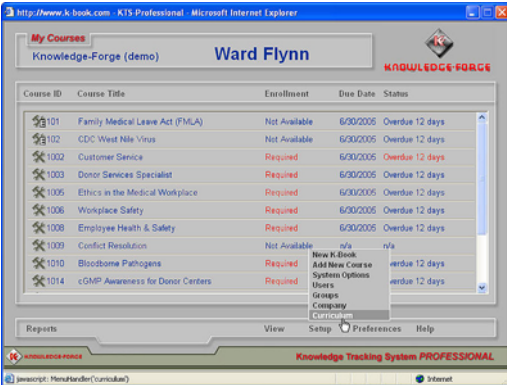




e-Learning Solutions for Healthcare

Product	<h1>Knowledge Tracking System - Professional™</h1>	 <p>"My Courses" interface provides access to available courses, administration & configuration tools and reports.</p>
Description	<p>Learning Management System (LMS) with advanced integration and curriculum management features</p>	
Overview	<p>The Knowledge Tracking System-<i>Professional</i>™ is a full-featured, yet easy to use learning management system that helps institutions manage all of their training needs. The system can assign, notify, deliver, track and report on all of your organization's training including: PowerPoint® presentations, PDF documents, web-based training, live classroom events, teleconferences and K-Books™ courses. The system is designed with healthcare compliance requirements in mind and is as effective at delivering and tracking policy updates as it is at managing complete new educational campaigns.</p> <p>The Knowledge Tracking System-<i>Professional</i> is designed for larger organizations and organizations that need increased functionality. It includes all the features of the standard version Knowledge Tracking System plus, many advanced features found in solutions costing more than four times its cost.</p> <p><i>Notable Features Available ONLY with the Professional edition:</i></p> <ul style="list-style-type: none"> • Integrates all forms of instructional content across the organization. • Manages any type of learning event (training sessions and documents) • Provides a single point of access for all of your institution's training needs. • Archives and distributes any type of electronic training media • Provides the easy addition of tests and course certificates to any course content. • Integrated email notification features assist in proactively managing on-time course completions for all your training. • A variety of built-in reports provide compliance summaries and exceptions with only a few clicks of the mouse • 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 	
System Requirements	<p>Client PCs: Windows based systems running Internet Explorer and meeting minimal hardware and software specification.</p> <p>Servers: Microsoft Window 2000/2003 Server with Microsoft® Access® or Microsoft SQL-Server® 2000/2003 databases and ASPMail 4.1 or later</p> <p>For more information email: support@knowledge-forge.com</p>	
Deployment	<p>Provided as an annual service hosted and maintained by Knowledge-Forge on secure internet servers or available for purchase and installation on customer's servers.</p>	



FEATURES: Knowledge Tracking System-Professional™

USER FEATURES & NOTIFICATION
Alphanumeric User IDs
Windowed or Full-Screen "Kiosk" display modes
"My Courses" screen listing all assigned courses
<ul style="list-style-type: none"> • Display of Enrollment, Due Date & Completion Status • Single-click launch of assigned courses • Mouse-over descriptions for key elements
Enhanced Help
<ul style="list-style-type: none"> • Detailed "role specific" product help • Login Help, with system admin contact information • Help on the web: updates, tutorials, troubleshooting
Email Notification
<ul style="list-style-type: none"> • Auto-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 • Option to email notification of course completions to managers • Email "designates" for users without email
ASSIGNMENT / CURRICULUM MANAGEMENT
Assign & manage all types of courses organization-wide
<ul style="list-style-type: none"> • 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
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 and Enrollment settings by User or Group
Require a statement of user authentication with electronic sign-off
Attach a user survey to any course
Administrators can manage curriculum for all users
Group managers can manage curriculum for their users
Build online tests to accompany all course formats
Create completion certificates for all courses
TRACK & REPORT
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

TRACK & REPORT
Maintain training history for each user
A wide variety of built-in standard reports
<ul style="list-style-type: none"> • Course completion report • Course re-certification report • Course, User and Group list reports • User curriculum & Group curriculum reports • Curriculum exception report • Weekly and Active training period report
Custom report submission parameters (selection criteria & output sorting)
Manager access can 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
Support for 64 character UserIDs
Ability to change User and Group IDs "On The Fly"
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
Selectable permission levels for manager access
User List and Group List reports
Organization report shows group structure and reveals setup errors
Detailed setup help and examples
Online instructional setup and configuration videos
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
Add customer defined test to any type of training
Add customer defined certificate to any type of training
Support for Microsoft Access Database
Optional Support for Microsoft SQL Sever 2000
Optional Support for Microsoft SQL Sever 2003

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