

*Ensure your employees receive the training they need on time, every time. Abra Train automates the scheduling, record-keeping and correspondence to ensure the details don't fall through the cracks.*

## Track Training Requirements Easily and Accurately

- **Keep employee training records up to date** to reflect current training status.
- **Define training requirements** by job code to ensure your employees are aware of training needs at the time of hire.
- **Update skills list** as employees successfully complete training.
- **Track recurring training requirements** to maintain employee certifications.
- **Automatically remove a course** from an employee's list of required courses once it's successfully completed.

## Manage Program Costs Effectively

- **Evaluate cost/benefit relationships**, and determine department charge-backs.
- **Compute costs** by attendee, course, job classification or department and allocate costs accurately and equitably.
- **Make informed decisions** by viewing the training program expense history.

## Quickly Enroll and Track Employees in Training

- **Set up classes**, schedule attendance, and manage class rosters for students and instructors. Abra Train automatically checks class capacities and course prerequisites.
- **Automatically assign employees to training** based on job requirements.
- **Ensure new hires get properly enrolled** through product integration—training requirements are automatically added to Abra Train when you record a new hire or an employee promotion is entered in Abra HR®.

## Provide Current Training Information

- **Provide documentation for ISO 9000 and QS 9000 training certification**, indicating courses and training programs successfully completed by employees.
- **Keep employees current** on regulatory and training requirements, including OSHA, DOT, and others.

- **Acknowledge class enrollment** and course completion with your choice of standard letters. No need to re-type class information since Abra Train does it automatically for you with letters that notify attendees of class times and dates.
- **Create unique letter formats** using the built-in Report Writer® to customize standard Abra Train letters.
- **Generate course catalogs** to aid employee enrollment.

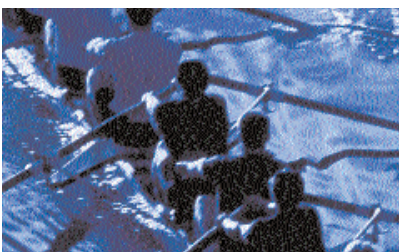
## Maintain Maximum Security of Sensitive Data

- **Protect key information** with sophisticated multi-level security.
- **Create and assign** an unlimited number of user ID's and passwords.
- **Easily follow audit trails** to identify who made each change by date, time, and type of change.

## Keep Employees Up-To-Date

## Extend Your Ability to

(over, please...)



**best**

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## Communicate with Abra Alerts™

Abra Suite®, combined with Abra Alerts, will increase productivity and save time by automatically monitoring the database and proactively distributing information to your HR/Payroll Personnel, Managers, and Employees via your existing email system. For example:

- **CEU Balance.** This alert will notify an employee and their supervisor that a certification based on CEU's will expire in 30-days.
- **Class Completion.** This alert will notify an employee's supervisor when an employee has completed a training class.
- **Class Confirmation.** This alert will notify an employee and their supervisor within 7 days of starting a training class in which the employee is enrolled.

## Get Maximum Value with Abra SupportPlus™

Protect your investment and get the most out of your software with Abra SupportPlus.

Abra SupportPlus provides you with a total solution including product updates, discounts, and a team of technical specialists ready with knowledgeable support and service. In addition you also receive other value-added benefits, including:

- Expert, toll-free telephone support
- 24-hour SupportPlus Online, including access to our knowledgebase on the web
- Downloadable tax law updates and system enhancements
- Free subscription to our quarterly newsletter

## The **ABRA** Suite® family includes:

- Abra HR®
- Abra Payroll®
- Abra Train®
- Abra Recruiting Solution™
- Abra Org Chart™
- Abra Attendance®
- Abra Alerts™
- Abra Employee Self Service™



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*Systems requirements: Pentium processor, Windows 95/98/2000, or Windows NT 4.0; 16 MB RAM (32 MB for Windows NT); 100 MB disk space (varies by configuration); VGA or Super VGA; HP-compatible laser printer. Compatible with latest versions of Novell NetWare and Microsoft NT.*

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