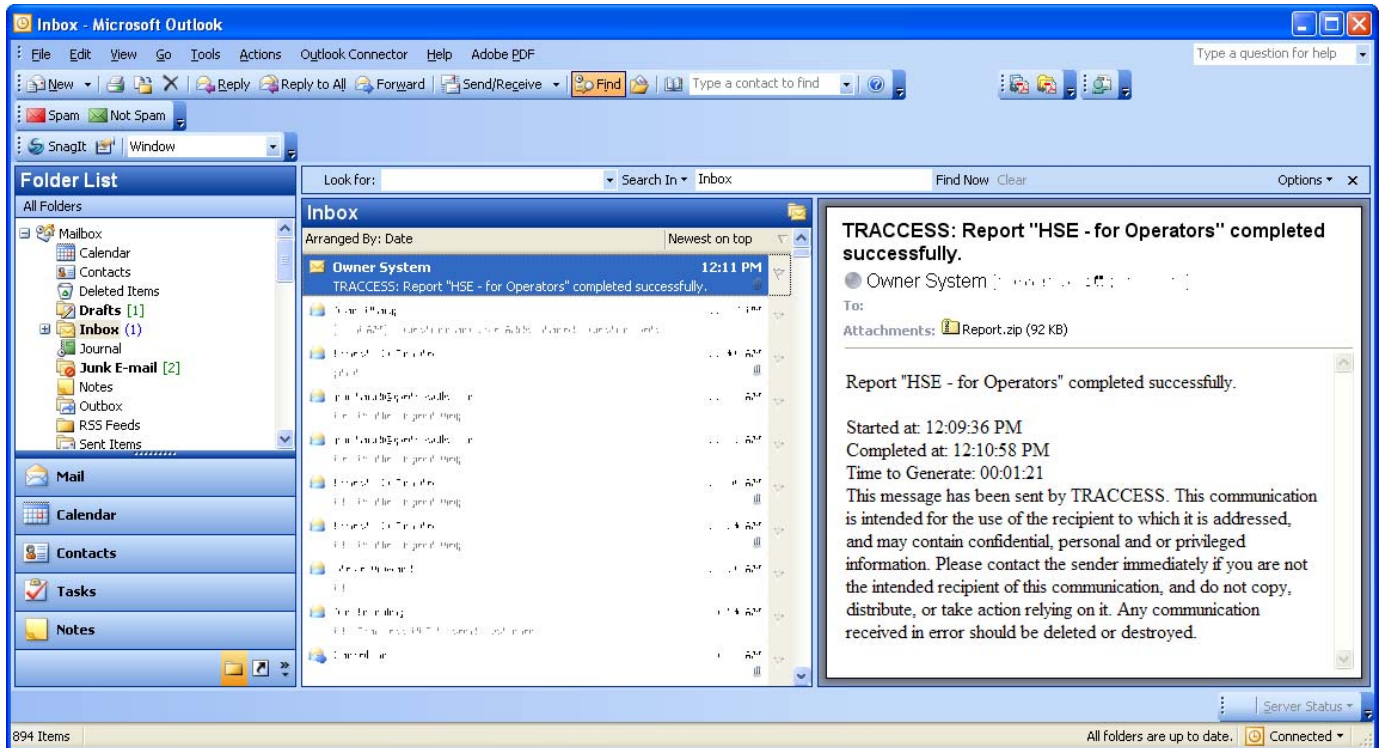


What's New in TRACCESS CI (8.6)

At TTG Systems, we are continuously changing and updating our software to meet the needs of our clients. The main features of TRACCESS CI (8.6) were incorporated to do just that.

Attaching Exported Report to Email

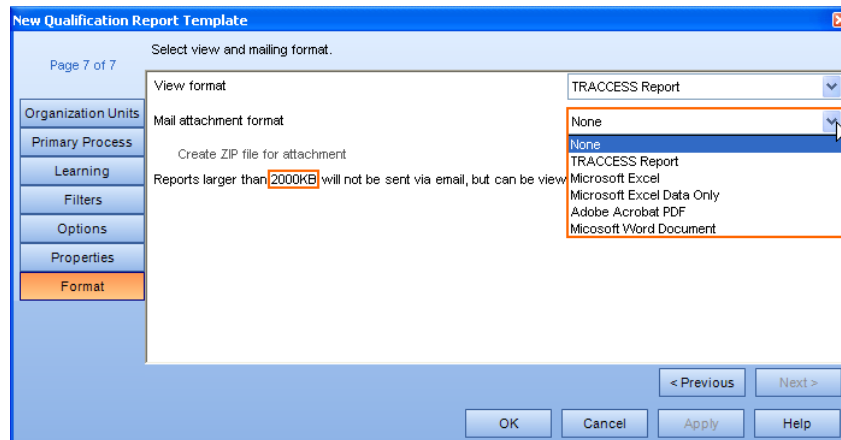
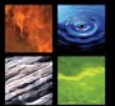
Previous versions of TRACCESS CI only allowed the notifications of newly generated reports to be sent via email. TRACCESS CI (8.6) allows the owner of a report to attach the actual report to the email after generation.



Report is included as Email Attachment

The reports themselves can now be accessed from a person's Inbox, and subsequently forwarded to others. When the report template is created, you can select two report formats: one for when the report is being viewed in TRACCESS, and one for the report that is to be attached to your email message. The View format and the Mail attachment format are also available in several formats including: TRACCESS Report, Microsoft Excel, Microsoft Excel Data Only, Adobe Acrobat PDF and Microsoft Word Document. (These available formats differ depending on the selected report type).

The Email attachment formatting options also allow you to select whether or not to zip the report to be attached to the email.

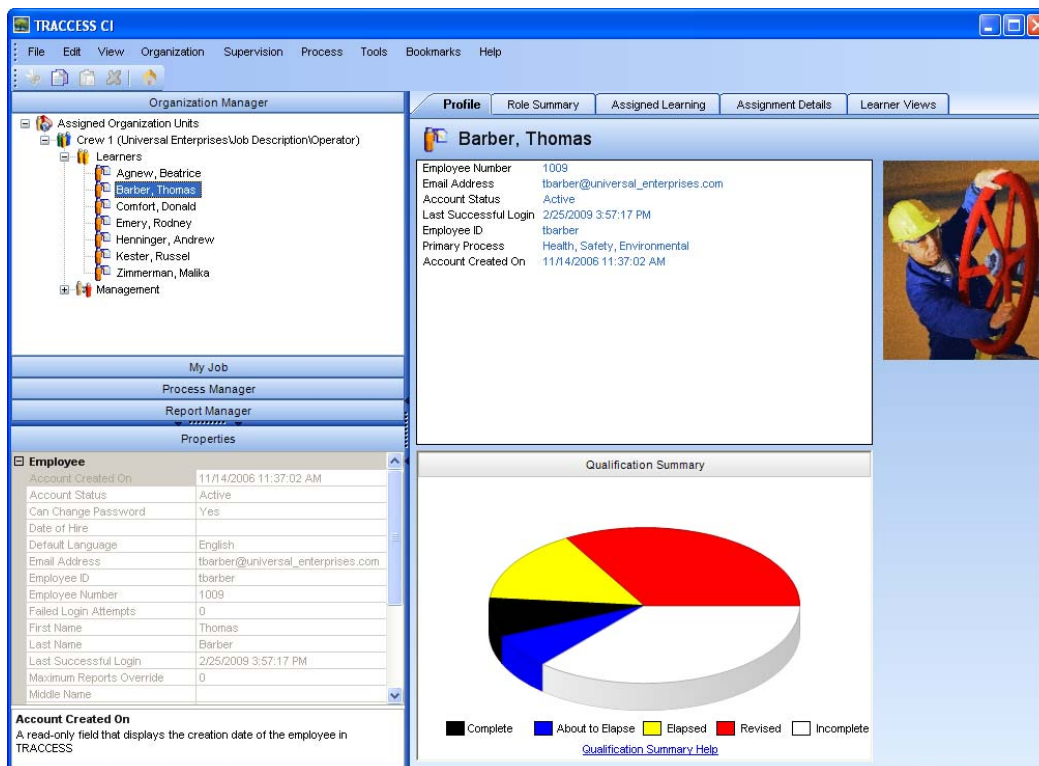


Email Attachment Format

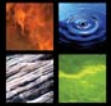
As shown above, the default value of an emailed report is 2000 KB, but this can be modified by your System Owner.

Learner Pie Charts

TRACCESS CI (8.6) allows anyone with access to an Organization Manager to select a Learner and view their overall status in the form of a Pie Chart. Supervisors are now able to instantly see how a Learner is progressing throughout TRACCESS without having to run a report on that person.



Learner Pie Chart



TRACCESS Knowledge Assessment Enhancements

Save Complete Knowledge Assessments in History Record

TRACCESS CI's internal Knowledge Assessment editor now stores the entire assessment in the database after a learner takes an online assessment.

The following information is stored:

- The questions as they appeared
- The answers as they appeared
- The answer(s) that was/ were selected
- The correctness rule (single answer correct/ multiple answers correct) that TRACCESS was set to at the time
- What the correct answers were set to at the time

The right to access these completed assessments depends on how your roles and permission sets have been configured in the system.

The screenshot displays the 'Task History' window for employee Agnew, Beatrice, on the task 'HSE CPR and CCR'. The history table shows several 'Knowledge Qualification Date Cleared' entries. An 'Assessment Summary (Final Assessment)' window is open, showing the following details:

Reason	K	C	Date	Recorded On
This is the current state of the task.	x	x	10/15/2009 1:52 PM	10/15/2009 1:52 PM
Knowledge Qualification Date Cleared (Asses...	x	x	10/15/2009 1:42 PM	10/15/2009 1:42 PM
Knowledge Qualification Date Cleared (Asses...	x	x	10/15/2009 1:09 PM	10/15/2009 1:09 PM
Knowledge Qualification Date Cleared (Asses...	x	x	10/15/2009 1:06 PM	10/15/2009 1:06 PM

Assessment Summary (Final Assessment)

Name: Agnew, Beatrice
 Task: HSE CPR and CCR
 Score: 88.89 %
 Passed: No

Total Questions: 9
 Correct: 8
 Incorrect: 1

Question: 1:
 A common way to check for circulation is demonstrated in this attached graphic.
 What is the name of this major artery?

A - New Answer
 B - New Answer
 C - New Answer
 D - New Answer

Correctness Rule: Single Correct Answer Required

Answer(s) Given: C
 Correct Answer(s): A
 Marked As: Incorrect

Details

Knowledge

Status: Incomplete
 Qualification Date: N/A
 Assessor: Agnew, Beatrice
 Assessor Employee ID: bagnew
 Assessor Employee Number: 1001
 Final Assessment Mark: 88.89
 Duration Setting: Duration: 1095 days
 Revision Date: N/A
 Attempts: 1
 CI Knowledge Assessment: View...

Capability

Status: Incomplete
 Qualification Date: N/A
 Assessor: N/A
 Assessor Employee ID: N/A
 Assessor Employee Number: N/A
 Duration Setting: Duration: 1095 days
 Revision Date: N/A
 Attempts: N/A
 CI Capability Assessment: View...

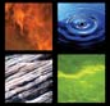
Signature

Signer: Agnew, Beatrice
 Signer Employee ID: bagnew
 Signature Type: Implicit
 Date/ Time: 10/15/2009 1:42 PM
 Meaning: Knowledge Test Fail
 Record Status: OK

Attached File: Upload View Delete
 Close Help

Stored Knowledge Assessment in Employee's Task History

In the example shown above, the employee had a 25% chance of guessing the correct answer seeing as no answers had been provided.

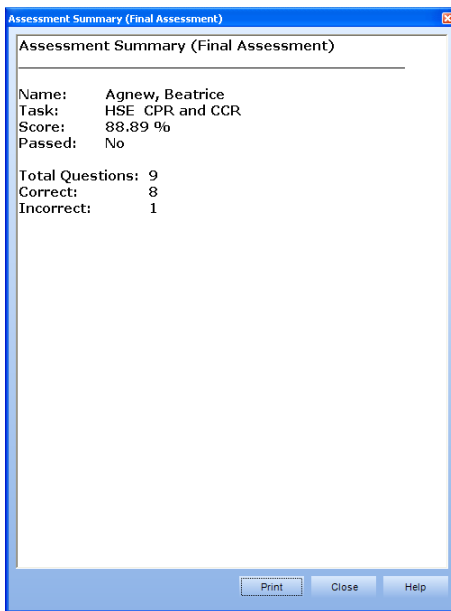


Knowledge Assessment Summary Types

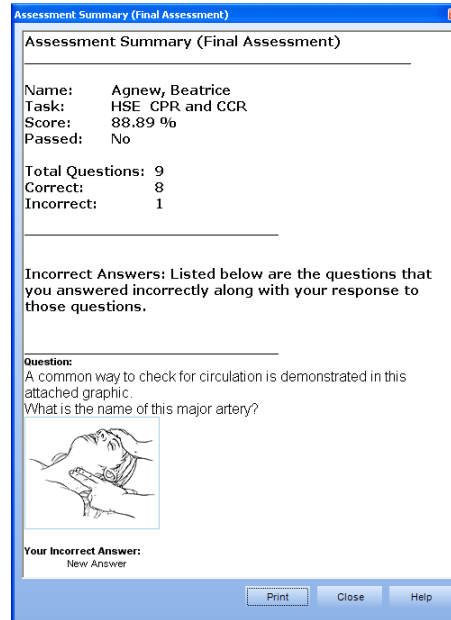
Another enhancement to the internal Knowledge Assessment is the ability to select the summary type per assessment (or what the learner sees after clicking the Submit button).

These include:

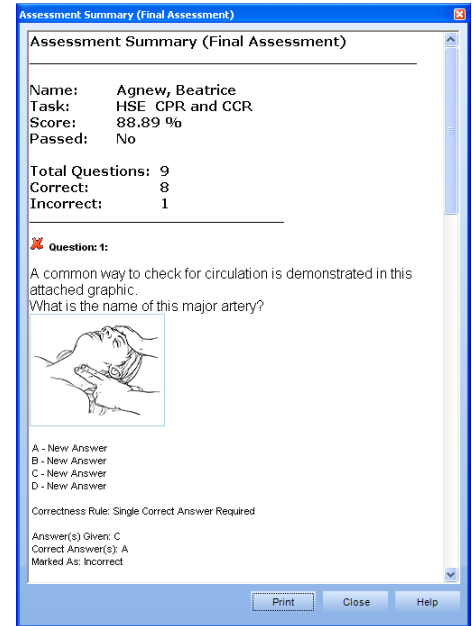
- None (the assessment presenter closes and does not give an assessment summary at all)



Mark Only



**Incorrects Only
(equivalent to previous version summaries)**

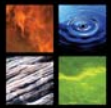


Complete (Entire Assessment)

Making "Allow Knowledge Reassessments" a Task Property

Subject matter experts are now able to define the reassessment details of each Task holding a Knowledge Assessment. This feature enables/ disables a Knowledge Assessment from being retaken once it has been successfully completed. If disabled, as long as a task is complete (which includes both the complete and about to elapse states), a knowledge assessment cannot be retaken.

If the function is enabled, the knowledge assessment will function as it did in the past. The default state is to allow Knowledge Reassessment.



Reporting Information

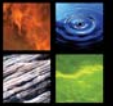
Process Model Report

TRACCESS CI (8.6) now features the Process Model Report. This report allows you to select the Process Sets, Processes, Sub Processes, Tasks and Resources in the system and see what is there.

Summary							
Total Process Sets: 0		Total Processes: 1		Total Sub Processes: 6		Total Tasks: 14	
Total Assessments: 23		Total Resources: 71		Total Unique Tasks: 14		Total SCORM: 0	
Processes/Universal Enterprises/UE Corporate/Health, Safety, Environmental							
Total Sub Processes: 6		Total Tasks: 14		Total Assessments: 23		Total Resources: 71	
Total Unique Tasks: 14		Total SCORM: 0					
HSE Confined Space		HSE Confined Space		HSE Confined Space Entry		HSE Confined Space Rescue	
<i>Resources</i>		TRACCable: SAF Confined Space Entry Permit		TRACCable: SAF Confined Space Entry Permit		TRACCable: SAF Confined Space Entry Permit	
		Course: SAF Confined Spaces: The Basics		Course: SAF Confined Spaces: The Basics		TRACCable: SAF Enter a Confined Space	
		TRACCable: SAF Interpret Confined Spaces		TRACCable: SAF Enter a Confined Space		TRACCable: SAF Interpret Confined Spaces	
		TRACCable: SAF Introduction to Confined Spaces		TRACCable: SAF Interpret Confined Spaces		TRACCable: SAF Introduction to Confined Spaces	
		TRACCable: SAF Introduction to Confined Spaces		TRACCable: SAF Oxygen & Methane Content Planges		TRACCable: SAF Perform Confined Space Rescue	
		TRACCable: SAF Oxygen & Methane Content Planges		TRACCable: SAF Perform Confined Space Rescue			
Knowledge Assessment		Format: TRACCESS CI		Format: TRACCESS CI		Format: TRACCESS CI	
		Online: Yes		Online: No		Online: No	
		Practice Assessment Questions: 8		Practice Assessment Questions: 0		Practice Assessment Questions: 0	
		Final Assessment Questions: 8		Final Assessment Questions: 0		Final Assessment Questions: 0	
Capability Assessment		Format: TRACCESS CI		Format: TRACCESS CI		Format: TRACCESS CI	
		Online: No		Online: No		Online: No	
		Number of Actions: 0		Number of Actions: 0		Number of Actions: 0	

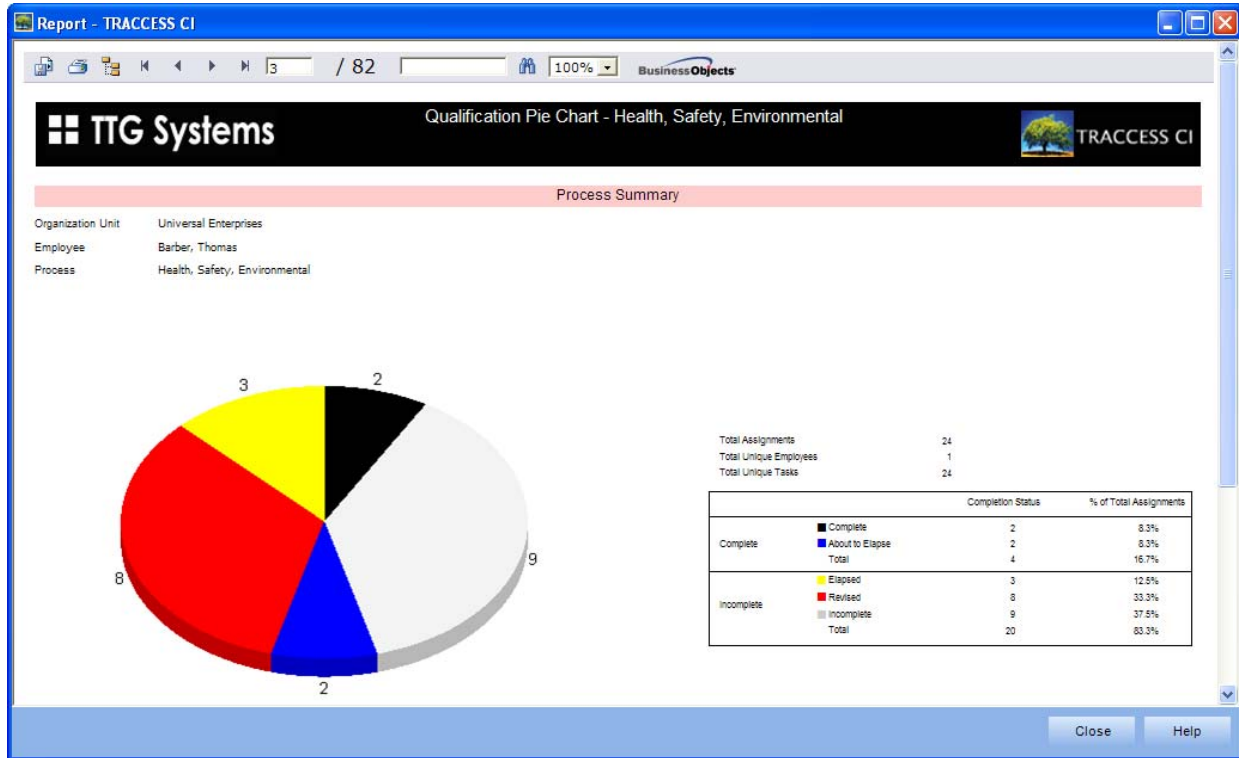
Process Model Report

Although this is true of all reports, the fact that the information can be accessed in this report and not altered make it an ideal tool for both Subject Matter Experts and Supervisors – for different reasons. Subject Matter Experts may want to see what has already been completed, and what they have left to complete (i.e., the tasks have been added, but the resources have not OR the tasks have been added, there are no knowledge assessments yet). Supervisors/Operational Administrators may want to filter for tasks that contain both resources and assessments before assigning particular processes to their Organization Units.

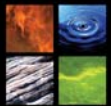


Qualification Pie Chart Report

The Qualification Pie Chart Report in an integrated report that shows a visual representation of a Learner's qualifications, without the details found in the Qualification Report.



Qualification Pie Chart Report



Task Summary Report

Prior to version 8.6, the Task Summary Report offered only completion reporting on a single state for a desired selection of Tasks and Employees. Each report, based on their settings, could only display Incomplete states, or Complete states.

The Task Summary Report in version 8.6, has been modified to allow for both states to be shown in the same report. Regardless of where the Task appears in the system, you can now see who is complete/ incomplete on this task – and schedule your training accordingly.

On the new Task Summary Report, not only are both Completes and Incompletes shown at the same time, but a new format has also been introduced. This format gives the ability to Organize by Employee, allowing to report in a more organized format based on specific groups of learning and Learners. The Task Summary Report is the only report that does not take into account “where” a task has been assigned to employees, as long as it is currently assigned.

Report Summary	
Total Unique Employees:	15
Total Unique Tasks:	1
Total Task Assignments:	15

HSE CPR and CCR	Task Status
Thornton, Keith	Complete
Agnew, Beatrice	Complete
Laughlin, Nathan	Elapsed
Nicholson, Ernest	Elapsed
Iverson, Wayne	Revised
Emery, Rodney	Complete
Pemell, Robert	Complete
Yount, Jimmy	Complete
Comfort, Donald	Elapsed
Dishman, Victor	Revised
Rice, Joshua	Complete
Barber, Thomas	Complete
Frank, Benjamin	Complete
Kester, Russel	Revised
Zimmerman, Malika	Revised

Task Summary - HSE CPR and CCR	
Total Complete Employees:	8
Total Incomplete Employees:	7

**Task Summary Report
Organized by Task**

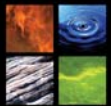
Report Summary	
Total Unique Employees:	27
Total Unique Tasks:	16
Total Task Assignments:	432

Organized by Employee

Operator: Joe	Task Status
HSE Audometric Testing Requirements	Incomplete
HSE Confined Space Awareness	Elapsed
HSE CPR and CCR	Incomplete
HSE PPE Maintenance & Repair	Incomplete
HSE Fire & Explosion Investigation	Incomplete
HSE Hazardous Exposure Response	Incomplete
HSE Standard First Aid (created before 05)	About to Elapse
HSE Fire & Explosion Awareness	Complete
HSE Hazardous Storage Requirements	Complete
HSE Confined Space Entry	Elapsed
HSE Standard First Aid	Incomplete
HSE Advanced First Aid	Incomplete
HSE General PPE Requirements	Complete
HSE Confined Space Rescue	Incomplete
HSE CPR and CCR (created before 05)	Complete
HSE Noise Exposure Control	Complete

Operator: Joe	
Complete Tasks:	6
Incomplete Tasks:	10

**Task Summary Report
Organized by Employee**

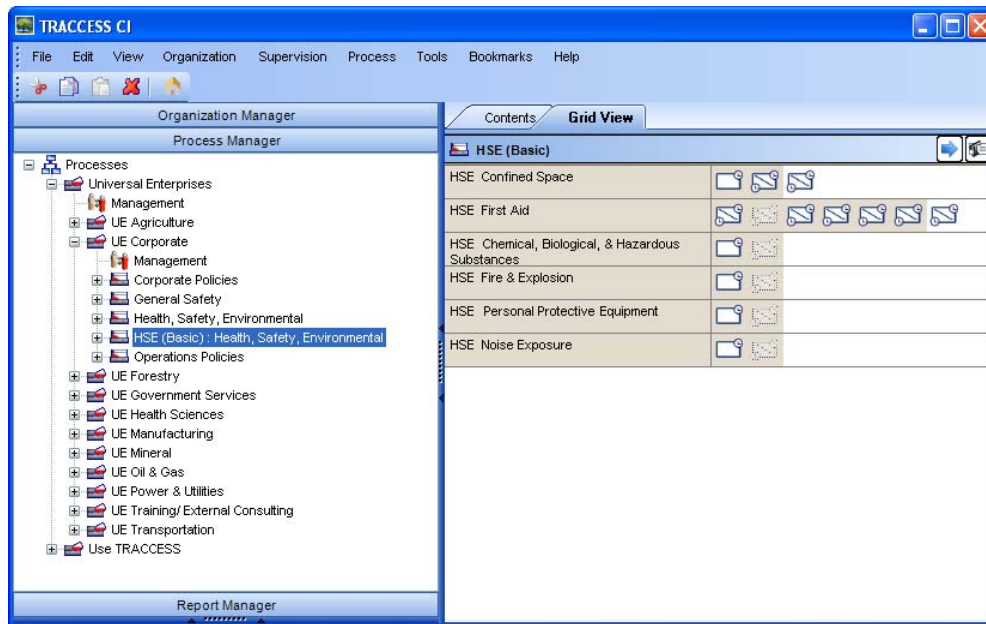


Process Manager Grid View

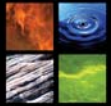
When a Learner logs into TRACCESS CI, they have access to their Processes, Sub Processes and Tasks in both a tree control and a grid view. In previous versions of TRACCESS CI, the Process Manager utilized only a Contents area to display the selected learning details. In version 8.6, an option for the grid view has been added to the Process Manager, allowing Subject Matter Experts to view a learning structure in a similar format as Learners. Instead of entirely removing the contents area, two tabs were created: the Contents tab and the Grid View tab.

The Contents tab (as with other contents tabs on the system) is meant for multiple selects. In other words, if you wish to “hide” multiple tasks at once in a derived process, select the sub process in the tree and select the contents tab in the context view. All of the tasks within the sub process are displayed on the right. At this point, the Shift or Control key can be used to either select several tasks in a row, or to select individual tasks.

The Grid View tab shows the process as would be seen in either the Organization Manager when an Organization Unit or Learner is selected, and the Assigned Learning or View tab is selected, or in the My Job when a Process is selected. This view allows the Subject Matter Expert to see what the Learner or Supervisor will see – without having to expand all of the Sub Processes in the tree. Where this view will be of the most benefit is during the use of Derived Processes. The Grid View will make it extremely easy to see which Tasks have been hidden in the Derived Process, and which Tasks are new to the Derived Process (appear on a white background).



Process Manager – Grid View



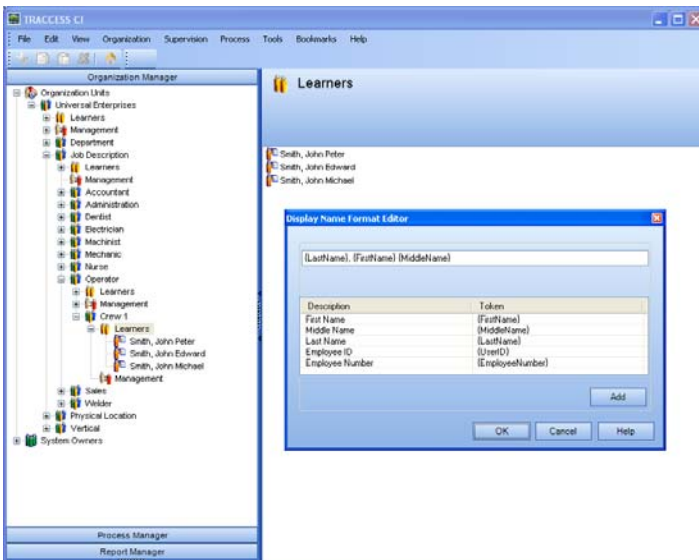
Employee Name Formatting Options

In Western society, a person is most often referenced as Last Name, First Name. In most cases, this works fine and does not cause any issues or problems. However, what do companies do with the following scenarios:

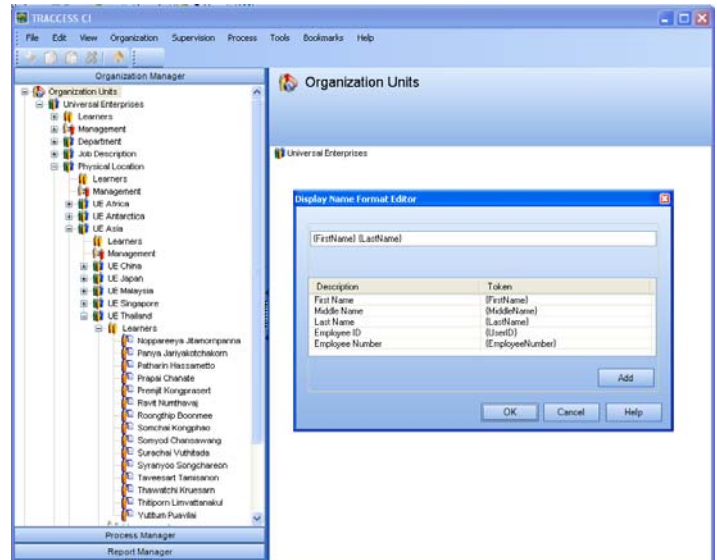
- More than one person with the same first and last name
- Countries who do not make use of the first (or last) name field at all
- Companies whose employees are more known by their Employee IDs

As a solution to some companies' display name format problem, TRACCESS CI (8.6) introduces a new employee property (Middle Name) and has created a Display Name Format editor to allow for customized display names per installation. The display name can be made up of the following employee properties:

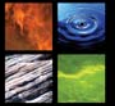
- First Name
- Middle Name
- Last Name
- Employee ID
- Employee Number



Last Name, First Name Middle Name



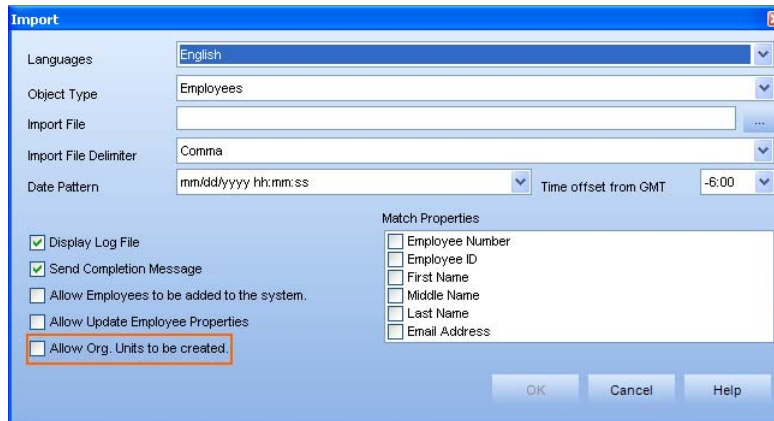
First Name Last Name



Import Employee Tool Creates Org Units

When a company is first introduced to TRACCESS CI, they are happy that the addition of employees is straight-forward when completed in the application. It is a simple right click, Create New Employee. If they are happy with this functionality, they are ecstatic with the import of employees in the form of a spreadsheet.

TRACCESS CI (8.6) allows for the creation of Organization Units during the import employee process using the Membership column. If a particular Organization Unit does not exist, the person doing the import has the right to create Org. Units, and the Allow Org. Units to be created is enabled on the Import dialog, TRACCESS CI will automatically create these Organization Units. In this way, a completely empty database could have its organization structure configured using a spreadsheet.



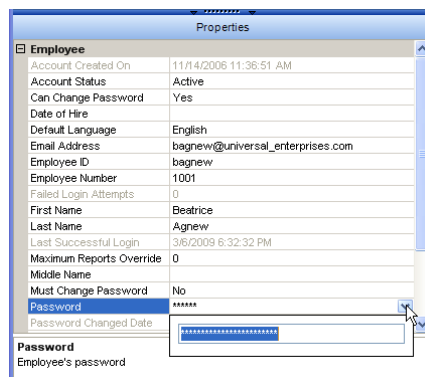
Import – Allow Org. Units to be Created

Conversely, when employee turnover occurs, the Membership column can be used to remove employees from their Organization Units in order to be archived.

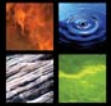
Password Encryption

In efforts to further protect the security of information stored in TRACCESS, passwords are now stored in a secure format so that they can no longer be accessed directly from the database. What this means for database administrators is quite simply that passwords are now encrypted. What this means for TRACCESS Operational Administrators or Supervisors is a slight change as to what is displayed on screen.

In previous versions of TRACCESS CI, after clicking the down arrow next to the Password field would display the number of characters in an Employee's password. (An empty field would indicate that the password was blank). In TRACCESS CI (8.6), the password field will always be displayed as shown below.

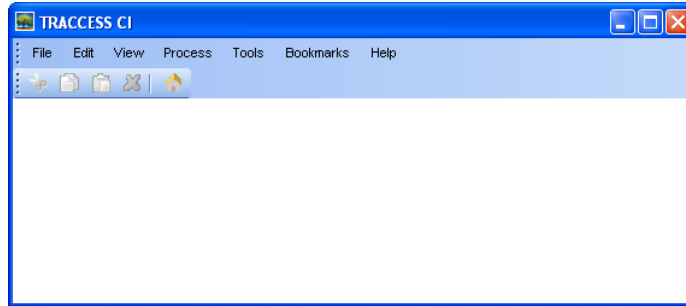


Employee Password Field – With Encryption



Reset Layout

When someone logs out of TRACCESS, their preferences (i.e., the placement of their splitters and their screen size) are stored in memory. If they happen to access TRACCESS on a different screen resolution the next time they login, one that is not compatible with their previous preferences, the situation below may occur.



For this very reason, the **View/ Reset Layout** option was added to the main menu. Selecting this option puts the splitters back to their default positions.

Capability Assessment Credentials

In TRACCESS CI (8.5), we introduced the functionality of digital/ electronic signatures to the application. However, since an electronic signature was already part of the Capability Assessment signoff prior to this version, there was no way of shutting off the electronic signature for capability assessments.

In TRACCESS CI (8.6), if you wish to use digital/ electronic signatures, you will be prompted for an employee ID and password when setting qualification dates, setting course marks and completing capability assessments. If you do not wish to use digital/ electronic signatures, you won't be prompted for an employee ID and password when setting qualification dates, setting course marks and completing capability assessments.

Spanish and French Language Packs

The application of TRACCESS CI (8.6) is now available in Spanish and French, and the help file is now available in Thai.. Contact TTG Support @ support@ttg-inc.com for more information about these language packs, or the multilingual functionality of TRACCESS CI.