

easySoft®



# Success Factor Education Management

Software for Education Management and Human Resource Development



## Education Management – Made Easy

Thank you for your interest in our software solutions and services. For over 25 years, we have been developing high-performance solutions for seminar management, human resource development and training management. easySoft stands for consistent, successful relationships with over 1300 educational institutions and corporations. You too can profit from easySoft's valuable treasure trove of experience and lighten your own daily workload.

We are your reliable partner and specialist when it comes to education and competency management for both your own employees and external participants alike. We have successfully developed numerous multifaceted IT projects and installations. There is a list of just some of our various references at the end of this brochure. What can we do for you?

IT decisions require vision. We can provide you with an end-to-end solution for managing the training activities in your establishment. On request, we can also provide organizational advice, analyze structures and identify opportunities for simplifying your workflows. Take advantage of easySoft's complete range of system

and user support services designed to ensure your success. Once your program has been installed, we will provide in-depth training for you and your employees right on your own premises. Afterward, you can rely on easy-to-understand documentation as well as the reliable support services we provide.

Other attractive services include the HelpCenter, video tutorials, technical and content support, remote maintenance and seminars at the easySoft Academy locations in Hamburg, Berlin, Munich, Dusseldorf and Bretten. The following pages will give you an overview of our software solutions. Let us explore new paths and achieve your goals together.

## The Right Solution for Every Application







**Our goal is to provide  
education professionals  
with effective support.**

## easySoft – From the Industry for the Industry


Education management and human resource development are both important instruments in business, industry and public institutions. In order to maintain a high-performance workforce, it is crucial to focus on multiplying knowledge and fostering aptitudes. Successful education management is thus key to gaining the competitive edge.

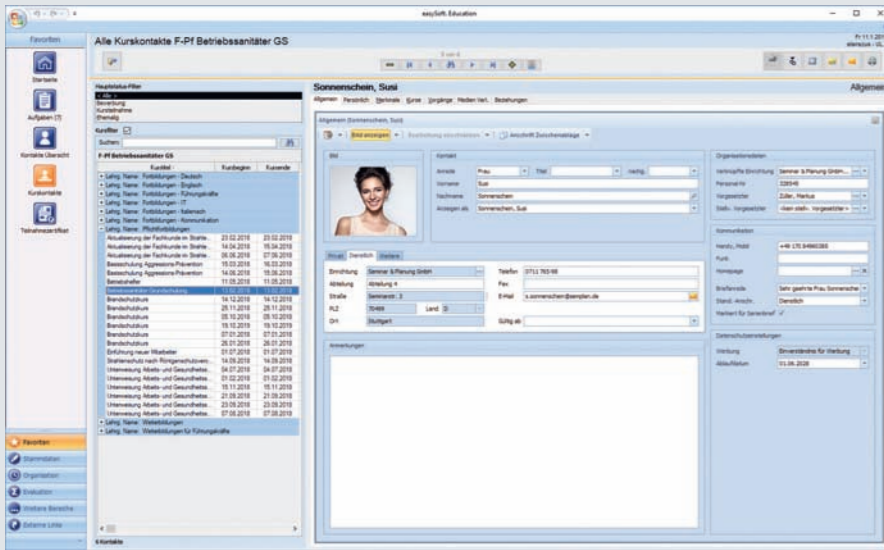
Extremely diverse, yet simple and practical. That is exactly what distinguishes our software. In fact, our solutions were born from real-life experience and since then, we have been investing our vast wealth of expertise into continuously improving and expanding them. In doing so, our commitment has been to always stay one step ahead of the game and thus recognize tomorrow's needs today.

This makes it possible to work and network in a goal-oriented manner within the entire team. With the help of our solutions, complex work processes can be streamlined and planning errors avoided.

Our customers report significant savings in time, money and effort. In addition, the performance of the company is considerably increased when employees receive appropriate further training.

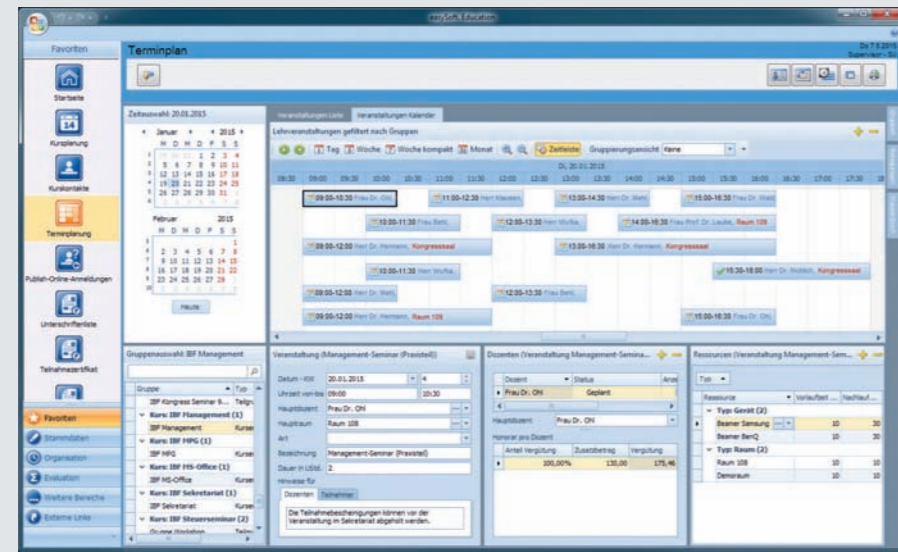
See for yourself. We have compiled a few testimonials for you on our website. Should you wish, we can gladly provide you with the names of other users in your industry near you and arrange for contact.

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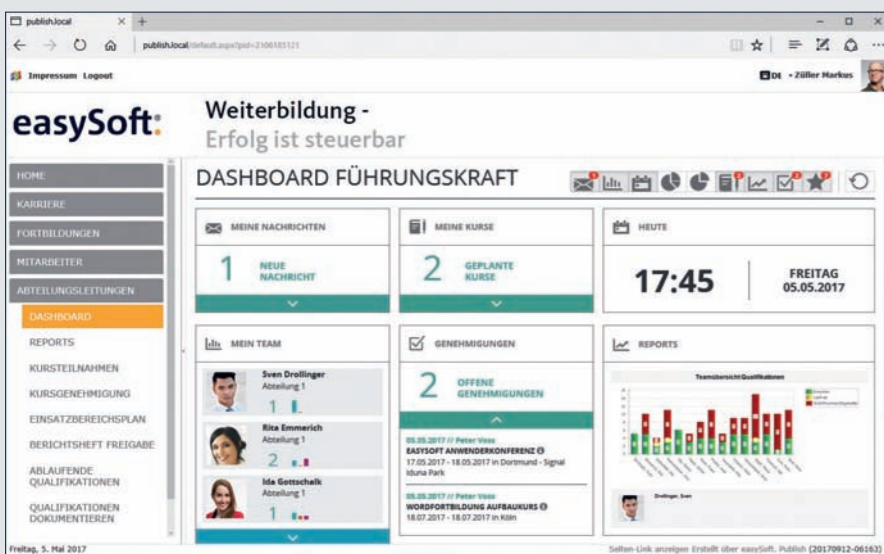
**1 PARTICIPANT MANAGEMENT**

- > See all individual-related data including essential information at a glance.
- > Access your serial letter feature, useful lists and evaluations directly.



**2 SCHEDULING**

- > Straightforward: The design and features, such as drag & drop, vastly facilitate the scheduling process.
- > Ideal: Graphical representations and indications allow you to continuously monitor your events, resources and instructors.



**3 MANAGER SELF-SERVICE**

- > Provide target-appropriate data, reports and evaluations. This simplifies, accelerates and standardizes processes.
- > Choose from available reports or create your own individualized evaluations.

# Simplify Processes – Save Time

**Comprehensive copy assistant**

- > Copy all relevant data including agenda. Create multiple dates

**1. Integrate data**

- > Employee master data interface (automatic updates)
- > Education history import

See screenshot **1**

**2. Schedule events**

- > Event calendar, instructors, meeting rooms and resources with useful planning functions
- > Easy cost calculation and pricing

See screenshot **2**

**3. Publish events**

- > Online (intranet/internet/mobile)
- > Event catalog – print
- > Event catalog – PDF
- > Data export for processing with graphics software
- > Interface with seminar platforms

**4. Transfer registration data**

- > Approval workflow (single or multiple tier)
- > Serial e-mail with personalized attachments
- > Automatic registration confirmation
- > Simple online registration of one or more persons to one or more events via the shopping cart function

**5. Plan event**

- > Easy generation of documents (ex. participant lists, invoices, etc.) with the integrated report generator
- > Clear overview of the planning process through checklists, status charts/diagrams

**6. Event**

- > Execution of event as an on-site-attendance, blended-learning or eLearning course
- Assessment results/online test

**7. Follow up event**

- > Confirmation of attendance
- > Event and instructor evaluations (via tablet, e-mail or paper)
- > Automatic status change

**8. Reports and evaluations**

- > Reports, evaluations of the education history, course capacity
- > Manager self-service

See screenshot **3**

Optional: Import

Entry

Publication

Registration

Preparation

Execution

Follow-up

Control

**Exchange interface**

- > Transfer participants and instructor dates, ex. to Microsoft Outlook

**Financial accounting interface**

- > Transfer accounts receivable and accounting entries to financial accounting department



# Seminar Management in a Nutshell

Take advantage of the full range of possibilities for your event management. Whether for a convention, a workshop, a course lasting several weeks or an hour-long workplace instruction, one system can handle the entire workflow. Publish your events effortlessly on the internet or intranet, thereby increasing the quality of service and ensuring the transparency of your event management information flow both internally and externally.


Manage your range of educational events clearly and concisely. Are the seminars fully booked and where are available spots? Have all preparations been attended to and the instructors informed? How were the conducted courses and instructors evaluated? How profitable are the individual events?

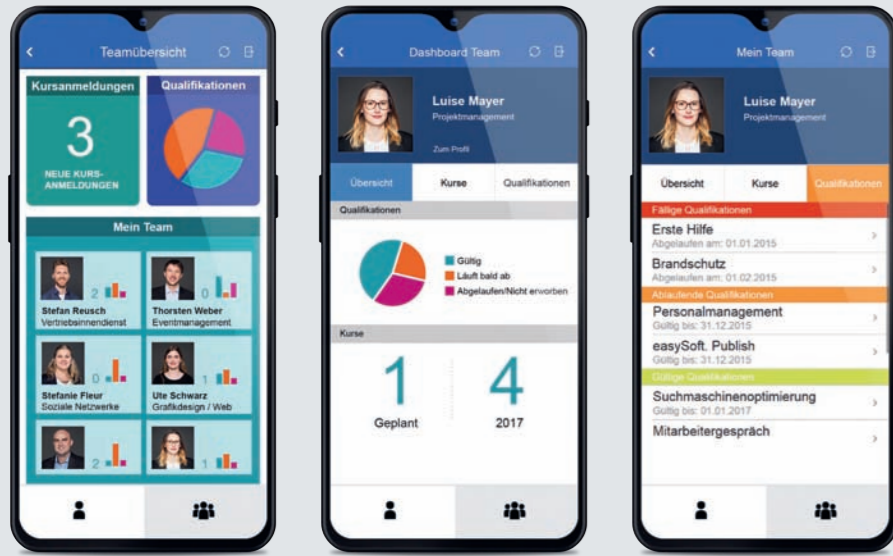
This information is at your fingertips and mass mailings and invitations can be sent in no time. See who is participating in which event and which courses have been completed at any given time. Certificates, nametags and statistics are easy to generate with the integrated report generator.

All training history records for employees and participants are also easily accessed.

- › Seminar scheduling and cost planning
- › Address and correspondence management system
- › Easy registration management: confirmations, cancellations, registration changes, waiting lists, etc.
- › Seminar programs and goods and services catalogs
- › Quick invoicing and evaluation
- › Graphical overview and course management tools
- › Direct posting on the intranet or internet



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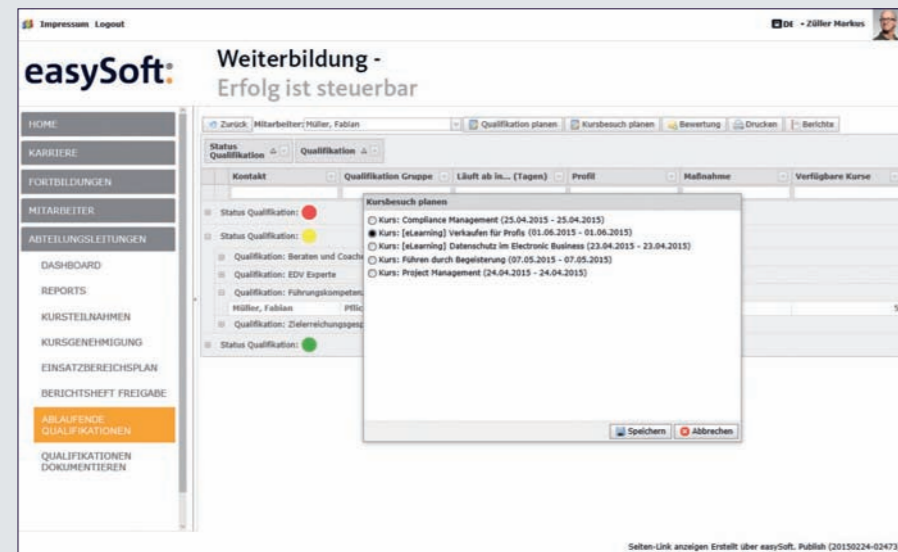


### 1 QUALIFICATIONS

> Identify needs: With the easySoft App Competence, it is immediately apparent where action needs to be taken.

### 2 SCHEDULE COURSE ATTENDANCE

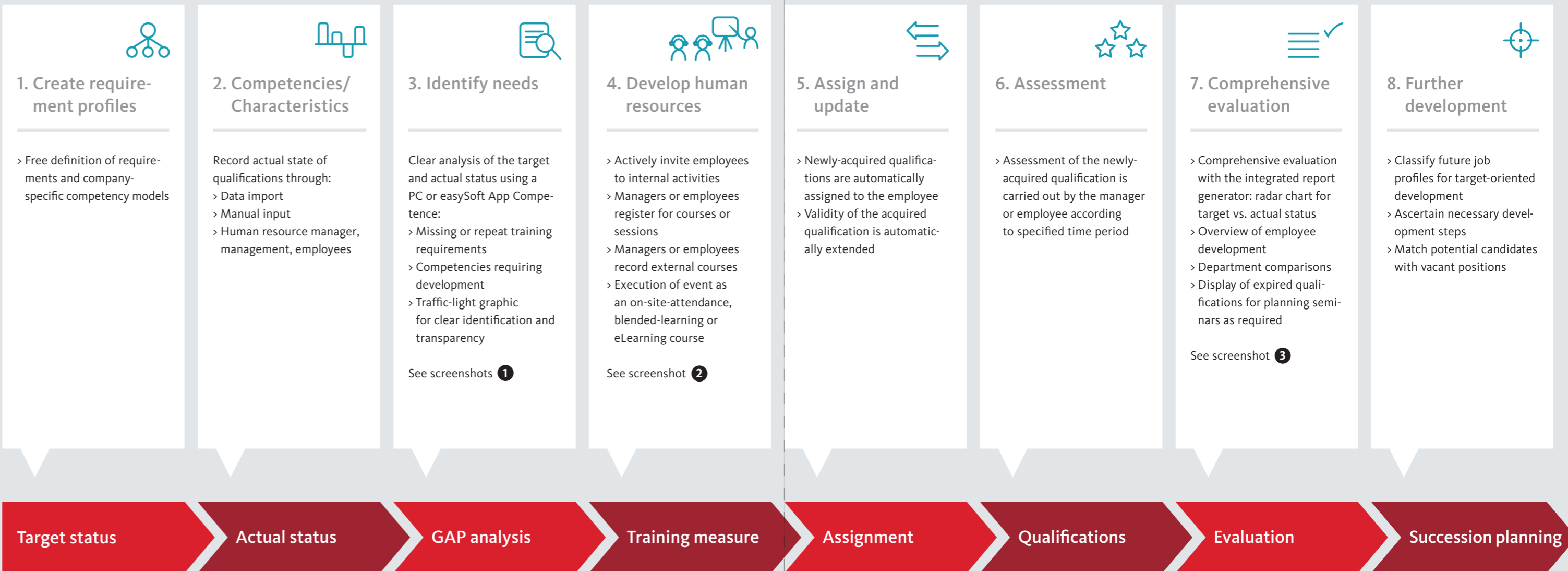
> Clearly depicted: The qualification diagrams make it easy to identify whether a new training measure must be planned and provide an appropriate selection of courses.

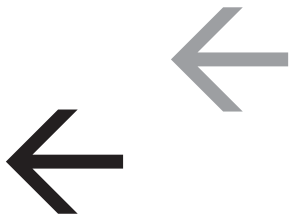


### 3 EVALUATION

> Virtually every wish fulfilled: Whether simple reports or detailed analyses and diagrams, the possibilities are endless with the report generator tool. This highlight is already integrated in all easySoft solutions.

# Efficient Education Control – Targeting Human Resource Development






# Human Resource Development with Passion and Attention to Detail

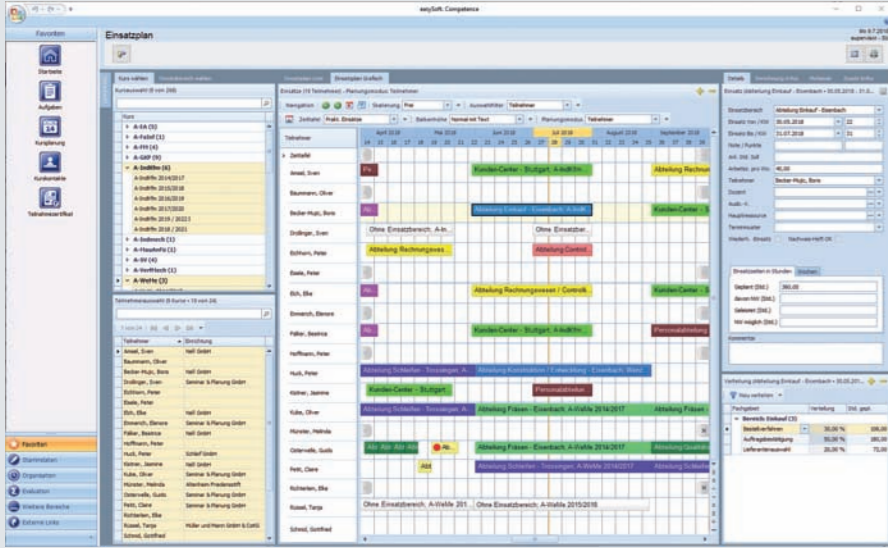
The strength of our solution lies in the combination of qualifications management and seminar planning. This combination creates synergies that eliminate additional complex steps in the workflow. Give yourself the scope to target human resource development through efficient management of the education process and need-based event planning.

How well do employee or candidate profiles correlate with the job description? When do which mandatory employee qualifications expire? Which employee skills have to be developed and strengthened? Through the systematic evaluation, planning and monitoring of your education management, you can reduce your work load to a minimum.

- › Create and classify job descriptions
- › Document skills and qualifications
- › Agile monitoring with recommended training measures
- › Timely qualification for corresponding areas of responsibility
- › Define conditions, dependencies and validities for qualifications
- › Automatic acquisition of qualifications by fulfilling defined criteria, ex. successful course participation or passing an eLearning test
- › Easy-to-use user interface enables managers and employees to use planning tools directly via the internet or intranet
- › Approval workflows, manager self-service
- › Reduce the workload of the HR department through manager self-service

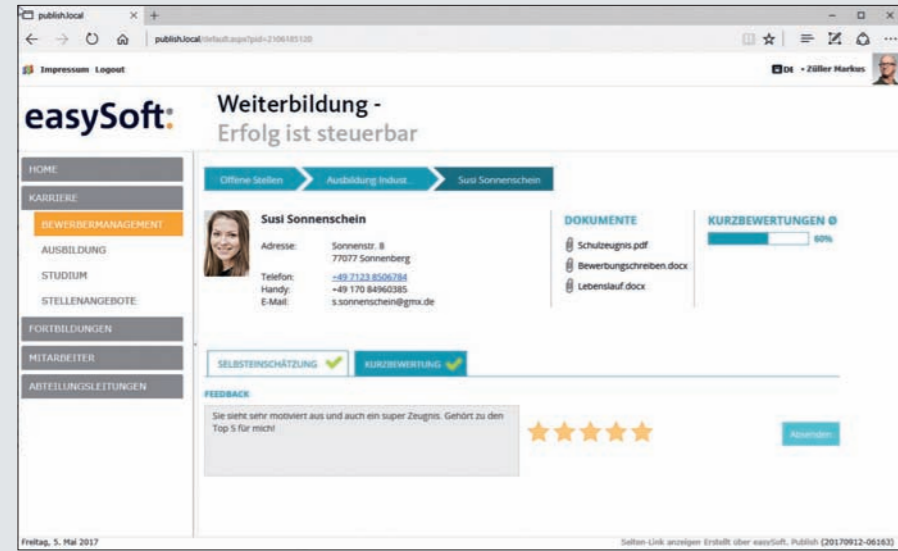


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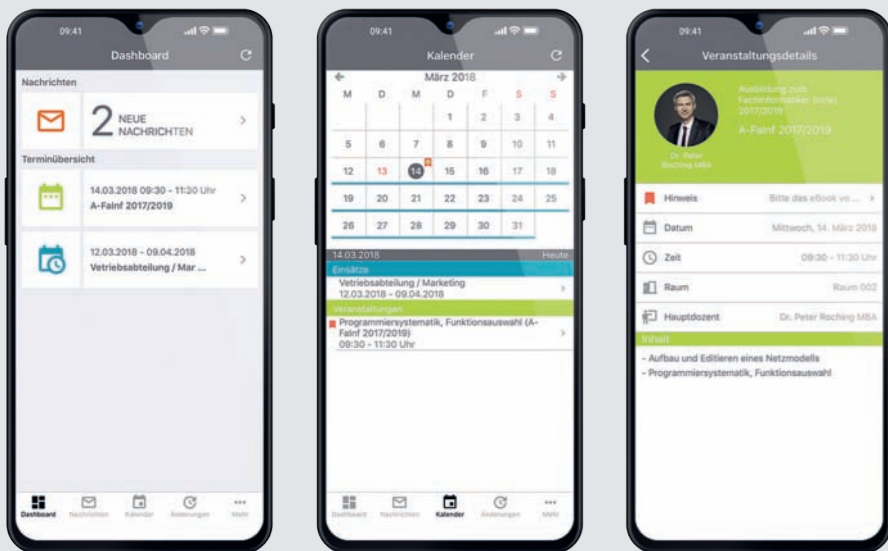
### 1 SCHEDULING CHARTS

- > Direct and easy: Keep track of your trainees at a glance.
- > Always up-to-date: Changes are immediately available in all program areas.
- > Quick overview: For example, the capacity rate for a given work area.



### 2 SELECTION PROCESS

- > Publish applicant data for selected departments. The departments can assess the candidates and provide candid feedback accordingly.



### 3 MOBILE ACCESS

- > Accessible from anywhere with a smartphone or tablet. Your trainees have up-to-date information at their fingertips.

# Training Management – Simply One Step Ahead

## Application phase

## Realization phase



### 1. Online application

- > Flexible form design allows step-by-step online application
- > Document upload
- > Automatic confirmation of receipt



### 2. Selection process

- > Custom-defined applicant criteria (e.g. average marks, work experience) allow pre-selection of candidates
- > Scheduling of candidate interviews and assessment dates
- > Serial e-mail templates for invitations and planning
- > Drawing up contracts made easy with the integrated report generator
- > Access to all relevant information provided by the departments on the candidates

See screenshot 2



### 3. Practical training scheduling

- > Define which fields/ departments are required per training profession (direction of study)
- > Overview of the training facilities' capacity
- > Definition of the learning objectives (subjects) and the required no. of hours per subject
- > Well-arranged calendar and lists for scheduling and rescheduling assignments (drag & drop, multiple changes)
- > Easy switching between different views (work area, participants)

See screenshot 1



### 4. Communication

- > Graphical overview of the schedule for individual work areas or departments
- > Distribution of training schedule via serial e-mail
- > Online access for trainees – mobile and always up-to-date

See screenshots 3



### 5. Organization of internal theory training

- > Organize theory days/ weeks with all necessary resources
- > Courses can also be offered as eLearning courses
- > Structured scheduling of the theory unit with the help of a syllabus



### 6. Online report portfolio

- > Integrated workflow for creating, checking and approving report portfolio entries
- > User-friendly activity recording by the trainees
- > Approval or optimization recommendations by the trainer
- > Comprehensive overview of all unfinished report portfolio activities



### 7. Quality control

- > View for trainers and trainees of the theory units still to be completed
- > Easy selection of suitable dates for open theory units
- > Recording of marks and assessment results for each trainee
- > Overview for trainers and trainees whether all theory components have been fulfilled



### 8. Evaluation

- > Wide range of evaluation possibilities with the integrated report generator
- > Evolution of candidate numbers
- > Capacity rates for each field or department
- > Analysis of marks
- > Trainee assessment
- > And much more

## Training organization

## Quality control and evaluation



# Training Management – Clearing the Way to the Goal

Our training solution incorporates all the essential features for accompanying your training activities – from the application process right through to completion. Whether a small training unit or a company with several locations, whether trainees and students from different fields of study or theoretical and practical phases at different locations and in different departments, it is of utmost importance to maintain a clear overview. With easySoft, each step of the training process is documented and information regarding the current status is always at hand. Now that puts the fun into learning!

- › Candidate management
- › Defining work areas and the work schedule
- › Well-structured scheduling: diagram and list views of the assignments
- › Automatic work scheduling
- › Generation of assessments and evaluations
- › Documentation of sick and vacation days
- › Documentation of internal training activities
- › Online report portfolio
- › Publication of all relevant information on the intranet, internet or Web app – for trainers, trainees and departments
- › Integrated report generator for individual reports, evaluations and statistics



# Flexible, Easy and Independent

In the face of such factors as growth, continuous change and development, audits or amendments to legal conditions, a system has to be adaptable and agile. This has always been a central criterion on which we base each of our developments. After all, the solution should meet your demands and not vice versa. Here are some of the features we offer you:

#### ADD AS REQUIRED: NEW FIELDS

Create your own user-defined fields, assign them to a program area and thus compile your customized data. All content from these fields is then at your disposal for all evaluations, statistics and reports – no programming required.

#### PERSONALIZED DESIGN: ONLINE INFORMATION SYSTEM

The content and its layout can be adapted and expanded flexibly. In addition to deciding which data is made available to which target group and for how long, you can also design the layout according to your corporate design. This enables you to make short-term changes effortlessly and at any time.

#### YOUR EVALUATIONS: INCLUDING REPORT GENERATOR

All easySoft solutions include the report generator. This is an outstanding tool that offers you a wide range of design options.

Create evaluations, statistics, certificates and much more. In combination with our integrated mail merge assistant, you can send all results of the report generator personalized by e-mail.

#### FLEXIBLE CONNECTION: INTERFACE MANAGEMENT

Do you want to output an Excel list, synchronize with a third-party system or connect to Microsoft Outlook or learning platforms in real time? Our interface tools simplify your daily work routine with personalized and user-definable import and export options. In addition, you will come to appreciate real-time synchronization as an indispensable function, especially with regard to the instantaneous updating of calendar entries and the retrieval of eLearning results.



# Feedback from the Field

Three examples of positive feedback – both rewarding and motivating for us.



“Since implementation, we can now handle considerably more projects with less manpower.”

JUDITH SCHÄUBLE MBA  
HR Development, R. Stahl AG // Waldenburg, Germany



“easySoft is continuously developing and improving its products and is always happy to take user suggestions on board. Furthermore, I appreciate the company’s competence and friendliness – working together on projects is target-oriented and based on mutual trust.”

ELVIRA BERKEMEYER  
Project Management Schools, Youth and Integration, LVR-InfoKom // Cologne, Germany



“We like the fact that easySoft really is easy and that they are continuously developing based on demands from us users.”

MICHAELA FREUDIGMANN  
Training Assistant, Uhlmann Pac-Systeme GmbH & Co. KG // Laupheim, Germany



↑  
More testimonials from our customers



## easySoft on the Job



This is just a sample of the more than 1300 customers we now serve.  
We would be happy to send you a complete list of references including contact persons upon request.

## And what can we do for you?

It would be our pleasure to introduce you to the near unlimited possibilities of easySoft solutions with a live presentation. This will give you tangible insight into the system and demonstrate how you can further optimize your training management and HR development.

Have we sparked your interest? Then we look forward to your inquiry. You can reach us by telephone at **+49 7252 5833-0** or by e-mail at **sales@easysoft.de**

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