First Quarter 2022 ERA Course Schedule						
Software Education Courses	**Number of Sessions**	**CPE Credits**	**Course Code**	**Class Dates**		
				January	**February**	**March**
Contact Management/FOCUS 'Net Classes						
Contact Management Administration	2		CMA	11		8
CM Schedules & Campaign Management	2		CMF		17	
FOCUS Basics for Sales and BDC	3		FSB	18-19		15-16
FOCUS for Internet Managers	1		FSI	20		17
FOCUS for Sales Managers	3		FSM		15-16	
ERA 'Net Classes						
docuPAD® System Essentials	1		PAD	19	8	16
Dynamic Reporting	2	3.5*	DYR	14	9	18
Reynolds Integrated Telephone System	1		RITS	12, 21, 26	2, 11, 16, 25	2, 11, 16, 25
ERA-IGNITE 'Net Classes						
ERA-IGNITE Accounting Daily and Periodic Procedures	6	10.5*	ACC1		15-17	
ERA-IGNITE Accounting Controller Procedures	3	5.0*	ACC2	18-19		15-16
Introduction to ERA-IGNITE	1		EIIN	19	18	9
ERA-IGNITE DOC+	1	1.5*	DOC+	20	11	17
ERA-IGNITE Parts Invoicing	5		PTI		1-3	
ERA-IGNITE Parts Inventory	6		PTS	11-13		1-3
ERA-IGNITE Payroll	3	5.0*	PAY		22-23	
ERA-IGNITE Retail Management Intelligence	1	1.5*	RMIF	21	10	17
Sales and F&I (Desking)	6		SFI		8-10	8-10
ERA-IGNITE Advanced Service	3		ASVC	26-27		22-23
ERA-IGNITE Basic Service	5		SVC		15-17	
ERA-IGNITE Service Management	2		SVC2	25		15
ERA-IGNITE System Administrator	4	7.0*	SYS	11-12		22-23
ERA-IGNITE Technician Dispatching	3		TDP		22-23	
ERA-IGNITE Timekeeping and Attendance	2		CLK	20		17
ERA-IGNITE Vehicle Management System	2		VMS	13		10
ERA-IGNITE Management Overview Series (MOS) 'Net Classes						
ERA-IGNITE Accounting	2	3.5*	EIMACC	19, 27	11, 22	14, 23
ERA-IGNITE Parts	2		EIMPTS	14, 25	8, 24	4, 15
Sales and F&I	1		EMSFI	11, 20	3, 16	9, 22
ERA-IGNITE Service	2		EIMSVC	13, 26	1, 17	3, 17
System Administration	1	1.5*	EMSYS	11, 20	2, 16	9, 22

How To Enroll

1. Go to http://www.reyrey.com/training.

2. Scroll down to "Available Training".

3. Add the training you want to your "My Courses" shopping cart.

4. Scroll down to "Registration".

5. Enter your contact information and select "Submit".

Questions? For more information regarding classes or administrative policies such as cancellations, call Reynolds Software Education at (937) 485-1700 or email SED@reyrey.com. For billing questions, please refer to your invoice.

* Classes are Group-Internet-Based classes requiring no advanced preparation.

+ Classes are Group-Live classes requiring no advanced preparation.

CPE SPONSORS

Effective Date: 11/18/2021