CyberCalc Installation and Training Checklist

CUSTOMER: _____TELEPHONE#_____

ADDRESS: _____

MAIN CONTACT: _____DATE: _____

FAIRLEASE LITE (Y/N): _____TERM (MOS): _____NUMBER USERS: _____

PRICING: USER1: _____USER2: _____ USER3: _____ ADDITIONAL USERS: _____

Pre-Installation

_____ Verify Computer Requirements

_____ Verify Printer Requirements (if applicable)

_____ Check for Norton Anti-Virus – if FL is used please uninstall and install McAfee

_____ Signed License Agreement

_____ Signed Subscription Agreement – confirm all fields (Full CyberCalc)

_____ First Month's Payment (Full CyberCalc)

_____ Email Address for Updates _____

Installation and Configuration

_____ Install Program

_____ Install Printers (if applicable)

> ➢ CC_Laser (laser printer)
> ➢ CyberCalc_LongContracts (9x22)
> ➢ CyberCalc_StandardForms (9x11)
> ➢ CyberCalc_GMContracts (11x22)

_____ Run Latest Update

_____ Program Authentication (see table →)

_____ Create Desktop Shortcuts

> ➢ CyberCalc
> ➢ Deal Transfer
> ➢ Repair and Compact
> ➢ Update CyberCalc (if MS Access 2000 add final step update)

_____ Configuration Wizard

Company Codes	
FairLease - Lite	FLL
LENDCO - Lite	LCL
D&M CycLease	DMC
FairLease – Lite + CycLease	FLC

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User Training

_____ General Windows Navigation (if necessary)

_____ Quote Generator

- ➢ New Car
- ➢ Customer Information and Co-Signer
- ➢ Trades (Negative Equity, Gross, Multiple Trades)
- ➢ Sales / Use / Luxury Tax
- ➢ Rate Participation (Standard and Fixed Rate)
- ➢ Disclosures
- ➢ Printing

_____ Previous Quotes

_____ Current Series Used Cars

_____ Used Cars

_____ Payment Roll

_____ Adding Custom Vehicles

_____ Tax Credits

_____ Deleting Old Deals

_____ Program Updates

_____ Deal Transfers

- ➢ Exporting
- ➢ Importing

_____ Repair and Compact

Comments

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CyberCalc Representative   *Date*   *Customer Representative*   *Date*