

**OCT - DEC 2009**

**ALLDATA 'Virtual Classroom' Product Training Schedule**

All class times are for the **Central Time Zone**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am	Setting up ALLDATA Manage 8:00 am to 9:00 am		Features & Benefits of Manage Manage Part 2		
9:00 am	ALLDATA Repair Online 9:30 am to 10:30 am	Features & Benefits of Manage Manage Part 2 9:00 am to 10:30 am	8:00 am to 9:30 am	Start Writing Work Orders Today Manage Part 1 9:00 am to 10:30 am	Special * see class list below 9:00 am to 10:30 am
10:00 am			Start Writing Work Orders Today Manage Part 1 10:00 am to 11:30 am		
11:00 am	Start Writing Work Orders Today Manage Part 1 11:00 am to 12:30 pm	Setting up ALLDATA Manage 11:00 am to 12:00 pm		ALLDATA Repair Online 11:00 am to 12:00 pm	
12:00 pm		Start Writing Work Orders Today Manage Part 1 12:30 pm to 2:00 pm	Setting up ALLDATA Manage 12:00 pm to 1:00 pm		
1:00 pm	Features & Benefits Of Manage Manage Part 2 1:00 pm to 2:30 pm		ALLDATA Repair Online 1:30 pm to 2:30 pm	Start Writing Work Orders Today Manage Part 1 1:00 pm to 2:30 pm	Start Writing Work Orders Today Manage Part 1 1:00 pm to 2:30 pm
2:00 pm		Start Writing Work Orders Today Manage Part 1 2:30 pm to 4:00 pm			
3:00 pm			Start Writing Work Orders Today Manage Part 1 3:30 pm to 5:00 pm	Features & Benefits of Manage Manage Part 2 3:00 pm to 4:30 pm	Setting up ALLDATA Manage 3:00 pm to 4:00 pm
4:00 pm	Start Writing Work Orders Today Manage Part 1 4:00 pm to 5:30 pm	Optimize Your ALLDATA Product 4:30 pm to 5:30 pm			Special * see class list below 4:00 pm to 5:30 pm
5:00 pm				Setting up ALLDATA Manage 5:00 pm to 6:00 pm	

\* Special Class Schedule: 1st Fri-Shop Jobs / 2nd Fri- Scheduling & Follow-Up / 3rd Fri-Shop Jobs / 4th Fri-Inventory & Reports / 5th Fri- Q/A

**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](http://www.alldata.com) and click on 'Training and Support'.
- To join a Regularly Scheduled class, click on the 'Click here to join an ALLDATA Training Session' link, 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 3255).**

All class start times listed on website are for the **Central Time Zone**. To see class start times for other time zones, in the 'Live Sessions' Page, click on the 'Pacific ST' link in the upper right-hand corner and select the desired time zone from the WebEx Preferences menu.