

## M-Files Training Registry

*M-Files is a document management system that provides a quick and easy way to store your company's documents in a centralized manner for the use of all personnel as a business asset. The increased document reusability and the minimization of time spent searching for information frees a significant amount of time for the personnel to devote to the organization's core operations.*

In addition to its use for storing all of a company's information material, from files of all types to entire projects, M-Files offers a wide array of possibilities for managing business processes. M-Files Training Registry is an additional tool to store and plan your employees' training and orientation agenda.




**M-Files Training Registry enables you to keep track of employees' past and future training events with ease. It is also a good tool for planning the orientation agenda for new employees. The add-on is integrated with your current M-Files document vault, so you do not need to set up or learn to use a new system.**

### Management of training

With M-Files Training Registry, you can create new training sessions and specify to whom in your organization the training is targeted. M-Files automatically creates the corresponding training participation objects for employees. The HR managers and supervisors can easily list the training an employee has completed, has to complete, or is scheduled to complete in the future. Training can also have an expiration date set: For example, the HR manager might receive e-mail notification if someone's first-aid training was completed two years ago and has to be renewed.

No matter your training requirements, you can store them all in M-Files:

- M-Files Training
- First-aid training
- Workplace safety training
- Language courses
- Much more...




Name ▲	Training valid, years	Participants
 M-Files Admin Training	2,00	Admins
 MS Office 2007		Office clerks
 MS SQL Admin		Admins

*You can indicate the target group for each training session. In this example, M-Files and MS SQL training are targeted at the employees belonging to the associated group.*

### Managing employee information

M-Files Training Registry adds an employee registry to M-Files. You can decide whether to store just employee name or more information, such as contact details, in M-Files. All you have to indicate is the training groups the employee belongs to, and M-Files suggests suitable training for each employee.

If you, for instance, create a new employee and assign him or her to the *Office clerks* training group, M-Files suggests that the employee participate in "MS Office Training" and sets the employee's training status to *Not defined*.

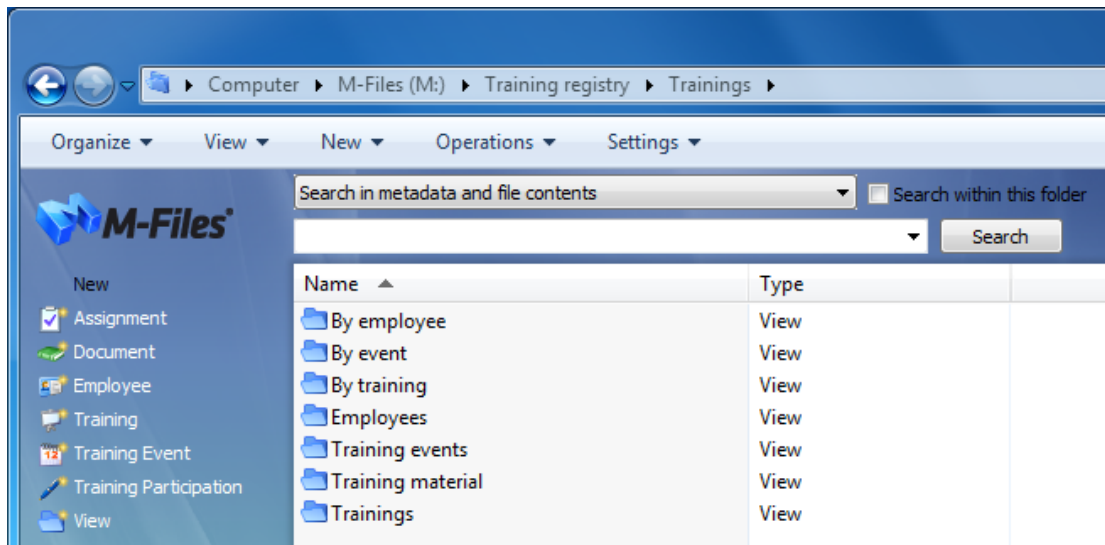
Name	Training group
 Jim Clarkson	
 John Smith	Office clerks; M-Files
 Will Jackson	Office clerks

Employees can also belong to training groups. Hence, M-Files recommends that office clerks participate in MS Office 2007 training and admins take part in the "MS SQL Admin Training" session.

## Search functions

With M-Files Training Registry, you can easily search for training information by using views or the search functionality in M-Files. The predefined views of this add-on enable you to:

- list all training an employee has completed, should complete, or is about to complete
- list the employees who have or have not completed certain training even though they should have
- list the participants in the training sessions



View the training-related objects by using M-Files views.

## Training material

You can easily enable users to store the training handouts and other material in M-Files after the training. Hence, it is easy to view everything related to a specific training session, from participation details to documents!

## Customization at any time!

This add-on is implemented for your existing document vault. The installation involves creating the required metadata structure and views for the document vault, as well as adding the necessary scripts to the document vault. You can add new features to the add-on at any time! If, for instance, you would like to add a hierarchy for different training types one day, just add the sorting property to the Training class and that's it!

## No extra installations!

M-Files Training Registry does not require any extra installation on client computers. The system is used entirely with either M-Files Client or M-Files Web Access.

**Technical requirements:** M-Files® 6.0 (or higher)

*M-Files Training Registry is an additional tool available to M-Files users for a separate fee. For further details, please contact your M-Files representative or our sales department ([sales@m-files.com](mailto:sales@m-files.com)).*

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Note: If you already have similar data stored in databases or Excel sheets, the records can be easily copied or replicated to this system.

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Training information can be saved in M-Files also without this add-on: management of training information does not require acquisition of an additional application, but M-Files Training Registry simplifies the process by automating several processes that otherwise would have to be performed manually.