

**Verification Form Regarding the Departmental Action Plan
Fixed Operations 1 Week Post- Class Homework Assignment**

Name of Student: ___ SHAHRAM NAZARI ___
Academy Class Number: ___ N327 ___
Student Number: ___ 14 ___

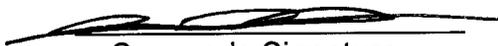
Dear Academy sponsor,

One of the post-class homework assignments given to your manager at the conclusion of week two at the Academy is the Departmental Action Plan form. The student's assignment is to show you the format of the assignment, explaining to you the purpose of crafting a departmental action plan after week 2 of the Academy. This assignment will be completed four separate times, (classes 2-5) after the student has attended the fixed operations 1 parts week, the fixed operations 2 service week, the variable operations 1 class week and the variable operations 2 class week. The progress of the student's departmental action plans will be assessed by each of the Academy instructors in weeks 2 through 5 of the Academy.

Please sign this form below which indicates that the student has reviewed the departmental action with you, and have your student bring the form with them, when they return for their fixed operations 2 parts class. We will collect these forms at that time from the students. The student will receive a pass/fail grade, based upon whether they submit this form signed by you. This is being done in order to verify that each student has shared the Departmental Action Plan with their sponsor.

Thank you for your cooperation.

SCOTT DICKINSON
Sponsor's Printed Name


Sponsor's Signature

9/25/2017
Date

Very truly yours,

Chris Bavis
Academy Instructor
301 401 3301 cell
cbavis@nada.org

CDK Special Order Parts System

When I started work at Valley Hi Kia the parts department was not using the automatic SOR system offered through CDK.

Every parts order was either ordered on a quote or a manual SOR sheet. This process takes too much time when your store grows in volume. What I have implemented is an automatic SOR system where all parts are either attached to an invoice or repair order and customers name and or vehicle.

With this system in place you can track customer orders much faster and also send the orders faster and more efficiently. Using the old manual system the person sending the order would have to type the part numbers, quantities and customer names for each part you are ordering which takes time and also adds a certain level of risk in that mistakes can be made while inputting the data from the quotes and manual orders into the ordering screen. With the automatic SOR system the order is sent from your DMS to the ordering screen with all the part numbers and quantities, and it takes less than a second to transfer the data.

This System allows our service advisors the ability to track their customers special orders using a SOR sheet generated using CDK. We are able to track our wholesale and retail special orders and make sure that our inventory is not hit with any aged special orders.