



*e-Learning Solutions for Healthcare*

Product	<h1>Knowledge Tracking System™</h1>	
Description	<p>Learning Management System (LMS)</p> <p><b>Version 3.0</b></p>	<p>"My Courses" screen provides access to available courses, configuration tools and reports.</p>
Overview	<p>The Knowledge Tracking System is a simplified learning management system designed specifically to manage K-Book™ online courses. The system tracks and reports each employee's progress on all K-Book e-Learning courses. The system acts as a single point of entry for all Knowledge-Forge K-Book applications and provides each user with an easy-to-use interface. Each assigned K-Book course is listed along with the due date and the user's completion status. As a user accesses a K-Book, the Knowledge Tracking System captures user progress, page by page and logs performance captured during testing.</p> <p>For administrators and managers, the Knowledge Tracking System provides access to a variety of reports and system settings. Managers and administrators can run reports to manage and assess the deployment of K-Book training across an organization. Built-in compliance reporting makes it easy to generate a "snap shot" of compliance across the organization. Standard exception reports pin-point individuals or groups that are out of compliance or will be soon. Administrators have access to a large number of settings that let you tailor the system to your organization's needs. Group/Department settings, user information, due dates, course refresh frequency, testing periods, and frequency of notices, contact information and numerous other settings are all editable to meet your needs.</p> <p><i>Notable Features:</i></p> <ul style="list-style-type: none"> <li>• Powerful curriculum management features supporting enrollment and due dates to be set by User, by Group or by Course</li> <li>• Improved "My Courses" screen with training status and one-click access to courses</li> <li>• e-Mail notification alerts users, and optionally their managers, when courses are due</li> <li>• Login instructions are automatically sent to new users.</li> <li>• Powerful support of "Groups" to identify departments, cost centers, or other user groupings as well as their reporting relationships</li> <li>• Expanded set of reports, including built-in compliance and exception reporting.</li> <li>• User Authentication / Validation prior to testing</li> <li>• Enhanced Help, including troubleshooting, common usage scenarios &amp; tutorials</li> <li>• The new <a href="http://www.k-book.com">www.k-book.com</a> portal provides simplified login for hosted accounts</li> </ul>	
System Requirements	<p>Windows based systems running Internet Explorer and meeting minimal hardware and software specification. For more information email: <a href="mailto:support@knowledge-forge.com">support@knowledge-forge.com</a></p>	
Deployment	<p>Provided as an annual service hosted and maintained by Knowledge-Forge on secure internet servers or available for purchase and installation on customer's servers.</p>	



FEATURES: Knowledge Tracking System	
Notes	User Features & Notification
New with 3.0	Alphanumeric User IDs
	Selection of Windowed or Full-Screen "Kiosk" display modes
	"My Courses" screen listing assigned K-Book™ courses
	<ul style="list-style-type: none"> <li>• Display of Enrollment, Due Date and Completion Status</li> </ul>
New with 3.0	<ul style="list-style-type: none"> <li>• Single-click launch of assigned courses</li> </ul>
New with 3.0	<ul style="list-style-type: none"> <li>• Mouse-over descriptions for key elements</li> </ul>
New with 3.0	Enhanced Help
New with 3.0	<ul style="list-style-type: none"> <li>• Detailed "role specific" product help</li> </ul>
New with 3.0	<ul style="list-style-type: none"> <li>• Login Help, with system administrator contact information</li> </ul>
New with 3.0	<ul style="list-style-type: none"> <li>• Help on the web including, updates, troubleshooting and product tutorials</li> </ul>
New with 3.0	Email Notification
New with 3.0	<ul style="list-style-type: none"> <li>• Automatic email of login instructions to new users</li> </ul>
New with 3.0	<ul style="list-style-type: none"> <li>• Email reminders for pending courses</li> </ul>
New with 3.0	<ul style="list-style-type: none"> <li>• Separate Email reminders for critical and past due courses</li> </ul>
New with 3.0	<ul style="list-style-type: none"> <li>• Option to cc: Managers on any email reminders</li> </ul>
New with 3.0	<ul style="list-style-type: none"> <li>• Option to email notification of course completions to managers</li> </ul>
New with 3.0	<ul style="list-style-type: none"> <li>• Email "designates" for users without email accounts</li> </ul>
	<b>ASSIGNMENT / CURRICULUM MANAGEMENT</b>
	Assign & manage K-Book™ courses for all users
	Automatic recalculation of due dates for annual & periodic training
New with 3.0	Assign Courses by "Group" or "Category of User"
New with 3.0	Assign Users or Groups by Course
New with 3.0	Individual Due Dates and Enrollment settings by User or Group
New with 3.0	Require a statement of user authentication with electronic sign-off
New with 2.6	Attach a user survey to any course
	<b>TRACK &amp; REPORT</b>
	Track progress & completion of K-Book™ courses
	Maintain training history for each user
	A wide variety of built-in standard reports
	<ul style="list-style-type: none"> <li>• Course completion report</li> <li>• Course re-certification report</li> <li>• Course, User and Group List reports</li> </ul>
New with 3.0	<ul style="list-style-type: none"> <li>• User curriculum &amp; Group curriculum reports</li> </ul>
New with 3.0	<ul style="list-style-type: none"> <li>• Curriculum exception report</li> </ul>
New with 3.0	<ul style="list-style-type: none"> <li>• Weekly and Active training period report</li> </ul>
	Custom report submission parameters (selection criteria & output sorting)
New with 3.0	Manager access can be set to company-wide or restricted to his/her department 's data
New with 3.0	Hierarchical access to reporting department data
Optional	Support for Brio Reports & Crystal Reports
	<b>SETUP &amp; ADMINISTRATION</b>
	Easy & intuitive User Interface for all setup screens
New with 3.0	Support for 64 character UserIDs
New with 3.0	Ability to change User and Group IDs "On The Fly"
New with 3.0	Ability to automatically assign group curriculum to newly added users
New with 3.0	Ability to automatically email login instructions and account information to newly added users
New with 3.0	Unlimited number of groups with hierarchical reporting structure
New with 3.0	Setup groups or sub-groups and administer training by group
	User List and Group List reports
New with 3.0	Organizational report displays group structure and highlights setup errors
New with 3.0	Detailed setup help and examples
New with 3.0	Online instructional setup and configuration videos
New with 3.0	Customer defined periods and days of week for email notification
New with 3.0	Ability to select different "skins" for different courses
	Support for Microsoft Access database
Optional	Support for Microsoft SQL Sever 2000 & 2003 databases

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