

# Yes We Do!

## A Catalog of FlexTraining Features



| Technical Requirements  | Yes  | Notes  |
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| Is the software web-native?   |    | Standards-based web architecture from top to bottom.   |
| Do the standard browsers support this software?                                 |    | Yes, any browser for student access and courses. Chrome suggested for authors and managers.  |
| Will the system run on the standard database packages?                          |    | Standard SQL data. Uses MS Access (smaller customers) or SQL Server.   |
| Is the system developed on standard technology?                                 |    | ASP.NET, VB, JavaScript, ASP.net, SQL.   |
| Is the source code included in a license?                                       |   | Complete source code is included with every software license at no charge.   |
| Is the system lightweight in its use of storage, CPU, and bandwidth.            |  | Approximately 400 MB is needed for 1,000 students. More MB may be needed if using video. Bandwidth depends on amount of audio/video content. |
| Does it support the standard multimedia formats (mp3, mp4, mov, YouTube, etc.)? |  | Built-in library provided for multimedia objects for easy re-use in any course.  |
| Does it work without proprietary file formats for multimedia?                   |  | Standard formats are supported, with no proprietary media formats.   |

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| Does it interact with an email outgoing server? |  | Progress and other notices through SMTP e-mail server, the customer's or ours.                            |
| Does it support hyperlinks to:                  |  | Hyperlinks are supported.   |
| Other training content                          |  | Yes. These links reinforce learning and add content in a branching scenario.                              |
| Internet sites                                  |  | Yes.  |
| Does it offer password policies options?        |  | Flexible, robust password policies, including expiration, minimum length, number of failed attempts, etc. |
| Is it optimized for mobile access?              |  | Optional mobile access interface can be enabled or disabled.  |

| Reporting   | FT   | Notes   |
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| Is there an integrated web-based reporting capability?      |   | Wide variety of standard reports. Custom reports may also be added and saved. |
| Can reports be filtered by organizational unit or location? |  | Extensive filtering also includes date, course, user attributes, and others.  |
| Are reports printable through the browser?                  |  | Report toolbar - reports may be printed, downloaded, or emailed.              |
| Can it export to Office or other tools?                     |  | Exports to CSV, for import and other uses.                                    |
| Does it allow instant email of report contents?             |  | Toolbar with immediate e-mail & comment options.                              |

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| Are there standard pre-defined reports?                     |  | Includes enrollments, completions, and many others.   |
| Does it create student transcript reports?                  |  | Students and administrators can generate transcripts. |
| Are there user-defined report columns that filter and sort? |  | Ad-hoc report generator for custom reporting.         |
| Is test reprinting available?                               |  | Can reproduce exact replica of any test at any time.  |
| Does it generate reports in PDF format?                     |  | Reports can be saved as PDF files.                    |
| Can it create custom or ad hoc reports?                     |  | Create, name, save, re-run custom reports.            |

| <b>Authoring</b>   | <b>FT</b>  | <b>Notes</b>   |
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| Is there a built-in authoring tool?                                  |    | Built-in template-based authoring. Completely integrated.                  |
| Does it allow for remote content authoring over the web or intranet? |  | Unlimited authors can load content and work on the same courses if needed. |
| Can courses be built without knowledge of HTML or programming?       |  | Easy form-based course authoring and published.                            |
| Can the system control course building permissions?                  |  | Permissions limit who can build and edit a course, and who can enroll.     |
| Can you integrate streaming video?                                   |  | Videos can be kept in the built-in library, or delivered via YouTube.      |

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| Does it support streaming audio/video within online tests?                   |    | One video per test, or within each test question.   |
| Can it create multi-branding login pages?                                    |    | Multi-branding creates unique login pages for companies, brands and landing pages.                          |
| Does the system have a multi-language mode?                                  |    | Optional multiple languages for use in the student module. Students choose their language if desired.       |
| Does it have standard templates for learning screens?                        |    | Simplified templates for authoring. Intuitive course/lesson/learning-screen framework.                      |
| Does it have standardized templates for testing?                             |    | User simply enters questions, answers, grading and display options.   |
| Does the authoring tool support text, images, PDF, audio narrations, video?  |    | Supports all these and also delivers and tracks any web-addressable 3rd-party files.                        |
| Can you preview authored pages?  |    | Previews each page as you build it. And courses do not accept enrollment until they are “published”.        |
| Are there built-in navigation controls?                                      |   | Includes image or text-based navigation bar, forward, back, reload, home, next lesson.                      |
| Can you copy a course to a new course?                                       |  | Fastest way to create a course that’s similar to an existing course.  |
| Does the system include automated data integrity and setup accuracy checker? |  | Built-in diagnostics for system setup, course authoring, saves time and prevents user omissions and errors. |

| Enrollment  | FT   | Notes  |
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| Does it offer unattended and automated student enrollment?                                  |    | Also, or use optional approval step, globally or per class.  |
| Can you import student data from a spreadsheet or csv file?                                 |    | Student import feature walks you through a flexible spreadsheet import process.                    |
| Is a password required for all learners? Can it be an e-mail address?                       |    | Passwords can be entered via import, or selected by Administrator or Student-entered.              |
| Is the trainer able to define sign-up periods each course for students?                     |    | Start and end dates for enrollment are set per scheduled course.                                   |
| Is there a mechanism for approving the enrollment list?                                     |    | Approval per class if that option is chosen. Individual or in bulk.                                |
| Can user facilitate enrollment for classes other than computer-based training?              |    | Handles classroom training also, and integrates these results with online courses.                 |
| Can an instructor impose class size limits?   |   | Choose "unlimited" or cap learners per class, if using an instructor or Subject Matter Expert.     |
| Can learners use credit card payment for enrollment?  |  | E-commerce may be set system-wide or class-by-class.   |
| Ability to keep course/student lists separate by company, organization, location, or other? |  | If activated, each user sees only students and courses from his company, organization, location.   |
| Can students auto enroll for self-registration?   |  | If enabled, allows students to automatically enroll in a number of courses upon self registration. |

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| Does system track individual learning paths, or “skill groups”.           |  | Enroll students in a skill group one at a time or automatically.                              |
| Can default skill groups be assigned to every new student?                |  | A new registering or imported student can be automatically enrolled in a default skill group. |
| Is there an automatic class enrollment for mass-imported students?        |  | Load students immediately into selected classes.  |
| Can it email an import and/or enrollment notice to students?              |  | Send emails/texts to students and managers upon user-defined list of events.                  |
| Is there a waiting list feature to handle when maximum enrollment is met? |  | User-activated. Can set up for the next student in line to be automatically enrolled.         |

| Testing   | FT   | Notes   |
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| Is there a user-defined number of test attempts allowed?              |    | Define on test-by-test basis.   |
| Is there a user-defined percentage for a passing grade?               |   | Define on test-by-test basis.   |
| Is there a user-defined presentation of correct answers afterward?    |  | Options are available to show answers after completion with either passing or failing the test. |
| Can a test be set to allow a learner to test out of an entire course? |  | Passing percentage user-defined, records completion of entire course.                           |
| Does it allow an image to be embedded and referenced in a question?   |  | Video, image or graph becomes part of question.   |

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| Can author edit individual test questions?        |  | 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?      |  | Each test may be timed or unlimited, and is logged..   |
| Is there an item banking feature (question pool)? |  | Option to randomly select from pool of questions in numerical order or randomized for each test.         |

| Instruction   | FT   | Notes   |
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| Does the system facilitate different types of instruction?                          |    | Each class may be Instructor-led or student self-paced.   |
| Does it facilitate a combination of instructor-led and self-paced courses?          |    | Course-by-course. Use the instructor features only when needed.   |
| Does it support various types of user interactivity?                                |    | 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?             |  | Only authorized Instructor for a specific course has access.  |
| Does it support classroom and online training/test tracking?                        |  | 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?                     |  | Skill Group features track completion on groups of courses and certifications.  |
| Is there certification progress reporting with configurable automated notification? |  | Notifications by date and other configurable options.   |

| Access to Student Records   |  | FT | Notes   |
|---|--|----|---|
| Can trainers go to one location through the browser to access information about students? |  |    | There's a comprehensive management center module with a separate secure menu for each user. |
| Can you sort by participant, class and other fields?                                      |  |    | Sort by name, organization and other parameters.  |
| Can you report across all courses and tests for a single student?                         |  |    | Supports all course certification reporting.  |
| Can duplicate student records be merged?  |  |    | Built-in tool to join two student accounts into one.  |
| Is there a "student search" function for test and course results reporting?               |  |    | Drill down to student by organization, location, class and name.                            |
| Does it create student transcripts?   |  |    | Students and administrators can generate transcripts.                                       |

| Course Delivery  |  | FT | Notes   |
|--|--|----|---|
| Does it deliver courses over the Internet / intranet?        |  |    | Works with any TCP/IP network with browser-connected learners and any standard browser. |
| Are there alternate formats for PowerPoint-authored content? |  |    | Convert and deliver as Flash, video or HTML.  |

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| Is it SCORM compliant?   |   | 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?   |   | Courses and classes can be stored away and resurrected, if needed, preserving student records.                       |
| Are there dynamic, sortable student notes online?                                      |   | Students can download and keep notes at end of class.  |
| Can time logs be created and tracked per course?                                       |   | Time logging per course can be tracked by student.   |
| Are there user-defined, searchable document libraries for course-related documents?    |   | 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? |   | Uses standard searchable library or configure new libraries through the web-based interface.                         |
| Does it generate completion certificates for students?                                 |   | Choose standard design or create your own.   |
| Does it generate completion certificates in PDF format?                                |  | Saves as PDF.  |

| <b>Course Evaluation</b>                                | <b>FT</b>  | <b>Notes</b>                                    |
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| Does the system facilitate feedback for online courses? |  | Completely automated definition and processing. |
| Does it provide customizable course evaluations?        |  | Use defaults or create your own questions.      |

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| Does it compile/analyze feedback results?                      |  | All responses saved in database for reporting.          |
| Does it compile/analyze feedback by class?                     |  | Summarized or detailed per student.                     |
| Is there one-click feedback for administrators or instructors? |  | Direct email or form-based evaluation.                  |
| Can it report on the average response to individual questions? |  | Built-in Analysis report.                               |
| Is there detailed reporting per-course and per-question?       |  | Select students by course or specific scheduled course. |

| <b>Outside Sales</b>                        | <b>FT</b>  | <b>Notes</b>   |
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| Is credit card processing supported?        |    | Built-in e-commerce may be turned on and off.              |
| Is credit card processing configurable?     |    | Web-based system enables and configures screen.            |
| Are e-commerce promotional codes available? |  | Promo codes for e-commerce allow flexible enrollment fees. |
| Can promotional codes be tracked?           |  | Promo codes can be tracked in the reporting module.        |
| Does the system support PayPal?             |  | Payments may be accepted through PayPal accounts.          |

| Vendor Information |   | FT   | Notes  |
|--------------------|---|--|--|
|                    | Has the development company been in business for several years?                     |  | More than 15 years.  |
|                    | Are both cloud-based and installed systems available?                               |  | Yes, with all features included in both programs, and the ability to switch between the two options. |
|                    | Does the company offer annual pricing for a license, and also offer a one-time fee? |  | Yes – one-time license fee and annual “level pricing” are available.                                 |
|                    | Has the actual software been in use for several years?                              |  | Since October 1999. Several versions and modernizations since then, as expected.                     |
|                    | How frequently does the developer release a new version?                            |  | Continuous improvement enhancements -incremental improvements, as is done with cloud-based software. |
|                    | Are future releases available without re-purchasing?                                |  | All cloud subscribers and license customers who remain on Upgrades.                                  |
|                    | Is a maintenance agreement required?  |  | Not required but strongly recommended.   |

| Implementation |   | FT   | Notes  |
|----------------|---|--|--|
|                | Is the system available on a subscription basis rather than installing it internally. |  | FlexTraining is available as a software package or as a cloud subscription (Login & Go).                 |
|                | Is hosting available for licenses?  |  | Complete hosting and system management are offered.  |
|                | What types of support services are provided?  |  | Guidance, best practices, technical support, and fee-based course development and system customizations. |

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| Does the vendor work directly with the customers? |  | We sell to and support worldwide customers directly and have an extensive reseller network. |
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| Services  | FT   | Notes  |
|---|--|--|
| Are course building and other development services available?                         |  | We have experienced course developers available. Video editing audio recording, also available.                |
| Is content authoring available?   |  | Convert your presentation or manual to an interactive course or start from scratch.                            |
| Is there assistance in converting paper or MS Office documents?                       |  | Convert, modify or use as-is in training content. Goal is to provide whatever customer needs to be successful. |
| Does the company leverage its sales and support operations through business partners? |  | Across the US and in the United Kingdom also.  |