



Abra Train[®]

Track training requirements faster, easier, more accurately.

Abra Train works as a stand-alone product or integrates seamlessly with *Abra HR*[®] to ensure your employee training records are up-to-date and accurate.

You can quickly define training requirements for each job—who needs what and when. Assign training requirements for new hires. Update skills on a systematic basis. Track ongoing training to maintain employee certifications. And instantly remove a course from an employee's list, once it's completed.

Mass enrolment means fast enrolment.

With *Abra Train*, you can set up classes, schedule attendance, and manage class rosters. It automatically checks class capacities and prerequisites. You can record class attendance and results and store the data automatically in *Abra HR*'s personnel records.

Keep employees in the loop.

Acknowledge class enrolments and course completions with a variety of built-in letters.

Abra Train automatically fills in the details and notifies employees of class times and dates. Use standard letters or create new ones on your own. You can even publish course catalogues.

Document training accurately.

Abra Train provides documentation for ISO 9000 and QS9000 training certification.

Manage training programs more cost effectively.

Evaluate cost/benefit relationships, determine department charge-backs, compute costs by attendee, course, job classification or department. *Abra Train* helps you make more informed decisions about your organization's training needs.

Ensure the security of training records.

Abra Train includes a multi-level security system that protects information from getting into the wrong hands. You can assign access rights and monitor changes to employee records with audit trails.

Produce professional-quality reports on demand.

Whether you're evaluating employee trends or presenting an HR update to management, you can pull the data you need—fast. With a variety of built-in reports, *Abra* lets you quickly and accurately satisfy your organization's need for information. Can't find a standard report

to meet your needs? You can create your own custom reports and graphs in a snap by using the Report Writer included with *Abra*. And since *Abra* integrates easily with many popular desktop software programs, you can view your report on screen, print it out or export it to Microsoft® Office 2000, Microsoft® Word, Excel, Lotus® 1-2-3 and more.

FREE TRIAL –FREE INFO Request Form

Order your free trial software today!

(A nominal shipping charge will apply to phone, fax and mail requests.)

Just call **1-800-490-3711** FAX this form, 24 hours a day to: **(905) 814-0032**

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- We are not in a position to make a decision now, but please keep me up-to-date on Abra products and services.

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Number of employees

- 50-99 100-249 250-499 500-1000 1000+

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- Within the next 3 months Within the next 6 months Other

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