Product Information

Skills & Training Tracker

Software Products for Better Human Resource Management

Skills and Training Tracker

Overview

Finding the best person for the job is a demanding task! Finding the wrong person is equally demanding. However, finding the wrong person is also enormously costly to the organization. Yet, it happens over and over. Many organizations are looking for ways to reduce employment costs -- money spent on agencies, advertising, search firms, etc. Companies often miss the untapped strengths and resources of their own employee base. The Skills and Training Tracker is a valuable asset to tap into your own employee base.

Until the advent of microcomputers, tracking employee skills was awkward, haphazard and, usually, ineffective. Now employee skills inventory, training tracking and tuition reimbursement are a delight to track and a breeze to use.

The Skills and Training Tracker allows the Human Resource Department to track employee skills, past work experience, licenses, workshops and training, both internal and external. It tracks tuition reimbursement for classes as well as degree programs. It has the versatility and the flexibility to meet the needs of any organization.

The Tracker works in conjunction with CAPS (the Computer Assisted Personnel System) or it can serve as a *stand-alone program*. It is fully menu driven and comes with on-line help. One version of the Skills & Training Tracker can be configured for a remote enrollment option. In this way, students or training administrators from field offices can call and enroll students using an on-line course catalog.

This product literature introduces the main features and functionality of the program. All of Allied's HR products can be customized to meet the specific requirement of your organization.

Contents

- **Overview of the file structure and program operations**
- **Key Menus**
- **Sample Data Screens**
- **Features, Technical Data, etc.**
- **Optional Versions**
- **Price List**
- **Company Profile**

How Does It Work? ... The FILES

The Tracker is made up of a team of files working together. Here is a brief description of the available files, the kind of information stored in each file, and how the files interact.

TRAINING SKILLS: This files holds information on _employee skills, languages, licenses, educational background, and employment experience. Position goals, interests and career planning_ information are tracked. You can review any internal or external training that an employee has participated in from this file. There is an input form and quick entry screens to facilitate data entry. _(If you use CAPS, this file is automatically set up with employee identification, organizational and employment data.)_

TRAINING: This file tracks _each class an employee attends_. Each time an employee participates in internal training, a record is created. In this way you can see how many classes, the dates of those classes, the number of hours and instructors involved in the schooling of an employee. The employee's job, hourly rate, length of service are shown at the time of training. This file gives you great tracking capability and tremendous information for doing analysis.

TUITION REIMBURSEMENT: Contains costing information on _tuition reimbursement_. Tracks any advance made to a school directly, or paid to the employee. Tracks classes taken, school name, degree, grade and date completed.

TRAINING ADMINISTRATION: This file holds data related to Internal Workshops and Classes. Tracks class logistics, comments and costs. Totals the salary amount of each participant and the number of hours of the class and posts to the record. Provides data for analysis. Includes class length, start and end dates, location, instructor name, licensing data, minimum and maximum number of participants, etc. Interacts with the TRAINING file.

Sample Menus

The menus allow you to move easily between files, print reports or transfer data as needed. Sample menus and functions are provided for reference.

```
┌─────────────────────────────────────────────────┐
│         TRAINING ADMINISTRATION MENU             │
├─────────────────────────────────────────────────┤
│      1 - Inquire, Update Training Admin          │
│      2 - Training Sorted by Instructor Report    │
│      3 - Training Sorted by Start Date Report    │
│      4 - Training Costs Report                   │
│      5 - Post Participant Costs to Tradmin.      │
│      6 - Print Reports to the Screen             │
└─────────────────────────────────────────────────┘
```

1. Inquire, Update Training Administration: This option takes you to the Inquire, Update Menu for the Training Administration File. You can choose which record you would like to view and/or update. You can also add new records.

2. Training Sorted by Instructor: Prints a report listing all classes taught by each instructor.

3. Training Sorted by Start Date: Prints a list of classes in date order of start date of class.

4. Training Costs Report: Prints report of training costs.

5. Post Participant Costs to Tradmin: The option activates a process, which posts all training costs associated with employees to the training administration file.

6. Print Reports to Screen: This option allows you to view any of the reports listed above on the video screen.

```
┌─────────────────────────────────────────────────┐
│            TRAINING TRACKER MENU                 │
├─────────────────────────────────────────────────┤
│      1 - Inquire, Update Training Screen         │
│      2 - Training Report by Class                │
│      3 - Print Report to Screen                  │
└─────────────────────────────────────────────────┘
```

1. Inquire Update Training Screen: This option takes you to the Inquire, Update Menu for the Training File. You can choose which record you would like to view and/or update. You can also add new records.

2. Training Roster By Class: Prints a list of participants in each class.

3. Print Report to Screen: This option allows you to view any of the reports listed above on the video screen.

```
┌─────────────────────────────────────────────────┐
│          TUITION REIMBURSEMENT MENU              │
├─────────────────────────────────────────────────┤
│      1- Inquire, Update Reimbursement File       │
│      2 - Print Report to Screen                  │
│      3 - Print Variable Reports                  │
└─────────────────────────────────────────────────┘
```

1. Inquire Update Reimbursement File: This option takes you to the Inquire, Update Menu for the Reimbursement File. You can choose which record you would like to view and/or update. You can also add new records.

2. Print Report to Screen: This option allows you to view any of the reports listed above on the video screen.

3. Print Variable Reports: This option allows you to print a standard report on a user-selected group of records. You can choose to print a standard report on a desired selected group.

```
┌─────────────────────────────────────────┐
│           SKILLS TRACKER MENU            │
├─────────────────────────────────────────┤
│      1 - Inquire, Update Skills Screens  │
│      2 - Make New Skills Records from CAPS│
│      A - Skills Inventory Report         │
│      B - Language Proficiency Report     │
│      C - Licenses Report                 │
│      D - Educational History Report      │
│      E - Employment Preference Report    │
│      F - Employee Profile Report         │
│      G - Skills Verification Report      │
│      P - Print Reports to the Screen     │
│      Q - Print Variable Reports          │
└─────────────────────────────────────────┘
```

1. Inquire, Update Skills Screens: This option invokes the Inquire, Update Menu for the Employee Skills Screens. Choose which record you would like to view and/or update. This file tracks skills, employment and educational history, licenses, languages, and career planning information.

2. Make New Skills Records from CAPS: This option *automatically* creates an employee record from CAPS. Employee name, organizational and hiring data is posted to the record upon creation. If an employee has been terminated, the termination date is stamped on the employee's skills record during this process.

A - Skills Inventory Report: Prints employee skills.

B - Language Proficiency Report: Prints report of those employees with proficiency in languages.

C - Licenses Report: Prints standard report.

D - Educational History Report: Prints report.

E - Employment Preferences: Prints report.

F - Employee Profile Report: Prints report.

G - Skills Verification Report: Prints report.

P - Print Reports to Screen: View any of the reports listed above on the video screen.

Q - Print Variable Reports: Print a standard report on a user selected group of records.

Sample Data Screens

For your reference, we are providing some *sample* data screens from the Skills & Training Tracker program. These data screens do not represent all of the data screens but are only a sample. All screens can be customized to meet your organization's specific requirements.

The Tracker program lets you create new files and related data screens. File creation and screen development is easy and fun to do. Should you wish to modify data screens in the Tracker, itself, you can purchase Source Code, which gives you the freedom to make any changes you wish. The *sample* data screens provided are:

Training Administration File
Screen 1: Training
Tracks data on classes, workshops, any training activity

Training File
Screen 1: Participants Tracking
Tracks data on participants attending training

Tuition Reimbursement File
Screen 1: Tuition Reimbursement Data -
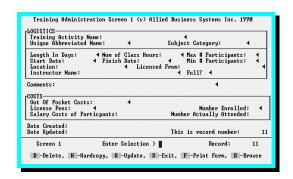Tracks reimbursement prior and after class completion

Skills Tracking File
Screen 1: Skills, Licenses, Languages
Screen 2: Educational Background
Screen 3: Employment Background
Screen 6: Personal Preferences, Interests, Career Planning

Training Administration

```
   Training Administration Screen 1 (c) Allied Business Systems Inc. 1990
 ┌LOGISTICS──────────────────────────────────────────────────────────────
 │ Training Activity Name:
 │ Unique Abbreviated Name:         ◄         Subject Category:        ◄
 │
 │ Length In Days:     ◄ Num of Class Hours:    ◄ Max # Participants:  ◄
 │ Start Date:         ◄ Finish Date:       ◄   Min # Participants:    ◄
 │ Location:                 ◄ Licensed From:                         ◄
 │ Instructor Name:                    ◄ Full? ◄
 │ Comments:                                        ◄
 ├COSTS──────────────────────────────────────────────────────────────────
 │ Out Of Pocket Costs:           ◄
 │ License Fees:         ◄                    Number Enrolled:         ◄
 │ Salary Costs of Participants:           Number Actually Attended:
 │ Date Created:
 │ Date Updated:                          This is record number:     11
 │    Screen 1          Enter Selection ▶ █         Record:        11
 │  D -Delete, H -Hardcopy, U -Update, X -Exit, F -Print Form, B -Browse
```

This file holds data related to Internal Workshops and Classes. Tracks class logistics, comments and costs. Totals the salary amount of each participant and the number of hours of the class and posts to the record. Provides data for analysis. Includes class length, start and end dates, location, instructor name, licensing data, minimum and maximum number of participants, etc. Interacts with the TRAINING file.   The prompts at the bottom of the screen provide the user a variety of options. Interacts with the Instructors file, which maintains data on instructors and teachers. This file can be used to create a course catalog for printing or for on-line viewing.

Data Screen Prompts & Naming Conventions

English prompts to guide the user appear at the bottom of each data screen.

D - Delete:
Records CANNOT be deleted without a supervisor's approval.

H - Hardcopy:
A printed copy of the screen is made on the printer.

U - Update:
This key activates the updating, revising and change options. This also activates the security system to prevent unauthorized changes.

X - Exit:
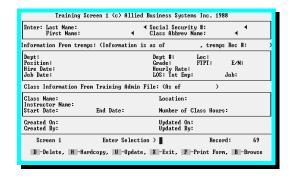This option returns the user back to the previous menu.

F - Print Form:
Tracker can print, or fill out any pre-printed form that will fit in your printer. After pressing F, the operator chooses the name of the form, displayed in a pop-up window. The form will be completed on the displayed record only. Forms for multiple records can be completed through the regular printing options.
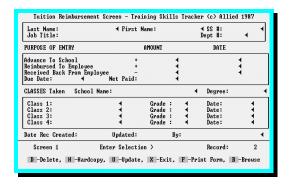
B - Browse:
To "browse" through many records on the screen at one time, simply press the B. This will display 18 records at a time, with the ability to scroll back and forth. Browse selections can be printed bypassing the Report Writer for "quickie" reports. Browse can be combined with indices and with search criteria.

Training (Class Participation Data)

```
      Training Screen 1 (c) Allied Business Systems Inc. 1988
 ┌──────────────────────────────────────────────────────────────────────
 │ Enter: Last Name:              ◄ Social Security #:           ◄
 │        First Name:             ◄   Class Abbrev Name:         ◄
 ├──────────────────────────────────────────────────────────────────────
 │ Information From tremps: (Information is as of         , tremps Rec #:  ▶
 │ Dept:                          Dept #:      Loc:
 │ Position:                      Grade:       FTPT:      E/N:
 │ Hire Date:                     Hourly Rate:
 │ Job Date:                      LOS: Tot Emp:          Job:
 ├──────────────────────────────────────────────────────────────────────
 │ Class Information From Training Admin File: (As of        )
 │ Class Name:                         Location:
 │ Instructor Name:
 │ Start Date:        End Date:        Number of Class Hours:
 │ Created On:                         Updated On:
 │ Created By:                         Updated By:
 │    Screen 1          Enter Selection ▶ █         Record:        69
 │  D -Delete, H -Hardcopy, U -Update, X -Exit, F -Print Form, B -Browse
```
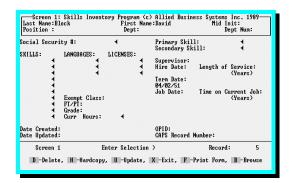
This file tracks *each class an employee attends*. Each time an employee participates in internal training, a record is created. In this way you can see how many classes, the dates of those classes, the number of hours and instructors involved in the schooling of an employee. The employee's job, hourly rate, length of service are shown at the time of training. This file gives you great tracking capability and tremendous information for doing analysis.

Tuition and Training Reimbursement

```
    Tuition Reimbursement Screen - Training Skills Tracker (c) Allied 1987
 ┌──────────────────────────────────────────────────────────────────────
 │ Last Name:              ◄ First Name:         ◄ SS #:            ◄
 │ Job Title:                                      Dept #:          ◄
 ├──────────────────────────────────────────────────────────────────────
 │ PURPOSE OF ENTRY                AMOUNT              DATE
 │ Advance To School                 +     ◄              ◄
 │ Reimbursed To Employee            +     ◄              ◄
 │ Received Back From Employee       -     ◄              ◄
 │ Due Date:          ◄     Net Paid:      ◄
 │ CLASSES Taken    School Name:                   ◄ Degree:        ◄
 │ Class 1:                 ◄    Grade :  ◄   Date:             ◄
 │ Class 2:                 ◄    Grade :  ◄   Date:             ◄
 │ Class 3:                 ◄    Grade :  ◄   Date:             ◄
 │ Class 4:                 ◄    Grade :  ◄   Date:             ◄
 │ Date Rec Created:        Updated:        By:                   ◄
 │    Screen 1          Enter Selection ▶           Record:         2
 │  D -Delete, H -Hardcopy, U -Update, X -Exit, F -Print Form, B -Browse
```
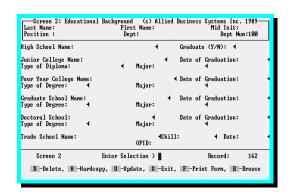
Contains costing information on *tuition reimbursement*. Tracks any advance made to a school directly, or paid to the employee. Tracks classes taken, school name, degree, grade and date completed.

Skills Tracking - Screen 1

```
┌─Screen 1: Skills Inventory Program (c) Allied Business Systems Inc. 1989─┐
│Last Name:Block          First Name:David          Mid Init:             │
│Position :               Dept:                     Dept Num:             │
│Social Security #:         ◄       Primary Skill:           ◄            │
│                                   Secondary Skill:         ◄            │
│SKILLS:      LANGUAGES:   LICENSES:                                      │
│        ◄            ◄           ◄  Supervisor:                          │
│        ◄            ◄           ◄  Hire Date:    Length of Service:     │
│        ◄            ◄           ◄                       (Years)         │
│        ◄                           Term Date:                          │
│        ◄                           04/02/51                            │
│        ◄    Exempt Class:          Job Date:    Time on Current Job:    │
│        ◄    FT/PT:                                    (Years)           │
│        ◄    Grade:                                                     │
│        ◄    Curr Hours:       ◄                                        │
│Date Created:               OPID:                                       │
│Date Updated:               CAPS Record Number:                         │
│    Screen 1          Enter Selection >           Record:      5        │
│   D -Delete,  H -Hardcopy,  U -Update,  X -Exit,  F -Print Form,  B -Browse │
└────────────────────────────────────────────────────────────────────────┘
```

This file holds information on employee skills, languages, licenses, educational background, and employment experience. Position goals, interests and career planning information are also tracked. You can review any internal or external training that an employee has participated in from this file. There is an input form and quick entry screens to facilitate data entry. *(If you use CAPS, this file is automatically set up with employee identification, organizational and employment data.)* Data from other electronic sources can also be read in from ASCII files.
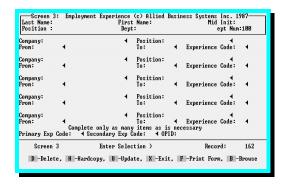
Skills Tracking: Employment History

```
┌─Screen 3: Employment Experience (c) Allied Business Systems Inc. 1987─┐
│Last Name:              First Name:              Mid Init:             │
│Position :              Dept:                    ept Num:100           │
│Company:            ◄  Position:            ◄                          │
│From:     ◄            To:       ◄  Experience Code:  ◄                │
│Company:            ◄  Position:            ◄                          │
│From:     ◄            To:       ◄  Experience Code:  ◄                │
│Company:            ◄  Position:            ◄                          │
│From:     ◄            To:       ◄  Experience Code:  ◄                │
│Company:            ◄  Position:            ◄                          │
│From:     ◄            To:       ◄  Experience Code:  ◄                │
│Company:            ◄  Position:            ◄                          │
│From:     ◄            To:       ◄  Experience Code:  ◄                │
│          Complete only as many items as is necessary                 │
│Primary Exp Code:  ◄ Secondary Exp Code:  ◄ OPID:                     │
│    Screen 3          Enter Selection >         Record:     162        │
│   D -Delete,  H -Hardcopy,  U -Update,  X -Exit,  F -Print Form,  B -Browse │
└──────────────────────────────────────────────────────────────────────┘
```
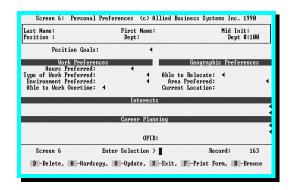
This screen provides information about an employee's employment experience and background.

Work history can be consistently coded for a company's unique industry needs. This standardizes work experience and allows for more efficient searchers and meaningful experience tracking. An employee's overall work experience can also be give a primary and secondary coding for even more beneficial tracking.

The system is flexible for any organization to reap quick results.

Skills Tracking: Education

```
┌─Screen 2: Educational Background  (c) Allied Business Systems Inc. 1989─┐
│Last Name:              First Name:              Mid Init:              │
│Position :              Dept:                    Dept Num:100           │
│High School Name:             ◄    Graduate (Y/N): ◄                    │
│Junior College Name:          ◄    Date of Graduation:      ◄           │
│Type of Diploma:       ◄   Major:      ◄                                │
│Four Year College Name:      ◄ Date of Graduation:     ◄                │
│Type of Degree:  ◄         Major:      ◄                                │
│Graduate School Name:         ◄    Date of Graduation:      ◄           │
│Type of Degree:  ◄         Major:      ◄                                │
│Doctoral School:              ◄    Date of Graduation:      ◄           │
│Type of Degree:  ◄         Major:      ◄                                │
│Trade School Name:          ◄Skill:     ◄  Date:      ◄                 │
│                         OPID:                                          │
│    Screen 2          Enter Selection > ▮       Record:     162         │
│   D -Delete,  H -Hardcopy,  U -Update,  X -Exit,  F -Print Form,  B -Browse │
└────────────────────────────────────────────────────────────────────────┘
```

This screen displays information about an employee's educational background.

You can track degrees achieved, majors and vocational training.

Skills Tracking: Personal Preferences

```
┌─Screen 6:  Personal Preferences (c) Allied Business Systems Inc. 1990─┐
│Last Name:              First Name:              Mid Init:             │
│Position :              Dept:                    Dept #:100            │
│    Position Goals:           ◄                                        │
│      Work Preferences            Geographic Preferences              │
│    Hours Preferred:      ◄                                           │
│Type of Work Preferred:      ◄   Able to Relocate: ◄                  │
│Environment Preferred:       ◄   Area Preferred:           ◄          │
│Able to Work Overtime: ◄         Current Location:                    │
│                    Interests                                    ◄    │
│                  Career Planning                               ◄    │
│                      OPID:                                           │
│    Screen 6          Enter Selection > ▮       Record:     163       │
│   D -Delete,  H -Hardcopy,  U -Update,  X -Exit,  F -Print Form,  B -Browse │
└──────────────────────────────────────────────────────────────────────┘
```

This screen tracks data regarding an employee's working preferences in terms of hours and location.

An employee's interests and career goals are also tracked on this screen.

Enhanced Training & Enrollment Version

The Skills and Training Tracker is available in two version:

1. One version is primarily focused on the creation and maintenance of an employee skills inventory database, with supportive tuition reimbursement and training activities as described previously;
2. The second version is primarily focused on the administration of training activities as a training tracker database.

Training Tracker Data Base Version

The Training Tracker was developed initially to handle the needs of an agency of the Federal government. They required a sophisticated training database, which would track hundreds of classes for thousands of employees located in offices in every state. The system needed to be friendly both to the people who enrolled students as well as the training administration staff. The result was the Enhanced Training Tracker.

The Tracker can permit authorized personnel to enroll students in classes. Enrollments can be done on a one by one basis, as well as in a "batch" mode for speedy entry of multiple students in the same class.

All student enrollments are verified against an employee database. This action reduces typing input and prohibits "bogus" or false enrollments. Duplicate enrollments of the same employee are also prohibited.

In addition to the class status (Full/Cancelled/Open), all classes have a "lock out" feature by date to prohibit further enrollments past a certain date.

The Training Tracker includes:

- Class administration data
- Instructor data
- Out-of-pocket class costs
- Participant costs
- Authorized remote enrollments
- Prevents duplicate enrollments
- Unique "enrollment closed" data feature
- Class catalogs

- Training class rosters
- Mailing labels
- Forms generator
- Tuition reimbursement
- Automatic waiting list for full classes
- Automatic lock on cancelled classes
- Report writer
- Interacts with other software
- Available in multi-user modes only.

IN SUMMARY . . .

The Skills and Training Tracker screens are easy to learn and use for the "casual" user, the sophisticated user, and the daily data entry operator. English prompts mean quick training time and immediate guidance. All data screens can be customized to meet your company's requirements. Call Allied and arrange for a remote demonstration so you can see for your self the power and ease of the Skills & Training Tracker!

31 Reasons that make our HR Software the Better choice...

TRACKER is supported on a variety of computers. Computers, which use the MS-DOS, PC-DOS, UNIX/XENIX or VMS operating systems, may run TRACKER. That's about one hundred and fifty different computers, from micros to super micros, and minis. That means that whatever equipment your company has, there's a very good chance that TRACKER will run on it.

TRACKER is economical for companies with 100 to 100,000 employees. Because of TRACKER versatility, it can be run on single user computers, or on computers supporting up to dozens of remote terminals. That means that TRACKER can easily serve central or decentralized personnel and employee development operations. Here are some features, which apply to all computer systems:

1. Easy to Learn & Use - *English Prompts & Menu Driven*
There are no blind guesses or confusing programming terms. This means that operators can be trained quickly!

2. Flexible - changes as your needs change!
Our systems are easily modified without re-entering your data or unnecessary down time...

3. Friendly & Logical Data Screens
The screens are organized functionally and logically the way you would organize your own work.

4. Unique Standard (*and Flexible***) Reports**
Use the standard reports as they come, or modify them to your heart's content.

5. Create Your Own Reports Quickly & Easily!
Create your own unique user reports with an easy to use English report writer. Make as many as you want, as often as you want. No codes or programming experience is required, and the average report takes only a few minutes to create.

6. Create and Complete Labels or Forms:
You can print mailing labels or any size label; make forms from scratch and/or fill-in pre-printed forms. Print information on a single record or on any selected group of records.

7. Full Math Capability - WHAT IF'S AND MORE ...:
Create or utilize formulas, which perform conditional math, performs specific calculation if certain criteria are met. You can also create reports on your *what if* models.

8. Record Security and Deletion Protection
Our security allows an organization to determine who has access, viewing and/or updating privileges to files, records, data screens, fields and menus.

9. Internal Audit Trail
Our unique tamper-proof audit system will satisfy even the most demanding auditor.

10. Data Consistency & Error Checking
Our systems will watch for up to 200 different types of errors or special edits during data entry. This means only correct data can be entered into the system.

11. Export Data into Your Favorite Spreadsheet or Word Processor:
Use any of your information in spreadsheet programs, word processing documents, statistical or graphing programs. This means you can do real "information processing" - not just data processing.

12. Powerful Search & Inquiry Options!
Search on any and all fields. Searches can be saved, names and re-used! Retrieve data in any sorted order that you wish.

13. BROWSE Feature -- View 18 Records at ONE Time!
View 18 records at once in any format you choose. Significantly reduces the need for paper reports. This is also great for auditing data or checking information quickly.

14. Help!
On-line Help for easy reference. The Help file is accessible to the user for revisions and elaboration. This means you can add your own procedures and directions into the Help system!

15. Training!
We provide on-site training. We also have on-going classes in advanced or special applications. We won't leave you in the lurch -- even if we knew what a lurch was.

16. Archive Data
Our flexible archiving system allows you to keep archived data on line and in a way most useful to you.

17. One Time Data Entry
Designed with the user in mind - enter the data once and reuse it in any of our programs as necessary. No duplicate data entry!

18. We're as Close As Your Phone ...☎
Allied offers full remote service to all clients. With your permission, we can call your computer to provide you with updates, training, and problem-solving assistance.

19. Have It Your Way -- Customization Available:
Every feature and function of Allied's programs can be custom tailored to your exact specifications. Make the software fit your organization.

20. Technical Data:
Our systems work on a wide variety of computers and operating systems. They function identically from one user to 384 users. Information systems people will be interest in the following:
- Capacity per file: 1 billion records per file
- Characters per record: 65,400
- Every item is password protectable
- Fields may be revised **after** data is entered
- Input and Output File Formats: ASCII (fixed or variable lengths), Sylk, Dif, delimited
- Maximum number of users: 384
- Relational joining of files
- Screens per file: Unlimited
- Indices: 26 per file
- User Definable Label Formats, Math Tables, Printable Forms, & Report Format: Unlimited

(Most items realistically limited by hardware storage, or the specific operating system of your computer.)

21. Maintenance & Support & Source Code
We provide one year of unlimited support. Maintenance can be continued after the first year. If you are interested in supporting your own program, a source code license can be purchased.

22. Pop-Up Windows:
All tables are linked through pop-up windows so users can easily choose the data they need. In addition, users can create their own pop-up windows to share data between files. This menu driven function requires no programming!

23. What's Your Pleasure?!
Choose a version which best suits your operating environment. We have versions in MS/PCDOS, XENIX, UNIX, VMS and Networking. Our programs work the same way no matter which version you need.

24. HRIS Products to Meet Growing Needs!
Allied continues to provide interactive human resource management programs to meet the most demanding HR tasks. Modules include:

- CAPS (Computer Assisted Personnel System),
- Applicant Tracker,
- Pay-Matic (payroll interface),
- Skills and Training Tracker,
- Absence Incident Tracker, and
- A^3 - Affirmative Action Analyst & Plan Maker.

25. An upgrade path you can live with...
Our systems can grow with your company without the need to re-enter data, lose your own special report formats, or re-learn new program techniques! Upgrade costs are generally confined to the difference in costs between versions.

26. Data Conversion Services
Allied provides a complete range of data conversion services. This means that we can deliver your system already loaded with your data from your payroll program, your old HR system or a variety of other computer sources.

27. Import Data from Other Programs
Allied programs allow you to bring data in from your favorite spreadsheets and word processing programs. A flexible format can handle data from a wide variety of other programs.

28. Centralized & Decentralized Versions
Whether your company chooses a centralized corporate program, or a broad based combination of field offices and corporate databases, Allied programs can be configured to meet your needs.

29. Elegant Simplicity with simple elegance
All Allied programs keep the number of menus and screens to a minimum. This means quicker training, easier use and less confusion. Sometime less is ***better***.

30. One for all and all for one
All Allied programs can be configured to work with up to 160 subsets of data. That means you can handle multiple companies with no intermingling of data.

31. Synergistic Software
Allied HR programs work together automatically and seamlessly. This gives you more power over your information. Link and analyze anything with anything. The possibilities are only limited by your imagination!

We do it all!

Skills & Training Tracker Pricing

DOS, Single User CAPS Module……… $2,500.00
DOS, Single User, Stand Alone……….. $4,500.00
Remote Enrollment Option……………. $7,500.00
filePro Database …………………………$900.00

DOS, Network CAPS Module………… $2,500.00
DOS, Network, 5 Users ………………. $7,500.00
Remote Enrollment Option……………. $9,500.00
filePro Database ……………………… $1,495.00

UNIX Network CAPS Module……….. $2,500.00
UNIX Network, 1-32 Users …………… $7,500.00
Remote Enrollment Option……………. $9,500.00
filePro Database ……………………………Call

THANKS FOR *YOUR* INQUIRY!

We have a
SPECIAL OFFER
For You…

Seeing is believing!!

How about a demo? Not a simplified slide show version of the program, but a fully guided demonstration of a <u>LIVE</u> program. See how it actually works for you, and never leave the office! And best of all, it costs you nothing but your time and some phone charges.

You Can:
- ☑ See the data screens
- ☑ Update data
- ☑ See how data edits and error correction work
- ☑ Build your own reports in minutes
- ☑ Create a form
- ☑ Print a report to screen
- ☑ Look at the files
- ☑ Use your time productively with a live system!

HOW CAN YOU TAKE ADVANTAGE OF THIS OFFER??

Simple. First, you must have available:
1. A computer
2. A *minimum* 14400-baud modem, or better
3. A communications program like PC Anywhere (we can send you a copy)
4. Two phone lines, one for the modem and one for us to talk

Call us at (714) 963-5554 and arrange for a Demonstration Appointment. We'll set up a mutually convenient time, and give you instructions for calling us back.

Invite others if you think it will be helpful or if you think they may have questions that you're not aware of. The demo can be short or up to several hours.

Why a "live" demo?

All too often, to see a program, you get a rigid slide show, or a "restricted" version of a demonstration program. The restricted types hardly work, as many features don't function, and they require full installation procedures. The slide shows don't work at all. They may look impressive but they don't actually function like the real program. AND in either case, you are on your own, with no one to ask questions, to provide help, or provide guidance. BUT NOT with a live demo. With Allied, you get it all! …in the comfort of your office.

We really are as close as your phone. So call today and make your appointment now! Ask for Lea at (714) 963-5554, Extension #3 or email sales@alliedhr.com.