



Online Training Data Sheet

“Our online classes let you access the latest knowledge *and* gain valuable training on a broad array of topics—*without* leaving your dealership!”

Employing interactive and intuitive technology, the IDS curriculum of live, online training classes will help you increase your dealership’s efficiency and productivity while maximizing your profitability!

Make sure you’re getting the most from Astra and your valuable business data without the travel and expense associated with traditional training ... *reap the benefits from the comfort of your own office!*

Current course offerings include:

Prospect Letters and Emails

Regular Prospect and Customer mailings are an inexpensive and powerful marketing tool. Learn how Astra can automate your letter and e-mail campaigns to maximize efficiency and effectiveness!

Custom Reports & Templates

Knowledge is power! Make sure you’re getting the most from your valuable data—learn how to create and modify Astra reports to extract the information you need to make *informed* decisions!

Basic Accounts Payable

Learn the basics of Accounts Payable—setting up and merging Vendors, options for Parts Payables that can save you money, writing checks through Astra, and distributing expenses to various GL Accounts.

Service Efficiency / Effective Labor Rate Calculation

Time is money! Ensuring that your Service Department is operating at maximum efficiency is essential in today's tight economy. Learn how to calculate your effective labor rate to ensure productivity *and* profitability!

Daily Docs (Departmental GL Reports)

Managing multiple budgets is easier than ever with Astra’s Daily Docs feature! Find out how *you* can generate reports for on-the-spot and up-to-date reconciliations and budget adjustments in each Department.

Parts Physical Inventory Procedures

An accurate Inventory is essential for proper accounting. Find out how Astra’s year-end and cycle-count routines make Inventory easy while improving the accuracy and efficiency of your counts!

Special Orders

Learn how to manage special orders so shelf space isn’t tied up, and how to increase your cash flow by ordering parts with incoming freight. We’ll show you how Astra can increase efficiency *and* cut costs by tracking orders!

Payroll Setup / Payroll Cycle

Let Astra automate your payroll for ease and accuracy! Learn how to set up employees, pay schedules, deductions, and commissions. Find out how *you* can integrate Sales and Payroll to reduce your data entry!

See the following pages for Class Schedules through the end of August 2009.

For more information call (800) 769-7425 or email sales@ids-astra.com or visit drc.idsacademy.com/webclass

5275 Capital Boulevard • Raleigh, NC 27616

Phone (800) 769-7425 • Fax (919) 790-0682 • www.ids-astra.com



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2009 Online Training Class Schedule

May 5	Updating Unit Inventory Specs/Options
May 6	Unit Inventory Entry
May 7	Canned Jobs/Dealer Options
May 12	Special Order Parts for Parts and Service
May 13	Parts Cycle Counts with and without Scanners
May 14	Works Orders from Start to Finish
May 15	Work Order Categories: Bill Codes, Extras, Labor Rates & Types
May 18	Accounts Payable (Vendors, Invoices, & Checks)
May 19	Setting Up and Generating DMS
May 20	Warranty AR & AP Reconciling
May 21	Custom GL Report Setup (Advanced Daily Docs)
June 2	Finance Forms Setup and Adjustments
June 3	Creating PDI/Get Ready Work Order Automatically
June 4	Custom Report Generation
June 5	FIPoint (Adding and Changing Packages)
June 9	Parts Inv. Reconciliation from Parts PAD to GL and Obsolete Parts
June 10	Measuring Technician Efficiency and Productivity
June 11	Daily Doc Report for Parts and Service
June 16	Franchise File Setup and Effect on DMS
June 17	Bank Rec Initialization
June 18	Custom GL Report Setup (Advanced Daily Docs)
June 19	Bank Rec Use/Daily Update Process

All classes begin live at 1pm EST and last approximately 90 minutes.
A question-and-answer session will be offered at the end of each class.

To ensure that you receive all required log-in information,
registration must be completed the Friday before the class is offered.

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July 7	Customer Entry, Sales Quote, Finance Quote Process
July 8	Prospect Management/Astra and Prospect Reporting
July 9	Prospecting Letters and Emails
July 10	Security: Users, Subroutines and MyMenu
July 14	Creating Work Orders Start to Finish
July 15	Parts Inventory Reconciliation from Parts PAD to GL and Obsolete Parts
July 16	Parts Inventory Cycle Counts
July 21	Daily GL Docs
July 23	Custom GL Report Setup (Advanced Daily Docs)
Aug 4	Finance Forms Setup and Adjustments
Aug 5	Dealer Options and Canned Jobs
Aug 6	Creating PDI/Get Ready Work Automatically
Aug 11	Work Order Categories, Bill Codes, Extras, Labor Rates and Types
Aug 12	Work Order Maintenance
Aug 13	Warranty Creation, Submission, Shortages and Reports
Aug 14	Dealer Options and Canned Jobs

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