

eTAS – HR Module

Contents

1	ABSTRACT	2
2	HR-MODULE OVERVIEW.....	3
	BIRTHDAY AND ANNIVERSARY REMINDER.....	5
	PREFERENCES.....	7
	INTERFACE PREFERENCES	8
3	HR DATA	9
	JOB HISTORY ADMINISTRATION	13
	EDUCATION ADMINISTRATION.....	14
	ADDITIONAL INFORMATION ADMINISTRATION	15
4	SEARCH OPTIONS	17
5	REPORTS	19
	EMPLOYEE LIST EXPORT	19
	HEADCOUNT EXPORT	21
	EMPLOYMENT STATUS.....	22
	WOMEN/MEN QUOTA	23
	HOW USERS FOUND MAZDA	24
6	ORGANISATION CHART	25
	USER VIEW.....	25
	COMPANY VIEW – GENERAL INFORMATION:.....	28
	COMPANY VIEW – EMPLOYEES	29
7	INFOBASE INTERFACE.....	31

Changes

Version 1.18 (01.08.2012)	<ul style="list-style-type: none"> • Infobase interface documentation <ul style="list-style-type: none"> ○ New Chapter “Infobase Interface” ○ New Preferences: Interface Preferences ○ Added new Screenshots ○ Added missing chapters to table of contents ○ Rewrote a few passages
---------------------------	--

1 Abstract

With the new version many new features are available through the HR module. These features allow the administration of “Human Resource” data. It is possible to save the entire curriculum vitae for a user or create birthday-, or anniversary-reminders. Moreover, you can view an organisation chart for markets or employees.

The HR module provides a vast amount of new properties in the user profile, like a career path or the ability to fill in additional information about an employee’s education. You can also set a user’s supervisor to create an organisational structure, which can be viewed later in a graphical format.

eTAS is able to acquire most of this data via the Infobase interface, which is a tool to automatically fill information stored in the European Infobase system.

In addition, eTAS has new search options, to help you find users based on Human Resource data. There are new reports which will give you information about employees based on the HR module and you are also able to export this information in various formats.

2 HR-Module Overview

The “HR Module” can be found in the “Organisation” menu.



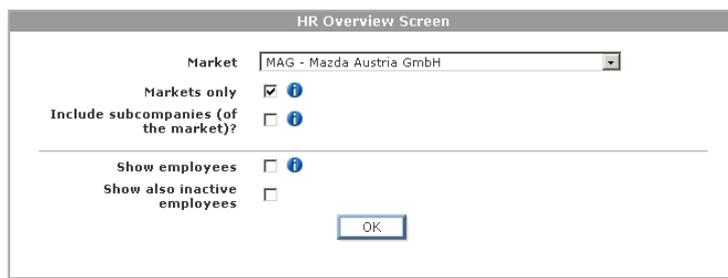
If this menu is not available to you, please contact your NSC or Servicedesk, who will assign the missing permissions to you.

HR OVERVIEW SCREEN

The HR Overview Screen provides an overview of all important information's regarding the human resources of the selected market



[Documentation](#)



You can take a closer look at the markets including the sub companies and employees.

First, choose your market then select which details you want to display (markets only, sub companies, employees). Press the “OK” button and the data will be presented below.

HR Overview Screen

Market: MAG - Mazda Austria GmbH

Markets only:

Include suborganisations (of the market?):

Show employees:

Show also inactive employees:

Headcount: 3.77 # employees: 107

(In this overview, you can see all the values of the selected market. If sub organisations are also displayed here, they are included in the calculation)

1.

One entry found.

	No.	Organisation name	Type	O-Type	ISO	Address	Street	Headcount	# employees	Lists	HC	Actions
1		MAG Mazda Austria GmbH	Händler	NSC	AT	9029 Klagenfurt	Ernst-Diez-Str. 3	3.77	107			

2.

Export options: CSV | Excel | XML | PDF

1. Below the “HR Overview Screen” you can find the market or company overview. You can choose “markets only” and you will get an overview of the markets. Choose “include sub companies” and you will get the company overview. The displayed headcount and the number of employees include active users only. Be aware, that system users are not taken into the calculation. The headcount value is calculated from the internal and external user, whereas the employee number is calculated from the internal employees only.
2. With the action icons you can get additional information.



Export active employees to Excel: Get an excelsheet with the active employees of the company. This Excel sheet can also be exported in simple format.



Export all employees to Excel: Get an excelsheet with all (active and inactive) employees of the company. This Excel sheet can also be exported in simple format.



Export detailed Headcount to Excel: See a detailed view of the headcount of every employee of the selected organisation.

-  **Export Headcount overview to Excel:** Exports a simple overview of the headcount of every employee of the selected organisation.
-  **Birthday Reminder:** Find out how many years employees are working for Mazda or check, whose birthdays are coming up.
-  **Show Employee list (active):** Here you can get the list of employees of the selected company like in “User Search”.
-  **Employee list (Organisation View):** Get a list of employees and see the details like in the “Company View” do.
-  **Organisation chart:** Shows the chain of command between the employees of an organization (see “Company View – Employees” in chapter “Organisation chart”).

For more Information about the Excel exports see Chapter 5 “[Reports](#)”.

3. Choose “Show employees” only, to get the employee list at the end. Hence, you have to scroll down to the end of the page to see the list.

92 entries found, displaying 1 to 45. 3.

[First / Prev] 1|2|3 [Next / Last]

	Name	Cost Center	Employee Type	Employment status	Company name	Headcount
	123, 123				Mazda Austria GmbH	1.00
	132, 123			Full-time	Mazda Austria GmbH	1.00
	213, 123			Retired	Mazda Austria GmbH	1.00
	Angermann, Bernhard			Full-time	Mazda Austria GmbH	1.00
	asdf, asdf			Trainee/intern	Mazda Austria GmbH	1.00

Birthday and Anniversary Reminder

In the “HR Module Overview” you can find out, which users have birthday in the next time or celebrate their anniversary. Click on the “Birthday Reminder” icon () in the market/company overview to open the “Birthday Reminder” page.

For the anniversary reminder type in the minimum number of years and press the “OK” button. Then you get a list of users, who are working at Mazda for a certain period of time.

BIRTHDAY AND ANNIVERSARY REMINDER

The Birthday Reminder is used to check birthdays of employees or to search as long employees are already working at Mazda



Employees Which Working At Mazda Since 5 Years

3 entries found, displaying all entries.

Name	Check in	Check out	Employee since (years)
Osterreicher, Josef	1985-04-01	1995-05-12	10
Hobel, Georg	1980-01-01		29
Genser, Fritz	2008-04-08	2020-10-10	12

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#)

Additionally, you can view the upcoming birthdays. Choose a date range and press the "OK" button. Subsequently, all birthdays in this period from the chosen market will be shown.

BIRTHDAY AND ANNIVERSARY REMINDER

The Birthday Reminder is used to check birthdays of employees or to search as long employees are already working at Mazda



Employees With A Birthday Between The November 10 And The November 30

One entry found.

User	Birthday on	Age
Mustermann, Franz	1979-11-14	29

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#)

If you wish you can subscribe to a birthday reminder e-Mail. According to predefined settings you will get a list of upcoming birthdays. Please contact your NSC or Servicedesk, who will arrange that for you.

Preferences

In the market preferences it is possible to setup mail addresses and other information for automatically delivering (via mail) some reports.



The screenshot shows the eTAS web interface. At the top, there is a navigation bar with tabs: USER, COMPANY, COURSE, HOTEL, MAINDATA, MAINTENANCE, and R. The 'MAINDATA' tab is selected, and a dropdown menu is open, showing a list of options: Preferences, Job Roles, Hotel Categories, Course Locations, Course Types, Course Forms, Company Types, Certifications, and Reasons for Deletion. The 'Preferences' option is highlighted. Below the navigation bar, the main content area is titled 'PREFERENCES' and contains the text 'Edit the preferences, which concerns the whole system.' Below this text, there is a form with a label 'Preferences-type' and a dropdown menu showing 'Market preferences'.

Automatically e-mails can be sent for:

- Birthday Reminder
- Headcount Reminder
- New Employee Reminder
- Employee list

It is also possible, that the exports of the headcount and the employee list are written to the file system. Therefore you have to mark the checkboxes for “Back up headcount to the file system?” and “Save employee list to the file system?”.

For the headcount it is possible to choose whether inactive employees, employees with personnel number and employees with a headcount should be included.

HR Modul

HR module	<input checked="" type="checkbox"/>	i
Birthday Reminder	<input checked="" type="checkbox"/>	i
Birthday Reminder (user)	<input checked="" type="radio"/> both <input type="radio"/> only internal <input type="radio"/> only external	i
Birthdays Reminder e-mail recipient	<input type="text"/>	i
Birthday Reminder Interval (years)	<input type="text"/>	i
Birthday Reminder (days in advance)	<input type="text" value="2"/>	i

Headcount

Headcount-Reminder	<input checked="" type="checkbox"/>	i
After separation set inactive	<input type="checkbox"/>	i
Headcount- / new Employee-Reminder e-mail recipient(s)	<input type="text"/>	i
Back up Headcount to the file system?	<input checked="" type="checkbox"/>	i
New Employee-Reminder e-mail selection	<input checked="" type="radio"/> Market only <input type="radio"/> Dealer and market	i
New Employee-Reminder e-mail user-types	<input checked="" type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> System	i
Headcount-Reminder (day)	<input type="text" value="1"/>	i

Employee list

Employee list	<input checked="" type="checkbox"/>	i
employee list e-mail recipient(s)	<input type="text"/>	i
Inactive employees too?	<input type="checkbox"/>	i
Show only employees with personnel number	<input checked="" type="checkbox"/>	i
Show only employees with headcount	<input type="checkbox"/>	i
Save employee list to file system?	<input checked="" type="checkbox"/>	i

Interface Preferences

Infobase Interface

Infobase Interface	<input checked="" type="checkbox"/>	i
Logging	<input type="radio"/> DEBUG <input type="radio"/> INFO <input checked="" type="radio"/> WARN <input type="radio"/> ERROR <input type="radio"/> FATAL <input type="radio"/> OFF	i
Simulation (send e-Mail only, no change of data)	<input checked="" type="checkbox"/>	i

These settings allow you to activate or deactivate the Infobase interface for your Market.

The Logging preference sets the level of log messages eTAS should be storing. You can easily access these messages on the Logging page in the Maintenance section.

By selecting the third check-box, you allow the Infobase interface to overwrite all data from non-Infobase sources (like MUM) and also prevent MUM from overwriting infobase data.

The Interface settings can be found in the Global Preferences.

For more information regarding the Infobase interface see Chapter 7.

3 HR data

For viewing the HR related data, click on the user name in the quick access navigation.



Now you are in the “User View”, which provides different sections like “Personal Info”, “Registrations” and “Certifications”. The “HR data” can be accessed via the  icon. If the user does not have the right to view his HR data, he is still able to access his curriculum vitae.



The HR data can also be accessed via the  icon from the usersearch.



The HR module data is divided into five sections:

○ **Contact Information:**

- Company
- Phone Number
- Mobile Number
- Fax Number
- Room Number
- Private address
- User Image
- Curriculum Vitae

HR DATA from  Max Mustermann  

Company	MyCompany (123'45) (dealer)	  My Curriculum vitae
Phone Number	123	
Mobile Number	456	
Fax Number	789	
Room Number		
Private address	Fakestreet 1 9999 Entenhausen AFGHANISTAN	

○ **Personal Data:**

- Personnel number
- Social security number
- Headcount
- Cost Center
- Entry Date
- Checkout Date
- Department
- Role
- Responsibility
- Reports to
- Employment status
- Limitation
- Vacation entitlement
- Severence pay
- Specifics
- Employee Type
- Band, Grade, Family

Personnel Number	11111
Social security number	1234
Headcount	1.00
Cost Center	EDV
Entry Date	2007-07-11
Checkout Date	2011-03-31
Department	asdf
Role	Developer
Responsibility	Software development (eTAS)
Reports to	Fritz Genser 
Employment status	Part-time
Limitation	yes, to 2011-03-31
Vacationentitlement	25 day(s)
Severencepay	New
Specifics	
Employee Type	Temporary help
Band	2
Grade	11
Family	CG

- **Career:**
 - Career inside Mazda
 - Career Break
 - Activities/job history before the entry to Mazda, Apprenticeship
 - How the user found Mazda

Career

Career at Mazda

from	to	Entry as	in the department	Other
2009-04-01	2010-03-30	assistant	EDV	

Career Break

from	to	Tasks/activities	Name of the company	Other
2010-04-01	2011-03-31	education	university	

Activities/Field of work/Job history before the entry to Mazda

from	to	Tasks/activities	Name of the company	Other
2005-01-01	2009-03-30	Developer	EADS	

How did you get to Mazda?

Job Fair

- **Education:**
 - Military service status
 - Highest graduation
 - University education
 - Vocational education/apprenticeship
 - School education
 - Specific education (shows also all Courses that an employee has done using eTAS)

Education

Military service completed

from 2002

to 2002

Highest graduation in education Other highschool

University Education

from	to	Field of study	Focus on	Diploma thesis	University/Location	Completed?	Other
2002-10	2008-02	INFO	Distributed Systems	Statistic Analyse	Klagenfurt	Yes	

Vocational Education

from	to	Apprenticeship as	In the company	Location	Completed?	Master Certificate
2008-03-01	2009-03-02	clerk	Mazda	Klagenfurt	Yes	
2007-03-24	2008-03-23	car mechanic	Mazda	Klagenfurt	No	

School Education

from	to	Type of school	Location
1994-01	2002-01	Gymnasium	Klagenfurt
1990-01	1994-01	Volksschule	Gallizien

Specific Education

from	to	Education	Institute	Location	Other
2000-04-01	2000-04-07	english	Wifi	Klagenfurt	

- **Additional information:**
 - Known languages
 - Specific knowledge, Certificates
 - Honory activities, memberships
 - Hobbies & interests
 - List of uploaded files (there is 5 MB upload size limit)

▲ Additional Information 

Known Languages

Language	Level
English	Advanced
German	Native

Specific Knowledge

Cisco

Honory Activities / Memberships

auxiliary fire brigade

Hobbies / Interests

politics

List Of Uploaded Files

Job History administration

In this section details about previous jobs and apprenticeships as well as the employment at Mazda can be inserted. For statistic purposes the field “How did you get to Mazda?” should be answered. When entering the information, some of the data fields can be left empty.

HR Module - Job History

Career At Mazda

from	to	Entry as	in the department	Other	
2009-04-01	2010-03-30	assistant	EDV		 
<input type="text"/>	<input type="button" value="Add"/>				

Career Break

from	to	Tasks/activities	Name of the company	Other	
2010-04-01	2011-03-31	education	university		 
<input type="text"/>	<input type="button" value="Add"/>				

Activities/Field Of Work/Job History Before The Entry To Mazda

from	to	Tasks/activities	Name of the company	Other	
2005-01-01	2009-03-30	Developer	EADS		 
<input type="text"/>	<input type="button" value="Add"/>				

How Did You Get To Mazda?

Education administration

Here you can add and edit some information about the users' education:

- **Military service status**
 - Open, freed or completed (this enables "From" and "To" fields to enter the date in format YYYY)

- **Highest graduation in education**

- **University education**
 - Date from, to
 - Field of study
 - Focus on
 - Diploma thesis
 - University/Location
 - Completed
 - Other

- **Vocational education**
 - Date from, to
 - Apprenticeship as
 - In the company
 - Location
 - Completed?
 - Master Certificate

- **School education**
 - Date from, to
 - Type of school
 - Location

- **Specific education**
 - Date from, to
 - Type of education
 - Institute
 - Location
 - Other

At the administration page you will not see the courses an employee has done using eTAS, because they should not be edited using the HR- module. They are only visible on the main HR data page and in the PDF Export of his curriculum vitae.

HR MODULE

HR Module - part 1 - Education

Military Service

Not set
 open
 freed
 completed :

from to

Highest Graduation In Education

University Education

from	to	Field of study	Focus on	Diploma thesis	University/Location	Completed?	Other	
2001-09-20	2009-07-15	CEIT	Networks	Investigation on optical fibre networks	UNI KLU	Yes		
<input type="text"/>	<input type="text"/>	<input type="text" value="Yes"/>	<input type="text"/>	<input type="button" value="Add"/>				

Vocational Education / Training

from	to	Apprenticeship as	In the company	Location	Completed?	Master Certificate	
1996-10-06	2001-09-06	Electrician	Electro & Co	KLU	Yes	Electrician	
<input type="text"/>	<input type="text" value="Yes"/>	<input type="text"/>	<input type="button" value="Add"/>				

School Education

from	to	Type of school	Location	
1992-09-10	1996-08-31	Technical College	KLU	
1987-03-01	1992-07-06	Grammar School	KLU	
1987-03-01	1987-09-01	Elementary School	KLU	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Specific Education

from	to	Education	Institute	Location	Other	
2004-10-12	2009-10-08	Cisco Certification	Wifi	KLU		
1999-09-10	2005-09-10	MBAA	Wifi	KLU		
<input type="text"/>	<input type="button" value="Add"/>					

Additional information administration

Contains a file upload system, personal data like entry/checkout dates, social security number, personnel number, headcount, department, role, responsibility, reports to, employment status, band, grade and family. An overview which languages a user knows and on which level, specific knowledge, certificates, honorary activities/memberships and hobbies/interests can also found there.

HR Module - Additional Information

List of uploaded files 

Filename

Personal Data

Entry Date 
Limited to / Checkout Date 
Social security number
Personnel Number
Headcount
Employee Type 
Cost Center

Department
Role 
Responsibility
Reports to not yet set
Employment status 

Vacation entitlement
Severance pay New Old
Specifics

Band 
Grade 
Family 

Specific Knowledge

Honory Activities / Memberships

Hobbies / Interests

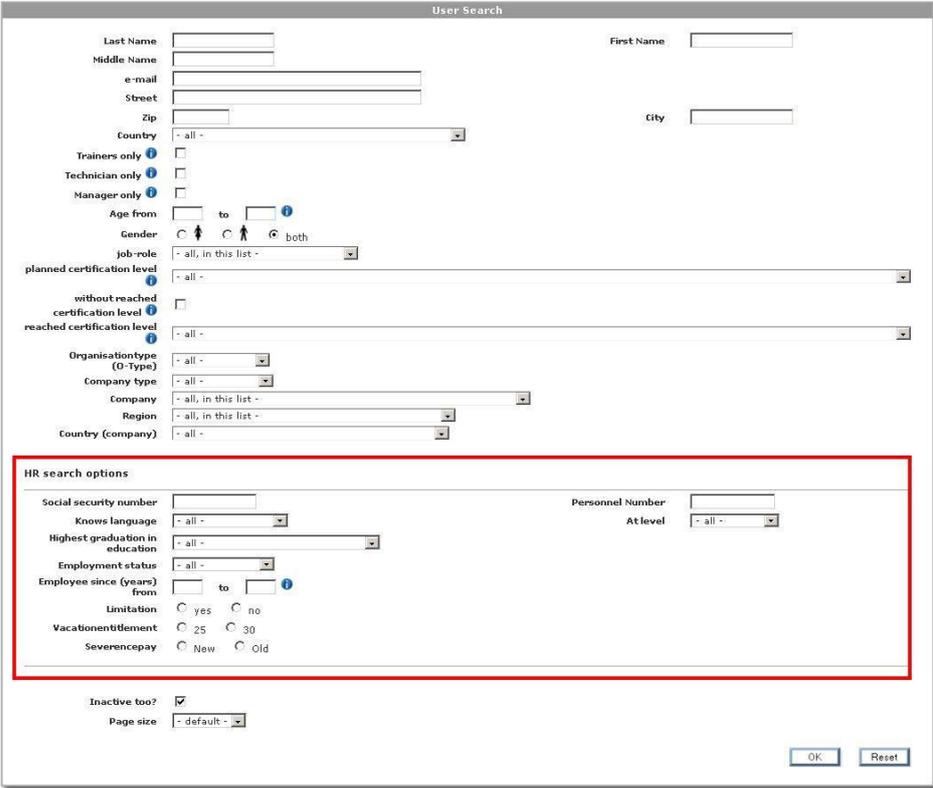
Known Languages

English	Advanced	✗
German	Native	✗
<input type="text" value="- please choose -"/>	<input type="text" value="- please choose -"/>	<input type="button" value="Add"/>

4 Search options

HR data has been integrated into the “User Search”. Now it is possible to search for a social security or personnel number. If you are interested in finding user with certain language skills at a given level, you can do that in the HR search options. In addition, you can find out if users with a university degree or another education are available. You can also search for a specific employment status like full-time, apprentice and so on.

With the field “Years in Mazda from ... to ...” you can search for employees, which are working in the company for certain years. You can define the period with the “from” and the “to” field. As example you can search for user, who worked between five and ten years at Mazda. Then you have to put in the number “5” for the “from” field and a “10” for the “to” field. The information for this search is based on the entry and checkout date. If a user is still working for Mazda, the checkout date is empty. In this case the current date is taken to determine length of work.



The screenshot displays the 'User Search' interface. It features a grid of search filters including Last Name, First Name, Middle Name, e-mail, Street, Zip, Country, City, and various job roles (Trainers only, Technician only, Manager only). There are also fields for Age from/to, Gender, job-role, and certification levels. A red box highlights the 'HR search options' section, which includes Social security number, Personnel Number, At level, Knows language, Highest graduation in education, Employment status, Employee since (years) from/to, Limitation (yes/no), Vacation/titlement (25/30), and Severance pay (New/Old). At the bottom, there are checkboxes for 'Inactive too?' and a 'Page size' dropdown, along with 'OK' and 'Reset' buttons.

Additional you can search for:

- Social security number
- Known language
- Level of known language
- Highest graduation in education
- Employment status
- Employment since
- Limitation
- Vacation entitlement
- Severance pay
- Personnel number

5 Reports

There are three reports available for the HR module. They can be found in “Static Reports” from the “Reporting” menu as well as in the “HR Module” under the “Organisation” menu.

HR module



How users found Mazda?



Employment status report



Women/Men Quota

Employee list export

The complete “Employee list” can be accessed from the company view via the  icon.

COMPANY INFORMATION

Here you can see detailed information of companies.

General Information Employees Registrations

 **Mazda Austria GmbH (MAG) (3274 view(s))**    

You can choose between active and inactive employees.

act.	Title	Firstname	Lastname	Phonenu	PNr	Age	Birthdate	Company	Costcent	Type	Department	Email	Status	Entrydate	Exitdate	HC	Job role	Reports to
1	Mazda Austria GmbH (MAG)																	
2	exported on 2011-04-14 12:14:46 (All Active Employees)																	
3																		
4																		
5	Employee list																	
6	Y	I	Bernhard	Angermann	M			Mazda Austria GmbH					Vollzeit			1,00		
7	Y	I	asdf	asdf	F	4	#####	Mazda Austria G1234					Praktika	#####		1,00		
8	Y	S	Ameisen	Bär	M	49	#####	Mazda Austria G1T		01 WHITE C				#####	30.11.2012	1,00		
9	Y	I	.	Brosche	M	4	#####	Mazda Austria GmbH		01 WHITE C				#####		1,00		
10	Y	I	Michael	Bruckner	M	4	#####	Mazda Austria GmbH					Vollzeit			1,00		
11	Y	I	Sandra	Bullock	F	30	#####	Mazda Austria GMarketin		02 BLUE	EDV			#####		0,00		
12	Y	I	dada	dada	F	4	#####	Mazda Austria GmbH						#####		1,00		
13	Y	I	without	department	M	4	#####	Mazda Austria GmbH					Aushilfe	#####		1,00		
14	Y	I	with	Department	M	4	#####	Mazda Austria GmbH			EDV		Lehrling	#####		1,00		
15	Y	I	Gero	Dicke	M	3	#####	Mazda Austria GmbH				gdicke@ma	Vollzeit	#####		1,00		
16	Y	I	Raz	Dwa	M			Mazda Austria GmbH				test@test.p	Aushilfe	#####		1,00		
17	Y	I	eins	einstein	M	10	#####	Mazda Austria GmbH			aftersales		im Ruhe	#####		1,00		
18	Y	I	Hermann	Enzi	M	47	#####	Mazda Austria GmbH			EDV		Vollzeit	#####		1,00		
19	Y	I	Gerfried	Essler	M	3	#####	Mazda Austria GmbH				mangaman	Vollzeit	#####		1,00		
20	Y	I	Daniel	F.	M	4	#####	Mazda Austria GmbH					EDV	#####		1,00		
21	Y	I	Daniel	Felsing	M	10	#####	Mazda Austria GmbH			EDV			#####				
22	Y	I	Heinz	Genser	M	4	#####	Mazda Austria GmbH					Vollzeit			1,00		Mulyk, Walter

The employee list shows the following data:

- Active/inactive
- First name
- Last name
- Sex
- Phone number
- Personal number
- Age
- Birthday
- Company
- Cost center
- Department
- Email
- Status
- Entry date
- Exit date
- Headcount
- Job role
- Title
- Employee type

Be aware, for the employee list it is possible to choose at the market preferences if inactive employees, employees with personnel number and employees with a headcount should be included (see chapter Preferences).

Headcount Export

To export a detailed headcount statistic from eTAS, choose a company or market from the “HR Module Overview”. Click on the “Export Headcount to Excel” icon (📄) to open an Excel document as shown in the example below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	MME													
2	HC Overview													
3														
4														
5														
6	Status of 2011-04-14		01 WHITE C	02 BLUE C	03 WHITE EXT	04 BLUE EXT	Specifics							
7														
8		- NO COSTCENTER -												
9	E	Bridger, Samantha				0,44								separation date: 2009-11-30
10	S	Olesen, Jorgen				0,70								
11														
12		Accounting												
13	I	Schleissing, Manfred				0,45								
14														
15		HR												
16	I	Köhl, Ute			0,50									
17														
18		IT												
19	I	Kerth, Klaus							0,30					
20														
21		LAW												
22	I	Weiß, Wilhelm						0,20						
23														
24														
25		Sum		0,50	1,59	0,20	0,30							
26														
27		HC TOTAL		0,50										
28		Workforce TOTAL		2,59										
29														
30														
31	HC:		01 WHITE C (A)											
32	Workforce:		01 WHITE C (A), 04 BLUE EXT (A), 03 WHITE EXT (A), 02 BLUE C (A)											
33			(I... Internal, E... External, S... System, A... All)											

Here you can see the different employee types (blue or white colour, temporary help), the corresponding head count, the cost centre (Accounting, HR, IT, LAW), the total headcount and workforce. In this overview the internal and external user are displayed and included in the calculation. System users are generally excluded from calculations.

Be aware, that only active users with an employee type and a headcount greater 0 will be exported to the list. In the specifics column you can find the specifics of one person; if available, the separation date is shown in a comment box. The column left to the employee defines if he is an internal (I), external (E) or system (S) user. On the bottom of the page you can see which employee types count for HC and Workforce. If there is a “(A)” after the employee type for example: “01 White C (A)” then this means, that All

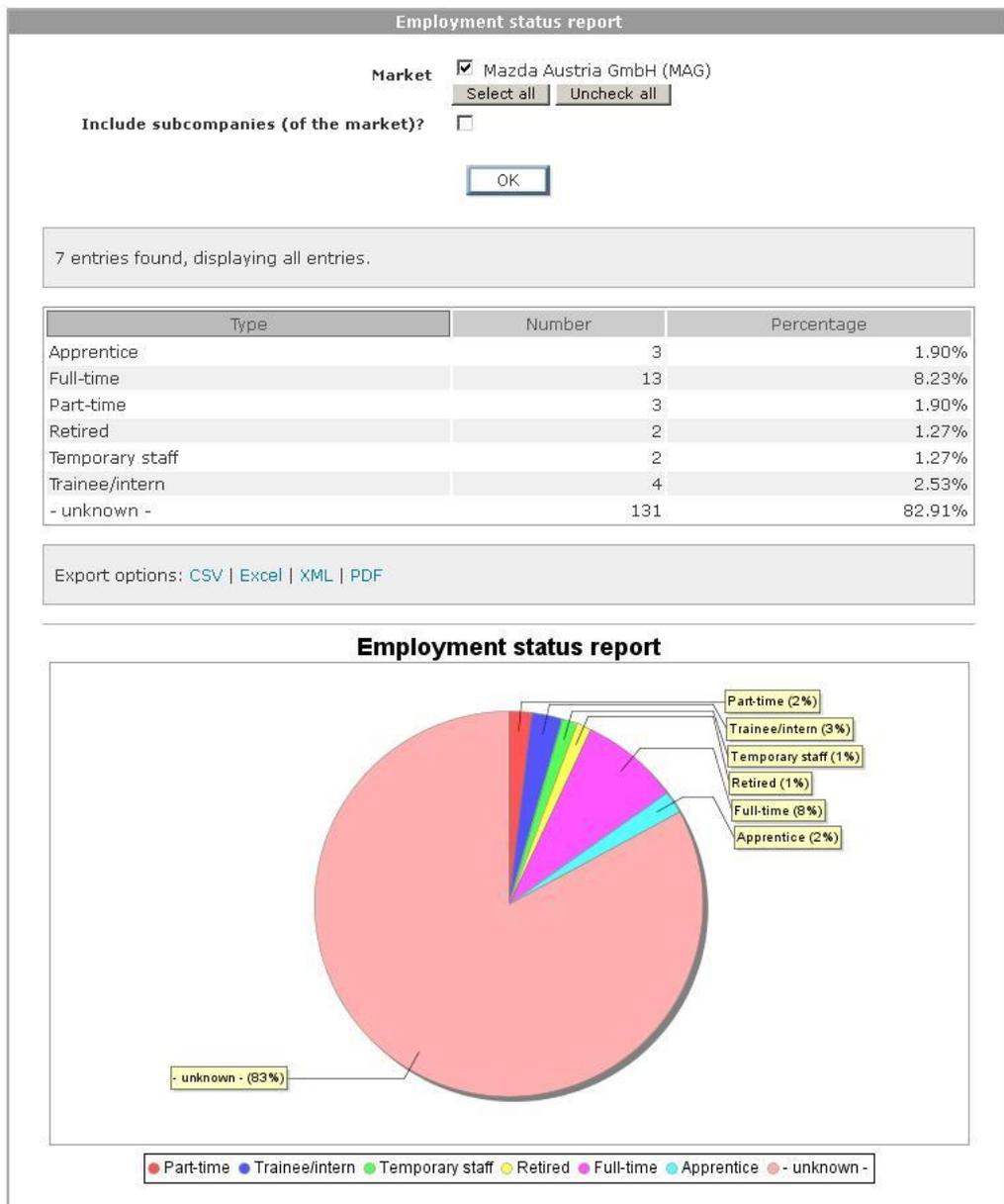
employees with this employee type are counted to HC or Workforce. If there is a "(I)" then only the internal users are counted to the HC or Workforce.

Employment status

"Employment status" is based on data from the HR module. Here you can see the number and the percentage for each possibility. Moreover, a pie-chart with graphical interpretation of results is attached.

EMPLOYMENT STATUS REPORT

Shows numbers and percentage for selected markets.



Women/Men quota

“Women/Men quota” shows the proportion of each gender in a company (with or without sub companies). Selecting more markets is possible.

WOMEN/MEN QUOTA

Shows the quota of women/men for the selected market.

Markets Mazda Austria GmbH (MAG)

Include subcompanies (of the market)?

One entry found.

Company	Men	Women	Men/Women	Women/Men
 Mazda Austria GmbH (MAG)	2186	137	15.96	0.06

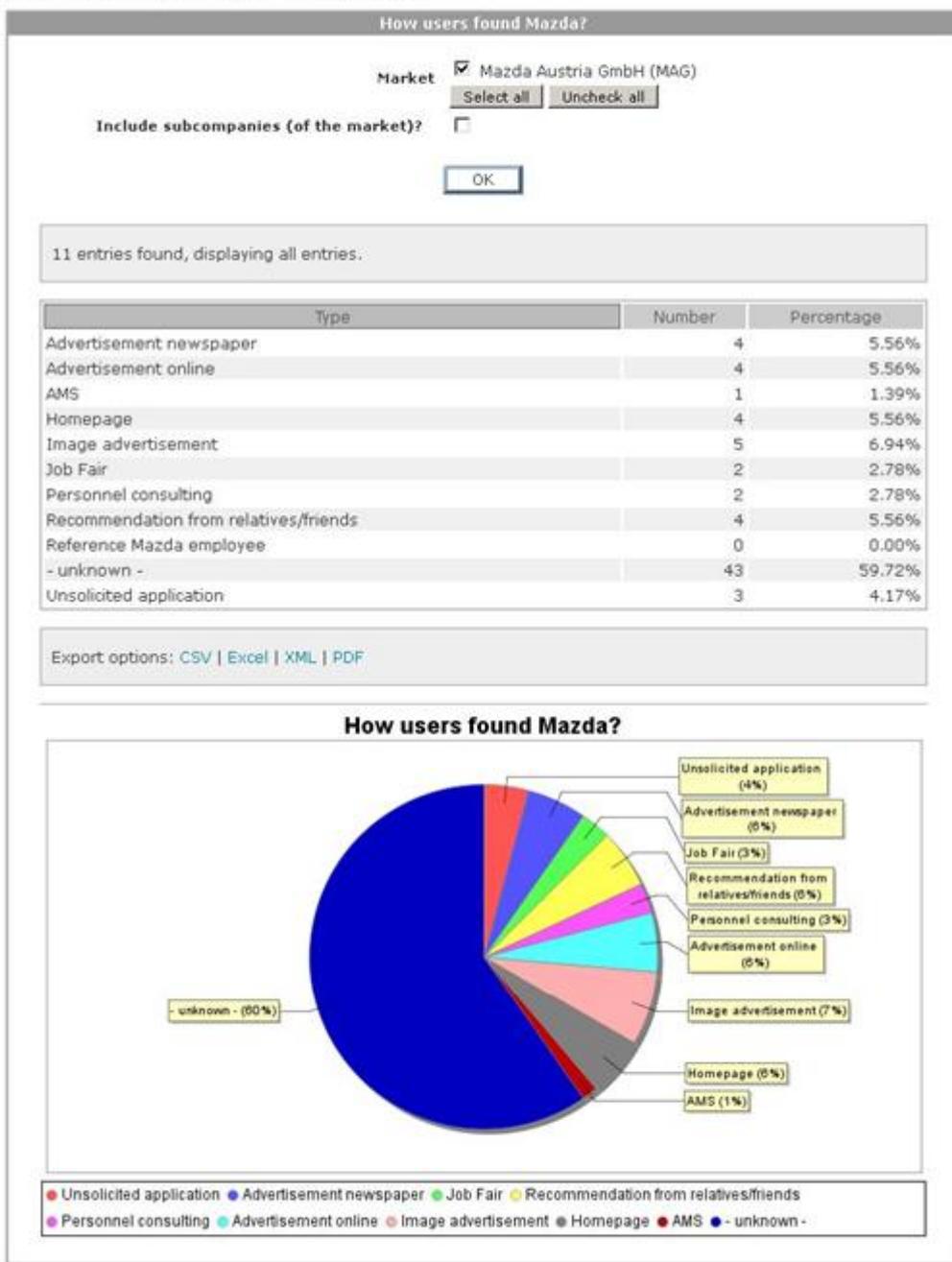
Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#)

How users found Mazda

“How users found Mazda” is based on data from the HR module. This report shows the number and percentage for each possibility. Additionally, a pie-chart with graphical interpretation of the results is added.

HOW USERS FOUND MAZDA?

Shows numbers and percentage for selected markets.



6 Organisation chart

The organization chart is a new exciting feature of eTAS, which provides an overview of the hierarchical structure. This includes markets as well as the relationship between employees. You can find the organization chart on three different pages: “User View”, “Company View – General Information” and “Company View – Employees”.

To do so, click on the “Organisation chart” icon (), which opens a new browser window.

User View

If you search for a user and click on the “View” icon (), you will be forwarded to the “User View”.

USER VIEW

Here you can see information about the current user. To see the details about the registrations or certificates click on the tabs. To perform some action with this user, use one of the action-buttons to the right of the name of the user. For additional actions please use the menu.

You have recommended courses for your qualification path - select the registrations-page (below) to see them.
You have mandatory courses to do - select the registrations-page (below) to see them.

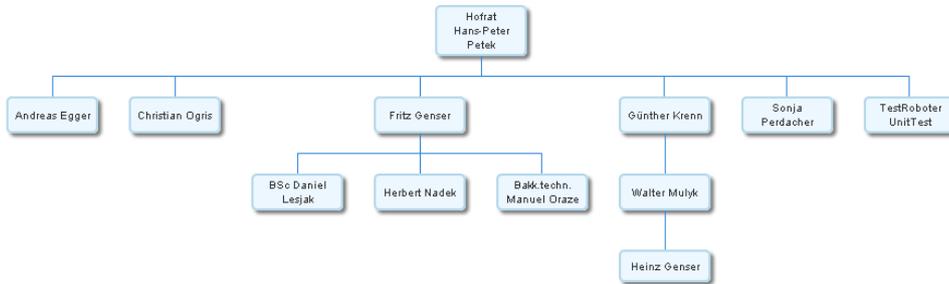


Personal Info Registrations Certifications HR data

Fritz Genser / 2070251 (983 view(s))   92%

After the “Organization chart” icon () has been clicked, you will get a user chart like this:

**ORGANIZATION CHART OF
HOFRAT HANS-PETER PETEK**



This chart maps the relationship between employee and supervisor. If you click on the box with a name, the box will turn to yellow.



At the same time a small card pops up, which displays all contact information.

FRITZ GENSER x

	Personnel Number 12345
	Role Janitor
	Internal yes
	Mobile Number 0987654321
	Phone Number 0123456789
	Fax Number 023456789
	e-mail fritz.genser@mazda.at
	Company Mazda Austria GmbH (MAG)
	Department 12346

If you see only one box with the name of the viewed user, the “reports to” field has not been set. To set this item, you have to switch to the “HR data tab” in the “User View” (c.f. chapter Headcount Export)

In “Personal Data” the “Change” icon () can be found right beside the “reports to” field.

HR DATA from  Max Mustermann  

Organisation	MyCompany (123'45) (dealer)	
Phone Number	123	
Mobile Number	456	
Fax Number	789	
Room Number		
Private address	Fakestreet 1 9999 Entenhausen AFGHANISTAN	

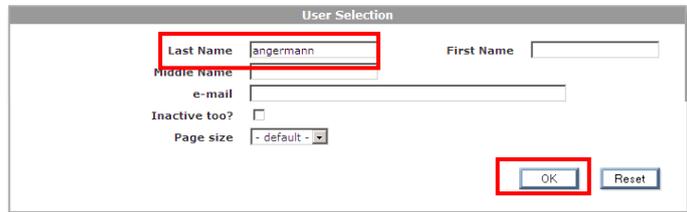
▲ Personal Data

Personnel Number	5678
Social security number	1234
Headcount	0.90
Cost Center	EDV
Entry Date	2007-09-06
Limited to / Checkout Date	2011-05-31
Department	EDV
Role	Assistant
Responsibility	
Reports to	
Employment status	Temporary staff
Limitation	yes, to 2011-05-31
Vacation entitlement	25 day(s)
Severance pay	New
Specifics	very important
Employee Type	Temporary help
Band	4
Grade	11
Family	CG

Click on it, and you will be redirected to the “User Selection” page. Type the family name in the “Last Name” field and press the “OK” button.

USER SELECTION

Search for users you want to select.



The form contains the following fields and controls:

- Last Name: (highlighted with a red box)
- First Name:
- Middle Name:
- e-mail:
- Inactive too?:
- Page size:
- OK button: (highlighted with a red box)
- Reset button:

Afterwards, the user with the corresponding data will be searched and the results are displayed. Click again on the “Change” icon () to confirm your action.



Now the user reports to the chosen person and the user organization chart changes.

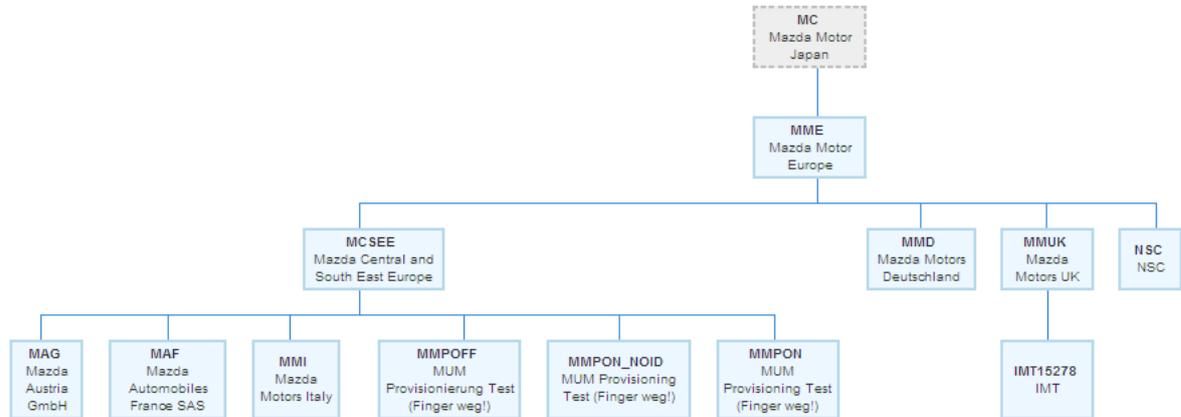
Personal Data 		PDF EXPORT 
Personnel Number	12345	
Social security number	0123456789	
Headcount	1.00	
Cost Center	IT	
Entry Date	2009-10-21	
Checkout Date		
Department	IT	
Role	Administrator	
Responsibility	Development	
Reports to	Bernhard Angermann 	
Employment status	Full-time	
Employee Type	White color	
Band	4	
Grade	11	
Family	DC	

Company View – General Information:

You will find the “Company View” if you search for a company and click on the “View” icon ().



If you click the “Organization chart” icon (), you will be able to view an organization chart:



With this chart you can see the relationship between the different markets as well as the connection between the parent- and child organisations.

Company View – Employees

This chart can also be found in the “Company View”. Switch to the “Employees” tab, to find the “Organization chart” icon (👤).



After the icon has been clicked, you will get an organization chart like this:



Above you see the company and all employees of this company. If you click with the mouse on a name, the box will turn yellow.

Markus Hansl

With this click also a small card pops up, which displays all contact information.

MARKUS HANSL x

	Personnel Number 12345
	Role Analyst
	Internal yes
	Mobile Number 0123456789
	Phone Number 0123456789
	Fax Number 0123456789
	e-mail Praktikant04@mazda.at
	Company Golden Dachl Auto (1201)
	Department

7 Infobase interface

The Infobase interface allows eTAS to import data from the European Infobase system. Once a new user is created in the Infobase, the interface will try to find this user in eTAS and synchronize the account-information from the Infobase with the information stored in eTAS. If this user's details are being changed, these changes will be synchronized as well, if the employee is new he/she will be created in eTAS.

After the successful creation of a user through the Infobase interface or if a user has been changed through the interface, the HR-Administrator will receive a notification-email.



eTAS

Dear HR-Administrator of Mazda Central and South East Europe (MC SEE)!

A new employee joined Mazda:

Name: Steinschweiger, Sebastian (1234)
Sex: M
Organisation: MC SEE
Location:
Cost Center:
Department: Information Services / Software Development
Role: Developer
Responsibility: GW Basic
Entry Date: 2012-01-01
Exit Date:
Personal number: 1234
Reports to: Löw, Jogi
Email: basti@mazda.at
Phone: +43 463 3888 1234
Mobile: +43 664 123 4 567
Fax: +43 463 3888 1235
Room:
Type: E (External)
Active: Y

Please fill in the additional info (HR-Data) like social security number, headcount, birthday and cost center. Please add also the "reports to" value to have the correct organisation chart.

This data has been imported from the europa INFOBASE.

For more information see the "eTAS" portal
(<https://mapps.mazdaeur.com/portal/server.pt>).

+++ this is an automatically generated message +++

If a new employee has been transferred to eTAS, you just need to provide data, which is not available in the Infobase. This data includes the social security number, the HeadCount (a value from 0 to 1) and the date of birth.

For more information consult the Infobase interface documentation.