



TiMS Making Training Administration Simple

TiMS is an easy to use access application designed for small training companies. It delivers many benefits to help streamline the booking process.

Key Benefits of TiMS

- Easy to use application
- Course scheduling and streamlined booking
- Reduce administration time and cost
- Organise and monitor pre and post course tasks
- Track learner's training histories
- Monitor tutor feedback
- Maximise sales and marketing opportunities

Making Training Administration Simple	
Easy to use application	With simple use of buttons, drop-down fields, menus and tabs. We've added validations to ensure your data is good quality and not duplicated.
Scheduling /Streamlined booking	Our course diary gives you a calendar view of your courses by week or month. Book new courses or enquire on existing courses easily.
Reduce administration time and cost	Quick to locate information so less time spent wading through paper copies. Use of email to forward joining and course pre-requisites to tutors and companies.
Organise and monitor pre and post course tasks	Know which tasks are outstanding for your courses. Tasks can be configured to your requirements for pre-course, post-course and cancelled courses. Coloured to highlight those requiring further action. Monitor delegate's success in post course exams.
Track learner's training histories	Produce delegate profiles to help companies build personal development plans for their staff.
Monitor tutor feedback	Record feedback from delegates to monitor your tutor's performance per course. Compare tutor's performance per course by delegate feedback and by delegate's post course pass rate.
Maximise sales and marketing opportunities	Renewable courses are automatically rebooked so you can be sure your clients won't forget to renew their skills to maintain certification and you won't miss a sale. With a full course history, you'll be able to target companies and individuals with new courses.

c2n software TIMS

Outstanding Tasks For Week 14/10/2007 To 20/10/2007

Ref	Course Title	Date	Start Time	Duration	Outstanding Tasks	Status
CL2731	1 day Emergency First Aid	18/10/2007	09:30	1 day	Pre	Provisional
CL2739	Cs38 Cs39 Refresher Training	17/10/2007	09:00	3 days	Pre	Confirmed
	CS40/41 Pruning and dismantling ops	17/10/2007	09:30	3 days	Cancel	Cancelled
CL2750	Stumpgrinder	15/10/2007	09:00	1 day	Post	Confirmed

Configuration | Course Diary | Course Booking | Company Enquiry | Report Menu | Exit

c2n software TIMS Course Booking

Course Title: AIDA - 1 Day Training course | Course Date: 30/06/2008 | Start Time: 10:00

Course Ref: CL1234 | Tutor: Mrs Mawdsley | Lantra Ref: 0 | Company: C2N Software | Duration: 1/2 day | Venue: West Lancs Investment Centre

Test at End of Course? | Exam Board: | Funded Course? | Notes: | Status: Provisional | Tutor Score: 0.00

Pre Course Actions: Instructor Booked | Venue Booked | Lantra Order Placed | Course Notification to Instructor | Course Notification to Customer | Course Materials Prepared | Course Materials to Tutor | Reminders Sent | Invoices Sent

Post Course Actions: Paperwork From Tutor | Obtain Feedback | Paperwork Sent to Awarding Body | Certificates Received | Certificates Sent

Delegates

Company	Title	Surname	Forename	Contact	Telephone	Email	Cost	Refer	Funding	Status	Test	Cert Sent
Flowers For All	Mr	Johnson	J	Mr Bob Smith		Bob@Flowers.co.uk	£0.00	0		P		

Test Detail | Delegate Detail | Company Costs | Email Tutor | Rebook Course

Course Diary

Diary Appointments for November 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Fork Lift Truck	2	3
4	5 Pesticide	6 Pesticide	7 Leadership	8	9	10
11	12 Basic Grounds Care	13 Basic Grounds Care	14	15	16	17
18	19 Chainsaw	20	21	22 1 day Emergency First Aid	23	24
25	26 Chainsaw Maintenance, Cross-cutting and basic felling CS30/31	27	28 Cs40 Cs41 Refresher Training	29	30	

Selected Date: 15 October 2007

November 2007

Select Display Mode: Show selected week Show selected month

Price Options

Option 1

Up-front payment of £1500

Option 2

10 monthly payments of £165
(support after first month charged at £300 per annum)

What's included in the price

- Full installation
- One user license
- Data Take on (if held electronically)
- Half day training
- Free support for 1 month

All prices exclude VAT

For more information contact
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