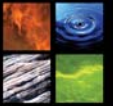
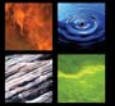




What's New in TRACCESS CI (8.2)?



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What's New in TRACCESS CI (8.2)

At TTG Systems, we are constantly changing and updating our software to meet the needs of our clients. The main features of TRACCESS CI (8.2), as described below, were incorporated to do just that.

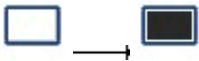
Fixed Date Durations

In TRACCESS 7x, a Task could contain a single duration. This was measured in days. If the Task contained both Knowledge and Capability components, the duration always applied to both components. In TRACCESS CI, a Task could contain no durations, a Knowledge duration, a Capability duration or both - each with their own settings, measured in days. In TRACCESS CI (8.2), a Task duration can be set as a Fixed Date. This means that rather than someone's Task component elapsing based on the date that it was last completed, a Task component can be set to elapse on a particular date.

How Durations Work

The requirements for qualification on a Task differ on a Task-by-Task basis. For some Tasks, once you have completed the Task the first time, you will never have to review the information again. For other Tasks, it may be more important to review information on a regular basis - to ensure that the proper procedure is both known and is being followed.

A graphic illustration of a Task as it changes from incomplete to complete is as follows:

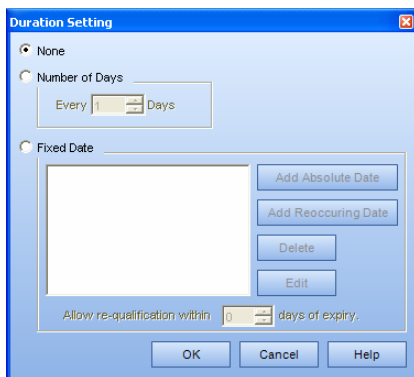


(For this change to occur, the Learner answers Knowledge Assessment questions or the Supervisor answers Capability Assessment questions on behalf of the Learner)

However, if you have a Task that requires review from time to time, you can introduce the concept of duration. TRACCESS CI (8.0) introduced a new property for a Task - that either component (Knowledge and/ or Capability) could have a duration, and that these could be different values. The possible resulting icons are:

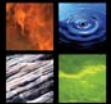


In TRACCESS CI (8.2), not only can you set separate durations for the Knowledge and Capability components which are measured in days, but you can also set a fixed date duration on a Task. Although the resulting icons appear the same, their function is slightly different. Both types of duration are set using the Component Duration Settings dialog (that can be accessed in the Properties section, when a Task is selected in the Process Manager tree).



For example:

Task: Comply with CPR. CPR must be recertified every 3 years. This can be accomplished in a few ways:

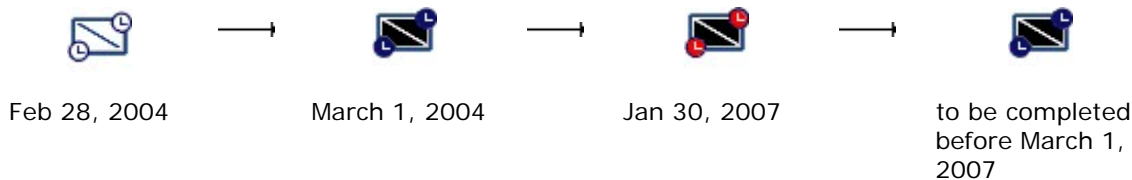


- Using the number of days duration: Convert 3 years into 1095 days
- Using a fixed date: Enter January 1, 2004, January 1, 2007, January 1, 2010, etc.

Number of Days Duration Example

When an Employee completes the Task components for Comply with CPR, the program will begin to count down to the date when the Task will be required to be recertified. The following variables were used for this situation:

- Knowledge and Capability completed: March 1, 2004
- Duration: 1095 Days
- Knowledge and Capability elapse date: March 1, 2007
- Warning Period for About to Elapse (which is located in the Tools/ System Options): 30 days



Fixed Date Duration Example

Regardless of when an Employee completes the Task components for Comply with CPR, the Task is set to expire on a set date. The following variables were used for this situation:

- Knowledge and Capability completed: March 1, 2004
- Fixed Date Duration: January 1, 2004; January 1, 2007; January 1, 2010

At this point, two different options can be set. The SME may wish for the Task components to elapse on this date, and not allow requalification to occur before (likely because new information is to be implemented on this date). Conversely, the SME may wish for the Employee to be able to complete the Task components in a short time period before they elapse - resulting in qualification for the following period. If you wish for the first case to occur, you must set the Allow Re-qualification within ___ days of expiry to 0. If you wish for the second case to occur, you must set the number of days in this dialog.

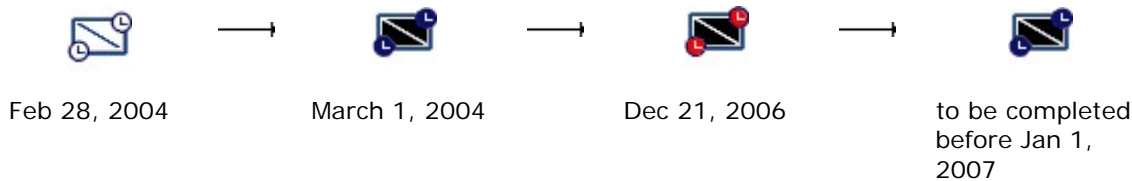
Please note: the warning period for a Task that has a fixed date duration is set in the Duration Setting dialog, and has nothing to do with the option in the Tools/ System Options dialog.



Fixed Date Example (with no allowance for requalification)



Fixed Date Example (with 10 days allowance for requalification)

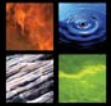


Information about Number of Days vs Fixed Date durations

- Tasks that are migrated from the 7 series containing durations will be Number of Days durations
- Tasks that were Practical Only with a duration will become Capability Only with a duration
- Tasks that were Knowledge Test Only with a duration will become Knowledge Only with a duration
- Tasks that contained both components with a single duration will become Knowledge and Capability, both with durations (this is due to the fact that the 7 series of TRACCESS only had one duration - that applied to both components). If only one component requires a duration in TRACCESS CI, one of the durations will have to be removed. Conversely, if you would like to change the duration setting of one of the components, it will also have to be done manually.
- Warning period for expiry of Tasks is found in different places
 - Number of Days Duration warning - this is set in the System Options, and is a global number for all of these types of durations
 - Fixed Date Duration warning - this is set in the Duration Settings dialog, and can be a different value for each Task Component (including zero, which acts as a way to ensure that the Task component always expires)
- Scheduling of training may be simplified using the Fixed Date durations - when using the Number of Days durations, Employees will have to requalify on their Tasks at different times. However, the Fixed Date Durations force Employees to have to requalify all at the same time. SMEs/ Supervisors/ Managers could attempt to coordinate schedules, in order to stagger the training that is to be received at different times throughout the year.

TRACCESS Reports

Although being able to track information is important, the ability to report on that tracked information is the single biggest need of our clients. The reports introduced in TRACCESS CI (8.2) are the direct result of customer feedback on how our reporting capability could be improved. However, knowing the new reports is good, but having all of the reports together is better. The following is an explanation of all of the reports available in TRACCESS CI. The New reports are marked in the margin.



Within TRACCESS, several types of reports are available in the Report Manager tree.

The ability to access these reports is dependant on your employee role, and what you are able to report on is dependant on where you are assigned in the system.

Employees with a Learner role have access to the My Job tree, and the following reports:

- **Self Qualification Report** - the Learner is able to generate a report on their own learning progress. It is the same as a Qualification Report, with the exception that it is reporting on a single person.

- NEW** • **Self Qualification (Compact) Report** - this is the same information as in the Qualification Report (Compact), with the exception that it is reporting on a single person.

Please note: The main difference between the Qualification and Self Qualification reports is that the Self Qualification Reports are for Learners, and the Qualification Reports are for Supervisors reporting on Learners. The rest of the information is essentially the same.

Also, the Self Qualification Reports are the only reports that a System Owner does not have access to. Since they do not have access to a My Job, they do not have any personal learning to report on.

Employees with a Supervisor, Reporter, Operational Administrator or System Owner role have access to the Organization Manager, and the following reports:

- **Organization Report** - this report is to obtain profile information on the employees within the system. If a Supervisor or Operational Administrator would like to know the names of all the Learners/ Management in their Organization Units, this would be the report to generate.
- **Qualification Report** - otherwise known as the 'anything and everything' status report. This report allows you to select the learning, employees, knowledge/capability/both, learning for specific dates, learning for specific Tasks statuses, and more.

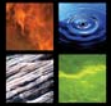
- NEW** • **Qualification (Compact) Report** - rather than reporting on Task components, as with the Qualification Report, this report focuses on a rolled-up Task status. As a result, the exact same parameters run in the Qualification and Qualification (Compact) reports differed in size by 91 pages to 36 pages respectively, since the individual components are not shown in the Qualification (Compact) Report. The largest change can be seen in the summary sections.

- NEW** • **Requalification Report** - for those people who are responsible for scheduling training, this is the report for you. This report concentrates on Employee's whose Tasks are either about to elapse or elapsed.

- **Summary Report** - rather than showing all of the detail of the Qualification Report, this report shows the percent completion of an entire process by each employee. Please note: Someone who has completed all of their Knowledge Assessments, but who has not been signed off on Capability Assessments will appear as having 0% complete on this report.

- NEW** • **Task Completion Report** - this report shows whether a Task Component is completed and is presented in a compact, grid format. This report will display Complete or Incomplete, but will not display dates.

- **Task Summary Report** - if you want to report on the completion of a Task, but do not know where that Task appears in the system, select this report. It allows you to select the Task (regardless of where it is assigned), and then select the Organization Units of Employees to report on. You then have the option to report on those who have completed the Task, or those who haven't.



Employees with an Operational Administrator, Reporter, or System Owner role have access to the following additional report. (By default, the Reporter role does not have access to this report, but can be given this right within the Role Permission Set Editor).

- **Activity Report** - allows the Operational Administrator to report on system usage. Generally, the activities reported on here are when the database is read, or an action is initiated - but not when a database object is modified. For example, successful logins to the system are recorded here - renaming a Task is recorded in the Data Change report.

Employees with an Operational Administrator or System Owner role have access to the following additional reports. (By default, the Operational Administrator role does not have access to these reports, but can be given this right within the Role Permission Set Editor).

- NEW** • **Data Change History Report** - modifications to the main TRACCESS objects are reported here. These objects include: Organization Units, Employees, Process Sets, Processes, Sub Processes, Tasks and Tasks with Levels.
- NEW** • **Export Report** - this report is reserved for specific functionality. Its purpose is to aid in transferring summarized learning from TRACCESS to an Enterprise Resource Planning (ERP) Software program.

Each report type has two main steps:

1. Create a report template - this sets the report criteria or options. A template will appear below the report type in the tree. (Once the template has been created, you also have the option to edit the selections made).
2. Generate the report - runs the report template, and creates a report instance in the Generated Reports box. This step can be completed immediately after the template is created, or at any time in the future.

General Information on Generated Reports

As indicated above, for each report you must first create a report template. Once this has been completed, you can generate the report results. This is done by accessing the Generate Report dialog.

Generate Report dialog

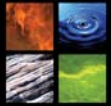
Title	All Activity
Subtitle	Jan 1, 2007 to present
Description	Jan 1, 2007 to present
Layout	8 1/2x11

In most cases (with exception to the Export Report), the Generate Report dialog contains the same fields:

- **Title** - Before generating a report, you must provide a name for the report. The Title field is populated with the name of the Report Template. The Report Template name and the Generated Report name can be the same - or you can choose to enter a different name.

Please note: Indicating the Report Type in your Generated Report Title is unnecessary. All Generated Reports will be listed under their corresponding Report Type in the Report Manager and the My Reports dialog.

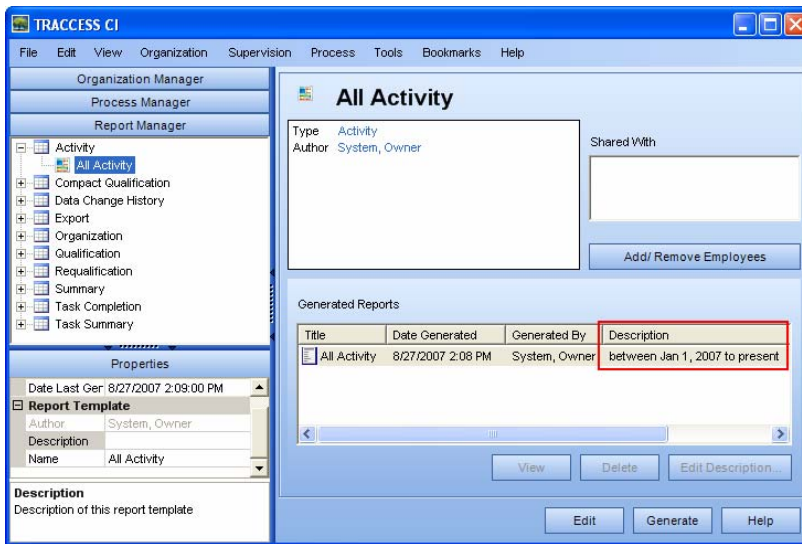
Also, you cannot leave the Title field blank. The program will not allow you to generate the report without a Title.



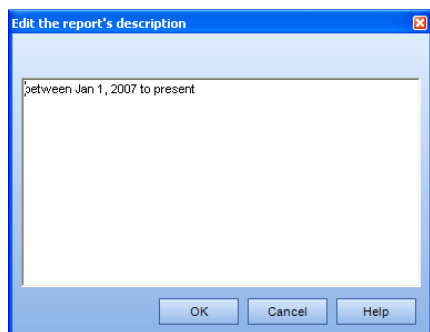
- Sub Title** - text in this field will appear in the Header of the generated report, below the Report Type - Report Title line. Other than this location, this information will not be seen in the context view of the Report Manager (see Description). This field can be left blank if you wish. Below is an example of what would be seen in an Activity Report, using the information provided in the Generate Report graphic above.



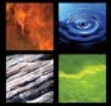
- Description** - text in this field will appear in the context view of the report manager, when the report template is selected in the tree view.



Contrary to the Subtitle, the Description can be changed after the report has been generated. To do so, right-click on the generated report in the context view, and select Edit.



- Layout** - What is set for the currently-logged in Employee will determine which paper type layout will default as shown first. For example, anyone who has "Letter" as their preferred paper type will get the "8 1/2x11" formatted reports. Anyone who has "A4" as their preferred paper type will get the "A4" formatted reports. The preferred paper type setting can be viewed in an Employee's Properties. The default setting is Letter, however if you reside in an area that uses A4 paper, you can change the default (**Tools/ Object Definitions/ Employee/ Preferred Paper Type**) so that you will not need to reset this option for each Employee that is entered into the system.



Please note: Changing the default setting will affect each new employee that is entered into the system. All existing employees' properties will have to be changed manually

Generated Report Custom Graphic

By default, the graphic that appears in the top left corner of all reports is a TTG Systems graphic.



However, using the Modify Image Lists function (**Tools/ Language/ Modify Image Lists/ General Images** tab), this image can be changed to an image that better suits your company (i.e., a company logo). For example:



Since the image must be 191x41 pixels in size, and the background of the header is black, if your logo does not fit these dimensions, simply add black to make up the size (as shown above).

Generated Report Footer

7/10/2007 11:52:23 GMT -06:00 M/d/yyyy	C - Complete A - About to Elapse I - Incomplete E - Elapsed R - Revised N/A - Not Applicable	Process	Employee	Organization	Generated By System, Owner Page 1 of 3
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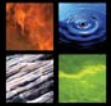
The report footers are made up of 3 sections of information:

- **Date/ Time** – the bottom line indicates the format of the date that appears above it.
- **Legend** – this is made up of 0, 1, or 2 lines, depending on the report
 - Report Status Letters
 - Colors indicating summary type
- **Generated By/ Pages**
 - Lists the name of the employee who generated the report and is displayed as Last Name, First Name
 - Displays Page x of x

Activity Report

The Activity Report allows the Operational Administrator or System Owner to report on system usage. Generally, the activities reported include when the database is read, or an action is initiated - but not when a database object is modified. For example, successful logins to the system are recorded here - renaming a Task is recorded in the Data Change report.

A generated Activity Report appears as follows:



Report - TRACCESS CI

Main Report

TTG Systems Activity Report - All Activity
between Jan 1, 2007 to present

Date/Time	Activity	Employee Name	Employee ID	Identity	Host	Details
8/20/2007 4:01:20 PM	Session Logout	Lippiatt-Long, Mike	mllong		192.168.100.110	SessionTime 00:00:41
8/20/2007 4:00:39 PM	Successful Login	Lippiatt-Long, Mike	mllong		192.168.100.110	
8/13/2007 1:09:24 PM	Session Logout	Lippiatt-Long, Mike	mllong		192.168.100.110	SessionTime 00:00:15
8/13/2007 1:09:08 PM	Successful Login	Lippiatt-Long, Mike	mllong		192.168.100.110	
System, Owner						
8/27/2007 12:09:16 PM	Export Summarized Learning Records	System, Owner	systemowner		192.168.100.101	LogFilePath F:\8_sites\Documentation\Engine\bin\IMPEX\systemowner_1\ExportLog\OHS Export Log
8/27/2007 12:05:11 PM	Successful Login	System, Owner	systemowner		192.168.100.101	
8/13/2007 1:09:05 PM	Session Logout	System, Owner	systemowner		192.168.100.110	SessionTime 00:02:41
8/13/2007 1:06:24 PM	Successful Login	System, Owner	systemowner		192.168.100.110	
8/13/2007 1:06:23 PM	Session Logout	System, Owner	systemowner			SessionTime 01:03:45
8/13/2007 12:02:40 PM	Successful Login	System, Owner	systemowner		192.168.100.110	
8/13/2007 2:00:14 PM	Session Logout	System, Owner	systemowner		192.168.100.110	SessionTime 00:02:14
8/13/2007 1:58:00 PM	Successful Login	System, Owner	systemowner		192.168.100.110	
7/19/2007 2:05:07 PM	Session Logout	System, Owner	systemowner		192.168.100.110	SessionTime 00:00:57
7/19/2007 2:04:10 PM	Successful Login	System, Owner	systemowner		192.168.100.110	

8/27/2007 2:08:58 PM GMT -06:00
MMd/yyyy h:mm:ss tt

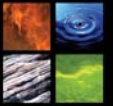
Generated By System, Owner
Page 5 of 5

Current Page No.: 5 Total Page No.: 5 Zoom Factor: 100%

Close Help

The following columns are displayed in the Activity Report:

- **Date/ Time**
- **Activity** - this can include any of the Activities selected in the Activity Report
- **Employee Name** - displays Last Name, First Name
- **Employee ID**
- **Identity** - is the domain identity that the webserver received as authentication. The TRACCESS application forces the use of the ID of the currently-logged in Employee. This field is particularly useful if an Employee is logging in from somewhere other than within the network. Otherwise, if your Employees are always logging into TRACCESS from within your network, this field will always be blank.
- **Host** – the Internet Protocol (IP) address of the system running the client that generated the activity. This IP address is the TCP IP address that the webserver sees when it received the request. This may be the client machine, a Router, a Proxy, or a spoof.



A page such as the following is designed to return what this webserver sees as your IP address.

<http://whatismyipaddress.com/>

- **Details** - depending on the Activity, this field provides more specific information.

For example:

If the Activity is Open Resource, this field displays the Resource Name.

If the Activity is Session Logout, this field displays the amount of time that you were logged in.

Data Change History Report

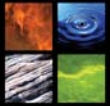
The Data Change History Report displays modifications to the main TRACCESS objects. These objects include: Organization Units, Employees, Process Sets, Processes, Sub Processes, Tasks and Tasks with Levels. A detailed list of the information that is captured for each object is provided on the Interpret Data Change History page.

Examples of uses of this report are:

- **For Subject Matter Experts**- to provide a "timeline" for the development of an object - specifically Tasks. This report will show who initially created a Task, what the original name was, when Knowledge and/ or Capability components were added, etc. When several SMEs are using the database, some Tasks may be repurposed by someone other than the creator of the Task, and you may wish to track these changes in order to establish a "protocol or procedure" for creating your learning.
- **For Supervisors** - to show when particular changes were made to Employee profile information, and by whom.
- **For Operational Administrators** - to view the changes made for both Organization Units and Employees.


Since this report does not filter the objects that a particular SME, Supervisor or Operational Administrator has access to, this is reserved as a System Owner Report. If any of the above Roles require information from this report, they can make a request of the System Owner to generate the report. It is the System Owner's responsibility to "weed out" the information that is not required by that individual.

Please note: This report is new to TRACCESS CI (8.2). Because of this, any object that existed in the database prior to using this version will not have its Data Change History information tracked. Attempting to generate report results as soon as you upgrade to TRACCESS CI (8.2) will result in a report that contains no data.



Report - TRACCESS CI

Main Report

TTG Systems **Data Change History Report - Task Changes** 

Looking for changes to "Confined Space Awareness"

Organized by Object

Date/Time	Employee Name	Employee ID	Employee Number	Action	Description
Task					
Comply with Confined Space Awareness					
8/31/2007 10:21:48AM	System, Owner	systemowner	1	Update	The property value 'Has Knowledge Component' has changed from 'No' to 'Yes'.
8/31/2007 10:21:04AM	System, Owner	systemowner	1	Update	The property value 'Has Capability Component' has changed from 'No' to 'Yes'.
8/31/2007 10:18:14AM	System, Owner	systemowner	1	Update	The property value 'Knowledge Duration Setting' has changed from 'None' to 'Duration: 1095 days'.
8/31/2007 10:17:59AM	System, Owner	systemowner	1	Update	The property value 'Capability Duration Setting' has changed from 'None' to 'Duration: 1095 days'.
8/31/2007 10:16:55AM	System, Owner	systemowner	1	Update	The property value 'Name' has changed from 'Task 340' to 'Comply with Confined Space Awareness2' for language English.
8/31/2007 10:16:34AM	System, Owner	systemowner	1	Update	The property value 'Name' has changed from NULL to 'Task 340' for language English.
8/31/2007 10:16:33AM	System, Owner	systemowner	1	Update	The property value 'Capability Duration Setting' has changed from NULL to 'None'.
8/31/2007 10:16:33AM	System, Owner	systemowner	1	Update	The property value 'Knowledge Duration Setting' has changed from NULL to 'None'.
8/31/2007 10:16:33AM	System, Owner	systemowner	1	Update	The property value 'Task Notes' has changed.
8/31/2007 10:16:33AM	System, Owner	systemowner	1	Update	The property value 'Has Capability Component' has changed from NULL to 'No'.
8/31/2007 10:16:33AM	System, Owner	systemowner	1	Update	The property value 'Has Knowledge Component' has changed from NULL to 'No'.
8/31/2007	System, Owner	systemowner	1	Create	The object was created.

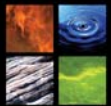
8/31/2007 10:24:07AM
MM/yyyy h:mm:ss tt

Generated By System, Owner
Page 1 of 4

Current Page No.: 1 Total Page No.: 4 Zoom Factor: 100%

Close Help

In TRACCESS CI (8.2), the types of modifications that are tracked are shown in the tables below.



Organization Unit	
Object Creation	✓
Property Changes	✓
Delete	✓
Object Movement	✓
Archive	N/A
Purge	N/A
Restore	N/A
UNDO - Delete	✓
UNDO - Property Change	✓
UNDO - Create	✓
UNDO - Move	✓
REDO - Delete	✓
REDO - Property Change	✓
REDO - Create	✓
REDO - Move	✓

Employee	
Object Creation	✓
Property Changes	✓
Delete	✓
Archive	✓
Purge	✓
Restore	✓
Object Movement	N/A
UNDO - Delete	N/A
UNDO - Property Change	✓
UNDO - Create	✓
UNDO - Move	N/A
REDO - Delete	N/A
REDO - Property Change	✓
REDO - Create	✓
REDO - Move	N/A

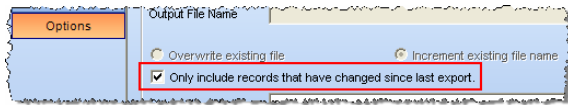
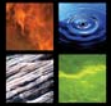
Process Set	
Object Creation	✓
Property Changes	✓
Delete	✓
Object Movement	✓
Archive	N/A
Purge	N/A
Restore	N/A
UNDO - Delete	✓
UNDO - Property Change	✓
UNDO - Create	✓
UNDO - Move	✓
REDO - Delete	✓
REDO - Property Change	✓
REDO - Create	✓
REDO - Move	✓

Process	
Object Creation	✓
Property Changes	✓
Delete	✓
Object Movement	✓
Archive	N/A
Purge	N/A
Restore	N/A
UNDO - Delete	✓
UNDO - Property Change	✓
UNDO - Create	✓
UNDO - Move	✓
REDO - Delete	✓
REDO - Property Change	✓
REDO - Create	✓
REDO - Move	✓

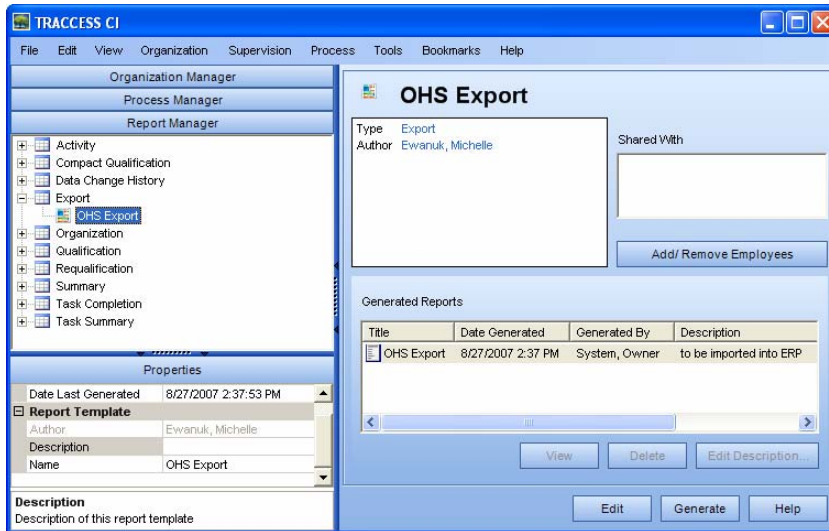
Sub Process	
Object Creation	✓
Property Changes	✓
Delete	✓
Object Movement	✓
Archive	N/A
Purge	N/A
Restore	N/A
UNDO - Delete	✓
UNDO - Property Change	✓
UNDO - Create	✓
UNDO - Move	✓
REDO - Delete	✓
REDO - Property Change	✓
REDO - Create	✓
REDO - Move	✓

Task/ Competence Level	
Object Creation	✓
Property Changes	✓
Delete	✓
Archive	✓
Purge	✓
Restore	✓
Object Movement	N/A
UNDO - Delete	N/A
UNDO - Property Change	✓
UNDO - Create	✓
UNDO - Move	N/A
REDO - Delete	N/A
REDO - Property Change	✓
REDO - Create	✓
REDO - Move	N/A

Task with Levels	
Object Creation	✓
Property Changes	✓
Delete	✓
Archive	✓
Purge	✓
Restore	✓
Object Movement	N/A
UNDO - Delete	N/A
UNDO - Property Change	✓
UNDO - Create	✓
UNDO - Move	N/A
REDO - Delete	N/A
REDO - Property Change	✓
REDO - Create	✓
REDO - Move	N/A



- In the Properties section when the Export Report Template is selected in the tree, there is a property called Date Last Generated. Clicking on the date in this field brings up a Calendar dialog. If you would like to clear the date, the report will be generated the following time using all of the status information for Export Categories.



If either of these remain unchanged (the above option "Only include records that have changed since the last export" remains enabled, and the Date Last Generated is not cleared), the following Export report will only show information that has changed since the last export.

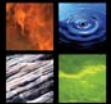
Organization Report

The Organization Report could also be thought of as a Roster Report or a Personnel Report. This is the only report that does not display Employee Task Statuses, but displays the personal properties of an Employee.

Examples of uses of this report are:

- For Supervisors - to provide a list of the members of his Organization Unit, and their information
- For TRACCESS Operational Administrators
 - to ensure that all required information has been entered for their personnel
 - to check that the information that is entered for employees is valid - for example, since the email functionality is important for TRACCESS CI to function properly, the Administrator may wish to check if each employee has a valid email address. Also, if a company has experienced a merger or take-over by another company, the email addresses of some may have changed, and others have yet to change. This report will display the current information without having to look at each person's properties.

If your purpose in creating an Organization Report is to display all Employees within a particular Organization Unit, you will not need to create a filter. However, if you wish to show only employees from particular Organization Units that fit particular criteria, you will need to create a report filter.



For example, in the email example listed above, filters could be added to the Organization Report template. Without adding a filter, you would select the Org Unit to report on, as well as enabling the email property. This would list all employees of the Organization Unit. However, you could add any of the following filters to shorten your list of results:

- Employees whose Email Address Equals <blank>.
- Employees whose Email Address contains <old company name>.

Summary

Total Learners	137
Total Management	4
Total Employees	137

Organized by Organization Unit

Universal Enterprises

Agnew, Beatrice

Roles:	Learner
Account Created On	14/11/2006 11:36 AM
Account Status	Active
Can Change Password	Yes
Email Address	bagnew@universal_enterprises.com
Employee ID	bagnew
Employee Number	
First Name	Beatrice
Invalid Login Attempts	0
Last Name	Agnew
Last Successful Login	
Maximum Reports Override	0
Must Change Password	No
Password Changed Date	
Password Duration	0
Preferred Paper Type	Letter
Primary Process	Undefined

Barber, Thomas

Roles:	Learner
Account Created On	14/11/2006 11:37 AM
Account Status	Active
Can Change Password	Yes
Email Address	tbarber@universal_enterprises.com
Employee ID	tbarber

8/27/2007 1:00:37 PM GMT -06:00
MMd/yyyy hh:mm:ss tt

Generated By System, Owner
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Current Page No.: 1 Total Page No.: 84 Zoom Factor: 100%

Close Help

The results of the Organization Report will change depending on the fields that were selected, and filters created, in the Template Wizard.

Qualification Report

The Qualification Report, in simple terms could be known as the "anything and everything report". All qualification statuses for all Employees on all process information can be reported on.



Report - TRACCESS CI

Main Report

TTG Systems TRACCESS CI

Qualification Report - HSE - UE Learners
Organized by Organization Unit - with Summaries

Summary							
Knowledge		% of Total Assignments	Capability		% of Total Assignments		
Complete	142	27.4%	240	46.2%	Complete	178	53.0%
About to Elapse	44	8.5%	28	5.4%	Incomplete	158	47.0%
Incomplete	14	2.7%	14	2.7%	Total Assignments	336	
Elapsed	136	26.2%	54	10.4%	Total Unique Employees	24	
Revised	0	0.0%	0	0.0%	Total Unique Tasks	336	
Total Assignments	336	64.7%	336	64.7%			

Organized by Organization

	Knowledge		Capability		Task Status		
	Date	Status	Date	Status	Date	Elapse	Status
Universal Enterprises							
Agnew, Beatrice							
Universal Enterprises\UE Corporate\HSE							
Universal Enterprises\UE Corporate\HSE\Confined Space							
Comply with Confined Space Awareness	9/10/2004	A	10/8/2004	C	10/8/2004	9/10/2007	Complete
Comply with Confined Space Entry	9/10/2004	A	10/8/2004	C	10/8/2004	9/10/2007	Complete
Comply with Confined Space Rescue	9/10/2004	A	10/8/2004	C	10/8/2004	9/10/2007	Complete
Universal Enterprises\UE Corporate\HSE\First Aid							
Comply with Standard First Aid	10/12/2004	C	10/12/2004	C	10/12/2004	10/12/2007	Complete
Comply with Advanced First Aid	10/12/2004	C	10/12/2004	C	10/12/2004	10/12/2007	Complete
Comply with CPR	10/12/2004	C	10/12/2004	C	10/12/2004	10/12/2007	Complete
Universal Enterprises\UE Corporate\HSE\Chemical, Biological, and Hazardous Substances							
Comply with Hazardous Storage Requirements	10/25/2004	C	11/9/2004	C	11/9/2004	10/25/2007	Complete
Comply with Hazardous Exposure Response	10/25/2004	C	11/9/2004	C	11/9/2004	10/25/2007	Complete
Universal Enterprises\UE Corporate\HSE\Fire and Explosion							
Comply with Fire and Explosion Awareness	8/26/2004	E	9/1/2004	A	9/1/2004	---	Incomplete
Comply with Fire and Explosion Emergency Response	8/26/2004	E	9/1/2004	A	9/1/2004	---	Incomplete
Universal Enterprises\UE Corporate\HSE\Personal Protective Equipment							
Comply with General PPE Requirements	11/9/2004	C	11/9/2004	C	11/9/2004	11/9/2007	Complete
Comply with PPE Maintenance and Repair	11/9/2004	C	11/9/2004	C	11/9/2004	11/9/2007	Complete
Universal Enterprises\UE Corporate\HSE>Noise Exposure							
Comply with Noise Exposure Control	8/11/2004	E	8/11/2004	E	8/11/2004	---	Incomplete
Comply with Audiometric Testing Requirements	8/11/2004	E	8/11/2004	E	8/11/2004	---	Incomplete

8/27/2007 1:02:46 PM GMT -06:00
MM/yyyy hh:mm:ss tt

C - Complete A - About to Elapse I - Incomplete E - Elapsed R - Revised N/A - Not Applicable Generated By System, Owner
■ Process ■ Employee ■ Organization Page 1 of 29

Current Page No.: 1 Total Page No.: 29 Zoom Factor: 100%

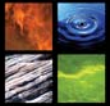
Close Help

Knowledge/ Capability/ Task Status

Knowledge		Capability		Task Status		
Date	Status	Date	Status	Date	Elapse	Status
7/6/2007	C	---	I	7/6/2007	---	Incomplete
7/6/2007	C	---	I	7/6/2007	---	Incomplete
---	I	7/6/2007	C	7/6/2007	---	Incomplete
---	I	7/6/2007	C	7/6/2007	---	Incomplete
7/26/2007	C	7/26/2007	C	7/26/2007	---	Complete
7/6/2007	C	---	I	7/6/2007	---	Incomplete
7/26/2007	R	7/26/2007	C	7/26/2007	---	Incomplete
---	I	7/6/2007	C	7/6/2007	---	Incomplete

Both components (Knowledge and Capability) contain two columns:

- **Date** - The date formats are all represented the same way on a report. This format is indicated in the bottom left section of the report footer.



- **Status** - The status is represented by a letter, whose legend is found in the center section of the report footer.

If a particular component is not chosen to be reported on (in the Options page), the date will appear as --- and the status will be listed as N/A.

The Task Status contains three columns:

- **Date** - same as above
- **Elapse** - is the date that the first component (Knowledge or Capability) will elapse.
- **Status** - is a roll-up of both components, and can be either Complete or Incomplete.

For example:

Knowledge = Complete, Capability = Incomplete, Task Status = Incomplete
Knowledge = Complete, Capability = Does not exist, Task Status = Complete
Knowledge = About to elapse, Capability = Complete, Task Status = Complete
Knowledge = Revised, Capability = Complete, Task Status = Incomplete
Knowledge = Revised, Capability = Incomplete, Task Status = Incomplete

Depending on how the report is organized, the detail lines will be listed in different orders.

- Organization Unit

<p>(Organization Unit Name) Smith, Jane <u>Process Set Name/Process Set Name/Process Name (Company Policies)</u> Sub Process Name (First Aid) Task Name (Comply with Standard First Aid) Task Name (Comply with Advanced First Aid) Sub Process Name (Interpersonal Skills) Task Name (Conduct a Meeting) Task Name (Interact with Co-Workers)</p>

- Employee

<p>Smith, Jane <u>Process Set Name/Process Set Name/Process Name (Company Policies)</u> Sub Process Name (First Aid) Task Name (Comply with Standard First Aid) Task Name (Comply with Advanced First Aid) Sub Process Name (Interpersonal Skills) Task Name (Conduct a Meeting) Task Name (Interact with Co-Workers)</p>
--

- Process



Process Set Name\Process Set Name\Process Name (Company Policies)
<u>Sub Process Name (First Aid)</u>
Task Name (Comply with Standard First Aid)
Smith, Jane
Smith, John
Task Name (Comply with Advanced First Aid)
Smith, Jane
Smith, John
<u>Sub Process Name (Interpersonal Skills)</u>
Task Name (Conduct a Meeting)
Smith, Jane
Smith, John
Task Name (Interact with Co-Workers)
Smith, Jane
Smith, John

• Task

Task Name (Comply with Advanced First Aid)
Smith, Jane
Smith, John
Task Name (Comply with Standard First Aid)
Smith, Jane
Smith, John
Task Name (Conduct a Meeting)
Smith, Jane
Smith, John
Task Name (Interact with Co-Workers)
Smith, Jane
Smith, John

Objects appearing in Detail Lines

• Organization Unit Structure and Name

The entire Organization structure above the selected Organization Unit is listed, separated by forward slashes (/).

If you are a reporter who only has access to an Organization Unit named Operators, but this Organization Unit is nested within other Organization Units, the first line will not show Operators, it will show Organization Unit/ Organization Unit/ Organization Unit/ Operators. This was designed to distinguish between Organization Units with the same name. There may be two groups called Operators and therefore the two reports on these separate groups may appear as follows:

*<Your Company Name>/Operations/Shift A/Operators
<Your Company Name>/Operations/Shift B/Operators*

• Employee Name

The name is listed as Last Name, First Name

• Process Structure and Name

The entire Process structure above the selected Process is listed, separated by forward slashes (/). This includes all of the Process Set Names, ending with the Process Name.

• Sub Process Name

• Task Name

Qualification (Compact) Report



Detail Lines

	Knowledge	Capability	Task Status	
			Status	Completion
Universal Enterprises				
Agnew, Beatrice				
Universal Enterprises\UE Corporate\HSE				
Universal Enterprises\UE Corporate\HSE\Confined Space				
Comply with Confined Space Awareness	9/10/2004	10/8/2004	A	Complete
Comply with Confined Space Entry	9/10/2004	10/8/2004	A	Complete
Comply with Confined Space Rescue	9/10/2004	10/8/2004	A	Complete
Universal Enterprises\UE Corporate\HSE\First Aid				
Comply with Standard First Aid	10/12/2004	10/12/2004	C	Complete
Comply with Advanced First Aid	10/12/2004	10/12/2004	C	Complete
Comply with CPR	10/12/2004	10/12/2004	C	Complete
Universal Enterprises\UE Corporate\HSE\Chemical, Biological, and Hazardous Substances				
Comply with Hazardous Storage Requirements	10/25/2004	11/9/2004	C	Complete
Comply with Hazardous Exposure Response	10/25/2004	11/9/2004	C	Complete
Universal Enterprises\UE Corporate\HSE\Fire and Explosion				
Comply with Fire and Explosion Awareness	8/26/2004	9/1/2004	E	Incomplete
Comply with Fire and Explosion Emergency Response	8/26/2004	9/1/2004	E	Incomplete

If the Knowledge/ Capability components have been completed, their respective columns will indicate the date of completion. However, what appears in the Task Status columns warrant explanation.

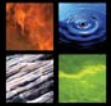
- **Completion** - this can be either Complete or Incomplete.
- **Status** - this follows an order of precedence
 - **I (Incomplete)** - Either half of the task is incomplete without having elapsed or been revised
 - **E (Elapsed)** - At least one half of the task has elapsed and the other half is complete, revised, non-existent or also elapsed
 - **R (Revised)** - At least one half of the task is revised and the other half is complete, non-existent, or also revised
 - **A (About to Elapse)** - At least one half of the task is about to elapse and the rest of the task is complete, non-existent, or also about to elapse
 - **C (Complete)** - The entire task is complete without either half being about to elapse

Totals Summary

Summary						
Complete	About to Elapse	Incomplete	Elapsed	Revised	Total	Complete (%)
178	39	158	144	0	336	53.0%

The summaries for the compact layout include the following data:

- **Complete** – The number of complete tasks
- **Incomplete** – The number of incomplete tasks
- **About to Elapse** – The number of tasks that were given a status of About to Elapse according to the rules of status precedence.
- **Elapsed** – The number of tasks that were given a status of Elapsed according to the rules of status precedence.
- **Revised** – The number of tasks that were given a status of Revised according to the rules of status precedence.
- **Total** – The total number of tasks being reported on.
- **Complete (%)** – the percentage of complete tasks out of the total number of tasks.



The following screen capture is an example of the same Total Summary that would appear in the Qualification Report when using the same information to generate results.

Summary						
	Knowledge	% of Total Assignments	Capability	% of Total Assignments	Combined Status	% of Total Assignments
Complete	142	27.4%	240	46.2%	Complete	178
About to Elapse	44	8.5%	28	5.4%	Incomplete	158
Incomplete	14	2.7%	14	2.7%	Total Assignments	336
Elapsed	136	26.2%	54	10.4%	Total Unique Employees	24
Revised	0	0.0%	0	0.0%	Total Unique Tasks	336
Total Assignments	336	64.7%	336	64.7%		

Requalification Report

The main purpose of a Requalification Report is to obtain information on which Tasks are going to reach a status of About to Elapse or Elapsed by a certain date. This would likely be used by Training Coordinators as a tool in the planning of future courses.

Requalification Report - HSE - UE Learners
Non-Repeating Labels

Universal Enterprises

	C	K	C	K	C	K	C	K	C	K	C	K	C	K	C	K	C
Laughlin, Nathan	11/8/2007	E	11/8/2007	E	1/2/2008	E	1/2/2008	E	12/20/2007	E	12/20/2007	E	12/20/2007	E	12/20/2007	E	11/7/2008
Nicholson, Ernest	10/8/2007	10/8/2007	10/8/2007	10/8/2007	10/25/2007	11/22/2007	10/25/2007	11/22/2007	10/12/2007	11/9/2007	10/12/2007	11/9/2007	10/12/2007	11/9/2007	10/12/2007	11/9/2007	11/9/2007
Jameson, Rodney	11/8/2007	E	11/8/2007	E	1/2/2008	E	1/2/2008	E	12/20/2007	E	12/20/2007	E	12/20/2007	E	12/20/2007	E	11/7/2008
Iverson, Wayne	2/11/2010	1/30/2010	2/11/2010	1/30/2010	3/28/2010	3/16/2010	3/28/2010	3/16/2010	3/15/2010	3/3/2010	3/15/2010	3/3/2010	3/15/2010	3/3/2010	3/3/2010	3/3/2010	4/12/2010
Henninger, Andrew	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
Moffit, Terry	10/8/2007	10/2/2007	10/8/2007	10/2/2007	10/25/2007	11/16/2007	10/25/2007	11/16/2007	10/12/2007	11/3/2007	10/12/2007	11/3/2007	10/12/2007	11/3/2007	10/12/2007	11/3/2007	11/9/2007
Emery, Rodney	10/8/2007	9/13/2007	10/8/2007	9/13/2007	10/25/2007	10/28/2007	10/25/2007	10/28/2007	10/12/2007	10/15/2007	10/12/2007	10/15/2007	10/12/2007	10/15/2007	10/12/2007	10/15/2007	11/8/2007
Pernel, Robert	11/8/2007	E	11/8/2007	E	1/2/2008	E	1/2/2008	E	12/20/2007	E	12/20/2007	E	12/20/2007	E	12/20/2007	E	11/7/2008
Gilbreath, Roy	10/8/2007	9/18/2007	10/8/2007	9/18/2007	10/25/2007	10/31/2007	10/25/2007	10/31/2007	10/12/2007	10/18/2007	10/12/2007	10/18/2007	10/12/2007	10/18/2007	10/12/2007	10/18/2007	11/8/2007
Bauch, Mike	9/10/2007	10/3/2007	9/10/2007	10/3/2007	10/25/2007	11/17/2007	10/25/2007	11/17/2007	10/12/2007	11/4/2007	10/12/2007	11/4/2007	10/12/2007	11/4/2007	10/12/2007	11/4/2007	11/8/2007
Yount, Jimmy	10/8/2007	E	10/8/2007	E	10/25/2007	9/28/2007	10/25/2007	9/28/2007	10/12/2007	9/15/2007	10/12/2007	9/15/2007	10/12/2007	9/15/2007	10/12/2007	9/15/2007	11/8/2007
Comfort, Donald	11/8/2007	10/12/2007	11/8/2007	10/12/2007	1/2/2008	11/26/2007	1/2/2008	11/26/2007	12/20/2007	11/13/2007	12/20/2007	11/13/2007	12/20/2007	11/13/2007	12/20/2007	11/13/2007	11/7/2008
Dishman, Victor	10/9/2008	9/11/2008	10/9/2008	9/11/2008	11/23/2008	10/26/2008	11/23/2008	10/26/2008	11/10/2008	10/13/2008	11/10/2008	10/13/2008	11/10/2008	10/13/2008	11/10/2008	10/13/2008	12/8/2008
Rice, Joshua	10/8/2007	E	10/8/2007	E	10/25/2007	9/27/2007	10/25/2007	9/27/2007	10/12/2007	9/14/2007	10/12/2007	9/14/2007	10/12/2007	9/14/2007	10/12/2007	9/14/2007	11/8/2007
Barber, Thomas	9/10/2007	9/14/2007	9/10/2007	9/14/2007	10/25/2007	10/29/2007	10/25/2007	10/29/2007	10/12/2007	10/16/2007	10/12/2007	10/16/2007	10/12/2007	10/16/2007	10/12/2007	10/16/2007	11/8/2007
Frank, Benjamin	11/8/2007	9/12/2008	11/8/2007	9/12/2008	1/2/2008	10/27/2008	1/2/2008	10/27/2008	12/20/2007	10/14/2008	12/20/2007	10/14/2008	12/20/2007	10/14/2008	12/20/2007	10/14/2008	11/7/2008
Oneill, Ryan	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
Kester, Russel	10/8/2007	9/29/2007	10/8/2007	9/29/2007	10/25/2007	11/13/2007	10/25/2007	11/13/2007	10/12/2007	10/31/2007	10/12/2007	10/31/2007	10/12/2007	10/31/2007	10/12/2007	10/31/2007	11/8/2007
Waddle, Johnny	11/8/2007	E	11/8/2007	E	1/2/2008	E	1/2/2008	E	12/20/2007	E	12/20/2007	E	12/20/2007	E	12/20/2007	E	11/7/2008
Zimmerman, Malika	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Campbell, Eugene	10/8/2007	9/1/2007	10/8/2007	9/1/2007	10/25/2007	10/16/2007	10/25/2007	10/16/2007	10/12/2007	10/3/2007	10/12/2007	10/3/2007	10/12/2007	10/3/2007	10/12/2007	10/3/2007	11/8/2007
Thornton, Keith	10/8/2007	E	10/8/2007	E	10/25/2007	10/12/2007	10/25/2007	10/12/2007	10/12/2007	9/29/2007	10/12/2007	9/29/2007	10/12/2007	9/29/2007	10/12/2007	9/29/2007	11/8/2007
Agnew, Beatrice	10/8/2007	9/10/2007	10/8/2007	9/10/2007	11/8/2007	10/25/2007	11/8/2007	10/25/2007	10/12/2007	10/12/2007	10/12/2007	10/12/2007	10/12/2007	10/12/2007	10/12/2007	10/12/2007	11/8/2007
Sevigny, Peter	11/8/2007	E	11/8/2007	E	1/2/2008	E	1/2/2008	E	12/20/2007	E	12/20/2007	E	12/20/2007	E	12/20/2007	E	11/7/2008

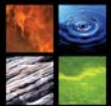
8/31/2007 3:10:41 PM GMT -06:00
M/d/yyyy h:mm:ss tt

Orange - Expires Before End Date, White - Expires After End Date, I-Incomplete, E-Elapsed, K-Knowledge, C-Capability

Generated By System, Owner
Page 1 of 1

Current Page No.: 1
Total Page No.: 1
Zoom Factor: 100%

This report is unique in that it does not show page breaks the same way as the other reports. Rather than simply scrolling down through a report, you may have to scroll both across and down this report. This is determined by the



number of Org Units/ Employees are selected, and how many Tasks are selected for those Employees. In the above example, only one Organization Unit was selected (containing 24 Employees), and 15 Tasks were selected (each containing both Knowledge and Capability Components). Using a letter-sized report layout, the maximum number of components that can be displayed across is approximately 15. Therefore, this report ends up being 2 pages wide. Had this report comprised of more than one Organization Unit of the same approximate size (24x2), and the same Tasks, this report would be 2 pages high by 2 pages wide.

Detail Lines

	C	K	C	K	C
	Comply with Confined Space Entry	Comply with Confined Space Entry	Comply with Confined Space Rescue	Comply with Confined Space Rescue	Comply with Hazardous Storage Requirements
Laughlin, Nathan	11/18/2007	E	11/18/2007	E	1/2/2008
Nicholson, Ernest	10/8/2007	10/8/2007	10/8/2007	10/8/2007	10/25/2007
Jameson, Rodney	11/18/2007	E	11/18/2007	E	1/2/2008
erson, Wayne	2/11/2010	1/30/2010	2/11/2010	1/30/2010	3/28/2010
Henninger, Andrew	E	E	E	E	E
Moffit, Terry	10/8/2007	10/2/2007	10/8/2007	10/2/2007	10/25/2007
Pernell, Robert	11/18/2007	E	11/18/2007	E	1/2/2008
Gilbreath, Roy	10/8/2007	9/16/2007	10/8/2007	9/16/2007	10/25/2007

Task Names/ Components

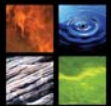
Along the top axis, the Task names and their components appear. The components that actually appear is determined by three factors:

- what is selected in the options page of the Template Wizard. If the Knowledge Only component is selected, only the Knowledge will appear, regardless of if the Task contains a Capability or not.

- whether or not the Task contains the component at all. For example, if the Both option is selected, as in the above graphic, and the Task does not contain one of the components, only one component will appear for that Task.
- whether the Task component contains a duration - Those Tasks that contain a particular component but that do not contain a duration will not appear in the Requalification Report. Seeing as the main purpose of this report is requalification status, and seeing as a Task component without a duration never requires requalification, it would be deemed as useless information.

Legend for grid

- Date appearing in Orange** - The report was generated based on an End Date in the future. This qualification is not currently elapsed, but will be by the End Date specified.
- Date appearing in White** - This qualification is considered complete, and will elapse on the date listed which occurs in the future (but further in the future than the specified End Date)
- E** - Elapsed - This qualification for this Task Component is already elapsed.
- I** - Incomplete - There is no qualification date for this Task Component.



Possible Outcomes

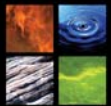
Contrary to the majority of the other reports, the Layout for the Requalification Report is not determined when creating the Report Template. Rather, it is selected in the Generate Report dialog, in the Layout field.

- **Labels on every page** - This format should be selected if you wish to export your results to an Adobe Acrobat PDF format. In this case, the names of the Employees are repeated on subsequent pages, making the document easier to understand and read.

The screenshot shows a software interface for a 'Requalification Report - 2 Org Units - HSE'. The report is titled 'Repeating Labels'. It displays a table with 15 columns and 20 rows of employee data. Each row represents an employee, and each column represents a different requalification category. The categories are: 'Comply with Confined Space Entry', 'Comply with Confined Space Rescue', 'Comply with Hazardous Storage Requirements', 'Comply with Hazardous Exposure Response', 'Comply with Standard First Aid', 'Comply with Advanced First Aid', 'Comply with CPR', and 'Comply with General PPE Requirements'. The table shows dates and status indicators (E) for each category for each employee. The report is displayed in a window titled 'Report - TRACCESS CI'.

Employee	Comply with Confined Space Entry	Comply with Confined Space Rescue	Comply with Hazardous Storage Requirements	Comply with Hazardous Exposure Response	Comply with Standard First Aid	Comply with Advanced First Aid	Comply with CPR	Comply with General PPE Requirements
Laughlin, Nathan	11/18/2007	11/18/2007	1/2/2008	1/2/2008	12/20/2007	12/20/2007	12/20/2007	1/17/2008
Nicholson, Ernest	10/8/2007	10/8/2007	10/25/2007	11/22/2007	10/12/2007	11/8/2007	10/12/2007	11/8/2007
Jameson, Rodney	11/18/2007	11/18/2007	1/2/2008	1/2/2008	12/20/2007	12/20/2007	12/20/2007	1/17/2008
Iverson, Wayne	2/11/2010	1/30/2010	2/11/2010	1/30/2010	3/28/2010	3/16/2010	3/3/2010	4/12/2010
Henninger, Andrew	E	E	E	E	E	E	E	E
Moffit, Terry	10/8/2007	10/22/2007	10/8/2007	10/22/2007	10/25/2007	11/18/2007	10/12/2007	11/8/2007
Pernell, Robert	11/18/2007	E	11/18/2007	E	1/2/2008	E	12/20/2007	E
Gilbreath, Roy	10/8/2007	9/18/2007	10/8/2007	9/18/2007	10/31/2007	10/25/2007	10/31/2007	10/18/2007
Quach, Mike	9/10/2007	10/32/2007	9/10/2007	10/32/2007	11/17/2007	10/25/2007	11/14/2007	10/18/2007
Yount, Jimmy	10/8/2007	E	10/8/2007	E	10/25/2007	9/28/2007	10/25/2007	9/15/2007
Cornfort, Donald	11/18/2007	10/12/2007	11/18/2007	10/12/2007	11/23/2007	11/26/2007	12/20/2007	11/18/2007
Dishman, Victor	10/9/2008	9/11/2008	10/9/2008	9/11/2008	11/23/2008	10/26/2008	11/23/2008	10/26/2008
Barber, Thomas	9/10/2007	9/14/2007	9/10/2007	9/14/2007	10/25/2007	10/29/2007	10/12/2007	10/18/2007
Frank, Benjamin	11/18/2007	9/12/2008	11/18/2007	9/12/2008	1/2/2008	10/27/2008	12/20/2007	10/14/2008
Oneill, Ryan	E	E	E	E	E	E	E	E
Waddie, Johnny	11/18/2007	E	11/18/2007	E	1/2/2008	E	12/20/2007	E
Campbell, Eugene	10/8/2007	9/1/2007	10/8/2007	9/1/2007	10/25/2007	10/18/2007	10/12/2007	10/9/2007
Thorton, Keith	10/8/2007	E	10/8/2007	E	10/25/2007	10/12/2007	10/12/2007	9/29/2007
Sevigny, Peter	11/18/2007	E	11/18/2007	E	1/2/2008	E	12/20/2007	E

- **Labels on first page only** - This format should be selected if you wish to export your results to a Microsoft Excel spreadsheet format. In this case, the names of the Employees are not repeated on subsequent pages, making the document easier to manipulate, without having to remove an extra column of information.



Report - TRACCESS CI

Main Report

TTG Systems Requalification Report - 2 Org Units - HSE **TRACCESS CI** **TTG Systems**

Non-Repeating Labels

Universal Enterprises

	C	K	C	K	C	K	C	K	C	K	C	K	C	K	C		K	C	K	C				
	Comply with Confined Space Entry	Comply with Confined Space Entry	Comply with Confined Space Entry	Comply with Confined Space Rescue	Comply with Confined Space Rescue	Comply with Hazardous Storage Requirements	Comply with Hazardous Storage Requirements	Comply with Hazardous Exposure Response	Comply with Hazardous Exposure Response	Comply with Standard First Aid	Comply with Standard First Aid	Comply with Advanced First Aid	Comply with Advanced First Aid	Comply with CPR	Comply with CPR	Comply with General PPE Requirements	Comply with General PPE Requirements	Comply with PPE Maintenance and Repair	Comply with PPE Maintenance and Repair	Comply with Fire & Explosion Awareness				
Laughlin, Nathan	11/18/2007	E	11/18/2007	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/17/2008	E	1/17/2008	E	10/21/2007			
Nicholson, Ernest	10/8/2007	10/8/2007	10/8/2007	10/8/2007	10/25/2007	11/22/2007	10/25/2007	11/22/2007	10/12/2007	11/9/2007	10/12/2007	11/9/2007	10/12/2007	11/9/2007	10/12/2007	11/9/2007	11/9/2007	11/9/2007	11/9/2007	11/9/2007	12/7/2007	12/7/2007	9/1/2007	
Jameson, Rodney	11/18/2007	E	11/18/2007	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/17/2008	E	1/17/2008	E	10/21/2007			
Iverson, Wayne	2/11/2010	1/30/2010	2/11/2010	1/30/2010	3/28/2010	3/16/2010	3/28/2010	3/16/2010	3/16/2010	3/3/2010	3/15/2010	3/3/2010	3/15/2010	3/3/2010	3/3/2010	4/1/2010	4/1/2010	4/1/2010	4/1/2010	4/1/2010	1/14/2010			
Henninger, Andrew	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E			
Moffit, Terry	10/8/2007	10/2/2007	10/8/2007	10/2/2007	10/25/2007	11/16/2007	10/25/2007	11/16/2007	10/12/2007	11/3/2007	10/12/2007	11/3/2007	10/12/2007	11/3/2007	10/12/2007	11/3/2007	11/3/2007	11/3/2007	11/3/2007	11/3/2007	12/1/2007	11/9/2007	9/1/2007	
Pernell, Robert	11/18/2007	E	11/18/2007	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/17/2008	E	1/17/2008	E	10/21/2007			
Gilbreath, Roy	10/8/2007	9/16/2007	10/8/2007	9/16/2007	10/25/2007	10/31/2007	10/25/2007	10/31/2007	10/12/2007	10/18/2007	10/12/2007	10/18/2007	10/12/2007	10/18/2007	10/12/2007	10/18/2007	10/18/2007	10/18/2007	10/18/2007	10/18/2007	11/5/2007	11/5/2007	9/1/2007	
Quach, Mike	9/10/2007	10/3/2007	9/10/2007	10/3/2007	10/25/2007	11/17/2007	10/25/2007	11/17/2007	10/12/2007	11/4/2007	10/12/2007	11/4/2007	10/12/2007	11/4/2007	10/12/2007	11/4/2007	11/4/2007	11/4/2007	11/4/2007	11/4/2007	12/2/2007	12/2/2007	9/1/2007	
Yount, Jimmy	10/8/2007	E	10/8/2007	E	10/25/2007	9/28/2007	10/25/2007	9/28/2007	10/12/2007	9/15/2007	10/12/2007	9/15/2007	10/12/2007	9/15/2007	10/12/2007	9/15/2007	11/9/2007	11/9/2007	11/9/2007	11/9/2007	10/13/2007	11/9/2007	9/1/2007	
Confort, Donald	11/18/2007	10/12/2007	11/18/2007	10/12/2007	1/2/2008	11/26/2007	1/2/2008	11/26/2007	1/2/2008	11/13/2007	1/2/2008	11/13/2007	1/2/2008	11/13/2007	1/2/2008	1/17/2008	1/17/2008	1/17/2008	1/17/2008	1/17/2008	12/11/2007	1/17/2008	10/21/2007	
Dishman, Victor	10/9/2008	9/11/2008	10/9/2008	9/11/2008	11/23/2008	10/26/2008	11/23/2008	10/26/2008	11/10/2008	10/13/2008	11/10/2008	10/13/2008	11/10/2008	10/13/2008	11/10/2008	12/8/2008	12/8/2008	12/8/2008	12/8/2008	12/8/2008	11/10/2008	11/10/2008	9/1/2008	
Barber, Thomas	9/10/2007	9/14/2007	9/10/2007	9/14/2007	10/29/2007	10/29/2007	10/29/2007	10/29/2007	10/12/2007	10/18/2007	10/12/2007	10/18/2007	10/12/2007	10/18/2007	10/12/2007	11/9/2007	11/9/2007	11/9/2007	11/9/2007	11/9/2007	11/9/2007	11/9/2007	11/9/2007	E
Frank, Benjamin	11/18/2007	9/12/2008	11/18/2007	9/12/2008	1/2/2008	10/27/2008	1/2/2008	10/27/2008	1/2/2008	10/27/2008	1/2/2008	10/27/2008	1/2/2008	10/14/2008	1/2/2008	1/17/2008	1/17/2008	1/17/2008	1/17/2008	1/17/2008	10/21/2007			
O'Neill, Ryan	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E			
Waddie, Johnny	11/18/2007	E	11/18/2007	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/17/2008	E	1/17/2008	E	10/21/2007			
Campbell, Eugene	10/8/2007	9/1/2007	10/8/2007	9/1/2007	10/25/2007	10/16/2007	10/25/2007	10/16/2007	10/12/2007	10/3/2007	10/12/2007	10/3/2007	10/12/2007	10/3/2007	10/12/2007	11/9/2007	11/9/2007	11/9/2007	11/9/2007	11/9/2007	10/31/2007	11/9/2007	9/1/2007	
Thornton, Keith	10/8/2007	E	10/8/2007	E	10/25/2007	10/12/2007	10/25/2007	10/12/2007	10/12/2007	9/29/2007	10/12/2007	9/29/2007	10/12/2007	9/29/2007	10/12/2007	11/9/2007	11/9/2007	11/9/2007	11/9/2007	11/9/2007	10/27/2007	11/9/2007	9/1/2007	
Sevigny, Peter	11/18/2007	E	11/18/2007	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/2/2008	E	1/17/2008	E	1/17/2008	E	10/21/2007			

Current Page No.: 1 Total Page No.: 2 Zoom Factor: 100%

Close Help

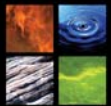
Summary Report

The Summary Report shows the percent completion of an entire process by each employee. It is further divided into High Priority and Normal Priority Task completion. If you are not using High Priority Tasks, this field will always appear as 0 Tasks, 0 Complete for a percentage of 100%.

Please note: Someone who has completed all of their Knowledge Assessments, but who has not been signed off on Capability Assessments will appear as having 0% complete on this report.

Examples of uses of this report are:

- For Supervisors/ Administrators - to provide a quick "summary" of the completion of Processes by Employees, to be given to Management.



Report - TRACCESS CI

Main Report

TTG Systems Summary Report - HSE Summary **TRACCESS CI**

Summary						
Knowledge	% of Total Assignments	Capability	% of Total Assignments	Combined Status	% of Total Assignments	
Complete	123	23.0%	240	44.9%	164	48.8%
About to Elapse	45	8.4%	6	1.1%	172	51.2%
Incomplete	14	2.6%	14	2.6%	Total Assignments	336
Elapsed	154	28.8%	76	14.2%	Total Unique Employees	24
Revised	0	0.0%	0	0.0%	Total Unique Tasks	336
Total Assignments	336	62.8%	336	62.8%		

Organized by Employee

	High Priority			Normal Priority			All %
	Total	Complete	%	Total	Complete	%	
Agnew, Beatrice							
Universal Enterprises\UE Corporate\HSE	0	0	100.0%	14	10	71.4%	71.4%
Total Assignments	0	0	100.0%	14	10	71.4%	71.4%
Barber, Thomas							
Universal Enterprises\UE Corporate\HSE	14	10	71.4%	0	0	100.0%	71.4%
Total Assignments	14	10	71.4%	0	0	100.0%	71.4%
Campbell, Eugene							
Universal Enterprises\UE Corporate\HSE	0	0	100.0%	14	7	50.0%	50.0%
Total Assignments	0	0	100.0%	14	7	50.0%	50.0%
Comfort, Donald							
Universal Enterprises\UE Corporate\HSE	0	0	100.0%	14	14	100.0%	100.0%
Total Assignments	0	0	100.0%	14	14	100.0%	100.0%
Dishman, Victor							
Universal Enterprises\UE Corporate\HSE	0	0	100.0%	14	14	100.0%	100.0%
Total Assignments	0	0	100.0%	14	14	100.0%	100.0%
Emery, Rodney							
Universal Enterprises\UE Corporate\HSE	0	0	100.0%	14	10	71.4%	71.4%
Total Assignments	0	0	100.0%	14	10	71.4%	71.4%
Frank, Benjamin							
Universal Enterprises\UE Corporate\HSE	0	0	100.0%	14	14	100.0%	100.0%
Total Assignments	0	0	100.0%	14	14	100.0%	100.0%
Gilbreath, Roy							
Universal Enterprises\UE Corporate\HSE	0	0	100.0%	14	10	71.4%	71.4%

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Page 1 of 3

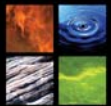
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Close Help

Task Completion Report

The Task Completion Report is a quick way to display whether or not an Employee is complete or incomplete on a Task - without all the summaries and dates. Completing this report first allows for a quick check on Employee-Task status, which could then be followed up by specific investigations using the Qualification Report.

As with the Requalification Report, this report can become both wide and high. The report allows for 10 Tasks to be shown on a single, letter-sized page. If more than 10 Tasks are to be reported on, the report will become more than a single page wide. Also, this report shows 24 Employees in a single Organization Unit. If more than one Organization Unit, with a similar number of Employees was selected in the Report Template, the report would become a minimum of 2 pages wide by 2 pages high.



Report - TRACCESS CI

Main Report

Business Objects

TTG Systems Task Completion Labels Repeating TRACCESS CI

Universal Enterprises	Employee Name	Comply with Advanced First Aid		Comply with Audiometric Testing Requirements		Comply with Confined Space Awareness		Comply with Confined Space Entry		Comply with Confined Space Rescue		Comply with CPR		Comply with Fire and Explosion Awareness		Comply with Fire and Explosion Emergency Response		Comply with General PPE Requirements		Comply with Hazardous Exposure Response	
		K	C	K	C	K	C	K	C	K	C	K	C	K	C	K	C	K	C	K	C
		Organization	Task	Employee	Not Applicable	Organization	Task	Employee	Not Applicable	Organization	Task	Employee	Not Applicable	Organization	Task	Employee	Not Applicable	Organization	Task	Employee	Not Applicable
Laughlin, Nathan																					
Nicholson, Ernest																					
Jameson, Rodney																					
Iverson, Wayne																					
Henninger, Andrew																					
Moffitt, Terry																					
Emery, Rodney																					
Pernell, Robert																					
Gilbreath, Roy																					
Quach, Mike																					
Yount, Jimmy																					
Comfort, Donald																					
Dishman, Victor																					
Rice, Joshua																					
Barber, Thomas																					
Frank, Benjamin																					
O'Neill, Ryan																					
Kester, Russel																					
Waddle, Johnny																					
Zimmerman, Malka																					

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K - Knowledge Component C - Capability Component o - Incomplete • - Complete

Organization Task Employee Not Applicable

Generated By System, Owner Page 1 of 2

Current Page No.: 1 Total Page No.: 2 Zoom Factor: 100%

Close Help

Possible Outcomes

As with the Requalification Report, the Layout for the Task Completion Report is not determined when creating the Report Template. Rather, it is selected in the Generate Report dialog, in the Layout field.

- **Labels on every page** - This format should be selected if you wish to export your results to an Adobe Acrobat PDF format. In this case, the names of the Employees are repeated on subsequent pages, making the document easier to understand and read.



Report - TRACCESS CI

Main Report

BusinessObjects

TTG Systems Task Completion Repeating Labels TRACCESS CI TTG Systems

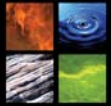
		Comply with Advanced First Aid	Comply with Audiometric Testing Requirements	Comply with Confined Space Awareness	Comply with Confined Space Entry	Comply with Confined Space Rescue	Comply with CPR	Comply with Fire & Explosion Awareness	Comply with Fire & Explosion Emergency Response	Comply with General PPE Requirements	Comply with Hazardous Exposure Response
		K C	K C	K C	K C	K C	K C	K C	K C	K C	K C
Universal Enterprises	Laughlin, Nathan	o	•	o	•	o	•	o	•	o	•
	Nicholson, Ernest	•	•	o	o	•	•	•	•	o	o
	Jameson, Rodney	o	•	o	•	o	•	o	•	o	•
	Iverson, Wayne	•	•	•	•	•	•	•	•	•	•
	Henninger, Andrew	o	o	o	o	o	o	o	o	o	o
	Moffit, Terry	•	•	o	o	•	•	•	•	•	•
	Emery, Rodney	•	•	o	o	•	•	•	•	•	•
	Pernell, Robert	o	•	•	•	o	•	o	•	o	•
	Gilbreath, Roy	•	•	o	o	•	•	•	•	o	o
	Guach, Mike	•	•	o	o	•	•	•	•	•	•

Universal Enterprises Laughlin, Nathan
Nicholson, Ernest
Jameson, Rodney
Iverson, Wayne
Henninger, Andrew
Moffit, Terry
Emery, Rodney
Pernell, Robert
Gilbreath, Roy
Guach, Mike

Current Page No.: 1 Total Page No.: 2 Zoom Factor: 100%

Close Help

- **Label on first page only** - This format should be selected if you wish to export your results to a Microsoft Excel spreadsheet format. In this case, the names of the Employees are not repeated on subsequent pages, making the document easier to manipulate, without having to remove an extra column of information.



Report - TRACCESS CI

Main Report

BusinessObjects

TTG Systems Task Completion Non-Repeating Labels TRACCESS CI TTG Systems

		Comply with Advanced First Aid		Comply with Audiometric Testing Requirements		Comply with Confined Space Awareness		Comply with Confined Space Entry		Comply with Confined Space Rescue		Comply with CPR		Comply with Fire & Explosion Awareness		Comply with Fire & Explosion Emergency Response		Comply with General PPE Requirements		Comply with Hazardous Exposure Response		Comply with Hazardous Storage Requirements		Comply with Noise Exposure Control		Comply with PPE Maintenance and Repair	
		K	C	K	C	K	C	K	C	K	C	K	C	K	C	K	C	K	C	K	C	K	C	K	C	K	C
Universal Enterprises	Laughlin, Nathan	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•
	Nicholson, Ernest	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Jameson, Rodney	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•
	Iverson, Wayne	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Henninger, Andrew	o	o	o	o	o	o	o	o	o	o	o	o	o	o	o	o	o	o	o	o	o	o	o	o	o	o
	Moffit, Terry	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Emery, Rodney	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Pernell, Robert	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•	o	•
	Gilbreath, Roy	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

Current Page No.: 1 Total Page No.: 2 Zoom Factor: 100%

Close Help

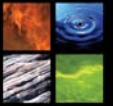
Task Summary Report

The Task Summary Report allows you to select a Task (regardless of where it is assigned or where it appears in the system), and then select the Organization Units of Employees to report on. You also have the option to report on those who have completed the Task, or those who haven't.

Please note: the system does check to see if the selected Employee has access to the selected Task through one of their Organization Unit assignments. If a particular Employee had access to a Task in the past, had completed it, but was subsequently moved to different Organization Unit assignments without access to the Task, this employee will never show up on a "Complete" Task Summary Report.

The Task Status column will only reflect Complete or Incomplete Tasks, not both. However it will provide further information on type of complete or incomplete. For example, you may see:

- Selecting **Complete** will show the following possible states in the Task Status column:
 - Complete
 - About to Elapse
- Selecting **Incomplete** will show the following possible states in the Task Status column:
 - Incomplete
 - Elapsed
 - Revised



Report - TRACCESS CI
BusinessObjects

Task Summary - HSE
 Show Only Complete

Report Summary

Total Unique Employees:	24
Total Unique Tasks:	336
Total Task Assignments:	336
Total Complete Task Assignments:	175
Total Incomplete Task Assignments:	161
Total Percent Complete:	52.1%

Organized By Task

	<u>Task Status</u>
Comply with Advanced First Aid	
Agnew, Beatrice	Complete
Barber, Thomas	Complete
Campbell, Eugene	Complete
Comfort, Donald	Complete
Dishman, Victor	Complete
Emery, Rodney	Complete
Frank, Benjamin	Complete
Gilbreath, Roy	Complete
Iverson, Wayne	Complete
Kester, Russel	Complete
Moffit, Terry	Complete
Nicholson, Ernest	Complete
Quach, Mike	Complete
Rice, Joshua	About to Elapse
Thorton, Keith	About to Elapse
Yount, Jimmy	About to Elapse

Task Summary - Comply with Advanced First Aid

Total Employees:	24
# Complete	16
% Complete	67 %

Comply with Audiometric Testing Requirements	
Comfort, Donald	About to Elapse
Dishman, Victor	Complete
Frank, Benjamin	Complete
Iverson, Wayne	Complete

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Generated By System, Owner
Page 1 of 8

Current Page No.: 1
Total Page No.: 8
Zoom Factor: 100%

Close Help