eTAS – Features Overview

(v1.5.2 - 11.09.2008)

1. COURSE ADMINISTRATION 2
2. TRAINING ADMINISTRATION 4
3. USER MANAGEMENT 8
4. COURSE REGISTRATION MANAGEMENT 11
5. CERTIFICATION MANAGEMENT 12
6. E-LEARNING 13
7. FRONTEND 14
8. FURTHER ADMINISTRATION AND CONFIGURATION 18
9. REPORTING 22
10. GLOBAL FEATURES 26

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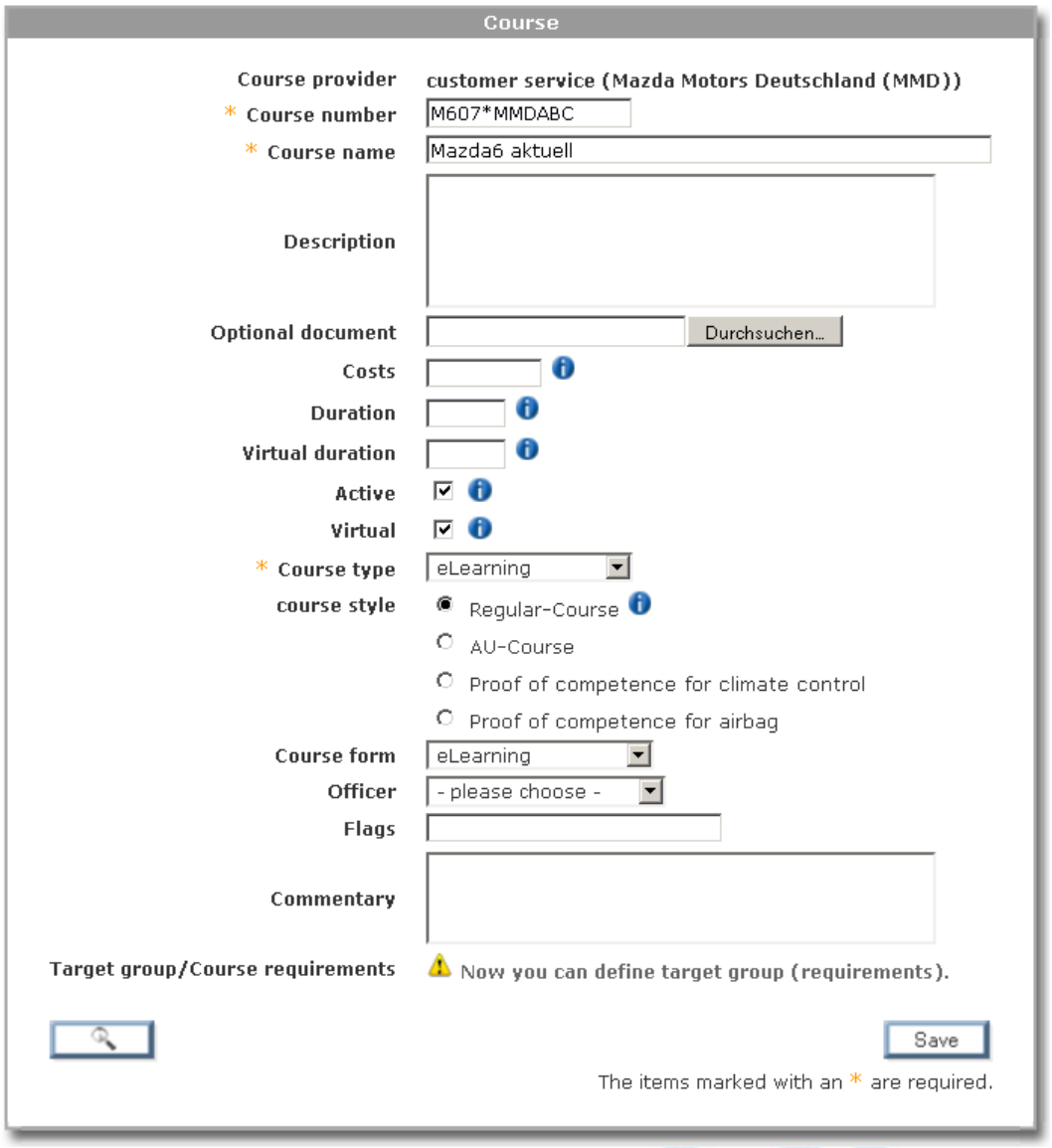
1. Course Administration

- create and edit courses
  - coursename and coursenumber
  - description
  - costs
  - duration / virtual duration
  - coursetype
  - officer
  - comment
  - calculate section costs with the help of the preferences or with the course settings
  - german courses can use AU-numbers
  - ...



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- view courses
  - coursedetails
  - access to all editing options
  - overview of all available coursedates
  - overview of waitinglist entries
  - for predefined coursenumbers, an image is shown (e.g. for courses of the Mazda Masters Curriculum)

COURSEINFORMATION

Here you see the details of the selected course and the provided coursedates.

MAZDA TECHNIK GRUNDLAGEN (L1001.1)

Part of following certification-levels:

- Technician - Technician (Mazda Austria GmbH (807) - aftersales)

Courseprovider	aftersales (Mazda Austria GmbH (807))
Costs	294.00 EUR
Duration	2 day(s)
Virtual duration	
Active	
Course material (SCORM)	(Count: 1)
Target group/Course requirements	1 Requirement(s)
Coursetype	Lehrgang
Courseform	Vortrag / Werkstatt
Officer	
Flags	
Comment	
Optional document	- no document found -

L1001.1
Company Introduction (NTOM)

Upcoming coursedates

Coursedate	Courselocation	seats	free	booked	Actions
2009-09-01 - 2009-09-07 (Registration up to 2009-08-01)	Mazda Austria GmbH	6	6	0	
2008-09-01 - 2008-09-07 (Registration up to 2008-08-01)	Mazda Austria GmbH	6	0	7	
2008-06-01 - 2008-06-01 (Registration up to 2008-05-23)	Mazda Austria GmbH	10	6	4	
2008-05-01 - 2008-05-01 (Registration up to 2008-04-22)	Mazda Austria GmbH	10	10	0	
2008-03-04 - 2008-03-04 (Registration up to 2008-03-03)	Mazda Austria GmbH	10	9	1	
2008-02-01 - 2008-02-04 (Registration up to 2007-12-22)	Mazda Austria GmbH	12	0	24	

- search for courses
  - different search criteria
    - course provider
    - coursenumber
    - coursename
    - coursetype
    - certificationlevel
    - ...

- quicksearch
  - accessible from every point in the application

➢ upload additional coursematerial (pdf)

➢ upload SCORM-packages
- SCORM 2004 compliant
- strict validation (optional)

➢ define course requirements / target groups
- different requirement types
  - country
  - company
  - profession
  - reached certificationlevels
  - already done courses
  - language
  - company type

- indication if the selected user fulfills the requirements
  - on courseview, during courseregistration etc.
  - display details why user fulfills the requirements or not
- display an overview of users who fulfill the requirements

➢ define coursetests
- multiple choice test
- define how much points have to be reached to pass the test
- define a time limit
- define questions and answers
  - define the weight of questions
  - multiple answers can be correct
  - define the ordering of questions (per number or random)
- define ratings (e.g. from 80% to 100% → excellent)
- define tests as assessment test
  - when the user passed this test, he/she automatically gains the defined qualificationlevel

➢ set the course status to inactive/active
- inactive courses are not available for unauthorized users

2. Training Administration

➢ create and edit coursedates for courses
- date and time (from – to)
- time limit for registration

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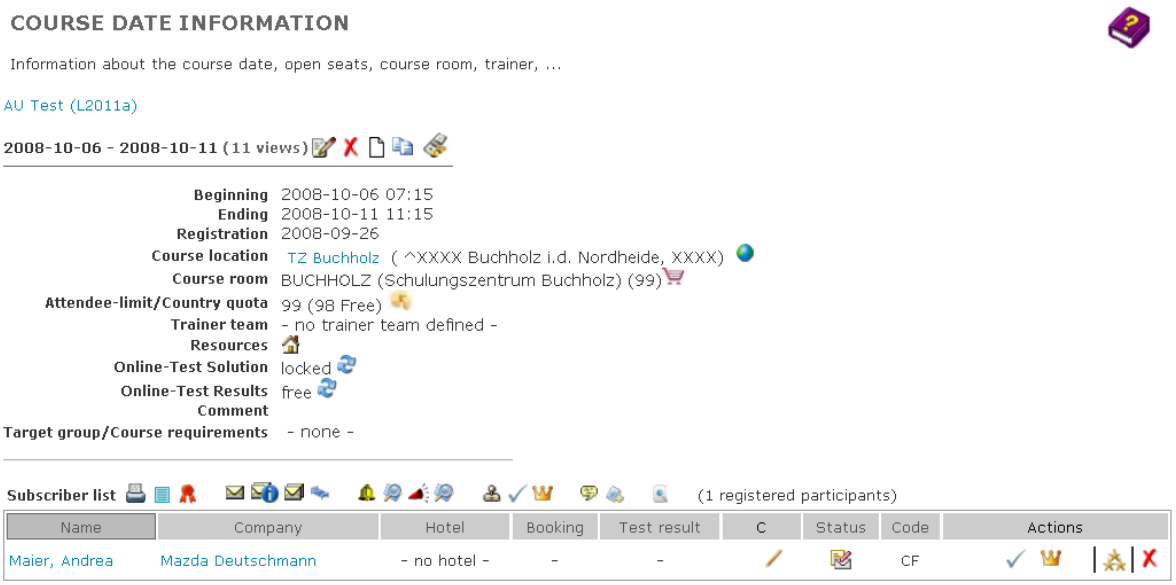
- time limit for deregistration (optional)
- courselocation
- courseroom
- attendee-limit
- trainerteam
- define which hotels can be booked (optional)

➢ view coursedates
- coursedate-details
- access to all editing options
- view the equipment-list of the courseroom
- view the courseroom-allocation chart
- view the courselocation in a google maps popup
- view and print a detailed list of the attendees and their registration status
- change the registration states of users (passed…)
- link to the course billing



➢ copy coursedates
- simplifies the creation of new coursedates if only minor changes (e.g. the date) are necessary

➢ define country-quotas
- determine how many attendees of which country may register to the coursedate

➢ book resources
- book resources from different resourcegroups and resourcepools for the coursedate

- create course certificates and course stickers for attendees
  - pdf format
  - choose between different templates

- send eMails to attendees
  - send an email with individual content to all attendees
  - send detailed information about the training to the companies of the attendees
  - send training details and the subscriber list to any email adresses
  - send a list of hotel bookings to any email adresses
  - remind users of their open invitations
  - remind users of their open online tests

- change courseregistrations
  - change status of a registration
    - for a single attendee or for all attendees
  - grade online tests or change the grading
    - also possible without online test
  - delete registrations

- request user feedback
  - feedback is shown on startpage for the attendees
  - the atteendees are informed by email

- coursebilling
  - define course fees
    - per course
    - day rate per courseprovider
    - individually per registration
  - charge cancellation fees
  - display and print an overview of registrations and fees

- assign online tests to attendees
  - define a due date (can be renewed)
  - open online tests are shown on startpage and can be started from there
  - it is also possible to assign a SCORM-course as online test
  - a test can be assigned to one or multiple users
  - the solutions of the test can be locked or unlocked
  - the results of the test can be locked or unlocked
  - online tests can be reseted

- assign test awards to users who passed the online test (optional)
  - winner and/or consolation gift

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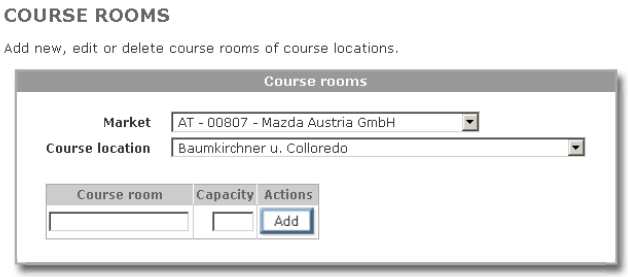
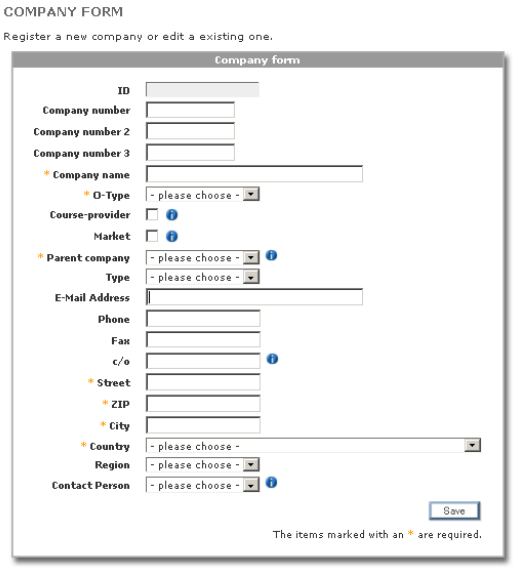
- online test overview
  - per user or per coursedate
  - view details of a specific online test

- manage course rooms
  - select market / location
  - add /edit course rooms



3. Company Management

- Create and edit companies
  - name
  - email
  - fax
  - street
  - zip
  - city
  - …



- Company search
  - name
  - email
  - address
  - type
  - ...

- Create and edit departments
  - name
  - manage contact email

- Create and edit structure types
  - Type name
  - Parent type

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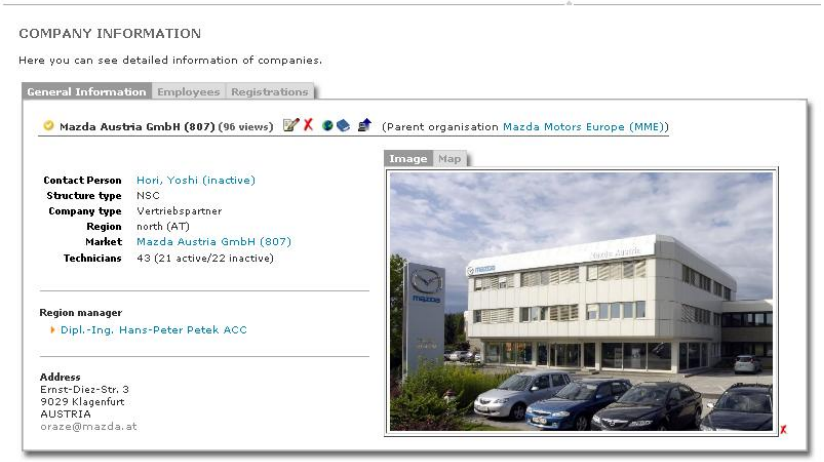
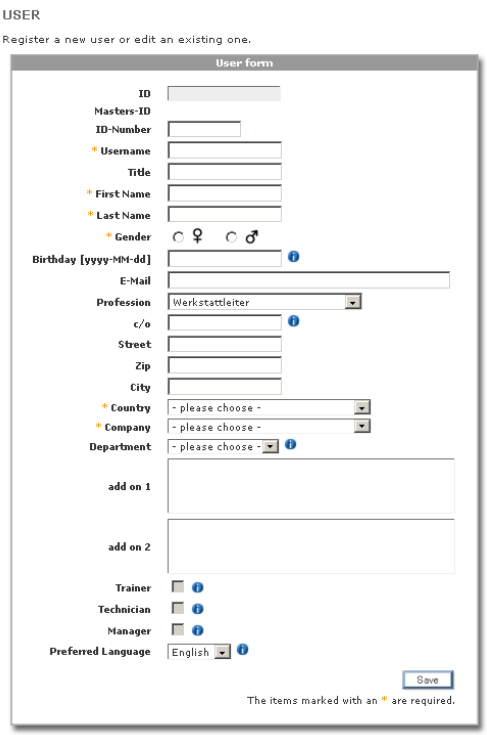
- Company view (3 different pages)
  - General information
    - Contact persons
    - Region
    - Structure type
    - ...
  - Employees
    - show the roles of the user (mouse over the “R” icon”)
    - show information’s about their work
    - active/inactive
  - Registrations
    - username
    - course
    - coursedate



4. User Management

- create and edit users
  - name
  - address
  - email
  - country
  - company
  - language
  - is manager
  - is technician
  - .....



- enhanced user management
  - define users as technicians and/or lecturers
    - lecturers can be blocked for a certain period of time (also other resources like courserooms can be blocked)
  - upload an image for a user
  - assign users to departments of companies
  - assign qualification paths to users
  - assign roles to users (see permission system)
  - define a user as region manager
  - search for duplicates
  - transfer a user from one company to another
  - send emails to users via the application
  - change the password

- view users
  - overview of all user details
    - personal data
    - courseregistrations
    - qualificationpaths
    - online test results
    - ....
  - user image (if uploaded)
  - access to all editing options

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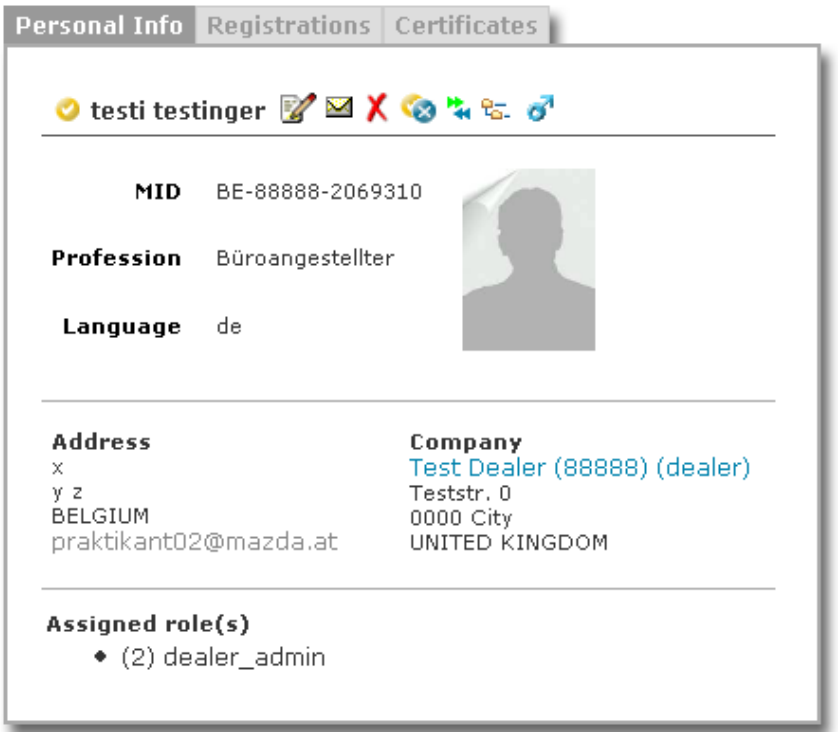
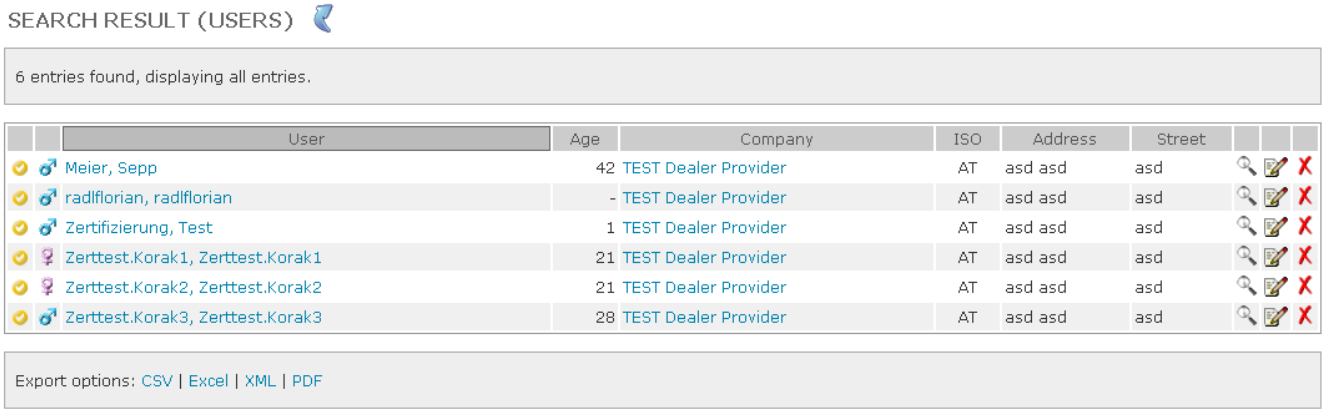


- search for users
  - different search criteria
    - name
    - company
    - country
    - profession
    - certification level
    - ...
  - quicksearch
    - accessible from every point in the application

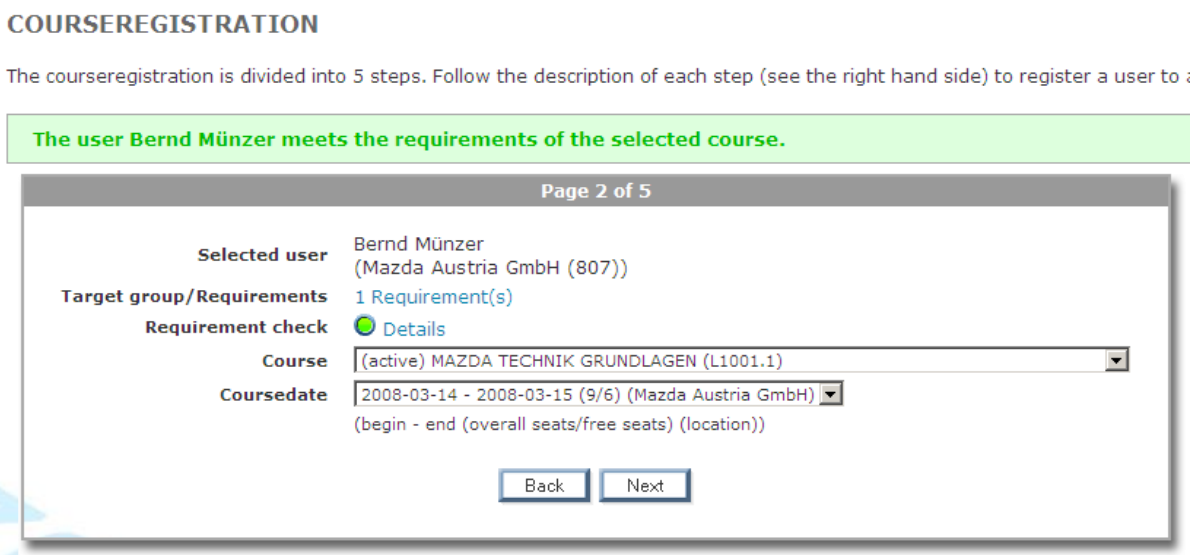


- users can login with username and password

- if they are active and have the according permission
- a user account can be requested for new users
- if a user lost his account data, he can request it

5. Course Registration Management

➢ register users to courses
- single users or usergroups
- various checks are performed during a registration
  - course requirements (have to be set, so that all users can find the course)
  - already existing registrations
  - free seats
  - ....
- a hotel can be booked
- an optional comment can be given and can be changed



➢ invite users to courses
- single users or usergroups
- invitations are shown on startpage and sent by email
- the invited user can confirm the invitation

➢ assign mandatory courses
- to single users or to usergroups
- mandatory courses are shown on startpage until they are done

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- users are informed by email about the assignment

➢ set users on waitinglist
  - an optional comment can be given
  - if e.g. there is currently no coursedate available
  - single users or usergroups
  - if there are available dates, they are shown on startpage (with a registration link)
  - an email is sent if a new coursedate is created

➢ transfer registrars from one coursedate to another

➢ intuitive registration links are placed in various points of the application

6. Certification Management

➢ mutiple qualification paths can be defined per course provider
  - certifications
  - certification levels
  - assigned courses

➢ these qualification paths can be assigned to users
  - assignment of multiple paths possible

➢ reached certifications can be declared
  - achieving date
  - information about achieving type
    - all courses completed
    - assessment test done
    - direct entry by an administrator

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- The status of each course can be set directly on participated

- view personal roadmap
  - for users with assigned qualification path(s)
  - overview of certification levels and courses
    - courses of the Mazda Masters Curriculum have predefined images assigned
  - indication of the user's status
  - requirements check
  - link to course registration
  - printview

7. E-Learning

- support of eLearning with SCORM courses
  - SCORM 2004 compliant
  - strict validation available

- create eLearning courses
  - upload a SCORM course for eLearning
  - give a detailed description of the course
  - define requirements
  - users who fulfill the requirements see the eLearning course on their startpage and can attend it

- eLearning courses can contain a quiz

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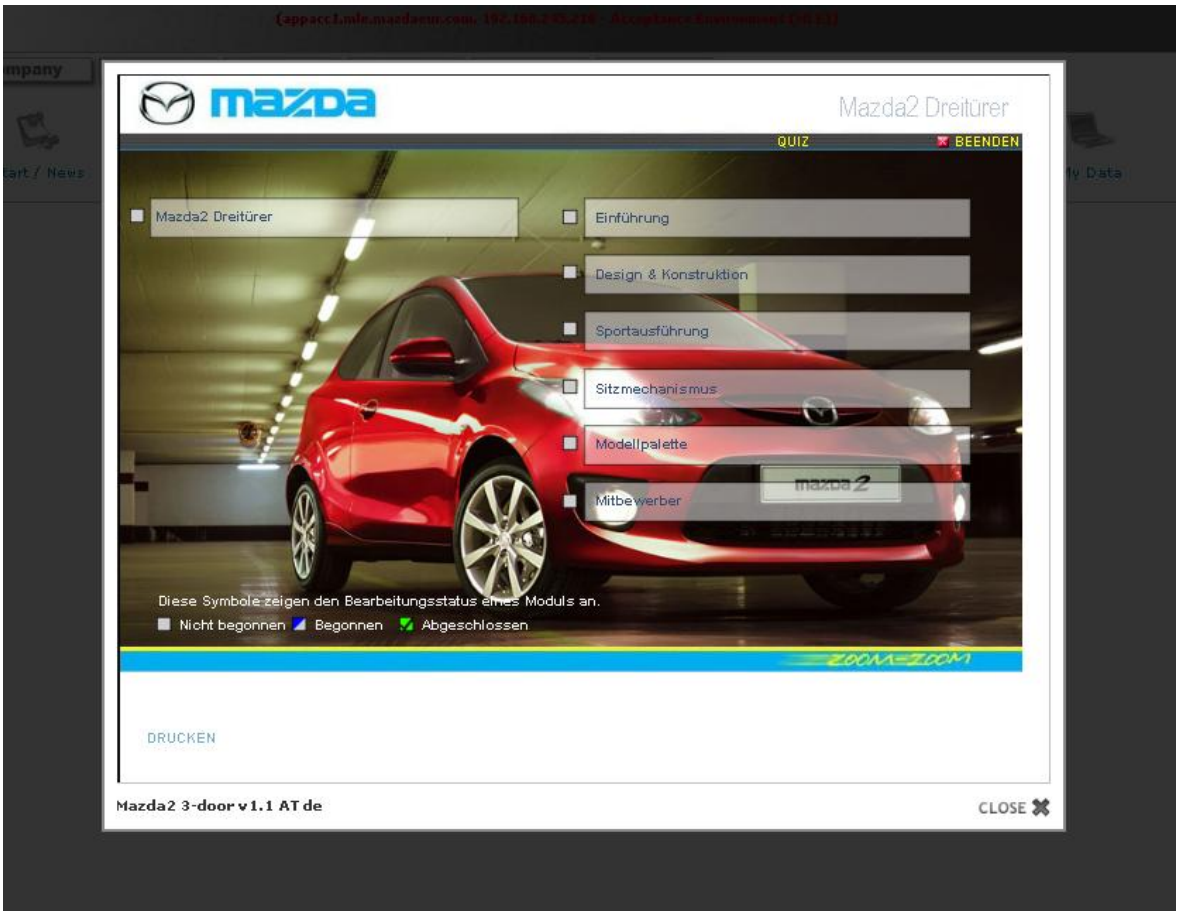
- inspect the result of the quiz on the result page

E-Learning course „new Mazda 2“



➢ enhanced SCORM administration
- inspect which user viewed the online course and how long
- see an overview of all uploaded SCORM packages

8. Frontend

➢ see the most newsworthy information on the startpage
- courseprovider information (for administrators)
  - waitinglist entries
  - open invitations
  - open online tests
- available eLearning courses
- open online tests
- open feedbacks

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- open invitations
- recommended courses (referring to qualification paths)
- mandatory courses
- waitinglist courses
- upcoming courses

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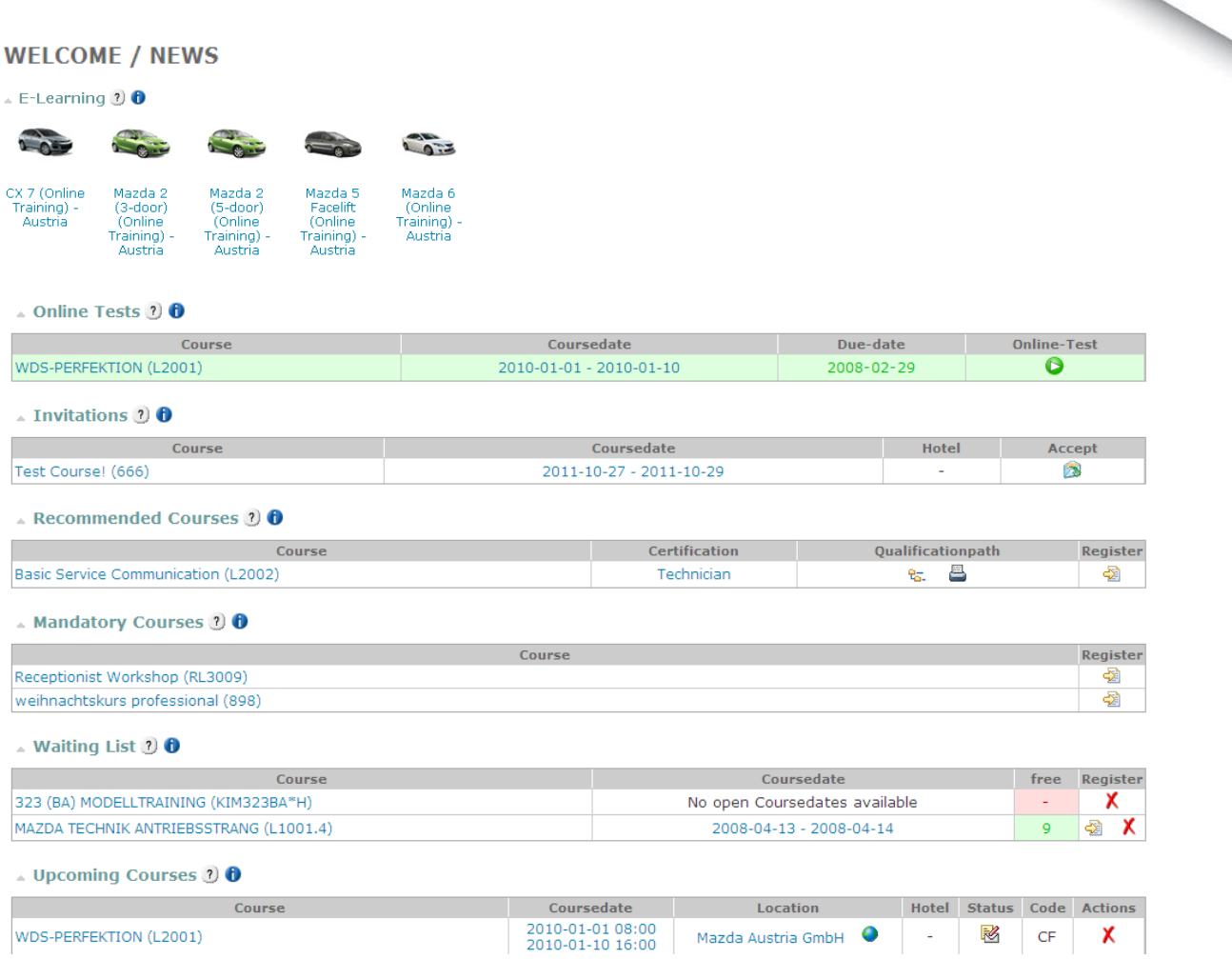
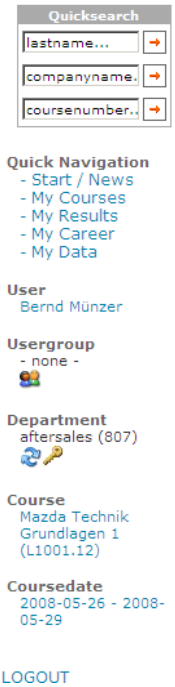


startpage

- intuitive navigation helps finding one's bearings
  - all main features can be accessed via the menu
  - the quick navigation provides quick access to the „mypages" from everywhere. Optionally, the navigation bars can be hidden to have a larger working space.
  - the quick search allows to search for users, companies and courses from every point in the application
  - „selected objects" increase the usability



- MyPages provide user specific information in a pleasing way
  - MyCourses gives a detailed overview of all courseregistrations.

MY COURSES

Course	Coursedate	Hotel	Online-Test	Status	Code	Actions
Produkttraining Mazda2 und Mazda CX-7 (PS200701)	2007-09-11 - 2007-09-12	-	-		CF	
Produkttraining BT-50 Pachfurth (BT-50)	2006-11-29 - 2006-11-29	-	-		PA	
Produkttraining Mazda6 Teesdorf Dez 07 (PS200702)	2007-12-11 - 2007-12-12	-	-		PA	

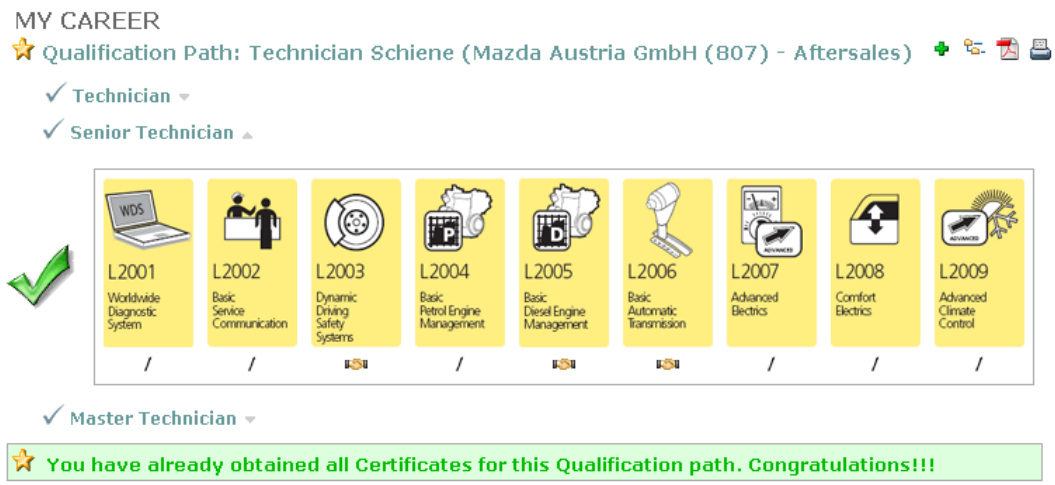
  - MyResults provides a list of all online test results and further information

MY RESULTS

Course	Coursedate	Date	Total time(min)	done	Coursetype	Percentage	Details	Actions
Mazda 2 (3-door) (Online Training) - Austria	-	2008-07-24 21:18:43	12.48 min		SCORM	100.00%		
CX 7 (Online Training) - Austria	-	2008-07-24 21:03:18	57.87 min		SCORM	100.00%		
CX 7 (Online Training) - Austria	-	2008-07-24 17:36:22	21.47 min		SCORM	not done yet	-	
Mazda 6 (Online Training) - Austria	-	2008-07-23 12:59:15	5.10 min		SCORM	not done yet	-	

(date, duration, link to the test result...)

  - MyCareer, supplies a graphical personal roadmap for the assigned qualification path(s).



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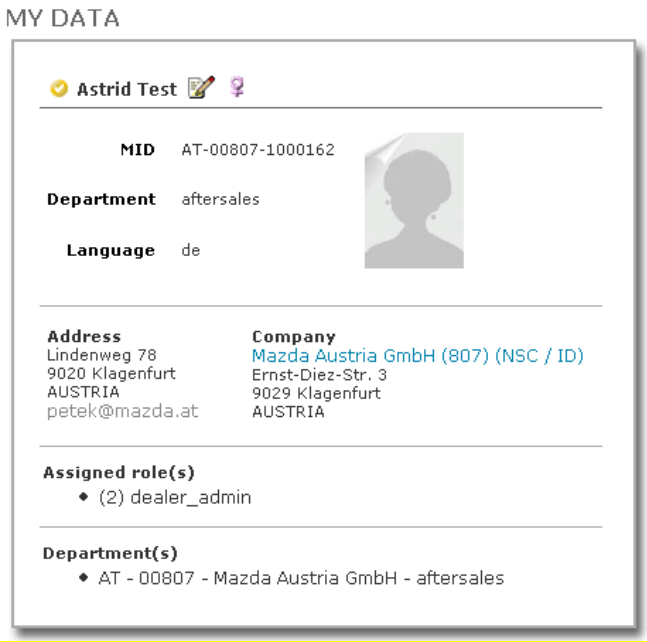
- MyData shows a visiting card including general information about the selected user.

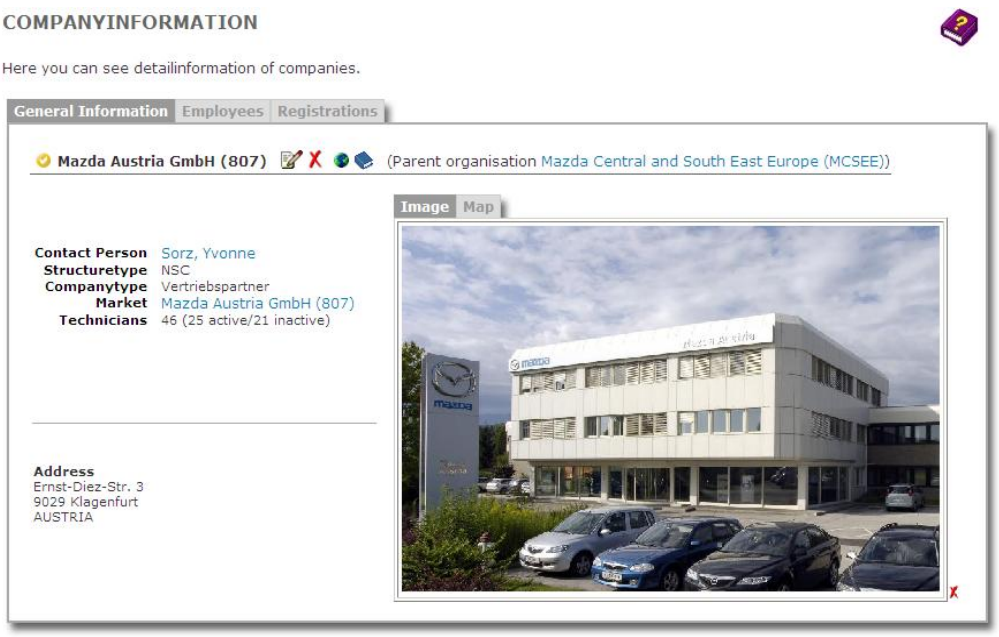


- MyCompany shows the details of the company of the selected user.

9. Further Administration and Configuration

- create and edit companies
  - companyname
  - companynumber
  - address
  - contact person
  - ...

- enhanced company management
  - build a company hierarchy
    - structuretypes (NSC, dealer...)
    - parent companies
  - define departments and corresponding contactpersons
  - define companies as market and/or courseprovider
  - upload an image for the company
  - define region managers



- view companies
  - coursedetails
  - access to all editing options
  - view the location of the company in google maps
  - view a list of all employees (including their certifications)
  - view a list of all courseregistrations of the employees

- search for companies
  - different search criteria
    - companyname
    - companynumber
    - country
    - structuretype
    - ...
  - quicksearch
    - accessible from every point in the application

- manage course locations
  - create and edit course locations
    - name
    - address
    - company
    - market
    - ...

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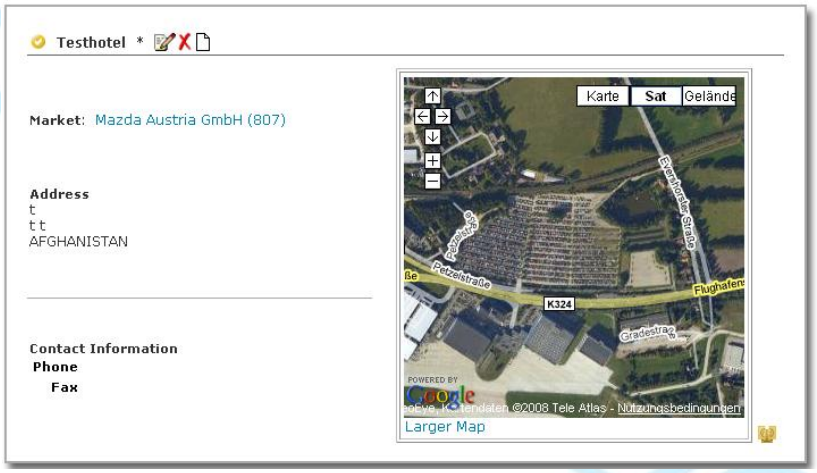
- set status to active or inactive
- set a default course location
- display a list of all course locations
- view the details of the course locations in courselocationsview (google maps)

➢ manage hotels
- create and edit hotels
  - hotelname
  - address
  - category (stars)
  - market
  - ...
- set status to selectable or not selectable
- search for hotels
- edit hotelbookings
- print a list of bookings for a coursedate
- view the location of the hotel in hotelview (google maps)

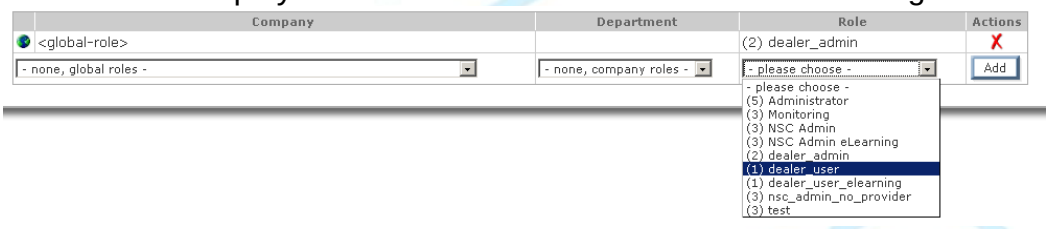


- manage resources
  - add or edit resources
    - name
    - description
    - price
    - company
    - .....
  - set status to active or inactive
  - assign resources to resource groups
  - assign resource groups to resource pools
  - these resources can be booked for coursedates

- manage master data
  - add new entries or edit or delete existing ones
  - various different types
    - professions
    - hotel categories
    - course types
    - company types
    - delete reasons
    - equipment (for courserooms)
    - regions (per country)
    - trainer teams
    - organisation types
  - set a default for every type

- define various standards
  - courseregistrations
  - certifications
  - ...

- manage authorisations
  - define roles
    - global
    - per company
  - set the rights for the roles
  - assign roles to users
  - display an overview of users which have roles assigned



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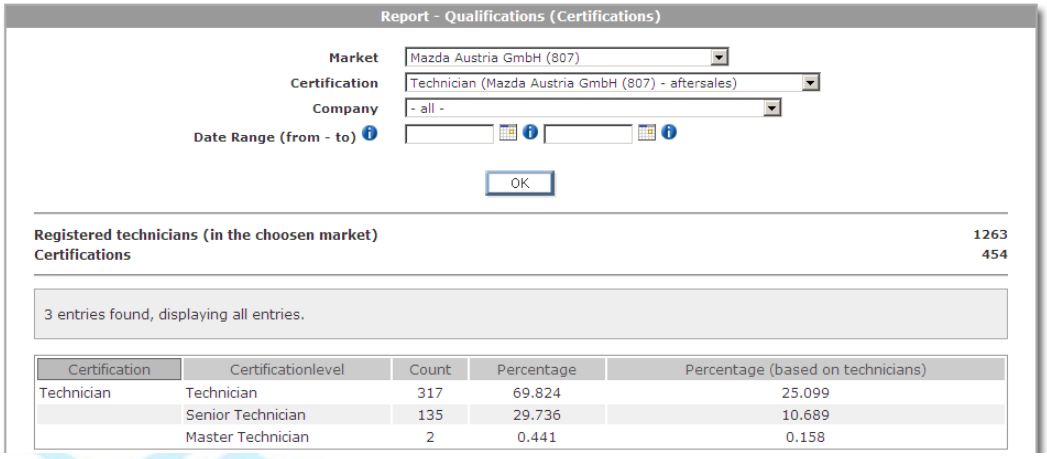
- set various preferences for different validity areas
  - preferences for a single user
  - preferences for all users of a company
  - preferences for a course provider
    - mailing options
    - billing options
    - training options
    - career options
    - ...

10. Reporting

etAS offers a wide range of reports, statistics and graphical charts with comprehensive selection and filter criteria.

This includes among others:

- Report of the compliance of various standards
  - Masters Qualification
  - Technical Training
  - Certifications
  - Trainingdays



Report - Qualifications (Certifications)

Market: Mazda Austria GmbH (807)
Certification: Technician (Mazda Austria GmbH (807) - aftersales)
Company: - all -
Date Range (from - to)

OK

Registered technicians (in the choosen market) 1263
Certifications 454

3 entries found, displaying all entries.

Certification	Certificationlevel	Count	Percentage	Percentage (based on technicians)
Technician	Technician	317	69.824	25.099
	Senior Technician	135	29.736	10.689
	Master Technician	2	0.441	0.158

.....

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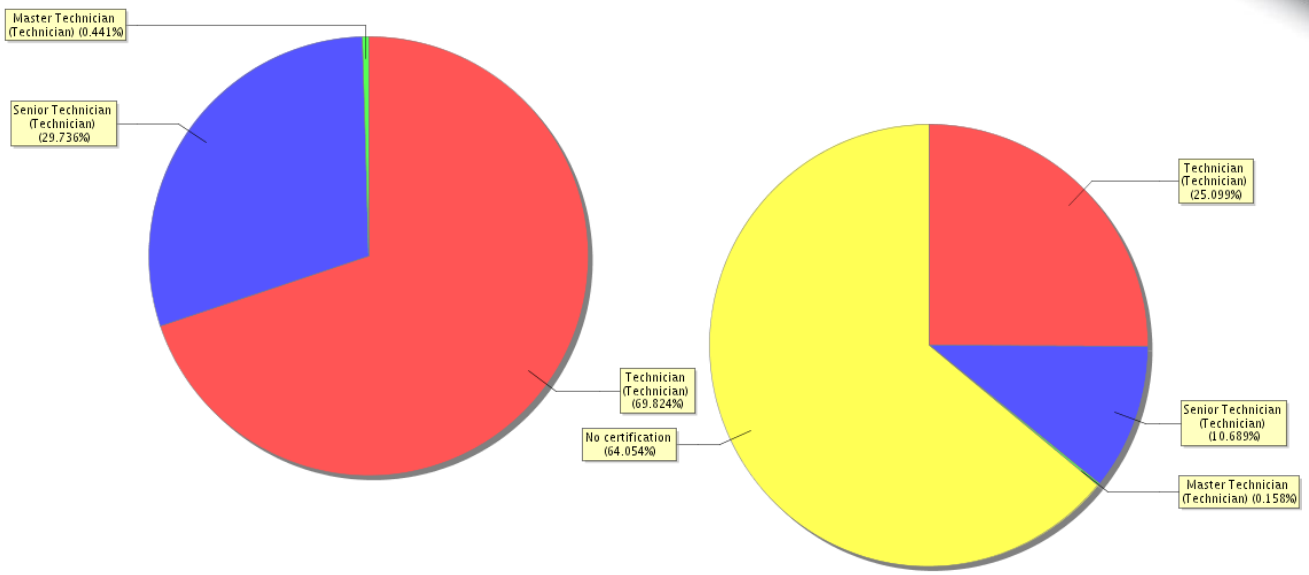
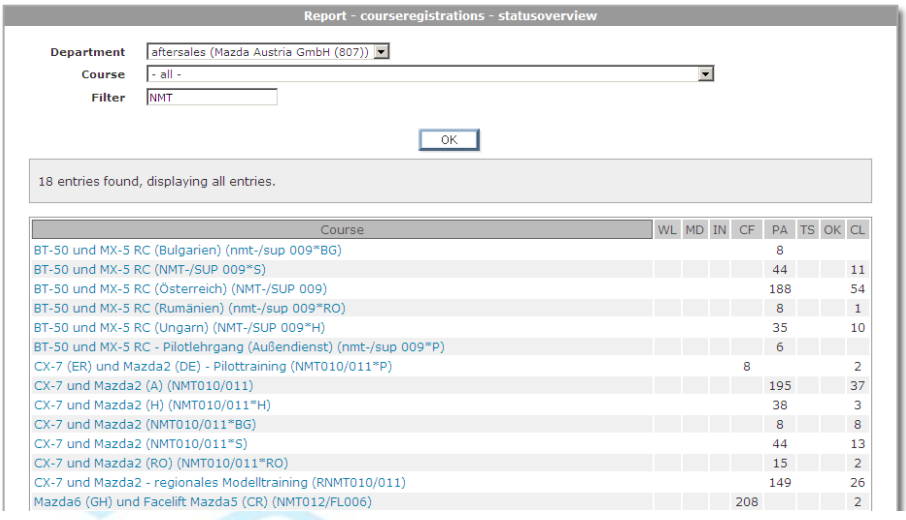


- Report of companies which have not done a specific course
- Report of the trainer / technician relation
- Report of courseregistrations for specific courses



Report - courseregistrations - statusoverview

Department: aftersales (Mazda Austria GmbH (807))
Course: - all -
Filter: NMT

OK

18 entries found, displaying all entries.

Course	WL	MD	IN	CF	PA	TS	OK	CL
BT-50 und MX-5 RC (Bulgarien) (nmt-/sup 009*BG)					8			
BT-50 und MX-5 RC (NMT-/SUP 009*S)					44			11
BT-50 und MX-5 RC (Österreich) (NMT-/SUP 009)					188			54
BT-50 und MX-5 RC (Rumänien) (nmt-/sup 009*RO)					8			1
BT-50 und MX-5 RC (Ungarn) (NMT-/SUP 009*H)					35			10
BT-50 und MX-5 RC - Pilotlehrgang (Außendienst) (nmt-/sup 009*P)					6			
CX-7 (ER) und Mazda2 (DE) - Pilottraining (NMT010/011*P)				8				2
CX-7 und Mazda2 (A) (NMT010/011)					195			37
CX-7 und Mazda2 (H) (NMT010/011*H)					38			3
CX-7 und Mazda2 (NMT010/011*BG)					8			8
CX-7 und Mazda2 (NMT010/011*S)					44			13
CX-7 und Mazda2 (RO) (NMT010/011*RO)					15			2
CX-7 und Mazda2 - regionales Modelltraining (RNMT010/011)					149			26
Mazda6 (GH) und Facelift Mazda5 (CR) (NMT012/FL006)				208				2

.....

- Report of online tests
  - Course tests
  - e-Learning Report
  - KPI (Key Performance Indicator)
  - Penetration statistic
  - Market comparison

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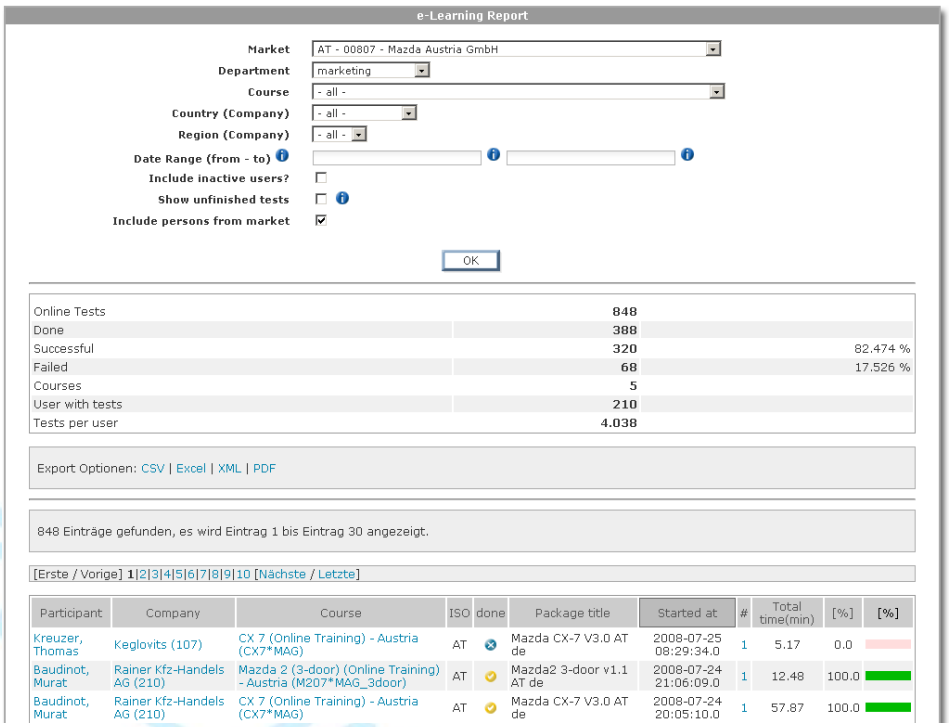
Company-No.	Companyname	# Companies	# Companies with tests	[%]	[%]	# Companies with sucessful tests	[%]	[%]
MMCZ	Mazda Czech (Logistics Europe NV, organiza?ní složka)	50	23	46.0		15	65.0	
MMSK	Mazda Slovakia (Logistics Europe NV, organizačná zložka)	22	9	41.0		7	78.0	
MME	Mazda Motors Europe	2279	200	9.0		150	75.0	
300	MMSL	30	11	37.0		10	91.0	
350	M C R - D.O.O.	38	15	39.0		13	87.0	
400	MAZDA MOTOR HUNGARY KFT.	63	26	41.0		25	96.0	
807	Mazda Austria GmbH	150	75	50.0		48	64.0	
MCSEE	Mazda Central and South East Europe	373	174	47.0		130	75.0	
MMUK	Mazda Motors UK	2	0	0.0		0	0.0	
MMR	Mazda Motor RUS OOO	247	1	0.0		0	0.0	
MMRO	Mazda Romania	15	12	80.0		10	83.0	
	Auto-Intl. Kiev Ukraine	23	18	78.0		18	100.0	
MAF	Mazda Automobiles France SAS	2	1	50.0		0	0.0	
MMB	Mazda Motors Belux	208	1	0.0		0	0.0	
MMD	Mazda Motors Deutschland	1099	0	0.0		0	0.0	
MS	Mazda (Suisse) - SA	321	2	1.0		2	100.0	
MOROC	Jama Auto S.A.	1	1	100.0		0	0.0	
MMPOL	Mazda Motor Logistics Europe NV	1	1	100.0		0	0.0	



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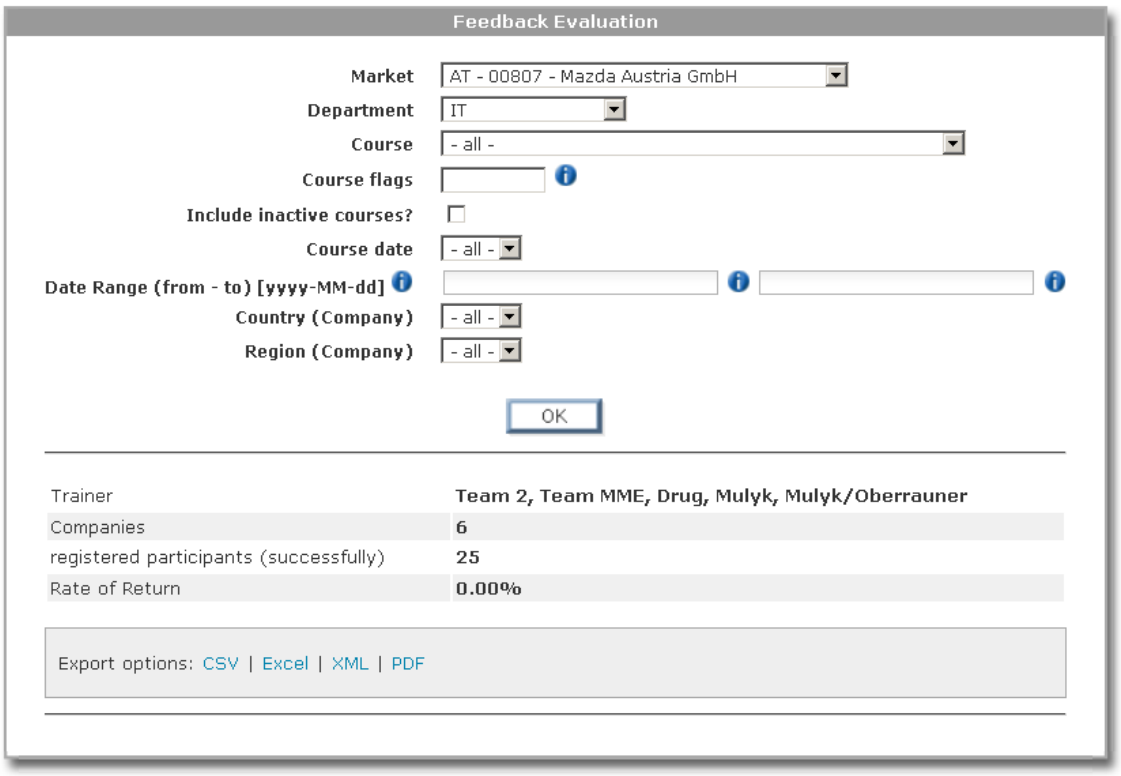
- Report of done feedbacks (Feedback Evaluation)

  On all report pages there exists a link to go back to the summary page of

  FEEDBACK EVALUATION

  Shows the results of the user feedbacks.

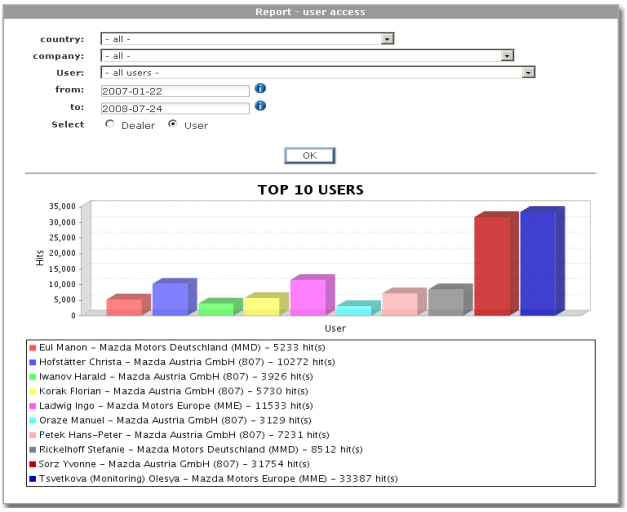
  the

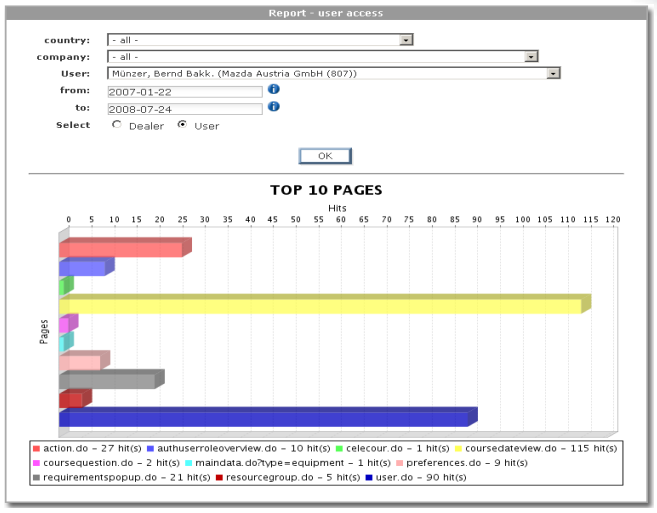


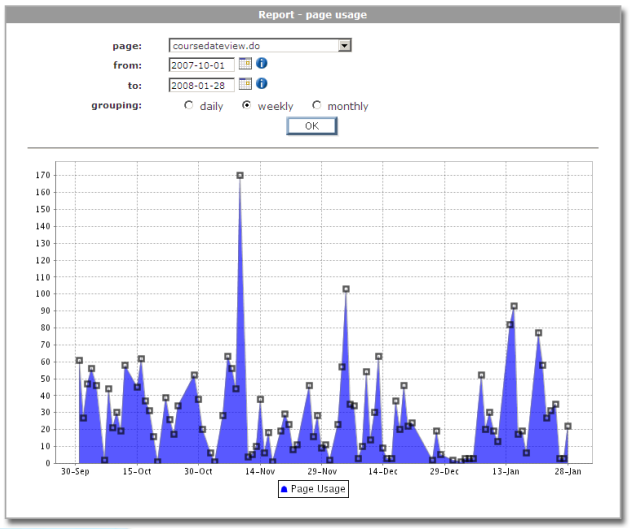
  reports

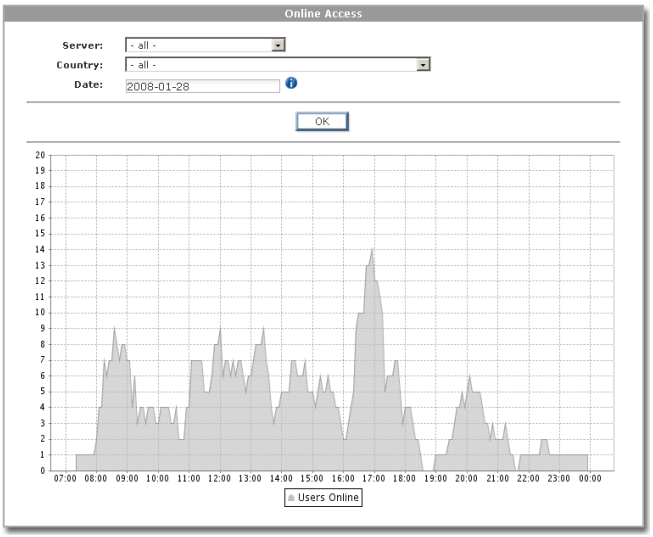
- Report of the allocation of courserooms and resources

- Various statistics of the application usage
  - page access report
  - user access report
  - online report
  - user tracking
  - page duration









- Dynamic reports can be requested to satisfy specific requirements

11. Global Features

- eTAS uses the unicode character encoding, so all types of languages and characters (e.g. cyrillic letters) are supported.

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- Documents about the system can be downloaded directly on the Download page. There are 3 sections with a permission check

- The application is multilingual, currently the languages english, german, france and netherlands are supported. Also the date picker supports now the languages.

- Moreover it is multi-client capable, this means that different mandators can operate on their data independently and without affecting each other.

- On the view pages, there is a page counter, to see the interests of the users.

- eTAS is based on a permission system with about 160 different rights with different validity areas. Roles can be defined and any combination of rights can be assigned to them. These roles can be assigned to users so that every user has the accurate permissions. Since version 1.4.6 each role has a level (1 to 5). The level authorises the user to only allocate roles for which he has the level. This means that if the user has only the permission for level 1 and 2, he is just allowed to allocate those roles (level 1 and 2) to other users.

- Every relevant user action is logged and can easily be tracked.
  - various logging areas
    - user

- company
- courseregistration
- e-Learning Tests
- permissions
- ...

- various actions
  - added
  - deleted
  - modified
  - viewed
  - finished Tests
  - ...
- comments are logged as well (e.g. delete reasons)
- search loggings with different criteria
  - area
  - action
  - user
  - active/inactive
  - date range
  - ...

- The application offers a wide variety of automated and individual mailings in all areas. This includes:
  - notification of all issues related to courseregistrations, invitations, waitinglist entries etc.
  - notification of online tests and results
  - notification of feedback requests
  - different kinds of reminder emails
  - individual emails with self defined content
  - ...

- Administrators can see an overview of the users that are currently logged in. This overview can be displayed as a list or on a topographic map.

- Various tables can be exported to
  - MS Excel
  - PDF
  - XML
  - CSV

- Various pages provide printviews which offer a printer-friendly view of the actual data.

- Users are informed in advanced in case of an upcoming maintenance, so they are not surprised while working with the system.

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- The preferences of the system can be set directly in the system.

- The most comprehensive pages have an own help page where all possible interactions are described in detail. Additionally there are info icons at every point where the user can possibly be uncertain about what to do and tooltips at every image.

- For some certain object types the application remembers the last instance which was selected in order to improve the usability. E.g. when you search for a user and then select him/her and view his/her details, he/she is saved as selected user. When you now go to the course registration page, this user is selected automatically for the registration. Moreover you can inspect the data of this user on the MyPages. Of course it is always possible to return to your own MyPages with just one click.
  This feature works for
  - user
  - usergroup
  - department
  - course
  - coursedate

zoom-zoom

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