



NXT Training Catalog September - October 2011



Dealership Training Solutions

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Benefits of Training

Make the most of your ADP Dealer Management System (DMS) to drive business results - higher profits, happy customers and productive employees. You'll get maximum results from the software by training employees to take full advantage of its many features. When your employees are competent and confident with the software, you'll enjoy increased employee retention, higher employee morale, and maximized system use.

Training Options

It is difficult to maintain a staff that can fully utilize your DMS without continuing training efforts. We offer a number of classes for new dealerships, existing dealerships with new employees, or those who want to become more proficient with Lightspeed. In an effort to keep up with dealer needs, training options have been revised. We now offer distance-learning options via the internet. Virtual Classrooms allow you to stay in your dealership and join a class with a live instructor. We also offer self-paced, 24/7 classes through our e-Learning classes.

Virtual Classroom

This is a distance-learning alternative to the classroom and is offered in 1 to 1 1/2 hour sessions, allowing you to take classes based on your role in the dealership and the tasks you perform. This interactive, instructor-led training is brought to your dealership via the internet. Participants can ask the instructor questions and share ideas with others across the country.

e-Learning

ADP Lightspeed provides convenient, self-paced training via the internet. Courses are based on your role in the dealership and the tasks you perform. e-Learning is available 24/7 and allows you to work at your own pace. e-Learning provides step by step instructions, interactive simulations and knowledge checks. e-Learning is the perfect way to receive training without leaving the dealership.

Product Spotlights

A Product Spotlight is an online presentation accessed quickly and easily through the psdealer.com website. The presentations are used to introduce new concepts, benefits, or features of a new product release. Audio is included. The average viewing time for the Product Spotlight is three (3) minutes.

Advanced Training

Advanced Trainings are for the intermediate to advanced user wanting to gain a more in depth knowledge about the system. This is an opportunity to ask questions and to collaborate with other dealerships. Classes are taught in different cities throughout the U.S. and Canada. Contact your sales representative to reserve a spot.

Training Levels

Level 1 - This skill level focuses on the essential daily activities per role in the dealership. This level is for new dealerships engaged in pre-installation training, new employees or employees new to their role.
Level 2 - This skill level focuses on enhancing the users knowledge to improve efficiency and productivity with the Lightspeed system.

To Register for Training

Visit www.psdealer.com/Training, Find a Class. Choose the class type, dates/times or by role in the dealership.

Virtual Class times are based on Mountain Time. Register Online. You will need internet access and a phone.

e-Learning is available 24/7. You will need internet access.

Product Spotlights are available 24/7, new videos are added frequently.

Advanced Training - Contact your sales representative, 800-521-0309.





NXT Dealer Training Schedule

September - October 2011

Class Times: All class times are Mountain Time.

Register For A Class: Log on to psdealer.com. Go to the Training Tab, click Find a Class.

Dealership Role & Course Name	Course Description	Level	Type	Duration	Class Date: September	Class Time: September	Class Date: October	Class Time: October
PARTS								
Inventory Control Specialist								
Parts Inventory	Discover how to add a part to inventory using Price Books or manual entry.	1	e-Learning	Self-paced - Available 24/7 (approximately 40 minutes)				
Parts Ordering	Determine how to order parts, review suggested orders, process critical orders, create purchase orders and send orders electronically.	1	e-Learning	Self-paced - Available 24/7 (approximately 30 minutes)				
Parts Receiving	Understand how to receive, edit or cancel parts from a supplier. Update your inventory, print reports and labels.	1	e-Learning	Self-paced - Available 24/7 (approximately 55 minutes)				
Parts Locator <i>*Also included in Virtual Class for Parts Invoicing</i>	Search or post your parts to the nation's largest dealer management network, increase sales and decrease obsolete inventory.	1	Product Spotlight	Self-paced - Available 24/7				
Purchase Order to Accounts Payable Integration	Learn how accounts payable invoices can be created through the receiving process.	1	Product Spotlight	Self-paced - Available 24/7				
Barcode Receiving <i>*Optional</i>	Learn how to streamline your receiving process by using a Barcode scanner.	1	e-Learning	Self-paced - Available 24/7 (approximately 10 minutes in Parts Receiving Lesson Topic 4)				
		1	Product Spotlight	Self-paced - Available 24/7				
PSP (Powersports Standard Protocol) <i>*Optional Kawasaki dealers only</i>	A direct communication link from Lightspeed to the supplier to transfer parts order data.	1	Product Spotlight	Self-paced - Available 24/7				
Parts Counter & Cashier								
Parts Invoicing <i>*Virtual Class includes Internal Part Sales, Dealer Desktop and E-mail for Parts</i>	Find out how to create and cashier invoices. Discover many functions to help you increase efficiency and customer satisfaction.	1	e-Learning	Self-paced - Available 24/7 (approximately 60 minutes)				
		1	Virtual Class	1.5 hours	8/30/2011 9/21/2011	9:00 am	10/4/2011 10/25/2011	9:00 am
Special Order Process	Discover how to create, pick up or refund a special order.	1	e-Learning	Self-paced - Available 24/7 (approximately 35 minutes)				
E-mail <i>*Also included in Virtual Class for Parts Invoicing</i>	Quickly and easily send customers a copy of their parts invoice by e-mail. Learn how to send a Purchase Order via e-mail.	1	Product Spotlight	Self-paced - Available 24/7				
IP Charge <i>*Optional</i>	An efficient and affordable integrated credit card processing solution.	1	Product Spotlight	Self-paced - Available 24/7				
Internal Part Sales Liaison								
Internal Part Sales <i>*Also included in Virtual Class for Parts Invoicing</i>	Learn how parts are transferred to service and sales.	1	e-Learning	Self-paced - Available 24/7 (approximately 15 minutes)				
		1	Virtual Class	1.5 hours	8/30/2011 9/21/2011	9:00 am	10/4/2011 10/25/2011	9:00 am
Dealer Desktop for Parts <i>*Also included in Virtual Class for Parts Invoicing</i>	Learn how to view important parts information, to include picking up special orders and selling repair order parts, through Dealer Desktop.	1	Product Spotlight	Self-paced - Available 24/7				

Class Times: All class times are Mountain Time.

Register For A Class: Log on to psdealer.com.
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Dealership Role & Course Name	Course Description	Level	Type	Duration	Class Date: September	Class Time: September	Class Date: October	Class Time: October
PARTS								
Parts Manager								
We recommend Parts Managers take all classes offered for Inventory Control, Parts Counter/Cashier and Internal Part Sales.			Various	See Class schedules for available dates and times.				
Reporting <i>*Optional</i>	Find out how to create and print the reports you need to manage invoicing, ordering transactions, parts inventory and more.	1	Virtual Class	1.5 hours	9/27/2011	2:00 pm	10/13/2011	2:00 pm
System Preferences <i>*Optional</i>	Learn where the system defaults are set up for your department.	1	Virtual Class	1.5 hours	9/27/2011	9:00 am	10/13/2011	9:00 am
SERVICE								
Service Writer and Cashier								
Repair Order Process <i>*Virtual Class includes Dealer Desktop and E-mail for Service</i>	Understand how to create, closeout and cashier a repair order.	1	e-Learning	Self-paced - Available 24/7 (approximately 35 minutes)				
		1	Virtual Class	1.5 hours	8/30/2011 9/21/2011	11:00 am	10/4/2011 10/25/2011	11:00 am
E-mail <i>*Also included in Virtual Class for Service</i>	Quickly and easily send customers a copy of their parts invoice by e-mail	1	Product Spotlight	Self-paced - Available 24/7				
IP Charge <i>*Optional</i>	An efficient and affordable integrated credit card processing solution.	1	Product Spotlight	Self-paced - Available 24/7				
Warranty Specialist								
Warranty Process	Find out how Lightspeed tracks your Warranty claims.	1	e-Learning	Self-paced - Available 24/7 (approximately 35 minutes)				
Service Manager								
We recommend Service Managers take all classes offered for Service Writer/Cashier and Warranty Clerk.			Various	See Class schedules for available dates and times.				
Dealer Desktop for Service <i>*Also included in Virtual Class for Repair Order Processing</i>	Learn how to monitor service department functions from one screen.	1	Product Spotlight	Self-paced - Available 24/7				
Reporting <i>*Optional</i>	Find out how to create and print the reports you need to manage your repair orders, warranty claims, technicians, and service history.	1	Virtual Class	1.5 hours	9/27/2011	2:00 pm	10/13/2011	2:00 pm
System Preferences <i>*Optional</i>	Learn where the system defaults are set up for your department.	1	Virtual Class	1.5 hours	9/27/2011	9:00 am	10/13/2011	9:00 am
SALES								
Salesperson								
Sales Deal Process <i>*Virtual Class includes Dealer Desktop for Sales and E-mail</i>	Discover how to create a sales deal for customers paying cash or being financed. Learn how to process a trade, enter back-end products and finalize the deal.	1	e-Learning	Self-paced - Available 24/7 (approximately 20 minutes)				
		1	Virtual Class	1.5 hours	8/31/2011 9/22/2011	10:30 am	10/5/2011 10/26/2011	10:30 am
Major Unit Locator <i>*Also included in Virtual Class for Sales Deal Processing</i>	Search or post your units to the nation's largest dealer management network, increase sales and decrease inventory.	1	Product Spotlight	Self-paced - Available 24/7				
Multi-Store - Major Unit Inquiry <i>*Optional</i>	For dealerships with multiple locations you can easily search the inventory for all locations.	1	Product Spotlight	Self-paced - Available 24/7				
E-mail <i>*Also included in Virtual Class for Sales Deal Processing</i>	Quickly and easily send customers an e-mail regarding their deal.	1	Product Spotlight	Self-paced - Available 24/7				

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SALES								
Sales Administration								
Major Unit Inventory	Learn how to add a unit into inventory and create the accounts payable invoice.	1	e-Learning	Self-paced - Available 24/7 (approximately 45 minutes)				
Sales Deal Process <i>*Virtual Class includes Dealer Desktop for Sales and E-mail</i>	Discover how to create a sales deal for customers paying cash or being financed. Learn how to process a trade, enter back-end products and finalize the deal.	1	e-Learning	Self-paced - Available 24/7 (approximately 20 minutes)				
		1	Virtual Class	1.5 hours	8/31/2011 9/22/2011	10:30 am	10/5/2011 10/26/2011	10:30 am
Major Unit Locator <i>*Also included in Virtual Class on Sales Deal Processing</i>	Search or post your units to the nation's largest dealer management network, increase sales and decrease inventory.	1	Product Spotlight	Self-paced - Available 24/7				
Multi-Store - Major Unit Inquiry <i>*Optional</i>	For dealerships with multiple locations you can easily search the inventory for all locations.	1	Product Spotlight	Self-paced - Available 24/7				
Multi-Store - Major Unit Transfer <i>*Optional</i>	For dealerships with multiple locations you can easily transfer a unit from one location to another.	1	Product Spotlight	Self-paced - Available 24/7				
IP Charge <i>*Optional</i>	An efficient and affordable integrated credit card processing solution.	1	Product Spotlight	Self-paced - Available 24/7				
Sales Manager								
We recommend Sales Managers take all classes offered for Salesperson and Sales Administration.			Various	See Class schedules for available dates and times.				
Dealer Desktop for Sales <i>*Also included in Virtual Class for Sales Deal Processing and E-mail</i>	Learn how to monitor dealership activities from one screen.	1	Product Spotlight	Self-paced - Available 24/7				
Reporting <i>*Optional</i>	Find out how to create and print the reports you need to manage your major unit inventory, sales deals, and sales personnel.	1	Virtual Class	1.5 hours	9/27/2011	2:00 pm	10/13/2011	2:00 pm
System Preferences <i>*Optional</i>	Learn where the system defaults are set up for your department.	1	Virtual Class	1.5 hours	9/27/2011	9:00 am	10/13/2011	9:00 am
ACCOUNTING								
Accounts Payable Specialist								
Accounts Payable <i>*Virtual Class includes Purchase Order to Accounts Payable Integration and Dealer Desktop</i>	Discover how to create new vendors, enter invoices, print checks and much more.	1	e-Learning	Self-paced - Available 24/7 (approximately 40 minutes)				
		1	Virtual Class	1.5 hours	8/30/2011 9/21/2011	1:30 pm	10/4/2011 10/25/2011	1:30 pm
Purchase Order to Accounts Payable Integration <i>*Included in Virtual Class for Accounts Payable</i>	Learn how accounts payable invoices can be created through the receiving process.	1	Product Spotlight	Self-paced - Available 24/7				
Major Unit Inventory	Learn how to add a unit into inventory and create the accounts payable invoice.	1	e-Learning	Self-paced - Available 24/7 (approximately 45 minutes)				
Warranty Process	Find out how Lightspeed tracks your warranty claims.	1	e-Learning	Self-paced - Available 24/7 (approximately 35 minutes)				
Multi-Store - Major Unit Transfer <i>*Optional</i>	For dealerships with multiple locations you can easily transfer a unit from one location to another.	1	Product Spotlight	Self-paced - Available 24/7				



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ACCOUNTING								
Accounts Receivable Specialist								
Accounts Receivable	Manage your customer accounts, receive payments, and print reports.	1	e-Learning	Self-paced - Available 24/7 (approximately 55 minutes)				
		1	Virtual Class	1 hour	8/31/2011 9/22/2011	9:00 am	10/5/2011 10/26/2011	9:00 am
Accounting Manager / Controller								
We recommend Accounting Managers take all classes offered for Accounts Payable and Accounts Receivable.			Various	See Class schedules for available dates and times.				
General Ledger	Understand how to setup and modify the chart of accounts. Discover how to create, print and post journal entries.	1	Virtual Class	1 hour	8/31/2011 9/22/2011	1:00 pm	10/5/2011 10/26/2011	1:00 pm
End of Day Process	Find out how to process transactions generated in parts, service and sales.	1	e-Learning	Self-paced - Available 24/7 (approximately 45 minutes)				
		1	Virtual Class	1 hour	8/31/2011 9/22/2011	2:30 pm	10/5/2011 10/26/2011	2:30 pm
System Preferences	Learn where the system defaults are set up for your department.	1	Virtual Class	1.5 hours	9/27/2011	9:00 am	10/13/2011	9:00 am
End of Month Process	Learn how to close accounting records and print financial statements.	1	Virtual Class	1.5 hours	9/27/2011	11:30 am	10/13/2011	11:30 am
Scheduling	How to use Schedule Conversion and Accounting Reconciliation	2	Product Spotlight	Self-paced - Available 24/7				
Reporting	Find out how to print the reports you need to manage your company's finances.	1	Virtual Class	1.5 hours	9/27/2011	2:00 pm	10/13/2011	2:00 pm
Dealer Desktop for Accounting <i>*Also included in Virtual Class for Accounts Payable</i>	Learn how to monitor dealership activities from one screen.	1	Product Spotlight	Self-paced - Available 24/7				
Payroll Plus <i>*Optional</i>	An online payroll product that leverages the knowledge and resources of ADP Employer Services and ADP Lightspeed.	1	Product Spotlight	Self-paced - Available 24/7				
Databack <i>*Optional</i>	Learn what Databack is and how to run it in Lightspeed.	2	Product Spotlight	Self-paced - Available 24/7				
Honda Financials <i>*Optional: Honda Dealers Only</i>	Exporting Honda PCSAS Financials is now available for Lightspeed NXT.	1	Product Spotlight	Self-paced - Available 24/7				