes			
ADP CRM - Permission Profiles	3040	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP CRM - Preference Profiles	3041	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP CRM - User Updates	3043	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			

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# ADP Dealer Training Schedule

May–June 2012

**To Register for Training:** Visit [adpdealerservices.com/training](http://adpdealerservices.com/training) or contact an ADP Training Coordinator at 866.535.8487  
**e-Learning is Available 24/7:** Just log on to [adpdealerservices.com/training](http://adpdealerservices.com/training) and click on 'Training Login'  
**On Demand Training:** See page 16 for a list of classes that are offered On Demand and details on requesting a course

TRAINING TYPE						SKILL LEVELS		
<input type="checkbox"/> COACH	<input type="checkbox"/> e-LEARNING	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> VIRTUAL CLASSROOM	<input checked="" type="radio"/> LEVEL 1	<input checked="" type="radio"/> LEVEL 2	<input checked="" type="radio"/> LEVEL 3		
COURSE NAME	Code	Type	Price	Duration	May	June		
<b>SYSTEM ADMINISTRATION « continued »</b>								
<b>DSDA</b>								
DSDA Access for Update User Profile	2972	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
DSDA Cabinet Access for Update User Profile	2499	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
DSDA for Windows - Common User Tasks	2442	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 90 minutes)			
DSDA Security Management	2904	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
Print to DSDA Archiving	2917	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
What's New for DSDA for 8.1	2362	<input checked="" type="radio"/> e-Coach	FREE		Self-paced (approx. 40 minutes)			
<b>Dynamic Website</b>								
Creating Custom Content with Dynamic Website	2374	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
Managing Content with Dynamic Website	2373	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
Managing Inventory with Inventory Weaver	2399	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
Setting Up and Maintaining Inventory Weaver	2398	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
Working with Media Library in Dynamic Website	2378	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
<b>ADP w.e.b.Suite®1000 (Canadian Alliance)</b>								
<b>Accounting Department:</b>								
*Accounting Reports	2134	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*Bank Reconciliation	2143	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
*GL Inquiries	2137	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*GL Journal Entries	2506	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 90 minutes)			
*Introduction to ADP w.e.b.Suite1000 - Accounting	2507	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
<b>Parts Department:</b>								
*Introduction to ADP w.e.b.Suite1000 - Parts	2508	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*Parts Inventory	2510	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 90 minutes)			
*Parts Invoicing	2509	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 90 minutes)			
*Parts Management Reports	2132	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
<b>Sales Department:</b>								
*Sales Interface Setups	2133	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
<b>Service Department:</b>								
*Introduction to ADP w.e.b.Suite1000 - Service	2500	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			
*Service Appointments & Work Orders	2454	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 90 minutes)			
*Service Management Reports	2131	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 60 minutes)			

**What is ON DEMAND?** On Demand training courses are not currently being offered as a regularly scheduled class. However, they are available to you 'On Request'. To request an On Demand course, select from the following options:

**ON DEMAND COACH TRAINING:**

**OPTION 1)** Call an ADP Training Coordinator at 866.535.8487 and request to be wait-listed for the class. If the class opens up you will be contacted by ADP and notified of the scheduled date and time. You will be billed the class fee listed below, unless the class is free.

**OPTION 2)** Call an ADP Training Coordinator at 866.535.8487 and request the On Demand Coach class be taught specifically for your dealership. You specify the date and time and the class will be taught exclusively for your employees – addressing only the issues that are important to you. There is a one-time fee of \$300 per session and can include up to 20 students.

**ON DEMAND CLASSROOM TRAINING:**

**OPTION 1)** Call an ADP Training Coordinator at 866.535.8487 and request to be wait-listed for the class. If the class opens up you will be contacted by ADP and notified of the scheduled date, time and location. You will be billed the class fee listed in the Dealer Training Catalog, unless the class is free.

**OPTION 2)** Call an ADP Training Coordinator at 866.535.8487 and request the Classroom class be taught specifically for your dealership. You specify the date and time and the class will be exclusively taught for your employees at your location, or an ADP Training Center – addressing only the issues that are important to you. Call for pricing.

TRAINING TYPE			SKILL LEVELS			
<input type="checkbox"/> COACH	<input type="checkbox"/> e-LEARNING	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> VIRTUAL CLASSROOM	<input checked="" type="radio"/> LEVEL 1	<input checked="" type="radio"/> LEVEL 2	<input checked="" type="radio"/> LEVEL 3
COURSE NAME	Code	Type	Price-Option 1	Duration		
<b>ACCOUNTING On Demand</b>						
Accounting and Inventory Tasks	2144	Coach	FREE	1.5 hours		
*Accounting Interfaces - F&I	1556	Coach	FREE	1.5 hours		
*Accounting Interfaces - Service & Parts	2014	Coach	FREE	1.5 hours		
Accounting Manager	1862	Virtual Classroom	FREE	3 sessions - 3 hours each		
*Accounting Manager	0623	Classroom	FREE	1 day		
*Accounting Month End	1936	Coach	FREE	2 hours		
*Accounting User	0622	Classroom	FREE	3 days		
Accounting User	1873	Virtual Classroom	FREE	4 sessions - 3 hours each		
Car!nk 8300 Cash Tracking System	2592	Coach	FREE	30 minutes		
Car!nk Accounting vs. Sales Gross Profit Report	2595	Coach	FREE	1 hour		
Car!nk Cash Balancing Report	2598	Coach	FREE	30 minutes		
Car!nk Cash Collection Analysis Report	2590	Coach	FREE	1 hour		
Car!nk Floor Plan Analysis Report	2596	Coach	FREE	1 hour		
Car!nk Interface Tech Payroll into Accounting	2591	Coach	FREE	30 minutes		
Car!nk Schedule Aging Summary Report	2597	Coach	FREE	30 minutes		
CTI Desktop 3.x	2379	Coach	FREE	45 minutes		
*Customizing GL Reports & Schedules (AGRF)	1610	Coach	FREE	1.5 hours		
*Data Cleanup for Accounting	1984	Coach	FREE	1.5 hours		
Dealership Executive Forum - Accounting	2015	Coach	FREE	2 hours		
Dealership Executive Forum - Accounting & Sales	1832	Classroom	\$149	1 day		
Decision Support	1723	Virtual Classroom	\$49	1 session - 3 hours		
Electronic Filing 1099-MISC Part 1 - Enhancements & E-filing	2116	Coach	FREE	1.5 hours		
Electronic Filing 1099-MISC Part 2 - Corrections & Resubmitting	2117	Coach	FREE	1.5 hours		
Virtual Classroom Orientation Session is required prior to all Virtual Classroom courses. Contact an ADP Training Coordinator at 866.535.8487						

# ADP On Demand Course Offerings

May–June 2012

**What is ON DEMAND?** On Demand training courses are not currently being offered as a regularly scheduled class. However, they are available to you 'On Request'. See page 16 for instructions on how to request an On Demand Course.

TRAINING TYPE			SKILL LEVELS			
<input type="checkbox"/> COACH	<input type="checkbox"/> e-LEARNING	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> VIRTUAL CLASSROOM	<input checked="" type="radio"/> LEVEL 1	<input checked="" type="radio"/> LEVEL 2	<input checked="" type="radio"/> LEVEL 3
COURSE NAME	Code	Type	Price-Option 1	Duration		
<b>ACCOUNTING On Demand « continued »</b>						
ENGLISH for Accounting Users	1622	<input checked="" type="radio"/> Coach	FREE	2 hours		
ENGLISH for Accounting Users	1989	<input checked="" type="radio"/> Virtual Classroom	\$99	2 sessions - 3 hours each		
*Executive Desktop with CTWizard	1830	<input checked="" type="radio"/> Coach	FREE	1 hour		
Financial Statement Help (FSH)	1613	<input checked="" type="radio"/> Coach	FREE	1 hour		
Getting Started with w.e.b.Suite2006	1564	<input checked="" type="radio"/> Coach	FREE	2 hours		
*GL Setups (AGS menu)	1601	<input checked="" type="radio"/> Coach	FREE	2 hours		
Management Information System (MIS)	1906	<input checked="" type="radio"/> Virtual Classroom	\$99	2 sessions - 3 hours each		
Multi-Company Accounting Setups and Reconciliation	2262	<input checked="" type="radio"/> Coach	FREE	1 hour		
Multi-Company Interface Setups	2263	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Multi-Company Transactions	2261	<input checked="" type="radio"/> Coach	FREE	1 hour		
Payroll Corrections & Special Pay	1603	<input checked="" type="radio"/> Coach	FREE	2 hours		
Payroll Manager	1542	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 3 hours		
Payroll Processing	1582	<input checked="" type="radio"/> Coach	FREE	2 hours		
Payroll Setups - U.S.	1583	<input checked="" type="radio"/> Coach	FREE	3 hours		
Payroll User	1543	<input checked="" type="radio"/> Virtual Classroom	FREE	4 sessions - 3 hours each		
*Report Generator (RPG)	0385	<input checked="" type="radio"/> Classroom	\$149	1 day		
Report Generator (RPG)	1667	<input checked="" type="radio"/> Virtual Classroom	\$49	1 session - 3 hours		
*Report Generator (RPG) Part 1	1576	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
*Report Generator (RPG) Part 2	1602	<input checked="" type="radio"/> Coach	FREE	2 hours		
Report Generator (RPG) Part 3: Accounting	1609	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Using the ADP Learning Management System	2220	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Virtual Classroom Preparation Session	2058	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 1.5 hours		
*What's New for w.e.b.Suite - Accounting	1718	<input checked="" type="radio"/> Coach	FREE	1 hour		
What's New for w.e.b.Suite - Payroll	1710	<input checked="" type="radio"/> Coach	FREE	1 hour		
<b>CTWizard On Demand</b>						
*CTWizard e Sales Process Part 1	3354	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 3 hours		
*CTWizard e Sales Process Part 2	3355	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 3 hours		
*CTWizard Integration to w.e.b.Suite2007 Accounting	1925	<input checked="" type="radio"/> Coach	FREE	1 hour		
*CTWizard Integration to w.e.b.Suite1000 Accounting	1924	<input checked="" type="radio"/> Coach	FREE	1 hour		
*CTWizard Sales Follow-up	1933	<input checked="" type="radio"/> Coach	FREE	2 hours		
*CTWizard Sales Manager	1929	<input checked="" type="radio"/> Classroom	\$149	1 day		
Virtual Classroom Orientation Session is required prior to all Virtual Classroom courses. Contact an ADP Training Coordinator at 866.535.8487						

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**What is ON DEMAND?** On Demand training courses are not currently being offered as a regularly scheduled class. However, they are available to you 'On Request'. See page 16 for instructions on how to request an On Demand Course.

TRAINING TYPE			SKILL LEVELS			
<input type="checkbox"/> COACH	<input type="checkbox"/> e-LEARNING	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> VIRTUAL CLASSROOM	<input checked="" type="radio"/> LEVEL 1	<input checked="" type="radio"/> LEVEL 2	<input checked="" type="radio"/> LEVEL 3
COURSE NAME	Code	Type	Price-Option 1	Duration		
<b>CUSTOMER RELATIONSHIP MANAGEMENT On Demand</b>						
Accelerate with iLead Management and Campaigns Utilization Workshop	3362	<input checked="" type="radio"/> Classroom	\$199	.5 day		
*CSM Professional Mailings	1948	<input checked="" type="radio"/> Coach	FREE	2 hours		
CSM Professional Manager	0211	<input checked="" type="radio"/> Classroom	FREE	2 days		
*CSM Professional Points and Customer Maintenance	1949	<input checked="" type="radio"/> Coach	FREE	2 hours		
*CSM Professional Service Reminder Follow-up	2366	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
*CSM Professional Surveys	2365	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
CSM Professional User	0213	<input checked="" type="radio"/> Classroom	FREE	2 days		
CTI Desktop 3.x	2379	<input checked="" type="radio"/> Coach	FREE	45 minutes		
*Report Generator (RPG)	0385	<input checked="" type="radio"/> Classroom	\$149	1 day		
Report Generator (RPG)	1667	<input checked="" type="radio"/> Virtual Classroom	\$49	1 session - 3 hours		
Using the ADP Learning Management System	2220	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Virtual Classroom Preparation Session	2058	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 1.5 hours		
<b>EXECUTIVE On Demand</b>						
Dealership Executive Forum - Accounting	2015	<input checked="" type="radio"/> Coach	FREE	2 hours		
Dealership Executive Forum - Parts	2019	<input checked="" type="radio"/> Coach	FREE	2 hours		
Dealership Executive Forum - Sales and F&I	2020	<input checked="" type="radio"/> Coach	FREE	2 hours		
Dealership Executive Forum - Service	2022	<input checked="" type="radio"/> Coach	FREE	2 hours		
<b>MANUFACTURER SPECIFIC TRAINING On Demand</b>						
GM Global Warranty Management for GM U.S.	2779	<input checked="" type="radio"/> Coach	FREE	1 hour		
GM Parts Workbench Interface	2198	<input checked="" type="radio"/> Coach	FREE	2 hours		
Kia Parts Management	1911	<input checked="" type="radio"/> Classroom	FREE	2 days		
Nissan Advanced Parts Management	3254	<input checked="" type="radio"/> Classroom	FREE	2 days		
Nissan Parts Inventory Analysis Program	2404	<input checked="" type="radio"/> Coach	FREE	2 hours		
Toyota Service Appointments	2024	<input checked="" type="radio"/> Coach	FREE	2 hours		
Toyota Service Repair Orders	2023	<input checked="" type="radio"/> Coach	FREE	2 hours		
<b>PARTS On Demand</b>						
Advanced Parts Management	0177	<input checked="" type="radio"/> Classroom	\$299	3 days		
*Core Management	0202	<input checked="" type="radio"/> Classroom	FREE	2 days		
Core Management	1668	<input checked="" type="radio"/> Virtual Classroom	FREE	4 sessions - 3 hours each		
CTI Desktop 3.x	2379	<input checked="" type="radio"/> Coach	FREE	45 minutes		
*Data Cleanup for Parts	1659	<input checked="" type="radio"/> Coach	FREE	1.5 hours		

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TRAINING TYPE			SKILL LEVELS			
<input type="checkbox"/> COACH	<input type="checkbox"/> e-LEARNING	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> VIRTUAL CLASSROOM	<input checked="" type="radio"/> LEVEL 1	<input checked="" type="radio"/> LEVEL 2	<input checked="" type="radio"/> LEVEL 3
COURSE NAME	Code	Type	Price-Option 1	Duration		
<b>PARTS On Demand « continued »</b>						
Dealership Executive Forum - Parts	2019	<input checked="" type="radio"/>	Coach	FREE	2 hours	
Dealership Executive Forum - Parts & Service	1833	<input checked="" type="radio"/>	Classroom	\$149	1 day	
ENGLISH for Parts Users	1990	<input checked="" type="radio"/>	Virtual Classroom	\$99	2 sessions - 3 hours each	
Getting Started with w.e.b.Suite2006	1564	<input checked="" type="radio"/>	Coach	FREE	2 hours	
*Introduction to the Management Reports (MGR)	1605	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	
Multiple Stock Returns (MSR)	2018	<input checked="" type="radio"/>	Coach	FREE	2 hours	
Parts Inventory Management	2070	<input checked="" type="radio"/>	Coach	FREE	2 hours	
Parts Invoicing Management	2071	<input checked="" type="radio"/>	Coach	FREE	2 hours	
*Parts Manager	0559	<input checked="" type="radio"/>	Classroom	FREE	1 day	
Parts Manager	1540	<input checked="" type="radio"/>	Virtual Classroom	FREE	2 sessions - 3 hours each	
*Parts Manager Reporting	1598	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	
*Parts Pricing	1579	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	
Parts Tools	1597	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	
*Parts User	0322	<input checked="" type="radio"/>	Classroom	FREE	3 days	
Parts User	1541	<input checked="" type="radio"/>	Virtual Classroom	FREE	3 sessions - 3 hours each	
*Physical Inventory	1599	<input checked="" type="radio"/>	Coach	FREE	2 hours	
*Report Generator (RPG)	0385	<input checked="" type="radio"/>	Classroom	\$149	1 day	
Report Generator (RPG)	1667	<input checked="" type="radio"/>	Virtual Classroom	\$49	1 session - 3 hours	
*Report Generator (RPG) Part 1	1576	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	
*Report Generator (RPG) Part 2	1602	<input checked="" type="radio"/>	Coach	FREE	2 hours	
Report Generator (RPG) Part 3: Parts	1606	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	
*Special Order Requests (SOR)	0429	<input checked="" type="radio"/>	Classroom	\$149	1 day	
Special Order Requests (SOR)	1932	<input checked="" type="radio"/>	Virtual Classroom	\$149	3 sessions - 3 hours each	
Special Order Requests (SOR) Part 1	2016	<input checked="" type="radio"/>	Coach	FREE	2 hours	
Special Order Requests (SOR) Part 2	2017	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	
*Stock Order Troubleshooting	1596	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	
Using the ADP Learning Management System	2220	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	
Virtual Classroom Preparation Session	2058	<input checked="" type="radio"/>	Virtual Classroom	FREE	1 session - 1.5 hours	
*What's New for w.e.b.Suite - Parts	1721	<input checked="" type="radio"/>	Coach	FREE	2 hours	

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<input type="checkbox"/> COACH	<input type="checkbox"/> e-LEARNING	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> VIRTUAL CLASSROOM	<input checked="" type="radio"/> LEVEL 1	<input checked="" type="radio"/> LEVEL 2	<input checked="" type="radio"/> LEVEL 3
COURSE NAME	Code	Type	Price-Option 1	Duration		
<b>SALES On Demand</b>						
Accelerate Sales with Customer and Campaign Management Utilization Workshop	3361	<input checked="" type="radio"/> Classroom	\$199	1 day		
Accelerate Service with Tools to Follow Up with Service Customers Utilization Workshop	3363	<input checked="" type="radio"/> Classroom	\$199	.5 day		
Accounting and Inventory Tasks	2144	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Add and Maintain Prospects	1560	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Car!nk Accounting vs. Sales Gross Profit Report	2595	<input checked="" type="radio"/> Coach	FREE	1 hour		
Car!nk F&I Menu Selling	2794	<input checked="" type="radio"/> Coach	FREE	1 hour		
Car!nk Finance Report Generator	2599	<input checked="" type="radio"/> Coach	FREE	30 minutes		
ADP CRM - Advanced Product Part 1	3293	<input checked="" type="radio"/> Virtual Classroom	\$99	2 sessions - 3 hours each		
ADP CRM - Advanced Product Part 2	3167	<input checked="" type="radio"/> Virtual Classroom	FREE	2 sessions - 3 hours each		
CTI Desktop 3.x	2379	<input checked="" type="radio"/> Coach	FREE	45 minutes		
*Data Cleanup for Sales	1658	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Dealership Executive Forum - Accounting & Sales	1832	<input checked="" type="radio"/> Classroom	\$149	1 day		
Dealership Executive Forum - Sales and F&I	2020	<input checked="" type="radio"/> Coach	FREE	2 hours		
ENGLISH for Sales and F&I Users	1624	<input checked="" type="radio"/> Coach	FREE	2 hours		
F&I	1539	<input checked="" type="radio"/> Virtual Classroom	FREE	2 sessions - 3 hours each		
F&I	0259	<input checked="" type="radio"/> Classroom	FREE	2 days		
F&I Forms Builder	2634	<input checked="" type="radio"/> Classroom	FREE	1 day		
F&I - Advanced F&I Forms Builder	1561	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
F&I - F&I Purchase & Lease Deals	2072	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
F&I - F&I Setups	1627	<input checked="" type="radio"/> Coach	FREE	2 hours		
F&I - ADP F&I - F&I Manager Tasks	3212	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
F&I - ADP F&I - Sales Manager Tasks	3001	<input checked="" type="radio"/> Coach	FREE	1 hour		
Getting Started with w.e.b.Suite2006	1564	<input checked="" type="radio"/> Coach	FREE	2 hours		
*Report Generator (RPG)	0385	<input checked="" type="radio"/> Classroom	\$149	1 day		
Report Generator (RPG)	1667	<input checked="" type="radio"/> Virtual Classroom	\$49	1 session - 3 hours		
*Report Generator (RPG) Part 1	1576	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
*Report Generator (RPG) Part 2	1602	<input checked="" type="radio"/> Coach	FREE	2 hours		
Report Generator (RPG) Part 3: Vehicle Sales	1608	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Sales Contact Management - Sales Manager Part 1	3271	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Sales Contact Management - Sales Manager Part 2	3273	<input checked="" type="radio"/> Coach	FREE	1 hour		
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<input type="checkbox"/> COACH	<input type="checkbox"/> e-LEARNING	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> VIRTUAL CLASSROOM	<input checked="" type="radio"/> LEVEL 1	<input checked="" type="radio"/> LEVEL 2	<input checked="" type="radio"/> LEVEL 3
COURSE NAME	Code	Type	Price-Option 1	Duration		
<b>SALES On Demand « continued »</b>						
Sales Management	1544	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 3 hours		
Showroom Control	1545	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 3 hours		
Using the ADP Learning Management System	2220	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Vehicle Management System (VMS)	1546	<input checked="" type="radio"/> Virtual Classroom	FREE	2 sessions - 3 hours each		
Vehicle Management System (VMS) - Add Units	1586	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Vehicle Management System - Flooring Interest	1634	<input checked="" type="radio"/> Coach	FREE	1 hour		
Vehicle Management System - Setups	1568	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Virtual Classroom Preparation Session	2058	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 1.5 hours		
What's New for w.e.b.Suite - Sales and F&I	1709	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
<b>SERVICE On Demand</b>						
Advanced Service Management	2080	<input checked="" type="radio"/> Classroom	\$249	2 days		
Automated Labor Time Guide (ALTG)	1639	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Car!nk Cash Balancing Report	2598	<input checked="" type="radio"/> Coach	FREE	30 minutes		
Car!nk Quick Repair Order	2782	<input checked="" type="radio"/> Coach	FREE	1 hour		
Car!nk Single Line Work in Process	2589	<input checked="" type="radio"/> Coach	FREE	30 minutes		
Car!nk Split Repair Order	2600	<input checked="" type="radio"/> Coach	FREE	.5 hour		
Car!nk Vehicle Loaner Application	2780	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
CTI Desktop 3.x	2379	<input checked="" type="radio"/> Coach	FREE	45 minutes		
*Data Cleanup for Service	1660	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Dealership Executive Forum - Parts & Service	1833	<input checked="" type="radio"/> Classroom	\$149	1 day		
Dealership Executive Forum - Service	2022	<input checked="" type="radio"/> Coach	FREE	2 hours		
Dispatch	2150	<input checked="" type="radio"/> Virtual Classroom	FREE	3 sessions - 3 hours each		
*Dispatch	0229	<input checked="" type="radio"/> Classroom	FREE	2 days		
*Dispatch Setups	1612	<input checked="" type="radio"/> Coach	FREE	2 hours		
*Dispatch User	1591	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
*Electronic Repair Order (ERO)	0247	<input checked="" type="radio"/> Classroom	FREE	1 day		
Electronic Repair Order (ERO)	2160	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 3 hours		
*Electronic Repair Order (ERO) for Managers	1630	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
*Electronic Repair Order (ERO) for Service Advisors	2008	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
ENGLISH for Service Users	1623	<input checked="" type="radio"/> Coach	FREE	1.5 hours		

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<input type="checkbox"/> COACH	<input type="checkbox"/> e-LEARNING	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> VIRTUAL CLASSROOM	<input checked="" type="radio"/> LEVEL 1	<input checked="" type="radio"/> LEVEL 2	<input checked="" type="radio"/> LEVEL 3
COURSE NAME	Code	Type	Price-Option 1	Duration		
<b>SERVICE On Demand « continued »</b>						
Getting Started with w.e.b.Suite2006	1564	<input checked="" type="radio"/> Coach	FREE	2 hours		
*Report Generator (RPG)	0385	<input checked="" type="radio"/> Classroom	\$149	1 day		
Report Generator (RPG)	1667	<input checked="" type="radio"/> Virtual Classroom	\$49	1 session - 3 hours		
*Report Generator (RPG) Part 1	1576	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
*Report Generator (RPG) Part 2	1602	<input checked="" type="radio"/> Coach	FREE	2 hours		
Report Generator (RPG) Part 3: Service	1607	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
*Service Booker	2005	<input checked="" type="radio"/> Coach	FREE	2 hours		
*Service Manager	1600	<input checked="" type="radio"/> Coach	FREE	2 hours		
Service Manager	2013	<input checked="" type="radio"/> Virtual Classroom	FREE	2 sessions - 3 hours each		
*Service Manager	2030	<input checked="" type="radio"/> Classroom	FREE	1 day		
*Service Reminders & Mailers	0417	<input checked="" type="radio"/> Classroom	\$149	1 day		
Service Reminders & Mailers	1944	<input checked="" type="radio"/> Virtual Classroom	\$99	2 sessions - 3 hours each		
Service Reminders & Mailers Part 1	1594	<input checked="" type="radio"/> Coach	FREE	2 hours		
Service Reminders & Mailers Part 2	2025	<input checked="" type="radio"/> Coach	FREE	2 hours		
*Service User	2029	<input checked="" type="radio"/> Classroom	FREE	3 days		
ServicePricing™	2166	<input checked="" type="radio"/> Virtual Classroom	\$99	2 sessions - 3 hours each		
ServicePricing™ - Service Advisor	2461	<input checked="" type="radio"/> Coach	FREE	2 hours		
Technician Payroll and Reports	1638	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Truck - Introduction to Electronic Time Tracking (ETT)	1619	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Using the ADP Learning Management System	2220	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Virtual Classroom Preparation Session	2058	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 1.5 hours		
*What's New for w.e.b.Suite - Service	1722	<input checked="" type="radio"/> Coach	FREE	2 hours		
<b>SYSTEM ADMINISTRATION On Demand</b>						
Administering the Dealer Management System (DMS)	3095	<input checked="" type="radio"/> Virtual Classroom	FREE	2 sessions - 3 hours each		
addealerservices.com Administration	2698	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Basic System Administration	1592	<input checked="" type="radio"/> Coach	FREE	1 hour		
CTI Desktop 3.x	2379	<input checked="" type="radio"/> Coach	FREE	45 minutes		
*Report Generator (RPG)	0385	<input checked="" type="radio"/> Classroom	\$149	1 day		
Report Generator (RPG)	1667	<input checked="" type="radio"/> Virtual Classroom	\$49	1 session - 3 hours		
*System Administration - Release SY829 Features	2475	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Using the ADP Learning Management System	2220	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Virtual Classroom Preparation Session	2058	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 1.5 hours		
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COURSE NAME	Code	Type	Price-Option 1	Duration	
<b>w.e.b.Suite®1000 (Canadian Alliance) On Demand</b>					
<b>Accounting Department:</b>					
*Accounts Payable	2567	● Coach	FREE	2 hours	
*Accounts Payable Cheque Writing	2568	● Coach	FREE	2 hours	
*Accounts Receivable	2569	● Coach	FREE	2 hours	
*Invoicing & Posting a Vehicle Sale	2119	● Coach	FREE	2 hours	
*Month End Process	2572	⦿ Coach	FREE	2 hours	
*Purchase Orders	2574	● Coach	FREE	2 hours	
*Vehicle Purchases	2127	● Coach	FREE	2 hours	
*Welcome to ADP w.e.b.Suite1000	2611	● Coach	FREE	2 hours	
*What's New for Release 5.4 - Accounting	2473	⦿ Coach	FREE	1.5 hours	
<b>Parts Department:</b>					
*Managing Regular and Special Parts Orders	2571	⦿ Coach	FREE	2 hours	
*Parts Counter - Front and Back Counter Sales	2573	● Coach	FREE	2 hours	
*Parts Inventory Management	2122	● Coach	FREE	2 hours	
*Parts Invoicing Management	2121	● Coach	FREE	2 hours	
*Parts Physical Inventory	2120	● Coach	FREE	1.5 hours	
*Purchase Orders	2574	● Coach	FREE	2 hours	
*Welcome to ADP w.e.b.Suite1000	2611	● Coach	FREE	2 hours	
*What's New for Release 5.4 - Parts	2474	⦿ Coach	FREE	30 minutes	
<b>Sales Department:</b>					
*Purchase Orders	2574	● Coach	FREE	2 hours	
*Welcome to ADP w.e.b.Suite1000	2611	● Coach	FREE	2 hours	
<b>Service Department:</b>					
*Purchase Orders	2574	● Coach	FREE	2 hours	
Recommended Service	2624	⦿ Coach	FREE	1.5 hours	
*Repair Orders - Closing and Invoicing	2646	● Coach	FREE	2 hours	
*Service Appointments and Opening Repair Orders	2647	● Coach	FREE	2 hours	
*Service Follow-up	2125	⦿ Coach	FREE	1.5 hours	
*Service Management	2648	● Coach	FREE	2 hours	
*Welcome to ADP w.e.b.Suite1000	2611	● Coach	FREE	2 hours	
*What's New for Release 5.4 - Service	2505	⦿ Coach	FREE	1 hour	
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