



The days of paper trails and binders filled with in-service tracking documents are over.

With the Upstairs Solutions LTC Learning Management System (LMS), your staff can create countless, up-to-date reports with the click of a mouse!

Your Training Data

Upstairs Solutions LTC's LMS securely maintains all of your training data. The system records:

- ✓ Student name, department, contact information, job title, birth date, hire date, etc.
- ✓ Course status
- ✓ Course due and completion dates
- ✓ Curriculum status
- ✓ Curriculum due and completion dates
- ✓ Exam scores and dates
- ✓ Actual responses to exam questions
- ✓ Training requirements – complete and outstanding

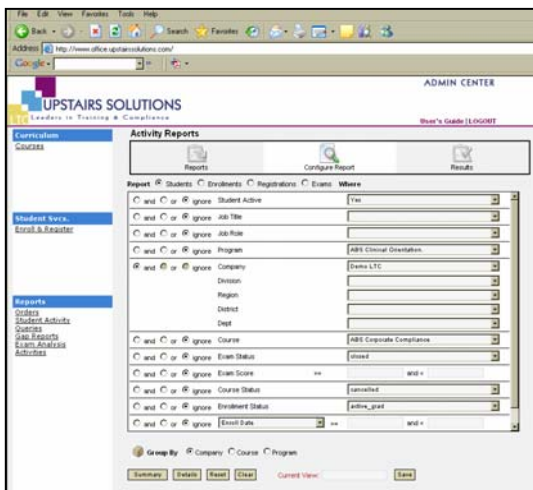
Records are kept in a state-of-the-art relational database, so **there are no limitations on how information can be filtered, correlated and sorted.**

You can create any report that you need!



Easy-to-Use Tools

Administrators and Supervisors can create reports using our simple web-based tool:



- ✓ Select multiple criteria from drop-down menus
- ✓ Save reports for easy re-use
- ✓ View summaries or individual records

Choose Your Format

All reports are available:

- ✓ On screen, with hot-links to selected students
- ✓ Printed to paper
- ✓ In an Excel spreadsheet

Imagine the Possibilities

Reports that are commonly used by our clients include:

- ✓ Employees with Incomplete Training
- ✓ Employees with Upcoming Training Deadlines
- ✓ Detailed Transcript for a student
- ✓ Recently Hired Employees
- ✓ Employees with Failed Exams
- ✓ Last Completion Dates for Course
- ✓ Ad-hoc Training Assignments

We're Here to Help

Upstairs Solutions LTC's skilled, friendly support staff will assist with report creation -- at no additional charge!

If you have a more sophisticated need, our programmers will build a unique report to your custom requirements -- at no additional charge!

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