

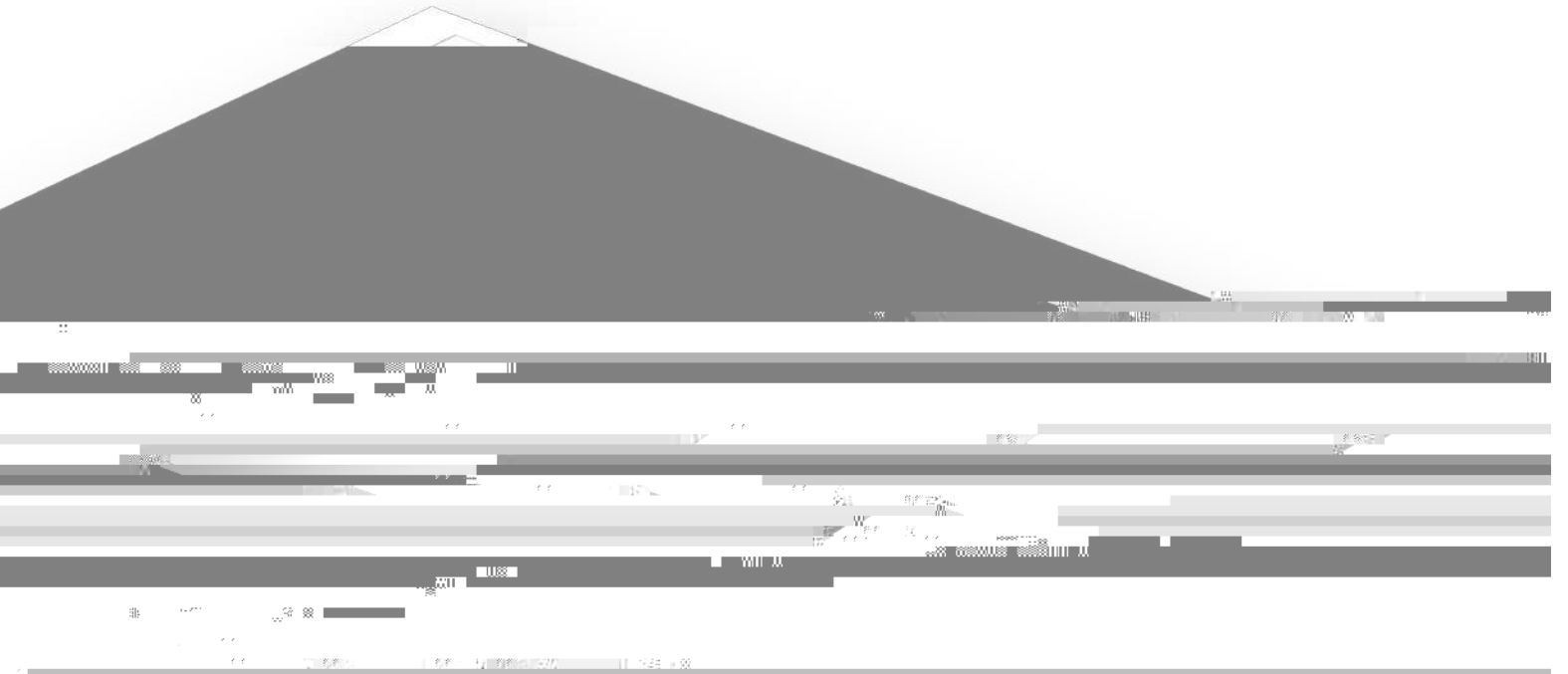
**BIS**

Training Record  
Management System  
**Buyer's Guide**

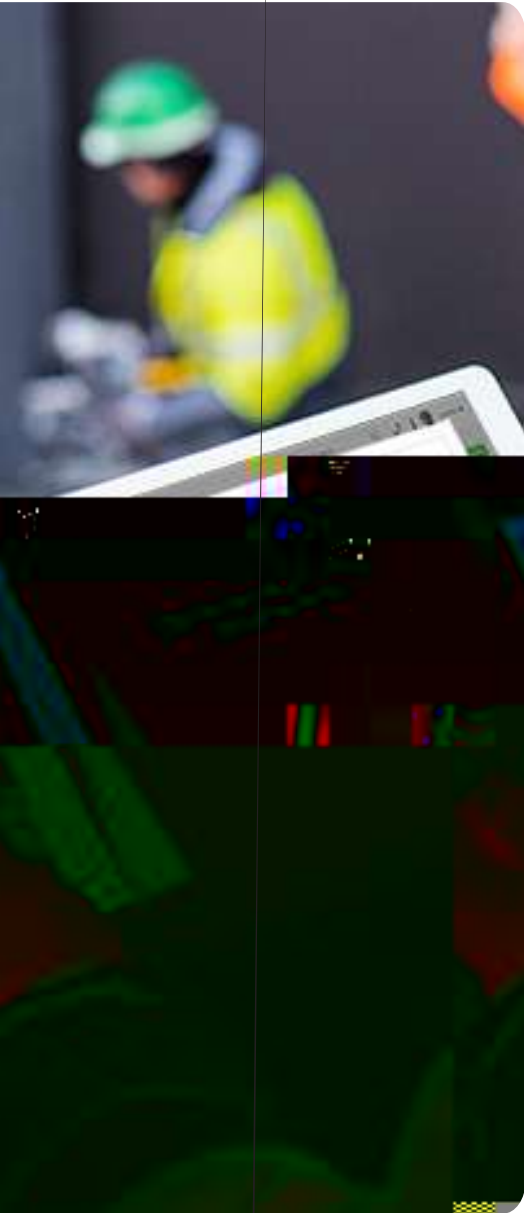
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# Introduction



# Features to Look for



## Credential Uploader or Legacy Certification History

When you are looking for a credentialing solution, it is important to consider whether the system will allow you to upload existing credentials or if it will provide a way to track legacy certification history. This is particularly important for organizations that have a large number of existing credentials or certifications that need to be migrated into the new system. A solution that offers a credential uploader or legacy certification history feature can help you streamline the process and ensure that all your credentials are properly tracked and managed.

## QR Code Credential Access and Verification

QR code credential access and verification is a feature that allows users to access and verify credentials using a mobile device. This is a convenient and secure way to manage credentials, as it eliminates the need for physical cards or documents. Users can simply scan a QR code with their smartphone to access their credentials, and the system can verify the information in real-time. This feature is particularly useful for organizations that have a large number of users or for those who need to provide access to credentials to a wide range of devices.



# Training Records/Credential Storage

## Key Credential Storage Considerations

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# Automated Expiry Notifications

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# Advanced Software Features



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## Seamless Learning Management System Integration

Seamless Learning Management System Integration is a process that allows for the integration of various learning management systems (LMS) and content management systems (CMS) into a single, unified platform. This integration enables users to access and manage their learning materials and courses across different devices and platforms, providing a consistent and seamless learning experience. The integration process involves connecting different systems, such as LMS, CMS, and content management systems, to a central platform. This allows for the seamless flow of data and content between the different systems, ensuring that users can access their learning materials and courses from any device and platform. The integration process also involves ensuring that the different systems are compatible and can work together seamlessly. This is achieved through the use of standard protocols and interfaces, such as XML and RESTful APIs. The result is a unified learning management system that provides a consistent and seamless learning experience for all users.

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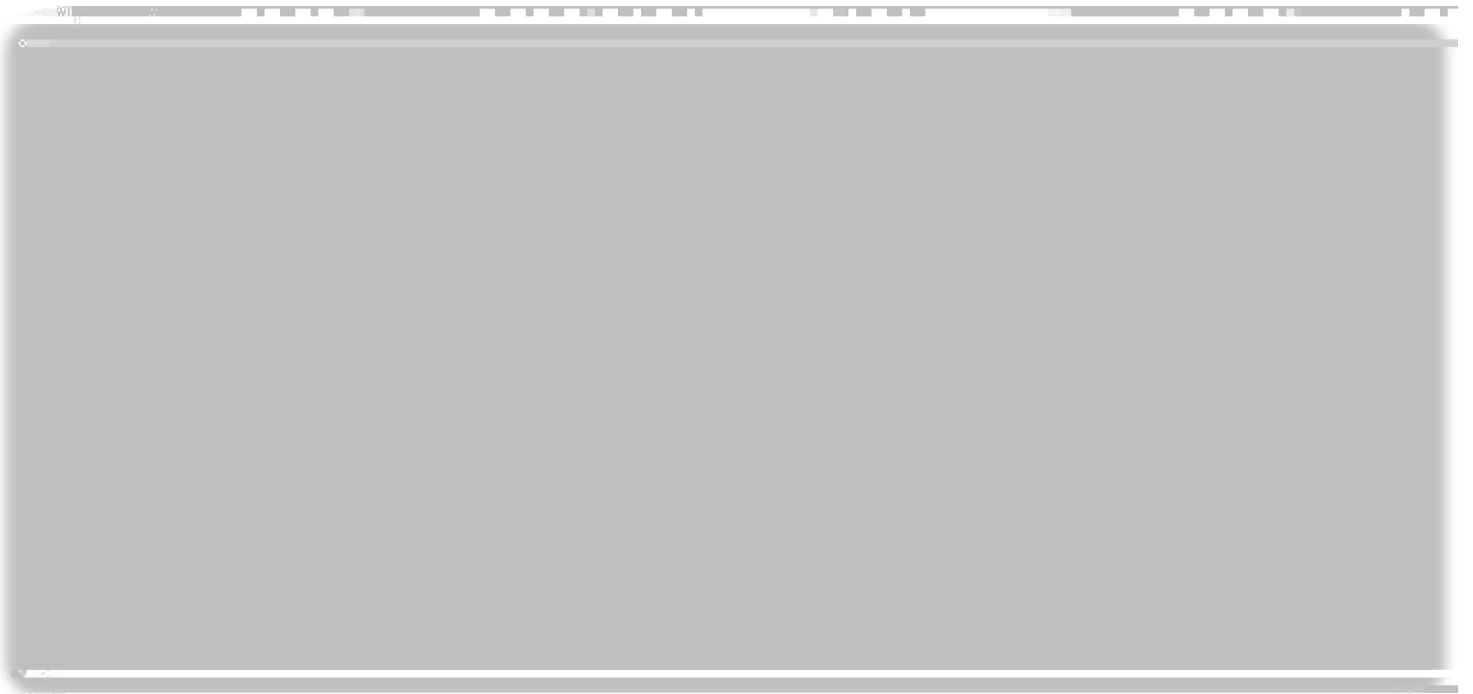
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# Training Matrix

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# Narrowing it Down

## Comparing Features and Needs

When comparing features and needs, it's important to consider the specific requirements of your project. This involves identifying the key features that are essential for your success and comparing them against the capabilities of different solutions. By doing so, you can narrow down your options and find the best fit for your needs.

One of the first steps in this process is to define your requirements clearly. This includes identifying the core features that are non-negotiable for your project. Once you have a clear list of requirements, you can begin to evaluate different solutions against these criteria. This helps you to eliminate options that do not meet your needs and focus on the most promising ones.

Another key aspect of comparing features and needs is to consider the overall value of each solution. This includes factors such as cost, ease of use, and the quality of customer support. While a solution may have all the features you need, it may not be the best choice if it is too expensive or difficult to use. Therefore, it's important to weigh all factors when making your decision.

Finally, it's important to remember that your requirements may change over time. As your project evolves, you may discover new needs or realize that your initial requirements were not fully comprehensive. Therefore, it's important to choose a solution that is flexible and can adapt to changing requirements. This ensures that your investment remains valuable throughout the life of your project.

## Security

Security is a critical consideration when choosing a solution for your project. It involves protecting your data and systems from unauthorized access, theft, and damage. This includes implementing strong security measures such as encryption, firewalls, and regular security updates. By prioritizing security, you can ensure that your project remains safe and secure throughout its lifecycle.

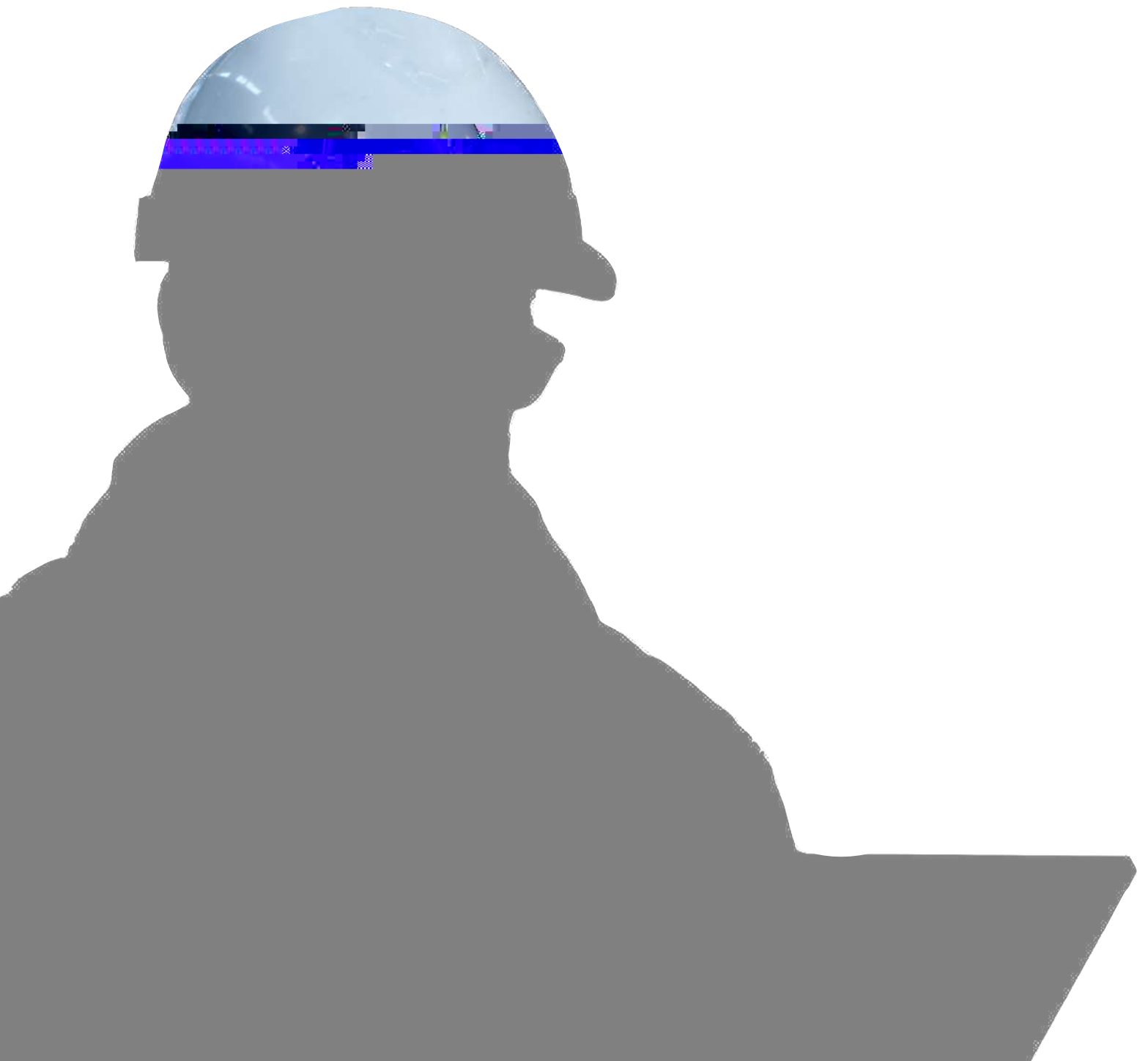
When evaluating solutions, it's important to look for built-in security features and a strong track record of security incidents. Additionally, you should consider the security practices of the provider, including their data handling policies and their commitment to transparency. By choosing a solution with robust security, you can minimize the risk of data breaches and other security-related issues.

Overall, narrowing down your options and finding the best solution for your needs is a complex process. It requires a thorough understanding of your requirements and a careful evaluation of different solutions. By following these steps and prioritizing security, you can make a confident decision that meets your needs and ensures the long-term success of your project.



## References

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# Other Costs to Consider



When you're looking at the costs of a software solution, it's important to consider the total cost of ownership (TCO). This includes not only the initial purchase price, but also the costs of implementation, training, and ongoing support. It's also important to consider the potential for future upgrades and maintenance costs.

## Onboarding fees

Many software providers charge a one-time onboarding fee. This fee typically covers the initial setup, configuration, and training of the software. The cost of onboarding fees can vary significantly depending on the complexity of the software and the amount of support required. It's important to understand what is included in the onboarding fee and to compare the costs of different providers.

## Ongoing Support

Once you've implemented a software solution, you'll need ongoing support to ensure that it continues to work properly and that you can get help when you need it. Many software providers offer different levels of support, ranging from basic email support to 24/7 phone support. The cost of ongoing support can be a significant part of the total cost of ownership, so it's important to understand what is included in the support package and to compare the costs of different providers.

