



RELEASE NOTES

DESKTOP EDITION

VERSION 12.1.7

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Approvals

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Revision History

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00	Initial release.	398	06/29/2018
01	Update for version 12.1.3	405	09/07/2018
02	Update for version 12.1.5	407	09/27/2018
03	Update for version 12.1.7	410	10/04/2018

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1. What's New

1.1. Highlights

- 1.1.1. "Due By" date calculation has been added with a specified grace period before employees need to complete each training.
- 1.1.2. Select to sort by training title or training number, and all screens and reports will automatically be sorted that way.
- 1.1.3. Automatic email notices may be sent to employees, supervisors, or others for training due or scheduled. Includes more options and gives you greater control.
- 1.1.4. Print reports for Letter or A4 size paper.

1.2. Training Records

- 1.2.1. Select to expire training in days or months.
- 1.2.2. Training list is sorted by training title or training number, depending on your saved selection.
- 1.2.3. Select which screen shows by default for training details.

1.3. Revisions

- 1.3.1. Revert to a previous revision number, and more control over editing revisions.
- 1.3.2. Revisions may be imported from *Excel*[®].
- 1.3.3. When you edit the revision, the release date is automatically updated.
- 1.3.4. If you don't require re-training for the next revision, but you do for a later revision, all previous revision completions will be expired.
- 1.3.5. When entering completions, you may only select from existing revisions.

1.4. Due by Date

- 1.4.1. Set a default grace period before employees need to complete each training and edit the grace period for individual training records.
- 1.4.2. Show a due by date.
- 1.4.3. Due by date is carefully calculated based on a number of factors: grace period, release date, hire date, expiration date, or a date you type in.
- 1.4.4. Due by date is used on due reports and status screens.

1.5. Classes

- 1.5.1. When you schedule a class and add the start time, the end time is automatically calculated.
- 1.5.2. When you add a completion for an employee that was enrolled in a class for that date,

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the class is automatically marked as completed.

1.6. Employee Records

- 1.6.1. Employee detail screens are sorted by training title or number, based on user preferences.
- 1.6.2. See a list of subordinates under each employee from the employee detail screen.
- 1.6.3. Select which screen shows by default for employee details.
- 1.6.4. Updated individual reports from the employee detail screen include status of required training, complete report, and history report.

1.7. Data Imports

- 1.7.1. Now you may import new revisions and automatically update the training record and indicate if re-training is required.
- 1.7.2. Displays the imported records for confirmation.
- 1.7.3. When importing training records, the records are matched by training number. If you don't have numbers, they will be retrieved from the database, or assigned.
- 1.7.4. When importing employee records, the records are matched by ID number. If you don't have ID numbers, they will be retrieved from the database, or assigned.
- 1.7.5. Added filters screen out data with errors.
- 1.7.6. Importing from the client or the web now use the same import templates.
- 1.7.7. Import completions and requirements only for existing training and employees, to prevent accidentally creating new training or employee records.
- 1.7.8. Import a new supervisor at the same time as a new employee, and the supervisor will be populated to the employee record.

1.8. Automatic Email

- 1.8.1. Automatically send notices to employees, supervisors, and/or a list of recipients for:
- 1.8.2. Training due within a specified number of days. Repeat notices after a specified interval if not completed.
- 1.8.3. Training scheduled.
- 1.8.4. Reminder of training scheduled within a specified number of days.

1.9. Reports

- 1.9.1. Filter reports by topic, or only show favorites on the report menu.
- 1.9.2. Reports can be sorted by training title or training number.
- 1.9.3. Logos now configured centrally to show on all reports.
- 1.9.4. When printing individual certificates, you may select the training by title or number.
- 1.9.5. Requirement source reports now list the specific source.
- 1.9.6. Report filter now includes "Is Null", "Is Not Null", and "Not Equal to" as filtering options for any field.

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- 1.9.7. New Reports:
- 1.9.8. Class Attendance by Date
- 1.9.9. Completed by Department Average Hours
- 1.9.10. Due by Supervisor
- 1.9.11. Employee Job Titles
- 1.9.12. Employee Roster by Department
- 1.9.13. Employee Roster of Inactive Employees
- 1.9.14. Exceptions by Employee
- 1.9.15. Exceptions by Training
- 1.9.16. Job Titles and Employees
- 1.9.17. Job Title History
- 1.9.18. Job Title History by Employee
- 1.9.19. Required Training by Employee with Source
- 1.9.20. Requirements for Each Employee by Source
- 1.9.21. Status by Requirement Source
- 1.9.22. Status by Supervisor

1.10. Users

- 1.10.1. Duplicate user names cannot be entered.
- 1.10.2. Easily search the list of users.

1.11. General

- 1.11.1. Section 508 Compliance: Controls have been designed for use with a screen reader.
- 1.11.2. Primary screens are locked from editing by default to prevent accidental editing. Easily switch to edit mode when you need to edit.
- 1.11.3. More search options.
- 1.11.4. More data entry validation to avoid errors, null records, or duplicate data.
- 1.11.5. Prevents you from entering duplicate items for department, job title, shift, class location, employee type, training type, or user lists.

2. Bug Fixes

2.1. Version 12.1.3

- 2.1.1. Calculations were updated for due dates and expiration dates.
- 2.1.2. Added a feature to allow the user to select to add "all" employees as a group to scheduled classes.
- 2.1.3. Updated lookup list detail screens to not allow duplicate entries.
- 2.1.4. Updated importing from previous version to set revision if null, add revisions to revision

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history, import employee and training records that had duplicate numbers, import completed exams and import past scheduled class enrollment.

- 2.1.5. Fixed completion status on the report designer for the status of required training.
- 2.1.6. Updated exporting to *Exce*® from some reports.
- 2.1.7. Fixed the revision selection list for completed revisions.
- 2.1.8. Updated the function to add a new revision.
- 2.1.9. Other minor updates.

2.2. Version 12.1.5

- 2.2.1. Added "Completions > History (Edit) to allow editing completion records from Training Detail or Employee Detail.
- 2.2.2. Updated the list of enrolled employees in scheduled and completed classes to allow editing.
- 2.2.3. Added total number of records to import confirmation screens.
- 2.2.4. Updated Due reports to exclude items where the due date is later than the selected range, even if the training status is not completed.
- 2.2.5. Updated expiration date calculation based on the expiration date of the completed revision. Disabled adding an expiration date for the current revision.
- 2.2.6. Updated due date calculations based on completion status.
- 2.2.7. Added location to import training from Excel.
- 2.2.8. Updated import from previous function to save all completed revisions to the revision history, set values for null revisions, and add release dates.
- 2.2.9. Other minor fixes and enhancements.

2.3. Version 12.1.7

- 2.3.1. Added the ability to edit completion dates on class registration screens.
- 2.3.2. Updated reports to not hide duplicates so that when exported to *Exce*®, all columns will be filled to allow sorting.

3. System Requirements

- A standard PC running *Windows*® 7/8/10.
- At least 20 MB disk space. Extremely large databases may require up to 50 MB.

4. Installation

To install the application:

1. Back up your existing file before you begin by making a copy and storing it in a safe location.
2. Follow the instructions on the installation document, SII-TT-002.
3. After installation, select Start > TRAIN TRACK 12 from your start menu.

- If this is a new installation, you will be prompted to import data from a previous version or start the trial period. If you have data you wish to import, select “Import from previous version” and browse to the location of your data file. Click “Import”. Confirm the import.
- If you are updating from a previous version, you will be prompted to enter your new registration code. This code can be found in the registration confirmation e-mail.

5. File Index

Below are the files used by the application. You may install the application manually using the contents of the zip file, or you may use one of the installers. If you use one of the installers, the application and support files will be installed for you. There are separate installers for different versions of Microsoft Office installed on the workstation. You only need to use one installer for each installation. The Runtime Installer installs the application and *Microsoft® Access®* Runtime.

Item	File Name	Type	Installed	In Package
Barcode Font	IDAutomationHC39M.ttf	Support	Yes	Zip
EULA	LicenseAgreement.txt	Support	Yes	All
Help Files	https://www.libertylabs.com/TTHelp11/TThelp.html	Support		
Icon	Multi10.ico	Support	Yes	Zip
Installer	See below	Installer		Installer
TRAIN TRACK	TRAINTRACK12.accde	Application	Yes	Zip
Zip File	TTDE_X_X_X.zip	Container		

5.1. Which Installer?

See the chart to determine which installer to use for a new installation.

Office® Version	Access® 2016 installed?	Installer
32-Bit	Yes	TT_DE_X_X_X_Setup.exe
32-Bit	No	TT_DE_X_X_X_RTSetup.exe
64-Bit	Yes	TT_DE_X_X_X_64_Setup.exe
64-Bit	No	TT_DE_X_X_X_64_RTSetup.exe

Note that if you have an existing version of *Access®* 2010 or 2013 and you do not wish to install the 2016 Runtime, then you may use the zip file instead of the installer. The program will work with either of those versions of *Access®*, but the installer only installs with *Access®* 2016.

6. Known Issues

6.1. Class Locations

- When adding a new class location, if the user does not type it directly into the field, and instead opens the class location list screen and adds it there, the new location may not

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be populated to the drop-down selection list until the screen is refreshed. This does not affect the functioning of the program.

6.2. Import from Previous

- 6.2.1. When importing from version 9, completed exam questions and answers are not imported. However, the completions and scores are imported, so this does not affect the operation of the program.

6.3. Ribbon

- 6.3.1. The ribbon no longer includes a button for “compact and repair” because the database has been set to automatically compact on close. This is not an issue with the application, just a change in requirements.
- 6.3.2. The “Export with Formatting” button is only intended to work when exporting a report selected from the report menu. It is not disabled when other reports are opened but does not export these other reports.

6.4. Barcodes

- 6.4.1. Employee ID numbers that contain spaces will not be printed out as barcodes for sign-in sheets. To print barcodes, remove the spaces from the ID numbers.

6.5. Mark All Complete

When marking all complete for a class, if the user does not indicate pass or fail and instead leaves this blank, the completion status will show as still needed. The user will need to indicate that the completions are passed or failed to see the correct status.

7. Troubleshooting

If you have difficulty installing the program, please review the installation instructions, or see the troubleshooting section in the installation instructions. If you have difficulty using the program, please refer to the troubleshooting section in the help files. You may also review information in the knowledge base at <https://www.libertylabs.com/osticket/>. If you are unable to resolve any issues, please contact us for assistance.

8. Contact Information

Email: Support@libertylabs.com

Phone: 619-284-8013 M-F 8:00 am - 2:00 pm *Pacific Time* (11:00 am – 5:00 pm *Eastern Time*)