NEWSLETTER No. 5 *(12/2009)*

Dear Mazda-Partner,

A lot of you already know the (electronic) Training-Administration-System **eTAS** and this newsletter.

The new version 1.9.5 comes with a lot of new features, which should help you in your work and bring you more blitheness.

In this newsletter we want to present you the major modifications, which have changed since the version 1.9.0.

We hope you will enjoy reading this.

Hans-Peter Petek

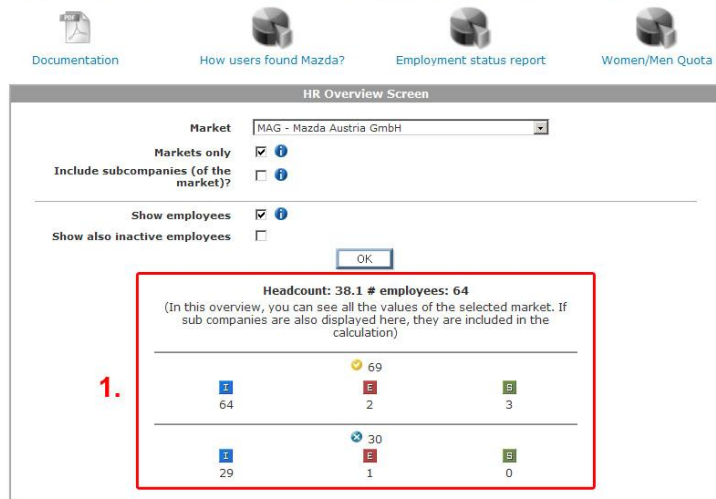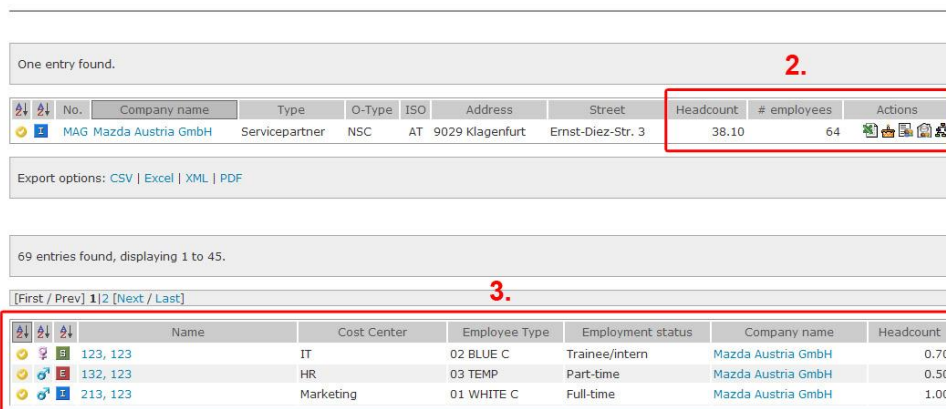[Group Leader IT]

Dear Newsletter recipient!

In this edition of the newsletter we want to present you the new features of the recently installed Version (1.9.5). Additionally, we want to show you how you can improve your efficiency while working with eTAS.

1. HR Module

Now there is a page, which puts all HR features together:

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2 / 15

On this page you can find all related HR reports as well as an overview of the markets/subcompanies and their employees.

1. In this area the total headcount, the number of employees together with their status (active, inactive) and their user type (internal, external, system user) is displayed.

2. Another overview of the headcount and the number of employees can be found here. In addition, you can access the Headcount Excel Export, Birthday Finder/Anniversary Finder, a list of employees and the Organization Chart with the action buttons.

3. From this overview you can get detailed information about employees. This information consists of the cost center (IT, HR, Marketing, ...), the employee type (Blue color, White color, Temporary Stuff), the employment status (trainee, apprentice, temporary stuff, part-time, full-time, retired) and the actual assigned headcount.

1.1. Headcount Excel Export

A detailed analysis of the headcount statistic can be exported into Excel.

MAG
HC Overview

Status of 2009-12-10	02 BLUE C	01 WHITE C	03 TEMP	Comments
- NO COSTCENTER -				
E━━━━	0,44			separation date: 2009-11-30
Accounting				
S━━━━	0,45			
HR				
K━━━━		0,50		
IT				
K━━━━			0,30	
LAW				
V━━━━		0,20		
HC TOTAL	1,45			
Workforce TOTAL	1,89			

Seite 1

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3 / 15

Additionally, you can request a Headcount Reminder Mail:

Mazda Austria GmbH (MAG)

Status of 2009-12-11

- NO TYPE -:	0.00
02 BLUE C:	0.45
03 TEMP:	0.30
01 WHITE C:	0.70
Headcount Total:	1.45
Workforce Total:	5.00

For more information see the "eTAS" portal (https://mapps.mazdaeur.com/MazdaMastersWeb/).

+++ this is an automatically generated message, please do not reply +++

1.2. *Birthday Finder/Anniversary Finder*

eTAS helps you to find state occasions like birthdays or anniversaries.

BIRTHDAY AND ANNIVERSARY FINDER

The Birthday Finder is used to find out the birthdays of employees. With the Anniversary Finder you can search how long employees are already working at Mazda.

Birthday and Anniversary Finder	
Market/Company	MAG - Mazda Austria GmbH

Anniversary Finder

Working at mazda (in years) 10

OK

Birthday Finder

Date Range (from - to) [yyyy-MM-dd] 2009-12-01 2009-12-31

OK

You want to know when an employee celebrates his birthday in the near future? No problem! You can use the Birthday Finder and you will get a list with employees and their birthday in the upcoming days.

Employees With A Birthday Between The December 01 And The December 31

4 entries found, displaying all entries.

User	Birthday on	Age
	1975-12-03	34
	1954-12-08	55
	1962-12-25	46
	1978-12-19	30

Export options: CSV | Excel | XML | PDF

If you want, you can again request a Birthday Reminder Mail:

Mazda Austria GmbH (MAG)

The following employees will have their birthday today:

- ▬▬▬▬▬ (birthday: 1979-12-11) (30 years)
- ▬▬▬▬▬ (birthday: 1974-12-11) (35 years)

+++ this is an automatically generated message, please do not reply +++

Are you planning to celebrate an anniversary for a colleague? Then use the Anniversary Finder.

Employees Which Working At Mazda Since 10 And More Years

2 entries found, displaying all entries.

Name	Check in	Check out	Employee since (years)
	1993-11-05	2008-11-17	15
	1998-01-01		11

Export options: CSV | Excel | XML | PDF

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5 / 15

2. Individual Feedback Requests
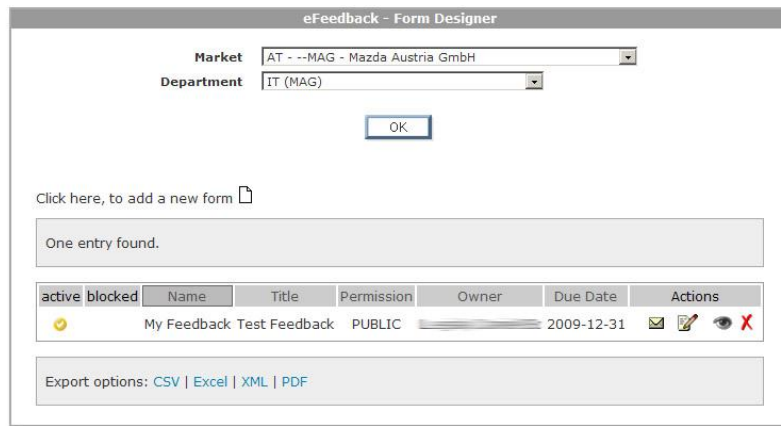
With 1.9.0 we introduced a new feature set: Customizable Feedbacks. With this you can create your own questions and possible answers and send the request for feedback to all people in a market! Sounds incredible? It is :)

You start here by selecting a market and creating an eFeedback for any course provider. Furthermore, you can also edit or preview an existing eFeedback. The preview shows the look and feel of the eFeedback, which the user will later see.

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6 / 15

EFEEDBACK - FORM EDITOR

Here you can enter the mail content as well as the questions and answers for the eFeedback.

EFEEDBACK - FEEDBACK REQUEST

Choose the market to get the proper companies from which you want to get the feedback. Choose also the receiver-type.

3 Send the information to the target users - they will get an e-Mail and can fill the form (via a link in the e-mail).

Market	Mazda Austria GmbH (MAG)
Department	IT (MAG)
form	My Feedback ( )

Market	AT - --MAG - Mazda Austria GmbH
do not include submarkets	☐
only internal companies	☐
User group	MyUserGroup (10) ↰

receiver-type

⦿ usergroup (100%, 10/10)
█████████ ▇ valid e-Mail addresses
0%   100%

○ company (2%, 9/387)
█ valid e-Mail addresses
0%   100%

○ company contact (2%, 9/387)
█ valid e-Mail addresses
0%   100%

[Overview]   [Send]

If you want to send the eFeedback, you can choose between three different options: company and company contacts. With version 1.9.5 it is now possible to send the eFeedback to a self defined group of persons by using the user group option.

TEST FEEDBACK

This is the first part of the mail message ...

"https://mappsacc.mazdaeur.com/MazdaMastersWeb/formfeedback.do?feedback=tL9N1spwfWw8GlJSxUSshH1bXKIZniTF"

This is the second part of the mail message.

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

After you send the eFeedback, all selected user will get this mail with your given text and a personalized link to the feedback page ...

... bringing the user directly to his eFeedback, where he can enter all data and send it back within minutes. If this isn't cool, I don't know what else :)

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9 / 15

3. Sales Module

The new Sales Module is the place, where you can find more details about the companies of a market. This page allows you to quickly access the eFeedback and the News Administration. Moreover, a graphic of the company types, a company list and a map is displayed.

On the map you find the locations of the individual companies. Each company type has its own colored marker. If you click on the marker a balloon appears, which contains the detailed address information.
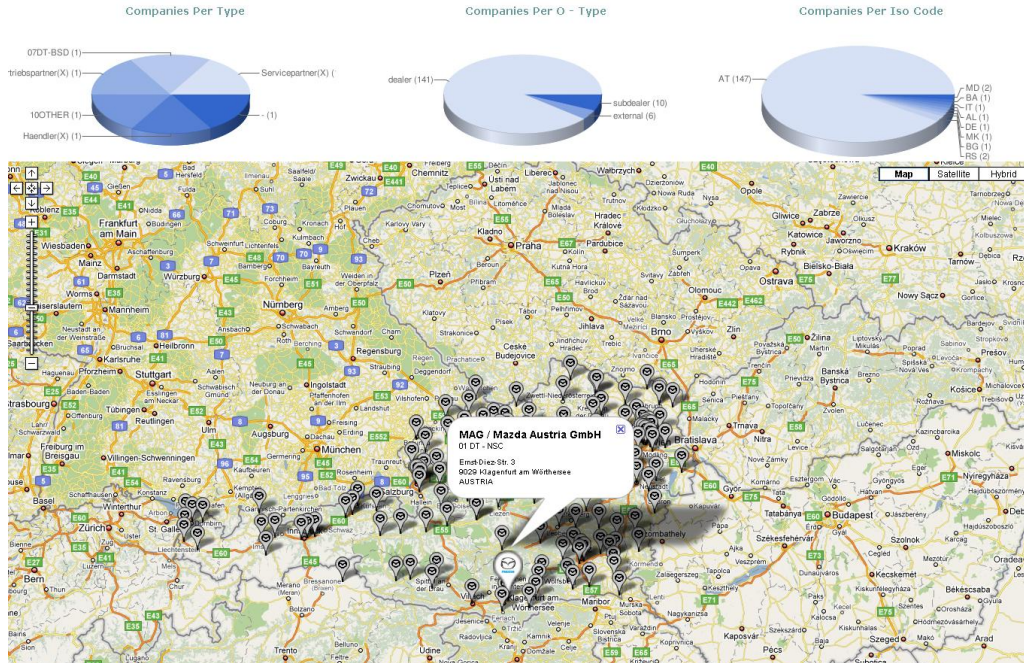
4. Organization Chart

Do you ever wanted to view an organization chart of your company? You can do it now. In the following image you can see the parent company as well as the child companies of MSWE (Mazda South West Europe).

ORGANIZATION CHART OF MAZDA SOUTH WEST EUROPE
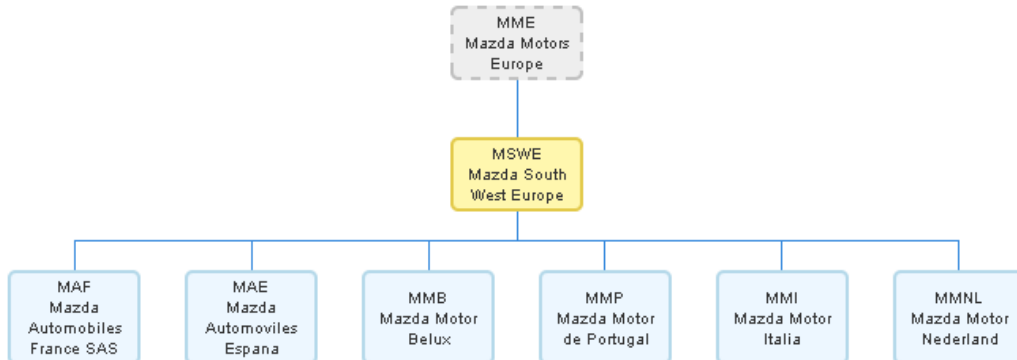
This is insufficient for you? You want to see the hierarchy of the employees and their supervisor? No problem! This is also possible with eTAS. In the following example you

see the supervisor and the subordinated employees of Friedrich Satschen. If you click on an employee, a business card opens, which displays the most important contact information.

With this feature you can represent the complete command hierarchy of a company!
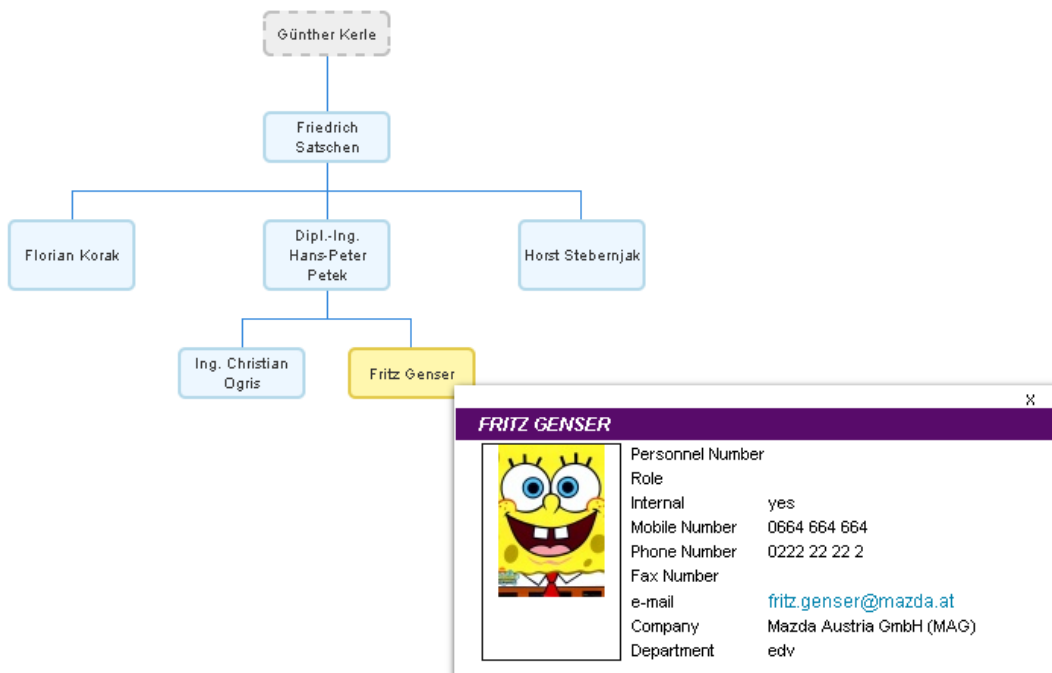
5. Enhanced Company Search

Now you can search for internal and external companies. Furthermore, you can display only active, inactive or both types of companies.

6. eLearning Overview

All eLearning courses can be found on this page. There you can see the number of user, which meet the requirements, at a glance. You can also have a look at the requirements and change them (if you have the adequate permissions).

7. Store selected department

Since version 1.9.4 the selected department will be saved on the logout. After re-login your previous choice is selected again. You can also define yourself, which department should be selected on login.

8. Duplicate search for markets

Each market can now search for its duplicate entries of users. These rights will be updated in the near future and be available to all NSC.

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9. Default Role

Ever tried to create a user, who couldn't log in because he or she didn't have an authorization role? Probably. :)

From now on every new user, who is created in eTAS or comes via MUM, a default role will be assigned depending on the users' company!

STRUCTURE TYPES

Define the types of the companies - a hierarchical order is supported (like a tree order).

| Type name	Parent type	Default role		
CONTINENTAL (*)	- ROOT -	NSC.User	✎	✗
DEALER	NSC/ID	Dealer.User	✎	✗
DIRECTMARKET	REGION	NSC.User	✎	✗
LOGISTICS	CONTINENTAL	NSC.User	✎	✗
NSC/ID	REGION	NSC.User	✎	✗
REGION	CONTINENTAL	NSC.User	✎	✗
RESEARCH	CONTINENTAL	NSC.User	✎	✗
SUBDEALER	DEALER	Dealer.User	✎	✗
SUBMARKET	NSC/ID	NSC.User	✎	✗
external	NSC/ID	Dealer.User	✎	✗
external	DEALER	Dealer.User	✎	✗
	- ROOT - ⌄	- none - ⌄	Add	

To every structure type in eTAS a default role is now assigned. If none exists, the user will get the role which is specified in the global preferences.

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15 / 15