

bookit™ Product Overview

bookit™ Training Administration System - TAS

bookit™ TAS is a training administration system that allows users to browse a catalogue of available events and courses online through a web browser. Event bookings are then managed and stored within the bookit™ application.

CES has been developing and deploying the bookit™ product since 2002. The product is currently in use at Stirling, Moray and Midlothian Councils. The full application comprises of two separate components – Training Administration System Module and Continual Professional Development Module; these can either function independently or be integrated.

Both components come as generic systems which are then configured to meet the specific business processes and workflow requirements of the client. bookit™ allows for these variations in process and workflow to be configured; this approach allows a client the benefit of a solution that meets their exact requirements, without the high level of costs associated with delivering a bespoke application of this complexity.

bookit™ Continuing Professional Development - CPD

bookit™ CPD is an efficient, professional and visually attractive web-based application that allows secure access to individual end users so that they can create and maintain their own CPD Plans & Records. Users create a CPD plan which can consist of required events and other activities such as shadowing a colleague or viewing online tutorials and then periodically record any activity carried out against that CPD plan. The user can record the number of hours for each activity.

The application integrates with the bookit™ system giving users a seamless method of checking both event information and their individual confidential CPD plans & records online. Analytical information is provided to Central Administrative Staff so that they can schedule the appropriate levels of activities and events in order to meet demand identified in the end user's CPD Plans.



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Deploying bookit™

The bookit™ modules come as generic systems which are then configured to meet the specific requirements of the client. CES works closely with a client to identify the business processes and workflow requirements involved in the administration of training and CPD records.

bookit™ is then configured to match the identified business processes of the organisation. This approach allows the client the benefit of a solution that meets their exact requirements, without the high level of costs associated with delivering a bespoke application of this complexity.

Visual Design

CES acknowledges the significance of the interface in terms of both user experience and corporate branding. It is important that the interface be consistent with the organisations own branding and adheres to defined visual standards. The configuration includes a provision of time for the design of the application interface, to meet with these corporate standards.

Hosting requirements

The bookit™ application runs on an IBM Lotus Domino server. The server can either reside within the organisation's network or be hosted externally at an ISP.

bookit™, Glow & Shibboleth

Glow is Scotland's National Schools Intranet. CES is currently developing a link that will utilise the authentication functionality of GLOW that will enable a user who is logged into GLOW having their authentication passed through to bookit™. There would be no requirement for the user to have a login to each system.



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bookit™ User Roles

Central Administration Staff

bookit™ provides the Central Administrative Staff tools with which to manage the creation of events, maintaining event details, processing applications to attend, generating documentation and notifications, managing costs, managing waiting lists, generating Authorised User logins, the provision of Supporting Information, recording evaluations and analytical analysis of events, bookings and CPD records.

Authorised Users

Each establishment or group of users is allocated an Authorised User login; this login allows the management of the training and development requirements for all their associated users. Each Authorised User can only manage and view information for their establishment/group of users. Authorised Users can create applications to attend events, view delegate history, view budget information, cancel bookings and view staff CPD Plans/Records.

This level of access is optional depending on company workflow and business process requirements.

Users

Users are able to browse the catalogue of available events within bookit™ and create and update their own CPD Plans/Records.

A user is not required to login to browse the catalogue of events but a login is required to allow the user to manage their CPD Plans. When managing their CPD Plan, a user will initially specify which events and additional activities they are required to attain at the beginning of the CPD period, these can include items such as shadowing a colleague or viewing an online tutorial. The user will then update their plan and record the activity that has taken place. The amount of time taken for each activity can also be recorded and a paper copy printed if required.

Bookit™ Features

	TAS	CPD
add/remove/edit an event	✓	
process applications to attend events & manage waiting lists	✓	
view event register	✓	
generate all training documentation & automated notification emails	✓	
manage costs/venues/catering of events	✓	
record event evaluations	✓	
view delegate and event history	✓	
monitor attendance levels	✓	
add/remove/edit users & logins	✓	
browse & search through available events	✓	✓
access on-line discussion forum	✓	✓
access links to other relevant web-sites	✓	✓
view summary evaluations	✓	
access supporting information	✓	✓
create and maintain a CPD plan/record		✓
view any users current or historical CPD record		✓
analyse required CPD events, enabling the provision of appropriate events to meet demand		✓
analyse CPD needs by establishment, allowing coordination of activities in specific establishments where there is demand		✓