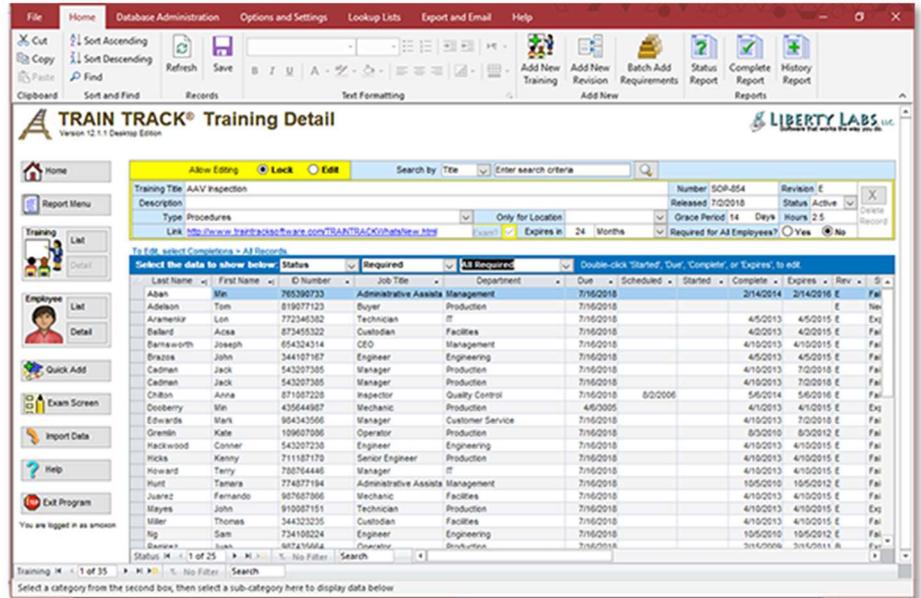


Overview

TRAIN TRACK® Employee Training Management Software gives you the tools you need to make sure employee training requirements are met.

- Assign required training based on any type of employee group.
- Automatically notify employees when training is due.
- Schedule classes and administer online exams.
- Easily record training completions to the database.
- Track periodic re-training and document revisions.
- Provide detail or summary reports for management with standard reports and custom report filtering.
- Import data from *Excel®*.
- Multiple user access levels.
- **FREE** training on how to use **TRAIN TRACK®** is now included for all licensed users.



We have solutions for any size organization, and the program can grow with your company. Your subscription or purchase includes **free product updates**, and **free support** by phone, chat or email for one year or as long as your subscription remains current.

- **TRAIN TRACK®** is a self-contained database program which is ready to use right out of the box. Each edition comes with everything you need, including the database and supporting files or applications.
- **TRAIN TRACK®** is easy to use. It is available with a desktop interface and a web-based interface, and it is **completely customizable**.

Editions

TRAIN TRACK® is available in several editions designed to meet different needs:

Desktop Edition

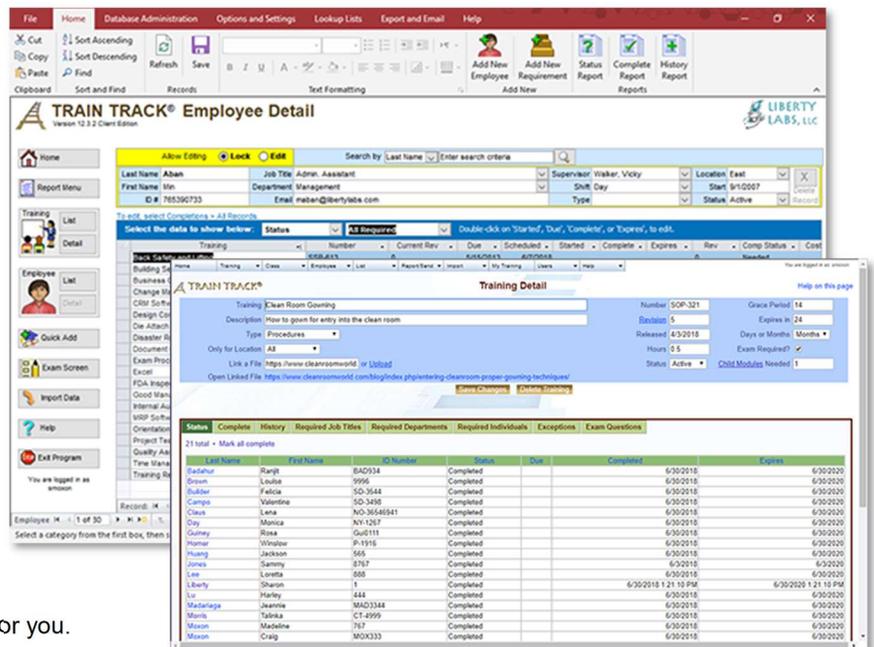
- Self-contained standalone database.
- Easiest to install and maintain.

Client + Web Edition

- A feature-rich interface accessible from multiple computers.
- A streamlined interface accessible from a web browser.
- Validated, FDA 21 CFR part 11 compliant.
- Installed on your network.

Cloud + Client Edition

- A feature-rich interface for the Administrator.
- A streamlined interface accessible over the internet.
- Validated, FDA 21 CFR part 11 compliant.
- Installed on our secure servers.
- We take care of installation and maintenance for you.



Feature Comparison Chart	Desktop	Client	Web/Cloud
Training Records			
Training records include: title, number, revision, release date, description, type, hours, expiration period and length, grace period, status, and exam requirements.	✓	✓	✓
Attach any type of document or file to each training record, and allow employees to review the file before taking an exam.	✓	✓	✓
Set the status of a training or employee to "inactive" to keep the data but exclude it from most screens and reports.	✓	✓	✓
Select to sort by training title or training number, and all screens and reports will automatically be sorted that way.	✓	✓	
Specify a grace period before training is due.	✓	✓	✓
Training can be set to expire after a specified number of months or days, or never.	✓	✓	✓
When completions are entered, the expiration date is automatically calculated.	✓	✓	✓
When you have a new revision for a training (or document), you may elect to automatically expire all completions from the previous version.	✓	✓	✓
Employee Records			
Employee records include: employee name, ID number, phone, email, hire date, job title, department, supervisor, employee type, shift, and location.	✓	✓	✓
Add new job titles, departments, shifts, locations, or employee types as you need them, or by importing them with your employee data.	✓	✓	✓
Assign multiple job titles to each employee.	✓	✓	✓
Job title history is saved any time a job title is changed.		✓	✓
Attach a document or file to each employee record.	✓	✓	✓
Track additional HR information and photo, skills, qualifications, and certificates; view subordinates, and see if employee has completed required training for any selected job title.		✓	
Assign Required Training			
Assign required training by job title, department, individual, company-wide, or any combination. You can Assign multiple job titles to each employee, so you can use these to describe any group of employees that needs training.	✓	✓	✓
When a new employee is added, the required training is automatically listed based on job titles and department.	✓	✓	✓
Exclude individual employees from requirements.	✓	✓	✓
Limit requirements by hire date range.	✓	✓	
Add a Date Started and Date Due to any required training for each employee.	✓	✓	
Set up parent/child training so that when the parent is required, all of the children are required.		✓	✓
Require a second training after the first training is completed.		✓	
Require training for one location or all locations.		✓	✓
Status is automatically calculated as needed, scheduled, completed, failed or expired.	✓	✓	✓
Notify Employees			
Automatically send email notices to employees or supervisors for scheduled classes or training that is due or about to expire.	✓	✓	✓
Manually send email notices to employees, supervisors, or others.	✓	✓	
Classes			
Employees may log in and enroll in scheduled classes or cancel enrollment.			✓
Indicate a maximum capacity for each training location to limit enrollment.	✓	✓	✓
Schedule multi-day classes.		✓	✓
Exams			
Allow employees to view a linked document, then take exams electronically or indicate that they have completed a training and sign the record with an electronic signature.	✓	✓	✓
View completed exams with answers and scores.	✓	✓	✓
Upload an image for each exam question.			✓
Record Training Completion			

Feature Comparison Chart	Desktop	Client	Web/Cloud
Completion records include: Training, employee, revision, completion date, expiration date, cost, hours, score, and pass/fail.	✓	✓	✓
Attach a document or file to each training completion record.	✓	✓	
Print sign-in sheets with barcodes and enter completion records by scanning them.	✓	✓	
Enter completion records for groups of employees all at once.	✓	✓	✓
Filter completion and status records in a variety of ways.	✓	✓	✓
Retain training history when an employee completes a training multiple times over the years.	✓	✓	✓
Metrics and Reports			
Generate a variety of reports showing training due or completed.	✓	✓	✓
Print over 60 standard reports featuring your own logo.	✓	✓	
Use filters to create custom reports.	✓	✓	✓
Filter for any criteria from multiple fields at once. Generate reports based on your criteria or export the search results directly to <i>Excel</i> ®.	✓	✓	
Print individual certificates of completion or print them for an entire class.	✓	✓	
Select to print all reports on letter or A4 size paper.	✓	✓	
Import and Export			
Import data from another program or file using the <i>Excel</i> ® templates.	✓	✓	✓
Export data or any report to <i>Excel</i> ® or other standard file formats or send it via email.	✓	✓	
View imported records for confirmation.	✓	✓	
Set up automatic imports (extra set-up required using a SQL job)		✓	
Sort, Search and Edit Data			
Sort, search, or filter records on any screen by any field.	✓	✓	✓
Edit lists for drop-down menus.	✓	✓	✓
Form validation prevents entry of duplicate records.	✓	✓	✓
Click on a field to open the related record. For example, when looking at an employee record, click a training title to open. From the training screen, click an employee name to open.	✓	✓	✓
User Access Levels			
Assign read-and-edit, read-only, or limited access to users.	✓	✓	✓
Users are authenticated using their <i>Windows</i> ® login.	✓	✓	
Employees taking exams or viewing their own status do not need to have a <i>Windows</i> ® login, they can type in their unique user name and password.	✓	✓	✓
Allow users to only view/edit subordinate records.		✓	✓
Allow users to only view/edit one department.		✓	
Allow users to only edit completion records.	✓	✓	
Allow users to only view training and employees from one location (requires location license).		✓	✓
Audit Trail and Electronic Signatures			
An audit trail tracks all record changes and user logins.		✓	✓
Electronic signatures and compliance with FDA 21 CFR Part 11.		✓	✓
Validation documents available (purchased separately).		✓	✓
Setup and Support			
SQL Server back-end database.		✓	✓
Runs through a web browser.			✓
Nothing to install on client workstations.			✓
Free support by phone, email or chat.	✓	✓	✓
Free online training for all licensed users.	✓	✓	✓

Specifications

Desktop and Client System Requirements

- A standard PC running *Windows®* 7 or better.
- *Microsoft® Access®* 2010/13/16 OR If you don't have *Access®*, you may use the FREE run-time version.
- At least 10 MB disk space. Extremely large data sets may require up to 50 MB.

Additional Server System Requirements

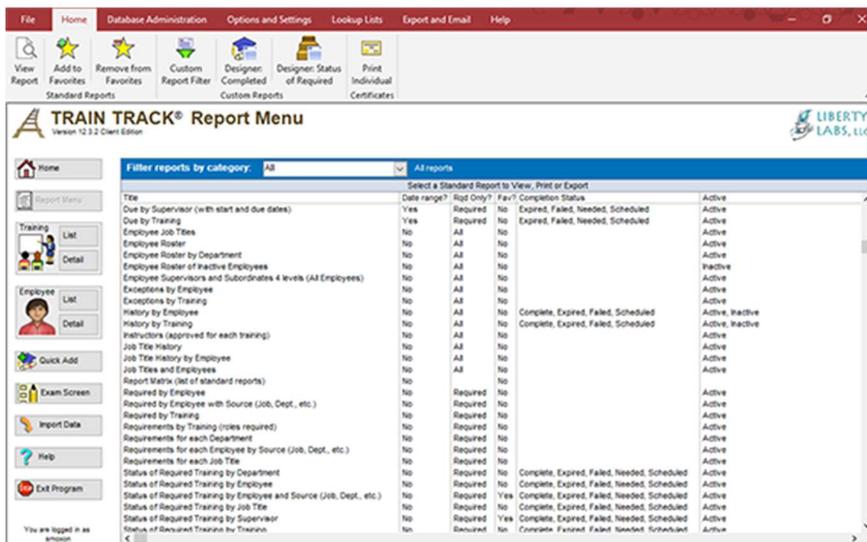
- Network location for the *Microsoft® SQL Server®* application and database that meets the requirements for your existing version or the *SQL Server® Express™* included with the installation files.

Web Requirements

- For the web component, a web server configured to support .asp pages (for example, IIS which is included in most versions of *Windows®*).

Capacity

- Desktop edition: Up to 2 GB of data (over 2 million records) and up to 255 concurrent users.
- With the Client or Web edition, there is no set limit to the amount of data or the number of users; these are limited only by your system configuration and disk space.



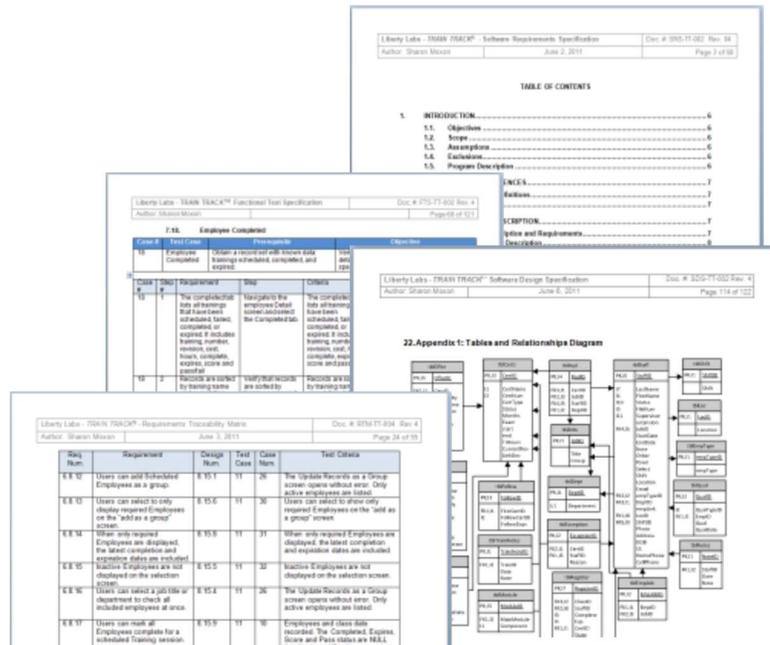
Validation Package

TRAIN TRACK® has been fully validated according to industry standards. *Validation* is a formalized, documented process for testing computer systems and controlled processes. The FDA and other regulatory bodies require validation of computer systems to ensure that these systems are in compliance with all applicable regulations.

- Validation was conducted by Quality and Compliance experts with extensive experience working with the FDA and other regulatory agencies.
- The review team verified that *TRAIN TRACK®* meets all specified requirements.
- The complete validation and design package, including all documentation, can be purchased separately and used as a template to conduct your own additional validation.

Our Validation Package includes:

- Software Requirements Specification
- Software Design Specification
- Test Cases and Test Results
- Traceability Matrix
- Validation Report



The documents are editable so that you may use them to conduct additional validation activities, and incorporate them into you own document control and quality assurance systems.

Pricing

Please check our website for current pricing. Prices are subject to change without notice.

Subscriptions are paid yearly. You may increase the number of users or locations at any time. **Exam-level users** (employees logging on to enroll in classes, take exams, view documents, or view their own status) **do NOT need a user license**. One user is included with each database license.

Pricing

Edition	Annual Subscription		One-time Purchase	
	Database License	Each Additional User	Database License	Each Additional User
Desktop	\$299	\$26	\$899	\$104
Client + Web	\$1,299	\$26	\$3,999	\$104
Cloud + Client	\$1,499	\$26	Not available	Not Available

- Your Database license allows you to store one set of data in one database (plus backup or test copies).
- User licenses allow named users to use the program.
- Exam-level users do **NOT** need their own user license.
- A Customizable license is also available, or we can customize the program for you. Please contact us for details.
- The Validation Package (sold separately for \$999) provides you with documentation of our validation, and documents you may use to conduct your own validation. The validation package is for one version only.
- For the one-time purchase, you may purchase a support contract to continue to receive support and product updates after the first year for \$224 (Desktop) or \$999 (Client + Web).

All prices are in US Dollars and subject to change without notice. Some restrictions apply; please see the license agreement and purchase policies for details.

Your subscription or license includes:

- Free support via phone, email, chat, or our support ticket system
- Free product updates, including major version updates
- Free online training for all licensed users
- Help files, tutorials and our knowledge base

For more information, or to place an order or schedule a free online demonstration, Please call **619-284-8013** Or visit **LibertyLabs.com**



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