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Class Training System

The Class software system is designed to help training professionals to quote, plan and manage training courses that they offer.

From one easy to use system you can handle multiple trainer availability, course accreditation, course locations, quotations, certificates, delegates, invoices, re-test dates and much more.

Class enables training companies to reduce administration, improve customer communication and ultimately raise course take up rates to increase revenue and profitability.

Superior Scheduling

With Class you can easily schedule courses for multiple trainers and instantly see courses planned by date in a simple diary view. Courses can be set as provisional or confirmed and free spaces can be highlighted so that you can run a promotion to ensure full attendance. Trainer availability including absence and annual leave can all be recorded in the one system. Courses can be planned to match dates, venues and trainers.

Maximum Performance

Keeping track of delegate profiles and matching courses to delegates used to be a time consuming process before Class made it easy, matching delegates to courses and highlighting refresher / re-test dates automatically. Class enables proactive communication with customers; course reminders, booking confirmations and profile updates provide valuable information to customers and are all good ways of increasing course up take.

Results & Certificates

Class can be used to record all delegate test results and to create and print course certificates reducing administration and capturing valuable information.

Max Trainees	Duration Days	Price
3	3	250
4	2.5	275
2	2	200
5	2	250

Easy Financial Administration

Class automatically creates course & programme quotations, prints order confirmations, creates and prints invoices. Using Class can help to increase cash flow by invoicing accurately and on time and the information recorded on the system is valuable for accounting purposes.

Financial and management reports can also be extracted to track, measure and improve company performance. A history of courses sold, attendance levels and fees charged can be compared by time period, trainer and course type to highlight the most profitable areas of the business and to identify areas for improvement.

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With Class You Can:

- Instantly see courses planned by date in a simple diary view
- View provisional & confirmed places
- View trainer availability, including absence and holidays
- Plan courses to match dates, venues and trainers
- Track delegates training history
- Allocate delegates to courses
- Ensure that courses match delegate requirements
- Produce quotations for courses and programmes
- Print order confirmations
- Print invoices
- Record course test results
- Print course certificates
- Track when delegates need to be re-tested
- Track the history of which courses you sold, who attended and how much you charged
- Produce valuable management information
- Seamless intergration with third party accounting software

A Superior Platform

Class is built using a Microsoft SQL Server database which means that Class can grow with your business and is suitable for one user to over a hundred users. In addition templates loaded onto the system for quotations and certificates can easily be upgraded as the business develops. The superior platform is easily available across multiple locations for office based and remote worker access.

Integration with other systems is very important to enable easy and accurate transfer of data and maximum efficiency, Class integrates with other accountancy systems including Sage Line 50. Class also integrates with Key's Web Access client to enable you to offer your customers and delegates the capability to view their training records online, enhancing your service.

If you have trainers on the move who want to be able to access and update the system in between training sessions then Class can integrate with Key's Connect series of remote worker software enabling PDA based access to data stored within your system.

Class Lite

Class Lite is the entry level version of the Class product range and is ideal for smaller business who require a lower number of users. As with all Key products users of Class Lite can easily upgrade to the complete version.

TELEPHONE

+44(0)1942 261 671

EMAIL

info@keycomputers.co.uk

WEBSITE

www.keycomputers.co.uk

