

Ensure your employees receive the training they need on time, every time. Abra Train automates the scheduling, record-keeping, and correspondence to ensure details don't fall through the cracks.

Track Training Requirements Easily and Accurately

- Keep employee training records up-to-date to reflect current training status.
- Define training requirements by job code to ensure your employees are aware of training needs at the time of hire.
- Update skills list as employees successfully complete training classes.
- Track recurring training requirements to maintain employee certifications.
- Automatically remove a course from an employee's list of required courses once it's successfully completed.

Manage Program Costs Effectively

- Evaluate cost/benefit relationships, and determine department charge-backs.
- Compute costs by attendee, course, job classification or department and allocate costs accurately and equitably.
- Make informed decisions by viewing the training program expense history.

Quickly Enroll and Track Employees in Training

- Set up classes, schedule attendance, and manage class rosters for students and instructors. Abra Train automatically checks class capacities and course prerequisites.
- Automatically assign employees to training-based job requirements.
- Ensure new hires get properly enrolled through Abra Train's seamless integration with Abra HR. Training



requirements are automatically added to Abra Train when you record a new hire or an employee promotion is entered in Abra HR.

Powerful Reporting Tools Help with Compliance and Strategic Planning

Robust reporting tools in Abra Train feature standard, ad hoc query, and complex Crystal reporting options that provide quick access to critical business information.

- Over 100 standard reports such as documentation for OSHA, DOT, ISO 9000 and QS 9000 training certification, help you accurately comply with government regulations.
- Answer ad hoc questions without having to create a complex report with the Abra Secure Query™ tool. Abra Secure Query guides you through the query process in easy-to-understand steps, so you don't have to be an IT expert to use it.

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- Integration with one of the most powerful reporting tools on the market - Crystal Reports® - provides over 120 additional, more complex reports to help improve your company's analytic capabilities and drive better business decisions.

Keep Employees Up-to-Date

- Acknowledge class enrollment and course completion with your choice of standard letters. No need to re-type class information since Abra Train does it automatically for you with letters that notify attendees of class times and dates.
- Create unique letter formats using the built-in report creation tool to customize standard Abra Train letters.
- Generate course catalogs to encourage employee enrollment.

Communicate More Efficiently with Abra Alerts

Abra Train integrates seamlessly with Abra Alerts to increase productivity and save time by automatically monitoring the employee database and proactively distributing information to your employees via your existing email system. For example:

- **CEU balance**
This alert will notify an employee and their supervisor that a certification based on CEUs will expire in 30 days.

- **Class completion**
This alert will notify an employee's supervisor when an employee has completed a training class.
- **Class confirmation**
This alert will notify an employee and their supervisor within 7 days of starting a training class in which the employee is enrolled.

Maintain Maximum Security of Sensitive Data

- Protect key information with sophisticated, multi-level security. Powerful security options allow you to control which groups have access to data at any level.
- Create and assign an unlimited number of user ID's and passwords.
- Easily follow audit trails to identify who made each change by date, time, and type of change.

Get Maximum Value with Abra SupportPlusSM

Protect your investment and get the most value from your software with Abra SupportPlus. Best Software's team of technical specialists stands ready with knowledgeable support and service, plus much more!

With Abra SupportPlus, you're entitled to product updates and discounts, plus value-added benefits and privileges, providing you with a total software solution.

Benefits include:

- Expert, toll-free telephone support
- 24-hour, online Member's Lounge, including access to our knowledgebase on the web
- Downloadable tax law updates and system enhancements
- Free subscription to our quarterly newsletter

System requirements: Pentium processor, Windows 98, Windows NT 4.0, Windows 2000, or Windows XP Professional; 64 MB RAM; 500 MB disk space (varies by configuration); Super VGA; HP-Compatible laser printer. Compatible with latest versions of Novell NetWare and Microsoft.

The Abra Suite® family includes:

- Abra HR®
- Abra Payroll®
- Abra Alerts®
- Abra® OrgPlus™
- Abra Attendance®
- Abra Train®
- Abra LearningAction®
- Abra Employee Self-Service™
- Abra Recruiting Solution™



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