

**ALLDATA Product Training Schedule**

**Eastern Time Zone • Oct - Dec 2010**

	<b>ALLDATA Manage</b>			<b>ALLDATA Repair Online and Special Classes</b>
	<b>Setting up ALLDATA Manage</b>	<b>Part 1. Start Writing Work Orders Today</b>	<b>Part 2. Features &amp; Benefits</b>	
	1 hour class	1 1/2 hour class	1 1/2 hour class	
<b>Monday</b>	9:00 AM	2:00 PM 5:00 PM	12:00 PM	ALLDATA Repair (1 hour) 10:30 AM 3:30 PM
<b>Tuesday</b>		9:00 AM   2:00 PM 10:00 AM   3:00 PM 11:00 AM   4:00 PM 12:00 PM   5:00 PM 1:00 PM   6:00 PM		
<b>Wednesday</b>	1:00 PM	11:00 AM 2:00 PM	9:00 AM 4:00 PM 6:00 PM	
<b>Thursday</b>	11:30 AM	10:00 AM 2:00 PM 6:00 PM	4:00 PM	ALLDATA Repair (1 hour) 1:00 PM
<b>Friday</b>	4:00 PM	11:30 AM 2:00 PM		Friday Special* - 10:00 AM Friday Special* - 5:00 PM

**\*Special Class Schedule (1 1/2 hour class):**

**1st Friday**-Shop Jobs • **2nd Fri**-Scheduling & Follow-Up • **3rd Fri**-Shop Jobs • **4th Fri**-Inventory & Reports • **5th Fri**-Q/A

ALLDATA Market Training by appointment only.

**To access ALLDATA's "virtual classroom"**

- You must have high-speed internet access to use the virtual classroom.\*\*
- Five to ten minutes before the start of class, go to **www.alldata.com** and click on 'Training and Support'.
- To join a class, select 'Click here to join an ALLDATA Training Session' or scroll down and click on 'ALLDATA WebEx Training'.
- Select the class you wish to attend and check the 'Status'.
  - If the Status is 'Not Started', please wait for the Instructor to start the class.
  - If the Status is 'Join Now', the class is open – click on 'Join Now'.
- Complete the registration form and follow the directions on the pop-up window to join the teleconference link.

\*\*If you don't have high-speed internet, need to schedule a 'teleconference' training session, or wish to ask questions, please call 1-800-684-6840 (for Spanish 1-800-829-8727 y oprime 3428).

All class start times listed on website are for the **Eastern Time Zone**. To see class start times for other time zones, please visit [www.alldata.com](http://www.alldata.com) and click on 'Training and Support' then 'Current Training Schedules'