

Class Administration Reports

The Class Administration reports allow you to track classes and participants as well as generate class enrollment and completion letters.

Class Administration reports include:

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Class Completion Letters

This report prints the Class Completion Letters for all employees that have completed a selected class or group of classes. Each letter prints on a separate page and includes the following letter sections: Enterprise Logo, Enterprise Name, Current Date, Employee Information, Greeting, Introduction, Class Information, and Closing. You can select to include or exclude any of these sections or change their content by using the Edit Class Correspondence action. You can select to include employees with a particular enrollment status.

ZSI/ABC SYSTEMS, INC

October 18, 2007

Christine E Attwater
200 E Santa Cruz
Sunnyvale, California 95123

Dear Attwater:

Congratulations! You have successfully completed the following class:

Class Name	Access for Windows-Intro	Class Starts	10/02/2007
Course	ACCESS 1	Class Ends	10/02/2007
Class ID	29	Total Hours	7.00
		Course Fee	\$ 125.00

Thank you for your participation.

Sincerely,

Class Enrollment Letters

This report prints the Class Enrollment Letters for all employees that are enrolled in a selected class or group of classes. Each letter prints on a separate page and includes the following letter sections: Enterprise Logo, Enterprise Name, Current Date, Employee Information, Greeting, Introduction, Class Information, and Closing. You can select to include or exclude any of these sections or change their content by using the Edit Class correspondence action. You can select to include employees with a particular enrollment status.

ZSI/ABC SYSTEMS, INC

October 19, 2007

Mr. Donald A. Adams
1000 Bay View Court
Apt B-4
San Jose, California 95010

Dear Mr. Adams:

Your enrollment has been confirmed in the following class:

Class Name	Workplace Diversity	Class Starts	10/30/2007
Course	DIVERSITY	Class Ends	10/30/2007
Class ID	66	Days	Wed
Certification	Workplace Diversity	Time	9:00am to 9:27am
Location	Training Room	Sessions	1
		Total Hours	0.45

We look forward to your participation.

Sincerely,

Class Rosters

The Class Rosters report shows all employees on the class rosters of selected classes. The report is sorted by class start date and class ID number. Within each class group, the employees are sorted by enrollment status and last name. You can choose to include employees with a specific enrollment status or any status.

ZSI/ABC SYSTEMS, INC						
Class Rosters						
CLASS Workplace Diversity		STARTS 10/29/2007		CLASS ID 66		
COURSE DIVERSITY		ENDS 10/29/2007		INSTRUCTOR		
STATUS OPEN		SESSIONS 1		LOCATION TRNGRM		
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION,DEPARTMENT	JOB REL	STATUS	GRADE
Adams, Donald A	101	President	CORP,ADMIN	Yes	ENROLL	
Albright, Albert M	135	V.P. Engineering	ENGINEERING,MAN	Yes	ENROLL	
Anderson, Cornelia B	121	Machine Oper III	OPERATIONS,MAN	Yes	ENROLL	
Anderson, Rebecca A	140	Machine Oper I	OPERATIONS,MAN	Yes	ENROLL	
Attwater, Christine E	130	Secretary II	SALES/MKTG,SALES	Yes	ENROLL	
Baker, Robert Q	151	V.P. Sales	SALES/MKTG,ADMIN	Yes	ENROLL	
Bandana, Pepper S	105	Machine Oper III	OPERATIONS,MAN	Yes	ENROLL	
Bickmire, James S	132	Technician II	ENGINEERING,HARDWARE	Yes	ENROLL	
Bramble, Virginia L	119	Purchasing clerk	OPERATIONS,MATERIALS	Yes	ENROLL	
Brown, Virgil L	106	Manager, Engineering	ENGINEERING,SOFTWARE	Yes	ENROLL	
Total Enrollment 10						
Class Capacity 12		Spaces Available 2				
CLASS Workplace Diversity		STARTS 11/05/2007		CLASS ID 68		
COURSE DIVERSITY		ENDS 11/05/2007		INSTRUCTOR		
STATUS OPEN		SESSIONS 1		LOCATION TRNGRM		
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION,DEPARTMENT	JOB REL	STATUS	GRADE
Chin, Nora C	147	V.P. Operations	OPERATIONS,MAN	Yes	ENROLL	
Colombo, Adam N	148	Line Supervisor	OPERATIONS,MAN	Yes	ENROLL	
Darkwolf, Duke H	203	Technician II	ENGINEERING,HARDWARE	Yes	ENROLL	
DeWitt, Deana Sue	125	Assembler II	OPERATIONS,MAN	Yes	ENROLL	
Dodge, CPA, Tom P	201	G/lidger Acctg Ad	FINANCE,ACCOUNTING	Yes	ENROLL	
Eagle, James J	131	Manager,	OPERATIONS,MAN	Yes	ENROLL	
Finn, Gail S	126	Secretary II	FINANCE,ACCOUNTING	Yes	ENROLL	
Garcia, CPP, Tom T	133	Cost Accounting Rep	FINANCE,ACCOUNTING	Yes	ENROLL	
Goldstein, Alicia T	128	QA Inspector	OPERATIONS,QA	Yes	ENROLL	
Total Enrollment 9						
Class Capacity 12		Spaces Available 3				
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Class Schedules

The Class Schedules report lists classes that are in progress or scheduled to begin over a specified period of time. You can also include classes that are already completed or that have been canceled. The report is sorted by class start date.

ZSI/ABC SYSTEMS, INC

Class Schedules

START & END DATE	ENROLL BY	START & END TIME	STATUS	COURSE	DESCRIPTION	CREDITS & CEU	SESS & HOURS	INSTRUCTOR & LOCATION	CAPACITY
10/30/2007	10/30/2007	9:00 am	OPEN	DIVERSITY	Workplace Diversity	0.00	1		12
10/30/2007		9:27 am	Wed		Class ID 66	0.00	0.45	TRNGRM	2 Open
11/05/2007	11/05/2007	9:00 am	INPR	HARRASS	Sexual Harrassment	0.00	1		12
11/05/2007		9:27 am	Tue		Class ID 75	0.00	0.45	TRNGRM	12 Open
11/27/2007	11/27/2007	2:00 am	OPEN	DIVERSITY	Workplace Diversity	0.00	1		12
11/27/2007		2:27 am	Fri		Class ID 74	0.00	0.45	TRNGRM	12 Open
12/03/2007	12/03/2007	9:00 am	OPEN	DIVERSITY	Workplace Diversity	0.00	1		12
12/03/2007		9:27 am	Fri		Class ID 68	0.00	0.45	TRNGRM	3 Open

Mailing Labels

This report prints mailing labels for all employees that are enrolled in a selected class or group of classes. You can select to include employees with a particular enrollment status. The report is formatted for label sheets with 30 labels per page (three columns of 10 labels each). If you print labels for more than one class, the labels for each separate class begin on a new sheet.

Mr. Donald A Adams 1000 Bay View Court Apt B-4 San Jose, CA 95010	Albert M Albright 4511 Arbor Lane Los Gatos, CA 95030	Comella B Anderson 3534 Lemon Tree Dr. Fort Campbell, KY 98008
Rebecca A Anderson 111 Cedar Wing Court Cupertino, CA 95014	Christine E Attwater 200 E Santa Cruz Sunnyvale, CA 95123	Robert Q Baker 12001 Oak Ridge Road San Jose, CA 95014
Pepper S Bandana 23D Orchard Court Larkspur, CA 93212	James S Bickmire 59123 Skyline Blvd Palo Alto, CA 95567	Virginia L Bramble 2131 Vista Way Apt. C Campbell, CA 95008
Virgil L Brown 2220 Cedar Tree Ln. Cupertino, CA 90888		
Nora C Chin 100 Seashore Way Sunnyvale, CA 94022	Adam N Colombo 1234 Castro Street Mountain View, CA 94060	Duke H Darkwolf 874 Dusty Trail Cupertino, CA 95033
Deana S DeWitt 1234 Blaney Ave Cupertino, CA 95014	Tom P Dodge, CPA 4987 Waterway Blvd Los Angeles, CA 98756	James J Eagle 4333 E. Shady Oak Trail Los Altos Hills, CA 94455
Ms. Gail S Finn 155 N Peachtree St San Jose, CA 94122	Tom T Garcia, CPP 220 Washington Street Freemont, CA 90888	Alicia T Goldstein 12452 Blaney Ave. Cupertino, CA 95014

Overbooked Classes

The Overbooked Classes report lists classes that have more employees enrolled than the maximum capacity allows. The report is sorted by class start date.

ZSI SYSTEMS, INC									
Overbooked Classes									
START & ENROLL END DATE BY	START & END TIME	STATUS	COURSE	DESCRIPTION	CREDITS & CEU	SESS & HOURS	INSTRUCTOR & LOCATION	CAPACITY	
10/30/2007	10/30/2007	9:00 am	OPEN	YEARORIENT	Yearly Orientation	0.00	1	TRNG RM	35
10/30/2007		1:00 pm	Mon		Class ID 41	0.00	4.00		1 Over
11/05/2007	11/05/2007	9:00 am	OPEN	YEARORIENT	Yearly Orientation	0.00	1		25
11/05/2007		1:00 pm	Tue		Class ID 42	0.00	4.00		2 Over

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Participants Training History

This report summarizes the courses taken and the courses scheduled for each employee enrolled in a specific class. You can select more than one class, in which case a separate report is printed for each class. You can select to include employees with a particular enrollment status. If an employee's status in a class is Completed, their grade (if any) appears in the Grade column; otherwise, their enrollment status.

ZSI/ABC SYSTEMS, INC									
Participants Training History									
CLASS DESCRIPTION		Workplace Diversity			START		9:00 am		
STARTS		10/02/2007			END		9:27 am		
ENDS		10/02/2007							
EMPLOYER		ZSI/ABC SYSTEMS, INC							
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EMPLOYEE		Adams, Donald A (101)			Division		CORP		
Job Title		President			Department		ADMIN		
ENDDIG	TYPE	COURSE	DESCRIPTION	CERTIFICATION	JOB REL	HOURS	CREDIT	CEU	GRADE
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	HARRASS	Yes	0.45	0.00	0.00	
01/10/2006	OPSEMINAR	EFFECTMTG	Conducting Effective Mtgs		Yes	6.00	0.00	0.00	
12/06/2005	OPSEMINAR	FIRSTAID	First Aid - 4 Hours		No	4.00	0.00	0.00	
01/10/2002	IHSEMINAR	ORIENT	New Employee Orientation	TEAM	Yes	4.00	5.00	1.00	
05/28/1999	COLLEGE	WIN95 CONV	Converting to Windows 95		Yes	4.00	0.00	0.00	NOSH
07/24/1996	COLLEGE	WIN95 CONV	Converting to Windows 95		Yes	4.00	0.00	0.00	
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EMPLOYEE		Albright, Albert M (135)			Division		ENGINEERING		
Job Title		V.P. Engineering			Department		MAN		
ENDDIG	TYPE	COURSE	DESCRIPTION	CERTIFICATION	JOB REL	HOURS	CREDIT	CEU	GRADE
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	HARRASS	Yes	0.45	0.00	0.00	
12/06/2005	OPSEMINAR	FIRSTAID	First Aid - 4 Hours		No	4.00	0.00	0.00	
01/10/2002	IHSEMINAR	ORIENT	New Employee Orientation	TEAM	Yes	4.00	5.00	1.00	
09/03/1999	OPSEMINAR	ILDR MANI	ILDR Management II		Yes	24.00	0.00	1.80	CANC
07/31/1999	IHSEMINAR	ILDR EFFEC	ILDR Improving Mgr Effect		Yes	32.00	0.00	2.40	
07/11/1999	OPSEMINAR	DISCIPLING	Disciplining Employees		Yes	8.00	0.00	0.00	
02/27/1999	OPSEMINAR	EFFECTMTG	Conducting Effective Mtgs		Yes	6.00	0.00	0.00	
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EMPLOYEE		Anderson, Cornelia B (121)			Division		OPERATIONS		
Job Title		Machine Oper III			Department		MAN		
ENDDIG	TYPE	COURSE	DESCRIPTION	CERTIFICATION	JOB REL	HOURS	CREDIT	CEU	GRADE
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	HARRASS	Yes	0.45	0.00	0.00	
12/06/2005	OPSEMINAR	FIRSTAID	First Aid - 4 Hours		Yes	4.00	0.00	0.00	
01/05/2004	OPSEMINAR	EFFECTMTG	Conducting Effective Mtgs	BLDRSHIP	No	7.50	5.00	3.00	
01/10/2002	IHSEMINAR	ORIENT	New Employee Orientation	TEAM	Yes	4.00	5.00	1.00	
02/06/1999	OPSEMINAR	BCLS RECER	BCLS-C Recertification	CPR2	Yes	4.00	0.00	0.00	
09/11/1996	COLLEGE	OSHALFTTRK	OSHA Lift Truck Safety		Yes	8.00	0.00	0.00	
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