

CompTrack

Training administration simplified

Government agency

Project outline

An Australian Government agency sought a system for booking training which would manage the administration of training for 800 employees. Requirements included notification of courses to employees, managing registrations for internal and external courses, tracking training for each employee and production of training documents, name tags, attendance certificates and training cost reports.

To satisfy these requirements, the agency decided to purchase CompTrack from ASR.

CompTrack Capabilities

The CompTrack system is run internally; its database is linked to a second internal database which provides employee name, email address, supervising manager and other key information.

CompTrack manages activities including registering for briefing sessions, registering for internal and external courses which incur a cost and therefore require manager approval, despatch of course reminders and briefing material, and notifications of change of venue.

The application uses workflow, so when an employee registers for a course that requires manager approval, appropriate emails are sent to managers. When approvals are given, employees are advised.

Employees are waitlisted when courses are fully booked. Administrators can then view courses and decide whether or not to schedule another session. Employees can view their event history and change their current bookings at any time. Managers can also view the actions they need to take at any time, as well as their employees' booking history in CompTrack.

A wide range of reports can be run by administrators, including course registration lists, attendance history by employee or by course and cost reports. Name tags and attendance certificates can also be produced. Most reports can be exported as delimited files so that they can be read by other applications. eg. Excel and Word.

The system is built around a client-server administration module with a web interface for users.

“Simplified training admin for managers and employees”