

TrainingRegister® Web Module Features & Benefits

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Administrator Tool?

No! Administrators should use the Administration Module. The Web Module provides limited access for employees, supervisors, etc. It is primarily a reporting tool but does optionally provide for self-enrollment, password changing and evaluations. Passwords are not needed if automatic login is used.

Credit Card Payments?

No! This is not a tool for sellers of training. It is designed for organizations to use with their own staff or customers. TrainingRegister® does not include invoicing or billing features.

Public & Customer Access

Prohibited unless person is given login permissions

Login can be Employee, Customer, Student, etc.

Option-Permit public to view-only scheduled classes & details

Employee / Customer Access

Requires login permission, auto or manual

View own training records

View own training requirements

View own training schedule

View scheduled training

Option-Self-enroll in scheduled training

Prerequisites are be enforced

Instant reply (in browser window) if enrollment is successful

Supervisor can receive notice of self-enrollment

Option-Request enrollment in scheduled training

Request sent (email) to Administrator and/or Supervisor

Perform Evaluations on completed training

A global setting determines if self-enrollment is permitted or if enrollment requests are emailed to a training administrator and/or a supervisor. If enrollment requests are used then someone must approve and process the request. Self-enrollment is easier on training management.

Supervisor Access

Requires login permission, auto or manual

Option-View own staff only

Option-View all staff

Enroll on behalf of staff w/out computer

Cannot perform evaluation on behalf of staff

Administrators & Supervisors – Management Reports

Requires greater than employee login permission

Report-Enrollment roster / sign-in sheet

Report-Enrollment records for selected Division

Report-Enrollment records for selected Dept

Report-Enrollment records for selected Group

Report-Completed training records for selected Class

Report-Completed training records for selected Division & date range

Report-Completed training records for selected Dept & date range

Report-Completed training records for selected Group & date range

Report-Skill records for selected Person

Report-People with selected Skill

Report-List of needed Classes

Report-People who need a selected Class

Report-List all evaluation questions for selected Class

Many more management reports are available in the Administration Module

Scheduled Training List

Display title, start date/time, number of seats available

Hide selected classes from display

Option-Display all scheduled training

Option-Display only scheduled training the person needs

Option-Display room information

Option-Display Class Grouping classification

Option-Permit employee to see only one Class Grouping

Waitlist

Can be globally set On/Off

Full classes are listed but not hyper-linked if waitlist is Off. Classes are marked “full” but people will still click on a full class and not read the message that says they have been placed on a waitlist. Turning the waitlist off, reduces confusion by forcing them to select a class that has seats available.

Help

Organization specific help can be launched with on screen button

Separate Help for Supervisors and Employees

Security

Unauthorized viewing of data prohibited

Option-Let public view classes but not enroll

Option-Automatic Login with Network Login

Option-Turn On/Off all password features

Option-Login with ID and Password

Forgotten Password Feature
Force change initial password feature
Change password feature
Works on either Internet or Intranet

The Administration Module can be used to set initial passwords using one of several different formulas. Automatic login eliminates the need for passwords.