

The Knowledge Tracking System-*Professional*™

Learning Management System

Features Comparison & Overview

Knowledge-Forge, the developer of the popular K-Book™ e-Learning technology is proud to introduce the new **Knowledge Tracking System-*Professional*** Learning Management System. Built on the Knowledge Tracking System™ introduced in 2002, the Knowledge Tracking System – *Professional* adds features and functionality required to manage virtually all forms of training for organizations of any size.

Product Overview

A true learning management system, the Knowledge Tracking System-*Professional* allows institutions to completely manage all of their training. The system facilitates the assignment and deployment of training of all types, including classroom based, web-based and all types of electronic training such as PowerPoint® presentations, Microsoft® Word® documents and Adobe® PDF® files. Online testing can be quickly developed and added to any training event to assess individual performance. Test scores, notifications, reminders, and a variety of reports are completely automated, greatly simplifying the process of training management and proactively managing 100% regulatory compliance.

Professional Features for Large and Medium sized Institutions

The Knowledge Tracking System-*Professional* offers enhanced functionality in several key areas, when compared with the standard version of the Knowledge Tracking System. These added features combined with deployment options for internal network or internet-hosted make it an excellent solution for any size healthcare institution.

Exclusive Knowledge Tracking System-*Professional* Features

The following features are available only in the Professional Edition of the Knowledge Tracking System:

- Manages virtually any type of training event (K-Books, classroom based, electronic & more)
- Provides distributed management and administration allowing system administrator to delegate responsibilities such as adding users and managing department curriculum to managers based on “roles” defined in the system.
- Provides the ability to restrict a manager’s view of data to only the groups or departments he or she manages
- Supports Microsoft SQL-Server 2000/2003 databases for increased performance and reliability

Builds Upon the Enhanced Knowledge Tracking System-Standard Edition

Release 3.0 of the Knowledge Tracking System adds functionality in numerous areas. The following new features are available in both the Standard and Professional editions.

- Completely New Curriculum Management Module – allowing enrollment type and due date to be set by User, by Group or by Course
- Expanded Email Notification features
- Login instructions automatically sent to new users.
- Expanded User ID field – now supporting 64 alpha-numeric characters
- e-Mail notification to new users with login instructions
- Enhanced support of “Groups” to identify departments, cost centers, or other groups of users



Knowledge Tracking System-*Professional*™ Features Comparison

- Improved “My Courses” screen with training status and one-click access to courses
- Expanded set of reports
- User Authentication / Validation prior to testing
- Greatly enhanced Help
- Integration with the www.k-book.com portal

Features that set The Knowledge Tracking System apart from the competition

From its inception the Knowledge Tracking System was designed to be the easiest to use product of its type. Both versions offer unbeaten ease of use in addition to these standard features:

- Centralized tracking and Reporting of learner participation and progress
- Manage one or thousands of user (learners)
- Manage one or hundreds of courses (learning events)
- K-Book™ e-Learning courses and tests are seamlessly integrated
- Completion certificates are easily designed and assigned to any type of training
- Progress and results are tracked and recorded in one central database producing centralized status reports and displays
- Administration can be handled by a central administrator or assigned to department managers
- Central administrator can control access to certain features and reports
- A user-satisfaction survey or final set of questions can be added that includes satisfaction scales, completion, and room for comments

Value Proposition:

Now small and mid-sized organizations can have the power of a central Learning Management System to manage curriculum for all forms of training from Internet courses to hands-on technical training.

It is possible for a manager to assign sophisticated e-Learning programs, classroom training, PowerPoint slide show, or a host of other learning events to staff. Imagine the power of designating the reading of a simple memo as a “learning event,” writing a quick multiple-choice test and instantaneously assigning it to any or all staff. The Knowledge Tracking System-*Professional* takes over and notifies all applicable users, or their designates, by email and includes a link where they can access the memo, take the quiz and confirm their completion of the task—even printout a certificate of completion.

The Knowledge Tracking System-*Professional* is the most affordable, easiest to use LMS available. It completely eliminates the need to develop and administer paper-based testing and automates 100% of testing, scoring, recording and reporting associated with your training efforts. This along with the system’s proactive email notification feature, centralized data recording and exception reports insure that you will never be out of compliance again.

Features Comparison

FEATURE	Knowledge Tracking System		
	Version 2.5	Version 3.0	Version 3.0 Professional
USER FEATURES & NOTIFICATION			
Alphanumeric User IDs		✓	✓
Selection of Windowed or Full-Screen “Kiosk” display modes	✓	✓	✓
“My Courses” screen listing all assigned courses	✓	Enhanced	Enhanced
• Display of Due Date	✓	✓	✓
• Display of Completion Status	✓	✓	✓
• Display of Enrollment Status		✓	✓
• Single-click launch of assigned courses		✓	✓
• Mouse-over descriptions for key elements		✓	✓
Enhanced Help		✓	✓
• Detailed “role specific” product help		✓	✓
• Login Help		✓	✓
• Help on the web		✓	✓
Email Notification		✓	✓
• Automatic email of login instructions to new users		✓	✓
• Email reminders for pending courses		✓	✓
• Separate Email reminders for critical and past due courses		✓	✓
• Option to cc: Managers on any email reminders		✓	✓
• Email notification of course completions to managers		✓	✓
• Email “designates” for users without email accounts		✓	✓
ASSIGNMENT / CURRICULUM MANAGEMENT			
Assign Courses by User	✓	✓	✓
Automatic recalculation of due dates for annual & periodic training	✓	✓	✓
Assign Courses by “Group” or “Category of User”		✓	✓
Assign Users or Groups by Course		✓	✓
Individual Due Dates by User or Group		✓	✓
Individual Enrollment setting by User or Group		✓	✓
Administrators can manage curriculum for all users	✓	✓	✓
Group / Dept managers can manage curriculum for their users			✓
Assign & manage K-Book™ courses	✓	✓	✓
Assign & manage PowerPoint®, PDF®, FLASH®, and other electronic courses			✓
Assign & manage classroom based courses			✓
Assign & manage web-based, third party & in-house courses			✓
Build online tests to accompany all course formats			✓
Create completion certificates for all course formats			✓
Require a statement of user authentication with electronic sign-off		✓	✓
Attach a user survey to any course		✓	✓

Knowledge Tracking System-Professional™ Features Comparison

FEATURE	Knowledge Tracking System		
	Version 2.5	Version 3.0	Version 3.0 Professional
TRACK & REPORT			
Maintain training history for each user	✓	✓	✓
Track progress & completion of K-Book™ courses	✓	✓	✓
Track completion of PowerPoint®, PDF®, FLASH® and other electronic courses			✓
Track completion of classroom based courses			✓
Track completion of web-based, third party & in-house courses			✓
Course completion report	✓	✓	✓
Course re-certification report	✓	✓	✓
Course, Group and User list reports	✓	✓	✓
User curriculum & Group curriculum reports		✓	✓
Curriculum exception report		✓	✓
Active training period report		✓	✓
Weekly training due report		✓	✓
Custom report submission (selection criteria & output sorting)	✓	✓	✓
Administrator has access to company-wide data	✓	✓	✓
Manager access can be set to company-wide or restricted to his/her department		✓	✓
Hierarchical access to reporting department data		✓	✓
Optional support for Brio Reports & Crystal Reports	✓	✓	✓
SETUP & ADMINISTRATION			
Easy & intuitive User Interface for all setup screens	✓	✓	✓
Free data import service to load user data from other systems	✓	✓	✓
Added User fields Prefix, Suffix, Middle Initial		✓	✓
Support for 64 character UserIDs		✓	✓
Ability to change User and Group IDs "On The Fly"		✓	✓
Group pull-downs selectors & name or ID sort for users		✓	✓
Ability to automatically assign group curriculum to newly added users		✓	✓
Ability to automatically email login instructions and account information to newly added users		✓	✓
Unlimited number of groups with hierarchical reporting structure		✓	✓
Setup groups or sub-groups and administer training by group		✓	✓
Group Managers can administer their users and curriculum			✓
User List and Group List reports	✓	✓	✓
Organizational report displays group structure and highlights setup errors		✓	✓
Detailed setup help and examples		✓	✓
Online instructional setup and configuration videos		✓	✓
Selectable permission levels for manager access		✓	✓
Selectable email notification features		✓	✓
Customer defined periods and days of week for email notification		✓	✓
Ability to select different "skins" for different courses		✓	✓
Single screen setup to add any type of training event			✓
Automatic upload of electronic course material			✓
Mouse-over help and description of each field in course setup			✓

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	Version 2.5	Version 3.0	Version 3.0 <i>Professional</i>
Add customer defined test to any type of training			✓
Add customer defined certificate to any type of training			✓
Support for Microsoft Access Database	✓	✓	✓
Support for Microsoft SQL Server version 7	opt.		
Support for Microsoft SQL Sever 2000	opt.	opt.	std.
Support for Microsoft SQL Sever 2003	opt.	opt.	std.

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