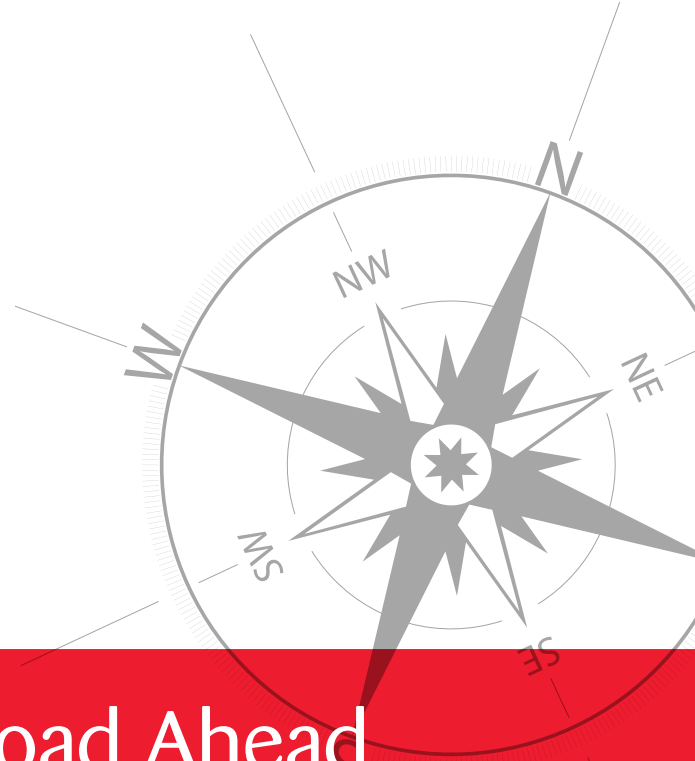




ADP Drive Dealer Training Schedule

May - June 2012



Navigating the Road Ahead



866.535.8487 

adpdealerservices.com/training 

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ADP Drive Dealer Training Schedule

May–June 2012

To Register for Training: Visit 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 and click on 'Training Login'
On Demand Training: See page 26 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
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ADP Drive

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Accounts Payable	2544	<input checked="" type="radio"/>	Coach	FREE	2 hours	9 10am
Accounts Payable - Beyond Basics	2623	<input checked="" type="radio"/>	Coach	FREE	2.5 hours	11 10am
Accounts Receivable	2545	<input checked="" type="radio"/>	Coach	FREE	2 hours	15 10am
ADP Drive Features	3015	<input checked="" type="radio"/>	e-Coach	FREE	12 minutes	
Bank Reconciliation	2627	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	12 10am
Cash Receipts	2550	<input checked="" type="radio"/>	Coach	FREE	2 hours	25 10am
Customers - Adding & Maintaining	2469	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 45 minutes)	
Customizing GL Reports & Schedules	2628	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	18 10am
Entering Names and Vehicles	2546	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	14 10am
F&I Journal Templates	2654	<input checked="" type="radio"/>	Coach	FREE	2 hours	7 2pm
Getting Started	2922	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 45 minutes)	
Getting Started	2911	<input checked="" type="radio"/>	Coach	FREE	2 hours	29 10am
GL Setups	2653	<input checked="" type="radio"/>	Coach	FREE	2 hours	5 10am
On-Demand Checkwriting	2549	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	26 10am
Payroll Processing - Canada	2785	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 60 minutes)	
Payroll Processing - U.S.	2784	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 60 minutes)	
Payroll Processing U.S.	2883	<input checked="" type="radio"/>	Coach	FREE	2 hours	6 10am
Posting Deals	2553	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	31 2pm
Posting Documents	2536	<input checked="" type="radio"/>	Coach	FREE	2 hours	31 10am
Posting Documents	2578	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 75 minutes)	
Purchase Order - Misc & Vehicle	2676	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 45 minutes)	
What's New for ADP Drive Desktop	2932	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 20 minutes)	

Parts Department:

ADP Drive Features	3015	<input checked="" type="radio"/>	e-Coach	FREE	12 minutes	
Front & Back Counter Sales	2547	<input checked="" type="radio"/>	Coach	FREE	2 hours	7 2pm
Getting Started	2922	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 45 minutes)	
Getting Started	2911	<input checked="" type="radio"/>	Coach	FREE	2 hours	29 10am
Multiple Stock Returns	2734	<input checked="" type="radio"/>	Coach	FREE	2 hours	30 10am
Parts Counter - Retail	2556	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)	
Parts Counter - Service	2557	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 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	

Parts Department: « continued »

Parts Counter Sales - Beyond Basics	2636	⊕	Coach	FREE	2 hours		6 10am
Parts Inventory	2548	⊕	Coach	FREE	2 hours	8 2pm	6 10am
Parts Inventory Control - Beyond Basics	2718	⊕	Coach	FREE	2 hours		7 10am
Parts - Maintain, Order & Receipt	2610	⊕	e-Learning	FREE	Self-paced (approx. 60 minutes)		
Parts Special Order Requests	2721	⊕	e-Learning	FREE	Self-paced (approx. 60 minutes)		
Parts Special Orders - Beyond Basics	2742	⊕	Coach	FREE	2 hours		8 10am
Physical Inventory	2656	⊕	Coach	FREE	2 hours	15 10am	6 10am
Purchase Order - Parts	2994	⊕	e-Learning	FREE	Self-paced (approx. 30-45 minutes)		
What's New for ADP Drive Desktop	2932	⊕	e-Learning	FREE	Self-paced (approx. 20 minutes)		

Sales Department:

ADP Drive Features	3015	⊕	e-Coach	FREE	12 minutes		
Desking Deals	2641	⊕	e-Learning	FREE	Self-paced (approx. 45 minutes)		
Desking Deals Part 1	2537	⊕	Coach	FREE	1.5 hours	8 2pm	6 2pm
Desking Deals Part 2	2538	⊕	Coach	FREE	1.5 hours	9 2pm	7 2pm
Desking Deals - Beyond Basics	2730	⊕	Coach	FREE	2 hours		8 10am
F&I Purchase and Lease Deals	2539	⊕	Coach	FREE	1.5 hours	23 10am	5 2pm
F&I Purchase and Lease Deals - Beyond Basics	2638	⊕	Coach	FREE	2 hours		11 2pm
F&I Purchase Deals	2633	⊕	e-Learning	FREE	Self-paced (approx. 60 minutes)		
Flooring Interest in Vehicle Management System	2725	⊕	Coach	FREE	1 hour		12 2pm
Getting Started	2922	⊕	e-Learning	FREE	Self-paced (approx. 45 minutes)		
Getting Started	2911	⊕	Coach	FREE	2 hours	29 10am	11 10am
Purchase Order - Misc & Vehicle	2676	⊕	e-Learning	FREE	Self-paced (approx. 45 minutes)		
What's New for ADP Drive Desktop	2932	⊕	e-Learning	FREE	Self-paced (approx. 20 minutes)		

Service Department:

ADP Drive Features	3015	⊕	e-Coach	FREE	12 minutes		
Appointments and Quotes	2603	⊕	e-Learning	FREE	Self-paced (approx. 60 minutes)		
Booking Repair Orders Part 1	2581	⊕	e-Learning	FREE	Self-paced (approx. 45 minutes)		
Booking Repair Orders Part 2	2609	⊕	e-Learning	FREE	Self-paced (approx. 45 minutes)		
Booking Repair Orders - Beyond Basics	2723	⊕	Coach	FREE	1.5 hours		13 10am

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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	Duration	May	June	

Service Department: « continued »

Dispatcher	2602	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 60 minutes)		
Dispatcher - Beyond Basics	2712	<input checked="" type="radio"/>	Coach	FREE	2 hours		14 10am
Electronic Repair Order for Service Advisors	2660	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	18 10am	15 10am
Getting Started	2922	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 45 minutes)		
Getting Started	2911	<input checked="" type="radio"/>	Coach	FREE	2 hours	29 10am	11 10am
Purchase Order - Sublet	2700	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30-45 minutes)		
Repair Order - Beyond Basics	2694	<input checked="" type="radio"/>	Coach	FREE	2 hours		11 10am
Repair Orders	2608	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 60 minutes)		
Service Advisor - Appointments	2541	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	2 10am	11 10am
Service Advisor - Repair Orders	2540	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	3 10am	12 10am
Service Appointments - Beyond Basics	2728	<input checked="" type="radio"/>	Coach	FREE	2 hours		12 10am
Service Booker	2543	<input checked="" type="radio"/>	Coach	FREE	2 hours	4 10am	13 10am
Service Cashier	2555	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)		
Service Cashier	2542	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	18 10am	14 10am
Service Cashiering - Beyond Basics	2746	<input checked="" type="radio"/>	Coach	FREE	1.5 hours		12 2pm
Service Templates & Mailings	2697	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 45 minutes)		
Technician	2458	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)		
Technician Payroll and Reports	2748	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	15 10am	11 2pm
Technician Workbench	2460	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)		
What's New for ADP Drive Desktop	2932	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 20 minutes)		

ACCOUNTING

*Accounting Data Cleanup	2661	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	18 10am	7 10am
Accounting Getting Started - Basics	2895	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 45 minutes)		
Accounting Getting Started - Customization	2896	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)		
Accounting Inquiries	3088	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)		
Accounting Manager	3054	<input checked="" type="radio"/>	Virtual Classroom	FREE	3 sessions - 3 hours each	9-11 1pm 14-16 1pm	11-13 9am 18-20 1pm
*Accounting Smart Grid	2524	<input checked="" type="radio"/>	Coach	FREE	2 hours	*24 10am	8 10am
Accounts Payable	3055	<input checked="" type="radio"/>	Virtual Classroom	FREE	1 session - 3 hours	7 1pm 15 1pm 21 1pm	7 1pm 11 1pm 12 9am 25 1pm

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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	Duration	May	June		
ACCOUNTING « continued »								
*Accounts Payable - Beyond Basics	3104	●	Coach	FREE	2.5 hours	21 10am	8 10am	
*Accounts Receivable	3129	●	Coach	FREE	2 hours	15 2pm 22 10am 24 10am	5 10am 12 2pm 25 2pm	
*Accounts Receivable (Drive 1.0)	2532	●	Coach	FREE	2 hours	22 2pm	4 10am *22 10am	
ADP Vehicle - Adding Vehicles to Inventory	2995	●	e-Learning	FREE	Self-paced (approx. 20 minutes)			
*Bank Reconciliation	3105	●	Coach	FREE	1.5 hours	2 2pm	5 10am	
*Bank Reconciliation (Drive 1.0)	2394	●	Coach	FREE	1.5 hours	*17 10am	6 10am	
Car!nk® 8300 Cash Tracking System	2854	●	e-Coach	FREE	Self-paced (approx. 30 minutes)			
Car!nk Accounting vs. Sales Gross Profit Report	2831	●	e-Coach	FREE	30 minutes			
Car!nk Cash Balancing Report	2838	●	e-Coach	FREE	Self-paced (approx. 30 minutes)			
Car!nk Cash Collection Analysis Report	2844	●	e-Coach	FREE	15 minutes			
Car!nk Floor Plan Analysis Report	2840	●	e-Coach	FREE	Self-paced (approx. 15 minutes)			
Car!nk Interface Tech Payroll into Accounting	2837	●	e-Coach	FREE	30 minutes			
*Cash Receipts	3128	●	Coach	FREE	2 hours	14 2pm 21 10am 23 10am	4 10am 11 10am 11 2pm 27 2pm	
*Cash Receipts (Drive 1.0)	2393	●	Coach	FREE	2 hours	*16 10am 21 2pm	7 10am *20 10am	
Correcting Stock Numbers	2891	●	e-Learning	FREE	Self-paced (approx. 30 minutes)			
*Customers - Adding & Maintaining	3087	●	e-Learning	FREE	Self-paced (approx. 30 minutes)			
*Customizing GL Reports & Schedules	3106	●	Coach	FREE	1.5 hours	3 2pm	6 10am	
*Customizing GL Reports & Schedules (Drive 1.0)	2395	●	Coach	FREE	1.5 hours		*27 10am	
*Customize Smart Grid Reports for Accounting	3051	●	e-Learning	FREE	Self-paced (approx. 20 minutes)			
DSDA Document Search - Common User Tasks	2793	●	e-Learning	FREE	Self-paced (approx. 60 minutes)			
DSDA for Windows - Common User Tasks	2442	●	e-Learning	FREE	Self-paced (approx. 90 minutes)			
*Electronic Time Clock	2719	●	Coach	FREE	1.5 hours	10 10am	12 2pm	
*Financial Statement Help	2704	●	Coach	FREE	2 hours		8 10am	

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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	Duration	May	June	
ACCOUNTING « continued »							
FML&R - Defaults & Setups	3325	Coach	FREE	1.5 hours	7 2pm	5 2pm	
FML&R - Fuel Billing & Trip Reporting	3326	Coach	FREE	2 hours	8 2pm	6 2pm	
FML&R - Month End Procedures & Reporting Part 1	3323	Coach	FREE	2 hours	9 2pm	7 2pm	
FML&R - Month End Procedures & Reporting Part 2	3324	Coach	FREE	2 hours	10 2pm	8 2pm	
FML&R - Rental Billing Part 3	3329	Coach	FREE	2 hours	2 2pm		
General Office	3062	Virtual Classroom	FREE	3 sessions - 3 hours each	8-10 1pm 14-16 1pm 15-17 1pm 21-23 1pm 22-24 1pm	4-6 1pm 5-7 9am 12-14 1pm 18-20 1pm 19-21 1pm 25-27 1pm 26-28 9am 26-28 1pm	
*Getting Ready for ADP DriveXL - Accounting Features	2689	Coach	FREE	1 hour	8 10am 21 10am		
Getting Ready for ADP DriveXL - Payroll Features	2695	Coach	FREE	.5 hour		5 10am	
*Getting Started - Navigating ADP Drive	3014	e-Learning	FREE	Self-paced (approx. 30 minutes)			
*GL Setups	3115	Coach	FREE	2 hours	4 10am	7 10am	
*GL Setups (Drive 1.0)	2391	Coach	FREE	2 hours		*28 10am	
*Management Information System (MIS) Part 1	2657	Coach	FREE	2 hours	2 10am		
*Management Information System (MIS) Part 2	2658	Coach	FREE	2 hours	2 2pm		
Multi-Company Accounting Setups and Reconciliation	2701	Coach	FREE	1 hour		20 10am	
Multi-Company Interface Setups	2702	Coach	FREE	1.5 hours		19 10am	
Multi-Company Transactions	2703	Coach	FREE	1 hour		18 10am	
*On-Demand Checkwriting	3130	Coach	FREE	1.5 hours	16 2pm 23 10am 25 10am	6 10am 11 2pm 12 10am 13 2pm 20 10am 26 2pm	
*On-Demand Checkwriting (Drive 1.0)	2629	Coach	FREE	1.5 hours	*14 10am 16 10am	*18 10am	
Online Invoice Management - Advanced User Administration	2973	e-Learning	FREE	Self-paced (approx. 60 minutes)			
Online Invoice Management - Electronic Funds Transfer	3315	e-Learning	FREE	Self-paced (approx. 60 minutes)			
Online Invoice Management - Getting Started	2990	e-Learning	FREE	Self-paced (approx. 60 minutes)			

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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	Duration	May	June		
ACCOUNTING « continued »								
Payroll Corrections & Special Pays U.S.	3307	<input checked="" type="radio"/> Coach	FREE	2 hours	15 10am 25 2pm			
Payroll Manager	3068	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 3 hours	10 1pm 24 9am	14 1pm		
Payroll Processing	3069	<input checked="" type="radio"/> Virtual Classroom	FREE	3 sessions - 3 hours each	7-9 1pm	11-13 1pm		
Payroll Processing - Canada	3093	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 60 minutes)				
Payroll Processing - U.S.	3094	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 60 minutes)				
Payroll Plus Processing	3411	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 30 minutes)				
Posting Deals	3070	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 3 hours	11 9am 18 1pm 23 1pm	6 1pm 7 1pm 14 9am 15 9am 22 1pm 28 1pm		
*Posting Documents	3083	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 30 minutes)				
*Purchase Order - Misc & Vehicle	3084	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 45 minutes)				
Purchase Order Features	3200	<input checked="" type="radio"/> Coach	FREE	2 hours	14 10am 22 10am	21 10am		
Purchase Order Manager	3071	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 3 hours	2 9am 10 9am 14 9am 17 1pm 23 1pm 25 9am	4 1pm 11 9am 14 9am 21 1pm 27 1pm 29 9am		
Purchase Orders	3072	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 3 hours	11 1pm 14 1pm 16 1pm 21 1pm	4 9am 5 1pm 13 9am 15 1pm 18 1pm 25 9am 25 1pm 26 1pm		
*Report Generator Part 1	2691	<input checked="" type="radio"/> Coach	FREE	1.5 hours	*21 10am	*25 10am		
*Report Generator Part 2	2692	<input checked="" type="radio"/> Coach	FREE	2 hours	*22 10am	*26 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)				
User Self Service	3389	<input checked="" type="radio"/> e-Coach	FREE	30 minutes				
*Understanding Accounting Interfaces	3294	<input checked="" type="radio"/> Coach	FREE	2 hours	14 10am			
*Using adpdealerservices.com	2912	<input checked="" type="radio"/> Coach	FREE	1.5 hours	*29 10am	8 10am		

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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	Duration	May	June		
ACCOUNTING « continued »								
*Using the Fast Lane - Accounting Managers	3100	Coach	FREE	1.5 hours	11 10am 14 10am 23 2pm	4 2pm 13 10am 13 2pm 18 10am		
*Using the Fast Lane - Payables and Receivables	3198	Coach	FREE	1 hour	11 2pm 21 10am	5 2pm 14 2pm 15 10am 19 10am		
Vehicle Management System	3078	Virtual Classroom	FREE	1 session - 3 hours	7 1pm 9 1pm 10 9am 14 9am 16 1pm 17 1pm 18 9am 23 1pm 24 1pm	6 9am 7 9am 11 1pm 13 1pm 14 9am 18 9am 20 1pm 21 1pm 22 9am 27 1pm 28 1pm		
VIN Cleanse Customization	2855	e-Coach	FREE	Self-paced (approx. 60 minutes)				
VIN Cleanse Overview	2832	e-Coach	FREE	Self-paced (approx. 30 minutes)				
*What's New for ADP Drive 1.5	3019	e-Learning	FREE	Self-paced (approx. 1 hour)				
What's New for ADP Drive - Accounting	3143	e-Learning	FREE	Self-paced (approx. 2 hours)				
What's New for ADP Drive - Payroll Canada	3196	e-Learning	FREE	Self-paced (approx. 30 minutes)				
What's New for ADP Drive - Payroll U.S.	3147	e-Learning	FREE	Self-paced (approx. 30 minutes)				
What's New for ADP DriveXL Desktop	2933	e-Learning	FREE	Self-paced (approx. 20 minutes)				
CTWizard (Canada Only)								
*Best Practices for CTWizard	2204	e-Learning	FREE	Self-paced (approx. 60 minutes)				
*BuzzTrak Integration	2801	e-Coach	FREE	Self-paced (approx. 15 minutes)				
*CTWizard e Overview	3342	e-Coach	FREE	Self-paced (approx. 20 minutes)				
*CTWizard F&I Manager	1926	Coach	FREE	2 hours	*8 2pm 15 2pm	*21 2pm		
*CTWizard Integration to ADP CRM	3263	e-Coach	FREE	15 minutes				
*CTWizard Sales Manager	1927	Coach	FREE	2 hours	*11 10am 16 2pm	*22 2pm		
*CTWizard Salesperson	1928	Coach	FREE	2 hours	*7 10am 14 2pm	*20 2pm		
*CTWizard Vehicle Inventory	1918	e-Learning	FREE	Self-paced (approx. 40 minutes)				
*Front Office - Vehicle Inventory	1919	e-Learning	FREE	Self-paced (approx. 40 minutes)				

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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	Duration	May	June		
CTWizard (Canada Only) « continued »								
*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)			
CUSTOMER RELATIONSHIP MANAGEMENT								
ADP CRM - BDC Programs	3275	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP CRM - BDC Programs	3277	<input checked="" type="radio"/> Coach	FREE	2 hours	11 10am 30 2pm	15 2pm 26 2pm		
ADP CRM - BDC Templates	3288	<input checked="" type="radio"/> Coach	FREE	2 hours	10 10am 29 2pm	14 2pm 25 2pm		
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	3 2pm 9 10am	8 10am 20 2pm		
ADP CRM - Getting Started	3260	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 15 minutes)			
ADP CRM - Management Overview	3292	<input checked="" type="radio"/> Coach	FREE	2 hours	7 2pm 18 2pm 30 10am	4 10am 11 2pm		
ADP CRM - Orphan Management	3027	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP CRM - Service Reminders	3042	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP CRM - Templates & Surveys	3276	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
*CSM Professional - Points and Customer Maintenance	2650	<input checked="" type="radio"/> Coach	FREE	2 hours	3 10am			
*CSM Professional - Surveys	2651	<input checked="" type="radio"/> Coach	FREE	1.5 hours	2 10am			
Service Connect - Self Support Tools	2792	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30-45 minutes)			
*Using adpdealerservices.com	2912	<input checked="" type="radio"/> Coach	FREE	1.5 hours	*29 10am	8 10am		
EXECUTIVE								
*Accounting Smart Grid	2524	<input checked="" type="radio"/> Coach	FREE	2 hours	*24 10am	8 10am		
ADP Drive for Executives	2892	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 40 minutes)			
ADP Drive XL for Executives	3125	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
ADP Vehicle - Adding Vehicles to Inventory	2995	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 20 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)			

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ADP Drive Dealer Training Schedule

May–June 2012

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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		
EXECUTIVE « continued »								
Purchase Order Features	3200	<input checked="" type="radio"/> Coach	FREE	2 hours	14 10am 22 10am	21 10am		
Service Connect - Self Support Tools	2792	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 30-45 minutes)				
User Self Service	3389	<input checked="" type="radio"/> e-Coach	FREE	30 minutes				
*Using adpdealerservices.com	2912	<input checked="" type="radio"/> Coach	FREE	1.5 hours	*29 10am	8 10am		
MANUFACTURER SPECIFIC TRAINING								
Ford ACE Vehicle Inspection Sheets - Getting Started for Bookers	3298	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 5 minutes)				
Ford ACE Vehicle Inspection Sheets - Getting Started for Parts	3297	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 5 minutes)				
Ford ACE Vehicle Inspection Sheets - Getting Started for Service Advisors	3295	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 15 minutes)				
Ford ACE Vehicle Inspection Sheets - Getting Started for Service Managers	3299	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 30 minutes)				
Ford ACE Vehicle Inspection Sheets - Getting Started for Technicians	3296	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 30 minutes)				
Ford ONE Warranty Solution - Add or Change Warranty Information	3247	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 30 minutes)				
Ford ONE Warranty Solution - Claim Reconciliation	3248	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 10 minutes)				
Ford ONE Warranty Solution Overview	3234	<input checked="" type="radio"/> e-Coach	FREE	1 hour				
Freightliner Online Warranty Link	2827	<input checked="" type="radio"/> Coach	FREE	1 hour	4 10am 7 10am	5 2pm		
GM Global Warranty Management for GM of Canada	2554	<input checked="" type="radio"/> e-Coach	FREE	Self-paced (approx. 30 minutes)				
GM Global Warranty Management for GM U.S.	2625	<input checked="" type="radio"/> e-Coach	FREE	Self-paced (approx. 45 minutes)				
Performance Pricing for BMW Service Advisors	2768	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 45 minutes)				
NETWORK PHONE (IPT)								
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)				

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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	Duration	May	June		
PARTS								
*Core Management for Counterperson	2716	<input checked="" type="radio"/>	Coach	FREE	2 hours	7 10am	12 10am	
*Core Management for Inventory Control	2715	<input checked="" type="radio"/>	Coach	FREE	2 hours	8 10am	13 10am	
*Core Management for Parts Manager	2714	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	11 2pm	14 10am	
Customer Touch 3.5 Spotlight	2640	<input checked="" type="radio"/>	Product Spotlight	FREE	15 minutes			
Customize Smart Grid Reports for Parts	3052	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)			
DSDA Document Search - Common User Tasks	2793	<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)			
*Getting Ready for ADP DriveXL - Parts Features	2686	<input checked="" type="radio"/>	Coach	FREE	2 hours	29 2pm		
*Getting Started - Navigating ADP Drive	3014	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)			
Getting Started with ADP Delivery Management	2464	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)			
*Parts - Display and Maintain	3172	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)			
Parts - Maintain, Order & Receipt	2501	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 60 minutes)			
Parts - Order and Receipt	3131	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 45 minutes)			
Parts Counter	3063	<input checked="" type="radio"/>	Virtual Classroom	FREE	1 session - 3 hours	2 9am 4 1pm 7 10am 7 1pm 8 9am 14 9am 14 1pm 18 1pm	4 9am 12 1pm 13 1pm 18 1pm 22 1pm 25 9am	
*Parts Counter - Retail	3081	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)			
Parts Counter - Service	3082	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)			
Parts Counter Sales - Beyond Basics	3117	<input checked="" type="radio"/>	Coach	FREE	2 hours	23 2pm		
Parts Getting Started - Basics	2899	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 45-60 minutes)			
Parts Getting Started - Customization	2900	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)			
Parts Inventory Control	3064	<input checked="" type="radio"/>	Virtual Classroom	FREE	2 sessions - 3 hours each	3-4 9am 8-9 1pm 17-18 9am	5-6 9am 19-20 1pm 28-29 9am	
*Parts Inventory Control - Beyond Basics	3118	<input checked="" type="radio"/>	Coach	FREE	2 hours	24 2pm		

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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="checkbox"/> LEVEL 1	<input checked="" type="checkbox"/> LEVEL 2	<input checked="" type="checkbox"/> LEVEL 3	
COURSE NAME	Code	Type	Price	Duration	May	June	
PARTS « continued »							
Parts Manager	3065	Virtual Classroom	FREE	2 sessions - 3 hours each	2-3 1pm 9-10 9am 10-11 1pm 15-16 9am 15-16 1pm	11-12 1pm 13-14 9am 19-20 1pm 21-22 1pm 26-27 9am	
*Parts Smart Grid	3150	Coach	FREE	2 hours	24 2pm	15 10am	
*Parts Smart Grid (Drive 1.0)	2525	Coach	FREE	2 hours	*25 10am		
*Parts Special Order Requests	3139	e-Learning	FREE	Self-paced (approx. 45 minutes)			
Parts Special Orders - Beyond Basics	3119	Coach	FREE	2 hours	25 2pm		
Parts Special Orders for Inventory Control	3066	Virtual Classroom	FREE	2 sessions - 3 hours each	2-3 9am 7-8 1pm	26-27 1pm	
Parts Special Orders for Parts Counter	3067	Virtual Classroom	FREE	1 session - 3 hours	2 1pm 7 9am 17 1pm 21 1pm	11 9am 21 1pm 25 1pm	
*Parts Tools	2713	Coach	FREE	1.5 hours	*11 2pm		
*Physical Inventory	2655	Coach	FREE	2 hours	8 10am		
PartScan Common Functions	3396	e-Coach	FREE	30 minutes			
PartScan Receiving	3369	e-Learning	FREE	Self-paced (approx. 45 minutes)			
*Purchase Order - Parts	3086	e-Learning	FREE	Self-paced (approx. 45 minutes)			
Purchase Order Features	3200	Coach	FREE	2 hours	14 10am 22 10am	21 10am	
Purchase Order Manager	3071	Virtual Classroom	FREE	1 session - 3 hours	2 9am 10 9am 14 9am 17 1pm 23 1pm 25 9am	4 1pm 11 9am 14 9am 21 1pm 27 1pm 29 9am	
Purchase Orders	3072	Virtual Classroom	FREE	1 session - 3 hours	11 1pm 14 1pm 16 1pm 21 1pm	4 9am 5 1pm 13 9am 15 1pm 18 1pm 25 9am 25 1pm 26 1pm	
*Report Generator Part 1	2691	Coach	FREE	1.5 hours	*21 10am	*25 10am	
*Report Generator Part 2	2692	Coach	FREE	2 hours	*22 10am	*26 10am	
Service Connect - Self Support Tools	2792	e-Learning	FREE	Self-paced (approx. 30-45 minutes)			
Set Up Event Notification	3214	e-Learning	FREE	Self-paced (approx. 30 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		
PARTS « continued »								
User Self Service	3389	<input checked="" type="radio"/>	e-Coach	FREE	30 minutes			
*Using adpdealerservices.com	2912	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	*29 10am	8 10am	
*Using the Fast Lane in Parts	3101	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	2 10am 7 2pm 14 10am 23 10am	4 2pm 5 10am 15 2pm 18 10am 28 10am	
*What's New for ADP Drive 1.5	3019	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 1 hour)			
*What's New for ADP Drive - Parts	3144	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 1 hour)			
What's New for ADP DriveXL Desktop	2933	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 20 minutes)			
SALES								
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 - Advanced Product Part 1	3293	<input checked="" type="radio"/>	Virtual Classroom	\$99	2 sessions - 3 hours each	15-16 1pm		
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	3 2pm 9 10am	8 10am 20 2pm	
ADP CRM for Sales Managers	3289	<input checked="" type="radio"/>	Coach	FREE	2 hours	8 2pm 10 10am 14 2pm 24 2pm 31 10am	6 10am 13 2pm 21 2pm	
ADP CRM for Salespeople	3290	<input checked="" type="radio"/>	Coach	FREE	2 hours	7 8am 9 8am / 10am 15 2pm / 5pm 17 2pm / 5pm 29 2pm / 5pm	8 2pm / 5pm 13 2pm / 5pm 18 8am 20 2pm / 5pm	
ADP CRM - Getting Started	3260	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 15 minutes)			
ADP CRM - iLead - Setups	2953	<input checked="" type="radio"/>	e-Learning	FREE	Self-paced (approx. 30 minutes)			
ADP CRM - iLeads	3291	<input checked="" type="radio"/>	Coach	FREE	2 hours	4 10am 7 10am 8 10am 24 10am 30 2pm	5 10am 7 10am 19 2pm	
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			

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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	Duration	May	June		
SALES « continued »								
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	7 2pm 18 2pm 30 10am	4 10am 11 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			
Customize Smart Grid Reports for Sales	3013	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
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	3029	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
DSDA Document Search - Common User Tasks	2793	<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)			
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. 30 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)			

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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="checkbox"/> LEVEL 1	<input checked="" type="checkbox"/> LEVEL 2	<input checked="" type="checkbox"/> LEVEL 3	
COURSE NAME	Code	Type	Price	Duration	May	June	
SALES « continued »							
F&I	3061	Virtual Classroom	FREE	2 sessions - 3 hours each	7-8 9am 10-11 9am 10-11 1pm 14-15 1pm 16-17 1pm 21-22 1pm	4-5 9am 6-7 1pm 7-8 1pm 11-12 9am 14-15 9am 14-15 1pm 18-19 1pm 20-21 9am 25-26 1pm 27-28 1pm	
F&I Purchase Deals	3028	e-Learning	FREE	Self-paced (approx. 45 minutes)			
F&I Setups	3113	Coach	FREE	2 hours	15 10am		
Finance Online Overview	2820	e-Coach	FREE	30 minutes			
Getting Ready for ADP DriveXL - Sales Features	2687	Coach	FREE	2 hours	2 2pm 29 2pm		
*Getting Started - Navigating ADP Drive	3014	e-Learning	FREE	Self-paced (approx. 30 minutes)			
Menu Selling - ADP Menu	3341	e-Learning	FREE	Self-paced (approx. 45 minutes)			
Pre-Owned Vehicle Analyzer	1679	e-Learning	FREE	Self-paced (approx. 60 minutes)			
*Purchase Order - Misc & Vehicle	3084	e-Learning	FREE	Self-paced (approx. 45 minutes)			
Purchase Order Features	3200	Coach	FREE	2 hours	14 10am 22 10am	21 10am	
Purchase Orders	3072	Virtual Classroom	FREE	1 session - 3 hours	11 1pm 14 1pm 16 1pm 21 1pm	4 9am 5 1pm 13 9am 15 1pm 18 1pm 25 9am 25 1pm 26 1pm	
Quotes Online Configuration	3000	e-Coach	FREE	30 minutes			
Quotes Online Overview	2819	e-Coach	FREE	30 minutes			
*Report Generator Part 1	2691	Coach	FREE	1.5 hours	*21 10am	*25 10am	
*Report Generator Part 2	2692	Coach	FREE	2 hours	*22 10am	*26 10am	
Sales Contact Management - Administrator	3270	e-Coach	FREE	30 minutes			
Sales Contact Management - Overview	3268	e-Coach	FREE	15 minutes			
Sales Contact Management - Salesperson	3272	e-Learning	FREE	Self-paced (approx. 60 minutes)			
Sales Getting Started - Basics	2897	e-Learning	FREE	Self-paced (approx. 45 minutes)			
Sales Getting Started - Customization	2898	e-Learning	FREE	Self-paced (approx. 45 minutes)			
Sales Management	3073	Virtual Classroom	FREE	1 session - 3 hours	14 1pm 15 9am 15 1pm 21 1pm 22 1pm	4 1pm 18 1pm 19 9am 19 1pm 25 1pm 26 1pm	

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COURSE NAME	Code	Type	Price	Duration	May	June		
SALES « continued »								
Service Connect - Self Support Tools	2792	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 30-45 minutes)			
Showroom Control	3077	<input checked="" type="checkbox"/> Virtual Classroom	FREE	1 session - 3 hours	25 1pm	29 1pm		
User Self Service	3389	<input checked="" type="checkbox"/> e-Coach	FREE		30 minutes			
Using ADP Credit	3338	<input checked="" type="checkbox"/> e-Coach	FREE		30 minutes			
Using ADP Credit with ADP Desking	3026	<input checked="" type="checkbox"/> e-Coach	FREE		30 minutes			
Using ADP Credit with ADP Drive	3025	<input checked="" type="checkbox"/> e-Coach	FREE		30 minutes			
*Using adpdealerservices.com	2912	<input checked="" type="checkbox"/> Coach	FREE	1.5 hours	*29 10am	8 10am		
Using the Fast Lane in Sales	3103	<input checked="" type="checkbox"/> Coach	FREE	1 hour	2 10am 10 10am 17 10am 22 2pm	7 10am 8 10am 12 2pm 18 2pm 21 10am 22 2pm 26 10am 29 2pm		
ADP Vehicle - Adding Vehicles to Inventory	2995	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
ADP Vehicle - Appraisal & Decision Tool	2437	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP Vehicle - Creating & Using Templates	3195	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
ADP Vehicle - Getting Started	3170	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 15 minutes)			
ADP Vehicle - Inventory	3182	<input checked="" type="checkbox"/> Coach	FREE	2 hours	3 10am 10 2pm 17 10am 24 2pm	5 2pm 13 2pm 19 10am 28 2pm		
ADP Vehicle - Manager	3203	<input checked="" type="checkbox"/> Coach	FREE	2 hours	2 10am 11 2pm 18 10am 25 2pm	6 2pm 14 2pm 20 10am 29 2pm		
ADP Vehicle - Pre-Owned Vehicle Analytics	3262	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP Vehicle - Reports	3181	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 15 minutes)			
ADP Vehicle - Users and Permissions	2992	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
ADP Vehicle - Using Report Builder	3258	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP Vehicle - Using Vehicle Search	3240	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
ADP Vehicle - Using Vehicle Valuation	3266	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP Vehicle - Using VehicleScan	3267	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
ADP Vehicle - What's New for Release 2.3	2476	<input checked="" type="checkbox"/> e-Coach	FREE		Self-paced (approx. 30 minutes)			
ADP Vehicle - What's New for Release 3.0	2967	<input checked="" type="checkbox"/> e-Coach	FREE		Self-paced (approx. 15 minutes)			
ADP Vehicle - Working with Orders	3224	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			

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ADP Drive Dealer Training Schedule

May–June 2012

To Register for Training: Visit 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 and click on 'Training Login'
On Demand Training: See page 26 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="checkbox"/> LEVEL 1	<input checked="" type="checkbox"/> LEVEL 2	<input checked="" type="checkbox"/> LEVEL 3		
COURSE NAME	Code	Type	Price	Duration	May	June		
SALES « continued »								
Vehicle Management System	3078	<input checked="" type="checkbox"/> Virtual Classroom	FREE	1 session - 3 hours	7 1pm 9 1pm 10 9am 14 9am 16 1pm 17 1pm 18 9am 23 1pm 24 1pm	6 9am 7 9am 11 1pm 13 1pm 14 9am 18 9am 20 1pm 21 1pm 22 9am 27 1pm 28 1pm		
Vehicle Management System - Setups	3136	<input checked="" type="checkbox"/> Coach	FREE	1.5 hours	22 10am			
Vehicle Management System - Setups (Drive 1.0)	2444	<input checked="" type="checkbox"/> Coach	FREE	1.5 hours		11 10am 18 10am		
Vehicle Online Overview	3175	<input checked="" type="checkbox"/> e-Coach	FREE		30 minutes			
VIN Cleanse Customization	2855	<input checked="" type="checkbox"/> e-Coach	FREE		Self-paced (approx. 60 minutes)			
VIN Cleanse Overview	2832	<input checked="" type="checkbox"/> e-Coach	FREE		Self-paced (approx. 30 minutes)			
*What's New for ADP Drive 1.5	3019	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 1 hour)			
What's New for ADP Drive - F&I and Sales	3145	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 2 hours)			
What's New for ADP DriveXL Desktop	2933	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
SERVICE								
ADP CRM - Service Reminders	3042	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
Appointments and Quotes	3141	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
*Booking Repair Orders - Beyond Basics	3140	<input checked="" type="checkbox"/> Coach	FREE	1.5 hours	21 10am			
*Booking Repair Orders Part 1	3079	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
*Booking Repair Orders Part 2	3080	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
Car!nk Cash Balancing Report	2838	<input checked="" type="checkbox"/> e-Coach	FREE		Self-paced (approx. 30 minutes)			
Car!nk Quick Repair Order	2841	<input checked="" type="checkbox"/> e-Coach	FREE		Self-paced (approx. 8 minutes)			
Car!nk Split Repair Order	2839	<input checked="" type="checkbox"/> e-Coach	FREE		30 minutes			
Customer Touch 3.5 Spotlight	2640	<input checked="" type="checkbox"/> Product Spotlight	FREE		15 minutes			
Customize Smart Grid Reports for Service	3053	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 20 minutes)			
Dispatch and Electronic Repair Order Management	3060	<input checked="" type="checkbox"/> Virtual Classroom	FREE	2 sessions - 3 hours each	7-8 1pm 14-15 1pm	11-12 1pm		
Dispatcher	3050	<input checked="" type="checkbox"/> e-Learning	FREE		Self-paced (approx. 50 minutes)			
Dispatcher	3059	<input checked="" type="checkbox"/> Virtual Classroom	FREE	2 sessions - 3 hours each	10-11 1pm 14-15 9am 21-22 9am	18-19 9am		

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ADP Drive Dealer Training Schedule

May–June 2012

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On Demand Training: See page 26 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		
SERVICE « continued »								
DSDA Document Search - Common User Tasks	2793	<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 for Service Advisors	3127	<input checked="" type="radio"/> Coach	FREE	1.5 hours	3 2pm 9 2pm 18 10am 24 10am	6 10am 15 2pm 22 10am		
*Electronic Repair Order for Service Advisors (Drive 1.0)	2392	<input checked="" type="radio"/> Coach	FREE	1.5 hours		4 10am 14 10am		
*Getting Ready for ADP DriveXL - Service Features	2684	<input checked="" type="radio"/> Coach	FREE	2 hours	17 10am			
*Getting Started - Navigating ADP Drive	3014	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
*Labor Time Guides	2380	<input checked="" type="radio"/> Coach	FREE	1.5 hours	2 2pm 8 10am 10 2pm 11 2pm 15 10am 17 10am *17 10am 17 2pm 22 2pm 23 10am 24 10am	*7 10am 7 2pm 12 10am 19 10am *22 10am 22 2pm 26 10am 26 2pm 27 10am		
*Purchase Order - Sublet	3085	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 45 minutes)			
Purchase Order Features	3200	<input checked="" type="radio"/> Coach	FREE	2 hours	14 10am 22 10am	21 10am		
*Repair Orders	3142	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 50 minutes)			
*Report Generator Part 1	2691	<input checked="" type="radio"/> Coach	FREE	1.5 hours	*21 10am	*25 10am		
*Report Generator Part 2	2692	<input checked="" type="radio"/> Coach	FREE	2 hours	*22 10am	*26 10am		
Service Advisor	3074	<input checked="" type="radio"/> Virtual Classroom	FREE	2 sessions - 3 hours each	7-8 1pm 16-17 1pm 21-22 9am 21-22 1pm 23-24 1pm	4-5 9am 6-7 1pm 11-12 1pm 13-14 1pm 25-26 9am 25-26 1pm 27-28 1pm		
*Service Advisor - Beyond Basics	3121	<input checked="" type="radio"/> Coach	FREE	2 hours	21 10am			
*Service Appointments - Beyond Basics	3122	<input checked="" type="radio"/> Coach	FREE	2 hours	22 10am			
Service Booker	3075	<input checked="" type="radio"/> Virtual Classroom	FREE	2 sessions - 3 hours each	9-10 1pm 21-22 9am 23-24 9am	6-7 9am 13-14 1pm 25-26 9am 27-28 9am		
Service Cashier	3138	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30 minutes)			
Service Connect - Self Support Tools	2792	<input checked="" type="radio"/> e-Learning	FREE		Self-paced (approx. 30-45 minutes)			

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ADP Drive Dealer Training Schedule

May–June 2012

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On Demand Training: See page 26 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		
SERVICE « continued »								
*Service Daily Log	3126	<input checked="" type="radio"/> Coach	FREE	1.5 hours	3 2pm 4 10am 8 2pm 9 10am 10 2pm 16 10am 16 2pm 21 2pm 24 10am 24 2pm	6 2pm 11 10am 18 10am 21 2pm 25 10am 25 2pm 26 2pm 28 10am		
*Service Daily Log (Drive 1.0)	2382	<input checked="" type="radio"/> Coach	FREE	1.5 hours	*8 10am 9 2pm 14 10am 21 10am *25 10am	*8 10am *20 10am		
Service Getting Started - Basics	2893	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 40 minutes)				
Service Getting Started - Customization	2894	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 30 minutes)				
Service Manager	3076	<input checked="" type="radio"/> Virtual Classroom	FREE	2 sessions - 3 hours each	3-4 1pm 7-8 1pm 9-10 1pm	4-5 9am 13-14 1pm 20-21 9am		
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 Part 1	3133	<input checked="" type="radio"/> Coach	FREE	2 hours	23 2pm			
*Service Reminders & Mailers Part 2	3134	<input checked="" type="radio"/> Coach	FREE	2 hours	24 2pm			
*Service Smart Grid	3151	<input checked="" type="radio"/> Coach	FREE	2 hours	25 10am			
*Service Smart Grid (Drive 1.0)	2526	<input checked="" type="radio"/> Coach	FREE	2 hours	*24 10am			
Service Templates & Mailings	3137	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 45 minutes)				
ServicePricing™ - Service Advisor	3217	<input checked="" type="radio"/> Coach	FREE	2 hours	2 2pm 10 10am 14 10am 22 2pm	5 2pm 12 10am 18 2pm 20 10am 28 2pm		
ServicePricing™ - Service Manager	3216	<input checked="" type="radio"/> Coach	FREE	2 hours	3 2pm 11 10am 23 2pm			
ServicePricing™ - Service Manager (Drive 1.0)	2456	<input checked="" type="radio"/> Coach	FREE	2 hours	8 10am			
Set Up Event Notification	3214	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 30 minutes)				
Technician	3111	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 40 minutes)				
Technician Payroll and Reports	3135	<input checked="" type="radio"/> Coach	FREE	1.5 hours	23 10am			
Technician Workbench	3112	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 40 minutes)				
User Self Service	3389	<input checked="" type="radio"/> e-Coach	FREE	30 minutes				
*Using adpdealerservices.com	2912	<input checked="" type="radio"/> Coach	FREE	1.5 hours	*29 10am	8 10am		

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ADP Drive Dealer Training Schedule

May–June 2012

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On Demand Training: See page 26 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	
SERVICE « continued »							
*Using the Fast Lane in Service	3102	<input checked="" type="radio"/> Coach	FREE	1 hour	3 10am 3 2pm 8 2pm 11 10am 14 2pm 15 10am 22 10am	4 2pm 11 10am 19 2pm 21 10am 27 2pm 28 2pm	
*Using Vehicle Inspection Sheets	3092	<input checked="" type="radio"/> Coach	FREE	1.5 hours	4 10am 8 2pm 15 2pm 23 2pm	7 10am 15 10am	
*Vehicle Inspection Sheets - Getting Started for Parts	3302	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 5 minutes)			
Vehicle Inspection Sheets - Getting Started for Service Advisors	3304	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 15 minutes)			
*Vehicle Inspection Sheets - Getting Started for Service Managers	3301	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 30 minutes)			
*Vehicle Inspection Sheets - Getting Started for Technicians	3303	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 15 minutes)			
*What's New for ADP Drive 1.5	3019	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 1 hour)			
*What's New for ADP Drive - Service	3146	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 1 hour)			
What's New for ADP DriveXL Desktop	2933	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 20 minutes)			
What's New for Vehicle Inspection Sheets	3236	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 30 minutes)			
SYSTEM ADMINISTRATION							
*Administering Users - Understanding Job & User Profiles	2504	<input checked="" type="radio"/> Coach	FREE	2 hours	2 2pm *30 10am		
ADP Vehicle - Users and Permissions	2992	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 20 minutes)			
DMS Platform Release 2011 (DPR2011) for Application Support & Clients	3300	<input checked="" type="radio"/> e-Coach	FREE	30 minutes			
*Getting Ready for ADP DriveXL - System Administration Features	2688	<input checked="" type="radio"/> Coach	FREE	2 hours	9 2pm 29 2pm		
*Getting Started - Navigating ADP Drive	3014	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 30 minutes)			
Optimizing ADP Drive	3152	<input checked="" type="radio"/> Coach	FREE	2 hours	7 2pm 21 2pm		
*Optimizing ADP Drive (Drive 1.0)	2989	<input checked="" type="radio"/> Coach	FREE	2 hours	*25 2pm 30 10am	*31 10am	
Optimizing ADP Drive - XL Additions	3230	<input checked="" type="radio"/> Coach	FREE	1 hour	9 2pm 24 2pm		
Preparing for ADP Distance Training	3305	<input checked="" type="radio"/> Coach	FREE	1.5 hours	4 2pm 15 10am 21 10am	4 2pm 8 2pm	

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ADP Drive Dealer Training Schedule

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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		
SYSTEM ADMINISTRATION « continued »								
Purchase Order Features	3200	<input checked="" type="radio"/> Coach	FREE	2 hours	14 10am 22 10am	21 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				
User Self Service	3389	<input checked="" type="radio"/> e-Coach	FREE	30 minutes				
*Using adpdealerservices.com	2912	<input checked="" type="radio"/> Coach	FREE	1.5 hours	*29 10am	8 10am		
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)				
*What's New for ADP Drive 1.5	3019	<input checked="" type="radio"/> e-Learning	FREE	Self-paced (approx. 1 hour)				
ADP CRM								
ADP CRM - Generic Import Tool	2997	<input checked="" type="radio"/> Coach	FREE	1 hour	3 10am 7 10am	6 10am 18 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)				
DSDA								
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 Document Search - Common User Tasks	2793	<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)				
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)				
Dynamic Website								
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)				

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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'. 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		
ADP DRIVE On Demand						
Accounting Department:						
Dealership Executive Forum - Accounting	2732	<input checked="" type="radio"/>	Coach	FREE	2 hours	
Payroll Processing Canada	2884	<input checked="" type="radio"/>	Coach	FREE	2 hours	
Executive Department:						
Dealership Executive Forum - Service	2740	<input checked="" type="radio"/>	Coach	FREE	2 hours	
Parts Department:						
Dealership Executive Forum - Parts	2736	<input checked="" type="radio"/>	Coach	FREE	2 hours	
Sales Department:						
Dealership Executive Forum - Sales and F&I	2738	<input checked="" type="radio"/>	Coach	FREE	2 hours	
F&I Setups	2534	<input checked="" type="radio"/>	Coach	FREE	2 hours	
Vehicle Management System - Setups	2580	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	
Service Department:						
Dealership Executive Forum - Service	2740	<input checked="" type="radio"/>	Coach	FREE	2 hours	
Service Reminders & Mailers Part 1	2621	<input checked="" type="radio"/>	Coach	FREE	2 hours	
Service Reminders & Mailers Part 2	2622	<input checked="" type="radio"/>	Coach	FREE	2 hours	
ACCOUNTING On Demand						
Accounting and Inventory Tasks	2144	<input checked="" type="radio"/>	Coach	FREE	1.5 hours	
Car!nk 8300 Cash Tracking System	2592	<input checked="" type="radio"/>	Coach	FREE	30 minutes	
Car!nk Accounting vs. Sales Gross Profit Report	2595	<input checked="" type="radio"/>	Coach	FREE	1 hour	
Car!nk Cash Balancing Report	2598	<input checked="" type="radio"/>	Coach	FREE	30 minutes	
Car!nk Cash Collection Analysis Report	2590	<input checked="" type="radio"/>	Coach	FREE	1 hour	
Car!nk Floor Plan Analysis Report	2596	<input checked="" type="radio"/>	Coach	FREE	1 hour	
Car!nk Interface Tech Payroll into Accounting	2591	<input checked="" type="radio"/>	Coach	FREE	30 minutes	
Car!nk Schedule Aging Summary Report	2597	<input checked="" type="radio"/>	Coach	FREE	30 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-Option 1	Duration		
ACCOUNTING On Demand « continued »						
Dealership Executive Forum - Accounting	2731	<input checked="" type="radio"/> Coach	FREE	2 hours		
Dealership Executive Forum - Accounting & Sales	2754	<input checked="" type="radio"/> Classroom	\$149	1 day		
Decision Support	3098	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 3 hours		
F&I Journal Templates	2390	<input checked="" type="radio"/> Coach	FREE	2 hours		
FML&R - Lease Billing Part 1	3320	<input checked="" type="radio"/> Coach	FREE	2 hours		
FML&R - Lease Billing Part 2	3321	<input checked="" type="radio"/> Coach	FREE	2 hours		
FML&R - Names & Vehicles	3322	<input checked="" type="radio"/> Coach	FREE	2 hours		
FML&R - Preventative Maintenance	3330	<input checked="" type="radio"/> Coach	FREE	3 hours		
FML&R - Rental Billing Part 1	3327	<input checked="" type="radio"/> Coach	FREE	2 hours		
FML&R - Rental Billing Part 2	3328	<input checked="" type="radio"/> Coach	FREE	2 hours		
Lease Management - Defaults & Setups	2783	<input checked="" type="radio"/> Coach	FREE	2 hours		
Lease Management - Lease Billing Part 1	2699	<input checked="" type="radio"/> Coach	FREE	2 hours		
Lease Management - Lease Billing Part 2	2726	<input checked="" type="radio"/> Coach	FREE	2 hours		
Lease Management - Month End Procedures & Reporting Part 1	2773	<input checked="" type="radio"/> Coach	FREE	2 hours		
Lease Management - Month End Procedures & Reporting Part 2	2774	<input checked="" type="radio"/> Coach	FREE	2 hours		
Lease Management - Names & Vehicles	2767	<input checked="" type="radio"/> Coach	FREE	2 hours		
*Name Consolidation Tool	2396	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Payroll Corrections & Special Pays Canada	2886	<input checked="" type="radio"/> Coach	FREE	2 hours		
*Report Generator Part 3 - Accounting	2705	<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	2690	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 1.5 hours		
CTWizard (Canada Only) On Demand						
*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 ADP Drive - Accounting	3201	<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		
CUSTOMER RELATIONSHIP MANAGEMENT On Demand						
*CSM Professional - Mailings	2649	<input checked="" type="radio"/> Coach	FREE	2 hours		
CSM Professional - Service Reminder Follow-up	2652	<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	2690	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 1.5 hours		

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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 26 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		
EXECUTIVE On Demand						
Dealership Executive Forum - Accounting	2731	<input checked="" type="radio"/> Coach	FREE	2 hours		
Dealership Executive Forum - Accounting & Sales	2754	<input checked="" type="radio"/> Classroom	\$149	1 day		
Dealership Executive Forum - Sales and F&I	2737	<input checked="" type="radio"/> Coach	FREE	2 hours		
Dealership Executive Forum - Service	2739	<input checked="" type="radio"/> Coach	FREE	2 hours		
Dealership Executive Forum - Service & Parts	2755	<input checked="" type="radio"/> Classroom	\$149	1 day		
MANUFACTURER SPECIFIC TRAINING On Demand						
GM Global Warranty Management for GM U.S.	2779	<input checked="" type="radio"/> Coach	FREE	1 hour		
Nissan Advanced Parts Management	3254	<input checked="" type="radio"/> Classroom	FREE	2 days		
PARTS On Demand						
Advanced Parts Management	2752	<input checked="" type="radio"/> Classroom	\$299	3 days		
Core Management for Parts Managers	3056	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 3 hours		
Core Management for Parts Users	3057	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 3 hours		
Dealership Executive Forum - Parts	2735	<input checked="" type="radio"/> Coach	FREE	2 hours		
Dealership Executive Forum - Service & Parts	2755	<input checked="" type="radio"/> Classroom	\$149	1 day		
Getting Started with ADP Delivery Management	2914	<input checked="" type="radio"/> Coach	FREE	1 hour		
*Multiple Stock Returns	2733	<input checked="" type="radio"/> Coach	FREE	2 hours		
Parts Data Cleanup	2662	<input checked="" type="radio"/> Coach	FREE	2 hours		
*Report Generator Part 3 - Parts	2708	<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	2690	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 1.5 hours		
SALES On Demand						
Accounting and Inventory Tasks	2144	<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 2	3167	<input checked="" type="radio"/> Virtual Classroom	FREE	2 sessions - 3 hours each		
Dealership Executive Forum - Accounting & Sales	2754	<input checked="" type="radio"/> Classroom	\$149	1 day		
Dealership Executive Forum - Sales and F&I	2737	<input checked="" type="radio"/> Coach	FREE	2 hours		
Desking Deals - Beyond Basics	2729	<input checked="" type="radio"/> Coach	FREE	2 hours		
ADP F&I - F&I Manager Tasks	3212	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
ADP F&I - Sales Manager Tasks	3001	<input checked="" type="radio"/> Coach	FREE	1 hour		
F&I - Advanced F&I Forms Builder	2630	<input checked="" type="radio"/> 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						

*TAUGHT IN FRENCH

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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		
SALES On Demand « continued »						
F&I - F&I Purchase and Lease Deals - Beyond Basics	2637	<input checked="" type="radio"/> Coach	FREE	2 hours		
F&I Forms Builder	2634	<input checked="" type="radio"/> Classroom	FREE	1 day		
Flooring Interest in Vehicle Management System	2724	<input checked="" type="radio"/> Coach	FREE	1 hour		
Report Generator Part 3 - Vehicle Sales	2706	<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		
Sales Data Cleanup	2665	<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	2690	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 1.5 hours		
SERVICE On Demand						
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		
Dealership Executive Forum - Service	2739	<input checked="" type="radio"/> Coach	FREE	2 hours		
Dealership Executive Forum - Service & Parts	2755	<input checked="" type="radio"/> Classroom	\$149	1 day		
Dispatcher - Beyond Basics	2711	<input checked="" type="radio"/> Coach	FREE	2 hours		
Repair Order - Beyond Basics	2693	<input checked="" type="radio"/> Coach	FREE	2 hours		
*Report Generator Part 3 - Service	2707	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Service Cashiering - Beyond Basics	2745	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Service Data Cleanup	2814	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
Setting up Vehicle Inspection Sheets	2996	<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	2690	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 1.5 hours		
SYSTEM ADMINISTRATION On Demand						
Administering the Dealer Management System (DMS)	3095	<input checked="" type="radio"/> Virtual Classroom	FREE	2 sessions - 3 hours each		
adpdealerservices.com Administration	2698	<input checked="" type="radio"/> Coach	FREE	1.5 hours		
*DMS Platform 2009 (M2)	2583	<input checked="" type="radio"/> Coach	FREE	.5 hour		
DMS Platform Release 2011 (DPR2011)	3202	<input checked="" type="radio"/> Coach	FREE	1 hour		
*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	2690	<input checked="" type="radio"/> Virtual Classroom	FREE	1 session - 1.5 hours		
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