




















Yes We Do!

A Catalog of FlexTraining Features


















Technical Requirements	Yes	Notes
Is the software web-native?		Standards-based web architecture from top to bottom.
Do the standard browsers support this software?		Yes, any browser for student access and courses. Chrome suggested for authors and managers.
Will the system run on the standard database packages?		Standard SQL data. Uses MS Access (smaller customers) or SQL Server.
Is the system developed on standard technology?		ASP.NET, VB, JavaScript, ASP.net, SQL.
Is the source code included in a license?		Complete source code is included with every software license at no charge.
Is the system lightweight in its use of storage, CPU, and bandwidth.		Approximately 400 MB is needed for 1,000 students. More MB may be needed if using video. Bandwidth depends on amount of audio/video content.
Does it support the standard multimedia formats (mp3, mp4, mov, YouTube, etc.)?		Built-in library provided for multimedia objects for easy re-use in any course.
Does it work without proprietary file formats for multimedia?		Standard formats are supported, with no proprietary media formats.











Does it interact with an email outgoing server?		Progress and other notices through SMTP e-mail server, the customer's or ours.
Does it support hyperlinks to:		Hyperlinks are supported.
Other training content		Yes. These links reinforce learning and add content in a branching scenario.
Internet sites		Yes.
Does it offer password policies options?		Flexible, robust password policies, including expiration, minimum length, number of failed attempts, etc.
Is it optimized for mobile access?		Optional mobile access interface can be enabled or disabled.






Reporting	FT	Notes
Is there an integrated web-based reporting capability?		Wide variety of standard reports. Custom reports may also be added and saved.
Can reports be filtered by organizational unit or location?		Extensive filtering also includes date, course, user attributes, and others.
Are reports printable through the browser?		Report toolbar - reports may be printed, downloaded, or emailed.
Can it export to Office or other tools?		Exports to CSV, for import and other uses.
Does it allow instant email of report contents?		Toolbar with immediate e-mail & comment options.






Are there standard pre-defined reports?		Includes enrollments, completions, and many others.
Does it create student transcript reports?		Students and administrators can generate transcripts.
Are there user-defined report columns that filter and sort?		Ad-hoc report generator for custom reporting.
Is test reprinting available?		Can reproduce exact replica of any test at any time.
Does it generate reports in PDF format?		Reports can be saved as PDF files.
Can it create custom or ad hoc reports?		Create, name, save, re-run custom reports.




Authoring	FT	Notes
Is there a built-in authoring tool?		Built-in template-based authoring. Completely integrated.
Does it allow for remote content authoring over the web or intranet?		Unlimited authors can load content and work on the same courses if needed.
Can courses be built without knowledge of HTML or programming?		Easy form-based course authoring and published.
Can the system control course building permissions?		Permissions limit who can build and edit a course, and who can enroll.
Can you integrate streaming video?		Videos can be kept in the built-in library, or delivered via YouTube.








Does it support streaming audio/video within online tests?		One video per test, or within each test question.
Can it create multi-branding login pages?		Multi-branding creates unique login pages for companies, brands and landing pages.
Does the system have a multi-language mode?		Optional multiple languages for use in the student module. Students choose their language if desired.
Does it have standard templates for learning screens?		Simplified templates for authoring. Intuitive course/lesson/learning-screen framework.
Does it have standardized templates for testing?		User simply enters questions, answers, grading and display options.
Does the authoring tool support text, images, PDF, audio narrations, video?		Supports all these and also delivers and tracks any web-addressable 3rd-party files.
Can you preview authored pages?		Previews each page as you build it. And courses do not accept enrollment until they are “published”.
Are there built-in navigation controls?		Includes image or text-based navigation bar, forward, back, reload, home, next lesson.
Can you copy a course to a new course?		Fastest way to create a course that’s similar to an existing course.
Does the system include automated data integrity and setup accuracy checker?		Built-in diagnostics for system setup, course authoring, saves time and prevents user omissions and errors.







Enrollment	FT	Notes
Does it offer unattended and automated student enrollment?		Also, or use optional approval step, globally or per class.
Can you import student data from a spreadsheet or csv file?		Student import feature walks you through a flexible spreadsheet import process.
Is a password required for all learners? Can it be an e-mail address?		Passwords can be entered via import, or selected by Administrator or Student-entered.
Is the trainer able to define sign-up periods each course for students?		Start and end dates for enrollment are set per scheduled course.
Is there a mechanism for approving the enrollment list?		Approval per class if that option is chosen. Individual or in bulk.
Can user facilitate enrollment for classes other than computer-based training?		Handles classroom training also, and integrates these results with online courses.
Can an instructor impose class size limits?		Choose "unlimited" or cap learners per class, if using an instructor or Subject Matter Expert.
Can learners use credit card payment for enrollment?		E-commerce may be set system-wide or class-by-class.
Ability to keep course/student lists separate by company, organization, location, or other?		If activated, each user sees only students and courses from his company, organization, location.
Can students auto enroll for self-registration?		If enabled, allows students to automatically enroll in a number of courses upon self registration.



Does system track individual learning paths, or “skill groups”.		Enroll students in a skill group one at a time or automatically.
Can default skill groups be assigned to every new student?		A new registering or imported student can be automatically enrolled in a default skill group.
Is there an automatic class enrollment for mass-imported students?		Load students immediately into selected classes.
Can it email an import and/or enrollment notice to students?		Send emails/texts to students and managers upon user-defined list of events.
Is there a waiting list feature to handle when maximum enrollment is met?		User-activated. Can set up for the next student in line to be automatically enrolled.









Testing	FT	Notes
Is there a user-defined number of test attempts allowed?		Define on test-by-test basis.
Is there a user-defined percentage for a passing grade?		Define on test-by-test basis.
Is there a user-defined presentation of correct answers afterward?		Options are available to show answers after completion with either passing or failing the test.
Can a test be set to allow a learner to test out of an entire course?		Passing percentage user-defined, records completion of entire course.
Does it allow an image to be embedded and referenced in a question?		Video, image or graph becomes part of question.



Can author edit individual test questions?		Specific questions can be edited rather than having to run through the entire test for targeted changes.
Is there a timed testing with strict limits?		Each test may be timed or unlimited, and is logged..
Is there an item banking feature (question pool)?		Option to randomly select from pool of questions in numerical order or randomized for each test.






Instruction	FT	Notes
Does the system facilitate different types of instruction?		Each class may be Instructor-led or student self-paced.
Does it facilitate a combination of instructor-led and self-paced courses?		Course-by-course. Use the instructor features only when needed.
Does it support various types of user interactivity?		Chat and forum integration are optional features; links to third party interaction/collaboration tools are available.
Is there a web-based instructor menu that is multi-function and secure?		Only authorized Instructor for a specific course has access.
Does it support classroom and online training/test tracking?		Report activity (content access and tests) for offline training as well. Keeps all records in one place.
Is there certification tracking for groups of required courses?		Skill Group features track completion on groups of courses and certifications.
Is there certification progress reporting with configurable automated notification?		Notifications by date and other configurable options.






Access to Student Records		FT	Notes
Can trainers go to one location through the browser to access information about students?			There's a comprehensive management center module with a separate secure menu for each user.
Can you sort by participant, class and other fields?			Sort by name, organization and other parameters.
Can you report across all courses and tests for a single student?			Supports all course certification reporting.
Can duplicate student records be merged?			Built-in tool to join two student accounts into one.
Is there a "student search" function for test and course results reporting?			Drill down to student by organization, location, class and name.
Does it create student transcripts?			Students and administrators can generate transcripts.





Course Delivery		FT	Notes
Does it deliver courses over the Internet / intranet?			Works with any TCP/IP network with browser-connected learners and any standard browser.
Are there alternate formats for PowerPoint-authored content?			Convert and deliver as Flash, video or HTML.

Is it SCORM compliant?		The optional integrated SCORM processor helps the LMS deliver and manage learning from external third-party sources.
Can courses be archived and reused, if needed?		Courses and classes can be stored away and resurrected, if needed, preserving student records.
Are there dynamic, sortable student notes online?		Students can download and keep notes at end of class.
Can time logs be created and tracked per course?		Time logging per course can be tracked by student.
Are there user-defined, searchable document libraries for course-related documents?		Built-in libraries (user-defined) for course-related and student-related documents and images.
Are documents and attributes available to customize document library search interface?		Uses standard searchable library or configure new libraries through the web-based interface.
Does it generate completion certificates for students?		Choose standard design or create your own.
Does it generate completion certificates in PDF format?		Saves as PDF.

Course Evaluation	FT	Notes
Does the system facilitate feedback for online courses?		Completely automated definition and processing.
Does it provide customizable course evaluations?		Use defaults or create your own questions.




Does it compile/analyze feedback results?		All responses saved in database for reporting.
Does it compile/analyze feedback by class?		Summarized or detailed per student.
Is there one-click feedback for administrators or instructors?		Direct email or form-based evaluation.
Can it report on the average response to individual questions?		Built-in Analysis report.
Is there detailed reporting per-course and per-question?		Select students by course or specific scheduled course.

Outside Sales	FT	Notes
Is credit card processing supported?		Built-in e-commerce may be turned on and off.
Is credit card processing configurable?		Web-based system enables and configures screen.
Are e-commerce promotional codes available?		Promo codes for e-commerce allow flexible enrollment fees.
Can promotional codes be tracked?		Promo codes can be tracked in the reporting module.
Does the system support PayPal?		Payments may be accepted through PayPal accounts.

Vendor Information		FT	Notes
Has the development company been in business for several years?		More than 15 years.	
Has the actual software been in use for several years?		Since October 1999. Several versions and modernizations since then, as expected.	
How frequently does the developer release a new version?		Continuous improvement enhancements - incremental improvements, as is done with cloud-based software.	
Is a maintenance agreement required?		Part of the simple annual fee, per user level.	

Implementation		FT	Notes
Is the system available on a subscription basis rather than installing it internally.		FlexTraining is only available as a cloud solution.	
What types of support services are provided?		Guidance, best practices, technical support, and fee-based course development and system customizations.	
Does the vendor work directly with the customers?		We sell to and support worldwide customers directly and have a growing reseller network.	

Services		FT	Notes
Are course building and other development services available?		We have experienced course developers available. Video editing audio recording, also available.	

Is content authoring available?		Yes, we can handle everything. We can convert your presentation or manual to an interactive course or start from scratch.
Is there assistance in converting paper or MS Office documents?		Convert, modify or use as-is in training content. Goal is to provide whatever customer needs to be successful.
Does the company leverage its sales and support operations through business partners?		Across the US and in the United Kingdom also.