

The logo for Manta Tas features the word "manta" in a blue, lowercase, sans-serif font with a blue swoosh underline. The word "tas" is in a black, lowercase, sans-serif font. Below "manta" is the text "TRAINING ADMINISTRATION SOFTWARE" in a smaller, black, uppercase, sans-serif font.

manta tas
TRAINING ADMINISTRATION SOFTWARE



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Overview – training administration system

The ability to maintain and track staff skill levels is critical to organisational risk management. Historically this issue has mainly impacted training-intensive organisations such as defence and emergency services, but rising skill levels across all industry sectors has made competency management increasingly critical to organisational success.

manta-tas is an intuitive, easy-to-use information system that facilitates proactive management of skills development and renewal programs. From setting the training budget through to scheduling training events, allocating staff and tracking results, **manta-tas** has the tools for the job.

manta-tas has evolved since 1997 when it was initially developed for the Australian Defence Force (ADF).

The South Australian Country Fire Services (CFS) and the City of Salisbury council also use manta-tas to record the training details of more than 30,000 employees and volunteers.

The system's core modules - Personnel, Courses, Organisation and Administration - group common training administration functions together, improving workflow and automating repetitive tasks. It provides the whole organisation with a central knowledge base that ensures all authorised staff have visibility of staff skills and training requirements.

Advanced modules provide MS Outlook integration, remote data collection, organisational planning, skills gap analysis and statistical reporting. Using advanced client-server technology, **manta-tas** has the flexibility and scalability to meet the training administration needs of any organisation.

The screenshot shows the 'manta-tas [Prodata Solutions] - Test' application window. The main window title is 'Personnel - Angelino, G.'. On the left is a vertical navigation pane with icons for People Training, Courses, Position Requirements, Delegations, Ground Training, Financial Year, Appointment Requirements, Org Model, Nominal Roll, Administration, and Reports. The main area is divided into a search table and a detailed view for employee 'Joe Angelino'.

Last N...	Name	Position N...
Abela	D	009021
Abraham	Wendy	000093
Abrahams	Yvonne	
Ahier	Dianne	000080
Ainsworth	Paul	000161
Alanson	G	
Aldridge	G	009004
Aldridge	Kathleen	000142
Aldridge	Kathleen	000142
Allen	Catherine	000007
Allen	David	000350
Angelino	Joe	000332
Armstrong	Kevin	000530
Armstrong	Martin	000227
Atkinson	R	009005
Awalt	Kimberly	000043
Bailey	Sarah	000383
Ball	Lynn	000134
Ball	Lynn	000134
Ball	Terry	000415

Employee Details for Joe Angelino (Employee No: 011206):

- Personal Info:** Mr Angelino, Joe G. (Active, In HR, Web Access)
- Department:** Asset Services
- Section:** Parks & Landscape Mntce - Asset Services
- Reporting Manager:** Spaans, Roy
- Category:** PERMANENT FULL TIME
- Phone:** testing@prodatasolutions.com
- Email Address:** testing@prodatasolutions.com

Position Information:

- Position Owner:** 000332 (Position: RESERVE MTCE WORKER)
- Acting Position:** 000332 (Position: RESERVE MTCE WORKER)
- Classification:** (Empty field)

Benefits

The most important benefit that **manta-tas** can provide your organisation with is a centralised training management database that simplifies the task of managing your organisation's training needs.

There are many other benefits in **manta-tas**. Some of these include:

- By defining positional requirements, members can be instantly evaluated for competency in their current position or a possible new position.
- **manta-tas** includes a number of reports that provide instant training liability data in either terms of days or costs.
- Not only does **manta-tas** provide the ability to track training events but also provides a number of tools to ensure members are current in courses that need to be completed on a 6 or 12 month repetitive basis.
- The intranet module gives all members access to their training history, training plan (requirements) and the ability to update their personal details.
- Provides a number of workforce planning tools where the organisational structure can be re-modelled into 'what if' scenarios to model possible re-structuring.
- **manta-tas** is the perfect tool for acquiring ISO and other quality assurance certification (e.g. AQTF, etc.)

The screenshot displays the 'manta-tas [Prodata Solutions] - Test' application window. The main window title is 'Courses - Customer Service'. On the left is a navigation pane with icons for Training, People Training, Courses, Position Requirements, Delegations, Ground Training, Financial Year, and Appointment Requirements. The main area is divided into several sections:

- Course Information:** Shows details for 'Customer Service'.
- Sessions:** A table listing sessions for 'Customer Service'. The table has columns: Status, Provider, Venue, Start Date, End Date, Start Time, End Time, Fin. Year, Duration, Min#, Opt#, Max#, and Total... The data includes sessions from 2003 and 2004.
- Attendees:** A table showing 'Pending Nominations for Customer Service'. It has columns: R., Pri., Ti., S., Fir., Inil, P., E., Req, Priority, Title, Surr., First Name, Inil, Status, Phone, and Email. Attendees listed include Mrs Ferris, Mr Hains, Mr Hollitt, Mrs Lynch, Mrs Remle, and Mr Wigh.

At the bottom of the window, it shows 'Super User' and the date 'Monday, February 28, 2005'.

Training Management

The **manta-tas** Courses module has been designed to reduce the effort involved in the management of courses and course sessions. The module can be configured to allow the application of complex business rules including course pre-requisites, preferred training providers and position based training requirements.

Features:

- Individually or bulk assign attendees to sessions
- View course sessions, pending and accepted attendees and view employees for whom this course is a prerequisite
- Manage required courses on a position, individual or group basis
- Use financial information such as cost per seat to determine minimum attendances
- Define the minimum, maximum and optimal number of students for each course session
- Each competency becomes an attribute of the attendee's skill and capability profile
- Advanced rules-based course management
- Competency expiry timeframes which can initiate retraining
- Schedule training dates and training resources such as rooms, projectors, training providers and instructors
- Course notes and nomination form in any format (Word, PDF etc) attached to each course
- Email and standard letter integration for course mail-outs and certificates
- Handles complex financial, engineering and other delegations and courses tied to those delegation levels

The screenshot shows the 'manta-tas [Prodata Solutions] - Test' application window. The main content area is titled 'Courses - ABC Modelling' and has tabs for 'Course Information', 'Sessions', 'Requirement', and 'Chart'. The 'Course Information' tab is active, showing details for the 'ABC Modelling' course. The course is marked as 'Available' and has a 'Quality Improvement' type. A nomination form is attached, and the course is categorized as 'STANDARD'. A pre-requisite of 'Access and Equity' is listed. The providers section shows 'Active Ageing SA', 'Andrea Carey', 'ABC Technologies', and 'Wendy Taylor'. The financial summary indicates a last cost per seat of \$253.00 and an average cost per seat of \$293.17. A note at the bottom states: 'ABC Modelling is a new course recently offered by ABC Technologies.'

HR and Position Management

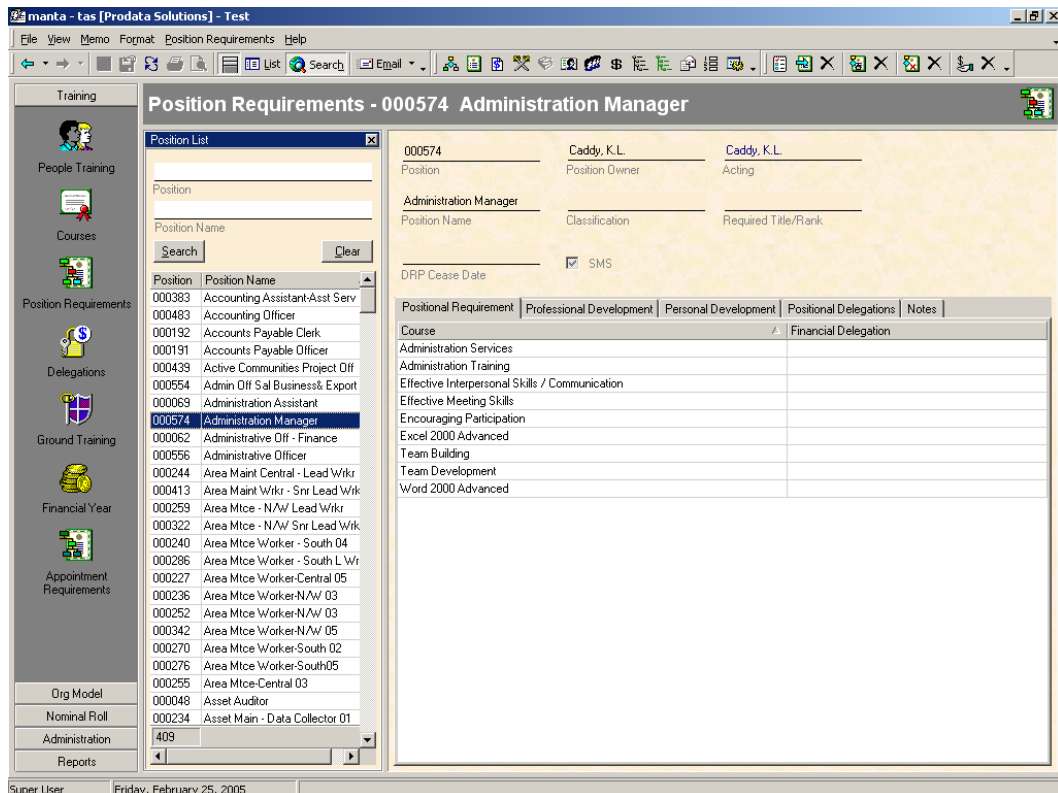
The **manta-tas** system not only provides a world leading training management module but also has a number of HR and Organisation Management tools. These tools are designed to facilitate rapid retrieval of training status information and personal data. Information can be retrieved both for an individual or a group of people who meet specified selection criteria.

The module is particularly valuable as a management self-help resource for training planning and status-checking and thus relieving training and HR departments of time-consuming organisational support tasks.

Staff records can be maintained manually or via integration with an organisation's central HR system.

Features:

- Maintain personnel records easily or integrate with existing HR system
- Ability to define training requirements of three different levels – Positional, Professional and Personal
- Define Members Acting in and Member's Owning positions
- A quick reference Staff Listing can be enabled via the intranet
- One-step customisable search functions
- Prioritise and assign timing for course requirements per member
- Store full personal address and next of kin details

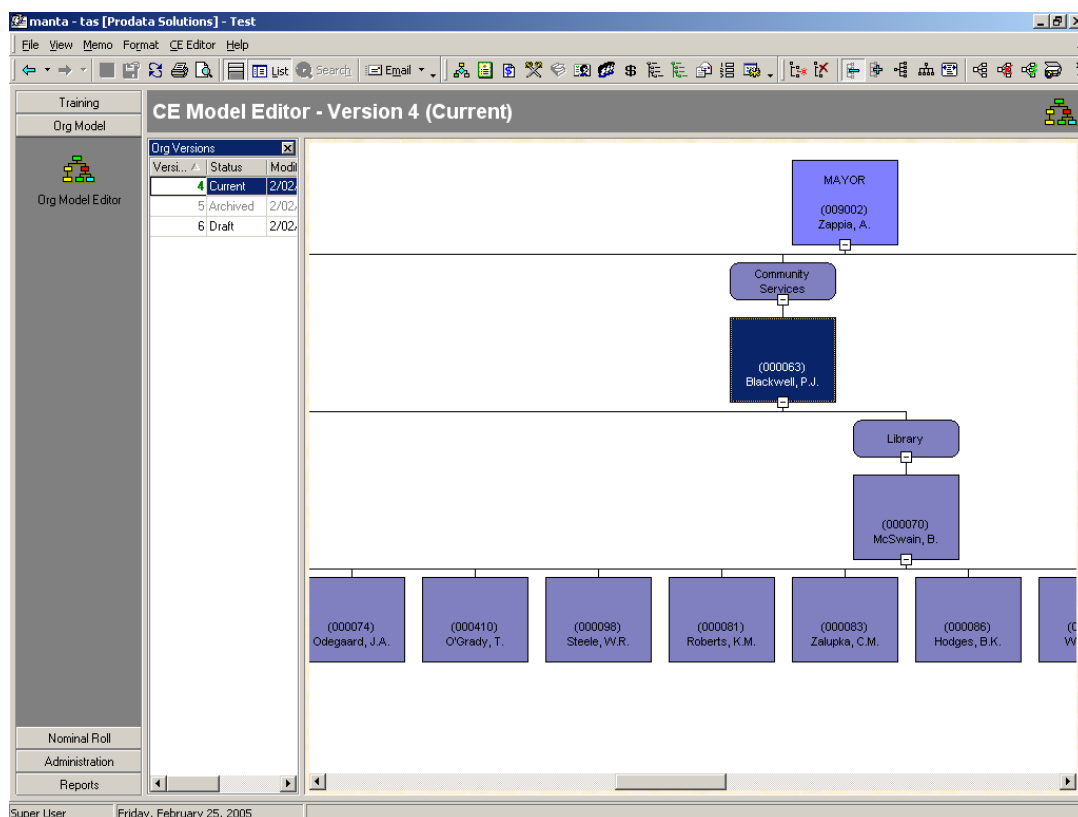


Organisation Management

The **manta-tas** Organisation module is used to generate and maintain a graphical representation of your organisation's structure. Proposed organisational structural changes can be modelled and the training consequences assessed, particularly from a budgetary perspective.

Features:

- User-friendly graphical modelling functionality.
- A powerful change management tool - use to design and cost "what if" scenarios.
- View the capabilities of organisational groups based on training skills acquired.
- Determine the training needs to reach a stated capability level.
- Retrieve detailed history of personnel filling a selected position/role.
- Manage personnel with multiple roles and positions.
- Financial budgeting tools provide the facility to track training and resource expenditure. This expenditure can then be monitored against the remaining budget and can assist in making training management decisions.



Reporting and Statistics

manta-tas provides three different ways to extract data from the software's database.

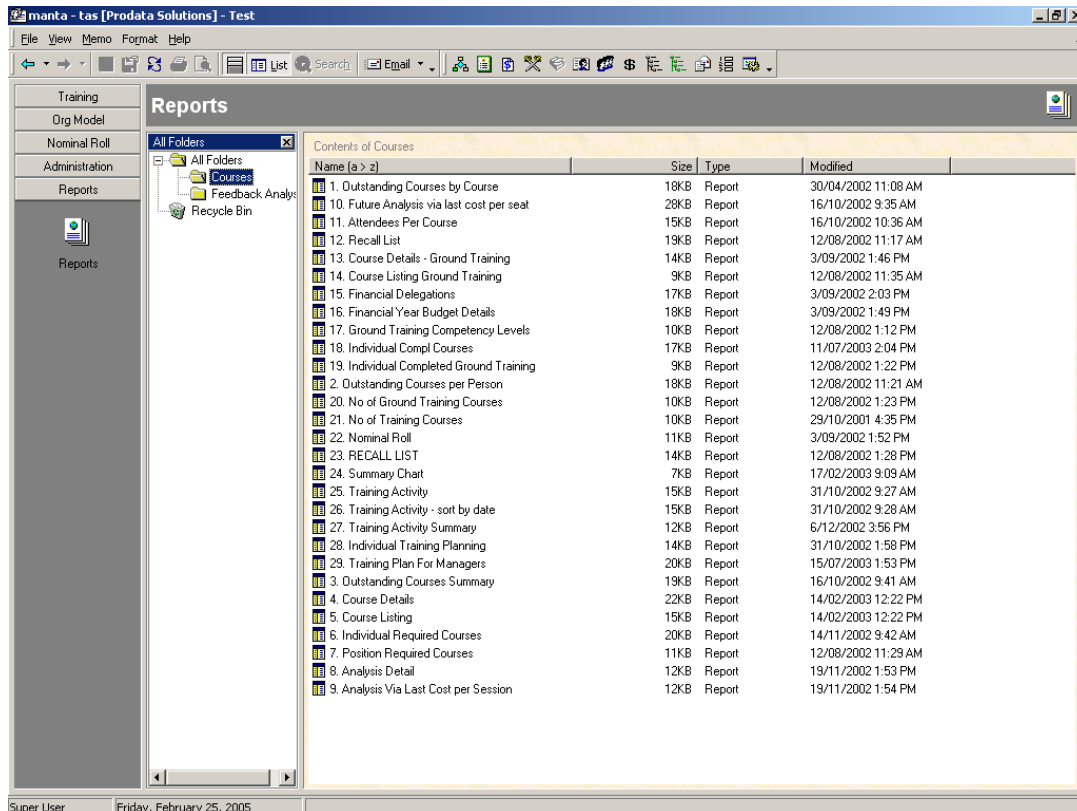
Approximately 30 Generic Reports are available and come as a default with the software. These reports provide an array of different formats and provide information across course requirements, training liability and training deficiencies.

manta-tas also have it's own inbuilt Report Writer. The Report Writer is a technical report template generator and should be used by a user with a high technical understanding of reports and database structures. Any reports designed by your staff can be added to the list of Generic Reports provided with the product.

For those users that are not as technically minded, **manta-tas** also provides a Statistics Generator. The Statistics module provides quick drill downs into any information held in the **manta-tas** knowledge base. Retrieved records can then be grouped, filtered, sorted, analysed (SUM, AVG, MIN, MAX), mail-merged, sent on courses, emailed or saved to Excel or HTML.

For example, a request might be made to list: "All female staff less than 25 years old who have not finished the Management course after 1/11/2000 ". This result can then be used to email these staff, merge to a standard document or place them on another course.

All reports generated by **manta-tas** can be saved in Excel, Text, HTML, BMP, PDF or RTF formats, allowing further manipulation, distribution or storage as required.

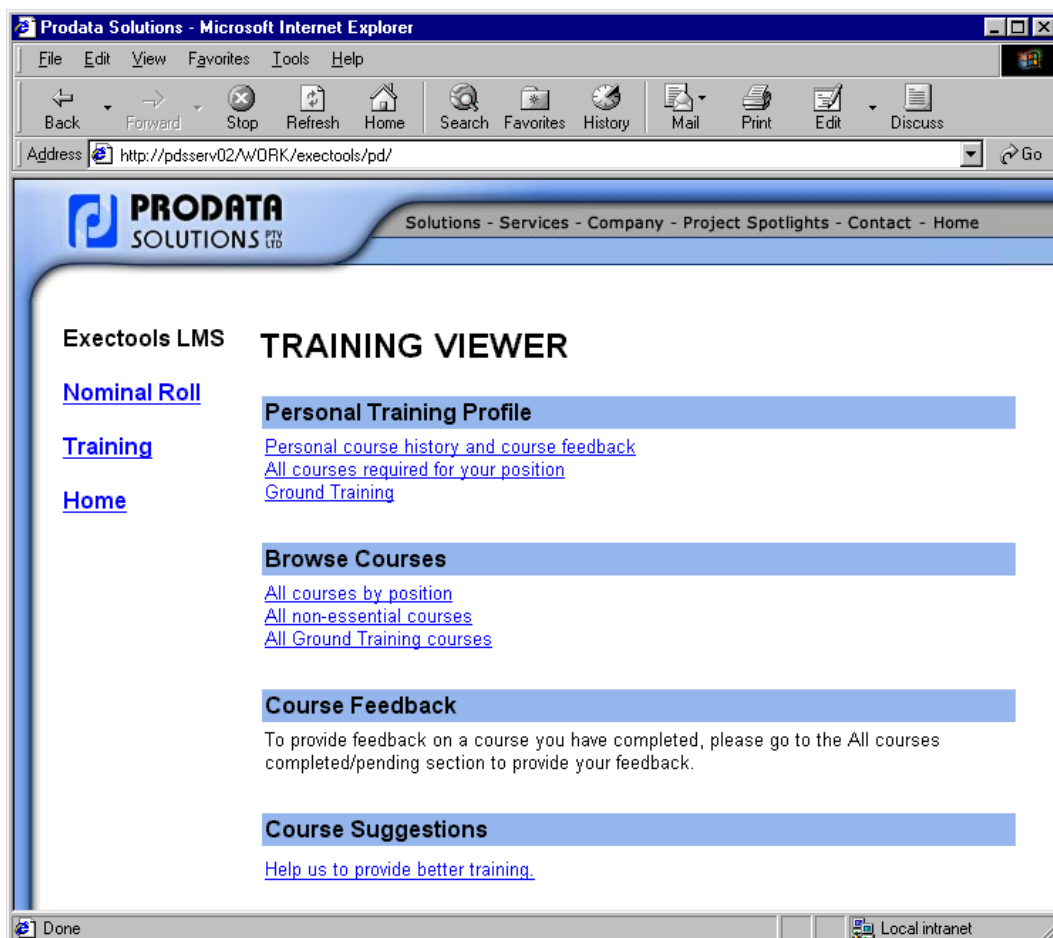


Web Enabled

Giving staff access to training records through the internet/intranet helps them self-manage their training activities and greatly reduces the need for a centralised enquiry service provided by the training and/or HR departments. The **manta-tas** web interface can also be used by staff to submit course feedback forms or perform other training-related functions specific to each organisation.

Authenticated internet/intranet users can:

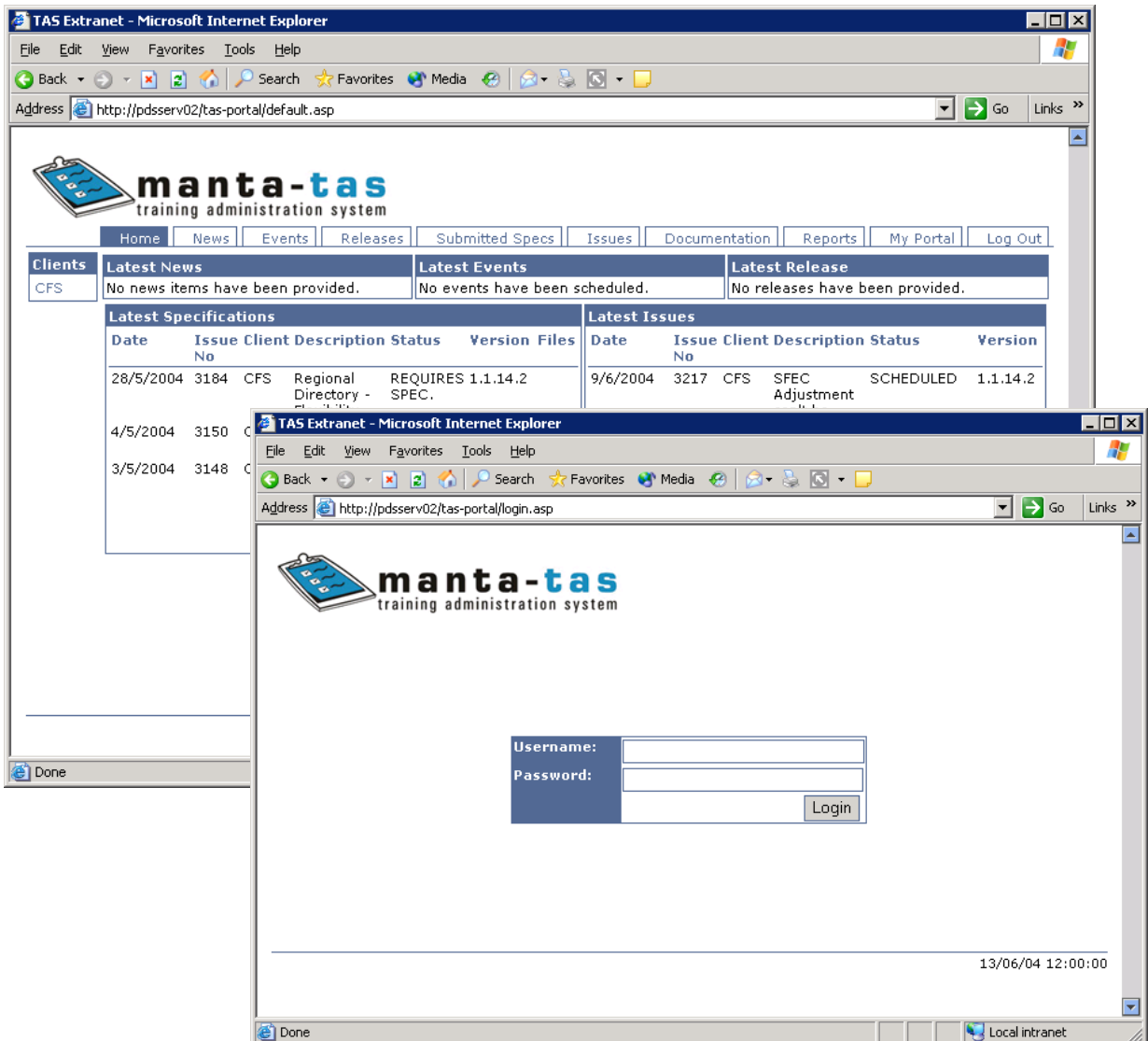
- View and download course information including maps, notes and workbooks
- Access their training history, pending courses and future requirements
- Nominate online for an available course
- Provide pre and post course feedback and suggestions
- Access an online directory containing phone, department and email details
- Securely view and update their personal details (if enabled)



manta-tas Extranet

The **manta-tas** Extranet is a central information management tool designed to assist the **manta-tas** User Group. The Extranet provides a central repository for common information like:

- Proposed changes and the status of each change registered;
- Register issues or change requests electronically;
- Share information by the user of a Bulletin Board system;
- Latest news and events;
- Latest release information and release notes;
- Latest software issues and the status of each issue;
- User guides and software related documentation in PDF format;
- Report guides for the software.



General Features

FEATURES	BENEFITS
Designed for workflow improvement	Saves time and money
Integration to HR and other systems	Lower set-up & cutover costs; single point data entry
Financial management & reporting	Control the training budget
"What if" training and organisation scenarios	Make informed decisions
Advanced security (down to field level) and activity audit trail	Ability to maintain a strict confidentiality and data security policy
Ergonomic menu layout and data structuring - eg related information is grouped together	Fewer keystrokes and screen changes; easy to learn
Customisable SQL reporting tool	Fast and flexible information retrieval
Save to Excel, XML, HTML	Easy access to diverse information analysis and presentation tools
Web enabled	Powerful, low cost information distribution capability
One step search functions	Saves time when searching
One touch navigation	Easy to use
Remote update facility	Update records while on the road
Fully Windows compliant	Can be deployed on virtually any PC
Email system integration - MS Outlook, Groupwise, etc	Fits with your current system
Relational Database	Powerful and reliable data storage and retrieval
Client server	Small footprint and load on desktop
Multi-user	Anybody can use
Tailored to your business	Make the system fit you ... not the other way round

Administration

The **manta-tas** Administration module provides a variety of system configuration options as well as managing the Audit and Security functions.

Features:

- Advanced audit and security features down to the screen level
- Audit Trail provided for the Administrator to view the exact date and time any modifications or deletions are made to the database and system
- Fully customisable Code Tables to provide greater flexibility

Design Considerations

manta-tas has been designed in close collaboration with users to enhance workflow by simplifying many common functions such as searching and data entry.

Features:

- Latest MS Outlook style and functionality
- Fully customisable search function
- Interface designed for fast data input and navigation
- Related information can be accessed easily via tabs or Outlook bar
- Web enabled intranet module for providing all members with quick and simple access to their training data.

Want More Information?

If you would like to know more about **manta-tas** and how it can benefit your organisation please contact Prodata Solutions to arrange a product demonstration.

About Prodata Solutions

Prodata Solutions builds 'industrial strength' software solutions for a variety of end-user applications. We deliver customised software development and deployment services to meet our client's specific needs and also offer a range of specialised solutions including: -

Training Administration

manta-tas - an intuitive, easy-to-use information system that facilitates proactive management of skills development and renewal programs. From setting the training budget through to scheduling training events, allocating staff and tracking results, manta-tas has the tools for the job. It is suitable of general application in commerce and government but also offers optional specialised features suitable of emergency services organisations.

Freight Logistics

viper:operations - a comprehensive software package for managing a freight business.

viper:online - B2B technology for the Freight Services Industry that enables businesses to transact electronically, thereby automating business processes and streamlining administrative and operations tasks.

The Company has also developed and provides on-going support for several business applications within Defence.

Prodata Solution uses the Delphi software development tool and designs solutions for both thick and thin-client deployment.

Prodata Solutions is an Australian owned company established in 1992.

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