Training Management *(Base System)*

The Training Management base portion of TMSWeb is designed to solve costly problems surrounding compliance to quality standards and regulations with regards to managing documents.   Below is a list of popular features.

MAJOR FEATURES	SUMMARY OF FUNCTIONALITY
Training Activities & E-Learning	When each user logs onto system, they are directed to an activity page, which lists all activities for training and learning. These activities will link to either documents, videos, learning modules or other information which the employee is required to review.
Integration to E-Mail	This feature allows for automatic notification via e-mail to employees of training activities. E-mail provides links directly to the activity. When activities are overdue, notification to manager can occur.
Automatic Updating of Training Records	Once an employee is notified of required training, employees perform training and signoff. If a quiz is attached to the learning module or document, the individual would be required to pass the quiz before the system will update their training record (Quiz Module required).
Notification of Training	When information is published, the system can automatically pull individuals whose training matrix has been attached to the information. Depending on whether the information is self-training, manager notification, or department notification, the trainer determines who is notified to perform the training.
Automatic Notifications	There are numerous automatic programs that run on the server that create activities and e-mails for required training and cycle training.
Dashboard for Training Status	After logging on, an individual's training dashboard will display on their activity page. The progress bar is broken into three colors: green designates completed; blue designates pending (open training); red designates required but not scheduled. Clicking the link below the progress bar displays details of all training requirements.
Electronic Signatures	Electronic signatures will be tracked and stored within the TMSWeb database verifying final signoff of document training. This feature meets 21 CFR Part 11 requirements.
Employee Training Matrixes	TMSWeb allows for setting up individual training matrixes which can contain documents, learning modules, certifications and other information required for job performance.
Job Certification	Reports provide managers with employees 100% certified to perform specific job assignments.
Scheduling Training	TMSWeb has the ability to send notification and/or expired training for either required training (training gaps) or annual training such as safety training and other types of cycle training such as CV & Job Description signoff.
Training Records	Current and historical training records are stored for easy access. Ability to cross reference current training to specific jobs and tasks.
Reports	TMSWeb has numerous reports which provide information on current training, training deviations, historical training, job certification and other training information.
Employee Competency	TMSWeb can be setup to store a user's competency assessment information. (Forms Module required). This type of training requires multiple individuals to evaluate, review and approve employees training.
Complete Integration with Document Management	TMSWeb provides a complete integration with Document Management and Training Management, ensuring that individuals stay abreast on the latest versions of important documents pertaining to job assignments.