

ABRA Suite®



ABRA Train®

Workshop Agenda

Overview

This two-day workshop is designed for the beginning to intermediate user of Abra Train. In two days you will become proficient with using Abra Train.

Who Should Attend

Human Resource professionals, Training Managers, or Information System users who need to quickly become proficient in setting up and using Abra Train within their organization.

Prerequisites

Completion of the Abra Suite Tutorial.

What You Will Learn:

DAY ONE

Introduction

- Starting and Signing on to Abra Suite
- System Navigation and Overview
- Organizer and Scheduler Overview

Setting Up Abra Train

- Understanding Global System Specifications
- Defining Organization Titles
- Selecting Enterprise Logo
- Setting up the Audit Trail
- Setting up the Training Employer
- Adding, Modifying, and Deleting an Employer
- Training Setup

Code Tables/Training Management Rules

- Characteristics of Codes and Code Tables
- Adding, Editing, and Deleting Codes
- Code Table Review

Pages Overview

Actions

- Establishing Job Requirements
- Assigning Required Courses
- Adding a Class
- Enrolling Students

Security

- Adding a Security Group and a User
- Practice Exercises
- Ad Hoc Reporting Security

DAY TWO

Processes

- Mass Update
- Optimizing Databases
- Reforming Indexes
- Backing Up and Restoring Data

File Structure Overview

- Functions
- Expressions
- Compound Expressions

Standard Reports

- Report Overview
- Printing, Previewing, and Exporting Reports

Abra Secure Query (ASQ)

- Five Steps Process
- Training Query Example
- Apply Ad Hoc Reporting Security
- Abra Data Access (ADA) Overview

Basic Crystal Reports

- Create two Training Reports
- Customize Training Standard Reports Menu

Custom Detail Pages

- Introduction to Custom Detail Pages
- User-Defined Code Tables
- Working with Custom Detail Pages
- Custom Detail Pages Security
- Practice Exercises

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