



Sage Accpac HRMS Train

Ensure your employees receive the training they need on time, every time with Sage Accpac HRMS Train. It includes the features that you need to effectively establish and administer internal training programs and keep track of employee certifications. Train includes full management of important training logistics, such as maintenance of class rosters and training locations, as well as the setup and administration of entire training programs that employees are required to complete. It will help you keep on top of employee certifications and continuing education credits by tracking receipt and renewal dates, as well as managing all necessary requirements and prerequisites.

In addition to a full range of training and certification management features, Train also includes a variety of analyses that ensure your program costs are being managed effectively by evaluating cost/benefit relationships and allocating costs accurately and equitably. Powerful reporting tools include dozens of standard reports, Crystal Reports® writer, and Sage Accpac HRMS Secure Query that provide you access to important data. When installed with Sage Accpac HRMS and Sage Accpac HRMS Employee Self-Service (ESS), Train provides a full training management solution that automates class logistics, gives you the tools you need to control costs, and empowers employees and managers to view course catalogs and other pertinent training information right from their desktop.

From developing innovative products to providing award-winning customer support, Sage Software is dedicated to surpassing expectations in all aspects of our business. Our software is supported by a nationwide network of certified business partners who are your resource for implementation, training, service, and support. For more information about Train, please contact your local Sage Software business partner, call us toll-free directly at 800-873-7282, or visit our Web site at www.sageaccpac.com.

BENEFITS

Automatically assign employees to job-based training requirements, set up training classes, schedule attendance, and manage class rosters for students and instructors.

Define curriculum or specific sets of courses that employees must complete in order to achieve desired levels of competency.

Keep detailed records on employees' professional certifications and continuing education credits (CEU)

Easily manage program costs and allocations with built-in analysis tools that compute costs by employee, course, job, or department.

Identify training locations and contact people for each location, as well as location capacity, associated rental costs, and disability access.

Personalize pre-formatted class correspondence, such as enrollment letters and completion letters, to meet your communication needs for individual classes.

Quickly access data with standard reports, including certification and history reports, as well as a variety of analyses, or build your own reports with the easy-to-use Sage Accpac HRMS Secure Query report writer or Crystal Reports writer for your company's more complex reporting needs.

The screenshot shows the Sage Accpac HRMS Suite interface. At the top, there is a menu bar with options like File, Edit, Actions, Processes, Analysis, Reports, Rules, Details, Query, and Help. Below the menu is a toolbar with various icons. The main window displays a window titled "Required Courses - ZSI/ABC SYSTEMS, INC". Inside this window, there is a header section for an employee: "Employee: Albert M Albright" with SSN "423-26-5666" and "Status: Active Employee 10/30/1988" with ID Number "135". Below this is a table of required courses with columns for Course, Description, Hours, Priority, Status, Complete By, and Certification. The table lists various courses such as "BCLS RECER", "BLDR COMM", "BLDR FUND", "BLDR RESUL", "BLDR SURVI", "ELDR EFF1", "ELDR EFF2", "ELDR LEAD", "ELDR MGMT", "ELDR SPK1", "ELDR SPK2", and "ILDR MANAG". At the bottom of the window, there are buttons for "Add", "More...", and "Delete".

Course	Description	Hours	Priority	Status	Complete By	Certification
+ BCLS RECER	BCLS-C Recertification	4.00	Normal		03/31/2000	CPR2
+ BLDR COMM	BLDR Commit thru Commu	6.00	Normal			BLDRSHIP
+ BLDR COMM	BLDR Fund Skills of Commu	6.00	Normal			BLDRSHIP
+ BLDR FUND	BLDR Fund Skills of Manag	6.00	Normal			BLDRSHIP
+ BLDR RESUL	BLDR Results Through Ldrs	6.00	Normal			BLDRSHIP
+ BLDR SURVI	BLDR Survivor Skills	16.00	Normal			BLDRSHIP
+ ELDR EFF1	ELDR Exec Effective 1	28.00				
+ ELDR EFF2	ELDR Exec Effective 2	28.00				
+ ELDR LEAD	ELDR Develop Exec Ldrship	24.00				
+ ELDR MGMT	ELDR Mgmt of Managers	24.00				
+ ELDR SPK1	ELDR Effective Exec Speak	24.00				
+ ELDR SPK2	ELDR Avanced Exec Speakg	16.00				
+ ILDR MANAG	ILDR Manage w/out Author	32.00	Normal		03/31/2000	

◀ Track employee training information and required certifications.

FEATURES

Enrollment and Tracking	Set up classes, schedule attendance, and manage class rosters for students and instructors. Sage Accpac HRMS Train can also check class capacities and course prerequisites, and can automatically assign employees to job-based training requirements and assign courses to one employee, groups of employees, or all employees.
Program Management	Define curriculum, or specific sets of courses, that employees must complete in order to achieve desired levels of competency. Schedule employees for the necessary training, track their progress in these programs and make sure that the training is completed on time.
Certifications	Keep detailed records on employees' professional certifications and continuing education credits (CEU), including date received, renewal period, and expiration date. You can also track certifications that are required but have not yet been completed.
Manage Program Costs	Easily manage program costs with built-in analysis tools. Compute training costs by employee, course, job classification or department, and allocate costs accurately and equitably.
Training Locations and Logistics	Identify training locations and contact people for each location, as well as location capacity, associated rental costs, and disability access.
Class Correspondence	Personalize pre-formatted class correspondence, such as enrollment letters and completion letters, to meet your communication needs for individual classes.
Employee Attachments	Attach files and objects, such as certificates, diplomas, pictures, or text documents to employees' records, and easily view, edit, or delete them at a later date.
Customization	Train provides the tools you need to customize your system and meet your company's unique training requirements. You can develop your own selection criteria for training, use tables to store common employee selection criteria, create user-defined fields, and design custom pages to hold specialized information.
Reporting	Powerful reporting options provide you with quick access to information. Dozens of standard reports include employee certifications, training history, class rosters, and tuition reimbursements, as well as analyses such as expenses by course, job title, and organizational level. Train also includes Secure Query, an easy-to-use report writer that gives you quick access to data. Additionally, Sage Accpac HRMS includes integration to—and is bundled with—Crystal Reports writer for your company's more complex reporting needs.
Security	Security features in Train allow you to restrict access to specific types of information. Assign an unlimited number of user IDs and passwords with access defined for each user, and define each user's ability to view or work with particular pages and fields.
Integration	Train is seamlessly integrated with Sage Accpac HRMS, allowing you to automatically assign training requirements to new hires or promoted employees. Additionally, when implemented with ESS, employees and managers are empowered with access to course catalogs and their personal training information via the Internet or company intranet.



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