



Training Management Tool 1.00

Description and List of Features

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Introduction

This document is intended as a general guide to the features of the Training Management Tool. It is not intended as a sales guide or user handbook. Screen shots are used only as a guide and may look slightly different from those in the software. This guide is by no means an exhaustive list of features but purely just a guide as what TMT can do for you.

The Training Management Tool will be referred to as TMT throughout this document.

Description

TMT is a tool for managing training requirements and training carried out within a training department, training centre or throughout any type of organisation. TMT will work for both internal and external courses.

TMT may be used by training companies, human resource staff, training managers, general managers and company directors to track skills and competence throughout an organisation, department etc. It is a very powerful tracking, reporting, analysis and marketing tool.

TMT is suited to small, medium and enterprise sized businesses.

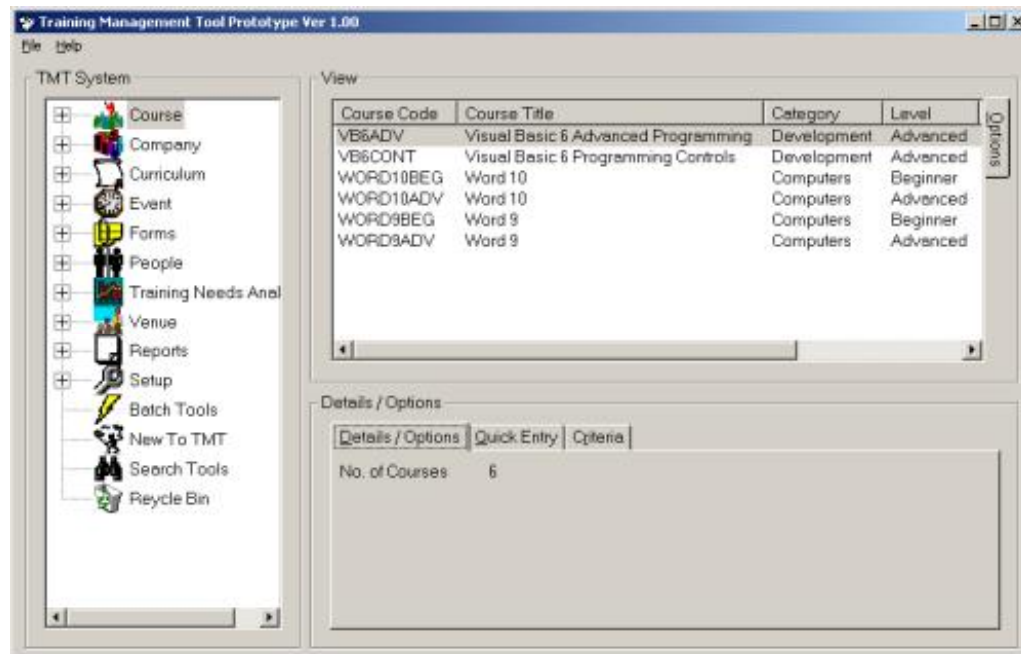
With TMT what you see is not what you get as there is lot more and given just a short period of time using TMT you will come to realise the full potential, feature rich and dynamic functionality. TMT offers the flexibility to operate around you and not the other way round.

Features

This section of the document will outline some of the many features of TMT.

Centralised View

The main screen of TMT incorporates several views allowing listings of courses, companies, events and much more to be viewed from one place.



Courses

Courses can be created with a duration, retake frequency, min/max attendees, category, level, delivery method, costs and other useful information.

Courses can be activated and deactivated making them visible and invisible respectively. Inactive courses are deemed expired and thus can't be scheduled to run once deactivated.

Courses can be internal (provided or run internally) or external (provided and run by external training providers).

Courses can be scheduled and non-scheduled types. Scheduled courses are courses that will run on specific dates. Non-scheduled courses might be courses such as CBT (computer based training) courses that are run as and when students can make the time.

The screenshot shows the 'Course Details' form for a course named 'WORD10BEG'. The form includes the following fields and options:

- Course Code:** WORD10BEG
- Active:** Active, Internal, Scheduled
- Title:** Word 10
- Price:** 800
- Min People:** 4
- Max People:** 8
- Duration:** 3 Days
- Retake:** 1 Years
- Course Category:** Computers (expanded to show Word Processing and Spreadsheets)
- Course Level:** Beginner
- Delivery Method:** Classroom

As most courses will be templates for scheduled course dates or events other details such as checklist items, prerequisites, documents, forms, modules/content, related or equivalent courses, resources can be created in the course settings screen.

The screenshot shows the 'Course Settings' screen for 'VBPRO - Visual Basic for Professionals'. It features a navigation menu with the following options:

- Modules
- Prerequisites
- Related
- Resources
- Vendors
- Venues
- Checklist
- Classes
- Documents
- Forms
- Keywords
- Instructors

Below the menu is a table with the following columns:

When	Checklist Name	Checklist Type
On day	Course Handouts	Course Material

Courses can be scheduled to run on individually specified dates or over a period of time using a pattern via the course scheduler.

The screenshot shows the 'Course Scheduler' screen for 'VBPRO - Visual Basic for Professionals'. It includes the following settings:

- Course Date Template:** Scheduled Dates
- From Date:** 10/10/2004
- Skip every:** 4 Weeks
- Total dates:** 8
- Do not schedule on:** Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

On the right side, there is a table with the following columns:

Date	Day Of Week
------	-------------

Events

When courses are scheduled they are created as events so in effect a course might not even be a course. It could be an exam or sit-in conference.

Course: VBPRO - Visual Basic for Professionals

Event Details Custom

Reference REF001-01

Date 22-Aug-1971

Venue Room 101

Class: Mon, 5-Jan-2004, VBPRO - Visual Basic for Professionals

Checklist Instructors Resources

When	Checklist Name	Checklist Type	Completed
On day	Course Handouts	Course Material	YES

Enrolment

People or attendees can be enrolled onto courses from the enrolment screen, person details, people listing, course dates, event listing, New To TMT wizards and from the Search Tools. People can also be requested and waitlisted onto courses.

Class: Mon, 5-Jan-2004, VBPRO - Visual Basic for Professionals

Enrolment Details

People Selection

Name	Company	Emp ID
Paul Evenden	EveCom Software	EVENT0

Criteria No. of people : 0

Enrolled

Name	Company	Emp ID	Date Enrolled	P
------	---------	--------	---------------	---

No. of enrolments : 0

Course Requests

No. of requests : 0

Name	Company	Emp ID	Date Requested
------	---------	--------	----------------

Waitlisted

No. of waitlisted : 0

Priority	Name	Company	Emp ID	Date We
----------	------	---------	--------	---------

Enrolment letters and other associated documents can be emailed to the attendee or printed for each enrolment or group of enrolments.

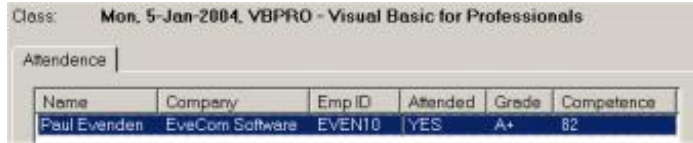
Letter and Email Generation

Letters and/or emails will be generated automatically for certain actions such as enrolments, scheduling of resources / instructors and course requests.

For the larger companies a letter / email generator will be supplied to run by itself independent of TMT. This will enable large amounts of letters / emails to be generated whilst the users continue uninterrupted with their work. This will be especially useful when batches are scheduled or hundreds of letters / emails are sent to the printer / email server at once.

Attendance

Attendance on a course date can be monitored and a person's grade and competence monitored thus building up a person's competency / skills profile. This information can be used later for training needs analysis.



Name	Company	Emp ID	Attended	Grade	Competence
Paul Evenden	EveCom Software	EVENT0	YES	A+	82

Conflict Management

TMT will warn the user of any scheduling conflicts such as over enrolling attendees onto a course or double-booking a resource / instructor. TMT will also try to resolve conflicts by suggesting alternative courses, course dates or resources.


Certificates

Certificates may be printed at the end of courses and handed to successful attendees.



Curriculum

Create curriculum or training paths and assign courses to them. Curriculums can be assigned to people and job titles.



Course Code	Course Title	Category	Level
VB6ADV	Visual Basic 6 Advanced Programming	Development	Advanced
VB6CONT	Visual Basic 6 Programming Controls	Development	Advanced

Qualifications

Qualifications can be tracked throughout TMT. They can be assigned to courses, curriculum, job roles and to people.

Qualifications already gained by a person or qualifications gained “on the job” without taking any formal courses can be assigned to people on an ad-hoc basis. Qualifications could be experience and do not have to have been gained by taking formal examinations.

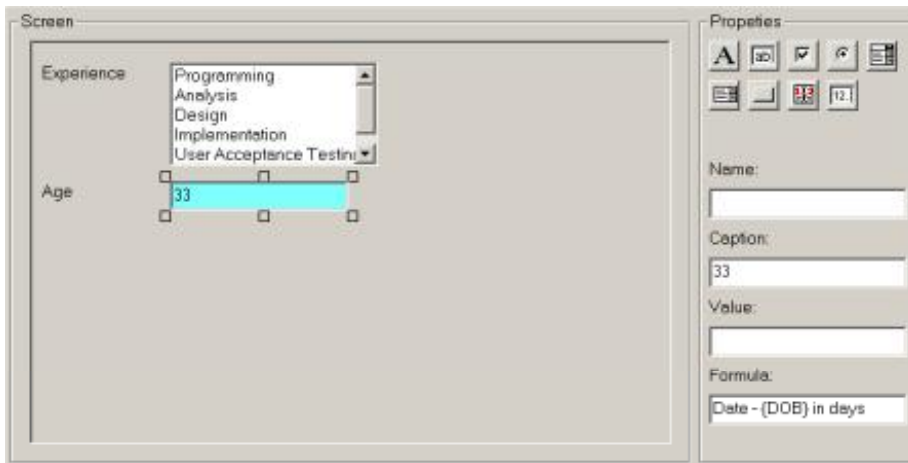
Custom Labels and Fields

TMT allows the user to change the titles of labels and columns in listings as not every company likes to use the same terminology. Some companies may prefer students to be called delegates. Also, this allows for TMT to be used internationally so labels may be translated to the language of the relevant part of the world that the system is being used in.



Course Code	Event Code
Title	Event Title
Price	Cost
Duration	Duration (days)
Course Category	Event Category
Course Level	Difficulty
Delivery Method	Event Source

TMT comes with the facility to allow the creation of custom fields. This will allow for TMT features to be extended to the client’s requirements by the client. Fields can be for text, numbers, formulas/calculations, lookups and much more. These fields can also be included in lists and reports.



Screen

Experience: Programming, Analysis, Design, Implementation, User Acceptance Testing

Age: 33

Properties

Name: []

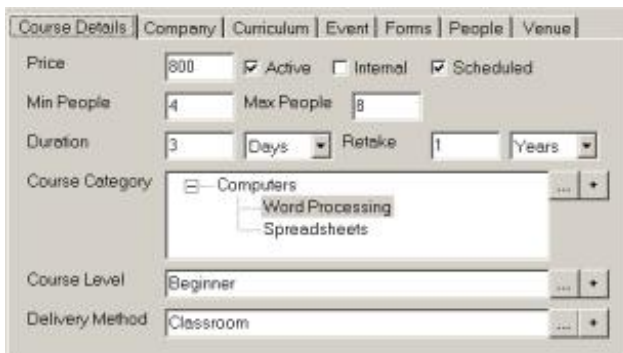
Caption: 33

Value: []

Formula: Date - (DOB) in days

Defaults

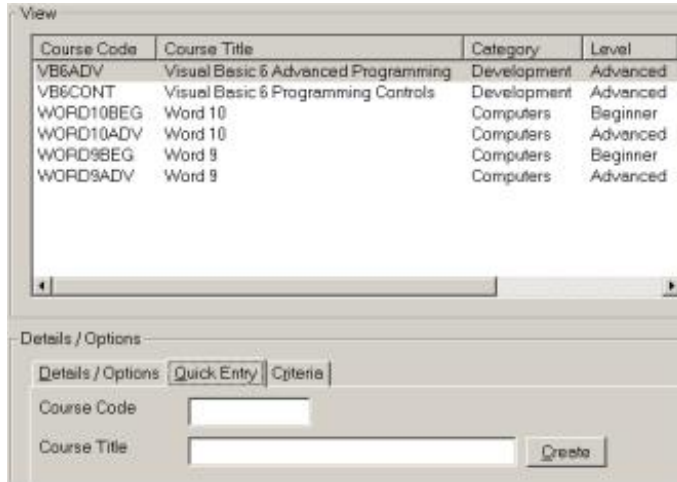
Default values can be entered into TMT thus creating templates in effect and saving time when entering data.



Price	600	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Internal	<input checked="" type="checkbox"/> Scheduled	
Min People	4	Max People	8		
Duration	3	Days	Retake	1	Years
Course Category	Computers Word Processing Spreadsheets				
Course Level	Beginner				
Delivery Method	Classroom				

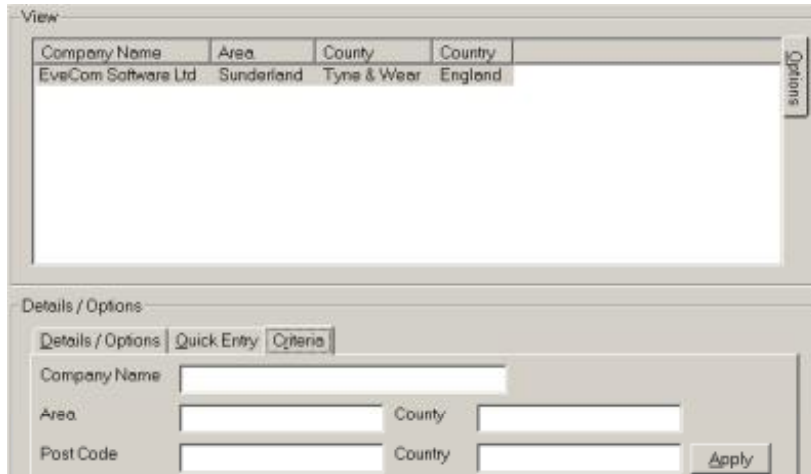
Quick Entry

Data can be entered quickly into TMT via the use of default data thus minimising the amount of data the user has to enter. Courses can be created by just entering a course code and course title. By using quick entry the need to go into the actual details screen is eliminated as everything can be done from the main centralised screen.

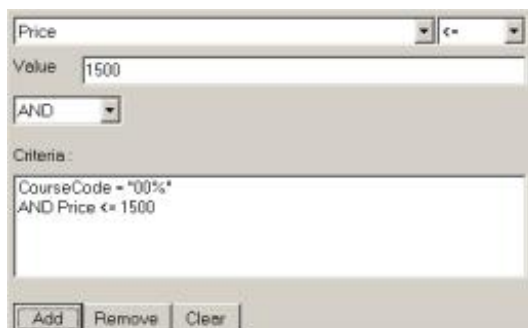


Criteria / Filters

Criteria may be applied to listings to refine the data.



For enhanced filtering of data advanced filters may be create or applied. Also, filtering criteria may be built automatically by selecting items from a list or search results and then applying the build filter feature.



People / Contacts

All people stored within TMT are stored as contacts regardless if they students, employees, contacts or instructors. This means that people are only ever entered once into the system. Employees may have a primary and secondary job titles assigned to them. Employees may be set up as having people below them thus in effect becoming a manager or team leader. An employee can also be set up as reporting to a person or set of people.



Contact Details	Address	Employment Details	Custom		
Solution	Mr	Intials	PD	Gender	Male
Forename	Paul				
Surname	Evenden				
KnownAs	Paul EP				
Tel	0191 005 5555	Mobile	0175 009912		
Email	info@evecomsoftware.co.uk				
Web Site	www.evecomsoftware.co.uk				
Date of Birth	22-Aug-1971				

Instructors

Instructors can be created and designated to courses and course events. Instructors have a general competence assigned to them as well as a competence level for each course they teach. This will enable the user to analyse who are the good and bad instructors.

Self-Service

Self-service is a feature of TMT that allows a student or employee to view course events that they are waitlisted, enrolled, reserved or requested onto as well as courses that they have already attended.

Users may request to attend a course by specifying a date when they would like to attend. Requests will then get accepted and enrolled or rejected by a training administrator.

Resources

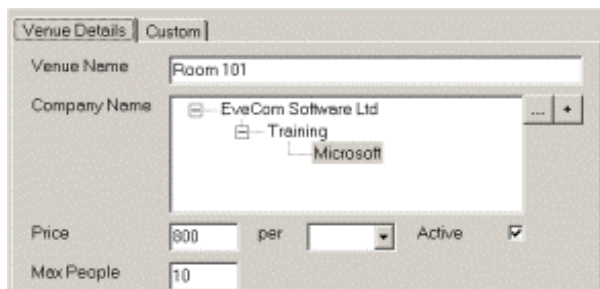
Create resources that can be grouped. Resources are stored as two different types in TMT. They can be human resources such as instructors or non-human such as equipment, course materials and food that can be hired for an event or exam.



Resource Details	Custom		
Resource	Overhead Projector	Active	<input checked="" type="checkbox"/>
	<input type="checkbox"/> Human Resource		
Resource Group	Equipment	...	+

Venues

Venues can be created for a course to be carried out at. Venues can be created as just simple locations or rooms or can be associated with a company or part of a company.



Multi-Level / Hierarchical Company Structure

Some software systems only allow companies to be entered as one level companies whereas in the real world some companies quite often consist of departments and other levels. TMT caters for this by allowing companies to be stored within a company hierarchy. This powerful feature allows employees to be assigned to any part of an organisation and training needs analysis to be carried out on departments or the company as a whole. Each level of the company can have a different address thus allowing information on company locations to be stored.



Venues and courses can be assigned to a company thus making it a vendor in effect.

Training Needs Analysis and Requirements

Training needs analysis for people can be performed in several different ways from within TMT. These include job/role based needs (or job profiling), questionnaires/appraisals (forms) and manual input of training requirements.

Job based training needs works by assigning required competencies for skills relevant to a job title. These skills can then be associated with people with target dates and requirements.

Person: **Malcolm Smith**

Skill	Req	Actual	Gap	Training Req
Design Product	5	4	-1	YES
Prototype Product	8	15	7	NO

Roles are assigned to a job title detailing what functions a job title should entail.

Job Title: **Visual Basic Developer**

Role
Design VB Screens
Utilise ADO in VB

Tasks or skills are assigned to a job role detailing what is required to be carried out for the role.

Role: **Design VB Screens**

Task / Skill
Choosing a font
Choosing the right controls

Each skill can have courses associated with it where each course would aid in attaining a certain level of proficiency in carrying out the task.

Skill: **Choosing a font**

Course
VBBEG - Visual Basic for Beginners
VBAACC2000 - Visual Basic for Applications for Access 2000

Skills can also be associated with courses from the course listing thus allowing flexibility in how job profiling is set up.

Course: **VBBEG - Visual Basic for Beginners**

Skill
Choosing a font
Choosing the right controls

Forms

Forms can be created and grouped and used for course evaluations, appraisals, questionnaires, surveys, Training Needs Analysis and more. Actions may be associated with forms such as scores of 30 to 34 would be a training need, 35 to 50 would be an interview etc.

Form Details | Custom

Form Title: FORM10H

Form Type: Course Evaluation

Form Components:

Component Type:

Sequence: 1

Component Text: Please rate the following:

Range From: 0 Range From: 0 Possible Score: 0

Sequence	Component Text
1	Please rate the following:
1.1	Course Content
1.2	Course Material

Form: **FORM10H**

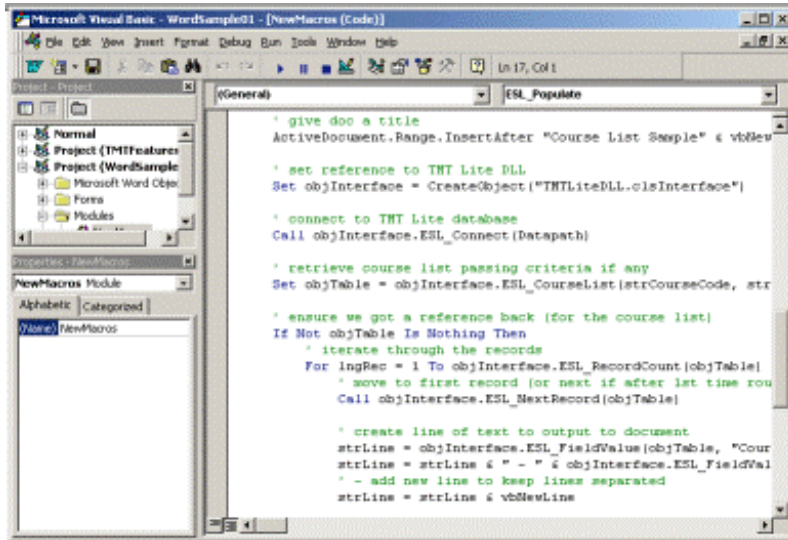
Entered by: **Malcolm Smith**

Course: **VBPro - Visual Basic for Professionals**

No.	Item	Sub Item	Response:
1	Please rate the following:		No.: 1.3
1.1		Course Content	<input type="radio"/> Not at all <input type="radio"/> Not Very <input checked="" type="radio"/> Relevant
1.2		Course Material	<input type="radio"/> Quite Relevant <input type="radio"/> Very Relevant
1.3		Relevance	
2	What you liked about the course	Course Content	
3	Possible Improvements		
4	Comments		

Access TMT Information from Within Your Own or Other Applications

TMT has its own programmable interface allowing it to easily integrate with products such as Excel, Word, HTML, ASP and Visual Basic. Data can be extracted from TMT and displayed to your requirements.



Competency Based

Almost everything within TMT is able to be competency tracked including courses, students, employees, instructors, venues and even companies. Competency has several meanings in TMT as it can be how competent a person is doing his/her job as well as being a level of measurement of quality of a company or venue. Competency information can be used to define training needs analysis, which instructors are best suited to training on which courses, which courses are more suited to skills, which managers/departments have the best staff, general feeling of people towards their company and superiors and more.

Reminders

TMT will remind the user of checklist items that need completing as well as impending courses, training schedules, evaluation forms to complete and conflicts.

Keyword Searching

Keywords can be assigned to courses and alternative keywords may be assigned to keywords. This will enable the searching on courses using keywords such as Word Processing. Word processing may also be known as WP so this and alternative keywords may be assigned to Word Processing. This would mean that searching for Word Processing would also yield results containing WP.

Importing and Exporting

Data can be imported into TMT from other sources such as text files, Excel, other databases. Data may also be exported from TMT to Excel, Word, HTML, XML, text, ODBC, ASP, E-mail and much more. Data is imported by the user specifying the source data and mapping the source with the destination data.

Another handy feature of exporting data could be for training centres as they could export course listings, send the course listings to clients and then the clients could import this into their TMT system.

Bills / Costs

Running costs of events and the charging of attendees may be redirected to individual contacts or companies.

Discounts

Discounts may be assigned to contacts or companies.

Checklists

Checklists can be assigned to courses and course events. These checklists will act as “to do” lists and will remind the user to carry them out when due to do so.

History

Course events and other scheduled items such as resources will be sent to the history database once not directly needed by the user such as when a course event has passed and all related data has been entered such as enrolment, attendance and appraisal details.

Reports

Reports are all customizable and can be created in Word, HTML, Excel and other formats. There are generic as well as sample reports supplied with TMT. However the user can create their own by specifying the report name, location, data to go into report and where the data will go in the report. Data is inserted into reports by finding and replacing values. For example the user may specify that occurrences of “<FullName>” should be replaced with the value of the full name of an Attendee. For more complicated reports TMT will allow the user to design the report from within TMT and the report will be created on the fly in the specified format such as Word etc. Not everybody has time to create reports so EveCom Software will develop reports for clients as well as have a link to free reports on the EveCom Software web site that will be updated constantly.



<FullName>

Event Ref: <EventReference>

Enrol Ref: <EnrolReference>

<Date>

Dear <ForeName>

I am pleased to confirm your course booking details:

Course Title	Date	Location
<CourseTitle>	<EventDate>	<Location>

Course Times

Your course will start at <StartTime> and finish at <EndTime>.

First Day

Upon arrival on your first day please see our receptionist where you will be greeted and your course registration completed. You will then be directed to the rest area where you will find complimentary refreshments such as biscuits and hot and cold drinks.

I look forward to seeing you during your time with us.

Regards



<CourseCode> - <CourseTitle>

Duration

<Duration>

Price

<Price>

Category

<CourseCategory>

Level

<CourseLevel>

Max People

<MaxPeople>

Content

<Content>

Aim

<Aim>

Audience

<Audience>

Pre-Requisites

<Aim>

Keywords

<Keywords>

Set up and Set Up Options

Options within TMT can be switched on and off so that the client only need have available what is relevant to their business.

New users with appropriate access rights may be set up within the system. For example some users may be set up for administrative or management purposes and others self-service only. Each user will be given a user name and password. For self-service a user will have to be associated with an employee.

There are many other set up options available within TMT as well as colour / caption preferences, lookups and more.

Multiple Copy Buffer

TMT offers the user the ability to store search results and selections in a multiple copy buffer. It is called a multiple copy buffer because lots of the same type of data as well as different types of data may be stored in the buffer separating related data by user supplied references. For example the user could select a group of people from EveCom Software, paste them into the buffer under a reference of EveCom and then select another group of people from Smith Incorporated and paste them with a reference of Smith Inc.

Items in the copy buffer can be used throughout the system such as for pasting as enrolments. Multiple items in the copy buffer could be selected and enrolled in one go.

Batch Tools

Batch tools allow the user to carry out functions such as updating lots of data in one go. For example a user might want to update all course prices by an increase of 10 where the course category is computing.

New to TMT

New to TMT allows the user to easily carry out tasks via a set optional wizards. An example would be enrolling a group of people where the TMT would give the user the option of which wizards they would like to use. The wizards for this example could be course creation, course scheduling, people creation and enrolment. The user might choose only to go to enrolment wizard if the course has already been created and scheduled.

Search Tools

TMT allows the user to create their own powerful custom searches with optional parameters. These searches may span across several different types of data such as courses and people. Parameters are values that will be used as criteria and may be entered during the search creation or entered when the search is executed.

Custom searches may be applied to selections all over TMT as well as views on the main screen.

Results from searches may be acted on from within the search tools. For example for a search bringing back a group of people working for a particular company a multiple enrolment may be carried out or the results may be pasted into the multiple copy buffer (explained in another part of this document).

Recycle Bin

When a user deletes data in TMT it is first marked for deletion and then put into the recycle bin. Once in there users with the appropriate access levels may completely delete or restore the data. Restoring the data puts the data back to where it was deleted from. If the audit trail is switched on then all deletions and restorations of data will be stored in the audit trail.

Audit Trail

An audit trail can be kept for data as it is created, updated and deleted. The audit trail is useful for tracking changes made to data as well as who is making the changes.

The audit trail can be set up to hold data no older than a certain period of time for different parts of the system. For example when course audit data is 6 months old it might get deleted. This will keep the audit trail down to a manageable size. The user can specify to export the old audit trail data to a specified destination before deleting it, so that an audit trail history may be backed up and archived.

The audit trail can be switched on or off for different parts of the system.

Internet / Intranet

TMT is also available for the internet and intranet.

If you do not have the required resources to host TMT on your own web server then EveCom Software will host TMT for you.

Comments / Feedback

Within TMT there is a facility to allow the user to submit comments, bugs and feedback to EveCom Software.



EveCom Software has a customer feedback forum and FAQ (frequently asked questions) on its web site enabling clients to talk with each other and to discuss suggestions, bugs as well as leave general feedback. EveCom Software staff will also be contributing towards messages in the forum so feel free to ask anything.

Further Development

Development and enhancements of TMT will be ongoing at all times.

In early 2005 there will be features within TMT that will be extended into their own independent products enabling the user more control and choice. These extended products will be:

- Training Consultancy and Analysis Tool (TCAT) – extended training needs analysis
- EveCom Software Contact – extended contact management
- EveCom Software Event Manager – extended event and resource scheduling and management
- EveCom Software Report Generator – extended report generation

In 2005 EveCom Software will be developing another system named Training Reservation System which will be for training centres and companies running training courses. This will come with online booking and payment facilities, all of the extended independent TMT features and integrate with popular accountancy packages. This will be available to be hosted on the web server of the client or on the web servers at EveCom Software thus making EveCom Software an ASP (application service provider).

In 2005 EveCom Software are contemplating getting into the E-Learning market and developing systems for deploying Online Courses. This is possibly some way off from initiation and we might consider partnering with existing E-Learning companies so as to give clients more choice in which systems they wish to integrate with TMT.

Technical Requirements

500Mhz or faster Computer
128Mb Memory
50Mb+ Hardisk space
Win 98/2000+
SQL Server 7/2000+ or MSDE
E-Mail
IIS 5/6+ (only required for intranet/internet)

Note:

We can supply MSDE for free if you don't have it already.

Contact Details

Paul Evenden - Technical Director of EveCom Software Ltd

Paul may be contacted via submission forms available on the web site

Visit www.EveComSoftware.co.uk

Please note that e-mail addresses are not stored in documents available on the site due to web trawlers that look up e-mail addresses and then send lots of spam and junk mail to them.