

BRANCH MANAGERS REQUIRED TRAININGS & LESSONS

ORIENTATION FOR NEW EMPLOYEES	EMAIL SETUPS	PRODUCT KNOWLEDGE - AquaGuard	DANCIK: INVOICING & ORDER PROCESSING	
<ul style="list-style-type: none"> Quick Tour of New Employee Portal Tour- NEW Quick Tour of the Help Center- NEW Using the Employee Training System Initial Setup & How to Use Webmail How to submit a Support Ticket Request- NEW Your Logins Enter My Time on ADP Request Time Off on ADP Aquabella Pools App- NEW 	<ul style="list-style-type: none"> Add Your Email Signature to Webmail Adding and Removing your Email Account in Outlook (Parts 1 and 2) Adding your Email Account to an iPhone or iPad Adding your Email Account to an Android Phone What to Do if you are Missing Emails or Folders Setting up an Auto-Response Message Change your Email Password 	<ul style="list-style-type: none"> What is AquaGuard Training - Q&A Installations Skimmer Repairs Glass Mosaics Installation on Fiberglass Pool <div data-bbox="869 511 1228 592" style="background-color: #003366; color: white; text-align: center; padding: 5px;">PRODUCT KNOWLEDGE - Natural Stone</div> <ul style="list-style-type: none"> Selection and Production <div data-bbox="869 690 1228 771" style="background-color: #003366; color: white; text-align: center; padding: 5px;">PRODUCT KNOWLEDGE - Porcelain Mosaics</div> <ul style="list-style-type: none"> Tunnel Kiln 	<ul style="list-style-type: none"> Opening up new order Edit the Header Select Material for an Order - UPDATED How to add Shipping Charges to an Order - NEW Officially Processing an Order Into the System - UPDATED How to Print a Packing List- NEW Search an Open Order by Customer Account Search a Closed Order by Customer Account - UPDATED Search an Order by Reference Number and/or Order Number Edit an Order 	<ul style="list-style-type: none"> Change Status of an Order - UPDATED Invoice by Order Number Invoice by Batch
CLOVER MACHINE	DANCIK: CASH SCREEN	DANCIK: INVENTORY	DANCIK: ORDER DESK REPORTS	SAMPLES
<ul style="list-style-type: none"> Run a Payment on the Clover Machine Process a Refund on the Clover machine Print the Summary Report on Clover Run a Detailed Clover Report 	<ul style="list-style-type: none"> Enter Payments in the Cash Screen Correct a Cash Screen Mistake Reconcile Daily Receipts Run Order Desk Daily Cash Report Post Order Desk Daily Cash Report 	<ul style="list-style-type: none"> Dancik: Inventory Inquiry - NEW Move & Split Inventory in Dancik Record Usage of Sample Materials and Catalogs - NEW Record Allocation of Displays & Blue Sample Cases - NEW 	<ul style="list-style-type: none"> Complete the Monthly Cash Reconciliation <div data-bbox="1232 1104 1591 1185" style="background-color: #003366; color: white; text-align: center; padding: 5px;">DANCIK: STOCK TO STOCK TRANSFERS</div> <ul style="list-style-type: none"> Start a Stock Transfer Processing and Shipping a Stock to Stock Transfer 	<ul style="list-style-type: none"> How to Request Samples on the Employee Portal - NEW How to Write-Off Samples for your Branch - NEW How to Write-Off Samples for a Specific Customer - NEW
DANCIK: CREDIT MEMOS				
<ul style="list-style-type: none"> Price Adjustments Returning Inventory Make It Right Samples for Customers Showroom or Pools Demos 				

ORDER DESK REQUIRED TRAININGS & LESSONS

ORIENTATION FOR NEW EMPLOYEES	EMAIL SETUPS	PRODUCT KNOWLEDGE - AquaGuard	DANCIK: INVOICING & ORDER PROCESSING	
<ul style="list-style-type: none"> Quick Tour of New Employee Portal Tour- NEW Quick Tour of the Help Center- NEW Using the Employee Training System Initial Setup & How to Use Webmail How to submit a Support Ticket Request- NEW Your Logins Enter My Time on ADP Request Time Off on ADP Aquabella Pools App- NEW 	<ul style="list-style-type: none"> Add Your Email Signature to Webmail Adding and Removing your Email Account in Outlook (Parts 1 and 2) Adding your Email Account to an iPhone or iPad Adding your Email Account to an Android Phone What to Do if you are Missing Emails or Folders Setting up an Auto-Response Message Change your Email Password 	<ul style="list-style-type: none"> What is AquaGuard Training - Q&A Installations Skimmer Repairs Glass Mosaics Installation on Fiberglass Pool 	<ul style="list-style-type: none"> Opening up new order Edit the Header Select Material for an Order - UPDATED How to add Shipping Charges to an Order - NEW Officially Processing an Order Into the System - UPDATED How to Print a Packing List- NEW Search an Open Order by Customer Account Search a Closed Order by Customer Account - UPDATED Search an Order by Reference Number and/or Order Number Edit an Order 	<ul style="list-style-type: none"> Change Status of an Order- UPDATED Invoice by Order Number Invoice by Batch
		PRODUCT KNOWLEDGE - Natural Stone		
		<ul style="list-style-type: none"> Selection and Production 		
		PRODUCT KNOWLEDGE - Porcelain Mosaics		
		<ul style="list-style-type: none"> Tunnel Kiln 		
CLOVER MACHINE	DANCIK: CASH SCREEN	DANCIK: INVENTORY	DANCIK: ORDER DESK REPORTS	SAMPLES
<ul style="list-style-type: none"> Run a Payment on the Clover Machine Process a Refund on the Clover machine Print the Summary Report on Clover Run a Detailed Clover Report 	<ul style="list-style-type: none"> Enter Payments in the Cash Screen Correct a Cash Screen Mistake Reconcile Daily Receipts Run Order Desk Daily Cash Report Post Order Desk Daily Cash Report 	<ul style="list-style-type: none"> Dancik: Inventory Inquiry - NEW Move & Split Inventory in Dancik Record Usage of Sample Materials and Catalogs - NEW Record Allocation of Displays & Blue Sample Cases - NEW 	<ul style="list-style-type: none"> Complete the Monthly Cash Reconciliation 	<ul style="list-style-type: none"> How to Request Samples on the Employee Portal - NEW How to Write-Off Samples for your Branch - NEW How to Write-Off Samples for a Specific Customer - NEW
DANCIK: CREDIT MEMOS				
<ul style="list-style-type: none"> Price Adjustments Returning Inventory Make It Right Samples for Customers Showroom or Pools Demos 				
		DANCIK: STOCK TO STOCK TRANSFERS		
		<ul style="list-style-type: none"> Start a Stock Transfer Processing and Shipping a Stock to Stock Transfer 		

SALES REP. REQUIRED TRAININGS & LESSONS

ORIENTATION FOR NEW EMPLOYEES	EMAIL SETUPS	PRODUCT KNOWLEDGE - AquaGuard	PRODUCT KNOWLEDGE - Natural Stone	DANCIK: INVENTORY
<ul style="list-style-type: none"> Quick Tour of New Employee Portal Tour- NEW Quick Tour of the Help Center- NEW Using the Employee Training System Initial Setup & How to Use Webmail How to submit a Support Ticket Request- NEW Your Logins Enter My Time on ADP Request Time Off on ADP Aquabella Pools App- NEW 	<ul style="list-style-type: none"> Add Your Email Signature to Webmail Adding and Removing your Email Account in Outlook (Parts 1 and 2) Adding your Email Account to an iPhone or iPad Adding your Email Account to an Android Phone What to Do if you are Missing Emails or Folders Setting up an Auto-Response Message Change your Email Password 	<ul style="list-style-type: none"> What is AquaGuard Training - Q&A Installations Skimmer Repairs Glass Mosaics Installation on Fiberglass Pool 	<ul style="list-style-type: none"> Selection and Production <div data-bbox="1232 412 1596 477" style="background-color: #003366; color: white; text-align: center; padding: 2px;">PRODUCT KNOWLEDGE - Porcelain Mosaics</div> <ul style="list-style-type: none"> Tunnel Kiln 	<ul style="list-style-type: none"> Dancik: Inventory Inquiry - NEW Move & Split Inventory in Dancik Record Usage of Sample Materials and Catalogs - NEW Record Allocation of Displays & Blue Sample Cases - NEW

SAMPLES
<ul style="list-style-type: none"> How to Request Samples on the Employee Portal - NEW How to Request Samples on the Employee Portal - NEW How to Write-Off Samples for your Branch - NEW How to Write-Off Samples for a Specific Customer - NEW

WAREHOUSE REQUIRED TRAININGS & LESSONS

ORIENTATION FOR NEW EMPLOYEES	EMAIL SETUPS	PRODUCT KNOWLEDGE - AquaGuard	PRODUCT KNOWLEDGE - Natural Stone	PRODUCT KNOWLEDGE - Porcelain Mosaics
<ul style="list-style-type: none"> Quick Tour of New Employee Portal Tour- NEW Quick Tour of the Help Center- NEW Using the Employee Training System Initial Setup & How to Use Webmail How to submit a Support Ticket Request- NEW Your Logins Enter My Time on ADP Request Time Off on ADP Aquabella Pools App- NEW 	<ul style="list-style-type: none"> Add Your Email Signature to Webmail Adding and Removing your Email Account in Outlook (Parts 1 and 2) Adding your Email Account to an iPhone or iPad Adding your Email Account to an Android Phone What to Do if you are Missing Emails or Folders Setting up an Auto-Response Message Change your Email Password 	<ul style="list-style-type: none"> What is AquaGuard Training - Q&A Installations Skimmer Repairs Glass Mosaics Installation on Fiberglass Pool 	<ul style="list-style-type: none"> Selection and Production 	<ul style="list-style-type: none"> Tunnel Kiln
DANCIK: CREDIT MEMOS	DANCIK: INVENTORY	DANCIK: STOCK TO STOCK TRANSFERS		
<ul style="list-style-type: none"> Price Adjustments Returning Inventory Make It Right Samples for Customers Showroom or Pools Demos 	<ul style="list-style-type: none"> Move & Split Inventory in Dancik Record Usage of Sample Materials and Catalogs - NEW Record Allocation of displays & Blue Sample Cases - NEW 	<ul style="list-style-type: none"> Start a Stock Transfer Processing and Shipping a Stock to Stock Transfer 		

SAMPLES TEAM REQUIRED TRAININGS & LESSONS

ORIENTATION FOR NEW EMPLOYEES	EMAIL SETUPS	PRODUCT KNOWLEDGE - AquaGuard	PRODUCT KNOWLEDGE - Natural Stone	PRODUCT KNOWLEDGE - Porcelain Mosaics
<ul style="list-style-type: none"> Quick Tour of New Employee Portal Tour- NEW Quick Tour of the Help Center- NEW Using the Employee Training System Initial Setup & How to Use Webmail How to submit a Support Ticket Request- NEW Your Logins Enter My Time on ADP Request Time Off on ADP Aquabella Pools App- NEW 	<ul style="list-style-type: none"> Add Your Email Signature to Webmail Adding and Removing your Email Account in Outlook (Parts 1 and 2) Adding your Email Account to an iPhone or iPad Adding your Email Account to an Android Phone What to Do if you are Missing Emails or Folders Setting up an Auto-Response Message Change your Email Password 	<ul style="list-style-type: none"> What is AquaGuard Training - Q&A Installations Skimmer Repairs Glass Mosaics Installation on Fiberglass Pool 	<ul style="list-style-type: none"> Selection and Production 	<ul style="list-style-type: none"> Tunnel Kiln
DANCIK: CREDIT MEMOS	DANCIK: INVENTORY	DANCIK: STOCK TO STOCK TRANSFERS	SAMPLES	CORPORATE ONLY
<ul style="list-style-type: none"> Price Adjustments Returning Inventory Make It Right Samples for Customers Showroom or Pools Demos 	<ul style="list-style-type: none"> Dancik: Inventory Inquiry - NEW Move & Split Inventory in Dancik Record Usage of Sample Materials and Catalogs - NEW Record Allocation of Displays & Blue Sample Cases - NEW 	<ul style="list-style-type: none"> Start a Stock Transfer Processing and Shipping a Stock to Stock Transfer 	<ul style="list-style-type: none"> How to Request Samples on the Employee Portal - NEW How to Request Samples on the Employee Portal - NEW How to Write-Off Samples for your Branch - NEW How to Write-Off Samples for a Specific Customer - NEW 	<ul style="list-style-type: none"> How to Process Sample Orders on the Employee Portal - NEW

ALL AVAILABLE TRAININGS & LESSONS

ORIENTATION FOR NEW EMPLOYEES	EMAIL SETUPS	PRODUCT KNOWLEDGE - AquaGuard	DANCIK: INVOICING & ORDER PROCESSING	
<ul style="list-style-type: none"> Quick Tour of New Employee Portal Tour- NEW Quick Tour of the Help Center- NEW Using the Employee Training System Initial Setup & How to Use Webmail How to submit a Support Ticket Request- NEW Your Logins Enter My Time on ADP Request Time Off on ADP Aquabella Pools App- NEW 	<ul style="list-style-type: none"> Add Your Email Signature to Webmail Adding and Removing your Email Account in Outlook (Parts 1 and 2) Adding your Email Account to an iPhone or iPad Adding your Email Account to an Android Phone What to Do if you are Missing Emails or Folders Setting up an Auto-Response Message Change your Email Password 	<ul style="list-style-type: none"> What is AquaGuard Training - Q&A Installations Skimmer Repairs Glass Mosaics Installation on Fiberglass Pool 	<ul style="list-style-type: none"> Opening up new order Edit the Header Select Material for an Order - UPDATED How to add Shipping Charges to an Order - NEW Officially Processing an Order Into the System - UPDATED How to Print a Packing List- NEW Search an Open Order by Customer Account Search a Closed Order by Customer Account - UPDATED Search an Order by Reference Number and/or Order Number Edit an Order Change Status of an Order - UPDATED Invoice by Order Number Invoice by Batch 	
		PRODUCT KNOWLEDGE - Natural Stone		
		PRODUCT KNOWLEDGE - Porcelain Mosaics		
		<ul style="list-style-type: none"> Tunnel Kiln 		
CLOVER MACHINE	DANCIK: CASH SCREEN	DANCIK: INVENTORY	DANCIK: ORDER DESK REPORTS	CORPORATE ONLY
<ul style="list-style-type: none"> Run a Payment on the Clover Machine Process a Refund on the Clover machine Print the Summary Report on Clover Run a Detailed Clover Report 	<ul style="list-style-type: none"> Enter Payments in the Cash Screen Correct a Cash Screen Mistake Reconcile Daily Receipts Run Order Desk Daily Cash Report Post Order Desk Daily Cash Report 	<ul style="list-style-type: none"> Dancik Inventory Inquiry - NEW Move & Split Inventory in Dancik Record Usage of Sample Materials and Catalogs - NEW Record Allocation of Displays & Blue Sample Cases - NEW 	<ul style="list-style-type: none"> Complete the Monthly Cash Reconciliation 	
DANCIK: CREDIT MEMOS			SAMPLES ORDERING SYSTEM	
<ul style="list-style-type: none"> Price Adjustments Returning Inventory Make It Right Samples for Customers Showroom or Pools Demos 			<ul style="list-style-type: none"> How to Request Samples on the Employee Portal - NEW How to Write-Off Samples for your Branch - NEW How to Write-Off Samples for a Specific Customer - NEW 	