

DMS@NET Training Schedule

MAY-AUGUST 2008

SKILL LEVELS BEGINNER INTERMEDIATE

SCHEDULED COURSE OFFERINGS	Type	Price	Duration	May	Jun	Jul	Aug
ALL USERS							
Conversion - Green Screen to DMS@NET (GUI)	e-Learning	FREE	Self-paced	Available 24/7			
Introduction to DMS@NET	Coach	FREE	1.5 hours	Available On Demand			
Introduction to Dealerline	Coach	FREE	1.5 hours	Available On Demand			
ACCOUNTING DEPARTMENT							
13th Month Accounting Procedures	Coach	\$100	1.5 hours	Available On Demand			
Accounting Essentials	Coach	\$100	1.5 hours				13 1pm
Accounting GL Setups	Coach	\$100	1.5 hours	Available On Demand			
Accounting Year End Procedures	Coach	\$100	1.5 hours	Available On Demand			
Accounts Payable Processing	Coach	\$100	1.5 hours	Available On Demand			
Accounts Receivable Processing	Coach	\$100	1.5 hours				15 1pm
Adding Vehicles & Posting Deals	Coach	\$100	1.5 hours	Available On Demand			
Cash Receipts	Coach	\$100	1.5 hours				15 9am
Daily Operating Report (DOR) Setups	Coach	\$100	1.5 hours				11 9am
Getting Ready for Accounting Year End	Coach	\$100	1.5 hours	Available On Demand			
Integrating Parts & Service Invoices	Coach	\$100	1.5 hours				14 1pm
Parts & Service Interfaces	Coach	\$100	1.5 hours				11 1pm
Payroll Processing	Coach	\$100	1.5 hours				14 9am
Payroll Setups	Coach	\$100	1.5 hours				13 9am
Payroll Year End	Coach	\$100	2 hours	Available On Demand			
Printing Checks	Coach	\$100	1.5 hours	Available On Demand			
Standard Entries & Fixed Assets	Coach	\$100	1.5 hours				12 1pm
NETWORKING & SYSTEM ADMINISTRATION							
Basic ASP System Administration	Coach	\$100	1.5 hours	Available On Demand			
Basic ASP System Administration Dealerline	Coach	\$100	1.5 hours	Available On Demand			
Intermediate ASP System Administration	Coach	\$100	1.5 hours	Available On Demand			
Printer Assignments	Coach	\$100	1.5 hours	Available On Demand			
PARTS DEPARTMENT							
Ordering and Receipting	Coach	\$100	1.5 hours	Available On Demand			
Parts Counter Part 1	Coach	\$100	1.5 hours	Available On Demand			
Parts Counter Part 2	Coach	\$100	1.5 hours	Available On Demand			
Parts Maintenance	Coach	\$100	1.5 hours	Available On Demand			
Parts Manager	Coach	\$100	1.5 hours	Available On Demand			
Parts Periodic Processing	Coach	\$100	1.5 hours	Available On Demand			
Physical Inventory	Coach	\$100	1.5 hours	Available On Demand			
Special Order Processing	Coach	\$100	1.5 hours	Available On Demand			

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SERVICE DEPARTMENT							
Appointments	Coach	\$100	1.5 hours				Available On Demand
Billing Service Order Charges	Coach	\$100	1.5 hours				Available On Demand
Cashiering Service Orders	Coach	\$100	1.5 hours				Available On Demand
Opening Service Orders	Coach	\$100	1.5 hours				Available On Demand
Service Setups Part 1	Coach	\$100	1.5 hours				Available On Demand
Service Setups Part 2	Coach	\$100	1.5 hours				Available On Demand
VEHICLE SALES DEPARTMENT							
Desking Finance Deals	Coach	\$100	1.5 hours				19 9am
Desking Lease Deals	Coach	\$100	1.5 hours				20 1pm
Entering F&I Deals	Coach	\$100	1.5 hours				21 9am
Entering Prospects	Coach	\$100	1.5 hours				19 1pm
Sales Setups Part 1	Coach	\$100	1.5 hours				21 1pm
Sales Setups Part 2	Coach	\$100	1.5 hours				22 9am
Vehicle & Car Deal Interfaces	Coach	\$100	1.5 hours				12 9am
Vehicle Inventory	Coach	\$100	1.5 hours				20 9am

To Register for Training: Visit DealerSuite.com/ARG or contact an ADP Training Coordinator at 866-535-8487
e-Learning is Available 24/7: Just log on to DealerSuite.com/ARG and click on 'Learning Management System'

On Demand Courses

What is ON DEMAND? **On Demand** Training Sessions are not currently being offered as a regularly scheduled class. However, they are available to you "On Request." If the course you wish to take has no dates listed in the table above, then it is available On-Demand.

To request an On-Demand Training Session, select from the following options:

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, unless the class is free.

OPTION 2) Call an ADP Training Coordinator at 866-535-8487 and request the On-Demand Training Session 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.