

***Orlando***



**March 2010**

**Volume 3 Number 3**



For Manheim Orlando's Employees and Internal Distribution only

## FEBRUARY STATISTICS

<b>SALE #</b>	<b>5</b>	<b>Monday Sale</b>		<b>Tuesday Sale</b>		<b>OPERATIONS</b>	
		# Offered	# Sold	Sale %	# Offered	# Sold	Sale %
		293	219	74.7%	4,593	2,711	59.0%
		<b>Dealer Attendance</b>		<b>Dealer Attendance</b>			
		In Lane	On Line	Total	In Lane	On Line	Total
		169	495	664	2,017	1,264	3,281
		<b>P.S.I</b>		<b>P.S.I</b>			
		680		680			

<b>SALE #</b>	<b>6</b>	<b>Monday Sale</b>		<b>Tuesday Sale</b>		<b>OPERATIONS</b>	
		# Offered	# Sold	Sale %	# Offered	# Sold	Sale %
				0.0%	5,136	3,213	62.6%
		<b>Dealer Attendance</b>		<b>Dealer Attendance</b>			
		In Lane	On Line	Total	In Lane	On Line	Total
				0	2,519	1,613	4,132
		<b>P.S.I</b>		<b>P.S.I</b>			
		763		763			

<b>SALE #</b>	<b>7</b>	<b>Monday Sale</b>		<b>Tuesday Sale</b>		<b>OPERATIONS</b>	
		# Offered	# Sold	Sale %	# Offered	# Sold	Sale %
		290	227	78.3%	4,562	3,110	68.2%
		<b>Dealer Attendance</b>		<b>Dealer Attendance</b>			
		In Lane	On Line	Total	In Lane	On Line	Total
		188	577	765	2,186	1,359	3,545
		<b>P.S.I</b>		<b>P.S.I</b>			
		702		702			

<b>SALE #</b>	<b>8</b>	<b>Monday Sale</b>		<b>Tuesday Sale</b>		<b>OPERATIONS</b>	
		# Offered	# Sold	Sale %	# Offered	# Sold	Sale %
		211	194	91.9%	6,073	4,096	67.4%
		<b>Dealer Attendance</b>		<b>Dealer Attendance</b>			
		In Lane	On Line	Total	In Lane	On Line	Total
		366	163	529	2,603	1,696	4,299
		<b>P.S.I</b>		<b>P.S.I</b>			
		918		918			

<b>OPERATIONS</b>	
Week Ending: 2/06/10	
Vehicles Moved:	18,856
Stocked In	4,156
Inspected	2,935
Detailed	2,255
Paint/Body	201

<b>OPERATIONS</b>	
Week Ending: 2/13/10	
Vehicles Moved:	18,035
Stocked In	4,383
Inspected	2,412
Detailed	1,926
Paint/Body	150

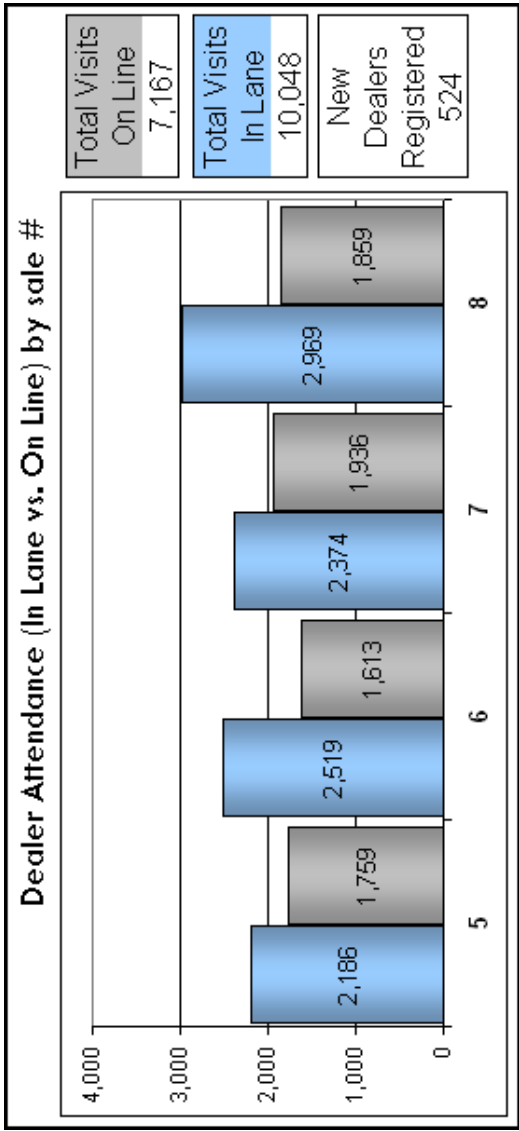
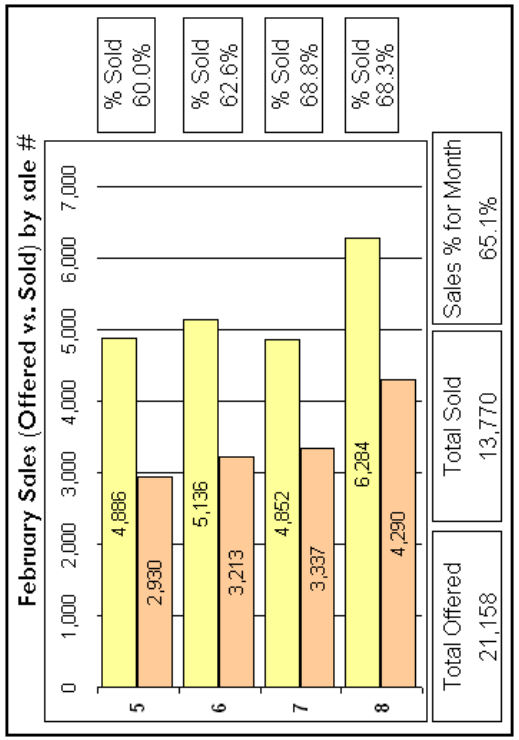
<b>OPERATIONS</b>	
Week Ending: 2/20/10	
Vehicles Moved:	18,079
Stocked In	3,572
Inspected	2,784
Detailed	2,268
Paint/Body	107

<b>OPERATIONS</b>	
Week Ending: 2/27/10	
Vehicles Moved:	22,134
Stocked In	4,244
Inspected	2,716
Detailed	2,642
Paint/Body	150

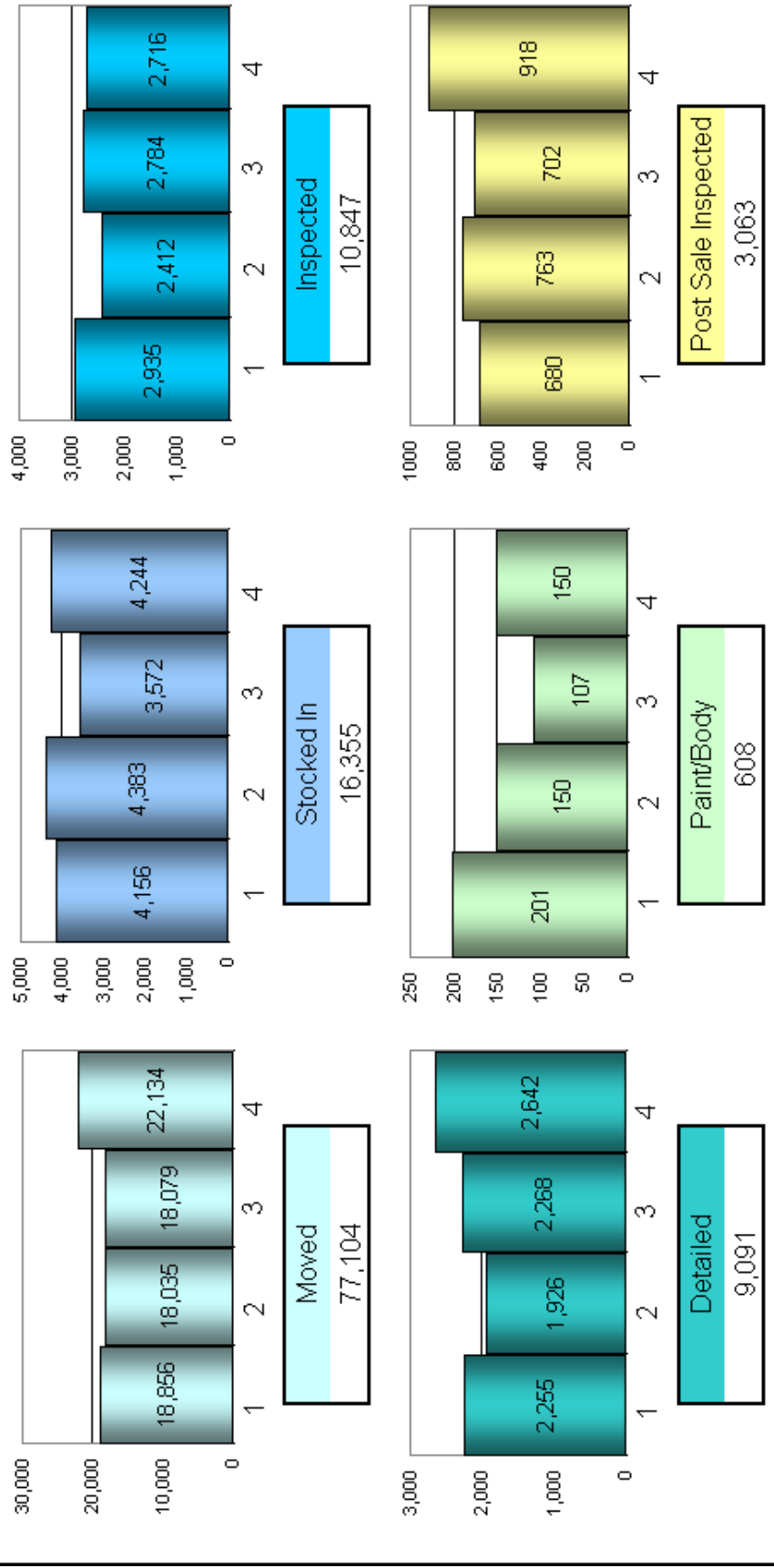
### Perfect Lanes by week

Week /	Lanes
5 /	3, 4, 11, 12, 14, 17, 18, 19, 20
6 /	1, 4, 5, 11, 12, 20, 21, 22
7 /	4, 5, 11, 15, 18, 20
8 /	1, 3, 4, 6, 11, 12, 15, 22

Great job to lanes 4 and 11 who constantly strive for perfection. Next month we will start measuring monthly percentages. Let's strive for that 95%!



### Recon/Operations Totals by week



# Meet the Inspections Department Lead Team

by: John Bolden  
(Inspector)

## **Ilias Dimos - Assistant Operation's Manager**

Ilias Dimos has been working for Manheim for over 20+ years. He worked his way up through the ranks from Maintenance, Security, Inspections, Inspections Manager, Corporate Trainer for Manheim Auctions, and finally to Assistant Operation's Manager here at Manheim Orlando! Ilias oversees the Inspections Department, as well as Vehicle Registration and day-to-day operations for Manheim Orlando.

## **Nelson Soto - Inspections Department Manager**

Nelson Soto has, without a doubt, worked his way up through the ranks during his 20+ years in the auction business.

He became Manheim Orlando's Inspections Manager a little over 2 years ago and strives to define what it takes to be a great leader. He's honest, he cares, he loves the job, he loves the employee's, he truly knows the Inspection business inside and out, and most importantly he gives 100% of his wisdom, time, effort, expertise, and his heart day-in and day-out.

## **Steve Shannon - Inspections Department Supervisor**

Steve Shannon has been working for Manheim for 8 years. He started out here at Manheim as an Inspector and then he went on to become a Coordinator, and now he is the Inspections Supervisor.

Steve attended the very first Level 4T School Manheim offered a little over 4 years ago and graduated to become a trainer in the Inspection field. He works with the inspectors daily to maintain a high degree of quality within the inspections department.

Steve also helps Ilias Dimos and Nelson Soto with PSI every Tuesday immediately following the sale.

## **Jesse Perez - Inspections Department Lead Inspector**

Jesse Perez has been working for Manheim for over 13 years and has worked his way from the detail shop, to the body shop, to inspector, to the Lead Inspector in the Inspections Department. He is a level 4T trainer inspector who has also attended Specialty Training classes about the inspection process of boats, yachts, motorcycles, and other various recreational vehicles.

Jesse is currently attending the IMCP Level 1 Management Training program to increase his leadership role as a Lead Inspector. Jesse says, "I hope the auction business continues to grow so I can grow with it and help others grow as well!"

## **Alex Laluz - Inspections Department Lead Inspector**

Alex Laluz has over 15 years of experience in the Auction business. Alex worked his way from Inspector to Lead Inspector over the years and he does a great job.

Alex became a Certified Trainer in September of 2009 and is currently attending the IMCP Level 1 Management Training program.

## **Camilo Roa - Inspections Department Lead Inspector**

Camilo Roa had over 7 years of experience in the Auction business prior to working for Manheim. Camilo worked his way from Inspector, to Lead Inspector over the last four years he has been with Manheim.

Camilo attained his Bachelor's Degree in 1999 in Business Administration and is using this knowledge in conjunction with the IMCP Level 1 Management Training to increase his Leadership Role as a Lead Inspector. Camilo has the honor of overseeing the entire Inspection Department every Sunday.



2010 Inspection Department (from left to right)

Back Row: Charlie Almanza, Megan Lynch, Dennis Jackson, Gary Harris, Miguel Borges, David Jones, Ivan Castillo, Pete Chapman, Latchman Hitnarain, Luis Gonzalez, Ron Poma, Neal Thompson, George Politakis, Peter Alfaro, Leslie Judd, Ilias Dimos; Chad Salhab, Eric Salhab, Darren Thompson.

Front Row: Robert Bevilacqua, Susan Graham, Robert Barber, Scott Sinberg, Nikki Enoch, Michelle Treadway, Camillo Roa, Alex Laluz, Jesse Perez, Steve Shannon, Nelson Soto, James Eubanks, Dennis Gray, Lorenzo Slayton, John Bolden, German Amaez-Ortiz, Eddie Cruz.

## Employee of the Month

Block Employee of the Month:

I would like to recognize Terry Hart as Employee of the Month. Terry Hart is an excellent block clerk. There isn't a lane, top or bottom, she wouldn't be able to handle. She is a true team player... she is very aware of her fellow block clerks' situations and is willing to jump in and help them when needed. Terry is always ready, willing, and able to work wherever she is asked to go. Thank you, Terry, for being such a great asset to the block!

Rita Luke - Block Supervisor

## American Cancer Society - Relay for Life Information

Thank you to everyone who participated in our Relay for Life day February 9th!

We raised \$715.50 on our Silent Auction baskets - Thanks to everyone who worked so hard getting these together. We also raised \$465 from selling pink ribbons for Jeans day.

The winner of the 50/50 Chance Drawing was Rick Simeone with Kimric Auto Brokers - total jackpot was \$1,750 of which Rick will receive half (\$875) and the American Cancer Society will receive \$875.

The total raised for the American Cancer Society was \$2,055.50!!!

# Getting Your Inbox Organized

by: Freddy Clark (HR)

Email is one of the most widely used forms of communication. Ten years ago you might come to work with 20 phone messages waiting for your attention. Today you not only have the 20 voice mails but another 50 emails!

There are a few rules to keep in mind when it comes to getting your inbox organized and helping you manage your time.

## Delete

First and foremost. Know what can be gotten rid of and what needs to be kept. The "Joke of the Day" email might give you a laugh, but you don't need to keep it. You also don't need to forward that chain letter to seven of your friends within 15 minutes. I promise if you just delete it, all your cat's hair will not fall out.

## Know your type

There is no organization style which works for everyone. An organization plan will only work when you use it. Generally speaking there are three types of organizers:

- Sorters - Sorters believe there is a place for everything and everything needs to be in its place. Sorters will set up a folder for every individual or organization they deal with and file emails accordingly.
- Stackers - Stackers are more likely to set up two or three general folders (work/personal) and quickly file emails away into these folders knowing they will be able to sort them out later if needed.
- Spreaders - Spreaders keep one folder. If you have been keeping all your email in your inbox until now, you are a spreader. There is nothing wrong with this; however, we want you to keep your inbox as cleaned out as possible. Consider setting up one more folder called "done" to throw emails in once you've answered them.

At first glance, it appears the sorter is the most organized. Rest assured as long as your

organization method works for you, and you work your organization method, you will be organized.

## Set up folders

Inevitably you will receive email you need to keep for future reference. Keeping these emails in your inbox for months or years doesn't help. You want your inbox to be a simple "to do" list.

Only keep emails in your inbox as long as they have not been answered. Once an email is addressed, move it to an appropriate folder. Don't forget about your sent items. You may want to keep copies of your replies to certain emails. You can move your replies from the sent folder to another folder just like moving other emails.

Two rules to keep in mind about folders:

- A folder stored under your inbox is still stored on the server. This is important if you access your email through Webmail or other web services (BlackBerries). Once an email is moved to a personal folder (covered later) it is stored on the hard drive and is only accessible from the computer where it's stored.
- Put some thought into folders before you set them up and use a system which makes sense to you. If John Smith works for XYZ Company, and you make folders for John Smith and XYZ, be sure you know where you put what. Two weeks from now when you're looking for an email about John you received from someone else at XYZ, you want to be able to find it.

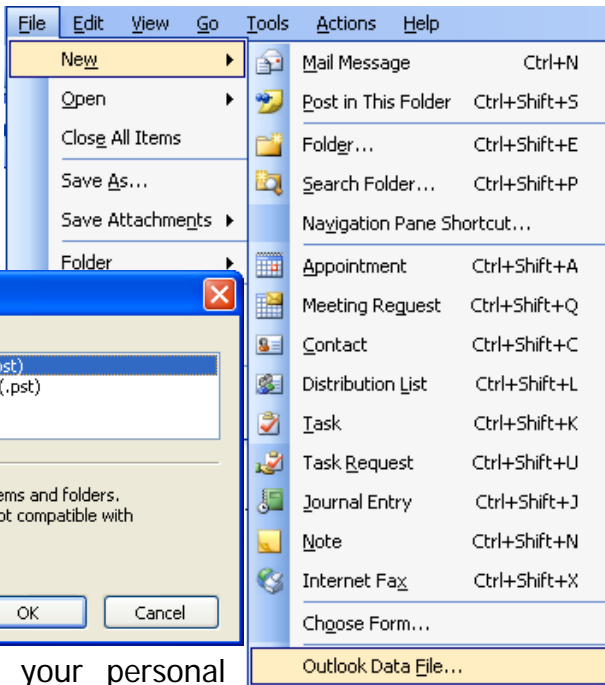
## Personal Folders (PST)

To create a Personal Folder, also known as a PST, go to File in the menu bar. Then New and click on Outlook Data File. If this doesn't appear at first you might have to click on the chevron .

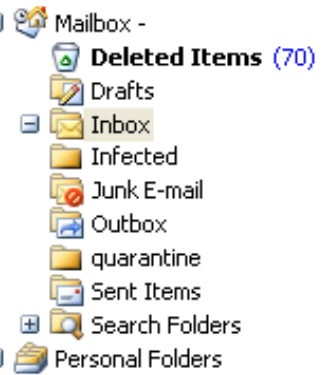
<- The chevron appears at the bottom of a collapsed menu. Click to expand.



The "New Outlook Data File" menu will pop up. Highlight "Office Outlook Personal Folders File" and click Ok.



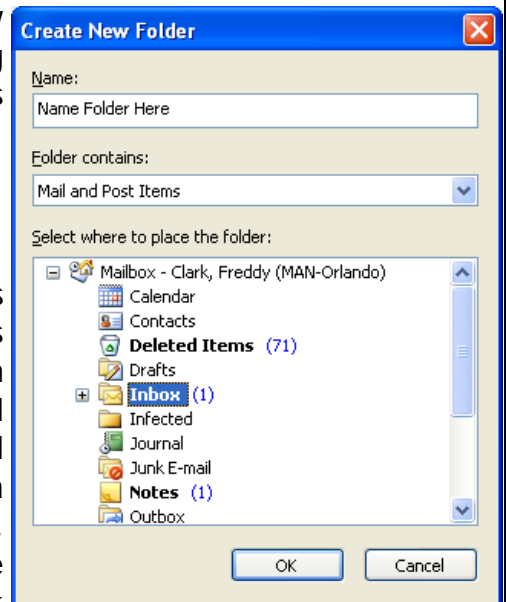
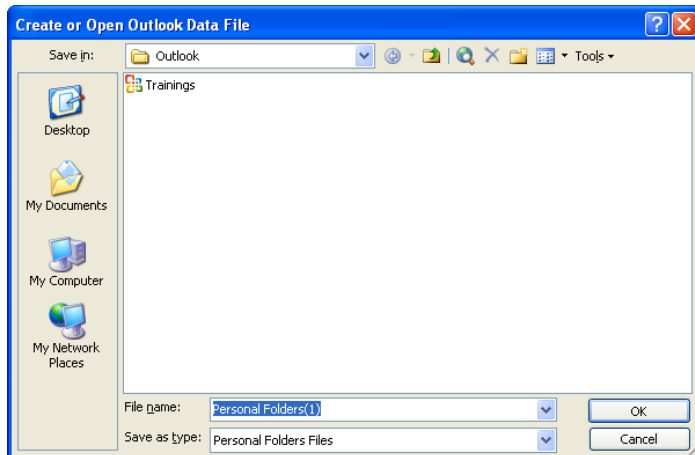
Your personal folder will appear at the bottom of your Mail Folders list.



## Adding More Folders

To add other folders for sorting email, go to the file menu and click New and Folder. Here you name your folder and highlight the folder you want the new folder to appear under. You can create new folders in any of the existing folders in this list.

Now you will name your personal folder. This is the name the folder will be saved under in your hard drive. Click ok and the next menu appears.



folder to appear under. You can create new folders in any of the existing folders in this list.

## Final thoughts

Answer emails as quickly as possible. An email should be treated just like a voice mail. Contact the writer back

and let them know any updates and always try to complete each email by the end of the day.

Once an email has been completely resolved, you can either delete it or move it to a folder and keep it for future reference. Your inbox should only be used for items needing attention.

Design a system which works for you, work your system, and keep these tips in mind. Soon you will notice a clean inbox at the end of each day. You may even gain a reputation as a successful email communicator.

Lastly, you pick the display name for your new personal folder. It is not necessary to change any other settings or to choose a password as this folder is only accessible from your computer. Click ok.



# March Employee/Training Opportunity Calendar

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**3** Communication Skills  
 8:30am to 4:30pm  
 Lunch Provided

**4** Excel 1  
 9am—12pm  
 IF Office

**5** Approve Time Card

**8**

**9**

**10**

**11** AS400 VCF Reporting  
 9am—12pm  
 IF Office

**12** Payday / Review time card

**15**

**16**

**17** Time Management  
 8:30am to 4:30pm  
 Lunch Provided

**18** Communication Skills  
 8:30am to 4:30pm  
 Lunch Provided

**19** Approve Time Card

**22**

**23**

**24** SMITH SYSTEM<sup>®</sup>

**25** cpr training

**26** Payday / Review time card

**29**

**30**

**31**

AS400.Ink

Excel 1  
 9am—12pm  
 IF Office

Excel 2  
 9am—12pm  
 IF Office

Computer Basics  
 9am-12pm  
 IF Office

Happy St. Patrick's Day!

To sign up for classes please contact:

**Freddy Clark (freddy.clark@manheim.com) 407-905-8483 or Toni Pennington (toni.pennington@manheim.com)**

# MARCH 2010

\*SUBJECT TO CHANGE



**MONDAY 1**

**CLOSED SALE Starting 12:30pm**  
 300 +/- units/lane 1  
 MAIN PROPERTY

**ENTERPRISE LIVE CINEMA SALE**  
 Starting 2:00pm  
 Cafeteria Training Room  
 500 +/- units/lane 26

Sale # **9**  
 White Badge

**CINEMA SALE Starting 8:30am MO's Tows Lane 26**

**REGULAR SALE Starting 9:00am**

5th 3rd Bank 65 +/- units/lane 3 Dealer Lane 150 +/- units/lane 11  
 Alphera 15 +/- units/lane 3 DTG 100 +/- units/lane 10  
 Avis 200 +/- units/lane 9 Enterprise 500 +/- units/lane 7  
 Chrysler Financial 400 +/- units/lane 1 GMAC 175 +/- units/lane 11  
 Chrysler Group LLC 25 +/- units/lane 2 Nissan/Infiniti

**TUESDAY 2**

Sale # **9**  
 Blue Badge

50 +/- units/lane 3  
 250 +/- units/lane 10  
 300 +/- units/lane 13  
 500 +/- units/lane 18

GMAC Box Trucks 15 +/- units/lane 24  
 Honda/Acura 25 +/- units/lane 10  
 Wells Fargo 250 +/- units/lane 16  
 SE Toyota Finance 200 +/- units/lane 18  
 RSA  
 Toyota/Lexus  
 Wells Fargo  
 SE Toyota Finance 600 +/- units/lane 14&15

**MONDAY 8**

**ENTERPRISE LIVE CINEMA SALE**  
 Starting 2:00pm  
 Cafeteria Training Room  
 500 +/- units/lane 26

Sale # **11**  
 White Badge

**CINEMA SALE Starting 8:30am MO's Tows Lane 26**

**REGULAR SALE Starting 9:00am**

5th 3rd Bank 65 +/- units/lane 3 Dealer Lane 150 +/- units/lane 11  
 Alphera 15 +/- units/lane 3 DTG 100 +/- units/lane 10  
 Avis 200 +/- units/lane 9 Enterprise 500 +/- units/lane 7  
 Chase 50 +/- units/lane 20 GMAC 175 +/- units/lane 11  
 Chrysler Financial 400 +/- units/lane 1 Hertz 25 +/- units/lane 10  
 Nissan/Infiniti

**TUESDAY 9**

Sale # **10**  
 Orange Badge

50 +/- units/lane 3  
 150 +/- units/lane 19  
 300 +/- units/lane 13

Hyundai/Kia Finance 50 +/- units/lane 17  
 Hyundai Motors 200 +/- units/lane 17  
 Mercedes 25 +/- units/lane 18  
 Nissan/Infiniti 200 +/- units/lane 18  
 Porsche 50 +/- units/lane 10  
 RSA  
 Toyota/Lexus  
 US Bank  
 Wells Fargo  
 SE Toyota Finance 600 +/- units/lane 14&15

**THURSDAY 11**

**NATIONAL SIMULCAST EVENT SALE**  
 Starting 10:00am ET  
 Chrysler Remarketing  
 500 +/- units  
 MAFS Gold Room  
 HOST LOCATION MANHEIM DETROIT

**MONDAY 15**

**CLOSED SALE Starting 12:30pm**  
 GM 300 +/- units/lane 1

**OPEN SALE**  
 Starting 2:00pm  
 Corvette 400 +/- units  
 lane 19 & 20

**OPEN SALE Starting 3:00pm**  
 Southeast Toyota Finance 300 +/- units/lane 3 & 4

Sale # **11**  
 White Badge

**CINEMA SALE Starting 8:30am MO's Tows Lane 26**

**REGULAR SALE Starting 9:00am**

Alphera 15 +/- units/lane 3 Dealer Lane 150 +/- units/lane 11  
 Avis 200 +/- units/lane 9 DTG 100 +/- units/lane 10  
 Chrysler Financial 400 +/- units/lane 1 Enterprise 500 +/- units/lane 7  
 GMAC 175 +/- units/lane 11

**TUESDAY 16**

Sale # **11**  
 Green Badge

150 +/- units/lane 10  
 300 +/- units/lane 13  
 600 +/- units/lane 14&15

Hertz 25 +/- units/lane 10  
 Honda/Acura 250 +/- units/lane 16  
 Nissan/Infiniti 200 +/- units/lane 18  
 RSA 50 +/- units/lane 3

Toyota/Lexus  
 Wells Fargo  
 SE Toyota Finance

**MONDAY 22**

**CLOSED SALE Starting 12:30pm**  
 Chrysler Group LLC  
 300 +/- units/lane 1  
 MAIN PROPERTY

**ENTERPRISE LIVE CINEMA SALE**  
 Starting 2:00pm  
 Cafeteria Training Room  
 500 +/- units/lane 26

Sale # **12**  
 White Badge

**CINEMA SALE Starting 8:30am MO's Tows Lane 26**

**REGULAR SALE Starting 9:00am**

5th 3rd Bank 65 +/- units/lane 3 Dealer Lane 150 +/- units/lane 11  
 Alphera 15 +/- units/lane 3 DTG 100 +/- units/lane 10  
 Avis 200 +/- units/lane 9 Enterprise 500 +/- units/lane 7  
 BMW 400 +/- units/lane 19 GMAC 175 +/- units/lane 11  
 Chrysler Financial 400 +/- units/lane 1 Hertz 25 +/- units/lane 10

**TUESDAY 23**

Sale # **12**  
 Yellow Badge

200 +/- units/lane 10  
 300 +/- units/lane 13  
 600 +/- units/lane 14&15

Hyundai/Kia Finance 50 +/- units/lane 17  
 Hyundai Motors 200 +/- units/lane 17  
 Mercedes 250 +/- units/lane 20  
 Nissan/Infiniti 200 +/- units/lane 18  
 RSA 50 +/- units/lane 3

Toyota/Lexus  
 US Bank  
 Wells Fargo  
 SE Toyota Finance

**MONDAY 29**

**CLOSED SALE Starting 12:30pm**  
 GM  
 300 +/- units/lane 1  
 MAIN PROPERTY

**ENTERPRISE LIVE CINEMA SALE**  
 Starting 2:00pm  
 Cafeteria Training Room  
 500 +/- units/lane 26

Sale # **13**  
 White Badge

**CINEMA SALE Starting 8:30am MO's Tows Lane 26**

**REGULAR SALE Starting 9:00am**

5th 3rd Bank 65 +/- units/lane 3 Dealer Lane 150 +/- units/lane 11  
 Alphera 15 +/- units/lane 3 DTG 100 +/- units/lane 10  
 Avis 200 +/- units/lane 9 Enterprise 500 +/- units/lane 7  
 Chrysler Financial 400 +/- units/lane 1 GMAC 175 +/- units/lane 11

**TUESDAY 30**

Sale # **13**  
 Pink Badge

175 +/- units/lane 10  
 300 +/- units/lane 13  
 600 +/- units/lane 14&15

Hertz 25 +/- units/lane 10  
 Honda/Acura 250 +/- units/lane 16  
 Nissan/Infiniti 200 +/- units/lane 18  
 RSA 50 +/- units/lane 3

Toyota/Lexus  
 Wells Fargo  
 SE Toyota Finance

**Manheim.com**

Friday 8:00pm through Monday 2:00pm

Monday 11:00am - 1:00pm

Monday 8:00pm - 10:00pm

Monday 2:00pm - 4:00pm

Monday 1:00pm - 2:00pm

Monday 2:00pm - 4:00pm

Monday 2:00pm - 3:30pm

Monday 1:00pm - 2:00pm

Monday 12:00pm - 2:00pm

Monday 4:00pm through Monday 2:00pm

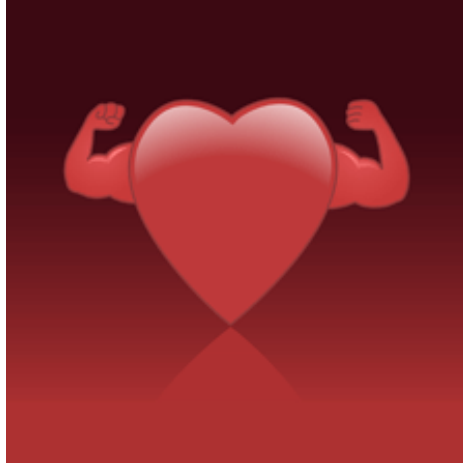
Monday 2:00pm - 3:00pm

**TOYOTA** **LEXUS** **EXOTIC** **HIGHLINE** **CHASE** **MINI** **EXOTIC** **TOYOTA** **HYUNDAI** **WELLS FARGO** **MAFS** **MANHEIM**

## Liz's Health Corner by: Liz Schneider (National Accounts)

### Eating for a Healthy Heart

When it comes to heart disease, prevention is your best bet. High blood pressure and hypertension put undue stress on your heart and other organs as well as your blood vessels. A person can achieve excellent heart health in many ways; however, the most important factor for a healthy heart is a healthy diet.



Certain foods have been shown to be healthy for your heart. Eating just one serving of tomato-based products a week can lower the risk of heart disease by up to 30%.

Foods rich in anti-oxidants such as fresh fruit and vegetables are heart healthy as well. Of course, canned foods are not included due to the sodium used in the packing. Apples should be eaten with the skin as the skin contains fiber.

Fiber helps reduce cholesterol which also causes heart disease.

Fish should be a staple in your diet because of the Omega-3 oil it contains. Omega-3 also lowers the risk of abnormal heart rhythms.

Now for a few surprises....Chocolate and wine in moderation are considered good for your heart. Of course Dark chocolate and red wines

are the best for your heart. They contain the good cholesterol "HDL". Again its all in moderation. One glass of red wine three days a week is recommended to help reduce your risk of heart attack.

Remember, your heart is one of the most important organs in your body. Exercise and diet are the best way to stay healthy and keep your heart happy.

## Congratulations Tammy Beebe by Torry Pike (Title Department)



Are you determined, can study hard and dream big? Take advantage of Manheim's Tuition Assistance Program. Tammy Beebe has graduated January 16th 2010 from Warner University in Lake Wales. She started school in September of 2007 and it took 2 and half years to complete her Associate's degree. She did one semester at Lake Sumter Community College and finished the rest at Warner University. She felt the 8 week class plan and four hour schedule twice a week fit in

with her busy life. She works full time in the Title department, is a Premier Jewelry distributor and Juice Plus distributor.

"My heart was there at this school and I felt at home," says Tammy. "I studied twice as hard and the writing classes, speech classes, etc. have helped me here at work to professionally help customers."

When you work at Manheim for 1 year and are full time in good standing you will be eligible for 100% reimbursement for approved degree programs related to Manheim's business as long as you make a C or above.

What will Tammy do now? For now she will continue to work in our title department. She was accepted at Asbury Theological Seminary in Orlando and will start school in the fall. Great job, Tammy!!

# Safety Matters by: John Woodhouse (Safety Manager)



This month's topic is PPE. Better known as Personal Protective Equipment.

Working at Manheim Orlando presents different types of hazards depending on which area you work in. Some of the different types of PPE used at this location are safety

glasses, hearing protection, respirators, gloves and seatbelts along with a few others. PPE is available to all employees at all times. If you don't have the proper PPE, please ask your supervisor or contact the safety department.

PPE is necessary to prevent injuries or illnesses, both short term and long term. Did you know if you are injured and the result of your injury was because you didn't wear the proper PPE, your workers compensation benefits could be reduced?

Safety glasses are probably the most widely used PPE at Manheim Orlando. Although you pride yourself on the care you take to do your job safely, it only takes one accident to partially or permanently blind you. I don't know about you, but I can't imagine not being able to see. Not seeing my family, watching sports, sunsets, etc...doesn't sound like much fun to me.

Consider the many things you do which involve flying particles: chipping, grinding, sanding, brushing, sawing, spraying chemicals, etc...even a speck of dust flying from a power sander can injure your eye. Even if you're not the one doing the actual work, you need eye protection from the workers performing their jobs near you.

I'm sure you know it's dangerous not to wear eye protection. They are uncomfortable, fog up and sometimes look funny. Try different sizes and styles until you find a pair which fits you. For glasses that fog up, try using an anti-fog spray on the lenses. Replace glasses or goggles which are scratched. It not only makes it harder to see, they weaken the glasses so they may not handle an impact like they were designed for.

Replacing your glasses or goggles frequently may seem like a nuisance, but it's easier than replacing your eyes.



Whatever job you do, there is safety eyewear designed just for that job. There are many styles available you wouldn't be ashamed to wear in public. Keep your glasses or goggles in good condition; keep them on, every day. In the long run, they'll help you "look" good on the job.

## Mark Your Calendars

Have you been wondering what the holiday schedule will be this year? Wonder no more. The paid holiday days for 2010 are (full time employees only):

1. Memorial Day – Monday, May 31
2. Independence Day- Sunday, July 4 (will be observed on Friday July 2nd)
3. Labor Day – Monday, September 6

4. Thanksgiving Day- Thursday, November 25
5. Day After Thanksgiving – Friday, November 26
6. Christmas Day – Saturday, December 25 (will be observed on Friday, 12/24)
7. New Years Day 2011 – Saturday, January 1 (will be observed on Friday, 12/31)

# Helpful Hints: GI03 - Display a Transaction

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Reg 2/09/2010 HIS SF - CHECK OR DRAFT WRITTEN(A) Sold 2/09/2010 DISS FAAO
2010 006 01 0001 W 7394329 S L 1026887620 INV 2619872 A
2008 CHRYSLER 300 TOURING 4DSN SILVER GRY 6G Miles 3627 6
VIN 2C3LA53G78H269396 Announcements L Y Grp CC
Lic# SE Tab# Pd F TR 0 Time Bk 9:23:43 Ck 9:43:50 Alt LSEC
Regd Rg 13:52:58
***** BUYERS SIDE ***** ***** SELLERS SIDE *****
994189 CARMAX # 7107 4905200 CHRYSLER FINANCIAL SERVICES AM
ORLANDO FL 32822 FORT WORTH TX 76177
Sale price 20,200 Sig Sale Price(Low 18800.00 ) 20,200
Buyers Fee 390 864 Sell Fee (MMR 18150 00 ) 90
Other Adjustments .00 Bid Other Deductions 360.00
Net(HwPd/FT G MAFS ) 20,590.00 Selnet(Ck/Dft# 1 N 9805144 ) 19,750.00
=====
Tel 407 240 1700 Disp 09 Ck Id LSTROSNIDE Fee 1 Tel 000 000 0000
By Ck# Dep Time Dep Id MWISE Ck Issued 2/10/2010
Deposit Date 2/11/2010 Date Paid 2/11/2010 Ck Cleared 2/09/2010
Returned Date Move to Hold Ck S/Pmt
Balance Due .00 Rem from Lot 2/11/2010 Ck Void
Auctioneer TSJ Block Clerk KC Tracking # 000000000 Ck Sent

Title * St FL # 101581352 Id JGAFFNEY Title Sent 2/11/2010 BU I
F1=Help F2=Detail F3=Exit F4=SalvageInfo F5=Notes F6=Factory Info SF12=More Keys
MA a 01/001

```

This month we are continuing our look at GI03 by exploring the Vehicle Information (highlighted in red) found on the "Display a Transaction" screen. The information displayed on this screen is:

(Top most line)

## REG

The date of the sale the vehicle was (or will be) in.

## (VEH/HIS)

This field contains either VEH or HIS. This means the transaction is either in the vehicle file or the history file.

## (VEHICLE STATUS)

This field tells you the status of the transaction. Valid status codes are:

- SP = Reserved Number
- SR = Registered Vehicle
- SS = Keyed from the Block
- SF = Check or Draft Written
- RC = Recon Inventory
- RR = Vehicle Released from Inventory
- PN = Pickup Notice
- PR = Pickup Released
- VR = Virtual Record

## SOLD

The date the vehicle was sold.

(Second line)

## (UNIVERSAL KEY)

The universal key of the transaction. (Year, Sale Number, Lane, Run Number)

## W

The work order number assigned to this vehicle.

## **S**

The stock number, which is used to keep track of inventoried Recon vehicles.

## **L**

The internal lease account number from the account. This is usually how each account keeps track of its vehicles.

## **INV**

The invoice number of the transaction. Usually, this means an invoice has been printed.

(Third line)

## **(VEHICLE YEAR, MAKE, MODEL, BODY, COLOR, ENGINE)**

These fields contain the vehicle with year, make, model, body style, color, and engine type.

## **MILES**

The mileage on the odometer at the time the vehicle arrived at the auction.

(Fourth line)

## **VIN**

The Vehicle Identification Number (VIN) of the vehicle.

## **ANNOUNCEMENTS**

Any remarks displayed here are printed on the invoice and are announced at the time the vehicle crosses the block.

## **L**

Indicates the light has been entered for this vehicle.

## **GRP**

This field contains the group code for the seller.

(Fifth line)

## **LIC#**

The license plate number on the vehicle.

## **TAB#**

The control number on the license plate tags (different than the expiration date).

## **PD**

Any letter here shows the seller has paid the no sale or registration fee for this vehicle. The meaning of the letter is:

- A - Deducted from seller's check
- C - Paid by check
- W - Written off
- J - Journal entry
- Z - Wire
- F - Free (National Contract Accounts)

## **TR**

Times Run. The number of times this vehicle has been in a sale.

## **TIME**

Tells you the status of the vehicle at the time it was registered for sale. The status is entered in Menu REGIST #01 or #03.

## **BK**

The time this transaction was keyed from the block or the check was written.

## **CK**

The time the seller's check was written.

## **ALT**

The alternate group code.

(Sixth Line)

## **REGD**

The name of the person who brought the vehicle to the auction. This name was entered in Menu REGIST #01 or Menu REGIST #03.

## **RG**

The time the vehicle was registered for a sale at the auction.

We will continue with more from GI03 next month when we start looking at the buyer's and seller's information.

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**Orlando**



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*Our goal is to increase employee involvement at Manheim Orlando by informing everyone about what is happening here and the activities we are involved in. We believe knowledgeable employees can help to shape and guide the continued growth of Manheim Orlando as a place to work, do business, and be a responsible member of the communities in which we operate.*

*If you would like to submit an article or announcement to the Point of View, please drop it by the Point of View box located in the HR Department or email [freddy.clark@manheim.com](mailto:freddy.clark@manheim.com) or [toni.pennington@manheim.com](mailto:toni.pennington@manheim.com).*

*One more thing, please share these copies of the Point of View with your co-workers. We can save trees by sharing!*

*To all Manheim Orlando Employees,*

**You are the reason  
Manheim Orlando is the  
#1 auction in the  
industry.  
Thank you for all you do.**

A handwritten signature in black ink, appearing to read "Allan Wilgus".