



In Service Tracking

The In Service Tracking module provides comprehensive scheduling and reporting of all mandatory and non-mandatory training classes and seminars.

The In Service Master files are created which include description, class codes, and time frame, if required.

Other features include:

- Sign in sheets are prepared to audit attendance.
- In Service data entry is used to record all training per employee.
- On line inquiries for In Service attendance, specific employee attendance and In Service history provide substantial audit trail on training activities.

Reports

- Category Exception Report
- Departmental Exception Report
- Employee In-Service History Report
- Employee In-Service Summary
- In-Service Attendance Report
- In-Service Code Exception Report
- In-Service History Report
- In-Service Summary Report
- User-Defined Reports

Integrates with

Human Resources and Payroll.

Key Features

All tables have the ability to be modified to meet the individual needs of your facility.

User defined query and reporting range and sort options.