

TrainingRegister®

Common Features

Revised: 5/21/2008

	TrainingRegister® Basic	TrainingRegister® Full Featured
BASIC FEATURES		
Training History / Permanent Training Records	X	X
Report - Completed Training Records by Person	X	X
Report - Completed Training Records by Class	X	X
Company, Division, Dept, Group, Job, Rank Classifications	X	X
Monitor Training Costs by Person or Classification	X	X
Document/Record All Types/Methods of Training	X	X
Save Demographic Data for Individuals	X	X
Save Attached Files with Class or Person	X	X
Save Photograph with Each Person	X	X
Classify People as Employee, Student, Customer, etc.	X	X
Certificates of Completion – via a mail merge file	X	X
Establish Prerequisites	X	X
Unlimited number of data records	X	X
SCHEDULING		
Scheduling of Training		X
Scheduling of Students/Employees		X
Scheduling of Instructors		X
Build Inventory of Rooms		X
Scheduling of Rooms		X
Build Inventory of Resources/Equipment		X
Scheduling of Resources/Equipment		X
Report - Enrollment Rosters		X
Report - Sign-in Sheets		X
Report - Track Missed Training / Dropouts		X
Prepare Certificates before or after training		X

REQUIRED TRAINING		
Track Required Training		X
Track Required Once Training		X
Track Periodic/Reoccurring Required Training		X
Track Required Refresher Training		X
Design Training Programs aka Curricula / Paths		X
Report – What Training is Needed		X
Report – Who Needs Specific Training		X
Report – Individual Progress		X
Report – Required Training Summary		X
Report – Percentage Completed by Dept		X
EVALUATIONS		
Web Interface for Participants		X
Design unlimited number default of questions		X
Design unlimited number of custom questions per class		X
Include a narrative response		X
Choose to make evaluations anonymous		X
Customize evaluation interface		X
Instructor requested evaluations at end of session		X
Email group identified with outstanding evaluations		X
Export evaluation data for study		X
Report evaluation data on many criteria		X
Corporate branding for the evaluation interface		X
Select either a 1-5 or 1-9 scale		X
Customize wording for response choices		X
Ask questions or make statements		X
SKILL TRACKING		
Skill Tracking Feature		X
Report – Skills for Selected Person		X
Report – People with Specific Skill		X
MESSAGING		
Messaging Feature		X
Send text message to selected group of People		X
Send to Enrollment Roster		X
Send to People Who Need a Specific Training		X
Send to People on a Waitlist		X
IMPORT UTILITIES		

Import Utilities Feature	X	X
Import People/Employee Data from HR / Payroll Database	X	X
* Update Existing Employee Records	X	X
* Add New Employees	X	X
* Mark Terminated Employees Inactive	X	X
Import Class/Training Details (ClassCatalog Data)		X
Import Training Records (Links People to Training)		X
EXPORT DATA		
Export Any Table to Coma-delimited File		X
Export Any Table to Access File		X
Export All Tables to Access File		X
Backup TrainingRegister	X	X
DATA STORAGE OPTIONS		
Jet Database	X	X
SQL Server Database		X
CHANGE TRACKING - Extra cost option		
For FDA 21 CFR Part 11 Regulated Businesses		X
HELP / DOCUMENTATION		
Tutorials Online – Task Based	X	X
User Guide	X	X
Several Technical Documents for IT	X	X
Online report shows software changes since last update	X	X
SECURITY		
2 Separate Methods of Login	X	X
Unauthorized use is Prohibited - Both methods	X	X
Login with ID and Password - Method 1	X	X
Passwords are Encrypted	X	X
Automatic Login with Network Login - Method 2	X	X
WEB MODULE		
Limited Access for Employees and Supervisors		X
Reporting for Managers, Supervisors, etc.		X
Included at no extra cost		X
LICENSE - Single Database		
Perpetual license - does not expire		X
Non-perpetual license, annually renewable w/ support	X	

Full Support - 2 contacts, all updates - renewable annually	X	X
Unlimited number of seats/users - all use same database	X	X