



## SAGE ABRA

## SAGE ABRA TRAIN

### ENROLLMENT AND TRACKING

Automatically assign employees to job-based training requirements, set up training classes, schedule attendance, and manage class rosters for students and instructors.

### PROGRAM MANAGEMENT

Define curriculum or specific sets of courses that employees must complete in order to achieve desired levels of competency.

### CERTIFICATIONS

Keep detailed records on employees' professional certifications and continuing education credits (CEU).

### PROGRAM COST MANAGEMENT

Easily manage program costs and allocations with built-in analysis tools that compute costs by employee, course, job, or department.

### LOCATIONS AND LOGISTICS

Identify training locations and contact people for each location, as well as location capacity, associated rental costs, and disability access.

### CLASS CORRESPONDENCE

Personalize pre-formatted class correspondence, such as enrollment letters and completion letters, to meet your communication needs for individual classes.

### REPORTING

Quickly access data with standard reports, including certification and history reports, as well as a variety of analyses, or build your own reports with the easy-to-use Abra Secure Query report writer or Crystal Reports writer for your company's more complex reporting needs.

Sage Abra 500 HRMS

Employee: Albert M Albright SSN: 423-26-5666  
Status: Active Employee 10/30/1988 ID Number: 135

Course	Description	Hours	Priority	Status	Complete By	Certification
+ BCLS RECER	BCLS-C Recertification	4.00	Normal		03/31/2000	CPR2
+ BLDR COMMT	BLDR Commit thru Commur	6.00	Normal			BLDRSHIP
+ BLDR COMML	BLDR Fund Skills of Commu	6.00	Normal			BLDRSHIP
+ BLDR FUND	BLDR Fund Skills of Manag	6.00	Normal			BLDRSHIP
+ BLDR RESUL	BLDR Results Through Ldrs	6.00	Normal			BLDRSHIP
+ BLDR SURVI	BLDR Survivor Skills	16.00	Normal			BLDRSHIP
+ ELDR EFF1	ELDR Exec Effective 1	28.00				
+ ELDR EFF2	ELDR Exec Effective 2	28.00				
+ ELDR LEAD	ELDR Develop Exec Ldrship	24.00				
+ ELDR MGMT	ELDR Mgmt of Managers	24.00				
+ ELDR SPK1	ELDR Effective Exec Speak	24.00				
+ ELDR SPK2	ELDR Avanced Exec Speakg	16.00				
+ ILDR MANAG	ILDR Manage w/out Author	32.00	Normal		03/31/2000	

Buttons: Add, More..., Delete

Click Add to enter more records

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Ensure your employees receive the training they need on time, every time with Abra Train. It includes the features that you need to effectively establish and administer internal training programs and keep track of employee certifications. Abra Train includes full management of important training logistics, such as maintenance of class rosters and training locations, as well as the setup and administration of entire training programs that employees are required to complete. It will help you keep on top of employee certifications and continuing education credits by tracking receipt and renewal dates, as well as managing all necessary requirements and prerequisites.

In addition to a full range of training and certification management features, Abra Train also includes a variety of analyses that ensure your program costs are being managed effectively by evaluating cost/benefit relationships and allocating costs accurately and equitably. Powerful reporting tools include dozens of standard reports, Crystal Reports/Writer, and Abra Secure Query that provide you access to important data. When installed with Abra HR and Abra ESS, Abra Train provides a full training management solution that automates class logistics, gives you the tools you need to control costs, and empowers employees and managers to view course catalogs and other pertinent training information right from their desktop.

From developing innovative products to providing award-winning customer support, Sage Software is dedicated to surpassing your expectations. Our software is supported by a nationwide network of Certified Business Partners who are your resource for implementation, training, service, and support. For more information about Abra Train, please call us toll free directly at 800-881-7372, or visit our Web site at [www.tutservices.com](http://www.tutservices.com).

Available with:  
Sage Abra HRMS v8.1 or higher  
Sage Abra Suite - U.S. Edition  
Sage Abra Suite - Canada Edition



# Sage Abra Train

## FEATURES

### Enrollment and Tracking

Set up classes, schedule attendance, and manage class rosters for students and instructors. Abra Train can also check class capacities and course prerequisites, and can automatically assign employees to job-based training requirements and assign courses to one employee, groups of employees, or all employees.

### Program Management

Define curriculum, or specific courses, that employees must complete in order to achieve desired levels of competency. Schedule employees for the necessary training, track their progress in these programs and make sure that the training is completed on time.

### Certifications

Keep detailed records on employees' professional certifications and continuing education credits (CEU), including date received, renewal period, and expiration date. You can also track certifications that are required but have not yet been completed.

### Manage Program Costs

Easily manage program costs with built-in analysis tools. Compute training costs by employee, course, job classification or department, and allocate costs accurately and equitably.

### Training Locations and Logistics

Identify training locations and contact people for each location, as well as location capacity, associated rental costs, and disability access.

### Class Correspondence

Personalize pre-formatted class correspondence, such as enrollment letters and completion letters, to meet your communication needs for individual classes.

### Employee Attachments

Attach files and objects, such as certificates, diplomas, pictures, or text documents to employees' records, and easily view, edit, or delete them at a later date.

### Customization

Abra Train provides the tools you need to customize your system and meet your company's unique training requirements. You can develop your own selection criteria for training, use tables to store common employee selection criteria, create user-defined fields, and design custom pages to hold specialized information.

### Reporting

Powerful reporting options provide you with quick access to information. Standard reports include employee certifications, training history, class rosters, and tuition reimbursements, and analyses such as expenses by course, job title, and organizational level. Abra Train also includes Abra Secure Query, an easy-to-use report writer that allows you quick access to data. Additionally, Abra includes integration to—and is bundled with—Crystal Reports Writer for your company's more complex reporting needs.

### Security

Security features in Abra Train allow you to restrict access to specific types of information. Assign an unlimited number of user IDs and passwords with access defined for each user, and define each user's ability to view or work with particular pages and fields.

### Integration

Abra Train is seamlessly integrated with Abra HR, allowing you to automatically assign training requirements to new hires or promoted employees. Additionally, when implemented with Abra ESS, employees and managers are empowered with access to course catalogs and their personal training information through the Internet or company intranet.