

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!

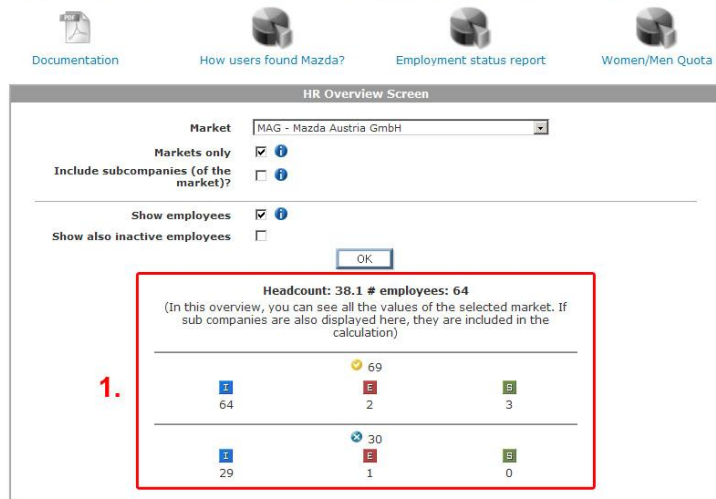
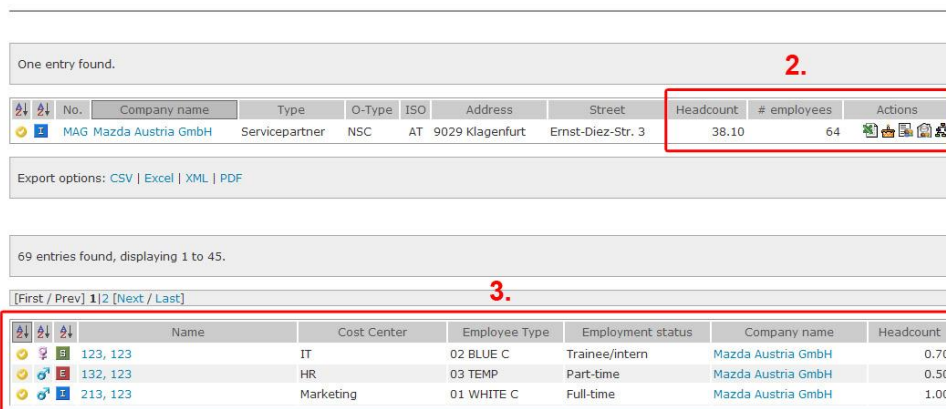
In this edition of the newsletter we want to present you the new features of the recently installed Version (1.9.5). Additionally, we want to show you how you can improve your efficiency while working with eTAS.

1. HR Module

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

HR OVERVIEW SCREEN

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

One entry found.

No.	Company name	Type	O-Type	ISO	Address	Street	Headcount	# employees	Actions
1	MAG Mazda Austria GmbH	Servicepartner	NSC	AT	9029 Klagenfurt	Ernst-Diez-Str. 3	38.10	64	[Icons]

Export options: CSV | Excel | XML | PDF

69 entries found, displaying 1 to 45.

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

Name	Cost Center	Employee Type	Employment status	Company name	Headcount
123, 123	IT	02 BLUE C	Trainee/intern	Mazda Austria GmbH	0.70
132, 123	HR	03 TEMP	Part-time	Mazda Austria GmbH	0.50
213, 123	Marketing	01 WHITE C	Full-time	Mazda Austria GmbH	1.00

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 -				
	0,44			separation date: 2009-11-30
Accounting	0,45			
HR		0,50		
IT			0,30	
LAW		0,20		
HC TOTAL	1,45			
Workforce TOTAL	1,89			

Seite 1

Additionally, you can request a Headcount Reminder Mail:



eTAS

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.



The screenshot shows a software window titled "Birthday and Anniversary Finder". At the top, it displays "Market/Company" as "MAG - Mazda Austria GmbH". Below this, there are two sections: "Anniversary Finder" and "Birthday Finder". The "Anniversary Finder" section has a label "Working at mazda (in years)" followed by a text input field containing the number "10" and an "OK" button. The "Birthday Finder" section has a label "Date Range (from - to) [yyyy-MM-dd]" followed by two date pickers. The first date picker is set to "2009-12-01" and the second is set to "2009-12-31". There are also "OK" buttons for both sections.

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
[REDACTED]	1975-12-03	34
[REDACTED]	1954-12-08	55
[REDACTED]	1962-12-25	46
[REDACTED]	1978-12-19	30

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

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



eTAS

Mazda Austria GmbH (MAG)

The following employees will have their birthday today:

- [REDACTED] (birthday: 1979-12-11) (30 years)
- [REDACTED] (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)
[REDACTED]	1993-11-05	2008-11-17	15
[REDACTED]	1998-01-01		11

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

2. Individual Feedback Requests

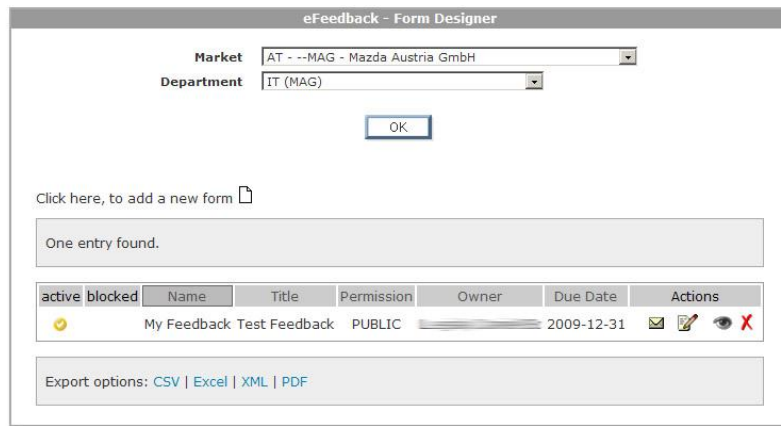
With 1.9.0 we introduced a new feature set: Customizable Feedbacks. With this you can create your own questions and possible answers and send the request for feedback to all people in a market! Sounds incredible? It is :)

EFEEBACK - FORM DESIGNER





Here you can create polls according to your own tastes. A Link to the poll will be send by e-Mail to a chosen market. If you want see the results of your poll, go to the report "Feedback Evaluation".

To design individual Feedback Forms, there are just 3 simple steps necessary.

- 1 Create the form - define the name and the title.
- 2 Define the objects which should be shown on the form (input areas, selection boxes, ...) and test the form.
- 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).



The screenshot shows the 'eFeedback - Form Designer' window. At the top, there are two dropdown menus: 'Market' set to 'AT - --MAG - Mazda Austria GmbH' and 'Department' set to 'IT (MAG)'. Below these is an 'OK' button. A link says 'Click here, to add a new form'. Below that, a message says 'One entry found.' followed by a table with the following data:

active	blocked	Name	Title	Permission	Owner	Due Date	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	My Feedback	Test Feedback	PUBLIC		2009-12-31	   

At the bottom, there are export options: 'Export options: CSV | Excel | XML | PDF'.

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.

EFEEEDBACK - FORM EDITOR

Market Mazda Austria GmbH (MAG)
Department IT (MAG)

Id

*** Name**

*** Title**

Due Date [yyyy-MM-dd]

*** Permission** PUBLIC PRIVATE

*** Mail (Part 1)**

This is the first part of the mail message.

*** Mail (Part 2)**

This is the second part of the mail message.


The items marked with an * are required.





Question	New line	Type	Referenced table	Action
<input type="text" value="A question with a single line input"/>	<input checked="" type="checkbox"/>	Single Line	-	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="text" value="A question with a text box"/>	<input checked="" type="checkbox"/>	Text box	-	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="text" value="Another question with a single line"/>	<input checked="" type="checkbox"/>	Single Line	-	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="text" value="A question / statement with a selection box"/>	<input checked="" type="checkbox"/>	Selection box	Mazda Modelle	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="text" value="A question / statement with radio buttons"/>	<input checked="" type="checkbox"/>	Radio controls	JaNein	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="text" value=""/>		Single Line		<input type="button" value="edit"/>

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

EFEEEDBACK - FEEDBACK REQUEST

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

 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 (<input type="text"/>)
Market	AT - --MAG - Mazda Austria GmbH
do not include submarkets	<input type="checkbox"/>
only internal companies	<input type="checkbox"/>
User group	MyUserGroup (10) 
receiver-type	<p><input checked="" type="radio"/> usergroup (100%, 10/10)  valid e-Mail addresses</p> <p><input type="radio"/> company (2%, 9/387)  valid e-Mail addresses</p> <p><input type="radio"/> company contact (2%, 9/387)  valid e-Mail addresses</p>
<input type="button" value="Overview"/>	<input type="button" value="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

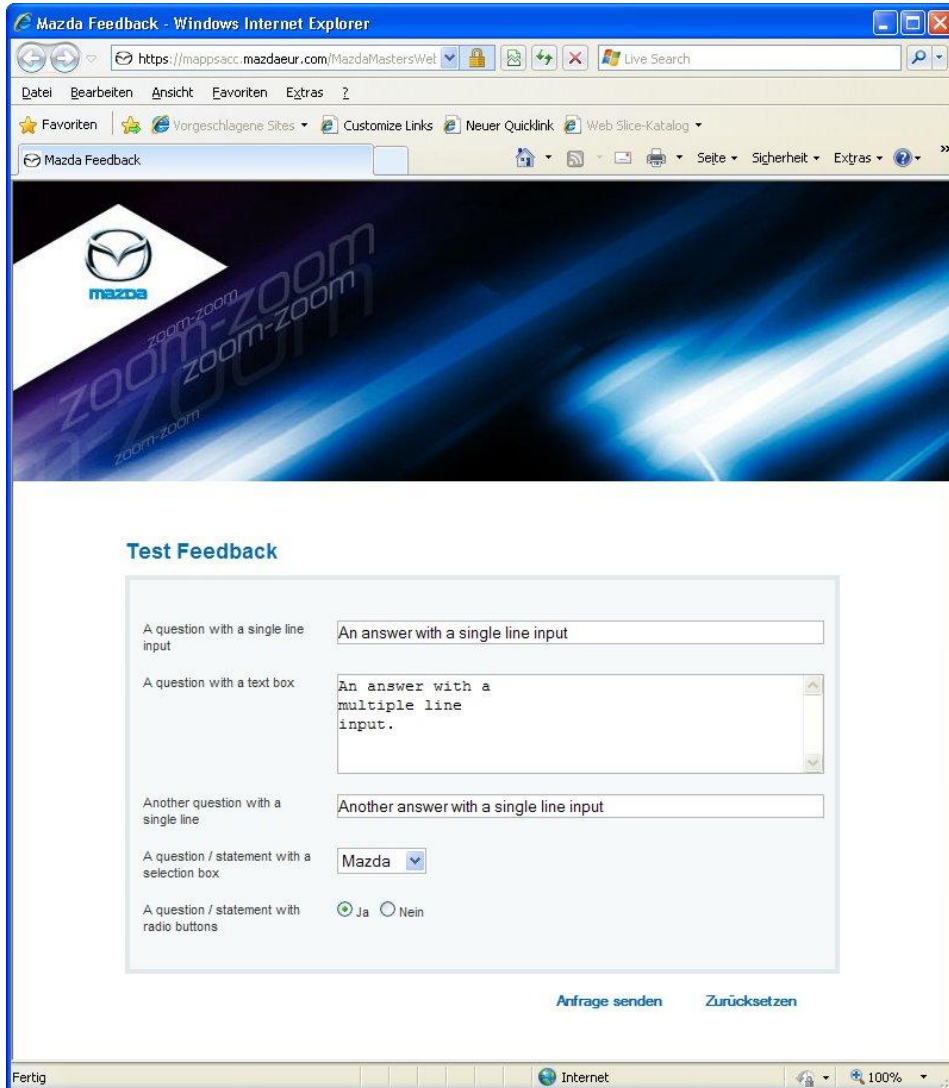
This is the first part of the mail message ...

["https://mappsacc.mazdaeur.com/MazdaMastersWeb/formfeedback.do?feedback=tL9N1spwfWw8GIJSxUSshH1bXKIzniTF"](https://mappsacc.mazdaeur.com/MazdaMastersWeb/formfeedback.do?feedback=tL9N1spwfWw8GIJSxUSshH1bXKIzniTF)

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 ...



The screenshot shows a Windows Internet Explorer browser window titled "Mazda Feedback". The address bar shows the URL "https://mappsacc.mazdaeur.com/MazdaMastersWel". The browser interface includes a menu bar with "Datei", "Bearbeiten", "Ansicht", "Favoriten", and "Extras". Below the menu bar are "Favoriten" and "Vorgeschlagene Sites" sections. The main content area features a Mazda logo and a blue background with the text "zoom-zoom" repeated. The "Test Feedback" form contains the following elements:

- A question with a single line input: "An answer with a single line input" (input field)
- A question with a text box: "An answer with a multiple line input." (text area)
- Another question with a single line: "Another answer with a single line input" (input field)
- A question / statement with a selection box: "Mazda" (dropdown menu)
- A question / statement with radio buttons: "Ja" (selected) and "Nein" (radio buttons)



At the bottom of the form are two buttons: "Anfrage senden" and "Zurücksetzen". The browser status bar at the bottom shows "Fertig" and "Internet" with a 100% zoom level.

... 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 :)

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.

SALES MODULE
The Sales Module provides an overview of all important information regarding the markets.

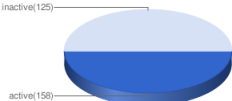
 #Feedback - Form Designer
  News Administration

Sales Module

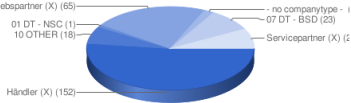
Market: AT - --MAG - Mazda Austria GmbH

 Companylist
  Map

Active/inactive



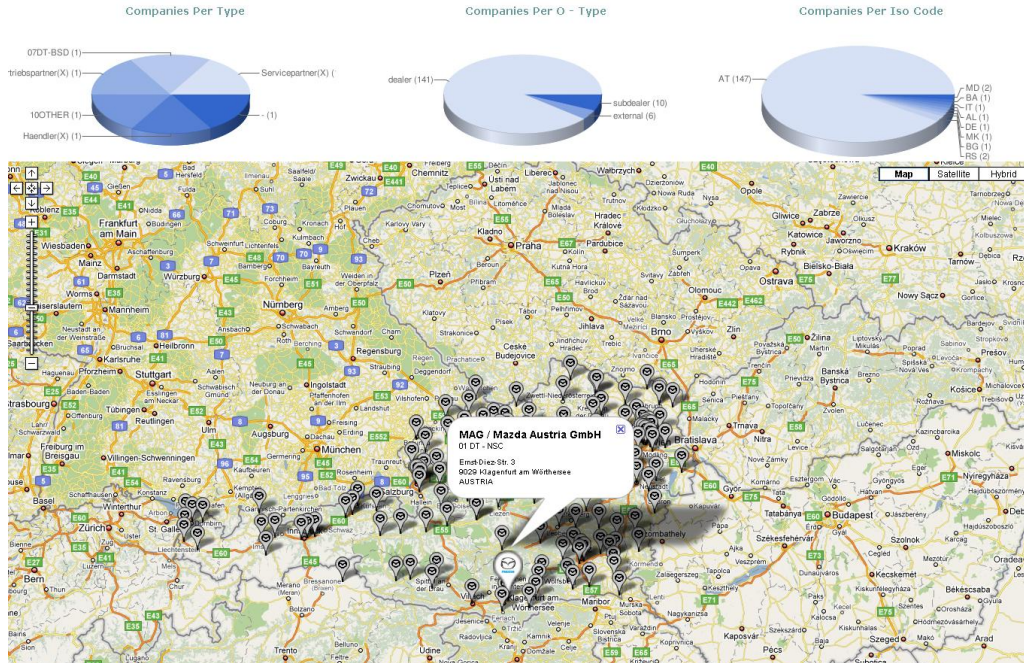
Companies Per Type



Company type	No.
Händler (X)	152
Vertriebspartner (X)	65
07 DT - BSD	23
Servicepartner (X)	20
10 OTHER	18
- no companytype -	4
01 DT - NSC	1

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

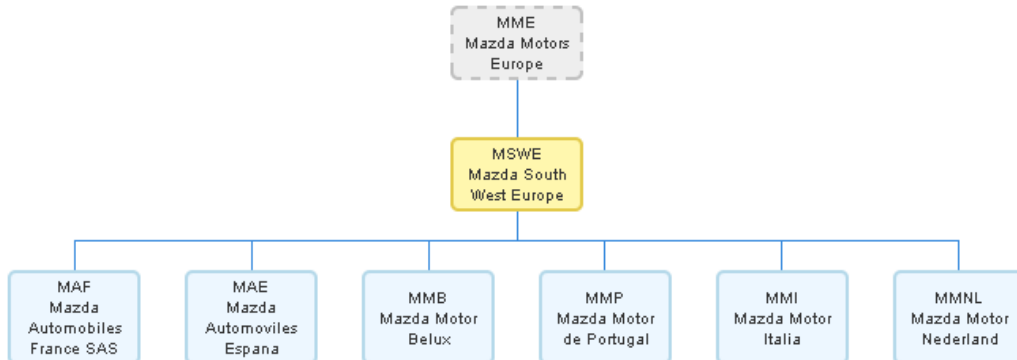
On the map you find the locations of the individual companies. Each company type has its own colored marker. If you click on the marker a balloon appears, which contains the detailed address information.



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

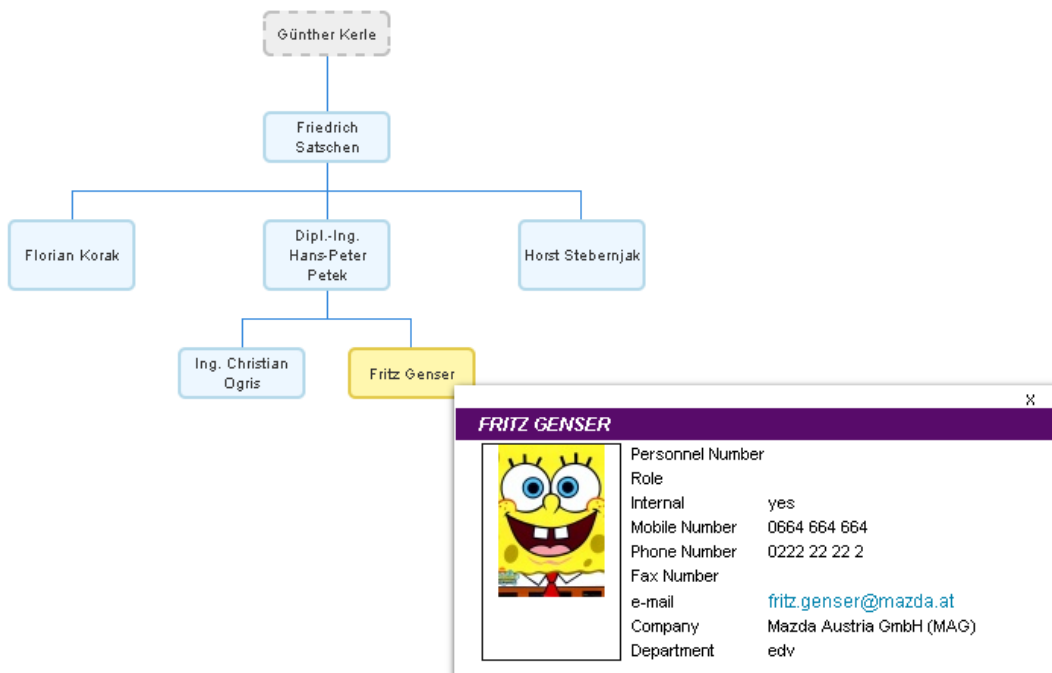


This is insufficient for you? You want to see the hierarchy of the employees and their supervisor? No problem! This is also possible with eTAS. In the following example you

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!

ORGANIZATION CHART OF FRIEDRICH SATSCHEN



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.

COMPANY SEARCH

Define the search string and press the button (the * as wildcard is supported).

Company Search

Company number Company name

e-mail

Street

Zip City

Country

Region

Course-provider only

Markets only

active/inactive both only active only inactive

internal/external both only internal only external

Structure type (O-Type)

Company type

Page size

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).

E-LEARNING OVERVIEW

To check which e-learning courses are online just choose a market and a department. You see which requirements are set for the e-Learning and how many users are able to access it. If no user is allowed to access it, the e-Learning is marked in yellow.

E-Learning Overview

Market

Department

Course number

4 entries found, displaying all entries.

active	Course number	Course	Packets	Requirement(s)	# (Users)	Market	Department	Actions
<input checked="" type="checkbox"/>	Diesel Engine	Diesel Engine	1	0 Requirement(s)	0	Mazda Austria GmbH (MAG)	aftersales	
<input checked="" type="checkbox"/>	MultipleCertTest	MultipleCertTest	5	1 Requirement(s)	1	Mazda Austria GmbH (MAG)	aftersales	
<input checked="" type="checkbox"/>	Petrol Engine	Petrol Engine	1	3 Requirement(s)	11	Mazda Austria GmbH (MAG)	aftersales	
<input checked="" type="checkbox"/>	DE-09*Test	SingleCertTest	1	1 Requirement(s)	54	Mazda Austria GmbH (MAG)	aftersales	

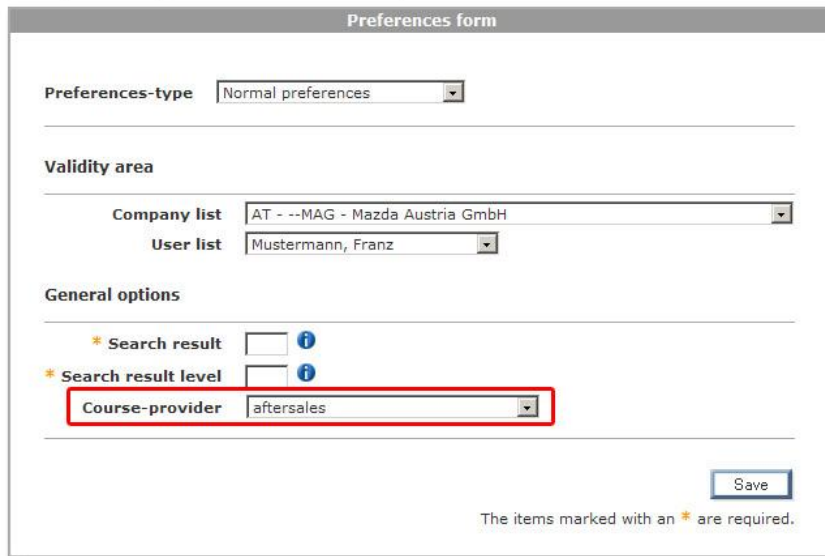
Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#)

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.

PREFERENCES

Edit the preferences, which concerns the whole system.



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.

SEARCH FOR DUPLICATES

The duplicate-search makes it possible to find the so called duplicates. A duplicate is a person who has been stored in the database more than once (so one entry is wrong). The parameters of the search can be adjusted (first name, last name and optionally also the birthday). The system finds all persons who have the same first name, last name (and birthday).

























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		
<input type="text"/>	- ROOT -	- none -	<input type="button" value="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.