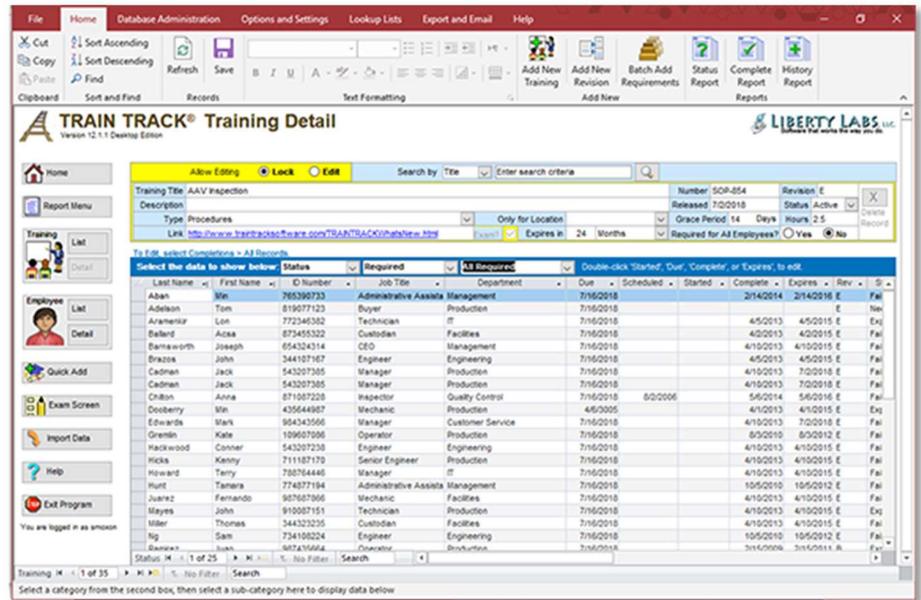


Introduction

TRAIN TRACK® Employee Training Management Software gives you the tools you need to make sure employee training requirements are met.

- Assign required training based on any type of employee group.
- Automatically notify employees when training is due.
- Schedule classes and administer online exams.
- Easily record training completions to the database.
- Track periodic re-training and document revisions.
- Provide detail or summary reports for management with standard reports and custom report filtering.
- Import data from *Excel®*.
- Multiple user access levels.
- **FREE** training on how to use **TRAIN TRACK®** is now included for all licensed users.



We have solutions for any size organization, and the program can grow with your company. Your subscription includes **free product updates**, and **free support** by phone, chat or email.

- **TRAIN TRACK®** is a self-contained database program which is ready to use right out of the box. Each edition comes with everything you need, including the database and supporting files or applications.
- **TRAIN TRACK®** is easy to use. It is available with a desktop interface or a web-based interface, and it is completely customizable.

Editions

TRAIN TRACK® is available in several editions designed to meet different needs:

Desktop Edition

- Self-contained standalone database.
- Easiest to install and maintain.

Client Edition

- A feature-rich interface accessible from multiple computers.
- Validated, FDA 21 CFR part 11 compliant.

Client + Web Edition

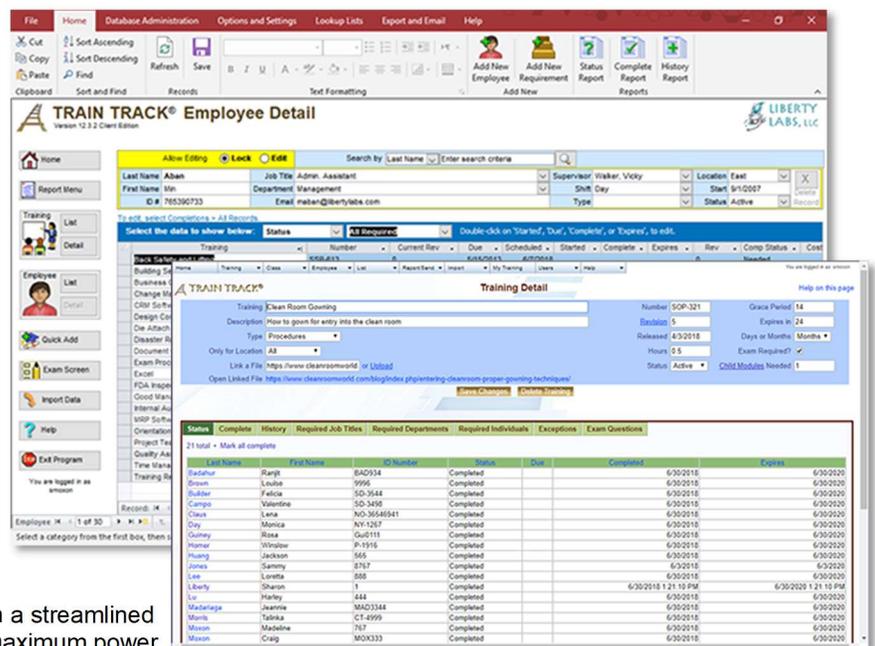
- Combines the features of the client edition with a streamlined interface accessible from a web browser for maximum power and flexibility.

Hosted Web Edition

- A streamlined interface accessible over the internet.
- Installed on our secure servers.

Hosted Web + Client Edition

- Combines the features of the client edition with a streamlined interface accessible from a web browser for maximum power and flexibility.
- Installed on our secure servers.



Feature Comparison Chart	Desktop	Client	Web
List Available Training			
Training records include: title, number, revision, release date, description, type, hours, expiration period and length, grace period, status, and exam requirements.	✓	✓	✓
Attach a document or file to each training record.	✓	✓	✓
Set the status of a training or employee to "inactive" to keep the data but not include it in reports.	✓	✓	✓
Sort training by title or number on all screens and reports.	✓	✓	
Designate training required for one location or all locations.		✓	✓
List Employees			
Employee records include: employee name, ID number, phone, email, hire date, job title, department, supervisor, employee type, shift, and location.	✓	✓	✓
Add new job titles, departments, shifts, locations, or employee types as you need them, or by importing them with your employee data.	✓	✓	✓
Assign multiple job titles to each employee.	✓	✓	✓
Job title history is saved any time a job title is changed.		✓	✓
Attach a document or file to each employee record.	✓	✓	✓
Upload a photo of each employee, track Human Resources data such as Social Security number, birth date, address, home and cell phone numbers.	✓	✓	
Designate Required Training			
Require training by job title, department, individual employee, or all employees.	✓	✓	✓
When a new employee is added, the required training is automatically listed based on job titles and department.	✓	✓	✓
Exempt individual employees from requirements.	✓	✓	✓
Limit requirements by hire date range.	✓	✓	
Add a Date Started and Date Due to any required training for each employee.	✓	✓	
Automatic Email Notices			
Automatically send email notices to employees or supervisors for scheduled classes or training that is due or about to expire.	✓	✓	✓
Manually send email notices to employees, supervisors, or others.	✓	✓	
Expiration, Revision, and Re-Training			
Specify a grace period before training is due.	✓	✓	✓
Training can be set to expire after a specified number of months or days, or never.	✓	✓	✓
When completions are entered, the expiration date is automatically calculated.	✓	✓	✓
When you have a new revision for a training (or document), you may elect to automatically expire all completions from the previous version.	✓	✓	✓
Schedule Classes			
Employees may log in and enroll in scheduled classes or cancel enrollment.			✓
Indicate a maximum capacity for each training location to limit enrollment.	✓	✓	✓
Record Training Completion			
Completion records include: Training, employee, revision, completion date, expiration date, cost, hours, score, and pass/fail.	✓	✓	✓
Attach a document or file to each training completion record.	✓	✓	
Print sign-in sheets with barcodes and enter completion records by simply scanning them.	✓	✓	
Enter completion records for groups of employees all at once.	✓	✓	✓
View Completion Status			
Filter completion and status records in a variety of ways.	✓	✓	✓
Status is automatically calculated as needed, scheduled, completed, failed or expired.	✓	✓	✓

Feature Comparison Chart	Desktop	Client	Web
Retain training history when an employee completes a training multiple times over the years.	✓	✓	✓
Exams			
Allow employees to view a linked document, then take exams electronically or indicate that they have completed a training and sign the record with an electronic signature.	✓	✓	✓
View completed exams with answers and scores.	✓	✓	✓
Import and Export			
Import data from another program or file using the <i>Excel</i> ® templates.	✓	✓	✓
Export data or any report to <i>Excel</i> ® or other standard file formats or send it via email.	✓	✓	
View imported records for confirmation.			
Reports			
Generate a variety of reports showing training due or completed.	✓	✓	✓
Print over 60 standard reports featuring your own logo	✓	✓	
Use filters to create custom reports.	✓	✓	✓
Filter for any criteria from multiple fields at once. Generate reports based on your criteria or export the search results directly to <i>Excel</i> ®	✓	✓	
Print individual certificates of completion or print them for an entire class.	✓	✓	
Select to print all reports on letter or A4 size paper.	✓	✓	
Sort, Search, and Edit Data			
Sort, search, or filter records on any screen by any field.	✓	✓	✓
Edit lists for drop-down menus.	✓	✓	✓
Form validation prevents entry of duplicate records.	✓	✓	✓
Click on a field to open the related record. For example, when looking at an employee record, click a training title to open. From the training screen, click an employee name to open.	✓	✓	✓
User Access Levels			
Assign read-and-edit, read-only, or limited access to users.	✓	✓	✓
Users are authenticated using their <i>Windows</i> ® login.	✓	✓	
Employees taking exams or viewing their own status do not need to have a <i>Windows</i> ® login, they can type in their unique user name and password.	✓	✓	✓
Allow users to only view/edit subordinate records.		✓	✓
Allow users to only view/edit one department.		✓	
Allow users to only edit completion records.	✓	✓	
Allow users to only view training and employees from one location		✓	✓
Audit Trail and Electronic Signatures			
An audit trail tracks all record changes and user logins.		✓	✓
Electronic signatures and compliance with FDA 21 CFR Part 11.		✓	✓
Validation documents available (purchased separately).		✓	✓
Setup and Support			
SQL Server back-end database.		✓	✓
Runs through a web browser			✓
Nothing to install on client workstations.			✓
Free support by phone, email or chat.	✓	✓	✓
Free online training for all licensed users.	✓	✓	✓

Specifications

Desktop and Client System Requirements

- A standard PC running *Windows*® 7 or better.
- *Microsoft*® *Access*® 2010/13/16 OR If you don't have *Access*®, you may use the FREE run-time version.
- At least 10 MB disk space. Extremely large data sets may require up to 50 MB.

Additional Server System Requirements

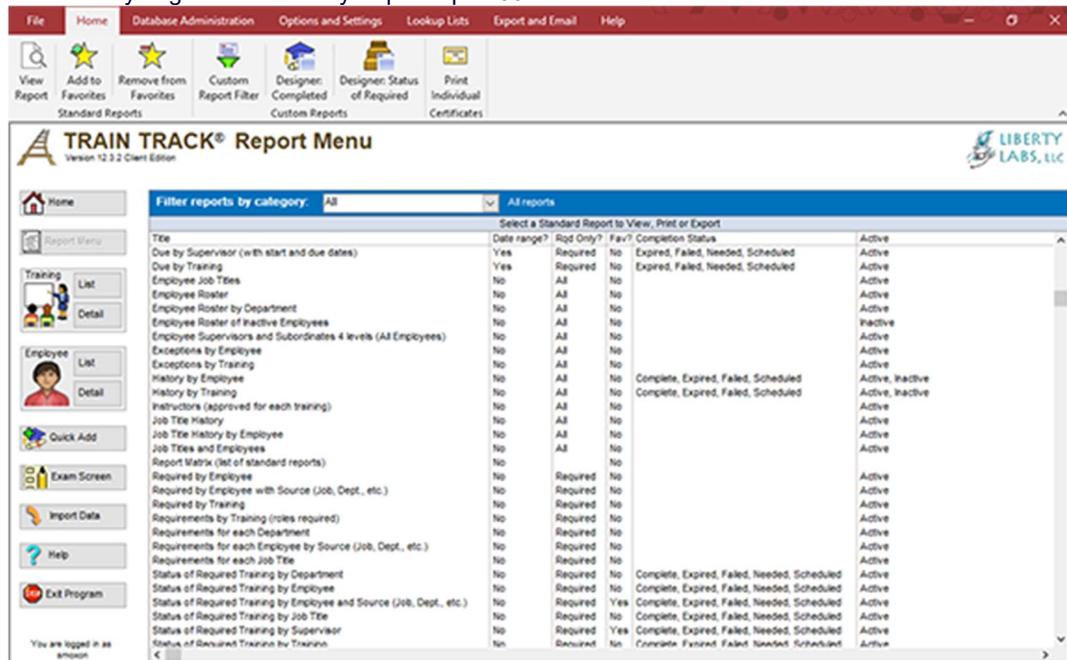
- Network location for the *Microsoft*® *SQL Server*® application and database that meets the requirements for your existing version or the *SQL Server*® *Express*™ included with the installation files.

Web Requirements

- For the web component, a web server configured to support .asp pages (for example, IIS which is included in most versions of *Windows*®).

Capacity

- Desktop edition: Up to 2 GB of data (over 2 million records) and up to 255 concurrent users.
- With the Client or Web edition, there is no set limit to the amount of data or the number of users; these are limited only by your system configuration and disk space.



Validation Package

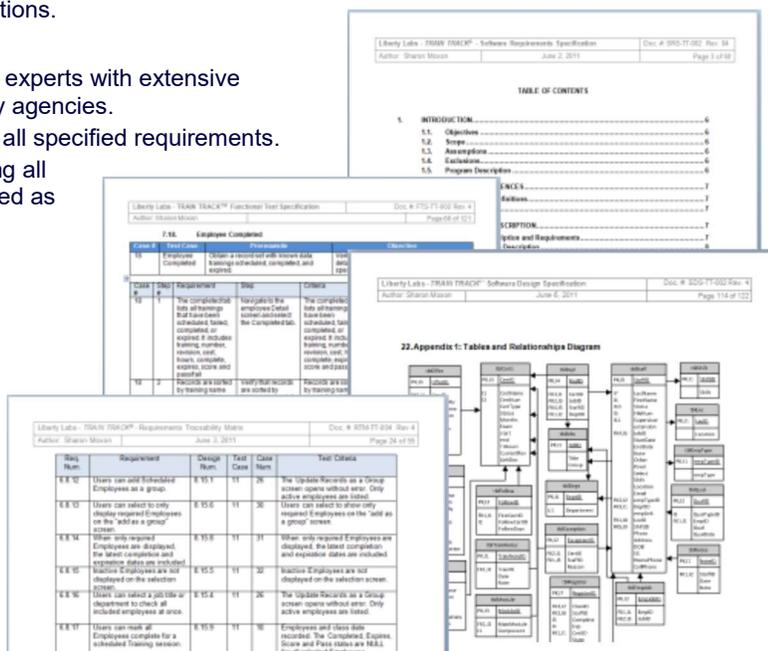
TRAIN TRACK® has been fully validated according to industry standards. *Validation* is a formalized, documented process for testing computer systems and controlled processes. The FDA and other regulatory bodies require validation of computer systems to ensure that these systems are in compliance with all applicable regulations.

- Validation was conducted by Quality and Compliance experts with extensive experience working with the FDA and other regulatory agencies.
- The review team verified that **TRAIN TRACK**® meets all specified requirements.
- The complete validation and design package, including all documentation, can be purchased separately and used as a template to conduct your own additional validation.

Our Validation Package includes:

- Software Requirements Specification
- Software Design Specification
- Test Cases and Test Results
- Traceability Matrix
- Validation Report

The documents are editable so that you may use them to conduct additional validation activities, and incorporate them into you own document control and quality assurance systems.



Pricing

Please check our website for current pricing. Prices are subject to change without notice.

Subscriptions are paid yearly. You may increase the number of users or locations at any time. Exam-level users (employees logging on to enroll in classes, take exams, view documents, or view their own status) do NOT need a user license. You must purchase at least one user with each database license.

Subscription Pricing

Edition	Annual Subscription			Optional One-time Charges		
	Database License	Each User	Additional Location within One Database	Customizable License Supplement	Validation Package	Installation Service
Desktop	\$299	\$25	Not available	\$1,200	Not available	\$199.00
Hosted Web	\$699	\$25	\$499	Not available	\$699	included
Client	\$899	\$25	\$699	\$3,000	\$699	\$599.00
Client + Web	\$1,299	\$25	\$1,099	\$4,000	\$899	\$799.00
Hosted Web + Client	\$1,499	\$25	\$1,299	Not available	\$899	Included

- Your Database license allows you to store one set of data in one database (plus backup or test copies).
- Location licenses allow you segregate data from multiple locations in one database, and limit users to only viewing data from one location.
- User licenses allow named users to use the program (exam-level users do NOT need a user license).
- Installation service is an optional service if you want us to install the software for you.
- The Customizable license supplement allows you to make modifications to the program to meet your needs.
- The Validation Package provides you with documentation of our validation, and documents you may use to conduct your own validation. The validation package is for one version only. If you need validation documents for subsequent versions, you will need to purchase them separately.

All prices are in US Dollars and subject to change without notice. Some restrictions apply; please see the license agreement and purchase policies for details.

Your subscription includes:

- Free support via phone, email, chat, or our support ticket system
- Free product updates, including major version updates
- Free online training for all licensed users
- Help files, tutorials and our knowledge base

For more information, or to place an order
 Please call **619-284-8013**
 Or visit **LibertyLabs.com**

