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# Part 6 Training Reports

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## Employee Training Reports

The Employee Training reports allow you to track completed and required courses, training programs and certifications for all employees, as well as training expenses and tuition reimbursements.

Employee Training reports include:

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## Employee Certifications

The Employee Certifications report shows all the certifications received or required by a selected group of employees. The report is sorted by employee last name. Within each employee group, the certifications are sorted by date required, with certifications that must be received the soonest listed first.

<b>Z-Systems, Inc.</b>										
Employee Certifications										
<b>EMPLOYEE</b> Adams, Donald A (101)										
<b>Job Title</b> President										
		<b>Division</b> Corporate								
		<b>Department</b> Administration								
<b>CERTIFICATION</b>	<b>DESCRIPTION</b>	<b>REQUIRED COURSES</b>	<b>REQ CREDITS</b>	<b>REQ CEU</b>	<b>JOB REQ</b>	<b>FIRST RECEIVED</b>	<b>LAST RECEIVED</b>	<b>EXPIRES</b>	<b>DAYS LEFT</b>	<b>DATE REQUIRED</b>
TEAM	TeamBuilding Series Cert	7	0.00	0.00	Yes					12/31/2006
	<b>Completed</b>	1	5.00	1.00						
DIVERSITY	Workplace Diversity	1	0.00	0.00	Yes					12/31/2006
	<b>Renewal</b>	1	0.00	0.00		Renew every 12 months				
	<b>Completed</b>	0	0.00	0.00						
HARRASS	Sexual Harrassment	1	0.00	0.00	Yes	03/08/2006	03/08/2006	03/08/2007	Expired	03/08/2007
	<b>Renewal</b>	1	0.00	0.00		Renew every 12 months				
	<b>Completed</b>	0	0.00	0.00						
<b>EMPLOYEE</b> Albright, Albert M (135)										
<b>Job Title</b> V.P. Engineering										
		<b>Division</b> Engineering								
		<b>Department</b> Manufacturing								
<b>CERTIFICATION</b>	<b>DESCRIPTION</b>	<b>REQUIRED COURSES</b>	<b>REQ CREDITS</b>	<b>REQ CEU</b>	<b>JOB REQ</b>	<b>FIRST RECEIVED</b>	<b>LAST RECEIVED</b>	<b>EXPIRES</b>	<b>DAYS LEFT</b>	<b>DATE REQUIRED</b>
CPR1	Initial CPR Certification	1	0.00	0.00	Yes					06/30/2000
	<b>Completed</b>	0	0.00	0.00						
TEAM	TeamBuilding Series Cert	7	0.00	0.00	Yes					12/31/2006
	<b>Completed</b>	1	5.00	1.00						
DIVERSITY	Workplace Diversity	1	0.00	0.00	Yes					12/31/2006
	<b>Renewal</b>	1	0.00	0.00		Renew every 12 months				
	<b>Completed</b>	0	0.00	0.00						
HARRASS	Sexual Harrassment	1	0.00	0.00	Yes	03/08/2006	03/08/2006	03/08/2007	Expired	03/08/2007
	<b>Renewal</b>	1	0.00	0.00		Renew every 12 months				
	<b>Completed</b>	0	0.00	0.00						
<b>EMPLOYEE</b> Anderson, Cornelia B (121)										
<b>Job Title</b> Machine Oper III										
		<b>Division</b> Operations								
		<b>Department</b> Manufacturing								
<b>CERTIFICATION</b>	<b>DESCRIPTION</b>	<b>REQUIRED COURSES</b>	<b>REQ CREDITS</b>	<b>REQ CEU</b>	<b>JOB REQ</b>	<b>FIRST RECEIVED</b>	<b>LAST RECEIVED</b>	<b>EXPIRES</b>	<b>DAYS LEFT</b>	<b>DATE REQUIRED</b>
CPR2	Renewal CPR Certification	0	0.00	0.00	No	02/06/1999	01/01/2004	01/01/2005	Expired	
	<b>Renewal</b>	1	0.00	0.00		Renew every 12 months				
	<b>Completed</b>	0	0.00	0.00						

## Employee List

This report lists employees by last name. You can also select to include non-employees. Titles and organization levels are shown, if applicable.

<b>Z-Systems, Inc.</b>			
Employee List			
<b>NAME</b>	<b>EMPLOYEE ID</b>	<b>TITLE</b>	<b>DIVISION, DEPARTMENT</b>
Adams, Donald A	101	President	CORP, ADMIN
Albright, Albert M	135	V.P. Engineering	ENGINEERING, MAN
Anderson, Cornelia B	121	Machine Oper III	OPERATIONS, MAN
Anderson, Rebecca A	140	Machine Oper I	OPERATIONS, MAN
Attwater, Christine E	130	Secretary II	SALES/MKTG, SALES
Baker, Robert Q	151	V.P. Sales & Marketing	SALES/MKTG, ADMIN
Bandana, Pepper S	105	Machine Oper III	OPERATIONS, MAN
Bandana, Pepper S	105	Machine Oper III	OPERATIONS, MAN
Bickmire, James S	132	Technician II	ENGINEERING, HARDWARE
Bramble, Virginia L	119	Purchasing clerk	OPERATIONS, MATERIALS
Bramble, Virginia L	119	Purchasing clerk	OPERATIONS, MATERIALS
Brown, Virgil L	106	Manager, Engineering	ENGINEERING, SOFTWARE
Chin, Nora C	147	V.P. Operations	OPERATIONS, MAN
Colombo, Adam N	148	Line Supervisor	OPERATIONS, MAN
DeWitt, Deana Sue	125	Assembler II	OPERATIONS, MAN
Dodge, CPA, Tom P	201	G/lledger Acctg Ad	FINANCE, ACCOUNTING
Eagle, James J	131	Manager, Manufacturing	OPERATIONS, MAN
Finn, Gail S	126	Secretary II	FINANCE, ACCOUNTING
Garcia, CPP, Tom T	133	Cost Accounting Rep	FINANCE, ACCOUNTING
Goldstein, Alicia T	128	QA Inspector	OPERATIONS, QA
Hatfield, Carolyn N	117	Machine Oper II	OPERATIONS, MAN
Huang, Mary M	110	Secretary III	OPERATIONS, MAN
Johnson, Sue Ellen	143	A/P Clerk I	FINANCE, ACCOUNTING
Johnson, SPHR, Mary S	109	V.P. Human Resources	CORP, HR
Jones, Gilbert W	120	Engineer II	ENGINEERING, HARDWARE
Jones, Sheryl L	24	Manager, Human Resources	CORP, HR
Juarez, Marian A	107	Executive Assistant	CORP, ADMIN
Krause, Janet A	118	Sales Rep II	SALES/MKTG, SALES
Moreland, Beverly C	152	Manager, Sales	SALES/MKTG, SALES
Nagassi, Robert N	145	Sales Rep II	SALES/MKTG, SALES
Palmer, Courtney C	205	Graphic Artist	SALES/MKTG, MKTG
Peacock, Richard S	115	Sales Rep II	SALES/MKTG, SALES
Rise, Judith P	114	Sales Rep II	SALES/MKTG, SALES
Rodriguez, Richard N	113	Raw Materials Buy	OPERATIONS, MATERIALS
Smith, Nancy S	139	Recruiter	CORP, HR
Smith, Zabrina S	104	Assembly Line Ins	OPERATIONS, MAN
Startwirth, Melisa S	142	Executive Dining Server	CORP, OPS
Thompson, Wendy Q	129	QA Inspector	OPERATIONS, QA
Von Raes, Mary E	144	Marketing Coordinator	SALES/MKTG, MKTG
White, Donald N	134	Programmer II	ENGINEERING, SOFTWARE

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## Employee Required Courses

The Employee Required Courses report shows all courses that employees must complete over a specified period of time. Courses for each employee are sorted by priority and the date by which they must be completed, with courses that are most important and that must be completed soonest listed first.

<b>Z-Systems, Inc.</b>										
Employee Required Courses										
<b>EMPLOYEE</b> Adams, Donald A (101)				<b>Division</b> Corporate						
<b>Job Title</b> President				<b>Department</b> Administration						
COURSE	DESCRIPTION	JOB REL	HOURS	CREDIT	CEU	APPROVED	PRIORITY	COMPLETE BY	STATUS	
HARRASS	Sexual Harrassment	Yes	0.45	0.00	0.00		Normal	03/08/2007		
DIVERSITY	Workplace Diversity	Yes	0.45	0.00	0.00		Normal	12/31/2008	ENROL	
			0.90	0.00	0.00					
<b>EMPLOYEE</b> Albright, Albert M (135)				<b>Division</b> Engineering						
<b>Job Title</b> V.P. Engineering				<b>Department</b> Manufacturing						
COURSE	DESCRIPTION	JOB REL	HOURS	CREDIT	CEU	APPROVED	PRIORITY	COMPLETE BY	STATUS	
ISPERFORM	Interwvg, Select Perform	Yes	16.00	0.00	0.00			12/31/2008		
HARRASS	Sexual Harrassment	Yes	0.45	0.00	0.00		Normal	03/08/2007		
ILDR MANAG	ILDR Manage w/out Author	Yes	32.00	0.00	2.40		Normal	12/31/2008		
ELDR EFF1	ELDR Exec Effective 1	Yes	28.00	0.00	6.60		Normal	12/31/2008		
ELDR EFF2	ELDR Exec Effective 2	Yes	28.00	0.00	0.00		Normal	12/31/2008		
ELDR LEAD	ELDR Develop Exec Ldrship	Yes	24.00	0.00	1.80		Normal	12/31/2008		
ELDR MGMT	ELDR Mgmt of Managers	Yes	24.00	0.00	1.80		Normal	12/31/2008		
ELDR SPK1	ELDR Effective Exec Speak	Yes	24.00	0.00	1.80		Normal	12/31/2008		
ELDR SPK2	ELDR Avanced Exec Speakg	Yes	16.00	0.00	1.20		Normal	12/31/2008		
DIVERSITY	Workplace Diversity	Yes	0.45	0.00	0.00		Normal	12/31/2008	ENROL	
			192.90	0.00	15.60					
<b>EMPLOYEE</b> Anderson, Cornelia B (121)				<b>Division</b> Operations						
<b>Job Title</b> Machine Oper III				<b>Department</b> Manufacturing						
COURSE	DESCRIPTION	JOB REL	HOURS	CREDIT	CEU	APPROVED	PRIORITY	COMPLETE BY	STATUS	
IPS UNDER	IPS Please Understand Me	Yes	8.00	0.00	0.00			12/31/2008		
IPS DIF FIC	IPS Dealg w/ diff Person	Yes	8.00	0.00	0.00			12/31/2008		
IPS PEER	IPS Success Peer Intactn	Yes	6.00	0.00	0.00			12/31/2008		
IPS COMMUN	IPS Commun in the Wrkplc	Yes	8.00	0.00	0.00			12/31/2008		
IPS CRITM	IPS Criticism, Give/Take	Yes	8.00	0.00	0.00			12/31/2008		
BCLS RECER	BCLS-C Recertification	Yes	4.00	0.00	0.00		Critical	12/31/2008		
HARRASS	Sexual Harrassment	Yes	0.45	0.00	0.00		Normal	03/08/2007		
DIVERSITY	Workplace Diversity	Yes	0.45	0.00	0.00		Normal	12/31/2008	ENROL	
			42.90	0.00	0.00					
<b>EMPLOYEE</b> Anderson, Rebecca A (140)				<b>Division</b> Operations						
<b>Job Title</b> Machine Oper I				<b>Department</b> Manufacturing						
COURSE	DESCRIPTION	JOB REL	HOURS	CREDIT	CEU	APPROVED	PRIORITY	COMPLETE BY	STATUS	
IPS CRITM	IPS Criticism, Give/Take	Yes	8.00	0.00	0.00			12/31/2008		
IPS COMMUN	IPS Commun in the Wrkplc	Yes	8.00	0.00	0.00			12/31/2008		

## Employee Training Profile

The Employee Training Profile report shows courses an employee has completed as well as courses that still need to be taken. It is a combination of the Training History by Employee and Employee Required Courses reports. If an employee's status in a course is Completed, their grade (if any) appears in the Grade column; otherwise, their enrollment status appears.

<b>Z-Systems, Inc.</b>									
Employee Training Profile									
<b>EMPLOYEE</b> Adams, Donald A (101)					<b>Division</b> Corporate				
<b>Job Title</b> President					<b>Department</b> Administration				
<b>Required Courses</b>									
COURSE	DESCRIPTION	JOB REL	HOURS	CREDIT	CEU APPROVED	PRIORITY	COMPLETE BY	STATUS	
HARRASS	Sexual Harrassment	Yes	0.45	0.00	0.00	Normal	03/08/2007		
DIVERSITY	Workplace Diversity	Yes	0.45	0.00	0.00	Normal	12/31/2008	ENROLL	
<b>Courses Taken</b>									
ENDING	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	
02/08/2006	VIDEO	DIVERSITY	Workplace Diversity	DIVERSITY	Yes	0.45	0.00	0.00	ENROLL
01/10/2006	OPSEMINAR	EFFECTMTGS	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	NO SH
07/24/1996	COLLEGE	WIN95 CONV	Converting to Windows 95		Yes	4.00	0.00	0.00	
<b>EMPLOYEE</b> Albright, Albert M (135)									
<b>Job Title</b> V.P. Engineering					<b>Division</b> Engineering				
<b>Department</b> Manufacturing									
<b>Required Courses</b>									
COURSE	DESCRIPTION	JOB REL	HOURS	CREDIT	CEU APPROVED	PRIORITY	COMPLETE BY	STATUS	
HARRASS	Sexual Harrassment	Yes	0.45	0.00	0.00	Normal	03/08/2007		
ISPERFORM	Interwvg, Select Perform	Yes	16.00	0.00	0.00		12/31/2008		
ILDR MANAG	ILDR Manage w/out Author	Yes	32.00	0.00	2.40	Normal	12/31/2008		
ELDR EFF 1	ELDR Exec Effective 1	Yes	28.00	0.00	6.60	Normal	12/31/2008		
ELDR EFF 2	ELDR Exec Effective 2	Yes	28.00	0.00	0.00	Normal	12/31/2008		
ELDR LEAD	ELDR Develop Exec Ldrship	Yes	24.00	0.00	1.80	Normal	12/31/2008		
ELDR MGMT	ELDR Mgmt of Managers	Yes	24.00	0.00	1.80	Normal	12/31/2008		
ELDR SPK1	ELDR Effective Exec Speak	Yes	24.00	0.00	1.80	Normal	12/31/2008		
ELDR SPK2	ELDR Avanced Exec Speakg	Yes	16.00	0.00	1.20	Normal	12/31/2008		
DIVERSITY	Workplace Diversity	Yes	0.45	0.00	0.00	Normal	12/31/2008	ENROLL	
<b>Courses Taken</b>									
ENDING	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	
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## Employee Training Programs

The Employee Training Programs report lists the training programs that employees have completed over a specified period. You can also include programs that are in progress. If training programs in progress are included, the report also shows courses completed and courses still remaining within each program.

<b>Z-Systems, Inc.</b>							
Employee Training Programs							
<b>EMPLOYEE</b> Adams, Donald A (101)				<b>Division</b> Corporate			
<b>Job Title</b> President				<b>Department</b> Administration			
<b>PROGRAM</b>	<b>DESCRIPTION</b>	<b>STARTS</b>	<b>ENDS</b>	<b>JOB REL STATUS</b>	<b>COMPLETED HOURS</b>	<b>COMPLETED CREDITS</b>	<b>COMPLETED CEU</b>
ORIENT	Employee Orientation	01/01/2006	12/31/2006	Yes In Progress	4.45	5.00	1.00
				<b>Remaining</b>	0.45	0.00	0.00
<b>Course</b>	Workplace Diversity			Not Complete	0.45	0.00	0.00
<b>Course</b>	Sexual Harrassment	03/08/2006	03/08/2006	Complete	0.45	0.00	0.00
<b>Course</b>	New Employee Orientation	01/10/2002	01/10/2002	Complete	4.00	5.00	1.00
EXEC-DEV	Executive Development	01/01/1994	11/16/1994	Yes Completed	450.00	12.00	0.00
<b>EMPLOYEE</b> Albright, Albert M (135)				<b>Division</b> Engineering			
<b>Job Title</b> V.P. Engineering				<b>Department</b> Manufacturing			
<b>PROGRAM</b>	<b>DESCRIPTION</b>	<b>STARTS</b>	<b>ENDS</b>	<b>JOB REL STATUS</b>	<b>COMPLETED HOURS</b>	<b>COMPLETED CREDITS</b>	<b>COMPLETED CEU</b>
ORIENT	Employee Orientation	01/01/2006	12/31/2006	Yes In Progress	4.45	5.00	1.00
				<b>Remaining</b>	0.45	0.00	0.00
<b>Course</b>	Workplace Diversity			Not Complete	0.45	0.00	0.00
<b>Course</b>	Sexual Harrassment	03/08/2006	03/08/2006	Complete	0.45	0.00	0.00
<b>Course</b>	New Employee Orientation	01/10/2002	01/10/2002	Complete	4.00	5.00	1.00
EXEC-DEV	Executive Development	01/01/2006	07/01/2006	Yes In Progress	8.00	0.00	0.00
				<b>Remaining</b>	144.00	0.00	13.20
<b>Course</b>	Disciplining Employees	07/11/1999	07/11/1999	Complete	8.00	0.00	0.00
<b>Course</b>	ELDR Exec Effective 1			Not Complete	28.00	0.00	6.60
<b>Course</b>	ELDR Exec Effective 2			Not Complete	28.00	0.00	0.00
<b>Course</b>	ELDR Develop Exec Ldrship			Not Complete	24.00	0.00	1.80
<b>Course</b>	ELDR Mgmt of Managers			Not Complete	24.00	0.00	1.80
<b>Course</b>	ELDR Effective Exec Speak			Not Complete	24.00	0.00	1.80
<b>Course</b>	ELDR Avanced Exec Speakg			Not Complete	16.00	0.00	1.20
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## Employees with a Certification

The Employees with a Certification report lists all employees that have received or require a certification. The report is sorted by certification code. Within each certification group, you can choose to order by employee name or by expiration date. You can include all certifications or only a specific certification.

<b>Z-Systems, Inc.</b>						
Employees with a Certification						
<b>CERTIFICATION</b> Basic Leadership Series						
<b>CODE</b> BDRSHIP						
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	LAST RECEIVED	EXPIRES	DAYS LEFT
Eagle, James J	131	Manager, Manufacturing	OPERATIONS			
Colombo, Adam N	148	Line Supervisor	OPERATIONS			
Brown, Virgil L	106	Manager, Engineering	ENGINEERING			
Moreland, Beverly C	152	Manager, Sales	SALES/MKTG			
Jones, Sheryl L	24	Manager, Human	CORP			
<b>Total Employees</b>						5
<b>CERTIFICATION</b> Certified Payroll Prof						
<b>CODE</b> CPP						
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	LAST RECEIVED	EXPIRES	DAYS LEFT
Finn, Gail S	126	Secretary II	FINANCE			
<b>Total Employees</b>						1
<b>CERTIFICATION</b> Initial CPR Certification						
<b>CODE</b> CPR1						
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	LAST RECEIVED	EXPIRES	DAYS LEFT
Anderson, Cornelia B	121	Machine Oper III	OPERATIONS	02/15/2004	02/15/2005	Expired
Anderson, Rebecca A	140	Machine Oper I	OPERATIONS	02/15/2004	02/15/2005	Expired
Hatfield, Carolyn N	117	Machine Oper II	OPERATIONS	01/03/2007	01/03/2008	77
Eagle, James J	131	Manager, Manufacturing	OPERATIONS	01/03/2007	01/03/2008	77
White, Stacy R	137	Machine Oper II	OPERATIONS	01/03/2007	01/03/2008	77
Colombo, Adam N	148	Line Supervisor	OPERATIONS	01/03/2007	01/03/2008	77
Smith, Zabrina S	104	Assembly Line Ins	OPERATIONS			
Rodriguez, Richard N	113	Raw Materials Buy	OPERATIONS			
Albright, Albert M	135	V.P. Engineering	ENGINEERING			
<b>Total Employees</b>						9
<b>CERTIFICATION</b> Renewal CPR Certification						
<b>CODE</b> CPR2						
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	LAST RECEIVED	EXPIRES	DAYS LEFT
Anderson, Rebecca A	140	Machine Oper I	OPERATIONS	02/06/1999	02/06/2000	Expired
Anderson, Cornelia B	121	Machine Oper III	OPERATIONS	01/01/2004	01/01/2005	Expired
Bandana, Pepper S	105	Machine Oper III	OPERATIONS	02/06/2004	02/06/2005	Expired
Bickmire, James S	132	Technician II	ENGINEERING			
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## Training Expenses by Employee

The Training Expenses by Employee report shows the expenses associated with courses completed by an employee during a specified period of time. You can also include courses that are scheduled but not yet completed. If an employee's status in a course is Completed, their grade (if any) appears in the Grade column; otherwise, their enrollment status appears.

<b>Z-Systems, Inc.</b>									
Training Expenses by Employee									
<b>EMPLOYEE</b> Adams, Donald A (101)					<b>Division</b> Corporate				
<b>Job Title</b> President					<b>Department</b> Administration				
ENDING	TYPE	COURSE	DESCRIPTION	CLASS ID	JOB REL HOURS	COURSE FEE	OTHER FEES	GRADE	
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	67	Yes 0.45	0.00	0.00		
01/10/2006	OPSEMINAR	EFFECTMTGS	Conducting Effective Mtgs	76	Yes 6.00	18.00	0.00		
12/06/2005	OPSEMINAR	FIRSTAID	First Aid - 4 Hours	77	No 4.00	17.00	0.00		
01/10/2002	IHSEMINAR	ORIENT	New Employee Orientation	40	Yes 4.00	0.00	0.00		
07/24/1996	COLLEGE	WIN95 CONV	Converting to Windows 95		Yes 4.00	75.00	22.00		
						18.45	110.00	22.00	
<b>EMPLOYEE</b> Albright, Albert M (135)					<b>Division</b> Engineering				
<b>Job Title</b> V.P. Engineering					<b>Department</b> Manufacturing				
ENDING	TYPE	COURSE	DESCRIPTION	CLASS ID	JOB REL HOURS	COURSE FEE	OTHER FEES	GRADE	
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	67	Yes 0.45	0.00	0.00		
12/06/2005	OPSEMINAR	FIRSTAID	First Aid - 4 Hours	77	No 4.00	17.00	0.00		
01/10/2002	IHSEMINAR	ORIENT	New Employee Orientation	40	Yes 4.00	0.00	0.00		
07/31/1999	IHSEMINAR	ILDR EFFEC	ILDR Improving Mgr Effect	38	Yes 32.00	200.00	0.00		
07/11/1999	OPSEMINAR	DISCIPLING	Disciplining Employees	37	Yes 8.00	139.00	0.00		
02/27/1999	OPSEMINAR	EFFECTMTGS	Conducting Effective Mtgs	36	Yes 6.00	18.00	0.00		
						54.45	374.00	0.00	
<b>EMPLOYEE</b> Anderson, Cornelia B (121)					<b>Division</b> Operations				
<b>Job Title</b> Machine Oper III					<b>Department</b> Manufacturing				
ENDING	TYPE	COURSE	DESCRIPTION	CLASS ID	JOB REL HOURS	COURSE FEE	OTHER FEES	GRADE	
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	67	Yes 0.45	0.00	0.00		
12/06/2005	OPSEMINAR	FIRSTAID	First Aid - 4 Hours	77	Yes 4.00	17.00	0.00		
01/05/2004	OPSEMINAR	EFFECTMTGS	Conducting Effective Mtgs	44	No 7.50	18.00	0.00		
01/10/2002	IHSEMINAR	ORIENT	New Employee Orientation	40	Yes 4.00	0.00	0.00		
02/06/1999	OPSEMINAR	BCLS RECER	BCLS-C Recertification	7	Yes 4.00	4.20	0.00		
09/11/1996	COLLEGE	OSHALFTTRK	OSHA Lift Truck Safety		Yes 8.00	102.92	22.00		
						27.95	142.12	22.00	
<b>EMPLOYEE</b> Anderson, Rebecca A (140)					<b>Division</b> Operations				
<b>Job Title</b> Machine Oper I					<b>Department</b> Manufacturing				
ENDING	TYPE	COURSE	DESCRIPTION	CLASS ID	JOB REL HOURS	COURSE FEE	OTHER FEES	GRADE	
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	67	Yes 0.45	0.00	0.00		

## Training History by Employee

The Training History by Employee report lists courses completed by an employee over a specified period of time. You can also include courses that are scheduled but not yet completed. If an employee's status in a course is Completed, their grade (if any) appears in the Grade column; otherwise, their enrollment status appears.

<b>Z-Systems, Inc.</b>										
Training History by Employee										
<b>EMPLOYEE</b> Adams, Donald A (101)				<b>Division</b> Corporate						
<b>Job Title</b> President				<b>Department</b> Administration						
ENDING	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	EFFECTMTGS	Conducting Effective Mtgs		Yes	6.00	0.00	0.00		
12/06/2005	OPSEMINAR	FIRSTAID	FirstAid - 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		
07/24/1996	COLLEGE	WIN95 CONV	Converting to Windows 95		Yes	4.00	0.00	0.00		
						18.45	5.00	1.00		
<b>EMPLOYEE</b> Albright, Albert M (135)				<b>Division</b> Engineering						
<b>Job Title</b> V.P. Engineering				<b>Department</b> Manufacturing						
ENDING	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	FirstAid - 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		
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	EFFECTMTGS	Conducting Effective Mtgs		Yes	6.00	0.00	0.00		
						54.45	5.00	3.40		
<b>EMPLOYEE</b> Anderson, Cornelia B (121)				<b>Division</b> Operations						
<b>Job Title</b> Machine Oper I				<b>Department</b> Manufacturing						
ENDING	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	FirstAid - 4 Hours		Yes	4.00	0.00	0.00		
01/05/2004	OPSEMINAR	EFFECTMTGS	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	OSHALF TTRK	OSHA Lift Truck Safety		Yes	8.00	0.00	0.00		
						27.95	10.00	4.00		
<b>EMPLOYEE</b> Anderson, Rebecca A (140)				<b>Division</b> Operations						
<b>Job Title</b> Machine Oper I				<b>Department</b> Manufacturing						
ENDING	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	EFFECTMTGS	Conducting Effective Mtgs		Yes	6.00	0.00	0.00		
October 18, 2007 at 9:44 AM										
										Page 1

## Training Schedules by Employee

The Training Schedules by Employee report lists courses that are in progress or scheduled to begin over a specified period of time. You can also include courses that have already been completed.

<b>Z-Systems, Inc.</b>										
Training Schedules by Employee										
<b>EMPLOYEE</b> Adams, Donald A (101)				<b>Division</b> Corporate						
<b>Job Title</b> President				<b>Department</b> Administration						
<b>START &amp; END DATE</b>	<b>START &amp; END TIME</b>	<b>TYPE</b>	<b>COURSE</b>	<b>DESCRIPTION</b>	<b>JOB SESS &amp; REL HOURS</b>	<b>CREDITS &amp; CEU</b>	<b>INSTRUCTOR &amp; LOCATION</b>	<b>STATUS</b>		
02/08/2006	9:00 am	VIDEO	DIVERSITY	Workplace Diversity	Yes 1	0.00		ENROLL		
02/08/2006	9:27 am	Class 66	Certification	DIVERSITY	0.45	0.00	TRNGRM			
<b>Total Hours</b>					0.45					
<b>EMPLOYEE</b> Albright, Albert M (135)				<b>Division</b> Engineering						
<b>Job Title</b> V.P. Engineering				<b>Department</b> Manufacturing						
<b>START &amp; END DATE</b>	<b>START &amp; END TIME</b>	<b>TYPE</b>	<b>COURSE</b>	<b>DESCRIPTION</b>	<b>JOB SESS &amp; REL HOURS</b>	<b>CREDITS &amp; CEU</b>	<b>INSTRUCTOR &amp; LOCATION</b>	<b>STATUS</b>		
02/08/2006	9:00 am	VIDEO	DIVERSITY	Workplace Diversity	Yes 1	0.00		ENROLL		
02/08/2006	9:27 am	Class 66	Certification	DIVERSITY	0.45	0.00	TRNGRM			
<b>Total Hours</b>					0.45					
<b>EMPLOYEE</b> Anderson, Cornelia B (121)				<b>Division</b> Operations						
<b>Job Title</b> Machine Oper III				<b>Department</b> Manufacturing						
<b>START &amp; END DATE</b>	<b>START &amp; END TIME</b>	<b>TYPE</b>	<b>COURSE</b>	<b>DESCRIPTION</b>	<b>JOB SESS &amp; REL HOURS</b>	<b>CREDITS &amp; CEU</b>	<b>INSTRUCTOR &amp; LOCATION</b>	<b>STATUS</b>		
02/08/2006	9:00 am	VIDEO	DIVERSITY	Workplace Diversity	Yes 1	0.00		ENROLL		
02/08/2006	9:27 am	Class 66	Certification	DIVERSITY	0.45	0.00	TRNGRM			
<b>Total Hours</b>					0.45					
<b>EMPLOYEE</b> Anderson, Rebecca A (140)				<b>Division</b> Operations						
<b>Job Title</b> Machine Oper I				<b>Department</b> Manufacturing						
<b>START &amp; END DATE</b>	<b>START &amp; END TIME</b>	<b>TYPE</b>	<b>COURSE</b>	<b>DESCRIPTION</b>	<b>JOB SESS &amp; REL HOURS</b>	<b>CREDITS &amp; CEU</b>	<b>INSTRUCTOR &amp; LOCATION</b>	<b>STATUS</b>		
02/08/2006	9:00 am	VIDEO	DIVERSITY	Workplace Diversity	Yes 1	0.00		ENROLL		
02/08/2006	9:27 am	Class 66	Certification	DIVERSITY	0.45	0.00	TRNGRM			
<b>Total Hours</b>					0.45					
<b>EMPLOYEE</b> Attwater, Christine E (130)				<b>Division</b> Sales and Marketing						
<b>Job Title</b> Secretary II				<b>Department</b> Sales						
<b>START &amp; END DATE</b>	<b>START &amp; END TIME</b>	<b>TYPE</b>	<b>COURSE</b>	<b>DESCRIPTION</b>	<b>JOB SESS &amp; REL HOURS</b>	<b>CREDITS &amp; CEU</b>	<b>INSTRUCTOR &amp; LOCATION</b>	<b>STATUS</b>		
02/08/2006	9:00 am	VIDEO	DIVERSITY	Workplace Diversity	Yes 1	0.00		ENROLL		
02/08/2006	9:27 am	Class 66	Certification	DIVERSITY	0.45	0.00	TRNGRM			
<b>Total Hours</b>					0.45					

## Tuition Reimbursement

This report lists the tuition reimbursements an employee has received or requested over a specified period of time. The report is sorted by employee last name. Within each employee group, courses completed most recently are listed first. You can select to include all courses, or only those of a particular type or with a particular status. If an employee's status in a course is Completed, their grade (if any) appears in the Grade column; otherwise, their enrollment status appears.

<b>Z-Systems, Inc.</b>										
Tuition Reimbursements										
<b>EMPLOYEE</b>	Adams, Donald A (101)				<b>Division</b>	Corporate				
<b>Job Title</b>	President				<b>Department</b>	Administration				
ENDING	COURSE	DESCRIPTION	JOB REL	CREDIT	COURSE FEE	OTHER FEES	GRADE	REQUEST	OK	REIMBURSE
07/24/1996	WIN95 CONV	Converting to Windows 95	Yes	0.00	75.00	22.00		07/30/1996	Yes	97.00
					75.00	22.00				97.00
<b>EMPLOYEE</b>	Anderson, Cornelia B (121)				<b>Division</b>	Operations				
<b>Job Title</b>	Machine Oper III				<b>Department</b>	Manufacturing				
ENDING	COURSE	DESCRIPTION	JOB REL	CREDIT	COURSE FEE	OTHER FEES	GRADE	REQUEST	OK	REIMBURSE
09/11/1996	OSHALFTTRK	OSHA Lift Truck Safety	Yes	0.00	102.92	22.00		09/12/1996	Yes	124.92
					102.92	22.00				124.92
<b>EMPLOYEE</b>	Anderson, Rebecca A (140)				<b>Division</b>	Operations				
<b>Job Title</b>	Machine Oper I				<b>Department</b>	Manufacturing				
ENDING	COURSE	DESCRIPTION	JOB REL	CREDIT	COURSE FEE	OTHER FEES	GRADE	REQUEST	OK	REIMBURSE
09/11/1996	OSHALFTTRK	OSHA Lift Truck Safety	Yes	0.00	102.92	22.00		09/12/1996	Yes	124.92
					102.92	22.00				124.92
<b>EMPLOYEE</b>	Bandana, Pepper S (105)				<b>Division</b>	Operations				
<b>Job Title</b>	Machine Oper III				<b>Department</b>	Manufacturing				
ENDING	COURSE	DESCRIPTION	JOB REL	CREDIT	COURSE FEE	OTHER FEES	GRADE	REQUEST	OK	REIMBURSE
09/11/1996	OSHALFTTRK	OSHA Lift Truck Safety	Yes	0.00	102.92	22.00		09/12/1996	Yes	124.92
					102.92	22.00				124.92
<b>EMPLOYEE</b>	Bickmire, James S (132)				<b>Division</b>	Engineering				
<b>Job Title</b>	Technician II				<b>Department</b>	Hardware				
ENDING	COURSE	DESCRIPTION	JOB REL	CREDIT	COURSE FEE	OTHER FEES	GRADE	REQUEST	OK	REIMBURSE
09/11/1996	OSHALFTTRK	OSHA Lift Truck Safety	Yes	0.00	102.92	22.00		09/12/1996	Yes	124.92
					102.92	22.00				124.92
<b>EMPLOYEE</b>	Hatfield, Carolyn N (117)				<b>Division</b>	Operations				
<b>Job Title</b>	Machine Oper II				<b>Department</b>	Manufacturing				
ENDING	COURSE	DESCRIPTION	JOB REL	CREDIT	COURSE FEE	OTHER FEES	GRADE	REQUEST	OK	REIMBURSE
09/18/1996	OSHALFTTRK	OSHA Lift Truck Safety	Yes	0.00	102.92	22.00		09/12/1996	Yes	124.92

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## 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:

- [Class Completion Letters](#)
- [Class Enrollment Letters](#)
- [Class Rosters](#)
- [Class Schedules](#)
- [Mailing Labels](#)
- [Overbooked Classes](#)
- [Participants Training History](#)

## 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:

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

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

<b>ZSI/ABC SYSTEMS, INC</b>						
Class Rosters						
<b>CLASS</b> Workplace Diversity		<b>STARTS</b> 10/29/2007		<b>CLASS ID</b> 66		
<b>COURSE</b> DIVERSITY		<b>ENDS</b> 10/29/2007		<b>INSTRUCTOR</b>		
<b>STATUS</b> OPEN		<b>SESSIONS</b> 1		<b>LOCATION</b> 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	
<b>Total Enrollment</b> 10						
<b>Class Capacity</b> 12		Spaces Available 2				
<b>CLASS</b> Workplace Diversity		<b>STARTS</b> 11/05/2007		<b>CLASS ID</b> 68		
<b>COURSE</b> DIVERSITY		<b>ENDS</b> 11/05/2007		<b>INSTRUCTOR</b>		
<b>STATUS</b> OPEN		<b>SESSIONS</b> 1		<b>LOCATION</b> 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	
<b>Total Enrollment</b> 9						
<b>Class Capacity</b> 12		Spaces Available 3				
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						Page 1

## 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		<b>Class ID</b> 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		<b>Class ID</b> 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		<b>Class ID</b> 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		<b>Class ID</b> 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		<b>Class ID</b> 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		<b>Class ID</b> 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.

<b>ZSI/ABC SYSTEMS, INC</b>										
Participants Training History										
<b>CLASS DESCRIPTION</b>	Workplace Diversity			<b>START</b>	9:00 am					
<b>STARTS</b>	10/02/2007			<b>END</b>	9:27 am					
<b>ENDS</b>	10/02/2007									
<b>EMPLOYER</b>	ZSI/ABC SYSTEMS, INC									
<hr/>										
<b>EMPLOYEE</b>	Adams, Donald A (101)			<b>Division</b>	CORP		<b>Department</b>	ADMIN		
<b>Job Title</b>	President									
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		
<hr/>										
<b>EMPLOYEE</b>	Albright, Albert M (135)			<b>Division</b>	ENGINEERING		<b>Department</b>	MAN		
<b>Job Title</b>	V.P. Engineering									
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		
<hr/>										
<b>EMPLOYEE</b>	Anderson, Cornelia B (121)			<b>Division</b>	OPERATIONS		<b>Department</b>	MAN		
<b>Job Title</b>	Machine Oper III									
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		
<hr/>										
October 19, 2007 at 10:32 AM							Page 1			

## Training Analysis Reports

Training Analysis reports allow you to track course fees and expenses, class attendance, class utilization, and class ratings.

Training Analysis reports include:

- [Class Attendance Summary](#)
- [Class Financial Summary](#)
- [Expenses by Course](#)
- [Expenses by Job Title](#)
- [Expenses by Org Level](#)
- [Training Exception Report](#)
- [Training History by Course](#)

## Class Attendance Summary

The Class Attendance report summarizes the attendance totals for all classes offered over a period of time, grouped by course code. The report also includes the percentage of people that did not show up for class, the percentage that canceled and the percentage of available class space that was used.

<b>ZSI/ABC SYSTEMS, INC</b>			
Class Attendance Summary			
<hr/>			
<b>COURSE</b>	Access for Windows-Advanc	<b>CREDITS</b> 0.00	<b>SESSIONS</b> 1
<b>CODE</b>	ACCESS 3	<b>CEU</b> 0.00	<b>HOURS</b> 7.00
<b>TYPE</b>	OPSEMINAR		
<b>ATTENDANCE TOTALS</b>	<b>Number of Classes</b> 1	<b>Average Attendance</b> 7.00	
	<b>Total Attendance</b> 7	<b>Average Capacity</b> 16.00	
	<b>No Shows</b> 0 (0.0%)	<b>Utilization</b> 43.8%	
	<b>Cancellations</b> 0 (0.0%)		
<b>RATING DISTRIBUTION</b>	<b>Outstanding</b> 1 (100.0%)		
	<b>Exceeds Expectations</b> 0 (0.0%)		
	<b>Meets Expectations</b> 0 (0.0%)		
	<b>Below Expectations</b> 0 (0.0%)		
	<b>Unsatisfactory</b> 0 (0.0%)		
	<b>Other Ratings</b> 0 (0.0%)		
<hr/>			
<b>COURSE</b>	Access for Windows-Interm	<b>CREDITS</b> 0.00	<b>SESSIONS</b> 1
<b>CODE</b>	ACCESS 2	<b>CEU</b> 0.00	<b>HOURS</b> 7.00
<b>TYPE</b>	OPSEMINAR		
<b>ATTENDANCE TOTALS</b>	<b>Number of Classes</b> 2	<b>Average Attendance</b> 2.50	
	<b>Total Attendance</b> 5	<b>Average Capacity</b> 16.00	
	<b>No Shows</b> 0 (0.0%)	<b>Utilization</b> 15.6%	
	<b>Cancellations</b> 0 (0.0%)		
<b>RATING DISTRIBUTION</b>	<b>Outstanding</b> 2 (100.0%)		
	<b>Exceeds Expectations</b> 0 (0.0%)		
	<b>Meets Expectations</b> 0 (0.0%)		
	<b>Below Expectations</b> 0 (0.0%)		
	<b>Unsatisfactory</b> 0 (0.0%)		
	<b>Other Ratings</b> 0 (0.0%)		
<hr/>			
<b>COURSE</b>	Access for Windows-Intro	<b>CREDITS</b> 0.00	<b>SESSIONS</b> 1
<b>CODE</b>	ACCESS 1	<b>CEU</b> 0.00	<b>HOURS</b> 7.00
<b>TYPE</b>	OPSEMINAR		
<b>ATTENDANCE TOTALS</b>	<b>Number of Classes</b> 2	<b>Average Attendance</b> 2.00	
	<b>Total Attendance</b> 4	<b>Average Capacity</b> 16.00	
	<b>No Shows</b> 0 (0.0%)	<b>Utilization</b> 12.5%	
	<b>Cancellations</b> 0 (0.0%)		
<b>RATING DISTRIBUTION</b>	<b>Outstanding</b> 2 (100.0%)		
	<b>Exceeds Expectations</b> 0 (0.0%)		
	<b>Meets Expectations</b> 0 (0.0%)		
	<b>Below Expectations</b> 0 (0.0%)		
	<b>Unsatisfactory</b> 0 (0.0%)		
	<b>Other Ratings</b> 0 (0.0%)		
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## Class Financial Summary

This report summarizes financial information for all classes offered over a period of time. Only classes with a status of completed are included in the report. The report compares budgeted costs with actual costs and total fees with actual costs. The Cost Per Student represents the additional cost per student (beyond fixed costs) and is calculated by subtracting the Average Fixed Costs from the Average Actual Costs and dividing by the Average Attendance. The Breakeven Fee is an estimate of the fee that should be charged to recover the total class costs and is calculated by dividing the Average Fixed Costs by the Average Attendance and adding the Cost Per Student.

<b>ZSI/ABC SYSTEMS, INC</b>			
Class Financial Summary			
<b>COURSE</b> Access for Windows-Advanc		<b>SESSIONS</b> 1	<b>COURSE FEE</b> 125.00
<b>CODE</b> ACCESS 3		<b>HOURS</b> 7.00	<b>OTHER FEES</b> 0.00
<b>TYPE</b> OPSEMINAR			
<b>CLASS TOTALS</b>	<b>Classes Completed</b> 1	<b>Average Attendance</b> 7.0	
	<b>Total Budgeted Costs</b> \$0.00	<b>Average Budgeted</b> \$0.00	
	<b>Total Actual Costs</b> 0.00	<b>Average Actual</b> 0.00	
	<b>Difference</b> \$0.00	<b>Average Difference</b> \$0.00	
	<b>Total Fixed Costs</b> \$0.00	<b>Average Fixed Costs</b> \$0.00	
	<b>Total Course Fees</b> \$875.00	<b>Average Course Fees</b> \$875.00	
	<b>Total Other Fees</b> 0.00	<b>Average Other Fees</b> 0.00	
	<b>Total Actual Costs</b> 0.00	<b>Average Actual</b> 0.00	
	<b>Total Income</b> \$875.00	<b>Average Income</b> \$875.00	
	<b>Cost Per Student</b> \$ 0.00		
	<b>Breakeven Fee</b> \$ 0.00		
<hr/>			
<b>COURSE</b> Access for Windows-Interm		<b>SESSIONS</b> 1	<b>COURSE FEE</b> 125.00
<b>CODE</b> ACCESS 2		<b>HOURS</b> 7.00	<b>OTHER FEES</b> 0.00
<b>TYPE</b> OPSEMINAR			
<b>CLASS TOTALS</b>	<b>Classes Completed</b> 2	<b>Average Attendance</b> 2.5	
	<b>Total Budgeted Costs</b> \$0.00	<b>Average Budgeted</b> \$0.00	
	<b>Total Actual Costs</b> 0.00	<b>Average Actual</b> 0.00	
	<b>Difference</b> \$0.00	<b>Average Difference</b> \$0.00	
	<b>Total Fixed Costs</b> \$0.00	<b>Average Fixed Costs</b> \$0.00	
	<b>Total Course Fees</b> \$625.00	<b>Average Course Fees</b> \$312.50	
	<b>Total Other Fees</b> 0.00	<b>Average Other Fees</b> 0.00	
	<b>Total Actual Costs</b> 0.00	<b>Average Actual</b> 0.00	
	<b>Total Income</b> \$625.00	<b>Average Income</b> \$312.50	
	<b>Cost Per Student</b> \$ 0.00		
	<b>Breakeven Fee</b> \$ 0.00		
<hr/>			
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## Expenses by Course

The Expenses by Course report shows the expenses for all courses taken over a period of time, grouped by course code. You can choose to print just the total expenses for each course code or you can print the records for each course taken during the specified period, as in the example below. You can select to include employees with a particular enrollment status.

<b>ZSI/ABC SYSTEMS, INC</b>							
Expenses by Course							
<b>COURSE</b>		<b>BCLS-C Initial Certifictn</b>		<b>CREDITS</b>	0.00		
<b>CODE</b>		BCLS INIT		<b>CEU</b>	0.00		
<b>TYPE</b>		3rd Party Seminar					
<b>CERTIFICATION</b>		Initial CPR Certification					
<b>START DATE</b>	<b>END DATE</b>	<b>EMPLOYEE NAME</b>	<b>EMPLOYEE ID</b>	<b>STATUS</b>	<b>HOURS</b>	<b>COURSE FEE</b>	<b>OTHER FEES</b>
01/03/2007	01/03/2007	Smiley, Sally S	116	COMP	8.00	7.20	0.00
01/03/2007	01/03/2007	Hatfield, Carolyn N	117	COMP	8.00	7.20	0.00
01/03/2007	01/03/2007	Eagle, James J	131	COMP	8.00	7.20	0.00
01/03/2007	01/03/2007	White, Stacy R	137	COMP	8.00	7.20	0.00
01/03/2007	01/03/2007	Colombo, Adam N	148	COMP	8.00	7.20	0.00
01/03/2007	01/03/2007	Christian, Donna N	149	COMP	8.00	7.20	0.00
<b>Total Courses</b>		6		<b>Total Course Fees</b>		43.20	
<b>Total Hours</b>		48.00		<b>Total Other Fees</b>		0.00	
<b>COURSE</b>		<b>Workplace Diversity</b>		<b>CREDITS</b>	0.00		
<b>CODE</b>		DIVERSITY		<b>CEU</b>	0.00		
<b>TYPE</b>		Video tape					
<b>CERTIFICATION</b>		Workplace Diversity					
<b>START DATE</b>	<b>END DATE</b>	<b>EMPLOYEE NAME</b>	<b>EMPLOYEE ID</b>	<b>STATUS</b>	<b>HOURS</b>	<b>COURSE FEE</b>	<b>OTHER FEES</b>
03/23/2007	03/23/2007	DeWitt, Deana Sue	125	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Finn, Gail S	126	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Goldstein, Alicia T	128	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Eagle, James J	131	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Garcia, CPP, Tom T	133	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Chin, Nora C	147	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Colombo, Adam N	148	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Dodge, CPA, Tom P	201	ENROLL	0.45	0.00	0.00
03/23/2007	03/23/2007	Darkwolf, Duke H	203	ENROLL	0.45	0.00	0.00
<b>Total Courses</b>		9		<b>Total Course Fees</b>		0.00	
<b>Total Hours</b>		4.05		<b>Total Other Fees</b>		0.00	
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## Expenses by Job Title

The Expenses by Job Title report shows the expenses for all courses taken over a period of time, grouped by job title. You can choose to print just the total expenses for each job title or you can print the records for each course taken during the specified period, as in the example below. You can select to include employees with a particular enrollment status.

<b>Z-Systems, Inc.</b>									
Expenses by Job Title									
<b>JOB TITLE</b> Assembler II <b>JOB CODE</b> ASSEMB									
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	COURSE	STATUS	HOURS	COURSE FEE	OTHER FEES	
03/23/2007	03/23/2007	DeWitt, Deana Sue	125	DIVERSITY	ENROLL	0.45	0.00	0.00	
<b>Total Courses</b>		1	<b>Total Course Fees</b>		0.00	<b>Total Other Fees</b>		0.00	
<b>Total Hours</b>		0.45	<b>Total Other Fees</b>		0.00				
<b>JOB TITLE</b> Cost Accounting <b>JOB CODE</b> CSTACC <b>EMPLOYER</b> ZSI/ABC SYSTEMS, INC									
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	COURSE	STATUS	HOURS	COURSE FEE	OTHER FEES	
03/23/2007	03/23/2007	Garcia, CPP, Tom T	133	DIVERSITY	ENROLL	0.45	0.00	0.00	
<b>Total Courses</b>		1	<b>Total Course Fees</b>		0.00	<b>Total Other Fees</b>		0.00	
<b>Total Hours</b>		0.45	<b>Total Other Fees</b>		0.00				
<b>JOB TITLE</b> G/ledger Acctg <b>JOB CODE</b> GLACCT <b>EMPLOYER</b> ZSI/ABC SYSTEMS, INC									
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	COURSE	STATUS	HOURS	COURSE FEE	OTHER FEES	
03/23/2007	03/23/2007	Dodge, CPA, Tom P	201	DIVERSITY	ENROLL	0.45	0.00	0.00	
<b>Total Courses</b>		1	<b>Total Course Fees</b>		0.00	<b>Total Other Fees</b>		0.00	
<b>Total Hours</b>		0.45	<b>Total Other Fees</b>		0.00				
<b>JOB TITLE</b> Line Supervisor <b>JOB CODE</b> LINESUP <b>EMPLOYER</b> ZSI/ABC SYSTEMS, INC									
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	COURSE	STATUS	HOURS	COURSE FEE	OTHER FEES	
03/23/2007	03/23/2007	Colombo, Adam N	148	DIVERSITY	ENROLL	0.45	0.00	0.00	
01/03/2007	01/03/2007	Colombo, Adam N	148	BCLS INIT	COMP	8.00	7.20	0.00	
<b>Total Courses</b>		2	<b>Total Course Fees</b>		7.20	<b>Total Other Fees</b>		0.00	
<b>Total Hours</b>		8.45	<b>Total Other Fees</b>		0.00				

## Expenses by Organizational Level

The Expenses by Org Level report shows the expenses for all courses taken over a period of time, grouped by organization level. You can choose to print just the total expenses for each organization level or you can print the records for each course taken during the specified period, as in the example below. You can select to include employees with a particular enrollment status.

<b>Z-Systems, Inc.</b>										
Expenses by Org Level										
<b>DIVISION</b> Engineering <b>DEPARTMENT</b> Hardware <b>LOCATION</b> Headquarters										
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	COURSE	STATUS	HOURS	COURSE FEE	OTHER FEES		
03/23/2007	03/23/2007	Darkwolf, Duke H	203	DIVERSITY	ENROLL	0.45	0.00	0.00		
<b>TOTALS FOR DIVISION</b>		Engineering								
<b>DEPARTMENT</b>		Hardware								
<b>LOCATION</b>		Headquarters								
<b>Total Courses</b>		1	<b>Total Hours</b>		0.45	<b>Total Course Fees</b>		0.00	<b>Total Other Fees</b>	0.00
<hr/>										
<b>TOTALS FOR DIVISION</b>		Engineering								
<b>DEPARTMENT</b>		Hardware								
<b>Total Courses</b>		1	<b>Total Hours</b>		0.45	<b>Total Course Fees</b>		0.00	<b>Total Other Fees</b>	0.00
<hr/>										
<b>TOTALS FOR DIVISION</b>		Engineering								
<b>Total Courses</b>		1	<b>Total Hours</b>		0.45	<b>Total Course Fees</b>		0.00	<b>Total Other Fees</b>	0.00
<hr/>										
<b>EMPLOYER</b> ZSI/ABC SYSTEMS, INC <b>DIVISION</b> Finance <b>DEPARTMENT</b> Accounting <b>LOCATION</b> Headquarters										
START DATE	END DATE	EMPLOYEE NAME	EMPLOYEE ID	COURSE	STATUS	HOURS	COURSE FEE	OTHER FEES		
03/23/2007	03/23/2007	Finn, Gail S	126	DIVERSITY	ENROLL	0.45	0.00	0.00		
03/23/2007	03/23/2007	Garcia, CPP, Tom T	133	DIVERSITY	ENROLL	0.45	0.00	0.00		
03/23/2007	03/23/2007	Dodge, CPA, Tom P	201	DIVERSITY	ENROLL	0.45	0.00	0.00		
<b>TOTALS FOR DIVISION</b>		Finance								
<b>DEPARTMENT</b>		Accounting								
<b>LOCATION</b>		Headquarters								
<b>Total Courses</b>		3	<b>Total Hours</b>		1.35	<b>Total Course Fees</b>		0.00	<b>Total Other Fees</b>	0.00
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## Training Exception Report

Use the Training Exception report to determine which employees need training. The report lists all employees that need to take a specific course or specific courses and is sorted by course code. You can select to sort employees by name or by priority, in which case employees to whom the course is most important and who need to complete it the soonest are listed first. You can also select to include employees who are already scheduled to take the course.

<b>ZSI/ABC SYSTEMS, INC</b>									
Training Exception Report									
<b>COURSE</b> Access for Windows-Intro		<b>CREDITS</b> 0.00		<b>SESSIONS</b> 1					
<b>CODE</b> ACCESS 1		<b>CEU</b> 0.00		<b>HOURS</b> 7.00					
<b>TYPE</b> 3rd Party Seminar									
<b>CERTIFICATION</b>									
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	JOB REL	APPROVED	PRI	COMPLETE BY	STATUS	
Finn, Gail S	126	Secretary II	FINANCE	Yes	07/01/1997	2	12/31/2008		
Garcia, CPP, TomT	133	Cost Accounting	FINANCE	Yes	07/01/1997	2	12/31/2008		
<b>Total Employees</b>		<b>2</b>							
<b>COURSE</b> BCLS-C Recertification									
<b>CODE</b> BCLS RECER		<b>CREDITS</b> 0.00		<b>SESSIONS</b> 1					
<b>TYPE</b> 3rd Party Seminar		<b>CEU</b> 0.00		<b>HOURS</b> 4.00					
<b>CERTIFICATION</b> Renewal CPR Certification									
<b>PREREQUISITES</b> BCLS INIT									
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	JOB REL	APPROVED	PRI	COMPLETE BY	STATUS	
Anderson, Cornelia B	121	Machine Oper III	OPERATIONS	Yes		1	12/31/2008		
Anderson, Rebecca A	140	Machine Oper I	OPERATIONS	Yes		1	12/31/2008		
Bandana, Pepper S	105	Machine Oper III	OPERATIONS	Yes		1	12/31/2008		
Bicknire, James S	132	Technician II	ENGINEERIN	Yes		1	12/31/2008		
Rodriguez, Richard N	113	Raw Materials Buy	OPERATIONS	Yes		1	12/31/2008		
Smith, Nancy S	139	Recruiter	CORP	Yes		1	12/31/2008		
Smith, Zabrina S	104	Assembly Line Ins	OPERATIONS	Yes		1	12/31/2008		
<b>Total Employees</b>		<b>7</b>							
<b>COURSE</b> BLDR Commit thru Communic									
<b>CODE</b> BLDR COMM		<b>CREDITS</b> 0.00		<b>SESSIONS</b> 1					
<b>TYPE</b> 3rd Party Seminar		<b>CEU</b> 0.00		<b>HOURS</b> 6.00					
<b>CERTIFICATION</b> Basic Leadership Series									
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	JOB REL	APPROVED	PRI	COMPLETE BY	STATUS	
Brown, Virgil L	106	Manager,	ENGINEERIN	Yes		3	12/31/2008		
Colombo, Adam N	148	Line Supervisor	OPERATIONS	Yes		2	12/31/2008		
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### Training History by Course

The Training History by Course report provides a list of all employees that have completed a specific course or are scheduled to complete a course. You can also select to include a number of courses, in which case the report is sorted by course code and all employees that have completed the course are grouped together. You can select to include employees with a particular enrollment status. If an employee's status in a course is Completed, their grade (if any) appears in the Grade column; otherwise, their enrollment status appears. You can also select a specific date range.

<b>ZSI/ABC SYSTEMS, INC</b>						
Training History by Course						
<b>COURSE</b>	BCLS-C Initial Certifictn		<b>CREDITS</b>	0.00	<b>SESSIONS</b>	1
<b>CODE</b>	BCLS INIT		<b>CEU</b>	0.00	<b>HOURS</b>	8.00
<b>TYPE</b>	3rd Party Seminar					
<b>CERTIFICATION</b>	Initial CPR Certification					
<b>EMPLOYEE NAME</b>	<b>EMPLOYEE ID</b>	<b>JOB TITLE</b>	<b>DIVISION</b>	<b>DEPARTMENT</b>	<b>END DATE</b>	<b>JOB REL. GRADE</b>
Christian, Donna N	149	Machine Oper I	OPERATIONS	MAN	01/03/2007	Yes
Colombo, Adam N	148	Line Supervisor	OPERATIONS	MAN	01/03/2007	Yes
Eagle, James J	131	Manager,	OPERATIONS	MAN	01/03/2007	Yes
Hatfield, Carolyn N	117	Machine Oper II	OPERATIONS	MAN	01/03/2007	Yes
Smiley, Sally S	116	Machine Oper I	OPERATIONS	MAN	01/03/2007	Yes
White, Stacy R	137	Machine Oper II	OPERATIONS	MAN	01/03/2007	Yes
<b>Total Employees</b>	6					
<b>Completed</b>	6					

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