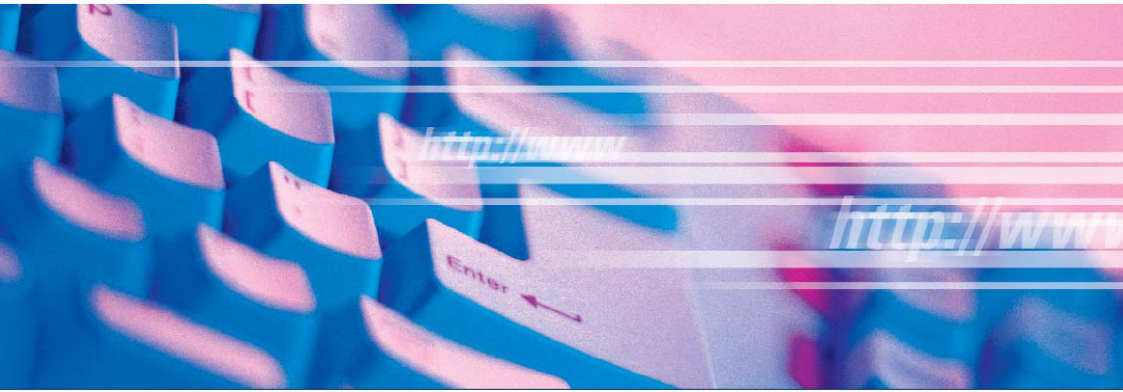


Parts Operations L1 - Rev 8 (PPO8)



CREATING YOUR BUSINESS ADVANTAGE



Training Course Overview

Course Objectives:

This course will provide attendees with the knowledge and understanding of how to perform daily parts department tasks using Autoline. These tasks will include; how to select stock for invoicing, create invoices, credit notes and how to operate the till function

Who should attend?

Parts Managers and personnel who are responsible for Parts sales and Workshop issues of parts.

Prerequisites

Attendees must have keyboard skills and an understanding of Parts sales.

Programme

- Module introduction
- Front counter invoices and credit notes
- Workshop issues and reversals
- Cash handling and control
- Interface with Purchase Control

Duration

1 Day

Please visit our website or call the ADP Training department on 01635 214460 for further information or to book you place on the next available course.

www.adpsi.com