

eTAS – Expert Training

THIS DOCUMENT IS INTENDED FOR EXPERIENCED eTAS USERS. IF YOU ARE NOT, PLEASE CHECK THE BASIC TRAINING DOCUMENT BEFORE CONTINUING.

1	ADVANCED COURSES ADMINISTRATION	3
	ONLINE TESTS	3
	1.1 <i>Exercise: Linking an Online Test to a Course</i>	3
	1.2 <i>Exercise: Assign Questions to a Test</i>	4
2	RESOURCES, GROUPS AND POOLS.....	5
	2.1 <i>Exercise: Creating a Resource</i>	6
	2.2 <i>Exercise: Resource Groups</i>	7
	2.3 <i>Exercise: Resource Pool</i>	8
3	REGISTRAR TRANSFER	9
	3.1 <i>Exercise: Transfer a User</i>	9
4	TEST AWARDS	10
5	REPORTS.....	11
	5.1 <i>Exercise: Reports</i>	16
6	MAINTENANCE	17
	DEPARTMENT ASSIGNMENT.....	17
	6.1 <i>Exercise: Assign a department to a user</i>	17
	ROLES AND RIGHTS.....	18
	6.2 <i>Exercise: Create a role</i>	20
	ASSIGN ROLES TO USERS	22
	6.3 <i>Exercise: Assign a Role</i>	23
7	ADDITIONAL INFORMATION (ADD-ONS)	24
	HR MODULE.....	24
	NEWS MODULE.....	24
	eFEEDBACK.....	24

eTAS

(electronic) Training Administration System



SALES MODULE	24
8 FINAL STATEMENT.....	26

Zoom-Zoom

Mazda Austria GmbH
Petek, Hans-Peter

Ernst Diez Straße 3 | A 9029 Klagenfurt
Tel: +43 463 3888-0 | Fax: +43 463 3888 61
etas@mazda.at | <http://etas.mazda.at>

1 Advanced Courses Administration

In the beginners' manual the training ended with creating course dates. However, there is a lot more you can do with courses in eTAS. We will now show what else you can do.


Online Tests

1.1 Exercise: Linking an Online Test to a Course

Create a new test in "Course Tests" under the "Course" menu or click on the "Course tests" icon (📄) at the course information page. If you are finished, press the "Save" Button.

Quick Navigation

- News
- Start
- My Sessions
- My Courses
- My Results
- My Career
- My Data
- My Company

User 

Franz Mustermann

Company

Mazda Austria GmbH (MAG)

Department

12346 (MAG)

User group

- none -

Course

Mazda 6 MPS Technical Training (120)

Course date

- none -

Download/Documentation

- Download

COURSE TEST DEFINITION

Add new, edit or delete tests for courses.

Course test

Course:

Insert the data of the new course test

* Test name

* Limit [%] ⓘ

Duration [min] ⓘ

Certification level ⓘ

The items marked with an * are required.

List of defined course tests: 📄

Test name	ⓘ	Actions
Test Introduction (50)		▶ ✎ ✖ 🌟 🗑️

Click on the "Ratings" action icon (🌟) to define ratings for your test.

A rating has to be defined with 2 digits after the decimal point. If a rating ends at 50 (50.00) for example, the new rating has to begin with 50.01 to avoid holes! Remember the limit you

set when generating ratings. There is no use to a “Negative” when you score 75% in the test where only 50% is needed.

1.2 Exercise: Assign Questions to a Test

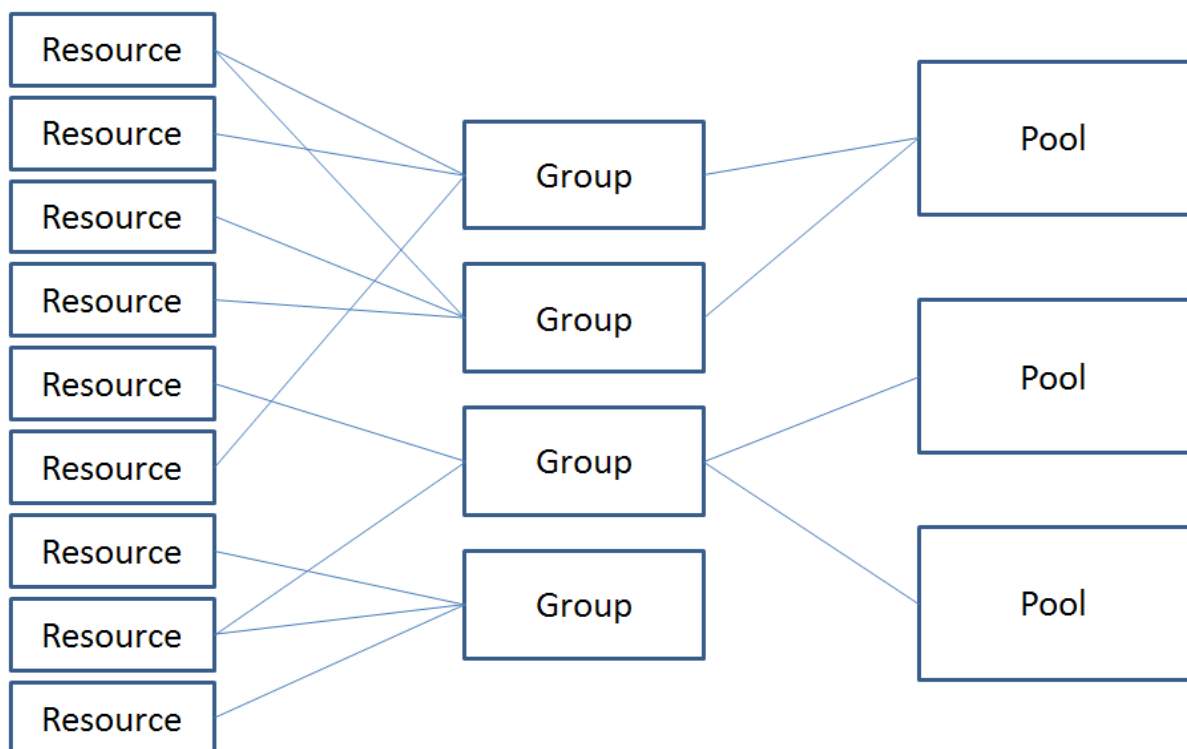
Turn back to the “Course Test Definition” view and create at least three questions with the “Questions” action icon (📄) for your course. Afterwards add some answer by clicking the “Answers” action icon (📄). Think of at least two possible answers per question.

Try this group exercise:

Register one participant of your training day to your new test course, and register yourself to at least one other course. Now everyone should have at least two pending registrations. When all are done go to your own course and course date and click on the “assign user tests” action icon (👤). Select your test from the pop-up screen and close the assignment window. Click on the “current user” at the top of your browser and do the tests you are assigned to. Have fun!

2 Resources, Groups and Pools

Resources are real-life things that the lecturer can use to demonstrate something to his students or something to work with. For example, a number of cars needed for a training presentation or different body parts for technical related courses. Resources can be linked to course dates and are then blocked for other purposes. To understand how the resources, their groups and pools work together, take a look at the following diagram:



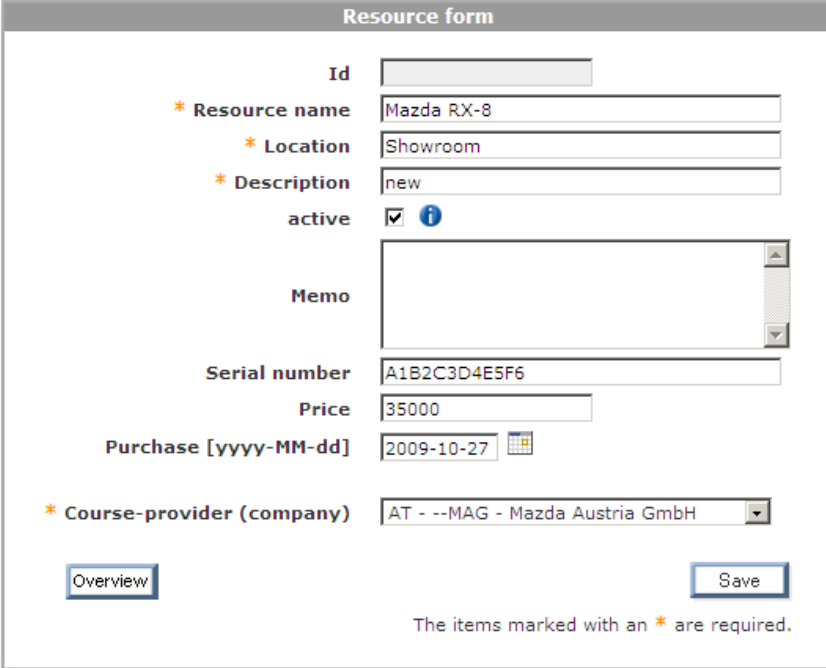
Every resource (e.g. motor) in eTAS can be part of a group (e.g. Mazda 3). Every group can be part of a pool (e.g. car pool). This is a matter of convenience, as when allocating resources you would otherwise have to browse through hundreds of available resources. To make life simpler you can first select the pool, then the group and finally the resource. Let's try it!

2.1 Exercise: Creating a Resource

Navigate to “Resources” in the “Main data” menu and add some resources with the “Add new Resource” icon (📄). If you are finished, press the “Save” button.

RESOURCE FORM

Add a new resource or edit an existing one.



The screenshot shows a web form titled "Resource form" with the following fields and values:

Id	<input type="text"/>
* Resource name	Mazda RX-8
* Location	Showroom
* Description	new
active	<input checked="" type="checkbox"/> ⓘ
Memo	<input type="text"/>
Serial number	A1B2C3D4E5F6
Price	35000
Purchase [yyyy-MM-dd]	2009-10-27 📅
* Course-provider (company)	AT - --MAG - Mazda Austria GmbH

Buttons: Overview, Save

The items marked with an * are required.

Create at least two to three resources. After adding a new resource you have to turn back to the “Resource Overview” by pressing the “Overview” button. Than again you can click on the “Add new Resource” icon (📄).

2.2 Exercise: Resource Groups

Create a resource group at the "Main data" menu and assign your resources with the action icon (↔)

RESOURCEGROUPS

Define the possible resourcegroups. The number is used to define the order.



The screenshot shows a dialog box titled "Resourcegroups". At the top, there is a dropdown menu for "Course-provider (company)" with the value "AT - 00807 - Mazda Austria GmbH". Below this is a table with two columns: "Resourcegroupname" and "Actions". The first row contains "Mazda 3 different motors" and icons for edit, delete, and move. Below the table is an empty input field and an "Add" button.

Resourcegroupname	Actions
Mazda 3 different motors	  
<input type="text"/>	<input type="button" value="Add"/>

RESOURCEGROUP - RESOURCE ASSIGNMENT

Assign the resources to the selected resourcegroup.



The screenshot shows a dialog box titled "Ressourcegruppen - Ressourcen Zuteilung". At the top, there is a dropdown menu for "Resourcegroup" with the value "Fuhrparkfahrzeuge". Below this are two list boxes: "Available resources" and "Assigned resources". The "Available resources" list contains "TEST11", "testname", "TEST", and "Mazda RX-8". The "Assigned resources" list contains "Mazda MPS", "Mazda 3", "Mazda 6", "M6", and "TestRes". Between the lists are two buttons: ">>>" and "<<<". At the bottom right, there is a "Save" button. Red numbers 1, 2, 3, and 4 are overlaid on the interface to indicate steps: 1. Resourcegroup dropdown, 2. Available resources list, 3. Move buttons, 4. Save button.

1. From the drop down box you can choose which group you want to change.
2. Select the available resources. You can mark multiple entries by just holding your mouse down or press the Ctrl key and clicking on different options.
3. Click on either ">>>" to assign the resources to this group or "<<<" to remove the selected items.
4. Click on "Save" to store your changes.

The assignment of groups to resource pools is very similar to the above.

2.3 Exercise: Resource Pool

Create a resource pool and assign some groups

After a group has been created, we can add some resources to a specific course date. Please keep in mind that resources that are assigned to course dates cannot be used by anybody else, therefore if you only need a resource for an hour do not register it for the whole course.

Choose a course date and assign one or two resources to it. Click on the "Resource" icon (🏠) and choose a pool and a group.

After the first pop-up window appears, a second will appear in which you can enter the dates when the resource is needed. Commit your input by clicking on "Close window".

IF YOU GET A BROWSER MESSAGE ABOUT A POST MESSAGE CONFIRM THIS WITH THE "OK" BUTTON. DO NOT "CANCEL" THIS OPERATION BECAUSE OTHERWISE THE OLD WINDOW WILL NOT BE REFRESHED.

3 Registrar Transfer

It could occur that a user was either registered on the wrong course or needs to attend the course on a different day. eTAS provides a feature which can solve these issues.

3.1 Exercise: Transfer a User

Click on “Registered participant transfer” in the “Courses” menu and choose a course with at least two course dates and transfer a user from one course date to the other.

REGISTERED PARTICIPANT TRANSFER

Select course and course date (transfer from) and the target course date (transfer to) to move participants or attendees from one date to another.

Registered participant transfer

Course:

Course date: ==>

already registered participants		
Name	Company	Hotel
Leitner, Andreas	Hans Jörg Knauss (63)	HOTEL ARAGIA ***
Obrist jun., Heimo	Autohaus Obrist (243)	HOTEL ARAGIA ***

Choose the participants you want to move to the target-date-session			
	Name	Company	Hotel
<input checked="" type="checkbox"/>	Brunner, Bertram	Hagspiel (134)	
<input checked="" type="checkbox"/>	Petek, Hans-Peter Hofrat	Mazda Austria GmbH (MAG)	-

From the lower list of attendees you can choose which users should be moved to the above course date. Check the boxes to the left and click on “Save” to initiate the transfer. If necessary, hotel bookings are also amended.

4 Test Awards

Winner and loser titles often offer a sense of motivation to people. When users have passed an online test you have the possibility to award them! Choose “Courses” and “Test Awards” and find an appropriate course and date. You’ll get a list of users who have taken the test.

TEST AWARDS

Define the awards for the selected course date. You are able to define one or more winners and one or more persons who gets a consolation gift. The definition is only possible if the user has passed the user test successfully.

Test Awards

Course: [(active) Mazda 6 MPS Technical Training (120)]

Course date from: [2009-10-26 (15:13) - 2009-10-30]

Course date to: [- please choose -]

Range [%]: [0] [100]

Selected Range: 0% - 100% 3 100 %

Subscriber	3	-
90%-100%	0	-
80%-89%	1	33.333 %
70%-79%	1	33.333 %
60%-69%	1	33.333 %
50%-59%	0	-
0%-49%	0	-
Test not done	0	-
No Tests	0	-

Export options: CSV | Excel | XML | PDF

*	User	Company	Course date	Reached	Rating
<input checked="" type="checkbox"/>	Mustermann, Franz	Mazda Austria GmbH (MAG)	2009-10-26 - 2009-10-30	87 %	Well done
<input type="checkbox"/>	Grabner, Franz	Mazda Austria GmbH (MAG)	2009-10-26 - 2009-10-30	74 %	Passed
<input type="checkbox"/>	Uwe, Peter	Mazda Austria GmbH (MAG)	2009-10-26 - 2009-10-30	63 %	Passed

Check the winner box () or the “consolation prize” box () . To further ‘humiliate’ the loser you can unlock the test results and questions for all others. 😊

2007-09-17 - 2007-09-20

Beginning 2007-09-17 08:00
Ending 2007-09-20 18:00
Registration 2007-09-15
Course location Mazda Austria GmbH (9029 Klagenfurt, Ernst-Diez-Straße 3)
Course room Büro (10)
Attendee-limit/Country quota 10 (8 Free)
Lecturerteam - no lecturerteam defined -
Resources
Online-Test Solution free 1.
Online-Test Results free

1. Change the status of the test results and solutions by clicking on the icon ()

5 Reports





Nearly every set of eTAS data can be used to derive statistical reports. eTAS comes with a variety of already defined reports. Any report results can be exported to Excel or other programs for the data to be further processed, filtered or linked with different reports.

REPORTS (STATIC)





Static reports are predefined reports - you are able to add specific filters to filter the data of the report. To execute one of the predefined reports, click on the image to the left of the information text.

Reports (static)



Course Overview / Course Planning

 Course Closure Report / open Registrations	 Course registrations - Status overview
 User certification	 Course planning





Standards

 Core Standard - Masters Qualification	 Standards - Certifications
 Core Standard - Technical Training	 Core Standard - Technical Training - Training days (Trainer)


Online Test

 Online-Test Report	 Online-Test Report (KPI)
--	--




e-Learning

 e-Learning Report (details)	 Penetration statistic
 Market comparison	 e-Learning Report (grouped)




Feedback

 Feedback Evaluation







HR module

 How users found Mazda?	 Employment status report
 Women/Men Quota	

Other

 Course room Report	 Resource Allocation
 Trainer/Technician Relation	

Statistics

 Page Usage Report	 User Access Report
 Access Report	 Page Access
 Page Performance Report	 Statistic Datas

Most of the reports are self-explanatory. You can choose from different parameters to narrow or broaden your results. The next two screenshots are sample reports from eTAS.

REPORT - COURSE REGISTRATIONS - STATUS OVERVIEW

This report gives you an overview of the course registrations (status) for a specific provider or a specific course.

Report - course registrations - status overview

Market:

Department:

Course:








Filter:

Inactive too?

14 entries found, displaying all entries.

Course	WL	MD	IN	CF	PA	OK	CL
aaa - mailtest course (00001)				1	2		
Diesel Engine (DE-09*DE-AT)						1	
Ein letzter Test (99996666)					1		
Feedback Course in fr and nl (Feedback)				1	1		
Mazda 3 (Technisches Training) (deutsch) (Final SCORM)						1	
Mazda 6 MPS Advanced Technical Informations (122)					1		
Mazda 6 MPS Technical Informations (121)					1		
Mazda 6 MPS Technical Training (120)				8	3		
New Mazda 2 - Technical Training (M207*EN)						1	
NoMail2 (123456711)					1		1
nomail-testkurs (123456789)					2		1
Scormtest (Roessler)					1	1	
Test (123456)				1			
Test e-learning course (10001)					1		

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

 WL ... Waiting list |
  MD ... mandatory |
  IN ... invited |
  CF ... confirmed |
  PA ... participated |
  OK ... successfully |
  CL ... cancelled

REPORT - USER CERTIFICATION

The report shows the state of a course for the given qualification path.

User certification









Market:

Country:







Certification:

Company:

8 entries found, displaying all entries.

Name	Body Specialist	BL1009	BL1010	Senior Body Specialist	BL2012	Master Body Specialist	BL3008	Guru Body Specialist	898
Adler, Heribert									
dada, dada									
Genser, Fritz	✓					✗		✗	
Guggenberger, Petra									
Iwanov, Harald Bakk.techn.	✓								
Münzer, Bernd Bakk.	✓								
Ogris, Christian				✓					
testinger, testi2									

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

 WL ... Waiting list |
  MD ... mandatory |
  IN ... invited |
  CF ... confirmed |
  PA ... participated |
  OK ... successfully

REPORT - COURSE ROOM(S)

This report gives you an overview of the course rooms (when they are assigned, when they are free, ...)

Report - course room(s)

* **Course-provider**

* **Location**

* **Course room**

Date Range (from - to) [yyyy-MM-dd]

Course dates 1

One entry found.

Beginning (Date)	Beginning (Time)	End (Date)	End (Time)	Course
2009-11-09	10:48	2009-11-27	10:49	Mazda 6 MPS Technical Training (120)

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

REPORT - RESOURCE ALLOCATION

This report gives you an overview of allocated resources.

Report - Resource Allocation

* **Course-provider**

* **Resource pool**

Resource group

Resource

Date Range (from - to) [yyyy-MM-dd]

One entry found.

Resource name	booked from	booked to	Course
Mazda MPS	2009-12-01 09:23	2009-12-24 18:00	Mazda 6 MPS Technical Training (120) (2009-12-01 (09:23) - 2009-12-24)

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

E-LEARNING REPORT

Shows the summary results of the online test(s).

e-Learning Report

Market
Department
Course
Country (Company)
Region (Company)
job-role
Technician all technicians only no technicians
Date Range (from - to) [yyyy-MM-dd]
Include inactive users?
Show unfinished tests
Include persons from market

e-Learnings launched	3	
Done	3	
Successful	1	33.3 %
failed	2	66.7 %
Courses	1	
User with tests	1	
Tests per user	3	
Average time (total) (in min.)	0.194	
Average time (done tests) (in min.)	0.194	
Average time (not done tests) (in min.)	0	

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

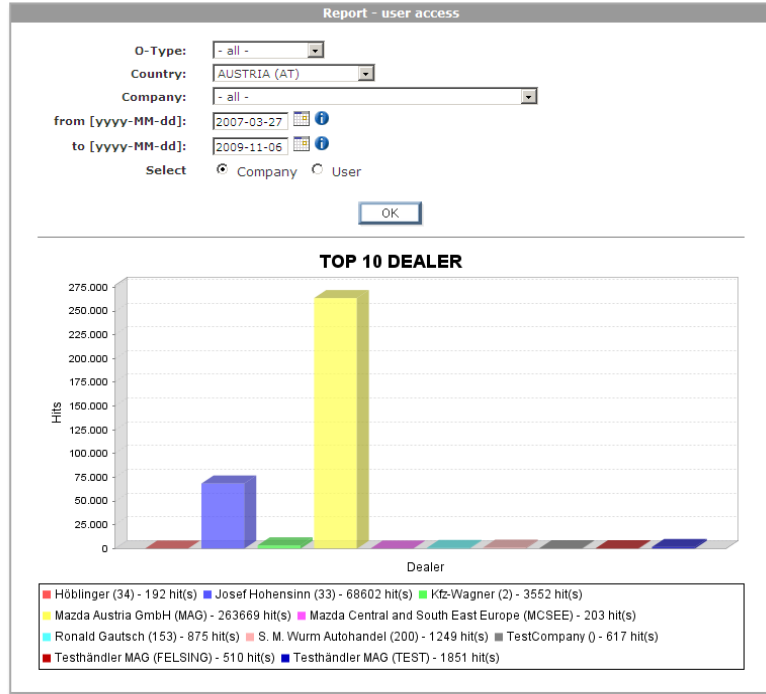
3 entries found, displaying all entries.

Participant	Company	Course	ISO	Done	Package title	Started at	Status	#	Total time (mins)	[%]	[%]
Kyamakya, Kyandoghere	Kfz-Wagner (2)	Scormtest (Roessler)	AT	<input checked="" type="checkbox"/>	Mazda Heritage v4	2009-05-05 13:17:28.0	unsuccessfully done	1	0.32	0.0	
Kyamakya, Kyandoghere	Kfz-Wagner (2)	Scormtest (Roessler)	AT	<input checked="" type="checkbox"/>	Mazda Heritage v4	2009-05-05 09:49:31.0	unsuccessfully done	1	0.27	0.0	
Kyamakya, Kyandoghere	Kfz-Wagner (2)	Scormtest (Roessler)	AT	<input checked="" type="checkbox"/>	Mazda Heritage v4	2009-03-04 11:12:42.0	successfully done	1	0.42	89.0	

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

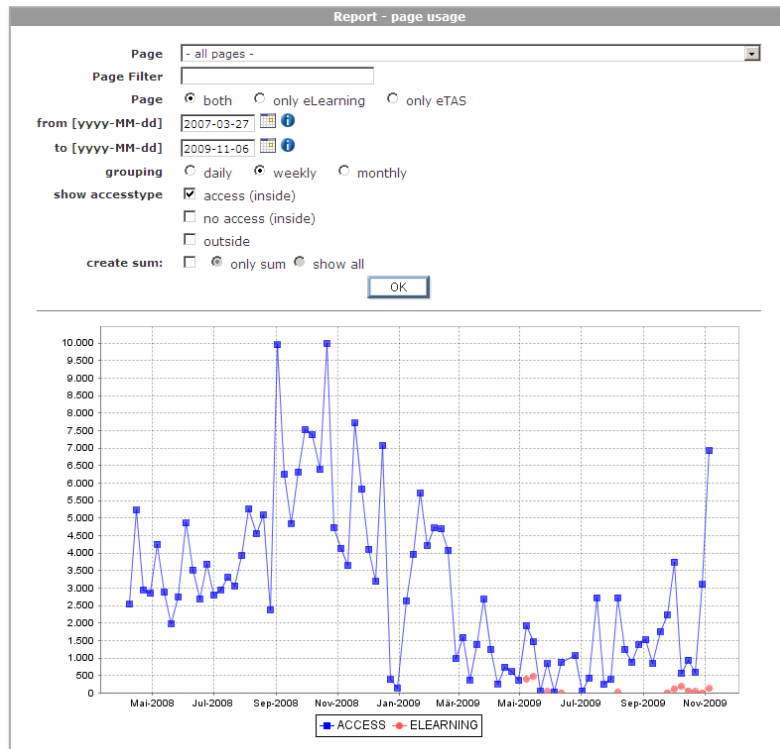
REPORT - USER ACCESS

This report gives you an overview of the user page access for the portal.



REPORT - PAGE USAGE

This report gives you an overview of the page views of the portal.



Now it's your turn:

5.1 Exercise: Reports

Click on some of the reports. Look how the results change when you change the parameters. Try also to export and import the data to Excel (if it is installed on your system).

Some reports may take a while to load. The more users and data involved, the longer it will take.

6 Maintenance

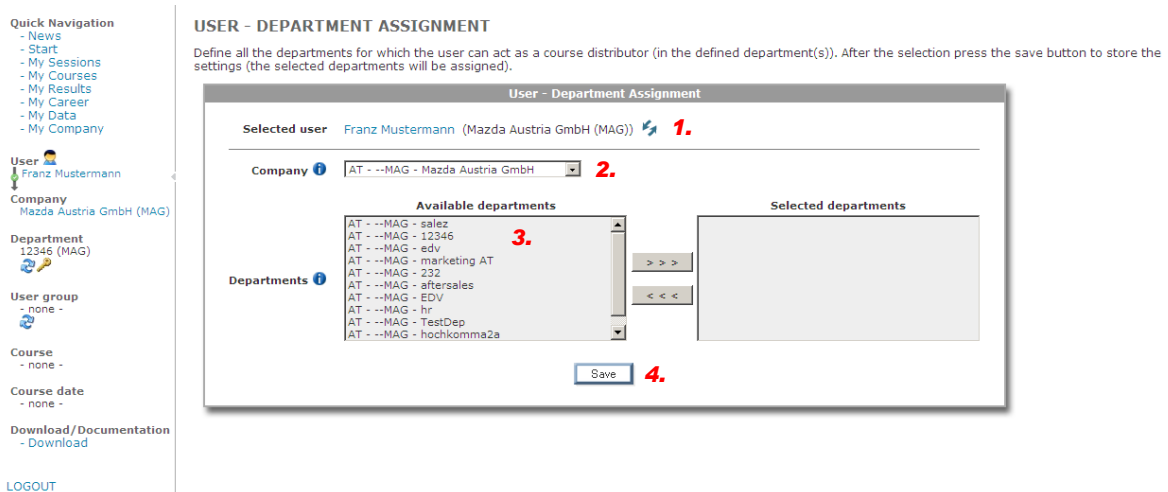
By now you will have probably stumbled across a message saying that you do not have the rights to do a certain action or rather could not find the appropriate menu or action presented throughout the Basic or Expert eTAS training manual. However, if this is not the case, this manual is really cool or you have too many rights! Report this immediately to your system administrator! 😊

Department assignment

6.1 Exercise: Assign a department to a user

Go to “Maintenance” menu and click on “Authorization: Department”. Choose a User and assign a department.

The department assignment is essential for creating a new course. Therefore the required steps are described on the following section.



USER - DEPARTMENT ASSIGNMENT

Define all the departments for which the user can act as a course distributor (in the defined department(s)). After the selection press the save button to store the settings (the selected departments will be assigned).

Selected user: Franz Mustermann (Mazda Austria GmbH (MAG)) **1.**

Company: AT ---MAG - Mazda Austria GmbH **2.**

Available departments:

- AT ---MAG - saiez **3.**
- AT ---MAG - 12346
- AT ---MAG - edv
- AT ---MAG - marketing AT
- AT ---MAG - 232
- AT ---MAG - aftersales
- AT ---MAG - EDV
- AT ---MAG - hr
- AT ---MAG - TestDep
- AT ---MAG - hochkomma2a

Selected departments:

Save **4.**

1. First of all you have to choose the user. If you want to choose another user, click on the change icon (🔄). This will bring you to the User Selection dialog where you can

search for a user. In this dialog you can click on the change icon (↔) to choose the appropriate user.

2. Choose the desired company in which the user should be in.
3. Now you can select the department from the left to which the user should belong to. While you hold the Ctrl-Key you can select more than one department at the time. Consider when adding more than one department to a user, that this user will be able to make changes in all his departments. To assign the departments you have to press the button.
4. Finally, you can save the settings by pressing the "Save" button.

Based on the users permissions (role) this user is now allowed to manage courses of this business area.


Roles and Rights

Speaking of rights, everything you can or can't do within eTAS is limited by the permissions you have. Respectively, which rights your assigned **roles** have been designated. This is very important: users do not have any *individual* rights. Only roles have these rights and thus allow the user to do what his/her function in eTAS is! The role that you or any other user has is indicated in the personal info page of the selected user.

Personal Info Registrations Certifications

✔ Fritz Genser ✎ ✉ ✕ ⏪ ⏩ ⏴ ⏵

MID AT-00807-2070251
Department EDV
Profession Roboter
Regionmanager of center (AL)
Language en



Address
Ernst-Diez-Strasse 3
9029
AUSTRIA
fritz.genser@mazda.at

Company
Mazda Austria GmbH (807) (NSC)
Trainingszentrum
Ernst-Diez-Str. 3
9029 Klagenfurt
AUSTRIA
petek@mazda.at

Assigned role(s)

- (5) Administrator (Mazda Central and South East Europe (MCSEE))
- (5) Administrator
- (5) Administrator (Mazda Motors Europe (MME))
- (5) administrator (Mazda Austria GmbH (807))

Department(s)

- AT - 00807 - Mazda Austria GmbH - aftersales
- AT - 00807 - Mazda Austria GmbH - EDV
- AT - 00807 - Mazda Austria GmbH - hr
- AT - 00807 - Mazda Austria GmbH - salez
- DE - --MMD - Mazda Motors Deutschland - region east

Users can have multiple roles and the sum of the assigned roles define what functions you are able to use. If one of your assigned roles does not allow you to create a new course however another role does, this will result in you being granted the permission to create new courses.

THINK TWICE BEFORE YOU GIVE AWAY MORE RIGHTS TO A USER THAN HE OR SHE REALLY NEEDS!

Sometimes it can be rather contradictory to have multiple roles. Before you assign a role to a user, check what consequences this will have for the user and eTAS. It is better to create a new role than assign more rights! However try not to exaggerate and avoid creating roles with only one granted right.

The amount of rights will steadily grow as eTAS will. For every new action or page (e.g. reports) there is a good chance that there will be new rights.

Since version 1.4.5 eTAS additionally supports a role level. In general this means a user with a role level of for example 3 can only assign roles with level 3 to other users. This was introduced to ensure that dealers can basic roles to new users.

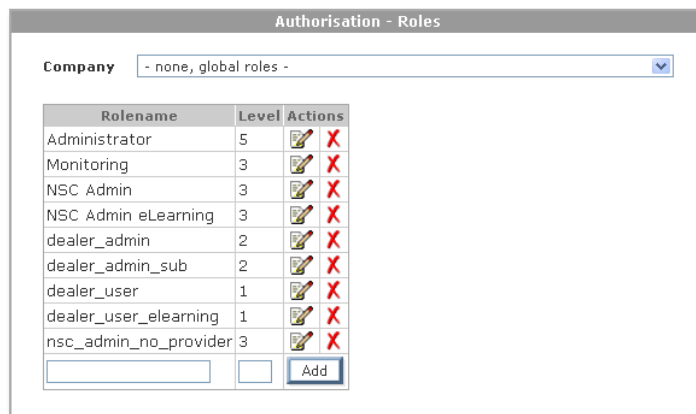
Creating or editing a role is very simple.

6.2 Exercise: Create a role

Navigate to “Maintenance” and “Authorization: Roles”. Choose a test company (preferably your own) and add a new role and level.

AUTHORISATION - ROLES

Define the roles (per company or globally) which you are using to maintain the rights for user-management.



Rolename	Level	Actions
Administrator	5	
Monitoring	3	
NSC Admin	3	
NSC Admin eLearning	3	
dealer_admin	2	
dealer_admin_sub	2	
dealer_user	1	
dealer_user_elearning	1	
nsc_admin_no_provider	3	

Newly added roles have no rights. To assign a right to a role switch to “Maintenance” and “Authorization: Rights” and grant the role some rights.

eTAS distinguishes between global roles and company roles. A global role is valid through the whole training system, whereas a company role is only valid for that specific company.

AUTHORISATION - RIGHTS

Select:

or:














- global role
- company
- company role

To change them mark the appropriate radio-element(s) and press the save-button.



Authorisation - Rights



Company:

Role: <company-role>

Type	Right	Help	Owner/menu	Company	Other/sub
1. 	Authorisation: Function right definition (per role)	2. 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Authorisation: GLOBAL		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	 Authorisation: Permission information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Authorisation: Role definition		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Authorisation: User/Department assignment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Authorisation: User/Role assignment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setting all rights			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Save"/>					

Legend

-  Menu right (menu entry assigned)
-  Function right (no menu entry assigned)

1. Currently there are two types of rights: menu () and function (). If you can grant a menu right the user will “see” the menu item. Function rights are for example the ability to edit a company profile.
2. The help buttons provide you with short pieces of information.
3. You can grant (✓) or deny (✗) a right and the user may or may not perform that action. For example see ‘personal information’ or ‘own created objects’.
4. If a company option is available you can grant or deny the right for the users’ company. Moreover, a global role also uses the company column. Thereby, that company will be used to which the currently logged in user (see on the top right) belongs. Otherwise, a company role always uses the chosen company for the “Company” column.

5. Additional, you can also grant or deny the right for the company's subsidiaries.
6. This is a convenience function at the end of the page. You can grant or deny all 210 rights and more with only one click. Use this function with care!

For a better understanding between the differences of "Owner/menu", "Company" and "Other/sub" let us consider the following example. The function "User: view" can be set for the three groups mentioned before. If you grant this option in the "Owner/menu" column, the user can only view the own profile ("User View"). However, it can be desired that the user can also see the profile from all users from the assigned company (e.g. Mazda Austria GmbH) he belongs to. Hence, you can grant this permission with the "Company" option. Is it desired that the users from the chosen role (e.g. Trainer) should see all user profiles from the subsidiaries (e.g. Golden Dachl Auto) of the assigned company (e.g. Mazda Austria GmbH), then the permission in the "Other/sub" column should be granted.

To commit to the changes click on the "Save" button. This is a benefit of the roles, as if you change the rights of a role all the assigned users are updated automatically at once. A user must (re)login to ensure that the changes have been saved.

Assign roles to users


To assign a role to a user click on "Authorization: User -> Role Assignment" in the "Maintenance" menu. Please note that you can only assign users not user groups.

USER - ROLE ASSIGNMENT

Assign the role(s) to the selected user - depending on the rights of the role(s), the user will be able to perform the allowed tasks.

You can only assign roles that belong to the following levels: 1, 2, 3, 4, 5 **1.**

User - Role Assignment

Selected user **Franz Mustermann** (Mazda Austria GmbH (MAG))  **2.**

	Company	Role	Flag	Actions
	<global-role>	(3) NSC Admin		X 3.
	Mazda Austria GmbH (MAG)	(5) dealer		X
4.	- none, global roles -	- please choose -	-	<input type="button" value="Add"/> 5.

1. This message displays which level of roles you may assign to the selected user.
2. Eventually change the selected user (↔).
3. You can remove roles that have already been assigned with the delete action icon (X). Only those roles with a level equal to those stated in the message (1.) can be removed.
4. Choose a market and the role from the drop-down menu.
5. Click on the “Add” button to assign the role. You may only add those with the level equal to those stated in the yellow message.

6.3 Exercise: Assign a Role

Find a test user (maybe the one from the basic training) and assign the newly created role.

7 Additional Information (Add-Ons)

There are several add-ons available. A detailed description of these add-ons can be found in further available manuals.

HR Module

In the “HR Module” you get an overview of all employees of a chosen market including their headcount. Additionally, you can export a detailed headcount statistic to an Excel-file. For each market/company there is an employee list as well as an organization chart available. Moreover, you can view one of the three new HR reports (“How users found Mazda?”, “Employment status report”, “Women/Men Quota”). If you want to know how long employees are working for Mazda, you can do that here. The “Birthday Reminder” found its way into eTAS. With this exciting new feature you can see, who will have birthday in the next few days. This information can also be sent automatically by e-Mail.

News Module

An easy way to announce a new model or important news is to use the “News Module”. Such news can be displayed only to a certain market to address the proper user. The news system is divided into “News Groups” to allow a better overview. In addition, you can send an e-Mail if a new topic is available. Furthermore, the user can subscribe to the newsletter to receive automatically an e-Mail for all upcoming news.

eFeedback

Do you ever want to make a survey? With “eFeedback” you are able to interview dealers as well as users. Use your own customized poll to get the information you need. All users from a chosen market will get an e-Mail with a link, where they can fill out the feedback form.

Sales Module

With the “Sales Module” you get a compact overview of the most important information of a market. You find the latest information like the number of active companies or the number

of the different company types. This information is visualized with pie charts. In addition, you get the company list as well as a map of the market. Furthermore, you find a link to the “eFeedback” or the “News Administration”. Now you find all information at a glance. A detailed manual about this topic is coming soon.

8 Final statement

This paper and the prior basic technical training should cover the most interesting parts of eTAS. The system will evolve in time and more and more parts will be introduced. Feel free to contact us if you think something vital is missing in this paper or you have come across persistent errors. Our e-mail address is etas@mazda.at. Feedback is always appreciated.