TRAINING RECORD MANAGEMENT SYSTEM

BIS TRAINING SOLUTIONS
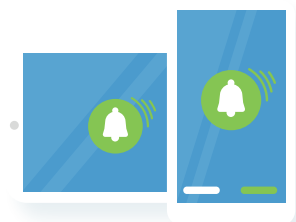
Secure Online Storage of Training Records

Compliance made easy with **digital storage** of training records and certificates, automated **expiry alerts**, and detailed **exception reports**.

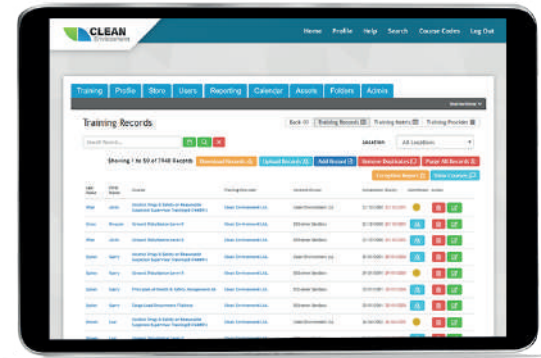Digital Storage Of Training
Records & Certificates

Detailed Exception
& Gap Analysis Reports

Expiry Alerts Of Training
Records & Certificates

Keeping track of employee training has never been easier.

With our robust **Training Record Management System**, you can upload employee training records, including a copy of each certificate, regardless of the training provider. Once records are uploaded, automatic expiry alerts can be sent to employees, supervisors, and managers to help ensure your employees' training is always up to date.

The Features

Rapid Entry Tools   Certificate Management   Expiry Alerts   Training Hours Reports   Auto Archiving

Highlights

✓ Auto-Assign Training

Through use of the training matrix, configure the system to automatically assign online courses when training records expire.

✓ Training Matrix Integration

Instantly update training gap reporting for each location or region by allowing uploaded training records to satisfy company training requirements.

✓ Mobile Friendly

Access employee training record details from any smartphone, iPad, or Internet-ready mobile device.

✓ Scheduled Excel Reports

Schedule the delivery of automated monthly, weekly, or daily emails containing detailed Excel reports to supervisors and managers, letting them know what training is expiring when and for whom.

✓ Quick Upload

Upload thousands of training records directly into the system using Excel, then use the innovative drag-and-drop technology to quickly import images of certificates, making the setup process easy.

Cost Savings

The Training Record Management System's ability to allow your employees to upload their own training records dramatically reduces administration costs. You can provide employees with the ability to upload records directly into their account or through the SafeTapp mobile app. They can also upload certificates directly into an online course using their webcam to take photos of their certificates and wallet cards.