

## Complete Course Syllabus (Classes are approximately 1.5 hours)

### Accounting Track

#### Understanding System Accounting

This class will be a general overview of the system accounting flow for those who have a lighter accounting background or just need to understand the accounting hierarchy and parameters file.

<p><b>Topics include:</b></p> <ul style="list-style-type: none"> <li>• GL #'s and the Parameters</li> <li>• Department Codes</li> <li>• Accounting Hierarchy throughout the system</li> </ul>	<p><b>Materials:</b></p>
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**Who should attend:** Accounting, Bookkeeping, or Reporting personnel as well as System Administrators.

#### General Ledger and Financial Statements

This class covers all General Ledger processes and procedures, as well as how financial statements are created, modified, and generated.

<p><b>Topics include:</b></p> <p>GL Topics include:          Reviewing and Posting Subsidiary Ledger          Creating and Posting standard and recurring Journal Transactions          Trouble-shooting out of balance conditions in the Ledger          Drill down of transactions          Post Cash to GL Process          Administrative Menu          Trial Balance vs. Journal Listings vs. GL Inquiry</p> <p><b>FS Topics Include:</b>          Creating, Formatting and Maintaining Financial Statements          Using Substitution Tables          Exporting Financial Statements to Microsoft Excel or a DOS Text File.          Trouble-shooting out of balance conditions in Financial Statements</p>	<p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>• AC GL General Ledger Outline vMT042015.pdf</li> <li>• IN R4-General Ledger Activity Report v.MV0114.pdf</li> <li>• 8.0 IN R4-General Ledger Activity Report v.MV0215.pdf</li> </ul>
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**Who should attend:** Accountants, CFO, Controllers

## Complete Course Syllabus (Classes are approximately 1.5 hours)

### Daily, Weekly, Monthly, Yearly Accounting and Balancing

This class will cover the procedures that should be part of your daily, weekly, monthly, and yearly accounting processes. We will also discuss advanced topics of balancing your general ledger and troubleshooting out of balance issues.

<b>Topics include:</b> Posting daily cash Month end reporting Month end closing Year end closing Posting DM modules to GL Balancing Accounts to General Ledger Basic Month End Balancing Techniques Troubleshooting out of balances	<b>Materials:</b> <ul style="list-style-type: none"><li>DWMY Procedures v.MTP102915.xlsx</li></ul>
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**Who should attend:** Managers, Accountants and Controllers

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### Accounts Payable and Bank Reconciliation

This class covers all aspects of accounts payable processing.

AP Topics include: Accounts Payable Parameters Financial Institution Payable Payment Terms Accounts Payable Check Layout Creating and Maintaining Recurring AP invoices Manual Check Processing Interface to Accounts Receivable (warranty processing). Balancing Reports and the report generator Applying invoices and credit memos together Bank Rec Topics include: Initial Reconciliation Date Working Adjustments The Tabs Finalizing Printing	<b>Materials:</b> <ul style="list-style-type: none"><li>80 AC Accounts Payable Outline MTv06092015.pdf</li><li>80 AC Bank Reconciliation MTV06092015.pdf</li><li>AC AP-1099 Tutorial v.MV0114.pdf</li><li>AC AP-Manual Check Processing v.MV0114.pdf</li><li>AC AP-Pay By Credit Card v.MV1013.pdf</li><li>AC AP-Using the Generic 99999 Vendor v.MV0114.pdf</li><li>AC AP-Writing an OA check v.MV1013.pdf</li></ul>
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**Who should attend:** Accountants and AP Clerks.

## Complete Course Syllabus (Classes are approximately 1.5 hours)

### Accounts Receivable

This class covers all aspects of accounts receivable processing.

<b>Topics include:</b> Accounts receivable maintenance Accounts receivable customer management Charges Cash receipts Credit memos and adjustments Miscellaneous Charges Entry Handling miscellaneous cash receipts Interface to Accounts Payable (warranty processing) Combining Customer Records Balancing customer's statement to Ledger and AR Inquiry Using AR balancing reports and the report generator Sales Tax Reporting Timing Issues and how to avoid them How to view accounting on transactions Drilling down to specific transactions Month-End Procedures When to adjust and when to create a credit memo	<b>Materials:</b> <ul style="list-style-type: none"><li>AC AR Outline DMv03012018.pdf</li></ul>
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**Who should attend:** Accountants, AR Clerks, Service Writers, and Reservationists.

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### Year End Accounting

This class covers all General Ledger processes and procedures related to closing out the year.

<b>Topics include:</b> <ul style="list-style-type: none"><li>Reviewing all Closing Periods</li><li>Adjustment Entries</li><li>GL Closing Accounts</li><li>Year End Closing</li><li>Creating New Accounting Periods</li><li>Moving Balances</li><li>Best Practices for Record Keeping &amp; Year End Closing</li></ul>	<b>Materials:</b> <ul style="list-style-type: none"><li>Class Outline</li><li>Year End Closing Instructions</li><li>Adding new Account Periods</li></ul>
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**Who should attend:** Accountants, CFO, Controllers

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## Service Management Track

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## Complete Course Syllabus (Classes are approximately 1.5 hours)

### Basic Service

This class covers the fundamentals of Service Management. It is intended for users with limited experience with our Service Module.

<p>Topics include:</p> <ul style="list-style-type: none"><li>• Review of the Customer and Boat Files</li><li>• Understanding Work Order and Operation Code Types</li><li>• Creating Templates</li><li>• Creating Estimates (Quotes)</li><li>• Creating Work Orders (includes creating Work Orders from Templates and Estimates)</li><li>• Entering Charges on Work Orders</li><li>• Basic billing functions</li><li>• Service Printing</li><li>• Viewing Service history.</li></ul>	<p>Materials:</p> <ul style="list-style-type: none"><li>• 8 0 SV Basic Service Outline v05202015.pdf</li><li>• SV Basic PP Handout_vDM04032018.pdf</li><li>• SV Basic Service PP vMV070915.pdf</li></ul>
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**Who should attend:** New Service Users, Service Writers, and Service Managers.

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### Intermediate Service

This class covers more advanced processes in the Service module and is intended for users who already have a good foundation of knowledge of the service module.

<p>Topics include:</p> <ul style="list-style-type: none"><li>• Service Parameter Overview</li><li>• Tech file</li><li>• In depth building of Op Codes</li><li>• Flat Rate information</li><li>• Service Scheduler Links</li><li>• Parts Kits, when they should be attached</li><li>• Work Orders</li><li>• Assembly and Internal types what they do and what the accounting entries are</li><li>• Transferring Work Order charges</li><li>• Building a new Work Order from charge-less operations</li><li>• Using multiple op-code types on the same Work Order</li><li>• Service Monitor</li><li>• Work Order Scheduling</li><li>• Deposits</li></ul>	<p>Materials:</p> <ul style="list-style-type: none"><li>• 8 0 SV Intermediate Service Outline vMT060215.pdf</li><li>• SV Intermediate Service Outline v.MV1013.pdf</li><li>• Intermediate Service PP v.MV1013.pdf</li><li>• Service Schedule.pdf</li><li>• Assembly Guide</li></ul>
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## Complete Course Syllabus (Classes are approximately 1.5 hours)

<ul style="list-style-type: none"> <li>• Taking work order deposits in the Work Order and in Cash Receipts</li> <li>• Refunding and forfeiting deposits</li> </ul>	
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**Who should attend:** Service Writers, Service Managers, and Operations Managers.

### Advanced Service

This is intended for advanced users and for those who need a good understanding of management practices, reporting and basic accounting of the Service module.

<p>Topics include:</p> <ul style="list-style-type: none"> <li>• Reviewing Charges Summary</li> <li>• Search Fields</li> <li>• Billing of Work Orders (including progress billing).</li> <li>• Printing by Invoice</li> <li>• Reprinting Invoices</li> <li>• Using Barcode Scanners in your Service Department</li> <li>• Management reporting</li> <li>• Choosing Layouts</li> <li>• Logos</li> <li>• Using Prospects for Service</li> </ul>	<p>Materials:</p> <ul style="list-style-type: none"> <li>• SV Work Order Layout Maintenance PP v.MV0114.pdf</li> <li>• SV Advanced Service OutlineMV1013.pdf</li> <li>• SV Advanced Service PP v.MV0114.pdf</li> <li>• SV IO and OB Vessel Info SheetMV1013.pdf</li> <li>• SV Picture StorageMV1013.pdf</li> </ul>
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**Who should attend:** Advanced Service Writers, Service Managers, Operations Managers, and Accountants.

### Service Warranty Processes

This class will take you through the entire Warranty process.

<p>Topics include:</p> <ul style="list-style-type: none"> <li>• The Vendor/Customer file relationship</li> <li>• Setting up warranty labor rates and parts pricing</li> <li>• Creating and maintaining claims</li> <li>• Warranty parts tracking</li> <li>• Tracking claims and Reporting</li> <li>• Processing warranty vendor payments and/or credit memos</li> <li>• Warranty and the General Ledger</li> </ul>	<p>Materials:</p> <ul style="list-style-type: none"> <li>• Warranty Process PP.pdf</li> </ul>
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**Who should attend:** Warranty Administrators, Service Managers, and Accounting Staff.

## Complete Course Syllabus (Classes are approximately 1.5 hours)

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### Service Billing & Accounting

This class will cover the complete work order billing process along with giving you a better understanding of the impacted accounting process.

<p>Topics include:</p> <ul style="list-style-type: none"><li>• Parts Pulls Accounting and Tracking</li><li>• Labor Accounting</li><li>• Sublet Accounting</li><li>• WIP Monthly reporting</li><li>• Accounting and Reconciling Deposits</li><li>• Tracking and Understanding Billing Accounting Entries</li></ul>	<p>Materials:</p>
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**Who should attend:** Service & Parts Managers and Accountants

## Complete Course Syllabus (Classes are approximately 1.5 hours)

### Inventory Management Track

#### **Basic Parts Management**

This class covers the basic aspects and general maintenance functions of our Parts Inventory module.

Topics include: <ul style="list-style-type: none"><li>• General File Maintenance</li><li>• Inventory Inquiries and History</li><li>• Using barcode scanners in inventory</li><li>• Inventory adjustments</li><li>• Inventory pricing</li></ul>	Materials: <ul style="list-style-type: none"><li>• IN Basic Parts Inventory Outline vMT042015.pdf</li><li>• IN Inventory Maintenance vMT042015.pdf</li></ul>
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**Who should attend:** Parts Clerks , Purchasing Staff and Inventory Managers

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#### **Intermediate Parts Management**

This class will take you through the processes of purchasing and receiving parts through our Inventory module. Special orders will also be discussed.

Topics include: <ul style="list-style-type: none"><li>• Creating and maintaining Special Orders</li><li>• Purchase orders</li><li>• Recommended Purchase Order and Low Stock Reports</li><li>• Inventory receiving</li><li>• Vendor Returns</li><li>• </li></ul>	Materials: <ul style="list-style-type: none"><li>• IN Intermediate Parts Inventory Outline v.MT 0515.pdf</li><li>• IN Intermediate Parts Inventory v.MT 0515.pdf</li></ul>
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**Who should attend:** Parts Clerks, Purchasing Staff and Inventory Managers

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#### **Advanced Parts Management**

This class will cover the advanced processes of Parts Inventory as well as the management side of your inventory.

Topics include: <ul style="list-style-type: none"><li>• Changing prices using the Price Change programs</li><li>• Changing WAV cost and why</li><li>• Using data pre-stores in the Inventory Maintenance program.</li><li>• Recommended purchasing and seasonality.</li><li>• Stock Room Location Management</li><li>• Class Code pricing</li></ul>	Materials: <ul style="list-style-type: none"><li>• 8.0 IN R1-Open Receivers Report v.MV0215.pdf</li><li>• 8.0 IN R2-Neg On Hand Report v.MV0215.pdf</li><li>• 8.0 IN R3-Vendor Returns Report v.MV0215.pdf</li><li>• IN Advanced Inventory Management Outline v.MT072815.pdf</li><li>• IN Advanced Inventory Management PP Handout vMT072815.pdf</li><li>• IN Advanced Parts Inventory PP v.MV1013.pdf</li></ul>
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## Complete Course Syllabus (Classes are approximately 1.5 hours)

<ul style="list-style-type: none"> <li>• Best Management reporting</li> <li>• Overview of Cycle Counts</li> </ul>	<ul style="list-style-type: none"> <li>• IN How gross margin is used in sales v.MV0114.pdf</li> <li>• IN Mark-up- Margin Formula.xlsx</li> <li>• IN R1-Open Receivers Report v.MV0114.pdf</li> <li>• IN R2-Neg On Hand Report v.MV0114.pdf</li> <li>• IN R3-Vendor Returns Report v.MV0114.pdf</li> </ul>
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**Who should attend:** Parts Managers and Accountants

### Physical Inventory

This class will take you through the complete year-end inventory process from beginning to end. Along the way, we will share with you our recommended best practices.

<p>Topics include:</p> <ul style="list-style-type: none"> <li>• Preparation</li> <li>• Creating Inventory Count Sheets</li> <li>• Counting and Auditing</li> <li>• Understanding Perpetual / Physical Inventory numbers</li> <li>• Variance reporting</li> <li>• Rolling Inventory</li> <li>• Final reporting</li> </ul>	<p>Materials:</p> <ul style="list-style-type: none"> <li>• IN Physical Custom Count Sheets V111617.pdf</li> <li>• IN Physical Instructions-Control.generic.xlsx</li> <li>• IN Physical Inv Tutorial v111617.pdf</li> <li>• IN Physical Inventory Powerpointv11282017.pdf</li> <li>• IN Physical Questions v.111617.pdf</li> <li>• IN Sample Cycle Count Schedule v.MV0114.pdf</li> <li>• IN Stockroom Location Schema v.MV0114.pdf</li> </ul>
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**Who should attend:** Parts Managers, Parts Clerks, and Accountants.

### Point of Sale

Point of Sale Training for Clerks & Administrators will take you through the process from log in to end of day procedures to set up. Point of Sale can be used with a touch screen or not. Along the way you will learn how to do a simple sale, add comments to a ticket, apply discounts, suspend a ticket, receive monies on account, create a special order, refunds, printing, reporting, end of day procedures, set up of quick sell buttons, configuration of POS and more.

<p>Topics include:</p> <ul style="list-style-type: none"> <li>• All POS Functions</li> </ul>	<p>Materials:</p> <ul style="list-style-type: none"> <li>• TPOS Outline -Clerk Admin Training v.DM1017.pdf</li> </ul>
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**Who should attend:** Parts Clerks , Purchasing Staff and Inventory Managers



## Complete Course Syllabus (Classes are approximately 1.5 hours)

### Sales Management Track

#### **Basic Unit Inventory**

This class covers the basics of major unit inventory control.

Topics include: <ul style="list-style-type: none"><li>• Model and Serialized Inventory Maintenance</li><li>• Model Options and associations</li><li>• Using Predefined Price Formulas</li><li>• Floor planning your serialized inventory</li><li>• Templates for Rigging and Prep WO's</li><li>• Printing Stock Cards</li><li>• Printing inventory reports</li></ul>	Materials: <ul style="list-style-type: none"><li>• VS Basic Unit Inv PP v.MV0314.pdf</li><li>• VS Basic Major Unit Inv Outline v.MV0314.pdf</li><li>• VS Unit Inventory v.MT100115.pdf</li></ul>
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Topics include:

**Who should attend:** Unit Inventory Managers, and Purchasing Staff

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#### **Advanced Unit Inventory**

This class covers more advanced aspects of BMT inventory control and inventory accounting

Topics include: <ul style="list-style-type: none"><li>• Inventory Code Maintenance</li><li>• Setting up Price Formulas</li><li>• Accessory Files</li><li>• Setting up and maintaining Floor Plans</li><li>• Floor Plan Reconciliation</li><li>• Recalculating Prices and Costs</li><li>• Setting up Brokerage inventory</li><li>• Purchasing and Receiving</li></ul>	Materials:
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**Who should attend:** Unit Inventory Managers, Purchasing Staff and Accountants.

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## Complete Course Syllabus

(Classes are approximately 1.5 hours)

### Unit Sales Contacts / Finance & Insurance

This class covers all aspects of maintaining sales contracts and financing

<p>Contract Topics include:</p> <ul style="list-style-type: none"><li>• New Quick Quote</li><li>• Contract Quote</li><li>• Extended Warranty</li><li>• Sales Deposits and Down Payments</li><li>• Trades</li><li>• Encoded Profits</li></ul> <p>F&amp;I Topics Include:</p> <ul style="list-style-type: none"><li>• Balloon Payments</li><li>• Carleton SmartCalcs</li><li>• Credco Credit Reporting</li></ul>	<p>Materials:</p>
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**Who should attend:** Sales Personnel, Finance Managers, Accountants

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### Sales Contract Closing and Accounting

This class covers the advanced techniques of maintaining and closing contracts as well as accounting for Boat Sales and Post contract activities.

<p>Topics include:</p> <ul style="list-style-type: none"><li>• Open WO on ready to close contracts</li><li>• Accruals for open WO on closed contract</li><li>• General Accounting hierarchy for contracts</li><li>• Calculating Sales Commissions</li><li>• Recording the balance Payoff</li><li>• Release of Floor plan</li><li>• Swapping serialized units on closed contracts.</li></ul>	<p>Materials:</p>
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**Who should attend:** Closing Manager, Accountants.

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## Complete Course Syllabus (Classes are approximately 1.5 hours)

### Prospects for Unit Sales

This class will take the Sales Managers and Marketing teams through the LeadMaster CRM processes to streamline the prospecting and sales cycle of your operations.

<p>Topics include:</p> <ul style="list-style-type: none"><li>• Prospect Maintenance</li><li>• Follow Ups and My Day</li><li>• Mail Merge Letters and Email</li><li>• Current Boats for Trade</li><li>• Preferences and Searches</li><li>• Monitor</li><li>• Lists and Reporting</li><li>• Security Levels</li><li>• Code set up and use</li><li>• Managing Prospect Lists</li><li>• Letters and Email Blasts</li><li>• Management Reporting</li><li>• Lead turnover process</li></ul>	<p>Materials:</p> <ul style="list-style-type: none"><li>• VS LeadMaster for Sales Outline v.MV0114.pdf</li><li>• VS LeadMaster Mgmt Processes v.MV0114.pdf</li><li>• VS LeadMaster Mgmt Sales and Marketing v.MV0114.pdf</li><li>• VS LeadMaster Sales Process v.MV0114 .pdf</li><li>• VS Letter Printing Basics v.MV0114.pdf</li></ul>
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**Who should attend:** Sales Managers and Sales Personnel

## Complete Course Syllabus (Classes are approximately 1.5 hours)

### Marina Management Track

#### Marina Management – Billing & Storage

This class covers the basics of the Billing and Storage, Wait List functions, Visual Marina

<p>Topics include:</p> <ul style="list-style-type: none"><li>• Billing &amp; Storage Topics include:</li><li>• New Customer – New Boat</li><li>• Boat placement</li><li>• Creating Storage proposals</li><li>• Creating Storage Invoices</li><li>• Creating Security Deposit</li><li>• Using inquiries / reports</li><li>• Processing cash receipts</li><li>• All About Wait Lists</li><li>• VisualMarina topics include:</li><li>• Using the VisualMarina map</li><li>• Visual reporting</li><li>• Boat location information</li></ul>	<p>Materials:</p> <ul style="list-style-type: none"><li>• 80 MM Boat Placement Process vMT802015.pdf</li><li>• 80 MM Launch Management Outline vMT802015.pdf</li><li>• 80 MM Storage Invoice Process vMT802015.pdf</li><li>• 80 MM Storage Proposal Process vMT802015.pdf</li><li>• 80 MM Wait List Outline V8 MT2015.pdf</li><li>• MM LaunchMaster Outline V6248 MT2015.pdf</li><li>• MM Wait List Outline V6248 MT2015.pdf</li><li>• 80 MM Advanced Meter-Billing-Process Chart v.MTP 112016.pdf</li><li>• 80 MM Visual Marina vMT8X2015.pdf</li><li>• MM Visual Marina Outline V6248 MT2015.pdf</li></ul>
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**Who should attend:** Dockmasters, Accounts Receivable personnel, and Billing Clerks and Reservationists

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#### Reservations & Visual Marina

This class covers all the functions in the VisualMarina and Reservations modules.

<p>Topics include:</p> <ul style="list-style-type: none"><li>• Reservation entry/maintenance</li><li>• Generating reservation charges</li><li>• Checking out a reservation</li><li>• Taking Payments for reservations</li><li>• Group reservations</li><li>• Extending reservations.</li><li>• Confirming Reservations</li><li>• Reservation Deposits</li><li>• Reporting for Reservations</li><li>• Visual marina set-up and configuration</li></ul>	<p>Materials:</p> <ul style="list-style-type: none"><li>• 80 MM Generating Reservation Charges Flow Chart v 082015.pdf</li><li>• MM Reservations Outline V6248 MT2015.pdf</li></ul>
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**Who should attend:** Dockmasters, Accounts Receivable personnel, and Accountants and Administrators

## Complete Course Syllabus (Classes are approximately 1.5 hours)

### General and Administrative Track

#### Report Generator

This class covers how to use the system report generator to create custom reports and save them on your own menus.

<p>Topics include:</p> <ul style="list-style-type: none"><li>• Printing Options</li><li>• Exporting to Excel</li><li>• Emailing reports</li></ul>	<p>Materials:</p> <ul style="list-style-type: none"><li>• GA Report Generator Outline v.MT2015.pdf</li><li>• GA Report Generator v.MT2015.ppsx</li><li>• XX GA Report Generator PP v.MV0114.pdf</li></ul>
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**Who should attend:** ALL system users, administrators, marketing personnel

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#### File and System Management

This class will cover the file structure of those files listed in File Maintenance. Also covered are System Administration functions for both Hosted and Premised based servers.

<p>Topics include:</p> <ul style="list-style-type: none"><li>• Review of new features in the Customer, Boat &amp; Vendor files</li><li>• Benefits of using Category Codes</li><li>• Tax Codes &amp; Tax Schema set up &amp; maintenance</li><li>• Pay Type Code maintenance</li><li>• Payment Terms Code maintenance</li><li>• Maintaining Email Settings</li><li>• Combining duplicate Customer, Prospects &amp; Vendors</li><li>• When to use Cross References</li><li>• Security set up of clerks and user groups</li><li>• Protecting fields and tabs</li><li>• D3 Commands from the application</li><li>• Custom Prompts</li><li>• Location Code Maintenance</li><li>• Changing screen names</li><li>• Widgets and work flow group creation, importing &amp; exporting</li></ul>	<p>Materials:</p> <ul style="list-style-type: none"><li>• 8 0 GA System Administration Outline MT v052915.pdf</li><li>• 8 0 Security.pdf</li><li>• 8.0 Security Tab 4 Forms Worksheet MT v051215.docx</li><li>• GA Adv System Admin Outline v.MV0114.pdf</li><li>• GA Back-Up Parameters v.MV0114.pdf</li><li>• GA Basic System Admin v.MV0114.pdf</li><li>• GA D3 Shutdown Procedure v.MV0114.pdf</li><li>• GA TCL_Access v.MV0114.pdf</li><li>• GA DockMaster Customer Support Portal.pdf</li><li>• 8.0 Home Page MT v051115.pdf</li><li>• HomeTab_v06092017.pdf</li><li>• Hosted Login Log Off Procedures_vDM12052017.pdf</li><li>• Security Processes.pdf</li></ul>
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**Who should attend:** System Administrators, Managers & IT Staff

## Complete Course Syllabus (Classes are approximately 1.5 hours)

### System Administration for Premise Servers

For those users who are new to the responsibilities of System Administration, this is for you. We will take you through the basics of startups/shutdowns, backups, security, navigation, and logging support calls.

<p>Topics include:</p> <ul style="list-style-type: none"><li>• System Requirements</li><li>• Creating connections for new users</li><li>• Daily, Weekly, Monthly System monitoring</li><li>• Shutting down system and D3</li><li>• Starting D3 and rebooting Windows</li><li>• Print to File and PDF</li><li>• Data Backups</li><li>• DM File Options and Navigation Review</li><li>• DM Utilities Review</li><li>• DM Security review</li><li>• Client upgrade process and deployment methods</li><li>• Support connectivity</li><li>• Logging support calls</li></ul>	<p>Materials:</p>
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**Who should attend:** New System and Network Administrators, IT Personnel, persons responsible for administering the system server.

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### Advanced System Administration for Premise Servers

This class will expand on some of the topics presented in the first System Administration classes as well as cover more advanced topics.

<p>Topics include:</p> <ul style="list-style-type: none"><li>• Exploring how D3's services are set up, stopped, and started.</li><li>• Advanced Backup troubleshooting</li><li>• POS printer set up and troubleshooting</li><li>• Advanced Connectivity Troubleshooting</li><li>• Advanced system security and passwords</li><li>• Maintaining system custom prompts</li><li>• Customizing Screen Labels</li><li>• Data purging</li><li>• Basic TCL commands</li></ul>	<p>Materials:</p>
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**Who should attend:** System Administrators, IT Personnel, Managers

## Complete Course Syllabus (Classes are approximately 1.5 hours)

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### DockMaster Overview

DockMaster Overview is geared towards new users of DockMaster and those looking to refresh on the basics.

<p>Topics include:</p> <ul style="list-style-type: none"><li>• Basic Files - Customers, Boats</li><li>• Navigation</li><li>• Home Menu</li><li>• Favorites</li><li>• Messages</li><li>• Work Flows</li><li>• Searching</li><li>• Printing</li></ul>	<p>Materials:</p> <ul style="list-style-type: none"><li>• 8.0 Home Page MT v051115.pdf</li><li>• HomeTab_v06092017.pdf</li><li>• Hosted Login Log Off Procedures_vDM12052017.pdf</li></ul>
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**Who should attend:** All users of DockMaster

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