

<b><i>FlexTraining vs Other LMS Products</i></b>			
<b>Technical Requirements</b>	<b>FT</b>	<b>Other</b>	<b>Notes</b>
Is the software web-native?	X		Standard web architecture from top to bottom.
Do the standard browsers support this software?	X		IE 5+, Opera, Firefox, Chrome, Safari
Does the software work without special browser plug-ins?	X		Yes.
Will the system run on the standard database packages?	X		System runs on ODBC and OLEDB compliant databases (MS Access or SQL Server).
Does it work with SQL 7, 2000, 2005, 2008 and 2012?	X		Works with SQL 7, 2000, 2005 and 2008.
Is the source code language compatible?	X		VBScript, JavaScript, ASP, ASP.net, SQL.
Is the source code included or is there an additional cost?	X		Complete source codes are included at no charge.
Does the amount of required server disk space work within your current scenario?			Approximately 400 MB is needed for 1,000 students. More MB may be needed if using video.
Does it support the standard multimedia formats (mms, wav, etc.)?	X		Built-in library of multimedia objects for easy re-use.
Does it support FLV, Flash, mp4 and all standard files?	X		FLV videos play without an SWF wrapper file.
Does it work without proprietary file formats for multimedia?	X		Yes.
Does it interact with the email outgoing server?	X		Progress and other notices through SMTP e-mail server.
Does it support hyperlinks to:	X		Hyperlinks are supported.
Other training modules	X		Yes.
Internet	X		Yes.
Application Documentation	X		Yes.
Does it offer password policies options?	X		Password policies control administrator and student passwords, including expiration, minimum length, and number of failed attempts, etc.
Is it optimized for mobile access?	X		Optional mobile access for administrators and students.
Do the recommended client hardware specifications meet with my needs (i.e., RAM, disk space, etc.)?	X		Nothing additional is needed. You'll need enough RAM and disk space to run a web browser and multimedia hardware if needed.
<b>Reporting</b>	<b>FT</b>	<b>Other</b>	<b>Notes</b>
Is there a user-friendly web-based reporting capability?	X		Administrative menus have standard reports. Custom reports may be added and saved.
Can the program generate training activity reports?	X		Built in menu of extensive training/testing reports.
Can it print a summary report by the entire organization?	X		Include entire organization or use filters.

Are reports printable through the browser?	X		Built-in print facility in toolbar.
Can it export to Office 97 or 2000?	X		Exports formatted table for MS Office import.
Does it allow instant email of report contents?	X		Toolbar with download and e-mail print options.
Are there standard pre-defined reports?	X		Includes dynamic data filters for targeted reports.
Does it create student transcript reports?	X		Students and administrators can generate transcripts.
Are there user-defined report columns that filter and sort?	X		Ad-hoc report generator for custom reporting.
Are performance graphs available?	X		Graphs are available for test results and averages.
Is test reprinting available?	X		Can reproduce exact replica of any test at any time.
Does it generate reports in PDF format?	X		Reports can be saved as PDF files.
Can it create custom or ad hoc reports?	X		Create your own custom reports.
<b>Authoring</b>	<b>FT</b>	<b>Other</b>	<b>Notes</b>
Is there a built-in authoring tool?	X		Built-in template-based authoring.
Does it allow for remote content authoring over the web or intranet?	X		Unlimited authors can work on the same course.
Does it require knowledge of HTML/programming?	X		Easy form-based course-builder and authoring.
Can it control course building permissions?	X		Limits who can build and edit a course.
Can you integrate streaming video?	X		Wide variety of multimedia templates and layouts.
Does it support streaming audio/video within online tests?	X		One video per test, or within each test question.
Can it create multi-branding login pages?	X		Multi-branding creates unique login pages for companies, brands and landing pages.
Does it have multi-language mode?	X		Multiple languages for use on all screens throughout the student module. Students choose their language from a list.
Does it have standardized templates for learning screens?	X		Integrated templates for courses and/or individual screens.
Does it have standardized templates for testing?	X		User simply enters questions, answers, options.
Can you author multiple lessons simultaneously?	X		Author course building items separately and then assemble through flexible screen options.
Is there a menu based administration that defines authoring templates?	X		Allows copies of tests, content or course structures.
Is there point-and-click, user defined learner interaction?	X		Exercises, hot spots, pre-tests and post-tests.
Are there interactive Avatars?	X		Text-to-speech Avatars allow "coaching" and student interaction.
Does it support text, images, multimedia, and flash/video content?	X		Built-in Authoring tool supports all these plus the system delivers/tracks any web-addressable 3rd-party files

	Can you preview authored pages?	X		Previews each page as you build it.
	Are there easy navigation controls?	X		Includes image or text-based navigation bar.
	Can courses be burned to CD?	X		Includes Course CD Export tool.
	Can you copy screens between courses?	X		Copy screens from one course to another with click of a button.
<b>Integrity / Completeness Checking</b>				
	Does system include automated data integrity and setup accuracy checker?	X	Other	Notes
	Does it check the following items?	X		Built-in diagnostics for system setup, course authoring, media library items and student records.
	Online tests	X		These items are validated automatically in a one-click completeness test.
	Learner profiles / certifications	X		
	Valid prerequisites	X		
<b>Enrollment</b>				
	Does it offer unattended and automated student enrollment?	X	Other	Notes
	Can you import student data from a spreadsheet?	X		Also, feature to add approval step, globally or per class. Student import feature walks you through a spreadsheet import process.
	Is a password required? Is it configured by unique ID, user name or email address?	X		Passwords can be selected by Administrator or Student can register manually if system is configured that way.
	Is the trainer able to define sign-up periods for students?	X		Start and End dates for enrollment are set per class.
	Is there a mechanism for approving the enrollment list?	X		Approval per class if that option is chosen.
	Can you facilitate enrollment for classes other than computer-based training?	X		Handles classroom training as well as computer-based training.
	Can an instructor impose class size limits?	X		Choose "unlimited" or capped per class.
	Can you use credit card payment for enrollment?	X		E-commerce may be set system-wide or class-by-class.
	Do you have the ability to keep class and student lists completely separate by company or organization?	X		If activated, each student sees only students and courses from his company, department or organization.
	Is there a mass import facility for student records?	X		Import from spreadsheet or database at any time.
	Can students auto enroll for self-registration?	X		Option to allow students to automatically enroll in a class or batch of classes upon self registration.
	Can students be enrolled via a skill group?	X		Enroll students in a skill group automatically.
	Can default skill groups be assigned to every new student?	X		Every new registering student can be automatically enrolled in a default skill group.
	Is there an auto class enrollment for mass-imported students?	X		Load students immediately into selected classes.

	Can it send emails for bulk student imports?	X		After a bulk import of students, emails are automatically sent to students.
	Can it email an enrollment notice to students?	X		Send emails to students when the administrator enrolls them into a skill group.
	Do students have login options?	X		Students can login with either email or a unique ID.
	Is there a waiting list available when maximum enrollment is met?	X		Can set it up for the next student in line to be automatically enrolled.
<b>Testing</b>				
	Does it support different types of testing formats?	X	FT	Other Notes
	Is there a user-defined number of test attempts allowed?	X		Multiple choice, true/false, hot spot and checkbox options.
	Is there a user-defined percentage for a passing grade?	X		Define on test-by-test basis.
	Is there a user-defined presentation of correct answers?	X		Define on test-by-test basis.
	Is there a user-defined explanation after test completion?	X		Options are available to show answers after completion with either passing or failing the test.
	Does it allow an image to be embedded and referenced in a question?	X		Define on test-by-test basis.
	Can it edit individual test questions?	X		Video, image or graph becomes part of question.
	Does it allow videos to be included within test?	X		Specific questions can be edited rather than having to run through the entire test for targeted changes.
	Is there a timed testing with strict limits?	X		Optional streaming video plays at start of test or in some question formats.
	Is there a user-defined warning option when time is nearly up?	X		Each test may be timed or unlimited - time logging via IP tracking.
	Is there an item banking feature (question pool)?	X		Optional, configurable on-screen clock.
<b>Instruction</b>				
	Are you able to facilitate different types of instruction?	X	FT	Other Notes
	Does it provide for collaboration between instructors?	X		Each class may be Instructor-led or student self-paced.
	Are tests and instruction available to students in one deliverable?	X		A "Teachers Lounge" lets Instructors exchange documents, ideas and chat.
	Does it facilitate a combination of instructor-led and self-paced courses?	X		Same course with user-defined number of sections and tests.
				Use the instructor features only when needed.

	Can an instructor use chat with participants during class?	X		Can insert chat URL as a course section or use online discussion forum.
	Does it support various types of user interactivity?	X		Chat and forum integration are optional features; links to third party interaction/collaboration tools are available.
	Is there a web-based instructor menu that is multi-function and secure?	X		Only authorized Instructor has access.
	Does it support classroom and online training/test tracking?	X		Report activity (content access and tests) for offline training as well. Keeps all records in one place.
	Is there certification tracking for groups of required courses?	X		Skills management features track completion on competencies and certifications.
	Is there certification progress reporting with configurable automated notification?	X		Notifications by date and other configurable options.
	Are tools available for planning a student's curriculum over time and across multiple courses?	X		Integrated "Skill Group" tracking handles skills management, completions, reporting and notices.
<b>Access to Student Records</b>				
	Can trainers go to one location through the browser to access information about students?	X	FT Other	Notes There's a comprehensive management center module with a separate secure menu for each user.
	Can you sort by participant, class and other fields?	X		Sort by name, organization and other parameters.
	Can you report across all courses and tests for a single student?	X		Supports all course certification reporting.
	Can duplicate student records be merged?	X		Built-in tool to join two student accounts into one.
	Is there a "student search" function for test and course results reporting?	X		Drill down to student by organization, location, class and name.
	Does it create student transcripts?	X		Students and administrators can generate transcripts.
<b>Course Delivery</b>				
	Does it deliver courses over the Internet / intranet?	X	FT Other	Notes Works with any TCP/IP network with browser-connected learners and any standard browser.
	Are there alternate formats for PowerPoint-authored content?	X		Convert and deliver as Flash, video or HTML.
	Is it SCORM compliant?	X		The optional integrated SCORM processor helps the LMS deliver and manage learning from external third-party sources.
	Can courses be archived and reused, if needed?	X		Courses and classes can be stored away and resurrected, if needed, preserving student records.

	Are there dynamic, sortable student notes online?	X		Students can download and keep notes at end of class.
	Can time logs be created and tracked per course?	X		Time logging per course can be tracked by student.
	Are there user-defined, searchable document libraries for course-related documents?	X		Built-in libraries (user-defined) for course-related and student-related documents and images.
	Are documents and attributes available to customize document library search interface?	X		Uses standard searchable library or configure new libraries through the web-based interface.
<b>Post Class</b>				
		<b>FT</b>	<b>Other</b>	<b>Notes</b>
	Does it generate completion certificates for students?	X		Choose standard design or create your own.
	Does it generate completion certificates in PDF format?	X		Saves as PDF.
	Does it facilitate discussion groups or collaboration?	X		This is an option per class; integration is available on student menu. Also, optional Message Board module.
	Is there a central location for students to post questions?	X		If discussion forums are activated.
	Does it facilitate instructor responses to posted questions?	X		Built-in option.
	Does it include an ad hoc reporting tool for user-defined reports?	X		Built-in option.
	Does it provide an ad hoc test that results in graphing?	X		Multiple graphing reports are integrated.
<b>Course Evaluation</b>				
		<b>FT</b>	<b>Other</b>	<b>Notes</b>
	Does the system facilitate feedback for online courses?	X		Completely automated definition and processing.
	Does it provide customizable course evaluations?	X		Use defaults or create your own questions.
	Does it compile/analyze feedback results?	X		All responses saved in database.
	Does it compile/analyze feedback by class?	X		Summarized or detailed per student.
	Is there one-click feedback for administrators or instructors?	X		Direct email or form-based evaluation.
	Can it report on the average response to individual questions?	X		Built-in Item Analysis report.
	Is there detailed reporting per-student and per-question?	X		Select students by course or specific class.
<b>Outside Sales</b>				
		<b>FT</b>	<b>Other</b>	<b>Notes</b>
	Is credit card processing supported?	X		Built-in e-commerce may be turned on and off.
	Is credit card processing configurable?	X		Web-based system enables and configures screen.
	Are e-commerce promotional codes available?	X		Promo codes for e-commerce allow flexible enrollment fees.
	Can promotional codes be tracked?	X		Promo codes can be tracked in the reporting module.
	Does the system support PayPal?	X		Payments may be accepted through PayPal accounts.

Vendor Information		FT	Other	Notes
	Has the development company been in business for a while?	X		More than 15 years.
	Has the actual software been in use for a while?	X		Since October 1998.
	How frequently does the developer release a new version?	X		Annually.
	Are future releases available without re-purchasing?	X		Typically a percentage of list price annually.
	Is a maintenance agreement required?	X		It is not required but strongly recommended.
	Has vendor developed other Web Based Applications?	X		PM-Express, a web-based Performance Measurement system ( <a href="http://www.pm-express.com">www.pm-express.com</a> )
<b>Implementation</b>				
	Is the system available on a subscription basis rather than installing it internally.	X		FlexTraining is available as a software package or as a cloud subscription (Login & Go).
	Is hosting available?	X		Hosting and system management are available.
	What types of installation support services are provided (detailed loading instructions, on-site installation)?			Installation/Management Guide included. Also, 30 days phone and email support (plus other services).
	Is installation support included in the software price? If not, what are the costs of installation services?	X		Yes, for 30 days. Extended service agreement also available.
	Is there a help desk and vendor dial-in? What other support options are available?	X		The help desk is available via phone and email. There is also a searchable knowledge base and a direct live person conferencing.
	Does the vendor work directly with the customers?	X		We sell to and support worldwide customers directly and have an extensive reseller network.
	Are there manuals/reference guides included in the software price?	X		A comprehensive management and installation guide and an authoring guide are included.
	Is online help available? If so, is it customizable by the user?	X		Multimedia "how to" demos and student help that are easily customizable with FrontPage or HTML editor.
<b>Services</b>				
	Are course building and other development services available?	X		We have experienced course and training developers.
	Is content authoring available?	X		Convert your presentation or manual to an interactive course or start from scratch.
	Is there assistance in converting paper or MS Office documents?	X		Convert, modify or use as-is in training content.
	Are audio and video conversion services available?	X		Voice-overs, video conversion and video creation.
2015				